
**HAYES TOWNSHIP BOARD
MINUTES
August 11, 2014**

The regular meeting of the Hayes Township Board was called to order by Supervisor Ethel Knepp at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix

Board members present were Marlene Golovich, Rich Burnett, Robin Kraft, Doug Kuebler and Ethel Knepp. Audience members were Scott Parker, Jess Halstead, Randy Johnson, Warren Nugent, David Zipp, Jerry Simpson, Denny Golovich, Omar Feliciano, Patricia Feliciano and Paul Hoadley.

REVIEWED AGENDA – Added to agenda, Minutes of July 21, 2014 meeting.

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS – Dave Zipp asked why there wasn't a handicap parking space and sign at the rear door. It was explained that the rear door was kept locked and therefore did not want to give the impression that it was an open entrance by placing signs there.

TREE REMOVAL CSG – Doug Kuebler made a motion, supported by Rich Burnett to accept the bid presented by Northern Sawmills, Inc. for ~~\$46,000.00~~ **?????** **\$46,200.00** to remove all the Ash trees, **Beech trees**, dead Maple trees, and dead Pine trees at Camp Sea-Gull with an anticipated October 2014 start date. Proof of insurance must be provided before work begins.

Yays: Doug Kuebler, Rich Burnett, Ethel Knepp, Robbin Kraft
Nays:
Abstained: Marlene Golovich

ZONING FEE RESOLUTION - Motion by Ethel Knepp, supported by Robbin Kraft to adopt the following resolution:

WHEREAS the Hayes Township Board desires to assist in defraying the costs of investigating, reviewing and administering zoning applications, appeals, rezoning requests from individual property owners, and other types of decisions which result in extra costs to the Township and

THEREFORE IT SHALL BE RESOLVED the following fee schedules are amended

ZONING PERMITS		
Single Family Residence	\$50.00 min.	.05 sq. ft.
Addition to Residence	\$50.00 min.	.05 sq. ft.
Construction of Accessory Building	\$50.00 min.	.05 sq. ft.
Addition to Existing Commercial or Industrial Structure if the Addition is 50% or Less of the Original Building Footprint	\$75.00 min.	.05 sq. ft.
Commercial Permit	\$75.00 min.	.05 sq. ft.
Zoning Permit After the Fact		Double Original Fee
Replanting Shoreland Protection		100.00
Additional inspections of replanting Shoreland Protection/Landscaping (each time)*		50.00
BOARD OF APPEALS		
Initial Application		700.00
Subsequent meeting when tabled at the request of the applicant for more than 10 days		590.00
REZONING REQUEST		
Contiguous Parcels		200.00
SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS (Residential)		
Cottage Industry		100.00
Dog Kennels		100.00
SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT		
PUD's, Commercial, Industrial Developments or Site Condominiums		300.00
Single Family Subdivision Plat Application Review – Each Phase of Review		300.00
RE-PUBLISHING FEE		Actual Cost
LAND DIVISION APPLICATION or RECONFIGURATION		150.00
SIGN PERMIT		50.00
SPECIAL MEETING REQUEST		Actual Cost of members present
Example: Each Planning Commission Member @85.00, Chairman @110.00 and Secretary @150.00		
SHORT TERM RENTAL LICENSE FEE		
Application Fee		200.00
Rental License After the Fact		Double Original Fee
Re-Application Fee		500.00
COPIES		
Zoning Ordinance – Resident/Non Resident		20.00
Comprehensive Plan – Resident/Non Resident		20.00
Freedom of Information Act (FOIA), mailing list, minutes etc		
Per Page		.25
Per Hour		15.00
Per Month Copy of all documents provided in the packets prepared for and mailed to the Board of Trustees or Township Commissions (paid in advance)		30.00
NON SUFFICIENT FUNDS (NSF) Effective 07/13/09		Cost of Bank Charges
HALL RENTAL		
Resident		100.00
Non-Profit Group		35.00
Request for key day before date rented		50% of rental fee
Funeral Dinner		No Charge
All Rentals are subject to Hayes Township residency & deposit		

The above list includes the initial fees only. If the Planning Commission or Zoning Board of Appeals determines that review of an application and/or participation in the review process by qualified professional planners, engineers, attorneys, or other professionals is necessary they may require the applicant to deposit funds in an escrow account as regulated by Section 9.05 2 of the Zoning Ordinance*Charged to the developer or landowner if initial inspection is not passed due to failure to install plants and landscaping according to the requirements of the Hayes Township Ordinance and the approved site plan.

Yeas: Robbin Kraft, Ethel Knepp, Rich Burnett, Doug Kuebler, Marlene Golovich
Nays:

RESOLUTION DECLARED ADOPTED.

ASSESSING RECORDS POLICY – Ethel Knepp made a motion, supported by Marlene Golovich to adopt the following policy as related to access and coping of Public Records and Assessing Records.

**Hayes Township, Charlevoix County
Policy and Procedure
For the Public Inspection and Copying of Public Records**

Public Inspection of Records

Upon receiving a verbal or written request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity for inspection and examination of its public records.

1. Said request shall be directed to the Hayes Township Clerk and/or authorized individual responsible for public township records.
2. Any request made pursuant to Michigan’s Freedom of Information Act, shall be made to the Hayes Township Clerk and/or the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
3. If verbal request is made, the responding Township official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
4. The Hayes Township Clerk and/or the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.
5. The Hayes Township Clerk and/or the FOIA coordinator shall be responsible for the production of the requested copies.
6. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of fees established by the Hayes Township Board of Trustees.
7. A person cannot remove books, records or files from the place the township has provided for the inspection. No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed.

Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

8. Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.
9. A person shall be allowed to inspect public records during usual business hours, not less than four hours per day by appointment. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.
10. A person shall be allowed to inspect and/or copy all property assessment rolls and property appraisal cards on Mondays from 8:30 a.m. til 2:00 p.m. by making prior appointment with the Township assessor.

Motion carried unanimously.

EASTERN AVENUE BEACH – Jess Halstead from Pine Point asked the Board to apply for a permit from the DEQ to remove the strip of grass near the shore line running parallel with the lake. The Board consensus was if it can be done legally via DEQ permit the Township would consider removing the grass. He also suggested bringing in sand to fill the swale and the Board stated they would not allow that. Scott Parker stated that it appeared that someone was raking vegetation and rerouting the stream that is located on the 70' property easement that is provided to give the owners of the Darnton home access to Lake Charlevoix. The property in the easement belongs to the Township and no one has been given permission to remove vegetation or reroute the creek. Ron VanZee is meeting with the DEQ on another sight and he will ask them to check out the grass removal area on EAB and give us an idea if they would even grant us a permit and he will also ask them to check out the creek area. Rich Burnett stated that it appeared that sand was brought in to an area near the boat launch on Susan Lake and asked Ron to look into that too.

CLERK PRESENTS

MINUTES Doug Kuebler made a motion, supported by Rich Burnett to approve the July 14, 2014 Regular Meeting Minutes as written. Motion carried unanimously. Rich Burnett made a motion, supported by Doug Kuebler to approve the July 21, 2014 Special Meeting Minutes as written. Motion carried unanimously.

INVOICES – Ethel Knepp made a motion, supported by Robbin Kraft to approve invoices totaling \$23,879.61.

Yeas: Ethel Knepp, Rich Burnett, Doug Kuebler, Marlene Golovich, Robbin Kraft
Nays:
Motion carried unanimously.

Clerk Golovich stated that Jim & Diane McMahon are making a donation to Camp Sea-Gull to be used for a fund raising campaign with any leftover funds to go to the matching funds for the road & boat launch.

The Township received a letter from the attorney regarding our medical marijuana ordinance. It will be placed on the September agenda.

Clerk Golovich also reported that she ordered office supplies, attended a P&R Committee meeting, had keys for CSG made, had the old computers hard drives wiped for disposal, shopped for an office desk, took old office equipment to the Bergman Center (they would not accept them), they are in the pole barn at CSG, she sent an email to the MNRTF regarding changes to the grant application, is working on a fund raising letter with Jim, Bob and Anne, is preparing for the Township audit and stated the election went well.

PARKS & RECREATION COMMITTEE – Warren Nugent reported that he, Scott Parker, Jim Rudolph, Jerry Simpson and Craig Golovich completed the deck repairs on the resident house and the live-in residents power washed it after the repairs were done and it looks great. The committee met and went thru the park identifying jobs/projects that would be appropriate to complete via a volunteer work bee. September 13/14 and September 20/21 have been chosen as possible dates for the work bee. The new picnic tables are on the beach and they are great. Craig Golovich caught someone dumping garbage in the park dumpster and the sheriff was called and asked to contact the person and warn them not to do it again. The P&R Committee would also like to stake out the proposed road to the boat launch so people will have a better visual idea of the route and tree and building removal involved. They hope to accomplish this prior to the next public hearing but after Mr Ford prepares the final proposal.

ZONING ADMINISTRATOR REPORT – Ron Van Zee presented a written report with an oral overview. Ron also reported that he and the Clerk developed a new zoning permit application that he will be implementing soon. Supervisor Knepp stated that Ron's 6 month review will be on the September agenda.

REPORT FROM PLANNING COMMISSION – Doug stated that the PC will have 3 hearings at their August 19 meeting.

TREASURERS REPORT - Robbin Kraft ~~present~~ **presented** a written report and stated tax payments are starting to come in.

SUPERVISOR REPORT – Supervisor Knepp stated the City of Charlevoix is changing their formula for billing ambulance service they provide the Township. There is no savings for the Township with this new formula. New agreements are being drawn up.

TRUSTEE REPORT – Ethel Knepp stated she attended the MTA picnic in Wilson Township and the political candidates were there for a meet and greet.

ASSESSOR REPORT – Paul reported that he has provided all the information for the AMAR audit that all ~~Township~~ **Townships** will have regarding their assessing practices.

UNDINE CEMETERY – Sexton Jerry Simpson stated that he would like the Board to review

the cemetery ordinance and redefine the number of burials allowed per lot. He also stated that grass needs to be planted in various areas in the cemetery. There are areas that only moss is growing. He will get a price for hydro seeding and/or recommend some type of ground cover and report back to the Board. Doug Kuebler asked if something could be done regarding the water pressure. Clerk Golovich will call Site Planning about the water pressure.

Without objection the meeting was adjourned at 9:20 p.m.

Respectively submitted

Marlene Golovich
Hayes Township Clerk

Minutes approved as corrected September 8, 2014