

**AGENDA**  
**HAYES TOWNSHIP BOARD OF TRUSTEES**  
**7:00p.m.      September 12, 2022**  
**Hayes Township Hall**  
**9195 Major Douglas Sloan Road**  
**Charlevoix, Michigan 49720**

**ZOOM**

<https://us02web.zoom.us/j/88289601882?pwd=ZkdsZUFpT1VVcFlhV0tpR1I3K0dBUT09>

**Meeting ID: 882 8960 1882**

**Passcode: 603058**

**+1 312 626 6799 US (Chicago)**

1. Call to Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Public Comments
5. Approval of Regular Meeting Minutes of August 8, 2022 and Special Meeting Minutes August 31, 2022
6. Treasurers Report
7. Clerks Report: Approval of Warrants
8. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

**NEW BUSINESS**

9. L-4029 Tax Rate Request Form
10. Fee Schedule Review
11. Public Comment
12. Board of Trustee Comment

**ADJOURN MEETING**

To best facilitate a hybrid meeting (in person as well as ZOOM) for the public, please adhere to the following guidelines:

**In person attendance**

1. Doors to the hall will open at 6:45 pm
2. Please voluntarily provide a name for the record
3. Please hold all comments until the appropriate designated public comment agenda item
4. To maintain an orderly meeting while providing opportunity for the public to be heard, Deputy Clerk will call names in appropriate order
5. We ask that you voluntarily state your name for the record
6. Direct all comments to the BOT
7. Keep comments brief and to the point (3 minutes per person); deputy clerk will advise when time is up
8. Do not speak while others are speaking
9. Minutes may not be yielded to other speakers
10. Be respectful- abusive language will not be tolerated.

**Via ZOOM attendance**

1. Upon signing into the meeting, please voluntarily provide a name for the record
2. All ZOOM participants will be admitted from the waiting room prior to the start of the meeting
3. All ZOOM participants will remain muted until called on during the appropriate designated public comment agenda item
4. Please raise your hand to be called on during public comments
5. Direct all comments to the BOT
6. Keep comments brief and to the point (3 minutes per person); participant will be muted at 3 minutes
7. Minutes may not be yielded to other speakers.
8. Be respectful- abusive language will not be tolerated.

HAYES TOWNSHIP  
BOARD OF TRUSTEES SPECIAL MEETING  
August 31ST, 2022, 2:00 PM  
HAYES TOWNSHIP HALL  
09195 MAJOR DOUGLAS SLOAN RD  
CHARLEVOIX, MICHIGAN 49720

The August 31st, 2022, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 2:00 pm.  
Board members present were Julie Collard (Treasurer), Doug Kuebler (Trustee), Kristin Baranski (Clerk), April Hilton (Deputy Clerk/Recording Secretary), and Ron VanZee (Supervisor)  
Excused: Matt Cunningham (Trustee)  
Audience Members signed in: Luanne Kozma, Winnie Boal and Ellis Boal

**CALL TO ORDER**

Supervisor Ron VanZee called the special meeting to order at 2:00 pm.

**REVIEWED & APPROVED AGENDA**

Mr. Kuebler made a motion, supported by Ms. Baranski, to approve the agenda as presented.

Yays: Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

**PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS**

Public comment opened and closed at 2:03.

Comments included:

- Ellis Boal read from a letter he submitted to the Charlevoix Courier.
- Resident inquired if Ron VanZee will be continuing to cover both the Zoning Administrator and Supervisor Positions at the township.

Closed at 2:06

**EMS BUILDING: SAFE HAVEN BABY BOX:**

Hayes Township  
Resolution 08312022



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BOARD OF TRUSTEES SPECIAL MEETING  
August 31ST, 2022, 2:00 PM  
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Safe and Anonymous Surrender of Infants

Whereas, Hayes Township, located in Charlevoix County, is committed to save the lives of children by providing mothers in crisis with a safe and anonymous plan for surrender;

Whereas, the state of Michigan already has enacted a safe haven law providing the foundation for this resolution;

Whereas this resolution gives indemnification to all first respondents involved in assistance to any children surrendered in this location;

Whereas, a notice of this approved resolution will be shared publicly at the Hayes Township Hall as well as on the public website, and whereas it is in the interest of the public health, welfare, and safety to eliminate unsafe and unlawful surrenders;

Whereas the Lake Charlevoix EMS building, located in Hayes Township, will be an official location of a safe haven baby box and will follow all guidelines to ensure the safety and welfare of any surrendered infant;

Whereas this resolution will be effective immediately after adoption and be entered into official record at the Hayes Township Hall, located at 9195 Major Douglas Sloan Road, Charlevoix, MI 49720.

Ms. Collard made a motion, supported by Ms. Baranski to adopt Resolution #08312022 for a Safe Haven Baby Box at the new Hayes Township EMS Building.

Yays: Julie Collard, Doug Kuebler, Kristin Baranski, Ron VanZee

Nays: None                      Motion Carried

The township has received two donations for the Safe Haven Baby Box, if anyone would like to donate, please contact Hayes Township Hall.

**PER DIEM FEE DISCUSSION:**

Ms. Baranski informed the Board of Trustees that she will be submitting a request at the Hayes Township Regular Board Meeting, for the Zoning Board of Appeals members to be paid for two full meetings for the ZBA meeting on August 22<sup>nd</sup>, 2022.

**TRUSTEE REQUEST:**



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Ms. Collard made a motion, supported by Mr. Kuebler to approve Ron VanZee to speak with the Township Attorney for reducing taxpayers' expenses.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

Nays: None                    **Motion Carried**

**TRUSTEE COMMENT:**

- Ms. Collard informed the Board of Trustee that they are working on updating the website.

**ADJOURNMENT:** Ms. Baranski made a motion, supported by Mr. Kuebler, to adjourn at 2:18 p.m.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

Nays: None                    **Motion Carried**

Respectfully Submitted,

April Hilton

Hayes Township Deputy Clerk/Recording Secretary





Type	Name	Memo	Amount
101 Char. State Bank Check 2643			
Check	US BANK	COPIER	-283.07
Check	VISA	CRASHPLAN,ZOOM,SUPPLIES,PARK, FOOD BANK	-2,226.78
Check	B&G ENTERPRISES	HALL, FIRE BARN, CEMETERY	-626.00
Check	GREAT LAKES ENERGY	HALL/FIRE BARN/UNDINE/STREET LIGHTS/PARK	-635.45
Check	CHARTER COMMUNICATIONS	MODEM CHARGES/TELEPHONE	-94.26
Check	WILBERT BURIAL VAULT	CONCRETE FOUNDATION	-43.20
Check	CONTRACTORS SUPPLY CO	FIRE BARN DOOR	-1,195.70
Check	QUILL	SUPPLIES	-574.51
Check	PARKER HARVEY LAW	GENERAL MATTERS/KOZMA/GRAVEL PIT	-5,272.25
Check	ANTHONY LACOMBE	FIRE BARN DOOR	-500.00
Check	QUADIENT FINANCE	POSTAGE METER LEASE QUARTERLY	-251.66
Check	QUADIENT	POSTAGE	-255.81
Check	ELECTION SOURCE	ELECTION MACHINE CODING	-400.00
Check	MTA	ONLINE PREMIUM PASS	-1,900.00
Check	GATEHOUSE MEDIA	PUBLIC NOTICES	-45.88
Check	IRS	38-2352841	-3,885.08
Check	STATE OF MICHIGAN	38-2352841	-644.37
Paycheck	ALISA ABINEY	08/01/2022-08/31/2022	-2,220.50
Paycheck	STEVE BULMANN	08/01/2022-08/31/2022	-74.89
Paycheck	APRIL HILTON	08/01/2022-08/31/2022	-907.42
Paycheck	MARILYN MOREHEAD	08/01/2022-08/31/2022	-78.49
Paycheck	DEREK BURNETT	08/01/2022-08/31/2022	-74.89
Paycheck	REX GREENSLADE	08/01/2022-08/31/2022	-368.43
Paycheck	ROY GRIFFITTS	08/01/2022-08/31/2022	-101.58
Paycheck	ROGNEY SLOCUM	08/01/2022-08/31/2022	-299.54
Paycheck	JULIE COLLARD	08/15/2022-09/16/2022	-2,392.50
Paycheck	RON VAN ZEE	08/15/2022-09/16/2022	-4,234.13
Paycheck	KRISTIN BARANSKI	08/15/2022-09/16/2022	-3,140.65
Paycheck	MATTHEW B. CUNNINGHAM	08/15/2022-09/16/2022	-313.86
Paycheck	THOMAS DARNTON	08/01/2022-08/31/2022	-405.35
Paycheck	DOUGLAS KUEBLER	08/16/2022-09/15/2022	-328.99
Paycheck	LESLIE CUNNINGHAM	08/01/2022-08/31/2022	-44.05

Type	Name	Memo	Amount
Paycheck	MATTHEW B. CUNNINGHAM	08/01/2022-08/31/2022	-74.89
Paycheck	JANICE VEDDER-WHIPPLE	08/01/2022-08/31/2022	-299.54
Paycheck	JERRY SIMPSON	07/01/2022-08/31/2022	-417.84
Paycheck	PAUL ZARDUS	08/01/2022-08/31/2022	-44.04
Paycheck	STEVE RITTER	08/01/2022-08/31/2022	-202.19
			-34,757.79
			-34,757.79

Total 101 Char. State Bank Check 2643

TOTAL

Installment	EMS BUILDING	Offset with Lease Payment	10248.13
Construction	EMS BUILDING	EMS Building Account	272924.95

## **September 2022 Treasurer Report**

(As of September 6, 2022)

### **Charlevoix State Bank**

1. General Fund-\$453,000.75  
(\$243,000.75 available, \$210,000 Restricted Reserve)
2. Tax Account-\$748,756.08 (restricted Treasury Funds)
3. Township Warrant Checking-\$34,654.91
4. Pantry-\$2,818.78
5. ARPA (restricted funds)-\$201,971.58
6. Fundraising Account-\$2,263.00
7. EMS Construction Account (restricted funds)-\$1,267,204.37

### **Forefront**

8. Metro Account Revenue Sharing-\$66,363.45
9. Prime Share Account-\$134.56

### **Horizon Bank**

10. Road Fund (RESTRICTED FUNDS)-\$303,149.14



**HAYES TOWNSHIP FEE SCHEDULE**

<b>TYPE OF APPLICATION/PERMIT</b>	<b>Fee</b>
<b>ZONING PERMITS</b> Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclosed a check payable to Hayes Township in the appropriate amount. Zoning Permit Fee is as follows: Projects costing between \$20,000 and \$70,000 Projects costing between \$70,001 and \$100,000 Projects in excess of \$100,000  If a zoning Permit expires and needs to be re-issued, the Zoning Permit application fee will be ½ of the original zoning permit application fee, as long as no changes are made from the original zoning permit application. Zoning Permit After the Fact Replanting Shoreland Protection Additional inspections of replanting Shoreland Protection/Landscaping (each time) *	50.00 Minimum 70.00 90.00 90.00 plus 10.00 for each increment of 20,000 over 100,000  Double Original Fee 100.00 50.00
<b>BOARD OF APPEALS</b> Initial Application Subsequent meeting when tabled at the request of the applicant for more than 10 days	700.00 590.00
<b>REZONING REQUEST</b> Contiguous Parcels	200.00
<b>SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS (Residential)</b> Cottage Industry Dog Kennels	100.00 100.00
<b>SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT</b> PUD's, Commercial, Industrial Developments or Site Condominiums Single Family Subdivision Plat Application Review - Each Phase of Review	300.00 300.00
<b>RE-PUBLISHING FEE</b>	Actual Cost
<b>LAND DIVISION APPLICATION or RECONFIGURATION</b>	150.00
<b>SIGN PERMIT</b>	50.00
<b>SPECIAL MEETING REQUEST</b> Example: Each Planning Commission Member @85.00, Chairman @110.00, Secretary @150.00 and Zoning Administrator @\$110.00.	Actual Cost of members and staff present
<b>SHORT TERM RENTAL LICENSE FEE</b> Application Fee Rental License After the Fact Re-Application Fee	200.00 Double Original Fee 500.00
<b>COPIES</b> Zoning Ordinance - Resident/Non Resident Comprehensive Plan - Resident/Non Resident Freedom of Information Act (FOIA), mailing list, minutes etc Per Page Per Hour 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)	20.00 20.00 . 10 12.00 30.00
<b>NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09</b>	Cost of Bank Charges
<b>HALL RENTAL</b> Resident Request for key day before date rented Funeral Dinner All Hall Rentals are subject to Hayes Township residency & deposit	100.00 50% of rental fee No Charge
<b>SEE REVERSE SIDE FOR MORE FEES</b>	

<b>NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09</b>	<b>Cost of Bank Charges</b>
<b>CEMETERY FEES</b>	
Single Burial Plot in Old Section (Cremation Only)	100.00
Single Burial Plot in New Section	300.00
Grave Open/Close	500.00
Cremains Burial Open/Close	75.00
Grave Marker Foundation Installation	125.00
Grave Marker Foundation	Township Cost +
All fees subject to Hayes Township Cemetery Ordinance #091018	Shipping
<b>SEE REVERSE SIDE FOR MORE FEES</b>	

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.

**HAYES TOWNSHIP**  
**ZONING ADMINISTRATOR REPORT**

**August 2022**

Issued the following zoning permits:

1. 06455 Church Road, 15-007-124-019-40, New Single Family Residence
2. 11707 North Star Drive, 15-007-465-017-00, 40x40 Storage Building
3. 11707 North Star Drive, 15-007-465-018-00, 40x40 Storage Building
4. 11075 Townline Rd, 15-007-200-024-00, Addition and attached garage
5. 07441 Nine Mile Point, 15-007-400-006-00, expand existing deck 6'x20'
6. 11705 Stonebridge, 15-007-540-016-00, 12'x16' garden shed

Working on nuisance violation on Shrigley

Following up on Shoreline Restoration Violation on Peaceful Valley

2 Parcels in Shoreland Review Committee process (Birdland and Indian Trails)

Working on nuisance violation on Townline

