

AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES
7:00p.m. June 12, 2023
Hayes Township Hall
9195 Major Douglas Sloan Road
Charlevoix, Michigan 49720

Join Zoom Meeting

<https://us02web.zoom.us/j/88001640434?pwd=QkdkY3AzN1dmKzZpajZQNEkwMkZ5dz09>

Meeting ID: 880 0164 0434

Passcode: 251468

+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 May 8, 2023 Regular Meeting Minutes and May 6, 2023 Budget Workshop
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. 2023/2024 Budget Adoption and Salary Resolutions
10. Hayes Township Parking Lot Bids
11. Post Audit Policy
12. Hayes Township Park Pavilion
13. Public Comment
14. Board of Trustee Comment

ADJOURN MEETING

Public Comment at Meetings of the Hayes Township Board of Trustees

The Hayes Township Board of Trustees values public input and offers two opportunities for the public to comment at its meetings, once near the beginning and once near the end. This affords the Board of Trustees the opportunity to hear your views and remarks. If you speak, you should not expect to engage the Board of Trustee members or any staff in discussion or debate.

Board of Trustee members will not respond to comments made during the Public Comment unless it becomes necessary to ask a clarifying questions, correct a factual error, or to provide specific factual information.

Questions about Township matters are best directed to individual Board members or Township staff (Planner, Zoning Administrator, or Assessor) between meetings. Contact information is available on the township website at: hayestownshipmi.gov.

The availability of public comment is recognized by the Michigan Open Meetings Act. The Act provides that rules may be adopted for orderly comment from the public. To that end, the following rules have been established by the Board of Trustees:

1. A person wishing to speak will indicate on the sign in sheet that they would like to be called on at Public Comment. All persons in attendance in person will be called on first. Zoom attendees can indicate they would like to speak by raising their hand icon.
2. The person will begin by stating their name, spelling it out if requested.
3. The person addresses the Chairperson, or other person chairing the meeting, on behalf of the entire Board of Trustees. Public comment is NOT to be addressed to individual Board of Trustee members, to any township staff present, or to other members of the audience.
4. There is a three (3) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the Board of Trustee members present. A speaker may speak only once at each Public Comment. There is no provision for another audience member to 'donate' their three (3) minutes to another speaker.
5. A speaker will be out of order if the speaker disrupts the meeting, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a Board of Trustee member or Township employee that is unrelated to the performance of that person's duties.
6. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting except by special leave of the Board of Trustees
7. The Chairperson, or other person chairing the meeting, will have the discretion to permit members to speak at times other than the times reserved for Public Comment.

HAYES TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
MAY 8TH, 2023 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The May 8th, 2023, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 pm.

Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug Kuebler (Trustee), April Hilton (Deputy Clerk/Recording Secretary), and Ron VanZee (Supervisor)

Excused: Kristin Baranski (Clerk)

Audience Members signed in: Luanne Kozma, Ellis Boal, Janet Simon, Roy Griffiths, Deb Narten, Kim Fary, Danielle Hutchenson, Tim Boyko, Carl Harmon, Betty Henne, Winnie Boal, Shelly VanWart, Melvin Czechowski, and Bob Adams.

CALL TO ORDER

Supervisor Ron VanZee called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA

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

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Ron VanZee

Nays: None Motion Carried

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS

Public comment opened and closed at 7:01.

Public comments included:

- Resident would like to thank the Township for their support in Bayshore, and believes the Township is making a difference. However, would like all parties involve with the original consent agreement to come together with a different agreement to protect the future of Bayshore.
- Resident stated they are concerned the Township struggles with completing FOIA request. Also feels some of information that requires a FOIA should be standard public information.

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- Resident supports previous resident's comments. Also stated the Zoning Administrator reports posted on the website still is not enough information.
- Resident reported on the process with his client's case against Rieth Riley's mineral extraction. Also included the response from the Townships Attorney towards the Townships roll in the case.
- Resident would like the Township to add old business and correspondence on the agenda.
- Resident informed the Township Board of another Resident's lawsuit against the Township withdrawal.

Closed at 7:20

APPROVAL OF APRIL 6TH 2023 BOT SPECIAL MEETING MINUTES:

Mr. Kuebler made a motion, supported by Mr. Cunningham to approve the April 6th, 2023, Board of Trustees special meeting minutes as presented.

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

Excused: Kristin Baranski

Nays: None **Motion Carried**

APPROVAL OF APRIL 10TH, 2023 BOT MINUTES

Mr. Kuebler made a motion, supported by Mr. Cunningham to approve the April 10th, 2023, Board of Trustees minutes as presented.

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

Nays: None **Motion Carried**

TREASURERS REPORT

Ms. Collard presented a written report reporting all Hayes Township account balances. Treasurer report is attached to minutes.

CLERKS REPORT: APPROVAL OF WARRANTS

Clerk, Ms. Collard, presented the warrants in the amount of \$52,376.53.

Ms. Collard made a motion, supported by Mr. Kuebler, to approve Township warrants in the amount of \$52,376.53. A roll call was taken.

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

Nays: None **Motion Carried**

COUNTY COMMISSIONER REPORT

Mr. Jess was not present.

PARKS AND REC. REPORT

Ms. Collard presented the Parks and Rec. Report, full report is available at the Township Hall. Next Parks and Rec. meeting will be held on June 5th, 2023.

Welcome Back Becky and Greg!

PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next Planning Commission meeting is May 16th, 2023.

ZONING BOARD OF APPEALS

Mr. Kuebler presented the Zoning Board of Appeals report regarding the meeting on May 24th, 2023, will not take place due to applicant withdrawing their application. There are no scheduled meetings.

ZONING ADMINISTRATOR REPORT

Ron VanZee presented a Zoning Administrator report.
Report available at the Hayes Township Hall.

SUPERVISOR REPORT: Ron VanZee presented a supervisor report.

ROAD BID REVIEW:

Ms. Collard made a motion, supported by Mr. Kuebler to accept Rieth Riley bid of \$287592.00. Appointing Ron VanZee and Kristin Baranski to sign on behalf of the Township.

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

Nays: None **Motion Carried**

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Ms. Collard made a motion, supported by Mr. Kuebler to approve the payment by the Township in the amount of \$50,000 towards the Upper Bay Shore Road project.

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

Nays: None **Motion Carried**

HAYES TOWNSHIP PARK TREE MAINTENANCE BID REQUEST:

Mr. Kuebler made a motion, supported by Mr. Cunningham to approve posting the Hayes Township Park tree maintenance project out for bid by posting the project on the Township website and reaching out to local companies.

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

Nays: None **Motion Carried**

Ms. Collard made a motion, supported by Mr. Kuebler to accept the bid from B&G for lawn service at the Township Hall and Fire Barn.

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

Nays: None **Motion Carried**

LETTER OF ENGAGEMENT – HAYES TOWNSHIP EMS BUILDING ACCOUNTANT:

Mr. Cunningham made a motion, supported by M to accept the contract with Jeffrey Long for the evaluation of the EMS Building construction cost. Appointing Ron VanZee to sign on behalf of the Township.

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

Nays: None **Motion Carried**

SET BUDGET MEETING JUNE 12, 2023 AT 6:00PM:

Ms. Collard made a motion, supported by Mr. Kuebler to approve the Budget Meeting for June 12th, 2023 at 6:00 pm.

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

Nays: None **Motion Carried**

PUBLIC COMMENTS: Public comments opened at 7:50 pm.

Comments included

- Resident asked the board to explain the need for the accountant to review the EMS Building construction cost.

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- Resident asked if Rieth Riley actively working on Hayes Township roads alters the Township views on the mineral extraction in Bay Shore.
- Resident asked for an update on the Township's audit with the State of Michigan.
- Resident appreciates the update of the Zoom link located on the Calendar, however, would like to see the link on the PDF posted.
- Resident supports having Old Business on the meeting agendas. Would also like the Board to respond to public comment during the Board Member Comments portion of the meeting. Stated the are interested to see the 2023 Township Budget.
- Resident states they will continue FOIA request. Also asked the Board to explain the grant requesting process.
- Resident would like to know the expense and income for the Pickle Ball courts at Hayes Township Park.
- Resident does not agree the Township is violating any rules with not having the Zoom link on the PDF. Also believes the Township should continue listening to the Townships legal counsel.

Public comments closed at 8:07 p.m.

BOARD COMMENT:

Ms. Collard responded to the comments regarding the Pickle Ball Court Grant. The Board approved the grant submission to the DNR. Also explained the Grant submission process.

ADJOURNMENT: Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at 8:09 p.m.

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

Nays: None **Motion Carried**

Respectfully Submitted,

April Hilton
Hayes Township Deputy Clerk/Recording Secretary

Hayes Township Board of Trustees

Budget Work Meeting Minutes

May 6, 2023

The budget work meeting of the Hayes Township Board was called to order by Supervisor VanZee at 10:30 am.

Board members present were Julie Collard (Treasurer), Kristin Baranski (Clerk) and Ron VanZee (Supervisor).

Ms. Baranski presented the “draft” budget worksheets for Hayes Township.

The Township is fiscally healthy.

Priorities: Start planning on updates at Township Hall

MUST continue to contribute to road fund

Plan and accommodate for Spring Clean

Continue to be fiscally responsible with tax payer monies

Respectfully Submitted by:

Kristin Baranski

Hayes Township Clerk

ASPHALT MAINTENANCE SERVICE

13106 MAPLE WAY
CHARLEVOIX, MICHIGAN 49720
(231) 547-6636

PROPOSAL AND ACCEPTANCE

"THE PAVEMENT PROFESSIONALS"

PROPOSAL SUBMITTED TO <i>ROW VANZEE</i>		PHONE <i>497-4701</i>	DATE <i>5-18-23</i>
STREET		JOB NAME <i>HAYES TWP HALL</i>	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

1. POWER CLEAN ALL ASPHALT
2. CLEAN & HOT CRACK FILL CRACKS
3. HOT MIX ASPHALT INCREASED REPAIR AT VARIOUS LOCATIONS ON PARKING LOT
4. SEAL ALL ASPHALT W/ GEM SEAL REFINED ROAD TAIL BASED SEALER MODIFIER, MIX & APPLIED TO MANUFACTURED SPES.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Four thousand nine hundred twenty dollars (\$ *4,920.00*).

Payment to be made as follows:

Payment in Full upon completion

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

John Martin

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____



Expenditure approval & Post Audit Policy

The board is required at each regular meeting to audit all claims against the township presented for payment and authorize the payment of all allowed claims. Payments authorized by the township board shall be paid by the treasurer on an order signed by the township clerk. Accounts approved shall be filed and preserved by the township clerk. (MCL 41.75)

Each board member must have the opportunity—and use it—to review (“audit”) the documentation for any payment prior to voting to approve it. Board members should look for proper authorization for the expenditure, including board votes to authorize the actual expenditure (not simply inclusion of the item in the budget), original bills or purchase orders with purchase officer approval, receipts or logs for reimbursement, receipts for credit card statement items, correct Chart of Accounts numbers, and payee information.

Every payment of any kind (including payroll) leaving the township—with the sole exception of the current-year tax collection disbursement account—must be voted on by the board **before** being disbursed, unless the township has a written board-adopted “post-audit” policy to authorize certain specific payments to be made by the clerk and treasurer between board meetings.

A post-audit policy states that the board will allow certain limited, specific, routine payments to be made prior to the board voting on them to avoid the township having late penalties—like the hall utilities and payroll. The township board must still vote to approve all those payments at the next meeting.

It does not matter whether the payments are made on actual checks or electronically. Before a “hard copy” check or electronic payment is issued, the clerk must sign each check or payment to show that the board has either already voted to authorize that specific payment or, per the post-audit policy, that the payment is being issued in accordance with the policy.

Without such a policy, no claims should be paid prior to board authorization at a board meeting.

All claims shall be approved by the township board prior to payment, except the following:

- 1) Payroll (election workers, sexton wages, etc.)
- 2) Utility bills (phone, electric, fuel, etc.)
- 3) Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved (identify specifically)

These claims shall be post-audited at the next board meeting following their issuance. (For example, your payment schedule would indicate Vouchers 101 to 104 were preauthorized by policy and approval by the board that evening.)

The (supervisor/other official) may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

ADOPTED BY HAYES TOWNSHIP BOARD OF TRUSTEES ON JUNE 12, 2023

KRISTIN BARANSKI
HAYES TOWNSHIP CLERK