

AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES
7:00p.m. December 11, 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 November 13, 2023
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. Michigan State Police 2023 Forfeiture Report
10. Set 2024 Meeting Dates
11. Planning Commission and Zoning Board of Appeals Term Expirations/Resignations/Reappointments/Appointments
12. Public Comment
13. 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
November 13TH, 2023 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The November 13th, 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), Ron VanZee (Supervisor) and Kristin Baranski (Clerk)
Audience Members signed in: Dan Thorp, Erik Hosler, Joni Hosler, Janet Simon, LuAnne Kozma, David Zipp, Paul Zardus, Jeff Harmon, Bob Jess, Jim McMahon, Shelly VanWart, Leslie Cunningham, Roy Griffiths, Derek Burnett, and Tim Boyko.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA

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

Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Ron VanZee, and Kristin Baranski.

Nays: None Motion Carried

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS

Public comment opened and closed at 7:03.

Public comments included:

- A reading from the zoning ordinance under mining and extraction. Concerned for the safety for the community near Rieth Riley pit because they only have a snow fence.
- Suggested correction to the prior meeting minutes. Concern there needs to be swim buoys at Hayes Township Park.

Closed at 7:06

CHARLEVOIX TOWNSHIP FIRE DEPARTMENT REPORT – FIRE CHIEF DAN THORP:

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Fire Chief Dan Thorp presented the Charlevoix Township Fire Department recent activity report within Hayes Township.

APPROVAL OF OCTOBER 9TH 2023 BOT REGULAR MEETING MINUTES:

Mr. Kuebler made a motion, supported by Mr. Cunningham to approve the October 9th, 2023, Board of Trustees regular meeting minutes as amended.

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

Nays: None **Motion Carried**

TREASURERS REPORT

Ms. Collard presented a written report reporting all Hayes Township account balances.

CLERKS REPORT: APPROVAL OF WARRANTS

Clerk, Ms. Baranski, presented the warrants in the amount of \$57,215.25.

Ms. Collard made a motion, supported by Mr. Kuebler, to approve Township warrants in the amount of \$57,215.25. A roll call was taken.

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

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Ms. Collard to approve the installment payment for the EMS building loan in the amount of \$10,248.13, the total installment payment will be offset 100% by the LCEMSA monthly lease payment. A roll call was taken.

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

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler to approve the purchase of a new fire truck for \$8010.00 from the Auction services, out of the ARPA fund. A roll call was taken.

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

Nays: None **Motion Carried**

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Ms. Baranski made a motion, supported by Mr. Kuebler to approve the contribution of \$7000.00 out of the ARPA fund to Charlevoix Township for outfitting a new first responder. A roll call was taken.

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

Nays: None **Motion Carried**

COUNTY COMMISSIONER REPORT

Mr. Jess presented an oral county commissioner report.

PARKS AND REC. REPORT

Ms. Collard presented the Parks and Rec. report.

Next meeting will be held on December 4th, 2023, at 6:00pm at Hayes Township Hall.

PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next Planning Commission meeting is November 21st, 2023, at 7:00 pm.

ZONING BOARD OF APPEALS

No report.

ZONING ADMINISTRATOR REPORT

Ron VanZee presented a Zoning Administrator report.

Report available at the Hayes Township Hall.

TRUSTEES:

N/A

SUPERVISOR REPORT: Ron VanZee presented a supervisor report.

DECEMBER 2023 BOARD OF REVIEW:

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Ms. Baranski made a motion, supported by Ms. Collard to set the December Board of Review date for December 12th, 2023, starting at 11:00 am until all business has been conducted.

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

Nays: None **Motion Carried**

PUBLIC COMMENTS: Public comments opened at 7:38 pm.

Comments included:

- Concerned there needs to be buoys at Hayes Township Park. Suggested looking into Beckett and Raeder services as Zoning Administrator for Hayes Township. Asked who was producing the townships annual report, whether the auditor or the Treasurer was responsible for creating this report. Stated they would personally like to see the Township Treasurer in Charge of the Township annual report.
- Ask for clarification on the swim buoy concern that was brought up in the previous comment. Stated other large public shorelines with swimming areas such as Michigan beach and Mount McSaubia do not have a designated swim area with safety equipment nor buoys.
- Asked what the ARPA fund is. Support to raise the poverty level for Hayes Township.

Public comments closed at 8:11 p.m.

BOARD OF TRUSTEE COMMENT:

- To correct false statements made during public comment, Mr. VanZee stated he has spoken to the DNR regarding the Swim Buoy concern. DNR clarified the Township is not required to designate a swim area nor place swim buoys. Also corrected Beckett and Raeder Zoning Administrator proposal was \$1600.00 for 4 to 6 hours and any additional hours at \$135 per hour.
- Ms. Collard asked the recorded to be corrected to reflect the F-65 form has always been filed out by an accountant in Hayes Township. Furthermore, the

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Charlevoix County Treasurer also has an Accountant or Financial Department file their F-65 form.

ADJOURNMENT: Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at 8:18 p.m.

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

Nays: None **Motion Carried**

Respectfully Submitted,
April Hilton
Hayes Township Deputy Clerk/Recording Secretary

December 2023 Treasurer Report

(As of December 7, 2023)

Charlevoix State Bank

1. General Fund-\$528,067.63

(\$318,067.63 available, \$210,000 Recommended Reserve)

2. Tax Account-\$81,928.61 *(restricted Treasury Funds)*

3. Township Warrant Checking-\$1,524.79

4. Pantry-\$7,969.13 *(restricted funds)*

5. ARPA *(restricted funds)*-\$195,711.33

6. Fundraising Account-\$12,045.62

Forefront

7. Metro Account Revenue Sharing-\$66,565.56

8. Prime Share Account-\$134.71

Horizon Bank

9. Road Fund (RESTRICTED ROAD FUNDS)-\$108,822.12



December 5, 2023

Re: Consideration of donation to LCEMSA for updated equipment

To: Hayes Township Board

Thank you for considering us for a donation of monies which will help us toward purchasing a new LifePak 15 defibrillator.

When EMS arrives on scene it is crucial to properly assess the patient and begin to perform the essential services necessary to transport the patient to the appropriate hospital with as much information as possible for continued care while performing essential lifesaving protocols. With the LifePak 15 our crew will be able to perform 12 lead EKG's, faster and more efficiently for the detection of heart attacks, strokes, and other cardiac issues.

LifePak defibrillators are more than just defibrillators. This model will allow for cardiac monitoring (including heart rate monitoring and 12-lead EKG acquisition and interpretation) and alert the users to sudden changes. LifePak 15 includes a CPR metronome that verbally tells the emergency worker when to ventilate the patient. LifePak defibrillators also include synchronized cardioversion (for treating unstable fast rhythms like supraventricular tachycardia or atrial fibrillation), external pacing (for post cardiac arrest, bradycardia, and/or heart-block patients) and monitor oxygen saturation, CO2 output for intubation, and blood pressure.

Our goal is to replace outdated equipment to allow our emergency workers to achieve the necessary information on patients for successful lifesaving outcomes.

The total cost of the LifePak 15 is \$58,000 new. We are looking to offset this monies to offset this amount.

Again, Thank in advance for your consideration of this request.

Below is a link to view how the equipment is used. Use your phone's camera to click on the link.





Zoning Administrator Report

December 2023

- Working with property owners in County Club concerning easements of record.
- Working with Friends of Bike Trail Committee on easements and routes for phases 4 & 5.
- Several inspections.
- Attended Charlevoix County Planners Forum
 - Topics included:
 - Lake Charlevoix Shoreline Planning
 - Master Plan Implementation: Bridge the gap between the Master Plan and the Zoning Ordinance.
 - Part 301 Inland Lakes and Streams
 - Planning & Zoning for Solar Energy Systems



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. JAMES F. GRADY II
DIRECTOR

December 5, 2023

Dear Colleague:

The Uniform Forfeiture Reporting Act, MCL 28.111 to 28.117, requires each reporting agency to submit information to the Michigan Department of State Police (MSP) summarizing the reporting agency's activities for the previous calendar year regarding forfeiture of property under the following sections of law:

- Public Health Code (Controlled Substances)
- Identity Theft Protection Act
- Revised Judicature Act of 1961 – MCL 600.4701 to 600.4709 (Omnibus)
- Public Nuisance MCL 600.3801 to 600.3840

Activities regarding forfeiture of property under a section of law that is not listed above are not to be reported. For purposes of this act, MCL 28.117 defines a "reporting agency" to be one of the following:

- If property is seized by or forfeited to a local unit of government, that local unit of government is a reporting agency. A local unit of government is defined by the act as a village, city, township, or county.
- If property is seized by or forfeited to the state of Michigan, the state department or agency effectuating the seizure or forfeiture is the reporting agency.

The instructions and online survey links can be found on the [MSP Grants and Community Services website](https://www.michigan.gov/msp/divisions/grantscommunityservices) (<https://www.michigan.gov/msp/divisions/grantscommunityservices>). Select the Byrne JAG & RSAT link on that page to connect to the asset forfeiture survey forms. **Please note, once the form has been filled out and submitted online, the data is automatically transmitted to the MSP. There will then be an opportunity for you to request a copy of the report for your records.**

Asset forfeiture reports must be submitted to the MSP before February 1, 2024. A reporting agency that did not engage in any forfeitures during the reporting period (e.g., did not effectuate a forfeiture proceeding or did not receive or share any real property, money, or other personal property through a forfeiture proceeding) **must still submit a (null) report.** To submit a null report, complete page one of the survey (the identification section), then click next at the bottom of the page to submit the report.

This reporting period is January 1, 2023, through December 31, 2023. Property forfeited during this reporting period but seized prior to February 1, 2016, is not to be included in this year's forfeiture report.

Should you have questions or need assistance regarding submission of the report, please contact Mr. Brian Peacock at peacockb@michigan.gov or (517) 449-2985.

Sincerely,

 Digitally signed by Nancy
Becker Bennett
Date: 2023.12.05
16:39:43 -05'00'

Nancy Becker Bennett, Director
Grants and Community Services Division

Hayes Township 2024 Board of Trustee Meeting Dates

All meetings are held on the second Monday of each month at 7pm

**Hayes Township Hall
9195 Major Douglas Sloan Road**

January 8th, 2024

February 12th, 2024

March 11th, 2024

April 8th, 2024

May 13th, 2024

June 10th, 2024 (Annual Budget Meeting 6pm, Regular BOT 7pm)

July 8th, 2024

August 12th, 2024

September 9th, 2024

October 9th, 2024

November 14th, 2024

December 9th, 2024

Hayes Township 2024 Planning Commission Meeting Dates

All meetings are held on the third Tuesday of each month at 7pm*

**Hayes Township Hall
9195 Major Douglas Sloan Road**

January 16th, 2024

February 20th, 2024

March 19th, 2024

April 16th, 2024

May 21st, 2024

June 18th, 2024

July 16th, 2024

August 20th, 2024

September 17th, 2024

October 22nd, 2024

November 19th, 2024

December 17th, 2024

*any changes in meeting dates will be posted at hall and online

Hayes Township 2024 Parks & Recreation Committee Meeting Dates

All meetings are held on the first Monday of each month at 6pm*

**Hayes Township Hall (or otherwise noted)
9195 Major Douglas Sloan Road**

January 1st, 2024*

February 5th, 2024

March 4th, 2024

April 1st, 2024

May 6th, 2024

June 3rd, 2024

July 1st, 2024

August 5th, 2024

September 2nd, 2024*

October 7th, 2024

November 4th, 2024

December 2nd, 2024

*meetings on holidays or with conflicts will be rescheduled-please look for alternate dates on the Hayes Township Website. Meetings may also be held at alternate locations, which will also be posted.