

**AGENDA**  
**HAYES TOWNSHIP BOARD OF TRUSTEES**  
**7:00p.m. March 11, 2024**  
**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 February 12, 2024
6. Treasurers Report
7. Clerks Report: Approval of Warrants; Cemetery Report
8. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

**NEW BUSINESS**

9. Charlevoix Road Commission Estimates-Maple Grove
10. Assessor Presentation
11. LCEMS Fence Proposals
12. Fee Schedule Update
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](http://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.

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The February 12<sup>th</sup>, 2024, 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), Ron VanZee (Supervisor) and Kristin Baranski (Clerk)

Audience Members signed in: LuAnne Kozma, Ellis Boal, Roy Griffiths, David Zipp, Rex Greenslade, Deb Narten, Danielle Hutchenson, CT Martin, Marilyn Morehead, Jesse Silva, Rod Slocum, Sharon Hoffman, Mark Snyder, Janet Simon, Jim McMahon, Tim Boyko, Bob Jess, Steve Bulman, John Donahue, Doug Labelle, Ed Russell, Laura Ford, Jerry Simpson, Robert McLean, Matt Berg, Alisha Berg, Donald Gregory, Michelle Rick-Biddick, Mel Czechowski, David Kemme, and Katherine Simon.

**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, and Kristin Baranski.

Nays: None                      Motion Carried

**JOE VERLIN, CPA, CGFM GABRIDGE & COMPANY-AUDIT PRESENTATION TO THE BOARD:**

Joe Verlin, CPA from Gabridge & Company, presented an extended breakdown of the Township's Audit Report to the board.

Audit highlights included:

- The opinion found by the auditor for the townships financial statements was stated as "the financial statements present fairly and, in all material, respects the financial position of the Township as for June 30, 2023, is consider clean." which is the highest level of opinion for a Townships Financial statement. This means the township

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provided the auditor the QuickBooks file, with the revenues, expenditures, and liabilities on it. The auditor also worked with the County, the State of Michigan, Dept. of Treasury, and banking institutes to gather the evidence they needed to provide this opinion.

- The Auditor stated, “there are some areas we believe the township can strengthen their internal control... there are opportunities for improved financial reporting through the year... is the township better off financially June 30,2023 than they were on June 30, 2022? The answer is yes, by \$114,569.”
- The auditor stated, “after you get through the audit report, we have a separate letter that is addressed to the board. We aren’t necessarily providing any type of opinion on the township’s internal controls, but we do assess the Townships internal controls, in part of performing the audit. If we see controls that we think aren’t properly designed or carried out successfully or consistently during the course of the year, we put them as control findings in the back of the audit report. Hayes Township has 9 bank accounts and 4 fund, QuickBooks is not designed for those nuances of financial reporting. Best practice is three bank accounts: Checking, Savings and Tax.
- Auditor supported Hayes Township investing in BS&A, stating “it will reduce the risk of error because it is designed for reporting the finances of townships, where QuickBooks is designed for small businesses without multiple accounts and funds... This is the systemic cause of the issues fund in the audit and the common issue that I see across our 75 townships we audit.”
- The Auditor stated, “not having the right software is making it difficult for the township to have correct information in it financial records making it difficult t run reports that show that cash truly is reconciled across all the funds... the Township has since, subsequent to the audit report, brought all the bank accounts fully current which we applaud.”
- Auditor stated, “the Township’s finances are healthy... General fund balances are healthy... The Township is 90% funded with 11 months’ worth of reserves and it’s net position is increasing.”

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**TODD MILLAR, PARKER HARVEY, HAYES TOWNSHIP COUNSEL PRESENTATION TO THE BOARD:**

Todd Millar, Township Counsel from Parker Harvey presented the reasoning for an increase in the Township budget for Legal Services.

The Legal budget was affected by the following cases in the last year.

- Judge Hayes rendered his opinion on Friday, in the Reith Riley gravel pit matter that was pending. Petitioners from Hayes township had filed a lawsuit against Reith Riley stating that if Reith Riley continued to mine beyond the 25-year time period they believed Reith Riley would be against the late 1980 Consent agreement and Reith Riley needed to shut down operations immediately. Judge Hayes Ruled the Petitioners failed to prove that Reith Riley was breaching the agreement because they failed to prove that there was any agreement stating Reith Riley would stop mining after 25 years. The judge also determined the language in the 1980's consent judgement discussing the time frame of mining being advisory only, the judge ruled this did not give Reith Riley the right to mined as long as they wanted too. The judge decided neither party was correct in their interpretation of the agreement. Judge Hayes ruled to adopted language from a stipulation agreement submitted to the courts by the Township and Reith Riley before the hearings began. This stipulation states Reith Riley will complete mineral extraction at the Green Pit no later then December 31, 2028. That all of the other provisions of the 1980's consent judgement are still in effected. This stipulation had been created and agreed upon by the Township and Reith Riley back in August 2023 during a consolidated mediation between the Petitioners, Hayes Township and Reith Riley. The Petitioners were not interested in accepting this stipulation during the Consolidated Mediation. The Gravel Pit court case started in April 2023 and continued to January of 2024 and has cost the Township \$20,000 dollars in legal fees this does not include Todd Millars fees for meeting and communication cost.
- Law Project lawsuit #1 was a complaint for mandamus submitted by LuAnne Kozma and Irene Fowle in October 2021. The purposed of this lawsuit was to enforce the Zoning Administrator to submit the claim of appeal they had filed to the ZBA. The appeal was submitted to the ZBA, and the complaint voluntarily dismissed their complaint on October 15<sup>th</sup> 2021, which was 7 days later.

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- Law Project Lawsuit #2 was on October 29<sup>th</sup>, 2021, Luanne Kozma and Irene Fowle filed a complaint for Juncture relief trying to get the ZBA to actually schedule a hearing. Once this lawsuit was filed to the court the defendant (being the ZBA and Township) has two options they can answer the complaint and defend it or ask the judge to dismiss the case. The Township decided to file a motion to dismiss, and the judge throw the case out on December 17<sup>th</sup>, 2021.
- Law Project Lawsuit #3 Was on March 29<sup>th</sup>, 2022, this complaint was regarding the number of issues surrounding the population of the ZBA more specifically stating the Township needed to take Roy Griffiths off the ZBA and the Court needed to validate of the decisions he had a part in, and other people had conflicts of interest and the Board was making decision outside of the meetings. This case was also eventually dismissed in July of 2022 and the judge stated the Lawsuit should have never been filed and invited the Township to file a motion for sanctions, which the Board decide not to pursue.
- Law Project Lawsuit #4. The ZBA held some long meetings in August 2022 in regard to an appeal and interpretation all centering around the Law Project. After the ZBA had made their decision for these meetings an appeal was submitted to the circuit court by LuAnne Kozma on October 20<sup>th</sup>, 2023. Court ruled on January 2<sup>nd</sup> of 2024 that LuAnne Kozma lacked standing to appeal the ZBA hearing. LuAnne Kozma has filed an application for leave with the court of appeals which is pending; township will need to respond.
- Throughout all four of the lawsuits regarding the Law Project have cost the Township \$69,000 in legal fees within 2 years.

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve Todd Millar to research and investigate to protect the township and to verify the official emails, phone number and address for official township business.

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 8:09.

Public comments included:

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- Would like clarification on the Reith Riley court decision. Is concerned the stipulation may have altered the judge's decision.
- Joellen Rudolph (head intervenor) stated the intervenors have not decided whether they are going to appeal the Reith Riley decision or not. Claimed the intervenors had never seen a proposal in writing from the Township or Rieth Riley before they decided to sue. Also, stated before they decided to sue the intervenors were told they would have to give up all rights to Rieth Riley if they agreed to the five-year proposal. Also stated mediation was a waste of time and money for the intervenors. Because what they recall happening was, Rieth Riley made a offer for five years with no detail of what was included in that, therefore the intervenors sent back a counter offer which Reith Riley turned down then mediation closed. Stated they feel Rieth Riley is not done mining in Bayshore, and the intervenors are very concerned for the properties near the Green Pit.
- Stated some of the Lawsuits towards the township in recent years should be consider frivolous. Would like to know why the township did not pursue sanctions because it seems the Township was forced to spend \$69,000 dollars of Taxpayers money defending against frivolous lawsuits. Would also like to encourage the township to investigate the issue with previous township administrator still have access to the townships accounting records and systems.
- Pool Authority representative Ed Russell stated the Pool Authority is concerned the Rec Authority recent proposal regarding the terms of the Pool Mileage. The Pool authority is concerned it will have a negative fundamental impact on the pool. Ed stated it is the Rec Authorities responsibility to prepare the mileage to be ballot worthy and choose the election date. The Rec Authority mentioned a two-year mileage verse the current ten-year mileage for the Pool Authority and voted for the November Ballot instead of the August ballot.
- Ellis Boal (Intervenor Legal Counsel) stated he is unsure why the Township spent \$20,000.00 regarding the Reith Riley decision because the Intervenor did not make a claim directly towards the Township. As for the Law Project, in his opinion as the lawyer for the complainant, they had won this case because the Laws have since decided to end their plans for developing the Boathouse. Also, stated in his view legal fees would have decreased if Roy Griffiths had not originally sabotaged the ZBA

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hearing. Suggested adding the Township By-Laws and policy manual and the township office hours on the Townships website.

- LuAnne Kozma stated in her opinion if the Law Project lawsuits would have not been necessary if Ron VanZee as Zoning Administrator would have originally declined the Laws Application. Stated she felt the Township had violated the Zoning Ordinance. Stated the Judge was mistaken when making his ruling on her case which is why she is appealing it. Thanked the Auditor for all his work on the Townships audit, however, would like to know if the townships have any open debt with the City of Charlevoix.
- Would like to have a podium for the Township residents to stand at during Public Comment. Stated they would like to donate one. Feels the Township Voice is being used as a political tool and would like to see the township spending money elsewhere within the Township. Suggested having a Township Clean Up every year. Suggested the Hours at the hall should be extended and more transparent.
- Concerned with the amount of money the Township has spent in legal fees and feels like the Township could have avoided these lawsuits by following the Ordinance. Feels The Voice is full of useless information, specifically the book club information. Concerned about the audit being labeled as a clean audit by the auditor.
- Stated they support previous comment regarding the opinions of lack of transparency from the Township Board. Also, supports previous comment regarding the Law Project Lawsuits.
- Jesse Silva, part of the Fire school for Charlevoix and Emmet County and would like to thank Hayes Township for purchasing a Fire Truck for the Hayes Township barn. It will be put to good use especially beneficial to the department for training purposes.
- Steve Bulman (previous Planning Commission Member) stated they support Roy Griffiths and Ron VanZee. Stated he sat on the Planning Commission for a couple years and witnessed the stone throwing and constant accusations against members. Stated this call out make it very difficult for the board to accomplish anything. appreciates everyone who dedicates their time and effort at the Township and feels sorry for the members to have to deal with the negative and rude outburst made at meetings by other residents.
- David Zipp stated that that he would like to see the residents who continue to accuse and complain about the board, run and become an official so they might be able to

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develop an understanding of the amount of time and effort that is given by each individual on the board.

- Stated they would like to see the township go after sanctions for the lawsuits that are ruled as frivolous.
- Stated residents of the state of Michigan should be concerned of mining processes. They were disappointed with the Reith Riley court decision; they are still concerned for Reith Riley effects on Bay Shores water supply. Stated they feel The Voice is a waste of Township money, would like to see money spent on a new survey. Would like the Township to enforce a farm fence around the Rieth Riley Green Pit.
- Supports the decision to switch accounting software programs. Suggested to test the new software before completely transferring over to make sure the new software will work for the township. other comments made are attached to the minutes.
- Roy Griffiths informed the board of a false accusation made against him at the January Planning Commission meeting by Ellis Boal stating Roy Griffiths was a crook for not returning fund paid during his rule of Deputy Supervisor. Roy stated after consulting with the Township attorney it was determined there was not an issue with incapability. Stated the false accusations against Township officials need to stop immediately, it is becoming costly and discouraging to individuals wanting to be involved in the Township.
- Requested the Board to clarify how it is determined if a resident is out of order during public comment or not.
- Stated most members or township officials are volunteering their time to the township, they are dedicated to doing the best they can and care about the township and the lakes. Stated she was on the Planning Commission when the Law Project was presented, and she regrets approving the project and feels she had made a mistake voting in favor of it. However, does not feel like the lawsuits were necessary and thanked Todd Millar for all of his work in those cases. Also, thanked the board for all their hard work and feels the township is ran better now then it ever was before.

Closed at 8:52

**APPROVAL OF JANUARY 8<sup>TH</sup> 2024 BOT REGULAR MEETING MINUTES:**

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226 Mr. Kuebler made a motion, supported by Ms. Baranski to approve the January 8<sup>th</sup>, 2024,  
227 Board of Trustees regular meeting minutes as presented.  
228 Yeas: Julie Collard, Ron VanZee, Matt Cunningham, Doug Kuebler, and Kristin Baranski.  
229 Nays: None **Motion Carried**

230

231 **TREASURERS REPORT**

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

233

234 **CLERKS REPORT: APPROVAL OF WARRANTS**

235 Clerk, Ms. Baranski, presented the warrants in the amount of \$74,051.44.

236 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve Township warrants in  
237 the amount of \$74,051.44. A roll call was taken.

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

239 Nays: None **Motion Carried**

240

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

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

245 Nays: None **Motion Carried**

246

247

248 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the bid from Wilmot  
249 Electric in the amount of \$600.00. A roll call was taken.

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

251 Nays: None **Motion Carried**

252

253 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve up to \$2000.00 in  
254 additional accounting services to ensure good accounting practices for the Township going  
255 forward. A roll call was taken.

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

257 Nays: None **Motion Carried**

258

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**COUNTY COMMISSIONER REPORT**

Robert Jess presented an oral County Commissioner report.

**PARKS AND REC. REPORT**

Next meeting will be held on March 4th, 2024, at 6:00pm at Hayes Township Hall.

**PLANNING COMMISSION**

Mr. Cunningham presented the Planning Commission Report. The next regular Planning Commission meeting is February 13th, 2024, at 7:00 pm.

**ZONING BOARD OF APPEALS**

Mr. Kuebler presented the Zoning Board of Appeals report. No Meetings are scheduled currently.

Mr. Kuebler also reported from the Charlevoix Road Commission Meeting.

**ZONING ADMINISTRATOR REPORT**

Ron VanZee presented a Zoning Administrator report.

Report available at the Hayes Township Hall.

**TRUSTEES:**

Mr. Cunningham stated circulators have not been put in at Hayes Township Park. The need for them will continue to be monitored.

**SUPERVISOR REPORT:** Ron VanZee presented a supervisor report.

**BS&A ACCOUNTING PROPOSAL:**

Ms. Baranski made a motion, supported by Ms. Collard to approve the proposal, and sign the contract with BS&A with an amount total of \$38,410.00 with an initial payment of \$13,500.00 from the ARPA funds for new accounting software. A roll call was taken.

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

Nays: None **Motion Carried**

**APPROVAL OF FEBRUARY 27<sup>TH</sup>, 2024 ELECTION INSPECTORS:**

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Ms. Baranski made a motion, supported by Ms. Collard to approve the election inspectors for the February 27<sup>th</sup>, 2024, election.

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

Nays: None                    **Motion Carried**

**PUBLIC COMMENTS:** Public comments opened at 9:15 pm.

Comments included:

- Believes the Township attorney and Judge has brought forward valid points that the cases have been dismissed because there is no evidence of the Township violating or doing anything wrong, which indicates these to be frivolous lawsuits. Stated when they reviewed the Townships audit information, it shows as a clean audit, with no mismanagement of funds and it is normal for audits to have suggestions and recommendations for improvement. Stated they are disappointed in the negative comments directed towards the board because the members are all volunteers that are trying to do their best with good intentions for the Township. Supported the continuing publication of The Voice.
- Quoted Lloyd Kuebler stating, "just because you can do something, doesn't mean you should." Stated the Township should look for a diversity of people to serve on the boards. In their opinion a township of 40,000 people should be capable of finding someone capable of filling every open spot to avoid dual positions.
- Requested clarification of the cost for the new accounting system. Also, would like to see the board and residents communicating better and more politely.
- Stated that many Hayes Township residents utilize the pool and will be reaching out to each board member for their individual support.
- Appreciates Ms. Morehead stated an error on her behalf. Responded to a previous comment made regarding Roy Griffiths and stated if he had stepped aside from the Deputy Supervisor position, they would have never claimed for sabotaging the ZBA hearing.
- Stated they believe the Township owes the City of Charlevoix \$98,000. Stated they do not believe the Michigan Treasury has accepted the Townships Corrective Action Plan. Would like clarification of when the board approved purchase for the Fire Truck.
- Stated they noticed there is no place for residents to hang their coats.

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- Address the Township Attorney, requesting information regarding enforcement of a fence at the Reith Riley Green pit.
- Stated they believe the Pool is a great asset for the Township. Would like clarification on the amount approved for the new accounting software. Supports the Township receiving training with the new software.
- Stated they are not surprised by the amount money spent on legal services in recent years. Stated they understand the difficulty of being on the Township boards especially with all of the criticism. Stated there are better ways to get ones point across with out being so personal and strident.
- Supports the food pantry located in the Hall. Stated they understand locking the doors at the Township Hall, in today's society. They apricate everyone on the board for all their hard work together to better the Township.
- Stated he has witnessed yet again individuals being very disrespectful to the members of the board. Thanked the Board for everything they do.

Public comments closed at 9:41 p.m.

**BOARD OF TRUSTEE COMMENT:**

Ms. Collard responded to the comment regarding the Pool Authority and the Recreation Authority. The Rec Authority is a board that handles the Recreational Authority mileage fund. In 2004 the mileage was set up for a 10-year increment. The Rec Authority has been discussing shortening the mileage increment and they were discussing the November ballot because they feel they will receive the most amount of voter feedback. No decisions have been finalized the next meeting is scheduled for the third Monday in March when they will be discussing these topics further.

**ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at 9:45p.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



OFFICE OF ZONING ADMINISTRATOR  
09195 MAJOR DOUGLAS SLOAN ROAD  
CHARLEVOIX, MICHIGAN 49720  
231.547.6961  
[WWW.HAYESTOWNSHIPMI.GOV](http://WWW.HAYESTOWNSHIPMI.GOV)

#### MARCH 2024 ZONING ADMINISTRATOR REPORT

Issued zoning permit for 10' X16' AND 12' X 14' attached decks at 06595 Red Pine Trail.

Issued zoning permit for a 30' x 60' accessory structure on Lot K, Summerhill Way.

Issued zoning permit for an attached roof structure and in ground hot tub at 06497 Woods Creek Drive.

Working with property owners on adjacent properties concerning setback requirement on Shrigley Road. Sent letter to correct.

Working with contractor for shoreland restoration/installation plan on Woods Creek Drive as result of notice of EGLE/USACE joint application.

Received and reviewing zoning permit application for new single family residence on Mulberry Lane. Implementing Shoreland Review Committee and waiting on Health Department Permit.

Received and reviewing application for rezone from Rural Residential to Agricultural on Burgess Road.

Received and reviewing application for Special Use Permit for outdoor display, indoor show room and sales on US 31 N/North Star Drive.

Received and reviewing application for single family residence on Pincherry Road.

Working with property owner concerning easements on Pa Ba Shan Trail.

Working with contractor proposing addition to residence on Boyne City Road outlining Shoreland Review process requirements.



## MI-BMF Services LLC

5757 Boyne City Rd  
Charlevoix, Michigan 49720  
Phone: (231) 675 - 3079  
Email: bmfservices2019@gmail.com  
Website: www.mi-bmfservices.com



Michael Babbitt  
(231) 675 - 3079  
bmfservices2019@gmail.com

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## HAYES TOWNSHIP HALL

9195 Major Douglas Sloan Road  
Charlevoix, Michigan 49720  
Deputyclerkhayes@gmail.com  
(231) 350 - 3386

## ESTIMATE

Estimate #: **EST-000044**  
Estimate Date: **Mar. 4th, 2024**  
Expiration Date: **Mar. 11th, 2024**  
Status: **Draft**

| ITEM(S)                                                                                                                                            | RATE & QTY                                            | TOTAL             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------|
| <b>Vinyl 2rail installation</b><br>Installation of vinyl 2rail holes set to 48", post float set to height. Two vertical rails and caps atop posts. | \$5,356.00<br>200.00 Linear Ft.<br>\$26.78/Linear Ft. | \$5,356.00        |
| Labor Total = 200 Linear Ft.                                                                                                                       | \$5,356.00                                            | \$5,356.00        |
| <b>Subtotal</b>                                                                                                                                    |                                                       | <b>\$5,356.00</b> |
| <b>Total</b>                                                                                                                                       |                                                       | <b>\$5,356.00</b> |
| <b>Payment Schedule</b>                                                                                                                            |                                                       |                   |
| Deposit Due (50.00%) by<br>Mar. 18th, 2024                                                                                                         |                                                       | <b>\$2678.00</b>  |
| Once fence is completed<br>and final Walk Through has<br>been approved (50.00%)                                                                    |                                                       | <b>\$2678</b>     |

Everything Look Good?

Approve Estimate

Something Wrong?

Request Revisions



## MI-BMF Services LLC

5757 Boyne City Rd

Charlevoix, Michigan 49720

Phone: (231) 675 - 3079

Email: bmfservices2019@gmail.com

Website: www.mi-bmfservices.com



Michael Babbitt

(231) 675 - 3079

bmfservices2019@gmail.com

Powered by



## HAYES TOWNSHIP HALL

9195 Major Douglas Sloan Road

Charlevoix, Michigan 49720

Deputyclerkhayes@gmail.com

(231) 350 - 3386

## ESTIMATE

Estimate #: **EST-000043**  
Estimate Date: **Mar. 4th, 2024**  
Expiration Date: **Mar. 11th, 2024**  
Status: **Draft**

| ITEM(S)                                                                                                                                                                                                                                                                                                                                                                                  | RATE & QTY         | TOTAL             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|
| <b>WRC 2rail fence installation</b>                                                                                                                                                                                                                                                                                                                                                      | \$3,596.00         | \$3,596.00        |
| Do to 42" frost line, and posts being 5' in height.                                                                                                                                                                                                                                                                                                                                      | 200.00 Linear Ft.  |                   |
| Posts are set with 3' above grade and 2' below.                                                                                                                                                                                                                                                                                                                                          | \$17.98/Linear Ft. |                   |
| So posts will have hole cut in bottom, the hole will be augered to 48" deep and post will be set 2' below grade and encompassed with concrete. This will create one solid structure that is below Michigan frost line to help mitigate frost heave. The rails are set into the posts and do to rounded shape of fence will be fastened in place with an exterior Trim screw (small head) |                    |                   |
| Labor Total = 200 Linear Ft.                                                                                                                                                                                                                                                                                                                                                             | \$3,596.00         | \$3,596.00        |
| <b>Subtotal</b>                                                                                                                                                                                                                                                                                                                                                                          |                    | <b>\$3,596.00</b> |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                             |                    | <b>\$3,596.00</b> |
| <b>Payment Schedule</b>                                                                                                                                                                                                                                                                                                                                                                  |                    |                   |
| Deposit Due (50.00%) by Mar. 18th, 2024                                                                                                                                                                                                                                                                                                                                                  |                    | <b>\$1798.00</b>  |
| Once fence is complete, and final Walk Through and approval have been signed. (50.00%)                                                                                                                                                                                                                                                                                                   |                    | <b>\$1798</b>     |



## MI-BMF Services LLC

5757 Boyne City Rd

Charlevoix, Michigan 49720

Phone: (231) 675 - 3079

Email: bmfservices2019@gmail.com

Website: www.mi-bmfservices.com



Michael Babbitt

(231) 675 - 3079

bmfservices2019@gmail.com

Powered by



## HAYES TOWNSHIP HALL

9195 Major Douglas Sloan Road

Charlevoix, Michigan 49720

Deputyclerkhayes@gmail.com

(231) 350 - 3386

## ESTIMATE

Estimate #: **EST-000045**  
Estimate Date: **Mar. 4th, 2024**  
Expiration Date: **Mar. 11th, 2024**  
Status: **Draft**

| ITEM(S)                                                                                                                                           | RATE & QTY                              | TOTAL             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------|
| <b>Vinyl 3rail installation</b>                                                                                                                   | \$6,996.00                              | \$6,996.00        |
| Post float set in concrete. Post 2' below grade, concrete 48" below grade. 3 Horizontal rails spanning 8' from post to post. Caps set atop posts. | 200.00 Linear Ft.<br>\$34.98/Linear Ft. |                   |
| Labor Total = 200 Linear Ft.                                                                                                                      | \$6,996.00                              | \$6,996.00        |
| <b>Subtotal</b>                                                                                                                                   |                                         | <b>\$6,996.00</b> |
| <b>Total</b>                                                                                                                                      |                                         | <b>\$6,996.00</b> |
| <b>Payment Schedule</b>                                                                                                                           |                                         |                   |
| Deposit Due (50.00%) by Mar. 18th, 2024                                                                                                           |                                         | <b>\$3498.00</b>  |
| Once fence is complete and final Walk Through and approval are recieved. (49.99%)                                                                 |                                         | <b>\$3497.3</b>   |

Everything Look Good?

Approve Estimate

Something Wrong?

Request Revisions

# PROPOSAL

## HARBOR FENCE COMPANY

2009 U.S. 31 North ♦ Petoskey, MI 49770  
(231)348-5566 ♦ Fax (231) 348-5032 ♦ 800-968-3362

Proposal submitted to: Hayes Township Hall

3- Rail Split Rail with Gate

Address: 9195 Major Douglas Sloan Road, Charlevoix, Michigan 49720

Date: 2/20/2024 Phone: (231) 350-3386 Email: [deputyclerkhayes@gmail.com](mailto:deputyclerkhayes@gmail.com)

*Specifications for the professional installation of approximately (220') lineal feet of western red cedar split rail fence with one single access gate.*

4-3-Rail Western Red Cedar Corner Posts.

22-3-Rail Western Red Cedar Line Posts.

4-3-Rail Western Red Cedar End Posts.

66- 10' Western Red Cedar Split Rails

2- 4" x 8' Treated Pine Gate posts.

1 – Two Board Cedar Gate with powder coated stainless steel adjustable gate hardware.

Total cost for all as listed above professionally installed:.....\$5,267.00

*Terms: 50% down With the Balance Due upon Installation.*

*Note: All Projects Are Installed by The Date Sold & Deposit Received – Due to Weather & Digging Conditions Installation Dates Cannot Be Guaranteed and Are Subject to Change. Harbor fence company reserves the right to increase the cost of labor in the event of extreme soil conditions i.e., rocks and roots ect.*

Home Owner Is Responsible for All Local & County Permits Required.

Home Owner Is Also Responsible for Any Needed Variance's.

No returns on aluminum, chain link or wood products.

No returns on vinyl products and special orders including estate gates and gate operators.

Shipping and handling fee & 45% restocking fee apply to all other items.

Authorized

Signature \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike 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 are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

**Note:** A 50 % deposit of total is required upon acceptance, also this proposal may be withdrawn by us if not accepted within 7 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.

**Owner is responsible for property lines, Miss Dig, and All buried improvements. (Example – gas lines, high voltage, telephone, cable, irrigation) The Customer Is Also Responsible for Any Approvals Or Permissions by Any Local Government Or Associations, Boards or Community Bylaws. No Refunds.**

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Payment to be made as follows: **Balance due upon installation.**  
Late charge of 25% interest from the date of completion.

# PROPOSAL

## HARBOR FENCE COMPANY

2009 U.S. 31 North ♦ Petoskey, MI 49770  
(231)348-5566 ♦ Fax (231) 348-5032 ♦ 800-968-3362

Proposal submitted to: Hayes Township Hall

2- Rail Split Rail with Gate

Address: 9195 Major Douglas Sloan Road, Charlevoix, Michigan 49720

Date: 2/20/2024 Phone: (231) 350-3386 Email: [deputyclerkhayes@gmail.com](mailto:deputyclerkhayes@gmail.com)

*Specifications for the professional installation of approximately (220') lineal feet of western red cedar split rail fence with one single access gate.*

4-2-Rail Western Red Cedar Corner Posts.

22-2-Rail Western Red Cedar Line Posts.

4-2-Rail Western Red Cedar End Posts.

44- 10' Western Red Cedar Split Rails

2- 4" x 8' Treated Pine Gate posts.

1 – Two Board Cedar Gate with powder coated stainless steel adjustable gate hardware.

Total cost for all as listed above professionally installed:.....\$4,997.00

Terms: 50% down With the Balance Due upon Installation.

Note: All Projects Are Installed by The Date Sold & Deposit Received – Due to Weather & Digging Conditions Installation Dates Cannot Be Guaranteed and Are Subject to Change. Harbor fence company reserves the right to increase the cost of labor in the event of extreme soil conditions i.e., rocks and roots ect.

Home Owner Is Responsible for All Local & County Permits Required.

Home Owner Is Also Responsible for Any Needed Variance's.

No returns on aluminum, chain link or wood products.

No returns on vinyl products and special orders including estate gates and gate operators.

Shipping and handling fee & 45% restocking fee apply to all other items.

Authorized

Signature \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike 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 are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Note: A 50 % deposit of total is required upon acceptance, also this proposal may be withdrawn by us if not accepted within 7 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.

Owner is responsible for property lines, Miss Dig, and All buried improvements. (Example – gas lines, high voltage, telephone, cable, irrigation) The Customer Is Also Responsible for Any Approvals Or Permissions by Any Local Government Or Associations, Boards or Community Bylaws. No Refunds.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Payment to be made as follows: **Balance due upon installation.**  
Late charge of 25% interest from the date of completion.

## HAYES TOWNSHIP FEE SCHEDULE

| TYPE OF APPLICATION/PERMIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Fee                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ZONING PERMITS</b><br>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:<br>Projects costing between \$20,000 and \$70,000<br>Projects costing between \$70,001 and \$100,000<br>Projects in excess of \$100,000<br><br>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.<br>Zoning Permit After the Fact<br>Replanting Shoreland Protection<br>Additional inspections of replanting Shoreland Protection/Landscaping (each time) * | 50.00 Minimum<br>70.00<br>90.00<br>90.00 plus 10.00 for each increment of 20,000 over 100,000<br><br><br>Double Original Fee<br>100.00<br>50.00 |
| <b>BOARD OF APPEALS</b><br>Initial Application (Additional hours billed at \$20.00/hour)<br>Subsequent meeting when tabled at the request of the applicant for more than 10 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 935.00<br>590.00                                                                                                                                |
| <b>REZONING REQUEST</b><br>Contiguous Parcels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 200.00                                                                                                                                          |
| <b>SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS (Residential)</b><br>Cottage Industry<br>Dog Kennels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 100.00<br>100.00                                                                                                                                |
| <b>SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT</b><br>PUD's, Commercial, Industrial Developments or Site Condominiums<br>Single Family Subdivision Plat Application Review - Each Phase of Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 300.00<br>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><br>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><br>Application Fee<br>Rental License After the Fact<br>Re-Application Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 200.00<br>Double Original Fee<br>500.00                                                                                                         |
| <b>COPIES</b><br>Zoning Ordinance - Resident/Non Resident<br>Comprehensive Plan - Resident/Non Resident<br>Freedom of Information Act (FOIA), mailing list, minutes etc<br>Per Page<br>Per Hour<br>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<br>20.00<br>.10<br>12.00<br>30.00                                                                                                         |
| <b>NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Cost of Bank Charges                                                                                                                            |
| <b>HALL RENTAL</b><br>Resident<br>Request for key day before date rented<br>Funeral Dinner<br>All Hall Rentals are subject to Hayes Township residency & deposit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 100.00<br>50% of rental fee<br>No Charge                                                                                                        |
| <b>SEE REVERSE SIDE FOR MORE FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 |

| NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09                                                                                                                                                                                                                                                                                                                     | Cost of Bank Charges                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>CEMETERY FEES</b><br>Single Burial Plot in Old Section (Cremation Only)<br>Single Burial Plot in New Section<br>Grave Open/Close<br>Grave Open/Close <b>Winter</b><br>Cremains Burial Open/Close<br>Grave Marker Foundation Installation<br>Grave Marker Foundation<br>All fees subject to Hayes Township Cemetery Ordinance #091018<br><b>Weekend/Holiday</b> | 100.00<br>300.00<br>500.00<br><b>750.00</b><br><b>100.00</b><br>125.00<br>Township Cost +<br>Shipping<br><b>1.5 X</b> |
| <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.

To: *Kristin*

From: Nancy Simon, Hayes Township resident

I begin this letter to you extending my sincere praise and admiration for the many decisions and actions you have taken to enhance and protect our desire to limit industrialization and commercial development. Hayes Township residents are grateful to be located here and people seeking to locate here are envious of us.

Some of the reasons our township is such a desired location is because of our wonderful parks, our beautiful library, our EMS , fire stations and our fully transparent and hard working township supervisor, treasurer, clerk, trustees and all the volunteers on committees.

While I am not someone who takes advantage of our Charlevoix Community Pool, I believe it is an ESSENTIAL component of how we take care of so many residents in the area. The pool provides thousands of our residents the opportunity to support their physical well-being, take lessons, learn life saving skills, overcome disability challenges and congregate for social events.

Please do not overlook the importance that the pool provides for the youth and seniors to establish and maintain social connections. In this era of mental health and loneliness concerns, the pool provides an affordable and fun opportunity for people to gather.

I feel that we need to ensure that the pool can remain an important component of our community by seeking the 10 year millage assessment. I would recommend that it be placed on the August ballot to make sure it does not get overlooked.

Thank you for giving my request serious consideration.

Sincerely,

Nancy Simon

---

**Support for the Charlevoix Area Community Pool**

1 message

**Jim McMahon** <jim\_mcmahon\_iii@yahoo.com>

Sat, Feb 17, 2024 at 8:58 AM

To: Ron Van Zee &lt;supervisor@hayestownshipmi.gov&gt;, Kristin Baranski &lt;clerk@hayestownshipmi.gov&gt;, Julie Collard &lt;treasurer@hayestownshipmi.gov&gt;, Matt Cunningham &lt;trustee2@hayestownshipmi.gov&gt;, Doug Kuebler &lt;hayestrustee5@gmail.com&gt;

Cc: Diane McMahon &lt;diane\_mcmahon\_1@yahoo.com&gt;

Dear Hayes Township Board of Trustees,

The Charlevoix Area Community Pool is an important asset for Hayes Township residents and the entire nearby community. Whether you are a young person learning to swim, an older person recovering from surgery (rehab), or just someone desiring year-around indoor-access to a pool for exercise and the therapeutic benefits of water, the Charlevoix Area Community Pool is highly appreciated.

We understand there is some discussion to reduce the pool's milage term from 10 years to 2 years. The pool cannot sustain their operation on a shoestring. As governmental officials and business people, you know employee career paths and purchases of equipment and building maintenance require long term financial commitments.

Diane and I urge you to keep the milage term to 10 years. There are no other nearby community pools for public use. The Charlevoix Area Community Pool is a gem and a valued asset for our Hayes Township.

We appreciate Hayes Township's long term commitment to the pool. It's imperative that you sustain the 10-year milage term. Thank you.

Jim and Diane McMahon

phone: 231-347-9829

---

**2 attachments****2024-02-02 Millage Patron letter.pdf**

329K

**2024-02-02 Millage FAQs for residents.pdf**

359K

To Patrons of the Charlevoix Area Community Pool:

The Charlevoix Area Community Pool (CACP) has thrived for 26 years thanks to the generous support of our community. The Pool has programs for Patrons of all ages to enjoy - including indoor fitness, lap swim, recreational swim and swim lessons and water safety classes. The Pool serves almost 4,000 community members making more than 19,000 visits each year, including 400 school children.

**This year the Pool millage will be up for a renewal vote and we have concerns with the proposed timing of the vote and millage duration.** The Pool cannot continue to operate without the millage renewal and we would appreciate your support to help ensure the future of the Pool by **contacting (phone, mail or email) ALL your local township or city representatives to let them know:**

- 1) You support a pool millage **RENEWAL**
- 2) You support a **10-YEAR TERM** for the millage renewal versus a proposed 2-year term
- 3) You support the millage vote on the **AUGUST** ballot versus the proposed November ballot
- 4) You value the great programs the Pool provides to the community.

A **Millage Renewal Fact Sheet** and a **list of township and city officials** is attached for your reference.

If you have any questions, please contact the pool representative below:

Diane Herder, CACP President (City of Charlevoix)  
[dherder1027@gmail.com](mailto:dherder1027@gmail.com) | c: 517-281-0721

Jon Cooksey, CACP Treasurer (City of Charlevoix)  
[cooksey@gmail.com](mailto:cooksey@gmail.com) | c: 415-377-1964

Janet Begrow Chambers, CACP Marketing & Development Manager (Charlevoix Township)  
[janet@charlevoixpool.org](mailto:janet@charlevoixpool.org) | c: 814-308-3168

Ed Russell, CACP Board Member (Hayes Township)  
[emk@charter.net](mailto:emk@charter.net) | c: 231-330-4973

Feel free to copy the Pool on your correspondence to officials at [info@charlevoixpool.org](mailto:info@charlevoixpool.org) or mail a copy of your letter to: Millage Info, CACP, 11905 US 31 North, Charlevoix, MI 49720.

**The Charlevoix Area Community Pool Board of Directors thanks you for your valuable support.**

---

Diane Herder, President   Naomi Singer, Vice President   Sharon Hoffman, Secretary   Jon Cooksey, Treasurer

Board Members: Chris Abbey, Joyce Maager, Babette Stolz, Jim Schwaderer, Fred Ziegel

Board Members Emeritus: Mike Dow, Dr. Steve Hansen

# Charlevoix Area Community Pool - 2024 Millage Renewal Fact Sheet

## What is the Millage?

- The Pool has received funding from two 10-year tax millage assessments ( 2004, 2014) that were approved by the residents of the City of Charlevoix, Charlevoix Township and Hayes Township.
- The millage is listed on your Winter Property Tax statements as the "Recreational AU". It is less than 2% of an annual tax bill. The 2024 Pool millage tax is \$33.33 for every \$100,000 of taxable value.

## Why is the millage vote important to the CACP?

- Millage revenue funded almost half of all Pool operating expenses in 2023. The Pool cannot operate without the millage.
- Millage revenue helps keep Pool user fees low. Residents of City of Charlevoix, Charlevoix Township and Hayes Township receive an additional discount (see below).
- Your property tax dollars help our community thrive. Other essential community services also rely on millage funding including the Charlevoix Library, Senior Centers, EMS, fire stations, county parks and schools.

## Why is a 10-year millage renewal best for Pool operations?

- A millage of less than 10 years would negatively impact the Pool's operations because:
  - The Pool would have more difficulty obtaining grants and donations which funded 33% of operating expenses in 2023. Donors and foundations want to see long-term financial stability and a solid future.
  - The Pool would have difficulty making long term plans for staffing, donor-funded capital improvements and maintaining strong finances if the millage needed to be renewed every 2 or 5 years.

## Why is a Pool millage vote on an August ballot better than on a November ballot?

- An August vote gives the Pool more time to plan for the future
- The November general election ballot will obscure the local Pool millage; even though more people vote in November, they will be focused on state and federal elections.

## What is the role of the Recreational Authority Board and how is it involved in the millage renewal?

- Comprised of 7 municipal officials appointed by their respective city council or township boards: 3 from the City of Charlevoix, 2 from Charlevoix Township, and 2 from Hayes Township.
- Responsible for selecting the millage ballot date and the ballot language, including the millage duration.
- Certifies the millage assessment each September, collects millage payments from each municipality, and administers the millage payments to the Pool.

## Do residents of the City of Charlevoix, Charlevoix Township and Hayes Township receive discounted Pool rates?

- Yes, residents receive a 20% discount on all pool programs. The discount is shown in the Pool's Pricing information.

### **Is the Pool open to the public?**

- Yes, the Charlevoix Pool is open to everyone.
- Services are pay-per-visit with no annual membership fee.

### **What is the Charlevoix Area Community Pool (CACP)?**

- The Pool is a 501(c)3 non-profit organization created in 1997 by community members who raised 100% of the funds required for the construction of the Pool from private donors and grants.
- Almost 4,000 users make more than 19,000 visits a year to the Pool for exercise and fun. Pool programs include:
  - Aquatic exercise classes and Fitness – attended mostly by seniors
  - Lap swimming – attended by adults of all ages
  - Recreational swimming including open swim and events for families
  - Swim lessons and water safety programs where students are bused to the pool during the school day. (About 400 students a year participate. Scholarships are available.)
  - Swimmers with disabilities
  - Lifeguard certification, local U.S. Coast Guard training and scuba diving training
  - Pool rentals and other special events for families
- The Pool is 100% accessible for users with disabilities with a pool wheelchair, pool ramp, and chair lift for the pool and hot tub and ADA accessible bathrooms. Charlevoix County Transit bus is available for some seniors to visit the Pool.
- A volunteer Board of Directors meets monthly to review programs, financials, staffing, funding and pool operations. Meetings are open to the public.
- Staffing includes one full-time manager, a part-time coordinator and 30 part-time staff for the check-in desk and lifeguarding.
- Pool financials are audited annually by an independent CPA firm. Accounting and payroll services are provided by Hoffman & Associates CPA in Charlevoix. More info is available on the Pool website at: <https://www.charlevoixpool.org/annual-report>

Questions may be directed to [info@charlevoixpool.org](mailto:info@charlevoixpool.org) or to any of the following CACP Pool representatives:

Diane Herder, CACP Board President 517-281-0721

Jon Cooksey, CACP Board Treasurer 415-377-1964

Janet Chambers, CACP Marketing and Development Manager 814-308-3168

Ed Russell, CACP Board Member 231-330-4973

WEBSITE: [www.CharlevoixPool.org](http://www.CharlevoixPool.org)



February 26, 2024

LuAnne Kozma

*Via E-mail*  
[luannekozma@gmail.com](mailto:luannekozma@gmail.com)

RE: **City of Charlevoix Invoice**  
Our File No. 1932.00

Dear Ms. Kozma:

The Township supervisor has asked that I respond to your allegations that the Township owes the City of Charlevoix \$98,027.01. The issue of amounts allegedly due to the City of Charlevoix for ambulance services came to my attention in late July or early August 2023 when the Township was conducting its due diligence. I was provided with a copy of the June 1, 2019, Charlevoix Emergency Medical Services Agreement for Ambulance Services, the Calculation of the 2019 EMS Services, as well as numerous invoices from the City of Charlevoix. The invoice at issue is dated July 29, 2020, in the amount of \$90,105.84. The invoice merely states that the \$90,105.84 is for "Ambulance Contract with the City of Charlevoix through year ending March 31, 2020." Hayes Township's share of the estimated unfunded EMS costs for the year ending March 31, 2020, was only \$48,713.76. Additional documentation to support the \$90,105.84 invoice was requested from the City but never received. Based on the documentation that the Township and I received, it was my conclusion that Hayes Township did not owe the invoiced amount. If the City of Charlevoix were going to pursue payment of that invoice, it would need to provide additional documentation which, to date, has yet to be supplied. The invoice is now almost four years old, and it is my understanding that the City is not pursuing any unpaid amounts.

Very truly yours,

PARKER HARVEY PLC

Todd W. Millar

TMW:kes

CC: Ronald VanZee via email  
Ellis Boal via email