

AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES
7:00p.m. July 8, 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 Meeting Minutes: June 10, 2024 Budget Hearing, June 10, 2024 BOT Regular Meeting and June 28, 2024 BOT Special Meeting.
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. Update Fee Schedule
10. Hayes Township Charlevoix Library Representative appointment
11. Audit Engagement Letter
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
June 10TH, 2024 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The June 10th, 2024, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 pm.

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

Audience Members signed in: Betty Henne, LuAnne Kozma, Ellis Boal, Tim Boyko, Kevin Willis, Bill Conklin, Diane Conklin, Sue Pike, Deb Narten, John Deery, Leslie Cunningham, CT Martin, Sherry Baker - McGary, Bob Jess, Laura Ford, David Kemme, Parker Fairbairn, and Roy Griffiths.

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 amended.

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

Nays: None Motion Carried

PUBLIC COMMENTS:

Public comment opened and closed at 7:03.

No Comments.

- Parker Fairbairn introduced himself.
- Resident asked if they have a drainage issue off their driveway who do they contact?
Concerned for the road flooding after all the rain.
- Stated they are running for County Commissioner.

Closed at 7:06

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APPROVAL OF MAY 13TH 2024 BOT REGULAR MEETING MINUTES:

Mr. Kuebler made a motion, supported by Ms. Baranski to approve the May 13th, 2024, Board of Trustees regular meeting minutes as presented.

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 \$45,197.00.

Ms. Baranski made a motion, supported by Mr. Kuebler, to approve Township warrants out of the General Fund in the amount of \$45,197.00. 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 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**

COUNTY COMMISSIONER REPORT

Bob Jess presented the County Commissioners Report.

PARKS AND REC. REPORT

Ms. Collard presented the Parks and Rec. report.

The next regular Parks and Rec meeting is July 1st, 2024.

Township Park host Becky had an accident on a bike and have a compound fracture in her ankle. Any volunteers to help in her time of healing would be appreciated.

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PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next regular Planning Commission meeting is June 18th, 2024, at 7:00 pm.

ZONING BOARD OF APPEALS

ZBA did not meet.

ZONING ADMINISTRATOR REPORT

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

TRUSTEES:

Mr. Kuebler stated signage for Upper Bay Shore Road and Bergus road has been ordered.

SUPERVISOR REPORT:

Ron VanZee presented a supervisor report.

ADOPTION OF 2024/2025 FISCAL BUDGETS:

Resolution #061024

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and,
WHEREAS, the township board deems that an adjustment in the salary of the office of trustees is warranted, now

BE IT RESOLVED, that as of July 1, 2024, the salary of the office of trustee shall be as follows:

TRUSTEE: \$4,780.00

Ms. Baranski made a motion, supported by Ms. Collard, to approve the salary of the office of Trustees to be \$4780.00 annually. A roll call was taken.

Yeas: Julie Collard, Ron VanZee, and Kristin Baranski.

Abstained: Matt Cunningham, Doug Kuebler

Nays: None **Motion Carried**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and,

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BOARD OF TRUSTEES REGULAR MEETING
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100 WHEREAS, the township board deems that an adjustment in the salary of the office of Clerk is
101 warranted, now

102 BE IT RESOLVED, that as of July 1, 2024, the salary of the office of clerk shall be as follows:

103 CLERK: \$ 33,626.00

104 Ms. Collard made a motion, supported by Mr. Kuebler, to approve the salary of the office of Clerk to be
105 \$33,626.00 annually. A roll call was taken.

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

107 Abstained: Kristin Baranski.

108 Nays: None **Motion Carried**

109

110 WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for
111 officers composing the township board shall be determined by the township board, and,

112 WHEREAS, the township board deems that an adjustment in the salary of the office of treasurer is
113 warranted, now

114 BE IT RESOLVED, that as of July 1, 2024, the salary of the office of treasurer shall be as follows:

115 TREASURER: \$ 33,626.00

116 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the salary of the office of Treasurer
117 to be \$33,626.00 annually. A roll call was taken.

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

119 Abstained: Julie Collard.

120 Nays: None **Motion Carried**

121

122

123 WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for
124 officers composing the township board shall be determined by the township board, and,

125 WHEREAS, the township board deems that an adjustment in the salary of the office of supervisor is
126 warranted, now

127 BE IT RESOLVED, that as of July 1, 2024, the salary of the office of supervisor shall be as follows:

128 SUPERVISOR: \$ 33,626.00

129 Ms. Baranski made a motion, supported by Ms. Collard, to approve the salary of the office of Supervisor
130 to be \$33,626.00 annually. A roll call was taken.

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

132 Abstained: Ron VanZee.

133 Nays: None **Motion Carried**

134

HAYES TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
June 10TH, 2024 7:00 PM
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135 WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for
136 officers composing the township board shall be determined by the township board, and,
137 WHEREAS, the township board deems that an adjustment in the salary of the office of assessor is
138 warranted, now

139 BE IT RESOLVED, that as of July 1, 2024, the salary of the office of assessor shall be as follows:

140 ASSESSOR: \$ 35,476.00

141 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the salary of the office of assessor to
142 be \$35,476.00 annually. A roll call was taken.

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

144 Nays: None **Motion Carried**

145

146 WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for
147 officers composing the township board shall be determined by the township board, and,

148 WHEREAS, the township board deems that an adjustment in the meeting per diem for Board of Review
149 is warranted, now

150 BE IT RESOLVED, that as of July 1, 2024, the meeting per diem for Board of Review shall be as follows:

151 Chair: \$ 200.00

152 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the meeting per diem of the office
153 of Board of Review to be \$200.00 per meeting. A roll call was taken.

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

155 Nays: None **Motion Carried**

156

157 WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for
158 officers composing the township board shall be determined by the township board, and,

159 WHEREAS, the township board deems that an adjustment in the hourly rate for Deputy Clerk, Deputy
160 Treasurer and File Clerk is warranted, now

161 BE IT RESOLVED, that as of July 1, 2024, the hourly rate for Deputy Clerk, Deputy Treasurer and File Clerk
162 shall be as follows:

163 Deputy Clerk: \$24.00 per hour

164 Deputy Treasurer: \$24.00 per hour

165 File Clerk: \$24.00 per hour

166 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the hourly rate of Deputy clerk to be
167 \$24.00 per hour, Deputy Treasurer to be \$24.00 per hour, and File Clerk to be \$24.00 per hour. A roll call
168 was taken.

169 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the hourly rate of \$24.00 for Deputy
170 Clerk, Deputy Treasurer and File Clerk. A roll call was taken.

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

172 Nays: None **Motion Carried**

173

174 Ms. Baranski made a motion, supported by Ms. Collard, to adopt the proposed 2024 budget
175 and Salary Resolutions. A roll call was taken.

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

177 Nays: None **Motion Carried**

178 Ms. Baranski made a motion, supported by Ms. Collard, to adopt the proposed 2024 Road
179 Budget. A roll call was taken.

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

181 Nays: None **Motion Carried**

182

183 **HAYES TOWNSHIP HALL TREE BIDS:**

184 Mr. Cunningham made a motion, supported by Mr. Kuebler to approve the bid for the
185 removal of 6 dead ash trees and trimming of apple tree at the Hayes Township Hall from
186 Crandall Logging in the amount of \$1100.00. A roll call was taken.

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

188 Nays: None **Motion Carried**

189

190 **PUBLIC COMMENTS:** Public comments opened at 7:32 pm.

191 Comments included:

- 192 - Resident stated they requested the financial information of the township prior to the
193 Budget meeting. Inquired about the process of amending the previous year budget.
194 - Laura Ford stated she would like to volunteer as the Hayes Township resident on the
195 Library Board.
196 - Stated they see the fence has been put up around the gravel pit. Asked where the
197 township gets road brine and is it radioactive?
198 - Inquired about Todd Millars investigation into previous township officials still having
199 access to the Townships QuickBooks and other programs.
200 - Stated they are running for Supervisor, stated they don't understand why a FOIA
201 would need a time extension.

202 Public comments closed at 7:43 p.m.

203

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204 **BOARD OF TRUSTEE COMMENT:**

205 Ms. Collard stated Gary and Carla Spence celebrated their 62-wedding anniversary last week,
206 they both turned 80 years old this year and wanted to acknowledge them.

207

208 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at
209 7:44p.m.

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

211 Nays: None **Motion Carried**

212

213 Respectfully Submitted,

214 April Hilton

215 Hayes Township Deputy Clerk/Recording Secretary

HAYES TOWNSHIP
BUDGET MEETING
JUNE 10, 2024 6:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM ID: 828 1953 6871

The June 10th, 2024, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 6:00 pm.

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

Audience Members signed in: Tim Boyko, Roy Griffiths, LuAnne Kozma, David Kemme, Laura Ford, Leslie Cunningham, Deb Narten, Sherry Baker -McGary, Bill Conklin, Diane Conklin, Sue Pike, Kevin Willis and Ellis Boal.

CALL TO ORDER

Supervisor Ron VanZee called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA

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

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

Nays: None Motion Carried

PUBLIC COMMENTS TO AGENDA ITEMS

Public comment opened at 6:03.

Public comments included:

- Will there be public comment throughout the meeting?

Closed at 6:04

REVIEW FINAL BUDGET 2023/2024 FISCAL YEAR:

Ms. Baranski presented the 2023/2024 Fiscal Year budget with projected changes and amendments.

Resident asked for an explanation of ARPA Funds.

HAYES TOWNSHIP
BUDGET MEETING
JUNE 10, 2024 6:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM ID: 828 1953 6871

34

35 **PRESENTATION OF THE 2024/2025 Fiscal BUDGET:**

36 Ms. Collard presented the proposed cost of living wage increases.

37 Ms. Baranski and Ms. Collard presented the proposed budget for 2024/2025.

38 Resident asked questions about the completion of the Bike Path, and the Townships budget
39 process for contributions.

40 Resident asked if there is any budgeting or plans to fix the drainage at Hayes Township Park.

41 Resident asked about having buoys at Hayes Township Park and the budget plans for them.

42 Resident asked why the number of parks spent is less then the previous years budgeted
43 amount. Ms. Baranski answered we budgeted anticipated grants money; however,
44 they did not grant any money last year therefore could not spend the money the
45 Township did not receive.

46 The Board of Trustee came to a census to for the 2024/2025 Hayes Township Budget.

47 The Board of Trustee came to a census for the 2024/2024 Hayes Township Road Budget.

48 Resident asked why the EMS budget is separate. Mr. Griffiths answer the EMS has its own
49 source of funding and expenses.

50

51 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at
52 6:54 p.m.

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

54 Nays: None **Motion Carried**

55

56

57 Respectfully Submitted,

58

59 April Hilton

60 Hayes Township Deputy Clerk/Recording Secretary

HAYES TOWNSHIP
BUDGET MEETING
JUNE 28, 2024 8:00 am
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM ID: 828 1953 6871

The June 28th, 2024, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 8:00 am.
Board members present were Julie Collard (Treasurer), Doug Kuebler (Trustee), Kristin Baranski (Clerk), April Hilton (Deputy Clerk/Recording Secretary), and Ron VanZee (Supervisor)
Excused: Matt Cunningham (Trustee)
Audience Members signed in: LuAnne Kozma, Laura Ford, Roy Griffiths, Tim Boyko and Sherry Baker-McGary.

CALL TO ORDER

Supervisor Ron VanZee called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA

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

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

Nays: None Motion Carried

PUBLIC COMMENTS TO AGENDA ITEMS

Public comment opened at 8:01am.

Public comments included:

- Surprised by the meeting this morning. Stated they believe the budget should have been amended throughout the year. Would like clarification on what money is being spent on training and if it has been wasted.

Closed at 8:02am

2023/2024 FISCAL YEAR BUDGET AMENDMENT (LAST FISCAL BUSINESS DAY):

Ms. Baranski presented the 2023/2024 Fiscal Year budget with projected changes and amendments.

HAYES TOWNSHIP
BUDGET MEETING
JUNE 28, 2024 8:00 am
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM ID: 828 1953 6871

33 Ms. Baranski made a motion, supported by Mr. Kuebler to amend the 2023/2024 Fiscal Year
34 budget as presented.

35 Yeas: Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

36 Nays: None **Motion Carried**

37

38

39 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Ms. Baranski, to adjourn at
40 8:54 a.m.

41 Yeas: Julie Collard, Ron VanZee, Kristin Baranski, Doug Kuebler

42 Nays: None **Motion Carried**

43

44

45 Respectfully Submitted,

46

47 April Hilton

48 Hayes Township Deputy Clerk/Recording Secretary

July 2024 Treasurer Report

(As of July 1, 2024)

Charlevoix State Bank

1. General Fund-\$662,818.76

(\$452,818.76 available, \$210,000 Recommended Reserve)

2. Tax Account-\$2,982.72 *(restricted Treasury Funds)*

3. Township Warrant Checking-\$25,566.19

4. Pantry-\$8,572.59*(restricted funds)*

5. ARPA *(restricted funds)*-\$139,644.22

6. Fundraising Account-\$12,053.94

Forefront

7. Metro Account-\$73,286.53

8. Prime Share-\$134.78

Horizon

9. Hayes Township Road Fund-\$376,316.31 *(restricted funds)*



Zoning Administrator Report

July 2024

Zoning Administrator work in progress report for the month of June includes the following:

- Responded to a complaint on 9 Mile Point.
- Issued zoning permit for a New Single Family Dwelling unit & 32'x48' Accessory Structure at 8135 Major Douglas Sloan RD.
- Issued zoning permit for a 42'x50.2' Accessory Building at 7977 Pinecherry Road.
- Issued zoning permit for a Fence as reflected on Site Plan at 10529 Townline Road.
- Working with Charlevoix County Equalization on zoning map corrections.
- Issued zoning permit for a New Single Family Dwelling with 2 attached garages at 11411 Summerhill Way.
- Issued zoning permit for a 30'x40 Accessory Building at 5770 Stephens Road.
- Conducted Inspections for Compliance.
- Received and reviewing zoning permit application for a new single-family dwelling with attached garage on Boyne City Road.
- Issued zoning permit for a 16' x 36' Accessory Structure as principal, existing structure is to be removed at 8144 Shrigley Road.
- Resolving a non-compliance complaint with landowner at 10283 Maple Grove Road.
- Resolving with assistance from Tip of the Mitt a non-compliant parcel.
- Resolving a non-compliance nuisance complaint with landowner at 10415 Hyek Road, in the process of submitting a Special Use Permit Application.
- Sent second notice letter for a violation on Seneca Ave.
- Received a response from landowner regarding non-compliance notice letter sent to 6099 Charlevoix Street.

HAYES TOWNSHIP FEE SCHEDULE	
TYPE OF APPLICATION/PERMIT	Fee
ZONING PERMITS Applications shall be filed in writing with the Zoning Administrator, and shall be signed by the applicant, or by his or her authorized agent. Enclosed a check payable to Hayes Township in the appropriate amount. Zoning Permit Fee is as follows: Projects costing between \$20,000 and \$70,000 Projects costing between \$70,001 and \$100,000 Projects costing between \$100,001 and \$200,000 Projects costing between \$200,001 and \$300,000 Projects costing between \$300,001 and \$400,000 Projects costing between \$400,001 and \$500,000 Project costing between \$500,001 and \$600,000 Projects costing between \$600,001 and \$700,000 Projects costing between \$700,001 and 800,000 Projects costing between \$800,001 and \$900,000 Projects costing between \$900,001 and 1 million. Projects costing anything over 1 million.	\$50 Minimum \$70.00 \$90.00 \$140.00 \$190.00 \$240.00 \$290.00 \$340.00 \$390.00 \$440.00 \$490.00 \$540.00 \$600.00 Max
Zoning permits renewed prior to one year expiration provided continual work is being performed.	No Charge
Renewal of expired permit.	\$50.00
Replanting / Restoring shoreland protection strip.	\$50.00
BOARD OF APPEALS Initial Application (Additional hours billed at \$20.00/hour) Subsequent meeting when tabled at the request of the applicant for more than 10 days	\$935.00 \$590.00
REZONING REQUEST Contiguous Parcels	\$200.00
SPECIAL LAND USE/SPECIAL APPROVAL REQUESTS (Residential) Commercial / Industrial without Site plan review.	\$100.00 \$200.00
SITE PLAN/DEVELOPMENT PLAN REVIEW, SPECIAL USE PERMIT PUD's, Commercial, Industrial Developments or Site Condominiums Single Family Subdivision Plat Application Review - Each Phase of Review	\$300.00 \$300.00
RE-PUBLISHING FEE	Actual Cost
LAND DIVISION APPLICATION or RECONFIGURATION	\$150.00
SIGN PERMIT	\$50.00
SPECIAL MEETING REQUEST Example: Each Planning Commission Member @90.00, Chairman @140.00, Secretary @200.00 and Zoning Administrator @\$110.00.	Actual Cost of members and staff present
COPIES Zoning Ordinance - Resident/Non Resident Comprehensive Plan - Resident/Non Resident Freedom of Information Act (FOIA), mailing list, minutes etc Per Page Per Hour	20.00 20.00 .10 24.00
NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09	Cost of Bank Charges

HALL RENTAL Resident Funeral Dinner All Hall Rentals are subject to Hayes Township residency and deposit	\$100.00 No Charge
NON-SUFFICIENT FUNDS (NSF) Effective 07/13/09	Cost of Bank Charges
CEMETERY FEES Single Burial Plot in Old Section (Cremation Only) Single Burial Plot in New Section Grave Open/Close Cremains Burial Open/Close Grave Marker Foundation Installation Grave Marker Foundation All fees subject to Hayes Township Cemetery Ordinance #091018 Weekend/Holiday/Winter	100.00 300.00 750.00 100.00 125.00 Township Cost X 1.5
SEE REVERSE SIDE FOR MORE FEES	

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.

9491 Burnett Road
Charlevoix, Michigan 49720
May 21, 2024

Ryan Deery, Director
Charlevoix Public Library
220 W. Clinton Street
Charlevoix, Michigan 49720

Dear Ryan:

Reading has always been important to me. I received a BA in English from the University of Michigan and an MS in Education in the teaching of reading from the State University of New York at Brockport. Then I taught reading for 2 years at Perkins Middle School in Sandusky, Ohio, and six years at Concord Middle School in Concord, Michigan.

In 1984 my husband and our first daughter moved to Hayes township and began building a house. As our family grew we all enjoyed camping, hiking, and canoeing. We were regular visitors to the small library building on Clinton Street. When the three kids were attending Charlevoix Elementary School, I volunteered in the classroom, led the school carnival committee, worked in the "Reading Buddy" program with struggling readers, and was an assistant Girl Scout leader with two different troops. As the children grew I accompanied them on school field trips and volunteered with performing arts and graduation committees. I continued to work as a mentor with reluctant readers and volunteer regularly in kindergarten classrooms until 2020. I brought some of these students to the kids' programs at the Charlevoix Public Library which were a delight. Since then my greatest joy has been reading books to my grandchildren and accompanying them to Story Hour at their libraries downstate and in Minnesota.

I continue to visit our library regularly for books and books on CD which I listen to while traveling. Through the years I have attended all kinds of programs and displays at the library about books and authors, public affairs, dog training, history, art, and health matters. Recently I enjoyed the exhibit on One-Room Schoolhouses in Charlevoix County. And I have brought home many books from the annual book sales. I have checked out books on Alaska in preparation for an Alaskan cruise I'll be taking in July with our family. Next April my sister and I have planned a trip to Croatia and Montenegro so I'll be looking for books about them soon.

Jodi Thompson has spoken to me about the open position for a representative from Hayes Township. I would be happy to serve on the board of the Charlevoix Public Library.

Sincerely,

Lin Larsen



clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Library Board Township Representative

1 message

Ryan Deery <rdeery@charlevoixlibrary.org>

Thu, Jun 13, 2024 at 4:25 PM

To: "supervisor@hayestownshipmi.gov" <supervisor@hayestownshipmi.gov>, "clerk@hayestownshipmi.gov" <clerk@hayestownshipmi.gov>, "trustee2@hayestownshipmi.gov" <trustee2@hayestownshipmi.gov>, "treasurer@hayestownshipmi.gov" <treasurer@hayestownshipmi.gov>, "hayestrustee5@gmail.com" <hayestrustee5@gmail.com>

Hayes Township Board Members,

This is Ryan Deery at the Charlevoix Library and I wanted to let you know that following the Hayes Township Board meeting in which I mentioned the township representative opening on the library board, two different individuals, Lin Larsen and Laura Ford submitted letters of interest to serve. Their letters are attached.

Both are strong candidates and look like they would be a good fit. The library board met yesterday and amongst other business, discussed the candidates. The board noted that they would be pleased with either candidate. However, it was also noted by the library board that Lin's long tenure in Hayes township and her resultant connections and historical knowledge of the community might serve the library board and the township well.

Ultimately it is up to the Township Board to select and appoint one of the individuals and timing-wise, Carol Madison, your current representative, term ended with the June meeting yesterday so it would be wonderful if this could be added to your agenda in July.

I will be contacting both individuals to thank them for their interest and am happy to communicate further with them. If you have any questions or would like me to communicate further with the candidates or attend the July meeting, I'm happy to do so.

Finally, if the township is in a position wherein you do not have a preference or do not want to upset either candidate by selecting one over the other, I and the library are happy to be the scapegoat as again, both look fantastic however the library would lean toward Lin due to her longer tenure in the area.

Thanks,

Ryan Deery

Director, Charlevoix Public Library



2 attachments



Laura Ford Board Interest.docx
15K



Lin Larsen Board Interest.pdf
32K

Hayes Township
Position Application
9195 Major Douglas Sloan Rd
Charlevoix, MI 49720
(231) 547-6961

Applicant Name: Laura Ford Position Requested: Hayes Twp Rep CVX Library Board
Street Address: 8515 Sunset Meadow Ln Telephone No.: 269.330.0471
City, State & Zip: Charlevoix MI 49720
Email Address: LFordCNP@GMAIL.COM
Have you ever been convicted of a felony? Yes ☐ No ☒

Education: PhD - Health Science / Interdisciplinary (WMU)
MSN - Nursing (Univ of Michigan)
BS, ADN - Nursing (WMU & KVC)

Please briefly describe your employment history:

Retired from clinical practice as a Nurse Practitioner (>40 years)
from Bronson Paw Paw Rural Health Clinic.
Currently teach as adjunct faculty (>17 yrs) for WMU -
Health Policy & Law, Human Growth & Development, Women's Health.

What attracts you to this position?

I love the Charlevoix Library & all it offers to residents.
I want to support my community & the library.
I would advocate for our library - and hope to be a voice for
Hayes Township residents to address their concerns, if any.

State any particular experiences or skills that you believe would further qualify you for this position:

I have served on several boards in the past - at my former church /
was a Ruling Elder, Congregational Deacon & Health Minister. I started a
Free Health Clinic and was a founding board member of that; I was a founding
board member of Michigan Council of Nurse Practitioners. I value libraries &
love to read. I would enjoy continuing to support the CVX library & community
engagement.

Reference(s) Name, Address,

Telephone): Bill & Beth Henne, Jo Ellen Puddiph.

Please mail the completed application and any additional information you wish to include to: Hayes Township, 9195 Major Douglas Sloan Rd., Charlevoix, MI 49720. Or you can e-mail the application to clerk@havestownshipmi.gov

Hayes Township is an Equal Opportunity Employer and will not discriminate among applicants or employees with regard to race, religion, sex, age, national origin, height, weight, marital status, non-disqualifying disability, veteran status or on the basis of any characteristic that is protected by state or federal law.

July 2, 2024

To the Township Board and Management:

Township of Hayes
9195 Major Douglas Sloan Road
Charlevoix, MI 49720

We are pleased to confirm our understanding of the services we are to provide the Township of Hayes (the "Township") for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error

CERTIFIED PUBLIC ACCOUNTANTS

3940 PENINSULAR DR STE. 200 / GRAND RAPIDS, MI / 49546 / P 616 538 7100 / WWW.GABRIDGE.CO.COM

and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party

service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Management override of controls / separation of duties

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Township in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also perform the following services:

- Reconciliation of capital assets
- Reconciliation of leases receivable
- Reconciliation of long-term debt
- Preparation of the F-65
- Preparation of the Qualifying Statement

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have

changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Gabridge & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury ("Treasury"), or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gabridge & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Treasury, or its designee. Treasury, or its designee, may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Joe Verlin, CPA, CGFM is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to issue our reports no later than December 6, 2024.

Our fee for services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$10,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To be respectful of your time and ours, we schedule our work well in advance. When engagements have to be rescheduled, it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put your engagement at the back of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be scheduled, then an additional price of up to 20% will apply. Beyond this, the time required for rework

and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

Reporting

We will issue a written report upon completion of our audit of the Township's financial statements. Our report will be addressed to the Township Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Galbridge & Company

RESPONSE:

This letter correctly sets forth the understanding of the Township.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Hayes Township Park and Recreation Committee Invites you & your family to the

Hayes Township Community Picnic at Camp Sea Gull Saturday, August 3, 2024, from 12-3pm



Join us for food and fun!

8580 Boyne City Road, Charlevoix

We will have live music from local band 
Picnic lunch items will be available by donation.

**We will have a silent auction with fantastic
gifts donated by local stores & vendors.**

Please RSVP to treasurer@hayestownshipmi.gov

(so we can be sure to have enough goodies for everyone!)

All proceeds go toward park improvements and amenities