

AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES
August 12, 2024 7:00pm
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: July 8, 2024 BOT Regular 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. L-4029 Approval
10. Lake Charlevoix EMS Authority Hayes Township Board Appointment
11. Public Comment
12. 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.

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BOARD OF TRUSTEES REGULAR MEETING
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09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The July 8th, 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: Kathy Simon, Stan Boris, Connie Foster, David Zipp, LuAnne Kozma, Ellis Boal, Sue Pike, Tim Boyko, Ryan Deery, Jerry Simpson, Todd Reeves, David Kemme, Melvin Czechowski, Bob Jess, Laura Ford, Betty Henne, Sherry Baker-McCary, Bruce Anderson, Connie Molenta, Paul Zardus and Dave Molenta.

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 7:02.

- Stated they are tired of receiving propaganda letters in their mail box. Stated they are concerned why people are opposed to an EMS building in Hayes Township. Asked why the community picnic is held at Hayes Township Park. Would also like to know why people keep being up audit questions when the Board has been transparent about everything.
- Stated they would like clarification when Ron VanZee requested Reith Riley to install a fence at the Green Pit.

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- 34 - Stated the letter sent with the Tax bills had the wrong election date. Stated some of
35 the paperwork hanging in the front window gets cut off. Stated they made
36 accusations during the morning meeting at the township.
37 - Stated they apologize for this mornings meeting mis-information and he excused the
38 board of appointing someone wrongfully and he apologizes he was incorrect. Would
39 like to know how many yards were picked up in the spring clean up.
40 Closed at 7:13.
41

42 **APPROVAL OF JUNE 10TH 2024 BUDGET HEARING MINUTES:**

43 Ms. Baranski made a motion, supported by Mr. Kuebler to approve the June 10th, 2024,
44 Board of Trustees Budget Hearing minutes as amended.

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

46 Nays: None **Motion Carried**
47
48

49 **APPROVAL OF JUNE 10TH 2024 BOT REGULAR MEETING MINUTES:**

50 Ms. Baranski made a motion, supported by Mr. Cunningham to approve the June 10th, 2024,
51 Board of Trustees regular meeting minutes as amended.

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

53 Nays: None **Motion Carried**
54

55 **APPROVAL OF JUNE 28TH 2024 BUDGET HEARING MEETING MINUTES:**

56 Ms. Baranski made a motion, supported by Ms. Collard to approve the June 18th, 2024, Board
57 of Trustees Budget Hearing minutes as amended.

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

59 Recused: Matt Cunningham

60 Nays: None **Motion Carried**
61

62 **TREASURERS REPORT**

63 Ms. Collard presented a written report reporting all Hayes Township account balances.
64

65 **CLERKS REPORT: APPROVAL OF WARRANTS**

66 Clerk, Ms. Baranski, presented the warrants in the amount of \$93,556.12.

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Mr. Kuebler made a motion, supported by Ms. Baranski, to approve Township warrants out of the General Fund in the amount of \$93,556.12 A roll call was taken.

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

Nays: None **Motion Carried**

Mr. Kuebler made a motion, supported by Ms. Baranski 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 August 1st, 2024.

Resolution #07082024

WHEREAS, Julie Collard, Treasurer of Hayes Township, has the authority to submit a mini- grant request to the Charlevoix County Community Foundation; and

WHEREAS, Julie Collard is requesting a \$1,500.00 appropriation from the Charlevoix County Community Foundation ; and

WHEREAS, Julie Collard desires to enhance and provide ADA accessibility to Lake Charlevoix at Hayes Township Park Eastern Avenue Beach to meet the needs of users in Charlevoix County;

THEREFORE BE IT RESOLVED by **Hayes Township** that, pursuant and subject to all of the terms and provisions of the Charlevoix Community Foundation, application be made to the Charlevoix County Community Foundation Granting Board for funding; and

BE IT FURTHER RESOLVED that **Julie Collard** of **Hayes Township** is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Charlevoix County Community Foundation;

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Ms. Baranski made a motion, supported by Mr. Kuebler to adopt resolution #07082024 as presented.

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

Nays: None **Motion Carried**

Chair of Parks and Rec, Paul Zardus researched and received a discounted price for a mobility mat for Eastern Avenue Beach. The purchase price was accounted for and approved in the 2025 fiscal year budget. Upon request the Township has access to a water accessible wheelchair for delivery.

Ms. Baranski made a motion, supported by Mr. Cunningham to approve the purchase of a mobility mat for Eastern Avenue Beach in the amount of \$8072.30.

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

Nays: None **Motion Carried**

PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next regular Planning Commission meeting is July 16th, 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:

SUPERVISOR REPORT:

Ron VanZee presented a supervisor report.

Ms. Baranski made a motion, supported by Mr. Kuebler to approve an AED unit at Hayes Township Park.

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

Nays: None **Motion Carried**

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UPDATE FEE SCHEDULE:

Ms. Baranski made a motion, supported by Ms. Collard, to approve the updates to the fee schedule as presented.

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

Nays: None **Motion Carried**

HAYES TOWNSHIP CHARLEVOIX LIBRARY REPRESENTATIVE APPOINTMENT:

Ms. Collard made a motion, supported by Mr. Kuebler to appoint Lin Larsen as the Hayes Township Representative for the Charlevoix Library Board.

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

Nays: None **Motion Carried**

AUDIT ENGAGEMENT LETTER:

Ms. Baranski made a motion, supported by Mr. Cunningham to accept the Audit Engagement Letter from Gabridge & CO to complete the June 30th 2024 Audit and F-65/qualifying statement all services for a total cost of \$10,500.00.

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

Nays: None **Motion Carried**

PUBLIC COMMENTS: Public comments opened at 7:52 pm.

Comments included:

- Stated they believe there is a couple errors in the letter from Reith Riley.
- Stated she reached out to the Bureau of Election regarding the wrong date in the tax bills.
- Stated Ellis Boal has a good singing voice.
- Stated she sent the clerk an email regarding the incorrect date for the August election in the tax letters.
- Asked for clarification of who is in charge of conducting the audit between the clerk and treasurer.
- Stated the Parks and Rec committee cleaned up Bay Side park. And have received a donation for a bench swing.

Public comments closed at 8:00p.m.

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167 **BOARD OF TRUSTEE COMMENT:**

168 Ms. Baranski clarified she is working with the Bureau of Election to fix the date in the tax
169 letters. Also, clarified the Clerk and Treasurer work with the auditor through the audit
170 process.

171 Ms. Collard clarified they wanted to have the community picnic at Hayes Township Park to
172 help with park fundraising and awareness.

173 - Mr. Cunningham stated the letter from Reith Riley letter is a great response the concerns
174 about the fence have been resolved.

175

176 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at
177 8:05p.m.

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

179 Nays: None **Motion Carried**

180

181 Respectfully Submitted,

182 April Hilton

183 Hayes Township Deputy Clerk/Recording Secretary

August 2024 Treasurer Report

(As of August 1, 2024)

Charlevoix State Bank

1. General Fund-\$612,813.72

(\$402,813.72 available, \$210,000 Recommended Reserve)

2. Tax Account-\$352,659.02 *(restricted Treasury Funds)*

3. Township Warrant Checking-\$28,301.88

4. Pantry-\$9,080.70*(restricted funds)*

5. ARPA *(restricted funds)*-\$121,702.93

6. Fundraising Account-\$15,555.50

Forefront

7. Metro Account-\$73,302.09

8. Prime Share-\$134.79

Horizon

9. Hayes Township Road Fund-\$376,403.02 *(restricted funds)*



Zoning Administrator Report

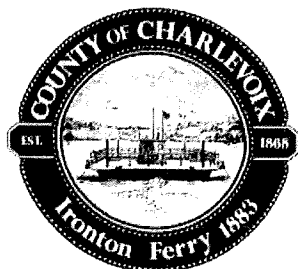
August 2024

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

- Resolved a complaint on 9 Mile Point.
- Updated zoning permit for a 16'x20' addition with 15' x 16' addition attached to 42'x50.2 accessory building at 7977 Pinecherry RD.
- Issued zoning permit for a New Single Family Dwelling unit with 2 porches and attached garage at 11170 North Stonebridge DR..
- Issued zoning permit for a 12'x8' roof to cover existing porch at 8167 Shrigley Road.
- Issued zoning permit for a 12'x18' Storage Shed at 10824 Maple Ave.
- Conducted several Inspections for Compliance.
- Received and reviewing zoning permit application for a 14'x22 addition and 12'x26' detached garage with 12'x18' shed on Nine Mile Point dr.
- Resolving a non-compliance complaint with landowner at 10283 Maple Grove Road.
- Resolving with assistance from Tip of the Mitt a non-compliant parcel on Susan Lake.
- Resolving a non-compliance nuisance complaint with landowner at Hyek Road, in the process of submitting a Special Use Permit Application.
- Inspected compliant changes for a violation on Seneca Ave sent a letter requesting communication from landowner.
- Received a response from landowner regarding non-compliance notice letter sent to 6099 Charlevoix Street.
- Received and reviewing zoning permit application for a 30x30 Garage on Shrigley Road.
- Sent first notice letter to land owner on Susan Shore Drive for violation of Nuisance Ordinance.



- Received a Zoning Variance Application from Little Traverse Conservancy for a parcel on Division Ave.
- First Notice letter was sent to Landowner on Nine Mile point for Violation of Nuisance Ordinance.
- Received Zoning application for New Single Family Dwelling with garage on Boyne City road. Shoreline Subcommittee and Tip of the Mitt responded to Shoreline Site plan and Planning Commission Meeting was held on August 8th 2024. Zoning Permit approved.
- Responded to questions from residents regarding ADU's.



A MICHIGAN HISTORICAL SITE

CHARLEVOIX COUNTY PLANNING DEPARTMENT

13513 Division Street
Charlevoix, Michigan 49720
(231) 547-7234
planning@charlevoixcounty.org

Memorandum

To: City, Village, and Township Officials
From: Kiersten Stark, Planning Director
Re: Notice of Intent – Materials Management Plan
Date: July 23, 2024

As you may be aware, the requirements for managing solid waste materials in Michigan have changed with the passage of amendments to Part 115, Solid Waste Management, of the Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended. These changes went into effect on March 29, 2023. Each county is now required to develop a Materials Management Plan, which will replace the current Solid Waste Management Plan. Unlike the Solid Waste Plan, which manages solid waste primarily based on disposal (landfill) capacities, the new Materials Management Plan will focus on sustainable materials management, such as recycling and composting, with less emphasis on disposal.

On July 1, 2024, in compliance with the new requirements, Charlevoix County filed a Notice of Intent with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to prepare a Materials Management Plan (MMP) and has become the County Approval Agency (CAA) for materials management planning.

Charlevoix County intends to complete a single-county Materials Management Plan. The Board of Commissioners has appointed Networks Northwest as the Designated Planning Agency (DPA) and will appoint a Materials Management Planning Committee (MMPC) whose meetings will be open to the public. Notices of the meetings will be posted at the following locations:

- Charlevoix County website: www.charlevoixcounty.org, on the Calendar and under News & Information
- Charlevoix County Shirley Roloff Center, 13513 Division Street, Charlevoix, Michigan 49720

Each municipality in the county will also receive notice of the MMPC meetings, along with a request for your assistance in making this information available to the public.

Attached is the Notice of Intent filed by Charlevoix County. In accordance with Part 115, each municipality is receiving a copy of this notice.

Notice of Intent (NOI) Submittal

#77

COMPLETE

Collector: Notice of Intent (Web Link)
Started: Monday, July 01, 2024 1:34:57 PM
Last Modified: Monday, July 01, 2024 1:44:00 PM
Time Spent: 00:09:03
IP Address: 198.108.193.200

Page 1

Q1

County Name:

Charlevoix County

Q2

Entity Name:*County BOC; Regional Planning Agency; or Authorized Municipality

Charlevoix County Board of Commissioners

Q3

Name of Authorized Signer:*Name of highest official representative such as the BOC chairperson, Regional Executive Director, appointed entity acting on behalf of municipalities, or an authorized representative.

Kevin Shepard

Q4

Title of Authorized Signer:

County Administrator

Q5

Accept

Accept or Decline County Approval Agency (CAA) responsibilities?

Page 2: Acceptance

Notice of Intent (NOI) Submittal

Q12

Electronic Signature:

Name	Kevin Shepard
Entity/Organization	Charlevoix County
Address	13513 Division St.
City/Town	Charlevoix
State/Province	Michigan
ZIP/Postal Code	49720
Email Address	administration@charlevoixcounty.org
Phone Number	(231) 237-0156

Q13

Have you identified your Designated Planning Agency?
*NOTE: DPAs do not need to be identified until 120 after the NOI is submitted, but it is encouraged to identify them earlier.

Yes

Page 3: Decline

Q14

Please select which entity you represent:

Respondent skipped this question

Page 4: Decline BOC

Q15

By checking each box below, you are confirming your understanding and acceptance of all the following if CAA responsibility has been declined:

Respondent skipped this question

Q16

Documentation of Board of Commissioners Decline

Respondent skipped this question

Q17

Electronic Signature:

Respondent skipped this question

Page 5: Decline Regional Planning Agency/Municipality