

AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES

February 10, 2025 7:00pm

Hayes Township Hall

9195 Major Douglas Sloan Road

Charlevoix, Michigan 49720

<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: January 13th, 2025 BOT Regular Meeting and January 28, 2025 Special Meeting Minutes
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 March Board of Review Dates
10. Reappointment of Jim Rudolph to Board of Review
11. Beckett & Raeder contractual obligations or arrangements for work on Zoning Ordinance
12. Hayes Township Park winter plowing
13. Hayes Township position application
14. Zoning Board of Appeals position posting
15. Office Equipment Contract- Applied Innovation
16. Set date and time for Annual Meeting with Charlevoix County Road Commission
17. Public Comment
18. 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
January 13TH, 2025 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The January 13th, 2025, meeting of the Hayes Township Board was called to order by Supervisor William Conklin at 7:00 pm.
Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug Kuebler (Trustee), April Hilton (Deputy Clerk/Recording Secretary), William Conklin (Supervisor) and Kristin Baranski (Clerk)
Audience Members signed in: Winnie Boal, Roy Griffiths, Stan Boris, Carey Cuddeback, Mark Snyder, Julie VanZee, Jesse Silva, Steve Crandall, Jim McMahon, Ellis Boal, LuAnne Kozma, Diane McMahon, Grant Ohlsen, CT Martin, David Zipp, Ray Cunningham, David Kemme, Sherry, Baker-McCary, Paul Zardus, Steve Hassell, Luke VanZee, Jake VanZee, Todd Millar, Tim Boyko, Betty Henne, Frank Shepherd, Kathy Simon, Kyra Allen, Regina Crandell, and Gerry Mills.

CALL TO ORDER

Supervisor William Conklin called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA

Remove item #9 Fire Department Chief Dan Thorp
Mr. Conklin made a motion, supported by Ms. Baranski to approve the agenda as amended.
Yays: Matt Cunningham, Julie Collard, Doug Kuebler, William Conklin, and Kristin Baranski.
Nays: None Motion Carried

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS

Public comment opened and closed at 7:05.

Public comments included:

- Stated they would like to praise Carey Cuddeback for all her hard work on the Survey for the Master Plan. It is one of the best surveys they have seen and had wide circulations. They survey team was great at accepting public input. Think the Township should redo the 2023 Parks and Rec survey and focus on better circulation. Perhaps Carey Cuddeback could help Parks and Rec with a new survey.

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- Has been a resident since 1977. would like to know Mr. Conklins plans for the township. They feel everything that he has brought up at meetings have been old business. Does not appropriate another lawsuit
- Request the board to speak louder.
- Request if the Supervisor, Mr. Conklin still has a lawsuit against the township. Mr. Conklin answered yes. Requested if this is how Mr. Conklin plans to improve the township, he does not appropriate spending his tax payers money on lawsuit. Never heard of a supervisor having a lawsuit against the township.
- Requested why Mr. Conklin feels hes lawsuit fees should be paid by the tax payers. Mr. Conklin stated he his lawsuit contains an Open Meeting act violation and this statute allows the request to recover attorney fees for having to grave the lawsuit. In a way to teach the township Board to not do the same in the future. Clarified Mr. Conklin is teaching the board a lesson.
- Stated the board is prolonging the issue by not giving into Mr. Conklins request. Applauds Mr. Conklin lawsuit for it is what the tax payers want. Stated it is the Supervisors duty to appoint Planning commission members at the time they resign.

Closed at 7:18

APPROVAL OF DECEMBER 9TH 2024 BOT REGULAR MEETING MINUTES:

Ms. Baranski made a motion, supported by Mr. Cunningham, to approve the December 9th, 2024, Board of Trustees regular meeting minutes as corrected.

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

Nays: None **Motion Carried**

APPROVAL OF DECEMBER 18TH 2024 BOT REGULAR MEETING MINUTES:

Ms. Baranski made a motion, supported by Mr. Kuebler to approve the December 18th, 2024, Board of Trustees regular meeting minutes as corrected.

Yeas: Julie Collard, William Conklin, 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.

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66

67 **CLERKS REPORT: APPROVAL OF WARRANTS**

68 Clerk, Ms. Baranski, presented the warrants in the amount of \$51,843.06.

69 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve Township warrants in
70 the amount of \$51,843.06 with \$14,175.00 being paid out of the ARPA account for BS&A. A
71 roll call was taken.

72 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

73 Nays: None **Motion Carried**

74

75 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve amendments to the 24-
76 25 Budget. A roll call was taken.

77 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

78 Nays: None **Motion Carried**

79

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

83 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

84 Nays: None **Motion Carried**

85

86 **COUNTY COMMISSIONER REPORT**

87 NA

88

89 **PARKS AND REC. REPORT**

90 Did not meet. Will post the next meeting date on the website. Year in review for Parks and
91 Rec. article is in the latest article of the Hayes Township Voice.

92

93 **PLANNING COMMISSION**

94 Mr. Cunningham presented the Planning Commission Report. The next regular Planning
95 Commission meeting is January 21st, 2025, at 7:00 pm.

96

97 **ZONNING BOARD OF APPEALS**

98 Next ZBA meeting is scheduled for February 26th, 2025, at 7 pm.

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99

100 **ZONING ADMINISTRATOR REPORT**

101 Ron VanZee presented a Zoning Administrator report.

102 Report available at the Hayes Township Hall.

103

104 **TRUSTEES:**

105 Mr. Kuebler stated the Road Commission requested the Townships representatives to
106 attended the February Road Commission meeting to submit the Township's projected road
107 repairs for the 2025 season.

108

109 **SUPERVISOR REPORT:** William Conklin presented a supervisor report.

110

111 **LAKE CHARLEVOIX EMS REPORT- LCEMSA CHAIR ROY GRIFFITTS:**

112 Mr. Griffiths presented the 2024 year end Lake Charlevoix EMS Report.

113 This report included:

114 - 2024 was the busy year ever for EMS in this area.

115 - Busiest month of the year was December 2024.

116 - Largest call volume was from Munsion for Transfers.

117 - Eveline Township joined the authority in 2024.

118 - Staffing is a challenge, currently looking positions to be filled. Unavailable housing makes it
119 very difficult to hire someone outside of the area.

120 - Annual report will be in the Newspaper after the LCEMSA Annual Audit is complete.

121

122 **MICHIGAN STATE FORFEITURE REPORT:**

123 Ms. Baranski made a motion, supported by Ms. Collard to authorize Mr. Conklin to submit
124 and sign the Michigan State Forfeiture report for Hayes Township by February 1st, 2025.

125 A roll call was taken.

126 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

127 Nays: None **Motion Carried**

128

129 **CHARLEVOIX COUNTY PARK MILEAGE RESOLUTIONS:**

130 Application Resolution

131 Resolution NO. 01132025

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Whereas, Julie Collard, Treasurer of Hayes Township, has the authority to purchase and make arrangements with a local professional contractor to install a shade sail, new basketball nets, basketballs, and a ball holder at Hayes Township Hall Park; and

Whereas Julie Collard is requesting no more than a \$10,000.00 appropriation from the Charlevoix County Board of Commissioners: and

Whereas, Julie Collard, desires to enhance, provide, and create an enjoyable recreation environment 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 County Parks millage, application be made to the Charlevoix County Board of Commissioners 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 County of Charlevoix;

Ms. Collard made a motion, supported by Ms. Baranski to approve Resolution NO. 01132025.

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

Nays: None **Motion Carried**

Application Resolution

Resolution NO. 011320258

Whereas, Julie Collard, Treasurer of Hayes Township, has the authority to purchase and make arrangements with a professional to create interpretive signage for Hayes Township Parks Eastern Avenue Beach, Hayes Township Hall Park, Camp Sea Gull, and Bayside Park and a local professional to install the signs; and

Whereas Julie Collard is requesting no more than a \$10,000 appropriation from the Charlevoix County Board of Commissioners: and

Whereas, Julie Collard, desires to enhance, provide, and create an enjoyable recreation environment 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 County Parks millage, application be made to the Charlevoix County Board of Commissioners 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 County of Charlevoix;

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165 Ms. Collard made a motion, supported by Ms. Baranski to approve resolution NO. 01132025B
166 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler and Kristin Baranski.
167 Nays: None Motion Carried

168 **ASSET TEST RESOLUTION (POVERTY GUIDELINES):**

169 Ms. Baranski made a motion, supported by Ms. Collard to approve the increase of Hayes
170 Township Poverty Guideline 10% across the board of the federal poverty levels for 2025.
171 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler and Kristin Baranski.
172 Nays: None Motion Carried

173

174

175 TOWNSHIP OF HAYES

176 Resolution No. 01132025A

177 ASSET LEVEL TEST

178 WHEREAS PA 390 of 1994 states that the poverty exemption guidelines established by the
179 governing body of the local assessing unit shall also include an asset level test.

180 WHEREAS an asset test means the amount of cash, fixed assets or other property that could be
181 used, or converted to cash for use in the payment of property taxes. The asset test is calculated
182 based on a maximum amount permitted and all other assets above that is considered as
183 available;

184 WHEREAS the homestead of persons, who in the judgment of the board of review, by reason of
185 poverty, are unable to contribute to the public charges is eligible for exemption in whole or part
186 from taxation under Public Act 390, 1994 (MCL 211.7u); and

187 WHEREAS pursuant to PA 390, 1994 Hayes Township, Charlevoix County adopts the following
188 guidelines for the board of review to implement. The asset level test shall include but not be
189 limited to the specific income of the claimant and all persons residing in the household,
190 including any property tax credit returns, filed in the current or immediately preceding year;

191 To be eligible, a person shall do all the following on an annual basis:

192 1. Be an owner of and occupy as a homestead the property for which an exemption is
193 requested.

194 2. File a claim with the board of review, accompanied by federal and state income tax
195 returns for all persons residing in the homestead, including any property tax credit returns filed
196 in the immediately preceding year or in the current year.

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- 197 3. Produce a deed, land contract, or other evidence of ownership of the property for which
198 an exemption is requested if requested.
- 199 4. Meet the Federal poverty income standards (plus 10%) as defined and determined
200 annually by the United States Office of Management and Budget.
- 201 5. Provide a list of asset valuations, including cash on hand, fixed assets, and any other
202 property that could be used, or converted to cash for use in the payment of property taxes.
- 203 6. The board of review shall not include the homesteaded property to calculate the asset
204 level.

205 7. If the combined total of cash on hand, fixed assets, and any other property values
206 exceed the Federal Poverty Guidelines by one (1) times no exemption is allowed

207 NOW, THEREFORE, BE IT RESOLVED the board of review shall follow the above stated policy and
208 federal guidelines in granting or denying an exemption per PA 253 2020.

209 Ms. Baranski made a motion, supported by Ms. Collard to approve Resolution NO. 01132025A.

210 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

211 Nays: None Motion Carried

212

213

214 **BOARD OF REVIEW RESIGNATIONS/APPOINTMENTS:**

215 Ms. Baranski made a motion, supported by Mr. Kuebler to accept the resignation letter from
216 Greg Denzinger's from the Board of Review.

217 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

218 Nays: None Motion Carried

219 Ms. Baranski made a motion, supported by Mr. Cunningham to accept the resignation letter
220 from Richard Sculthorpe from the Board of Review.

221 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

222 Nays: None Motion Carried

223

224 Ms. Collard stated she does not disagree the Hayes Township Application could use an
225 update, however feels it is important to have consistent applications. Would have like Mr.
226 Conklin to have communicated with the other board members before using a new
227 application.

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228 Mr. Conklin apologized, stated he drafted the new application for ZBA, BOR and any other
229 commission. He stated he had help from Mike O'Hara and LuAnne Kozma to create the new
230 application. He stated he was not satisfied with the Application on the website.

231 Ms. Baranski stated he could have reached out to any of the board members at any time to
232 discuss a new application. Which he should have done because it is a board document.

233 The board decided to accept both forms of application presented at the meeting.

234 The board will work on updating the Hayes Township application for future applicants.

235 Mr. Conklin made a motion, supported by Ms. Baranski to appoint Cody Wheat to the Board
236 of Review to replace Greg Denzinger's term ending December 31st, 2026.

237 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

238 Nays: None **Motion Carried**

239 Ms. Collard made a motion, supported by Mr. Cunningham to appoint Tiffany George to the
240 Board of Review to replace Richard Sculthorpe's term ending December 31st, 2026.

241 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.

242 Nays: None **Motion Carried**

243

244 **SET MARCH BOARD OF REVIEW DATES:**

245 Ms. Baranski made a motion, supported by Mr. Cunningham to approve Tuesday March 4th
246 2025 at 1 pm for the organization meeting for the Board of Review. Board of Appeals
247 process March 10th, 2025, 3pm-9pm and the Following Wednesday March 12th, 2025, from
248 9am – 3pm.

249 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler and Kristin Baranski.

250 Nays: None **Motion Carried**

251

252

253

254 **ZONING BOARD OF APPEALS APPOINTMENTS:**

255 Ms. Baranski made a motion, supported by Ms. Baranski to appoint Bruce Deckinga to the
256 Board of Review, expiring January 13th 2028.

257 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler and Kristin Baranski.

258 Nays: None **Motion Carried**

259

260 **TOWNSHIP ATTORNEY ACCESS:**

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261 Board of Trustees will create a policy for Township Attorney access and present it at the
262 next regularly scheduled meeting.

263

264 **BS&A CONTRACT:**

265 Board discussed the Hayes Township BS&A contract.

266

267 **MANER AND COSTERISAN CONTRACT:**

268 Board discussed the Hayes Township Maner and Costerisan Contract.

269

270 **PUBLIC COMMENTS:** Public comments opened at 9:27 pm.

271 Comments included:

- 272 - Mentioned he would be interested in reviewing all the ZBA Decisions made
273 throughout the years to create a summery of them to post on the Township website.
274 Would like authorization from the board to do this project.
- 275 - Was on the Survey Committee and thanks Carey for all her hard work and would like
276 to remind every one the Survey deadline is January 15th, 2024.
- 277 - Stated there are not very many ZBA decisions, however feel they need to be on the
278 website. Would like to see the ZBA rules and procedures on the website. Would like
279 to see the lawsuit resolved, and the township money saved. Supports the Supervisor
280 Bill Conklin has the right to appoint Planning Commission members.
- 281 - Stated for clarification if the request for a variance could be found in the Zoning
282 Ordinance.
- 283 - Asked Mr. Conklin was aware of the request made to create a summary of the ZBA
284 decisions and recommends he adds request like that to the agenda when he is aware
285 of them before meetings. Reminds Bill the attorney cost the township money every
286 second Todd Millar is present on the zoom meeting recommends reaching out to him
287 before meetings for his feedback.
- 288 - Does not understand how Bill Conklin can have a lawsuit against the rest of the board
289 and still have a civil working relationship. Would like to know how much the lawsuit is
290 costing the residents.
- 291 - Would recommend the Township request the attorney create an application for the
292 Township. Also does not see the value in creating a summary document of ZBA cases
293 for the are all individual for each parcel request.

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294 Public comments closed at 9:41 p.m.

295

296

297 **BOARD OF TRUSTEE COMMENT:**

298

299

300 **ADJOURNMENT:** Mr. Kuebler made a motion, supported by Ms. Baranski, to adjourn at
301 9:41p.m.

302 Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler and Kristin Baranski.

303 Nays: None **Motion Carried**

304

305 Respectfully Submitted,

306 April Hilton

307 Hayes Township Deputy Clerk/Recording Secretary

HAYES TOWNSHIP
BOARD OF TRUSTEES SPECIAL MEETING
January 28TH, 2025 6:00 PM
HAYES TOWNSHIP HALL
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1 The January 28th, 2025, special meeting of the Hayes Township Board was called to order by
2 Treasurer Julie Collard at 6:00 pm.
3 Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug
4 Kuebler (Trustee), and Kristin Baranski (Clerk)
5 Audience Members signed in: Sherry Baker-McCary, Tim Boyko, Roy Griffiths, Betty Henne,
6 and Joellen Rudolph.

7

8 **CALL TO ORDER**

9 Treasurer Julie Collard called the meeting to order at 6:00 pm.

10

11 **REVIEW AND APPROVAL OF AGENDA:**

12 Ms. Baranski made a motion, supported by Mr. Kuebler, to approve the January 28th 2025
13 Special Meeting Agenda as presented.

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

15 Nays: None **Motion Carried**

16

17 **PUBLIC COMMENTS:**

18 Public comment opened and closed at 6:01.

19 None

20 Closed at 6:01.

21

22

23

24 **BOARD DISCUSSION WITH TOWNSHIP ATTORNEY REGARDING ONGOING LITIGATION**

25 **(WILLIAM M. CONKLIN c HAYES TOWNSHIP; CASE NO 24-0740-28CZ):**

26 Ms. Baranski made a motion, supported by Mr. Cunningham to go into closed session with
27 Township Attorney Todd Millar to discuss ongoing litigation of William M. Conklin c Hayes
28 Township Case NO 24-0740-28CZ.

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

30 **Nays: None** **Motion Carried**

31

HAYES TOWNSHIP
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32 Ms. Baranski made a motion, supported by Mr. Kuebler to end the closed session with
33 Township Attorney Todd Millar to discuss ongoing litigation of William M. Conklin c Hayes
34 Township Case NO 24-0740-28CZ.

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

36 Nays: None Motion Carried

37

38 BOARD OF TRUSTEE COMMENT:

39

40 ADJOURNMENT: Ms. Baranski made a motion, supported by Mr. Kuebler, to adjourn at
41 6:49 p.m.

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

43 Nays: None Motion Carried

44

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

February 2025 Treasurer Report

(As of February 5, 2025)

Charlevoix State Bank

1. General Fund-\$640,141.83
(\$430,141.83 available, \$210,000 Recommended Reserve)
2. Tax Account-\$1,087,872.67 *(restricted Treasury Funds)*
3. Township Warrant Checking-\$31,562.08
4. Pantry-\$9,729.24*(restricted funds)*
5. ARPA *(restricted funds)*-\$89,800.01
6. Fundraising Account-\$17,060.35

Forefront

7. Metro Account-\$73,394.52
8. Prime Share-\$134.85

Horizon

9. Hayes Township Road Fund-\$183,717.07 *(restricted funds)*



Zoning Administrator Report

February 2025

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

- Conducted several Inspections for Compliance.
- Zoning permit application for a new detached garage on Burns Road. Shoreline Review Committee conducted inspection. Waiting for Shoreline Landscaping Site Plan from Applicant.
- Variance application to reduce the 50' Shoreland setback from creek for a new single family dwelling at 6995 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Variance application to reduce the 100' Shoreland setback for reconstruction of an existing non-conforming dwelling unit at 07115 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Special use permit application for an Assisted Living and Memory care Facility on US 31 North. Planning Commission will set a Public Hearing date at their February 18th, 2025 meeting.
- Two special use permit amendment applications for the special use permit approved to Mark McCol & Dewitt Marine at May 6th 2024 Planning Commission Meeting. The Planning Commission will set a Public Hearing date at their February 18th, 2025 meeting.
- Zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with Tip of the Mitt to create shoreland restoration plan.
- Special use permit application for a Kennel and Dog Day Care Facility on Burgess Road. Planning Commission set Public Hearing date for their February 18th, 2025 meeting.
- Application for rezone from A1 to RR on Burnett Road PC set public hearing date for their February 18th, 2025 meeting.



- Received and reviewing zoning permit application for a 72"x60" Free Standing Sign on US 31. Consulting Legal Counsel for advise on enforcement within the road right away.
- Continuing to discuss a non-compliance nuisance complaint with landowner on Hyek Road.
- Received and reviewing zoning permit application for a 28x32 addition to garage at 6885 Birdland Drive.
- Received and reviewing zoning permit application for a 30x60 Accessory Building at 11724 North Star C Drive.
- Received and reviewing zoning permit application for a 30x60 Accessory Building at 11730 North Star C Drive.
- Received and reviewing parcel division application located at 9581 Burnett Road.
- Zoning Board of Appeals at the September 18th 2024 Public Hearing approved Zoning Variance Application from Little Traverse Conservancy for a parcel on Division Ave. Received Zoning Application for Shoreline Review waiting for survey and additional information from applicant.
- Progress received from Landowner on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint.
- Applicant withdrew Zoning permit application for a 12'x24' Storage Barn Structure on Burnett Road.
- Received Zoning permit application for a 20'X20' detached Garage on Nine Mile Point. Waiting for survey from applicant.
- Received a Site Plan Approved by Tip of the Mitt and pictures of new plantings to resolve a Zoning Ordinance Violation on Boyne City Road. Progress will continue once weather permits.
- First Notice Letter was sent to landowner on Shrigley Road for permitted use within the Small Lot Residential District compliant.
- First Notice letter was sent to land owner on Michigan Heights Drive for a non-compliance Lighting Compliant. Received pictures and email providing the violation was corrected. Second Notice Letter was sent to landowner and Michigan Heights Management after multiple nuisance complaints were received.



- Second Notice Letter was sent to landowner on Maple Grove Road for a Nuisance Ordinance compliant, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards.
- Resolved Nuisance Ordinance compliant with landowner on Maple Grove Road.

				New 144x60 Single Family Dwelling with one attached Garage, on porch and Lake Shore Renovation as approved by Shoreland Review Committee and Planning Commission		
25-01-01	01-22-25	001-014-40	6670 Peaceful Valley Rd	Steve & Melissa Dewitt		



clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Board of Review

2 messages

Jim Rudolph <jmr09799@gmail.com>

Tue, Jan 21, 2025 at 5:38 AM

To: Hayes supervisor <supervisorhayestownshipmi@gmail.com>, clerkhayestownshipmi@gmail.com

I assume I was reappointed at the board meeting on 01/14/2025.

I am concerned about the 10 day rule for BOR members.

Is there a time in the next couple days for me to come in and take the oath.

Thanks,

Jim

211.28 Board of review for township or city; appointment, qualifications, and terms of members; vacancy; eligibility; quorum; adjournment; deciding questions; board of review committees; meetings; size, composition, and manner of appointment of board of review; alternate members; indorsement of assessment roll; duties and responsibilities contained in

MCL 211.29; single board of review. Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township.

Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. **Each member of the board of review shall qualify by taking the**

constitutional oath of office within 10 days after appointment.

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Wed, Jan 22, 2025 at 1:55 PM

Reply-To: clerk@hayestownshipmi.gov

To: Jim Rudolph <jmr09799@gmail.com>

Jim,

Board of Review members were reappointed Dec 18, 2024 at a Special Meeting to comply with State Law. As secretary of BOR, Bill was to reach out to each member reappointed to confirm that each would continue to serve. I am sorry that it appears there was not a conversation between you two regarding the appointment.

I would be happy to swear you in, even though it is after the 10 day requirement. I am not sure if it is a valid oath, you might check with Bill.

Please let me know when you can come in. I am in the office today until 3ish. Ill be back Monday 9-12.

[Quoted text hidden]

--

Kristin Baranski

Hayes Township Clerk

9195 Major Douglas Sloan Road

Charlevoix, Michigan 49720

231.547.6961

HAYES TOWNSHIP
BOARD OF TRUSTEES SPECIAL MEETING
December 18TH, 2024 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

DISCUSSION ON HOW TO HANDLE REQUESTS FOR TOWNSHIP LEGAL SERVICES BY TOWNSHIP

STAFF:

Public Comment:

- Stated they feel the board should be made aware of all request to the attorney.
- Stated interpretation of the Zoning Ordinance should go in front of the ZBA.
- Asked for clarification if this is a new process, what brought up this discussion.
- Suggest the board be aware of all money being spent on legal fees.
- Suggest to proceed with caution. Maybe consider going case by case for reaching out to a legal consultant. Suggest having a written policy regarding consulting legal counsel.

Mr. Conklin made a motion to grant the Zoning Administrator, the chair of ZBA and Planning Commission, all Board members and Assessor may make a request for an attorney opinion, until there is a written policy drafted and approved by the board, where in the response from the attorney is distributed to the whole board. The response shall include a summary of the request and the attorney's response.

NO Support, Motion was not carried.

REAPPOINT/APPOINT BOARD OF REVIEW MEMBERS (2 YEAR TERMS):

Ms. Baranski made a motion, supported by Mr. Kuebler to reappoint Jim Rudolph, Greg Denzinger and Richard Sculthorpe, Roy Griffiths as an alternate to the Board of Review Members for a two year term expiring 12/31/2026.

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

Nays: None **Motion Carried**

BOARD OF TRUSTEE COMMENT:

- Mr. Conklin stated ARPA funds need to be allocated. Mr. Baranski will pull the report for the next BOT Meeting.
- Ms. Collard stated nothing changed in policy for reaching Legal Services. There is no change or limit to staff member of whom can or can not contact the Township Legal Services. The Board will work on creating a written policy regarding contacting the Township Legal Services.

ADJOURNMENT: Ms. Collard made a motion, supported by Mr. Kuebler, to adjourn at 8:47 p.m.

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



clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Parking area at Camp SeaGull for fishermen - Up Top

1 message

Hayes supervisor <supervisorhayestownshipmi@gmail.com>

Tue, Feb 4, 2025 at 5:19 PM

To: Julie Collard <treasurer@hayestownshipmi.gov>, Matthew Cunningham <trustee2@hayestownshipmi.gov>, clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>, Doug Kuebler <hayestrustee5@gmail.com>

Hello Julie and Matt -

I do not know who may be plowing the entrance at Camp SeaGull but a resident came in today and asked if the person plowing could make a place to park up top (before going down the hill) in order for him and other fishermen to park their trucks with trailers in the area before the road turns down to the Lake. A parking area where they can park and also turn around as they bring their snowmobiles or 4-Wheelers - is it possible to make a parking area in the two track area which leads to the shed? Mr. Zardus, Matt and Julie would know about that more than me, so I pass it along for your consideration.

It appears to be a good idea to make the Lake more accessible to local fishermen since this is the first ice-fishing in three years - last two years there was none.

The Resident also stated that he had talked with the DNR who stated that they will be at Camp SeaGull to tag Cisco and hope that they do not have to park across the road and walk down.

Thank you for your consideration of a request from a resident who came by to ask the question and make his request.

Thank you,
Bill Conklin

Hayes Township

PROPOSED COSTS

[illegible]

\$417.07

\$358.08

Proposed Monthly Costs	\$358.08
Annual Costs	\$4,296.97

Monthly Savings	\$58.99
Annual Savings	\$707.88
Percent Reduction	14.1%

2/4/2025



1251 Boyne Avenue • Boyne City, Michigan 49712

Phone 231-582-7330 • Fax 231-582-3110

www.charlevoixroads.org

Patrick Klooster – Chairman • Wayne Schoonover – Vice Chairman • Keith Ogden – Member

Pat Weeks, Manager • Frank D Wasylewski, Clerk • James G Vanek, Staff Engineer • Paul McGeorge, Purchasing

DATE: Monday, 3 February 2025

TO: All Charlevoix County Township supervisors and clerks

FROM: Frank D Wasylewski, Clerk

RE: Annual meetings of the Road Commission with Township Boards

The annual meeting dates with township boards have been set. The dates and times are February 24th, 25th and 26th, 2025 at 5:00pm, 6:00pm and 7:00pm. February 27th will be added if necessary.

Please check with your respective Board and call to schedule an appointment at your earliest convenience. Meetings will be assigned on a first-come, first-serve basis so please have alternate choices when calling. We would also appreciate those townships not planning to attend to also call in and let us know.

As in the past, each township is limited to one-hour.

Thank you.



April Hilton <deputyclerkhayes@gmail.com>

(no subject)

4 messages

April Hilton <deputyclerkhayes@gmail.com>

Thu, Feb 6, 2025 at 3:59 PM

To: Hayes supervisor <supervisorhayestownshipmi@gmail.com>

Bill,

I am going to wait until tomorrow to complete Board packets. How is your Supervisor Report coming?

--

April Hilton
Hayes Township Deputy Clerk
9195 Major Douglas Sloan Road
Charlevoix, Michigan 49720
231.547.6961

Hayes supervisor <supervisorhayestownshipmi@gmail.com>

Thu, Feb 6, 2025 at 11:05 PM

To: April Hilton <deputyclerkhayes@gmail.com>

Thanks April - my project for work was due today and I was able to finish it; now I may have time to tackle the Report tomorrow, based on what work says -

[Quoted text hidden]

April Hilton <deputyclerkhayes@gmail.com>

Fri, Feb 7, 2025 at 11:34 AM

To: Hayes supervisor <supervisorhayestownshipmi@gmail.com>

Ok, I am at the hall now putting together the packets, please send it to me within the next couple of hours.

[Quoted text hidden]

April Hilton <deputyclerkhayes@gmail.com>

Fri, Feb 7, 2025 at 1:26 PM

To: Hayes supervisor <supervisorhayestownshipmi@gmail.com>

Hello,

Also I see Hayes Township Position application is on the agenda, Will you send me a pdf of the application you created to include in the packet please. Keep in mind I have to post the pre-packet by 2:30 today!

Thank you!

On Thu, Feb 6, 2025 at 11:05 PM Hayes supervisor <supervisorhayestownshipmi@gmail.com> wrote:

[Quoted text hidden]

[Quoted text hidden]



Application for Service on Boards, Commissions and Committees

09195 Major Douglas Sloan Road, Charlevoix, MI 49720 (231) 547-6961

Applicant Name: _____

Street Address: _____

City, State & Zip: _____

Telephone No.: _____ ☐ mobile ☐ home ☐ work

Email Address: _____

Are you a registered voter in Hayes Township? ☐ Yes ☐ No

Are you a property taxpayer in Hayes Township? ☐ Yes ☐ No

Which Board, Commission or Committee would you like to serve on? ☐ Board of Review

☐ Cemetery Committee

☐ Library Board

☐ Parks & Recreation Committee

☐ Planning Commission

☐ Road Committee

☐ Zoning Board of Appeals

Education:

Please briefly describe your employment history:

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

Have you served on other boards in the past? _____ **If yes, please describe:** _____

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

Do you believe you will have any conflicts of interest? _____

For Board of Review, please indicate what experience you have in the following, if any:

☐ Finance ☐ Real Estate ☐ Property Appraisal/Assessing ☐ Taxes ☐ Other _____

For Planning Commission, please indicate which segments of the community you would represent or have experience in: ☐ Agriculture ☐ Natural Resources ☐ Recreation

☐ Education ☐ Public Health ☐ Government ☐ Transportation ☐ Industry

☐ Commerce ☐ Other _____

You may attach a separate letter of interest, resume or other summary of your background and experience for appointment to the body you are interested in.

Reference(s) (Name, Address, Telephone):

Signature _____ **Date signed** _____

Please return to: Hayes Township, 09195 Major Douglas Sloan Road, Charlevoix, MI 49720. Or by e-mail to: clerk@hayestownshipmi.gov

For appointments to **Planning Commission** and **Zoning Board of Appeals**, return to above address or by email to: supervisor@hayestownshipmi.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.



Application for Service on Hayes Township Boards, Commissions, and Committees

09195 Major Douglas Sloand Rd.

Charlevoix, MI 49720

(231)547-6961

Applicant Name: _____ Date: _____

Street Address: _____

City, Zip, & State: _____

Telephone Number: _____ cell work home

Email: _____

Which Board/Commission/Committee would you like to serve on? (circle all that apply)

Board of Review Planning Commission Cemetery Committee Library Board Parks & Recreation
Zoning Board of Appeals Road Committee

Tell us why you want to serve the township. What makes you a good candidate?

Briefly describe your education & employment history.

Have you served on boards in the past? If yes, which board(s)?

Do you have any other skills or experiences you would like to share?

Are there any potential conflicts of interest? _____

For Board of Review Applicants, do you have any experience in: (circle all that apply)

Finance Real Estate Property Appraisal/Assessing Taxes Other:_____

For Planning Commission applicants, please share which part of our community you would represent: (circle all that apply)

Agriculture Recreation Commerce Transportation Industry Economy
Government Educational Social Development Natural Resources Public Health

Please feel free to attach any supporting documents (resume, letter of interest, etc.) to this application.

Reference(s): Please include name, address, phone number)

Signature of Applicant: _____ Date:_____

Please return to: Clerk, Hayes Township, 09195 Major Douglas Sloan Rd, Charlevoix, MI 49720

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.

BUDGET REPORT

Calculations As of 02/28/2025

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 % Budget Used	24-25 APPROVED	24-25 Requested
Fund: 101 GENERAL FUND							
Account Category: Estimated Revenues							
101-000-402.000	REAL PROPERTY TAXES	0.00	300,000.00	97,168.40	32.39	300,000.00	0.00
101-000-404.000	ROAD MILLAGE	0.00	636,640.72	0.00	0.00	636,640.72	0.00
101-000-410.000	PERSONAL PROPERTY TAXES	0.00	1,100.00	0.00	0.00	1,100.00	0.00
101-000-411.000	DELINQUENT PROPERTY TAXES	0.00	0.00	3,405.42	0.00	0.00	0.00
101-000-425.000	SWAMP TAX	0.00	360.00	0.00	0.00	360.00	0.00
101-000-429.000	COMMERCIAL FOREST RESERVE	0.00	20.00	0.00	0.00	20.00	0.00
101-000-528.000	ARPA GRANT REVENUE	0.00	141,000.00	0.00	0.00	141,000.00	0.00
101-000-550.000	TRANSFER IN	0.00	0.00	339,960.91	0.00	0.00	0.00
101-000-566.000	GRANTS - COMMUNITY FOUNDATION	0.00	5,000.00	0.00	0.00	5,000.00	0.00
101-000-569.000	OTHER STATE REVENUE	0.00	94,000.00	80,101.76	85.21	94,000.00	0.00
101-000-572.000	METRO ACT	0.00	9,500.00	0.00	0.00	9,500.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	0.00	200,000.00	34,696.00	17.35	200,000.00	0.00
101-000-576.000	ELECTION REIMBURSEMENT	0.00	12,000.00	3,772.16	31.43	12,000.00	0.00
101-000-582.000	GRANTS - CHARLEVOIX COUNTY MI	0.00	20,000.00	9,816.85	49.08	20,000.00	0.00
101-000-626.000	ZONING FEES	0.00	9,000.00	9,550.00	106.11	9,000.00	0.00
101-000-642.000	CEMETERY SALES	0.00	1,000.00	975.00	97.50	1,000.00	0.00
101-000-665.000	INTEREST AND DIVIDEND INCOME	0.00	2,500.00	1,155.09	46.20	2,500.00	0.00
101-000-667.000	TOWNSHIP HALL RENT	0.00	1,500.00	800.00	53.33	1,500.00	0.00
101-000-674.000	FOOD PANTRY DONATIONS	0.00	7,000.00	1,244.52	17.78	7,000.00	0.00
101-000-674.500	FUNDRAISING	0.00	20,000.00	3,532.50	17.66	20,000.00	0.00
101-000-684.000	MISCELLANEOUS INCOME	0.00	500.00	395.00	79.00	500.00	0.00
101-000-687.000	REFUND	0.00	0.00	1,391.87	0.00	0.00	0.00
101-000-696.000	LCEMS - EMS LOAN	0.00	122,977.56	0.00	0.00	122,977.56	0.00
Estimated Revenues		0.00	1,594,098.28	587,965.48	36.88	1,594,098.28	0.00
Account Category: Appropriations							
101-000-710.000	FICA/MEDICARE	0.00	21,000.00	15,140.35	72.10	21,000.00	0.00
101-000-710.000	SALARIES AND WAGES	0.00	12,760.00	8,973.28	70.32	12,760.00	0.00
101-000-730.000	POSTAGE & POSTAGE METER	0.00	7,160.00	6,232.53	87.05	7,160.00	0.00
101-000-802.000	ACCOUNTING AND LEGISLATIVE	0.00	20,000.00	(8.79)	(0.04)	20,000.00	0.00
101-101-805.000	LEGAL SERVICES	0.00	25,000.00	28,204.78	112.82	35,000.00	0.00
101-101-910.000	PUBLICATION/PRINTING	0.00	20,000.00	7,342.14	36.71	20,000.00	0.00
101-101-911.000	WEB PAGE PUBLISHING	0.00	2,500.00	1,080.57	43.22	2,500.00	0.00
101-101-960.000	EDUCATION/SERVICES	0.00	4,300.00	2,275.00	52.91	1,300.00	0.00
101-171-702.000	SALARIES AND WAGES	0.00	33,626.00	22,428.79	66.70	33,626.00	0.00
101-171-850.000	TELEPHONE	0.00	500.00	250.00	50.00	500.00	0.00
101-171-960.000	EDUCATION/SERVICES	0.00	500.00	0.00	0.00	500.00	0.00
101-215-702.000	SALARIES AND WAGES	0.00	33,626.00	22,417.36	66.67	33,626.00	0.00
101-215-703.000	SALARIES AND WAGES - DEPUTY	0.00	20,000.00	14,656.60	73.28	20,000.00	0.00
101-215-727.000	SUPPLIES	0.00	0.00	40.26	0.00	0.00	0.00
101-215-780.000	OFFICE EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-960.000	EDUCATION/SERVICES	0.00	9,500.00	4,113.00	43.29	2,500.00	0.00
101-247-702.000	SALARIES AND WAGES	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-247-910.000	PUBLICATION/PRINTING	0.00	350.00	0.00	0.00	350.00	0.00
101-247-960.000	EDUCATION/SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-253-702.000	SALARIES AND WAGES	0.00	33,626.00	22,417.36	66.67	33,626.00	0.00
101-253-780.000	OFFICE EQUIPMENT	0.00	1,500.00	103.72	6.91	1,500.00	0.00
101-253-960.000	EDUCATION/SERVICES	0.00	3,750.00	2,705.03	72.13	750.00	0.00
101-257-702.000	SALARIES AND WAGES	0.00	35,476.00	23,192.34	65.37	35,476.00	0.00

BUDGET REPORT
Calculations As of 02/28/2025

GL Number	Description	Original Budget	24-25 24-25	Amended Budget	24-25 24-25	Activity	% Budget Used	24-25 24-25	APPROVED	24-25 24-25	Requested
Fund: 101 GENERAL FUND											
Account Category: Appropriations											
Appropriations											
Fund 101 - GENERAL FUND:											
TOTAL ESTIMATED REVENUES		0.00		1,594,098.28		587,965.48	36.88	1,594,098.28			0.00
TOTAL APPROPRIATIONS		0.00		1,191,984.91		772,959.86	64.85	1,191,984.91			0.00
NET OF REVENUES & APPROPRIATIONS:		0.00		402,113.37		(184,994.38)		402,113.37			0.00



clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Intergovernmental Data Sharing Agreement

2 messages

Emily Selph <selphe@charlevoixcounty.org>

Sat, Jan 18, 2025 at 9:56 AM

To: "clerk@baytownshipmi.org" <clerk@baytownshipmi.org>, "clerk@boynevalleytp.org" <clerk@boynevalleytp.org>, "mgmco@freeway.net" <mgmco@freeway.net>, "clerk@charlevoixtownship.gov" <clerk@charlevoixtownship.gov>, "clerk@evangelinetwp.org" <clerk@evangelinetwp.org>, "evelinetwpclerk@gmail.com" <evelinetwpclerk@gmail.com>, "clerk@hayestownshipmi.gov" <clerk@hayestownshipmi.gov>, "Randiterry62@gmail.com" <Randiterry62@gmail.com>, "timmatchett@hotmail.com" <timmatchett@hotmail.com>, "rberry@melrosetwp.org" <rberry@melrosetwp.org>, "trusteeb@norwoodtp.org" <trusteeb@norwoodtp.org>, "peainetownshipclerk@gmail.com" <peainetownshipclerk@gmail.com>, "clerk.stjamestwp.bi@gmail.com" <clerk.stjamestwp.bi@gmail.com>, "southarmclerk@gmail.com" <southarmclerk@gmail.com>, "wilsonclerk49712@gmail.com" <wilsonclerk49712@gmail.com>, Jessica Puroll <jpuroll@boynecity.com>, "clerk@charlevoixmi.gov" <clerk@charlevoixmi.gov>, "cwilson@eastjordancity.org" <cwilson@eastjordancity.org>

Good morning,

On Wednesday December 11th, 2024 the Charlevoix County Board of Commissioners approved a new form for Intergovernmental Data Sharing agreements. These agreements allow the county and township/city to share data for their own purposes without charging. It is likely that there are existing agreements in place with many local units from sometime around 2005. The structure of these agreements doesn't align with the current management of GIS data at the county level. I have also been unable to locate signed copies of any such agreements that may have been entered into. If your township is interested in continuing to have access to county GIS data, please consider adopting the attached Intergovernmental Data Sharing Agreement and then send me a copy. I have been authorized to sign these agreements on behalf of the County.

If you have any questions, please let me know.

Thanks,

Emily Selph

Equalization Director

231-547-7230

13513 Division Street

Charlevoix, MI 49720

**Intergovernmental Data Sharing Agreement 2024.docx**

23K

clerk@baytownshipmi.org <clerk@baytownshipmi.org>

Sat, Jan 18, 2025 at 11:30 AM

To: supervisor@baytownshipmi.org

Cc: Kristin Baranski <clerk@hayestownshipmi.gov>

**INTERGOVERNMENTAL DATA SHARING AGREEMENT FOR
CHARLEVOIX COUNTY DIGITAL GEOGRAPHIC DATA SETS**

This agreement is entered on _____, between Charlevoix County, Charlevoix, Michigan, hereafter referred to as the County, and the Municipality of Hayes Township, hereafter referred to as the Municipality.

The **County** has produced geographic data and outputs of original digital geographic data. They are licensed for use, not sold. The **County** reserves all rights of authorship granted under U.S. and International copyright laws and agreements and under Michigan Enhanced Access to Public Records, Act 462 of 1996, as amended.

The parties agree as follows:

1. **Municipality** agrees not to resell, redistribute or sub-license the **County's** digital geographic data in digital form. Freedom of Information Act requests for digital geographic data must be redirected to the **County**.
2. **Municipality** may redistribute a portion or all of the County's digital geographic data in digital form to a **Consultant** or third party **Contractor** under contract by the **Municipality** for the sole purpose of conducting business of the **Municipality**. All digital data set must be returned to the **Municipality** upon completion of the **Consultant's** work.
3. **Municipality** shall immediately notify the **County** in writing of any misuse, misappropriation, or unauthorized disclosure of Confidential Information that may come to its attention.
4. **Municipality** acknowledges that its obligations to protect the Confidential Information are essential to the business interests of the **County** and that the disclosure of such Confidential Information in breach or threatened breach of this Agreement would cause the **County** immediate, substantial, and irreparable harm, the value of which would be extremely difficult to determine. Accordingly, Municipality agrees that, in addition to any other remedies that may be available in law, equity, or otherwise for the disclosure or use of Confidential Information in breach of this Agreement, the **County** shall be entitled to seek and obtain a temporary restraining order, injunctive relief, or other equitable relief against the continuance of such breach, in addition to all other remedies, including attorney fees, and without the requirement of posting a bond or undertaking or proving injury as a condition for relief.
5. **No Warranty.** The burden for determining "fitness for use" rests with the **Municipality**. The **County** will not be liable in anyway for accuracy of the data, and assume no responsibility whatsoever for direct, indirect, special, consequential, exemplary or other damages. Further, the **Municipality** agrees to indemnify, hold harmless and defend the **County** its employees, agents and representatives from any and all claims, damage, liabilities and expenses arising from the **Municipality's** use of the **County** digital geographical data.

6. **Return of Materials.** Upon the **County** written request, Municipality agrees to promptly return to the **County** any materials or documents, whether or not furnished by the **County**, containing Confidential Information together with all copies thereof made by **Municipality**, or to destroy such items and deliver to the **County** written certification that they have been destroyed.

7. **Term; Termination.** This Agreement shall be effective as of the date first written above and shall continue until terminated by either party upon thirty (30) days prior written notice. All obligations undertaken respecting Confidential Information already provided hereunder shall survive any termination of this Agreement. The **Municipality** shall, within twenty (20) days of a written request by the **County**, return all Confidential Information, including all copies thereof, to the **County**, or, if so directed by the **County**, destroy all such Confidential Information. The **Municipality** shall also, within ten (10) days of a written request by the **County**, certify in writing that it has satisfied its obligations under this Agreement.

8. **Governing Law.** The laws of the State of Michigan shall govern the interpretation of this Agreement as it relates to the specific disclosed Confidential Information.

9. **Agreement to Supersede any Prior Agreements.** The parties hereby expressly understand and agree that the terms and conditions of this Agreement shall supersede any and all prior agreements between the parties related to data sharing of the Charlevoix County digital geographic data sets. The parties further understand and agree that any such prior agreements are hereby declared null and void.

The signatory for the **Municipality** represents and warrants that she/he is authorized to execute this document on behalf of the **Municipality**.

Municipality: _____

Name:

Title:

Date

Contact Person: _____

Email: _____

Phone: _____

Accepted: Charlevoix County

Name:

Title:

CHECK REGISTER REPORT

Check Date	Bank	Check	Module	Vendor	Vendor Name	Amount
Bank 0002 WARRANTS						
02/10/2025	00002	14929	AP	0005	AIIMEE GIBBERT	150.00
02/10/2025	00002	14930	AP	0044	DELUXE BUSINESS CHECKS AND	841.98
02/10/2025	00002	14931	AP	0050	DTE	501.04
02/10/2025	00002	14932	AP	0051	ELECTION SOURCE	615.00
02/10/2025	00002	14933	AP	000000017	GREAT LAKES ENERGY	668.71
02/10/2025	00002	14934	AP	000000018	KRAFT BUSINESS SYSTEMS	485.48
02/10/2025	00002	14935	AP	0088	MANER COSTERISAN	1,157.00
02/10/2025	00002	14936	AP	0102	MITCHELL GRAPHICS	493.00
02/10/2025	00002	14937	AP	0117	PERFORMANCE ENGINEERS, INC.	2,540.00
02/10/2025	00002	14938	AP	0126	QUILL CORPORATION	232.80
02/10/2025	00002	14939	AP	0137	SPECTRUM BUSINESS (CHARTER)	78.92
02/10/2025	00002	14940	AP	000000017	US BANK	516.64
02/10/2025	00002	14941	HRMS			0.00
02/10/2025	00002	14942	HRMS			0.00
02/10/2025	00002	14943	HRMS			0.00
02/10/2025	00002	14944	HRMS			0.00
02/10/2025	00002	14945	HRMS			0.00
02/10/2025	00002	14946	HRMS			0.00
02/10/2025	00002	14947	HRMS			0.00
02/10/2025	00002	14948	HRMS			0.00
02/10/2025	00002	14949	HRMS			0.00
02/10/2025	00002	14950	HRMS			0.00
02/10/2025	00002	14951	HRMS			0.00
02/10/2025	00002	14952	HRMS			0.00
02/10/2025	00002	14953	HRMS			0.00
02/10/2025	00002	14955	HRMS	0001	Alisa G Abiney	2,507.78
02/10/2025	00002	14956	HRMS	0003	Kristin L Baranski	3,065.61
02/10/2025	00002	14957	HRMS	0009	Julie M Collard	2,743.37
02/10/2025	00002	14958	HRMS	000000100	WILLIAM CONKLIN	2,330.99
02/10/2025	00002	14959	HRMS	0010	Carey L Cuddeback	158.58
02/10/2025	00002	14960	HRMS	0012	Matthew B. Cunningham	509.51
02/10/2025	00002	14961	HRMS	000000101	ALEXANDER CURLEY	166.23
02/10/2025	00002	14962	HRMS	0017	Roy W Griffiths	258.58
02/10/2025	00002	14963	HRMS	0018	April Hilton	3,857.37
02/10/2025	00002	14964	HRMS	0026	Douglas Kuebler	367.86
02/10/2025	00002	14965	HRMS	0028	Claire T Martin	79.29
02/10/2025	00002	14966	HRMS	0037	Mark Snyder	158.58
02/10/2025	00002	14967	HRMS	0038	Ronald J Van Zee	1,852.38
02/10/2025	00002	14968	AP	EFTPS_HR	INTERNAL REVENUE SERVICE	9,029.02
02/10/2025	00002	14969	AP	STATE_HR	STATE OF MICHIGAN	V
02/10/2025	00002	14970	AP	EFTPS_HR	INTERNAL REVENUE SERVICE	1,550.99
02/10/2025	00002	14971	AP	STATE_HR	STATE OF MICHIGAN	4,550.26
02/10/2025	00002	14972	AP	0115	PARKER HARVEY LAW	778.67
02/10/2025	00002	14973	AP	0151	VISA - CHARLEVOIX STATE BAN	16,252.70
02/10/2025	00002	14974	AP	0014	B & G ENTERPRISES L.L.C.	1,076.09
						630.00

Total of 45 Checks:
Less 15 Void Checks:
Total of 30 Disbursements:

60,204.43
10,580.01
49,624.42

P R O P O S A L

DATE: 2.3.2025

TO: Bill Conklin, Supervisor, Hayes Township

FR: John Iacoangeli, FAICP, Principal

Purpose: Review of Planning Commission proposed Zoning Ordinance.

Professional Involvement: Jenn Cramm, AICP, and John Iacoangeli, FAICP

Professional Roles: Jenn Cramm will conduct the review, and John Iacoangeli will assist as needed.

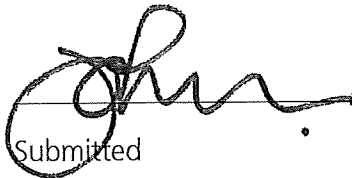
Scope of Work: The scope of work includes the following:

1. Review the proposed Hayes Township Zoning Ordinance.
2. Prepare a written memorandum with suggested revisions.
3. Estimation of work effort is 30-40 hours.

Meetings: None, unless requested by the Planning Commission.

Professional Service Fee: \$ 4,200 to \$5,600. Meeting attendance \$700.00

Timeframe: 1 Month


Submitted

John Iacoangeli, Principal

Accepted

Bill Conklin, Supervisor



clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Comments on Beckett & Raeder proposal for \$6,000

1 message

LuAnne Kozma <luannekozma@gmail.com>

Mon, Feb 10, 2025 at 3:39 PM

To: kristin baranski <clerk@hayestownshipmi.gov>, kristin baranski <deputyclerkhayes@gmail.com>, Bill Conklin <supervisor@hayestownshipmi.gov>, "Treasurer W. Robbin Kraft" <treasurer@hayestownshipmi.gov>, Matt Cunningham <trustee2@hayestownshipmi.gov>, Doug Kuebler <hayestrustee5@gmail.com>

Dear Board of Trustees,

Please include these comments in tonight's meeting handouts.
Thank you.

As it turns out, the Zoning Administrator, Ron Van Zee, is the one who asked the planning firm Beckett & Raeder to review the incomplete draft zoning ordinance. He did so without any authority to contract for those services. He did it in December without informing the Supervisor, who is the Township's legal agent.

The Township didn't have a valid contract with that firm to do anything. Thank you, Bill Conklin, for clarifying that with Beckett & Raeder. The proof is that Beckett & Raeder provided a proposed contract to review the draft for \$6,000.

In my opinion, the Board should not go forward with or approve that \$6,000 proposed contract for these reasons:

—The Township has thrown so much money to Beckett & Raeder, and yet the Township keeps rejecting the work the firm does for it. For example, in 2020, the Township paid \$20,000 for a Mancelona- style zoning ordinance. When the Township received exactly that, the Planning Commission threw it in the garbage and started copying the Bay Township ordinance. Here's a copy of the Mancelona ordinance—you can see it's in the same format, table of contents, everything, as the one produced for Hayes Township. If you didn't want that, the Township shouldn't have signed that \$20,000 contract.

Hayes Township also hired B&R for:

—amending the Zoning Ordinance in 2018, creating the Shoreland Protection Subcommittee and waterfront development regulations

—creating the current Master Plan in 2019

—doing an entire redraft of the Zoning Ordinance in 2020-2021 which undid a lot of the shoreland protections including rescinding of the 2018 amendment the Township paid Beckett & Raeder to create! (the \$20,000 contract)

—an update of the Parks and Rec Plan for \$10,000 but due to a “misunderstanding” Beckett & Raeder only produced 2 drawings for the plan, and Julie Collard re-wrote the plan and did the survey herself.

—those Focus Advisory group sessions for thousands of more dollars, without any written contract, resulting in... what? One page in the Master Plan, the Future Land Use Map.

Any planning consulting work on the magnitude of re-drafting a Master Plan or a Zoning Ordinance should be put out to bid to several companies. The County Planning Commission is sending out a Request for Proposals to 4 firms.

By law, the Township is required to review the Master Plan every 5 years—but not necessarily revise it. Some communities look at their Master Plan and see that it still holds. After all, Master Plans are supposed to project out 10 or even 20 years. I see some townships still using their 2005 Master Plans.

Had a professional planning consultant been helping the Planning Commission with that, we would not have seen the flawed survey that was just done—which denied a survey to every voter, but gave multiple surveys to owners of multiple parcels. If you owned 6 parcels, you got 6 surveys. But if you had 2, or 3, or 4 or 5 voters in your family living in the same residence, you only got one. One resident, Betty Henne, was denied a survey when she asked for one, and a Planning Commissioner admitted that this was on purpose to give multiple parcel owners more say than her household of two voters.

A professional planner never would have condoned that.

By law, the Zoning Ordinance has to be based on our current Master Plan.

However, many of the proposed changes in that draft are not based on that, but on the concepts being pushed by the PC. Such as: consolidating the Ag and Rural Residential zones, and tearing down the protections of the Shoreland Protection Strip. Those things are not in our Master Plan. Our Master Plan has the required Zoning Plan outlining the same Zoning Districts as our current Zoning Ordinance. Such as R-1, R-2, 3, 4 and 5.

Beckett & Raeder would tell you the same thing if you give them another \$6,000.

Attached please find the Beckett & Raeder \$20,000 ordinance draft the Hayes Board paid for, as well as the Beckett & Raeder zoning ordinance for Mancelona, the prior Mancelona ordinance, and the proposal Beckett & Raeder sent to Hayes Township explaining what it would do for Hayes Township.

I urge you to not hire Beckett & Raeder.

Sincerely,

Townships are supposed to be comprised of individuals who have specialized skill in the office in which they have been elected or employed. Trustees are supposed to be comprised of individuals who hold those elected and employed persons accountable for the skill or lack of skill in their respective office.

1. The Clerk has the obligation to submit "Budget to Actual" statements along with the Financial Statement, also called Budget Reports, as recommended by our Auditor Gabridge & Co in the Annual Financial Report – year ended June, 2023 and requested in December, 2024 and Jan 2025, which was submitted in part with file numbers but not names of accounts.
2. The Audit [year ending June, 2024] has not been completed as of this date, although it was due on 12/31/2024. We received requests for information and for a resolution from Mr. Neihardt, Gabridge & Co (our Auditor) this afternoon. This information is contrary to the assurances from the Clerk and Treasurer that our Audit would be completed by February 7.
3. The Treasurer (Julie) and I met with the Charlevoix Township Supervisor and Fire Chief, Dan Thorp, who presented a proposed Hayes Township Agreement for Fire Protection dated July 1, 2024 for a two year period commencing July 1, 2024 and ending on June 30, 2026. This Agreement was provided to this Board prior to July 1, 2024 and it was not approved since Hayes Twp was under a Fire Contract through June 30, 2025. The amount allocated to Hayes Twp for July 1, 2024 through June 30, 2025 was \$103,000.00. The amount allocated to Hayes Twp for July 1, 2025 through June 30, 2026 is \$106,700.00. A meeting to review the proposed Contract and ask questions for any Board member interested in attending is scheduled for February 19, 2025 at 7pm at the Charlevoix Twp Fire Department.
4. Board of Review dates and times were approved at the January 13, 2025 Board Meeting. However, the VOICE Newsletter listed the times differently than the times set at the Board meeting. Ann Kantola, County Equalization contacted me after she was unable to contact the Clerk. She asked about the dates and times for the Board of Review and she stated that the times listed in the Voice Newsletter were contrary to the times which she had been given. I sent an email to the Clerk and the Treasurer requesting their input and suggestion, as Ann Kantola was preparing the Public Notice for the County. After an hour, I contacted the Assessor to ask her if we changed the times consistent with the times listed in the Voice times, if she could accommodate that change. Our Assessor (Alisa) was willing to make that change. I advised Ann Kantola that we would change the times consistent with times published in the Voice, as Hayes Twp residents already had notice of those times. She agreed. I sent an e-mail to the Clerk and Treasurer indicating that the matter was resolved.

FOR THIS AND OTHER REASONS – I am requesting that I and the Clerk (if she wishes) be given an opportunity to review the Voice Newsletter one day prior to printing/publication so the accuracy of dates and times can be verified or correct

amount not to exceed \$500.00. Ice is a fleeting thing and ice fishing occurs during a short period on Lake Charlevoix. The Township should be able to be responsive by way of the Parks and Rec Board to recommend sums be spent by the Board for matters which require the fulfillment of a contractual obligation. Our contract with the DNR specifically states that the Twp is required to provide "ample parking...and formal access to Lake Charlevoix for spring, summer, fall and winter (ice-fishing) opportunities on Lake Charlevoix". There are separate entries in the contract reiterating the same item specifically for ice-fishing. I visited Camp Seagull on the morning of Friday, Feb. 7 and on Saturday, Feb 8. Seven (7) cars (up top) were parked in the driveway because a resident had plowed a strip which accommodated those 7 cars. Pictures were taken. I met DNR Conservation Officer Beelman on Saturday at the park, by chance, when I checked on the status of additional parking and took pictures of 5 vehicles up top and 5 down below. Reports indicated that 60+ people were ice fishing on Thurs-Fri and that over a hundred were ice-fishing on Sat-Sun.

8. I sent an email to Beckett & Raeder asking for their perspective of the contractual history with Hayes Township and whether there is any continuing or current contractual relationship. I asked whether Hayes Twp sent a draft of our Zoning Ordinance to them for their review and whether they have been engaged through some contract to perform services. Beckett & Raeder responded that "we have been asked to review the revised Zoning Ordinance for the Planning Commission. It was sent a month or so ago. At that time, I mentioned to Ron Van Zee that we couldn't begin the review until after the first of the year... To date that is the only task we are doing...it will take 30 to 40 hours, resulting in a budget of \$4200 to \$5600.00". I advised that a new proposal for work should be prepared and that it should be approved before any work is done. They sent a Proposal for said work which is being presented to the Board.
9. I am appointing Mrs. Kayla Pennington as my Deputy Supervisor in order to assist me in preparing the Budget for the fiscal year 2025-2026. I anticipate that she will spend less than 100 hours undertaking this task. I ask that the Board authorize her hourly rate of pay consistent with the Deputy Clerk. She will take her Oath of Office within the next 10 days.

We will start working on the Budget in March and will schedule public hearings in March, April, May and June to give the residents plenty of time to review it and submit their suggestions, concerns or ideas.

Bill Conklin
Supervisor
Feb. 10, 2025

HAYES TOWNSHIP BOARD OF TRUSTEE MEETING

Meeting Date: February 10th, 2025

Location:

Hayes Township Hall

Name	Would you like to be called on to speak during public comment?	
STAN BOBIS	☒ YES	☐ NO
Sherry Baker-McCary	☐ YES	☐ NO
Kyra Allen	☐ YES	☒ NO
Ray Cunningham	☐ YES	☒ NO
Catherine Phelps	☐ YES	☒ NO
Daren Phew	☐ YES	☒ NO
Paige Pennington	☐ YES	☐ NO
Rick Daniel	☐ YES	☒ NO
W. B. B.	☒ YES	☐ NO
LEB NARTEN	☒ YES	☐ NO
Dee Hutcherson	☐ YES	☒ NO
Conie Lisle	☒ YES	☐ NO
Sherry Mills	☒ YES	☐ NO
Nancy Mills	☐ YES	☒ NO
Jim McMAHON	☒ YES	☐ NO
Mark W Warner	☐ YES	☒ NO
C.T. Martin	☐ YES	☒ NO
Shelley Dongar	☐ YES	☒ NO
Betty M. Lense	☒ YES	☐ NO

HAYES TOWNSHIP BOARD OF TRUSTEE MEETING

Meeting Date:	February 10th, 2025
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Location:

Hayes Township Hall

[illegible]