AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES
January 12, 2026 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. Declaration of Conflict of Interest
4. Review and Approval of Agenda
5. Public Comment
6. Approval of Meeting Minutes: December 8th 2025 BOT Regular Meeting
7. Treasurers Report
8. Clerks Report: Approval of Warrants
9. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

NEW BUSINESS

9. Parker Harvey Rate Increase
10. Amendatory Ordinance – Hayes Township Zoning Map
11. Short Term Rental – Presentation by CT Martin (Planning Commission)
12. ZBA Resignation and Appointments
13. Michigan State Forfeiture Report
14. Set March Board of Review Dates (Organizational March 3rd 2026 @ 12pm, Appeal March 10th 3pm-9pm, Appeal March 11th 9am to 3pm)
15. Asset Test Resolution (Poverty Guidelines)
16. Shanks Rezone – Public Posting
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
December 8th 2025 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720

The December 8th, 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), and William Conklin (Supervisor).
Members Excused: Kristin Baranski (Clerk)

Audience Members signed in: Mark Snyder, Katherine Simon, Linda Balderson, Roy Griffitts, Jim McMahon, Diane McMahon, Diane Conklin, David Zipp, Dan Berg, Steve Hassell, Rex Greenslade, Carol Umlor, Bill Henne, Betty Henne, Tim Boyko, Bob Fowler, Carey Cuddeback, and Mel Czechowski.

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

DECLARATION OF CONFLICT OF INTEREST:
NONE.

REVIEWED & APPROVED AGENDA
Remove items #13 and 14 for they are discussed under the Supervisor Report.
Ms. Collard made a motion, supported by Mr. Cunningham to approve the agenda as amended.
Yays: Matt Cunningham, Julie Collard, Doug Kuebler, and William Conklin.
Nays: Motion Carried

PUBLIC COMMENTS:
Public comment opened at 7:03 pm.

- Supervisor Report, Maple Grove Road End Access, Happy Thanksgiving, Charlevoix County Community Foundation Grant money towards the Ice Storm Clean-up, Good experience with Willcome's Wood Products, October Board Meeting Sheriff Deputy, Zoom view showing the public, and Old Business on the Agenda.

Closed at 7:15 pm

APPROVAL OF NOVEMBER 10TH 2025 BOT REGULAR MEETING MINUTES:

Mr. Cunningham made a motion, supported by Mr. Kuebler to approve the November 10th, 2025, Board of Trustees regular meeting minutes as amended.

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

Nays: None **Motion Carried**

TREASURERS REPORT

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

CLERKS REPORT: APPROVAL OF WARRANTS

Deputy Clerk, April Hilton, presented the warrants in the amount of $54,082.23.

Ms. Collard made a motion, supported by Mr. Cunningham to withhold payment to Performance Engineers in the amount of $3633.20 until the project has passed all inspections. A roll call was taken.

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

Nays: **Motion Carried**

Ms. Collard made a motion, supported by Mr. Kuebler to approve Township warrants out of the General Fund in the amount of $50,449.03. A roll call was taken.

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

Nays: **Motion Carried**

Ms. Collard 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, William Conklin, and Doug Kuebler.

Nays: None **Motion Carried**

COUNTY COMMISSIONER REPORT

Bob Jess was not present.

PARKS AND REC. REPORT

Ms. Collard presented the Parks and Rec. report.

The next regular Parks and Rec meeting is scheduled for January 5th 2026 at 4:00pm at Hayes Township Hall.

PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next regular Planning Commission meeting is December 16th, 2025, at 7:00 pm.

ZONING BOARD OF APPEALS

ZBA held an administrative meeting on November 19th, 2025 at 7:00 pm and approved a variance request for 7125 Nine Mile Point drive. Minutes from this meeting where approved at the administrative meeting held on December 3rd 2025. ZBA will hold an administrative and public hearing for a variance request on Spring Street on January 14th 2025 at 7:00 pm.

ZONING ADMINISTRATOR REPORT

Ron VanZee presented a Zoning Administrator report.

TRUSTEES REPORT:

Mr. Cunningham stated the skid pier has been safety removed at the Hayes Township park.

SUPERVISOR REPORT:

William Conklin presented a supervisor report.
Mr. Conklin made a motion, supported by Mr. Cunningham to approve the clearing and widening to 6 foot of the current path at Maple Grove Road End.
Yeas: Matt Cunningham, Julie Collard, William Conklin, and Doug Kuebler.
Nays: None Motion Carried

Ms. Collard made a motion, supported by Mr. Kuebler to approve the bid from Ferguson and Chamberlain to not exceed in the amount of $500.00 to create a site plan drawing of Eastern Avenue Beach. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, William Conklin, and Doug Kuebler.
Nays: None Motion Carried

NEW BUSINESS

TREE REMOVAL AT HAYES TOWNSHIP PARK/CAMP SEAGULL:

Mr. Cunningham made a motion, supported by Mr. Kuebler to approve the bid from Willcome's Wood Products in the amount of $850.00 to remove one large maple tree by pump house at Hayes Township Park/Camp Seagull. A roll call was taken.

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

Nays: None **Motion Carried**

HAYES TOWNSHIP PARK/CAMP SEAGULL WALL REPAIR:

Board came to a consensus to table this item to receive more quotes.

SET 2026 MEETING DATES:

Mr. Conklin made a motion, supported by Mr. Kuebler to set the Board of Trustees 2026 meeting dates.

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

Nays: None **Motion Carried**

PLANNING COMMISSION NOMINATIONS:

Supervisor Conklin made a nomination for LuAnne Kozma to the Planning Commission.

No motion was made.

Supervisor Conklin made a nomination for Omar Feliciano to the Planning Commission.

No motion was made.

PUBLIC COMMENTS: Public comments opened at 8:57 pm.

Comments included:

- Planning Commission Nominations, Removal of Tree at Hayes Township Park/Camp Seagull, Maple Grove Road End Access, Correspondence acknowledged.

Public comments closed at 9:12 pm.

BOARD OF TRUSTEE COMMENT:

Wishing everyone a wonderful holiday season.

ADJOURNMENT: Mr. Cunningham made a motion, supported by Mr. Kuebler, to adjourn at 9:15 p.m.

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

Nays: None **Motion Carried**

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

January 2026 Treasurer Report

(As of January 5, 2026)

Charlevoix State Bank

1. General Fund-$725,512.71

   ($515,512.71 available, $210,000 Recommended Reserve)

2. Tax Account-*$650,604.33* *(restricted Treasury Funds)*

3. Township Warrant Checking-$*38,824.74*

4. Pantry-$5,345.08(*restricted funds*)

5. ARPA (*restricted funds*)-$19,512.02

Horizon

6. Hayes Township Road Fund-$91,396.23(*restricted funds*)

Trustee Report

Gmail

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Annual meetings

1 message

Frank Wasylewski <clerk@chxroads.org> Wed, Jan 7, 2026 at 10:44 AM
To: Frank Wasylewski <clerk@chxroads.org>

Greetings Township Clerks & Supervisors,

Please find attached the notice of annual meetings of the Road Commission with Township Boards. Check your schedules and get back to me whether or not you'll be attending. My direct phone is 231.340.5109

Also attached is my annual request for any DIRECT road expenditures your township may have paid directly to a contractor for things such as brine, gravel, etc during 2025.
If the payment was made to the road commission for the work performed, you do not need to report those items. Please return all reports as soon as possible. If you don't have any expenses to report, please check "no" and return to me.

Please let me know if you have any questions

Thanks and regards,

Frank D Wasylewski, Finance Director/Clerk
Charlevoix County Road Commission
1251 Boyne Ave . Boyne City, MI 49712
Phone 231.582.7330
Fax 231.582.3110

"You never can tell"

2 attachments

annual meetings.pdf
45K

1 Township memo-direct contractor payment (2025).pdf
336K

CCRC
CHARLEVOIX COUNTY
ROAD COMMISSION

1251 Boyne Avenue • Boyne City, Michigan 49712
Phone 231-582-7330 • Fax 231-582-3110
www.charlevoixroads.org

DATE: Tuesday, 6 January 2026

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 January 12th, 13th and 27th , 2026 at 5:00pm, 6:00pm and 7:00pm. January 28th 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.

CCRC
CHARLEVOIX COUNTY ROAD COMMISSION

1251 Boyne Avenue • Boyne City, Michigan 49712
Phone 231-582-7330 • Fax 231-582-3110
www.charlevoixroads.org

DIRECT EXPENDITURES MEMORANDUM

DATE: Tuesday, 6 January 2026

TO: All Charlevoix County Township Clerks and Supervisors

FROM: Frank D Wasylewski, Clerk

RE: 2025 direct road expenditures

If your township ***directly paid*** *a contractor between January 1, 2025 and December 31, 2025* for any county road work (i.e. brine, gravel, bike path, curbing, paving, wedge & overlay), please list the information below and return this form to me as soon as possible. The completed form can be mailed, emailed to clerk@chxroads.org, or faxed to 231.582.3110. I must enter the expense into our records and the revenue as a township contribution.

If there were *no direct contractor payments between January 1, 2025 and December 31, 2025*, simply check the "NO" box and return the form to me as quickly as possible.

Thank you all in advance for responding promptly.

____________________________ Print Township Name

____________________________ Individual submitting form & title

Do you have funds to report? ☐ YES (list below) ☐ NO

Contractor Name:	**Description:**	**Amount:**	**Date:**
Sample-Rock, Inc.	22~A Gravel	$100.00	07/2025

Hayes
TOWNSHIP

Zoning Administrator Report

January 2026

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

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23rd 2025 at 7:00 pm. Applicant will submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix after the first of the year.
- Received acknowlegdement the outdoor lighting on the private storage building on Pincherry road have been brought to compliance.
- Working with applicant for proposed new single family dwelling in Ridgelands.
- Provided PUD & Zoning information for parcel in Summerhill.
- Working with property and business owners to arrange meeting to receive input for sign regulations in Commerical Districts.
- Communicating with landowner regarding violation for a non permitted patio on Oyster Bay Drive. Sent Zoning permit application and section 3.14 of the Hayes Township Zoning Ordinance to landowner.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, Shoreline Protection Committee will be scheduling a site visit. Applicant submitted a variance request application. ZBA will hold a public hearing for the variance request on January 14th 2026 at 7pm.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals approved variance request on November 19th 2025. Shoreline restoration plan was approved by Planning Commission on November 18th 2025. Waiting for Zoning Application from applicant.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Waiting for Shoreline plan and Zoning Application from applicant.
- 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. Shoreline plan from applicant will be submitted after the new year.

- Inspected and trying to contact landowner, last communication with landowner stated he was not well on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint. Reached out to the VA and Tribe for additional support.
- Spoke with landowner with storage units on US 31 East of Burgess, to relocate their sign.

- Application for a new single family dwelling unit on Murray Road. Waiting for additional information from landowner.
- Spoke with Holtec Representative, sign permitted to Holtec on 4/23/2025 was placed incorrectly, they are contacting MDOT for a survey showing the width of the ROW for that part of US31.
- Met with Landowner regarding complaint of a Shoreline violation on Peaceful Valley Road, they will be submitting a Shoreline Restoration plan.
- Continuing to see progress from landowner on Maple Grove Road for a Nuisance Ordinance compliant, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards. EGLE confirmed that the property owner complied with requirements, contaminated soils were removed from the site.
- Received and reviewing Zoning permit application for a new single family residence on Deer path Drive. Stop Work Order has been issued on this project, until shoreline protection strip is restored. Property has also been cited for wetland violation.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.

25-12-02	12/08/25	007-301-012-00	7205 Birdland Dr.	Grady Graham	64'X28' Single Family Residence Addition with Shoreland Protection Plan as approved by Tip of the Mitt and the Shoreland Subcommittee
25-12-03	12/22/25	007-116-005-15	9755 Burgess Rd	Michael & Autumn Barwis	20'X12' deck addition to existing detached garage
25-12-04	12/22/25	007-301-001-50	7425 Birdland Drive	Christine Willis	Demo & rebuild 32'X 58' Detached Garage with Shoreland restoration plan as recommended by Shoreland Subcommittee and Tip of the Mitt

SUPERVISOR'S REPORT – Bill Conklin January 12, 2026

1. The Township Board agreed that the existing pathway at the Maple Grove Road End would be widened this spring to 6 feet with a wood chip base.

2. In response to my letter in December, Mike Spierling of Spierling Trucking and Excavating contacted me. We discussed options to ensure that the recent drainage construction at Camp Seagull will perform properly. He and Wayne Seger (Performance Engr) were to discuss this and then respond. I am awaiting a response. Payments have been placed on hold until there is a satisfactory resolution.
.

3. Ferguson Surveying completed their initial or first draft of the site plan map for Eastern Avenue beach. We will meet to discuss adding further details.

4. I am meeting next week with Charlevoix County Road Commission to commence the process of requesting No Parking signs on Eastern Avenue (near the beach). Their concern, despite our efforts, is that the Michigan State Police will not authorize signs which only serve a seasonal purpose, i.e., a summer problem. We will start the process with the MSP and State of Michigan. Parking enforcement may be required to be undertaken by the Township.

5. The Township Board and the Township Planning Commission held a joint special meeting in December for the township residents to review and offer ideas on the Master Plan. Large maps were printed and available and are still on the township wall for your review.

6. The Master Plan will be the subject of the Township Planning Commission meeting scheduled for January 27 at 7:00pm. We encourage Township residents to present their ideas, concerns and recommendations, in person or in writing. The Master Plan will set the future direction for land use over the next 5 to 7 years.

7. I wish you all the best in 2026.

Bill Conklin
231-373-0059

PARKER HARVEY
A NORTHERN MICHIGAN LAW FIRM

December 9, 2025

Bill Conklin
Supervisor, Hayes Township
Hayes Township Hall
9195 Major Douglas Sloan Road
Charlevoix, MI 49720

Via Email
supervisor@hayestownshipmi.gov

RE: 2026 Rates for Legal Services

Dear Mr. Conklin:

I hope this letter finds you well. As part of our annual reflection on the past year, one area of focus is our billing rates for the upcoming year. The firm has reviewed its rates and has decided to raise our hourly rate for municipal clients beginning January 1, 2026, to $250.00 per hour. We understand that no one likes a rate increase. However, our costs to produce good quality legal work for our municipal clients are increasing and requires that we increase our rates to keep in step. While you may believe that $250.00 an hour is a significant increase over last year, please keep in mind that our municipal rate is significantly less than our standard hourly rate of $375.00 to $400.00 per hour.

Thank you for your attention to this matter and please let me know if you have any questions.

Very truly yours,

PARKER HARVEY PLC

Todd W Millar

Todd W. Millar

TWM:cmc

HAYES TOWNSHIP
COUNTY OF CHARLEVOIX, STATE OF MICHIGAN

ORDINANCE NO. 01122026

Adopted: TBD

Effective: TBD

AN ORDINANCE TO AMEND THE HAYES TOWNSHIP ZONING MAP

SECTION 1: AMENDMENT TO SECTION 4.13 OF THE HAYES TOWNSHIP ZONING ORDINANCE (MAP).

Section 4.13 (page IV-14) of the Hayes Township Zoning Ordinance is hereby amended to replace the Zoning Map to read as follows:

(MAP ON FOLLOWING PAGE)

SECTION 2: REPEAL.

All other ordinances, resolutions, orders, or parts of ordinance herewith in effect that are in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 3: EFFECTIVE DATE.

Pursuant to Section 401 of the Michigan Zoning Enabling Act (MCL 125.3401), this Ordinance shall take full effect eight (8) days after publication of this Ordinance, or a summary of the regulatory effect thereof, which publication of this Ordinance, or a summary of the regulatory effect thereof, which publication shall occur in a newspaper of general circulation in the Township within fifteen (15) days after adoption.

This Ordinance is hereby declared to have been passed and adopted by Hayes Township, County of Charlevoiz, State of Michigan, at a regular meeting thereof duly called and held on this 12th day of January, 2026.

Kristin Baranski- Clerk
Hayes Township

STR Presentation

Overview

PC was asked to make a STR presentation to the BOT after some residents requested it on the survey.

This is a presentation ONLY and was put together after reviewing 21 different STR ordinances from Michigan Townships, Input from the MTA and from a class by MSU Extension on STR.

The decision to even have a STR Ordinance lies with the BOT. One big question for the BOT is "are current STR Grandfathered in and don't have to abide by any new ordinance that may be put in place???

We did a STR search on the major websites in October and only found 16 listed.

I have provided a sample STR ordinance that is a combination of all the sources. THIS IS NOT A PERSONAL OPINION.

STR Growth and Background

The growth of the short-term rental (STR) economy presents both economic opportunities and policy challenges, requiring a careful balance between economic growth and regulation. While STR platforms such as Airbnb and others contribute to local tourism economies and provide additional income for property owners, they have also raised concerns about housing shortages, increased rents, and raised affordability.

STRs introduce neighborhood disruptions, such as noise, parking shortages, and declining housing availability for long-term residents

At the same time, STRs have reshaped local economies, redistributed tourism spending and supported local businesses. Increased restaurant spending, grocery shopping and entertainment.

The STR market in the United States was valued at $100.8 billion in 2022 and is projected to reach $228.9 billion by 2030, with an annual growth rate of 10.8%. Average rental in NW Michigan hit a high in August of $445.91 / night.

Michigan lacks common requirements such as universal licensing, tax compliance standards, and data reporting obligations for STR platforms.

Michigan House Bills 5437 through 5446, which sought to establish baseline regulations for STRs while preserving local zoning authority, will be reviewed in 2026. Some Michigan lawmakers support a 3% tax on STR booked online.

Basically, no regulatory support from the State anytime soon.

A key regulatory challenge, and area of trade-off is enforcement. As STRs operate in a digital and decentralized market, traditional housing regulations struggle to effectively monitor compliance. The percentage of STR that are available year around in NW Michigan is 40%, begging the question: If a STR is rented year around should it be designated "Homestead". Most likely a court decision.

Some jurisdictions have adopted nominal bans on STRs but lack the administrative capacity (or the political will) to monitor or enforce them

A major barrier to STR regulation is the lack of accessible data on rental listings, limiting the ability of municipalities to monitor illegal listings and enforce compliance

Some municipalities have adopted STR compliance software, such as Granicus (Host Compliance) and GovOS, which use automated tracking systems to identify and flag unlicensed STR activity. Many use AirDNA to get data, however it does not track. VERY EXPENSIVE!

Zoning ordinances may specify that STRs are only permitted within designated zoning districts and subject to conditional approvals, helping to concentrate STR activity in areas with fewer residential conflicts. Example- Work with HOA's in Michigan Shores and Susan Shores to regulate. However, a Police Power ordinance provides much more flexibility in what can be required.

Regulatory options.

Some municipalities have adopted STR permit caps to control the scale of STR activity while allowing existing operators to phase out over time.

Set minimum distance between STR's

Limit Length of stay or number of nights that can be rented per year

Limit the number of permits per applicant.

Set Maximum occupancy per STR

Enforcement Options

Add to existing full or part-time Township staff duties

Hire new staff---full or part-time. I have supplied a possible job description.

Purchase STR compliance software { monitor, track and contact}

Structure license fees to cover cost of enforcement, licensing, software, etc. Fees examples range from $a low of $250 annually to $1500 for 3 years.

Regulation Versus Compliance and being a good neighbor

The intent of a STR License with a local 24 hour contact person and a Good Neighbor Policy for renters is to convince renters to act like a neighbor that they would want to live next to during the rental time.---**Read good neighbor guidelines**

TBD Date

Hayes Township Short-Term Rental Ordinance

C.T. Martin

TABLE OF CONTENTS

Hayes Township
Charlevoix County
State of Michigan

Hayes Township Ordinance Number: XXXXXXXX
Adopted: TBD
Effective: _____________

HAYES TOWNSHIP SHORT-TERM RENTAL ORDINANCE

Section 1. Recitals

The Board of Trustees for Hayes Township finds and determines the following:

A. Preservation of the Township's resorts and seasonal cottages is important to the residents of the township.

B. That weekly rental of cottages has a long tradition in the Township going back many years and predates any County or Township zoning. Frequently, families find they need to rent their cottage for a few weeks each summer to keep the cottage in the family.

C. Short-term rentals support the local tourist economy of the Township including the owners, managers, and service providers as well as local businesses.

D. Short-term rentals can provide a community benefit by providing lodging facilities, which support commerce in our community.

E. A negative feature of short-term rentals is that renters sometimes act in ways that disturb the neighbors. Renters need to know what behavior is appropriate, and there needs to be a method to control inappropriate behavior. Short-term renters must not have an adverse impact on the neighbors.

F. A permit / license system is needed to ensure that landlords are diligent in promoting appropriate behavior of their short-term renters.

G. It is the intent of this Hayes Township Short-Term Rental Ordinance to make the short-term rental activity, licensed by this Ordinance, resemble the existing and traditional residential uses made by resident owners and lessees.

H. This Ordinance is designed to minimize nuisances and complaints involving excessive noise, disorderly conduct, overcrowding, traffic, congestion, and parking at short-term rental properties.

I. The Ordinance is further designed to minimize the burdens posed by short-term rentals upon Township and County services as well as the impacts on residential neighborhoods.

J. This Ordinance is intended to protect the health, safety, and welfare of residents, tenants, guests, and business owners by providing guidance to short-term rental owners and renters, a clear set of regulations to facilitate compliance and enforcement mechanisms when needed.

Section 2. Definitions

The following definitions shall apply:

"Advertising" for the purposes of this Ordinance means written placement of announcements and/or messages seeking to inform of the availability of a rental dwelling unit within Hayes Township in any form of media.

"Agent" means a person, firm, or agency representing the Owner or Operator of the property to be rented (or portion thereof) used for a short-term rental.

"Bed and Breakfast" dwelling for the purpose of this Ordinance means a private residence that is also the owner's residence, has sleeping accommodations for lodgers, and serves breakfast at no extra charge to lodgers. The Owner lives at this residence and has a Special Land Use Permit in compliance with the Township's Zoning Ordinance.

"Boarding house" for the purpose of this Ordinance means a dwelling with one kitchen that provides lodging and meals for compensation to lodgers, other than family members. Boarding houses are not open to transient guests. The Owner lives at this residence and has a Special Land Use Permit in compliance with the Township's Zoning Ordinance.

"County" means Charlevoix County, Michigan.

"Dwelling unit" means any building, structure, or part thereof which has sleeping, living, cooking, and sanitary facilities and can accommodate one or more persons. In no case shall travel trailers, trucks or truck campers, buses, motor homes, tents, or other such portable structures be considered a dwelling unit. This definition does not include lawfully operating hotels, motels, bed and breakfasts, boarding houses, resorts, or campgrounds.

"Good Neighbor Guide" refers to a specific document containing guidelines developed by the Township to be provided to and made available for occupants of short-term rentals to help ensure they are familiar with local requirements and expectations.

"Habitable space" means space in a structure for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

"License" means a short-term rental license issued by the Township to the Owner, Operator, or Agent for a parcel used as a short-term rental.

"Local Contact Person" means a local Owner, Agent, or Operator who is available to be onsite or respond within one hour, to tenant and neighborhood questions or concerns, and be authorized by the Owner to take remedial action and respond to any violation of this ordinance.

"Occupant" means any individual living or sleeping in a dwelling unit or having possession of a space within a dwelling unit.

"Operator" means the person who is the proprietor of a property (or portion thereof) used for a short-term rental whether in the capacity of Owner, lessee, mortgagee in possession, licensee, or any other capacity.

"Ordinance" means the Hayes Township Short-Term Rental Ordinance.

"Owner" means the person or entity that holds legal or equitable title to the parcel (or portion thereof) used as a short-term rental.

"Parcel" means a continuous area or acreage of land under common ownership. "Parcel" includes either a single dwelling unit or a combination of dwelling units making up an area of land under common ownership.

"Person" means a natural person, a group of individuals, an association, a firm, a partnership, a corporation, or other entity, public or private, including Owner(s), Operator(s), and/or Occupant(s).

"Premises" means real property or a parcel, and all fixtures and improvements, including the dwelling unit, located upon it.

"Renter" means someone who pays money or compensation to live in a dwelling unit or on a parcel that someone else owns.

"Short-term rental" or "STR" or "STR unit" means a dwelling unit that is available to rent or sublet for periods of less than 30 days.

Section 3. Short-term Rental License

A. License Required.

Short-term rentals require an annual STR license and Owner is required to pay an annual fee. Short-term rental licenses are specific to one property.

1. The unadvertised (as defined in Section 2.) short-term use of premises or dwelling units by an Owners family, friends, or acquaintances, without charge, is exempt from having to obtain a STR license from the Township.
2. Bed and Breakfasts and Boarding houses as defined in Section 2 are exempt from having to obtain a STR license from the Township.

B. License Limitations.

1. It shall be unlawful for an Owner to rent or lease a dwelling for financial compensation unless the dwelling unit is in "good standing." To be in "good standing," a dwelling unit must meet the following criteria:

   a. A registration license application has been submitted to the Township.
   b. The dwelling unit was certified following an inspection by the Township.
   c. All required license fees have been paid.
   d. All real and personal property taxes, fees, penalties, fines, assessments, general assessments, and other monies due and owing to the Township are current and paid up to date.

2. Number of Licenses Available.

   a. The number of STR licenses issued annually by the Township through application shall not exceed 50.
   b. Licenses will be granted in order of the date on which a completed application is received until the limit for the total number of licenses is reached.
   c. The Township Board reserves the right, by majority resolution after holding an advertised public hearing on the subject, to raise or lower the annual limit, based on need or demand for said licenses. Receipt of a license in any year does not guarantee receipt of a license in future years. The Township shall not be required to provide notice of available STR licenses more than once per year.
   d. If the Township Board exercises its option to lower the number of licensed STRs, the Township Board shall, by majority resolution after holding an advertised public hearing on the subject, propose criteria to determine which applications will be granted and which denied. Short-term Rental license holders will be notified of the proposed criteria, and the Township will receive input on the criteria before final adoption of such criteria.

3. An Owner of a premises located in Hayes Township may only hold one STR License and may not operate more than one dwelling unit for short-term rental at a time.
4. STR licenses shall not run with the land. A license for a STR is transferable to a new owner of a STR dwelling unit in the calendar year the ownership transfer took place, valid for the remainder of that year. The new Owner shall register their name and address thirty (30) days prior to the transfer date with the Township and shall comply with this Ordinance and all approvals and conditions issued by the Township.
5. A STR license may not be transferred from one dwelling unit to another dwelling unit.

C. <u>License Application.</u>

1. Applicants for a STR license shall file an application to conduct a STR operation within the Township on a form provided by the Township for that purpose. The application form shall include:

    a. The name, permanent mailing address, permanent phone number, and email of the Owner(s) of the premises to be licensed.
    b. The name, mailing address, phone number, and email of the applicant, if different than the Owner.
    c. The name, mailing address, phone number, and email of a Local Contact Person who will be available by phone twenty-four (24) hours a day, seven (7) days a week at all times while the unit is utilized as a STR.
    d. A description of the premises proposed to be used for STRs, including but not limited to:
        i. A sketch or site plan showing the layout of the STR premises.
        ii. Number of bedrooms and beds (number and sizes).
        iii. Number of bathrooms.
        iv. Maximum occupancy is subject to any applicable local, state, or federal laws, regulations, or ordinances.
        v. Tax Parcel ID Number.
        vi. A list of any rental agents or listing services, including online sites, with or through whom the unit is being actively advertised for rental.
    e. Documentation proving the well was checked and the septic system pumped within the last five years. Such documentation of the five-year inspections must be maintained during the life of the license.
        i. Well: Documentation proving the well was tested for coliform bacteria as well as initial nitrate testing for all new, private wells and for wells that are repaired or reconditioned. For all other wells, documentation that the well was tested for a five-year period for coliform bacteria.

ii. Documentation the septic system was pumped and the septic system is operable, within the last five years.

f. Whether the applicant has ever been cited for a violation of this Ordinance or had a STR license revoked in Hayes Township or any other Township.

2. An applicant may be required to provide other information deemed reasonably necessary by the Township to determine whether the short-term rental standards and regulations have been met.

D. License Fee and Additional Information

All approved applicants shall file with the Township, prior to issuance of a license, the following:

1. A license fee set by separate resolution. The fee for licenses issued for less than a full calendar year will not be prorated.
2. A certificate of general liability insurance coverage issued by an insurance company licensed to do business in the State of Michigan covering the premises and insuring the licensee against risks arising from commercial rental activities on the premises. The Owner must provide proof of current insurance for the duration of the license.

E. Inspection of STR

A duly designated representative of the Township, or their designee, is empowered to inspect any STR unit prior to the granting of a STR license. Such inspections may also occur at any time there is reasonable belief that a safety hazard exists.

The fees for the initial inspection and subsequent follow-up inspection (if needed) will be covered by the license fee. If additional inspection trips are deemed necessary, the owner will be billed directly at $150.00 per additional visit.

F. License Application Acceptance and Issuance

1. A STR license application shall not be considered accepted until Township staff determines it is completed. If Township staff determines that all required information was not supplied and/or the applicant failed to pay the required fee, the applicant shall be notified of the deficiencies. If the applicant fails to provide all the information required by this Ordinance and/or fails to pay the required fee within 30 days after being notified of the deficiencies, the application shall be deemed incomplete and denied and any fees paid forfeited.

2. If an application complies with all the standards and regulations of this Ordinance and was deemed to be completed, the Township shall issue the STR license within forty-five (45) days, unless issuance of the license exceeds the applicable limit set by the Township Board pursuant to Section 3.B.2.a of this Ordinance.

G. License Duration and Renewal

1. Short-term rental licenses shall be valid for one calendar year, from January 1 until December 31, as specified on the license.
2. A STR license application must be renewed on an annual basis between September 1st and November 1st each year to be included in the STR limit.
3. Any renewal application received after November 1st of each year will be treated as a new application and, if the limit in Section 3.B.2.a. is reached, the application is subject to denial based on the number of licenses set by the Township Board.

Section 4. Short-term Rental Requirements

A. General Requirements

1. All short-term rental operations must comply with the requirements of this Ordinance.
2. All lodging is to be exclusively within a Dwelling Unit, and no person shall camp or allow any person to camp on the parcel on which a STR is located. This prohibition includes the occupation of tents, bivy sacks, campers, trailer coaches, camper trailers, vehicles, recreational vehicles, travel trailers, camping units, boats, or any other temporary shelters.

B. Local Contact Person

1. The Owner of a STR must designate a Local Contact Person who has access and authority to assume management of the unit and take remedial measures if necessary.
2. The Local Contact Person must be available (24) hours a day during the rental period and capable of responding to any notice of a complaint within one hour.
3. The Owner will provide the phone number of the Local Contact Person to neighbors within 300 feet and immediately adjacent neighbors along the subject property's boundaries. An Owner meeting the requirements of subsections C.1 and C.2 above may designate themselves as the Local Contact Person.

C. Occupancy and Use

1. The maximum overnight occupancy of a STR shall be limited to two people per the number of legal bedrooms (as defined by the State of Michigan/Charlevoix County Building Codes), plus two additional individuals. The maximum occupancy of a STR, regardless of the number of bedrooms, may not exceed 12 people. Children and infants are included as occupants subject to this limit.

2. The Owner, the Operator, any responsible Agent, Local Contact Person and the occupants of the STR are responsible for assuring the maximum occupancy of the STR is not exceeded.

3. A STR may not be sublet by any tenant of the licensee.

4. All STRs shall be for use as temporary dwellings only. STRs shall not be used for any commercial activities including, but not limited to, yard sales, festivals, retreats, or home occupations.

D. Parking

Each STR shall have at least two, off-street, parking spaces for the first six allowed occupants and one additional off-street, parking space for each three additional allowed occupants. All off-street parking shall be located on the same parcel as the dwelling unit or within 150 feet of the STR parcel. STR occupants and guests shall not park on or block the paved portion (including paved shoulders) of any public right-of-way.

E. Safety

Owners of STRs must comply with all State of Michigan and Charlevoix County safety standards related to smoke detectors, carbon monoxide detectors, fire extinguishers, access and building capacity. At a minimum, the following requirements apply to all STRs:

1. **Smoke detectors/alarms** shall be installed in each rental unit. All smoke detectors/alarms shall be Underwriters Laboratories, Inc. approved and shall be installed in accordance with the provisions of the Michigan Residential Code and the household fire warning equipment provisions of the National Fire Protection Association standards. Smoke detectors/alarms shall be installed as follows:

   a. In each bedroom and in kitchen
   b. At least one detector, not in a bedroom, on each additional story of the rental unit, including basements and cellars but not including crawl spaces and uninhabitable attics.

c. In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/alarm installed on the upper level shall suffice for the adjacent lower level provided the lower level is less than one full story below the upper level.
d. Smoke detectors must be tested at least every 90 days to ensure they are properly functioning.

2. At least **one carbon monoxide alarm** shall be installed on **every habitable level or story** of the rental unit, and such carbon monoxide alarm(s) shall be installed outside of but within 15 feet of the entrance to each bedroom. Alarms must be tested at least every 90 days to ensure they are functioning properly.

3. An operable **fire extinguisher, with operating instructions,** shall be mounted on every floor level including the basement. The extinguisher shall be mounted at an exit door, or if one of the floor levels or the basement does not have an egress door, it shall be mounted near a stairway leading to an exit.

F. Waste/Recycling Disposal

Occupants shall not leave, or allow others to leave, trash, rubbish, refuse, or garbage within public view, except in proper waste or recycling containers for the purpose of collection or disposal. The Owner or Operator of a STR shall ensure there are sufficient waste receptacles on the premises to contain all waste generated at the STR. No commercial dumpsters shall be allowed on the property containing the STR. The maximum allowed size for any waste or recycling container is 100 gallons. Plastic bags of trash left by the side of the road are not permitted.

G. Sanitary Waste/Sewage Disposal

1. The Owner or Operator of a STR shall ensure the sanitary waste and sewage handling system at the STR is:

   a. In proper working order.
   b. Of sufficient capacity to safely manage the amount of waste typically generated by the number of occupants allowed at the STR.
   c. In compliance with all County Health Department requirements.

2. By obtaining a STR license, the Owner agrees to allow an inspection of the sanitary waste handling system by the County Health Department if requested by a designated representative of the Township. If an inspection by the County Health Department finds there are leaks or other problems that are causing: (a) an imminent threat to the safety of any drinking water wells in the vicinity, or (b) a serious immediate degradation of the water quality in any lake, stream, or other

body of water, all rental activity will cease immediately until the facilities are repaired and operating properly.

H. Advertising

All advertising for the STR shall list the maximum occupancy permitted by the license for the unit. Advertisements either in print or online must include the assigned license number.

I. Dwelling Appearance

The exterior appearance of the Dwelling Unit containing a STR shall not conflict with the residential character of the neighborhood. All structures shall be properly maintained and in good repair.

J. Information in STR for Occupants

1. The following information must be provided to the Occupants of the STR unit as part of the booking or leasing process prior to their arrival at the STR and must be displayed prominently within the STR.

    a. A copy of the "Good Neighbor Guide."
    b. The occupancy limit of the Dwelling Unit.
    c. The name of the Local Contact Person with up-to-date contact information.

2. The STR license shall be displayed on the front door of the Dwelling Unit, or in a conspicuous location on the facade or nearby window not more than five (5) feet from the front door as measured from the edge of the door frame.

K. Prevention of Nuisance

1. The Owner and Operator shall familiarize themselves with the Hayes Township Zoning Ordinance, generally, and especially with Article 3.14 on lake access lot use and on boat dockage limitations and with Article 3.20 on outdoor lighting. They should also be familiar with the Township Ordinances relating to Fireworks, Nuisances, and Aquatic Nuisances. The Owner and Operator shall also ensure that these standards are met by the Occupants as part of all rentals. The Operator shall post on the premises in a prominent location the number of boats (i.e. dockages) allowed by Zoning Ordinance Article 3.14.

2. A STR shall not result in the creation of conditions that constitute a nuisance to owners or occupants of neighboring properties, or to the Township in general. Any machinery, mechanical devices, sound systems, or equipment used in a STR, or

on a STR parcel, shall not generate noise at a volume greater than 60 decibels, nor create vibration, radiation, odor, glare, smoke, steam, electrical interference, or create other conditions not typically associated with the use of the STR parcel for residential purposes. Daytime use of lawn maintenance equipment is not restricted by this section.

Section 5. Violations and Penalties

A. Violations

Any of the following conduct is a violation of this ordinance:

1. The Owner, Operator, Occupant, or Renter fails to comply with any of the provisions of this Ordinance.

2. Any advertising or listing of a STR without first having obtained a STR license, or without including the STR license number, or any advertising or listing which contains any information that is contrary to this Ordinance or contrary to the license for the unit (e.g., the occupancy limit).

3. Any false or misleading information supplied in the application process.

4. Failure of an Owner or designated Local Contact Person to be available twenty-four (24) hours a day, seven (7) days a week, at all times while the unit is utilized as a STR, to respond to a complaint within one hour.

5. Failure, after one warning from a Township Enforcement Official, to abide by any of the licensing rules, regulations, or requirements of the Ordinance or the Owner's/Operator's rental agreement can result in cancellation of the rental agreement and the Occupant or Renter having to immediately vacate the premises with loss of rental fees due or paid.

B. Civil Infraction/Separate Violations

Any person who violates any provision of this Ordinance including by continuing to operate a STR after the license for that STR has been revoked shall be responsible for a municipal civil infraction as defined in the Revised Judicature Act of 1961, being Public Act 236 of 1961, as amended, MCL 600.101 et seq. They shall be subject to the penalties or sanctions set forth, plus the costs and attorney fees of the Township incurred in the prosecution thereof. Each act of violation and each day this Ordinance is violated shall be considered a separate and distinct violation and shall be punishable separately upon admission or determination of responsibility.

C. Determination and Notice of Violation

1. A violation of this Ordinance, as determined by the designated Enforcement Official, shall be ordered corrected within the shortest reasonable time, not to exceed thirty (30) calendar days, from the date of notice to the Owner.

2. At the end of the notice period, the Enforcement Official shall re-inspect the STR. If it is determined the conditions requiring corrections set forth in the notice have not been corrected, the Enforcement Official may issue a municipal civil infraction citation and seek civil penalties as detailed herein.

3. After notice and an opportunity to correct the first and second violations, subsequent violation notices will be issued and shall be subject to municipal civil infraction citations.

D. Penalties.

The penalty fees for violations of this Ordinance shall be set by separate resolution. All Owners, regardless of their interest in the property, may be held jointly and severally responsible for any such municipal civil infraction. Failure to pay the penalty fees or bring a STR into compliance following a third violation of this Ordinance, shall result in the revocation of the Owner's STR license as provided in Section 6.

E. Nuisance

A violation of this Ordinance is hereby declared to be a public nuisance and a nuisance per se and is declared to be offensive to the public health, safety, and welfare. In addition to enforcing this Ordinance with a municipal civil infraction proceeding, the Township may initiate proceedings in Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

F. False Complaints

Any person who knowingly files a fraudulent, false, or fictitious complaint about a STR shall be deemed to be in violation of this Ordinance and may be found responsible for a municipal civil infraction and penalties.

Section 6. License Revocation

A. Notice

Upon a determination by the Township Zoning Administrator or other properly designated Township Official that a third violation within the same calendar year at a single STR unit has occurred and, following the issuance of written citations for such violations, a written notice shall be issued to Owner, Operator, or Agent for the STR stating the Township intends to revoke the STR license within fourteen (14) days.

The written notice shall:

1. Be delivered personally or sent by certified mail, return receipt requested, to the address listed on the license.

2. Specify the factual basis for the violations.
3. Inform the Owner, Operator, or Agent of the right to an appeal hearing to show cause as to why the STR license should not be revoked.

B. Appeal

1. An Owner, Operator, or Agent may avail themselves of the right to an appeal hearing before the Township Board by filing with the Township a written "Notice of Appeal" within fourteen (14) days of service of the written notice by the Township described above.

2. If no Notice of Appeal is filed by the end of fourteen (14) days following service of the written notice by the Township as described in Subsection A of this Section, the STR license is revoked and all STR activities at the applicable unit shall cease immediately.

3. If a Notice of Appeal is filed, it shall specify the basis on which a hearing is requested. If a hearing is requested timely, the Township shall notify the Owner, Operator, or Agent of the time and place of the hearing, which shall take place at a regularly scheduled or specially called Township Board meeting.

4. At the hearing, the Owner, Operator or Agent may present evidence why the decision to revoke the license should be reversed.

5. After such hearing, the Township Board may either uphold the revocation of the license if the revocation was based on competent, material, and substantial evidence, or reverse the revocation. The final decision shall be by a majority vote.

C. Duration of Revocation

Upon revocation of registration, a Dwelling Unit cannot be re-licensed as a STR for a period of one (1) year and cannot be used for STRs until re-licensed.

Section 7. Enforcement Officials

The Township Zoning Administrator, Township Enforcement Officer, Charlevoix County Sheriff, and any other designee appointed by the Township Board are hereby designated as the authorized officials to administer and enforce this Ordinance including the authority to issue and serve municipal civil infractions directing alleged violators of this Ordinance to appear in court.

Section 8. Severability

A. The provisions of this Ordinance are hereby declared to be severable. If any section, sentence, clause, word, or provision of this Ordinance is declared unconstitutional or otherwise invalid or unenforceable for any reason by a court of competent authority, said declaration shall not affect the remainder of the Ordinance, which shall continue in full force and effect.

B. All requirements, regulations, and standards imposed by this Ordinance are intended to apply in addition to any other applicable requirements, regulations, and standards imposed elsewhere in other ordinances of Hayes Township and Charlevoix County. Further, this Ordinance does not affect additional requirements placed on use of property (or a portion thereof) imposed by deeds, associations, or rental agreements.

Section 9. Ordinance Amendment Process

The Ordinance will warrant amendments over time. The following process will be adhered to when recommended amendments are being brought forward.

a. An announcement will be made on the home page of the Hayes township website notifying residents of the amendment action and date the Township Board will discuss.
b. The draft amendment(s) will be made public prior to the Hayes Township Board discussion via the Township website.
c. The recommended amendment(s) will be brought before the Hayes Township Board during a regular or special meeting.
d. A resolution will accompany the proposed change(s) for Hayes Township Board vote.
e. If amended changes are adopted, the Ordinance document will be updated.
f. A summary of the changes will be published in a newspaper of general circulation within the Township.
g. The effective date of the amendment(s) is covered in Section 10 of the Ordinance.

Section 10. Effective Dates

Adopted amendments shall be effective thirty (30) days after a summary is published in a newspaper of general circulation within the Township.

This Ordinance shall become effective thirty (30) days after being published in a newspaper of general circulation within the Township.

Ordinance No. XXXXXXX of 2025 was adopted on TBD by the Hayes Township Board and published in *XXXXXX on TBD*

Short-Term Rental Application Fee: $250 annually

Short-Term Rental Violation Fee Schedule:

First Offense:	$50
Second Offense:	$150
Third Offense:	License Revoked for 1 year

Hayes Township Good Neighbor Guide

For Short-Term Renters

While you visit northwest Michigan and enjoy Hayes Township, please remember that you are staying in a home in a residential area with neighbors. Please help our residents and other visitors retain the peaceful enjoyment by following these guidelines.

Address of Short-term Rental Unit:_______________________________________

24 Hour Contact Person:

____

You Must Follow these rules:

<u>**Noise and Fireworks**</u>

Please keep noise to a level that is considerate of neighbors. Except for specific dates around holidays, as outlined in the Hayes Township Zoning ordinance, **Fireworks Are NOT Allowed, except for:**

- New Year's Eve -from 11:00am on New Year's Eve until 1:00am on January 1.
- Memorial Day – from 11:00am until 11:45pm on the Saturday and Sunday preceding Memorial Day.
- Fourth of July – from 11:00am until 11:45pm on June 29 and 30; July 1,2,3 and 4.
- Labor Day – from 11:00am until 11:45pm on the Saturday and Sunday preceding Labor Day.

<u>**Parking**</u>

You must use your off-street parking spaces, and do not park on or block any public street including the shoulders.

<u>**Garbage**</u>

Your host / landlord will provide instructions for trash pickup. All garbage must be secured in container out of sight and only be set at curbside 24 hors before and after the scheduled pickup date.

<u>**Pets**</u>

Please keep all pets on a leash whenever they are in an unenclosed area including parks, beaches and public streets.

*** Dial 911 in case of emergency ***

Hayes Township
Short-Term Rental License Registration Form

Short-Term Rental (STR) is a dwelling unit available to rent for periods of less than 30 days

Proposed STR Property Address: ______________________________________

Parcel Tax ID #: ______________

Owner of premises to be licensed:
Names (s): ______________________________________

Permanent Mailing Address:
____
Phone #: ______________________________________
Email: ______________________________________

Local Contact (person who will be available 24/7 when unit is rented as a STR):
Name (s): ______________________________________

Address: ______________________________________
Phone# ______________________________________
Email: ______________________________________

The following documents must be included with this application and approved by the Hayes Township STR administrator.

A description of the premise proposed.

1. Sketch or floor plan showing the layout of the STR premises.
2. Number and size of bedrooms and beds
3. Number of bathrooms
4. Maximum occupancy subject to any applicable local, state or federal laws, regulations or ordinances.

A list of any rental agents or listing services, or on-line sites where the unit is being actively advertised for rental.

Documentation that the well has been checked and the septic system pumped within the past 5 years. This documentation of the 5-year inspections must be maintained during the life of this license.

Whether the applicant has ever been cited for a violation of this STR ordinance or has had a STR license revoked in any other township.

Owner Affidavit

I, the undersigned Owner/ Applicant, acknowledge that I am required to comply with the requirements required by law, including, but not limited to, the Short-Term ordinance set forth by Hayes Township, Charlevoix, Michigan. Furthermore, I agree to the fullest extent of the law, to hold harmless, defend and indemnify Hayes Township and its respective officials, staff from and against any allegations, demands, causes of action, claims, losses, liabilities, expenses (including attorney fees and costs) or damages that arise out of the operations of the STR unit described above. I understand that it is my obligation to notify Hayes Township Short-Term Rental administrator of any changes regarding this information.

Property Owner(s)

Signature______________________________ Date _________________________

Local Contact Person

Signature ______________________________ Date __________________________

RECEIVED
OCT 2 2025
BY:

Hayes
TOWNSHIP

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

09195 Major Douglas Sloand Rd.
Charlevoix, MI 49720
(231)547-6961

Applicant Name: Laura Ford **Date:** 10/25/2025

Street Address: [redacted] Sunset Meadow Lane

City, Zip,& State: Charlevoix MI 49720

Telephone Number: [redacted] cell work home

Email: [redacted]

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?

I love this area for [redacted] rural nature and the diverse landscape of rural Michigan. I am trying to make a positive impact on my community at the local level.

Briefly describe your education & employment history.

Currently I work as a Clinical Professor of nursing at Northwestern, teach Health Policy & Law for Western Michigan University, and provide in home care assessments for Residential Home Health. I have a PhD Interdisciplinary Health, Masters in Nursing, BSN & BS, and 2 associate degrees.

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

Current Chair Charlevoix County Democratic Party, executive Committee of same. Previous Ruling Elder & Congregational Deacon for large Presbyterian Church in Kalamazoo. Various work boards for administration at Bronson Hospital. Founding member of Michigan Council Nursing Practitioners.

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

Awareness of community health. Desire to be fair & provide equity. I am aware of how regulations & policies shape practice from teaching Health Policy & Law.

Are there any potential conflicts of interest?

not that I am aware of. I love the library in Charlevoix, and also like the rural nature of Hayes' Township.

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

Finance Real Estate Property Appraisal/Assessing Taxes [redacted] Other: Policy

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

Agriculture Recreation Commerce Transportation Industry Economy
Government Education Natural Resources Public Health Other:

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

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

Janet Begrow Chambers [redacted] GH Orchard Rd Charlevoix 49720
Connie Saltonstall CVX-Boyne City Rd. [redacted]
Jim & JoEllen Rudolph [redacted] Townline Rd [redacted]
Larry & Carrie Minch Quarterline Rd [redacted]
Sam & Cass Williamson [redacted] Birdland Dr. [redacted]

Signature of Applicant: [signature] **Date:** 10/25/2025

Please return to: Clerk, Hayes Township, 09195 Major Douglas Sloan Rd, Charlevoix, MI 49720
Email to: clerk@hayestownshipmi.gov

Bruce G. & Joanne K. Deckinga
11052 Villa Rd.
Charlevoix, Mi. 49720
231-347-7681

December 16, 2025

TO: Chairperson, Zoning Board of Appeals,
Hayes Township, Charlevoix County, State of Michigan

FROM: Bruce G. Deckinga, M.D.

Please consider this my Letter of Resignation from the Hayes Township Zoning Board of Appeals.

I think it is time for those younger than myself to have an opportunity to fill roles on the ZBA so I would like to hereby resign from the Board.

I would like to extend my deep appreciation for the work that the ZBA does. Also, I appreciate the relationships that I've developed while serving on the Board.

With my best wishes to you all in the future,

Bruce G. Deckinga MD

Bruce G. Deckinga, M.D.

REPORTING AGENCY'S ANNUAL ASSET FORFEITURE REPORT FILING INSTRUCTIONS

This report is available only as an online survey on the MSP Grants and Community Services website (https://www.michigan.gov/msp/divisions/grantscommunityservices). *Click on "Byrne JAG & RSAT" and then click on "2026 Asset Forfeiture Report" to complete and submit the report.*

Note: Asset forfeiture reporting requirements have changed significantly since 2016. Please read all filing instructions prior to completing the 2026 Asset Forfeiture Report.

General Reporting Requirements

- The Uniform Forfeiture Reporting Act, MCL 28.111 to 28.117, requires each reporting agency to submit a report to the Michigan Department of State Police (MSP) summarizing the reporting agency's activities for the previous calendar year regarding the forfeiture of property under the following sections of law:
  - Public Health Code MCL 333.7521 to 333.7533 (Controlled Substances)
  - Identity Theft Protection Act MCL 445.79d (Identity Theft)
  - Revised Judicature Act of 1961 MCL 600.3801 to 600.38340 (Public Nuisance)
  - Revised Judicature Act of 1961 MCL 600.4701 to 600.4709 (Omnibus)
- Do not report activities regarding forfeiture of property under a section of law that is not listed above.
- "Reporting agency" is defined by MCL 28.117 to mean one of the following:
  - If property is seized by or forfeited to a local unit of government, that local unit of government is a reporting agency. "Local unit of government" means a county, township, city, or village.
  - If property is seized by or forfeited to the State of Michigan, the state department or agency effectuating the seizure or forfeiture is the reporting agency.
- This reporting period began January 1, 2025, and ends December 31, 2025. Reporting is now submitted based upon the calendar year.
- Only report seizures of property that occurred on or after February 1, 2016. Property forfeited during this reporting period but seized prior to February 1, 2016, shall not be included in this forfeiture report.

Section I: Identification–Mandatory for all units of government
MCL 28.112(1) and MCL 28.113

- All reporting agencies must file an asset forfeiture report with the MSP before February 27, 2025.
- A reporting agency that did not engage in any forfeitures during the reporting period (e.g., did not effectuate a forfeiture proceeding, did not receive or share any real property, money, or other personal property through a forfeiture proceeding) must still file a report.
  - A reporting agency that did not engage in any forfeiture during the report period must complete Section I, check the box acknowledging that the reporting agency had no forfeitures to report, and file an online "null" report with the MSP before February 27, 2025.

Section A: Number of Forfeiture and Public Nuisance Proceedings
MCL 28.112(1)(a)–(f)

- A1. Forfeiture Proceedings Instituted in Circuit Court: Report the number of forfeiture proceedings instituted by the reporting agency in circuit court. **Note**: Only report proceedings for which the seizure of property occurred on or after February 1, 2016, and that were instituted in the circuit court during the reporting period.
- A2. Forfeiture Proceedings Concluded in Circuit Court**:** Report the number of forfeiture proceedings instituted by the reporting agency that were concluded in the circuit court. **Note**: Only report

proceedings for which the seizure of property occurred on or after February 1, 2016, and that were concluded during the reporting period.

- A3. Forfeiture Proceedings Pending in Circuit Court: Report the number of forfeiture proceedings instituted by the reporting agency that were pending in the circuit court at the end of the reporting period. **Note:** Only report proceedings for which the seizure of property occurred on or after February 1, 2016, and that were still pending in the circuit court at the end of the reporting period.
- A4. Forfeitures Effectuated without a Forfeiture Proceeding in Circuit Court: Report the number of forfeitures effectuated by the reporting agency without a forfeiture proceeding in the circuit court. **Note:** Only report proceedings for which the seizure of property occurred on or after February 1, 2016, and the forfeiture was accomplished during the reporting period without filing a forfeiture proceeding in the circuit court.
- A5. Forfeiture Proceedings Concluded by Agreement: Report the number of forfeiture proceedings subject to a consent judgment, settlement, or any other similar agreement involving the property owner and reporting agency. **Note:** Only report proceedings for which the seizure of property occurred on or after February 1, 2016, and that were concluded during the reporting period by consent judgement, settlement, or any other similar agreement involving the property owner and reporting agency.
- A6. Public Nuisance Proceedings: Report the number of public nuisance proceedings instituted by the reporting agency in the circuit court that concluded in an order of abatement involving the forfeiture of property. **Note:** Only report public nuisance proceedings that were instituted on or after February 1, 2016, and that were concluded during the reporting period.

Section B: Inventory of Property Received by the Reporting Agency

MCL 28.112(1)(g)

Report all property received by the reporting agency during the reporting period, regardless of whether the reporting agency instituted the forfeiture proceedings. “Received by” includes property seized by the reporting agency and property forfeited to the reporting agency. Report all property in accordance with the following categories:

- B1. Residential Real Property: Report the number of residential real property units received by the reporting agency. “Real property” is land and anything permanently attached to the land. **Note**: Only report residential real property units seized or seized and forfeited during the reporting period.
- B2. Industrial or Commercial Real Property: Report the number of industrial or commercial real property units received by the reporting agency. “Real property” is land and anything permanently attached to the land. **Note**: Only report industrial or commercial real property units seized or seized and forfeited during the reporting period.
- B3. Agricultural Real Property: Report the number of agricultural real property units received by the reporting agency. “Real property” is land and anything permanently attached to the land. **Note**: Only report agricultural real property units seized or seized and forfeited during the reporting period.
- B4. Money: Report the dollar amount of all money received by the reporting agency. **Note:** Only report money seized or seized and forfeited during the reporting period.
- B5. Negotiable Instruments and Securities: Report the number of negotiable instruments and securities received by the reporting agency. **Note**: Only report the number of negotiable instruments and securities seized or seized and forfeited during the reporting period.
- B6. Weapons: Report the number of weapons received by the reporting agency. Do not report weapons seized or seized and forfeited as a result of the Firearms Act, MCL 28.421–28.435, or the Firearms Chapter of the Penal Code, MCL 750.222–750.239a, because reporting agencies are only required to report the forfeiture of weapons under certain statutes (see the General Reporting Requirements section above). **Note**: Only report the number of weapons seized or seized and forfeited during the reporting period.

- B7. Motor Vehicles and Other Conveyances: Report the number of motor vehicles and other conveyances received by the reporting agency. "Conveyance" is any motorized or non-motorized vehicle used to facilitate transportation (e.g., car, truck, motorhome, bicycle, motorcycle, airplane, boat, or snowmobile). **Note**: Only report the number of motor vehicles and other conveyances seized or seized and forfeited during the reporting period.
- B8. Other Personal Property of Value: Report the number of other personal property items of value received by the reporting agency. All property of value not included in B1-B7 must be included here. **Note:** Only report the number of other personal property items of value seized or seized and forfeited during the reporting period.

Proceedings Finalized for Purposes of Appeal

MCL 28.112(1)(k)(3)

The reporting requirements of Sections C–H and Attachment A–I only apply to proceedings that have been finalized for purposes of appeal. "Finalized for purposes of appeal" means:

- District court judgments and orders are finalized for purposes of appeal 22 days after entry of the judgment or order, unless appealed to the circuit court.
- Circuit court judgments and orders are finalized for purposes of appeal 22 days after entry of the judgment or order, unless appealed to the Michigan Court of Appeals.
- Michigan Court of Appeals opinions and orders are finalized for purposes of appeal 43 days after entry of the opinions or order, unless appealed to the Michigan Supreme Court.
- Michigan Supreme Court opinions and orders are finalized for purposes of appeal 91 days after entry of the opinion or order, unless appealed to the United States Supreme Court.
- United States Supreme Court opinions and orders are finalized for purposes of appeal upon entry of the opinion or order.
- Agreements negotiated without a court order are finalized when executed (i.e., signed by the parties).
- Forfeitures as a result of operation of law (e.g., administratively forfeited as a result of no claim and bond filed within the required length of time) are finalized for purposes of appeal immediately, unless criminal proceedings involving or relating to the property are pending. If criminal proceedings are pending, forfeitures are finalized upon receipt of written consent to dispose of the property from the local prosecuting attorney or, if the attorney general is actively handling the case involving or relating to the property, the attorney general.
- Forfeitures as a result of an agency decision governed under the Administrative Procedures Act, MCL 24.201 et seq., are finalized for purposes of appeal 61 days after the date of mailing of the notice of the agency's final decision or order, unless a rehearing is requested. If a rehearing before the agency is requested, forfeitures are finalized for purposes of appeal 61 days after delivery or mailing of the notice of the agency's decision or order on rehearing.

Section C: Description of Property

MCL 28.112(1)(h)

Each property inventoried in Section B that has been finalized for purposes of appeal, must be further described for this section in forms generated at the end of the asset forfeiture report.

Report the following information for each property inventoried in Section B:

- Case number assigned and the reporting agency to identify the forfeiture.
- Description of the property (e.g., residential real property address, legal description of agricultural property, vehicle identification number, make, model, and serial number of a firearm).
- Date the property was seized.

- Date the property was ordered forfeited or disposed of.
- Final disposition of property (e.g., retained by the reporting agency, sold, destroyed, pending sale).
- Estimated value of the property.
- The violation or nuisance alleged to have been committed for which forfeiture is authorized (i.e., name the criminal charge or public nuisance).
- Whether any person was charged with the violation for which the forfeiture was authorized. If yes, whether that person was convicted, not convicted, charge is still pending, or cooperated with investigation.
- Whether any person claimed an interest in the property and the number of claimants to the property.
- Whether the forfeiture resulted from an adoptive seizure. Only answer yes if all the following apply:
  - The seizure resulted from a violation of state law and there is a federal basis for the forfeiture action;
  - All of the pre-seizure activity and related investigations were performed by the State of Michigan or the local reporting agency before a request was made to the federal government for adoption; and,
  - The seizure did not result from a joint investigation or task force case.
- Whether the property was seized pursuant to a search warrant, arrest warrant, or search incident to arrest.
- Whether a controlled substance was found in the course of the investigation that resulted in the forfeiture of the property.

Note: The description required to be provided in this section only applies to property that was seized on or after February 1, 2016, and for which proceedings have been finalized for purposes of appeal.

Section D: Net Total Proceeds

MCL 28.112(1)(i)

Report the net total proceeds of all property forfeited through actions instituted by the reporting agency that the reporting agency is required to account for and report to the state treasurer under either of the following, as applicable:

- The Uniform System of Accounting Act, MCL 21.41 to 21.55
- The Uniform Budgeting and Accounting Act, MCL 141.421 to 141.440A.

Note: Only report net total proceeds received during this reporting period from property that was seized on or after February 1, 2016, and for which the proceedings have been finalized for purposes of appeal.

Section E: Forfeiture Proceedings under the Public Health Code

MCL 28.112(1)(i)(j)

For forfeiture proceedings instituted under the Public Health Code, MCL 333.1101 to 333.25211, report how any money received by the reporting agency under MCL 333.7524(1)(b)(ii) has been used or is being used for law enforcement purposes.

- Report the use of money in percentages only. The total of all percentages must equal 100%.
  - Example: Your agency used forfeiture money to pay $5,000 in overtime, purchased a vehicle for $2,500, and spent $1,250 for office supplies. Total expenditures equal $8,750. To determine percentages, divide each category by the total expenditure amount. In this case, overtime would be reported as 57%, vehicles would be reported as 29%, and supplies and materials would be reported as 14%.
- E5. Training only includes training received by the reporting agency's personnel.
- E6. Supplies and materials may include those purchased for general office use.

- E9. Crime prevention and public outreach may include the cost of personnel utilized for crime prevention or public outreach.
- E10. Non-profit organizations only includes money paid to nonprofit organizations whose primary activity is to assist law enforcement agencies with drug-related criminal investigations and obtaining information for solving crimes.
- E13. Shared with other law enforcement agencies must only include forfeiture sharing that was voluntary and not the result of a court order issued pursuant to MCL 333.7524(1)(b)(ii).
- E14. Use of money for purposes other than those listed in E1 thru E13 must be described in the area provided.

Note: Only report information regarding the use of money received during this reporting period from property that was seized on or after February 1, 2016, <u>and</u> for which the proceedings have been finalized for purposes of appeal.

Section F: Donated Grow Lights and Scales

MCL 28.112(1)(j)(ii)

- F1. Lights for plant growth. The total number and value of all lights for plant growth donated during the reporting period. **Note**: Only report donations of lights for plant growth that were seized on or after February 1, 2016, <u>and</u> for which the proceedings have been finalized for purposes of appeal.
- F2. Scales. The total number and value of all scales donated during the reporting period. **Note**: Only report donations of scales that were seized on or after February 1, 2016, <u>and</u> for which the proceedings have been finalized for purposes of appeal.

The following information must be provided on Attachment I regarding lights for plant growth or scales donated under MCL 333.7524(2):

- Name of the elementary school, secondary school, or institution of higher education.
- Location of the elementary school, secondary school, or institution of higher education.
- Number of lights donated to the elementary school, secondary school, or institution of higher education.
- Number of scales donated to the elementary school, secondary school, or institution of higher education.

Section G: Net Proceeds of Nuisance Proceedings

MCL 28.112(1)(i)(k)

For nuisance proceedings instituted under Chapter 38 of the Revised Judicature Act, MCL 600.3801 to 600.3840, report how net proceeds were directed under MCL 600.3835.

- G2. Other persons entitled to the proceeds as ordered by the court must be described in the area provided.
- The total of all percentages must be 100%.

Note: Only report information in Section G for nuisance proceedings commenced on or after February 1, 2016, <u>and</u> for which the proceedings have been finalized for purposes of appeal during the reporting period.

Section H: Net Proceeds of Revised Judicature Act (Omnibus) Proceedings

MCL 28.112(1)(i)(l)

For forfeiture proceedings instituted under Chapter 47 of the Revised Judicature Act (Omnibus), MCL 600.4701 to 600.4709, report the following information regarding the amount of money received under MCL 600.4708(1)(f) (i.e., net proceeds):

- M1. The amount of money that was used to enhance enforcement of criminal laws.
- M2. The amount of money that was used to implement the William Van Regenmorter Crime Victim's Rights Act, MCL 780.751 to 780.834.

Note: Only report information in Section H for Omnibus forfeiture proceedings commenced on or after February 1, 2016, and for which the proceedings were finalized for purposes of appeal during the reporting period.

<table>
<tr><td colspan="2">Submission: This report must be completed online at the MSP Grants and Community Services website (http://www.michigan.gov/cjgrants). Click on “Byrne JAG & RSAT” and then click on “2026 Asset Forfeiture Report.”</td></tr>
<tr><td>Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, Michigan 48909-0634</td><td>Contact for questions/assistance:
Grants and Community Services Division
Phone: (517) 449-2985
Email: MSP-CJGrants@michigan.gov</td></tr>
</table>

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 16 of 2025
November 18, 2025
2026 Boards of Review

TO: Boards of Review and Assessing Officers

FROM: Michigan State Tax Commission

SUBJECT: 2026 Boards of Review

This Bulletin contains information that Board of Review members need to be aware of for the 2026 assessment year. The State Tax Commission Q&A regarding the statutory obligations for Boards of Review can be found on the State Tax Commission website at www.michigan.gov/statetaxcommission. The State Tax Commission asks that all Board of Review members carefully review this document.

Board of Review members are also strongly encouraged to attend annual *Board of Review Member Training* to review updates on statutory and policy changes. Public Act 660 of 2018 requires that all Board of Review members receive training approved by the State Tax Commission at least once every two years.

Key Dates for 2026 Boards of Review

- **March 3, 2026**. The March Board of Review begins their work on the Tuesday following the first Monday in March. On this day, the Board holds their organizational meeting and formally receives the assessment roll from the assessor. This is the meeting for the Board to "get organized". They should elect a chairperson, discuss how they are going to conduct business, review any statutory or policy changes they should be aware of for the current year and receive any briefings they want from the assessor regarding the assessment roll. The Board will not hear appeals at this first meeting. The organizational meeting date cannot be rescheduled to a different day.

- **March 9, 2026**. Appeal meetings of the March Board begin on the 2nd Monday in March. Local units can set an alternative start date for the appeal meetings by adopting an ordinance or resolution, but that alternative start date can only be the Tuesday or Wednesday of that same week (i.e. the Tuesday or Wednesday following the 2nd Monday in March).

The required first appeal meeting on the second Monday in March must start no earlier than 9 a.m. and no later than 3 p.m. The Board of Review must meet for a minimum of 6 hours that day. The Board must meet a total of at least 12 hours during that first week and at least 3 hours of the required sessions must be after 6 p.m.

- **April 6, 2026**. The March Board of Review must complete their work by the first Monday in April. Assessment rolls must be turned over to County Equalization by the Wednesday following the first Monday in April or 10 days following the close of the March Board, whichever is first.

- **July 21, 2026.** The July Board meets on the Tuesday following the third Monday in July, unless an alternate start date is adopted by the local unit.

- **December 15, 2026**. The December Board meets the Tuesday following the second Monday in December, unless an alternate start date is adopted by the local unit.

Alternate Start Dates for the July or December Boards of Review

MCL 211.53b provides that July or December Boards of Review may have an alternate start date. The governing body of the city or township must adopt by ordinance or resolution alternate start dates that must conform to the following: for the July Board, an alternate date during the week of the third Monday in July; for the December Board, an alternate date during the week of the second Monday in December.

Documentation of Board of Review Changes

The State Tax Commission requires that all Boards of Review maintain appropriate documentation of their decisions including minutes, a copy of the form 4035, form 4035a whenever the Board of Review makes a change that causes the Taxable Value to change, form 4031, and a Board of Review Action Report. Form 4035 must include a detailed reason why the Board made their determination. **Assessors are not required to file the Board of Review log or Action Report with the State Tax Commission.**

Minutes must include all the following items:

- Day, time, and place of meetings.

- Members present, members absent, name of elected chairperson and notation of any correspondence received.

- A log that identifies the hearing date, the petition number, the petitioner's name, the parcel number, the type of appearance, type of appeal and decision of the board of review.

- Record daily the actual hours the Board was in session, and time of daily adjournments. Record the closing date and time of the final annual session.

Inflation Rate used in the 2026 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2026 Capped Value Formula is 1.027.

The 2026 Capped Value Formula is as follows:

2026 CAPPED VALUE = (2025 Taxable Value – LOSSES) X 1.027 + ADDITIONS

The formula above does not include 1.05 because the inflation rate multiplier of 1.027 is lower than 1.05.

July and December Board of Review Authority and Qualified Errors

Boards of Review **and** assessors are cautioned to take great care to ensure that any changes made by the July or December Board of Review meet the requirements of MCL 211.53b.

MCL 211.53b provides that the July or December Boards of Review can correct "qualified errors" for the current year and one prior year unless additional years are specifically addressed by the statute.

Regarding MCL 211.27a(4): if the taxable value of property is adjusted and the assessor determines that there had not been a transfer of ownership, the taxable value of the property shall be adjusted for the current year and for the **three** immediately preceding calendar years.

Qualified Errors are defined in MCL 211.53b as:

- A clerical error relative to the correct assessment figures, the rate of taxation, or the mathematical computation relating to the assessing of taxes
- A mutual mistake of fact.
- An adjustment under section 27a(4) – taxable value or an exemption under section 7hh(3)(b)– qualified start-up business exemption.
- An error of measurement or calculation of the physical dimensions or components of the real property being assessed.
- An error of omission or inclusion of a part of the real property being assessed.
- An error regarding the correct taxable status of the real property being assessed.
- An error made by the taxpayer in preparing the statement of assessable personal property under section 19.
- An error made in the denial of a claim of exemption for personal property under section 9o.
- An error made by the local tax collecting unit in the processing of a timely filed disabled veterans exemption affidavit.
- A delay in the determination by the United States Department of Veterans Affairs that a veteran is permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.

- An exemption under section 7u(10), for the immediately preceding tax year only, if the exemption was not on the assessment roll and was not denied for that tax year. A claim for exemption must be filed with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by supporting documentation establishing eligibility for the exemption for that immediately preceding tax year under the criteria in section 7u(2) and any other supporting documentation as may be required by the state tax commission.

Clerical Error was defined by the Court of Appeals in *International Place Apartments v Ypsilanti Township* 216 Mich App 104; 548 NW2d 668 (1996), as "an error of a transpositional, typographical, or mathematical nature." July and December Boards of Review are NOT allowed to revalue or reappraise property when the reason for the action is that the assessor did not originally consider all relevant information.

Mutual Mistake of Fact was defined by the Court of Appeals in *Ford Motor Co v City of Woodhaven*, 475 Mich 425; 716 NW2d 247 (2006) as "an erroneous belief, which is shared and relied on by both parties, about a material fact that affects the substance of the transaction." This definition was clarified by the Michigan Supreme Court in *Briggs Tax Service, LLC v Detroit Public Schools*, 485 Mich 69; 780 NW2d 753 (2010). The Michigan Supreme Court indicated that to qualify, the "mutual mistake of fact" must be one that occurs only between the assessor and the taxpayer.

Personal Property Tax

Taxpayers who miss the February 20 filing deadline for either the Small Business Taxpayer Exemption, the Eligible Manufacturing Personal Property Exemption, or the Qualified Heavy Equipment Rental Personal Property Exemption may file a late application directly with the March Board of Review.

Important Reminder: The July and December Boards of Review **have no authority** to grant these exemptions. If an assessor misplaces or misses a timely filed Form 5278, that **is not** considered a clerical error or mutual mistake and cannot be considered by the July or December Board of Review.

See the Guide to Small Business Taxpayer Exemption and Bulletin 18 of 2022 – Qualified Heavy Equipment Rental Personal Property Exemption for more information.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts, and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

Poverty Exemption Changes

The State Tax Commission issued Bulletin 17 of 2025 regarding the poverty exemption. This Bulletin provides updates reflecting recent changes to Form 5737, which now incorporates information from the former Form 5739, and removes the section from the previous bulletin regarding extensions for poverty applications, which is no longer permitted by statute. It is important that Board of Review members review this bulletin.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is not permitted to deviate from the adopted policy and guidelines** (this is a change to the law in 2020 PA 253).

Poverty exemption applications can be heard at the March, July, or December Board of Review (this applies to a current year exemption, not an exemption for the immediate preceding year which can only be heard by the July and December Board of Review as a qualified error). However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

To request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application and Affirmation for MCL 211.7u Poverty Exemption*
2. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, the Board of Review may grant a 100%, 75%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the Poverty Exemption Forms & Policy Related to PA 253 of 2020 link.

Reminders:

- The Michigan Court of Appeals ruled in *Ferrero v Township of Walton* (Docket No. 302221) that monies received pursuant to MCL 206.520 (homestead property tax credit) is a rebate of property taxes and is not income for purposes of MCL 211.7u.

- Statutory changes allow an affidavit to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the individual filing for the exemption.

Property Classification

Property is classified according to its current use. A property cannot have more than one classification. MCL 211.34c(5) states that if the total usage of a parcel includes more than one classification, the assessor shall determine the classification that most significantly influences the total valuation of the parcel.

Boards of Review are encouraged to review the Property Classification Q&A available on the State Tax Commission website.

Board of Review Member Required Training

PA 660 of 2018 requires the State Tax Commission audit to ensure that Board of Review members are participating in training. Beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement. This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records.

The State Tax Commission has provided additional resources and guidance regarding changes to be implemented as a result of Public Act 660 of 2018 under the "Property Assessing Reform" link at www.michigan.gov/statetaxcommission.

Resources

The State Tax Commission has published a significant amount of resource information to assist Boards of Review in carrying out their statutory responsibilities. This information can be found on the State Tax Commission website at www.michigan.gov/statetaxcommission under the "Board of Review Resources" heading.

If you have additional questions or cannot locate information on the State Tax Commission website, please contact the State Tax Commission at (517) 335-3429 or via email State-Tax-Commission@michigan.gov.

TOWNSHIP OF HAYES
Resolution No. 01122026 A

At a regular meeting of the Hayes Township Board held at the Hayes Township Hall 09195 Major Douglas Sloan Road, Charlevoix, Michigan 49720 on January 13, 2025.

Present: Supervisor Bill Conklin, Treasurer Julie Collard, Clerk Kristin Baranski, Trustee Matt Cunningham, Trustee Doug Kuebler
Absent: None

The following resolution was made by XXXXXX and supported by XXXX to-wit:

ASSET LEVEL TEST

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

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

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

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

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

1. Be an owner of and occupy as a homestead the property for which an exemption is requested.
2. File a claim with the board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any

property tax credit returns filed in the immediately preceding year or in the current year.

3. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
4. Meet the Federal poverty income standards (plus 10%) as defined and determined annually by the United States Office of Management and Budget.
5. Provide a list of asset valuations, including cash on hand, fixed assets, and any other property that could be used, or converted to cash for use in the payment of property taxes.
6. The board of review shall not include the homesteaded property to calculate the asset level.
7. If the combined total of cash on hand, fixed assets, and any other property values exceed the Federal Poverty Guidelines by one (1) times no exemption is allowed

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

RESOLUTION DECLARED ADOPTED.

TOWNSHIP OF HAYES

By:____________________

Kristin Baranski, Clerk

I, the undersigned, the Clerk of the Township of Hayes, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Charlevoix County at its regular meeting held in January 8, 2024 relative to adoption of the resolution herein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: January 13, 2025

____

Kristin Baranski, Clerk

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 15 of 2025
November 18, 2025
Procedural Changes for 2026

TO: Assessing Officers and County Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Procedural Changes for the 2026 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2026 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2026 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2026 Capped Value Formula is 1.027.

The 2026 Capped Value Formula is as follows:

2026 CAPPED VALUE = (2025 Taxable Value – LOSSES) X 1.027 + ADDITIONS

The formula above does not include 1.05 because the inflation rate multiplier of 1.027 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2026

Local governing bodies are required to adopt guidelines that establish income levels for poverty exemptions. These income levels **shall not be set lower** than the federal poverty guidelines, which are updated annually by the U.S. Department of Health and Human Services. For example, the income level for a household of three persons shall not be set lower than $26,650 as shown on the following chart below. The income level for a family of three may be set higher than $26,650.

The following federal poverty guidelines are to be used in establishing poverty exemption guidelines for 2026 assessments:

Size of Family Unit	Poverty Guidelines
1	$15,650
2	$21,150

Size of Family Unit	Poverty Guidelines
3	$26,650
4	$32,150
5	$37,650
6	$43,150
7	$48,650
8	$54,150
For each additional person	$5,500

Note: MCL 211.7u requires that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash to pay property taxes.

The asset test should establish a maximum amount and any assets exceeding that amount is considered available. Please refer to STC Bulletin 17 of 2025 for additional information.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the property owner who is filing for the exemption.

The application forms have been combined. Form 5739, *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty,* has been retired. Form 5737, previously titled *Application for MCL 211.7u Poverty Exemption,* has been revised to incorporate content from Form 5739.

All poverty exemption applications for 2026 should use the revised Form 5737, *Application and Affirmation for MCL 211.7u for Poverty Exemption*.

C. Sales Studies

Equalization study dates are as follows for 2026 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2025 studies for 2026 equalization the dates are as follows:

Two Year Study: April 1, 2023 through March 31, 2025
Single Year Study: October 1, 2024 through September 30, 2025

Note that the revised time periods apply to all equalization studies, including sales ratio studies, land value studies, and economic condition factor studies for appraisals. Additionally, the revised timeframe for two-year studies applies to all real property classifications.

D. Property Classification

The State Tax Commission reminds assessors that property classification must be determined annually and is based upon the current use of the property **and not its** highest and best use. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis.

The Commission urges all assessors to take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018 Training Requirements

Required Training: Assessors and Support Staff

PA 660 requires local units to ensure that support staff are sufficiently trained to respond to taxpayer inquiries. PA 660 also requires local units to ensure that assessors maintain their certification levels.

Support staff include all non-certified staff involved in the development of the assessment roll, including fieldwork, and any individual who provides information from the assessment roll to the public. Certified staff members are required to complete annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020, meeting:

1. **Certified Support Staff**: Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

2. **Uncertified Support Staff**: Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 requires that local units **must require** all board of review members to complete board of review training and updates approved by the State Tax Commission. Verifying that board of review members have received this training is a required component of the audit beginning in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

Training will be offered by the State Tax Commission or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion, along with the required Form 5731, must be attached to the Board of Review's Certification of the Assessment Roll and maintained with the local unit's records. Board of Review members are responsible for ensuring they receive proof of completion and submit it to the local unit for proper recordkeeping and audit purposes.

F. Tax Tribunal Reminders

The Tax Tribunal Rules were updated on March 28, 2025.

The Tax Tribunal's July 2, 2025, and September 24, 2025, newsletters contain additional information and procedural changes.

Please note: If a letter is filed to initiate an appeal in either the Small Claims Division or the Entire Tribunal, the Tribunal will issue a Notice of No Action that will provide, in pertinent part: ". . . your letter is insufficient to initiate an appeal and the Tribunal will not consider your appeal (i.e., take no action) unless a petition is filed by the statutory deadline for the filing of such appeals. Small Claims petition forms are available on our website at www.michigan.gov/taxtrib."

The Tribunal will now accept refund requests via email. This will facilitate the efficient processing of the request and timely refund of funds. However, any other emailed submissions, other than those outlined below, will be rejected and the filer reminded to formally file (i.e., e-filing or hard copy) the document. 1. Appearances/Stipulated Substitutions of Representatives 2. Same-day Emergency Requests regarding a scheduled prehearing or hearing 3. Stipulated (joint) Withdrawals 4. Stipulation Notifications 5. Updates to Contact Information 6. Valuation Disclosures if filed with Motion to Withhold 7. Entire Tribunal hearing and post-hearing exhibits and exhibit lists 8. Rebuttal Evidence 9. Mediator Applications 10. Mediation Status Reports 11. Refund Requests.

In *Sixarp LLC* v *Byron Twp*, the Michigan Supreme Court held that: The Legislature has clearly mandated that the requirement for appeal in the MTT under MCL 205.735a(3) is jurisdictional. The statute plainly states that "the assessment must be protested before the board of review before the tribunal acquires jurisdiction of the dispute." MCL 205.735a(3) (emphasis added). As a result, MCL 205.735a(3) "is not a notice statute, but is a jurisdictional statute that governs when and how a petitioner invokes the Tax Tribunal's jurisdiction." Id. at 8. As a result, certain petitions may no longer be accepted as timely filed or will no longer proceed to hearing with questions of fact. For example, a petition filed 34 days after a July or December Board of Review denial of a poverty exemption wherein the Board's decision informs the parties that an appeal may be filed within 35 days of the decision under MCL 205.735a, when in fact the statutory deadline is 30 days per MCL 211.53c.

Assessors representing their local unit in Tax Tribunal hearings must submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the card must correspond to the year(s) being appealed.

The complete property record card, including all calculations, should be provided. Do not submit a property record card stating, "calculations too long" and then fail to include the additional calculations. Additionally, assessors should submit any studies prepared that support the economic condition factor and land value shown on the record card.

Assessors must also be prepared to explain at the hearing how the value shown on the property record card was determined.

The Tax Tribunal requests that assessors include copies of the adopted local unit poverty guidelines/resolutions, Economic Condition Factor studies, and land values studies (when applicable) when submitting documents for Small Claims hearings.

Assessors are also reminded that any changes in contact information, including email addresses, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtrib.

G. Disabled Veterans Exemption Changes

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veteran's exemptions. All applications for a disabled veteran's exemption are to be reviewed and approved or denied by the assessor. **Assessors should not take 2026 disabled veterans exemption applications to the Board of Review.**

A disabled veteran or an unremarried surviving spouse, filing for the first time in the local unit, must file the application to claim the exemption for 2026 after January 1 and before December 31. Assessors should timely review the applications and approve the exemption or issue a written denial.

Under MCL 211.7c, a disabled veterans exemption granted as to taxes levied on or after January 1, 2025, remains in effect, without subsequent reapplication, until rescinded by the disabled veteran or unremarried surviving spouse or denied by the assessor.

See Bulletin 19 of 2023 and the Disabled Veterans Exemption Q&A for more information.

H. Qualified Heavy Equipment Rental Personal Property Exemption –

MCL 211.9p provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement prescribed by the Department of Treasury of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit a copy of the claim form, indicating whether the claim was approved or denied, and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. Small Business Taxpayer Personal Property Tax Exemption

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amended the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for "eligible personal property" in a local unit from $80,000 to $180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 20, 2025 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o.* Late filed forms may be filed directly with the 2026 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than $80,000

To claim an exemption for personal property valued less than $80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable).

Late filed forms may be submitted directly to the local unit March Board of Review prior to the close of the March Board of Review. Taxpayers must contact the local unit directly to confirm the specific dates for the March Board of Review.

Once granted, the exemption for personal property valued under $80,000 will continue automatically until the taxpayer no longer qualifies. If a taxpayer no longer qualifies, they are required to file a rescission form and a personal property statement no later than February 20 of the year that the property become ineligible.

Failure to file the rescission form will result in significant penalties and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to $80,000 but Less than $180,000

To claim an exemption for personal property valued at $80,000 or more but less than $180,000, Form 5076 **along with** Form 632 *Personal Property Statement,* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmarks are acceptable).

Late filed forms may be filed directly to the local unit March Board of Review prior to the close of the March Board of Review.

Assessors are statutorily required to transmit the information contained in both Form 5076 and Form 632 *Personal Property Statement,* along with any other required parcel information, to the Department of Treasury no later than April 1 each year.

J. EMPP and ESA Reminders

Beginning in 2024, parcels that received the EMPP exemption in the immediately preceding year carry forward the exemption in each subsequent year until the property becomes ineligible for the exemption.

A Combined Document (Form 5278) must be filed to claim the EMPP exemption in 2026 only for parcels that did not receive the EMPP exemption in 2025.

Taxpayers will not report the addition or removal of exempt property on Form 5278, but rather on their ESA Statement which is filed electronically with the Department of Treasury through the Michigan Treasury Online (MTO) system.

Taxpayers may request the removal of the EMPP exemption on a parcel for the current year, by filing Form 5277 with the assessor in which the parcel is reported by February 20, 2026. Assessors should report receipt of any Form 5277 in their CAMA software. Assessors may wish to forward copies of Form 5277 to ESAReporting@michigan.gov to ensure that the parcel information is received by the Department of Treasury.

If a parcel receiving the EMPP exemption is sold, Form 5277 must be filed and reported to Treasury. Failure to do so will result in the parcel being added to new ESA Statements.

If a parcel is transferred to a new taxpayer, the previous owner must file Form 5277 to rescind the parcel under their FEIN, and the new owner will have to file Form 5278 to claim the EMPP under their FEIN. Treasury cannot transfer a parcel between accounts (based on FEIN) after ESA Statements are generated May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property.

It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal:

1. Confirms that the personal property reported on the parcel meets the definition of "eligible manufacturing personal property,"
2. Clearly identify which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n
3. Directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property.

Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

K. Omitted or Incorrectly Reported Property (MCL 211.154)

The State Tax Commission updated all 154 Petition forms at the November 18, 2025, meeting. The following forms have been revised to include the year(s) of notice:

- Form 627 (L-4154) *Assessors or Equalization Director's Notice of Property Incorrectly Reported or Omitted from the Assessment Roll*
- Form 628 (L-4155) *Notice by Owner of Property Incorrectly Reported or Omitted from the Assessment Roll*
- Form 629 (L-4156) *Notice of Property Incorrectly Reported or Omitted from the Assessment Roll Filed by a Person Other than the Owner, Assessor or Equalization Director*

These updates will present information uniformly, reducing errors, and clearly state the years of eligible jurisdiction by the State Tax Commission as current year and the two preceding years. Forms will be updated annually. Current forms will be required for all filings.

At the same meeting, the Michigan State Tax Commission approved a revised MCL 211.154 Omitted and Incorrectly Reported Property Frequently Asked Questions Guide.

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a petition requests a change for 2023 and 2024, the property record cards for both 2023 and 2024 must be submitted.

In addition, assessors must submit all calculations and supporting documentation to explain the reasons for the requested change and the resulting adjustments to the assessed and taxable values.

For 154 petitions involving the removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms can be accessed at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes:

- Qualified errors as listed in MCL 211.53b(6)
- Appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7ss related to the eligible development property exemption, provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 21 of 2023 and 24 of 2023 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not request that the July or December Boards of Review take action beyond the limited authority provided in MCL 211.53b.

Beginning July 11, 2022, **the July and December Board of Review have no authority to grant a Principal Residence Exemption (PREs).** Assessors are asked to ensure that the July and December Boards of Review do not take action related to PRE claims.

Beginning October 19, 2023, assessors were granted the authority to approve timely filed Disabled Veterans Exemptions, eliminating the need to submit Disabled Veteran Exemption applications to the Board of Review.

PA 152 of 2023 clarified the definition of "qualified errors" as it relates to the July and December Board of Review's authority for granting Disabled Veteran Exemptions as a "qualified error".

M. 2026 State Tax Commission Updates Class

At the August 19, 2025, meeting, the State Tax Commission approved the recommendations of the Education and Certification Committee.

To recertify for 2027 MCAT (Michigan Certified Assessing Technicians) must complete four (4) hours of continuing education (November 1, 2025 – October 31, 2026). To meet the required four (4) hours of continuing education, Technicians have the option to complete the 2026 STC Updates course, any continuing education course approved by the STC, or an STC online continuing education course of their choice (**excluding** the *Learning the HP12C Calculator* course) offered through the STC Online Education Portal. Any individual certified at the MCAT level who wishes to expand their knowledge of assessment may take additional approved assessment administration courses during the same renewal period. However, courses taken beyond the four (4) hours will not be entered into the Commission's online MiSuite System and will not count toward education credit for recertification purposes.

To recertify for 2027, MCAO, MAAO and MMAO assessors must complete the 2026 State Tax Commission Updates Course ***in addition to the 16 hours of continuing education***. The 2026 State Tax Commission Updates Course can be completed in-person or through the STC Online Education Portal.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at https://coned.mi-stc.org. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

N. 2027 Online Education Portal and MiSUITE Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at https://coned.mi-stc.org. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email Treas-MiSuitehelp@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page**. Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you receive your certificate of completion. If you do not receive a certificate by email, it is likely to mean that one or more of the course requirements remains incomplete.

The requirements for the course are listed at the top of each module. As you complete each requirement it will automatically be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the MiSUITE platform to receive the continuing education credit for the course.

MiSUITE

Passwords expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE by going to https://sso.misuite.app

Assessors can check continuing education hours by logging into the MiSUITE system and checking your profile page. Total hours remaining to be completed are listed on the profile page in MiSUITE as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in MiSUITE. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

O. Assessor of Record

Form 4689 State Tax Commission Request for Changes in Personal or Employment Information for a Certified Assessor is now available in MiSuite. All certified assessing officers are required to inform the State Tax Commission of any changes to their personal or employment contact information within 30 days of assumption of duty or departure from duty. This ensures the State Tax Commission maintains accurate records and accessibility to MEG and MiSuite software.

Gmail clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Notice of Adoption (Shanks Rezone)
1 message

Kiersten Stark <Starkk2@charlevoixcounty.org> Tue, Dec 16, 2025 at 2:24 PM
To: "Kristin Baranski (clerk@hayestownshipmi.gov)" <clerk@hayestownshipmi.gov>
Cc: "Ron VanZee (zoning@hayestownshipmi.gov)" <zoning@hayestownshipmi.gov>

Hi, Kristin

I saw the notice of adoption in the December 13th edition of the Petoskey News-Review regarding the Shanks rezoning (Ordinance No. 11-10-25). When the Township Board adopts an amendment to the Zoning Ordinance, either a text amendment or a map amendment (rezoning), the notice of adoption must be published **within 15 days of adoption** by the Township Board, per the Michigan Zoning Enabling Act. It would be a good idea to check with the Township's civil counsel to see if Ordinance No. 11-10-25 is valid, given the notice of adoption was published beyond the 15 days, or if the Township Board should re-adopt the ordinance, so a notice of adoption can be published within 15 days.

If the Township attorney advises readopting the ordinance, there's one minor correction needed in the text. The County Planning Commission reviewed the proposed rezone at their **November 6, 2025** regular meeting.

If I can be of further assistance, please let me know.

Kiersten Stark

Planning Director

Charlevoix County Planning Department

(231) 547-7234

starkk2@charlevoixcounty.org

Yeas: William Conklin
Nays: Matt Cunningham, Julie Collard, Doug Kuebler and Kristin Baranski.
~~Motion Carried~~ Motion Failed

REZONE REQUEST PARCEL 15-007-125-009-00:

Ms. Baranski made a motion, supported by Mr. Cunningham to approve the rezone for parcel # 15-007-125-009-00 from AG to RR, located at 7977 Pincherry Road. Supported by the fact the rezone is consistent with the Hayes Township Master plan, it would be compatible with existing land uses in the neighborhood and it passed unanimously by both the Hayes Township and Charlevoix County Planning Commission.
A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.
Nays: None Motion Carried

SET BOARD OF REVIEW DATES DECEMBER MEETING:

Ms. Baranski made a motion, supported by Ms. Collard, to set Board of Review for Tuesday December 9th, 2025 at 12:00pm until Business is complete.
A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, William Conklin, Doug Kuebler, and Kristin Baranski.
Nays: None Motion Carried

CEMETERY RESOLUTION# 111025:

AN ORDINANCE TO AMEND THE HAYES TOWNSHIP
CEMETERY ORDINANCE (ORDINANCE NO. 091018)
The Township of Hayes, Charlevoix County, Michigan ordains:
Section 7- Subsection (a) of the Hayes Township Cemetery Ordinance (Ordinance 091018-001) is hereby amended to state in full as follows:
All markers and memorials must be comprised of stone or other equally durable composition and shall face the same direction as the markers and memorials around them. Only one above grade stone or marker per burial space. Additional surface markers will be permitted.
Section 10- Subsection (c) of the Hayes Township Cemetery Ordinance (Ordinance 091018-001) is hereby amended to state in full as follows:

Hayes Township Officials
1-1-2026

This master plan is very concerning. I agree with the correspondence from Kim and Pat Fary. Land that is zoned Industrial or possibly commercial, just does not fit shouldered up against our beloved Bayshore residential community.
The activities/developments that could occur under the new zoning guidelines are truly troubling . The P.C and the BOT have fallen short in my view, in acknowledging Township residents comments and concerns. Let's take a little more time to review this very important topic together.

Township/Bayshore resident of 66 years,
Kevin Willis.

(Please don't forget who you work for)

Gmail clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Please send my comments to the Planning Commission and the BOD

1 message

Melvin Czechowski <mhczechow@aol.com> Tue, Dec 30, 2025 at 11:19 AM
To: Kristin Baranski <clerk@hayestownshipmi.gov>, Roy Griffitts <rwgriffitts3@verizon.net>, "Supervisor@HayesTownshipmi.gov" <supervisor@hayestownshipmi.gov>

December 30, 2025

Planning Commission and Board of Trustees,

Subject: Hayes Township Master Plan (2024/2025)

At one of the last BOD meetings a vote was taken to present the Hayes Township (HT) Master Plan to the Charlevoix County Planning Commission (PC).

I have heard that the Charlevoix County PC reviewed the Hayes Township plan in early December.

I know the Charlevoix planning director is Kiersten Stark, and is the key review person.

What were her comments and any others by the Charlevoix County PC?

As far as I can tell, there has been no report from the Hayes Township Planning Commission or BOD on the Charlevoix County PC comments on the HT Master Plan. I assume it not accepted as is. Why not?

How can citizens know what is going with the HT Master Plan when the township government does not adequately let citizens know the results from the County PC?

When will we find out the Charlevoix County PC comments? What has the Township PC done on the County's critique? Will the citizens have time to review the final report?

Regards,

Melvin H. Czechowski, Ph.D.

Gmail clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Master Plan and its Final Draft

1 message

Jim McMahon <jim_mcmahon_iii@yahoo.com> Tue, Dec 30, 2025 at 7:51 AM
To: Roy Griffitts <rwgriffitts3@gmail.com>, Kristin Baranski <clerk@hayestownshipmi.gov>, Bill Conklin <supervisor@hayestownshipmi.gov>
Cc: Carey Cuddeback <clcuddebackpc@gmail.com>, Rex Greenslade <greensladerex@gmail.com>

Dear Planning Commission (PC) and Board of Trustees (BOT),

I have read the 2024/2025 Master Plan Draft. I can certainly see the amount of work that has already gone into this draft. Thank you for your concerted efforts. During the past sixty (60) days, several things have occurred regarding its finalization:

1. Several people, including myself, have provided written feedback on the draft.

2. The township conducted a question/answer "town hall" in December regarding the draft.

3. The county planning department has analyzed and written-up significant changes that must be changed to the final draft.

4. Subsequent to this county planning director's 12-04-2025 letter, the county planning commission returned the draft to the township unapproved: **"Significant work is still needed on the draft before it is ready to go through the approval process."**

5. It would have been helpful and transparent if the township PC had shared this county planning commission information with the audience at the "town hall" meeting in December. I'm sorry to say that not doing so just breeds resentment and lack of trust in the township PC, the BOT, and the entire process. Do I have the correct understanding?

Many township residents would like to have an opportunity to review the upcoming "revised" final draft, after all changes have been made, and before it is re-submitted to the county planning commission for its review and future discussion at the township's public hearing. I recommend an additional 60 days of public review following the modifications to the upcoming "revised" final draft.

In the light of all of this new information, I believe it is prudent to take all additional time necessary to make these significant modifications to the master plan. Since the master plan is the building foundation and Hayes Township's vision for the next 5-10 years and beyond, it's imperative that we all take the time now and get our master plan perfect.

Side comment: You know, we are all on the same team!!! We all want the best for Hayes Township. This may sound like a lecture, but it seems to me that some of us are not working toward the common good. Thank you.

Jim McMahon
phone: 231-347-9829

Gmail **clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>**

Master Plan: Opportunity to Rejuvenate Bay Shore

1 message

Jim McMahon <jim_mcmahon_iii@yahoo.com> Thu, Jan 1, 2026 at 12:37 PM
To: Roy Griffitts <rwgriffitts3@gmail.com>, Kristin Baranski <clerk@hayestownshipmi.gov>, Bill Conklin <supervisor@hayestownshipmi.gov>, Carey Cuddeback <clcuddebackpc@gmail.com>, Rex Greenslade <greensladerex@gmail.com>, Mark Snyder <mark-snyder@live.com>, Alexander Curley <acurley.pc@gmail.com>, "C. T. Martin" <ctmagnetics@aol.com>, Matt Cunningham <trustee2@hayestownshipmi.gov>, Doug Kuebler <hayestrustee5@gmail.com>, Julie Collard <treasurer@hayestownshipmi.gov>

Dear Planning Commission (PC) and Board of Trustees (BOT),

Many people living in Bay Shore are unaware of significant changes and improvements being made to the Hayes Township Master Plan. Most have never heard of the new "Development Opportunity Zone", adjacent to Bay Shore, and what it means for improvement and positive change in their lives. Concerns lie around the words "commercial use".

We have all seen terrible commercial development. The emphasis must be put on "residential" development. **"Residential" development is what the Bay Shore people want to see.** Commercial development should be minor and should **"only"** be in direct support of the residential, such as a local grocery, a local cafe, etc.

A "town hall" meeting, specifically for Bay Shore people, is necessary to explain what "Development Opportunity Zone" means and how that development will positively impact their lives. (The last town hall meeting in December was not advertised and promoted.) Both the PC and the BOT should take the lead here.

Additionally, the definition of "Development Opportunity Zone" needs to be modified to put the emphasis on residential use, not on commercial use. Again, Bay Shore people want to primarily see residential use. **This is the perfect opportunity to rejuvenate their community into a vibrant place to live.** This new and improved master plan can establish this 1st step with that initiative.

Take the time now to focus on the Bay Shore Community. Here are some major concerns:

1. Put the emphasis on "residential", not commercial. This effort could meet some of the need for affordable housing.

2. Safeguard this community's drinking ground water. Study and adapt to the geological impacts of previous mining.

3. Resolve any potential negative environmental impacts, such as effects on the headwaters of the renowned Horton Creek.

4. Invest in a formal investigation and planning for a rejuvenation of the Bay Shore community.

5. Significantly mitigate the negative effects of the current gravel mining: carcinogenic silica dust, noise, vibrations, and traffic.

Conclusion: (1) Put the emphasis on residential. (2) Spend the time now to educate the community with Hayes Township's vision and answer questions before resubmitting the new revised master plan. (3) Take this opportunity now to educate and build enthusiasm. This opportunity will not occur again. Thank you.

Jim McMahon
phone: 231-347-9829

Gmail

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Comments to Hayes Township & Charlevoix County regarding 2026 Master Plan Draft.

1 message

wlboal@gmail.com <wlboal@gmail.com> Thu, Jan 1, 2026 at 7:39 PM
To: clerk@hayestownshipmi.gov, rwgriffitts3@gmail.com, supervisor@hayestownshipmi.gov, district1@charlevoixcounty.org, greensladerex@gmail.com, clcuddebackpc@gmail.com, trustee2@hayestownshipmi.gov, hayestrustee5@gmail.com, snyderhtp@outlook.com
Cc: Kim <kfgarden10@gmail.com>

I want to state, first, that I completely agree with everything Kim Fary wrote to you in the attached letter. It is urgent that you do as she requests at the end of her letter for the benefit of the residents of Bay Shore and for all of Hayes Township.

Second, it is completely outrageous that the public was not given adequate time to review and comment on this extremely important document given the short comment period. You must extend the comment period and take the comments of residents seriously.

This master plan, your disrespect of residents, and the unconscionable unpublicized and short comment period are bad government and undemocratic. Hayes Township must do much better in the future.

Winnie Boal

wlboal@gmail.com

231-547-6859

---------- Forwarded message ----------
From: Kim <kfgarden10@gmail.com>
To: <clerk@hayestownshipmi.gov>, <rwgriffitts3@gmail.com>, <supervisor@hayestownshipmi.gov>, <district1@charlevoixcounty.org>
Cc: <greensladerex@gmail.com>, <clcuddebackpc@gmail.com>, <trustee2@hayestownshipmi.gov>, <hayestrustee5@gmail.com>, <snyderhtp@outlook.com>
Bcc:
Date: Wed, 31 Dec 2025 20:09:14 -0500
Subject: URGENT: Comments regarding the 2026 Hayes Township Master Plan Draft
December 31, 2025

Dear Hayes Township Planning Commission, Board of Trustees & Charlevoix County Board of Commissioners,
(Please forward to anyone I did not include, thank you)

It came to my attention, only days ago, there was a 2026 Hayes Township Master Plan draft, and public comment deadline of that by January 3rd, 2026. I was aware that the PC began the working process, but myself and others had no idea that the PC had come to the end of completion. To further add to the confusion, there was NO INFORMATION front and center on the Township site and digging around I could not find it either. A concerned citizen sent me a picture of map 3.8 and 3.8.1 Industrial & Warehousing -Intent & Purpose from that Draft. I was speechless.

Before I even begin, let me ask this:
WHY IS THIS CRITICAL INFORMATION NOT POSTED? If it is, why is it not front and center? A simple sentence on the main Township News Posts, 2026 MASTER PLAN DRAFT AVAILABLE, PUBLIC COMMENTS NEEDED BY JAN 3rd, would have been adequate.
And why is the deadline happening at this time of the year, at the worst time of the year?
THIS INFORMATION should have been the most important thing made obvious to anyone opening the web site, especially well before the holiday. Is that not reasonable?
* The public made those points very clear, for the last few years, this Township is NOT doing their due diligence informing critical happenings and deadlines to the public.
From a residents standpoint, does this not seem to send a clear message to the public: YOUR INPUT IS NOT WELCOME OR NEEDED, WE HAVE DECIDED YOUR FATE. (?) I'm hoping that's not the case.

In 2022 I became the VOICE of my community when discovering a map of Industrial zoning in Bay Shore, including all the terrible plans being proposed around us (as in: Cement Factory and Safety Salt Barn/Station)
To refresh your memory, and for those that were not around at that time, these were the highlights:
*NEWS PRESS (Multiple articles and TV PRESS)
*MULTIPLE OPPOSITION LETTERS (from residents and non-residents)
*A RALLY IN FRONT OF TOWNSHIP HALL
*SEVERAL VISITS FROM A SOUGHT AFTER AND RESPECTABLE GEOLOGIST(45 years of experience)
*SEVERAL WRITTEN SUMMARIES FROM THAT GEOLOGIST. IN ADDITION, HE OFFERED TO WORK WITH HAYES TOWNSHIP, FREE OF CHARGE.
*LAST BUT NOT LEAST: acquired in a few days, HUNDREDS OF SIGNATURES AGAINST THE 2019 MASTER PLAN and FUTURE INDUSTRIAL ZONING IN BAY SHORE.
A CLEAR MESSAGE was sent to this Township and the property owners wanting further Industrial. NO to further industrial or heavy commercial activity. The need and want from the public majority was, FAMILY HOUSING.

The land of the Green Pit prior to mining, had a few homes and it was the community's activities area. Baseball games, community events and laughter was the noise of the area.
When the land was purchased it should have NEVER been turned into and used as a mining property. This community has been fighting this issue ever since the 80's and wanted nothing more than for it to be over. BORDERING RESIDENTS OF THIS GREEN PIT PROPERTY HAVE ENDURED UNRELENTLESS HEARTACHE AND HARDSHIPS because of it.

I was chosen to represent the Bay Shore area on The Advisory Committee for future land use.
Myself and a few others on that committee, along with the audience, spoke of the needed land opportunities for affordable family housing in our area.
I took being on that Committee seriously. It was only responsible to bring facts about possible issues in the Green Pit, due to mining, and the concerns for our groundwater. We debated and came up with some interesting ideas that could be potential uses. These could be solutions for the land owners of the mined land, and be profitable?. These were ideas that stressed a harmonious and non-invasive nature to bordering neighbors and the environment. I DID stress that further studies NEEDED to be done to understand what was possible, due to the mined land damage. That was one of the reasons we agreed to the label, Mining Impaired. It was NOT intended to be negative or disrespectful to current property owners. It was a term, John from Beckett and Raeder formulated. **Regardless, residents desired residential use of that land.**
In no way shape or form did the Advisory Committee or the general public ever discuss, HEAVY OR LIGHT COMMERCIAL/INDUSTRIAL LAND USE AS A FUTURE OPTION.
Warehousing was one of those options discussed, but again, never was the mention or the idea brought up about , INDUSTRIAL/ WAREHOUSING, or anything to encourage that.

Residents truly felt in 2023 a corner had been turned as the Township seemed to want to embrace the voice of the people. WHAT HAPPENED? Bay Shore residents also made it clear that if the opportunity was given to purchase the land in the Green Pit, we would. We even met with Habitat for Humanity about the potential future opportunity. The vision was for the land to be healed and renewed to extend our residential community.
Sadly, The property owner did not give us that opportunity.

ISSUES NOW: Are you aware the neighboring properties to this proposed Industrial land already experience the following, in AG ZONING.
*Exhaust issues. One so bad we called 911 in 2024, due to faulty equipment in the Green Pit.

*TRAFFIC. Uptick already with aggressive traffic, especially from heavy commercial trucks. Most using Jake Brake through a residential setting rather than driving slower. They also cut through my street, Seneca Ave.
*NOISE. Relentless. Before 7am - after 7pm with Saturdays and even some Sundays.
2025: If mining wasn't happening in those hours it was the relentless construction noise/activity from the new warehouse site. A Township would normally protect residents from harsh noise after certain hours. For residents to not be able to rest or enjoy their own properties, how is that even fair?
There is now a terrible echo from the pit properties since more destruction has happened from further mining.. We really have no adequate barriers of vegetation, trees or land to shield us from these activities now.
*AIR Quality. When we had air monitors in 2024, it hit danger levels many times while levels outside our area were normal.
*WATER. Some of us have shallow wells and some went dry in the 80s when mining began. There is an open aquifer (or strong suspicion) of one. Again, studies are needed!! It's a ticking time bomb for contamination that will not just affect bordering residents, but hundreds.
I believe Bay Harbor is still pumping out contamination from the past cement factory?
So with that said, how would you even begin to help improve our situation with INDUSTRIAL ZONING? The wording ,"light", is just a word, not the actual activity. That zoning takes land use to the EXTREME.
It is reckless and is an environmental threat to neighboring properties and beyond.
NOTE: Any Industrial Zoning or Industrial Land Activity is frowned upon next to residential areas, especially established ones. It's unethical.

As a VOICE TO BAY SHORE this letter should not be taken just as one letter. This letter represents a MULTITUDE OF VOICES and many letters worry and concern.
I can not stress this enough.
To okay, allow, nurture and promote additional Industrial zoning, and or activity here, will erode and completely destroy an ESTABLISHED AND NEEDED FAMILY RESIDENTIAL COMMUNITY IN BAY SHORE.
I am in no way being dramatic, I'm being serious.

I'm begging and pleading to rethink and re-evaluate these decisions. You have the time and opportunity to fix this.
At the least, to have a real understanding of these serious issues and risks. HELP to bridge a rational compromise for all of us. You may be under the impression that we are unwilling to work with these property owners for a solution. That is absolutely not the case. There are trust issues that are justified, but we are NOT unreasonable or the enemy. You have heard me speak out at times, but that is also justified. My home/community and quality of life is being threatened. Anyone in my situation would do the same. **This is Northern Michigan, a place where life is to be simpler and to enjoy our families and its surroundings. It will only benefit this Townships future to do everything in its power to make living and working here the BEST for all.**
For myself and my husband, we have always been a very hard working couple that have worked very hard for what we have. We have beautified our property and had plans to do more, We help our neighbors and are responsible and lawful citizens. Understand we had no idea of the current happenings of this Township. I am driving hundreds of miles back and forth caring for my mother. My husband is working as many hours as he is able to support us. I know some neighbors have had loss and some with serious health issues preventing them from also having any idea of this Draft Master Plan. The additional burden this news has put on us is overwhelming, in the worst way, especially at the Holiday.

Please, (we) are begging you to STOP this process. Re-evaluate these proposed industrial areas in this Master Plan and give a real opportunity for the public to comment. Work with us, not against us. I am praying for this and our needed peace in the New Year 🙏

Sincerely,

Kim Fary , Pat Fary,
and other Bay Shore residents not able to write to you before January 3rd

URGENT: Comments regarding the 2026 Hayes Township Master Plan Draft.eml
24K

Gmail

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

BOT master plan

1 message

Carol Umlor <umlorcarol4@gmail.com> Thu, Jan 1, 2026 at 2:29 PM
To: clerk@hayestownshipmi.gov

Please distribute to all boat members

This letter is to ask you to reject the new Master plan. The country planning commission said it needed a lot of work. . Since a board member and several PC members and ZA were at the meeting don't understand why it wasn't discussed at the meeting. Should be rewritten. Restart the time. Have another public comment meeting.

I have serious issues with the future land use map. I am a Bay Shore resident living on 31. Traffic in summer is beyond heavy. I'm concerned about the north side of 31 being zoned commercial. Speed limit through Bay Shore is 55. It is a straight of way. I've been passed on the right when there was to much traffic on coming. Bay Shore Steel has had one fatality that I'm aware of. Fender benders every once in a while in winter when slippery. I recommend you all and at least a couple of PC members talk to store employees about the number of accidents and near misses that happen from gas station and intersection of Townline Rd.

Also the bike path. I'd guess 200 or more a day travel by me. Quite a few people park on the north side of 31 and Townline, also fill parking lot on east side of Townline. It's a starting point for many. Commercial use would ruin that.

On to the green pit. Two words affordable housing! The consent agreement requires the gravel company to restore property to that degree, not just fix slope angle. Bay Shore is a good fit for small to medium sized homes. Reasonable close to Charlevoix, Boyne City, and Petoskey. If you ask the residents here think you would find most are quite open to smaller lot sizes and more family homes. We will fight warehouses, storage units and light industry. We're not special, but we are not door mats either

Short Term Rental Concerns in Michigan Shores Property Owners Association

My husband and I own two properties in the Michigan Shores Association. Our home is situated next to a rental property next door and one across the street.

During the spring, summer and fall seasons, the renter population grows, bringing with it several concerns that affect the residents in Michigan Shores.

1. One of the most problematic is the excessive speed of the vehicles entering and exiting the neighborhood.
2. There are visiting dogs not on a leash and owners who are not picking up after their pet. Some dispose of their dog's waste in trash cans that are not on the rental property.
3. Some rental properties do not make provisions for setting out trash receptacles the night before pick which means they sit out at the road front all week, loaded with exposed trash.
4. Often we have vehicles parked partially on the easement and road front which impedes traffic because there is not enough room in the driveway for the all the guests occupying the rental home.
5. One residence has been purchased by an Ohio based business that is being used to house employees working in the area for a few days.

All of the above concerns are a violation of our association guidelines that we expect our property owners to honor. That being the case, there needs to be some level of accountability for property owners who are choosing to rent their homes on a short term basis.

Perhaps they need to be required to submit to the township evidence that their rental website includes our association guidelines.

We welcome visitors as long as they know what is expected of them to help us maintain the tranquility, safety and cleanliness of our community.

Thank you for giving these concerns your serious consideration.

Respectfully,

Nancy Simon

Gmail

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Hayes Township Master Plan
1 message

Jim Rudolph <jmr09799@gmail.com>
To: Roy Griffitts <rwgriffitts3@gmail.com>
Cc: Bill Conklin <supervisor@hayestownshipmi.gov>, Kristin Baranski <clerk@hayestownshipmi.gov>

Thu, Jan 8, 2026 at 2:12 PM

Hi Roy,

I urge you to look at Chart 1 on page 34 of the plan. I know that census data is not exact and different organizations have different numbers. I could not verify the numbers on this chart. This chart claims that the population of Hayes increased 139 residents from 2020 to 2023 and, amazingly, during that same time frame the whole of Charlevoix county only increased 89 residents!

This Master Plan will likely be approved in 2026. I urge you to use 2025 data. The estimates the census at the 5 year intervals are designed to be significantly more accurate than the yearly estimates.

I have attached a 15 year review. If you use any of this data please double check it.

The data and information on p38 is questionable. The claim that roughly one out of eight (12%) of homes in Hayes township are worth less than $100,000 is hard to believe. I could only find one in all of Bay Shore. Shouldn't the Equalization Dept be able to quickly give out the distribution of SEV's in Hayes? Doubling the SEV will give you a lower bound of the value of housing.

Chart 8 is virtually worthless. Did the value of each of the four categories go up or down? What was the value per acre of ag land in 2010, 2015, 2020, 2025?
Why would you choose two categories one of 9 years (2010 to 2019) and one of 6 years (2019 to 2025)?

I have to question how making smaller lot sizes will do anything to solve the lack of affordable housing. A 1500 square foot house is at the lower size bounds for a family of four. The mortgage is not affordable for working people. Years ago the Fedlers (sp?) had us rezone the ten acre parcel that is now the Fairway condos. We rezoned to R-4, intending it to be affordable housing, close to the city, less distance for school bus runs, etc. However, the contractors said there is no money in building affordable housing and instead we got the condos.
When we lost the Dunmaglas lawsuit and the courts forced five acre zoning on us, we observed that people are buying a housing parcel and the new 5 acre parcels were the same or at most only slightly less costly than the 10 acre parcels used to be.

I am on the Charlevoix County Brownfield board and facing the same housing shortage we are looking to build affordable housing restricted to working people because any new housing is immediately gobbled by national housing firms or retired couples. Any restrictions we try to do will almost certainly be challenged in court. Please consider all the possible likely outcomes before lowering parcel acreage limits in Hayes Township.

> Since we have only had the draft for a few days that is as far as I have gotten.
>
> Jim Rudolph

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15 year population change.pdf
59K

Gmail

zoning hayestownshipmi <zoninghayestownshipmi@gmail.com>

Resignation from Zoning Board of Appeals

Joni Hosler <jesmithhosler@gmail.com> Sun, Jan 11, 2026 at 1:37 PM
To: Ron Vanzee - Zoning <zoning@hayestownshipmi.gov>

Dear Ron and Members of the Zoning Board of Appeals,

Please accept this email as my formal resignation from the Zoning Board of Appeals, effective immediately.

I appreciate the opportunity to have served the township and contributed to the work of the board. However, at this time I must prioritize my personal well-being and step away from this role.

Thank you for the opportunity to serve. I wish the board continued success.

Sincerely,
Joni Hosler

CHECK REGISTER REPORT

Check Date	Bank	Check	Module	Vendor	Vendor Name	Amount
Bank 00002 WARRANTS						
01/12/2026	00002	15732	AP	0031	CHARLEVOIX COUNTY ROAD COMM	50,000.00
01/12/2026	00002	15733	AP	0032	CHARLEVOIX COUNTY TREASURER	1,885.30
01/12/2026	00002	15734	AP	000000018	CHARLEVOIX TOWNSHIP	38,350.00
01/12/2026	00002	15735	AP	0038	COMMON ANGLE	79.00
01/12/2026	00002	15736	AP	0050	DTE	726.79
01/12/2026	00002	15737	AP	0051	ELECTION SOURCE	615.00
01/12/2026	00002	15738	AP	0057	GANNETT HOLDINGS LLC OHIO	443.60
01/12/2026	00002	15739	AP	000000019	GRAND TRAVERSE REFRIGERATIO	1,605.04
01/12/2026	00002	15740	AP	000000017	GREAT LAKES ENERGY	737.60
01/12/2026	00002	15741	AP	000000019	LANDSCAPE STRUCTURES	122.25
01/12/2026	00002	15742	AP	0088	MANER COSTERISAN	1,890.00
01/12/2026	00002	15743	AP	000000019	MICHIGAN DEPARTMENT OF TREA	6,448.88
01/12/2026	00002	15744	AP	0115	PARKER HARVEY LAW	6,299.50
01/12/2026	00002	15745	AP	0126	QUILL CORPORATION	306.68
01/12/2026	00002	15746	AP	0137	SPECTRUM BUSINESS (CHARTER)	78.92
01/12/2026	00002	15747	AP	000000017	US BANK	356.73
01/12/2026	00002	15748	AP	000000017	VILLAGE GRAPHICS	64.00
01/12/2026	00002	15749	AP	0151	VISA - CHARLEVOIX STATE BAN	2,529.41
01/12/2026	00002	15750	HRMS	0001	Alisa G Abiney	2,584.18
01/12/2026	00002	15751	HRMS	0003	Kristin L Baranski	2,998.64
01/12/2026	00002	15752	HRMS	0009	Julie M Collard	2,759.37
01/12/2026	00002	15753	HRMS	00000100	WILLIAM CONKLIN	2,349.34
01/12/2026	00002	15754	HRMS	0010	Carey L Cuddeback	408.58
01/12/2026	00002	15755	HRMS	0012	Matthew B. Cunningham	509.50
01/12/2026	00002	15756	HRMS	00000101	ALEXANDER CURLEY	166.23
01/12/2026	00002	15757	HRMS	00000103	TIFFANY GEORGE	83.11
01/12/2026	00002	15758	HRMS	0016	Rex Greenslade	237.86
01/12/2026	00002	15759	HRMS	0017	Roy W Griffitts	258.58
01/12/2026	00002	15760	HRMS	0018	April Hilton	3,493.97
01/12/2026	00002	15761	HRMS	00000104	JONI E HOSLER	79.28
01/12/2026	00002	15762	HRMS	0044	Randy Johnson	176.90
01/12/2026	00002	15763	HRMS	0026	Douglas Kuebler	450.97
01/12/2026	00002	15764	HRMS	0028	Claire T Martin	79.28
01/12/2026	00002	15765	HRMS	0046	Kyle Perry	44.04
01/12/2026	00002	15766	HRMS	0032	James Rudolph	91.90
01/12/2026	00002	15767	HRMS	0037	Mark Snyder	408.58
01/12/2026	00002	15768	HRMS	0038	Ronald J Van Zee	2,118.97
01/12/2026	00002	15769	HRMS	00000102	CODY MICHAEL WHEAT	79.28
01/12/2026	00002	15770	HRMS	0042	Paul Zardus	44.04
01/12/2026	00002	15771	AP	EFTPS_HR	INTERNAL REVENUE SERVICE	4,535.92
01/12/2026	00002	15772	AP	STATE_HR	STATE OF MICHIGAN	798.54

Total of 41 Checks:	137,295.76
Less 0 Void Checks:	0.00
Total of 41 Disbursements:	137,295.76

BUDGET REPORT
Calculations As Of 01/31/2026

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	25-26 Activity	25-26 % Budget Used	25-26 Approved	25-26 Requested
Fund: 101 GENERAL FUND							
Account Category: Estimated Revenues							
101-000-402.000	REAL PROPERTY TAXES	301,000.00	301,000.00	20,175.61	6.70	0.00	301,000.00
101-000-425.000	SWAMP TAX	360.00	360.00	388.90	108.03	0.00	360.00
101-000-429.000	COMMERCIAL FOREST RESERVE	20.00	20.00	0.00	0.00	0.00	20.00
101-000-528.000	ARPA GRANT REVENUE	73,455.00	73,455.00	0.00	0.00	0.00	73,455.00
101-000-550.000	TRANSFER IN	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
101-000-566.000	GRANTS - COMMUNITY FOUNDATION	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
101-000-569.000	OTHER STATE REVENUE	94,000.00	94,000.00	0.00	0.00	0.00	94,000.00
101-000-572.000	METRO ACT	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00
101-000-574.000	STATE SHARED REVENUE	200,000.00	200,000.00	112,743.47	56.37	0.00	200,000.00
101-000-576.000	ELECTION REIMBURSEMENT	5,321.00	5,321.00	3,694.87	69.44	0.00	5,321.00
101-000-582.000	GRANTS - CHARLEVOIX COUNTY MILEA	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
101-000-626.000	ZONING FEES	10,000.00	10,000.00	6,230.00	62.30	0.00	10,000.00
101-000-642.000	CEMETERY SALES	1,000.00	1,000.00	750.00	75.00	0.00	1,000.00
101-000-665.000	INTEREST AND DIVIDEND INCOME	2,500.00	2,500.00	3,244.42	129.78	0.00	2,500.00
101-000-667.000	TOWNSHIP HALL RENT	1,500.00	1,500.00	800.00	53.33	0.00	1,500.00
101-000-674.000	FOOD PANTRY DONATIONS	3,500.00	3,500.00	928.20	26.52	0.00	3,500.00
101-000-674.500	FUNDRAISING	5,000.00	5,000.00	2,682.00	53.64	0.00	5,000.00
101-000-684.000	MISCELLANEOUS INCOME	500.00	500.00	207.25	41.45	0.00	500.00
101-000-696.000	LCEMS - EMS LOAN	122,977.56	122,977.56	133,225.69	108.33	0.00	122,977.56
	Estimated Revenues	933,133.56	933,133.56	285,070.41	30.55	0.00	933,133.56
Account Category: Appropriations							
101-000-710.000	FICA/MEDICARE	18,000.00	18,000.00	18,704.77	103.92	0.00	18,000.00
101-101-702.000	SALARIES AND WAGES	12,760.00	12,760.00	7,576.62	59.38	0.00	12,760.00
101-101-730.000	POSTAGE & POSTAGE METER	6,500.00	6,500.00	511.62	7.87	0.00	6,500.00
101-101-802.000	ACCOUNTING AND LEGISLATIVE	25,000.00	25,000.00	19,556.50	78.23	0.00	25,000.00
101-101-805.000	LEGAL SERVICES	49,000.00	49,000.00	36,307.10	74.10	0.00	49,000.00
101-101-910.000	PUBLICATION/PRINTING	10,000.00	10,000.00	6,371.20	63.71	0.00	10,000.00
101-101-911.000	WEB PAGE PUBLISHING	2,200.00	2,200.00	238.81	10.86	0.00	2,200.00
101-101-960.000	EDUCATION/SERVICES	11,000.00	11,000.00	5,391.85	49.02	0.00	11,000.00
101-171-702.000	SALARIES AND WAGES	33,626.00	33,626.00	19,615.19	58.33	0.00	33,626.00
101-171-703.000	SALARIES AND WAGES - DEPUTY	0.00	1,500.00	0.00	0.00	0.00	0.00
101-171-960.000	EDUCATION/SERVICES	1,500.00	0.00	0.00	0.00	0.00	1,500.00
101-215-702.000	SALARIES AND WAGES	33,626.00	33,626.00	19,615.19	58.33	0.00	33,626.00
101-215-703.000	SALARIES AND WAGES - DEPUTY	22,000.00	22,000.00	11,089.00	50.40	0.00	22,000.00
101-215-960.000	EDUCATION/SERVICES	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00
101-247-702.000	SALARIES AND WAGES	2,200.00	2,200.00	580.00	26.36	0.00	2,200.00
101-253-702.000	SALARIES AND WAGES	33,626.00	33,626.00	19,615.19	58.33	0.00	33,626.00
101-253-960.000	EDUCATION/SERVICES	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00
101-257-702.000	SALARIES AND WAGES	36,363.00	36,363.00	21,211.75	58.33	0.00	36,363.00
101-257-780.000	OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
101-257-960.000	EDUCATION/SERVICES	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00
101-261-702.000	SALARIES AND WAGES	25,000.00	25,000.00	11,619.80	46.48	0.00	25,000.00
101-261-711.000	INSURANCE	23,000.00	23,000.00	18,269.00	79.43	0.00	23,000.00
101-261-956.000	FOOD PANTRY	3,500.00	3,500.00	4,374.66	124.99	0.00	3,500.00
101-262-702.000	SALARIES AND WAGES	700.00	700.00	0.00	0.00	0.00	700.00
101-262-727.000	SUPPLIES	500.00	500.00	615.00	123.00	0.00	500.00
101-265-727.000	SUPPLIES	5,400.00	5,400.00	4,934.74	91.38	0.00	5,400.00
101-265-780.000	OFFICE EQUIPMENT	7,000.00	7,000.00	4,708.41	67.26	0.00	7,000.00

BUDGET REPORT

Calculations As Of 01/31/2026

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	25-26 Activity	25-26 % Budget Used	25-26 Approved	25-26 Requested
Fund: 101 GENERAL FUND							
Account Category: Appropriations							
101-265-855.000	TELEPHONE/INTERNET/FAX	2,000.00	2,000.00	629.06	31.45	0.00	2,000.00
101-265-920.000	ELECTRIC	3,500.00	3,500.00	2,043.92	58.40	0.00	3,500.00
101-265-921.000	HEATING	4,000.00	4,000.00	1,077.19	26.93	0.00	4,000.00
101-265-930.000	REPAIRS AND MAINTENANCE	5,000.00	5,000.00	3,447.06	68.94	0.00	5,000.00
101-265-985.000	IMPROVEMENTS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
101-272-702.000	SALARIES AND WAGES	4,500.00	4,500.00	3,462.50	76.94	0.00	4,500.00
101-336-930.000	REPAIRS AND MAINTENANCE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
101-336-960.000	EDUCATION/SERVICES	77,000.00	77,000.00	76,700.00	99.61	0.00	77,000.00
101-371-702.000	SALARIES AND WAGES	17,500.00	17,500.00	11,410.00	65.20	0.00	17,500.00
101-371-960.000	EDUCATION/SERVICES	28,000.00	28,000.00	10,706.17	38.24	0.00	28,000.00
101-446-925.000	HALL LOT & STREET LIGHTS	2,400.00	2,400.00	1,215.33	50.64	0.00	2,400.00
101-446-930.000	REPAIRS AND MAINTENANCE/BRINE	55,000.00	55,000.00	54,869.48	99.76	0.00	55,000.00
101-523-801.000	PROFESSIONAL SERVICES/ SPRING CL	93,000.00	93,000.00	32,000.00	34.41	0.00	93,000.00
101-567-702.000	SALARIES AND WAGES	2,000.00	2,000.00	1,137.50	56.88	0.00	2,000.00
101-567-727.000	SUPPLIES	500.00	500.00	50.15	10.03	0.00	500.00
101-567-930.000	REPAIRS AND MAINTENANCE	4,000.00	4,000.00	2,712.88	67.82	0.00	4,000.00
101-567-985.000	IMPROVEMENTS	2,500.00	2,500.00	2,400.00	96.00	0.00	2,500.00
101-651-971.000	AMBULANCE IMPROVEMENTS	500.00	500.00	0.00	0.00	0.00	500.00
101-702-704.000	SALARIES AND WAGES - ADMIN	23,934.00	23,934.00	13,961.50	58.33	0.00	23,934.00
101-702-705.000	SALARIES AND WAGES - ASSISTANT	18,400.00	18,400.00	5,575.00	30.30	0.00	18,400.00
101-702-713.000	PER DIEM	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00
101-702-850.000	TELEPHONE	1,000.00	1,000.00	512.06	51.21	0.00	1,000.00
101-751-702.000	SALARIES AND WAGES	1,200.00	1,200.00	1,300.00	108.33	0.00	1,200.00
101-751-801.000	PROFESSIONAL SERVICES	500.00	500.00	110.00	22.00	0.00	500.00
101-751-920.000	ELECTRIC/INTERNET	5,000.00	5,000.00	3,338.82	66.78	0.00	5,000.00
101-751-928.000	TRASH / GARBAGE	1,500.00	1,500.00	387.00	25.80	0.00	1,500.00
101-751-930.000	REPAIRS AND MAINTENANCE-OTHER	2,500.00	2,500.00	2,260.45	90.42	0.00	2,500.00
101-751-930.001	REPAIRS AND MAINTENANCE-HTP/CSG	55,000.00	55,000.00	2,910.55	5.29	0.00	55,000.00
101-751-989.000	EQUIPMENT/IMPROVEMENTS	20,000.00	20,000.00	12,445.35	62.23	0.00	20,000.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	122,977.56	122,977.56	133,225.69	108.33	0.00	122,977.56
Appropriations		931,012.56	931,012.56	610,794.06	65.61	0.00	931,012.56
Fund 101 - GENERAL FUND:							
TOTAL ESTIMATED REVENUES		933,133.56	933,133.56	285,070.41	30.55	0.00	933,133.56
TOTAL APPROPRIATIONS		931,012.56	931,012.56	610,794.06	65.61	0.00	931,012.56
NET OF REVENUES & APPROPRIATIONS:		2,121.00	2,121.00	(325,723.65)		0.00	2,121.00

BUDGET REPORT

Calculations As Of 01/31/2026

GL Number	Description	25-26 Original Budget	25-26 Amended Budget	25-26 Activity	25-26 % Budget Used	25-26 Approved	25-26 Requested
Fund: 204 MUNICIPAL STREETS FUND							
Account Category: Estimated Revenues							
204-000-404.000	ROAD MILLAGE	0.00	0.00	(279,591.28)	0.00	0.00	0.00
204-000-665.000	INTEREST INCOME	0.00	0.00	1,671.81	0.00	0.00	0.00
Estimated Revenues		0.00	0.00	(277,919.47)	0.00	0.00	0.00
Fund 204 - MUNICIPAL STREETS FUND:							
TOTAL ESTIMATED REVENUES		0.00	0.00	(277,919.47)	0.00	0.00	0.00
TOTAL APPROPRIATIONS		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		0.00	0.00	(277,919.47)		0.00	0.00
Report Totals:							
TOTAL ESTIMATED REVENUES - ALL FUNDS		933,133.56	933,133.56	7,150.94	0.77	0.00	933,133.56
TOTAL APPROPRIATIONS - ALL FUNDS		931,012.56	931,012.56	610,794.06	65.61	0.00	931,012.56
NET OF REVENUES & APPROPRIATIONS:		2,121.00	2,121.00	(603,643.12)		0.00	2,121.00

Hayes Township BOT Meeting			
Meeting Date:	January 12, 2026	**Location:**	Hayes Township Hall

Name	Would you like to be called on to speak during public comment?	
[illegible]	YES	
Bill Eaton	YES	NO
Darcy Phelps		NO
Catherine Phelps	YES	NO
Diane Conklin		NO
Rex Greenslade		NO
Dave Kemme	YES	NO
Rick & Denise Daniel		NO
Diane McMahon		NO
Jim McMahon	YES	NO
Ellis Boal	YES	
LuAnne Kozma	YES	
Aaron Nordman	YES	
Mel Goochby	YES	
Bill Henne	YES	NO
Betty "	YES	NO
	YES	NO
	YES	NO
	YES	NO