

DRAFT
HAYES TOWNSHIP BOARD
MINUTES
December 10, 2018

The regular meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix

Supervisor VanZee asked to be joined in the pledge of allegiance.

Board members present were Warren Nugent, Bob Jess, Matt Cunningham, Julie Collard, and Ron VanZee. Audience members signed in were Paul Zardous, Roy Griffiths, Leslie Cunningham, Marilyn Morehead, John Royal, Grant Ohlson, Dee Janz, Doug Kuebler, Dave Zipp, Omar Feliciano, Frederick Parsens, Steven & Barbara Hernden, Warren & Cheri Bogan, Jerry Simpson, Frank Shepherd, Cliff & Michelle Biddick, Megan & ??? Harmeling.

REVIEWED AGENDA – Warren Nugent made a motion, supported by Matt Cunningham to adopt the agenda as amended adding Board of Review appointments, Parks & Recreation Committee board representative, and Road Committee.

Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

Nays: None Motion carried

PUBLIC COMMENTS – Public comments were taken with Dave Zipp thanking the board for the BOT packets left out for meeting attendee's and suggesting that we hold off on making any ordinance decision on the legalization of marijuana.

MINUTES – Bob Jess made a motion, supported by Matt Cunningham, to approve the November 12, 2018 regular meeting minutes as corrected.

Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

Nays: None Motion carried

INVOICES/WARRANTS –Julie Collard made a motion, supported by Bob Jess, to approve invoices totaling \$16,892.24 from the General Fund. A Roll Call Vote was taken.

Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent

Nays: None Motion carried

TREASURERS REPORT – Julie Collard presented written report with an oral overview detailing all the current accounts held by the township. A written report on Camp Seagull Phase One Finances was reviewed.

COUNTY COMMISSIONER REPORT – No report.

ZONING ADMINISTRATOR REPORTS – Larry Sullivan presented a written report with an oral overview. He reported the Planning Commission with hold a January 3rd public hearing to review and take comments on the Recreation Master Plan. There was no Zoning Board of Appeals meeting last month.

46
47 **PLANNING COMMISSION (PC) REPORT** – Matt Cunningham reported the Planning
48 Commission met on November 20th and reviewed possible survey questions. They are looking to
49 record future meetings and keeping the recording until the minutes are approved. The board is
50 looking into a recording system for the meetings. The next Planning Commission meeting is
51 scheduled for December 18th.

52
53 **ZONING BOARD OF APPEALS (ZBA) REPORT** – No Report – No ZBA meeting held.

54
55 **PARKS & RECREATION ADVISORY COMMITTEE** – Michelle Biddick reported the
56 committee reviewed the Recreation Master Plan and made some suggestions for updates. The
57 Park Committee is considering reducing members from 9 to 7. The committee plans to send a
58 letter to the County to support putting an emphasis on Phases 4 & 5 of the bike trail. The Park
59 Committee has openings and they need to be posted on the website. Member of the board
60 thanked Omar, Michelle, Tom, and Roy for their efforts on the Recreation Master Plan.

61
62 **TRUSTEE REPORTS** – No Trustee reports were given.

63
64 **SUPERVISOR REPORT** – Ron VanZee reported that after discussions and a financial review
65 with the firm Miller Canfield he plans to pay off the \$250,000 loan from Charlevoix State Bank
66 with the money we are expecting from the Waterways Grant. This will save the Township
67 finance charges. The project contractor MDC may help finance some of the final project costs
68 until grant money arrives.

69
70 **NEW BUSINESS – SNOW PLOWING BID** – Warren Nugent made a motion, supported by
71 Julie Collard, to accept and award the only snow plowing bid we received. A Roll Call Vote Taken
72 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent
73 Nays: None Motion Carried

74
75 **NEW BUSINESS – BOARD OF REVIEW APPOINTMENTS** – Ron VanZee stated that we
76 need to re-appoint our Board of Review members. Bob Jess made a motion, supported by Matt
77 Cunningham, to re-appoint Jim Rudolph to the BOR.

78 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
79 Nays: None Motion carried

80 Julie Collard made a motion, supported by Warren Nugent to re-appoint Omar Feliciano to the
81 BOR.

82 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
83 Nays: None Motion carried

84 Matt Cunningham made a motion, supported by Julie Collard to re-appoint Janelle Kassien to the
85 BOR.

86 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
87 Nays: None Motion carried

88 Warren Nugent made a motion, supported by Bob Jess to re-appoint Roy Griffiths as a BOR
89 alternate.

90 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
91 Nays: None Motion carried

92 Warren Nugent made a motion, supported by Bob Jess to re-appoint Joni Hosler as a BOR
93 alternate.

94 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

95 Nays: None Motion carried

96

97

98 **NEW BUSINESS – PARKS & REC REACTION BOARD REPRESENTATIVE** – Matt
 99 Cunningham made a motion, supported by Julie Collard, to appoint Ron VanZee as the Board
 100 representative on the Parks & Recreation Committee.

101 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

102 Nays: None Motion carried

103

104 **NEW BUSINESS – NEW TREASURER COMPUTER PROPOSAL** – Warren Nugent made
 105 a motion, supported by Matt Cunningham, to authorize the Township Treasurer Julie Collard to
 106 spend up to \$1500 to purchase and setup a new Laptop Computer. A roll call vote was taken.

107 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent

108 Nays: None Motion Carried

109

110 **NEW BUSINESS – 2019 BOARD MEETING DATES** – Warren Nugent made a motion,
 111 supported by Bob Jess, to adopt the 2019 Board of Trustee's meeting dates as submitted by Ron
 112 VanZee.

113 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard

114 Nays: None Motion carried.

115

116 **NEW BUSINESS – PLANNING COMMISSION OPENING** – Bob Jess made a motion,
 117 supported by Julie Collard, to appoint Doug Kuebler to the open position on the Planning
 118 Commission.

119 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard

120 Nays: None Motion carried

121

122 **NEW BUSINESS – ZBA BOARD REPRESENTATIVE** – Warren Nugent made a motion,
 123 supported by Matt Cunningham, to appoint Bob Jess as the Board of Trustee's representative on
 124 the Zoning Board of Appeals.

125 Yays: Bob Jess, Ron VanZee, Warren Nugent, Julie Collard, Matt Cunningham

126 Nays: None Motion carried

127

128 **NEW BUSINESS – PHASE 1 PAYMENT #5** – Warren Nugent made a motion, supported by
 129 Julie Collard, to pay phase 1 payment #5 as written for \$426,955.56 to MDC Contracting.

130 Roll Call Vote

131 Yays: Julie Collard, Ron VanZee, Warren Nugent

132 Abstain: Bob Jess

133 Matt Cunningham recused himself from the discussion and the vote on the motion

134 Nays: None Motion carried

135

136 Discussion. After making this payment to MDC the total remaining funds in the park accounts will
 137 be \$115,439.25. Leslie Cunningham commented we need to find out how much of this money
 138 will be coming from grants. Frank Shepherd questioned how much money will we have when the
 139 project is completed.

140

141

142 **NEW BUSINESS – CHANGE ORDER #7** – Julie Collard made a motion, supported by Warren
 143 Nugent, to accept change order #6 as written and authorize Ron VanZee to sign it. Roll Call Vote

144 Yays: Julie Collard, Ron VanZee, Warren Nugent
 145 Abstain: Bob Jess
 146 Matt Cunningham recused himself from the discussion and the vote on the motion
 147 Nays: None Motion carried

148
 149 Board Discussion. The change order adds a barrier to the west side of the fishing pier, increases
 150 the cable size and voltage for the de-icer's costing an additional \$7,115. The change order also
 151 requests deduction's in the sea wall segmental, watermain, and sanitary sewer decreasing the cost
 152 by \$7,401. The Change order reduces total cost by \$286.

153
 154 **NEW BUSINESS – FEDERAL EMERGENCY MANAGEMENT** – Ron Van Zee and
 155 Warren Nugent will review the FEMA forms that need to be completed to evaluate if the
 156 township attorney is needed to assist in this process at a cost of \$300.00. The board will take this
 157 up at the next meeting.

158
 159 **NEW BUSINESS – RECREATIONAL MARIJUANA** – The board pushed back this
 160 discussion until the next board meeting to determine what ordinances are needed.

161
 162 **NEW BUSINESS – RULES OF PROCEDURE** – Discussed the revised Rules of Procedure
 163 proposed by the township attorney. The board would like to see the previous rules to compare
 164 them before addressing this further at a future meeting.

165
 166 **NEW BUSINESS – RECORDING SECRETARY** – Bob Jess made a motion, supported by
 167 Warren Nugent, to advertise for a Recording Secretary for the Board of Trustee's, Planning
 168 Commission, and Zoning Board of Appeals meetings. Roll Call Vote.
 169 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent,
 170 Nays: None Motion carried

171
 172 **PUBLIC COMMENTS** – Public comments were taken asking will Performance
 173 Engineering charge us more for the work order #7, why no Assessor Report available, the
 174 zoning report wasn't available to the audience, and we should refer to Camp Seagull as
 175 Hayes Township Park. Public Comment closed at 8:26.

176
 177 **ADJOURNMENT** – Warren Nugent made a motion, supported by Matt Cunningham, to
 178 adjourn at 8:27 p.m.
 179 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard
 180 Nays: None Motion carried

181
 182 Respectively submitted

183
 184
 185 Warren Nugent
 186 Hayes Township Clerk
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