

**HAYES TOWNSHIP BOARD  
MINUTES  
November 13, 2017**

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 Marlene Golovich, Paul Hoadley, Matt Cunningham, Ron VanZee and Robbin Kraft. Audience members signed in were Jim & Diane McMahon, Roy Griffiths, Warren Nugent, Julie Collard, Shirlene Tripp, Bob Jess, Aaron Nordman, David Zipp, John Kughman, Frank Shepherd, Marilyn Morehead and Grant Ohlson.

**REVIEWED AGENDA** – Added: Cemetery Improvements and removed Pickleball Presentation

Paul Hoadley made a motion, supported by Matt Cunningham to approve the agenda with changes. Motion Carried.

**PARK HOSTS** - Marlene Golovich made a motion, supported by Robbin Kraft to offer the Camp Sea-Gull Park volunteer host position to Greg & Becky Stauffer. Motion carried. The Board may consider a second host position at a later date.

**PLANNING COMMISSION (PC) MEMBERS** – Supervisor VanZee stated that he received a resignation from PC member Pat Phillips. He thanked her for her service as well as her husband's service as janitor for the township hall. Paul Hoadley asked about the status of PC member Steve Wilson who is in the hospital in Traverse City. PC chair Jess spoke with Steve's wife and she will consult with Steve about continuing on the PC. Marlene Golovich made a motion, supported by Matt Cunningham to advertise for candidates to fill the Planning Commission vacancy.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried

The Board also discussed the PC position of Ex-Officio Member. Trustee Paul Hoadley had requested that he and Trustee Matt Cunningham switch positions as Ex-Officio Members on the Planning Commission and Zoning Board of Appeals with each serving a one year term. Supervisor VanZee stated that the PC by laws state that the Ex-Officio Member serves for his or her term of elected office. Ron also stated that as supervisor he appoints members of the PC with a vote of the Board. He stated he had an opinion on this from the attorney at the Michigan Township Association (MTA) (see attached). Paul Hoadley stated he would like a copy of the MTA opinion and for the Supervisor to ask the Hayes Township attorney if the Ex-Officio position was also appointed by the Supervisor.

**JANITOR POSITION** – Three applications were received for the township hall janitor position. Marlene Golovich made a motion, supported by Matt Cunningham to offer the position of Janitor to applicant Charlie Witthoeft.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried

Clerk will notify applicants.

**PLANNING COMMISSION RESIGNATION** – Marlene Golovich made a motion, supported by Robbin Kraft to accept with regrets the resignation of Planning Commission Member Pat Phillips. Motion carried.

**CAUTIONARY ROAD SIGNS** – The Township received a request for a cautionary road sign to be installed and an approximate cost of sign and installation from the Road Commission for \$200.00.

Matt Cunningham made a motion, supported by Robbin Kraft to adopt the following policy; Cautionary Road Sign Policy – All cautionary roads signs requested to be installed by residents of Hayes Township will be considered and approved after receiving costs from the Road Commission to purchase and install the sign and those costs will be shared equally by the requesting residents and Hayes Township. Payment must be received from the requesting resident before the sign is ordered.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried

**EQUIPMENT OPERATION** – Robbin Kraft made a motion, supported by Matt Cunningham to adopt the following policy and maintenance schedule;

Hayes Township Tractor Operator & Maintenance Policy

The purpose of this policy is to ensure that the Township's Kubota tractor and other Township equipment is operated safely and maintained per the standards called for in the manufacture's maintenance manual.

The Township Office Manager shall serve as the Liaison for this policy.

#### SECTION 1

Township employees and volunteers who may operate Township equipment are:

- A. Park Host
- B. Sextant
- C. Township Maintenance Person
- D. Other Township employees or officials deemed qualified by Maintenance Person

The Township Maintenance Person shall instruct each of the above persons in how to safely operate the equipment and attachments. Each of the above individuals shall demonstrate to the

Township Maintenance Person his or her competence to operate the township equipment. If the Township Maintenance Person is satisfied that an individual is competent to operate the equipment, he and the instructed person shall initial the appropriate boxes and sign the attached Equipment Competency form and forward it to the Township's Office Manager for the final approval and signature.

## SECTION 2

### Equipment Maintenance

- A. All equipment maintenance is to be performed by the Township Maintenance Person unless he or she determines that a certified mechanic is required.
- B. All routine maintenance shall follow recommendations as specified in each piece of equipment's maintenance manual.

## SECTION 3

### Age Limitations

- A. No persons under the age of 18 are permitted to be on or operate township equipment.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried

Paul Hoadley prepared a competency chart to be used by the Township Maintenance Person (see attached) in determining operator use and an equipment maintenance chart to be used to record the maintenance performed on Township equipment (see attached)

**ROADS** - The Board discussed the condition of various roads and road maintenance needed on existing roads. It is possible that the LTBB tribal federal road money for Upper Bayshore may extend the repaving past Burnett Rd. to Maple Grove Rd. The Township would be responsible for paving the rest of Upper Bayshore. It was also discussed that the Road Commission may have additional road funds to aid the Township in paving this primary road. It was suggested that the tribe be approached to help pay for Murray Rd. as they have tribal housing on that road. The PACER report that the Township uses as a guide in deciding which roads to improve is still not complete. The Township meets with the Road Commission annually and hopes to have the PACER report before that meeting.

**CEMETERY** – Paul Hoadley made a motion, supported by Robbin Kraft to authorize the purchase of split rail fencing for the four corners in the new section of Undine Cemetery as well as gravel ~~to~~ for the road in that section not to exceed the current budgeted amount.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

The Clerk reported that she attended an MTA Chapter meeting regarding ground radar to locate bodies in a cemetery.

Public comment was taken on townships responsibility to locate bodies in the road right of way and permission to place grave stones in the road right of way.

### **CLERK PRESENTS**

**MINUTES** – Robbin Kraft made a motion, supported by Paul Hoadley to approve the October 9, 2017 regular meeting minutes as corrected. Motion carried.

**INVOICES/WARRANTS** –Robbin Kraft made a motion, supported by Matt Cunningham to approve invoices totaling \$137,927.70.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Robbin Kraft, Marlene Golovich

Nays:

Motion carried

The Clerk asked if there were any questions on the Balance Sheet.

**CORRESPONDENCE** - Any correspondence received by the Clerk was provided to the Board Members for their review and comment. The Township received a DEQ permit regarding wetlands in the township but never received the application so they could make public comments. The supervisor will look into it.

**PARKS & RECREATION ADVISORY COMMITTEE** – The committee would like the Township to pursue additional parking options at Eastern Ave. Beach. Paul Hoadley stated he went to equalization to see if Charlevoix Township owned property near the beach. He stated there was an alley abandoned with no adjacent parcel to split it with. There were no parcels in the area of the beach belonging to Charlevoix Township. Ron will inquire at the Road Commission if the road right of way could be used for parking. A discussion should take place with Charlevoix Township regarding splitting the cost of grant match dollars for a future restroom at the beach. After speaking with Pat Elliot from the city maintenance it appears that a rest room is doable at the beach with water, sewer and electric. There should be no problem hooking up. The Township attorney should be contacted regarding any infringement with the legal agreements with the Abel and Darnton families. Ron will check with Charlevoix Township to see if they have enough property to install a rest room. Kiersten Stark from the County will be at the December P&R meeting to discuss the proposed trail head at CSG. Meeting times have been changed from 7:00 p.m. to 5:30 p.m. The P&R committee is recommending that the Recreation Passport grant be used to fix up one cabin on the upper level of the park instead of two cabins at the waterfront. The upper cabin is in the best shape. The Board has no problem with switching cabins. Marlene will contact the grants manager to see if the grant can be amended.

Public comment was taken on contacting the high school building program, asking families if they are interested in funding the remodel of a cabin, church group using the park in the summer, and availability of sewer and water for second host.

**PLANNING COMMISSION (PC) REPORT** – Matt reported that the PC had two meetings in October. October 17 was a special use permit and the regular meeting and October 24 was a

public hearing on the proposed ordinance amendments. The next PC meeting will be on November 21.

**TREASURERS REPORT** – Robbin Kraft presented a written report with an oral overview.

**TRUSTEE REPORT** – Matt reported that he went to the November Planners Forum. He stated that he liked the unapproved minutes on the web page and would like to see the whole board packet posted to the web. He asked who decided what got posted to the web.

**SUPERVISORS REPORT** – Ron reported that the Board of Review will meet on December 12, 2017 at 4:00 p.m. He stated the fund raising meeting went well with a great presentation from Chip Hansen from the Charlevoix County Community Foundation regarding mediation for a divided Township.

**ZONING ADMINISTRATOR REPORTS** – Larry Sullivan presented a written report with an oral overview.

**PUBLIC COMMENT** – Public comment was taken on the fact sheet on web site, renting of host house, host paying rent at park, more microphones for meetings, spring kick off for park, cabin repairs, cautionary signs, road commission meeting attendance, Lake Charlevoix Mariners use of the park, road condition at the end of Burnett, Township mediation, public comment at start of meeting, board representative term on PC, advertising for park host, financial documents, parking at Eastern Ave. Beach and recorded minutes on the web.

Robbin Kraft made a motion, supported by Matt Cunningham to adjourn at 9:16 p.m.

Motion carried.

Respectively submitted

Marlene Golovich  
Hayes Township Clerk

Minutes approved as corrected December 11, 2017