

## NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, January 10, 2023.

### Agenda

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF THE AGENDA**

**PUBLIC COMMENT:** and communications about items not on the agenda. Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the Township office at 231.271.2722 to have their questions discussed.

#### **REPORTS:**

- Planning & Zoning
- Parks & Recreation
- Fire Authority

#### **OLD BUSINESS:**

1. Approval of the Minutes: Previous Meetings December 13, 2023
2. Payment of the Bills

#### **NEW BUSINESS:**

1. 2024-2029 Draft Parks and Recreation Plan-Schedule Joint Meeting
2. Appoint Members to various committees
3. Future Role of Park Supervisor -appoint Personnel committee
4. Leland Contract to Collect 2024 Summer taxes

#### **PUBLIC COMMENT**

#### **BOARD MEMBER COMMENTS**

#### **ADJOURN**

**This meeting is a session of the Suttons Bay Township Board held in public for the purpose of conducting the Board's business and is not considered a public discussion .**

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

DECEMBER 2023

For January 2024 PC & Board Meeting

Prepared by Steve Patmore, January 4, 2024

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
December 2023	3	1	1	1	0
Year To Date	42	17	10	13	2
Year to date 2022	50	25	11	12	2
Year to date 2021	44	17	10	15	2
Year to date 2020	37	10	6	20	1
Year to date 2019	36	17	10	9	0
Year to date 2018	38	19	7	12	0
Year to date 2017	38	16	5	14	3
Year to date 2016	37	8	11	14	4
Year to date 2015	28	10	7	10	1

LUP 23-040 3000 N. Setterbo Rd.  
LUP 23-041 85 N. Stony Point Rd.  
LUP 23-042 12060 E. Spinniker Ln.

Accessory Building  
Addition  
New Single-Family Dwelling

Revisions to existing permits

#### Land Divisions:

- Several inquiries on potential splits.

#### Zoning Board of Appeals:

- No Activity

#### Short Term Rentals:

- 47 short term rental permits issued for 2023
- Renewals for 2024 coming in.
- New Short Term Rental Ordinance.

#### Other:

- Follow up and inspections of Site Plan Reviews and Special Land Use Permits.
- Inquiries and meetings with property owners on potential land uses and the new zoning ordinance
- Research for Zoning Ordinance Overhaul.
- Site Plan Review follow-up – Wireless Communications Tower

## DRAFT MEETING MINUTES

The regular meeting of the Suttons Bay Township board

Wednesday December 13, 2023

5:15 PM Sutton Bay Township offices

95 W Fourth Street, Suttons Bay

### CALL TO ORDER

Supervisor Doug Periard called the meeting to order at 5:14 PM

Commissioners in attendance: Eric Carlson, Clerk Jean Moe, Dorothy Petroskey, Debbie Slocombe

Staff: Steve Patmore, Mary Kuznicki

### APPROVAL OF AGENDA

Motion by Petroskey, 2<sup>nd</sup> by Carlson, agenda approved.

### PUBLIC COMMENT

Pete Ostrowski asked about the Short Term Rental Ordinance cap. He asked about the number 150 being the cap on short term rental sites permits, Steve Patmore replied that we have approximately 50 on average without the AG sites as those are unknown at this time. The 150 cap was devised by taking 10% of the number of homes in Suttons Bay Township.

### CONFLICT OF INTEREST

none

### REPORTS

Planning And Zoning Networks Northwest Correspondence: report submitted by Steve Patmore who also submitted the letter from Networks Northwest stating termination of their contract. They gave a 30-day notice which will expire on December 15th of 2023. The reason for the termination cited was low staffing. Networks Northwest will turn over all of the ordinance overhaul paperwork and the rest of the overhaul will continue in-house. He's confident that without a planner the commissioners can complete the revisions.

Parks and Recreation Committee: Pete Ostrowski submitted his report, stated that the dog park at Herman Park will close with snowfall, pickleball and tennis courts are also scheduled to close. Term expiration dates of individual commissioners were not included in the packet. Peter is signed up for three years will contact folks who showed interest from the survey to see if anyone is interested in taking a position on the board. Pete also stated that we need a web designer, Dennis Rathnaw showed interest in becoming the Parks & Rec Supervisor. Ordinance #3 of 2023 was voted as amended, two ads will be posted in the enterprise asking for a public hearing, at the January 10th meeting the committee will meet to vote.

Fire Authority: Dorothy Petroskey reported on December 12th meeting that they discussed health insurance plans and determined the 2024 calendar of meetings.

### OLD BUSINESS

1. Approval of Minutes from November 8, 2023: motion by Dorothy Petroskey to approve the minutes 2<sup>nd</sup> by Jean Moe, minutes approved as recorded.
2. Payment Of Bills: Jean Moe highlighted two of the bills, Danemon attorneys and the Leelanau County Road Commission bill for Merrick Rd. Total bills submitted was \$86,876.65. Motion to approve by Slocombe, 2<sup>nd</sup> by Carlson, motion passed to pay November bills.
3. Review Proposed Revisions to Suttons Bay Township Short Term Rental Ordinance - Original document was created in 2016 and revised in 2017. Steve Patmore highlighted 2 major improvements: reorganized the whole document to flow better, the structure is better. STR Ordinance applies to the whole township including Ag district. New policy sets limits of

occupancy based on septic regulations for the home and parking availability. It will now be the owner's responsibility to notify neighbors. Discussed allowing the new ordinance to take effect for one year before adjusting the cap of 150 as a maximum. Our attorney recommended adding a line under section I, page 6 regarding campfires. Ordinance will go into effect 30 days after publication, with no grandfather clause.

#### **NEW BUSINESS**

1. Resolutions Of Appreciation read by Chair Periard:
  - a. Marge Johnson, Motion by Carlson, 2<sup>nd</sup> by Slocombe, motion approved with edits.
  - b. William Drozdalski, Motion by Petroskey, 2<sup>nd</sup> by Moe, motion approved with edits.
  - c. Tom Nixon, motion by Carlson, 2<sup>nd</sup> by Petroskey, motion passed.
2. QuickBooks Upgrade Purchase- Clerk Jean Moe explained problems with older software and costs of Gold version versus Pro version of QuickBooks. Motion to approve purchase by Slocombe, 2<sup>nd</sup> by Moe, motion passed.
3. Resolutions For Treasurer to Collect Northwest Education Services Taxes- Motion to approve to collect taxes by Petroskey, 2<sup>nd</sup> by Carlson, motion passed. Resolution is #12 in 2023. Roll call vote was taken of all commissioners with all ayes.
4. Approval of SB Twp Meeting Calendar 2024 and Holiday Schedule- Motion to approve 2024 calendar by Slocombe, 2<sup>nd</sup> by Moe, all ayes. Motion passed.
5. Board Openings and Reappointments-
  - Don Gregory is stepping down from Planning Commission
  - Parks & Rec needs a new Supervisor with resignation of William DrozdalskiPeriard made a motion to reappoint all commissioners to additional 3-year terms, 2<sup>nd</sup> by Petroskey, all ayes.  
Andy Brandt will be the go-between between the planning commission and the board of appeals, motion by Slocombe, 2<sup>nd</sup> by Periard, all ayes.
6. Parks and Recreation Draft plan- all highlighted lines are newly added. Jan 3<sup>rd</sup> will be a public hearing. Petroskey made edits to complete the document. Slocombe is interested in seeking out grants to complete some projects. An ad will go to Leelanau Enterprise once submitted to Clerk Jean Moe. Reappoint Liz & Pete to Parks & Rec Committee.

#### **PUBLIC COMMENT-**

Past Suttons Bay Township Board Chair Tom Nixon made two observations:

Thanked board for the recognition.

Thanked Chair Periard for supporting Clerk Moe in voting for new software for the Clerk.

He feels it is very important to give staff the tools to do their job and keep updating them.

#### **BOARD MEMBER COMMENTS**

None

#### **ADJOURNMENT**

Meeting Adjourned at 6:15pm by Chair Periard.

Submitted by Mary Kuznicki, Recording Secretary  
Jean Moe, Township Clerk

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of January 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Anavon Technology Goup</b>					
Bill	01/10/2024		01/20/2024		137.18
Total Anavon Technology Goup					137.18
<b>Andy Brandt</b>					
Bill	01/10/2024		01/20/2024		147.76
Total Andy Brandt					147.76
<b>Christy Brow</b>					
Bill	01/10/2024		01/20/2024		448.04
Total Christy Brow					448.04
<b>Debbie Slocombe</b>					
Bill	01/10/2024		01/20/2024		78.84
Bill	01/10/2024		01/20/2024		137.64
Total Debbie Slocombe					216.48
<b>Dee McClure</b>					
Bill	01/10/2024		01/20/2024		110.82
Total Dee McClure					110.82
<b>Dennis Rathnaw</b>					
Bill	01/10/2024		01/20/2024		147.76
Total Dennis Rathnaw					147.76
<b>Donald Gregory</b>					
Bill	01/10/2024		01/20/2024		147.76
Total Donald Gregory					147.76
<b>Dorothy Petroskey</b>					
Bill	01/10/2024		01/20/2024		248.88
Bill	01/10/2024		01/20/2024		2,186.11
Total Dorothy Petroskey					2,434.99
<b>Doug Periard</b>					
Bill	01/10/2024		01/20/2024		1,483.58
Bill	01/10/2024		01/20/2024		78.84
Total Doug Periard					1,562.42
<b>DTE Energy</b>					
Bill	01/10/2024		01/20/2024		134.97
Total DTE Energy					134.97
<b>ElectionSource</b>					
Bill	01/10/2024		01/20/2024		990.00
Total ElectionSource					990.00
<b>Elizabeth Clark</b>					
Bill	01/10/2024		01/20/2024		73.88
Total Elizabeth Clark					73.88
<b>Elizabeth Mahaney</b>					
Bill	01/10/2024		01/20/2024		36.94
Total Elizabeth Mahaney					36.94

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of January 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Eric Carlson</b>					
Bill	01/10/2024		01/20/2024		137.64
Bill	01/10/2024		01/20/2024		39.42
Total Eric Carlson					177.06
<b>Federal Tax Deposit</b>					
Bill	01/10/2024		01/20/2024		3,099.46
Total Federal Tax Deposit					3,099.46
<b>Gerald Devol</b>					
Bill	01/10/2024		01/20/2024		73.88
Total Gerald Devol					73.88
<b>Hadley Dickenson</b>					
Bill	01/10/2024		01/20/2024		36.94
Total Hadley Dickenson					36.94
<b>Hansen Plaza Condo Association</b>					
Bill	01/10/2024		01/20/2024		369.85
Total Hansen Plaza Condo Association					369.85
<b>Herman Brothers' Lawn Care</b>					
Bill	01/10/2024		01/20/2024		450.00
Total Herman Brothers' Lawn Care					450.00
<b>Integrity Business Solutions</b>					
Bill	01/10/2024		01/20/2024		117.79
Total Integrity Business Solutions					117.79
<b>Jean Ann Moe</b>					
Bill	01/10/2024		01/20/2024		2,267.78
Total Jean Ann Moe					2,267.78
<b>Jill Williamson</b>					
Bill	01/10/2024		01/20/2024		50.00
Total Jill Williamson					50.00
<b>John Clark</b>					
Bill	01/10/2024		01/20/2024		110.82
Total John Clark					110.82
<b>Leelanau Enterprise</b>					
Bill	01/10/2024		01/20/2024		532.75
Total Leelanau Enterprise					532.75
<b>Mary Kuznicki</b>					
Bill	01/10/2024		01/20/2024		70.14
Total Mary Kuznicki					70.14
<b>Michigan Assessing Service</b>					
Bill	01/10/2024		01/20/2024		4,108.33
Total Michigan Assessing Service					4,108.33
<b>Mika Meyers Attorneys</b>					
Bill	01/10/2024		01/20/2024		152.00
Total Mika Meyers Attorneys					152.00

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of January 10, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Netlink</b>					
Bill	01/10/2024		01/20/2024		172.07
Total Netlink					172.07
<b>Northern Building Supply, LLC</b>					
Bill	01/10/2024		01/20/2024		26.98
Total Northern Building Supply, LLC					26.98
<b>Patti Miller</b>					
Bill	01/10/2024		01/20/2024		110.82
Total Patti Miller					110.82
<b>Pete Ostrowski</b>					
Bill	01/10/2024		01/20/2024		73.88
Total Pete Ostrowski					73.88
<b>Rhoda Johnson</b>					
Bill	01/10/2024		01/20/2024		147.76
Total Rhoda Johnson					147.76
<b>Sandra Van Huystee</b>					
Bill	01/10/2024		01/20/2024		435.44
Total Sandra Van Huystee					435.44
<b>Spectrum Business</b>					
Bill	01/10/2024		01/20/2024		69.99
Total Spectrum Business					69.99
<b>Staples</b>					
Bill	01/10/2024		01/20/2024		173.77
Total Staples					173.77
<b>Steven Patmore</b>					
Bill	01/10/2024		01/20/2024		3,169.26
Total Steven Patmore					3,169.26
<b>Tom Koernke</b>					
Bill	01/10/2024		01/20/2024		184.70
Total Tom Koernke					184.70
<b>Village of Suttons Bay</b>					
Bill	01/10/2024		01/20/2024		63.34
Total Village of Suttons Bay					63.34
<b>TOTAL</b>					<b>22,833.81</b>



December 20, 2023

Mr. Tom Nixon, Supervisor  
Suttons Bay Township  
P.O. Box 457  
Suttons Bay, MI 49682

Dear Mr. Nixon:

Enclosed you will find the resolution passed by the Leland Board of Education requesting that each township collect school district taxes in the summer of 2024.

Also enclosed is an agreement for the collection of summer taxes for Leland Public School which includes the payment of \$2.50 per parcel to the township for this service. This is the continuation of the fee structure agreed upon for the last several years and is equal to the amount the State of Michigan would pay for a summer tax collection.

We hope that you will submit this agreement for approval at your next board meeting. Once approved, please return to Shawn Stowe at [sstowe@lelandschool.com](mailto:sstowe@lelandschool.com). If you have any questions, feel free to contact me.

The Leland Board of Education appreciates your service to the taxpayers of our community and we look forward to working together in the future.

Respectfully,

A handwritten signature in black ink that reads "Stephanie Long". The signature is written in a cursive, flowing style.

Stephanie Long  
Superintendent



**LELAND PUBLIC SCHOOL  
and  
SUTTONS BAY TOWNSHIP**

**AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between LELAND PUBLIC SCHOOL, located on 200 N. Grand Avenue, Leland, MI 49654 (hereinafter "School District") and SUTTONS BAY TOWNSHIP (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of a summer tax levy of the total School District property taxes for 2021.

1. The Township agrees to collect the total school property taxes as certified by the School District for levy on July 1 of each year on property located within the Township.

2. The School District agrees to pay costs for preparation and collection of summer taxes for the School District as follows:

a. The collection fee for 2024 will be \$2.50 per parcel of taxable property within the School District (this includes postage for return receipts) as costs for preparation of bills and collection of taxes. This fee is also to include the cost of collecting the Traverse Bay Area Intermediate School District summer tax levy.

b. The Township is to submit billing for total number of parcels with first remittance of tax collections and School District Business Office will remit to Township within five (5) business days upon receipt of billing.

3. No later than the second Wednesday in June, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection.

4. The Township Treasurer shall account for and deliver summer school tax collections on a weekly basis using the following procedure. Taxes collected by Thursday of each week during the collection period will be remitted to the school before Friday at twelve o'clock p.m. of the following week. The first check shall be remitted to the school on or before the second Friday in July.

LELAND PUBLIC SCHOOL & SUTTONS BAY TOWNSHIP  
AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAX  
Page 2

5. In return for the weekly payment, the School District waives any claim to interest earned during the time the money is in Township accounts.

6. General conditions of this agreement negotiated by the Township Supervisor and School District's Superintendent on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, subject to approval of both Boards.

TOWNSHIP:

SCHOOL DISTRICT:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Superintendent

SIGNATURE AUTHORIZED BY  
BOARD OF TRUSTEES  
RESOLUTION OF  
SUTTONS BAY TOWNSHIP

SIGNATURE AUTHORIZED BY  
BOARD OF EDUCATION  
RESOLUTION OF  
LELAND PUBLIC SCHOOL

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
President

LELAND PUBLIC SCHOOL

Leelanau County, Michigan

RESOLUTION TO APPROVE 2024 SUMMER PROPERTY TAX LEVY

A regular meeting of the Board of Education of Leland Public School was held, on the 18th day of December, 2023, at 6:00pm.

The meeting was called to order by John Elwell at 6:00 p.m.

Present: John Elwell, Tom Trumbull, Logan Suttmann, Chris Alpers, Bill Duperon, Kate Vilter-Stassen

Absent: Mary Fleishman

The following preamble and resolution were offered by Logan Suttmann and supported by Member Bill Duperon.

WHEREAS, this Board of Education by resolution of November 14, 1984, determined to impose a summer property tax levy to collect all of school property taxes, including debt services upon property located within the school district, beginning with 1985 and continuing from year to year until specifically revoked by this Board of Education.

NOW, THEREFORE BE IT RESOLVED THAT:

1. This Board of Education, pursuant to 1976 PA451, as amended, hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer property tax levy of all of school property taxes, including debt service, upon property located within the school district, beginning with 1985 and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this district is located to collect those summer taxes.

2. The Superintendent, Business Manager, or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis, and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that the appropriate governing bodies receive them before January 1, 2024.

3. The Superintendent, Business Manager, or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the

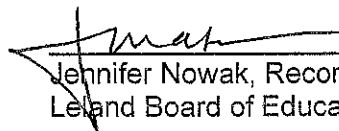
district's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

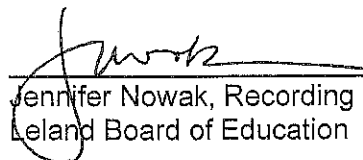
Ayes: Six

Nays: None

Resolution declared adopted.

  
Jennifer Nowak, Recording Secretary  
Leland Board of Education

The undersigned, duly qualified and Acting Recording Secretary of the Board of Education of Leland Public School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on December 18, 2023 the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meeting Act" (1976 PA 267, as amended)

  
Jennifer Nowak, Recording Secretary  
Leland Board of Education