

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, June 14, 2023 at 5:15pm in the Suttons Bay Township Office.
(There will be a ZOOM site for remote access)

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: 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 questions discussed.

CONFLICT OF INTEREST

REPORTS:

Planning & Zoning
Parks Supervisor
Parks & Recreation Committee
Fire Authority

OLD BUSINESS:

1. Approval of the Minutes: May 10, Regular Board Meeting & May 17, Special Meeting
2. Payment of the Bills
3. Approve T.A.R.T. Draft Trail Extension Agreement
4. Approve Memorandum of Understanding with NMMBA for Pump Track

NEW BUSINESS:

1. Approve Agreement for Assessor Service for our Township
2. Approve Resolution to seek SPARK Grant for Children's Playground at Herman Park
3. Approve Resolution to seek SPARK Grant for Pickle Ball Fencing at Herman Park
4. Consider Compensation Adjustment for Deputy Clerk and Office Assistant

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

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 to be considered a public discussion meeting. Time is set aside for public comment during the meeting as noted on the Agenda. The Township Board welcomes the public's input at those times.

Suttons Bay Township
Treasurer's Report (unaudited)
5/31/2023

Account Description	Balance 4/30/2023	Funding April	Expenditures April	Interest* Income	Balance 5/31/2023
General Account	\$780,456.81	\$13,013.54	(30,455.89)	\$12.91	\$763,027.37
Tennis Court Fund	\$805.00				\$805.00
Technology	\$0.00			\$0.00	\$0.00
Roads and Parks	\$11,420.41			\$0.00	\$11,420.41
Park Benches	\$1,200.00				\$1,200.00
Pickle Ball Court	\$82,288.00			\$0.00	\$82,288.00
Dog Park Fundraiser	\$130,706.71		(\$45,575.00)		\$85,131.71
Soccer Field	\$1,763.50			\$0.00	\$1,763.50
Ice Rink	\$1,995.00				\$1,995.00
Cemetery	\$13,600.10			\$0.00	\$13,600.10
Metro Funds	\$27,422.08			\$0.00	\$27,422.08
	\$1,051,657.61	\$13,013.54	(76,030.89)	\$12.91	\$988,653.17

	3/31/2023 Stmt. Balance	3/31/2023 Deposit/withdraw	Interest	4/30/2023 Balance
Bank Account Summary - ARPA Funds				
ARPA Checking/CDAR	\$227,840.68		656.34	\$228,497.02

	3/31/2023			4/30/2023
TAX Account	STMN Balance \$839.35	6.38	(800.58)	\$45.15
			\$0.00	\$0.00

RECONCILIATION SUMMARIES

	3/31/2023 Stmt. Balance	O/S Checks	O/S Deposits	4/30/2023 Balance
Bank Account Summary-General and Restricted				
General Checking - Independent Bank	\$774,436.23	(10,193.51)		\$764,242.72
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,397.56		\$12.91	\$224,410.47
	\$998,833.79	(\$10,193.51)	\$12.91	\$988,653.19

	4/30/2023 Stmt. Balance	O/S Checks	O/S Deposits	4/30/2023 Adj. Balance
Bank Account Summary - Tax and Special Election				
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$462.82	(417.67)		
			\$0.00	\$45.15

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

MAY 2023

For June 2023 PC and Board Meetings

Prepared by Steve Patmore

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
May 2023	2	1	0	1	0
Year To Date	13	5	4	4	0
Year to date 2022	20	5	5	2	0
Year to date 2021	17	10	2	4	1
Year to date 2020	15	8	5	2	0
Year to date 2019	13	8	1	4	0
Year to date 2018	17	5	3	7	2
Year to date 2017	11	4	3	3	1
Year to date 2016	9	3	2	3	1
Year to date 2015	15	8	5	2	0

LUP 23-012 Bayview Trail Accessory Building - Greenhouse
LUP 23-013 Belanger Creek Dr. New Single-Family Dwelling
2 Applications in process

Land Divisions:

- Approved land division application for new parcel on Beudwin Creek Dr.
- Several Inquiries on splits

Zoning Board of Appeals:

- No activity

Short Term Rentals:

- 40 short term rental permits issued for 2023
- Short Term Rental Committee has proposed revisions for Twp Board consideration.

Other:

- Follow up on Site Plan Reviews.
- Inquiries on potential Land Uses
- Application for Special Use Permit for a communication tower. Application was not complete. Considerable review and communication in process.
- New FEMA Flood Plain Maps – revision to ordinance.
- Research for Zoning Ordinance Overhaul.

Suttons Bay Township Planning Commission Annual Report 2022

May 2022 to April 2023

The Suttons Bay Township Planning Commission's Annual Report is presented to the Township Board every June. The Annual Report outlines the Planning Commission's work accomplished or in progress. 2022 marked the resume of more normal, in-person meetings for the Planning Commission. The Planning Commission was joined by Tom Koernke and John Clark who filled a vacancy and the new vacancy created by Tom Nixon transitioning to be Township Supervisor. Doug Periard assumed the role of Township Board representative from Tom Nixon. Tom Koernke took over as Planning Commission Chair from Dennis Rathnaw in January 2023.

Planning Commission Work

In May 2022, the Planning Commission approved the 9 Bean Rows Special Use Permit for seasonal worker housing. This was done with conditions such as State licensing requirements for seasonal worker housing and not allowing housing for general rental use.

From then through September 2022 meeting time was dedicated to resolving the Leelanau Water Sports Site Plan. After discussion and revisions by the applicant, the Planning Commission moved to approve with conditions such as setting a maximum of boats stored on the property and privacy fencing or tree buffers.

In November of 2022, the Planning Commission held a pre-application review meeting with Hugge Supply to examine the possible development of 14 units/11 buildings to offer conservation based housing. While there was some interest, there was more applicant work to be done before this can formally be brought forward.

The New Year brought back a Special Use Permit on Herman Road that was set to expire in January of 2023. The Planning Commission would need to consider approval of a re-application, although it was noted that nothing has changed in the Zoning Ordinance and that the project approval would be contingent on sewer issues being resolved. At the March 2023 meeting, the Planning Commission tabled the matter to allow the applicant to investigate on-site septic disposal and to amend their plans.

In March of 2023, the Planning Commission considered a property rezoning request from Agriculture to Residential. After discussion, they recommended to the Township Board denial of an application based on the application, findings of fact, rezoning factors, and public comment received.

The Planning Commission also discussed the Housing North – Housing Ready Checklist (January 2023) and amended their by-laws to reflect that their meetings are held on the first Tuesday of each month from 6:00pm to 8:00pm, unless extended by a motion.

Zoning Ordinance Overhaul

When able the Planning Commission has continued marching towards approval of the Zoning Ordinance Overhaul. The Planning Commission is currently working on its review of the Zoning Ordinance before it is sent for legal review. After legal review and necessary revisions to ensure legal compliance, the Zoning Ordinance will begin its process for approval, which includes a public hearing and Township Board approval.

Other Planning Commission Considerations

- The Planning Commission has discussed the need to review and potentially update their Master Plan.

Respectfully Submitted by the Members of the Planning Commission:

Chair	Tom Koernke
Vice-Chair	Don Gregory
Secretary	Dee McClure
Twp Rep.	Doug Periard
Members	Rhoda Johnson
	Andy Brandt
	Patti Miller
	Dennis Rathnaw
	John Clark

Planning & Zoning Staff:

Mathew Cooke, Planner, Networks Northwest
Steve Patmore, Zoning Administrator

DRAFT MINUTES

SUTTONS BAY TOWNSHIP REGULAR BOARD MEETING Wednesday, May 10, 2023, 5:15 pm in the Suttons Bay Township Office - (There will be a ZOOM site for remote access).

CALL TO ORDER

Tom Nixon, Supervisor, called the meeting to order on May 10, 2023, at 5:15 p.m.

Roll call of Board Members - Quorum Present

Present: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe,
Doug Periard

Absent: None

Staff: Steve Patmore

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Consensus of the Board to approve the agenda as submitted.

PUBLIC COMMENT

None.

CONFLICT OF INTEREST

Debbie Slocombe said she will not be voting on Item 4 under New Business, based on the fact she has a quote for landscape maintenance of Herman Park.

REPORTS

- Treasurer- Dorothy Petroskey
- Planning & Zoning - Steve Patmore
- Parks Superintendent - Bill Drozalski.
- Parks & Recreation Committee - Liz Mahaney - Update on dog park.
- Fire Authority - Approved Fire Chief's Contract for three (3) years

OLD BUSINESS

1. Approval of Minutes: April 12, Regular Board Meeting & April 27 - Special Meeting

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the April 12, 2023 Minutes as presented, carried.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the April 27, 2023 Minutes as presented, carried.

2. Payment of Bills

Sandy VanHuystee/moved, Tom Nixon/supported, to approve payment of the

bills in the amount of \$30,090.81, carried.

3. Review Recent Revisions to T.A.R.T Draft Trail Extension Agreement
The T.A.R.T. Draft Trail Extension Agreement was reviewed. Tom Nixon said T.A.R.T wants to use the land outside of Suttons Bay Township Office Building for an access trail to get to the parking lot. T.A.R.T will maintain the boardwalk and maintenance overall. Kevin Pryor and Chris Branson have an interest in the Agreement. The Board expressed concerns regarding traffic and parking, and the need to install a sign to let people parking is not allowed on township property. Tom Nixon said he will discuss the Board's concerns with representatives of T.A.R.T Trail. The Agreement will be brought back to the Board at a later date.

NEW BUSINESS

1. Review Memorandum of Understanding with NMMBA for Pump Track
Tom Nixon said the Board should send NMMBA a note stating issues the Board is uncomfortable with. Chad who represents the pump track said he will have a sign prepared - "Use at your own risk" for the Board's review before its installation at Herman Park.
2. ***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to appoint Supervisor Tom Nixon as the Official Representative on the Hansen Plaza Condominium Board, carried.***
3. Approval to Seek SPARKS Grant for Children's Playground at Herman Park.
Bill Drozdalski said the Township did not receive the SPARKS Grant for the Children's Playground at Herman Park. The Township can resubmit the grant application with updates by June 28th, 2023. At the next Township Board Meeting the Board would adopt a Resolution for the SPARKS Grant.

Consensus of the Board to move forward with reapplying for a SPARKS Grant for the Children's Playground, and to apply for a grant for the pickle ball courts at Herman Park.

4. Approval of Landscape Maintenance Quote for Front Entrance at Herman Park, submitted by Creative Designs.

Creative Designs submitted a quote for landscape maintenance for the front entrance at Herman Park for \$700.00.

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to accept the quote from Creative Designs for \$700.00 for landscape maintenance for the front entrance at Herman Park. Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Doug Periard. Abstain: Debbie Slocombe. No: None. Motion carried.

5. Approve Tobin & Company as Auditor.
Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve Tobin &

Co. as the township auditor, carried.

PUBLIC COMMENT

Bill Drozdalski asked what is the status of tree planting approved by a grant for Herman Park. Debbie Slocombe said the trees will be ordered and can be planted all summer long at Herman Park.

BOARD MEMBER COMMENTS

Dorothy Petroskey - Thank you to the volunteers who will be helping Debbie Slocombe with her project at Herman Park.

Sandy VanHuystee - Will be resigning as Township Clerk, effective May 31, 2023.

Tom Nixon/moved, Dorothy Petroskey/supported, to accept Sandy VanHuystee's resignation as Township Clerk, effective May 31, 2023, carried.

A Special Township Board Meeting is scheduled for Wednesday, May 17, 2023 at 5:45 pm to appoint Jean Moe as Township Clerk, effective June 1st, 2023 to fill the unexpired term until November 2024.

Tom Nixon - Agreement with Netlink for equipment upkeep for \$1,100.00 a year which was budgeted for.

May 20, 2023 - Clean Up Day

Dorothy Petroskey - requests that Sandy VanHuystee to attend the June Board Meeting.

ADJOURNMENT

Tom Nixon adjourned the meeting at 6:08 p.m.

Minutes submitted by Marge Johnson
Sandy VanHuystee, Clerk

Suttons Bay Township Board met in Special Session on May 17, 2023 beginning at 5:45 PM for the purpose of appointing a Township Clerk.

Members Present: Tom Nixon, Sandy Van Huystee, Dorothy Petroskey, Debbie Slocombe & Doug Periard.

Guest: Mary Nixon, Bill Drozdalski, Jean Moe

Pledge of Allegiance recited.

No Public comment nor conflict of interest.

Supervisor Nixon recommending the appointment of Jean Moe to be Township Clerk, effective June 1, 2023. Stating her resume certainly shows her qualifications for this position. Her work years at Munson and several years helping on elections and being Sandy's Deputy Clerk learning the position, makes her highly qualified to be our next Clerk. With next year's elections schedule, we need someone who is familiar with election process. I would like a motion –

A motion by Sandy Van Huystee to appoint Jean Moe to fill the clerk position until November 2024 effective June 1, 2023, supported by Debbie Slocombe. Roll Call Vote

Doug Periard, aye	Debbie Slocombe, aye
Dorothy Petroskey, aye	Tom Nixon, aye
Sandy Van Huystee, aye	

Motion passed 5 ayes, 0 nays.

Dorothy Petroskey asked Jean if she has a Deputy Clerk in mind and she said Sandy Van Huystee.

No other business to come before the Board the meeting adjourned at 5:50 P.M.

Submitted by
Sandra Van Huystee
Clerk

Suttons Bay Township
Unpaid Bills Detail
 As of June 14, 2023

Type	Date	Num	Due Date	Aging	Open Balance
AJ's Excavating LLC					
Bill	06/14/2023		06/24/2023		51,285.61
Total AJ's Excavating LLC					51,285.61
Anavon Technology Goup					
Bill	06/14/2023		06/24/2023		135.64
Total Anavon Technology Goup					135.64
Christy Brow					
Bill	06/14/2023		06/24/2023		448.04
Total Christy Brow					448.04
Consumers Energy					
Bill	06/14/2023		06/24/2023		36.05
Bill	06/14/2023		06/24/2023		30.02
Bill	06/14/2023		06/24/2023		104.93
Total Consumers Energy					171.00
Creative Designscapes, Inc.					
Bill	06/14/2023		06/24/2023		700.00
Total Creative Designscapes, Inc.					700.00
Debbie Slocombe					
Bill	06/14/2023		06/24/2023		137.64
Total Debbie Slocombe					137.64
Dorothy Petroskey					
Bill	06/14/2023		06/24/2023		2,186.11
Bill	06/14/2023		06/24/2023		101.20
Total Dorothy Petroskey					2,287.31
Doug Periard					
Bill	06/14/2023		06/24/2023		137.64
Total Doug Periard					137.64
DTE Energy					
Bill	06/14/2023		06/24/2023		102.25
Total DTE Energy					102.25
EPS Security					
Bill	06/14/2023		06/24/2023		150.00
Total EPS Security					150.00
Federal Tax Deposit					
Bill	06/14/2023		06/24/2023		2,175.06
Total Federal Tax Deposit					2,175.06
Figura Law Office					
Bill	06/14/2023		06/24/2023		592.00
Total Figura Law Office					592.00
Fineline Fencing					
Bill	06/14/2023		06/24/2023		36,483.00
Total Fineline Fencing					36,483.00
GFL ENVIRONMENTAL					
Bill	06/05/2023		06/15/2023		3,613.75
Total GFL ENVIRONMENTAL					3,613.75

**Suttons Bay Township
Unpaid Bills Detail
As of June 14, 2023**

Type	Date	Num	Due Date	Aging	Open Balance
Gosling Czubak					
Bill	06/14/2023		06/24/2023		2,324.00
Total Gosling Czubak					2,324.00
Herman Brothers' Lawn Care					
Bill	06/14/2023		06/24/2023		600.00
Total Herman Brothers' Lawn Care					600.00
Integrity Business Solutions					
Bill	06/14/2023		06/24/2023		43.38
Total Integrity Business Solutions					43.38
Jean Ann Moe					
Bill	06/14/2023		06/24/2023		2,267.78
Bill	06/14/2023		06/24/2023		477.26
Total Jean Ann Moe					2,745.04
Jill Williamson					
Bill	06/14/2023		06/24/2023		75.00
Total Jill Williamson					75.00
Leelanau County Treasurer					
Bill	06/14/2023		06/24/2023		27.63
Total Leelanau County Treasurer					27.63
Marge Johnson					
Bill	06/14/2023		06/24/2023		221.64
Total Marge Johnson					221.64
Michigan Assessing Service					
Bill	06/14/2023		06/24/2023		3,888.33
Total Michigan Assessing Service					3,888.33
Michigan Township Association					
Bill	06/14/2023		06/24/2023		7,537.54
Total Michigan Township Association					7,537.54
Netlink					
Bill	06/14/2023		06/24/2023		1,396.00
Total Netlink					1,396.00
Networks Northwest					
Bill	06/14/2023		06/24/2023		2,184.84
Total Networks Northwest					2,184.84
Paul Whiteford					
Bill	06/14/2023		06/24/2023		1,150.00
Total Paul Whiteford					1,150.00
Pitney Bowes					
Bill	06/14/2023		06/24/2023		200.73
Total Pitney Bowes					200.73
Spectrum Business					
Bill	06/14/2023		06/24/2023		114.75
Total Spectrum Business					114.75

Suttons Bay Township Unpaid Bills Detail As of June 14, 2023

Type	Date	Num	Due Date	Aging	Open Balance
Spinniken Lawn & Irrigation, LLC					
Bill	06/07/2023		06/17/2023		1,620.00
Total Spinniken Lawn & Irrigation, LLC					1,620.00
Steven Patmore					
Bill	06/14/2023		06/24/2023		3,169.26
Total Steven Patmore					3,169.26
Terra Bound Solutions					
Bill	06/14/2023		06/24/2023		9,092.00
Total Terra Bound Solutions					9,092.00
Tom Nixon					
Bill	06/14/2023		06/24/2023		1,330.58
Total Tom Nixon					1,330.58
Village of Suttons Bay					
Bill	06/14/2023		06/24/2023		71.07
Total Village of Suttons Bay					71.07
TOTAL					136,210.73

Trail Use Agreement

Traverse
Area
Recreation &
Transportation
Trails Inc.



PO Box 252
Traverse City, MI
49685

231.941.4300
www.traversetrails.org

Because
Trails
Matter

This Trail Use Agreement is between the Hansen Plaza Condominium Association Common Area owners and TART Trails, Inc. The purpose is to establish an agreement that is acceptable to both parties for the “Leelanau Trail to Hansen Plaza Connector Trail” to be established on the two adjacent properties.

Agreement

Both parties agree that the following conditions constitute the Trail Use Agreement. The conditions can be changed at any time with the agreement of both parties.

- 1) The trail shall be open for public year round use. There shall be no fees charged to use the trail.
- 2) The trail shall be used by the public only for non-motorized use.
- 3) The original trail route and any subsequent changes will be approved by the Hansen Plaza Condominium Association Common Area owners.
- 4) TART Trails will construct the 8’ wide boardwalk and aggregate trail. TART Trails will be responsible for maintaining the boardwalk and provide trail surface maintenance for the aggregate trail that is located on Hansen Plaza Condominium

- Association Common Area property.
- 5) The construction of any bridges, boardwalks, or other necessary improvements will be made only after consultation and agreement with the Hansen Plaza Condominium Association Common Area owners.
 - 6) The trail route will be signed so that the route can be followed easily in all four seasons.
 - 7) The Hansen Plaza Condominium Association Common Area owners will be entered into TART Trails database and receive our annual newsletter.
 - 8) The Hansen Plaza Condominium Association Common Area owners are protected from liability under Michigan's State Recreational Use Statute. A copy of the law is included in the packet.
 - 9) Hansen Plaza Condominium Association Common Area owners may revoke this Agreement at any time by notifying TART Trails, Inc at PO Box 252, Traverse City, MI 49685 or info@traversetrails.org
 - 10) If the Hansen Plaza Condominium Association Common Area property is sold on which a portion of the trail is located, it is requested that TART Trails, Inc. be notified. This Agreement does not extend to any new property owner, but for consistency of the trail it is asked that the new owner be made aware of the trail and that an agreement will be requested of the new property owner. TART Trails will not be responsible for removing trail on Hansen Plaza Condominium Association Common Area property.

Property Owner

Hansen Plaza Condominium Association Common Area

Members: Pryor Properties LLC (Kevin Pryor), MEAD
Invenstments LLC (Chris Branson), and Suttons Bay Township

Address: P.O. Box 658
City: Suttons Bay
State: MI Zip Code: 49682

Signature _____ Date: _____

Signature _____ Date: _____

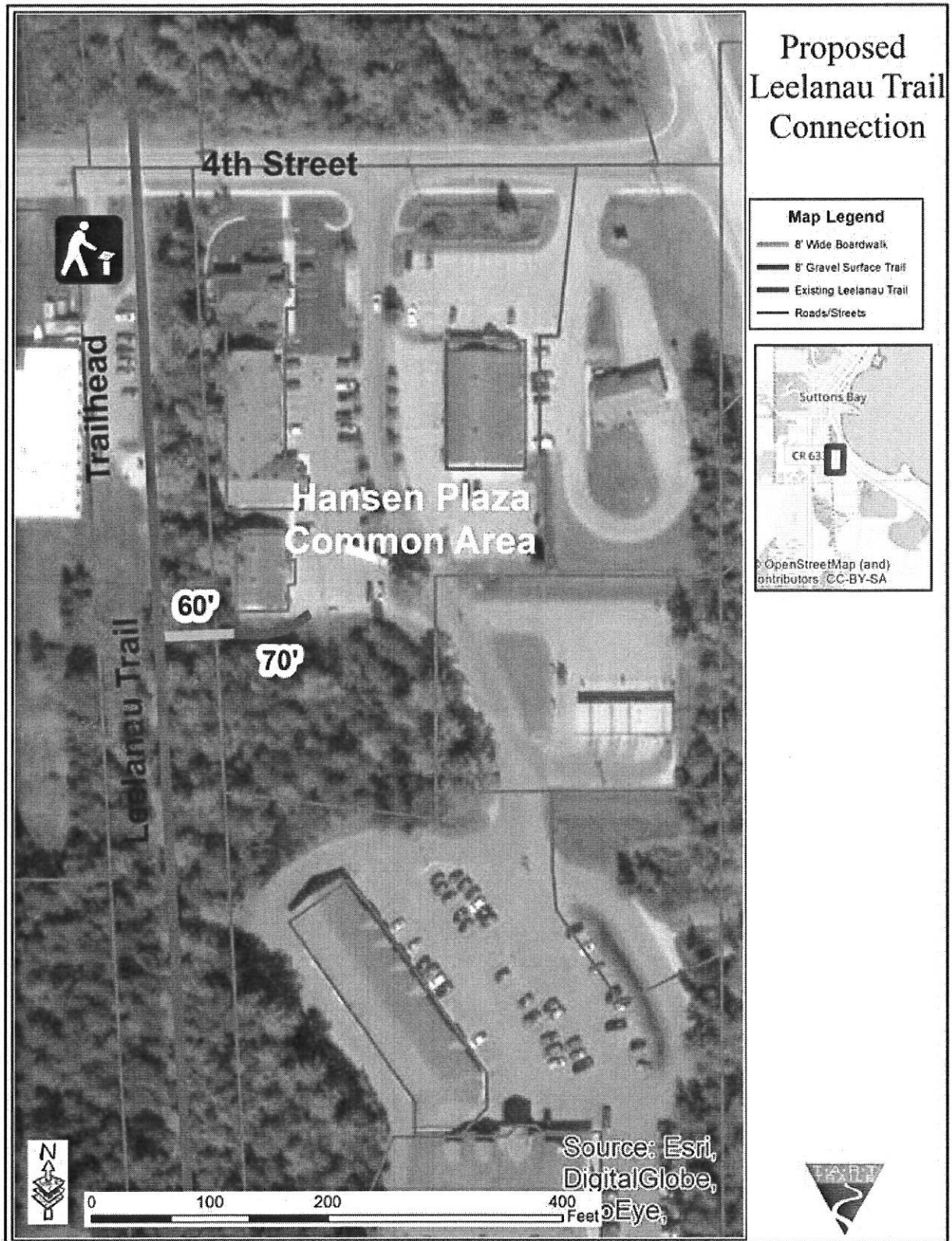
Signature _____ Date: _____

TART Trails
Contact Person: Julie Clark

Address: P.O. Box 252
City: Traverse City
State: MI Zip Code: 49685

Signature _____ Date: _____

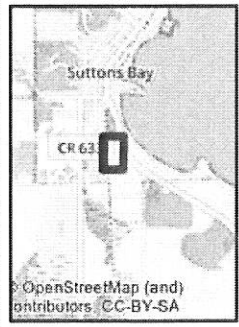
Name: _____ Title: _____



Proposed Leelanau Trail Connection

Map Legend

- 8' Wide Boardwalk
- 8' Gravel Surface Trail
- Existing Leelanau Trail
- Roads/Streets



Memorandum of Understanding Between
Northern Michigan Mountain Bike Association and Suttons Bay Township
for the purpose of developing, managing, and utilizing a Bicycle Pump Track
at Herman Community Park in Suttons Bay Township

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the Northern Michigan Mountain Bike Association (NMMBA) and Suttons Bay Township for the purpose of:

- Constructing, maintaining, and managing the use of a modular pump track at Herman Community Park in Suttons Bay Township.
- Providing recreational cycling at Herman Community Park for youth in this area.

NMMBA is an all volunteer run non-profit, 501c(3) organization dedicated to bringing accessible bike access in Northern Michigan. In addition to building, maintaining, and protecting trails, we take pride in building a community of active families that value bikes, the outdoors and camaraderie.

A. Pump Track Development:

- NMMBA will procure and assemble an engineered modular pump track as approved by the township. The track will be installed within an area flagged and approved by the township in Herman Community Park.
- Any permanent structures installed on township property become the property of the township. If Suttons Bay Township decides to discontinue the pump track as an amenity or the MOU is terminated by either party, NMMBA will remove the pump track within 60 days after the written 90 day decision to terminate this MOU agreement.
- The pump track may be further expanded in the future as long as it remains within the allotted footprint. Provisions in this MOU apply to the current development of the pump track.

B. Pump Track Maintenance:

- The engineered pump track requires no maintenance to the structure.
- During the first year, NMMBA will perform monthly scheduled inspections with the township Park's Supervisor or Park Supervisor's Assistant. Following the first year of operations safety inspections will be done on a semi-annual basis scheduled with the Park's Supervisor.
- If any unsafe conditions are discovered by either party at any time, the pump track will be closed immediately, NMMBA will provide the township with a written report, and signage will be placed at the site by the Park's Supervisor.
- Suttons Bay Township will mow and maintain the grounds around and within the pump track on a regular and ordinary schedule.
- NMMBA will be responsible for the operation, maintenance, scheduling, area cleanup, and general care of the track.

C. Additional Considerations:

- Each party will maintain appropriate and reasonable liability insurance during the term of this MOU.
- Suttons Bay Township retains final decisions on all uses and events at Herman Community Park. All events scheduled by NMMBA must first be approved by the Park's Supervisor.
- Suttons Bay Township retains the sole right to cancel any event for any reason at Herman Community Park.
- If NMMBA schedules an event where large groups are anticipated, NMMBA will make prior arrangements for additional porta-johns and trash containers and will be responsible for the additional cost.

D. Severance of the MOU:

NMMBA and Suttons Bay Township are mutually committed toward maintaining a long term collaborative relationship, however, the MOU may be terminated by either party with a 90-day written notice.

Persons signing this Memorandum of Understanding do so as official representatives of NMMBA and Suttons Bay Township and assume no personal liability. This MOU is effective as of:

_____, 2023

NMMBA Board President (Print)

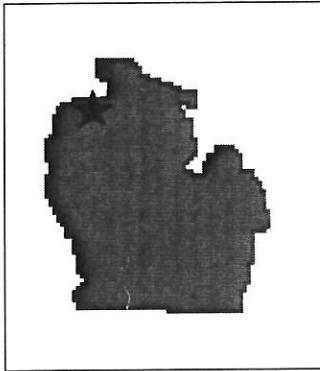
NMMBA Board President (Sign)

Date

Suttons Bay Township Supervisor (Print)

Suttons Bay Township Supervisor (Sign)

Date



MICHIGAN ASSESSING SERVICE INC
10655 RIVERSIDE DRIVE
HONOR, MICHIGAN 49640
PHONE 231-227-1095
FAX 231-227-1109
michiganassessing@hotmail.com

Michigan Assessing Service, Inc. does hereby enter into a contractual agreement with Suttons Bay Township to perform assessing services in compliance with the laws of the State of Michigan as governed by the Michigan State Tax Commission.

Services to be provided by M.A.S., Inc. during the three-year term of this agreement would include but not be limited to the following:

1. Perform field inspections of all new construction and partial construction from prior years based on building/land use permits furnished by Leelanau County Planning & the Township Zoning Administrator.
2. Track sales on a land value map and develop economic condition factors as required by the State Tax Commission based on transfer documents.
3. Perform the data entry required for name and address changes, principal residence exemption filings, agricultural exemption filings and personal property statements.
4. Complete all assessing forms required by the State Tax Commission including assessment change notices and assessment roll. The Township will provide all materials such as paper, ink, envelopes, postage, etc.
5. Defend Small Claims appeals to the Michigan Tax Tribunal at no additional hourly charge. Defend full Tribunal appeals and 154 Petitions at an hourly rate of \$75.00 per hour. Compensation for out-of-pocket expenses such as mileage, postage, parking fees, etc will be reimbursed by the Township for all cases. Full Tribunal cases will be reported to the Township Board as received, with the Board making the final decision on any stipulations/settlements.
6. Assist with Board of Review proceedings, prepare all required assessor forms and enter legally allowed changes made by the Board into the computer.
7. Assist Treasurer with data transfer needed to print tax bills and rolls.
8. Prepare/present reports to the Township Board as requested.
9. Respond to phone inquiries from taxpayers, realtors, mortgage companies, etc. on a regular basis.
10. Assess all properties using Equalizer Software. All data is owned by the Township.
11. Process all personal property statements returned timely and perform audits for new/outgoing businesses.
- 12.

13. Serve on the Land Division committee and maintain records of all applications. Update maps with all splits, subdivisions, etc.

14. Conduct office hours on a regular basis.

This contractual agreement is for a period of three years beginning August 1, 2023 and ending July 31, 2026. The contract amount for the first year of service is \$55,300. There will be twelve equal monthly payments of \$4091.67 beginning in August, 2023 and ending in July, 2024. The fee for the second and third years will be increased by the cost of living as set by the Michigan Department of Treasury in conjunction with the Consumer Price Index and will not exceed 5% per year on a per parcel basis with a beginning count of 2563. Additional duties levied by the State or requested by the Township would be negotiated at the time of implementation and are not a part of this contractual agreement. The balance of the contractual fee is to be paid as salary to the assessor of record as required by the Internal Revenue Service. That amount will be \$6000 for each year of the contract and will be paid in accordance with the Township's payroll policy.

Tom Nixon, Supervisor
Suttons Bay Township

Christy M. Brow

Christy M Brow, President
Michigan Assessing Service

Date: _____

Date: _____