

## **NOTICE OF MEETING**

The Regular Meeting of the Suttons Bay Township Board will be held  
Wednesday, July 12, 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: June 14, 2023 Regular Board Meeting
2. Payment of the Bills
3. Compensation Adjustments for the Deputy Clerk and Office Assistant

### **NEW BUSINESS:**

1. Consider Neighborhood Request for a Speed Limit Study of Richter Road
2. Resolution of Support for Peninsula Housing Rural Readiness Grant

**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)  
6/30/2023

Account Description	Balance 5/31/2023	Funding April	Expenditures April	Interest* Income	Balance 6/30/2023
General Account	\$769,428.37	\$45,772.89	(100,989.76)	\$13.34	\$714,224.84
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	\$77,164.00	\$20,500.00	(\$1,312.00)	\$0.00	\$96,352.00
Dog Park Fundraiser	\$83,854.71	\$1,620.00			\$85,474.71
Soccer Field	\$1,763.50			\$0.00	\$1,763.50
Ice Rink	\$1,995.00				\$1,995.00
Cemetery	\$13,600.10	\$200.00		\$0.00	\$13,600.10
Metro Funds	\$27,422.08	\$22,128.45		\$0.00	\$49,550.53
	<u>\$988,653.17</u>	<u>\$90,221.34</u>	<u>(102,301.76)</u>	<u>\$13.34</u>	<u>\$976,586.09</u>

	4/30/2024 Stmt. Balance	Deposit/withdraw	Interest	5/31/2023 Balance
<u>Bank Account Summary - ARPA Funds</u>				
ARPA Checking/CDAR	\$228,497.02		667.02	\$229,164.02

	5/31/2023	6/30/2023
STMN Balance		
TAX Account	\$45.15	\$58.13
		\$0.00

RECONCILIATION SUMMARIES

	5/31/2023 Stmt. Balance	O/S Checks	O/S Deposits	6/30/2023 Balance
<u>Bank Account Summary-General and Restricted</u>				
General Checking - Independent Bank	\$765,840.84	(13,678.54)		\$752,162.30
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,410.47		\$13.34	\$224,423.81
	<u>\$990,251.31</u>	<u>(\$13,678.54)</u>	<u>\$13.34</u>	<u>\$976,586.11</u>

	5/31/2023 Stmt. Balance	O/S Checks	O/S Deposits	6/30/2023 Adj. Balance
<u>Bank Account Summary - Tax and Special Election</u>				
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$462.82	(417.67)	\$12.98	\$58.13

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

JUNE 2023

For July 2023 Board Meeting

Prepared by Steve Patmore

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
<b>June 2023</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>Year To Date</b>	<b>18</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>1</b>
Year to date 2022	28	13	8	7	0
Year to date 2021	22	12	4	5	1
Year to date 2020	13	3	3	6	1
Year to date 2019	19	11	5	3	0
Year to date 2018	23	12	4	7	0
Year to date 2017	22	6	4	9	3
Year to date 2016	16	4	5	5	2
Year to date 2015	10	3	3	3	1

LUP 23-014	Putnam Rd.	Sign
LUP 23-015	Stowe Rd.	Accessory Building
LUP 23-016	Donnybrook Rd.	Deck
LUP 23-017	Celtic Ln.	Accessory Bldg – shed
LUP 23-018	Cherry Blossom Ln.	New Single-Family dwelling

#### Land Divisions:

- Several inquiries on potential splits

#### Zoning Board of Appeals:

- Application received for variance request – lot width.

#### Short Term Rentals:

- 43 short term rental permits issued for 2023
- Complaints received about parking.

#### Other:

- Follow up on Site Plan Reviews and Special Land Use Permits – 3 Site Inspections.
- Site inspection on a legal non-conforming use.
- Investigate possible setback issue – site visit
- Inquiries from owners on potential land uses.
- Application for Special Use Permit for a communication tower. Application was not complete. Considerable review and communication in process.
- Research for Zoning Ordinance Overhaul.

**DRAFT MINUTES**  
**SUTTONS BAY TOWNSHIP REGULAR BOARD MEETING**  
**JUNE 14, 2023, 5:15 P.M. IN Suttons Bay Township Office**  
**(There will be a ZOOM site for remote access)**

**CALL TO ORDER**

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

Roll call of Board Members- Quorum Present

Present: Tom Nixon, Jean Moe, Dorothy Petroskey, Debbie Slocombe,  
Doug Periard

Absent and excused: None

Staff: Steve Patmore

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

Consensus to approve the agenda as presented.

**PUBLIC COMMENT**

Zach Hllier, affordable housing Peninsula Housing

Pat Law - Would like to see some more hours for Assessor.

Casy Vandyke - Would like to seek better records kept by Assessor.

Tristan VanThome - Tribal sided with them.

Crystal VanThome - We can do better as township.

Tina VanThome - We should not have to go to State for answers.

**CONFLICT OF INTEREST** - None.

**REPORTS**

- Planning & Zoning - Annual Report accepted.
- Parks Supervisor - As presented.
- Parks & Recreation Committee -
- Fire Authority - Recognized long time volunteers

**OLD BUSINESS**

1. Approval of Minutes: May 10, 2023 Regular Meeting, May 17, 2023 Special Meeting Minutes - ***Debbie Slocombe/moved, Doug Periard/supported, to approve the May 10, 2023 Regular Meeting Minutes and May 17, 2023 Special Meeting Minutes, motion passed.***
2. Payment of Bills  
***Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve payment of the bills for \$146,105.83 with one item added, motion passed.***
3. Approve T.A.R.T. Draft Trail Extension Agreement  
T.A.R.T. Draft Trail Extension Agreement was submitted for approval.  
***Doug Periard/moved, Tom Nixon/supported, to approve the T.A.R.T. Draft***

**Trail Extension Agreement, motion passed.**

4. Approve Memorandum of Understanding with NMMBA for Pump Track  
Memorandum of Understanding with NMMBA for Pump Track was reviewed.  
***Dorothy Petrokey/moved, Jean Moe/supported, to approve Memorandum of Understanding with NMMBA for Pump Track. Motion carried.***

**NEW BUSINESS**

1. Approve Agreement for Assessor Service for our Township  
***Dorothy Petroskey/moved, Doug Periard/supported, to approve Agreement for Assessor Service for \$55,300.00. Motion carried.***

2. Approve Resolution No. 8 of 2023 - To Seek SPARK Grant for Children's Playground at Herman Park - Round 2. Moved by Debbie Slocombe, supported by Jean Moe  
Roll call vote: Pierard, Slocombe, Nixon, Petroskey, Moe. Resolution adopted.

3. Approve Resolution No. 9 of 2023 - To Seek SPARK Grant for Pickle Ball Courts at Herman Park -Round 2. Moved by Dorothy Petroskey, supported by Tom Nixon  
Roll call vote: Slocombe, Petroskey, Nixon, Pierard, Moe. Resolution adopted.

4. Consider Compensation Adjustment for Deputy Clerk and Office Assistant  
Consensus this will be discussed at the next Board Meeting.

**PUBLIC COMMENT**

None.

**BOARD MEMBER COMMENTS**

None.

**ADJOURN**

Tom Nixon adjourned the meeting at 6:15 p.m.

Minutes by Marge Johnson, Recording Secretary

Jean Moe, Clerk

**DRAFT MINUTES**  
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**PUBLIC COMMENT**

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**BOARD MEMBER COMMENTS**

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**ADJOURN**

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Minutes by Marge Johnson, Recording Secretary

Jean Moe, Clerk

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of July 12, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>Anavon Technology Goup</b>					
Bill	07/12/2023		07/22/2023		135.64
Total Anavon Technology Goup					135.64
<b>Andy Brandt</b>					
Bill	07/12/2023		07/22/2023		184.70
Total Andy Brandt					184.70
<b>Christy Brow</b>					
Bill	07/12/2023		07/22/2023		448.04
Total Christy Brow					448.04
<b>Debbie Slocombe</b>					
Bill	07/12/2023		07/22/2023		137.64
Total Debbie Slocombe					137.64
<b>Dee McClure</b>					
Bill	07/12/2023		07/22/2023		147.76
Total Dee McClure					147.76
<b>Dennis Rathnaw</b>					
Bill	07/12/2023		07/22/2023		73.88
Total Dennis Rathnaw					73.88
<b>Donald Gregory</b>					
Bill	07/12/2023		07/22/2023		110.82
Total Donald Gregory					110.82
<b>Dorothy Petroskey</b>					
Bill	07/12/2023		07/22/2023		114.63
Bill	07/12/2023		07/22/2023		2,186.11
Total Dorothy Petroskey					2,300.74
<b>Doug Periard</b>					
Bill	07/12/2023		07/22/2023		137.64
Bill	07/12/2023		07/22/2023		78.84
Total Doug Periard					216.48
<b>DTE Energy</b>					
Bill	07/12/2023		07/22/2023		68.08
Total DTE Energy					68.08
<b>Federal Tax Deposit</b>					
Bill	07/12/2023		07/22/2023		2,009.56
Total Federal Tax Deposit					2,009.56
<b>Jean Ann Moe</b>					
Bill	07/12/2023		07/22/2023		2,267.78
Total Jean Ann Moe					2,267.78
<b>Jill Williamson</b>					
Bill	07/12/2023		07/22/2023		75.00
Total Jill Williamson					75.00
<b>John Clark</b>					
Bill	07/12/2023		07/22/2023		110.82
Total John Clark					110.82



**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of July 12, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>Lois Bahle</b>					
Bill	07/12/2023		07/22/2023		50.00
Total Lois Bahle					50.00
<b>Michigan Assessing Service</b>					
Bill	07/12/2023		07/22/2023		3,888.33
Total Michigan Assessing Service					3,888.33
<b>Patti Miller</b>					
Bill	07/12/2023		07/22/2023		110.82
Total Patti Miller					110.82
<b>Rhoda Johnson</b>					
Bill	07/12/2023		07/22/2023		184.70
Total Rhoda Johnson					184.70
<b>Sandra Van Huystee</b>					
Bill	07/12/2023		07/22/2023		645.47
Total Sandra Van Huystee					645.47
<b>SOS Analytical</b>					
Bill	07/12/2023		07/22/2023		25.00
Total SOS Analytical					25.00
<b>Spectrum Business</b>					
Bill	07/12/2023		07/22/2023		109.87
Total Spectrum Business					109.87
<b>State of Michigan</b>					
Bill	07/12/2023		07/22/2023		1,498.11
Total State of Michigan					1,498.11
<b>Steven Patmore</b>					
Bill	07/12/2023		07/22/2023		3,169.26
Total Steven Patmore					3,169.26
<b>Tom Koernke</b>					
Bill	07/12/2023		07/22/2023		230.88
Total Tom Koernke					230.88
<b>Tom Nixon</b>					
Bill	07/12/2023		07/22/2023		1,330.58
Total Tom Nixon					1,330.58
<b>Village of Suttons Bay</b>					
Bill	07/12/2023		07/22/2023		63.06
Total Village of Suttons Bay					63.06
<b>William Drozdalski</b>					
Bill	07/12/2023		07/22/2023		2,002.33
Total William Drozdalski					2,002.33
<b>TOTAL</b>					<b>21,595.35</b>

## reduced speed on Richter Rd

Neighbor, I am asking those who live on, or near Richter Rd. Suttons Bay Township to consider a petition to request the Township, and Suttons Bay Village to approach The Leelanau Road Commission to review the Speed Limit on Richter Rd. And to reduce from the existing 55 mph limit to a more reasonable 35 mph.

With the growth of new housing developments, off Richter Rd. The increased car, bike, and foot traffic have raised the possibility of an unfortunate event with the 55-mph speed limit.

We are aware that road use should always be a shared experience and is only going to increase. But with the blind curves and low-rise hills vision sometimes is less than optimal. This reduced speed limit should facilitate both access and egress onto Richter Rd.

This is only a "feeler" letter to judge the interest and concern of those most affected by the request. If there is enough interest then we will have to draw up a proper petition and collect signatures (minimum 50% of those homes affected). Present it to the Township to review, forward to the Road Commission for a traffic study, and then to the State Police/County Sheriff to review and respond.

Pat Egan

Eganpat1949@hotmail.com

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #10 OF 2023**

**ADOPTED AT MEETING OF JULY 12, 2023**

WHEREAS, there exists a serious shortage of affordable housing in our community; and

WHEREAS, Peninsula Housing is a nonprofit organization that provides affordable housing for our community; and

WHEREAS, Peninsula Housing owns a parcel of land in our Township that is currently zoned to permit multi-family housing; and

WHEREAS, Peninsula Housing is applying for a Rural Readiness Grant in the amount of \$50,000 to gather community input and to plan for the development of affordable housing in our Township;

NOW, THEREFORE, BE IT RESOLVED that the Suttons Bay Township Board of Trustees hereby supports Peninsula Housing's application for a grant in the amount of \$50,000; and

BE IT FURTHER RESOLVED that the Suttons Bay Township Board of Trustees encourages the Michigan Department of Agriculture to approve this grant.

This resolution was passed by the Suttons Bay Township Board of Trustees on July 12 at a meeting held at the Township Offices in Suttons Bay.

Attested to by:

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Jean Moe, Clerk of Suttons Bay Township  
July 12, 2023