

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, October 13, 2021.

This meeting is being held face-to-face at the Suttons Bay / Bingham Fire and Rescue Authority meeting room at 201 N. St Mary's Avenue in Suttons Bay. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgement as to mask wearing.

PRELIMINARY AGENDA

CALL TO ORDER

Board Members: Announce Name, Position, Present Physical Location if not Present

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: Previous Meetings
2. Payment of the Bills

NEW BUSINESS:

1. Review and approval of the Fiscal Year Audit for 2020/2021
2. Park Recommendation-Bay Area Garden Club Sign

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

Suttons Bay Township
Treasurer's Report (unaudited)
9/30/2021

Account Description	Balance 8/31/2021	Funding Sept	Expenditures Sept	Interest* Income	Balance 9/30/2021
General Account	\$506,917.57	\$45,765.25	39,960.10	\$ 15.22	\$512,737.94
Tennis Court Fund	\$0.00	\$400.00			\$400.00
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41			\$0.00	\$11,115.41
Pickle Ball Court	\$38.00			\$0.00	\$38.00
Soccer Field	(\$6,036.50)			\$0.00	(\$6,036.50)
Cemetery	\$13,200.10			\$0.00	\$13,200.10
Metro Funds	\$18,006.33			\$0.00	\$18,006.33
	<u>\$544,963.52</u>	<u>\$46,165.25</u>		<u>\$15.22</u>	<u>\$551,183.89</u>
Tax	\$767,874.08	3,846,813.14	4,218,870.23	\$0.00	\$395,816.99
	<u>\$767,874.08</u>	<u>3,846,813.14</u>	<u>4,218,870.23</u>	<u>\$0.00</u>	<u>\$395,816.99</u>

RECONCILIATION SUMMARIES

	8/31/2021			9/30/2021
<u>Bank Account Summary-General and Restricted</u>	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$328,052.83	(1,014.68)		\$327,038.15
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,130.52		\$15.22	\$224,145.74
	<u>\$552,183.35</u>	<u>(\$1,014.68)</u>	<u>\$15.22</u>	<u>\$551,183.89</u>

	8/31/2021			9/30/2021
<u>Bank Account Summary - Tax and Special Election</u>	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$455,435.55	(59,618.56)		\$395,816.99
	<u>\$455,435.55</u>	<u>(\$59,618.56)</u>	<u>\$0.00</u>	<u>\$395,816.99</u>

Suttons Bay Township
Treasurer's Report (unaudited)
8/30/2021

Account Description	Balance 7/31/2021	Funding Aug	Expenditures Aug	Interest* Income	Balance 8/31/2021
General Account	\$476,245.22	\$56,188.83	25,531.70	\$ 15.22	\$506,917.57
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41			\$0.00	\$11,115.41
Pickle Ball Court	\$38.00			\$0.00	\$38.00
Soccer Field	(\$6,036.50)			\$0.00	(\$6,036.50)
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking	\$0.00			\$0.00	\$0.00
Cemetery	\$13,000.10	\$200.00		\$0.00	\$13,200.10
Metro Funds	\$18,006.33			\$0.00	\$18,006.33
	<u>\$514,091.17</u>	<u>\$56,388.83</u>	<u>25,588.70</u>	<u>\$15.22</u>	<u>\$544,963.52</u>
Tax	\$721,518.55	1,130,732.42	1,084,376.89	\$0.00	\$767,874.08
	<u>\$721,518.55</u>	<u>1,130,732.42</u>	<u>\$1,084,376.89</u>	<u>\$0.00</u>	<u>\$767,874.08</u>

RECONCILIATION SUMMARIES

<u>Bank Account Summary-General and Restricted</u>	7/31/2021 Stmt. Balance	O/S Checks	O/S Deposits	8/31/2021 Balance
General Checking - Independent Bank	\$322,487.08	(1,654.08)		\$320,833.00
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,130.52			\$224,130.52
	<u>\$546,617.60</u>	<u>(\$1,654.08)</u>	<u>\$0.00</u>	<u>\$544,963.52</u>

<u>Bank Account Summary - Tax and Special Election</u>	7/31/2021 Stmt. Balance	O/S Checks	O/S Deposits	8/30/2021 Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$768,273.15	(399.07)		\$767,874.08
	<u>\$768,273.15</u>	<u>(\$399.07)</u>	<u>\$0.00</u>	<u>\$767,874.08</u>

Recent audit report available for y/e 3/31/19

Suttons Bay Township
Treasurer's Report (unaudited)
7/31/2021

Account Description	Balance 6/30/2021	Funding June	Expenditures June	Interest* Income	Balance 7/31/2021
General Account	\$499,110.69	\$ 12,515.85	35,396.05	\$ 14.73	\$476,245.22
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41			\$0.00	\$11,115.41
Pickle Ball Court	\$38.00			\$0.00	\$38.00
Soccer Field	\$12,303.50	\$5,000.00	23,340.00	\$0.00	(\$6,036.50)
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking	\$0.00			\$0.00	\$0.00
Cemetery	\$13,000.10			\$0.00	\$13,000.10
Metro Funds	\$18,006.33			\$0.00	\$18,006.33
	<u>\$555,296.64</u>	<u>\$17,515.85</u>	<u>(58,736.05)</u>	<u>\$14.73</u>	<u>\$514,091.17</u>
Tax	\$691.41	1,019,397.58	298,570.44	\$0.00	\$721,518.55
	<u>\$691.41</u>	<u>\$1,019,397.58</u>	<u>\$298,570.44</u>	<u>\$0.00</u>	<u>\$721,518.55</u>

RECONCILIATION SUMMARIES

	6/30/2021			7/31/2021
Bank Account Summary-General and Restricted	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$291,287.99	(1,312.12)		\$289,975.87
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,115.30			\$224,115.30
	<u>\$515,403.29</u>	<u>(\$1,312.12)</u>	<u>\$0.00</u>	<u>\$514,091.17</u>

	6/30/2021			7/31/2021
Bank Account Summary - Tax and Special Election	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$724,208.21	(2,689.66)		\$721,518.55
	<u>\$724,208.21</u>	<u>(\$2,689.66)</u>	<u>\$0.00</u>	<u>\$721,518.55</u>

Recent audit report available for y/e 3/31/19

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

September 2021 (to-date)

For October 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

As of September 27, 2021

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
Sept. 2021 (to date)	4	1	0	3	0
Year To Date	36	14	8	13	1
Year to date 2020	32	9	5	17	1
Year to date 2019	26	14	7	5	0
Year to date 2018	33	17	6	10	0
Year to date 2017	29	8	4	14	3
Year to date 2016	24	6	8	8	2
Year to date 2015	20	10	4	5	1
Year to date 2014	11	1	3	7	0

1575 S. Lake Leelanau Dr. – detached garage
10630 E. Ora Lee Lane – New Single Family Dwelling
11550 E. Chimoski View – Accessory Building
8996 E. Duck Lake Rd – Agricultural Buildings

Revisions to existing Land Use Permit

Land Divisions:

- Land Division Application formally approved for one new parcels on Richter Rd.
- Land Division Application approved for one new parcel on Macksey Rd.
- Several questions about splitting of land – preliminary reviews.

Zoning Board of Appeals:

- Application pending for Appeal of Site Plan Review – legal review.

Short Term Rentals:

- 34 Short-Term Rental Permits issued for 2021 (28 Renewal Permits– 6 New Permits).

Other:

- Inquiries about guest houses.
- Inquiry about campground and farm-stay campsites.
- General inquiries about multi-family housing.
- Many general questions on properties and real estate sales.

DRAFT MINUTES

**SUTTONS BAY TOWNSHIP
REGULAR MEETING – SEPTEMBER 8, 2021**

This meeting is being held face-to-face at the Suttons Bay-Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue in Suttons Bay, Michigan. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is require to wear a mask. Others should use their own judgment as to mask wearing.

CALL TO ORDER – REGULAR MEETING

Tom Nixon, called the September 8, 2021 Meeting to order at 5:15 p.m. at the Suttons Bay-Bingham Fire and Rescue Authority meeting room at 201 N. St. Mary's Avenue, in Suttons Bay, Michigan.

ROLL CALL - Quorum Present

Present: Sandy VanHuystee, at Fire Department, Tom Nixon, Fire Department, Dorothy Petorkey, Fire Department, Debbie Slocombe, Fire Department

Absent and excused: Rich Bahle

Staff Present: None

Also in attendance via Zoom: Marge Johnson

APPROVAL OF THE AGENDA

Sandy VanHuystee/moved, Dorothy Petroskey/supported to approve the Amended Agenda, adding under New Business, Dog Park Fund Raising and Mission Statement, PASSED.

PUBLIC COMMENT

Bill Drozdalski addressed the parks in general.

Gary Hoensheid serves on the Parks & Recreation Committee and Friends of Herman Park commented on the dog park.

REPORTS:

- **Treasurer** - As presented.
- **Planning & Zoning**–
- **Fire Authority**
- **Parks & Recreation**
- **Facilities**

OLD BUSINESS

1. Approval of the Minutes: Previous Meetings
Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the Minutes as submitted, PASSED.
2. Payment of the Bills
Sandy VanHuystee/moved, Tom Nixon/supported to approve payment of the bills in the amount of \$32,898.24, PASSED
3. Herman Park
 - a. Approval of Tentative Master Plan
Discussion held about tentative master plan. *Sandra VanHuystee/moved, Tom Nixon/supported, to approve the site plan as the Master Plan for Herman Park as of September 8, 2021, PASSED.*
 - b. Memorial Garden Sign Approval -
Discussion was held regarding the Memorial Garden Sign. A representative from the Garden Club said the Parks & Rec proposed sign of 12 x 18 is too small, would cost \$1,500, and is not worth it. Sign it too small for the size of the garden. Dorothy Petroskey suggested that the Herman Park logo be removed from the sign. Tom Nixon said the Township would prefer a small sign. The garden is more important than the sign. Memorial Garden Sign tabled to request that Parks and Recreation review the proposed sign.
 - c. Irrigation Extension: Playinng Fields - The Leelanau Soccer Club has offered to pay to extend irrigation to the playing fields (the area around the soccer field for spectators to stand or sit and watch the game),

Debbie Slocombe/moved, Tom Nixon/supported, to expand the irrigation to the east (30 to 40 feet) just on the east side, 50 foot long, two zones. Discussion - Debbie Slocombe - bills for Soccer Field - \$65,342, pledges \$69,305.50. A total \$3,963.50 left in the account. Debbie Slocombe said there are funds available to cover the cost of expanding the irrigation. Sandy VanHuystee said consideration should be given to the amount of increase in the budget for water. Consider installing a sensor. MOTION PASSED.

- d. Parking Lot Expansion - Tom Nixon said there is a need for additional parking at Herman Park. The Township is proposing to add 64 more parking spaces. It is proposed Covid Funds would be used for this project.

Tom Nixon/moved, Debbie Slocombe/supported, to request that Gosling-Czubak submit a bid addressing their letter of Septeber 1, 2021, to expand the parking lot in Herman Park, PASSED.

4. Other Park Issues -
 - a. Temporary Parks Supervisor
Discussion was held about appointing Dennis Rathnaw as Temporary Parks

Supervisor for Herman Park.

Tom Nixon/moved, Debbie Slocombe/supported, to appoint Dennis Rathnaw as Temporary Parks Supervisor for Herman Park, to be compensated at the rate of the current supervisor, PASSED>

b. Signage Standards

Tom Nixon said Parks & Recreation Committee is reconsidering a maximum size of 12 x 18" signage in Herman Park. This item is tabled to the next meeting.

c. PRC New Member Approval

Debbie Slocombe/moved, Tom Nixon/supported to appoint Liz Mahaney as a new member of Parks & Recreation for two (2) years, PASSED.

d. Consideration of Modification to Memorial Garden Pathway

Tom Nixon has offered several ways to modify the Memorial Gardens Pathway. First, eliminate the path from the garden to the pavilion. Crushed gravel is - \$3,600. A concrete path would address the maintenance issue (\$7,820, color - \$1,800, stamping of concrete - \$3.00 sq ft (\$2,700).

Tom Nixon/moved, Debbie Slocombe/supported, to request that Elmer's submit a bid to construct a 48" concrete pathway with cobblestone entry at the Memorial Garden in Herman Park, PASSED.

NEW BUSINESS

1. Public Input Meeting re: use of COVID Relief Funds

Tom Nixon/moved, Debbie Slocombe/supported, to publish a 30day notice in newspaper advising Township residents that the Township Board is accepting comments from Township residents on how to spend the COVID Relief Funds, PASSED.

PUBLIC COMMENT

Dog Park - Fundraising

Gary Hoensheid submitted a mission statement for the dog park. Location of the dog park in Herman Park to be determined. Estimated cost \$50,000 - \$100,000. Two to three major donors have been identified. Tom Nixon said the Township Board should be educated about the dog park, consider putting this item on the October agenda.

Comments

Bill Drozdalski said a 2acre parcel for the dog park is too big

Memorial Gardens rep - Thank you for listening to them.

Parks & Recreation Committee should be recognized for its good work.

Compliments to Memorial Gardens and encourage continuity in all parks

ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

Marge Johnson, Recording Secretary

Sandy VanHuystee, Clerk

,

Suttons Bay Township
Unpaid Bills Detail
 As of October 13, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Amy Coleman					
Bill	10/13/2021		10/23/2021		36.94
Total Amy Coleman					36.94
Andy Brandt					
Bill	10/13/2021		10/23/2021		110.82
Total Andy Brandt					110.82
Apex Software					
Bill	10/13/2021		10/23/2021		235.00
Total Apex Software					235.00
Christy Brow					
Bill	10/01/2021		10/11/2021	2	444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	10/01/2021		10/11/2021	2	127.45
Bill	10/13/2021		10/23/2021		118.26
Total Debbie Slocombe					245.71
Deborah H. Palms					
Bill	10/13/2021		10/23/2021		110.82
Total Deborah H. Palms					110.82
Dee McClure					
Bill	10/13/2021		10/23/2021		73.88
Total Dee McClure					73.88
Dennis Rathnaw					
Bill	10/13/2021		10/23/2021		73.88
Bill	10/13/2021		10/23/2021		7.40
Bill	10/13/2021		10/23/2021		184.70
Total Dennis Rathnaw					265.98
Donald Gregory					
Bill	10/13/2021		10/23/2021		73.88
Total Donald Gregory					73.88
Dorothy Petroskey					
Bill	10/01/2021		10/11/2021	2	1,694.84
Bill	10/13/2021		10/23/2021		297.47
Total Dorothy Petroskey					1,992.31
Doug Periard					
Bill	10/13/2021		10/23/2021		73.88
Total Doug Periard					73.88
DTE Energy					
Bill	10/13/2021		10/23/2021		37.03
Total DTE Energy					37.03
Envirologic					
Bill	10/13/2021		10/23/2021		1,810.00
Total Envirologic					1,810.00

Suttons Bay Township
Unpaid Bills Detail
 As of October 13, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Federal Tax Deposit					
Bill	10/13/2021		10/23/2021		1,827.18
Total Federal Tax Deposit					1,827.18
Gary Hoensheid					
Bill	10/13/2021		10/23/2021		73.88
Total Gary Hoensheid					73.88
Gerald Devol					
Bill	10/13/2021		10/23/2021		110.82
Total Gerald Devol					110.82
GFL ENVIRONMENTAL					
Bill	10/13/2021		10/23/2021		85.80
Total GFL ENVIRONMENTAL					85.80
Herman Brothers' Lawn Care					
Bill	10/13/2021		10/23/2021		1,250.00
Total Herman Brothers' Lawn Care					1,250.00
Immanuel Lutheran Church					
Bill	10/13/2021		10/23/2021		100.00
Total Immanuel Lutheran Church					100.00
Jill Williamson					
Bill	10/13/2021		10/23/2021		162.50
Total Jill Williamson					162.50
Leelanau County Treasurer					
Bill	10/13/2021		10/23/2021		94.82
Total Leelanau County Treasurer					94.82
Marge Johnson					
Bill	10/13/2021		10/23/2021		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	10/13/2021		10/23/2021		3,748.16
Total Michigan Assessing Service					3,748.16
Moses Window Cleaning					
Bill	10/13/2021		10/23/2021		55.00
Total Moses Window Cleaning					55.00
Northern Building Supply, LLC					
Bill	10/13/2021		10/23/2021		9.39
Total Northern Building Supply, LLC					9.39
Paul Whiteford					
Bill	10/13/2021		10/23/2021		3,366.00
Total Paul Whiteford					3,366.00
Pete Ostrowski					
Bill	10/13/2021		10/23/2021		110.82
Total Pete Ostrowski					110.82

Suttons Bay Township
Unpaid Bills Detail
As of October 13, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Rhoda Johnson					
Bill	10/13/2021		10/23/2021		73.88
Total Rhoda Johnson					73.88
Richard Bahle					
Bill	10/01/2021		10/11/2021	2	1,181.11
Total Richard Bahle					1,181.11
Sandra Van Huystee					
Bill	10/01/2021		10/11/2021	2	2,083.10
Total Sandra Van Huystee					2,083.10
SOS Analytical					
Bill	10/13/2021		10/23/2021		25.00
Total SOS Analytical					25.00
Spectrum Business					
Bill	10/13/2021		10/23/2021		264.61
Total Spectrum Business					264.61
State of Michigan					
Bill	10/13/2021		10/23/2021		464.12
Total State of Michigan					464.12
Steven Patmore					
Bill	10/01/2021		10/11/2021	2	2,857.26
Total Steven Patmore					2,857.26
Summit Fire Protection					
Bill	10/13/2021		10/23/2021		49.50
Total Summit Fire Protection					49.50
Susan Odom					
Bill	10/13/2021		10/23/2021		73.88
Total Susan Odom					73.88
Tobin & Company					
Bill	10/13/2021		10/23/2021		3,852.00
Total Tobin & Company					3,852.00
Tom Nixon					
Bill	10/01/2021		10/11/2021	2	127.45
Bill	10/13/2021		10/23/2021		157.68
Total Tom Nixon					285.13
Village of Suttons Bay					
Bill	10/13/2021		10/23/2021		66.14
Total Village of Suttons Bay					66.14
William Drozdalski					
Bill	10/13/2021		10/23/2021		36.94
Bill	10/13/2021		10/23/2021		60.82
Total William Drozdalski					97.76

1:05 PM
10/06/21

Suttons Bay Township
Unpaid Bills Detail
As of October 13, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Williams & Bay Bill	10/13/2021		10/23/2021		333.50
Total Williams & Bay					333.50
TOTAL					28,360.04