

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING: **DRAFT**

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, August 11, 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 (July 14 Regular / July 28 Special)
2. Payment of the Bills
3. Memorandum of Understanding: Leelanau Soccer Club
4. Coronavirus Local Fiscal Recovery Fund (CLFRF): Motion to open separate Bank Account

NEW BUSINESS:

1. Herman Park: Memorial Garden Sign approval
2. Federal Procurement Conflict of Interest Policy: Adoption (required for receipt of Federal Funds)
- 3.
- 4.

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

July 2021 (to-date)

For August 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore
As of July 26, 2021

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
July 2021 (to date)	3	1	1	1	0
Year To Date	25	13	5	6	1
Year to date 2020	15	4	4	6	1
Year to date 2019	23	12	7	4	0
Year to date 2018	25	12	5	8	0
Year to date 2017	24	6	4	11	3
Year to date 2016	19	5	6	6	2
Year to date 2015	13	6	3	3	1
Year to date 2014	9	1	2	6	0

1325 S. Nanagosa Tr. – add guest house
10015 E. John Michael Dr. – new single-family dwelling
3608 N. West Bayshore Dr. - addition

3 revisions or extensions to existing Land Use Permits

Land Divisions:

- Land Division Application formally approved for one division on land lying between Center Highway and Richter Rd.
- Several questions about splitting of land.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 32 Short-Term Rental Permits issued for 2021 (26 Renewal Permits– 6 New Permits).

Other:

- Correspondence & Discussions on 1274 Peck Road Site Plan Review.
- Site Plan Review follow-up on Marek Road Multi-Family Housing Project
- Correspondence & Discussion on Capital Stone Site Plan Amendment
- Many questions and requests for interpretations on properties in the township that are on the market or recently purchased.
- Discussion with Engineers regarding a potential 3-lot Site Condominium on Lake Leelanau Drive North of Bernadette Drive.

**SUTTONS BAY TOWNSHIP
REGULAR BOARD MEETING
JULY 14, 2021 MINUTES**

CALL TO ORDER - REGULAR MEETING

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:15 P.M. on Wednesday, July 14, 2021 at the Firehall Building,

Present: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe
Tom Nixon

Absent: None

APPROVAL OF THE AGENDA

Sandy VanHuystee/moved, Tom Nixon/supported, to approve the agenda as amended, #6 - No action, add #7 Pump Track, PASSED.

PUBLIC COMMENT and communications about items not on the agenda.

Gary Hoenscheid, Peck Rd. commented about Leelanau Watersports.

Leelanau Watersports/Letter from Zoning Administrator

Roxanne Degrandio, commented about Leelanau Watersports.

Correspondence with Village of Suttons Bay re Leo Creek.

Letter of Support/Invasive Species Network

REPORTS -

- Treasurer - tax bills sent out, tax payments coming in.
- Plann Comm. - Written reported from Steve Patmore, Z.A.
- Fire Authority - last nights meeting - finalized Fire Chief's evaluation, and received check from the Tribe for 2% which will go toward purchase of compressor.
- Parks & Rec - Unapproved Minutes submitted. Playing fields are in, hydroseeding coming in. Discussed proposed bylaws.
- Facilities Tom Nixon and Dorothy Petroskey reviewed drawings that Andy Rink sent to them with regard to remodeling the township offices.

OLD BUSINESS

1. Approval of the Minutes - June 9, 2021

Dorothy Petroskey/moved, Tom Nixon/supported, to approve the June 9, 2021 Minutes as corrected, delete Debbie Slocombe absent but excused. PASSED.

2. Approval of the Bills

Rich Bahle/moved, Debbie Slocombe/supported to pay the bills in the amount of \$58,736.05, PASSED.

NEW BUSINESS

4. Consideration of Suttons Bay Township Tax Exemption Ordinance - Vineyard View Apartments - Ordinance No. 2021-3

John Stinson represented Homestretch Non-Profit Housing Corporation who is requesting approval of payment In Lieu of Taxes Tax Exemption (PILOT Ordinance) for Vineyard View Apartments of property located on N. Marek Road. Parcel No. 45-11-011-020-004-13. This Ordinance would provide for a service charge to be paid in lieu of taxes by any or all classes of housing projects exempt from taxation under this Act. The Township Assessor will receive a report at the end of the year of the shelter rents (actual rental without utilities).

Rich Bahle/moved, Tom Nixon/supported, to adopt Suttons Bay Township Ordinance No. 2021-3, Payment In Lieu Of Taxes Tax Exemption Ordinance Vineyard View Apartments. Roll call vote: Yes: Tom Nixon, Dorothy Petroskey, Debbie Slocombe, Sandy VanHuystee, Rich Bahle. No: None. Motion passed.

OLD BUSINESS

3. Memorandum of Understanding: Leelanau Soccer Club

Debbie Slocombe said the Leelanau Soccer Club has reviewed the Memorandum of Understanding. Consensus of the Board that Tom Nixon and Debbie Slocombe will meet with representatives of the Leelanau Soccer Club.

4. OMA Training Session - Figura Law

Rich Bahle said the OMA Training Session with Figura Law will be in person on August 2, 2021 at 6 p.m. at the Suttons Bay Township Firehall and a zoom meeting.

5. Recreation Committee Bylaws

Tom Nixon submitted Draft 2 of the Parks and Recreation Committee Bylaws. The document recites, Purpose, Specific Committee Responsibilities, Membership, Officers and Duties, Meetings, and Compensation. The purpose of the Suttons Bay Township Parks and Recreation Committee is to assist the Township Board by communicating directly through the Township's Parks Supervisor about park and recreation needs and programs for the residents of the township. Appointed members of the committee will be compensated for their service as approved by the Township board. Rich Bahle said Tom Nixon will be meeting with the Recreation Committee to review the bylaws.

Rich Bahle/moved Sandy VanHuystee/supported, to adopt the Suttons Bay Township Parks and Recreation Committee Bylaws as submitted by Tom Nixon. Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Rich Bahle. No: Debbie Slocombe- Motion passed.

NEW BUSINESS

1. Accept Jerry Battle's resignation from the Board of Review

Dorothy Petroskey/moved Sandy VanHuystee/supported, to accept Jerry Battle's resignation with regret from the Board of Review, PASSED.

2. Appoint Robert (Bob) Weyand to fill open Board of Review position through December 31, 2022.

Rich Bahle/moved, Sandy VanHuystee/supported, to appoint Robert (Bob) Weyand to fill the open Board of Review position through December 31, 2022, PASSED.

3. Coronavirus Local Fiscal Recovery Fund (CLFRF) Application

Rich Bahle submitted an article about the Coronavirus Local Fiscal Recovery Fund (CLFRF) Application. Discussion was held about making application to the State of Michigan. Rich Bahle said the funds don't have to be spent until 2026.

Rich Bahle/moved, Sandy VanHuystee/supported, that Suttons Bay Township make application to the State of Michigan for the allocated Coronavirus Local Fiscal Recovery Funds, PASSED.

5. Second Right of Refusal/Foreclosed Tax Parcel

Correspondence received from John A. Gallagher, Leelanau County Treasurer stating that the township has the right to purchase a foreclosed property - Parcel 011-642-011-20 which is up for sale.

Rich Bahle recommends that the township decline to purchase this foreclosed property.

Rich Bahle/moved, Debbie Slocombe/supported, that Suttons Bay Township declines the purchase of Parcel 011-642-011-20, PASSED.

6. Sidewalk Construction

Rich Bahle said the township is not planning to do anything at this time.

7. Pump Track at Herman Park

Discussion was held about the proposed pump track at Herman Park. Rich Bahle said the location of the pump track at Herman Park has not changed. The pump track is portable and could be moved from the site. Nimby is requesting approval to raise funds for a portable pump track at Herman Park.

Rich Bahle/moved, Tom Nixon/supported to authorize Nimby Mountain Bike Club to have a fund raiser to purchase a portable pump track to be located at Herman Park, PASSED.

OTHER BUSINESS

Bill Drozdalski submitted his resignation as a member of the Parks and Recreation Committee.

PUBLIC COMMENT

Susan Odom commented about items on the agenda.

BOARD MEMBER COMMENTS

Debbie Slocombe said signs will at put up at parks except for Herrman Park.
Sandy VanHuystee - Township Audit scheduled for July 29, 2021.

ADJOURNMENT

Rich Bahle adjourned the meeting at 7:02 p.m.

**Minutes by Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk**

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:17 p.m.

**Minutes by Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk**

A Special Meeting of the Township Board was held on Wednesday, July 28, 2021 beginning at 10 a.m. For the purpose of accepting the resignation of Mike Hill from the Board of Review and appoint Larry Mawby for the balance of term through the December 2022.

A motion from Rich Bahle to accept the resignation of Mike Hill from the Board of Review, effective Immediately with regret, supported by Sandy Van Huystee. All ayes. Motion carried.

A motion from Rich Bahle to appoint Larry Mawby to the Board of Review for the term ending December 2022, supported by Dorothy Petroskey. All ayes. Motion carried.

Meeting adjourned at 10:15 a.m.

Submitted by Sandra Van Huystee
Clerk
July 28, 2021

Suttons Bay Township
Unpaid Bills Detail
 As of August 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
A. Rink Architects Inc.					
Bill	08/11/2021		08/21/2021		500.00
Total A. Rink Architects Inc.					500.00
Catherine Hartesvelt					
Bill	08/11/2021		08/21/2021		318.60
Total Catherine Hartesvelt					318.60
Christy Brow					
Bill	08/02/2021		08/12/2021		444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	08/02/2021		08/12/2021		127.45
Bill	08/11/2021		08/21/2021		78.84
Total Debbie Slocombe					206.29
Deborah H. Palms					
Bill	08/11/2021		08/21/2021		73.88
Total Deborah H. Palms					73.88
Dennis Rathnaw					
Bill	08/11/2021		08/21/2021		36.94
Total Dennis Rathnaw					36.94
Dorothy Petroskey					
Bill	08/02/2021		08/12/2021		1,694.84
Bill	08/11/2021		08/21/2021		350.84
Total Dorothy Petroskey					2,045.68
DTE Energy					
Bill	08/11/2021		08/21/2021		36.33
Total DTE Energy					36.33
Federal Tax Deposit					
Bill	08/11/2021		08/21/2021		2,136.04
Total Federal Tax Deposit					2,136.04
Gary Hoenschied					
Bill	08/11/2021		08/21/2021		36.94
Total Gary Hoenschied					36.94
Gerald Devol					
Bill	08/11/2021		08/21/2021		73.88
Total Gerald Devol					73.88
Gosling Czubak					
Bill	08/11/2021		08/21/2021		567.00
Total Gosling Czubak					567.00
Integrity Business Solutions					
Bill	08/11/2021		08/21/2021		104.18
Total Integrity Business Solutions					104.18
Jean Ann Moe					
Bill	08/11/2021		08/21/2021		380.93
Bill	08/11/2021		08/21/2021		225.00
Total Jean Ann Moe					605.93

Suttons Bay Township
Unpaid Bills Detail
 As of August 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Jill Williamson					
Bill	08/11/2021		08/21/2021		62.50
Total Jill Williamson					62.50
Leelanau Enterprise					
Bill	08/11/2021		08/21/2021		279.10
Total Leelanau Enterprise					279.10
Maple River Direct Mail					
Bill	08/11/2021		08/21/2021		151.44
Total Maple River Direct Mail					151.44
Marcia Zielinski					
Bill	08/11/2021		08/21/2021		225.00
Total Marcia Zielinski					225.00
Michigan Assessing Service					
Bill	08/11/2021		08/21/2021		3,748.16
Total Michigan Assessing Service					3,748.16
Pete Ostrowski					
Bill	08/11/2021		08/21/2021		73.88
Total Pete Ostrowski					73.88
Richard Bahle					
Bill	08/02/2021		08/12/2021		1,181.11
Total Richard Bahle					1,181.11
Roberta Roubal					
Bill	08/11/2021		08/21/2021		225.00
Total Roberta Roubal					225.00
S.O.S. Analytical					
Bill	08/11/2021		08/21/2021		50.00
Total S.O.S. Analytical					50.00
Sandra Lindley					
Bill	08/11/2021		08/21/2021		225.00
Total Sandra Lindley					225.00
Sandra Van Huystee					
Bill	08/02/2021		08/12/2021		2,083.10
Total Sandra Van Huystee					2,083.10
Shirley Eckerle					
Bill	08/11/2021		08/21/2021		270.00
Total Shirley Eckerle					270.00
Spectrum Business					
Bill	08/11/2021		08/21/2021		262.60
Total Spectrum Business					262.60
State of Michigan					
Bill	08/11/2021		08/21/2021		414.80
Total State of Michigan					414.80

Suttons Bay Township Unpaid Bills Detail As of August 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Steven Patmore					
Bill	08/02/2021		08/12/2021		2,857.26
Total Steven Patmore					2,857.26
T.O.M.'S LLC					
Bill Pmt -Check	07/21/2021	8161			-7,840.00
Total T.O.M.'S LLC					-7,840.00
Tom Nixon					
Bill	08/02/2021		08/12/2021		127.45
Total Tom Nixon					127.45
Village of Suttons Bay					
Bill	08/11/2021		08/21/2021		63.91
Total Village of Suttons Bay					63.91
William Drozdalski					
Bill	08/11/2021		08/21/2021		345.85
Bill	08/11/2021		08/21/2021		73.88
Bill	08/11/2021		08/21/2021		384.78
Total William Drozdalski					804.51
Williams & Bay Pumping Service					
Bill	08/11/2021		08/21/2021		333.50
Total Williams & Bay Pumping Service					333.50
TOTAL					12,784.68

Suttons Bay Township Federal Procurement **Conflict of Interest Policy**

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Suttons Bay Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Suttons Bay Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$ _____, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.