

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

**PRELIMINARY AGENDA**

The regular meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, March 11, 2020. NOTICE: Two Public Hearings will precede the Regular Meeting

**CALL TO ORDER:**

**PUBLIC HEARING (TRUTH IN TAXATION & BUDGET)**

**PUBLIC HEARING (MNRTF Grant Request- Restrooms Herman Park)**

**CALL TO ORDER: REGULAR MEETING**

**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. Budget Adoption: Fiscal Year 2020-2021
2. Set Millage Rate
3. MNRTF Grant: Permanent Bathroom at Herman Park
4. Request from Leland Township: Share costs of setting Buoys on Lake Leelanau (\$250)
5. Leelanau Trail Access: Construction on Condo Common Areas (Informational)
6. Clean-up Budget Transfers:
  - a. Herman Park Well Expenditures: \$2000 from 245 Account to General Fund
  - b. Fire & Rescue Building Fund: \$5,000 to General Fund and Close Fund
7. Election Workers' Wages: Increase Chairperson to \$18/hr other Workers to \$15/hr
8. Recreation Committee Compensation: Increase to match that of other Township Committees
9. Deputies' Pay Rates: Increase to match #7 above

**PUBLIC COMMENT:**

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

Agenda 2020 Township

Suttons Bay Township  
Treasurer's Report (unaudited)  
1/31/2020

Account Description	Balance 12/31/2019	Funding December	Expenditures December	Interest* Income	Balance 12/31/2019
General Account	\$318,607.03	\$70,406.08	\$42,424.89	\$0.00	\$346,588.22
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$13,115.41			\$0.00	\$13,115.41
Pickle Ball Court	\$33,000.00			\$0.00	\$33,000.00
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking I	\$0.00			\$0.00	\$0.00
Cemetery	\$10,900.10	\$300.00		\$0.00	\$11,200.10
Short-Term Rental Fund	\$0.00			\$0.00	\$0.00
Metro Funds	\$21,228.25			\$0.00	\$21,228.25
	<u>\$398,573.40</u>	<u>\$70,706.08</u>	<u>\$42,424.89</u>	<u>\$0.00</u>	<u>\$426,854.59</u>
Special Millage Election	\$7,230.77			\$0.00	\$7,230.77
Tax	\$631.48	\$198,413.97	\$183,568.85	\$0.00	\$15,476.60
	<u>\$7,862.25</u>	<u>\$198,413.97</u>	<u>\$183,568.85</u>	<u>\$0.00</u>	<u>\$22,707.37</u>

RECONCILIATION SUMMARIES

	1/31/2020 Stmt. Balance	O/S Checks	O/S Deposits	1/31/2020 Adj. Balance
Bank Account Summary-General and Restricted				
General Checking - Independent Bank	\$204,051.49	(\$696.08)	\$0.00	\$203,355.41
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$223,499.18	\$0.00	\$0.00	\$223,499.18
	<u>\$427,550.67</u>	<u>(\$696.08)</u>	<u>\$0.00</u>	<u>\$426,854.59</u>

	1/31/2020 Stmt. Balance	O/S Checks	O/S Deposits	1/31/2020 Adj. Balance
Bank Account Summary - Tax and Special Election				
Point & Pay Deposit Acct - Independent Bank	\$5,732.93	\$0.00		\$5,732.93
Tax Checking - Independent Bank	\$116,024.95	(\$135,893.67)	\$29,612.39	\$9,743.67
Special Millage Election - Independent Bank	\$7,230.77			\$7,230.77
	<u>\$128,988.65</u>	<u>(\$135,893.67)</u>	<u>\$29,612.39</u>	<u>\$22,707.37</u>

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

**DRAFT MINUTES**  
**SUTTONS BAY TOWNSHIP**  
**REGULAR MEETING MINUTES – FEBRUARY 12, 2020**

**CALL TO ORDER**

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:15 p.m., February 12, 2020, at the Suttons Bay Township Offices, #95 W. Fourth St., Suttons Bay, Michigan.

**ROLL CALL - Quorum Present**

Present: Rich Bahle, Sandy VanHuystee, Tom Nixon, Cathy Hartesvelt, Debbie Slocombe

Absent and excused: None

Staff Present: None

**APPROVAL OF THE AGENDA**

*Rich Bahle/moved, Debbie Slocombe/supported, to approve the amended agenda, adding under New Business, Resolution 7 – Erosion Control, PASSED.*

**PUBLIC COMMENT**

**Suttons Bay-Bingham District Library**

John Krug said he has resigned as President of the Library Board. Library has new Director and new President. Sandy Boone, new Library President, asked the Board to appoint someone from Suttons Bay Township to the Library Board.

Rich Bahle said someone donated a hockey goal to the township.

**REPORTS:**

- **Treasurer** - No report.
- **Planning and Zoning** - Zoning Administrator's Report was submitted.
- **Fire Authority** - February 11<sup>th</sup> Meeting – Reviewed proposed budget, retained Tobin & Co. to do audit; Policies and Procedures being brought into compliance, approved write-offs of some accounts, referred accounts to collection agency for collection, drafting a contract for Fire Chief, and March 10<sup>th</sup> – Fire Department Millage Election.
- **Parks & Recreation** - Debbie Slocombe said the Committee put a budget together. Garden Club will start their work the 1<sup>st</sup> of June. Stripping will take place in the spring. Bids will be submitted for mulching, fall pruning and monthly maintenance. Rotary Club donated \$500.00 toward the soccer park.
- **Facilities** - No report.

## **OLD BUSINESS**

### **1. Approval of the Minutes: January 8, 2020**

*Debbie Slocombe/moved, Tom Nixon/supported, to approve the January 8, 2020 Minutes, PASSED.*

### **2. Payment of the Bills**

Sandy VanHuystee submitted bills for payment in the amount of \$42,867.31.

*Rich Bahle/moved, Debbie Slocombe/supported, to approve payment of the bills in the amount of \$42,867.31, PASSED.*

## **NEW BUSINESS**

### **a. Salary Resolutions – Elected Officials**

*Tom Nixon withdrew his motion, Sandy VanHuystee withdrew her second, to approve a 2.5% increase for the elected officials for the 2020-2021 budget.*

#### **Resolution #2020-01 - ownship Supervisor**

*Cathy Hartesvelt/moved, Sandy VanHuystee/supported, to adopt Resolution #2020-01, that as of April 1, 2020 the salary of the Township Supervisor shall be \$18,035.00 plus pension.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-01 adopted.*

#### **Resolution #2020-02 – Township Clerk**

*Tom Nixon/moved, Cathy Hartesvelt/supported, to adopt Resolution #2020-02, that as of April 1, 2020, the salary of the Township Clerk shall be \$26,887.00 plus pension.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-02 adopted.*

#### **Resolution #2020-03 – Treasurer**

*Sandy VanHuystee/moved, Rich Bahle/supported, to adopt Resolution #2020-03, that as of April 1, 2020, the salary of the Township Treasurer shall be \$27,940.00 for winter and summer tax collection plus pension.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-03 adopted.*

Resolution #2020-04 - Trustee

*Tom Nixon/moved, Cathy Hartesvelt/supported, to adopt Resolution #2020-04, that as of April 1, 2020, the salary of the Township Trustee shall be \$1,551.90 plus pension.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-04 adopted.*

Resolution #2020-5 – Trustee

*Tom Nixon/moved, Sandy VanHuystee/supported, to adopt Resolution #2020-05, that as of April 1, 2020, the salary of the Township Trustee shall be \$1,551.90 plus pension.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-05 adopted.*

**2. Resolution 2020-6 - Poverty Exemption Standards**

*Rich Bahle/moved, Cathy Hartesvelt/supported, to adopt Resolution 2020-6 – Poverty Exemption Standards.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-06 adopted.*

**3. Waive Transfer Affidavit Fees**

*Rich Bahle/moved, Debbie Slocombe/supported, that Suttons Bay Township waive any transfer affidavit fees whether late or penalty, PASSED.*

**4. Host Compliance: Contract Renewal**

Memo received from Steve Patmore - Host Compliance has offered to renew their contract for one year at the same rate as 2019, \$2,532.00 to monitor and report on short term rental activity.

*Tom Nixon/moved, Sandy VanHuystee/supported, to approve the renewal of Host Compliance Contract for one year for \$2,532.00, and authorize the Clerk to sign the Contract with Host Compliance, PASSED.*

**5. Resolution #2020-7 Erosion Control**

*Tom Nixon/moved, Debbie Slocombe/supported, to adopt Resolution #2020-7 Erosion Control. correcting the Resolution to read: Suttons Bay Township requests ...*

*Discussion: Debbie Slocombe said several of her clients have been impacted by erosion of their property. There was a storm in November that impacted properties along the water.*

*Good to be proactive.*

*Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution #2020-7 adopted.*

**6. Contractual Agreement Between Suttons Bay Township and Networks Northwest For Planning Services**

The Contractual Agreement Between Suttons Bay Township and Networks Northwest For Planning Services was submitted for approval. Tom Nixon said Kathy Egan is just about finished with the work on the zoning ordinance review.

*Tom Nixon/moved, Sandy VanHuystee/supported, to approve the Contractual Agreement Between Suttons Bay Township and Networks Northwest for planning services, contract commencing April 1, 2020 and shall end on March 31, 2021, and authorize Tom Nixon to sign the Contractual Agreement on behalf of the Township Board, PASSED.*

**OTHER BUSINESS**

Township Board Work Session - February 20, 2020, 9 am

To review draft budget for 2020.

**PUBLIC COMMENT**

Eric Carlson said the MTA Website has information regarding township salaries.

**BOARD MEMBER COMMENTS**

Debbie Slocombe - Article in MTA Focus Magazine about franchised businesses.

Tom Nixon – Thank you for the valentines. County Planning will be offering a work session on board of review.

**ADJOURNMENT**

Rich Bahle adjourned the meeting at 6:26 pm.

**Marge Johnson, Recording Secretary**

**Sandy VanHuystee, Clerk**

The Township Board called a work session on February 19, 2020 beginning at 9 a.m. for the purpose to Review the 2020/2021 budget.

Meeting called to order by Tom Nixon

Members present: Van Huystee, Slocombe, Nixon-Hartesvelt seated at 9:20 a.m.

Absent: Bahle

Guest: Bill Drozdalski

Tom Nixon stated he would like to review the Parks budget first because Bill Drozdalski had to leave by 10 a.m. Tom stated that the figures in the line items were the recommendations of the Recreation Committee and are subject to change at our budget hearing in March.

Debbie Slocombe was concerned that the budget did not have a line item for soccer field construction and that we have committed monies towards that project. She did say if construction is not started soon, we will have to return the funds. She said she would like \$5,000 put in the budget and was concerned budget reflected \$10,000 towards pickle ball courts when we already have a couple of courts. Board felt that pickle ball players have fund raised a lot of money and felt with their dedication the Township should show their good effort. Tom stated he felt that because the survey rated soccer fields at a 10 priority, he felt that we should meet the other priorities and most are reflected in this budget. Debbie mentioned that the survey does show 10 in the survey but felt children did not have access to getting on line to do the survey and felt it would have been a much higher priority if they could have. Board left the budget as presented for parks at this time.

Tom stated that the budget reflects a 2.5% increase for the Board Members salary and since it has been a few years it was determined that we should increase the cost of living. Also, the zoning administrator has been increased the 2.5% rate. Clerk asking the election inspectors be increased. It was in 2005 that the board increase the election workers hourly rate. Recommended this next budget to increase the Chairman to \$18/hour and election inspectors to \$15/hour. This increase is reflected in this budget.

Tom stated that the rest of the budget is much the same as in past budgets with slight increases for the inflation costs. We have allocated funds into the Long Term Building Fund for this office because we should be thinking of a new roof and our carpeting is in bad need of replacing. We do need to consider some funds for upkeep of this office and it is a start.

After review the board adjourned the work session and Tom indicated this budget will be presented at the March meeting with the Public Hearing prior to meeting for final consideration.

Submitted by  
Sandra Van Huystee  
Clerk  
2/19/20

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of March 27, 2020

Type	Date	Num	Due Date	Aging	Open Balance
<b>Catherine Hartesvelt</b>					
Bill	03/02/2020		03/12/2020	15	1,710.31
Bill	03/02/2020		03/12/2020	15	1,179.70
Total Catherine Hartesvelt					2,890.01
<b>Christy Brow</b>					
Bill	03/02/2020		03/12/2020	15	444.67
Total Christy Brow					444.67
<b>Debbie Slocombe</b>					
Bill	03/02/2020		03/12/2020	15	124.34
Total Debbie Slocombe					124.34
<b>Dorothy Petroskey</b>					
Bill	03/11/2020		03/21/2020	6	594.46
Total Dorothy Petroskey					594.46
<b>DTE Energy</b>					
Bill	03/11/2020		03/21/2020	6	109.27
Total DTE Energy					109.27
<b>Federal Tax Deposit</b>					
Bill	03/11/2020		03/21/2020	6	1,688.25
Total Federal Tax Deposit					1,688.25
<b>Gosling Czubak</b>					
Bill	03/11/2020		03/21/2020	6	630.00
Total Gosling Czubak					630.00
<b>Integrity Business Solutions</b>					
Bill	03/11/2020		03/21/2020	6	140.44
Total Integrity Business Solutions					140.44
<b>Jean Ann Moe</b>					
Bill	03/11/2020		03/21/2020	6	177.30
Total Jean Ann Moe					177.30
<b>Leelanau Enterprise</b>					
Bill	03/11/2020		03/21/2020	6	161.25
Total Leelanau Enterprise					161.25
<b>Marge Johnson</b>					
Bill	03/11/2020		03/21/2020	6	147.76
Total Marge Johnson					147.76
<b>Networks Northwest</b>					
Bill	03/11/2020		03/21/2020	6	1,170.00
Total Networks Northwest					1,170.00
<b>Northern Building Supply, LLC</b>					
Bill	03/11/2020		03/21/2020	6	75.46
Total Northern Building Supply, LLC					75.46
<b>Planning &amp; Zoning News</b>					
Bill	03/11/2020		03/21/2020	6	185.00
Total Planning & Zoning News					185.00



**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of March 27, 2020

Type	Date	Num	Due Date	Aging	Open Balance
<b>Postmaster</b>					
Bill	03/11/2020		03/21/2020	6	1,500.00
Total Postmaster					1,500.00
<b>Richard Bahle</b>					
Bill	03/02/2020		03/12/2020	15	1,144.99
Total Richard Bahle					1,144.99
<b>Sandra Van Huystee</b>					
Bill	03/02/2020		03/12/2020	15	2,048.63
Total Sandra Van Huystee					2,048.63
<b>Spectrum Business</b>					
Bill	03/11/2020		03/21/2020	6	249.94
Total Spectrum Business					249.94
<b>State of Michigan</b>					
Bill	03/11/2020		03/21/2020	6	243.07
Total State of Michigan					243.07
<b>Steven Patmore</b>					
Bill	03/02/2020		03/12/2020	15	2,728.82
Bill	03/11/2020		03/21/2020	6	7.23
Total Steven Patmore					2,736.05
<b>Tom Nixon</b>					
Bill	03/02/2020		03/12/2020	15	124.34
Total Tom Nixon					124.34
<b>Village of Suttons Bay</b>					
Bill	03/11/2020		03/21/2020	6	71.19
Total Village of Suttons Bay					71.19
<b>TOTAL</b>					<b>16,656.42</b>

# REVENUES AND EXPENDITURES SUMMARY

SUTTONS BAY TOWNSHIP

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2/20/2020

	CURRENT BUDGET <u>2019/2020</u>	FUNDS ENDING <u>1/31/2020</u>	PROPOSED BUDGET <u>2020/2021</u>
Total General Funds Revenue	460,737.00	407,424.71	460,745.00
Total Restricted funds	<u>15,700.00</u>	<u>47,101.37</u>	<u>8,200.00</u>
TOTAL REVENUES	<b>445,037.00</b>	<b>360,323.34</b>	<b>452,545.00</b>
Total Expenses	459,274.00	349,218.20	460,477.00
Total Restricted	<u>15,700.00</u>	<u>47,101.37</u>	<u>8,200.00</u>
TOTAL EXPENSES	<b>433,574.00</b>	<b>302,116.83</b>	<b>452,247.00</b>
UNSPENT BALANCE	<b>11,463.00</b>	<b>58,206.51</b>	<b>298.00</b>

## SUTTONS BAY TOWNSHIP

## BUDGET

Page 2 Revenues

2/20/2020

	CURRENT BUDGET <u>2019/2020</u>	EXPENSES ENDING <u>1/31/2020</u>	PROPOSED BUDGET <u>2020/2021</u>
<b>PROPOSED REVENUES</b>			
*Tennis Courts	100.00	0.00	100.00
*Pickelball Courts	100.00	33,000.00	100.00
Property Taxes	139,177.00	88,183.11	142,000.00
Short Term rental Fees	7,500.00	6,800.00	4,000.00
State Shared Revenue	199,240.00	172,780.00	203,045.00
*Metro Funds	7,200.00	7,185.04	7,200.00
Summer Tax Collection Fee	6,000.00	5,665.00	5,800.00
Property Tax Adm Fee	69,350.00	62,845.62	69,000.00
Bingham Zoning Contract	19,200.00	16,000.00	19,200.00
*Cemetery Lot Sales	800.00	900.00	800.00
Interest	3,000.00	1,599.70	2,500.00
Refunds & Reimbursements	4,000.00	2,744.91	3,000.00
Transfer from Cem. Rest.	2,570.00	0.00	0.00
Zoning Permits	2,500.00	3,705.00	4,000.00
*Fire & Rescue Voted Bond	<u>0.00</u>	<u>6,016.33</u>	<u>0.00</u>
<b>TOTAL</b>	<b>460,737.00</b>	<b>407,424.71</b>	<b>460,745.00</b>
<b>*LESS TO RESTRICTED FUNDS</b>	<b><u>15,700.00</u></b>	<b><u>47,101.37</u></b>	<b><u>8,200.00</u></b>
<b>GENERAL FUND REVENUE</b>	<b>445,037.00</b>	<b>360,323.34</b>	<b>452,545.00</b>
*Fire & Rescue Voted Bond	0.00	6,016.33	0.00
*Metro funds	7,200.00	7,185.04	7,200.00
*Cemetery	800.00	900.00	800.00
*Short Term Rentals	7,500.00	0.00	0.00
*Tennis/Pickleball Funds	<u>200.00</u>	<u>33,000.00</u>	<u>200.00</u>
<b>TOTAL</b>	<b>15,700.00</b>	<b>47,101.37</b>	<b>8,200.00</b>

**SUTTONS BAY TOWNSHIP**

Page 3 expenditures

**2/20/2020**

<b>CURRENT BUDGET <u>2019/2020</u></b>	<b>EXPENSES ENDING <u>1/31/2020</u></b>	<b>PROPOSED BUDGET <u>2020/2021</u></b>
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**TOWNSHIP BOARD EXPENDITURES**

Capital Outlay	2,000.00	0.00	2,000.00
Meetings/Fees	500.00	225.00	500.00
Misc/Bank Charges	1,000.00	449.50	1,000.00
Secretary	1,050.00	980.00	1,100.00
Salaries & Wages-Twp. Board	3,500.00	2,683.40	3,500.00
Clerical-office staff	6,240.00	4,160.00	4,000.00
Fica/medicare	0.00	0.00	135.00
Pension	0.00	0.00	400.00
Office supplies	3,300.00	1,767.23	3,500.00
Profession Fees-Acct & Legal	5,000.00	6,595.49	8,000.00
Publications	1,500.00	777.60	1,500.00
Association Dues	4,000.00	4,126.42	4,300.00
Equipment lease & maint.	<u>4,100.00</u>	<u>3,735.18</u>	<u>4,200.00</u>
<b>TOTAL</b>	<b>32,190.00</b>	<b>25,499.82</b>	<b>34,135.00</b>

**SUPERVISOR**

Salary	17,595.00	14,662.50	18,035.00
Fica/medicare	0.00	0.00	262.00
Pension	<u>0.00</u>	<u>0.00</u>	<u>1,984.00</u>
<b>TOTAL</b>	<b>17,595.00</b>	<b>14,662.50</b>	<b>20,281.00</b>

**ELECTIONS**

Salary	2,000.00	2,268.00	12,000.00
Supplies	<u>1,500.00</u>	<u>664.33</u>	<u>3,000.00</u>
<b>TOTAL</b>	<b>3,500.00</b>	<b>2,932.33</b>	<b>15,000.00</b>

**ASSESSOR**

Salary	50,300.00	41,739.78	52,000.00
Fica/medicare	0.00	0.00	459.00
Supplies	1,500.00	595.00	1,500.00
BSA Support	<u>950.00</u>	<u>901.00</u>	<u>1,000.00</u>
<b>TOTAL</b>	<b>52,750.00</b>	<b>43,235.78</b>	<b>54,959.00</b>

**SUTTONS BAY TOWNSHIP****Page 4 expenditures  
2/20/2020**

<b>CURRENT BUDGET 2019/2020</b>	<b>EXPENSES ENDING 1/31/2020</b>	<b>PROPOSED BUDGET 2020/2021</b>
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**CLERK**

Salary	26,231.00	21,859.20	26,887.00
Deputy Clerk	1,200.00	204.00	1,500.00
Election Administrator	0.00	0.00	5,000.00
Fica/medicare	0.00	0.00	900.00
Pension	<u>0.00</u>	<u>0.00</u>	<u>2,958.00</u>
<b>TOTAL</b>	<b>27,431.00</b>	<b>22,063.20</b>	<b>37,245.00</b>

**BOARD OF REVIEW**

Salary	600.00	0.00	1,000.00
Fica/medicare	0.00	0.00	77.00
Supplies	100.00	0.00	100.00
Publishing	<u>300.00</u>	<u>158.12</u>	<u>300.00</u>
<b>TOTAL</b>	<b>1,000.00</b>	<b>158.12</b>	<b>1,477.00</b>

**TREASURER**

Salary	22,137.00	18,447.50	22,690.00
Deputy Treasurer	1,000.00	924.00	2,000.00
Supplies	2,000.00	1,908.02	2,200.00
BSA Support	825.00	787.00	825.00
School Contract-Salary	5,250.00	3,850.00	5,250.00
School Contract-Supplies	2,000.00	1,539.46	2,000.00
Fica/medicare	0.00	0.00	588.00
Pension	0.00	0.00	3,074.00
Tax Tribunal Adjustments	<u>1,000.00</u>	<u>718.42</u>	<u>1,000.00</u>
<b>TOTAL</b>	<b>34,212.00</b>	<b>28,174.40</b>	<b>39,627.00</b>

**PLANNING & ZONING**

Planning Contract	20,000.00	11,990.00	15,000.00
Salary-Secretary	1,000.00	800.00	1,000.00
Salary-Planning Commission	2,000.00	2,456.94	3,000.00
Salary-Zoning Administrator	39,200.00	33,594.90	40,180.00
Clerk-office staff	0.00	0.00	3,000.00
Fica/medicare	0.00	0.00	3,305.00
Office supplies	500.00	0.00	500.00
Legal-Zoning	1,000.00	243.00	5,000.00
Publishing	1,000.00	172.20	1,500.00
Meeting & Classes	<u>1,000.00</u>	<u>597.50</u>	<u>1,500.00</u>
<b>TOTAL</b>	<b>65,700.00</b>	<b>49,854.54</b>	<b>73,985.00</b>

<b>SUTTONS BAY TOWNSHIP</b>	<b>CURRENT</b>	<b>EXPENSES</b>	<b>PROPOSED</b>
<b>Page 5 expenditures</b>	<b><u>BUDGET</u></b>	<b>ENDING</b>	<b><u>BUDGET</u></b>
<b>2/20/2020</b>	<b><u>2019/2020</u></b>	<b><u>1/31/2020</u></b>	<b><u>2020/2021</u></b>
<b><u>PARKS</u></b>			
Management	5,000.00	3,750.00	5,000.00
Parks maintenance assistant	0.00	0.00	4,000.00
Salary-Rec Committee	0.00	0.00	4,300.00
Fica/medicare	0.00	0.00	830.00
<b>TOTAL</b>	<b>5,000.00</b>	<b>3,750.00</b>	<b>14,230.00</b>
<b><u>GRAHAM GREEN</u></b>			
Maintenance	2,000.00	1,360.00	2,000.00
Operations: trash/port-a-jons	1,200.00	744.38	1,200.00
Stump removal	0.00	0.00	1,500.00
<b>TOTAL</b>	<b>3,200.00</b>	<b>2,104.38</b>	<b>4,700.00</b>
<b><u>HERMAN PARK</u></b>			
Maintenance	16,000.00	16,423.23	17,000.00
Operations: trash/port-a-jons	2,300.00	2,206.23	2,500.00
DNR Grant Match	20,000.00	5,917.20	0.00
Professional Services	4,000.00	5,675.97	5,500.00
Tennis Court Maintenance	1,000.00	153.97	4,000.00
Pavilion Maintenance	1,000.00	33.95	4,500.00
Misc.gnrl A-F on report of 2/16/20	55,000.00	20,444.82	7,000.00
New Pickle Ball Court Construction	0.00	0.00	10,000.00
Electrical work-shed, fountain, etc	0.00	0.00	15,000.00
Restroom-restricted	0.00	0.00	1,500.00
Playground-restricted	0.00	0.00	1,500.00
<b>TOTAL</b>	<b>99,300.00</b>	<b>50,855.37</b>	<b>68,500.00</b>
<b><u>ICE RINK</u></b>			
Maintenance	1,200.00	2,317.00	2,000.00
Operations: trash/port-a-jons	800.00	1,283.21	1,000.00
Electric	500.00	238.98	500.00
Rink Liner	1,500.00	2,875.25	0.00
Aerate, overseed & fertilize	0.00	0.00	1,500.00
<b>TOTAL</b>	<b>4,000.00</b>	<b>6,714.44</b>	<b>5,000.00</b>
<b><u>STEIMEL PARK</u></b>			
Maintenance	2,000.00	2,455.00	2,500.00
Operations: trash/port-a-jons	1,000.00	701.83	1,000.00
Stump removal	0.00	0.00	1,000.00
<b>TOTAL</b>	<b>3,000.00</b>	<b>3,156.83</b>	<b>4,500.00</b>
<b>TOTAL ALL PARKS</b>	<b>114,500.00</b>	<b>66,581.02</b>	<b>96,930.00</b>

Suttons Bay Township  
Page 6 expenditures  
2/20/2020

	<b>CURRENT BUDGET <u>2019/2020</u></b>	<b>EXPENSES ENDING <u>1/31/2020</u></b>	<b>PROPOSED BUDGET <u>2020/2021</u></b>
<b>CEMETERY</b>			
Salary-Sexton	1,000.00	0.00	1,000.00
Fica/medicare	0.00	0.00	77.00
Maintenance	4,000.00	4,304.58	4,300.00
Improvements	<u>2,000.00</u>	<u>4,298.74</u>	<u>2,000.00</u>
<b>TOTAL</b>	<b>7,000.00</b>	<b>8,603.32</b>	<b>7,377.00</b>
 <b><u>PUBLIC SAFETY</u></b>			
Road Maint. S. S. Drive Balance	53,096.00	53,095.78	13,861.00
Road Improvements	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>TOTAL</b>	<b>53,096.00</b>	<b>53,095.78</b>	<b>33,861.00</b>
 <b><u>OTHER FUNCTIONS</u></b>			
Short Term Rentals	7,500.00	0.00	5,000.00
Insurance	9,600.00	7,980.00	9,600.00
Payroll Expenses	6,000.00	5,305.28	5,000.00
Pension Program Expenses	8,600.00	8,467.71	0.00
Spring Cleanup	<u>3,800.00</u>	<u>4,170.00</u>	<u>4,300.00</u>
<b>TOTAL</b>	<b>35,500.00</b>	<b>25,922.99</b>	<b>23,900.00</b>
 <b><u>TOWNSHIP OFFICE</u></b>			
Office crawl space	4,000.00	0.00	0.00
Condo Fees	2,000.00	751.77	2,000.00
Building Maint/Custodial	2,500.00	2,966.60	3,200.00
Electric	1,200.00	895.08	1,200.00
Heat	1,000.00	689.96	1,100.00
Water/Sewer	1,000.00	673.48	1,100.00
Phone	3,100.00	2,457.51	3,100.00
Long Term Building Fund	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
<b>TOTAL</b>	<b>14,800.00</b>	<b>8,434.40</b>	<b>21,700.00</b>
 <b>TOTAL GENERAL FUND EXPENSES</b>	<b>459,274.00</b>	<b>349,218.20</b>	<b>460,477.00</b>

AGENT AUTHORIZATION FORM  
for  
LEELANAU TRAIL – HANSEN PLAZA TRAIL CONNECTION  
EGLE/USACE JOINT PERMIT APPLICATION

PROPERTY LEGAL DESCRIPTION: See Attached Legal Description

STREET ADDRESS: 95 W Fourth Street

Property Owner: Suttons Bay Township

Owner Telephone: 231-271-2722

The undersigned, registered property owners of the above noted property, do hereby authorize

Chris Kushman, of Traverse Area Recreation and Transportation Trails Inc. (TART Trails)  
(Contractor / Agent) (Agent Organization)

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standard and special conditions attached.

Agent Telephone: 231-941-4300

I hereby certify the above information submitted in this application is true and accurate to the best of my knowledge.

Name of Authorizing Signatory (print): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Precinct Worker information as of 02/20/2020.

It was 2005 when most of the Township agreed that \$15.00 / \$12.00 was what would be the suggested payment for consistency as Glen Arbor Township was paying that rate and it was the highest at the time.

Township	Chairman	Worker	Notes
Bingham	\$15.45	\$12.87	
Centerville	\$15.00	\$13.50	
Cleveland	\$15.00	\$12.00	
Elmwood	\$15.00	\$12.00	
Empire	\$15.00	\$12.00	One meal
Glen Arbor	\$18.00	\$15.00	
Kasson	\$15.00	\$12.00	
Leelanau	\$17.35	\$16.85	
Leland	\$15.00	\$12.00	
Solon	\$18.00	\$15.00	
Suttons Bay	\$15.00/\$18*	\$12.00/\$15*	*Proposed increase 4/1/2020

MLC  
02/29/2020

**SUTTONS BAY TOWNSHIP PARKS  
MAINTENANCE & ACTIVITIES ASSISTANT  
(March 11, 2020)**

**Description:** The Parks Maintenance & Activities Assistant will work with the Parks Supervisor in the performance of and/or scheduling maintenance and other duties as described below.

**Duties and Responsibilities:**

- Reports any problems with the parks directly to the Parks Supervisor
- Assists in the inspection of all township parks on a regular basis at least weekly during non-winter months and monthly during winter months and reports any concerns directly to the Board
- Reports directly to the Township Parks Supervisor in circumstances which may require immediate attention in any of the parks including but not limited to trash removal, tree damage, grounds grooming or any park damage
- Manages the scheduling of court usage for both Tennis and Pickleball. Monitor and review any grievances resulting in on-line court scheduling
- Schedules the installation/removal of net posts, nets and windscreens for both Tennis and Pickleball. Contacts volunteers, as needed, to help in these matters
- Monitors any existing construction/repairs at the Parks and bring any concerns or discrepancies to the attention of the Parks Supervisor or Township Supervisor
- Ensures that Pavilion reservations are posted and monitors the groups using the Pavilion
- In the event of the Parks Supervisor's extended absence the Assistant will handle those day to day responsibilities
- Serves as a member of the Township's Parks and Recreation Committee
- Other duties and tasks as assigned and approved by the Board