

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, December 11, 2019.

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
3. Flooding and drainage issues on Broadway St: informational

NEW BUSINESS:

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

*Corrected
& re-printed*

Suttons Bay Township
Treasurer's Report (unaudited)
9/30/2019

Account Description	Balance 8/30/2019	Funding September	Expenditures September	Interest* Income	Balance 9/30/2019
General Account	\$266,334.36	\$45,435.98	\$25,972.32	\$372.39	\$286,170.41
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$12,715.41			\$0.00	\$12,715.41
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking I	\$0.00			\$0.00	\$0.00
Cemetery	\$10,900.10			\$0.00	\$10,900.10
Short-Term Rental Fund	\$0.00			\$0.00	\$0.00
Metro Funds	\$20,728.25			\$0.00	\$20,728.25
	<u>\$312,400.73</u>	<u>\$45,435.98</u>	<u>\$25,972.32</u>	<u>\$372.39</u>	<u>\$332,236.78</u>
Special Millage Election	\$6,909.93		\$9.23	\$0.00	\$6,900.70
Tax	\$567,303.59	\$3,453,803.50	\$4,004,050.08	\$0.00	\$17,057.01
	<u>\$574,213.52</u>	<u>\$3,453,803.50</u>	<u>\$4,004,059.31</u>	<u>\$0.00</u>	<u>\$23,957.71</u>

RECONCILIATION SUMMARIES

	9/30/2019			9/30/2019
Bank Account Summary-General and Restricted	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
General Checking - Independent Bank	\$109,896.63	(\$674.62)	\$0.00	\$109,222.01
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$223,014.77	\$0.00	\$0.00	\$223,014.77
	<u>\$332,911.40</u>	<u>(\$674.62)</u>	<u>\$0.00</u>	<u>\$332,236.78</u>

	9/30/2019			9/30/2019
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	\$162,030.24	(\$166,409.49)	\$21,436.26	\$17,057.01
Special Millage Election - Independent Bank	\$6,909.93	(\$9.23)	\$0.00	\$6,900.70
	<u>\$168,940.17</u>	<u>(\$166,418.72)</u>	<u>\$21,436.26</u>	<u>\$23,957.71</u>

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

DRAFT MINUTES

**SUTTONS BAY TOWNSHIP
REGULAR MEETING – NOVEMBER 13, 2019**

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., November 13, 2019, 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, Sandra VanHuystee/supported, to approve the amended agenda, adding 2017-2018 Audit, PASSED.

PUBLIC COMMENT

John Krug, President of the Suttons Bay-Bingham District Library submitted the Library Audit and introduced Nellie Danke as the new Library Director.

REPORTS:

- **Treasurer** - No report.
- **Planning and Zoning** – Received and read.
- **Fire Authority** – Nov. 12 Mtg – EMS Acct. Write-Offs (bad debt & collection referrals). Authorized Chief Porter to request 2% grant from the G.T. Band for auto load cot, air compressor and Chief's truck for a total of \$88,000.00. Calls for service 60-70 month.
- **Parks & Recreation** - Bill Drozdalski – Herman Park - 155 points received toward the grant for soccer fields. Power on at Herman Park. Have casing for the well. S&J Landscaping did the root cutting along the trail.

Pickle Ball Court Project

Cathy Hartesvelt/moved, Debbie Slocombe/supported, to accept \$33,000.00 transfer of funds of Friends of Herman Park to be restricted to Herman Park Pickle Ball Project, PASSED.

Bill Drozdalski was told by Pete Ostrowski that the township is not one of the respective partners for Norte (ice rink park and Herman Park).

- Facilities - No report.

OLD BUSINESS

1. Approval of the October 9, 2019 Minutes

Rich Bahle/moved, Tom Nixon/supported, to approve the October 9, 2019 Minutes as amended pg. 2 – 3. Tom Nixon shared that Rich Bahle said the Township will sign the official document... Board Comments: Debbie Slocombe was using a product called tricleophy, PASSED.

2. Payment of Bills

Rich Bahle/moved, Debbie Slocombe/supported, to approve paying the bills as presented, holding the Gosling Czubak bill until such time as Bill Drozdalski has reviewed the work product, and including \$12.00 in the bills for a total of \$26,920.63 PASSED.

3. Fire & Rescue Building

a. Title acceptance and transfer to Fire and Rescue Authority via Quit Claim

Resolution No. 10 - Approving the Dissolution Of the Bingham-Suttons Bay Joint Building Authority and Accepting A Quitclaim Deed From That Authority

Rich Bahle/moved, Sandra VanHuystee/supported, to adopt Resolution No. 10, Approving the Dissolution Of The Bingham-Suttons Bay Joint Building Authority and Accepting A Quitclaim Deed From That Authority.

Roll call vote: Yes: Tom Nixon, Sandra VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution No. 10 adopted.

b. Building Authority Dissolution: Resolution to Approve – Resolution No. 11

Resolution No. 11 – Authorizing Conveyance of Property to the Suttons Bay-Bingham Fire Authority

Rich Bahle/moved, Sandra VanHuystee/supported, to adopt Resolution No. 11, Authorizing Conveyance of Property to The Suttons Bay-Bingham Fire Authority

Roll call vote: Yes: Tom Nixon, Sandra VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution No. 11 adopted.

c. Any related activity (Recording, etc.)

Rich Bahle said the Resolutions will be signed and recorded with Leelanau County Register of Deeds.

4. Tree Work at Cemetery: Revised Cost Estimate

Rich Bahle submitted a revised cost estimate for tree work at the Cemetery from Carlson Tree Service for \$1,003.00.

Rich Bahle/moved, Tom Nixon/supported, to approve the bid from Carlson Tree Service for \$1,003.00 for tree removal, cutting within striking distance of the fence, PASSED.

5. Rink Liner Order: order update

Rich Bahle said the ice rink liner has been ordered, will be invoiced and shipped.

a. Related Ice Rink Issues (equipment storage, information board, rink water application.

Rich Bahle said at some point there should be better equipment for storage at the ice rink. It is not happening this winter. It will take 12 people to put the ice rink liner down.

b. Grant Application: Health Department – Herman Park

Bill Drozdalski said it is not worth applying for a grant thru the Health Department for Herman Park. Still having discussion about whether to turn over the ice rink park to the Village.

Rich Bahle said the Village is putting up a board for comments at the ice rink park – question-what would people like to see at that space. Rich Bahle said he will let the Village know, there are no objections to putting up a board.

6. 2018-2019 Audit

Rich Bahle/moved, Tom Nixon/supported, to approve the 2018-2019 Audit, PASSED.

7. Bob's Furnace Service – Contract

Rich Bahle submitted a contract from Bob's Furnace Service for \$312.00.

Consensus of the Board to authorize Rich Bahle to sign the contract with Bob's Furnace Service.

NEW BUSINESS

1. Flooding and drainage issues on Broadway St. – informational

Rich Bahle said he met with the general services committee regarding the problem of houses flooding on Broadway Street in the Village. The water is coming from the township side of the boundary, creating a hardship for Kathy Egan and Mr. Zywicki who live on Broadway St. The Road Commission says it is not a road commission issue. Rich Bahle said he would like to recognize this as a township issue and would like to be authorized to speak to the Village about a setting up a drainage district on Broadway Street. Rich Bahle said Steve Christensen wants to see a petition that impacts the community.

Tom Nixon/moved, Cathy Hartesvelt/supported, to appoint Rich Bahle as the township's spokesperson for managing the discussions regarding the Broadway Street drainage issues, PASSED.

PUBLIC COMMENT

None.

BOARD MEMBER COMMENTS

Tom Nixon - Host Compliance is joining a larger company, involved in municipalities with regard to retrieving data.

Sandra Van Huystee - Election held November 5th. Need help for the elections next year.

Cathy Hartesvelt - Office Assistant is working on a newsletter which is strictly township information which would be included as an insert with the tax bills.

Debbie Slocombe – Herman Park is all pruned, tricleophy still working.

ADJOURNMENT

The meeting was adjourned at 6:17 p.m.

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

Suttons Bay Township
Unpaid Bills Detail
As of December 20, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Carlson Tree Service					
Bill	12/11/2019		12/21/2019		1,303.00
Total Carlson Tree Service					1,303.00
Catherine Hartesvelt					
Bill	12/02/2019		12/12/2019	8	1,710.31
Bill	12/11/2019		12/21/2019		809.91
Total Catherine Hartesvelt					2,520.22
Christy Brow					
Bill	12/02/2019		12/12/2019	8	444.67
Total Christy Brow					444.67
Consumers Energy					
Bill	11/13/2019		11/23/2019	27	25.39
Bill	11/13/2019		11/23/2019	27	85.18
Total Consumers Energy					110.57
Debbie Slocombe					
Bill	12/02/2019		12/12/2019	8	124.34
Total Debbie Slocombe					124.34
Dorothy Petroskey					
Bill	12/11/2019		12/21/2019		810.52
Total Dorothy Petroskey					810.52
DTE Energy					
Bill	12/11/2019		12/21/2019		77.23
Total DTE Energy					77.23
Federal Tax Deposit					
Bill	12/11/2019		12/21/2019		1,729.67
Total Federal Tax Deposit					1,729.67
Integrity Business Solutions					
Bill	12/11/2019		12/21/2019		120.96
Total Integrity Business Solutions					120.96
KV Electric, Inc.					
Bill	12/11/2019		12/21/2019		106.00
Total KV Electric, Inc.					106.00
Leelanau Enterprise					
Bill	12/11/2019		12/21/2019		52.75
Total Leelanau Enterprise					52.75
Marge Johnson					
Bill	12/11/2019		12/21/2019		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	12/11/2019		12/21/2019		3,623.45
Total Michigan Assessing Service					3,623.45
Networks Northwest					
Bill	12/11/2019		12/21/2019		1,170.00
Total Networks Northwest					1,170.00

Suttons Bay Township Unpaid Bills Detail As of December 20, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Northern Building Supply, LLC					
Bill	12/11/2019		12/21/2019		22.99
Total Northern Building Supply, LLC					22.99
Richard Bahle					
Bill	12/02/2019		12/12/2019	8	1,144.99
Total Richard Bahle					1,144.99
Sandra Van Huystee					
Bill	12/02/2019		12/12/2019	8	2,023.20
Total Sandra Van Huystee					2,023.20
Spectrum Business					
Bill	12/11/2019		12/21/2019		252.15
Total Spectrum Business					252.15
State of Michigan					
Bill	12/11/2019		12/21/2019		237.63
Total State of Michigan					237.63
Steven Patmore					
Bill	12/02/2019		12/12/2019	8	2,728.82
Total Steven Patmore					2,728.82
Tom Nixon					
Bill	12/02/2019		12/12/2019	8	124.34
Total Tom Nixon					124.34
Village of Suttons Bay					
Bill	12/02/2019		12/12/2019	8	68.63
Total Village of Suttons Bay					68.63
TOTAL					18,943.89