

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, February 12, 2020.

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.

NEW BUSINESS:

1. Salary Resolutions: Elected Officials
2. Poverty Exemption Standards (for property tax exemptions) : Resolution to Adopt
3. Review Guidelines: approve Poverty Exemption application developed by MAS
4. Develop Asset Test: discussion
5. Resolution to Waive Transfer Affidavit Fees
6. Host Compliance: Contract renewal (one year, no increase in cost \$2,532)
7. Library Board Appointment: John Krug's term is up and he is stepping aside.

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

January 2020

For February 2020 Planning Commission and Township Board Meetings

Prepared by Steve Patmore
January 28, 2020

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
January 2020	1	0	0	1	0
Year To Date	1	0	0	1	0
Year to date 2019	2	2	0	0	0
Year to date 2018	1	1	0	0	0
Year to date 2017	3	0	2	1	0
Year to date 2016	0	0	0	0	0
Year to date 2015	0	0	0	0	0
Year to date 2014	0	0	0	0	0

LUP 20-001 1586 S. Kohler Rd. Garage

Several Inquiries on Land Use Permits & process

Land Divisions:

Approved Boundary Transfer on Stonehouse Rd.

Zoning Board of Appeals: No Activity

Short Term Rentals:

- 20 Permits issued for 2020 (15 Renewal – 5 New).
- 2020 renewal contract for Host Compliance.
- Several calls/ inquiries on STR's.
- Need to update policies/procedures/ordinance.

Other Work:

- General questions on zoning – setbacks
- Inquiry on guest houses, worker housing.
- Research on towers.
- Research on solar energy generation.
- Research on buffering.
- Site Plan Review Process – 1274 Peck Rd.

DRAFT MINUTES

**SUTTONS BAY TOWNSHIP
REGULAR MEETING – JANUARY 8, 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., January 8, 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, Sandy VanHuystee/supported, to approve the amended agenda, adding under Old Business No. 2 – Appointment of Don Gregory to the Planning Commission, and add No. 2 to New Business, Leland School District Tax Collection, PASSED.

PUBLIC COMMENT

None.

REPORTS:

- **Treasurer - no report**
- **Planning and Zoning** - Zoning Administrator's Report submitted. Planning Commission finishing up on zoning ordinance revisions.
- **Fire Authority** - Meeting next week.
- **Parks & Recreation** - Bill Drozdalski – Committee started discussions regarding list of priorities for next year's budget.
Herman Park – Stripping
Debbie Slocombe said the stripping authorized for GT Seal Coat to do at Herman Park for \$750.00 was not completed. Consensus to allow an early invoice and discount for G.T. Seal Coat to strip Herman Park in the spring.
- **Facilities** - No report.

1. Approval of December 11 2019 Minutes

Tom Nixon/moved, Sandy VanHuystee/supported, to approve the December 11, 2019 Minutes, PASSED.

2. Payment of Bills –

Sandy VanHuystee submitted bills for payment in the amount of \$40,236.59.

Rich Bahle/moved, Sandy VanHuystee/supported, to approve payment of the bills in the amount of \$40,236.59 PASSED.

NEW BUSINESS

**a. South Shore Drive: Erosion Failure: Cost sharing with Road Commission
Metro Fund – Justin Kelenske**

Justin Kelenske, Manager of the Road Commission, reviewed the South Shore Drive Project and proposed cost-sharing with Road Commission and Suttons Bay Township. Justin Kelenske said he drafted a letter – contract for the project. Total cost of project - \$107,520. Suttons Bay Township Share - \$34,681. Village of Suttons Bay - \$37,797. Road Commission Share - \$34,681. Mr. Kelenske said the scope of the project is: 670' west end of Peck Road, high berm that will be removed so water drains properly off the road, would install engineered break wall. Mr. Kelenske has talked to the homeowners about concern of access to the water. Decks over the water would be installed. Labor rate figured into the numbers, would dissipate the energy of the water.

Discussion - Rich Bahle – Township has Metro Funds, \$21,000 earmarked for road projects. The difference owing would be paid from the next budget cycle.

Rich Bahle/moved, Debbie Slocombe/supported, that Suttons Bay Township participate with the Leelanau County Road Commission for emergency erosion project on S. Shore Dr., paying \$21,000.00 from the 2019-2020 budget for those repairs. Road Commission will invoice the township upon completion of the project, and the balance owing of \$13,861.00 will be paid in April 2020 out of the 2020 budget, PASSED.

b. Appointments

Planning Commission

Rich Bahle/moved, Debbie Slocombe/supported, to appoint Don Gregory to the Planning Commission for a three (3) year term – January 1, 2020 thru December 31, 2022, PASSED.

Debbie Slocombe/moved, Tom Nixon/supported, to correct appointments to Planning Commission - Amy Coleman and Doug Periard for a three (3) year term – January 1, 2020 thru December 31, 2022, PASSED.

Recreation Committee Appointments

Debbie Slocombe/moved, Rich Bahle/supported, to correct appointments to Recreation Committee - Debbie Slocombe, Nicole Braun, Gary Hoensheid for a three (3) year term – January 1, 2020 thru December 31, 2022, PASSED.

Zoning Board of Appeals

Debbie Slocombe/moved, Rich Bahle/supported, to correct appointments to the Zoning Board of Appeals - Jeff Slocombe and Chris Branson for a three (3) year term – January 1, 2020 thru December 31, 2022, PASSED.

Rich Bahle/moved, Debbie Slocombe/supported, to appoint Don Gregory to the Zoning Board of Appeals for one (1) year, the balance of three year term – January 1, 2020 to December 31, 2020, PASSED.

c. Leland School District Tax Collection

Cathy Hartesvelt said the Leland School District is requesting that Suttons Bay Township collect \$2.50 a parcel for summer tax collection.

Rich Bahle/moved, Tom Nixon/supported, to approve an Agreement with Leland School District to collect \$2.50 a parcel for summer tax collection, PASSED.

PUBLIC COMMENT – None

BOARD MEMBER COMMENTS

Sandy VanHuystee – Getting ready for March 2020 election. State is looking at non-partisan township elections.

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:02 p.m.

Marge Johnson, Recording Secretary

Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
As of February 21, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Catherine Hartesvelt					
Bill	02/03/2020		02/13/2020	8	1,710.31
Total Catherine Hartesvelt					1,710.31
Christy Brow					
Bill	02/03/2020		02/13/2020	8	444.67
Total Christy Brow					444.67
Consumers Energy					
Bill	02/12/2020		02/22/2020		89.74
Bill	02/12/2020		02/22/2020		25.36
Bill	02/12/2020		02/22/2020		27.00
Bill	02/12/2020		02/22/2020		86.91
Bill	02/12/2020		02/22/2020		25.36
Bill	02/12/2020		02/22/2020		34.31
Total Consumers Energy					288.68
Debbie Slocombe					
Bill	02/03/2020		02/13/2020	8	124.34
Total Debbie Slocombe					124.34
Dorothy Petroskey					
Bill	02/03/2020		02/13/2020	8	792.73
Total Dorothy Petroskey					792.73
DTE Energy					
Bill	02/12/2020		02/22/2020		115.75
Total DTE Energy					115.75
Federal Tax Deposit					
Bill	02/12/2020		02/22/2020		2,226.83
Total Federal Tax Deposit					2,226.83
Hansen Plaza Condo Association					
Bill	02/12/2020		02/22/2020		239.59
Total Hansen Plaza Condo Association					239.59
Host Compliance, LLC					
Bill	02/12/2020		02/22/2020		2,532.00
Total Host Compliance, LLC					2,532.00
Integrity Business Solutions					
Bill	02/12/2020		02/22/2020		46.13
Total Integrity Business Solutions					46.13
Jill Williamson					
Bill	02/03/2020		02/13/2020	8	87.50
Total Jill Williamson					87.50
Leelanau County Road Commission					
Bill	02/12/2020		02/22/2020		21,000.00
Total Leelanau County Road Commission					21,000.00
Leelanau County Treasurer					
Bill	02/12/2020		02/22/2020		80.10
Total Leelanau County Treasurer					80.10

Suttons Bay Township
Unpaid Bills Detail
 As of February 21, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Leelanau Enterprise					
Bill	02/03/2020		02/13/2020	8	105.50
Total Leelanau Enterprise					105.50
Marge Johnson					
Bill	02/12/2020		02/22/2020		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	02/12/2020		02/22/2020		3,623.45
Total Michigan Assessing Service					3,623.45
Netlink					
Bill	02/12/2020		02/22/2020		600.00
Total Netlink					600.00
Networks Northwest					
Bill	02/12/2020		02/22/2020		1,170.00
Total Networks Northwest					1,170.00
Pete Ostrowski					
Bill	02/12/2020		02/22/2020		79.93
Total Pete Ostrowski					79.93
Richard Bahle					
Bill	02/03/2020		02/13/2020	8	1,144.99
Total Richard Bahle					1,144.99
Sandra Van Huystee					
Bill	02/03/2020		02/13/2020	8	1,979.22
Total Sandra Van Huystee					1,979.22
Spectrum Business					
Bill	02/12/2020		02/22/2020		252.44
Total Spectrum Business					252.44
State of Michigan					
Bill	02/12/2020		02/22/2020		302.59
Total State of Michigan					302.59
Steven Patmore					
Bill	02/03/2020		02/13/2020	8	2,728.82
Total Steven Patmore					2,728.82
Team Elmer's					
Bill	02/12/2020		02/22/2020		190.00
Total Team Elmer's					190.00
Tom Nixon					
Bill	02/03/2020		02/13/2020	8	124.34
Total Tom Nixon					124.34
Village of Suttons Bay					
Bill	02/12/2020		02/22/2020		70.00
Bill	02/12/2020		02/22/2020		366.00
Total Village of Suttons Bay					436.00

Suttons Bay Township
Unpaid Bills Detail
As of February 21, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
William Drozdalski Bill	02/12/2020		02/22/2020		249.40
Total William Drozdalski					249.40
Williams & Bay Portable Restrooms Bill	02/12/2020		02/22/2020		99.00
Total Williams & Bay Portable Restrooms					99.00
TOTAL					42,922.07

SUTTONS BAY TOWNSHIP

RESOLUTION #2020-01

ADOPTED AT MEETING OF FEBRUARY 12, 2020

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2020 the salary of the following Board Member shall be:

SUPERVISOR: \$17,595.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

**RESOLUTION #2020-02
ADOPTED AT MEETING OF FEBRUARY 12, 2020**

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2020 the salary of the following Board Member shall be:

CLERK: 26,231.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

**RESOLUTION #2020-03
ADOPTED AT MEETING OF FEBRUARY 12, 2020**

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2020 the salary of the following Board Member shall be:

TREASURER: \$27,387.00 FOR WINTER AND SUMMER TAX COLLECTION PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

**RESOLUTION #2020-04
ADOPTED AT MEETING OF FEBRUARY 12, 2020**

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2020 the salary of the following Board Member shall be:

TRUSTEE: \$1,514.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”
“NAY”
ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

SUTTONS BAY TOWNSHIP

**RESOLUTION #2020-05
ADOPTED AT MEETING OF FEBRUARY 12, 2020**

RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS SALARY

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2020 the salary of the following Board Member shall be:

TRUSTEE: \$1,514.00 PLUS PENSION

The foregoing resolution offered by Member _____
Supported by Member _____

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

Sandra Van Huystee, Clerk

TOWNSHIP OF SUTTONS BAY

RESOLUTION No. 6 of 2020

WHEREAS, the adoption of the guidelines for poverty exemption is required of the Township Board; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Suttons Bay, Leelanau County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any credit returns filed in the immediately preceding year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate, other than principal residence, personal property, motor vehicles, recreational vehicles, and equipment, certificate of deposit, savings account, checking accounts, stocks, bonds, life insurance, retirement funds etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty guidelines as defined and determined annually by the United States Department of Health and Human Services or alternate guideline adopted by the governing body providing the alternate guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of reserving the right to appeal to the Michigan Tax Tribunal.

The attached are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

The foregoing Resolution was offered by Board Member: _____

Seconded offered by Board Member: _____

Upon Roll Call vote the following voted "aye" _____

"nay" _____

The Supervisor declared the resolution adopted: _____

Richard Bahle

Sandra VanHuystee, Clerk

January 27, 2020

To: Suttons Bay Township Board
From: Steve Patmore, Zoning Administrator
Re: **Renewal of Host Compliance, Inc. Contract**
Short Term Rental Monitoring
Suttons Bay Township

1. Host Compliance contacted me about the renewal of their contract with Suttons Bay Township to monitor and report on short term rental activity. Their monitoring reports are paramount to the enforcement of our ordinance.

They have offered to renew their contract for one-year at the same rate as 2019; \$2532.00 – they will be sending an invoice for this amount.

I recommend that the Board approve extending the Host Compliance contract for one year at the current rate and authorize payment of \$2532.00.

2. Trustee Nixon and I have also discussed the need to review the ordinance and polices that were adopted by the Board in 2017. There are minor corrections that need to be made, and clarifications learned from our work with other townships. Tom & I will meet to review the ordinance and policies and report back to the board.






2020

Renewal Pricing for 2020 for Suttons Bay



We have identified on average within the past 12 months 55 listings and 47 unique short-term rental units within Suttons Bay. Multi-year renewals available. Lock in pricing and receive future discounts.

Renewal of Services:

	Address Identification	\$1,663 /yr
	Compliance Monitoring	\$591 /yr
	24/7 Dedicated Hotline	\$473 /yr

Total Renewal: \$2,727 /yr

Additional Services Available:

	Mobile Registration	\$5,000 /yr
	Rental Activity Monitoring	\$788 /yr

Prices based in USD.

4



1/23/2020

HOST COMPLIANCE AGREED
TO EXTEND AT THE 2019 PRICE
OF \$2,532

SP 01/23/2020