

SUTTONS BAY TOWNSHIP
NOTICE OF PUBLIC MEETING:

Change of Meeting Location: Fire Hall Equipment Bay

Due to current isolation guidelines the meeting is in an equipment bay, chairs, separated by at least six feet. I suggest, again per State Guidelines, that the meeting be brief and address routine issues only.

Fire Chief Potter will place signs for the entrance. Per SB-B Department guidelines we will not have access to any other portion of the building.

PRELIMINARY AGENDA

The regular meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, April 8, 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. Request from Leland Township: Ownership, Liability, Installation

NEW BUSINESS:

1. Insurance Package: 2020 / 2021
2. Parks Capital Projects: Soccer Field Development

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

Suttons Bay Township
Treasurer's Report (unaudited)
2/29/2020

Account Description	Balance 1/31/2020	Funding February	Expenditures February	Interest* Income	Balance 2/29/2020
General Account	\$346,588.22	\$61,396.22	\$21,771.86	\$275.70	\$386,488.28
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	\$8,000.00		\$0.00	\$41,000.00
Soccer Field	\$0.00	\$14,090.00			\$14,090.00
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking I	\$0.00			\$0.00	\$0.00
Cemetery	\$11,200.10			\$0.00	\$11,200.10
Short-Term Rental Fund	\$0.00			\$0.00	\$0.00
Metro Funds	\$21,228.25		\$21,000.00	\$0.00	\$228.25
	<u>\$426,854.59</u>	<u>\$83,486.22</u>	<u>\$42,771.86</u>	<u>\$275.70</u>	<u>\$467,844.65</u>
Special Millage Election	\$7,230.77			\$0.00	\$7,230.77
Tax	\$15,476.60	\$339,805.12	\$125,624.73	\$0.00	\$229,656.99
	<u>\$22,707.37</u>	<u>\$339,805.12</u>	<u>\$125,624.73</u>	<u>\$0.00</u>	<u>\$236,887.76</u>

RECONCILIATION SUMMARIES

Bank Account Summary-General and Restricted	2/29/2020			2/29/2020
	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
General Checking - Independent Bank	\$247,488.73	(\$3,418.96)	\$0.00	\$244,069.77
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$223,774.88	\$0.00	\$0.00	\$223,774.88
	<u>\$471,263.61</u>	<u>(\$3,418.96)</u>	<u>\$0.00</u>	<u>\$467,844.65</u>

Bank Account Summary - Tax and Special Election	2/29/2020			2/29/2020
	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$10,552.94	\$0.00	\$5,863.67	\$16,416.61
Tax Checking - Independent Bank	\$213,636.06	(\$395.68)		\$213,240.38
Special Millage Election - Independent Bank	\$7,230.77			\$7,230.77
	<u>\$231,419.77</u>	<u>(\$395.68)</u>	<u>\$5,863.67</u>	<u>\$236,887.76</u>

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

Suttons Bay Township
Unpaid Bills Detail
 As of April 24, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Amy Coleman					
Bill	04/08/2020		04/18/2020	6	36.94
Total Amy Coleman					36.94
Burnham & Flowers Agency, Inc.					
Bill	04/08/2020		04/18/2020	6	6,284.00
Total Burnham & Flowers Agency, Inc.					6,284.00
Catherine Hartesvelt					
Bill	04/01/2020		04/11/2020	13	1,760.74
Total Catherine Hartesvelt					1,760.74
Christy Brow					
Bill	04/01/2020		04/11/2020	13	444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	03/30/2020		03/31/2020	24	118.26
Bill	04/01/2020		04/11/2020	13	127.45
Bill	04/08/2020		04/18/2020	6	118.26
Total Debbie Slocombe					363.97
Dee McClure					
Bill	04/08/2020		04/18/2020	6	110.82
Total Dee McClure					110.82
Dennis Rathnaw					
Bill	04/08/2020		04/18/2020	6	110.82
Total Dennis Rathnaw					110.82
Donald Gregory					
Bill	04/08/2020		04/18/2020	6	83.11
Total Donald Gregory					83.11
Doug Periard					
Bill	04/08/2020		04/18/2020	6	36.94
Total Doug Periard					36.94
DTE Energy					
Bill	04/08/2020		04/18/2020	6	113.37
Total DTE Energy					113.37
Federal Tax Deposit					
Bill	04/08/2020		04/18/2020	6	2,350.49
Total Federal Tax Deposit					2,350.49
Gosling Czubak					
Bill	04/08/2020		04/18/2020	6	3,940.00
Total Gosling Czubak					3,940.00
Hansen Plaza Condo Association					
Bill	04/08/2020		04/18/2020	6	490.11
Total Hansen Plaza Condo Association					490.11
Jim Eckerle					
Bill	04/08/2020		04/18/2020	6	282.81
Total Jim Eckerle					282.81

Suttons Bay Township
Unpaid Bills Detail
 As of April 24, 2020

Type	Date	Num	Due Date	Aging	Open Balance
Jon Walter					
Bill	04/08/2020		04/18/2020	6	110.82
Total Jon Walter					110.82
Leelanau County Road Commission					
Bill	04/08/2020		04/18/2020	6	13,861.00
Total Leelanau County Road Commission					13,861.00
Leelanau Enterprise					
Bill	04/08/2020		04/18/2020	6	125.05
Total Leelanau Enterprise					125.05
Marge Johnson					
Bill	04/08/2020		04/18/2020	6	73.88
Total Marge Johnson					73.88
Michigan Assessing Service					
Bill	04/08/2020		04/18/2020	6	3,623.45
Total Michigan Assessing Service					3,623.45
Mike Hill					
Bill	04/08/2020		04/18/2020	6	242.41
Total Mike Hill					242.41
Moses Window Cleaning					
Bill	04/08/2020		04/18/2020	6	90.00
Total Moses Window Cleaning					90.00
Networks Northwest					
Bill	04/08/2020		04/18/2020	6	1,170.00
Total Networks Northwest					1,170.00
Northern Building Supply, LLC					
Bill	04/08/2020		04/18/2020	6	140.57
Total Northern Building Supply, LLC					140.57
Pat Gaudard					
Bill	04/08/2020		04/18/2020	6	242.41
Total Pat Gaudard					242.41
Rhoda Johnson					
Bill	04/08/2020		04/18/2020	6	73.88
Total Rhoda Johnson					73.88
Richard Bahle					
Bill	04/01/2020		04/11/2020	13	1,181.11
Total Richard Bahle					1,181.11
Sandra Van Huystee					
Bill	04/01/2020		04/11/2020	13	2,096.01
Total Sandra Van Huystee					2,096.01
Spectrum Business					
Bill	04/08/2020		04/18/2020	6	258.66
Total Spectrum Business					258.66

Suttons Bay Township
Unpaid Bills Detail
As of April 24, 2020

Type	Date	Num	Due Date	Aging	Open Balance
State of Michigan					
Bill	04/08/2020		04/18/2020	6	383.55
Total State of Michigan					383.55
Steven Patmore					
Bill	04/01/2020		04/11/2020	13	2,825.16
Total Steven Patmore					2,825.16
Susan Odom					
Bill	04/08/2020		04/18/2020	6	92.35
Total Susan Odom					92.35
Team Elmer's					
Bill	04/08/2020		04/18/2020	6	378.00
Total Team Elmer's					378.00
Tom Nixon					
Bill	03/30/2020		03/31/2020	24	118.26
Bill	04/01/2020		04/11/2020	13	127.45
Bill	04/08/2020		04/18/2020	6	118.26
Bill	04/08/2020		04/18/2020	6	78.84
Total Tom Nixon					442.81
Village of Suttons Bay					
Bill	04/08/2020		04/18/2020	6	69.39
Total Village of Suttons Bay					69.39
William Drozdalski					
Bill	03/30/2020		03/31/2020	24	904.37
Total William Drozdalski					904.37
Williams & Bay Pumping Service					
Bill	04/08/2020		04/18/2020	6	63.64
Total Williams & Bay Pumping Service					63.64
TOTAL					44,857.31

DRAFT MINUTES
SUTTONS BAY TOWNSHIP
ANNUAL BUDGET HEARING – TRUTH IN TAXATION HEARING
MINUTES OF MARCH 11, 2020

CALL TO ORDER

Rich Bahle, Supervisor, called the Suttons Bay Township Annual Budget Hearing – Truth In Taxation Hearing to order at 5:15 p.m., March 11, 2020, at the Suttons Bay Township Offices, #95 E. Fourth St., Suttons Bay, Michigan.

ROLL CALL – Quorum Present

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

Absent: None

Staff Present: None

As required by the Truth in Budgeting Act: the property tax Millage rate of 1.7 mills proposed to be levied to support the budget will be the subject of this hearing.

Rich Bahle opened the floor to public comment –

- Debbie Slocombe said the Oleson Foundation donated \$10,000.00 to Herman Park.
- Leonard Mankowski – Understand no plan to spend the \$10,000.00 at this time.
- Gary Hoenscheid - Sits on the Rec Board, his family is offering \$15,000 to the Herman Park soccer fields. Hope the Township Board would consider developing the soccer fields.
- Bill Drozdalski – Friends of Herman Park gave the Township \$13,000 for the soccer fields.
- Leonard Mankowski – Raised \$5,000 for the soccer fields. Sanford family pledge \$5,000.
- Rich Bahle - Any outside donations should go thru Friends of Herman Park. The Township has a five year recreation plan. Trying to adhere to the list of priorities. Timeline not firmly established for the soccer fields. Leland Township is getting a lot of pressure for soccer fields.
- Debbie Slocombe - There is \$40,800 in the budget for soccer fields, request to move \$10,000 into the soccer field budget line.
- Brandy Albarado - is soccer coach, would be nice to have a soccer field between here and Leland.

- Leonard Mankowski, is soccer coach, over 600 kids enrolled in the soccer program, play at the condos at the Village. A soccer field at Herman Park would serve this community and surrounding areas.

Rich Bahle/moved, Sandy VanHuystee/supported to adjourn the Annual Budget Hearing, Truth In Taxation Hearing at 5:30 p.m., PASSED.

PUBLIC HEARING

DNR Recreation Passport Grant Application for the purpose of continuing the development of Herman Park and specifically to discuss the need for a permanent restroom facility.

Rich Bahle opened the public hearing on the DNR Recreation Grant Application.

- Bill Drozdalski, said the grant application is due April 1st, 2020. The DNR takes nine months to make a decision. The Application is a request of \$105,000.00 from the DNR, and \$35,000.00 from the Township, for a total of \$140,000.00. The grant monies will be used to purchase two (2) single unisex and ADA compliant bathrooms for Herman Park.

Rich Bahle/moved, Tom Nixon/supported, to close the public hearing, PASSED.

DRAFT MINUTES
SUTTONS BAY TOWNSHIP
REGULAR MEETING MINUTES – MARCH 11, 2020

CALL TO ORDER – REGULAR MEETING

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:30 p.m., March 11, 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 Agenda as amended, adding #10. Contract from American Waste, and #11. Electrical outlets for the pavilion, PASSED.

PUBLIC COMMENT

Len Mankowski said he has a Petition signed by people who support soccer fields.

Rich Bahle recommended that the Petition be sent to the Recreation Committee.

REPORTS:

- **Treasurer** - Closed the tax roll.
- **Planning and Zoning** - Zoning Administrator's Report was submitted. Plann Comm heard from Larry Mawby who requests an amendment to the zoning ordinance to allow solar arrays.
- **Fire Authority** – Fire Board adopted the budget for 2020-2021. Fire millage passed.
- **Parks & Recreation** – Held discussion about restrooms, gardens and budget.
- **Facilities** - None

OLD BUSINESS

1. Approval of the Minutes

a. February 12, 2020 Regular Meeting Minutes

Rich Bahle/moved, Tom Nixon/supported, to approve the February 12, 2020 Regular Meeting Minutes as corrected (pg. 1 – Parks & Recreation - \$500.00 donated to soccer fields (\$250.00 from Rotary Club and \$250.00 from rotarian), PASSED

- b. Work Session Minutes – February 19, 2020 - *Consensus to approve Work Session Minutes of Feb. 19, 2020.*

2. Payment of the Bills

Sandy VanHuystee submitted bills for payment in the amount of \$ 23,057.60.

Rich Bahle/moved, Tom Nixon/supported, to approve payment of the bills in the amount of \$23,057.60, PASSED.

NEW BUSINESS

1. Budget Adoption: Year 2020-2021

Rich Bahle/moved, Tom Nixon/supported, that the Suttons Bay Township Board adopt the budget as proposed for the year 2020-2021, PASSED.

2. Set millage rate

Rich Bahle/moved, Sandy VanHuystee/supported, to set the annual millage rate of 1.7 mills as authorized by law and rolled back by the Headlee Amendment, PASSED.

3. Resolution No. 8 of 2020 - Michigan Natural Resources Trust Fund – Recreation Passport Grant Program

WHEREAS, Suttons Bay Township Board of Trustees supports the submission of an application titled, “Construction of New Restrooms: to the Recreation Passport Grant Program for development of new accessible restrooms at Herman Park; and

WHEREAS, the proposed application is supported by the Community’s (2019-2023) 5-Year Approved Parks and Recreation Plan; and

WHEREAS, Suttons Bay Township is hereby making a financial commitment to the project in the amount of \$35,000 matching funds, in cash/and or force account; and

NOW, THEREFORE, BE IT RESOLVED that Suttons Bay Township hereby authorizes submission of a Recreation Passport Grant Application for \$105,000, and further resolves to make available its financial obligation amount of \$35,000 (25%) of a total \$140,000 project cost .

Rich Bahle/moved, Tom Nixon/supported, to adopt Resolution No. 8 of 2020- Michigan Natural Resources Trust Fund – Recreation Passport Grant Program: Permanent Bathrooms at Herman Park.

Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Cathy Hartesvelt. No: None. Resolution No. 8 of 2020 adopted.

4. Request from Leland Township: Share costs of setting Buoys on Lake Leelanau

Rich Bahle said a request has been received from Leland Township requesting that Suttons Bay Township share the costs of setting Buoys on Lake Leelanau. Suttons Bay Township's share of the cost is \$250. (Lake Leelanau Association approached Leland Township to see if they would participate in setting buoys on Lake Leelanau).

Rich Bahle/moved, Tom Nixon/supported, to approve making payment of \$250 to Leland Township for the purpose of sharing costs of setting Buoys on Lake Leelanau.

Discussion –

- *Rich Bahle – Leland Township owns the buoys which are on private property.*
- *Tom Nixon – Endorse putting the buoys back where they have been. There are plenty of places where the public can access Lake Leelanau.*

Motion Passed.

5. Leelanau Trail Access: Hansen Plaza Trail Connection - EGGLE/USACE

Joint Permit Application

Cathy Hartesvelt submitted Agent Authorization Form for Leelanau Trail-Hansen Plaza. Tart Trail wants to have a chipped 6' wide boardwalk the requests permission from the owners of Hansen Plaza to apply for a permit. (Construction on condo common areas

Cathy Hartesvelt/moved, Debbie Slocombe/supported, to authorize Rich Bahle to sign the permit application for the Leelanau Trail-Hansen Plaza on behalf of Suttons Bay Township, PASSED.

6. Clean-Up Budget Transfers:

Sandy VanHuystee/moved, Cathy Hartesvelt/supported, to transfer to the General Fund from Park Restricted Fund \$2,000 for well installation from Suttons Bay-Bingham Endowment, PASSED.

Sandy VanHuystee/moved, Cathy Hartesvelt/supported, to transfer \$7,230.77 to General Fund and close out Special Election Millage Account, PASSED.

Sandy VanHuystee/moved, Cathy Hartesvelt/moved, to retain \$2,230.77 for legal fees and issue check to Fire/Rescue Board Building Fund the amount of \$5,000, PASSED.

- 7. Election Workers Wages: Increase Chairperson to \$18/hr, other Workers to \$15/hr**
Sandy VanHuystee submitted Precinct Worker Information as of 02/20/2020, breakdown of election workers are paid.

Sandy VanHuystee/moved, Tom Nixon/supported, to increase the election workers wages as follows: Chairman- \$18/hr. Election workers - \$15.00, PASSED.

- 8. Recreation Committee Compensation – Increase to match that of other Township Committees**

Cathy Harsvelt/moved, Tom Nixon/supported, to establish \$40 per meeting for Recreation Committee members to attend meetings.

- 9. Deputy Pay Rates – Increase to \$15.00 an hour**

Sandy VanHuystee/moved, Debbie Slocombe/supported, to increase the Clerk and Treasurer deputies to \$15.00 an hour, PASSED.

- 10. American Waste Commitment Letter – May 16, 2020 Drop Off Day**

Rich Bahle/moved, Sandy VanHuystee/supported, to authorize Rich Bahle to sign the commitment letter with American Waste for May 16, 2020 Drop Off Day, PASSED.

(For information - Leelanau County Recycling Day - May 16, 2020)

- 11. Electric Service at Herman Park Pavillion**

Bill Drozdalski said in the park budget for 2020-2021 there are monies to have electric service installed at the Herman Park Pavillion at an estimate of \$6,000.

Sandy VanHuystee/moved, Rich Bahle/supported, to have Bill Drozdalski contact an electrician to have electrical service installed at the Herman Park Pavillion, and issue a check for \$3,000 for the electrician to get started on the project, PASSED.

PUBLIC COMMENT

Bill Drozdalski asked when the Recreation Committee would be paid. Sandra VanHuystee said the Recreation Committee would be paid quarterly and would receive a W-4 to fill out.

Len Mankowski said having soccer fields at Herman Park would allow for an area to people in the county to play soccer.

Debbie Slocombe said Rich Bahle had a conversation about making Herman Park a regional park. The Township Board cannot donate monies, precluded by statute.

Rich Bahle said put pressure on surrounding communities to participate in soccer.

Cathy Hartesvelt said Suttons Bay Township bears the cost for Herman Park with grants from the DNR.

Rich Bahle said Myles Kimmerly was an effort of County Recreation. The east side park needs to happen. There is a general awareness of what it means for the community.

Debbie Slocombe said the County has a park at Veronica Valley. Herman Park has 26 acres which can be developed. The remainder of the acreage is bird sanctuary.

Cathy Hartesvelt said there is a significant amount of parks for this community.

BOARD MEMBER COMMENTS

Tom Nixon – Packet includes proposed job description for maintenance assistance. Short Term Rental Ordinance will be on next month's agenda. Fireworks Ordinance will be sent to the Prosecutor for approval.

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:45 p.m.

MARGE JOHNSON, Recording Secretary
SANDY VANHUUSTEE, Clerk