

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, September 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. Fire & Rescue Building: Receipt of Title from Building Authority / Transfer to Fire and Rescue Authority
4. Fireworks Ordinance: Compliance Modifications / Tom Nixon
5. Metro Act: Tribal Application
6. Cemetery Funds: Allowable expenditures / budgeting / Tom Nixon report

NEW BUSINESS:

1. Sketching Software for Assessing
2. Fence Repair: Cemetery

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT:

DRAFT MINUTES

SUTTONS BAY TOWNSHIP REGULAR MEETING – AUGUST 14, 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., August 14, 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, Debbie Slocombe, Cathy Hartesvelt

Absent and excused: None

Staff Present: Steve Patmore

APPROVAL OF THE AGENDA

Rich Bahle/moved, Sandy VanHuystee/supported, to approve the amended agenda - under Old Business - Update on Lift Association; Share Care Use of Herman Park; Parks & Recreation Term Limits; and under New Business – Possible appointment of new Parks & Rec Member; and Proposal to purchase new desk for Marge Johnson, PASSED.

PUBLIC COMMENT

Brian Buysee, Suttons Bay, said he understands the Township makes appointments to the Library Board. At Library Board Meeting he had complaints about the meetings, has been treated poorly by the Library Board. Township Board should attend Library Board Meetings.

John Krug, President of the Suttons Bay-Bingham District Library thanked Debbie Slocombe for her work on landscaping the street side of the library. Also the library building has been painted.

Reports:

- Treasurer - as presented
- Planning & Zoning - Zoning Administrator's Report submitted.
- Fire Authority- Rich Bahle said the house on 204 has been removed. He attended Tribal Meeting at Resort where 2% grant was given to the Fire Department. Fire Board working on long term budget, runs higher at this time over last year.
- Parks & Recreation Committee– Bill Drozdalski said Herman Park was used by bicyclists who were in the Cherry Roubaix Race. Debbie Slocombe – September 3rd, 8:10 a.m. Parks & Rec will brainstorm ideas for using the ice skating park with the Village.
- Faciliites – Cathy Hartesvelt said the back sides of the trees in the common area are distressed. The trees will be given nutrients.

OLD BUSINESS

1. Approval of the July 10, 2019 Meeting

Debbie Slocombe/moved, Rich Bahle/supported, to approve the July 10, 2019 Minutes with an addendum, page 1 – Bicycle Pump Track, PASSED.

2. Payment of Bills

Sandy VanHuystee submitted bills for payment in the amount of \$31,321.19.

Cathy Hartesvelt/moved, Debbie Slocombe/supported, to approve payment of the bills in the amount of \$31,321.19, PASSED.

3. Fire & Rescue Building – Deed Transfers/Process

Rich Bahle said the matter of the Fire & Rescue Building – Deed Transfers/Process is still being reviewed by counsel. The Building Authority and Townships have to take action to quit claim the fire & rescue building to the Fire Authority. Suttons Bay Township will hold a special meeting to address this matter.

4. Fireworks Ordinance - Rich Bahle said the Fireworks Ordinance has been Postponed to the September 2019 Meeting.

5. Electrical Hook-up: Herman Park

Bill Drozdalski said the electrical equipment has been installed at Herman Park for the Hook up. Consumers Energy will inspect the equipment.

6. Lift Park Plan

Kathy Egan sent a letter about Lift's plan for using Ice Rink Park for an outdoor movie. Neighbors were given information about the outdoor movie to be held Saturday, August 24th at dusk. The neighbors thought it was a fun idea

7. Sharecare – Request to reserve Herman Park

Tim Wade sent an e-mail to Steve Patmore requesting to reserve Herman Park for an event. Steve Patmore is requesting that the Township Board waive the \$200.00 fee for Sharecare to reserve the Herman Park Pavilion as per the Township Fee Ordinance.

Cathy Hartesvelt/moved, Debbie Slocombe/supported, to waive the \$200.00 registration fee for Sharecare to use the Herman Park Pavilion one (1) time, and request that Parks & Recreation Committee develop the waiver of fee request for non-profits to use Herman Park, PASSED.

8. Parks & Rec Committee – Term for new member

Rich Bahle/moved, Sandy VanHuystee/supported, to appoint Nicole Braun to the Parks & Rec Committee for one year, to December 19, 2019, PASSED.

NEW BUSINESS

1. Fiber Optic Tribunal Project Status

Rich Bahle said the Tribe is planning to install fiber optic cable in the county, to service the schools, government offices and the fire department. Paperwork has not been filed with the Michigan Public Service Commission.

2. Metro Act Compliance

Rich Bahle said the fiber optic project is for information only. No action to be taken tonite.

3. Appointment to Parks & Rec Committee

Deb Palms is interested in becoming a member of the Parks & Rec Committee.

Debbie Slocombe/moved, Cathy Hartesvelt/supported, to appoint Deb Palms to the Parks & Rec Committee for a term ending December 2020, PASSED.

4. Desk for Recording Secretary

Debbie Slocombe said she would like to find a new desk for the recording secretary. Consensus of the Board that Debbie Slocombe obtain information for a new desk for the Recording Secretary.

PUBLIC COMMENT

None.

BOARD MEMBER COMMENTS

Debbie Slocombe said she had complaints about boats and jet skis on Peck Road. Rich Bahle said this is a zoning issue. Call Steve Patmore
Sandy VanHuystee - Tobin & Co. will do the audit next Tuesday. Election – November 5, 2019.

ADJOURNMENT

Rich Bahle adjourned the meeting at 6:07 p.m.

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

Suttons Bay Township
Unpaid Bills Detail
 As of September 27, 2019

Type	Date	Num	Due Date	Aging	Open Balance
American Waste					
Bill	09/11/2019		09/21/2019	6	75.00
Total American Waste					75.00
Catherine Hartesvelt					
Bill	09/03/2019		09/13/2019	14	1,710.31
Bill	09/03/2019		09/13/2019	14	2,555.05
Total Catherine Hartesvelt					4,265.36
Christy Brow					
Bill	09/03/2019		09/13/2019	14	444.67
Total Christy Brow					444.67
Consumers Energy					
Bill	09/11/2019		09/21/2019	6	25.40
Bill	09/11/2019		09/21/2019	6	99.59
Total Consumers Energy					124.99
Debbie Slocombe					
Bill	09/03/2019		09/13/2019	14	124.34
Total Debbie Slocombe					124.34
Dorothy Petroskey					
Bill	09/11/2019		09/21/2019	6	452.51
Total Dorothy Petroskey					452.51
DTE Energy					
Bill	09/11/2019		09/21/2019	6	32.81
Total DTE Energy					32.81
Federal Tax Deposit					
Bill	09/11/2019		09/21/2019	6	1,567.83
Total Federal Tax Deposit					1,567.83
Herman Brothers' Lawn Care					
Bill	09/11/2019		09/21/2019	6	350.00
Total Herman Brothers' Lawn Care					350.00
Jean Ann Moe					
Bill	09/11/2019		09/21/2019	6	188.39
Total Jean Ann Moe					188.39
Jill Williamson					
Bill	09/11/2019		09/21/2019	6	75.00
Total Jill Williamson					75.00
Leelanau County Treasurer					
Bill	09/11/2019		09/21/2019	6	50.34
Total Leelanau County Treasurer					50.34
Leelanau Enterprise					
Bill	09/11/2019		09/21/2019	6	168.80
Total Leelanau Enterprise					168.80
Michigan Assessing Service					
Bill	09/11/2019		09/21/2019	6	3,623.45
Total Michigan Assessing Service					3,623.45

Suttons Bay Township
Unpaid Bills Detail
 As of September 27, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Networks Northwest					
Bill	09/11/2019		09/21/2019	6	1,170.00
Total Networks Northwest					1,170.00
Paul Whiteford					
Bill	09/11/2019		09/21/2019	6	5,065.00
Total Paul Whiteford					5,065.00
Richard Bahle					
Bill	09/03/2019		09/13/2019	14	1,144.99
Total Richard Bahle					1,144.99
Sandra Van Huystee					
Bill	09/03/2019		09/13/2019	14	1,957.22
Total Sandra Van Huystee					1,957.22
Spectrum Business					
Bill	09/11/2019		09/21/2019	6	241.25
Total Spectrum Business					241.25
State of Michigan					
Bill	09/11/2019		09/21/2019	6	204.65
Total State of Michigan					204.65
Steven Patmore					
Bill	09/03/2019		09/13/2019	14	2,728.82
Bill	09/11/2019		09/21/2019	6	75.40
Total Steven Patmore					2,804.22
Tom Nixon					
Bill	09/03/2019		09/13/2019	14	124.34
Total Tom Nixon					124.34
Village of Suttons Bay					
Bill	09/11/2019		09/21/2019	6	66.93
Total Village of Suttons Bay					66.93
William Drozdalski					
Bill	09/11/2019		09/21/2019	6	75.97
Total William Drozdalski					75.97
Williams & Bay Portable Restrooms					
Bill	09/11/2019		09/21/2019	6	335.50
Total Williams & Bay Portable Restrooms					335.50
TOTAL					24,733.56

INVOICE



Apex Software
 Remit To:
 PO Box 100145
 San Antonio, TX 78201-1445
 1-210-699-6666

Invoice #:	306151
Invoice Date:	8/8/2019
Account #:	156614
ConfID #:	

Sold To:

Attn: Accounts Payable
 Suttons Bay Township Offices
 P O Box 457
 Suttons Bay, MI 49682

Ship To:

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 Suttons Bay, MI 49682

Shipped	Delivery Method	Terms	PO#	Sales Per
	Download	QUOTE		EJY

Product	Description	Qty	Unit Cost	Price
ApxSktv7ProAS SR	Apex Sketch 7 Pro Assessor Single License	1	595.00	595.00
Notes:			Subtotal:	595.00
This is a formal quote for the Apex V7 pro sketching software that works with the BS&A tax assing software. It comes with one licenses and the first year of maintenance and support. Each additional year of maintenance and support is \$235.00 Apex is purchased on a per computer base. This is not an invoice this is only a quote as per Christ Brow			Discount:	-0.00
			Tax:	0.00
			Shipping:	0.00
			Total:	595.00
			Amount Paid:	-0.00
			Balance Due:	\$595.00

Phone: 231.271.2722

Fax:

All sales are final after 30 days. New Leica Distos may be returned within 30 days with a 15% restocking fee. All Tablet PC, Pocket PC, and used device sales are final unless otherwise specified in writing.

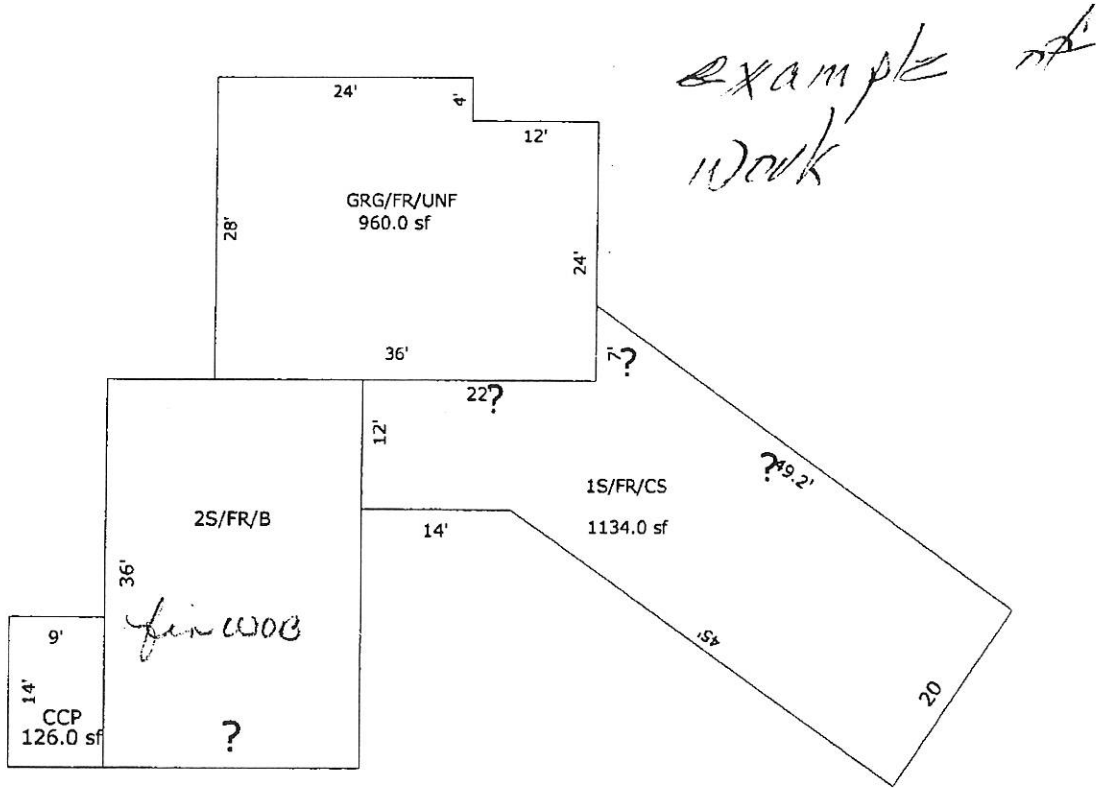
Sept meeting

SKETCH/AREA TABLE ADDENDUM

Parcel No 011-109-030-00

SUBJECT	Property Address 10175 E JOHN MICHAEL TR		
	City	State	Zip
	Owner		
	Client		
	Appraiser Name		

IMPROVEMENTS SKETCH



more permit info from -003-00

Scale: 1" = 20'

AREA CALCULATIONS SUMMARY					
Code	Description	Factor	Net Size	Perimeter	Net Totals
1S/FR/CS	1 STY CRAWL	1.00	1133.95	169.1	1133.95
GRG/FR/UNRG	FRAME UNFINISHED	1.00	960.00	128.0	960.00
2S/FR/B	2STY/FR/BSMT	1.00	864.00	120.0	864.00
CCP	CONC CVR PORCH	1.00	126.00	46.0	126.00

Comment Table 1	
Comment Table 2	Comment Table 3

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Sept meeting

Sandy Van Huystee

From: Michigan Assessing Service Inc <michiganassessing@hotmail.com>
Sent: Thursday, August 15, 2019 12:17 PM
To: Rich Bahle; Cathy Hartesvelt; Sandy VanHustee
Subject: Fw: Suttons Bay Township, Leelanau County, MI
Attachments: InvoicePrint.pdf

Dear Elected Officials,

Rich and I had briefly discussed the benefit of purchasing the Apex sketching program to use with the Assessing database.

I've attached their quote for your consideration.

There are many benefits to having digital sketches.

It makes it easier to share the information with taxpayers, realtors, county departments, etc.

If at any time the Township decides to make information available on line, the sketches would be available along with the assessing/tax information.

Once the sketches are created they become a part of the permanent assessing database and would be the property of the Township.

Having the sketches also aids the assessor during inspections. They can be performed a little faster, changes are not being made to

the permanent property record cards, changes can be easily made in the program and reprinted, the apex program calculates square

footages, therefore cuts down on human math errors, etc.

Please let me know if any of you have any questions.

Best Regards,

Christy M. Brow, MAAO

Michigan Assessing Service, Inc.

231-227-1095 Ph.

231-227-1109 Fx.

From: Erick Young <EYoung@apexwin.com>
Sent: Thursday, August 8, 2019 1:53 PM
To: Michigan Assessing Service Inc <michiganassessing@hotmail.com>
Subject: RE: Suttons Bay Township, Leelanau County, MI

Here is the formal quote for the Apex V7 pro sketching software. Per our phone conversation once the board approves the purchase of the software. Send me an email letting me know the purchase has been approved. I will set up a net 30 and invoice the Township and send them a bill. And I will email you the download and registration of the software which you can use the same day. You wont have to wait until the invoice is paid. I will wait to here from you.

Kind Regards,

INVOICE



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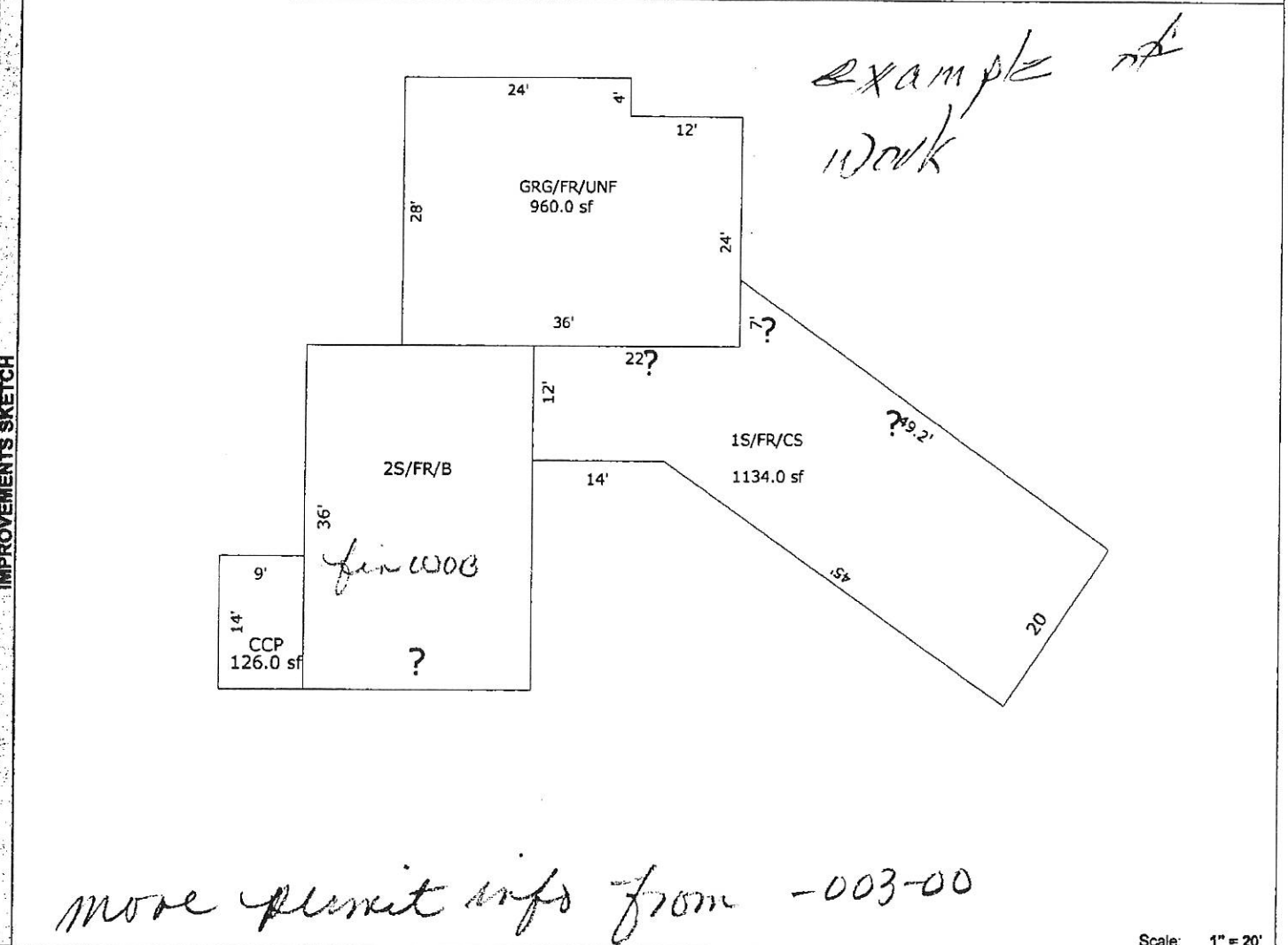
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