

**REGULAR MEETING OF THE EAST BAY CHARTER TOWNSHIP BOARD**  
**East Bay Township Hall at 1965 N. Three Mile Road**  
**MONDAY ~ JULY 8, 2019 ~ 6:30 P.M.**

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- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Roll Call**
- **Presentation of the Agenda**
- **Review for Conflict of Interest**
- **Public Comment**
- **Correspondence:** Presented in packet
- **Reports:** Written reports submitted
- **Consent Calendar:**

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed from there and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar:

  - A. Board Minutes: 6/10/2019 (Recommend Approval)
  - B. General Fund (Recommend Approval)
  - C. Emergency Services Fund (Recommend Approval)
  - D. Receiving Fund (Recommend Approval)
  - E. Escrow Fund (Recommend Approval)
  - F. Payroll Fund/Payroll EFT Funds (Recommend Approval)
  - G. Budget Adjustments (Recommend Approval)
  - H. Other Items: (Recommend Approval)
    - 1) Planning Commission Appointment
    - 2) Zoning Board of Appeals Appointment
    - 3) Zoning Board of Appeals Appointment
    - 4) East Bay Ambulance – Part-time & full-time personnel
- **Business before the Board of Trustees:**
  - 1. Consultants' Update:
    - Maner Costerisan: Accounting
    - Wade Trim, Inc.
      - Current Engineering Projects
      - Planning & Zoning Services
  - 2. Grand Traverse County Board of Commissioners:  
District 7 Commissioner Rob Hentschel & District 6 Commissioner Gordie LaPointe
  - 3. Parks Commission
  - 4. Assessing Department
  - 5. Ordinances (ordinance will have an opportunity for Public Comment):
    - Consideration of previously introduced Short-Term Rental Ordinance
  - 6. Grand Traverse Metro Emergency Services Authority – Draft 2020 Budget
- **Public Comment**
- **Adjournment**

*If you are planning to attend this public meeting and are disabled requiring any special assistance, please notify the Township Clerk by calling at (231) 947-8647 as soon as possible.*

**East Bay Charter Township  
Board of Trustees 7/8/2019 Regular Meeting**

**Correspondence & Reports**

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**Correspondence:**

- MTA Membership
- DNR State Forest Planning for Benzie, Grand Traverse, Kalkaska, Leelanau, and Manistee Counties, Public Open House July 10, 2019
- Letters to the Board of Trustees
  - Kenneth Warner
  - John & Elizabeth Chisholm
  - Gayle Miller

**Reports/Information for the Board of Trustees:**

- June meeting minutes\* for:
    - Planning Commission
    - Zoning Board of Appeals
    - Parks Commission
- (\*these may be draft minutes depending on meeting dates)



MICHIGAN TOWNSHIPS ASSOCIATION

Dear MTA Member Board:

On behalf of the MTA Board of Directors and staff, thank you for renewing your membership. We look forward to continuing to serve you in the year ahead! We are proud to provide your township with unparalleled member benefits—specifically created and honed to offer the best value and service to our member townships.

**MTA is your voice.** Each day, MTA staff are fighting for townships at the Capitol, working to safeguard local democracy and the form of government chosen by more than half of Michigan’s population. We tell your story, to ensure lawmakers are aware of the impact legislation will have on you, your community and your residents. Your MTA membership also includes membership in the National Association of Towns and Townships, which fights at the federal level for our country’s small communities.

**MTA is your resource.** Changes come at townships fast and furious—from assessing reform to Freedom of Information Act revisions to the legalization of marijuana. We process, research and explain these changes—and how they impact your township—and make sure you have the information and resources you need to continue leading your community in changing times. From our award-winning monthly magazine, *Township Focus*, to our legislative e-newsletter, *Township Insights* and *Township Voice*, we bring you the latest news and information that impacts townships. The members-only section of [www.michigantownships.org](http://www.michigantownships.org) offers hundreds of pages of township resources, samples and information. (Contact the MTA office for a username and password, or for assistance accessing the website.) Got a question about township issues, operations or procedures? Look no further than MTA’s Member Information Services, where knowledgeable, experienced staff can assist you via phone, fax or email from 8 a.m. to 5 p.m., Monday through Friday.

**MTA is your guide.** MTA provides tools and guidance that enable you to make better decisions for your residents and help your township operate more effectively. Take advantage of the substantial member discounts offered on our township-centric publications, as well as our quality educational programming, including our Township Governance Academy, and the 67th Annual MTA Educational Conference & Expo taking place April 27-30, 2020, at the Grand Traverse Resort in Acme Township (Grand Traverse Co.).

In recognition of your support, a current tab is enclosed that may be affixed to your MTA membership plaque. We appreciate the opportunity to be of service to you!

Sincerely,

A handwritten signature in black ink that reads 'Penny Kay Haney'.

Penny Kay Haney  
Director of Operations



June 10, 2019

## **DNR wants to hear your ideas on state forest planning for Benzie, Grand Traverse, Kalkaska, Leelanau and Manistee counties**

Whether you're interested in healthy forests, quality wildlife habitat or a strong forest products industry, don't miss the chance to get involved in state forest planning.

The Michigan Department of Natural Resources is currently making plans for the forest for 2021. These management plans include timber harvesting, planting trees, prescribed burning and maintaining open fields and shrublands – activities that help to provide wildlife habitat, control invasive species and improve the overall health of the forest.

This year, forest compartments under review are situated in Almira and Weldon townships in Benzie County; East Bay, Paradise, Fife Lake and Whitewater townships in Grand Traverse County; Kalkaska, Blue Lake, Bear Lake, Oliver, Boardman, and Garfield townships in Kalkaska County; Kasson and Solon townships in Leelanau County, and Springdale and Cleon townships in Manistee County.

You're invited to look over proposals, view maps of the affected areas and provide feedback at the following public open houses:

- **Traverse City – July 10** (Grand Traverse, Leelanau, Benzie and Manistee County compartments)  
4 – 7 p.m. at the Traverse City Customer Service Center, 2122 South M-37
- **Kalkaska – July 11** (Kalkaska County compartments)  
4 – 7 p.m. at the Kalkaska Field Office, 2089 N. Birch St.

If you have a disability that requires accommodations to attend these meetings, please contact Patrick Cotant at 231-922-6044 at least five business days prior to each meeting.

DNR staff will approve final plans for 2021 at a meeting on **July 23** at 9 a.m. at the Traverse City Customer Service Center.

If you can't make it to these meetings, you can also submit comments via email to Patrick Cotant at [cotantp@michigan.gov](mailto:cotantp@michigan.gov), using the subject line "Traverse City Forest Management Unit open house comment." You can review information online about the forest compartments for which plans are being developed by going to

michigan.gov/forestry, then clicking on the “Public Input” button. There you will find an interactive online map designed to help the public better understand plans for different areas of Michigan’s state forests.

The map makes it easier to find information on timber sales, prescribed burns and other management activities. You can navigate on the map or simply type in an address to find out what activities are being planned or getting started in your area of interest. The map highlights planned activities that will occur in 2021, the “year of entry” – which means the DNR right now is discussing and planning actions that will take place in 2021.

To find compartment information, zoom in on the map to your area of interest. As you zoom in, more details will appear, including compartments under review this year, which are highlighted in bright green. Click anywhere within the compartment, and a pop-up screen will appear with more information, including a link to the compartment review presentation packet.

The DNR is also seeking public input regarding management plans for Ecological Reference Areas, which are rare or high-quality natural communities that have been relatively undisturbed by human intervention. The DNR’s long-term goal is to maintain these areas as examples of Michigan’s biodiversity. Two ERA plans are being prepared for this year: Root Lake Northern Fen in Whitewater Township, Grand Traverse County; and Watson Rich Conifer Swamp in Oliver Township, Kalkaska County. Plans for those areas will be posted on the Public Input web page described above, under the “Special Management Areas” heading.

In addition to the state forest compartment and ERA plans, we are also seeking comments on the draft master plan for the Manistee River State Game Area, located in Manistee County’s Manistee Township. That plan can also be found under “Special Management Areas”.

We appreciate your interest in management of Michigan’s state forests and hope you will join us at our open houses to share your concerns.

**825 Munson Avenue  
Traverse City, MI 49686**

June 11, 2019

Township Board  
East Bay Township Office  
1965 North Three Mile Road  
Traverse City, Michigan 49696

Dear Members of the Township Board:

I attended last night's board meeting and commented on the short-term rental (STR) matter. I noted, as did others, that the board's proposed resolution(s) of the issue will make no one happy. People who want to rent their houses want complete flexibility to do so as they see fit. Those, like us, who want to preserve the owner-occupied residential character of our neighborhood want no STRs permitted.

One of the pro-rental speakers mentioned the desirability of recognizing differences in neighborhoods in the township. I endorsed her idea. In this letter I will offer a suggestion for your consideration as to how this might be accomplished. It might lead to a solution that, instead of aggravating everyone, would find a "sweet spot" that would satisfy many.

First, however, I want to emphasize what my wife and I believe to be the fundamental unfairness of permitting STRs in our neighborhood. We live on the north side of Munson Avenue at the base of East Bay. We are zoned residential. We believed (perhaps naively) that that meant owner-occupied homes only. That would be the conventional understanding of residential zoning. If you allow STRs in our neighborhood, you will in effect be converting us from a residential area to a mixed-use one, without changing our zoning. That seems unfair (at a minimum).

Until very recent years, the homes on our stretch of the beach were (to our knowledge) 100% owner-occupied, most year-round, the remainder seasonally (unoccupied during the winter months). Then one of our near-by neighbors started renting their home during the summer; then a second followed suit.

Clearly there are areas within the township where renting houses is and long has been common. There are others, like ours, where it was (until recently) unheard of. Asking the township to go neighborhood by neighborhood to identify those that should permit STRs and those that should not would be an impossible task

for the township. So here's the proposed solution: The board should develop an ordinance for STR as it is doing currently. The board should then develop a process whereby neighborhoods could petition the board to be an owner-occupied residential neighborhood only (i.e., no STR permitted).

Obviously details would have to be worked out, including how one would define a neighborhood and how many of the neighbors would have to sign the petition. In some cases, defining the neighborhood might be relatively easy, as in our case. It would consist of all of the homes with beachfront (all of which are single family) from the first house west of 3 Mile Road heading west to the Traverse City limit. In terms of a neighborhood, Munson Avenue, with its very busy traffic moving at 45 mph, clearly distinguishes our (north side) homes from those on the south side.

Other areas would be more difficult to define as a neighborhood. That task could be left to the neighbors themselves. If they petitioned to be an STR-free neighborhood, the board could judge the reasonableness of the self-defined neighborhood.

As for a petition by a neighborhood to remain STR-free, the board could require that a large percentage of the homeowners in the designated neighborhood sign the petition (e.g., 80%). In those neighborhoods in which a sizable percentage of the homeowners either rent or want to preserve the right to rent, fewer than the designated percentage of signatures would be attained and the board's STR ordinance would apply.

I realize that this approach involves some non-trivial policy making. But it offers a compromise that, as I mentioned earlier, could resolve the contentious issue of STRs in a manner that would not alienate large numbers of homeowners in East Bay Township. I hope you will give this idea your serious consideration. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth E. Warner". The signature is fluid and cursive, with a large initial "K" and "W".

Kenneth E. Warner

**821 Munson Avenue  
Traverse City, MI 49686**

June 15, 2019

Township Board  
East Bay Township Office  
1965 North Three Mile Road  
Traverse City, Michigan 49696

Dear Members of the Township Board:

I was unable to attend the last board meeting on the short-term rental (STR) matter. My neighbor has given me an update and his suggestions that may help you in our literally no win situation. Zoning is a very important part of an organized community plan. However, it should reflect the wishes of the majority of the people living there. The STR people are a very small part of our community, however they should still have a voice. Mr. Warner's suggestion would significantly reduce the objections on both sides the issue. Please give his suggestion serious consideration.

John & Elizabeth Chisholm

Attachment: Kenneth E. Warner's letter of June 15, 2019

June 26, 2019

Dear East Bay Township Board Members:

The East Bay Hosts appreciate the two significant improvements made to the STR Ordinance prior to its introduction at the June Board meeting. The previous 7 day booking restriction and the septic permit requirement would have put most Hosts out of business. While some Hosts can live with the 4-day booking restriction, many others will be greatly impacted. We recommend that this be changed to a 3-day booking restriction.

With these changes, the Ordinance is moving closer to something Hosts can live with. However, there are still numerous important issues that cause our members great concern. It's critical that the Board address these issues before voting on final passage.

1. **Section 5 (c) – Fees** – The proposed fee of \$350 is still unreasonably high and far higher than virtually all similar licensing programs. Host Compliance will be undertaking most of the work associated with this Ordinance. As such, the fee should be reduced to \$100 per year.
2. **Section 6 (b) – Short Term Rentals** - Hosts were told that the booking restrictions would not be enforced for 2019 bookings. This needs to be spelled out in the Ordinance or formalized in some way. Many Hosts are extremely nervous that you'll change your mind and start fining.
3. **Section 6 (i) (5) – Egress** – This section requires that all rooms have 2 “legal” means of egress to the “exterior,” implying compliance with current building codes. Most of the older cottages do not have windows that comply with current code, and most doors do not lead to the exterior, but rather to the interior of the house. Revise this section as follows: *Each sleeping room shall have two (2) means of egress, with at least one being to the exterior of the home.*
4. **Section 8 – Duty to Remedy Violations** – This section implies that Hosts or Local Agents must remedy “any” violation of the Ordinance within two hours. This is unreasonable, except as it pertains to the Noise and Fireworks Ordinances. We recommend removing the word “any” in this section and creating more reasonable timelines for compliance with all other aspects of the Ordinance. This is important as many Hosts do not live in the immediate area. In addition, some repairs or remedies may be impractical to undertake immediately if the rental is occupied.
5. **Section 9 – Suspension & Revocation of License** - The terms under this section are excessively harsh. Permanent revocation of a license, for what will likely be minor offenses or nuisances, is extreme. We recommend a more reasonable approach. If violations do not threaten the health, safety or well-being of guests or neighbors, a far less aggressive enforcement scheme is more sensible.
6. **Section 10 (a) – Violations & Penalties** - The fine of \$500 per day for violations is unreasonably high. We recommend a daily fine of \$50. This is enough to compel compliance. Again, most violations will be either nuisances or technical issues – not drug dealing or the operation of a crack house. The punishment must fit the crime.
7. **Section 14 – Effective Date** - The Ordinance implies that enforcement will begin immediately upon passage. This is unrealistic for both the Township and the Hosts. We suggest the following change:

*Require payment of the license fee within 3 weeks of final passage. Extend the compliance deadline to 6 weeks from the date of final passage. This will give Hosts time to submit their materials, especially those may be out of the state or country.*

8. **Create Complaint Tracking Procedure** – Hosts do not want to be blamed for complaints or violations of nuisance ordinances (junk, noise, fireworks) that are not the fault of paying guests. The Township and Sheriff's office **MUST** create a complaint procedure that identifies whether complaints were made against paying guests versus owners and non-paying guests.
9. **Add Section on Data Security** – Hosts have very serious concerns about privacy. A for-profit company will be mining Hosts' personal data, and the data of guests. Host Compliance may gain access to names, addresses, phone numbers, social security numbers, credit card information, rental income and more. East Bay Township may also gain access to personal information that is irrelevant to the enforcement of this Ordinance. ***There must be a data security section of the Ordinance that will: ensure the security of Hosts' data; assures Hosts that no data will be collected that doesn't pertain directly to enforcement; and assurance that data collected under this licensing program cannot be used for any other purpose than Ordinance enforcement. In addition, there must be a remedy should the security of personal data be compromised. Finally, many Hosts want the ability to submit their license application on paper, rather than electronically, due to the risk of data breaches.***
10. **Fees & Grandfathering** – Due to the burdens and high cost of this Ordinance and the licensing program, some Hosts will decide not to continue their STR business beyond their existing bookings. There must be a way to exempt these Hosts from compliance until their previously booked guests have come and gone. In addition, Hosts who apply for the license and are then told their properties don't qualify (for any reason), must be refunded their fee.

#### **Other administrative changes and clarifications needed**

1. The Board stated that on-site hosted STRs would be regulated under the Zoning Ordinance as Bed & Breakfast operations. There needs to be clarification of where these Hosts stand between now and when the Zoning Ordinance is amended. Are they considered STRs until then? Or will the Board pass a resolution to exempt them until the Zoning Ordinance is changed?
2. Please provide draft copies of the materials you have developed for Hosts to use to comply. The Hosts may be able to provide feedback to make these documents more effective and useful.
3. How should Hosts handle neighbor notification if the neighbors are never there? Some neighbors live out of the area, or in another country, and notification may be impossible.
4. Clarification of Exempt Properties – Provide clear guidance as to which kinds of properties are exempt from the STR Ordinance, and the rationale for that exemption.

With these changes, most members of the East Bay Hosts will respect the Ordinance, will proceed with becoming licensed, and the group will suspend its legal efforts. As always, we stand ready to discuss these issues face to face, in an environment that allows two-way communication between the Board and the citizens you intend to regulate.

Respectfully submitted,

The East Bay Hosts

(There are currently 41 Hosts who have contributed to our legal fund and 81 hosts on our emailing list)

**REGULAR MEETING OF THE EAST BAY CHARTER TOWNSHIP  
PLANNING COMMISSION ~ TUESDAY JUNE 4, 2019 ~ 6:30PM**

**Present:** Planning Commission Members: Ted Hentschel, Paul Gonzalez, Judy Nemitz, Mindy Walters, John Sych, Robert Tubbs  
**Absent/Excused** Dan Leonard  
**Also, Present:** Planner Rick Brown and Zoning Administrator Leslie Couturier

There were eight (8) guests in attendance.

1. **Call Meeting to Order:** Chair Tubbs called the meeting to order at 6:30 PM.
2. **Roll Call:** Role was called by the Recording Secretary and a quorum was in attendance.
3. **Review for Conflict of Interest:** None presented.
4. **Approval of the Agenda:** *A motion was made by Nemitz to approve the agenda as presented, Walters supported the motion and it passed unopposed.*
5. **Approval of the Minutes:** *A motion was made by Gonzalez, supported by Sych to approve the minutes of the May 7, 2019 Regular Meeting with the correction of the spelling of the name Kuesel. The motion passed unopposed.*
6. **Public Comment:**
  - Doug Mansfield, 830 Cottage View Drive, Traverse City; spoke to the Planning Commission regarding the Storm Water Ordinance and the difficulties developers have in fulfilling it as the ordinance was a “one size fits all” ordinance. He suggested that the Planning Commission direct the engineering staff to draft a new ordinance that would look at each site independently and to simplify the rules. Mansfield further asked the Planning Commission to look at the recently started Arbutus Ridge Site Condo, as the current storm water ordinance had caused the developer to lose trees and dig huge basins due to no flexibility in the ordinance.
7. **Reports:**

**Township Board:**

  - ✓ Walter’s reported that THE Township Board had approved the crematorium amendment, they are applying for a Par plan Grant for the Parks, there is continued work and meetings regarding the short term rental ordinance, and finally the Station Nine ambulance now covers the entire township as they are now Advance Life Support (ALS).
  - ✓ There were no ZBA meetings in May.
  - ✓ Planner Brown gave a brief report, noting that Garfield Township had sent correspondence regarding the Barlow-Garfield Neighborhood Plan.
8. **Old Business:** None

9. **New Business.**

A. **Special Land Use #1-19; Peninsula Bay Resort Co-Owner's Association: Public Hearing & Action.** Parcel number: 28-03-553-000-05

In attendance for the applicant: Wilbur (Bill) Burch, 1941 US-31 North #24

Chair Tubbs gave an overview of the request: The Peninsula Bay Co-Owners Association is requesting special land use approval to allow units within the Peninsula Bay Condominium development to be occupied as a principal residence (PRE). Peninsula Bay is currently classified as a resort condominium, which is a use permitted by right in the RB (Regional Business) zoning district. As a resort condominium, the owners are not able to claim a principal residence exemption for property taxes.

Under Section 412.3, to allow, owner-occupied condominiums where the owner would have the right to claim the exemption, the Planning Commission must approve a special land use granting Peninsula Bay that status.

Applicant Bill Burch stated that they are requesting the special land use permit as to allow owners the chance to claim their condos as principle residences. The Co-Owners Association had voted on it and per their by-laws had received the 2/3 majority vote to do so, and they had changed the verbiage in the master deed to allow the PRE along with maintaining the right for others to remain as rentals. They are required to have 45 parking spaces to obtain the special land use, they currently have 66.

Public hearing was opened at 7:40 PM, hearing none the hearing was closed.

Board discussion ensued with questions to staff and to the applicant; concerns included the following issues: with a PRE allowed would there be children living there, with an added school bus stop on US-31? Also, would there be enough parking if the second building is built?

Burch indicated that Phase II of the development would likely never occur as they had been granted a two (2) year extension to build and that had expired in 2017.

Attorney David Rowe, 202 E State Street, informed the Planning Commission that there was an ongoing lawsuit regarding the construction of the second phase. He also felt that the Planning Commission should not be considering the special land use at this time.

***A motion was made by Sych, supported by Tubbs, to approve Special Land Use 1-19. The motion passed unanimously.***

B. **Sketch Plan Review; Doug Mansfield, Mansfield Land Use Consultants: Parcel # 28-03-230-005-00/200 E. Hammond Road. Parcel Number 28-03-230-005-00**

In attendance representing the sketch plan review was Doug Mansfield and Joe Locricchio. The development would be on 27 acres located on south east corner of Townline and

Hammond Road, and is currently zoned Industrial with the Master Plan citing Moderate Density Residential, MDR. The sketch plan as presented this evening indicates 170 units; quad-plex layouts, primarily two story with garages, for rentals, there will also be some one (1) bedroom units. There may also be three story units backing up to the golf course. No commercial will be included. Fifty-seven percent open space is included in the layout. The target market is young working people, and older customers with prices ranging from \$1100 to \$1500 per month. Construction will likely take place in three phases; phase 1 – 60 units, phase 2 – 60 unit, and phase 3 – 50 units, with the sewer, water and roads all being done in the first phase. They will be requesting a conditional rezoning to allow the multi-family development.

Concerns from the Planning Commission: that this may be the wrong location as it does not transition well with the neighboring subdivisions.

**C. Discussion Regarding Lakes Overlay District; Tree Escrow**

Brown explained to the Board that staff feels that the upfront escrow was preemptive, with assumption of guilt before anything is done. The Planning Commission directed staff to suggest to the Township Board the addition of an enforcement officer and to also place more emphasize on education.

**10. Other Business.** None.

**11. Public Comment:** None

Chair Tubbs adjourned the meeting at 8:00 pm.

Leslie Couturier  
Recording Secretary

**REGULAR MEETING OF THE EAST BAY CHARTER TOWNSHIP**  
**ZONING BOARD OF APPEALS ~ TUESDAY JUNE 11, 2019 ~ 6:30PM**  
**1965 N Three Mile Road ~ NORTH MEETING ROOM**

Board Members Present: Ted Hentschel, Frank Guerin, Carl Studzinski, Tracey Bartlett, Dave Houseman

Also Present: Leslie Couturier, Zoning Administrator/Recording Secretary

There were four (4) guests in attendance.

1. **Call Meeting to Order.** Chair Houseman convened the meeting at 6:30pm.
2. **Roll Call.** Roll was called by the recording secretary and a quorum was present.
3. **Review for Conflict of Interest:** None.
4. **Approval of the Agenda.** *Hentschel moved to approve the agenda as presented. Bartlett supported the motion and the motion passed unopposed.*
5. **Approval of the Minutes.** *A motion was made by Guerin to approve the minutes of the February 19, 2019 Regular Meeting Minutes. Hentschel supported the motion and it passed unopposed.*
6. **Public Input:** None offered.
7. **Old Business:** None.
8. **New Business:**

**A. Appeal Request 2-19; Donald Bennett, Owner**

- 1) Appeal Request 2-19; Donald Bennett, owner, on a parcel of land located on Vanderlip Road (no address) property identification number 28-03-220-044-00, in the Low Density Residential, LDR, Zoning District. The request is to construct a 782 square foot single family dwelling, requiring a variance from Section 505 Table Number 1 Yard Setbacks; specifically, a twenty-eight-foot (28') creek side variance resulting in a twenty-two-foot (22') setback from the unnamed creek located on the parcel. The minimum setback from a creek in the LDR district for a structure is fifty feet (50').

Mr. Bennet gave an overview of his proposed project, he also informed the board that he has been working with the DEQ and had found that the location he was requesting was the only upland suitable for building.

Chair Houseman opened the public hearing at 6:35 pm, hearing none the public hearing was closed.

***All legal requirements have been met.***

***As an alternate site did not exist, a motion was made by Guerin to approve Appeal Request 2-19 as proposed. All basic conditions have been met with the special condition being number two (2): Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property that do not generally apply to other property or uses in the same zoning district. The motion was supported by Studzinski and passed unopposed.***

9. Reports: Bartlett and Hentschel gave report from there respective boards.
10. Public Comment:
  - Denny Fasel, 1321 Vanderlip Road, Roger Buchan, 1351 Vanderlip Road, and Greg Fasel, 1265 Vanderlip Road all spoke regarding the previous public hearing.
11. Adjournment: Chair Houseman adjourned the meeting at 7:00 pm.

Leslie Couturier  
Recording Secretary

EAST BAY CHARTER TOWNSHIP  
PARK COMMISSION  
East Bay Charter Township Hall  
1965 N. Three Mile Road  
Traverse City, MI 49696

Regular Meeting  
Monday, June 17, 2019

**Present:** Deb Lannen, Susan LaRose, Corie Layton, Jeri LeRoi and Justin Friend

**Absent:** Mark Baker and Mike Hintz

**Staff Present:** Supervisor Beth Friend

1. **Call Meeting to Order:** Vice-Chair Friend called the meeting to order at 6:00pm.

2. **Pledge of Allegiance** was recited by all in attendance

3. **Roll Call:** Roll was called by the Secretary.

4. **Public Comment**  
**None**

5. **Approval of the Agenda:**  
*LaRose moved and LeRoi seconded to approve the agenda as presented. The motion carried upon a voice vote.*

6. **Approval of the Minutes of the May 20, 2019 Regular Meeting and May 23, 2019 Park Tour Meeting**  
*LaRose moved and Layton seconded to approve the May 20, 2019 Regular Meeting minutes as amended noting that Friend attended the MTA conference and brought back the brochures. The motion carried upon a voice vote.*

*Layton moved and LeRoi seconded to approve the May 23, 2019 Park Tour Meeting minutes as amended noting that Lannen was absent. The motion carried upon a voice vote.*

7. **Communications**

**a. Garfield Township Intent to Amend Master Plan**

Friend shared that Garfield Township intends to create a new zoned area in the township and the intent is required by Michigan Planning Enabling Act.

**b. Grand Traverse Conservation District Invoice for Plantings at Killingsworth Park**

The plantings cost \$480.

**c. Minutes**

Township Board of Trustees

Planning Commission

Supervisor Friend noted that the 2018 audit is now complete and funds will now be moved as requested. She added that the board approved the Brown Bridge Quiet Area rules.

**7. Reports:**

**A. Treasurer's Report**

Lannen said that some expenditures have placed Gens Park and Grace Macdonald Park together and the spreadsheet will be amended.

**8. New Business**

**A. Project Updates**

1. **Gens Park** – Supervisor Friend updated Commissioners on the Gens Park project. Water levels are high and are impacting completion of the proposed project. She reviewed some options with Commissioners and Commissioners decided to table the Gens Park project at this time.
2. **Grace Macdonald Park** – Supervisor Friend said that the fencing is repaired, the parking area is prepped for paving, and the sidewalk to the pavilion is complete. Asphalt will be laid this week more fencing will be repaired by township staff.
3. **Arbutus No. 5** – GOREC Representative Katie Griezszak will take a look at the park for placement of proposed items. A grant will be written for two bathrooms, but a unisex facility may be an option as well.

**B. Grant Applications**

1. **DNR Natural Resources Trust Fund Grant Application** – This grant was written for the property east of Five Mile Road and a site visit is being done.
2. **Par Plan Risk Reduction Grant Application** – This grant has been submitted for safety ground cover at Pines Park.
3. **GT Band of Ottawa and Chippewa Indians 2% Tribal Grant Application**  
The grants for Mt. Holiday and Holiday Woodland Preserve have both been submitted.
4. **Board meeting in July** – Supervisor Friend told commissioners that the July Board meeting would be a reports based meeting and a Commissioner may like to come and discuss the Water Tower property with the board.

**C. Website** – Supervisor Friend asked Parks Commissioners to review the township Website as it related to the parks.

**8. Public Comment**

Commissioners brought up the rental of the gazebo at Grace Macdonald Park and said that the rental paperwork was not appropriate to post for public viewing.

**9. Adjournment**

*Friend adjourned the meeting at 6:34pm.*

# **East Bay Charter Township Board of Trustees 7/8/2019 Regular Meeting**

## **Consent Agenda Items**

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Board Minutes: 06/10/2019 Regular Meeting of Township Board (attached)  
(Recommend Approval)

Budget Adjustments: BA-2019-\_\_\_\_\_ (sent with financial packet)  
(Recommend Approval)

Other Items and action through Consent Calendar: (Recommend Approval)

1. Planning Commission Appointment

Judy Nemitz is recommended for reappointment to the Planning Commission. Judy Nemitz's most recent appointment to the Planning Commission was in April, 2016 for a term which expires in "July 2019". As of the most recent appointments, the township is expressing a term with a specific date. Judy's reappointment would end on July 1, 2022 for consistency with other Planning Commissioners.

*Motion approved through Consent Calendar:*

Move to approve the appointment of Judy Nemitz to the Planning Commission with a term which expires on July 1, 2022.

2. Zoning Board of Appeals Appointment

Dave Houseman is recommended for reappointment to the Zoning Board of Appeals. Dave Houseman's most recent appointment to the ZBA was on April 11, 2016 for a term which expires in "July 2019". As of the most recent appointments, the township is expressing a term with a specific date. Dave's reappointment would end on July 1, 2022 for consistency with other Board Members.

*Motion approved through Consent Calendar:*

Move to approve the appointment of Dave Houseman to the Zoning Board of Appeals with a term which expires on July 1, 2022.

3. Zoning Board of Appeals Appointment

Frank Guerin is recommended for reappointment to the Zoning Board of Appeals. Frank Guerin's most recent appointment to the ZBA was on April 11, 2016 for a term which expires in "July 2019". As of the most recent appointments, the township is expressing a term with a specific date. Frank's reappointment would end on July 1, 2022 for consistency with other Board Members.

*Motion approved through Consent Calendar:*

Move to approve the appointment of Frank Guerin to the Zoning Board of Appeals with a term which expires on July 1, 2022.

4. East Bay Ambulance – Part-time & full-time personnel – see separate cover sheet.

EAST BAY CHARTER TOWNSHIP  
East Bay Charter Township Hall  
1965 N. Three Mile Road  
Traverse City, MI 49696

Regular Board Meeting  
Monday, June 10, 2019

**Call Meeting to Order:** Supervisor Friend called the meeting to order at 6:30pm.

**Pledge of Allegiance:** was recited by all in attendance.

**Roll Call:** Board Members Present: Beth Friend, Andrea Hentschel, Glen Lile, Bryan Marrow, Tracey Bartlett, Susanne Courtade and Mindy Walters

**Presentation of the Agenda (6:31)**

Friend presented the agenda to the Board and the public. Grace Macdonald Park Update added to item 6.

**Review for Conflict of Interest: (6:33)**

None

**Public Comment (6:33)**

Ron Boyle of South Airport Road commented on a possible lawn ordinance.

**Correspondence: (6:35)**

Correspondence was presented in the packet and includes letters regarding short term rentals, Garfield Township's Intent to Amend their Master Plan and pictures of the recent plantings at Killingsworth Park.

**Reports (6:36):** Included in packets

**Consent Calendar: (7:15)**

- |                           |  |
|---------------------------|--|
| <b>A. Board Minutes:</b>  | May 13, 2019 Board of Trustees Regular Meeting                       |
| <b>B. General Fund:</b>   | Checks numbered 14572-14632 were paid in the amount of \$163,130.11. |
| <b>C. Emergency Fund:</b> | Checks numbered 4055-4074 were paid in the amount of \$12,752.38.    |
| <b>D. Receiving Fund:</b> | Checks numbered 2646-2649 were paid in the amount of \$70,621.80.    |

- E. Escrow Fund:** No checks were written.
- F. Payroll Fund:** The payroll dated 4/28/2019 – 5/11/2019, checks numbered 6512-6521 for \$40,721.25 and includes \$7,110.32 for payroll tax and check number 6521 for \$1,159.37 for State of Michigan withholdings.
- The payroll dated 5/12/2019 – 5/25/2019, checks numbered 6522-6532 for \$39,998.89 and includes \$6,865.64 for payroll tax and check number 6532 for \$1,113.10 for State of Michigan withholdings.
- Total Payroll \$80,720.14

Total amount paid: \$327,224.43

**G. Proposed Budget Adjustments BA 2019-10**

*Bartlett moved and Walters seconded to adopt the consent calendar as presented. The motion carried upon a roll call vote of 7 yeas and 0 nays.*

**Business Before the Board of Trustees**

- 1. 2018 Financial Audit - Rehmann Robson (6:39)**  
Steve Peacock presented the 2018 Audit which was given an unmodified opinion which is the highest level that can be given. He explained how the audit was conducted and reviewed the incomes and balances of the township.
- 2. Amendment to the Grand Traverse Metro Articles of Incorporation (7:00)**  
Chief Pat Parker stated that the Articles are acceptable as amended by the three townships.  
  
*Lile moved and Hentschel seconded to approve the Grand Traverse Metro Emergency Services Authority Articles of Incorporation as amended and presented. The motion carried upon a roll call vote of 7 yeas and 0 nays.*
- 3. East Bay Ambulance (7:03)**
  - a. Mutual Aid Agreement**  
Director Nick Lemcool stated they are asking for approval of the Mutual Aid Agreement language and ALS-Intercept

Agreement language. These agreements would help in saving time for all involved and may provide better service for township residents.

*Courtade moved and Walters seconded to approve the language of the proposed EMS Mutual Aid Reciprocal Agreement and the ALS Intercept Agreement and give authorization to enter into the agreement with neighboring jurisdictions on conditional approval from township legal counsel. The motion carried upon a voice vote without opposition.*

**b. Agreement for Advanced Life Support Assistance**

Action combined under 3 a.

**c. Disposal of Equipment**

Lemcool reported that there is old radio equipment as well as a CPO radar trailer that is requested to be disposed of. The trailer was purchased with a grant, so the disposal would be contingent upon all parties in agreement of the disposal.

*Bartlett moved and Marrow seconded to approve the presented list of East Bay Ambulance and Community Police Officer equipment for disposal per the township's Disposal of Township Equipment Policy. The motion carried upon a voice vote of 7 yeas and 0 nays.*

**d. Full-Time Staffing Request**

Lemcool is asking for another full-time paramedic or EMT at Station 9A at a proposed salary of \$17.50 per hour dependent on qualifications. Board members discussed the proposal.

*Bartlett moved and Walters seconded to approve the posting of a full-time Paramedic. The motion carried upon a voice vote without opposition.*

Lemcool explained his monthly report to Board Members.

**4. Ordinances**

**a. Consideration of previously introduced Brown Bridge Quiet Area Park Ordinance (7:27)**

Friend opened the opportunity for public comment at 7:27pm. Seeing no one wishing to speak, Friend brought the discussion back to the board.

*Bartlett moved and Walters seconded to approve the Brown Bridge Quiet Area Ordinance #3 of 2019 An Ordinance Pursuant to Act 359 of the Public Acts of 1947, as amended, to regulate activities within Brown Bridge Quiet Area Park and to Provide Penalties for Violations Thereof. With Courtade and Hentschel dissenting, the motion carried upon a roll call vote of 5 yeas and 2 nays.*

**b. Consideration of Previously Introduced Fireworks**

Friend opened the opportunity for public comment at 7:29pm. Seeing no one wishing to comment Friend brought discussion back to the board. Attorney Bryan Graham stated that this proposed ordinance is consistent with the State statute and is more restrictive.

*Friend moved and Bartlett seconded to approve the Fireworks Ordinance #4 of 2019 Consumer Fireworks Ordinance. The motion carried upon a roll call vote with 7 yeas and 0 nays.*

**c. Introduction of Short-Term Rental Ordinance to replace and repeal Ordinance 2 of 2018**

Friend opened the opportunity for public comment at 7:34pm.

*John Jury* of East River Road commented on short term rentals.

*Gail Miller* commented on short term rentals.

*Kathy Schleese* of Spider Lake commented on short term rentals.

*Dave Burke* of Arbutus Trail commented on short term rentals.

*Ken Warner* of Munson Avenue commented on short term rentals.

*Sue LaRose* of Trager Road on Rennie Lake commented on short term rentals.

*Jeff Byers* of Trager Road commented on the proposed ordinance.

*Jackie Stegman* of Spider Lake commented on short term rentals.

*Pat Warner* of 825 Munson Avenue commented on short term rentals.

Attorney Graham reviewed his memo dated June 4, 2019 with Board Members. He made a special point to note that there is nothing in the proposed ordinance which prohibits rentals for the full 30 days or 7 days solidly for 30 days. He gave board members two options for rental frequency. Option one continues the intent of one rental within seven days. Option 2 gives a short term rental owner more options for shorter rental periods. Both options give the property owner the right to rent for full 30 days. Board members discussed the rental frequency. They also talked about the Host Compliance site and its usefulness. Wastewater disposal language was reviewed and will be changed by Attorney Graham to reflect the fact that older systems before 1972 may not have a permit.

*Friend moved and Walters seconded to introduce the Short Term Rental Licensing Ordinance #5 of 2019 based on option #1 as drafted by Attorney Bryan Graham and as amended changing the language in 6(j) to reflect the change in definition of a properly functioning wastewater system and approve the publication of the ordinance as required by Section 8 of the Charter Township Act. With Lile, Hentschel, Courtade and Marrow dissenting, the motion failed with 3 yeas and 4 nays.*

*Friend moved and Bartlett seconded to introduce the Short Term Rental Licensing Ordinance #5 of 2019 based on option #2 as drafted by Attorney Bryan Graham and as amended changing the language in 6(j) to reflect the change in definition of a properly functioning wastewater system and approve the publication of the ordinance as required by Section 8 of the Charter Township Act. With Courtade, Hentschel, Marrow Lile and Walters dissenting, the motion failed with 2 yeas and 5 nays.*

*Hentschel moved and Marrow seconded to adopt Option #1 as drafted by Attorney Graham with changes to Section 6(b) to reflect a four day minimum rental period and also include changes in the language in Section 6(j) pertaining to wastewater disposal; and further to approve the publication of the ordinance as required by Section 8 of the Charter Township Act. With Lile, Walters, and Friend dissenting, the motion carried upon a roll call vote with 4 yeas and 3 nays.*

The amended Ordinance will be presented at the next regular meeting of the Township Board.

**5. Election Commission Equipment Request (8:58)**

Courtade explained that the election commission met and discussed the needs for the next couple of years in the township to handle the large number of absentee ballots in consideration of changes made with Proposal 18-3. The proposed purchase includes tabulators to expand for additional absent voter counting boards, modem device upgrades, Windows upgrades for e-poll books and a new replacement QVF computer. The total purchase would be \$20,603.00 to be moved from the fund balance election line item 101-000-390.191.

*Friend moved and Hentschel seconded to approve the request of the Election Commission for the purchase of 3 DS200 (i) Tabulators and 9 G4 DS2 modem/antenna device, and a Windows 10 upgrade of 7 election laptops, and approval of the associated BA-2019-11 and a \$780 computer purchase. The motion carried upon a roll call vote with 7 yeas 0 nays.*

**6. Grace Macdonald Park (9:06)**

Friend reported that contractors are getting ready to pave at the park, but work may be affected by weather. A new kiosk is still being considered and fencing may be completed by summer township staff.

**Public Comment: (9:10)**

*John Wyrwas* commented on short term rentals.

*Nancy Gonzalez* of Munson Avenue commented on short term rentals.

*Franklin Kylie* of River Road commented on short term rentals.

*John Jury* commented on short term rentals.

**Adjournment:** *Friend adjourned the meeting at 9:18pm*

**East Bay Charter Township  
Board of Trustees 04/08/2019 Regular Meeting**

**Consent Agenda Item: Ambulance Hiring**

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**Contact Person(s):** Nick Lemcool, Beth Friend

**Description:**

Part-time: With East Bay Ambulance growing, it has been found to have the need to add additional personnel on the part time level. East Bay Ambulance currently has an ongoing posting on the township website for part time EMT's and Paramedics.

EBA has received an application from Cora Lasich, Leah Lewis and Rachel Zemanek. Cora is currently a Paramedic with other area agencies. Leah is an EMT who is currently in Paramedic Class and Rachel is an Advanced-EMT who is also currently in Paramedic Class.

Full-time: The Board of Trustees approved posting a full-time ambulance position at the June 10, 2019 meeting. Interviews are being conducted Tuesday, July 2, 2019 and Friday, July 5, 2019. A recommendation will be forwarded to the Board of Trustees over the weekend.

**Attachments:**

- Part-time Offers of Employment
- Under separate cover: Applications
- Forthcoming:
  - Full-time Offer of Employment
  - Under separate cover: Application

**Budget Implications:**

Part-time: None

Full-time: Budget impact provided in forthcoming information as it depends on experience level of recommended applicant. Budget amendments will be made at the August meeting to accommodate for this change in staffing.

**Accepted Action(s) through the Consent Calendar:**

Move to approve the hiring of Cora Lasich, Leah Lewis and Rachel Zemanek as presented and concurs with the Offers of Employment from Ambulance Director Nick Lemcool dated June 27, 2019 (Lasich & Lewis) and July 1, 2019 (Zemanek).

Move to approve the hiring of \_\_\_\_\_ as presented and concurs with the Offer of Employment from Ambulance Director Nick Lemcool dated \_\_\_\_\_.

June 27<sup>th</sup>, 2019

Cora Lasich  
1810 West Center Road  
Kingsley, Michigan 49649

*Sent via Email*

Dear Cora,

Thank you for your application and interviews with East Bay Ambulance for the position of Part-Time Paramedic. I enjoyed our conversation when you dropped off your application and am excited to give you this opportunity.

On behalf of East Bay Charter Township, I am pleased to propose this offer of employment upon condition of concurrence by the East Bay Charter Township Board of Trustees, you will be working for East Bay Ambulance as a Part-Time Paramedic. I believe the Supervisor and the Board of Trustees will be as enthusiastic as I am about you joining our team in providing the best service possible to our township. Per the East Bay EMS organizational chart you will report to the Ambulance Director and I look forward to working together with you to make East Bay EMS one of the best agencies in the area.

Regarding the specifics of this offer, you will be classified as a non-exempt, part time employee. The compensation rate offered is \$17.00/ hour (payable biweekly). There are no further benefits being offered at this time.

Upon employment acceptance and the Board of Trustees' concurrence, background check, screenings, and physical are conducted. Please schedule time with Township Clerk Susanne Courtade to identify any needed scheduling of physical and drug screening. You will also receive a copy of the Employment Manual and asked to sign a form recognizing you received this document. Susanne can be reached at (231)947-8647 or [scourtade@eastbaytpw.org](mailto:scourtade@eastbaytpw.org)

In accepting this offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any East Bay Charter Township representatives have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the East Bay Charter Township at any time, with or without cause or advanced notice. Likewise, the East Bay Charter Township will have the right to terminate your employment at any time, with or without cause or advanced notice.

I look forward to your joining the East Bay EMS team and taking the service the next steps. Please let me know if you have any questions.

Kind Regards,



Nick Lemcool  
Ambulance Director

Cc: East Bay Charter Township Board of Trustees

June 27<sup>th</sup>, 2019

Leah Lewis  
2420 Orchard Circle Drive, Apt 12  
Traverse City, Michigan 49686

*Sent via Email*

Dear Leah,

Thank you for your application and interviews with East Bay Ambulance for the position of Part-Time EMT. I enjoyed our conversation when you dropped off your application and am excited to give you this opportunity.

On behalf of East Bay Charter Township, I am pleased to propose this offer of employment upon condition of concurrence by the East Bay Charter Township Board of Trustees, you will be working for East Bay Ambulance as a Part-Time EMT. I believe the Supervisor and the Board of Trustees will be as enthusiastic as I am about you joining our team in providing the best service possible to our township. Per the East Bay EMS organizational chart you will report to the Ambulance Director and I look forward to working together with you to make East Bay EMS one of the best agencies in the area.

Regarding the specifics of this offer, you will be classified as a non-exempt, part time employee. The compensation rate offered is \$14.25/ hour (payable biweekly). There are no further benefits being offered at this time.

Upon employment acceptance and the Board of Trustees' concurrence, background check, screenings, and physical are conducted. Please schedule time with Township Clerk Susanne Courtade to identify any needed scheduling of physical and drug screening. You will also receive a copy of the Employment Manual and asked to sign a form recognizing you received this document. Susanne can be reached at (231)947-8647 or [scourtade@eastbaytwp.org](mailto:scourtade@eastbaytwp.org)

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I look forward to your joining the East Bay EMS team and taking the service the next steps. Please let me know if you have any questions.

Kind Regards,



Nick Lemcool  
Ambulance Director

Cc: East Bay Charter Township Board of Trustees

July 1<sup>st</sup>, 2019

Rachel Zemanek  
1476 Driftwood Drive  
Traverse City, Michigan 49686

*Sent via Email*

Dear Rachel,

Thank you for your application and interviews with East Bay Ambulance for the position of Part-Time EMT. I enjoyed our conversation when you dropped off your application and am excited to give you this opportunity.

On behalf of East Bay Charter Township, I am pleased to propose this offer of employment upon condition of concurrence by the East Bay Charter Township Board of Trustees, you will be working for East Bay Ambulance as a Part-Time EMT. I believe the Supervisor and the Board of Trustees will be as enthusiastic as I am about you joining our team in providing the best service possible to our township. Per the East Bay EMS organizational chart you will report to the Ambulance Director and I look forward to working together with you to make East Bay EMS one of the best agencies in the area.

Regarding the specifics of this offer, you will be classified as a non-exempt, part time employee. The compensation rate offered is \$15.00/ hour (payable biweekly). There are no further benefits being offered at this time.

Upon employment acceptance and the Board of Trustees' concurrence, background check, screenings, and physical are conducted. Please schedule time with Township Clerk Susanne Courtade to identify any needed scheduling of physical and drug screening. You will also receive a copy of the Employment Manual and asked to sign a form recognizing you received this document. Susanne can be reached at (231)947-8647 or [scourtade@eastbaytwp.org](mailto:scourtade@eastbaytwp.org)

In accepting this offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any East Bay Charter Township representatives have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the East Bay Charter Township at any time, with or without cause or advanced notice. Likewise, the East Bay Charter Township will have the right to terminate your employment at any time, with or without cause or advanced notice.

I look forward to your joining the East Bay EMS team and taking the service the next steps. Please let me know if you have any questions.

Kind Regards,



Nick Lemcool  
Ambulance Director

Cc: East Bay Charter Township Board of Trustees

**East Bay Charter Township  
Board of Trustees 7/8/2019 Regular Meeting**

**Agenda Item: Consultants' Update**

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Staff and consultants will be at the board meeting to update the board on areas of their work and expertise with the following agenda.

**Business before the Board of Trustees:**

1. Consultants' Update
  - a. Maner Costerisan: Accounting
  - b. Wade Trim, Inc.:
    - Update on Engineering Projects
    - Planning & Zoning Services



Wade Trim, Inc.  
10850 East Traverse Highway, Suite 2260 • Traverse City, MI 49684  
231.947.7400 • www.wadetrim.com

June 19, 2019

East Bay Charter Township  
1965 North Three Mile Road  
Traverse City, MI 49696

Attention: Ms. Beth Friend, Supervisor

Re: Temporary Planning and Zoning Consulting Services

Dear Ms. Friend:

Wade Trim is pleased to provide this scope of work and cost estimate to provide professional planning and zoning services to East Bay Charter Township for a temporary period, while the Township searches for a new Director of Planning and Zoning.

Wade Trim is a multidisciplinary firm that has been offering urban planning services since 1974. We will utilize our municipal planning expertise to assist the Township's Planning and Zoning Department through this transitional phase.

### **Scope of Work**

From our conversation with you relative to the needs of the Township, we have broken down our proposed work plan into several separate activities. Activities 1, 2 and 3 work together as our proposed planning and zoning services arrangement. Activities 4 and 5 are optional tasks that the Township may also choose for us to perform.

#### **Activity 1 – General Planning and Zoning Department Support**

Wade Trim will serve as the Township's consulting planner, where we would be available to Township officials and staff for day-to-day interaction and direction related to any planning and zoning matters. This consultation would occur through unlimited phone calls and e-mails. We would prepare necessary materials for the monthly Planning Commission packets. We would also assist the Zoning Administrator in preparing materials for the Zoning Board of Appeals packets. This activity does not include tasks which we understand are currently performed by the Zoning Administrator, including code and zoning enforcement, and the review and approval of minor projects requiring land use permits, zoning permits, sign permits, home occupation permits, etc.

#### **Activity 2 – Interact with Planning and Zoning Department Clients**

Wade Trim will be available by telephone or e-mail to the Township's planning and zoning customers (citizens, business owners, developers, etc.). During these interactions, we will provide direction and answer questions about development review procedures and zoning ordinance requirements. At the direction of the Township, we would also be available to attend in-person developer meetings at mutually agreeable days and times.

### Activity 3 – Development Reviews

For projects requiring Planning Commission approvals, such as site plans, special land uses, zoning map changes (rezonings), subdivision plats, condominiums, planned unit developments, and private roads, we will provide written reports with recommendations for the Planning Commission. These reports would include a detailed analysis of where the proposal does not meet the Township's ordinance requirements.

### Activity 4 – Record Keeping Review (optional)

Wade Trim will assist the Township with a record keeping review and audit, which will consist of a review of the Township's existing electronic systems and an audit of the Department's paper filing system. Once the review is completed, we will provide the Township with a written report of the findings with recommended process and technology improvements.

### Activity 5 – Zoning and Code Enforcement Review (optional)

Wade Trim will work with Township staff on a zoning and code enforcement review, which will consist of a review of the Township's current zoning and code enforcement processes and activities. At the conclusion of the review, we will provide a written report of the findings and recommendations, including an assessment of how best to utilize the Township's BS&A software to record and track enforcement activities.

## **Project Costs**

To provide the continuing services activities described in Activity 1 and 2 above, we will require a lump sum retainer fee of \$1,600 per month.

If desired by the Township, for an additional \$850 per month, Wade Trim would be available to provide office hours at the Township Hall for one-half day per month and attend the monthly Planning Commission meeting. This time at the Township Hall would offer an opportunity for the scheduling of in-person property owner/developer meetings. For other in-person property owner/developer meetings, we would charge a lump sum fee of \$450 per meeting.

For development reviews described in Activity 3 above, Wade Trim's fees will be based on the Township's existing Schedule of Fees that is dated March 13, 2018. Keeping within this Schedule of Fees will ensure that the Township collects sufficient funds from the applicant to cover Wade Trim's costs.

We propose to complete the record keeping review, as described in Activity 4 above, for a lump sum fee of \$2,500. We propose to complete the zoning and code enforcement review, as described in Activity 5 above, for a lump sum fee of \$2,500. If activities 4 and 5 are conducted together, we propose a \$500 cost reduction, resulting in a lump sum fee of \$4,500 for both Activities 4 and 5 together.

## **Project Schedule**

Upon receiving a notification to proceed from the Township for Activities 1 through 3, we are prepared to begin work immediately. Based upon our conversations, we understand that the temporary planning and zoning services would be conducted on a month-to-month basis. It is our suggestion that we would meet with the Township after the first three months to evaluate our work and determine whether a more formalized long-term arrangement should be established.

If given notice to proceed with Activities 4 and 5, we anticipate completing the tasks within an approximately two-month timeframe.

We look forward to assisting East Bay Charter Township in this important capacity. If you have any questions, please do not hesitate to give us a call at 800.968.6660 or by email at [amullen@wadetrim.com](mailto:amullen@wadetrim.com).

Very truly yours,

Wade Trim, Inc.



Arthur F. Mullen, AICP  
Professional Planner



Brian C. Sousa, PE  
Vice President

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# East Bay Charter Township Board of Trustees 7/8/2019 Regular Meeting

## Agenda Item: Parks Commission

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**Contact Person(s):** Parks Commission

### Description:

1. Review of the 2018 financial information resulted in the following motion at the December 2018 Parks Commission meeting minutes:

*After much discussion, Friend moved and LaRose seconded to move \$25,000 from Park Land Acquisition – 101-751-751.000; \$10,000 for Arbutus #5 Park – 010-751-970.754; \$20,000 from Retaining Wall Capital Outlay – 101-770-970.400; \$9,000 from Contract Services – 101-751-802.000; and \$1,000 from Supplies – 101-751-726.000 for a total of \$65,000 to be put into the Parks Fund Balance as \$35,000 for Future Park Land Purchases and \$30,000 into Arbutus #5 Park Improvements. The motion carried upon a roll call vote.*

2. Arbutus No. 5 Planning
3. Parks Commission Vacancy

### Attachments:

- Fund Balance Adjustment Request
  - Fund 101, Departments 751 & 770 Revenue & Expenditures FY2018
  - Fund 101 Balance Sheet – showing year end FY2018
  - Balance Sheet activity since 1/1/2017 on PKS Fund Balance
- Preliminary Arbutus No. 5 Park Planning
- Park Commission Vacancy web information

### Budget Implications:

Fund Balance Adjustments, if approved, would transfer \$65,000 of the 2018 net revenues (\$162,883.16) to Parks Commission Fund Balances.

### Possible Motion:

Move to [approve/approve with changes/deny] appropriation request of \$65,000 in unrestricted Fund Balance 101-000-390.000 to:

101-000-396.000 Future Park Land Purchases \$35,000

101-000-390.055 Parks Construction Restricted – Arbutus No. 5 \$30,000

REVENUE AND EXPENDITURE REPORT FOR EAST BAY TOWNSHIP  
 PERIOD ENDING 12/31/2018  
 % Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	2018		YTD BALANCE 12/31/2018	% BDGT USED	AVAILABLE BALANCE	
	ORIGINAL BUDGET	2018 AMENDED BUDGET				
Fund 101 - GENERAL FUND						
Expenditures						
Function: Unclassified						
Dept 751 - PARK COMMISSION						
706.000	BOARD MEETING FEES	9,400.00	9,400.00	7,468.60	79.45	1,931.40
706.010	RECORDING SECRETARY	1,400.00	1,400.00	982.00	70.14	418.00
706.020	MEETING RECORDING	700.00	700.00	220.00	31.43	480.00
706.100	ADDITIONAL/SPECIAL MEETINGS	2,000.00	2,000.00	1,256.72	62.84	743.28
726.000	SUPPLIES	0.00	7,400.00	2,174.33	29.38	5,225.67
747.000	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
748.000	MAINT & REPAIR	12,000.00	18,000.00	5,120.00	28.44	12,880.00
749.000	GEN'S PARK CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
750.000	PINES PARK CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
751.000	PARK LAND ACQUISITION	25,000.00	25,000.00	0.00	0.00	25,000.00
752.000	PARK CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00
801.001	ATTORNEY/ENGINEER/GRANT FEES	20,000.00	6,600.00	4,510.91	68.35	2,089.09
802.000	CONTRACT SERVICES	10,000.00	10,000.00	449.75	4.50	9,550.25
802.047	LITTLE LIBRARY	300.00	300.00	0.00	0.00	300.00
802.048	GENS PARK FUNDRAISER EXPENSES	0.00	0.00	0.00	0.00	0.00
854.100	TART TRAIL MAINT AGREEMENT	4,000.00	4,000.00	2,520.00	63.00	1,480.00
873.000	PAYROLL EXPENSES	858.00	858.00	667.48	77.79	190.52
967.020	DISTRIBUTION OF GRANT PROCEEDS	0.00	32,908.66	32,908.66	100.00	0.00
970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
970.100	CAPITAL OUTLAY PINES PARK	0.00	0.00	0.00	0.00	0.00
970.751	CAPITAL OUTLAY BATHROOMS	0.00	0.00	0.00	0.00	0.00
970.752	CAPITAL OUTLAY GENS PARK	0.00	0.00	0.00	0.00	0.00
970.753	GRACE MACDONALD PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
970.754	ARBUTUS LAKE #5 PARK	10,000.00	10,000.00	0.00	0.00	10,000.00
Total Dept 751 - PARK COMMISSION		95,658.00	128,566.66	58,278.45	45.33	70,288.21
Dept 770 - BUILDINGS & GROUNDS						
707.000	BUILDING/GROUNDS KEEPER	38,075.00	38,075.00	38,142.53	100.18	(67.53)
709.000	MAINTENANCE HELP	3,500.00	3,500.00	2,967.50	84.79	532.50
726.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
743.050	UNIFORMS	0.00	150.00	82.38	54.92	67.62
745.000	GAS,OIL & VEHICLE SUPPLIES	4,500.00	8,650.00	10,891.07	125.91	(2,241.07)
748.000	MAINT & REPAIR	8,000.00	8,000.00	6,573.86	82.17	1,426.14
802.000	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
812.000	TRASH COLLECTION	750.00	750.00	685.00	91.33	65.00
873.000	PAYROLL EXPENSES	2,913.00	2,913.00	3,139.18	107.76	(226.18)
920.000	UTILITIES/ Electrical	2,000.00	2,000.00	1,706.86	85.34	293.14
921.000	UTILITIES/ Water Usage	1,000.00	1,000.00	409.55	40.96	590.45
922.000	UTILITIES/ Sewer Usage	400.00	400.00	317.04	79.26	82.96
923.000	UTILITIES/ Gas	2,000.00	2,000.00	1,544.39	77.22	455.61
924.000	UTILITIES/ Telephone	500.00	500.00	415.58	83.12	84.42
924.100	CELL PHONES	0.00	0.00	219.80	100.00	(219.80)
926.000	UTILITIES/Porta Jon's	2,500.00	1,750.00	1,214.38	69.39	535.62
940.000	RENTALS	500.00	0.00	0.00	0.00	0.00
970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
970.200	NEW VEHICLE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
970.400	RETAINING WALL CAPITAL OUTLAY	20,000.00	20,000.00	0.00	0.00	20,000.00
970.770	CAPITAL-MAJOR REPAIR/REPLACE	5,000.00	5,000.00	4,426.26	88.53	573.74
Total Dept 770 - BUILDINGS & GROUNDS		91,638.00	94,688.00	72,735.38	76.82	21,952.62
Total - Function Unclassified		187,296.00	223,254.66	131,013.83	58.68	92,240.83
TOTAL EXPENDITURES		187,296.00	223,254.66	131,013.83	58.68	92,240.83
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		187,296.00	223,254.66	131,013.83	58.68	92,240.83
NET OF REVENUES & EXPENDITURES		(187,296.00)	(223,254.66)	(131,013.83)	58.68	(92,240.83)

Fund 101 GENERAL FUND

GL Number	Description	PERIOD ENDED 12/31/2018	PERIOD ENDED 12/31/2019
<b>*** Assets ***</b>			
101-000-001.000	OPERATING CASH	1,528,761.60	1,780,978.67
101-000-001.300	RESTRICTED CASH	870,627.65	870,627.65
101-000-002.000	HRA Fund	43,199.00	41,014.80
101-000-004.000	PETTY CASH	200.00	200.00
101-000-006.000	PAYROLL CHECKING	3,635.56	5,347.93
101-000-020.000	RE PROP TAXES REC-CURRENT	379,624.07	0.00
101-000-040.000	State Revenue Sharing Receiva	326,132.00	0.00
101-000-041.000	ACCOUNTS RECEIVABLE	51,866.39	0.00
101-000-091.000	PREPAIDS	56,068.62	0.00
<b>Total Assets</b>		<b>3,260,114.89</b>	<b>2,698,169.05</b>
<b>*** Liabilities ***</b>			
101-000-202.000	ACCOUNT PAYABLES	71,729.97	623.74
101-000-205.000	ACCRUED PAYROLL	11,330.13	0.00
101-000-206.000	DEFERRED PROPERTY TAXES	416,588.61	0.00
101-000-214.210	DUE TO OTHER FUNDS	2,974.26	2,974.26
101-000-314.590	ADVANCE	(527,531.10)	(527,531.10)
<b>Total Liabilities</b>		<b>(24,908.13)</b>	<b>(523,933.10)</b>
<b>*** Fund Balance ***</b>			
101-000-390.000	FUND BALANCE	2,251,562.21	2,414,395.37
101-000-390.033	GROUNDS VEHICLE	29,495.56	29,495.56
101-000-390.034	BLDG & GROUNDS MAINT/REPAIR	54,359.55	54,359.55
101-000-390.045	GMACDONALD PARK IMPROVEMENTS	110,000.00	110,000.00
101-000-390.046	GENS PARK FUNDRAISER	21,510.00	21,510.00
101-000-390.047	LITTLE LIBRARIES FUND RAISER	317.70	317.70
101-000-390.055	PARKS CONSTRUCTION RESTRICTED	8,746.00	8,746.00
101-000-390.056	PARKS CAPITAL-TRAILS	40,000.00	40,000.00
101-000-390.191	ELECTIONS CAPITAL	63,000.00	63,000.00
101-000-390.209	CAPITAL-ASSESSING	18,260.21	18,260.21
101-000-390.247	TWP REVOLVING IMPROVEMENT FUN	20,000.00	20,000.00
101-000-390.265	CAPITAL BUILDING MAINT	69,139.73	69,139.73
101-000-390.266	CAPITAL-INTERIOR CONTENTS	74,588.73	74,588.73
101-000-390.267	CAPITAL-EXTERIOR BUILDING	97,241.30	97,241.30
101-000-390.268	TWP HALL LANDSCAPING-CAPITAL	1,532.06	1,532.06
101-000-390.446	OTHER REVENUE ROADS PROJECTS	31,074.48	31,074.48
101-000-390.448	STREETLIGHTS CAPITAL	14,290.08	14,290.08
101-000-390.619	INVASIVE PEST CONTROL	49,107.50	49,107.50
101-000-390.677	ROW METROPOLITAN ACT	134,000.00	134,000.00
101-000-396.000	FUTURE PARK LAND PURCHASES	33,964.75	33,964.75
<b>Total Fund Balance</b>		<b>3,122,189.86</b>	<b>3,285,023.02</b>
<b>Beginning Fund Balance</b>		<b>3,122,189.86</b>	<b>3,285,023.02</b>
<b>Net of Revenues VS Expenditures</b>		<b>162,833.16</b>	<b>(62,920.87)</b>
<b>Ending Fund Balance</b>		<b>3,285,023.02</b>	<b>3,222,102.15</b>
<b>Total Liabilities And Fund Balance</b>		<b>3,260,114.89</b>	<b>2,698,169.05</b>

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.045 TO 101-000-390.045  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.045 GMACDONALD PARK IMPROVEMENTS</b>		BEG. BALANCE		0.00	
09/11/2017	GJ	JE	MOVE F/B 2016 YE AS APPROVED 8/14/17	14501	75,000.00		75,000.00	
01/01/2018			2018 Fiscal Year Begin				75,000.00	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	35,000.00		110,000.00	
01/01/2019			2019 Fiscal Year Begin				110,000.00	
06/28/2019			101-000-390.045 GMACDONALD PARK IMPROVEMENTS		END BALANCE		(110,000.00)	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.046 TO 101-000-390.046  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.046 GENS PARK FUNDRAISER</b>		BEG. BALANCE		(21,285.00)	
01/01/2017	GJ	JE	MOVING 2016 ASSIGNED FB	14294	150.00		21,435.00	
01/01/2018			2018 Fiscal Year Begin				21,435.00	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	75.00		21,510.00	
01/01/2019			2019 Fiscal Year Begin				21,510.00	
06/28/2019			101-000-390.046 GENS PARK FUNDRAISER		END BALANCE		(21,510.00)	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.047 TO 101-000-390.047  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.047 LITTLE LIBRARIES FUND RAISER</b>		BEG. BALANCE		(148.90)	
01/01/2017	GJ	JE	MOVING 2016 ASSIGNED FB	14294	19.20		168.10	
01/01/2018			2018 Fiscal Year Begin				168.10	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	149.60		317.70	
01/01/2019			2019 Fiscal Year Begin				317.70	
06/28/2019			101-000-390.047 LITTLE LIBRARIES FUND RAISER		END BALANCE		(317.70)	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.055 TO 101-000-390.055  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.055 PARKS CONSTRUCTION RESTRICTED</b>		BEG. BALANCE		(8,746.00)	
01/01/2018			2018 Fiscal Year Begin				8,746.00	
01/01/2019			2019 Fiscal Year Begin				8,746.00	
06/28/2019			<b>101-000-390.055 PARKS CONSTRUCTION RESTRICTED</b>		END BALANCE		(8,746.00)	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.056 TO 101-000-390.056  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.056 PARKS CAPITAL-TRAILS</b>		BEG. BALANCE		0.00	
01/01/2018			2018 Fiscal Year Begin				0.00	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	40,000.00		40,000.00	
01/01/2019			2019 Fiscal Year Begin				40,000.00	
06/28/2019			101-000-390.056 PARKS CAPITAL-TRAILS		END BALANCE		(40,000.00)	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-390.751 TO 101-000-390.751  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-390.751 CAPITAL-PARKS/BATHROOMS</b>		BEG. BALANCE		(30,000.00)	
01/01/2018			2018 Fiscal Year Begin				30,000.00	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	(30,000.00)		0.00	
01/01/2019			2019 Fiscal Year Begin				0.00	
06/28/2019			101-000-390.751 CAPITAL-PARKS/BATHROOMS		END BALANCE		0.00	

GL ACTIVITY REPORT FOR EAST BAY TOWNSHIP  
 FROM 101-000-396.000 TO 101-000-396.000  
 TRANSACTIONS FROM 01/01/2017 TO 06/28/2019

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
01/01/2017			<b>101-000-396.000 FUTURE PARK LAND PURCHASES</b>		BEG. BALANCE		(7,484.75)	
01/01/2017	GJ	JE	MOVING 2016 ASSIGNED FB	14294	570.00		8,054.75	
01/01/2018			2018 Fiscal Year Begin				8,054.75	
07/10/2018	GJ	JE	FUND BALANCE ADJUSTMENTS	24710	25,910.00		33,964.75	
01/01/2019			2019 Fiscal Year Begin				33,964.75	
06/28/2019			101-000-396.000 FUTURE PARK LAND PURCHASES		END BALANCE		(33,964.75)	



GRAPHIC SCALE: 1 inch = 20 feet

NOTE: Property boundaries, land contours, physical features and the like, illustrated on this plan are exhibited for planning purposes only. Mansfield Land Use Consultants makes no guarantee to the correctness nor the completeness of this information. Topographic survey provided by and performed by WadeTm. Survey job number EB73419-01-C.

830 Convergence Dr., Ste. 201  
P.O. Box 4015  
Traverse City, MI 49685  
Phone: 231-946-9316  
www.manspa.com  
info@manspa.com

**Mansfield**  
Land Use Consultants

DATE	BY	DESCRIPTION
01/13/17	dm	Original design
02/10/17	dm	Revised design
03/10/17	dm	Final design

East Bay Township - Parks and Recreation  
Arbutus Lake No. 5 Park  
CONCEPTUAL MASTER PLAN  
Section 03, Town 25 North, Range 10 West  
East Bay Township, Grand Traverse County, Michigan

CONCEPTUAL

17169



## East Bay Township Park Commission Vacancy

The East Bay Township Board of Trustees is seeking applications to fill a vacancy on the Township Park Commission. This document seeks to inform applicants about the Park Commission, the commitment required of a Park Commissioner, and the process for application.

### General Information:

- The Park Commission is responsible for establishing a vision and goals through the township's *Parks and Recreation Plan*. The Commission is responsible for policy guidance of the township's parks and recreation facilities and programs. The Commission is charged with the effective stewardship of lands set aside for recreational use. Park Commissioners seek to represent the best interests of East Bay Township's residents, visitors and future generations.
- The East Bay Township Park Commission is an elected body of officials. Seven members are elected to four-year terms which follow the presidential election cycle. All members must be at least 18 years of age and a registered voter of East Bay Charter Township.
- The member appointed to fill the current vacancy will take the Oath of Office and serve until November 20, 2020. They will have the opportunity to seek election, as will other interested registered voters, in the 2020 election cycle. Questions regarding this process can be answered by Township Clerk Susanne Courtade at (231) 947-8647 or [scourtade@eastbaytwp.org](mailto:scourtade@eastbaytwp.org).
- Park Commission monthly meetings are held on the third Monday of each month at 6:00 p.m. at the East Bay Charter Township Hall, 1965 N Three Mile Rd., Traverse City MI 49696. Any special meetings are held at the discretion of the Park Commission.
- The successful candidate can expect to spend five to seven hours per month, which includes preparation for meetings, meeting time and follow up. Additional time commitments vary based on each commissioner's availability. Park Commissioners are compensated with a meeting stipend of \$112.55.
- The Park Commission is a public body and conducts its business in meetings open and noticed to the public. All meetings comply with Act 267 of 1976, Michigan's Open Meetings Act.

### Application:

Interested applicants may apply by sending a letter of interest via mail or email by no later than August 1, 2019 to the following:

Beth Friend, Township Supervisor  
East Bay Charter Township  
1965 N. Three Mile Road  
Traverse City, MI 49696  
[bfriend@eastbaytwp.org](mailto:bfriend@eastbaytwp.org)  
231-947-8719

If you have any questions about the position, please feel free to call or email at the above referenced number or email address.

Reference: Michigan Township Parks and Places Recreation Act 157 of 1905.

**East Bay Charter Township  
Board of Trustees 7/8/2019 Regular Meeting**

**Agenda Item: Ordinance Introductions**

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**Contact Person(s):** Beth Friend, Planning & Zoning, Sue Courtade

**Description:** The ordinance before the Board of Trustees which has been introduced is the Short-Term Rental Ordinance. The Board of Trustees approved a delay of enforcement of the Short-term Rental Ordinance to July 15, 2019 to allow for the full review by legal counsel and staff of the Short-term Rental Ordinance. At the 5/13/2019 meeting, the board reviewed and discussed a proposed ordinance to repeal and replace Ordinance 2-2018. At the 6/10/2019 meeting, the board introduced Option #1, as drafted by Attorney Graham, with changes to Section 6(b) to reflect a four-day minimum rental period and including changes in the language in Section 6(j) pertaining to wastewater disposal.

**Attachments:**

- Proposed Short-Term Rental Ordinance and proof of introduction.

**Budget Implications:**

No direct funding implications that have not been previously discussed. Ordinances require enforcement which is through the Community Police Officers. Additionally, the short-term rental program revenues and expenditures are tracked.

**Possible Motion:**

Move to approve the Short-Term Rental Ordinance which is Ordinance 5 of 2019.

**EAST BAY CHARTER TOWNSHIP  
Short-term Rental Licensing Ordinance**

**Ordinance No. 5 of 2019**

AN ORDINANCE PURSUANT TO ACT 359 OF THE PUBLIC ACTS OF 1947, AS AMENDED, TO PROVIDE FOR THE PUBLIC PEACE AND HEALTH AND FOR THE SAFETY OF PERSONS AND PROPERTY IN EAST BAY CHARTER TOWNSHIP BY THE LICENSING AND REGULATION OF SHORT-TERM RENTALS, TO PROVIDE PROCEDURES FOR THE SUSPENSION AND REVOCATION OF SHORT-TERM RENTAL LICENSES, AND TO PROVIDE PENALTIES FOR VIOLATIONS OF THE ORDINANCE

EAST BAY CHARTER TOWNSHIP HEREBY ORDAINS:

**Section 1. Purpose.**

This ordinance is intended to protect and promote the health, safety and welfare of all the citizens of East Bay Charter Township, as well as those visiting the area, by requiring the licensing of short-term rentals within the Township. It is also the intent of this ordinance to allow for the purchase and continued ownership, rental, and maintenance of properties where renting the dwelling unit for short periods of time will allow the owner(s) to keep the property for their future use and enjoyment, while protecting the integrity of those residential neighborhoods which were developed with the intent of single-family occupancy.

**Section 2. Applicability.**

This ordinance requires all persons who desire to operate a short-term rental located anywhere within East Bay Charter Township to obtain a license from the Office of Planning & Zoning under the terms and conditions of this ordinance.

**Section 3. Definitions.** As used in this ordinance,

“Bedroom” means a room which is intended, arranged, and designed to be occupied by one or more individuals primarily for sleeping purposes, as determined by the Office of Planning & Zoning.

“Dwelling unit” means a group of rooms located within a building and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, sanitation, cooking, and eating purposes. A dwelling unit, however, shall not include an adult motel, bed and breakfast, cabin court, hotel or motel, and lodging house as those terms are defined and regulated under the East Bay Charter Township Zoning Ordinance.

"Immediate neighbors" means the owners and occupants of property that are contiguous to the premises on which the short-term rental is located and the property that is separated from the premises on which the short-term rental is located by a public or private road. For the purpose of this definition, a property is separated from the premises on which the short-term rental is located by a public or private road if any portion of the property, as measured between the property's side lot lines as extended to the center of the road, is contiguous with the premises

on which the short-term rental is located, as measured between the premises' side lot lines as extended to the center of the road.

"License holder" means the person who applies for and receives a short-term rental license from East Bay Charter Township. A license holder may or may not be the owner of the dwelling unit where the short-term rental is located.

"Local agent" means the individual designated by the license holder to perform obligations under this ordinance and to serve as the contact person for issues relating to a short-term rental. The designated agent must reside or maintain a physical place of business within 45 miles of the short-term rental.

"Maximum occupancy" means the maximum number of allowable occupants and the guests of those occupants for a short-term rental, as established in Section 6(c) of this ordinance.

"Occupant" means an individual living in, sleeping in, or otherwise having possession of a short-term rental.

"Owner" means any person holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee.

"Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

"Premises" means the property on which a short-term rental will be located.

"Property" means land, firmly attached structures, and integrated equipment (such as light fixtures or a well pump), and anything growing on the land.

"Sleeping room" means a bedroom or any other room where bunk beds, cots, rollaway beds, or hide-a-beds are made available for overnight sleeping purposes.

"Short-term rental" means a dwelling unit that is available for use or is used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than 30 nights at a time.

"Violation notice" means a written notice issued by the Office of Planning & Zoning advising the license holder and/or the local agent of a violation of this ordinance.

#### **Section 4. License required.**

An owner of any dwelling unit located anywhere within East Bay Charter Township shall not rent, or allow to be rented, a dwelling unit to another person for less than 30 nights at a time, unless the owner or the owner's authorized agent has obtained a short-term rental license for that dwelling unit in accordance with the requirements of this ordinance.

#### **Section 5. Application for short-term rental license.**

(a) Responsibility. The owner, either directly or through an authorized agent, shall apply for

a short-term rental license through the submission of a short-term rental license application.

- (b) Application Information Required. A person seeking a license under this ordinance shall submit a complete application, certified as being true, to the Office of Planning & Zoning. The application shall include documentation and information reasonably required to demonstrate current and continuing compliance with the standards and regulations contained in Section 6 of this ordinance and all of the following information:
- (1) The name, address, telephone numbers (home, work, or cell phone), and email address of the owner of the proposed short-term rental.
  - (2) An affidavit signed by the owner of the proposed short-term rental granting authority to the applicant to act on behalf of the owner to request a license under the ordinance.
  - (3) The name, address, telephone numbers (home, work, or cell phone), and email address of the applicant, if different than the owner.
  - (4) If the owner of the proposed short-term rental does not qualify as, or does not desire to be, the local agent as defined in this ordinance, then the written designation by the owner of a local agent, including the name, address, telephone numbers (home, work, or cell phone), and email address of the local agent.
  - (5) The address of the proposed short-term rental.
  - (6) Parcel Identification No. for the proposed short-term rental.
  - (7) Proof of premises ownership.
  - (8) Any deed restrictions or use limitations in the subdivision covenants and restrictions or the condominium master deed and/or bylaws applicable to the short-term rental premises.
  - (9) A floorplan drawing of the proposed short-term rental that includes the number of bedrooms intended to be occupied as part of the short-term rental.
  - (10) The proposed frequency for and maximum occupancy of the short-term rental.
  - (11) A drawing of the premises on which the short-term rental will be located that includes all buildings on the premises and the location where all motor vehicles, boats, campers and trailers will be parked.
  - (12) Documentation that the posting and notification requirements concerning the local agent has been and will continue to be completed.

(13) Documentation that the waste/recycling, advertising, safety, and wastewater disposal requirements of the ordinance have been and will continue to be met.

(14) Documentation that copies, summaries, or website addresses of the Township Noise Ordinance and Fireworks Ordinance, as they may be amended from time to time, will be provided to the occupants of the short-term rental prior to occupancy.

(15) A notarized affidavit that the immediate neighbors, as defined in this ordinance, have been notified of the address of the short-term rental premises and contact information for the local agent. The affidavit shall include the names and addresses of the immediate neighbors to whom the notice was sent.

(16) Photographs of the short-term rental premises documenting compliance with the Township Junk Ordinance.

- (c) Application fee. The application shall be accompanied by an application fee as established and set forth in the Township fee schedule. This fee schedule shall also establish an "after the fact" fee that must be paid when an otherwise lawful short-term rental is operated but without first complying with the procedural requirements of this ordinance. This "after the fact" fee is not intended to be a penalty, but shall consist of the normal application fee plus an amount equal to the legal and administrative costs incurred by the Township as the result of the applicant's failure to initially comply with the requirements of this ordinance.
- (d) Complete application. A short-term rental license application shall not be considered accepted until the Office of Planning & Zoning deems it to be complete. The Office of Planning & Zoning shall determine whether a short-term rental license application is complete within ten (10) business days after the application is submitted. If the Office of Planning & Zoning determines that all required information was not supplied and/or if the applicant fails to pay the required, then the Office of Planning & Zoning shall send written notification to the applicant of the deficiencies. If the applicant fails to provide all the information required by this ordinance and/or fails to pay the required fee within a reasonable time after being notified of the deficiencies, then the application shall be deemed incomplete and shall be denied by the Office of Planning & Zoning on that basis.
- (e) License. Once deemed to be complete, if an application complies with all the standards and regulations of this ordinance, the Office of Planning & Zoning shall approve the short-term rental license within ten (10) business days. All short-term rental licenses issued under this ordinance shall be sequentially numbered.

#### **Section 6. Short-term rental standards and regulations.**

A license for a short-term rental shall be issued by the Office of Planning & Zoning when all of the following standards and regulations are met.

- (a) Deed restrictions/bylaws. The short-term rental is not in violation of any deed restriction

or use limitations contained in a condominium master deed and/or bylaw applicable to the premises.

- (b) Short-term rentals. The short-term rental is for any period from one (1) night to thirty (30) nights and no more than one (1) short-term rental occurs in any four (4) night period. For purpose of this subsection, the first night of a subsequent short-term rental shall be no less than four (4) nights from the first night of the previous short-term rental. Provided, however, any contracts that were entered into before the effective date of this ordinance for short-term rental occupancy dates in 2019 shall not be subject to the requirements of this subsection.
- (c) Occupancy. The maximum occupancy for the short-term rental is no more than two (2) persons per bedroom, plus four (4) other individuals.
- (d) Designation of a local agent. If the license holder does not qualify as, or does not desire to be, a local agent, then the license holder designates a local agent and authorizes in writing the local agent to act as the license holder's agent for any acts required of the license holder under this ordinance.
- (e) Information. Documentation is submitted that all notification information for the owner, license holder, and local agent shall be kept current and up-to-date.
- (f) Parking. Motor vehicles, boats, campers and trailers shall be parked on the short-term rental premises and not parked along any public or private roadway.
- (g) Waste/recycling disposal. Documentation is submitted that occupants of the short-term rental will be notified prior to occupancy that they are not allowed to leave, or others are not allowed to leave, trash, rubbish, refuse, or garbage within public view, except in proper waste or recycling containers for the purpose of collection or disposal. No commercial dumpsters shall be allowed on the premises containing the short-term rental.
- (h) Advertising. Documentation is submitted that all advertising for the short-term rental shall display the number of the license issued under this ordinance.
- (i) Safety. Documentation is submitted that all of the following safety requirements have and will continue to be met:
  - (1) Each sleeping room within a short-term rental shall have one (1) properly functioning smoke alarm.
  - (2) A properly functioning smoke alarm shall be installed outside each sleeping room and on each level of the short-term rental.
  - (3) A minimum of one (1) properly functioning carbon monoxide detector shall be provided for each floor of the short-term rental unit. In addition one (1) properly functioning carbon monoxide detector shall be located near the furnace or other fuel burning appliance.

(4) The street address of the premises and emergency contract phone numbers shall be clearly displayed in the short-term rental for access by the occupant(s).

(5) Each sleeping room shall have two (2) legal means of egress to the exterior from the short-term rental. (A legal door and another means to escape to the exterior, such as a legal egress window, second door, etc.)

(6) The street address for the short-term rental shall be a minimum of four (4) inch numbers and posted on both sides of the mailbox and on the building, and be clearly visible from the street.

(j) Wastewater Disposal. For those short-term rentals not connected to a public sewer system, the wastewater disposal system shall be properly functioning, be maintained in a properly functioning condition, and examined a minimum of once every three (3) years. As used in this subsection, "properly functioning" may include, but shall not be limited to, written documentation from a commercial septic hauler that the holding tank is being pumped on a regular basis given the size of the holding tank and that at least once every three (3) years the septic tank and/or dry-well has been pumped or that pumping is not required at the time of the examination.

(k) Rules and regulations to be provided to occupants. Documentation is submitted that the license holder or local agent will provide all occupants of a short-term rental with the following information prior to occupancy and will post such information in a conspicuous place within each short-term rental:

(1) The name of the license holder and/or local agent responsible to perform obligations related to the short-term rental under this ordinance, that individual's telephone number(s), and an email address at which that individual may be reached on a 24-hour basis.

(2) Notification of the maximum number of overnight occupants permitted in the short-term rental.

(3) Copies, summaries, or website addresses of the Township Noise Ordinance and Fireworks Ordinance, as they may be amended from time to time.

(4) A copy or website address of this ordinance, as it may be amended from time to time.

(5) Notification that an occupant and/or a guest of an occupant may be cited for a violation of this ordinance, the Township Noise Ordinance, and/or the Township Fireworks Ordinance, in addition to any other remedies available to the Township.

(l) Violation of township ordinances. Documentation is submitted that the occupants of a short-term rental and the guests of those occupants will be informed prior to occupancy that they can be held responsible for violations of the Township Noise Ordinance and the Township Fireworks Ordinance.

- (m) Pets. Documentation is submitted that the occupants of a short-term rental and the guests of those occupants will be informed prior to occupancy that all pets must be secured on the premises or on a leash at all times.
- (n) Taxes. The person who rents a short-term rental shall pay any applicable sales tax and/or required Michigan Use Tax for any stay of 30 nights or less.
- (o) Compliance with township junk ordinance. Prior to the issuance of a license and at all times during which a license remains in effect, the short-term rental premises is kept in compliance with the Township Junk Ordinance.

**Section 7. Duration of License; Renewal.**

- (a) A license issued under this ordinance shall remain in effect for a period of one (1) year from the date it was issued.
- (b) The license holder or local agent may request the renewal of a license upon submitting an application for such renewal to the Office of Planning & Zoning and the payment of the renewal fee, as determined from time to time by the Township Board in the Township fee schedule.
- (c) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal. Except for new photographs of the short-term rental premises documenting continued compliance with the Township Junk Ordinance, which shall be submitted with any application for renewal, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed.
- (d) A renewal license for a short-term rental shall be issued when all of the standards and regulations then in effect in Section 6 of this ordinance are met.

**Section 8. Duty to remedy violations.**

The license holder and/or local agent shall have the duty to remedy any violation of this ordinance, the Township Noise Ordinance, and the Township Fireworks Ordinance by the occupants of a short-term rental and/or the guests of such occupants. For any violation of the above ordinances, the Township may (in addition to other remedies) notify the license holder and/or local agent for the short-term rental of such violation by telephone or return receipt email. The license holder and/or local agent shall be deemed to have received notice of the violation upon receiving the telephone call or when a return receipt email message is received by the Township, whichever is sooner. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied within two (2) hours of receipt of such notice. Failure to remedy the violation within two (2) hours after receiving notice of the violation, without good cause, shall constitute a violation of this ordinance and may subject the license issued under this ordinance to suspension or revocation pursuant to Section 9 of this ordinance and may subject the license holder and/or local agent to court enforcement proceedings and the penalties under Section 10 of this ordinance.

**Section 9. Suspension and Revocation of License.**

- (a) Violation notice. If the Office of Planning & Zoning has reason to believe the application material on which a license was issued contained false, incorrect, or misleading information and/or statements; that the short-term rental no longer complies with the standards for approval of a new license; and/or the short-term rental is in violation of the regulations in this ordinance, the Office of Planning & Zoning may, but is not required to, prepare or cause to be prepared a written notice specifying the false, incorrect, or misleading information and/or statements in the application material or specifying the approval standards or regulations that are allegedly being violated and the factual basis for this belief.
- (b) Service of notice. The written notice, along with the time, date, and place of the hearing before the Township Board, shall be served on the license holder either personally or by certified mail, restricted delivery and return receipt requested, no less than twenty-one (21) days before the hearing.
- (c) Violation hearing. If such a violation notice is prepared and served, the Township Board shall hold a hearing at which time the license holder shall be given an opportunity to show cause why the short-term rental license issued under this ordinance should not be suspended or revoked. At the hearing before the Township Board the license holder shall be given an opportunity to confront adverse witnesses and present evidence and legal arguments. The license holder may also be represented by an attorney. The Township Board's decision shall be in writing and shall specify the factual evidence upon which it is based. A copy of the Township Board's written decision shall then be provided to the license holder.
- (d) Subsequent violations. After a short-term rental license has been suspended, any additional violation(s) committed by the license holder and/or local agent within two (2) years of the expiration of the last suspension shall be grounds for a second suspension. If it has been more than two (2) years since the expiration of an initial suspension of a short-term rental license, a subsequent violation shall be deemed to be a first suspension. Upon a determination that the short-term rental license holder has committed a total of three (3) or more violations of this ordinance within five (5) years, the Township Board may permanently revoke the short-term rental license.
- (e) Length and timing of suspensions and/or revocations. Suspensions and revocations shall generally be effective immediately. Provided, however, if any portion of the suspension time falls outside the primary tourist season of May through September, then the balance of the suspension time shall carry over to the next primary tourist season. Suspensions/revocations shall be for the following periods:
  - (1) First suspension – three (3) months.
  - (2) Second suspension – six (6) months.
  - (3) Revocation – permanent.
- (f) Existing contracts. Existing short-term rental contracts up to 60 nights beyond the beginning date of any suspension/revocation may be honored by the license holder with

approval by the Township Board. Those existing contracts beyond 60 nights shall be canceled. The time period approved to honor existing contracts shall be added to the end of any suspension period.

- (g) Fraudulent complaints. Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental shall be deemed to be in violation of this ordinance and may be subject to court enforcement proceedings and the penalties under Section 10 of this ordinance.

**Section 10. Violations and penalties.**

- (a) Any person who violates any provision of this ordinance, including the continued operation of a short-term rental after the license for that short-term rental has been suspended or revoked as provided in this ordinance, shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this ordinance is violated shall be considered as a separate violation.
- (b) The Zoning Administrator, deputies of the Grand Traverse County Sheriff, and other persons appointed by the Township Board are hereby designated as the authorized Township officials to issue municipal civil infraction citations directing alleged violators of this ordinance to appear in court.
- (c) A violation of this ordinance is hereby declared to be a public nuisance or a nuisance per se and is declared to be offensive to the public health, safety and welfare.
- (d) In addition to enforcing this ordinance through the use of a municipal civil infraction proceeding, the Township may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this ordinance.

**Section 11. New license required upon transfer of ownership.**

A short-term rental license issued under this ordinance shall become void upon the transfer of ownership of the dwelling unit, or upon the transfer of a controlling interest in a partnership, corporation, limited liability company, trust, or other legal entity that owns the dwelling unit. A new short-term rental license shall then be obtained from the Office of Planning & Zoning pursuant to the requirements and regulations set forth in this ordinance before short-term rentals may be resumed in the dwelling unit.

**Section 12. Repeal.**

The East Bay Charter Township Short-term Rental Licensing Ordinance, being Ordinance No. 2 of 2018, is hereby repealed in its entirety.

**Section 13. Severability.**

If any section, clause, or provision of this ordinance be declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the remainder of the ordinance. The Township Board hereby declares that it would have passed this ordinance and

each part, section, subsection, phrase, sentence and clause irrespective of the fact that any one or more parts, sections, subsections, phrases, sentences or clauses be declared invalid.

**Section 14. Effective date.**

This ordinance shall become effective the day following its publication by the Township as required by Section 8 of the Charter Township Act, MCL 42.8.

Ordinance No. 5 of 2019 was adopted on \_\_\_\_\_, 2019, by the East Bay Charter Township Board as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

\_\_\_\_\_

Susanne M. Courtade CMMC/MMC, Clerk

\_\_\_\_\_ Beth Friend, Supervisor

I certify that this is a true copy of Ordinance No. 5 of 2019 that was adopted at a regular meeting of the East Bay Charter Township Board on \_\_\_\_\_, 2019 and published by the Township as required by Section 8 of the Charter Township Act, MCL 42.8 on \_\_\_\_\_, 2019.

Dated: \_\_\_\_\_

\_\_\_\_\_ Susanne M. Courtade CMMC/MMC, Clerk

Introduced: June 10, 2019  
Introduction Posted: June 11, 2019  
Introduction Published: June 16, 2019  
Adopted:  
Adoption Posted:  
Adoption Published:  
Effective:

T. C. RECORD-EAGLE, INC.  
120 WEST FRONT STREET  
TRAVERSE CITY MI 49684  
(231)946-2000  
Fax (231)946-8273

ORDER CONFIRMATION

Salesperson: DENISE LINGERFELT Printed at 06/11/19 15:50 by dling

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Acct #: 1394 Ad #: 522711 Status: New  
EAST BAY CHARTER TOWNSHIP Start: 06/16/2019 Stop: 06/16/2019  
1965 THREE MILE ROAD N Times Ord: 1 Times Run: \*\*\*  
TRAVERSE CITY MI 49696 STDAD 3.00 X 2.79 Words: 202  
Total STDAD 8.37  
Class: 147 LEGALS  
Rate: LEGAL Cost: 110.30  
# Affidavits: 1

Contact: Ad Descrpt: LEGAL NOTICE EAST BAY CHA  
Phone: (231)947-8647 Given by: EMAIL SUSANNE COURTADE  
Fax#: (231)922-2094 P.O. #:  
Email: scourtade@eastbaytwp.org P Created: dling 06/11/19 15:19  
Agency: Last Changed: dling 06/11/19 15:49

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PUB ZONE EDT TP START INS STOP SMTWTFS  
RE A 97 W Sun 06/16/19 1 Sun 06/16/19 SMTWTFS  
IN AIN 97 W Sun 06/16/19 1 Sun 06/16/19 SMTWTFS  
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AUTHORIZATION

Thank you for advertising in the Record-Eagle, our related publications and online properties. If you are advertising with the Record-Eagle classifieds, your ad will begin running on the start date noted above.

Please be sure to check your ad on the first day it appears. Although we are happy to make corrections at any time, the Record-Eagle is only responsible for the first day's incorrect insertions. Also, we reserve the right to edit or reclassify your ad to better serve buyers and sellers.

No refunds or rebates will be issued if you cancel your ad prior to the stop date.

We appreciate your business.

(CONTINUED ON NEXT PAGE)

T. C. RECORD-EAGLE, INC.  
120 WEST FRONT STREET  
TRAVERSE CITY MI 49684  
(231)946-2000  
Fax (231)946-8273

ORDER CONFIRMATION (CONTINUED)

Salesperson: DENISE LINGERFELT

Printed at 06/11/19 15:50 by dling

-----  
Acct #: 1394

Ad #: 522711

Status: New

**LEGAL NOTICE**  
**EAST BAY CHARTER TOWNSHIP**  
**Short-term Rental Licensing Ordinance**

**Ordinance No. 5 of 2019**

PLEASE TAKE NOTE that the SHORT-TERM RENTAL LICENSING ORDINANCE being Ordinance No. 5 of 2019, was introduced for enactment at the East Bay Charter Township Board meeting held on Monday, June 10, 2019. And will be presented for adoption at the Monday, July 8, 2019 Regular Board Meeting.

This ordinance is intended to protect and promote the health, safety and welfare of all the citizens of East Bay Charter Township, as well as those visiting the area, by requiring the licensing of short-term rentals within the Township. It is also the intent of this ordinance to allow for the purchase and continued ownership, rental, and maintenance of properties where renting the dwelling unit for short periods of time will allow the owner(s) to keep the property for their future use and enjoyment, while protecting the integrity of those residential neighborhoods which were developed with the intent of single-family occupancy.

The ordinance in its entirety is posted at the office of the East Bay Charter Township Clerk and is posted on the East Bay Charter Township website at the following web address: [eastbaytp.org](http://eastbaytp.org)

June 16, 2019-1T

522711

## **East Bay Charter Township Board of Trustees 7/8/2019 Regular Meeting**

### **Agenda Item:** GTMESA Draft 2020 Budget

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**Contact Person(s):** Beth Friend, Glen Lile, Bryan Marrow, Susanne Courtade

**Description:**

GTMESA submitted its draft 2020 budget to the Metro Board on June 25, 2019. The initial budget workshop was conducted July 1, 2019. The next meeting with the budget on the agenda is at the regularly scheduled July 23, 2019 board meeting.

The GTMESA draft 2020 budget suggests a 0.25 mill increase for a financial commitment equating to 2.6 mills.

**Attachments:**

- Draft 2020 GTMESA Budget

**Budget Implications:**

Currently, East Bay Charter Township assesses 2.33 mills for GTMESA for the FY2019.

**Possible Motion:**

No motion, only discussion is requested.



# GRAND TRAVERSE METRO FIRE DEPARTMENT 2020 BUDGET TIMELINE

**DRAFT**

Below is the timeline for approving Metro's 2020 Budget:

- June 25, 2019:** Begin discussion regarding 2020 Budget
  
- TBD???** **2020 Budget Workshop with Metro Board**  
**Suggested Dates:** July 1st - am or pm  
July 2nd - am  
July 8th - am
  
- July 23, 2019** Metro's Board to approve 2020 Budget, pending Townships approval
  
- July 30, 2019** Metro Budget to Township Offices
  
- August, 2019:** Take Metro's 2020 Budget to Township Boards for approval
  
- September, 2019** Public Hearings and Final Approval by the Townships
  
- Sept. 30, 2019:** Notify GT County of Townships millage rate for Metro!



## GRAND TRAVERSE METRO FIRE DEPARTMENT 2020 BUDGET ASSUMPTIONS/ISSUES

DRAFT

Below are assumptions/issues for the 2020 Budget:

- 1) 4.58% increase in Townships **real** property taxable valuations.  
(at 2.35 mills, this impact is approx \$181,608 of additional revenue from Townships in 2020).
- 2) The \$181,608 of additional revenue covers increases in the current General Fund operations budget for 2020. (except for new additions noted on page 3).
- 3) Wages and Benefits
  - \* COLA increase for all employees - 2.5% (est.)
  - \* Step increases for newer firefighters
  - \* Potentially hire 3 FT Firefighters last 6 months of year, *if needed*
- 4) Metro is proposing an additional 0.21 mil to help pay for capital purchases/improvements in 2020 and beyond, which totals \$370,848. This money will be transferred to PIF to pay for expenditures or pay down related debt.
- 5) Budgeted capital expenditures out of PIF are:
  - \* Station 11 remodel and floor replacement - \$500,000
  - \* Purchase new Engine - \$650,000 - debt payments start mid-year.
  - \* Purchase 5 new Admin vehicles - debt to be paid over 5 years.
- 6) Metro proposes to increase the millage to 2.60 mills.  
The millage has been 2.35 for 5 years, since 2015.
- 7) Future issues not included in budget:
  - a. New Station 8 design and construction costs
  - b. Need to purchase a new tankers, heavy rescue and ladder truck within the next 7 years.
  - c. Training Tower



# GRAND TRAVERSE METRO FIRE DEPARTMENT 2020 MILLAGE INCREASE DETAILS

**DRAFT**

	<b>DOLLARS</b>	<b>MILLAGE RATE</b>
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2020 Budget at 2.35 mils	4,149,021	2.35
Transfer to Public Improvement Fund Capital Needs (Stall remodel; truck debt)	370,848	0.21
Add'l Expense of potentially hiring 3 FT Firefighters, if needed (last 6 months)	35,000	0.02
Increase in Contingency	30,000	0.02
Expenses allocated to Townships	<u>4,584,869</u>	<u>2.60</u>
Taxable Value	1,765,943,075	



**GRAND TRAVERSE METRO FIRE DEPARTMENT  
2020 BUDGET  
NET TAXABLE VALUE ALLOCATION**

**DRAFT**

<b>TOTAL BUDGETED EXPENDITURES:</b>	<b>2020</b>
	\$ 4,880,869
<b>LESS: OTHER REVENUE ITEMS:</b>	\$ 296,000
<b>NET EXPENDITURES TO BE ALLOC.</b>	<b>\$ 4,584,869</b>
<b>TOWNSHIP ASSESSED VALUES, net</b>	<b>1,765,943,075</b>

Millage rate to breakeven 2.60  
435,848  
(reduce to get to 2.35 mills)

ALLOCATION BASED ON TAXABLE VALUE - 2.60 MILLS				
	2020 BUDGETED TWP REVENUE	2019 BUDGETED TWP REVENUE	DIFFERENCE	% CHANGE
ACME	872,689	757,963	114,726	15.14%
EAST BAY	1,489,790	1,281,408	208,382	16.26%
GARFIELD	2,228,973	1,928,987	299,986	15.55%
<b>TOTAL</b>	<b>4,591,452</b>	<b>3,968,358</b>	<b>623,094</b>	<b>15.70%</b>

	2019 TAXABLE VALUE	2018 TAXABLE VALUE	DIFFERENCE	% CHANGE
	(net of personal prop)	(net of personal prop)		
ACME	335,649,487	322,537,567	13,111,920	4.07%
% of total	19.0%	19.1%		
EAST BAY	572,996,094	545,280,201	27,715,893	5.08%
% of total	32.4%	32.3%		
GARFIELD	857,297,494	820,845,716	36,451,778	4.44%
% of total	48.5%	48.6%		
<b>TOTAL</b>	<b>1,765,943,075</b>	<b>1,688,663,484</b>	<b>77,279,591</b>	<b>4.58%</b>

**GTMESA  
2020 BUDGET  
BY COST CENTERS**

**DRAFT**

Presented: 6/25/19



\*\*Budget to be approved by the Metro Board\*\*

<b>GRAND TRAVERSE METRO FIRE</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Incr/ (Decr)</b>	<b>% Incr/ (Decr)</b>
<b>Fund: 206 - METRO FIRE</b>						
<b>TOTAL REVENUES</b>	\$ 4,012,511	4,168,629	4,277,358	<b>4,887,452</b>	610,094	14.3%
<b>EXPENDITURES</b>						
Dept: 336 OPERATIONS						
Acct Class: 701 PERSONNEL SERVICES	\$ 2,683,658	2,762,684	3,203,868	<b>3,418,266</b>	214,398	6.7%
Acct Class: 726 SUPPLIES	\$ 128,013	172,590	155,000	<b>159,000</b>	4,000	2.6%
Acct Class: 800 CONTRACTUAL SERVICES	\$ 155,396	149,165	141,555	<b>147,555</b>	6,000	4.2%
Acct Class: 900 OTHER SERVICES/CHARGES	\$ 587,627	521,518	560,000	<b>561,000</b>	1,000	0.2%
Acct Class: 970 CAPITAL OUTLAY	\$ 100,017	190,737	190,500	<b>184,000</b>	(6,500)	-3.4%
Acct Class: 990 DEBT SERVICE	\$ 99,456	100,016	99,858	-	(99,858)	-100.0%
Acct Class: OTHER	\$ 50,000	50,000	35,200	<b>411,048</b>	375,848	1067.8%
<b>TOTAL EXPENDITURES</b>	\$ 3,804,167	3,946,710	4,385,981	<b>4,880,869</b>	494,888	11.3%
<b>NET REVENUE/EXPENDITURES</b>	\$ 208,344	221,919	(108,623)	<b>6,583</b>	115,206	-106.1%
Fund Balance	\$ 1,462,735	1,671,079	1,892,998	<b>1,484,375</b>		
2019 FB transfer to PIF - proposed			(300,000)			
<b>Net Fund Balance</b>	\$ 1,671,079	1,892,998	1,484,375	<b>1,490,958</b>		

**GTMESSA  
2020 BUDGET  
BY COST CENTERS**

**DRAFT**

Presented: 6/25/19



\*\*Budget to be approved by the Metro Board\*\*

	Actual 2017	Actual 2018	Budget 2019	Budget 2020	Incr/ (Decr)	% Incr/ (Decr)
<b>GRAND TRAVERSE METRO FIRE</b>						

**PUBLIC IMPROVEMENT FUND**

<b>TOTAL REVENUES</b>	\$ 50,949	\$ 551,420	\$ 26,000	\$ 371,848	345,848	1330%
<b>EXPENDITURES</b>						
Acct. Class: 970 CAPITAL OUTLAY	\$ 47,732	\$ 566,022	\$ 45,000	\$ 500,000	455,000	S 10
Acct. Class: 990 DEBT SERVICE	\$ 20,831	\$ 22,267	\$ 98,315	\$ 190,463	92,148	0.00%
Acct Class: 992 CONTINGENCY	\$ -	\$ -	\$ 5,000	\$ 5,000	-	S -
<b>TOTAL EXPENDITURES</b>	\$ 68,563	\$ 588,289	\$ 148,315	\$ 695,463	547,148	S 4
<b>EXPENDITURES OVER REVENUES</b>	\$ (17,614)	\$ (36,869)	\$ (122,315)	\$ (323,615)	(201,300)	165%
Fund Balance	\$ 402,444	\$ 384,830	\$ 347,961	\$ 525,646	177,685	51%
2019 FB transfer to PIF - proposed			\$ 300,000			
<b>Net Fund Balance</b>	\$ 384,830	\$ 347,961	\$ 525,646	\$ 202,031	(323,615)	-62%

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2020 Budgeted Revenue/Expenditure Report

DRAFT

Presented: 6/25/19



	Actual	Budget	YTD actual	% Bud	2020	
GRAND TRAVERSE METRO FIRE	2018	2019	May, 2019	2019	BUDGET	Explanations
<b>Fund: 206 - METRO FIRE</b>						
<b>Revenues</b>						
600.001 Acme Township - Cont.	723,015	757,963	757,963	100.0%	872,689	2.60 Mills
600.002 East Bay Twp. Contr	1,219,716	1,281,408	1,281,408	100.0%	1,489,790	2.60 Mills
600.003 Garfield Charter Twp.	1,852,139	1,928,987	1,928,987	100.0%	2,228,973	2.60 Mills
664.000 Earned Interest	38,471	25,000	17,739	71.0%	25,000	
667.100 Township FF/EMS	97,847	100,000	36,839	36.8%	100,000	
668.500 Cost Recovery Revenue	55,664	60,000	6,590	11.0%	60,000	
668.600 911 Memorial Donations	0	0	0	#DIV/0!	0	
668.700 Public Education Receipts	9,034	0	615	#DIV/0!	0	
669.000 Plan Reviews	60,810	66,000	28,304	42.9%	66,000	
669.001 Refunds and Donations	43,145	30,000	15,656	52.2%	30,000	
669.002 Sale of Surplus Equipment	12,308	5,000	7,576	151.5%	5,000	
669.006 Misc. Grant Receipts	56,480	23,000	0	0.0%	10,000	
<b>TOTAL REVENUES</b>	<b>4,168,629</b>	<b>4,277,358</b>	<b>4,081,677</b>	<b>95.4%</b>	<b>4,887,452</b>	
<b>EXPENDITURES</b>						
<b>Dept: 336 OPERATIONS</b>						
Acct Class: 701 PERSONNEL SERVICES						
702.000 Wages and Salaries	1,529,737	1,694,963	694,672	41.0%	1,978,149	FF and staff wage adjustments
702.001 Longevity	27,177	27,750	0	0.0%	36,900	full year 2 new FF's; 3 new FF 6 mths
703.000 Metro Firefighters Response	26,249	50,000	5,754	11.5%	30,000	
703.001 Metro Fire Officers Salaries	12,800	16,000	3,200	20.0%	16,000	
703.200 Metro FF Wages - part-time	355,689	442,700	117,864	26.6%	321,100	Less PT FF's filling shifts
703.300 Part-time Administrative	12,337	20,000	0	0.0%	10,000	
705.000 Personal Day Payout	32,900	34,250	3,342	9.8%	39,250	
715.000 FICA/Medicare	54,435	71,049	20,578	29.0%	63,832	
716.000 Health/Dental/Optical Ins.	395,368	491,000	233,260	47.5%	519,500	Consider 10% incr in rates
716.003 Life Ins./LTD/STD	17,368	21,500	12,344	57.4%	31,600	
717.001 AD&D Insurance	8,135	12,000	8,622	71.9%	10,000	
718.000 Retirement	229,623	254,574	99,781	39.2%	294,435	
719.000 Workers Comp. Insurance	60,866	68,082	60,562	89.0%	67,500	
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,762,684</b>	<b>3,203,868</b>	<b>1,259,979</b>	<b>39.3%</b>	<b>3,418,266</b>	
	<b>66.3%</b>	<b>74.9%</b>			<b>69.9%</b>	(labor % of revenue)
Acct Class: 726 SUPPLIES						
727.000 Office Supplies	12,444	11,000	2,889	26.3%	12,000	
729.000 Printing and Binding	4,858	5,000	2,114	42.3%	5,000	
730.000 Postage and Freight	2,123	2,500	1,013	40.5%	2,500	
743.000 Other Supplies	22,756	30,000	4,204	14.0%	30,000	
745.000 Uniforms and Accessories	16,967	22,500	11,610	51.6%	22,500	
745.002 Fire Gear	55,896	30,000	5,680	18.9%	30,000	
748.000 Fuel, Oil, Grease	40,536	42,000	13,592	32.4%	42,000	
760.000 Medical Supplies	17,010	12,000	6,228	51.9%	15,000	
<b>TOTAL SUPPLIES</b>	<b>172,590</b>	<b>155,000</b>	<b>47,330</b>	<b>30.5%</b>	<b>159,000</b>	
Acct Class: 800 CONTRACTUAL SERVICES						
801.000 Legal Fees	22,745	18,000	2,161	12.0%	18,000	
810.000 Subscriptions	3,423	7,500	1,614	21.5%	7,500	
810.001 Dues	8,365	7,500	3,243	43.2%	8,500	
818.000 Contract Services	51,569	45,000	24,313	54.0%	50,000	
830.000 Fire Hydrant Rental	21,240	21,555	0	0.0%	21,555	

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2020 Budgeted Revenue/Expenditure Report

**DRAFT**

Presented: 6/25/19



	Actual 2018	Budget 2019	YTD actual May, 2019	% Bud 2019	2020 BUDGET	Explanations
<b>GRAND TRAVERSE METRO FIRE</b>						
850.001 Telephone	41,823	42,000	15,803	37.6%	42,000	
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>149,165</b>	<b>141,555</b>	<b>47,134</b>	<b>33.3%</b>	<b>147,555</b>	
Acct Class: 900 OTHER SERVICES AND CHARGES						
910.000 Fleet & Liability Property Ins	57,479	62,000	57,213	92.3%	61,000	
920.000 Heat Utilities	30,191	28,000	16,898	60.4%	30,000	
921.000 Electric Utilities	46,344	45,000	20,377	45.3%	47,000	
923.000 Sewer and Water Utilities	14,528	17,000	4,587	27.0%	17,000	
924.000 Waste Disposal	1,200	2,000	520	26.0%	2,000	
930.000 Bldg. Repair and Maintenance	75,288	65,000	23,196	35.7%	70,000	
932.000 Equipment Repair & Maint.	22,087	20,000	6,088	30.4%	25,000	
932.001 Radio/Pager Repair and Maint	1,888	2,000	61	3.1%	0	
932.100 SCBA Repair/Maintenance	88	5,000	0	0.0%	5,000	
934.000 Vehicle R&M - labor	54,953	65,000	33,682	51.8%	65,000	
934.100 Vehicle R&M - parts	56,900	51,000	24,312	47.7%	51,000	
934.500 Special Ops Equipment	1,020	5,000	133	2.7%	3,000	
935.000 Ground Care and Maintenance	35,625	38,000	28,368	74.7%	38,000	
955.000 Employee Physicals & Wellne	31,664	40,000	10,738	26.8%	40,000	
956.000 Employee Train. and Develop.	48,562	70,000	24,326	34.8%	62,000	
956.001 Computer Support	43,701	45,000	19,975	44.4%	45,000	
<b>TOTAL OTHER SERVICES AND CH</b>	<b>521,518</b>	<b>560,000</b>	<b>270,474</b>	<b>48.3%</b>	<b>561,000</b>	
Acct Class: 970 CAPITAL OUTLAY						
976.001 Building Improvement	50,335	50,000	5,791	11.6%	90,000	New Admin Generator
977.000 Machinery and Equipment	128,092	132,500	32,325	24.4%	82,000	
978.000 Vehicles Acquisition	0	0	0	#DIV/0!	0	
980.000 Office Equipment	1,131	0	0	#DIV/0!	0	
980.100 Computer Replacement	11,179	8,000	7,891	98.6%	12,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>190,737</b>	<b>190,500</b>	<b>46,007</b>	<b>24.2%</b>	<b>184,000</b>	
Acct Class: 985 OTHER						
985.100 Transfer to Public Imp. Fund	50,000	25,000	0	0.0%	370,848	0.21 mils for capital plan
990.000 Debt Payment	98,430	99,059	49,451	49.9%	0	
990.005 Interest Expense	1,586	799	277	34.7%	0	
992.000 Contingency	0	10,000	0	0.0%	40,000	
992.001 Emergency Cont. Fund	0	200	0	0.0%	200	
<b>TOTAL OTHER</b>	<b>150,016</b>	<b>135,058</b>	<b>49,728</b>	<b>36.8%</b>	<b>411,048</b>	
<b>TOTAL EXPENDITURES</b>	<b>3,946,710</b>	<b>4,385,981</b>	<b>1,720,652</b>	<b>39.2%</b>	<b>4,880,869</b>	
<b>NET REVENUE/EXPENDITURES</b>	<b>221,919</b>	<b>(108,623)</b>	<b>2,361,025</b>		<b>\$ 6,583</b>	
Fund Balance	1,671,079	1,892,998			<b>1,484,375</b>	
2019 FB transfer to PIF - proposed		(300,000)				
<b>Net Fund Balance</b>	<b>\$ 1,892,998</b>	<b>\$ 1,484,375</b>			<b>\$ 1,490,958</b>	

**Maintain Fund Balance = to 4 months expenses: \$ 1,453,660 \$ 1,503,340**

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2020 Budgeted Revenue/Expenditure Report

**DRAFT**

Presented: 6/25/19



	Actual	Budget	YTD actual	% Bud	2020	
GRAND TRAVERSE METRO FIRE	2018	2019	May, 2019	2019	BUDGET	Explanations
<b>PUBLIC IMPROVEMENT FUND</b>						
664.000 Earned Interest	1,420	1,000	638	63.8%	1,000	
675.000 Debt Proceeds	500,000	0	0	#DIV/0!	0	
699.100 Transfer In - Fund Balance	50,000	25,000	0	0.0%	370,848	0.21 mils for capital plan
<b>TOTAL REVENUES</b>	<b>551,420</b>	<b>26,000</b>	<b>638</b>	<b>2.5%</b>	<b>371,848</b>	
<b>EXPENDITURES</b>						
Acct. Class: 970 Capital Outlay						
976.001 Building Improvement	0	0	0	#DIV/0!	500,000	Stall Remodel
977.000 Machinery and Equipment	0	0	0	#DIV/0!	0	
978.000 Vehicles Acquisition	566,022	45,000	41,133	91.4%	0	
<b>TOTAL CAPITAL OUTLAY</b>	<b>566,022</b>	<b>45,000</b>	<b>41,133</b>	<b>91.4%</b>	<b>500,000</b>	
Acct Class: OTHER						
990.000 Debt Payment (2018 Truck)	19,604	86,685	28,038	32.3%	162,471	Debt for Engine 11. new engine and
990.005 Interest Expense	2,663	11,630	2,562	22.0%	27,992	Admin vehicle financing
992.000 Contingency	0	5,000	0	0.0%	5,000	
<b>TOTAL DEBT SERVICE &amp; OTHER</b>	<b>22,267</b>	<b>103,315</b>	<b>30,600</b>	<b>29.6%</b>	<b>195,463</b>	
<b>TOTAL EXPENDITURES</b>	<b>588,289</b>	<b>148,315</b>	<b>71,733</b>	<b>48.4%</b>	<b>695,463</b>	
<b>EXPENDITURES OVER REVENUE</b>	<b>-36,869</b>	<b>-122,315</b>	<b>-71,095</b>	<b>58.1%</b>	<b>-323,615</b>	
Fund Balance	384,830	347,961	-		525,646	
2019 FB transfer to PIF - proposed		300,000				
<b>Net Fund Balance</b>	<b>347,961</b>	<b>525,646</b>			<b>\$ 202,031</b>	



**GT METRO FIRE DEPARTMENT  
PROJECTED DEBT OBLIGATIONS THRU 2029  
2020 BUDGET**

**DRAFT**



DESCRIPTION			Budget	Projected									
YEAR	ITEM	AMOUNT	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
2019	Admin Replacement Vehicles 5 yrs @ 4.38%	Principal	32,950										
		Interest	7,250										
		<b>Total</b>	<b>40,200</b>	<b>40,200</b>	<b>40,200</b>	<b>40,200</b>	<b>40,200</b>	<b>40,200</b>	<b>35,000</b>	<b>35,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 0.0%	\$ 200,000 Principal	33,333	33,333	33,333	33,333	25,002						
		Interest											
		<b>Total</b>	<b>33,333</b>	<b>33,333</b>	<b>33,333</b>	<b>33,333</b>	<b>25,002</b>						
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 3.55	\$ 300,000 Principal	47,752	49,470	51,250	53,093	41,070						
		Interest	7,983	6,265	4,485	2,641	731						
		<b>Total</b>	<b>55,735</b>	<b>55,735</b>	<b>55,735</b>	<b>55,734</b>	<b>41,801</b>						
2020	Engine 6 yrs @ 4%  75,300	\$ 650,000 Principal	48,436										
		Interest	12,759										
		<b>Total</b>	<b>61,195</b>	<b>122,400</b>	<b>122,400</b>	<b>122,400</b>	<b>122,400</b>	<b>122,400</b>	<b>122,400</b>	<b>61,195</b>			
2021	New Tanker 6 yrs at 4%	\$ 350,000 Total	-	66,000	66,000	66,000	66,000	66,000	66,000	66,000			
2021	New Station 8 20 yrs at 4%	\$ 2,250,000 Total	-	164,000	164,000	164,000	164,000	164,000	164,000	164,000	164,000	164,000	
2023	Heavy Rescue 6 yrs @ 4%	\$ 600,000 Total				113,000	113,000	113,000	113,000	113,000	113,000		
2025	Ladder Truck 6 yrs @ 4%	\$ 900,000 Total						170,000	170,000	170,000	170,000	170,000	
2027	New Tanker 6 yrs @ 4%	\$ 400,000 Total								76,000	76,000	76,000	
2029	New Tanker 6 yrs @ 4%	\$ 400,000 Total										76,000	
2020-2029 Capital Fund -			<b>190,463</b>	<b>415,668</b>	<b>415,668</b>	<b>528,667</b>	<b>506,403</b>	<b>604,400</b>	<b>543,195</b>	<b>563,000</b>	<b>563,000</b>	<b>450,000</b>	
	Cash Pay							35,000	35,000	40,000	40,000	40,000	
	Principal		162,471	475,403	477,183	592,026	571,672	670,400	609,195	563,000	563,000	526,000	
	Interest		27,992	6,265	4,485	2,641	731						
	<b>Total</b>		<b>190,463</b>	<b>481,668</b>	<b>481,668</b>	<b>594,667</b>	<b>572,403</b>	<b>705,400</b>	<b>644,195</b>	<b>603,000</b>	<b>603,000</b>	<b>566,000</b>	
			<b>0.1079</b>	<b>0.2674</b>	<b>0.2622</b>	<b>0.3173</b>	<b>0.2995</b>	<b>0.3618</b>	<b>0.3239</b>	<b>0.2973</b>	<b>0.2914</b>	<b>0.2682</b>	
			1,765,943,075	1,801,261,937	1,837,287,175	1,874,032,919	1,911,513,577	1,949,743,849	1,988,738,726	2,028,513,500	2,069,083,770	2,110,465,446	
											<b>Ave Millage over 10 yrs.</b>		<b>0.2797</b>

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**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2020 Budget - VEHICLES**

**DRAFT**



AQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
VEHICLES:				1	2	3	4	5	6	7	8	9	10	
			(Finance)											
2010	Ford Expedition - Chief (701)	Admin	51,855		40,000									
2008	GMC Yukon (702)	Admin	48,372		40,000									
2007	Pick-Up Truck FPB/Fire Marshall (703)	Admin	29,619		30,000									
2006	2006 Chevy Colorado Truck (735)	Admin	19,429		30,000									
2007	GMC Pickup - FPB 760	Admin	29,619		30,000									
2009	Chevy Sub Lt1 - PubEd	Admin	34,658							35,000				
2016	Ford Escape - 738	Admin	24,764								35,000			
2001	Chevrolet Suburban (Squad 14)	Station 12	33,411											
	<b>Admin Vehicle Replacement Fund - Finance purchase 5 yrs</b>				\$40,200	\$40,200	\$40,200	\$40,200	\$40,200	\$35,000	\$35,000	\$40,000	\$40,000	\$40,000
2007	American LaFrance - Engine 1	Station 1	462,796		\$650,000									
2007	Pierce Ladder (Truck 1)	Station 1	648,172							900,000				
2015	Ford Pick-up - Squad 1	Station 1	55,522							60,000				
2006	Sterling Tanker - T1	Station 1	187,942									400,000		
1999	Rescue - Freightliner (R1)	Station 1	170,628											
2011	Metro Rescue Boat - 15' Seawolf	Station 1	11,951											
2011	ORV Trailer Kelley	Station 1	2,195											
2012	RTV - Kubota RTV900	Station 1	11,295											
2015	MTI - Special Ops Trailer	Station 1	12,128											
2010	Middlebury Enclosed Trailer - PubEd	Station 1	5,162											
2013	Rosenbauer - Engine 8	Station 8	600,022											
2001	Tanker - Freightliner (T8)	Station 8	162,350											400,000
1996	Wildfire - Chevrolet (Brush 8)	Station 8	17,600											
2019	Kubota -	Station 8	13,711	15,000										
2018	Squad 8	Station 8	48,770										60,000	
1993	Pierce - Engine 9	Station 9	45,000											
2001	Tanker - Freightliner (T9)	Station 9	124,406											
1988	Pierce Dash - E13 (dispose in future)	Station 9	143,558											
2004	Chevrolet Suburban (Squad 9)	Station 9	35,600				60,000							
1993	Watersupply-Ford 1 ton (9WS)	Station 9	17,704											
2001	Wildfire - Ford (Brush 9)	Station 9	26,833											
2006	SkiDoo Expedition - sled 2	Station 9	6,023											
2008	Kubota	Station 9	13,711	15,000										
2008	Pierce Impel - Engine 11	Station 11	517,252											
2018	Ford - Squad 11	Station 11	48,300								60,000			
2008	Ford - Tanker 11	Station 11	22,709			350,000								
2009	Ford DRW - Rescue 11	Station 11	55,000						150,000					
2008	SIM 1 tractor - Freightliner	Station 11	15,000											
2008	SIM 2 Playmor Simulator	Station 11	130,000											
2019	Kubota	Station 11	13,711	15,000										

**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2020 Budget - VEHICLES**

**DRAFT**



AQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1991	Metro Utility	Station 11	119,377											
2009	Spencer - Engine 12	Station 12	480,916											
2011	Freightliner - Tanker 12	Station 12	300,000											
1986	Chevy - Brush 12	Station 12	16,531											
2016	Rescue Boat Sta12	Station 12	21,332											
2017	Squad 12	Station 12	47,732									60,000		
	Heavy Rescue Truck - to replace 3 aged Rescues							600,000						
				\$45,000	\$ 690,200	\$ 390,200	\$ 100,200	\$ 640,200	\$ 190,200	\$ 995,000	\$ 95,000	\$ 500,000	\$ 100,000	\$ 440,000
<b>OTHER CAPITAL ITEMS: EQUIPMENT out of General Fund</b>														
	3 new thermal imaging cameras every 2-3 years			\$24,000		\$ 24,000			\$ 24,000					
	New hose					\$ 15,000			\$ 15,000					

**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2019 Budget - BUILDINGS & Other**

**DRAFT**



AQUIRE DATE	DESCRIPTION	LOCATION	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	12 New SCBA's	Various								\$75,000	\$75,000	\$75,000	\$0
	Asphalt/Parking Lot repairs	Various	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Garage Door Replacements	Various	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1988	<b>Administration Building</b>												
	Training Tower								600,000				
	Generator	Admin		40,000									
	New Roof	Admin				52,000							
2008	<b>Station 1</b>												
	Breathing Air Compressor - Cascade	Sta1				40,000							
	<b>Station 8</b>												
	New Station	Sta8			\$2,250,000								
	<b>Station 9</b>												
	New Roof	Sta9								40,000			
	<b>Station 11</b>												
	Floor Improvement/Remodel	Sta11		500,000									
2011	<b>Station 12</b>												
	Asphalt turn around	Sta12			\$ 40,000								
	<b>Total Building Improvements:</b>		\$ 15,000	\$ 555,000	\$ 2,305,000	\$ 107,000	\$ 15,000	\$ 15,000	\$ 615,000	\$ 130,000	\$ 90,000	\$ 90,000	\$ 15,000

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