

EAST BAY TOWNSHIP

1965 N Three Mile Rd, Traverse City MI 49696
231-947-8647

Supervisor's Greetings

Greetings, Time sure flies by when you're having fun. It has been twelve years since I was first elected as your Township Supervisor. As I look back and reflect on these years I cannot be more proud of what we have accomplished together as a Township. I would like to thank the residents of East Bay for giving me the opportunity to serve them as Supervisor. It has been an honor and privilege to work for you. I will miss the day to day contacts and challenges, but look forward to the ones that life has yet to offer.

Beth Friend will be the new Township Supervisor, please stop by and introduce yourself and welcome her, I know that she will be a real asset to the team.

I would like to wish you all, a Merry Christmas and a safe and Happy New Year.

Glen Life

Community Police Officer (CPO)

Greetings from the East Bay Township Community Police Office!

As of the first of October, Deputy Sean Griffard has finished his time as an East Bay Township Community Police Officer (CPO) and has returned to general road patrol. Deputy Matt McKinley will be his replacement. Matt has 13 years with the Sheriff's Office and has been the community police officer for Acme and Fife Lake townships.

Deputy Sarah Metdepenningen has taken a position with the Grand Traverse County Detective Bureau. Her East Bay position will be filled in the near future and we wish her well in her new endeavor.

Identity theft reports and IRS scams have been increasing in our area. The good news is that you can take steps to help prevent becoming a victim. Please visit the Grand Traverse County Sheriff's Office website for valuable tips on how to avoid being scammed out of money and how to keep your identity safe. Remember, the IRS will not call you to demand payment nor will they threaten to have you arrested for nonpayment.

With winter approaching, some of you may be getting your seasonal homes winterized for the year. Please let the East Bay Township CPO's keep an eye on your place while you are away. To set up regular property checks please contact Matt at the East Bay Fire Station on High Lake Road or call him at 231-947-3631. Also, please make sure that you are locking the doors to your home and vehicles. Almost all larcenies from vehicles that are reported are larcenies from unlocked cars.

Feel free to contact Matt for any non-emergent police assistance you may need or for any questions you may have. The office is not staffed 24 hours a day so for anything requiring immediate police assistance dial 911. The non-emergency line to Central Dispatch is 231-922-4550.

AMBULANCE NEWS

It's hard to believe that summer is over and that the year is almost done.

With the winter months ahead, remember to dress warm and give yourself extra time to travel to your destination.

Recently, the township board voted to staff the ambulance 24 hours a day 7 days a week and to upgrade to Advanced Life Support (ALS). This means, for the residents of East Bay, your ambulance will be providing you care much quicker in the evening and night, as well as providing the advanced care, if needed, sooner. This will be a great benefit to the township residents. These changes will be taking place over the next 5-6 months.

Our new ambulance has arrived and is equipped with 4 wheel drive so we should be able to drive to most places in the winter. Make sure your walk is shoveled and your address visible as this makes it easier for emergency workers to get in to assist you in your time of need.

Remember, our office is currently staffed 7 days a week from 7 am to 7 pm. Feel free to stop in and get your blood pressure checked, pick up a "file of life", check out your ambulances or just to say hello.

Have a safe winter!

Tim Newton, Ambulance Operations

We would like to welcome the newly elected Township Officials and Park Commissioners! The Township Officials are listed in the Township Directory. **Park Commissioners** are:

LeRoy (Butch) Strait Jr., Susan LaRose-Grover, Justin Friend, Mike Hintz, Mark Baker, Corie Layton and Matthew Courtade.

Clerk's News

It has been a very busy year in the Clerk's office. We had the March Presidential Primary followed by the August Primary Election and we finished with the November General Election. Every election has us preparing, months in advance and doing all the tasks to finish and finalize with record keeping weeks after Election Day. We are so grateful for our election workers and the time and energy they devote to this process. These folks spend time training and preparing and running precincts so our residents can exercise their right to vote. We implemented using two electronic poll books in each of our largest precincts and did a postcard mailing to remind those over 60 years of age of the option to vote by absent voter ballot, each of these two actions were successful in keeping lines at the polls moving more quickly.

If you are interested in working as an election inspector or in being placed on our permanent absent voter list, please contact the clerk's office.

Best Wishes for a safe and healthy winter,
Susanne Courtade CMMC/CMC Township Clerk
Helen MacArthur CMMC/CMC Deputy Clerk

Treasurer's News

You will notice some changes in the itemized taxes listed on your bill. In the past the voted Special Assessment millage had been listed as one amount. This year we have broken down that millage to show the three entities that have historically made up the one millage rate. The Emergency Services millage is made up of: Metro Fire Authority (METRO FIRE) 2.2, East Bay Ambulance (EB AMB) .60, and Community Police Officers (CPO) .329. Previously these three would have been listed as one millage rate of 3.129. If you have any questions feel free to contact the Township Office at 231 947-8647.

I would like to introduce my new Deputy Treasurer Debbie Hamilton. Debbie started in the Treasurer's office December 1st. Please stop in and welcome her. We wish Jo Moloci well and thank her for her service to East Bay Township residents as she retires and she and her husband travel.

For payment options please refer to the back of the tax bill or the website www.eastbaytwp.org
Have a Blessed Christmas and New Year

Tracey Bartlett

East Bay Branch Library is located right next to, and shares a parking lot with, the Township Office. It is open at 10am Tuesday through Saturday, has evening hours on Tuesday and Thursday and is closed on Sunday and Monday. Contact them at 922-2085 or view website at www.tadl.org/eastbay to get info on many fun programs.

Assessor's Office

Typically **all** business owners **must** file an annual Personal Property Statement (Form L-4175) by February 20th each year. This is a four page form that looks really complicated but once completed just needs to be updated each year with any changes.

There is an exemption available for small business owners. **This will save money for many small businesses.** Businesses having less than \$80,000 in Taxable Value can file an Affidavit of Owner of Eligible Personal Property Claiming Exemption from Collection of Taxes (Form 5076). To qualify for the exemption the form must be filed by February 10th each year.

The vast majority of East Bay Township businesses would qualify for this exemption if they filed for it. For more information regarding this exemption the State Tax Commission bulletin is available at: http://www.michigan.gov/documents/treasury/2013Bulletin11PersonalPropertyTaxChanges_439251_7.pdf

We will mail out both forms to our business owners by the end of December. Please file one of the forms as soon as possible, especially if you qualify for the exemption.

Please give Susan Karakos or Russ Casselman a call if you have any questions at 231-922-4759.

Planning and Zoning

The Planning Commission Meets the First Tuesday of Each Month at 6:30PM

The Zoning Board of Appeals Meets the Second Tuesday of Each Month at 6:30PM

Land Use Permits from the Township are required for all types of construction activity, such as new homes, additions, garages, **all decks (including ground level)**, and sheds or storage buildings, that are larger than 100 square feet. Please remember if you are on the water the setback is 50 feet from the ordinary high water mark, except for water side decks, which do require permits. It is recommended that you contact the Zoning Office prior to construction to see what permits are needed. Land Use Permits that are complete, and filed, are usually issued within 5 working days, during regular business hours. Appointments for application review are available.

Plastic, Canvas, and Metal Structures are required to obtain permits if larger than 100 square feet. These structures must also meet the required setbacks and inspections are required.

Two (2) Minor Accessory Buildings such as sheds that are 10' x 10' or less shall be permitted per lot. Minor Accessory Buildings may be located between the lot line and the side or rear yard setback line and **Minor Accessory Buildings** shall not require a land use permit, except for properties located on water where other provisions of the Zoning Ordinance may apply. **Minor Accessory Buildings** may occupy not more than 30 percent of a required rear yard, and unenclosed parking spaces may occupy not more than 90 percent of a required rear yard. In the Lakes Area (LA) and Boardman River (BR) Districts on waterfront properties, not more than one (1) of the **Minor Accessory Buildings** may be located within the rear (waterfront) yard setback area, but not less than sixteen (16) feet from the ordinary high water mark nor less than ten (10) feet from any side lot line. Such **Minor Accessory Building** shall be located on a portion of the property without existing woody vegetation and on a permeable surface such as two (2) inch stone or an erosion mat extending at least twelve (12) inches beyond the dripline of the building roof to control run-off. Per Section 231, 6, f, such **Minor Accessory Building** shall have a non-reflective exterior finish.

Township Directory

231-947-8647

Township Hours:

Monday-Thursday 7am to 5:30pm

www.eastbaytwp.org

Supervisor	Beth Friend
Office Admin	Val Hendges
Clerk	Susanne Courtade
Deputy Clerk	Helen MacArthur
Treasurer	Tracey Bartlett
Deputy Treasurer	Debbie Hamilton
Planner	Rick Brown
Zoning Admin	Leslie Couturier
Assessor	Susan Karakos
Assessor	Russ Casselman
Building/Grounds	Bob Burns
Trustee	Mindy Walters
Trustee	Glen Life
Trustee	Bryan Marrow
Trustee	Andrea Hentschel

Home Fire Safety Inspection Checklist

Grand Traverse Metro Fire Department
897 Parsons Rd, Traverse City, Michigan 49686
(231) 947-3000 / www.gtmetrofire.org



EXTERIOR

- Make house number visible from street
- Trim trees away from electrical wires
- Trim trees away from chimney and remove all pine needles and leaves from roofs, eaves & rain gutters
- Use ashtrays outside to avoid mulch fires

HEATING EQUIPMENT & FIREPLACE

- Keep space heaters at least 3 feet away from all combustibles
- Replace furnace filters
- Clean lint from behind clothes dryer
- Install a spark screen in front of fireplace
- Have chimney inspected and cleaned annually
- Install a spark arrester on chimney
- Dispose of ashes in metal containers and place outdoors
- Keep newspapers, other combustibles and clutter away from water heater

ELECTRICAL

- Avoid overloading electrical circuits
- Inspect electrical cords and appliances for damage
- Do not tack cords to the wall or run them under rugs
- Maintain air space around electrical equipment, such as TV, DVD, stereo, etc.
- Install additional outlets, by a qualified electrician, to avoid using cube taps and extension cords
- If you must use extension cords, use only the kind that have a built-in circuit breaker

FLAMMABLE LIQUIDS & HAZARDOUS MATERIALS

- Limit the amount of chemicals stored
- Dispose of and recycle household hazardous materials properly
- Store hazardous materials in proper containers with tight-fitting lids and correct identification labels
- Store hazardous materials away from heat sources
- Allow for proper ventilation when using flammable liquids and hazardous materials
- Put oily rags in metal containers with tight-fitting lids, not in a pile where they can spontaneously ignite

COOKING

- Never leave cooking unattended
- Cuff sleeves and turn pot handles inward when cooking to avoid burn injuries
- Never store combustibles in oven in oven or on top of stove
- When barbecuing, move unit away from the house
- Dispose of coals/ashes in metal containers

SMOKING MATERIALS & CANDLES

- Never leave cigarettes or candles unattended
- Empty ashtrays into noncombustible containers only
- Never smoke in bed
- Place candles in noncombustible, sturdy holders
- Keep matches and lighters out of reach of children

SMOKE ALARMS

- Install smoke alarms inside and outside every sleeping area and on every level of your home
- Test smoke alarms once a month. *Hint: Use a broom handle to reach and push test button*
- Replace smoke alarm batteries twice a year. *Hint: Use daylight savings time as a reminder*
- Replace smoke alarms every 10 years.

FIRE EXTINGUISHERS

- Purchase a multipurpose (ABC) extinguisher
- Teach your family how to use a fire extinguisher (Use P.A.S.S. Pull pin, Aim, Squeeze, Sweep)
- Inspect extinguishers annually

DEVELOP & PRACTICE A HOME ESCAPE PLAN

- Develop a home escape plan that includes:
 - Crawling low under smoke
 - Two exits out of every room
 - A meeting place outside (Tree, mailbox, etc.)
- Practice escape plan with every member. Take into account individual abilities.
- Teach all family members how to:
 - Dial 9-1-1 in an emergency (State name, location, and type of emergency)
 - Stop, drop, and roll if clothes catch fire
 - Get Out and Stay Out!