

NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, June 12, 2024.

Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda. Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the Township office at 231.271.2722 to have their questions discussed.

CONFLICT OF INTEREST

REPORTS:

- Planning & Zoning
- Parks & Recreation
- Fire Authority

OLD BUSINESS:

1. Approval of the Minutes:
2. Payment of the Bills

NEW BUSINESS:

1. Larry Mawby – Work Force House Piolet Ordinance
2. Discuss Pickle Ball Donation
3. Contract for Pavilion Painting
4. Discuss time change for Board Meeting
5. Planning Commission Annual Report

PUBLIC COMMENT

BOARD MEMBER COMMENTS

ADJOURN

This meeting is a session of the Suttons Bay Township Board held in public for the purpose of conducting the Board's business and is not to considered a public discussion .

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

APRIL/MAY 2024

For June 2024 PC & Board Meeting

Prepared by Steve Patmore

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
April/May 2024	9	2	2	4	1
Year To Date	13	5	2	5	1
Year to date 2023	13	5	4	4	0
Year to date 2022	20	5	5	2	0
Year to date 2021	17	10	2	4	1
Year to date 2020	15	8	5	2	0
Year to date 2019	13	8	1	4	0
Year to date 2018	17	5	3	7	2
Year to date 2017	11	4	3	3	1
Year to date 2016	9	3	2	3	1

LUP 24-005	814 N. Herman Rd.	Ground-mounted solar arrays
LUP 24-006	1784 S. Cherry Blossom	New single-family dwelling
LUP 24-007	1581 S. Lake Leelanau Dr.	Deck addition
LUP 24-008	322 S. Donnybrook Rd.	Accessory - Pergola
LUP 24-009	N. Morning View Dr.	Accessory Building
LUP 24-010	9801 E. Duck Lake Rd.	New single-family dwelling
LUP 24-011	1602 S. Lake Leelanau Dr.	Accessory Building
LUP 24-012	7620 E. O'Brien Rd.	Addition
LUP 24-013	8770 E. Duck Lake Rd	Accessory Building
Revisions to existing permits		

Land Divisions:

- Several inquiries on potential splits.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 56 short term rental permits issued so far for 2024
- Questions on the new ordinance.

Other:

- Inquiries and meetings with property owners on potential land uses.
- Zoning Ordinance Overhaul Review
- Waste Management District

NOTICE OF AMENDMENT TO
THE TOWNSHIP MASTER PLAN
LELAND TOWNSHIP, LEELANAU COUNTY, MICHIGAN

May 22, 2024

Cleveland Township
Centerville Township
Bingham Township
Suttons Bay Township
Leelanau Township
Leelanau County Planning Commission
Leelanau County Road Commission
Leland School District
Suttons Bay School District

In accordance with the requirements of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), this letter serves as notice that Leland Township, Leelanau County, Michigan, is distributing a draft Master Plan for review and comment. If interested, the Township asks for your cooperation and assistance in this process.

The final versions of the amended Master Plan can be found at <https://www.leelanau.gov/lelandtwpor.asp>. We would appreciate your comments regarding the amendments to the Leland Township Master Plan and how you feel it may affect planning efforts in your community. There will be a public hearing regarding the Master Plan set for Wednesday, July 3, 2024 at 5:30 pm at the Leland Township Library in the Munnecke Room.

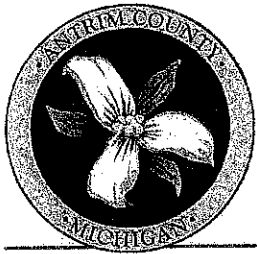
Thank you, in advance, for your cooperation and assistance. Also, we would like to take this opportunity to ensure you of our cooperation in any planning efforts you may choose to undertake in the years to come.

Please direct any correspondence or questions to:

Leland Township Planning Commission
P.O. Box 238
Lake Leelanau, MI 49653
Phone (231) 360-2557
tim@allpermits.com

Respectfully,

Tim Cypher
Zoning Administrator, Leland Township



County of Antrim Administration Office

P.O. Box 187
Bellaire, Michigan 49615

May 8, 2024

Antrim County Administration Office
PO Box 187
Bellaire, MI 49615

RE: Notice of Master Plan Distribution

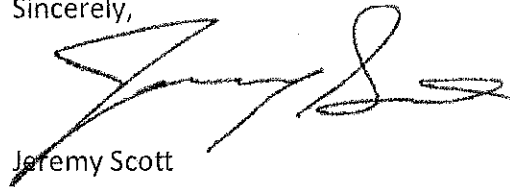
At their regular meeting on May 2, the Antrim County Board of Commissioners approved the distribution of the draft 2024 Master plan to neighboring communities for review and comment, per Michigan's Planning Enabling Act.

The draft 2024 Master plan can be found on the County's website. If a digital copy does not meet your needs, please contact the Administration Office to request a hard copy. Comments will be accepted until July 5, 2024. Comments can be emailed to countyadmin@antrimcountymi.gov with "Master Plan Comments" in the subject line, or mailed to:

Antrim County Administration Office
PO Box 187
Bellaire, MI 49615

A public hearing has not yet been set. It is anticipated the public hearing will be scheduled after July 5, 2024.

Sincerely,



Jeremy Scott
County Administrator

Phone: (231) 533-6265
Fax: (231) 533-8111
countyadmin@antrimcountymi.gov
www.antrimcountymi.gov

Jeremy Scott
Administrator

Janet Koch
Deputy Administrator

Gayle Rider
Administrative Assistant

Margie Boyd
Secretary

DRAFT MEETING MINUTES
Meeting of the Suttons Bay Township Board
Wednesday, May 08, 2024 @ 5:15 PM
Sutton Bay Township offices
95 W Fourth Street, Suttons Bay

CALL TO ORDER

Supervisor Doug Periard called the meeting to order at 5:15pm.

Role Call Attendance: SB Twp Supervisor Doug Periard, Trustee Eric Carlson, Twp Treasurer Dorothy Petroskey, Trustee Debbie Slocombe

Staff: Recording Secretary Mary Kuznicki

Absent & Excused: Twp Clerk Jean Moe, ZA Steve Patmore

APPROVAL OF THE AGENDA

Motion to approve the agenda by Petroskey, 2nd by Slocombe, editing the order of the Agenda's New Business Items and the addition of #4 under New Business: April 2023 - March 2024 Budget Amendments, motion passed to approve the agenda with edits.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

Larry Mawby discussed a Pilot Permit and submitted a draft ordinance to the trustees from Traverse City that the city of Frankfort is currently utilizing.

NEW BUSINESS

1. Paser Report – Brendan Mullane, Leelanau County Road Commission- Brendan Mullane gave a detailed power point report on the road ratings in Leelanau County, expenditures, budget projections of road repairs, maintenance of current equipment and projections of purchasing of new equipment. John Popa, city commissioner commended the Road Commission for the great job the employees have been able to accomplish.
2. Certificates of Appreciation for Commissioners Don Gregory & Dee McClure – Don Gregory was in attendance and therefore this item was moved to the top of the agenda:
Supervisor Periard read the Resolution to present a Certificate of Appreciation to Suttons Bay Twp Planning Commissioner Don Gregory who served the Planning Commission for over 30 years. Motion by Petroskey to approve the resolution, 2nd by Carlson. Roll call vote taken; motion carried.

REPORTS

1. Planning & Zoning - ZA Steve Patmore absent, no report submitted. Trustee Carlson shared 3 items from the May 7, 2024 Planning Commission meeting:

- a. Explained the commercial condo project proposal
 - b. Preliminary review from Giffels Webster on Zoning Ordinance Overhaul (ZOO) will be submitted at next month's June meeting
 - c. Larry Mawby spoke about the Peninsula Housing project with regards to the new ZOO
2. Parks & Recreation - Pete Ostrowski- Pete submitted
 - a. Attachment A: April 21, 2024 SB Twp Parks & Rec Manager & Asst Report
 - b. Attachment B: SB Twp Parks & Rec Final Notes March 11, 2024 and SB Twp Parks & Rec Draft Notes April 24, 2024
 3. Fire Authority - Dorothy Petroskey: election of officers were voted in at the last meeting. All officers remain the same.

OLD BUSINESS

1. Approval of the Minutes Meetings April 10, 2024: Motion by Petoskey to accept the minutes as presented, 2nd Carlson, minutes approved.
2. Payment of the Bills
Motion by Petroskey to pay bills for month of May 2024 in the amount of \$35,721.64 2nd by Slocombe, motion passed.

NEW BUSINESS

1. Paser Report – Brendan Mullane, Leelanau County Road Commission
(Moved to top of Agenda)
2. Appointment of Parks & Rec Manager- Discussion by trustees on potential applicants, contractual employees, and quarterly payroll for the SB Twp Parks & Rec Manager position. Periard disclosed that earlier Dennis Rathnaw called to rescind his application. Carlson made a motion to accept and confirm Jared Pontius as the SB Twp Parks & Rec Manager, 2nd by Petroskey, all ayes.
3. Certificates of Appreciation for Commissioners Don Gregory & Dee McClure (Don Gregory's Resolution moved to the top of Agenda)
Supervisor Periard read the Resolution to present a certificate of appreciation for Suttons Bay Twp Planning Commissioner Dee McClure who served on the Suttons Bay Twp Planning Commission Board. Motion by Carlson to approve the resolution, 2nd by Slocombe. Roll call vote taken; motion carried.
4. April 2023-March 2024 Budget Amendments- Petroskey discussed 3 Budget amendments:
 - a. Township Board - allocate \$2800 from Treasurer, decrease expenditures to Treasurer Cost Center
 - b. Clerk & Other Functions – Reallocate \$14,200 from Graham Greene to Clerk Cost Center and Other Functions
 - c. Township Offices – Reallocate \$2,300 from Twp Office Cost Center to Other Functions decreasing Township Office to \$11,100.

Total expenditures of \$1, 053,697.84. Motion to approve amendments to budget year ending March 31, 2024, by Petroskey, 2nd by Slocombe. Roll call vote taken; Motion passed.

Pete Ostrowski asked if he could request a proposal from Gosling Czubak Engineering firm for a walkway at Herman Park and then ask for bids to complete the project.

A Motion was made by Slocombe, 2nd by Carlson to amend the agenda: Add to New Business Item #5- Request engineer consultant for proposal of walkway at Herman Park. Motion passed to amend Agenda.

NEW BUSINESS

5. Request a proposal from the engineering firm of Gosling Czubak to install/construct a walkway at Herman Park. Motion made by Slocombe, 2nd by Periard. Motion passed. Pete Ostrowski/Jared Pontius will contact Gosling Czubak and then request quotes for completion.

PUBLIC COMMENT

BOARD MEMBER COMMENTS

-Purchase and Bidding Policy enclosed in packet

-Jean & Eric attended Township Conference, brought a large packet of information for all trustees to review.

-Slocombe shared with trustees that Saturday, May 10th there will be a work-bee at Herman Park at 10:00am. Everyone is welcome.

Also, the Suttons Bay County Garage clean-up day is scheduled for Saturday, May 18th.

ADJOURNMENT

The next SB Township Board Meeting will be on Wednesday, June 12, 2024, at 5:15pm. Meeting adjourned by Supervisor Periard at 6:29pm.

Submitted by Recording Secretary Mary Kuznicki
Township Clerk, Jean Moe

Suttons Bay Township
Unpaid Bills Detail
 As of June 12, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Anavon Technology Goup					
Bill	06/12/2024		06/22/2024		136.20
Total Anavon Technology Goup					136.20
Catherine Hartesvelt					
Bill	06/12/2024		06/22/2024		162.00
Total Catherine Hartesvelt					162.00
Christy Brow					
Bill	06/12/2024		06/22/2024		448.04
Total Christy Brow					448.04
Colleen Christensen					
Bill	06/12/2024		06/22/2024		144.00
Total Colleen Christensen					144.00
D & W Mechanical					
Bill	06/12/2024		06/22/2024		861.79
Total D & W Mechanical					861.79
Debbie Slocombe					
Bill	06/12/2024		06/22/2024		142.04
Total Debbie Slocombe					142.04
Donna Popke					
Bill	06/12/2024		06/22/2024		231.00
Total Donna Popke					231.00
Dorothy Petroskey					
Bill	06/12/2024		06/22/2024		2,286.80
Bill	06/12/2024		06/22/2024		217.88
Bill	06/12/2024		06/22/2024		238.43
Total Dorothy Petroskey					2,743.11
Doug Periard					
Bill	06/12/2024		06/22/2024		1,534.08
Total Doug Periard					1,534.08
DTE Energy					
Bill	06/12/2024		06/22/2024		91.72
Total DTE Energy					91.72
Eric Carlson					
Bill	06/12/2024		06/22/2024		142.04
Total Eric Carlson					142.04
Federal Tax Deposit					
Bill	06/12/2024		06/22/2024		2,131.18
Total Federal Tax Deposit					2,131.18
Gail Carlson					
Bill	06/12/2024		06/22/2024		189.00
Total Gail Carlson					189.00
Give 'em A Brake Safety					
Bill	06/12/2024		06/22/2024		244.50
Total Give 'em A Brake Safety					244.50

Suttons Bay Township Unpaid Bills Detail As of June 12, 2024

Type	Date	Num	Due Date	Aging	Open Balance
Hansen Plaza Condo Association					
Bill	06/12/2024		06/22/2024		435.83
Total Hansen Plaza Condo Association					435.83
Janet Stowe					
Bill	06/12/2024		06/22/2024		288.00
Total Janet Stowe					288.00
Janis M. Palkowski					
Bill	06/12/2024		06/22/2024		288.00
Total Janis M. Palkowski					288.00
Jared Pontius					
Bill	06/12/2024		06/22/2024		574.76
Total Jared Pontius					574.76
Jean Ann Moe					
Bill	06/12/2024		06/22/2024		2,451.81
Total Jean Ann Moe					2,451.81
Jennifer M. Herman					
Bill	06/12/2024		06/22/2024		352.00
Total Jennifer M. Herman					352.00
Jill Williamson					
Bill	06/12/2024		06/22/2024		100.00
Total Jill Williamson					100.00
Marilynn Chimosky					
Bill	06/12/2024		06/22/2024		288.00
Total Marilyn Chimosky					288.00
Mary Kuznicki					
Bill	06/12/2024		06/22/2024		140.62
Total Mary Kuznicki					140.62
Mary Nixon					
Bill	06/12/2024		06/22/2024		144.00
Total Mary Nixon					144.00
Michigan Assessing Service					
Bill	06/12/2024		06/22/2024		4,108.33
Total Michigan Assessing Service					4,108.33
MTA					
Bill	06/12/2024		06/22/2024		7,537.54
Total MTA					7,537.54
Netlink					
Bill	06/12/2024		06/22/2024		250.00
Total Netlink					250.00
Northern Building Supply, LLC					
Bill	06/12/2024		06/22/2024		79.64
Total Northern Building Supply, LLC					79.64

Suttons Bay Township
Unpaid Bills Detail
 As of June 12, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Paul Whiteford Maintenance					
Bill	06/12/2024		06/22/2024		2,205.00
Total Paul Whiteford Maintenance					2,205.00
Pitney Bowes					
Bill	06/12/2024		06/22/2024		200.73
Total Pitney Bowes					200.73
Sandra Van Huystee					
Bill	06/12/2024		06/22/2024		862.87
Total Sandra Van Huystee					862.87
SOS Analytical					
Bill	06/12/2024		06/22/2024		50.00
Total SOS Analytical					50.00
Spectrum Business					
Bill	06/12/2024		06/22/2024		69.99
Total Spectrum Business					69.99
Steven Patmore					
Bill	06/12/2024		06/22/2024		3,537.78
Total Steven Patmore					3,537.78
U. S. Postal Service					
Bill	06/12/2024		06/22/2024		154.00
Total U. S. Postal Service					154.00
Village of Suttons Bay					
Bill	06/12/2024		06/22/2024		62.82
Total Village of Suttons Bay					62.82
Williams & Bay Pumping Service					
Bill	06/12/2024		06/22/2024		986.50
Total Williams & Bay Pumping Service					986.50
TOTAL					34,368.92

ORDINANCE NO. _____

An ordinance to provide for approval of an exemption from ad valorem property taxes for housing being developed or rehabilitated for workforce housing for persons and families whose household income is not greater than 120% of area median income, as authorized by provisions of the State Housing Development Authority Act of 1966, Public Act 346 of 1966, as amended, MCL 125.1401, et seq.

WORKFORCE HOUSING PILOT ORDINANCE

THE TOWNSHIP OF SUTTONS BAY, COUNTY OF LEELANAU, STATE OF MICHIGAN, ORDAINS:

SECTION 1. Title. This Ordinance shall be known and cited as the "Suttons Bay Township Workforce Housing PILOT Ordinance."

SECTION 2. Preamble.

It is a proper public purpose for the Township of Suttons Bay to encourage the development or rehabilitation of workforce housing for persons and families whose household income is not greater than 120% of area median income by exempting such housing from all ad valorem property taxes imposed by any taxing jurisdiction and providing for payment of an annual service charge for public services in lieu of all such taxes. A PILOT, or service charge payment in lieu of taxes, is an effective means of incentivizing the construction of workforce house. A stable and predictable service charge paid in lieu of all ad valorem property taxes for a fixed period is essential to the determination of the economic feasibility of workforce housing projects developed or rehabilitated in reliance on such tax exemption. The Township is authorized by section 15a of Public Act 346 of 1966, as amended, MCL 125.1415a, to establish, or change by any amount it chooses, the service charge to be paid in lieu of all ad valorem taxes in accordance with section 15a with respect to new or rehabilitated workforce housing, but not an amount that exceeds the taxes that would be paid but for this authorization or the other limitations imposed by that section. Because workforce housing for individuals and families whose household income is not greater than 120% of area median income is a public necessity, and because the Township will be benefited and improved by such housing, encouraging the same through an ad valorem property tax exemption is a valid public purpose.

SECTION 3. Definitions.

(A) "Additional Amount" means an amount equal to the difference between the following:

(1) the millage rate levied for operating purposes by the County multiplied by the current Taxable Value of a workforce housing project for which a PILOT Resolution has been adopted, and

(2) the amount of the annual service charge paid in lieu of ad valorem property taxes by the housing project under subsection (4)(C) that is distributed to the County pursuant to MCL 125.1415a(5).

(B) "Annual Shelter Rent" means the total collections during an agreed annual period from or paid on behalf of the occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants and paid for by the housing project.

(C) "Sponsor" means any person or entity applying for a workforce housing exemption under this Ordinance, and includes any person or entity who subsequently owns the housing project.

(D) "Authority" means the Michigan State Housing Development Authority.

(E) "Restrictive Covenant" means a recorded agreement between Sponsor and the Township running with the land that restricts the use of the housing project to workforce housing, as defined in this Ordinance, for a period not to exceed 15 years, or such greater or lesser period of time as may be authorized by state law and as may be required by the PILOT Resolution.

(F) "County" means the County of Leelanau.

(G) "PILOT Resolution" means a project-specific resolution adopted by the Township Board that approves a housing project for exemption under this Ordinance.

(H) "Taxable Value" means taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(I) "Workforce housing" means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income published by the United States Department of Housing and Urban Development.

SECTION 4. Authorization and Establishment of Workforce Housing Exemption.

(A) The class of housing projects to which the tax exemption shall apply and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing.

(B) Subject to the recording of a Restrictive Covenant, workforce housing and the property on which such housing is or will be located shall be exempt from all ad valorem property taxes as of December 31 of the year in which construction or rehabilitation commences. Construction must start within 18 months of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution.

(C) The Township will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project for which the Township has received a certified notification of exemption from the Authority in accordance with the following:

(1) Subject to subsections (D), (E) and (F), for a new construction project, an amount that is the greater of the tax on the property on which the project is located for the tax year proceeding the date on which the construction is commenced or 10% of the Annual Shelter Rent obtained from the project.

(2) Subject to subsections (D), (E) and (F), for a rehabilitation project, an amount that is the lesser of the tax on the property on which the project is located for the tax year proceeding the date on which rehabilitation is commenced or 10% of the Annual Shelter Rent obtained from the project.

(3) The service charge paid in lieu of taxes shall not exceed the amount in ad valorem taxes that the Sponsor would have otherwise paid if the workforce housing project were not tax exempt.

(D) Notwithstanding the provisions of MCL 125.1415a(3)(b) and 125.1415a(7) to the contrary, upon the adoption of a PILOT Resolution and receipt of a certified notification of exemption from the Authority, a contract shall be deemed effected between the Township and the Sponsor, to provide a tax exemption and accept service charge payments in lieu of taxes as previously described by this section.

(E) Notwithstanding subsection (C), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this Ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project shall allocate the benefits of any tax exemption granted pursuant to this Ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

(F) The annual service charge under subsection (C) for a workforce housing project for which a PILOT Resolution has been adopted must be increased by the Additional Amount if both of the following requirements are met:

(1) Not later than 45 days after the county treasurer's receipt of the certified notification of exemption, the County Board of Commissioners passes a resolution, by majority vote, that provides that the Additional Amount must be paid.

(2) The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the County Board of Commissioners establishing the factors to be considered when assessing whether the Additional Amount must be paid.

SECTION 5. Workforce Housing Exemption Application, Review and Approval Process.

(A) The Sponsor of a workforce housing project must own the property that is the subject of the application or must be the purchaser under a purchase or option agreement or otherwise demonstrate that it has control over the property. The property that is the subject of the application must be zoned for the intended use at the time of application.

(B) The application and selection process for a workforce housing exemption shall be governed by the Payment in Lieu of Taxes (PILOT) Policy adopted by the Township Board, as it may be amended from time to time.

(C) The Sponsor shall submit its application for a workforce housing exemption using the form provided by the Township.

(D) Approval of an exemption for a workforce housing project requires passage of a PILOT Resolution by three (3) members of the Township Board.

(E) If the workforce housing exemption application is approved, the Township Clerk will deliver to the Sponsor a certified copy of the resolution approving the application.

(F) To defray the administrative cost of processing an application for a workforce housing exemption, the Township Board shall include a workforce housing application fee in its annually adopted fee schedule.

SECTION 6. Authority Affidavit and Assessor Notification.

(A) Following adoption of the PILOT Resolution, the Sponsor must submit an affidavit to the Authority in the form required by the Authority for certification by the Authority that the project is eligible for the workforce housing exemption.

(B) Upon receipt of notification from the Authority that the project is eligible for a workforce housing exemption, the Sponsor or the Authority must file the certified notification of exemption with the Township Assessor before November 1 of the year preceding the tax year in which the exemption is to effective.

(C) Not later than 5 business days after receipt of the certified notification of exemption, the assessor shall provide a copy of the certified notification of exemption to the County treasurer.

SECTION 7. Payment of PILOT.

(A) No later than [insert date desired by municipality] [For example, June 1]. , or such other date provided for in the PILOT Resolution, Sponsor shall submit to the Township Treasurer, Sponsor's budget for Annual Shelter Rent for the current calendar year and a copy of Sponsor's audited financial statements for the preceding calendar year, prepared in accordance with generally accepted auditing standards or, if Sponsor is not subject to an audit requirement, Sponsor's compiled financial statements for the preceding calendar year prepared in accordance with generally accepted accounting principles and certified by Sponsor. Within 30 days of receipt of the foregoing documents, the treasurer shall issue an invoice showing the PILOT payment due for the current year, which payment shall be due no later than [insert date desired by municipality]. For example, July 30 or September 14

(B) Except as otherwise provided in this section and section 4, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for the purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(C) Any PILOT payment or portion of PILOT payment remaining unpaid as of the due date shall bear interest at 1% per month and require payment of a 3% penalty fee. The collection of past due PILOT payments shall otherwise be in accordance with the provisions of Chapter 211 of the General Property Tax Act, Act 206 of 1893, as amended; MCL 211.44 et seq.

SECTION 8. Duration and Recorded Restrictive Covenant.

(A) A workforce housing project approved for an exemption by a PILOT Resolution shall be encumbered by a Restrictive Covenant recorded in the office of the register of deeds for the County.

(B) The Restrictive Covenant shall acknowledge (i) that the economic feasibility of the workforce housing project depends on the approval and continuing effect of the payment in lieu of all ad valorem taxes as approved by the PILOT resolution; (ii) the Township's agreement to accept payment of an annual service charge in lieu of all ad valorem taxes in consideration of the Sponsor's offer to construct or rehabilitate workforce housing; and (iii) the amount of the annual service charge to be paid for each operating year.

(C) The Restrictive Covenant shall provide (a) for the reporting and monitoring of the Sponsor's compliance with the Restrictive Covenant, this Ordinance and the PILOT Resolution; (b) that the Restrictive Covenant is enforceable by the Township and any Tenants to be benefitted at law or in equity; (c) shall provide other remedies available to the Township for non-compliance, including termination of the exemption and repayment of all prior years' tax savings under the workforce housing exemption after notice and hearing;[NTD: The termination provision should provide a reasonable time period for repayment and may include an agreement to add the repayment amount to the next property tax bill if not timely paid.] and (d) that the Restrictive Covenant cannot be modified or terminated except in a written instrument executed by the Sponsor or then current owner and the Township.

SECTION 9. Severability.

The provisions of this Ordinance shall be deemed to be severable, and should any provision be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this Ordinance as a whole or provision of this Ordinance, other than the provision so declared to be unconstitutional or invalid.

SECTION 10. Inconsistent Ordinances.

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent necessary to give this ordinance full force and effect.

SECTION 11. Effective Date.

This Ordinance shall become effective on [insert effective date].

At a regular meeting held on _____, 20[___], on motion made by _____ and supported by _____, this Ordinance was adopted on by a ___ vote.

AYES:

NAYS:

ORDINANCE 2023-___ IS ENACTED.

TOWNSHIP CLERK



7/10/22

Proposal for Suttons Bay Township
From: Intex Painting

Re: Exterior cleaning and staining and painting of Gazebo and Pavilion buildings

Proposal as follows: (HERMAN PARK)

Gazebo

Exposed areas covered with plastic, paper, and drop cloths.
Fascia, ceiling, and support poles stained with PPG solid acrylic Flood stain. (1 color)

Pavilion

All old spikes removed prior to painting and replaced afterwards.
Support poles, tension rods, cross beams, and 3 light poles and masses cleaned to remove dirt and debris.
Exposed areas covered with drop cloths, plastic, and paper.
Rusted area sanded and primed with oil primer.
Support poles, tension rods, cross beams, support poles, and 3 light poles painted with one coat of PPG
soak Break Through industrial paint.
Rafuse removed, and leftover paint and stain labeled and taken off site.

Work completed in a timely and professional manner.
Daily clean-up
Intex Painting is licensed and fully insured.

Price includes materials, labor, and lift equipment.

Gazebo	\$2,287.00	YES
Pavilion	\$17,683.00	YES
	\$19,970.00	TOTAL

Contractor hereby authorizes to complete the work as outlined in above proposal.
Terms: Payment upon completion and inspection.
Signature validates this contract.

[Signature] 3-27-23

Township of Suttons Bay
TOWN CLERK



County of Leelanau

MICHELLE L. CROCKER
Leelanau County Clerk
Clerk of the Circuit Court

May 6, 2024

To Whom It May Concern:

Enclosed please find Leelanau County Resolution No. 2024-008, E911 Service Plan Adoption Resolution which was approved at the March 19, 2024, Leelanau County Board of Commissioners Regular Session meeting.

An electronic or paper copy of the tentative E911 Service Plan can be obtained by contacting Leelanau County Emergency Management Director Matt Ansorge at (231) 256-8800, or by email at mansorge@leelanau.gov.

Please do not hesitate in contacting me with any questions in regards to this matter.

Sincerely,

Michelle L. Crocker
Leelanau County Clerk

MLC/am

Enclosure



County of Leelanau

Leelanau County Resolution No. 2024-008 E911 Service Plan Adoption Resolution

MICHELLE L. CROCKER
Leelanau County Clerk
Clerk of the Circuit Court

WHEREAS, Leelanau County had established an Emergency 911 (E911) Service District pursuant to the Emergency Telephone Service Enabling Act, PA 32 of 1986, as amended; and

WHEREAS, as 911 system requirements increase and technology evolves, the Leelanau County Board of Commissioners still maintain the importance and benefit of providing access to an Emergency 911 System in this community; and

WHEREAS, Leelanau County wishes to open, update and amend the Leelanau County E911 Service Plan to appropriately and accurately reflect the existing and future technical, operational, managerial, and fiscal considerations of Leelanau County's E911 Service District, within the confines of, and in compliance with the processes and requirements established in PA 32 of 1986 as amended; and

WHEREAS, the Public Hearing for the E911 Service Plan will be held at the Emergency Operations Center of the Leelanau County Law Enforcement Center on Thursday, June 27th, 2024 at 8:30 am.

NOW, THEREFORE, BE IT RESOLVED, that the Leelanau County Clerk will, within five (5) days of the adoption of this resolution, forward a copy of this resolution, together with a copy of the tentative E911 Service Plan, by certified mail, return receipt requested, to the Clerk or appropriate official of each public agency located within the E911 Service District; and

BE IT FURTHER RESOLVED, that the Leelanau County Clerk will give two (2) separate notices of the Public Hearing to the public and residents of Leelanau County by publication through some form of media outlet of general circulation within the County, with the first publication notice occurring no later than May 27th, 2024 which will include the date, time, and place of the Public Hearing, a description of the boundaries of the E911 Service District, and the location where an electronic or paper copy of the tentative E911 Service Plan can be obtained; and

BE IT FURTHER RESOLVED, it is anticipated that the tentative E911 Service Plan will be adopted as the final 911 Service Plan via board resolution by the Leelanau County Board of Commissioners, superseding all previous Leelanau County 911 Service Plans, after the Public Hearing has concluded on June 27th, 2024.

#086-03192024 Regular Session

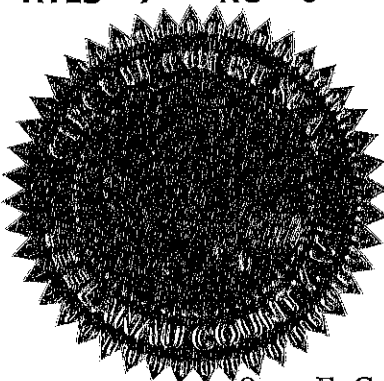
MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE LEELANAU COUNTY E-911 SERVICE PLAN, AND APPROVE THE LEELANAU COUNTY RESOLUTION #2024-008 E-911 SERVICE PLAN ADOPTION RESOLUTION, AS PRESENTED. SECONDED BY KRAMER.

Discussion – none.

ROLL CALL: Rexroat – YES; Ross – YES; Wessell – YES; Allgaier – YES; Kramer – YES; Lautner – YES; O'Rourke – YES.

AYES – 7 NO – 0

MOTION CARRIED.



State of Michigan
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 6th day of May 2024.


Michelle L. Crocker, Leelanau County Clerk

8527 E. Government Center Dr., Suite 103 • Suttons Bay, MI 49682
Phone: 231/256-9824 • Fax: 231/256-8295 • Email: mcrocker@leelanau.gov

Jean Moe

From: Matt Ansorge <mansorge@leelanau.gov>
Sent: Tuesday, May 14, 2024 11:03 AM
To: clerk@suttonsbaytwp.com
Subject: RE: Leelanau County Resolution No 2024-008
Attachments: 2024 Leelanau County E911 Service Plan.docx

Jean,
Attached is the E911 Service Plan that will be adopted after the public hearing on June 27th. Please let me know if you need anything further.
Thank you!
-Matt

From: Jean Moe <clerk@suttonsbaytwp.com>
Sent: Tuesday, May 14, 2024 11:03 AM
To: Matt Ansorge <mansorge@leelanau.gov>
Cc: sandy <clerk@suttonsbaytwp.com>
Subject: Leelanau County Resolution No 2024-008

Good Morning,

I received the resolution for E911 Service Plan Adoption Resolution from Michelle Crocker.

Could I please get a copy of the E911 Service Plan? My email is clerk@suttonsbaytwp.com.

Thank You for your help.

Jean Moe
Suttons Bay Township Clerk
231-271-2722 x 2
clerk@suttonsbaytwp.com

LEELANAU COUNTY
EMERGENCY 911 SERVICE DISTRICT
TENTATIVE 911 PLAN
Adopted on XXXX

LEELANAU COUNTY E-911 SERVICE PLAN

I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, ("Act") authorizes Leelanau County ("County") to enact an E-911 Service Plan ("Plan") that establishes a Service District ("Service District") in which enhanced 911 ("E 911") services are provided to callers requesting emergency medical, police, and fire services. The County has adopted a Plan and various amendments to that Plan under the Act. The present Plan is designed to replace, supersede and update the County's existing Plan and all amendments in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E 911 system with the County.

This Service Plan implements a Service District covering Leelanau County by addressing the following:

- Technical considerations of the service supplier including system equipment for facilities that would be used in providing emergency services originating from telephones or other devices connected to a communications service.
- Operational considerations including the designation of a primary public safety answering point ("PSAP") and secondary PSAP(s), and the manner in which 911 calls would be processed, dispatch functions performed, and informational systems utilized.
- Managerial considerations including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency services originating from telephones or other devices connected to a communications service.
- Fiscal considerations including projected recurring and nonrecurring costs with a financial plan for implementing and operating the system.

By maintaining and evolving enhanced 911 services in Leelanau County, this Service Plan provides multiple benefits, including but not limited to:

- 1) A simple, easy-to-remember, number for all emergencies in any location within the County; and
- 2) Automatic location identification (ALI) for wire-based calls, Automatic number identification (ANI) for wire-based and wireless technologies, geographic positioning identification for mobile or wireless technologies, and selective routing (SR) to increase the effectiveness of emergency services; and

- 3) Reduced risks faced by emergency response personnel through increased means of communication and information sharing as Next Generation 911 evolves.

This Service Plan was prepared in accordance with the Emergency 911 Service Enabling Act (PA 32 of 1986, as amended). All stipulations and requirements of the Act are included in this plan whether or not specifically mentioned therein.

II. PLAN ADOPTION

- 1) The Act requires the County Board to adopt, by resolution, a Tentative Plan creating a Service District.
- 2) The Act requires the resolution to include a date, time, and place for a public hearing to be held on a final Service Plan not less than 90 days after the date of adoption of the resolution.
- 3) The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing.
- 4) The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the district.
- 5) "Leelanau County 9-1-1" 8525 E. Government Center Dr., Suttons Bay, MI 49682 will be the primary PSAP for Leelanau County. Any other agency within Leelanau County that wishes to be a PSAP agency has 45 days after receipt of the resolution to file a notice of intent to function as a PSAP. (see Appendix #1).
- 6) The Act requires the Board to adopt the Tentative Plan as the Final Plan, except as modified by Plan Exclusions and PSAP Notices, as identified above.
- 7) Any public agency that wishes to withdraw from the Service District may do so only after strict compliance with Section 505 of the Act, including but not limited to payment of any outstanding qualified obligations secured by any operational surcharge.

III. TECHNICAL CONSIDERATIONS

- 1) **Service District**

The Service District created by this Service Plan shall be uniform with the boundaries of Leelanau County.

The Commissioners and/or the Leelanau County 911 Advisory Board ("Board") are authorized and directed to cooperate with the Telephone, Telegraph, and Radio Emergency Telephone Service Committee, along with any other state, federal or local body that is authorized to install, operate, modify, and maintain universal emergency number service systems. This would include all systems whether they be landline, cellular, wireless, digital, or radio-based, within the Service District.

2) Enhanced wire-based 911

This Plan requires an Automatic Number Identification ("ANI"), Automatic Location Identification ("ALI"), and Selective Routing Network System ("SR"). Such a System provides for "on screen" information to the dispatcher of the caller's name, address (for landlines), and telephone number. In addition, space is provided for jurisdiction information in the areas of police, fire, and ambulance ("EMS").

The ALI database will be maintained by the wire-based service providers. These providers are identified in Appendix #3.

All telephone companies interested in providing enhanced 911 service will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service. This includes modifications to all pay telephones to provide free 911 service.

The townships, cities, villages, and tribal areas that are wholly or partially included in the Service District include those identified in Appendix #2.

All 911 calls within these exchanges originating from Leelanau County locations must be automatically routed to the primary PSAP. All calls within these exchanges originating from other counties shall be automatically routed as directed by the Emergency 911 service plans adopted by the Board of Commissioners from those counties, or, if no such provisions exist, to the appropriate secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties.

3) Wireless Implementation

All Commercial Mobile Radio Service ("CMRS") or other wireless providers (collective "Wireless") providing service within the Service District are requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order ("Order"), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of

October 1, 1996, and as updated by FCC Docket No. 05-116 and any other updates, including but not limited to provision of number, location and name. The County is Phase II compliant.

4) VOIP Implementation

All voice over internet providers and other providers of digital communication technologies (collectively described as "VOIP") are required to provide 911 services that are equivalent or exceed Enhanced 911 service or in the case of mobile or nomadic VOIP, the equivalent of Phase II service.

5) Implementation – General

Commercial wire-based, wireless or VOIP providers are "Service Suppliers" as that term is used herein. Service Suppliers shall automatically route all 911 calls and texts originating from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and under the Act. All calls within the wire exchanges identified in this Plan but originating from other counties shall be automatically routed as directed by the 911 service plans adopted by the county board of commissioners from those counties, or, if no such provisions exist, to the appropriate secondary PSAP for routing to the appropriate public agencies and EMS providers within those counties. Any calls and texts which cannot be automatically routed shall be routed to the appropriate primary PSAP.

The Board of Commissioners may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a "service provider" under the Act, including a contact person, telephone number and the type of service supplied, number of customers within the Service District as well as other information that the Board of Commissioners periodically deems relevant. The Board of Commissioners may, by resolution, impose reasonable time limits on the registration and require periodic updates. The current service suppliers known to operate within the District are listed in Appendix #3.

Nothing in this Plan is intended to limit the Board of Commissioners or Leelanau County's 9-1-1 Center authority under the Act, and it is the intention of this Plan that the Board of Commissioners be fully empowered and authorized to exercise any right, power or discretion that is authorized in the Act, including but not limited to the financial authority to impose or set operational surcharges, millages or fees.

6) New and Emerging 911 Technologies - Considerations and Implementation

Consideration will be given to new and emerging 911 technologies, as defined under United States Public Law 110-283 (2008), otherwise known as the "New and Emergency

Technologies 911 Implementation Act of 2008," being 47 U.S.C. 609 et seq. Leelanau County's 9-1-1 Center will maintain awareness of industry capabilities and work to incorporate them once proven reliable. Additionally, Leelanau County's 9-1-1 Center will research other potentially beneficial technologies for possible implementation. These include but are not limited to: mass public notification systems, social media sites or platforms and applications, data archival, radio transmission technology, and responder safety and informational products.

7) Service Supplier and Public Entity Updates.

In an Administrative Findings Resolution, the Board of Commissioners may periodically update the public entity, wire, wireless and digital service supplier or provider information described or required as provided in this Section of the Plan and Appendix #3. It may also direct routing and other instructions to such service suppliers and public entities for purposes of Primary and Secondary PSAP improvements, including but not limited to NG911 implementation.

IV. OPERATIONAL CONSIDERATIONS

1) Consolidated Dispatch/County Dispatch/County Coordination.

This Plan and the Act recognize a variety of options for the organization of 911 services at the County level. The following terms describe the following types of 911 services:

- A.) "Consolidated Dispatch" or "Central Dispatch" refers to a county-wide dispatch operation that is organized by the County through the organizational auspices of this Plan. A Consolidated Dispatch provides 911 call answering and emergency service dispatching ("PSAP Services") to all portions of the Service District, and may also serve an area that is greater than the entire District. This Plan uses "Consolidated Dispatch" and "Central Dispatch" synonymously.
- B.) "County Dispatch" refers to a dispatch operation that is organized by the County either through an Urban Cooperation Act Agreement with another public agency or agencies or through the organizational auspices of this Plan. The County Dispatch may provide PSAP Services to an area that is less than the entire District, the entire District or through contract, greater than the District.

This Plan authorizes and enables the County to operate a Consolidated or Central Dispatch as the primary PSAP for the entire County. Consolidated Dispatch shall be governed by the Board of Commissioners and assisted by the 911 Advisory Board and shall be called "Leelanau County 9-1-1."

2) PSAP Operations

The primary PSAP will be located at the Leelanau County Law Enforcement Center – 8525 E. Government Center Dr., Suttons Bay, MI 49682. It will be staffed 24 hours per day, every day of the year.

The primary PSAP will have at least one device for receiving calls for service from hearing or speech-impaired persons.

A secondary PSAP for medical emergency calls will be located at the Suttons Bay – Bingham Fire & Rescue located at 201 S. St. Mary's St., Suttons Bay, MI 49682.

3) Dispatch Methods

Calls and texts to 911 will be processed by the Direct Dispatch method. EMS calls and texts may be directly dispatched or manually transferred to an EMS provider as a secondary PSAP to dispatch directly.

Calls and texts for service from jurisdictions outside the geographical boundaries of the County but which are included in this Service Plan or otherwise will be handled by the Manual Transfer method. If, at any time, Selective Routing Transfer or the Manual Transfer method becomes unusable, the calls and texts for service will be routed by the Relay Method.

Each public safety agency, designated above to serve as a PSAP or secondary, or back-up PSAP, shall file a notice of their intent, whether to serve or not to serve as a PSAP, not later than 45 days after the city or township which the agency serves, receive a copy of this Service Plan. Failure to file a notice of intent will result in the safety agency not being designated as a PSAP in the final 911 plan.

While the Plan is designed solely for the benefit of the residents and service users of the County, portions of other counties may be affected by the implementation of this Plan. Agreements shall be reached with these communities as to the proper forwarding of those 911 calls and texts that originate beyond the boundaries of this Emergency Telephone Service District.

4) Training

The 911 Director will ensure all ECTs who are required to meet State mandated designation are so designated and that all ECTs receive appropriate training for their function.

5) Implementation—General

The Board of Commissioners may require that all public and private safety agencies providing emergency response services within the District register with the County Clerk and execute service agreements with the Central Dispatch, County Dispatch or County Consolidation Board. The Board of Commissioners may, by resolution, impose reasonable time limits on the registration and require periodic updates. The current PSAP operations and public and private safety agencies known to operate within the District are listed in Appendix #4. Consistent with the Act, the 911 Director shall establish dispatch protocols with recommendations from the 9-1-1 Advisory Board. The Board of Commissioners will consider local governmental agreements with public and private safety agencies but is not obligated to restrict its dispatching based on those agreements. Furthermore, any agreement that the Board of Commissioners may make for the County with public and/or private safety agencies will take precedence over any inconsistent local governmental agreement.

6) PSAP/Public Safety Agencies Updates

The public and/or private agencies to be dispatched within the County and the dispatch methods are identified in Appendix #4. In an Administrative Findings Resolution, the 911 Advisory Board is authorized from time to time to update the list of public and private safety agencies providing emergency response services within the District and the corresponding dispatch methods.

V.

MANAGERIAL CONSIDERATIONS

Each public or private safety agency which files a notice of intent to function as a PSAP (either primary or secondary) accepts the responsibility for the management of the on-line public safety dispatch center including the operational configuration, level of service and equipment needs.

Management of each PSAP will be in accordance with the policies and procedures of the public safety agency that operates the PSAP.

The Leelanau County Board of Commissioners will establish a Leelanau County 911 Advisory Board. This Board shall establish bylaws approved by the Leelanau County Board of Commissioners. The bylaws will establish the makeup of the 911 Advisory Board, the 911 Advisory Board's purpose and authority, and meeting requirements. Any changes or amendments to the bylaws of the 911 Advisory Board will require the approval of the Leelanau County Board of Commissioners. A majority of the members of the Board shall constitute a quorum for the transaction of business and questions arising at meetings will be determined by a majority of the members present.

At a minimum, the Leelanau County 911 Advisory Board shall be composed of one (1) representative from each of the following agencies in accordance with the Act:

- County sheriff or his or her designated representative,
- The Michigan State Police designated by the director of the Michigan State Police,
- Leelanau County Fire & Rescue Chief's Association President or firefighter designee.

Additional members include one (1) representative from each of the following agencies:

- Leelanau County Board of Commissioners/Chair or designee
- Leelanau County Administrator
- Leelanau County 9-1-1 Director
- Leelanau County Road Commission
- Grand Traverse Band Public Safety Director
- Citizen At Large
- National Park Service

The 911 Advisory Board shall be responsible for annually electing a Chairperson, Vice-Chairperson and Secretary.

Leelanau County shall indemnify members of the 911 Advisory Board, subject specifically and only to the terms of the Leelanau County coverage with Michigan Municipal Risk Management Authority, against expense actually and necessarily incurred by them in connection with the defense of any action, suit claiming money damages in which they or any of them are made parties by reason of any matter relating to the affairs of the Leelanau County 911 Advisory Board; provided, however, Leelanau County shall not confess or be adjudged or found guilty by any court of competent jurisdiction of fraud, misconduct, in the performance by such member(s) of his/her duties to the Board. Leelanau County shall not be required to pay per diem or mileage to the members of the Board.

The Leelanau County 9-1-1 Director or his/her designee shall be responsible for establishing services required, administrative operations, and working with the Leelanau County Board of Commissioners in preparing budgets and developing rules and procedures.

FISCAL CONSIDERATIONS

1) PSAP Equipment Costs

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. Equipment required for Leelanau County 911 under this plan, at a minimum, is as follows:

- a. Additional 911 trunks
- b. Call handling/premise equipment
- c. Computer Equipment and monitors
- d. Other related dispatch equipment required for operations

Leelanau County 911 services will utilize existing equipment located at The Leelanau County Law Enforcement Center, 8525 E. Government Center Dr., Suttons Bay, MI 49682. Leelanau County will set aside monies to be used for the upgrade or replacement of equipment as needed. The Leelanau County Board of Commissioners will be responsible for allocating available monies as requested from the primary PSAP.

2) 911 Surcharges

A. Technical (State) Surcharge

The Nonrecurring Charges (“NRC”) and Monthly Recurring Charges (“MRC”) below are authorized to the extent permissible under the Act:

Public Act 32, 1986, requires the collection of a technical charge for recurring and nonrecurring costs within a service district; recurring charges must not exceed 4% of the lesser of \$20.00 or the highest monthly rate charged by the local exchange provider for primary basic local exchange service within the 911 service district, and nonrecurring charges must not exceed 5% of the lesser of \$20.00 or the highest monthly rate charged by the provider within the 911 service district.

These charges will be billed and collected by each local exchange provider from all subscribers in the 911 service district with the exception of users of prepaid wireless communications services.

B. County (Local) Surcharge or Funding

The Act authorizes a County Board of Commissioners to assess a county (local) 911 surcharge to service users, except for users of a prepaid wireless telecommunications service, located within that county by 1 of the following methods:

- Up to \$0.42 per month by resolution.
- Up to \$3.00 per month with the approval of the voters in the county.
- Any combination of the above cannot exceed a maximum county 911 charge of \$3.00 per month.

C. Operational (State) Surcharge or Funding

All service suppliers must collect any State 911 surcharge or any other charge under the Act set by the Commissioners through Resolution or implementing ordinance from services suppliers located within the Service District and remit such funds as provided under the Act.

In addition, the Commissioners are authorized to accept and to expend Leelanau County's share of the State's wireless surcharge revenue as provided under the Act and to expend such funds on equipment and services benefiting the wireless devices operating within Leelanau County.

3) Updates

The Board of Commissioners shall periodically review the assessed county charge to ensure appropriate funding is collected for the functional needs of Leelanau County 911 in accordance with the Act. This Plan also recognizes the Commissioners right to seek voter approval for a millage to fund dispatch equipment and operations.

VII. DEFINITIONS

911 Call: Any connection made to a 911 emergency system using the digits 9-1-1.

Automatic Location Identification (ALI): An enhanced 911 feature that identifies and forwards the location (street address/global positioning coordinates) of the calling party's telephone number to the PSAP's CHE/CPE.

Automatic Number Identification (ANI): An enhanced 911 feature that identifies and forwards the calling party's telephone number to the PSAP's CHE/CPE.

Call handling/customer premise equipment (CHE/CPE): Communications or terminal equipment used by call takers to receive 911 emergency calls; displays ANI and ALI for wire-based calls, and geographic positioning identification for mobile or wireless technologies where available.

Direct Dispatch Method: Means that the agency receiving the 911 call at the public safety answering point decides on the proper action to be taken and dispatches the appropriate available public safety service unit located closest to the request for public safety service.

E911: An enhanced service that provides selective routing (SR) and ANI or ANL features.

Exchange Access Facility: A telephone and line that is connected to a central office and has a unique telephone number.

Final 911 Service Plan: A 911 service plan that has been modified to reflect necessary amendments resulting from any exclusions in public agencies from the 911 service district or the 911 service plan; failure of public safety agencies to be designated as primary PSAP or Secondary PSAP; or any change in service provided within the 911 service district.

Geographic positioning identification: A location provided by a communications device which provides coordinates; x-latitude, y-longitude, and z-vertical or the physical elevation above Mean Sea Level (MSL).

Network: An electronic system to provide routing of 911 emergency calls, ANI and ALI information to an appropriate PSAP.

Non-recurring costs: Installation charges as determined by tariff rates.

Person: Any individual, firm, partnership, joint venture, association, cooperative, corporation, whether or not organized for profit, municipal corporation, state or commission, board, bureau, fraternal organization, nonprofit organization, estate, trust, business or common law trust, receiver, assignee for the benefit of creditors, trustee, or trustee in bankruptcy.

Public Agency: Any village, township, charter township, city or county within the state, and any special purpose district located whole or in part within the state, which provides or has the authority to provide firefighting, law enforcement, ambulance, medical or other emergency services.

Public Safety Answering Point (PSAP): A communication facility operated or answered on a twenty-four (24) hour basis, assigned responsibility by a public agency or county to receive 911 calls and, as appropriate, to directly dispatch emergency response services, or to transfer or relay emergency 911 calls to other public safety agencies. It is the first point

of reception by a public safety agency of a 911 call, and services the jurisdiction in which it is located and other participating jurisdictions, if any.

Primary PSAP: The initial answering location for 911 calls in a selectively routed 911 system.

Private Safety Entity: A private entity which provides emergency fire, ambulance, or medical services.

Public Safety Agency: A functional division of public agency, county or the State of Michigan which provides firefighting, law enforcement, ambulance, medical or other emergency services.

Recurring Costs: Monthly rate charges as determined by tariff.

Referral Method: The 911 call answerer at the PSAP provides the calling party with the telephone number of the appropriate agency or organization which is responsible for providing the required service.

Relay Method: The method of responding to a request for emergency service whereby a PSAP noted pertinent information and relays it by telephone, radio or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service for dispatch of an emergency service unit.

Secondary PSAP: A communication facility, a public safety agency, or private safety entity, which receives 911 calls by the transfer method if the Primary PSAP is offline and/or to handle overflow 911 phone calls.

Selective Routing (SR): An enhanced 911 feature that meshes telephone wire districts with political jurisdiction.

Service User: any exchange access facility customer of a service supplier within a 911 system.

Tariff Rate: The rate approved by the Michigan Public Service Commission for 911 service provided by a particular service supplier.

Tentative 911 Service Plan: A plan for implementing a 911 system in a specified 911 service district which addresses the following system considerations: (1) technical, (2) operational, (3) managerial, and (4) fiscal.

Transfer Method: The method of responding to a request for emergency service, whereby, a PSAP transfers the call directly to the appropriate public safety agency or other provider

of emergency service that has an available emergency service unit located closest to the request for emergency service for dispatch of an emergency unit.

EXECUTION AND ACKNOWLEDGEMENT

Date: _____

Ty Wessell, Chairperson
Leelanau County Board of Commissioners

I, Michelle Crocker, the Leelanau County Clerk, hereby attest that the Leelanau County Board of Commissioners approved this 911 Service Plan on _____, 2024, and authorized the Chairperson to execute it on its behalf, which occurred in my presence.

Date: _____

Michelle Crocker, Leelanau County Clerk

APPENDICES

- Appendix #1 Notice of intent to function as a PSAP
- Appendix #2 Jurisdictions of Leelanau County affected by the Final Service Plan
- Appendix #3 Service Providers of Leelanau County affected by the Final Service Plan
- Appendix #4 List of public agencies serviced by Leelanau County 911 and dispatch method

APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, Leelanau County 9-1-1 shall function as a PSAP within the 911 Service Plan to be adopted by resolution of the Leelanau County Board of Commissioners on _____.

Ty Wessell, Chairperson
Leelanau County Board of Commissioners

Michelle Crocker, Leelanau County Clerk

APPENDIX #2

JURISDICTIONS OF LEELANAU COUNTY AFFECTED BY THE EMERGENCY 911 SERVICE DISTRICT FINAL PLAN

JURISDICTIONAL/GEOGRAPHICAL AREAS:

TOWNSHIPS:

- 1) Bingham Township
- 2) Centerville Township
- 3) Cleveland Township
- 4) Elmwood Township
- 5) Empire Township
- 6) Glen Arbor Township
- 7) Kasson Township
- 8) Leelanau Township
- 9) Leland Township
- 10) Solon Township
- 11) Suttons Bay Township

VILLAGES:

- 1) Empire Village
- 2) Northport Village
- 3) Suttons Bay Village

COMMUNITIES:

- 1) Cedar
- 2) Glen Arbor
- 3) Glen Haven
- 4) Lake Leelanau
- 5) Leland
- 6) Maple City
- 7) Omena
- 8) Peshawbestown

APPENDIX #3

SERVICE PROVIDERS OF LEELANAU COUNTY AFFECTED BY THE EMERGENCY 911 SERVICE DISTRICT FINAL PLAN

Service Provider	Geographic Area
8 X 8 INC	Leelanau County
ALLTEL CORP	Leelanau County
AT&T CORP	Leelanau County
AVALARA CLIENT TRUST	Leelanau County
BAMDWIDTH INC	Leelanau County
BLOCK LINE SYSTEMS	Leelanau County
CELLCO PARTNERSHIP	Leelanau County
CENTURYLINK COMMUNICATIONS	Leelanau County
CENTURYTEL INC	Leelanau County
CENTURYTEL OF MICHIGAN	Leelanau County
CENTURYTEL OF NORTHERN MICHIG	Leelanau County
CONSUMER CELLULAR	Leelanau County
DIAL PAD INC	Leelanau County
DISH WIRELESS	Leelanau County
GAB WIRELESS INC	Leelanau County
GLOBALSTAR	Leelanau County
GRANITE TELECOMMUNICATIONS	Leelanau County
HUGES NET	Leelanau County
LEVEL 3	Leelanau County
LEVEL 4 COMMUNICATIONS	Leelanau County
MARCONI WIRELESS	Leelanau County
MCI COMMUNICATIONS	Leelanau County
MCIMETRO	Leelanau County
MICHIGAN BELL	Leelanau County
MITEL CLOUD	Leelanau County
MUSKEGON CELLUAR	Leelanau County
NEW CINGULAR	Leelanau County
OOMA INC	Leelanau County
RBL LLP	Leelanau County
SANGOMA	Leelanau County
SPECTROTEL	Leelanau County
SPECTRUM	Leelanau County
SPRINT	Leelanau County
SPRINT SPECTRUM	Leelanau County
SPRINTCOM	Leelanau County
TAXCONNEX	Leelanau County
TELECOM EVOLUTIONS	Leelanau County
THUMB CELLULAR	Leelanau County
WINDSTREAM COM	Leelanau County
WYANT INC	Leelanau County
YMAX COMMUNICATIONS CORP	Leelanau County

APPENDIX #4

**LIST OF PUBLIC AGENCIES SERVICED BY LEELANAU COUNTY 911 AND
DISPATCH METHODS**

	Direct Dispatch	Transfer	Relay
POLICE	X		
Leelanau County Sheriff's Office	X		
Michigan State Police Post 75	X		
Department of Natural Resources	X		
GTB Tribal Police	X		
National Park Service	X		
FIRE/MEDICAL			
Cedar Area Fire & Rescue	Pager/Radio		
Elmwood Twp. Fire & Rescue	Pager/Radio		
Glen Lake Fire Department	Pager/Radio		
Grand Traverse Band Fire & Rescue	Pager/Radio		
Leland Twp. Fire & Rescue	Pager/Radio		
Leelanau Twp. Emergency Services	Pager/Radio		
Suttons Bay – Bingham Fire & Rescue	Pager/Radio		
Mobile Medical Response	Pager/Radio	X	
MISCELLANEOUS			
Leelanau County Road Commission	X	X	X
Cherryland Electric	X	X	X
GTB Benodjenh Center	X		
Glen Lake Schools	X		
Leelanau Schools	X		
Leelanau Montessori	X		
Leland Public School	X		
Northport Public School	X		
Pathfinder School	X		
St. Mary's School	X		
Suttons Bay Schools	X		
Benzie County Emergency Alert Monitoring	X	X	X