

**Douglass Township
3521 W. McBrides Rd
Stanton, MI 48888
989-762-8014**

Minutes Regular Board Meeting

**1-21-26
7:30 pm**

Call to Order 7:30 pm

Pledge of Allegiance recited

Roll Call

Present: Kathy Rasmussen, Holly Huff, Ken Bunting, Eric Tester, Kristi Cordray

Approval Agenda Items

Motion made by Eric Tester to approve agenda, seconded by Ken Bunting. Ayes: 5 Nays: 0

Approval Minutes from Dec. 17, 2025 Regular meeting

Motion made by Eric Tester to approve minutes, seconded by Holly Huff. Ayes: 5 Nays: 0

Public Comment on Agenda Items

Indianhead Lake resident	There is a back lot garage issue at Indianhead Lake. A neighbor is trying to turn a garage into a home. Does not have permits for this. Questioning sewer and septic and well, setback issues. A stop work order has been issued, resident wanted to voice concern.
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Appointment of PC, Fire board, and ZBA liaisons:

- Motion made by Kathy Rasmussen to appoint Eric Tester as Planning Commission liaison, seconded by Holly Huff. Ayes: 5 Nays: 0
- Motion made by Kathy Rasmussen to appoint Ken Bunting as Fire Board liaison, seconded by Eric Tester. Ayes: 5 Nays: 0
- Motion made by Eric Tester to appoint Ken Bunting as Zoning Board of Appeals liaison, seconded by Holly Huff. Ayes: 5 Nays: 0

Reports

Treasurer Cordray report: Shared bank account reports, general fund and property tax accounts. School and county checks go out this week.

- Motion made by Eric Tester to accept treasurer report, seconded by Holly Huff. Ayes: 5 Nays: 0 Report accepted.

Clerk Huff report: Reported on expenses for general business and checks.

- Motion made by Eric Tester to accept clerk report, seconded by Kristi Cordray . Ayes: 5 Nays: 0 Report accepted.

Supervisor Rasmussen report: Met with Holly about Clerk office budget needs, will be meeting with Kristi this week on treasurer budget needs. Asked trustees to send any budget information to her in preparation for the budget workshop Feb. 18. Requested approval to seek quotes for cameras at the cemetery. Granted. Groundskeeper application is on website. Shared info from attorney regarding STR questions that resulted from the PC's public hearing in

December: Township can require in person applications, can have a window to accept applications and hold lottery draw for permits, can have the Clerk's office handle applications.

Trustee Ken Bunting report, Fire board report: Brian Brasington has stepped down as chief of Stanton, will remain a firefighter. Dwayne Peterman offered interim position. He did not accept, then also resigned. There will be a job posting for chief in the Daily News, and a committee will be formed for interviews. A tentative fire board meeting is scheduled for Feb. 17. Merger discussion with Sheridan Fire Authority continues.

Trustee Eric Tester report, PC report: PC had public hearing on STR draft ordinance. Will elect officers at next meeting, will review Master Plan in 2026.

Zoning Administrator Kelsey report: Shared reports on 2025 permits. Eric asked about the Indian head lake issue and Dave reported that a stop work order had been issued. Will stay informed on the situation.

Old Business

Job description Treasurer/Deputy Treasurer: These positions are now updated and ready to be added to website/policy manual.

- Motion made by Holly Huff to accept the job descriptions, seconded by Kathy Rasmussen. Ayes: 5 Nays: 0 Adopted.

New Business

Short term rental ordinance: Discussion on application and permit process, lottery/waiting list to be kept in clerks office, in person applications, quiet hours, inspections, violations, quota, complaints, neighbors having phone numbers, and parking spaces. Question arose on where the numbers came from to be used for the 2%. (The numbers came from the assessor's office). Consensus reached on the following items:

- change quiet hours from 10pm-7am to 11pm-6am to match the rest of our ordinance.
- keep the cap at 2% per Lake Residential, as this resulted from lake resident input.
- change application process to read that if more applications are received than permitted, a lottery draw will occur.
- require in person applications
- Clerk's office will handle the applications and permits
- permits will be granted April 1st of each year to match our fiscal year, and renewals will need to be received at least 45 days prior.

A point of order was called by a resident in attendance that he would like to make a comment on these changes before the board voted. Another member of the audience also asked to make a comment, as he had missed the public comment section at the start of the meeting. The board discussed the Point of Order, agreed that because the board had discussed changes, it was a valid point and well taken. Rasmussen informed the body that comments would be heard. A question was then raised about applicability of platted access versus deeded access. Another comment was raised about a section of the ordinance requiring the lesser of 12 or 2 occupants per bedroom, as well as the lottery draw. The board determined that the "lesser of 12 occupants" language should be removed, as the number of bedrooms addresses occupancy. No action was taken on platted access.

- Motion made by Kathy Rasmussen to adopt Short Term Rental Ordinance 2026-01 as recommended by the Planning Commission, with the following changes: quiet hours to 11pm-6 am, lottery draw when more applications are received than the allotted amount

available per LR area, removal of "lesser than 12" occupant language, requirement of in person applications, April 1st date for permit granting, and the Clerk's office to handle applications and permits, seconded by Holly Huff. Ayes: 5 Nays: 0 Roll call Vote: Rasmussen yes, Huff yes, Bunting yes, Cordray yes, Tester yes. Ordinance adopted.

STR permit application discussion: Sample application was reviewed. Discussion regarding the process, fees, items required, and timelines for applications occurred. Board determined that the application will be available on the website mid February, along with the 2% chart per lake. Fire extinguishers were added to the list of items. Applications will be accepted March 1-15, in person to the clerk at the Township Hall, with permits granted April 1. If there is a permit available in a specific LR zone, and an application is presented at a time later than the March 1-15 window, a permit may be granted for the remainder of that fiscal year, with the understanding that renewal needs to occur by the deadline for the next fiscal year. Explanation of lottery system should be added.

- Holly Huff made a motion to set the application fee at \$500. Upon further discussion, an origination fee was suggested, with renewal fees being less. Huff amended the motion to read the origination fee be \$500.00 for initial applications, with renewal fee of \$250 per year, seconded by Eric Tester. Roll call: Huff yes, Cordray yes, Tester yes, Bunting yes, Rasmussen yes. Application fees are set.
- Kathy Rasmussen made a motion to adopt the permit application presented, with the following changes: application timeline March 1-15, permits granted April 1, fire extinguishers added, explanation of lottery process added, applications received by Clerk at Township Hall added, seconded by Holly Huff. Ayes: 5 Nays: 0 Short-Term Rental permit application approved.

Data Center ordinance: Our lawyer has recommended and sent a sample ordinance. Township Board agrees that the Planning Commission should begin work on this.

Announcements none

Next meeting date February 18, 2026 7:00 pm

Public Comment

Richard Draper	Question on fire board
Al Laper	Is Stanton fire without chief and assistant right now?
Matt Moorman	Thank you to board

Board Comments: Eric explained that the board adopted this Short Term Rental ordinance to reflect the interests of everyone.

Adjournment

- Motion made by Eric Tester to adjourn, seconded by Holly Huff. Ayes: 5 Nays: 0

Respectfully,

Kathy Rasmussen
Holly Huff

