

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, October 11, 2023 at 5:15pm in the Suttons Bay Township Office.
(There will be a ZOOM site for remote access)

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: 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 questions discussed.

CONFLICT OF INTEREST

REPORTS:

Planning & Zoning
Parks Supervisor
Parks & Recreation Committee
Fire Authority

OLD BUSINESS:

1. Approval of the Minutes: Regular Board Meeting of September 13, 2023
2. Payment of the Bills

NEW BUSINESS:

1. Discuss Proposed Revisions to Township Short Term Rental Ordinance
2. Approve Agreement with Leelanau County Road Commission
3. Determine When Activities are Permitted in the Large Dog Park
4. Discuss Continual Use of ZOOM for Board Meetings
5. Discuss DRAFT Proposal for the Board's Bidding Guidelines
6. Determine a Response to Concerns Expressed Regarding the Performance of the Park Supervisor

PUBLIC COMMENT Please limit comments to three (3) minutes unless the Chair grants otherwise.

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 be considered a public discussion meeting. Time is set aside for public comment during the meeting as noted on the Agenda. The Township Board welcomes the public's input at those times.

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

SEPTEMBER 2023 (to-date)

For October 2023 PC Meeting

Prepared by Steve Patmore, September 25, 2023

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
September 2023	2	0	0	2	0
Year To Date	27	9	7	10	1
Year to date 2022	44	21	11	12	0
Year to date 2021	36	14	8	13	1
Year to date 2020	32	9	5	17	1
Year to date 2019	26	14	7	5	0
Year to date 2018	33	17	6	10	0
Year to date 2017	29	8	4	14	3
Year to date 2016	24	6	8	8	2
Year to date 2015	20	10	4	5	1

LUP 23-026 11637 E. Belanger Hills Dr. Pole Barn/Workshop
LUP 23-025 10351 E. Solem Rd. Ground Mounted Solar Arrays
Revisions to existing permits.
Extensions to existing permits.

Land Divisions:

- Several inquiries on potential splits.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 47 short term rental permits issued for 2023
- Starting renewals for 2024.

Other:

- Follow up on Site Plan Reviews and Special Land Use Permits.
- Inquiries from owners on potential land uses and new zoning ordinance
- Research for Zoning Ordinance Overhaul.
- Site Plan Review – Wireless Communications Tower

DRAFT MINUTES

SUTTONS BAY TOWNSHIP REGULAR BOARD MEETING SEPTEMBER 13, 2023 - 5:15 p.m. at Suttons Bay Township Office (There will be a ZOOM site for remote access)

CALL TO ORDER

Tom Nixon, Supervisor, called the regular meeting of the Suttons Bay Township Board to order.

Roll call of Board Members - Quorum Present

Present: Tom Nixon, Dorothy Petroskey, Doug Periard, Debbie Slocombe

Absent and excused: Jean Moe

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the Agenda, postpone Item 6, Discuss Draft Proposal of the Board's Bidding Guidelines, to the October Board Meeting, motion passed.

PUBLIC COMMENT

Susan Firestone, Suttons Bay Village, commented on dog park.

Liz Mahaney commented on dog park.

Chris Kelley commented on dog park.

Public comment was closed.

CONFLICT OF INTEREST - None

REPORTS

- Zoning Administrator - Steve Patmore's Report
- Parks Supervisor - Bill Drozdalski
- Parks & Recreation Committee - Minutes of meetings.
- Dog Park Report - Working with T.O.M.S to get rid of the weeds.
- Fire Authority - Accepted the 2023-2024 Audit, one on call member approved, took tour of Fire Station.

OLD BUSINESS

1. Approval of Minutes

Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the August 14, 2023 Minutes, motion passed.

Tom Nixon/moved, Doug Periard/supported, to approve the August 24, 2023 Minutes, motion carried.

Dorothy Petroskey/moved, Doug Periard/supported, to approve the August 9, 2023 Minutes as presented, motion passed.

2. Bills

Dorothy Petroskey/moved, Doug Periard/supported, to approve the bills in the amount of \$187,568.05 with the addition of TOMS bill, motion passed.

NEW BUSINESS

1. Approve Amending the 2023-2024 Budget

Tom Nixon said all expenditures flow thru the general budget. All 3 pages of the amended budget are to be incorporated into the general budget.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to amend the budget (all 3 pages) as presented. Roll call vote: Yes: Tom Nixon, Dorothy Petroskey, Debbie Slocombe, Doug Periard. No: None. Absent and excused: Jean Moe motion passed.

2. Approve transferring all township legal documents to Mika Meyers, Attorneys.

Tom Nixon said Tim Figura has dissolved the Figura Law Firm and is joining Mika Meyers, Attorneys. The fee structure will be monitored and will be reported to the Board.

Doug Periard/moved, Dorothy Petroskey/supported, to authorize Tom Nixon to sign the Agreement to transfer all Suttons Bay Township legal documents to Mika Meyers, Attorneys, motion passed.

Tom Nixon said Tim Figura reviewed the dog park signs and language, need to be sure there is language stating that all parties with dogs are 100% responsible for the care and safe taking of those dogs, and that they assume complete responsibility.

3. Approve Placement of New DTE Grant Approved Trees at Herman Park.

Tom Nixon said the purchase of 20 trees is the requirement for the township to receive the DTE Grant. The township is putting in \$2,000 from its General Fund to purchase the trees so there is \$4,000 to spend. The Parks & Rec Committee recommended what types of trees should be purchased.

Tom Nixon/moved, Dorothy Petroskey/supported, to approve the expenditure up to \$2,500 for the DTE tree grant proposal to purchase 20 trees, motion carried.

Discussion was held regarding the planting of the trees.

Debbie Slocombe said on October 13th the trees will be delivered and will be installed on October 14th. Debbie Slocombe pointed out where the trees would be planted which are flagged and are a continuation of what has already been planted out there. The types of trees to be planted was described.

Tom Nixon said consider planting trees at the entrance to the park, need to address access to back area of the park, trees imposing a problem for the right of way, consider other areas to plant the trees, and why plant trees in an area where there will be construction.

Dorothy Petroskey said if it was known the children's play structure was going to be installed, is there room for trees along the property line.

Doug Periard said it would be a good idea to have a wind screen at the pavilions.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the placement of New DTE Grant approved trees at Herman Park. Vote: Yes: 3. No. 1, motion passed.

4. Decision on when to Open the Small Dog Park at Herman Park
Discussion was held on when to open the Small Dog Park at Herman Park. Debbie Slocombe said the proposal is to rotate the large and small dogs at the park.

Liz Mahaney said the dog park ambassadors will address issues with the dog park. Two (2) shade trees will be planted outside the dog park. The Dog Park Rules describe small dogs up to 25 lbs.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve opening the Small Dog Park on Saturday, September 16th, with the rules as proposed, for the every other day event rotation for small and large dogs, motion passed.

5. Approve Wording for Sign to be used for Pump Track Rules
The Pump Track Rules were reviewed and changes were incorporated as agreed upon. Pete Ostrowski said skateboards and non-motorized scooters can use the pump track.

Tom Nixon said he would like the township attorney to review the Pump Track Rules.

Doug Periard/moved, Debbie Slocombe/supported, to accept the wording for the sign for the Pump Track Rules as presented with changes that were incorporated and that it fits the continuity of Herman Park, motion passed.

PUBLIC COMMENT

Bridget Klaasen commented on the dog park.

Liz Mahaney commented on the dog park, gave colored copy of donor signs to be installed on the fence at the dog park. Mahaney said she would like information about the cost of materials for Herman Park, what is the markup.

Jim Munnecke - thank you for the dog park and the trees.

BOARD MEMBER COMMENTS

Debbie Slocombe said it was a nice ceremony for the Garden Club at Herman Park. Dorothy Petroskey explained how the Board does business.

Tom Nixon said it was a nice ceremony for the Memorial Gardens. He approved placing an ad in the Leelanau Enterprise for doing a survey. E-mail received from Gosling Czubak regarding the time an employee donated for the parking lot at Herman Park.

Tom Nixon said at the October Board Meeting will revisit holding ZOOM meetings.

ADJOURNMENT

Tom Nixon adjourned the meeting at 7:12 p.m.

Minutes by Marge Johnson, Recording Secretary
Jean Moe, Clerk

MINUTES
SUTTONS BAY TOWNSHIP BOARD
SPECIAL MEETING
September 28, 2023

SUTTONS BAY TOWNSHIP OFFICES
95 W. FOURTH ST., SUTTONS BAY, MI 49682

Suttons Bay Township Board met in Special Session on September 28, 2023 beginning at 12:00 p.m. for the purpose of reviewing and approving an expenditure of \$22,000 to Fineline Fence for Partial installation of perimeter fencing of the new pickleball courts at Herman Park.

Members Present: Tom Nixon, Jean Moe, Dorothy Petroskey & Doug Periard. Excused: Debbie Slocombe

Guest: Bill Drozdalski

Pledge of Allegiance recited.

Agenda approved by consensus.

No Public comment nor conflict of interest.

1. Fineline Fence Bid Proposal

The Board met to discuss approving a payment of \$22,000 to Fine line fencing. It was noted that Fineline could begin immediately once the down payment was received. The payment was to cover the cost of core drilling and putting in the perimeter posts with expected completion of the fence installation in the Spring. The total amount of the proposal was \$40,946. Board members issued concerns regarding the pickleball fundraising balance. A donation was received this week that would bring the balance to around \$37,000. Bill informed the Board that Hentco was also onsite painting the pickleball courts. Their bid/costs came in at \$14,500. The Clerk indicated that there was also an outstanding bill to Fineline for around \$5500. With all three invoices, there could be a shortfall of around \$5500. Bill stated that the fundraising continues and that he would reach out to the doners. The Board asked if Bill could get a breakdown of the \$22,000. The Board discussed holding off on the payment of \$5500 until the funds were received.

Motion by Trustee Periard supported by Supervisor Nixon to approve the payment to Fineline Fencing in the amount of \$22,000. All Ayes. Motion Carried.

No other business to come before the Board the meeting adjourned at 12:35 p.m.

Submitted by
Dorothy Petroskey

September 28, 2023
Special Meeting Minutes



AGREEMENT

AGREEMENT, made and entered into this _____ day of _____, 2023, by and between the LEELANAU COUNTY ROAD COMMISSION and the TOWNSHIP OF SUTTONS BAY, Leelanau County.

WITNESSETH, that said Leelanau County Road Commission (LCRC) agrees to perform improvements to Marek Road from M-204 to approximately 350 feet north with an average width of 22 feet and includes tree removal, culvert extension, earth excavation, earth embankment, aggregate base, gravel shoulders, slope restoration, and traffic control. This effort will include the materials, labor & equipment to perform the complete installation. This work will be performed in lieu of a \$15,000 contribution approved by LCRC Board of Commissioners, in the November 22, 2022 Board meeting.

The full cost of payment, of the 3-inch thick HMA surface will be at the expense of the developer and agreed upon funding contribution sources. This being a public road, LCRC's agreement must be with the Township of Suttons Bay.

The estimated HMA cost of this project is \$60,000.00, which includes a 7% contingency. The Township Board agrees to pay 100% of the actual time and material costs to perform the work. Payment is due when invoiced by the Road Commission upon completion of the work.

IN WITNESS WHERE OF, this said parties, through their duly authorized officers, set their hands and seal the day and year first written above.

TOWNSHIP BOARD OF
SUTTONS BAY TOWNSHIP

LEELANAU COUNTY ROAD
COMMISSION
LEELANAU COUNTY, MICHIGAN

Tom Nixon,
Suttons Bay, Township Supervisor

Brendan Mullane,
LCRC, Managing Director

Commissioners

Staff

General Contact Info

Jim Calhoun
John Popa
Robert Joyce
Greg Mikowski
Garth Greenan

Manager – Brendan Mullane
Superintendent – Dave Priest
Finance Manager – Susan Boyd
Engineer – Craig M Brown, PE
Fleet Manager – Tim Trudell

Phone (231) 271-3993
Fax (231) 271-5612
e-mail lcrc@leelanauroads.org
http://leelanaucountyroads.org

*Suttons Bay Township
95 West North Street, P.O. Box 457
Suttons Bay, Michigan 49682
231-271-2722*

October 13, 2022

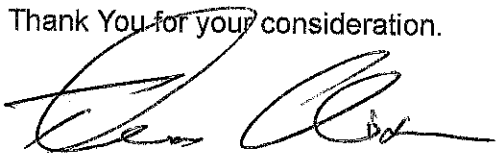
Leelanau County Road Commission
10550 Eckerle Road
Suttons Bay, MI 49682

To: Brendan Mullane, Manager, and Members of the Leelanau County Road Commission

The purpose of this correspondence is to advise you that during our recent October 12, 2022 regular board meeting, the Suttons Bay Township Board voted to support improvements to portions of the Marek Road surface and the M204 intersection area. The Board authorized disbursement of \$15,000 for this project, however, the motion is contingent upon the Leelanau County Road Commission's support on a cost-share arrangement. The township Board has always been appreciative of the County Road Commission's customary and usual willingness to be a partner with similar road improvement requests from our township and are hoping this project will be supported as well.

The Marek Road Homestretch Nonprofit Housing Corporation "Vineyard View Apartment" project will provide many positive results for our township and the Suttons Bay community by assisting with the demand for such housing while hopefully attracting more young people into our area. Your assistance with this request will help facilitate the development of this much needed project.

Thank You for your consideration.



Tom Nixon, Supervisor, Suttons Bay Township

CC Email to: Suttons Bay Township Board Members
Jon Stimson, Executive Director Homestretch Nonprofit Housing Corp

From: Thomas Allen tomsoutdoor94@gmail.com
Subject: Dog Park
Date: Sep 28, 2023 at 6:05:39 PM
To: tommaryn@charter.net

Good Afternoon,

Please avoid walking on the new lawn at the dog park. Foot traffic should be to a minimum until spring 2024. Your lawn needs time to mature and fill in. Heavy foot traffic will damage any new grass that is growing. If you do decide to do any work at the dog park, we will not be responsible for the damaged grass. There will be a charge for any over hydroseeding.

Thank You,
Tom Allen (Owner of T.O.M.S. LLC)

SUTTONS BAY TOWNSHIP

Purchasing and Bidding Guidelines

+++DRAFT+++

Adopted:

It is the intent of these Guidelines to maximize the purchasing power and value of public funds through methods that maintain a system of quality and integrity and promotes efficiency, effectiveness, and equity in public purchasing. It is the goal of these Guidelines to recognize the obligation to the taxpayers to maximize the purchasing power of public funds to gain the best value for our Township residents. The Township will comply with all applicable federal and state laws concerning public purchasing.

Application: The Guidelines apply to the procurement of supplies, goods, equipment, services, and construction entered into by the Township. It shall apply to every expenditure of public funds by the Township irrespective of the source of the funds unless otherwise noted in this Guideline. Nothing in these Guidelines shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Cooperative Purchasing: The Township may join in cooperative purchasing arrangements with school districts, joint purchasing consortiums or entities or other governmental units. The requirement for competitive sealed bids shall not apply to intergovernmental contracts.

Emergency Purchases: Whenever there is an imminent threat to the public health, safety or welfare of the Township or its citizens, the Township Supervisor or Designee may authorize purchases or the award of a contract, utilizing competition as may be practical and reasonable under the circumstances, for the emergency purchase of supplies, material, equipment, services or construction. Such purchases must be reported to the Township Board as soon as possible. The requirement for competitive sealed bids shall not apply to emergency purchases.

Exemption for Sales Tax: The Township will not be charged or pay any Sales Tax. The Township as a recognized Michigan Governmental entity is exempt from sales taxes as provided under Act 167 of Public Acts 1933. MCL 205.54(7), and the Michigan Sales and Use Tax Rule, 1979 MAC Rule 205.79.

Gifts, Grants, Donations, and Bequests: All gifts, grants, donations or bequests for any of the Township parks may be handled through "Friends of Herman Park, Inc." which is a registered and approved tax-free 501 c3 organization. Funds from FOHP are transferred to the Township Treasurer for placement in the appropriate revenue account. Gifts, grants, donations or bequests for the Township other than for parks are handled through the office of the Township Treasurer where a receipt and acknowledgment will be provided and the donation recorded. The Township Clerk will record the amount for future consideration when developing the budget.

Local Vendors: It is the practice of the Township to purchase from or contract with responsible Suttons Bay area vendors and businesses whenever feasible and responsible. Area vendors include: Benzie, Grand Traverse, and Leelanau Counties. The Township is not restricted from seeking and purchasing items from other vendors, however, where value, price, and reputation or experience are reasonably similar, the award will be given to the area vendor or business.

Bidders must submit their bids in a sealed envelope properly addressed and endorsed. Bids will not be accepted if not sealed. As bids are received in the Township office the Clerk will stamp the date and time on the outside of the envelope without opening the envelope. The Clerk will also enter the name, date, and time on a bidding tabulation log.

The sealed bids will only be opened in public on the date and time as specified in the RFP. Upon opening of each bid they will be evaluated by the Township Clerk and any other Board approved parties without discussion. Questions can be asked of any bidder in attendance to only assist in clarifying their bid. The Township Clerk or their designee are the only parties approved to open sealed bids unless the Board directs otherwise. All approved bid envelopes are opened and recorded on a summary list which will be presented to the Township Board for a final decision, unless authorization has been granted previously by the Township Board to the Clerk or a Board designee to award a particular bid.

Alternative Sealed Bid Procedures may be organized and managed by a Board approved firm. When such a firm has conducted and finalized the bid search, the Board will be provided the bidder(s) name(s) and the amount of their respective bid(s) and include this list for consideration by the Board before the Board makes a final decision.

These Guidelines were approved by formal resolution during the Wednesday, ????????, ??, 2023 Regular Board meeting of Suttons Bay Township:

Moved By: _____ Supported By: _____

YEAS:

NAYS:

Jean Moe, Clerk _____ Date: _____

2023 Municipal Law Seminar

Mika

Meyers
Attorneys

Please join us for the seminar and a reception that we are hosting for our municipal clients and friends.

Topics include:

- Regulating Utility Scale Solar Systems
- Common Zoning Questions
- Election FOIA Matters
- Open Meetings Act Compliance
- Financing Public Improvements Millages
- First Amendment and Social Media For Local Governments
- Tips for Handling Employee Complaints

A reception with hors d'oeuvres and beverages will follow the seminar.

Thursday, October 26

Registration 1:00-1:30

Seminar 1:30-5:00

Watermark Country Club
5500 Cascade Road, S.E.
Grand Rapids, Michigan

Complete included RSVP card
and mail to Mika Meyers

Contact Marcia Ritzenhein at
(616) 632-8096 or
mrutz@mikameyers.com

2023 Municipal Law Seminar RSVP

Please respond by October 17, 2023

NAME(S)

COMPANY

ADDRESS

PHONE

E-MAIL
