

## NOTICE OF PUBLIC MEETING:

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, February 14, 2024. Zoom will be provided for viewing only.

### 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.

#### **REPORTS:**

- Planning & Zoning
- Parks & Recreation
- Fire Authority

#### **OLD BUSINESS:**

1. Approval of the Minutes: Previous Meetings January 10, 2024
2. Amend Minutes of December 13, 2023-Short Term Rental
3. Payment of the Bills

#### **NEW BUSINESS:**

1. County Road-Paser Report
2. Appoint Parks and Recreation Committee member for a three-year term ending December 2026
3. Approve Website Maintenance Contract
4. Resolution to Adopt County Hazard Mitigation Plan
5. Personnel Committee-Direction to proceed with reviewing Parks Steward/Maintenance
6. Resolution(s) to approve 2024 Annual Salaries/Elected Officials
7. Contract for Professional Planning Services

#### **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 be considered a public discussion .**

**The Township Parks & Recreation Committee met on  
Wednesday, January 31, 2024 at 6:30pm in the  
Township Office**

**DRAFT Notes**

**Top Highlights:**

1. **Committee will review old Parks Supervisor job description and Committee Bylaws for any suggested updates at next meeting.**
2. **The committee agreed to request the Board to add Bill Sterrett to the Committee**
3. **Motion to set Master Plan 30-day review starting February 8 and Public Hearing on March 11, 2024**
4. **Large budget items suggested for next year to include resurfacing tennis courts 1 & 2, painting the pavilion infrastructure, and maybe closing out pickleball fencing and dog park walkway.**

	Term Expires	Sep-23	Oct-23	Nov-23	Jan-24	Feb-24	Mar-24	Apr-24
Pete Ostrowski		Present	Present	Present	Present			
Debbie Slocombe		Present	Present	Present	Present			
Dennis Rathnaw		Excused	Present	Excused	Present			
Bill Sterrett								
Hadley Dickinson		Present	Excused	Present	Present			
Liz Mahaney		Zoom	Zoom	Excused	Excused			
Liz Clark		Excused	Present	Present	Excused			

**CALL TO ORDER :**

- *6:30 p.m.-Pete Ostrowski, Chair, Park & Rec. Committee – Quorum present*

**APPROVAL OF AGENDA**

- *Pete added to Old Business 2. Update on Joyce Bahle*
- *Pete added to New Business 4. Parks Website, and 5. Meeting Dates for 2024*
- *Debbie motioned to approve with additions, Hadley seconded, all approved.*

**Approval of Nov. 29, 2023 Meeting Minutes (Attachment A - included in body)**

- *As written: Hadley motioned, Pete seconded, all approved.*

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

- *No public in attendance*

**CONFLICT OF INTEREST**

- *None*

**Park Supervisor's Report – Position Empty**

- The Township Board decided to create a committee of Doug and Eric to develop a new Job Description with input from the committee if committee bylaws needed updating as well. The parks committee will review the current job description and committee bylaws for suggested changes.
- Pete ordered a Porta-jon for the ice rink.

## OLD BUSINESS

1. Draft Plan – New Timeline – Pete apologized for cutting it too close and having to regroup and start the review process again.
  - a. Debbie moved, Dennis seconded a Motion to provide a new 30-day comment period and new Public Hearing
  - b. Will send in Public Notice to Enterprise on 2/5/24 for 2/8/24 publication starting 30-day Notice. **Attachment B.**
  - c. Will meet on 2/28 for Input on Final Budget and Park “Manager” Position
  - d. 3/11 Public Hearing & Committee Meeting with Resolution
  - e. 3/13 Board Meeting Resolution
2. Pickleball – Joyce medical issues, has not been able to work on any pickleball grants. (This may change as she is feeling better)

## NEW BUSINESS

1. New Member (interest letter **Attachment C**) – Committee agreed Bill Sterrett would be a nice addition to the committee and requested the board approve him at the 2/14 board meeting.
2. Budget Spreadsheet – The committee spent most of the meeting discussing the budget for 2024 / 2025.
  - a. The committee noted there is some uncertainty in the budget because of the library mileage vote. If the library mileage does not pass the township would have to pitch in to cover the library budget with Bingham Township helping as well.
  - b. Members of the board have expressed interest in having a calmer year without any major improvements. Also think that we should be looking at some of the other parks other than Herman Park.
  - c. It has been cheaper in the past to outsource the mowing and general cleanup of the parks. Would hope to keep the setups we have for this year.
  - d. Committee thought Park “Supervisor” position should be at least \$15,000.
  - e. The committee noted that there is over \$90,000 budget minus expenses for the present year and hoped some of this could be used in next year’s budget.
  - f. Large budgets items suggested for next year include resurfacing tennis courts 1 & 2, painting the pavilion infrastructure, and closing out the pickleball fencing and sidewalk to the dog park. The suggested budget for parks in the new year is **Attachment D.**

3. *Park Supervisor Position & Committee Bylaws (Attachment E) – Out of time, tabled until 2/28 meeting.*
4. *Web Site (new hosting site, domain name, web designer) – Pete spoke with the current web designer. Robert Boldt has stopped his web design business. Robert developed the park website and editing code, not using any standard web program. Robert will transfer the web code to In Motion Hosting for no charge by the end of February or March. We would then need to pay for the hosting site. Robert thinks our domain name is through GoDaddy. He will also suggest a web designer in our area should we need to change the code. Pete will check with Bill on the domain name and charges for it. Dorothy says the board needs to decide what direction to take on this.*
5. *Meeting Dates for 2024 – Agreed to keep fourth Wednesday of the month.*

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

- *None in attendance*

**COMMITTEE MEMBER COMMENTS**

*None.*

**ADJOURNMENT**

- *8:30 p.m.*
- *Next Meeting, February 28, 2024, 6:30 pm at the township office.*
- *Notes by Pete Ostrowski*

**Attachment A**  
**The Township Parks & Recreation Committee will meet on**  
**Wednesday, November 29, 2023 at 6:30pm in the**  
**Township Office**

**FINAL Notes**

**Top Highlights:**

5. Dog Park Donation signs still in works, probably spring installation. Committee thought that we should lock the small dog park for the winter. Snow plowing only first leg of entrance. Concern over respiratory disease affecting dogs.
6. Draft 5-Year Plan ready to go to the board for review. Public hearing in January.
7. PB and Tennis Court nets down with a break in the weather

	Term Expires	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
Pete Ostrowski		Present	Present	Present	Present	Present	Present	Present	Present
Debbie Slocombe		Present	Present	Present	Present	Present	Present	Present	Present
Dennis Rathnaw		Present	Excused	Excused	Present	Present	Excused	Present	Excused
Gary Devo		Present	Present	Present	Present	Present	Present	Present	Emeritus
Hadley Dickinson		Present	Present	Excused	Excused	Unexcused	Present	Excused	Present
Liz Mahaney		Present	Zoom	Zoom	Zoom	Zoom	Zoom	Zoom	Excused
Liz Clark		Excused	Excused	Present	Present	Present	Excused	Present	Present

**CALL TO ORDER :**

- 7 p.m.-Pete Ostrowski, Chair, Park & Rec. Committee – Quorum present

**APPROVAL OF AGENDA**

- Debbie motion, Liz C. seconded, all approved

**Approval of October 25, 2023 Meeting Minutes (Attachment A-included in body)**

- As written: Pete motioned, Hadley seconded, all approved

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

- No public in attendance

**CONFLICT OF INTEREST**

- None

**Park Supervisor's Report – "November" Report (Attachment B)**

- October 31 Report to Board – Bill Stepping Down
- The report highlighted the measures to close down the parks for the winter.
- Will probably wait until spring to assign a new Supervisor. Gives the committee the chance to review the job description. Want the supervisor to be a part of the committee again. Is there a chance to enhance the job description to handle other needs?

- Committee thought we should have a list of the main contacts for the various activities at the parks and provide the contacts with a contact from the township if there are any needs until a new supervisor is in place. Pete will check what Bill left in the township office and work with Bill to develop the list.

### **OLD BUSINESS**

3. Dog Park Status – Donation signs are still being fabricated. Probably wait until spring to install.
  - a. Discussion on whether to shut down the dog park for the winter. Snow plowing only the first leg of the entrance road. Would give the grass time to recover. Liz C also mentioned the respiratory disease affecting dogs.
  - b. Hadley mentioned the dog waste station was full. Pete will check out all the stations this weekend. Thought the ambassadors were going to keep up the dog park stations. Waste can be taken to the township dumpster across the road, east of the township office.
  - c. Mystery lines on the large dog part were not from mowing. Tom from T.O.M.S. fertilized, lines were from the spreader.
4. And 4. Pickleball and Tennis Nets. Usually wait until after Thanksgiving weekend, snow caught Pete by surprise. Will take down nets when there is a break in the weather. Fence company still had funds to install perimeter fence posts. Held back by the weather. Thought they might get done by mid-December. The have Pete's number to set up.
5. Had not heard from Joyce Bahle on the MEDC Grant, Membership. Committee would like to review the grant application before going to the board. Pete will follow-up with Joyce.
6. New member ad. Will send to those that expressed interest from the community survey. Will invite them to a meeting.
7. Draft Plan – Pete thought Priority 7 Master Plan for Park System should be moved to the top. Debbie thought to leave where it is, since would not ask for grant money for that, fund from township budget. Liz C proposed to place it at the top of 14. Action Program Justification.

### **NEW BUSINESS**

6. Jesse Fox – In total charge of ice rink. Has a key to the shed. Liz C. thought we might ask Jesse if he wanted to be on the committee.
7. Township Board approved Elmer's quote for plowing the entrance at Herman Park. That is the only plowing done at the parks. Pete will post a sign for parking.

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

- None in attendance

### **COMMITTEE MEMBER COMMENTS**

- *Hadley will pass on pictures of tables she had seen for racquet sports.*
- *Debbie said if we go after a playground, maybe make it a farm theme.*
- *Debbie went through the records and found most of the Park Supervisor Reports for the year. This should show what needs to be done each month. Pete will fill in any missing.*
- *Need to develop a list of grant due dates for funding the plan.*
- *Hadley asked if there is a job description for the committee members. Pete will send her the bylaws.*
- *Liz C. in Florida Mid December, January, and February. Excused from meetings.*

### **ADJOURNMENT**

- *8:10 p.m.*
- *Next Meeting, December ? , 2023, 6:30 pm Place to be determined. Pete will try to schedule an agreeable time and place.*

## Attachment B – November 29, 2023 Meeting Notes

October 31, 2023

To: The Suttons Bay Township Board

Re: Suttons Bay Township Parks Supervisor Position

At the close of the day on Tuesday, October 31, 2023, I will be stepping down from the Parks Supervisor Position.

As a prelude to this announcement the following immediate actions have been completed:

1) Herman Park:

- Final trash pick up by GFI is completed and the container has been moved to storage.
- Both portajons have been removed by Williams & Bay Pumping.
- The blow-out of the irrigation system, water bottle fill, hose spickets and dog fountains was completed by Spinnikon Irrigation on October 25<sup>th</sup>.
- The water line from the well to the maintenance shed has been siphoned to prevent any freezing. The shed is locked.
- The well log reports have been completed and as required were sent to the Leelanau-Benzie Health Department.

2) Vic Steimel Park:

- The portajon has been removed by Williams & Bay Pumping.

3) Graham-Greene Park:

- The portajon has been removed by William & Bay Pumping.

4) Ice Kink Park:

The shed is locked and secured. No closure actions required at this time.

5) 45<sup>th</sup> Parallel Park:

- No closure actions required at this time.

In the next few days, I will prepare a list of daily actions required at our parks in the forthcoming year and will be forwarding it to Doug Perland.

Sincerely and with No Regrets,

  
William Drozdalski



**Attachment B - January 31, 2024 Meeting Notes**

**SUTTONS BAY TOWNSHIP**

**2024-2028 FIVE (5) YEAR PARKS & RECREATION PLAN 30-DAY REVIEW**

February 8, 2024 – March 9, 2024

**AND PUBLIC HEARING**

Monday March 11, 2024, at 6:30 PM

At the Township Office - 95 West 4<sup>th</sup> Street, Suttons Bay Mi, 49682.

Notice is hereby given to any and all interested parties that Suttons Bay Township is seeking public comment on the Five-Year 2024-2028 Parks and Recreation Master Plan.

Electronic copy of the Plan can be viewed at the Township website at:  
<https://www.leelanau.gov/suttonsbaytwppord.asp>

A physical copy of the plan is available at the **Suttons Bay Bingham Library**, 416 N. Front Street, Suttons Bay Mi, 49682. AND

a physical copy is also available at the **Suttons Bay Township Office**, 95 West 4<sup>th</sup> Street, Suttons Bay Mi, 49682.

The required 30-day public review and comment period will begin on February 8, 2024 and will end on March 9, 2024. Suttons Bay Township residents are asked to submit comments in writing via email to [admin@suttonsbaytwp.com](mailto:admin@suttonsbaytwp.com) or via mail to Suttons Bay Township , P.O. Box 457, Suttons Bay, Mi, 49682.

A public hearing will take place at the Suttons Bay Township Office: 95 West 4<sup>th</sup> Street, Suttons Bay Mi, 49682 on Monday March 11, 2022 at 6:30 p.m. Any and all input is greatly appreciated.

**Attachment C – January 31, 2024 Meeting Notes**

To: Suttons Bay Township

I would like to indicate my interest in serving on the Suttons Bay Township Parks and Recreation Committee.

I am a retired DNR Forest Manager with a Degree in Forestry from MSU. My career provided me with direct experience working with our Parks and Recreation Division in the DNR. I was involved in establishing new recreational facilities as well as upgrading existing facilities on state land.

I also served on the Planning Board as well as being a City Councilman for the town of Manton.

I have a love for our natural resources, particularly those in our county and our township. I get along well in group and public settings and feel I am a good team player.

Please consider me as a candidate for the Park and Recreation Committee.

Sincerely,

Bill Sterrett  
12166 E Old Orchard Trl.  
Suttons Bay

**Attachment D - January 31, 2024 Meeting Notes**

**Draft Budget EXCEL File**

**2024 2025 Parks Budget Draft 020224 po**

## Attachment E - January 31, 2024 Meeting Notes

### SUTTONS BAY TOWNSHIP PARK SUPERVISOR

Description - The Park Supervisor reports directly to the Suttons Bay Township Supervisor and serves as the Board of Trustees' principal contact for all matters pertaining to the parks and recreational facilities of the township.

#### Duties and Responsibilities:

- Conducts research, writes, and prepares requests/applications for all park or recreational grants in addition to providing oversight and review Of Other party's prepared grant requests/ applications for all parks as approved by the Board. .
- Reviews and oversees "Requests for Proposals" (RFP's) from other parties and may develop such for any work related to successfully awarded park or recreational grants.
- Recommends vendors and contractors for all approved parks and recreation projects
- Supervises and oversees compliance with all park and recreational projects
- Seeks quotes, arranges, and schedules maintenance service for all parks and facilities.
- Inspects all township parks on a regular basis at least weekly during non-winter months and monthly during winter months and reports any concerns directly to the Board.
- Reports directly to the township Supervisor in circumstances which may require immediate attention in any of the parks including but not limited to trash removal, tree damage, grounds grooming or any park damage.
- Annually reviews and presents to the Board a list of recommended projects for improving or maintaining all park grounds and facilities.
- Serves as a member of the township's Parks and Recreation Committee.
- Other duties and tasks as approved by the Board.

SUTTONS BAY TOWNSHIP  
*Parks and Recreation Committee Bylaws*  
*Adopted: April 13, 2022*

Section 1. Purpose:

The purpose of the Suttons Bay Township Parks and Recreation Committee is to assist the Township Board by proposing park and recreation needs and programs for the residents of the township.

Section 2. Specific Committee Responsibilities:

- a. Work with the Parks Supervisor regarding potential development, redevelopment or expansion of both existing or new recreational programs and facilities by planning for short term and long- term parks and recreational needs.
- b. Assist in establishing policies, rules, and regulations with which parks and recreational programs may operate.
- c. Work with the Parks Supervisor in the development and completion of the fiveyear "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
- d. Volunteer to provide direct physical assistance (volunteer "helpers" or "workers") with projects, maintenance, repairs and construction of facilities and grounds in all township parks as scheduled by the Parks Supervisor.
- e. Conduct community surveys and host public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
- f. Committee investigates opportunities for identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and programs.
- g. Develop an annual budget to propose to the Township Board no later than January 31 of each year.
- h. Assess at all times the safety and security of all parks and recreation facilities.
- i. Assist with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- j. Serve as township advocates for current township parks and recreation programs while encouraging usage and support.

- k. Review and evaluate the Bylaws annually or as needed.
- l. Perform other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.
- m. Committee proposals are presented to the Township Board for approval through the Chairperson's monthly report. It is then up to the Park Supervisor to then implement the proposals approved by the Township Board.

Section 3. Membership:

- a. The committee is composed of up to seven (7) residents of the township approved by the Township Board. In addition to the seven (7) residents up to four (4) ad-hoc non-voting residents or non-resident persons may also be included on the committee whenever the committee deems their attendance would be helpful and/or appropriate.
- b. Each Board appointed committee member serves at the pleasure of the Township Board for a period of three (3) years. Members may be reappointed for additional terms by the Township Board.
- c. No individual committee member may act in an official capacity except through the decisions and actions of the entire committee.
- d. Any member who is absent for four (4) consecutive meetings may be removed by the Township Board from the committee unless the absence is due to personal illness, personal injury or a family emergency. The committee member must notify the Chairperson at least twenty-four (24) hours before the next meeting in order to have an Excused Absence. Three (3) Unexcused Absences will result in removal from the committee.
- e. The township's Parks Supervisor reports directly to the Township Board. The Parks Supervisor shall attend committee meetings unless otherwise excused.

Section 4. Officers and Duties:

- a. Annually at the first meeting in January the committee will elect from its membership a Chairperson, Vice-Chairperson, and Secretary.
- b. Chairperson: Presides over all meetings and appoints committee members to subcommittees as necessary and may schedule Special Meetings whenever necessary. The Chairperson is the official representative on the committee that reports to the Township Board regarding committee business.
- c. Vice-Chairperson: Shall act in the absence of the Chairperson.

- d. Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will record Minutes of each committee meeting and forward a draft copy to the committee members, Township Board, and Parks Supervisor no later than eight (8) days following the meeting pursuant to the Open Meetings Act. The Secretary is responsible for keeping all attendance records of committee members as noted in the Minutes. The secretary, in the minutes, will highlight any significant issues and proposals for adoption by the Board.

Section 5. Meetings:

- a. The regular meetings of the Parks and Recreation Committee will be held according to the committee's established and approved yearly schedule. Following final approval by the committee of their Meeting Schedule it will be published and posted under requirements set forth within the Open Meetings Act.
- b. All meetings will require a quorum of eligible voting members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
- c. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert's Rules of Order.

Section 6. Compensation:

Appointed members of the committee will be compensated for their service as approved by the township Board.

Suttons Bay Township Budget 2024 2025

Thru 1/31

	2024 / 2025	2023 / 2024	2023 / 2024			
<u>Proposed Revenues</u>	Proposed	Adopted	Actual	Remarks		
Park Rental Fee	500	1000	200	Pavilion Use		
Pickleball Courts	100			20,000		
Pickleball Fundraiser				1,000		
Tennis Courts	1000					
Dog Park Fundraiser						
Soccer Fields						
<b>TOTAL</b>	<b>1,600</b>	<b>1,000</b>	<b>200</b>			
<b>EXPENDITURES</b>						
<b>PARKS</b>						
Management	15,000	10,000	9,086	Supervisor (Manager)		
Parks Maintenance Assistant	3,000	4,320	4,000	Assistant		
Salary- Rec Committee	3,500	3,500	2,094	\$40 Per member per meeting \$50 Sec		
Misc. Expenses	3,000	3,000	218			
5-year Plan	0	1,500	0			
Parks Web Site (Boldt Web Studio)	1,000			www.suttonsbayparks.org		
<b>TOTAL</b>	<b>25,500</b>	<b>22,320</b>	<b>15,398</b>			
<b>ICE RINK</b>						
Maintenance / Salary	1,500	3,000	2,619	Needs a new snowblower	Repair old one?	
	2,000					
Skating Rink Electric	600	600	320			
Rink Operations Porta-Jon	1,000	2,000	355			
Level Per Survey Seed & Fertilize	10,000	10,000		Gosling Czubak		
<b>TOTAL</b>	<b>15,100</b>	<b>15,600</b>	<b>3,294</b>			
<b>45th PARALLEL PARK</b>						
Install Sign	800	800	0			
Wood Chip Entrance Path		0	680	Herman Brothers		
Mow and Weed Whipping (Bill D. ?)	300	0	0			
<b>TOTAL</b>	<b>1,100</b>	<b>800</b>	<b>680</b>			



<b>HERMAN PARK</b>						
Maintenance (Herman Brothers)	5,000	22,000	16,615		Whiteford & Herman Brothers	
Maintenance (Whiteford)	17,000					
Operations: Trash / Porta-Jons	7,000	7,000	2,958			
Entrance Maintenance (Mulch & Month)	2,000	0	0			
Electric for Herman Park	1,000	1,000	529			
Water Testing	800	800	422		Monthly When in Use	
Decommission 2 well heads	0	995	828			
Parking Lot	0	65,000	45,519			
Tennis Court Maintenance	37,400		27		Clean / Repair / Resurface Paint	2023 Henco Quote for 2024
Tennis Court Sod Removal / Gravel	500		0			
Pavilion Maintenance	21,000	21,000	0		Intek Painting 7/10/22 Quote	
Restripe Parking Lot			1,800			
Repair Damaged Paved Trail			2,000			
Pruning Pond and Trail			3,000			
Adding Spikes & Barriers	3,000		0			
Pruning: Pond and Trail			0			
Playground - Restricted			0			
Professional Services	5,000	5,000	7,028		Gosling Czubak	
Disk Golf Overall Plan / Score Cards	500	0	0		Gosling Czubak	
ADA Signs for Parking Lot	500	0	0			
Pickleball Construction			116,262			
Pickleball Fencing (19,000)	19,000	0	0			
Dog Park Construction		98,372	98,372			
Sidewalk to Dog Park (est. 20,000)	20,000	0	0		Gosling Czubak / Contractor	
Parking Lot - ARPA	0	271,424	271,424			
Concrete Pads for Park Benches	2,500	0	0			
Three Mental Benches w/ backs for Trail	3,300	0	0			
<b>TOTAL</b>	<b>228,900</b>	<b>693,093</b>	<b>559,984</b>			

<b>GRAHAM-GREENE PARK</b>					
Maintenance (Whiteford)	2,000	2,000	880		
Operations: Trash / Porta-Jons	1,800	1,800	816		
Professional Services	2,000	2,000	0		
Add posts around culvert		500			
Purchase 3 metal Picnic tables	3,300	3,300	0		
Purchase 3 metal benches	3,600	3,600	0		
Cleagr Trees for Seeing Beach		1,200			
Remove Dead Trees / Rocks		1,500			
Replace Water Hand Pump	6,000		0		Cluff's 6/22 estimate was \$4,800
<b>TOTAL</b>	<b>18,700</b>	<b>15,900</b>	<b>1,696</b>		
<b>VIC STEIMAL PARK</b>					
Maintenance (Whiteford)	2,000	2,000	990		
Operations: Trash / Porta-Jons	1,200	1,200	666		
Poison Ivy Application		400			
Prune Brush Seating Area - Add Chips		900			
<b>TOTAL</b>	<b>3,200</b>	<b>4,500</b>	<b>1,656</b>		
<b>TOTAL PARKS</b>	<b>291,400</b>	<b>751,413</b>	<b>582,027</b>		
<b>BALANCES IN RESTRICTED FUNDS</b>					
ROADS AND PARKS		11,420			
PICKLEBALL		6,053			
PARK BENCHS - HERMAN PARK		1,200			
TENNIS COURTS		805			
SOCCER FIELDS		1,763			
DOG PARK FUNDRAISER		13,627			
ARP FUNDS		0			

**TOTAL 34,868**

## DRAFT MEETING MINUTES

The regular meeting of the Suttons Bay Township board  
Wednesday, January 10, 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 5:16 PM  
Commissioners in attendance: Supervisor Doug Periard, Eric Carlson, Clerk Jean Moe, Dorothy Petroskey, and Debbie Slocombe  
Staff: Mary Kuznicki

### APPROVAL OF AGENDA

Motion by Moe, second by Carlson, request by Slocombe to add Housing to Committee Reports, agenda approved with addition.

### PUBLIC COMMENT

None

### CONFLICT OF INTEREST

none

### REPORTS

Planning And Zoning –

Written report submitted by Patmore who was unable to attend. Carlson: Overhaul of the Zoning Ordinance is going well, Patmore and Petroskey are completing document's corrections and will have it ready for the next Zoning Planning Meeting, stated that we need to hire a planning consultant to replace the one we had on contract. Their contract expired December 15th after the 30-day notice. Next meeting of the Planning Commission is January 16<sup>th</sup>, 2024. Zoning Ordinance will be ready, to update the master plan we will need to consult a planner. Suttons Bay Short Term Rental (STR) Applications are being reviewed, occupancy rates may be changed for each rental home based on septic permits and number of bedrooms to establish the number of occupants per home, homeowners of STRs will be emailed and/or mailed the new restrictions.

Parks And Recreation Committee-

Pete Ostrowski: Conducted public hearing on December 3<sup>rd</sup>, only one guest had comments. Their next meeting is January 31<sup>st</sup>, 2024, at 6:30 at the Suttons Bay Township offices, document is due February 1<sup>st</sup>. Probably won't make the deadline. ADA review of universal design and accessibility.

Fire Authority-

Petoskey: The meeting was routine business, some accounts were set sent to collection, the committee approved 2 new members to join the fire department; they will begin training. They committee is reviewing the 2024 budget, that will be decided upon in the next couple of months.

Housing-

Slocombe: Although we do not have an actual Housing Sub-Committee/Task Force, Debbie commented that Peninsula Housing under the direction of Larry Mawby hired Urban Design Associates from PA. This firm is going to conduct an analysis regarding more housing in our area. They're going to collect and input data over a three-day time. April 30th through May 2<sup>nd</sup>, 2024 they will set up the SB Fire Station to collect data from people in our area. The Herman Road Project- will help develop a plan and will update on sustainability for the number of houses in that development.

### OLD BUSINESS

1. Approval Of Minutes from December 13, 2024: motion by Petroskey to approve the minutes 2<sup>nd</sup> by Jean Moe, minutes approved as recorded.
2. Payment Of Bills: Clerk Jean Moe highlighted two of the bills: bulk water usage for village ice rink and Electric Source which is a maintenance contract. Total bills for December were \$23,671.80. Motion to approve by Periard, 2<sup>nd</sup> by Slocombe, motion passed to pay December bills.

#### NEW BUSINESS

1. 2024 - 2029 Draft Parks and Recreation Plan-Schedule Joint Meeting-  
Pete Ostrowski: Correction made to date on Five Year Plan to "2024 – 2028", schedule a joint meeting between the Parks and Rec Committee and Suttons Bay Township Board, discuss budget issues, special meeting on Wednesday, January 31<sup>st</sup>, 2024, at 6:30 PM, requires a Township Board quorum for resolutions to accept resolutions. Due to the submission deadline of Feb 1<sup>st</sup>, 2024, the joint meeting was moved to Monday, January 29<sup>th</sup> at 6:30 PM to allow 3 days for corrections and submission. At that time, the Parks & Rec Committee will make a resolution and offer to Suttons Bay Township Board to accept the resolution, vote on and make edits. Per Petroskey- No additional public hearing is needed but can take public comment for up to 30 days. No actions is required from public comment.
2. Appoint Members to Various Committees-  
Periard: Suttons Bay Township Planning Commission has 2 openings; one is potentially filled through an acquaintance of Periard. Tom Nixon has indicated he is interested in taking a role on the Planning Commission. It was suggested that Tom Nixon be secured to fill one seat and pursue Mr. Porter for the second seat if he accepts.  
Ostrowski: Zoning Board Administration (ZBA)- Bill Sterrett agreed to a three-year term as an alternate, motion by Petroskey, 2<sup>nd</sup> by Carlson, motion carried. The title of Supervisor was discussed in reference to the Parks & Rec position. The title should not be *supervisor*, the Township should only have one supervisor which should govern the Suttons Bay Township Board. It was suggested that the SB Twp Board should place an ad for the Parks and Rec Superintendent/Manager/ or Facilities manager (title to be determined), even if we have interest from the public.
3. Future Role of Park Supervisor Appoint Personnel Committee-  
Appoint Personnel Committee: create a Personnel Committee, Periard suggested he would like to work with Carlson, meet independently of the board and put a policy in place. Talking points would include future Parks and Rec *Supervisor* position, the idea of possibly combining the Parks and Rec *Supervisor* with responsibilities to include Township Building Maintenance Manager, more of a Township Maintenance Person / Facilities Manager, the term "steward" did not seem adequate, create actual job description with requirements. No vote needed to create this subcommittee. Periard & Carlson will meet and bring recommendations / findings to the Township Board at the February meeting.
4. Leland Contract to Collect 2024 Summer Taxes- Attached is Leland's Annual Contract for Summer Tax Collection and will pay SB Twp the same rate of \$2.50 per parcel for collection services, the fee has not changed per Petroskey. Motion to approve by Slocombe, 2<sup>nd</sup> by Carlson, all ayes, motion passed.

**PUBLIC COMMENT-**

None

**BOARD MEMBER COMMENTS**

None

**ADJOURNMENT**

Meeting Adjourned at 5:59pm by Suttons Bay Township Supervisor Doug Periard.

Submitted by Mary Kuznicki, Recording Secretary  
Jean Moe, Township Clerk

**MINUTES – SUGGESTED AMENDMENT**

The regular meeting of the Suttons Bay Township board

Wednesday December 13, 2023

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 5:14 PM

Commissioners in attendance: Eric Carlson, Clerk Jean Moe, Dorothy Petroskey, Debbie Slocombe

Staff: Steve Patmore, Mary Kuznicki

**APPROVAL OF AGENDA**

Motion by Petroskey, 2<sup>nd</sup> by Carlson, agenda approved.

**PUBLIC COMMENT**

Pete Ostrowski asked about the Short Term Rental Ordinance cap. He asked about the number 150 being the cap on short term rental sites permits, Steve Patmore replied that we have approximately 50 on average without the AG sites as those are unknown at this time. The 150 cap was devised by taking 10% of the number of homes in Suttons Bay Township.

**CONFLICT OF INTEREST**

none

**REPORTS**

Planning And Zoning Networks Northwest Correspondence: report submitted by Steve Patmore who also submitted the letter from Networks Northwest stating termination of their contract. They gave a 30-day notice which will expire on December 15th of 2023. The reason for the termination cited was low staffing. Networks Northwest will turn over all of the ordinance overhaul paperwork and the rest of the overhaul will continue in-house. He's confident that without a planner the commissioners can complete the revisions.

Parks and Recreation Committee: Pete Ostrowski submitted his report, stated that the dog park at Herman Park will close with snowfall, pickleball and tennis courts are also scheduled to close. Term expiration dates of individual commissioners were not included in the packet. Peter is signed up for three years will contact folks who showed interest from the survey to see if anyone is interested in taking a position on the board. Pete also stated that we need a web designer, Dennis Rathnaw showed interest in becoming the Parks & Rec Supervisor. Ordinance #3 of 2023 was voted as amended, two ads will be posted in the enterprise asking for a public hearing, at the January 10th meeting the committee will meet to vote.

Fire Authority: Dorothy Petroskey reported on December 12th meeting that they discussed health insurance plans and determined the 2024 calendar of meetings.

**OLD BUSINESS**

1. Approval of Minutes from November 8, 2023: motion by Dorothy Petroskey to approve the minutes 2<sup>nd</sup> by Jean Moe, minutes approved as recorded.
2. Payment Of Bills: Jean Moe highlighted two of the bills, Danemon attorneys and the Leelanau County Road Commission bill for Merrick Rd. Total bills submitted was \$86,876.65. Motion to approve by Slocombe, 2<sup>nd</sup> by Carlson, motion passed to pay November bills.
3. Review Proposed Revisions to Suttons Bay Township Short Term Rental Ordinance - Original document was created in 2016 and revised in 2017. Steve Patmore highlighted 2 major improvements: reorganized the whole document to flow better, the structure is better. STR Ordinance applies to the whole township including Ag district. New policy sets limits of



occupancy based on septic regulations for the home and parking availability. It will now be the owner's responsibility to notify neighbors. Discussed allowing the new ordinance to take effect for one year before adjusting the cap of 150 as a maximum. Our attorney recommended adding a line under section I, page 6 regarding campfires. Ordinance will go into effect 30 days after publication, with no grandfather clause.

***Motion by Petroskey to approve Suttons Bay Township Ordinance No. 3 of 2023, the Suttons Bay Township Short-Term Rental Ordinance, as amended tonight.***

***Seconded by Slocombe.***

***Discussion: None***

***Roll Call Vote:***

***Yeas: Carlson, Slocombe, Periard, Petroskey, Moe.***

***Nays: None***

***Absent: None***

***Motion Carried – Ordinance Adopted***

## **NEW BUSINESS**

1. Resolutions Of Appreciation read by Chair Periard:
  - a. Marge Johnson, Motion by Carlson, 2<sup>nd</sup> by Slocombe, motion approved with edits.
  - b. William Drozdalski, Motion by Petroskey, 2<sup>nd</sup> by Moe, motion approved with edits.
  - c. Tom Nixon, motion by Carlson, 2<sup>nd</sup> by Petroskey, motion passed.
2. QuickBooks Upgrade Purchase- Clerk Jean Moe explained problems with older software and costs of Gold version versus Pro version of QuickBooks. Motion to approve purchase by Slocombe, 2<sup>nd</sup> by Moe, motion passed.
3. Resolutions For Treasurer to Collect Northwest Education Services Taxes- Motion to approve to collect taxes by Petroskey, 2<sup>nd</sup> by Carlson, motion passed. Resolution is #12 in 2023. Roll call vote was taken of all commissioners with all ayes.
4. Approval of SB Twp Meeting Calendar 2024 and Holiday Schedule- Motion to approve 2024 calendar by Slocombe, 2<sup>nd</sup> by Moe, all ayes. Motion passed.
5. Board Openings and Reappointments-
  - Don Gregory is stepping down from Planning Commission
  - Parks & Rec needs a new Supervisor with resignation of William Drozdalski
 Periard made a motion to reappoint all commissioners to additional 3-year terms, 2<sup>nd</sup> by Petroskey, all ayes.  
 Andy Brandt will be the go-between between the planning commission and the board of appeals, motion by Slocombe, 2<sup>nd</sup> by Periard, all ayes.
6. Parks and Recreation Draft plan- all highlighted lines are newly added. Jan 3<sup>rd</sup> will be a public hearing. Petroskey made edits to complete the document. Slocombe is interested in seeking out grants to complete some projects. An ad will go to Leelanau Enterprise once submitted to Clerk Jean Moe. Reappoint Liz & Pete to Parks & Rec Committee.

## **PUBLIC COMMENT-**

Past Suttons Bay Township Board Chair Tom Nixon made two observations:

Thanked board for the recognition.

Thanked Chair Periard for supporting Clerk Moe in voting for new software for the Clerk.

He feels it is very important to give staff the tools to do their job and keep updating them.

**BOARD MEMBER COMMENTS**

None

**ADJOURNMENT**

Meeting Adjourned at 6:15pm by Chair Periard.

Submitted by Mary Kuznicki, Recording Secretary

***Approved As-Presented on January 10, 2024***

***Approved Amendment on \_\_\_\_\_***

Jean Moe, Township Clerk



## Jean Moe

---

**From:** Manager Brendan Mullane <bnullane@leelanauroads.org>  
**Sent:** Monday, January 29, 2024 4:47 PM  
**To:** periardd@suttonsbayschools.com; clerk@suttonsbaytwp.com  
**Cc:** Commissioner Popa  
**Subject:** RE: Annual Road Commission Presentation  
**Attachments:** Leelanau County PASER (Pavement Surface Evaluation and Rating) Summary - January, 2024.pdf; 856990\_Leelanau CRC Suttons Bay TWP Report 2024.pdf

Doug/Jean,

As promised, please see attached Paser rating and asset management reports along with a summary of our County-wide totals.

Also, it's that time of year again and we would like to come to one of your meetings to give an update on Road Commission business; maybe February or March?

Please let me know if you have any questions.

Thanks,  
*Brendan Mullane*  
*Managing Director*  
*Leelanau County Road Commission*  
*O: 231-271-3993 ext 225*  
*C: 231-866-1995*



Leelanau County PASER (Pavement Surface Evaluation and Rating) Summary - January, 2024

Estimated Repair Cost by PASER

Category	Estimated Cost	Good			Fair			Poor			
		10	9	8	7	6	5	4	3	2	1
Primary Roads	\$11,189,000	\$0	\$0	\$315,000	\$226,000	\$948,000	\$2,392,000	\$3,378,000	\$1,746,000	\$2,184,000	\$0
Bingham Twp	\$2,595,500	\$0	\$0	\$29,500	\$54,000	\$218,500	\$705,000	\$609,000	\$679,500	\$300,000	\$0
Centerville Twp	\$3,012,800	\$0	\$0	\$25,800	\$32,900	\$208,500	\$708,600	\$720,000	\$873,000	\$444,000	\$0
Cleveland Twp	\$3,594,300	\$0	\$0	\$15,700	\$28,500	\$210,000	\$917,600	\$1,263,000	\$715,500	\$444,000	\$0
Elmwood Twp	\$4,860,400	\$0	\$0	\$14,000	\$44,400	\$289,500	\$788,000	\$1,164,000	\$1,606,500	\$954,000	\$0
Empire Twp	\$2,234,500	\$0	\$0	\$11,500	\$30,000	\$200,000	\$682,000	\$576,000	\$441,000	\$294,000	\$0
Glen Arbor Twp	\$755,000	\$0	\$0	\$32,000	\$22,000	\$73,000	\$300,000	\$120,000	\$180,000	\$0	\$28,000
Kasson Twp	\$6,885,000	\$0	\$0	\$13,000	\$39,000	\$346,000	\$551,000	\$3,006,000	\$2,785,000	\$96,000	\$49,000
Leelanau Twp	\$6,201,000	\$0	\$0	\$58,000	\$56,000	\$125,000	\$1,724,000	\$1,152,000	\$1,467,000	\$1,374,000	\$245,000
Leland Twp	\$5,276,500	\$0	\$0	\$19,000	\$49,500	\$217,500	\$942,000	\$1,185,000	\$1,165,500	\$1,698,000	\$0
Solon Twp	\$2,818,000	\$0	\$0	\$9,500	\$32,500	\$44,000	\$168,500	\$1,392,000	\$1,021,500	\$150,000	\$0
Suttons Bay Twp	\$3,361,500	\$0	\$0	\$49,000	\$67,500	\$249,500	\$1,134,000	\$1,149,000	\$148,500	\$564,000	\$0
County Wide	\$52,783,500	\$0	\$592,000	\$592,000	\$682,300	\$3,129,500	\$11,012,700	\$15,714,000	\$12,829,000	\$8,502,000	\$322,000
						\$14,824,500			\$37,367,000		

Mileage and PASER Ranking

	Good	Fair	Poor	
Primary Roads (mileage based)				
State Wide	27%	38%	35%	Miles
Primary Roads	51%	38%	11%	168.7
Local Roads (mileage based)				
State Wide	20%	35%	45%	13,049.0
County Wide	25%	50%	25%	308.3
				Miles
				% of Total
Glen Arbor Twp	55%	40%	5%	15,658
Leelanau Twp	34%	44%	22%	44,457
Centerville Twp	32%	49%	19%	25,994
Suttons Bay Twp	32%	55%	13%	38,671
Bingham Twp	27%	58%	15%	27,509
Cleveland Twp	25%	50%	25%	26,454
Empire Twp	16%	65%	19%	18,323
Leland Twp	15%	54%	31%	30,618
Solon Twp	15%	40%	45%	15,896
Elmwood Twp	12%	57%	31%	28,937
Kasson Twp	11%	43%	46%	35,823

# ROAD RATING REPORT

## LEELANAU COUNTY ROAD COMMISSION LEELANAU COUNTY, MI



### SUTTONS BAY TOWNSHIP 2024

December 2023  
Project No. 856990

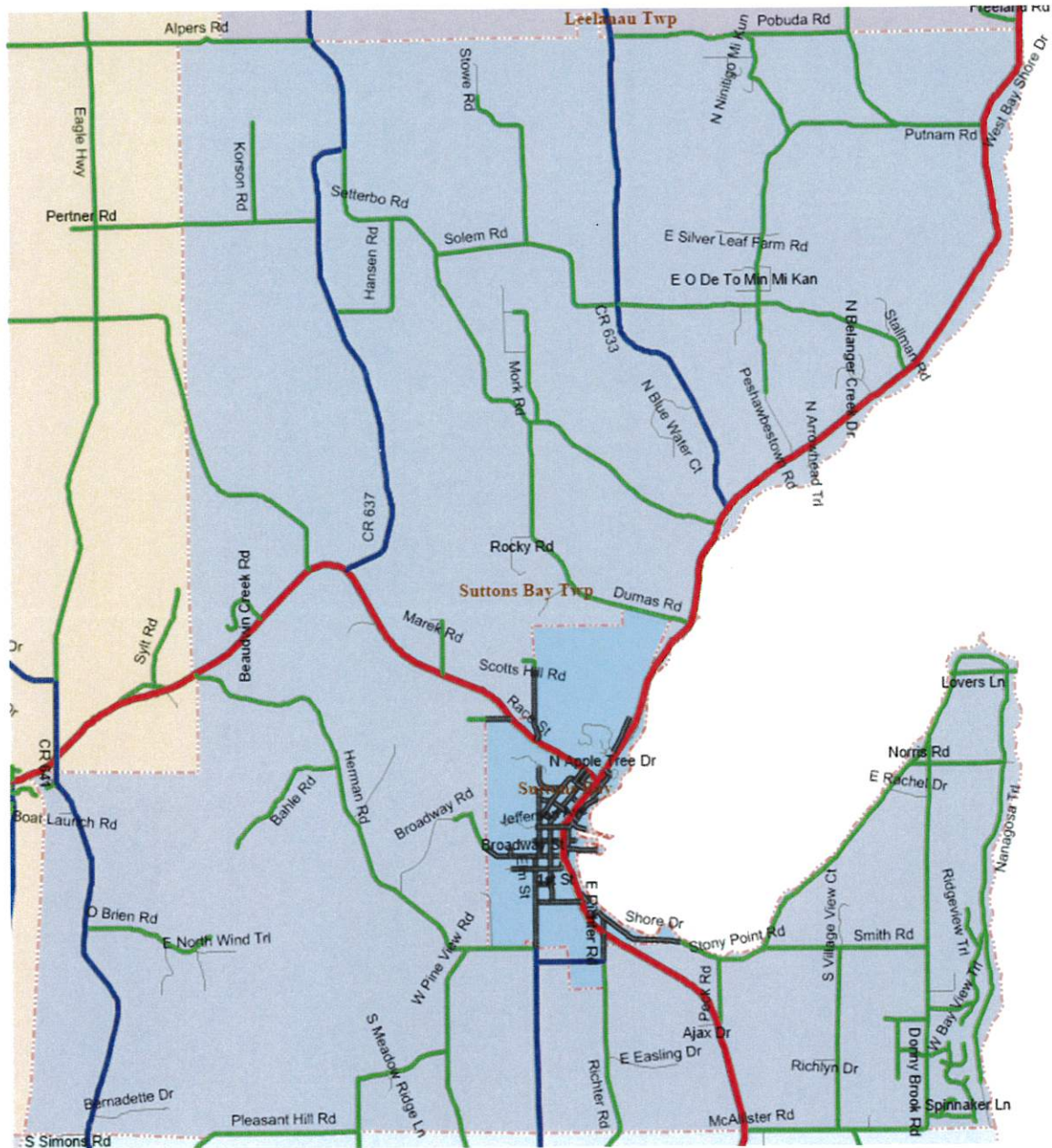




# LEELANAU COUNTY ROAD COMMISSION

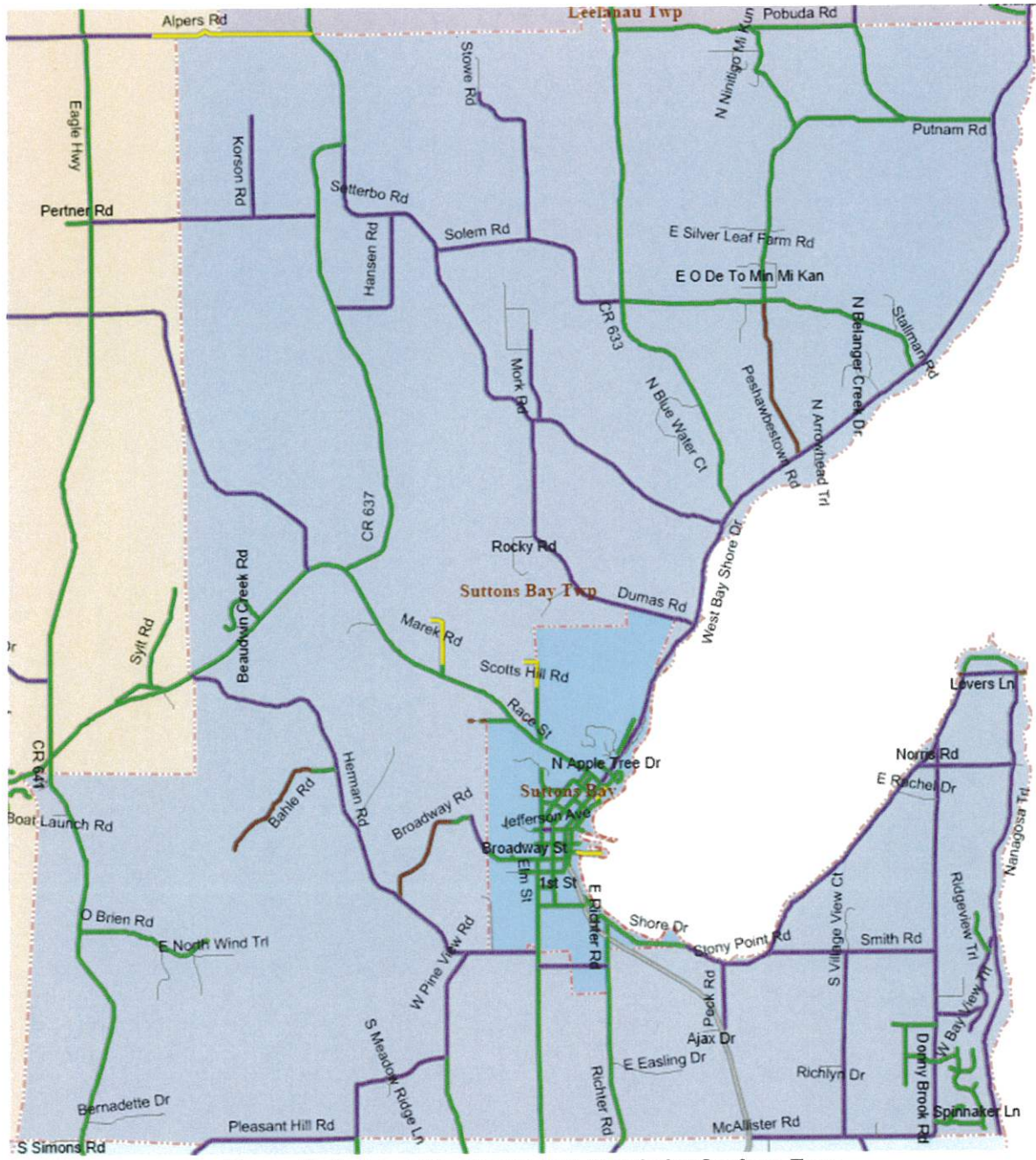
## SUTTONS BAY TOWNSHIP LOCAL ROAD RATINGS REPORT 2024

The goal of the Leelanau County Road Commission is to use Asset Management Strategies when planning upcoming projects for the roads that fall under their jurisdiction. Asset management, as defined by Public Act 199 from 2007, is an “ongoing process of maintaining, upgrading, and operating physical assets cost-effectively, based on a continuous physical inventory and condition assessment.” Using asset management strategies will allow the Road Commission and Townships within the County to invest available road funds into future projects in a manner that will provide the greatest return and most effective improvements for the Community.



**Figure 1: Suttons Bay Township Roads by Jurisdiction**

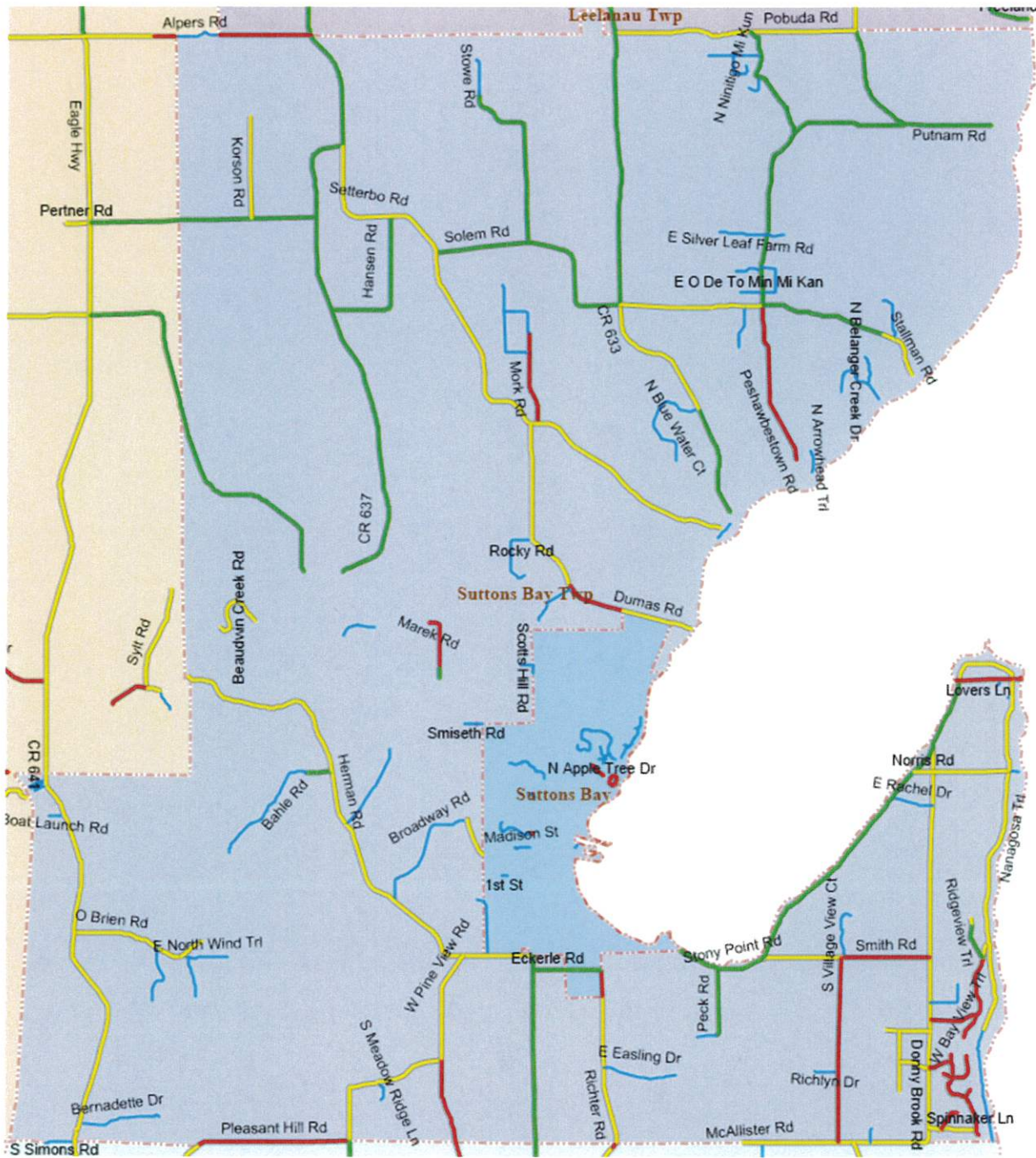
Red = State Highways, Blue = County Primary, Green = County Local, Gray = Undefined (I.E. Private)



**Figure 2: Suttons Bay Township Roads by Surface Type**

Green = Asphalt, Grey = Concrete, Purple = Seal Coat, Yellow = Gravel, Brown = Earth





**Figure 3: Suttons Bay Township Roads by PASER Rating**  
 Green = Good (8-10), Yellow = Fair (5-7), Red = Poor (1-4), Blue = Unrated

## Road Rating Systems

The PASER (Pavement Surface Evaluation and Rating) Road Rating System is utilized by the County to rate the existing local and primary paved roads. PASER is the rating system for paved roads that is utilized in Roadsoft to collect data on the roads. The surface condition of the road can receive a rating between 1 and 10, 1 being the worst and 10 being the best road surface condition. Tables 1 and 2 provided below show the rating as well as suggested maintenance to preserve the road and a cost estimate for the repairs. Typically, seasonal roads are excluded and should show in Roadsoft as unrated.

**Table 1: PASER Ratings and Repairs for Paved Roads**

Road Rating	Recommended Repair	Estimated Cost Per Centerline Mile
10	No maintenance necessary. New Road	\$0
9	No maintenance necessary. Smooth Surface	\$0
8	Crack Sealing	\$4,000
7	Crack Sealing and/or Minor Patching	\$7,000
6	Patching and Sealcoat	\$50,000
5	Asphalt Wedging	\$150,000
	Asphalt Wedging and Sealcoat	\$185,000
4	Asphalt Wedging and Structural Overlay	\$300,000
3	Patching, Asphalt Wedging and Structural Overlay	\$350,000
	Crush and Shape, Gravel and Pave	\$450,000
2	Reconstruction	\$600,000
1	Reconstruction with Base Stabilization	\$700,000
	Return to Gravel	\$20,000

Gravel roads are rated using a system referred to as IBR (Inventory-Based Rating) System™ for Gravel Roads. The rating for a segment of gravel road is determined by considering three separate characteristics for that segment. The three characteristics are surface width, drainage adequacy and structural adequacy, which are all evaluated to determine the segment rating. The segment rating range is 1 to 10.

**Table 2: IBR Ratings and Treatments for Gravel Roads**

Road Rating	Existing Condition / Recommended Repair	Estimated Cost Per Centerline Mile
10	No maintenance necessary. New Road	\$0
8 to 9	Good crown and drainage throughout. Adequate gravel for traffic. Maintain with grading and dust control.	\$2,000
6 to 7	Existing crown with drainage on 50% or more of roadway. Additional gravel needed in some areas along with ditching.	\$75,000
3 to 5	Little or no crown. Ditched on less than 50% of the road. Additional gravel needed on entire road along with ditching.	\$125,000
1 to 2	Failed Road. Reconstruction.	\$250,000

The following figures compare PASER ratings for Statewide, County, and Township roads. It is important to note that the ratings shown in Figures 5 and 6 for the County and Township are based on the current estimated rating calculated by Roadsoft based off the last time the road was field rated. The County recently performed in-field PASER ratings in the Fall of 2023. Therefore, thereafter the calculated PASER rating that was provided by Roadsoft in this report will match that of the last field rating that was performed. This version of the database was obtained from the County in November 2023, and although the PASER system has an automatic diminishing score based on age from the last field evaluation, the data from November 2023 was used for this 2024 report.



### Statewide Paved Local Roads

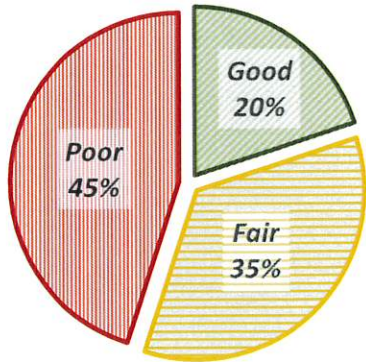


Figure 4: Condition of Paved Local Roads Across the State

### Leelanau County Current PASER Scores

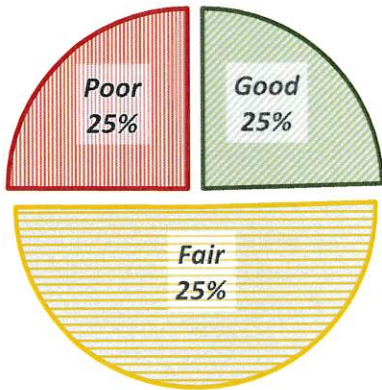


Figure 5: Condition of Paved Local Roads in Leelanau County

### Suttons Bay Township Current PASER Scores

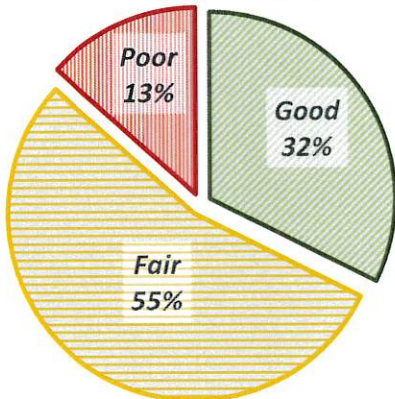


Figure 6: Condition of Paved Local Roads in Suttons Bay Township

Good = PASER Rating 10-9-8 / Fair = PASER Rating 7-6-5 / Poor = 4-3-2-1



## Suttons Bay Township Paved Local Road Ratings

### Service Life of Treatments

Service Life is the expected time that a roadway repair will remain effective before the road needs to be reconstructed. Table 3 below contains road repairs and the corresponding service life that can be expected from the repairs. Before repairs reach the end of their service life, preventative maintenance should be performed on a regular basis to continue to extend the life of the road. This will increase the expected service life after repairs are complete.

**Table 3: Service Life of Treatments for Paved Roads**

Road Rating	Recommended Repair	Expected Service Life (years)
8	Minor Crack Sealing	5
7	General Crack Sealing and/or Minor Patching	5
6	Patching and Sealcoat Ultra-thin Asphalt Overlay	7 7 to 10
5	Asphalt Wedging Asphalt Wedging and Sealcoat Asphalt Wedging and Ultra-thin Asphalt Overlay	7 7 to 10 10
4	Asphalt Wedging and Overlay	12 to 15
3	Pulverize, gravel and pave	15 to 25
2	Reconstruction	25 to 30
1	Reconstruction due to failed road	25 to 30

For road ratings that contain multiple repair types, the best suited repair should be determined by the County Engineer's field observations. Expected service life may be decreased or preventative maintenance increased if the road is constructed on unsuitable underlying soils. Such soils should be addressed prior to completing repairs.

**Table 4: Current Ratings for Paved Local Roads**

Current PASER Rating	Road Name	Limits	Centerline Length (miles)	Last Field Rating Date
10	Marek Rd	Gravel Segment to Duck Lake Rd.	0.06	2023
9	None	---	---	---
8	Peshawbestown Rd.	Putnam Rd. to McKeese Rd.	1.64	2023
	Solem Rd.	Setterbo Rd. to CR 633 *	1.27	2023
	McKeese Rd.	Peshawbestown Rd. to PASER 5 segment	0.69	2023
	Stony Point Rd.	City line to Lovers Ln.	2.39	2023
	Peck Rd.	Stony Point Rd. to West Bay Shore Dr.	0.37	2023
	Stowe Rd.	Solem Rd. to undefined segment	0.99	2023
	Roubal Rd.	Pobuda Rd. to Peshawbestown Rd.	0.66	2023
	Hansen Rd.	Setterbo Rd. to CR 637	0.82	2023
	Putnam Rd.	Pobuda Rd. to West Bay Shore Dr.	1.10	2023
	Pertner Rd.	Leland TWP line to CR 637	0.76	2023
	Bahle Rd.	Earth segment to Herman Rd.	0.14	2023
	Horn Rd.	Leland TWP line to Duck Lake Rd.	1.27	2023
	Ridgeview Trl.	PASER 7 segment to W. Bay View Trl.	0.20	2023
7	O Brien Rd.	S. Windy Ridge Trl. to E. North Wind Trl.	0.15	2023
	McKeese Rd.	CR 633 to Peshawbestown Rd.	0.78	2023
	Setterbo Rd.	PASER 5 segment to West Bay Shore Dr.	0.97	2023
	Setterbo Rd.	CR 637 to Mork Rd. *	2.17	2023

	Dumas Rd.	Setterbo Rd. to Rocky Rd. *	0.62	2023
	Stony Point Rd.	Lovers Ln. to Lovers Ln.	0.40	2023
	E. Kohler Rd.	PASER 6 segment to Bingham TWP line *	0.23	2023
	Poduba Rd.	CR 633 to Putnam Rd.	1.33	2023
	Donny Brook Rd.	Smith Rd. to Shaker Trl. *	0.40	2023
	Ridgeview Trl.	PASER 8 segment to end of road	0.03	2023
	Nanagosa Trl.	Lovers Ln. to unrated segment *	1.97	2023
	W. Pine View Rd.	E. Kohler Rd. to Herman Rd. *	0.59	2023
6	O Brien Rd.	CR 641 to S. Windy Ridge Trl.	0.48	2023
	O Brien Rd.	PASER 5 segment to end of road	0.04	2023
	Dumas Rd.	Windward Dr. to 0.02 Mi N. of Rocky Rd. *	0.35	2023
	E. Kohler Rd.	PASER 7 segment to W. Pine View Rd. *	0.59	2023
	Donny Brook Rd.	Shaker Trl. to McAllister Rd.	0.61	2023
	Smith Rd.	Stony Point Rd. to S. Village View Ct. *	0.47	2023
	Herman Rd.	W. Pine View Rd. to PASER 5 segment *	0.33	2023
	Herman Rd.	Duck Lake Rd. to Broadway Rd. *	1.93	2023
	Broadway Rd.	Unrated segment to City line *	0.21	2023
5	O Brien Rd.	E. North Wind Trl. to PASER 6 segment	0.11	2023
	Stallman Rd.	McKeese Rd. to West Bay Shore Dr.	0.23	2023
	Setterbo Rd.	Mork Rd. to PASER 7 segment *	0.23	2023
	Dumas Rd.	PASER 4 segment to West Bay Shore Dr. *	0.39	2023
	Korson Rd.	Pertner Rd. to end of road *	0.56	2023
	Donny Brook Rd.	Smith Rd. to Stony Point Rd. *	1.15	2023
	Norris Rd.	Stony Point Rd. to Nanagosa Trl. *	0.53	2023
	W. Bay View Trl.	Ridgeview Trl. to Nanagosa Trl. *	0.09	2023
	Richter Rd.	PASER 4 segment to Bingham TWP line	0.81	2023
	Herman Rd.	Broadway Rd. to W. Pine View Rd. *	0.51	2023
	Herman Rd.	PASER 6 segment to CR 633 *	0.06	2023
	Spinnaker Ln.	Donny Brook Rd. to Cherry Blossom Ln.	0.26	2023
	Shaker Trl.	Donny Brook Rd. to end of road	0.25	2023
	Montmorency Ln.	Shaker Trl. to end of road	0.33	2023
	Blossom Ln.	<Montmorency Ln. to Donny Brook Rd.	0.17	2023
	Beaudwin Creek Rd.	Duck Lake Rd. to end of road	0.40	2023
	McKeese Rd.	Stallman Rd. to 0.07 Mi NW	0.07	2023
4	Dumas Rd.	PASER 6 segment to City Line *	0.33	2023
	Mork Rd.	Setterbo Rd. to undefined segment *	0.51	2023
	Norvick Rd.	McAllister Rd. to Smith Rd. *	1.00	2023
	Smith Rd.	S. Village View Ct. to Donny Brook Rd. *	0.48	2023
	W. Bay View Trl.	Ridgeview Trl. to end of road *	0.48	2023
	Old Orchard Trl.	Donny Brook Rd. to W. Bay View Trl. *	0.27	2023
	W. Pine View Rd.	Bingham TWP line to Kohler Rd.	0.47	2023
	Walden Ct.	Spinnaker Ln. to end of road	0.14	2023
	Richter Rd.	Eckerle Rd. to PASER 5 segment	0.15	2023
3	Lovers Ln.	Stony Point Rd. to Nanagosa Trl. *	0.29	2023
	Cherry Blossom Ln.	Spinnaker Ln. to end of road	0.04	2023
2	Smiseth Rd.	Earth segment to undefined segment	0.01	2023
	Cherry Blossom Ln.	Donny Brook Rd. to Spinnaker Ln.	0.58	2023
	Cherry Blossom Ln.	Cherry Blossom Ln. to end of road	0.05	2023
	Sugar Maple Ct.	Cherry Blossom Ln. to end of road	0.05	2023
	Maple Bluffs Ct.	Cherry Blossom Ln. to end of road	0.20	2023
	Apple Ct.	Cherry Blossom Ln. to end of road	0.05	2023
1	None	---	---	---
Undefined	Nanagosa Trl.	Undefined segment to PASER 7 segment *	0.36	
	Stowe Rd.	Undefined segment to PASER 7 segment *	0.02	
	Mork Rd.	Undefined segment to PASER 3 segment *	0.19	

	Smiseth Rd.	PASER 1 segment to PASER 2 segment *	0.03	
	Broadway Rd.	Undefined segment to PASER 2 segment *	0.11	
	Unknown	Lake Leelanau Dr. to end of road *	0.08	

\*Sealcoat Roads

\*Undefined Surface

**Table 5: Estimated Cost to Repair Paved Roads Based on 2024 PASER Ratings**

Road Rating	Miles	Estimated Cost per Mile	Total Cost
10	0.06	\$0	\$0
9	0.00	\$0	\$0
8	12.30	\$4,000	\$49,000
7	9.63	\$7,000	\$67,500
6	4.99	\$50,000	\$249,500
5	6.13	\$185,000	\$1,134,000
4	3.83	\$300,000	\$1,149,000
3	0.33	\$450,000	\$148,500
2	0.94	\$600,000	\$564,000
1	0.00	\$700,000	\$0
Undefined (0)	0.78	---	---

**Total Cost in 2024 = \$3,361,500**

## 2024 PASER Ratings

For Paved Local Roads

2023 2024

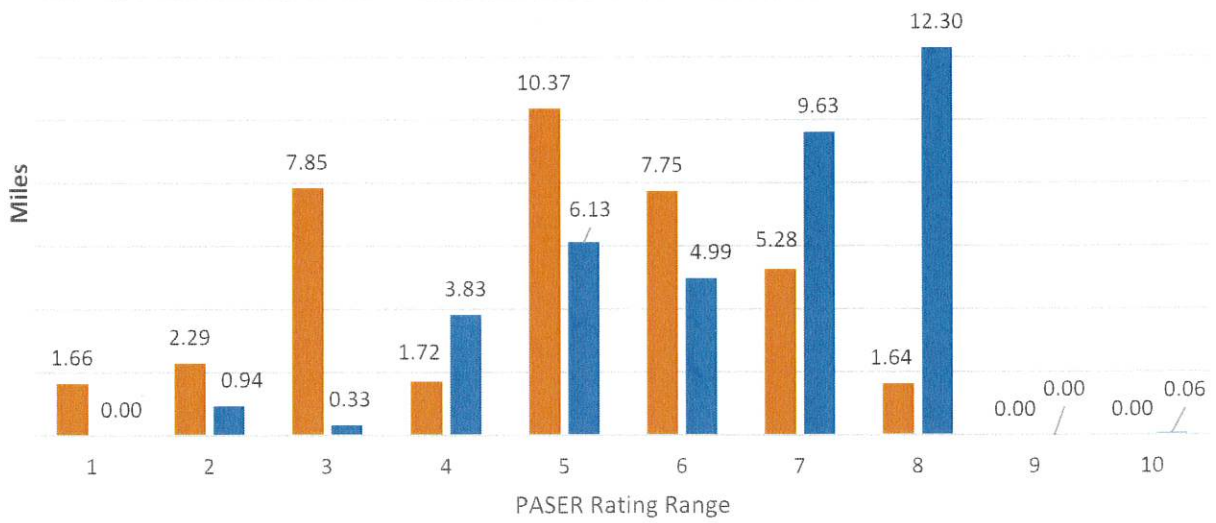


Figure 7: Current PASER Ratings

## Average Current PASER Rating 2024

For Paved Local Roads

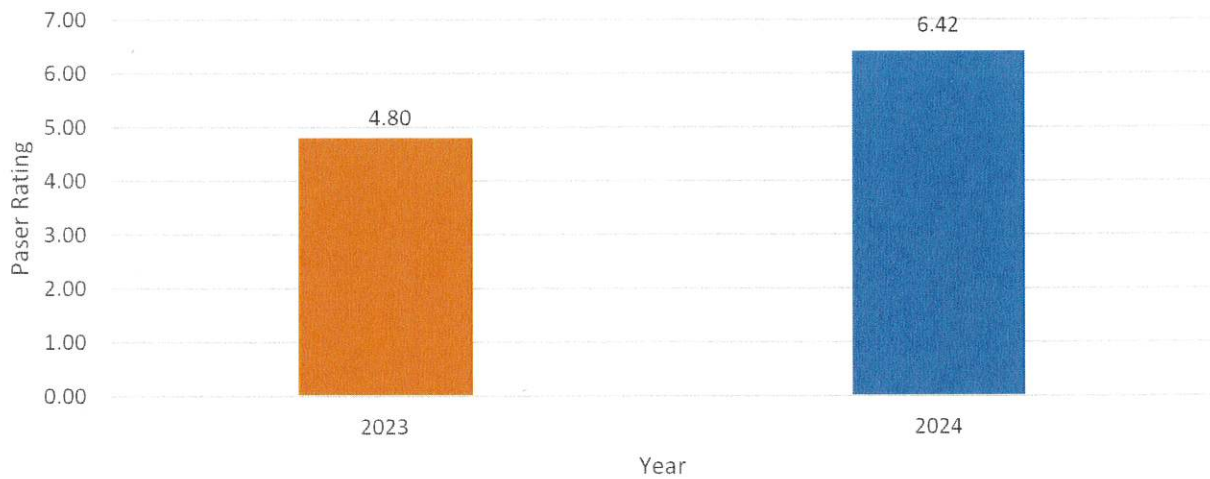


Figure 8: Average Current PASER Rating

## Suttons Bay Township Gravel Local Road Ratings

Gravel roads should be treated differently than paved roads. The service life of gravel roads is more difficult to predict. Gravel road conditions can change rapidly depending on the weather, grading layout, and the traffic the road receives. A summary of the current ratings of gravel roads is provided in Table 6 below.

**Table 5: Current Ratings for Gravel Roads**

IBR Rating	Road Name	Limits	Length (miles)
1-10	None	---	---
Unrated	Scotts Hill Rd.	City line to end of road	0.12
	Alpers Rd.	Twp line to CR 637 *	0.75
	Marek Rd.	Undefined segment to Duck Lake Rd. *	0.24
Earth	Bahle Rd.	Asphalt end to end of road	0.66
	Peshawbestown Rd.	McKeese Rd. to undefined segment *	0.50
	Smiseth Rd.	End of road to undefined segment	0.03
	Stony Point Rd.	Nanagosa Trl. to end of road	0.05
	Lovers Ln.	Stony Point Rd. to end of road	0.03

\*Roads with no "last" PASER rating or date identified, but a current rating listed under Current PASER Rating (Should be Rated on the IBR scale).

To: Suttons Bay Township

I would like to indicate my interest in serving on the Suttons Bay Township Parks and Recreation Committee.

I am a retired DNR Forest Manager with a Degree in Forestry from MSU. My career provided me with direct experience working with our Parks and Recreation Division in the DNR. I was involved in establishing new recreational facilities as well as upgrading existing facilities on state land.

I also served on the Planning Board as well as being a City Councilman for the town of Manton.

I have a love for our natural resources, particularly those in our county and our township. I get along well in group and public settings and feel I am a good team player.

Please consider me as a candidate for the Park and Recreation Committee.

Sincerely,

Bill Sterrett

12166 E Old Orchard Trl.

Suttons Bay

231-920-4425

**admin@suttonsbaytwp.com**

---

**From:** Pete Ostrowski <powazski@gmail.com>  
**Sent:** Tuesday, January 30, 2024 5:26 PM  
**To:** Dorothy Petroskey  
**Subject:** Fwd: Setup hosting account

I spoke with Robert Boldt today. He has essentially closed his business and is transferring his work to other products. He is transferring the parks website to the hosting company mentioned below. They are running a special through the end of the month as shown. He suggests we sign up for the Core 3-year plan to get the best rates. We also need to pay for our domain name. He thinks we have this through Go Daddy. I will check with Bill on this.

Need to know if you want me to go ahead and sign up for the hosting company.

He is not charging anything for transferring the site, but does ask us to agree to the liability waiver sent to you in another email.

Let me know what you think.

Thanks, Pete

----- Forwarded message -----

**From:** **Boldt Web Studio** <[robert@boldtwebstudio.com](mailto:robert@boldtwebstudio.com)>  
**Date:** Tue, Jan 30, 2024 at 3:57 PM  
**Subject:** Setup hosting account  
**To:** <[powazski@gmail.com](mailto:powazski@gmail.com)>

Hi Pete,

Right now they are running a really good special. If you pre-pay for 3 years, you can get hosting for \$2.49/month or I think around \$100 for all 3 years. That's CHEAP!

You can do all this over the phone by calling them at 757-416-6575. Tell them you want the "Core" shared hosting package for 3 years for \$2.49/mo. They may want to sell you a backup plan which is up to you but it costs a bit more :)

Or you can sign up online:

1. Go here: <https://www.inmotionhosting.com/shared-hosting>
2. Click "3 years" (see screenshot)
3. Click Select under the basic "Core" plan
4. To get the rock bottom rate, you can uncheck the "backup manager" option during checkout as it's \$90 by itself... this is a choice you can make! I won't try to talk you in/out of it! :)
5. Finish signing up then forward me the emails that has the FTP or cPanel user/pass in it.

Here's some screenshots of what that looks like...



## Shared Hosting Plans

1 Year
  2 Year
  3 Year
  Month

Core	Launch	Power	Pro
<p><b>\$2.49/mo</b></p> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>Free SSL</li> <li>2 Websites</li> <li>100GB SSD</li> <li>Unlimited Bandwidth</li> <li>2x Speed and Performance</li> <li>10 Email Addresses</li> <li>Security Suite</li> <li>Marketing Tools</li> <li>Hosting Plesk</li> </ul>	<p><b>\$4.99/mo</b></p> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>Free domain &amp; SSL</li> <li>25 Websites</li> <li>Unlimited NVMe SSD</li> <li>Unlimited Bandwidth</li> <li>6x User/Task Speed &amp; Performance</li> <li>Unlimited Email Addresses</li> <li>Security Suite</li> <li>Marketing Tools</li> </ul>	<p><b>\$4.58/mo</b></p> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>Free domain &amp; SSL</li> <li>Unlimited Websites</li> <li>Unlimited NVMe SSD</li> <li>Unlimited Bandwidth</li> <li>12x Ultra-fast speed &amp; performance</li> <li>Unlimited Email Addresses</li> <li>Security Suite</li> <li>Marketing Tools</li> </ul>	<p><b>\$11.91/mo</b></p> <p><b>Select</b></p> <ul style="list-style-type: none"> <li>Free domain &amp; SSL</li> <li>Unlimited Websites</li> <li>Unlimited NVMe SSD</li> <li>Unlimited Bandwidth</li> <li>20x Ultrafast Speed &amp; Performance</li> <li>Unlimited Email Addresses</li> <li>Security Suite</li> <li>Marketing Tools</li> </ul>

[inmotion hosting](#)
[Web Hosting](#)
[WordPress](#)
[VPS Hosting](#)
[Dedicated Servers](#)
[Domains](#)
[Whois](#)
[Login](#)

1 Year
  2 Year
  3 Year
  Month

Core
  Launch
  Power
  Pro

Backup Manager

**Backup Manager**  
**\$2.50/mo (1st year) (\$2.00)**

Protect your backup with our secure 100% backup for your website. Get daily automatic backups of your website files and database stored in our secure backup servers with 99.99% uptime and 99.99% reliability.

No, Thank You
  Yes, Add Backup Manager

**Order Summary**

Core \$24.99  
 1 Year Subscription \$240.00  
**\$264.99**

Backup Manager \$25.00  
**\$289.99**

**Subtotal: \$289.99**  
**Application Taxes and Fees: \$0.00**  
**Total: \$289.99**

When finished, I just need the password to the new account to get started.

If you have any questions let me know!

Thanks!

Robert L. Boldt  
 Email: [Robert@BoldtWebStudio.com](mailto:Robert@BoldtWebStudio.com)  
 Phone: 817.891.9998



**admin@suttonsbaytwp.com**

---

**From:** Pete Ostrowski <powazski@gmail.com>  
**Sent:** Tuesday, January 30, 2024 5:27 PM  
**To:** Dorothy Petroskey  
**Subject:** Fwd: Website liability waiver

Let me know if we are OK with this and if my name should be on it.

Thanks, Pete

----- Forwarded message -----

**From:** **Boldt Web Studio** <[robert@boldtwebstudio.com](mailto:robert@boldtwebstudio.com)>  
**Date:** Tue, Jan 30, 2024 at 3:57 PM  
**Subject:** Website liability waiver  
**To:** <[powazski@gmail.com](mailto:powazski@gmail.com)>

Hi Pete, if you can just reply with "I agree" that's all I need here :) Thanks! -Robert

## Website Liability Waiver

I, Pete Ostrowski, owner or legal representative of Suttons Bay Parks (Client), understand that Boldt Web Studio has gone out of business on December 31, 2023 and in exchange for help with transferring my website to another hosting provider, Suttons Bay Parks agrees to accept any further liabilities associated with their website. I do hereby release and agree to hold harmless Robert Boldt and Boldt Web Studio from any losses caused by any errors, malfunctions, server updates, software issues, email deliverability issues, loss of contact form submissions, or any other reason associated with my website or email system. I also assume any responsibilities for any legal requirements or responsibilities regarding my website such as any local, state or federal requirements and any laws that must be upheld regarding my website. If my website or any component of my website infringes on any copyright, trademark, service mark or any other right of another party, then I understand that it is my responsibility and I will work to resolve any issues I am aware of. I assume full responsibility for my website as if I was the original author and creator.

**Suttons Bay Township Resolution No. 2024-~~XXX~~ /  
Natural Hazard Mitigation Plan Adoption Resolution**

**WHEREAS**, all jurisdictions within Leelanau County have exposure to natural, technological and human-induced hazards that may damage or destroy life, property, the environment, or local economy; and

**WHEREAS**, pro-active mitigation of known hazards before a disaster event can reduce or eliminate damages and impacts to life, property, the environment or local economy; and

**WHEREAS**, The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS**, the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update has been developed in accordance to the DMA of 2000 to reflect the concerns of the citizens and stakeholders of Leelanau County; and

**WHEREAS**, Suttons Bay Township previously adopted the 2016 Leelanau County Natural Hazard Mitigation Plan on July 8, 2015 by Resolution Number XXX; and

**WHEREAS**, Suttons Bay Township affirmed participation in the maintenance of the 2023 Leelanau County Natural Hazard Mitigation Plan and committed to participating in the update of the Plan no less than once every 5 years; and

**WHEREAS**, the 2023 Leelanau County Natural Hazard Mitigation Plan provides a set of actions to reduce risk from natural hazards through education and outreach programs, establishes a foundation for coordination among agencies in Leelanau County, identifies future mitigation projects, and meets the qualifications for federal assistance programs in order to be eligible for FEMA pre-disaster and post-disaster mitigation grant funding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Suttons Bay Township Board does hereby adopt the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update as an official plan of Suttons Bay Township.

Upon a roll call vote, the following voted:

‘AYE’

‘NAY’

ABSENT:

The Supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**Suttons Bay Township Resolution No. 2024-XXX  
Natural Hazard Mitigation Plan Adoption Resolution**

**WHEREAS**, all jurisdictions within Leelanau County have exposure to natural, technological and human-induced hazards that may damage or destroy life, property, the environment, or local economy; and

**WHEREAS**, pro-active mitigation of known hazards before a disaster event can reduce or eliminate damages and impacts to life, property, the environment or local economy; and

**WHEREAS**, The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

**WHEREAS**, the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update has been developed in accordance to the DMA of 2000 to reflect the concerns of the citizens and stakeholders of Leelanau County; and

**WHEREAS**, Suttons Bay Township previously adopted the 2016 Leelanau County Natural Hazard Mitigation Plan on July 8, 2015 by Resolution Number XXX; and

**WHEREAS**, Suttons Bay Township affirmed participation in the maintenance of the 2023 Leelanau County Natural Hazard Mitigation Plan and committed to participating in the update of the Plan no less than once every 5 years; and

**WHEREAS**, the 2023 Leelanau County Natural Hazard Mitigation Plan provides a set of actions to reduce risk from natural hazards through education and outreach programs, establishes a foundation for coordination among agencies in Leelanau County, identifies future mitigation projects, and meets the qualifications for federal assistance programs in order to be eligible for FEMA pre-disaster and post-disaster mitigation grant funding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Suttons Bay Township Board does hereby adopt the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update as an official plan of Suttons Bay Township.

Upon a roll call vote, the following voted:

‘AYE’

‘NAY’

ABSENT:

The Supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #2 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

SUPERVISOR: \$20,100.96 PLUS PENSION

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #3 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

CLERK: \$31,639.05 PLUS PENSION

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #4 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

TREASURER: \$32,044.80 PLUS PENSION

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #5 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

TRUSTEE: \$1,729.63 PLUS PENSION

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk

**SUTTONS BAY TOWNSHIP**

**RESOLUTION #6 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

TRUSTEE: \$1,729.63 PLUS PENSION

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk



**SUTTONS BAY TOWNSHIP**

**RESOLUTION #7 of 2024**

**ADOPTED AT MEETING OF FEBRUARY 14, 2024**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIAL SALARY**

BE IT RESOLVED, that this resolution is subject to MCLA 41.95(3). In a township that does not hold an annual meeting. The salary for officers composing the Township Board shall be determined by the Township Board.

BE IT RESOLVED, that as of April 1, 2024 the salary of the following Board Member shall be:

DEPUTY DOG, POPPY: EXTRA BEGGIN FOR BACON STRIP, PLUS  
ADDITIONAL MILK BONE BISCUIT TWICE DAILY.

The foregoing resolution offered by Member \_\_\_\_\_

Supported by Member \_\_\_\_\_

Upon a roll call vote, the following voted:

“AYE”

“NAY”

ABSENT:

The supervisor declared the Resolution adopted.

---

Jean A. Moe, Clerk