

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, November 8, 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 October 11, 2023 and Special Board Meeting of October 23, 2023.
2. Payment of the Bills

NEW BUSINESS:

1. Accept Resignation of Township Parks Supervisor
2. Discuss Procedures for Approving a New Township Trustee
3. Re-Appoint Representative to Fire and Rescue Board
4. Discuss and Review Proposed Revisions to Township Short Term Rental Ordinance
5. Determine the Use of ZOOM for Board Meetings
6. Approve Clerk Signing Early Voting Agreement/Procedures Provided by the County
7. Approve Resolution to Modify Guidelines for Poverty Exemptions for Property Taxes
8. Discuss and Approve DRAFT Proposal for Board's Purchasing & Bidding Guidelines

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

OCTOBER 2023 (to-date)

For November 2023 PC & Board Meeting

Prepared by Steve Patmore, November 1, 2023

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
October 2023	9	5	1	2	1
Year To Date	36	14	8	12	2
Year to date 2022	47	24	11	12	0
Year to date 2021	40	16	9	13	2
Year to date 2020	37	10	6	20	1
Year to date 2019	32	16	8	8	0
Year to date 2018	37	19	6	12	0
Year to date 2017	32	11	4	14	3
Year to date 2016	32	7	11	10	4
Year to date 2015	27	10	7	9	1

LUP 23-028	1577 S. Cherry Blossom Ln.	New Single Family Dwelling
LUP 23-029	10055 E. John Michael Dr.	New Single Family Dwelling
LUP 23-030	790 S. Herman Rd.	New Single Family Dwelling
LUP 23-031	8101 E. Pleasant Hill Rd.	Convert attached garage to living area
LUP 23-032	1188 N. Morning View Dr.	New Single Family Dwelling
LUP 23-033	1546 S. Montmorency Dr.	Detached Garage
LUP 23-034	2526 N. Setterbo Rd.	New Single Family Dwelling
LUP 23-035	10600 E. McKeese	Replace seasonal worker housing
LUP 23-036	N. Jacobson Rd.	Accessory Building

4 Revisions to existing permits.
Permit for single family dwelling pending Health Department approval.

Land Divisions:

- Several inquiries on potential splits.

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 47 short term rental permits issued for 2023
- Renewals for 2024 coming in.
- Attorney review of revisions to Short Term Rental Ordinance.

Other:

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

Suttons Bay Township Parks Supervisor Updates

Date: October 9, 2023

To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update:

Activity/Updates:

- 1) Herman Park old parking lot and paved trail repair (by Picture Perfect Asphalt Restoration):
 - A) Completed on October 3, 2023. Looks great.
- 2) Dog Park:
 - A) Fencing completed. Installed Dog Park Rules signs.
 - B) Fertilizer (from McGough's) applied to large dog area on September 25th by Herman Brothers Landscaping. Watering daily per T.O.M.S direction. Discussing use of pre-emergent herbicide.
- 2) Pickleball Courts:
 - A) Net posts cored and set, (3) sets of internal fences and (6) 10 ft tall perimeter posts installed.
 - B) Hentco reviewed site and agreed to paint the new courts. Completed.
 - C) Gosling-Czubak sent out a bid package for the remainder of perimeter fencing and gates on 9/15. Bids due 9/26. Apple Fence, Perfect Fence and Affordable Fence declined to bid. Fineline Fence submitted a bid. Have a funds shortfall (\$20,000) to complete fencing this year. Asked Fineline to provide what they can do for the amount we have remaining. Asking Township to contribute.
- 3) Vic Steimel Park:
 - A) Installed Accessible Parking sign and Dog Leash Sign.
- 4) Pump Track:
 - A) Pump Track Rules Signs (2) installed. Removed snow fence.
- 5) Soccer Fields:
 - A) Herman Brothers will apply fertilizer and over-seeding (gratis) as required. The Township will continue to pay for those items per the MOU with LSC.
- 6) New:
 - A) Irrigation and water lines scheduled to be blown out 10/25.
 - B) Recommend all windscreen removals on November 1st.
 - C) Sparks Grant results announced October 9th. Township applications were not selected.
 - D) Requesting funds (\$750) for Gosling-Czubak to do a feasibility study for the construction of an access road and path at Herman Park. Should be a high priority for future accessibility.
 - E) Hentco's provided estimate (\$37,329) to clean, resurface and paint tennis courts # 1 and # 2 in 2024.
 - F) The Garden Club will be using the old trailer lot off 633 for composting cuttings from the Blue Star Garden.

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

From: <onthethe45th@charter.net>

Date: Tue, Oct 24, 2023 at 8:04 PM

Subject: RE: Information Request

To: Pete Ostrowski <powazski@gmail.com>

Cc: William <onthethe45th@charter.net>

Pete

Attached is the last update I had. There is an explanation about the pickleball fencing on the report.

Fineline Fence plans on returning November 7th to core drill and dig out the holes for the corner posts only. They will return November 9th to set the posts in concrete. They will return next year when the balance of the funds are raised.

I'm waiting for updated costs on the windscreens. May be around \$2K.

There are many options for benches, tables and sun shades. There are many catalogs on line where one can get estimates.

Also: I just finished relocating 12 disc golf baskets and "T's". New signs need to be created and installed. Have to get funds approved before I design and order.

Remind all that porta-jons and trash bins for our parks will be removed October 31st.

Spinniken will be blowing out the irrigation lines and water lines on the 25th which includes the dog park drinking fountains.

Richard Herman will take a look at removing the sod along tennis court # 1 and digging out about a foot of soil and placing gravel/stone to keep the court from flooding as it has been and damaging the court paint

Need volunteers to install posts for snow fence around the new PB courts.

Bill

**The Township Parks & Recreation Committee will meet on
Wednesday, October 25, 2023 at 6:30pm in the
Township Office & Herman Park**

DRAFT Notes

Top Highlights:

1. **P&R Committee does NOT recommend engineering money be spent at this time for "Paved Loop Around Herman Park"**
2. **Committee requesting YTD Budget update on what has been spent. By park, through end of September**
3. **Progress made on 5-Year Plan**
4. **Survey results indicated possible candidates for P&R Committee**
5. **PB and Tennis Courts prepped for winter as of end of this week**

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

CALL TO ORDER :

- 6:34 p.m.-Pete Ostrowski, Chair, Park & Rec. Committee

APPROVAL OF AGENDA

- Debbie motion, Dennis seconded, all approved

Approval of September 6, 2023 Meeting Minutes (Attachment A-included in body)

- As written: Gary motioned, Debbie 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 – October Report (Attachment B)

- October Report to Board
- Updates sent to Pete from Bill via email (**Attachment C**)
 - Committee was not made aware of Disc Golf changes prior to their execution (12 moved). Concern that we did not get community input which was noted as a discussion point from Public Feedback Session earlier this year.
 - PB screens down last Sunday. Great turnout-around 12 volunteers. Pete tried new method for ease of takedown and put up (no need for storage)
 - Tennis should be this Saturday.

- *New PB Courts-*
 - *Fence posts in. Rest to be completed next year*
 - *Need to raise \$20,000 more. Only Fine Line Fencing responded to bid request*
 - *Joyce Bahle heading up Grant Request and possible Membership. Will bring to P&R Committee first before Board. Liz M working with her.*
 - *Pump Track soft opened- Pete has mostly seen skateboarders out there*
- *Discussion for need for trash cans next year at Vic Steimel and dog waste stations at all parks*
- *Spinneken blowing out water lines today (hopefully-not sure due to weather)*
- *Bill taking out 1 foot of grass near tennis court and replacing with gravel due to flooding (Pete said same was done for PB Courts before)*
- *Need volunteers to help put up snow fence around new PB Courts*
- ***Out of Order Discussion- Board Special Meeting***
 - *Tom Nixon resigned at the end of the last Board Meeting*
 - *Resignation accepted at Monday's Special Meeting and Dog Periard will be interim Supervisor until elections in the fall of 2024*
 - *Board now looking for a Trustee to replace Doug*
 - *Debbie volunteered to replace Doug on Planning Commission short-term*
 - *Bill presented with request for funds for engineering drawings to be done by Gosling-Czubak for Trees and Paved Trail Around Herman Park. The Parks and Recreation Committee should have heard this request prior to it being sent to the Board since they are tasked with "Vision for the Parks" per Board direction (By-Laws). There was extensive discussion about the request and we believe unanimously it is premature to spend this money and the vision direction could change. It could potentially be a waste of taxpayer money. This should be done after 5-Year Plan is complete and discussed.*

OLD BUSINESS

1. Dog Park Status – Donation signs
 - a. *Funds still at \$13,996.50*
 - b. *Still to be purchased: 2 shade trees and donation signs*
 - c. *Liz M still collecting last few donor sign inscriptions*
 - d. *Debbie got letter from T.O.M.S. saying ok to walk on Large Park area to hang signs. Debbie will forward to Doug as new Supervisor*
2. Pickleball Windscreens Down – remaining work, MEDC Grant, Membership
 - a. *See notes above- put together for continuity*
3. Tennis Windscreens – Scheduled for Tuesday, Oct 24, weather permitting
 - a. *Moved to this Saturday 10/28 weather permitting...or Monday if needed*
4. Trees Planted
 - a. *Debbie reported it could not have gone any better!*
 - b. *Lots of volunteers including younger folks*
 - c. *2 ½ hours to complete work*

- d. *Auger was amazing and helped the process immensely. Receipt given to Township so Debbie can be reimbursed: \$604 with trailer rental*
- 5. *Pump Track Acknowledgement*
 - a. *Sign has been ordered for Tribal Acknowledgement*
- 6. *Survey Results- (Attachment D)*
 - a. *177 people responded to survey.*
 - b. *More Township residents than last time...but still majority were not by small number*
 - c. *Top heavy with more responses from older people*
 - d. *Only 12 back from school-aged children*
 - e. *Great to see people say they might be interested in serving the community on the P&R Committee*
 - i. *Pete is going to email those who indicated interest*
 - f. *Pete going to call anyone who said they would like follow-up on their Survey comments*
 - g. *Results were discussed at length: each question and results*
 - h. *Great open ended questions with lots of feedback*
 - i. *People were more vocal than last survey*
 - j. *What things are easy fixes that we can do now without a lot of cost?*
 - k. *Soccer people want another field*
 - i. *Debbie stated that was part of original plan*
 - ii. *They should move goals going the other way- north/south*
 - iii. *Let's invite Leelanau Soccer Reps to a future meeting to discuss needs and wants*
 - iv. *Tournament went well according to Pete*
 - l. *Ice Rink Park-*
 - i. *Village benefits so much- businesses do from players and families*
 - ii. *Is it time to ask them to help pay for more of the upkeep?*
 - iii. *Who pays for grass to be cut?*
 - iv. *What does Village pay for compared to Township?*
 - m. *How about dog waste stations at every park*
 - n. *Heavy feedback on Graham Greene*
 - o. *Need to balance "Nature Lovers" with all the sports activities*
 - p. *4 new PB Courts should help with some feedback on scheduling by levels*
 - q. *Millage*
 - i. *Very few were "strongly opposed"*
 - ii. *More were in favor*
 - iii. *Liz C noted that many may have said "favor" because they live out on Township and will not have to pay more in taxes*
 - iv. *Fall 2024 is a library mileage so that would not be a good time- maybe "special election" time*
 - r. *Can we add a % to short-term rental permits to help with Parks since visitors use them?*
 - i. *Pete is going to write a letter to the Board to ask for 1% of STR fees to go to Parks*
 - s. *Conclusions will be part of the completed Plan sent to the Board for approval*

- t. *These will help prioritize what we write grant applications for*
- u. *Unofficial Ranking of Priorities to be reviewed at our next meeting*
 - i. *Herman Park- Restrooms, playground, paved trails*
 - ii. *Graham Greene- boat launch, hiking trails*
 - iii. *Ice Rink- leveling*
 - iv. *Blue Water Trail*
 - v. *Vic Steimel- coastal zone management, poison ivy, trash can, dog waste station*
 - vi. *45th Parallel- hiking trails*
 - vii. *Management Plan*
 - viii. *TART Trail*

7. *We need budget report of YTD expense at all parks so far*

NEW BUSINESS

- 1. Board Changes - Monday Special Meeting
 - a. *Discussed above*
- 2. Herman Park Cleanup?
 - a. *Too late in the year now*
 - b. *Will move to next year*

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

- *None in attendance*

COMMITTEE MEMBER COMMENTS

- *Gary requested a Leave of Absence for personal reasons*

ADJOURNMENT

- *8:32 p.m.*
- *Next Meeting, November 29, 2023, 6:30 pm Township Office*

Attachment A
The Township Parks & Recreation Committee will meet on
Wednesday, September 6, 2023 at 6:30pm in the
Township Office & Herman Park

FINAL Notes

Top Highlights

1. *Committee recommends soft opening of Small Dog Park on Saturday 9/16/23*
2. *Question: Does Gosling-Czubak get paid by Engineering Fees, Product/Service Mark-Up or both?*
3. *Pump Track Rules Sign Approved and being sent to the Board*
4. *New "Court Facility Use" Policy to be worked on this winter due to issues (Tennis and Pickleball)*
5. *107 P&R Surveys back from the community so far*
6. *Flags for proposed tree locations (grant) placed on west boundary of HP*

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

CALL TO ORDER : Pete Ostrowski, Chair, Park & Rec. Committee

- Meeting was called to order at 6:32 p.m.
- In Person: Pete, Hadley, Debbie and Gary
- Zoom: Liz Mahaney Absent: Dennis and Liz C

APPROVAL OF AGENDA

- Debbie motioned, Gary seconded
- Unanimous approval

Approval of August 23, 2023 Meeting Minutes (attached)

- Unanimous approval

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

- Joyce Bahle in audience- said she did not have any comments and was there to help move things forward

CONFLICT OF INTEREST

- None

Park Supervisor's Report – September Report (attached if available)

- Pete requested the September report from Bill who stated he reports to The Board not to our committee

OLD BUSINESS

8. Dog Park Status – Opening, Donor Signs, Rule Signs, etc.
 - a. Opening
 - i. Detailed Talking points presented by Liz M Attachment B
 - ii. Committee had no additional “pros or cons” to add
 - iii. Motion by Debbie to recommend opening of Small Dog Park with lock on Large Dog Park, seconded by Hadley
 - iv. Discussion to approve with temporary rules sign if permanent ones are not ready- Committee unanimously agreed
 - v. Motion amended by Debbie to give a date for opening- group decided Saturday, September 16- unanimous approval
 - b. Donor Signs
 - i. Tom would like one sign to list all donors
 - ii. Liz stated that Board approved fundraising plan last fall of fence sponsors and that is how the Ambassador Group informed donors they would be memorialized- wrong to change it now
 - iii. Group has found a bracket solution that is on order. Liz will test this weekend and have pictures for Pete to present at Board Meeting next week
 - iv. Debbie suggested using self-locking nuts on back
 - v. Rules Signs on order and Liz M trying to get a delivery update from Tom. Tom requested 5 signs in total
 - vi. Liz reported Bill has requested to install the 3 doggy waste stations and has requested Ambassadors install the three benches due to weight (200 lbs.). Liz said she is working on getting a group together for installation
 - vii. Debbie has sourced 2 “water-loving maples” that were donated for the Dog Park- 3” diameter, will be for shade, look to install the same day as the other Tree Grant Trees
9. Pickleball Status – Donors pressing to paint this year
 - a. Pete gave update
 - b. Pete understood Bill said he wanted to wait until perimeter fencing was in place because the geese droppings- which would probably be next spring
 - c. Dan Stricoff wants everything possible done this year. Wrote an email to Bill and Tom about getting the painting done this year- more protection for the asphalt and then no hang-ups in the spring.
 - d. Bill then stated to Pete, “As always, there is misinformation about the subject work”, claiming he meant getting the net posts and intermediate fencing in as a minimum. Plans have now changed to get work in this year if possible.
 - e. Updated Plan
 - i. Get sleeves, net posts and intermediate fence up asap. Fineline fence has cancelled three times...including today due to rain

- ii. Henco has still committed to stripe this fall as soon as fence company is complete
 - f. Perimeter Fence
 - i. Pete is unsure of the delay in Gosling-Czubak getting out RFQ for final PB fencing. Should finally be out by 9/8/23
 - ii. Then Bill and Board will decide on what quote to accept
 - iii. Have to then asses available PB funds left
 - g. Question: Does Gosling-Czubak get paid by Engineering Fees, Product/Service Mark-Up or both?
- 10. Tree Grant Proposed Tree Locations
 - a. Tabled until group goes out to Herman Park at end of meeting
 - b. Liz questioned why the approval process for these vs other trees planted at HP- like the transplanted trees?
 - i. Pete stated it was because Pete and Debbie staked in June where the trees should go, and Bill said they could not go there
 - c. Due to an early departure, group voted unanimously to go with Debbie's recommendation for placement as a Landscaping Expert- Gary, Debbie and Pete went to HP at end of meeting (this was decided later in the meeting but noted here for flow of topics)
- 11. Pump Track Rules
 - a. Group reviewed attachment
 - i. Pete had this reviewed/ amended by Chad and Cody
 - ii. Cody revised, categorized and condensed
 - b. Pete is unsure how many signs the Board will require (Dog Park was required to have 5)
 - c. Pete stated it would match PB/Tennis/Dog Park Signs
 - d. Unanimous Vote to Table Below: Debbie motioned, Hadley seconded
 - i. Discussion around the request by Cody to be in three languages
 - ii. Discussion around "thanking" the tribe for 2% grant and acknowledging the land use. Again, larger discussion for all parks that Committee would like to delay until winter
- 12. Survey Rollout
 - a. 107 Surveys back so far
 - b. Not many from Soccer people- Debbie suggested sending to Len this time

NEW BUSINESS

- 3. Facility / Court Use policy – Instructors, etc.
 - a. Mac Magee- agreed to afternoons only, had one issue when she reserved and used in morning, resolved
 - b. Mac Magee- asked to get Liability Insurance. She did and presented it to the Township Office
 - c. Jen Gerling- a third woman showed up to give lessons. Said it would be to a friend one time per week for one hour. She was asked to show proof of Liability Insurance- she has not yet brought to Township Office
 - d. Tom & Pete in discussions around "Court Use Policy"
 - i. Pete researching Lansing- son-in-law heads P&R

1. Background checks
 2. Program Plan
 3. Split revenue with City
- ii. Discussion around court use fee
- e. Pete acknowledged both Kristen and Mac gave given part of proceeds to Township

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

- None

COMMITTEE MEMBER COMMENTS

- Started discussion on where o put Garden Club Award Sign- group will look when go to HP
- Debbie- need help October 14 to plant Tree Grant Trees

ADJOURNMENT

- 7:21 p.m. to go to Herman Park

Next Meeting, October 4 or 25, 2023, 6:30 pm Township Office

Map 5

10. Description of the Planning Process

Suttons Bay Township has used and is currently using the "Guidelines for the Development of Community Park, Recreation, Open Space and Greenways Plans" as a template for their decision making.

A. A Community Based Approach to Park, Recreation and Open Space Planning

Community input was sought prior to updating the "Suttons Bay Township Community Park, Recreation, and Open Space Plan for 2019-2023". The use of a "Google Form" online survey was used for the first time for input prior to updating this plan. The combination of using an online survey along with a paper survey garnered more public input than previous methods. It has been decided to follow the same format to update the plan for the next 5 years which starts in 2024. To get as many responses as possible a combination of an online survey and in-person survey will be offered. Suttons Bay High School students will be encouraged to take the survey. Several strategies have been discussed on how to get the word out to the Public on the survey. Ideas range from QR Codes on signs around town to notices in the tax bills. Paper surveys will be available for those in the community who prefer that option over an online survey. Survey questions are being worked on for approval by the Township Board.

The township revenue stream is limited, and the preference has been to complete all the development goals and objectives at Herman Park before moving on to another park. Along with the completion of a soccer field, current projects under construction at Herman Park are the addition of a Dog Park, new Pickleball Courts, and a Pump Track. There is preliminary work centered on a children's playground.

This Five-Year Plan can be updated and changed at any time depending on the needs of the Community.

The top ten items (in order of preference) from the 2019 survey were:

- Drinking water (completed)
- Permanent restrooms
- Playground equipment
- Dog park (completed)
- Basketball courts
- Longer paved walking trails
- BBQ grills (completed)
- Benches along walking trails
- Winter hockey opportunities (completed)
- Youth soccer field development (completed)

Master Plan
P 2/25

The top ten items from the 2023 survey are:

- Permanent Restrooms at Herman Park
- Nature Trails at Herman Park
- Playground at Herman Park
- Hiking Trails at 45th Parallel Park
- Ice Rink Improvements
- Canoe / Kayak Launch at Vic Stelmel Park
- Canoe / Kayak Launch at Graham Greene Park
- Observation Deck at Graham Greene
- Parking, Picnic Tables, etc. ADA compliant at Graham Greene Park
- Pavillion at Graham Greene Park

B. Identification of Potential and Priority Conservation Areas

The *Suttons Bay Community Joint Master Plan* from 2011 was based largely on The Leelanau Conservancy's Natural Lands Inventory, which maps Potential Conservation Areas. It is a science-based approach to identify potential conservation areas throughout the Leelanau Peninsula that, with proper management, would ensure the long-term persistence of the region's biodiversity, the ecological processes needed to maintain these elements and ecological integrity.

Potential Conservation Areas are defined as places on the landscape dominated by native vegetation that have various levels of potential for harboring high quality natural areas and unique natural features. In addition, these areas may provide critical ecological services such as maintaining water quality and quantity, soil development and stabilization, pollination of cropland, wildlife travel corridors, stopover sites for migratory birds, sources of genetic diversity, and floodwater retention.

The process established by the Michigan Natural Features Inventory of identifying potential conservation areas, can be used to track and update the status of these remaining sites. Site maps and ranking data can then be used by the Leelanau Conservancy, local municipalities such as Suttons Bay and other agencies to prioritize conservation efforts and assist in finding opportunities to establish an open space system of linked natural areas throughout the peninsula.

An area of opportunity that could be explored is working with the Forestry Department to implement some of their *Assisted Tree Range Expansion Project (ATREP)* program.

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JG

- 4) Discussed the availability of the online survey at the monthly Township Board meetings in which the minutes were printed in the Leelanau Enterprise.
- 5) Distributed paper copies of the survey at the Suttons Bay Village Hall, Suttons Bay-Bingham Library, as well as making available paper surveys at the township office.
- 6) Suttons Bay Schools were provided information about the survey and also were given paper copies. Students were encouraged by the staff to complete the surveys online or fill out paper copies. Students were asked to take copies back to their home and encourage parents to fill them out.
- 7) Parks and Recreation members approached the public at Herman Park to discuss the opportunity of completing the surveys.
- 8) **Notice of Public Hearing** was posted in the Leelanau Enterprise in December 20, 2018 issue stating that the Public Hearing would be held on January 9, 2019.
- 9) **The Public Hearing** was held on January 9, 2018 at the Suttons Bay Township Office. After the Public Hearing the Suttons Bay Township Board of Trustees voted on the **resolution to approve the "Five Year Community Park, Recreation and Open Space Plan 2019-2023"**.

Supporting documentation for the public input process is provided in Appendix A.

The Community Survey Questions are provided in Appendix B.

The Community Survey Responses are provided in Appendix C

12. Park, Recreation, and Open Space Goals and Objectives

The Park Recreation Committee has established the following goals based on a formal community survey. Since the number one priority for park development has been Herman Park, the survey was basically geared to that development and understanding the budget limitations that the Township has to work with. Some of the goals are carry-over from the previous Recreation Plans.

1. Continue to provide barrier-free access to all future projects and ensure they meet the requirements of the 2010 ADA Guidelines.
2. Address the top ten most desired facility items described in the survey as the township budget allows.
3. Explore partnerships for developing the blue water trail system along the shoreline of the Township, using existing public lands as access points. Explore the possibility of providing an accessible launch site and primitive camping sites for users.
4. Improve the facilities at Ice Rink Park supporting the evolving ice maintenance program, and building a structure for onsite storage of equipment.

MP
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5. Utilize the 2017 Forestry Stewardship Program created for Graham Greene, Herman Park and the 45th Parallel Park. Develop a tree inventory, tree removal schedule, tree planting schedule and maintenance program.
6. Incorporate control of invasive plant species (based on a previous invasive species inventory completed) within the park system.
7. As funding becomes available, create trail accessible systems throughout Herman Park and 45th Parallel Park.
8. Increase and improve birding, fishing, and hunting access points to public and private lands.
9. Preserve and promote wildlife habitat protection as well as outdoor education opportunities.
10. Expand sports activity options to meet the growing and changing recreation programs and needs of the community.
11. Provide passive recreation opportunities by developing the 45th Parallel Park in partnership with The Leelanau Conservancy and the Grand Traverse Band for passive recreation (trails, outdoor education, picnic facilities, possible backpack camping site, etc.).
12. Work with the Michigan Department of Transportation to protect the M-22 and M-204 scenic corridors, improve water access, and develop an accessible picnic area along Grand Traverse Bay that will augment the future management plan for 45th Parallel Park.
13. Continue to involve the students at Suttons Bay High School in the parks programming for the township. Encourage senior projects at the township parks.
14. Coordinate with Grand Traverse Band of Ottawa and Chippewa Indians on promoting any existing and new recreation facilities for the community.
15. Discuss the possibility of a long-term maintenance and facilities improvement plan in partnership with the Village of Suttons Bay.
16. Consider opportunities for forming a Joint Parks Authority with the Village of Suttons Bay and or Bingham Township.

13. Recreation Objectives and Action Program

The following Table identifies the priorities for park, recreation and open space for the Township of Suttons Bay and specific actions for park facilities & recreation development over the next five years.

TABLE 4 2024 to 2029 RECREATION OBJECTIVES AND ACTION PROGRAM SUTTONS BAY TOWNSHIP PARK AND RECREATION FACILITIES				
Priority #	Year	Development/Improvement	Cost	Potential Funding/Source/Opportunity
1	2024 -2029	<u>Herman Community Park</u> <ul style="list-style-type: none"> ▪ Electric Service (comp 2019) ▪ Well & Water (comp 2019) ▪ Permanent Restrooms ▪ Playground Equipment ▪ Basketball Courts ▪ Dog Park (comp 2023) ▪ Longer Paved Trails ▪ Benches Along Trails ▪ Winter Hockey ▪ Youth Soccer Fields (comp 2021) ▪ Community Garden (comp 2022) ▪ Maintenance/Storage Bldg. (2022) ▪ Extend road and parking (2023) ▪ LED path/security lighting ▪ Special event rustic camping ▪ Trails thru wetlands ▪ Pickleball Courts 	TBD	<ul style="list-style-type: none"> ▪ Michigan Natural Resources Trust Fund ▪ Traverse City Rotary Charities ▪ Township ▪ G.T. Band (2% money) ▪ Friends of Park Cash Donations ▪ Potential Partnerships: ▪ Suttons Bay Village <ul style="list-style-type: none"> ○ Suttons Bay Public Schools ○ Leelanau County ○ Bingham Township ○ Grand Traverse Band of Ottawa and Chippewa ○ Grand Traverse Watershed Council
2	2024 -2029	<u>Ice Rink Park</u> <ul style="list-style-type: none"> ▪ Summer Usage ▪ On-Site Storage Building (2022) ▪ Engineering Assistance for rink design (2023) ▪ Picnic Table & Benches (2023) ▪ Site leveling 	TBD	<ul style="list-style-type: none"> ▪ Michigan Coastal Zone Management Program ▪ Michigan Natural Resources Trust Fund ▪ Traverse City Rotary Charities ▪ G.T. Band (2% money) ○
3	2024 -2029	<u>Blue Water Trail along Grand Traverse Bay Shoreline</u> <ul style="list-style-type: none"> ▪ Collaborate with the Lake Michigan Water trail Initiative ▪ Provide an accessible kayak launch (Vic Steimel & Graham Greene parks) ▪ Signage, Maps, Website ▪ Rustic Camping study 	TBD TBD	<ul style="list-style-type: none"> ▪ Michigan Natural Resources Trust Fund ▪ Local donations ▪ Rotary Charities ▪ G.T. Band (2% grant) ▪ Michigan Coastal Zone Mgmt. Program

TABLE 4 (continued)
2024 to 2029
RECREATION OBJECTIVES AND ACTION PROGRAM
SUTTONS BAY TOWNSHIP PARK AND RECREATION FACILITIES

Priority #	Year	Development/Improvement	Cost	Funding/Source/Opportunities
4	2024-2029	<p><u>Management Plan for Park System</u></p> <ul style="list-style-type: none"> ▪ Long term management plan for park system including tree plantings & invasive species removals. ▪ Survey and mark boundaries ▪ Park address w/County ▪ Research parks history. 	TBD	<ul style="list-style-type: none"> ▪ Michigan Natural Resources Trust Fund ▪ Township
5	2024-2029	<p><u>Graham Greene Park</u></p> <ul style="list-style-type: none"> ▪ Tree removal (comp 2019) ▪ Tree planting ▪ Signage ▪ Improve parking ▪ Provide barrier-free access ▪ Accessible picnic tables ▪ Steps & boat ramp to water ▪ Rustic camping 	TBD	<ul style="list-style-type: none"> ▪ Michigan Natural Resources Trust Fund ▪ Township ▪ Local Grants ▪ Local donations ▪ G.T. Band (2% money)
6	2024-2029	<p><u>Vic Steimel Park</u></p> <ul style="list-style-type: none"> ▪ Tree removal (comp 2019) ▪ Tree planting ▪ Boat ramp improvement ▪ Accessible ramp to water's edge 	TBD	<ul style="list-style-type: none"> ▪ Township ▪ Local grants ▪ Local donations
7	2024-2029	<p><u>45th Parallel Park</u></p> <ul style="list-style-type: none"> ▪ Marked hiking trail ▪ Access road & parking ▪ Rustic Camping 	TBD	<ul style="list-style-type: none"> ▪ MDOT Collaboration ▪ TART TRAILS Collaboration ▪ DNR Grants ▪ Local Grants/Donations
8	TBD	<p><u>TART/Leelanau Trail Connector</u></p> <ul style="list-style-type: none"> ▪ Identify and develop trail connections between all parks and Leelanau Trail ▪ Develop trail north to the 45th Parallel Park. 	TBD	<ul style="list-style-type: none"> ▪ Township ▪ Local grants/donations ▪ TART Trails

Public 5-Year Plan Visionary Meetings- Started at 7:00 P.M.

- Public in Attendance: Sharon Betzler, Filed Carden, Courtney Yapple, Rick Simonton (TART Train Board), John Chase (Grand Traverse Park & Recreation Supervisor- observing how process is done since he has one coming up)
- Pete explained process of Positives at each park and Deltas- things to change with solutions
- Pete reviewed list of accomplishments over the past 5 years (See notes above)
- Each Committee Member took a park and explained location and characteristics of that park
- Pete then explained the +/-Delta process we would use to get public feedback. All members of the public were given sticky notes to write their comments to be placed on a flip chart sheet of paper for each park. We gave everyone 15 minutes to complete this process.
- Each P&R Committee member took their same park and read the feedback for that park out loud and group discussion followed.
- Graham Greene
 - Positives
 - "My favorite low traffic beach"
 - Delta
 - Better access to beach
 - Kayak Launch
 - Kayak Slide
 - Kayak launch
 - "Perhaps more frequent garbage pick up- the firepit tends to be used just as a dumpster and build up as summer goes on."
 - *Bill explained the public dumping issues that go on at all our Township Parks. He shared that some parks had their trash cans removed last year because of dumping. He indicated he is waiting for Board mandate to put out the trash receptacles for this year.*
 - Dispersed campsites
 - *Discussed that while some have been recommended, none have been approved*
 - Nice to have a deck for observation
- 45th Parallel-
 - "Jewel in the rough"
 - Bill explained he lives across the street and mows it. Appreciation was given.
 - Positives
 - None
 - Delta
 - Parking Area
 - *Bill explained parking on the east side of M-22 (pull off), west side-room for one car to pull off, and access off Setterbo*
 - Walking Trails
 - Snow Plowing in Winter for use all year
 - Parking
 - Trail

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- Ice Rink
 - Positives
 - Hockey & Community Skate
 - Great Upgrades
 - Excellent Ice
 - Delta
 - Summer use idea: community garden, music, food truck, family events
 - "Has a lot of summer potential"
 - Scoreboard and Lights
 - Croquet...is it level?
 - Seating and Picnic Benches
 - Bill shared the history since the school building purchase in the 1800s
 - Park can be reserved- forms can be found on Township website
- Vic Steimel
 - Positives
 - Nice bike stop
 - Kayak lunch site
 - Delta
 - Launch ramp
 - Improvement/stability- parking area
 - Request not to mow every week
 - Leave as natural as possible
 - New or revamped picnic benches
- Herman Park
 - Positives
 - Great Tennis & Pickleball Courts
 - Pickleball Courts
 - Open space
 - Flower Garden
 - Disc Golf
 - Pond and paved trail
 - Beautiful open space
 - Like the new Pickleball Courts
 - Delta
 - Extend asphalt trails
 - "Don't see why tennis courts can't be used with temporary lines (with removeable tape) when not being used by tennis players
 - *Pete led group discussion around the number of lines already on tennis courts for adult and youth play.*
 - Dog Park at the Orchard
 - Looking forward to the dog park
 - Would love to see some outdoor fitness equipment
 - *Group discussion about equipment that could be placed so as people are doing their job, they stop and do for example pull-ups*

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Pz

- "Allow soccer to expand so families can get multiple kids to games" and not have to travel to multiple locations for games at the same time
- Asphalt path from Eckerly across culvert
 - *Group Discussion around desire to have this accomplished yet project is currently cost prohibitive*
- Too much signage
- Bad sight lines
- Playground for kids of all ages
 - *Group discussion around plans for playground and SPARK grant. Courtney Yaple is very busy and not sure she has the time, but may be interested in championing this cause. Possible fundraising champion. Liz offered to assist he get started if she decided to do this. Knows she must get Board approval first.*
 - *Unanimous agreement this is a community need at HP.*
- Snow plow parking lot in the winter
- Connect with local Disc Golfers for course planning. Aloft Disc Golf- a local group who plays Disc Golf and creates courses & tournaments
 - *Group discussion about Aloft Disc Golf Group. Possibility we could host a tournament. Night tournaments sound fun- glow in the dark discs with a simple light on each basket*
- Dog Park- revisit location due to cost
- Welcoming- make room for all at the park
 - *Discussion around public feeling that not everyone is welcome at HP. Meaning if we get a Dog Park, we can't get a playground too. Or if we get more Pickleball Courts, we can't have a Dog Park. Maybe need a public campaign to say "All are Welcome at HP. We have room for everyone to enjoy!"*
- General/Trails
 - Positive
 - Nothing
 - Delta
 - Partner with TART on Dumas to Setterboro
 - Blue Water Trail
 - *Pete reviewed expectations to be on the BWT*
 - SPARK Grant for TART expansion
- Conclusion
 - Pete thanked everyone for their input
 - Explained there will be another public meeting for feedback and a Survey Monkey put out. Encouraged everyone to spread the word to we can get as much public input as possible.
- Meeting adjourned at 8:04 P.M.

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MINUTES
SUTTONS BAY TOWNSHIP BOARD
SPECIAL MEETING
October 23, 2023

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

Suttons Bay Township Board met in Special Session on October 23, 2023 beginning at 5:15 p.m. for the purpose of accepting the resignation of the Township Supervisor, To Appoint a New Township Supervisor and Discuss how to fill potential Board vacancies.

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

Guest: Mary Nixon and Zachary Marano (Leelanau Enterprise)

Pledge of Allegiance recited.

Agenda Approval: Moved by Treasurer Petroskey seconded by Trustee Slocombe to approve the agenda as presented.

No Public comment

Conflict of interest-Supervisor Nixon noted that he would be unable to vote on his successor.

1. Accept Resignation of Tom Nixon

Supervisor Tom Nixon stated that he would be resigning effective October 31, 2023 and the new Supervisor would take on this role November 1, 2023. The entire Board thanked Tom for his leadership and were sorry to see him resign. Nixon noted that he felt comfortable that the new Supervisor would serve the Township well.

Motion by Treasurer Petroskey support by Clerk Moe to accept the resignation of Township Supervisor Nixon effective November 1, 2023. All Ayes. Motion Carried.

2. Appoint a New Supervisor

Supervisor Nixon noted that Trustee Periard has submitted a letter of interest in being appointed as the Township Supervisor. Supervisor Nixon noted that the Township was lucky to have Trustee Periard in our midst and felt he would be a good constructive moderator. Nixon added that he has his vote of confidence.

Motion by Clerk Moe Second by Trustee Slocombe to appoint Doug Periard as the new Township Supervisor effective November 1, 2023. Ayes-4 1-Abstain.

3. Filling Board Vacancies

Supervisor Nixon stated that the Board could call a special meeting or wait until the regular meeting to name a replacement for Doug. He suggested that the members reach out into the community to find a replacement.

Public Comment: None

Board Member Comments: Trustee Periard thanked the Board for their confidence and suggested he and Supervisor Nixon meet to discuss his duties. Trustee Slocombe welcomed Periard as Supervisor and added Supervisor Nixon would be missed. Clerk Moe offered Supervisor Nixon to fill out an election inspector application to stay involved.

Meeting adjourned at 5:30 p.m.

Submitted by
Dorothy Petroskey

Clerk Jean Moe

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 porta jons 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 Spinniken Irrigation on October 25th.
- 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 Rink Park:

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

5) 45th 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 Periard.

Sincerely and with No Regrets,


William Drozdalski

AGREEMENT FOR ELECTION SERVICES

BETWEEN LEELANAU COUNTY AND BINGHAM TOWNSHIP, CENTERVILLE TOWNSHIP, CLEVELAND TOWNSHIP,
CHARTER TOWNSHIP OF ELMWOOD, EMPIRE TOWNSHIP, GLEN ARBOR TOWNSHIP, KASSON TOWNSHIP,
LEELANAU TOWNSHIP, LELAND TOWNSHIP, SOLON TOWNSHIP, AND SUTTONS BAY TOWNSHIP

This County Early Voting Site Agreement (the "Agreement") is made between Leelanau County, 8527 E. Government Center Drive, Suttons Bay, MI 49682, and the participating municipalities in the County set forth below. In this Agreement, the County and each municipality will be represented by their respective Clerk in their official capacity.

Bingham Township, 7171 S. Center Hwy., Traverse City, MI 49684
Centerville Township, 5001 S. French Road, Cedar, MI 49621
Cleveland Township, 955 W. Harbor Highway, Maple City, MI 49664
Charter Township of Elmwood, 10090 E. Lincoln Road, Traverse City, MI 49684
Empire Township, 10098 Front Street, P.O. Box 234, Empire, MI 49630
Glen Arbor Township, 6394 W. Western Ave., P.O. Box 276, Glen Arbor, MI 49636
Kasson Township, 10988 S. Newman Road, P.O. Box 62, Maple City, MI 49664
Leelanau Township, 119 E. Nagonaba Street, P.O. Box 338, Northport, MI 49670
Leland Township, 489 W. Main Street, P.O. Box 238, Lake Leelanau, MI 49653
Solon Township, 9191 S. Kasson Street, Cedar, MI 49621
Suttons Bay Township, 95 W. Fourth Street, P.O. Box 457, Suttons Bay, MI 49682

PURPOSE OF THE AGREEMENT. The County and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating joint early voting sites during the required nine days of early voting for Federal and Statewide elections.

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in the County for each participating municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - 1.4 **Election Services** encompasses the following individual Election Services provided by the County's Elections Division, if applicable:
 - 1.4.1 Provide any and all equipment and supplies needed for the running of Early Voting precincts.
 - 1.4.2 Provide locations for Early Voting precincts.

- 1.4.3 Notify electors of the establishment of or any change related to the location of the early voting precinct on behalf of each of the participating municipalities (with the costs thereof to be reimbursed to the County pursuant to the terms of this Agreement).
- 1.4.4 Hire Precinct Inspectors to staff the Early Voting sites.
- 1.5 **Legislative Body of the Municipality** means the city council or township Board elected or appointed and serving in the municipality.
- 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9 **Site Supervisor** means the participating municipal clerk, deputy clerk, or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating Township Clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.

2. PARTIES TO THE AGREEMENT.

2.1

Name of county	Number of precincts in municipality	Number of registered electors in municipality as of October 2023
Leelanau County		
Bingham Township	1	2478
Centerville Township	1	1240
Cleveland Township	1	1080
Charter Township of Elmwood	2	4355
Empire Township	1	1261
Glen Arbor Township	1	933
Kasson Township	1	1454
Leelanau Township	1	2274
Leland Township	1	2040
Solon Township	1	1452
Suttons Bay Township	1	2707

3. SCOPE OF THE AGREEMENT.

- 3.1 The Leelanau County Clerk will provide an Early Voting site(s) for all statewide and federal elections only, as required under MCL 168.720. The provisions of this Agreement shall not apply to any non-statewide elections.

4. **COORDINATOR.**

- 4.1 The **Leelanau County Clerk, or designee**, will serve as coordinator of the joint early voting sites and will be responsible for organizing and monitoring the administrative requirements, including staffing of early voting for the participating municipalities.
 - 4.1.1 In the event that the coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways:
 - 4.2.1 The Deputy County Clerk will serve as backup coordinator, and assume the responsibilities of coordinator.
 - 4.2.2 If the backup coordinator is unavailable for any reason, the County Clerk will appoint the new coordinator.

5. **QVF ADMINISTRATOR.**

- 5.1 The **Leelanau County Clerk, or designee**, will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF administrator's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF administrator must meet the security requirements of a QVF user. The QVF administrator can be the same as the coordinator as long as the appropriate QVF training is completed.
- 5.2 If the QVF administrator becomes unavailable for any reason, the role will be filled in one of the following ways:
 - 5.2.1 The **Deputy County Clerk** shall serve as backup QVF administrator, and assume the responsibilities of QVF administrator.
 - 5.2.2 If the backup QVF administrator is unavailable for any reason, the County Clerk will appoint a new QVF administrator.

6. **APPROVAL OF EARLY VOTING SITES.**

- 6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating township clerks, must submit each early voting site location to the **Leelanau County Board of County Election Commissioners** for approval.
- 6.2 Each early voting site will serve all electors from the municipalities covered by this Agreement.
- 6.3 For the duration of this Agreement, the early voting sites are as follows:
 - 6.3.1 **County Government Center, 8527 E. Government Center Dr., Suttons Bay, MI 49682**
 - 6.3.2 **If an additional site is added for the August 2024 Primary and/or November 2024 General election, the County Clerk and Township Clerks will meet to determine site location and need.**

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The Leelanau County Board of County Election Commissioners is responsible for the appointment of election inspectors.
- 7.2** At least thirty-one (31) days before each statewide and federal election, the board will appoint for each early voting site at least three (3) election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3** The board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.
- 7.5** At least 90 days before each statewide and federal election, each township clerk shall provide the County Clerk with the list of election inspectors recruited from the clerk's municipality for the early voting locations.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1** The County Clerk and the clerks of the participating municipalities agree to the following:
 - 8.1.1** For the nine (9) early voting days guaranteed by the Constitution, all early voting sites will be open to the public beginning at 9:00 a.m. and ending at 5:00 p.m.
 - 8.1.2** The days and hours specified in this Agreement apply only to statewide and federal elections.
 - 8.1.3** No additional days and hours of early voting will be provided for any election.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1** Not less than forty-five (45) days before Election Day, the County Clerk and the Clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site(s) by posting of the notice on the County's and each municipality's website and any other publication or posting the County Clerk and/or the Clerk for each participating municipality considers advisable. **Publication costs shall be shared equally between Townships.**

10. BUDGET AND COST SHARING.

- 10.1** With regard to an early voting budget and cost sharing chargeback procedures applicable to this Agreement, the parties agree as follows:
 - 10.1.1** The County is designated as the party responsible for requesting and dispensing all funds related to early voting.
 - 10.1.2** The budget and projected cost summary is addressed in and attached as Exhibit C to this Agreement. At the beginning of this Agreement and annually thereafter, the County shall provide a projected cost summary for the services for the contract year within the guidelines of the County's total budget. The parties acknowledge that the costs set forth in the County's projected cost summary are only estimates. The County will attempt to keep billings to the participating municipalities as close to the original projected cost summary as is practicable given the overall County Clerk's budget, the County's staffing

policies and activities, and cost demands. The County reserves the right to modify the projected cost summary if the costs incurred change for any reason, including, but not limited to, the withdrawal of any of the participating municipalities. Modifications to the projected cost summary may be made by the County without written approval by the participating municipalities provided that the County gives written notice to the participating municipalities.

- 10.1.3 All costs of early voting pursuant to this Agreement shall be shared equally by the participating municipalities after any State funding. **However, costs of mailings to voters for EV site location will be shared proportionally based on the number of registered voters in the Qualified Voter File for each municipality's jurisdiction.**
- 10.1.4 The County agrees to seek and utilize any known funding source from the State of Michigan to apply to the costs of providing early voting pursuant to this Agreement before seeking reimbursements from the participating municipalities.
- 10.1.5 Each participating municipality is responsible for paying its proportionate share of the County's actual costs for the services and equipment estimated in Exhibit C, less any costs paid for by State grant funding, and each participating municipality will pay the County within **sixty (60)** days following its receipt of the invoice.

11. STAFFING AND SUPERVISION

- 11.1 The Coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s). **Township Clerks will have first option to be a site supervisor. If a Township Clerk is not available, the Coordinator will utilize Leelanau County Clerk staff or experienced precinct workers.**
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a Township Clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites are listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1 Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
 - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - 12.1.2 Determine whether the County or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2 The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The coordinator will be responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
 - 12.3.1 If the coordinator is not a clerk, the County Clerk and the clerks of the participating municipalities must decide among themselves which clerk is

responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.

- 12.4 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1 The **Leelanau County Board of County Election Commissioners** is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 14.3 The County Clerk shall retain all ballots and election documents related to each required election for the period of retention immediately following an election until the Secretary of State through the Bureau of Elections releases the security of said election, at which time the ballots shall be released to the custody of the applicable clerk of each of the participating municipalities for the remainder of the required retention period.

15. EARLY VOTING PLAN.

- 15.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator shall file an early voting plan, attached as Exhibit A, with the **Leelanau County Clerk**.

16. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.

- 16.1 Not less than 45 days before the first early voting day allowed by statute, the coordinator will provide the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the County and participating municipalities, to ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

17. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 17.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the county clerk and each participating township clerk.
- 17.2** Pursuant to the provisions of MCL 168.720g(12), this Agreement shall remain in effect from the Effective Date through December 31, 2025, (the "Minimum Term") and may not be terminated by any party during the Minimum Term. Thereafter, following the completion of the Minimum Term, this Agreement shall have no fixed termination date and shall continue in effect until terminated by the written Agreement of all of the parties hereto, subject to the applicable provisions of MCL 168.720g(12) or other applicable law.
- 17.3** Subject to the provisions of MCL 168.720g(12), after the expiration of the Minimum Term, a party to this Agreement may withdraw from this Agreement by providing at least thirty (30) days' written notice to the other parties to this Agreement.
Notwithstanding the foregoing, a party to this Agreement may not withdraw from this Agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.
- 17.4** This Agreement may only be modified or amended by a written agreement approved by the County and the governing councils and boards of all of the participating Municipalities, and signed by the County Clerk and the clerk and any other required authorized official(s) of each of the participating Municipalities.

18. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 18.1** Subject to Section 17, if the County Clerk withdraws from this Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department (Bureau of Elections, Secretary of State) outlining the manner in which early voting will be provided.
- 18.2** Subject to Section 17, if the parties terminate this Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department (Bureau of Elections, Secretary of State) outlining the manner in which early voting will be provided.
- 18.3** Subject to Section 17, if a party withdraws from this Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department (Bureau of Elections, Secretary of State) outlining the manner in which early voting will be provided.

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Michelle L. Crocker, Leelanau County Clerk

Date

Kathy Morio, Bingham Township Clerk

Date

Elizabeth Chiles, Centerville Township Clerk

Date

Tanelle Budd, Cleveland Township Clerk

Date

Connie M. Preston, Charter Township of Elmwood

Date

Christine M. Neiswonger, Empire Township Clerk

Date

Pamela J. Laureto, Glen Arbor Township Clerk

Date

Dana Boomer, Kasson Township Clerk

Date

Jessica Alpers, Leelanau Township Clerk

Date

Lisa Brookfield, Leland Township Clerk

Date

Shirley I. Mikowski, Solon Township Clerk

Date

Jean A. Moe, Suttons Bay Township Clerk

Date

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the county clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating County and municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
TBD or Michelle L. Crocker	Election Coordinator	TBD mcrocker@leelanau.gov	231-256-9824

County:

Name of County	Clerk of County
Leelanau County	Michelle L. Crocker

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Bingham Township	Kathy Morio	1	2478

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Centerville Township	Elizabeth Chiles	1	1240

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Cleveland Township	Tanelle Budd	1	1080

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of Elmwood	Connie M. Preston	2	4355

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Empire Township	Christine M. Neiswonger	1	1261

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Glen Arbor Township	Pamela J. Laureto	1	933

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Kasson Township	Dana Boomer	1	1454

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Leelanau Township	Jessica Alpers	1	2274

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
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Leland Township	Lisa Brookfield	1	2040
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Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Solon Township	Shirley I. Mikowski	1	1452

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Suttons Bay Township	Jean A. Moe	1	2707

Early Voting Location Information:

	Early voting site #1	Early voting site #2
Location of site	Leelanau County Government Center 8527 E. Government Center Suttons Bay, MI 49682	TBD for August / November 2024 There is only one site for Presidential Primary 2024
Municipalities served at site	All Townships within Leelanau County – Bingham Township Centerville Township Cleveland Township Charter Township of Elmwood Empire Township Glen Arbor Township Kasson Township Leelanau Township Leland Township Solon Township Suttons Bay Township	
Number of Election Workers at site	4	
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes	
Hours for 9 days of Constitutionally-required early voting	Day 1, Saturday: 9 am – 5 pm Day 2, Sunday: 9 am – 5 pm Day 3, Monday: 9 am – 5 pm Day 4, Tuesday: 9 am – 5 pm Day 5, Wednesday: 9 am – 5 pm Day 6, Thursday: 9 am – 5 pm Day 7, Friday: 9 am – 5 pm Day 8, Saturday: 9 am – 5 pm Day 9, Sunday: 9 am – 5 pm	

How many (if any) additional days of early voting will be provided at this site?	None	
Hours for any additional days of early voting	N/A	
Is this site ADA compliant?	Yes	
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	This location serves as the County Seat for Leelanau County. Access is easy from many County roads, ample parking, and space available.	

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2
Number of tabulators at site	2	
Municipality responsible for providing tabulators	State Grant / tabulators provided to County with cost sharing if necessary County	
Number of early voting poll book laptops	2	
Municipality responsible for providing early voting poll book laptops	State Grant / delivered to County Clerk by State	
Clerk responsible for taking necessary steps to set up the early voting poll book laptops	As outlined, County Clerk or designee or Township Clerk.	

Describe the communication strategy for informing electors of their opportunity for early voting:

The Leelanau County Clerk's Office plans to communicate to electors via local media. Notices will be posted as required by law. All households, as listed in the QVF, will be notified via mail of the EV location as required by law. Township Clerks will handle communications and all parties (Township Clerks and County Clerk) will be in communication with each other so all are sending the same message and information.

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2
Early Voting Day 1	Township Clerk – See Section 11.1	
Early Voting Day 2	Township Clerk – See Section 11.1	
Early Voting Day 3	Township Clerk – See Section 11.1	
Early Voting Day 4	Township Clerk – See Section 11.1	
Early Voting Day 5	Township Clerk – See Section 11.1	
Early Voting Day 6	Township Clerk – See Section 11.1	
Early Voting Day 7	Township Clerk – See Section 11.1	
Early Voting Day 8	Township Clerk – See Section 11.1	
Early Voting Day 9	Township Clerk – See Section 11.1	

Note: Early Voting Site Supervisor assignments and schedule are subject to changes at any time.

Early Voting Cost Estimates – BASED ON ONE SITE

GRANT REIMBURSABLE ESTIMATES

	Quantity	Cost	Total 2024 August & November Elections	Reimbursement Estimate from State Of Michigan's Early Voting Grant	Remaining
Staff	4/day/10hrs +	\$20 hr \$15 Reimb	\$12,240.00	\$9,792.00	\$2,448.00
Chair	1/day/10hrs +	\$25 hr \$15 Reimb	\$5,100.00	\$4,080.00	\$1,020.00
Tabulator	2	\$6,500.00	\$13,000.00	\$10,400.00	\$2,600.00
Voter Assist Terminal	0	0	0	0	0
Ballot on Demand System	2	\$5,250.00	\$10,500.00	\$8,400.00	\$2,100.00
Laptops	2-4	0	0	0	0
Ballot Container	42	40 @ \$19.00 2 @ \$180.00	\$1,120.00	\$896.00	\$224.00
Bar Code Scanner	4	\$63.00	\$252.00	\$201.60	\$50.40
Magnetic Swipe	0	0	0	0	0
Internet	0	0	0	0	0
Secrecy Sleeve	30	\$7.50	\$225.00	\$180.00	\$45.00
Vendor Support	12 precincts	\$1,400.00 per year per pct.	\$16,800.00	\$13,440.00	\$3,360.00
Voting Booths	Combo	\$250 / \$25	\$2,000.00	\$1,600.00	\$400.00
Security					\$0.00
Printer	2	\$815.00	\$1,630.00	\$1,304.00	\$326.00
TOTAL			\$62,867.00	\$50,293.60	\$12,573.40

ADDITIONAL COST ESTIMATES

	Quantity	Cost	Total	Reimbursed	Remaining
Programming	Estimated 30 ballot Styles	\$300 Per Tabulator, 4 Tabulators	\$27.50 Per Ballot Style	\$0.00	\$2025.00
Voter Assist Terminal/Ballot on Demand Programming	Estimated 60 ballot Styles	\$300 per unit, 4 Units	\$27.50 per ballot style	\$0.00	\$2850.00
Letters Ref EV Site			\$12,600.00	\$0.00	\$12,600.00
Advertising		\$3,000	\$3,000.00	\$0.00	\$3,000.00
Precinct Kits	4	75.00	\$300.00	\$0.00	\$300.00
Ballot Paper	20,000	\$0.36	\$7,200.00	\$0.00	\$7,200.00
Pens/Pencils	100	\$0.24 each	\$24.00	\$0.00	\$24.00
Sharpies	36	12/\$9.89	29.67	\$0.00	29.67
Tabulator Paper	10	\$5.50/roll	\$55.00	\$0.00	\$55.00
Lunch	18 days	\$100.00 day	\$1,800.00	\$0.00	\$1,800.00
I Voted Stickers	1 roll	\$5.50	\$5.50	\$0.00	\$5.50
Janitorial	0	0	0	0	0
TOTAL			\$29,889.17	\$0.00	\$29,889.17
TOTAL OF BOTH SECTIONS			\$92,756.17	\$50,293.60	\$42,462.57

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.

Payment of Bills: Upon receipt of the appropriate documents, the Township Clerk shall verify the invoice/receipt is either a budgeted or non-budgeted item. After determining the appropriateness of the invoice/receipt the Township Clerk will then place the item within the list of monthly bills for approval by the Board. When urgency to pay the vendor is deemed necessary the Supervisor may direct the Clerk to schedule a "Special Board Meeting" as soon as possible.

Professional Services: Procurement of services classified as professional services shall not require purchase orders, price quotations, or competitive sealed bids. These types of services by nature are recurrent and have long-term relationships that benefit the Township to continue. Vendor selection and pricing should be reviewed periodically to maintain adequate and reasonable competition. The Township Supervisor with the Township Treasurer or the Township Clerk will collectively determine what is considered a professional service. Examples include but are not limited to insurance services, employee benefits, legal services, auditing services, and software maintenance fees.

Purchasing & Bidding Procedures:

Awards will be made to the vendor determined to be the best qualified based on predetermined evaluation factors and negotiation of a fair and reasonable price or compensation, with the final approval of the Township Board. The Township reserves the right to accept or reject any or all proposals and requests and to waive any defects or irregularity in any proposal if it appears advantageous to the Township to do so.

The following amounts are identified as the bidding/purchasing limits:

0-\$500/month	Township Supervisor for either urgent or ordinary needs and must report to the Board at the next regular board meeting.
\$501-\$10,000	Minimum of 2 quotes, verbal, written or electronic, or any combination of these methods and approved by the Board.
\$10,001-\$30,000	Minimum of 3 written quotes and approved by the Board.
\$30,001 & Above	Formal RFP sealed bid and approved by the Board.

Sealed Bid: Sealed Bids are required in all transactions involving expenditures in excess of \$30,000. "Sealed Bid" means, a written response to a solicitation that requires a public bid opening. Sealed Bids shall strictly comply with submission criteria to protect the integrity of the sealed bid process. It is the bidder's responsibility to ensure compliance with submission requirements. The Township Clerk or Supervisor may disqualify a sealed bid which does not conform to the submission requirements.

Sealed Bid Procedure: A "Request for Proposal" (RFP) must describe the requirements and specifications clearly, accurately, and completely which the Township is desiring. The RFP must include all documents (whether attached or incorporated by referenced) furnished to prospective bidders for the purpose of bidding. RFP documents may be developed by Township personnel or approved firms (engineering or other such responsible parties) as authorized by the Township Board. All RFP's must be publicized through distribution to prospective bidders, area newspapers, and posting on the Township entry door. Publicizing must occur a sufficient time before the public opening of bids to enable prospective bidders to prepare and submit bids.

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: _____