

## NOTICE OF PUBLIC MEETING:

The Special Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, March 27, 2024.

### Agenda

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF THE AGENDA**

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

#### **REPORTS:**

- Planning & Zoning
- Parks & Recreation
- Fire Authority

#### **OLD BUSINESS:**

1. Approval of the Minutes: Previous Meetings February 14, 2024 and February 19, 2024 Workshop.
2. Payment of the Bills

#### **NEW BUSINESS:**

1. Truth in Taxation Hearing-Take Comments on 2024/2025 Budget-Set Millage Rate
2. April 1, 2024-March 31, 2025 Budget Adoption
3. 2024-2028 Draft Parks and Recreation Plan Resolution 7 of 2024
4. Appoint Planning Commission Member(s)-Terms ending December 31, 2026
5. Personnel Committee Recommendation-Parks Position

#### **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 .**

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

### JANUARY/FEBRUARY 2024

For March 2024 PC & Board Meeting

Prepared by Steve Patmore, March 4, 2024

#### **LAND USE PERMITS ISSUED**

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
Jan/Feb 2024	3	2	0	1	0
Year To Date	3	2	0	1	0
Year to date 2023	4	1	2	1	0
Year to date 2022	8	4	3	1	0
Year to date 2021	3	2	0	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	2	2	0	0	0
Year to date 2018	1	1	0	0	0
Year to date 2017	3	0	2	1	0
Year to date 2016	0	0	0	0	0

LUP 24-001	10700 Eastling Dr.	Accessory Building
LUP 24-002	1425 S. Nanagosa Tr	New Single-Family Dwelling
LUP 24-003	2277 N. Mork Rd.	New Single-Family Dwelling

Revisions to existing permits

#### **Land Divisions:**

- Several inquiries on potential splits.

#### **Zoning Board of Appeals:**

- No Activity

#### **Short Term Rentals:**

- 45 short term rental permits issued so far for 2024
- Applications coming in.
- May questions on the new ordinance.

#### **Other:**

- Inquiries and meetings with property owners on potential land uses and the new zoning ordinance.
- FEMA Flood Plain workshop.
- Workshop on Renewable Energy Legislation.
- Looking into PC Training.
- Zoning Ordinance Review

**The Township Parks & Recreation Committee will meet on  
Wednesday, February 28, 2024 at 6:30pm in the  
Township Office**

**Draft Notes**

**Highlights:**

1. Committee recommends Eagle Scout Project at Herman Park by Airon Herman-Pete to share with Board at their March Meeting
2. Draft Job Descriptions for Parks Manager and Assistant along with updated Bylaws to be submitted to Board by Pete in March
3. Committee appreciates approval of Board for 2024 budget requests
4. March 11 P&R Meeting open for public feedback on 5-year Plan
5. Ice Rink closed for season- only one night of use this year

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

- Meeting called to order at 6:30 by Chair Pete

	Term Expires	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	24-Feb
Pete Ostrowski	12/26	Present	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present
Debbie Slocombe	12/25	Present	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present
Dennis Rathnaw	12/24	Present	Excused	Excused	Present	Present	Excused	Present	Excused	N/A	Present	Present
Hadley Dickinson	12/24	Present	Present	Excused	Excused	Unexcused	Present	Excused	Present	N/A	Present	Unexcused
Liz Mahaney	12/26	Present	Zoom	Zoom	Zoom	Zoom	Zoom	Zoom	Excused	N/A	Excused	Present
Liz Clark	12/25	Excused	Excused	Present	Present	Present	Excused	Present	Present	N/A	Excused	Excused
Bill Sterrett	12/26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present

**APPROVAL OF AGENDA**

- Move up Airon Herman on agenda to right after public comment

**Approval of January 31, 2023 Meeting Minutes (Attachment A)**

- Debbie moved, Dennis second
- Unanimously approved

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

- Three people in attendance, but no public comment

**CONFLICT OF INTEREST**

- None

**NEW BUSINESS**

1. Airon Herman – Boy Scout Eagle Project on Invasive Species Display
  - a. Scribe of Troop 131
  - b. Lives next to Herman Park
  - c. His family farm (blueberries) has invasive species and this piqued his interest to create awareness for all at Herman Park
  - d. “Identify and eradicate invasive species and protect endangered species”
  - e. “Entice people’s awareness”
  - f. Proposed 1-2 signs to highlight Invasive and Endangered species currently at Herman Park. Two to three species per sign. He is still working on design.
  - g. Project to cost \$1,200 which includes materials, safety equipment and water/food for volunteers
  - h. He has a few in mind: Garlic Mustard, Purple Loosestrife and Autumn Olive

- i. 7 Phases for his project:
  - i. Planning- location for signs
  - ii. Fundraising
  - iii. Preparation- acquire materials, safety equipment, etc...
  - iv. Design the Display
  - v. Build the display- with other scouts and volunteers
  - vi. Put display at Herman Park
  - vii. Report on what changed or improved
- j. Time frame:
  - i. May to August of this year
- k. Feedback from Committee
  - i. Debbie suggested resources like Network Northwest
  - ii. There may be a past inventory of species at Herman Park in records- Pete will check
  - iii. Suggested maybe have one sign due to past concerns around signage at HP
  - iv. Explained Board needs to approve size, aesthetics and rendering of sign before he should begin any construction
  - v. Pond area was unanimously suggested for a location- no current signs or displays in that area
- l. Approval Process
  - i. Troop Leader Approved
  - ii. Township Approval needed next
  - iii. Regional Boy Scout Approval needed as last step
- m. Township Timeline
  - i. Pete will review project at March Board Meeting
  - ii. P&R recommends the Project be presented by Airon at April Board Meeting for approval (including sign)

**Park Supervisor's Report – Left Dog Park Open, Little Ice Rink Use**

- Pete reported in the absence of a Parks Manager
- Ice Rink
  - Done for the season
  - Only used one night, unfortunately
- Dog Park
  - Not locked by Pete due to lack of snow- no plowing issues
  - Being used heavily
- Pete had a request Tuesday to open PB Courts for one day since the weather was so nice and he did! (Players had their own net)

**OLD BUSINESS**

1. Pickleball – Dorothy worked with Joyce to resolve questions on the donations.
  - a. All questions should be answered at this point
2. Web Site – Domain name transferred to township. New hosting site when Boldt finishes transfer.
  - a. Homework for Committee to review web site and offer to assist updating a section....all are outdated.
3. Budget – Got what we asked for.
  - a. Board approved all but well at Graham Green at this time
  - b. P&R Committee very grateful for approvals!

## **NEW BUSINESS**

2. New Member – Bill Sterrett
  - a. Welcome to Bill who had a 35-year career at Michigan DNR...a great addition!
3. Park Supervisor Position & Committee Bylaws (attached)
  - a. Parks Supervisor
    - i. Committee recommends “Manager” for title and not include Maintenance- rather include maintenance under duties and tasks
    - ii. Some discussion over voting or non-voting member. Board wants non-voting member
    - iii. Discussion around need to supervise all vendors
    - iv. Board would like Manager to assist with maintenance tasks around Township Office
    - v. Monthly Report should come to P&R Committee before going to the Board
    - vi. Addition of physical requirements: “Physically able to perform all functions of the job, including but not limited to, lifting up to 50 lbs. unassisted.”
    - vii. Pete will update Word Document and present to the Board
  - b. Assistant Park Manager
    - i. Again, just Manager with no “Maintenance”
    - ii. Shares responsibilities
    - iii. Pete will update Word Document and present to the Board
  - c. Bylaws
    - i. Addition of “Has the lead on developing requests and applications for all park or recreational grants.”
    - ii. Works “with” the Park Manager on Annual Budget
    - iii. Parks Manager is “non-voting” member as requested by the Board
    - iv. Pete will update Word Document and present to the Board

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

- None- All three left after Airon’s presentation

## **COMMITTEE MEMBER COMMENTS**

- Pete presented draft PB Schedule for Summer 2024 with 8 courts. All agreed it looked good
- Pete will post 2024 P&R Meeting Dates

## **ADJOURNMENT**

Next Meeting, March 11, 2024, 6:30 pm Township Office – Public Hearing Master Plan

- April Meeting will be April 24

**Attachment A**

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

**Approved Notes**

**Top Highlights:**

- 1. Committee will review old Parks Supervisor job description and Committee Bylaws for any suggested updates.**
- 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

4. 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
5. Pickleball – Joyce medical issues, has not been able to work on any pickleball grants.

### NEW BUSINESS

4. 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.
5. 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 moving 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.**

6. *Park Supervisor Position & Committee Bylaws (Attachment E) – Out of time, tabled until 2/28 meeting.*
7. *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.*
8. *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*



## DRAFT MEETING MINUTES

The regular meeting of the Suttons Bay Township Board  
Wednesday, February 14, 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 5:15 PM

Attendance: Supervisor Doug Periard, Trustee Eric Carlson, Clerk Jean Moe and Treasurer Dorothy Petroskey

Absent and excused: Trustee Debbie Slocombe

Staff: Zoning Administrator (ZA) Steve Patmore, Recording Secretary Mary Kuznicki

### APPROVAL OF THE AGENDA:

Motion to approve the Agenda as presented by Petroskey,  
2<sup>nd</sup> by Carlson, motion passed.

### PUBLIC COMMENT:

None

### CONFLICT OF INTEREST:

None

### REPORTS:

#### Planning & Zoning-

1. ZA Patmore informed the board that there was one permit last month.
2. Short Term Rental Permits are being processed

#### Parks & Recreation Committee

1. Discussion about the new Park & Rec Supervisor role.
2. Discussion about the next year's budget
3. Budget workshop date to be determined.
4. Discussed completion of old and current items of repairs at Herman Park
  - a. Tennis courts 1 & 2
  - b. Pavilion
  - c. Close out two items: Fencing on Pickleball courts and walkway to dog parks. Concerns to these are that engineering work may need to be done prior to completion.

#### Fire Authority-

Dorothy noted that at the prior meeting dated February 12, 2024 the Fire Authority worked on the budget for 2024-2025

### OLD BUSINESS:

1. Approval of the Minutes of the SB Twp Regular Board Meeting dated January 10, 2024:  
Motion by Clerk Moe, 2<sup>nd</sup> by Carlson, Motion passed. (No amendments noted)

2. Amend minutes of December 13, 2023 - Short Term Rental Ordinance: Petroskey made a Motion to amend the minutes dated December 13, 2023 under Old Business, Item #3 to include the *omitted motion* to approve the Suttons Bay Twp Ordinance No. 3 of 2023, the Suttons Bay Short Term Rental Ordinance as amended 12.13.23, 2<sup>nd</sup> by Carlson, motion passed to amend the minutes.
3. Payment of Bills: Clerk Moe. Answered questions regarding the bills. Motion to pay the January 2024 bills in the amount of \$21,398.81 was made by Supervisor Periard, 2<sup>nd</sup> by Petroskey, motion passed.

**NEW BUSINESS:**

1. County Road-Paser Report  
Paser Report is in the Trustees packets. Brendan Mullane from the County Road Commission will attend a SB Twp Board meeting (date TBD) to give a presentation on the Paser Report.
2. Appoint Parks and Recreation Committee Member for three-year term dated Feb 2024 – Feb 2027: a motion was made to appoint Bill Sterritt to the Parks and Rec Committee for a three-year term by Carlson, 2<sup>nd</sup> by Petroskey, motion passed.
3. Approve Website Maintenance Contract  
Pete Ostrowski submitted 2 pieces of information regarding securing a website maintenance contract.  
Suttons Bay Township has already moved to GoDaddy which is only the domain name at a cost of \$34/year. The hosting company is something different.  
Petroskey brought up the "Friends of Herman Park" website. It was unique and was used to raise funds but is now used to maintain court reservations. There's a link on the Township website; website is a benefit to the Township and an asset at \$2.49 per month. It was noted that someone would have to answer calls and reserve court times at the Township offices where these tasks are automated on the website. Ostrowski suggested we upgrade to the \$ 4.99 plan.  
Motion to accept a website maintenance contract at \$4.99 month by Petroskey, 2<sup>nd</sup> by Clerk Moe, motion passed.
4. Resolution to adopt County Hazard Mitigation Plan:  
Motion to adopt the County Hazard Mitigation Plan, Resolution 1 of 2024 as presented by Carlson 2<sup>nd</sup> by Petroskey, motion passed. Roll call vote taken by Clerk Jean Moe, all Ayes, Trustee Debbie Slocombe absent and excused.
5. Personnel Committee-Direction to proceed with reviewing Parks Steward/ Maintenance:  
Supervisor Periard said he had spoken to an attorney to discuss the process and the attorney said the SB Twp Board's process was correct. Periard & Carlson will pick a date to discuss the hiring of a Park Steward/Maintenance person and define the role and responsibilities within the Township.
6. Resolution(s) to approve 2024 Annual Salaries/Elected Officials-the 2024 annual raises reflect a 3.2% increase which is the current rate of inflation.

**Resolution #2 of 2024:** Supervisor salary \$20,100.96 plus pension  
Motion by Carlson, 2<sup>nd</sup> by Petroskey, motion passed.  
Roll call vote by Clerk Moe, all Ayes, Trustee Slocombe absent and excused.

Treasurer Petroskey offered that the Clerk's salary should be the same as the treasurers. That position works as hard and in conjunction with the treasurer. The difference between the two salaries is \$405.75. Petroskey asked that the board consider raising the Clerk's salary to be equal with the Treasurer's salary.

**Resolution #3 of 2024:** Clerk salary \$32,044.80 plus pension  
Motion by Petroskey 2<sup>nd</sup> by Carlson, motion passed.  
Roll call vote by Clerk Moe, all Ayes, Trustee Slocombe absent and excused.

**Resolution #4 of 2024:** Treasurer salary \$32,044.80 plus pension  
Motion by Periard, 2<sup>nd</sup> by Clerk Moe, motion passed.  
Roll call vote by Clerk Moe all Ayes, Trustee Slocombe absent and excused.

**Resolution #5 of 2024:** Trustee salary \$1,729.63 plus pension  
Motion by Periard, 2<sup>nd</sup> by Carlson, motion passed.  
Roll call vote by Clerk Moe, all Ayes, Trustee Slocombe absent and excused.

**Resolution #6 of 2024:** Trustee salary \$1,729.63 plus pension  
Motion by Carlson, 2<sup>nd</sup> by Petroskey, motion passed,  
Roll call vote by Clerk Moe, all Ayes, Trustee Slocombe absent and excused.

7. Contract for Professional Planning Services

ZA Patmore spoke about the process for hiring a new planning firm which would be under contract to review both the ZOO and the 5-year Master Plan. Patmore made a reference to the Memo sent to the SB Twp Board dated Feb 8, 2024, the packets submitted by both planning firms and the recommendations made by several of the Planning Commission board members. PC Chair Koernke and ZA Patmore engaged in a ZOOM conference with Giffels Webster and were very impressed and confident in their work.

He also submitted a sample motion to the SB Twp Board once they determined which firm to hire.

Trustees discussed proposals submitted by Giffels Webster and Beckett & Raeder.

A motion was made by trustee Carlson to retain Giffels Webster to perform a review and audit of the proposed Suttons Bay Township Zoning Ordinance Overhaul per the proposal dated February 2, 2024, not to exceed the amount of \$4,950.00 and authorize the Suttons Bay Township Clerk and/or Supervisor to sign an agreement for these services.

Motion 2<sup>nd</sup> by Treasurer Petroskey, all Ayes, Motion passed.

**PUBLIC COMMENT:**

None

**BOARD MEMBER COMMENTS:**

Carlson & Petroskey – The Michigan Township Association (MTA) training will take place in Acme in April this year. Petroskey recommended that all SB Twp Trustees plan to attend. The meetings are very useful and informative. Trustees were encouraged to sign up early; there's a discounted early-bird fee as opposed to a walk-in fee, sign up as early as possible. Members of the board can sign up for

seminars which apply to their area of interest or expertise.

SB Twp Board will meet on Monday, February 19, 2024, to hold a Budget Workshop. The Workshop will place at 12:00 PM at the Suttons Bay Township offices located on 4th St. in Suttons Bay.

**ADJOURN:**

Supervisor Periard adjourned the meeting of the SB Twp Board at 5:55pm

Submitted by Recording Secretary Mary Kuznicki  
Township Clerk Jean Moe

**MINUTES**  
**SUTTONS BAY TOWNSHIP BOARD**  
**SPECIAL MEETING**  
**February 19, 2024**

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

Suttons Bay Township Board met in Special Work Session on Monday February 19, 2024 beginning at 12:00 pm for the purpose of reviewing the draft 2024 budget and to re-schedule the March Board meeting.

**Members Present:** Doug Periard, Jean Moe, Dorothy Petroskey, & Debbie Slocombe. Eric Carlson was present by Zoom.

**Guest:** Pete Ostrowski and Sandy VanHuystee

**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-**

1. **2024/2025 Budget Workshop**

Sandy VanHuystee was on hand to take the members through the proposed 2024/2025 budget. Specific highlights were under the Clerk/Election budget noting the early voting will most likely increase costs significantly. Minimal changes were made to the remaining cost centers with a 3.2 % increase proposed to staff and elected officials. The parks budget will focus on maintenance to the Pavilion, Tennis Courts and fencing for the pickle ball courts and a sidewalk to the dog park. Funds were allocated for professional services to cover the cost of engineering for the sidewalk and disc golf maps.

The ice rink has \$1995 in the restricted funds to be used for a new snowblower. The Board talked about seeking grants for improvements to Graham-Greene park and allocated dollars for matching funds.

A new draft of the budget will be presented to the Board with the changes for their Board meeting/public hearing.

**1. Reschedule March Board Meeting**

The Board discussed changing the March 13, 2024 Board meeting. The Board agreed by consensus to reschedule the meeting for March 27, 2024. Pete Ostrowski stated that the Parks and Recreation Committee will be asking for approval of the 2024-2028 parks and Recreation Plan at that meeting.

**Public Comment:** None

Meeting adjourned at 1:45 p.m.

Submitted by  
Dorothy Petroskey

Clerk Jean Moe

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of March 13, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Anavon Technology Goup</b>					
Bill	03/13/2024		03/23/2024		445.69
Total Anavon Technology Goup					445.69
<b>Betty Carpenter</b>					
Bill	03/13/2024		03/23/2024		315.00
Total Betty Carpenter					315.00
<b>Buhr Electric Inc.</b>					
Bill	03/13/2024		03/23/2024		143.30
Total Buhr Electric Inc.					143.30
<b>Burnham &amp; Flowers Agency, Inc.</b>					
Bill	03/13/2024		03/23/2024		10,997.00
Total Burnham & Flowers Agency, Inc.					10,997.00
<b>Catherine Hartesvelt</b>					
Bill	03/13/2024		03/23/2024		261.00
Total Catherine Hartesvelt					261.00
<b>Christy Brow</b>					
Bill	03/13/2024		03/23/2024		448.04
Total Christy Brow					448.04
<b>Consumers Energy</b>					
Bill	03/13/2024		03/23/2024		125.92
Bill	03/13/2024		03/23/2024		28.77
Bill	03/13/2024		03/23/2024		36.94
Total Consumers Energy					191.63
<b>Debbie Slocombe</b>					
Bill	03/13/2024		03/23/2024		137.64
Total Debbie Slocombe					137.64
<b>Dena Smith</b>					
Bill	03/13/2024		03/23/2024		231.00
Total Dena Smith					231.00
<b>Dorothy Petroskey</b>					
Bill	03/13/2024		03/23/2024		2,186.11
Bill	03/13/2024		03/23/2024		290.00
Total Dorothy Petroskey					2,476.11
<b>Doug Periard</b>					
Bill	03/13/2024		03/23/2024		1,483.58
Total Doug Periard					1,483.58
<b>DTE Energy</b>					
Bill	03/13/2024		03/23/2024		146.81
Total DTE Energy					146.81
<b>EPS Security</b>					
Bill	03/13/2024		03/23/2024		154.50
Total EPS Security					154.50
<b>Eric Carlson</b>					
Bill	03/13/2024		03/23/2024		137.64
Total Eric Carlson					137.64

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of March 13, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Federal Tax Deposit</b>					
Bill	03/13/2024		03/23/2024		2,125.06
Total Federal Tax Deposit					2,125.06
<b>Integrity Business Solutions</b>					
Bill	03/13/2024		03/23/2024		40.87
Total Integrity Business Solutions					40.87
<b>janet Stowe</b>					
Bill	03/13/2024		03/23/2024		315.00
Total janet Stowe					315.00
<b>Janis M. Palkowski</b>					
Bill	03/13/2024		03/23/2024		315.00
Total Janis M. Palkowski					315.00
<b>Jean Ann Moe</b>					
Bill	03/13/2024		03/23/2024		2,309.10
Total Jean Ann Moe					2,309.10
<b>Jennifer M. Herman</b>					
Bill	03/13/2024		03/23/2024		385.00
Total Jennifer M. Herman					385.00
<b>Jill Williamson</b>					
Bill	03/13/2024		03/23/2024		75.00
Total Jill Williamson					75.00
<b>Marilynn Chimosky</b>					
Bill	03/13/2024		03/23/2024		369.00
Total Marilyn Chimosky					369.00
<b>Mary Kuznicki</b>					
Bill	03/13/2024		03/23/2024		140.62
Total Mary Kuznicki					140.62
<b>Mary Nixon</b>					
Bill	03/13/2024		03/23/2024		315.00
Total Mary Nixon					315.00
<b>Michigan Assessing Service</b>					
Bill	03/13/2024		03/23/2024		4,108.33
Total Michigan Assessing Service					4,108.33
<b>MTA</b>					
Bill	03/13/2024		03/23/2024		227.00
Total MTA					227.00
<b>Netlink</b>					
Bill	03/13/2024		03/23/2024		366.00
Total Netlink					366.00
<b>Pitney Bowes</b>					
Bill	03/13/2024		03/23/2024		200.73
Total Pitney Bowes					200.73



**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of March 13, 2024

Type	Date	Num	Due Date	Aging	Open Balance
<b>Rosanne Schaub</b>					
Bill	03/13/2024		03/23/2024		189.00
Total Rosanne Schaub					189.00
<b>Sandra Van Huystee</b>					
Bill	03/13/2024		03/23/2024		1,106.49
Total Sandra Van Huystee					1,106.49
<b>Spectrum Business</b>					
Bill	03/13/2024		03/23/2024		69.99
Total Spectrum Business					69.99
<b>Steven Patmore</b>					
Bill	03/13/2024		03/23/2024		3,169.26
Total Steven Patmore					3,169.26
<b>Team Elmer's</b>					
Bill	03/13/2024		03/23/2024		44.00
Total Team Elmer's					44.00
<b>Village of Suttons Bay</b>					
Bill	03/13/2024		03/23/2024		63.96
Total Village of Suttons Bay					63.96
<b>TOTAL</b>					<b>33,503.35</b>

Adopt the Proposed Budget for 2024-2025 Fiscal Year

Motion to adopt the millage rate of .05414 as the maximum allowed by Headlee,  
and  
To adopt the proposed Budget for the 2024-2025 Fiscal Year.

Motion by:

Supported by:

Roll Call vote:

Absent and excused:

Motion carried.

Doug Periard, Supervisor \_\_\_\_\_

Jean A. Moe, Clerk \_\_\_\_\_

Date: \_\_\_\_\_

**REVENUE & EXPENDITURES**

**SUTTONS BAY TOWNSHIP**

**Page 1**

**3/27/2024**

	<b>ENDING REVENUE <u>3/31/2023</u></b>	<b>BUDGET BALANCE <u>2023/2024</u></b>	<b>BUDGET BALANCE 2024/2025</b>
Total General Funds Revenue	742,672.14	563,869.00	577,420.00
Total Restricted funds	<u>200,347.46</u>	<u>40,700.00</u>	<u>600.00</u>
<b>TOTAL REVENUES</b>	<b>542,324.68</b>	<b>523,169.00</b>	<b>576,820.00</b>
<b>Total Expenses</b>	<b>427,869.43</b>	<b>552,127.00</b>	<b>678,039.00</b>
<b>UNSPENT BALANCE</b>	<b>114,455.25</b>	<b>-28,958.00</b>	<b>-101,219.00</b>
<b>RESERVE REVENUES</b>		<b>28,958.00</b>	<b>101,219.00</b>
<b>BUDGET</b>		<b>0.00</b>	<b>0</b>

SUTTONS BAY TOWNSHIP  
Page 2 Revenues  
3/27/2024

	<u>REVENUES</u> <u>3/31/2023</u>	<u>ADOPTED</u> <u>REVENUES</u> <u>2023/2024</u>	<u>REVENUES</u> <u>ENDING</u> <u>12/31/2023</u>	<u>REVENUES</u> <u>2024/2025</u>
<b><u>PROPOSED REVENUES</u></b>				
Property Taxes	164,025.40	174,819.00	35,255.97	185,000.00
Short Term rental Fees	5,400.00	5,000.00	8,300.00	8,500.00
Parks Rental Fee	650.00	1,000.00	200.00	500.00
State Shared Revenue	250,105.00	233,650.00	165,806.00	250,000.00
*Metro Funds	9,415.75	9,500.00	22,128.25	0.00
Summer Tax Collection Fee	5,702.50	5,700.00	5,820.00	5,820.00
Property Tax Adm Fee	81,434.04	75,000.00	74,678.91	82,000.00
Bingham Zoning Contract	20,710.00	22,000.00	16,433.55	23,000.00
*Cemetery Lot Sales	0.00	600.00	600.00	600.00
Interest Income	3,804.70	500.00	10,083.17	12,000.00
Refunds & Reimbursements	7,263.04	3,000.00	7,101.29	5,000.00
Zoning Permits	3,230.00	2,500.00	5,088.11	5,000.00
*Pickleball Fundraiser	58,900.00	<b>108,250.00</b>	71,620.00	0.00
*Tennis Courts	0.00	500.00	0.00	0.00
*Dog park Fundraiser	131,936.71	<b>131,937.00</b>	0.00	0.00
Parking Lot ARPA	0.00	<b>249,796.00</b>	231,389.70	0.00
Clerk pension	<u>0.00</u>	<u>0.00</u>	<u>138,120.09</u>	<u>0.00</u>
<b>TOTAL</b>	<b>742,672.14</b>	<b>1,023,752.00</b>	<b>597,226.48</b>	<b>577,420.00</b>
<b>*LESS TO RESTRICTED FUNDS</b>	<b><u>200,347.46</u></b>	<b><u>500,583.00</u></b>	<b><u>94,348.25</u></b>	<b><u>600.00</u></b>
<b>GENERAL FUND REVENUE</b>	<b>542,324.68</b>	<b>523,169.00</b>	<b>502,878.23</b>	<b>576,820.00</b>

**SUTTONS BAY TOWNSHIP**  
**Page 3 expenditures**  
**3/27/2024**

<b>EXPENSES</b>	<b>ADOPTED</b>	<b>EXPENSES</b>	<b>PROPOSED</b>
<b>ENDING</b>	<b>BUDGET</b>	<b>ENDING</b>	<b>BUDGET</b>
<b><u>3/31/2023</u></b>	<b><u>2023/2024</u></b>	<b><u>1/31/2023</u></b>	<b><u>2024/2025</u></b>

**TOWNSHIP BOARD EXPENDITURES**

Secretary	1,200.00	1,300.00	851.10	1,500.00
Salaries & Wages - Twp. Board	2,785.96	5,000.00	3,049.50	5,160.00
Clerical-office staff	1,580.00	2,500.00	1,763.75	2,500.00
Pension	403.04	1,000.00	438.14	1,110.00
Office supplies	3,884.84	4,000.00	1,063.30	4,000.00
Profession Fees-Acct & Legal	1,664.50	10,000.00	9,828.00	10,000.00
Publishing-Board	820.49	1,500.00	1,284.01	2,000.00
Meetings & Fees	395.00	500.00	178.00	2,500.00
Association Dues	4,838.26	5,100.00	7,537.54	8,000.00
Misc/Bank Charges	3,083.57	1,200.00	3,190.69	4,000.00
Equipment lease & maint.	5,108.32	5,000.00	4,524.53	5,500.00
Capital Outlay	<u>3,880.00</u>	<u>5,000.00</u>	<u>5,049.00</u>	<u>5,000.00</u>
<b>TOTAL</b>	<b>29,643.98</b>	<b>42,100.00</b>	<b>38,757.56</b>	<b>51,270.00</b>

**SUPERVISOR**

Salary	17,905.59	19,478.00	16,231.40	20,101.00
Pension	<u>1,983.85</u>	<u>2,152.00</u>	<u>2,142.58</u>	<u>2,211.00</u>
<b>TOTAL</b>	<b>19,889.44</b>	<b>21,630.00</b>	<b>18,373.98</b>	<b>22,312.00</b>

**ELECTIONS**

Salary	12,084.63	5,000.00	1,178.00	20,000.00
Supplies	<u>12,858.35</u>	<u>3,000.00</u>	<u>3,824.09</u>	<u>50,000.00</u>
<b>TOTAL</b>	<b>24,942.98</b>	<b>8,000.00</b>	<b>5,002.09</b>	<b>70,000.00</b>

**ASSESSOR**

Salary	52,371.95	55,000.00	45,203.30	56,650.00
Office supplies	601.62	2,000.00	287.08	3,000.00
BSA Support	<u>962.00</u>	<u>1,100.00</u>	<u>1,038.00</u>	<u>1,200.00</u>
<b>TOTAL</b>	<b>53,935.57</b>	<b>58,100.00</b>	<b>46,528.38</b>	<b>60,850.00</b>

**CLERK**

Deputy Clerk	2,190.00	3,000.00	5,812.50	15,000.00
Salaries & Wages -Clerk	29,386.78	30,658.00	26,243.30	31,639.00
Election Administrator	1,110.00	1,000.00	385.00	1,000.00
Office supplies	0.00	0.00	673.77	1,000.00
Pension	<u>3,122.57</u>	<u>3,372.00</u>	<u>141,492.47</u>	<u>3,480.00</u>
<b>TOTAL</b>	<b>35,809.35</b>	<b>38,030.00</b>	<b>174,607.04</b>	<b>52,119.00</b>

<b>SUTTONS BAY TOWNSHIP</b>	<b>EXPENSES</b>	<b>ADOPTED</b>	<b>EXPENSES</b>	<b>PROPOSED</b>
Page 4 expenditures	<b>ENDING</b>	<b>BUDGET</b>	<b>ENDING</b>	<b>BUDGET</b>
<b>3/27/2024</b>	<b><u>3/31/2023</u></b>	<b><u>2023/2024</u></b>	<b><u>1/31/2024</u></b>	<b>2024/2025</b>

**BOARD OF REVIEW**

Salary	0.00	1,400.00	1,112.00	1,500.00
Office supplies	0.00	500.00	0.00	500.00
Printing & Publishing	<u>195.18</u>	<u>400.00</u>	<u>69.59</u>	<u>400.00</u>
<b>TOTAL</b>	<b>195.18</b>	<b>2,300.00</b>	<b>1,181.59</b>	<b>2,400.00</b>

**TREASURER**

Salary	23,890.08	25,801.00	21,501.00	31,877.00
Deputy Treasurer	30.00	1,000.00	0.00	1,000.00
School Contract-wages	5,250.06	5,250.00	5,250.06	0.00
Pension	3,205.40	3,416.00	3,415.61	3,506.00
Office supplies	2,645.39	3,300.00	979.91	5,700.00
Office supplies-school contract	2,482.52	2,700.00	2,645.30	0.00
BSA support	840.00	900.00	906.00	1,000.00
Tax Tribunal Adjustments	<u>586.35</u>	<u>1,000.00</u>	<u>243.77</u>	<u>500.00</u>
<b>TOTAL</b>	<b>38,929.80</b>	<b>43,367.00</b>	<b>33,283.62</b>	<b>43,583.00</b>

**PLANNING & ZONING**

Planning Contract	8,695.68	10,000.00	6,641.90	10,000.00
Salary-Secretary	1,200.00	1,300.00	800.00	1,300.00
Salaries & Wages-P/Commissin	3,247.96	5,000.00	4,970.00	7,500.00
Salary-Zoning Administrator	43,168.36	47,485.00	38,571.50	49,005.00
Clerk-office staff	1,170.00	2,500.00	703.50	2,000.00
Office supplies	1,701.00	1,500.00	151.48	1,500.00
Legal-Zoning	5,056.00	8,000.00	3,408.50	8,000.00
Publishing	1,209.65	1,000.00	163.25	1,000.00
Meeting & Classes	0.00	1,500.00	95.95	1,500.00
Ordinance printing	0.00	3,000.00	0.00	3,000.00
Master Plan Consultant	<u>0.00</u>	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>TOTAL</b>	<b>64,448.65</b>	<b>101,285.00</b>	<b>55,506.08</b>	<b>104,805.00</b>

SUTTONS BAY TOWNSHIP Page 5 expenditures 3/27/2024	ENDING EXPENSES <u>3/31/2023</u>	ADOPTED BUDGET <u>2023/2024</u>	EXPENSES ENDING <u>1/31/2024</u>	PROPOSED BUDGET <u>2024/2025</u>
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**PARKS**

Management	3,750.00	10,000.00	9,085.66	10,000.00
Parks maintenance assistant	0.00	4,320.00	4,000.00	4,000.00
Salary-Rec Committee	2,250.00	3,500.00	2,094.00	3,500.00
Misc expenses	0.00	3,000.00	218.13	3,000.00
5 year plan	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
<b>TOTAL</b>	<b>6,000.00</b>	<b>22,320.00</b>	<b>15,397.79</b>	<b>22,000.00</b>

**HERMAN PARK**

Maintenance	16,371.00	22,000.00	16,614.44	22,000.00
Operations: trash/port-a-jon	7,386.88	7,000.00	2,958.03	7,000.00
Electric for Herman Park	607.32	1,000.00	529.42	1,000.00
Replace garden pea gravel	9,990.00	0.00	0.00	0.00
Water Testing	386.70	800.00	421.92	800.00
Relocate/respace pine trees	1,500.00	0.00	0.00	2,000.00
Decommission 2 well heads	0.00	995.00	828.14	0.00
Parking Lot	0.00	65,000.00	45,518.79	0.00
Tennis Maint & Screens	397.50	0.00	26.73	40,000.00
Pavillion Maintenance	0.00	21,000.00	0.00	25,000.00
Restripe parking lot	0.00	1,800.00	0.00	0.00
Repair damaged paved trail	0	2,000.00	0.00	0.00
Pruning -pond & trail	0	3,000.00	0.00	3,000.00
Professional Services	15,320.00	5,000.00	7,028.00	5,000.00
Pickle Ball Screens	397.50	0.00	0.00	0.00
Pickle Ball Construction	0.00	116,262.00	116,262.00	0.00
Pickle Ball Fencing	0.00	0.00	0.00	20,000.00
Dog Park Construction	0.00	98,372.00	98,372.00	12,000.00
Parking Lot - ARPA	<u>0.00</u>	<u>271,424.00</u>	<u>271,424.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>52,356.90</b>	<b>615,653.00</b>	<b>563,832.78</b>	<b>137,800.00</b>

**ICE RINK**

Maintenance/salary	1,081.72	3,000.00	2,618.98	3,500.00
Electric	513.79	600.00	319.45	600.00
Operations/Rental	3,366.44	2,000.00	355.20	1,000.00
Level per survey/seed & fert	6,665.00	10,000.00	0.00	10,000.00
Moveable trailer	14,532.91	0.00	0.00	0.00
Professional Services	5,000.00	0.00	0.00	0.00
Bumper caps	<u>2,185.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>33,344.86</b>	<b>15,600.00</b>	<b>2,822.55</b>	<b>15,100.00</b>

**SUTTONS BAY TOWNSHIP**  
**Page 6 expentirues**  
**3/27/2024**

<b>EXPENSES</b>	<b>ADOPTED</b>	<b>EXPENSES</b>	<b>PROPOSED</b>
<b>ENDING</b>	<b>BUDGET</b>	<b>ENDING</b>	<b>BUDGET</b>
<b><u>3/31/2023</u></b>	<b><u>2023/2024</u></b>	<b><u>1/31/2024</u></b>	<b><u>2024/2025</u></b>

**GRAHAM-GREENE**

Maintenance	979.00	2,000.00	880.00	2,000.00
Operations:trash/port-a-jon	1,541.81	1,800.00	815.68	1,800.00
Professional services	4,420.00	2,000.00	0.00	2,000.00
Add posts around culvert	0.00	500.00	0.00	0.00
Purchase 3 metal picnic tables	0.00	3,300.00	0.00	3,300.00
Clear trees for visibility-beach	0.00	1,200.00	0.00	0.00
Remove dead trees/rocks	0.00	1,500.00	0.00	0.00
Purchase 3 metal benches	0.00	3,600.00	0.00	3,600.00
Grant Match	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>
<b>TOTAL</b>	<b>6,940.81</b>	<b>15,900.00</b>	<b>1,695.68</b>	<b>15,700.00</b>

**STEIMEL PARK**

Maintenance	1,025.00	2,000.00	990.00	2,000.00
Operations: trash/port-a-jons	747.22	1,200.00	665.68	1,200.00
Remove trees/clean beach area	3,743.00	0.00	0.00	0.00
Application for poison ivy	0.00	400.00	0.00	500.00
Prune brush seating area-chips	<u>0.00</u>	<u>900.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>5,515.22</b>	<b>4,500.00</b>	<b>1,655.68</b>	<b>3,700.00</b>

**45th PARALLEL PARK**

Purchase-install signage	0.00	800.00	0.00	800.00
MDOT-WOOD CHIP PATH	<u>2,948.71</u>	<u>0.00</u>	<u>680.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>2,948.71</b>	<b>800.00</b>	<b>680.00</b>	<b>800.00</b>

<b>GRAND TOTAL - PARKS</b>	<b>107,106.50</b>	<b>674,773.00</b>	<b>578,193.96</b>	<b>195,100.00</b>
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Suttons Bay Township Page 7 expenditures 3/27/2024	<u>EXPENSES</u> <u>ENDING</u> <u>3/31/2023</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2023/2024</u>	<u>EXPENSES</u> <u>ENDING</u> <u>1/31/2024</u>	<u>PROPOSED</u> <u>BUDGET</u> <u>2024/2025</u>
<b><u>CEMETERY</u></b>				
Salary/Sexton	1,000.00	1,000.00	1,000.00	1,000.00
Maintenance	5,133.40	5,000.00	4,490.60	5,000.00
Improvements	<u>2,688.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>5,000.00</u>
<b>TOTAL</b>	<b>8,821.40</b>	<b>11,000.00</b>	<b>5,490.60</b>	<b>11,000.00</b>
<b><u>OTHER FUNCTIONS</u></b>				
Insurance	11,196.00	10,000.00	9,668.00	11,000.00
Payroll Expenses	7,987.14	7,000.00	5,341.11	8,000.00
Pension Program Expenses	200.00	200.00	415.00	500.00
Spring Cleanup	3,436.17	4,000.00	3,638.75	4,200.00
Short Term Rentals	<u>2,415.97</u>	<u>3,000.00</u>	<u>0.00</u>	<u>3,500.00</u>
<b>TOTAL</b>	<b>25,235.28</b>	<b>24,200.00</b>	<b>19,062.86</b>	<b>27,200.00</b>
<b><u>TOWNSHIP OFFICE</u></b>				
Phone	3,423.35	3,000.00	2,193.84	3,000.00
Electric	1,454.31	1,500.00	1,073.58	1,600.00
Heat	1,237.38	1,500.00	887.22	1,500.00
Water/Sewer	770.27	1,200.00	1,008.84	1,300.00
Security	0.00	1,000.00	450.00	1,000.00
Maintenance	6,072.85	3,200.00	1,852.97	3,000.00
Condo Fees	1,600.14	2,000.00	1,357.57	2,000.00
Roof replacement	0.00	0.00	0.00	25,000.00
Long Term Building Fund	<u>4,353.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>18,911.30</b>	<b>13,400.00</b>	<b>8,824.02</b>	<b>38,400.00</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>427,869.43</b>	<b>1,038,185.00</b>	<b>883,419.48</b>	<b>679,039.00</b>

**BALANCES IN RESTRICTED FUNDS**

<u>ACCOUNTS</u>	<u>BALANCE</u> <u>12/31/2023</u>
ROADS & PARKS	11,420.41
CEMETERY	15,170.00
METRO	34,550.53
PICKLE BALL FUNDRAISER	6,033.03
PARK BENCHES-H. PARK	1,200.00
TENNIS COURTS	805.00
SOCCER FIELD	1,763.50
ARP FUNDS	0.00
DOG PARK FUNDRAISER	13,601.16
ICE RINK	1,995.00
TOWER ESCROW	<u>4.00</u>
<b>TOTAL</b>	<b>86,542.63</b>

## Jean Moe

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**From:** Pete Ostrowski <powazski@gmail.com>  
**Sent:** Tuesday, March 19, 2024 4:46 PM  
**To:** Dorothy Petroskey; Jean Moe  
**Subject:** Packet for March 27 Board Meeting  
**Attachments:** Parks and Rec Committee Resolution No 1 Signed 031124.pdf; Parks Plan Board Resolution No 1 2024 032724.docx; Gosling Czubak Suttons Bay Township Projects 031924 po dw.docx; SB Township Parks and Recreation History 030424.docx; 2024 Tennis Schedule 031924 po kw.xlsx; Middle School Club.png; Park Manager Job Description 031124 po.docx; Maintenance and Activities Asst 031924 tn po.docx; Parks and Rec Draft Bylaws 031124 po.docx; March 2024 Park Supervisor Report 031924 po.docx

You have draft committee meeting minutes. I can cover the following either in the committee reports or as agenda items.

- Master Plan resolutions
- Gosling Czubak Projects
- Parks History
- Tennis Scheduling

Doug has a draft of the March Park Supervisor's report for him to fill in his tasks.

Doug, Eric, and I are meeting Friday on the draft job descriptions and bylaws. Can be included in the packet or not.

Maybe an agenda item for approval of Eagle Scout Project. Invasive species review and display.

Yours to decide.

Thanks, Pete

**DRAFT TOWNSHIP OF SUTTONS BAY  
FIVE YEAR COMMUNITY PARK, RECREATION, AND OPEN SPACE PLAN  
2024-2028  
RESOLUTION OF ADOPTION  
TOWNSHIP PARKS AND RECREATION COMMITTEE OF SUTTONS BAY  
TOWNSHIP Resolution No. 1 of 2024**

WHEREAS, the Parks and Recreation Committee of Suttons Bay Township has provided goals and objectives for the "Five Year Community Park, Recreation and Open Space Plans for 2024-2028", and

WHEREAS, the Parks and Recreation Committee followed the "Guidelines For The Development of Community Park and Recreation Plans" as required by Grants Management of the Michigan Department Of Natural Resources, and

WHEREAS, residents of Suttons Bay Township as well as surrounding communities were provided with a well-advertised opportunity between April 2023 and December 2023 to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, Suttons Bay Township Parks and Recreation has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for Suttons Bay Township, and

WHEREAS, the Suttons Bay Township Parks and Recreation Committee has agreed on the content of the "Five Year Park, Recreation, and Open Space Plan 2024-2028", and

NOW, THEREFORE BE IT RESOLVED, that the "Five Year Community Park, Recreation and Open Space Plan for 2024-2028" be approved by this committee and forwarded to the Suttons Bay Township Board for final resolution.

Motion By: Debbie Slocombe

Support By: Dennis Rathnaw

YEAS: Debbie Slocombe

NAYS: None

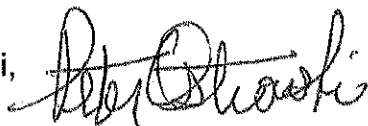
Dennis Rathnaw

Bill Sterrett

Pete Ostrowski

I, Peter Ostrowski, Suttons Bay Township Parks and Recreation Committee Chair, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Suttons Bay Township Parks and Recreation Committee thereof held on the 11<sup>th</sup> day of March 2024.

Peter Ostrowski,



Date: March 11, 2024

## **Suttons Bay Township Projects – Gosling Czubak Support**

1. Herman Park Dog Park: Paved path from existing concrete
  - a. Engineering drawings
  - b. Bid Package (township 20k limit), Request for Quotes (smaller)
  - c. Oversight - Two on-site meetings before and after the construction
  - d. Estimated \$4,000 engineering, bid, and oversight. \$14 to 20,000 construction.
  
2. Other Herman Park Concrete Options:
  - a. South of pickleball courts to soccer fields
  - b. North of tennis courts
  - c. Heavy equipment path
  - d. Connecting trail Herman Road to school parking lot
  
3. Herman Park Trails (asphalt)
  - a. Connect to Center Highway from existing trail
  - b. Perimeter
  
4. Disc Golf Map
  - a. Coarse layout suggestions after on-site meeting.
  - b. Map
  - c. UDisc update
  
5. Playground – no work so far
  
6. Bathroom – no work so far
  - a. Drain field
  - b. Prefab options
  
7. Graham Greene
  - a. \$2,000 remaining in contract for cost estimates
  - b. Further engineering drawings after public input
  - c. Additional support (RFQ, oversight, etc.)
  
8. Ice Rink – proposed a design \$56,530 (10/19/22 cost estimate)

# Herman Park Tennis Court Schedule - May 2024

Saturday  
& Sunday

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
8:00						
9:00	LCTA* Members Courts 1 Women's Doubles Court 3 Men's Doubles		LCTA* Members Courts 1 Women's Doubles Court 3 Men's Doubles		LCTA* Members Courts 1 Women's Doubles Court 3 Men's Doubles	
10:00		Courts 1 - 4 First Come/ First Serve		Courts 1 - 4 First Come/ First Serve		Courts 1 - 4 First Come/ First Serve
11:00						
12 pm						
1:00						
2:00	Courts 1 - 4 First Come/ First Serve		Courts 1 - 4 First Come/ First Serve		Courts 1 - 4 First Come/ First Serve	
3:00		Courts 1-4 Youth Tennis		Courts 1-4 Youth Tennis		
4:00						
5:00		Courts 1 & 2 Adult Clinic		Courts 1 - 4 First Come/ First Serve		
6:00						
7:00		Courts 1 - 4 First Come/First Serve				
<p>* Leelanau Community Tennis Association (LCTA)                      Questions contact Pete Ostrowski (231) 642-1636                      For Private Lessons, Youth Tennis, or Adult Clinic Contact Kristen Wilson (231) 330-9684</p>						

## SUTTONS BAY TOWNSHIP PARKS MANAGER

Adopted: DRAFT

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

### Duties and Responsibilities:

- a. Works with the Township Parks and Recreation Committee (or subcommittees) to conduct, research, write, and prepare requests/applications for all park or recreational grants in addition to providing oversight and review of other parties' prepared grant requests/applications for all parks as approved by the Board.
- b. 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.
- c. Recommends vendors and contractors for all approved office facilities, parks, and recreational projects.
- d. Supervises and oversees vendors and contractors for all office facilities, parks, and recreational projects.
- e. Seeks quotes, arranges, and schedules maintenance service for all parks and facilities.
- f. 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.
- g. 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, ground grooming, or any park damage.
- h. Annually (with the Township Parks and Recreation Committee) reviews and presents to the Board, a list of recommended projects (and estimated budgets) for improving or maintaining all park grounds and facilities.
- i. Serves as a non-voting member of the Township's Parks and Recreation Committee.
- j. Presents a written monthly report on activities to the Parks and Recreation Committee before presenting report at board meetings.
- k. Other duties and tasks as approved by the Board.
- l. Shares "day to day" duties with the Parks Maintenance and Activities Assistant as outlined in Parks Maintenance & Activities Assistant job description.

- m. Physical requirements: Physically able to perform all functions of the job, including but not limited to, lifting up to 50 lbs. unassisted.
- n. Does not need to live in the township, although preferred.



SUTTONS BAY TOWNSHIP  
Parks and Recreation Committee Bylaws

Adopted: DRAFT

**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. Works with the Parks Manager 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. Has the lead on developing requests and applications for all park or recreational grants.
- c. Establishes policies, rules, and regulations with which parks and recreational programs may operate.
- d. Works with the Parks Manager in the development and completion of the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
- e. Volunteers 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 Manager.
- f. Conducts community surveys and hosts public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
- g. Investigates opportunities for identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and programs.
- h. Develops an annual budget with the Parks Manager to propose to the Township Board no later than January 31 of each year.
- i. Assesses the safety and security of all parks and recreation facilities.
- j. Assists with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- k. Serves as township advocates for current township parks and recreation programs while encouraging usage and support.
- l. Reviews and evaluates the Bylaws annually or as needed.
- m. Performs other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.

- n. Presents proposals to the Township Board for approval through the Chairperson's monthly report. It is then up to the Park Manager to 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 members 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 Manager reports directly to the Township Board. The Parks Manager shall attend committee meetings (as a non-voting) member 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 Manager 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.

TOWNSHIP OF SUTTONS BAY  
FIVE YEAR COMMUNITY PARKS, RECREATION, AND OPEN SPACE PLAN 2024-2029  
RESOLUTION OF ADOPTION  
TOWNSHIP OF SUTTONS BAY  
Resolution No. 1 of 2024

WHEREAS, Suttons Bay Township has undertaken a Planning Process to determine the recreation and natural resource needs and desires of its residents during the five year period 2024 to 2028, and

WHEREAS, Suttons Bay Township began the process of developing this plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to the local community, and

WHEREAS, residents of Suttons Bay Township as well as surrounding communities were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on March 11, 2024, at the Suttons Bay Township Office to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Community Five Year Parks, Recreation, and Open Space Plan 2024-2028, and

WHEREAS, Suttons Bay Township has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for Suttons Bay Township. and

WHEREAS, in the Board meeting after the public hearing, the Suttons Bay Township Board voted to adopt the Five Year Community Parks/ Recreation and Open Space Plan 2024-2028.

NOW, THEREFORE BE IT RESOLVED, the Suttons Bay Township Board hereby adopts the Five Year Community Parks, Recreation and Open Space Plan 2024-2028.

Motion By: _____	Support By: _____
YEAS: _____	NAYS: _____
_____	_____
_____	_____

I, Jean Moe, Suttons Bay Township Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Board of Trustees of Suttons Bay Township at a regular meeting thereof held on the 13th day of March 2024.

Jean Moe: \_\_\_\_\_ Date: \_\_\_\_\_

## HISTORY OF SUTTONS BAY TOWNSHIP PARK & RECREATION COMMITTEE

- 2001 - Established Park & Recreation Committee-4-Members: Rich Bahle, Pete Ostrowski, Debbie Slocombe, & Laurie Sohasky
- 2002 - 1<sup>st</sup> Suttons Bay Community Recreation Plan 2002-2007
- 2003 – Coastal Zone Management grant received for Vic Steimel Park
- 2005 - Acquired 45<sup>th</sup> parallel park (Tom Nixon on committee)
- 2006 - Ralph Herman agrees to sell his property
- 2007 - Capital Campaign for Herman Park started
- 2008 -1<sup>st</sup> grant written to MNRTF for Herman Community Park (Rich & Debbie present)
- 2009 - Purchased Herman Park with Ribbon cutting
- 2011 - Park Entrance/Parking completed (14 members) Phase 1- Construction
- 2012 - Disk golf installed
- 2013 - Tennis court (4), USTA Grant
- 2014 - ADA Paved trail, fishing docks and small shelter
- 2015 -Benches/Picnic tables
- 2017 - Pickleball courts (2) Phase 1
- 2017 – Forestry Plans for all parks
- 2018 - Pavilion (60x60) with picnic tables MNRTF Grant  
Parks Recreation and Open Master Plan Update 2019- 2023
- 2019 - Well/Electric Installation, Pavilion Lights
- 2020 - Memorial Gardens/ Pickleball courts (2) Phase 11
- 2021- Multi-Purpose Playing field Installed / New Park Signs Installed at 2 parks
- 2022 – Ice Rink Shelter, Side Boards, and Sign installed
- 2023 - Extended Parking Lot, Pickleball Courts (4), Dog Park, Pump Track  
Memorial Garden Community Beautification Award
- 2024 - Parks Recreation and Open Master Plan Update 2024 - 2028

IN PARTNERSHIP WITH  
LEELANAU COMMUNITY  
TENNIS ASSOCIATION

ALL SKILL  
LEVELS  
WELCOME

# TUESDAYS & THURSDAYS

MAY 3, 7, 14, 16, 21, 23, 28

rain-  
make-up

3:30-5:00 PM

Herman Park, Suttons Bay



\$65

# LEELANAU LOVE

KRISTEN WILSON TENNIS PROGRAMS

## SUTTONS BAY TOWNSHIP

### **Parks Maintenance & Activities Assistant**

Revised: DRAFT

**Description:** The **Parks Maintenance & Activities Assistant** provides direct assistance to the Parks Manager and is responsible for sharing the following duties as directed and approved by the Parks Manager:

**Duties and Responsibilities:**

1. Assists in the inspection of all parks on a regular basis at least weekly during non-winter months and monthly during winter months (Ice Rink may require more frequent visitations) and reports any concerns or problems directly to the Parks Manager.
2. Assists the current Ice Rink Park community volunteer in the annual setup and removal of the ice rink components and in securing additional community help. Ensures that good housekeeping is maintained in the area.
3. Reports directly to the Parks Manager when circumstances may require immediate attention in any park including but not limited to trash removal, tree damage, ground grooming or any park damage or unsafe condition.
4. Manages the scheduling of court usage for both tennis and pickle-ball. Monitors and reviews any grievances resulting from on-line court scheduling.
5. Monitors the Disc Golf Course, empties trash baskets, and reports any damaged "T" boxes or baskets to the Parks Manager.
6. Monitors two (2) dog sanitary stations and empties accumulated waste and refills bags as necessary.
7. Schedules the installation/removal of net posts, nets, and windscreens for both tennis and pickle-ball. Contacts volunteers, as needed, to provide assistance.
8. Monitors any existing construction/repairs at parks and informs the Parks Manager of any concerns or discrepancies.
9. Monitors the fishing pond, the condition of the dock, and the life rings.
10. Ensures that Pavilion reservations are posted and monitors groups using it.
11. Handles day-to-day responsibilities whenever the Parks Manager has an extended absence.
12. Performs other duties and tasks as assigned by the Parks Manager or the township Board.

13. Physical requirements: Physically able to perform all functions of the job, including but not limited to, lifting up to 50 lbs. unassisted.
14. Does not need to live in the township, although preferred.



March 19, 2024

To: Suttons Bay Township Board

Re: Suttons Bay Township Parks Supervisor Report – March

Doug & Pete split the following spring tasks:

- 1) Pete met with Dallas Wirtz, Gosling Czubak, on the status of park projects (see attached breakdown).
- 2) Porta-Jons – Ice Rink ADA unit moved to Herman Park. A second standard for Herman Park and standard Graham Greene units set for April 1. ADA unit for Vic Steimel also April 1. Pump outs will be on Tuesdays.
- 3) Tennis Court Hentco fall 2023 quote good to go. Just sign the contract & send in.
- 4) Sprinklers Startup – Prepaid Spinniken last year. Scheduled for April 21.
- 5) Whiteford Lawn – Good to go for 2024. May need a price increase due to higher gas prices.
- 6) Herman Bothers (Doug) -
- 7) Pickleball Fencing (Doug) –
- 8) GFL Environmental, Garbage Totes (Doug) – 3 stored behind the shed at Herman Park, pickup on Monday starting?
- 9) Ice Rink was a wash – Never had the weather to open it!

## Jean Moe

---

**From:** Doug Periard <sbtwpsupervisor@gmail.com>  
**Sent:** Thursday, March 21, 2024 1:55 PM  
**To:** Gary Thornton  
**Cc:** clerk@suttonsbaytwp.com  
**Subject:** Re: Planning Commision

Thank you for your letter of interest. I will pass it on to the clerk and we will be in touch soon.

Thanks,  
Doug periard

On Thu, Mar 21, 2024 at 11:59 AM Gary Thornton <[grandvieworchards@gmail.com](mailto:grandvieworchards@gmail.com)> wrote:  
Doug - Thanks for the call earlier today. I am very interested is serving on the Planning Commission for Suttons Bay Twp. If you are willing to have me serve, I am more than willing to do what is necessary to full fulfill the duties of the position.

Please keep me posted.

Thanks!

Gary Thornton  
1600 E Kohler Rd, Suttons Bay, MI 49682

**Jean Moe**

---

**From:** Kevin Weber <kpweber@me.com>  
**Sent:** Sunday, February 25, 2024 5:54 PM  
**To:** clerk@suttonsbaytwp.com  
**Subject:** Fwd: Planning Commission opening  
**Attachments:** CV Kevin with address.rtf; Untitled attachment 00011.htm

Jean Moe  
Township Clerk  
PO Box 457  
Suttons Bay, MI 49682

Dear Ms. Moe:

I would like to be considered for vacancy on the planning commission. My resume is attached.

Warm regards,

Kevin Weber  
231-883-6437

Begin forwarded message:

**From:** Doug Periard <periardd@suttonsbayschools.com>  
**Subject: Planning Commission opening**  
**Date:** February 21, 2024 at 9:07:36 AM EST  
**To:** Kevin Weber <kpweber@me.com>

Please send a letter of intent to clerk@suttonsbaytwp.com. We are anticipating some openings on planning commission.

Thanks,  
Sent from my iPhone

## **Kevin P. Weber**

**Curriculum Vitae**  
9600 E Smiseth Rd  
Suttons Bay, MI 49682

231-883-6437  
kpweber@me.com

### **Professional Experience**

**1992-2020**

#### **West Front Primary Care, PC - Traverse City, MI**

##### **Family Physician**

Full time family physician, primary care group practice. Pediatrics, adult medicine, geriatrics, and ambulatory care.

**1999-2000**

#### **Priority Health, Grand Rapids, MI**

##### **Associate Medical Director for Northern Michigan**

Medical Case Review for northern membership. IPA and provider liaison. Network development. Chaired northern UMQM committee. Served on grievance committee.

**1998-1999**

#### **NorthMed, Traverse City, MI**

##### **Medical Director**

Responsible for oversight of UM, QI, Pharmacy and Credentialing functions. Served as chair for QI, and Pharmacy Committees. Liaison to physician providers, with individual and mass communication. Responsible for development and implementation of New Technology assessment program and for final determination of medical appropriateness.

**1991-1993**

#### **Grand Traverse County Health Department**

##### **Medical Director**

Oversight, working with Health Officer and Director of Personal Health, of programs including EPSDT, WIC, immunizations, TB, school screening, and reproductive health. Staffed well child clinic and oral cleft clinic. Liaison with local physicians.

**1991-1992**

#### **Emergency Physician Medical Group - Ann Arbor, MI**

##### **Emergency Room Staff Physician**

Staffed emergency rooms in Northern Michigan, primarily Grayling Mercy Hospital.

## Professional Experience (continued)

- 1990-1991**                      **Professional Elk Rapids Family Practice, PC**  
**Elk Rapids, MI**  
**Family Physician**  
Employed physician, providing full range of office and inpatient family practice services.
- 1988-1990**                      **Group Health, Inc., Minneapolis, MN**  
**Family Physician**  
Mature staff model HMO with 250,000 members.

## Education

- 2001**                              **Investigator Support Initiative Training**  
Kalamazoo, MI
- 1994**                              **University of Michigan**  
Master of Health Services Administration; Ann Arbor, MI
- 1988**                              **University of Michigan**  
Family Practice Residency; Ann Arbor, MI
- 1983**                              **Mayo Clinic**  
General Surgery Internship; Rochester, MN
- 1982**                              **Case Western Reserve University**  
Medical School – MD; Cleveland, OH
- 1977**                              **Ohio State University**  
Bachelor of Science – Genetics; Columbus, OH

## Boards and Committees

- 2000 to present**                **Grievance Committee**  
Priority Health, Grand Rapids, MI
- 1999 to 2000**                    **Northern UMQM, Chair**  
Priority Health, Grand Rapids, MI
- 1996 to 2000**                    **Physician Subcommittee, Information Systems**  
**Task Force**  
Munson Medical Center
- 1998-2000**                      **Credentials**  
NorthMed, Priority Health

**Boards and Committees (continued)**

- |                  |                                                                          |
|------------------|--------------------------------------------------------------------------|
| <b>1998-1999</b> | <b>Performance Improvement</b><br>Munson Medical Center                  |
| <b>1998-1999</b> | <b>Pharmacy and Therapeutics, Chaired</b><br>NorthMed, Traverse City, MI |
| <b>1995-1999</b> | <b>Quality Improvement</b><br>NorthMed, Traverse City, MI                |
| <b>1995-1999</b> | <b>Utilization Management</b><br>NorthMed, Traverse City, MI             |
| <b>1995-1998</b> | <b>Board of Directors</b><br>Northern Physician Organization             |

**Boards and Committees (non-health care)**

- |                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| <b>2023-present</b> | <b>Precinct Delegates, Co-chair</b><br>Leelanau County Democratic Party |
| <b>1994-2010</b>    | <b>Managing Committee, Treasurer</b><br>Physicians Realty Group         |
| <b>1996-1999</b>    | <b>Board of Trustees</b><br>The Pathfinder School<br>Traverse City, MI  |

**Board Certification**

- |                     |                                          |
|---------------------|------------------------------------------|
| <b>1988-present</b> | <b>American Board of Family Practice</b> |
|---------------------|------------------------------------------|