

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, August 9, 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: July 12, 2023 Regular Board Meeting
2. Payment of the Bills
3. Review Park & Rec. Committee Recommended Survey Questions for Approval

NEW BUSINESS:

1. Review Request by Aurora Cellars for Off-Site Tasting Room at 9 Bean Rows
2. Update on Recent Expenditures for Herman Park and Review of Township Budget
3. Replace Old Printer with Purchase of Sharp Color Printer for the Township Office
4. Discuss Revising the Board's Bidding Procedures

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

JULY 2023

For August 2023 Board Meeting

Prepared by Steve Patmore, August 2, 2023

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
July 2023	4	2	1	2	0
Year To Date	23	8	6	8	1
Year to date 2022	35	18	9	8	0
Year to date 2021	25	13	5	6	1
Year to date 2020	15	4	4	6	1
Year to date 2019	23	12	7	4	0
Year to date 2018	25	12	5	8	0
Year to date 2017	24	6	4	11	3
Year to date 2016	19	5	6	6	2
Year to date 2015	13	6	3	3	1

LUP 23-019	Donnybrook Rd.	Single-family dwelling
LUP 23-020	Belanger Woods Dr.	Single-family dwelling
LUP 23-021	Macksey Rd.	Accessory Building
LUP 23-022	Bay View Trail	Accessory Building
LUP 23-023	Arrowhead Trail	Deck replacement and addition

Land Divisions:

- Several inquiries on potential splits

Zoning Board of Appeals:

- Application received for variance request – lot width.

Short Term Rentals:

- 44 short term rental permits issued for 2023

Other:

- Follow up on Site Plan Reviews and Special Land Use Permits.
- Inquiries from owners on potential land uses.
- Research for Zoning Ordinance Overhaul.

**The Township Parks & Recreation Committee will meet on
Wednesday, July 26, 2023 at 6:30pm in the
Suttons Bay Township Office**

DRAFT NOTES

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

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

- Meeting called to order at 6:31 p.m. by Pete
- In Person: Pete, Debbie, Dennis, Gary and Liz C
- Zoom: Liz M
- Excused: Hadley
- Quorum present

APPROVAL OF AGENDA

- Agenda unanimously approved

Approval of June 28, 2023 Meeting Minutes (Attachment A)

- Meeting Notes unanimously approved

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

- Three members of the public in attendance: Bill Cackle, Pam Kelley and Jim Muennich
- Pete said Jim and Pam could speak during agenda discussion of the Dog Park
- Bill said he enjoys the Pickleball courts and walking at Herman Park. Hopes to take grandchildren fishing out there

CONFLICT OF INTEREST

- None

Park Supervisor's Report – July Report (attached)

- Pete reviewed the Report given to the Township Board at their July meeting
- Pump Track should be open by the end of July
- Herman Park now open

NEW BUSINESS

1. Dog Park Status, Rules
 - a. This was discussed first since there were Ambassador Members in-house to discuss
 - b. Pam Kelley presented the proposed Rules Sign
 - c. Will have QR Code linked to Facebook Page for most up-to-date information- expect Rules to evolve over time
 - d. Facebook page will have information and a link for registering your dog with Leelanau County and how to get dog license (since this is a requirement to use park-either local resident license or visitor from where they live)
 - e. Physical Sign will be 18x30 on a post. Using local vendor.
 - f. Some punctuation corrections-eliminate
 - g. Suggestion for physical border around sign to make more appealing
 - h. "Monitor" being taken out
 - i. "At all times stay with your dog in the park"- came out of discussion of issues at Northport
 - j. Noted: No Rules Signs at either Wags West in TC or at Northport Dog Park
 - k. Sign will be updated and presented to the Township Board at their August 9 Meeting. Will have an actual size mock-up on paper
 - l. Pete noted he and Tom had discussed opening Dog Park in August with using small dog park for both large and small dogs on rotating days- ex: odd days = large dogs, even days= small dogs. Will be temp sign to indicate this. Debbie stated hydroseeding should take in about 2 months
 - m. Discussion on Dog Park Issues- will first be sent to Ambassador Group to follow-up. Escalation would be to Township and or Animal Control- Deputy Kalchik supports DP
 - n. Beautification Award- Debbie added under this discussion that she submitted the Memorial Gardens for this "very prestigious" DNR award and it won! Many legislators and such will be up to present the award on August 31 at 11:00.

OLD BUSINESS

1. Herman Park Open
 - a. Pete noted that Herman Park is now open for all sports.
 - b. New PB and Dog park work still in progress
 - c. Bill is working hard on watering everything due to the drought
 - d. New PB Courts need 30 days for lines to cure before they can be played on
2. Pickleball donations
 - a. Liz M updated group on an additional \$6,500 raised by Joyce Bahle's group- 3.5 Players
 - b. Pete indicated Dan Stricof was paying for the remainder of the project to get everything but fence completed

3. Herman Park Schedules (attached)
 - a. Pete indicated that there was an altercation with some tennis players Tuesday- but the schedule has been the same for “years” for youth hours.
 - b. Discussion around adding scheduling feature for tennis courts the way there is for PB courts- Pete looking into this with the Tennis Group and any other ideas they might have
 - c. Discussion around charging for court use- but no one knows of any courts that currently charge
 - d. Talked about adding an additional fee to short-term rental permits to cover park use by visitors- maybe add \$100/permit each year?
4. Survey – Board comments, Final Revisions
 - a. Asked Board for comments at last meeting. Tom sent in a list of written suggestions that Committee discussed. Dorothy thought some questions were “too leading”.
 - b. Committee went question by question. Eliminated some questions and made changes to some. Pete is incorporating all changes agreed upon and will present the final Survey to the Board at the August Meeting for approval.
 - c. How to get surveys from the public:
 - i. Suggestion to have an ad in the Leelanau Enterprise with QR code to fill out survey.
 - ii. Announcement in The Ticker
 - iii. Farmer’s Market
 - iv. Art Festival
 - v. Schools
5. Master Plan Sections
 - a. Holding off more work until survey results are received from the community and incorporated

NEW BUSINESS

1. Dog Park Status, Rules
 - a. Discussed at start of the meeting out of order
2. Entrance Landscaping (at HP)
 - a. Tom mentioned to Pete concerns around weeds
 - b. Debbie stated there is one thing that will kill the “Mare’s Tales” and she put it on once per month-they take a while to die. It can’t be sprayed, but has to be “painted on”. This is very toxic
 - c. Township pays for 1.5 hours every month for upkeep and she does put in more time than that trying to get them under control.
 - d. Pete is going to help “paint on” control as well. Debbie is going to notify her when she is going out.
 - e. The dirt that was used has to create the area is full of “Mare’s Tales” and very hard to control each year.

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

- Bill Crackle asked about where Village ends and Township starts to the North on M-22 (Dumas Road). He was curious about some visibility to water. Pete explained the area he is discussing is jointly owner by Marina and Condos.

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

- Meeting adjourned at 7:47 p.m.

Next Meeting, August 23, 2023, 6:30 pm Township Office

Attachment A

**The Township Parks & Recreation Committee will meet on
Wednesday, June 28, 2023 at 6:30pm in the
Suttons Bay Township Office**

APPROVED NOTES

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

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

- Pete, Debbie, Gary and Liz C in person
- Bill in person
- Liz M via Zoom

APPROVAL OF AGENDA

- Moved- Liz C, Seconded Gary
- Pete requested to add new trail from school to Herman Park under new business
- All approved agenda with addition

Approval of May 17, 2023 Meeting Minutes (Attachment A)

- Change in spelling of Hadley's last name
- Moved- Liz C, Seconded Gary

- All approved

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

- No public in attendance

CONFLICT OF INTEREST

- None brought forward

Park Supervisor's Report – June Report (Attachment B)

- Pete requested Bill review report, Bill stated “you can read it”
- Pete highlighted a few things and asked Bill for feedback
 - Excavating should be complete by this Friday
 - 7/6 or 7/7 date for asphalt. Bill stated AJ's is currently on another job.
 - Tom, Pete and Bill meeting Thursday morning (Tomorrow) to discuss timeline/concerns of Tennis and Pickleball people
 - Dog Park fencing- contract signed
 - Garden Club- came in to do what they could
 - Estimate on Dog Park benches and waste stations approved and actually already received product
 - Port-a-Jons in place at parks. HP will be installed after re-opened
 - Dog Park irrigation- Spinnaker will do when he can
 - Fountains for Dog Park- have longer lead time so not received yet
 - Water for Dog Park- Bill stated, “I have talked with 6 plumbers and no one is interested.” And, “there is no reason to install until next year.”
 - All concrete is in
 - Bill stated timeline for parking lot to be done was mid-July and he still thinks it is on track for that.

OLD BUSINESS

6. Tree Grant, 15 trees north of tennis courts didn't make it.
 - a. Discussion around trees that were replanted and died (from ice rink park)
 - b. Waiting for fall to plant new trees- Liz M got an extension on the grant
 - c. Flags have been placed for location of trees from grant at HP. Need Board to review and approve placement of trees.
 - d. Pete asked if we could use tree grant trees for the replanted that died- we can't due to specifications around species and quantities
 - e. Debbie offered to help buy small trees to replace the dead ones- 2-3 feet high, around \$30-\$40 each, easy to plant, planter grown. Board must approve funds for this purchase.
7. Spark Grant – Playground, Pickleball
 - a. Bill stated that these two grants will be put in from of the Board at their July meeting for their approval to submit
8. Master Plan Sections
 - a. Reviewed some sections

- b. Still gathering information in order to complete most of them
 - c. Pete asked Bill for native file for some diagrams
 - d. Discussion around need to keep ADA information in order to apply for grants
 - e. Facebook discussion- two sites set up, (one by Bill and one by Debbie in the past) but neither up to date/ maintained- need to get a direction for this tool
 - f. Talked about Leelanau County move to put money into West side park- although most of population is on the East.
 - g. How can we get county to support our parks? Rich tried for years. Maybe now we go back since there are new representatives. Pete is going to reach out.
 - h. Debbie brought up the question, does the Board want HP to be the focus for the next 5 years? Or other parks? Should that be reflected in plan more directly?
 - i. Discussion around having “programs” at the community at parks. Tennis is all we have officially. Should we include a request for grants to support “programs”? We have the facilities to do them, just no Program Director.
9. Survey – Draft
- a. Ethnic festival for June was cancelled, so Hadley and Debbie did not get do to any surveys.
 - b. Pete’s kids will be in town next week and assist with online version set-up
 - c. Committee reviewed, refined and eliminated questions on our proposed survey
 - d. Survey questions will be presented to the Board in July for approval
 - e. Survey will be available via QR Code
 - f. Committee will review 5-Year Plan again next month
 - g. Need updated park photos with new signs- Bill will get new photos

NEW BUSINESS

- 3. Connection of trail from school to Herman Park
 - a. Pete discussed with Tim Smith- in charge of Facilities & Operations for school system
 - b. Liz C brought up concern of kids crossing the road and need for proper crossing signage.
 - c. Discussed CC Michigan, LLC that owns part of the land- we think this might be Charter Communications of MI...they need to approve the path as well
 - d. More information to come in the future

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

COMMITTEE MEMBER COMMENTS

- No public in attendance

ADJOURNMENT

- At 7:53 p.m. by the Chairman

Next Meeting, July 26, 2023, 6:30 pm Township Office

DRAFT MINUTES

SUTTONS BAY TOWNSHIP BOARD

REGULAR MEETING - JULY 12, 2023

(There will be a Zoom site for remote access)

CALL TO ORDER

Tom Nixon, Supervisor, called the Suttons Bay Township Board Meeting to order on Wednesday, July 12, 2023, at 5:15 p.m. at the Suttons Bay Township Offices.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the Agenda as presented, motion carried.

PUBLIC COMMENT

Dan Strickoff, Leland Twp., commented on Park Supervisor and Herman Park.

Joyce Bahle, Bahle Rd., would like to see financial report on Pickleball.

Bill Krakel, St. Mary's St., re: Pickleball ambassador.

Liz Maheney, Suttons Bay, commented on Park Supervisor

Jim Muennich, Dog Park Ambassador, commented on Park Supervisor.

Hadley Dickinson, Broadway St., commented on Herman Park, Park Supervisor

REPORTS

- Treasurer's Report.
- Planning & Zoning - Steve Patmore's Report
- Parks Supervisor - Bill Drozdalski's Report
- Parks & Recreation Committee - Minutes submitted.
- Fire Authority- Bills paid.
- Personnel Committee - Doug Periard and Jean Moe. Tom Nixon was replaced by Jean Moe. Tom Nixon is contact person with ambassadors.

OLD BUSINESS

1. Approval of June 14, 2023 Minutes

Jean Moe/moved, Dorothy Petroskey/supported, to approve the June 14, 2023 Minutes as submitted, motion carried.

2. Payment of Bills

Dorothy Petroskey/moved, Debbie Slocombe/supported, to pay the bills in the amount of \$224,248.87, motion carried.

3. Compensation Adjustments for Deputy Clerk and Office Assistant
Tom Nixon/moved, Jean Moe/supported, to pay the current Deputy Clerk \$23.00/hr., and to pay the Office Assistant \$23.00/hr., motion carried.
(Dorothy Petroskey abstained from voting)

NEW BUSINESS

1. Consider Neighborhood Request for a Special Speed Limit Study of Richter Road.

Mark Smith and other neighbors on Richter Road have asked the Township to recommend that a Special Speed Limit Study be done on Richter Road. If the township agrees to recommend the study, a letter would be sent to the Leelanau County Road Commission who passes the recommendation onto the State Police who would schedule a Special Speed Limit Study of Richter Road. Richter Road does not have a speed limit sign which means the speed limit in the portion of the road in the township has a speed limit of 55 mph. The other portion of the road is in the Village which has a speed limit of 25 mph. The part of Richter Road in the township goes from Eckerle Road south to Center Road. There are concerns that trucks travel on the road to and from the water and sewage buildings. There would be no cost to the township with regard to the Study.

Doug Periard/moved, Dorothy Petroskey/supported, to approve advising the Leelanau County Road Commission that the township received a request to do a Special Speed Limit Study of Richter Road. motion carried.

2. Resolution No. 10 of 2023 of Support for Peninsula Housing Rural Readiness Grant
Peninsula Housing is applying for a Rural Readiness Grant in the amount of \$50,000.00 to gather community input and to plan for the development of affordable housing in the township. The township is being asked to support Peninsula Housing's application for a Grant.

Tom Nixon/moved, Dorothy Petroskey/supported, to adopt Resolution No. 10 of 2023 of Support for Peninsula Housing Rural Readiness Grant, with a correction to the second line of the Resolution from provide to "will provide". Roll call vote:

Yes: Tom Nixon, Jean Moe, Dorothy Petroskey, Doug Periard, Debbie Slocombe.

No: None. Resolution adopted.

PUBLIC COMMENT

CRACKEL

Bill ~~Krable~~ asked about water testing at the township parks.

Joyce Bahle commented about Herman Park.

Dan Strickland commented on Pickleball ambassadors.

BOARD MEMBER COMMENTS

Doug Periard said no Planning Commission Meeting in July.

Tom Nixon said Tour ~~Detart~~ is July 21st. Dorothy Petroskey saved the township \$85.00.

TOUR DE TART
Dorothy Petroskey recommends that a communication be sent to the public regarding Herman Park.

Nixon

ADJOURN

Tom Nixon adjourned the meeting at 6:36 p.m.

Minutes by Marge Johnson, Recording Secretary
Jean Moe, Clerk

Suttons Bay Township
Unpaid Bills Detail
As of August 9, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Anavon Technology Goup					
Bill	08/09/2023		08/19/2023		138.03
Total Anavon Technology Goup					138.03
Christy Brow					
Bill	08/09/2023		08/19/2023		448.04
Total Christy Brow					448.04
Debbie Slocombe					
Bill	08/09/2023		08/19/2023		137.64
Total Debbie Slocombe					137.64
Dorothy Petroskey					
Bill	08/09/2023		08/19/2023		2,186.11
Total Dorothy Petroskey					2,186.11
Doug Periard					
Bill	08/09/2023		08/19/2023		137.64
Total Doug Periard					137.64
DTE Energy					
Bill	08/09/2023		08/19/2023		52.98
Total DTE Energy					52.98
Fish Window Cleaing					
Bill	08/09/2023		08/19/2023		42.00
Total Fish Window Cleaing					42.00
Gosling Czubak					
Bill	08/09/2023		08/19/2023		2,379.00
Total Gosling Czubak					2,379.00
Herman Brothers' Lawn Care					
Bill	08/09/2023		08/19/2023		1,100.00
Total Herman Brothers' Lawn Care					1,100.00
Integrity Business Solutions					
Bill	08/09/2023		08/19/2023		27.08
Total Integrity Business Solutions					27.08
Jean Ann Moe					
Bill	08/09/2023		08/19/2023		2,267.78
Total Jean Ann Moe					2,267.78
Julius Bunek					
Bill	08/09/2023		08/19/2023		1,500.00
Total Julius Bunek					1,500.00
Leelanau County Treasurer					
Bill	08/09/2023		08/19/2023		33.52
Total Leelanau County Treasurer					33.52
Marge Johnson					
Bill	08/09/2023		08/19/2023		73.88
Total Marge Johnson					73.88

Suttons Bay Township
Unpaid Bills Detail
 As of August 9, 2023

Type	Date	Num	Due Date	Aging	Open Balance
Michigan Assessing Service					
Bill	08/09/2023		08/19/2023		4,108.33
Total Michigan Assessing Service					4,108.33
Moses Window Cleaning					
Bill	08/09/2023		08/19/2023		50.00
Total Moses Window Cleaning					50.00
Municipal Retirement					
Bill	08/09/2023		08/19/2023		40.00
Total Municipal Retirement					40.00
Northern Building Supply, LLC					
Bill	08/09/2023		08/19/2023		156.70
Total Northern Building Supply, LLC					156.70
Paul Whiteford					
Bill	08/09/2023		08/19/2023		3,409.00
Total Paul Whiteford					3,409.00
Sandra Van Huystee					
Bill	08/09/2023		08/19/2023		785.91
Total Sandra Van Huystee					785.91
Spectrum Business					
Bill	08/09/2023		08/19/2023		109.87
Total Spectrum Business					109.87
Spinniken Lawn & Irrigation, LLC					
Bill	08/09/2023		08/19/2023		600.00
Total Spinniken Lawn & Irrigation, LLC					600.00
Steven Patmore					
Bill	08/09/2023		08/19/2023		3,169.26
Total Steven Patmore					3,169.26
The Copy Shop					
Bill	08/09/2023		08/19/2023		151.48
Total The Copy Shop					151.48
Tom Nixon					
Bill	08/09/2023		08/19/2023		1,330.58
Total Tom Nixon					1,330.58
Village of Suttons Bay					
Bill	08/09/2023		08/19/2023		63.62
Total Village of Suttons Bay					63.62
Williams & Bay Pumping Service					
Bill	08/09/2023		08/19/2023		466.00
Total Williams & Bay Pumping Service					466.00
TOTAL					24,964.45

MEMO

August 2, 2023

To: Suttons Bay Township Board

From: Steve Patmore, Zoning Administrator



Re: Local Government Recommendation for Off-Premise Tasting Room Permit
Aurora Cellars – Sam Simpson
9000 E. Duck Lake Road - 9 Bean Rows, (Jennifer & Nic Welty)

In March 2023, the Suttons Bay Township Board approved a Local Government Resolution for an On-Premise Tasting Room for 9 Bean Rows at 9000 E. Duck Lake Road.

We recently received a request for a Local Government Recommendation for an Off-Premises Tasting Room at 9000 E. Duck Lake Road from Aurora Cellars, Horn Road – Leland Township.

Off-Premise Tasting Rooms are allowed by the State of Michigan, and there are several in Northern Michigan. Aurora would be allowed to serve and sell their wines and ciders at the off-premise location.

Suttons Bay Township allows for a Winery or Cidery with a Special Land Use Permit in the Agricultural Zoning District after a Site Plan Review and Public Hearing. There are criteria that must be met to get the Land Use Permit including a license from the State, meeting general standards, and meeting other agency approvals. There is currently an application in front of the planning commission for review.

Attached are:

- Draft Resolution required by the State of Michigan.
- Letter of understanding from Aurora Cellars and 9 Bean Rows.
- Letter from the owners of 9 Bean Rows authorizing Aurora Cellars to apply for the license.

I have no objection to a Suttons Bay Township Board recommendation for approval of the Off-Premise Tasting Room with the understanding that the winery owners will need to complete the Special Land Use Permit process.

Possible Board Motion:

Motion to adopt Suttons Bay Township Resolution No. _____ recommending approval to the Michigan Liquor Control Commission Michigan of the Aurora Cellars [2015], LLC Off-Premise Tasting Room at 9000 E. Duck Lake Road, Suttons Bay, with the understanding that a Special Land Use Permit is required from the township to operate a winery or tasting room, and that this recommendation for the license does not guarantee that a Special Land Use Permit will be granted by Suttons Bay Township. This Board authorizes the Township Clerk to sign and submit the Local Government Approval Form.



Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Suttons Bay Township council/board
(regular or special) (township, city, village)
called to order by Supervisor Tom Nixon on August 9, 2023 at 5:15 PM
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from Aurora Cellars [2015], LLC
(name of applicant - If a corporation or limited liability company, please state the company name)

for a NEW OFF-PREMISES TASTING ROOM LICENSE

to be located at: 9000 E. Duck Lake Road, Suttons Bay, MI 49682

It is the consensus of this body that it Recommends this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are N/A

Vote

Yeas: _____
Nays: _____
Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Suttons Bay Twp.
council/board at a Regular meeting held on August 9, 2023 (township, city, village)
(regular or special) (date)

Jean Moe

Print Name of Clerk

Signature of Clerk

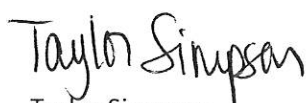
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

July 25, 2023

Aurora Cellars intends to extend and overlay a tasting room license at the 9 Bean Rows property. We understand this will require a Special Land Use Permit approval prior to opening. We intend to provide Aurora Cellars wines for customers to enjoy with food from 9 Bean Rows on site and bottles to purchase and take away off site. There will be a small, limited selection of wines available. The intention of the tasting room at this specific location is to highlight the quality of local food and wine available in the area. It will not be the primary source of revenue for 9 Bean Rows or Aurora Cellars. We do not envision this business addition to increase foot traffic during regular business hours, however, it is our intention to gradually increase hours to match that of the primary Aurora Cellars tasting room location.



Taylor Simpson
Member
Aurora Cellars [2015] LLC



Sam Simpson
Member
Aurora Cellars [2015] LLC



Nick Welty
Member
Boulangerie 9, LLC



Jen Welty
Member
Boulangerie 9, LLC

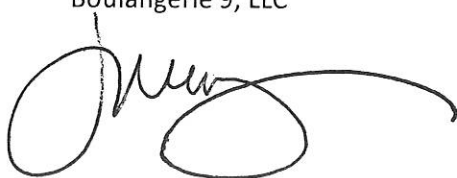
July 25, 2023

We, Boulangerie 9, LLC request the approval for our Off-Site Tasting Room to be transferred to Aurora Cellars [2015] LLC. We support the partnership with Aurora Cellars and authorize Aurora Cellars [2015], LLC to extend their wine tasting room license to overlay on our property. We plan to manage the tasting room and provide glasses of wine for consumption with our food as well as selling bottles of wine to go.



Nick Welty
Member
Boulangerie 9, LLC

Jen Welty
Member
Boulangerie 9, LLC



**Suttons Bay Township
Transactions by Account
As of July 31, 2023**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
201 · Special Revenue								
250-001 · American Rescue Plan								
Deposit	10/28/2021			Deposit		211-390 · Ame...	124,398.50	0.00
Deposit	01/27/2022			Deposit		211-390 · Ame...	500.86	124,398.50
Bill Pmt -Check	02/09/2022	8301	Camelot Construction	Inv. # 202216		101-202 · Acco...	-1,909.75	124,899.36
Check	03/09/2022		Camelot Construction			211-390 · Ame...	-7,172.27	122,989.61
Check	03/09/2022		Floor Covering Brok...			211-390 · Ame...	-6,000.00	115,817.34
Bill Pmt -Check	04/13/2022	8363	Camelot Construction	Inv. 202224		101-202 · Acco...	-2,846.25	109,817.34
Deposit	05/25/2022			Deposit		211-390 · Ame...	39.94	106,971.09
Deposit	06/30/2022			Deposit		211-390 · Ame...	124,896.52	107,011.03
Check	02/28/2023		Floor Covering Brok...			211-390 · Ame...	-5,962.40	231,907.55
Deposit	05/23/2023			Deposit		211-390 · Ame...	656.34	225,945.15
Bill Pmt -Check	06/14/2023		AJ's Excavating LLC			101-202 · Acco...	-36,918.11	226,601.49
Deposit	06/23/2023			Deposit		211-390 · Ame...	667.02	189,683.38
Deposit	06/23/2023			Deposit		211-390 · Ame...	1,895.53	190,350.40
Bill Pmt -Check	07/20/2023		AJ's Excavating LLC			101-202 · Acco...	-129,705.11	192,245.93
Total 250-001 · American Rescue Plan							62,540.82	62,540.82
Total 201 · Special Revenue							62,540.82	62,540.82
TOTAL							62,540.82	62,540.82

Suttons Bay Township Transactions by Account As of July 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
201 - Special Revenue								
220-001 - Dog Park at Herman Park								
Deposit	10/31/2022							0.00
Deposit	12/01/2022			Deposit		220-390 · Dog ...	30,000.00	30,000.00
Deposit	01/09/2023			Deposit		220-390 · Dog ...	13,600.00	43,600.00
Deposit	02/13/2023			Deposit		209-390 · Pckl...	18,536.71	62,136.71
Bill Pmt -Check	04/12/2023					220-390 · Dog ...	69,800.00	131,936.71
Bill Pmt -Check	05/10/2023		Gosling Czubak			101-202 · Acco...	-1,230.00	130,706.71
Bill Pmt -Check	05/23/2023	1	Gosling Czubak			101-202 · Acco...	-1,277.00	129,429.71
Bill Pmt -Check	05/30/2023	2	Fineline Fencing	Down paymen...		101-202 · Acco...	-36,483.00	92,946.71
Bill Pmt -Check	06/14/2023		Terra Bound Solutions	invoice maha...		101-202 · Acco...	-9,092.00	83,854.71
Bill Pmt -Check	06/14/2023		Spinniken Lawn & Irr...	Dog Park Irrig...		101-202 · Acco...	-1,620.00	82,234.71
Bill Pmt -Check	06/14/2023		AJ's Excavating LLC			101-202 · Acco...	-6,225.00	76,009.71
Bill Pmt -Check	07/12/2023		Gosling Czubak			101-202 · Acco...	-1,312.00	74,697.71
Bill Pmt -Check	07/20/2023		AJ's Excavating LLC			101-202 · Acco...	-24,975.50	49,722.21
Total 220-001 · Dog Park at Herman Park							49,722.21	49,722.21
Total 201 · Special Revenue							49,722.21	49,722.21
TOTAL							49,722.21	49,722.21

Suttons Bay Township Transactions by Account As of July 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
201 - Special Revenue								
212-001 - Pickle Ball Fundraiser								
Deposit	11/21/2019			Deposit		101-951 - Pickl...	33,000.00	0.00
Deposit	02/19/2020			Deposit		101-951 - Pickl...	8,000.00	33,000.00
Deposit	06/29/2020			Deposit		208-390 - Pickl...	5,000.00	41,000.00
Deposit	07/23/2020			Deposit		208-390 - Pickl...	1,200.00	46,000.00
Bill Pmt -Check	08/12/2020	7861	Elmer's			101-202 - Acco...	-25,714.80	47,200.00
General Journal	12/09/2020					208-390 - Pickl...	-21,447.20	21,485.20
Deposit	12/17/2021	193		Deposit		208-390 - Pickl...	10,000.00	38.00
Deposit	04/01/2022			Deposit		208-390 - Pickl...	95.00	10,038.00
Deposit	10/31/2022			Deposit		208-390 - Pickl...	25.00	10,133.00
Deposit	10/31/2022			Deposit		209-390 - Pickl...	12,400.00	10,158.00
Deposit	12/01/2022			Deposit		209-390 - Pickl...	9,000.00	22,558.00
Deposit	01/09/2023			Deposit		220-390 - Dog ...	37,500.00	31,558.00
Check	02/28/2023		Gosling Czubak			209-390 - Pickl...	-873.00	69,058.00
Bill Pmt -Check	04/12/2023		Gosling Czubak			101-202 - Acco...	-4,917.00	68,185.00
Deposit	04/27/2023			Deposit		209-390 - Pickl...	19,020.00	63,268.00
Bill Pmt -Check	05/10/2023		Gosling Czubak			101-202 - Acco...	-5,124.00	82,288.00
Deposit	06/01/2023			Deposit		209-390 - Pickl...	500.00	77,164.00
Deposit	06/13/2023			Deposit		209-390 - Pickl...	20,000.00	77,664.00
Bill Pmt -Check	06/14/2023		Gosling Czubak			101-202 - Acco...	-1,312.00	97,664.00
Bill Pmt -Check	06/14/2023		AJ's Excavating LLC			101-202 - Acco...	-8,142.50	96,352.00
Bill Pmt -Check	07/12/2023		Fineline Fencing			101-202 - Acco...	-6,970.00	88,209.50
Bill Pmt -Check	07/20/2023		PCS			101-202 - Acco...	-2,418.35	81,239.50
Bill Pmt -Check	07/20/2023		AJ's Excavating LLC			101-202 - Acco...	-38,912.38	78,821.15
Deposit	07/20/2023			Deposit		208-390 - Pickl...	25,000.00	39,908.77
Deposit	07/21/2023			Deposit		209-390 - Pickl...	6,500.00	64,908.77
Total 212-001 - Pickle Ball Fundraiser							71,408.77	71,408.77
Total 201 - Special Revenue							71,408.77	71,408.77
TOTAL							71,408.77	71,408.77

Suttons Bay Township Profit & Loss Budget Performance April through July 2023

	Apr - Jul 23	Budget	Apr - Jul 23
Ordinary Income/Expense			
Income			
101 - General Government Revenue			
101-411 - Property Taxes - Current	7,930.89	174,819.00	7,930.89
101-450 - Short Term Permit Fees	1,700.00	5,000.00	1,700.00
101-455 - Parks Rental Fee	100.00	1,000.00	100.00
101-574 - State Shared Revenue	75,775.00	233,650.00	75,775.00
101-575 - Metro Funds	0.00	9,500.00	0.00
101-605 - Summer Tax Collection Fee	0.00	5,700.00	0.00
101-607 - Property Tax Administration Fee	2,722.92	75,000.00	2,722.92
101-608 - Zoning Services-Bingham Twp	6,993.00	22,000.00	6,993.00
101-642 - Cemetery Lot Sales	0.00	600.00	0.00
101-665 - Interest Income	4,808.72	500.00	4,808.72
101-676 - Refunds and Reimbursements	2,636.34	3,000.00	2,636.34
101-685 - Zoning-Permits	1,010.00	2,500.00	1,010.00
101-951 - Pickleball	0.00	15,100.00	0.00
101-952 - Tennis Court	0.00	500.00	0.00
Total 101 - General Government Revenue	103,676.87	548,869.00	103,676.87
Total Income	103,676.87	548,869.00	103,676.87
Gross Profit	103,676.87	548,869.00	103,676.87
Expense			
102 - General Government Expenses			
170 - Township Board			
170-700 - Secretary	320.00	1,300.00	320.00
170-701 - Salaries & Wages - Twp Board	1,515.26	5,000.00	1,515.26
170-702 - Clerical	380.00	2,500.00	380.00
170-716 - Pension	9,368.71	1,000.00	9,368.71
170-726 - Office Supplies - Twp Board	569.77	4,000.00	569.77
170-801 - Professional Fees-Acct & Legal	0.00	10,000.00	0.00
170-900 - Publishing-Board	774.60	1,500.00	774.60
170-945 - Meetings & Fees	0.00	500.00	0.00
170-955 - Association Dues	7,537.54	5,100.00	7,537.54
170-956 - Miscellaneous	1,337.63	1,200.00	1,337.63
170-960 - Equip. lease & maint	2,246.73	5,000.00	2,246.73
170-970 - Capital Outlay	0.00	5,000.00	0.00
Total 170 - Township Board	24,050.24	42,100.00	24,050.24
171 - Supervisor			
171-701 - Salaries & Wages - Supervisor	6,492.56	19,478.00	6,492.56
171-716 - Pension	0.00	2,152.00	0.00
Total 171 - Supervisor	6,492.56	21,630.00	6,492.56

Suttons Bay Township Profit & Loss Budget Performance April through July 2023

	Apr - Jul 23	Budget	Apr - Jul 23
191 · Elections			
191-701 · Salaries & Wages - Elections	1,178.00	5,000.00	1,178.00
191-726 · Office Supplies - Elections	65.94	3,000.00	65.94
Total 191 · Elections	<u>1,243.94</u>	<u>8,000.00</u>	<u>1,243.94</u>
209 · Assessor			
209-701 · Salaries & Wages - Assessor	17,553.32	55,000.00	17,553.32
209-726 · Office Supplies - Assessor	0.00	2,000.00	0.00
209-740 · BSA Support	1,038.00	1,100.00	1,038.00
Total 209 · Assessor	<u>18,591.32</u>	<u>58,100.00</u>	<u>18,591.32</u>
215 · Clerk			
215-700 · Deputy Clerk	1,850.00	3,000.00	1,850.00
215-701 · Salaries & Wages - Clerk	10,914.32	30,658.00	10,914.32
215-705 · Election Administrator	20.00	1,000.00	20.00
215-716 · Pension	0.00	3,372.00	0.00
Total 215 · Clerk	<u>12,784.32</u>	<u>38,030.00</u>	<u>12,784.32</u>
247 · Board of Review			
247-701 · Salaries & Wages - Board of Rev	1,112.00	1,400.00	1,112.00
247-726 · Office Supplies - Board of Rev	0.00	500.00	0.00
247-900 · Printing & Publishing	69.59	400.00	69.59
Total 247 · Board of Review	<u>1,181.59</u>	<u>2,300.00</u>	<u>1,181.59</u>
253 · Treasurer			
253-701 · Salaries & Wages - Treasurer	9,948.91	25,801.00	9,948.91
253-702 · Deputy Treasurer	0.00	1,000.00	0.00
253-703 · School Contract Wages	0.00	5,250.00	0.00
253-716 · Pension	0.00	3,415.63	0.00
253-726 · Office Supplies - Treasurer	862.33	3,300.00	862.33
253-727 · contract-o/s	0.00	2,700.00	0.00
253-740 · BSA support	906.00	900.00	906.00
253-965 · Tax Tribunal Adjustments	95.69	1,000.00	95.69
Total 253 · Treasurer	<u>11,812.93</u>	<u>43,366.63</u>	<u>11,812.93</u>

Suttons Bay Township Profit & Loss Budget Performance April through July 2023

	Apr - Jul 23	Budget	Apr - Jul 23
270 - Parks			
270-657 · Graham Greene operations/rental	150.00	1,800.00	150.00
270-670 · Engineering Service	0.00	2,000.00	0.00
270-671 · Add post around culvert	0.00	500.00	0.00
270-672 · Purchase 3 metal picnic tables	0.00	3,300.00	0.00
270-673 · Clear tress to see beach	0.00	1,200.00	0.00
270-674 · Remove trees/exposed rocks	0.00	1,500.00	0.00
270-675 · Purchase 3 metal benches	0.00	14,400.00	0.00
270-690 · Dog Park Fund Raiser	0.00	15,000.00	0.00
270-701 · Parks-Salary	3,750.00	10,000.00	3,750.00
270-703 · Parks Committee Salary	830.00	3,500.00	830.00
270-705 · Parks Assistant salary	4,000.00	4,320.00	4,000.00
270-706 · Parks-Maint-misc	218.13	3,000.00	218.13
270-708 · 5 Year Plan	0.00	1,500.00	0.00
270-710 · Herman Park Maintenance	12,810.35	22,000.00	12,810.35
270-712 · Herman Park/operations & rental	1,034.89	7,000.00	1,034.89
270-713 · Herman Park Electric	206.12	1,000.00	206.12
270-715 · Herman Park - water testing	150.00	800.00	150.00
270-720 · Decommission 2 well heads	0.00	995.00	0.00
270-745 · Parking Lot	0.00	65,000.00	0.00
270-748 · Pavilion Maintenance	0.00	21,000.00	0.00
270-750 · Restrip parking lot	0.00	1,800.00	0.00
270-751 · Repair damaged paved trail	0.00	2,000.00	0.00
270-752 · Pruning-pond & trail	0.00	3,000.00	0.00
270-801 · Profession serv-parking lot	3,704.00	5,000.00	3,704.00
270-920 · Skating Rink Maintenance	0.00	3,000.00	0.00
270-921 · Skating Rink electric	142.94	600.00	142.94
270-922 · Skating rink operations/rental	2,355.20	2,000.00	2,355.20
270-923 · Skating Rink-aerate & fertilize	0.00	10,000.00	0.00
270-955 · Steimel Park Maintenance	360.00	2,000.00	360.00
270-957 · Steimel Park operations/rental	0.00	1,200.00	0.00
270-963 · Application for poison ivy	0.00	400.00	0.00
270-964 · Prune brush seating area/chips	0.00	900.00	0.00
270-985 · MDT/chips/path M22-45th	680.00	800.00	680.00
Total 270 - Parks	30,391.63	212,515.00	30,391.63
276 - Cemetery			
276-701 · Salaries & Wages - Cemetery	0.00	1,000.00	0.00
276-930 · Maintenance	640.00	5,000.00	640.00
276-970 · improvements/tree removal	0.00	5,000.00	0.00
Total 276 - Cemetery	640.00	11,000.00	640.00

Suttons Bay Township Profit & Loss Budget Performance April through July 2023

	Apr - Jul 23	Budget	Apr - Jul 23
277 - Township Office			
277-853 - phone	996.93	3,000.00	996.93
277-860 - Security	150.00		150.00
277-921 - electric	403.75	1,500.00	403.75
277-923 - heat	446.40	1,500.00	446.40
277-925 - Water & sewer	262.20	1,200.00	262.20
277-930 - Maintenance	618.00	3,200.00	618.00
277-945 - Condo Fees	868.55	2,000.00	868.55
Total 277 - Township Office	3,745.83	12,400.00	3,745.83
Total 102 - General Government Expenses	110,934.36	449,441.63	110,934.36
103-300 - Public Safety			
400 - Planning			
400-701 - Salaries & Wages - Planning	4,413.37	10,000.00	4,413.37
Total 400 - Planning	4,413.37	10,000.00	4,413.37
410 - Zoning			
410-700 - Secretary/Zoning	400.00	1,300.00	400.00
410-701 - Salaries & Wages - P/Commission	10,484.30	5,000.00	10,484.30
410-702 - Zoning Administrator	7,914.30	47,485.00	7,914.30
410-705 - Clerk-Office Staff	330.00	2,500.00	330.00
410-726 - Office Supplies - Zoning	0.00	1,500.00	0.00
410-802 - Legal - Zoning	592.00	8,000.00	592.00
410-900 - Publishing ads	0.00	1,000.00	0.00
410-910 - Ordinance Printing	0.00	3,000.00	0.00
410-925 - Master Plan Consultant	0.00	20,000.00	0.00
410-945 - Meetings /classes	0.00	1,500.00	0.00
Total 410 - Zoning	19,720.60	91,285.00	19,720.60
Total 103-300 - Public Safety	24,133.97	101,285.00	24,133.97
106-850 - Other Functions			
101-851 - Insurance & Bonds	7,546.00	10,000.00	7,546.00
101-862 - Payroll Expenses - Fringes	2,408.88	7,000.00	2,408.88
101-874 - Pension Program Expense	375.00	200.00	375.00
101-880 - Spring Cleanup	3,638.75	4,000.00	3,638.75
106-881 - Short Term Rentals	0.00	3,000.00	0.00
Total 106-850 - Other Functions	13,968.63	24,200.00	13,968.63
Total Expense	149,036.96	574,926.63	149,036.96
Net Ordinary Income	-45,360.09	-26,057.63	-45,360.09
Net Income	-45,360.09	-26,057.63	-45,360.09

SUTTONS BAY TOWNSHIP
LEELANAU COUNTY, MICHIGAN

ORDINANCE # 2 OF 2021

An Ordinance to Repeal a certain Ordinance labeled "SEALED BID ORDINANCE #1-94" adopted January 12, 1994.

THE GENERAL LAW TOWNSHIP OF SUTTONS BAY ("Township") ORDAINS:

SECTION 1. Purpose.

This ORDINANCE shall repeal the above referenced Ordinance, SEALED BID ORDINANCE #1-94. The Township determines that the ORDINANCE fails to allow flexibility to current and future Boards to determine appropriate dollar amounts and conditions for solicitation of bids and/or estimates when making purchases, hiring vendors, contractors, employees or advisors while acting in the best interest of the Township and find it prudent to instead develop procedures on a per-project basis.

SECTION 2. TITLE.

This ORDINANCE shall be known as the "REPEAL OF THE SEALED BID ORDINANCE".

SECTION 3. BOARD AUTHORITY REGARDING BIDDING, CONTRACTS & PURCHASING.

Township may, by Board action, determine the most appropriate method of responsibly purchasing equipment or vetting a contract for Services. This shall include, Sealed Bid, Qualification Based Selection, Design Build, or any other method which best protects the financial interests of the Township.

SECTION 4. Other Ordinances.

The provisions of this Ordinance shall supersede those of other ordinances where the provisions of this Ordinance may conflict with such other ordinance(s).

SECTION 5. Effective Date.

This Ordinance shall become effective immediately upon Publication of this Ordinance or a summary thereof in the local newspaper of record, as provided by Law.

The foregoing Ordinance was offered for adoption by Township Board Member BAHLE, and was supported by Township Board Member VANHUYSTEE, the vote being as follows:

YEAS: 5 - NIXON, PETROSKEY, SLOCOMBE, VANHUYSTEE, BAHLE

NAYS: NONE

ABSENT / ABSTAIN: NONE

ORDINANCE DECLARED ADOPTED. PUBLICATION JANUARY 6, 2022
SENT TO PAPER ON DECEMBER 9, 2021
not published until called and
said it was overlooked

Sandra VanHuystee, Clerk
Suttons Bay Township



CERTIFICATION

I hereby certify that the above is a true copy of an Ordinance adopted by the Suttons Bay Township Board at a Regular Meeting held at the Township Hall on December 8, 2021 pursuant to the procedures set forth by State Law.



Sandra VanHuystee, Clerk
Suttons Bay Township

SUTTONS BAY TOWNSHIP
SEALED BID ORDINACE # 1-94

Be it resolved, that the Suttons Bay Township Board shall solicit sealed bids for all contracts for which the township board anticipates a total township obligation of \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs.

At such time as the solicitation of bids is authorized by the township board, the board shall determine if the authority to award a bid shall be delegated to a named official, or if the board reserves to itself the authority to award the bid.

All requests for bids shall include a statement the the Suttons Bay Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, an to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the township clerk by a date and time specified, and shall be marked on the outside "sealed bid for (indicate goods or services)". The township clerk and supervisor shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

Adopted: January 12, 1994

Township Clerk: