

## **NOTICE OF MEETING**

The Regular Meeting of the Suttons Bay Township Board will be held  
Wednesday, September 13, 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: Special Board Meetings of August 14, 2023 & August 24, 2023, and the Regular Board Meeting of August 9, 2023
2. Payment of the Bills

#### **NEW BUSINESS:**

1. Approve Amending the 2023-2024 Budget
2. Approve Transferring All Township Legal Documents to Mika Meyers Attorney Office
3. Approve Placement of New DTE Grant Approved Trees at Herman Park
4. Decision on When to Open the Small Dog Park at Herman Park
5. Approve Wording for Sign to be used for Pump Track Rules
6. Discuss DRAFT Proposal of the Board's Bidding Guidelines

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

#### **BOARD MEMBER COMMENTS**

#### **ADJOURN**

*This meeting is a session of the Suttons Bay Township Board held in public for the purpose of conducting the Board's business and is not to be considered a public discussion meeting. Time is set aside for public comment during the meeting as noted on the Agenda. The Township Board welcomes the public's input at those times.*

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

AUGUST 2023 (to-date)

For September 2023 PC Meeting

Prepared by Steve Patmore, August 28, 2023

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
July 2023	2	1	1	0	0
Year To Date	25	9	7	8	1
Year to date 2022	41	19	10	12	0
Year to date 2021	32	13	8	10	1
Year to date 2020	24	7	4	12	1
Year to date 2019	24	13	7	4	0
Year to date 2018	29	15	5	9	0
Year to date 2017	26	7	4	12	3
Year to date 2016	24	6	8	8	2
Year to date 2015	20	10	4	5	1

LUP 23-024 S. Stony Point Rd.

Deck addition

LUP 23-025 Setterbo Rd

Single-family dwelling with B&B

Revisions to existing permits.

Bingham and Leelanau Townships 2023 permit totals are higher than 2022.

#### Land Divisions:

- Several inquiries on potential splits
- One application reviewed, then withdrawn

#### Zoning Board of Appeals:

- Application received for variance request – lot width.

#### Short Term Rentals:

- 46 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 and new zoning ordinance
- Research for Zoning Ordinance Overhaul.

**The Township Parks & Recreation Committee will meet on  
Wednesday, August 23, 2023 at 6:30pm in the  
Suttons Bay Township Office**

**DRAFT NOTES**

**Top Highlights**

1. **Park & Recreation 5-Year Community Survey is live**
2. **Herman Park Memorial Garden Award August 31 at 11:30 a.m.**
3. **Pump Track should be installed this week**
4. **Dog Park entering final stages of construction- concern about Rules sign before opening**
5. **All donations for Herman Park need to go through FOHP going forward**

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

**CALL TO ORDER :**

- 6:32 p.m. by Pete Ostrowski, Chair, Park & Rec. Committee
- Quorum present
- Attendance:
  - In Person: Pete, Debbie, Dennis, Liz C and Gary
  - Zoom: Liz M
  - Absent: Hadley

**APPROVAL OF AGENDA**

- Added Pump Track Update by Pete
- Memorial Garden Time change to 11:30- Debbie
- Unanimously approved with changes

**Approval of July 26, 2023 Meeting Minutes (attached)**

- Unanimously approved with no changes
- Debbie reminded Liz about adding top 5 Highlights for Board ease of reading

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

- No public in attendance for comments

**CONFLICT OF INTEREST**

- None

**Park Supervisor's Report – August Report (attached)**

- Discussion around the out-of-date nature of the report (2-3 weeks) when reviewed by Committee, but nothing can be done due to timing of meetings
- Pete added Dog Park fence is in but not PB fencing between courts yet

**OLD BUSINESS**

1. Dog Park Status
  - a. Liz M updated Committee
  - b. Fence is up and shorter one replaced between dog parks
  - c. Fountains working
  - d. Weed issue resolved
    - i. Volunteers last Saturday...but did not get all
    - ii. TOMS hydroseeding going to remove the rest manually(no RoundUp)
    - iii. Board approved wording of Rules sign last Monday. Unsure of date they will be finished...can there be a laminated sign so Small Dog Park can open?
    - iv. Tom and Bill reviewing Donation Signs (1 ¼ x 4 inches)
    - v. Bill will install waste stations
    - vi. DP Ambassadors will install benches due to weight- 200 lbs each
2. Pickleball Status
  - a. Pete updated Committee
  - b. What is on Bill's report is all we know
  - c. Sleeves for nets and fencing between courts have to be up before painting of lines...painting might not be until next year
  - d. Dorothy, Pete and Liz M in agreement that all donations need to go through Friends of Herman Park going forward (not directly to the Township)
  - e. Joyce Bahle looking to put together a group like the tennis group has
  - f. All requests for PB information from Township will go through Pete
  - g. Debbie told the group what a nice letter Tom Nixon wrote to Hermans and Baldwins to thank them for letting the community park on their land.
3. Garden Award - August 31 at 11:00 at Herman Park
  - a. Time is actually **11:30 a.m.**
  - b. Debbie sent press release to Amy Hubbell at the Enterprise
4. Survey Rollout
  - a. Pete reported the survey has rolled out!
  - b. 50 responses so far
  - c. He has some signs out with QR Code in the Village and at Herman Park and is going to distribute more at the other parks
  - d. Pete has contacted the Enterprise and the Ticker
  - e. Debbie reminded Pete about going to Rotary at VI on Thursday

- f. Pete has sent emails out to leaders of groups like Pickleball, Dog Park, soccer and Tennis to get out to their communities via email
  - g. Pete is going to try to get it into a local Senior newsletter
  - h. School- discussion around last time- basically going to principle and having them pick classes at a variety of grade levels to complete
  - i. Survey will be open until October 15. Pete will tally results and have them ready for discussion at the P&R Meeting the following week
  - j. Next step will be draft plan presented at Public Meeting followed by Final version going to the Board for approval
5. Pump Track- added
- a. Tom approved it opening without a Rules Sign. If that decision changes, Chad can put up a snow fence until it is “officially” opened. Can this be a temporary laminated sign as well?
  - b. Also need a donation sign as the Tribe helped fund the Track
  - c. Should be put together by end of the week
  - d. It is being put directly on the grass...no foundation
  - e. Chad requested second rules sign in Spanish. This prompted group discussion about the need to do it for all other activities and the Committee recommendation is NOT to rules in Spanish for any activity at this time. The Board may want to discuss this.

### **NEW BUSINESS**

- None

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

- None

### **COMMITTEE MEMBER COMMENTS**

- Debbie asked about the HR Committee investigating the Dog Park Ambassador concerns regarding the Parks Supervisor. Liz stated she had met with Doug and Jean on Monday. No one else on the Parks & Recreation Committee had been contacted yet. Liz was asked if she gave names of other concerned parties and she stated she had, and that Doug said he would be reaching out to others.

### **ADJOURNMENT**

- Meeting was adjourned by Pete at 7:07 p.m.

Next Meeting, September 27, 2023, 6:30 pm Township Office

## DRAFT MINUTES

### SUTTONS BAY TOWNSHIP REGULAR BOARD MEETING AUGUST 9, 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 at 5:15 p.m. at the township offices.

Roll call of Board Members - Quorum Present

Present: Tom Nixon, Jean Moe, Dorothy Petroskey, Debbie Slocombe

Absent and excused: Doug Periard

Staff: Steve Patmore

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE AGENDA

Consensus to approve the Agenda.

#### PUBLIC COMMENT

Jim Muennich - asked the status of Personnel Committee.

Joyce Bahle - asked for accounting of Pickleball.

Public comment closed.

#### CONFLICT OF INTEREST - None

#### REPORTS

- Planning & Zoning - Steve Patmore submitted his Report.
- Parks Supervisor - Bill Drozdalski submitted summary of monthly activities.
- Park & Rec Committee - Pete Ostrowski submitted Minutes. Proposed dog park sign and rules submitted for township board approval.  
Discussion regarding dog park sign and rules.
  - Dog Park Sign is black and white.
  - Recommend - "Welcome to Suttons Bay Township Dog Park"
  - Dog Park Rules will have legal review and insurance risk assessment
  - Add sentence to rules - "Owners are legally responsible for their dogs and injuries caused by them.
  - Add to rules - "All children must be accompanied by an adult."
  - "No smoking or eating in this area".
  - Publish dog park rules on township website
  - See American Kennel Club information.

***Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve Parks & Rec Committee Rules for the Dog Park as presented, with the changes recommended, subject to attorney and insurance review, motion passed.***

Bill Drozdalski said he wants to review the material and signage with Pete Ostrowski.

Jim Munnich said memorial plaques will be placed along the dog park fence for people who donated money to the dog park.

- Fire Board - Approved the bills.

### **OLD BUSINESS**

1. Minutes - July 12, 2023

***Jean Moe/moved, Dorothy Petroskey/supported, to approve the July 12, 2023 Minutes as presented with corrections as noted, motion passed.***

2. Payment of Bills

***Tom Nixon/moved, Dorothy Petroskey/supported, to pay the bills in the amount of \$196,488.76 submitted August 9, 2023, motion passed.***

3. Review Park & Rec Committee Recommended Survey Questions for Approval  
Comments from Township Board -

- "Suttons Bay Township Master Plan Community Survey"
- 1st question typically last question
- "Where don't know it, change to Not Familiar"
- Prepare township map highlighting the 5 parks
- #4 - How should Suttons Bay Township parks be managed: schedule out a program with leagues and other, available for public and drop in use, should be able to be reserved.
- #4 - Rewrite the question - make parks available to the public as much as possible and schedule events second.
- Survey - how many people use the scheduling, is it needed.
- Survey needs more work, only 6 questions that pertain to our parks.
- Questions to consider - What could we do better? How are we doing? Are we taking care of facilities we have left? What is it you want to learn from the Survey? If township offered lessons on features at Herman Park, would you be interested? Does the public see a priority for a children's playground?
- Survey is part of the Five Year Plan, and the plan is to prioritize what the public thinks and would like to see at all the parks.
- Have to have visioning meeting by end of year to get Five Year Plan.
- Survey is priority driven then should have a question on every park
- If we don't have a question, can't back it up for writing a grant.
- #5 - Restrooms and play equipment. Add information about improving ice rink grounds.
- #9 - Where in the community do you reside? List Suttons Bay Township, Village of Suttons Bay, Peshawbestown, Outside of Suttons Bay Township, Leelanau County, Outside of Leelanau County.
- Another way to go for grants, is to be ADA compliant.
- Distribute the Survey to Library, churches, retail stores and Hop Lot.

Tom Nixon said a special meeting could be held to review the comments submitted.

## **NEW BUSINESS**

1. Review Request by Aurora Cellars for Off-Site Tasting Room at 9 Bean Rows  
Steve Patmore reviewed the request by Aurora Cellars for Off-Site Tasting Room at 9 Bean Rows. Aurora Cellars would make the wine and 9 Bean Rows would sell it.

### Resolution 11 of 2023

***Dorothy Petroskey/moved, Jean Moe/supported, to adopt Resolution 11 of 2023, recommending to the Michigan Liquor Control Commission of Aurora Cellars, LLC Tasting Room at 9000 Duck Lake Rd., Suttons Bay, MI, 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 a special land use permit will be granted.***

***Roll call vote: Yes: Tom Nixon, Jean Moe, Dorothy Petroskey, Debbie Slocombe  
No: None. Absent and excused: Doug Periard. Resolution 11 of 2023 adopted.***

2. Update on Recent Expenditures for Herman Park and Review of Township Budget  
Jean Moe and Sandy VanHuystee created these documents. Jean Moe - pickleball revenues - Balance \$23,443.15. All expenses up to date.

Tom Nixon said the Board should consider restriping the parking lot at Herman Park. Bill Drozdalski has two bids to seal and strip the parking lot. Tom Nixon said a special board meeting could be held to approve the bid.

3. Replace Old Printer with Purchase of Sharp Color Printer for the Township Office.  
***Tom Nixon/moved, Dorothy Petroskey/supported, to purchase a Sharp DP50c31 Color Printer at the price of \$4,989.00 as discussed, motion passed.***

4. Discuss revising the Board's Bidding Procedures  
Tom Nixon said in 2021 the Board repealed the bidding ordinance. Tom Nixon said he will draft some language for a new bidding ordinance.

## **PUBLIC COMMENT**

Joyce Bahle commented on Herman Park.

## **BOARD MEMBER COMMENTS**

- Debbie Slocombe - August 31st, 11:30 am, at Herman Park, Plant a Garden Day Award to Garden Club.
- Spoke with Larry Mawby regarding housing authority, has not heard about the grant, will let us know.
- Tom Nixon - letters going out thanking the Herman's and Baldwin's for the use of their property ingress in parking lot for Herman Park renovation.
- Parking signs ordered for township offices
- Pete Ostrowski and Tom Nixon will meet with Kristen regarding tennis program, looking At fee structure.
- Budget upcoming – Look at election year costs and road issues



**ADJOURNMENT**

The meeting was adjourned at 6:46 pm.

Minutes by Marge Johnson, Recording Secretary  
Jean Moe, Clerk

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**MINUTES**  
**SUTTONS BAY TOWNSHIP BOARD**  
**SPECIAL MEETING**  
**August 14, 2023**

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

Suttons Bay Township Board met in Special Session on August 14, 2023 beginning at 7:30 a.m. for the purpose of Approving Signage for the Suttons Bay Township Dog Park and to approve language for the survey for the Parks and Recreation Five (5) year Plan.

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

Guest: Bill Drozdalski, Pete Ostrowski, Jim Muennich

Pledge of Allegiance recited.

Supervisor Nixon noted that item 3 had been removed from the agenda. Agenda approved by consensus.

No Public comment nor conflict of interest.

**1. Approve Signage for Township Dog Park**

Supervisor Nixon stated that he, Bill Drozdalski and Pete Ostrowski met at the dog park and are recommending a 12" x 18" sign for the dog park as that it is compatible with all other signage at the park. They also recommended that the signage be placed on the gate on the outside of the fence and the recognition plaques be placed on the top rail of the fence and concave if possible. Trustee Slocombe and Trustee Periard felt that location could be determined at a later date –once all the fencing is in.

The Board discussed the language presented for the signage. It was noted that there were two omissions that were discussed at last week's meeting and added to the proposed language.

Motion by Trustee Slocombe, supported by Clerk Moe to approve the dog park rules as presented with as discussed at last week's Township Board meeting. Motion passed 5 ayes, 0 nays.

The Township Board agreed by consensus to approve the recognition signs to be placed on the top rail and to be concave if possible. In addition, the Township Board agreed by consensus to defer the number of signs and the location of the same until the fencing and the gating has been installed.

**2. Approve Language in P&R Committee Public Survey Draft of Township Parks**

Pete Ostrowski presented a modified survey that implemented the changes requested by the Township Board at their last meeting. Minor changes were made to the document and approved by consensus of

the Board. Distribution of the survey was discussed. It was noted the parks and rec plan expires at the end of the year and they will be getting the surveys/QRcodes out soon. Pete will be contacting the Leelanau Enterprise, local non-profits/churches, Suttons Bay Schools and the County Commission on Aging to hit all demographics.

No other business to come before the Board the meeting adjourned at 8:15 a.m.

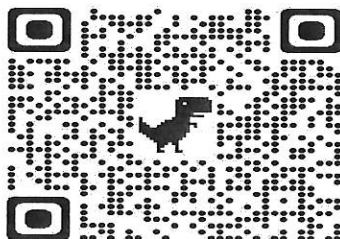
Submitted by  
Dorothy Petroskey



# DOG PARK RULES

Welcome to your Suttons Bay Dog Park. Please abide by the following:

- Small Dog Park for dogs under 25 pounds
- All dogs must be vaccinated and have a license from the state or county of the dog's primary residence
- Keep your dog on a leash when entering and exiting the park
- Stay with your dog in the dog park at all times
- Pick up your dog's waste and discard
- Aggressiveness from your dog toward other dogs or people will not be tolerated
- Do not allow your dog to jump on other dogs or people
- All kids under the age of 13 must be accompanied by an adult
- Leave the park better than you found it
- No smoking or eating in this area
- Only 2 dogs per handler
- Owners are legally responsible for their dogs and any injuries caused by them
- For more information, dog license application and contacts, please scan the QR code below:



Approved by Suttons Bay Township (date)

**MINUTES**  
**SUTTONS BAY TOWNSHIP BOARD**  
**SPECIAL MEETING**  
**August 24, 2023**

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

Suttons Bay Township Board met in Special Session on August 24, 2023 beginning at 8:00 a.m. for the purpose of reviewing and accepting a bid for resurfacing and striping of old portion of the parking lot at Herman Park and to approve bid to repair damage to the walking trail.

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

Guest: Bill Drozdalski

Pledge of Allegiance recited.

Agenda approved by consensus.

No Public comment nor conflict of interest.

**1. Resurfacing and Striping Bids**

Three bids were received for the old parking lot and paved trail repair.

- AJ's Excavating \$20,671.25
- Picture Perfect Asphalt \$13,240.00
- Grand Traverse Sealcoating & Striping \$22100.00

Motion by Supervisor Nixon support by Trustee Periard to accept the bid from Picture Perfect Asphalt in the amount of \$13,240.00. All Ayes. Motion Carried.

The Parks Supervisor will speak with Picture Perfect to get a timeline for the project.

Supervisor Nixon stated that the pump track is being installed

No other business to come before the Board the meeting adjourned at 8:11 a.m.

Submitted by  
Dorothy Petroskey

SUTTONS BAY TOWNSHIP  
Page 2 Revenues  
9/13/2023

	<b>ENDING REVENUE <u>3/31/2022</u></b>	<b>ADOPTED REVENUES <u>2022/2023</u></b>	<b>REVENUES <u>3/31/2023</u></b>	<b>ADOPTED REVENUES <u>2023/2024</u></b>
<b><u>PROPOSED REVENUES</u></b>				
Property Taxes	160,497.88	156,000.00	164,025.40	174,819.00
Short Term rental Fees	5,400.00	5,000.00	5,400.00	5,000.00
Parks Rental Fee	1,750.00	2,000.00	650.00	1,000.00
State Shared Revenue	241,673.00	217,535.00	250,105.00	233,650.00
*Metro Funds	9,193.26	9,200.00	9,415.75	9,500.00
Summer Tax Collection Fee	5,716.50	5,700.00	5,702.50	5,700.00
Property Tax Adm Fee	79,105.81	70,000.00	81,434.04	75,000.00
Bingham Zoning Contract	20,008.00	21,000.00	20,710.00	22,000.00
*Cemetery Lot Sales	600.00	1,000.00	0.00	600.00
Interest Income	171.87	300.00	3,804.70	500.00
Refunds & Reimbursements	6,265.44	3,000.00	7,263.04	3,000.00
Zoning Permits	4,030.00	3,500.00	3,230.00	2,500.00
*Pickleball Fundraiser	0.00	0.00	58,900.00	<b><i>108,250.00</i></b>
*Tennis Courts	500.00	500.00	0.00	500.00
*Dog park Fundraiser	0.00	0.00	131,936.71	<b><i>131,937.00</i></b>
*Soccer Fields	30,250.00	0.00	0.00	0.00
Parking Lot ARPA	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<b><i>249,796.00</i></b>
<b>TOTAL</b>	<b>575,161.76</b>	<b>504,735.00</b>	<b>742,672.14</b>	<b>1,023,752.00</b>
<b>*LESS TO RESTRICTED FUNDS</b>	<b><u>50,543.26</u></b>	<b><u>20,700.00</u></b>	<b><u>200,347.46</u></b>	<b><u>500,583.00</u></b>
<b>GENERAL FUND REVENUE</b>	<b>524,618.50</b>	<b>484,035.00</b>	<b>542,324.68</b>	<b>523,169.00</b>

**SOLUTIONS BY TOWNSHIP**  
**Page 3 EXPENDITURES**  
**9/31/2023**

<u>ENDING EXPENSES</u> <u>9/31/2023</u>	<u>ADOPTED BUDGET</u> <u>2023/2023</u>	<u>ENDING EXPENSES</u> <u>9/31/2023</u>	<u>ADOPTED BUDGET</u> <u>2023/2024</u>	<u>BALANCE OF</u> <u>8/31/2023</u>
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**PARKS**

Management	5,000.01	5,000.00	3,750.00	10,000.00	
Parks maintenance assistant	4,000.00	4,000.00	0.00	4,320.00	
Salary-Rec Committee	2,609.42	4,400.00	2,250.00	3,500.00	
Misc. expenses	0.00	0.00	0.00	3,000.00	
5 year plan	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	
<b>TOTAL</b>	<b>11,609.43</b>	<b>13,400.00</b>	<b>6,000.00</b>	<b>22,320.00</b>	

**HERMAN PARK**

Maint. (Whiteford & Herman Bros.)	17,099.14	22,000.00	16,371.00	22,000.00	
Operations: trash/port-a-jons	4,338.31	5,500.00	7,386.88	7,000.00	
Electric for Herman Park	699.79	800.00	607.32	1,000.00	
Replace garden pea gravel-concrete	0.00	12,400.00	9,990.00	0.00	
Water Testing	364.67	500.00	386.70	800.00	
Relocate/respace pine trees	0.00	1,600.00	1,500.00	0.00	
Decommission 2 well heads	0.00	920.00	0.00	995.00	
Parking Lot	0.00	0.00	0.00	65,000.00	<b>19,481.00</b>
Tennis Court Maintenance	18,809.00	0.00	397.50	0.00	
Pavilion Maintenance	0.00	5,000.00	0.00	21,000.00	
ADA compliant Bottle fill	1,465.00	0.00	0.00	0.00	
Restripe parking lot	0.00	1,600.00	0.00	1,800.00	
Repair damaged paved trail	0.00	1,500.00	0.00	2,000.00	
Pruning-pond & trail	0.00	3,000.00	0.00	3,000.00	
Playground-restricted	0.00	2,000.00	0.00	0.00	
Professional Services-Parking lot	10,799.57	1,500.00	15,320.00	5,000.00	
Soccer Field engineering	150.00	0.00	0.00	0.00	
Misc.gnrl A-F on report of 2/16/20	129.99	0.00	0.00	0.00	
Pickle Ball screens	0.00	0.00	397.50	0.00	
Pickle Ball Construction	0.00	0.00	0.00	116,262.00	<b>22,943.00</b>
Dog Park Construction	0.00	0.00	0.00	98,372.00	<b>33,564.00</b>
Parking Lot ARPA	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>271,424.00</u>	<b>0.00</b>
<b>Total</b>	<b>53,855.47</b>	<b>58,320.00</b>	<b>52,356.90</b>	<b>615,653.00</b>	

**ICE RINK**

Maintenance/salary	9,236.12	3,000.00	1,081.72	3,000.00	
Skating rink electric	401.42	600.00	513.79	600.00	
Skating rink operations/rental	3,273.33	1,200.00	3,366.44	2,000.00	
Level per survey/seed & fertilize	0.00	10,000.00	6,665.00	10,000.00	
Signage & Post	1,300.95	0.00	0.00	0.00	
Moveable trailer	0.00	10,000.00	14,532.91	0.00	
Professional Services	0.00	3,400.00	5,000.00	0.00	
Bumper caps	<u>0.00</u>	<u>2,400.00</u>	<u>2,185.00</u>	<u>0.00</u>	
<b>TOTAL</b>	<b>14,211.82</b>	<b>30,600.00</b>	<b>33,344.86</b>	<b>15,600.00</b>	
<b>ALLOCATED FROM GRAHAM GREENE</b>	<b><u>0.00</u></b>	<b><u>6,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	
<b>TOTAL</b>	<b>14,211.82</b>	<b>36,600.00</b>	<b>33,344.86</b>	<b>15,600.00</b>	

BALANCES IN RESTRICTED FUNDS

<u>ACCOUNTS</u>	<u>BALANCE</u> <u>8/31/2023</u>
ROADS & PARKS	11,420.41
CEMETERY	14,000.10
METRO	49,550.53
PICKLE BALL FUNDRAISER	22,943.15
PARK BENCHES-H. PARK	1,200.00
TENNIS COURTS	805.00
SOCCER FIELD	1,763.50
ARP FUNDS	0.00
DOG PARK FUNDRAISER	33,564.46
ICE RINK	<u>1,995.00</u>
<b>TOTAL</b>	<b>137,242.15</b>





900 MONROE AVE NW  
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000  
FAX (616) 632-8002  
MIKAMEYERS.COM

Richard M. Wilson, Jr.	Mark E. Nettleton <sup>2</sup>	Daniel J. Broxup	Of Counsel	William A. Horn <sup>5</sup>
Daniel R. Kubiak	Nathaniel R. Wolf	Joshua D. Beard	James R. Brown	Mark A. Van Allsburg
Scott E. Dwyer	Jennifer A. Puplava	Bradley A. Fowler	John M. DeVries	
George V. Saylor, III	Benjamin A. Zainea	Timothy J. Figura <sup>6</sup>	Michael C. Haines	Also Admitted in
Elizabeth K. Bransdorfer	Christopher D. Matthyse	Amber M. Soler	James K. White	<sup>1</sup> Delaware
James F. Scales	Ronald M. Redick	Curtis L. Underwood	Fredric N. Goldberg	<sup>2</sup> Illinois
Ross A. Leisman	Kimberly M. Large <sup>1</sup>	Dominic T. Clolinger	John H. Gretzinger	<sup>3</sup> New York
Neil P. Jansen	Nikole L. Canute <sup>3</sup>	Kathryn M. Zoller	Douglas A. Donnell <sup>4</sup>	<sup>4</sup> Ohio
				<sup>5</sup> Wisconsin
				<sup>6</sup> Pennsylvania

September 1, 2023

Mr. Tom Nixon  
Supervisor  
Suttons Bay Township  
P.O. Box 457  
Suttons Bay, MI 49682

Re: Legal Files and Choice of Counsel

Dear Tom:

I have decided to join the law firm of Mika Meyers PLC, effective September 1, 2023. In doing so, I will close my firm, Figura Law.

By joining Mika Meyers, I will be able to provide expanded services to my clients and tap into the broad expertise of Mika Meyers' legal team. Mika Meyers is a full-service firm with over thirty (30) attorneys who provide legal counsel throughout Michigan to entities and individuals regarding corporate, local government, litigation, energy and natural resources, environmental, employment and labor, employee benefits, estate planning, probate, and family law matters. The firm is headquartered in Grand Rapids, but I will be working in the Manistee office. The firm also has offices in Caledonia and Rockford. I will have some availability to take appointments at the office in Empire in the near term. The Manistee office is located at 414 Water Street, Manistee, Michigan 49660. I will be working with two member attorneys in Manistee, Richard Wilson and George Saylor. Both attorneys have practiced in Manistee for 35 plus years. My assistant in Manistee will be Deborah Bourne. Mika Meyers' website address is [www.mikameyers.com](http://www.mikameyers.com), and you can use the following url to obtain directions to the Manistee office (<https://bit.ly/3E9LS0H>).

As a client, you may choose to transfer some or all your legal matters and related files to me at Mika Meyers or you may keep these materials for your records. Whatever your choice, I am committed to serving your best interests as a client, and to making the transition as smooth as possible for you. Please indicate your choice by checking the appropriate box at the end of this letter and returning a copy to me at [tfigura@mikameyers.com](mailto:tfigura@mikameyers.com). For my municipal clients, I ask that you review with your council/board prior to responding.

Mr. Tom Nixon  
Supervisor  
September 1, 2023  
Page 2

If you have any questions or concerns, please do not hesitate to contact me by phone or email. Effective September 1, 2023, my new phone number will be 231-723-8333, fax number will be 231-723-3888 and my new email will be [tfigura@mikameyers.com](mailto:tfigura@mikameyers.com). Thank you for your understanding and cooperation.

Sincerely,



Timothy J. Figura

- I wish to transfer all active legal matters and files to Mika Meyers including an electronic copy of all client files.
  
- I wish to transfer only certain matters and related files to Mika Meyers, as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- I wish to pick up my files.

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

Suttons Bay Township

By: \_\_\_\_\_  
Tom Nixon

Its: Supervisor



**Michigan Department of Natural Resources  
Urban and Community Forestry Program**

**2022 DTE Energy Foundation Tree Planting Grant Award Recipients**

Organization	County	Awarded
Arboretum Detroit	Wayne	\$ 4,000.00
Banks Township	Antrim	\$ 4,000.00
Cascade Township	Kent	\$ 4,000.00
City of Boyne City	Charlevoix	\$ 4,000.00
City of Brighton	Livingston	\$ 1,890.00
City of Gladstone	Delta	\$ 2,500.00
City of Grosse Pointe Park	Wayne	\$ 4,000.00
City of Grosse Pointe Woods	Wayne	\$ 4,000.00
City of Keego Harbor	Oakland	\$ 1,600.00
City of Kentwood	Kent	\$ 4,000.00
City of Lathrup Village & DDA	Oakland	\$ 4,000.00
City of Ludington	Mason	\$ 3,000.00
City of Montague	Muskegon	\$ 3,000.00
City of Muskegon	Muskegon	\$ 4,000.00
City of Petersburg	Monroe	\$ 800.00
City of Port Huron	St. Clair	\$ 3,200.00
City of Reed City	Osceola	\$ 3,935.00
Forsyth Township	Marquette	\$ 4,000.00
Grand Traverse Conservation District	Grand Traverse	\$ 4,000.00
Huron-Clinton Metro Authority	Livingston	\$ 4,000.00
Keep Plymouth Leafy, Inc.	Wayne	\$ 3,000.00
Lynn Township	St. Clair	\$ 600.00
Morley Community Center	Mecosta	\$ 2,500.00
Muskegon Conservation District	Muskegon	\$ 3,400.00
Peninsula Township	Grand Traverse	\$ 1,705.00
Plymouth Township	Wayne	\$ 4,000.00
Sanilac County- Forester Park	Sanilac	\$ 3,345.00
SEEDS Ecology and Education Centers	Grand Traverse	\$ 4,000.00
St. Clair County Parks and Recreation Commission	St. Clair	\$ 3,200.00
Suttons Bay Township	Leelanau	\$ 1,280.00
Village of Deerfield	Lenawee	\$ 2,000.00
Village of Ortonville	Oakland	\$ 4,000.00
West Michigan Shoreline Regional Development Commission	Muskegon	\$ 4,000.00

**Total awards: \$104,955.00**



DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM

GRANT AGREEMENT



Issued under authority of Part 5 of Act 451, P.A. 1994, as amended, subject to the provisions of the law and the conditions herein contained. DTE Energy Foundation Tree Planting Grant Program grants are awarded to the organizations named herein.

Table with 4 columns: Legal Name of Grantee, Grant Number, Grant Amount, Street Address, SIGMA Vendor ID, Ending Date, City, State, ZIP, Grantee Contact Name, Grantee Contact Email, Grantee Telephone Number.

Table with 3 columns: FINANCIAL BREAKDOWN OF ESTIMATED PROJECT COSTS, DTE FUNDS AWARDED (MAX. 50% OF PROJECT), LOCAL MATCH\* (MIN. 50% OF PROJECT). Rows include Personnel, Fringes, Volunteer, Trees, Equipment, Supplies, Other, Contractual Services, and Total.

SPECIAL CONDITIONS OF GRANT (Subject to the conditions contained in Attachment 1.) \* Ultimate match source(s) may differ from above. Allowable reimbursement rates: BALLED & BURLAP (up to \$160/tree), BARE-ROOT (up to \$45/tree), SMALL CONTAINER (up to \$45/tree), LARGE CONTAINER (up to \$85/tree), SEEDLINGS (up to \$45/ 100 seedlings). Tree planting costs are not reimbursable but may be used as match.

DEPARTMENT REPRESENTATIVE TO CONTACT RELATIVE TO THIS GRANT AGREEMENT:

Table with 3 columns: Name of Representative, Department Location/Office, Telephone Number, Mailing Address, City, State, Zip code, Fax Number.

THIS GRANT AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND REQUIREMENTS:

- 1. conditions outlined in Attachment 1 (IC 4167-9)
2. reimbursement may be made upon verification of actual expenditures and in accordance with conditions listed in Attachment 1
3. request for payments may be made when the project has been completed, but must be received no later than 30 days after the grant period ends and in accordance with the conditions listed in Attachment 1
4. all statements, publications or presentations concerning the grant will contain an acknowledgment of support/sponsorship from the DTE Energy Foundation and the State. Attachment 1 provides further information.
5. the Grantee hereby assures and certifies to comply with all State and Federal laws, rules, regulations, policies, guidelines, and requirements. Also, the applicant assures and certifies, with respect to the agreement that, it possesses the legal authority to enter into this grant agreement.
6. this contract is not valid until it has been signed by both the grantee, and the Department's Representative. The date of the Department Representative's signature will constitute the starting date of the grant.

I, the undersigned, certify that I have read, understand, and agree to comply with this agreement and the conditions listed in Attachment 1, and have authority to enter into this agreement on behalf of Grantee.

Signature lines for Grantee Representative's Signature, Date, DNR Representative Signature, Date.

GRANTEE: Return two (2) Original (signed) Agreements to:

DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM
URBAN AND COMMUNITY FORESTRY PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909

5. Electronic Poll Book Proposal from Netlink

Sandy VanHuystee submitted the Electronic Poll Book Proposal from Netlink for \$1,052

***Dorothy Petroskey/moved, Debbie Slocombe/supported, to purchase the Electronic Poll Book with 17" notebook screen from Netlink for \$1,052.00, motion carried.***

6. 2022 DTE Energy Foundation Tree Planting Grant Program

Tom Nixon - no budgeting for this matching grant for \$4,300.00, asked Park Committee to give Board tree planting plan to pursue trees in the future.

Debbie Slocombe commented on the planting of trees, there is still a need for screening, suggests requesting 12 trees to plant in the fall.

***Debbie Slocombe/moved, Dorothy Petroskey/supported, that the township board apply for the 2022 DTE Energy Foundation Tree Planting Grant Program in the amount of \$2,000.00 for matching funds for screening at Herman Park, motion carried.***

7. Herman Park - Extension of Parking Lot

Tom Nixon said Bill Drozdalski is requesting that the Board authorize giving Gosling-Czubak an additional \$5,500 for engineering to draw up engineering specs for an extended parking lot, mapping out the gray area on the maps which would provide about 20 additional parking spaces on top of 30 parking spaces that would be gained, would be at least 76 total parking spaces if whole construction was done.

***Tom Nixon/moved, Dorothy Petroskey/supported, that the Board authorize giving Gosling Czubak an additional \$5,500 for engineering to draw up the engineering specs for an extended parking lot at Herman Park, motion carried.***

***Consensus to authorize Sandy VanHuystee to sign the contract.***

8. Bid for Cleaning Up Entrance Way to Herman Park



## URBAN AND COMMUNITY FORESTRY PROGRAM 2022 DTE ENERGY FOUNDATION TREE PLANTING PROGRAM GRANT APPLICATION

*This information is required by Authority of Part 5, 1994 PA 451, as amended, in order to be considered for a grant.*

APPLICANT INFORMATION		
Applicant Name (community or organization) <b>SUTTONS BAY TOWNSHIP</b>	Applicant's Contact Person (First, Last) <b>LIZ MAHANEY</b>	
Address <b>95 W 4TH STREET</b>	E-mail <b>LIZMAHANEY@AOL.COM</b>	
City, State, ZIP <b>SUTTONS BAY, MI 49682</b>	Telephone <b>248 - 790 - 3789</b>	
County <b>LEELANAU</b>	SIGMA Vendor Number (if known*)	
<small>*Will be required if awarded a grant. SIGMA Vendor Self Service (VSS): <a href="https://www.michigan.gov/VSSLogin">https://www.michigan.gov/VSSLogin</a> For assistance contact (888) 734-9749 or email <a href="mailto:SIGMA-Vendor@Michigan.gov">SIGMA-Vendor@Michigan.gov</a></small>		
BUDGET INFORMATION		
Grant Amount Requested	\$	U.S. Representative <a href="http://www.house.gov/representatives/find/">www.house.gov/representatives/find/</a> <b>JACK BERGMAN</b>
Match Amount (1:1 match required)	\$	MI State Senator <a href="http://www.senate.michigan.gov/fysbvaddress.html">www.senate.michigan.gov/fysbvaddress.html</a> <b>CURT VANDERWALL</b>
TOTAL	\$	MI State Representative <a href="http://house.mi.gov/mhrpublic/">http://house.mi.gov/mhrpublic/</a> <b>JACK O'MALLEY</b>
TYPE OF APPLICANT		
<input type="checkbox"/> Educational Institution <input checked="" type="checkbox"/> Local Unit of Government <input type="checkbox"/> Nonprofit <input type="checkbox"/> Tribal Government <input type="checkbox"/> Other (specify): _____		
Project is located within service territory of (check all that apply): <input checked="" type="checkbox"/> DTE Electric <input checked="" type="checkbox"/> DTE Gas		
Is your community a Tree City USA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know		
Would you like to request technical assistance from ReLeaf Michigan in helping to coordinate and implement your project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown		
<p><b>APPLICATIONS FOR THE 2022 GRANT PROGRAM MUST BE RECEIVED VIA EMAIL (SAYERSK@MICHIGAN.GOV) OR POSTMARKED BY JUNE 17, 2022.</b></p>		

### PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided OR attach a maximum of 2 separate pages

A. Describe the purpose(s) of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

SUTTONS BAY TOWNSHIP WILL UTILIZE THE MATCHING GRANT TO PLANT 8 WHITE PINES (OR SPRUCE BLACK) AT ITS FLAGSHIP PARK, HERMAN PARK. THE TREES WILL PROVIDE A NATURAL BARRIER ON THE PROPERTY BORDER. THE ADDITIONAL TREES WILL COMPLIMENT THE ALREADY EXISTING TREES.

B. Describe specific project goals, expected outcomes and impacts (i.e. what are the accomplishments, who will benefit etc...)

THESE TREES WILL PROVIDE A NATURAL SCREEN BETWEEN THIS HEAVILY UTILIZED PARK AND RESIDENTIAL PROPERTIES LOCATED ADJACENT TO THE PARK. IN ADDITION, THE TREES WILL SERVE AS AN EXAMPLE OF PROPER TREE PLANTING, MAINTENANCE AND USAGE FOR ALL COMMUNITY MEMBERS. EIGHT, 5'-6' PINES SPACED 20' APART.

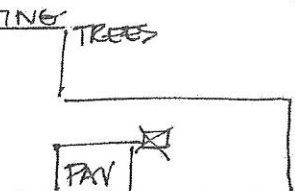
C. Describe the strategy/timeline for completing this planting. Explain any preplanning involved (i.e. preliminary designs, quotes, estimates etc.).

THIS PROJECT WILL BE COMPLETED FALL OF 2022 (LATE OCTOBER) THE DESIGN IS A SIMPLE EXTENSION OF WHITE PINES ALREADY PLANTED ALONG THE PROPERTY BORDER. IT WILL TAKE 25 VOLUNTEERS HOURS AND BE COMPLETED IN 1-2 DAYS.

D. List the names and responsibilities of individuals and organizations who will be involved with the project.

SUTTONS BAY PARK AND RECREATION COMMITTEE, CHAIRED BY PETE OSTROWSKI, WILL VOLUNTEER TIME AND MAN POWER. CREATIVE DESIGNSCAPES, OWNED BY DEBBIE SLOCOMBE, WILL LEAD THE PROJECT, DONATE EQUIPMENT AND DIRECT THE VOLUNTEERS. THEY ARE OFFERING THEIR PROFESSIONAL EXPERTISE AND EQUIPMENT AS A DONATION.

**TREE PLANTING INFORMATION**

Total number of trees to be planted	8	Size (i.e. caliper inches)	5' - 6'
Nursery Stock Type (Check all that apply):			
<input checked="" type="checkbox"/> Balled and Burlap <input type="checkbox"/> Bare Root <input type="checkbox"/> Seedlings <input type="checkbox"/> Container (indicate size below)			
Container Size:			
<input type="checkbox"/> Small - Medium (<10 gal) <input checked="" type="checkbox"/> Large (>10 gal)			
Tree species to be planted (Applicants are strongly encouraged to use a diversity of tree species. See page 4 for more information):			
8 - WHITE PINE (PINUS STROBUS) OR SPRUCE BLACK HILLS (PICEA GLAUCA)			
Location of Tree Planting Project (Check all that apply. A basic location/site map and planting diagram <u>must</u> be attached):			
<input type="checkbox"/> Public Right-of-Way <input checked="" type="checkbox"/> Park/Nature Center <input type="checkbox"/> Campus <input type="checkbox"/> Other (describe): _____			
Are there any utilities present on the site of this planting project?			
<input checked="" type="checkbox"/> Yes (Indicate below) <input type="checkbox"/> No			
Utilities Located:			
<input type="checkbox"/> Overhead <input checked="" type="checkbox"/> Underground			
If utilities are present, how will this planting avoid conflicts with existing utilities? (e.g. Right tree/right place: <a href="http://www.arboday.org/trees/righttreeandplace/">http://www.arboday.org/trees/righttreeandplace/</a> )			
SITE MAP ATTACHED      EXISTING TREES 			

CALL MISS DIG AT (800) 482-7171 OR 811 **THREE DAYS BEFORE** BEGINNING ANY TREE PLANTING OR DIGGING PROJECT!

**TREE MAINTENANCE PLAN (REQUIRED)**

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate below who will be responsible for maintenance activities (i.e., municipal crews, contractors, residents)

SUTTONS PARK PARKS & REC COMMITTEE WILL BE RESPONSIBLE FOR ALL MAINTENANCE, COMMITTEE WILL PLANT TREES, JOBE TREE TABLET AND MULCH EVERY SPRING, REMULCH: JOBE SPIRES FOR 36' TREE.

\*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own.  
 Please visit: [https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1\\_163798\\_7.pdf](https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf)

WATER TO BE COMPLETED BY COMMITTEE, WITH TANK FILLED AT PARK ASSESSED BY DEBREED LANDSCAPE ARCHITECT DURING GROWTH.



**BUDGET INFORMATION**

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request can be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal monies and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, donated goods and services, etc. Volunteer labor/services should be valued as: **Adults** at \$26.00/hour, **Youths** up to age 16 at \$13.00/hour. Professional or technical services contributed by consultants, businesses or companies may be estimated at commercial/professional rates that are reasonable and customary but must be documented in writing.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program Administration
- Equipment (rented, in-house, purchased)
- Supplies (e.g. tools, mulch, topsoil, etc.)
- Facility Rental Fees
- Travel
- Shipping/Delivery
- Donations

**EXAMPLE BUDGET CHART** (attach separate budget sheet as needed)

Project Title		Total Project Cost	
		\$	
EXPENSES:	REQUESTED GRANT FUNDS:	MATCHING FUNDS:	BUDGET EXPLANATION
Personnel/Fringe	\$	\$	
Overhead	\$	\$	
Volunteer	\$	\$ 700	25 ADULT HOURS
Trees	\$ 2000	\$ 2000	
Travel	\$	\$	
Equipment	\$	\$ 500	
Supplies	\$	\$ 75	
Contractual Services	\$	\$	
Other	\$	\$	
<b>TOTAL</b>	\$ 2000	\$ 3275	

Are you the landowner where project will occur?

Yes  No, If not, written permission must be obtained and provided before starting.

\*Nonprofit organizations: Did you attach a copy of IRS determination letter indicating nonprofit status?

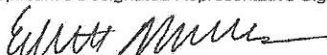
Yes  No

Are you currently debarred/suspended from participation in Federal Assistance Programs? (See page. 2)

Yes  No

**CERTIFICATION**

As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the DTE Energy Foundation Tree Planting Grant Program, including compliance with all applicable federal and state laws and regulations.

Applicant's Designated Representative (please print) <b>ELIZABETH MAHANEY</b>	Applicant's Designated Representative Signature 	Date <b>JUNE 17, 22</b>
--	--	----------------------------

**APPLICATIONS MUST BE RECEIVED VIA EMAIL (SAYERSK@MICHIGAN.GOV) OR POSTMARKED BY JUNE 17, 2022.**

Please return completed application (original plus one copy) to:

**DTE Energy Foundation Tree Grant Program  
Michigan Department of Natural Resources  
Urban and Community Forestry Program  
PO Box 30452  
Lansing, MI 48909-7952**



Debbie Slocombe  
Creative Designscapes  
BSLA Purdue University  
231-866-1122

Begin forwarded message:

**From:** Liz Mahaney <lizmahaney@aol.com>  
**Date:** August 24, 2023 at 8:21:59 PM EDT  
**To:** Debbie Slocombe <creativedesignscapes@gmail.com>  
**Subject:** Tree Grant-This one???

Tree Grant- \$165 for B&B, up to \$2000	\$165	12	\$1,980
SB Township Contribution			\$2,000
TOTAL Funds Available			\$3,980
Costs			
Delivery			\$450
Equipment			\$250
			\$700
Money after fixed costs			\$3,280
White Pines 5-6" \$135 each	\$135	9	\$1,215
Norway Spruce 5-6" \$140 each	\$140	8	\$1,120
Red Maple	\$250	3	\$750
			\$3,085
Estimated Sales Tax 6%			\$185
			\$3,270

## Jean Moe

---

**From:** Debbie Slocombe <creativedesignscapes@gmail.com>  
**Sent:** Tuesday, August 29, 2023 9:04 PM  
**To:** Tom Nixon; Sandy VanHuystee  
**Subject:** Tree Grant at Herman Park  
**Attachments:** IMG\_3150.jpg; Untitled attachment 00006.txt

Tom & Jean,

I would like to submit this bill at our next board meeting. When I supply them with a tax exempt EIN form, they will takeoff the sales tax.

It's my understanding that we need to have these planted to get reimbursed. This is money that I will need to purchase the plants so I need prior or at delivery.

This is all wholesale and has been approved by DTE grants.

If acceptable I will have the trees delivered October 12 or 13th for a tree planting with volunteers and the park and recreation committee 14th and 15th.

Please also understand that when I submitted my request, Northern Lumber was renting equipment at this time they are not renting equipment and I believe the equipment rental could double. Which would make it about \$500.

This is to be determined in October but I think we need to amend for this increase to about \$250 additional funds.

Please let me know if you have any questions.

Thank you.



15200 Cedar Springs Ave  
 Cedar Springs, MI 49319  
 Email: ordersgreatlakes@att.net  
 PH: 616.696.5665 Fax: 616.696.5785

8/29/2023 \*\*\*\*\* Order Acknowledgement \*\*\*\*\*  
 Order Number: 0000303277 DA Page: 1  
 Order Date: Monday, May 22, 2023  
 Requested Date: Thursday, October 12, 2023

reat Plants! Great Service! Great Lakes!

**Bill To**

Creative Designscapes  
 1624 S. West Bayshore Drive  
 Suttons Bay MI 49682

**Ship To/PO**

Herman Park  
 Deb Slocombe 231.866.1122  
 10600 Herman Road  
 Suttons Bay Twp/ Tax Exempt  
 Debbie Slocombe 231-866-1122

Ordered	Shipped	Item#	Description	Location	Price	Total Amount
9	9	02799	Pinus Strobus 5/6' Eastern White Pine	APN2R	125.000	1125.00
8	8	00282	Picea Abies 5/6' Norway Spruce	APS2R	165.000	1320.00
3	3	08148	Acer rubrum 'Redpointe' 2" Redpointe Maple	APS3R	225.000	675.00
1	1	19746	FREIGHT - CS Traverse City - PARTIAL	J1	450.000	450.00
					Line Item Total	3570.00
					Sales Tax Amount	214.20
					Order Total	3784.20

# SUTTONS BAY TOWNSHIP

## Purchasing and Bidding Guidelines

+++**DRAFT**+++

Adopted:

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

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

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

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

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

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

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

Payment of Bills: Upon receipt of the appropriate documents, the Township Clerk shall verify the invoice/receipt is either a budgeted or non-budgeted item. After determining the appropriateness of the invoice/receipt the Township Clerk will then place the item within the list of monthly bills for approval by the Board.

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

Purchasing & Bidding Procedures:

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

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

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

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

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

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

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

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

Moved By: \_\_\_\_\_ Supported By: \_\_\_\_\_

YEAS:

NAYS:

Jean Moe, Clerk \_\_\_\_\_ Date: \_\_\_\_\_