

DRAFT:

SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING:

A Special Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM, Wednesday, May 26, 2021.

Due to current isolation guidelines this meeting will be via Zoom.

PRELIMINARY AGENDA

CALL TO ORDER

Board Members: Announce Name, Position, Present Physical Location

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda

REPORTS:

- Treasurer
- Planning & Zoning
- Fire Authority
- Parks & Recreation
- Facilities

OLD BUSINESS:

1. Memorandum of Understanding: Leelanau Soccer Club / Field use and maintenance
2. Office Remodel
3. OMA Training Session: Figura Law
4. Township Noise Ordinance: Review and revision
- 5.

NEW BUSINESS:

1. Document Scanning Contract
2. Delinquent Personal Property Tax Write-offs
3. Tax Tribunal Case: 5th 3rd Petitioner - acceptance of recommended Stipulation amount
4. Recreation Committee: By-laws
5. Herman Park: Pump Track Location

PUBLIC COMMENT:

BOARD MEMBER COMMENTS:

ADJOURNMENT



The estimated costs for scanning files and drawings as reviewed are as follows:

Quantity	Item	Description	Unit Price	Discount %	Discount	Total
70,000	Small Docs	Various sizes—legal, specs, permits, sketches, etc.	\$0.10	50%	\$0.05	\$3,500.00
1,500	Large Docs	Drawings, Plans, Maps, Etc	\$1.00	50%	\$0.50	\$750.00
3,000	Photos	Assessors Photos	\$0.50	50%	\$0.25	\$750.00
2	Hard-Drives	1 TB External 3.0 USB—storage for scans	\$79.99	No Charge	\$0.00	\$0.00
70,000	OCR	Text-Recognition Applied	\$0.02	No Charge	\$0.00	\$0.00
				Subtotal		\$5,000.00
				Estimated Total		\$5,000.00

Bear in mind this is only an estimate. The actual cost will be higher or lower, depending on the total number of scanned documents. I have applied a general average between known (based on a quick glance in several files) and typical quantities to provide an estimate that should be generally sufficient for budgeting purposes.

When we have digitized a representative number of records, we will review quantities and provide the Township with a more accurate estimate of costs if an significant adjustment needs to be made before project is fully commenced. However, based on the records we reviewed today, I feel fairly confident that the quantities quoted above should be sufficient for the project.

Thank you for the opportunity to serve the Suttons Bay Township. I look forward to beginning this project very soon.

Sincerely,

Glenn McCaw, President
Alcogare LLC

PETITION OF SUTTONS BAY TOWNSHIP TREASURER TO STRIKE PERSONAL PROPERTY TAXES FROM THE TAX ROLLS

In accordance with MCL211.56A of the State of Michigan tax law, personal property taxes which have been delinquent for five years shall be stricken from the tax rolls after having exhausted reasonable actions and attempts at collection.

Numerous attempts have been made to collect the attached personal property taxes over the last several years. After exhausting all efforts to collect, I am requesting that the following (see attached) be stricken from the tax rolls for 2013, 2014 & 2015.

Proposed Motion:

Move by _____ and supported by _____ to approve that the Township Treasurer strike the attached list (s) of delinquent personal property taxes from the books for the years 2013 in the amount of \$670.03; 2014 in the amount of \$160.71 and 2015 in the amount of \$166.32 for a total amount of \$997.06 and to authorize the Treasurer to file a petition to the Leelanau County Circuit Court for relief from the statutory responsibility to collect these personal property taxes.

Parcel Tax ID #	Business Name	Property Address	Base Tax	Comments
011-900-001-51	Therapeutic Touch	2391 N West Bayshore Drive	\$48.04	Business Closed
011-900-000-68	Inspecting for You	3815 Ninatiga Meeku	\$61.78	Business Closed
011-900-000-83	Sams Drywall	2358 N Nish Nah Bah Mi Kun	\$34.31	Business Closed
011-900-001-76	Suttons Bay Electric	1324 N Pebble Beach	\$61.78	Business Closed
011-900-001-36	El Campo	12199 E Norris Rd	\$34.31	Business Closed
011-900-001-52	Traverse Bay 97 Girls	2421 N Jacobson Rd	\$34.31	Business Closed
011-900-002-10	AC Coin & Slot Service	201 W decatur Ave	\$141.45	Business Closed
043-900-000-83	Global Statistics	P.O. Box 909	\$48.04	Business Closed
043-900-066-02	Matador	316 N St Joseph Street	\$89.27	Business Closed
011-900-155-32	White Pine Land Co.	4110 Copper Ridge SR STE 255	\$116.74	Business Closed
10 Total Parcels for 2013			\$670.03	Total Amount to Write Off

Delinquent Personal Property Tax Write Offs

Parcel Tax ID #	Business Name	Property Address	Base Tax	Comments
011-900-001-51	Therapeutic Touch	2391 N West Bayshore Drive	\$47.98	Business Closed
011-900-001-76	Suttons Bay Electric	1324 N Pebble Beach	\$61.71	Business Closed
011-900-001-36	El Campo	12199 E Norris Rd	\$34.27	Business Closed
011-900-001-47	Precision Cleaning Service	10560 E Shady Lane	\$16.75	
4 Total Parcels for 2014			\$160.71	Total Amount to Write Off

Delinquent Personal Property Tax Write Offs

Parcel Tax ID #	Business Name	Property Address	Base Tax	Comments
011-900-001-51	Therapeutic Touch	2391 N West Bayshore Drive	\$48.52	Business Closed
043-900-000-83	Global Statistics	P.O. Box 909	\$48.52	Business Closed
011-900-001-36	El Campo	12199 E Norris Rd	\$34.64	Business Closed
011-900-001-47	Precision Cleaning Service	10560 E Shady Lane	\$34.64	Business Closed
4 Total Parcels for 2015			\$166.32	Total Amount to Write Off

DRAFT

Submitted for consideration by Trustee, Tom Nixon

SUTTONS BAY TOWNSHIP

Parks and Recreation Advisory Committee Bylaws

Adopted:

Section 1. Purpose:

The purpose of the Suttons Bay Township Parks and Recreation Advisory Committee is to advise the Township's Parks Supervisor of recreational programs and opportunities for the residents of Suttons Bay Township; establish related policies; plan for short term and long term parks and recreational needs; assist in the development of a five-year plan; and act as volunteer "helpers" or "workers". The Committee is not authorized to oversee the day to day operation of the parks and recreation activities or the annual operating budget, those responsibilities rest solely with the township Parks Supervisor.

Section 2. Specific Committee Responsibilities:

1. Assess at all times the safety and security of all township parks and recreation facilities.
2. Assist with developing rules and regulations with which parks and recreational programs may operate.
3. Review current parks and recreational programs and facilities to determine additional needs
4. Provide advice to the Parks Supervisor regarding potential development of new recreational facilities and programs and the redevelopment or expansion of existing programs and facilities.
5. Provide advice to the Parks Supervisor for development, management, and implementation of the Parks and Recreation annual budget as approved by the Township Board.
6. Assist the Parks Supervisor in the development of the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
7. Volunteer to provide direct physical assistance to projects, maintenance, repairs and construction of facilities and grounds in all township parks as requested by the Parks Supervisor.
8. Assist with the adjudication of complaints, disputes or other grievances from the public arising out of parks and recreation activities.
9. Assist in identifying funding alternatives and other resources for the operation, expansion, or maintenance of parks and programs.
10. Conduct community surveys and host public hearings whenever appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.

11. Review and evaluate the bylaws annually or as needed.
12. Serve as township advocates for current township parks and recreation programs while encouraging usage and support.
13. Perform other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.

Section 3. Membership:

1. The committee is composed of eight (8) residents of the township (including the Parks Supervisor) approved by the Township Board. In addition to the eight (8) residents up to four (4) ad-hoc non-voting residents or non-resident persons may also be included on the committee whenever the committee deems their attendance would be helpful and appropriate.
2. Each Board appointed committee member serves at the pleasure of the Township Board for a period of three (3) years. Members may be reappointed for additional terms by the Township Board.
3. No individual committee member may act in an official capacity except through the decisions and actions of the entire committee and approved by the Parks Supervisor.
4. Any member who is absent for three (3) consecutive meetings will be automatically removed from the committee unless the absence is due to personal illness, personal injury or a family emergency. The committee member must notify the Chairperson or Parks Supervisor at least twenty-four (24) hours before the next meeting in order to have an Excused Absence. Three (3) Unexcused Absences will result in removal from the committee.
5. The township's Parks Supervisor reports directly to the Township Board and is their official representative on the committee. The Parks Supervisor is considered a member of the committee but may not vote on any matter.

Section 4. Officers and Duties:

Annually at the first meeting in January the committee will elect from its membership a Chairperson and Vice-Chairperson and Secretary. The Parks Supervisor will not serve as an officer.

Chairperson: Presides over all meetings and appoints committee members to sub-committees as necessary. May schedule Special Meetings whenever necessary.

Vice-Chairperson: Shall act in the absence of the Chairperson.

Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will keep the Minutes of each committee meeting and forward a copy to the Parks Supervisor and Township Board as soon as possible but no later than twenty-four hours before the next scheduled committee meeting.

Section 5. Meetings:

1. The regular meetings of the Committee will be held on the first Wednesday of each month beginning at 6:30pm. Meetings will be limited to two (2) hours in length unless extended by a majority vote of the committee members. Regular and Special Meetings may be held at any appropriate location.
2. All meetings will require a quorum of at least five (5) members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
3. Meetings will be conducted under generally Parliamentary rules as described in Robert's Rules of Order.

Section 6. Compensation:

Appointed members of the committee will be compensated for their service as approved by the township Board. The Parks Supervisor is responsible for keeping all attendance records of committee members.



MIKE BORKOVICH
Sheriff
JAMES KIESSEL
Undersheriff

LEELANAU COUNTY SHERIFF'S OFFICE

8525 E. Government Center Drive
Suttons Bay, Michigan 49682
Office (231) 256-8800 Fax (231) 256-8611
Toll Free 1-877-256-6911

LT. TODD ROUSH
Corrections
LT. DUANE WRIGHT
Law Enforcement

To: Suttons Bay Township Parks Board
From: Undersheriff James Kiessel
Date: 5-7-21
Re: Herman Park Pump Track

On 5-7-21, I met with Bill Drozdalski at Herman Park so we could discuss the location and accessibility of the new proposed Pump Track. After looking over the proposed location, it was determined that moving it further to the east, just north of the orchard and south of the current soccer fields, would be a better location. This opinion was based on the fact that this location would be better not only for visibility from the parking lots but also for accessibility to it, if there was ever a need for Emergency Services.

If you have any questions, please feel free to contact me at your convenience.

Respectfully,

Undersheriff James C. Kiessel

May 6, 2021



Mr. Bill Drozdalski
Suttons Bay Township
412 St. Joseph St., P.O. Box 457
Suttons Bay, Michigan 49682

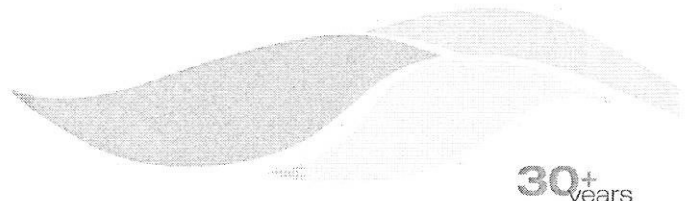
Re: Soil Pile Sampling at Herman Park in Suttons Bay, Michigan.

Dear Mr. Drozdalski:

On April 13, 2021 Envirollogic collected a sample from the soil pile at the above-referenced site (refer to attached Figure 1). The pile contains soil that has been relocated from other portions of the site to the area near a proposed bicycle pump track (refer to attached Figure 2). It is our understanding that the soils will be incorporated into the design of the track at some point in the future. The sampling completed was designed to evaluate the potential for direct exposure to lead and arsenic in the material. A summary of the sampling and results is presented below.

Sampling of the soil pile was completed using Incremental Sampling Methods (ISM). ISM was selected for this sampling event because it facilitates a more accurate evaluation of the average concentration of lead and arsenic in the soil than traditional grab sample methods. Increments were obtained at 50 randomized locations, both horizontally and vertically, within the soil pile. The horizontal locations for the increments were defined using a randomized grid developed using the Pacific Northwest National Laboratory's Visual Sample Plan program. The locations were then uploaded to a handheld global positioning unit to allow field personnel to quickly locate the sampling points on the pile (refer to Figure 3). Vertical depths within the pile were established using a random number generator. Soil increments, of equal weight, were obtained from each location and placed in a Ziploc bag.

The increments were then transported to Fibertec Laboratories, under standard chain-of-custody, to be processed and analyzed. The increments obtained from the site were processed in the laboratory into a single soil sample using ISM protocols. The resulting sample was analyzed for lead and arsenic using appropriate EPA Methods. Laboratory results from the sample indicate that lead and arsenic are present in the soil pile, as was expected. Lead was detected at a concentration of 13,000 ug/kg and arsenic was detected at a concentration of



Mr. Bill Drozdalski

May 6, 2021

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2,100 ug/kg. These concentrations are below what would be considered naturally occurring background and well below any applicable exposure criteria.

Laboratory reports are presented in Attachment 2 for your files. The data are summarized in Table 1 below. As a conservative measure, Table 1 compares the data with respect to residential exposure criteria.

Table 1 Summary of Analytical Results and Comparison to Residential Criteria		
Hazardous Substance	Arsenic	Lead
Chemical Abstract Service Number	7440382	7439921
Herman Park Soil Pile Sample	2,100	13,000
Statewide Default Background Level	5,800	21,000
Residential Drinking Water Protection Criteria	4,600	7.00E+05
Groundwater Surface Water Interface (GSI) Protection Criteria	4,600	(G,X)
Soil Volatilization to Indoor Air Inhalation Criteria	NLV	NLV
Infinite Source Volatile Soil Inhalation Criteria (VSIC)	NLV	NLV
Finite VSIC for 5 Meter Source Thickness	NLV	NLV
Finite VSIC for 2 Meter Source Thickness	NLV	NLV
Particulate Soil Inhalation Criteria	7.20E+05	1.00E+08
Direct Contact Criteria	7,600	4.00E+05
Soil Saturation Concentration Screening Levels	NA	NA
Notes: All concentrations in ug/kg NLV = Not Likely to Volatilize NA = Not Applicable G,X refer to calculated criteria. GSI Criteria are not applicable to this site.		

The soil in the pile does not exceed any criteria defined by the State of Michigan for lead or arsenic. Note that this investigation is specific to lead and arsenic. If the Township does decide to use this material in future construction, it would be prudent to use the material in construction of the base rather than the final surface. The soil should be handled in accordance with the Section 7A compliance analysis dated July 13, 2009.

Mr. Bill Drozdalski

May 6, 2021

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We appreciate the opportunity to be of service. If you have any questions, comments or require additional information please do not hesitate to contact our office.

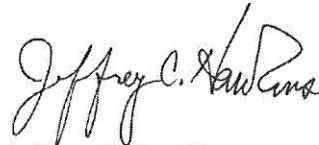
Respectfully submitted,

ENVIROLOGIC TECHNOLOGIES, INC.



David G. Bohan

Associate Vice President – Hydrogeologist

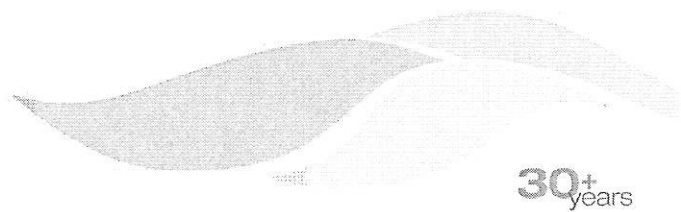


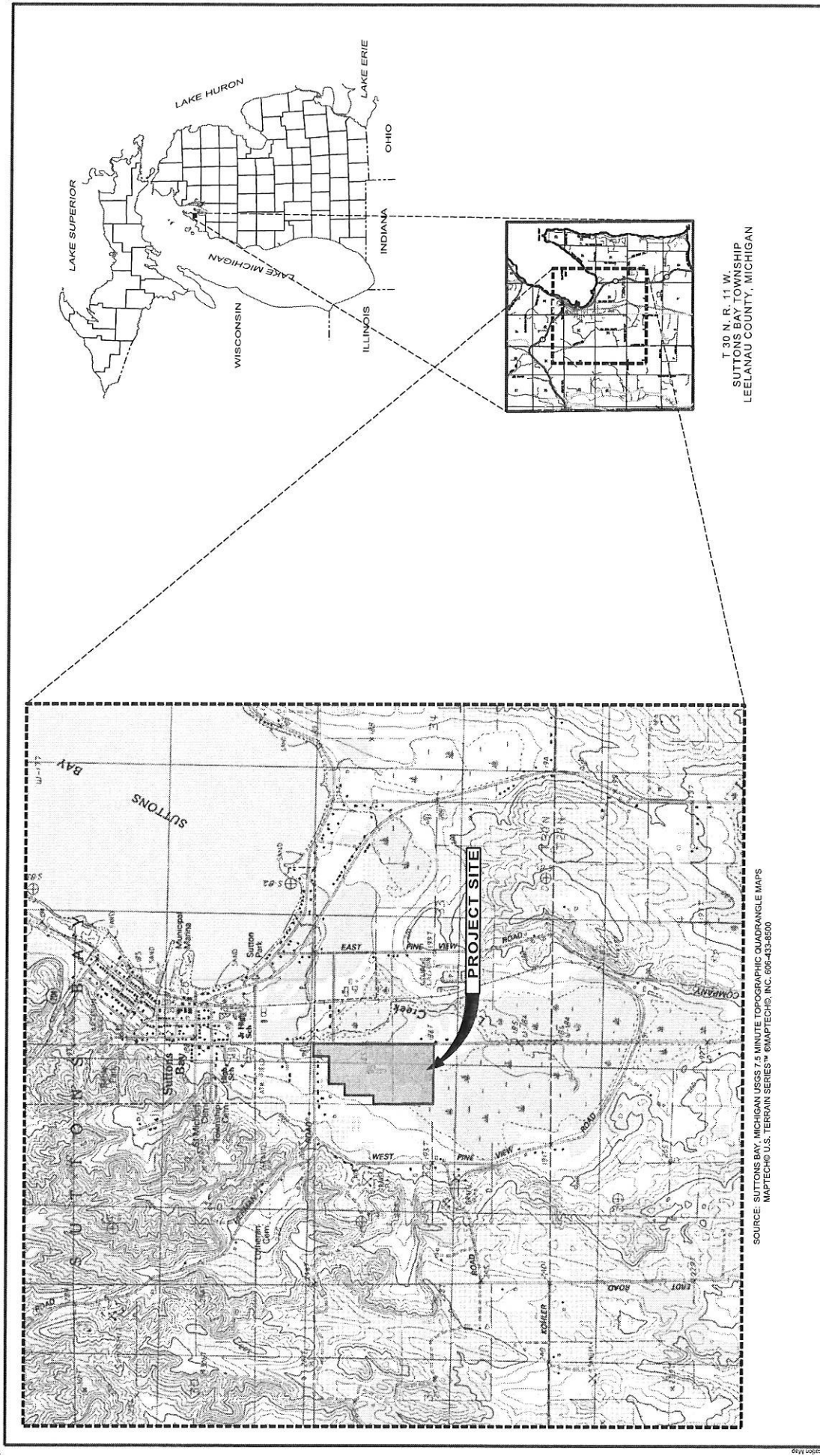
Jeffrey C. Hawkins

President – CEO

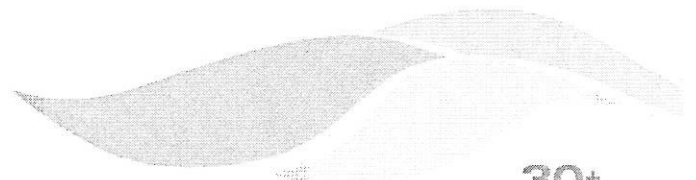
Attachment

Attachment 1
Figures





Attachment 2
Laboratory Reports





Wednesday, April 28, 2021

Fibertec Project Number: A01266
Project Identification: Herman Farms (210062) /210062
Submittal Date: 04/14/2021

Mr. David Bohan
Envirologic Technologies, Inc.
2960 Interstate Parkway
Kalamazoo, MI 49048

Dear Mr. Bohan,

Thank you for selecting Fibertec Environmental Services as your analytical laboratory. The samples you submitted have been analyzed in accordance with NELAC standards and the results compiled in the attached report. Any exceptions to NELAC compliance are noted in the report. These results apply only to those samples submitted. Please note TO-15 samples will be disposed of 7 calendar days after the reporting date. All other samples will be disposed of 30 days after the reporting date.

If you have any questions regarding these results or if we may be of further assistance to you, please contact me at (517) 699-0345.

Sincerely,

By Sharon Rakow at 9:56 AM, Apr 28, 2021

For Daryl P. Strandbergh
Laboratory Director

Enclosures

1914 Holloway Drive
11766 E. Grand River
8660 S. Mackinaw Trail

Holt, MI 48842
Brighton, MI 48116
Cadillac, MI 49601

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T: (810) 220-3300
T: (231) 775-8368

F: (517) 699-0388
F: (810) 220-3311
F: (231) 775-8584

Client Identification:	Envirologic Technologies, Inc.	Sample Description:	ISM-1	Chain of Custody:	188142
Client Project Name:	Herman Farms (210062)	Sample No:	ISM Metals	Collect Date:	04/13/21
Client Project No:	210062	Sample Matrix:	Soil/Solid	Collect Time:	13:30
Sample Comments:	Soil results have been calculated and reported on a dry weight basis unless otherwise noted.				
Definitions:	Q: Qualifier (see definitions at end of report) NA: Not Applicable ‡: Parameter not included in NELAC Scope of Analysis.				

Trace Elements by ICP/MS						Aliquot ID:	A01266-001A	Matrix:	Soil/Solid
Method: EPA 0200.2/EPA 6020A						Description:	ISM-1		
Parameter(s)	Result	Q	Units	Reporting Limit	Dilution	Preparation		Analysis	
						P. Date	P. Batch	A. Date	A. Batch
1. Arsenic	2100		µg/kg	100	20	04/23/21	PT21D23A	04/23/21	T421D23B
2. Lead	13000		µg/kg	1000	20	04/23/21	PT21D23A	04/23/21	T421D23B

Incremental Sampling						Aliquot ID:	A01266-001	Matrix:	Soil/Solid
Method: RRD-RESOURCE MATERIALS-XX-2014-01						Description:	ISM-1		
Parameter(s)	Result	Q	Units	Reporting Limit	Dilution	Preparation		Analysis	
						P. Date	P. Batch	A. Date	A. Batch
‡ 1. Incremental Sampling Date	4/22/2021		NA	NA	1.0	NA	NA	04/22/21	NA

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Definitions/ Qualifiers:

- A:** Spike recovery or precision unusable due to dilution.
B: The analyte was detected in the associated method blank.
E: The analyte was detected at a concentration greater than the calibration range, therefore the result is estimated.
J: The concentration is an estimated value.
M: Modified Method
U: The analyte was not detected at or above the reporting limit.
X: Matrix Interference has resulted in a raised reporting limit or distorted result.
W: Results reported on a wet-weight basis.
*****: Value reported is outside QC limits

Exception Summary:

Analysis Locations:

All analyses performed in Holt.



Accreditation Number(s):

T104704518-19-8 (TX)

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8660 S. Mackinaw Trail

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