NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, July 13, 2022 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

PRESENTATION

Invasive Species on Lake Leelanau, Presenter: Nancy Popa

REPORTS:

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

OLD BUSINESS

1. Approval of the Minutes: June 8, 2022
2. Payment of the Bills

NEW BUSINESS

1. Appoint Board Representative to Planning Commission
2. Appoint Board Representative to Board Personnel Committee
3. Resolution to Appoint Township Freedom of Information Coordinator
4. Approve Check-List for Accepting Proposals from the Park & Rec. Committee
5. Discussion on Reserving Township Parks and Facilities

PUBLIC COMMENT

BOARD MEMBER COMMENTS

ADJOURNMENT

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.

Suttons Bay Township
Parks & Recreation
Parks Supervisor Updates

Date: July 1, 2022

To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update

New Topics:

1) Met at Graham-Greene with Gosling-Czubak, Tom Nixon and Pete Ostrowski to review conceptual line drawings for ADA accessibility. Also provided updated site plan showing the additional acreage encompassing Graham Greene Park. This was recently updated by Leelanau County based on historical records found by this writer. Providing all drawings (also to be included in July Board Package). Larger site plan now at office.
2) Contacted Cluff 's well drilling to provide a new estimate to either restore existing well hand pump at Graham-Greene or install new.
3) Authorized Nick Carlson to remove the two trees (previously identified at Vic Steimel. Work will be done on their flexible schedule.
4) Still need park bench at Vic Steimel moved as well as cleaning.
5) Whiteford Landscape has applied Round-Up for poison ivy at Vic Steimel and will monitor on regular schedule to see if more applications are required.
6) Whiteford applied round-up at selected areas at Herman Park as requested by this writer.
7) Gosling-Czubak pulled ahead and completed the topography survey for Ice Rink Park. They will continue on developing a plan for levelling the site as well as providing a detailed sketch for the concrete pad for the storage shed.
8) Contacted three commercial painting companies to provide estimates (for 2023 calendar) to clean and paint the Herman Park pavilion.
9) Continue monthly water sampling at Herman Park.
10) Started much needed power washing of pickleball courts. Pete will need more help (volunteers?) because of the court conditions.
11) Garden Club Pathway rework by Elmer's re-scheduled to mid- July per Elmer's.

William Drozdalski
Parks Supervisor
Suttons Bay Township

Graham Greene Park
Suttons Bay Township, Leelanau County
Gov. Lot 1
011-002-001-00
011-002-002-00
~1.2 Acres
011-002-002-00
~2.5 Acres
011-002-002-60
011-002-002-80
011-002-002-20
011-002-002-40
30N11W
2
N WEST BAY SHORE DR 22
Gov. Lot 2
~ 14 Acres
011-002-002-00
011-002-000-00
SW of NW
011-002-002-00
~9.5 Acres
011-140-003-00
Lake Michigan
Gov. Lot 3
011-641-001-00
011-641-024-00
011-641-024-00
011-910-001-00
Section Line
Eighths
Gov Lots
Graham Greene Park
Other Parcels
Aerial Imagery - Spring, 2021
1 inch = 200 feet

Suttons Bay Township
Parks and Recreation Committee
Draft Minutes of June 15, 2022 Meeting

HIGHLIGHTS:

1. Pete and Bill will together place the new Pump Track with room for potential Dog Park
2. Dog Park subcommittee will answer Tom's questions and present at next Township Board Meeting in July
3. Pete will go talk to Tom about Len's request for one night per week usage in the summer for soccer field
4. Tree donation through Garden Club should not go at Herman Park due to species characteristics. Debbie has volunteered to plant it for free at any of the other parks.
5. DTE Grand will be submitted by Friday by Liz with Debbie's assistance.
6. Many thanks to Gary Hoensheid for his years of service on the P&R Committee. This was his last meeting

CALL TO ORDER:

Pete Ostrowski, Chair, called the meeting to order at 6:30 PM at the Suttons Bay Township's Herman Park

ATTENDEES

Present: Pete Ostrowski, Liz Mahaney, Debbie Slocombe, Dennis Rathnaw, Gary Hoensheid, Gary Duval, Hadley Dickenson
and Bill Drozdalski- Park Supervisor

Public: None

APPROVAL OF THE AGENDA

One addition to New Business by Pete- Len's letter and Soccer Field usage request
Debbie moved and Liz seconded

APPROVAL OF MINUTES- May 18, 2022 Meeting (Attachment A)

Debbie moved and Pete seconded

PUBLIC COMMENT:

None

GUEST SPEAKERS:

None

PARK SUPERVISOR REPORT:

1. Reviewed report presented by Bill at Board Meeting in June (last week). He said their was nothing to add to his update.
2. Thursday, June 16, Elmer's will start new concrete path for Memorial Garden. Old gravel will go into a pile for now since it is all mixed with dirt.

Old Business

1. **Herman Park Pump Track Location**
    a. Board rejected P&R site location and wants it back by the orchard (original site on HP Conceptual Plan presented by Bill and approved by Board)
    b. Pete and Bill will locate it together, leaving room for potential Dog Park (stakes have not been placed yet). Original site plan had it much larger than the actual size will be.
2. **Dog Park**
    a. Liz did presentation at last week's Board Meeting
    b. Tom Nixon presented a list of questions and concerns before the presentation
    c. Motion by Liz for Dog Park subcommittee to answer these questions and present back to Board at their July meeting. Seconded by Debbie. P&R Committee unanimously agreed.
    d. Committee needs to better understand the Board's reluctance to move forward and address these concerns.
    e. Dog Park has been on 5-year P& Rec Plan. Discussion on why there is a plan? Debbie explained a written plan is needed in order to apply for grants. Bill said it is a list, but it has to be prioritized.
    f. Discussion around alternate locations other than Herman Park for a Dog Park
        i. Vic Steimel- size could work, water source for dogs, but limited parking
        ii. 45th Parallel Park- Debbie said that the Bahle's may grant parking access/easement
        iii. Graham Greene- has over 35 acres, but limited parking
        iv. Village has already said no to old fairgrounds/ball park
        v. The consensus is Herman Park is the best place. It should be a park for people of many interests.
    g. Hadley gave great insight into her experience living in other cities with dog parks. Helped her meet people when she was new to an area. Also talked about the need to keep dogs off our beaches.
    h. We have a leash law, but there is no place to run your dog if you do not have your own fenced in yard
    i. Discussion around paid access
        i. Keyless entry like Lansing (Pete)
            1. Could pay for season or monthly and get access codes
            2. Visitors could go and pay at Township Office for daily access
            3. Money could be used for maintenance
        ii. Pay per use
            1. Hadley used an example of a Boston Dog Park. Put coins in to gain access.
            2. Discussion around why a public park would have one type of user pay but not others. Should Pickleball players then have to pay $0.75 per game?
        iii. P&R unanimous recommendation that this be a consideration for "Phase 2" is there is a clean-up issue
    j. Maintenance
        i. Discussion around volunteers doing the clean-up
        ii. Volunteers do maintenance for tennis and pickleball
    k. Potential guests at next Board Meeting
        i. Discussion around inviting Charlevoix, Boyne City and Garfield Township Dog Park administrators to next Township Board Meeting to discuss the

advantages and challenges they have had with their successful Dog Parks. These would be considered "credible sources".

3. **Pickleball Scheduling**
    a. First schedule already presented by Pete to Board
    b. Looking at add additional times: either right after lunch, later in the afternoon or evening. Pete is going to take a survey to see which of the three would be the preferred time and put a schedule together. This is to alleviate the long wait times in the morning.
    c. Discussion around 2 new pickleball courts
        i. Board has not approved to raise additional funds
        ii. Bill stated it is very time consuming to get quotes for current cost of 2 courts and not worth the effort at this time
        iii. Pete is going to draw up the proposed additional courts on the Project Template
        iv. There is currently $10k in donation that was turned over to the Township by Friends of Herman Park in December 2021. This is now a designated line item. Pete stated another donor has informally offered an additional $10k.
4. **Tennis Courts Scheduleing starting in July**
    a. Kristin Wilsonls scheudle will be out soon
5. **Tree Donation**
    a. Bill confirmed the specicies of tree cannot be changed
    b. Discussion around the messiness of the tree and it would be better suited for a different park- unanimous by the Committee
    c. Bill stated their will not be a plaque for the tree
    d. Debbie has volunteered to plant the tree for free after the Board deisgnates the location at a different park
6. **DTE Tree Grant**
    a. Board has agreed to put $2,000 toward this matching grant for more trees at Herman Park for border
    b. Liz will submit grant by Friday with Debbie's assistance
    c. Many limitations and requirements

NEW BUSINESS:

1. **Len's Letter on Soccer Field Usage (Attachment B)**
    a. Len has graduated to HS players and is now Asst Coach for SB High School
    b. Asking to use the field one night per week for 7-7 pick-up games. Will be HS students and recent grads
    c. Bill suggested a MOU by the Board for this to happen. Discussion around the need then for everyone to get a MOU (tennis, pickleball, etc). P&R Committee feels this is not needed.
    d. Unanimous agreement by Committee for Pete to talk to Tom about this one-time per week use and get his opinion on what day would be best not to conflict with Pavilion rental
    e. Bill stated the "rain sensor" on the field watering is broken
    f. Bill left early from the meeting, so Debbie called Matt and asked him to come out and fix the sensor and change the watering schedule to later in the evening

PUBLIC COMMENT:

1. None

COMMITTEE MEMBER COMMENTS:

1. Big thanks to Gary Hoensheid for his many years of public service to the township through the Parks and Recreation Committee. This was his last meeting. Pete asked him to serve as an ad-hoc member and Gary agreed.
2. Welcome to Hadley on her first meeting as a committee member.

ADJOURNMENT:

- The meeting was adjourned at 7:45 p.m.
- Next meeting scheduled on Wednesday July 13 , 2022 at 6:30 PM.

Minutes by Liz Mahaney, Secretary

DRAFT MINUTES
SUTTONS BAY TOWNSHIP REGULAR MEETING
JUNE 8, 2022.
There will be a zoom link for remote attendance.

CALL TO ORDER
Tom Nixon, Supervisor, called the meeting to order at 5:15 p.m.

ROLL CALL
Present: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe
None: None
Staff Present: Steve Patmore, Marge Johnson - Zoom

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA
Debbie Slocombe/moved, Sandy VanHuyste/supported, to approve the amended agenda, adding under New Business - #7 - Herman Park - request for $5,500.00 to Gosling-Czubak to extend the parking lot, and #8 - Herman Park - Accept quote to clean up entrance to Herman Park, motion carried.

PUBLIC COMMENT
Kathy Dingle - supports dog park.
Susan Parshall - supports dog park.
Lucin Dehan - supports dog park.
Sara Bickle - supports dog park.

Tom Nixon - The Board elected last spring to have a moratorium on anything new happening in Herman Park at least during this fiscal year, not going to dedicate dollars and activities to construct and change things at Herman Park.

PRESENTATION
Park & Recreation Committee: Creating a Dog Park at Herman Park

Pete Ostrowski made the presentation on creating a dog park at Herman Park. A brief discussion of the proposed project was held, sketch of site plan and size locations, cost estimates, including maintenance and funding availability.

Liz Mahaney spoke about the dog park proposal.

Discussion -

- Tom Nixon - There is a risk to dog parks. A series of questions was provided to the Board and to the committee which need substantive answers before moving forward. Before next meeting ask Board to look at 6 different sites, getting familiar with pros and cons of having a dog park. Want the Parks Committee to come up with good answers to determine whether or not there should be a dog park in our community.
- Dorothy Petroskey - Understand it is a multiple use park, don't want to address this until we hear from Bill Drozdalski on the infrastructure.
- Sandy VanHuystee - Parking is the most important thing right now, put a moratorium on what we have and take care of what we have.
- Debbie Slocombe - Dog park was one of the first things asked for at Herman Park. Good idea to keep the dogs in one area especially with young people using the pavilions and soccer field.

REPORTS

- Treasurer - report submitted.
- Planning & Zoning - June 7th meeting, Leelanau Watersports.

PUBLIC COMMENT ON ZOOM

Nancy Kretchfield, supports the dog park.

REPORTS - (Continued)

- Parks Supervisor - Report submitted from Bill Drozdalski - rendering of ice rink structure.
- Parks & Recreation Committee - Schedule submitted for pickle ball and tennis courts. Draft Minutes submitted.
- Fire Authority - Meeting next Tuesday.
- Facilities - Waiting for door to be replaced.

OLD BUSINESS

1. Approval of Minutes - May 11, 2022

   Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve The May 11 ,2022 Minutes as presented. Motion carried.

2. Payment of Bills

Sandy VanHuystee submitted bills for payment - $37,299.28, reduced by $130 for post office box rental.

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to approve the bills for $37,299.38, motion carried.

3. Review of Township Clean-Up Day held May 21, 2022

Tom Nixon said clean- up day to the most extent was successful. Suttons Bay and Bingham Township will have to pay for company to pick up mattresses dropped off after clean-up day ended.

NEW BUSINESS

1. Authorize Supervisor to spend up to $500 without board approval

Sandy VanHuystee/moved, Dorothy Petroskey/supported, to authorize the Supervisor to spend up to $500.00 without Board approval, motion carried.

2. Decision on Pump Track Location - Herman Park

Pete Ostrowkski submitted the Herman Park Pump Track Project, including brief description of pump track, Memorandum of Understanding, site plan, funding availability and maintenance.

Discussion -

- Tom Nixon - Want to safeguard the entry to the park rather than being greeted with an activity like this with traffic going in and out accessing a bigger parking lot. Would speak against placing the pump track in front, maintain it by the corner of the pond.
- Pete Ostrowski - The oval pump track is 50 ft x 21 ft. - 125 ft length. This modular set up can be moved to another area.
- Debbie Slocombe - Most people using the pump track would come in on bicycles. Recommend turning it so would be horizontal with the forest.
- Sandy VanHuyste - Concern is, look at this beautiful park and to see where pump track is proposed now instead of where we talked about it.
- Dorothy Petroskey - Don't like to see the pump track at the entrance to the park.

- Bill Drozdalski - Put it where it was to go the first time, can move it if there is a dog park instead of disrupting 2 more fairways for disc golf.

Tom Nixon/moved, Sandy VanHuystee/supported, to place the pump track back by the pond in an area close to where it was originally considered to be, motion carried.

Tom Nixon - Flag off the area where the pump track will be.

3. <u>Decision on Vendor to install Township Office Security Cameras for the entire building</u>

Vendor proposals submitted to install township office security cameras -

1. EPS - install 6 cameras, etc.
2. TKS - install 5 cameras, etc. -

Tom Nixon - necessary to provide for surveillance for a drop box for ballots that come in after hours.

Tom Nixon/moved, Sandy VanHuystee/supported, to accept the quote from EPS at a cost of $3,275 with labor costs, for 6 cameras at the monthly maintenance program for 36 months at $50.00 a month, motion carried.

4. <u>Appoint or Discuss Replacement Trustee</u>

Tom Nixon said three candidates submitted applications for appointment as Trustee to the Suttons Bay Township Board.

Sandy VanHuystee/moved, Tom Nixon/supported, to appoint Doug Periard as Trustee to the Suttons Bay Township Board thru November 2024, motion carried.

Tom Nixon said there is now a vacancy on the Planning Commission.

5. <u>Electronic Poll Book Proposal from Netlink</u>

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

Tom Nixon said two bids were received for cleaning up entrance way to Herman Park - Whiteford Lawn Maintenance - $1,717 and Creative Designs - $1,630.

Dorothy Petroskey/moved, Tom Nixon/supported, to award the bid to Creative

Designs for $1,630 for this year to clean up the entrance way to Herman Park, motion carried. (Debbie Slocombe did not vote because of conflict of interest)

PUBLIC COMMENT

Pete Ostrowski - Parks & Rec Committee - pump track people said it would be nice to have pathway from school system to Herman Park, could be 2% grant request.

ADJOURNMENT - The meeting was adjourned at 6:43 p.m.

Minutes by Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
As of July 13, 2022

Type	Date	Num	Due Date	Aging	Open Balance
AF Group					
Bill	07/13/2022		07/23/2022		541.25
Total AF Group					541.25
Christy Brow					
Bill	07/01/2022		07/11/2022	2	448.04
Total Christy Brow					448.04
Creative Designscapes, Inc.					
Bill	07/13/2022		07/23/2022		1,620.00
Total Creative Designscapes, Inc.					1,620.00
Debbie Slocombe					
Bill	07/01/2022		07/11/2022	2	127.45
Total Debbie Slocombe					127.45
Dorothy Petroskey					
Bill	07/01/2022		07/11/2022	2	2,166.44
Bill	07/13/2022		07/23/2022		151.99
Total Dorothy Petroskey					2,318.43
Doug Periard					
Bill	07/01/2022		07/11/2022	2	254.91
Total Doug Periard					254.91
DTE Energy					
Bill	07/13/2022		07/23/2022		68.14
Total DTE Energy					68.14
EPS Security					
Bill	07/13/2022		07/23/2022		3,275.00
Total EPS Security					3,275.00
Federal Tax Deposit					
Bill	07/13/2022		07/23/2022		2,416.10
Total Federal Tax Deposit					2,416.10
GFL ENVIRONMENTAL					
Bill	07/13/2022		07/23/2022		3,285.08
Total GFL ENVIRONMENTAL					3,285.08
Gleaner Life Insurance Society					
Bill	07/13/2022		07/23/2022		8,714.86
Total Gleaner Life Insurance Society					8,714.86
Gosling Czubak					
Bill	07/13/2022		07/23/2022		3,152.00
Total Gosling Czubak					3,152.00
Hansen Plaza Condo Association					
Bill	07/13/2022		07/23/2022		563.01
Total Hansen Plaza Condo Association					563.01
Jill Williamson					
Bill	07/13/2022		07/23/2022		137.50
Total Jill Williamson					137.50

Suttons Bay Township
Unpaid Bills Detail
As of July 13, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Marge Johnson					
Bill	07/13/2022		07/23/2022		221.64
Total Marge Johnson					221.64
Michigan Township Association					
Bill	07/13/2022		07/23/2022		4,838.26
Total Michigan Township Association					4,838.26
Miller Consultations & Elections, Inc.					
Bill	07/13/2022		07/23/2022		159.29
Total Miller Consultations & Elections, Inc.					159.29
Moses Window Cleaning					
Bill	07/13/2022		07/23/2022		50.00
Total Moses Window Cleaning					50.00
Municipal Retirement Systems					
Bill	07/13/2022		07/23/2022		200.00
Total Municipal Retirement Systems					200.00
Networks Northwest					
Bill	07/13/2022		07/23/2022		2,184.00
Total Networks Northwest					2,184.00
Northern Building Supply, LLC					
Bill	07/13/2022		07/23/2022		108.56
Total Northern Building Supply, LLC					108.56
Sandra Van Huystee					
Bill	07/01/2022		07/11/2022	2	2,166.28
Total Sandra Van Huystee					2,166.28
Spectrum Business					
Bill	07/13/2022		07/23/2022		261.95
Total Spectrum Business					261.95
State of Michigan					
Bill	07/13/2022		07/23/2022		1,211.68
Total State of Michigan					1,211.68
Steven Patmore					
Bill	07/01/2022		07/11/2022	2	2,950.71
Total Steven Patmore					2,950.71
Tom Nixon					
Bill	07/01/2022		07/11/2022	2	1,217.54
Total Tom Nixon					1,217.54
Village of Suttons Bay					
Bill	07/13/2022		07/23/2022		65.08
Total Village of Suttons Bay					65.08
William Drozdalski					
Bill	07/13/2022		07/23/2022		433.66
Total William Drozdalski					433.66
TOTAL					**42,990.42**

Suttons Bay Township

APPOINT FREEDOM OF INFORMATION COORDINATOR

RESOLUTION # _____

July, 13, 2022

WHEREAS, the Michigan Freedom of Information Act, Public Act 422 of 1976, MCL 15.231, et seq., provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, section 6 of the Act requires that a township shall designate an individual as the public body's Freedom of Information Act Coordinator, who shall be responsible for accepting and processing requests for the township's public records, and for approving a denial under section 5 of the Act;

NOW, THEREFORE, BE IT RESOLVED that on July 13, 2022, the Suttons Bay Township Board designates the Clerk to serve as the Township FOIA Coordinator.

Motion By:_____

Supported By:_____

Voted: Yea/Ney

Nixon:_____; VanHuystee:_____; Petroskey:_____; Slocumbe:_____; Periard:_____

_____ DATE:_____

Thomas Nixon, Supervisor

CHECKLIST FOR PREPARING BOARD PROPOSALS

Suttons Bay Parks & Recreation Committee
Adopted:

___ Detailed explanation of the value and reasons for the proposal:

___ Evidence that various viewpoints were discussed and considered; include both positive and negative perspectives:

___ List all researched sources used to consider the proposal; include any speakers or presenters and any onsite visitations to similar projects:

___ Evidence that the proposal fits within the township's five-year park & recreation plan:

___ Describe any similar alternatives, modifications or options which could be considered:

___ Estimated cost for the township; include any matching grants or anticipated gifts:

___ List of the most relevant information gathered and considered:

Some *Thought-Starting* Questions
About Reserving Township Parks and Facilities

July 13, 2022

1. Should the Board adopt a policy requiring reservations for use of parks and facilities?
2. Should all parks be considered and made available for reservations?
3. Should the availability of parking restrict use?
4. Should non-profit uses be considered different than personal for-profit or commercial uses?
5. Should only residents of the township be allowed to reserve a park or facility?
6. Should the specific use or reason(s) for reserving the park or facility be of any concern?
7. Should reservations for a park or facility be available each month of the year?
8. Other?

Suttons Bay Township
95 West Fourth Street
P.O. Box 457
Suttons Bay, MI 49682
Office Phone: (231) 271-2772 Office Fax: (231) 271-2773
Email: sbaytwp@suttonsbaytwp.com

Ice Rink Park Reservation Request Form
(*This form is used only for reservations during warm weather*)

(See Event Use Request Permit for events sponsored by an organization)

Person/Organization Requesting Ice Rink Park Reservation:_____

Mailing Address:_____

City/State/Zip:_____

Phone:_____
Email:_____

Refund Check to: Name:_____
Address:_____

Date of Requested Event:*_____ **Expected Number of Attendees:**_____

Rental Time Requested: ( ) 10:00am-2:00pm ( ) 3:00pm-7:00pm ( ) 10:00am-7:00pm

***Call Suttons Bay Township to check availability**

Rental Deposit: $100 deposit required for all reservations payable at the time of reservation. Deposit is refundable provided user cleans area before vacating the park and abides by all park rules.

Port-a-Johns and/or trash receptacles (if required by the township) must be arranged and paid for by the renter.

My signature on this Reservation Form acknowledges that I have received a copy of the Park Rules and Township Ordinance and agree to abide fully with their provisions.

USER SIGNATURE: _____
DATE:_____

++++++++++++*OFFICE USE ONLY*++++++++++++

DEPOSIT AMT. PAID:_____ **CASH/CHECK#:**_____

RECEIVED BY:_____**DATE RECEIVED:**_____

DEPOSIT FEE RETURNED BY:_____**DATE:**_____

ICE RINK PARK RULES

(A) The Ice Rink Park is open for use by the public from dawn until dusk. However, Ice Rink Park may be reserved in advance for specific periods of time.

(B) Ice Rink Park reservation requests must be made, submitted and received/approved, and the deposit rental fee paid to the Suttons Bay Township Office at least one week before the time of reservation. The User should check with the township office for availability. Suttons Bay Township will not accept any Ice Rink Park reservation request more than six (6) months before the desired reservation date. The amount of the deposit shall be set by motion or resolution of the Suttons Bay Township Board.

(C) An approved applicant, hereafter called the "User", assumes responsibility for any and all damage to Suttons Bay Township property and any injury or damage to the person or property of the applicant or any third party which is caused by the User or any guest of the User, and shall indemnify and hold harmless the Suttons Bay Township from any and all claims, awards, or attorney fees in the event of any such injury or damage.

(D) The User shall be responsible for its own cleanup immediately following the event and the User must leave the area in the same condition in which it was found. If Suttons Bay Township must clean the area following the event, the User shall be charged all expenses of cleanup and such expenses shall not be limited to the User's deposit amount. The designated township representative will determine "same condition" and the township representative's decision on the matter is final.

(E) The reservation may be revoked at any time for violation of these rules, or for a violation of state law or township Ordinance that has occurred or is occurring at the Ice Rink Park, by the Suttons Bay Township Supervisor or their designated representative, any law enforcement agency that has jurisdiction in the Township, or any other person or agency authorized by the Suttons Bay Township Board to make such a reservation revocation.

(F) Dogs or other animals are permitted in the Ice Rink Park; however, they must be on leash at all times. The owner or person in control of a dog or animal is responsible for cleaning up any and all solid waste left by the dog or animal.

(G) No Commercial activities are permitted unless authorized by the Suttons Bay Township Board.

(H) No person may engage in violent, abusive, excessively loud, boisterous, vulgar, obscene, or disorderly conduct of any time.

(I) The use of loud speakers, public address systems, or sound amplifying equipment is prohibited. Operation of excessively loud radios or similar devices are also prohibited.