

**DRAFT:**

**SUTTONS BAY TOWNSHIP: NOTICE OF PUBLIC MEETING:**

The regular meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, May 12, 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. Approval of the Minutes: Previous Meetings
2. Payment of the Bills
3. Memorandum of Understanding: Leelanau Soccer Club / Field use and maintenance
4. Office Remodel: Planning drawings-Andy Rink
5. FOIA Training Session: Figura Law: charges and approval

**NEW BUSINESS:/**

1. Township Noise Ordinance: Review and revision
2. Accept Planning Commission Annual Report
- 3.

**PUBLIC COMMENT:**

**BOARD MEMBER COMMENTS:**

**ADJOURNMENT:**

Suttons Bay Township  
Treasurer's Report (unaudited)  
4/30/2021

Account Description	Balance 3/31/2021	Funding April	Expenditures April	Interest* Income	Balance 4/30/2021
General Account	\$496,709.28	\$ 41,391.84	27,797.32		\$510,303.80
Technology	\$1,722.61			\$0.00	\$1,722.61
Roads and Parks	\$11,115.41			\$0.00	\$11,115.41
Pickle Ball Court	\$38.00			\$0.00	\$38.00
Soccer Field	\$39,055.50	\$10,000.00		\$0.00	\$49,055.50
Refundable Deposits	\$0.00			\$0.00	\$0.00
Township Office-Sinking	\$0.00			\$0.00	\$0.00
Cemetery	\$13,000.10			\$0.00	\$13,000.10
Metro Funds	\$8,813.07			\$0.00	\$8,813.07
	<u>\$570,453.97</u>	<u>\$51,391.84</u>	<u>27,797.32</u>	<u>\$0.00</u>	<u>\$594,048.49</u>
Tax	\$1,910.86	381.67	1,914.07	\$0.00	\$378.46
	<u>\$1,910.86</u>	<u>\$381.67</u>	<u>\$1,914.07</u>	<u>\$0.00</u>	<u>\$378.46</u>

RECONCILIATION SUMMARIES

	3/31/2021			4/30/2021
Bank Account Summary-General and Restricted	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$374,244.23	(4,266.36)		\$369,977.87
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,070.62			\$224,070.62
	<u>\$598,314.85</u>	<u>(\$4,266.36)</u>	<u>\$0.00</u>	<u>\$594,048.49</u>

	3/31/2021			4/30/2021
Bank Account Summary - Tax and Special Election	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$1,189.30	(810.84)		\$378.46
	<u>\$1,189.30</u>	<u>(\$810.84)</u>	<u>\$0.00</u>	<u>\$378.46</u>

Recent audit report available for y/e 3/31/19

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of May 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
<b>Big Bay Plumbing &amp; Heating</b>					
Bill	05/12/2021		05/22/2021		565.00
Total Big Bay Plumbing & Heating					565.00
<b>Boldt Web Studio</b>					
Bill	05/12/2021		05/22/2021		299.40
Total Boldt Web Studio					299.40
<b>BS &amp; A Software</b>					
Bill	05/12/2021		05/22/2021		1,744.00
Total BS & A Software					1,744.00
<b>Christy Brow</b>					
Bill	05/03/2021		05/13/2021		444.67
Total Christy Brow					444.67
<b>Debbie Slocombe</b>					
Bill	05/03/2021		05/13/2021		127.45
Total Debbie Slocombe					127.45
<b>Dena Smith</b>					
Bill	05/12/2021		05/22/2021		225.00
Total Dena Smith					225.00
<b>Dorothy Petroskey</b>					
Bill	05/03/2021		05/13/2021		1,694.84
Bill	05/12/2021		05/22/2021		394.97
Total Dorothy Petroskey					2,089.81
<b>DTE Energy</b>					
Bill	05/12/2021		05/22/2021		85.65
Total DTE Energy					85.65
<b>Federal Tax Deposit</b>					
Bill Pmt -Check	04/22/2021				-27.00
Bill	05/12/2021		05/22/2021		1,597.84
Total Federal Tax Deposit					1,570.84
<b>Figura Law Office</b>					
Bill	05/12/2021		05/22/2021		644.00
Total Figura Law Office					644.00
<b>Gleaner Life Insurance Society</b>					
Bill	05/12/2021		05/22/2021		6,481.31
Total Gleaner Life Insurance Society					6,481.31
<b>Integrity Business Solutions</b>					
Bill	05/12/2021		05/22/2021		109.69
Total Integrity Business Solutions					109.69
<b>Jean Ann Moe</b>					
Bill	05/12/2021		05/22/2021		225.00
Total Jean Ann Moe					225.00
<b>Jill Williamson</b>					
Bill	05/12/2021		05/22/2021		62.50
Total Jill Williamson					62.50

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of May 12, 2021

Type	Date	Num	Due Date	Aging	Open Balance
<b>Marcia Zielinski</b>					
Bill	05/12/2021		05/22/2021		225.00
Total Marcia Zielinski					225.00
<b>Marge Johnson</b>					
Bill	05/12/2021		05/22/2021		147.76
Total Marge Johnson					147.76
<b>Michigan Assessing Service</b>					
Bill	05/12/2021		05/22/2021		3,689.58
Total Michigan Assessing Service					3,689.58
<b>Michigan State University</b>					
Bill	05/12/2021		05/22/2021		85.00
Total Michigan State University					85.00
<b>Municipal Retirement</b>					
Bill	05/12/2021		05/22/2021		200.00
Total Municipal Retirement					200.00
<b>Northern Building Supply, LLC</b>					
Bill	05/12/2021		05/22/2021		145.13
Total Northern Building Supply, LLC					145.13
<b>Richard Bahle</b>					
Bill	05/03/2021		05/13/2021		1,181.11
Total Richard Bahle					1,181.11
<b>Roberta Roubal</b>					
Bill	05/12/2021		05/22/2021		225.00
Total Roberta Roubal					225.00
<b>Sandra Van Huystee</b>					
Bill	05/03/2021		05/13/2021		2,083.10
Total Sandra Van Huystee					2,083.10
<b>Shirley Eckerle</b>					
Bill	05/12/2021		05/22/2021		270.00
Total Shirley Eckerle					270.00
<b>Spectrum Business</b>					
Bill	05/12/2021		05/22/2021		266.90
Total Spectrum Business					266.90
<b>State of Michigan</b>					
Bill	05/12/2021		05/22/2021		358.68
Total State of Michigan					358.68
<b>Steven Patmore</b>					
Bill	05/03/2021		05/13/2021		2,857.26
Total Steven Patmore					2,857.26
<b>Tom Nixon</b>					
Bill	05/03/2021		05/13/2021		127.45
Total Tom Nixon					127.45

**Suttons Bay Township**  
**Unpaid Bills Detail**  
As of May 12, 2021

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Village of Suttons Bay</b>					
Bill	05/12/2021		05/22/2021		64.76
Total Village of Suttons Bay					64.76
<b>William Drozdalski</b>					
Bill	05/12/2021		05/22/2021		1,328.43
Total William Drozdalski					1,328.43
<b>Williams &amp; Bay</b>					
Bill	05/04/2021		05/14/2021		321.60
Total Williams & Bay					321.60
<b>TOTAL</b>					<b>28,251.08</b>

**DRAFT MINUTES - MARCH 10, 2021**

**Due to current isolation guidelines the March 10, 2021 Meeting will be via Zoom.**

**SUTTONS BAY TOWNSHIP  
ANNUAL BUDGET HEARING - TRUTH IN TAXATION**

**CALL TO ORDER**

Rich Bahle, Supervisor, called the Suttons Bay Township Annual Budget Hearing - Truth In Taxation Hearing to order at 5:16 p.m., March 10, 2021, at the Suttons Bay Township Offices, #95 E. Fourth St., Suttons Bay, MI

**ROLL CALL - Quorum Present**

Present: Rich Bahle, Supervisor, in Township Offices  
Sandy VanHuystee Clerk, in Township Office  
Dorothy Petroskey, Treasurer, in Township Office  
Tom Nixon, Trustee, at home in Suttons Bay Township  
Debbie Slocombe, at home in Suttons Bay Township

Absent: None

Staff: None

As required by the Truth in Budgeting Act: the property tax Millage rate of .5489 as proposed to be levied to support the budget will be the subject of this hearing.

Rich Bahle opened the floor to public comment -  
There was no public comment or correspondence received.

***Rich Bahle/moved, Sandy VanHuystee/supported, to close the public hearing. for Truth In Taxation. Public hearing adjourned at 5:19 pm***

**CALL TO ORDER - REGULAR MEETING**

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:20 p.m. on March 10, 2021, at the Suttons Bay Township Offices, #95 W. Fourth St., Suttons Bay, Michigan.

**ROLL CALL - Quorum Present**

Rich Bahle, Supervisor, in Township Office  
Sandy VanHuystee, Clerk, in Township Office  
Dorothy Petroskey, Treasurer, in Township Office  
Tom Nixon, Trustee, in Suttons Bay Township  
Debbie Slocombe, Trustee, in Suttons Bay Township

### **APPROVAL OF THE AGENDA**

Consensus to approve the Agenda as presented.

### **PUBLIC COMMENT**

None.

### **REPORTS**

- Treasurer - Report as presented.
- Planning & Zoning - Planning Commission working on zoning ordinance revisions
- Fire Authority - Held Truth in Taxation Hearing, Adopted the 2021-2022 Budget \$1,483 Million and millage as rolled back by Headlee. Rebuilding set aside funds. North Flight merged with MMR. Staff beng impacted by transports from nursing homes to Munson. Department may have to add another fulltime member to the crew in order to respond to all the calls the Department is getting (to be determined).
- Parks & Recreation - Debbie Slocombe said the Committee had a request to do benches at the Parks.
- Facilities - None.

### **OLD BUSINESS**

#### 1. Approval of the Minutes

February 10, 2021 - *Rich Bahle/moved, Debbie Slocombe/supported to approve the Minutes of February 10, 2021 as corrected (pg. 1 delete a t at, public comment - \$39,000 plus was donated. Reports - strike out with regard to the proposed use. page 2 - change Noreen to the Leelanau County District Court Magistrate will enforce the ordinance. New Business #2 - delete "to"). Motion passed.*

February 25, 2021

*Tom Nixon/moved, Rich Bahle/supported, to approve the Minutes with corrections (purpose of meeting to review the Opinion from The Attorney Regarding Alleged Open Meeting Violations. Tom Nixon*

*said that Don Gregory's behavior cited by Susay Odom's complaint, ... You cannot make decisions outside of a meeting but contacting Others, not a violation. Discussed - Board and Planning Commissioners might benefit from attending a work shop on the Open Meetings Act. Motion passed.*

2. Payment of the Bills

*Sandy VanHuystee/moved, Rich Bahle/supported, to approve payment of the bills in the amount of \$24,558.33, motion passed.*

3. Civil Infraction Ordinance - review final draft

Dorothy Petroskey said she and Debbie Slocombe reviewed the Civil Infraction Ordinance and took into consideration the comments made at the last meeting and revised the Civil Infraction Ordinance which is being presented for approval. Debbie Slocombe said the ordinance is well written.

*Rich Bahle/moved, Debbie Slocombe/supported, that the Suttons Bay Township Board adopts the Municipal Civil Infraction Ordinance No. 2021-1. Roll call vote: Yes: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Tom Nixon, Debbie Slocombe. No: None. Motion passed.*

4. Networks Northwest Contract/Planner Services

Tom Nixon reviewed the Networks Northwest Contract/Planner Services. This is a three (3) year contract instead of a one (1) year contract which the Township has had in the past with Networks Northwest which expires on March 31, 2024. Under the contract the Township will follow the Planning Commission By-laws, no parliamentary direction and no legal services to be provided by Networks Northwest. Either party can withdraw from the contract with 30day notice. The hourly amount is \$71.40 if the Township uses personnel over and above what is agreed to be in the contract. The contract is from April 1, 2021 thru March 31, 2024 and is for 10 hours a month.

*Tom Nixon/moved, Dorothy Petroskey/supported, that the Township accept the three year contract with Networks Northwest as presented. Roll call vote: Yes: Rich Bahle, Sandy VanHuystee, Dorothy Petroskey, Tom Nixon, Debbie Slocombe. No: None. Motion passed.*



## NEW BUSINESS

### 1. Budget Adoption: Fiscal Year 2021-2022

*Rich Bahle/moved, Dorothy Petroskey/supported, to approve the Suttons Bay Township Budget for Fiscal Year 2021-2022 as presented. Discussion from Debbie Slocombe: I'd like to thank the budget committee for their efforts. There are factors I don't believe were considered. 1. The Recreation Committee's request for the multi-purpose playing field at the last meeting. 2. The comments from the public regarding the need for this field. 3. The donations that have been made to help the township with this endeavor to the tune of \$50k, although there is only \$39,000 in the township budget, we have also had other donations come to light, with several foundations and private donations I don't think that the budget committee took into consideration these items. 4. If the survey monkey is the measuring stick for the recreational needs for our community, then the testing and removing of the soil that has moved since the installation of the pavilion for the purpose of a pump truck, is below the survey monkey's scale for the soccer fields. I believe that the proposed budget is contradictory to what we have been taking about for the survey monkey. 5. Again, I would like to request that \$15k be moved into the line item for this multipurpose playing field for the 2021 installation of this field. Thank you. Rich Bahle said that can always happen in the future Debbie. It's not a done deal as the fundraising efforts proceed, we'll hopefully see results. Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Dorothy Petroskey. No: None. Motion passed.*

### 2. Set Millage Rate

*Rich Bahle/moved, Sandy VanHuystee/supported, to authorize levying a maximum millage as allowed by the Headlee Rollback which is approximately .5489. Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Rich Bahle, Debbie Slocombe, Dorothy Petroskey. No: None. Motion carried.*

### 3. Set Date for "Township Clean-Up/Drop-off Day"

Rich Bahle said the township budgeted for clean-up/drop off day. The date would be either Saturday, May 15th or May 22nd, 2021. Bahle will talk to American Waste and Bingham Township to see if either of those dates work for everyone.

## PUBLIC COMMENT

Bill Drozdalski made comments about the Parks and Recreation Committee's Five Year Plan. For the township to continue developments at Herman Park and other parks, we need to ask the community for millage and talk about this issue at future township board meetings.

### **BOARD MEMBER COMMENTS**

Dorothy Petroskey - took everything over to the county, closed out my books here, hopefully settled and good and ready for my vacation next week.

Tom Nixon - Would support what Bill is suggesting it would warrant us to think of a possibility of a millage to address a number of concerns that we have, not just with our parks. Information is coming out about having meetings, either face to face or by zoom.

Rich Bahle - may have to conduct face to face meetings after the first of April. Will follow up with Chief Porter for the Township Board to use the Department's meeting room to conduct meetings if necessary.

### **ADJOURNMENT**

Rich Bahle adjourned at meeting at 6:10 p.m.

**Minutes by Marge Johnson, Recording Secretary  
Sandy VanHuystee, Clerk**

**SUTTONS BAY TOWNSHIP  
REGULAR BOARD MEETING  
APRIL 14, 2021 MINUTES**

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

**CALL TO ORDER - REGULAR MEETING**

Rich Bahle, Supervisor, called the regular meeting of the Suttons Bay Township Board of Trustees to order at 5:15 P.M. at the Suttons Bay Township Offices, #95 W. Fourth St., Suttons Bay, Michigan.

Board members announce name, position, present physical location

**ROLL CALL - Quorum Present**

Rich Bahle, Township Supervisor, in the Township Office  
Dorothy Petroskey, Township Treasurer, in the Township office  
Tom Nixon, Board Trustee, Stoney Pt. Rd., Suttons Bay  
Debbie Slocombe, Trustee, at home in Suttons Bay Township  
Sandy VanHuystee, Suttons Bay Township Clerk, in Suttons Bay Township Office

**APPROVAL OF THE AGENDA**

*Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the Agenda as presented, PASSED.*

**PUBLIC COMMENT** and communications about items not on the agenda.

Susan Albrecht, here as Trustee, Suttons Bay-Bingham Library.

Deb Palms, here as a member of the Parks & Rec Committee and a resident of Suttons Bay Township.

Tom Nixon - Leelanau County Planning Commission Report (available for review)

**REPORTS**

- Treasurer - Closed up the books, focusing on delinquent personal property taxes.
- Planning & Zoning - Tom Nixon, Planning Commission is continuing work on the zoning ordinance revisions. Rich Bahle said Steve Patmore is quite busy.
- Fire Board - Reappointed all the Board officers from 2020. Signed an Intercept Agreement with Leland Township Fire Department.
- Parks & Recreation - Debbie Slocombe will address Parks & Rec under New Business.
- Facilities - Tom Nixon - contractor looked at the Township Office roof and about 5 years of value in the roof. Consensus to allow Tom Nixon to pursue project to scan in Board of Review and assessing records. Consensus to allow Tom Nixon to

pursue with a contractor the proposal to remove wall between current conference room and work room.

## OLD BUSINESS

### 1. Approval of the Minutes -

March 10, 2021 -

***Rich Bahle/moved to table approval of the March 10, 2021 Minutes, Debbie Slocombe, passed.***

March 24, 2021-

***Tom Nixon/moved to approve the Minutes of the March 24, 2021 Special Meeting as presented, Dorothy Petroskey/supported, passed.***

April 2, 2021

***Tom Nixon/moved, to approve the Minutes as presented for the April 2nd, 2021 Special Board Meeting, Debbie Slocombe/supported, (discussion - 4th Paragraph- Debbie Slocombe absent but attended meeting via phone- did not vote) passed.***

### 2. Bills

***Rich Bahle/moved, Sandy VanHuystee/supported, to approve the bills in the amount of \$25,462.08, passed.***

## NEW BUSINESS

### 1. Signage

Debbie Slocombe represented Parks & Recreation Committee and submitted information for proposed signage for all parks from (Image 360). Budget is \$6,200.00, Quote for signage is \$4,34082, not including posts and mounting hardware. Parks & Rec will install the signs.

***Rich Bahle/moved, Debbie Slocombe/supported, to authorize the expenditure of \$4,360.82 for the signs, less taxes, plus \$200 for posts and mounting hardware of park signs as presented from Image 360, PASSED.***

### 2. Soccer Fields

Debbie Slocombe represented the Parks & Recreation Committee. Slocombe said after the last Township Board meeting a donation was received from the HP Foundation for \$20,000. Friends of Herman have received first payment of \$10,000. Respectfully asking the Board to review this, let it be shown that we have total donations of \$69,055.50, supporting documents attached with the Leelanau County Soccer Club support letter (a draft). Soccer club is willing to take care of the fields and spelled out the care. Page 3 is total estimated project cost \$69,865.00 with Elmer's \$45,524, TOMS's Outdoor Maintenance Service (does hydroseeding)

Debbie Slocombe and TOM'S will be donating that. Spinnikens pledging in kind services. Submitted pledge letters, waiting for \$5,000 from the Three Sisters. Debbie Slocombe's family will be donating \$5,000 which is pledged also. In the packet is A- (draft-Memorandum, Letter of Understanding which the Board can work on). This is what the Club is willing to do for the Park. B-1 is HP Foundation letter. They have given \$10,000 right now and have pledged another \$10,000 as of January 1st, 2022 which is our fiscal cycle so it still would be in our budget and come to the Township Board in January. There will be money for it, it just won't be for this year. Second letter is from Kurt for the Three Sisters, Friends of Herman Park will be getting Kurt's donation of \$5,000 next week. Elmer's came in at the lowest bid which is for a smaller designed area which will be 250 x 350 versus 350 x 500. In C-3 attached the straight lines are which Gosling Czubak drew. Elmer's lasered everything, so there is good drainage without the excess costs of cut and fill. The original bid had a lot more fill coming in. C4, C5 and C6, those are all the bids that are listed for the \$68,865 which is the Elmer's bid, TOMS's bid and Spinniken bid. Also included are two other bids so that the difference could be seen in the bids. Debbie Slocombe is respectfully asking that the Board allow her to continue the handling of the installation of the multi-purpose soccer field with the help of the Leelanau Soccer Club doing a lot of volunteer work, and really backing the people that have donated all the funds to make this happen. We have a group of people who want to see the multi-purpose soccer field happen for all kinds of sports. We don't have anything out there for ages 4 to 12.

***Rich Bahle/moved, Debbie Slocombe/supported, to approve moving forward with construction of the multi-purpose soccer field at Herman Park with the documents presented by Debbie Slocombe on behalf of the Parks and Recreation Committee. Funds have been put in place with the exception of one pledge of \$10,000 that would be paid early in January of 2022. In essence, asking for a bridge loan out of township general funds, to be repaid in the same fiscal year. Discussion -Dorothy asking about funding for future maintenance of the field, Tom concerned about the parking at the Park. Roll call vote: Rich Bahle-yes; Sandy VanHuystee-no; Dorothy Petroskey-yes; Tom Nixon-yes; Debbie Slocombe-yes. Motion passed.***

***Rich Bahle/moved, Dorothy Petroskey/supported, to authorize Debbie Slocombe to sign the necessary contracts regarding the multi-purpose soccer field at Herman Park. Yes - (3) No-(2). Motion passed.***

#### **PUBLIC COMMENT**

None.

#### **BOARD MEMBER COMMENTS**

From Tom Nixon, Debbie Slocombe, Dorothy Petroskey, Rich Bahle.

**ADJOURNMENT**

Rich Bahle adjourned the meeting at 7:00 p.m.

**MINUTES BY MARGE JOHNSON, RECORDING SECRETARY  
SANDY VANHUUSTEE, CLERK**

**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.

# *DRAFT*

## *SUTTONS BAY TOWNSHIP*

Ordinance \_\_\_\_ May 12, 2021

An Ordinance to amend "Ordinance No. 2 of 2010" of Suttons Bay Township

The township of Suttons Bay hereby amends in it's entirety Ordinance No. 2 of 2010 to read as follows:

### Section 1. Title

This Ordinance is to be known as the "Suttons Bay Township Noise Ordinance"

### Section 2. Purpose

Based on the findings which have been made by the Suttons Bay Township Board, the purposes of this Ordinance are to protect and promote the public health, safety, and welfare of the residents and visitors of the Township by prohibiting any loud noise or sound that disturbs the quiet, comfort or repose of a reasonable person of normal sensitivities.

### Section 3. Definitions

The following terms used in this Ordinance are defined as follows:

- A. "Decibel" is a unit used to express the magnitude of sound pressure and sound intensity. The difference in decibels between two sound pressures is twenty (20) times the common logarithm of their ratio. In sound pressure measurements, the Sound pressure level of a given sound is defined to be twenty (20) common logarithm of the ratio of that sound pressure to a reference pressure of  $2 \times 10^{-5} \text{N/m}^2$  (Newton's per meter squared). As an example of the effect of this formula, a 3 decibel change in the sound pressure level corresponds to a doubling or halving of the sound intensity, and a 10 decibel change corresponds to a 1 a-fold increase or decrease to 1/10th the former intensity.
- B. "dB(A)" means the sound pressure level in decibels measured on the "A" scale of a standard sound level meter having characteristics defined by the American National Standards Institute, Publication ANSI s1.4-1971.

### Section 4. Anti-Noise Regulations

- A. General Regulation: No person, firm or corporation shall cause or create any unreasonable or unnecessary loud noise or disturbance injurious to the health, peace, or quiet of the residents and property owners of the township.
- B. Specific Violations: The following noises and disturbances are hereby declared to be a violation of this Ordinance; provided, however, the specification of the same is not thereby to be construed to exclude other violations of this Ordinance not specifically enumerated:

(1) The playing of any radio, phonograph, television or other electronic or mechanical sound-producing device, including any musical instrument in such a manner or with such volume as to reasonably upset or disturb the quiet, comfort or repose of other persons.

(2) Yelling, shouting, or singing on the public streets and roadways between the hours of 10:00pm and 7:00am, or at any time or place so as to unreasonably upset or disturb the quiet, comfort or repose of any person in the vicinity.

(3) The emission or creation of any excessive noise which unreasonably interferes with the operation of any school, church or nursing home.

(4) The keeping of any animal, bird or fowl, which emanates frequent or extended noise which shall unreasonably disturb the quiet, comfort or repose of any person in the vicinity; such as allowing or permitting any barking dog to bark repeatedly in an area where such barking can be clearly heard from nearby residential property.

(5) The operation of any automobile, motorcycle or other vehicle or boat so out of repair or so loaded or constructed as to cause loud and unnecessary grating, grinding, rattling, or other unreasonable noise including the noise resulting from exhaust, which is clearly audible from nearby properties and unreasonably disturbing to the quiet, comfort or repose of other persons. The modification of any noise abatement device on any motor vehicle or engine, or the failure to maintain same so that noise emitted by such vehicle, engine or boat is increased above that emitted by such vehicle or boat, as originally manufactured shall be in violation of this section.

(6) The sounding of any horn or other device on any motor vehicle or boat unless necessary to operate said vehicle or boat safely or as required under the Michigan Motor Vehicle Code or other law.

(7) The discharging outside of any enclosed building of the exhaust of any steam engine, internal combustion engine, motor vehicle or motor except through a muffler or other similar device which will effectively prevent loud or explosive noises. The modification of any noise abatement device on any motor vehicle or engine, or failure to maintain same so the noise emitted by such vehicle or engine is increased above that emitted by such vehicle as originally manufactured shall be in violation of this section.

(8) The erection, excavation, demolition, alteration or repair of any building or premises in any part of the Township, and including the streets, roadways and highways, in such a manner as to emanate noise or disturbance unreasonably annoying to other persons, other than between the hours of 7:00am and sundown on any day, except in cases of urgent necessity in the interest of public health and safety. In such case, a permit shall be obtained from the County Building Inspector for the Township which shall limit the periods that the activity may continue.

(9) The creation of a loud or excessive noise unreasonably disturbing to other persons in the vicinity in connection with the operation, loading and unloading of any vehicle, trailer, or other carrier or in connection with the repairing of any such vehicle in or near residentially used areas.

(10) The use of any drum (excluding for ceremonial purposes), loudspeaker or other electronic or mechanical device for the purpose of attracting attention to any performance, show, sale or display or other commercial purpose which by the creation of such noise, shall be unreasonably disturbing to other persons in the vicinity.

(11) The operation of any loudspeaker or other sound amplifying device upon any vehicle on the streets and roadways of the Township with the purpose of advertising

where such vehicle, speaker or sound amplifying device emits loud and raucous noises easily heard from nearby adjoining residentially used property.

(12) The operation of any machinery, equipment or mechanical or electronic device so as to emit unreasonably loud noise which is disturbing to the comfort or repose of any person.

#### Section 5. Anti-Noise Regulations Based Upon dB(A) Criteria

##### A. Regulations for decibel measurement of noise originating from private properties:

Noise radiating from all properties or buildings as measured from the boundaries of the property, which is in excess of the dB(A) established for zoning districts as defined by the Township Zoning Ordinance and times herewith listed shall constitute prima facie evidence that such noise unreasonably disturbs the comfort, quiet and repose of persons in the area and is, therefore, in violation of the Ordinance.

Violations : Violations shall exist when the sources of the noise are identifiable and the levels emitting from the source or sources exceed the following limitations as enumerated below. Such noises may include, by example, those emitting from musical instruments, loud speakers, sound amplifiers and similar devices or the production, processing, cleaning, servicing, testing, repairing and manufacturing of materials, goods or products, including vehicles.

##### ZONING DISTRICT USE:

Residentially Zoned	7:00am to 10:00pm	55dB(A)
	10:00pm to 7:00am	50dB(A)
Agriculturally Zoned	7:00am to 10:00pm	65dB(A)
	10:00pm to 7:00am	55dB(A)
Commercially Zoned	7:00am to 10:00pm	75dB(A)
	10:00pm to 7:00am	70dB(A)

##### B. Exceptions:

(1) Construction projects shall be subject to the maximum permissible noise levels allowed in the Commercial districts as long as a valid building permit has been issued.

(2) Noises occurring between 7am and sundown caused by home or building repairs or from maintenance of grounds, provided such noise doesn't exceed the limitations specified above by more than 20 dB(A).

(3) Noises emanating from the discharge of firearms are excluded, proving the discharge of the firearm was authorized under Michigan Law.

(4) Any police vehicle, ambulance, fire engine or emergency vehicle while engaged in necessary emergency activities or in the performance of their duty.

(5) Excavation or repair of bridges, roads or highways or other property by or on behalf of the State of Michigan or Leelanau County Road Commission between sundown and 7:00am when public welfare, safety and convenience render it impossible to perform such work during other hours.

(6) Warning devices emitting sound for warning purposes as authorized by law.

(7) Outdoor power tools used for general maintenance of homes and lawns as long as noise generated is of a temporary nature and are in use not later than sundown or earlier than 7:00am.

(8) Electrical power generators used in case of and only during electrical power outages or between the hours of 7:00am and sunset for short periodic maintenance cycling.

(9) Spraying and any related noises pertaining to an active farm operation as recognized under the Right to Farm Act.

#### Section 6. Public Nuisance Regulations:

No person, firm or corporation shall create, cause or maintain any public nuisance within the Township by the unreasonable emission of dust, smoke, fly ash or noxious odors which are offensive or disturbing to adjacent property owners and residents or persons in the area.

#### Section 7. Penalties:

*(See Separate page with Options)*

#### Section 8. Measurement of Noise:

All measurement of dB(A) in categories as noted shall be made by using a sound level meter of standard design and operated on the "A" weight scale, with "slow" meter response. An Enforcement Official(s) will take readings on or approximately on the property line separating the claimants property from the property emitting sound. In addition, a second reading will be taken from the mid point of the public or private road servicing the sound emitting property. If either or both readings violate this Ordinance, a violation has occurred.

#### Section 9. Enforcement Officials:

The Township Supervisor, Zoning Administrator, Township Board appointee(s), and Deputies of the Leelanau County Sheriff Department are hereby designated as authorized officials to issue municipal civil infraction citations to alleged violators of this Ordinance.

#### Section 10. Administrative Liability:

No Township officer, agent, appointee, contractor employee or member of the Township Board shall be personally liable for any damage that may accrue to any person as a result of any act, decision or other consequences or occurrences arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

#### Section 11. Severability and Captions:

This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses hereof are declared to be severable. If any part, section, subsection, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions

included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

Section 12. Repeal:

All other ordinances, parts of ordinances or amendments thereto any of which are in conflict with the provisions of this Ordinance are hereby repealed in their entirety to the extent of such conflict.

Section 13. Effective Date:

This Ordinance shall be effective 30 days after its publication or a publication of a summary thereof in the *Leelanau Enterprise* or any other publication of general circulation in Suttons Bay Township.

Choices for "Section 7. Penalties"  
DRAFT for Township Noise Ordinance

**OPTION ONE:**

"Any person, firm, association, partnership or corporation that violates any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of up to \$500.00 or imprisonment in the County jail up to ninety (90) days, or both such fine and imprisonment. Each day that a violation continues to exist shall constitute a separate offense. The fines and penalties herein provided shall be in addition to any injunction or other relief which might be available or appropriate under the circumstances. In those circumstances where a Special Land Use Permit has been issued under the provisions available within the Township Zoning Ordinance and after two (2) violations of this Ordinance and in addition to the misdemeanor fine, the Special Land Use Permit will be surrendered for a period of three years. Following the three year surrender period, the party may apply for a new Special Land Use Permit. Repeated violations of this Ordinance may result in permanent denial of any additional Special Land Use Permit."

**OPTION TWO:**

"(a) Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to the following fines:

(1) For a first offense, the offender shall pay a fine of Two Hundred Fifty and 00/100 (\$250.00) Dollars.

(2) For a second offense within two years of the date on which the person was found responsible for the first violation, the offender shall pay a fine of Five Hundred and 00/100 (\$500.00) Dollars. In those circumstances where a Special Land Use Permit has been issued under the provisions available within the Township Zoning Ordinance and in addition to the civil infraction fine, the Special Land Use Permit will be surrendered for a period of three years. Following the three year surrender period, the party may apply for a new Special Land Use Permit. Repeated violations of this Ordinance may result in permanent denial of any additional Special Land Use Permit.

(3) For a third or subsequent offense within two (2) years of the date on which the person was found responsible for the first violation, the offender shall pay a fine of Five Hundred and 00/100 (\$500.00) Dollars.

(b) Each day this Ordinance is violated shall be considered a separate violation."

## Proposed Changes to the MOU Submitted by Trustee, Tom Nixon

Memorandum of Understanding Between  
Leelanau Soccer Club, ~~Friends of Herman Park~~ and Suttons Bay Township  
Development and Use of Herman Park Athletic Fields for  
Youth Recreational Soccer Programming

Date: ~~April 12, 2021~~

Partners: Leelanau Soccer Club (LSC)

Suttons Bay Township  
~~Friends of Herman Park~~

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the Leelanau Soccer Club (LSC), ~~Friends of Herman Park~~ and Suttons Bay Township for purposes of:

- Constructing and maintaining youth soccer fields at Herman Park in Suttons Bay Township.
- Providing youth recreational soccer education, programming and competitive opportunities at Herman Park for youth in ~~Leelanau County~~ **this area.**

LSC is a volunteer run 501c (3) organization that provides a safe, fun and affordable youth recreational soccer league across Leelanau County. Development of youth recreational soccer fields at Herman Park was incorporated into the initial park development plan in 2009 and following a successful capital campaign in 2019-2020 has raised funds to construct initial athletic fields at the ~~Site~~ **site**, which will include their use as soccer fields (~~Phase I~~). The current footprint of the proposed athletic field development is smaller than initially planned and future expansion of the fields may be considered.

It is recognized that the development of the athletic fields at Herman Park may create an opportunity for new collaborations with other organizations in our ~~and neighboring~~ communities **y**. Use of the athletic fields for youth soccer is important to having a vibrant and engaging youth soccer program in our community and to provide a safe venue for play. The fields and their use are also anticipated to bring families from throughout the county and surrounding area, **including visitors**, to our community that will likely have positive economic benefits for local businesses.

~~This MOU is intended to continue as a longstanding collaboration between the identified partners but may be terminated by a partner with 90-day notice period.~~ **LSC and Suttons Bay Township are mutually committed toward maintaining a long term collaborative relationship, however, this MOU may be terminated by either party with a 90-day written notice.**

### Field Development:

It is understood that the initial footprint of the athletic fields will be approximately 300 ft. ~~by 250 ft.~~ **250 ft. by 350 ft.** The fields may be further expanded in the future **if space is available**. Provisions in this MOU apply to the current development of the fields:

- In the future** Suttons Bay Township will use bids collected **through their established bidding policy** to procure ~~an~~ excavation contractors for the **future** proposed field development, including irrigation and seeding installation **bids** as well as any required permitting.
- LSC may provide in-kind labor, to the extent feasible, to facilitate cost effective development of the ~~park~~ **field.**
- LSC will continue to actively pursue fund raising to support Herman Park (i.e., maintain a ~~reserved~~ **reserve** fund in its budget to manage future, dedicated donations to Herman Park for additional soccer field needs).



*-Any field improvements, expansion or additional fixed structures will be considered property of the township.*

Field Maintenance:

- Suttons Bay Township will mow and maintain the irrigation for the athletic field. **Mowing will be done on a regular and ordinary schedule. Any additional mowing will be the responsibility of LSC.**
- LSC will be responsible for acquiring and maintaining a small enclosed structure to store soccer field equipment. **Structure and design of this storage facility and it's location will be approved by the Parks Supervisor.**
- LSC will be responsible for acquiring infrastructure (i.e., goals, nets and corner flags), in accordance with US Soccer recommendations for small-sides, age appropriate play, to use the athletic fields for youth league soccer.
- LSC volunteers will be responsible for laying-out soccer field paint lines and maintaining goals and nets throughout the LSC playing seasons.
- LSC Volunteers will inspect soccer fields and related infrastructure (e.g., goals and nets) during the spring and fall seasons for holes, rocks, etc. To the extent that LSC can address safety concerns they will be addressed immediately and/or shared with ~~the Friends of Herman Park/~~ Suttons Bay Township.
- LSC will coordinate activities with regular scheduled park maintenance activities overseen **and approved** by ~~the Friends of Herman Park and/or~~ Suttons Bay Township.
- LSC will work with ~~the Friends of Herman Park and/or~~ Suttons Bay Township to provide in-kind labor for periodic maintenance activities (e.g., fertilizing and seeding), if warranted.

Recreational Soccer Programming:

- LSC will administer, organize and maintain youth recreational soccer programming/league play for the Suttons Bay Area at Herman Park upon completion of field construction and approval **by Suttons Bay Township.**
- LSC soccer league programming will take place in the spring (April-June) and the fall (August-October). The Herman Park athletic fields will be used for practice fields for Suttons Bay-based teams and to host LSC league games during these time periods.
- LSC will also use the fields in the summer season for occasional practices and ~~drop in~~ **drop-in** games and/or a youth soccer camp (coordinated ~~as appropriate with the Friends of Herman Park~~ **and approved by Suttons Bay Township**).
- LSC will be solely responsible for the organization and implementation of youth soccer recreational leagues.
- LSC will provide an annual certificate of insurance to Suttons Bay Township that covers use of Herman Park ~~Fields~~ **fields.**
- ~~-LSC will coordinate and make accessible the youth recreational athletic fields for use by other community groups.~~
- LSC soccer programming at Herman Park may include:
  - Summer soccer "camp"
  - Competitive soccer tournaments (up to 2 **events** per year)

For camps or recreational tournaments where a tournament entry fee is charged, LSC will:

- Inform and coordinate the activity with ~~the Friends of Herman Park and/or~~ **approval of Suttons Bay Township;**
- and
- Reserve ~~20%~~ **40%** of any revenue generated from ~~use of~~ **using** the Herman Park field (after expenses) in the Herman Park reserve line item of the LSC budget for future field renovation, expansion or other specified maintenance activities or equipment, as coordinated with ~~the Friends of Herman Park and/or~~ **and approved by Suttons Bay Township.**

*Additional Considerations:*

- *Schedule of all LSC practices and events shall be reviewed and approved annually by the Township Parks Supervisor.*
- *Suttons Bay Township retains final decision on all uses and events at Herman Park.*
- *Suttons Bay Township retains the sole right to cancel any event for any reason at Herman Park.*
- *Current parking places are limited at this time and must be shared by all Herman Park visitors. Consequently, spaces cannot be reserved by any party, which may necessitate LSC make other arrangements to avoid illegal or intrusive parking of vehicles in the park.*
- *Toilet facilities for large groups are currently limited at Herman Park. When large groups are anticipated for any soccer event, LSC will make prior arrangements for additional porta-johns and trash containers.*

Persons signing this agreement below *Memorandum of Understanding* do so as official representatives of the LSC, Friends of Herman Park and Suttons Bay Township and assume no personal liability. This MOU is effective as of \_\_\_\_\_, 2021.

\_\_\_\_\_ -President, LSC Board  
**LSC Board Representative (Print)**

\_\_\_\_\_ **Date**  
**LSC Board Representative (Sign)**

\_\_\_\_\_ -Suttons Bay Township  
**Suttons Bay Township Representative (Print)**

\_\_\_\_\_ **Date**  
**Suttons Bay Township Representative (Print)(Sign)**

# **Suttons Bay Township Planning Commission Annual Report 2020**

*May 2020 to April 2021*

This is the Suttons Bay Township Planning Commission's Annual Report to the Township Board, presented each June outlining the Commission's work. 2020 brought unique challenges to the Planning Commission, particularly with a global pandemic necessitating change to how we meet. After a couple of months' hiatus, the Planning Commission picked back up business with the use of Zoom to hold "virtual" meetings until it is safe to meet in person.

On top of a pandemic, long-time Planner Kathy Egan retired towards the end of 2020. Kathy worked with Suttons Bay Township in some capacity for nearly 20 years and we are grateful for her time helping the Township work towards being the best it can be. Adding to this was long-time Planning Commission member Jon Walter stepping away, who will be remembered as an outstanding commissioner who consistently provided invaluable insight for architectural issues, property usage, and designs. As is life, we continue moving forward and work continues on the Zoning Ordinance Overhaul, public hearings were held and other business took place over the 17 regular meetings, special meetings, and work sessions during the previous twelve months.

## **Zoning Ordinance Overhaul**

Throughout the past year when time has allowed, the Planning Commission continues to near the end of their overhaul project of the Zoning Ordinance. After finishing the zoning map, reviewing the waterfront district, and finishing up the section on signs and on special events, the final draft of the Zoning Ordinance nears completion. Following the final draft completion the Zoning Ordinance will be sent for legal review, back to the Planning Commission for approval and recommendation to the Township Board to consider approval.

## **Public Hearings**

In July, the Planning Commission held a public hearing to consider a request to amend the Starry Night Barn and Studio Special Use Permit to revise the maximum number of allowable events due to the pandemic. Ultimately, the Planning Commission found they could not grant the entire request as the property in question is a non-conforming property so any change could not be contrary to the updated Zoning Ordinance. They did however grant an amendment to the Special Land Use Permit to allow for 24 permitted events annually, allowing up to 4 per month between May and October and up to 3 per month between November and April.

Then in October, the Planning Commission held a public hearing on an amendment to the existing Suttons Bay Township Zoning Ordinance which would create a new section 'P' to allow Seasonal Outdoor Mazes as a Special Land Use. This was the culmination of research by Kathy Egan and the Planning Commission recommendation to the Township Board for approval.

Beginning with a pre-application in October, the Planning Commission was approached with a request for special events at the Southwell Farm. While the public hearing and decision took longer than normal, it was an important decision to be made so taking public input and reviewing the application in relation to the Zoning Ordinance to ensure it was correct was key. After a host of meetings, the Planning Commission approved the application at their December 15 special meeting with various conditions such as lighting and number of guests allowed.

In January of 2021, the Planning Commission held a public hearing on a Special Land Use application for a 14-unit multi-family residential development on S. Herman Road. This was approved by the Planning Commission with some conditions such as buffering and parking.

#### **Other Planning Commission Considerations**

- As enforcement took place at an M-22/Peck Road property to bring it into compliance with the Zoning Ordinance, the Planning Commission began working with the property owner on a site plan and application. Currently, they are awaiting an updated site plan with improved details on items such as parking and fencing.
- Some Planning Commission members attended a Michigan State University Extension Ethics webinar in February 2021.
- Upcoming workload includes a site plan review for Capital Stone and 45th North Winery.
- Review and update Planning Commission By-laws as necessary

#### **Respectfully Submitted by the Members of the Planning Commission:**

<b>Chair</b>	<b>Dennis Rathnaw</b>
<b>Vice-Chair</b>	<b>Don Gregory</b>
<b>Secretary</b>	<b>Amy Coleman</b>
<b>Members</b>	<b>Andy Brandt</b>
	<b>Rhoda Johnson</b>
	<b>Dee McClure</b>
	<b>Tom Nixon</b>
	<b>Susan Odom</b>
	<b>Doug Periard</b>

#### **Planning & Zoning Staff:**

**Mathew Cooke, Planner, Networks Northwest**  
**Steve Patmore, Zoning Administrator**

**Suttons Bay Bingham District Library  
2021-2022 Final Budget**

	Actual 2019-2020	Approved 2020-2021	Approved 2021-2022
<b>Income</b>			
Bingham Township	108,664.88	117,287.00	120,930.00
Suttons Bay Township	125,690.12	135,354.00	137,019.22
State Aid	3,600.00	1,800.00	3,600.00
Penal Fines	10,000.00	5,000.00	7,000.00
Interest Income	700.00	300.00	300.00
Library Fees	1,500.00	1,500.00	1,000.00
Miscellaneous Income	2,900.00	2,900.00	2,900.00
<b>Total Income</b>	<b>253,055.00</b>	<b>264,141.00</b>	<b>272,749.22</b>
<b>Expense</b>			
Collection	24,000.00	24,000.00	
physical			20,000.00
digital			5,000.00
Periodicals	3,500.00	3,500.00	3,500.00
<b>Total Materials</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>28,500.00</b>
Staff and Payroll Expenses			
<b>Total Staff</b>	<b>134,432.85</b>	<b>138,622.05</b>	<b>148,967.79</b>
Building and Equipment			
Electricity	3,400.00	3,400.00	3,400.00
Gas	1,300.00	1,300.00	1,300.00
Repair and Maintenance	3,000.00	3,000.00	3,000.00
Janitorial Services	4,200.00	4,560.00	4,696.80
Landscaping	1,000.00		
Insurance, prop & Liab	2,600.00	2,800.00	2,800.00
Maintenance Supply	500.00	1,000.00	1,000.00
Technology	3,500.00	3,500.00	3,500.00
Computer Maintenance and Support	12,000.00	12,000.00	12,000.00
Copier	850.00	850.00	850.00
<b>Total Building and Equipment</b>	<b>32,350.00</b>	<b>32,410.00</b>	<b>32,546.80</b>
Administrative Services			
Office Supplies	3,500.00	3,500.00	3,500.00
Postage	200.00	320.00	320.00
Legal and Professional	7,500.00	7,500.00	7,500.00
Preschool Program materials	2,500.00	500.00	1,200.00
Summer Reading Program	1,000.00	1,000.00	2,000.00
Other Community Relations	1,500.00	1,000.00	1,500.00
Programing	1,500.00	1,500.00	2,000.00
Dues	2,200.00	2,000.00	2,000.00
Insurance - officers and directors	900.00	900.00	900.00

Trustee expense	100.00	100.00	100.00
Miscellaneous	500.00	600.00	600.00
Total Admin Services	21,400.00	18,920.00	21,620.00
Building fund reserves	5,000.00	5,000.00	5,000.00
Total Expenses	220,682.85	222,452.05	236,634.59
Net Ordinary Income	32,372.15	41,688.95	36,114.63