

## **NOTICE OF MEETING**

The Regular Meeting of the Suttons Bay Township Board will be held  
Wednesday, April 12, 2023 at 5:15pm in the Suttons Bay Township Office.  
(There will be a ZOOM site for remote access)

## **AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

**PUBLIC COMMENT:** Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the township office at 231-271-2722 to have questions discussed.

### **CONFLICT OF INTEREST**

### **REPORTS:**

Planning & Zoning  
Parks Supervisor  
Parks & Recreation Committee  
Fire Authority

### **OLD BUSINESS:**

1. Approval of the Minutes: March 8, 2023 Regular Board Meeting
2. Payment of the Bills

### **NEW BUSINESS:**

1. Approve Final Reconciliation of 2022-2023 Budget
2. Discuss Gloria Korson's Rezone Property Request
3. Rescind Old Ordinance and Approve New Ordinance Addressing Floodplain Management Provisions of the State Construction Code
4. Discuss Request from Friendship Community Center to Use Ice Rink Park on June 11

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

### **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  
Treasurer's Report (unaudited)  
3/31/2023

Account Description	Balance 2/28/2023	Funding Dec	Expenditures Dec	Interest* Income	Balance 3/31/2023
General Account	\$743,414.32	\$47,944.13	(20,236.85)	\$ 1,581.81	\$772,703.41
Tennis Court Fund	\$805.00				\$805.00
Technology	\$0.00			\$0.00	\$0.00
Roads and Parks	\$11,420.41			\$0.00	\$11,420.41
Park Benches	\$1,200.00				\$1,200.00
Pickle Ball Court	\$46,785.00			\$0.00	\$46,785.00
Dog Park Fundraiser	\$131,936.71				\$131,936.71
Pickleball Fundraiser	\$21,400.00				\$21,400.00
Soccer Field	\$1,763.50			\$0.00	\$1,763.50
Ice Rink	\$1,995.00				\$1,995.00
Cemetery	\$13,600.10			\$0.00	\$13,600.10
Metro Funds	\$27,422.08			\$0.00	\$27,422.08
	<u>\$1,001,742.12</u>	<u>\$47,944.13</u>	<u>(20,236.85)</u>	<u>\$1,581.81</u>	<u>\$1,031,031.21</u>

	1/31/2023	Deposit/withdraw	Interest	2/28/2023
<u>Bank Account Summary - ARPA Funds</u>	Stmt. Balance		O/S Deposits	Balance
<b>ARPA Checking/CDAR</b>	<u>\$226,575.58</u>	<u>0.00</u>	<u>79.11</u>	<u>\$226,654.69</u>

	2/28/2023			3/31/2023
	STMN Balance			
<b>TAX Account</b>	<u>\$273,704.69</u>	<u>68,891.72</u>	<u>(341,802.97)</u>	<u>\$793.44</u>
			<u>\$0.00</u>	

**RECONCILIATION SUMMARIES**

	2/28/2023			3/31/2023
<u>Bank Account Summary-General and Restricted</u>	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$807,368.09	(721.08)		\$806,647.01
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,372.18		\$12.04	\$224,384.22
	<u>\$1,031,740.27</u>	<u>(\$721.08)</u>	<u>\$12.04</u>	<u>\$1,031,031.23</u>

	1/31/2023			3/31/2023
<u>Bank Account Summary - Tax and Special Election</u>	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	\$2,655.86	(1,862.42)		
			<u>\$0.00</u>	<u>\$793.44</u>

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

MARCH 2023 (to-date)

For April 2023 PC Meeting

Prepared by Steve Patmore

### LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
March 2023 (to date)	1	1	0	0	0
Year To Date	5	2	2	1	0
Year to date 2022	12	5	5	2	0
Year to date 2021	6	4	1	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	5	4	1	0	0
Year to date 2018	6	4	1	1	0
Year to date 2017	5	0	2	2	1
Year to date 2016	5	2	1	1	1
Year to date 2015	2	0	1	1	0

LUP 23-005 S. Nanagosa Tr. New home to replace home destroyed by fire  
Several Land Use Permits in progress.

### Land Divisions:

- Several Inquiries on splits and the process.
- Research old divisions.

### Zoning Board of Appeals:

- No activity

### Short Term Rentals:

- Renewal Permits for 2023 in progress.
- Questions on short-term rentals every day.
- Short Term Rental Committee is meeting monthly to review ordinance and suggest changes.

### Other:

- Follow up on Site Plan Reviews.
- Site Plan Review – Multi-Family on Herman Road.
- Process application for rezoning on Lover's Lane – County Planning Commission Meeting
- Inquiries on potential Land Uses
- Winery license for 9 Bean Rows.
- Inquiry about applying for a permit for a communication tower.
- New FEMA Flood Plain Maps – revision to ordinance required.
- Research for Zoning Ordinance Overhaul.
- Attended Leelanau Township housing workshop.

## Suttons Bay Township Parks Supervisor Updates

---

**Date: April 3, 2023**

To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update:

Re: Herman Park Parking Lot Expansion, Pickleball Court Expansion and Dog Park Construction

The following is a summary of actions regarding the above that have taken place these past three weeks:

- 1) Requested additional quotations to AJ's Excavating to include Pickleball Courts and Dog Park. Expect quotes the week of April 3, 2023
- 2) Contacted Intex Painting to verify quote from last year for large Pavilion and Pond pavilion was still valid and will schedule painting with our concurrence.
- 3) Follow up meeting with Jim Muennich (Dog Ambassador contact) on any dog park issues. No issues.
- 4) Ice rink dismantling in process. Decision on dewatering w/approval from Village. Will use sump pump and direct water to storm sewer on Lincoln St. about 150 ft north of the rink. This eliminates potential flooding issues as noted in previous years.
- 5) Erik Bahle has offered to provide two metal pods for use by the LSC for the storage of their equipment. Erik will also trade out the two existing metal pods (that have Bahle logo). With my assistance he will drop off the replacements and put them in the locations I suggested.
- 6) Collected all Parks information, assembled into frame and installed in Township Office.
- 7) Per Clerk VanHuystee ordered a proper absentee ballot box, received and installed.
- 8) Kristin Wilson asked if her pod could be moved to the east closer to tennis court # 1 which she would like to use. I contacted Pat Solem and Maxi Neugebauer (both ladies tennis players) and they are good with switching over to court #3 or #4. Pete will have to look at the effect on the men's league (if there is still one). He will also have to update the reservation availability for 2023 with this move.

William Drozdalski  
Parks Supervisor  
Suttons Bay Township

## **DRAFT MINUTES**

### **SUTTONS BAY TOWNSHIP REGULAR BOARD MEETING**

**MARCH 8, 2023, 5:15 P.M.**

(Note: The first part of this meeting will be a Public Hearing on the Proposed 2023/2024 Budget. The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing.

(There will be a ZOOM site for remote access)

#### **CALL TO ORDER**

Tom Nixon, Supervisor, called the regular meeting of the Suttons Bay Township Board to order on Wednesday, March 8, 2023, at 5:15 p.m. at the Township Offices.

Roll of Board Members - Quorum Present

Present: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Doug Periard

Absent and excused: Debbie Slocombe

Staff: Steve Patmore, Marge Johnson

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF THE AGENDA**

*Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the agenda, motion carried.*

#### **OPEN PUBLIC HEARING ON THE PROPOSED 2023-2024 BUDGET**

Tom Nixon opened the public hearing on the proposed 2023-2024 Budget at 5:16 p.m.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Revenues - \$523,169.00. Expenditures - \$552,127.00.

There was no public comment on the proposed budget or written correspondence received.

#### **CLOSE PUBLIC HEARING ON THE PROPOSED 2023-2024 BUDGET**

Tom Nixon declared the public hearing on the proposed 2023-2024 Budget closed at 5:18 p.m.

#### **PUBLIC COMMENT**

Jim Muennick commented on the dog park and said the product roundup should not be used there.

#### **CONFLICT OF INTEREST**

No conflict of interest.

#### **REPORTS:**

Planning & Zoning - Steve Patmore submitted his Report.

Parks Supervisor - Bill Drozdalski submitted his Report.

Parks & Recreation Committee - Pete Ostrowski submitted his Report.

Fire Authority - Dorothy Petroskey - New Union Contract was approved at the Fire Board Meeting.

### **OLD BUSINESS**

1. Approval of the Minutes - February 8, 2023

***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the February 8, 2023 Minutes as submitted, motion carried.***

Approval of the Minutes - February 22, 2023

***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the February 22, 2023 Special Meeting Minutes as submitted, motion carried.***

2. Payment of the Bills -

Sandy VanHuystee submitted bills for payment in the amount of \$16,549.82.

***Tom Nixon/moved, Sandy VanHuystee/supported, to approve payment of the bills in the amount of \$16,549.82, motion carried.***

3. Adopt the Proposed Budget for the 2023-2024 Fiscal Year

***Sandy VanHuystee/moved, Dorothy Petroskey/supported, to adopt the millage rate of .05414 as the maximum allowed by Headlee, and to adopt the proposed Budget for the 2023-2024 Fiscal Year.***

***Roll call vote: Yes: Tom Nixon, Dorothy Petroskey, Doug Periard, Sandy VanHuystee. No: None. Absent & excused: Debbie Slocombe. Motion carried.***

### **NEW BUSINESS**

1. Resolution for Approval of a Small Winemaker and Tasting Room License at 9 Bean Rows

Memo reviewed from Steve Patmore - March 8, 2023

Boulangerie 9 LLC, (Jennifer & Nic Welty) submitted a request for a Small Winemakers License with an On-Premises Tasting Room at 9000 E. Duck Lake Road.

The Michigan Liquor Control Commission requires a licensee to obtain a recommendation from a local government as part of the licensing process.

Suttons Bay Township allows for a Winery or Cidery with a Special Land Use Permit in the Agricultural Zoning District after a Site Plan Review and Public Hearing. There are criteria that must be met to get the Land Use Permit including a license from the State, growing fruit on the property, and meeting other agency approvals. This property is located in the Agricultural Zoning District, and is currently the 9 Bean Rows Farm Market.

The letter from their attorney indicates that the property owners acknowledges that a Special Land Use Permit is required. A recommendation on this license from the township board does not bind or commit the planning commission to approval of the required permit.

I have no objection to a Suttons Bay Township Board recommendation for approval of the

Small Winemakers License and On-Premise Tasting Room with the understanding that the winery owners will need to go through the Special Land Use Permit process.

Suttons Bay Township Resolution No. 6 of 2023

***Tom Nixon/moved, Doug Periard/supported, to adopt Suttons Bay Township Resolution No. 6 of 2023 recommending approval to the Michigan Liquor Control Commission of the BOULANGERIE 9 LLC Small Winemakers License and On-Premise Tasting Room at 9000 E. Duck Lake Road, Suttons Bay, with the understanding that a Special Land Use Permit is required from the township to operate a winery, and that this recommendation for the license does not guarantee that a Special Land Use Permit will be granted by Suttons Bay Township. This Board authorizes the Township Clerk to sign and submit the Local Government Approval Form to the State of Michigan.***

***Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Doug Periard. No: None. Absent and excused: Debbie Slocombe. Suttons Bay Township Resolution No. 6 of 2023 declared adopted.***

2. Discussion on T.A.R.T Proposal for Access Route Adjacent to the Township Office  
Chris Cushman represented T.A.R.T. and said it is proposed that Tart Trail be extended from the Hansen Plaza Parking Lot over the wetland by the Township Offices via construction of a bridge.

The Board discussed the request from T.A.R.T. and the consensus was that project would affect the limited parking at the township offices. No action was taken by the Board.

**PUBLIC COMMENT**

Bill Drozdalski commented on the dog park and said roundup will not be used.

**BOARD MEMBER COMMENTS**

Doug Periard said the actions taken by the Planning Commission were the following: Baldwin Special Use Permit was tabled. Korson rezoning - Planning Comm recommends to Township Board that the rezoning be denied. Work continues on the Zoning Ordinance update.

**ADJOURNMENT**

The meeting was adjourned at 6:02 p.m.

Minutes by Marge Johnson, Recording Secretary  
Sandy VanHuystee, Clerk

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of April 12, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>AF Group</b>					
Bill	04/12/2023		04/22/2023		2,146.00
Total AF Group					2,146.00
<b>Anavon Technology Goup</b>					
Bill	04/12/2023	135.64	04/22/2023		135.64
Total Anavon Technology Goup					135.64
<b>Andy Brandt</b>					
Bill	04/12/2023		04/22/2023		73.88
Total Andy Brandt					73.88
<b>Burnham &amp; Flowers Agency, Inc.</b>					
Bill	04/12/2023		04/22/2023		7,546.00
Total Burnham & Flowers Agency, Inc.					7,546.00
<b>Christy Brow</b>					
Bill	04/01/2023		04/11/2023	1	448.04
Total Christy Brow					448.04
<b>Debbie Slocombe</b>					
Bill	04/01/2023		04/11/2023	1	137.64
Bill	04/12/2023		04/22/2023		197.10
Bill	04/12/2023		04/22/2023		39.42
Total Debbie Slocombe					374.16
<b>Dee McClure</b>					
Bill	04/12/2023		04/22/2023		147.76
Total Dee McClure					147.76
<b>Dennis Rathnaw</b>					
Bill	04/12/2023		04/22/2023		83.12
Bill	04/12/2023		04/22/2023		36.94
Total Dennis Rathnaw					120.06
<b>Donald Gregory</b>					
Bill	04/12/2023		04/22/2023		147.76
Total Donald Gregory					147.76
<b>Dorothy Petroskey</b>					
Bill	04/01/2023		04/11/2023	1	2,186.11
Bill	04/12/2023		04/22/2023		92.65
Total Dorothy Petroskey					2,278.76
<b>Doug Periard</b>					
Bill	04/01/2023		04/11/2023	1	137.64
Bill	04/12/2023		04/22/2023		78.84
Bill	04/12/2023		04/22/2023		157.68
Total Doug Periard					374.16
<b>DTE Energy</b>					
Bill	04/12/2023		04/22/2023		145.26
Total DTE Energy					145.26
<b>Federal Tax Deposit</b>					
Bill	04/12/2023		04/22/2023		1,628.26
Total Federal Tax Deposit					1,628.26



**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of April 12, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>Gosling Czubak</b>					
Bill	04/12/2023		04/22/2023		6,147.00
Total Gosling Czubak					6,147.00
<b>Hansen Plaza Condo Association</b>					
Bill	04/12/2023		04/22/2023		309.16
Total Hansen Plaza Condo Association					309.16
<b>Integrity Business Solutions</b>					
Bill	04/12/2023		04/22/2023		94.77
Total Integrity Business Solutions					94.77
<b>Jean Ann Moe</b>					
Bill	04/12/2023		04/22/2023		379.43
Total Jean Ann Moe					379.43
<b>Jesse Fox</b>					
Bill	04/12/2023		04/22/2023		2,000.00
Total Jesse Fox					2,000.00
<b>Jill Williamson</b>					
Bill	04/12/2023		04/22/2023		75.00
Total Jill Williamson					75.00
<b>Jim Eckerle</b>					
Bill	04/12/2023		04/22/2023		257.67
Total Jim Eckerle					257.67
<b>John Clark</b>					
Bill	04/12/2023		04/22/2023		73.88
Total John Clark					73.88
<b>Lawrence Mawby</b>					
Bill	04/12/2023		04/22/2023		253.97
Total Lawrence Mawby					253.97
<b>Leelanau Enterprise</b>					
Bill	04/12/2023		04/22/2023		132.69
Total Leelanau Enterprise					132.69
<b>Marge Johnson</b>					
Bill	04/12/2023		04/22/2023		221.64
Total Marge Johnson					221.64
<b>Michigan Assessing Service</b>					
Bill	04/12/2023		04/22/2023		3,888.33
Total Michigan Assessing Service					3,888.33
<b>Netlink</b>					
Bill	04/12/2023		04/22/2023		650.00
Total Netlink					650.00
<b>Northern Building Supply, LLC</b>					
Bill	04/12/2023		04/22/2023		20.50
Total Northern Building Supply, LLC					20.50

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of April 12, 2023

Type	Date	Num	Due Date	Aging	Open Balance
<b>Patti Miller</b>					
Bill	04/12/2023		04/22/2023		257.67
Bill	04/12/2023		04/22/2023		147.76
Total Patti Miller					405.43
<b>Pete Ostrowski</b>					
Bill	04/12/2023		04/22/2023		36.94
Bill	04/12/2023		04/22/2023		3,202.00
Total Pete Ostrowski					3,238.94
<b>Rhoda Johnson</b>					
Bill	04/12/2023		04/22/2023		147.76
Total Rhoda Johnson					147.76
<b>Robert Weyand</b>					
Bill	04/12/2023		04/22/2023		257.67
Total Robert Weyand					257.67
<b>Sandra Van Huystee</b>					
Bill	04/01/2023		04/11/2023	1	2,317.78
Total Sandra Van Huystee					2,317.78
<b>Spectrum Business</b>					
Bill	04/12/2023		04/22/2023		115.00
Total Spectrum Business					115.00
<b>State of Michigan</b>					
Bill	04/12/2023		04/22/2023		968.65
Total State of Michigan					968.65
<b>Steven Patmore</b>					
Bill	04/01/2023		04/11/2023	1	3,169.26
Total Steven Patmore					3,169.26
<b>Tom Koernke</b>					
Bill	04/12/2023		04/22/2023		175.47
Total Tom Koernke					175.47
<b>Tom Nixon</b>					
Bill	04/01/2023		04/11/2023	1	1,330.58
Bill	04/12/2023		04/22/2023		118.26
Total Tom Nixon					1,448.84
<b>Village of Suttons Bay</b>					
Bill	04/12/2023		04/22/2023		63.96
Total Village of Suttons Bay					63.96
<b>William Drozdalski</b>					
Bill	04/12/2023		04/22/2023		164.85
Bill	04/12/2023		04/22/2023		904.37
Total William Drozdalski					1,069.22
<b>TOTAL</b>					<b>43,447.76</b>

Board Members

There are some cost centers that need to be adjusted and sending you only the expense pages 3 through 7 at this time. I will give you updated Pages 1 & 2, Summary and Revenues, sometime this Weekend.

The following are the cost centers to be adjusted.

On page 3 – would like a motion to make reallocations from the Township Board to Elections of \$4,000 And to Clerk of \$2,000, for a total of \$6,000.00.

Then on page 6-would like a motion to reallocate from Graham-Greene to Ice Rink, on page 5, \$6,000.00.

These are the only items that need to be considered Wednesday.

Thanks for.  
Sandy

**SUTTONS BAY TOWNSHIP**

Page 3 expenditures

4/12/2023

	<b>ENDING EXPENSES <u>3/31/2022</u></b>	<b>ADOPTED BUDGET <u>2022/2023</u></b>	<b>EXPENSES ENDING <u>3/31/2023</u></b>	<b>ADOPTED BUDGET <u>2023/2024</u></b>
<b><u>TOWNSHIP BOARD EXPENDITURES</u></b>				
Secretary	1,230.00	1,300.00	1,200.00	1,300.00
Salaries & Wages - Twp. Board	3,783.92	5,000.00	2,785.96	5,000.00
Clerical-office staff	1,550.00	3,000.00	1,580.00	2,500.00
Pension	450.34	5,000.00	403.04	1,000.00
Office supplies	2,906.36	3,000.00	3,868.85	4,000.00
Profession Fees-Acct & Legal	6,261.00	10,000.00	1,664.50	10,000.00
Publishing-Board	1,242.01	1,500.00	820.49	1,500.00
Meetings & Fees	0.00	500.00	395.00	500.00
Association Dues	4,564.39	5,000.00	4,838.26	5,100.00
Misc/Bank Charges	3,426.58	1,500.00	2,923.63	1,200.00
Equipment lease & maint.	2,443.32	4,500.00	5,108.32	5,000.00
Capital Outlay	<u>6,238.24</u>	<u>5,000.00</u>	<u>3,880.00</u>	<u>5,000.00</u>
<b>TOTAL</b>	<b>34,096.16</b>	<b>45,300.00</b>	<b>29,468.05</b>	<b>42,100.00</b>
Reallocated to Clerk/Elections	<b>0.00</b>	<b><u>6,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>TOTAL</b>	<b>34,096.16</b>	<b>39,300.00</b>	<b>29,468.05</b>	<b>42,100.00</b>
<b><u>SUPERVISOR</u></b>				
Salary	18,034.92	18,035.00	17,905.59	19,478.00
Pension	<u>1,983.85</u>	<u>1,984.00</u>	<u>1,983.85</u>	<u>2,152.00</u>
<b>TOTAL</b>	<b>20,018.77</b>	<b>20,019.00</b>	<b>19,889.44</b>	<b>21,630.00</b>
<b><u>ELECTIONS</u></b>				
Salary	2,380.00	14,000.00	12,084.63	5,000.00
Supplies	<u>255.10</u>	<u>6,000.00</u>	<u>11,793.78</u>	<u>3,000.00</u>
<b>TOTAL</b>	<b>2,635.10</b>	<b>20,000.00</b>	<b>23,878.41</b>	<b>8,000.00</b>
Allocated from Twp. Board	<b><u>0.00</u></b>	<b><u>4,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>TOTAL</b>	<b>2,635.10</b>	<b>24,000.00</b>	<b>23,878.41</b>	<b>8,000.00</b>
<b><u>ASSESSOR</u></b>				
Salary	50,802.18	55,000.00	52,371.95	55,000.00
Office supplies	941.97	1,500.00	601.62	2,000.00
BSA Support	<u>931.00</u>	<u>1,100.00</u>	<u>962.00</u>	<u>1,100.00</u>
<b>TOTAL</b>	<b>52,675.15</b>	<b>57,600.00</b>	<b>53,935.57</b>	<b>58,100.00</b>
<b><u>CLERK</u></b>				
Deputy Clerk				
Salaries & Wages -Clerk	412.50	2,000.00	2,190.00	3,000.00
Election Administrator	26,887.08	28,387.00	29,386.78	30,658.00
Pension	68.99	1,000.00	1,110.00	1,000.00
<b>TOTAL</b>	<b><u>2,957.57</u></b>	<b><u>3,122.00</u></b>	<b><u>3,122.57</u></b>	<b><u>3,372.00</u></b>
	<b>30,326.14</b>	<b>34,509.00</b>	<b>35,809.35</b>	<b>38,030.00</b>
Allocated from Twp. Board	<b><u>0.00</u></b>	<b><u>2,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>TOTAL</b>	<b>30,326.14</b>	<b>36,509.00</b>	<b>35,805.35</b>	<b>38,030.00</b>

**SUTTONS BAY TOWNSHIP****Page 4 expenditures****4/12/2023**

<b>ENDING EXPENSES <u>3/31/2022</u></b>	<b>ADOPTED BUDGET <u>2022/2023</u></b>	<b>EXPENSES ENDING <u>3/31/2023</u></b>	<b>ADOPTED BUDGET <u>2023/2024</u></b>
---	--	---	--

**BOARD OF REVIEW**

Salary	1,207.00	1,200.00	0.00	1,400.00
Office supplies	352.50	100.00	0.00	500.00
Printing & Publishing	<u>389.17</u>	<u>400.00</u>	<u>195.18</u>	<u>400.00</u>
<b>TOTAL</b>	<b>1,948.67</b>	<b>1,700.00</b>	<b>195.18</b>	<b>2,300.00</b>

**TREASURER**

Salary	22,690.08	23,890.00	23,890.08	25,801.00
Deputy Treasurer	345.00	2,000.00	30.00	1,000.00
School Contract-wages	5,250.00	5,250.00	5,250.06	5,250.00
Pension	3,073.40	3,205.00	3,205.40	3,415.63
Office supplies	2,842.28	3,000.00	2,645.39	3,300.00
Office supplies-school contract	2,965.37	2,500.00	2,482.52	2,700.00
BSA support	813.00	850.00	840.00	900.00
Tax Tribunal Adjustments	<u>945.92</u>	<u>1,000.00</u>	<u>586.35</u>	<u>1,000.00</u>
<b>TOTAL</b>	<b>38,925.05</b>	<b>41,695.00</b>	<b>38,929.80</b>	<b>43,367.00</b>

**PLANNING & ZONING**

Planning Contract	7,126.00	12,000.00	8,695.68	10,000.00
Salary-Secretary	1,120.00	1,000.00	1,200.00	1,300.00
Salaries & Wages-P/Commissin	4,537.00	5,000.00	3,247.96	5,000.00
Salary-Zoning Administrator	42,168.36	43,968.00	43,168.36	47,485.00
Clerk-office staff	2,380.00	3,000.00	1,170.00	2,500.00
Office supplies	155.03	3,000.00	1,701.00	1,500.00
Legal-Zoning	1,264.00	10,000.00	5,056.00	8,000.00
Publishing	948.30	1,500.00	1,209.65	1,000.00
Meeting & Classes	335.00	1,500.00	0.00	1,500.00
Ordinance printing	0.00	0.00	0.00	3,000.00
Master Plan Consultant	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
<b>TOTAL</b>	<b>60,033.69</b>	<b>80,968.00</b>	<b>64,448.65</b>	<b>101,285.00</b>

**SUTTONS BAY TOWNSHIP**  
**Page 5 expenditures**  
**4/12/2023**

**ENDING**  
**EXPENSES**  
**3/31/2022**

**ADOPTED**  
**BUDGET**  
**2022/2023**

**ENDING**  
**EXPENSES**  
**3/31/2-23**

**ADOPTED**  
**BUDGET**  
**2023/2024**

**PARKS**

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

**HERMAN PARK**

Maint. (Whiteford & Herman Bros.)	17,099.14	22,000.00	16,371.00	22,000.00
Operations: trash/port-a-jons	4,338.31	5,500.00	7,386.88	7,000.00
Electric for Herman Park	699.79	800.00	607.32	1,000.00
Replace garden pea gravel-concrete	0.00	12,400.00	9,990.00	0.00
Water Testing	364.67	500.00	386.70	800.00
Relocate/respace pine trees	0.00	1,600.00	1,500.00	0.00
Decommission 2 well heads	0.00	920.00	0.00	995.00
Parking Lot	0.00	0.00	0.00	65,000.00
Tennis Court Maintenance	18,809.00	0.00	397.50	0.00
Pavilion Maintenance	0.00	5,000.00	0.00	21,000.00
ADA compliant Bottle fill	1,465.00	0.00	0.00	0.00
Restripe parking lot	0.00	1,600.00	0.00	1,800.00
Repair damaged paved trail	0.00	1,500.00	0.00	2,000.00
Pruning-pond & trail	0.00	3,000.00	0.00	3,000.00
Playground-restricted	0.00	2,000.00	0.00	0.00
Professional Services-Parking lot	10,799.57	1,500.00	15,320.00	5,000.00
Soccer Field engineering	150.00	0.00	0.00	0.00
Misc.gnrl A-F on report of 2/16/20	129.99	0.00	0.00	0.00
Pickle Ball screens	<u>0.00</u>	<u>0.00</u>	<u>397.50</u>	<u>0.00</u>
<b>TOTAL</b>	<b>53,855.47</b>	<b>58,320.00</b>	<b>52,356.90</b>	<b>129,595.00</b>

**ICE RINK**

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

**ALLOCATED FROM GRAHAM GREENE**

<b>TOTAL</b>	<b><u>0.00</u></b>	<b><u>6,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>TOTAL</b>	<b>14,211.82</b>	<b>36,600.00</b>	<b>33,344.86</b>	<b>15,600.00</b>

Suttons Bay Township  
Page 6 expenditures  
4/12/2023

ENDING  
EXPENSES  
3/31/2022

ADOPTED  
BUDGET  
2022/2023

EXPENSES  
ENDING  
3/31/2023

ADOPTED  
BUDGET  
2023/2024

**GRAHAM-GREENE**

Maintenance	1,127.48	2,000.00	979.00	2,000.00
Operations: trash/port-a-jons	1,031.25	1,500.00	1,541.81	1,800.00
Signage & post	1,223.44	0.00	0.00	0.00
Professional services	0.00	6,500.00	4,420.00	2,000.00
Add posts around culvert	0.00	500.00	0.00	500.00
Purchase 3 metal picnic tables	0.00	3,300.00	0.00	3,300.00
Clear trees for visibility of beach	0.00	1,200.00	0.00	1,200.00
Remove dead trees/exposed rocks	0.00	1,500.00	0.00	1,500.00
Purchase 3 metal benches	<u>0.00</u>	<u>2,400.00</u>	<u>0.00</u>	<u>3,600.00</u>
<b>TOTAL</b>	<b>3,382.17</b>	<b>18,900.00</b>	<b>6,940.81</b>	<b>15,900.00</b>
Reallocated to Ice Rink	<u>0.00</u>	<u>6,000.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>3,382.17</b>	<b>12,900.00</b>	<b>6,940.81</b>	<b>15,900.00</b>

**STEIMEL PARK**

Maintenance	1,610.00	2,500.00	1,025.00	2,000.00
Operations: trash/port-a-jons	933.95	1,200.00	747.22	1,200.00
Signage & post	1,223.44	0.00	0.00	0.00
Remove tress and clean beach area	0.00	3,000.00	3,743.00	0.00
Remove damaged and dying trees	0.00	800.00	0.00	0.00
Relocate metal bench	0.00	100.00	0.00	0.00
Application for poisonivy	0.00	400.00	0.00	400.00
Prune brush seating area-chips	<u>0.00</u>	<u>900.00</u>	<u>0.00</u>	<u>900.00</u>
<b>TOTAL</b>	<b>3,767.39</b>	<b>8,900.00</b>	<b>5,515.22</b>	<b>4,500.00</b>

**45th Parallel Park**

Signage	1,195.93	0.00	0.00	0.00
Purchase and install signage	0.00	800.00	0.00	800.00
MDOT-wood chip path M22-45th	<u>0.00</u>	<u>3,000.00</u>	<u>2,948.71</u>	<u>0.00</u>
<b>TOTAL</b>	<b>1,195.93</b>	<b>3,800.00</b>	<b>2,948.71</b>	<b>800.00</b>

**GRAND TOTAL - PARKS**

**88,022.21**

**133,920.00**

**107,106.50**

**188,715.00**

Suttons Bay Township Page 7 expenditures 4/12/2023	ENDING EXPENSES <u>3/31/2022</u>	ADOPTED BUDGET <u>2022/2023</u>	EXPENSES ENDING <u>3/31/2023</u>	ADOPTED BUDGET <u>2023/2024</u>
<b>CEMETERY</b>				
Salary/Sexton	1,000.00	1,000.00	1,000.00	1,000.00
Maintenance	6,040.44	7,000.00	5,133.40	5,000.00
Improvements	<u>0.00</u>	<u>5,000.00</u>	<u>2,688.00</u>	<u>5,000.00</u>
<b>TOTAL</b>	<b>7,040.44</b>	<b>13,000.00</b>	<b>8,821.40</b>	<b>11,000.00</b>
 <b><u>PUBLIC SAFETY</u></b>				
Road Improvements	<u>0.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>
 <b><u>OTHER FUNCTIONS</u></b>				
Insurance	8,530.00	9,000.00	9,050.00	10,000.00
Payroll Expenses	4,247.26	7,000.00	7,987.14	7,000.00
Pension Program Expenses	200.00	200.00	200.00	200.00
Spring Cleanup	3,647.11	4,500.00	3,436.17	4,000.00
Short Term Rentals	<u>2,300.92</u>	<u>3,000.00</u>	<u>2,415.97</u>	<u>3,000.00</u>
<b>TOTAL</b>	<b>18,925.29</b>	<b>23,700.00</b>	<b>23,089.28</b>	<b>24,200.00</b>
 <b><u>TOWNSHIP OFFICE</u></b>				
Phone	3,193.79	3,500.00	3,423.35	3,000.00
Electric	1,364.91	1,500.00	1,454.31	1,500.00
Heat	986.27	1,500.00	1,237.38	1,500.00
Water/Sewer	776.10	1,500.00	770.27	1,200.00
Security	0.00	0.00	0.00	1,000.00
Maintenance	2,537.67	3,200.00	6,072.85	3,200.00
Condo Fees	853.04	2,000.00	1,600.14	2,000.00
Roof replacement	0.00	25,000.00	0.00	0.00
Long Term Building Fund	<u>0.00</u>	<u>10,000.00</u>	<u>4,353.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>9,711.78</b>	<b>48,200.00</b>	<b>18,911.30</b>	<b>13,400.00</b>
 <b>TOTAL GENERAL FUND EXPENSES</b>	<b>364,358.45</b>	<b>530,611.00</b>	<b>424,482.93</b>	<b>552,127.00</b>



# MEMO

APRIL 12, 2023 SUTTONS BAY TOWNSHIP BOARD MEETING

## **NEW FEMA Flood Plain Ordinance – by Steve Patmore**

### **Attachments:**

- **Draft New Ordinance Addressing Floodplain Management.**
- **Previous Ordinance 2 of 2018.**
- **Email from Matthew Occhipinti, EGLE National Flood Insurance Program Coordinator**

### **Background:**

- In 2018 the Suttons Bay Township Board approved an Ordinance and Resolution addressing Floodplain Management, adopting the 2018 FEMA Maps, and designating Leelanau County as the enforcing agency.
- The Federal Emergency Management Agency (FEMA) has completed a new Flood Study and has adopted new floodplain maps for Leelanau County effective June 7, 2023.
- In order for residents to maintain flood insurance, the township must continue their participation in the NFIP and adopt the new maps.
- The Michigan EGLE State NFIP Coordinator worked with me to prepare the appropriate Ordinance for adoption, and is reviewing the draft documents. His email is included.
- As Zoning Administrator, I will continue to perform a preliminary review of proposed new construction to determine if it is within or near the designated mapped flood plain, and indicate on the permit.
- The new flood plain maps can be viewed on-line on the FEMA website, or we have paper copies at the township offices.

### **Requested Board Action:**

1. ***Motion to adopt Suttons Bay Township Ordinance No. of 2023, an Ordinance Addressing Floodplain Management provisions of the State Construction Code and rescinding Suttons Bay Township Ordinance No. 2 of 2018 (as-presented / as amended).***  
**Roll Call Vote Required**

**SUTTONS BAY TOWNSHIP, LEELANAU COUNTY**

**ORDINANCE NO: OF 2023**

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

Community Name: **Suttons Bay Township,**

County: **Leelanau**

An Ordinance to Repeal Suttons Bay Township Ordinance No. 2 of 2018 and to designate an enforcing agency to discharge the responsibility of the Township of Suttons Bay located in Leelanau County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The **Township of Suttons Bay** ordains:

**Section 1. AGENCY DESIGNATED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Construction Code Office (*community official/position title or name of other entity, agency, firm*) of the County of Leelanau is hereby designated as the enforcing agency to discharge the responsibility of the Township of Suttons Bay under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The County of Leelanau assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

**Section 2. CODE APPENDIX ENFORCED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

**Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS.** The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "The Flood Insurance Study for Leelanau County, All Jurisdictions", effective June 7, 2023 and the

Flood Insurance Rate Map (FIRM) panels contained on index panel 26089CIND0B, effective June 7, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

**Section 4. REPEALS.** All ordinances inconsistent with the provisions of this ordinance are hereby repealed. ***Suttons Bay Township Ordinance No. 2 of 2018 is hereby Repealed.***

**Section 5. PUBLICATION.** This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YEAS: \_\_\_\_\_

NEAS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Adopted this \_\_\_\_\_<sup>th</sup> day of April, 2023.

This ordinance duly adopted on April , 2023 at a regular meeting of the Suttons Bay Township Board will become effective on \_\_\_\_\_.

Date Approved:

Date Published:

Effective Date:

Signed on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Signature),

Sandra VanHuystee, Clerk of the Township of Suttons Bay, Leelanau County

Attested on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Signature),

Tom Nixon, Supervisor of the Township of Suttons Bay, Leelanau County

**SUTTONS BAY TOWNSHIP, LEELANAU COUNTY**

**ORDINANCE NO: 2 OF 2018**

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

Community Name: **Suttons Bay Township**, County: **Leelanau**

An Ordinance to designate an enforcing agency to discharge the responsibility of the Township of Suttons Bay located in Leelanau County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The Township of Suttons Bay ordains:

**Section 1. AGENCY DESIGNATED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Construction Code Office (*community official/position title or name of other entity, agency, firm*) of the County of Leelanau is hereby designated as the enforcing agency to discharge the responsibility of the Township of Suttons Bay under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The County of Leelanau assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

**Section 2. CODE APPENDIX ENFORCED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

**Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS.** The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "LEELANAU COUNTY, MICHIGAN (ALL JURISDICTIONS)" (study title) and dated

August 28, 2018, and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26089C0265D, 26089C0270D, 26089C0290D, 26089C0380D, 26089C0385D, 26089C0425D, and 26089CIND0A (Number(s)) dated August 28, 2018 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

**Section 4. REPEALS.** All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**Section 5. PUBLICATION.** This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

MOTION BY: BAHLE                      SECONDED BY: VANHUUSTEE

YEAS: NIXON, VANHUUSTEE, BAHLE, SLOCOMBE, HARTESVELT

NEAS: NONE

ABSENT: NONE

Adopted this 8<sup>th</sup> day of August, 2018.

This ordinance duly adopted on August 8, 2018 at a regular meeting of the Suttons Bay Township Board will become effective on August 17, 2018.

Date Approved:            August 8, 2018

Date Published:           August 16, 2018

Effective Date:            August 17, 2018

Signed on 8-15-18 (Date) by Sandra Van Huystee (Signature),

Sandra VanHuystee, Clerk of the Township of Suttons Bay, Leelanau County

Attested on 8-15-18 (Date) by Richard Bahle (Signature),

Richard Bahle, Supervisor of the Township of Suttons Bay, Leelanau County

## Steve Patmore

---

**From:** Occhipinti, Matthew (EGLE) <OCCHIPINTIM@michigan.gov>  
**Sent:** Thursday, March 23, 2023 9:51 AM  
**To:** zoningadmin@suttonsbaytwp.com  
**Subject:** Leelanau Co NFIP Ordinance update information  
**Attachments:** 2018 FP ORD No. 01-071618- Bingham twp.pdf; 2018 FP ORD- Suttons Bay Vill.pdf

Hello Steve,

Section 3 needs to be updated to the following language. Note that the individual panels for each community no longer have to be listed:

**Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS.** The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "The Flood Insurance Study (FIS) for Leelanau County, All Jurisdictions, effective June 7, 2023 and the Flood Insurance Rate Map (FIRM) panels contained on index panel 26089CIND0B, effective June 7, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Matthew Occhipinti, PE, CFM | NFIP Coordinator/ Floodplain Engineer | Water Resources Division  
350 Ottawa Ave, NW, Grand Rapids, MI 49503 | ☎ 616-204-1708 | Fax: 616-356-0202  
[www.michigan.gov/floodplainmanagement](http://www.michigan.gov/floodplainmanagement)



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

## MASS GATHERING APPLICATION

**\$100.00 Application Fee** \_\_\_\_\_

**Event Insurance:** Use of Public Property requires liability insurance consisting of: Public Liability Insurance with limits of not less than \$1,000,000 and, Property Damage Insurance with a limit of not less than \$50,000 from a company authorized to do business in Michigan.

Please complete this application to reserve your date and receive a Mass Gathering license for your special event. If the application is not approved, the applicant will be notified by phone.

### APPLICANT INFORMATION

Title of Event: THE CENTER cultural Festival  
Date(s) of Event: SUNDAY, JUNE 11th  
Proposed Location of Event: ICE RINK PARK  
Number of People expected to attend the event: 300  
Type of Event: Community Event  
Describe in detail the activities planned: SEE attached.

### APPLICANT

Name of Applicant: THE FRIENDSHIP Community Center  
Address: 201 W. Broadway Suttons Bay  
Phone #: 616-405-0006 Email: lift.youth.sb@gmail.com

### SPONSOR

Sponsoring Organization: THE FRIENDSHIP COMMUNITY CENTER  
Contact Name: Bekah TenBrink  
Address: PO BOX 51  
Suttons Bay, MI 49682

RECEIVED  
3-20-23

PAID  
\$100  
3/24/23



Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### SCHEDULE

	Date	Time	Day of Week
Setup:	<u>June 10<sup>th</sup></u>	<u>12pm-4 pm</u>	<u>SATURDAY</u>
Event Starts:	<u>June 11<sup>th</sup></u>	<u>11 am</u> <del>scribble</del>	<u>SUNDAY</u>
Event Ends:	<u>June 11<sup>th</sup></u>	<u>5 pm</u>	<u>SUNDAY</u>
Dismantle:	<u>June 11<sup>th</sup></u>	<u>5-7 pm</u>	<u>SUNDAY</u>

### EVENT DETAILS

Please provide on a separate sheet of paper, a complete disclosure and description of the following:

1. Will alcohol be sold or provided?  
Description of any beverages to be provided or sold to public. Yes ☒ No
2. Will food or merchandise to be sold or provided?  
Description of food or merchandise to be provided or sold to public. ☒ Yes No
3. Procedures to manage parking, traffic, road closures, and circulation expectations for pedestrians and vehicles.  
Provide details of anticipated procedures and process. ☒ Yes No
4. Do you plan to have sound amplification?  
Provide description. ☒ Yes No
5. Are there sanitation requirements?  
Procedures and facilities to manage sanitation. Yes ☒ No
6. Is electrical power required?  
Describe power requirements and how power is to be provided. ☒ Yes No
7. Will any type of tent(s) or structure be setup or installed?  
Provide layout and description. ☒ Yes No

### ADDITIONAL REQUIRMENTS

Miss Dig: You may be required to contact MISS DIG no less than 1 week prior to event. Failure to do so could result in license being withdrawn and cancellation/postponement of event. 1-800-482-7171

Clean Up: Licensees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of licensee's failure to clean and/or restore the site following the event will be borne by the licensee.



# ICE RINK PARK



FENCE

EMS, FIRE, POLICE

PORTO POTTES

HANDI  
CAP

EXIT  
X

X X X X X X  
ARTIST BOOTHS  
X X X X X X

INFO  
TENT

FENCE

SIDEWALK

FENCE

SEATING

STAGE  
FENCE

Entrance  
X

SIDEWALK

SIDE OF ROAD PARKING

BOARDWALK

## Cultural Festival 2023

Serving 350-400 Community Members

### ***Intention:***

1. Raise awareness of culture through educational storytelling, song, dance, and art.
2. Exposure to new food by offering cultural cuisine prepared by local makers.
3. Gathering, building cultural connection, and local community growth.

### ***How:***

1. Networking to find, invite, and include all cultures that reside in our local community. We will facilitate this by having our intended programs as listed above.

### ***Layout: (stage, artisan vendors, and food trucks & tents)***

1. Introduction: MC will introduce the Cultural Festival, sponsors & partners, and the mission of the event.
  - a. Each culture will have 30 minutes to present a story, dance, music, etc.
  - b. DJ will fill in with music between sets
2. Celebration: We wanted to "celebrate" the festival with either biodegradable chinese lanterns or something (TBD)

### ***Local identified cultures: (potentially have more)***

1. Mexican/Cuban/Latin
2. Native American
3. Polish
4. German
5. Philipino
6. Italian
7. Canadian
8. Irish
9. African American
10. Hmong

### ***Budget: (need to research costs)***

- Bathrooms (Porta-potties) \$300
- Printing \$500
- Media \$500
- Stage/lights/microphone/speakers: BORROWED (reg \$1,000)
- DJ: IN-KIND (reg. \$500)
- Admin time \$1,500
- Stamp or bracelets for entry \$184
- Volunteer Shirts \$800 (\$20 per shirt x 50 volunteers)