

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

The Regular Meeting of the Suttons Bay Township Board is hereby called for 5:15 PM Wednesday, September 8, 2021.

This meeting is being held face-to-face at the Suttons Bay / Bingham Fire and Rescue Authority meeting room at 201 N. St Mary's Avenue in Suttons Bay. Due to continuing concerns about Covid transmission there will also be a Zoom link for remote attendance. Any unvaccinated member of the Public in attendance is required to wear a mask. Others should use their own judgement as to mask wearing.

PRELIMINARY AGENDA

CALL TO ORDER

Board Members: Announce Name, Position, Present Physical Location if not Present

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. Herman Park:
 - a. Approval of Tentative Master Plan
 - b. Memorial Garden Sign approval
 - c. Irrigation extension: Playing fields
 - d. Parking Lot Expansion
4. Other Park Issues:
 - a. Temporary Parks Supervisor
 - b. Signage Standards
 - c. PRC New Member Approval
 - d. Consideration of Modification to Memorial Garden Pathway

NEW BUSINESS:

1. Public Input Meeting re: use of COVID Relief Funds

PUBLIC COMMENT / BOARD MEMBER COMMENTS / ADJOURNMENT

MINUTES
SUTTONS BAY TOWNSHIP BOARD
REGULAR MEETING
August 11, 2021

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. on Wednesday, August 11, 2021 at the Suttons Bay Bingham Fire and Rescue Meeting Room, 201 St Mary's Street, Suttons Bay, Michigan. The Township allowed guests to meet remotely.

Board members announce name, position, present physical location

ROLL CALL - Quorum Present

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

APPROVAL OF THE AGENDA

The agenda was approved by consensus.

PUBLIC COMMENT

None.

REPORTS

- Treasurer - As presented.
- Planning & Zoning – No report
- Fire Authority – The Board discussed the pension fund and actuary results. Rich Bahle stated the fund is in good shape.
- Parks & Rec –Trustee Debbie Slocombe stated that the draft minutes have been presented. She added that the Rec Committee elected new officers, discussed the memorial garden signs and the OMA. Tom Nixon asked that the next agenda include parking lot location, dog park and pathway to the memorial garden.
- Facilities – No report.

OLD BUSINESS

1. Approval of the Minutes of previous meetings.

July 14, 2021 Minutes-Tom Nixon noted a typo on the last page with an extra “r” in member. ***Dorothy Petroskey/moved, Rich Bahle/supported, to approve the Minutes of July 14, 2021 as amended, PASSED.***

July 28, 2021 Minutes-Tom Nixon asked that the Board member that were in attendance be listed in the minutes. ***Tom Nixon/moved, Rich Bahle/supported, to approve the July 28, 2021 Minutes as amended, PASSED.***

2. Approval of the Bills

Sandy VanHuystee/moved, Debbie Slocombe supported to approve payment of the bills in the amount of \$25,946.50 (which included Whiteford Maintenance) PASSED.

3. Memorandum of Understanding Leelanau Soccer Club/Field Use & Maintenance

Tom Nixon and Debbie Slocombe met with the Leelanau Soccer Club and reviewed the Memorandum of Understanding. He indicated that the LSC Board has approved the document and he and Debbie were comfortable with the changes made. ***Tom Nixon/moved, Debbie Slocombe/supported to accept the memorandum of understanding between Leelanau Soccer Club and Suttons Bay Township as presented and authorize the Supervisor to sign the same on behalf of the Township. PASSED***

4. Coronavirus Local Fiscal Recovery Fund (CLFRF) Motion to Open Separate Bank Account.
Dorothy Petroskey stated that the MTA recommends that the funds received from the CLFRF be placed in a separate bank account. She added that the account will require a single audit each year.

Dorothy Petroskey/moved Sandra VanHuystee/supported to open a separate bank account for the Coronavirus Local Fiscal Recovery Funds. PASSED

NEW BUSINESS

Herman Park: Memorial Garden Sign:

JoAnne Gerben spoke on behalf of the Bay Area Garden Club regarding a sign request for the Blue Star Memorial gardens. They are asking for a 40” x 24” sign to be placed in the garden that identifies the garden club and all their hard work. Board members discussed sign standards and identification for all the areas of the park. The Garden Club would like to make a dedication in early October and have been notified it will take up to 30 days to have the sign. It was suggested that the Board members make an on-site visit to see where the sign is proposed to be placed and to see how it fits in.

2. Federal Procurement Conflict of Interest Policy

The federal government is requiring that all Entitlement Units adopt a Federal Procurement Conflict of Interest Policy prior to receiving the CLFRF funds.

Rich Bahle/Sandra VanHuystee/supported, to adopt the Federal Procurement Conflict of Interest Policy as presented. PASSED

PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

Dorothy Petroskey-stated that the first planning commission meeting with members attending in person was one of the best meetings she has attended to date for the planning commission. She felt that there was good communication and participation from all members.

Debbie Slocombe –asked if it was necessary for Envirologic to start a conversation with EGLE to review the previous sampling performed at the park and whether additional soil sampling will be required. Rich Bahle stated it will be up to EGLE to make that determination.

ADJOURNMENT

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

SANDY VANHUYSTEE, CLERK

Suttons Bay Township
Unpaid Bills Detail
 As of September 8, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Bingham Township					
Bill	09/08/2021		09/18/2021		262.11
Total Bingham Township					262.11
Christy Brow					
Bill	09/01/2021		09/11/2021		444.67
Total Christy Brow					444.67
Debbie Slocombe					
Bill	09/01/2021		09/11/2021		127.45
Total Debbie Slocombe					127.45
Dorothy Petroskey					
Bill	09/01/2021		09/11/2021		1,694.84
Bill	09/08/2021		09/18/2021		367.95
Total Dorothy Petroskey					2,062.79
DTE Energy					
Bill	09/08/2021		09/18/2021		34.99
Total DTE Energy					34.99
Federal Tax Deposit					
Bill	09/08/2021		09/18/2021		1,792.12
Total Federal Tax Deposit					1,792.12
Hentco Tennis Court Specialist					
Bill	09/08/2021		09/18/2021		18,199.00
Total Hentco Tennis Court Specialist					18,199.00
Integrity Business Solutions					
Bill	09/08/2021		09/18/2021		63.87
Total Integrity Business Solutions					63.87
Jill Williamson					
Bill	09/08/2021		09/18/2021		75.00
Total Jill Williamson					75.00
Leelanau County Treasurer					
Bill	09/08/2021		09/18/2021		331.76
Total Leelanau County Treasurer					331.76
Marge Johnson					
Bill	09/08/2021		09/18/2021		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	09/08/2021		09/18/2021		3,748.16
Total Michigan Assessing Service					3,748.16
Northern Building Supply, LLC					
Bill	09/08/2021		09/18/2021		4.98
Total Northern Building Supply, LLC					4.98
Paul Whiteford					
Bill	09/08/2021		09/18/2021		2,610.00
Total Paul Whiteford					2,610.00

Suttons Bay Township
Unpaid Bills Detail
As of September 8, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Pitney Bowes					
Bill	09/08/2021		09/18/2021		169.98
Bill	09/08/2021		09/18/2021		200.73
Total Pitney Bowes					370.71
Richard Bahle					
Bill	09/01/2021		09/11/2021		1,181.11
Total Richard Bahle					1,181.11
Sandra Van Huystee					
Bill	09/01/2021		09/11/2021		2,154.96
Total Sandra Van Huystee					2,154.96
SOS Analytical					
Bill	09/08/2021		09/18/2021		25.00
Total SOS Analytical					25.00
Spectrum Business					
Bill	09/08/2021		09/18/2021		265.28
Total Spectrum Business					265.28
State of Michigan					
Bill	09/08/2021		09/18/2021		362.76
Total State of Michigan					362.76
Steven Patmore					
Bill	09/01/2021		09/11/2021		2,857.26
Total Steven Patmore					2,857.26
Tom Nixon					
Bill	09/01/2021		09/11/2021		127.45
Total Tom Nixon					127.45
Williams & Bay					
Bill	09/08/2021		09/18/2021		333.50
Total Williams & Bay					333.50
TOTAL					37,582.69

Sbaytwp

From: JoAnne Gerben <jmgerben@gmail.com>
Sent: Wednesday, August 25, 2021 9:29 PM
To: sbaytwp@suttonsbaytwp.com
Subject: By-the-Bay Garden Sign

Greetings,

By-the-Bay Garden Club has been contacted by the sign company asking if we have any new information regarding our sign. Please let us know when you decide how we can proceed.

Also, I have visited the Botanic Garden in Traverse City as well as one in Chicago and both use crushed stone for their paths. It is ADA compliant and not costly.

Thank you,

JoAnne Gerben
By-the-Bay Garden Club

Sent from my iPad=