

**The Township Parks & Recreation Committee will meet on  
Wednesday, May 11, 2024, at 10 am at  
Herman Park**

**AGENDA**

**CALL TO ORDER** : Pete Ostrowski, Chair, Park & Rec. Committee

**APPROVAL OF AGENDA**

**Approval of April 24, 2024 Meeting Minutes (attached)**

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

**CONFLICT OF INTEREST**

**Park Manager and Assistant's Report** – See updated May 9 Report

**OLD BUSINESS**

1. Airon Herman Eagle Scout Project
2. OK to request a quote from Gosling Czubak for dog park walkway work.
3. Waiting on Manager appointment for Request for Quotes (Dog Park walkway, Turf Management [add Ice Rink?], Pavilion Painting, Ice Rink leveling)

**NEW BUSINESS**

1. Park Manager – Jared Pontius was approved for the position. Will be an “At Will” employee paid quarterly. First quarter minus 5 weeks. Dennis withdrew from consideration.
2. Dog Park Opening.

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

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT**

Next Meeting, June 26, 2024, 6:30 pm Township Office or at a park to be determined.

May 9, 2024

To: Suttons Bay Township Parks & Rec Committee and Board

Re: Suttons Bay Township Parks Manager and Assistant May Report

- 1) Porta-Jons in – ADA unit for Vic Steimel to be replaced when new ones come in. Tuesday servicing.
- 2) Tennis Courts - Hentco contract signed & sent in. Wind screens are up.
- 3) Pickleball – Windscreens up.
- 4) Water System Startup – Contractor (D&W) helped with the startup and did backflow preventer test. Took required water samples to SOS, bacteria absent. Start-up form and backflow form sent to County Health Department and approved.
- 5) Sprinklers Startup – Started. Need to go over schedule.
- 6) Whiteford Lawn – Cleaned up Vic Steimel.
- 7) Herman Bothers – Finished fertilizing and has started mowing.
- 8) Soccer Schedule posted – Done with multi-team matches on Saturdays.
- 9) Turf Management – Richard Herman fertilized the dog park and soccer fields. Will add ice rink to request for quotes. Pete fertilized around memorial garden.
- 10) Pickleball Fencing – Staffing problems, will start May 10.
- 11) GFL Environmental, Garbage Totes – In place. Monday pickups.
- 12) Ice Rink – Have one quote for leveling. Need additional quotes.
- 13) Dog Park – Need to install benches and trees. Liz M has the lead.
- 14) Pavilion Bird Droppings – Got cleanup fluid, will power wash next week.
- 15) Developing list of tasks for Manager and Assistant.

**The Township Parks & Recreation Committee will meet on  
Wednesday, April 24, 2024, at 6:30pm in the  
Township Office**

**Draft Notes**

**Top 5 Highlights**

1. Discussed open Parks Manager position with Jared Pontius
2. Ice Rink Park update with Jesse Fox
3. Suttons Bay Township Parks website updated- needs one more review
4. May 11- Work day at Herman Park- All are welcome
5. Special thanks to Pete for all his extra work during transition!

		Term Expires	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	24-Apr
Pete Ostrowski	231-642-1636	12/26	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present	Present	Present
Debbie Slocombe	231-866-1122	12/25	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present	Present	Present
Dennis Rathnaw	512-669-1879	12/24	Excused	Excused	Present	Present	Excused	Present	Excused	N/A	Present	Present	Present	Present
Hadley Dickinson	231-357-2909	12/24	Present	Excused	Excused	Unexcused	Present	Excused	Present	N/A	Present	Unexcused	Unexcused	Unexcused
Liz Mahaney	248-790-3789	12/26	Zoom	Zoom	Zoom	Zoom	Zoom	Zoom	Excused	N/A	Excused	Present	Zoom	Zoom
Liz Clark	407-232-4260	12/25	Excused	Present	Present	Present	Excused	Present	Present	N/A	Excused	Excused	Excused	Present
Bill Sterrett	231-920-4425	12/26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present	Present	Present

**CALL TO ORDER :** Pete Ostrowski, Chair, Park & Rec. Committee

- By Chairman Pete at 6:32

**APPROVAL OF AGENDA**

- Changes
  - Airon got dates mixed up and not in attendance
  - Move Jesse before Old Business
- Dennis moved, Debbie seconded, all approved with changes

**Approval of March 11, 2024 Meeting Minutes (Attachment B)**

- Bill moved, Dennis seconded, all approved with no changes

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

- No one in attendance except for Jesse and Jared
- No comments

**CONFLICT OF INTEREST**

- None

**Park Manager and Assistant's Report** – See April 21 Report Attachment A

- Reviewed Pete's report
- Vic Steimel should be cleaned up this week
- Herman Park sprinklers this week
- May 7 start PB Court Fences
- Liz will check on Port-o-Jon door issue at Vic Steimel
- Great job Pete!

## OLD BUSINESS

1. Airon Herman Eagle Scout Project
  - a. Airon not in attendance
2. Soccer Schedule
  - a. Reviewed schedule- looks good
3. Web Site
  - a. Some updates made since last meeting
  - b. Need to make all fonts consistent- Pete
  - c. Dennis to review Herman Park Updates
  - d. Need to add Township phone number for potential volunteers to call
  - e. Homework for all committee to review one more time
4. Waiting on Manager appointment for Request for Quotes (Dog Park walkway, Turf Management (add Ice Rink?, Pavilion Painting)
  - a. Nothing to discuss here at this time

## NEW BUSINESS

1. Ice Rink Review – Jesse Fox
  - a. Need better snow cleaning equipment. Going to ask Village for use of their sidewalk sweeper- Pete will give Village Jesse's phone number
  - b. Township does not own any equipment that would work
  - c. Currently snow blower not hefty enough and breaks down
  - d. Big water pump worked fine at end of the season
  - e. Leveling-largest current issue
    - i. Gosling-Czubak gave a \$56,000 quote to Pete (with drains)
    - ii. Jessee thinks he has a quote for \$2,000 (leveling only-. no drainage). He will get that quote to Pete
    - iii. Pete stated there is some money in the SBT budget for this in 2024
    - iv. Would need to hydroseed after work is done-maybe Tom's again. Debbie said they could quote excavating and hydroseeding
    - v. Long-term: do we need irrigation
  - f. Jesse to get bids on light timers
  - g. Need cover for liner
    - i. Pete working with Donna (local upholstery lady) for unique idea to have a painted canvas that looks like a caterpillar. Maybe LIFT kids could paint the canvas?
2. Park Manager Position – Jared Pontius has applied so far. Sent Draft Agenda Package and invited to meeting.
  - a. Emphasized need sense of teamwork and idea sharing between Manager and Committee
  - b. Reviewed meeting schedule- Jared has possible conflict with Village Zoning and SBT Board meeting- Pete will help with solution
  - c. Goal: see each park 3 times per week between Manager & Assistant
  - d. Jared discussed his service and community mindset- wants to help
  - e. Pete will review tasks with Jared one-on-one
  - f. Next step- Jarred talks to the Board

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

- None

**COMMITTEE MEMBER COMMENTS**

- May 11, 10:00 A.M. workday at Herman Park- will be May Committee Meeting as well
  - Pete will get evergreen stakes
  - Liz and Debbie will walk Dog Park tree placement and plant this day
- Debbie-
  - Not able to talk to Tribal Leader as he did not make it to Rotary Meeting. Pete will get his phone number for her.
  - Talked with Rich a little about possible parking at 45<sup>th</sup>- opened door to further discussion
- Liz-
  - Working on final touches for Dog Park: benches, donation signs, trees. Large Park soft opened last Saturday.
  - Pete and Kelly got extra waste stations installed this week. Liz and Susan filled holes dogs had dug over the winter.
  - Looking for a June Grand Opening
- Bill-
  - Walked 45<sup>th</sup> and Graham Green, going to do it again with Pete and Dennis or have a future Committee meeting out there
  - No active immediate forestry management needs at this time
  - Lots of roses at GG, some ash growing back, some regeneration of cedars
  - No great lumber potential at either

**ADJOURNMENT**

- 7:45 p.m.

Next Meeting, May 11, 2024, 10:00 a.m. Herman Park followed by workday

## Attachment A

April 21, 2024

To: Suttons Bay Township Parks & Rec Committee and Board

Re: Suttons Bay Township Parks Manager and Assistant Report – Late April

- 1) Porta-Jons – A second standard for Herman Park is in. Standard Graham Greene unit in April 1. ADA unit for Vic Steimel also April 1. Pump outs will be on Tuesdays.
- 2) Tennis Court Hentco fall 2023 quote good to go. Just sign the contract & send in. Tennis nets are up. Wind screens April 31 and/or May 1.
- 3) Pickleball – Windscreens up with help from indoor players.
- 4) Water System Startup – Contractor (D&W) helped with the startup. Took required water samples to SOS. D&W to return for backflow preventer test.
- 5) Sprinklers Startup – Prepaid Spinniken last year. Scheduled for April 24.
- 6) Whiteford Lawn – Good to go for 2024. May need a price increase due to higher gas prices.
- 7) Herman Bothers – Have new pricing.
- 8) Soccer Schedule posted – Two multi-team matches on previous Saturdays. Opened the overflow parking lot. One more multi-team match Saturday May 4.
- 9) Turf Management – Richard Herman fertilized the dog park. Will coordinate with Andy Mills (LCSC) for soccer. Will add ice rink to request for quotes.
- 10) Pickleball Fencing – Spoke with Matt, want option 2. Still May 8 start.
- 11) GFL Environmental, Garbage Totes – Herman Park was in place, then missing! Placed new one. Located tote at Vic Steimel, and stocked dog waste bags. GFL to add tote at Graham Greene. Will stock bags when tote in place. Pickups on Monday starting Monday April 15.
- 12) Ice Rink – Water gone. Liner rolled up. Need better cover.
- 13) Dog Park – Soft opening on large dog park April 20, on Facebook. To install Waste Stations with Liz M on April 22. Need to install benches and trees. Ordered more dog bags.
- 14) Pavilion Bird Droppings – Need water for power washer. Water startup this week. Concrete cleaner?

**Attachment B**  
**The Township Parks & Recreation Committee will meet on**  
**Monday, March 11, 2024, at 6:30pm in the**  
**Township Office**  
**Final Notes**

**Top 5 Highlights**

1. Committee Approved Resolution to Adopt 5-Year Plan
2. 2024 Committee Officers Elected- same as LY
3. Divided up to work to update website: suttonsbayparks.org
4. Dog Park sidewalk plan and costs to be presented to Board at their April Meeting
5. Doug and Pete split up Spring Parks Manager tasks

**AGENDA**

	Term Expires	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	24-Feb	11-Mar
Pete Ostrowski	12/26	Present	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present	Present
Debbie Slocombe	12/25	Present	Present	Present	Present	Present	Present	Present	Present	N/A	Present	Present	Present
Dennis Rathnaw	12/24	Present	Excused	Excused	Present	Present	Excused	Present	Excused	N/A	Present	Present	Present
Hadley Dickinson	12/24	Present	Present	Excused	Excused	Unexcused	Present	Excused	Present	N/A	Present	Unexcused	Unexcused
Liz Mahaney	12/26	Present	Zoom	Zoom	Zoom	Zoom	Zoom	Zoom	Excused	N/A	Excused	Present	Zoom
Liz Clark	12/25	Excused	Excused	Present	Present	Present	Excused	Present	Present	N/A	Excused	Excused	Excused
Bill Sterrett	12/26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present	Present

**CALL TO ORDER** : Pete Ostrowski, Chair, Park & Rec. Committee

- Meeting called to order by Pete at 6:38 p.m.
- Pete, Debbie, Bill and Dennis in person. Liz M via Zoom

**APPROVAL OF AGENDA**

- Addition of New Business
  - Spring tennis
  - Gosling-Czubak Drawings update
  - Elect New Offices
  - Forrest Management Plans
- Debbie moved, Dennis seconded, all approved

**Approval of February 28, 2024 Meeting Minutes (Attachment A)**

- Bill moved, Dennis seconded, all approved

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

- No public in attendance

**CONFLICT OF INTEREST**

- None

**Park Supervisor's Report – Spring Tasks**

- Pete gave report
- Pete and Doug met and divided up tasks

- Pete
  - Henco-repaint Tennis courts. Quote from last fall is still good
  - Gosling Czubak- list of drawings they have (To be discussed later)
  - Port-A-Jons
    - Adding ADA one to Vic Steimel
    - HP has ADA
  - Liz will pressure wash tables again this year at Vic Steimel
  - Debbie going to see if tree companies will leave some chips at VS
  - Pete going to see if Tribal Police will do some drive-bys at Graham Greene this year and update us if people are dumping trash
  - Debbie going to meet tribal leader at Rotary this Thursday and will see if they can give some input into Graham Greene- can we partner with them for a 2% grant?
  - Spinniken is pre-paid and set for mid-April
  - Pete is going to get with Whiteford on leaf pick-up that did not happen in the fall at VS
  - HP Pavilion Painting- going to out for an RFP. Hadley's company will bid as well based on previous conversations
  - HP Sign landscaping-approved in budget this year
  - Work Party at HP for mulch around new trees May 12
- Doug
  - Fineline Fencing- Money in FY24-25 budget to complete fencing
  - Calling to have trash cans in all parks first of April
  - Calling Herman Brothers

### **OLD BUSINESS**

5. Review Community Park, Recreation, and Open Space Plan, 2024-2028
  - No public in attendance
  - No changes
6. Resolution to Adopt Plan (draft attached)
  - Resolution to adopt Plan-Debbie moved, Dennis seconded
  - Unanimous approval by Pete, Debbie, Bill and Dennis
  - Pete will type up formal resolution for the Board.

### **NEW BUSINESS**

3. Review Parks Website [suttonsbayparks.org](http://suttonsbayparks.org)
  - a. Group Review and assignments given -Work due to Pete before next P&R Meeting
  - b. Liz
    - i. Add Dog Park on left side
    - ii. Update Donation Page- FOHP
    - iii. Vic Steimel Park update
    - iv. How to Help Giving Link
    - v. All FOHP- Liz
  - c. Pete
    - i. Add Forestry Plan



- ii. Update Soccer areas with Leelanau Soccer Club
  - iii. Tennis
  - iv. Disc Golf
  - v. Add map link for Graham Greene
  - vi. Update wording on map link (from Bill D)
  - vii. Eliminate Water Wheel Park
  - viii. Update all Village Parks
  - ix. How to help-volunteer link
  - x. Partnerships- Pete
  - xi. About Us- add names of Committee
- d. Dennis
- i. Will update all Township Parks
4. Spring Tennis
- a. Committee reviewed draft schedule with Kristen Wilson clinic times
  - b. Changing name from "Spring" to "May" (Since that is the time period)
5. Gosling Czubak
- a. Pete went to see Dallas and see what packages/drawings they had
    - i. Dog Park Sidewalk
      - 1. No drawings yet
      - 2. Need a culvert
      - 3. Dallas said should come in under the \$20k budget
      - 4. He will send out RFP
      - 5. Dallas will rough out costs so we can present to Board at their April Meeting including engineering drawings, RFP and oversite
      - 6. Discussed lower cost of concrete if we have other needs at the same time at HP- we are not ready for any of the other projects just yet
    - ii. Asphalt path extension at HP
      - 1. Not ready to do yet
    - iii. Disc Golf
      - 1. Dallas is a Disc Golfer and has volunteered to come out and give his opinion on the course layout when the HP Master Plan is updated
      - 2. Jessie Carton should give input too
      - 3. There is an app golfers have that shows all course layouts including ours across the country- UDISC. Anyone can update it- ours looks updated
      - 4. Pete is getting with Bill D to find the original version of the map so it can be updated
    - iv. HP
      - 1. Discussion on replacing yellow kiosk at HP with a green one to match the other one
    - v. Playground
      - 1. Might be able to get patronicity.com to help with fundraising when time comes
      - 2. No plans yet
    - vi. Bathrooms
      - 1. Looks like we cannot tap into the Village

2. Dallas said they could find an area for a drain field
- vii. Graham Greene
  1. We still have \$2,000 pre-paid on engineering contract for work at GG
  2. Debbie going to work with Tribal Leader on input
  3. Renderings are done for some work but no cost estimates
- viii. Ice Rink
  1. The work quoted he has on file was before new one-piece liner put in- so it is obsolete
  2. Discussion around leveling the ground
  3. Work was intended if it could be used as a year-round park, multi-purpose park
  4. No draining issues now that they have a sump pump
  5. Asking Jessie to attend Committee's April meeting
6. Elect Officers
  - a. Chair- Debbie nominated Pete, Dennis seconded, unanimously selected
  - b. Vice Chair- Pete nominated Debbie, Dennis seconded, unanimously selected
  - c. Secretary- Debbie nominated Liz, Bill seconded, unanimously selected (Dennis will fill-in when Liz can't attend)
7. Forest Management Plans
  - a. Bill, based on his extensive experience, reviewed the plans
    - i. All parks have invasive species that need to be handled
    - ii. Some discussion around logging/timber management possibilities
    - iii. Committee agreed we need to walk 45<sup>th</sup> Parallel together as a group for one of our meetings. For now, Dennis, Bill and Pete are going to meet out there in near future
      1. Debbie to get with Rich on access to parking again

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

- None

**COMMITTEE MEMBER COMMENTS**

- Pete will send updated history with Debbie's comments
- Liz would like to discuss a May Grand Opening for Dog Park at April Meeting
- May 11 workday at Herman Park
- Committee would like updated phone list of members- Liz will send out

**ADJOURNMENT**

- Adjourned at 7:58 p.m.

Next Meeting, April 24, 2024, 6:30 pm Township Office