

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, November 16, 2022 at 5:15pm in the Suttons Bay Township Office
(There will be a ZOOM site for remote access)

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: 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:

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

OLD BUSINESS:

1. Approval of the Minutes: October 12, 2022
2. Payment of the Bills
3. Reschedule Joint Meeting with Parks & Recreation Committee: December 7 @ 6:30pm
4. Update on Previously Approved Pump Track at Herman Park
5. Decision to Continue or Discontinue Use of Zoom for Board Meetings

NEW BUSINESS:

1. Consideration to Support Interlocal Cooperation Agreement for Aquatic Invasive Species Prevention Measures for Lake Leelanau
2. Consideration for Park Supervisor to Pursue an MNRTF Grant for Children's Playground at Herman Park
3. Consideration to Pursue Sparks Grant for Additional Pickle Ball Courts
4. Discussion Regarding Location of Dog Park at Herman Park

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.

DRAFT MINUTES

SUTTONS BAY TOWNSHIP BOARD REGULAR MEETING

OCTOBER 12, 2022

CALL TO ORDER

Tom Nixon, Supervisor, called the Suttons Bay Township Board Meeting to order on Wednesday, October 12, 2022, at 5:15 pm in the Suttons Bay Township Office. (There will be a ZOOM site for remote access).

ROLL CALL - Quorum Present

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

Absent: None

Staff Present: Steve Patmore, Marge Johnson

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Sandy VanHuystee/moved, Debbie Slocombe/supported, to approve the agenda as presented, motion carried.

PUBLIC COMMENT

None.

PRESENTATION - None

CONFLICT OF INTEREST

None.

REPORTS:

- Treasurer - Collecting taxes
- Planning & Zoning - Zoning Administrator's Report
- Parks Supervisor - Bill Drozdalski's Report
- Parks & Recreation Committee - Pete Ostrowski's Report. Minutes submitted.
- Fire Authority - Appointed Mary Woods as member at large from Bingham Township, authorized 10% down for purchase of ambulance, delivery in 2025.
- Facilities - Authorized Netlink to hook Steve Patmore up to the off-site computer system. Installation of new telephone system to start next Wednesday.

OLD BUSINESS

1. Approval of the Minutes - September 14, 2022
Sandy VanHuystee/moved, Debbie Slocombe/supported, to approve the Minutes as presented, motion carried.
2. Payment of the Bills
Debbie Slocombe/moved, Sandy VanHuystee/supported, to approve payment of the bills

in the amount of \$53,193.43, motion carried.

3. Authorize Distribution of \$2,000 Matching Money for DTE Tree Grant

Tom Nixon said the DTE Tree Grant was approved for \$2,000.00. The Committee in the Spring 2023 will decide where the three (3) different species of trees will be planted. No expenditure at this time.

NEW BUSINESS

1. Consideration of Using Metro Funds to Improve Entrance to North Marek Road

Jonathon Stimson, Homestretch Housing, sent a letter explaining his request for funds. Because of the increased dwellings and additional traffic to the affordable housing site on Marek Road, upgrades to the intersection of M-204 and Marek Road, as well as widening and paving a portion of Marek Road are required. The road improvement includes replacing the culvert. Improvement of this road would lay the groundwork for future development. The Land Bank would match any funding approved by the township. For the Board's information, Mr. Stinson submitted a copy of a bid from Elmer's for the project.

Tom Nixon said the township in the past has approved road development. If the township approves using Metro Funds for this project, the Road Commission would have to agree to match the township's funding. The township receives approximately \$10,000.00 a year in Metro Funds and has about three years of Metro Funds. There is no perceived commitment for these funds. Improvement of North Marek Road is necessary for this project. There is no work force housing in the township.

Debbie Slocombe/moved, Doug Periard/supported, to give Metro Funds in the amount of \$15,000.00 to the Home-Stretch Housing -North Marek Road Project, contingent upon approval of the Road Commission participating in the project.

Discussion - Debbie Slocombe - the township was proposing to give \$15,000.00 for the Herman Park sewer. Vote on the motion: Yes: 3. No: 2, motion carried.

Tom Nixon said he will draft a letter to the Leelanau County Road Commission requesting its participation in this project.

2. Update on Proposed Pump Track at Herman Park - Pete Ostrowski

Tom Nixon said this project has been going on for 1-1/2 years. Discussion regarding the proposed pump track will be held at the November township meeting.

3. Revised Job Description Park Maintenance & Activities Assistant

The revised job description for Park Maintenance & Activities Assistant was reviewed. This person partners with Bill Drozdalski.

Dorothy Petroskey/moved, Sandy VanHuystee/supported, to accept the revised job description for Park Maintenance & Activities Assistant as presented, motion carried.

4. Ice Rink Park Reservation Form

The revised Ice Rink Reservation Form was submitted for approval.

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve the Ice Rink Park Reservation Form for the winter months, motion carried.

5. Review Revisions to The Parks Ordinance

Tom Nixon said he would like discussion of revisions to the Park Ordinance to be held at the joint meeting of the township board and Parks & Rec Committee on October 26, 2022, and schedule for review and adoption at the November township board meeting.

6. Consider Discontinuing the Use of Zoom For Board Meetings

Tom Nixon said he thinks other governmental units have discontinued zoom meetings, noting there is an additional cost for zoom meetings.

Tom Nixon/moved, Sandy VanHuystee/supported, to discontinue zoom meetings for the township board and planning commission as of January 1, 2023.

Discussion - Dorothy Petroskey said the Planning Commission should discuss whether or not to have zoom meetings. Vote: Yes: 2 No: 3. Motion fails.

Doug Periard/moved, Dorothy Petroskey/supported, that zoom meetings should be on the November 2022 township board agenda, after the township trustee on the Planning Commission confers with the Planning Commission and asks if the Planning Commission is interested in participating in zoom meetings, motion carried.

Tom Nixon recommends that the township purchase a television.

7. Establish Committee To Review/Revise The Short Term Rental Ordinance

Dorothy Petroskey and Debbie Slocombe were appointed as a committee to review/revise the Short Term Rental Ordinance.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to establish a committee to review/revise the Short Term Rental Ordinance, motion

OTHER BUSINESS

Tom Nixon said snow removal will cost \$40 per time this winter season at Herman Park. Amount is The same as last year.

PUBLIC COMMENT

Eric Carlson said the Leelanau County Board of Commissioners has not discontinued zoom meetings. Zoom meetings are very useful. Would advocate for maintaining electronic activity with the township.

Liz Mahaney asked if the township board was going to pursue the Michigan Economic Development Grant.

Debbie Slocombe/moved, Dorothy Petroskey/supported, to pursue the Michigan Economic Development Grant as presented, motion carried.

BOARD MEMBER COMMENTS

Dorothy Petoskey - commented on North Marek Road improvement.

Debbie Slocombe - commented on North Marek Road improvement.

Tom Nixon - Reminder - Joint Township Board - Parks & Rec Meeting on Wednesday, October 26, 2022, at 6:30 at Township Offices. Tom Nixon signed contract with AJ Excavating for the parking lot at Herman Park.

ADJOURNMENT

Tom Nixon adjourned the meeting at 6:24 p.m.

Minutes by Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk

Exhibit D-Draft Letter from the Lake Leelanau Lake Association



July x, 2022

Dear Townships,

The Lake Leelanau Lake Association is pleased that we can partner with you to help prevent Aquatic Invasive Species.

The Lake Association will facilitate the installation of AIS signage and provide its expertise in the development of a boat wash station at the Cedar River Park.

Specifically, the Lake Association will order and buy the signage and post that will be installed at the township boat launches. The Lake Association will organize the signage installation but will depend upon Township volunteers to do the work.

The Lake Association has experience in developing a high-pressure boat wash project and want to share our experience and design with Solon Township in order to make the project proceed smoothly. The Lake Association can supply design documents, project checklists along with equipment specifications to assure that the boat wash station performs as expected.

We look forward to partnering with you.

Tom Hiatt, President of the Board

DRAFT INTERLOCAL COOPERATION AGREEMENT

This Agreement is entered into between the Local Government Units in Leelanau County, pursuant to the authority granted by the Urban Cooperation Act of 1967

Contracting Parties:

Bingham Township, Centerville Township, Elmwood Township, Leland Township, Solon Township and Suttons Bay Township

1. Statement of Purpose:

The contracting parties are entering into this Interlocal Cooperating Agreement in order to implement Aquatic Invasive Species (AIS) Prevention measures for Lake Leelanau. The Contracting Parties will share the costs of the AIS Prevention measures.

2. Goal of Agreement:

Installation of AIS signage and installation of a boat cleaning station at Cedar River Park. Details are provided in Exhibit A and B

3. Contract Amount:

Total expenses not to exceed \$52,000. Details of cost sharing are provided in Exhibit C.

4. Partnerships:

The Lake Leelanau Lake Association will partner with the Contracting Parties in order to effectively carry out the AIS Prevention measures as laid out in the memo provided in Exhibit D.

5. Term of Agreement:

This contract shall begin on xxx to start performance and shall terminate on xxx to end performance.

Exhibit A-Detailed Goals

1. Purchase 4'x4' AIS Prevention signs (6) and posts from the Lake Leelanau Lake Association. Signs will be installed by township volunteers.
2. Signs shall be installed at Township boat launches within 2 months of purchase.
3. Signs located on Township property or property the County owns but is managed by the Township will be maintained by that Township.
4. Signs will be located at the following boat launches
 - a. Perrins Landing Road End-Solon Township
 - b. Cedar River Park-Solon Township
 - c. Solon Park-Solon Township
 - d. Hohnke Road End-Centerville Township
 - e. St. Mary's St. Road End-Amelia Schaub Launch-Leland Township
 - f. East Leland Park-Leland Township
5. Installation and maintenance of a high-pressure water boat wash station at the Cedar River Park by Solon Township. Project design and project guidance provided by the Lake Leelanau Lake Association as described in Exhibit C.

Exhibit B- Estimated Costs

Clean Drain Dry Signs and Posts	\$300 each 7 Total	\$1500
Wash Station Building	8'x8'	\$5700
Wash Equipment		\$3700
Electrical drop plus wiring, switches, etc.		\$4000
Water Supply		\$7000
Site Preparation		\$8000
Permits		\$600
Fencing, signage, misc		\$700
Project Management plus contingency		\$20,900
		\$52,000

D
A

Exhibit C- Detailed Cost Sharing

The total cost of the AIS Prevention measures is estimated to be \$52,100. Each township will contribute 7.0% of the June 2022 ARPA Allocation to cover the estimated costs. If the actual project costs are less than the estimated \$52,100, each township will only pay their Percentage of Total Costs as shown below, of the actual total.

	June 2022 ARPA Allocation	7% of ARPA Allocation	Percentage of Total Costs
Bingham	\$ 130,940	\$ 9,166	18%
Centerville	\$ 66,831	\$ 4,678	9%
Elmwood	\$ 236,446	\$ 16,551	32%
Leland	\$ 106,814	\$ 7,477	14%
Solon	\$ 79,391	\$ 5,557	11%
SB	\$ 124,398	\$ 8,708	17%
	\$ 744,820	\$ 52,137	