

## MINUTES

The special meeting of the Suttons Bay Township Board  
Wednesday, March 27, 2024  
5:15 PM Sutton Bay Township offices  
95 W Fourth Street, Suttons Bay

### CALL TO ORDER:

The meeting was called to order by Supervisor Doug Periard at 5:15pm.

Attendance: SB Twp Supervisor Doug Periard, Trustee Debbie Slocombe, Trustee Eric Carlson, Twp Treasurer Dorothy Petroskey, and Twp Clerk Jean Moe.

Staff: Z.A. Steve Patmore and Recording Secretary Mary Kuznicki (via ZOOM)

### APPROVAL OF THE AGENDA:

Motion by Petroskey to approve the agenda as presented, 2<sup>nd</sup> by Moe, motion passed, agenda approved.

### PUBLIC COMMENT:

None

### REPORTS:

1. Planning & Zoning - ZA Steve Patmore  
A zoning ordinance consultant has been hired by the SB Township Board. The 5-year Master Plan is also under review and will need a rewrite.
2. Parks & Recreation - Pete Ostrowski  
Reviewed all the projects at various Township Parks, the costs involved and their progress.
3. Fire Authority - Dorothy Petroskey  
Approved the 2024-2025 budget at the last meeting.

### OLD BUSINESS

1. Approval of the Minutes: Previous Meetings February 14, 2024 and February 19, 2024  
Workshop:
  - a. 2/14/24 minutes: Motion by Petroskey, 2<sup>nd</sup> by Slocombe, minutes approved as presented.
  - b. 2/19/24 workshop minutes: Motion by Moe, 2<sup>nd</sup> by Periard, minutes approved as presented.
2. Payment of the Bills
  - a. Motion by Petroskey to pay bills for month of March 2024 in the amount of \$33,503.35, 2<sup>nd</sup> by Slocombe, motion passed.

### NEW BUSINESS

1. Truth in Taxation Hearing-Take Comments on 2024/2025 Budget-Set Millage Rate. Public Hearing opened at 5:39pm, comments taken. Hearing closed at 5:43pm.

2. April 1, 2024-March 31, 2025 Budget Adoption. Adoption of the 2024-2025 Budget was accepted as written, motion by Periard, 2<sup>nd</sup> by Carlson. All Ayes. A roll-call vote was taken, motion passed.
3. 2024-2028 Draft Parks and Recreation Plan Resolution 7 of 2024- Ostrowski shared with the SB Township Board of Commissioners the Parks & Rec Budget and needed financing for projects at Herman Park. Motion by Slocombe to approve the budget, 2<sup>nd</sup> by Carlson, all Ayes, followed by a roll-call vote, motion passed.
4. Appoint Planning Commission Member(s)-Terms ending December 31, 2026
  - a. Commissioner Don Gregory - Term expires 12.31.2024. Letter of resignation received via email. Kevin Weber will fulfill Commissioner Gregory's term beginning April 1, 2024. A certificate of appreciation will be noted for Trustee Gregory's 33 years of public service.
  - b. Commissioner Dee McClure – Term expires 12.331.2025. Letter of resignation received via email. Gary Thornton will fulfill Commissioner McClure's term beginning May 1, 2024. Motion by Petroskey, 2<sup>nd</sup> by Carlson
5. Personnel Committee Recommendation-Parks Position
  - a. Draft a "Parks & Rec Manager" position, which will be full-time and non-voting on the SB Twp Board.
  - b. Draft a "Parks & Rec Assistant" which will be a part-time position whose duties will be day by day to assist the Park & Rec Manager.
  - c. Draft changes to the SB Twp By-Laws defining the new position(s).
 Motion to accept the 3 documents by Carlson, 2<sup>nd</sup> by Slocombe, all Ayes, motion passed.

Motion by Carlson, 2<sup>nd</sup> by Petroskey to authorize the SB Twp Supervisor to seek candidates for the 2 new Parks & Rec positions (once defined) in the local newspapers. Motion was amended to have the personnel committee submit an ad seeking the Parks & Rec positions to Clerk Moe who will then post the ads in local papers. The revised motion was submitted by Carlson, 2<sup>nd</sup> by Petroskey, all Ayes. Motion passed.

**PUBLIC COMMENT:**

Dorenda LaFever stated she emailed the SB Twp Supervisor a letter regarding handicap accessibility in the township and county. She applauds the progress made. Discussion on Barrier Free vs ADA Standards vs Universal Access. She would like to offer her services and expertise to conduct an audit in 2025 when reviewing compliance for handicap accessibility.

**BOARD MEMBER COMMENTS:**

None

**ADJOURN**

The next SB Township Board Meeting will be held on Wednesday, April 8 at 6:00pm. Meeting adjourned by Supervisor Periard at 6:30pm.

Submitted by Recording Secretary Mary Kuznicki  
Township Clerk, Jean Moe

***Minutes Approved as-presented on April 10, 2024***