

NOTICE OF REGULAR MEETING:

The Suttons Bay Township Board is hereby called for 6:00PM, Wednesday, September 11, 2024.

Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda. 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 their questions discussed.

CONFLICT OF INTEREST

REPORTS:

**PLANNING & ZONING REPORT
PARKS & RECREATION REPORT
FIRE AUTHORITY**

OLD BUSINESS:

1. Approval of meeting minutes from August 14, 2024
2. Payment of bills

NEW BUSINESS:

1. Disc Golf Signs
2. Pilot Update
3. Road Commission Update

PUBLIC COMMENT

BOARD MEMBER COMMENTS

ADJOURN

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 .

Attachment A

**The Township Parks & Recreation Committee will meet on
Wednesday, July 24, 2024, at 6:30 PM at
Suttons Bay Township Office**

Approved Notes

Highlights

1. *Airon Herman will have sign mock-up for August Board Meeting (Eagle Scout Project)*
2. *Dog Park sidewalk completed*
3. *Pavilion will start to be painted next week*
4. *Continued brainstorming on playground and bathrooms for Herman Park*
5. *Jared to inventory all benches & tables at all parks*
6. *We need library millage to pass!*

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

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

- *Meeting called to order by Pete at 6:30 p.m.*

APPROVAL OF AGENDA

- *Moved Airon to front of agenda*
- *Wait on Parks Manager report- Jared at Village meeting*
- *Debbie moved, Liz M seconded, all approved*

Approval of June 26, 2024 Meeting Minutes (Attachment A)

- *Correction on name of walkway vendor to Leelanau Masonry*
- *Debbie moved, Liz C seconded, all approved*

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

8. *Airon Herman Eagle Scout Project*

- *Gave us a diagram for his sign-used other HP signs for inspiration*
- *Discussion around materials to be used*
- *Debbie offered to pay for the more expensive materials to match the other HP sign- Airon accepted. They will work together*
- *Airon is gone all of August (out of the country) and needs to build in September to hit deadline*
- *Proposed location by pond where pathways split*
- *He has partnered with Invasive Species Network*

- *Great discussion around what plants to include on sign- he will have 3- most likely Autumn Olive, Purple Loosestrife and Reed Canary Grass*
- *Airon will get wording for sign to Pete next week so he can present to Board for approval at their August meeting*
- *September 14- he is getting his Troop together for a work day removing invasive species at HP*

CONFLICT OF INTEREST

- *None*

Park Manager and Assistant's Report – July 3, 2024 Report to Board

- *Dog Park Pathway completed on Monday- 3 days, great communication by vendor and looks good!*
- *Pavilion painting will start next week. Going to use any extra black paint to touch up signposts at HP*
- *Pete and Jared meeting with electrician for AED planning on Thursday*
- *Jared to spray weeds again with vinegar at HP and then torch them- Dog Park, pathways and by all courts*
- *Leelanau Soccer Club will be invited to next P&R meeting to discuss fertilizer partnership and MOU- then findings/proposal can be brought to Board in September for cost sharing suggestions. Jared to get updated quotes on fertilizer for just soccer field area. Will help with 2025 Budgeting process. Might need to do in-house for remainder of 2024*

OLD BUSINESS

1. Airon Herman Eagle Scout Project
 - a. *Above discussion*
2. Dog Park Walkway (Gates cut off at bottom)
 - a. *Completed Monday*
3. Dog Park Donation Signs
 - a. *In process of being installed*
4. Pavilion Painting
 - a. *Starts next week*
5. Pickleball Fencing & Windscreens
 - a. *Fencing should have last 2 gates in this week*
 - b. *Windscreens have arrived- Pete will get PB volunteers to put up*
 - c. *PB would like to add 2 benches/tables- would like them to be blue. Lots of discussion around colors and continuity. Jared volunteered to get inventory of all benches/tables at all parks so we can consider moving around park to park. Will have follow up discussion at August Meeting. None will be ordered at this time.*
 - d. *PB has taken the 2 green benches that belong to Soccer fields-their donations paid for them. Pete will get them put back on soccer fields*
 - e. *Got into discussion for restrooms at HP. Jared researching possible lower cost options like Container Restrooms. Issue is holding tank and placement. P&R August Meeting will be at HP.*

6. Still need to hike 45th Parallel
 - a. *Jared and Pete hope to walk together next week*
7. AED & Bird Noise Tasks for Electrician
 - a. *Meeting with electrician on Thursday*
 - b. *Jared believes will be need for multiple types of deterrence*
 - c. *Droppings have been less last few weeks*
 - d. *Debbie had an idea to put PVC pipe up that would spin and not let birds land on wires.*

NEW BUSINESS

5. Playground
 - a. *Decision to use winter for planning a theme and design so can get Board approval to go for grants in the spring*
 - b. *All members doing some research*
 - c. *May put together a sub-committee*
 - d. *Debbie talking to Carter Osterhouse who designed Greilickville*
 - e. *Jared and Pete looking back to get former Parks Supervisor proposal*
6. Grant Opportunities
 - a. *Everyone reaching out to those they know who have been granted money to get ideas*

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

COMMITTEE MEMBER COMMENTS

- *Pete- we need library mileage to pass, or Township will have to pick up slack and that will cut budget!*

ADJOURNMENT

Next Meeting, August 28, 2024, 6:30 pm Township Office or at a park to be determined.

- *Committee agreed to have at Herman Park*

DRAFT NOTES

The Township Parks & Recreation Committee will meet on Wednesday, August 28, 2024, at 6:30 PM at Herman Park, Suttons Bay Township

Highlights

1. Eagle Scout Project- Debbie working with Arion Herman on sign finalization. Boy Scouts will hold work date 9/15 at HP for invasive species eradication
2. Starting design/cost discussion with Carter's Kids for playground at Herman Park-Debbie taking lead
3. AED installed at HP- training to follow- public will be invited
4. Work on 45th Parallel Park will be in spring- poison ivy, trail clearing, etc. No progress on parking options
5. Larry Mawby presented on possible water wells at HP for his affordable housing project- no red flags from P&R so he is going to present idea in October to the Board

| | Term Expires | Jan-24 | Feb-24 | Mar-24 | 24-Apr | 11-May | 24-Jun | 24-Jul | 24-Aug |
|-----------------|--------------|---------|---------|---------|---------|---------|-----------|---------|---------|
| Pete Ostrowski | 12/26 | Present | Present | Present | Present | Present | Present | Present | Present |
| Debbie Slocombe | 12/25 | Present | Present | Present | Present | Present | Present | Present | Present |
| Liz Mahaney | 12/26 | Excused | Present | Zoom | Zoom | Present | Present | Present | Present |
| Liz Clark | 12/25 | Excused | Excused | Excused | Present | Excused | Present | Present | Present |
| Bill Sterrett | 12/26 | N/A | Present | Present | Present | Present | Unexcused | Present | Present |

AGENDA

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

- *Meeting called to order by Pete at 6:30 p.m. at Herman Park*

APPROVAL OF AGENDA

- *Added Restroom discussion as #4 under New Business*
- *Liz M moved, Debbie seconded, all approved*

Approval of July 24, 2024 Meeting Minutes (Attachment A)

- *No Changes*
- *Debbie moved, Liz C seconded, all approved*

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

- *None*

CONFLICT OF INTEREST

- *None*

Park Manager and Assistant's Report – See August 8, 2024 Report (attached)

- *Update: AED installed*

OLD BUSINESS

1. Airon Herman Eagle Scout Project
 - *Airon not present*
 - *Debbie is working with Airon on standard size sign for sign holder*
 - *Workday for Boy scouts still scheduled for 9/15*
2. Dog Park Dug Up Holes
 - *Dogs still digging under benches in large park*
 - *Owners not taking responsibility when confronted- Jared*
 - *Discussed options to prevent*
 - *Jared is going to get some large rock to put under benches*
 - *May need a different long-term solution in the spring*
 - *Also discussed sunshade options-money is there. Liz and Jared will work on this most likely for next year*
3. Pickleball Painting Posts Bases, Windscreens
 - *Tennis court resurfacing completed*
 - *Pete getting quotes to resurface Pickleball Courts*
 - *A few more tarps are on order for shade*
4. Hiked 45th Parallel (Jared, Pete, Doug, Eric, & Bill D.)
 - *Rich was also there. He is not open to parking on his property at this time*
 - *Needs some grounds maintenance: culverts, poison ivy, trail building*
 - *Goal to start in spring of next year*
 - *Will need volunteers to assist*
 - *Jared going to get a quote for poison ivy eradication. He is also going to price out buying a backpack sprayer and concentrate to do it ourselves*
5. AED Installed, to setup First Aid, CPR Classes
 - *AED installed and anyone can call 911 to get the code*
 - *Unit is heated so can be left out all year if desired*
 - *Pete is going to conduct classes this fall that will be open to the public*
6. Ice Rink Leveling Quote and board approval
 - *Kal Excavating won the bid*
 - *Came in significantly less than budgeted amount*
 - *Jared is going to meet with Jessie next week on current snow removal equipment. The Committee thinks current one is only a few years old. There is money left over from leveling if new equipment is needed.*
 - *Jared asked Village about them helping with removal of snow with their special equipment and they declined.*
7. Playground (Carter's Kids, Carter Oosterhouse)
 - *Debbie has had the opportunity to meet Carter and discuss playground through her business*
 - *Carter's Kids has built over 100 playgrounds. They help the execution of the entire project from design to build*
 - *Debbie meeting Carter at Herman Park next week for a preliminary discussion and get his suggestions*
 - *Carter said average cost to build is \$125,000 (some higher, some lower)*
 - *We must have a design in order to start going for grants*
 - *P&R will bring to The Board when we have more detailed information*

NEW BUSINESS

1. Soccer Issues (Andy Mills, Aug 12 email) Turf Management, Geese, Mosquitoes
 - *No one came from the soccer club as they had games/practices Wednesday night. Hopefully can attend next meeting*
 - *They want to revisit the current MOU- which says Township supplies fertilizer and they apply. Nothing else included*
 - *Geese Droppings- no new solutions offered. Township did authorize a one-time hunting day that seemed to work in the past*
 - *Mosquitoes- probably too late in the year to address- we will look at treating options in the spring for next year. Debbie suggested maybe supplying "Off" bug repellent*
 - *Turf Management- still needs to be discussed for fall application. Jared is going to get some quotes.*
2. Larry Mawby – Peninsula Housing
 - *Larry shared information about his 10-acre parcel close to the park where his organization plans to put affordable housing-up to 64 units*
 - *He is asking if we had any red flags about the possibility of putting two wells for "public water source" at Herman Park. He is asking before he spends money on any research and drawings. Not a final ask, he just doesn't want to spend money researching the idea if it is not even a possibility.*
 - *Wells would be underground with a small shed close by. There would be 3 wells, but one would be closed after initial testing. There would be no cost to the Township. These are "Type 1" wells and need 200 feet radius clear of certain activities.*
 - *He said we could "trade" and our waste from restrooms (when we build them) could go to their septic system at no charge.*
 - *Reason for ask is regulations around proximity of dwellings, waste and public water. Can only have two of the three in a specific area.*
 - *Township got a grant when acquiring Herman Park. Right now, the Grant Administrator didn't say "no" to the idea but would like to see the plans.*
 - *P&R Committee saw no obvious objections based on this preliminary information from Larry, so approved him to discuss at Board meeting in October.*
 - *Pete is going to connect Larry with Dallas at Gosling-Czubak*
3. Bingham Parks & Rec (Ted ?)
 - *Nothing discussed as ted was not in attendance.*
4. Restrooms
 - *Jared is going to get an updated quote on a 20 foot "Container Restroom"*
 - *Would have 2 unisex restrooms and one ADA compliant restroom*
 - *Last quote was \$75,000*
 - *Debbie has some information on grant applications to investigate*

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

- *None*

COMMITTEE MEMBER COMMENTS

- *Pete proposed next meeting date be changed to September 18. All agreed*
- *Jared discussed issues with drinking fountain in large park. Liz is going to get with manufacturer about issue and warranty.*

ADJOURNMENT

Next Meeting, September 25, 2024, 6:30 pm Township Office or at a park to be determined. Pete out.

- *Next meeting September 18, 6:30 pm Township Office*
- *Meeting adjourned at 7:45 p.m.*

DRAFT MEETING MINUTES
Meeting of the Suttons Bay Township Board
Wednesday, August 14, 2024 @ 6:00 PM
Sutton Bay Township offices
95 W Fourth Street, Suttons Bay

CALL TO ORDER

Supervisor Doug Periard called the meeting to order at 6:00pm.
Roll Call Attendance: SB Twp Supervisor Doug Periard, Trustee Eric Carlson, Twp Clerk Jean Moe,
Twp Treasurer Dorothy Petroskey, Trustee Debbie Slocombe
Staff: ZA Steve Patmore and Recording Secretary Mary Kuznicki

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Petroskey, 2nd by Carlson, motion carried.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

#1 Martha Ramsdell, Lovers Lane

Martha made the point that Lovers Lane is a public road. There are many patches in it. It has not been repaired properly. The Road Commission keeps coming out to only patch it. At this point, they would like to recommend that the county take care of this road with repairs similar to those on Stony Point and Nanagosa Trail. She would like to make sure that the Township Board understands that this is an access road for Nanagosa residents and visitors to Vic Steimel Park. They would like the road resurfaced, not just repaired.

#2 Bridget Klassen, Lovers Lane

Bridget commented that the county said that they - the residents- could actually pay for the road themselves. At the cost of \$148,000! The residents on Lovers Lane pay taxes the same as everybody else. And they do not feel that they should have to pay for this out of pocket. She would like to know if we'll (Lovers Lane road and court) ever be part of the road commission's budget.

#3 Terry Mathes, Lovers Lane Court

Terry stated that she and the other residents on Lovers Lane all pay taxes. Not the same as the waterfront property taxes, but they still pay taxes to Leelanau County. And she wants to make it known that Lovers Lane is a huge cut through for Nanagosa residents, both for residents and visitors alike.

#4 Karen Broad, Lover Lane Court

This resident stated that if they were going to pay the \$148,000 to repair the road out of their own pockets, how will they get reimbursed? Do they need to deem this road as private and gate it off on both ends? They counted on a Saturday up to 100 bikers riding this road each day. She noted that there are potholes that are over three inches deep. And they are not getting a six-month recovery when potholes get repaired. The potholes get fixed in the summer months and then the snowplows come by and dig out the patches in the winter season and disburse all of the asphalt patch onto the front lawns of Lover Lane homeowners. Do they need to ask for special mileage to get this repaired? And she would also like to know what is the criteria that the county uses to pave the road? How bad must it be before a complete resurfacing happens?

Supervisor Periard responded to their questions stating that he had been out to visit and walk Lovers Lane Road with a representative of the Leelanau County Road Commission in the past month. A statement was given via e-mail to the residents in question. The Road Commission has control over which road does and doesn't get repaired each year. The PAZAR report shows the standard and the quality of each road in the county.

Periard asked the residents of Lovers Lane in attendance if they had contacted the County Road Commission. He verified that Lovers Lane is considered a Township Road.

CONFLICT OF INTEREST

None

REPORTS

1. Planning & Zoning - ZA Patmore month report over the months of June and July of 2024. He was also asked to define the word condominium in reference to the Condominium Storage Amendment.
2. Parks & Recreation –Jared Pontius gave a report from the August 8th Parks & Rec meeting highlighting improvements to Herman Park’s dog park, pickleball & tennis courts, disc golf, fish pond, soccer field and pump track. He also made mention of the 45th Parallel Park. Jared received bids for the Ice Rink Park. At this point during the meeting, a motion was made to edit the current agenda to add the Ice Rink Park under Old Business as Item #3 by Petroskey, supported by Carlson. The motion to edit the agenda carried. Pete Ostrowski added that Boy Scout troop 131 proposed an Invasive Species Sign for an Eagle Scout Project. The scouts will also help remove as many of the invasive plants as possible with help from the troop.
3. Fire Authority - Petroskey informed the SB Twp Board that their meeting was cancelled.

OLD BUSINESS

1. Approval of the Minutes
Motion by Petroskey to accept the Meeting Minutes dated July 10, 2024 with one edit, 2nd Slocombe, motion carried.
2. Payment of the Bills
Motion by Slocombe to pay bills for the month of August 2024 in the amount of \$62,955.32, 2nd by Petroskey. All Ayes, motion passed.
3. Ice Rink Park
Jared received two bids to perform excavating and leveling of the ice rink park in Suttons Bay. The bids came in late and he was unable to share them until the meeting this evening. Bids are from Kal Excavating and A-T Excavation. Trustees were concerned that the bids were not comparing apples to apples. Slocombe asked Jared if the A-T Excavation quote had topsoil or fill sand in their quote. Because of the low dollar amount, he felt they did not have fill or topsoil allotted for. Because of the lateness in the season to complete this project, the working relationship with Kal Excavating and the history that Kal has with the property in

question, Suttons Bay Township Board decided to accept the Kal Excavating quote. Slocombe made a motion to accept the Kal Excavating bid to till existing soil, import and spread screened topsoil and seed the disturbed area not to exceed \$7,000. Carlson supported. Motion passed.

NEW BUSINESS

1. Pilot Ordinance review. No action, for discussion only
Larry Mawby submitted documents for the PILOT Program to be reviewed. They are still under legal review. Suttons Bay Township Board will discuss this at next month's board meeting. Clerk Moe will reissue the documents submitted by Mawby for trustees to review.

2. Retain Giffels Webster – Steve
The bids by GW to create the new ZO using their Clearzoning platform is \$24,800 and 5-year Master Plan will cost an additional \$37,020. The budget currently allows for \$10,000 for a ZOO consultant, \$20,000 for the Master Plan rewrite & revisions and another \$8,000 for legal. Even though the bid for doing both with GW is a bit higher than the budget will allow, there may be savings by doing them together as well as legal review savings. Steve feels that by having GW do these projects, the legal review time and expenses will be minimal. Also, with GW doing them both simultaneously, SB Twp will probably have a new ZO and 5-Yr Master Plan by early 2025. The SB Twp can also spread the costs for each over 2 fiscal years. Carlson made the motion to accept the proposed motion in Patmore's review, 2nd by Petroskey, motion passed.

3. Appointment of Suttons Bay Bingham District Library Board Trustee Deon Vaughan.
Motion by Slocombe to confirm the appointment of Deon Vaughan as Library Trustee, 2nd by Carlson, Motion carried.

PUBLIC COMMENT

Steve Patmore noted that the Leelanau Historical Society asked to clean gravesite headstones. A group of volunteers will be cleaning headstones on August 27th, 2024 at Saint Michael's in Suttons Bay. The group asked if they could also clean some of the headstones at the Township cemetery, particularly the older headstones of veterans. They will be using approved cleaners and Patmore will oversee the group so that newer headstones do not get disturbed.

Larry Mawby asked to also get a copy of the Pilot documents that the SB Twp Board will be issued.

BOARD MEMBER COMMENTS

Trustee Petroskey mentioned a few dollar amounts that the road commission has to work with when repairing roads- ½ milage and money received from property taxes. She said we should invite the road commission back to discuss options. Carlson shared that many other townships have a line-item in their budget for road repairs, usually to split the costs with their road commission to get the jobs done. He also stated there are 3 options: #1- wait for road commission to fix the road on their own (Lovers Lane), #2- Split the bill with the road commission, or #3- start a petition to get a special assessment of the neighbors in the area to pay for and fix this road (only).

FYI- There are 10 homes on Lovers Lane and 3 in Lover Lane Court. However, Stony Point and Nanagosa Trail residents and visitors to Vic Steimel Park use this cut through as much or more than the residents on this road. Lover Lane was rated a "3" in the PAZAR Report a few months ago.

ADJOURNMENT

The next SB Township Board Meeting will be on Wednesday, September 11, 2024, at 6:00pm. The meeting adjourned at 7:07pm by Supervisor Periard.

Submitted by Recording Secretary Mary Kuznicki
Township Clerk, Jean Moe