

## NOTICE OF REGULAR MEETING:

The Suttons Bay Township Board is hereby called for 6:00PM, Wednesday, December 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 November 13, 2024
2. Payment of bills

#### **NEW BUSINESS:**

1. Resolution for Dorothy Petroskey to Collect Summer Tax
2. Discuss Cherry Capital Cycling Club use of Steimel Park on September 20, 2025
3. Approve Dorothy Petroskey for Fire Board representative
4. Reappoint Planning Commission Members: Patti Miller, Rhoda Johnson, Gary Thornton, and Tom Koernke
5. Reappoint Zoning Board of Appeal Members: Peter Ostrowski, Mary Nixon
6. Approve 2025 Suttons Bay Township Meeting Schedule.

#### **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 .**

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# ***Suttons Bay Township***

## ***Park Manager/Assistant Report SBTPR12-24***

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**Date: 12/3/2024**

### **Herman Park**

- Dog Park
  - Water Bowls winterized
  - Receptacles/bags regularly replaced.
  - Sign to be made to state "PREVENT DIGGING: For the safety of all dogs and owners, please prevent any digging."
  - Tasks for 2025 season per P&R discussion: Shade, Pond stone around small dog bench, Agility play structures.
  
- Pickleball/Tennis Courts
  - Closed tennis courts and one set of four pickleball courts. The other set of four remain open for avid players. Will close soon if winter persists.
  - Wind screens dismantled, and rolled up for winter storage.
- Disc Golf
- Fishing Pond
  - Checked dock/life raft boxes
- Soccer Fields
  - Fertilized soccer fields (winterized) on November 24<sup>th</sup>.
  - LSC to Parks and Rec Committee meeting, still in progress to establish a new MOU.
- Pump Track
  - Updated MOU
- Pavilion/Mini-pavilion
- Port O Jons
  - Serviced and moved to Ice Rink Park 12/3/24
- GFL
  - Placed on vacation mode
- Turf/Landscaping
  - Will retrieve quotes for 2025 season.
- Parking Lot/Walking Path
  - Waste bins and waste bag stations emptied and refilled regularly
- Miscellaneous
  - Would like to schedule park clean-up next spring.
  - Playground information to discuss, look into grant opportunities, etc.

## Vic Steimel Park

- Port O Jons
- Dog Waste Station
  - Checked
- GFL
- Landscaping
- Miscellaneous - checked

## Ice Rink Park

- Purchased new gas can and (ethanol free) rec fuel for snow machines, per supervisor approval.
- Boards installed 12/1/24 with Jesse, waiting for tarp install
- ADA Port O Jon placed 12/3/24
- Jesse expressed some needs for ice rink park: hand rail for safety, "warming hut" sign for shed so people can utilize area, bulletin or sign on kiosk stating hours and guidelines.
- Wish for continuous cold weather.

## Graham Greene Park

- Port O Jons
- GFL
- Dog Waste Station
  - Checked
- Landscaping
- Miscellaneous - checked

## 45<sup>th</sup> Parallel Park

- Landscaping
- Miscellaneous
  - Look to 2025 to make some movement on trail maintenance/better accessibility.

### **BENCH/TABLE INVENTORY:**

Graham Greene – 3 wooden picnic tables

Vic Steimel – 6 coated metal picnic tables (1 ADA), 4 benches

Ice Rink Park – 3 wooden/metal benches, 2 wooden picnic tables

Herman Park – 10 hex recycled plastic picnic tables (brown/black) (2 ADA) in pavilion. 3 aluminum benches (red), 1 coated metal picnic table (green), and 3 miscellaneous benches between tennis courts. 1 aluminum bench (red) and 1 coated metal picnic table (green) between pickleball courts. 4 coated metal benches (green, 2 small 2 long) in soccer field/pickleball. 1 coated metal picnic table (green) under small pavilion. 1 wooden bench by pump track and 3 mounted recycled plastic benches in dog park.

## DRAFT MEETING MINUTES

Meeting of the Suttons Bay Township Board  
Wednesday, November 13, 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 by Slocombe to approve the agenda with addition to New Business #4) Appoint New Members to Park & Rec Board, 2<sup>nd</sup> by Carlson, motion carried.

### PUBLIC COMMENT

None

### CONFLICT OF INTEREST

None

### REPORTS

1. Planning & Zoning - ZA Patmore submitted a written report. Township has received a noise complaint regarding Fox Glove Farm. They have a special use permit for events. Law enforcement has been called but did not have the capability to record decibels at time of the complaint. Township will do its diligence to see if the noise limit is being exceeded.
2. Parks & Recreation - Jared Pontius & Pete Ostrowski submitted minutes from the 11.07.24 meeting. Summarized wrapping up Fall projects at the Township parks, Eagle Scout project is complete, dog owners allowing pets to dig holes at the dog park, asked for Township support in creating a Playground Subcommittee. Motion by Trustee Slocombe to appoint a Parks & Rec subcommittee to research & explore playground equipment, funding the project and share its findings with the Township Board, 2<sup>nd</sup> by Petroskey, motion passed.
3. Fire Authority – Petroskey gave a report from their last meeting.
  - a. Contract for the Firehouse remodel signed
  - b. Accepted the Audit
  - c. 2% Grant for a New Heart Monitor

### OLD BUSINESS

1. Approval of the Minutes

Motion by Petroskey to accept the October 9, 2024, Meeting Minutes as presented, 2<sup>nd</sup> by Trustee Carlson, motion carried.

2. Payment of the Bills

Motion by Trustee Slocombe to pay bills for the month of November 2024 in the amount of \$26,114.17, 2<sup>nd</sup> by Petroskey. All Ayes, motion passed.

**NEW BUSINESS**

1. Adopt Asset Guideline Test Poverty Exemptions

Motion by Petroskey to adopt the Asset Guidelines Determination of Poverty Exemptions for 2024, 2<sup>nd</sup> by Carlson, motion passed.

2. Supervisor Update – Meeting with Road Commission Manager

Supervisor Periard shared information from the road commissioner’s meeting with other townships on how to get roads repaired within the township. Discussion on survey before a ballot vote, millage increases, voting by constituents, Paser report. Raising ½ mil would result in approx. \$150K, last year’s estimate to repair Lovers Lane was \$150K.

3. Schedule a Joint Meeting with Parks & Recreation- the annual joint meeting is scheduled for the second Wednesday of the month @ the regular SB Township Board Meeting on February 12, 2025, at 6:00pm at the township offices.

4. Add a Member to Parks & Rec Committee– This item was put on hold until next month. More information is needed regarding the potential candidate. The recommendation, if a valid candidate, will coincide with others who need to be appointed at the December meeting.

**PUBLIC COMMENT**

None

**BOARD MEMBER COMMENTS**

Trustee Slocombe – The Ice Rink is looking great; seeds have started to take. Jared said they are holding off on disturbing the ground so that the grass will continue to grow. The area may need to be reseeded in the Spring.

Trustee Petroskey – Procedural item: So that the public has time to preview the agenda, and the Township remains transparent, the agenda should not be altered or edited during the meeting. She requested that all departments send Agenda Items to Supervisor Periard no later than Wednesday, one week before the regular Township Board Meeting.

**ADJOURNMENT**

The next SB Township Board Meeting will be on Wednesday, December 11, 2024, at 6:00pm. The meeting adjourned at 6:48pm by Supervisor Periard.

Submitted by Recording Secretary Mary Kuznicki  
Township Clerk, Jean Moe



Northwest Education Services

1101 Red Drive  
Traverse City  
Michigan 49684

231.922.6200 TEL  
231.922.6270 FAX  
NorthwestEd.org

November 14, 2024

Dear Township Treasurer:

Northwest Education Services, *formerly Traverse Bay Area Intermediate School District*, following a public hearing on December 8, 1994, determined that it would be in the best interest of the District to impose a summer property tax levy to collect all (100%) of the school property taxes. Pursuant to statute a copy of the resolution, as adopted, is enclosed. I am instructed to follow the lead of the school districts constituent to the Intermediate District in that **where a local district determines to impose a summer property tax levy the Intermediate district will do likewise.**

In accordance with the resolution adopted December 8, 1994 (copy enclosed), and reaffirmed by the board on November 5, 2024, (copy enclosed), Northwest Education Services Board, *formerly Traverse Bay Area Intermediate School District*, is requesting that each city and each township or part thereof agree to collect the summer tax levy for the 2025 tax year **if that city or township agrees to collect summer taxes for a school district constituent to the Intermediate.**

Pursuant to 1982 PA 333, an Intermediate School District may restrict the areas in which the levy is imposed and collected to those areas in which a school district or city is concurrently imposing a summer property tax levy.

I have been authorized to negotiate an agreement containing reasonable expenses for the collection of the district's summer tax levy.

Respectfully,

Nick Ceglarek  
Superintendent



Northwest Education Services

1101 Red Drive  
Traverse City  
Michigan 49684

231.922.6200 TEL  
231.922.6270 FAX  
NorthwestEd.org

**NORTHWEST EDUCATION SERVICES  
AND  
SUTTONS BAY TOWNSHIP**

**Agreement for Collection of Summer School Property Taxes**

AGREEMENT made this 5th day of November, 2024 by and between the Northwest Education Services, with offices located at 1101 Red Drive, Traverse City, MI, 49684 (hereinafter called "School District") and Suttons Bay Township with offices located PO Box 457, Suttons Bay, MI 49682, (hereinafter called "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of summer levy on all (100%) of School District property taxes for the year 2025.

**THE PARTIES AGREE AS FOLLOWS:**

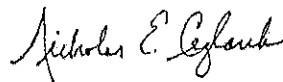
1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, 2025, on property located within the Township.
2. The fee for collecting the School District Summer Tax Levy is included in the per parcel payment as negotiated by the Suttons Bay Public Schools.
3. No later than the third Wednesday in June, the School District shall certify to the Township Clerk the school Millage to be levied on property for summer collection in 2025.
4. The Township Treasurer shall account for and deliver summer school tax collections on the same schedule as agreed upon with the Suttons Bay Public Schools. In return for the timely payment, the School District waves any claim to interest earned during the time the money is in Township accounts.
5. General conditions of this agreement negotiated by Township Treasurer and Suttons Bay Public Schools, subject to approval of both Boards.

**Northwest Education Services and Suttons Bay Township Agreement for Collection of Summer School Property Taxes**

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**TOWNSHIP:**

**SCHOOL DISTRICT:**



\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Nick Ceglarek, Superintendent)

SIGNATURE AUTHORIZED BY BOARD OF TRUSTEE RESOLUTION OF

SIGNATURE AUTHORIZED BY BOARD OF EDUCATION RESOLUTION OF

\_\_\_\_\_, 20\_\_\_\_

November 5, 2024

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Clerk)



**Annual Summer Tax Resolution**

Northwest Education Services (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the ISD Conference Center, 1101 Red Drive, Traverse City, Michigan, within the boundaries of the District, on the 5 day of November, 2024, at 5:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Joseph Fisher, President.

Present: Members Fisher, Birgy, Thomas, Scherrer, Brown  
Absent: Members Petrella, Lajko

The following preamble and resolution were offered by Member Brown and supported by Member Thomas:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2024.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

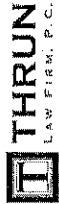
Ayes: Members Fisher, Birgy, Thomas, Scherrer, Brown  
Nays: Members

Resolution declared adopted.

Lisa J. Thomas  
Lisa J. Thomas (Nov 6, 2024 12:49 EST)  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Northwest Education Services, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Lisa J. Thomas  
Lisa J. Thomas (Nov 6, 2024 12:49 EST)  
Secretary, Board of Education



## Jean Moe

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**From:** Rick Venner <rickvenner@me.com>  
**Sent:** Monday, November 18, 2024 10:33 AM  
**To:** clerk@suttonsbaytwp.com  
**Subject:** Fwd: Suttons Bay Township Park, N Stony Point Rd

Rick Venner  
(231) 499-1929  
Vice President  
Cherry Capital Cycling Club

Begin forwarded message:

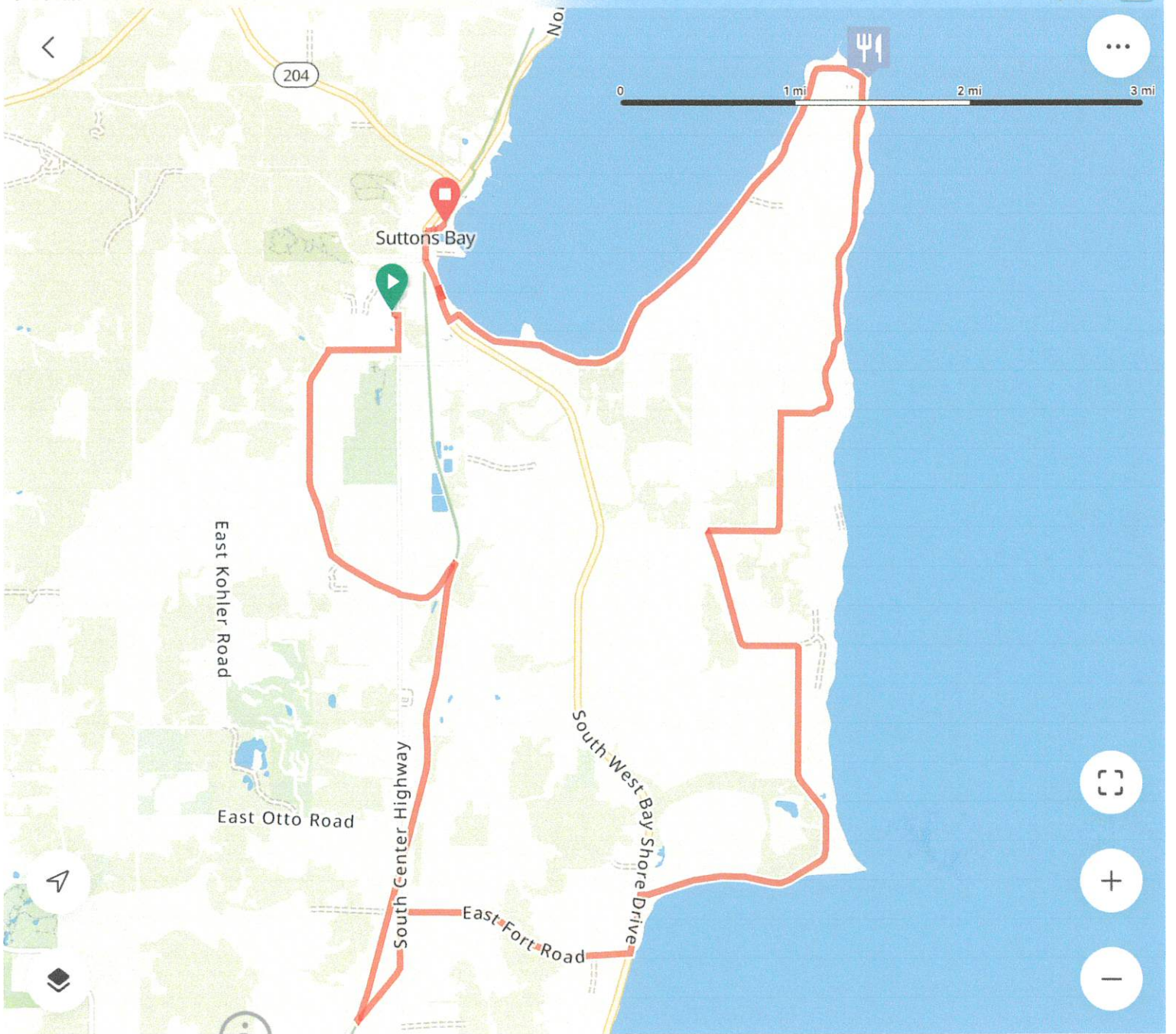
**From:** Rick Venner <rickvenner@me.com>  
**Date:** November 14, 2024 at 1:36:55 PM EST  
**To:** Suttons Bay Township <sbaytwp@suttonsbaytwp.com>  
**Cc:** Rick Venner <rickvenner@me.com>  
**Subject:** Suttons Bay Township Park, N Stony Point Rd

Dear Suttons Bay Township,  
The Cherry Capital Cycling Club is holding its 40th anniversary Leelanau Harvest Tour in 2025 with new routes. I'm inquiring regarding the use of the N Stony Point Rd Park for one of our food stops on September 20th 2025. What forms or permissions are required to secure the use of this park for 8:00am to 12:00?  
Thanks

Rick Venner  
(231) 499 1929  
Vice President  
Cherry Capital Cycling Club

traversetrails.org



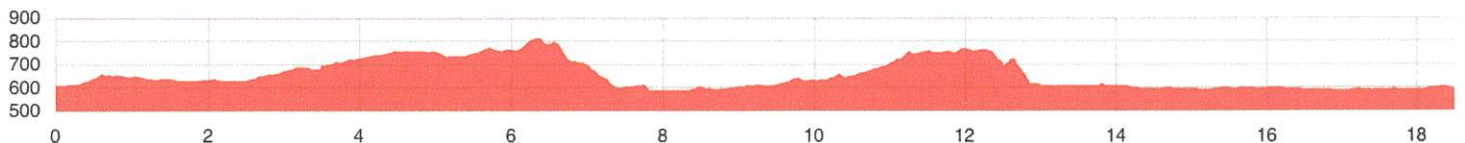


# Leelanau Harvest Tour 19 mile 2025

Route updated Oct 24, 2024 at 2:33 PM

18.5 mi 563 ft

100% paved



[Navigate](#)

[Save](#)

[Share](#)

[Plan](#)

PUBLIC NOTICE

2025 SUTTONS BAY TOWNSHIP MEETING SCHEDULE

The Suttons Bay Township Board meets the second Wednesday of each month at 6:00 p.m. All meetings are held at the Township office located at 95 W. 4<sup>th</sup> Street located in the Hansen Plaza.

January 8, 2025

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

July 9, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 2025

December 10, 2025

Jean Moe

Township Clerk