

## **NOTICE OF MEETING**

The Regular Meeting of the Suttons Bay Township Board will be held  
Wednesday, December 14, 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: November 16, 2022
2. Payment of the Bills
3. Decision to Pursue SPARKS Grant for Additional Pickle Ball Courts at Herman Park

#### **NEW BUSINESS:**

1. Approve Revisions to "The Parks Ordinance"
2. Approve Revisions to "Park and Recreation Committee ByLaws"
3. Approve Appointments to Township Committee, Commission, and Boards
4. Adopt Proposed Calendar for 2023 Board Meetings
5. Personnel Recommendation

**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.*

**Suttons Bay Township  
Parks Supervisor Updates**

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**Date: December 1, 2022**

To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update:

- 1) Completed all electrical to Ice Rink Shed. Next Spring will have to bring in top soil to fill in settling from trenching. Assisted contractor as required and provided direction for placement of outlets, lighting and heating. Removed loads of large rocks dug up by trencher and transported to Herman Park.
- 2) Jesse and crew installed the sideboards for the Ice Rink. After liner is rolled out they will complete the installation of kick plates and top caps. Weather permitting anticipating mid-December start up.
- 3) Installed overhead storage shelf in shed.
- 4) Did some additional clearing on pathway from M-22 thru MDOT property to 45<sup>th</sup> Parallel Park. Purchased 4" PVC schedule 40 pipe to improve drainage across path n two locations.
- 5) Started preparing 2022 MNRTF Spark Grant Application for Playground/Structure at Herman Park.
- 6) Waiting for removal of Pickleball windscreens. Waiting for removal of all nets and posts.
- 7) Relocated trailers at Herman Park to under Pavilion for the winter.
- 8) Working with Gosling-Czubak in preparing cost estimates for engineering and bid packages for 2023 pickleball court expansion.



William Drozdalski  
Parks Supervisor  
Suttons Bay Township

**DRAFT MINUTES**  
**SUTTONS BAY TOWNSHIP BOARD MEETING - NOVEMBER 16, 2022**

(There will be a ZOOM site for remote access)

**CALL TO ORDER**

Tom Nixon, Supervisor, called the Suttons Bay Township Board Meeting to order on Wednesday, November 16, 2022, at 5:15 p.m. at the Suttons Bay Township Office.

Tom Nixon - thank you to Doug Periard and the Suttons Bay Schools for giving the Township a projector as a way to conduct zoom meetings and presentations.

Roll call of Board Members (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**

***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the agenda as amended, adding Agreement to collect summer taxes for 2023. Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the agenda as amended, motion carried.***

**PUBLIC COMMENT**

None.

**CONFLICT OF INTEREST**

None

**REPORTS:**

- Treasurer - Getting tax base ready, taxes to go out December 1st.
- Planning & Zoning - Steve Patmore's Zoning Administrator Report
- Parks Supervisor - Bill Drozdalski submitted his report.
- Parks & Recreation Committee - Pete Ostrowski submitted his report, also minutes submitted.
- Fire Authority - Fire Board applying for 2% grant from the GT Tribe for ambulance
- Facilities - Installation of new telephone system.

**OLD BUSINESS:**

1. Approval of the Minutes - October 12, 2022

***Debbie Slocombe/moved, Dorothy Petroskey/supported, to approve the October 12, 2022 Minutes as presented, motion carried.***

2. Payment of the Bills -

***Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve paying the bills in the amount of \$34,727.28, motion carried.***

3. Reschedule Joint Meeting with Parks & Recreation Committee - Dec 7, 2022, 6:30 p.m. at the Suttons Bay Township Office.

4. Update on Previously Approved Pump Track at Herman Park

Tom Nixon said in April 2021 the Board approved the installation of a pump track at Herman Park. Chad said a 2% grant was received from the Tribe. Plan for construction in the Spring of 2023, allowing this winter to get the remainder of the budget. Revised MOU from Parks & Rec has been received. Pump track should be up and running in June 2023.

5. Decision to Continue or Discontinue Use of Zoom for Board Meetings

Tom Nixon said Eric Carlson has offered insight regarding zoom meetings. Doug Periard made some good points about zoom meetings.

Discussion -

- Doug Periard - opportunity for people to be involved with zoom meeting.
- Sandy VanHuystee - a member of the Board cannot vote but could participate during public comment.
- Debbie Slocombe - agree people can stay home if ill and watch the meeting.
- Dorothy Petroskey - Don't have a problem with keeping zoom meetings, would like to know if the township is required to record the meetings.
- Tom Nixon - Consensus of the Board to approve using zoom for Board meetings to allow access by the public and determine if a recorded copy of the zoom meeting should be kept for a period of time.

#### **NEW BUSINESS:**

1. Consideration to Support Interlocal Cooperation Agreement for Aquatic Invasive Species Prevention Measures for Lake Leelanau.

Tom Nixon said the township is being asked to support an Interlocal Cooperation Agreement for Aquatic Invasive Species Prevention Measures for Lake Leelanau. Exhibits show what the cost sharing would be and what the money would be spent for. There are not dollars budgeted this year for the Lake Leelanau Project of \$8,708.00. Tom Nixon said he proposes refraining from committing any monies to this project until the township knows what its budget will be. Elmwood Township is reserving its decision at this point because it doesn't have water touching the township.

Tom Nixon said items 2 and 3 could be combined for discussion. 2. Consideration for Park Supervisor to Pursue an MNRFT Grant for Children's Playground at Herman Park would really be a Sparks Grant, a recommendation from Bill Drozdalski and 3. Consideration to Pursue Sparks Grant for Additional Pickle Ball Courts. The Sparks Grant is money that is coming from the State thru Federal dollars for COVID recreational and trail activities. These dollars have to be spent by 2026. The grants are administered by the Michigan Natural Resource Trust Fund Department. Bill Drozdalski is a certified grant writer, so there is a number with the State. The Sparks Grant requires no dollars from the township. The township could consider applying for one grant in December. The other two grants would be awarded in 2023 with dates to be determined. Item 3 - Consideration to Pursue Sparks Grant for Additional Pickle Ball Courts.

Bill Drozdalski said he prepared a Resolution for the Sparks Grant for the Children's Playground for the Board to apply for the grant. Drozdalski said he has been working with Liz Clark and Summit Supply out of Colorado, a major supplier of playgrounds. Fifty percent (50%) of the surveyors for the Five Year

Plan wanted to see a children's playground at Herman Park. The playground would be a 100' x 100' area depending upon the layout and the structure. The Township is asking for \$400,000 for the grant request which includes the playground structure. Drozdalski said the Resolution will include public input including the minutes of this meeting and the Five Year Plan.

Tom Nixon asked for public comment regarding the proposed grant for a children's playground. Comments from the public - It is great, there are a lot of kids around and it's nice to have a park around where the kids can't get in the water. It would be a big draw. The area in general is lacking for a play area for kids.

Tom Nixon said it would be helpful if the Parks & Rec Committee could give Bill Drozdalski and Liz Clark some ideas about the kinds of play structures that should be considered.

Debbie Slocombe said consideration should be given to ask the children at the school and their families what they would like to have as a play structure.

2. Consideration for Park Supervisor to Pursue a Sparks Grant for Children's Playground at Herman Park.

***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to adopt Resolution 2022-7, seeking a Sparks Grant for a playground and accessible route at Herman Park. Roll call vote: Yes: Tom Nixon, Sandy VanHuystee, Dorothy Petroskey, Debbie Slocombe, Doug Periard. No: None. Motion carried.***

3. Consideration to Pursue Sparks Grant for Additional Pickle Ball Courts

Pete Ostrowski said pickle ball was the most added usage at Herman Park. Parks & Rec would like the Township to request a Sparks Grant for additional pickle ball courts at Herman Park.

Sandy VanHuystee asked if the Township needs to adopt a Resolution for the pickle ball courts and can two different grants be applied for.

Bill Drozdalski said the grant for the playground would be no. 1 and No. 2 would be a grant for the pickle ball courts. Drozdalski asked that Parks & Rec prepare a rough draft of a grant request for the pickle ball courts. Tom Nixon said a Resolution for approval of the pickle ball courts could be adopted at the Joint December 7th Meeting.

Consensus of the Board that No. 1 would be a request for a Sparks Grant for the playground, and No. 2 would be a request for a Sparks Grant for additional pickle ball courts.

4. Discussion Regarding Location of Dog Park at Herman Park

Pete Ostrowski provided a map of two suggested locations for the dog park. Location No. 1 is near the pickle ball courts, and location no. 2 is near the orchard. The Committee is recommending that the dog park be located at location no. 2.

Tom Nixon said the township looked at location no. 1 in the past for the dog park. Nixon said the Board should know the proposed locations for the dog park which are about the same size.

Bill Drozdalski said he has a preference for location No. 1 which is a cleaner layout. Location No. 2 blocks off access to the southwest corner where construction materials are stored and it diminishes the

ability to cut grass thru the orchard.

Mrs. Hadley said the Dog Park Committee has raised \$16,400 of the goal of \$47,500. The Dog Park Committee recommends that the dog park be at location No. 2. to allow for a better site line for people as they enter the park. It is easier and closer to the walking path which people use with their dogs. It would be better to move the dog park farther away from the playground. Work was done on how many disc golf holes would be disrupted. It might be time to update the course and become a little more challenging. Location no. 2 allows space to increase the dog park in the future.

Tom Nixon said location No.2 would cause people to walk their dogs across more of the parkland.

Pete Ostrowski said location No. 1 is the only open area left. He recommends the proposed locations of the dog park be staked so the board can look at them.

Tom Nixon said the dog park will be put on the agenda for the December 7th meeting.

5. Approve the Summer Tax Collection

***Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the Agreement to collect summer taxes for both the Suttons Bay and Leland Schools and authorize the Treasurer, Supervisor and Clerk to sign the Agreement, motion carried.***

#### **PUBLIC COMMENT**

Bill Crackle said he wanted to donate a large tv to the township. Short term rental - caution allowing cars on the streets. Could a sign be posted for semi-trucks not to use jake brakes on M-22 and 204.

#### **BOARD MEMBER COMMENTS**

Dorothy Petroskey said a committee has been formed to address the Short term Rental Ordinance.

Debbie Slocombe - How do we enforce the parking problem with short term rentals.

Tom Nixon - Will send a letter to the school thanking their team for helping with the election.

Considering placing an ad for volunteers who might want to be considered for committees.

#### **ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.

Minutes by Marge Johnson, Recording Secretary

Sandy VanHuystee, Clerk

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of December 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
<b>Christy Brow</b>					
Bill	12/01/2022		12/11/2022	3	448.04
Total Christy Brow					448.04
<b>Consumers Energy</b>					
Bill	12/14/2022		12/24/2022		110.07
Bill	12/14/2022		12/24/2022		31.42
Bill	12/14/2022		12/24/2022		33.78
Total Consumers Energy					175.27
<b>Debbie Slocombe</b>					
Bill	12/01/2022		12/11/2022	3	127.45
Total Debbie Slocombe					127.45
<b>Dorothy Petroskey</b>					
Bill	12/01/2022		12/11/2022	3	2,166.44
Bill	12/14/2022		12/24/2022		586.01
Total Dorothy Petroskey					2,752.45
<b>Doug Periard</b>					
Bill	12/01/2022		12/11/2022	3	127.45
Total Doug Periard					127.45
<b>DTE Energy</b>					
Bill	12/14/2022		12/24/2022		85.81
Total DTE Energy					85.81
<b>Federal Tax Deposit</b>					
Bill	12/14/2022		12/24/2022		2,136.82
Total Federal Tax Deposit					2,136.82
<b>Gosling Czubak</b>					
Bill	12/14/2022		12/24/2022		1,384.50
Total Gosling Czubak					1,384.50
<b>Herman Brothers' Lawn Care</b>					
Bill	12/14/2022		12/24/2022		650.00
Total Herman Brothers' Lawn Care					650.00
<b>Integrity Business Solutions</b>					
Bill	12/14/2022		12/24/2022		189.54
Total Integrity Business Solutions					189.54
<b>Jill Williamson</b>					
Bill	12/14/2022		12/24/2022		75.00
Total Jill Williamson					75.00
<b>Labor Law Center</b>					
Bill	12/14/2022		12/24/2022		40.50
Total Labor Law Center					40.50
<b>Maple River Direct Mail</b>					
Bill	12/14/2022		12/24/2022		889.71
Total Maple River Direct Mail					889.71
<b>Marge Johnson</b>					
Bill	12/14/2022		12/24/2022		221.64
Total Marge Johnson					221.64

**Suttons Bay Township**  
**Unpaid Bills Detail**  
 As of December 14, 2022

Type	Date	Num	Due Date	Aging	Open Balance
<b>Northern Building Supply, LLC</b>					
Bill	12/14/2022		12/24/2022		449.89
Total Northern Building Supply, LLC					449.89
<b>Paul Whiteford</b>					
Bill	12/14/2022		12/24/2022		3,248.00
Total Paul Whiteford					3,248.00
<b>Pitney Bowes</b>					
Bill	12/14/2022		12/24/2022		200.73
Total Pitney Bowes					200.73
<b>Sandra Van Huystee</b>					
Bill	12/01/2022		12/11/2022	3	2,382.96
Total Sandra Van Huystee					2,382.96
<b>SOS Analytical</b>					
Bill	12/14/2022		12/24/2022		50.00
Total SOS Analytical					50.00
<b>Spectrum Business</b>					
Bill	12/14/2022		12/24/2022		261.82
Total Spectrum Business					261.82
<b>Steven Patmore</b>					
Bill	12/01/2022		12/11/2022	3	2,950.71
Bill	12/14/2022		12/24/2022		277.05
Total Steven Patmore					3,227.76
<b>Team Elmer's</b>					
Bill	12/14/2022		12/24/2022		40.00
Total Team Elmer's					40.00
<b>Tom Nixon</b>					
Bill	12/01/2022		12/11/2022	3	1,217.54
Total Tom Nixon					1,217.54
<b>Village of Suttons Bay</b>					
Bill	12/14/2022		12/24/2022		64.37
Total Village of Suttons Bay					64.37
<b>William Drozdalski</b>					
Bill	12/14/2022		12/24/2022		417.49
Total William Drozdalski					417.49
<b>Williams &amp; Bay</b>					
Bill	12/14/2022		12/24/2022		200.83
Total Williams & Bay					200.83
<b>TOTAL</b>					<b>21,065.57</b>



**Suttons Bay Township**  
**Leelanau County**  
*Draft Two*  
**Ordinance No. 3 of 2014**  
**Amended by**  
**Ordinance No. 1 of 2018**  
**Ordinance No. \_\_\_ of 2022**

AN ORDINANCE TO REGULATE ACTIVITIES WITHIN TOWNSHIP PARKS  
THIS ORDINANCE SHALL BE KNOWN AS "THE PARKS ORDINANCE"

**Suttons Bay Township Ordains:**

**Section 1. Definition**

In this Ordinance PARKS means 45th Parallel Park, Graham-Greene Park, Herman Community Park, ~~Lover's Lane Park~~, Vic Steimel Park, and Ice Rink Park.

**Section 2. Time of Use *Hours Parks May Be Used***

Unless special arrangements are made in advance with the Township Board, or lawful hunting practices are being followed, the hours of use of the PARKS are from sunrise to sunset ~~Provided, however, the time of use of the ice rink at Ice Rink Park is from sunrise to 10:00pm~~ except for the hours at the Ice Rink Park which are from sunrise to 10:00pm.

**Section 3. General Behavior**

- A. No person shall indulge in any noisy, boisterous, disorderly or indecent conduct, or in any manner disturb the peace or good order of the community within the PARKS; nor shall any person play at games of chance, or do any indecent, lascivious, lewd or improper act therein.
- ~~B. No person intoxicated by alcohol or under the influence of alcohol, narcotic drugs, opiates, or a controlled substance, the use or possession of which is subject to a penalty under state or local law, shall enter or remain within the PARKS.~~
- B. *No person intoxicated by alcohol or under the influence of alcohol, narcotics, opiates, or any controlled substance shall enter or remain within the PARKS. The use or possession of any controlled substance which is subject to a penalty under state or local law, is prohibited in all PARKS.*
- C. No person shall remain within the PARKS who does not abide by conditions *and rules* adopted and posted by the Township for the preservation of good order and the protection of property within the PARKS.
- D. The use of loud speakers, public address systems, or sound amplifying equipment in the PARKS is prohibited without a permit. Operation of excessively loud radios or similar devices in the PARKS is also prohibited. Under no circumstances shall sound from such devices be audible beyond the borders of the PARKS *without a permit*.
- E. *Only two (2) of the township PARKS can be reserved: Ice Rink Park (warmer months only) and several of the facilities at Herman Community Park. Both require a pre-approved application obtained at the township office. The 45th Park, Graham-Greene Park, and Steimel Park are available on a first-come, first-served basis. through the Township Office.*

**Section 4. Vehicles and Campers**

- A. Motor vehicles may be operated in the PARKS only upon the roadways and parking lots thereof.
- B. Vehicles may be parked in the PARKS only during time of use.
- C. *No tents, campers, trailers or overnight outings or other types of after hours activities are permitted in any of the PARKS.*

**Section 5. ~~Alcohol~~ Use and Possession of Alcohol or Illegal Drugs**

It is unlawful to serve, possess or consume any alcoholic beverage in the PARKS, except for beer and/or wine in ~~posted~~ *specified* areas, unless authorized by special permit by the Township Board. *No controlled substances of any kind are permitted in the PARKS.*

**Section 6. Littering**

- A. No person shall deposit, scatter, drop or abandon bottles, cans, hot coals, ashes, sewage, waste or other material in the PARKS except in receptacles provided for such purposes.
- B. No person shall place household, yard, or construction waste generated outside park property into garbage receptacles or anywhere in the PARKS.

**Section 7. Fires**

- A. No person shall start or maintain a fire within the boundaries of the PARKS except in provided devices ~~or locations~~ *barbecue grills and fire rings. Users may bring and use their personal grills. Personally dug fire pits or stacked fires on beaches are prohibited.*
- B. Fires in the PARKS shall not be left unattended and must be fully extinguished **after use**.

**Section 8. Advertising/ Selling**

- A. No person shall expose, distribute, or place any sign, advertisement, notice, poster or display in the PARKS without authorization from the Township Board.
- B. No person shall solicit, sell or otherwise peddle any goods, wares, merchandise, services, liquids or edibles in the PARKS except by authorized concession or written permission by the Township Board. *Not-for-profit or charitable organizations are welcome to use the PARKS for fund raising venues subject to availability and township approval.*

**Section 9. Vandalism**

- A. No person shall intentionally remove, alter, injure, ~~harvest, eat~~ or destroy any tree, other plant, rock, soil or mineral in the PARKS.
- B. No person shall intentionally deface, vandalize or otherwise cause destruction to any park property in the PARKS.

**Section 10. Pets**

- A. Pets must be caged or kept on a leash in all areas, beaches, athletic fields *and facilities* of all PARKS unless they are being used for lawful hunting practices which are permitted under this ordinance or are in an off-leash area so designated by the Township Board.
- B. Those responsible for a pet must clean up all pet feces and dispose of same in a sanitary manner from all maintained areas, beaches, and athletic fields in the PARKS.
- C. It shall be unlawful to permit a pet in the PARKS to unreasonably disturb, harass, or interfere with any park visitor, a park visitor's property, or any wildlife.

**Section 11. ~~Weapons/Fireworks~~ Weapons and Fireworks**

- A. No person shall have in their possession or control, fire or discharge, or cause to be fired or discharged into or within the boundaries of the PARKS, any pistol, BB gun, rifle or other firearm, spear, bow and arrow, crossbow, slingshot, air or gas weapon or projectile, except for the purposes designated by the Township Board in areas and at times designated by the Township Board as provided in Section 12. of this Ordinance.

- B. No person shall possess, set off or attempt to set off or ignite any firecracker, fireworks, rockets or other pyrotechnics in the PARKS without authorization from the Township Board.

**Section 12: Hunting, Fishing, Trapping and Firearm Usage**

Per State Law, hunting, fishing and trapping are allowed with valid state licenses and adherence to State hunting regulations. *Persons must first present a valid driver's license and Michigan hunting license to officials at the township office. Permission will be granted on a first-come, first-served basis.* No target practice or careless and reckless use of firearms is allowed in the PARKS.

**Section 13. ~~Events~~ Use of PARK Facilities**

- ~~A. Certain facilities within the PARKS may be reserved for use by individuals or organizations by permit from Suttons Bay Township. Such actions may be subject to fees and other specific rules and regulations.~~
- ~~B. These facilities, when reserved, are closed to the public.~~
  - A. *Certain facilities within Herman Community Park and the Ice Rink Park (during warmer months only) may be reserved /scheduled for use by individuals or organizations by permit from the township office. General Use Rules and fees or charges for the use of the Pavilion and Ice Rink can be found on the respective Reservation Form.*
  - B. Use of the recreational courts, disc golf course, and the athletic fields, and any other athletic facility at Herman Community Park are on a first-come, first-serve basis. *(unless previously reserved/scheduled as noted above.)* The party using the facility these facilities shall only be permitted one (1) hour use if others are waiting for the same. ~~unless their activity falls under Section 13. above~~
  - C. When reserved, those facilities are closed to the general public.
  - D. In-line skates (roller blades), roller skates, skate boards, **motorized vehicles (snowmobiles, 4 wheelers, golf carts, etc.)** and other devices which may damage a court ~~surface~~ are prohibited from use on all recreational courts in Herman Community Park and athletic surfaces in any of the PARKS.
  - E. *Persons using the PARKS cannot install or use portable or permanent structures (ex. tents, stages, sound systems) unless approved by the township. Additional chairs, tables, and small portable sporting activities (ex. corn hole, frisbee, badminton, horse shoes, etc.) are permitted but must be removed by the end of the day.*
  - F. Users of PARK park facilities must adhere to all publicly posted rules and regulations.
  - G. **Use of the soccer field at Herman Park requires permission from the Leelanau Soccer Club.**

**Section 14. Penalties**

- A. Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Acts 12 of 1994, amending Public Act 236 of 1961, being Section 600.101-600.9939 of the Michigan Compiled Laws and shall be punished as follows:
  - 1. For a first offense, the person shall be fined not less than \$100.00, nor more than \$200.00 plus the costs of prosecution and other sanctions provided by law.
  - 2. For a second offense occurring within two (2) years of the date the person was found responsible for the first or immediately preceding offense, the person shall be fined not less than \$300.00 nor more than \$500.00, plus the cost of prosecution and other sanctions provided by law.
  - 3. For a third or subsequent offense occurring within three (3) years of the date the person was found responsible for the first or immediately preceding offense, the person shall be fined not less than \$1,000.00 nor more than \$5,000.00, plus the costs of prosecution and other sanctions provided by law.

B. The Township Code Enforcement Officer and other persons appointed by the Suttons Bay Township Board are hereby designated as the authorized township officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.

C. Nothing in this Ordinance shall prohibit the Township or any interested party from seeking such other relief as may be permitted in law or in equity regarding the existence of a nuisance. A violation of this Ordinance is deemed to be a nuisance per se.

**Section 15. Previous Park Ordinances Rescinded**

All previous Suttons Bay Township Park Hours-of-Operation and Parks Ordinances are hereby rescinded and replaced by this Ordinance.

**Section 16. Severability**

If any section, clause or provision of this Ordinance is deemed unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

**Section 17. Effective Date**

This Ordinance shall become effective thirty (30) days after being published in a newspaper of general circulation within the township.

Amended Ordinance No. 1 of 2018 was adopted on the 23rd day of May, 2018 by the Suttons Bay Township Board of Trustees.

*Amended Ordinance No. \_\_\_\_ of 2022 was adopted on the \_\_\_\_ day of \_\_\_\_\_, 2022 by the Suttons Bay Township Board of Trustees.*

Motion by:

Supported by:

Roll Call Vote:

Yeas:

Nays:

Absent:

Motion Carried/Failed: \_\_\_\_\_

I certify that this true copy of Ordinance No. \_\_\_\_ of 2022 was adopted at the regular meeting of the Suttons Bay Township Board of Trustees on \_\_\_\_\_, 2022 and

published in the *Leelanau Enterprise* on \_\_\_\_\_, 2022.

Date of Township Approval: \_\_\_\_\_, 2022

Date of Publication: \_\_\_\_\_, 2022

Sandra VanHuystee: \_\_\_\_\_  
Suttons Bay Township Clerk

Date: \_\_\_\_\_

SUTTONS BAY TOWNSHIP  
*Parks and Recreation Committee Bylaws*  
*Adopted: July 14, 2021*  
*with proposed amendments March 24, 2022*

Section 1. Purpose:

The purpose of the Suttons Bay Township Parks and Recreation Committee is **to provide advice to the Township Board and make formal recommendations regarding park and recreation needs and programs for the Township.**  
~~to assist the Township Board by proposing park and recreation needs and programs for the residents of the township.~~

Section 2. Specific Committee Responsibilities:

- a. Conduct research, do thorough due diligence, and comprehensively review all subjects and projects requested by the Township Board and offer advice and recommendations on such matters.**
- a. Work with the Parks Supervisor regarding potential development, redevelopment or expansion of both existing or new recreational programs and facilities by planning for short term and long term parks and recreational needs.
  - b. Assist with establishing policies, rules, and regulations with which parks and recreational programs may operate.
  - c. Work with the Parks Supervisor in the development and completion of the five-year "Suttons Bay Township Community Parks, Recreation, and Open Space Plan".
  - d. Volunteer to provide direct physical assistance (volunteer "helpers" or "workers") with projects, maintenance, repairs and construction of facilities and grounds in all township parks as scheduled by the Parks Supervisor.
  - e. Conduct community surveys and host public hearings whenever required or appropriate to assist in setting priorities, with grant writing, and recommending plans for expanding park programs and facilities.
  - f. Committee investigate opportunities for identifying funding alternatives and other resources for the operation, expansion or maintenance of parks and programs.
  - g. Develop an annual budget to propose to the Township Board no later than January 31 of each year.
  - h. Assess at all times the safety and security of all parks and recreation facilities.
  - i. Assist with adjudicating complaints, disputes or other grievances from the public arising out of parks and recreation activities.

- j. Serve as township advocates for current township parks and recreation programs while encouraging usage and support.
- k. Review and evaluate the Bylaws annually or as needed.
- l. Perform other duties and responsibilities as requested by the Township Supervisor and/or the Township Board.
- m. Committee proposals are presented to the Township Board for **consideration** approval through the Chairperson's monthly report. It is ~~then up to~~ **the responsibility** of the Park Supervisor to ~~then~~ implement the proposals approved by the Township Board.

### Section 3. Membership:

- a. The committee is composed of up to seven (7) residents of the township approved by the Township Board. In addition to the seven (7) residents up to four (4) ad-hoc non-voting residents or non-resident persons may also be included on the committee whenever the committee deems their attendance would be helpful and/or appropriate.
- b. Each Board appointed committee member serves at the pleasure of the Township Board for a period of three (3) years. Members may be reappointed for additional terms by the Township Board.
- c. No individual committee member may act in an official capacity except through the decisions and actions of the entire committee.
- d. Any member who is absent for four (4) consecutive meetings may be removed by the Township Board from the committee unless the absence is due to personal illness, personal injury or a family emergency. The committee member must notify the Chairperson at least twenty-four (24) hours before the next meeting in order to have an Excused Absence. Three (3) Unexcused Absences will result in removal from the committee.
- e. The township's Parks Supervisor reports directly to the Township Board. The Parks Supervisor shall attend committee meetings unless otherwise excused.

### Section 4. Officers and Duties:

- a. Annually at the first meeting in January the committee will elect from its membership a Chairperson, Vice-Chairperson, and Secretary.
- b. Chairperson: Presides over all meetings and appoints committee members to sub-committees as necessary and may schedule Special Meetings whenever necessary. The Chairperson is the official representative on the committee that reports to the Township Board regarding committee business.
- c. Vice-Chairperson: Shall act in the absence of the Chairperson.

d. Secretary: Shall act in the absence of the Chairperson and Vice-Chairperson. Will record Minutes of each committee meeting and forward a draft copy to the committee members, Township Board, and Parks Supervisor no later than eight (8) days following the meeting pursuant to the Open Meetings Act. The Secretary is responsible for keeping all attendance records of committee members as noted in the Minutes. The Secretary, in the minutes, will highlight any significant issues and proposals for adoption by the Board.

#### Section 5. Meetings:

- a. The regular meetings of the Parks and Recreation Committee will be held according to the committee's established and approved yearly schedule. Following final approval by the committee of their Meeting Schedule it will be published and posted under requirements set forth within the Open Meetings Act.
- b. All meetings will require a quorum of eligible voting members in attendance in order to conduct business and make decisions. Meetings held with less than a quorum will be discussion sessions only where no votes will be taken.
- c. Meetings will be conducted under generally accepted Parliamentary rules as described in Robert's Rules of Order.

#### Section 6. Compensation:

Appointed members of the committee will be compensated for their service as approved by the township Board.

Recommended Appointments  
Township Committee, Commission, and Boards

December 14, 2022

BOARD OF REVIEW:

James Eckerle  
Larry Mawby  
Robert Weyland  
Patti Miller, Alternate

TERMS END:

December, 2024  
December, 2024  
December, 2024  
December, 2024

PLANNING COMMISSION:

John Clark  
Don Gregory  
Tom Koernke

December, 2025  
December, 2025  
December, 2025

ZONING BOARD OF APPEALS:

Chris Branson  
Jeff Slocombe

December, 2025  
December, 2025

PARKS & RECREATION COMMITTEE:

Liz Clark  
Debbie Slocombe

December, 2025  
December, 2025



# ***SUTTONS BAY TOWNSHIP***

## **\*\*NOTICE TO THE PUBLIC\*\***

### **SCHEDULE OF REGULAR TOWNSHIP BOARD MEETINGS**

#### **CALENDAR YEAR 2023**

The Regular Board Meetings of Suttons Bay Township are scheduled at 5:15p.m. the second Wednesday of each month. Meetings will be held at the Suttons Bay Township Office at 95 West Fourth Street in Suttons Bay. The Annual Budget Hearing will be held at the March Meeting starting at 5:15p.m. just prior to the Regular Board Meeting.

JANUARY	11
FEBRUARY	8
MARCH	8
APRIL	12
MAY	10
JUNE	14
JULY	12
AUGUST	9
SEPTEMBER	13
OCTOBER	11
NOVEMBER	8
DECEMBER	13

SANDRA VANHUYSTEE  
SUTTONS BAY TOWNSHIP CLERK  
DECEMBER 14, 2022