

NOTICE OF REGULAR MEETING:

The Suttons Bay Township Board is hereby called for 6:00 am Wednesday, July 10, 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 (June 12, 2024 and special meeting July 1, 2024).
2. Payment of Bills

NEW BUSINESS:

1. Dog Park Pathway
2. Sewer & Water Intergovernmental Agreement (If information received from attorney)
3. PILOT Ordinance (if information received from attorney)

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 .

**The Township Parks & Recreation Committee will meet on
Wednesday, June 26, 2024, at 6:30 PM at
Suttons Bay Township Office**

DRAFT NOTES

Highlights

1. *Positive feedback to Jared from all- great communication*
2. *Township Meeting Monday to approve quote for sidewalk at Dog Park*
3. *Adding Vic Steimel Poison Ivy bid to Monday's Township Agenda if possible*
4. *Tentative Pavilion Paint Dates: 7/30-8/15*
5. *HP Playground Discussion started*
6. *Jared & Pete will hike 45th Parallel Park with Rich Bahle and Doug Periard*

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

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

- *Meeting called to order at 6:32 p.m.*

APPROVAL OF AGENDA

- *Added Herman Park Playground under New Items*
- *Aaron Bahle, Eagle Scout Project, not on agenda as he is at summer camp*
- *Added Bingham Township P&R attendee under New Items*
- *Moved by Debbie, seconded by Liz C, approved by all*

Approval of May 11, 2024 Meeting Minutes (Attachment A)

- *Moved by Liz M, seconded by Debbie, approved by all*

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

- *No public in attendance*

CONFLICT OF INTEREST

- *None*

Park Manager and Assistant's Report – See June 4, 2024 Report

- *Reviewed some highlights*
- *Praise given to Jared for detailed report*

OLD BUSINESS

1. Dog Park Walkway – Angled from Culvert to gate
 - a. *Final agreement it should be angled since people will “cut through” on the grass*
 - b. *First approved vendor will not return calls. Having special Board meeting Monday to get approval to go to second bid. It was only slightly more money- Steelman Brothers*
 - c. *Grass along fence line*
 - i. *Both Jared and Liz M have helped with weed whacking*
 - ii. *Jared purchased Vinegar Compound to kill grass on fence line*
 - iii. *Also going to spray in concrete/asphalt areas where grass grows between sections*
 - iv. *Liz C reported this is what she uses at her personal home and works well*
2. Dog Park Donation Signs
 - a. *Liz M reported they are in production and will hopefully be installed within three weeks*
3. Pavilion Painting
 - a. *Jared just received their liability insurance*
 - b. *Tentative dates set for 7/30-8/12 (depends on weather)*
 - c. *Should not take full 2 weeks*
 - d. *Final approved colors: White support structure with black on light poles. Pond Pavilion same brown.*
 - e. *Discussion to also paint signs frames/Disc Golf Sign since it is original*
 - f. *Jared still trying different methods to get rid of birds*
4. Pickleball Fencing
 - a. *Pete expressed concern over Fineline Fencing’s financial position and finishing the job. We still owe final payment, but they have not completed work: caps and gates*
 - b. *Liz M reminded Pete about dog park gates not opening smoothly and they are supposed to fix on their next visit*
5. Vic Steimel Tote
 - a. *It is not being picked up weekly, but finally picked up last week*
 - b. *Jared spoke the GFL and is going to try to get 3 weeks credit on bill*
 - c. *Liz M reported only one incident of home garbage in there, but it has never been overflowing*
 - d. *Positive feedback from VS users on tote and dog waste bags*
 - e. *Discussion around competitive trash company that just started locally- possible option for next year, more research needed*

NEW BUSINESS

1. Pickleball – VAPTR water collection system, AED, & Wind Screening
 - a. *Dan Sticof donation of \$8,000 to go with leftover restricted funds will be used for purchases*
 - b. *Pete has completed all ordering*
 - i. *VAPTR- \$5,500*
 - ii. *AED- \$2,878*

1. Will need electricity
 2. Put in SE corner of Pavilion
 3. Signs to be placed for location directions
 - iii. Total spend \$11,140 with wind screens
 - c. Some discussion around trying to "roll-up" tennis screens in the winter as well- need lots of hands to do this
2. Park Manager Tasks
 - a. Poison Ivy
 - i. Leaves of 3 Quotes:
 1. Herman Park- \$3,500
 2. Vic Steimel- \$2,000
 3. They will also kill Oriental Bittersweet- invasive
 - ii. Weedman
 1. Quoted 3 treatments at \$166/application
 2. Obviously not same type of permanent control
 - iii. Jared trying to get this added to Special Board Meeting Monday
 - b. Jared requested a list of tasks/priorities for the next 30 days
 - i. Poison Ivy control at VS- present both quotes Monday
 - ii. Dog Park- kill grass on fence line with new Vinegar Control that was purchased- do between asphalt/sidewalks as well
 - iii. Research what Herman Brothers used as a tool to tear up roots along sides of asphalt and sidewalks
 - c. Finalize Dog Park Sidewalk and schedule installation
 - d. Install AED
 - i. Have electric installed and post the signs provided
 - ii. Make draft directional signs for AED by PB and Tennis Courts
 - e. Paint all HP signs black
 - f. Look to replace 2010 Disc Golf Sign
 - g. Need to move basket out of landscape. Will not mess with lock at this point,
3. 45th Parallel Park
 - a. Tom Nixon mentioned to Pete that he is concerned with work at 45th Parallel Park, namely mowing and trail maintenance
 - b. Bill D used to mow the rail bed from Setterbo, not doing it anymore. Rail bed right-of-way has changed hands. Would need to get approval for this. New "owners" are thought to be offspring of previous owner.
 - c. Since no parking is available, we have not done much at 45th
 - d. There is a report that Herman Brothers put in a bridge at 45th??? We are unsure of this since it never came to Committee or Board for approval
 - e. Debbie confirmed she and Rich Bahle have discussed allowing Township to use some of their adjacent property for parking
 - f. Plan: Jared and Pete to hike 45th with Rich and Doug Periard and report back to Committee
4. Bingham Representative
 - a. Has asked to come to our meeting
 - b. Jared will connect with him about August Meeting date and time
5. Playground at Herman Park

- a. *Committee wants to discuss this again to start getting quotes and a plan together to see if funding assistance through grants is feasible, including MEDC*
- b. *Next Meeting: Committee members gather any information and ideas they have for discussion*

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

- *None present*

COMMITTEE MEMBER COMMENTS

- *Nothing additional*

ADJOURNMENT

- *7:32 p.m.*

Next Meeting, July 24, 2024, 6:30 pm Township Office or at a park to be determined.

Attachment A

**The Township Parks & Recreation Committee will meet on
Wednesday, May 11, 2024, at 10 am at
Herman Park**

Approved Notes

Top Highlights:

1. We welcomed Jared as new Parks Manager!
2. Committee worked together for tree maintenance at Herman Park following meeting
3. Airon Herman updated on Eagle Scout project at Herman Park

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

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

- Meeting called to order at 10:09 a.m.

APPROVAL OF AGENDA

- Approved as presented- Liz moved and Debbie seconded

Approval of April 24, 2024 Meeting Minutes (ATTACHMENT B)

- Approved as presented- Debbie moved and Bill seconded

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 updated May 9 Report

- As presented, no updates

OLD BUSINESS

6. Airon Herman Eagle Scout Project
 - a. Airon presented Project Proposal for approval signature by Pete
 - b. Discussed sample sign drawing and suggestions made
 - c. Gave Airon guidance to connect with Endangered Species groups for wording, photo samples, etc.
 - d. Also asked Airon to review Forest Management information on website
 - e. Suggested looking at Conservancy signage for ideas
 - f. Arion will bring full-color rendering of sign to June P&R Meeting so it can then be presented to Township Board at their July meeting for final approval
7. OK to request a quote from Gosling Czubak for dog park walkway work
 - a. Walked options for layout of sidewalk
 - b. Jared going to have preliminary discussion with Team Elmers
8. Waiting on Manager appointment for Request for Quotes (Dog Park walkway, Turf Management [add Ice Rink?], Pavilion Painting, Ice Rink leveling)
 - a. Pete and Jared will work together on these items

NEW BUSINESS

6. Park Manager – Jared Pontius was approved for the position. Will be an “At Will” employee paid quarterly. First quarter minus 5 weeks. Dennis withdrew from consideration.
 - a. Welcome to Jared who was at meeting and work day
7. Dog Park Opening
 - a. 3 Benches being installed afternoon 5/11 by Liz and friends
 - b. Debbie will assist with tree planting in a few weeks-walked placement before meeting
 - c. Donation signs still in production-to be up by 6/1
 - d. Looking for a Grand Opening Event possibly 6/22

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

- None

COMMITTEE MEMBER COMMENTS

- Group discussion on ways to deter birds and droppings in Pavilion. Jared going to look into electronic bird deterrent options

ADJOURNMENT

- Adjourned formal meeting at 10:42 and then began work day

Next Meeting, June 26, 2024, 6:30 pm Township Office or at a park to be determined.

Jean Moe

From: Jared <sbtparkmanager@gmail.com>
Sent: Friday, July 5, 2024 11:01 AM
To: Sandy VanHuystee
Subject: Fwd: Park Manager/Asst Report 07/2024

Please attach with report as well please. Thank you Jean
Have a great weekend

Jared

----- Forwarded message -----

From: Pete Ostrowski <powazski@gmail.com>
Date: Thu, Jul 4, 2024 at 10:42 AM
Subject: Re: Park Manager/Asst Report 07/2024
To: Jared <sbtparkmanager@gmail.com>

Sorry, got caught up with family.

Pickleball

Ordered, received, and assembled two VAPTR Pro Water collection units. Locked to courts with bike locks. Will train individuals in all skill levels.

Ordered windscreens for new courts, two-week delivery.

Got container of Wet & Forget to get mold off courts.

Will order Automated External Defibrillator (AED) with Outside Enclosure opened with a code that is available by calling 911.

Dug up some weeds, will move to using the vinegar that is working on dog park.

Will order two more sun-shade tarps and hardware.

Still fine tuning schedule.

Tennis

New tennis schedule for July: youth tennis classes, adult clinic, mixed doubles and a trial drop-in time.

Dog Park

New sign for mowing, Sundays 7 to 9 pm.

On Wed, Jul 3, 2024 at 7:54 PM Jared <sbtparkmanager@gmail.com> wrote:
See attached for distribution. Thank you and have a Happy Independence Day.

Jared

Suttons Bay Township

Park Manager/Assistant Report – SBTPR07-24

Date: 7/3/2024

Herman Park

- **Dog Park**
 - Received correspondence on water bowls not draining. After draining and assessing, it was determined grass clippings were main culprit. Reached out to Herman Bros. regarding, and will try to source/produce drain cover for mowing.
 - Sprayed fence line with concentrated vinegar to kill grass that is unable to be cut.
 - Contacted Leelanau Masonry after special meeting approval. Requires 50 % deposit for scheduling.
 - Found big hole that was dug out right under north bench in big dog park. See attached. Two considerations: Gravel around base of benches to prevent digging. Signs asking to prevent digging? Could cause liability issues.
 - Witnessed both gates being opened inward, causing unnecessary wear and tear on gate and concrete. Consider signs labeled push/pull to prevent damage.
- **Pickleball/Tennis Courts**
 - Fineline Fencing (pickleball) – Still missing post caps and gates. (Supply chain issues)
 - Received Vaptr donations, in shed.
- **Disc Golf**
 - Removed # 1 basket from front garden. Moved into field to the south
- **Fishing Pond**
 - Docks and life rafts checked on. Found wasps in South box (sprayed). Other boxes clear.
- **Soccer Fields**
 - Contacted regarding cost sharing for fertilizing.
- **Pump Track**
 - Seems to be in good order
- **Pavilion/Gazebo**
 - Electrician (Kevin Buhr) contacted and waiting to receive AED to install AED and outlet for bird deterrent
 - Power washed 6/19 for events 6/20, 6/25, and 7/2
 - Wasp/Hornet nest issues on gazebo addressed
 - Intex is scheduled for July 31st – August 15th for painting.
- **Port O Jons**
 - Checked multiple times
- **GFL**

- Totes in place. Monday pickups regularly
- **Turf/Landscaping**
 - Whiteford lawn continued mowing and cleanup
 - Herman brothers continued mowing.
 - Contacted Weedman after approval for poison ivy control.
- **Parking Lot/Walking Path**
 - Weeds partially sprayed with concentrated vinegar. Seems to work well. Will buy more for routine spraying throughout park for weed/grass control
- **Miscellaneous**
 - Water samples collected and sent to SOS (6/13/2024), bacteria absent.
 - Sprinkler system checked
 - Dog waste bins checked emptied multiple times
 - Picked up trash, but a group effort trash cleanup could be beneficial

Vic Steimel Park

- **Port O Jons**
 - Checked
- **Dog Waste Station**
 - Checked
- **GFL**
 - Tote in place. Monday pickup was avoided for a few weeks. Contacted GFL rep multiple times. Should receive credit for neglected pick ups. Back on schedule.
- **Landscaping**
 - Contacted Weedman after approval to schedule poison ivy control.
- **Miscellaneous**

Ice Rink Park

- Will work producing quotes for grading in July.

Graham Greene Park

- **Port O Jons**
 - Tote in place. Monday pickups regularly
- **Dog Waste Station**
 - Checked
- **GFL**
 - Tote in place. Regularly picked up.
- **Landscaping**
 - Could use some pruning along drive, will try to address in July
- **Miscellaneous**

45th Parallel Park

- **Miscellaneous**
 - Planning to do walkthrough with Pete, Doug, and anyone else who would like to.