

NOTICE OF MEETING

The Regular Meeting of the Suttons Bay Township Board will be held
Wednesday, October 12, 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.

PRESENTATION:

CONFLICT OF INTEREST

REPORTS:

- Treasurer
- Planning & Zoning
- Parks Supervisor
- Parks & Recreation Committee
- Fire Authority
- Facilities

OLD BUSINESS:

1. Approval of the Minutes: September 14, 2022
2. Payment of the Bills
3. Authorize Disbursement of \$2,000 Matching Money for DTE Tree Grant

NEW BUSINESS:

1. Consideration of Using Metro Funds to Improve Entrance to North Marek Road
2. Update on the Proposed Pump Track at Herman Park: Pete Ostrowski
3. Revised Job Description for Parks Maintenance & Activities Assistant
4. Revised Ice Rink Reservation Form
5. Review Revisions to "The Parks Ordinance"
6. Consider Discontinuing the use of Zoom for Board Meetings
7. Establish Committee to Review/Revise the Short Term Rental Ordinance

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 & Recreation
Parks Supervisor Updates**

Date: October 1, 2022

To: Suttons Bay Township Board

Re: Parks Supervisor – Monthly Update:

- 1) Area for shed concrete pad was graded and prepared by Elmer's. Ensured all dimensions and elevations were correct.
- 2) Concrete pad for new shed at Ice Rink Park poured by G & H Concrete LLC (sub for Elmer's).
- 3) Ordered kick plates and bumper caps for ice rink from Robinson's Landscaping & Nursery.
- 4) Assisted Pete in Power washing Pavilion floor. The Twp. used power washer froze up and job completed with my own unit.
- 5) Tom Nixon authorized the purchase of a new washer (was on sale) from Blains in TC.
- 6) Ensured preparations for Leelanau Harvest Tour & Pavilion rental were completed.
- 7) Completed agreement with Richard Baldwin to allow LSC use the adjacent property for their parking.
- 8) Continuing interaction with LSC with game scheduling as well as field maintenance.
- 9) Continued installing "Private Property, No Trespassing" signs. 14 completed, 12 more required.
- 10) Completed Phase 1 pathway development from M-22 thru MDOT property to 45th Parallel Park. Waiting to complete with wood chips and move onto next phase.
- 11) Contacted Jesse Fox about the "GoFundMe" site he registered. He is to write a check to the Township for the remaining funds in the account. He is also to prepare a list of "maintenance" items he purchased with some of those funds and give to the Township.
- 12) Contacted another source for the relocation of pine trees (funds still in budget) around the tennis courts and west property line. Waiting for response.


William Drozdalski- Parks Supervisor

**Suttons Bay Township
Parks and Recreation Committee
Draft Minutes of September 28, 2022, Meeting**

HIGHLIGHTS:

1. Debbie will get with Sandy to get memory stick with last 5-year park plan on it
2. Pump Track still on hold due to MOU and possible funding shortage
3. Fund raising starting on Pickleball Courts and Dog park at Herman Park
4. Request for a link on SB Township page to Leelanau County for dog licensing

CALL TO ORDER:

Pete Ostrowski, Chair, called the meeting to order at 6:30 PM at the Suttons Bay Township Office

ATTENDEES

Present: Pete Ostrowski, Liz Mahaney, Debbie Slocombe, Gary Devol, Dennis Rathnaw, Hadley Dickenson and Bill Drozdalski- Park Supervisor

Public: None

APPROVAL OF THE AGENDA

1. With one addition by Pete for Cycling Club

Gary moved and Dennis second

APPROVAL OF MINUTES- August 24, 2022, Meeting (Attachment A)

1. With One change on page 2, name change to Matt Spinnaken

Debbie moved and Liz second

PUBLIC COMMENT:

None

GUEST SPEAKERS:

None

PARK SUPERVISOR REPORT: (Attachment B)

1. Bill stated a correction on #4 his report- The Township paid for the fertilizer per the MOU
2. Memorial Garden dedication went off well per Debbie and Pete
3. Pete reported Cycling Club Event went off well
4. Debbie complimented Bill on great idea for soccer parking at the Baldwins and suggested we send them a hand-written thank you note for the P&R Committee. This will be primary soccer parking for the foreseeable future.

OLD BUSINESS:

- 1. Herman Park Pump Track Location- MOU –Still waiting on NMMBA**
 - a. Pete reported still wait to hear from on MOU changes from NMMBA
 - b. They may be short funds for pump track
 - c. Cody is now the VP in contact with Pete from NMMBA
 - d. Pete to talk to Cody on Thursday of this week
- 2. 5-Year Park & Recreation Plan**
 - a. Current plan runs through 2023
 - b. Pete researched Network Northwest's website for past work they have done. Last one was Bear Creek Township. Suggested members visit their site before next meeting for some background on what plan entails
 - c. Debbie asked Pete if we could use some of SB Village information since they are in the process of finalizing theirs. He said yes.
 - d. Bill stated he completed the last one. All information is on his home computer. He gave a PDF file on a memory stick to Sandy. Group discussion on trying to convert the PDF into a native file so information could be accessed for updated plan. Debbie is going to ask Sandy for memory stick.
- 3. Soccer Field Status**
 - a. New contact is Andy Mills- overall director of LSC and area local director
 - b. Bill reported no communication issues
- 4. Entrance to Herman Park**
 - a. Debbie has no financial gain, so this is not a conflict of interest per Pete
 - b. P&R Committee will continue with proposal to dedicate volunteer time in the spring and as needed throughout season
 - c. Committee requests the Board approve in 2023-2024 budget the \$700 for season maintenance. This to be discussed at next meeting with the Board.
- 5. Soccer Field Status**
 - a. Previously discussed during Supervisor's report
- 6. Tree Grant Update**
 - a. Liz M reported she received an email update this week that no decisions have been made yet- decisions were still delayed
- 7. Thanks to volunteers cutting back grape vines at the pond**
 - a. Should be done each year
 - b. Bill suggested at least cut vines at bases in spring, let die, and then take out in the fall
 - c. Bill reported some dead trees around the pond that he has Herman Brothers working on a quote

NEW BUSINESS:

- 1. Dog Park Subcommittee Fund Raising**
 - a. Board approval to raise funds!
 - b. Location at Herman Park still to be determined. P&R recommends by pump track near orchard. Lots of feedback that pickleball players do not want next to courts.
 - c. Liz reported updated budget to be \$111,000 based on numbers she received on Garfield Township's new River East Dog Park.
 - d. Seed money- now \$30,00 from Hoensheid Family only. Pezzi's withdrew their \$15,000 pledge due to small size of dog park.
 - e. Liz is organizing crowd funding through Michigan Economic Development Corporation and plans to submit grant request by early next week. This is a

matching grant for funds raised.

- f. Subcommittee will work on other grants as well. No update on SPARK grants for both projects yet.
- g. Liz presented possible memorial donation ideas for benches, water fountains, fence, etc. She will discuss with Board at the next meeting
- h. Bill is unsure who has access to Friends of Herman Park Facebook page. Maybe his daughter? This needs to get set-up again. Liz will work on it.
- i. Asked Bill to set-up a link to Leelanau County on the SB Township's landing page for new residents to know they need to license their dog (based on new resident feedback)
- j. Liz asked Bill about AmazonSmile program. He stated that it was set-up but only generated \$10 in the past for FOHP. Liz is going to gain administer function from Bill and it set-up again. Amazon gives 0.5% of qualified purchases to charity. Money raised will be split between pickleball and dog park

2. Pickleball Court Fund Raising

- a. Pete is heading this up and putting out feelers for additional volunteers
- b. Bill explained Green Lake Township court and Ticker article- quote was for asphalt only (See attachment C)

3. Combined Board & Recreation Meeting October 26, 2022

- a. All agreed to this date
- b. Time suggested is normal P&R meeting time of 6:30 p.m.

4. Cycling Club

- a. Pete reported Bill Danley, Harvest Tour Director, was very pleased with event
- b. Danley appreciated Bill's help with event
- c. Pete reported on possible Cycling Club Grant funding
 - i. Make a path from High School to Herman Park
 - ii. Bill said it is doable and has walked potential path

PUBLIC COMMENT:

1. None

COMMITTEE MEMBER COMMENTS:

1. Bill-
 - a. High winds have taken down a 24-foot tree at HP, working with Herman Brothers to get it removed
 - b. Path at 45th Parallel Park is 99% complete. Park on the east side of the road and walk between the two red posts.

ADJOURNMENT:

- The meeting was adjourned at 7:09 p.m.
- Next meeting scheduled on Wednesday October 26,2022 at 6:30 p.m. at Township Office

Minutes by Liz Mahaney, Secretary

**DRAFT MINUTES
SUTTONS BAY TOWNSHIP BOARD - REGULAR MEETING
SEPTEMBER 14, 2022**

CALL TO ORDER

Tom Nixon, Supervisor, called the Regular Meeting of the Suttons Bay Township Board to order on Wednesday, September 14, 2022, at 5:15 p.m. at the Suttons Bay Township Offices.

ROLL CALL - 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, Debbie Slocombe/supported, to approve the agenda as submitted, motion carried.

PUBLIC COMMENT

Nancy Anderson commented on rentals in the township.

PRESENTATION - Brendan Mullane, Managing Director, Leelanau County Road Commission

Brendan Mullane, Managing Director, Leelanau County Road Commission, submitted a 2022 Report regarding the Leelanau County Road Commission. The Board thanked Brendan Mullane for the Report.

CONFLICT OF INTEREST

None.

REPORTS

- Treasurer- Collecting taxes.
- Planning & Zoning - Planning Commission will continue working on the Zoning Ordinance revision. Leelanau Watersports Site Plan Review was approved.
- Parks Supervisor - Report from Bill Drozdalski
- Parks & Recreation Committee - Minutes submitted.
- Fire Authority - Approved EMS right offs, collection referrals, EMS increase in fees, discussed paying employees for COVID time off, union negotiations starting in November.

- Facilities - In process of getting new threshold painted, new door handles, and changing the locks in the building.

OLD BUSINESS

1. Approval of the Minutes - August 10, 2022
Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve the August 10, 2022 Minutes as presented. Motion carried.
2. Payment of the Bills
Tom Nixon/moved, Debbie Slocombe/supported, to approve payment of the bills in the amount of \$30,259.59, motion carried.

NEW BUSINESS

1. Quote for Tree and Limb Clean-Up at the Township Cemetery
Carlson Tree Service submitted a quote to clean up the township cemetery at a cost of \$2,688.00.
Tom Nixon/moved, Sandy VanHuystee/supported, to approve the quote from Carlson Tree Service for \$2,688.00 to clean up the township cemetery, motion carried.
2. Install remote access from township computer for Assessor.
Christy Brow, Township Assessor, requests a technology upgrade so that she can access her computer from home.
Dorothy Petroskey/moved, Sandy VanHuystee/supported, to approve Netlink Business Systems to install a remote access upgrade for Christy Brow, Assessor, at a cost of \$100.00 a year, motion carried.
3. Quote for Expanding the Parking Lot at Herman Park
Three bids were received for expanding the parking lot at Herman Park: AJ'S Excavating, Team Elmer's and Walton Contracting. The proposal is to add 38 parking spaces at Herman Park, some of the area south of that would be for back up parking. Tom Nixon said this project would start early spring 2023. Tom Nixon said he proposes to cancel the roof repair for another year which is \$25,000.
Tom Nixon/moved, Debbie Slocombe/supported, to accept the bid from AJ Excavating in the amount of \$254,423.00, plus engineering and contingency fees for 38 additional parking spots and improvement to the overflow lot at Herman Park, motion carried.
4. Quote from Anavon for a New Township Office Phone System.
Anavon submitted a quote of \$4,353.00 for a new township office phone system at a cost of \$4,353.00. The monthly cost for the telephone system is \$139.00.
Doug Periard/moved, Sandy VanHuystee/supported, to accept the quote from Anavon in the amount of \$4,353.00 install a new township office phone system, motion carried.

5. Quote from Elmer's for Cement Base for New Shed at Ice Rink Park
Elmer's submitted a quote of \$7,595.00 for a cement base for a new shed at the Ice Rink Park.
Tom Nixon said Item To#6 of \$930.00 to spread top soil will be deleted, for a new cost of \$6665.00.

Sandy VanHuystee/moved, Debbie Slocombe/supported, to accept the quote from Elmer's for a cement base for a new shed at the Ice Rink Park at a cost of \$6665.00, with the deletion of Item #6 for \$930.00, motion carried.

6. Park & Rec Committee Proposal for Adding two (2) Pickle Ball Courts at Herman Park
Parks & Rec Committee submitted a proposal to add two (2) pickle ball courts at Herman Park which is estimated to cost \$90,000 - \$100,000. The funds for the pickle ball courts would be raised this year and the courts would be constructed next year.

Tom Nixon/moved, Dorothy Petroskey/supported, to support the proposal by Park & Rec Committee to raise funds to add two additional pickleball courts at Herman Park, Discussion - Bill Drozdalski said it doesn't make sense to have a MOU for this project. motion carried.

7. Park & Rec Committee Proposal for Adding a Dog Park at Herman Park
Parks & Rec Committee submitted a proposal to add a dog park at Herman Park.

Dorothy Petroskey/moved, Debbie Slocombe/supported, to approve funding by Friends of Herman Park for an acre dog park at Herman Park.

Discussion -

- Concern dog waste removal, vaccinations, licenses, restricted access, limited use.
- Herman Park is a people park, county and village have never addressed dog park issue.
- 67% of dog licenses were issued in the Suttons Bay area.
- Concern, broaden scope of responsibility for perimeters. Do you want to start a membership, need to provide a safe surface.
- Concern - maintenance of the dog park.
- If volunteers cease to exist, dog park would be removed.
- Township has right to say it doesn't want to continue with something at Herman Park.

Vote for the motion: Yes: 5 No: 0. Motion carried.

PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

Doug Periard apologized for not being at the meeting last month.

Tom Nixon - Leelanau Christian Neighbors Invite - Thurs., Nov. 10th, 9 am Governmental Center

- trauma discussion group. Invitation from Garden Club, Sept. 21, 4:30 pm - Blue Star Memorial Garden - October Agenda - John Stinson, Homestretch asking township for funds to improve Marek Rd.; letter from Consumers Energy - Community Outreach Day. Suttons Bay Village - Public Hearing - October 5th, 5 pm on Five Year Park and Rec Plan. Considering discontinuing zoom meetings.

ADJOURNMENT

The meeting was adjourned at 6:53 p.m.

Marge Johnson, Recording Secretary
Sandy VanHuystee, Clerk

Suttons Bay Township
Unpaid Bills Detail
 As of October 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
AF Group					
Bill	10/12/2022		10/22/2022		1,072.50
Total AF Group					1,072.50
Anavon Technology Goup					
Bill	09/29/2022		09/30/2022	12	2,176.50
Total Anavon Technology Goup					2,176.50
Andy Brandt					
Bill	10/12/2022		10/22/2022		73.88
Total Andy Brandt					73.88
Carlson Tree Service					
Bill	10/12/2022		10/22/2022		1,243.00
Total Carlson Tree Service					1,243.00
Christy Brow					
Bill	10/03/2022		10/13/2022		448.04
Total Christy Brow					448.04
Debbie Slocombe					
Bill	10/03/2022		10/13/2022		127.45
Bill	10/12/2022		10/22/2022		118.26
Total Debbie Slocombe					245.71
Dee McClure					
Bill	10/12/2022		10/22/2022		73.88
Total Dee McClure					73.88
Dennis Rathnaw					
Bill	10/12/2022		10/22/2022		73.88
Bill	10/12/2022		10/22/2022		92.35
Total Dennis Rathnaw					166.23
Donald Gregory					
Bill	10/12/2022		10/22/2022		73.88
Total Donald Gregory					73.88
Dorothy Petroskey					
Bill	10/03/2022		10/13/2022		2,166.44
Bill	10/12/2022		10/22/2022		153.89
Total Dorothy Petroskey					2,320.33
Doug Periard					
Bill	10/03/2022		10/13/2022		127.45
Bill	10/12/2022		10/22/2022		78.84
Total Doug Periard					206.29
DTE Energy					
Bill	10/12/2022		10/22/2022		42.91
Total DTE Energy					42.91
Elizabeth Clark					
Bill	10/12/2022		10/22/2022		36.94
Total Elizabeth Clark					36.94

Suttons Bay Township
Unpaid Bills Detail
As of October 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Elizabeth Mahaney					
Bill	10/12/2022		10/22/2022		110.82
Total Elizabeth Mahaney					110.82
Federal Tax Deposit					
Bill	10/12/2022		10/22/2022		1,925.70
Total Federal Tax Deposit					1,925.70
Figura Law Office					
Bill	10/12/2022		10/22/2022		1,088.00
Total Figura Law Office					1,088.00
Gerald Devol					
Bill	10/12/2022		10/22/2022		110.82
Total Gerald Devol					110.82
GFL ENVIRONMENTAL					
Bill	10/12/2022		10/22/2022		61.94
Total GFL ENVIRONMENTAL					61.94
Gosling Czubak					
Bill	10/12/2022		10/22/2022		1,629.50
Total Gosling Czubak					1,629.50
Hadley Dickenson					
Bill	10/12/2022		10/22/2022		36.94
Total Hadley Dickenson					36.94
Herman Brothers' Lawn Care					
Bill	10/12/2022		10/22/2022		4,250.00
Total Herman Brothers' Lawn Care					4,250.00
Integrity Business Solutions					
Bill	10/12/2022		10/22/2022		140.59
Total Integrity Business Solutions					140.59
Jill Williamson					
Bill	10/12/2022		10/22/2022		62.50
Total Jill Williamson					62.50
Leelanau County Treasurer					
Bill	10/12/2022		10/22/2022		11.98
Total Leelanau County Treasurer					11.98
Marge Johnson					
Bill	10/12/2022		10/22/2022		147.76
Total Marge Johnson					147.76
Michigan Assessing Service					
Bill	10/12/2022		10/22/2022		3,888.33
Total Michigan Assessing Service					3,888.33
Mid-Michigan Barns					
Bill	10/12/2022		10/22/2022		6,505.43
Total Mid-Michigan Barns					6,505.43

Suttons Bay Township Unpaid Bills Detail As of October 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Miller Consultations & Elections, Inc.					
Bill	10/12/2022		10/22/2022		341.81
Total Miller Consultations & Elections, Inc.					341.81
Netlink					
Bill	10/12/2022		10/22/2022		716.62
Total Netlink					716.62
Networks Northwest					
Bill	10/12/2022		10/22/2022		2,184.84
Total Networks Northwest					2,184.84
Northern Building Supply, LLC					
Bill	10/12/2022		10/22/2022		324.60
Total Northern Building Supply, LLC					324.60
Northwest Lock, Inc.					
Bill	10/12/2022		10/22/2022		203.00
Total Northwest Lock, Inc.					203.00
Paul Whiteford					
Bill	10/12/2022		10/22/2022		2,948.00
Total Paul Whiteford					2,948.00
Pete Ostrowski					
Bill	10/12/2022		10/22/2022		110.82
Total Pete Ostrowski					110.82
Rhoda Johnson					
Bill	10/12/2022		10/22/2022		73.88
Total Rhoda Johnson					73.88
Robinson's Landscaping & Nursery					
Bill	10/12/2022		10/22/2022		547.00
Total Robinson's Landscaping & Nursery					547.00
Sandra Van Huystee					
Bill	10/03/2022		10/13/2022		2,350.52
Total Sandra Van Huystee					2,350.52
SOS Analytical					
Bill	10/12/2022		10/22/2022		25.00
Total SOS Analytical					25.00
Spectrum Business					
Bill	10/12/2022		10/22/2022		264.35
Total Spectrum Business					264.35
State of Michigan					
Bill	10/12/2022		10/22/2022		1,125.26
Total State of Michigan					1,125.26
Steven Patmore					
Bill	10/03/2022		10/13/2022		2,950.71
Total Steven Patmore					2,950.71

Suttons Bay Township
Unpaid Bills Detail
 As of October 12, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Team Bob's					
Bill	10/12/2022		10/22/2022		156.00
Total Team Bob's					156.00
Team Elmer's					
Bill	10/12/2022		10/22/2022		6,665.00
Total Team Elmer's					6,665.00
Tobin & Company					
Bill	10/12/2022		10/22/2022		300.00
Total Tobin & Company					300.00
Tom Koenke					
Bill	10/12/2022		10/22/2022		73.88
Total Tom Koenke					73.88
Tom Nixon					
Bill	10/03/2022		10/13/2022		1,217.54
Bill	10/12/2022		10/22/2022		25.21
Total Tom Nixon					1,242.75
Village of Suttons Bay					
Bill	10/12/2022		10/22/2022		64.15
Total Village of Suttons Bay					64.15
William Drozdalski					
Bill	10/12/2022		10/22/2022		904.37
Bill	10/12/2022		10/22/2022		961.25
Total William Drozdalski					1,865.62
Williams & Bay Pumping Service					
Bill	10/12/2022		10/22/2022		273.86
Total Williams & Bay Pumping Service					273.86
Zoom Video Communications					
Bill	10/12/2022		10/22/2022		14.99
Total Zoom Video Communications					14.99
TOTAL					52,973.06



Regional Developer of Affordable Housing

September 8, 2022

Suttons Bay Township Board
Attn: Tom Nixon - Supervisor
95 West Fourth Street P.O. Box 457
Suttons Bay, MI 49682

VIA EMAIL

RE: Marek Road Upgrade

Dear Mr. Nixon and Board Members,

I am pleased to report that Homestretch Nonprofit Housing Corporation has raised sufficient funds for the On-site improvements, Construction hard costs and related soft costs to provide eight affordable housing units in Suttons Bay Township. Additionally, the donated parcel has been determined to be clear of any “recognized environmental conditions” or RECs, according to the Phase I and Phase II Environmental Assessments conducted by Otwell-Mawby, P.C.

Because of the increased dwellings and traffic to the site, we are required to make upgrades to the intersection of M-204 and Marek Road, as well as widen *and* pave a portion of Marek Road. I have attached a Proposal from Team Elmer’s for your review. While these Off-site improvements were not unforeseen, they are a *roadblock* to our project. Considering the added expense, I am asking for the Township to pay for all, or a portion of the cost. In support of this request, the Township will enable future development on the adjacent two parcels for future multifamily housing that we will pursue.

In closing, I would like to state our commitment in Leelanau County and Suttons Bay Township is unwavering. If you approve this request, it will enhance the project’s financial feasibility and make Vineyard View Apartments a reality while providing more affordable housing for the community.

I look forward to meeting with you on September 14th. Please feel free to contact me at jon@homestretchhousing.org if you have any questions or require additional information.

Sincerely,

Jonathan Stimson
Executive Director

Encl.: Proposal and Site plan





PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150
 1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
 www.TeamElmers.com
 EOE/AA

Proposal submitted to:

HOMESTRETCH HOUSING
 JON STIMSON
 400 BOARDMAN AVE
 TRAVERSE CITY, MI 49684

231-342-7014
 FINE GRADE AND PAVE DRIVEWAY & PARKING
 MAREK RD, SUTTONS BAY, MI
 2022-1042

9/8/2022

GRAND TRAVERSE

We hereby submit specifications and estimates for:

REVISED 9/8/2022

PROVIDE LABOR, EQUIPMENT, AND MATERIALS TO DO THE FOLLOWING PER PLANS BY MANSFIELDS, FOR VINEYARD VIEW, REVISED DATE 8/3/2022 TOWNSHIP SUBMITTAL, FOR HOMESTRETCH HOUSING

COUNTY - MAREK ROAD - Price Includes:

Est. Qty	Unit	Description	Unit Price	Total Price
1	ls	Mobilization	\$3,500.00	\$3,500.00
1	ls	Traffic Control	\$2,500.00	\$2,500.00
1	ls	Survey	\$2,500.00	\$2,500.00
1	ea	MDOT Permit	\$250.00	\$250.00
3	ea	Sign Relocate	\$500.00	\$1,500.00
64	ft	18" CMP Culvert w/ end sections	\$70.31	\$4,500.00
1	ea	Culvert Rem	\$500.00	\$500.00
15	ea	Tree Removal	\$750.00	\$11,250.00
200	cy	Earth Ex	\$45.00	\$9,000.00
140	ft	B-2 curb & gutter	\$45.00	\$6,300.00
400	tn	22A Gravel	\$20.00	\$8,000.00
1	ls	Earth Work	\$4,500.00	\$4,500.00
180	tn	4EL HMA	\$150.00	\$27,000.00
550	sy	Topsoil & Restoration	\$13.64	\$7,500.00
50	tn	23 A CL II Shoulders	\$90.00	\$4,500.00

ESTIMATED TOTAL \$93,300.00

- * Price does not include any utility relocation
- * Price based on approval of plan sheets by MDOT, LCRC and Suttons Bay Township

THANK YOU

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

TEAM Elmer's Authorized Signature

Name: **STEVE ENDRES**

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date of Acceptance _____
 (Sign and return copy upon acceptance)

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured • Daily quality control checks for all products

A regular meeting of the Leelanau County Land Bank Authority (LC-LBA) was held on Tuesday, September 20 at the Leelanau County Government Center.

CALL TO ORDER

The meeting was called to order at 9:00 am by Chairman Gallagher who led the Pledge of Allegiance.

ROLL CALL

Members Present: J. Gallagher, D. Heinz, T. Galla, R. Foster, R. Ispording, C. Janik (9:36 am)

Members Absent: L. Bahle

(Prior Notice)

Public Present: Jon Stimson - Homestretch, David King
Therese Searles, Envirologic (zoom)

CONSIDERATION OF AGENDA

It was moved by Heinz, seconded by Foster to approve the agenda as presented. Motion carried 5-0.

Gallagher handed out a memo from Jon Stimson, Homestretch, dated September 9, a 1-page document on the sale of parcel 001-005-003-40, a list of the 2021 Foreclosure properties of 2018 and prior taxes, and a 1-page Trial Balance Report.

CONSIDERATION OF JULY 19 Minutes

It was moved by Heinz, seconded by Foster to approve the minutes as presented. Motion carried 5-0.

PUBLIC COMMENT - none

UNFINISHED BUSINESS - none

DISCUSSION/ACTION ITEMS

1. **Property Update and Discussion:** Brownfield Plan

Gallagher said it has been a slow summer, there are new rules with foreclosures, auctions, and, first right of refusal. He wanted to talk about each of these individually and come out of here today with some sort of plan. The brownfield plan covered all of these properties that were foreclosed in 2021. We sold one in Bingham and have had conversations of pursuing some plan that would overlap these properties for financing, affordable housing, etc. Gallagher wanted to open up the discussion and see if there is interest to pursue that further. What is our direction with the brownfield plan? Gallagher said he was reluctant to pursue it because of a local township that has pushed back and refused it for one parcel, even with so many other organizations supporting the project. We don't have the reception to allow us to use this as a tool. We could approach this as individual plans for each parcel.

Foster was concerned that some of the other townships might take that action as a precedent. On the other hand, he's wondering if we should approach townships with more progressive members who are ready for this. They recognize challenges we face; our schools face and local businesses face for workforce housing and younger families and may be more amenable than some communities that don't see the need for more workforce housing.

Heinz asked Galla about the \$250,000 EPA grant. In the grant application, the budget was for some outreach to go to townships and talk to them about Phase I, Phase II work, and apply to the brownfield. Heinz asked if discussions with the communities could also be in terms of brownfield funds, accessory dwelling units (ADUs), TIF, Land Bank, etc.

Isphording asked what the expectations of the taxpayers are if we give away property for \$1.00. We may or may not get any benefit from this in the future. Is it the taxpayers' expectations that we get more than a gratuitous thank you? Do they expect more? Galla replied that the only ones the land bank has let go for \$1.00 were portions of easements that needed to go back to adjoining property owners to make the easement whole. Otherwise, we have not offered or sold anything for \$1.00. Gallagher agreed. Gallagher offered further background on the property. There is M-22 and the Tribe has 100' buffer. Property is not landlocked but control of easement is through Tribal land. With previous property we owned there, we did demolition and remediation and sold to the Tribe and they got that buffer as part of the transition from the Tribe. It's not an unencumbered piece that would be desirable to the general public. It's an isolated parcel within the confines of the Tribe and surrounded by Tribal land and Gallagher did not see any perceived value.

(Janik present)

Foster asked if the Tribe has control on that property and Gallagher replied that he would say that have significant input. Foster said if they have it, they could use it potentially as a connection to the larger property they have behind it. Gallagher said the Shocko family owned this section and he closed on them before, this is just another one. There is a big chunk on the west side that is still Shocko family owned. To get to it, you have to go through 100' lot and this lot to get to the back and its straight up a hill. It's a unique piece.

Heinz asked if we want to put any deed restrictions on the piece. Gallagher replied in good faith, could have them combine the two parcels and make a useable piece. We did not place restrictions on the other Shocko property (tax foreclosed). Heinz noted we have almost \$2,500 into this. Are we okay financially as we have almost \$2,500 into this parcel for taxes and will have to write this off. Gallagher said we have \$73,000 in cash, \$6,000 in revenue, and \$125 in expenses this year. So, we've already paid for the property, it would just be a distribution.

It was moved by Heinz, seconded by Foster, that the Shocko property number 011-642-011-20 be offered to the Grand Traverse Band, who is adjoining property owner and essentially controls the egress to that property which would affect the marketable to a third party, with an offer to transfer to the Grand Traverse Band for \$1.00 and other value consideration.

On a voice vote, the motion carried 6-0.

Gallagher said the next step would be to do an RFP to list properties. Out of the 5, he felt the N. Cherrywood Ct. one could be listed because of the distance, and the topography. He asked if a motion was necessary to go out for RFP and Janik said, no. Heinz added that the RFP doesn't bind us. Gallagher replied that he would send out an RFP for the N. Cherrywood Ct. property for listing and bring the information back to the next meeting. Property #008-360-134-00

Auction Update

Gallagher reported that the Bingham tax foreclosed parcel on 633 by Eckler Rd, south of the park in Suttons Bay with the trailer on it sold for \$60,750. There was an additional \$689 collected for summer taxes. Minimum bid was \$2,872.56 for back taxes. So that parcel, plus another \$20,000 or more to remediate the site, is sold. The buyer will pay that cost. Heinz asked what parcels were left. Gallagher said there were 3 properties tax foreclosed and the other 2 went through the courts and are no longer foreclosed. There are no more parcels left from this year's foreclosure. Galla asked if the previous owner of the Bingham parcel filed for excess proceeds and Gallagher replied, no. The previous owner of said parcel has not contacted Gallagher.

Marek Rd

Gallagher said he placed this on the agenda, Stimson did not ask for it but Gallagher wanted to add it for dialogue. Gallagher asked Stimson to give an update on the balance for the project. Gallagher noted that we are healthy with some cash and only a few expenditures this year. We are in a strong position to assist this project, if that is plausible. They are \$36,360 short for road and curb cutting.

Jon Stimson, Homestretch, said he spoke with Steve at Elmer's to make sure everything was covered for the

improved area. Steve went out and said there are trees to come out and culverts, etc. He came back with \$93,300 estimate which left Stimson with another shortfall. Stimson spoke with the Road Commission and the supervisor of Suttons Bay Township and both said they may be able to participate but the township only has about \$10,000 of metro funds from the state and may have some next year, as well. There won't be a recommendation until October 17 and Road Commission needs that recommendation before they can move forward and consider helping out. If the township puts in \$10,000, the Road Commission may be able to do \$10,000. Stimson is asking for this board to do a match fund of whatever he can get from those two bodies.

Gallagher said we could offer a match to secure funding from both, as collaborative and community partner. It's within scope of us to do improvements to the property.

Galla stated as a technical point, the Land Bank still owns the property. Gallagher confirmed. Galla clarified that we would be putting money into property that we still own, without it being a donation. Gallagher agreed. Galla stated that we have not transferred the deed and that doesn't happen unless Homestretch gets the funding lined up. The deed is still being held in escrow. Heinz asked if we get \$5,000 when we convey the title or was it a dollar. Gallagher replied it was one dollar.

Heinz noted the county board did put ARPA (American Rescue Plan Act) fund into this 8-unit project, in the amount of \$125,000.

Stimson said they are in need of money to improve the property that is not yet owned by the developer (Homestretch). It would help the project and also improve the county road. He has been talking with a neighboring property owner for additional land so they could continue the development and put in more units. The road improvements enhance the ability for next 2 parcels to be developed.

Janik asked Gallagher to review what was being proposed. Gallagher suggested a match or commitment from the Land Bank and the Road Commission and the township so we can get this funding gap covered.

Galla asked what our 5/50 after sale of the property would generate in funds. Galla asked Stimson if they got a PILOT from the township to reduce property taxes on this site and Stimson replied, yes, they got 6% of the gross. Galla said she was looking down the road at what we would take in with 5/50 once this property is sold. Gallagher said it would offset what we put into it. Janik asked for an estimate. Gallagher did not have a number but reported that the 4 REACH homes in Northport are anticipated to generate about \$25,000 back to the Land Bank in 5/50 funds. Based on assessment and total valuation, these apartments could come in higher than that. So, \$10,000 would fall under the amount we could capture with 5/50.

Galla stated Stimson pointed out the township and road commission won't act on this until at least October 17. Obviously, you are not building this year so what does that do for the cost for next year? Stimson replied that Alpers Excavating wants to get in there now. There are moving parts. Beyond the road, that gap seems to be forthcoming this month with Leelanau Community Foundation action or others. They will be able to fund everything except the Marek Rd. improvement. They can do that later so there is time but he would like to have all the funds committed before they get started. He is hopeful they can still get some work going in October of this year.

Gallagher summarized that this action would be helpful to present to the township and road commission to address this gap. Stimson agreed and said that enhances our request for 1/3 from each.

Heinz asked about the expiration of the Escrow agreement and Galla said it was extended.

Stimson said township meets 17th of October and the recommendation from them goes to the road commission.

Galla looked up the Escrow Agreement and stated it was extended by the Land Bank and expires June 1, 2023. The property has not yet been transferred to Homestretch. Gallagher pointed out the Land Bank will meet again on October 18.

Heinz asked Gallagher about a special assessment district with the Road Commission at some point for this area, and was it still a viable option. Gallagher thought Stimson had probably exercised all available options, including that one.

It was moved by Janik, seconded by Heinz, to strongly consider at the next meeting, a 1/3 matching grant contingent on the Road Commission and Suttons Bay Township also matching 1/3.

Janik said this motion would allow Stimson to go back to both bodies and let them know we are considering a 1/3 match, but this does not tie our hands and does not commit us.

Gallagher referred to the September 9 email from Stimson and said the total debt is \$93,300. What Stimson has in his presentation is less \$10,000 from the township, up to 50% from the Road Commission (\$46,650), and that leaves a balance of \$36,650. Gallagher's understanding was 1/3 of the \$36,650 was being requested of us. Janik said that gives something for Stimson to take to other jurisdictions and then come back next month and we can have some dialogue. Foster said 1/3 is about \$12,000.

Galla suggested that we also get the numbers on the 5/50 for next month so we have an idea how much money we might bring back in on the sale of this property. Gallagher agreed.

On a roll call, motion carried 6-0.

Other Business

Gallagher reported he would be attending the MI Association of Land Banks meeting in October in Detroit and should have more updates for the October 18 meeting regarding funding for blight elimination, and other programs.

Janik announced that Habitat for Humanity has two work bees at the Maple City Crossings and they are looking for volunteers to help with that project. They will have tools and everything there. Just need to show up – Wednesday, October 5 and Saturday October 15.

PUBLIC COMMENT - none

MEMBER / CHAIR COMMENTS - none

ADJOURN

Meeting adjourned at 10:08 am.

Suttons Bay Township
Treasurer's Report (unaudited)
7/31/2022

Account Description	Balance 6/30/2022	Funding June	Expenditures June	Interest* Income	Balance 7/31/2022
General Account	\$659,887.39	\$12,513.23	(49,949.16)	\$ 12.90	\$622,464.36
Tennis Court Fund	\$500.00				\$500.00
Technology	\$0.00			\$0.00	\$0.00
Roads and Parks	\$11,420.41			\$0.00	\$11,420.41
Park Benches	\$1,200.00				\$1,200.00
Pickle Ball Court	\$10,133.00			\$0.00	\$10,133.00
Soccer Field	\$1,763.50			\$0.00	\$1,763.50
Cemetery	\$13,600.10			\$0.00	\$13,600.10
Metro Funds	\$27,422.08			\$0.00	\$27,422.08
	\$725,926.48	\$12,513.23	(49,949.16)	\$12.90	\$688,503.45

	6/30/2022 Deposit	Interest	7/31/2022	
<u>Bank Account Summary - ARPA Funds</u>	Stmt. Balance	O/S Deposits	Balance	
ARPA Checking	\$107,027.42	124,896.52	88.27	\$232,012.21

	6/30/2022			7/31/2022	
TAX Account	(\$1.63)	1,093,363.45	(574,312.32)	\$0.00	\$519,049.50
				\$0.00	

RECONCILIATION SUMMARIES

	6/30/2022			7/31/2022
<u>Bank Account Summary-General and Restricted</u>	Stmt. Balance	O/S Checks	O/S Deposits	Balance
General Checking - Independent Bank	\$465,971.47	(1,747.73)		\$464,223.74
Pitney Bowes Reserve Fund				\$0.00
ICS Insured Cash Sweep	\$224,266.83		\$12.90	\$224,279.73
	\$690,238.30	(\$1,747.73)	\$12.90	\$688,503.47

	7/31/2022			7/31/2022
<u>Bank Account Summary - Tax and Special Election</u>	Stmt. Balance	O/S Checks	O/S Deposits	Adj. Balance
Point & Pay Deposit Acct - Independent Bank	\$0.00	\$0.00		\$0.00
Tax Checking - Independent Bank	\$520,286.69	(1,237.19)		
			\$0.00	\$519,049.50

(DRAFT)
SUTTONS BAY TOWNSHIP

Parks Maintenance & Activities Assistant
Revised:

Description: The **Parks Maintenance & Activities Assistant** provides direct assistance to the Parks Supervisor and is responsible for performing the following duties as directed and approved by the the Parks Supervisor:

Duties and Responsibilities:

1. Assists in the inspection of all parks on a regular basis at least weekly during non-winter months and monthly during winter months (Ice Rink may require more frequent visitations) and reports any concerns or problems directly to the Parks Supervisor.
2. *Assists the current Ice Rink Park community volunteer in the annual setup and removal of the ice rink components and in securing additional community help. Ensures that good housekeeping is maintained in the area.*
3. Reports directly to the Parks Supervisor when circumstances may require immediate attention in any park including but not limited to trash removal, tree damage, grounds grooming or any park damage or unsafe condition.
4. Manages the scheduling of court usage for both tennis and pickle-ball. Monitors and reviews any grievances resulting in on-line court scheduling.
5. *Reviews Herman Park Pavilion rentals as provided by the township Treasurer and ensures cleanliness is maintained in and around the Pavilion. Ensures reservations are posted and monitors any group using the Pavilion.*
6. *Maintains cleanliness around bottle-fill station at Herman Park and becomes familiar with potable water start-up and shut-down procedures, sampling, and required monthly water related documentation.*
7. *Monitors the Disc Golf Course, empties trash baskets as necessary and reports any damaged "T" boxes or baskets to the Parks Supervisor.*
6. *Monitors dog sanitary stations and empties accumulated waste and refills bags as necessary at Herman Park, Vic Steimel Park, and Graham-Greene Park.*
7. *Whenever necessary contacts the County Animal Control Officer when anyone at any park refuses to follow the State of Michigan Dog Leash Law.*
8. Schedules the installation/removal of net posts, nets, and windscreens for both tennis and pickle-ball. Contacts volunteers, as needed, to provide assistance.

9. *Monitors any existing construction/repair at any park and informs the Parks Supervisor of any concerns or discrepancies.*
10. *Monitors the fishing pond at Herman Park on a weekly basis for excessive vegetation growth, condition of the docks, and visually inspects life rings, lines and enclosures for excessive wear and damage.*
11. *Periodically inspects picnic tables and benches in all parks for damage and cleanliness.*
12. Handles day to day responsibilities whenever the Parks Supervisor has an extended absence.
13. Serves as a member of the township's Parks and Recreation Committee.
14. Performs other duties and tasks as assigned by the Parks Supervisor or the township Board.

Suttons Bay Township
95 West Fourth Street
P.O. Box 457
Suttons Bay, MI 49682
Office Phone: (231) 271-2722 Office Fax: (231) 271-2773
Email: clerk@suttonsbaytwp.com

Ice Rink Park Reservation Request Form
(This form is used only for reservations during warm weather months)

Person/Organization ("User") Requesting Ice Rink Park: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Refund Check to: Name: _____ Address: _____

Date of Requested Event:* _____ **Expected Number of Attendees:** _____

Rental Time Requested: () 10:00am-2:00pm () 3:00pm-7:00pm () 10:00am-7:00pm
() _____ Alternate time must be approved by the township

***Call Suttons Bay Township at 231-271-2722 to check availability**

Rental Deposit: No Fee is charged, however, a \$100 deposit is required for all reservations payable at the time of reservation. Deposit is refundable provided User cleans area before vacating the park and abides by all park rules.

Port-a-Johns and/or trash receptacles (if required by the township) must be arranged and paid for by the User.

My signature on this Reservation Form acknowledges that I have received a copy of the Park Rules and Township Ordinance and agree to abide fully with their provisions.

USER SIGNATURE: _____ **DATE:** _____

+++++++OFFICE USE ONLY+++++++

DEPOSIT AMT. PAID: _____ **CASH/CHECK#:** _____

RECEIVED BY: _____ **DATE RECEIVED:** _____

DEPOSIT FEE RETURNED BY: _____ **DATE:** _____

ICE RINK PARK RULES

- (A) The Ice Rink Park is open for use by the public from dawn until 10:00 pm. Ice Rink Park may be reserved in advance for specific periods of time.
- (B) Ice Rink Park reservation requests must be made, submitted, and received/approved, and the rental deposit fee paid to the Suttons Bay Township Office at least one week before the time of reservation. The User should check with the township office for availability. Suttons Bay Township will not accept any Ice Rink Park reservation request more than six (6) months before the desired reservation date. The amount of the deposit shall be set by motion or resolution of the Suttons Bay Township Board.
- (C) An approved applicant, hereafter called the "User", assumes responsibility for any and all damage to Suttons Bay Township property and any injury or damage to the person or property of the applicant or any third party which is caused by the User or any guest of the User, and shall indemnify and hold harmless the Suttons Bay Township from any and all claims, awards, or attorney fees in the event of any such injury or damage.
- (D) The User shall be responsible for its own cleanup immediately following the event and the User must leave the area in the same condition in which it was found. If Suttons Bay Township must clean the area following the event, the User shall be charged all expenses of cleanup and such expenses shall not be limited to the User's deposit amount. The designated township representative will determine "same condition" and the township representative's decision on the matter is final.
- (E) The reservation may be revoked at any time for violation of these rules, the township "The Parks Ordinance" or for a violation of state law or any township Ordinance that has occurred or is occurring at the Ice Rink Park, by the Suttons Bay Township Supervisor or their designated representative, any law enforcement agency that has jurisdiction in the Township, or any other person or agency authorized by the Suttons Bay Township Board to make such a reservation revocation.
- (F) Dogs or other animals are permitted in the Ice Rink Park; however, they must be on leash at all times. The owner or person in control of a dog or animal is responsible for cleaning up any and all solid waste left by the dog or animal.
- (G) No Commercial activities are permitted unless authorized by the township board.
- (H) No person may engage in violent, abusive, excessively loud, boisterous, vulgar, obscene, or disorderly conduct of any time.
- (I) The use of loud speakers, public address systems, or sound amplifying equipment which disturbs the neighborhood are prohibited unless approved by the township board. Operation of excessively loud radios or similar devices are also prohibited.
- (J) Since the park is located within a residential district, the User is advised to check with the Village of Suttons Bay regarding specific ordinances which may effect some activities and the use of temporary structures.
- (K) It's unlawful to serve, possess or consume any alcoholic beverage in the Ice Rink Park, except for beer and/or wine, in posted areas, unless authorized by special permit by the township board.
- (L) All applicable sections of the township "The Parks Ordinance" must be followed.

**Suttons Bay Township
Leelanau County**

**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 is 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 with 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 signup 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.

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. No target practice and careless or 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 faculties within Herman Community Park and the Ice Rink Park (during warmer months only) may be reserved for use by individuals or organizations by permit from the township office. General Use Rules and fees or charges can be found on the Pavilion Reservation Form and the Ice Rink 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) hours 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, and other devices which may damage a court 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.

~~**Removed: Section 14: Tennis and Pickle Ball Courts, Athletic Fields and Disc Golf
Section 15: Herman Park Pavillon**~~

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: _____



PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com
EOE/AA

Proposal submitted to: SUTTONS BAY TOWNSHIP
ATTN: RICHARD BAHLE
PO BOX 457
SUTTONS BAY, MI 49682

September 9, 2022
Phone:
rich@bahles.net
Proposal # 2015-9194

We hereby submit specifications and estimates for:

SNOW REMOVAL 2022-2023

Provide all Labor, Equipment, and Materials to remove snow when 2" or more accumulates (average area snowfall) or when drifting occurs, at the following rate:

Herman Park - 1060 Herman Rd

Plow per time \$ 40.00

Notes:

When blizzard snowfalls occur to a depth of 8" or more the price will be double
No special addendums for accumulation or plowing regularity will be honored
Damage caused by snow removal shall be reported no later than May 1, 2023
Normal wear and tear and clean-up resulting from snow removal will be the responsibility of the owner

Requests for contract dissolution must be received in writing, 7 days prior to cancellation

24-Hour Emergency Number 231-943-3443

To accept this quote, please sign and return by fax or email to:

mr705@teamelmers.com or fax 231-943-5508

Thank you for calling Team Elmer's!

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

 Authorized Signature 
Name: Steve Endres

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

- Check/cash upon invoicing
- Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____

Tax ID # _____

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ (Sign and return copy upon acceptance)

By: _____

Its: _____

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

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