

NOTICE OF REGULAR MEETING:

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

Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda. Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the Township office at 231.271.2722 to have their questions discussed.

CONFLICT OF INTEREST

REPORTS:

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

OLD BUSINESS:

1. Approval of meeting minutes from November 13, 2024
2. Payment of bills

NEW BUSINESS:

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

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 .

NOTICE OF REGULAR MEETING:

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

Agenda

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

PUBLIC COMMENT: and communications about items not on the agenda. Please limit comments to three (3) minutes unless the Chair grants otherwise. Questions will not be answered but citizens may call the Township office at 231.271.2722 to have their questions discussed.

CONFLICT OF INTEREST

REPORTS:

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

OLD BUSINESS:

1. Approval of meeting minutes from November 13, 2024
2. Payment of bills

NEW BUSINESS:

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

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 considered a public discussion .

Suttons Bay Township

Park Manager/Assistant Report SBTPR12-24

Date: 12/3/2024

Herman Park

- Dog Park
 - Water Bowls winterized
 - Receptacles/bags regularly replaced.
 - Sign to be made to state "PREVENT DIGGING: For the safety of all dogs and owners, please prevent any digging."
 - Tasks for 2025 season per P&R discussion: Shade, Pond stone around small dog bench, Agility play structures.

- Pickleball/Tennis Courts
 - Closed tennis courts and one set of four pickleball courts. The other set of four remain open for avid players. Will close soon if winter persists.
 - Wind screens dismantled, and rolled up for winter storage.
- Disc Golf
- Fishing Pond
 - Checked dock/life raft boxes
- Soccer Fields
 - Fertilized soccer fields (winterized) on November 24th.
 - LSC to Parks and Rec Committee meeting, still in progress to establish a new MOU.
- Pump Track
 - Updated MOU
- Pavilion/Mini-pavilion
- Port O Jons
 - Serviced and moved to Ice Rink Park 12/3/24
- GFL
 - Placed on vacation mode
- Turf/Landscaping
 - Will retrieve quotes for 2025 season.
- Parking Lot/Walking Path
 - Waste bins and waste bag stations emptied and refilled regularly
- Miscellaneous
 - Would like to schedule park clean-up next spring.
 - Playground information to discuss, look into grant opportunities, etc.

Vic Steimel Park

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

Ice Rink Park

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

Graham Greene Park

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

45th Parallel Park

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

BENCH/TABLE INVENTORY:

Graham Greene – 3 wooden picnic tables

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

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

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

DRAFT MEETING MINUTES

Meeting of the Suttons Bay Township Board
Wednesday, November 13, 2024 @ 6:00 PM
Sutton Bay Township offices
95 W Fourth Street, Suttons Bay

CALL TO ORDER

Supervisor Doug Periard called the meeting to order at 6:00pm.

Roll Call Attendance: SB Twp Supervisor Doug Periard, Trustee Eric Carlson, Twp Clerk Jean Moe, Twp Treasurer Dorothy Petroskey, Trustee Debbie Slocombe

Staff: ZA Steve Patmore and Recording Secretary Mary Kuznicki

APPROVAL OF THE AGENDA

Motion by Slocombe to approve the agenda with addition to New Business #4) Appoint New Members to Park & Rec Board, 2nd by Carlson, motion carried.

PUBLIC COMMENT

None

CONFLICT OF INTEREST

None

REPORTS

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

OLD BUSINESS

1. Approval of the Minutes

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

2. Payment of the Bills

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

NEW BUSINESS

1. Adopt Asset Guideline Test Poverty Exemptions

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

2. Supervisor Update – Meeting with Road Commission Manager

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

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

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

PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

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

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

ADJOURNMENT

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

Submitted by Recording Secretary Mary Kuznicki
Township Clerk, Jean Moe



November 14, 2024

Dear Township Treasurer:

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

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

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

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

Respectfully,

Nick Ceglarek
Superintendent



**NORTHWEST EDUCATION SERVICES
AND
SUTTONS BAY TOWNSHIP**

Agreement for Collection of Summer School Property Taxes

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

THE PARTIES AGREE AS FOLLOWS:

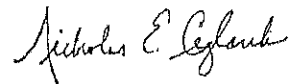
1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, 2025, on property located within the Township.
2. The fee for collecting the School District Summer Tax Levy is included in the per parcel payment as negotiated by the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

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

Page: 2

TOWNSHIP:

SCHOOL DISTRICT:



(Treasurer)

(Nick Ceglarek, Superintendent)

SIGNATURE AUTHORIZED BY BOARD OF TRUSTEE RESOLUTION OF

SIGNATURE AUTHORIZED BY BOARD OF EDUCATION RESOLUTION OF

_____, 20____

November 5, 2024

(Supervisor)

(Clerk)

Annual Summer Tax Resolution

Northwest Education Services (the "District")

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

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

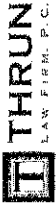
Ayes: Members Fisher, Birgy, Thomas, Scherrer, Brown
Nays: Members

Resolution declared adopted.

Lisa J. Thomas
Lisa J. Thomas (Nov 6, 2024 12:39 EST)
Secretary, Board of Education

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

Lisa J. Thomas
Lisa J. Thomas (Nov 6, 2024 12:39 EST)
Secretary, Board of Education



Jean Moe

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

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

Begin forwarded message:

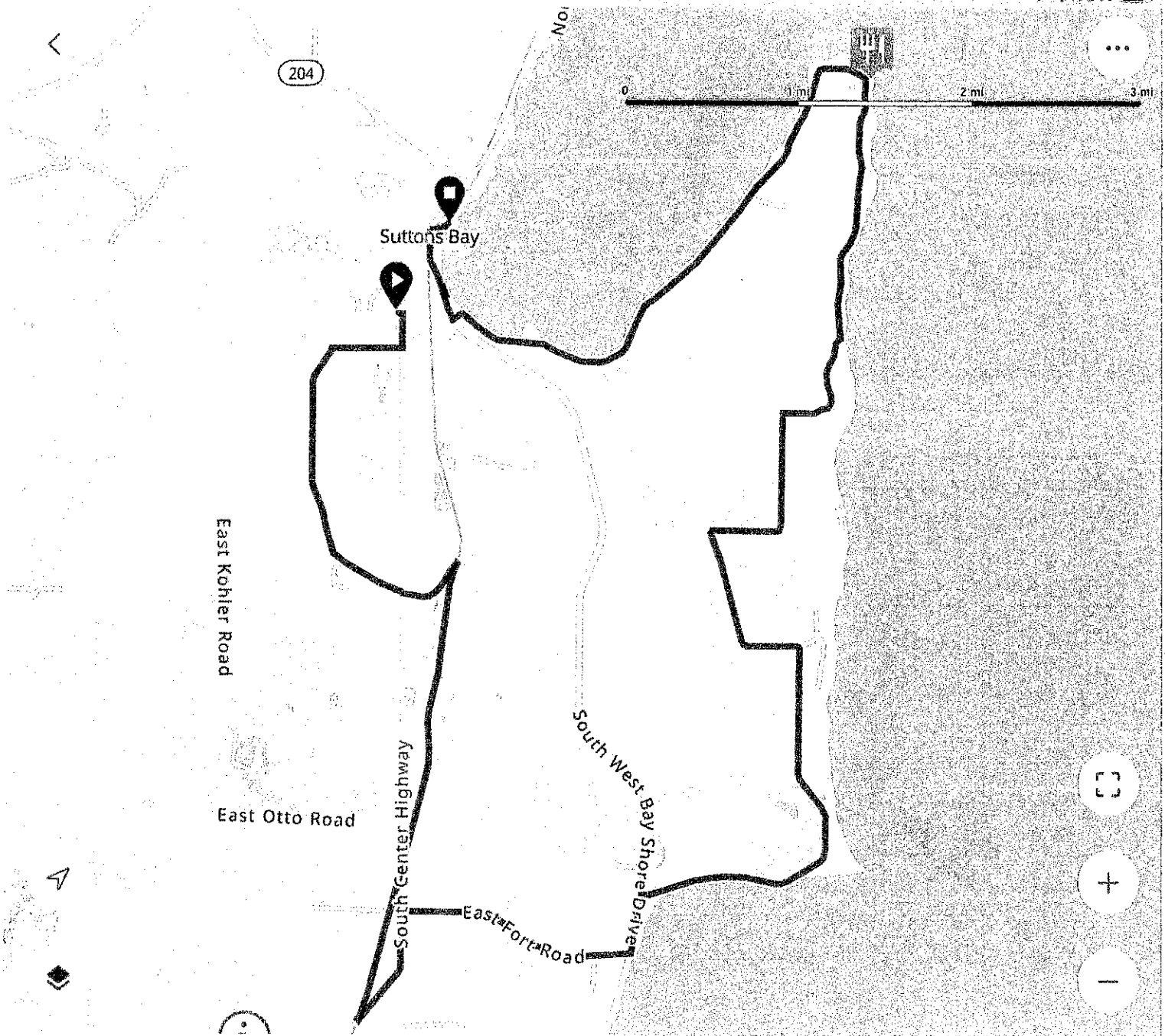
From: Rick Venner <rickvenner@me.com>
Date: November 14, 2024 at 1:36:55 PM EST
To: Suttons Bay Township <sbaytwp@suttonsbaytwp.com>
Cc: Rick Venner <rickvenner@me.com>
Subject: **Suttons Bay Township Park, N Stony Point Rd**

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

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

traversetrails.org



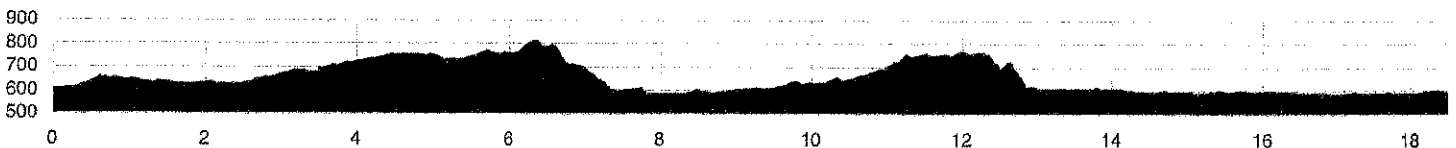


Leelanau Harvest Tour 19 mile 2025

Route updated Oct 24, 2024 at 2:33 PM

18.5 mi 563 ft

100% paved



[Navigate](#)

[Save](#)

[Share](#)

[Plan](#)

PUBLIC NOTICE

2025 SUTTONS BAY TOWNSHIP MEETING SCHEDULE

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

January 8, 2025

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

July 9, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 2025

December 10, 2025

Jean Moe

Township Clerk

ICE RINK WATER USE AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2025, between Suttons Bay Township, a Michigan general law township, whose address is P. O. Box 457, Suttons Bay, MI 49682 (the "Township") and Village of Suttons Bay, a Michigan general law village, who address is P. O. Box 395, Suttons Bay, MI 49682 (the "Village").

RECITALS

- A. The Township owns park land within the Village that has been used for an outdoor ice rink during the winter months.
- B. The Village and the Township have, over the years, developed certain agreements to support the continuation of the ice rink located within the Village.
- C. The Village and Township have a mutual interest to continue a partnership to provide an ice-skating rink within the Village.
- D. The Village and Township have a mutual interest to cost share the filling and maintaining of the ice rink.
- E. The parties, therefore, desire to place their respective rights and obligations in this written agreement.

AGREEMENT

A. PREMISES

Suttons Bay Township owns public land within the Village of Suttons Bay as described:

LOTS 25, 26, 27, 28, 29 & 30 BLK 3 VILLAGE OF SUTTONS BAY SEC 28 T30N R11W 0.49 A M/L
, and commonly known as Ice Rink Park.

B. Understanding

This agreement, its costs and expectations are specific to the use of the park as an ice rink. The water fees associated with this agreement are based on a bulk rate water use cost. Use of the hydrant for purposes other than filling and maintaining the ice rink will require the water to be metered and all fees billed to the township, without cost sharing and in accordance with the amount of water used.

C. TERM

The term of this Agreement shall be for a term of 3-years from the date of execution. This agreement may be renewed for successive terms and any renewal of the Agreement shall be on the terms and conditions mutually agreed upon in writing between the Township and Village.

D. Water Usage Fill, Maintenance, Fee, and Invoice

a. Water Usage Fill.

For the initial fill, it is estimated that 6" of ice requires 62,832 gallons. The estimate is approximately 10,500 gallons per inch. The fee is based on the bulk rate in the schedule of fees at \$5.90/1,000 gallons plus \$50.00 initial bulk fee for a total of \$420.71.

b. Water Usage Maintenance.

Maintenance watering is estimated at 40 gallons per minute. Approximately two hours per week for 11 weeks = 52,800 gallons at a cost of \$311.52. The fee is based on the schedule of fees at \$5.90/1,000 gallons.

c. Usage Fee.

- i. The Township agrees to pay a lump sum water usage fee and water usage maintenance fee based on the estimated gallons used to fill the rink and maintain the ice throughout the season.
- ii. Based on the estimates outlined in (a) and (b) above, the estimated cost to the township and based on 11 weeks is \$732.23.
- iii. Per this agreement, the Village voluntarily agrees to cost share up to 50% of said cost, effectively reducing township costs to an estimated \$366.12 per year.

d. Water Usage Invoice. The invoice for the estimated bulk water will be billed in January of each year.

E. Fee Evaluation.

The Village and Township agree to review the estimated gallon usage, from time to time, to determine the estimated volume of water expected to be used and set the fee based on the Village's schedule of fees.

B. Owner Obligation.

The Township agrees to pay for the repair and maintenance cost of the service line from the water main up to and including the hydrant when repairs may be needed.

C. Termination. Any party may terminate this Agreement by giving the other party no less than a 30-day notice of the intent to terminate the Agreement. In the event this is terminated, the operation and cost of the water service to the Ice Rink Park will be the responsibility of the Township and will be based on the Village's schedule of fees.

D. Amendments. No changes or modifications of this Agreement shall be valid unless in writing and signed by all parties to this Agreement.

Executed by each party to be effective on the day and year of the last signature below.

Suttons Bay Township

Date: _____

By: _____
Doug Periard, Township Supervisor

Village of Suttons Bay

Date: _____

By: _____
Roberto Larrea, Village Manager