



Village Council Regular Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682  
December 16, 2019 at 5:30 pm

**Agenda**

1. Regular Meeting Called to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
  - a. Minutes of November 18, 2019 Village Council Regular Meeting
  - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - a. New Business Report VSB-2019-89 **TRUTH IN TAXATION PUBLIC HEARING**
  - b. Report VSB-2019-88 2020 Annual Budget
  - c. Adoption of 2019 Meeting Dates (Report VSB-2019-90)
  - d. Appointments to 2020 Standing Committees
8. Special Committee Reports
9. Good of the Order (Council Member Comments)
10. Manager's Report (verbal)
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment



Village of Suttons Bay  
Village Council Regular Meeting  
Minutes of November 18, 2019

The meeting was called to order by President Lutke at 5:30 p.m.

Present: Bahle, Case, Christensen, Long, Lutke and Suppes  
Absent: Newcomb  
Staff present: Fay, Larrea and Miller

Approval of Agenda – Conflict of Interest

Case moved, Bahle seconded, CARRIED, to approve the Agenda as presented.

Ayes: 6, No: 0.

Approval of Consent Agenda

Suppes moved, Case seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council regular meeting minutes dated October 21, 2019 presented by Fay are approved and can be found in this meeting packet. The Payment of Invoices presented by DeVol are approved and can be found in this meeting packet.

Ayes: 6, No: 0.

Public Comment

John Krug, President of the Board of Trustees for the Suttons Bay-Bingham District Library introduced Nellie Danke as the new Library Director. She will be leaving the Leelanau Township Library as the former Director and will begin her new position on December 3<sup>rd</sup>. She is a resident of Suttons Bay. Welcome Ms. Danke!

Rich Bahle, Suttons Bay Township Supervisor, expressed concerns as a property owner with the drainage and flooding issues on Broadway, believing the issue as one of the Village and Township. Bahle would like to begin discussions with both entities as well as the Leelanau County Drain Commission.

Andrew Ferdinand stated water has been running through his property for years, and it is also an ice issue in the winter.

Tim Zywicki stated he has used sand bags and/or hay for the last four years to control the water. He further stated that last week while the DPW staff were clearing snow, they took out a corner that used to help control the draining and flooding. Zywicki asked if there is a timeline to resolve this water issue on Broadway; no time line has been identified yet.

Cindy Stayman stated she has a retention pond in front of their house that is no longer draining.

Kathy Egan stated a retention pond overflows and water ends up at her house and in her basement, which has happened four times so far. She believes it is a serious issue and the Village needs to help, further stating she will hold the Village accountable if it isn't resolved.

President Lutke recognizes there is a concern with water and stated Village staff will research the issue; findings will likely be presented at a Committee of the Whole meeting.

#### Unfinished Business

Ferry Presentation – Kim Pontius presented Project B-3, a conceptional Water Bridge which would connect two coastal villages. B-3 stands for Boats, Bikes and Beer, and is a Ferry for non-motorized pedestrians and bicycles. It is a collaborative effort between two Villages, and public and private individuals/entities. The idea would require a political will to undertake such a project, and would require funding applications from the Village's due to the fact the Marinas are owned by the Villages. Pontius stated the concept is an exciting unique opportunity and is part of the Grand Vision. Council members recommend the Ferry be placed on Committee agendas for further discussion.

Trustee Long left the meeting at 6:01 p.m.

#### New Business

Report VSB-2019-81 TART 2% Grant Request

Case moved, Christensen seconded, CARRIED, to direct the Village Manager to move forward with the 2% application request in partnership with TART and the Grand Traverse Band. Ayes: 5, No: 0.

Report VSB-2019-82 Generator(s) Purchase for Sewer & Water

Bahle moved, Case seconded, CARRIED, to direct the Village Manager to move forward with the purchase of the generators as attached to and identified in Report VSB-2019-82. Ayes: 5, No: 0.

#### Report VSB-2019-83 F & V Contract

Suppes moved, Bahle seconded, CARRIED, to enter into an agreement with Fleis and Vandenbrink to prepare an application for a USDA loan for upgrades to the Village municipal water system. Ayes: 5, No: 0.

#### 2019 Budget Amendments

Suppes moved, Bahle seconded, CARRIED, to adopt the 2019 Year End budget amendments, to reflect an expense of \$4,905,163 and a revenue of \$2,794,320, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

#### Report VSB-2019-84 2020 Public Hearings

Bahle moved, Christensen seconded, CARRIED, to set a public hearing for the 2020 Fiscal Year Budget on December 16, 2019, regular meeting of the Village Council. Ayes: 5, No: 0.

Bahle moved, Suppes seconded, CARRIED, to set a public hearing for the proposed 2020 Schedule of Fees for December 16, 2019, regular meeting of the Village Council. Ayes: 5, No: 0.

Christensen moved, Case seconded, CARRIED, to set a public hearing for the 2020 property tax millage for December 16, 2019 regular meeting of the Village Council. Ayes: 5, No: 0.

#### Good of the Order

Case asked about the status of the Harbor Master and Sheriff's contract; Larrea stated it will be in his Manager's Plan/update. Case asked about the status of the Blight Ordinance; Larrea stated the draft is being reviewed by the Attorney. Case asked the status of the TAP grant project; Larrea stated nothing has changed and is still slated for the spring of 2020. Case asked the status of the Parks and Rec plan; Larrea stated it is progressing through a subcommittee. Case asked about the status of the Water Wheel park; Larrea stated there is nothing new going on with that proposed project.

#### Manager's Report


Larrea stated the new utility vehicle has been picked up and is in the Village. A purchase agreement is being prepared for a second vehicle. Larrea stated contracts are being finalized for the Harbor Master and the Zoning Administrator, both of which are two-year contracts, as well as the Sheriff's Contract, a one-year contract. Larrea stated the new Landscaping at the Village Hall looks great.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
11/15/2019	43958	COUNTY OF LEELANAU	POLICE- \$6443.05 & \$542.30 MILEAGE -JULY	19,067.02
11/15/2019	43959	NORTHERN BUILDING SUPPLY, LLC	VIL10 - CHARGES TO 10/25/19	262.21
11/15/2019	43960	AMERICAN WASTE	ACCT 3222750 -6 YD X 1 - DPW	230.00
11/15/2019	43961	LESLIE COUTURIER	ZON ADMIN AGREEMENT - NOV, 2019	470.00
11/15/2019	43962	DAVID MILLER	4.243 GAL UNLEADED @ 2.359, VEHICLE TO V	10.00
11/15/2019	43963	TRACK	WIPER MOTOR - AEBI-KT50 85 12V	430.97
11/15/2019	43964	PITNEY BOWES - PURCHASE POWER	8000-9090-0222-9933, POSTAGE THRU 10/27	201.00
11/21/2019	43965	ROBERTO LARREA	REPLACE CHECK # 6550 - LOST	2,227.61
11/25/2019	43966	DTE ENERGY	ALL DEPTS - OCT, 2019 SERVICE	285.14
12/03/2019	43967	CENTURYLINK	300439566 - SERV TO NOV 21	910.09
12/09/2019	43968	BLUE CROSS BLUE SHIELD OF MICHIGAN	VILLAGE OF SUTTONS BAY - NEW GROUP- EFF	323.88
12/10/2019	43969	CONSUMERS ENERGY	SERV THRU 11/30/2019	1,096.32
12/10/2019	43970	LEEANAU ENTERPRISE	CUST 1217 - OCT PUBS - VILL COUNCIL	126.55
12/10/2019	43971	BADGER METER INC	CUST 211286 - BEACON MBL HOST -OCT 2019	35.76
12/10/2019	43972	THE COPY SHOP	DPW & UTILITIES - 2 PART MANIFEST - COPI	30.70
12/10/2019	43973	CUMMINS BRIDGEWAY, LLC	CUST 219913 - REPAIR VOLTAGE REGULATOR -	2,073.98
12/10/2019	43974	EAST BAY MEDICAL	DOT DRUG SCREEN - ON SITE COLLECTION	80.00
12/10/2019	43975	MR CLEAN	MTG RM AND VILL OFC - OCT, 2019	410.00
12/10/2019	43976	LEEANAU CTY ROAD COMMISSION	NO-LEAD/DIESEL - DPW - NOV, 2019	2,856.06
12/10/2019	43977	SPINNICKEN LAWN AND IRRIGATION	IRRIGATION INSTALLATION - VILL HALL, WIN	950.00
12/11/2019	43978	TODD WENZEL BUICK GMC	VIN 26T22NEG9K1221951, 2019 GMC SIERRA	29,310.30
12/11/2019	43979	TRUCK & TRAILER SPECIALTIES	BACK RACK, STROBES, WIRED TO SWITCHING	12,543.75
GEN TOTALS:				

Total of 22 Disbursements:

73,931.34



		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2019-89</b>	
Prepared:	December 10, 2019	Pages:	1 of 1
Meeting:	December 16, 2019 – <b>Village Council</b>	Attachments:	<input type="checkbox"/>
Subject:	2020 Tax Millage Rate		

### **PURPOSE**

To hold a public hearing on the proposed tax millage rate estimate to support the 2020 budget.

### **STAFF COMMENTS**

Due to the Village's fiscal year taking place from January 1, 2020 through December 31, 2020, there is a conflict with the timing of which the County Equalization Director sets the taxable rate (May), therefore, we pass a motion that allows for the maximum allowable millage rate by law.

The budget is based on a millage rate of 9.30 (9.2958), which is consistent with previous years, and not anticipated to change much for 2020. As stated above, because we cannot estimate an exact number, we look to previous millage rates, which are based on taxable value as well as the maximum allowable millage levy. The Council is **not** increasing the tax millage rate to support the proposed budget but estimated to be the same.

WHEREAS the Village Council of the Village of Suttons Bay, Michigan, will levy a tax of the maximum allowable under state law to support the 2020 budget; and

WHEREAS within three (3) working days following adoption by the Village Council, the budget for the fiscal period of January 1, 2020 to December 31, 2020 the Assessor will proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly; and

WHEREAS the proportion to the valuation entered thereon, the amount of tax with all delinquent special assessments and delinquent sewer, and water charges, as recorded by the Village Treasurer and on file with the Office of Village Treasurer, such record to be a permanent record of the Village of Suttons Bay.

### **PROCEDURE**

- 1) Call the public hearing to order.
- 2) Read the following notice:


**THE VILLAGE OF SUTTONS BAY COUNCIL IS HOLDING THIS TRUTH IN TAXATION HEARING TO HEAR PUBLIC COMMENTS ON THE SUBJECT OF THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED 2020 BUDGET. THE 2020 MILLAGE RATES HAVE NOT BEEN SET BY THE COUNTY, HOWEVER THE VILLAGE INTENDS TO ASSESS THE MAXIMUM MILLAGE ALLOWED BY HEADLEE.**

- 3) After hearing public comments (if there are any), a motion will be required to close the public hearing.
- 4) Declare the public hearing closed.

## 2020 MILLAGE RATE PUBLIC HEARING

### ACTION REQUESTED

MOTION THAT THE MAXIMUM MILLAGE RATE ALLOWED BY HEADLEE TO SUPPORT THE 2020 BUDGET AS PROVIDED FOR IN REPORT VSB 2019-88 AND BEING MADE A PART OF THIS MOTION BE ADOPTED. (Roll Call)

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2019-88</b>	
Prepared:	December 10, 2019	Pages:	1 of 1
Meeting:	December 16, 2019 – <b>Village Council</b>	Attachments:	<input checked="checked" type="checkbox"/>
Subject:	2020 Budget & Fees		

**PURPOSE**

To consider adoption of the 2020 budget as attached and provided.

**STAFF COMMENTS**

The budget(s) before you were presented at two previous meetings and are now up for final consideration and approval. The Planning Commission, as required, has reviewed the proposed 2020 budget as it relates to capital improvement and found it do be in line with the adopted Master Plan.

**ACTION REQUESTED**

MOTION TO ADOPT RESOLUTION 3 OF 2019 APPROVING THE 2020 BUDGET AND FEES TO SUPPORT THE 2020 BUDGET.



**Village of Suttons Bay  
Leelanau County, MI  
Fiscal Year 2020 Annual Budget**

**Resolution # 3 of 2019**

**WHEREAS**, the Village Manager has prepared a budget document to be presented to the Village Council covering the fiscal year commencing January 1, 2020 and ending December 31, 2020; and

**WHEREAS**, the proposed budget has been placed on file in the Village of Suttons Bay office and made available for public examination; and

**WHEREAS**, a public hearing upon the adoption of the proposed budget has been held in accordance with state law; and

**WHEREAS**, a public hearing to fulfill the requirement for a "truth in taxation" hearing has been held; and

**Resolved**, that to defray the costs of appropriations contained in said budget the estimated sum of \$3,470,899.00 based on the rate of 9.2958 mills or such maximum millage rate as authorized by state law, shall be raised in the Village of Suttons Bay, Michigan, by taxation for municipal purposes for the fiscal period of January 1, 2020 through December 31, 2020 inclusive, in accordance with the Village of Suttons Bay ordinances and laws of the State of Michigan relative to the taxation of real and personal property; further be it

**Resolved**, that the budget be placed on file in the Office of Village Clerk and be made a permanent record of the Village of Suttons Bay and is made part of this resolution by reference; further be it

**Resolved**, that the following appropriations be and are hereby authorized for the fiscal year beginning January 1, 2020.

**GENERAL FUND**

**Department's:**


Village Council	\$ 24,000
Village Manager	31,600
Village Clerk	10,290
Village Treasurer	23,100
Village Hall	48,506
Public Safety	82,000
Planning & Zoning	51,150
Streetlighting	13,000
Public Works	109,125
Parks & Recreation	130,000
Motor Vehicle	98,700
Transfers Out	250,100

Total General Fund	\$871,571
Major Street Fund	591,858
Local Street Fund	121,080
Sewer Fund	903,144
Water Fund	286,224
Marina Fund	653,771
Property Replacement Fund	57,084
Downtown Development Authority	7,217

I hereby certify that the above Resolution was adopted by the Village Council on December 16, 2019 at a Special Meeting of the Village Council held in the Council Chamber, Village Hall, 420 N. Front St., Suttons Bay, MI 49682

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Shar Fay, Village Clerk

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2019-90</b>	
Prepared:	December 10, 2019	Pages:	1 of 1
Meeting:	December 16, 2019 – <b>Village Council</b>	Attachments:	1 <input checked="" type="checkbox"/>
Subject:	2020 Meeting Schedule		

#### PURPOSE

To consider the adoption of the proposed 2020 meeting schedule

#### OVERVIEW

Attached you will find the proposed meeting schedule. Similar to last year's schedule all committee, council and commission meetings are proposed to be held at the same time as in 2019. The intent was to hold Committee of the Whole meetings quarterly so we have added a June meeting for consideration. In addition, we are proposing to move the April Administrative Committee meeting to Monday, April 6<sup>th</sup> to avoid a three-meeting day (PC, DDA, Admin Committee) on the 8<sup>th</sup> of April.

All dates and times are up for discussion should you have a desire to change the proposed schedule.

#### ACTION REQUESTED

MOTION TO approve the 2020 Village of Suttons Bay Meeting Schedule as presented in Report VSB-2019-90 and being made a part of this motion.

# 2020 MEETING SCHEDULE

## FOR THE

## VILLAGE OF SUTTONS BAY

PLANNING COMMISSION		
January	8	5:30
February	12	5:30
March	11	5:30
April	8	5:30
May	13	5:30
June	10	5:30
July	8	5:30
August	12	5:30
September	9	5:30
October	14	5:30
November	11	5:30
December	9	5:30

DDA		
January	8	9:30
February	12	9:30
March	11	9:30
April	8	9:30
May	13	9:30
June	10	9:30
July	8	9:30
August	12	9:30
September	9	9:30
October	14	9:30
November	11	9:30
December	9	9:30

VILLAGE COUNCIL		
January	*21	5:30
February	17	5:30
March	16	5:30
April	20	5:30
May	18	5:30
June	15	5:30
July	20	5:30
August	17	5:30
September	21	5:30
October	19	5:30
November	16	5:30
December	21	5:30

ZBA		
January	15	5:30
February	19	5:30
March	18	5:30
April	15	5:30
May	20	5:30
June	17	5:30
July	15	5:30
August	19	5:30
September	16	5:30
October	21	5:30
November	18	5:30
December	16	5:30

GENERAL SERVICE COMMITTEE		
January	7	8:10
February	4	8:10
March		
April	7	8:10
May	5	8:10
July		
August	4	8:10
September	1	8:10
October		
November	3	8:10
December		

ADMIN / PERSONNEL		
January	8	8:10
February	5	8:10
March		
April	6	8:10
May	6	8:10
July		
August	5	8:10
September	2	8:10
October		
November	4	8:10
December		

UTILITY / MARINA		
January	9	8:10
February	6	8:10
March		
April	9	8:10
May	7	8:10
July		
August	6	8:10
September	3	8:10
October		
November	5	8:10
December		

COMMITTEE OF THE WHOLE		
January		
February		
March	5	8:10
April		
May		
June	4	8:10
July		
August		
September		
October	8	8:10
November		
December	3	8:10