



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
April 21, 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes
 - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. VSB-2024-56 Planning Commission Report
 - b. VSB-2025-15 Manager's Update
8. Special Committee Reports/Staff Reports
9. Good of the Order (Council Member Comments)
10. Public Comment (please limit to no more than three (3) minutes)
11. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
MEETING MINUTES OF March 17, 2025

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

Present: Bahle, Christensen, Lutke, Perkins, Suppes

Absent: Smith and Yoder

Staff present: Larrea, Miller & Aylsworth

Consent Agenda

Bahle moved, Christensen seconded, CARRIED, to approve the Consent agenda as presented. The February 18, 2025 Village Council meeting minutes are approved. The payment of invoices is approved. Ayes: 5, No: 0.

Conflict of Interest: None

Agenda approval

Suppes moved, Perkins seconded, CARRIED, to approve the agenda as presented.
Ayes: 5, No: 0.

Public comment: None

2025-08 Abonmarche Contract

Staff noted that entering into this contract will begin the due diligence process, including the permitting and preliminary engineering process of the project known as the A-Dock.

Christensen moved, Bahle seconded, CARRIED to direct the Village Manager to execute the agreement with Abonmarche for the services described in Report VSB-2025-08 and being made a part of this motion. Roll Call Vote: Ayes: 5 Nays 0

VS-2025-09 Cross Connection Proposal

Council discussed the proposed contract. It was noted that no one on a private well will require the service. Staff will ensure that completion of contract within 5 years includes all customers using water service with the cost spread over 5 years. Staff will provide residents with information relating to cross connections.

Bahle moved, Christensen seconded, CARRIED, to authorize the Village Manager to finalize an agreement with Hydro Corp for the services described in Report VS-2025-09 and being made a part of this motion. Roll Call Vote. Ayes: 5, No: 0.

VS-2025-11 ESTA Personnel Policy Amendments

Staff noted that these amendments are required by State Law relating to earned paid time off.

Motion by Lutke second by Suppes to adopt the Amendments to the Employee handbook as described in Report # VS-2025-11. Ayes: 5, No: 0.

Staff Reports- Staff met with Abonmarche regarding the bath house. The borings that were conducted found peat in the soil. They will be doing additional borings as well as preparing the Topo map of the area.

Good of the Order:

Perkins commented on the Farmers Market and the Library's use of North Park.

Public Comment- Will Case gave kudos to the DPW for all their hard work this winter. Mr. Case also commented on Waterwheel Park and North Park Boating facilities.


Donna Popke would like to see sculptures in the Village parks.

The meeting was adjourned at 6:00 p.m.

Meeting Notes taken by Edie Alysworth-Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
03/25/2025	19511 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE MARCH 2025	645.51
03/25/2025	19512 (E)	BRIGHTSPEED	TELEPHONE SERVICE-WWTP MARCH 2025	212.26
03/27/2025	19495 (E)	CHERRYLAND ELECTRIC	ACCT# 8364410 1520 RICHTER MARCH 2025	343.65
03/27/2025	19496 (E)	DTE ENERGY	MULTIPLE ACCOUNTS	1,683.50
03/27/2025	19497 (E)	ADOBE	WMGRS SOFTWARE	21.19
03/27/2025	19498 (E)	CHARTER COMMUNICATIONS	ACCT# 8284131220008513	205.00
03/27/2025	19499 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 W FRONT ST	159.99
03/27/2025	19500 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT	119.99
03/27/2025	19501 (E)	FIFTH THIRD BANK	BANK FEES MARCH 2025	214.73
03/27/2025	19502 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 MARCH 2025	130.00
03/27/2025	19503 (E)	US BANK BOND CONTROL	ABA 091-000-022 A/C 170225065979	2,071.88
03/27/2025	19504 (E)	WELLS FARGO FINANCIAL LEASING	CONT# 450-0147001000 MARCH 2025	83.79
03/27/2025	19505 (E)	ZOOM.US	ZOOM THRU 3-2026	159.90
03/30/2025	19506 (E)	CONSUMERS ENERGY	MULTIPLE ACCTS MARCH 2025	6,530.26
03/30/2025	19507 (E)	AMAZON	ANNUAL MEMBERSHIP FEES	139.00
03/30/2025	19508 (E)	AMAZON	BATTERY CHARGER/VEHICLE PART	252.68
03/30/2025	19509 (E)	AMAZON	DISC WHEEL BENCH GRINDER	549.35
03/31/2025	19510 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM 2025	611.76
04/01/2025	47653	LIBBY TURNER	REFUND OVERPAYMENT-WAITING LIST	25.00
04/01/2025	47654	JAMES BENNER	50% TRANIENT REFUND	34.00
04/01/2025	47655	BEN ROBINSON	TRANSIENT REFUND LESS PROCESS FEE	87.00
04/01/2025	47656	KRISTEN HOWE	TRANSIENT REFUND PD TWICE	124.00
04/01/2025	47657	DONNA POPKE	ZONING BOARD OF APPEALS-3 MEETINGS	120.00
04/02/2025	47658	BRAMER AUTO SUPPLY	VEHICLE LAMPS	4.99
04/02/2025	47659	DC COLLECTIVE GROCER	OFFICE SUPPLIES	14.96
04/02/2025	47660	ART'S AUTO AND TRUCK PARTS INC	MOWER EQUIPMENT MAINTENANCE	106.79
04/02/2025	47661	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES	3,877.40
04/02/2025	47662	FERGUSONS LAWN EQUIP.	CHAIN SAW -TREE TRIMMING	239.99
04/02/2025	47663	LEBLANAU ENTERPRISE	FEBRUARY SYNOPSIS 2025	75.80
04/02/2025	47664	ABONMARCHE CONSULTANTS, INC	PROJ# 1952 MARINA BATH PROJECT FEB 2025	14,600.00
04/02/2025	47665	BECKETT & RAEDER	PLANNING SERVICE JAN/FEB	476.25
04/02/2025	47666	BUNEKS HARDWARE	ELECTRICAL OUTLETS/TAPE	22.91
04/02/2025	47667	THE COPY SHOP	MARINA MASTER PLAN COPIES	230.70
04/02/2025	47668	EDWARD SEND	744 BLACKBERRY OVER PAYMENT	303.24
04/02/2025	47669	MICHIGAN MUNICIPAL LEAGUE	UTA EMPLOYER NO 801-119 1ST QTR 2025	50.73
04/02/2025	47670	NETLINK BUSINESS SOLUTIONS	3 NO MAINTENANCE AGREEMENT THRU 6/25	219.51
04/02/2025	47671	OLSON & HOWARD, P.C.	6289.0 GENERAL MATTERS	57.50
04/02/2025	47672	JACOBS ENGINEERING GROUP, INC	PROJ# 40472316.16 MAY 2025	17,795.25
04/02/2025	47673	DOROTHY PETROSKEY	OFFICE SUPPLIES	69.84
04/02/2025	47674	LEELANAU CITY ROAD COMMISSION	LEADED/UNLEADED MARCH 2025	1,258.07
04/02/2025	47675	SECURITY SANITATION, INC	CUST # C19821 PORTA JOHN BWH	250.00
04/02/2025	47676	SMITH & JOHNSON, ATTORNEYS	15455-00004 GENERAL MATTERS	8,352.55
04/02/2025	47677	SOS ANALYTICAL	ROUTINE ANALYSIS	100.00
04/02/2025	47678	STANDARD INSURANCE COMPANY	642946 0117 APRIL 2025 PREMIUM	512.99
04/02/2025	47679	XYLEM WATER SOLUTIONS USA, INC	UV DISINFECTION LIGHTFOR EFFLUENT	1,500.14
04/15/2025	19513 (E)	CONSUMERS ENERGY	MULTIPLE ACCTS APRIL 2025	5,162.60
04/15/2025	19514 (E)	DTE ENERGY	MULTIPLE ACCTS APRIL 2025	1,516.56
04/15/2025	19515 (E)	AMAZON	THERMAL PHOTCONTROL/TONER CARTRIDGE	105.33
04/15/2025	19516 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS APRIL 2025	487.87
04/15/2025	19517 (E)	BARN OWL TECH	CAMERA DATA CHARGES BWH/WEEL	53.85
04/15/2025	19518 (E)	CHARTER COMMUNICATIONS	326 FRONT APRIL 2025	140.00
04/15/2025	19519 (E)	CHARTER COMMUNICATIONS	ACCT# 0008513 146 S SHORE DR	205.00
04/15/2025	19520 (E)	FIFTH THIRD BANK	BANK FEES APRIL 2025	241.32
04/15/2025	19521 (E)	GFL ENVIRONMENTAL	APRIL 2025 WWTP	332.82
04/15/2025	19522 (E)	MY PARKING PERMIT	BOAT LAUNCH PASSES	186.20
04/15/2025	19523 (E)	PRIORITY HEALTH	GROUP 784340 APRIL 2025 PREMIUM	10,872.14
04/15/2025	19524 (E)	SENSAPHONE REMOTE MONITORING	REMOTE MONITORING ANNUAL FEE	83.40

Check Date	Check	Vendor Name	Description	Amount
04/15/2025	19525 (E)	VISION SERVICE PLAN	ACCT# 30 017164 0001 APRIL 2025	221.49
04/16/2025	47680	NORTHERN BUILDING SUPPLY, LLC	NLVIL10-015 MARCH SUPPLIES	359.55
04/16/2025	47681	LEELANAU ENTERPRISE	MARCH SYNOPSIS	75.80
04/16/2025	47682	DANBROOK ADAMS RAYMOND	ACCT# 545.02 MARCH EMPLOYMENT MATTERS	234.00
04/16/2025	47683	DEERE & COMPANY	1575 TERRAINCUT W/ACCESSORIES	46,194.86
04/16/2025	47684	GRAND TRAVERSE SURVEYING & MAPPING	SURVEY NEAR EXISTING BATHHOUSE	450.00
04/16/2025	47685	MICHIGAN CAT	LOADER BUCKET PARTS	911.86
04/16/2025	47686	MML WORKERS COMEPENSATION FUND	PAYROLL AUDIT 2023-2024 POL# 5002750-23	241.00
04/16/2025	47687	MI MUNICIPAL LEAGUE	MML MEMBERSHIP DUES/LEGAL DEFENSE 25/26	669.00
04/16/2025	47688	NEW PIG	ABSORBENT BOOMS	467.03
04/16/2025	47689	OLSON & HOWARD, P.C.	6289 GENERAL MATTERS	73.00
04/16/2025	47690	INTEGRITY BUSINESS SOLUTIONS	OFFICE CHAIRS	912.27
04/16/2025	47691	PURE WATER WORKS	1522 RICHTER MARCH RENTAL	129.25
04/16/2025	47692	LEELANAU CTY ROAD COMMISSION	16YDS WINTER MIX MARCH 2025	411.58
04/16/2025	47693	PERFORMANCE HEALTH HOLDINGS	CHANNEL MARKERS/SOLAR LIGHTS	2,978.12
04/16/2025	47694	SECURITY SANITATION, INC	BAHLE PARK PORTA JOHN	250.00
04/16/2025	47695	SIGNPLICITY	VINYL DECALS EQUIPMENT	395.00
04/16/2025	47696	SOS ANALYTICAL	ROUTINE ANALYSIS	100.00
GEN TOTALS:				
Total of 75 Checks:				139,104.95
Less 0 Void Checks:				0.00
Total of 75 Disbursements:				139,104.95

		VILLAGE OF SUTTONS BAY REPORT VSB -2024-56	
Prepared:	December 31, 2024	Pages:	1 of 2
Meeting:	Planning Commission January 15, 2024	Attachments:	<input type="checkbox"/>
Subject:	PC 2024 Annual Report		

Introduction

This 2024 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission's report to the Village Council.

Planning Consultant

The firm of Beckett & Raeder, with consultant Sara Kopriva worked with the planning commission focusing on zoning amendments with no new site plans or special use permit applications filed this year.

Zoning Administration

26 Land Use Permits were issued this year. Steve Patmore has assisted at Planning Commission and zoning board of appeals meetings.

Planning Commission

The Planning Commission met on the second Wednesday of each month in 2024 when business required. The planning commission is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments. This schedule has changed for 2025. Meetings will take place on the third Wednesday of each month.

Village Zoning Ordinance

The Village Zoning Ordinance was adopted in 2018; however, as is customary, a couple of public hearings were held for zoning amendments, some of which were adopted this year. The Planning Commission will continue to focus on Housekeeping Amendments in 2025. The following Sections to the Village of Suttons Bay Zoning Ordinance were amended in 2024:

Section 4-1(C) Intent and purposes was amended to state: The SFWR district accommodates single-family detached development on waterfront lots within the Village.

Section 4-3 Spatial Requirements was amended as follows:

Modify Table 4-3 removing Minimum Lot depth of 200'. Replacing the Minimum Width/Frontage requirement of 100/100 with 90/90 and replacing the Primary Street Front setback of 25' with 20'.

Section 2-6 (G) Environmental Protection

- G. Wetland Protection.

1. Within 10 feet of a wetland, an undisturbed area of vegetation shall be maintained and woody and native herbal species shall not be removed. Trees with a trunk diameter of three (3) inches at breast height, four and a half (4 ½) feet or greater, shall not be removed unless dead or dying.

Trees and other woody plant material of a smaller diameter at breast height shall not be removed.

2. Regulated Wetlands

An applicant planning to make any improvements or changes to a regulated wetland within the district must obtain a permit from EGLE, or successor agency, in accordance with Part 303 (Wetlands Protection) of the Natural Resources and Environmental Protection Act, 1994 PA 451 prior to submitting a site plan or land use permit application under this Zoning Ordinance.

3. Wetland Setbacks

For a regulated wetland, or for an unregulated wetland area which otherwise meets the criteria to be designated as a wetland, no structure or parking lot shall be constructed within twenty-five (25) feet of such wetland. However, recognized wetlands may be incorporated into a stormwater management strategy provided that the wetland values will not be impaired and provided further that incorporation of the wetland will provide a net ecological benefit to groundwater and surface water.

The Village Council, at their February 2025 meeting, will be addressing the recommended amendments from the November 2024 planning commission meeting regarding:

Section 5-3 Spatial Requirements

Table 5-3 to change the minimum stories in the BV District from 1.5 to 1.0 minimum and 2.5 maximum.

Section 9-13 Wireless Communication to add the following section:

B. Applicability. Pursuant to Section 3514 of P.A. 110 of 2006, as amended, wireless communications equipment is a permitted use of property with a zoning permit and is not subject to Special Land Use approval or any other approval if the following requirements are met:

1. The wireless communications equipment will be collocated on an existing wireless communications support structure or in an existing equipment compound.

2. The existing wireless communications support structure or existing equipment compound is in compliance with this ordinance or was officially approved by the Zoning Administrator or Planning Commission.

3. The proposed collocation will not do any of the following:

- i. Increase the overall height of the wireless communications support structure by more than 20 feet or 10% of its original height, whichever is greater. Increase the width of the wireless communications support structure by more than the minimum necessary to permit collocation.

- ii. Increase the area of the existing equipment compound to greater than 2,500 square feet.

- iii. The proposed collocation complies with the terms and conditions of any previous final approval of the wireless communications support structure or equipment compound by the Zoning Administrator or Planning Commission.

Wireless communications equipment that meets the requirements of subsection 1(a) and (b) but does not meet the requirements of subsection 1(c) is a permitted use of property if it receives special land use approval.

The amendment will also amend all following sections B-J to C-M.

Special Land Use Permits

No applications were received for a special use permit.

Master Plan


The Planning Commission began setting their priorities regarding goals and objectives and will continue working on this in 2025.

Zoning Board of Appeals

The zoning board of appeals did not meet this year.

Conclusion

2025 should prove to be a very busy and exciting year as we anticipate continued work on Zoning Ordinance updates and incorporating the Master Plan Goals and Objectives.

		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2025-14</h2>	
Prepared:	April 18, 2025	Pages:	1 of 2
Meeting:	April 21, 2025	Attachments:	<input type="checkbox"/>
Subject:	Managers Update		

Please see the below overview of various projects occurring at this time. This type of brief overview is intended to provide a “current status” update on various projects that I believe to be of interest to the Village Council. These updates will replace my work plan, that since 2019 provided the Village Council with the long-term overall workings of my office, progress notes and project status.

LAW ENFORCEMENT

We are in the process of discussing the law enforcement contract that is set to expire December 31st. I have met with the Sheriff and Undersheriff to begin conversations and transition following John Donahue’s retirement in the next 30 days or so.

WATERWHEEL PARK

We remain optimistic that we will be removing the stream fencing in the coming weeks. Until then, we will continue to observe the stream to ensure we avoid undermining and washouts. As previously mentioned, trees were ordered last fall and will be planted along the street in an effort to re-establish a street canopy.

MARINA “A- DOCK” PROJECT

We are moving forward with discovery/removal plan and preliminary design of this project. This project will move quickly once it begins. Stay tuned...

BOATERS SERVICE AND PUBLIC RESTROOM PROJECT

A survey to determine the elevations of the project area, locations of utilities etc. has been completed as has the preliminary design of the *interior* of the building. Soils require a more in depth look and will determine how we move forward in this location. This project is far more in depth than the “A Dock” project and will require several more weeks of discovery and design.

PUBLIC PARKING

A survey to identify the road right of way line of various on street municipal parking areas has begun and in the case of Adams and Madison Street, have been completed. We will now begin the discovery and planning process to determine our options on improving these parking areas for future use. Until then, we will begin by installing Public Parking signs.

SUTTON PARK PYLON PROJECT

You will see wooden park pylons being installed in the coming weeks to outline Sutton Park. The intent of their installation is simply to keep vehicles from driving within the park and on the new pedestrian

path. Additional improvements will also occur at the park including another phase of sidewalk and installation of a water bottle filler.

SEWER & WATER ORDINANCES

The “mostly “content neutral re-drafting /re-formatting of these Ordinances continues. However, since we are looking to add a new standard for qualifications section, we will be bringing that section to committee for discussion prior to moving forward.

TREE PLANTING

As with every year, you will see a number of street trees being planted throughout the Village this Spring. The trees were ordered last Fall and we are hoping to pick them up soon.

SHORELINE RESTORATION

A few months ago, we submitted a shoreline remediation grant in partnership with the Watershed Center for the Coal Dock Park. This grant would allow us to create a unique method of shoreline erosion control while also creating an aquatic habitat. The idea was presented to State of Michigan officials and received high praise at the time. We will keep you posted on the status of our request.