



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
July 15, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes-June 17, 2024 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-2024-35 Resolution to accept Waterway Grant
 - b. VSB-2024-36 Resolution to adopt the Leelanau County Hazard Mitigation Plan
 - c. Appointment of Village Clerk
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 REGULAR MEETING
MINUTES OF JUNE 17, 2024

The meeting was called to order at 5:30 p.m. by President Pro-Tem Christensen.

Present: Bahle, Case, Christensen, Smith, Suppes and Yoder
Absent: Lutke
Staff present: Petroskey, Larrea, and Deputy John Donohue

Consent Agenda

Yoder moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The May 20, 2024 Village Council meeting minutes are approved. The payment of invoices is approved.
Ayes: 6, No: 0.

Agenda approval

Case moved, Smith seconded, CARRIED, to approve the agenda as presented. Ayes: 6, No: 0.

Public comment

Nellie Danke, SBBDL Director provided the Annual report for the Library and spoke about Library improvements and the upcoming millage renewal.

Donna Popke talked about park facility improvements.

Ryan Herbert thanked the Council for the signage on Stratton Way.

Bill Crackel asked about EFT/ACH payments for sewer water and tax payments.

VSBB 2024-32 Accept the 2023 FYE Audit

Council thanked the Treasurer for all her hard work.

Bahle moved, Yoder seconded, CARRIED, to accept the audit as presented. Ayes: 6, No: 0.

VSBB-2024-31 Jefferson Hills Private Road Request

Staff report provided for informational purposes. Larrea noted that staff is open to working with all the HOA's however, the DPW does not take equipment onto private roads.

Staff reports

Smith stated that the planning commission recommended zoning amendments regarding wetlands and the Single- Family Waterfront District be sent for public hearing at their next meeting.

Good of the Order

Case remarked about the location of the porta john at Waterwheel Park further stating he has sculptures he would like to see placed at the park as well as the water wheel itself on display. Case stated that there is a huge boulder at the DPW that should be placed in one of our parks. He added that years ago there was some discussion about a viewing deck next to the Village Hall and he would like to see this subject revisited.

Public comment

Sharon Sutterfield stated she supported comments made by Case.

Bill Crackel remarked about the culvert and draining issues from St Mary's Street

The meeting adjourned at 5:54 p.m.

Meeting minutes submitted by Dorothy Petroskey.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
06/25/2024	19218(E)	CHERRYLAND ELECTRIC	ACCT# 8364410 1522 RCHTR RD	141.82
06/25/2024	19219(E)	ADOBE	MNGR SOFTWARE	21.19
06/25/2024	19220(E)	AMAZON	VINEGARD/WALKIE TALKIES	117.49
06/25/2024	19221(E)	AMAZON	AIR FILTER REPLACEMENTS	11.97
06/25/2024	19222(E)	AMAZON	LOGITECH KEYBOARD	22.99
06/25/2024	19223(E)	BRIGHTSPEED	TELEPHONE SERVICE--MULTIPLE MAY 2024	674.83
06/25/2024	19224(E)	BRIGHTSPEED	TELEPHONE SERVICE--MULTIPLE MAY 2024	206.49
06/25/2024	19225(E)	CHARTER COMMUNICATIONS	ACCT# 828413122008513 JUNE 2024	204.97
06/25/2024	19226(E)	MENARDS	30 X 48 SINGLE HUNG WINDOWS	253.92
06/25/2024	19227(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 JUNE 2024	129.98
06/25/2024	19228(E)	WELLS FARGO FINANCIAL LEASING	CONTR# 6030214430000 COPIER LEASE	72.92
06/26/2024	47256	MAPLE RIVER DIRECT MAIL	TAX BILLS 2024 ESTIMATE	230.00
06/26/2024	47257	BRAMER AUTO SUPPLY	CUST# 8571 VALV CAP SUPPLIES	11.06
06/26/2024	47258	GRAINGER	CUST# 871012852 DIGGING BAR	312.83
06/26/2024	47259	ART'S AUTO AND TRUCK PARTS INC	CUST #20090 BLUE GREASE/OIL	84.63
06/26/2024	47260	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE ACCTS MAY 2024	1,133.51
06/26/2024	47261	BAYSHORE OIL & PROPANE	1500 GALS REC 90 @3.99	6,991.50
06/26/2024	47262	THE HOME CITY ICE COMPANY	120 BAGS /DELIVERY	245.50
06/26/2024	47263	IAN REDD	REFUND DOUBLE PAY MARINA	164.10
06/26/2024	47264	OHEARN PEST CONTROL	ACCT# 23199 ADMIN OFFICE	325.00
06/26/2024	47265	SHELLY SHOPE	REFUND TRANSIENT FEE	49.00
06/26/2024	47266	JIM MARTIN	REFUND 1 NIGHT TRANSIENT	37.00
06/26/2024	47267	TKS SECURITY	TRIP CHARGE SERVER REPAIR-NORTH PARK	200.00
06/30/2024	19229(E)	AMAZON	NETGEAR-WWTP	21.99
06/30/2024	19230(E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 FRONT STREET	119.98
06/30/2024	19231(E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 FRONT ST	159.98
06/30/2024	19232(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM JULY 2024	420.02
06/30/2024	19233(E)	FIFTH THIRD BANK	BANK SERVICE CHARGES	216.29
06/30/2024	19234(E)	VISION SERVICE PLAN	ACCT#30 017164001 JULY PREMIUM	173.61
06/30/2024	47285	BRAMER AUTO SUPPLY	CUST# 8571 EXACTO-BLADES	29.98
06/30/2024	47286	GRAINGER	CUST # 871012852 TOILET KITS	140.57
06/30/2024	47287	ART'S AUTO AND TRUCK PARTS INC	CUST#20090 DEF FLUID	37.50
06/30/2024	47288	AIRGAS USA, LLC	CYLINDER RENTAL	53.16
06/30/2024	47289	BAYSHORE OIL & PROPANE	958 GALS @4.04 + FEES	4,513.13
06/30/2024	47290	DORNBOS SIGN AND SAFETY, INC	ORDER#11638 NO THRU TRAFFIC SIGNS	62.85
06/30/2024	47291	GEI CONSULTANTS	SB STREAM RESTORATION	26,988.85
06/30/2024	47292	INTEGRITY SOFTWARE SYSTEMS	TECHNICAL SUPPORT MARINA	595.00
06/30/2024	47293	R W MERCER CO	COMPLIANCE TESTING	896.50
06/30/2024	47294	JOHN EMLEY	RESERVATION REFUND DBL ENTRY	141.00
06/30/2024	47295	BEN HURSH	REFUND DEPOSIT BAHLLE PARK	100.00
06/30/2024	47296	ROBERT SCHAEFER	REFUND OVERPAID LUP APP FEE	50.00
06/30/2024	47297	NORTHPORT BUILDING SPLY	ACCT# 69602 30 TREATED 2X6X16	491.70
06/30/2024	47298	OLSON & HOWARD, P.C.	PROFESSIONAL SERVICES-WWTP	165.00
06/30/2024	47299	JACOBS ENGINEERING GROUP, INC	PROJ#40472315.15 JULY 2024	17,020.83
06/30/2024	47300	WILLIAM PERKINS	REFUND (3) BMW CANCELLATION/DEPOSIT	400.00
06/30/2024	47301	PURE WATER WORKS	WATER/DEPOSIT/DELIVERY	37.00
06/30/2024	47302	SECURITY SANITATION, INC	BAHLE PORTA JOHN RENTAL	120.00
06/30/2024	47303	SOS ANALYTICAL	ROUTINE BACTI TEST	100.00
06/30/2024	47304	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES THRU MAY	396.00
06/30/2024	47305	TRAVERSE CITY RECORD-EAGLE, INC	REF# 614549 CLEMZ WANT AD-DPW	166.50
06/30/2024	47306	USABUEBOOK	CUST# 820127 PONY PUMP	459.52
06/30/2024	47307	VREDEVELD HAEFNER LLC	AUDIT 2023 FEES-COMPLETION	1,500.00
07/02/2024	47268	FERGUSONS LAWN EQUIP.	CUST# 7057 X MARK RIDER PARTS	143.15
07/02/2024	47269	BAYSHORE OIL & PROPANE	1578.2 GALS REC 90 @ 3.99	7,355.99
07/02/2024	47270	BUNEKS HARDWARE	31 PC SECURITY BIT	16.82
07/02/2024	47271	FLEIS& VANDENBRINK ENGINEERING	PROJ # 860830 HABOR HEIGHTS	941.59
07/02/2024	47272	GOOD NATURE GARDENS, INC	MONTHLY MAINTENANCE JUNE 2024	318.75

Check Date	Check	Vendor Name	Description	Amount
07/02/2024	47273	KECO INC. - PUMP AHEAD	PVC FLANGE MARINA	312.00
07/02/2024	47274	LIGHTHOUSE ELECTRICAL SERVICES	NORTH PARK LIGHTING	2,059.80
07/02/2024	47275	MICHIGAN PIPE & VALVE	WATER REPAIRS/DSMI	1,614.00
07/02/2024	47276	JEREMY PLAMONDON	REFUND TRANSIENT-LESS PROCESS FEE	139.00
07/02/2024	47277	JAMES BENNER	50% TRANSIENT REFUND	34.00
07/02/2024	47278	BRENDA EDERER	TRANSIENT REFUND LESS PROCESS FEE	21.00
07/02/2024	47279	RICK FLOW	REFUND TRANSIENT SLIP LESS PROCESS FEE	401.00
07/02/2024	47280	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	80.95
07/02/2024	47281	PURE WATER WORKS	WATER/FUEL CHARGE	42.50
07/02/2024	47282	SECURITY SANITATION, INC	MARINA PORTA JOHNS	780.00
07/02/2024	47283	STANDARD INSURANCE COMPANY	POL# 6429460117 JULY 2024 PREMIUM	340.46
07/02/2024	47284	THREADS	DPW SHIRTS/UNIFORM	60.00
07/10/2024	19235 (E)	DTE ENERGY	MULTIPLE ACCTS JUNE 2024	678.67
07/10/2024	19236 (E)	ADOBE	ANNUAL SOFTWARE OFFICE-ADOBE	239.88
07/10/2024	19237 (E)	AMAZON	HANDSET/HEADSET/ANSWERING MACHINE PLANT	129.99
07/10/2024	19238 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS JUNE 2024	488.05
07/10/2024	19239 (E)	BARN OWL TECH	DATA PLAN/BAHLE PARK	40.57
07/10/2024	19240 (E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 FRONT STREET	139.99
07/10/2024	19241 (E)	GFL ENVIRONMENTAL	ACCT # 002105664 1520 RICHTER ROAD	319.47
07/10/2024	19242 (E)	GFL ENVIRONMENTAL	ACCT# 002105665 326 FRONT STREET	249.75
07/10/2024	19243 (E)	STATE OF MICHIGAN - TREASURY	MARINA SALES TAX-JUNE 2024	471.41
07/10/2024	19244 (E)	EXOTIC AUTOMATION AND SUPPLY	JD LOADER COUPLER	154.76
07/10/2024	19245 (E)	PRIORITY HEALTH	GROUP 784340 2024 JULY 2024	6,803.78
07/10/2024	47308	BRAMER AUTO SUPPLY	MARINA TEAL TRUCK MAINTENANCE	149.88
07/10/2024	47309	GRAINGER	CUST# 871012852 BLOWER/SUPPLIES	594.98
07/10/2024	47310	LEELEMAN ENTERPRISE	HELP WANTED AD X 3	160.50
07/10/2024	47311	BADGER METER INC	BADGER SERVICES-ANNUAL SRV FEE	600.00
07/10/2024	47312	BAYSHORE OIL & PROPANE	1661 GALS @ \$3.99 REC 90	24,396.84
07/10/2024	47313	UP NORTH FLAG & POLES	VILLAGE HALL FLAG POLE/INSTALLATION	3,970.00
07/10/2024	47314	INTEGRITY SOFTWARE SYSTEMS	OFFICE INSTALLS	115.00
07/10/2024	47315	MAPLE RIVER DIRECT MAIL	2024 PROPERTY TAX MAILING	122.28
07/10/2024	47316	STEVE CORNWELL	REFUND TRANSIER LESS PROCESSING FEE	85.00
07/10/2024	47317	PAUL DUCHAM	TRANSIENT REFUND LESS PROCESSING	1,535.00
07/10/2024	47318	GREGORY ABB	REFUND OVER PAYMENT	50.00
07/10/2024	47319	MARK BERGMAN	REFUND TRANSIENT	20.50
07/10/2024	47320	JOHN CLOVE	TRANSIENT REFUND-50 %	88.50
07/10/2024	47321	JACOBS ENGINEERING GROUP, INC	PROJ # 40472315.15 AUG 2024	17,020.83
07/10/2024	47322	PURE WATER WORKS	COOLER RENTAL-WWTp	51.00
07/10/2024	47323	LEELEMAN CTY ROAD COMMISSION	GAS PURCHASES 06302024	1,016.19
07/10/2024	47324	SONDEE, RACINE & DOREN	CLIENT# 6027.-00 LEGAL MATTERS	918.00
07/10/2024	47325	TRAVERSE CITY RECORD-EAGLE, INC	HELP WANTED AD-CLERK	94.50
07/10/2024	47326	VREDEVELD HAEFNER LLC	AUDIT SERVICES FINAL PAMENT 2024	1,250.00

GEN TOTALS:

Total of 99 Disbursements:

143,835.99

State of Michigan
Department of Environment, Great Lakes, and Energy
Drinking Water and Environmental Health Division

EGL

CERTIFIES

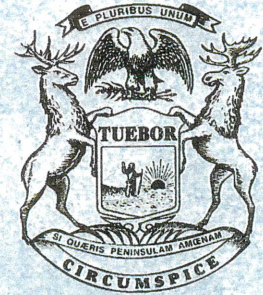
Paul A. Whiteford

as a

WATERWORKS SYSTEM OPERATOR

Classification(s) Held:

D-4 S-3



*Having carefully considered education, professional experience, and established competence,
this Certificate is hereby granted in accordance with
the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.*

2888

Operator I.D. Number

05/01/2024

Issuance Date

07/15/2027

Expiration Date

Authority: Michigan Safe-Drinking Water Act, 1976 PA 399, as amended

State of Michigan
Department of Environment, Great Lakes, and Energy
Drinking Water and Environmental Health Division

EGL

CERTIFIES

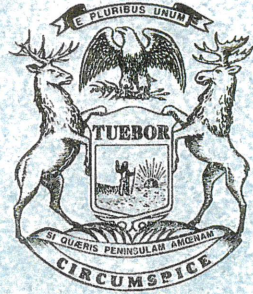
Louis G. Bufka

as a

WATERWORKS SYSTEM OPERATOR

Classification(s) Held:

S-3



*Having carefully considered education, professional experience, and established competence,
this Certificate is hereby granted in accordance with
the Michigan Safe Drinking Water Act, 1976 PA 399, as amended.*

23491

Operator I.D. Number


05/01/2024

Issuance Date

07/15/2027

Expiration Date

Authority: Michigan Safe Drinking Water Act, 1976 PA 399, as amended

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024 - 35	
Prepared:	July 8, 2024	Pages:	1 of 1
Meeting:	July 15, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Public Boating & Boating Services Project		

PURPOSE

To adopt the attached resolution.

OVERVIEW

Following the submittal of a grant to the Michigan Department of Natural Resources (Waterways Division) the Village received notice that our request to construct a Public Building & Boater Services Project (WW24-0008) was selected for funding.

The Village is essentially accepting the \$406,016 in State funding and agreeing to match that \$406,016 to reach the estimated project total of \$812,032. The project match will be funded mostly by the Marina Fund and DDA. The DDA's portion is estimated to be approximately 50% of the required match.

The attached Resolution 2024-06 is an extension of the agreement and therefore required to be passed (roll call vote) to formerly accept the terms of the grant and execute the agreement.

ACTION REQUESTED

MOTION THAT the Village of Suttons Bay adopt RESOLUTION #6 of 2024 for project WW24-0008 accepting the terms and conditions as outlined in the agreement.



VILLAGE OF SUTTONS BAY
LEELANAU COUNTY, MICHIGAN
RESOLUTION #6 OF 2024

A RESOLUTION TO ACCEPT THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES AGREEMENT TO FUND
THE PUBLIC BUILDING & BOATER SERVICES PROJECT #WW24-0008.

A meeting of the Village of Suttons Bay, Leelanau County, Michigan, was held in the Village offices, 420 N Front Street, July 15, 2024, to consider Resolution #6 of 2024.

PRESENT:

ABSENT:

The following resolution was offered by Council member _____ and supported by Council member _____.

WHEREAS, the Village of Suttons Bay applied for a grant from the Department of Natural Resources Waterways Division to construct Project #WW24-0008, a Public Building & Boater Services; And

WHEREAS, the Village agrees to appropriate all funds necessary to complete the project during the project period and to provide \$406,016 in funds to match the grant of \$406,016 authorized by the Department of Natural Resources; And

WHEREAS, the Village agrees to construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said agreement; And

WHEREAS, the Village of Suttons Bay agrees to appoint the Village Manager to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms; And

WHEREAS, the Village of Suttons Bay agrees to ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations; And

WHEREAS, the Village agrees to maintain satisfactory financial accounts, documents, and records to make them available to the granting authority for auditing at reasonable times; And


WHEREAS, the Village agrees to enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the Village pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Suttons Bay Council does hereby accept the terms of the agreement as received from the Michigan Department of Natural Resources, and that the Village does hereby specifically agree to the terms with the Michigan Grant in Aid Program Harbor Development Project Agreement (WW24-0008) including all terms not specifically set forth in the foregoing portions of this Resolution.

Dated: _____

– Clerk

Village of Suttons Bay

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024 - 36	
Prepared:	July 11, 2024	Pages:	1 of 1
Meeting:	July 15, 2024	Attachments:	<input checked="checked" type="checkbox"/>
Subject:	Leelanau County Hazard Mitigation Plan		

PURPOSE

To consider Resolution #7 of 2024

OVERVIEW

The Director of Emergency Management for Leelanau County has requested that the Village Council adopt the Leelanau County Natural Hazard Mitigation Plan. The plan has been reviewed and approved by FEMA and the State of Michigan.

ACTION REQUESTED

MOTION THAT Resolution # 7 of 2024 adopting the Leelanau County Hazard Mitigation Plan be adopted.



VILLAGE OF SUTTONS BAY
LEELANAU COUNTY, MICHIGAN
RESOLUTION #7 OF 2024

A RESOLUTION TO ADOPT THE LEELANAU COUNTY NATURAL HAZARD MITIGATION PLAN

A meeting of the Village of Suttons Bay, Leelanau County, Michigan, was held in the Village offices, 420 N Front Street, July 15, 2024, to consider Resolution #7 of 2024.

PRESENT:

ABSENT:

The following resolution was offered by Council member _____ and supported by Council member _____.

WHEREAS, all jurisdictions within Leelanau County have exposure to natural, technological and human-induced hazards that may damage or destroy life, property, the environment, or local economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate damages and impacts to life, property, the environment or local economy; and

WHEREAS, The Disaster Mitigation Act (DMA) of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update has been developed in accordance to the DMA of 2000 to reflect the concerns of the citizens and stakeholders of Leelanau County; and

WHEREAS, the Village of Suttons Bay previously adopted the 2016 Leelanau County Natural Hazard Mitigation Plan on July 20, 2015 by Resolution Number 6 of 2015; and

WHEREAS, the Village of Suttons Bay affirmed participation in the maintenance of the 2023 Leelanau County Natural Hazard Mitigation Plan and committed to participating in the update of the Plan no less than once every 5 years; and

WHEREAS, the 2023 Leelanau County Natural Hazard Mitigation Plan provides a set of actions to reduce risk from natural hazards through education and outreach programs, establishes a foundation for coordination among agencies in Leelanau County, identifies future mitigation projects, and meets the qualifications for federal assistance programs in order to be eligible for FEMA pre-disaster and post-disaster mitigation grant funding;

NOW, THEREFORE, BE IT RESOLVED, that Village of Suttons Bay Council does hereby adopt the 2023 Leelanau County Natural Hazard Mitigation Plan 5 Year Update as an official plan of the Village of Suttons Bay.

NAYS:

RESOLUTION DECLARED _____

The foregoing resolution was certified at a regular meeting of the Village Council held on July 15, 2024.

By: _____
_____, Clerk
Village of Suttons Bay

I hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Village Council of the Village of Suttons Bay on the 15th day of July, 2024 at a meeting held at 420 N. Front Street, Suttons Bay, MI 49682

Dated: _____

_____ - Clerk

Village of Suttons Bay