



VILLAGE OF SUTTONS BAY
REMOTE Access Village Council Meeting
Village Hall
420 N. Front Street
Suttons Bay, MI 49682 at 5:30pm
September 21, 2020
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
 - a. Approval of Minutes – August 24, 2020
 - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
 - a. Report VSB-2020-45 General Updates
7. New Business
8. Special Committee Reports/Staff Reports (Verbal)
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



PUBLIC NOTICE

Please take notice that the regular meeting of the Suttons Bay Village Council will be held on Monday, September 21, 2020 at 5:30 p.m., by electronic remote access. Electronic remote access, in accordance with Michigan Governor Executive Order 2020-154, will be implemented in response to COVID-19 social distancing requirements. The public may participate by joining the Zoom meeting by computer or smart phone at:

Topic: Village Council Regular Meeting 9-21-2020
Time: Sep 21, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84376964904?pwd=Q2VFdk03N3RNM04vaGY3aEIXL0xzUT09>

Meeting ID: 843 7696 4904
Passcode: 967406

Dial by your location

- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 929 436 2866 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: 843 7696 4904
Passcode: 967406

Find your local number: <https://us02web.zoom.us/j/kr9F7sX8r>

Please keep your phone on mute until it is time for public comment. A person wishing to speak must request to be recognized by the Village President. The Village President will recognize all persons wishing to speak during public comment. If the public has questions about any item on the agenda, the person may send an email to the Village Clerk prior to the meeting. Persons with questions, or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Clerk.

Shar Fay, Clerk
Village of Suttons Bay
231.271.3051 ext. 221
suttonsbay@suttonsbayvillage.org



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL
MEETING MINUTES OF AUGUST 24, 2020

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

Present: Bahle (arriving at 5:35), Case, Christensen, Lutke, Long, and Suppes
Absent: Newcomb
Staff Present: DeVol, Fay, Larrea and Miller

Approval of Agenda

Christensen moved, Suppes seconded, CARRIED, to approve the Agenda as presented, with an affirmative, unanimous roll call vote. Ayes: 5, No: 0.

Consent Agenda

Case moved, Christensen seconded, CARRIED, to approve the Consent agenda as presented, by an affirmative, unanimous roll call vote. The Village Council meeting minutes of July 20, 2020, submitted by Fay are approved and can be found in this meeting packet. The Payment of Invoices submitted by Treasurer DeVol are approved and can be found in this meeting packet. Ayes: 5, No: 0.

Report VSB-2020-40s

In addition to this report, Larrea added:

Parks & Recreation Plan

The plans have been provided to Council members for review and are also on display on the window of Council Chambers at the Village Hall, and will be placed at the parks for public review. Larrea met with Robin Schmidt of EGLE to discuss plans for Waterwheel Park. The plans call for a flood plain, widening the area around the stream in a stepped like fashion to allow for rising water to be contained. A recreational and seating area are part of the plans. The waterwheel will be relocated further back from the alley, a cost saving measure. The stream would be directed to the waterwheel. Larrea also met with Schmidt on the best way for stream culvert cleaning along the area which is 2/3rds full of sediment. The Parks and Rec sub-committee will make recommendations to Village Council for approval. The land between the alley and St. Joseph Street is part of the plan that calls for a seating area, vegetation removal and replanted with native species.

High Water Erosion

The giant sandbags should arrive in a couple of weeks for the Inland Seas/Coal dock. An estimated 30-35 feet of land has been lost there due to erosion. Christensen stated there are some sensitive bank areas that continue to be used for overflow parking that is not permitted

nor in a designated parking area, mostly on the weekends. Christensen will let Larrea know the areas of concern.

Broadway

Larrea met with the Stayman's and finalized the easement today. The easement will be recorded. The easement allows for two basins, if necessary, one on the side of the pond and one on the other side of the driveway. The Engineer will provide his plan which will be reviewed with Village Council. Long met with Steve Christensen who said that if the Village was unable or unwilling to take this matter forward, that it would default to Christensen and he would declare the area a (multi-jurisdictional with Suttons Bay Township) draining district.

Cameras

The Village has submitted for 50% reimbursement of the costs for the camera installation.

Bayview PUD

The intent is to work with Bayview PUD owners to dissolve the current PUD and create several different zoning districts to help with the development of that property.

2019 Audit

Bahle moved, Case seconded, CARRIED, to accept the 2019 Audit as presented, with an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Good of the Order

Christensen offered to tackle a Rain Garden by the Ice Cream Factory but would like a Master Gardner to point out the weeds.

Suppes is requesting communication/updates with the volunteers of the Rain Gardens. Larrea has met with U'Ren on the Rain Gardens.

Long stated he continues to meet with non-profits regarding Elm Street and has also briefly discussed Broadway noting that if the Village is unable to move forward on Broadway, they are prepared to move forward with documents to establish a joint resolution for a multi-jurisdictional draining district. The same is for Elm Street. Long stated some updating being accomplished on stream crossings and topo maps, which will be available for Village use. There will be a need for a hydrological study as well as topographical work to figure out exactly where the water is coming from and where it needs to go. Also discussed was if we access state and federal grants, we could recreate Leo Creek all the way down to the lake, perhaps involving the tribe in the process. U'Ren believes this could impact the environment in a much greater and bigger area with less money. If it is a five to ten-year plan, impacting the roadway as a first priority, and working on culverts and roadway early in the process. There could be options so that the residents in the area do not have to bear the whole cost.

Case requested the overgrown raingardens be trimmed by the stop signs. Case inquired about check numbers 47, 52 and 71 to Bay Shore Oil on the Treasurers invoice report. DeVol provided an explanation.

Christensen thanked Long for his extra work regarding Elm and Broadway and thanked Suppes for his extra work on the Planning Commission.

Manager's Report

Larrea stated the new employee's name is Richard Blodgett who came here from the LCRC. He is a mechanic and a great worker and employee. Larrea stated a first draft of the Inland Seas contract is complete. It is a 10-year contract with a two-year review. The draft contract with Jacobs as the operators of the WWTP has been finalized for 2021 as well as the Law Enforcement contract for 2021.

The meeting adjourned at 6:05 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Description	Amount
08/31/2020	18224(E)	AMAZON	AMAZON	FURNACE FILTERS OFFICE	82.99
08/31/2020	18225(E)	AMER WASTE	AMERICAN WASTE	WASTE PICK-UP	755.00
08/31/2020	18226(E)	CHARTER	CHARTER COMMUNICATIONS	SERVICE THRU JULY	248.95
08/31/2020	18227(E)	DFO WATER	STATE OF MICHIGAN	PERMIT FEES-JOINT PERMIT	102.00
08/31/2020	18228(E)	FIFTH 594	FIFTH THIRD, NORTHERN MICHIGAN	AUGUST 2020 FEES	278.00
08/31/2020	18229(E)	GARAGE	GARAGE DOOR SERVICES, INC	GARAGE DOOR REPAIR	495.19
08/31/2020	18230(E)	PLTNEYBOWE	PLTNEY BOWES - PURCHASE POWER	8000-9090--0222-9933 POSTAGE JULY	699.60
08/31/2020	18231(E)	PURE	PURE WATER WORKS	JULY WWTB SERVICE	50.50
08/31/2020	18232(E)	STAPLES	STAPLES	OFFICE SUPPLIES	73.73
08/31/2020	18233(E)	TIME WARNER	TIME WARNER CABLE	ACCT 103479401 - NEW SERV - 1522 RICHTER	5,709.84
08/31/2020	18234(E)	VSP	VISION SERVICE PLAN	AUGUST 2020 PREMIUM	383.00
08/27/2020	18235(E)	AMAZON	AMAZON	MECHANICAL SEAT SET	71.98
09/08/2020	18237(E)	AMAZON	AMAZON	TOWING MIRROR	128.21
09/08/2020	18238(E)	APPLIED IN	APPLIED INDUSTRIAL TECH	BORE SEALS	79.97
09/08/2020	18239(E)	AT&T	AT&T MOBILITY	PHONE SERV AND ACCESSORIES	90.99
09/08/2020	18240(E)	BEST BUY	BEST BUY	PHONE SUPPLIES	52.99
09/08/2020	18241(E)	DORNBOS	DORNBOS SIGN AND SAFETY, INC	SIGNAGE	101.15
09/08/2020	18242(E)	REGD	LLELANAU CTRY REGISTER OF DEEDS	EASEMENT BROADWAY	32.00
08/19/2020	44491	PETROSKY	DOROTHY PETROSKY	REIMB: ICHAT COSTS - BUDGETT EMPLOYMEN	10.00
08/26/2020	44492	006	CONSUMERS ENERGY	SERVICE THRU 7/30/2020	5,070.10
08/26/2020	44493	006	CONSUMERS ENERGY	STREET LIGHTS AND LED LIGHTS- JULY 2020	993.25
08/26/2020	44494	010	CHEERYLAND ELECTRIC	8364410 150 RICHTER ROAD	115.46
08/26/2020	44495	025	COUNTY OF LLELANAU	POLICE APRIL 2020 PERS 8222.11, MILEAGE	21,255.70
08/26/2020	44496	026	DTE ENERGY	SERVICE THRU AUG 17, 2020	301.70
08/26/2020	44497	029	NORTHERN BUILDING SUPPLY, LLC	ACCT VIL10 -PARTS AND MATERIALS, JULY 25	333.80
08/26/2020	44498	24	LLELANAU ENTERPRISE	ENTERPRISE PRINTING	20.00
08/26/2020	44500	AMER RECVC	AMERICAN RECYCLED PRODUCTS	14 -42 GAL BLUE DOME LID CANS - PARKS	2,454.00
08/26/2020	44501	AT&T	AT&T MOBILITY	ACCT THRU 8/11/2020	397.27
08/26/2020	44502	BADGER	BADGER METER INC	BEACON MTR HOST JULY 2020	71.82
08/26/2020	44503	BAYSHORE	BAYSHORE OIL & PROPANE	611.3 GALLONS REC 90 AT 2.227	19,859.68
08/26/2020	44504	BOBS OF MI	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354710-0001, SEPT PREMIUM 2020	323.41
08/26/2020	44505	DANBROOK	DANBROOK ADAMS RAYMOND	EMPLOYMENT MATTERS	1,800.00
08/26/2020	44506	IARREA	ROBERTO IARREA	REIMB: 77.5 MILES @ \$0.575, AND SUPPLIES	46.35
08/26/2020	44507	MAPLE RIVER	MAPLE RIVER DIRECT MALL	ADDT TAX MAILINGS 2020	15.32
08/26/2020	44508	MR CLEAN	MR CLEAN	VILLAGE OFC CLEANING- JUNE 2020	680.00
08/26/2020	44509	INTEOFFICE	INTEGRITY BUSINESS SOLUTIONS	ACCT - VIL10, SUPPLIES THRU 7/31/2020	579.52
08/26/2020	44510	PRIORITY H	PRIORITY HEALTH	GROUP 784340 5001, SEPT 2020 PREMIUM	5,714.01
08/26/2020	44511	SECURITY S	SECURITY SANITATION, INC	BAHLE PARK 8/21	1,635.00
09/01/2020	44512	WELLS FARG	WELLS FARGO FINANCIAL LEASING	CONTRACT COPIER TO 9/11	72.92
09/01/2020	44513	003	BRAMER AUTO SUPPLY	MOTOR POOL SUPPLIES	143.54
09/01/2020	44514	006	CONSUMERS ENERGY	SERV. TO 9-21-2020	0.00
09/01/2020	44515	006	CONSUMERS ENERGY	SERVICE THRU 9/21/2020	0.00
09/01/2020	44516	014	GRAINGER	PARK SUPPLIES	269.28
09/01/2020	44517	029	NORTHERN BUILDING SUPPLY, LLC	CHARGES THRU AUGUST 25, 2020	422.59
09/01/2020	44518	24	LLELANAU ENTERPRISE	PUBLIC NOTICES: OFF STUP	245.45
09/01/2020	44519	51	STATE OF MICHIGAN -MDOOT	MDOT00592 M-22 PROJECT	138,279.15
09/01/2020	44520	BADGER	BADGER METER INC	BEACON MTR HOST AUG 2020	36.00
09/01/2020	44521	BAYSHORE	BAYSHORE OIL & PROPANE	REC 90 73002.187	1,998.74
09/01/2020	44522	BS&A #2	BS&A SOFTWARE	SUPTVGLIEHL -ANNUAL SERVICE EFF 8/1/2020	2,770.00
09/01/2020	44523	GT JANITOR	KSS ENTERPRISES	JANTITORIAL SUPPLIES	842.01
09/01/2020	44524	MASON-LAKE	MASON-LAKE CONSERVATION DISTR	BEACH GRASS	275.00
09/01/2020	44525	MM	MUNICIPAL UNDERWRITERS OF WEST	INSURANCE COVERAGE THRU 8-25-2021	16,363.00
09/01/2020	44526	MMEA	MT WATER ENVIRONMENT ASSOC	MILLER MEMBERSHIP DUES	77.00
09/01/2020	44527	PEERLESS	PEERLESS MIDWEST INC.	ANNUAL WELL PERFORMANCE	2,617.03
09/01/2020	44528	PENOFFICE	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	57.90
09/01/2020	44529	PLTNEY INC	PLTNEY BOWES, INC	0016108756 - RED INK FOR POSTAGE MACHINE	254.97
09/01/2020	44529	PRINTING	PRINTING SYSTEMS, INC	UTILITY BILLING FORMS	256.31

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/01/2020	44530	SOS	SOS ANALYTICAL	WSSN 6500 - 4 BACTI TEST @ \$20	0.00
09/01/2020	44531	STANDARD/T	STANDARD INSURANCE COMPANY	642946 0117 SEPT 2020 PREMIUM	507.38
09/01/2020	44532	VREDEVELD	VREDEVELD HAEFNER LLC	2019 AUDIT	8,450.00
09/01/2020	44533	ZIMMERMAN	ZIMMERMAN LANDSCAPING	TREES	584.02
09/02/2020	44534	SOS	SOS ANALYTICAL	WSSN 6500 - 4 BACTI TEST @ \$20	863.00
09/02/2020	44535	009	CENTURYLINK	SERV THRU 8-22	696.10
09/02/2020	44536	009	CENTURYLINK	SERV THRU AUGUST 22	232.52
09/14/2020	44537	006	CONSUMERS ENERGY	SERV THRU 8-31-2020	3,961.76
09/14/2020	44538	102	FERGUSONS LAWN EQUIP.	EQUIPMENT PARTS	182.46
09/14/2020	44539	AIRGAS	AIRGAS USA, LLC	SUPPLIES/MOTOR POOL	229.87
09/14/2020	44540	AMER WASTE	AMERICAN WASTE	SERV THRU 9-30	398.00
09/14/2020	44541	COPY SHOP	THE COPY SHOP	NEWSLETTERS	639.60
09/14/2020	44542	CUMMINS	CUMMINS BRIDGEWAY, LLC	GENERATOR REPAIR	2,845.09
09/14/2020	44543	GT SURVEY	GRAND TRAVERSE SURVEYING & MAPPING	BROADWAY SURVEY	2,520.00
09/14/2020	44544	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	LIGHTING STORM	1,866.00
09/14/2020	44545	MIRPIPE	MICHIGAN PIPE & VALVE	SUPPLIES	498.00
09/14/2020	44546	MISC	ECT	SUTTONS BAY PARKS CONCEPT PLANS	1,920.00
09/14/2020	44547	MOION EXC	MOION EXCAVATING, INC	STREET SWEEPING	4,275.00
09/14/2020	44548	MR CLEAN	MR CLEAN	CLEANING SERVICE	410.00
09/14/2020	44549	OMI-2	OPERATIONS MANAGEMENT INT	SEPTEMBER SERV	13,397.00
09/14/2020	44550	PITNEY BOW	PITNEY BOWES	LEASE THRU AUGUST 30	140.10
09/14/2020	44551	PURE	PURE WATER WORKS	WATER COOLER RENTAL	8.50
09/14/2020	44552	SIGNPLCIT	SIGNPLCITY	VEHICLE DECALS	996.25
09/14/2020	44553	TIME WARNE	TIME WARNER CABLE	SERV THRU 8-31	163.94

GEN TOTALS:

(3 Checks Voided)
 Total of 78 Disbursements:

281,877.96



VILLAGE OF SUTTONS BAY

MANAGER'S REPORT VSB -2020- 45

Prepared:	September 17, 2020	Pages:	1 of 1
Meeting:	September 21, 2020	Attachments:	<input type="checkbox"/>
Subject:	Village Council General Updates		

PARKS & RECREATION PLAN

The plan continues to move along at a COVID-19 pace but we are gaining ground! Two park specific plans have been posted at the parks to garner discussion. In addition, a walking tour of the parks is scheduled to determine what goals and objectives have been accomplished from the previous Parks and Rec plan. This exercise will keep commissioners in the know, and in this case, will provide a benchmark of sorts for our new plan. I prefer to implement this exercise every two years and will incorporate it as an exercise once our new plan is in place.

HIGH WATER EROSION

We have installed a new type of emergency erosion control at the coal dock area. The remaining erosion control will be placed later this month. Thank you, Dave, Lou, Nate, Paul, Zack and Richard, for all your hard work!

BROADWAY

The 75% plan is available on our website and has also been emailed to Village Council and the Broadway Road group. The plan is in need of cost estimates, value added engineering and finalization. Once we receive information from KAL, we can move forward with finalizing the engineered plan and strategize funding options. I will have a further update at the VC meeting.

BAYVIEW PUD

A letter was sent to the owners of the PUD requesting their attendance at a zoom meeting. The intent of the meeting was to determine if the owners would like to dissolve the PUD and create "by right" opportunities by way of zoning amendments. Development does not have to be unreasonably burdensome, it can be flexible, protect the interests of the community and be developer friendly. Our Ordinance is another impediment to growth and/or redevelopment. I can resolve that issue by bringing in strategies from past success. To date, we have heard back from three (3) of the four (4) property owners. I will reach out to the other. For your information, we need **ALL** parties to agree to dissolve the PUD. I am encouraged.

ELM STREET

As you are aware, we have a sub-committee that is looking into Elm Street funding opportunities (Thank you!). Dave and I have also been strategizing on how we could approach this project that has eluded many for so long. We have prepared a segmented approach that may prove beneficial moving forward. We have since met with Elmer's representatives on Segment #1 and our infrastructure engineers on Segment #2. We will have further information as we receive it. Our approach, would be to segment the road into 3 sections as follows:

Segment #1 - An area approximately 800 feet from 4th street, south towards the culverts.

Segment #2 – Includes the roadway south and two culverts.

Segment #3 – 4th street to Broadway.

The segments are numbered in the sequence in which they are likely to be improved.

VEHICLE CHARGING STATIONS

In speaking with visitors and residents of the Village, there appears to be a desire for the installation of vehicle charging stations into our village. We have started the fact-finding phase and have also recruited Larry Mawby and others, who are well versed on the subject. The intent would be to create a four-station area on Adams street, including 2 Tesla and 2 universal chargers. The chargers would be located on the gravel municipal parking area. In addition to the chargers, the area would be paved so that it would also include two paved barrier free parking spaces, 1-2 regular spaces or compact car spaces and a sidewalk connection. More to come...

LOT STUDY

The Planning Commission took a walking tour of S. Shore Drive to get a better understanding on lot sizes and to determine if a change in the minimum dimensional requirements should be modified. A modification would allow various property owners to split their parcels and maximize single family density along the already developed shoreline. The planning commission received letters and public comments from several S. Shore residents that are opposed to lowering the lot sizes. A walking survey is currently being performed to ensure that the residents along the shoreline are apprised of the possible changes. More to come.

ZONING ORDINANCE

The Planning Commission will be reviewing various zoning amendments to the 2018 ordinance. Some of those include replacing antiquated standards or “township” type standards with appropriate village standards. Some of the amendments include, private road standards, access and driveway standards, to add flexibility, a form based fencing and screening standard and the elimination of the Lot Depth standard.. Like the previous ordinance, the 2018 zoning ordinance is drafted as a *township* ordinance, rather than a Village ordinance. It is incomplete, uses antiquated standards and is burdensome.

M-22 CAMERAS

We are gathering information for the 2021 budget. One of the items requested will be for cameras along M-22 for next spring. Ideally, I would like to have a few cameras along M-22 to view our new pedestrian islands prior to snow plowing season. Should the snow plows become careless and damage the new islands, a record of the event would be in place.

MSUE MASTER GARDNER PROGRAM

A partnership with the MSUE is being created and we are moving towards identifying areas within the community in need of beautification. This partnership will allow students of the program the ability to showcase their knowledge and talents for the benefit of all involved. I have a Zoom meeting scheduled with MSU on Monday and will share the results at Monday’s meeting. We are looking forward to this partnership.

MOLD

Mold has been discovered in the basement of the Village Hall. We have had the air sampled and will provide an update as we receive the information. I have begun the process of pricing a commercial dehumidifier for our basement. I will have more information at the meeting.

POTENTIAL INVESTMENT

I have been meeting with past clients, developers and investors to discuss development and/or redevelopment of various properties of our community. These developers all have experience with either MSHDA funded housing, market rate condominium projects, or investments in the hospitality industry. I have worked with these groups in some capacity over the years and know first-hand what they can accomplish in a community. I will be addressing some of these issues at the planning commission level while others will be at the VC level. More to come....but don't ask who, you won't get the answer,