



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, May 6, 2020 at 8:10 am

VIA Remote Participation

AGENDA

Call to Order

1. Reports (staff)
  - a. Treasurer Report
  - b. DPW (verbal)
  - c. Manager (verbal)
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. Personnel Policy (sent via email)
  - b. Intergovernmental Agreement-Recycling Fee
  - c. Library Appointment
  - d. Assistant Harbor Master Request
4. Status Update – Other Committees
  - a. Schedule Village Clean-Up Day
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051

[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

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April 29, 2020

Mr. Gerald Stayman  
420 Broadway  
Suttons Bay, MI 49682

Dear Mr. Stayman,

I hope this correspondence finds you well. As you know, in the past several months the Village council has discussed ways to mitigate the water runoff in the West Broadway area. As previously discussed, the Village is willing to take over the basin so that we can properly maintain it to avoid water trespass onto Broadway Street. With that said, the village is willing to pay all costs in creating and maintaining the easement. In order to begin this process, we will need written authorization from you, allowing us to proceed with hiring the appropriate professionals to create a legal easement.

Thank you in advance for your cooperation in this matter. As this is a time sensitive matter, we look forward to hearing back from you as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Larrea", with a long horizontal flourish extending to the right.

Rob Larrea  
Village Manager

cc: David Miller, DPW Director

TO WHOM IT MAY CONCERN 4/21/00

MOVING TRAFFIC FROM M-22  
TO ST. MARY'S ST. BECAUSE OF THE  
VILLAGE PROJECT IS UNDERSTANDABLE,

I'VE NOTICED YOU'VE PLACED SEVERAL  
TEMPORARY STOP SIGNS, i.e. 4<sup>th</sup> ST &  
ST. MARY'S,

I WOULD SUGGEST YOU CONSIDER  
ANOTHER AT ST. MARY'S & GROVE ST.

IF YOU DID TRAFFIC WOULD BASICALLY  
HAVE TO STOP EVERY TWO BLOCKS  
FROM 4<sup>th</sup> ST. TO M-204.

HAVING A (4) block stretch seems  
TO ENCOURAGE 'SPEEDING'...

WITH COVID 19 THERE SEEMS TO BE  
AN INCREASE IN FOOT TRAFFIC IN-  
CLUDING YOUNG PEOPLE WITH SMALL  
CHILDREN & ANIMALS.

OVER →

BEING THE FORMER ELEMENTARY  
PRINCIPAL & SUPT. OF SCHOOLS  
I AM ALWAYS CONCERNED ABOUT  
THE SAFETY & WELL-BEING OF  
YOUNG PEOPLE AND THE COMMUNITY.

THANK YOU FOR YOUR CONSIDERATION

SINCERELY

Pat Gaudand  
609 ST. MARY'S ST.  
SUTTONS BAY  
231-735-3082

**manager@suttonsbayvillage.org**

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**From:** Trudy Galla <tgalla@co.leelanau.mi.us>  
**Sent:** Monday, April 06, 2020 12:13 PM  
**To:** 'treasurer@suttonsbayvillage.org'; 'suttonsbay@suttonsbayvillage.org'; Rob Larrea  
**Subject:** PA 69 of 2005 - Recycling Funding  
**Attachments:** Interlocal Agreement 2020.pdf; Memo to SB Village Council.pdf

Attached please find a cover memo, and Interlocal Agreement regarding a November 2020 ballot question for recycling. (Please forward to other Council members as I don't have all of their emails.)

Thank you, and I look forward to hearing from you. Hope things are well with everyone.

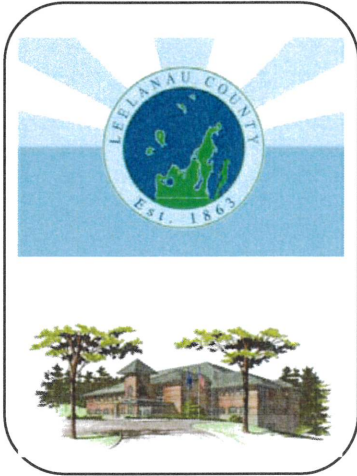
Sincerely,

Trudy J. Galla, AICP, Planning Director  
Leelanau County  
231-256-9812  
[tgalla@co.leelanau.mi.us](mailto:tgalla@co.leelanau.mi.us)

*Trudy J Galla*

**Leelanau County Government Center  
Planning and Community Development**

County website: [www.leelanau.cc](http://www.leelanau.cc)



8527 E. Government Center Dr.  
Suite 108  
Suttons Bay MI 49682  
Phone: (231) 256-9812  
[planning@co.leelanau.mi.us](mailto:planning@co.leelanau.mi.us)

**Trudy J. Galla, AICP**  
*Planning Director*

**Gail Myer**  
*Senior Planner*

**Molly Steck**  
*Secretary*

**Diane Kiessel**  
*Housing Manager*

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To: Suttons Bay Village Council  
From: Trudy Galla, AICP, Planning Director  
Date: April 3, 2020  
Subject: P.A. 69 of 2005 (recycling funding)

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This correspondence is in regard to the recycling program and funding under P.A. 69 of 2005. Attached is an Interlocal Agreement which allows a ballot question to be placed before the voters in November of 2020 on funding programs using P.A. 69. Collection of the current fee will expire at the end of this year.

The attached Agreement has been reviewed by Corporate Counsel and the Leelanau County Solid Waste Council (SWC) and approved by the County Board. The ballot language has been approved for up to \$35/year per housing unit. This Interlocal Agreement allows the public to vote on the fee in November.

The County Board passed a Resolution authorizing the election and designating me as the individual to negotiate the Interlocal Agreement with the municipalities and townships within the county. The Agreements need to be completed by July 31, 2020.

Given the current situation, I am not sure when you will be holding a meeting where this can be placed on the agenda for consideration. Prior to setting this on your board agenda, I wanted to send it out for your review. The Agreement is being sent to all townships and villages.

If you have any questions, please feel free to contact me at 231-256-9812 or [tgalla@co.leelanau.mi.us](mailto:tgalla@co.leelanau.mi.us) I look forward to hearing from you when this item could be considered by your Council.

On behalf of the SWC, we are looking to gain your approval of the Interlocal Agreement so we can move forward and place this question on the November ballot. Thank you.

*Trudy J Galla*

## LEELANAU COUNTY INTERLOCAL AGREEMENT

**THIS Agreement, made and entered into by and between the COUNTY OF LEELANAU, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”), and \_\_\_\_\_ (hereinafter referred to as the “Village/Township” or “participating unit of government”), is entered into by the parties pursuant to Public Act 69 of 2005.**

### **RECITATIONS:**

Leelanau County, as required by Act 641, P.A. 1978, as amended, has adopted a Solid Waste Management Plan. As required by the Michigan Department of Environmental Quality, a major component of the Solid Waste Management Plan is the County’s Recycling Program, which encompasses waste reduction and collection of consumer source separated services and related educational programs.

The Village/Township, by resolution, adopted the Leelanau County Solid Waste Management Plan as its guideline for addressing the solid waste management issues of the Township.

Public Act 69 of 2005 allows, by resolution of the County Board of Commissioners, an election to charge an amount greater than \$25.00 per year per household, but not more than \$4.00 per month or \$50.00 per year per household, for waste reduction programs and for the collection of consumer source separated materials for recycling or composting including, but not limited to, recyclable materials, as defined in part 115 of the Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.11501 to 324.11550, household hazardous wastes, tires, batteries and yard clippings.

Leelanau County, along with the townships and villages, is responsible for funding such programs as recycling, electronics recycling, composting and household hazardous waste collection programs, and other such services in Leelanau County.

The Leelanau County Board of Commissioners has passed a Resolution authorizing the election as outlined in PA 69 of 2005, and imposition of the Act 69 funding mechanism is consistent with the Leelanau County Solid Waste Management Plan.

The Public Act 69 of 2005 charge shall be assessed to all housing units in the county and property owners and said charge will be placed on the Village/Township winter ad valorem property tax bills. The local Treasurer shall collect the surcharge at the time the winter ad valorem property taxes are collected.

It is expressly understood and agreed by the County and the Village/Township that this Agreement shall terminate after the 10<sup>th</sup> year of collection of the Act 69 funding.

**STATEMENT OF AGREEMENT:**

Based on the above-stated facts, the Village/Township hereby agrees to participate in the Interlocal Agreement and authorize an election in the Village/Township. The date of the election shall be November 3, 2020 and the amount of the proposed surcharge shall be up to \$35.00 per housing unit, and will be collected for ten (10) years (2021-2030) on the winter ad valorem tax bills. The Leelanau County Planning Director is designated as the individual to negotiate the Interlocal Agreement with the municipalities and townships within the county and each municipality within the County will have until July 31, 2020 to approve an Interlocal Agreement with the county. **Commercial businesses will not be subject to the proposed surcharge.**

All funds so collected under PA 69 of 2005 shall be administered by Leelanau County in accordance with the Leelanau County Solid Waste Management Plan.

Nothing stated in this Agreement precludes the Village/Township from providing its own curbside recycling program in compliance with the Leelanau County Solid Waste Management Plan.

**The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.**

**IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this instrument.**

**WITNESSED BY:**

**COUNTY OF LEELANAU**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairperson, County Board of Commissioners**

**WITNESSED BY:**

\_\_\_\_\_ (           Village/Township)

\_\_\_\_\_  
**Date**



**officeassist@suttonsbayvillage.org**

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**From:** officeassist@suttonsbayvillage.org  
**Sent:** Thursday, April 23, 2020 10:00 AM  
**To:** 'manager@suttonsbayvillage.org'  
**Subject:** FW: Reappointment of Sue Gentges

-----Original Message-----

From: Dorothy Jean Coulter <djeancoulter@gmail.com>  
Sent: Wednesday, April 22, 2020 7:38 PM  
To: officeassist@suttonsbayvillage.org  
Subject: Re: Reappointment of Sue Gentges

Sent from Jeannie's iPad

> On Apr 21, 2020, at 11:50 AM, Dorothy Jean Coulter <djeancoulter@gmail.com> wrote:

>

>

> Dear Trustees,

>

> On April 15, 2020, the Suttons Bay Bingham District Library Board met via Zoom. At this meeting, Sue Gentges stated that she would like to remain on our board through May 2024. The Board is grateful for all that Sue has done for our library during her tenure as your representative on our Board. We are very happy to endorse her renomination to the SBBDL Board of Trustees.

>

> Please place this reappointment on your agenda for your approval at your next village meeting.

>

> Thank you for your consideration,

> D. Jeannie Coulter,

> SBBDL Board Secretary

>

> Sent from Jeannie's iPad

April 21, 2020

To: President Steve Lutke and Trustees of the Village of Suttons Bay,

I am writing to request reappointment to the Board of Trustees of the Suttons Bay Bingham District Library. The term of this appointment is May, 2020 to May, 2024.

The Library has been closed since March 16 due to the recent health crisis in the nation. As with all closures of public offices and buildings during this time, Library business has been affected and business meetings have been conducted virtually. To leave the Board at this time is not in the best interest of the Library or fellow members of the Board. To that end, I am asking that my appointment be extended.

Thank you,

Sue Gentges  
PO Box 636  
756 Blackberry Lane  
Suttons Bay

Suttons Bay Village Council  
PO Box 395  
Suttons Bay Michigan 49682

April 27, 2020

Dear Council Members,

I am requesting your approval to serve on the Suttons Bay Bingham District Library Board of Directors as a representative of the township of Suttons Bay for a four year term . The term will run from February 2020 through February 2024.

Sincerely,

A handwritten signature in black ink, appearing to read 'Suzanne Albrecht', with a long horizontal flourish extending to the right.

Suzanne Albrecht MD  
646 W Broadway  
Suttons Bay Michigan 49682



Suttons Bay Marina  
Committee Recommendation

Subject:

Create a new position, Assistant Harbor Master

Purpose:

To consider the attached Job Description (Assistant Harbormaster) for creating and filling this position for the 2020 season and beyond

Overview:

There is a need to create a position under the Harbormaster with the primary duty to assist the Harbormaster in the management and operations of the marina and marina grounds. To enforce all applicable laws, ordinances, provide customer support and supervise seasonal dockhands when assigned to and in the absence of the Harbormaster. With the long hours of operations the marina extends during the boating season the Harbormaster is unable to always be on duty. Also, as we have learned in the past 6 weeks we are all vulnerable to becoming ill even in good health. There is a need to create a position that can handle the marina operations in the absence of the Harbormaster.

The budgeting for this position would come directly from the marina 703.0 (wages/dock hands) line item, expenditure without a need to amend. This position could be filled by a senior level dock hand with wage between \$14 -\$16 an hour with hours ranging from 25-40 hours per week. This position would be considered seasonal.



## **Village of Suttons Bay Assistant Harbormaster Job Description**

### Summary

The Assistant Harbormaster's primary duty is to assist the Harbormaster in the management and operations of the marina and marina grounds. To enforce all applicable laws, ordinances, provide customer support and supervise seasonal dockhands when assigned to and in the absence of the Harbormaster.

### Classification/Work Time

The Assistant Harbormaster will be an hourly seasonal position May 1<sup>st</sup> through October 15<sup>th</sup>.

### Supervision Received

This position is under general supervision of the Harbormaster and Village Manager

### Supervision Exercised

Supervision will be exercised over seasonal employees. Supervision may also be over contractors and vendors as assigned by the Harbormaster

### Responsibilities and Duties

An employee in this position may be called upon to do any of the following as designated by the Harbormaster

1. Shall enforce applicable Federal, State and Local laws, regulations and ordinances pertaining to the operation and use of the marina
2. Maintain a level of professional expertise and image that promotes efficient use of the resources available to the department
3. Promote and supervise employees in proper safe working conditions and procedures
4. Develop weekly work schedules for dock hands and oversee work tasks in the absence of the Harbormaster
5. Provide instructions and guidance to dock hands to ensure continuity of specified policy, rules and fees in Harbormasters absence or as assigned to by Harbormaster
6. Assist the Harbormaster in overseeing the daily operation and sale of fuel, ice, sewage pump outs, boat launches, transient slips and all other products or services provided
7. Ensure restrooms are cleaned and maintained, harbor hut, docks walkways, grounds equipment and other areas assigned to the marina as required
8. Assist in the readiness of all docks, buoys, equipment and facilities to be operational opening day. Assist in the winterizing of all docks, buoys, equipment and facilities for end of season closing.
9. Perform related work and/or other activities as defined by the Harbormaster

### Job Conditions/Physical Demands

Work settings and hours vary from office settings to working on the docks, gangways and marina grounds. Must be able to work in all weather conditions, nights, weekends and holidays in regularly hazardous, unsafe, stressful and physical demanding conditions. While performing the duties of this position, the employee is frequently required to stand, sit, talk, use of both hands, ability to handle and/or feel objects, tools or controls; and reach with hands and arms. Employee is required to traverse gangways, piers, floats, docks, and other structures found in a coastal marina environment. The employee is required to step over rails and/or climb ladders to board watercrafts of different sizes and configurations. Employees must regularly be able to lift and reposition objects weighing 50 lbs.

### Desirable Qualifications For Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, customers, supervisor and other village employees.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to read and write and comprehend written and verbal instruction.
- Knowledge of marina operations
- 2 years of marina work experience
- High School Diploma and valid Michigan Driver's License
- Knowledge of local marina laws and regulations and local ordinances
- Good judgement and physical condition to commensurate the duties of this position