



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
Monday August 17, 2026, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of July 20, 2026 regular meeting 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. Report VSB-2026-18 Culvert Proposal-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 July 20, 2026

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

Present: Bahle, Christensen, Lutke, Perkins, Smith, Suppes & Yoder

Absent:

Staff present: Larrea & Aylsworth

Guests: 4

Consent Agenda

Yoder moved, Bahle seconded, CARRIED, to approve the consent agenda as presented. The June 15, 2026 Village Council meeting minutes and the June 26, 2026 special meeting minutes are approved. The payments for invoices are approved. The 2025 FYE audit is accepted as well as the 2025 Annual Planning Commission report. Ayes: 7 No: 0. Absent-0

Conflict of Interest: None

Agenda approval

Bahle moved, Christensen seconded to approve the agenda as presented.

Ayes: 7 No: 0 Absent 0

Public comment/Communications: Nellie Danke, Director of the Suttons Bay Bingham District Library indicated the library would get a fresh coat of paint this fall. She added she appreciates the use of the public spaces for reading programs. She also asked if the south parking lot would be painted.

New Business:

Report VSB-2026-16 Public Hearing on Marina Ordinance #30

Larrea indicated that the Marina Ordinance amendments focused on formatting, updated responsibilities, updated procedures and addressed conduct.

The public hearing open at 5:38 p.m. and closed at 5:38 p.m.

Smith moved, Christensen seconded, CARRIED to adopt Marina Ordinance #30 for the reasons described in Report VSB-2026-16 and being made part of this motion. Roll Call Vote: Smith-Yes, Christensen-Yes, Suppes-Yes, Bahle-Yes, Yoder-Yes and Lutke-Yes. Ayes: 7 No: 0. Absent 0

Report VSB 2026-11 Marina Policy

Larrea stated that the policy before the council conforms with the new Marina Ordinance and will go into effect once the Ordinance is enacted 20 days from publication. Suppes moved, Smith seconded, CARRIED to adopt the Marina Policy on the effective date of the Marina Ordinance #30. Ayes: 7 No: 0. Absent-0

Report VSB 2026-17 Public Bathroom Service Contract

Larrea explained construction would soon begin on the Public Bathroom/Comfort Station. The agreement states that the Village will appoint the manager as the day- to- day contact and decision maker.

Smith moved, Bahle seconded, CARRIED, to authorize the Village Manager to act as the Owner's Representative for the purpose of day-to-day contract administration and change order decisions for the public Bathrooms and Boating Service Contract. Ayes: 7 Nays 0

Report VSB-2026-18 Managers Update:

Manager Larrea stated that the Pre Con meeting is scheduled for Thursday. The seating area has been removed. The Farmer's Market is moving for the rest of the year to the Ice Rink Park. The law enforcement contract is being prepared as a three-year contract. Larrea is in the preliminary stages of looking at that portion of Front Street from Dame to Madison to see if it should be reconstructed as a two-way Street. Due to the hazardous air conditions, the Tour De Tart was cancelled and Village staff sent home early on Thursday July 16, 2026.

Staff Reports: Manager's update presented.

Planning Commission Report: No report.

Good of the Order: Smith noted that the tourist season has begun and traffic has increased on S Shore as well as increased speed.

Public Comment- Bill Crackel stated traffic and speed have increased on St Mary's Street and the alley. Chava Bahle thanked staff, loves the improvements at Waterwheel Park and is grateful for the council's show of respect and civility towards each other at the meetings.

The meeting was adjourned at 5:45p.m.

Minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
07/22/2026	48349	COUNTY OF LEELANAU	PERSONNEL/MILEAGE APRIL 2026	21,755.57
07/22/2026	48350	ABONMARCHE CONSULTANTS, INC	A DOCK PHASE 1	10,997.50
07/22/2026	48351	BAYSHORE OIL & PROPANE	1048.1 GALS @ 4.74 REC 90 + TAX	5,708.99
07/22/2026	48352	B&A SOFTWARE	SOFTWARE ANNUAL SUPPORT	3,482.00
07/22/2026	48353	THE COPY SHOP	24 X 36 PLAN COMFORT STATION	43.50
07/22/2026	48354	THE HOME CITY ICE COMPANY	85 BAGS ICE/DELIVERY	196.00
07/22/2026	48355	HYDROCORE, LLC	JOB# B893000 JULY 2026	870.49
07/22/2026	48356	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO 11 SEATS/LOGMEIN	401.35
07/22/2026	48357	MACHIN ENGINEERING, INC.	MARINA DREDGE PROJECT-A-DOCK	14,900.00
07/22/2026	48358	ELMWOOD TOWNSHIP	DEFERMENT OF SUMMER TAX NOTICE	63.21
07/22/2026	48359	MR CLEAN	PROFESSIONAL CLEANING MAY 2026	410.00
07/22/2026	48360	BLUE WATER SOLUTIONS	13 MIGRATEABLE ENDPOINTS FOR METERS	1,927.01
07/22/2026	48361	SMITH & JOHNSON, ATTORNEYS	FILE #15455-0004 ZONING	1,175.00
07/22/2026	48362	SOS ANALYTICAL	ROUTINE BACTI JULY	210.00
07/22/2026	48363	TRUCK & TRAILER SPECIALTIES	MAC SOL AIR VALVE	79.18
07/22/2026	48364	USABUEBOOK	CUST# 820127 SEWER/WATER SUPPLIES	348.08
07/23/2026	48365	AIS CONSTRUCTION EQUIPMENT INC	ACCT# 866095 HYGARD OIL 5 GAL A3FL	199.84
07/27/2026	48366	BRAMER AUTO SUPPLY	FRONT ROW SEAT COVER	232.48
07/27/2026	48367	DC COLLECTIVE GROCER	VINEGARD/WEED KILLER	17.29
07/27/2026	48368	ART'S AUTO AND TRUCK PARTS INC	CUST 20090 SHOP SUPPLIES	32.47
07/27/2026	48369	FERGUSONS LAWN EQUIP.	DPM/MOWERS	217.58
07/27/2026	48370	BAYSHORE OIL & PROPANE	900.2 GALS REC 90 @4.98 + TAXES	8,793.24
07/27/2026	48371	MACHIN ENGINEERING, INC.	MARINA DREDGE PROJECT	7,365.00
07/27/2026	48372	JACOBS ENGINEERING GROUP, INC	PRO3 40472317.17 AUGUST 2026	18,763.53
07/27/2026	48373	PURE WATER WORKS	WATER/DEPOSIT/FUEL	83.00
07/27/2026	48374	LEEALANU CTY ROAD COMMISSION	JUNE FUEL CHARGES	1,852.55
07/27/2026	48375	STANDARD INSURANCE COMPANY	642946 0117 AUGUST 2026	511.22
07/29/2026	20020(E)	ADOBE	MNGR SOFTWARE	21.19
07/29/2026	20021(E)	AMAZON	SPIRAL NOTEBOOKS-UTILITIES	7.49
07/29/2026	20022(E)	AMAZON	PARK RESTROOM LIGHT	13.99
07/29/2026	20023(E)	AMAZON	PARK RESTROOM LIGHT MOUNT	16.99
07/29/2026	20024(E)	AMAZON	MINI BROOM & DUSTPAN	7.99
07/29/2026	20025(E)	AMAZON	ZERO TURN MOWER TIRES	119.84
07/29/2026	20026(E)	AMAZON	3 PLY FACIAL TISSUE	39.99
07/29/2026	20027(E)	BRIGHTSEED	TELEPHONE SERVICE-MULTIPLE JULY 2026	384.16
07/29/2026	20028(E)	BRIGHTSEED	TELEPHONE SERVICE-MULTIPLE JULY 2026	227.14
07/29/2026	20029(E)	CHARTER COMMUNICATIONS	420 FRONT STREET JULY 2026	159.99
07/29/2026	20030(E)	CHARTER COMMUNICATIONS	665 N FRONT STREET	119.99
07/29/2026	20031(E)	GEL ENVIRONMENTAL	ID# 46597-001 PREMIUM AUGUST 2026	669.69
07/29/2026	20032(E)	MI MUNICIPAL LEAGUE	326 FRONT WASTE REMOVAL JULY 2026	259.29
07/29/2026	20033(E)	MI MUNICIPAL LEAGUE	LOCAL GOVT 101-PERIARD	85.00
07/29/2026	20034(E)	PITNEY BOWES - PURCHASE POWER	FOIA/OMA TRAINING-PERIARD	85.00
07/29/2026	20035(E)	CHARTER COMMUNICATIONS-NATL	POSTAGE REFILL	1,000.00
07/29/2026	20037(E)	WELLS FARGO FINANCIAL LEASING	ACCT# 103479401 JULY 2026	130.00
07/29/2026	20038(E)	FIFTH THIRD BANK	SHARP COPIER LEASE-JULY 2026	83.79
07/30/2026	20039(E)	CHARTER COMMUNICATIONS	CHECK DEPOSIT SLIPS	189.91
07/30/2026	20040(E)	GEL ENVIRONMENTAL	326 FRONT STREET	140.00
07/30/2026	20041(E)	LEEALANU CONSERVATION DISTRICT	1520 RICHTER WASTE JULY	372.02
07/30/2026	20042(E)	PITNEY BOWES	SESC PERMIT FEES-COMFORT STATION	1,100.00
07/31/2026	20043(E)	AMAZON	INK FOR POSTAGE	134.44
07/31/2026	20044(E)	BRIGHTSEED	NOISE CANCELLING HEADPHONES	32.38
07/31/2026	20045(E)	SMART SIGN	TELEPHONE SERVICE-MULTIPLE JULY 2026	315.79
08/11/2026	48376	BRAMER AUTO SUPPLY	PARKING SIGNS	87.12
08/11/2026	48377	ART'S AUTO AND TRUCK PARTS INC	SYNTHETIC OIL/FILTER	45.54
08/11/2026	48378	NORTHERN BUILDING SUPPLY, LLC	CUST# 20090 MOTOR POOL SUPPLIES	36.95
08/11/2026	48379	FERGUSONS LAWN EQUIP.	MULTIPLE INVOICES JULY 2026	568.46
			SEAL KIT/MAINTENANCE	398.81

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Check Date	Check	Vendor Name	Description	Amount
08/11/2026	48380	ABONMARCHE CONSULTANTS, INC	SUTTONS BAY MARINA COMFORT STATION	10,445.00
08/11/2026	48381	AIRGAS USA, LLC	CYL RENTAL JULY 2026	78.11
08/11/2026	48382	ALWARD FISHER	ACCT# 22152.0001 CONSTRUCTION CONTRACT R	570.00
08/11/2026	48383	ANAYON	AUGUST PHONE SYSTEM	266.89
08/11/2026	48384	BAYSHORE OIL & PROPANE	985.1 GALS REC 90 @ 4.98 + TAXES	31,134.88
08/11/2026	48385	BUNERS HARDWARE	CAUTION TAPE	29.03
08/11/2026	48386	DANBROOK ADAMS RAYMOND	LEGAL SERVICES EMPLOYMENT MATTERS	78.00
08/11/2026	48387	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE	241.00
08/11/2026	48388	HYDROCORP, LLC	CCCP B893000 AUGUST	870.49
08/11/2026	48389	KISM, LLC	SCADA MONITORING ANNUAL FEE	1,152.00
08/11/2026	48390	MML WORKERS COMPENSATION FUND	POLICY# 5002750-26 INSTALL 2	886.00
08/11/2026	48391	INLAND SEAS	REFUND OVERPAYMENT FIRE SERVICE	3,500.00
08/11/2026	48392	MR CLEAN	PROFESSIONAL CLEANING	340.00
08/11/2026	48393	NORTHWEST LOCK, INC.	WWTP DOOR LOCKS MAINTENANCE	250.00
08/11/2026	48394	OLSON & HOWARD, P.C.	6289.00 GENERAL MATTERS	186.00
08/11/2026	48395	JACOBS ENGINEERING GROUP, INC	PROJ# 40472317-17 SEPTEMBER 2026	20,312.84
08/11/2026	48396	LEELANAU CTY ROAD COMMISSION	UNLEADED/LEADED JULY 2026	1,743.36
08/11/2026	48397	SECURITY SANITATION, INC	BAHLE PARK PORTA JOHN	1,100.00
08/11/2026	48398	BLUE WATER SOLUTIONS	BADGER ENCODER/CONNECTOR	421.40
08/11/2026	48399	ZAREMBA EQUIPMENT INC	2027 INTERNATIONAL MODEL HV 507 4 X 2	129,720.36
08/12/2026	20046(E)	CONSUMERS ENERGY	MULTIPLE ACCTS AUG	6,486.26
08/12/2026	20047(E)	AMAZON	REPLACEMENT OIL FILTER	53.19
08/12/2026	20048(E)	AMAZON	2-PHOTOCNTR0; LIGHT SENSORS	30.42
08/12/2026	20049(E)	AMAZON	MARINA BATHROOM SHOWER CURTAINS	26.97
08/12/2026	20050(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS AUG 2026	515.17
08/12/2026	20051(E)	BARN OWL TECH	BMW/WEIL DATA USAGE	32.31
08/12/2026	20052(E)	CHARTER COMMUNICATIONS	146 S SHORE AUG 2026	212.49
08/12/2026	20053(E)	FIRST INTERNET BANK OF INDIANA	FIPEC - SUTTONS BAY, MI 3013-39801	71,312.50
08/12/2026	20054(E)	PRIORITY HEALTH	GROUP 784340 2026 AUGUST PREMIUM	12,360.03
08/12/2026	20055(E)	VISION SERVICE PLAN	ACCT# 30 017164 001 AUG 2026 PREMIUM	221.49

GEN TOTALS:

Total of 87 Checks:
 Less 1 Void Checks:

Total of 86 Disbursements:

402,055.22
 384.16
 401,671.06

July 30, 2026

Suttons Bay Village Council
420 N. Front Street
P.O. Box 395
Suttons Bay, MI 49682

RE: Safety Concerns and Infrastructure Improvements for Elm Street

Dear Members of the Village Council,

We are writing to you today as concerned residents of 967 Elm Street to formally request the repair and widening of our roadway. Currently, the stretch of Elm Street serving our neighborhood has fallen into a state of significant disrepair that we believe poses a genuine danger to the community.

Our primary concerns include:

- **Road Condition & Width:** The asphalt is broken and crumbling. Furthermore, the street is exceptionally narrow with **no sidewalks, no shoulders, and no designated crosswalks.**
- **Excessive Speed:** Despite being a residential area, traffic frequently travels at speeds exceeding **50 mph.**
- **Pedestrian Vulnerability:** Because of the broken asphalt and lack of a shoulder, it is currently unsafe to walk or bike into town or to Herman Park.

As senior citizens, we would much prefer to walk the few blocks into the village for our banking, post office runs, and grocery shopping. However, the current conditions make it feel like a hazardous undertaking rather than a simple errand.

This is not just a matter of convenience for us; it is a matter of necessity and equity for our neighbors. One of our neighbors is disabled and must navigate this dangerous road on foot daily to reach their place of employment and to purchase groceries. No resident should have to risk their safety simply to access basic village services or get to work.

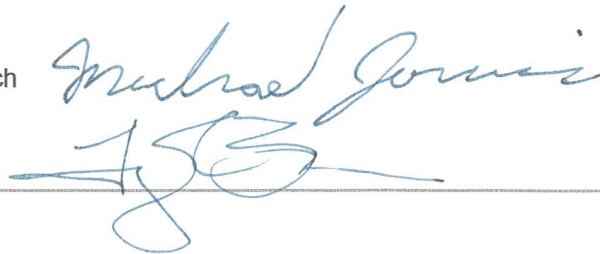
We respectfully ask the Council to prioritize Elm Street for:

1. **Repaving and widening** to accommodate safe multi-modal use.
2. **The addition of a sidewalk or protected shoulder** to separate pedestrians from high-speed traffic.
3. **Traffic calming measures** to ensure vehicles adhere to safe residential speed limits.

We love our village and want to ensure it remains a walkable, accessible, and safe place for residents of all ages and abilities. We look forward to hearing how the Council plans to address these urgent infrastructure needs.

Sincerely,

Michael Jarvis & Lynne Brach
967 Elm Street
Suttons Bay, MI 49682

A handwritten signature in blue ink, appearing to read "Michael Jarvis", is written over a horizontal line. Below the signature is a large, stylized blue mark that looks like a combination of the letters "J" and "B".

To: Suttons Bay Village General Services Committee

Date: August 4, 2026

From: Matthew Farquhar, 937 S Elm Street

Good morning, Members of the Village Council. My name is Matthew Farquhar, I live at 937 S Elm Street in Suttons Bay Village, along with my wife and our two young sons. I am here to discuss the urgent infrastructure needs on Elm Street, specifically the corridor surrounding the Leo Creek culverts.

I understand there are ongoing discussions regarding the two aging, undersized culverts for Leo Creek under Elm Street. The few hundred feet of roadway between them is in terrible condition, and I have three pressing concerns regarding this stretch of our neighborhood that I think should be addressed as one cohesive project.

My first concern is pedestrian safety. Currently, there are no sidewalks in this section. I have two young sons, and as they grow, there is no way for them to safely walk or ride their bikes into town. We cannot even safely walk the short distance to Herman road to get to Herman park because the southern Elm Street bridge crossing over Leo Creek has absolutely no walkway. I regularly see neighborhood kids walking this stretch, and I fear a tragic accident is going to happen if we don't take action. Which leads me to my second point...

Second is the excessive speeding. Vehicles frequently push 55 mph or more in this corridor, especially heading north. When the police department deployed the temporary radar speed display, I noticed a significant reduction in speeding. We desperately need physical interventions, such as a permanent radar sign where the 55 mph zone transitions to 25 mph, a stop sign at Elm Street and Herman Road, or more visible speed limit signage leading up to the 25 mph section.

My third concern is the risk of flooding. With the increasing frequency of high rain events, I am worried these undersized culverts could back up. If they are filled to capacity, it poses a real risk of flooding to the surrounding area.

I urge the council to address the culverts, the road surface, and the addition of a sidewalk or trail extension to Herman Park as one cohesive project.

Thank you for your time and dedication to our village.

		VILLAGE OF SUTTONS BAY REPORT VSB -2026-18	
Prepared:	August 13, 2026	Pages:	1 of 1
Meeting:	August 17, 2026	Attachments:	☐
Subject:	Managers Update		

OVERVIEW

This report should be viewed as a brief overview of the request before you and the statements made at the General Service Committee meeting. This report required an unusual number of clarifications however, I only attempted to address a few.

PROPOSAL

The proposal is a multi-jurisdictional culvert study *request* to determine if the road culverts along a portion of Leo Creek are adequate. The cost of the study, is \$14,460 with an option for an additional \$5,250 totaling \$19,710.

Please Note: This is not a Michigan Department of Transportation (MDOT), Leelanau County Road Commission (LCRC), Suttons Bay Township (Township), or Village initiative.

LEO CREEK PROTECTION

According to the statements made, the road culvert study is crucial to the health of Leo Creek. We are all stewards of the land and certainly open to protecting Leo Creek. Leo Creek is unique in that the stream, is fed by the very same wetlands that surround it. These wetlands play a crucial role in the cleaning, storing and filtering of water and are vital to the stream's health. I would argue that the largest threat to Leo Creek is the filling of the very wetlands it serves. Not the road culverts themselves.

If the Village Council is concerned with the health of Leo Creek, then we should discuss it and identify the specific concerns the council has. The rationale should be clear and concise.

ELM STREET CULVERTS

This project is ongoing; we have been working with a consultant as well as our municipal engineers to prepare another submittal for the purpose of funding the culvert replacement. We know the current cost estimate is approximately \$1.6 million to replace the culverts. We believe we can obtain funding for 75% of that cost. The remaining 25% or \$400,000 is the gap or Village's match on Elm alone and we will be seeking alternative funding sources to help offset that 25%, as we move forward. The study would not help advance our current progress or provide funding opportunities for Elm.

Clarification: Despite statements to the contrary, there is no correlation between sidewalks along Elm Street and the replacement of culverts. Pedestrian circulation is required to match or exceed what is in place above the culvert now, funding for the culvert does not allow for funds to be diverted to sidewalk construction.

Unless the Village Council would like to direct staff to stop our current process for funding consideration on Elm Street, we will stay the course.

FUNDING QUALIFICATION / CLARIFICATION

There were several entities mentioned at the General Service Committee meeting, as possible funding entities. The most mentioned, being the CRA, who have a tremendous track record for partnering with governmental agencies to improve fish passage at road culverts.

I would have to disagree with the statements made that the study, as presented, would benefit the Village, LCRC, and MDOT for the purpose of funding by the above-mentioned source. I will try to explain this in brief; only 3 of 7 culverts can meet the fish passage funding parameters. Two are owned by the Village and one is owned by MDOT. Any submission or attempt to include all the culverts mentioned for funding would likely jeopardize funding for Village culverts.

If the Village Council would like to pursue a study of village culverts and focus on fish passage, **I would recommend** a smaller, more precise focus to increase the probability for funding.

RAIN EVENTS

The proposal focuses on Leo Creek crossings only, and fails to address the Village's known concerns. For example, our visual observations over recent high-volume rain falls, identified a culvert outside the Village's jurisdiction being overwhelmed by wetland release. This particular culvert has perhaps the greatest impact on one of the Villages culverts. **That source culvert is not on the list.** This is not to say that particular road crossing should be on the list, as this proposal focuses *solely* on culverts along Leo Creek.

Unless directed otherwise, Staff will continue to focus on the infrastructure we have identified as a possible concern, rather than refocus our efforts to those dictated by the proposed study.

SIDEWALKS/ CLARIFICATION

Statements were confirmed to have been made to our residents, that the proposed study, the Elm Street culvert replacement, and Elm Street sidewalks were correlated. **This is false.** There is no correlation between the three and the statements made to our residents in this regard, were disingenuous.

I believe it would be best for Staff to meet with our residents on site to have a transparent Q&A session regarding sidewalks from Herman Road to 4th Street.

STAFF COMMENT

This proposal, has been presented in a manner that forces our Village Council to act on the request immediately. We have followed a specific direction over the past 7.5 years to address our Village needs, rather than personal desires. This is certainly a departure from that direction.

We commission studies in order to determine how to proceed with various topics. It is important to understand that studies should be specific and timely as to not have to repeat the process because of obsolete data. In addition, the study as presented does not place our Village in the best possible situation to receive funding. To clarify, if fish passage is our best opportunity to receive funding, which it is for

certain culverts, then we need to prioritize the culverts and strategically plan our steps to be successful. This first step study, as presented, would jeopardize that very funding.

Staff is aware that this report may read as overly critical of the request, however, that is not the intent, rather, the statements made in this report would have been vetted, had this proposal followed typical Village protocol. That's what make this request so difficult, it is not a governmental request and has not followed any procedure necessary to advance the Villages interest.

If the Village Council would like to shift focus to these specific culverts, we need to plan it. We need to identify the Village Council's specific concerns regarding our road culverts, set a criterion, list the culverts that fit that criterion, etc. We need to start from scratch. Once completed, if the Village Council would like to invite MDOT and the LCRC to participate in a larger study, or provide them with our criteria for consideration, then we can begin those discussions with them. It needs to be pursued in a manner that benefits the Village and any partners we may choose to include.

RECOMMENDATION

Due to the issues with the proposal, **I cannot recommend support** for it as presented, and therefore the village Council should choose to:

1. Stay the course and trust that staff is working on our infrastructure in a manner that prioritizes our infrastructure by need and benefit our community.
2. Change course and focus to Leo Creek culverts but follow proper procedure, as discussed above.
3. Stay the course and focus on Village infrastructure only, have a future culvert discussion to determine a criterion as discussed above.

Why we need to improve the Leo Creek culverts

Leo Creek crosses under roads through culverts at seven locations, six of which are within the Village of Suttons Bay (see map on next page). The majority of the culverts, including the one under Richter Rd, are a village responsibility. Most appear to be several decades old. The M22 culvert is the responsibility of MDOT. The two most upstream (southernmost) crossings are under Leelanau Road Commission control (located on Co Rd 633 south of the Village Limits and at Eckerle Rd). There is also a bridge where the TART trail crosses the creek. That organization is planning to reconstruct it.

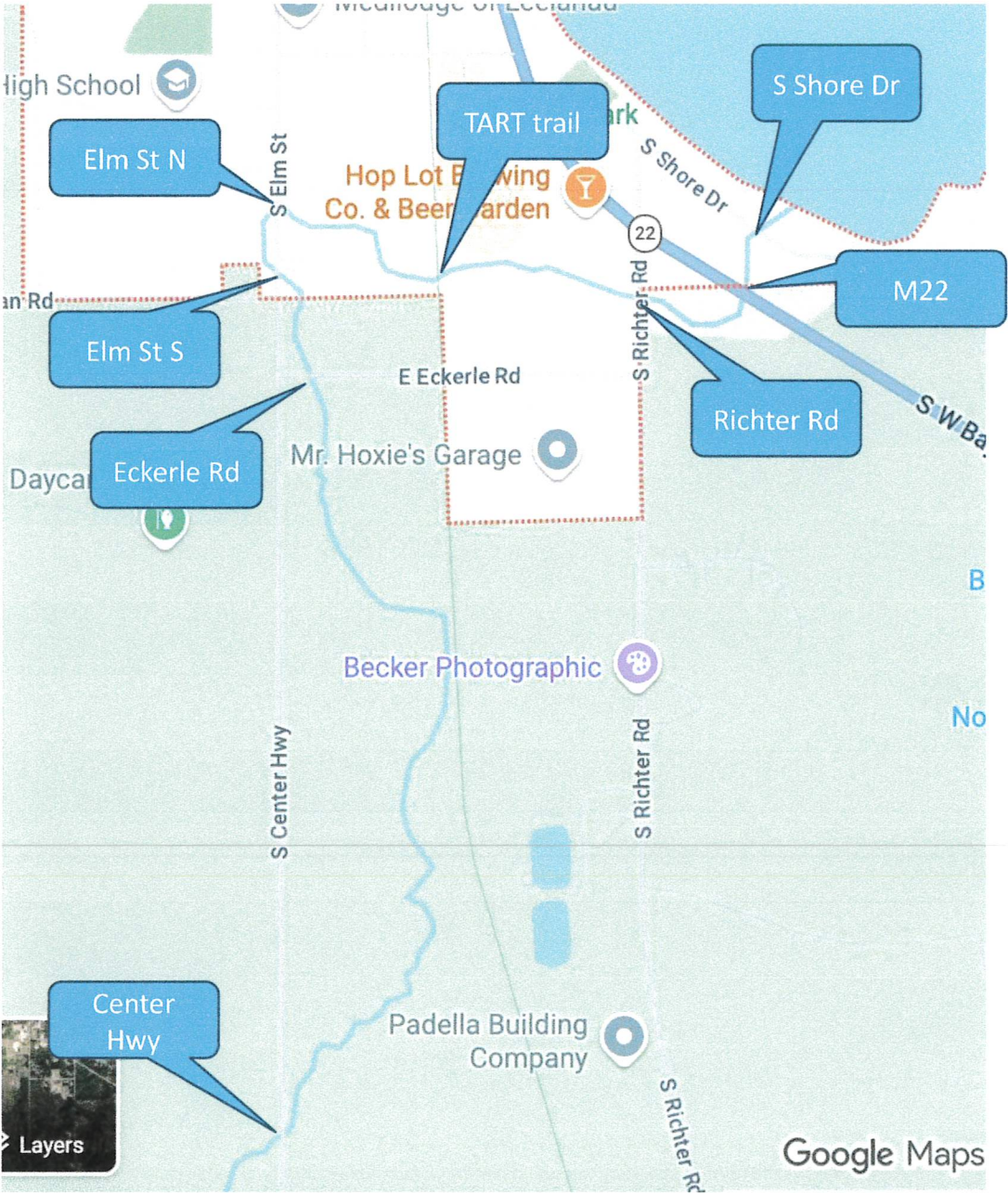
The Leo Creek culverts, like so many dating from the 1900s, appear undersized. This can cause accelerated flow rates which increase erosion of stream bottoms and can impede normal fish passage. Some have visible degradation of concrete or corrugated pipe. Periodic backup of water above undersized culverts causes overbank flooding and increased inputs of sediment and organic debris to creeks. During very high flow events roads and yards have become flooded. In the most recent high flow event of Spring 2026, flooding extended into the gardens of Leo Creek Park.

The two culverts under Elm Street are in particularly poor condition and probably in need of replacement. In addition to interfering with repaving, they probably do not meet current standards and are too narrow for today's traffic presenting a hazard to both vehicles and pedestrians. The corrugated pipe culverts at S Shore Dr and Eckerle Rd exhibit accelerated stream flow rates even during normal conditions. This may impede passage of some fish and accelerate stream bottom erosion. And again, due to a narrow roadbed, these culverts present a danger to pedestrians and bikers.

The issues with Leo Creek culverts are commonplace—culverts all over the state and country are being replaced to better convey high streamflows, as well as to facilitate fish passage. Replacements are generally made possible from state or federal grants, and locally we have organizations such as The Watershed Center of Grand Traverse Bay and the Conservation Resource Alliance that are experienced in helping to acquire funding and in managing such projects. Recent culvert replacements or improvements in our area include several on the Crystal River, and planning is underway to replace culverts at Cedar Run Creek at East Alpine Rd as well as Northport Creek. An early project was right here in Suttons Bay Township on McKeese Road. It was an early collaboration with the above organizations and the Grand Traverse Band. The Shalda Creek culvert under County Road 669 was another such early project.

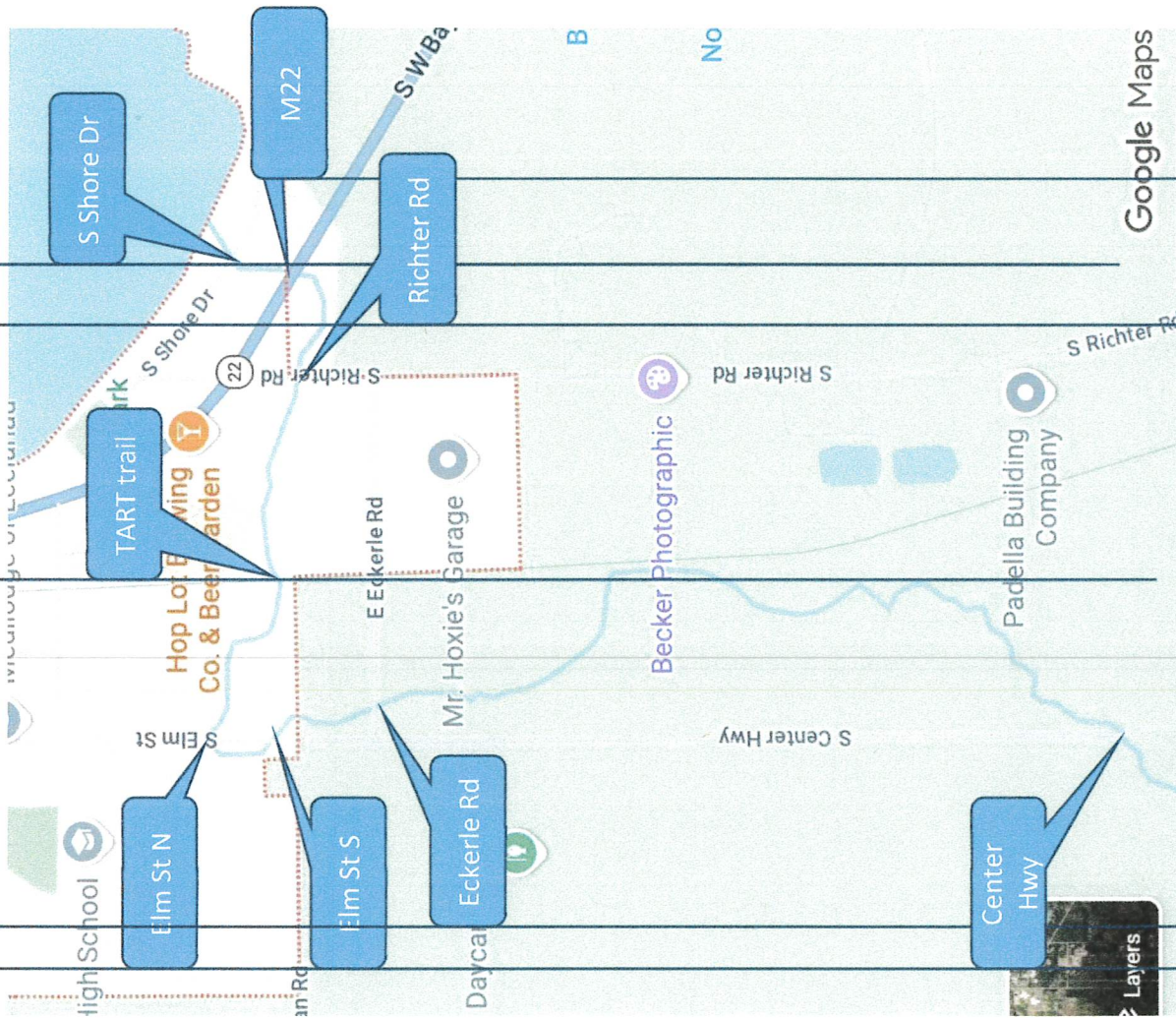
The first step in considering what to do with the Leo Creek culverts is to conduct a study to see which culverts are indeed undersized for probable maximum streamflows and/or show significant structural degradation. Significant information already exists on current culvert conditions, though it likely needs to be updated. About six years ago, The Watershed Center outlined such a study to be conducted by the environmental consulting firm ECT. The cost of such a study, if it is to include all of the culverts, is likely to be around \$14,000. This would be an

investment that would provide the basis for local government entities and their partners to seek funding for improvement or replacement of culverts deemed to be inadequate or unsafe.



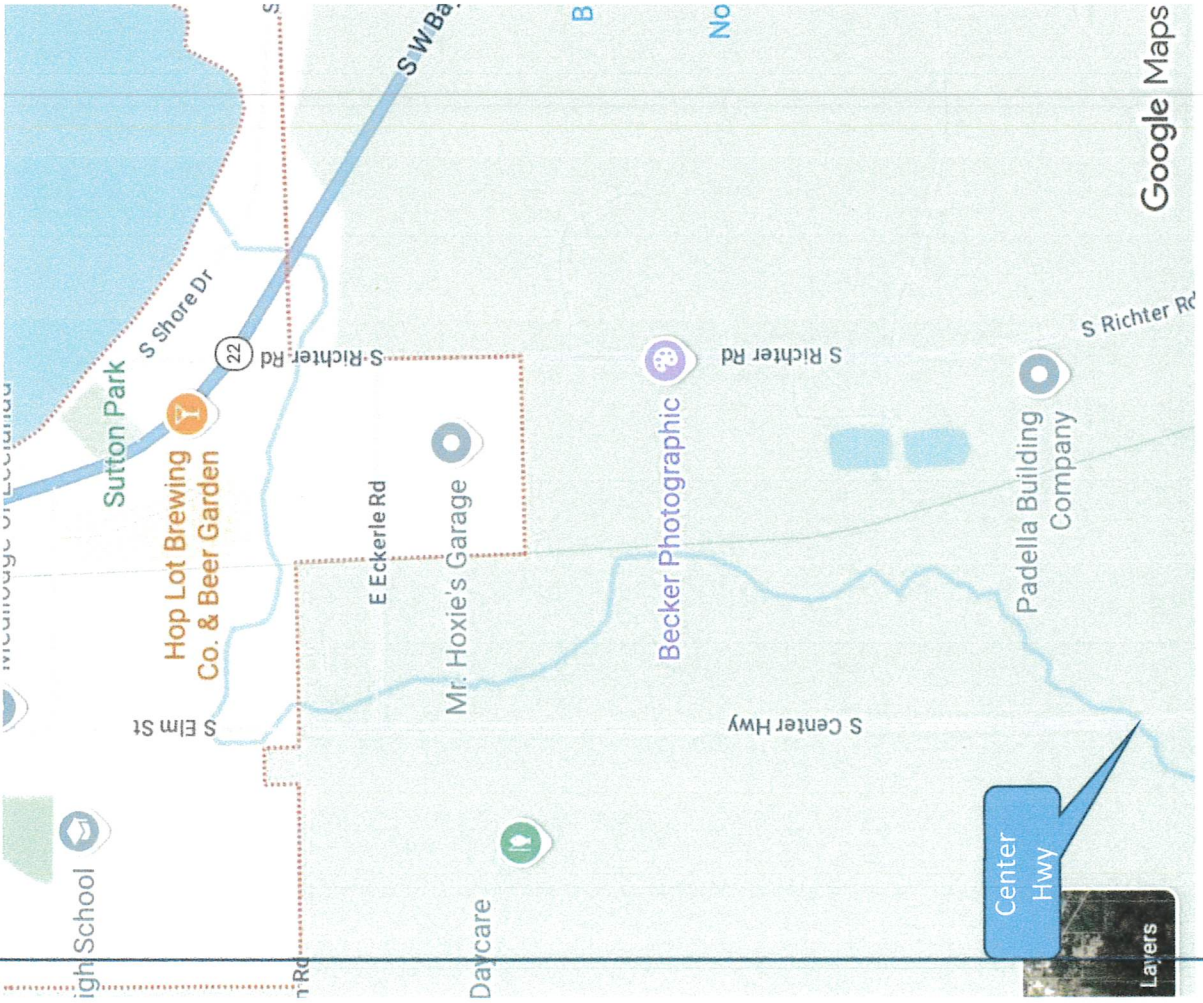
Leo Creek culverts

Feb 2026

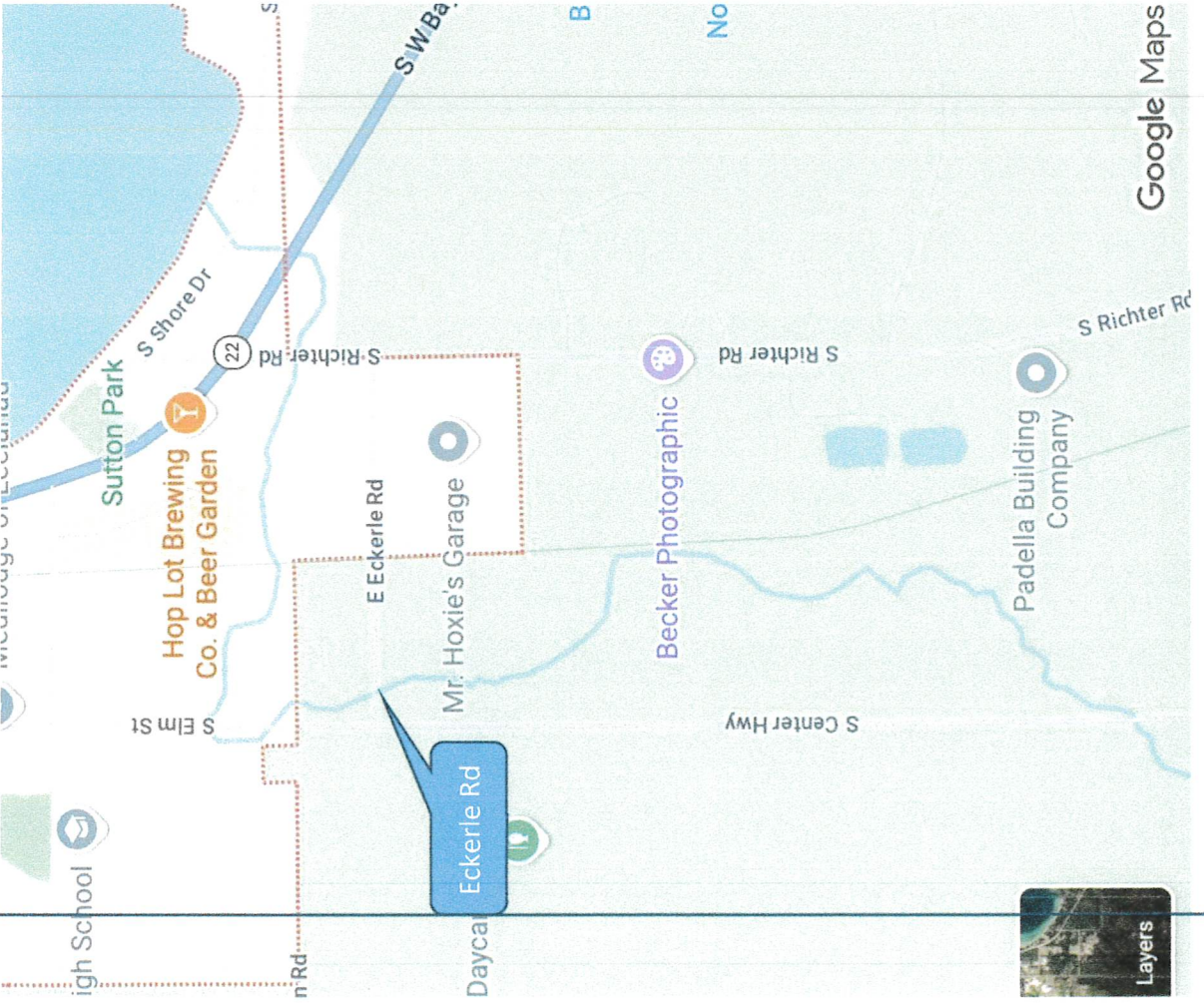


Google Maps

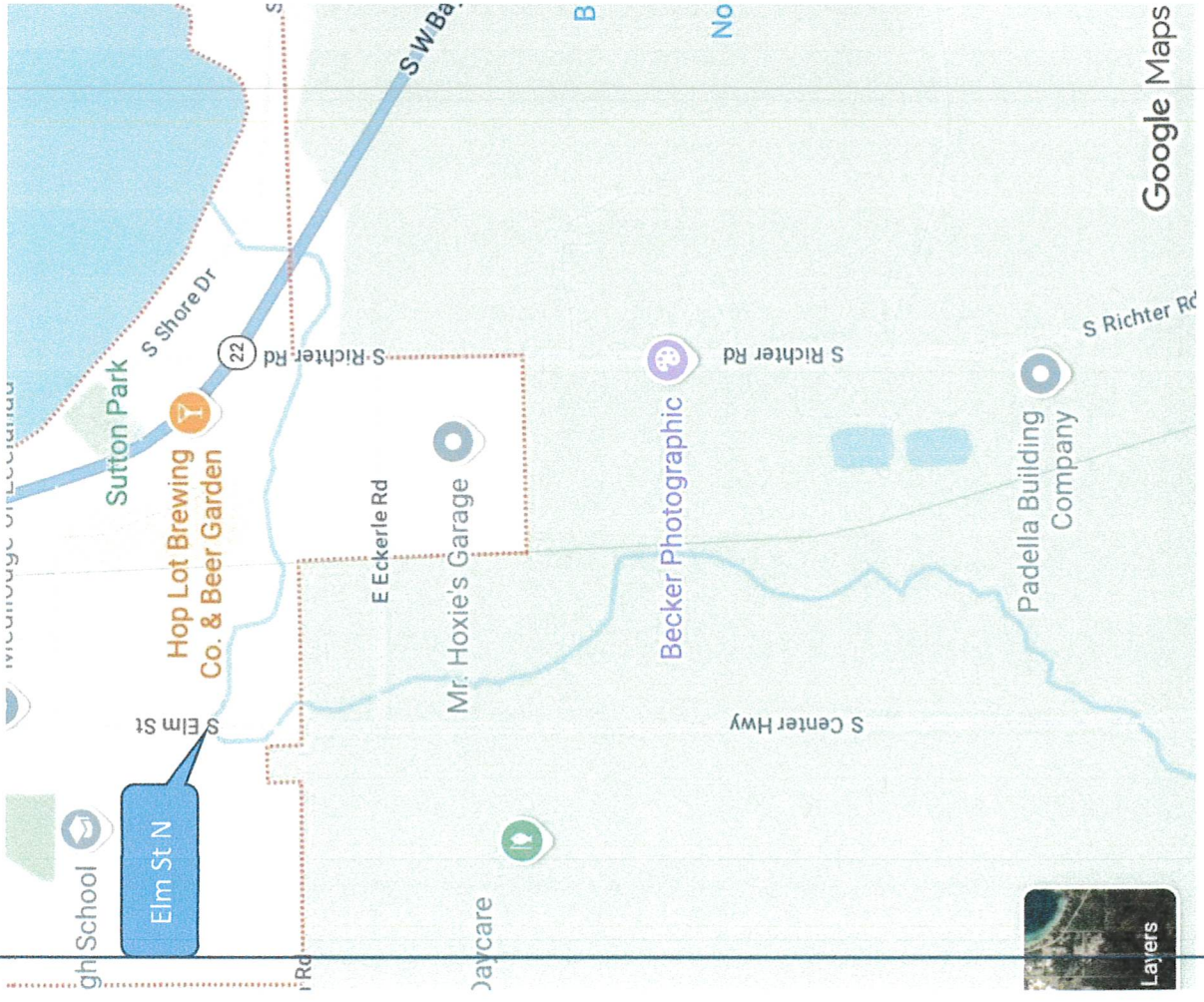
Layers

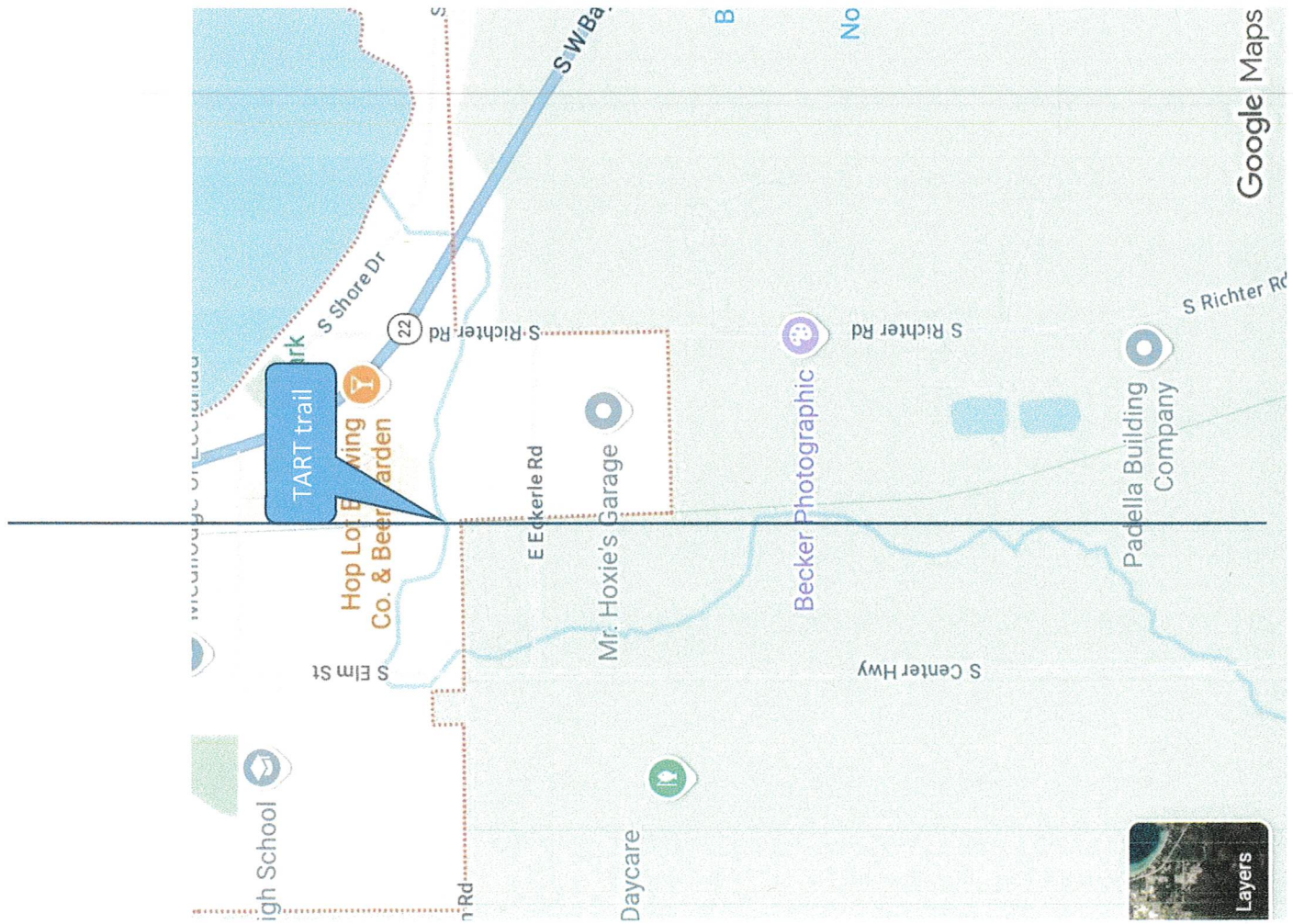


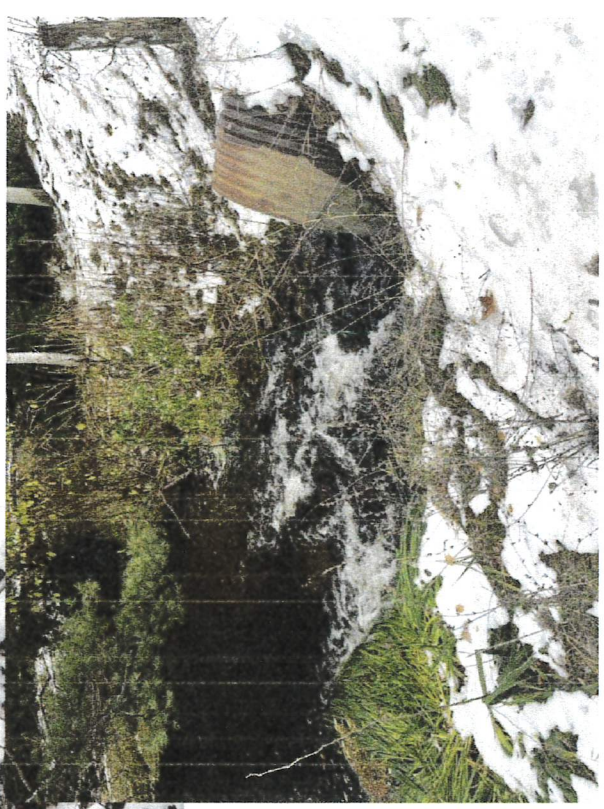
A pipe culvert exists just S of
here

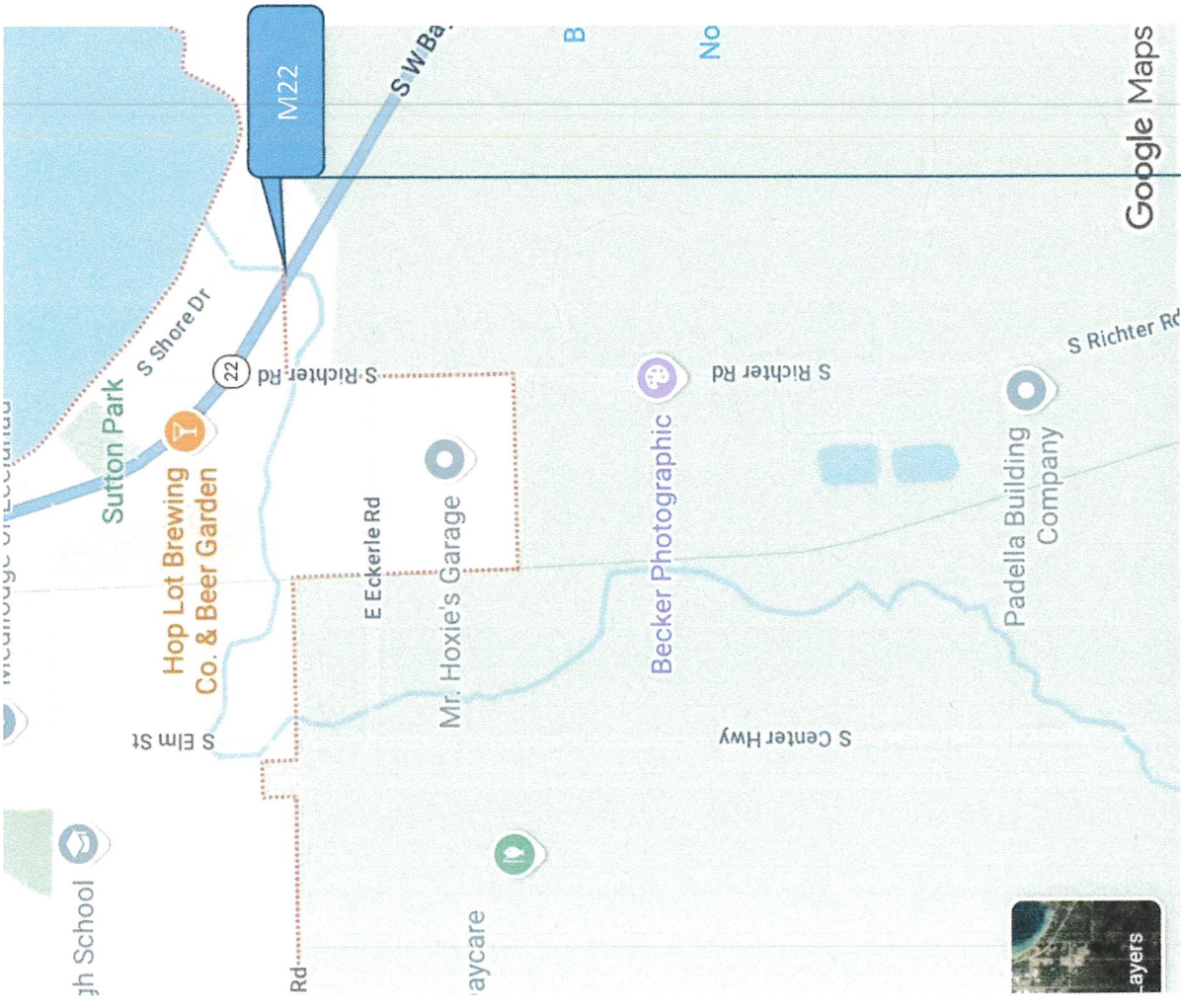


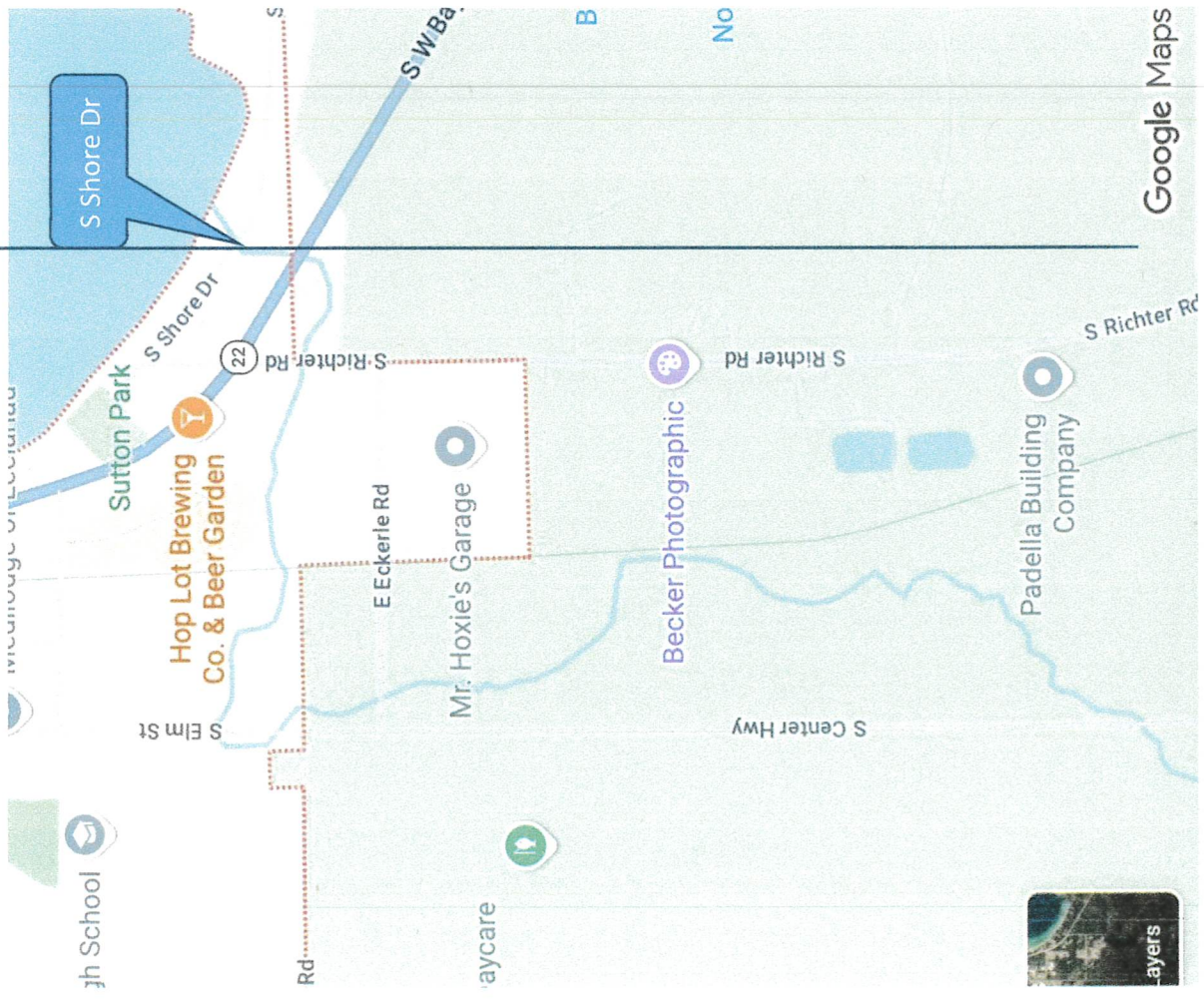
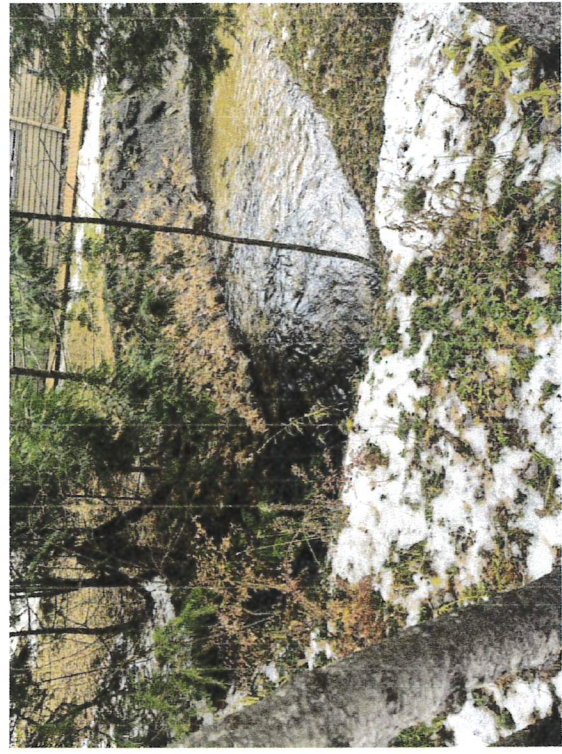


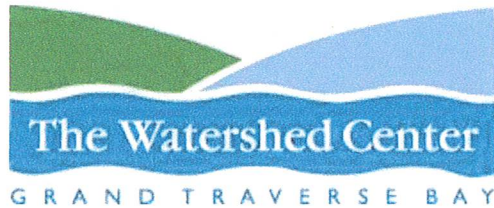












MEMORANDUM

Date: October 9, 2020
To: Rich Bahle, Suttons Bay Township
From: Sarah U'Ren, Program Director
Subject: Hydrologic and Hydraulic Assessment - Leo Creek Watershed Road Crossings

Rich,

Please see the proposal on the following pages for a hydrologic assessment to be completed for the Leo Creek Watershed, including the seven road crossings we have previously discussed. I have contacted the engineering firm Environmental, Consulting, & Technology, Inc. (ECT) and obtained a scope of work and proposed budget to complete that assessment. In speaking with ECT, we both agree that this is the basic, minimal amount of work that you could do to help pinpoint flooding problems in this area so we can begin to explore how to fix the issue.

TWC would be happy to oversee the contract and work with ECT, with a nominal oversight fee. ECT's fee for the work would be provided on a Time and Materials basis with a not-to-exceed fee of \$9,680. To keep costs low, TWC would only charge an additional \$320 for project oversight to keep your costs at \$10,000 maximum. I will also assist ECT in fieldwork and data gathering wherever possible as well to keep costs low.

Total = \$10,000 (ECT - \$9,680; TWC - \$320)

ECT has also provided a value-added option to determine why the flooding is occurring (the base proposal looks where flooding is occurring and focuses on the road crossings). You can read more about this option below.

Looking forward to working with you!

Thanks,
Sarah U'Ren
Program Director

PROJECT UNDERSTANDING

We understand that the area around Leo Creek is experiencing flooding and an assessment is needed to understand if the flooding is caused by culvert size limitations at existing road crossings. The scope of this proposal is to estimate discharge/flow in the creek by performing hydrologic analyses and assess flooding at seven road-stream crossing culverts along Leo Creek (Leelanau County, Michigan) by evaluating their current size relative to estimated discharge and required size to pass the discharge size. It is our understanding that the need for this analysis is being driven by flooding that is occurring at and around the road-stream crossings. The purpose of this study is to determine if the culverts are under-sized or if hydrological alteration in the watershed is resulting in higher peak discharges. ECT will perform the following tasks:

1. Data Collection and Review:
 - a. Obtain available topographic data (LIDAR and/or DEM) for the watershed from USGS, soil property data from USDA-NRCS.
 - b. Obtain land use data from USDA-NASS/USGS-NLCD for the project area.
 - c. Obtain rainfall data for multiple frequencies (10-yr, 25-yr, 50-yr and 100yr) from readily available public sources.
 - d. Obtain existing culvert information (material type, shape, diameter, and slope) along the creek – to be provided by project partners such as The Watershed Center Grand Traverse Bay, the Village of Suttons Bay, Conservation Resource Alliance and possibly the Leelanau County Road Commission.
 - If above data is not available, this will need to be collected by ECT staff at an additional cost (see breakdown below).
2. Discharge Estimates:
 - a. Perform ArcGIS modeling to determine upstream contributing drainage area at each culvert.
 - b. Determine composite runoff coefficients and/or curve numbers using topography, land use and soil properties of the watershed.
 - c. Calculate runoff for each rainfall frequency at each of the seven culverted stream crossings location using SCS runoff curve number method.
3. Hydraulic Analysis:
 - a. Determine Manning's roughness for each culvert based on culvert type shape, size, and materials.
 - b. Use Manning's equation to determine the minimum culvert size required at each crossing location for the above estimated runoff values.
4. Culvert Assessment and Recommendation:
 - a. ECT staff will perform a visit to each of the road-stream crossings to better understand visual field indicators at each site, i.e. – clogging, incising, flooding, etc. Photo logs will be kept to document conditions.
 - b. Compare calculated culvert sizes above with the existing culvert sizes and decide whether each culvert is sufficient to accommodate flows at required rainfall frequencies or which rainfall frequency results in exceedance of the culverts' capacities.
 - c. For any culvert found to be undersized given current watershed conditions, determine recommendations on sizes and types of culvert so that flooding caused by the existing culvert could be reduced or eliminated.
5. Project Deliverables:
 - a. Compile assessment processes of where, and the extent of, flooding that is occurring and provide recommendations in a report deliverable to client.
6. Project Management
 - a. Project management tasks include project meetings, phone communications, and email communication.

PROJECT ASSUMPTIONS & SCHEDULE

The above scope of work above will be conducted on a time and materials basis, not to exceed the amount shown below. The cost estimate for services included in this proposal are based on the following assumptions:

Project Assumptions

- This proposal is valid for a period of 60 days from the date of this proposal.
- Data collection and review efforts will be limited to the Project Site as necessary for analysis described above.
- This proposal does not include data gathering on-site, it is anticipated all necessary data will be provided by Client, project partners and/or available through readily available public sources (as described above).
- Should additional data collection be required, as discussed in task 1.d.i. above, ECT can do so at an hourly rate of \$125/hour. Data collection needs will be determined upon review of existing information and a budget provided to client prior to initiation.
- For ease of communication for the Client, ECT will provide a dedicated project manager and consistent environmental team throughout performance of the work.
- In the event unforeseen circumstances are encountered, ECT will communicate with Client regarding any potential changes to the proposed work in this estimate and obtain prior approvals before initiating any additional work.

Project Schedule

ECT is prepared to commence work as soon as written authorization is provided. ECT will organize a kickoff call with the Client upon project authorization.

PROJECT COSTS

The ECT project team will provide the above services on a Time and Materials (T&M) basis for the Not-to-Exceed fee of \$9,680.

Optional Project Investigation:

A potential project value add would include an investigation as to why for the flooding is occurring at the site(s) determined in above steps. This would allow the Client to better understand not only where the flooding is, but potential design parameter/land use/etc. changes from the time in which the current culverts were installed to current watershed conditions. This additional analysis would tell the client if the culvert(s) have become undersized due to land development or other inefficiencies, and tell more of the story of the impact of land use change on flow, as well as potential changes to rainfall and/or design methodologies to help the Client project safety factors for the future. This investigation can be completed for an additional \$2,750.

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	8/14/2026	Pages:	1 of 1
Meeting:	August 2026 PC & Council	Attachments:	0 ☐
Subject:	Zoning Report for July 2026		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
July 2026	1	0	0	0	0	1	0
Year To Date	14	1	0	4	2	2	5

(Note – permits may be classified under multiple categories)

LUP 26-014 321 N. St. Mary's St. fence

Four Land Use Permits in progress for August

ZONING BOARD OF APPEALS

- No Activity

LAND DIVISION

- One Application for Parcel Transfer was approved

OTHER ACTIVITY

- Questions on Land Use Permits, zoning, setbacks, etc.
- Follow-up work on Inland Seas Site Plan and Land Use Permit
- Working on revisions to driveway standards with DPW

RECOMMENDATIONS TO PC:

None