VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
November 16, 2026, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order

2. Roll Call

3. Consent Agenda
   a. Approval of October 19, 2026 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-2026-37 Budget Amendments
   b. Report VSB-2026-38 Truth in Taxation Mileage Rate 2027 (Schedule Public Hearing)

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 October 19, 2026

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

Present: Bahle, Christensen, Lutke, Perkins, Smith, Suppes & Yoder
Absent: None
Staff present: Larrea, Miller & Petroskey
Guests: 2

Consent Agenda

Yoder moved, Suppes seconded, CARRIED, to approve the consent agenda as presented. The September 21, 2026 Village Council meeting minutes are approved. The payments for invoices are approved. Reports VSB-2026-33 Manager's Update and VSB-20226-34 Periard recognition.
Ayes: 7 No: 0. Absent-0

Conflict of Interest: None

Agenda approval

Yoder moved, Smith seconded to approve the agenda as presented.
Ayes: 7 No: 0 Absent 0

Public comment/Communications:

- Chava Bahle thanked the staff for all their hard work. She added that anger and vitriol have leached into public bodies and reminded Council that if they lead with grace, which allows for listening and wisdom which sees beyond the argument of the moment, those together will lead us forward.

New Business:

Report VSB-2026-031 Sewer Water Rates Proposed Increase for 2027

The Utilities committee reviewed the proposed rate increase of 10% for 2027 and 5% (over a three-year period) thereafter and has recommended the fees be incorporated in the 2027 budget. Staff noted that communities around the region have increased their rates as the cost of doing business has increased. It was the consensus of the council to add these increases to the 2027 budget.

Report VSB-2026-32 Marina Slip Fees Proposed Increase for 2027

The utilities committee reviewed the recommended slip fee increase proposed by the Harbor Master at their meeting and are recommending adoption of the same. The new rates would still keep the Village below most marinas in the area. The consensus of the Council is to recommend these new rates be reflected in the proposed 2027 budget.

Manager's Annual Review

President Lutke stated that the administrative committee met and discussed the manager's annual review. Lutke noted that the contract states that the manager shall qualify for an annual bonus based on the Employee's review and performance evaluation as Employer, in its sole discretion, deems appropriate. Lutke stated that the committee is recommending a $10,000 bonus based on the following: Rob's project management skills; moving capital projects forward; detailed timely reports; ability to seek grants; budgeting; professional relationships, staff stability and management style and his investment in this Village long term. Yoder commented on his value- added principals. Christensen stated that municipalities are seeking qualified managers everyday and recognized his ability to work with staff and keep the morale high. Suppes noted that he has brought in grant dollars and it is a tough job. Smith stated she supports his vision.

Yoder moved, Smith seconded, CARRIED, to approve the manager's annual bonus in the amount of $10,000 based on the reasons stated above. Ayes: 7 No: 0. Absent-0

Staff Comments:

Larrea stated that the Comfort Station project is on schedule and the road has reopened.

Good of the Order: Perkins suggested BATA move their bus stop permanently to Fourth Street; an EV charging station be installed and signs removed at Waterwheel Park.

Christensen noted it was Deb Smith's last meeting and it has been a pleasure serving with her and stated she has been an asset to the Council. Smith stated it has been an honor working with all.

Public Comment- Bill Crackel commented on the slip rate and water increase.

The meeting was adjourned at 5:57 p.m.

Minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
10/21/2026	20125(E)	AMAZON	SAFETY SHIRTS	50.94
10/21/2026	20126(E)	AMAZON	SAFETY JACKETS	134.97
10/21/2026	20127(E)	AMAZON	SAFETY JACKET	44.99
10/21/2026	20128(E)	AMAZON	SAFETY JACKETS-FLEECE	114.98
10/21/2026	20129(E)	AMAZON	NO PARKING SIGNS	79.98
10/21/2026	20130(E)	AMAZON	2 FLEECE HOODIE SAFETY JACKET	109.98
10/21/2026	20131(E)	FIFTH THIRD BANK	SERVICE FEE OCTOBER 2026	714.72
10/21/2026	20132(E)	GFL ENVIRONMENTAL	326 FRONT WASTE OCT 2026	259.29
10/21/2026	20133(E)	ON TIME TELECOM, INC	ROBO CALLS LEAF PICKUP	28.00
10/21/2026	20134(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 OCT 2026	130.00
10/21/2026	48481	ART'S AUTO AND TRUCK PARTS INC	TRUCK 834 REAR BRAKES REPLACED	735.34
10/21/2026	48482	LEELANAU ENTERPRISE	#10 WINDOW ENVELOPES	117.30
10/21/2026	48483	AIRGAS USA, LLC	CYL RENTAL SEPT 2026	76.55
10/21/2026	48484	DAVID MILLER	REIMBURSEMENT MRWA CONFERENCE	1,503.69
10/21/2026	48485	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE SEPT 2026	250.00
10/21/2026	48486	MICHIGAN MUNICIPAL LEAGUE	UIA NO. 801-119 3RD QUARTER	13.01
10/21/2026	48487	SECURITY SANITATION, INC	WW PARK PORTA JOHN	130.00
10/21/2026	48488	SOS ANALYTICAL	ROUTINE BACTI TESTING	175.00
10/21/2026	48489	TRUCK & TRAILER SPECIALTIES	PUMP REPLACEMENT AND MAINTENANCE ON STER	14,574.75
10/27/2026	20135(E)	ADOBE	MNGRS SOFTWARE SUBSCRIPTION	21.19
10/27/2026	20136(E)	AMAZON	OFFICE SUPPLIES WATER DEPARTMENT	48.24
10/27/2026	20137(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE OCT 2026	263.77
10/27/2026	20138(E)	BRIGHTSPEED	TELEPHONE SERVICE-1522 RICHTER	227.57
10/27/2026	20139(E)	CHARTER COMMUNICATIONS	420 FRONT STREET OCT 2026	159.99
10/27/2026	20140(E)	CHARTER COMMUNICATIONS	665 N FRONT STREET OCT 2026	119.99
10/27/2026	20141(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM NOV 2026	601.66
10/27/2026	20142(E)	PITNEY BOWES	E-Z SEAL 4	35.68
10/27/2026	20143(E)	WELLS FARGO FINANCIAL LEASING	CONT# 4500147001000 OCT 2026	83.79
10/28/2026	48490	BRAMER AUTO SUPPLY	FITTINGS PART#3200	4.57
10/28/2026	48491	COUNTY OF LEELANAU	122625 BOR 043-763-034-00/043-305-012-00	1,251.58
10/28/2026	48492	ABONMARCHE CONSULTANTS, INC	MARINA A-DOCK PHASE 1	500.00
10/28/2026	48493	GEI CONSULTANTS	SHORELINE STABILIZATION PROJECT	600.00
10/28/2026	48494	HERMAN BROTHERS' LAWN CARE	SEPTEMBER PARK MOWING	1,480.00
10/28/2026	48495	KAL EXCAVATING CO	HYDRANT REPLACEMENT ST MARYS/2ND STREET	9,850.00
10/28/2026	48496	KDP RETIREMENT PLAN SVCS, INC	QUARTERLY ESTIMATE JULY-SEPT	270.00
10/28/2026	48497	MI MUNICIPAL TREASURERS ASSOC	ANNUAL DUES THROUGH DECE 31 2027	99.00
10/28/2026	48498	SECURITY SANITATION, INC	PORTA JOHN RENTAL ENDING OCT 2026	1,570.00
10/28/2026	48499	SMITH & JOHNSON, ATTORNEYS	PROEFESSIONAL SERVICES-PLANNING REVIEW	2,550.00
11/03/2026	48500	BRAMER AUTO SUPPLY	D,HID CAPSULES TRUCK 369	374.86
11/03/2026	48501	COUNTY OF LEELANAU	PERSONNEL/MILEAGE JULY 2026	26,999.36
11/03/2026	48502	LEELANAU ENTERPRISE	SYNOPSIS OCT 2026	300.35
11/03/2026	48503	ABONMARCHE CONSULTANTS, INC	SB MARINA COMFORT STATION OCT 2026	2,250.00
11/03/2026	48504	BECKETT & RAEDER	PLANNING SERVICES THROUGH SEPT 2026	1,320.00
11/03/2026	48505	STATE OF MICHIGAN-EGLE	CUSTOMER ID 487872 WSSN-06500	1,111.71
11/03/2026	48506	GFL ENVIRONMENTAL	FALL CLEAN UP 2026	7,024.05
11/03/2026	48507	HYDROCORP, LLC	JOB # 8930000 OCT	870.49
11/03/2026	48508	LAND INFORMATION ASSESS ASSOC	HOSTING FOR WEBSITE	90.00
11/03/2026	48509	THE FLOWER STATION	REFUND APPLICANT PAID WRONG VENDOR	100.00
11/03/2026	48510	POMPS TIRE SERVICE, INC	8 TIRES FOR TANDEM	3,498.72
11/03/2026	48511	PURE WATER WORKS	WATER/BOTTLE RETURN/FUEL CHARGE	64.50
11/03/2026	48512	STANDARD INSURANCE COMPANY	642946 0117 NOVEMBER 2026 PREMIUM	449.83
11/03/2026	48513	THREADS	CS SAFETY SHIRTS AND JACKETS	87.50
11/06/2026	20144(E)	CONSUMERS ENERGY	MULTIPLE BILLS NOV 2026	4,100.06
11/06/2026	20145(E)	AMAZON	OFFICE SUPPLIES	56.81
11/06/2026	20146(E)	AMAZON	OFFICE SUPPLIES	12.59
11/06/2026	20147(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS NOV 2026	518.69
11/06/2026	20148(E)	BARN OWL TECH	DATA/USAGE BWH/WELL	57.81

Check Date	Check	Vendor Name	Description	Amount
11/06/2026	20149(E)	CHARTER COMMUNICATIONS	326 FRONT STREET OCT 2026	140.00
11/06/2026	20150(E)	GFL ENVIRONMENTAL	1520 RICHTER ROAD NOV 2026	380.56
11/06/2026	20151(E)	PRIORITY HEALTH	GROUP 784340 2026 NOVEMBER PREMIUM	10,333.58
11/06/2026	20152(E)	VISION SERVICE PLAN	ACCT# 30 017164 001 NOV 2026	200.77

GEN TOTALS:

Total of 61 Checks:	99,322.76
Less 0 Void Checks:	0.00
Total of 61 Disbursements:	99,322.76

VILLAGE OF SUTTONS BAY

REPORT VSB -2026-37

Prepared:	November 9, 2026	Pages:	1 of 1
Meeting:	November 16, 2026	Attachments:	☒
Subject:	2026 Budget Amendments		

PURPOSE

To Consider Fiscal Year 2026 Budget Amendments.

OVERVIEW

As you are aware, we amend our budget periodically during the year to address various expenditures or increased revenues. The year end budget amendments were discussed at all committees, as was the proposed 2027 budget. It is important to emphasize that we continue to be in good fiscal standing despite the large amendment discussed below.

The increase in spending is largely due to the marina bathroom project. We anticipate a large amount of billing to occur into February for work accomplished in 2026. Therefore, we have increased the amount of funds by way of this amendment to cover the 2026 costs, when billed. Therefore, the amendments to our 2026 budget are largely attributed to moving funds that would otherwise be a part of the 2027 budget to 2026.

RECOMMENDATION

Following discussion, it is recommended that the Village Council adopt the 2026 budget amendments, as presented.

MOTION TO: adopt the 2026-year end budget amendments to reflect a revenue of $4,158,131 and an expense of $5,059,901. (Roll Call)

VILLAGE OF SUTTONS BAY

REPORT VSB -2026-38

Prepared:	November 9, 2026	Pages:	1 of 1
Meeting:	November 16, 2026	Attachments:	☐
Subject:	2027 Truth in Taxation		

PURPOSE

To set a public hearing on the proposed tax millage rate estimate to support the 2027 budget.

ACTION REQUESTED

MOTION THAT: The Village of Suttons Bay Council schedule a special meeting for the **Truth in Taxation** public hearing and proposed 2027 budget on December 1, 2026, at 8:30 a.m.