



VILLAGE OF SUTTONS BAY
REMOTE Village Council Meeting
Village Hall
420 N. Front Street
Suttons Bay, MI 49682 at 5:30pm
June 15, 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 –May 18, 2020 and May 26, 2020
 - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Report VSB-2020-20 Amendment #1 to the Village Zoning Map
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, June 15, 2020 at 5:30 p.m., by electronic remote access. Electronic remote access, in accordance with Michigan Governor Executive Order 2020-75, will be implemented in response to COVID-19 social distancing requirements and Michigan Executive Order 2020-110. The public may participate by joining the Zoom meeting by computer or smart phone at:

<https://us02web.zoom.us/j/85124791137?pwd=VGtWSkZWNY9tVC9VRHI1YlcwNnJoZz09>

Meeting ID: 851 2479 1137

Password: 417403

One tap mobile

+13017158592,,85124791137#,,1#,417403# US (Germantown)

+13126266799,,85124791137#,,1#,417403# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 851 2479 1137

Password: 417403

Find your local number: <https://us02web.zoom.us/j/85124791137?pwd=VGtWSkZWNY9tVC9VRHI1YlcwNnJoZz09>

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 COUNCIL REGULAR MEETING
MINUTES OF May 18, 2020

The remote meeting was called to order at 5:35 p.m., by President Lutke.

Present: Bahle, Case, Christensen, Long, Lutke and Suppes
Absent: Newcomb
Staff present: Fay, Larrea and Miller

Approval of Agenda – Conflict of Interest

Suppes moved, Case seconded, CARRIED, to approve the Agenda as presented, with an affirmative, unanimous roll call vote. Lutke will recuse himself due to a conflict of interest during Agenda Item 7a. Report VSB-2020-27 Request for Distillers License. Ayes: 6, No: 0.

Consented Agenda

Case moved, Suppes seconded, CARRIED, to approve the Consent Agenda as presented, with an affirmative, unanimous roll call vote. The Village Council Regular meeting minutes of April 20, 2020 submitted by Clerk Fay are approved. The meeting minutes 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: 6, No: 0.

Public Comments/Communications/ and Reports

Egan thanked the Village and DPW Director Miller for controlling the water situation on Broadway. Egan ask the Village to consider opening downtown one day later following the completion of the MDOT project.

Popke asked if the Village still had the green bike racks built by students and artists, stating Leo Creek would like one. Leo Creek should contact the Village, they may be in the barn at Deuster Park. Popke stated the Village should leave the street closed all year. She thanked the Village for adding trees and grass back into the MDOT project. Popke asked if the Art Fest should go forward with food trucks as barriers.

Report VSB-2020-26 Policy Manual

Bahle moved, Case seconded, CARRIED, to adopt the 2020 Personnel Policy Manual as written and presented, with an affirmative, unanimous roll call vote. Larrea stated seasonal employees will not receive health benefits. The Attorney will clean up the policy including the ambiguity regarding part time hours. Ayes: 6, No: 0.

Report VSB-2020-27 Request for Distillers License

Long moved, Case seconded, CARRIED, to recommend the application submitted by Hop Lot Brewing Company, LLC, be considered for approval by the Liquor Control Commission for a new

On-Premises Tasting Room Permit as the use is permitted by the Village Zoning Ordinance in the South Gateway District, with an affirmative, unanimous roll call vote. This permit would be for 650 S. West Bay Shore Drive. Lutke removed himself for the vote. Ayes: 5, No: 0.

Intergovernmental Recycling Agreement

Long moved, Case seconded, CARRIED, to approve the Leelanau County Interlocal Agreement as presented, with an affirmative, unanimous roll call vote. Council would like to see consideration of other locations for the recycling bins that are away from residential homes. The bins are emptied multiple times a week and are a noise nuisance to the residences. The support for recycling, however, was emphasized. Commercial or industrial, or park locations should be considered for the recycling bins. Larrea stated he will contact Trudy Galla with the concerns, and alternatives sites will be sought out. Lutke requested the issue be placed on the next General Service Committee meeting. Ayes: 6, No: 0.

Report VSB-2020-29 Library Board Appointment

Suppes moved, Christensen seconded, CARRIED, to concur with Suttons Bay/Bingham District Library Board of Trustees to re-appoint Sue Gentges to the board for a term ending May 2024, with an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Good of the Order

Christensen asked if the Village should offer a statement or plan to open downtown businesses for the Memorial weekend, perhaps using Front Street for traffic. Christensen asked if the Village will be approving Mass Gatherings this summer. Larrea stated the Leelanau Farmer's Market will likely occur, and that Mass Gatherings will be on the next Committee agenda. Lutke asked if the Village could open up anything possible. Case suggested the Village consult with Cameron Ross on selection of replacement trees downtown.

Manager's Report

Larrea stated the Village is nearing the end of the MDOT streetscape project. Reith Riley may bring in pumps to pump out the water from the rain so that they can start asphaltting soon. The concrete has been completed. There are quite a few footprints in the concrete. Signs will be installed and street striping should take place mid-week. Crosswalks will be painted. Downtown is currently open to pedestrians only. A one-week extension for the project was requested and granted. Larrea stated the Manager's work plan has been idle due to the pandemic and the MDOT streetscape project. High priority is Broadway Street, Shoreline study, Inland Seas contract and the rezoning request. The work plan will be reprioritized following the high priority projects. Sprinklers in the Right of Way will be discussed at a Committee meeting. The Roman Wheel experienced some chipped windows as a result of the streetscape project.

Public Comments

Bahle asked if the Village will be sweeping the streets and sidewalks following the project. Larrea stated he would like sweeping following the asphalt.

The meeting adjourned at 6:22 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL SPECIAL MEETING
MINUTES OF MAY 26, 2020

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

Present: Bahle, Christensen, Lutke and Suppes
Absent: Case, Long and Newcomb
Staff present: Fay, Larrea and Miller

Approval of Agenda

Bahle moved, Christensen seconded, CARRIED, to approve the Agenda as presented, by an affirmative, unanimous roll call vote. Ayes: 4, No: 0.

Resolution 3 of 2020 – Par Plan Grant Request

Bahle moved, Christensen seconded, CARRIED, to adopt Resolution 3 of 2020, Michigan Township Participating Plan Risk Reduction Grant Program Application, by an affirmative, unanimous roll call vote. Council further requests the Village inquire as to whether the footage is subject to FOIA. Lutke recommended a policy be developed on the retention of the footage, for liability purposes. Ayes: 4, No: 0.

Set Fall Clean Up date

Council recommends September 14, 2020, for the Village Fall Clean up date.

Manager's Report

Larrea reported the Streetscape project should be complete this week, including asphaltting, street striping and road signs. Planting trees will follow.

The meeting adjourned at 5:44 p.m.


Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount
Bank GEN FIFTH THIRD CHECKING						
Check Type: Paper Check						
05/18/2020	44350	MISC	NORTHERN LATITUDES DISTILL	NORTHERN LATITUDES DISTILL	3 GAL SANITIZER @ \$32 PER GAL - MA	96.00
05/29/2020	44351	51	STATE OF MICHIGAN -MDOT	STATE OF MICHIGAN -MDOT	MDOT 00592 - FED PROJ 1800654, M-	37,563.42
06/03/2020	44352	009	CENTURYLINK	CENTURYLINK	300439566 - SERV THRU 6/21/20	661.55
06/03/2020	44353	009	CENTURYLINK	CENTURYLINK	405593377 - SERV TO 6/21 - WWTP	206.34
06/03/2020	44354	026	DTE ENERGY	DTE ENERGY	SERV THRU 5/15/2020	555.59
06/03/2020	44355	031	POSTMASTER	POSTMASTER	ANNUAL FEE - PO BOX 395, SUTTONS	64.00
06/03/2020	44356	24	LEELANAU ENTERPRISE	LEELANAU ENTERPRISE	CUST 1217 - ENVELOPES & MAY PUBS	119.68
06/03/2020	44357	ARCTIC GLA	ARCTIC GLACIER, INC.	ARCTIC GLACIER, INC.	ACCT 40850601 - 126 BAGS 7# CUBES	194.04
06/03/2020	44358	AT&T	AT&T MOBILITY	AT&T MOBILITY	287291270755, SERV THRU 5/11/2020	397.73
06/03/2020	44359	AYLSWORTH	EDIE AYLSWORTH	EDIE AYLSWORTH	REIMB: SHOWER CURTAINS FOR BATH	31.32
06/03/2020	44360	BADGER	BADGER METER INC	BADGER METER INC	CUST 211286 - BEACON HOST - APR 2	35.88
06/03/2020	44361	BADGER	BADGER METER INC	BADGER METER INC	CUST 211286 - BEACON HOST - MAY 2	35.88
06/03/2020	44362	BAYSUPPLY	BAY SUPPLY & MARKETING INC	BAY SUPPLY & MARKETING INC	US AND STATE FLAGS - MARINA SUPPL	130.00
06/03/2020	44363	BCBS OF MI	BLUE CROSS BLUE SHIELD OF	BLUE CROSS BLUE SHIELD OF	GROUP 007015354 - JUNE 2020 PREMI	323.41
06/03/2020	44364	CENTURY-EQ	CENTURYLINK	CENTURYLINK	ACCT 89115093 - EQUIP THRU 5/19/2	143.40
06/03/2020	44365	FLEIS&VAND	FLEIS & VANDENBRINK ENGINEE	FLEIS & VANDENBRINK ENGINEE	PROJ 842430 - WATER PER USDA, THR	188.50
06/03/2020	44366	GT JANITOR	KSS ENTERPRISES	KSS ENTERPRISES	SOAP, PAPER, TOWELS, SANITIZER, E	829.15
06/03/2020	44367	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO - 15 UNITS - APR 2020	30.00
06/03/2020	44368	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	INTEGRITY SOFTWARE SYSTEMS	VIL OFC MAINT, MARINA WFI AND UNI	213.75
06/03/2020	44369	MIMUNIWC	MI MUNICIPAL LEAGUE WORKER	MI MUNICIPAL LEAGUE WORKER	5002750-20, INSTALL #1, 2020-21	1,269.00
06/03/2020	44370	MISC	RICHARD FULTON	RICHARD FULTON	REFUND - 2020 MARINA SLIP FEE	2,100.00
06/03/2020	44371	MISC	IMMANUEL LUTHERAN CHURCH	IMMANUEL LUTHERAN CHURCH	REFUND: BAHLE PARK RENTAL, FEE, 5/	100.00
06/03/2020	44372	MISC	ANGELA PONETA	ANGELA PONETA	REFUND: 75% OF 2020 SLIP FEE, PE	1,406.25
06/03/2020	44373	MISC	THOMAS THEBO	THOMAS THEBO	ID 480 - ANNUAL DUES THRU 5/31/20	516.00
06/03/2020	44374	MML	MI MUNICIPAL LEAGUE	MI MUNICIPAL LEAGUE	CUST 10000255 - MARINA SUPPLY GMR	55.99
06/03/2020	44375	OHMS	OHMS E-TECH	OHMS E-TECH	CUST 120525 - WWTP AGREE - JUNE 2	13,397.00
06/03/2020	44376	OMI-2	OPERATIONS MANAGEMENT INT	OPERATIONS MANAGEMENT INT	REIMB: COFFEE, OFFICE SUPPLY	17.98
06/03/2020	44377	PETROSKY	DOROTHY PETROSKY	DOROTHY PETROSKY	TOP SOIL AND POTTING SOIL, - MARIN	135.79
06/03/2020	44378	PLANT	PLANT MASTERS	PLANT MASTERS	CUST 3353, 13.81 TN HMA PATCH @ \$	3,326.83
06/03/2020	44379	REITH-R	REITH-RILEY CONSTRUCTION C	REITH-RILEY CONSTRUCTION C	NO-LEAD/DIESEL - APRIL, DPW	207.95
06/03/2020	44380	ROAD	LEELANAU CITY ROAD COMMISS	LEELANAU CITY ROAD COMMISS	NO-LEAD/DIESEL - MAY, 2020 - DPW	560.33
06/03/2020	44381	ROAD	LEELANAU CITY ROAD COMMISS	LEELANAU CITY ROAD COMMISS	MARINA- 4/16 - 5/16/20	95.00
06/03/2020	44382	SECURITY S	SECURITY SANITATION, INC	SECURITY SANITATION, INC	WATERWHEEL PARK - THRU 5/9/20	95.00
06/03/2020	44383	SECURITY S	SECURITY SANITATION, INC	SECURITY SANITATION, INC	SUTTONSBAY - REPAIR GROUND WIRE,	235.64
06/03/2020	44384	WAGGENER	WAGGENER ELECTRIC LLC	WAGGENER ELECTRIC LLC	SERV TO 5/31/2020	3,413.97
06/08/2020	44385	006	CONSUMERS ENERGY	CONSUMERS ENERGY	CUST 7057 - PARTS FOR THATCHER, A	322.06
06/08/2020	44386	102	FERGUSONS LAWN EQUIP.	FERGUSONS LAWN EQUIP.	1000.3 GAL REC 90 @ 2167 - MARINA	166.95
06/08/2020	44387	ATCO	ATCO INTERNATIONAL	ATCO INTERNATIONAL	1034 GAL REC 90 @ 1.779	2,373.03
06/08/2020	44388	BAYSHORE	BAYSHORE OIL & PROPANE	BAYSHORE OIL & PROPANE	RESTOCK - COLD PATCH, 7.03 TN @ \$	1,545.35
06/08/2020	44389	BAYSHORE	BAYSHORE OIL & PROPANE	BAYSHORE OIL & PROPANE	CUST 10195 - PARTS FOR MARINA PUM	1,300.85
06/08/2020	44390	BAYSHORE	BAYSHORE OIL & PROPANE	BAYSHORE OIL & PROPANE	2 KEYS, ASS'T HARBORMASTER	44.76
06/08/2020	44391	ELM	ELMER'S	ELMER'S	TREND MICRO 15 @ \$2.00 - MAY, 202	8.00
06/08/2020	44392	GT RUBBER	GT RUBBER SUPPLY, INC	GT RUBBER SUPPLY, INC	INSTALL LOGMEIN, 3 @ \$50 AND INST	340.00
06/08/2020	44393	HAMPELS	HAMPEL'S INC	HAMPEL'S INC	COMPLIANCE TEST & REPLACE HOSE	256.16
06/08/2020	44394	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	INTEGRITY SOFTWARE SYSTEMS	CUST 1710 - WIRE ROPE	50.00
06/08/2020	44395	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	INTEGRITY SOFTWARE SYSTEMS	CUST 1710 - BUFF BOXES - TAP PROJ	891.00
06/08/2020	44396	MERCER CO	R W MERCER CO	R W MERCER CO	GROUP 784340 S001, JUNE, 2020 PRE	165.00
06/08/2020	44397	MIPIPE	MICHIGAN PIPE & VALVE	MICHIGAN PIPE & VALVE	WATER COOLER RENTAL - MAY 2020	8.50
06/08/2020	44398	MIPIPE	MICHIGAN PIPE & VALVE	MICHIGAN PIPE & VALVE	WATER COOLER RENTAL - JUNE 2020	8.50
06/08/2020	44399	OLSON, BZD	OLSON, BZDOK & HOWARD, P.C	OLSON, BZDOK & HOWARD, P.C	WSSN 6500 - MONTHLY BACTI AND MAR	120.00
06/08/2020	44400	PRIORITY H	PRIORITY HEALTH	PRIORITY HEALTH	WSSN 6500 - BACTI 4 @ \$20 - APR 6	80.00
06/08/2020	44401	PURE	PURE WATER WORKS	PURE WATER WORKS		
06/08/2020	44402	PURE	PURE WATER WORKS	PURE WATER WORKS		
06/08/2020	44403	SOS	SOS ANALYTICAL	SOS ANALYTICAL		
06/08/2020	44404	SOS	SOS ANALYTICAL	SOS ANALYTICAL		

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	S
06/08/2020	44405	STANDARD/T	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	00 642946 0117, JUNE 2020 PREMIUM	507.38	0
06/08/2020	44406	THOMAS BUI	THOMAS BUILDERS LLC	THOMAS BUILDERS LLC	SHINGLES- INSTALL NEW ON BATHHOUS	5,800.00	0
06/08/2020	44407	THREADS	THREADS	THREADS	BADGER NECK GAITERS - 15 @ \$12.00	180.00	0
06/08/2020	44408	USABLUEBOO	USABLUEBOOK	USABLUEBOOK	CUST 820127 - CASE OF 200 13 GAL	101.90	0
Total Paper Check:						91,655.26	

GEN TOTALS:

Total of 59 Disbursements: 91,655.26

		VILLAGE OF SUTTONS BAY REPORT VSB -2020-20	
Prepared:	March 3, 2020	Pages:	1 of 1
Meeting:	June 15, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Map Amendment		

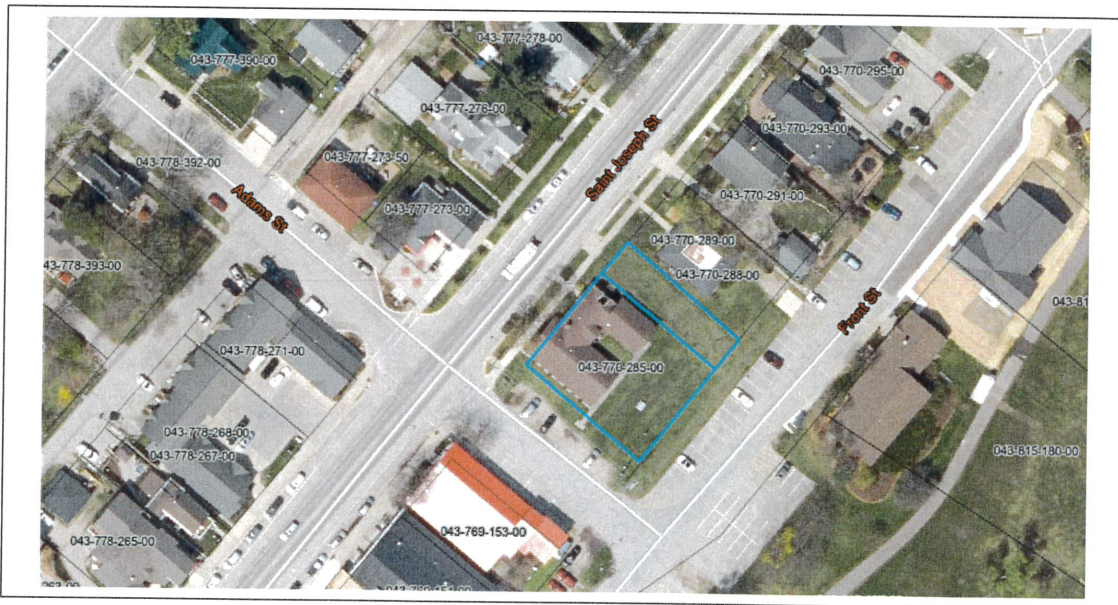
PURPOSE

A formal request was received from the owner of the property of 410 N. St. Joseph Street to correct the inadvertent rezoning of the properties located at 408 & 410 N. St Joseph Street (45-043-770-285-00 and 45-043-770-288-00).

BACKGROUND

Based on previous discussions and an inquiry made by the owner of 410 N. St. Joseph Street, it was apparent that the Village unintentionally changed the zoning of Lots 285, 286, 287, 288, Block 10, of the Village of Suttons Bay, Section 28, T30N R11W, when they adopted the 2018 Zoning Map.

Interestingly, this is not an isolated incident, in fact, the Village made the identical error upon the adoption of the 2006 zoning map, on the same properties (please see attached Staff Report). The attached 2007 report recognized the error and requested a rezoning to correct the zoning. The attached amendment will rezone the properties from NG - North Gateway to the CB- Central Business district.



A public hearing was held, on March 11, 2020 at the Village Planning Commission. The planning commission unanimously recommended that the Village council amend the Zoning Map to rezone of the properties located at 408 & 410 N. St Joseph Street (45-043-770-285-00 and 45-043-770-288-00) to CB-Central Business District.

ACTION REQUESTED:

A motion for consideration is provided below.

MOTION THAT the properties as described in Report VSB-2020- 20 and being made a part of this motion be rezoned to CB-Central Business District and the Village Zoning Map be amended to reflect the same.

STAFF REPORT

TO: Village of Suttons Bay Planning Commission
FROM: Steve Patmore, Zoning Administrator
DATE: April 5, 2007
RE: **Amendment No. 2 to the Village of Suttons Bay Zoning Ordinance**

Request: Amend the Official Zoning Map of Suttons Bay to change the zoning designation of the following described parcels from North Gateway Area (NGA) to Central Business Area (CBA).

Address of property: 408 and 410 N. St Joseph Street

Property Numbers: 45-043-770-285-00 & 45-043-770-288-00

Legal Description of property: Lots 285, 286, 287, and 288, Block 10, Village of Suttons Bay, Section 28, T30N R11W.

This request is being made by the Zoning and Planning Staff to correct an error in the Zoning Ordinance.

During preparation of the new Village Zoning Ordinance, the Planning Commission directed staff to make these subject parcels part of the Central Business Area (CBA).

I thought that this map change was made, and missed the error in my final review of the document.

The subject parcels fit the CBA much better than the NGA. New construction or alterations to the existing building would probably require variances if the parcels are left in the NGA.