



VILLAGE OF SUTTONS BAY  
REMOTE Village Council Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682 at 5:30pm  
May 18, 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 –April 20, 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-2020-26 Policy Manual
7. New Business
  - a. Report VSB-2020-27 Request for Distillers License
  - b. Intergovernmental Recycling Agreement
  - c. Report VSB-2020-29 Library Board Appointment
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



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL REGULAR MEETING (Virtual)  
MINUTES OF APRIL 20, 2020

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

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

Approval of Agenda

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

Approval of Consent Agenda

Case moved, Bahle seconded, CARRIED, to approve the Consent Agenda as presented with an affirmative, unanimous roll call vote. The Village Council Regular meeting minutes of February 17, 2020 submitted by Clerk Fay, are approved. The minutes can be found in this meeting packet. The payment of invoices submitted by Treasurer DeVol are approved. The report can be found in this meeting packet. Ayes: 5, No: 0.

Public Comments/Communication and Reports

Lois Bahle reminded Council the deadline to place language on the ballot for the Interlocal Recycling Agreement with Leelanau County is nearing. The agreement will be on a Committee agenda in May.

Report VSB-2020-23 Shoreline Erosion Resolution

Case moved, Bahle seconded, CARRIED, to adopt Resolution 2 of 2020, requesting financial assistance from the State for emergency costs incurred by the Village of Suttons Bay to protect our infrastructure from erosion caused by State waters, with an affirmative, unanimous roll call vote. Ayes: 5, No: 0.

Report VSB-2020-24 Investment Policy Amendment

Case moved, Bahle seconded, CARRIED, to amend the Village of Suttons Bay Investment Policy as described in Report VSB 2020-24 and being made a part of this motion, with an affirmative, unanimous roll call vote. Ayes: 5, No: 0.

COVID-19 Sick Leave Policy

Christensen moved, Bahle seconded, CARRIED, to adopt COVID-19 Sick Leave Policy as presented, with an affirmative, unanimous roll call vote. Ayes: 4, No: 0. (Lost connection with Council member Suppes)

#### Good of the Order

Case asked why there wasn't a temporary solution on Broadway. Larrea will update Council during the verbal Manager's report.

#### Manager's Report

TAP Streetscape – Larrea reported that the project appears to be ahead of schedule noting general setbacks. The Village is doing well budget wise. There may be a couple of decisions forthcoming at the next Committee meeting. EPIC is approximately 30% complete, the gutters are approximately 80% complete. Consumers will be removing light poles and trees will be removed. Trees will be replanted in areas where the sidewalks are wide. There was not a tree or light plan in the project so steps have been taken to address trees and lights. Infrastructure for three additional lights has been added to the project in case they are needed in the future. The stormwater system at Grove Street is complete and concrete should be poured soon, perhaps Wednesday. The Village authorized some concrete work at Roman Wheel.


There was a water main break on Front Street; KAL assisted and the issue has been resolved.

Broadway Street – Engineers and surveyors have been contacted. Steimels were contacted early on to discuss obtaining an easement on their property. Steimels gave verbal approval at that time. They will be contacted again to verify this is still the case. The easement is necessary to take over the pond and it is the first step. The second step would be to bring in the Vactor truck to clean out the basin. After this source point has been addressed, an assessment and evaluation will take place.

The meeting adjourned at 6:04 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
Check Type: Paper Check				
04/22/2020	44308	CONSUMERS ENERGY	ELECTRIC THRU 3/31/2020	3,767.77
04/22/2020	44309	GRAINGER	871012852 - INFRARED THERMOMETER, HAND C	149.31
04/22/2020	44310	COUNTY OF LEELANAU	POLICE JAN 2020, PERS \$3812.37, MILE \$51	15,843.16
04/22/2020	44311	NORTHERN BUILDING SUPPLY, LLC	ACCT VILL0 - CHGS THRU 3/24/2020	37.62
04/22/2020	44312	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354710 DIV 001, MAY 2020 PREM	323.41
04/22/2020	44313	DANBROOK ADAMS RAYMOND	ACCT 545 - EMPLOYEE HANDBOOK REVIEW - PE	5,400.00
04/22/2020	44314	DEERE & COMPANY	CUST 2117160 - 2020 MODEL TS GATOR, BEDL	6,910.66
04/22/2020	44315	JACK DOHENY COMPANIES INC	CUST SUTT001, DELIVERY OF VACTOR	300.00
04/22/2020	44316	KDP RETIREMENT PLAN SVCS, INC	TPA FEES - 1ST QTR 2020	270.00
04/22/2020	44317	OPERATIONS MANAGEMENT INT	CUST 120525 - ADDT'L COSTS - WWTP AGREEM	7,544.63
04/22/2020	44318	PRIORITY HEALTH	CUST 120525 - WWTP AGREE - APR 2020	13,397.00
04/22/2020	44319	SECURITY SANITATION, INC	GROUP 784340 - MAY 2020 PREMIUM	6,810.15
04/22/2020	44320	STANDARD INSURANCE COMPANY	BAHLE PK - 1 UNIT, THRU 4/21/2020	95.00
04/22/2020	44321	U.P.ENGINEERS & ARCHITECTS, IN	642946 0117 - MAY 2020 PREMIUM	511.51
05/06/2020	44322	CONSUMERS ENERGY	PROJ 17508 - TAP PROJ - THRU 3/28/2020	2,740.00
05/06/2020	44323	CENTURYLINK	SERVICE THRU 4/29/2020 - ALL DEPTS	2,082.18
05/06/2020	44324	CENTURYLINK	300439566 - SER THRU 5/21/2020	584.69
05/06/2020	44325	CENTURYLINK	405593377 - WWTP - SERV TO 5/21/2020	207.25
05/06/2020	44326	CHERRYLAND ELECTRIC	8364410 - 1520 RICHTER RD -TO 04/13	213.12
05/06/2020	44327	DTE ENERGY	SERV THRU 04/15/2020	178.34
05/06/2020	44328	FERGUSONS LAWN EQUIP.	SERV THRU 04/15/2020	580.36
05/06/2020	44329	LEELANAU ENTERPRISE	CUST 7057 - DETHATCHER - PARTS	222.90
05/06/2020	44330	BS&A SOFTWARE	CUST 1217 - COUNCIL PUBS, APRIL 2020	53.70
05/06/2020	44331	DANBROOK ADAMS RAYMOND	CUST SUTTVLGLLE - TAX PROGRAM ANNUAL FEE	395.00
05/06/2020	44332	FLETS& VANDENBRINK ENGINEERING	89115093 - EQUIP RENT THRU APR 19	143.40
05/06/2020	44333	BRUCE BLOCK	ACCT 545.02 - EMPLOYEE DIRECTIVE MATTERS	150.00
05/06/2020	44334	MICHIGAN MUNICIPAL LEAGUE	PROJ 842430 - WATER PER USDA - THRU 3/27	1,252.05
05/06/2020	44335	OLSON, BZDOK & HOWARD, P.C.	REFUND - 2020 MARINA ANNUAL SLIP FEE	1,950.00
05/06/2020	44336	OPERATIONS MANAGEMENT INT	0801119 - 1ST QTR UNEMPLOYMENT 2020	50.62
05/06/2020	44337	WELLS FARGO FINANCIAL LEASING	FILE 6289-00M, GENERAL MATTERS, SHORT-TE	808.50
05/06/2020	44338	CONSUMERS ENERGY	CUST 120525 - WWTP AGREE, MAY 2020	13,397.00
05/12/2020	44340	LESLIE COUTURIER	CUST 1000090171 - COPIER LEASE THRU 05/1	72.92
05/12/2020	44341	SHAR FAY	STREET, TRAF & AREA LIGHTS - APRIL 2020	1,046.52
05/12/2020	44342	KSS ENTERPRISES	ZONING ADMIN AGREEMENT -MAY, 2020	480.00
05/12/2020	44343	KAL EXCAVATING CO	2020 IMPREST CASH FOR MARINA CASH DRAWER	300.00
05/12/2020	44344	KLOOSTER MACHINERY	CUST SUTTO140 - MOP HANDLES, SPRAYERS, E	804.15
05/12/2020	44345	JANET ROSE	REPAIR WATER SERVICE - VILL OFC -4/20/20	1,630.06
05/12/2020	44346	MR CLEAN	CUST SUTTO BAY - JD EXTEN KIT-MARINA	428.30
05/12/2020	44347	NEW PIG	10 NON-MED COTTON FACE MASKS - MARINA	60.00
05/12/2020	44348	TRAPPER RON'S	OFC AND MTG ROOM CLEANING - APRIL, 2020	410.00
05/12/2020	44349		CUST 4848674 - ABSORBANT MATS, ETC -MARI	372.96
			BEAVER TRAP/REMOVE - ELM & HERMAN	400.00
Total Paper Check:				92,374.24

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2020- 26	
Prepared:	May 13, 2020	Pages:	1 of 1
Meeting:	May 18, 2020	Attachments:	<input type="checkbox"/>
Subject:	Personnel Policy Manual		

**PURPOSE**

To consider adoption of the 2020 Personnel Policy Manual.

**OVERVIEW**

It appears that the personnel policy has been an ongoing task for the past few years. To date, only a portion of the manual has been approved by the Village Council and acknowledged by Staff. The manual was an item the Village Council and Staff considered a high priority. The document has been drafted by our attorney, reviewed by Staff, and recommended by the Administrative Committee to be before the Village Council for introduction and if deemed appropriate, adoption.

**REQUESTED ACTION**

If the Village Council is comfortable with the document, a motion for consideration has been provided below:

MOTION TO ADOPT the 2020 Personnel Policy Manual as written and presented.

If the Village Council would like to postpone action on the 2020 Personnel Policy Manual then no action is required.



		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2020- 27	
Prepared:	May 13, 2020	Pages:	1 of 1
Meeting:	May 18, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Local Government Approval for On Premise Tasting Room		

PURPOSE

To review and consider a request made by Hop Lot, LLC, for 650 S. West Bay Shore Drive for an On-Premise Tasting Room Permit.

OVERVIEW

A request has been made by Hop Lot, LLC to review and consider the attached Resolution. The State of Michigan requires government agencies to adopt a resolution for a recommendation from the local legislative body on applications associated with a premise requesting to distill and/or serve alcohol. The applicant is requesting consideration of a small distillery license at the above-mentioned property location. The process requires any municipality to first determine if the use is permitted, which is the step before you. The Applicant will then be required to apply to the State before moving forward. Once that step has been exhausted, the Applicant will then be required to apply for a Special Use Permit from the Village, followed by a land use permit and review by all agencies within the jurisdiction.

As you can see, this is not an efficient process but one determined by the State to protect the businesses, residents and municipalities. Staff has reviewed the Village Zoning Ordinance and has determined that the request before the Village Council is permitted by the zoning ordinance. This does not in any way influence the Special Use requirements.

REQUESTED ACTION

MOTION TO RECOMMEND THAT THE APPLICATION 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.



**Local Government Approval For On-Premises Tasting Room Permit**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
the following resolution was offered: (date) (time)  
Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
that the application from \_\_\_\_\_ HOP LOT, LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: 650 S. West Bay Shore Drive, Suttons Bay

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_  
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_ (township, city, village)  
(regular or special) (date)

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

**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

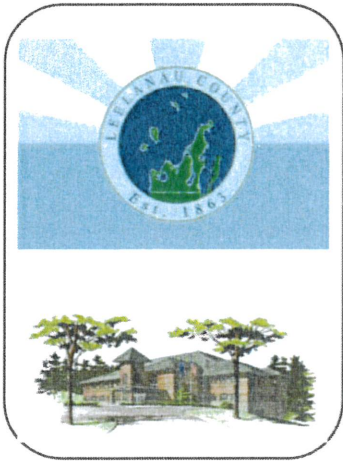
Attached please find a cover memo, and Interlocal Agreement regarding a November 2020 ballot question for recycling. (Please forward to other Council members as I don't have all of their emails.)

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**

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2020- 28	
Prepared:	May 13, 2020	Pages:	1 of 1
Meeting:	May 18, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Library Board of Trustee Appointment		

PURPOSE

To consider a request by the Suttons Bay / Bingham District Library Board.

OVERVIEW

The Village Council has received a request and recommendation to re-appoint Sue Gentges to the Suttons Bay / Bingham District Library Board of Trustees.

REQUESTED ACTION

If the Village Council is comfortable with the recommendation, a motion for consideration is as follows:

**MOTION TO** concur with Suttons Bay / Bingham District Library Board of Trustees to re-appoint Sue Gentges for a term ending May 2024.

**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



May 1, 2020

Mr. Rob Larrea  
Village Manager  
Village of Suttons Bay

Re: Easement

Dear Mr. Larrea,

Thank you for your correspondence. We are well, as I hope you and your family are.

This letter is giving you permission to proceed with creating and maintaining the easement in front our house (420 Broadway St.) We are looking forward to drier days, as I'm sure other Broadway residents are also:)

Thank you for keeping us informed.

Sincerely,

  
Gerald Stayman

  
Cynthia Stayman