



VILLAGE OF SUTTONS BAY  
Village Council Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
REGULAR MEETING  
Monday July 18, 2022 5:30 p.m.  
Agenda

There will also be a Zoom link (which can be found on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)) for remote attendance for those members of the public wishing to participate.

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes -June 20, 2022
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
  - a. MSU Extension-Jared Pontius Master Citizen Planner
6. Unfinished Business
  - None
7. New Business
  - a. Proposal for Water Reliability Study
  - b. Work Plan
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](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF JUNE 20, 2022

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

Present: Bahle, Case, Christensen, Long, Lutke, Smith and Suppes  
Staff present: Fay, Larrea and Petroskey

Consent Agenda

Case moved, Bahle seconded, CARRIED, to approve the consent agenda as presented. The Village Council meeting minutes of May 16, 2022, are approved. The payment of invoices is approved. Council accepted the 2021 FYE Audit as presented.  
Ayes: 7, No: 0.

Agenda Approval

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

Public Comment/Written Communications

Written public comments were received from Beau Webb, Jackie Freeman, Steven Morency (Port Sutton Community Board of Representatives), and Gary and Lee Cheadle. The written comments can be found in this meeting packet. Public comments were heard from Bill Crackel, Larry Mawby, Lois Bahle, Kirk Moll, Pat Yoder, Sharon Sutterfield, Kate Thornhill, Ron Cruickshank and Sue Chapman.

VSF Report 2022-37 Harbor Heights PUD Amendment

Bahle moved, Suppes seconded, CARRIED, that the Findings of Facts for Harbor Heights AMENDMENT 2022-01, as attached to Report 2022-37 and being made a part of this motion, be adopted. Ayes: 7, No: 0.

Bahle moved, Suppes seconded, CARRIED, that PUD Amendment 2022-01 and also known as Harbor Heights, be approved, subject to the following conditions:  
Ayes: 6, No: 1.

1. All current copies of agency reviews and approvals be provided to the Village.
2. All current fees and expenses charged to the Applicant, shall be paid prior to the PUD amendment becoming effective.
3. Copies of all recorded easements will be provided to the Village, as required.
4. Engineered plans be reviewed and approved by the Village engineer for compliance.
5. Two (2) sets of 24x36 sealed plan sets and two (2) 11x17 copies and one electronic copy be provided to the Village office for permitting.
6. Staff will prepare a Report and Decision Order agreement within 10 days of Village Councils decision for signature, notarization and filing with the Leelanau County Register of Deeds.
7. All required escrows shall be in place prior to the commencement of the project.
8. All infrastructure fees shall be paid prior to the commencement of the project.
9. Land Use Permits for units 1-32 shall not be issued until all infrastructure is installed, inspected, connected and approved by the Village.
10. All roadways, easements, or otherwise that will be affected by the installation of utilities shall be replaced and/or repaired to their original state prior to the issuance of land use permits for units 1-32 or within an agreed upon time.
11. Duester Road shall remain open as to provide access to Duester Park and the DPW maintenance barn.
  - a. Temporary closure of Duester Road may be considered for a limited time provided it is agreed upon in writing.
12. The Duester Park parking area is a recreational parking lot and shall not to be used to support the construction of the project including: staging of equipment, parking or maneuvering of construction vehicles, storage of infrastructure or otherwise, unless a written agreement is in place.

#### VSB Report 2023-41 Short Term Rental Moratorium

Bahle moved, Case seconded, FAILED, to adopt Ordinance #24 as amended, amending Section 1. Moratorium Period to read 90 days from the effective date of this ordinance instead of 180 days, and with additional language stating, "This moratorium shall not apply to any applications complete and properly filed before the date of publication", with an affirmative unanimous roll call vote. Ayes: 0, No: 7.

Long moved, Smith seconded, CARRIED, to adopt Ordinance #24 with the following amendments: Section 1. Moratorium Period to read 90 days instead of 180 days, and adding language to Section 2., "This moratorium shall not apply to any applications that have been filed prior to 5:00 p.m. today", with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

#### VSB Report 2022-38 ADU Amendment

Long moved, Smith seconded, CARRIED, to table this agenda item until such time as the Short-Term Rental Ordinance has been addressed. Ayes: 7, No: 0.

VSF Report 2022-35 FV Contract – Three Way Stop

Bahle moved, Smith seconded, CARRIED, that the Village Council authorize the Manager to enter into the agreement as presented with Fleis & Vandenbrink, for the amount of \$6,000. Ayes: 6, No: 1.

VSF Report 2022-39 Waterwheel Park Engineering Proposal

Bahle moved, Case seconded, CARRIED, to approve the proposal from MACHIN Engineering in the amount of \$15,000. Ayes: 7, No: 0.

Special Committee Reports/Staff Reports

A Zoning Administrator report was received from Leslie Couturier and can be found in this meeting packet.

Larrea stated he will email to Council his updated work plan in the next few days.

Good of the Order

Smith asked for clarification of the decision to keep the street lights on Broadway Street on for safety reasons.

Case stated the rain gardens need attention and that the DPW department was doing an excellent job. He stated the service panel at Marina Park needs attended too. Case asked for a timeline on Waterwheel Park.

Long appreciates that Council can disagree and that it does not become personal, from a resident perspective as well as a governmental body perspective.

Public comment

Public comments were received from Bill Crackel, Lois Bahle, Kirk Moll, Pat Yoder, Judy Yoder, Sharon Sutterfield, and a written comment from Larry Mawby read by the Clerk.

The meeting adjourned at 7:15 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
06/17/2022	45893	LESLIE COUTURIER	ZONING ADMIN AGREE - 2021 ADDT'L DUE	180.00
06/22/2022	18651 (E)	AMAZON	16 IN DIAMOND CONCRETE BLADE	119.95
06/22/2022	18652 (E)	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354 0001-JULY 2022 PREMIUM	373.29
06/22/2022	18653 (E)	CHARTER COMMUNICATIONS	420 FRONT STREET JUNE/JULY 2022	295.94
06/22/2022	18654 (E)	VISION SERVICE PLAN	ACCT# 30 017164 001 JUNE PREMIUM	205.06
06/22/2022	18655 (E)	VISION SERVICE PLAN	ACCT# 30 017164 001 JULY PREMIUM	205.06
06/22/2022	45894	DC COLLECTIVE GROCER	OFFICE SUPPLIES	26.03
06/22/2022	45895	DTE ENERGY	JUNE 2022-VARIOUS ACCOUNTS	96.72
06/22/2022	45896	FERGUSONS LAWN EQUIP.	24 @ 2.5 GAL SYNTH MIX	138.96
06/22/2022	45897	BAYSHORE OIL & PROPANE	REC 90 1067 @ 5.16 PER GAL	12,404.63
06/22/2022	45898	BRITTANY MECHANICAL	TOILET/FAUCETS MARINA BATH HOUSE	3,584.00
06/22/2022	45899	BUNEKS HARDWARE	25 ML 5 MIN EPOXY	5.39
06/22/2022	45900	DANBROOK ADAMS RAYMOND	LEGAL SERVICES	450.00
06/22/2022	45901	LAUTNER IRRIGATION, INC.	ACCT# V5200 TORO T5 ROTOR	721.94
06/22/2022	45902	MICHIGAN ASSOCIATION OF PLANNING	MAP PLANNING CONFERENCE	435.00
06/22/2022	45903	GARDEN GOODS	PERINNIALS/ANNUALS/DELIVERY	1,116.64
06/22/2022	45904	GARDEN GOODS	RED PONTE RED/CRIMSON KING MAPLES	2,124.91
06/22/2022	45905	MOSES WINDOW CLEANING	OUTSIDE/INSIDE WINDOW CLEANING	375.00
06/22/2022	45906	INTEGRITY BUSINESS SOLUTIONS	TONER CARTRIDGE	286.83
06/22/2022	45907	SECURITY SANITATION, INC	PORTA JOHN RENTALS MARINA	1,240.00
06/22/2022	45908	SOS ANALYTICAL	ROUTINE TESTING	1,140.00
06/24/2022	18656 (E)	CHARTER COMMUNICATIONS	ACCT#38245121220023735 JUNE 2022 665 N FR	159.96
06/24/2022	18657 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220017471 JUNE 2022 326 FRO	255.96
06/24/2022	45909	DTE ENERGY	VARIOUS ACCOUNTS JUNE 2022	402.56
06/24/2022	45910	GOOD NATURE GARDENS, INC	GENERAL MAINTENANCE-JUNE 2022	65.00
06/24/2022	45911	R W MERCER CO	REPLACED CAPACITOR	818.56
06/24/2022	45912	NORTHWOODS PRINTERS, LLC	LASER CHECKS-TAX ACCOUNT	178.85
06/24/2022	45913	PRIORITY HEALTH	GROUP 784340 S001, JULY PREMIUM	7,999.86
06/24/2022	45914	SECURITY SANITATION, INC	PORTA JOHN RENTAL-BAHLE PARK JUNE 2022	110.00
06/24/2022	45915	SIGNPLICITY	VEHICLE GRAPHICS	290.00
06/24/2022	45916	USABUEBOOK	CUST# 820127 N-DEX FREE GLOVES	550.52
06/24/2022	45917	WELLS FARGO FINANCIAL LEASING	ACCT#6030214439 COPIER LEASE	72.92
06/28/2022	18658 (E)	ADOBE	MANGER SOFTWARE JULY	15.89
06/28/2022	18659 (E)	AMAZON	COFFEE MAKER/FILTER BASKET	47.98
06/28/2022	18660 (E)	AMAZON	OFFICE SUPPLIES BIC PENS	12.00
06/28/2022	18661 (E)	CHARTER COMMUNICATIONS	ACCT# 146 S SHORE	142.96
06/28/2022	18662 (E)	FIFTH THIRD BANK	JUNE 2022 BANK FEES	190.09
06/28/2022	18663 (E)	MOBI-MAT	5 FT MOBI MAT	4,219.16
06/28/2022	45918	GRAINGER	ACCT#871012852	43.38
06/28/2022	45919	AT&T MOBILITY	ACCT#287304252169 JUNE 2022	520.68
06/28/2022	45920	BAYSHORE OIL & PROPANE	660.2 REC 90 @ 5.16 GAL	9,250.67
06/28/2022	45921	BAY MASONRY, LLC	PREP/REMOVE/INSTALL DOOR JAMB	1,600.00
06/28/2022	45922	STANDARD INSURANCE COMPANY	642946 0117 JULY 2022 PREMIUM	502.67
06/28/2022	45923	SUMMIT COMPANIES	CUSTID TUTTONS12-ANNUAL MAINTENANCE	804.83
06/28/2022	45924	THREADS	CUSTOM LOGO SHIRTS -DPW	240.00
06/29/2022	45925	ROBERTO LARREA	REIMB: CONF LODGING, MEAL & MILEAGE	304.48
07/06/2022	18664 (E)	AMAZON	SHARP EL 1801V INK ROLLERS	8.95
07/06/2022	18665 (E)	STATE OF MICHIGAN - TREASURY	MAY 2022 GAS SALES TAX PAID JUNE 2022	579.59
07/06/2022	45926	CENTURYLINK	ACCT# 405593377 JUNE 2022	224.97
07/06/2022	45927	CENTURYLINK	ACCT# 300439566 JUNE 2022	653.94
07/06/2022	45928	ART'S AUTO AND TRUCK PARTS INC	FILTERS/OIL	22.11
07/06/2022	45929	NORTHERN BUILDING SUPPLY, LLC	VILLO VARIOUS DEPARTMENTS	2,012.89
07/06/2022	45930	BADGER METER INC	BEACON HOSTING 604 UNITS	72.36
07/06/2022	45931	BAYSHORE OIL & PROPANE	1055.6 REC 90 @ 5.05	20,992.34
07/06/2022	45932	THE COPY SHOP	POSTCARDS-MASTER PLAN 2022	64.00
07/06/2022	45933	JIM DEMOULPIED	ALLEY BRINE	550.00
07/06/2022	45934	ELMER'S	LINCOLN STREET PAVING AREA 1	48,285.00

Check Date	Check	Vendor Name	Description	Amount
07/06/2022	45935	GIFFELS WEBSTER	PLANNING SERV 2 OF 6	3,812.50
07/06/2022	45936	GOURDIE-FRASER INC	S/W ORDINANCE REVIEW UPDATE	619.50
07/06/2022	45937	KSS ENTERPRISES	CUST # SB DPW PARK SUPPLIES	234.51
07/06/2022	45938	KAL EXCAVATING CO	ACCT#VIL8000 3 YARDS BARK MULCH	99.00
07/06/2022	45939	GARDEN GOODS	DEWITT DEW RIG-TREE WATERING	107.96
07/06/2022	45940	MR CLEAN	CLEANING SERVICE MAY 2022	340.00
07/06/2022	45941	NEW PIC	CUST# 4848674	374.37
07/06/2022	45942	NORTHWOODS PRINTERS, LLC	LASER AP CHECKS	213.19
07/06/2022	45943	HIGHLAND PRODUCTS GROUP	BIKE REPAIR STAND	2,033.00
07/06/2022	45944	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES-CLR SLEEVES	14.76
07/06/2022	45945	LEELANAU CTY ROAD COMMISSION	UNLEADED/DIESEL THRU JUNE 30, 2022	1,715.52
07/06/2022	45946	SIC METER, LLC	BADGER METERS	1,891.61
07/06/2022	45947	WINDENMULLER	WWTPL PLC UPGRADES	1,891.61
07/06/2022	45948	SIC METER, LLC	METER/WALL COVERS/DIALS	3,960.60
07/12/2022	18666(E)	BLUE CROSS BLUE SHIELD OF MICH	GR 0070153540001 AUG 2022 PREMIUM	1,819.61
07/12/2022	18667(E)	PITNEY BOWES - PURCHASE POWER	ACCT#8000909002229933 JUNE USAGE	373.29
07/13/2022	45949	CONSUMERS ENERGY	MULTIPLE ACCTS JUNE 2022	648.13
07/13/2022	45950	LEELANAU ENTERPRISE	PUBLICATION-LEGAL ORDINANCE 24	4,377.29
07/13/2022	45951	ABSOLUTE BUILDING SOLUTIONS	SOUND PANEL INSTALLATION	166.65
07/13/2022	45952	BAYSHORE OIL & PROPANE	1659 GAL REC 90 @ 4.94 PER GAL	1,950.00
07/13/2022	45953	DANBROOK ADAMS RAYMOND	SERVICES THROUGH JUNE	25,274.61
07/13/2022	45954	HERMAN BROTHERS' LAWN CARE	CONTRACTUAL LAWN SERVICE	325.00
07/13/2022	45955	THE HOME CITY ICE COMPANY	CUST# 140 7LB BAGS	865.00
07/13/2022	45956	KDP RETIREMENT PLAN SVCS, INC	2ND QTR ADMIN FEES	242.50
07/13/2022	45957	KWIK PRINT	8.5 X 11 LAMINATED SIGNS	270.00
07/13/2022	45958	LAUTNER IRRIGATION, INC.	ACCT# V5200 PARK IRRIGATION SUPPLIES/CRE	30.00
07/13/2022	45959	MICHIGAN PIPE & VALVE	CUST # 0001710 SUPPLIES	290.57
07/13/2022	45960	JACOBS ENGINEERING GROUP, INC	PROJ # 404723.13 SERV AGREE JULY 2022	65.25
07/13/2022	45961	JACOBS ENGINEERING GROUP, INC	PROJ# 404723.13 SERV AGR AUGUST 2022	14,437.83
07/13/2022	45962	INTEGRITY BUSINESS SOLUTIONS	ACCT# 957380 OFFICE SUPPLIES	14,437.83
07/13/2022	45963	VALLEY CITY LINEN	JUNE 2022	27.96
07/13/2022	45964	VREDEVELD HAEFNER LLC	SERV THROUGH JUNE 2022 ACT 51 RPT	125.00
<b>GEN TOTALS:</b>				<b>400.00</b>
Total of 89 Checks:				209,333.52
Less 1 Void Checks:				1,891.61
Total of 88 Disbursements:				207,441.91
<b>Bank TAX2 STATE SAVINGS BANK</b>				
07/07/2022	100	VILLAGE OF SUTTONS BAY	TRANS SSB TO 5/3, TAX BATCH 220001	13,611.22
07/07/2022	101	VILLAGE OF SUTTONS BAY	TRANS SSB TO 5/3, TAX BATCH 220002	11,284.43
07/12/2022	102	VILLAGE OF SUTTONS BAY	TRANS SSB TAX ACCT TO 5/3 - BATCH 220003	35,430.85
<b>TAX2 TOTALS:</b>				
Total of 3 Checks:				60,326.50
Less 0 Void Checks:				0.00
Total of 3 Disbursements:				60,326.50
<b>REPORT TOTALS:</b>				
Total of 92 Checks:				269,660.02
Less 1 Void Checks:				1,891.61
Total of 91 Disbursements:				267,768.41

July 12, 2022

Shar Fay, Clerk  
Village of Suttons Bay  
420 N. Front St.  
P.O. Box 395  
Suttons Bay, MI 49682

Dear Clerk Fay and Village Council,

Please help us in congratulating Jared Pontius on his successful completion of the Michigan State University Extension Master Citizen Planner (MCP) credential. This is an important professional development milestone and it demonstrates a commitment to serve the Suttons Bay community.

To earn the MCP credential, individuals must complete 18-hours of training, pass an exam, and complete a capstone project that shares the knowledge gained from the Citizen Planner course with the community. In order to maintain the MCP credential, Jared will be invited to invest six hours per year to further their planning and zoning knowledge. MCP hours can be earned from MSU Extension or several other partners including MTA, MML, and Michigan Association of Planning (MAP).

We truly value your community's investment in training. Serving the public is both nuanced and technical. Adequate training for your appointed and elected officials lowers legal risk and provides knowledge to make better decisions. Please feel free to contact us at any time if you have educational needs on related topics.

Thank you again, and congratulations to Jared on the successful completion of the Master Citizen Planner credential!

Sincerely,



Mary Reilly, AICP  
Government and Community Vitality Educator  
Michigan State University Extension  
[reillym8@msu.edu](mailto:reillym8@msu.edu)


cc: Jared Pontius



**MSU EXTENSION**

Manistee County  
395 Third Street,  
Manistee, MI 49660

(231) 889-4277  
[msue.msu.edu](http://msue.msu.edu)

		<b>DEPARTMENT OF PUBLIC WORKS</b>	
		<b>REPORT DPW -2022- 05</b>	
Prepared:	July 13, 2022	Pages:	1 of 3
Meeting:	July 18, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposal for Village Water Reliability Study		

**PURPOSE**

For council to consider attached proposal to update water reliability study.

**OVERVIEW**

The Suttons Bay Village water reliability study was last completed in 2017. Every five (5) years Michigan Department of Environment, Great Lakes, and Energy (EGLE) requires this study to be completed. The water reliability study falls under the requirements of the Michigan Safe Drinking Water Act 399.

This study evaluates the current condition, production, demand, and any deficiencies if identified.

**ACTION REQUESTED**

MOTION THAT: The Village Council authorizes DPW Director to enter into the attached agreement as presented.





June 8, 2022

Via Email: [dpwdirector@suttonsbayvillage.org](mailto:dpwdirector@suttonsbayvillage.org)

Mr. David Miller, DPW Director  
Village of Suttons Bay  
P.O. Box 395  
420 Front Street  
Suttons Bay, MI 49682

**RE: Proposal to Update Village Water Reliability Study and General Plan 2022**

Dear David,

Thank you for the opportunity to provide a proposal for professional services to update the Village Water System Reliability Study and General Plan. F&V completed the Village’s previous Water Reliability Studies in 2011 and 2017 and we know the Village water system well. F&V has a proven track record of accurate cost and water use projections and provides a highly usable report that the Village can utilize for water system analysis and planning. We will provide useful, prioritized lists of recommendations with realistic budgets. We will identify which tasks should be completed in the 5-year and 20-year planning periods.

We have prepared a work plan and budget for Village consideration. As you are aware, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requires a water system reliability study every five (5) years to satisfy the requirements of Act 399. A water reliability study evaluates your system’s supply, storage and distribution to ensure a continuous and ample supply of water. A water reliability study will also identify and document deficiencies in the Village’s current water system and develop recommendations to plan, budget and prioritize future capital improvements required for the water system.

To complete the study, we will need the Village to provide well pumping records and customer usage records. We will use the water system model that was created for the previous study, and update with any improvements made by the Village since 2017.

We propose to complete the water reliability study, for a lump sum fee. A fee breakdown of the major tasks is as follows:

Water Reliability Study	
Task	Budget
Hydraulic Analysis Update	\$4,200
General Water System Report Update	\$300
Capital Improvements Plan Update	\$300
<b>Total</b>	<b>\$4,800</b>

603 Bay Street, First Floor  
Traverse City, MI 49684  
P: 231.932.8600  
F: 231.932.8700  
[www.fveng.com](http://www.fveng.com)

Not included in the above pricing is field flow testing of hydrants. Hydrant flow testing is performed to verify calibration of the water system model. Since our existing water system model for the Village was calibrated during the last study, it may not be necessary to perform hydrant flow testing. If the Village has performed major water system improvements that would cause significant changes to the flow characteristics of the water system, it may be a good idea to perform hydrant flow testing and re-calibrate the water system model. F&V can perform hydrant flow testing for an additional \$1,750.

We look forward to working with you on this project. If there are any questions, please feel free to call us at (231) 932-8600.

Sincerely,

FLEIS & VANDENBRINK



Ken Mlcek, P. E.  
Project Manager



Brian D. Rowley, P.E.  
Manager, Traverse City

Enclosures

**WORK AUTHORIZATION**

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Additional Services for the Village of Suttons Bay as detailed in this letter dated June 8, 2022 and authorized under the existing agreement with F&V to provide Professional Engineering services to the Village dated October 9, 2019.

By \_\_\_\_\_

Date \_\_\_\_\_