



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
June 17, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes-May 20, 2024 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. VSB-2024 32 Accept the 2023 FYE Audit
 - b. VSB-2024-31 Jefferson Hills Private Road Request
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 REGULAR MEETING
MINUTES OF MAY 20, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes and Yoder
Staff present: Fay, Larrea, and Deputy John Donohue

Consent Agenda

Lutke moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The April 15, 2024 Village Council meeting minutes are approved. The payment of invoices is approved.
Ayes: 7, No: 0.

Agenda approval

Lutke requested an amendment to the agenda, adding a Planning Commission and a Zoning Board of Appeals appointment for consideration as Item 7g.
Bahle moved, Christensen seconded, CARRIED, to approve the request to amend the agenda.
Ayes: 7, No: 0.
Yoder moved, Suppes seconded, CARRIED, to approve the amended agenda as presented.
Ayes: 7, No: 0.

Public comment

Matt Marske, President of the Homeowners Association of Jefferson Street, commented on the services provided/not provided to residents of Jefferson Street.

Written public comment was received from Inland Seas regarding a dumpster that Boones has on village right of way adjacent to land owned by Inland Seas.

Written public comment was received from the County of Leelanau regarding a tentative E911 Service Plan.

Appointment of Library Board Member

Yoder moved, Case seconded, CARRIED, to approve the appointment of Mary Jo Cartright to serve as Trustee on the SBDL Board of directors for a four-year term. Ayes: 7, No: 0.

VS-B-2024-27 Electronic Lock Proposals

Case moved, Smith seconded, CARRIED, to approve the proposals by EPS to upgrade the entry system at the Village Hall and the DPW buildings in the amount of \$5,600 and \$4,800 respectively. Ayes: 7, No: 0.

VSB-2024-28 Machin Engineering Proposal-Pedestrian Crossing

Bahle moved, Case seconded, CARRIED, to accept the proposal from Machin Engineering in the amount of \$9,300.00 to design Phase 2 of an ADA compliant pedestrian connectivity plan at M-22 and Beach Street. Ayes: 7, No: 0.

VSB-2024-29 Ordinance No. 28 Trailer Parking and Abandonment

Yoder moved, Smith seconded, CARRIED, that Village of Suttons Bay Ordinance #28 Trailer Parking and Abandonment, regulating the storing and abandonment of unattached trailers on village streets be adopted, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

VSB-2024-26 Fee Schedule Amendment-Resolution

Smith moved, Yoder seconded, CARRIED, to adopt Resolution 4 of 2024 amending Resolution 8 of 2023 to provide for the fee changes identified in Exhibit A, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

VSB-2024-30 Category B Grant Application-Resolution

Smith moved, Yoder seconded, CARRIED, to approve Resolution 5 of 2024 Transportation Economic Development Fund Category B Program, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Village Board appointments

Lutke nominated Debra Smith as Ex-officio to the Planning Commission, and Donna Popke as member of the Zoning Board of Appeals.

Bahle moved, Christensen seconded, CARRIED, to approve the nominations by Lutke, and appoint Debra Smith to the Planning Commission and Donna Popke, a three-year term, to the Zoning Board of Appeals. Ayes: 7, No: 0.

Staff reports

Larrea stated the Village is moving along on projects, and that a final walk through on the Waterwheel Park project is forthcoming.

Good of the Order

Yoder would like the Village to review services provided to residents of Jefferson Street. Larrea will look into services that can be provided.

Case remarked about the quality of work by KAL Excavating at Waterwheel Park further stating the project was way over the top from what he expected.

Bahle asked how Granicus is doing with the short-term rentals. Larrea stated it has been a nightmare. An update will be provided at the next meeting.

Christensen thanked the Manager and staff on obtaining grants and further agrees with comments from Case on the Waterwheel project.

Smith asked about the process to update the Manager's contract as it relates to spending limits. Larrea stated a proposed amended Manager's ordinance will be brought before the Administration Committee. She further requested that the Village look into automating and updating the payment process for both taxes and water/sewer payments. Larrea stated information will be obtained and provided.

Public comment

Fay stated her last day as Village Clerk will be May 31st.

The meeting adjourned at 6:15 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
05/10/2024	19165(E)	CONSUMERS ENERGY	MULTIPLE INVOICES MAY 2024	3,774.35
05/10/2024	19166(E)	AMAZON	WHITE PAINT PENS	6.99
05/10/2024	19167(E)	AMAZON	DEWALT MITRE SAW/SCRUB BRUSH/DOG BAGS	349.94
05/10/2024	19168(E)	AMAZON	13 PACK TRIGGER SPRAY NOZZELS	22.99
05/10/2024	19169(E)	AMAZON	BATHROOM JANITORIAL PERSONAL DISPENSERS	22.49
05/10/2024	19170(E)	AMAZON	LAMINATOR/THERMAL LAMINATING PAPER/ERASE	91.96
05/10/2024	19171(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS APRIL 2024	488.75
05/10/2024	19172(E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 N FRONT STREET	139.99
05/10/2024	19173(E)	GFL ENVIRONMENTAL	1520 RICHTER ROAD MAY 2024	319.47
05/10/2024	19174(E)	GFL ENVIRONMENTAL	326 FRONT STREET MAY 2024	516.29
05/10/2024	19175(E)	ICHAT	ICHAT-SEARCH	10.00
05/10/2024	19176(E)	PRIORITY HEALTH	GROUP 784340 2024 MAY 2024 PREMIUM	9,949.10
05/10/2024	19177(E)	VISION SERVICE PLAN	ACCT# 30017164 001 MAY 2024	200.77
05/14/2024	19178(E)	CHERRYLAND ELECTRIC	ACCT# 8364410 1522 RICHTER ROAD	216.08
05/14/2024	19179(E)	BARN OWL TECH	CAMERA/DATA BAHLE PARK	38.96
05/14/2024	19180(E)	CUSTOM INK	MARINA CUSTOM TSHIRTS	735.56
05/14/2024	19181(E)	ICHAT	MARINA EMPLOYEE BACKGROUND	10.00
05/14/2024	19182(E)	PITNEY BOWES	2ND QTR LEASE POSTAGE METER	140.10
05/14/2024	19183(E)	PITNEY BOWES - PURCHASE POWER	POSTAGE EXPENSE APRIL 2024	545.83
05/14/2024	19184(E)	FIFTH THIRD BANK	BANK FEES MAY 2024	189.58
05/14/2024	47185	GEI CONSULTANTS	PROJ# 2304965-WATERWHEEL STREAM RESTORAT	12,838.69
05/14/2024	47186	KSS ENTERPRISES	3 MIL 38X65 BAGS	702.00
05/14/2024	47187	JACOBS ENGINEERING GROUP, INC	CUST# 120525 PROJ# 40472315,15 MAY 2024	17,020.83
05/14/2024	47188	JACOBS ENGINEERING GROUP, INC	OUT OF SCOPE/NPDES PERMIT RENEWAL	1,725.64
05/14/2024	47189	INTEGRITY BUSINESS SOLUTIONS	MARINA OFFICE SUPPLIES	181.40
05/14/2024	47190	SECURITY SANITATION, INC	PORTA JOHN BAHLE APRIL 2024	120.00
05/14/2024	47191	SOS ANALYTICAL	ROUTINE BACTI/SEASONAL TURN ON	200.00
05/14/2024	47192	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES APRIL 2024	1,566.00
05/24/2024	19185(E)	DTE ENERGY	MULTIPLE ACCOUNTS MAY	806.62
05/24/2024	19186(E)	AMAZON	MARINA OPERATING SUPPLIES	69.57
05/24/2024	19187(E)	AMAZON	MARINA OPERATING SUPPLIES	209.74
05/24/2024	19188(E)	AMAZON	BD VACUUM-MARINA OPERATING	175.99
05/24/2024	19189(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE APRIL 2024	674.83
05/24/2024	19190(E)	BRIGHTSPEED	1522 RICHTER APRIL 2024	208.89
05/24/2024	19191(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM JUNE 2024	487.96
05/24/2024	19192(E)	ICHAT	EMPLOYMENT BACKGROUND CHECK	10.00
05/24/2024	19193(E)	MICHIGAN MUNICIPAL EXECUTIVES	2024 MME SUMMER WORKSHOP	300.00
05/24/2024	19194(E)	OFFICE DEPOT	10 CARTONS PAPER	429.90
05/24/2024	19195(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 1522 RICHTER MAY 2024	129.98
05/24/2024	47193	DC COLLECTIVE GROCER	OFFICE SUPPLIES	24.95
05/24/2024	47194	BAYSHORE OIL & PROPANE	1240 GAL REC 90 @3.92	5,687.88
05/24/2024	47195	BUNEKS HARDWARE	TOILET SEAT /FOGGER	37.48
05/24/2024	47196	FLEIS& VANDENBRINK ENGINEERING	PROFESSIONAL SERVICES THRU APRIL 2024	8,160.00
05/24/2024	47197	KAL EXCAVATING CO	JOB# 7536 SSH CULVERT/DITCHING/RESTORATI	23,730.00
05/24/2024	47198	PETER DION	REFUND FOR TRANSIENT RESERVATION	447.00
05/24/2024	47199	INTEGRITY BUSINESS SOLUTIONS	2" BINDER-OFFICE SUPPLIES	5.49
05/24/2024	47200	PLANT MASTERS	MARINA LANDSCAPE/GROUNDS	105.92
05/24/2024	47201	PURE WATER WORKS	MONTHLY COOLER RENTAL	34.00
05/24/2024	47202	SIGNPLICITY	PROOFS/SIGNS/CUT	600.00
05/24/2024	47203	STANDARD INSURANCE COMPANY	642946 0117 JUNE 2024 PREMIUM	450.40
05/24/2024	47204	SUNSET TREE REMOVAL	(6) TREE REMOVAL	5,400.00
05/24/2024	47205	TKS SECURITY	BLINK CAMERA/LICENSE/INSTALLATION	1,630.00
05/24/2024	47206	USABLUEBOOK	NITRILE GLOVES/DURACELL AA	299.40
05/29/2024	19196(E)	ADOBE	MNGR SOFTWARE	21.19
05/29/2024	19197(E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 FRONT STREET	159.98
05/29/2024	19198(E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT STREET	119.98
05/29/2024	19199(E)	NEST LABS	MARINA NEST ANNUAL SUBSCRIPTION/VIDEO HI	320.00


Check Date	Check	Vendor Name	Description	Amount
05/31/2024	19200(E)	AMAZON	10 BX BLACK GLOVES XIARGE	99.90
05/31/2024	19201(E)	AMAZON	MASON LINE/LED BULBS MARINA	41.33
05/31/2024	19202(E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 FRONT	139.99
05/31/2024	19203(E)	VISTON SERVICE PLAN	ACCT#30017164 MONTHLY PREMIUM	200.77
05/31/2024	19204(E)	WELLS FARGO FINANCIAL LEASING	CONT# 60302144390000 COPIER LEASE	72.92
05/31/2024	19205(E)	NEST LABS	NEST AWARE ANNUAL SUBSCRIPTION	50.00
06/03/2024	47207	OUTSIDE EDGE CONCRETE CONSTRUCTION	SIDEWALK- SUTTON PARK 4" AND 12' CIRCLE	0.00
06/03/2024	47208	OUTSIDE EDGE CONCRETE CONSTRUCTION	SIDEWALK- SUTTON PARK 4" AND 12' CIRCLE	21,642.00
06/06/2024	19206(E)	STATE OF MICHIGAN - TREASURY	SALES TAX MARINA FUEL MAY 2024	42.83
06/06/2024	47209	BRAMER AUTO SUPPLY	WATERING TANK PARTS	83.95
06/06/2024	47210	GRAINGER	CUST# 871012852 PARKS	104.36
06/06/2024	47211	FERGUSONS LAWN EQUIP.	PARTS FOR LAZ60	43.51
06/06/2024	47212	LELIANAU ENTERPRISE	MAY MEETING SYNOPSIS	462.24
06/06/2024	47213	ALL ROOTER, INC	URANAL DRAIN LINE CLEANED	400.90
06/06/2024	47214	BUNEKS HARDWARE	POTTING SOIL MIX	100.92
06/06/2024	47215	DANBROOK ADAMS RAYMOND	EMPLOYMENT MATTERS	884.00
06/06/2024	47216	BRUCE HARPER	TRANSIENT REFUND LESS PROCESS FEE	113.00
06/06/2024	47217	THE HOME CITY ICE COMPANY	145 BAGS @1.90/DELIVERY	293.00
06/06/2024	47218	KAL EXCAVATING CO	20YDS BEACH SAND @35	700.00
06/06/2024	47219	MML WORKERS COMEPENSATION FUND	POLICY # 5002750-24/25 INSTALL 1	1,178.00
06/06/2024	47220	CHRISTOPHER MONTAGUE	TRANSIENT REFUND	104.00
06/06/2024	47221	MR CLEAN	CLEANING SERVICE APRIL 2024	750.00
06/06/2024	47222	MRWA	WHITEFORD TRAINING VAL OPS/MAINTENANCE	725.00
06/06/2024	47223	OUTSIDE EDGE CONCRETE CONSTRUCTION	NORTHERN SIDE WALK EXTENSION	3,000.00
06/06/2024	47224	INTEGRITY BUSINESS SOLUTIONS	WRITE ON DIVIDERS	14.85
06/06/2024	47225	DOROTHY PETROSKEY	OFFICE SUPPLIES	77.92
06/06/2024	47226	PLANT MASTERS	PLANTSS/HERBS/MARINA	135.89
06/06/2024	47227	U.S. POSTAL SERVICE	PO BOX SERVICE FEE	100.00
06/06/2024	47228	PURE WATER WORKS	5 GALS (2)/FUEL CHARGES	28.50
06/06/2024	47229	LELIANAU CITY ROAD COMMISSION	LEADED/UNLEADED FUEL CHARGES	1,338.45
06/06/2024	47230	SECURITY SANITATION, INC	WW PARK PORTA JOHN	780.00
06/06/2024	47231	TRUCK & TRAILER SPECIALTIES	ROLL RITE TARP PARTS	110.08
06/06/2024	47232	WINDEMULLER	INV 2 OF 2 WAS FLOW METER WO#136752	4,751.81
06/11/2024	19207(E)	CONSUMERS ENERGY	MULTIPLE ACCTS JUNE 2024	4,246.03
06/11/2024	19208(E)	AMAZON	DOGGIE BAGS PARKS	110.00
06/11/2024	19209(E)	AMAZON	SELF WRINGING MOPS	99.95
06/11/2024	19210(E)	AMAZON	SAFETY VEST-NEW EMPLOYEE	89.98
06/11/2024	19211(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS MAY 2024	488.49
06/11/2024	19212(E)	BARN OWL TECH	JUNE 2024 MONTHLY FEE	40.21
06/11/2024	19213(E)	GFL ENVIRONMENTAL	ACCT# 002105664 1522 RICHTER ROAD	319.47
06/11/2024	19214(E)	GFL ENVIRONMENTAL	ACCT#002105665 326 FRONT	249.75
06/11/2024	19215(E)	AT EYES ONLY MEDIA	HELP WANTED-THE TICKER	325.00
06/11/2024	19216(E)	PITNEY BOWES - PURCHASE POWER	ACCT# 8000909002229933	603.75
06/11/2024	19217(E)	PRIORITY HEALTH	GROUP 784340 2024 MONTHLY PREMIUM	7,061.14
06/13/2024	47233	BRAMER AUTO SUPPLY	CUST# 8571 EXACTO-BLADES	29.98
06/13/2024	47234	GRAINGER	CUST # 871012852 TOILET KITS	140.57
06/13/2024	47235	ART'S AUTO AND TRUCK PARTS INC	CUST#20090 DEF FLUID	37.50
06/13/2024	47236	AIRGAS USA, LLC	CYLINDER RENTAL	53.16
06/13/2024	47237	BAYSHORE OIL & PROPANE	958 GALS @4.04 + FEES	4,513.13
06/13/2024	47238	DORNBOSS SIGN AND SAFETY, INC	ORDER#11638 NO THRU TRAFFIC SIGNS	62.85
06/13/2024	47239	GEI CONSULTANTS	SB STREAM RESTORATION	26,988.85
06/13/2024	47240	INTEGRITY SOFTWARE SYSTEMS	TECHNICAL SUPPORT MARINA	595.00
06/13/2024	47241	R W MERCER CO	COMPLIANCE TESTING	896.50
06/13/2024	47242	JOHN EMLEY	RESERVATION REFUND DBL ENTRY	141.00
06/13/2024	47243	BEN HURSH	REFUND DEPOSIT BAHLE PARK	100.00
06/13/2024	47244	ROBERT SCHAEER	REFUND OVERPAID LUP APP FEE	50.00
06/13/2024	47245	NORTHPORT BUILDING SPPLY	ACCT# 69602 30 TREATED 2X6X16	491.70
06/13/2024	47246	OLSON & HOWARD, P.C.	PROFESSIONAL SERVICES-WWTP	165.00
06/13/2024	47247	JACOBS ENGINEERING GROUP, INC	PROJ#40472315.15 JULY 2024	17,020.83
06/13/2024	47248	WILLIAM PERKINS	REFUND (3) BWH CANCELLATION/DEPOSIT	400.00

Check Date	Check	Vendor Name	Description	Amount
06/13/2024	47249	PURE WATER WORKS	WATER/DEPOSIT/DELIVERY	37.00
06/13/2024	47250	SECURITY SANITATION, INC	BAHLE PORTA JOHN RENTAL	120.00
06/13/2024	47251	SOS ANALYTICAL	ROUTINE BACTI TEST	100.00
06/13/2024	47252	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES THRU MAY	396.00
06/13/2024	47253	TRAVERSE CITY RECORD-EAGLE, INC	REF# 614549 CLEM2 WANT AD-DPW	166.50
06/13/2024	47254	USABLUBOOK	CUST# 820127 PONY PUMP	459.52
06/13/2024	47255	VREDEVELD HAEFNER LLC	AUDIT 2023 FEES-COMPLETION	1,500.00

GEN TOTALS:

(1 Check Voided)
Total of 123 Disbursements:

209,529.89

		VILLAGE OF SUTTONS BAY REPORT VSB -2024-32	
Prepared:	June 11, 2024	Pages:	1 of 1
Meeting:	June 17,2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2023 Audit		

PURPOSE

To consider adoption of the annual audit as submitted.


STAFF COMMENT

An annual audit has been performed in compliance with State of Michigan law. This audit is required to be accepted and submitted to the State no later than June 30th. As usual, we contracted an independent auditor to perform the audit, and as anticipated, all is in order.

The audit is reflective of our budgeting and anticipated expenditures for 2023. The audit was absent any surprises and did not generate any concerns. Thank you, Lorrie, for all your hard work!

REQUESTED ACTION

MOTION THAT the Village Council accept the 2023 audit as prepared and further THAT the audit be submitted to the State of Michigan.

		VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 31	
Prepared:	June 13, 2024	Pages:	1 of 1
Meeting:	June 17, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Jefferson Hills – Email Communication Incident		

PURPOSE

To address the complaint stated at the May 20th Village Council meeting by residents of the Jefferson Hills subdivision.

OVERVIEW

At the May meeting of the Village Council, select residents of the Jefferson Hills subdivision voiced their displeasure with the fact that their subdivision, which is accessed by a series of private roads, was not being provided curbside leaf pick up.

My understanding is that the frustration began with an informational email regarding leaf pickup that was sent to all residents registered to receive village updates. In receiving notice that curbside leaf pickup was to begin, a member of the Jefferson Hills subdivision raked their leaves curbside to be picked up, which did not occur due to the property being located on a private street. To address the miscommunication, we offered to have the resident place the leaves in bio-bags and we would arrange to have a staff member waiting on the public road to take the leaves. The offer was not accepted.

Private roads are owned by those living on the road, those home owners assume all responsibility for their private roads when they purchase their home, including the maintenance of the roads. The village is not an owner of the private road; therefore, if we accessed these roads, we could be held liable for any damage to the roads that may be caused by our equipment.

CONCLUSION

The above appears to be an isolated incident, therefore, we can surmise that the HOA has been diligent in informing their new members about their curbside service limitations. The use of the informational email is largely praised by our residents as a valuable resource in informing our residents of construction projects, road closures, emergency repairs etc. We will keep the Village Council apprised of any improvements or clarifications made to our informational email and continue to work with our HOA's as we have in the past.