



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
March 18, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes-February 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-2024-11 Public Hearing Marina Master Plan
 - b. DDA Appointment
 - c. VSB-2024-12 Pedestrian Bridge Grant Consideration
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 ST
SUTTONS BAY, MI 49682
VILLAGE COUNCIL REGULAR MEETING
MINUTES OF FEBRUARY 20, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith and Suppes
Absent: Yoder
Staff present: Aylsworth, Fay, and Larrea

Consent Agenda

Bahle moved, Case seconded, CARRIED, to approve the Consent agenda as presented.
The Village Council meeting minutes of December 5, 2023, are approved. The payment of invoices is approved. Ayes: 6, No: 0.

Agenda Approval

Case moved, Smith seconded, CARRIED, to approve the agenda as presented.
Ayes: 6, No: 0.

Public Comment/Communication

Public comments received from Stratton Way residents voicing concerns with safety on Stratton Way. Public comment received from Pat Gaudard and Pete Ostrowski in support of changing Stratton Way to a one-way due to safety concerns. Written public comment received from Janice and Allen Wolfe requesting Stratton Way become a one-way street to the north.

VS-2024-09 Marina Slip Request

It was the consensus of Council to support the decision of the Harbormaster to deny a request from a slip holder to transfer their slip to a family member because the Marina Ordinance does not allow for transfer of slips.

VS-2024-06 Stratton Way Petition

Commissioners discussed the request to change Stratton Way to a one-way and made the following comments:

- Concerns that the Stratton Way residents would not abide by the one-way if it was changed.
- The road is very narrow, substandard in width.
- Consider a traffic safety study.
- Shouldn't not impact anyone except the homeowners if it was changed to a one-way.

- Public comments were valid.
- The change would require additional signage if it is made into a one-way.
- Should it be blocked off? Blocking off would cause concerns with plow trucks and emergency vehicles.
- If the Village changes the street to a one way, will the Village then have to consider the other streets in the Village if requested?
- Residents often park in the street.
- The road is in bad condition.
- Is it legal for the Village to make it a one-way?
- Is there any harm to turning it to a one way?
- If there are signs placed there, will they be enforced?
- Commissioners support the idea of keeping residents safe.

It was the consensus of Council for the Village Manager to pursue options and alternatives with the goal of keeping residents safe. In addition, Council would like to hear comments from the DPW department. The matter will be discussed further at a future meeting.

VSB-2024-08 Proposed Zoning Ordinance Amendments

Bahle moved, Case seconded, CARRIED, to approve the zoning ordinance amendments and adopt Ordinance No. Z-2024-01 (Amendment 12 of 2 of 2018) as recommended by the Planning Commission, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

VSB-2024 Marina Master Plan – Set for Public Hearing

Lutke moved, Suppes seconded, CARRIED, to schedule a public hearing for the next regularly scheduled Village Council meeting on March 18, 2024, to take comments on the proposed 2024 Marina Master Plan. Ayes: 6, No: 0.

Manager Report

Larrea referred to the update on the M-22 Pedestrian Crossing near Sutton Park, noting the proposed crossing is part of a bigger picture for pedestrian traffic. The crossing would be ADA compliant. Larrea has met with MDOT to discuss a redesign in that stretch with the intent of bringing down the speed from Richter Rd. to the Village, and to get pedestrians off of M-22.

Good of the order

Christensen congratulated Lou Bufka as a Waterworks System Operator. She supports the M-22 pedestrian crossing, and appreciates the residents that came forward and spoke at the meeting tonight.

Bahle encouraged the public to come to the meetings more often, including Committee meetings, and to even run for office, and that the Village has been trying to slow down M-22 for some time.

Case stated we have a wonderful Village with great participation. He would like the Village to accept residential development for low-income housing. He stated the Village should consider visioning the direction of our Village and to think ahead.

Smith likes the effort for the pedestrian crossing at Sutton Park and M-22.

Lutke stated that it helps decision making when the public attends and comments at the meetings.

Public comment

Public comments supporting changes on Stratton Way were made.

The meeting adjourned at 6:41 p.m.


Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
02/21/2024	47048	BRAMER AUTO SUPPLY	CUST# 8571 ABBI MAINTENANCE	203.97
02/21/2024	47049	ABONMACHE CONSULTANTS, INC	MARINA MASTER PLAN	300.00
02/21/2024	47050	CUMMINS BRIDGEWAY, LLC	CUST# 219913 1522 RICHTER GENERATOR	1,203.88
02/21/2024	47051	KENNEDY INDUSTRIES, INC	LIFT STATION MONITORING FEB 24-JAN 25	480.00
02/21/2024	47052	INTEGRITY BUSINESS SOLUTIONS	DWP OFFICE SUPPLIES	649.22
02/21/2024	47053	DOROTHY PETROSKEY	OFFICE SUPPLIES/DPW/VILLAGE HALL	87.92
02/21/2024	47054	PURE WATER WORKS	5 GAL WATER/DELIVERY	69.25
02/21/2024	47055	RIVERSIDE TANK & MFG CORP	CUST 91923 FUEL GUAGE SENDING UNIT	378.13
02/21/2024	47056	SECURITY SANITATION, INC	PORTA JOHN BAHLE PARK FEB 2024	120.00
02/21/2024	47057	BLAISE LOWE	REFUND BAHLE WARM HUT DEPOSIT/RENTAL	200.00
02/27/2024	19105 (E)	DTE ENERGY	MULTIPLE ACCTS FEB 2024	1,327.66
02/27/2024	19106 (E)	ADOBE	MNGR SOFTWARE - FEB 2024	21.19
02/27/2024	19107 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE JAN 2024	673.28
02/27/2024	19108 (E)	BRIGHTSPEED	TELEPHONE SERVICE-JAN 2024	208.58
02/27/2024	19109 (E)	CARBONITE	CARBONITE SAFE BACKUP/SECURITY 2024	95.99
02/27/2024	19110 (E)	CHARTER COMMUNICATIONS	ACCT# 00532301 665 N FRONT FEB 2024	119.98
02/27/2024	19111 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 FRONT STREET FEB 24	157.97
02/27/2024	19112 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM MARCH 2024	555.32
02/27/2024	19113 (E)	PITNEY BOWES	ACCT#0016108757 1ST QTR 2024	140.10
02/27/2024	19114 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 1522 RICHTER FEB 2023	127.97
02/27/2024	19115 (E)	VISION SERVICE PLAN	ACCT# 30 017164 011 MARCH 2024	200.77
02/27/2024	19116 (E)	MICHIGAN MUNICIPAL EXECUTIVES	MME PROFESSIONAL DUES 2024	425.00
02/27/2024	47058	MIKE SHELDON	REFUND SLIP FEE	25.00
02/27/2024	47059	MR CLEAN	CLEANING SERVICE JANUARY 2024	340.00
02/27/2024	47060	PRINTING SYSTEMS, INC	UTILITY FORMS UTILITY BILLING	263.03
02/27/2024	47061	PRIORITY HEALTH	GROUP 784340 2024 MONTHLY MARCH 2024	9,949.10
02/27/2024	47062	PERFORMANCE HEALTH HOLDINGS	(6) BUOY 9" SWIM AREA	1,431.88
02/27/2024	47063	STANDARD INSURANCE COMPANY	642946 0117, FEB 2024 PREMIUM	502.67
02/27/2024	47064	PHOEBE L DEVOL	REIMBURSEMENT CERTIFIED MAIL IRS/SSA	12.06
03/06/2024	47065	BRAMER AUTO SUPPLY	CUST # 8571 FLEX GLOVES XL	12.99
03/06/2024	47066	LEELANAU ENTERPRISE	MARINA MASTER PLAN NOTICE	268.40
03/06/2024	47067	ASPIRE FINANCIAL SERVICES	CUST# 38764 4TH QUARTER	193.64
03/06/2024	47068	BARN OWL TECH	BWH CAMERA	95.47
03/06/2024	47069	STATE OF MICHIGAN	OPERATOR# 9659 WATER LICENSE RENEWAL 202	95.00
03/06/2024	47070	ELMER'S	COLD PATCH TN	1,933.56
03/06/2024	47071	FLEIS& VANDENBRINK ENGINEERING	HARBOR HEIGHTS-PROFESSIONAL SERVICES	2,482.39
03/06/2024	47072	GTR EQUIPMENT CO	BOSS PLOW SPRING	47.77
03/06/2024	47073	JACKLIN STEEL SUPPLY CO	SALVAGE DROP	26.00
03/06/2024	47074	COMPLETE AUTO GLASS	BACKHOE SIDE WINDOW	175.00
03/06/2024	47075	PEERLESS MIDWEST INC.	WELL 1 PUMP REPLACEMENT	14,554.21
03/06/2024	47076	LEELANAU CITY ROAD COMMISSION	FUEL PURCHASES FEB 2024	989.40
03/06/2024	47077	SLC METER, LLC	5/8 X 4/3 METERS	1,001.71
03/06/2024	47078	USABLUBOOK	CUST# 820127 THERMO XL	149.25
03/06/2024	47079	WINDEMULLER	WWTP WO# 136753 #1 REPLACE RAS PUMP VFD	8,523.60

GEN TOTALS:

Total of 44 Disbursements:

50,818.31

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024 - 11	
Prepared:	March 12, 2024	Pages:	1 of 1
Meeting:	March 18, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2024 Marina Master Plan		

PURPOSE

To hear public comments on the Marina Master Plan.

STAFF COMMENT

The intent of this meeting is to hear public comment on the Marina Master Plan. To date, all questions and comments have been positive as we continue our improvements of the Marina basin. The plan will essentially make us eligible for granting opportunities to:

1. Complete the marina upgrade project by reconfiguring/replacing the dockage from the old boat launch to the west.
2. Replace the pedestrian bridge.
3. Combine the functions of the two huts into one and construct the new hut where the eastern hut (gas hut) is located.
4. Replace/upgrade the parking lot and marina bath house.
5. Install wave attenuators.

ACTION REQUESTED

Should the VC be satisfied with the plan, following the public hearing, the attached resolution adopting the plan would be appropriate.



**VILLAGE OF SUTTONS BAY
LEELANAU COUNTY, MICHIGAN
RESOLUTION 1 OF 2024
RESOLUTION RECOMMENDING ADOPTION OF THE VILLAGE OF SUTTONS BAY MARINA
MASTER PLAN**

WHEREAS, The Village of Suttons Bay began the process of developing a Marina Master Plan update to supplement the Parks & Recreation Plan adopted in 2022; and

WHEREAS, the Village Council held a public hearing on its proposed Marina Master Plan for the Village on March 18, 2024 at the Village of Suttons Bay Office; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS, the Village Council finds that the new Marina Master Plan is necessary for the continued development and the appropriate redevelopment of the physical areas of the Village Marina of Suttons Bay,

NOW THEREFORE BE IT RESOLVED that the Village of Suttons Bay Council at their regular meeting of March 18, 2024 hereby approves Resolution 1 of 2024 adopting the Village of Suttons Bay Marina Master Plan, along with the text, maps, charts, graphs, and other descriptive materials contained in the Plan.

Moved: _____ Supported: _____
Ayes: _____
Nays: _____
Absent: _____


RESOLUTION DECLARED ADOPTED

BY: _____
Shar Fay, Clerk
Village of Suttons Bay

CERTIFICATE

I hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Planning Commission of the Village of Suttons Bay on the 18th day of March , 2024 at a meeting held at 420 N Front Street, Suttons Bay, MI 49682.

Dated: _____
Shar Fay, Clerk
Village of Suttons Bay

		VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 12	
Prepared:	March 12, 2024	Pages:	1 of 1
Meeting:	March 18, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Pedestrian Bridge Grant		

PURPOSE

To consider the attached resolution in support of a grant.

STAFF COMMENT

The Village Council is being asked to support the attached Resolution 2 of 2024. The resolution is to support submission to the Michigan Natural Resources Trust Fund grant program for development of a non-motorized, pedestrian bridge.

The bridge has been identified in both the 2022 adopted Parks & Recreation plan and recently adopted(?) Marina Master Plan. The grant is essentially a \$300,000 request with a 50% match of \$150,000. The match will be a result of the marina fund, other grants, and various other funds.

This grant application is due April 1st and therefore we are on the fast track to try to meet this deadline.

ACTION REQUESTED

Should the VC be satisfied with the request the attached resolution in support of the application’s submittal and financial commitment would be appropriate.



**VILLAGE OF SUTTONS BAY
LEELANAU COUNTY, MICHIGAN
RESOLUTION 2 OF 2024**

AUTHORIZATION FOR PEDESTRIAN BRIDGE IMPROVEMENTS

WHEREAS, The Village of Suttons Bay supports the submission of an application titled, "Pedestrian Bridge Improvements" to the Michigan Natural Resources Trust Fund grant program for development of a non-motorized, pedestrian bridge an accessible pathway in the Marina Park and Coal Dock Park; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan and Marina Master Plan; and

WHEREAS, the Village of Sutton's Bay is hereby making a financial commitment to the project in the amount of \$150,000 matching funds.

NOW THEREFORE, BE IT RESOLVED that Village Council hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 and further resolves to make available its financial obligation amount of \$150,000 (50%) of a total \$300,000 project cost, during the 2024-2025 fiscal year.

Moved: _____ Supported: _____
Ayes: _____
Nays: _____
Absent: _____

RESOLUTION DECLARED ADOPTED

BY: _____
Shar Fay, Clerk
Village of Suttons Bay

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