

VILLAGE OF SUTTONS BAY Village Council Meeting 420 N. Front Street, Suttons Bay, MI 49682 REGULAR MEETING Monday May 16, 2022 5:30 p.m.

Agenda

There will also be a Zoom link (which can be found on our website at 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 April 18, 2022
 - b. Payment of Invoices
 - c. Appointment of Sandra Boone-Library Board
- 4. Agenda Approval
- 5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
- 6. Unfinished Business
 None
- 7. New Business
 - a. VSB Report 2022-28 Manager's Report
- 8. Special Committee Reports/Staff Reports
- 9. Good of the Order (Council Member <u>Comments</u>)
- 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 <a href="mailto:suttonsbay@sutton



VILLAGE OF SUTTONS BAY VILLAGE COUNCIL REGULAR MEETING 420 N FRONT ST., SUTTONS BAY, MI 49682 APRIL 18, 2022 5:30 P.M.

The meeting was called to order at 5:30 p.m. by President Pro-Tem Christensen.

Present:

Bahle, Case, Christensen, Smith and Suppes

Absent:

Long and Lutke

Staff present: Fay and Miller

Consent Agenda

Bahle moved, Case seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council meeting minutes of March 22 and April 4, 2022, are approved. The payment of invoices is approved. The application from Elizabeth and Marc Huntoon for a new Off-Premises Tasting Room license to be located at 417 N. St. Joseph Street, Suttons Bay, MI, be considered for approval by the Michigan Liquor Control Commission. Ayes: 5, No: 0.

Agenda approval

Smith moved, Case, seconded, CARRIED, to approve the agenda as presented. Ayes: 5, No: 0.

Public Comment

William Crackel commented on the pavement and drainage in front of his house on St. Mary's, requesting both be reworked and repaired. He further stated non-compliance with onsite parking with short-term rentals on the 400 block of St. Mary's Street. Crackel stated there is a two-garage conversion into rental units on the 400 block without any permits posted.

Kirk Moll commented on the sale of public land agenda item, stating his offer to purchase Village property would create tax revenue and would restore his lot to a functioning lot.

VSB Report 2022-24 Street Light Evaluation

Council members discussed the following:

- Does the Village have legal obligations with street lights?
- Would removing the light cause a safety issue to the neighborhood?
- Can the Village just remove the light bulb from the requested area?
- Is there a process in general when requests such as this come to the Village?
- Illumination can be a positive thing; without it there would be no illumination at the end of Broadway.

- Is the Village charged by the presence of the light rather or not it is illuminated?
- This could set a precedence if we disconnect the bulb because a few residents request it.
- Is there a liability issue if the bulb is removed?
- How does it impact others if the bulb is removed?
- There is inconsistency throughout the Village with the Village lights, such as the bulb type, height, illumination, etc.
- All of the lights in the Village should be evaluated and inventoried, and changed to be consistent.
- It is believed that a goal of the Zoning Ordinance is to not have light pollution.
- Some of the lights in the Village are offensive.
- The other neighbors in the area of the Broadway light should be surveyed to see if they would like the light removed as well.
- There are other areas in the Village where there is no lighting, such as west of Lincoln and Jefferson Streets.

It was the consensus of Council members to place this item on the next General Services Committee meeting agenda.

VSB Report 2022-25 Sale of Public Lands

Bahle moved, Case seconded, FAILED, that inquiries regarding the sale of public land or granting of easements across public lands will not be considered until a time in which the properties are placed for sale by the Village. Ayes: 0, No: 5.

Bahle moved, Case seconded, CARRIED, that inquiries regarding the sale of public land will not be considered until a time in which the properties are placed for sale by the Village. Ayes: 5, No: 0.

Special Committee/Staff reports

DPW Director Miller stated Village staff has started brush and leaf pickup and that chlorination and hydrant flushing will take place next week. A robo call will go out. He further stated street sweeping will be scheduled soon. Christensen said the sound panels for Council chambers are here and the installation will hopefully begin by next meeting.

Good of the Order

Smith asked who was responsible for cleaning out ditches that have been filled in by dirt. Miller stated that it is a mutual understanding that the homeowners keep ditches clean, much like cutting the grass in the ditches.

Case stated the service panel down by the Marina is deteriorating and needs reconstruction. If the Art Festival will no longer be down by the Marina, perhaps the Village would consider moving the panel up to Front Street, or at least put an accessory panel there.

Public Comment

Perkins agrees with Case and that the service panel is too far away for the Art Festival Food vendors to have access to. They need power and it should be moved closer to Front Street.

Lois Bahle commented on street lights, stating a lot of LED lights are controllable and that they can be adjusted. She said the Village should check their Consumer bills and make sure we are not paying for more lights than the Village has.

Gary Cheadle thanked Council members for considering removing street light.

Bill Crackle cautioned about taking out all the street lights, noting a variety of lights that can be used.

Kirk Moll, who lives across from the ice rink parking stated the Village should install a screen there because car lights shine into the home.

The meeting adjourned at 6:15 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

05/11/2022 01:18 User: DOROTHY DB: Suttons Bay	PM	CHECK REGISTER FOR V	08 VILLAGE OF SUTTONS BAY 04/14/2022 - 05/11/2022	Page: 1/2
Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH	THIRD CHECKING			
04/15/2022 04/15/2022 04/15/2022	18595(E) 18596(E) 18597(E)	CHERRYLAND ELECTRIC CHARTER COMMUNICATIONS GFL ENVIRONMENTAL	ACCT# 8364410 1522 RICHTER RD APRIL 2022 ACCT# 8245121220017471 326 FRONT SERV APRIL 2022 1520 RICHTER ROAD	232.87 127.98 257.42
04/19/2022 04/19/2022	18603(E) 18604(E)	S BLUE	SOFT SUE 7015354	957.99 373.29
04/19/2022 04/19/2022	45747 45748	FERGUSONS LAWN EQUIP. AIRGAS USA, ILC	MOWER REPAIR WALK BEHIND COPMPRESSED/ARGON GAS	27.92 211.43
04/19/2022 04/19/2022	45749 45750	EDIE AYLSWORTH BS&A SOFTWARE	MILEAGE REIMBURSEMENT ANNUAL SERVICE SUPPORT 2022	192.28
04/19/2022 04/19/2022	45751 45752	ELMER'S JACOBS ENGINEERING GROUP, INC	12.24 TONS OF COLD PATCH TN PROJECT# 404723.13 CUST# 120525	2,592.43
04/19/2022 04/19/2022	45753 45754	DOROTHY PETROSKEY RICHARD BLODGETT	OFFICE SUPPLIES DPW/VILLAGE OFFICE 2-30" LEAF RAKES	43.24
04/19/2022 04/22/2022	45755 18606(E)	SECURITY SANITATION, INC	APRIL MARINA PORTA JOHN 665 N FRONT STREET MARCH/ADDIT 2022	110.00
04/22/2022	18607(E)	JAMESTOWN DISTRIBUTORS MEDIT TANGETHE	E ADHESIVE	32.97
04/22/2022	18609(E)	MEALL LABORATIONLES ON TIME TELECOM, INC	UP F	2,816.00 80.00
04/22/2022 04/22/2022	45756 45757	COUNTY OF LEELANAU AT&T MOBILITY	POLICE-PERS/MILE JAN 2022 ACCT# 287304252169 APRIL 2022 CELL SERV	19,288.18
04/22/2022 04/22/2022	45758 45759	LESLIE COUTURIER CHMMINS RRIDGEMAY 1.1.0	3 ADMIN AGREE -APRIL 2022	480.00
04/22/2022	45760	, Ö 1	BAHLE PORTA JOHN 3/21-4-21	110.00
04/22/2022	45762	STANDAKU INSUKANCE COMPANI WELLS FARGO FINANCIAL LEASING	642946 U11/, MAY 2022 PREMIUM CUST# 100090171 COPY MACHINE	502.67 72.92
04/27/2022 04/27/2022	18610(E) 18611(E)	AMAZON AMAZON	1-WOOD BLINDS (FIRST) 1 WOOD BLINDS SECOND ONE	101.80
04/27/2022 04/27/2022	18612(E) 18613(E)	AMAZON AMAZON	RAINRIDER RIB PANTS WATERPROOF LAPHOD DOCK, STREEVE, SCREEN PROFFEMOR	67.98
04/27/2022	18614(E)	CHARTER COMMUNICATIONS	ACCT #82451212202258	142.96
04/27/2022	45764	עט כ	MULTILE ACCOUNTS APRIL 2022 REIMBURSE FUEL FOR GATOR	885.21
04/27/2022	45765 45766	THE COPY SHOP PRIORITY НЕВІЛН	500 COPIES 2022 NEWSLETTER GROUP 784340 SOO1 MAY 2022 DEFMITM	291.00
04/27/2022	45767	NAL	1	100.00
04/30/2022	18616(玉)	ALOBE AMAZON	SOFTWAKE MNGK 5-1-2022 BIRD DETERRENT REFLECTIVE TAPE	15,89° 10,35
04/30/2022 04/30/2022	18617 (E) 18618 (E)	CHARTER COMMUNICATIONS	ACCT#8245121220019774 420 FRONT RANK FRES ADRIT, 2022	147.97
04/30/2022	18619(E)	22 BLOCK INC.	SQUARE TEMMINAL/PAPER	338.14
05/03/2022	45769	CENTURYLINK CENTURYLINK	ACCI#300439566 AFKIL 2022 ACCI# 405593377 APRIL 2022	648.31 226.00
05/03/2022	45770	GRAINGER GRAINGER	VARIOUS SUPPLIES	165.40
05/03/2022	45772	BUILDING	4 5	1,320.34 344.66
05/03/2022 05/03/2022	45773 45774		LEGALS SYNOPSIS-APRIL 2022 PUBLIC HEARING-NORTHPOINTE/ ZO AMEND	66.90
05/03/2022 05/03/2022	45775 45776	LEELANAU ENTERPRISE Terlanam enterprise	VC LEGALS APRIL 18, 2022 500 #10 BNYRLODES	66.90
05/03/2022	45777	ETER INC	EACON HOSTING UNITS P	36.24
05/03/2022 05/03/2022 05/03/3033	45//8 45779 45700		USDA AIRS	1,000.00
05/03/2022	വ		OU UTILITY BE	16.82
05/03/2022 05/03/2022	45782 45783	KAL EXCAVATING CO MALECKI , NANCY	23 A ROAD GRAVEL 29.97 @ 17.00 UB refund for account: YCDR-000740-0034-	509.49 218.20
/03/202	45784	CUSTOM INK	ORDER# 56382173 UNIFORMS	433.51

Check Date	Check	Vendor Name	Description	Amount
05/03/2022	45785	NORTHWEST COMMERCIAL DOOR & FRAME	REPLACEMENT OF BATHROOM DOORS	800.00
05/03/2022	45786	MR CLEAN	JANITORIAL SERVICES MARCH 2022	340.00
05/03/2022	45787	MY PARKING PERMIT	VINYL PARKING PERMIT STICKERS	482.60
05/03/2022	45788	LEELANAU CTY ROAD COMMISSION	UNLEADED/DIESEL APRIL 2022	1,797.82
05/03/2022	45789	SARA KOPRIVA	PLANNER SERVICES APRIL 2022	450.00
05/03/2022	45790	USABLUEBOOK	CHECK VALVE REPAIR/TUBING	83.64
05/03/2022	45791	WINDEMULLER	WWTP WO# 129588 REINSTALL BLOWER VFD	2,670.99
05/10/2022	45792	BRAMER AUTO SUPPLY	CUST# 8571 BEARINGS AIR COMPRESSOR	37.41
05/10/2022	45793	CONSUMERS ENERGY	MULTIPLE ACCTS APRIL 2022	4,205.42
05/10/2022	45794	GRAINGER	ACCT# 871012852 SIGN MOUNTING HDWR	63.82
05/10/2022	45795	AIRGAS USA, LLC	ARGON/OXEGEN SUPPLIES	22.38
05/10/2022	45796	EDIE AYLSWORTH	REIMBURSE FUEL	43.89
05/10/2022	45797	SHAR FAY	2022 IMPREST CASH MARINA DRAWERS	300.00
05/10/2022	45798	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE SPRING 2022	142.50
05/10/2022	45799	INTEGRITY SOFTWARE SYSTEMS	TECHNOLOGY SUPPORT/TROUBLESHOOT	495.00
05/10/2022	45800	R W MERCER CO	ANNUAL MAINTENANCE 2022	620.75
05/10/2022	45801	NETLINK BUSINESS SOLUTIONS	3 MO. MAINTENANCE AGREE/COPIES	478.39
05/10/2022	45802	NORTHERN SPRINKLERS	IRRIGATION BLOWOUT/REPAIRS	182.00
05/10/2022	45803	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	19.71
05/10/2022	45804	TIME WARNER CABLE	ACCT# 103479401 MAY 2022	117.97
05/10/2022	45805	VREDEVELD HAEFNER LLC	2021 FYE AUDIT FEES	7,000.00
05/11/2022	18625(E)	AMAZON	MENS BRAILLE RESTROOM SIGNS	23.45
05/11/2022	18626(E)	AMAZON	WOMANS BRAILLE RESTROOM SIGN	19.00
05/11/2022	18627(E)	AMAZON	MARÎNA SHOWER CURTAIN(S)	21.52
05/11/2022	18628(E)	AMAZON	FURNACE FILTERS VILLAGE OFFICE	359.96
05/11/2022	18629(E)	AMAZON	(3) SHOWEWER CURTAIN/LINER MARINA	64.56
05/11/2022	18630(E)	AMAZON	WIRELESS CHARGING PAD-2PK	19.99
05/11/2022	18631(E)	CHARTER COMMUNICATIONS	ACCT# 8245121220017471 326 FRONT	127.98
05/11/2022	18632(E)	GFL ENVIRONMENTAL	ACCT# 002105664 1520 RICHTER WASTE REMOV	257.42
05/11/2022	18633(E)	MY PARKING PERMIT	PARKING PERMIT STICKERS/HANGERS	482.60

86,209.70 0.00 86,209.70

Total of 87 Disbursements:

Total of 87 Checks: Less 0 Void Checks:

GEN TOTALS:



Suttons Bay Village Council PO Box 395 Suttons Bay, MI 49682

May 11, 2022

Dear Council Members,

This letter is in support of Sandra Boone as a Library Board Trustee representing the Village of Suttons Bay. Sandy is willing to renew her current appointment for an additional 4 year term, through January 2026.

Sandy has served as the Board's President since 2020. Her active leadership and interest in learning about library operations and services has been appreciated and essential during a time that included both the pandemic and transitions in library staff.

Sandy and I enjoy a strong working relationship. As the President of the Board, she keeps the library organization on track, while gathering input from other Board members, community members, Friends & volunteers and is very supportive of the Library staff. Sandy is an excellent representative of the Suttons Bay community on your Library Board.

Danielle 'Nellie' Danke Director Suttons Bay Bingham District Library PO Box 340 416 Front Street Suttons Bay, MI 49682 231-271-3512 sbbdl.org Suttons Bay Village Council PO Box 395 Suttons Bay, MI 49682

May 9, 2022

Dear Council Members,

I am requesting your approval to serve on the Suttons Bay Bingham District Library Board of Directors as a representative for the Village of Suttons Bay for an additional 4 year term. This term will run from May 2022 through January 2026. The January date will put my term completion in compliance with our library's Policy for the Board of Trustees.

Sincerely,

Sandra S. Boone 301 West-Grove

PO Box 284

Suttons Bay, MI 49682

VILLAGE OF SUTTONS BAY Nichigan NECORT VSR 2022 28					
	Michigan	REPORT VSB	-2022-28		
Prepared:	May 10, 2022	. 1	Pages:	1 of 1	
Meeting:	May 16, 2022		Attachment	ts:	
Subject:	Manager May Update	е	4		

M-22 DOWNTOWN IMPROVEMENT PROJECT

The project will begin May 16, 2022. Eric, of the Enterprise will add pertinent details regarding the project in this week's paper to inform residents and commuters of the project and associated limitations. Staff also sent a robo call to all residents and contacted the Chamber to ensure everyone plans accordingly. The project will include the **milling and paving** of M-22, beginning in the vicinity of Broadway Road, through our downtown, and ending at M-204.

MASTER PLAN

The Master Plan process is scheduled to begin next month and continue over several months. We will be drafting and sending out our **Intent to Plan** to all adjacent communities and required agencies. Meetings will be published on the website and newspaper to encourage participation. The **Master Plan** will take a **5- year** approach with obtainable goals and objectives for those 5 years. This ensures the document is being used as a checklist and guide. More to come...

PARK & RECREATION PLAN

The parks plan is in its final stages and will include further public participation in the coming weeks. The intent of the plan is to become eligible for grants by way of the State. The plan has been drafted as a *working document* to avoid it becoming a shelf dweller, like the previous parks plan, master plan etc. The format creates obtainable **5-year goals** and is intended to be used as a checklist and updated **every 2-years** to be successful. More to come...

CHERRY CAPITAL CYCLING REQUEST

We obtained a **grant** to purchase and install a **cycling repair station** to be placed at N. Park. This station will be temporary installed on the trail but will eventually be moved adjacent to the pavilion and include a water fountain and seating area with a view for cyclist. Thank you, Cherry Capital Cycling Club!

SOUTH SHORE DRAINAGE

Cost estimates for the **Richter Road/ S. Shore intersection** is underway. This phase is anticipated to be completed ASAP. Phase two estimates have been requested and will likely require a public/private partnership to complete. More to come...

SHORT TERM RENTAL ORDINANCE

A **study** on STR's is underway. We will be moving forward with **amendments** to the Ordinance; however, a new Ordinance may be forthcoming.

NORTH PARK

The **Punky Idema dedication rock** has been moved from its former setting to a more prominent location a few feet away. The new location will be improved throughout the coming months to include a more landscaped area around the rock to prominently display the dedication rock. These dedications should always be a focal point of the park.

WATERWHEEL PARK

A new **rock circle** will be installed at **Waterwheel Park** in the coming weeks. The Village is partnering with Capital Stoneworks Northwest (Suttons Bay Twp) on the stones that will serve as seats and placed in a circle formation. The circle is intended to be used for poetry and book readings, playing instruments, group painting, cultural learning etc.

WATERWHEEL WEDGE PARK

We are in the process of gathering cost estimates on materials to create the **natural seating area** at the Wedge Park. Flat rocks will be placed along the stream for those wanting to enjoy a seat **along the creek**. Picnic tables will also be available in this location.

MARINA PARK PAVILION

We have begun our **due diligence** to further understand the cost and feasibility of acquiring, moving and re-purposing a private **pavilion**. This is still in its discovery phase; however, we are excited at the possibility. The intent will be to place it at **Marina Park** in a manner that will cater to various programs, be ADA compliant, and eventually be used by musicians on the weekend. More to come....

WEST STREET SIDEWALKS

We are once again gathering costs to replace the sidewalks on **West Street**. We are now moving forward with both **phase 1 & phase 2** of the project with the hope of repairing additional sidewalks yet this year. Once we repair/replace our current sidewalks, we will look to expand our **sidewalk** network.

RAINGARDEN REPLANTING

Material for the raingardens have been ordered. Once received, the **new plants and shrubbery** will be installed by way of a volunteer base. Once a **raingarden** has been completed, it will be documented with pictures. The process has been unnecessarily complicated in the past, so we are simplifying the process by limiting the types of vegetation to a fraction of that previously installed.

STREET TREES

We have ordered additional **street trees** to replace the dead and removed trees along our local streets. We will also be replacing various non-street trees that were planted along our roadways.

ELM STREET 3-WAY STOP

The contract proposal has been sent to committee for further discussion.

STREET LIGHT - BROADWAY

This has been sent to committee for further discussion.

Suttons Bay Michigan DEPARTMENT OF PUBLIC WORKS REPORT DPW -2022- 03					
Prepared:	May 3, 2022	Pages:	1 of 4		
Meeting:	General Services - Utility/Marina Committees	Attachments:			
Subject:	May 2022 Update; DPW				

GENERAL SERVICE HIGHLIGHTS

Winter road maintenance and snow removal work has finally concluded. Crews have been repairing typical potholes and have repaired plow damaged areas along a couple of road edges.

Alleyways have had its initial grading work done; gravel parking areas have been smoothed out.

Street sweeping project has been completed through the downtown areas.

Beaches have been cleaned and graded. North Park bathroom doors are being repainted. This park also had two dead trees removed that posed navigational hazard by the boat ramp. Ramp has been placed back in operation as of April 27th. Sutton Park pavilion is scheduled to get a fresh coat of paint.

Boat launch aluminum ramp was repaired in-house, welding repairs were done prior to being placed into operation.

Spring brush and leaf bulk pick up was also completed, our DPW will transition to biobag and brush pickup once again on Monday's beginning the 9^{th} .

The DPW will soon begin replacing worn and faded traffic signs for better visibility within the village. This is currently scheduled for the week of the 16th which will include relocating US35 signage along St. Mary's Ave to M-204.

John Deere loader update, still on schedule for delivery in Nov 2022.

Interim salt truck has been purchased; new logos have been ordered for the doors. (Attachment A)

Chimney damper installed at the warming hut along with repairs to the chimney cap. (Attachment B)

All village amenities for the parks and downtown areas will be placed out the week of May 9th. Public restrooms are scheduled to reopen on May 14th.

UTILITY HIGHLIGHTS

Village Main Lift Station SCADA has been a great asset for the village to analyze data trends and identify potential issues at the station. Our staff has been trained on spotting anomalies and flow trend interpretations. This upgrade has helped build system knowledge and confidence when responding to alarms or unusual events.

Village Main Wellhouse is the next addition for SCADA reporting and monitoring. This will be the first time that information concerning our water supply have real time accessible reporting and data.

VILLAGE COUNCIL MEETING

Consumer Confidence Reports (CCR) are completed along with the Residential Cross Connection Survey to village residents. We have received back over 135 survey results with no major discrepancies to report.

Sewer cleaning, pump station, catch basin and manhole inspections village wide to take place this June. Notices will be issued through robocalls and village website.

Two buried manholes were discovered under asphalt recently. Adjustment rings have been ordered to make cleaning and inspections accessible.

MISSDIG request for utility marking are starting to increase, village utilities are marked and reported in the new online MISSDIG reporting system before excavation work begins.

Marina water system is back online, samples have been taken and delivered to the lab for analysis.

Graffiti was discovered last week on the wall of the village water supply ground storage tank at Bahle Park. We will plan on painting the wall as weather permits. No signs of tampering or attempted intrusion at the site. Hatches and doors are on an alarm system. (*Attachment C*)

REGULATORY HIGHLIGHTS

PFAS sampling of the collections system has been submitted before the April 30th deadline. EGLE will schedule a meeting to discuss our findings after our submitted data is reviewed.

Annual sampling of the water system has started this week which also includes PFA's testing as required. The village water system has been tested before and no detection of those contaminated have ever been found concerning PFA's.

Periodic chlorination of the village water distribution system is now completed along with hydrant flushing.

Water storage tank inspections which are required every 5 years is scheduled with Dixon Engineering for this summer.

EGLE has now completed their online reporting for water utilities. MiEDWIS is the name of the reporting site which the village now submits all water related items and operational data to.



Attachment A; International Salt Truck at the DPW building



Attachment B; New chimney screen/damper control assembly, Bahle Warming Hut



Attachment C; Graffiti at the Ground Storage Tank