



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
May 19, 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of 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-2025-17 Water Rate Increase
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.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
04/21/2025	47697	CHARLES GEENEN	REFUND OVER PAYMENT MARINA RESERVATION	144.00
04/23/2025	19526(E)	CHERRYLAND ELECTRIC	1520 RICHTER ROAD APRIL 2025	288.58
04/23/2025	19527(E)	AMAZON	LCD TRUMETER PORT SUTTON LIFT	88.28
04/23/2025	19528(E)	BRIGHTSPEED	TELEPHONE SERVICE-WWTP	220.60
04/23/2025	19529(E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE APRIL 2025	676.63
04/23/2025	19530(E)	LOG CABIN MARATHON	GAS FORD 368	30.00
04/23/2025	19531(E)	ON TIME TELECOM, INC	1000 CREDITS ROBO CALLS	52.00
04/23/2025	19532(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 APRIL 2025	130.00
04/30/2025	19533(E)	ADOBE	MNGRS SOFTWARE MAY 2025	21.19
04/30/2025	19534(E)	CHARTER COMMUNICATIONS	ACCT# 005327201	159.99
04/30/2025	19535(E)	CHARTER COMMUNICATIONS	ACCT# 005327301 601 FRONT STREET	119.99
04/30/2025	19536(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM 2023MAY 2025 PREMI	611.76
04/30/2025	19537(E)	WELLS FARGO FINANCIAL LEASING	CONTR# 45001270010000 COPY MACHINE	83.79
05/06/2025	47698	DC COLLECTIVE GROCER	OFFICE SUPPLIES	4.07
05/06/2025	47699	ART'S AUTO AND TRUCK PARTS INC	CUST# 20090 DEF FLUID	37.50
05/06/2025	47700	COUNTY OF LEELANAU	POLICE PERSONNEL/MILEAGE JAN 2025	20,299.36
05/06/2025	47701	FERGUSONS LAWN EQUIP.	CUST# 7057 RIDING MOWER REPAIRS	5,658.68
05/06/2025	47702	ABONMARCHÉ CONSULTANTS, INC	24-1952 SB MARINA BOAT/BATH HOUSE	28,350.00
05/06/2025	47703	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT TAX	485.00
05/06/2025	47704	THE COPY SHOP	520 CCR REPORTS	279.20
05/06/2025	47705	CUMMINS BRIDGEWAY, LLC	CONTR #1LS MAIN LIFT	4,335.12
05/06/2025	47706	EAST BAY MEDICAL	PROJ# 99981 DOT SCREEN	60.00
05/06/2025	47707	EPS SECURITY	CUST#3009380000 SERVICE AGREEMENT	255.00
05/06/2025	47708	GOOD NATURE GARDENS, INC	LANDSCAPE MAINTENANCE	396.50
05/06/2025	47709	KSS ENTERPRISES	PARK SUPPLIES 2025	3,840.45
05/06/2025	47710	HYDROCORP	CROSS CONNECTION CONTROL	837.01
05/06/2025	47711	KAL EXCAVATING CO	VILL8000 10A DRAINSTONE MARINA	222.02
05/06/2025	47712	KDP RETIREMENT PLAN SVCS, INC	1ST QUARTER ESTIMATE 2025	270.00
05/06/2025	47713	R W MERCER CO	LINE/LEAK DETECTION INSPECTION	974.00
05/06/2025	47714	MATT GREGORY	TRAVEL MEAL EXPENSE REIMBURSEMENT	23.28
05/06/2025	47715	NATHAN PORRITT	TRAVEL MEAL EXPENSE REIMBURSEMENT	11.66
05/06/2025	47716	DOUG MARTIN	REFUND 3 NIGHTS TRANSIENT FEES	192.00
05/06/2025	47717	JASON TRAYCOFF	SLIP REFUND 2025	2,914.00
05/06/2025	47718	JOHN SCANLON	REFUND/PAID TWICE	112.00
05/06/2025	47719	MOLON EXCAVATING, INC	STREET SWEEPING 2025	13,300.00
05/06/2025	47720	MR CLEAN	OFFICE CLEANING MARCH 2025	340.00
05/06/2025	47721	NORTHERN SPRINKLERS	PUMP TURN ON 7 ZONES	213.68
05/06/2025	47722	JACOBS ENGINEERING GROUP, INC	PROJ# 40472316.16 JUNE 2025	17,795.25
05/06/2025	47723	PRINTING SYSTEMS, INC	SHUT OFF NOTICE CARDS	166.38
05/06/2025	47724	RIVERSIDE TANK & MFG CORP	FUEL GUAGE STERLING TRUCK	253.91
05/06/2025	47725	LEELANAU CITY ROAD COMMISSION	UNLEADED/LEADED APRIL 2025	1,044.83
05/06/2025	47726	PERFORMANCE HEALTH HOLDINGS	CHANNEL MARKERS/BOUYS	2,978.12
05/06/2025	47727	SECURITY SANITATION, INC	WW PARK PORTA JOHN	310.05
05/06/2025	47728	SMITH & JOHNSON, ATTORNEYS	FILE# 15455-0004 ZONING AMENDMENTS	2,600.00
05/06/2025	47729	STANDARD ELECTRIC COMPANY	GENERATOR EXERCISOR REPAIR	300.00
05/06/2025	47730	STANDARD INSURANCE COMPANY	642946 0117 MAY 2025 PREMIUM	512.99
05/06/2025	47731	USABUEBOOK	CUST# 820127 SAFETY SUPPLIES	274.00
05/06/2025	47732	VREDEVELD HAEFNER LLC	AUDIT SERVICE THRU 4/30/2025	8,350.00
05/06/2025	47733	WINDEMULLER	REPLACE AUTODIALER	4,924.66
05/09/2025	19538(E)	CONSUMERS ENERGY	MULTIPLE ACCTS MAY 2025	4,422.34
05/09/2025	19539(E)	AMAZON	WALKIE TALKIES/POWER ADAPTOR	475.98
05/09/2025	19540(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS MAY 2025	487.85
05/09/2025	19541(E)	BARN OWL TECH	CAMERA/DATA USAGE BWH	56.04
05/09/2025	19542(E)	CHARTER COMMUNICATIONS	ACCT# 005326901326 FRONT STREET	140.00
05/09/2025	19543(E)	GFL ENVIRONMENTAL	ACCT# 002105684 1522 RICHTER	332.82
05/09/2025	19544(E)	MEIJER EXPRESS	GAS PURCHASE-FORD DELIVER VACTOR	61.00
05/09/2025	19545(E)	MEIJER EXPRESS	GAS PURCHASE 5-5-2025 FORD 250	40.00



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
MEETING MINUTES OF April 21, 2025

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

Present: Bahle, Christensen, Lutke, Perkins, Suppes & Yoder

Absent: Smith

Staff present: Larrea, & Petroskey

Consent Agenda

Bahle moved, Suppes seconded, CARRIED, to approve the Consent agenda as presented. The March 17, 2025 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 6, No: 0.

Conflict of Interest: None

Agenda approval

Lutke moved Bahle seconded, CARRIED to amend the agenda to add item C.

Appointment of Amy Peterson to the Downtown Development Authority. Ayes: 6, No: 0.

Christensen moved, Bahle Seconded, CARRIED to approve the agenda as amended.
Ayes: 6, No: 0.

Public comment: Chava Bahle thanked the Council for all their hard work.

VSB-2024-56 Planning Commission 2024 Report

The planning commission prepared a 2024 report for the Village Council.

Yoder moved, Bahle seconded, CARRIED to accept Report VSB-2024-56, the planning commission 2024 report as recommended by the planning commission Roll Call Vote:
Ayes: 6 Nays 0

VSB-2025-15 Manager's Update

Manager Larrea pointed out the highlights and activities of staff for spring of 2025. Larrea noted contract discussions will begin regarding law enforcement and the contract for the wastewater treatment plant management.

Staff will be putting pylons in Sutton Park to prevent vehicles from driving onto the park and the sidewalk. Waterwheel is set to open early summer. Staff has submitted a grant for assistance with shoreline restoration at the coal dock.

Re-Appoint Amy Peterson to DDA

Lutke nominated to reappoint Amy Peterson to the DDA. Bahle moved, Seconded by Christensen, CARRIED to appoint Amy Peterson to the DDA for a term ending December 31, 2027. Ayes: 6 Nays 0

Staff Reports- Presented

Good of the Order:

Perkins commented on Vehicle charging stations and the Art Festival.

Bahle asked when sewer water rate discussion will be held.

Christensen would like an opportunity to talk about the law enforcement contract. She added that the street sweepers did a spectacular job.

Public Comment- Chava Bahle asked Council to take a moment to see all the good things Council and staff have accomplished and how everyone looks out for their neighbor.

The meeting was adjourned at 5:45 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

From: Michelle Baldwin <michellevbaldwin@gmail.com>
Sent: Monday, April 28, 2025 3:00 PM
To: suttonsbay@suttonsbayvillage.org
Cc: Info Baldwin Homes Land Baldwin
Subject: Short-Term Rental Waiting List
Attachments: STR-Waiting-List-Request-Form.pdf

Dear Council Members,

I am a resident of Suttons Bay Village, and own long-term rental in the Village of Suttons Bay. We had planned to build a short-term rental ADU on our primary residence to help pay for college tuition for our three children, but this is no longer an option due to the ordinance. Currently, STR ADUs are allowed on owner-occupied property, but we cannot obtain a permit.

My husband and I have been calling since the day the short-term rental ordinance was passed to get on a waiting list for a short-term rental permit. I have been told that there is no list and no process for obtaining a license when one becomes available in the future. I have been told that there is no intention of creating one, and I should call back every year.

I have also looked into the holders of the permits and discovered that some individuals and companies, who were grandfathered into the new ordinance, hold multiple permits, and some have two licenses on the same property. Although they are out of compliance with the ordinance, they will not be forced to comply. Other STRs that do not have permits, I am told by members of the community, are operating under a "bed and breakfast" rule, which exempts them from obtaining a permit.

I would like to ask the board:

1. Can a process for a waiting list be developed? Like the marina waiting list, it's a fair way to ensure that the "next in line" gets a chance to get a permit. We recently purchased a home in the City of Marquette, and they use a waiting list, which they say may take 10 years. There is no cost to get on the waiting list in Marquette. At least it's a process that is fair to homeowners in the community. How else would I know about a potential opening in Suttons Bay unless I call Dorothy regularly? I attached a copy of the form that the City of Marquette uses for this purpose.

2. Will those "grandfathered" into the new ordinance be forced to comply once their permits expire? I understand that you can't take away the right that you have already given them, but upon expiration, it seems like a good time to enforce the ordinance, allow others to access their property rights, and distribute the permits among more property owners.

Thank you for your consideration.

Michelle Baldwin
349 West First Street, Box 10
Suttons Bay, Michigan 49682
231-883-9955

Mrs. Theodore (Vanessa) Gruenwald
423 N. St. Marys
Suttons Bay, MI 49682
May 14, 2025

To the Village Council,


I am writing to express serious concern regarding the recent proposed increases in water rates. As a resident of this village and a newly widowed homeowner, I am struggling to adjust to a drastically reduced household income. These escalating costs, paired with rising property taxes and other utility bills, are putting my ability to remain in my home at risk.

I understand the need for infrastructure investment and revenue for municipal operations. However, I worry constantly about the risk of pricing out the elder community who are the character and soul of this village.

I urge the council to consider the human cost of increases such as these and ask you to explore rate structures that offer relief or protection for permanent residents, especially seniors and those in vulnerable financial situations. Sliding scales, exemptions, or tiered pricing models could ease the strain without compromising the village's needs.

It is my fervent wish to remain in my hometown until my end, and hopefully, without escalating worry about being priced out.

Sincerely,
Vanessa Fox Gruenwald

 VILLAGE OF SUTTONS BAY REPORT VSB -2025-17		
Prepared:	May 13, 2025	Pages: 1 of 1
Meeting:	May 19, 2025	Attachments: <input checked="" type="checkbox"/>
Subject:	Water Rate Increases	

PURPOSE

To discuss an increase in monthly Ready to Serve and Cost per 1000 gallons of water used.

STAFF COMMENT

As elected officials you are tasked with having to make difficult and often unpopular decisions on behalf of your constituents. The decision to raise water rates, following 17-years without raising rates, would certainly fall into this category. However, the council's strategy to incrementally raise the rates over a period of time, rather than wait, is the correct method.

Now, with improvements on the horizon, we need to do our best to avoid an increase that could otherwise be detrimental to our residents on a fixed income or our commercial businesses. To explain further, the State of Michigan has mandated that all communities replace their qualifying water service lines over the next several years. To compound the issue, the state has informed the village that we will need to increase our water storage capabilities should we venture too far into our limited number of water taps remaining.

From a strategic stand point, the goal is to prolong the water storage expansion project by continuing the same single-family growth pattern, that has served this community since its establishment and keep our water within our village limits. Provided we continue these two practices, we will be able to offset the water storage expansion by several years. That leaves the waterline replacement project.

Over the past few years, we have been working on securing both federal and state grants and loans to replace our waterlines. Unfortunately, we have not been successful thus far. However, with a time-sensitive mandate in place, every community is trying to secure the same funding opportunities as we are. Regardless, we will continue to work with our engineers and consultants to put this village in the best possible position to secure outside funding. Below are two tables that explain the proposed increases.

Table 1

READY TO SERVE RESIDENTIAL & NON-RESIDENTIAL RATES				
Meter Size	Number of Meters by Size	Current Ready to Serve Cost	2025 Rate Ready to Serve Cost	2026 Rate Ready to Serve Cost
5/8" to 1"	451	\$9.58	\$11.98	\$13.77
1 1/4" - 1 1/2"	10	\$28.95	\$36.19	\$38.90
2"	9	\$54.80	\$68.50	\$73.64
3"	1	\$139.50	\$174.38	\$183.09
4"	0	\$251.10	\$313.88	\$321.72

Table 2

COST PER 1000 GALLONS USED				
Current Rate	2025 Increase	NEW 2025 Rate	2026 Increase	NEW 2026 Rate
\$2.95	\$1.00	\$3.95	\$0.75	\$4.70

RECOMMENDATION

Should the Village Council agree with Staff regarding the proposed increase then a motion for your consideration is below. Of course, if the Village Council would like to postpone a decision, then the motion would be premature.

MOTION TO: adopt Resolution 2025-01 effectively amending the Village Fee Schedule to reflect the 2025 water Ready to Serve and cost per 1000-gallon rate increases as described in Table 1 and Table 2 of Report VSB-2025-17 and being made a part of this motion. **(Roll Call)**



EXHIBIT A

Village of Suttons Bay
Leelanau County, MI

Resolution # 01 of 2025

A RESOLUTION TO AMEND THE 2025 ADOPTED FEE SCHEDULE TO REFLECT CHANGES TO THE WAER RATES AND USAGE FEES

PRESENT: Bahle, Christensen, Lutke, Smith, Yoder and Suppes, Pirkens

ABSENT:

WHEREAS, the Village Council at their November 2024 meeting unanimously passed Resolution #9 of 2024 adopting the annual budget and fee schedule for the fiscal year commencing January 1, 2025 and ending December 31, 2025; and

WHEREAS, the Village of Suttons Bay has reviewed the adopted Fee Schedule and has determined that a revised Fee Schedule increasing water rates is in the best interest of its residents; and

WHEREAS, the Village Council will raise the Ready to Serve and Cost per 1000 gallons of water rates for the remainder of the 2025 fiscal year beginning July 1, 2025 billing cycle; and

WHEREAS, Resolution # 1 of 2025 is hereby presented for amendment to the Suttons Bay Fee Schedule to reflect the changes to the Ready to Serve and Water Usage Fees as indicated in Report VSB-2025-17 and attached herewith as Exhibit "A"; and

NOW THEREFORE, BE IT RESOLVED; that the amendments to the Village of Suttons Bay Fee Schedule, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Village Council and further that the previous Village of Suttons Bay Fee Schedule adopted as part of Resolution #9 of 2024, is hereby amended to provide for said changes.

AYES:

NAYS:

RESOLUTION DECLARED:



EXHIBIT A

CERTIFICATE

I hereby Certify that the above Resolution was adopted by the Village Council on May 19, 2025, at a meeting of the Village Council held at 420 N. Front Street, Suttons Bay, MI 49682.

Dated:

Dorothy Petroskey, Village Clerk
Village of Suttons Bay

NOTES	WATER FEES		TOTAL COST (PER UNIT)
	Application Review Fee		\$100.00
	System Development Fee		\$3,000.00
	Tap Fee		\$500.00
	Total Connection Fees		\$3,500
Please note: Total connection fees (per unit) are required to be paid at the time of application for water.			
METER SIZE	READY TO SERVE (MONTHLY FEE)	CAPITAL FEE {MONTHLY}	COMBINED COST
5/8'' to 1''	\$9.58 \$11.98	\$9.00	\$22.58
1 ¼ '' to 1 ½''	\$28.95 \$36.19	\$27.24	\$27.24
2''	\$54.80 \$68.50	\$51.54	\$51.54
3''	\$139.50 \$174.38	\$131.12	\$131.12
4''	\$251.10 \$313.88	\$236.89	\$236.89
MULTI-USE & MULTI-FAMILY	READY TO SERVE (MONTHLY FEE)	CAPITAL CHARGE {MONTHLY}	COMBINED COST
PER UNIT	\$9.58	\$9.00	\$18.58
PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 3/4" METER SIZE PER EACH INDIVIDUAL UNIT			
*PLEASE SEE NOTE #3			
METER TYPE / NOTES	OTHER WATER FEES		COST
Metered Water	Per 1,000 gal.		2.95 \$3.95
Irrigation Meter	Monthly Fee		\$5.00
PLEASE NOTE: THE CUSTOMER IS RESPONSIBLE FOR THE COST OF THE METER, ASSEMBLY AND INSTALLATION			
Analysis	Water Quality Analysis		\$65.00 + COST OF THE TEST
TURNING ON & TURNING OFF WATER			COST
During working hours - less than 72 hour notice			\$60.00
During non-working hours - emergency calls			\$90.00
Seasonal Off/On - with 72 hour advance notice.		EACH SERVICE	Off \$25/ On \$25.00
Turn Off/On Fee - water service failure to pay		EACH SERVICE	Off \$25/ On \$25.00
<u>Turn on Fee</u> - sewer only customer minimum fee		EACH SERVICE	\$250.00
Late Penalty Fee			10%
Bulk Water Purchase			\$50.00 plus \$5.90 per 1,000 gallons