



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
October 20th 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of September 15th, 2025 meeting 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. Report VSB-2025-28 On Street Parking St Marys Street
 - b. Report VSB-2025-31 Manager's Update
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
MEETING MINUTES OF September 15, 2025

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

Present: Bahle, Lutke, Smith, Suppes
Absent: Christensen, Perkins, & Yoder
Staff present: Larrea & Petroskey
Guests: 9

Consent Agenda

Bahle moved, Smith seconded, CARRIED, to approve the Consent agenda as presented. The August 18, 2025 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 4 No: 0. 3 Absent

Conflict of Interest: None

Agenda approval

Lutke moved Smith seconded, CARRIED to approve the agenda as presented.
Ayes: 4 No: 0. 3 Absent

Public comment/Communications: Email Communication received from Kathy Egan, Kathleen Mozak, & Jared Pontius.

Kelly Slater, Green Suttons Bay gave an update on the group's accomplishments in the Village.

Jared Potius stated he provided a written communication in hopes it would be sent to the appropriate committee.

Staff Reports: Rob Larrea stated that road work would begin on the Elm Street project in the next few weeks.

Good of the Order: Trustee Smith thanked Green Suttons Bay for all their work. Smith added it was Dillan Pontius 5th birthday today!

Public Comment- Jan Vandijk thanked the Village. He noted he sees his tax dollars at work.

David Bahle stated it was a privilege to live here. He feels the village takes good care of our space and the quality of life is enhanced by the work of the staff.

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051
suttonsbay@suttonsbayvillage.org

Chava Bahle talked about the users of the Waterwheel Park and how it is used by all demographics. She added in an age of rage; we need to show appreciation for each other.

Bill Crackel asked when St. Mary's Street would be repaired. He asked about the progress of the bathhouse and stated he does not like the look of the proposed renderings for the bathhouse.

Chava Bahle suggested that everyone join in for a Happy Birthday song to our young guest Dillan Pontius.

The meeting was adjourned at 5:43 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
09/16/2025	47918	BARTCH, TED & CYNTHIA	UB refund for account: DOCK-000712-00G4-	79.69
09/16/2025	47919	DICKINSON, HADLEY	UB refund for account: BRW -000310-0000-	267.67
09/17/2025	19677(E)	DTE ENERGY	MULTIPLE ACCTS SEPTEMBER 2025	544.18
09/17/2025	19678(E)	AMAZON	MEASURING TAPE ROLLING WHEEL(S)	75.98
09/17/2025	19679(E)	CHARTER COMMUNICATIONS	ACCT# 8284131220008513 146 S SHORE	205.00
09/17/2025	19680(E)	FIFTH THIRD BANK	BANK FEES SEPTEMBER	439.21
09/17/2025	19681(E)	SCHNEIDER PENINSULA PERENNIAL NURS	6 STREET TREES	1,900.00
09/17/2025	47920	BRAMER AUTO SUPPLY	CUST# 8571 MARINA REPAIR SUPPLIES	52.27
09/17/2025	47921	DC COLLECTIVE GROCER	DW OFFICE SUPPLIES	28.38
09/17/2025	47922	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES AUGUST 2025	188.58
09/17/2025	47923	ABONMARCHE CONSULTANTS, INC	25-0418 DOCK PHASE 1 ENGINEERING SERVICE	30,801.98
09/17/2025	47924	AIRGAS USA, LLC	CYL RENTAL/HAZMAT	60.66
09/17/2025	47925	ASPIRE FINANCIAL SERVICES	ROUTINE GARDEN MAINTENANCE	695.46
09/17/2025	47926	GOOD NATURE GARDENS, INC	38X65 ML BAGS	369.95
09/17/2025	47927	KSS ENTERPRISES	ANNUAL THREAT PROTECTION/TECH SUPPORT	490.00
09/17/2025	47928	INTEGRITY SOFTWARE SYSTEMS	PAVEMENT MARKINGS S SHORE	197.94
09/17/2025	47929	INTEGRITY BUSINESS SOLUTIONS	WATER/DELIVERY FUEL CHG	2,951.52
09/17/2025	47930	PK CONTRACTING	REFUND TRANSIENT-LESS PROCESSING FEE	34.75
09/17/2025	47931	PURE WATER WORKS	20W50 SYNTHETIC OIL	407.00
09/19/2025	47932	JEFFREY STEENDAM	VALVE DUST EJECTOR	1.26
09/26/2025	47933	ART'S AUTO AND TRUCK PARTS INC	MARINA-A DOCK PHASE 1	34.51
09/26/2025	47934	FERGUSONS LAWN EQUIP.	1570 GALS REC 90 @ \$3.54 PER GAL + TAXES	7,625.26
09/26/2025	47935	ABONMARCHE CONSULTANTS, INC	PLANNING SERVICES JULY 2025	6,589.29
09/26/2025	47936	BAYSHORE OIL & PROPANE	FAILED BREAKER SLIP 99	1,162.50
09/26/2025	47937	BECKETT & RAEDER	REPLACE SEWER MANHOLE/ASPHALT	145.00
09/26/2025	47938	BUHR ELECTRIC INC	QUARTERLY ESTIMATE 7/1-9/30	1,450.00
09/26/2025	47939	KAL EXCAVATING CO	CLEANING SERVICES AUGUST	270.00
09/26/2025	47940	KDP RETIREMENT PLAN SVCS, INC	3 MO MAINTENANCE AGREEMENT THR 12/19/202	340.00
09/26/2025	47941	MR CLEAN	SPRINKLER BLOWOUT MARINA	271.59
09/26/2025	47942	NETLINK BUSINESS SOLUTIONS	PORTA JOHN RENTAL WW PARK	115.00
09/26/2025	47943	NORTHERN SPRINKLERS	REPAIR OF MOTHERBOARD	1,810.00
09/26/2025	47944	SECURITY SANITATION, INC	6429460117, OCTOBER 2025 PREMIUM	2,394.88
09/26/2025	47945	SITECH	STUMP GRINDER RENTAL	511.22
09/26/2025	47946	STANDARD INSURANCE COMPANY	ANNUAL CONTRACT MONITORING	650.00
09/26/2025	47947	TC RENTALS, INC	ACCT# 8364410 1522 RICHTER	240.00
09/26/2025	47948	TKS SECURITY	MNGR SOFTWARE OCT 2025	172.39
09/29/2025	19682(E)	CHERRYLAND ELECTRIC	KASCO PROPELLER	21.19
09/29/2025	19683(E)	ADOBE	ATCP MEMBERSHIP DUES	66.00
09/29/2025	19684(E)	AMAZON	TELEPHONE SERVICE-MULTIPLE SEPT 2025	535.00
09/29/2025	19685(E)	AMERICAN PLANNING ASSOCIATION	TELEPHONE SERVICE-MULTIPLE SEPT 2025	279.83
09/29/2025	19686(E)	BRIGHTSPEED	ACCT# 0005327201 420 W FRONT	678.71
09/29/2025	19687(E)	BRIGHTSPEED	ACCT# 005327301 665 N FRONT	159.99
09/29/2025	19688(E)	CHARTER COMMUNICATIONS	ID# 46597-001 OCT 2025 PREMIUM	119.99
09/29/2025	19689(E)	CHARTER COMMUNICATIONS	CONFERENCE MNGR'S ACCOMODATIONS	611.76
09/29/2025	19690(E)	MICHIGAN RETAILERS SERVICES	DW MICROSOFT 365	645.96
09/29/2025	19691(E)	AMWAY GRAND PLAZA	MNGR'S CONFERENCE EXPENSE	159.00
09/29/2025	19692(E)	MICROSOFT	MNGR'S CONFERENCE EXPENSE	15.37
09/29/2025	19693(E)	BRICK & PORTER	E-Z SEAL FLIP TOP BOTTLES	20.14
09/29/2025	19694(E)	CINCO DE MAYO	ACCT # 10347+9401090125 SEPT 2025	29.04
09/29/2025	19695(E)	PITNEY BOWES	ABA 091-000-022 A/C 170225065979	130.00
09/29/2025	19696(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 210000721989 SEPTEMBER 2025	127,071.88
09/29/2025	19697(E)	US BANK BOND CONTROL	MNGRS CONF EXPENSE	83.79
09/29/2025	19698(E)	WELLS FARGO FINANCIAL LEASING	OFFICE SUPPLIES	19.47
09/29/2025	19699(E)	KITCHEN COUNTER	ACCT# 0016108757 LEASE AGREEMENT	16.42
09/30/2025	19700(E)	AMAZON	SALES TAX/INTEREST AUG 2025 - MARINA	179.46
09/30/2025	19701(E)	PITNEY BOWES		
10/02/2025	19703(E)	STATE OF MICHIGAN - TREASURY		774.81

Check Date	Check	Vendor Name	Description	Amount
10/07/2025	19704 (E)	CONSUMERS ENERGY	MULTIPLE ACCOUNTS OCT 2025	4,645.06
10/07/2025	19705 (E)	AMAZON	OFFICE SUPPLIES	11.71
10/07/2025	19706 (E)	AMAZON	OFFICE SUPPLIES	17.89
10/07/2025	19707 (E)	AMAZON	OFFICE SUPPLIES-BLUEPRINT ORGANIZERS	87.28
10/07/2025	19708 (E)	AMAZON	LOOSE LEAF BINDER RINGS	8.99
10/07/2025	19709 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS OCT 2025	489.16
10/07/2025	19710 (E)	BARN OWL TECH	DATA USAGE BWH/WATER	31.92
10/07/2025	19711 (E)	CHARTER COMMUNICATIONS	326 FRONT STREET OCT 2025	140.00
10/07/2025	19712 (E)	GFL ENVIRONMENTAL	ACCT# 002105664 326 FRONT STREET1520 RIC	332.82
10/07/2025	19713 (E)	GFL ENVIRONMENTAL	ACCT# 326 FRONT STREET	249.75
10/07/2025	19714 (E)	ON TIME TELECOM, INC	ROBO CALLS OCT 3, 2025	52.00
10/07/2025	19715 (E)	PITNEY BOWES - PURCHASE POWER	RESERVE ACCOUNT SEPTEMBER 2025	1,000.00
10/07/2025	19716 (E)	PRIORITY HEALTH	GROUP 784340 2025 OCTOBER PREMIUM	10,872.14
10/07/2025	19717 (E)	VISION SERVICE PLAN	ACCT# 30 017164001 OCTOBER 2025	221.49
10/08/2025	47949	BRAMER AUTO SUPPLY	MARINA SUPPLIES	264.96
10/08/2025	47950	DC COLLECTIVE GROCER	WATER SUPPLIES	12.34
10/08/2025	47951	ART'S AUTO AND TRUCK PARTS INC	CUST # 20090 REISSUE CHECK	351.60
10/08/2025	47952	LEELANAU ENTERPRISE	SYNOPSIS 9/15/2025 MEETING	75.80
10/08/2025	47953	BAYSHORE OIL & PROPANE	1000 GALS REC 90 @ \$3.54 + TAXES	4,197.00
10/08/2025	47954	BECKETT & RAEDER	PLANNING SERVICES THROUGH AUGUST 2025	1,725.00
10/08/2025	47955	BRITTANY MECHANICAL	WELL HOUSE MAINTENANCE	542.00
10/08/2025	47956	HYDROCORP	C000781 CCCP SEPT 2025 JOB B893000	837.01
10/08/2025	47957	KAL EXCAVATING CO	SCREENED TOPSOIL	250.00
10/08/2025	47958	LAND INFORMATION ASSESS ASSOC	WEBSITE HOSTING	117.50
10/08/2025	47959	OUTSIDE EDGE CONCRETE CONSTRUCTION	1440 SQ FEET/4 " SIDEWALK ELM STREET	13,860.00
10/08/2025	47960	LEELANAU CTY ROAD COMMISSION	CHIP AND SEAL SOUTH SHORE DRIVE	18,904.55
10/08/2025	47961	SECURITY SANITATION, INC	PORTA JOHN BAHLE PARK	125.00
10/08/2025	47962	SMITH & JOHNSON, ATTORNEYS	15455.00004 GENERAL	2,923.52
10/08/2025	47963	SOS ANALYTICAL	ROUTINE LAB ANALYSIS SEPTEMBER	225.00
10/08/2025	47964	STANDARD ELECTRIC COMPANY	SERVICE CALL/CONTROLLER GENERATOR	3,005.20
10/08/2025	47965	USABLUEBOOK	CUST # 820127 BLUE/GREEN FLAGS	66.13
GEN TOTALS:				
Total of 88 Checks:				260,903.75
Less 0 Void Checks:				0.00
Total of 88 Disbursements:				260,903.75

		VILLAGE OF SUTTONS BAY REPORT VSB -2025-28	
Prepared:	October 16, 2025	Pages:	1 of 2
Meeting:	October 20, 2025	Attachments:	☒
Subject:	On Street Parking – St. Marys Street		

PURPOSE

To inform the Village Council on discussions regarding the isolated St. Mary's Street water runoff concern.

OVERVIEW

Several years ago, the Village embarked on a mission to provide additional on street parking in various areas of our community. In doing so, the decision was made to eliminate the grass buffer strip between the roadway and sidewalks, that acts as zone of infiltration for street water runoff. In some cases, these areas were converted decades ago and have for the most part continued with limited concern. However, in other areas they apparently are no longer able to contain the runoff. In this particular case, a small section of St. Mary's Street has generated isolated, yet consistent complaints.

On April 8, 2025, the General Service committee reviewed three design scenarios to begin the discussion on this section of on street gravel parking. From a short-term solution perspective, the committee agreed that the most cost-effective short-term solution would be to convert the perpendicular parking area to parallel parking.

On October 7, 2025, this topic was once again placed on the agenda to discuss narrowing the scope. However, due to a lack of quorum we canceled the meeting. To clarify, following its cancelation, staff provided an overview of the report to the residents present and addressed their questions as it related to this topic and others.

STAFF COMMENT

Staff has periodically observed this area when rain was present and although observations have resulted in limited concern, variables are present to suggest a runoff issue *could potentially* occur during a higher volume rainfall. The addition of a "grassy swale" should minimize this potential.

In summary, there is approximately 24 feet of gravel and asphalt extending from the edge of the travel way to the edge of sidewalk. Approximately ½ (12-feet) of the gravel parking area would be replaced by a vegetative grass strip. The remaining (approximately) 12-feet would be transitioned into parallel parking. Although we are still in the discover/strategize phase, we wanted to update the Council of this discussion.



N Saint Marys St

N Saint Marys St

Grove St

		VILLAGE OF SUTTONS BAY REPORT VSB -2025-31	
Prepared:	October 16, 2025	Pages:	1 of 2
Meeting:	October 20, 2025	Attachments:	☐
Subject:	Managers Update		

Although we are preparing our equipment, infrastructure and amenities for the winter months, our focus is steadfast on accomplishing our 2025 projects. Below we have provided you with a quick update on various tasks, projects and plans. As you are aware, this list does not address all of our active projects, however, these are a few projects that are currently in the works.

MARINA "A- DOCK" PROJECT – (GRANT)

The EGLE permit public hearing process has concluded as of October 9, 2025 with no comments received. This permit is still in the review phase at the State level however we have addressed all questions and are on track to receive our "A Dock" project permit in the near future. Stay tuned...

BOATERS SERVICE AND PUBLIC RESTROOM PROJECT– (GRANT)

This project is in final engineering/architectural phase and we anticipate moving forward with bid proposals in January.

SHORELINE RESTORATION– (GRANT)

A few months ago, we submitted a shoreline remediation grant in partnership with the Watershed Center for the Coal Dock Park. This grant would allow us to create a unique method of shoreline erosion control while also creating an aquatic habitat. The idea was presented to State of Michigan officials and received high praise at the time. We will keep you posted on the status of our request.

EGLE SOURCE WATER PROTECTION – (GRANT)

We received an updated from EGLE regarding the status of our Source Water Protection Grant, that we applied for in June of this year. Due to budgeting issues and delays at the state and federal levels, grant awards have been delayed, likely until 2026. EGLE is non-committal on if this delay and potential reduction in funds will affect the competitiveness of this grant, however, it is likely. Stay tuned...

ELM STREET PROJECT

The (Phase II) repaving project on Elm Street is scheduled to begin in the next few days, weather depending. This project will address the long-time drainage issues, 1st street ramp, sunken asphalt and catch basin improvements. The road will be closed for approximately a week with detours being incorporated during that time. Outside of a minor inconvenience, we do not anticipate any traffic delays, or backups for school traffic.

ELM STREET SIDEWALK PROJECT

We have received high praise from leaders and worshippers of the St. Michaels Church for our sidewalk replacement project. With raingarden improvements and another sidewalk project planned for this area in 2026, we will be able to address a few long-planned projects.

LAW ENFORCEMENT

We are in the process of finalizing a law enforcement contract that is set to expire December 31st. The extension will be for one year; however, we will be discussing a longer-term contract extension in July.

JACOBS

Similar to the law enforcement contract, we are finalizing a one-year contract extension for the WWTP operator. We will be discussing a longer-term contract extension in the coming months.

TREE CUTTING

We will be eliminating several street trees over the next few weeks, that have exceeded their lifespan. These trees are located throughout the village (St.Marys, Broadway etc) and will be replaced with new trees in 2026.

TREE PLANTING

As with every year, you will see a number of street trees being planted throughout the Village this Fall. The trees were ordered and are entering their dormancy stage so once that occurs, we will plant them accordingly.

SUTTON PARK WATER BOTTLE FILLER

We are still planning to move forward with our water bottle filler project in the next 30 days or so. This project has endured delays over the past months; however, in partnership with KAL, we will be installing new underground water infrastructure to prepare for its installation.

