



VILLAGE OF SUTTONS BAY  
REMOTE Access Village Council Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682 at 5:30pm  
June 21, 2021  
Agenda

Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration Of State Of Emergency will be implemented in response to COVID-19. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
  - a. Approval of Minutes -May 17, 2021 and May 26, 2021
  - b. Payment of Invoices
  - c. Accept PC Annual Report
  - d. Accept 2020 Audit
  - e. Letter to Suttons Bay Township
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - a. Club License-Bay Theatre Local Govt Approval
  - b. Resolution to Oppose SB 466 and HB 4722 (Short Term Rental Legislation)
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member **Comments**)
  - a. Manager's Report - Manager's Work Plan
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](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Village Council Regular Meeting

Time: Jun 21, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87651603021?pwd=QzE1L3ZhaUFSaINibURPUzdxVVIOQT09>

Meeting ID: 876 5160 3021

Passcode: 585963

One tap mobile

+13017158592,,87651603021#,,,,\*585963# US (Washington DC)

+13126266799,,87651603021#,,,,\*585963# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 876 5160 3021

Passcode: 585963

Find your local number: <https://us02web.zoom.us/j/kc2xesT8pi>



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL  
REMOTE MEETING MINUTES OF MAY 17, 2021

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

Present: Bahle, Case, Christensen, Long, Lutke, Smith and Suppes

Staff present: Aylsworth, Fay, Larrea and Miller

Approval of Agenda

Bahle moved, Case seconded, CARRIED, to approve the Agenda as presented with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Consent Agenda

Case moved, Smith seconded, CARRIED, to approve the Consent Agenda as presented with an affirmative unanimous roll call vote. The April 19, 2021, Village Council meeting minutes are approved. The Payment of Invoices are approved. Ayes: 7, No: 0.

Public Comment – A public comment was received and can be found in this meeting packet.

Report VSB 2021-31 Public Hearing Peddler's Ordinance Amendment

The public hearing opened at 5:34 p.m. and having heard no public comment, the public hearing was closed. Suppes moved, Christensen seconded, CARRIED, to adopt the amendments to the ordinance known as the Peddler's Ordinance #54 of 2010, as attached to Report VSB-2021-31 and being part of this motion, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Report VSB 2021-32 Public Hearing Marina Ordinance Amendment

The public hearing opened at 5:36 p.m. and having heard no public comment, the public hearing was closed. Smith moved, Long seconded, FAILED, to adopt the proposed amendments to the ordinance known as Marina Ordinance # 2 of 2017 as presented, denied unanimously by a roll call vote. Ayes: 0, No: 7.

Bahle moved, Case seconded, CARRIED, to adopt the amendments to the ordinance known as Marina Ordinance #2 of 2017, for the reasons discussed and as stated in Report VSB-2-21-32 and being made a part of this motion, and amending the second sentence in section 9:10 to read "No *commercial* passenger loading and unloading shall occur at any time" and to make plural the words "launch and ramp" to "*launches* and *ramps*" in section 9 of the Marina Ordinance, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Report VSB 2021-33 Resolution 2 of 2021 Par Plan Risk Reduction Grant Application

Suppes moved, Smith seconded, CARRIED, to adopt Resolution 2 of 2021, Michigan Township Participating Plan Risk Reduction Grant Program Application with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Good of the Order

Council discussed a letter received from Insight Optometry regarding the public parking lot in front of their business. Larrea will discuss options for this public parking area with staff, and the issue will be placed on the next General Services Committee agenda.

Long stated and Council discussed the ongoing and disruptive issues at the Recycling Center located at Suttons Bay Schools. This is a big noise problem impacting surrounding neighbors at all hours. The location is not appropriate given the nearby residential area it negatively impacts. Lutke suggested referring to the Nuisance Ordinance. Larrea will discuss the problem with Leelanau county.

Smith commented on the public comment received and, in the packet, specifically regarding trees, or lack of trees, in the downtown area of the Village. Council requested a tree discussion be placed on the next General Services Committee agenda.

Manager's Report

Larrea stated a new meeting date needs to be established for the Utility/Marina Committee meetings. Following discussion, the Utility/Marina Committee meeting will be changed from Thursdays to Mondays at 8:10 a.m. Further discussion will take place regarding moving the Committee of the Whole meeting dates.

Larrea reminded everyone to get back with him or the Clerk regarding the walking tour of Leo Creek with Sarah U'Ren.

The meeting adjourned at 6:18 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE COUNCIL SPECIAL  
REMOTE MEETING MINUTES OF MAY 26, 2021

The meeting was called to order at 8:10 a.m. by President Pro-Tem Christensen.

Present: Bahle, Christensen, Long, Lutke, and Smith  
Absent: Case and Suppes  
Staff present: Fay, Larrea and Miller

Approval of Agenda

Bahle moved, Smith seconded, CARRIED, to approve the Agenda as presented with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Public Comment

Bill Perkins stated it is time to get an electric charging station for electric cars and place it on Front Street, for a future Marina vehicle when it is changed out, and at the Maintenance building for lawnmowers when it comes time to change them, and for the Manager's commutes. Perkins believes the Village should purchase their own porta johns and use the Vac truck for cleaning them out.

Resolution – Road Grant Request

Bahle moved, Smith seconded, CARRIED, to adopt Resolution 3 of 2021 for support of a grant application from the Transportation Economic Development Fund (TEDF) with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Manager's Report

Larrea reported staff continues to work on landscaping improvements throughout the Village. Seating has been placed downtown. The hump on South Shore Drive has been fixed. The volleyball courts and the mobi mat have been installed at Marina Park. Larrea stated the Judge granted the Motion for Summary Disposition on all 6 counts against the Village regarding the human resource matter. An order will be signed and the case will be dismissed.

The meeting adjourned at 8:21 a.m.

Meeting minutes submitted by Shar Fay.

Check Date	Check	Vendor Name	Description	Amount
05/19/2021	18365 (E)	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354 - JUNE 20201 PREMIUM	275.63
05/26/2021	18391 (E)	CHERRYLAND ELECTRIC	ACCT#8364410 ELECT THRU APRIL 20	197.40
05/26/2021	18392 (E)	AMAZON	MISC TOOLS/SUPPLIES MARINA	379.08
05/26/2021	18393 (E)	AMAZON	FLAG WARNING PENNANT-MARINA	13.96
05/26/2021	18394 (E)	AMAZON	GARDEN HOSE-MARINA	27.99
05/26/2021	18395 (E)	AMAZON	LITHIUM COIN BATTERY	1.86
05/26/2021	18396 (E)	AMAZON	BATTERY SURGE PROTECTOR/SUPPLIES	299.95
05/26/2021	18397 (E)	AMAZON	RECYCLE STICKERS FOR TRASH BINS	79.50
05/26/2021	18398 (E)	AMAZON	ETHERNET INJECTOR	23.99
05/26/2021	18399 (E)	CHARTER COMMUNICATIONS	MARINA INTERNET SERVICE-MAY 2021	127.98
05/26/2021	18400 (E)	JAMESTOWN DISTRIBUTORS	FLEXBAR PVC BUOY PAINT	0.00
05/26/2021	18401 (E)	VOLLEYBALL USA	2XPOP BAZOOKA VOLLEYBALL SYSTEM	0.00
05/26/2021	18402 (E)	PITNEY BOWES	POSTAGE SEALING SOLUTION	48.42
05/14/2021	18403 (E)	VISTA PRINT	BUSINESS CARDS-ZONING DEPT	24.37
06/08/2021	18411 (E)	CHERRYLAND ELECTRIC	ACCT # 8364410 1520 RICHTER	0.00
06/08/2021	18412	AMAZON	RECYCLE STICKERS TRASH BINS	0.00
06/08/2021	18413 (E)	AMAZON	APRIL BANK FEES	0.00
06/08/2021	18414	FIFTH THIRD BANK	2XPOP BAZOOKA VOLLEYBALL SYSTEM	0.00
06/08/2021	18415 (E)	VOLLEYBALL USA	ADOBE SOFTWARE MAY-OFFICE	0.00
06/08/2021	18416	ADOBE	SOFTWARE UPDATE-MAY MNG OFFICE	15.89
06/08/2021	18417 (E)	AMAZON	GOOSE AND BIRD REPELLENT	15.89
05/31/2021	18427 (E)	ADOBE	AMAZON CHARGES-PRIME SHIPPING	148.99
05/31/2021	18428 (E)	ADOBE	ACCT # 82450121220019774 STATIC IP FEE 4	126.14
05/31/2021	18429 (E)	AMAZON	MAY 2021 BANK FEES	172.17
05/31/2021	18430 (E)	AMAZON	OUTDOOR SOLAR PATHWAY - MARINA	1.00
05/31/2021	18431 (E)	CHARTER COMMUNICATIONS	2 MENS BATHROOM SIGNS - BRAILLE	137.97
05/31/2021	18432 (E)	FIFTH THIRD BANK	AMBER GREEN STROBE WARNING LIGHT	23.45
06/11/2021	18433 (E)	AMAZON	MOTOR POOL SUPPLIES -SENSOR SWITCH	129.99
06/11/2021	18434 (E)	AMAZON	SERV THRU 4-29-2021	7.29
06/11/2021	18435 (E)	AMAZON	ACCT #100000275485 SERV THRU 4/30	2,248.73
05/14/2021	45028	BRAMER AUTO SUPPLY	SPRAY MARKING PAINT	132.95
05/14/2021	45029	CONSUMERS ENERGY	AR CD 2560 MOTOR POOL	40.35
05/14/2021	45030	CONSUMERS ENERGY	326 FRONT 6 YD WASTE	362.50
05/14/2021	45031	GRAINGER	FLEXZILLA 5116 X 50 HOSE	74.19
05/14/2021	45032	AIRGAS USA, LLC	REC 90 1299 GALS @ 2.76	4,351.73
05/14/2021	45033	AMERICAN WASTE	GRASS SEED/STRAW WEDGE PARK	281.97
05/14/2021	45034	EDIE AYLSWORTH	GNRL SERV THRU 4/23/21	325.00
05/14/2021	45035	BAYSHORE OIL & PROPANE	MARINA SUPPLIES-CLARIO FOAMING CLEANSER	200.00
05/14/2021	45036	CSI GEOTURF	200 LBS STEEL	200.00
05/14/2021	45037	DANBROOK ADAMS RAYMOND	MARINA SUPPLIES-CLARIO FOAMING CLEANSER	200.00
05/14/2021	45038	KSS ENTERPRISES	REIMBURSEMENT-MEDIATION SUPPLIES	19.89
05/14/2021	45039	JACKLIN STEEL SUPPLY CO	2021 SPRING STREET SWEEPING	4,162.50
05/14/2021	45040	ROBERTO IARREA	SERV FOR APRIL 2021	410.00
05/14/2021	45041	MOLON EXCAVATING, INC	GNRL MATTERS THRU 4/28/21	676.50
05/14/2021	45042	MR CLEAN	ACCT # 8000-9090-0222-9933	604.50
05/14/2021	45043	OLSON, BZOK & HOWARD, P.C.	5 5 GAL PURIFIED WATER	33.00
05/14/2021	45044	PITNEY BOWES - PURCHASE POWER	BAHLE PARK-WASTE RECEPTACLE	100.00
05/14/2021	45045	PURE WATER WORKS	WMPD CABLE SERV THRU 5/30/2021	82.97
05/14/2021	45046	SECURITY SANITATION, INC	HACH DPD CHLORINE	35.37
05/14/2021	45047	TIME WARNER CABLE	2021 AUDIT FEES THRU 4/30/2021	1,000.00
05/14/2021	45048	USABIJUEBOOK	MARINA STAFF TRAINING-HALVERSON	175.00
05/14/2021	45049	VREDEVELD HAEFNER LLC	ACCT #103034041436	201.86
05/14/2021	45050	GSK ENTERPRISES LLC	ACCT # 100000275527 SERV THRU 4/30/2021	792.29
05/25/2021	45051	CONSUMERS ENERGY	ACCT # 87101852 ABSORBENT PADS	94.95
05/25/2021	45052	CONSUMERS ENERGY		
05/25/2021	45053	GRAINGER		

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY  
 CHECK DATE FROM 05/13/2021 - 06/16/2021

Check Date	Check	Vendor Name	Description	Amount
05/25/2021	45054	GRAINGER	ACCT # 871012852 PARK SAFETY SUPPLIES	312.65
05/25/2021	45055	DTE ENERGY	VARIOUS SERV THRU APRIL 29, 2021	723.59
05/25/2021	45056	LEELANAU ENTERPRISE	APRIL 2021 LEGALS & PUBLIC NOTICES	509.05
05/25/2021	45057	LEELANAU ENTERPRISE	#10 ENVELOPES REG/WINDOW	125.00
05/25/2021	45058	AT&T MOBILITY	ACCT # 287304252169 SERV THRU MAY 11, 20	512.62
05/25/2021	45059	BUNERS HARDWARE	FAUCET- MARINA BATHROOM	54.99
05/25/2021	45060	LESLIE COTTURIER	ZONING ADMIN AGREE - MAY, 2021	480.00
05/25/2021	45061	KSS ENTERPRISES	2-60" MOP HANDLE	31.90
05/25/2021	45062	GT RUBBER SUPPLY, INC	HOSE- LOADER CAT 924	195.92
05/25/2021	45063	GREG MERHEW	SLIP PAYMENT REFUND 75%	1,743.75
05/25/2021	45064	RESTROOM DIRECT	"JACKS" WATER FOUNTAIN	2,564.00
05/25/2021	45065	PLANT MASTERS	18 HERBS - BLACK POT	152.82
05/25/2021	45066	PRIORITY HEALTH	GROUP 784340 S0001, JUNE 2021 PREMIUM	7,307.37
05/25/2021	45067	SARA KOPRIVA	APRIL PLANNING SERVICE	135.00
05/25/2021	45068	SARA KOPRIVA	MAY PLANNING SERVICE	67.50
05/25/2021	45069	SARA KOPRIVA	MARCH PLANNING SERVICES	67.50
05/25/2021	45070	SECURITY SANITATION, INC	MARINA PORTA JOHN RENTAL THRU 5-16	409.95
05/25/2021	45071	SECURITY SANITATION, INC	BAHLE PARK PORTA JOHN RENTAL THRU 5-21	100.00
05/25/2021	45072	SECURITY SANITATION, INC	PORTA JOHN RENTAL- WATERWHEEL PARK	100.00
05/25/2021	45073	SIGPLDCLTY	VARIOUS SIGNS-MARINA	634.43
05/25/2021	45074	SOS ANALYTICAL	PROJ # WSSN6500 BACTI-TEST	80.00
05/25/2021	45075	USABIUEBOOK	CUST # 820127 STRIPING PAINT YELLOW & WH	305.70
05/25/2021	45076	WELLS FARGO FINANCIAL LEASING	CUST# 1000090171 SHARP COPIER LEASE	72.92
06/03/2021	45077			0.00
06/03/2021	45078	NORTHERN BUILDING SUPPLY, LLC	ACCT VIL10 2105-406261 MULTIPLE INVOICHS	858.54
06/03/2021	45079	CENTURYLINK	EQUIPMENT JUNE RENTAL	143.40
06/03/2021	45080	DAVID MILLER	REIMBURSE FOR DAMG TO GARDEN CLUB FLOWER	25.41
06/03/2021	45081	PLANT MASTERS	HANGING BASKETS, HERB POTS	105.94
06/11/2021	45082	BRAMER AUTO SUPPLY	CUST# 8571 MOTOR POOL 835 TAIL LIGHTS	15.99
06/11/2021	45083	BRAMER AUTO SUPPLY	CUST# 8571 SILICONE MARINA PUMP OUT	15.99
06/11/2021	45084	BRAMER AUTO SUPPLY	CUST# 8571 MOTOR POOL 2 CYCLE OIL	11.97
06/11/2021	45085	BRAMER AUTO SUPPLY	CUST#8571 MOTOR POOL BAR CHAIN OIL	15.69
06/11/2021	45086	CONSUMERS ENERGY	MULTIPLE INVOICES- MAY USAGE	2,939.96
06/11/2021	45087	DC COLLECTIVE GROCER	TRASH BAGS - WWTp SUPPLIES	23.97
06/11/2021	45088	ART'S AUTO AND TRUCK PARTS INC	3 AMBER CLEAR LENS - ONE TON	75.20
06/11/2021	45089	COUNTY OF LEELANAU	PRIOR YEAR TAX ADJ - 043-768-139-00, TRI	357.76
06/11/2021	45090	POSTMASTER	ANNUAL FEE PO BOX 395	76.00
06/11/2021	45091	FERGUSONS LAWN EQUIP.	BELT-V WITH SLEEVE - EXMARK MOWER	52.65
06/11/2021	45092	FERGUSONS LAWN EQUIP.	BLADES/PARTS FOR MOWERS, SCAG CHERTAN	383.85
06/11/2021	45093	FERGUSONS LAWN EQUIP.	CUSTOMER 7057 - TRIM LINE/OIL FOR SM ENG	88.81
06/11/2021	45094	LEELANAU ENTERPRISE	PRINTING/PUBLISHING MAY 2021	384.90
06/11/2021	45095	LEELANAU ENTERPRISE	ADVERTISER NO. 2074 MEETING SYNOPSIS	64.35
06/11/2021	45096	STATE OF MICHIGAN -MDOT	MDOT00592 - TAP PROJ M-22	5,402.40
06/11/2021	45097	AMERICAN WASTE	ACCT# 3222750 JUNE SERVICE DEW	207.01
06/11/2021	45098	BADGER METER INC	CUST# 211286 - BEACON MBL HOST - MAY 2021	36.06
06/11/2021	45099	BAYSHORE OIL & PROPANE	158.5 GAL REC 90 @ \$2.95 - MARINA	560.78
06/11/2021	45100	BAYSHORE OIL & PROPANE	1473.5 GAL REC 90 @ 2.85 - MARINA	5,065.89
06/11/2021	45101	BAY SUPPLY & MARKETING INC	USA & MI FLAGS - MARINA SO# 25695	79.50
06/11/2021	45102	CENTURYLINK	ACCT 300439566, VH THRU 6/21	664.17
06/11/2021	45103	CENTURYLINK	ACCT 405593377, WWTp THRU 6/21	226.11
06/11/2021	45104	JIM DEMOUTPIED	2000 GAL BRINE	1,100.00
06/11/2021	45105	ECONO SIGNS	TWO-SIDED YIELD TO PED SIGNS	1,764.96
06/11/2021	45106	ELMER'S	8.97 TN COLD PATCH @ 197.95 PER TN	1,775.61
06/11/2021	45107	FIELD CRAFTS, INC	REF M64579,C64580 - 32 T SHIRTS - MARINA	606.02
06/11/2021	45108	INTEGRITY SOFTWARE SYSTEMS	MARINA COMPUTER UPDATES & REPAIRS 3.75 H	375.00
06/11/2021	45109	MAPLE RIVER DIRECT MAIL	ESTIMATE POSTAGE - 2021 TAX MAILING	230.00
06/11/2021	45110	MI MUNICIPAL LEAGUE WORKERS CO	POLICY #5002750-21 INSTALL #1 2021-2022	1,379.00
06/11/2021	45111	DOROTHY PETROSKY	COFFEE-OFFICE SUPPLIES	35.96
06/11/2021	45112	MRWA	ANNUAL MEMBERSHIP DUES JULY 2021-2022	505.00
06/11/2021	45113	OLSON, BZDOK & HOWARD, P.C.	CLIENT # 6289-00M GENERAL MATTERS	429.00


Check Date	Check	Vendor Name	Description	Amount
06/11/2021	45114	OPERATIONS MANAGEMENT INT	WMTF SERVICES THRU JUNE 2021	13,738.58
06/11/2021	45115	INTEGRITY BUSINESS SOLUTIONS	ACCT 957380 - PENS, FOLDERS V- OFC SUPPL	43.13
06/11/2021	45116	PLANT MASTERS	MISC PERENNIALS- MARINA	259.92
06/11/2021	45117	PLANT MASTERS	MISC PERENNIALS-MARINA	72.98
06/11/2021	45118	PURE WATER WORKS	5 GAL WATER SUPPLIES	9.00
06/11/2021	45119	PURE WATER WORKS	5 GAL WATER FSC CHARGE	9.00
06/11/2021	45120	PURE WATER WORKS	WATER COOLER RENTAL JUNE	8.50
06/11/2021	45121	LEELANAU CTY ROAD COMMISSION	UNLEADED/DIESEL MAY 2021	1,086.28
06/11/2021	45122	SECURITY SANITATION, INC	WATERWHEEL PARK FR 5/9 - 6/9	100.00
06/11/2021	45123	SIGNPLICITY	VINYL SIGN GRAPHICS MARINA	265.55
06/11/2021	45124	SIC METER, LLC	1" SERIES 43 M STYLE COPPERSETTER	931.68
06/11/2021	45125	STANDARD INSURANCE COMPANY	00 642946 0117 - JUNE 2021 PREMIUM	502.67
06/11/2021	45126	TIME WARNER CABLE	ACCT#103479401 JUNE SERVICE	82.97
06/11/2021	45127	VALLEY CITY LINEN	ACCT 10467 - MAY SERVICE 5 WK @ \$25.00	125.00
06/11/2021	45128	VREDEVELD HAEFNER LLC	PROFESSIONAL SERVICES THRU MAY, 2021	5,000.00
06/11/2021	45129	WHEELLOCK & SONS	5 DOCK ACCESS GATES - PER QUOTE	1,750.00
06/16/2021	45130	AMERICAN WASTE	ACCT# 3222760 MARINA 6YD	130.00
06/16/2021	45131	BAYSHORE OIL & PROPANE	REC 90 811.4 GAL @2.88	2,813.94
06/16/2021	45132	BLUE CROSS BLUE SHIELD OF MICH	GR 007015354 0001-JULY 2021 PREMIUM	275.63
06/16/2021	45133	DUBOIS-COOPER ASSOCIATES	PUMPS FOR WATWATER TREATMENT PLANT	16,740.00
06/16/2021	45134	THE HOME CITY ICE COMPANY	ICE MACHINE RENTAL	563.20
06/16/2021	45135	KAL EXCAVATING CO	6A ROUND STONE SUTTONS PARK	2,501.47
06/16/2021	45136	ABI MECHANICAL	CUST ID# ABIMEC WMTF TANK WELDING	2,800.00
06/16/2021	45137	PITNEY BOWES	POSTAGE MAY 2021	402.50
06/16/2021	45138	SIC METER, LLC	BADGER METER SUPPLIES	1,534.54
06/16/2021	45139	USABLUBOOK	CUSTOMER # 820127 SAFETY GEAR-YELLOW SHI	225.54
06/16/2021	45140	XYLEM WATER SOLUTIONS USA, INC	CUST # 211065 POS SINGLE LARGE HOOD	224.23

GEN TOTALS:

(19 Checks Voided)  
 Total of 133 Disbursements:

113,835.80



		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2021- 42	
Prepared:	June 16, 2021	Pages:	1 of 2
Meeting:	June 21, 2021	Attachments:	<input type="checkbox"/>
Subject:	PC Annual Report		

**Introduction**

This 2020 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission’s report to the Village Council, as required above, and will also outline the activities of Staff in the 2020 year.

**Administration**

Staff was responsible for generating 67 reports 2020, to the Village Council, Village planning Commission, DDA, and Parks and Recreation Committee. This number has been consistent of the past two years and far exceeds those generated pre-2019. Routine tasks also include site visits, dialogue with the development community reviewing and amending the 2018 Village Zoning Ordinance & Zoning Map, drafting a new Parks & Recreation plan, and applying for and administering grants (thanks Dorothy).

**Zoning Administration**

Leslie issued 11 Land Use Permits, participated in the zoning ordinance review and discussions, and continues to enforce adopted ordinance.

**Planning Commission**

The Planning Commission meets the second Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Village Council on development matters and zoning amendments. This schedule will continue throughout 2021.

**Village Zoning Ordinance**

Following years of work by the Planning Commission, the new Village Zoning Ordinance was adopted in 2018; however, the format has proven to be less than user friendly.

- A waterfront study was prepared to determine if an ordinance amendment was warranted. Residents of the district were mostly opposed to lowering the minimum dimensional standards. No action was taken.
- An amendment to correct an inadvertent change to the zoning map was processed and approved by council.

## VILLAGE COUNCIL

- Ongoing discussions to include form base into the ordinance were generally accepted.

### **Parks & Recreation Plan**

A community survey was drafted and mailed to ALL Village residents to solicit public opinion on how we could improve our park system. The information received was very informative however it appeared to be limited from a demographic stand point. To expand our community outreach, the Village partnered with Suttons Bay High School who distributed 140 surveys to students and had a return of 104. This missing demographic proved very insightful and will assist with creating parks that encourage multigenerational interaction. The Village staff installed 32 square foot chalk boards at all our parks titled YOUR PARK, YOUR IDEAS to give visitors of the park, a platform to be heard. The chalkboards were placed at all our parks, throughout the 2019 and 2020 Summer season, and were photographed and cleaned every Monday or on an as needed basis. This was a popular community engagement tool and provided a fun platform for visitors.

### **Conclusion**

2021 should prove to be a very busy and exciting year as we anticipate continued work on the Zoning Ordinance, and beginning the process for drafting a new Master Plan.


### **Planning Commission Recommendation – June 9, 2021**

The Planning Commission accepted and forwarded the 2020 Annual Report to the Village Council for acceptance at their June 9, 2021 meeting:

### **VILLAGE COUNCIL ACTION:**

The following motion would be appropriate should the Village Council be prepared to accept the 2020 Annual Report:

**MOTION THAT** the 2020 Annual Report of the Planning Commission, as contained in Report VSB-2021- 42 be accepted by the Village Council as required by Section 19(2) of the Michigan Planning Enabling Act.

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2021- 41	
Prepared:	June 16, 2021	Pages:	1 of 1
Meeting:	June 21,2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	2020 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 30<sup>th</sup>. As usual, we contracted an independent auditor to perform the audit, and as anticipated, all is in order.

Past practices have the auditors present within the Village Hall where they are given access to our files, lessening the burden on Staff. Of course, due to COVID, the past two years of auditing have been quite taxing on Lorrie, due to the amount of information that was required to be sent via email to the auditors. The audit is reflective of our budgeting and anticipated expenditures for 2020, without surprises or concerns. Thank you, Lorrie, for all your hard work!

**REQUESTED ACTION**

MOTION THAT the Village Council accept the 2020 audit as prepared and further THAT the audit be submitted to the State of Michigan by June 30<sup>th</sup>.

June 7, 2021

Suttons Bay Township Board  
PO Box 457,  
Suttons Bay, MI 49682

**COPY**

RE: Township Request for Hydrology Study

Dear Suttons Bay Township Board of Trustees;

The Village of Suttons Bay Council would like to extend its gratitude to the Suttons Bay Township Board for proposing a partnership regarding a Hydrology study performed on Leo Creek. After several weeks of research and discussions with various agencies, we are requesting further clarification on the study.

On May 5, 2021, an email request was sent (attached). The email states;

*“At the June Committee of the Whole meeting, we ask that the Township consider providing a Resolution from the Board that describes the Township Board’s reasoning for requesting the project, and it’s potential benefit from completion, along with written documentation that shows the project was discussed and is supported by LCRC, and MDOT.”*

We certainly understand that this type of request can take time, so we are requesting that the Township provide us with a timeline or some type of indication regarding an intent to move forward. The Village Council was generally supportive of discussing this further, once we receive clarification to the above-mentioned request.

It is my understanding that discussions have now turned to the creation of a *drainage district*, in the same area of Leo Creek being proposed for the study. The first step to creating a drainage district is typically to initiate this type of study, so we respectfully request clarification on the Townships intent, by way of resolution. As you may be aware, we have traversed this path recently (Broadway Road), which we resolved without a drainage district and without additional taxation to our residents.

To reiterate the above email request, we ask that a resolution, documentation and response to the questions below, be provided to the Village.

- What are the Townships reasonings for requesting this project?
- Has the proposal morphed from a fish passage and stream restoration project, as presented, to a county drain initiative?
- Is the Township moving forward with the request and if so, is there written confirmation of support from MDOT and LCRC to study their infrastructure?
- Being that the township does not own the infrastructure proposed to be evaluated, what does the Township anticipate as a result from this study?

I have attached my latest report (VSB-2021-37) provided to the Village Council at their June 2, 2021, meeting. This report was discussed briefly, however, due to the various questions outlined above, we are requesting further clarification from the Township Board itself. If the proposal is no longer a priority or it has evolved to a form in which it is no longer desired, we would ask that decision to be relayed to us.

Sincerely,

Rob Larrea, AICP  
Village Manager



June 8, 2021

Native American Heritage Fund  
ATTN: Kelli Scott, Calhoun County Administrator/Controller  
315 W. Green Street  
Marshall, MI 49068

Re: Northport Public Schools Native American Heritage Fund Grant Application

Dear Kelli Scott,

On behalf of the Village of Suttons Bay, I am writing to express our full support for the Northport Public Schools grant application. We view both the Grand Traverse Band of Odawa and Ojibwa Indians and the community of Northport as partners both in community and in education and are excited to support such an initiative.

We recognize that the Grand Traverse Band has a strong history throughout the Leelanau Peninsula that warrants celebration. This initiative looks to celebrate that history and culture by educating locals and visitors alike while bringing our communities together. It is this type of leadership we seek in education and ask that you please give this grant application your full consideration and support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Larrea", is written over the word "Sincerely,".

Rob Larrea, AICP  
Village Manager



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Village council/board
(regular or special) (township, city, village)
called to order by on at
the following resolution was offered: (date) (time)

Moved by and supported by

that the application from Bay Community Theatre Organization
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Club License Application
(list specific licenses requested)

to be located at: 214 N St. Joseph Street, Suttons Bay, MI 49682

and the following permit, if applied for:

[ ] Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

Vote

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a meeting held on
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



### Club License Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

#### Part 1 - Applicant Information

Applicant name(s): Bay Community Theatre	
Address to be licensed: 214 N. St. Joseph Street	
City: Suttons Bay	Zip Code: 49682
City/township/village where license will be issued: Suttons Bay	County: Leelanau

1. Are you requesting a new license?  Yes  No
2. Are you applying ONLY for a new permit or permission?  Yes  No
3. Are you adding space to or dropping space from the licensed premises?  Yes  No
4. Are you transferring the location of an existing license?  Yes  No

*Leave Blank - MLCC Use Only*

#### Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s):	
Current licensed address:	
City:	Zip Code:

#### Part 3 - Licenses, Permits, and Permissions

<p><b>License Type:</b> New Transfer</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Club License Number of members: <u>150</u></p> <p><input type="checkbox"/> <input type="checkbox"/> SDM License</p> <p><b>Permit/Permission Type:</b></p> <p><input type="checkbox"/> Sunday Sales Permit (AM)</p> <p><input checked="" type="checkbox"/> Sunday Sales Permit (PM)*</p> <p><input type="checkbox"/> Outdoor Service</p>	<p><b>Base Fee:</b></p> <p>\$300.00</p> <p>\$100.00</p> <p><b>Base Fee:</b></p> <p>\$160.00</p> <p>No charge</p>	<p><i>Fee Code MLCC Use Only</i></p>	<p><b>Permit/Permission Type:</b></p> <p><input type="checkbox"/> Dance Permit</p> <p><input type="checkbox"/> Entertainment Permit</p> <p><input type="checkbox"/> Extended Hours Permit: <input type="radio"/> Dance <input type="radio"/> Entertainment Days/Hours: _____</p> <p><input type="checkbox"/> Specific Purpose Permit: Activity requested: _____ Days/Hours requested: _____</p> <p><input type="checkbox"/> Topless Activity Permit</p>	<p><b>Base Fee:</b></p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p>
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#### Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

**Inspection Fees** - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, or a request to increase or decrease the size of the licensed premises. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

**License and Permit Fees** - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license. \*The Sunday Sales Permit (PM) fee is 15% of the combined Club license and member fees.

Inspection Fees: <u>\$70.00</u>	License & Permit Fees: <u>300.00</u>	<b>TOTAL FEES:</b> <u>\$370.00</u>
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**Part 5 - Club Resolution and Affidavit Relative to Racial Discrimination**

Administrative rule R 436.1127 provides that an applicant for a Club license must submit a certified copy of a resolution requesting a license, which was adopted at a bona-fide club meeting and approved by a majority of the members. An organization must also certify that its charter, constitution, by-laws, franchises, membership application, or related documents under which the organization currently operates does not contain any racial disqualifications for membership or guest privileges. The language below provides the resolution wording and certification required to meet the provisions of R 436.1127.

At a meeting of (name of applicant organization) Board of the Bay Community Theatre

held at (address) Via Zoom on (date) 02/08/2021

the following resolution was adopted by this organization and is part of the minutes of the organization, as required by administrative rule R 436.1127.

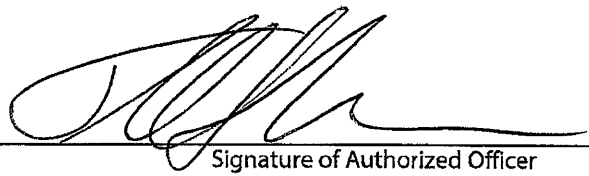
Number of members present at meeting: 6

Number of members voting in favor of resolution: 6

I, the undersigned, hereby certify that I am an authorized officer of this organization and that this resolution is a true copy of the resolution passed by the membership of this organization on the date indicated above.

I certify that there are no racial disqualifications for membership or guest privileges contained in the charter, constitution, by-laws, franchises, membership application, or related documents under which this organization currently operates, as required by administrative rule R 436.1127.

Furthermore, I certify that pursuant to MCL 436.1532(2) this organization has or will publish a public notice of intent of the Commission to issue the club license in some newspaper published or in general circulation within the local governmental unit where the license will be issued at least ten (10) days before the issuance of the license\*.

  
\_\_\_\_\_  
Signature of Authorized Officer

Jeffrey A. Stronbe 02/24/2021  
\_\_\_\_\_  
Print Name of Authorized Officer & Title Date

\*The applicant organization must submit a copy of the public notice to the Commission prior to the club license being issued.

**Part 6 - Contact Information**

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?			<input type="radio"/> Phone	<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax
What is your preferred method for receiving a Commission Order?			<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax	
Contact name: Jeffrey A. Slocombe	Relationship: Secretary and Board member of Organization					
Mailing address: 236 1/2 East Front Street, Traverse City, Michigan 49684						
Phone: 231-995-9500	Fax number: 231-995-9500	Email: slocombelaw@live.com				

**Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)**

Attorney name: Jeffrey A. Slocombe		Member Number: P- 44704
Attorney address: 236 1/2 East Front Street		
Phone: 231-995-9500	Fax number: 231-932-2366	Email: slocombelaw@live.com
Would you prefer that we contact your attorney for all licensing matters related to this application?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Would you prefer any notices or closing packages be sent directly to your attorney?		<input checked="" type="radio"/> Yes <input type="radio"/> No

**Part 8 - Signature of Applicant**

**Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.**

**Notice:** When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.



2/24/2021  
 \_\_\_\_\_  
 Print Name of Applicant & Title Signature of Applicant Date  
*Bay Community Trust*

Please return this completed form along with corresponding documents and fees to:  
 Michigan Liquor Control Commission  
 Mailing address: P.O. Box 30005, Lansing, MI 48909  
 Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Fax to: 517-284-8557



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\*

\*\* DO NOT EMAIL OR MAIL THIS FORM \*\*

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\*

Name on Card: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

MasterCard Visa Discover

Email: \_\_\_\_\_

Security Code/CW Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Payment is for: \_\_\_\_\_

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Rows include Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar / Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.