



VILLAGE OF SUTTONS BAY  
REMOTE Access Village Council Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682 at 5:30pm  
August 24, 2020  
Agenda

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 – July 20, 2020
  - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - a. Report VSB-2020-40 General Updates
7. New Business
  - a. 2019 Audit
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member **Comments**)
10. Manager’s Report (verbal)
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment



## PUBLIC NOTICE

Please take notice that the regular meeting of the Suttons Bay Village Council will be held on Monday, August 24, 2020 at 5:30 p.m., by electronic remote access. Electronic remote access, in accordance with Michigan Governor Executive Order 2020-154, will be implemented in response to COVID-19 social distancing requirements. The public may participate by joining the Zoom meeting by computer or smart phone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/82322801819?pwd=RjI0alp0NIUrZjllTVN2eSsvWUNhUT09>

Meeting ID: 823 2280 1819

Passcode: 043217

One tap mobile

+13126266799,,82322801819#,,,,,0#,,043217# US (Chicago)

+19294362866,,82322801819#,,,,,0#,,043217# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

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Find your local number: <https://us02web.zoom.us/j/82322801819?pwd=RjI0alp0NIUrZjllTVN2eSsvWUNhUT09>

Please keep your phone on mute until it is time for public comment. A person wishing to speak must request to be recognized by the Village President. The Village President will recognize all persons wishing to speak during public comment. If the public has questions about any item on the agenda, the person may send an email to the Village Clerk prior to the meeting. Persons with questions, or individuals with disabilities requiring auxiliary aids or services to effectively participate in the meeting should contact the Clerk.

Shar Fay, Clerk

Village of Suttons Bay

231.271.3051 ext. 221

[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)



VILLAGE COUNCIL REGULAR  
REMOTE MEETING MINUTES OF JULY 20, 2020

The meeting was called to order at 5:33 p.m. by President Lutke.

Present: Bahle, Case, Christensen, Long, Lutke and Newcomb  
Absent: Suppes, effort to attend noted  
Staff present: Fay, Larrea and Miller

Approval of Agenda – Conflict of Interest

Bahle moved, Case seconded, CARRIED, to approve the Agenda as presented, by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Consent Agenda

Case moved, Christensen seconded, CARRIED, to approve the Consent Agenda as presented, by an affirmative, unanimous roll call vote. The Village Council Regular meeting minutes of June 15, 2020, submitted by Fay, are approved. The minutes can be found in this meeting packet. The Payment of Invoices submitted by Treasurer DeVol are approved and can be found in this meeting packet. Ayes: 6, No: 0.

Public Comment/Communications and Reports

Kathy Egan thanked the DPW staff for cleaning the washout in her driveway and asked what the plan was for Broadway.

Sharon Sutterfield asked for clarification in the difference between consumer and display fireworks and asked if the Village has any control over fireworks within the Village; it is a police power ordinance.

Report VSB-2020-35 CoVid-19 Plan

Case moved, Christensen seconded, CARRIED, to adopt the 2020 COVID-19 Preparedness and Response Plan as presented, adding language that states the Plan may be amended as required, by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Report VSB-2020-36 Elm Street Discussion

Bahle moved, Christensen seconded, CARRIED, to support the formation of a sub-committee for Elm Street, for the purpose of identifying non-taskforce funding, with a unanimous, affirmative roll call vote. Long suggested a sub-committee consisting of individuals from the Village, Township and the Suttons Bay School. Larrea will put the sub-committee together. Ayes: 6, No: 0.

Report VSB-2020-37 Fireworks Ordinance

Case moved, Bahle seconded, CARRIED, to adopt Amendment 1 to Ordinance 3 of 2013 for the reasons stated in Report VSB-2020-37 and being made a part of this motion by an affirmative, unanimous roll call vote. Ayes: 6, No: 0.

Report VSB-2020-38 Marina Pedestrian Bridge

Christensen moved, Case seconded, CARRIED, to remove the Marina pedestrian bridge due to the safety concerns outlined in Report VSB-2020-38 and being made a part of this motion, by an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Good of the Order

Christensen requested enhancing the Village's website as an Agenda item on the next Committee of the Whole meeting.

Long has had some general contact with Bill Perkins and the Solid Waste Committee regarding the recycling bins and suggested contacting Suttons Bay School because there may be an agreement between the Solid Waste Commission and the schools. Long further ask if there is consideration for a second easement on Broadway; Larrea responded by saying a survey for a second easement on the other side of their driveway has been provided to the property owners and that they are ok with it. He also wondered if there were any other plans for Broadway prior to winter, noting concerns about the volume of water.

Lutke was contacted by Casey Petz, the Superintendent of the Suttons Bay Schools. Lutke will forward the contact to Larrea.

Case appreciates continued attention to the streetscape project. He thanked the DPW staff for work in the rain gardens, noting it should be a task for volunteers so that it does not load up the DPW staff. Case voiced concerns about the run off on Broadway Street.

Newcomb is pleased to hear discussions regarding Elm Street and the rain gardens.

Manager's Report

Larrea stated he has notified Leelanau County about the concerns with the Recycling center. He reported lightning struck a pole it and split at the Marina, and exploded a light, possibly affecting lighting at the North Park restroom. He stated the Village has received 6 applications for the open DPW position, and that two or three individuals will be interviewed. Larrea stated the TAP grant project has been difficult noting the entire EPIC crew quit their jobs following the project. He would like see things taken care of and the punch list addressed, noting concrete work done today. The new truck is being delivered tomorrow, and the logo company will be giving the Village prices for logos on the trucks. The Blight ordinance is ready for review. Larrea will meet with Leelanau county on the Blight Ordinance as they will be the individuals to determine blight. Discussions have taken place with the Stayman's on Broadway. The Village attorney is drafting the official legal document which will be recorded at the Register of Deeds office. Tomorrow DPW staff will go in with the Vactor truck and clean the silt out of the basin on Broadway. They will also perform routine annual sewer cleaning. It is possible another basin

may need to be created on the other side. Larrea is meeting with a landscape architect about a couple of parks which will be made part of the Parks and Rec Plan. Next for the Parks and Rec Plan will be public participation and goal setting. He has contacted a Planner to finalize some things in the plan. The Plan is ¾ complete. Larrea stated that it is very time consuming to maintain the rain gardens and that a plan will be put into place for the gardens, including reestablishing volunteerism. It is questionable as to whether a couple of rain gardens are working properly.

Public Comment

Kathy Egan thanked Council for discussing the issue on Broadway. She stated the pond by Stayman's has been cleaned before which helped but believes there is still more to do.

The meeting adjourned at 6:25 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount
07/21/2020	18223(E)	003	BRAMER AUTO SUPPLY	BRAMER AUTO SUPPLY	ACCT 8571 - BATTERIES, PARTS, OIL Total EFT Transfer:	592.23 592.23
07/22/2020	44443	006	CONSUMERS ENERGY	CONSUMERS ENERGY	JUNE SERVICE - MULTIPLE DEPTS	4,426.10
07/22/2020	44444	009	CENTURYLINK	CENTURYLINK	300439566 - SERV THRU 7/21/2020	675.90
07/22/2020	44445	009	CENTURYLINK	CENTURYLINK	405593377 - SERV TO 7/21/2020 -MM	205.65
07/22/2020	44446		EDIE AYLSWORTH	EDIE AYLSWORTH	REIMB: REPLACEMENT PHONE - STORM	44.51
07/22/2020	44447		BAYSHORE OIL & PROPANE	BAYSHORE OIL & PROPANE	1402.4 GAL REC 90 @ 2.297, MARINA	14,897.05
07/22/2020	44448		PETROSKY	DOROTHY PETROSKY	REIMB: COFFEE - VIL OFFICE	17.98
07/22/2020	44449		SECURITY S	SECURITY SANITATION, INC	MARINA - 4 REG UNITS, 1 HANDI- 6/	1,760.00
07/29/2020	44450	010	CHEERYLAND ELECTRIC	CHEERYLAND ELECTRIC	8364410 - 1520 RICHTER RD, TO 7/1	104.83
07/29/2020	44451	021	ETNA SUPPLY COMPANY	ETNA SUPPLY COMPANY	ACCT 6360, 2 LAV FAUCETS, 1 TOILE	549.61
07/29/2020	44452	026	DTE ENERGY	DTE ENERGY	SERV THRU 7/16/2020	612.65
07/29/2020	44453		BAYSHORE OIL & PROPANE	BAYSHORE OIL & PROPANE	872 GAL REC 90 @ 2.197	12,418.00
07/29/2020	44454		CENTURYLINK	CENTURYLINK	ACCT 89115093 - EQ LEASE THRU 7/1	143.40
07/29/2020	44455		CSI GEOTURF	CSI GEOTURF	CUST VILL401, MATERIALS FOR LANDSC	1,722.00
07/29/2020	44456		KAL EXCAVATING CO	KAL EXCAVATING CO	VIL8000, 14.6 TN 23A RD GRAVEL @	6,835.90
07/29/2020	44457		MERCER CO	R W MERCER CO	REPLACE 50' FUEL LINE HOSE - MARK	1,267.79
07/29/2020	44458		PRIORITY H	PRIORITY HEALTH	GR 784340 S001 - JULY, 2020 PREMIO	5,788.63
07/29/2020	44459		STANDARD/T	STANDARD INSURANCE COMPANY	642946 0117 - JULY, 2020 PREMIO	1,014.76
08/05/2020	44460		MISC	TKS SECURITY	CAMERAS - S PARK AND LIFT STATION	5,950.00
08/07/2020	44461	014	CUMMINS	GRAINGER	871012852, TOILET PARTS & LI-ION	157.25
08/07/2020	44462		MERCER CO	CUMMINS BRIDGEWAY, LLC	CUST 219913 - S SH LIFT STATION G	1,782.60
08/07/2020	44463		MISC	R W MERCER CO	REPLACED BAD HOSE ON REEL 1.	500.00
08/07/2020	44464		NETLINK	DUE NORTH	TESTING FOR MOLD - VILL OFC BASEM	1,539.46
08/07/2020	44465		NETLINK	NETLINK BUSINESS SOLUTIONS	3 MO MAINT - COPPER- VIL HALL	395.14
08/07/2020	44466		OMI-2	OPERATIONS MANAGEMENT INT	CUST 120525 WMTTP - AUG 2020	30,357.38
08/07/2020	44467		PRIORITY H	PRIORITY HEALTH	GR 784340 S001, AUGUST PREMIUM 20	4,617.87
08/14/2020	44468		ROAD	LEELANAU CITY ROAD COMMISSI	DIESEL/NO LEAD - MOTOR POOL FOR J	533.53
08/14/2020	44469	24	51	LEELANAU ENTERPRISE	CUST 1217 - JULY PUBS, COUNCIL, P	565.53
08/14/2020	44470		BAYSHORE	STATE OF MICHIGAN -MDOF	MDOF00592 - FED PROJ 1800654 - M-	106,623.68
08/14/2020	44471		CITY OF TC	BAYSHORE OIL & PROPANE	466.5 GAL REC 90 @ 2.227	8,505.59
08/14/2020	44472		CITY OF TC	CITY OF TRAVERSE CITY	ANNUAL HAZ-WAT FEE JULY 1, 2020 -	395.00
08/14/2020	44473		CITY OF TC	LESLIE COUTURIER	ZON ADMIN AGREE - AUG 2020, ZBA M	580.00
08/14/2020	44474		DORNBOS	DORNBOS SIGN AND SAFETY, I	BOAT LAUNCH SIGN	31.90
08/14/2020	44475		FLEIS&VAND	FLEIS& VANDENBRINK ENGINEE	WELLHEAD PROTECTION - RENEW & IMP	9,000.00
08/14/2020	44476		GT RUBBER	GT RUBBER SUPPLY, INC	CUST 10195 - HYD HOSE, 100R16, 1/	36.56
08/14/2020	44477		KALEX	KAL EXCAVATING CO	475 CY FILL SAND - PIR 3 (HERMAN	2,883.45
08/14/2020	44478		KDP RETIRE	KDP RETIREMENT PLAN SVCS,	RETIREMENT PLAN FEES - 2ND QTR 2	270.00
08/14/2020	44479		KLOOSTER	KLOOSTER MACHINERY	CUST SUTTO BAY- OIL & FILTERS FOR	96.90
08/14/2020	44480		MISC	JORGENSEN FORD	2020 FORD PICK UP VIN 1FT7X2B691E	40,700.00
08/14/2020	44481		MISC	JORGENSEN FORD	REFUND: MARINA WAITING DUPLICATE	20.00
08/14/2020	44482		MRWA	PAUL AND ALISSHA SHANK	MEMBERSHIP DUES -TO JUNE 30, 2021	485.00
08/14/2020	44483		PITNEYBOWE	MRWA	8000-9090-0222-9933, POSTAGE	458.44
08/14/2020	44484		SECURITY S	PITNEY BOWES - PURCHASE PO	WATER WHEEL PK - 1 UNIT, 7/9 - 8/	95.00
08/14/2020	44485		SOS	SECURITY SANITATION, INC	SSN 6500 - 6 COLL TESTS - 6/8, 2	200.00
08/14/2020	44486		SUMMIT CO	SOS ANALYTICAL	ANUAL FIRE INSPECT & NEW EXTINGUI	737.12
08/14/2020	44487		TOP LINE	SUMMIT COMPANIES	ACCT 2962 - AD FOR DPM STAFF - 7/	550.00
08/14/2020	44488		TRAVERSE CITY RECORD-EAGLE	TRAVERSE CITY RECORD-EAGLE	POLE, PVC CONDUIT & PULL-STRING -	0.00
08/14/2020	44489		VALLEY CITY	TOP LINE ELECTRIC, LLC	ACCT 10467 - RUGS - 7/20 & 7/27 @	50.00
08/14/2020	44490		XYLEM	VALLEY CITY LINEN	CUST 211065 - UV SENSORS - WMTTP,	1,253.57
08/14/2020	44490		XYLEM	XYLEM WATER SOLUTIONS USA,		0

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY  
 CHECK DATE FROM 07/20/2020 - 08/19/2020

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount
08/19/2020	44491	PETROSKY	DOROTHY PETROSKEY	DOROTHY PETROSKEY	REIMB: ICHAF COSTS - BIODGETT EM	10.00
					Total Paper Check:	271,865.73
						<hr/>

GEN TOTALS:

(1 Check Voided)  
 Total of 49 Disbursements: 272,457.96



## VILLAGE OF SUTTONS BAY

### REPORT VSB -2020-40

Prepared:	8-20-2020	Pages:	1 of 2
Meeting:	8-24-20 Village Council Meeting	Attachments:	<input type="checkbox"/>
Subject:	General Update		

#### **PARKS & RECREATION PLAN**

The plan continues to move along at a COVID-19 pace but we are gaining ground! Two park specific plans have been created by Michelle Post of ECT out of Traverse City and are on display at the Village Hall meeting entrance. Planning Commissioners have received a copy and had a walking tour to visualize the plan with the park. Overall, the commission was very excited about the plans and have asked Staff to post them at the parks. (See attached plans)

#### **HIGH WATER EROSION**

We have ordered a new type of emergency erosion control to install at the coal dock area. This follows several weeks of attempting to get the "sandbags" approved by EGLE. In their defense, COVID has limited their hours and caused delay in the permitting process.

#### **BROADWAY**

We have hired Grand Traverse Surveying and Grand Traverse Engineering to work together on a solution for Broadway. A group email has also been created to keep residents on Broadway apprised of progress. The surveyor has completed his topographic map and provided the information to the engineer who will be providing his professional opinion on a solution. In addition, the attorney has completed the easement documents and we have sent the information to the Staymans for review, consideration and signature.

#### **WATERFRONT LOT STUDY**

The Planning Commission took a walking tour of S. Shore Drive to get a better understanding on lot sizes to determine if a change in the minimum dimensional requirements should be modified. A modification would allow various property owners to split their parcels and maximize single family density along the already developed shoreline. The planning Commission will be discussing their findings at the next planning commission meeting.

#### **BLIGHT**

We are drafting a Blight Ordinance to create a procedure for owners to address their abandoned houses or businesses. Discussions with the County are being held to determine specific language and roles of our jurisdictions.



## **CAMERAS**

The Suttons Beach park cameras are in place and up and recoding. It is our hope that our new camera initiative will help eliminate the vandalism and careless acts that have been so prevalent in our community over the past few months. As you are aware, we have had numerous occasions of individuals walking through wet cement, semi-trucks hitting fire hydrants, boats on trailers hitting support structures, vandalism of the fishing pier, and among the most disturbing, individuals defecating in our parks, and on our restroom floors. It is our belief that the strategic installation of cameras will help us recuperate costs while providing an element of safety to our community. We have purchased high resolution cameras that will pair nicely with our newly installed 5G trees. We will now move our focus to downtown, the coal dock and North Park.

## **MSUE MASTER GARDNER PROGRAM**

A partnership with MSUE is in the works and we are moving towards identifying areas within the community in need of beautification. This partnership will allow students of the program the ability to showcase their knowledge and talents for the benefit of all involved. We are looking forward to this partnership.

## **BAYVIEW PUD**

A letter was sent to all owners of the PUD requesting their attendance at a zoom meeting. The intent of the meeting is to determine if the owners would like to dissolve the PUD and accompanying agreements that have hampered this defunct project for years. In reviewing the plan and agreements in place, it is clear that the project will remain idle unless this property is rezoned to accomplish the intent of the project without the elimination of investment. The ball is in their court.