



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
September 15th, 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of August 18, 2025 meeting minutes
 - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
 - a. See enclosed correspondence
6. Unfinished Business
7. New Business
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 August 18, 2025

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

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

Absent:

Staff present: Larrea & Petroskey

Consent Agenda

Bahle moved, Suppes seconded, CARRIED, to approve the Consent agenda as presented. The June 16, 2025 Village Council meeting minutes are approved. The August 13, 2025 special meeting minutes are approved. The payments for invoices are approved. The Committee of the Whole September meeting will be moved to September 9, 2025 Ayes: 7 No: 0.

Conflict of Interest: None

Agenda approval

Smith moved Suppes seconded, CARRIED to approve the agenda as presented.

Ayes: 6, No: 0.

Public comment/Communications: Email Communication received from Kathryn Danielson.

Kathryn Danielson spoke regarding her communication relating to St Marys Street speed and stop signs. She questioned the cleaning of the sand at the Marina Beach, handicap parking and enforcement of Ordinances.

Bill Crackel spoke about speed on St Marys Street and Ordinance enforcement.

Local Government Approval for Off Premise Tasting Room

Council was presented with an application for an off-site tasting room for Grand Traverse Distillery, LLC., at 321 St. Joseph Street. Staff noted off premise tasting rooms are allowed in the Central Business District.

Bahle moved, Smith seconded, to approve Resolution 2 of 2025 to approve the application for an off premise tasting room to be located at 321 St Joseph Street. Roll Call Vote: Yoder-Yes, Perkins-Yes, Bahle-Yes, Suppes-Yes, Christensen-Yes, Smith-Yes, Lutke-Yes. Ayes: 7 Nays: 0

Manager's Review-Contract Amendment

Lutke stated that the personnel committee met and is recommending the following:

That the Manager's Contract be amended to provide for a cost of living increase each year based on COLA; a 2.5 Cola increase for year two; and a bonus of \$3000 based on his evaluation.

Suppes moved, Yoder seconded to amend the contract to provide for a Cola increase and recommendations from the personnel committee.

Discussion: Bahle stated that it should be stated in the contract which COLA would be applied such as the social security administration.

Christensen explained that the recommendations for an increase and bonus is based on the manager's leadership skills, grants received, settlement of legal issues, and staff relations.

Questions concerning whether the motion was just for an amendment to the contract or all recommendations from the personnel committee. Suppes stated it was only for the amendment to the contract. Suppes, rescinded and Yoder agreed.

Motion by Suppes, seconded by Yoder, CARRIED to amend the manager's contract to provide for an annual COLA increase based on the Annual information provided by Social Security Administration. Roll Call Vote: Yoder-Yes, Perkins-Yes, Bahle-Yes, Suppes-Yes, Christensen-Yes, Smith-Yes, Lutke-Yes. Ayes: 7 Nays: 0

Motion by Bahle, seconded by Yoder, CARRIED, to grant a bonus in the amount of \$3000 based on the manager's evaluation. Ayes: 7 Nays: 0

Appointment of Rebecah Tenbrink to the DDA

Amy Peterson submitted her resignation from the Downtown Development Authority. Lutke is recommending Rebecah Tenbrink from LIFT/Friendship Center to be appointed.

Motion by Lutke, seconded by Yoder, CARRIED to appoint Rebecah Tenbrink to fulfill Amy Peterson's unexpired term through December 31, 2027. Ayes: 7 Nays: 0

Staff Reports- Presented

Good of the Order:

Member Perkins spoke regarding opening Waterwheel Park in its entirety and reinstalling the sculpture; Farmers Market, and EV charging stations.

Member Suppes talked about traffic on St Marys Street and placement of stop signs.

Member Christensen spoke regarding traffic calming measures on St Marys.
Member Smith talked about speed on South Shore Drive and Ordinance violations.

Member Lutke stated the closed area of waterwheel park is to stabilize the banks of the creek. He added he was glad to see Manager Larrea back in the office.

Public Comment- Kathryn Danielson stated that she used to like waterwheel park and no longer goes there. She would like to see the waterwheel put back.

Chava Bahle thanked the Village for all they do. She stated she lives across the street from Waterwheel Park and it is glorious. She enjoys the park and it is always busy.

William Crackel stated the park is uninviting and his road remains unfixed. He added that they jetted his sewer line again because the toilets were bubbling. He talked about STRs and that fact they are required to provide two parking spaces onsite pursuant to the Ordinance.

The meeting was adjourned at 6:10 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
08/26/2025	47882	ART'S AUTO AND TRUCK PARTS INC	CUST # 20090 TRUCK 834 BRAKES	391.73
08/26/2025	47883	AXLE	RIGHT REAR SPINDLE REPLACEMENT	1,700.00
08/26/2025	47884	BAYSHORE OIL & PROPANE	875 GALS REC 90 @3.54 + TAXES	21,174.59
08/26/2025	47885	BECKETT & RAEDER	JUNE PLANNING SERVICES	838.00
08/26/2025	47886	BUNES HARDWARE	3/8 SHACKLES SWIM BUOYS	37.96
08/26/2025	47887	THE COPY SHOP	500 SB WTPP MANIFESTS	95.00
08/26/2025	47888	UP NORTH FLAG & POLES	STATE OF MICHIGAN FLAG	198.50
08/26/2025	47889	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE AUGUST 2025	152.50
08/26/2025	47890	THE HOME CITY ICE COMPANY	100 7 LB BAGS ICE + DELIVERY	207.50
08/26/2025	47891	KAL EXCAVATING CO	HYDRANT INSTALLATION S ELM STREET	10,675.00
08/26/2025	47892	MML WORKERS COMEPENSATION FUND	POLICY # 5002750-25 INTALT #2	996.00
08/26/2025	47893	MR CLEAN	JANITORIAL SERVICE VILLAGE HALL JULY	270.00
08/26/2025	47894	TC RENTALS, INC.	ANNUAL PAR PLAN PREMIUM 2025	28,214.00
08/26/2025	47895	SECURITY SANITATION, INC	MINI SKID/BOBCAT RENTAL	830.00
08/26/2025	47896	STANDARD INSURANCE COMPANY	WW PARK PORTA JOHN	125.00
08/27/2025	47897	ADOBE	642946 0117 SEPTEMBER PREMIUM	511.22
08/27/2025	19657 (E)	AMAZON	MNGRS SOFTWARE	21.19
08/27/2025	19658 (E)	AMAZON	MARINA SUPPLIES	199.65
08/27/2025	19659 (E)	AMAZON	OFFICE SUPPLIES	8.97
08/27/2025	19660 (E)	AMAZON	PARK & SHOP SUPPLIES	92.47
08/27/2025	19661 (E)	BRIGHTSPEED	1522 RICHTER ROAD AUGUST 2025	280.23
08/27/2025	19662 (E)	CHARTER COMMUNICATIONS	TELEPHONE SERVICE-MULTIPLE AUGUST 2025	679.20
08/27/2025	19663 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT STREET	119.99
08/27/2025	19664 (E)	MICHIGAN RETAILERS SERVICES	ACCT# 005327201 420 FRONT STREET	159.99
08/27/2025	19665 (E)	CHARTER COMMUNICATIONS-NATL	ID# 46597-001 SEPT PREMIUM 2025	611.76
08/27/2025	19666 (E)	WELLS FARGO FINANCIAL LEASING	ACCT# 103479401 AUGUST 2025	130.00
08/27/2025	19667 (E)	FREDRICKSON SUPPLY	CONT# 4500147001000 SHARP COPIER	83.79
08/29/2025	19668 (E)	JOSEPH CLARK	VACTOR/SEWER ROOT CUTTER REPLACEMENT	1,158.35
08/29/2025	47898	KEITH DISSELKOEN	REFUND TRANSIENT LESS PROCESSING FEE	223.00
09/03/2025	47899	DOROTHY PETROSKEY	REFUND TRANSIENT	102.64
09/03/2025	47900	SMITH & JOHNSON, ATTORNEYS	OFFICE SUPPLIES-REIMBURSEMENT	71.54
09/03/2025	47901	KEITH DISSELKOEN	15455.0002 SUTTONS BAY DEVELOPMENT	1,696.50
09/03/2025	47902	DOROTHY PETROSKEY	REFUND TRANSIENT	102.64
09/03/2025	47903	SMITH & JOHNSON, ATTORNEYS	OFFICE SUPPLIES-REIMBURSEMENT	71.54
09/03/2025	47904	CONSUMERS ENERGY	15455.0002 SUTTONS BAY DEVELOPMENT	1,696.50
09/09/2025	19669 (E)	AMAZON	MULTIPLE INVOICES SEPTEMBER 2025	5,719.72
09/09/2025	19670 (E)	BARN OWL TECH	BATHROOM TOILET REPLACEMENT PART	29.99
09/09/2025	19671 (E)	CHARTER COMMUNICATIONS	CELL PHONE-MULTIPLE ACCTS SEPTEMBER 2025	490.33
09/09/2025	19672 (E)	GEL ENVIRONMENTAL	BILLING DATA USAGE	34.10
09/09/2025	19673 (E)	PRIORITY HEALTH	ACCT# 005326901 326 N FRONT	140.00
09/09/2025	19674 (E)	VISION SERVICE PLAN	326 FRONT WASTE PICK-UP	249.75
09/09/2025	19675 (E)	BRAMER AUTO SUPPLY	GROUP 784340 2025 SEPTEMBER PREMIUM	10,872.14
09/09/2025	47905	ART'S AUTO AND TRUCK PARTS INC	ACCT# 30 017164 001 SEPTEMBER PREMIUM	221.49
09/09/2025	47906	BADGER MEIER INC	CUST# 8571 SEA FOAM	8.79
09/09/2025	47907	BAYSHORE OIL & PROPANE	CUST# 20090 CLEVIS PIN	323.52
09/09/2025	47908	JOHN E GREEN COMPANY	36 SERVICE UNITS 3 ACTIVE USERS	1,080.00
09/09/2025	47909	HYDROCORP	1020 GALS REC 90 @ 3.60 + TAXES	14,022.12
09/09/2025	47910	KAL EXCAVATING CO	JEG BACKFLOW TESTING VILLAGE SERVICES	580.00
09/09/2025	47911	KECO INC. - PUMP AHEAD	JOB # B893000 CCC PROGRAM	837.01
09/09/2025	47912	KISM, LLC	VIL8000 REPAIR TO ST MARIS STREET	116.45
09/09/2025	47913	NUTRIEN AG SOLUTIONS	PUMP REPLACEMENT	1,398.90
09/09/2025	47914	JACOBS ENGINEERING GROUP, INC	PORT SUTTON/BAYVIEW SCADA MONITORING	1,152.00
09/09/2025	47915		LC HWY MIX #3 50LB	132.50
			PROJ#40472316.16 SEPT	17,795.25

09/11/2025 02:20 PM

User: DOROTHY

DB: Suttons Bay

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY
CHECK DATE FROM 08/16/2025 - 09/11/2025

Page: 2/2

Check Date	Check	Vendor Name	Description	Amount
09/09/2025	47916	LEELENAU CTY ROAD COMMISSION	AUGUST UNLEADED/LEADED 2025	1,180.91
09/09/2025	47917	SECURITY SANITATION, INC	PORTA JOHN BAHLE PARK	3,495.00
GEN TOTALS:				
Total of 56 Checks:				133,806.92
Less 3 Void Checks:				1,870.68
Total of 53 Disbursements:				131,936.24

Village Clerk

From: Kathy Egan <kathyegan8@gmail.com>
Sent: Monday, September 8, 2025 1:38 PM
To: Village Clerk
Subject: Annual Trash Day

Dear Village Council,

I want to express appreciation for the traditional trash collection day that the Village hosts each year. It's comforting to know that there is a way to dispose of large and bulky items safely and easily. It is also a way to ensure that junk doesn't pile up in basements and backyards, which is an undervalued asset to the community. (No junk piles = no junk lawsuits, which are difficult for everyone.) Not only that, it has become a fun way to pass along still-useful items to others. I like seeing the scrap collectors, children, and adults all seeking treasures. And the more they find, the less that goes to the landfill. Everyone wins!

Although it may not be the most glamorous benefit of living in the village, it is one of the most popular.

Thank you.

Kathy Egan

September 9, 2025

To: Suttons Bay Village Roads Contact

Subject: Request for additional 25 MPH Signs on South Shore Drive

Hello,

I am requesting two additional 25 MPH signs to reduce speeding on our residential road. We have many pedestrians, bikers, sight seers, and beach goers which adds to the importance and safety of the 25 MPH awareness.

I have attached a map of the current MPH signage. My request is for 2 additional signs midway in the .5 mile sign gaps. I'm hopeful this could make a difference so that drivers are fully aware of the speed limit and slow down.

Additionally, the new road markings are unusual for a 25 MPH residential road. These are typically on higher speed roads, so the 25 MPH awareness is an increased safety concern.

Thank you for your help with my request. If you have any questions, please let me know.

Thank you,


Kathleen Mozak 248-231-6777
201 South Shore Dr., Suttons Bay, MI 49682



4PH SIGN
GAPS

ADDITIONAL
SIGNS
REQUEST

Jared Pontius

Korner Kottage Bed and Breakfast

503 N Saint Josephs St.

Suttons Bay, MI 49682

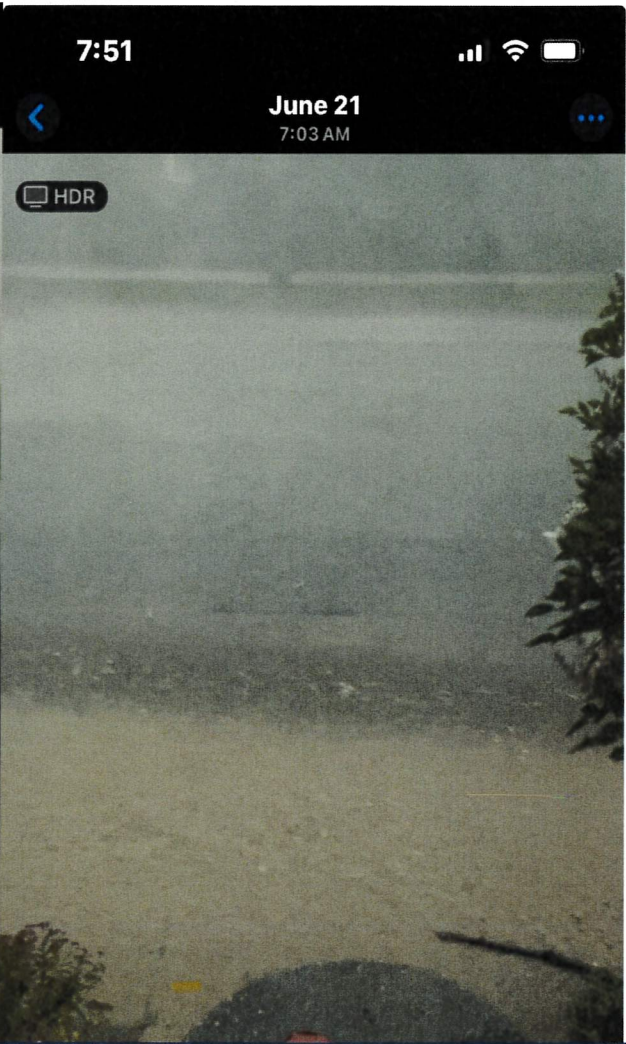
To the Suttons Bay Village Council:

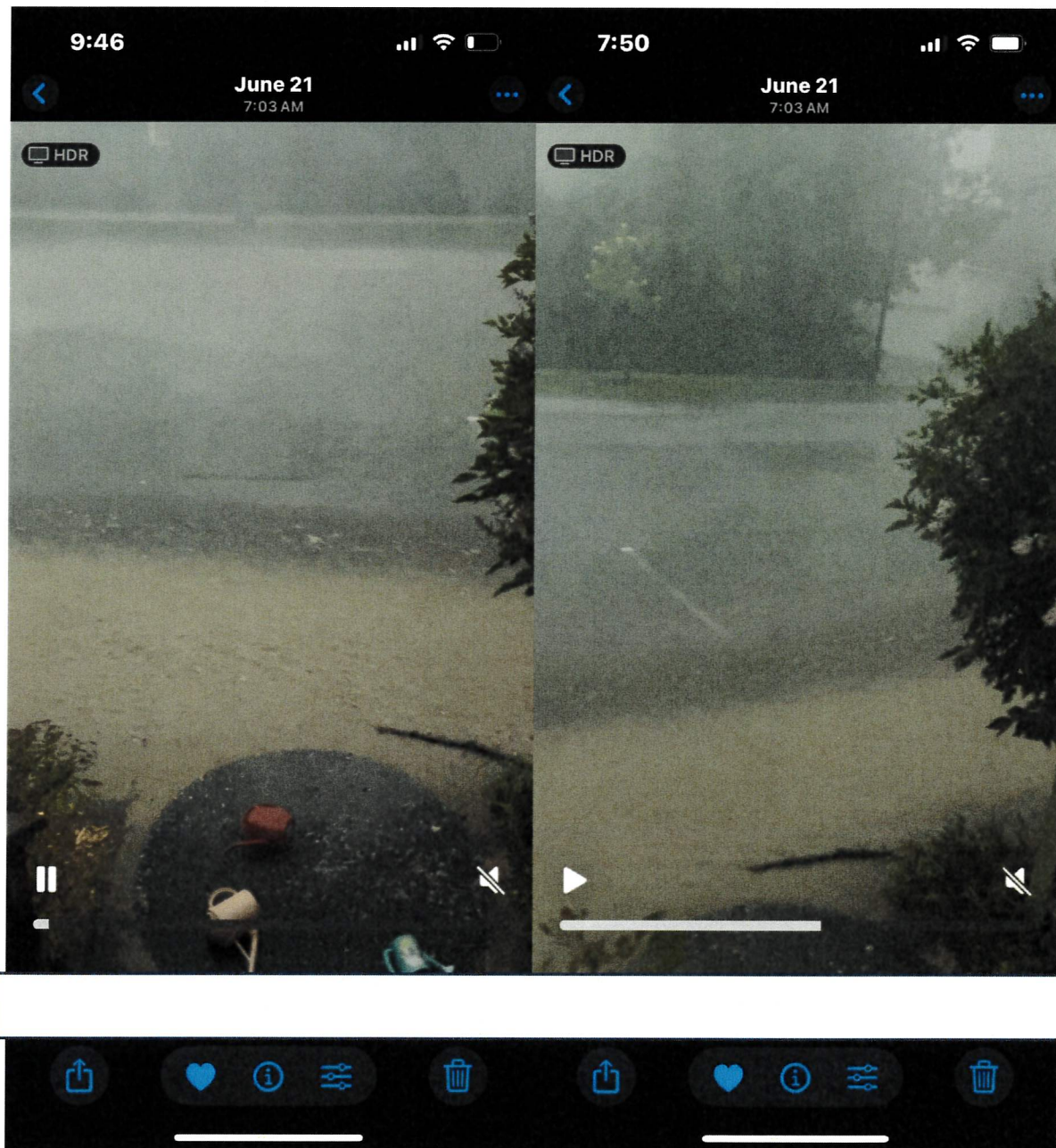
I write to you today for a written public comment to address the drainage issue that has plagued this property since this area of Grove St. was re-paved a good two decades ago or more. I have attached photos to help you visualize what I am about to describe such as issues from slope, design, water and sand runoff. Ever since moving in to the property back in 2018, I have witnessed storm after storm produce significant water runoff from St. Mary's and upper Grove St., to runoff from the back alley flowing toward the rain garden that sits on the corner of 22 and Grove. The back-alley seems to be the biggest culprit of runoff. This issue also occurs in the winter time, when thaw-freeze cycles happen producing significant build-up of ice.

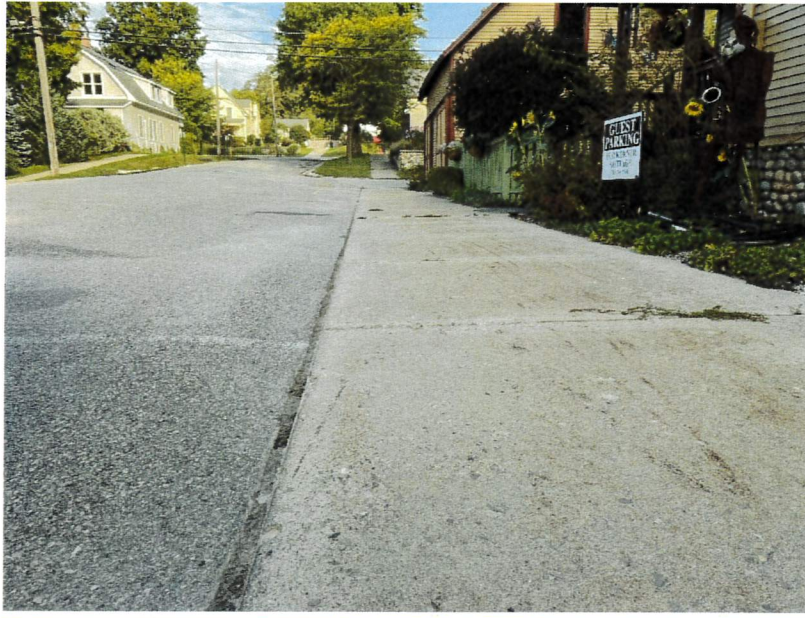
Some of the issues that occur with the design of this road are as follows: Everything slopes towards this property from upper Grove and the alley-way (as you can see in the photos provided) causing "rivers" to flow down the sidewalk during storms, sand and debris continuously washing down on to the sidewalk and parking spaces, ice build-up in the winter times, along with pedestrian safety. I have attached screenshots of a video from a storm this year to show the abundance of water that flows down this sidewalk during storms. This year, that water has made its way over the sidewalk and has been entering the foundation of the house (photo attached). There are measures that will be taken to help prevent this water from entering the house, but it will not matter much until the drainage issue is resolved. As stated before, this drainage issue also brings sand and debris to this parking area and sidewalk after every storm (photo attached). This last round of storms produced about a wheel barrel and a half of sand. In the winter time, when snow thaws and the freezes quickly; this sets up ice issues. I have found a good layer of ice inside the garage here on this property a few times. In terms of pedestrian safety, the fact that the sidewalk is flush with the pavement isn't just the cause of drainage, it also allows drivers to drive and whip around to do a U-turn often utilizing the sidewalk as their driving surface. Maybe it's because I have two little kids and hyper-aware of it, but I have also been involved with people almost hitting me while I was walking on the sidewalk because of this.

I have reached out to Village staff on a yearly basis with this issue over the last 5+ years, and to-date only a few "solutions" have been given: an asphalt berm which got ripped off by snowplows, slight grading to the alley-way both of which didn't do much, and sand bags. Sand

bags are temporarily good, but not a solution. A real solution would be valued. This house has stood here for over a hundred years, and it would be desired to have this property and business stand for another 100 years. Foundation experts have been out, and while there are remedies that can be made to the house, every person has stated that the drainage should be addressed as well. This is why I write this public comment for Village Council. It seems that there is precedent for something similar to this. I remember members of Broadway a few years back making public comment regarding drainage issues from Village property affecting Broadway St. properties and it being addressed. I would ask the Village Council to seriously look at this issue and hope that a reasonable, but permanent solution can be found for this problem. Thank you for your time.











~~CONFIDENTIAL~~

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