



VILLAGE OF SUTTONS BAY
REMOTE Access Village Council Meeting
Village Hall
420 N. Front Street
Suttons Bay, MI 49682 at 5:30pm
December 21, 2020
Agenda

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. 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

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 -December 3, 2020 Special Meeting
 - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Village Council Trustee Apointment
 - b. Report VSB- 2020 - 67 - Annual Meeting Dates
 - c. Village President Appointments
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member **Comments**)
10. Manager's Report
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Suttons Bay Village Council Meeting

Time: Dec 21, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83156489331?pwd=aVhWVDRIvldoY2NRbUtEdlNyK1Jvdz09>

Meeting ID: 831 5648 9331

Passcode: 649126

One tap mobile

+13017158592,,83156489331#,,,,,0#,,649126# US (Washington D.C)

+13126266799,,83156489331#,,,,,0#,,649126# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+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: 831 5648 9331

Passcode: 649126

Find your local number: <https://us02web.zoom.us/j/kcCScjIWK4>



VILLAGE OF SUTTONS BAY
VILLAGE COUNCIL SPECIAL MEETING
DECEMBER 3, 2020

The meeting was called to order by Lutke at 8:15 a.m.

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

Absent: Bahle

Staff present: DeVol, Fay, Larrea and Miller

Approval of Agenda

Lutke moved, Christensen seconded, CARRIED, to add Agenda item, Council Member Appointment Discussion as item 7e., with an affirmative unanimous roll call vote.

Ayes: 5, No: 0.

Case moved, Suppes seconded, CARRIED, to approve the agenda as amended adding item 7e., Council Member Appointment Discussion, with an affirmative, unanimous roll call vote. Ayes: 5, No: 0.

Consent Agenda

Suppes moved, Christensen seconded, CARRIED, to approve the Consent Agenda as presented, with an affirmative, unanimous roll call vote. The Village Council meeting minutes of November 16, 2020 are approved and can be found in the meeting packet.

Ayes: 5, No: 0.

Report VSB-2020-62 Truth in Taxation Public Hearing

The public hearing was called to order at 8:19 a.m. Having heard no public comments, Case moved, Suppes seconded, CARRIED, to close the public hearing, with an affirmative unanimous roll call vote. The public hearing closed at 8:20 a.m. Ayes: 5, No: 0.

Christensen moved, Long seconded, CARRIED, that the maximum millage rate allowed by Headlee to support the 2021 Budget as provided for in Report VSB 2020-61 and being made a part of this motion be adopted, by an affirmative unanimous roll call vote.

Ayes: 5, No: 0.

Report VSB-2020-63 Budget Amendments

Long moved, Suppes seconded, CARRIED, to adopt the 2020 Year End budget

amendments, to reflect an expense of \$3,735,291 and a revenue of \$2,686,274, by an affirmative, unanimous roll call vote. Discussion ensued regarding the Manager's Review, raises and bonuses. Long proposed an amendment to the Employee Manual and Manager's Contract to include criteria and benchmarks for bonuses, in order to alleviate year end discretionary discussions on awarding bonuses. Lutke and Christensen concurred. Ayes: 5, No: 0.

Report VSB-2020-61 2021 Budget and Fees

Case moved, Christensen seconded, CARRIED, to adopt Resolution 5 of 2020 approving the 2021 Budget and Fees to support the 2021 budget, with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Report VSB-2020-60 2021 Goals and Objectives

Larrea summarized 2021 Goals and Objectives. Christensen suggested a Stormwater Plan, which was a suggestion from past Interim Manager Richard Lewis, be added to the list. She further requested the Goals and Objectives list be added to the Village website. Council members expressed their appreciation to Larrea for presenting the list of Goals and Objectives.

Council Member Appointment and Discussion

The Village received two Letters of Intent from persons interested in the vacant Council position. Council requested the letters be shared with all Council members. It was the consensus of Council members to consider and appoint from the four individuals interested, two of which had placed their names on the ballot as well as the two who presented Letters of Intent, at the next Village Council meeting on December 21, 2020.

Special Committee Reports/Staff Reports

Larrea stated work is ongoing on Broadway Street; cross culverts were installed and a pipe will be placed under the road. The TAP Grant project should be closed soon. MDOT plan on resurfacing the intersections downtown Suttons Bay in the next couple of years. The Suttons Bay Chamber of Commerce decorated the light poles downtown. Staff will be working on a Banner Policy sometime in the new year.

Public Comment

Eric Carlson from the Leelanau Enterprise asked what the Manager's salary will be for the next year: It will be \$75,950.00. He further asked for clarification of the expenditures and revenues for the next fiscal year cited in the motion. They are the sum of the various funds. He thanked Larrea for his service.

The meeting adjourned at 9:16 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING					
12/08/2020	18267 (E)	010	CHERRYLAND ELECTRIC	ACCT #8364410 1520 S RICHTER ROAD TO 11-	192.93
12/17/2020	18269 (E)	010	CHERRYLAND ELECTRIC	ACCT # 8364410SERV THRU 11-2020	192.93
12/17/2020	18270 (E)	CHARTER	CHARTER COMMUNICATIONS	ACCT 00225881122588 SERV THRU NOVEMBER	136.96
12/17/2020	18271 (E)	FIFTH	FIFTH THIRD BANK	BANK CHARGES - DEC 2020	176.38
12/17/2020	18272 (E)	JON	JON DON	EMIST SPRAYER-COVID EXP	1,504.33
12/17/2020	18273 (E)	MIDEAL	STATE OF MI-DEAL	MEMB #284 ANN FEE-MIDEAL	180.00
12/17/2020	18274 (E)	PENOFFICE	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES THRU 12-15-20	264.83
11/17/2020	44687	BCBS OF MI	BCBS OF MI	BLUE CROSS BLUE SHIELD OF MICH	281.33
11/17/2020	44688	CHARTER	CHARTER COMMUNICATIONS	ACCT# 8245121220019774 SERV THRU 12/10/2	131.97
11/17/2020	44689	GT JANITOR	KSS ENTERPRISES	1.5 MIL 100/CS BLACK LINERS	131.75
11/17/2020	44690	LARREA	ROBERTO LARREA	APA/AICP MEMBERSHIP REIMBURSEMENT	543.00
11/17/2020	44691	OMI-2	OPERATIONS MANAGEMENT INT	CUST 120525 WWTP AGREE DEC 2020	13,045.82
11/17/2020	44692	PITNEYBOWE	PITNEY BOWES - PURCHASE POWER	8000-9090-0222-9933 POSTAGE	462.30
11/17/2020	44693	PURE	PURE WATER WORKS	#413435 WWTP BOTLE DEPOSITS	70.00
11/17/2020	44694	SECURITY S	SECURITY SANITATION, INC	WATERWHEEL SERV THRU THRU 10-9	190.00
11/17/2020	44695	TIME WARNE	TIME WARNER CABLE	ACCT# 103479401 SERV THRU NOVEMBER	81.97
11/19/2020	44696	COUTURIER	LESLIE COUTURIER	ZBA ATTENDANCE - 11/18/2020	100.00
11/23/2020	44697	ELM	ELMER'S	SUTTONS BAY MARINA DOCK PROJ - COMPLETE	10,599.99
11/23/2020	44698	MISC	SHIELA KAIN	REFUND: BAILE PK RENTAL, DUE TO CLOSURE	100.00
11/30/2020	44699	026	DTE ENERGY	MULTIPLE SERVICES THRU NOVEMBER 15, 2020	479.48
11/30/2020	44700	AT&T	AT&T MOBILITY	ACCT # 287291270755 SERV THRU NOV 11	682.30
11/30/2020	44701	MAMC	MI ASSOC OF MUNICIPAL CLERKS	MAMC MEMBERSHIP 2021	60.00
11/30/2020	44702	PRIORITY H	PRIORITY HEALTH	GROUP 784340 S001 DECEMBER 2020 PREMIUM	6,710.64
11/30/2020	44703	WELLS FARG	WELLS FARGO FINANCIAL LEASING	6030214439-000 COPIER THRU 12-11-2020	72.92
12/10/2020	44704				0.00
12/10/2020	44705				0.00
12/11/2020	44706				42.19
12/11/2020	44707				642.04
12/11/2020	44708				214.98
12/11/2020	44709				20.08
12/11/2020	44710				175.61
12/11/2020	44711				440.10
12/11/2020	44712				200.00
12/11/2020	44713				35.82
12/11/2020	44714				40.20
12/11/2020	44715				3,582.50
12/11/2020	44716				145.00
12/11/2020	44717				500.00
12/11/2020	44718				313.50
12/11/2020	44719				5,301.55
12/11/2020	44720				17.98
12/11/2020	44721				149.76
12/11/2020	44722				8.50
12/11/2020	44723				634.40
12/11/2020	44724				95.00
12/11/2020	44725				132.32
12/11/2020	44726				125.00
12/11/2020	44727				3,511.43
12/17/2020	44728				47.08
12/17/2020	44729				100.00
12/17/2020	44730				595.00
12/17/2020	44731				120.00
12/17/2020	44732				595.00
12/17/2020	44733				430.20
12/17/2020	44734				131.97
12/17/2020	44735				595.00
12/17/2020	44736				

Check Date	Check	Vendor	Vendor Name	Description	Amount
12/17/2020	44737	COUTURIER	LESLIE COUTURIER	ZONING SERV DECEMBER 2020	480.00
12/17/2020	44738	DANIELSON	KATHRYN DANIELSON	2020 PLANNING COMMISSION 3 MTGS @\$40	120.00
12/17/2020	44739	HETLER	GAIL HETLER	2020 PLANNING COMMISSION 9 MTGS @ \$40	360.00
12/17/2020	44740	HYLWA	RICHARD HYLWA	2020 PLANNING COMMISSION 9@ \$40	360.00
12/17/2020	44741	JARED PONT	JARED PONTIUS	2020 PLANNING COMMISSION 8 MTGS @ \$40	320.00
12/17/2020	44742	JELINEK	MARTIN JELINEK	2020 ZBA 2 MTGS @ \$40	80.00
12/17/2020	44743	LONGMICHAE	MICHAEL LONG	2020 VILLAGE COUNCIL	595.00
12/17/2020	44744	LUTKE/STEV	STEVE LUTKE	2020 VILLAGE COUNCIL	595.00
12/17/2020	44745	MR CLEAN	MR CLEAN	JANITORIAL SERV THRU 11/27/2020	750.00
12/17/2020	44746	NETLINK	NETLINK BUSINESS SOLUTIONS	COPIES THROUGH 11/6/2020	201.42
12/17/2020	44747	NEWCOMB	KENT NEWCOMB	2020 VILLAGE COUNCIL	446.25
12/17/2020	44748	OSTROWSKI	PETER OSTROWSKI	2020 PLANNING COMMISSION 9 MTGS @ \$40	360.00
12/17/2020	44749	PERKINS	WILLIAM PERKINS	2020 ZBA 4 MTGS @ \$40	160.00
12/17/2020	44750	PITNEYBOWE	PITNEY BOWES - PURCHASE POWER	ACCT#800090002229933 POSTAGE	201.00
12/17/2020	44751	POPKE	DONNA POPKE	2020 ZBA 3 MTGS @ \$40	120.00
12/17/2020	44752	SMITH/FR	FRANK SMITH	2020 PLANNING COMMISSION 8 MTGS @\$40	320.00
12/17/2020	44753	SMITH/FR	FRANK SMITH	2020 ZBA 3 MTGS @ \$40	120.00
12/17/2020	44754	SUPPES/ROG	ROGER H SUPPES	2020 VILLAGE COUNCIL	595.00
12/17/2020	44755	SUPPES/ROG	ROGER H SUPPES	2020 PLANNING COMMISSION 9 MTGS @ \$40	360.00
12/17/2020	44756	TIME WARNER	TIME WARNER CABLE	CUST #103479401 SERV THRU 11/30/20	81.97


GEN TOTALS:

Total of 77 Checks:
 Less 2 Void Checks:

62,155.63
 0.00

Total of 75 Disbursements:

62,155.63

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2020- 67	
Prepared:	December 15, 2020	Pages:	1 of 1
Meeting:	December 21, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Meeting Schedule		

PURPOSE

This report requests approval and adoption of the 2021 meeting schedule.

COMMENTS

As you are aware, the Village Council is required to adopt and post their annual meeting schedule at the beginning of each year. Please see the attached 2021 meeting schedule for your review and approval. The 2021 meeting schedule follows the same format as previous years with:

Village Council: Meetings being held on the **3rd Monday** of the month at 5:30, apart from January and February being held one day later due to holidays.

Committee of the Whole: Meetings will be held 4-times a year on the 1st Thursday at 8:10 am.

General Service Committee: Meetings held the 1st Tuesday at 8:10 am

Administration/Personnel Committee: Meetings held the 1st Wednesday at 8:10 am

Utility / Marina Committee: Meetings held the 1st Thursday at 8:10 am

Please note that similar to past years, we have eliminated the July committee meetings.

ACTION REQUESTED

MOTION THAT the meeting schedule as attached to Report VSB- 2020 – 67 and being made a part of this motion be adopted.

2021 DRAFT MEETING SCHEDULE
FOR THE
VILLAGE OF SUTTONS BAY

PLANNING COMMISSION		
January	13	5:00 P.M.
February	10	5:00 P.M.
March	10	5:00 P.M.
April	14	5:00 P.M.
May	12	5:00 P.M.
June	9	5:00 P.M.
July	14	5:00 P.M.
August	11	5:00 P.M.
September	8	5:00 P.M.
October	13	5:00 P.M.
November	10	5:00 P.M.
December	8	5:00 P.M.

DDA		
February	10	9:00am
April	14	9:00am
September	8	9:00am
November	10	9:00am
Quarterly		

VILLAGE COUNCIL		
January	*19	5:30 P.M.
February	*16	5:30 P.M.
March	15	5:30 P.M.
April	19	5:30 P.M.
May	17	5:30 P.M.
June	21	5:30 P.M.
July	19	5:30 P.M.
August	16	5:30 P.M.
September	20	5:30 P.M.
October	18	5:30 P.M.
November	15	5:30 P.M.
December	20	5:30 P.M.

ZBA		
January	20	5:30 P.M.
February	17	5:30 P.M.
March	17	5:30 P.M.
April	21	5:30 P.M.
May	19	5:30 P.M.
June	16	5:30 P.M.
July	21	5:30 P.M.
August	18	5:30 P.M.
September	15	5:30 P.M.
October	20	5:30 P.M.
November	17	5:30 P.M.
December	15	5:30 P.M.

* Tuesday following

GENERAL SERVICE COMMITTEE		
February	2	8:10 a.m.
March	2	8:10 a.m.
April	6	8:10 a.m.
June	1	8:10 a.m.
July		8:10 a.m.
September	7	8:10 a.m.
October	5	8:10 a.m.
December	7	8:10 a.m.

ADMIN / PERSONNEL		
February	3	8:10 a.m.
March	3	8:10 a.m.
April	7	8:10 a.m.
June	2	8:10 a.m.
July		8:10 a.m.
September	8	8:10 a.m.
October	6	8:10 a.m.
December	8	8:10 a.m.

UTILITY / MARINA		
February	4	8:10 a.m.
March	4	8:10 a.m.
April	8	8:10 a.m.
June	3	8:10 a.m.
July		8:10 a.m.
September	9	8:10 a.m.
October	7	8:10 a.m.
December	9	8:10 a.m.

COMMITTEE OF THE WHOLE		
January	7	8:10 a.m.
May	6	8:10 a.m.
August	5	8:10 a.m.
November	4	8:10 a.m.