



VILLAGE OF SUTTONS BAY  
Village Council Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
REGULAR MEETING  
Monday September 19, 2022 5:30 p.m.  
Agenda

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)). Public participation shall be limited to in-person or via written communication received prior to the meeting.

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes August 15, 2022
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - None
7. New Business
  - A. VSB 2022-56 STR Moratorium Extension
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](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.



VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF AUGUST 15, 2022

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

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

Absent: Suppes

Staff present: Fay, Miller and Larrea

Consent agenda

Case moved, Smith seconded, CARRIED, to approve the Consent agenda as presented. The Village Council meeting minutes of July 18<sup>th</sup>, are approved. The payment of invoices is approved. The Tasting room License Resolution-Gilchrist Farms LLC amendment is approved. Ayes: 6, No: 0.

Agenda approval

Bahle moved; Christensen seconded to approve the agenda as presented. Bahle requested adding Broadway Streetlight as an additional agenda item. Bahle moved, Case seconded, CARRIED, to approve the agenda as amended, adding Broadway Street streetlight as agenda item E. Ayes: 6, No: 0.

Public Comment/Written Communications

Written correspondence was received from Cherry Capital Cycling Club, Kirk Moll, and Shann Vanderleek, and can be found in this meeting packet.

Nellie Danke, Director of the Suttons Bay Bingham District Library, informed Council of an improvement project at the library, a remodel to the entry way, slated to begin August 22<sup>nd</sup>. A new drop box will be constructed as well.

Larry Mawby representing Peninsula Housing, a land trust for affordable housing in the Village, will be coming forth with a number of requests to Council and Planning Commission.

Gary Cheadle supports the removal of the streetlight on Broadway.

Lee Cheadle, representing the neighbors on Broadway, supports the removal of the streetlight on Broadway.

VSb 2022-47 Manager's Update

Larrea referred to his report regarding the vandalism emphasizing the need to be secure the park because Village infrastructure and water systems are located there. The STR committee has not met yet due to time diverted to the Waterwheel emergency.

VSb 2022-48 Waterwheel Park

Larrea referred to his report found in the packet. Following discussion, it was the consensus of Council to have the Engineer move forward with the contract and work on the design and costs estimates, develop a timeline, and permitting to reroute the stream.

VSb 2022-49 METRO Act Permit Request

Long moved, Case seconded, CARRIED, directing staff to move forward with a unilateral agreement with the Point Broadband Fiber Holdings, LLC for the use of Village right of way.  
Ayes: 6, No: 0.

VSb 2022-50 Zoom meetings

Following discussions, it was the consensus of Council to offer Zoom in a broadcast view only, allowing public to watch meetings, but not for public interaction. If staff does need to attend and run a Zoom meeting, they should be compensated.

Broadway Street streetlight

Bahle moved, Smith seconded, CARRIED, to remove the streetlight on Broadway.  
Ayes: 6, No: 0.

Good of the Order

Case supports good planning. Christensen believes the Village should extend the moratorium on the STR Ordinance review.

Public Comment

Cheadle's thanked Village Council for the decision on the Broadway streetlight.

Sutterfield requested Council chambers meeting room re-arranged so that the public can hear the board members better.

Perkins commented on Bahle Park.

Crackel has concerns on St. Mary's Street.

Carlson apologized for the neighbor's background noise on Zoom.

The meeting adjourned at 6:38 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
08/16/2022	18687 (E)	CONSUMERS ENERGY	RELOCATE UG-SVC NORTH PARK	1,959.20
08/16/2022	18688 (E)	AMAZON	OFFICE SUPPLIES	21.99
08/24/2022	18689 (E)	AMAZON	RED MICROSTROBE-WATER PORT SUTTONS	129.75
08/24/2022	18690 (E)	AMAZON	TROLLING MOTOR CONNECTOR	24.05
08/24/2022	18691 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220023735 N PARK AUG 2022	79.98
08/24/2022	18692 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220017471 MARINA AUG 2022	255.96
08/24/2022	18693 (E)	CHARTER COMMUNICATIONS	ACCT#8245121220019774 AUG 2022	295.94
08/24/2022	18694 (E)	FIRST INTERNET BANK OF INDIANA	PIFPC - ACCT# 3013-39801 PRINC/INTEREST	64,968.75
08/31/2022	18695 (E)	ADOBE	MNGR SOFTWARE AUG 2022	15.89
08/31/2022	18696 (E)	AMAZON	MAGNETIC WHITE BOARD	179.84
08/31/2022	18697 (E)	AMAZON	HEADER DOG BAGS	106.67
08/31/2022	18698 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220022588 AUG 2022	182.96
08/31/2022	18699 (E)	BOND FLUIDAIRE	HYDRAULIC HOSE REPLACEMENT	285.14
08/31/2022	18701 (E)	FIFTH THIRD BANK	BANK FEES AUGUST 2022	206.59
09/09/2022	18702 (E)	APPLIED INDUSTRIAL TECH	AMI BEARINGS FOR NEW PLOW TRUCK	291.47
09/09/2022	18703 (E)	GFL ENVIRONMENTAL	SERVICE SEPTEMBER 2022-MARINA	214.20
09/09/2022	18704 (E)	GFL ENVIRONMENTAL	SEPTEMBER 2022-1520 RICHTER	257.42
09/09/2022	18705 (E)	PARSHALL TREE SERVICE	TREE REMOVAL SISTER TREES-WILLOWS	4,000.00
09/09/2022	18706 (E)	PITNEY BOWES	ACCT#0016108757 QUARTERLY PAYMENT	140.10
09/09/2022	18707 (E)	PITNEY BOWES - PURCHASE POWER	ACCT#8000909002229933 AUGUST 2022	201.00
09/15/2022	18708 (E)	CHERRYLAND ELECTRIC	ACCT# 8364410 SEPT 2022 1520 RICHTER	126.46
09/15/2022	18709 (E)	ON TIME TELECOM, INC	ROBO CALLS FALL CURBSIDE PICKUP	80.00
09/15/2022	18710 (E)	TIME WARNER CABLE	ACCT#103479401 SEPT 2022 1522 RICHTER RO	255.94
08/24/2022	46055	BRAMER AUTO SUPPLY	MARINA SUPPLIES-PONTOON	126.32
08/24/2022	46056	GRAINGER	ACCT# 8710012852 SEWER REPAIRS	246.09
08/24/2022	46057	DC COLLECTIVE GROCER	TRASH BAGS	7.99
08/24/2022	46058	ART'S AUTO AND TRUCK PARTS INC	10M/C LAMP-ONE TON 835	2.96
08/24/2022	46059	DTE ENERGY	MULTIPLE ACCOUNTS AUGUST 2022	431.26
08/24/2022	46060	FERGUSONS LAWN EQUIP.	CUST#7057 MOWER PARTS	150.86
08/24/2022	46061	AT&T MOBILITY	ACCT# 287304252169 AUGUST 2022	491.01
08/24/2022	46062	BAYSHORE OIL & PROPANE	1149.2 GALS REC 90 @ 4.16 PER GAL	22,734.91
08/24/2022	46063	D & W MECHANICAL	PORT SUTTON WELLHOUSE GALVANIZED PIPE/FI	370.00
08/24/2022	46064	DORNBOS SIGN AND SAFETY, INC	VARIOUS STREET SIGNS/REFLECTORS	392.74
08/24/2022	46065	JACK DOHENY COMPANIES INC	CUST# SUTT0002 VACTOR PARTS	409.11
08/24/2022	46066	MICHIGAN CAT	BACKHOE LOADER WORK TOOLS-BUCKET	2,150.51
08/24/2022	46067	DOROTHY PETROSKEY	OFFICE SUPPLIES	47.36
08/24/2022	46068	PRIORITY HEALTH	GROUP 784340 S001, MONTHLY PREMIUMSEPT 2	7,999.86
08/24/2022	46069	SECURITY SANITATION, INC	MARINA PORTA JOHN RENTALS-AUG 2022	1,725.00
08/24/2022	46070	SIC METER, LLC	SO NO. 45109 CUST# BADGER METER/PARTS	1,299.24
08/24/2022	46071	SOS ANALYTICAL	LAB ANALYSIS JULY 2022	100.00
08/24/2022	46072	TIME WARNER CABLE	1522 RICHTER ROAD AUGUST 2022	127.97
08/24/2022	46073	USABUEBOOK	BOX EAR PLUGS	676.95
08/24/2022	46074	WELLS FARGO FINANCIAL LEASING	ACCT#6030214439000 AUG 2022	72.92
08/30/2022	46075	LEELENAU COUNTY EQUALIZATION	36X24 PARK AMENITIES MAP	20.00
09/02/2022	46076	BRAMER AUTO SUPPLY	SUPPLIES/COLLECTION SYSTEM	40.45
09/02/2022	46077	CONSUMERS ENERGY	VARIOUS ACCOUNTS - AUGUST 2022	3,978.27
09/02/2022	46078	CENTURYLINK	ACCT#300439566 AUGUST SERVICE	672.15
09/02/2022	46079	CENTURYLINK	ACCT# 405593377 AUGUST 2033	226.88
09/02/2022	46080	NORTHERN BUILDING SUPPLY, LLC	VILL10 AUGUST 2022 SUPPLIES	2,255.36
09/02/2022	46081	FERGUSONS LAWN EQUIP.	CUST # 7057 FORK CASTER	139.90
09/02/2022	46082	LEELENAU ENTERPRISE	MEETING SYNOPSIS AUGUST 2022	66.90
09/02/2022	46083	BADGER METER INC	HOST FEE - JULY 2023 /2022 SERV AGMNT	734.88
09/02/2022	46084	BAYSHORE OIL & PROPANE	630.2 GALS REC 90 @ 4.25 PER GAL	9,138.53
09/02/2022	46085	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE-ADMIN OFFICE	350.00
09/02/2022	46086	GOURDIE-FRASER INC	PROFESSIONAL SERVICES SEWER ORDIN REWRIT	590.00
09/02/2022	46087	KSS ENTERPRISES	15 BOXES NITRILE/GLOVES	214.70
09/02/2022	46088	MR CLEAN	CLEANING SERVICE JULY 2022	340.00

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY  
CHECK DATE FROM 08/11/2022 - 09/15/2022

Check Date	Check	Vendor Name	Description	Amount
09/02/2022	46089	INTEGRITY BUSINESS SOLUTIONS	ACCT# 957380 OFFICE SUPPLIES	92.83
09/02/2022	46090	LEELANAU CITY ROAD COMMISSION	DIESEL/UNLEADED JANUARY 2022	3,525.83
09/02/2022	46091	TRAFFICGUARD, INC	2 BOLLARD POSTS	960.00
09/06/2022	46092	ROBERTO LARREA	REIMB:64.2 MILES @ 62.5, 8/3 TO 9/4/2022	41.22
09/07/2022	46093	BAYSHORE OIL & PROPANE	900 GALS REC 90 @4.20 PER GAL	4,436.10
09/07/2022	46094	BRITTANY MECHANICAL	RELOCATE WATER SERV 420 ST JO	1,591.83
09/07/2022	46095	DAVID MILLER	REIMBURSE CONFERENCE EXPENSE	115.00
09/07/2022	46096	GIFFELS WEBSTER	MASTER PLAN SERVICES 4 OF AUGUST 2022	3,812.50
09/07/2022	46097	GRAHAM ELECTRIC MOTOR SERVICE	ORDER#1020592-00 BUBBLER REPAIR	207.11
09/07/2022	46098	MACHIN ENGINEERING, INC.	WATERWHEEL PARK-ENGINEERING	6,300.00
09/07/2022	46099	JACOBS ENGINEERING GROUP, INC	CUSTOMER#120525 OCTOBER 2022 SERVICES	14,769.24
09/07/2022	46100	PITNEY BOWES	INK CARTRIDGES 1 BX	254.97
09/07/2022	46101	SARA KOPRIVA	SERVICES THRU SEPT 6, 2022	191.25
09/07/2022	46102	SONDEE, RACINE & DOREN	ATTORNEY FEES JULY 2022	720.00
09/07/2022	46103	VALLEY CITY LINEN	AUGUST 2022 STATEMENT	125.00
09/08/2022	46104	LESLIE COUTURIER	ZONING ADMIN AGREE - ZA AGREE AUG 2022	480.00
09/13/2022	46105	BRAMER AUTO SUPPLY	CUST#8571 CABLE TIE	44.22
09/13/2022	46106	CONSUMERS ENERGY	STREET LIGHTS AUG 2022	992.70
09/13/2022	46107	GRAINGER	CUST # 871012852 WATER SEWER PORT SUTTON	887.67
09/13/2022	46108	FERGUSONS LAWN EQUIP.	PARTS FOR WALK BEHIND	25.18
09/13/2022	46109	AIRGAS USA, LLC	CYLINDER RENTAL AUGUST 2022	32.81
09/13/2022	46110	BAYSHORE OIL & PROPANE	1495.5 GALS REC 90 @ 4.08 PER GAL	7,152.98
09/13/2022	46111	GRAHAM ELECTRIC MOTOR SERVICE	CUST# 369750 RELAY PORT SUTTON MAIN	503.93
09/13/2022	46112	GT HYDRAULICS	OIL SEAL -AEBI	9.21
09/13/2022	46113	KAL EXCAVATING CO	REPAIR WATER SERVICE/ASPHALT/SIDEWALK	19,556.00
09/13/2022	46114	LAND INFORMATION ASSESS ASSOC	ANNUAL HOSTING FEE OF WEBSITE	365.00
09/13/2022	46115	MERIT LABORATORIES	CUST# PFAS SAMPLING COLLECTION SYSTEM	2,816.00
09/13/2022	46116	MICHIGAN CAT	ACCOUNT # 12464 EQUIPMENT PARTS	411.32
09/13/2022	46117	PURE WATER WORKS	COOLER RENTAL AUGUST 2022	48.00
09/13/2022	46118	SECURITY SANITATION, INC	PORTA JOHN WATERWHEEL	110.00
09/13/2022	46119	USABLEBOOK	CUST# 820127 SEWER MANHOLE DECALS	372.75
09/15/2022	46120	HERMAN BROTHERS' LAWN CARE	MOWING SERVICES THRU 9-2-2022	1,195.00
09/15/2022	46121	SECURITY SANITATION, INC	PORTA JOHN RENTALS MARINA/PUMP OUTS	1,415.00
09/15/2022	46122	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES AUGUST 2022	72.00
09/15/2022	46123	ROBERTO LARREA	REIMBURSEMENT FOR ANNUAL DUES AICP	518.00


GEN TOTALS:

Total of 92 Checks:  
Less 0 Void Checks:

206,761.03  
0.00

Total of 92 Disbursements:

206,761.03

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2022-56</b>	
Prepared:	September 13, 2022	Pages:	1 of 1
Meeting:	September 19, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	STR Ordinance – Moratorium Extension		

**PURPOSE**

To continue the moratorium beyond the 90-day deadline

**OVERVIEW**

The village will be hiring a planning firm to continue/complete the STR study and provide recommendations and findings.

**ACTION REQUESTED**

To adopt the resolution as proposed.

VILLAGE OF SUTTONS BAY

Ordinance No. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: ORDINANCE CONTINUING THE MORATORIUM ON THE ISSUANCE OF  
LICENSES FOR SHORT TERM RESIDENTIAL RENTALS WITHIN THE  
VILLAGE OF SUTTONS BAY UNDER ORDINANCE NO 1 OF 2017

**THE VILLAGE OF SUTTONS BAY ORDAINS:**

**WHEREAS**, the Village of Suttons Bay currently allows dwelling units within the Village to be available for possession or occupancy for a commercial use for a period of less than thirty (30) days ("Short Term Rentals") after the issuance of a license as set forth in Ordinance No. 1 of 2017; and

**WHEREAS**, on June 20, 2022, the Village Council enacted Ordinance No. 24 of 2022 establishing a moratorium on the issuance of all short term rental licenses under Ordinance No. 1 of 2017 for a period of 90 days to allow the Village to undergo a study of the number of dwelling units within the Village that are available as Short Term Rentals and the impact of such rentals on the public health, safety, and welfare of the Village and its residents; and

**WHEREAS**, the Village needs additional time to study the number of dwelling units within the Village that are available as Short Term Rentals and the impact of such rentals on the public health, safety, and welfare of the Village and its residents and consider amendments to Ordinance No. 1 of 2017 based on the results of the study; and

**WHEREAS**, the Village Council determines that it is desirable to extend the moratorium for an additional period of 90 days;

**NOW THEREFORE:**

**THE VILLAGE OF SUTTONS BAY ORDAINS:**

Section 1. Moratorium Period. The moratorium established on the issuance of all short term rental licenses under Ordinance No. 1 of 2017 effective June 30, 2022 by Ordinance No. 24 of 2022, is continued for an additional period of 90 days from the effective date of this ordinance, or the effective date of the proper text amendments to Ordinance No. 1 of 2017, whichever occurs first.

Section 2. No Licenses Issued. During the moratorium period as set forth in Section 1 no Village employee or officer shall issue any short term rental license under Ordinance No. 1 of 2017.

Section 3. Repeal. This Ordinance shall repeal any and all ordinances or parts of ordinances in conflict herewith, including without limitation, Section 4 of Ordinance No. 1 of 2017.

Section 3. Effective Date. This ordinance shall be effective upon publication.

VILLAGE OF SUTTONS BAY

BY: \_\_\_\_\_  
Steve Lutke  
ITS: PRESIDENT

BY: \_\_\_\_\_  
Shar Fay  
ITS: CLERK

Date of Council Approval: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**ORDINANCE CERTIFICATION**

At a regular meeting of the Suttons Bay Village Council, Leelanau County, held in the Suttons Bay Village Hall, located at 420 Front Street, Suttons Bay MI 49682 on September \_\_\_\_, 2022, at \_\_\_\_ p.m..

PRESENT:

ABSENT:

It was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the above Ordinance be adopted.

Yes:

No:

**ORDINANCE DECLARED ADOPTED**

Village of Suttons Bay

By: \_\_\_\_\_  
Steve Lutke, President

I, the undersigned, the Clerk of the Village of Suttons Bay, Leelanau County, Michigan do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Suttons Bay Village Council of said county at its regular meeting held on September \_\_, 2022, relative to the adoption of the ordinance therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976 and that the minutes of said



meeting were kept and will be made available as required by said Act; this ordinance was published in the \_\_\_\_\_, 2022, edition of the Leelanau Enterprise.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Shar Fay  
Village Clerk