

VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
Monday, May 15, 2023 5:30 p.m.
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes- March 20, 2023 (no April Meeting)
 - b. Payment of Invoices
 - c. Certificate of Completion-Lou Bufka
 - d. Shar Fay MiPMC Certification
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
 - a. Email from Sue Chapman-ReLeaf Project
 - b. Betsy Coffia-House Representative
 - c. Letter to Northport Public Schools-Anishinaabe history Project
 - d. Housing North-Support for Master Plan
6. Unfinished Business
7. New Business
 - a. Report VSB 2023-28 Build-Out Plan Contract
 - b. Report VSB-2023-29 Marina Beach Electrical
 - c. FEMA Floodplain Ordinance
 - d. Report VSB 2023-30 Law Enforcement
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 COUNCL REGULAR MEETING MINTUES OF MARCH 20, 2023

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

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

Consent agenda

Case moved, Bahle seconded, CARRIED, to approve the Consent agenda as presented. The Village Council meeting minutes of February 21, 2023 are approved. The payment of invoices is approved. Ayes: 5, No: 0.

Agenda approval

Suppes moved, Case seconded, CARRIED, to approve the agenda as presented. Ayes: 5, No: 0.

VSB 2023-23 Cultural Sign Proposal

Emily Modrall stated she is working on the project under the umbrella of the Historical Society. Modrall stated the markers relate to the culture and history of the Anishinaabe. On the marker will be a condensed version of the 7 Grandfather teachings and will be bilingual and timeless in nature.

Case moved, Christensen seconded, CARRIED, approve the Cultural Sign project to proceed. The location and size will be determined at a later date. Ayes: 5, No: 0.

VSB 2023-21 Personnel Policy Amendments

Bahle moved, Christensen seconded, CARRIED, to adopt the changes to the Personnel Manual as presented. In addition to recognizing both Indigenous Peoples Day and Juneteenth, Council approved five (5) Holidays and ten (10) PTO days each year for part-time employees. Ayes: 5, No: 0.

Managers Update

Christensen requested a review with Council members of the Master Plan in process. Larrea will review the Master plan and provide a report with comments.

Good of the Order

Case inquired about the historical display in the lobby and suggested approaching the historical society for a refresh. Case appreciates the infrastructure reminder found in the packet. Larrea stated a blue print of an old play structure has been found and may be framed.

Public Comment

Comments were received from Larry Mawby (Peninsula Housing), Bill Perkins, Jared Pontius and Rob Chapman.

The meeting adjourned at 5:57 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
03/28/2023	18830(E)	ADOBE	MANG SOFTWARE MARCH 2023	21.19
03/28/2023	18831(E)	CHARTER COMMUNICATIONS	ACCT# 824512122--19774 MARCH 2023	157.97
03/28/2023	18832(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 PREMIUM APRIL 2023	508.55
03/28/2023	18833(E)	COMFORT INN & SUITES HOTEL	CLERK CONFERENCE 2023 ACCOMMODATIONS	504.00
03/28/2023	18834(E)	ROTARY MULTIFORMS INC	LAND & WATER PLAQUE BAHLE	275.50
03/28/2023	18835(E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 MARCH 2023	127.97
03/28/2023	18836(E)	US BANK BOND CONTROL	ABA 091-000-022 A/C 170225065979	4,062.50
03/28/2023	18837(E)	ZOOM.US	ZOOM-ANNUAL SUBSCRIPTION 2023	149.90
03/28/2023	46432	BRAMER AUTO SUPPLY	CUST# 8571 ZIP WAX	35.47
03/28/2023	46433	GRAINGER	ACCT# 871012852 VACTOR TOOLS	174.38
03/28/2023	46434	DC COLLECTIVE GROCER	OFFICE SUPPLIES	17.86
03/28/2023	46435	DTE ENERGY	MULTIPLE ACCOUNTS-MARCH 2023	1,226.97
03/28/2023	46436	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS MARCH 2023	757.45
03/28/2023	46437	BRIGHTSPEED	TELEPHONE SERVICE-WWTP APRIL 2023	225.28
03/28/2023	46438	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE APRIL 2023	654.71
03/28/2023	46439	THE COPY SHOP	HAULER MANIFEST COPIES	72.50
03/28/2023	46440	EAST BAY MEDICAL	DOT SCREENING	120.00
03/28/2023	46441	.SHAR FAY	REIMBURSE CONFERENCE EXPENSES	214.05
03/28/2023	46442	GIFFELS WEBSTER	PROJ# 2019300 PAYMENT 6 OF 6	3,812.50
03/28/2023	46443	GT RUBBER SUPPLY, INC	CUST# 10195 WATER SYSTEM SUPPLIES	221.98
03/28/2023	46444	HUGH ACOSTA	REFUND PARTIAL PAYMENT	20.00
03/28/2023	46445	MONCHILOV SEWER SERVICE	SEWER PATCHING REPAIRS	20,000.00
03/28/2023	46446	INTEGRITY BUSINESS SOLUTIONS	MARINA-OFFICE SUPPLIES	65.63
03/28/2023	46447	PRIORITY HEALTH	GROUP 784340 APRIL 2023 PREMIUM	9,116.83
03/28/2023	46448	PURE WATER WORKS	2 GALS/COOLER SUPPLIES MARCH 2023	19.00
03/28/2023	46449	SECURITY SANITATION, INC	PORTA JOHN RENTAL BAHLE MARCH 2023	110.00
03/28/2023	46450	STANDARD INSURANCE COMPANY	642946 0117, APRIL 2023 PREMIUM	502.67
03/28/2023	46451	WELLS FARGO FINANCIAL LEASING	CUST#1000090171 COPIER LEASE AGREEMENT	72.92
03/29/2023	18838(E)	FIFTH THIRD BANK	BANK FEES MARCH 2023	106.56
03/29/2023	18839(E)	AMAZON	AMAZON PRIME ANNUAL MEMBERSHIP	139.00
03/29/2023	46452	CINDY ROBB	BAHLE WARMING HUT REFUND-REISSUED CHECK	100.00
03/30/2023	18840(E)	GRAINGER	PO#WEB2177245567-MARINA SUPPLIES	59.62
03/30/2023	18841(E)	MY PARKING PERMIT	PARKING PERMITS/LOG BOOK	394.08
03/31/2023	46453	MICHAEL SANOCKI	REFUND-DUPLICATE ZBA PAYMENT/CC FEE	515.00
04/07/2023	46454	BRAMER AUTO SUPPLY	CUST# 8571 OIL CHANGES	8.24
04/07/2023	46455	CONSUMERS ENERGY	MULTIPLE INVOICES APRIL 2023	3,899.18
04/07/2023	46456	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES	1,837.54
04/07/2023	46457	LEELANAU ENTERPRISE	SYNOPSIS FEB COUNCIL MEETING	242.40
04/07/2023	46458	THE COPY SHOP	550 NEWSLETTERS FOLDED/SEALED	317.00
04/07/2023	46459	HAMPEL'S INC	MARINA LOCKS/KEYS	290.00
04/07/2023	46460	LEELANAU COUNTY EQUALIZATION	GIS SERVICE FLUM MASTER PLAN	60.00
04/07/2023	46461	MACHIN ENGINEERING, INC.	ENGINEERING SERVICES-MARINA BRIDGE	1,591.25
04/07/2023	46462	MI ASSOC OF MUNICIPAL CLERKS	APPLICATION FOR CERTIFICATION	100.00
04/07/2023	46463	MR CLEAN	CLEANING SERVICE JAN/FEB 2023	680.00
04/07/2023	46464	JACOBS ENGINEERING GROUP, INC	PROJ# 404723.14 CUST# 120525 MAY 2023	16,249.00
04/07/2023	46465	OLDE PATH INDUSTRIES	BEACH GRASS BUNDLES	356.42
04/07/2023	46466	DOROTHY PETROSKEY	OFFICE SUPPLIES	43.96
04/07/2023	46467	LEELANAU CTY ROAD COMMISSION	UNLEADED/DEISEL MARCH 2023	1,185.16
04/07/2023	46468	USABLUEBOOK	CUST#820127 INVERTED PAINT	69.28
04/12/2023	18842(E)	CHERRYLAND ELECTRIC	ACCT# 8364410 APRIL 2023	186.22
04/12/2023	18843(E)	AMAZON	DOCK SIDE GUARD COIL	290.85
04/12/2023	18844(E)	AMAZON	2-STYLUS/WIRED KEYBOARD	89.97
04/12/2023	18845(E)	AMAZON	24 HOUR SURVEILLANCE SIGN/NO TRESSPASSIN	15.80
04/12/2023	18846(E)	CHARTER COMMUNICATIONS	ACCT#8245121220022588 146 S SHORE MARCH	182.96
04/12/2023	18847(E)	CHARTER COMMUNICATIONS	ACCT#8245121220023735 MARCH 2023	109.98
04/12/2023	18848(E)	CHARTER COMMUNICATIONS	ACCT#8245121220017471 326 FRONT STREET	137.98
04/12/2023	18849(E)	CHARTER COMMUNICATIONS	ACCT# 103479401 1522 RICHTER ROAD	127.97

Check Date	Check	Vendor Name	Description	Amount	
04/12/2023	18850(E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 MAY PREMIUM 2023	508.55	
04/12/2023	18851(E)	GFL ENVIRONMENTAL	ACCT# 002105664 1520 RICHTER ROAD	292.04	
04/12/2023	18852(E)	MICHIGAN STATE UNIVERSITY	ZBA TRAINING CLASSES-HASSEVOORT/PERKINS	150.00	
04/12/2023	18853(E)	PITNEY BOWES	ACCT# 8000909002229933 THROUGH APRIL 202	600.00	
04/12/2023	18854(E)	STAPLES	OFFICE SUPPLIES/MOUSE/MARKERS	28.98	
04/13/2023	46469	AIRGAS USA, LLC	RENTAL 3-31-2023-3-30-2023	36.41	
04/13/2023	46470	INTEGRITY SOFTWARE SYSTEMS	TECHNICAL SUPPORT MARCH 2023	110.00	
04/13/2023	46471	MML WORKERS COMEPENSATION FUND	POLICY#5002750 INSTALL 4 2022-2023	1,058.00	
04/13/2023	46472	MICHIGAN PIPE & VALVE	TSURUMI PUMP	798.00	
04/13/2023	46473	MI MUNICIPAL LEAGUE	ANNUAL DUES JUNE 2023-MAY 31, 2024	606.00	
04/13/2023	46474	ON TIME TELECOM, INC	ROBO CALL APRIL 2023	0.00	V
04/13/2023	46475	LEELANAU CTY ROAD COMMISSION	47.25 YDS WINTER MIX THRU 4/5/2023	1,194.18	
04/13/2023	46476	SECURITY SANITATION, INC	PORTA-JOHN WATERWHEEL APRIL 2023	220.00	
04/13/2023	46477	VALLEY TRUCK PARTS	STEERING BOX-SALT TRUCK	877.90	
04/26/2023	18855(E)	DTE ENERGY	772 NSJO/793 BAYC APRIL 2023	107.06	
04/26/2023	18856(E)	DTE ENERGY	VARIOUS ACCOUNTS APRIL 2023	964.93	
04/26/2023	18857(E)	AMAZON	WIRELESS KEYBOARD/MOUSE	42.03	
04/26/2023	18858(E)	ICHTAT	ICHT TOOL-BACKGROUND CHECK	10.00	
04/26/2023	18859(E)	VISION SERVICE PLAN	ACCT# 30 017164 001 APRIL 2023	205.06	
04/26/2023	18860(E)	VISION SERVICE PLAN	ACCT# 30 017164 001 MAY PREMIUM	205.06	
04/26/2023	46478	ASPIRE FINANCIAL SERVICES	CUST# 38764 2ND QTR 2022 RETIREMENT FEE	795.77	
04/26/2023	46479	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS APRIL 2023	727.27	
04/26/2023	46480	BS&A SOFTWARE	2023 ANNUAL SUPPORT FEE TAX SYSTEM	447.00	
04/26/2023	46481	KSS ENTERPRISES	PARKS & FACILITIES SUPPLIES 2023	3,256.30	
04/26/2023	46482	HAMMERSMITH EQUIPMENT CO	FENCE/FENCE POSTS	290.00	
04/26/2023	46483	KAL EXCAVATING CO	23 A GRAVEL BRW/LINCOLN RAIN GARDEN	1,218.41	
04/26/2023	46484	MCGOUGH'S INC	25# SPORTS TURE/EZ STRAW	480.25	
04/26/2023	46485	R W MERCER CO	ANNUAL COMPLIANCE TESTING	964.57	
04/26/2023	46486	MICHIGAN PIPE & VALVE	CONCRETE RISERS-MANHOLES	572.00	
04/26/2023	46487	NATIVE CONNECTIONS	ACRE CRP POLLINATOR SEED MIX	437.50	
04/26/2023	46488	STANDARD ELECTRIC COMPANY	CUST# 40KW GENERATOR 1ST ROUND DELIVERY	2,819.78	
04/26/2023	46489	INTEGRITY BUSINESS SOLUTIONS	FILE FOLDERS/BATTERIES	63.32	
04/26/2023	46490	PRIORITY HEALTH	GROUP 784340 2023 MAY PREMIUM	9,116.83	
04/26/2023	46491	PURE WATER WORKS	3-5 GAL PURIFIED WATER APRIL 2023	26.00	
04/26/2023	46492	SECURITY SANITATION, INC	BAHLE PARK PORTA JOHN APRIL	110.00	
04/26/2023	46493	SOS ANALYTICAL	2023 ANNUAL WATER TESTING	2,025.00	
04/26/2023	46494	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES-MARCH 2023	2,502.00	
04/26/2023	46495	STANDARD INSURANCE COMPANY	ACCT# 642946 0117 MAY PREMIUM 2023	502.67	
04/26/2023	46496	TRAVERSE CITY COATINGS	EPOXY COATING-MARINA BATHROOMS	1,420.00	
04/26/2023	46497	WELLS FARGO FINANCIAL LEASING	CONT# 60302144390000 APRIL 2023	72.92	
04/26/2023	46498	MICHIGAN MUNICIPAL LEAGUE	FIRST QTR UIA EMPLOYER NO. 0801119	32.80	
04/28/2023	18861(E)	ADOBE	MANG SOFTWARE	21.19	
04/28/2023	18862(E)	AMAZON	ORDER 11145206956402637-RED/GREEN LIGHTS	229.98	
04/28/2023	18863(E)	AMAZON	ORDER# 4484243 MOUSE PD/WRIST REST	20.97	
04/28/2023	18864(E)	CHARTER COMMUNICATIONS	ACCT#8245121220022588 146 S SHORE MARCH	182.96	
04/28/2023	18865(E)	CHARTER COMMUNICATIONS	ACCT# 8245121220019774 420 FRONT MARCH 2	157.97	
04/28/2023	18866(E)	FIFTH THIRD BANK	BANK FEES APRIL 2023	140.23	
04/28/2023	18867(E)	ON TIME TELECOM, INC	APRIL ROBO CALL 2023-DUP	80.00	
05/05/2023	46499	NORTHERN BUILDING SUPPLY, LLC	ACCT#VIL10 APRIL 30, 2023	888.99	
05/05/2023	46500	LEELANAU ENTERPRISE	PUBLIC HEARING NOTICES	189.30	
05/05/2023	46501	ACTION INDUSTRIAL SUPPLY	ORD # 1926646 MENS TALL ARTIC BOOTS	175.99	
05/05/2023	46502	BECKETT & RAEDER	PLANNING SERVICES THROUGH FEB 2023	540.66	
05/05/2023	46503	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE MAY 2023	651.54	
05/05/2023	46504	BRIGHTSPEED	ACCOUNT# 4055933377 MAY 2023	224.64	
05/05/2023	46505	GOOD NATURE GARDENS, INC	SPRING GENERAL MAINTENANCE	112.50	
05/05/2023	46506	KSS ENTERPRISES	MARINA SUPPLIES	1,532.53	
05/05/2023	46507	GSK ENTERPRISES LLC	MARINA STAFF TRAINING	1,600.00	
05/05/2023	46508	KAL EXCAVATING CO	BALANCE SOCCER FIELD/RAIN GARDENS	1,688.20	
05/05/2023	46509	HITE, KRISTEN	UB refund for account: STJO-000412-0000-	62.88	
05/05/2023	46510	MATTHEW FARQUHAR	REFUND TRANSIENT SLIP	467.00	

05/11/2023 02:11 PM

User: DOROTHY

DB: Suttons Bay

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY

CHECK DATE FROM 03/16/2023 - 05/11/2023

Page: 3/3

6

Check Date	Check	Vendor Name	Description	Amount
05/05/2023	46511	THOMAS GRMES	MARINA SLIP 75% REFUND	1,919.37
05/05/2023	46512	MOLON EXCAVATING, INC	STREET SWEEPING 2023	6,500.00
05/05/2023	46513	NEW PIG	ABSORBENT BOOMS	651.57
05/05/2023	46514	JACOBS ENGINEERING GROUP, INC	PROJECT#404723.14 CUST# 120525 JUNE 2023	16,249.00
05/05/2023	46515	OLDE PATH INDUSTRIES	400 DUNE GRASS SPRIGS	154.27
05/05/2023	46516	INTEGRITY BUSINESS SOLUTIONS	ACCT# 957380 OFFICE SUPPLIES	17.94
05/05/2023	46517	PRINTING SYSTEMS, INC	ACCT# 1033 UTILITY FORMS -	259.21
05/05/2023	46518	SIGNPLICITY	SIGN DELIVERY	125.00
05/05/2023	46519	SONDEE, RACINE & DOREN	LEGALSERVICES APRIL 2023	2,193.33
05/05/2023	46520	LEELANAU COUNTY EQUALIZATION	24X36 WETLANDS MAP	20.00
05/10/2023	46521	COUNTY OF LEELANAU	CONTRACTUAL & MILEAGE JAN 2023	19,685.70
05/10/2023	46522	GEI CONSULTANTS	WATERWHEEL STREAM RESTORATION	2,556.50
05/10/2023	46523	INTEGRITY SOFTWARE SYSTEMS	PROFESSIONAL SERVICES	110.00
05/10/2023	46524	ROBERT NETTLETON	SEASONAL SLIP REFUND	1,869.50
05/10/2023	46525	NATHAN KELLEY	TRANSIENT RESERV REFUND	180.00
05/10/2023	46526	NETLINK BUSINESS SOLUTIONS	3 MO. MAINTENANCE AGREEMENT	544.19
05/10/2023	46527	DOROTHY PETROSKEY	OFFICE SUPPLIES	43.96
05/10/2023	46528	REITH-RILEY CONSTRUCTION CO	M/22 STRIPING	2,736.72
05/10/2023	46529	SOS ANALYTICAL	MONTHLY LAB ANALYSIS	100.00
05/10/2023	46530	USABLUEBOOK	C/D BATTERIES 12 PK	59.85
05/11/2023	46531	SHAR FAY	2023 IMPREST CASH MARINA	300.00

GEN TOTALS:

(1 Check Voided)

Total of 137 Disbursements:

173,771.43

Certificate of Completion

Lou Bufka
Village of Suttons Bay

Has Successfully Completed the

Water Certification Review – Distribution, S3 & S4

as presented by the Michigan Rural Water Association

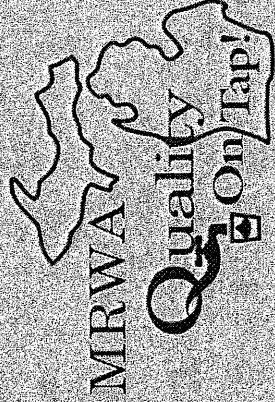
Course Code: 2058

Course Category: Technical

1.2 Continuing Education Credits, Water

Course Location: Online

Course Date: April 26, 2023



Mike Engels

Mike Engels, Director of Training



Michigan Association of Municipal Clerks

April 20, 2023

Robert Larrea, Village Manager
Village of Suttons Bay
P.O. BOX 395
Suttons Bays, MI 49682

Dear Village Manager Larrea:

The Michigan Association of Municipal Clerks is an organization that promotes and educates Michigan's Clerks. Through our Michigan Professional Municipal Clerk (MiPMC) certification program, Clerks are recognized for their knowledge of the multifaceted Clerk's profession. We are pleased to announce that your Clerk, Shar Fay, has met the program criteria and has attained the prestigious MiPMC certification.

Shar's commitment to education and desire to attain certification clearly defines commitment to the Clerk's profession and your community. On behalf of the Michigan Association of Municipal Clerks Board of Directors, I ask that you join us in congratulating Shar Fay for this accomplishment and well deserved recognition.

Sincerely,

Adam Wit, MiPMC/MMC
MAMC President

ReLeaf Project

Green Suttons Bay

Contact: Sue Chapman 231 620-6839

EMAIL: suechapwomen@gmail.com

ReLeaf Michigan is a statewide volunteer non-profit 501(c)(3) tree planting and education organization, working with communities and organizations throughout Michigan to protect and restore our urban tree canopy.

Founded by some of the most respected arborists in the state and building on lifetimes of green expertise, ReLeaf Michigan plants ***the Right Tree in the Right Place at the Right Time for the Right Purpose*** to ensure each tree thrives for generations to come.

ReLeaf Michigan has worked with over 400 communities across the state. Working with community volunteers, we have planted nearly 30,000 trees on public property in Michigan's cities, townships, and villages.

ReLeaf Michigan plants trees that are already substantial in size, approximately six-feet tall and 1.5" to 2" trunk caliper, resulting in much higher rates of survival and a more immediate environmental impact.

The plan is to partner with ReLeaf who will plant 20 trees at a time. They will provide an arborist who will visit the site, suggest appropriate species and provide the trees. They will fund 50% of the cost and we will need to put up the remaining cost.

Our neighboring communities have utilized grants from DTE and the DNR. We believe we have a community member who may consider underwriting the remaining cost.

Green Suttons Bay is hoping to gather community volunteers to help bring this project to fruition and will need the approval and help of our Village Council and Department of Public Works to do so.

Our Commitment needed to go forward:

- 50% of the cost (\$2000)
- Approval of public location
- Group of volunteers to plant trees
- Commitment by the DPW to the care and maintenance of the trees for 3 years or until self-sustaining.



103RD DISTRICT
STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES

BETSY COFFIA

STATE REPRESENTATIVE

PHONE: (517) 373-3817
FAX: (517) 373-5495
BetsyCoffia@house.mi.gov

April 19th, 2023

Members of the Suttons Bay Village Council,

As you may know, earlier this year the Michigan House of Representatives passed Senate Bill 7, a budget supplemental that allocates \$25 million for the Transportation Economic Development Fund. This is a match grant road funding program for cities and villages with fewer than 10,000 people. I was glad to vote for this supplemental in part because it brings dollars home to our local communities in the 103rd District.

As grant applications are now open, the village of Suttons Bay has the chance to secure matching funds that will directly impact the safety, quality and convenience of our communities' infrastructure. The state has offered to match the amount that your village allocates to their road improvement plans — this means we can get double the work for half the financial burden. I encourage your village to apply for these grants, to help offset the costs of fixing roads in our communities and invest in reconstruction, replacement, rehabilitation or preventive maintenance projects. You can reach out to Julie Thomas, our area's grant coordinator at 517-256-6524 or ThomasJ5@Michigan.gov.

I respectfully ask that you include this letter in your village council packet as Receive and File for the next village council meeting. Please reach out to Kate Nieman, my constituent services director at 517-373-3817, if we can be of assistance in applying for these funds, including if you'd like a letter of support from my office for your grant application. As this legislative session continues, I welcome your continued feedback and encourage you to reach out if my team and I can ever be of help to you on any matter. Thank you for your service and dedication to the residents of your community.

Respectfully,

State Representative Betsy Coffia
Michigan State House District 103



Northport Public School Board of Education
Attn: Neil Wetherbee & Ben Purdy
104 S Wing Street
Northport, MI 49670

April 18, 2023

Greetings all,

Please accept this letter as confirmation of the Village Council's support for the Anishinaabe History Project. On March 20, 2023, the Village Council unanimously supported the installation of a cultural marker/sign project, designed by the Kchi Wiikwedong, and presented by Emily Modrall. The Village looks forward to this partnership and will continue to work with Dr Modrall to coordinate specific installation plans, location and timelines. In addition, we would like to thank Superintendent Wetherbee, Board President Purdy, and the Members of the Northport Board of Education for their efforts with this initiative.

Thank you for including our community and we are thrilled to be a partner in such an important initiative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roberto Larrea", is written over a horizontal line.

Roberto Larrea, AICP
Village Manager



April 12, 2023

Village of Suttons Bay Village Council and Planning Commission
420 N Front Street
Suttons Bay, MI 49682

Re: Support for 2023 Master Plan

To the Village of Suttons Bay Council and Planning Commission:

On behalf of Housing North, we are writing to express our support for the Village of Suttons Bay's proposed 2023 Master Plan.

Our communities are stronger when residents have a wide range of housing choices. It helps young families put down roots; local businesses recruit and retain employees; and people of all ages and incomes remain in the community even when their housing needs or preferences change.

The Village's proposed Master Plan includes important strategies to help meet the community's housing needs. If implemented, the housing action items included in the Master Plan can help create more affordable choices – so households of different ages, sizes, and incomes can afford to live close to jobs, schools, businesses, and amenities.

Thank you for continuing to make housing a priority in Suttons Bay.

Sincerely,


Yarrow Brown
Executive Director
yarrow@housingnorth.org

Zachary Hillyer
Housing Ready Program Director
zach@housingnorth.org

Creating pathways and partnerships for housing in Northwest Michigan.

PO BOX 1434 | TRAVERSE CITY, MICHIGAN 49685 | 231-335-1685 | info@housingnorth.org

housingnorth.org

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-28	
Prepared:	May 9, 2023	Pages:	1 of 1
Meeting:	May 15, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Buildout Plan Contract		

PURPOSE

To consider a contract proposal regarding a community buildout plan.

OVERVIEW

The proposal before you would provide the Village Council and Planning Commission with a basic understanding of our village's current infrastructure obligations as current zoning allows. It will also provide an understanding on how that would be affected should the village build out with the proposed FLUM changes. This is better described in the attached proposal.

STAFF COMMENT

This information should prove beneficial considering there are several active zoning amendments that would increase housing density significantly throughout the village. This may not necessarily be a bad direction however; it would be beneficial to understand how these density changes could affect the timing of our water reservoir expansion and wastewater plant expansions. These are two very important and very expensive variables that the PC was not likely aware of when suggesting such an increase in residential density.

The buildout plan will not only help the village council from an infrastructure baseline perspective but also help the planning commission as they tirelessly work to combat a lack of housing stock in and around our community.

RECOMMENDATION

MOTION TO authorize staff to finalize the contract as proposed.

B R i

Beckett & Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

April 19, 2023

Rob Larrea

Village of Suttons Bay
manager@suttonsbayvillage.org

Regarding: Suttons Bay Build Out Analysis

Dear Mr. Larrea,

Thank you for the phone call regarding the opportunity to do a build out analysis for the Village of Suttons Bay. Our proposal includes:

- 2 build out scenarios that will determine the number of dwelling units expected in the following scenarios:
 - Maximum Build Out
 - Based on a combination of existing zoning and the future land use map for maximum density allowed regardless of land development
 - Expected Build Out
 - Based on a combination of existing zoning and the future land use map for maximum density allowed with the removal of public land and other undevelopable lands
- Final report detailing the build out analysis

The fee for this work is \$6,500 and the anticipated completion date would be 4-6 weeks from signed authorization.

If you have any further questions regarding the proposal, please feel free to contact Sara from the contact information below.

Sincerely,



John Iacoangeli, PCP, FAICP, LEED AP, CNU-A
Partner



Sara Kopriva, AICP
Senior Associate
231.674.5377

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

Petoskey Office
113 Howard Street
Petoskey, MI 49770


231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-29	
Prepared:	May 9, 2023	Pages:	1 of 1
Meeting:	May 15, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Marina Beach Electrical		

PURPOSE

To consider a contract proposal to replace the archaic Marina Beach electrical panel.

OVERVIEW

For several years, an electrical panel at Marina Park provided electricity for various events, such as the Art Festival, Jazz Festival, and on a smaller scale, a pump at Marina Park. As with all infrastructure, modern technology advancements and age has all but made the panel obsolete. After prolonging its removal/upgrade for a couple years, it is now need of our attention.

This panel is archaic and has met its lifecycle but more importantly, it is quickly becoming a hazard. The cost to install a new outdoor panel in a similar location, which is not suggested, would cost more than if we were to relocate the panel in its entirety. Being that the village hall is only a few years old, if we were to use our current village hall infrastructure, the cost to replace the panel with a modern panel would be much less. We would still need to address the issues at the current panel, however, the cost to rebuild at that location does not make sense now that the hall already offers many of the needed upgrades.

Calls to various electrical companies varied in cost however the most difficult variable was timing. Upon recommendation, we did contact a company that could meet our timeline and provided a reasonable and acceptable quote for the service at approximately \$7,700. A breakdown of the quote includes approximately \$4,100 for addressing the old panel and approximately \$3,607 for the new panel.

REQUESTED ACTION

Should the village council feel it is appropriate to move forward with the request in its entirety, a motion for consideration is as follows:

MOTION TO allow an amount not to exceed \$7,700 towards removing and replacing the Marina Park electrical panel as described in Report VSB-2023-29.



Office of Planning and Zoning
420 N Front Street
P O Box 395
Suttons Bay, MI 49682
231-271-3051
zoning@suttonsbayvillage.org

In RE: New FEMA Floodplain Ordinance

Attachments:

- Draft New Ordinance Addressing Floodplain Management
- Email Form Matthew Occhipinti, EGLE National Flood Insurance Program Coordinator

Background:

- In 2018 the Suttons Bay Village Council approved an Ordinance and Resolution addressing Floodplain Management, adopting the 2018 FEMA Maps and designating The Village of Suttons Bay as the enforcing agency. I would suggest this be changed to reflect Leelanau County as the enforcing agency.
- The Federal Emergency Management Agency (FEMA) has completed a new Flood Study and has adopted new floodplain maps for Leelanau County effective June 7, 2023.
- In order for residents to maintain flood insurance, the Village must continue their participation in the NFIP and adopt new maps.
- The Michigan EGLE State NFIP Coordinator worked with me to prepare the appropriate Ordinance for adoption, and has reviewed the draft documents. His email is included.
- As Zoning Administrator, I will continue to perform a preliminary review of proposed new construction to determine if it is within or near the designated mapped flood plain, and indicate so on the permit.

Requested Council Action:

Motion to Adopt Ordinance No. 26 of 2023 an Ordinance Addressing Floodplain Management provisions of the State Construction Code and rescinding Ordinance No. 4 of 2018 as presented/amended. Roll Call Vote

Steve Patmore
Zoning Administrator

VILLAGE OF SUTTONS BAY, LEELANAU COUNTY

ORDINANCE NO. 26 OF 2023

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS
OF THE STATE CONSTRUCTION CODE**

Community Name: **Village of Suttons Bay**, County: **Leelanau**

An Ordinance to Repeal Village of Suttons Bay Ordinance No. 4 of 2018 and to designate an enforcing agency to discharge the responsibility of the Village of Suttons Bay located in Leelanau County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The Village of Suttons Bay ordains:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Construction Code Office of the County of Leelanau is hereby designated as the enforcing agency to discharge the responsibility of the Village of Suttons Bay under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The County of Leelanau assumes responsibility for the administration and enforcement of said Act throughout the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled “The Flood Insurance Study for Leelanau County, All Jurisdictions”, effective June 7, 2023 and the Flood Insurance Rate Map (FIRM) panels contained on index panel 26089CIND0B, effective June 7, 2023 are adopted by reference for the purposes of administration of the Michigan

Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed. ***Village of Suttons Bay Ordinance No. 4 of 2018 is hereby Repealed.***

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

MOTION BY: _____ SECONDED BY:

YEAS:

NEAS:

ABSENT:

Adopted this ____ day of May, 2023.

This ordinance was duly adopted on May, 2023 at a regular meeting of the Council of the Village of Suttons Bay, will become effective on _____, 2023.

Date Approved:

Date Published:

Effective Date:

Signed on _____ (Date) by _____ (Signature),

Shar Fay, Clerk of the Village of Suttons Bay, Leelanau County

Attested on _____ (Date) by _____ (Signature),

Steve Lutke, President of the Village of Suttons Bay, Leelanau County

Dorothy

From: Steve Patmore <zoningadmin@suttonsbaytwp.com>
Sent: Friday, May 5, 2023 8:36 AM
To: manager@suttonsbayvillage.org; 'Dorothy'
Subject: FW: Draft Village of Suttons Bay Flood Plain Ordinance

FYI – EGLE approved the draft Floodplain Ordinance

Steve

From: Occhipinti, Matthew (EGLE) <OCCHIPINTIM@michigan.gov>
Sent: Wednesday, May 3, 2023 11:26 AM
To: zoningadmin@suttonsbaytwp.com
Subject: RE: Draft Village of Suttons Bay Flood Plain Ordinance

Looks good. I'm glad you're helping several of these communities out.

Matthew Occhipinti, PE, CFM | NFIP Coordinator/ Floodplain Engineer | Water Resources Division
 350 Ottawa Ave, NW, Grand Rapids, MI 49503 | ☎ 616-204-1708 | Fax: 616-356-0202
www.michigan.gov/floodplainmanagement



From: Steve Patmore <zoningadmin@suttonsbaytwp.com>
Sent: Wednesday, May 3, 2023 10:29 AM
To: Occhipinti, Matthew (EGLE) <OCCHIPINTIM@michigan.gov>
Subject: Draft Village of Suttons Bay Flood Plain Ordinance

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Matt,

Attached is the draft ordinance for the Village of Suttons Bay for your review.

Steve Patmore
 Zoning Administrator
 Village of Suttons Bay

Steve Patmore

From: Occhipinti, Matthew (EGLE) <OCCHIPINTIM@michigan.gov>
Sent: Thursday, March 23, 2023 9:51 AM
To: zoningadmin@suttonsbaytwp.com
Subject: Leelanau Co NFIP Ordinance update information
Attachments: 2018 FP ORD No. 01-071618- Bingham twp.pdf; 2018 FP ORD- Suttons Bay Vill.pdf

Hello Steve,

Section 3 needs to be updated to the following language. Note that the individual panels for each community no longer have to be listed:

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled “The Flood Insurance Study (FIS) for Leelanau County, All Jurisdictions, effective June 7, 2023 and the Flood Insurance Rate Map (FIRM) panels contained on index panel 26089CIND0B, effective June 7, 2023 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the “Flood Hazards” section of Table R301.2(1) of the Michigan Residential Code.

Matthew Occhipinti, PE, CFM | NFIP Coordinator/ Floodplain Engineer | Water Resources Division
 350 Ottawa Ave, NW, Grand Rapids, MI 49503 | ☎ 616-204-1708 | Fax: 616-356-0202
www.michigan.gov/floodplainmanagement



**FEMA**

March 3, 2023

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable Steve Lutke
President, Village of Suttons Bay Council
P.O. Box 395
Suttons Bay, Michigan 49682

Dear President Lutke:

I commend you for the efforts that have been put forth in implementing the floodplain management measures for the Village of Suttons Bay, Michigan, to participate in the National Flood Insurance Program (NFIP). As you implement these measures, I want to emphasize the following:

- a Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community;
- the FIS and FIRM will become effective on June 7, 2023; and
- by the FIS and FIRM effective date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office is required to approve the legally enforceable floodplain management measures your community adopts in accordance with Title 44 Code of Federal Regulations (CFR) Section 60.3 (e).

As noted in FEMA's letter dated December 7, 2022, no significant changes have been made to the flood hazard data on the Preliminary and/or revised Preliminary copies of the FIRM for Leelanau County. Therefore, the Village of Suttons Bay should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for the Village of Suttons Bay will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the Michigan Department of Environment, Great Lakes, and Energy. You may contact Matthew Occhipinti, P.E., CFM, the NFIP State Coordinator, by telephone at (616) 204-1708, in writing at 350 Ottawa Avenue Northwest, Unit Ten, Grand Rapids, Michigan 49503-2316, or by electronic mail at occhipintim@michigan.gov.

The FEMA Regional staff in Chicago, Illinois, is also available to provide technical assistance and

The Honorable Steve Lutke

March 3, 2023

Page 2

guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for the Village of Suttons Bay and will ensure its participation in the NFIP. The Regional Office may be contacted by telephone at (312) 408-5500 or in writing. Please send your written inquiries to the Director, Mitigation Division, FEMA Region 5, at 536 South Clark Street, Sixth Floor, Chicago, Illinois 60605.

You may have already contacted the NFIP State Coordinator and/or the FEMA Regional Office, and may be in the final adoption process or recently adopted the appropriate measures. However, in the event your community has not adopted the appropriate measures, this letter is FEMA's official notification that you only have until June 7, 2023, to adopt and/or submit a floodplain management ordinance that meets or exceeds the minimum NFIP requirements, and request approval from the FEMA Regional Office by the effective date. Your community's adopted measures will be reviewed upon receipt and the FEMA Regional Office will notify you when the measures are approved.

I appreciate your cooperation to ensure that your community's floodplain management measures are approved by the FEMA Regional Office by June 7, 2023. Your compliance with these mandatory program requirements will enable your community to avoid suspension from the NFIP.


Additional information on community suspensions as proposed, other notices of current NFIP community status information, and details regarding updated publication requirements of community eligibility status information under the NFIP can be found on the Community Status Book section of our website at www.fema.gov/flood-insurance/work-with-nfip/community-status-book. Notices for scheduled suspension will be available on the National Flood Insurance Community Status and Public Notification section of our website at www.fema.gov/flood-insurance/work-with-nfip/community-status-book/public-notification. Individuals without internet access will be able to contact their local floodplain management official and/or NFIP State Coordinating Office directly for assistance.

Sincerely,



Rachel Sears, Director
Floodplain Management Division
Mitigation Directorate | FEMA

cc: Thomas C. Sivak, Regional Administrator, FEMA Region 5
Matthew Occhipinti, P.E., CFM, NFIP State Coordinator, Michigan
Department of Environment, Great Lakes, and Energy
Leslie Couturier, Zoning Administrator, Village of Suttons Bay

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-30	
Prepared:	May 10, 2023	Pages:	1 of 1
Meeting:	May 15, 2023	Attachments:	<input type="checkbox"/>
Subject:	Law Enforcement Request		

PURPOSE

To consider a request from our community officer.

OVERVIEW

A three-year contract extension was entered into with the Sheriff Department beginning in 2023, and following a series of 1-year extensions. Our contract, specifically requires officer Donahue to work five 8-hour shifts, which is a departure from the four 10-hour shifts other Leelanau officers typically work.

Over the winter months, I agreed to allow officer Donahue (on a trial basis) the ability to work four 10-hour shifts. This decision was rather easy considering the relatively steep drop in tourism during the winter months. He is now requesting that the village consider extending his ability to work the four 10-hour shifts through the summer months.

Although this is ultimately a Staff decision, I am requesting that the Village Council weigh in on this requested change.

RECOMMENDATION

Discussion and a consensus.