



VILLAGE OF SUTTONS BAY  
Village Council Regular Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
November 18, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes-October 21, 2024
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - a. VSB-2024-52 Budget Amendments 2024
  - b. VSB-2024-53 Truth in Taxation - 2025 Millage Rate (schedule public hearing)
  - c. VSB-2024-55 Budget and Fee 2025 (schedule public hearing)
  - d. Resolution of Appreciation Will Case
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 OF SUTTONS BAY  
420 N FRONT STREET, SUTTONS BAY, MI 49682  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF October 21, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes and Yoder

Absent:

Staff present: Alysworth, Larrea & Petroskey

**Consent Agenda**

Lutke moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The September 16, 2024 Village Council meeting minutes are approved. The payment of invoices is approved. Ayes: 7, No: 0.

**Conflict of Interest: None**

**Agenda approval**

Bahle moved, Case seconded, CARRIED, to approve the agenda as presented. Ayes: 7, No: 0.

**Public comment:**

Brad Thomas stated that he lives on St Mary's and has noted an uptick in summer traffic this year. He is asking the Village to look at ways to slow down traffic.

Jared Pontius offered his support for the relocation on the restrooms and stated he likes the email newsletter.

**VSB 2024-47 Bathroom Grant Contract**

Council was presented with a report from the Village Manager asking for a consensus to relocate the new restrooms to the other side of Adams Street. Larrea noted that by relocating them, the current bathrooms will remain in place during construction whereby eliminating disruption to marina operations. Lutke asked members if there was a consensus to accept the new location. Council members agreed by consensus that the relocation would serve the village residents and the marina operations well while retaining a wonderful viewshed.

Larrea stated that staff has worked very hard this year putting together a marina Master Plan, filing for grants and working with the consultant. Larrea noted that Abonmarche has presented the design and construction proposal. He added that the proposal begins with site work and due diligence, then moves into architectural design and finalization of the building plans and

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documents and finalizes with bidding and construction management. Council members asked about the contingency percentage (actual amount set aside) and; if the numbers come back higher than originally proposed what the next step would be. Larrea stated he would reach out to Abonmarche to get these answers.

Yoder moved, Case seconded that the Village Council authorize the Village Manager to enter into an agreement with Abonmarche for the services described in and attached to Report VSB-2024-35 and being made a part of this motion. Ayes: 7 No: 0.

#### **Staff reports**

Larrea noted that staff has been working on the 2025 budget and draft budgets will be discussed at next month's committee meetings.

Smith stated that the planning commission reviewed two amendments for the zoning ordinance relating to wireless communications and height in the Bayview District. These proposed amendments have been set for public hearing next month. Smith also thanked Dave and Rob for working with Green Suttons Bay to make sure the new trees located in North Park are watered in the next few weeks to help insure their longevity.

#### **Good of the Order**

Christensen asked that discussion regarding traffic on St Mary's be added to the agenda of the next General Service committee meeting. Case and Suppes asked if signage could be placed in waterwheel park to explain the stream restoration. Bahle stated that it is time to review sewer and water fees. Yoder would like the police contract reviewed as we may not be getting the presence we need. Lutke stated he appreciates the communication that residents are receiving.

#### **Public comment**

Jared Pontius offered concerns relating to traffic speeds in the alley. MJ Cartwright introduced herself as the Village appointed Library Board member.


The meeting adjourned at 6:15 p.m.

Meeting minutes submitted by Dorothy Petroskey.

Check Date	Check	Vendor Name	Description	Amount
10/25/2024	47466	ART'S AUTO AND TRUCK PARTS INC	6" STROBE	50.79
10/25/2024	47467	AIRGAS USA, LLC	CUST# 1459542 MONTHLY RENTAL	55.60
10/25/2024	47468	BECKETT & RAEDER	PLANNING SERVICES-CONSULTANT	262.50
10/25/2024	47469	DORNBOSS SIGN AND SAFETY, INC	SPEED SIGNS	94.57
10/25/2024	47470	KAL EXCAVATING CO	JOB NO. 7519 FRONT STREET SEWER	131,293.00
10/25/2024	47471	ROBERTO LARREA	MILEAGE REIMBURSEMENT	199.89
10/25/2024	47472	MICHIGAN PIPE & VALVE	BUFF BOX RISERS	1,116.00
10/25/2024	47473	HUTCHINSON, CHERYL	UB REFUND FOR ACCOUNT: STMS-000513-UNIT4	11.58
10/25/2024	47474	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT QUARTERLY 3RD QTR	12.08
10/25/2024	47475	SECURITY SANITATION, INC	WW PARK PORTA JOHN	413.52
10/25/2024	47476	SOS ANALYTICAL	ROUTINE TESTING	100.00
10/25/2024	47477	STEVE ALGUIRE	TREE CONSULTANT SOUTH SHORE	555.00
10/25/2024	47478	WEST MARINE PRO	DE-ICERS	77.98
10/29/2024	19344 (E)	CONSUMERS ENERGY	MULTIPLE ACCOUNTS OCT 2024	4,483.11
10/29/2024	19345 (E)	ADOBE	ADBOE MANAGERS SOFTWARE	21.19
10/29/2024	19346 (E)	AMAZON	OFFICE SUPPLIES	40.94
10/29/2024	19347 (E)	AMAZON	SAFETY VEST DPW	59.98
10/29/2024	19348 (E)	AMAZON	PUSH/PULL SIGNS OFFICE DOOR	14.99
10/29/2024	19349 (E)	BRIGHTSPEED	TELEPHONE SERVICE-1522 RICHTER OCT 24	210.36
10/29/2024	19350 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE OCT 24	671.85
10/29/2024	19351 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 OCT 2024	159.98
10/29/2024	19352 (E)	CHARTER COMMUNICATIONS	ACCT # 005327301 601 FRONT	119.98
10/29/2024	19353 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 NOVEMBER 2024	508.79
10/29/2024	19354 (E)	POMPS TIRE SERVICE, INC	SALT TRUCK/FLOW TRUCK TIRES	1,914.32
10/29/2024	19355 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 OCT 2024	129.98
10/29/2024	19356 (E)	VISION SERVICE PLAN	ACCT# 017164001 OCT 2024	187.19
10/29/2024	19357 (E)	WELLS FARGO FINANCIAL LEASING	COPY MACHINE CONTRACT OCT 2024	158.79
11/13/2024	19358 (E)	DTE ENERGY	MULTIPLE NOVEMBER 2024	606.82
11/13/2024	19359 (E)	AMAZON	OFFICE SUPPLIES 11X17 PAPER	35.66
11/13/2024	19360 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS NOV 2024	487.73
11/13/2024	19361 (E)	BARN OWL TECH	BWV CAMERA DATA	40.09
11/13/2024	19362 (E)	GFL ENVIRONMENTAL	SEPT AND OCT 1520 RICHTER	638.94
11/13/2024	19363 (E)	GFL ENVIRONMENTAL	OCT 2024 326 FRONT	249.75
11/13/2024	19364 (E)	POMPS TIRE SERVICE, INC	UTILITY VEHICLE 369 TIRES	879.84
11/13/2024	19365 (E)	PRIORITY HEALTH	GROUP 784340 2024 NOVEMBER PREMIUM	7,654.45
11/13/2024	47479	BRAMER AUTO SUPPLY	CABLE TIES WW	37.67
11/13/2024	47480	DC COLLECTIVE GROCER	WATER DEPARTMENT SUPPLIES	3.89
11/13/2024	47481	COUNTY OF LEELANAU	POLICE PERSONNEL/MILEAGE JULY 2024	24,340.67
11/13/2024	47482	LEELANAU ENTERPRISE	PLANNING COMMISSION PUBLIC HEARINGS	198.80
11/13/2024	47483	AIRGAS USA, LLC	CYL RENTAL HAZMAT CHGS	56.62
11/13/2024	47484	AIS CONSTRUCTION EQUIPMENT INC	OIL PUMP & HOSE	60.41
11/13/2024	47485	BADGER METER INC	ANNUAL LOGIN LICENSE	864.00
11/13/2024	47486	DORNBOSS SIGN AND SAFETY, INC	VILLAGE STREET/PARK SIGNS	214.94
11/13/2024	47487	STATE OF MICHIGAN	WSSN: 06500 VILLAGE OF SUTTONS BAY	808.38
11/13/2024	47488	EJ USA, INC	HYDRANT REPAIR	1,444.85
11/13/2024	47489	ELMER'S	PULVERZE GRADE PAVE JEFFERSON	49,825.00
11/13/2024	47490	GOOD NATURE GARDENS, INC	FALL CLEAN UP	117.50
11/13/2024	47491	GOURDIE-FRASER INC	PROFESSIONAL SERVICES PROJECT# 24263	3,609.00
11/13/2024	47492	INTEGRITY SOFTWARE SYSTEMS	DPW COMPUTER SETUP	230.00
11/13/2024	47493	MML WORKERS COMPENSATION FUND	POLICY # 5002750-24 INSTALL #3	1,178.00
11/13/2024	47494	MISSION NORTH	DDA CONSULTING AUG-OCT 2024	1,350.00
11/13/2024	47495	MI MUNICIPAL TREASURERS ASSOC	2025 MEMBERSHIP TREASURERS ASSOCIATION	99.00
11/13/2024	47496	JACOBS ENGINEERING GROUP, INC	PROJECT # 40472315.15	17,020.83
11/13/2024	47497	DOROTHY PETROSKEY	OFFICE SUPPLIES	69.84
11/13/2024	47498	LEELANAU CITY ROAD COMMISSION	UNLEADED/LEADED OCT 2024	1,259.42
11/13/2024	47499	SECURITY SANITATION, INC	PORTA JOHN BAHLE	240.00
11/13/2024	47500	SOS ANALYTICAL	ROUTINE TESTINGS	100.00

Bank GEN FIFTH THIRD CHECKING

Status	Date	Receipt	Name	Cashier	Wkstn	Amount
O	11/13/2024	38956	SMITH, PHILLIP	DOROTHY		204.48 PAYGOV
O	11/13/2024	38957	REDD, DANIELLE	DOROTHY		74.77 PAYGOV
O	11/13/2024	38958	HORTON, CECILY	DOROTHY		500.00 PAYGOV
O	11/13/2024	38959	MIKE BRIGHT	DOROTHY		200.00 PAYGOV
Total of 4 Receipts						979.25
						<hr/>
						979.25 PAYGOV

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2024-52</b>	
Prepared:	November 13, 2024	Pages:	1 of 1
Meeting:	November 18, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2024 Budget Amendments		

**PURPOSE**

To consider Fiscal Year 2024 Budget amendments.

**OVERVIEW**

As you are aware, we amend our budget periodically during the fiscal year to address unforeseen expenditures or increased revenues. The year end budget amendments were discussed at all committees as was our proposed 2025 budget.


It is important to emphasize that we are in good fiscal standing. We are fortunate that we did not experience any large unforeseen expenditures such as large equipment repairs or aging infrastructure repairs in 2024. Rather, the increase is associated mostly with the anticipated/estimated costs as we move forward with the public/marina bathroom project, and also smaller increases throughout the budget that are mostly associated with raising product or equipment costs.

Following discussion, it is requested that the Village Council adopt the 2024 amended budget, as presented, with total revenues in the amount of \$3,304,182 and expenses in the amount of \$3,757,928.

**RECOMMENDATION**

MOTION TO adopt the 2024 Year End budget amendments, to reflect a revenue of \$ \$3,304,182 and an expense of \$ 3,757,928. (Roll Call)




		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2024-53</b>	
Prepared:	November 13, 2024	Pages:	1 of 1
Meeting:	November 18, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2025 Truth in Taxation		

**PURPOSE**

To set a public hearing on the proposed tax millage rate estimate to support the 2025 budget.

**ACTION REQUESTED**

MOTION THAT: The Village of Suttons Bay Council schedule a special meeting for the **Truth in Taxation** hearing to support the 2025 budget on December 3, 2025, at 8:30 a.m.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2024-55</b>	
Prepared:	November 13, 2024	Pages:	1 of 1
Meeting:	November 18, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2025 Budget Hearing		

**PURPOSE**

To set a public hearing on the proposed 2025 budget.

**ACTION REQUESTED**

MOTION THAT: The Village of Suttons Bay council schedule a special meeting and a public hearing for December 3, 2023, at 8:30 am to consider adoption of the **proposed 2025 budget**.



### **RESOLUTION OF APPRECIATION TO WILL CASE**

Whereas, Will Case has sacrificed his time and contributed his knowledge consistently exceeding his responsibilities and duties to serve the Village of Suttons Bay residents; and

Whereas, Will Case has served this community as a liaison, Planning Commissioner, member of the Zoning Board of Appeals and as an elected official of the Village Council for the past 35 years; and

Whereas, Will Case consistently performed his responsibilities in a manner which exemplified serving the needs of our residents in a fair, pleasant and positive manner; and

Whereas, Will Case shared his vision for our community in a thoughtful and passionate manner that often-included recognition of past contributors and artists of this community; and

Whereas, Will Case in his many roles successfully introduced many policies and procedures to help guide the Village into the future, including the drafting of three Zoning Ordinances throughout his many years,

Whereas, the Village of Suttons Bay understands that from time to time a resident makes an impact on their community that is difficult to describe in words.

NOW Therefore, Be it resolved that the Village Council, on behalf of the residents, employers and volunteers of the Village of Suttons Bay does hereby express its sincere appreciation to Will Case

**Moved by:** Trustee

**Supported by:** Trustee

**All those in Favor:**

I hereby certify that the foregoing resolution was adopted by the Village Council for the Village of Suttons Bay on November 18, 2024.

Dorothy Petroskey, Village Clerk