



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
September 16, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes- August 19, 2024 Regular Meeting minutes
 - 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. Report VSB-2024-45 Manager Clarification Request
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 REGULAR MEETING
MINUTES OF AUGUST 19, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes (5:45pm) and Yoder

Absent:

Staff present: Petroskey, Larrea,

Consent Agenda

Lutke moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The July 15th and July 29th 2024 Village Council meeting minutes are approved. The payment of invoices is approved. Ayes: 6, No: 0.

Conflict of Interest: Karl Bahle and Colleen Christensen stated they each had a conflict of Interest regarding 7b under New Business.

Agenda approval

Lutke moved, Case seconded, CARRIED, to approve the agenda as presented. Ayes: 6, No: 0.

Public comment:

Jeff Slocombe spoke regarding the Bayview P.U.D. and requested it be rezoned.

Vanessa Gruenwald spoke regarding the intersection of St Mary's and M-22, Short Term Rentals and Village Clean-up Day.

Samara Slocombe stated her family has owned property in Bayview since 2008 and would like to eventually build up there.

VSB 2024-41 Granicus Report

Council was presented with a report detailing the information received thus far from Granicus regarding short term rentals in the Village. Staff will continue to monitor over the next year to see if the company is providing the service the Village needs.

VSB 2024-42 Amendment 13 of Ordinance 2 of 2018 Z 2024-02 SFWD Amendments

The planning commission was presented with an application to amending zoning language in the Single-Family Waterfront District. After a public hearing was held, they recommended that the Village Council adopt the same. Smith stated the applicant's request included changing the Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051 suttonsbay@suttonsbayvillage.org

intent of the district and amending the spatial requirements to provide for removal of criteria relating to depth, reducing the width from 100 to 90ft, and primary street setback from 25 to 20. Yoder moved, Lutke seconded, CARRIED, with an affirmative unanimous roll call to adopt **Amendment 13 of Ordinance 2 of 2018; Z- 2024-02 Single Family Waterfront Amendments** as presented. Roll Call Vote: Case, Lutke, Smith, Suppes and Yoder. Ayes 5, No: 0, Abstain 2.

VS2024-43 Amendment 14 of Ordinance 2 of 2018 Z 2024-03 Article 2.6 Environmental Protection Wetland Amendments.

Council was presented with a report from the Planner and meeting minutes requesting an amendment to Article 2.6 Environmental Protection as it relates to wetlands. After a public hearing was held, the planning commission recommended that the Village Council adopt the same. Suppes moved, Yoder seconded, CARRIED, with an affirmative unanimous roll call to adopt **Amendment 14 of Ordinance 2 of 2018 Z- 2024-03 Art 2.6 Environmental Protection Wetlands** as presented. Roll Call Vote: Case, Lutke, Smith, Suppes and Yoder. Ayes 7, No: 0.

Resolution to accept Waterway Grant WW24-0009

Larrea noted that this Resolution addressed the waterway grant the Village received for the A Dock Phase 1 and Upland Walkway. The grant requires the council to officially accept the grant. Case moved, Smith seconded, CARRIED, with an affirmative unanimous roll call to adopt Resolution 8 of 2024 accepting Michigan Waterways Grant WW24-009 as presented. Roll Call Vote: Case, Lutke, Smith, Suppes and Yoder. Vote: Ayes: 7, No: 0.

VS2024-39 Ordinance 29 of 2024

The Administrative Committee was presented with an amendment to the Manager's Ordinance relating to spending limits. It was noted that the original Ordinance was created in 2004. Lutke moved, Case seconded, CARRIED, with an affirmative unanimous roll call to adopt Ordinance 20 of 2024 Village Manager Ordinance as presented. Roll Call Vote: Case, Lutke, Smith, Suppes and Yoder. Vote: Ayes: 7, No: 0.

VS2024-40 Personnel Policy Amendments

Larrea stated that the personnel policy was reviewed by the attorney earlier this year and several amendments were made as required by State and Federal laws as well as policies regarding call in pay and holiday pay. Case moved, Suppes seconded, CARRIED, to adopt the policy amendments as recommended by the administrative committee. Ayes: 7. No: 0

Manager's Employment Contract:

A committee was selected at last month's special meeting and a consultant hired to negotiate a contract with the Village Manager whose contract is set to expire at the end of the year. The committee noted that several items were taken into consideration; quality and length of service, cost of recruitment, location, candidate pool, opportunities out there and improvements made

in the Village. It was noted that the consultant was able to negotiate a good contract in a relatively short period of time. The committee recommends offering Rob Larrea the five (5) year contract as presented. Council members stated that they were very pleased with Rob's performance. Yoder moved, Smith seconded, CARRIED, to accept the Employment Agreement as presented. Roll Call Vote: Case, Lutke, Smith, Suppes and Yoder. Vote: Ayes: 7, No: 0.

Staff reports

Larrea stated that it looks like waterwheel park improvements will come in under budget. Larrea thanked the Council for their confidence in him. He also thanked his staff for all they do.

Good of the Order

Will Case talked about Waterwheel Park and porta john placement, Martinson recognition, Sutterfield recognition, park name, and sculpture artist recognition. He thanked Rob and staff for all their work in getting the waterways grant. Lastly, he suggested that next year the Farmers Market be relocated to Sutton Park.

Public comment

Sharon Sutterfield spoke regarding Helen Sutterfield and waterwheel park.

The meeting adjourned at 6:15 p.m.

Meeting minutes submitted by Dorothy Petroskey.

09/12/2024 01:27 PM
 User: DOROTHY
 DB: Suttons Bay

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY
 CHECK DATE FROM 08/15/2024 - 09/12/2024


Check Date	Check	Vendor Name	Description	Amount
08/20/2024	47383	VILLAGE OF SUTTONS BAY	TRANS FR 5/3 TO SSB, TAX PD BY PAY GOV	377.55
08/26/2024	47384	DC COLLECTIVE GROCER	OFFICE SUPPLIES FORKS, BOWLS, PLATES	30.00
08/26/2024	47385	AIRGAS USA, LLC	RENT CYL IND ACETYLENE, OXYGEN & ARGON	53.16
08/26/2024	47386	BAYSHORE OIL & PROPANE	960.9 GAL REC 90 @ \$4.00	12,208.31
08/26/2024	47387	BS&A SOFTWARE	ANNUAL SUPPORT FEE 8/24-8/25	3,288.00
08/26/2024	47388	JIM DEMOULPIED	2500 GAL BRINE	1,400.00
08/26/2024	47389	DORNBOSS SIGN AND SAFETY, INC	HANDHELD STOP SIGN	51.50
08/26/2024	47390	MICHIGAN PIPE & VALVE	RISERS RING 4 & 2	1,548.00
08/26/2024	47391	CONSTANTINOS SKIDAS	REFUND DOUBLE PAID TRANSIENT FEE	98.00
08/26/2024	47392	INTEGRITY BUSINESS SOLUTIONS	NAME PLATE & HOLDER	438.90
08/26/2024	47393	PURE WATER WORKS	5 GAL RO WATER/FUEL CHG	48.00
08/26/2024	47394	SECURITY SANITATION, INC	ROUTINE ANALYSIS COLIFORMS, LEAD/COPPER	120.00
08/26/2024	47395	SOS ANALYTICAL	ANNUAL VIDEO SUPPORT	900.00
08/30/2024	47396	TRK SECURITY	TELEPHONE SERVICE-MULTIPLE AUG 2024	360.00
08/30/2024	19287(E)	BRIGHTSPEED	TELEPHONE SERVICE-WASTE WATER PL AUG 202	674.71
08/30/2024	19288(E)	BRIGHTSPEED	PHONE PREM 8/11-9/10/24	206.75
08/30/2024	19289(E)	CHARTER COMMUNICATIONS	PHONE PREM 8/11-9/10/24	159.98
08/30/2024	19290(E)	CHARTER COMMUNICATIONS	DENTAL PREMIUM AUG 2024	119.98
08/30/2024	19291(E)	MICHIGAN RETAILERS SERVICES	PREPAID RESERVE POSTAGE	453.99
08/30/2024	19292(E)	PITNEY BOWES - PURCHASE POWER	INTERNET PREM AUG 2024	1,000.00
08/30/2024	19293(E)	CHARTER COMMUNICATIONS-NATL	ACCT 30 0171164001 AUG PREM	129.98
08/30/2024	19294(E)	VISION SERVICE PLAN	ACROBAT PRO 8/24-9/23/24	187.19
08/30/2024	19295(E)	ADobe	SHIPPING-FREIGHT	21.19
09/09/2024	47397	DORNBOSS SIGN AND SAFETY, INC	JULY FUEL CHARGES	12.75
09/09/2024	47398	LEELANAU CTY ROAD COMMISSON	BAHLE PARK PORTA JOHN JULY 2024	1,195.36
09/09/2024	47399	SECURITY SANITATION, INC	WATERWHEEL CABLE FTES	1,780.00
09/11/2024	47400	BRAMER AUTO SUPPLY	DPW SUPPLIES	37.67
09/11/2024	47401	DC COLLECTIVE GROCER	LEGAL ORDINANCE AMENDMENT	26.46
09/11/2024	47402	LEELANAU ENTERPRISE	BADGER METER SERVICES	487.00
09/11/2024	47403	BADGER METER INC	904.2 GALS REC 90 @ 3.87 PER GAL	1,020.00
09/11/2024	47404	BAYSHORE OIL & PROPANE	JUNE 2004 PLANNING CONTRACT	25,367.32
09/11/2024	47405	BECKETT & RAEDER	WATER MAIN REPAIR/MARINA BATH HOUSE	627.60
09/11/2024	47406	BRITTANY MECHANICAL	IRRIGATION SUPPLIES	1,616.67
09/11/2024	47407	BUNERS HARDWARE	DPW POLE BLDG GENERATOR PIPING	4.09
09/11/2024	47408	D & W MECHANICAL	PULVERIZE & PAVE SOUTH SHORE	2,244.00
09/11/2024	47409	EIMER'S	WATERWHEEL STREAM RESTORATION	26,340.00
09/11/2024	47410	GET CONSULTANTS	GARDEN MAINTENANCE ADMIN BLDG	3,191.50
09/11/2024	47411	GOOD NATURE GARDENS, INC	FENCING FOR WATERWHEEL	105.00
09/11/2024	47412	HAMMERSMITH EQUIPMENT CO	COMPUTER OFFICE REPLACEMENTS	290.00
09/11/2024	47413	INTEGRITY SOFTWARE SYSTEMS	ADA CROSSWALK CONTRACTUAL	4,087.50
09/11/2024	47414	MACHIN ENGINEERING, INC.	POLICY # 5002750-24 INSTALL #2	6,200.00
09/11/2024	47415	MML WORKERS COMEPENSATION FUND	COUPLES/INSERTS	1,178.00
09/11/2024	47416	MICHIGAN PIPE & VALVE	WWTP CONTRACTUALCUST# 120525	566.50
09/11/2024	47417	JACOBS ENGINEERING GROUP, INC	UTILITY CARDS	17,020.83
09/11/2024	47418	PRINTING SYSTEMS, INC	LEADED/UNLEADED AUGUST 2024	263.38
09/11/2024	47419	LEELANAU CTY ROAD COMMISSON	BAHLE PORTA JOHN	1,444.72
09/11/2024	47420	SECURITY SANITATION, INC	METER REPLACEMENTS	120.00
09/11/2024	47421	SIC METER, LLC	CONTRACT OVERVIEW STUDY	9,388.46
09/11/2024	47422	WALSH MUNICIPAL SERVICES	WWTP WO#138338	600.00
09/11/2024	47423	WINDEMULLER		600.00

GEN TOTALS:

129,750.00

Total of 50 Disbursements:

129,750.00

		VILLAGE OF SUTTONS BAY REPORT VSB -2024-45	
Prepared:	September 12, 2024	Pages:	1 of 1
Meeting:	September 16, 2024	Attachments:	<input type="checkbox"/>
Subject:	Managers Contract Clarification		

PURPOSE

To clarify accrued vacation time as it relates to the manager’s contract.


STAFF COMMENT

There are various acknowledgements that accompany contract negotiations, some are standard practice, that are briefly clarified prior to negotiating the specifics of the new contract. For example, we discussed the fact that the new contract would recognize my accrued time off and that it would be transferred over, this is a standard acknowledgement. It is not a standard practice to terminate the benefits that have been accumulated as a part of a new or extended contract. However, it was not specifically stated in the contract, which has caused some discomfort with those charged in transferring the accumulated time.

I certainly understand their stance, therefore, to ease their concerns, I emailed the consultant who stated, “Our conversation was very clear. As a result of the new contract, you are not to lose any accumulated time.” Once this is acknowledged by the Village Council it will provide staff with the confidence to move forward without concern.

REQUESTED ACTION

Discussion and Motion.

		<h2>VILLAGE OF SUTTONS BAY</h2> <h3>ZONING REPORT</h3>	
Prepared:	9/06/2024	Pages:	1 of 1
Meeting:	September PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report for July & August 2024		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL, SIGNS / OTHER
July/August 2024	12	6	0	1	2	1	2
Year To Date	25	9	1	4	4	2	5

- LUP 24-014 Duplex Condominium 750 & 752 Waypoint Circle
- LUP 24-015 Duplex Condominium 754 & 756 Waypoint Circle
- LUP 24-016 Duplex Condominium 758 & 760 Waypoint Circle
- LUP 24-017 Duplex Condominium 762 & 764 Waypoint Circle
- LUP 24-018 Wall Sign 99 W. Fourth Street
- LUP 24-019 Detached garage, workshop, storage 209 S. Shore Dr.
- LUP 24-020 In-ground pool 411 W. First St.
- LUP 24-021 Additions 352 W. Broadway
- LUP 24-022 Duplex Condominium 766 & 768 Waypoint Circle
- LUP 24-023 Duplex Condominium 770 & 772 Waypoint Circle
- LUP 24-024 Fence 220 W. Second St.
- LUP 24-025 Wall Sign 120 N. St. Joseph

STAFF REPORT

- Inquiries on Land Use Permits, platted lots, signs, fences, zoning.
- Prelim. Site Plan Review – Change of Use – Co-worker office facility w/child care.
- Site Plan Review – Change of Use – Motel in Central Business Area
- Outdoor lighting issue – South Business Area
- Review Zoning Amendment request.

FUTURE ACTION REQUESTED:

**Working with Planner on Housekeeping Zoning Amendment
Recommend looking at Implementation of Master Plan.**