



VILLAGE OF SUTTONS BAY  
Village Council Regular Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
May 20, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes-April 15, 2024 Minutes
  - b. Payment of Invoices
4. Agenda Approval

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5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - a. Appointment of Library Board Member
  - b. VSB-2024-27 Electronic Lock Proposals
  - c. VSB-2024-28 Machin Engineering Proposal-Pedestrian Crossing
  - d. VSB-2024-29 Ordinance No. 28 Traylor Parking and Abandonment
  - e. VSB-2024-26 Fee Schedule Amendment-Resolution
  - f. VSB-2024-30 Category B Grant Application-Resolution
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 April 15, 2024

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

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

Consent agenda

Lutke moved, Case seconded, CARRIED, to approve the consent agenda as presented.  
The Village Council meeting minutes of March 18, 2024 are approved. The payment of invoices is approved. Ayes: 6, No: 0.

Agenda approval

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

VS-2024-16 Stratton Way

Bahle moved, Smith seconded, CARRIED to place "No Thru Traffic" signs on M-204 entering Stratton Way. Ayes: 6, No: 0.

VS-2024-15 School Championship Sign Resolution

Bahle moved, Smith seconded, CARRIED, to adopt Resolution #3 of 2024, to upgrade the Championship signs located on M-22, with an affirmative unanimous roll call vote.  
Ayes: Bahle, Case, Christensen, Lutke, Smith and Yoder. No: None.

VS-2024-19 Cultural Sign Proposal

It was the consensus of Council to support the installation of the cultural sign outside the library pending the decision of the library board. Ayes: 6, No: 0.

VS-2024-20 Brightspeed METRO Permit

Christensen moved, Case seconded, CARRIED, to direct staff to execute the Bilateral agreement with Brightspeed of Michigan, Inc. F/K/A, CenturyTel of Michigan, for the use of Village right of way. Ayes: 6, No: 0.

#### Special Committee Reports/Staff reports

Larrea stated the S. Shore ditching project should be complete. The Waterwheel project was pushed back a week. A pre-con meeting is scheduled for this Friday. The project should begin on Monday, April 22<sup>nd</sup>. The Harbor Heights project should be starting again soon.

#### Good of the Order

Smith stated S. Shore Drive looks good.

Case inquired about the culvert pipes sitting at Waterwheel. Larrea stated some of the culverts will be used to divert water from the stream during the work and some are for another project.

#### Public Comment

Sharon Sutterfield commented on the Stratton Way project.

Pat Gaudard commented on Stratton Way and sidewalks on St. Mary's.

The meeting adjourned at 5:52 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
<b>Bank GEN FIFTH THIRD CHECKING</b>				
04/12/2024	19147 (E)	CHERRYLAND ELECTRIC	ACCT# 8361520 S RICHTER ROAD	207.20
04/12/2024	19148 (E)	CHARTER COMMUNICATIONS	ACCT# 8284131220008513 146 S SHORE	204.97
04/12/2024	19149 (E)	FIFTH THIRD BANK	BAK FEES APRIL 2024	163.81
04/12/2024	19150 (E)	MY PARKING PERMIT	PARKING PASS/PERMITS/HANGERS	673.42
04/24/2024	19151 (E)	DTE ENERGY	MULTIPLE ACCOUNTS APRIL 2024	1,126.98
04/24/2024	19152 (E)	AMAZON	ORDER# 113-18276880190647	77.76
04/24/2024	19154 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE MARCH 2024	673.28
04/24/2024	19153 (E)	BRIGHTSPEED	TELEPHONE SERVICE PLANT MARCH 2024	206.97
04/24/2024	19155 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 MAY 2024	487.96
04/24/2024	19156 (E)	ON TIME TELECOM, INC	ROBO CALL WATER CHLORINATION & LEAF PICK	80.00
04/24/2024	19157 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 1522 RICHTER APRIL 2024	129.98
04/24/2024	19158 (E)	WELLS FARGO FINANCIAL LEASING	CNT# 6030214439000 APRIL 2024	72.92
04/24/2024	47133	BRAMER AUTO SUPPLY	BATTERY TEST CLIP	12.49
04/24/2024	47136	GRAINGER	CUST# 871012852 SEWER COLLECTION SUPPLIE	289.37
04/24/2024	47137	DC COLLECTIVE GROCER	OFFICE SUPPLIES	17.62
04/24/2024	47138	COUNTY OF LEELANAU	MTT TAX ADJUSTMENT 04311000500	13,449.69
04/24/2024	47139	FERGUSONS LAWN EQUIP.	THATCHER PARTS	10.28
04/24/2024	47140	BS&A SOFTWARE	TAX SYSTEM ANNUAL SERVICE SUPPORT FEE	470.00
04/24/2024	47141	BUNEKS HARDWARE	MAIN MARINA WATER SUPPLIES	54.88
04/24/2024	47142	DORNBOS SIGN AND SAFETY, INC	STREET SIGNS	1,350.94
04/24/2024	47143	ECONO SIGNS	5-PEDESTRIAN YIELD SIGNS	1,535.52
04/24/2024	47144	SHAR FAY	PETTY CASH-VILLAGE MARINA	300.00
04/24/2024	47145	FLEIS& VANDENBRINK ENGINEERING	HARBOR HEIGHTS PROF SERVICES THRU MARCH	951.50
04/24/2024	47146	HAMMERSMITH EQUIPMENT CO	SAFETY FENCE/POST	270.00
04/24/2024	47147	PARSHALL TREE SERVICE	114 LINCOLN STREET TREE REMOVAL	1,620.00
04/24/2024	47148	NUTRIEN AG SOLUTIONS	ORDER# 26116467 LC HWY MIX	128.25
04/24/2024	47149	NEW PIG	ABSORBANT BOOM/PADS	505.18
04/24/2024	47150	NORTHERN SPRINKLERS	PUMP TURN ON MARINA	150.00
04/24/2024	47151	OLDE PATH INDUSTRIES	DUNE GRASS SPRINGS	125.10
04/24/2024	47152	DOROTHY PETROSKEY	OFFICE SUPPLIES REIMBURSEMENTS	87.92
04/24/2024	47153	PURE WATER WORKS	WATER/ BOTTLE DEPOSITS	34.00
04/24/2024	47154	SECURITY SANITATION, INC	PORTA JOHN BAHLE PARK-MARCH 2024	240.00
04/24/2024	47155	USABUEBOOK	CUST# 820127 WWTP SUPPLIES	849.64
04/24/2024	47156	STANDARD INSURANCE COMPANY	6429460117, MAY 2024 PREMIUM	450.40
04/30/2024	19159 (E)	ADOBE	MNGR SOFTWARE APR 2024	21.19
04/30/2024	19160 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 FRONT STREET	159.98
04/30/2024	19161 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT STREET	119.98
04/30/2024	19162 (E)	AMAZON	ELECTRICAL-PARK BATHROOMS	105.55
04/30/2024	19163 (E)	AMAZON	MARINA SUPPLIES	218.58
04/30/2024	19164 (E)	AMAZON	MARINA-TRIMMER	259.00
05/09/2024	47157	GRAINGER	DOOR LOCK PROGRAMMER-PARKS	794.29
05/09/2024	47158	COUNTY OF LEELANAU	POLICE PERSONNEL/MILEAGE JAN 2024	20,628.70
05/09/2024	47159	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES APRIL	897.01
05/09/2024	47160	FERGUSONS LAWN EQUIP.	LAWN MOWER POWER TOOL OIL	186.86
05/09/2024	47161	LEELANAU ENTERPRISE	SYNOPSIS 4/15/2024	100.64
05/09/2024	47162	AIRGAS USA, LLC	OXYGEN/ACETYLENE/REFILLS	356.91
05/09/2024	47163	BECKETT & RAEDER	PLANNING SERVICES FEB/MARCH 2024	312.60
05/09/2024	47164	BUNEKS HARDWARE	MARINA PUBLIC RESTROOM	3.46
05/09/2024	47165	THE COPY SHOP	2024 CCR REPORT	122.50
05/09/2024	47166	CUMMINS BRIDGEWAY, LLC	GENERATOR BATTERY CHARGE REPAIR	401.86
05/09/2024	47167	DANBROOK ADAMS RAYMOND	PROFESSIONAL SERVICES-EMPLOYMENT POLICY	676.00
05/09/2024	47168	GOOD NATURE GARDENS, INC	SPRING GARDEN MAINTENACE-ADMIN BLDG	735.50
05/09/2024	47169	KSS ENTERPRISES	MARINA SUPPLIES	4,249.46
05/09/2024	47170	INTEGRITY SOFTWARE SYSTEMS	TECH SUPPORT/OFFICE/MARINA	445.25
05/09/2024	47171	RICHARD RIKER	TRANSIENT REFUND	435.00
05/09/2024	47172	RACHAEL FRANKS TAYLOR	PARTIAL CLEANING DEPOSIT REFUND	40.00
05/09/2024	47173	FRANK PADELLA	REFUND-FRANFER FROM MAIN TO COAL DOCK	250.00

Check Date	Check	Vendor Name	Description	Amount
05/09/2024	47174	MR CLEAN	CLEANING SERVICES-MARCH 2024	410.00
05/09/2024	47175	NETLINK BUSINESS SOLUTIONS	3 MO MAINTENANCE AGRMT THRU 08/05/2024	447.68
05/09/2024	47176	OLSON & HOWARD, P.C.	INTERGOVERNMENTAL AGMT/MARINA ORD	99.00
05/09/2024	47177	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	122.83
05/09/2024	47178	PURE WATER WORKS	5 GAL WATER/DELIVERY/DEPOSIT	16.25
05/09/2024	47179	LEELENAU CITY ROAD COMMISSION	UNLEADED/LEADED APRIL FUEL CHARGES	898.27
05/09/2024	47180	SECURITY SANITATION, INC	WATER WHEEL PARK-PORTA JOHN	265.80
05/09/2024	47181	SOS ANALYTICAL	ROUTINE MONTHLY & PFAS TESTING	1,265.00
05/09/2024	47182	USABLUBOOK	DEGREASER-BAYVIEW LIFT STATION	344.95
05/09/2024	47183	VREDEVELD HAEFNER LLC	2023 FYE AUDIT FEES	7,500.00
05/09/2024	47184	WINDMULLER	INV#2 FO 2 RAS PUMP VFD REPLACEMENT	6,096.81
05/10/2024	19165 (E)	CONSUMERS ENERGY	MULTIPLE INVOICES MAY 2024	3,774.35
05/10/2024	19166 (E)	AMAZON	WHITE PAINT PENS	6.99
05/10/2024	19167 (E)	AMAZON	DEWALT MITRE SAW/SCRUB BRUSH/DOG BAGS	349.94
05/10/2024	19168 (E)	AMAZON	13 PACK TRIGGER SPRAY NOZZELS	22.99
05/10/2024	19169 (E)	AMAZON	BATHROOM JANITORIAL PERSONAL DISPENSERS	22.49
05/10/2024	19170 (E)	AMAZON	LAMINATOR/THERMAL LAMINATING PAPER/ERASE	91.96
05/10/2024	19171 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS APRIL 2024	488.75
05/10/2024	19172 (E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 N FRONT STREET	139.99
05/10/2024	19173 (E)	GFL ENVIRONMENTAL	1520 RICHTER ROAD MAY 2024	319.47
05/10/2024	19174 (E)	GFL ENVIRONMENTAL	326 FRONT STREET MAY 2024	516.29
05/10/2024	19175 (E)	ICHAT	ICHAT-SEARCH	10.00
05/10/2024	19176 (E)	PRIORITY HEALTH	GROUP 784340 2024 MAY 2024 PREMIUM	9,949.10
05/10/2024	19177 (E)	VISION SERVICE PLAN	ACCT# 30017164 001 MAY 2024	200.77
05/14/2024	19178 (E)	CHERRYLAND ELECTRIC	ACCT# 8364410 1522 RICHTER ROAD	216.08
05/14/2024	19179 (E)	BARN OWL TECH	CAMERA/DATA BAHLE PARK	38.96
05/14/2024	19180 (E)	CUSTOM INK	MARINA CUSTOM TSHIRTS	735.56
05/14/2024	19181 (E)	ICHAT	MARINA EMPLOYEE BACKGROUND	10.00
05/14/2024	19182 (E)	PITNEY BOWES	2ND QTR LEASE POSTAGE METER	140.10
05/14/2024	19183 (E)	PITNEY BOWES - PURCHASE POWER	POSTAGE EXPENSE APRIL 2024	545.83
05/14/2024	19184 (E)	FIFTH THIRD BANK	BANK FEES MAY 2024	189.58
05/14/2024	47185	GEI CONSULTANTS	PROJ# 2304965-WATERWHEEL STREAM RESTORAT	12,838.69
05/14/2024	47186	KSS ENTERPRISES	3 MLL 38X65 BAGS	702.00
05/14/2024	47187	JACOBS ENGINEERING GROUP, INC	CUST# 120525 PROJ# 40472315.15 MAY 2024	17,020.83
05/14/2024	47188	JACOBS ENGINEERING GROUP, INC	OUT OF SCOPE/NPDES PERMIT RENEWAL	1,725.64
05/14/2024	47189	INTEGRITY BUSINESS SOLUTIONS	MARINA OFFICE SUPPLIES	181.40
05/14/2024	47190	SECURITY SANITATION, INC	PORTA JOHN BAHLE APRIL 2024	120.00
05/14/2024	47191	SOS ANALYTICAL	ROUTINE BACTI/SEASONAL TURN ON	200.00
05/14/2024	47192	SONDEE, RACINE & DOREN	PROFESSIONAL SERVICES APRIL 2024	1,566.00

GEN TOTALS:

Total of 96 Disbursements:

128,118.70



# Inland Seas

EDUCATION ASSOCIATION

April 24, 2024

Mr. Rob Larrea and the Suttons Bay Village Council,

I recently learned that Boones Prime Time Pub (Boones) is requesting that the Village of Suttons Bay allow them to place their dumpster enclosure, dumpster, and grease pit on the Village right of way adjacent to two parcels of land owned by Inland Seas Education Association (ISEA). I respectfully request the Planning Commission (i) confirm or deny whether the application by Boones has been made and, (ii) inform ISEA of all activities and provide copies of all documents involving this request (as an interested party and neighboring property owner), and (iii) deny the request for the reasons stated below.

ISEA purchased the vacant commercial lot identified as parcel:043-828-067-30 in December of 2021 to expand its educational campus and obtain an entrance from M-22. Before finalizing this purchase, ISEA communicated with Mr. Jeff Lobdell, Boones Prime Time owner on December 15, 2021, of its plans for the parcel and indicated the need for the dumpster enclosure to be removed from the property prior to the anticipated construction date of 2025. At this time and in additional communications over the next two years, ISEA expressed a desire to work cooperatively with Boones to find a solution for the location of the dumpster. In response to these requests going unanswered, ISEA informed Mr. Lobdell in March of 2023 that a formal lease agreement would be required for the continued use of its property for their temporary dumpster use. The response from Mr. Lobdell at that time was to involve his legal representative to indicate that they would not vacate the property claiming adverse possession.

Ultimately, an adverse possession claim failed due to pre-existing permissive use of the parcel. In a demonstration of continued good faith, ISEA provided a no-cost license for the continued temporary use of the property through May 2024, a negotiated end date that Boones agreed would allow a reasonable amount of time to find an alternative solution.

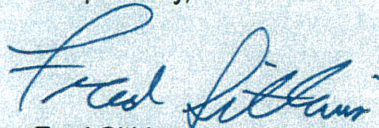
Boones has been aware of this issue since December 15, 2021, and has understood the need to remove the dumpster from the current location, not simply move it over merely feet into the public right of way. ISEA made ample attempts and looked for opportunities to seek a collaborative solution, but instead requests to do so were ignored and attorneys were involved. The intention of providing a no-cost license to Boones in March of 2023 was to provide time to find a solution. To ISEA's knowledge, no good faith effort has been made to seek a remedy to this situation outside of this last-minute request to the Village for use of the public right of way to benefit a private business.

ISEA has plans for a state-of-the-art publicly accessible educational facility and campus with construction to begin in 2025. We have spent considerable time and financial resources to acquire the property, prepare architectural plans to submit to the Village and have the financial resources to follow through on this timeline. Public use will be provided at the extended ISEA site with a trail system welcoming visitors to the Village of Suttons Bay, the waterfront, and the Coal Dock area. The location of the dumpster, as proposed, will interfere with quiet enjoyment of the ISEA property, our ability to execute our intended plans and will negatively impact or make impossible a truly transformational project for the Village of Suttons Bay. In granting this request from Boones, the Village of Suttons Bay would be placing the business interests of Boones over the interests of ISEA and public access. ISEA's use of this portion of our property is to support public access. If the Village were to provide sole use of this public right-of-way to Boones, the public benefit of our campus expansion would be negatively impacted. It would create a public nuisance (dumpster and grease pit) on public property right next to a sidewalk adjacent to the ISEA campus.

We respectfully request that you support public use over private interest and deny the request from Boones to locate their waste on this important stretch of public land.

ISEA reserves its rights in all respects with regard to this matter, including the right to retain counsel and comment further on this matter now and in the future.

Respectfully,

A handwritten signature in blue ink that reads "Fred Sitkins". The signature is written in a cursive, flowing style.

Fred Sitkins  
ISEA, Executive Director

May 6, 2024

To Whom It May Concern:

Enclosed please find Leelanau County Resolution No. 2024-008, E911 Service Plan Adoption Resolution which was approved at the March 19, 2024, Leelanau County Board of Commissioners Regular Session meeting.

An electronic or paper copy of the tentative E911 Service Plan can be obtained by contacting Leelanau County Emergency Management Director Matt Ansorge at (231) 256-8800, or by email at [mansorge@leelanau.gov](mailto:mansorge@leelanau.gov).

Please do not hesitate in contacting me with any questions in regards to this matter.

Sincerely,



Michelle L. Crocker  
Leelanau County Clerk

MLC/am

Enclosure





# County of Leelanau

## Leelanau County Resolution No. 2024-008 E911 Service Plan Adoption Resolution

**MICHELLE L. CROCKER**  
Leelanau County Clerk  
Clerk of the Circuit Court

**WHEREAS**, Leelanau County had established an Emergency 911 (E911) Service District pursuant to the Emergency Telephone Service Enabling Act, PA 32 of 1986, as amended; and

**WHEREAS**, as 911 system requirements increase and technology evolves, the Leelanau County Board of Commissioners still maintain the importance and benefit of providing access to an Emergency 911 System in this community; and

**WHEREAS**, Leelanau County wishes to open, update and amend the Leelanau County E911 Service Plan to appropriately and accurately reflect the existing and future technical, operational, managerial, and fiscal considerations of Leelanau County's E911 Service District, within the confines of, and in compliance with the processes and requirements established in PA 32 of 1986 as amended; and

**WHEREAS**, the Public Hearing for the E911 Service Plan will be held at the Emergency Operations Center of the Leelanau County Law Enforcement Center on Thursday, June 27th, 2024 at 8:30 am.

**NOW, THEREFORE, BE IT RESOLVED**, that the Leelanau County Clerk will, within five (5) days of the adoption of this resolution, forward a copy of this resolution, together with a copy of the tentative E911 Service Plan, by certified mail, return receipt requested, to the Clerk or appropriate official of each public agency located within the E911 Service District; and

**BE IT FURTHER RESOLVED**, that the Leelanau County Clerk will give two (2) separate notices of the Public Hearing to the public and residents of Leelanau County by publication through some form of media outlet of general circulation within the County, with the first publication notice occurring no later than May 27th, 2024 which will include the date, time, and place of the Public Hearing, a description of the boundaries of the E911 Service District, and the location where an electronic or paper copy of the tentative E911 Service Plan can be obtained; and

**BE IT FURTHER RESOLVED**, it is anticipated that the tentative E911 Service Plan will be adopted as the final 911 Service Plan via board resolution by the Leelanau County Board of Commissioners, superseding all previous Leelanau County 911 Service Plans, after the Public Hearing has concluded on June 27th, 2024.

*#086-03192024 Regular Session*

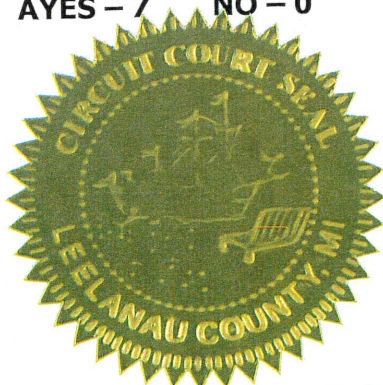
**MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE LEELANAU COUNTY E-911 SERVICE PLAN, AND APPROVE THE LEELANAU COUNTY RESOLUTION #2024-008 E-911 SERVICE PLAN ADOPTION RESOLUTION, AS PRESENTED. SECONDED BY KRAMER.**

Discussion – none.

**ROLL CALL: Rexroat – YES; Ross – YES; Wessell – YES; Allgaier – YES; Kramer – YES; Lautner – YES; O'Rourke – YES.**

**AYES – 7      NO – 0**

**MOTION CARRIED.**



State of Michigan  
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 6th day of May 2024.

  
Michelle L. Crocker, Leelanau County Clerk

8527 E. Government Center Dr., Suite 103 • Suttons Bay, MI 49682  
Phone: 231/256-9824 • Fax: 231/256-8295 • Email: mcrocker@leelanau.gov

## MJ Note

April 25, 2024

### SUTTONS BAY VILLAGE COUNCIL

PO BOX 395 | SUTTONS BAY | MI | 49682

RE: Request to serve on the Suttons Bay Bingham District Library Board of Directors

Dear Council Members,

I am requesting your approval to serve on the Suttons Bay Bingham District Library Board of Directors as a representative for the Village of Suttons Bay for a 4-year term. This term will run from June 1, 2024 through January 31, 2028.

I have been to a board meeting and have met with Sandy Boone, President, and Debbie Wawrzyniak, the Trustee I will be replacing. Thank you for your consideration.

SINCERELY,



MJ CARTWRIGHT (MARY JO)



Suttons Bay Village Council  
PO Box 395  
Suttons Bay, MI 49682

May 1, 2024

Dear Council Members,

This letter is in support of Mary Jo (MJ) Cartwright as a Library Board Trustee representing the Village of Suttons Bay. MJ is aware of and willing to serve the Trustee's 4 year term, beginning her appointment this spring through January 2028.


MJ is a regular library patron and is familiar with the Suttons Bay Bingham District Library's mission and services. She is also willing to learn more about library operations and policies locally and in general. I believe she will serve as a good advocate for the library now and in the future.

MJ has done her due diligence to better understand the role of a Library Board Trustee. She has met with Board president Sandy Boone and Board Vice-President Debbie Wawrzyniak and attended a meeting of the Libard Board to better understand the Board's governing role. She also attended a Friends of the Library meeting to better understand how this group supports the library. I really appreciate that MJ took the time to understand the role of a Library Board Trustee and to make sure it is a good fit for her.

I fully support MJ Cartwright as a representative of Suttons Bay Village on your Library Board.

A handwritten signature in black ink that reads "Danielle 'Nellie' Danke". The signature is written in a cursive, flowing style.

Danielle 'Nellie' Danke  
Director  
Suttons Bay Bingham District Library  
PO Box 340 416 Front Street  
Suttons Bay, MI 49682  
231-271-3512  
[sbbdl.org](http://sbbdl.org)

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2024-27</b>	
Prepared:	May 14, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Lock System Upgrade		

**PURPOSE**

To continue to upgrade and improve security at our facilities.

**OVERVIEW**

Please find attached, two proposals for consideration to upgrade our entry system at the Village Hall and DPW buildings from a traditional key / lock system to an electronic locking system. Both proposals were recommended by their respected committees for discussion at the Village Council.

The new system will be programmed to give various levels of permission to individuals. Each employee is given permission to access a building or room electronically by assigning them a key fob with specific permissions. Those permissions can be electronically changed at any time or eliminated altogether. The system also creates a log of entry for that key fob so that we know who entered a building and when.

We will still need to re-key a few entry locks in case there are keys still in circulation. However, once the locks are changed, only the manager will have access to the new key and the employees will be limited to an electronic key. The new key will be secured so that it is not distributable.

**ACTION REQUESTED**

Discussion and consideration for upgrading the security of our buildings.



The proposed EPS access control system will be programmed and managed by  EPS  you or your staff on site. This system enables  EPS  you to manage and record the activity of all card holders within the specified areas. The programmability of this systems allows control not only who has access but at what time and to which area.

### Access Control Equipment to be Installed

- 1 DMP Verizon Cell w/18" Coax Cable
- 1 DMP 142zones Network 350-G Enclosur
- 1 AC LINE SURGE SUPPRESSOR
- 1 DMP Indoor Siren
- 1 12V 10.5 a Battery
- 1 DMP XR SERIES GROUND FAULT MODULE
- 1 DMP Keypad - Thinline - White
- 1 DMP Wireless Receiver High Power For XR Series Panels
- 1 DMP Wireless Panic 2-Button - Mounted
- 3 DMP Access Control Module
- 3 Honeywell Standard Reader
- 2 Door Locking Hardware Package
- 1 Altronix AL400ULPD4 Power Supply/Charger, Four Fused Outputs, 12/24VDC at 4A. BC300 Enclosure
- 2 Battery for DMP Panels 12 Volt 10.5 Amps
- 300 Wire Structured Cable Windy City

### Access Control System Investment

One Time Installation Charge \$5,600.00 Plus Tax

Tax Exempt (If checked, Plus Tax above is void)



Monthly Services \$85.00

- Service Agreement
- Administration
- Reports
- Preventative Maintenance

Photo ID Badging System:

- Badging Software
- Printer
- Camera, Lighting Kit & Tripod
- Color Ribbon & Cleaning Kit

VILLAGE Hall



The proposed Digital Alarm System will utilize a control equipment solution providing convenient arm/disarm operation. For ease of system set-up and identifying the cause of an alarm, your arming station will sound and identify the area of concern. The system will send alarm, trouble and restoral information to our 24-hour Monitoring Center facility in Grand Rapids, Michigan.

### Security Equipment to be Installed

- 1 DMP Keypad - Thinline - White
- 1 DMP Verizon Cell w/18" Coax Cable
- 1 DMP 142zones Network 350-G Enclosur
- 1 AC LINE SURGE SUPPRESSOR
- 1 DMP Indoor Siren
- 1 12V 10.5 a Battery
- 1 DMP XR SERIES GROUND FAULT MODULE
- 1 DMP Wireless Receiver High Power For XR Series Panels
- 2 DMP Access Control Module
- 2 Honeywell Standard Reader
- 2 Door Locking Hardware Package
- 1 Altronix Power Supply 6Amp 8 Out
- 2 Battery for DMP Panels 12 Volt 10.5 Amps
- 300 Wire Structured Cable Windy City

### Communication Path

Please be aware that all digital alarm systems lose their capability of transmitting signals whenever there is a telephone line failure.

Digital cellular communication - This unit is a cellular (GSM) connection that provides transmission of the system signals through cellular transmission to our EPS Monitoring Center. This unit provides LTE communication.

Connected Services allows you to utilize the Internet, PDA's, cell phones and other web-enabled devices to control your security system, receive information remotely and much more.

### Security System Investment


One Time Installation Charge \$4,800.00 Plus Tax

Tax Exempt (If selected, Plus Tax above is void)

Monthly Services \$70.00

- Monitoring
- Internet Monitoring
- Cellular Monitoring
- Service Agreement
- Cellular Protection Plan
- Open & Closing Supervision
- Activity Reports
- Alarm Response
- Connected Services
- Inspection Type:

DPWI - POLE BARN

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2024 - 28	
Prepared:	May 5, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	ADA M-22 Pedestrian Crossing Proposal		

**PURPOSE**

To discuss a proposal to engineer two pedestrian crossings.

**BACKGROUND**

The General Service Committee was briefed on the overall connectivity plan for Sutton Park and further discussed the proposal to design an ADA compliant crossing of M-22 and Beach Street. All members agreed that working with M-DOT was imperative to a safe and successful crossing of M-22.

MDOT has been working on a preliminary re-design of the corridor with an emphasis on traffic calming and pedestrian safety. The reconstruction (wish list) includes intermittent vegetative boulevard sections, pedestrian safe havens, and other traffic calming measures to help slow vehicles down from Richter Road to Broadway Street. Unfortunately, M-DOT officials do not anticipate funding for this project to be available until year 2030. Therefore, we have been working to address the need for a safe pedestrian crossing with MDOT, that will further be implemented in the future design.

**STAFF COMMENT**

This proposal will focus on the engineered design of two ADA compliant crossings at M-22 and Beach Street. The below phases should provide some clarity on our intentions.

Phase 1 – North /South walkway and ADA connections to the pavilion and bathrooms. This phase has long been in the works and would essentially provide a 6-foot walkway to accommodate walkers / bicyclists (installation -2024).

Phase 2 –The proposal before you reflect Phase 2 of the project. The engineer will work with MDOT to create an ADA compliant engineered walkway / crossing plan for both sides of M-22 & Beach Street (2024).

Phase 3 – Reverse engineer a plan from Phase 2 to connect to phase 1 (2024/25).

Phase 4 - Installation / construction of Phase 2 & 3 (2025/26)

Phase 5 – (west side connectivity) Pave a path along the powerline on the old two-track that abuts Hansen Plaza property (2025/26).

**ACTION REQUESTED**

To accept the proposal to design Phase 2 of this ADA compliant pedestrian connectivity plan.

**EXHIBIT "A"**  
**Suttons Bay M-22 ADA Crosswalk REV 1**  
**Village of Suttons Bay**  
**Proposal No. P24013**

This Exhibit outlines the specific scope of professional services to be provided by the Consultant. These services will be provided in accordance with this Agreement between the parties, as set forth in Agreement for Professional Services. This exhibit is made part of and incorporated by reference into Agreement for Professional Services.

**PART A - DESIGN SERVICES**

**A.1 Project Location / Identification:**

The Village of Suttons Bay is proposing the installation of two (2) crosswalks at the intersection of M-22 and Beach Street. One crosswalk will provide pedestrian access across M-22 on the south side of Beach Street and the second crosswalk will provide pedestrian access across Beach Street at the M-22 intersection. The project location is part of the SE/4-SW/4 of Sec 28, T30N-11W, Village of Suttons Bay, Leelanau County. The project would include the demolition of landscaping outside of the roadway, layout, and grading of each accessible crosswalk as well as the associated sidewalks and landings located along the path from the north side of Beach Street at the intersection of M-22, south across Beach Street, and finally to a landing on the west side of M-22. At this time, permitting and construction services are not included as part of the scope of work.

**A.2 Design Considerations/Requirements:**

1. Michigan Department of Transportation Design Requirements.
2. Americans with Disabilities Act (ADA) Accessibility Guidelines.
3. Pedestrian Facilities in the Public Right-of-Way Accessibility Guidelines (PROWAG).

**A.3 Discovery Services of Engineer:**

1. Conversion of MDOT FOIA documents into a topographic plan.
2. Creation of a Base Plan.
3. Preliminary sidewalk and crosswalk layout.
4. Review of MDOT standards for accessible crosswalks.
5. Review of Leelanau Soil Conservation District Regulations.
6. Meeting with Client to discuss layout.
7. Meeting with MDOT to discuss layout.

**A.4 Design Services of Engineer:**

1. Provide final demolition plan, site plan, grading plan, and details.
2. Deliverables to include the final construction documents sealed by a Licensed Professional Engineer.

**A.5 Completion Time:**

1. We will complete the above-mentioned services within 30 days of receipt of a signed proposal.



**PART B - SERVICES FEES**

**B.1 Methods of Payment for Services and Expenses of ENGINEER**


The ENGINEER will be paid the following lump sum fees for the Basic Services as indicated in Part A as noted in this exhibit.

Discovery Services	\$ 5,200
Design Services	\$ 4,100
<hr/>	
TOTAL:	\$ 9,300

1. Non-budgeted reimbursable costs shall include  Mileage and  prints/reproductions.
2. Attendance to Village board meetings is not provided in this proposal.
3. Changes, modifications, or additions to the Basic Services will be performed at the normal hourly rates for the personnel involved or at a negotiated fee.
4. Billings will be made once a month as the work progresses.
5. Construction and permitting services are not provided.
6. The following additional services can be provided for Suttons Park during the discovery services phase:
  - LiDAR Survey - \$1,900
  - Processing of LiDAR data for all of Suttons Park - \$2,200
  - Boundary Survey - \$3,500
7. If the Village of Suttons Bay elects to obtain boundary survey services directly through a surveyor, The Village shall provide all documents prepared by surveyor in the appropriate formats.

**B.2 Clarifications**

1. All information, as stated in this proposal to be supplied by Client, will be supplied to Engineer per his request in digital form. All CAD files in AutoCAD Civil 3D version 2020 or newer.
2. Bidding, permitting, and construction services are not included.
3. Any grading easements required will be provided by the client.

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2024 - 29	
Prepared:	May 14, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Trailer Parking and Abandonment Ordinance		

**PURPOSE**

To consider moving the Ordinance forward.

**OVERVIEW**

As many of you have noticed, there has been an increase in individuals storing / parking/ abandoning their **unattached trailers** on our village streets. This dangerous trend of disengaging boats on trailers and leaving them unattended and unsecured on our village streets would no longer be permitted if this ordinance was adopted.

The dangers of this practice are simple. These trailers rely on the mechanical braking systems of the vehicle towing them. When disengaged, they have no power for movement, no mechanical braking system or parking brake. From a public safety standpoint, if these trailers were to have a wheel chock fail, it would pose an unnecessary safety risk to our residents. The ordinance would regulate this issue and allow the Sheriff to address it appropriately.

**STAFF COMMENT**

This practice has progressively increased over the past few years as has the concern for the public’s health, safety and welfare. Simply putting a brick behind the wheel of an unattached boat and trailer, that is parked on a slope is careless and an unnecessary threat to our residents and visitors of this community. Trailers may be parked in one’s driveway, however, using our streets to dangerously store an unattached trailer will now result in a ticket and/or the abandoned trailer being towed away at the owner’s expense.

**ACTION REQUESTED**

MOTION THAT Village of Suttons Bay Ordinance # 28 regulating the storing and abandonment of unattached trailers on village streets be adopted.

THE VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN

ORDINANCE NO. 28

TRAILER PARKING AND ABANDONMENT ORDINANCE

An ordinance to promote the public health, safety and welfare of Village residents by regulating the parking, storage or abandonment of unattached trailers on village streets pursuant to the Michigan Vehicle Code, being Public Act 300 of 1949, General Law Village Act, Public Act 3 of 1895, Public Act 12 of 1994, being the Revised Judicial Act of 1961, as amended to provide a procedure therefore; to repeal any ordinance or provision thereof in conflict herewith; and to prescribe penalties and enforcement remedies for the violation of this ordinance.

THE VILLAGE OF SUTTONS BAY ORDAINS:

**SECTION I: TITLE**

This ordinance shall be known and cited as the Village of Suttons Bay Trailer Parking and Abandonment Ordinance.

**SECTION II: PURPOSE**

The purpose of this Ordinance is to protect the public health, safety and welfare of Village residents by regulating the parking, standing, storage and abandonment of unattached trailers designed or intended to be drawn on a highway or street by a motor vehicle and used to transport tools, goods, recreational vehicles, watercrafts or vessels on Village Streets.

**SECTION III: DEFINITIONS**

**ABANDONED** - means any vehicle or unattached trailer, that has remained parked on a village street for a period of not less than 48 hours or more than 18 hours on a state trunk line.

**MOTOR VEHICLE** - means every vehicle that is self-propelled and licensed to travel on a highway or street.

**STREET** - means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

**TRAILER** - means a vehicle without motive power, designed or intended to be drawn on a highway or street by a motor vehicle and used to transport property such as tools, recreational vehicles, ORV's, ATV's, watercraft, vessels and similar goods or property.

**SECTION IV: TRAILER PARKING PROHIBITIONS**

It shall be unlawful to disengage a trailer from the transporting motor vehicle while located on a street. Unattached trailers pose a threat to the public as they rely on the towing vehicle to provide transportation

power and a braking system. Any unattached trailer located within a public street will be considered abandoned and removed per Section V below.

#### **SECTION V: RIGHT OF REMOVAL**

The Village reserves the right to remove any abandoned vehicle or trailer parked on a Village Street in violation of this Ordinance at the owners' expense.

#### **SECTION VI: VIOLATIONS AND PENALTY**

Any person who violates any provision of this ordinance shall be responsible for a municipal civil infraction defined in Revised Judicature Act 236 of 1961 and shall be subject to a fine as established by the 86th District Court of not less than one-hundred (\$100) Dollars and not more than Five Hundred (\$500.00) Dollars. Each day that a violation continues to exist shall constitute a separate offense.

#### **SECTION VII: SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.

#### **SECTION VIII: EFFECTIVE DATE**

This ordinance shall take effect (20) days following the publication of the Ordinance or a synopsis of the Ordinance in a newspaper of general circulation in the Village.


Approved:

\_\_\_\_\_  
Steve Lutke, Village President

Publication Date:

Effective:

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

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2024 - 26	
Prepared:	May 14, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Fee Schedule Update		

**PURPOSE**

To consider modifications to the Fee Schedule.

**OVERVIEW**

The following modifications to the fee schedule are proposed and have been recommended by the Administration / Personnel committee.

**Master Plan Amendment Fee:** This fee was incorporated a few years ago due to the age of the joint Master Plan. When it was discovered that the plan had not been reviewed every 5-years as the law required, we added the fee to circumvent potential arguments of the plan’s validity. On November 20, 2023, the Village Council unanimously approved the new Village of Suttons Bay Master Plan. We no longer need this legal stop gap. **Recommendation:** Eliminate the Fee

**Change of Use Fee:** This fee is long overdue as the amount of time required to research the use, water and sewer changes etc., is significant. The fee is estimated at \$100.00, however we will monitor the fee through December to determine if adjustments are needed. **Recommendation:** Adopt the Fee.

**ACTION REQUESTED**

Motion to adopt Resolution 4 of 2024 amending Resolution 8 of 2023 to provide for the fee changes identified in Exhibit A.

2024 SCHEDULE OF FEES

EXHIBIT A

RESIDENTIAL LAND USE REVIEW FEES		PLANNING COMMISSION APPLICATION FEES	
Single Family Dwelling	\$100.00	Site Plan Review Level A	
Residential Additions	\$50.00	< 5,000 sq ft addition	\$500.00
Residential Garages	\$50.00	< 5,000 sq ft use permitted by right. See exceptions ZO Section 14-4 (3)	\$500.00
Two Family (Duplex) Dwelling	\$150.00	Amendment to Level A	\$250.00
Multi-Family Dwelling	\$150 + \$25 per unit Each structure	Site Plan Review Level B	
Assessory/Incidental/Other Uses	\$50.00	> 5,000 sq ft (SUP, PUD, Site Condominiums) Section 14-4	\$1,000.00
Home Occupation	\$100.00	Amendment to Level B	\$500.00
Curb Cut / Driveway Permit	\$50.00	(See Note 7 )	
Late Permit Fee	2 x the required fee	MEETING FEES	
		Conceptual Review	\$100.00
COMMERCIAL / INDUSTRIAL REVIEW FEES		Zoning Board of Appeals	\$500.00
Commercial Land Use Permit	\$200.00	Petition for Master Plan Amendment	\$2,500.00
Industrial Land Use Permit	\$200.00	Request for Zoning Ordinance Amendment	\$1,000.00
Sign Permit	\$50.00	Request for Map Amendment	\$1,000.00
Late Permit Fee	2 x the required fee	Request for Annexation	\$2,500.00
Short Term Rental Fee	\$600/3 year term	See Note 7	
OTHER APPLICATION FEES		PARK FACILITY RESERVATIONS	
Land Division/Boundary Adjustment	\$250.00	Bahle Hut /Per Day (See Note 4)	\$100 + \$100 Deposit
Mass Gathering	\$100.00	North Park	(See Note 5)
Late Permit Fee	2 x the required fee	CIVIL INFRACTION FINES	
Change of Use Fee	\$100.00		
DOCUMENT FEES		1st Offense	\$100.00
Master Plan or Recreation Plan	\$30.00	2nd Offense	\$250.00
Zoning Ordinance	\$30.00	3rd Offense	\$500.00
(See Note 6 & 7)		(See Note 9)	
		NSF Fee -Returned Check	Fee Per Statute
		EMPLOYEE REIMBURSEMENT	
		Mileage Reimbursements	Per IRS.gov
		Meal Per Diem	Per GSA.gov



VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN

RESOLUTION # 4 of 2024

**RESOLUTION ADOPTING A REVISED FEE SCHEDULE COVERING VARIOUS PLANNING, ZONING, LAND USE, MAPPING AND LICENSE FEES**

**WHEREAS**, the Village of Suttons Bay has an adopted fee schedule; and

**WHEREAS**, the Village of Suttons Bay has reviewed the adopted Fee Schedule and has determined that a revised Fee Schedule is necessary and appropriate; and

**WHEREAS** the Village of Suttons Bay has determined that it is in the best interests of the Village and its residents to adopt a revised Fee Schedule;

**NOW, THEREFORE, BE IT RESOLVED:**

**THAT** the amendments to the Village of Suttons Bay Fee Schedule, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Village Council and further that the previous Village of Suttons Bay Fee Schedule, adopted as part of Resolution 8 of 2023, is hereby amended to provide for said changes and furthermore, shall be in full force and effect from and after its approval.

Moved: \_\_\_\_\_ Supported: \_\_\_\_\_

Ayes:

Nays:

Absent and Excused:

RESOLUTION DECLARED ADOPTED.


By: \_\_\_\_\_  
Shar Fay, Clerk  
Village of Suttons Bay

**CERTIFICATE**

I hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Village Council of the Village of Suttons Bay on the 20th day of May, 2024 at a meeting held at 420 N. Front Street, Suttons Bay, MI 49682

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

\_\_\_\_\_  
Shar Fay - Clerk  
Village of Suttons Bay

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2024-30	
Prepared:	May 16, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Consideration of Resolution 5 of 2024		

PURPOSE

To consider a resolution of support for a grant application due on June 12, 2024.

OVERVIEW

The request before you will authorize Staff to submit for grant funding from the Transportation Economic Development Fund (TEDF). This process requires a resolution to be passed by the Village Council as a part of the application. We still have a lot of work to coordinate however this grant would essentially allow us to save on the cost of paving a portion of Elm Street.

Although, I did not anticipate submitting this grant request in 2024, this is the last Village Council meeting before the deadline and I wanted to see if we could keep our grant luck going. We have the matching funds from prior year attempts at the grant, so technically, it is already budgeted.

This resolution is required as a part of the grant application (attached) for this annual request in funding. The maximum request is 50% (\$42,000) of the total project cost (\$83,995) to mill and fill approximately 570' long and 24' in width.

A resolution has been provided for your consideration.

ACTION REQUESTED

MOTION THAT Resolution 5 of 2024 attached to Report VSB-2024-30 be adopted.



VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN  
RESOLUTION #5 OF 2024  
TRANSPORTATION ECONOMIC DEVELOPMENT FUND  
CATEGORY B PROGRAM

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR RESURFACING S. ELM STREET FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

A special meeting of the Village of Suttons Bay, Leelanau County, Michigan, was held in the Village offices, 420 N Front Street, June 13, 2023, to consider Resolution #5 of 2024.

PRESENT:

ABSENT:

The following resolution was offered by Council member \_\_\_\_\_ and supported by Council member \_\_\_\_\_.

WHEREAS, the Village of Suttons Bay is applying for \$42,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct resurfacing improvements on S. Elm Street.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Suttons Bay Council has authorized Roberto Larrea, Village Manager, to act as agent on behalf of the Village to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the Village of Suttons Bay Council attests to the existence of, and commits to, providing \$42,000 toward the construction costs of the project, and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the Village commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

AYES:

NAYS:

RESOLUTION DECLARED

CERTIFICATION

The foregoing resolution was certified at a special meeting of the Village held on [date].

[name] [title]

VILLAGE OF SUTTONS BAY  
ELM STREET RESURFACING  
PROJECT LIMITS  
Elm Street 570 ft south to Village limit

