

VILLAGE OF SUTTONS BAY  
Village Council Regular Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
Monday, October 16, 2023 5:30 p.m.  
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes-September 13, 2023 and September 18, 2023
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
  - a. VSB-2023-57 Public Hearing Short Term Rental Ordinance
7. New Business
  - a. VSB-2023-58 Granicus STR Company & Fee Schedule Amendment
  - b. VSB-2023-54 Bypass Pump Approve Purchase
  - c. VSB-2023-55 Lift Station Pump Approve Purchase
  - d. VSB-2023-59 Managers Report
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 Special and Downtown Development Authority (DDA)  
Joint Meeting Minutes of September 13, 2023

The meeting was called to order at 9:04 a.m. by Village Council President Pro-Tem Christensen.  
The meeting was called to order at 9:06 a.m. by DDA Secretary Nick Wierzba.

Village Council present: Bahle, Christensen, Smith and Yoder  
Village Council absent: Case, Lutke and Suppes  
DDA present: Bahle, Derigiotis, Peterson, Pontius, Wierzba and Young  
DDA absent: Lutke, Millns and Popke  
Staff present: Fay and Larrea

Approval of agenda, Village Council

Yoder moved, Smith seconded, CARRIED, to approve the Village Council Special and DDA joint meeting agenda as presented. Ayes: 4, No: 0.

Approval of agenda, DDA

Peterson moved, Bahle seconded, CARRIED, to approve the Village Council Special and DDA joint meeting agenda as presented. Ayes: 6, No: 0.

Downtown Development Authority meeting minutes approval

Bahle moved, Peterson seconded, CARRIED, to approve the DDA meeting minutes of January 18, 2023. Ayes: 6, No: 0.

VSB Report 2023-49 DDA Joint meeting

Comments from the manager:

- Larrea stated the need for continued joint meetings, perhaps two meetings per year, to help with communication and understanding of each board's respective roles.
- Larrea stated there has been a huge capture this year, as noted in this report.
- Regarding bathrooms, Larrea stated there should be an opportunity in the next 3-5 years to work on bathrooms, with funds coming from the Marina, the Village, and the DDA (to make them year-round, if desired.)
- Larrea has talked with a couple of planners with DDA experience for consulting purposes, that could help to identify tasks to move the DDA forward. This could be beneficial and increase efficiency. A leader is necessary to accomplish things because there has been no movement forward.

- The Master Plan (to be finalized soon), Parks and Rec Plan, Marina Plan and the Work Plan can be found online. You can compare goals and similarities by looking at these plans.
- Trees. Potted trees downtown do not typically work. Green Suttons Bay is currently planting trees, mostly at North Park as well as a couple of trees at Marina Park.

Comments from the DDA board:

- Supports the idea of joint meetings.
- What other things can the DDA do to generate income besides tax captures? Parking meters?
- Are there overlapping, similar goals within the various plans that can be identified for the DDA to accomplish?
- Take care of the bathrooms and then move onto something else.
- Approach the other entities with a specific project/goal that may help to generate their interest to buy in.
- Struggling to understand boundaries.
- Request to email the adopted DDA plan to the DDA board. Clerk will follow-up.
- What is the cost to hire a DDA consultant? It could be beneficial.
- There is a need for more strategic guidance.
- The DDA has the ability to market and advertise.
- Instead of hiring a consultant, implement some of the ideas. Consultants could be costly to the DDA just to tell you what you already know.
- Analysis paralysis.

Comments from Village Council trustees:

- There is a misconception that the DDA will raise taxes.
- Accomplish a small goal to produce a win and show progress and see if that generates excitement with the other entities; snowball effect.
- Fun, fund raising events, such as GoFundMe, concerts in the park. Can these fundraisers be collaborative? Check and see if the DDA is statutory able to fund raise.
- Supports a consultant for the DDA.
- When you add things to the Village, be cognitive that it adds infrastructure costs to the Village.
- Use a consultant to set a strategy and narrow the focus.

Council and DDA had the following ideas that could be funded through the DDA:

- Bathrooms
- Replacing the Pedestrian bridge (taken out by high water) at the coal dock
- Pavilion
- Sun shades, sails (donated), at Marina Park
- Benches and downtown beautification such as hanging planters
- Wayfinding signs

- Waterfront enhancements. Invest in waterfront improvements; we need a beautiful waterfront. Create a corridor from the waterfront to the downtown.

It was the consensus of the DDA board to set a special meeting in October to discuss hiring a DDA consultant.

#### Public comments

Public comments were received from Lois Bahle and Bill Crackel.

The meeting adjourned at 9:55 a.m.

Meeting minutes submitted by Shar Fay, Clerk.



VILLAGE OF SUTTONS BAY  
 420 N. FRONT STREET, SUTTONS BAY, MI 49682  
 VILLAGE COUNCIL REGULAR MEETING  
 MINUTES OF SEPTEMBER 18, 2023

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

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

Absent: Case

Staff present: Devol, Fay, Larrea and Deputy Donohue

Consent agenda approval

Yoder moved, Suppes seconded, CARRIED, to approve the Consent agenda as presented. The Village Council Regular meeting minutes of August 21, 2023 are approved. The payment of invoices is approved. Ayes: 6, No: 0.

Agenda approval

Lutke requested an addition to the agenda under New Business, c. Manager Cost of Living Raise.

Yoder moved, Smith seconded, CARRIED, to approve the agenda as amended, adding c. Manager Cost of Living Raise. Ayes: 6, No: 0.

VS-2023-50 Short Term Rental Ordinance

Larrea stated the Village is waiting for Granicus's fee schedule which will help to decide the application fee. Documented enforcement and complaints will guide future STR amendments. Council member requested requirements such as square footage be confirmed by staff.

Yoder moved, Bahle seconded, CARRIED, to approve the amended Short-Term Rental Ordinance as presented and scheduled a public hearing on the Short-Term Rental Ordinance amendment for October 16, 2023. Ayes: 6, No: 0.

Secondary Road Patrol Resolution 4 of 2023 Undersheriff Kiessel

Yoder moved, Smith seconded, CARRIED, to adopt Resolution 4 of 2023, Resolution Supporting Secondary Road Patrol, with an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Manager Cost of Living Raise. 10%

Yoder moved, Bahle seconded, CARRIED, to approve a 10% cost-of-living wage adjustment for the Village Manager and that it be retroactive to the start of this year.  
Ayes: 6, No: 0.

Good of the Order

Smith stated that following the adoption of the Short-Term Rental Ordinance, we can better see what is working and what is not working. She requested a link to the complaint form be placed on the Village website.

Yoder would like to see onsite verification of square footage of a Short-Term Rental. He has concerns about the lack of parking spaces requirement.

Suppes would like the unlicensed short-term rentals identified, and supports enforcement of the Short-Term Rental Ordinance.

Lutke stated the DPW department did a great job keeping up with all of the water we had recently.

The meeting adjourned at 5:42 p.m.

Meeting minutes submitted by Shar Fay, Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
09/19/2023	18982 (E)	DTE ENERGY	MULTIPLE INVOICES SEPTE 2023	497.96
09/19/2023	18983 (E)	AMAZON	DOG WASTE BAGS	119.99
09/19/2023	18984 (E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 FRONT STREET	137.98
09/19/2023	18985 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201 420 FRONT SEPT 2023	157.97
09/19/2023	18986 (E)	CHARTER COMMUNICATIONS	ACCT# 005327301 665 N FRONT SEPT 2023	137.98
09/19/2023	18987 (E)	VISION SERVICE PLAN	ACCT# 30 017164001 OCTOBER PREMIUM	205.06
09/22/2023	18990 (E)	US BANK BOND CONTROL	ABA 091-000-022 A/C 170225065979	124,062.50
09/22/2023	46791	DC COLLECTIVE GROCER	OFFICE SUPPLIES	18.88
09/22/2023	46792	ART'S AUTO AND TRUCK PARTS INC	CUST#20090 MUFFLER FOR PLOW TRUCK	533.24
09/22/2023	46793	LEELANAU ENTERPRISE	#10 WINDOW ENVELOPES	70.38
09/22/2023	46794	ABONMARCHE CONSULTANTS, INC	23-1068 SBAY MARINA MASTER PLAN UPDATE	4,413.75
09/22/2023	46795	BAYSHORE OIL & PROPANE	1200 GAL REC 90 @ 4.09	5,691.60
09/22/2023	46796	BECKETT & RAEDER	2022093 PLANNING SERVICE THRU AUG 2023	514.65
09/22/2023	46797	ELMER'S	CUST# 02087 COLD PATCH STREETS	2,475.86
09/22/2023	46798	FLEIS & VANDENBRINK ENGINEERING	SERVICES FOR JULY 30 THRU AUGUST 26, 202	18,701.80
09/22/2023	46799	GEI CONSULTANTS	PROFESSIONAL SRVS THRU AUG 25, 2023	2,347.50
09/22/2023	46800	GIFFELS WEBSTER	PROFESSIONAL SERVICES MASTER PLAN	408.75
09/22/2023	46801	MICHIGAN CAT	ACCT# 12464 VACTOR O-RING	5.91
09/22/2023	46802	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	58.78
09/22/2023	46803	PURE WATER WORKS	WATER DELIVERY/DEPOSITS	25.00
09/22/2023	46804	STANDARD INSURANCE COMPANY	642946 0117 OCT 2023 PREMIUM	502.67
09/22/2023	46805	WELLS FARGO FINANCIAL LEASING	CUST #1000090171 SHARP COPIER LEASE SEPT	72.92
09/26/2023	18988 (E)	VARI SALES CORPORATION	VARI DESK PRO PLUS 36	382.50
09/26/2023	18989 (E)	MICROSOFT	DPW SERVICE AGREEMENT	159.00
09/26/2023	46806	ART'S AUTO AND TRUCK PARTS INC	CUST#20090 SYNTHETIC 75W-140	258.46
09/26/2023	46807	GFL ENVIRONMENTAL	ACCT#002134383 ANNUAL FALL CLEAN-UP	6,843.75
09/26/2023	46808	MICHIGAN CAT	CUST# 12464 VACTOR PARTS	2,394.22
09/26/2023	46809	BRIANA HANSEL	REFUND-BAHLE WARMING HUT DEPOSIT	100.00
09/26/2023	46810	PRIORITY HEALTH	GROUP 784340 OCTOBER 2023 PREMIUM	9,116.83
09/27/2023	18991 (E)	FIFTH THIRD BANK	BANK FEES SEPT 2023	164.24
09/27/2023	18992 (E)	VISTA PRINT	BUSINESS CARDS-VILLAGE MANAGER	23.24
09/27/2023	18993 (E)	ADOBE	MNGR SOFTWARE SEPTEMBER 2023	21.19
09/28/2023	18996 (E)	MICHIGAN CLASS	TRANS TO MICHIGAN CLASS	700,000.00
09/29/2023	18994 (E)	CHARTER COMMUNICATIONS	ACCT#8284131220008513 146 S SHORE DR	202.96
09/29/2023	18995 (E)	PITNEY BOWES	INK CARTRIDGES AND E-Z SEAL	0.00
10/03/2023	46811	LEELANAU COUNTY EQUALIZATION	(2) 24 X 36 ZONING MAPS	40.00
10/04/2023	46812	BRAMER AUTO SUPPLY	CUST# 8571 PLOW TRUCK BRAKES	15.48
10/04/2023	46813	GRAINGER	ACCT# 871012852 SUPPLIES	437.84
10/04/2023	46814	ART'S AUTO AND TRUCK PARTS INC	CUST #20090 ((2) BATTERIES	252.56
10/04/2023	46815	LEELANAU ENTERPRISE	ZONING ORD AMEND STR	527.05
10/04/2023	46816	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS SEPT 2023	494.98
10/04/2023	46817	BAYSHORE OIL & PROPANE	1170 GALS REC 90 @ 4.09 + TAXES	5,549.31
10/04/2023	46818	BRIGHTSPEED	ACCT#405593377 SEPT 2023	187.59
10/04/2023	46819	BRIGHTSPEED	ACCT#300439566 -MULTIPLE SEPT 2023	658.00
10/04/2023	46820	KENNEDY INDUSTRIES, INC	JOB# 0121865 TROUBLESHOOT BAYVIEW PUMP	2,561.00
10/04/2023	46821	PRINTING SYSTEMS, INC	1000 SHUT OFF NOTICE FORMS	162.90
10/04/2023	46822	PURE WATER WORKS	5 GAL/DEPOSIT/RETURN	16.00
10/04/2023	46823	LEELANAU CTY ROAD COMMISSION	UNLEADED/LEADED	1,067.99
10/04/2023	46824	SOS ANALYTICAL	PROJ# WSSN 6500 ROUTINE BACTI TEST	250.00
10/04/2023	46825	XPRESS LUBE & TIRE SERVICE	NEW TIRES GMC 2500 FORD F 250 AND 835	2,921.94
10/11/2023	18997 (E)	CONSUMERS ENERGY	MULTIPLE ACCOUNTS OCT 2023	4,243.21
10/11/2023	18998 (E)	CHERRYLAND ELECTRIC	ACCT# 8364410 1520 RICHTER RD	134.20
10/11/2023	18999 (E)	AMERICAN PLANNING ASSOCIATION	APA ID 167112 ANNUAL PLANNING DUES	560.00
10/11/2023	19000 (E)	CHARTER COMMUNICATIONS	ACCT#8284131220008513 OCT 2023	202.96
10/11/2023	19001 (E)	PITNEY BOWES	INK & EASY SEAL	149.37
10/11/2023	19002 (E)	PITNEY BOWES - PURCHASE POWER	ACCT#800909002229933 OCTOBER 2023	200.00
10/11/2023	46826	DC COLLECTIVE GROCER	BLEACH FOR PUBLIC RESTROOMS	25.85

V

10/12/2023 02:58 PM  
User: DOROTHY  
DB: Suttons Bay

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY  
CHECK DATE FROM 09/14/2023 - 10/12/2023

Check Date	Check	Vendor Name	Description	Amount
10/11/2023	46827	ART'S AUTO AND TRUCK PARTS INC	CUST# 20090 2013 CHEVY ROD KIT	110.38
10/11/2023	46828	NORTHERN BUILDING SUPPLY, LLC	ACCT# NLVIL10-015 MULTIPLE	176.44
10/11/2023	46829	KAL EXCAVATING CO	CUST# VIL8000 23A/25A ALLEYS	650.89
10/11/2023	46830	KDP RETIREMENT PLAN SVCS, INC	ADMINISTRATIVE REVIEW 3RD QTR 2023	270.00
10/11/2023	46831	MERIT LABORATORIES	VSB ALT MONITORING WWTP	1,408.00
10/11/2023	46832	DOROTHY PETROSKEY	OFFICE SUPPLIES/MILEAGE	111.50
10/11/2023	46833	SONDEE, RACINE & DOREN	CLIENT # 6027-00 PROFESSIONAL SERVICES	270.00
10/11/2023	46834	USABLUBOOK	H2O CHLORINE TESTING STRIPS	113.24

GEN TOTALS:

(1 Check Voided)

Total of 64 Disbursements:

904,596.20



		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-57</b>	
Prepared:	October 11, 2023	Pages:	1 of 1
Meeting:	October 16, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	STR Ordinance – Committee Recommendation		

**PURPOSE**

To consider the changes to the STR ordinance.

**OVERVIEW**

Both the Short-Term Rental committee and Utility Committee have recommended the various changes to the current STR ordinance.

The recommended changes are attached and in the form of the public notice that was sent to the newspaper for publication. The attached Ordinance is the “clean” version for consideration, meaning it does not show the changes, rather the changes have already been made.

A public hearing has been advertised for this meeting. A review of the procedure shows that the topics of concern were all discussed. The committee then decided to either recommend a change in the text or to leave it as is.

**RECOMMENDATION**

To consider adoption of the Ordinance.

Previous Short Term Rental Ordinances and Amendments being:

- Ordinance # 3 of 2005
- Ordinance # 1 of 2017
- Ordinance # 25 of 2022

VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN  
NOTICE OF PUBLIC HEARING

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE VILLAGE OF SUTTONS BAY LEELANAU COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:**

Public notice is hereby given that the Suttons Bay Village Council will hold a public hearing on Monday, October 16, 2023 at 5:30p.m., at the Village Hall located at 420 N. Front Street, Suttons Bay, Michigan, 49682. The purpose of the public hearing is for consideration of adopting Ordinance 27 of 2023 Amending Ordinance 1 of 2017, being the Short-Term Rental Ordinance, by amending the following sections below identified in italics, underlined or strikethrough:

**Section 4. Standards for Approval**

- D. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 10:00 PM to 8:00 AM.
  
- J. The Operator will provide notice of the short-term rental dwelling unit and phone number(s) of the Operator, who is the 24 hour contact, to all properties within two hundred feet (200') of the boundaries of the licensed premises. Proof of notice shall be required as part of the original permit application and all renewals.
  
- K. An Operator shall post the standards set forth herein in a prominent place within the licensed premises ~~(Section 4.A.7)~~ and shall include them as part of any rental agreement.

**Section 5. On-Going Inspections and Revocations.**

- A. An inspection may be made by the Village during the term of a license following reasonable notice to the Operator. An inspection shall be made by the Village, following reasonable notice to the Operator, in response to a complaint regarding a licensed premises received from an adjacent property owner or a tenant of the licensed premises. The inspection shall be conducted to determine whether there is any observed violation of ~~applicable fire, safety or similar codes or~~ Village ordinances. Following written notice of a violation, re-inspections shall be made as necessary to ensure noted violations have been corrected.

## Section 7. Short Term Rental Licensing Implementation and Renewal Process.

~~A. Rentals registered or licensed with the Village under a predecessor to this Ordinance must be brought into compliance with this Ordinance no later than December 31, 2017, and such new license shall thereafter be valid for the three-year period set forth in Section 4.~~

## Section 10. Violations.

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction and shall be subject to a fine of Five Hundred and 00/100 (\$500.00) Dollars, the costs of prosecution, and such other relief as authorized by law. Each day this Ordinance is violated shall be considered a separate violation.

For the each violation of a license by a license holder within a calendar year, the Village shall issue a written warning notice of violation mail to the property owner and operator via First Class Mail and Certified Mail. The property owner and operator shall acknowledge receipt of the written notice within 7 days. Failure to acknowledge the violation, does not waive responsibility by the owner and operator.

If there are one or more violations each year during any three (3) consecutive year period, or three (3) violation in a single calendar year, the license shall be revoked.

An owner may appeal a decision to revoke a license to the Village Council within 30 days of the date the written note of revocation was issued.

A copy of the proposed Ordinance is available for review on the Village Web site at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org).

If you are unable to attend, written comment may be submitted to the Village Clerk at the Suttons Bay Village Hall located at 420 N. Front Street, P O Box 395, Suttons Bay, MI 49682, up to the date of the hearing and may be further received by the Village Council at said hearing.

The Village of Suttons Bay will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village of Suttons Bay by writing or calling Shar Fay, Clerk, Ph: (231) 271-3051.

VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN  
ORDINANCE NO.  
SHORT TERM RENTAL ORDINANCE

AN ORDINANCE TO REGULATE SHORT TERM RENTALS WITHIN THE VILLAGE OF  
SUTTONS BAY

THE VILLAGE OF SUTTONS BAY ORDAINS:

**Section 1. Definitions.**

As used in this Ordinance:

“Bathroom” means a room containing a toilet or urinal, a sink, and a bathtub or shower.

“Bedroom” means a separate room intended to be used for sleeping purposes.

“Cap” means the maximum number of dwelling units for commercial use for a period of less than thirty (30) consecutive days in exchange for consideration allowed with the Village limits.

“Dwelling unit” means a residential building or separate and discrete portion of a residential building that includes independent living facilities for one or more persons and includes permanent provision for living, eating, cooking, and a separate bathroom(s) and bedroom(s). Dwelling unit does not include hotels, motels, bed and breakfasts, or similar uses.

“Efficiency dwelling unit” means a dwelling unit that does not contain a separate bedroom(s) for sleeping.

“Habitable space” means the space in a dwelling unit used for living, sleeping, eating or cooking. Bathrooms, closets, halls, storage or utility spaces, and similar areas are not habitable spaces.

“Grandfathered license” means a valid short term rental license existing on November 21, 2022.

“Occupancy” means the purpose for which a dwelling unit or portion thereof is utilized or occupied.

“Occupant” means any individual sleeping in a dwelling unit or having possession of a space within a dwelling unit.

“Operator” means any person who owns or has charge, care or control of a dwelling unit which is offered for rent.

“Person” means an individual, firm, corporation, association, partnership, limited liability Company, or other legal entity.

“Rent” or “Rental” means to permit, provide for, or offer possession or occupancy of a dwelling unit for commercial use for a period of less than thirty (30) consecutive days in exchange for consideration.

“Tenant” means a person who is not the legal owner of record and who is renting a dwelling unit.

## **Section 2. License Required.**

No person shall permit or allow a dwelling unit or efficiency dwelling unit to be rented or used within the Village without first registering the rental property and obtaining a license from the Village pursuant to the requirements of this Ordinance. A license granted in accordance with this Ordinance is not transferrable.

## **Section 3. Application and Fee Requirements.**

An Operator seeking a license under this Ordinance shall submit a complete application to the Village Manager or his/her designee and pay such fee determined from time to time by resolution of the Village Council. The application shall be on a form prepared by the Village and shall, without limitation, include: the address of the subject parcel containing the dwelling unit to be rented; proof of the Operator’s ownership of, or the legal right to rent, a dwelling unit; name and contact information of the local representative or rental agency responsible for ensuring compliance with the terms of the license (if other than the Operator); the proposed maximum occupancy of the dwelling unit; the signature of the Operator affirming that the dwelling unit will be operated in conformance with all applicable ordinance requirements; such other information reasonably necessary for the Village Manager to determine whether the applicable standards for approval contained in Section 4 have been met; and, affirmation by the Operator that the application is true, accurate and complete and authorizing the inspections under Sections 5. It is a violation of this Ordinance for an Operator to provide inaccurate information for the licensing of a dwelling unit, to fail to provide information required by this section, or to fail to license a dwelling unit that is subject to this Ordinance. An Operator or his/her local representative or rental agency must be available twenty-four hours a day during any rental period. For purposes of this section, “dwelling unit” shall be defined to include an “efficiency dwelling unit.”

## **Section 4. Standards for Approval.**

Provided the cap has not been exceeded, not later than 30 days after receiving a completed application and any accompanying fee, the Village Manager or designee shall approve, deny, or approve with conditions, an application for a short-term rental license. The basis for any denial shall be provided in writing to the applicant.

- A. A dwelling unit or efficiency dwelling unit subject to this Ordinance must comply with all of the following requirements:
  1. All bedrooms within a dwelling unit shall meet the following minimum requirements:

- (a) Every bedroom intended to be occupied by one person shall contain at least 70 square feet of floor area, and every bedroom intended to be occupied by two persons shall contain at least 100 square feet of floor area. In calculating the floor area of a bedroom having a sloped ceiling over all or part of the bedroom, only that portion of the bedroom with a clear ceiling height of seven (7) feet or more shall be included.
  - (b) Except in dwelling units having only one (1) bedroom, the bedrooms shall not constitute the only means of access to other bedrooms or habitable space and shall not serve as the only means of ingress or egress from other habitable spaces.
  - (c) Every bedroom shall have access to at least one bathroom on the same story as the bedroom or on an adjacent story without passing through another bedroom.
- B. The maximum occupancy of a dwelling unit subject to this Ordinance may not exceed the lesser of:
- 1. Two (2) persons per bedroom (not including pre-school aged children)
  - 2. Ten (10) persons (not including pre-school aged children)

The occupancy limits set forth in this subsection shall be applied so as to include the entire licensed premises and shall, without limitation, include the occupancy of tents, campers or similar facilities anywhere on the premises.

- C. The use of outdoor yard areas, open decks, pools and the like shall not result in producing adverse off-site noises, odors, other external disturbances, or other nuisances as regulated by the Village or state law.
- D. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 10:00 PM to 8:00 AM.
- E. Cultural events, special events, outdoor events, lawn parties, weddings or similar activities are not allowed on the licensed premises for more than the number of permitted occupants.
- F. Trash disposal must be provided. Trash must be contained in properly sealed receptacles appropriately sized to avoid overflow or vermin attraction.
- G. The Operator shall minimally comply with the applicable parking requirements under the Village Zoning Ordinance and parking spaces shall be located on the licensed premises. Parking areas must be easily identifiable as a designated parking area and improved to such a degree to function as a parking area and support the use. Boats, recreational vehicles, trailers and similar personal property may not be parked, stored, or used in an unimproved front yard area of the licensed premises.
- H. The licensed premises shall meet all applicable building, health, fire and related safety codes at all times. Emergency contact information and phone numbers shall be posted within the dwelling unit where they visible clearly visible by or on the primary access door used by the

occupants of the dwelling.

- I. Any sign on the licensed premises must comply with applicable provisions of the Village's Zoning Ordinance.
- J. The Operator will provide notice of the short term rental dwelling unit and phone number(s) of the Operator, who is the 24 hour contact, to all properties within two hundred feet (200') of the boundaries of the licensed premises. Proof of notice shall be required as part of the original permit application and all renewals.
- K. An Operator shall post the standards set forth herein in a prominent place within the licensed premises and shall include them as part of any rental agreement.
- L. No more than one dwelling unit or efficiency dwelling unit is permitted per lot or parcel.
- M. The licensed premises shall remain in compliance with all applicable Village ordinances including, without limitation, the Village Zoning Ordinance.
- N. Subject to the provisions of Section 7, a license shall be valid for three (3) years (January 1 through December 31) unless (1) there is a change in the ownership of or the Operator for the licensed premises or (2) the dwelling unit is physically altered such that habitable space within the unit is increased, decreased, or redistributed among living, sleeping, eating, or cooking areas. Upon the occurrence of subsections (1) or (2) above, the license shall automatically expire.
- O. A dwelling unit permitting the occupancy of one (1) to five (5) tenant(s) shall comply with the following additional requirements: The dwelling unit shall have a living room of no less than 120 square feet, and a dining room of no less than 80 square feet. A dwelling unit with combined living room and dining room spaces shall have no less than 200 square feet and shall be located within the dwelling unit so as to function as a combination living room / dining room.
- P. A dwelling unit permitting the occupancy of six (6) to ten (10) tenants shall comply with the following additional requirements: The dwelling unit shall have a living room of no less than 150 square feet and a dining room of no less than 100 square feet. A dwelling unit with combined living room and dining room spaces shall have no less than 250 square feet and shall be located within the dwelling unit so as to function as a combination living room / dining room.
- Q. An efficiency dwelling unit permits the occupancy of a maximum of two (2) tenants and shall comply with the following additional requirements: The dwelling shall have habitable space of no less than 220 square feet. The dwelling shall contain a kitchen that includes a sink, cooking appliance, and refrigeration appliance. The dwelling unit shall contain no less than one (1) bathroom.
- R. Upon the written request of an applicant for a license, the Village Manager may waive or modify identified standards set forth in this Section 4 based on his/her review of factors affecting the public health, safety and welfare including, but not limited to, the following: the presence of unique

characteristics affecting the licensed premises; the ability to reasonably comply with the standards; the visual and aesthetic impact of the proposed waiver from the standards; the existing character of the adjacent area; public comment; the scale and scope of deviation from the standards relative to the existing character of the area; and whether granting the waiver will adversely impact public safety. Following his/her review, the Village Manager may grant, deny or grant with conditions a request to waive or modify the standards and shall provide the basis for his/her decision to the applicant in writing. The applicant shall be responsible to pay all actual costs of the Village associated with the request to waive or modify the standards.

#### **Section 5. On-Going Inspections and Revocations.**

- A. An inspection may be made by the Village during the term of a license following reasonable notice to the Operator. An inspection shall be made by the Village, following reasonable notice to the Operator, in response to a complaint regarding a licensed premises received from an adjacent property owner or a tenant of the licensed premises. The inspection shall be conducted to determine whether there is any observed violation of Village ordinances. Following written notice of a violation, re-inspections shall be made as necessary to ensure noted violations have been corrected.
- B. In the event inspections or re-inspections result in the issuance of three (3) or more separate code or ordinance violations within a 12-month period, the license shall be revoked, the owner and Operator (if different) shall be notified that the approved license is revoked and the basis for the same, and the owner and Operator (if different) shall be subject to any and all applicable penalties for failing to comply with this Ordinance. The owner or Operator (if different) shall have the right to appeal such revocation, setting forth in writing the basis for its appeal and submitting its appeal within ten (10) calendar days of its receipt of the notice of revocation from the Village.
- C. An appeal shall initially be heard by the Village Manager who shall have ten (10) calendar days following receipt of the appeal to review the action appealed from and to make his or her determination based on a review of the relevant facts, applicable laws and utilization of the standards set forth herein. In making his or her review and determination, the Village Manager shall consider, without limitation, the following factors: the presentation (if any) of the appellant; the nature and severity of the violations at issue; the impact of those violations on the tenants of the licensed premises; the impact of those violations on adjacent properties; and mitigating circumstances put forward by the owner and Operator (if different). The Village Manager may affirm the revocation, overturn the revocation or take such other action as he or she deems appropriate and consistent with the terms of the Village's ordinances and codes. The Village Manager's decision and the basis for the same shall be reduced to writing and a copy provided to the owner and Operator (if different).
- D. The owner or Operator (if different) shall have the right to appeal a determination of the Village Manager as set forth above, setting forth in writing the basis for its appeal and submitting its appeal within ten (10) calendar days of its receipt of the determination by the Village Manager. An appeal under this subsection shall be heard by the Village Council's Administration and Public Safety Committee or a successor committee which shall have twenty (20) calendar days following receipt of the appeal to review the action appealed from and make its determination based on a review of the relevant facts, applicable laws and utilization of the standards set forth herein. In making its



review and determination, the Committee shall consider the same factors as set forth in this Ordinance. The Committee's decision shall be final and the Committee may affirm the revocation, overturn the revocation or take such other action as it deems appropriate and consistent with the terms of the Village's ordinances and codes. The Committee's decision and the basis for the same shall be reduced to writing and a copy provided to the owner and Operator (if different).

#### **Section 6. Conditions.**

The Village Manager or designee may impose reasonable conditions on a license issued under this Ordinance as necessary to ensure compliance with the standards for approval provided in Sections 4 and 5.

#### **Section 7. Short Term Rental Licensing Implementation and Renewal Process.**

- A. All rentals in the Village must be licensed in accordance with the provisions of this Ordinance prior to being used for rental purposes.
- B. Notwithstanding any other provision of this Ordinance, all rentals within the Village must comply with the occupancy restrictions set forth in Subsection 4.B from and after the effective date of this Ordinance.
- C. The cap on licenses in the Village is 45.
- D. Licenses may be renewed by the Operator's submission, not less than 30 days prior to the expiration of the existing license, of an application for renewal on such form as prepared by the Village and the payment of any associated fee as set by resolution of the Village Council from time to time. Licensed premises for which a renewal application is submitted shall be subject to inspection by the Village and the Village may require improvements or modifications to the licensed premises consistent with the terms of this Ordinance as a condition of approving a renewed license. Licenses obtained by renewal shall be valid for a three-year period as set forth in Section 4.N and shall otherwise be subject to all provisions of this Ordinance.
- E. Grandfathered licenses shall remain valid as set forth and subject to this Ordinance and shall be permitted to be renewed as set forth in this section provided that all terms and conditions of this Ordinance are otherwise met and the grandfathered license has not been revoked or expired even if the cap set forth in subsection C of this Section is exceeded.

#### **Section 8. Nuisance.**

A violation of this Ordinance is hereby declared to be a public nuisance and nuisance per se and is further deemed to be offensive to the public health, safety and welfare and shall be subject to abatement in the manner permitted by law or in equity.

**Section 9. Administrative Liability.** No Village officer, official, agent, employee or member of the Village Council shall be personally liable or responsible for any damage which may occur to any person or entity as a result of any act or decision performed (or not performed) in the discharge of duties and responsibilities

pursuant to this Ordinance.

#### **Section 10. Violations.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction and shall be subject to a fine of Five Hundred and 00/100 (\$500.00) Dollars, the costs of prosecution, and such other relief as authorized by law. Each day this Ordinance is violated shall be considered a separate violation.

For each violation of a license by a license holder within a calendar year, the Village shall issue a written warning notice of violation mail to the property owner and operator via First Class Mail and Certified Mail. The property owner and operator shall acknowledge receipt of the written notice within 7 days. Failure to acknowledge the violation, does not waive responsibility by the owner and operator.

If there are one or more violations each year during any three (3) consecutive year period, or three (3) violations in a single calendar year, the license shall be revoked.

An owner may appeal a decision to revoke a license to the Village Council within 30 days of the date the written note of revocation was issued.

#### **Section 11. Enforcement Officials.**

The Village Manager or his/her designee and law enforcement officials of the Leelanau County Sheriff's Department are hereby designated as authorized local officials who are empowered to issue municipal civil infraction notices or citations pursuant to this Ordinance.

#### **Section 12. Civil Action.**

In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the Village may initiate proceedings in the circuit court to abate or eliminate a violation of this Ordinance.

#### **Section 13. Validity.**

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

#### **Section 14. Repeal.**

All previous Ordinances regulating Short Term Rentals within the jurisdictional boundaries of the Village of Suttons Bay are hereby repealed and replaced by this Ordinance.

**Section 15. Effective Date.**

This Ordinance shall become effective following publication of the Ordinance, or a synopsis of the Ordinance, in a newspaper of general circulation within the Village.

VILLAGE OF SUTTONS BAY


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

By: \_\_\_\_\_  
Shar Fay, Village Clerk

Date of Council Approval:

Date of Publication:

Effective Date:

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-58</b>	
Prepared:	October 11, 2023	Pages:	1 of 1
Meeting:	October 16, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Granicus Discussion		

**PURPOSE**

To consider contracting with STR enforcement group Granicus.

**OVERVIEW**

The STR committee and Utility Committee has recommended moving this proposal forward.

We have attached a proposal at a cost of approximately \$9,000 per year. Upon discussion with their representatives, the service is a yearly cost and has an initial set up time of approximately 90 days. In essence, we pay the amount and it will be up and running following the 90-day set up period. From a timing perspective, the offseason is the best time for this type of proposal.

Although the cost has an initial shock factor to it, we believe we can accomplish this yearly cost by raising the licensing fee by only \$100/ per license (\$500 to \$600). Therefore, the cost increase is minimal and considering it is a 3-year rental license, our fees of \$600 per 3-year period would put us in the lower to mid-tier for license cost per year, when compared to our neighboring communities.

**RECOMMENDATION**

Should the Village Council feel this increase is appropriate, two motions for consideration are provided:

1. MOTION TO DIRECT STAFF TO FINALIZE THE CONTRACT WITH GRANICUS.
2. MOTION TO ADOPT RESOLUTION 5 OF 2023 TO AMEND THE FEE SCHEDULE AS DESCRIBED IN REPORT VSB- 2023-58 AND BEING MADE A PART OF THIS MOTION.

**VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN**

**RESOLUTION 5 of 2023**

**RESOLUTION ADOPTING A REVISED FEE SCHEDULE INCREASING SHORT  
TERM RENTAL 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:**

1. **THAT** the revised Village of Suttons Bay Fee Schedule, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Village of Suttons Bay.
2. **THAT** the previous Village of Suttons Bay Fee Schedule, adopted by Resolution 3 of 2023, is hereby repealed.
3. **THAT** this resolution and the Fee Schedule attached hereto 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 16th day of October, 2023 at a meeting held at 420 N. Front Street, Suttons Bay, MI 49682

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

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

OTHER PERMIT FEES		OTHER PERMITS	
Failure to Permit	2 x the required fee		
Sign Permit	\$50.00	Curb Cut /Driveway Application	\$50.00
Commercial/Industrial LUP	\$100.00	Mass Gathering Application	\$100.00
No structure yet uses that require a permit	\$50.00	Short Term Rental Application	\$600.00 /3 yr term.
Home Occupation Permit	\$100.00	<b>DOCUMENT FEES</b>	
Land Division/Boundary Adjustment	\$250.00	Master Plan or Recreation Plan	\$30.00
Mileage Fees	IRS Reimbursement	Zoning Ordinance	\$30.00
		(See Note 6 & 7)	
<b>NOTES CONTINUED</b>			
NOTE #4	NOTE: Fee is waived for Suttons Bay Schools during regular scheduled school		
NOTE #5	No Fee - Reservations Required		
NOTE #6	Mailing cost are in addition to Document Fees		
NOTE #7	Escrow Fees pursuant to ZO Section 14.2(F) shall apply as indicated		
NOTE #8	After initial purchase of \$200, additional passes may be added for \$25 per pass.		

**THIS IS NOT AN INVOICE**Order Form  
Prepared for  
Suttons Bay, MI

## Granicus Proposal for Suttons Bay, MI

### ORDER DETAILS

**Prepared By:** Kester Bonsu  
**Phone:**  
**Email:** kester.bonsu@granicus.com  
**Order #:** Q-301756  
**Prepared On:** 08 Sep 2023  
**Expires On:** 07 Nov 2023

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

<b>One-Time Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>One-Time Fee</b>
Address Identification - Setup and Configuration	Up Front	1 Each	\$0.00
Address Identification - Online Training	Up Front	1 Each	\$0.00
24/7 Hotline - Setup and Configuration	Up Front	1 Each	\$0.00
24/7 Hotline - Online Training	Up Front	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$0.00</b>

<b>New Subscription Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>
Address Identification	Annual	1 Each	\$6,212.70
24/7 Hotline	Annual	1 Each	\$2,033.10
<b>SUBTOTAL:</b>			<b>\$8,245.80</b>



## PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, &amp; Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> <li>- Updating listing activity and details every 3-5 days</li> <li>- Screenshot activity of every listing</li> <li>- Deduplication of listings into unique Rental Units</li> <li>- Activity dashboard and map to monitor trends and breakdown of compliance</li> </ul>
24/7 Hotline	<p>24/7 web and phone hotline for your community to report short term rental complaints such as parking, trash, noise disturbances, and illegal short term rentals. This product include:- Mobile-enabled online web form for citizens to submit tips or complaints (text, videos, and photos)</p> <ul style="list-style-type: none"> <li>- 24/7 call center for citizens to contact and report complaints verbally</li> <li>- Recordings for all call center complaints</li> <li>- Email notifications to your team when complaints are logged</li> <li>- Automatic outbound IVR calls and SMS messages to permit emergency contacts notifying them of the complaint</li> <li>- SMS support for emergency contacts to mark a complaint as acknowledged or resolved with the ability to send resolution notes</li> <li>- Hotline Dashboard for tracking complaint volumes, trends, and categories</li> <li>- Ability to upload Notes/Comments to each complaint</li> </ul>
Address Identification - Setup and Configuration	<p>Setup and configuration of the platform to facilitate the systematic identification of the addresses and owner's contact information for short-term rentals located in a specific local government's jurisdiction.</p> <p><i>Note: The implementation timeline for Client is dependent on Granicus' receipt of all data from Client required to complete the services, including assessor data and registration files, in the format agreed upon by the parties prior to project kick-off. Any fees associated with the collection or receipt of required data will be borne by Client.</i></p>
Address Identification - Online Training	Virtual training session with a Granicus professional services trainer.
24/7 Hotline - Setup and Configuration	Setup and configuration of the online platform to enable neighbors to report, prove and get instant resolution to non-emergency short-term rental related problems.



Solution	Description
24/7 Hotline - Online Training	Virtual training session with a Granicus professional services trainer.

## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-301756 dated 08 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Suttons Bay, MI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ <input type="checkbox"/> ] - No [ <input type="checkbox"/> ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	


**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-301756 dated 08 Sep 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Suttons Bay, MI	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-54</b>	
Prepared:	October 2, 2023	Pages:	1 of 1
Meeting:	October 16, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Bypass Pump Discussion		

**PURPOSE**

To discuss the purchase of a bypass pump as recommended by the Utility Committee.

**OVERVIEW**

In 2022, we budgeted an amount of \$50,000 for the purchase of a bypass pump, in 2023. As with everything, the cost has risen and has now exceeded our estimated budgeted amount by approximately \$20,000. Our community is well overdue on this purchase and following an evaluation of our budget, and the additional \$20,000 needed for the purchase, we are comfortable recommending this purchase.

The importance of owning this piece of equipment cannot be overstated. Sewage bypass pumps are a necessity in sewage emergencies, and not having this important piece of equipment can only compound the issue by having to wait several hours to rent one. There are several uses for this type of pump, however, none more important than when one of our sewage lift station pumps break down and can no longer pump sewage through the system or a sewer line break occurs.

**RECOMMENDATION**

The Utility Committee has recommended purchase of the bypass pump and therefore, should the Village Council agree we would recommend the following motion:

MOTION THAT we authorize the additional \$20,000 for the purchase of the bypass pump, and not to exceed \$70,000 in total purchase cost, as described in Report VSB-2023-54 and being made a part of this motion.



QUOTATION		
DATE	NUMBER	PAGE
9/12/2023	0053615	1 of 1

B SUT100  
 L VILLAGE OF SUTTONS BAY  
 L 420 FRONT STREET  
 T SUTTONS BAY, MI 49682  
 O

Accepted By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 PO#: \_\_\_\_\_  
 Ship To: \_\_\_\_\_

ATTENTION:  
 DAVE MILLER            231-271-1032            dpwdirector@suttonsbayvillage.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
REV. 1	PIONEER BYPASS PUMP PACKAGE, VARIOUS	DHK/AMA	FREIGHT ALLOWED
QTY	DESCRIPTION		

(1) PIONEER DIESEL PACKAGE:

PP44S 10 PUMP, PIONEER PRIMING SYSTEM - TOP MOUNTED, 10.00 INCH TRIMMED IMPELLER, TOP HORIZONTAL DISCHARGE VOLUTE ORIENTATION, DUCTILE IRON CASING PUMP, CA6NM STAINLESS STEEL IMPELLER, GL2 - 75 GALLON FUEL CELL, ENCLOSED ODOT TRAILER WITH ELECTRIC BRAKES AND CORNER JACKS, INCLUDES 67 HP CONTINUOUS DUTY DIESEL ENGINE, CATTRON - CP750E DIESEL ENGINE CONTROL PANEL AND 3 WATT SOLAR PANEL TRICKLE CHARGER. TRAILER IS DOT CERTIFIED - COMES COMPLETE WITH A LIGHT PACKAGE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: **\$69,210.00**

\*\*\*\*\*

NOTE: MUST PROVIDE CURRENT TAX-EXEMPTION CERTIFICATE AT TIME OF ORDER.

PRICE AND LEAD TIME ARE BASED OFF CURRENT MARKET PRICING AND AVAILABILITY AND ARE SUBJECT TO CHANGE. PLEASE NOTE QUOTE IS VALID FOR 30 DAYS.

WE DO NOT INCLUDE: PIPE, OFF-LOADING, GAS, TRAINING, INSTALLATION, SITE WORK, CONCRETE, ANCHOR BOLTS, PIPING, VALVES, COVER, STARTERS, CONTROLS, CONDUIT, WIRING, JUNCTION BOXES OR START-UP UNLESS LISTED ABOVE.

DELIVERY: APPROXIMATELY 4-6 WEEKS AFTER RECEIPT OF ORDER.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR EQUIPMENT.

SINCERELY,  
 ASHLEY ADAMS

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 6/2023) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

*BYPASS*



## Pioneer Prime Sound Attenuated Diesel-Driven Centrifugal Pump Trailer Package

# SAPP44S10L71-D2.9L4

44S10-PPI-02-D



### PUMP SPECIFICATIONS

Size	4" x 4" (100 x 100 mm)
Impeller Diameter	10" (254 mm)
Max Flow	1,520 gpm (345 m <sup>3</sup> /h)
Max Head	155 feet (47 meters)
Solids Size	3" (76 mm)
Max. Operating Temp.	200 °F (93 °C)
Max. Operating Press.	260 psi (1,800 kPa)

### ENGINE SPECIFICATIONS

FT4 Engine Type	Deutz D2.9L, 4-Cylinder Diesel
Displacement	177 cu. in. (2.9 l)
Fuel Consumption	2.07 gph (7.83 l/h) @ 1,800 rpm
Continuous HP	36 HP (27 kW) @ 1,800 rpm
Peak Intermittent HP Rating	49 HP (36.5 kW)
FT4 Specifics (Def or No Def, DOC, SCR, etc.)	DOC
Instrument Panel	Oil pressure gauge, voltmeter, hourmeter, tachometer

### PIONEER PRIME PRIMING SYSTEM

Priming System	Mechanically driven diaphragm-style vacuum pump
Air Removal Cap.	50 cfm (.02 cms)
Priming Chamber	Positive sealing air separation w/stainless steel components
Discharge Check Valve	Swing style; ductile iron w/nitrile disc
Run Dry System	Oil-lubricated mech. seal allows pump to run completely dry without damage

### FEATURES AND BENEFITS

- Indefinite run-dry capability
- Extreme flow technology
- Environmentally safe priming system: Pioneer Prime
- Auto-start controls

### PARTS KITS


Mechanical Seal Kit: 372000109	Upper Vacuum Kit: 374000102
Bearing Frame Kit: 37300107	Lower Vacuum Kit: 374000103
Priming Chamber Assembly: 1060015894	

### PACKAGE SPECIFICATIONS

Fuel Capacity	75 gal (284 L)
Control Panel	LOFA CP900
Operating Speed (Min. / Max.)	1,000 / 2,200 rpm
Weight (Dry / Wet)	3670 lbs / 4200 lbs
Instrument Compatibility	High/low level floats
Trailer Brakes	Electric
Enclosure dB(A) Rating	69 dB(A) @ 23 feet (7 meters)
Optional Adders	3-watt solar charger, 10-watt solar charger, corner jacks, float switch, hose racks, pressure gauges
Telemetry Ready	Options available

### MATERIALS OF CONSTRUCTION

Impeller	CA6NM Stainless Steel
Shaft	17-4 PH Stainless Steel
Wear Ring	ASTM A48 Class 40 Gray Iron
Suction Cover	Ductile Iron ASTM A536 65-45-12
Volute	Ductile Iron ASTM A536 65-45-12
Brac-Plate/Bracket	Ductile Iron ASTM A536 65-45-12
Mechanical Seal	Silicon Carbide rotating and Tungsten Carbide stationary

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-55</b>	
Prepared:	October 2, 2023	Pages:	1 of 1
Meeting:	October 16, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Lift Station Pump Discussion		

**PURPOSE**

To discuss the purchase of two replacement sewage pumps as recommended by the Utility Committee.

**OVERVIEW**

The proposal before you has been forthcoming since we canceled the \$450,000 lift station project in early 2019, in favor of upgrades to our current lift station (\$64,545). It is now time for those upgrades and we are prepared to move the purchase of new sewage pumps and installation forward.


I have attached Report VSB-2023-35, which amended both the sewer and water funds to reflect the fees paid by the Harbor Heights project. These fees, reflected by amendment Request #1 in Report VSB-2023-35, will be used to cover the costs of the new sewage pumps and their installation.

**RECOMMENDATION**

The Utility Committee has recommended purchase of the two sewage pumps and therefore, should the Village Council agree we would recommend the following motion:

MOTION THAT we authorize up to \$65,000 for the purchase and installation of the two sewage pumps as described in Report VSB-2023-55 and being made a part of this motion.



		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-35</b>	
Prepared:	June 12, 2023	Pages:	1 of 1
Meeting:	June 20, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	2023 Mid-Year Budget Amendment		

#### PURPOSE

To adopt the attached 2023 budget amendment

#### OVERVIEW

Although we typically wait and lump budget amendments into an end of the year request, we are recommending that the 2023 sewer and water budgets be amended to reflect the fees that were paid by the Harbor Heights development.

#### **REQUEST #1 -To amend the 2023 Sewer Fund budget as follows:**

##### Revenues

Increase 590-000-476 Permits and Fees by \$176,000 from \$5,500 to \$181,500

##### Expenditures

Increase 590-537-756 Collection Supplies by \$4000 from \$6500 to \$10,500 and

Increase 590-537-974 Collection Cap Improv by \$172,000 from \$80,000 to \$252,000.

**MOTION THAT:** the 2023 Sewer Fund budget be amended, as stated in Report VSB-2023-35 and being made a part of this motion.

#### **REQUEST #2 -To amend the 2023 Water Fund budget as follows:**

##### Revenues

Increase 591-000-476 Permits and Fees by \$112,000 from \$500 to \$112,500

##### Expenditures

Increase 591-000-756 Supplies by \$4000 from \$13,000 to \$17,000 and

Increase 591-000-974 by \$108,000 from \$20,000 to \$128,000.

**MOTION THAT:** the 2023 Water Fund budget be amended, as stated in Report VSB-2023-35 and being made a part of this motion.



QUOTATION		
DATE	NUMBER	PAGE
9/20/2023	0053752	1 of 2

B SUT100  
I VILLAGE OF SUTTONS BAY  
L 420 FRONT STREET  
T SUTTONS BAY, MI 49682  
O

Accepted By: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_  
Ship To: \_\_\_\_\_

ATTENTION:  
DAVE MILLER                      231-271-1032                      dpwdirector@suttonsbayvillage.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
QUOTE 9-20-23	VILLAGE OF SUTTONS BAY, PORT SUTTON, FLYGT CONCERTOR, WASTE WATER	DHK/CEW	FREIGHT ALLOWED
QTY	DESCRIPTION		

- (2) FLYGT EXPLOSION PROOF, SUBMERSIBLE SEWAGE PUMPS, MODEL NP6020.091-222 WITH HIGH CHROME IMPELLER AND INSERT RINGS. RATED FOR 470 GPM @ 15' TDH, 5 HP, 3 PHASE, 230 VOLT WITH 3" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLES. PUMPS EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLES.
- (2) GUIDE RAIL SYSTEMS WITH 3" DISCHARGE ELBOWS, STAINLESS STEEL GUIDE RAILS, UPPER BRACKETS, INTERMEDIATE BRACKET, LIFTING CHAIN AND QUICK LINKS. (22' LENGTHS)
- (2) 3"x4" REDUCER
- (1) 4" SCH80 PIPE 60'.
- (2) 4" SCH80 SPIGOT FLG.
- (4) 4" SCH80 VANSTONE FLG SOC.
- (3) 4" SCH80 90 BEND SPIG X SOC 809-040.
- (6) 4" FLG ACC SET SS KIT.
- (50) 5/8 ZINC WASHER.
- (50) 1 1/4 SCH80 PCV PIPE
- (2) 1 1/4XCLOSE SCH80 NIPPLE
- (2) 1 1/4X2 1/2 SCH80 NIPPLE
- (2) 1 1/4X3 SCH80 NIPPLE
- (2) 1 1/4X4 SCH80 NIPPLE
- (2) 1 1/4X4 1/2 SCH80 NIPPLE
- (2) 1 1/4X5 SCH80 NIPPLE

*PS. PUMPS.*

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$45,320.00      + 19,225.00 INSTALL

**\$64,545 TOTAL**



QUOTATION		
DATE	NUMBER	PAGE
9/20/2023	0053752	2 of 2

QTY	DESCRIPTION
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FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIANS(S) ONSITE FOR (4) DAYS TO INSTALL ABOVE MENTIONED PARTS, STARTUP AND TEST RUN TO VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: **\$19,225.00**

NOTES:

1) ITEMS QUOTED DO NOT MEET AIS OR BUY AMERICA REQUIREMENTS

WE DO NOT INCLUDE:

CONCRETE, ANCHOR BOLTS, VALVES, COVER/HATCHES, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS, KEYS, GENERATOR, GENERATOR RECEPTICLE, CONTROL PANEL, SCADA EQUIPMENT, SCADA INTEGRATION, WITNESS/CERTIFIED TESTING, SPARE PARTS OR ANYTHING NOT LISTED ABOVE

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.


SINCERELY,  
DWIGHT KELSEY / BRYAN DAVIDSON

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 6/2023) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

[www.Kennedyind.com](http://www.Kennedyind.com)

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-59</b>	
Prepared:	October 12, 2023	Pages:	1 of 2
Meeting:	October 16, 2023	Attachments:	<input type="checkbox"/>
Subject:	Managers Update		

#### FRONT STREET SEWER LINE

The project to line approximately 175 of the Front Street sewer line endured complications. In partnership with KAL and Moncholov, everyone is working tirelessly to repair/replace the sewer line. Our DPW staff has been involved every step of the way and looking forward to completing this unplanned project. Helping matters, the businesses along this stretch have been very cooperative and understanding.

#### WATERWHEEL PARK

Due to the need for KAL Excavating to perform an emergency sewer line replacement, the waterwheel creek project has been postponed approximately 10 days. We have an anticipated start date set for October 23, 2023.

#### MASTER PLAN REVIEW

The Master Plan has been updated to address the various concerns identified during the Village Councils initial review. The Plan is now moving back to the Village Council for consideration.

#### MARINA MASTER PLAN

A draft has been received for initial content review. The major changes include updating the "A Dock" configuration, adding additional coastal resilient language, and to plan/ include verbiage to eventually replace the marina bathroom/showers.

#### DOWNTOWN DEVELOPMENT AUTHORITY

The DDA meeting held on October 11, 2023, was by far the most productive and most positive meeting to date. Those members in attendance (two absent) were very positive and excited for 2024. They also requested a list of DDA consultants for consideration, yet emphasized their new found excitement due to the latest tax capture.

#### INTERGOVERNMENTAL AGREEMENT

A third draft of the new Intergovernmental Agreement was provided to the Suttons Bay Township Supervisor for review and comment. We received comments back and continue to move this item forward. It is anticipated that this could be proposed to both communities in the next few weeks.

#### BUILDOUT PLAN

The buildout plan is anticipated to resume once the Master Plan is approved by the Village Council. This study had to be postponed during the review and ultimate denial of a series of zoning amendments that would have increased multi-family density in residential districts and introduced high density residential in non-residential districts.

## VILLAGE COUNCIL

### JOINT MEETINGS

The Village Council initiated a new practice in 2023 to meet jointly with both the Planning Commission and DDA. The intent in doing so, is to ensure the recommending body (Planning Commission) and the legislative body (Village Council) are sharing the same future vision for the community. As mentioned, a joint meeting with the DDA was also held and very productive. This allowed both entities the ability to discuss any thoughts, concerns, future visions for the area within the DDA boundary. The intent moving forward is to hold these meetings yearly and to include a joint meeting with the ZBA in 2024.

### COASTAL RESILIENCE GRANT

We are exploring the possibility of submitting a grant for the implementation of natural barriers along our coast line to address and prevent future erosion along the Coal Dock Park area.

### PUBLIC PARKING

We have ordered a survey to identify the road right of way line of three municipal parking lots along our streets. These streets include Adams Street, Madison and Lincoln/Broadway. We will be signing these areas with 2-4 signs that will feature our logo and the words Public Parking. The survey is needed as to not encroach on private property. These areas will eventually be planned for improvements.

### PARKING AND VEHICLE ABANDONMENT ORDINANCE

We are in the process of finalizing a draft ordinance that will address the growing practice of leaving unattached trailers, used to transport recreational vehicles and vessels, on our roadways for the purpose of storing them. This should be available for introduction in the next 60 days or so.

*PLEASE NOTE: As you are aware, the work plan identifies additional items and project updates. A final 2023 work plan will be provided to the Village Council in the next 30-60 days.*