

2019 WORK PLAN
PRIORITY AND STATUS

PROJECT	PRIORITY LEVEL	DESCRIPTION	Status
2020 BUDGET	HIGH	Preparing Budget for Discussion	INITIATED
MASTER PLAN	HIGH	Update the Master Plan / Separate from Joint Master Plan	IDLE
PARKS & RECREATION PLAN	HIGH	Reformatting and updating demographics / public participation to qualify for granting opportunities. UPDATE: Chalk Boards initiated. UPDATE: sub-committee formed and reviewing draft survey. UPDATE Chalk Boards moved. UPDATE: Park Inventory created being reviewed 9-11-19. UPDATE: Survey live on website/sent to residents.	INITIATED
PARKS & REC ORDINANCE	HIGH	An ordinance to create a parks commission Complete. Using sub-committee of the PC instaed.	INITIATIVE RETRACTED
VEHICLE PURCHASE	HIGH	One vehicle with utility box has been ordered. Verbal confirmation from Bob. UPDATE: 10-1-19 -Ordered in May(?). Still have not received the vehicle. UPDATE: Email sent to A.L. regarding status of vehicle 10-1-19. Hello Rob, The truck has arrived on my lot and I have drivers scheduled to bring it to Butch at Truck and Trailer Specialties early next week. They told me the utility body is scheduled to arrive Mid-October, so I didn't want it to sit on the lot there too long.	ON GOING
VEHICLE PURCHASE #2	HIGH	Waiting on final cost of vehicle #1. Have quotes from a new distributor with excellent customer service. UPDATE: Quotes received 9-19. UPDATE: 10-2-19 Ford Fleet # applied for as required for discounted rate.	INITIATED
DIRECTOR OF FACILITIES	HIGH	A position that is a high priority for Village Council - Advertised in MWEA / MML- Update: Met with applicant upon request and toured the plant/DPW. Applicant is very qualified. UPDATE: Interview held and negotiating with applicant. Hired.	COMPLETE
BEACH STREET PUMPS	HIGH	This item has gone from a medium/low priority to High priority due to a pump failure. Cost before VC for consideration to purchase 2 new pumps and one set of VFD's. UPDATE: Upon discussion with electrician VFD is readily available. No purchase of VFD was made. Update: Pump drawdown test mid-July data stored. Cost of pumps came from funds previously allocated to canceled project.	COMPLETE
CROSS CONNECTION ORDINANCE	HIGH	MDEQ REQUIREMENT	F&V
LEAD & COPPER MATERIALS INVENTORY	HIGH	MDEQ REQUIREMENT - PRELIMINARY DISTRIBUTION SYSTEM MATERIALS INVENTORY (DSMI) DUE JANUARY 1, 2020	F&V
PORT SUTTONS LIFT STATION	HIGH	Construct new lift station to service PS and Bay View. Bids Received cost too high at \$568,000 with \$350,000 budgeted. UPDATE:- Cancelled project due to lack of need.	PROJECT CANCELED

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EMPLOYEES MANUAL	HIGH	Met with Attorney to review both Section #1 and #2 of the plan. She has recommended various changes in both documents and is providing a proposal. UPDATE: Proposal before VC 9-16-19. UPDATE: Clarification meeting to be in next 2 weeks(?)	ESTIMATE COMPLETE
TAP GRANT - DETOUR AMENDMENT	HIGH	Change TAP grant detour to 4th street update- Postponed following Pre-con meeting.	COMPLETE
MARINA - EMERGENCY REPAIRS	HIGH	High water erosion issues. - Meeting with the Engineer and State on 6-10-19 - UPDATE: requires additional permitting per Robyn. F&V working on this. UPDATE: Permit Received.	COMPLETE
CONSUMERS CONTRACTS	HIGH	Are resolutions needed? UPDATE: to be discussed at September Utility Committee Meeting.	IDLE
CROSS CONNECTION TRAINING	HIGH	Staff Training Required	IDLE
WWTP - LINER & BAFFLE REPLACEMENT	HIGH	Maintenance Item ordered as a cost savings to replace baffles during liner replacement.	COMPLETE
PUBLIC / MARINA RESTROOM UPGRADES	HIGH	The structure appears to have or currently is settling causing structural damage. Engineer to evaluate the structures integrity and offer solutions. UPDATE: Engineer meeting scheduled for September 9th.	ENGINEER EVALUATION COMPLETE
BROADWAY ROAD DRAINAGE	HIGH	Drainage overflow from private property causing secondary issues. UPDATE: field visits confirm basin is the issue causing down street erosion and possible flooding. Discussed with LCRC. UPDATE: LCRC was sent an email based on memo stating it was installed by the LCRC. awaiting response. UPDATE: Verbal provided by superintendent with no memory or information, including plan sets for the road. Not typical or acceptable. UPDATE: Meeting with Attorney on Village liability. UPDATE: 10-1-19 Searching permits at County level. 10-7-19 Dave and I met with manager to discuss various items mostly collaboration. We agreed to meet onsite to discuss possible options.	COMPLETE
FACILITIES PHONE UPGRADE	HIGH	Current phones dated and costly. New phones provided through government first responder initiative at less cost with benefits.	COMPLETE
MARINA PROJECT	HIGH	CONSTRUCTION PROGRESSING - BEHIND SCHEDULE - UPDATE- Walkthrough completed 7-16-19. UPDATE: Received an email with checklist of remaining items to be completed on 9-19-19. October 15 completion date.	WALKTHROUGH COMPLETE
MARINA SEICHE POND	HIGH	Met with Leelanau County Soil Erosion regarding new sand and ponding. Update - Met with Robyn (EGLE) regarding the seiche pond - Contacted the Army Corp regarding both. - Working with corp- Both County & EGLE have no issues. UPDATE: Topo in place. UPDATE: Bob Joyce provided 4 dates in which the emergency manager, Matt Ansorge was contacted due to threats to our marina infrastructure.(7-22/7-23/7-25/7-29)	COMPLETE

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WEBSITE	HIGH	ONGOING - Dorothy constructing site with assistance from LIAA.Website is up and running!	COMPLETE
TAP PROJECT	HIGH	Ongoing Discussions with Engineer / STATUS UNKNOWN - UPDATE - Walkthrough scheduled 7-17-19 UPDATE: Pre-con being scheduled. UPDATE: Postponed	POSTPONED
OFFICE ASSISTANCE	HIGH	A position that is a high priority.	COMPLETE
ARCHITECT - ADA COMPLIANT DECK	HIGH	Funding retracted by committee. All involved have been notified that project is a no go.	INITIATIVE RETRACTED
STREET EVALUATION SOUTH SHORE	HIGH	Evaluation of S. Shore "hump" has been requested. Apparently the hump is a result of a stream culvert?	IDLE
VILLAGE STREET - WEIGHT LIMITS	HIGH	Vehicles with excess weight damaging Village Streets. Weight limits on numerous roadways including Elm to circumvent unnecessary weight and short cuts by semi-trucks. UPDATE: 9/19 Meeting scheduled with LCRC.	IDLE
STREET EVALUATION - ELM STREET	HIGH	STREET REPAIR TO BE EVALUATED. UPDATE: Meeting with LCRC 10-7-19 to discuss the roadway. A very good meeting with the manager. Looking forward to further collaboration on this item as well as others.	INITIATED
WATERWHEEL PARK	MEDIUM / HIGH	Creek restoration, waterwheel upgrade, wall replacement, etc. UPDATE: Ongoing conversations with Watershed Center - -No action as of yet - Seeking other avenues. UPDATE: structural engineer contacted for proposal. UPDATE: Watershed conference call forthcoming. UPDATE: Engineer review complete. Discussion on validity of bids received in 2018 needs discussion.	ENGINEER EVALUATION COMPLETE
PLANNING COMMISSION BY LAW UPDATE	MEDIUM / HIGH	Review and amend bylaws to understand roles & responsibilities, the reason they are on PC, why decisions are made and personal conduct. UPDATE: Review #1 completed 7-10-19 UPDATE: Review #2 8-14, 2019. UPDATE Review #3 completed 9-11-19. Unproductive review. UPDATE; 10-2-19 Complete	COMPLETE
VILLAGE ATTIRE	MEDIUM / HIGH	VC budgeted \$\$ to purchase vest/shirts/jackets to be used in the field. UPDATE: Email (June 24th) to Bob regarding lack of action. UPDATE: Bob verbal is working with Staff. Last reminder. UPDATE: 30 days since email and last discussed - no action, noted. Manager took control due to a lack of progress. UPDATE: Researching policy for all workers in the field to have logo's/uniforms.	NEW DIRECTIVE DRAFTING POLICY
PLOW TRUCK	MEDIUM / HIGH	Plow truck was taken in July - No updates provided to date. UPDATE:10-3-19 - Initiated call to business for update. They are waiting on a piece of equipment ordered on September 9th with 4-5 week delivery time. 1-2 days to install.	IN PROGRESS

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VILLAGE HALL LANDSCAPE	MEDIUM / HIGH	A 2019 budgetted item with high importance to VC. UPDATE: 10-7-19 Contract signed irrigation/landscape to be installed within 3-4 weeks.	IN PROGRESS
MARINA BRIDGE REPLACEMENT	MEDIUM / HIGH	The bridge is increasingly becoming aged. Incorporate it into a CMG grant with shoreline protection. Discussed with Engineer and MDEQ - 6-5-19	IDLE
WATER RESERVOIR EXPANSION	MEDIUM / HIGH	Per MDEQ additional water storage is REQUIRED - this item was recommended by the MDEQ in 2018. UPDATE: F&V reviewing financials and eligibility for granting opportunities. UPDATE: Met with F&V to discuss expansion initiative. 40 year loan @ 2.5%(ish) on \$2.5 million loan would cover line upgrade northern loop, reservoir, and 2 new wells. Next steps forthcoming. See rate note below.	IN PROGRESS
WATER RATES	MEDIUM / HIGH	EVALUATION OF WATER RATES UPDATE: F&V UPDATE: Reviewing UPDATE: Met with F&V to discuss expansion initiative. RATES would see less than \$4.00 / month increase for reservoir expansion etc. listed above to cover that project for life of loan.	IN PROGRESS
WATER LICENSE	MEDIUM / HIGH	Per MDEQ additional water license of S3 required in less than 150 users. This item has been recommended by the MDEQ in 2018, new hire is qualified.	COMPLETE
BLIGHT ORDINANCE	MEDIUM / HIGH	Pre-Draft provided to General Committee at the September 3rd meeting to determine support for the initiative. Recommendation was to move forward with close attention to ornament grass.	INITIATED
LAND DIVISION ORDINANCE	MEDIUM / HIGH	This Ordinance is antiquated and should be simplified.	IDLE
PRIVATE ROAD ORDINANCE	MEDIUM / HIGH	Standards in the zoning ordinance are antiquated and should be revised to allow flexibility and to regulate the roads by number of users rather than length.	IDLE
INLAND SEAS LEASE AGREEMENT	MEDIUM / HIGH	Email and meeting discussions with Inland Seas - UPDATE; INLAND SEAS TO HAVE ATTORNEY DRAFT A LEASE AGREEMENT	IN PROGRESS
BROADBAND AVAILABILITY	MEDIUM / HIGH	GTB is running broadband to the Suttons Bay Schools and through the Village. Discussions on extending the Broadband to the Village Hall (and other municipalities) was positive.	INITIATED
METRO ACT PERMIT	MEDIUM / HIGH	Went before the committee in September and was recommended for approval to VC September 16th. UPDATE: Permit issued and mailed to the State as required.	COMPLETE
DUESTER PARK UPGRADES	MEDIUM / HIGH	Clean out and reclaim restrooms. Paul did a great job leading the project and personally re-plumbed the bathrooms.	COMPLETE
NORTH PARK BATHROOM UPGRADE	MEDIUM / HIGH	Replace faucets with "timed" faucets and replace counters. Both faucets broken and counters rotted.	INITIATED

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MARINA - COAL DOCK	MEDIUM / HIGH	Armoring Coal Dock Side - Changes needed to plans to account for high water. - Permits issued - UPDATE: Move to 2020.	MDEQ MEETING 6-5-19
PORT SUTTONS GENERATORS	MEDIUM / HIGH	Quotes received for permanent generators. Budget allows for purchase. Generators will supplement (1) Lift Station & (1) Water well house. UPDATE: 9-19 Funding in place to purchase prior to the budget year.	IN PROGRESS
WATER WELL PROTECTION PROGRAM	MEDIUM / HIGH	Recommended by MDEQ to update / redraft well protection - This item has been recommended by the MDEQ in 2018.UPDATE: 10-08-19 We received notice today that our <u>grant application was accepted</u> by EGLE. Formal paperwork forthcoming.	IN PROGRESS
VILLAGE WATER ORDINANCE	MEDIUM / HIGH	This item has been recommended by the MDEQ in 2018 - Ordinance dated needs attention - F&V to review and provide direction. Contract needed	INITIATED
WATER ORDINANCE INTERPRETATION	MEDIUM / HIGH	Amend ordinance to incorporate interpretation / policy approved by VC. UPDATE - Engineer review prior to amendment. UPDATE: Policy/interpretation rescinded 7-15-19 VC Mtg.	COMPLETE
VILLAGE LOGO	MEDIUM / HIGH	New logo that better fits the Village.	COMPLETE
GPS SERVICES	MEDIUM	There have been several discussion with the vendor working towards a free 30-60 day unit and service. - Wil meet in fall to continue discussions. - UPDATE: Trial period accepted by vendor. BUDGET 2020	IN PROGRESS
JEFFERSON STREET PEDESTRIAN COURT	MEDIUM	Temporary Closure for pedestrian use? UPDATE: Move to 2020 following discussions with businesses and VC.	IDLE
PEDESTRIAN SEATING AREAS DOWNTOWN	MEDIUM	\$8,000 Allocated to downtown furniture and bike racks for pedestrian comfort. This will follow an evaluation of the finalized TAP project to determine locations.	IDLE
PAVING PROJECT PARK WALKWAY	MEDIUM	S.BEACH SHORE - Path, create pedestrian circulation, reclaim park from parking area. Angle 20-23ft. UPDATE: Elmer's proposal recommended to Village Council. UPDATE: Proposal signed - awaiting timing of project.	INITIATED
CHARTER CABLE EXTENSION DPW	MEDIUM	Discussions with Charter on expanding service to the DPW to properly service the WWTP, offices, etc. UPDATE: Charter measured distance 9-19. waiting on cost and timeframe.	INITIATED
DPW/WWTP CAMERAS	MEDIUM	Researching 50/50 grant	IDLE
VILLAGE WIFI	MEDIUM / LOW	Met with the GTB regarding WIFI for our residents 7-22-19. A proposal is forthcoming.	INITIATED
PAINT BATHROOMS @ DUESTER PARK	MEDIUM / LOW	Exterior of building needs attention UPDATE- Requested to be initiated again on 7-17-19 Update; postponed due to seiche actions.	COMPLETE

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BAHLE PARK TREE EVALUATION	MEDIUM / LOW	General Committee at their 9-3-19 meeting has indicated this is a priority. Staff evaluated trees per committee. UPDATE - Duester Park tree cutting quote received. Dangerous tree quote received 10-7-19 dated same.	ACTION REQUIRED
DEUSTER PARK SOCCER	MEDIUM / LOW	Met with Suttons Bay Schools Coach and Leelanau Soccer Club representative regarding the continued use of Deuster fields and upgraded bathrooms. UPDATE: Verbal agreement regarding a partnership with Leelanau Soccer Club & Suttons Bay School for use of park bathrooms.	COMPLETE
DEUSTER PARK DOORS	MEDIUM / LOW	Bathroom doors are damaged - Door knobs do not comply with ADA requirements. UPDATE: Email sent 10-7-19 tp Village with cost.	IN PROGRESS
PORT SUTTONS MAINTENANCE AGREEMENT	MEDIUM / LOW	Still learning about this subject	IDLE
GIS- SHP FILES FROM LEELANAU COUNTY	MEDIUM / LOW	Need this information to build the GIS - UPDATE- F&V obtaining SHP files for Village and Township. Study of lakefront districts to be studied early 2020.	INFORMATION RECEIVED
LAKEFRONT LOT SIZE STUDY	MEDIUM / LOW	COMPARE LOT SIZES / VARIANCE REQUESTS / CONSTRUCTION DATES TO DETERMINE IF ANOTHER DISTRICT OR DIMENSIONAL VARIATIONS ARE NEEDED. UPDATE: 9-19 A resident has applied for an amendment rather than wait therefore the cost of the study will be burdened by the applicant. UPDATE: Study of lakefront district early 2020.	ESCROW FOR STUDY PENDING
ZONING ORDINANCE	MEDIUM / LOW	The new Ordinance fails to implement "form" as intended. Standards are missing, definitions don't match terminology etc. Previously a HIGH priority downgraded until training for PC occurs.	INITIATIVE RETRACTED
BAYVIEW ZONING / Development incentives	LOW	TRAINING NEEDED TO UNDERSTAND THE ROLE OF A COMMISSIONER BEFORE MOVING FORWARD.	INITIATIVE RETRACTED
MARINA ORDINANCE	LOW	The Marina Ordinance is dated and should be updated to prepare it for granting opportunities. EAST side. We should also look to replace the bathrooms as a part of the grant application.	IDLE
VILLAGE HALL COPIER	LOW	Discussion had with current vendor- Looking elsewhere. UPDATE - Meeting Scheduled for 7-16-19 UPDATE: Moving forward with new copier contract signed 7-23-19	COMPLETE
STREET CAMERAS	LOW	Researching 50/50 grant	IDLE
FERRY INITIATIVE	LOW	Discussions ongoing with Elk Rapids. An evaluation of the marinas indicate VSB can (physically) accommodate a ferry however Elk Rapids provides larger challenges. UPDATE: DDA to discuss Ferry on 10-9-19	IDLE
SUTTONS PARK CAMERAS	LOW	Researching 50/50 grant- Grant Submitted 10-3-19	COMPLETE - APPLIED
POLICY VILLAGE HALL RENTAL	LOW	A sub-committee to discuss this issue will be needed to determine a need or direction. UPDATE: Committee members were looking into this.	IN COMMITTEE

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POLICY - MEMORIALS	LOW	A sub-committee to discuss this issue will be needed to determine a need or direction. UPDATE: :Committee members were looking into this.	IN COMMITTEE
MARINA WETLAND EVALUATION	LOW	Discussions to review and possibly eradicate invasive species. Currently Speaking with ISN. UPDATE: A review has been completed and information provided.	COMPLETE
HARBOR MASTER CONTRACT	LOW	SIGNED 2019 UNTIL JANUARY 2020/ WILL INCREASE IN PRIORITY AS THE YEAR PROGRESSES - UPDATE: Request for increase in pay received 10-2-19.	INITIATED
WWTP OPERATIONS CONTRACT	LOW	SIGNED 2019 UNTIL DECEMBER 2020/ WILL INCREASE IN PRIORITY / EVALUATING STAGE FOR 2 YEAR EXTENSION. UPDATE: 10-2-19 meeting held- informed them that no contract discussion was needed at this time.	IDLE
SHERIFF CONTRACT	LOW	CONTRACT DISCUSSIONS HAVE TAKEN PLACE - CONTRACT BREAKDOWN PROVIDED - CONTRACT EXPIRES JANUARY 2020 - Possible non-renewal for 2020.UPDATE: Met with Steve Morgan on concerns 10-2-19 UPDATE: Meeting with Janik, Morgan, and Sheriff on 10-9-19. Contract discussions took place- areas of concerns discussed.	IN PROGRESS
RAINGARDEN PARTNERSHIP	LOW	Children's House initiative - UPDATE: Maintenance of raingardens scheduled - UPDATE: Maintenance of raingardens complete.. Great initiative!	COMPLETE
TREE PLANTING INITIATIVE	LOW	Sicily Sanford - Citizen Volunteers requested permission to plant trees in partnership with CRA. UPDATE: Initiative scheduled/completed. 400+- trees planted.	COMPLETE
PARKS & REC BYLAWS	LOW	DRAFT CREATED ON HOLD UNTIL ORDINANCE IS ADOPTED.- UPDATE - PC Subcommittee was requested therefore initiative is tabled.	INITIATIVE RETRACTED
SPLIT RAIL FENCE REMOVAL	LOW	Removal of split rail fence on north and south sides of Village Hall.	COMPLETE

CONGRATS! YOU DIDN'T FALL ASLEEP READING THIS!