



## VILLAGE OF SUTTONS BAY

### Village Council Special Meeting

Village Hall  
420 N. Front Street,  
Suttons Bay, MI. 49682

January 7, 2020 at 5:30pm

### Agenda

1. Special Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
  - a. Approval of Minutes
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - a. None
7. New Business
  - a. Report VSB- 2019 -92 – Emergency Erosion Cost Sharing
8. Special Committee Reports
9. Good of the Order (Council Member Comments)
10. Manager's Report (verbal)
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment



VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF DECEMBER 16, 2019

The meeting was called to order at 5:32 p.m., by President Lutke.

Present: Bahle, Case, Christensen, Long, and Lutke  
Absent: Newcomb and Suppes  
Staff present: DeVol, Fay, Larrea and Miller

Approval of Agenda

Bahle moved, Case seconded, CARRIED, to approve the Agenda as presented. Ayes: 5, No: 0.

Approval of Consent Agenda

Bahle moved, Christensen seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council regular meeting minutes of November 18, 2019 and submitted by Fay are approved. The minutes can be found in this meeting packet. The Payment of Invoices are approved. The Treasurers report can be found in this meeting packet. Ayes: 5, No: 0.

Public Comment

Perkins stated he doesn't believe the Village needs large snow plow trucks, stating they do not receive adequate maintenance. He suggested electric cars be used by DPW staff in the summer. He remarked that solar panels pay for themselves. He further stated that as a school bus driver, bump outs make it difficult to turn, referring to the bump outs in Leelanau county. Zywicki ask for an update of Broadway Street. He was referred to the Village Manager, who noted extensive conversations at the Committee of the Whole meeting. Bahle asked about the budget expenditures and revenues, noting discrepancies. She was referred to the Agenda item.

TRUTH IN TAXATION PUBLIC HEARING

Lutke called the Public Hearing to order at 5:36 p.m. Perkins stated he does like the line that refers to assessing the maximum millage allowed. The Public Hearing closed at 5:37 p.m.

Bahle moved, Case seconded, CARRIED, to allow the maximum millage rate allowed by Headlee to support the 2020 Budget as provided for in Report VSB 2019-89 and being made a part of this motion be adopted, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

2020 Annual Budget

Case moved, Christensen seconded, CARRIED, to adopt Resolution 3 of 2019 approving the 2020 Budget and Fees to support the 2020 Budget, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

#### Adoption of 2019 Meeting Dates

Long moved, Christensen seconded, CARRIED, to approve the 2020 Village of Suttons Bay Meeting Schedule as presented in Report VSB-2019-90 and being part of this motion. The Village Council regular meetings will be held on the third Monday of every month, at 5:30 p.m., with the exception of Martin Luther King Day, in which the meeting will be the following day.  
Ayes: 5, No: 0.

#### Appointments to Standing Committees

Lutke appointed the following Council members to the Standing Committees:

- Administrative/Personnel Committee: Bahle, Christensen and Lutke
- General Services Committee: Case, Newcomb and Lutke
- Utility/Marina Committee: Long, Suppes and Lutke

#### Good of the Order

Case asked about the purchase of a second vehicle; the Village has a Purchase Agreement. Case asked about the Parks and Recreation Plan; there has been movement but not much to report at this time. Case asked if there were any changes to report regarding the TAP grant; no changes to report and the project is still slated for the spring of 2020. Case asked for additional input into Broadway Street noting a dangerous Ice condition. Larrea stated a meeting took place last week and that the Drain Commission is working on establishing a preliminary boundary for a district. No temporary fix has been established; however, the road is treated almost daily. Christensen responded to the earlier comment regarding bump outs noting she is strongly supporting the project highlighting a more pedestrian friendly Village, and traffic slowing. She does not want to put the brakes on the project as the Village has been working on the project for a very long time. Long asked about a timeline for Broadway Street; Larrea stated the Village is working in partnership with Steve Christensen, Drain Commissioner, who is working on creating a district, which is step one. Lutke offered to host a holiday gathering for staff and Commissioners.

#### Manager's Report


Larrea met with Fleis and Vandenbrink on the Wellhead Project grant, which is meeting one of several meetings. A contract was signed for the Engineer to apply for a loan. The Law Enforcement contract will be signed following the meeting.

#### Public Comments

Zywicki asked about liability on Broadway Street, and asked about a timeline for fixing Broadway, further stating property owners in the area have nothing they are responsible for and that it is all in the Village right of way. Larrea stated the Village is not liable for everything on Broadway, and referred Zywicki to updates on the Manager's Work Plan. Bahle asked about the new bump outs, wondering if they will have a softened raised area for snow plows. She asked if they aren't planned to be gradual, if the plan could be changed. Carlson stated the Road Commission would like to see the TAP Grant project plans; Larrea stated they have had them for a month.

The meeting adjourned at 5:58 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

		<h2 style="margin: 0;">VILLAGE OF SUTTONS BAY</h2> <h3 style="margin: 0;">REPORT VSB -2019-92</h3>	
Prepared:	January 7, 2019	Pages:	1 of 1
Meeting:	December 30, 2019 – <b>Village Council</b>	Attachments:	1 <input checked="" type="checkbox"/>
Subject:	Emergency Erosion Partnership		

PURPOSE

To solidify a partnership with the LCRC on the South Shore Drive project.

OVERVIEW

Please find attached an email and supporting documentation associated with the emergency erosion control of S. Shore Drive. The Village is partnering with the Leelanau County Road Commission (LCRC) on securing the shoreline to protect the integrity of our shared infrastructure.

In brief, approximately 1/3 of the project is within the Village boundary, therefore, we are being asked to cover the equivalent of 1/3 the cost of the project. The total project is estimated to be roughly \$107,000 with the Village being responsible for approximately \$38,000. We have verbally agreed to this cost and will be looking to solidify the agreement by formal motion.

We were projecting a surplus at the end of 2020 for emergency repairs, so our street fund has funds available to cover the cost of this emergency repair.

ACTION REQUESTED

MOTION TO approve the cost sharing partnership with the LCRC for emergency repairs to S. Shore Drive at a cost not to exceed \$38,000 as described and presented in Report VSB-2019-92 and being made a part of this motion.

**manager@suttonsbayvillage.org**

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**From:** dpwdirector@suttonsbayvillage.org  
**Sent:** Thursday, December 26, 2019 12:08 PM  
**To:** manager@suttonsbayvillage.org  
**Subject:** FW: South Shore Erosion Repair  
**Attachments:** 2019430001\_P\_SITE SHORELINE PROTECTION.pdf; Est-2019 Repair.pdf; S Bay share calcs.pdf

I think this was suppose to go to you

**David B. Miller**

Director of DPW & Utilities

Village of Suttons Bay

[dpwdirector@suttonsbayvillage.org](mailto:dpwdirector@suttonsbayvillage.org)

(231) 271-1032



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**From:** Keith Moore <kmoore@leelanauroads.org>  
**Sent:** Thursday, December 26, 2019 12:05 PM  
**To:** dpwdirector@suttonsbayvillage.org  
**Cc:** Justin Kelenske <jkelenske@leelanauroads.org>  
**Subject:** South Shore Erosion Repair

Rob,  
Justin Kelenske has asked me to provide the Village of Suttons Bay a breakdown of the cost estimate for the South Shore Dr. shoreline erosion repair project.  
I have attached a copy of the repair detail provide by Gosling Czubak, along with an Engineers Estimate of Cost. This was created using MERL cost estimating software. I also attached a spread sheet showing the shared cost amounts. The lower portion of the spreadsheet has the breakdown for the Lee Point Rd repair. I provided that cost breakdown just for information.  
The spread sheet has the estimated total project cost, the cost break down for each item, and the portion of each pay item associated with the Village or Road Commission.

Let me know if more information is required, or if you have any questions regarding the cost breakdown.

Thank you,

*Keith Moore*

Engineering Technician

Leelanau County Road Commission

231-271-3993 ext 224

231-645-7572 Cell

[kmoore@leelanauroads.org](mailto:kmoore@leelanauroads.org)

## Engineer's Opinion of Costs

<b>Project Number:</b> South Shore Rd <b>Estimate Number:</b> 1 <b>Project Type:</b> Safety <b>Location:</b> Soil wash out behind the Seawall west of Peck Rd. Begining at west end of seawall, northeasterly to #10910. <b>Description:</b> Approx 670' of shoreline stabilization to insure roadway safety. Removal of existing seawall and culvert replacement.	<b>Project Engineer:</b> KEM <b>Date Created:</b> 12/11/2019 <b>Date Edited:</b> 12/26/2019 <b>Fed/State #:</b> <b>Fed Item:</b> <b>Control Section:</b>
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1077051	_ 10% Contingency and Engineering	1.000	LSUM	\$9,700.00	\$9,700.00
0002	2030001	Culv, Rem, Less than 24 inch	2.000	Ea	\$325.00	\$650.00
0003	2040050	Pavt, Rem	100.000	Syd	\$10.00	\$1,000.00
0004	2040060	Structures, Rem 280' of Existing Seawall	1.000	LSUM	\$2,500.00	\$2,500.00
0005	2040060	Structures, Rem 280' of Existing Seawall Tiebacks	1.000	LSUM	\$2,500.00	\$2,500.00
0006	2050010	Embankment, CIP	300.000	Cyd	\$10.00	\$3,000.00
0007	2060002	Backfill, Structure, CIP	80.000	Cyd	\$20.00	\$1,600.00
0008	3020001	Aggregate Base	30.000	Ton	\$20.00	\$600.00
0009	3080005	Geotextile, Separator	660.000	Syd	\$3.00	\$1,980.00
0010	4010201	Culv, Cl A, CSP, 18 inch	130.000	Ft	\$50.00	\$6,500.00
0011	5010049	HMA, 4E03	15.000	Ton	\$100.00	\$1,500.00
0012	8127051	_ Traffic Control	1.000	LSUM	\$4,000.00	\$4,000.00
0013	8130005	Riprap, Heavy 30" Thickness	450.000	Syd	\$150.00	\$67,500.00
0014	8160102	Slope Restoration, Type C	1,500.000	Syd	\$3.00	\$4,500.00

**Estimate Total: \$107,530.00**

**SOUTH SHORE DRIVE - EROSION FAILURE - COST SHARE**

	Total Qty	Unit	Unit Cost	Total Cost	Suttons Bay Qty	S. Bay Cost	LCRC Qty	LCRC Cost	Percentage Calc
1077051 10% Contingency and Engineering		L Sum	\$9,100	\$9,700	31%	\$3,040.30	69%	\$6,660	
2040060 Structure Rem - Extg Seawall	280	L Sum	\$2,500	\$2,500	210	\$1,875	70	\$625	210/250= 75%
2040060 Structure Rem - Extg Seawall Tiebacks	150	L Sum	\$2,500	\$2,500	80	\$1,333.33	70	\$1,167	80/150= 53%
2040050 Pavt, Rem	100	syd	\$10	\$1,000	50	\$500	50	\$500	
2050010 Embankment, CIP	300	Cyd	\$10	\$3,000	135	\$1,350	165	\$1,650	
2060002 Backfill, Structure, CIP	80	Cyd	\$20	\$1,600	40	\$800	40	\$800	
2030001 Culv, Rem, Less than 24"	2	Ea	\$320	\$640	1	\$320	1	\$320	
4010201 Culv, Cl A, CSP, 18"	130	Ft	\$50	\$6,500	65	\$3,250	65	\$3,250	
3020001 Aggregate Base, 22A	30	Ton	\$20	\$600	15	\$300	15	\$300	
3080005 Geofabric Seperator	660	Syd	\$3	\$1,980	200	\$600	460	\$1,380	
5010049 HMA, 4E1	15	Ton	\$100	\$1,500	7.5	\$750	7.5	\$750	
8130005 Riprap, Heavy - 30" thickness	450	Syd	\$150	\$67,500	140	\$21,000	310	\$46,500	
8160102 Slope Restoration, Type C	1,500	Syd	\$3	\$4,500	475	\$1,425	1025	\$3,075	
8127051 Traffic Control	1	L Sum	\$4,000	\$4,000	31%	\$1,254	69%	\$2,746	210/670= 31%

**\$107,520**

**\$37,797**

**\$69,723**

This amount is to be split with Suttons Bay Township.

\$34,861 LCRC Cost

\$34,861 S. Bay Township Cost

**LEE POINT ROAD - EROSION FAILURE - NO COST SHARE**

	Total Qty	Unit	Unit Cost	Total Cost
1077051 10% Contingency and Engineering	1	L Sum	\$3,300	\$3,300
2050010 Embankment, CIP	200	Cyd	\$10	\$2,000
8070000 Guardrail, Type B	200	Ft	\$25	\$5,000
8070040 Guardrail Approach Term, Type 1B	2	Ea	\$2,000	\$4,000
8070042 Guardrail Approach Term, Type 2B	2	Ea	\$2,500	\$5,000
3080005 Geofabric Seperator	135	Syd	\$3	\$405
8130005 Riprap, Heavy - 30" thickness	100	Syd	\$150	\$15,000
8160102 Slope Restoration, Type C	200	Syd	\$3	\$600
8127051 Traffic Control	1	L Sum	\$3,000	\$3,000

**\$38,305**

This amount is not split and is all LCRC cost to bear.