



GENERAL SERVICES COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Tuesday, March 7, 2023 at 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org). Public participation shall be limited to in-person or via written communication received prior to the meeting

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Report VSB 2023-20 Cultural Sign Discussion
4. Status Update – Other Committees
 - a. Report VSB 2023-08 Holiday Discussion
 - b. Report VSB 2023-19 Part-Time Holiday Discussion
 - c. Report VSB 2023-18 Infrastructure Progress Reminder
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	730,000.00	0.00	730,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	16,000.00	0.00	16,000.00	0.00
101-000-476.000	Permits and Fees	5,000.00	900.00	4,100.00	18.00
101-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	0.00	3,300.00	0.00
101-000-574.000	State Shared Revenue	57,000.00	0.00	57,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	27.50	2,972.50	0.92
101-000-632.000	Bahle Park Rental	1,500.00	225.00	1,275.00	15.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	2,000.00	4,523.52	(2,523.52)	226.18
101-000-695.000	Miscellaneous Income	0.00	83.26	(83.26)	100.00
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
Expenditures					
101	Village Council	26,080.00	0.00	26,080.00	0.00
171	Village Manager	38,150.00	4,795.91	33,354.09	12.57
215	Village Clerk	12,558.00	2,631.49	9,926.51	20.95
253	Treasurer	25,614.00	3,594.65	22,019.35	14.03
265	Village Hall	55,371.00	6,421.79	48,949.21	11.60
345	Police	92,975.00	0.00	92,975.00	0.00
441	Public Works	101,675.00	6,568.76	95,106.24	6.46
443	Motor Pool Department	114,935.00	14,335.94	100,599.06	12.47
448	Streetlighting	14,500.00	2,112.68	12,387.32	14.57
701	Zoning & Planning	95,460.00	7,048.54	88,411.46	7.38
751	Parks & Recreation	166,786.00	11,962.82	154,823.18	7.17
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,054,204.00	59,472.58	994,731.42	5.64
Fund 101 - General Fund:					
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
TOTAL EXPENDITURES		1,054,204.00	59,472.58	994,731.42	5.64
NET OF REVENUES & EXPENDITURES		(122,179.00)	(53,713.30)	(68,465.70)	43.96
Fund 202 - Major Street					
Revenues					
202-000-574.000	State Shared Revenue	94,000.00	0.00	94,000.00	0.00
202-000-665.000	Interest Earnings	500.00	1,038.76	(538.76)	207.75
202-000-691.000	Contributions - Other Funds	90,000.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	0.00	32,500.00	0.00
TOTAL REVENUES		217,000.00	1,038.76	215,961.24	0.48
Expenditures					
000		300,905.00	11,530.53	289,374.47	3.83
TOTAL EXPENDITURES		300,905.00	11,530.53	289,374.47	3.83
Fund 202 - Major Street:					
TOTAL REVENUES		217,000.00	1,038.76	215,961.24	0.48
TOTAL EXPENDITURES		300,905.00	11,530.53	289,374.47	3.83
NET OF REVENUES & EXPENDITURES		(83,905.00)	(10,491.77)	(73,413.23)	12.50
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	59,000.00	0.00	59,000.00	0.00
203-000-665.000	Interest Earnings	200.00	402.72	(202.72)	201.36
203-000-691.000	Contributions - Other Funds	80,000.00	0.00	80,000.00	0.00
TOTAL REVENUES		139,200.00	402.72	138,797.28	0.29
Expenditures					
000		215,965.00	11,775.14	204,189.86	5.45
TOTAL EXPENDITURES		215,965.00	11,775.14	204,189.86	5.45


User: DOROTHY
DB: Suttons Bay

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES		139,200.00	402.72	138,797.28	0.29
TOTAL EXPENDITURES		215,965.00	11,775.14	204,189.86	5.45
NET OF REVENUES & EXPENDITURES		(76,765.00)	(11,372.42)	(65,392.58)	14.81
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	30,000.00	0.00	30,000.00	0.00
248-000-665.000	Interest Earnings	10.00	138.87	(128.87)	1,388.70
TOTAL REVENUES		30,010.00	138.87	29,871.13	0.46
Expenditures					
000		9,855.00	625.76	9,229.24	6.35
TOTAL EXPENDITURES		9,855.00	625.76	9,229.24	6.35
Fund 248 - DDA Fund:					
TOTAL REVENUES		30,010.00	138.87	29,871.13	0.46
TOTAL EXPENDITURES		9,855.00	625.76	9,229.24	6.35
NET OF REVENUES & EXPENDITURES		20,155.00	(486.89)	20,641.89	2.42
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	300.00	1,442.48	(1,142.48)	480.83
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,350.00	1,442.48	174,907.52	0.82
Expenditures					
000		70,000.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		176,350.00	1,442.48	174,907.52	0.82
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
NET OF REVENUES & EXPENDITURES		106,350.00	1,442.48	104,907.52	1.36
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	5,500.00	0.00	5,500.00	0.00
590-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
590-000-600.000	Charge for Services	140,000.00	8,975.86	131,024.14	6.41
590-000-628.000	RTS Fees	113,800.00	9,841.94	103,958.06	8.65
590-000-629.000	Waste Hauler Fees	92,000.00	20,134.49	71,865.51	21.89
590-000-630.000	Capital Charge	163,000.00	13,948.67	149,051.33	8.56
590-000-659.000	Penalties	1,300.00	427.64	872.36	32.90
590-000-665.000	Interest Earnings	1,750.00	3,617.21	(1,867.21)	206.70
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	5,000.00	0.00
TOTAL REVENUES		543,600.00	56,945.81	486,654.19	10.48
Expenditures					
537	Sewer Fund - Collection	343,030.00	23,721.19	319,308.81	6.92
538	Sewer - Plant	572,257.00	42,513.54	529,743.46	7.43
TOTAL EXPENDITURES		915,287.00	66,234.73	849,052.27	7.24
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	56,945.81	486,654.19	10.48
TOTAL EXPENDITURES		915,287.00	66,234.73	849,052.27	7.24

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
NET OF REVENUES & EXPENDITURES		(371,687.00)	(9,288.92)	(362,398.08)	2.50
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	441.12	58.88	88.22
591-000-600.000	Charge for Services	76,000.00	3,242.12	72,757.88	4.27
591-000-628.000	RTS Fees	62,000.00	5,380.33	56,619.67	8.68
591-000-630.000	Capital Charge	55,000.00	4,721.37	50,278.63	8.58
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	164.12	435.88	27.35
591-000-665.000	Interest Earnings	120.00	1,790.06	(1,670.06)	1,491.72
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	1,800.00	0.00
TOTAL REVENUES		231,020.00	15,739.12	215,280.88	6.81
Expenditures					
000		287,185.00	34,962.09	252,222.91	12.17
TOTAL EXPENDITURES		287,185.00	34,962.09	252,222.91	12.17
Fund 591 - Water Fund:					
TOTAL REVENUES		231,020.00	15,739.12	215,280.88	6.81
TOTAL EXPENDITURES		287,185.00	34,962.09	252,222.91	12.17
NET OF REVENUES & EXPENDITURES		(56,165.00)	(19,222.97)	(36,942.03)	34.23
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	2,500.00	0.00	2,500.00	0.00
594-000-642.000	Gas Sales	140,000.00	0.00	140,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	0.00	1,500.00	0.00
594-000-646.000	Sale of Ice	1,500.00	0.00	1,500.00	0.00
594-000-649.000	Waiting List	2,500.00	3,700.00	(1,200.00)	148.00
594-000-653.000	Transient Fees	95,000.00	0.00	95,000.00	0.00
594-000-653.100	Marina Day Use	2,000.00	0.00	2,000.00	0.00
594-000-654.000	Slip Fees	300,000.00	315,574.00	(15,574.00)	105.19
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	5,467.36	(4,467.36)	546.74
TOTAL REVENUES		546,000.00	325,075.16	220,924.84	59.54
Expenditures					
000		756,855.00	40,092.31	716,762.69	5.30
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
Fund 594 - Marina Fund:					
TOTAL REVENUES		546,000.00	325,075.16	220,924.84	59.54
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
NET OF REVENUES & EXPENDITURES		(210,855.00)	284,982.85	(495,837.85)	135.16
TOTAL REVENUES - ALL FUNDS					
		2,815,205.00	406,542.20	2,408,662.80	14.44
TOTAL EXPENDITURES - ALL FUNDS					
		3,610,256.00	224,693.14	3,385,562.86	6.22
NET OF REVENUES & EXPENDITURES		(795,051.00)	181,849.06	(976,900.06)	22.87

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2023- 03	
Prepared:	March 2, 2023	Pages:	1 of 1
Meeting:	March 06, 2023	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

GENERAL SERVICE HIGHLIGHTS

Our staff has been working on maintaining equipment and has done an excellent job regarding operational preparedness. Note of interest, This winter we have seen large intermittent snowfalls with periods of no snow cover at all. However, according to our tracking reports we have logged 21” of snow between 2/21 & 2/27/23.

Removal of snow stockpiles in town when needed to make room for future snow clearing operations.

We are looking forward to spring and are working on park amenity repairs and maintenance as weather permits.

UTILITY HIGHLIGHTS

We have initiated Distribution System of Materials Inventory (DSMI) which correlates with the Water Reliability Study as mentioned in last month’s report. Other tasks include coinciding with the DSMI is a GIS integrated Cross Connection Program. Both programs will be part of the Village GIS system.

Still waiting for the final Main storage tanks report from Dixon Engineering.


WWTP effluent PFAS sample was collected at the WWTP for analysis in December. The PFAS sampling plan was submitted for review by EGLE on 1/31/23. We should know in a few weeks if any modifications will be needed. *Update: Nothing from EGLE regarding our proposed sampling plan at this time. PFAS sampling with the collections system will start in June.*

Another section of sewer pipeline patching is scheduled for repair. This pipe identified during the 2016 SAW grant is another multi-section repair. This line runs between the clock and goes under the creek at Jefferson and behind Enerdyne. Also, an inline tee repair will be completed at that time from a defect was discovered during a sewer repair in the alley behind Front Porch.

Estimated to start this April, weather temps permitting.

REGULATORY HIGHLIGHTS

Village water supply monthly sample results were all clear.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-20	
Prepared:	March 3, 2023	Pages:	1 of 1
Meeting:	March 20, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Cultural Sign Discussion		

PURPOSE

The Committee should discuss if we are open to allowing cultural signage within our park system.

OVERVIEW

The attached documents provide the overview of what is proposed for discussion. Being a cultural sign, it may fit the intent of increasing the cultural and educational aspect of our area into our park system.

If the committee feels the proposal is appropriate, Waterwheel Park may be an appropriate location (eventually) as we will be incorporating a poetry ring, gazebo etc. Another location, should the committee/ village council agree, would be to incorporate the sign at the Coal Dock Park.

Preliminary discussions with various entities, including Inland Seas, and the Watershed Center have been positive in creating an educational park. Eventually, when a bridge is constructed, we would create an educational walking loop.

RECOMMENDATION

Discussion.



June 8, 2021

Native American Heritage Fund
ATTN: Kelli Scott, Calhoun County Administrator/Controller
315 W. Green Street
Marshall, MI 49068

Re: Northport Public Schools Native American Heritage Fund Grant Application

Dear Kelli Scott,

On behalf of the Village of Suttons Bay, I am writing to express our full support for the Northport Public Schools grant application. We view both the Grand Traverse Band of Odawa and Ojibwa Indians and the community of Northport as partners both in community and in education and are excited to support such an initiative.

We recognize that the Grand Traverse Band has a strong history throughout the Leelanau Peninsula that warrants celebration. This initiative looks to celebrate that history and culture by educating locals and visitors alike while bringing our communities together. It is this type of leadership we seek in education and ask that you please give this grant application your full consideration and support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Larrea", is written over the word "Sincerely,".

Rob Larrea, AICP
Village Manager

manager@suttonsbayvillage.org

From: Emily Modrall <emily.modrall@gmail.com>
Sent: Wednesday, February 22, 2023 5:43 PM
To: manager@suttonsbayvillage.org
Cc: Colleen Christensen
Subject: Anishinaabe sign proposal
Attachments: Traverse City Signage_Design Proposal_Rev_22_1019 one page mark up.pdf; Anishinaabe Rocks Project #1 Mount Detail v1.pdf; Sign still photo from video.jpg; 2023_02_22 Suttons Bay Sign Proposal-2.pdf

Dear Rob,

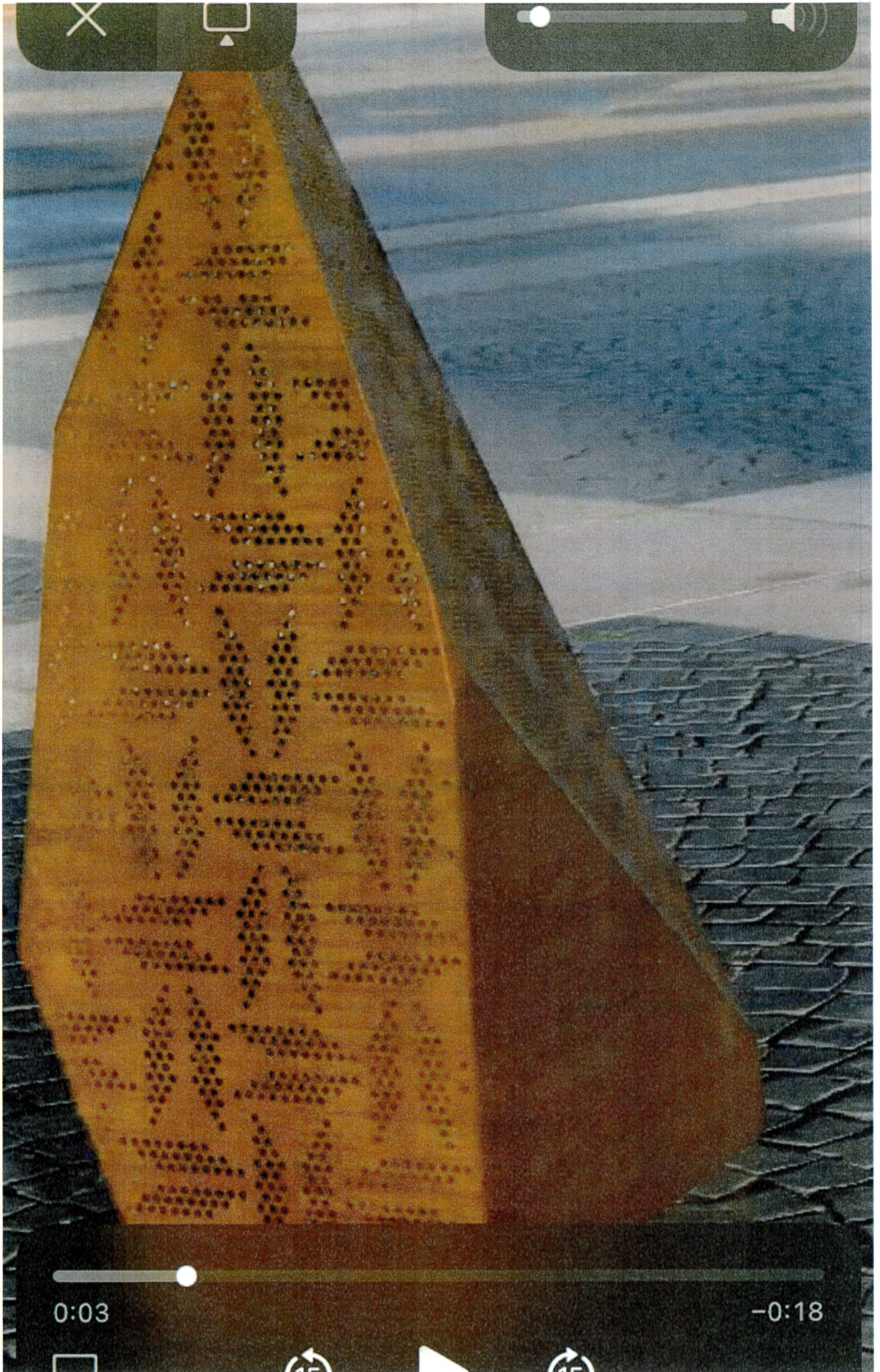
It has been about a year since we last met: it took this long to get a Kchi Wiikwedong Anishinaabe History Project sign design/plan ready for an official proposal to the Suttons Bay Village Council.

I'm attaching sign plans and specs and a picture (digital model) of one of the signs.

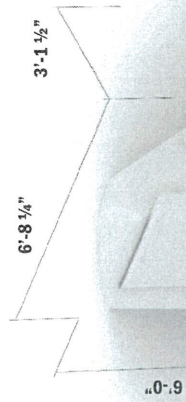
Please refer to the attached write-up ("2023_02_22") as a guide for reading/considering the other attachments.

I am hoping that this can be added to the Village Council's next meeting agenda. Please let me know if you need anything more from me to move this process forward.

Thank you,
Emily



Option 1

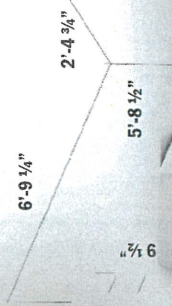


Concept:
 These plaques are intended to appear as stones to signify the people indigenous to this area have been here much longer than the "history" of the place.

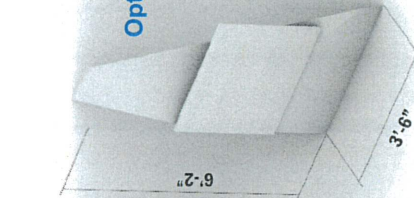
This refers to the plaques and can be changed or scaled:

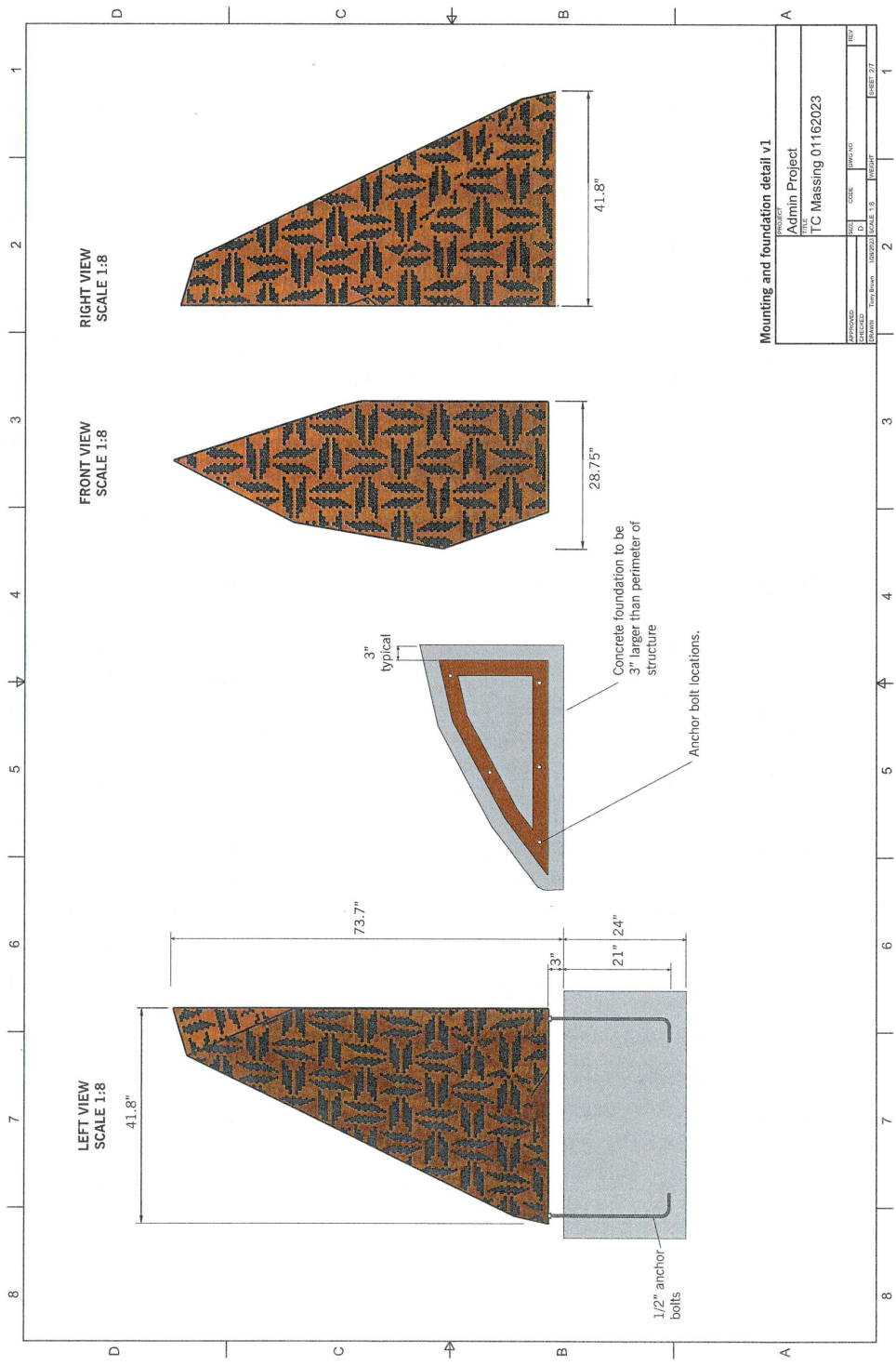
Sign Dimensions:
 2'-10" Wide x 2'-7" High

Option 2



Option 3





Kchi Wiikwedong Anishinaabe History and Culture Signage: Suttons Bay Proposal

Proposal

The Kchi Wiikwedong Anishinaabe History Project seeks approval to install a new sign on Village property in Suttons Bay. The sign will become an asset and property of the Village.

The Kchi Wiikwedong Anishinaabe History Project is coordinated by Emily Modrall under the auspices of (and through fiscal partnership with) the Traverse Area Historical Society. The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council has approved the project and acts as a project partner. All decisions related to the signage – design and text – are made by Anishinaabe collaborators, including an advisory group of Grand Traverse Band elders. The Culture and Language Department of the Grand Traverse Band will provide language translation for the signs.

Signage text will convey Anishinaabe teachings and history related to specific sign locations. Where place names are known they will appear on the signs.

Signs are made up of a three-dimensional steel form and a bronze plaque with bilingual text (“Traverse City Signage Design Proposal,” attached). The steel is perforated; the perforation pattern represents Anishinaabe beadwork (“Sign Still,” “Anishinaabe Rocks,” attached).

The sign designer created three forms (“Traverse City Signage Design Proposal,” Options 1-3, attached). One form will be chosen for each location; the choice will be based on context and any restrictions. Please note: all forms (Options 1-3) can be modified to ¾-scale or ⅔-scale dimensions to reduce height, mass, or footprint.

Signs will be mounted on concrete pads that slightly exceed the size of the sign’s footprint providing an ‘apron’ around the base of the sign (“Anishinaabe Rocks,” attached). Signs will be mounted roughly 3” above the level of the concrete to allow the space under the signs to be cleaned out.

Suttons Bay Sign Site

The Kchi Wiikwedong Anishinaabe History Project works with municipalities to select the most appropriate site for each sign. The Project prioritizes accessibility and safety. In Suttons Bay, a site along the TART trail near the public library or Village Hall would be ideal; alternatively, a site at the Waterwheel Park at a safe distance from the street would be advised.

Fabrication, Installation, and Maintenance

The Kchi Wiikwedong Anishinaabe History Project will fund sign fabrication and installation. Each municipality in which a sign is installed will be responsible for sign maintenance which is expected to be minimal. Sign design, fabrication, and mounting plans will be given to the municipality in case signs need to be moved, repaired, or replaced in the future.

Emily Modrall: 231-620-8884, emily.modrall@gmail.com