



GENERAL SERVICES COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Tuesday, March 2 2021 at 8:10 am
VIA Remote Participation

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

AGENDA

Call to Order

1. Staff Reports
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Water Filling Station-Letter from Mr. Anderson
 - b. Report VSB- 2021-10 Fall or Spring Clean Up day
 - c. Report DPW-2021-11 Leaf Pick Up Discussion
4. Status Update – Other Committees
 - a. Blight Ordinance Draft - Discussion
 - b. Harbor Master Report-Verbal
 - c. Report VSB-2021-09 Inter-Government Agreement
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment



Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: General Service Committee

Time: Mar 2, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87127408175?pwd=NEJldXBkRXkrM296U1NiMWxvdHhKZz09>

Meeting ID: 871 2740 8175

Passcode: 662533

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Meeting ID: 871 2740 8175

Passcode: 662533

Find your local number: <https://us02web.zoom.us/j/kq9Cnka32>

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDTG USED
Fund 101 - General Fund						
Revenues						
101-000-402.000	Current Property Taxes	695,000.00	0.00	0.00	695,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	15,000.00	0.00	0.00	15,000.00	0.00
101-000-476.000	Permits and Fees	1,500.00	2,500.00	2,500.00	(1,000.00)	166.67
101-000-566.000	Grant Revenue	1,250.00	0.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,000.00	0.00	0.00	3,000.00	0.00
101-000-574.000	State Shared Revenue	50,000.00	0.00	0.00	50,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	0.00	0.00	3,000.00	0.00
101-000-632.000	Bahle Park Rental	1,200.00	0.00	0.00	1,200.00	0.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	2,800.00	0.00	0.00	2,800.00	0.00
TOTAL REVENUES		885,725.00	2,500.00	2,500.00	883,225.00	0.28
Expenditures						
101	Village Council	26,080.00	0.00	0.00	26,080.00	0.00
171	Village Manager	32,599.00	1,954.16	1,954.16	30,644.84	5.99
215	Village Clerk	10,774.00	581.56	581.56	10,192.44	5.40
253	Treasurer	23,950.00	1,503.19	1,503.19	22,446.81	6.28
265	Village Hall	50,190.00	1,414.09	1,414.09	48,775.91	2.82
345	Police	85,000.00	0.00	0.00	85,000.00	0.00
441	Public Works	121,075.00	3,953.13	3,953.13	117,121.87	3.27
443	Motor Pool Department	93,419.00	3,102.95	3,102.95	90,316.05	3.32
448	Streetlighting	13,500.00	0.00	0.00	13,500.00	0.00
701	Zoning & Planning	52,939.00	2,266.55	2,266.55	50,672.45	4.28
751	Parks & Recreation	120,695.00	6,927.97	6,927.97	113,767.03	5.74
999	Transfers to Other Funds	270,100.00	0.00	0.00	270,100.00	0.00
TOTAL EXPENDITURES		900,321.00	21,703.60	21,703.60	878,617.40	2.41
Fund 101 - General Fund:						
TOTAL REVENUES		885,725.00	2,500.00	2,500.00	883,225.00	0.28
TOTAL EXPENDITURES		900,321.00	21,703.60	21,703.60	878,617.40	2.41
NET OF REVENUES & EXPENDITURES		(14,596.00)	(19,203.60)	(19,203.60)	4,607.60	131.57
Fund 202 - Major Street						
Revenues						
202-000-574.000	State Shared Revenue	77,000.00	0.00	0.00	77,000.00	0.00
202-000-665.000	Interest Earnings	500.00	0.00	0.00	500.00	0.00
202-000-691.000	Contributions - Other Funds	70,000.00	0.00	0.00	70,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	31,000.00	0.00	0.00	31,000.00	0.00
TOTAL REVENUES		178,500.00	0.00	0.00	178,500.00	0.00
Expenditures						
000		239,262.00	3,946.67	3,946.67	235,315.33	1.65
TOTAL EXPENDITURES		239,262.00	3,946.67	3,946.67	235,315.33	1.65

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDDT USED
Fund 202 - Major Street						
Fund 202 - Major Street:						
TOTAL REVENUES		178,500.00	0.00	0.00	178,500.00	0.00
TOTAL EXPENDITURES		239,262.00	3,946.67	3,946.67	235,315.33	1.65
NET OF REVENUES & EXPENDITURES		(60,762.00)	(3,946.67)	(3,946.67)	(56,815.33)	6.50
Fund 203 - Local Street Fund						
Revenues						
203-000-574.000	State Shared Revenue	42,000.00	0.00	0.00	42,000.00	0.00
203-000-665.000	Interest Earnings	500.00	0.00	0.00	500.00	0.00
203-000-691.000	Contributions - Other Funds	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL REVENUES		102,500.00	0.00	0.00	102,500.00	0.00
Expenditures						
000		158,880.00	3,801.33	3,801.33	155,078.67	2.39
TOTAL EXPENDITURES		158,880.00	3,801.33	3,801.33	155,078.67	2.39
Fund 203 - Local Street Fund:						
TOTAL REVENUES		102,500.00	0.00	0.00	102,500.00	0.00
TOTAL EXPENDITURES		158,880.00	3,801.33	3,801.33	155,078.67	2.39
NET OF REVENUES & EXPENDITURES		(56,380.00)	(3,801.33)	(3,801.33)	(52,578.67)	6.74
Fund 248 - DDA Fund						
Revenues						
248-000-665.000	Interest Earnings	5.00	0.00	0.00	5.00	0.00
TOTAL REVENUES		5.00	0.00	0.00	5.00	0.00
Expenditures						
000		7,385.00	264.30	264.30	7,120.70	3.58
TOTAL EXPENDITURES		7,385.00	264.30	264.30	7,120.70	3.58
Fund 248 - DDA Fund:						
TOTAL REVENUES		5.00	0.00	0.00	5.00	0.00
TOTAL EXPENDITURES		7,385.00	264.30	264.30	7,120.70	3.58
NET OF REVENUES & EXPENDITURES		(7,380.00)	(264.30)	(264.30)	(7,115.70)	3.58
Fund 402 - Property Replacement Fund						
Revenues						
402-000-665.000	Interest Earnings	2,000.00	0.00	0.00	2,000.00	0.00
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	0.00	176,050.00	0.00
TOTAL REVENUES		178,050.00	0.00	0.00	178,050.00	0.00
Expenditures						

User: LORRIE
DB: Suttons Bay

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDT USED
Fund 402 - Property Replacement Fund						
Expenditures						
000		124,200.00	0.00	0.00	124,200.00	0.00
TOTAL EXPENDITURES						
		124,200.00	0.00	0.00	124,200.00	0.00
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		53,850.00	0.00	0.00	53,850.00	0.00
Fund 590 - Sewer Fund						
Revenues						
590-000-476.000	Permits and Fees	5,500.00	0.00	0.00	5,500.00	0.00
590-000-600.000	Charge for Services	140,000.00	9,416.25	9,416.25	130,583.75	6.73
590-000-628.000	RTS Fees	113,800.00	9,598.44	9,598.44	104,201.56	8.43
590-000-629.000	Waste Hauler Fees	92,000.00	16,029.53	16,029.53	75,970.47	17.42
590-000-630.000	Capital Charge	163,000.00	13,694.51	13,694.51	149,305.49	8.40
590-000-659.000	Penalties	1,300.00	0.00	0.00	1,300.00	0.00
590-000-665.000	Interest Earnings	3,000.00	0.00	0.00	3,000.00	0.00
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES						
		543,600.00	48,738.73	48,738.73	494,861.27	8.97
Expenditures						
537	Sewer Fund - Collection	262,410.00	8,406.67	8,406.67	254,003.33	3.20
538	Sewer - Plant	539,629.00	17,854.83	17,854.83	521,774.17	3.31
TOTAL EXPENDITURES						
		802,039.00	26,261.50	26,261.50	775,777.50	3.27
Fund 590 - Sewer Fund:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		(258,439.00)	22,477.23	22,477.23	(280,916.23)	8.70
Fund 591 - Water Fund						
Revenues						
591-000-476.000	Permits and Fees	500.00	25.00	25.00	475.00	5.00
591-000-600.000	Charge for Services	76,000.00	3,387.28	3,387.28	72,612.72	4.46
591-000-628.000	RTS Fees	62,000.00	5,324.34	5,324.34	56,675.66	8.59
591-000-630.000	Capital Charge	55,000.00	4,616.66	4,616.66	50,383.34	8.39
591-000-633.000	Hydrant Rental	25,000.00	0.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	0.00	0.00	600.00	0.00
591-000-665.000	Interest Earnings	2,000.00	0.00	0.00	2,000.00	0.00
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	0.00	1,800.00	0.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDT USED
Fund 591 - Water Fund						
Revenues						
TOTAL REVENUES		232,900.00	13,353.28	13,353.28	219,546.72	5.73
Expenditures						
000		264,725.00	10,046.02	10,046.02	254,678.98	3.79
TOTAL EXPENDITURES		264,725.00	10,046.02	10,046.02	254,678.98	3.79
Fund 591 - Water Fund:						
TOTAL REVENUES		232,900.00	13,353.28	13,353.28	219,546.72	5.73
TOTAL EXPENDITURES		264,725.00	10,046.02	10,046.02	254,678.98	3.79
NET OF REVENUES & EXPENDITURES		(31,825.00)	3,307.26	3,307.26	(35,132.26)	10.39
Fund 594 - Marina Fund						
Revenues						
594-000-631.000	Pump outs	3,200.00	0.00	0.00	3,200.00	0.00
594-000-642.000	Gas Sales	125,000.00	0.00	0.00	125,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,000.00	0.00	0.00	1,000.00	0.00
594-000-646.000	Sale of Ice	1,000.00	0.00	0.00	1,000.00	0.00
594-000-648.000	Launch Fees	500.00	0.00	0.00	500.00	0.00
594-000-649.000	Waiting List	1,700.00	2,560.00	2,560.00	(860.00)	150.59
594-000-653.000	Transient Fees	65,000.00	0.00	0.00	65,000.00	0.00
594-000-653.100	Marina Day Use	1,500.00	0.00	0.00	1,500.00	0.00
594-000-654.000	Slip Fees	272,000.00	270,805.00	270,805.00	1,195.00	99.56
594-000-665.000	Interest Earnings	4,000.00	0.00	0.00	4,000.00	0.00
594-000-695.000	Miscellaneous Income	0.00	1.50	1.50	(1.50)	100.00
TOTAL REVENUES		474,900.00	273,366.50	273,366.50	201,533.50	57.56
Expenditures						
000		658,543.00	30,926.85	30,926.85	627,616.15	4.70
TOTAL EXPENDITURES		658,543.00	30,926.85	30,926.85	627,616.15	4.70
Fund 594 - Marina Fund:						
TOTAL REVENUES		474,900.00	273,366.50	273,366.50	201,533.50	57.56
TOTAL EXPENDITURES		658,543.00	30,926.85	30,926.85	627,616.15	4.70
NET OF REVENUES & EXPENDITURES		(183,643.00)	242,439.65	242,439.65	(426,082.65)	132.02
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		2,596,180.00	337,958.51	337,958.51	2,258,221.49	13.02
NET OF REVENUES & EXPENDITURES		3,155,355.00	96,950.27	96,950.27	3,058,404.73	3.07
		(559,175.00)	241,008.24	241,008.24	(800,183.24)	43.10

Jack Anderson

1000 0011

February 11, 2021

Rob Lapped Es.
P.O. BOX 395
Suttons Bay, MI 49682

Dear Mr. Lapped,

My name is Jack, I am a 3rd grader at Suttons Bay Virtual School. Did you know that each person in the U.S. uses 167 plastic bottles per year? I also learned that 39 million plastic bottles go to landfill each year.

I think we should have water bottle filling stations in town. This would mean less trash in our town.

I would be willing to
help raise money. Hopefully

we could get 30p⁴
in Sutton's Bay.

Sincerely

Jack Anderson (1)



February 19, 2021

Mr. Jack Anderson
2830 S. Pine Meadow Path
Suttons Bay, MI 49682

Dear Jack,

I would like to thank you for taking the time to write me a letter. It sounds like you have been working very hard in school this year and learning a lot! Your letter was very well written and I especially liked the way you kept your letters and words within the lines. You must practice a lot or maybe you are just really good at writing!

Jack, when I read your letter, I was truly amazed. I had no idea that there was so much waste generated by single use plastic bottles and can't thank you enough for teaching me something new. I couldn't help feeling sad and concerned after learning that 38,000,000 plastic bottles go into the trash every year, but then you had a great idea that made me smile! Buying water bottle filling stations and installing them throughout our Village is a great idea!

After reading your letter, I contacted several of our elected officials and told them about what you taught me and about your idea. They all agreed that purchasing a water bottle filling station this summer was a great idea and have asked that I begin the process of pricing and ordering one to be installed in our downtown by the clock tower. The Village Council has also asked that we plan and budget for purchasing at least one water bottle filling station every year to be placed in our parks.

Great job! Keep practicing your writing and stay healthy!

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Larrea", is written over a blue horizontal line.

Rob Larrea, AICP
Village Manager



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 - Elkay
 - Halsey Taylor
- Bottle Filling Stations
- Hands-Free
 - Indoor
 - Outdoor
 - Filtered
 - Refrigerated
 - Non-Refrigerated
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- Feminine Hygiene
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- Grab Bars
- Hair Dryers
- Hand Dryers
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- Medicine Cabinets
- Mirrors
- Paper Towel Dispensers
- Restroom Signs
- Sanitizing Wipes
- Soap & Sanitizer
- Sinks & Wash Stations
- Soap & Sanitizer Dispensers
- Shower Seats
- Swimsuit & Spin Dryers
- Toilet Paper Dispensers
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- Urinals & Flush Valves
- Water Filters
- Wellness Kiosks
- Other Accessories
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Elkay LK4400BFBLU Elkay Outdoor Bottle Filler, Tubular (Pedestal Style), Blue



Retail Price: ~~\$4,679.00~~

OUR PRICE: \$2,564.00

Item Number: LK4400BFBLU

Quantity: **ADD TO CART**

[Add to a new shopping list](#)

Recommend

Note: This product ships from the manufacturer within 30 days via freight service (on a pallet). EVERGREEN ONLY ships within 15 business days. If you need quicker delivery, please call us as we may have stock available for immediate shipment.

As part of Elkay's EZH2O series, the LK4400BFBLU outdoor bottle filling station is ideal for educational campuses and recreational areas. With a powder-coated exterior over a corrosion-resistant stainless steel type-316 base, this product provides excellent protection from the elements and vandalism.

Corrosion-resistant base material provides the ultimate protection from the elements.

Laminar flow provides clean fill with minimal splash.

Heavy-gauge construction with tamper-resistant screws that resist stains and corrosion.

Ideal for outdoor use.

No power required.


MANUFACTURERS

Select ...

Certifications:



Measurement Diagram:

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2021-10	
Prepared:	February 23, 2021	Pages:	1 of 1
Meeting:	March 2, 2021	Attachments:	<input type="checkbox"/>
Subject:	Clean-Up Day		

PURPOSE

To begin the process of scheduling a Village clean-up day.


STAFF COMMENT

Over the years our Village residents have voiced their support for the Village offering a clean up day. This service has historically been scheduled to take place in the Spring. Last year, due to uncertainties of COVID, the Village moved the event to take place in the Fall, and was well received by our residents. As with anything, change provides us with insight on the alternative.

As you are aware, our Village residents are also residents of Suttons Bay Township, who historically schedules their clean-up day in the Spring, and intends to do so in 2021. Village staff is requesting the committee to consider moving clean-up day to the Fall, which would provide our Village residents the ability to participate in two events rather than one.

CONCLUSION

Discussion on this change is requested so that we may begin planning the event for 2021.

		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2021- 11</h2>	
Prepared:	February 23, 2021	Pages:	1 of 1
Meeting:	March 2, 2021	Attachments:	<input type="checkbox"/>
Subject:	Leaf Pick-up		

PURPOSE

As we begin planning our 2021 spring services, we are asking the Village Council to consider changes to leaf and yard waste collections. This service is very time consuming and takes away from the time needed to maintain and service our infrastructure. The following information is for your understanding, review and discussion.

OVERVIEW

Please see the following breakdown regarding staff time spent on leaf and yard waste services:

- 8 days scheduled in May (Mondays and Wednesdays)
- 17 days scheduled (June thru September) of Thursday pickup
- 16 days scheduled (October and November) of Monday and Wednesday pick up.
- 41 scheduled working days which equates to 2 months.
- 10 additional days to address leaf and grass debris clogging storm drains during rain events.
- Several daily 20-minute round trips to empty out at the dump, 10 yds of debris at a time.

It is understood that this service is important to our residents and relied upon, however, we believe with a few changes and little cooperation, we can streamline the service, lower cost, and reduce wear and tear on our large equipment.

Things to consider:

1. Requiring all leaves and grass clippings to be placed in biodegradable yard waste bags rather than placed in the street.
 - a. This would allow Staff to use the smaller vehicles rather than large equipment, use fewer Staff members, and reduce time associated with the clean-up.
 - b. It would also prevent leaves and grass from clogging our catch basins and lower time associated with having to service the catch basins following rain events.
 - c. Provide a cleaner street.
2. Provide open hours at the “dump” where residents can bring their leaves and grass clippings as an alternative to using bio-degradable bags.
 - a. Establish a composting area for leaves and debris rather than continuing with past practices of *burning* the leaves.
 - b. Compost can then be made available for free to residents on a yearly basis.

ACTION REQUESTED

Discussion.