



COMMITTEE OF THE WHOLE  
MEETING NOTES DECEMBER 5, 2019

The meeting was called to order by Pro-Tem Christensen at 8:10 a.m.

Present: Bahle, Case, Christensen, Long and Suppes  
Absent: Lutke and Newcomb  
Staff present: Aylsworth, DeVol, Fay, Larrea and Miller  
Guests: Deputy John Donohue, Mark Huggard of Jacobs

Reports/Communications

Jacobs – WWTP

The Suttons Bay WWTP Monthly Operations Report was submitted by Huggard and can be found in this meeting packet. Huggard reported the new gas control panel has been received and scheduled for install. In addition, Windemuller is on sight finishing work started last spring.

Facilities Report

The Committee Report was submitted by DPW Director Miller and can be found in this meeting packet. Miller stated that a more efficient portable hydrant pump has been purchased. Steps have been taken to assure the main lift station is operating normally. The DPW staff have already started hauling snow out. Case asked about the 80,000 water tank proposed; Miller stated the process is in its preliminary stages and would require approval. Miller stated the Village is in the process of verifying what lead goosenecks the Village has. The removal process is mandated noting a challenge and big undertaking. Committee discussed the water issue on Broadway at length. The highlights of the discussion were:

- A custom-made infiltration cover for the top of a manhole has been ordered, it will help to prevent the water from entering into the Village.
- Water tables are very high.
- The Village met with the Township supervisor and the Drain Commissioner; the Drain Commissioner confirmed issues exist that affects a lot of properties. The Drain Commissioner will provide a proposed drain district.
- Water has started to erode over to the north side.
- There needs to be a place for the water to go.
- There are man-made features in the woods that is increasing the water flow.

- Landowners should consider window wells to help prevent water from entering basements.
- Shallow basins may be necessary in landowners' yards.
- Easements may be necessary from three to four landowners.
- There is private property water ending up on Village streets.
- The area used to be a flood plain.
- Steve Christensen, Drain Commissioner, is a good source for landowners to refer to.
- It will take time to figure out what the best plan of action for a long-term solution. It will require assistance from experts and involvement from others.

#### Marina Report

Harbor Master Aylsworth stated she is working on the seasonal slip letter and lease agreements for annual slip holders, and that the billing and communications are moving to electronic as much as possible. Aylsworth has been creating a maintenance report for next spring. There has been one repair at the Marina gas dock already. As a result of the upgrades, the Marina has moved up a tier and is on par with Northport and Traverse City transient fees. The proposed increase in slip fees are just to keep up with costs.

#### Sheriff's Report

Deputy Donohue reported 19 calls for service this month, one death investigation, six traffic stops and three calls at the school.

#### Treasurer's Report

The Revenue and Expenditure Report was submitted by Treasurer DeVol and can be found in this meeting packet.

#### Public Comments

A public comment was received from business owner Karen Boone regarding ADA access to businesses. The written comment can be found in this meeting packet. Christensen asked if this is an issue in the Village; Larrea stated that several businesses are not ADA compliant, something that is common in small historic communities. The TAP Grant project will help to address some of the ADA non-compliances. Larrea will follow up with Ms. Boone on her comment.

#### 2019 Work Plan and Updates

Larrea referred to his Work Plan. He further stated the Parks and Rec Survey is now closed and results are being compiled into a spreadsheet. The new utility truck is in the shop for some reprogramming and to have the back window resealed. It is under factory warranty.

A rough draft of the employee manual has been received and reviewed inhouse. A meeting will take place next week on the manual and it should be finalized this month. A meeting took place with Waggner Electric on the final contract and additional \$19,000 requested. Negotiations took place and \$6,000 was agreed on. A meeting was held with Gosling Czubak regarding the requested \$20,000 in overages. Negotiations took place and \$6,300 was agreed on. Discussions will take place regarding the high water after the winter months. Money has been set aside if necessary. Harbor Master extended some sleeves so the Marina is set up the best it can be to handle additional water. Larrea stated moral is up at the DPW plant. Water wheel Park is a major project requiring wheel replacement and stream work. It is not in the budget and the cost would be at least \$70,000. Grant dollars and partnering are necessary. Deuster Park needs a new door to make it ADA compliant. Long suggested ADA Compliance projects be placed on the Village website. The website is still being tweaked to assist with searching. The Vactor truck needs upwards of \$70,000 in repairs. A grant has just been received from the Water Well protection program. The MSU Extension Master Gardner partnership is getting a new kick start. In addition to the grant for security cameras at Sutton Park, which would require an additional telephone pole, Larrea would like a security camera at the 204 and M-22 intersection, and perhaps security cameras mounted on a couple of businesses in the downtown area as well. The Sheriff's, Harbor Master and Zoning Administrator contracts are complete. Employees have been involved with choosing Health Insurance plans; two have been chosen. The Village's Agent of Record for health and life insurance have been switched to Riske Brown.

#### 2020 Fee Schedule Discussion

Committee recommends to Council approval of the 2020 Fee schedule as presented in the packet. Committee asked if the current Short-Term Rentals will be grandfathered; Larrea stated they will be fine until renewal at which time they will be required to pay the new fee. The Short-Term Rental ordinance will be revisited.

#### VSB-2019-86 Budget Discussion

Committee recommends to Council adoption of the 2020 year-end budget. In addition, Larrea stated he is meeting with the Rural Task Force next week regarding Village roads. He stated that partnerships and grants are important. He has met with the Road Commission twice and now understands there was a plan done in the past which was denied. He stated history appears to be lacking with this subject. The majority of money spent in 2019 was spent on repairs and maintenance for trucks.

The meeting adjourned at 9:28 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.