



## Village Council Meeting

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

**November 18, 2019 at 5:30pm**

### Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
  - a. Minutes of October 21, 2019
  - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - Ferry Presentation-Kim Pontius
7. New Business
  - a. Report VSB- 2019 -81 – TART 2% Grant Request
  - b. Report VSB- 2019 -82 – Generator(s) Purchase for Sewer & Water
  - c. Report VSB- 2019- 83 - F & V Contract
  - d. 2019 Budget Amendments
  - e. Report VSB-2019-84 – 2020 Public Hearings
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 OF SUTTONS BAY  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF OCTOBER 21, 2019

The meeting was called to order at 5:30 p.m. by President Lutke.

Present: Bahle, Case, Long, Lutke, Newcomb and Suppes

Absent: Christensen

Staff present: DeVol, Fay, Larrea and Miller

#### Approval of Agenda

Bahle moved, Case seconded, CARRIED, to approve the agenda as presented. Ayes: 6, No: 0.

#### Consent Agenda

Suppes moved, Long seconded, CARRIED, to approve the Consent agenda as presented. The Village Council meeting minutes of September 16, 2019 submitted by Fay are approved. The payment of invoices submitted by Treasurer DeVol are approved. Ayes: 6, No: 0.

#### Public Comment/Communication and Reports

Pat Seiler voiced her support for the proposal on the November ballot for Early Childhood Services and encouraged individuals to vote yes on a millage of 0.253, which equates to approximately \$4.50 per month, or less. If passed, it would provide early childhood services for approximately 1,000 plus children in Leelanau county.

Marian Kromkowski, Probate and Family Court Judge for Leelanau county, spoke on behalf of National Council of Juvenile and Family Court Judges. Kromkowski is tasked with being a strong voice for youth, and supports a millage for Early Childhood Services on the November ballot and encourages a yes vote for this millage. Kromkowski stated prevention is the first line of defense. The website for this endeavor is [www.leelanauearlychildhood.org](http://www.leelanauearlychildhood.org). A handout was provided and attached to the minutes.

Lois Bahle voiced her support for Early Childhood Services. Bahle further stated that due to the recent high winds, a lot of wood has accumulated in Suttons Bay, some of which has nails, and wondered if Village staff could remove the wood.

Brian Buysse stated changes at the library, inhouse, and further voiced concerns about how public is treated at board meetings. He encouraged the Village to speak to the appointees and remind them it is a public meeting and to not use the meeting to mock or otherwise make a public member uncomfortable.

#### Good of the Order

Case asked about the new vehicle purchase; Larrea stated it is getting fitted for the tool box and may be ready for pick up yet this month. The purchase of a second vehicle is on hold pending the final price of the first new truck. Case asked about the Sheriff's contract, believing it is a working relationship that works indicating the need for it. Larrea stated the contract is in negotiation. Case asked about the Parks and Rec Plan; Larrea stated the review is ongoing. Case asked about the employee manual; Larrea stated the employee manual review is ongoing. Case asked if any original landscaping plans were located; Larrea stated a contract for the landscaping has been signed and work begins tomorrow. Case asked if the dead trees in Bahle park have been evaluated for hazard and removal; Larrea stated an estimate has been received and a contract signed. Case asked about the drainage issue on Broadway; Larrea stated that he has met with Leelanau county on the issue, and it may be a civil matter. Case asked about the water rate study; Larrea stated it is ongoing.

Suppes stated he attended the Northwest Michigan Housing Summit. The goal of the summit is to create affordable housing in a ten-county area. Senior housing, aging in place, was another topic covered. His take away was that there is plenty of help available in determining needs and solutions for housing.

#### Manager's Report

Larrea stated the Marina has been closed for the season, and that recently the Marina experienced another seiche that required sand bags to prevent it from taking out infrastructure. He further thanked staff for a job well done. Larrea stated the Metro Act has been signed. Larrea encouraged everyone to check out the website which will become an informational billboard. The first draft Blight Ordinance has been sent to the attorney for review. Larrea stated ongoing contract talks for the Harbor Master, Zoning Administrator and Sheriff.

The meeting adjourned at 5:57 p.m.


Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
10/22/2019	43925	BRAMER AUTO SUPPLY	CUST 8571 - BATTERY -MAIN LIFT GENERATOR	251.89
10/22/2019	43926	CERRYLAND ELECTRIC	ACCT 8364410- 1520 RICHTER RD -DPW -10/1	118.22
10/22/2019	43927	AT&T MOBILITY	287291270755 - SERV THRU 10/11/19	404.78
10/22/2019	43928	BIOTECH AGRONOMICS	ANALYTICAL & COLIFORM TEST- BIOSOLIDS-WW	872.00
10/22/2019	43929	CHARTER COMMUNICATIONS	8245 121 0017471 - TO 11/14/19 -MARINA	114.98
10/22/2019	43930	THE COPY SHOP	24 X 36 COPY -BAYVIEW ADDITION TO VILLAG	50.40
10/22/2019	43931	SHAR FAY	REIMB IMPREST CASH \$30 TO REINSTATE	30.00
10/22/2019	43932	FLOTATION DOCKING SYSTEMS	MARINA PROJECT - PAY AP 3 - FINAL	54,396.78
10/22/2019	43933	INTEGRITY BUSINESS SOLUTIONS	ACCT 957380- SUPPLY -LAMINATOR & FOLDERS	159.01
10/22/2019	43934	SECURITY SANITATION, INC	MARINA - SERV TO 10/16/19	350.00
10/22/2019	43935	STANDARD INSURANCE COMPANY	642946 0117 - NOV, 2019 PREMIUM	429.59
10/22/2019	43936	U.P.ENGINEERS & ARCHITECTS, IN	PROJ 17508 - TAP PROJ TO 6/1/19	2,407.50
10/22/2019	43937	USABLUEBOOK	CUST 820127 - 2 FIRST AID KITS	844.40
10/22/2019	43938	WAGGENER ELECTRIC LLC	MARINA PROJ - BAL INCLUDING RETAINAGE	52,028.50
10/23/2019	43939	XYIEM WATER SOLUTIONS USA, INC	ACCT CUST 211065 - SHIPPING- UV PARTS -	10.79
10/23/2019	43940	GRAINGER	ACCT 871012852 - N PARK BATH FAN REPLACE	139.80
10/23/2019	43941	LEELANAU ENTERPRISE	CUST 1217 - 500 #10 WINDOW ENVELOPES	69.00
10/23/2019	43942	WILLIAMS & BAY PORTABLES	SEPTIC-BAHLE PK \$180/ 1,000 GAL @ 0.12,	300.00
10/23/2019	43943	FLEIS& VANDENBRINK ENGINEERING	PROJ 841100 - GIS MAINTN THRU SEPT 27, 20	407.06
10/23/2019	43944	MICHIGAN PIPE & VALVE	CUST 1710 - WATER SYSTEM , CURB BOXES, E	1,161.12
10/23/2019	43945	MICHIGAN MUNICIPAL LEAGUE	ACCT 0801119 - 3RD QTR 2019	10.73
10/23/2019	43946	OHMS E-TECH	10000255 - TWO 10FT CORD, ONE RETURNED	61.97
10/23/2019	43947	PRIORITY HEALTH	GROUP 784340 - NOV, 2019 PREMIUM	7,852.68
11/07/2019	43948	CONSUMERS ENERGY	STR LIGHTS, S PARK , PS LIFT - TO 10/31	1,164.94
11/07/2019	43949	CENTURYLINK	ACCT 89115093 - EQ RENTAL THRU 10/19/19	143.40
11/07/2019	43950	CHARTER COMMUNICATIONS	8245 12122 0019774 TO 10/20 AND 11/20/19	304.42
11/07/2019	43951	DELTA DENTAL OF MICHIGAN	007751246 - NOV, 2019 PREMIUM	630.77
11/07/2019	43952	KDP RETIREMENT PLAN SVCS, INC	JAN - MARCH 2019 QUARTERLY EST -TPA	270.00
11/07/2019	43953	LEELANAU CITY ROAD COMMISSION	DIESEL/NO-LEAD - OCT 2019 DPW/	919.13
11/07/2019	43954	SECURITY SANITATION, INC	WATER WHEEL PARK TO 11/9/19	95.00
11/07/2019	43955	VALLEY CITY LINEN	ACCT 10467 - OCT 4 WKS @ \$25	100.00
11/07/2019	43956	WELLS FARGO FINANCIAL LEASING	1000090171 - COPIER TO 11/11/19	145.94
11/13/2019	43957	GOOD NATURE GARDENS, INC	2019 LANDSCAPE AT VILLAGE HALL	7,500.00

GEN TOTALS:

Total of 33 Disbursements:

133,744.80

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2019- 81	
Prepared:	November 8, 2019	Pages:	1 of 1
Meeting:	November 18, 2019	Attachments:	<input checked="" type="checkbox"/>
Subject:	TART 2% Request		

PURPOSE

To consider a joint application for a 2% grant request as recommended by the General Service Committee.

STAFF COMMENTS

The Village along with Traverse Area Recreational Trails (TART) are looking to once again partner with the Grand Traverse Band of Ottawa and Chippewa Indians in an effort to improve non-motorized opportunities. A 2% grant request has been drafted (attached) with the intent of improving and hopefully extending the TART trail to Peshawbestown.

ACTION REQUESTED

MOTION TO direct the Village Manager to move forward with the 2% application request in partnership with TART and the Grand Traverse Band.



## Leelanau Trail Updates

### → Explore trail connections between Suttons Bay and Peshawbestown

TART Trails and partners have an exciting opportunity to start exploring trail connections to the north of Suttons Bay. Changes in land ownership have resulted in an opportunity to explore a connection between the trail's end at Dumas Road and Peshawbestown. Providing a connection to the residents of Peshawbestown as well as enhanced recreational experiences and connections to parklands north of the Village that provide improved access for all trail users was identified as an important goal by project partners. Work is underway to explore what opportunities and obstacles exist specific to land ownership and political perspectives as well as develop potential trail routing, construction, and maintenance costs.

### → Improve Leelanau Trail 4th St. Trailhead and create new trail connections within Suttons Bay

We recently completed the installation of new signage at the 4th Street Trailhead in Suttons Bay and are currently exploring new connections to shopping, retail, and commercial centers just off the trail south of 4th Street, allowing trail users to access desired destinations, public transit, and amenities without having to traverse through parking lots or along the state highway. These connections will help encourage active, healthy lifestyles, support economic development, and provide safer, more comfortable access for families and individuals and both residents and visitors of Suttons Bay.

### → Planning for a youth skill-building "pump track" at Herman Park

A pump track, a structure that uses an up and down 'pumping' motion to propel bicycles forward instead of pedaling, at Herman Park is envisioned to support a more active park with a multi-generational experience and help young and novice riders develop mountain biking skills in an in-town, fun, and convenient setting. A collaborative effort between Suttons Bay Township, Bike Leelanau, Northern Michigan Mountain Biking Association, and TART Trails, partners are developing a site plan as well as hosting a demonstration day at the park where a pump track will be brought in for a hands-on experience, allowing the community the opportunity to enjoy a new activity and set the stage for fundraising and development of a formal track in the future.

### → Addition of 2.5 miles of single-track along the Leelanau Trail

TART Trails, Northern Michigan Mountain Biking Association, and Bike Leelanau are looking for more ways to encourage use of the Leelanau Trail. To support and expand great trail experiences, we have partnered to develop approximately 2.5 miles of single track along the Leelanau Trail from Fort Rd to 4<sup>th</sup> St. The new trails would give riders as well as walkers and runners of all ages and abilities an opportunity to experience a new amenity and different terrain, encouraging more time on the trails.

### → Support year-round use of the Leelanau Trail

We've heard from many 4-season trail users about expanding wintertime trail opportunities. To support year-round use of the trail, TART Trails is planning to clear snow at the southern terminus of the trail to DeYoung Natural Area, groom the trail for XC skiing north of the DeYoung Natural Area, and groom the new single-track from Fort Rd to 4<sup>th</sup> St. Getting people outside and active during the winter helps support local businesses and retail while encouraging active, healthy lifestyles.

**→ Regular and Preventative Maintenance**

Current efforts to keep the existing Leelanau Trail safe, enjoyable, and maintained for longevity include the replacement and upsizing of a substantial culvert located just south of 1<sup>st</sup> Street in the Village, a pavement overlay between 1<sup>st</sup> and 4<sup>th</sup> Streets, and 1,750' of trail reconstruction south of Carter Road along with ditching and culvert clearing. Other regular maintenance that has been completed this year includes removing 200+ dead or dying trees, mowing, intersection clearing, grading, crack sealing, removing invasive species, and snow removal. Much of this work is performed by the all-volunteer Leelanau Crew who donate over 2,500 hours annually to maintain the Leelanau Trail.

**→ Improved Trail Access**

TART Trails continues to work towards improving trail access for trail visitors by providing more and safer parking options. Pending final Bingham Township approval, we anticipate constructing a 10-car parking lot on the south side of Shady Lane Road and also expanding the Fouch Road parking lot in 2020. New trailhead signage was installed in September of this year.

**Tribal Council Allocation of 2% Funds  
Application Form**

**PLEASE NOTE:**

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

**\*ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN  
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: \_\_\_\_\_ JUNE – New submission date, Postmarked by **MAY 31st**  
 \_\_\_\_\_ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**
  
2. Name of Applicant: Traverse Area Recreation and Transportation (TART) Trails, Inc  
 Address: PO Box 252  
148 E. Front St, Suite 201  
Traverse City, MI 49685  
 Phone #: 231.941.4300 Fax #: \_\_\_\_\_  
 Printed Name: Rob Larrea
  - **Authorized Signature:** \_\_\_\_\_  
 (Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)
 Title: Village Manager  
 E-mail address: manager@suttonsbayvillage.org  
  
 Printed Name of contact person: Casey Ressler, Development Director  
 Telephone #: 231.941.4300 Fax #: \_\_\_\_\_  
 E-mail address: casey@traversetrails.org
  
3. Type of Applicant: \_\_\_\_\_ Local Government \_\_\_\_\_ Local Court  
 \_\_\_\_\_ Township \_\_\_\_\_ County Commissioner \_\_\_\_\_ Road Commission  
 \_\_\_\_\_ Public School District \_\_\_\_\_ College \_\_\_\_\_ Charter School  
 \_\_\_\_\_ Public Library \_\_\_\_\_ Sheriff/Police Department \_\_\_\_\_ Fire Department  
 501c3 applying through local unit of government (name): Village of Suttons Bay on behalf of TART Trails



4. Fiscal Data: Amount Requested: \$ 10,000 Percent: 29 %  
 Local Leveraging: \$ 25,000 Percent: 71 %  
 (Match)  
 Total Budget: \$ 35,000 Percent: 100 %

5. Target Population numbers: X Children X Adults X Elders  
X\* Total GTB member Community X Others  
 (Indicate the number of GTB members)  
**\*Any GTB members using the Leelanau Trail**  
**Average daily traffic on the Leelanau Trail is 100+ users**

6. Counties Impacted:          Antrim          Benzie          Charlevoix  
X Grand Traverse X Leelanau          Manistee

7. Brief Description (purpose of funding); include statement of need:  
TART Trails is applying for Grand Traverse Band 2% funds to explore expansion of the Leelanau Trail north to Peshawbestown. The Grand Traverse Band has been instrumental in the continued success of TART Trails and the Leelanau Trail. We greatly appreciate your support of trails and community connections. With your help, we'd like to explore the opportunity to bring the Leelanau Trail directly to the Tribe through a northern expansion.

We need to invest in non-motorized multi-use trails because they provide visitors and locals – including those who live and work in Peshawbestown – with the ability to improve their physical and mental health, contribute to a vibrant economy, and build a greener transportation network. Trails can be a part of the solution in combatting heart disease, obesity, mental illness and more. They also offer transportation independence through a consistent, alternative mode of transportation.

With the Tribe's support, the Leelanau Trail was opened to the public in 1996 and now connects Carter Road in Elmwood Township to Dumas Road in Suttons Bay Township. The trail sees 100+ visitors every day as residents and tourists use the trail for transportation and recreation. Recent changes in land ownership have resulted in an opportunity to explore a connection between the trail's end at Dumas Road to Peshawbestown. Providing a connection to Peshawbestown and parklands north of the Village could open up 2.5+ new miles of trail. This would mean tribal members would have direct access to a 25-mile trail network right from Peshawbestown. Visitors to Leelanau Sands could also have a direct non-motorized transportation option to accessing the casino. The funding would help explore what opportunities and obstacles exist specific to land ownership and political perspectives as well as develop potential trail routing, construction, and maintenance costs.

As demonstrated by the success of the Leelanau Trail, we see how trails are a win-win for communities. We hope to collaborate with the Band on furthering this success directly to Peshawbestown. Please let us know if you have any questions and thank you very much for your consideration.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

**Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.**

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_

(d) Does the school receive Title VII Indian Education Funds? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, how much: \_\_\_\_\_

9. What are the start and completion dates of the proposed project?

Start October 1, 2019 Completion September 30, 2020

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X YES \_\_\_\_\_ NO. If yes, please list the start and end dates and amount:

March 1, 2019 - December 31, 2019 and amounts: \$4,041.82

March 1, 2018 - December 31, 2018 and amounts: \$15,000

March 1, 2018 - December 31, 2018 and amounts: \$5,000

March 28, 2014 - December 31, 2014 and amounts: \$5,080

January 31, 2012 - December 31, 2013 and amounts: \$6,000

February 18, 2010 - December 1, 2010 and amounts: \$15,000

August 9, 2007 - December 31, 2008 and amounts: \$30,000

January 27, 2006 - December 31, 2006 and amounts: \$15,000

February 6, 2004 \_\_\_\_\_ - December 31, 2005 \_\_\_\_\_ and amounts: \$50,000 \_\_\_\_\_

11. Is the proposed project new  or a continuation project \_\_\_\_\_?

If this is a continuation project, please explain why there is a need to continue funding:

12. If the previous project has been completed, did you submit your 2% report?  YES \_\_\_\_\_ NO.

**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Tourism in Leelanau County continues to grow as this region becomes a top destination both statewide and nationally. We hope to help mitigate the impact of increased traffic, need for parking, etc. with the TART Trails' system including the Leelanau Trail. A new northern trail connection would create new transportation options for Peshawbestown residents, employees and visitors.

14. How will the success of the project be assessed (evaluation plan)? Evaluating how trails are being used by and benefiting communities is a priority for TART Trails. We annually collect trail counts in several locations. This data will continue to be collected and shared to determine trail usage. If the Tribe was interested in evaluating economic and/or health impacts from the trail specifically focused on Peshawbestown, we would be very interested in a collaborative assessment.

Currently, TART Trails is conducting a benefits study of both the Sleeping Bear Heritage Trail and the Leelanau Trail. The goal of the study is to document and better understand the impact of trails on physical and mental health as well as the social, environmental and economic benefits of trails in the region. We will be utilizing a 1) Trail User Survey, 2) Health Care Professionals Survey and 3) Business Community Survey to collect data. The results will be shared with tribal partners, elected and appointed officials, donors, local government agencies and business and community leaders.

15. If new staff is required, will preference be given to Native American applicants?

NA

\_\_\_\_\_ YES \_\_\_\_\_ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

**IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:**

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
  - **If for June cycle, postmarked by May 31st.**
  - **If for December cycle, postmarked by November 30th.**

**Mail completed 2% applications to:**

**Attention: 2% Program  
Grand Traverse Band of Ottawa and Chippewa Indians  
2605 N.W. Bay Shore Drive  
Peshawbestown, MI 49682**

**If you have any questions, please call 231-534-7601.**



## **Budget for Tribal Council Allocation of 2% Funds**

TART Trails 2019 Proposal: Exploring Leelanau Trail Northern Expansion

Contact: Casey Ressler, Development Director, 231-941-4300, [casey@traversetrails.org](mailto:casey@traversetrails.org)

### **Income**

	<b>Amount</b>
Edmund F. and Virginia B. Ball Foundation	\$20,000
Grand Traverse Band 2%	\$10,000
TART Trails	\$5,000
<b>Total</b>	<b>\$35,000</b>


### **Expenses**

	<b>Estimated Cost</b>
Graphics, Maps and Computer-aided design (CAD) work	\$20,000
Survey work	\$5,000
Project management and partner coordination	\$10,000
<b>Total</b>	<b>\$35,000</b>

### **Budget Explanation**

**Graphics, maps, and CAD:** Graphics, maps, and geographic data (GIS and/or CAD) are necessary to communicate trail location and design to trail planning and development stakeholders including the Grand Traverse Band, local agencies and units of government, local businesses and residents. Maps and graphics will be used for private landowner discussions, easements, permitting, planning/designing, grant applications, and general project communication.

**Survey work:** When the trail location is determined through planning/design and in coordination with landowners, survey is needed to accurately and formally record easements for each property crossed.

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2019- 82</b>	
Prepared:	10-31-19	Pages:	1 of 1
Meeting:	11-5-19	Attachments:	<input checked="" type="checkbox"/>
Subject:	Port Sutton Generators		

**PURPOSE**

To consider the purchase of two generators to support the Port Sutton lift station and Port Sutton well house. This item was discussed and moved to the Village Council Agenda for consideration by the General Service Committee (11-5-19).

**STAFF COMMENTS**

Over the past several months the Village Council has been updated as to the need to purchase two permanent generators that will help supplement and support the Port Sutton infrastructure. We have performed the research and received quotes to purchase the attached generators. These units will be purchased by way of the sewer and water funds respectfully. The funding is in place due to the postponement of the new Port Suttons lift station that was cancelled earlier this year.

**ACTION REQUESTED**

**MOTION TO** direct the Village Manager to move forward with the purchase of the generators as attached to and identified in Report VSB-2019-82.



**WINDEMULLER**

*Partners in your success*

September 13, 2019

PROJECT: Suttons Bay  
SUBJECT: E19\_9\_10\_CLM Village Of Suttons Bay Well House Gen.

Paul,

This budget is for the installation of a new generator. Our budget includes the following:

New Generator \$46,794.00

- Includes generator pad
- Includes transfer switch and install
- Includes setting and wiring of generator within 45' of well house
- Includes permits and inspections
- Includes coordination with utility
- Includes \$3,250.00 for gas connection from meter
- Material and Labor for items above

This budget is valid for 30 days.

Not included:

- Any work to system other than the described above.
- Utility cost for running gas and setting meter for site estimated at \$2,000-3,000

Our budget is based on the following:

- 1) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning.
- 2) Normal rates with no night shift premium or overtime.

Thank-you for the opportunity to provide a budget for your requirements. If you have any questions, please feel free to contact us.

Sincerely,

Curtis Moore  
Account Manager

Accepted By \_\_\_\_\_

AUTOMATION | COMMUNICATIONS & IT | ELECTRICAL | OUTDOOR UTILITIES | RENEWABLE ENERGY

Corporate Headquarters: 1176 Electric Avenue - Wayland, MI 49348 | 800.333.3641 | 616.877.8770  
Mid Michigan Branch: 2936 Venture Drive - Midland, MI 48640 | 989.631.2023  
Northern Michigan Branch: 1301 Business Park Drive - Traverse City, MI 49696 | 800.891.5319 | 231.935.4800  
Other Michigan Locations: Big Rapids | Kalamazoo | Petoskey | Whitehall

windemuller.us

September 13, 2019

PROJECT: Suttons Bay  
SUBJECT: E19\_9\_9\_CLM Village Of Suttons Bay Lift Station Gen.

Paul,

This budget is for the installation of a new generator. Our budget includes the following:

New Generator **\$35,869.00**

- Includes generator pad
- Includes transfer switch and install
- Includes setting and wiring of generator
- Generator & transfer switch can be set up for multiple voltages for future
- Includes permits and inspections
- Includes coordination with utility
- Includes \$3,250.00 for gas connection from meter
- Material and Labor for items above

This budget is valid for 30 days.

Not included:

- Any work to system other than the described above.
- Utility cost for running gas and setting meter for site estimated at \$2,000-3,000

Our budget is based on the following:

- 1) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning.
- 2) Normal rates with no night shift premium or overtime.

Thank-you for the opportunity to provide a budget for your requirements. If you have any questions, please feel free to contact us.

Sincerely,



Curtis Moore  
Account Manager


Accepted By \_\_\_\_\_

AUTOMATION | COMMUNICATIONS & IT | ELECTRICAL | OUTDOOR UTILITIES | RENEWABLE ENERGY

Corporate Headquarters: 1176 Electric Avenue - Wayland, MI 49348 | 800.333.3641 | 616.877.8770  
Mid Michigan Branch: 2936 Venture Drive - Midland, MI 48640 | 989.631.2023  
Northern Michigan Branch: 1301 Business Park Drive - Traverse City, MI 49696 | 800.891.5319 | 231.935.4800  
Other Michigan Locations: Big Rapids | Kalamazoo | Petoskey | Whitehall

windemuller.us



		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2019- 83</b>	
Prepared:	November 13, 2019	Pages:	1 of 1
Meeting:	November 18, 2019	Attachments:	<input checked="" type="checkbox"/>
Subject:	Water Loan proposal		

**PURPOSE**

To introduce and gather guidance on entering into a contract to prepare and apply for a USDA Funding Application for maintenance of our water system.

**STAFF COMMENTS**

In 2017, Fleis & Vandenbrink performed a Water Reliability Study as a part of the Villages’ SAW grant. The document explains our needs as it relates to the state of our water system facilities, water storage capacities, over a period of 30 years. The document identifies short-term and long-term improvements. However, for the purpose of this report, we will concentrate on the short-term issues and how we intend to address them.

1. We are targeting various water lines that have been identified as a short term (0-5 years) need for replacement. These lines are located along St. Mary, St. Joseph, Race Street, and Adams Street.
2. Water storage has also been identified as a short term need in both the Water Reliability Study and the 2018 Water System Sanitary Survey, performed by the State of Michigan. This study is extensive and is intended to ensure all requirements of the Michigan Safe Drinking Water Act are being adhered to.

The two items listed above will be the focus of the loan application in which the contract is being proposed. Please see the attached proposal for a clearer understanding of the process.

**ACTION REQUESTED**

MOTION TO enter into an agreement with Fleise & Vandenbrink to prepare an application for a USDA loan for upgrades to our municipal water system.



October 9, 2019

Rob Larrea, Village Manager  
Village of Suttons Bay  
420 N. Front Street, P.O. Box 395  
Suttons Bay, MI 49682

**RE: Proposal to Complete a USDA Funding Application for a Water System Project**

Dear Rob,

We commend the Village for being proactive in maintaining and upgrading the Village's water system by considering completion of a funding application to USDA for a capital improvement project.

The Village has completed several water system projects over the years to maintain the reliability of the water system and provide quality drinking water to Village water customers. These improvements have included extensive watermain replacement projects, water storage maintenance, and controls upgrades.

Over the years, we have always attempted to alert you when options for funding have come along. Currently, the most attractive funding opportunity for Suttons Bay's specific situation and potential water utility project is through USDA Rural Development. It is a great time to pursue funding through USDA as they have funds available at extremely low interest rates.

The following are water system improvements that we recommend the Village consider based on the recently completed Water Reliability Study, Asset Management Plan, and input from staff:

- Install 8-Inch Watermain on St. Mary St., Race St., St. Joseph St., Adams St., Fourth St., N. Bay Cliff Dr., and Apple Tree Dr.
- Install 12-Inch on West St., Lincoln St., and S. Elm St.
- Install up to 80,000-gallon Water Storage Tank
- Replace Well No. 1
- Replace Well No. 2
- Recoat interior of Port Sutton tank, repair pitting, and install larger manway
- Rehabilitate Port Sutton pressure relief valves and valve chambers with watertight lining, rehabilitate valves and piping, and install booster pump

The above improvements are our understanding of the Village's top water system priorities, we can certainly modify the scope of the proposed project if desired.

### **USDA RURAL DEVELOPMENT FUNDING APPLICATION**

The next step towards a water system improvements project is to prepare and submit a funding application. If the Village chooses to move forward with a USDA funding application, we propose the following scope of work to assist with the submittal of the application:

- Meet with the Village to review condition of water system assets and confirm scope of the proposed project.
- Prepare USDA SF-424 funding application.
- Submit application for State and Regional Clearinghouse review.

**603 Bay Street, First Floor  
Traverse City, MI 49684**  
P: 231.932.8600  
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www.fveng.com

- Certification of Commercial Credit. This form will need a little bit of input from Village staff. The Treasurer is usually able to complete this form easily with our assistance.
- Complete Customer Information Sheet. This will require some assistance from the Village to confirm the required information.
- Coordination of documentation required to receive intermediate interest rate.
- Coordinate documentation that supports the project is consistent with area comprehensive plan.
- Preliminary Engineering Report (PER). This item is where most of the work lies. We will complete this for you, based on the prioritization of water system improvement needs. The report will result in a recommended project and project budget, which will be incorporated into the remainder of the USDA funding application documents.
- Coordinate Environmental Report. We will coordinate this work through RCAP who will prepare this report free of charge.
- Prepare a Draft Engineering Agreement to be included in the application.
- Coordinate Legal Services Agreement with the Village's Attorney.

## PROPOSED FEE

For the above scope of work, we proposed the following fee:

Task	Description	Fee
1	Water System Improvements Funding Application to USDA	\$12,500

If the Village desires, this application cost can be rolled into the funding package application, or it can be paid from Village funds on hand. We look forward to helping the Village with another project. If there are any questions on the scope of work or fee listed above, feel free to call me at 231.932.8600 or email me at [browley@fveng.com](mailto:browley@fveng.com). If the proposal is acceptable, please sign the authorization below and we will get started!

Sincerely,

FLEIS & VANDENBRINK



Brian Rowley, PE  
Project Manager



John DeVol, PE  
Manager, Traverse City


Enclosures

### WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Additional Services for the Village of Suttons Bay as detailed in this letter dated October 9, 2019 and authorized under the existing agreement with F&V to provide Professional Engineering services to the Village dated February 27, 2018.

By \_\_\_\_\_

Date \_\_\_\_\_

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2019- 84	
Prepared:	11-13-19	Pages:	1 of 1
Meeting:	11-18-19	Attachments:	<input type="checkbox"/>
Subject:	2020 Budget Hearings		

PURPOSE

Discussion on proposed Fiscal Year 2020 Village of Suttons Bay Annual Budget and to schedule a public hearing.

OVERVIEW

As we continue to work towards finalizing the proposed 2020 budget, it is important not to lose sight of the end of the year fast approaching. As you are aware, State law requires us to hold a public hearing on the proposed budget and property tax millage prior to their adoption. Below are three motions for consideration to schedule a public hearing on the proposed 2020 budget, schedule of fees and property tax millage.

RECOMMENDATION

MOTION TO set a public hearing *for the 2020 Fiscal Year budget* on December 16, 2019, regular meeting of the Village Council.

MOTION TO set a public hearing *for the proposed 2020 Schedule of fees* for December 16, 2019, regular meeting of the Village Council.

MOTION TO set a public hearing *for the 2020 property tax millage* for December 16, 2019, regular meeting of the Village Council.