



VILLAGE OF SUTTONS BAY  
REMOTE Access Village Council Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682 at 5:30pm  
October 19, 2020  
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
  - a. Approval of Minutes – September 21, 2020 and September 30, 2020
  - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - a. Report VSB-2020-48 Elm Street Proposal
7. New Business
8. Special Committee Reports/Staff Reports (Verbal)
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 SEPTEMBER 21, 2020

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

Present: Bahle, Case, Christensen, Lutke, Long, and Suppes (arriving at 5:33 p.m.)  
Absent: Newcomb  
Staff present: DeVol, Fay, Larrea and Petroskey

Approval of Agenda

Bahle, moved, Case seconded, CARRIED, to approve the Agenda as presented, by an affirmative, unanimous roll call vote. Ayes: 5, No: 0.

Consent Agenda

Case moved, Bahle seconded, CARRIED, to approve the Consent Agenda as presented, by an affirmative, unanimous roll call vote: The Village Council meeting minutes of August 24, 2020 submitted by Fay are approved and can be found in this meeting packet. The Payment of Invoices submitted by Treasurer DeVol are approved. The report can be found in this meeting packet. Ayes: 6, No: 0.

Report VSB-2020-45 General Updates

In addition to the General Updates report found in this packet, Larrea stated the following:

High Water Erosion: Trap bags are now in place along 50% of the Coal docks. These bags will help protect the shoreline. Staff did a fantastic job on this project. This is a DEQ process.

Broadway: As of this meeting, the final estimate has not been received from KAL yet. Trees will need be removed as part of this project.

Elm Street:

Segment #1 – Elmer’s estimated a cost of \$83,500 to fix that portion that portion of Elm Street. This repair could be combined with the repair on S. Shore that Elmer’s is fixing and is already a budgeted item, saving costs on mobilization. The work would be scheduled in the summer so as to not interfere with school in session.

Segment #2 - This segment will cost the most.

Vehicle Charging Stations: A location is still being considered. The costs involved are mostly in the electricity. Grants and incentives may be available. This is likely a 2021 project.

M-22 Cameras: The cameras would be positioned from M-204 to Elm Street. Half of the project would be completed this year and half in 2021. This is a \$15,500 investment. The cameras would allow the DPW staff to view the amount of snow in the Village so that they would know if they need to come to the Village and snow plow as well as assist in tracking crime. In addition, reflectors will mark the new bump-outs to ease visibility for the snow plow trucks while protecting the Village's investment.

MSUE Master Gardener Program: The goal is to reestablish this program and partner with the Village to assist in identified areas and the Rain Gardens.

Mold: As of this meeting time, we have not heard the results of the mold testing.

Potential Investment: In order to attract investors, the Village needs to begin by getting rid of anomalies and impediments in the Zoning Ordinance. The Blight Ordinance has been set aside as we follow the challenges in the County and other municipalities with their Blight Ordinances.

#### Good of the Order

Lutke requested a special meeting to move things along as quickly as possible, when information is received on the Broadway issue; due to upcoming winter.

Bahle asked if the plan for Broadway is the most cost-effective then the proposal from the Drain Commissioner. Larrea stated it is not known yet.

Christensen stated her appreciation to Larrea and Miller for time they took with her and Suppes to look at the Waterwheel and Rain Gardens, and the sandbags at the Coal docks, noting how helpful it was to understand the work involved in these projects.

Long stated a hydrogeological study has been suggested for Elm Street. The water issue involves the Township as well, and that a comprehensive approach could be necessary.

Case appreciate the time Larrea took with him on the potential development of Waterwheel, and noted resources such as Robin Schmidt and Steve Christensen. He supports sharing financial responsibility with other entities on the Broadway water issue.

Suppes stated the Planning Commission has formed a subcommittee to complete a door to door survey regarding the waterfront study.

#### Public Comment

Egan asked about the underground culverts along Broadway; it is the storm water/sewer system.

Bahle asked about the meeting on the 23<sup>rd</sup>; it will be a park walk.

The meeting adjourned at 6:15 p.m.

Meeting minutes submitted by Shar Fay, Clerk.



VILLAGE COUNCIL SPECIAL MEETING  
MINUTES OF SEPTEMBER 30, 2020

The meeting was called to order at 3:37 p.m., by President Lutke.

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

Absent: Newcomb

Staff present: DeVol, Fay, Larrea, Miller and Petroskey

Approval of Agenda

Case moved, Long seconded, CARRIED, to approve the Agenda as presented, by an affirmative unanimous roll call vote: Ayes: 6, No: 0.

Old Business

Broadway Drainage Project

Case moved, Bahle seconded, FAILED, to approve the proposal by KAL Excavating Co. with an additional overage of \$5,000 to be used at the Manager's discretion. The motion failed with an unanimous roll call vote. Ayes: 0, No: 6.

Long moved, Case seconded, CARRIED, to allow the Village Manager to enter into a new agreement with KAL Excavating for an amount of \$31,500 plus an overage not to exceed \$5,000, for what has been identified as Phase I in the original proposal by KAL Excavating Co., with an affirmative, unanimous roll call vote. Ayes: 6, No: 0

The meeting adjourned at 4:23 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING					
09/25/2020	44554	010	CHERRYLAND ELECTRIC	8464410 - 1520 RICHTER RD, TO 9/13/2020	128.11
09/25/2020	44555	017	DC COLLECTIVE GROCER	OFFICE SUPPLIES - COFFEE, FILTERS	14.89
09/25/2020	44556	026	DTE ENERGY	SERVICE THRU SEPT 15	289.42
09/25/2020	44557	24	LEELANAU ENTERPRISE	CUST 1217 - 500 #10 WINDOW ENVELOPES	59.00
09/25/2020	44558	AT&T	AT&T MOBILITY	287291270755 - SERV TO 9/11/2020	422.94
09/25/2020	44559	BAYSHORE	BAYSHORE OIL & PROPANE	1309.4 GAL REC 90 @ 2.097	4,809.17
09/25/2020	44560	COUTURIER	LESLIE COUTURIER	ZONING ADMIN AGREEMENT - SEPT 2020	1,480.00
09/25/2020	44561	FLEIS&VAND	FLEIS & VANDENBRINK ENGINEERING	PROJ 56295 - WATER PER USDA	1,487.00
09/25/2020	44562	GOOD NATURE	GOOD NATURE GARDENS, INC	FERTILIZER - VILLAGE HALL	80.00
09/25/2020	44563	HAMPELS	HAMPEL'S INC	2 LOCKS - DEUSTER - TO VILLAGE A KEY	650.00
09/25/2020	44564	LIAA	LAND INFORMATION ASSESS ASSOC	ANNUAL HOSTING WEB - SEPT 20 - AUG 21	492.50
09/25/2020	44565	LIGHTHOUSE	LIGHTHOUSE ELECTRICAL SERVICES	N PARK LIGHTS - IN/OUTSIDE AND EMERGENCY	338.01
09/25/2020	44566	MMUNEMP	MICHIGAN MUNICIPAL LEAGUE	080119-000, 2ND QTR UNEMP 2020	7.66
09/25/2020	44567	MR CLEAN	MR CLEAN	OFFICE & MTG RM CLEAN - AUGUST, 2020	340.00
09/25/2020	44568	ROAD	LEELANAU CITY ROAD COMMISSION	DIESEL/NO-LEAD - AUG 2020	603.85
09/25/2020	44569	SOS	SOS ANALYTICAL	WSSN 6500 - 15 BACTI TESTS - AUG 2020	300.00
09/25/2020	44570	VALLEYCITY	VALLEY CITY LINEN	ACCT 10476 - AUGUST, 2020	125.00
09/25/2020	44571	WELLS FARG	WELLS FARGO FINANCIAL LEASING	603-0214439-000, COPIER THRU 10/11/20	72.92
09/30/2020	44572	029	NORTHERN BUILDING SUPPLY, LLC	SUPPLIES THROUGH 9/23/20	246.66
09/30/2020	44573	AMER WASTE	AMERICAN WASTE	FALL CLEAN UP	6,800.00
09/30/2020	44574	ELM	ELMER'S	COLD PATCH STREETS	1,455.95
09/30/2020	44575	GTENGIN	GRAND TRAVERSE ENGINEERING	BROADWAY DRAINAGE ENGINEERING	2,150.00
09/30/2020	44576	LEECONSERV	LEELANAU CONSERVATION DISTRICT	PERMIT- BROADWAY DRAINAGE	218.00
10/05/2020	44577	017	DC COLLECTIVE GROCER	COFFEE FILTERS	10.58
10/05/2020	44578	24	LEELANAU ENTERPRISE	LEGAL NOTICE-SYNOPSIS	33.70
10/05/2020	44579	AIRGAS	AIRGAS USA, LLC	ACCT 1459542 - SUPPLIES FOR TOOLS - MOTO	126.16
10/05/2020	44580	BADGER	BADGER METER INC	BADGER HOSTING SERV	35.88
10/05/2020	44581	BAYSHORE	BAYSHORE OIL & PROPANE	628.2 GAL @2.127 REC 90	1,685.46
10/05/2020	44582	COPY SHOP	THE COPY SHOP	BAYVIEW ADD SITE PLAN	25.20
10/05/2020	44583	DAVEMILLER	DAVID MILLER	EAGLE TRAINING - WATER - CHEM 1 & 2	80.00
10/05/2020	44584	HAMPELS	HAMPEL'S INC	KEYS -DPW, PARKS, MARINA, WATER, SPINDLE	270.50
10/05/2020	44585	LARREA	ROBERTO LARREA	REIMBURSE LARREA COFFEE POT	0.00
10/05/2020	44586	PENOFFICE	INTEGRITY BUSINESS SOLUTIONS	USB FLASH DRIVES	417.49
10/05/2020	44587	ROAD	LEELANAU CITY ROAD COMMISSION	DIESEL/NO-LEAD - SEPT 2020 MOTOR POOL	576.78
10/05/2020	44588	WAGGENER	WAGGENER ELECTRIC LLC	COAL DOCK RELOCATE SUBMERSED WIRING	2,344.06
10/05/2020	44589	WESTMARINE	WEST MARINE	2 DRICERS - MARINA	5,436.71
10/05/2020	44590	DANBROOK	DANBROOK ADAMS RAYMOND	ACCT 545.02 - REVIEW COMPLAINT - LEE CO	702.50
10/06/2020	44591	009	CENTURYLINK	ACCT 300439566 - SERV TO 10/21/20	669.66
10/06/2020	44592	009	CENTURYLINK	ACCT 405593377 - SERV TO 10/21/20 - WWTP	207.64
10/06/2020	44593	102	FERGUSONS LAWN EQUIP.	CUST 7057 - MOWER PART, CLUTCH, BELT, B	761.46
10/06/2020	44594	51	STATE OF MICHIGAN -MDOT	MDOT00592 - M22 STREETSCAPE PROJ TO9/6/2	40,982.79
10/06/2020	44595	51	STATE OF MICHIGAN -MDOT	MDOT00592 - M22 STREETSCAPE - TO 08/04/2	11,933.00
10/06/2020	44596	DANBROOK	DANBROOK ADAMS RAYMOND	545.02 - EMPLOYEE MATTERS	4,775.00
10/06/2020	44597	DORNBOB	DORNBOB SIGN AND SAFETY, INC	POST DRIVER, ADAPTER, THROTTLE VALVE KIT	2,875.00
10/06/2020	44598	DUBOISCOOP	DUBOIS-COOPER ASSOCIATES	RAS REPLACEMENT2 HOMA- ION HARDENING IM	18,130.00
10/06/2020	44599	ECONOSIGNS	ECONO SIGNS	CUST 49682 - STRIPING MACHINE , 3 CANS P	830.03
10/06/2020	44600	ECONOSIGNS	ECONO SIGNS	CUST 79682 - CROSSWALK SIGNS, YIELD	1,887.99
10/06/2020	44601	FOUR SEASON	FOUR SEASON NURSERY	PLANTS FOR MARINA	41.65
10/06/2020	44602	GT JANITOR	KSS ENTERPRISES	2 CASES PAPER - PARKS SUPPLIES	114.00
10/06/2020	44603	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	MANAGER'S COMP MAINT, AND PREP OFF ASSIS	1,332.50
10/06/2020	44604	MIMUNLWC	MI MUNICIPAL LEAGUE WORKERS CO	5002750-20, INSTALL #2 WORK COMP	1,269.00
10/06/2020	44605	OLSON, BZD	OLSON, BZDOK & HOWARD, P.C.	6289-00M, RESEARCH CAMERAS AND POTENTIAL	566.25
10/06/2020	44606	OMI-2	OPERATIONS MANAGEMENT INT	CUST 120525 - WWTP AGREEMENT - OCT 2020	17,071.98
10/06/2020	44607	ONTIME TEL	ON TIME TELECOM, INC	ACCT 115194 - 1800 CREDITS- AUTO DIAL- D	80.00
10/06/2020	44608	PITNEYBOWE	PITNEY BOWES - PURCHASE POWER	8000-9090-0222-9933, POSTAGE	604.50
10/06/2020	44609	PRIORITY H	PRIORITY HEALTH	GR 784340 S001 - OCT 2020 PREMIUM	6,710.64
10/06/2020	44610	TOP VIEW	TOP VIEW TREE SERVICE, INC	TREE REMOVALS AND STUMPS	5,025.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
10/06/2020	44611	VALLEYCITY	VALLEY CITY LINEN	ACCT 10467 - SEPT SERVICE 2020	100.00
10/06/2020	44612	WINDEMULLE	WINDEMULLER	WO122302 - PS LIFT STA GEN AND INST	35,869.00
10/06/2020	44613	WINDEMULLE	WINDEMULLER	WO 122303 - WATER SYS GENERATOR & SWITCH	49,333.00
10/06/2020	44614	003	BRAMER AUTO SUPPLY	SUPPLIES THRU 9-30-2020	784.76
10/06/2020	44615	006	CONSUMERS ENERGY	SERVICE THRU 9/30/2020	3,959.49
10/06/2020	44616	017	DC COLLECTIVE GROCER	MARINA - CLEANING SUPPLIES -METHOD	43.26
10/06/2020	44617	HERMAN'S	HERMAN'S MOBILE SERVICE LLC	EXTEND DOCK SLEEVES & FAB NEW SPUDS	5,139.19
10/06/2020	44618	KALEX	KAL EXCAVATING CO	ACCT VII8000 - STONE FOR RAIN GARDENS	606.70
10/06/2020	44619	MPIPE	MICHIGAN PIPE & VALVE	CUST 1710 - WATER SUPPLIES, VALVE BOXES,	2,002.40
10/06/2020	44620	OHMS	OHMS E-TECH	CUST 10000255 - MARINA TWO-WAY RADIO	206.94
10/06/2020	44621	PLANT	PLANT MASTERS	LANDSCAPING MARINA	1,700.82
10/06/2020	44622	PURE	PURE WATER WORKS	WATER (2) 5 GAL WWTP	36.50
10/06/2020	44623	SECURITY S	SECURITY SANITATION, INC	SERV THRU 9-21 BAHLE PARK	1,530.00
10/06/2020	44624	USABLUEROO	USABLUEROO	WATER SYSTEM TESTING SUPPLIES	2,611.89
10/07/2020	44625	LEECONSERV	LEELANAU CONSERVATION DISTRICT	ADDT'L FEE - BROADWAY DRAINAGE PERMIT	118.00
10/09/2020	44626	MISC	ROBERT F MITCHELL	REFUND - ZONING AMEND PERMIT FEE	1,000.00
10/09/2020	44627	MOLD MAN	CUSTOM INTERIORS/THE MOLD MAN	VH MOLD SAMPLES	600.00

GEN TOTALS:

(1 Check Voided)

Total of 73 Disbursements:

254,826.14



# VILLAGE OF SUTTONS BAY

## REPORT VSB -2020- 48

Prepared:	October 6, 2020	Pages:	1 of 1
Meeting:	October 8, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Elm Street Proposal		

RE-ISSUED FOR OCTOBER, 19, 2020 - VC MEETING

### PURPOSE

To discuss road improvement options and consider the attached proposal.

### OVERVIEW

As previously reported to the Village Council, we have prepared a segmented approach to fixing Elm Street. Segment #1 - An area approximately 800 feet from 4<sup>th</sup> street, south towards the culverts was evaluated with Elmer’s Staff and we have since received a bid to repair the most neglected stretch of pavement.

I have enclosed the minutes of a 2014 Rural Task Force (RTF) meeting in which the Village was informed that the culverts were required to be included should the RTF funds be used. That requirement elevated the cost of the project to \$1.4 million, which exceeded the available funds. We cannot afford to replace the culverts without assistance. If we were to move forward with the Elmer’s proposal, we can eliminate 800 feet of needed funding and submit to the RTF for culvert replacement and approximately 550 feet of roadway repair.

The above is an option available to the Village Council. The subcommittee was tasked with identifying funding options for culvert replacement and road repair and may have other options available to the VC.

The Village Council could consider one of the following:

1. Accept the bid and move forward with a 2021 summer project.
2. Not accept the bid and use the bid as an understanding on how to budget for the project.
3. Roll the dice and hope Rural Task Force funds will cover the project.

### ACTION REQUESTED

Discussion and direction on proposal.

The Illustration below is not to scale, it is intended to provide you with the area of improvement in relation to the culverts.





# PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150  
 1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax  
 www.TeamElmers.com  
 EOE/AA

Proposal submitted to:

VILLAGE OF SUTTONS BAY  
 ATTN: DAVID MILLER

271-1032  
 ELM STREET  
 ASPHALT PAVING  
 2020-1292

9/16/2020

We hereby submit specifications and estimates for:

- |  |                            |
|--|----------------------------|
| 1. PREP. PROVIDE FULL DEPTH MILLING AND REMOVE EXISTING ASPHALT FROM 4TH STREET TO BRIDGE. BASED ON 800 L.F. X 30'. HAUL MILLINGS OFF SITE. SHAPE EXISTING SUBGRADE AND PLACE 6" 21AA ( 900 TON ) . SHAPE GRAVEL BASE, FINE GRADE AND COMPACT. | \$41,260.00                |
| 2. PLACE ASPHALT IN TWO LIFTS FOR TOTAL 3" THICKNESS.<br>ASPHALT BASE AT 1 1/2" THICKNESS 4E1 MIX.<br>ASPHALT TOP AT 1 1/2" THICKNESS 5E1 MIX.<br>( BASED ON 800 L.F. X 24' WIDE ).  | \$18,885.00<br>\$18,885.00 |
| 3. PROVIDE 100 TON 23A FOR GRAVEL SHOULDER RESTORATION.  | \$4,500.00                 |
| <b>ESTIMATED TOTAL.....</b>  | <b>\$83,530.00</b>         |

\*\* VILLAGE TO PROVIDE PERMITS.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

 Authorized Signature Pete J Rosa  
 Name: PETE ROSA

Note: This proposal may be withdrawn by us if not accepted within 30 days.

### Method of Payment

- Check/cash upon invoicing
- Charge by VISA/MC upon completion of work

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Tax ID # \_\_\_\_\_  
 Elmer's reserves the right to request a credit report with this proposal.  
 Authorized Signature \_\_\_\_\_

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ (Sign and return copy upon acceptance)  
 By: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date of Acceptance \_\_\_\_\_

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

### When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.



**From:** manager@suttonsbayvillage.org  
**Sent:** Tuesday, October 13, 2020 9:40 AM  
**To:** Shar Fay  
**Subject:** FW: Park Looks Great

Shar,  
Please put the below email in the packet for the Village Council.

Thank you,

Rob Larrea, AICP  
Village Manager  
Village of Suttons Bay  
231-271-3051 Ext.1

-----Original Message-----

**From:** Fred Sitkins <fsitkins@schoolship.org>  
**Sent:** Friday, October 09, 2020 3:06 PM  
**To:** Wally Delamater <manager@suttonsbayvillage.org>  
**Subject:** Park Looks Great

Rob,

Great job on the park around the fishing pier and our dock. I like the solution that you went with and especially like the way it is finished off with dune grass. We really appreciate it!

Fred Z. Sitkins  
Executive Director  
Inland Seas Education Association  
231.271.3077  
fsitkins@schoolship.org

“People protect what they love, they love what they understand and they understand what they are taught.” ~ Jacques-Yves Cousteau [www.schoolship.org](http://www.schoolship.org)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

LANSING



LIESL EICHLER CLARK  
DIRECTOR

October 12, 2020

VIA EMAIL

Mr. Rob Larrea, Manager  
Village of Suttons Bay  
PO Box 395  
Suttons Bay, Michigan 49682

Dear Mr. Larrea:

SUBJECT: Wellhead Protection Plan – Village of Suttons Bay WSSN: 06500

Congratulations! The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water and Environmental Health Division (DWEHD) commends the village of Suttons Bay for its efforts in updating its Wellhead Protection Plan. We encourage you to keep the program viable by continuing to update it as changes occur within the wellhead protection area.

If you have any questions, comments, or need assistance implementing your program, you may contact me by telephone at 989-705-3420; email at [BerndtJ1@Michigan.gov](mailto:BerndtJ1@Michigan.gov); or by mail at EGLE-DWEHD, Environmental Health Section, Source Water Unit, 2100 West M-32, Gaylord, Michigan 49735.

Sincerely,

Jason Berndt, Environmental Quality Specialist  
Source Water Unit  
Environmental Health Section  
Drinking Water and Environmental Health Division

jb/jh

cc: Mr. Matt Gamble, EGLE  
Ms. Amy Vail, EGLE  
Mr. Brian Rice, Fleis & Vandenbrink