



VILLAGE OF SUTTONS BAY
Village Council Meeting
Village Hall
420 N. Front Street
Suttons Bay, MI 49682
January 21, 2020 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. Approval of Minutes - January 7, 2020
 - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
 - a. Appointments
7. New Business
 - a. Report VSB- 2020-01 – Certificates of Appreciation
 - b. Report VSB- 2020-02 Vector Truck Discussion
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 COUNCIL SPECIAL MEETING
MINUTES OF JANUARY 7, 2020

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

Present: Bahle, Case, Christensen, Long, Lutke, Newcomb and Suppes
Staff present: Fay, Larrea and Miller

Approval of Agenda

Case moved, Bahle seconded, CARRIED, to approve the Agenda as presented. Ayes: 7, No: 0.

Approval of Consent Agenda

Christensen moved, Long seconded, CARRIED, to approve the Consent Agenda. The December 16, 2019, Village Council meeting minutes submitted by Fay are approved. The meeting minutes can be found in this meeting packet. Ayes: 7, No: 0.

Public Comment/Communication and Reports

A public comment was received from Kathy Egan regarding Broadway Street.

Report VSB-2019-92 – Emergency Erosion Cost Sharing

Bahle moved, Case seconded, CARRIED, to approve the cost sharing partnership with the LCRC for emergency repairs to S. Shore Drive at a cost not to exceed \$38,000.00 as described and presented in Report VSB-2019-92. Ayes: 7, No: 0.

Good of the Order

Christensen thanked Lutke for hosting the annual Council/employee Holiday gathering. Case thanked Lutke for hosting same. Case stated he visited the manager on the current situation of ice and water on Broadway and requested the Manager continue to visit the area. Case stated that perhaps more effort should be put into grading, sanding and salting Broadway. Case stated there are seven residents affected by the situation whom are worthy of a temporary fix. Case spoke with Steve Christensen about a permanent fix which would involve a culvert under the road for the draining problem. Case requested Broadway be placed on the next Council meeting agenda stating the issue has been unintended to. Larrea stated he has not received any preliminary plans from Christensen yet and further stated that he has a chronological of his communications with Christensen if anyone would like to see them. Long stated he noticed additional salting and sanding on Broadway. Miller, DPW Director, stated additional equipment has been outfitted with sand and salt just for Broadway noting the road is monitored seven days a week, sometimes twice daily which is over and above what the normal plow trucks are doing.

Broadway is a priority for the Village, and Lutke confirmed that the Village is working on the issue, and that the Village is waiting for further direction from the Leelanau County Drain Commissioner.

Manager's Report

Larrea stated that he has created an overlay of the bump outs at the intersections for the TAP grant. Larrea further stated that he has met with all of the representatives regarding Elm Street, at that the earliest would be 2023 for fixing the road. Long asked Larrea if the County has responded to the TAP grant project; Larrea stated they are reviewing it. Larrea attended the Road Commission meeting today.

The meeting adjourned at 5:41 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
12/18/2019	44015	GRAINGER	CONTROL PANELS -S/W STATIONS	51.78
12/18/2019	44016	NORTHERN BUILDING SUPPLY, LLC	SUPPLIES - ALL DEPTS - THRU 11/25/2019	231.43
12/18/2019	44017	LEELANAU ENTERPRISE	CUST 1217 - NOV PUBS - VILLAGE HALL	75.70
12/18/2019	44018	STATE OF MICHIGAN -MDOT	MDOT00592, FED PROJ 1800654, M-22 -ST	5,003.71
12/18/2019	44019	AMERICAN WASTE	ACCT 3222750 - DPW 6 YD - DEC, 2019	115.00
12/18/2019	44020	THE COPY SHOP	300 TWO-PART SEWER MANIFEST	117.70
12/18/2019	44021	ELMER'S	CUST 2087 - 6.84 TIN COLD PATCH @ \$ 159.9	1,093.72
12/18/2019	44022	INTEGRITY SOFTWARE SYSTEMS	INSTALL 500GB HARD DRIVE - MARINA COMPUT	132.50
12/18/2019	44023	JUST TRUCKS	2001 STERLING REPAIR - ADD LEAF TO 2 SPR	1,256.54
12/18/2019	44024	MI MUNICIPAL LEAGUE WORKERS CO	5002750 -19, INSTALL # 3, 2018-19	1,680.00
12/18/2019	44025	NORTHWOODS PRINTERS, LLC	1000 AP CKECKS - ALL DEPTS	186.57
12/18/2019	44026	PRIORITY HEALTH	GR 784340 - DEC, 2019 PREMIUM	5,767.68
12/18/2019	44027	LEELANAU CTY ROAD COMMISSION	SKID STERER/HARLEY RAKE & OPERATOR, OCT 2	338.06
12/18/2019	44028	SOS ANALYTICAL	WSSN 6500 - 4 COLIFORM @ \$20	80.00
12/18/2019	44029	STANDARD INSURANCE COMPANY	642946 0117 - DECEMBER, 2019	489.89
12/18/2019	44030	TOP VIEW TREE SERVICE, INC	15 TREES @ BAHLE PARK, AND FROM PK TRAIL	4,550.00
12/18/2019	44031	WELLS FARGO FINANCIAL LEASING	603-0214439-000, COPIER LEASE VIL HALL	72.82
12/18/2019	44032	AIRGAS USA, LLC	PAYER 1459542 - OXYGEN & ACETYLENE, MOTO	154.59
12/18/2019	44033	BADGER METER INC	CUST 211286 -BEACON HOST-NOV -596 @ .06	35.76
12/18/2019	44034	ELMER'S	COAL DOCK & N PIER RIPRAP, RESTORE	44,212.00
12/18/2019	44035	INTEGRATED CONTROLS, INC	REPAIR FAULTY PUMP START DELAY TIMER	374.49
12/18/2019	44036	MI MUNICIPAL LEAGUE WORKERS CO	5002750-18, AUDIT PREMIUM BAL FOR 2018-1	278.00
12/18/2019	44037	OHMS E-TECH	ACCT 255 - BATTERIES FOR VILL OFC BLINDS	40.18
12/18/2019	44038	PITNEY BOWES	8000-9090-0222-9933, POSTAGE	201.00
12/18/2019	44039	SOS ANALYTICAL	WSSN 6500 - 4 COLIFORM TESTS @ \$20	80.00
12/18/2019	44040	WAGGENER ELECTRIC LLC	MARINA PROJ - FINAL -ADDT'L SERVICES	9,273.56
12/20/2019	44041	DAVID STACHNIK	5 CORD FIREWOOD - BAHLE PARK	325.00
12/23/2019	44042	ROBERTO LARREA	AMER PLAN ASSOC REIMB: 10/1/2019 TO 9/30	500.00
12/23/2019	44043	MR CLEAN	OFC CLEAN AND MTG ROOM - NOV, 2019	340.00
12/25/2019	18177 (E)	FIFTH THIRD BANK	BANK FEES - DEC, 2019	38.71
12/27/2019	44044	CHERRYLAND ELECTRIC	8364410 -1520 RICHTER RD, TO 12/13/19	218.97
12/27/2019	44045	AT&T MOBILITY	287291270755 - SERV TO 12/11/19	396.87
12/27/2019	44046	BUHR ELECTRIC INC	REPAIR FLASHING LIGHTS @ SCHOOL-DEC 2019	422.00
12/27/2019	44047	KATE DONER	REFUND - BAHLE PARK RENTAL DEPOSIT	100.00
12/27/2019	44048	WELLS FARGO FINANCIAL LEASING	603-0214439-000, SERV TO 1/11/20	72.92
12/30/2019	18178 (E)	STATE OF MICHIGAN - TREASURY	OCT, 2019 SALES TAX, PD DEC	269.36
12/30/2019	18179 (E)	STATE OF MICHIGAN - TREASURY	NOV WH EFT ADDT'L FEES	70.09
12/30/2019	44054	GRAINGER	871012852 - CHAINSAW FILES, ETC	131.44
12/30/2019	44055	NORTHERN BUILDING SUPPLY, LLC	ACCT VIL10 - CHG THRU 12/23/2019	269.41
12/30/2019	44056	BADGER METER INC	CUST 211286 - BEACON HOST SERV DEC 2019	35.82
12/30/2019	44057	CHARTER COMMUNICATIONS	8245 12122 0019774 - VIL HALL TO 12/21/1	149.97
12/30/2019	44058	FLOTATION DOCKING SYSTEMS	CUST -SUTTONS BAY - SPUD RINGS	31.20
12/30/2019	44059	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO - 15 @ \$2	30.00
12/30/2019	44060	OVERHEAD DOOR COMPANY	REPLACED EDGE ON MIDDLE FRONT, MIDDLE DO	791.20
12/30/2019	44061	SECURITY SANITATION, INC	BAHLE PARK - SERV TO 12/21/19	285.00
12/30/2019	44062	THREADS	4 JACKETS @ \$14.15	56.60
12/30/2019	44063	VALLEY CITY LINEN	ACCT 10467 - 5 WKS - DEC, 2019	125.00
12/30/2019	44064	DC COLLECTIVE GROCER	SUPPLIES - THRU 12/17/19 - CLEANERS, ETC	15.38
12/30/2019	44065	ART'S AUTO AND TRUCK PARTS INC	PARTS FOR SINGLE-AXEL BRAKE REPAIR	498.87
12/30/2019	44066	LEELANAU ENTERPRISE	CUST 1217 - VC AND ZBA PUBS - DEC, 2019	221.40
12/30/2019	44067	ACTION INDUSTRIAL SUPPLY	GLOVES AND SAFETY SHIRT - NAFE	141.41
12/30/2019	44068	ACTION INDUSTRIAL SUPPLY	ACCT 114287 - TWO SAFETY GLASSES	12.24
12/30/2019	44069	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO SECURITY - OCT 2019	30.00
12/30/2019	44070	MICHIGAN PIPE & VALVE	CUST 1710 -PARTS FOR JAROH TAP-IN	132.00
12/30/2019	44071	NETLINK BUSINESS SOLUTIONS	WWTP COPIER MAINT - NOV 19 - FEB 20	616.06
12/30/2019	44072	OLSON, BZDOK & HOWARD, P.C.	CLIENT 6289-00M - GEN MGN	780.50
12/30/2019	44073	OPERATIONS MANAGEMENT INT	CUST 120525 - WWTP AGREE - NOV 2019	36,823.84

CHECK REGISTER FOR VILLAGE OF SUTTONS BAY
 CHECK DATE FROM 12/17/2019 - 01/18/2020

User: LORRIE
 DB: Suttons Bay


Check Date	Check	Vendor Name	Description	Amount
12/30/2019	44074	INTEGRITY BUSINESS SOLUTIONS	ACCT 957380 - VIL OFC SUPPLIES - BINDERS	315.11
12/30/2019	44075	LEELANAU CTY ROAD COMMISSION	NO-LEAD/DIESEL - MOTOR POOL- DEC, 2019	3,957.03
12/30/2019	44076	SLC METER, LLC	WATER SUPPLIES - 100 3/4" GASKETS	550.31
12/30/2019	44077	TRUCK & TRAILER SPECIALTIES	REAR SWING UNDERBODY SPINNER	28,390.84
12/30/2019	44078	XPRESS LUBE & TIRE SERVICE	FIRESTONE 663 DRIVE TIRES- WHEELS- 2014	3,639.40
12/31/2019	44049	GOSLING CZUBAK	2017110001- FINAL-MARINA DOCKS TO CO#4	7,533.59
12/31/2019	44050	DTE ENERGY	DECEMBER 2019 - ALL DEPTS	1,448.20
12/31/2019	44051	CENTURYLINK	89115093 - EQUIP TO 12/19	143.40
12/31/2019	44052	DELTA DENTAL OF MICHIGAN	0077751246 - DEC, 2019 PREMIUM	507.10
12/31/2019	44053	FLETS& VANDENBRINK ENGINEERING	GIS MAINT THRU 11/29/19	243.50
12/31/2019	44079	BRAMER AUTO SUPPLY	ACCT 8571 - BATTERY	400.73
12/31/2019	44080	GRAINGER	ACCT 871012852 - 2 AEBI HEADLIGHTS @ \$15	331.16
12/31/2019	44081	VARI SALES CORP	ACCT 1595275 - 2 PRO-PLUS 36	790.00
12/31/2019	44082	INTEGRITY BUSINESS SOLUTIONS	ACCT 957380 - LABELS - OFC SUPPLIES	120.46
12/31/2019	44083	USABLUEBOOK	CUST 820127 - SAFETY CANS, FLAGS, PAINT	0.00
12/31/2019	44084	USABLUEBOOK	CUST 820127 - SAFETY CANS, FLAGS, PAINT	915.88
12/31/2019	44085	CUMMINS BRIDGEWAY, LLC	CUST 219913 - REPLACE ALTERNATOR, 146 S	7,787.01
12/31/2019	44086	BRAMER AUTO SUPPLY	ACCT 8571 - WORKLAMP LED - AEBI	730.62

GEN TOTALS:

(1 Check Voided)

Total of 74 Disbursements:

177,628.28

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2020- 01	
Prepared:	1-15-20	Pages:	1 of 1
Meeting:	1-21-20	Attachments:	<input type="checkbox"/>
Subject:	Recognition		

PURPOSE


To recognize various entities and persons that have volunteered their time to our community.

OVERVIEW

As we continue to grow as a community, it is important to recognize those that have given their time to better the Village of Suttons Bay. The Village is fortunate for the individuals who gave back to our community and we would like to recognize them for their efforts. We hope to continue with our current partnerships, and continue to add new ones in 2020.

Thank you! To the following individuals, schools, businesses and environmental groups.

- The Children’s House Montessori School (Spring cleaning of Rain gardens)
- By the Bay Garden Club (Community Beatification)
- Chemical Bank (Fall clean-up of Rain gardens)
- Cecily Sanford (Tree Planting)
- Leelanau Historical Society (Historic Community Boards)

		VILLAGE OF SUTTONS BAY REPORT VSB -2020- 02	
Prepared:	1-15-20	Pages:	1 of 1
Meeting:	1-21-20	Attachments:	<input type="checkbox"/>
Subject:	Vactor Truck		

PURPOSE

To amend the budget for the purchase of repairing the Vactor truck.

OVERVIEW

As discussed at the January 14, 2020 Committee of the Whole meeting, we continue to evaluate our DPW equipment to eventually prioritize the purchase of new equipment. This is essential to properly budget and create a long-term replacement plan for our equipment. Unfortunately, it appears that past practice was to wait and repair, rather than maintain, our equipment to ensure its longevity.

An inspection of the vactor truck was equally disappointing. The repair costs for the vehicle exceeds \$70,000. The cost of a new vactor truck isn't an option (\$430,000) and if we were to hire an outside entity to maintain our 10 miles of underground pipes, it would cost our community approximately \$40,000 per year. We consider this repair an investment that will allow us to properly maintain our sewer and storm water system as intended when it was purchased.

Due to a lack of understanding of the equipment's capability and a lack of training on the vactor itself, we have organized a training which all DPW Staff will be properly trained to operate the equipment safely. As we move forward to the future, we are implementing new policies, procedures, maintenance checklist and repair logs. Staff is being trained to utilize the pre-drive checklists before entering a vehicle and utilizing the checklist when the individual is done with the vehicle for the day.

The cost of the repair for the Vactor truck will require a budget amendment as outlined in the action requested below.

ACTION REQUESTED

MOTION TO: AMEND THE 2020 BUDGET by increasing Capital Outlay Line Item 101-443-932 by \$73,000 from fund balance.