



VILLAGE OF SUTTONS BAY  
Village Council Special Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
Monday April 4, 2022 9:00 a.m.  
Agenda

Due to continuing concerns about COVID-19 transmission, there will also be a Zoom link (which can be found on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)) for remote attendance for those members of the public wishing to participate.

1. Special Meeting Called to Order
2. Roll Call
3. Consent Agenda
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business  
None
7. New Business
  - a. VSB Report 2022-20 Plow Truck Purchase
  - b. VSB Report 2022-21 FV Contract - Elm Street
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member **Comments**)
10. Public Comment (please limit to no more than three (3) minutes)
11. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email [suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.

Village of Suttons Bay is inviting you to a scheduled Zoom meeting.

Topic: Village Council Special Meeting

Time: Apr 4, 2022 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82547337242?pwd=VkVMb25EdGh1SWRVU0ZMLzdKZTFYUT09>

Meeting ID: 825 4733 7242

Passcode: 075589

One tap mobile

+13126266799,,82547337242#,,,,\*075589# US (Chicago)

+19294362866,,82547337242#,,,,\*075589# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)


+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 825 4733 7242

Passcode: 075589

Find your local number: <https://us02web.zoom.us/j/82547337242?pwd=VkVMb25EdGh1SWRVU0ZMLzdKZTFYUT09>

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2022-20	
Prepared:	March 29, 2022	Pages:	1 of 1
Meeting:	April 4, 2022 – Special Meeting	Attachments:	<input checked="" type="checkbox"/>
Subject:	Plow Truck purchase		

**PURPOSE**

To discuss the purchase of a used plow truck.

**OVERVIEW**

As we continue to research and price a cab and chassis for a new plow truck, we have continued to make it known to communities and industry dealers that we are still open to a used vehicle purchase. As a reminder, new plow trucks require a two-step purchase and typically have a 12-18 month wait time until delivery. Step one entails purchasing a new cab and chassis, which cost approximately \$100,000. Step two includes the purchase and installation of the box, salt spreader, underbody blade and mechanicals, lights, etc., with an additional \$100,000 price tag.

We were recently informed of a used plow truck that was available and fit our criteria. Like most used plow trucks, this vehicle has higher mileage than our current trucks. The major difference we found with this truck is that it has been maintained and is in far better condition both inside and out than our current plow trucks. We have inspected the vehicle, inquired with two mechanics, one of which inspected the truck and took it for a test drive. Interestingly, opinions are that this truck will outlive our current single axle truck, which as of this report, is once again being repaired.

The cost of the plow truck is \$49,515, which offers us a stop gap solution to purchasing new. By utilizing this method, it will allow us to address a major need at a cost-effective price. I have attached the purchase estimate and pictures of the vehicle to this report.

Should the Village Council feel comfortable with the information provided and would like to move forward with the purchase, a motion for consideration is provided below. If the Village Council is not yet comfortable with moving forward with the purchase, then consensus to that affect would be appropriate.

**REQUESTED ACTION**

**MOTION TO:** AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT TO PURCHASE THE VEHICLE DESCRIBED IN REPORT VSB -2022-20 AND BEING MADE A PART OF THIS MOTION.

\*2005 IHC PLOW TRUCK - (VEHICLE SERIAL# 1HTWDAAR36J234494)

MIDWEST TRACTOR & EQUIP. CO.,  
 PO BOX 66  
 BUCKLEY, MI 49620

# Estimate

Date	Estimate #
3/24/2022	PU97854

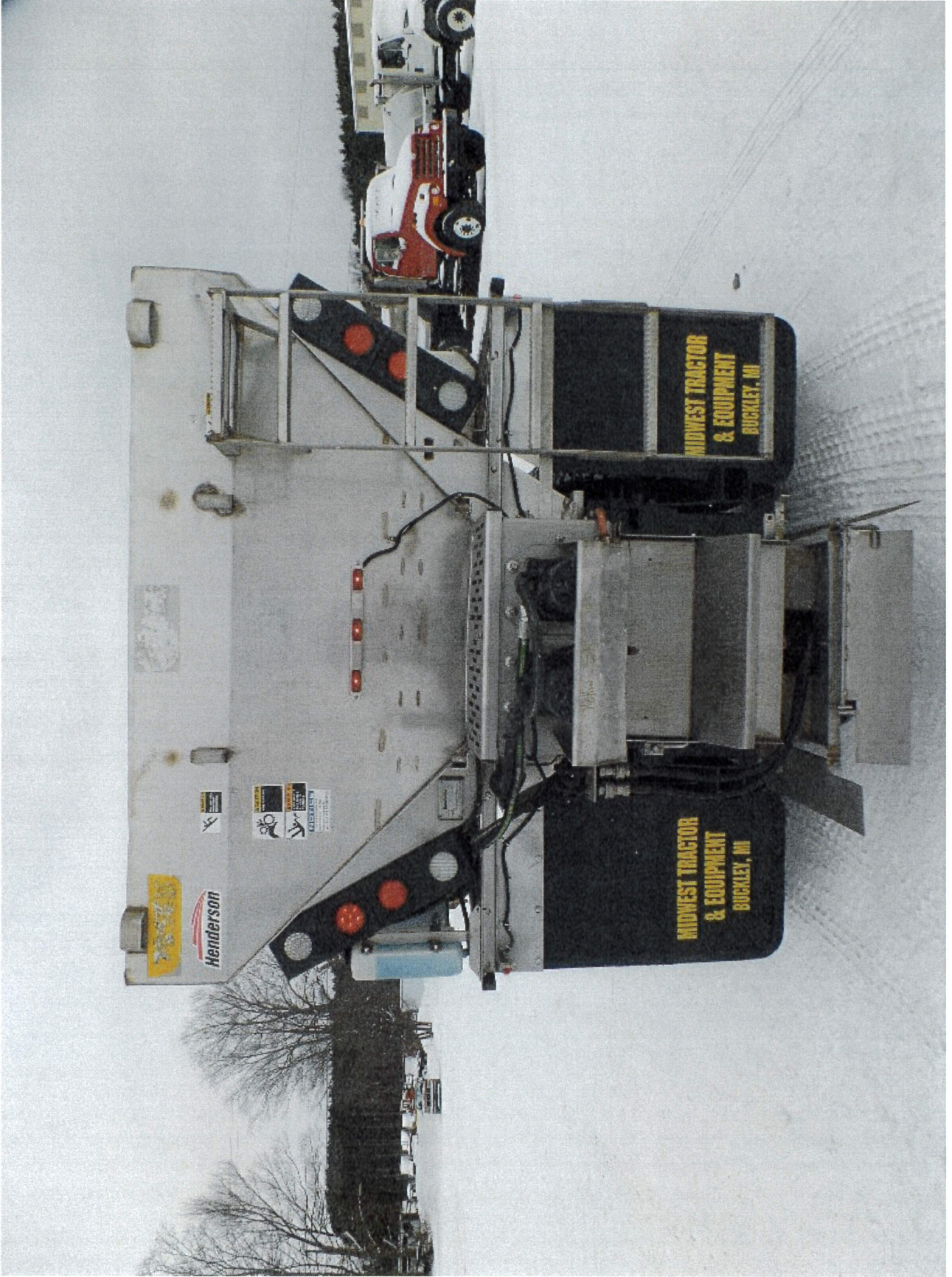
Name / Address
VILLAGE OF SUTTONS BAY 420 N FRONT ST PO BOX 395 SUTTONS BAY, MI 49682

Project

Qty	Item	Description	Rate	Total
1	234494	LEELANAU COUNTY 2005 IHC DUMP SER# 1HTWDAAR36J234494	49,500.00	49,500.00
	TITLE	TITLE	15.00	15.00

<b>Subtotal</b>		\$49,515.00
<b>Sales Tax (0.0%)</b>		\$0.00
<b>Total</b>		\$49,515.00






MIDWEST TRACTOR & EQUIPMENT  
BUCKLE, MI

Henderson

SALES  
RENTALS  
SERVICE



		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2022-21	
Prepared:	March 29, 2022	Pages:	1 of 1
Meeting:	April 4, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Elm Street 3-Way Stop		

**PURPOSE**

To consider the attached proposal for a Traffic Operations Analysis.

**OVERVIEW**

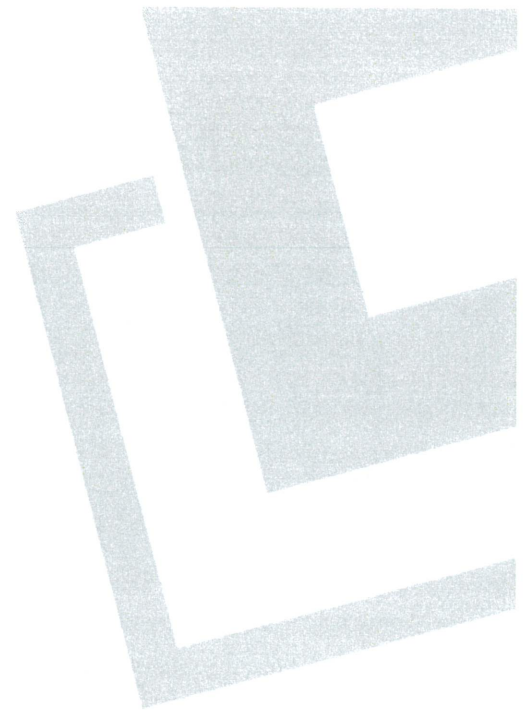
As mentioned in previous reports, we are in the process of gathering information for the implementation of a 3-way stop at the Elm Street & 4th Street intersection. Essentially, two stop signs would be added to Elm Street, stopping vehicular traffic from all directions at the intersection. The implementation of a 3-way stop will immediately result in a safer pedestrian experience for students who walk and ride their bicycles to school.

The attached proposal provides a thorough description of the process. The contract is a necessary step to ensure the Village is following proper procedure and gathering the pertinent information to make informed decisions. We will continue to provide the Village Council and Suttons Bay School leadership with updates as we move through this process. Should the Village Council feel comfortable with the proposal, a motion for consideration has been provided below.

**ACTION REQUESTED**

**MOTION TO:** AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO THE AGREEMENT ATTACHED TO REPORT VSB -2022-21 AND BEING MADE A PART OF THIS MOTION.





March 23, 2022

Via Email: [manager@suttonsbayvillage.org](mailto:manager@suttonsbayvillage.org)

Rob Larrea, Village Manager  
Village of Suttons Bay  
420 North Front Street  
PO Box 395  
Suttons Bay, MI 49682

**RE: Elm Street and 4<sup>th</sup> Street Intersection – Traffic Operations Analysis**

Dear Rob:

The professional staff of Fleis & VandenBrink Engineering, Inc. (F&V) appreciates the opportunity to present you with our proposal to provide Traffic Engineering Services for the Village of Suttons Bay, Michigan. Our understanding of the project needs, proposed scope of work, and associated fees are outlined below.

### **Project Understanding**

The Village of Suttons Bay has requested an evaluation of the Elm Street and 4<sup>th</sup> Street intersection. There is currently STOP control provided on the 4<sup>th</sup> Street approach at Elm Street. There is a school crossing at this intersection that serves the Suttons Bay School Campus. Elm Street south of the Village limits is County Road 633 and the roadway is used as an M-22 by-pass through and around the Central Business District.

F&V proposes to complete an evaluation of the intersection to determine if ALL WAY Stop control is warranted and recommended at this intersection. Additionally, F&V will evaluate the intersection, and provide recommendations to improve the operations and safety for all road users. Our understanding of the project is based on information you have provided, review of the study road network, and professional experience. If our understanding of this project does not fully address your needs, please let us know and we will modify our proposal accordingly.

### **Scope of Services-Phase 1 Warrant Analysis**

F&V proposes to complete a Multi-way Stop warrant analysis at the Elm Street and 4<sup>th</sup> Street intersection. The scope of work includes the following:

1. Collect typical weekday traffic volumes AM (7:00AM-9:00AM), MD (11:00AM-1:00PM) and PM (2:00PM-6:00PM) turning movement counts at the study intersection. The data collection will include vehicle classifications (cars, buses, trucks, bikes, and pedestrians). We have shown our fee for data collection separately in case the Village desires to save cost by performing data collection work with Village staff or volunteers. In that case, we will provide data collection forms and instructions for collecting data.
2. Seasonally adjust the traffic data based on MDOT seasonal adjustment factors.
3. Review crash data at the study intersection for the most recent 5 years of available data to determine if there are five (5) or more reported crashes in a 12-month period that are susceptible to correction by a

**603 Bay Street, First Floor  
Traverse City, MI 49684  
P: 231.932.8600  
F: 231.932.8700  
[www.fveng.com](http://www.fveng.com)**

multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

4. Evaluate the multi-way stop signal warrant analysis criteria at the study intersection performed in accordance with the Michigan Manual on Uniform Traffic Control (MMUTCD) guidelines.
5. Determine if the traffic volumes at the intersection meet the criteria for an all-way stop at this intersection.

### Scope of Services-Phase 2 Operational Analysis

If the study intersection meets the warrant criteria for a Multi-way Stop additional analysis will be performed to determine the projected operations of the intersection and complete the engineering study associated with the operational analysis.

1. Provide an analysis of the existing traffic operations at the Elm Street and 4<sup>th</sup> Street study intersection
2. Calculate the **Existing** vehicle delays, LOS, and vehicle queues at the study intersections during the School AM, School PM, and Adjacent Street PM peak hours. Intersection analysis shall include LOS determination for all approaches and movements. The LOS will be based on the procedures outlined in the HCM 6<sup>th</sup> Edition.

### Scope of Services-Phase 3 Safety Evaluation

1. Review the existing safety of the intersection and adjacent roadway for accommodating all road users and provide recommendation to improve safety. Specifically addressing:
  - Roadway speeds
  - Vehicle type
  - Cut-through/around traffic
  - School traffic
  - Pedestrian and Bike traffic
2. Complete a technical memorandum consistent with accepted standards which outlines the methodologies, analyses, results, and recommendations of the traffic study. All work will follow accepted traffic engineering practice and the standards documented by ITE, FHWA, and MDOT.

### Deliverables

- Complete a technical memorandum consistent with accepted standards which outlines the methodologies, analyses, results, and recommendations of the traffic study. All work will follow accepted traffic engineering practice and the standards documented by ITE, FHWA, and MDOT.
- Upon completion of the proposed scope of work a draft copy of the study memorandum will be provided for review and comment. F&V will provide one revision to the memorandum based on comments received with regard to the draft, and finalize the memorandum for submission.
- Electronic copies of the project memorandum, traffic volumes, capacity analysis, will be provided. A hard copy of the project memorandum will also be provided upon request for an additional fee.
- The final report will be signed and sealed by a registered Michigan Professional Engineer (PE).

### Professional Fees

F&V will complete the proposed services for the following fees:

Scope of Services	Lump Sum Fee	Approved
Phase 1-Data Collection	\$1,200	
Phase 1-Warrant Analysis	\$2,700	
Phase 2-Operational Analysis	\$1,200	
Phase 3-Safety Evaluation	\$900	

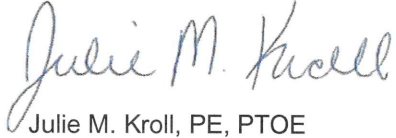
If this proposal is acceptable to you, please have an authorized representative sign and return one copy of this proposal to authorize commencement of the work proposed, indicating which services are being approved in the space provided. Our proposal is valid for 30 days from the date of this letter.

If any services not identified above become necessary over the course of our analysis, we will provide a Contract Amendment for items not specifically outlined in the above scope.

We appreciate the opportunity to present our proposal for Professional Services. If you have any questions, please do not hesitate to contact us at your convenience.

Sincerely,

FLEIS & VANDENBRINK



Julie M. Kroll, PE, PTOE  
Traffic Services Manager



Brian D. Rowley  
Manager, Traverse City

**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 March 22, 2022 and authorized under the existing Professional Services Agreement with F&V to provide Professional Engineering Services to the Village dated October 13, 2020.*

By \_\_\_\_\_

Date \_\_\_\_\_

JMK:jwm:bdr

