

2021 VILLAGE MANAGER
WORK PLAN

UPDATED - 11-30-21

PROJECT	PRIORITY LEVEL	DESCRIPTION	STATUS
PARKS & RECREATION PLAN	HIGH	Maps complete - Contrary to the public comments at PC and VC meetings, 2020 Census data is still NOT available. Once received a timeline can be placed on the completion of the draft.	IN PROGRESS
MASTER PLAN	HIGH	Update the Master Plan - Contract secured - The process will begin in 2022.	COMPLETE
ELM STREET PAVING	HIGH	Project began August 25th and completed on August 27th.	COMPLETE
ELM STREET GRANT	HIGH	Application did not receive funding.	COMPLETE
ELM STREET CULVERTS	HIGH	Discussions with State, regional and local offices are on going... These culverts do not qualify for the grant proposed by the Twp committee.	COMPLETE
ELM STREET BRIDGE LAWSUIT	HIGH	The Village was successful in securing the full amount for repair (\$39,441) from the defendants insurance company, less attorney fees. (the village was offered \$3,000 prior to lawsuit).	COMPLETE
INLAND SEAS LEASE AGREEMENT	HIGH	10- Year Contract Signed - Provisions to be reviewed every 2 years with yearly Marina/Inland Seas staff meetings to improve communication.	COMPLETE
BROADWAY ROAD RAINGARDENS	HIGH	Searching for original calcs to avoid having to pay engineer. Two Broadway Road raingardens located at Lincoln and Broadway are likely to be eliminated in the Spring.	COMPLETE
FEMA - FIRM MAP	HIGH	Map open houses held January 5th & 7th by FEMA	COMPLETE
WATER RESERVOIR INITIATIVE	HIGH	Discussions on financing multi-phase projects being investigated.	IN PROGRESS
WELLHEAD PROTECTION PROGRAM	HIGH	PLAN RECEIVED	COMPLETE
SOURCE WATER PROTECTION GRANT	HIGH	A grant was received (Nov. 1st) to continue study. Meeting held 11-12-21.	COMPLETE
RECYCLING COMPLAINTS	HIGH	A meeting with the County officials that proved unproductive following a fact check.	COMPLETE
VACATION HOME RENTAL ORDINANCE	HIGH	The State - House - has passed the Bill to eliminate most local control. No known Senate decision.	COMPLETE
SANITARY SEWER FIX	HIGH	DPW Identified a broken line that requires repair. See David Millers staff report. Hired a company to video the line for comparison to the SAW video.	COMPLETE
LITIGATION	HIGH	All counts of Bob Joyce vs Village of Suttons Bay have been <i>dismissed</i> by the 13th Circuit Court. Joyce did not appeal the case to the Appellate Court. Case closed.	COMPLETE
ZONING ORDINANCE REVIEW	HIGH	A re-write of the zoning ordinance is needed for successful development and redevelopment within our commercial core.	INITIATIVE RETRACTED

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PLANNING CONSULTANT	HIGH	Contract Signed.	COMPLETE
BLIGHT ORDINANCE	HIGH	The new Blight Ordinance will be introduced in early 2022.	COMPLETE
REC VEHICLE PARKING ORDINANCE	HIGH	Unattached trailer parking on Village street prohibition. DRAFT 1 Complete. This initiative is being retracted due to the difficulty of enforcing this Ordinance without a Village police department.	COMPLETE
MARINA ORDINANCE AMENDMENT	HIGH	The Marina Ordinance is being amended to address a few seasonal issues. Draft to be proposed at April Committee meeting. Adopted.	COMPLETE
TAP PROJECT	HIGH	The TAP project has been finalized....	COMPLETE
WASTEWATER TREATMENT PLANT CAMERA GRANT	HIGH	Received Grant from Risk Reduction Grant Program.	COMPLETE
S. SHORE "HUMP" FIX	HIGH	Repair of the nemesis S. Shore "hump".	COMPLETE
S. SHORE DRIVE EVALUATION	HIGH	Contract approved by VC for engineer to review and recommend potential modifications to mitigate overflow of water from wetlands.	IN PROGRESS
WEST ROAD TREE REMOVAL	HIGH	Despite the neighbor requesting a protest, owners supported the removal of dead and dangerous trees. Trees removed and stumped.	COMPLETE
WEST ROAD SIDEWALK	HIGH	This project was anticipated to start in May however, staffing and availability of workers have affected all businesses. Project now slated to begin in October . November . December.	IN PROGRESS
MARINA / BARKENTINE WALKWAY	HIGH	Necessary improvements to the walkway connecting Marina patrons with the restrooms. This walkway was deemed a hazard due to the washouts and brick movement. Projected completed.	COMPLETE
WEDGE POCKET PARK	HIGH	Wedge Park is now open and generating excitement among visitors of the park and residents alike. The grass is growing well, old stumps have been ground down, the fence has been repaired, and the old bench has been removed to emphasize the creek. "Jack's" water bottle filler is now installed.	COMPLETE
SUTTON PARK PLATFORM COLLAPSE	HIGH	Project Completed and restored with grass and riprap.	COMPLETE
VILLAGE AUDIT	HIGH	The annual audit is complete and has been reviewed. Thank you Lorrie for all your hard work.	COMPLETE
SUTTON PARK FENCE	HIGH	We will be installing a fence on the property line between Sutton Park and Suttons Bay Cottages due to the continual violations by renters parking on the park lawn.	IN PROGRESS
NORTH PARK CAMERA GRANT	HIGH	50/50 grant submitted for wireless cameras. Grant Received 8-2-21 for \$2,500. Purchase and Installation is next.	COMPLETE
NORTH PARK CAMERA PURCHASE / INSTALLATION	HIGH	All cameras are installed.	COMPLETE

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WASTEWATER TREATMENT PLANT CAMERA PURCHASE / INSTALLATION	MEDIUM	Installed 4-27-21. \$2,500 grant reimbursement received.	COMPLETE
WASTEWATER TREATMENT PLANT - FENCING & GATES	MEDIUM	We continue moving forward with securing the DPW and wastewater treatment plant. The installation of fencing and gates to limit entrance onto the property will follow surveyors findings.	IN PROGRESS
INTERGOVERNMENTAL AGREEMENT SEWER & WATER	MEDIUM	The Utilities Committee -wastewater treatment plant's capacity with reserved capacity too high to offer outside Village services at this time.	COMPLETE
MARINA WALKWAY REMOVAL	MEDIUM	Dilapidated and hazardous wood walkway removed adjacent to Millside.	COMPLETE
M-22 SIDEWALKS	MEDIUM	Extension of sidewalk located on the east side of M-22 to access Suttons Park and Hansen's.	INITIATIVE POSTPONED
PEDESTRIAN LIGHT (MDOT)	MEDIUM	Requires partnership with MDOT. Positive discussions have taken place. Sidewalk extension to Suttons Park is a prerequisite...More to come....	INITIATIVE POSTPONED
MASTER PLAN SURVEY	MEDIUM	The PC continues to work on this initiative.	IN PROGRESS
DOWNTOWN BUSINESS SURVEY	MEDIUM	This will likely be drafted and discussed at the VC / DDA level.	IDLE
DOWNTOWN BANNERS	MEDIUM	Banners for our downtown light poles have been installed.	COMPLETE
PLOW TRUCK	MEDIUM	Following several months of research and discussions we are now pricing a new plow truck.	IN PROGRESS
PLOW TRUCK WING	MEDIUM	Research continues..	IDLE
MARINA BRIDGE REPLACEMENT	MEDIUM	Soil borings to determine if we can construct the bridge with pylons is being priced. Soil borings complete. Waiting on engineer review and recommendation as a part of the contract.	IN PROGRESS
MSUE GARDNER PROGRAM - PARTNERSHIP INITIATIVE	MEDIUM	MSUE Master Gardener program - Projects identified - Implementation postponed due to C-19.	INITIATIVE POSTPONED
WALL MOUNTED WATER BOTTLE FILERS	MEDIUM	Researching 4 water fountains with bottle filler. Cost has increased nearly 75% since 2020 looking at best options may have to change strategy. Cost anticipated to drop once supply increases-will try in 2022.	INITIATIVE POSTPONED
IDENTIFY ARTISTS	MEDIUM	Explore artistic talents of our residents both young and experienced and identify the community benefit such as murals etc.	IDLE
NORTH PARK BARRIER STRUCTURES	MEDIUM	A local man struck a height restriction barrier at N. Park with his sailboat mast. Despite leaving the scene, we were able to identify him and send the information to officer Donahue. He is being charged the cost to repair the structure.	COMPLETE

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SUTTONS PARK WALKWAY	MEDIUM	We are seeking an estimate for a concrete walking path through the park for installation. This summer 2021 project is now planned for Spring 2022. The labor shortage has proven difficult for local businesses. We will shift to TC based businesses in 2022.	IN PROGRESS
ELM STREET WEIGHT RATING	MEDIUM / LOW	Investigation on the procedure to evaluate and adjust the weight rating on Elm Street has been initiated.	IN PROGRESS
DOWNTOWN STREET LIGHTS	MEDIUM / LOW	Research forthcoming	IDLE
VILLAGE WIFI	MEDIUM / LOW	Tribal representatives provided Staff with an estimate for this service. The six -figure estimate is unfortunately too high to consider. This initiative is being retracted due to cost.	COMPLETE
ELMER'S STREET EVALUATION	MEDIUM / LOW	A meeting with Elmer's representatives to evaluate 3 roadways took place on 6-7-21. These meetings are intended to understand a cost to fix our most challenging roadways so we can budget appropriately.	COMPLETE
VIKING CRUISE LINES	MEDIUM / LOW	Discussions have reopened regarding this initiative. Some negotiations are ongoing to determine benefits vs cost.	IN PROGRESS
STORM DRAIN RESTITUTION	MEDIUM / LOW	We are working to secure restitution for damage caused to a storm cover and safety post. (P vs Elliott Boyadjian) PAID IN FULL.	COMPLETE
SALT STORAGE BARN	MEDIUM / LOW	Determining need. Not a priority at this time.	COMPLETE
ADOPT A BASIN	MEDIUM / LOW	Discussion with City of Traverse City on this initiative is forthcoming	IDLE
ADOPT A RAINGARDEN	MEDIUM / LOW	Raingarden plants are proving difficult to find. More to come....	IDLE
DOWNTOWN CAMERAS	MEDIUM / LOW	Cameras will be located at all crosswalks. Focus switched to North Park due to vandalism.	INITIATIVE POSTPONED
SAIL SHADE PROJECT	MEDIUM / LOW	A sail has been donated to provide shade for the pop-up park. Thank you Hakuna Matada!	COMPLETE
SAIL SHADE INSTALLATION	MEDIUM / LOW	The DPW has been preparing poles etc. for the installation of the sail.	INITIATED
DDA - OPT OUT	MEDIUM / LOW	County and Township maintain they would consider a case by case proposal for a DDA capture but still not all in. This stance has not changed.	COMPLETE
LAND DIVISION ORDINANCE	MEDIUM / LOW	Public Hearing 3-15-21 - Adopted by VC	COMPLETE
SUTTONS PARK - PARKING LOT RECLAMATION	MEDIUM / LOW	The current parking lot is to be reclaimed to eliminate the traffic safety issue caused by a lack of curb cut. Parking will be relocated to be parallel with M-22. A curb cut will be added to provide safe ingress and egress of vehicles.	INITIATIVE RETRACTED
DOWNTOWN BANNER POLICY	MEDIUM / LOW	Discussion to only allow Village banners supported by committee.	COMPLETE

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MEETING ROOM ACOUSTICS	MEDIUM / LOW	Ongoing search for local company to evaluate and provide a solution. <i>No luck with finding a local company.</i>	IDLE
LEAF / GRASS REMOVAL CHANGES	MEDIUM / LOW	Proposal to streamline leaf and grass removal to a more structured practice.	COMPLETE
VILLAGE CLEAN UP PRACTICE CHANGE	MEDIUM / LOW	By moving the Village clean-up day to the Fall, it would provide our residents with the ability to utilize both the Township event and Village event. Committee has recommended that we change this event to the Fall for 2021.	COMPLETE
PARK SIGNS	LOW	Awaiting cost on signs.	COMPLETE
STREET TREES	LOW	Street tree replacement is an ongoing endeavor due to the age of our street trees.	COMPLETE
STREET TREE POLICY	LOW	<i>The committee has agreed that a new street tree policy should be drafted with the focus being the village.</i>	IDLE
MAP AMENDMENT	LOW	A zoning map amendment to fix the inadvertent rezoning of properties (that occurred when the new zoning map was adopted) has been recommended for approval to the Village Council.	COMPLETE
DPW FUEL STATION	LOW	No short term intent we are simply researching if having our own fuel station would be feasible.	IDLE
ZONING FENCE AMENDMENT	LOW	A text amendment to eliminate the fence setback has been initiated and been recommended to the Village Council for consideration.	COMPLETE
MARINA MASTER PLAN	LOW	The Marina Master Plan review continues. Upgrade necessary.	IN PROGRESS
TOWNSHIP CULVERT INITIATIVE	LOW	Letter to Township Board requesting intent and clarification has been sent but did not receive a response from the Board. Retracted	COMPLETE
PART TIME DPW POSITION	LOW	<i>Determined to be a need.</i>	COMPLETE
NEW VOLLEYBALL COURTS - MARINA PARK	LOW	Volleyball Nets Installed at Marina Park.	COMPLETE
LAW ENFORCEMENT CONTRACT	LOW	1-year extension proposed.	COMPLETE
WWTP OPERATIONS CONTRACT	LOW	Negotiating. The Village has proposed another 1-year extension.	COMPLETE
VEHICLE LOGO	LOW	All DPW Vehicles are now outfitted with new Village Logo.	COMPLETE
GRAVEL MUNICIPAL LOT	LOW	<i>Municipal parking lot located on Cedar/1st street needs maintenance gravel.</i>	COMPLETE
FLAG POLE	LOW	Pricing flag pole for the Village Hall	INITIATED