



VILLAGE OF SUTTONS BAY  
Village Council Regular Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
October 21, 2024 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes- September 16, 2024 Regular Meeting minutes
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - a. Report VSB-2024-47 Bathroom Grant Contract
8. Special Committee Reports/Staff Reports
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  
420 N FRONT STREET, SUTTONS BAY, MI 49682  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF September 16, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes and Yoder

Absent:

Staff present: Petroskey, Larrea,

**Consent Agenda**

Lutke moved, Case seconded, CARRIED, to approve the Consent agenda as presented. The August 19, 2024 Village Council meeting minutes are approved. The payment of invoices is approved. Ayes: 7, No: 0.

**Conflict of Interest: None**

**Agenda approval**

Lutke moved, Bahle seconded, CARRIED, to amend the agenda adding item B under New Business appointment of new planning commission member. Ayes: 7, No: 0.

Bahle moved, Smith seconded, CARRIED, to approve the amended agenda. Ayes: 7. No: 0.

**Public comment:**

Kim Eike asked about signage on S. Shore for walkers and bikers. He also inquired about the required height of a guardrail located on South Shore near Leo Creek

**VSB 2024-45 Manager Clarification**

Council was presented with a report from the Village Manager regarding a contract clarification as it relates to accrued time off. The new contract did not carryover the time off remaining. The consultant via email stated this was an item to be discussed, however, was not part of the contract negotiations. Bahle moved, Yoder seconded that the Village manager's accrued hours be transferred to the current contract and amend the contract to reflect the same. Ayes: 7 No: 0.

## **Appointment of Planning Commission Member**

Lutke stated that he spoke with Michael Campbell, from Murdick's Fudge and he is interested in being appointed to the planning commission. Case moved, Suppes seconded, to appoint Michael Campbell to the Village Planning Commission to fill the current vacancy for a term ending December 31, 2026. Ayes: 7, No: 0

## **Staff reports**

Larrea provided an updated work plan for council. He stated that the village had received comments back from the Department of Natural Resources with a preliminary score. They would like more information regarding parking and wayfinding signage. Larrea stated that staff will be working on the 2025 budget in the next few weeks and Council will be provided with a draft next month. Larrea stated he will be meeting with Green Suttons Bay and the DNR this week regarding last year's tree planting.

## **Good of the Order**

Pat Yoder asked about the ad to hire a DPW worker. Suppes inquired about signage for waterwheel park.

Case commented about the following:

- signage to explain waterwheel improvements and the pedestrian bridge
- the porta john being relocated
- the Village administration sign,
- the recognition stone located in Sutton park
- the Anishinaabe stone that is to be placed near the Library.

Christensen echoed the need for information to get out to the residents. Larrea suggested a newsletter be drafted. Smith asked about a "25 mph ahead" sign being placed near the Village limit sign warning of the speed reduction ahead. Lutke was happy to see that the Harbor Height Development project is moving ahead.

## **Public comment**

Anna Courtade, a resident on Richter Road, asked about placement of a sign near their home "Autistic Child at Play" or something similar. She stated cars come around the corner quite fast and she worries about her children. She has spoken with MDOT and the Leelanau County Road Commission and they have indicated it is a Village Street.

The meeting adjourned at 6:05 p.m.

Meeting minutes submitted by Dorothy Petroskey.

Bank GEN FIFTH THIRD CHECKING

Check Date	Check	Vendor Name	Description	Amount
09/13/2024	19296(E)	CONSUMERS ENERGY	MULTIPLE ACCTS DUE SEPTEMBER	5,571.20
09/13/2024	19297(E)	DTE ENERGY	MULTIPLE ACCTS AUG DUE SEPT	583.85
09/13/2024	19298(E)	AMAZON	ADA ACCESSIBLE SIGN	9.95
09/13/2024	19299(E)	AMAZON	ZERO WASTE BAGS	119.99
09/13/2024	19300(E)	AMAZON	GLAD TRASH BAGS	21.98
09/13/2024	19301(E)	AMAZON	USB HUB SPLITTER	9.99
09/13/2024	19302(E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS AUG 2024	487.82
09/13/2024	19303(E)	BARN OWL TECH	BW/H/WELLHOUSE CAMERA	37.84
09/13/2024	19304(E)	CHAPTER COMMUNICATIONS	ACCT# 005326901 326 FRONT	139.99
09/13/2024	19305(E)	CHAPTER COMMUNICATIONS	ACCT# 8284131220008513 146 S SHORE	204.97
09/13/2024	19306(E)	GFL ENVIRONMENTAL	ACCT# 002105664 1520 RICHTER RD	319.47
09/13/2024	19307(E)	GFL ENVIRONMENTAL	ACCT#002105665 326 FRONT STREET	249.75
09/13/2024	19308(E)	MI WATER ENVIRONMENT ASSOC	MWEA WW OPERATORS SEMINAR MILLER	195.00
09/13/2024	19309(E)	ON TIME TELECOM, INC	ROBO CALL MINUTES	78.00
09/13/2024	19310(E)	PITNEY BOWES	INK/EASY SEAL SUPPLIES	120.33
09/13/2024	19311(E)	PITNEY BOWES - PURCHASE POWER	ACCT# 8000909002229833 POSTAGE	200.00
09/13/2024	19312(E)	PRIORITY HEALTH	GROUP 784340 2024 SEPTEMBER PREMIUM	7,654.45
09/24/2024	47424	ART'S AUTO AND TRUCK PARTS INC	OIL CHANGE-ONE TON SUPPLIES	34.88
09/24/2024	47425	NORTHERN BUILDING SUPPLY, LLC	ACCT# NLV110-015 AUG 2024	700.05
09/24/2024	47426	FERGUSONS LAWN EQUIP.	CUST# 7057 X MARK BELT	66.99
09/24/2024	47427	AIRGAS USA, LLC	CUST# 1459542 TANK RENTAL	53.16
09/24/2024	47428	BAYSHORE OIL & PROPANE	816.7 GALS REC 90 @ 3.77	8,513.99
09/24/2024	47429	BECKETT & RAEDER	PLANNING SERVICES-JULY 2024	425.10
09/24/2024	47430	BUNERS HARDWARE	STARTTE TOILET SEAT KIT	6.92
09/24/2024	47431	EPS SECURITY	INSTALLATION ACCESS CONTROL VILLAGE HALL	6,079.50
09/24/2024	47432	GFL ENVIRONMENTAL	ANNUAL FALL PICK UP 2024	4,687.50
09/24/2024	47433	LAND INFORMATIONAL ASSESS ASSOC	ANNUAL HOSTING	330.00
09/24/2024	47434	LIGHTHOUSE ELECTRICAL SERVICES	GENERATOR INSTALLTION AT DPW	12,577.94
09/24/2024	47435	NUTRIEN AG SOLUTIONS	ACCT# 1987740 FERTILIZER/SEED	0.00
09/24/2024	47436	NORTHERN SPRINKLERS	PUMP BLOW OUT 1ST 6 ZONES	135.00
09/24/2024	47437	SECURITY SANITATION, INC	MARINA PORTA JOHNS SEPT 2024	1,164.20
09/24/2024	47438	STANDARD INSURANCE COMPANY	642946 0117, SEPT 2024 PREMIUM	395.43
09/24/2024	47439	USABLUEDOOK	CUST# 820127 STRIPING PAINT	404.46
09/25/2024	19313(E)	WHELOCK & SONS	DOCK POST REPAIR	614.77
09/25/2024	19314(E)	CHEERYLAND ELECTRIC	ACCT# 8364410 1522 RICHTER ROAD	124.14
09/25/2024	19315(E)	ADOBE	MNGR SOFTWARE	21.19
09/25/2024	19316(E)	AMERICAN PLANNING ASSOCIATION	STOP SIGNS	63.90
09/25/2024	19317(E)	BRIGHTSPEED	ANNUAL PLANNING DUES APA ID 167112 2024	560.00
09/25/2024	19318(E)	BRIGHTSPEED	TELEPHONE SERVICE-WWTP SEPT 2024	207.19
09/25/2024	19319(E)	MICHIGAN RETAILERS SERVICES	TELEPHONE SERVICE-MULTIPLE SEPT 2024	674.90
09/25/2024	19320(E)	MICROSOFT	ID# 46597-001 OCT 2024	453.99
09/25/2024	19321(E)	CHAPTER COMMUNICATIONS-NATL	ANNUAL DPW LICENSE	159.00
09/25/2024	19322(E)	US BANK BOND CONTROL	ACCT# 103479401 SEPT 2024	129.98
09/30/2024	19323(E)	CHARTER COMMUNICATIONS	ABA 091-000-022 A/C 1702228065979 9-2024	128,087.50
09/30/2024	19324(E)	CHARTER COMMUNICATIONS	420 FRONT STREET ACCT # 005327201	159.98
10/01/2024	19325(E)	VILLAGE OF SUTTONS BAY	ACCT# 005327301 665 N FRONT	119.98
10/08/2024	47441	MCPHERSON, PATRICIA M	TRANS FR 5/3 TO MI CLASS OCT 1 2024	350,000.00
10/11/2024	19326(E)	FLEISS VANDENBRINK ENGINEERING	UB refund for account: DOCK-000710-00F3-	67.46
10/14/2024	47442	BRAMER AUTO SUPPLY	HARBOR HEIGHTS PROT 860830	202.50
10/14/2024	47443	DC COLLECTIVE GROCER	BATTERY/CORE DEPOSIT	123.99
10/14/2024	47444	NORTHERN BUILDING SUPPLY, LLC	BLEACH FOR RESTROOMS	14.61
10/14/2024	47445	LEELANAU ENTERPRISE	ACCT# NLV110-015	147.78
10/14/2024	47446	EDIE AYLWORTH	DISPLAY AD CLASSIFIEDS	247.50
10/14/2024	47447	GOOD NATURE GARDENS, INC	MILEAGE REIMBURSEMENT	172.82
10/14/2024	47448	GRAHAM ELECTRIC MOTOR SERVICE	GARDEN MAINTENANCE SEPT 2024	157.50
10/14/2024	47449	KSS ENTERPRISES	GENERATOR PORT SUTTON REPAIR	3,149.29
			PARKS/MARINA TOILET PAPER	499.95

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Check Date	Check	Vendor Name	Description	Amount
10/14/2024	47450	INTEGRITY SOFTWARE SYSTEMS	INSTALLATION FOR NEW COMPUTER	460.00
10/14/2024	47451	KDP RETIREMENT PLAN SVCS, INC	1/1/2024-3/31/2024 QUARTERLY ESTIMATE	540.00
10/14/2024	47452	KENNEDY INDUSTRIES, INC	SCADA MONITORING THRU JULY 2025	0.00
10/14/2024	47453	RISM, LLC	SCADA MONITORING BAYVIEW/PORT SUTTON	1,152.00
10/14/2024	47454	CHEARN PEST CONTROL	GENERAL APPLICATION	325.00
10/14/2024	47455	MR CLEAN	AUGUST CLEANING SERVICE	750.00
10/14/2024	47456	NETLINK BUSINESS SOLUTIONS	CONTRACT COPIER	185.58
10/14/2024	47457	OLSON & HOWARD, P.C.	GENERAL MATTERS SEPTEMBER 2024	297.00
10/14/2024	47458	JACOBS ENGINEERING GROUP, INC	PROJ# 40472315.15 OCTOBER 2024	34,041.66
10/14/2024	47459	PREIN & NEWHOE	WASTEWATER PFAS	450.00
10/14/2024	47460	LEELANAU CTY ROAD COMMISSION	UNLEADED/LEADED SEPTEMBER 2024	673.93
10/14/2024	47461	SECURITY SANITATION, INC	PORTA JOHN RENTAL BAHLE	120.00
10/14/2024	47462	STANDARD INSURANCE COMPANY	642946 0117 OCTOBER 2024 PREMIUM	395.43
10/14/2024	47463	SUMMIT COMPANIES	FIRE EXTINGUISHER MAINTENANCE	2,525.70
10/14/2024	47464	TRAVERSE CITY RECORD-EAGLE, INC	WANT AD DPW	679.00
10/14/2024	47465	WEST MARINE PRO	MARINA SUPPLIES	307.38
10/16/2024	19327(E)	CHEERYLAND ELECTRIC	ACCT 8364410 1522 RICHTER ROAD	204.45
10/16/2024	19328(E)	DTE ENERGY	MULTIPLE INVOICES	417.74
10/16/2024	19329(E)	AMAZON	SAFETY VESTS 3 -XL	248.97
10/16/2024	19330(E)	AMAZON	1 SAFETY VEST 2XL	82.99
10/16/2024	19331(E)	AMAZON	1 2XL REFLECTIVE VEST	66.39
10/16/2024	19332(E)	AFT MOBILITY	CELL PHONE-MULTIPLE ACCS SEPT 2024	488.79
10/16/2024	19333(E)	BARB OMT, TECH	BAHLE CAMERA	38.40
10/16/2024	19334(E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 FRONT STREET	139.99
10/16/2024	19335(E)	ICHAAT	BACKGROUND CHECK	10.00
10/16/2024	19336(E)	PRIORITY HEALTH	GROUP 784340 2024 OCTOBER PREMIUM	7,654.45

GEN TOTALS:

(2 Checks Voided)  
 Total of 81 Disbursements:

590,254.47



		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2024 - 35</b>	
Prepared:	October 16, 2024	Pages:	1 of 1
Meeting:	October 21, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Public Bathrooms & Boating Services Contract		

**BACKGROUND**

A few months ago, the Village teamed up with Abonmarche to draft a Marina Master Plan and to strategize, draft and submit three grant requests. This was truly a team effort between Abonmarche and village staff who all worked diligently to meet the seemingly impossible deadlines.

Following the submittal of the grants, to the Michigan Department of Natural Resources (Waterways Division), the Village received notice that our request for funding to construct a new Public Bathrooms & Boater Services Project (WW24-0008) was awarded. The Village ecstatically accepted the \$406,016 in State funding and agreed to match that \$406,016 to reach the estimated project total of \$812,032. The project match will be funded mostly by the Marina and captured DDA Funds.

**OVERVIEW**

In reviewing the timeline for removal and construction of the new building, it was becoming increasingly apparent that we could lose several months of (bathroom) service to our marina patrons. In an effort to avoid this scenario, we are now proposing to locate the new structure to the other side of the marina entrance, next to the seating area. By relocating the new building, we're able to keep the current bathrooms in place while constructing the new building, essentially, eliminating any disturbance to our marina operations.

The attached design and construction management proposal is before you for consideration. The proposal begins with site work and due diligence, then moves into architectural design and finalization of the building plans and documents and finalizes with bidding and construction management.

We are requesting that the village council consider the two below requests:

1. Accept new location – (consensus)
2. Accept the proposal (roll call vote)

**ACTION REQUESTED**

Should the Village Council be satisfied with the information provided with this request the following motion is provided/recommended for your consideration.

MOTION THAT the Village Council authorize the Village Manager to enter into an agreement with Abonmarche for the services described in and attached to Report VSB-2024-35 and being made a part of this motion.

October 2, 2024

Edie Aylsworth, Harbor Master  
Village of Suttons Bay  
PO Box 395, 420 Front Street  
Suttons Bay, MI 49682  
[sbmarina@suttonsbayvillage.org](mailto:sbmarina@suttonsbayvillage.org)

**Re: PROPOSAL FOR PROFESSIONAL SERVICES**  
**Suttons Bay Marina Visitor's Center**  
Village of Suttons Bay, Michigan

Dear Ms. Aylsworth:

ABONMARCHE CONSULTANTS is pleased to present this proposal to provide professional services for the Suttons Bay Marina Visitor's Center in Suttons Bay, Michigan. We have tailored our scope of services based on previous conversations and review of the initial concepts.

We appreciate the opportunity to submit our proposal and look forward to working with you on this project. If this proposal is accepted, please return a signed Services Agreement to our office as authorization to proceed.

If you have any questions regarding this proposal, please do not hesitate to contact me at the office at 269.926.4559 or by email at [mmorphey@abonmarche.com](mailto:mmorphey@abonmarche.com).

Sincerely,  
ABONMARCHE CONSULTANTS, INC.



Arvin Delacruz, AIA, NCARB  
Director of Architecture



John Linn, P.E.  
Principal and Chairman of the Board



## WORK PLAN

### PROJECT UNDERSTANDING

The existing bath house/public restroom has reached its serviceable lifespan and is slated for demolition. The new approximately 1,500 SF structure will offer accessible public restroom to waterfront visitors. A separate entrance will offer private use bath house and restroom for boaters and marina guests. Options for family restrooms and shower areas will be provided for owner review. New ADA-accessible concrete sidewalk, outdoor patio seating areas, and trash/recycling bins will provide upgraded amenities for visitors and marina use.

### SCOPE OF SERVICES

The following details our intended scope of services and fees to complete your requested scope of work. Please note that any special requirements imposed upon the project that are necessary to proceed and beyond the scope identified will be considered additional services.

#### **Task #1: Topographic Survey & Geotechnical Report Coordination**

This task involves performing a topographic survey of the project site and adjacent roadway to gather existing features, visible utilities, and elevations for use in developing the site plans. Prior to starting the field survey, utility locates shall be requested through Miss-dig. A topographic survey drawing shall be prepared and serve as the base drawing for the design work. We will coordinate quotes for Geotech Report and present recommendations to the owner on the firm to hire.

#### **Task #2: Schematic Design**

This work includes the initial concepts for the building, with an emphasis on refining the internal layout and exterior building concept and includes:

- 1) Preliminary unit layout concepts and line drawings.
- 2) Preliminary elevations and 3-D perspective of the proposed building to assist with visualizing the structure and exterior finish concepts.
- 3) Preliminary selection of major building systems; structural, mechanical, electrical, etc.
- 4) Refining the building positions, connectivity, site amenities, parking, etc. to optimize the project layout for final civil site design process.
- 5) Meet with your office to discuss basic floor plan concepts, explore innovative solutions/approaches, including shared ground floor amenity space for entry experience, storage and work areas, male and female restrooms, family restrooms, etc.





**Task #3: Design Development**

- 1) Based on the decisions made during the Schematic Design Phase, we will work with your office to begin developing the components and products that will be utilized in the project.
- 2) Final plans will be developed from these options, according to your preferences and feedback. Product and system performance specifications will be assembled.

Deliverables will include:

- a. Preliminary Site/Civil plan
  - b. Life safety plan
  - c. Preliminary foundation plans based on geotechnical report and foundation recommendations, which will be provided by others/client.
  - d. Preliminary Structural plans
  - e. Floor plans
  - f. Outdoor patio plans
  - g. Exterior elevations
  - h. Typical sections
  - i. Restroom layouts
  - j. Preliminary finish schedule
  - k. Preliminary door and window schedules
  - l. Mechanical, Electrical, Plumbing. Integrate Fire Suppression layouts by others.
  - m. Tabulated floor plan area information by usage/unit.
- 3) We will contact manufacturers, suppliers, and contractors to review the performance specifications and designs to obtain their early feedback.
  - 4) We will then move on to prepare the construction documents.

**Task #4: Construction Documents**

- 1) Upon your sign-off of the design development documents, the plans will be developed into a full set of construction documents, including the following deliverables:
  - a. Removals Plan of existing structure
  - b. Site Plans
  - c. Civil Engineering Plans
  - d. Foundation Plan
  - e. Complete Building Structural Plans
  - f. Architectural Floor plan and details
  - g. Mechanical, Electrical, and Plumbing Plans
  - h. Exterior elevations and details
  - i. Design of exterior and interior finish selections.
  - j. Typical wall sections, building sections, and additional details
  - k. Outdoor patio plans and required details
  - l. Landscape plans as required



**Task #5: Bidding & Negotiation**

- 1) Abonmarche will provide the proper bid documents required and solicit bids from no fewer than three (3) qualified contractors for the work.
- 2) Abonmarche will review the proposals as they are submitted to the Owner and give recommendation as to the most qualified bidder.
- 3) Assist in preparing contract agreements between owner and contractor.

**Task #6: Construction Administration**

This task includes providing engineering and architectural services for the process of administering the construction process, and generally includes the following:

- 1) Attend Pre-construction meeting and regular Owner/Architect/Contractor meetings.
- 2) Respond to questions and review submittals/shop drawings.
- 3) Regular site visits and provide field reports.
- 4) Perform a punch list of the project for closeout.
- 5) Perform a final walk-through with the client at the completion of construction.

**FEES FOR SERVICES**

ABONMARCHE shall receive the lump sum amount listed below as payment for the work performed under this contract. All services below are open for 60 days, and if not completed within one year, Abonmarche reserves the right to adjust all uncompleted items for the cost-of-living increase.

Task #1	Topographic Survey & Geotechnical Report coordination .....	\$ 8,500
<b>TOTAL:</b>	.....	<b>\$ 8,500</b>

Building: Architecture, Structural Engineering, MEP, Civil Engineering:		
Task #2	Schematic Design .....	\$ 18,000
Task #3	Design Development .....	\$ 40,000
Task #4	Construction Documents.....	\$ 40,000
<b>TOTAL:</b>	.....	<b>\$ 98,000</b>

Task #5	Bidding & Negotiation (Assist with Owner/Contractor Agreements).....	\$ 12,500
Task #6a	Construction Administration (Office).....	\$ 14,500
Task #6b	Construction Administration (Field).....	\$ 14,500
<b>TOTAL:</b>	.....	<b>\$ 41,500</b>

<b>GRAND TOTAL:</b>	.....	<b>\$ 148,000</b>
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**EXCLUSIONS:**

The following independent geotechnical services are specifically excluded from this proposal. We will coordinate quotes from geotechnical firms for a Geotechnical Report and prepare a recommendation for owner to award the contract. The Abonmarche coordination fee is included in the scope of our fee proposal.

- Soil borings – Geotechnical or Environmental (Approx \$6,000-\$8,000) from an independent geotechnical firm.

Note:

Please note that any special requirements, imposed upon this project by a reviewing governmental entity or the owner, that are necessary to proceed with the project and are beyond the scope identified below, will be considered as additional services. Anticipated submittal and filing fees imposed upon this project by a reviewing governmental entity shall be provided by the client. This proposal is valid for sixty (60) days from the date issued.

**ANTICIPATED SCHEDULE**

To proceed, we request that you return a signed professional services agreement enclosed with this proposal to our office as your formal authorization.

<b>Task</b>	<b>Start</b>	<b>Complete/Submit</b>	<b>Approval</b>
Task #1 Topographic Survey	TBD	3 weeks	N/A
Task #2 Schematic Design	TBD	3 weeks	2 weeks
Task #3 Design Development	TBD	4 weeks	1 week
Task #4 Construction Documents	TBD	4 weeks	1 week
Task #5 Bidding & Negotiation	TBD	4 weeks	1 week
Task #6 Construction Administration	TBD	20-24 weeks	N/A

**Note of Potential Schedule:**

Potential schedule may include the following:

- Design and bid documentation      Fall 2024 and early Winter 2025.
- Solicitation of bids from contractors      Late Winter or early Spring 2025
- Construction commencement      Spring/Summer 2025: 5-6 months construction

This is subject to discussion and coordination with the owner. The understanding that delivery of the project for the boating season is a priority and taken into consideration. Review alternative commencement in the Fall of 2025 after the conclusion of the summer 2025.

