



GENERAL SERVICES COMMITTEE  
420 N. Front St.  
Suttons Bay, MI 49682  
Tuesday April 8, 2025 at 8:30 am

AGENDA

Call to Order

1. Reports (staff)
  - a. DPW Director Report
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. VSB-2025-13 On Street Parking-St Marys Street
4. Status Update – Other Committees
  - a. VSB-2-25-12 Proposed Sewer/Water Findings Section
  - b. North Park Boat Launch Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2025- 01</b>	
Prepared:	April 3, 2025	Pages:	1
Meeting:	April 7, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	DPW Spring Updates		

**GENERAL SERVICE HIGHLIGHTS**

The department has been busy this year with snow removal. Our staff are looking forward to spring.

During the breaks in weather, we have had opportunities to do needed repairs to picnic table and park grills. Those items are completed and ready to go in due time.

Mowing equipment preparations have been completed. Hopefully the parks cleanup will begin soon.

Opening of frozen storm drain culverts was completed prior to anticipated rain and snow melting.

Street sweeping agreement has been signed, when we get a firm start date, we will pass that along. Anticipating sometime this month.

**UTILITY HIGHLIGHTS**

Annual EGLE reporting has been completed for the water system regarding production. Other reports have been submitted for approval concerning Consumer Quality Reports. Those will be mailed out in about a month.

Well #4 at Port Sutton is in the process of being replaced due to age, wear, and performance. Pump has exceeded its expected life span. Pump inspections and performance data inspections are performed routinely as part of our operating strategy and best management practices.

Side note: Main Well House pump No.#2 was replaced in 2024; found that the pump electrical wires shorted out. Well pipes and associated components were in good condition upon inspection.

Harbor Heights Update: Nothing to report

Chlorination and flushing will begin in mid-April, cross connection inspections sometime later this summer. Beginning implementation phases and setup of the program now.

On going improvements at the WWTP, replacing sludge lagoon drain pump and emergency backup phone line alarm system.

**REGULATORY HIGHLIGHTS**

Monthly water samples have been in compliance and reported to EGLE.

Still waiting for WWTP NPDES permit from EGLE. We are operating under current our permit.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2025-13</b>	
Prepared:	April 1, 2025	Pages:	1 of 1
Meeting:	April 8, 2025	Attachments:	<input checked="" type="checkbox"/>
Subject:	On Street Parking – St. Marys Street		

**PURPOSE**

To begin the process of addressing on street parking on St. Marys Street

**OVERVIEW**

For various reasons in the past, the Village made the decision to selectively eliminate the grass buffer strip along various streets to provide on street parking. These grass strips naturally slow water velocity and allow for the infiltration of water into the ground. To no surprise, these select areas are generating the most amount of water related complaints/concerns by those living adjacent to them.

This particular concern involves on street parking along a small (160 ft) section of St. Mary’s Street.

Attached are three scenarios provided (via schematics) for discussion. St. Mary’s will essentially go through a complete overhaul in the next 2-5 years (waterline project). Therefore, a long-term solution, such as installing curb and gutter or adding asphalt to an already problematic area, is counterintuitive at this juncture. Once we venture into the street design aspect of the waterline replacement project, we will design a long-term solution for this area and others. These schematics will prove beneficial during that process and as we work our way through the public input portion of the new street design.

From a short-term solution perspective, Staff is of the opinion that the most cost-effective short-term solution would be to convert the perpendicular parking area to parallel parking and add pervious safeguards to the now gravel area. We intend to begin the process to determining the feasibility of this solution and will continue to keep the committee posted as we move this process forward.

**ACTION REQUESTED**

Discussion.



**TOPOGRAPHIC SURVEY NOTES**

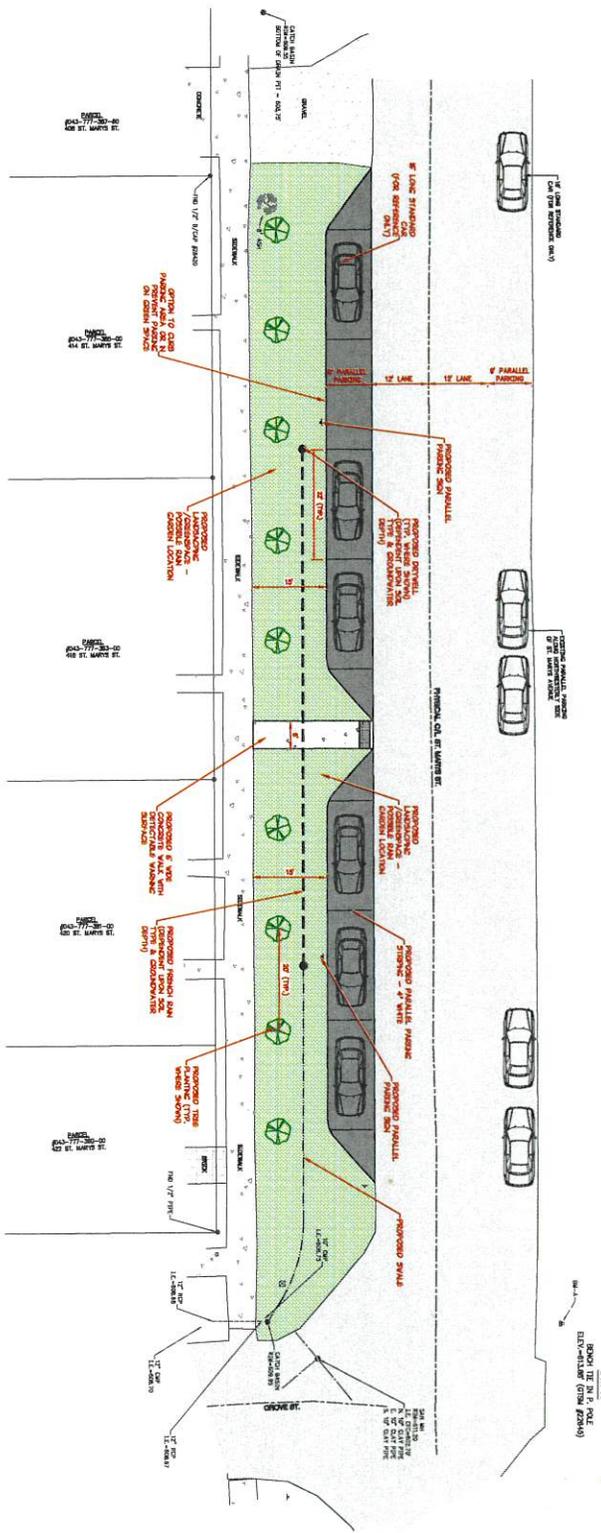
THIS IS A PART OF THE SURVEYING WORK OF A LICENSED SURVEYOR. NO WARRANTY OR GUARANTEE IS MADE BY THE SURVEYOR AS TO THE ACCURACY OF THE DATA OR THE RESULTS THEREOF. THE SURVEYOR HAS MADE AN INSPECTION OF THE RECORDS OF THE PUBLIC RECORDS OF THE COUNTY OF LEELANAU, MICHIGAN, AND HAS FOUND THAT THE RECORDS CONTAIN THE FOLLOWING INFORMATION:

THE RECORDS SHOW THE LOCATION OF THE CORNERS OF THE SECTION 28, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN, AND THE LOCATION OF THE CORNERS OF THE SECTION 29, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN.

THE SURVEYOR HAS FOUND THAT THE CORNERS OF THE SECTION 28, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN, ARE IN PLACE AND CORRECTLY LOCATED. THE SURVEYOR HAS FOUND THAT THE CORNERS OF THE SECTION 29, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN, ARE IN PLACE AND CORRECTLY LOCATED.

**BASIS OF ELEVATION**

CONVERTED TO THE STATE PLANE COORDINATE SYSTEM (SPCS) DATUM OF 1983. THE ELEVATION OF THE CORNERS OF THE SECTION 28, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN, IS 574.00 FEET. THE ELEVATION OF THE CORNERS OF THE SECTION 29, TOWNSHIP 36 NORTH, RANGE 11 WEST, COUNTY OF LEELANAU, MICHIGAN, IS 574.00 FEET.



**OPTION A - PRELIMINARY CONSTRUCTION COST ESTIMATE**

ESTIMATE IN THE AMOUNT OF \$24263.00. THIS ESTIMATE IS BASED ON THE ASSUMPTIONS AND CONDITIONS LISTED ON SHEET 3 OF THIS SET OF DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND CONDITIONS BEFORE BIDDING.

<p>VILLAGE OF SUTTONS BAY  <b>ST. MARYS STREET IMPROVEMENTS</b>          CONCEPT PLAN A - PARALLEL PARKING          SECTION 28, TOWNSHIP 36 NORTH, RANGE 11 WEST          VILLAGE OF SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN</p>		<p>ENGINEERING SURVEYING TESTING &amp; OPERATIONS          123 West Front Street          Traverse City, MI 49664</p>	<p>http://gloa.io          231.946.5874 (p)          231.946.3703 (f)</p>
<p>DATE: 11/15/2023          TIME: 10:00 AM          SHEET: 1 OF 3</p>	<p>SCALE: 1" = 30'</p>	<p>PROJECT NO: 24263</p>	<p>DATE: 11/15/2023</p>

These documents are prepared in accordance with the contractual terms and conditions for this project.



