




GENERAL SERVICES COMMITTEE
420 N. Front St.
Suttons Bay, MI 49682
May 7, 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-2024-17 M-22 Pedestrian Crossing Proposal
 - b. VSB-2024-22 Electronic Lock Proposal
4. Status Update – Other Committees
 - a. VSB-2024-23 Employee Handbook Update(s)
 - b. VSB-2024-24 Fee Schedule Amendment
 - c. VSB-2024-25 Parking Ordinance
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2024- 02	
Prepared:	May 2, 2024	Pages:	1
Meeting:	May 6, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

GENERAL SERVICE HIGHLIGHTS


Work has been wrapped on refinishing picnic tables; park restrooms are in progress for opening soon.
Brush and bulk leaf pickup has commenced and will wrap up on May 6th then bio-bags on Mondays moving forward.
Spring cleanup of the parks is nearing completion, Marina Beach needs some restoration and will begin soon.

UTILITY HIGHLIGHTS

Paul, Lou & Nate went to take EGLE water distribution exams on May 1st
Distribution System of Materials Inventory (DSMI) and Cross Connection inspection this coming month.
Hydrant flushing and Chlorination was completed on schedule.
Port Sutton lift station had new pumps installed along with new pump bases and discharge piping.
Consumer Confidence Reports (CCR) will be mailed out soon, just finished at the print shop.
Maintenance cleaning of headworks channel and south bio reactor basin is scheduled for next week.

REGULATORY HIGHLIGHTS

2024 Lead and Copper sampling will be conducted during the summer months according to our permit schedule.

		VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 17	
Prepared:	April 26, 2024	Pages:	1 of 1
Meeting:	May 6, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	ADA Pedestrian Crossing Proposal		

PURPOSE

To introduce a proposal to engineer two pedestrian crossings.

OVERVIEW

The Village continues discussions with MDOT representatives regarding the design and installation of a safe, pedestrian crossing of M-22 and Beach Street. These crossings will be designed to ADA compliant standards and connect to our ADA compliant hard surface walkways planned for Sutton Park later this year.

The following phasing plan should help you understand how we intend to improve the park to support visitors and residents of any ability and how that will tie into a safe east-west crossing of M-22.

Phase 1 – North /South walkway and ADA connections to the pavilion and bathrooms. This phase has long been in the works and would essentially provide a 6-foot walkway to accommodate walkers / bicyclists (installation -2024).

Phase 2 –The proposal before you is Phase 2 of the project. The engineer will work with MDOT to create an ADA compliant engineered walkway / crossing plan for both sides of M-22 & Beach Street (engineered 2024).

Phase 3 – Reverse engineer a plan from Phase 2 to connect to phase 1 (2024/25).

Phase 4 Installation / construction of Phase 2 & 3 (2025).

STAFF COMMENT

This crossing will be ADA compliant and provide a safe non-motorized connection from Sutton Park to essentially Hansen Plaza. The long-term plan will hopefully take place prior to 2030, when funding is anticipated for the *pedestrian crossing and traffic calming project* along M-22, between Richter and Broadway. The project, currently in its tentative design stages, will include strategically placed boulevard sections with pedestrian safe havens constructed within those boulevard islands. As mentioned, these will be strategically placed along the corridor essentially slowing traffic, incorporating additional crossing opportunities and providing for the east-west non-motorized connectivity network to come to fruition.

ACTION REQUESTED

Discussion and consideration of the proposal.

EXHIBIT "A"
Suttons Bay M-22 ADA Crosswalk REV 1
Village of Suttons Bay
Proposal No. P24013

This Exhibit outlines the specific scope of professional services to be provided by the Consultant. These services will be provided in accordance with this Agreement between the parties, as set forth in Agreement for Professional Services. This exhibit is made part of and incorporated by reference into Agreement for Professional Services.

PART A - DESIGN SERVICES

A.1 Project Location / Identification:

The Village of Suttons Bay is proposing the installation of two (2) crosswalks at the intersection of M-22 and Beach Street. One crosswalk will provide pedestrian access across M-22 on the south side of Beach Street and the second crosswalk will provide pedestrian access across Beach Street at the M-22 intersection. The project location is part of the SE/4-SW/4 of Sec 28, T30N-11W, Village of Suttons Bay, Leelanau County. The project would include the demolition of landscaping outside of the roadway, layout, and grading of each accessible crosswalk as well as the associated sidewalks and landings located along the path from the north side of Beach Street at the intersection of M-22, south across Beach Street, and finally to a landing on the west side of M-22. At this time, permitting and construction services are not included as part of the scope of work.

A.2 Design Considerations/Requirements:

1. Michigan Department of Transportation Design Requirements.
2. Americans with Disabilities Act (ADA) Accessibility Guidelines.
3. Pedestrian Facilities in the Public Right-of-Way Accessibility Guidelines (PROWAG).

A.3 Discovery Services of Engineer:

1. Conversion of MDOT FOIA documents into a topographic plan.
2. Creation of a Base Plan.
3. Preliminary sidewalk and crosswalk layout.
4. Review of MDOT standards for accessible crosswalks.
5. Review of Leelanau Soil Conservation District Regulations.
6. Meeting with Client to discuss layout.
7. Meeting with MDOT to discuss layout.

A.4 Design Services of Engineer:

1. Provide final demolition plan, site plan, grading plan, and details.
2. Deliverables to include the final construction documents sealed by a Licensed Professional Engineer.

A.5 Completion Time:

1. We will complete the above-mentioned services within 30 days of receipt of a signed proposal.

PART B - SERVICES FEES

B.1 Methods of Payment for Services and Expenses of ENGINEER


The ENGINEER will be paid the following lump sum fees for the Basic Services as indicated in Part A as noted in this exhibit.

Discovery Services	\$ 5,200
Design Services	\$ 4,100
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TOTAL:	\$ 9,300

1. Non-budgeted reimbursable costs shall include Mileage and prints/reproductions.
2. Attendance to Village board meetings is not provided in this proposal.
3. Changes, modifications, or additions to the Basic Services will be performed at the normal hourly rates for the personnel involved or at a negotiated fee.
4. Billings will be made once a month as the work progresses.
5. Construction and permitting services are not provided.
6. The following additional services can be provided for Suttons Park during the discovery services phase:
 - LiDAR Survey - \$1,900
 - Processing of LiDAR data for all of Suttons Park - \$2,200
 - Boundary Survey - \$3,500
7. If the Village of Suttons Bay elects to obtain boundary survey services directly through a surveyor, The Village shall provide all documents prepared by surveyor in the appropriate formats.

B.2 Clarifications

1. All information, as stated in this proposal to be supplied by Client, will be supplied to Engineer per his request in digital form. All CAD files in AutoCAD Civil 3D version 2020 or newer.
2. Bidding, permitting, and construction services are not included.
3. Any grading easements required will be provided by the client.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024-22	
Prepared:	April 24, 2024	Pages:	1 of 1
Meeting:	May 6, 2024 & May 8, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Lock System Upgrade		

PURPOSE

To continue to upgrade and improve security at our facilities.

OVERVIEW

Attached is a proposal to upgrade our entry system at the Village Hall and DPW buildings from a traditional key / lock system to an electronic locking system. As we continue our efforts to improve and modernize security at all our facilities, this improvement is essential in protecting the DPW and Village Hall.

Although there are many advantages to this system over a traditional key system, having the ability to electronically deactivate a key fob to prevent access to our facilities is paramount. Among the most difficult scenarios is when a disgruntled employee must return their keys, yet fails to do so in a timely manner, and still has access to our facilities. The electronic system eliminates that concern immediately by accessing the program and deactivating the key.

We will still need to re-key a few entry locks in case there are keys still in circulation. However, once the locks are changed, only the manager will have access to the new key and the employees will be limited to an electronic key. The new key will be secured so that it is not distributable.

STAFF COMMENT

I personally used this system in the past both to enter buildings and to restrict another's access to a building. Each employee is given permission to access a building or room electronically by assigning them a key fob with specific permissions. Those permissions can be changed at any time or eliminated altogether. The system also creates a log of entry for that key fob.

ACTION REQUESTED

Discussion and consideration for upgrading the security of our buildings.



The proposed EPS access control system will be programmed and managed by EPS you or your staff on site. This system enables EPS you to manage and record the activity of all card holders within the specified areas. The programmability of this systems allows control not only who has access but at what time and to which area.

Access Control Equipment to be Installed

- 1 DMP Verizon Cell w/18" Coax Cable
- 1 DMP 142zones Network 350-G Enclosur
- 1 AC LINE SURGE SUPPRESSOR
- 1 DMP Indoor Siren
- 1 12V 10.5 a Battery
- 1 DMP XR SERIES GROUND FAULT MODULE
- 1 DMP Keypad - Thinline - White
- 1 DMP Wireless Receiver High Power For XR Series Panels
- 1 DMP Wireless Panic 2-Button - Mounted
- 3 DMP Access Control Module
- 3 Honeywell Standard Reader
- 2 Door Locking Hardware Package
- 1 Altronix AL400ULPD4 Power Supply/Charger, Four Fused Outputs, 12/24VDC at 4A, BC300 Enclosure
- 2 Battery for DMP Panels 12 Volt 10.5 Amps
- 300 Wire Structured Cable Windy City

Access Control System Investment

One Time Installation Charge \$5,600.00 Plus Tax

Tax Exempt (If checked, Plus Tax above is void)



Monthly Services \$85.00

- Service Agreement
- Administration
- Reports
- Preventative Maintenance

Photo ID Badging System:

- Badging Software
- Printer
- Camera, Lighting Kit & Tripod
- Color Ribbon & Cleaning Kit

VILLAGE Hall