

VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
Tuesday, June 20, 2023 5:30 p.m.
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes- May 15, 2023 & May 22, 2023
 - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Report VSB 2023-35 Budget Amendments
 - b. Report VSB 2023-37 Audit FYE 2022
 - c. Report VSB 2023-34 F&V Contracts
 - d. Report VSB-2023-36 Parking Ordinance
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 as soon as possible.



VILLAGE OF SUTTONS BAY
 VILLAGE COUNCIL REGULAR
 MEETING MINUTES OF MAY 15, 2023

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

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

Staff present: Fay, Larrea and Deputy John Donohue

Consent agenda approval

Bahle moved, Case seconded, CARRIED, to approve the Consent Agenda as presented. The Village Council meeting minutes of March 20, 2023, are approved. The payment of invoices is approved. Ayes: 7, No: 0.

Agenda approval

Christensen moved, Case seconded, CARRIED, to add agenda item 7e. under New Business, Adjustment to the Launch Rates on the Fee Schedule. Ayes: 7, No: 0.

Bahle moved, Case seconded, CARRIED, to approve the agenda as amended, adding Agenda Item 7e., Adjustment to the Launch Rates of the Fee Schedule. Ayes: 7, No: 0.

Public Comment

Public comments were received from Lois Bahle, Sue Chapman and Kelly from the ReLeaf project, Bill Crackel, and Delores Witkowski.

Written public comment was received Sue Chapman (Relief Project), Betsy Coffia (House Representative) and Housing North.

Report VSB 2023-28 Build-Out Plan Contract

Yoder moved, Case seconded, CARRIED, to authorize staff to finalize the contract with Beckett & Raeder as proposed in Report VSB 2023-28. Ayes: 7, No: 0.

Report VSB-2023-29 Marina Beach Electrical

Yoder moved, Case seconded, CARRIED, to allow an amount not to exceed \$7,700.00 towards removing and replacing the Marina Park electrical panel as described in Report VSB-2023-29. Ayes: 7, No: 0.

FEMA Floodplain Ordinance

Bahle moved, Smith seconded, CARRIED, to adopt Ordinance No. 26 of 2023, an Ordinance Addressing Floodplain Management provisions of the State Construction Code as presented, and rescinding Ordinance No. 4 of 2018, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Report VSB 2023-30 Law Enforcement

Following discussions, it was the consensus of Council members to permanently amend the Agreement for Law Enforcement Services to reflect Deputy John Donohue to work four 10-hour shifts, departing from five 8-hour shifts.

Adjustment to the Launch Rates on the Fee Schedule

Lutke moved, Yoder seconded, CARRIED, to adjust the Fee Schedule by adding a \$25 Commercial/Livery launch pass fee after an initial pass of \$200 is purchased, and to add a daily \$10 Commercial launch fee. Ayes: 7, No: 0.

Good of the order

Case was pleased to see Lou Bufka with a water certification, and congratulated Shar Fay on the MiPMC certification, and further inquired about Betsy Coffia's letter regarding grant funding for roads. Larrea stated we are applying for a grant. Case asked about the easements for the Harbor Heights project and Larrea stated they are in the works.

Smith requested Short Term Rentals be place on the next agenda. Smith suggested we look into how the township is handling STR complaints.

Christensen requested "Green Suttons Bay" be placed on the next General Services agenda.

Bahle too, would like "Green Suttons Bay" moved to the General Services Committee.

Suppes had a photo of the actual marker from the Anishinaabe history project.

Public comment

Public comments were received from Delores Witkowski, Sue Chapman, and Bill Crackel.

The meeting adjourned at 6:11 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY
 SPECIAL VILLAGE COUNCIL
 AND PLANNING COMMISSION
 MEETING MINUTES OF MAY 22, 2023

The meeting was called to order at 8:30 a.m. by Village Council President Lutke.

Village Council present:	Bahle, Christensen, Lutke, Smith, Suppes and Yoder
Village Council absent:	Case
Planning Commission present:	Feringa, Hylwa, Pontius, Smith and Suppes
Planning Commission absent:	Hetler and Ostrowski
Staff present:	Fay, Larrea

Village Council agenda approval

Bahle moved, Yoder seconded, CARRIED, to approve the agenda as presented.
 Ayes: 6, No: 0.

Planning Commission agenda approval

Feringa moved, Smith seconded, CARRIED, to approve the agenda as presented.
 Ayes: 5, No: 0.

Public Comment

Public comments were received from Kathy Egan and Sharon Sutterfield.

Master Plan – The purpose of the meeting was to hear from Planning Commissioners of their intent behind any major changes in the Master Plan, most specifically on the Future Land Use Map (FLUM), as well as a discussion of possible implications/consequences of these proposed changes. Discussion points:

Future Land Use Map –

It was stated that the intent of combining the South Gateway and the South Business district was driven by the need to expand districts for affordable residential housing, emphasizing mixed use. The possibility of new businesses, such as commercial gas stations and car washes, did not enter into the discussion. Also, it was thought that there were too many districts on the Zoning Map, so consolidating was a factor for the change as well.

Preserving wetlands and maintaining these natural resources in the South Gateway was an area of concern, with a consensus to protect the wetlands. Can this preservation be defined in the Zoning Ordinance?

If the South Gateway is rezoned for commercial, the possibility exists for the construction of unwanted businesses. Can uses per district be defined in the Zoning Ordinance?

Maintaining the current character in the South Gateway, and the character of the Village was discussed as important.

Consider adding diverse housing, or mixed use, to the South Business district.

Can an ordinance protecting the Wetlands can be created? Do you want to preserve the wetlands, or encourage economic growth?

Talk to Suttons Bay Township about what they propose for housing.

Consider the survey. Residents would like the character of the Village maintained, parks and wetlands were important, and low on the list was multi family housing. Is it even reasonable to have affordable housing, other than ADU's, in the Village anyhow?

Can we come to a consensus that three story buildings are too high?

Are we talking about mixed use, or mixed residential, in these districts?

Unintended consequences exists if you combine South Gateway with South Business. Consider keeping them separate.

North Gateway

It was stated that the change on the FLUM map envisioned the PUD area possibly for cottage housing, mixed use, day cares and bed and breakfast. It was again an area to consolidate so that there were not so many districts. Larrea voiced hesitation to change that area; the lots are very small on the north side. Also, curb cuts are not allowed in that area. Combining this area with the PUD may cause confusion. Larrea stated the larger area in blue could be considered for multi-family residential.

Larrea stated the Master Plan is a document of what you want your community to be. It is important to pay a lot of respect to the FLUM so that there are not unintended results. Zoning ordinance amendments will follow the Master Plan.

If the intent of the FLUM was to allow for more residential, than that should be talked about and keep the gateways on the Zoning Map the way it was.

Housing checklist

There is limited probability for affordable housing within the Village. Consider the Township where it is more appropriate and warranted.

Township collaboration is important. It is time reengage.

The Village is small. Why push the boundaries and explode.

Public Comment

Public Comment was received from Larry Mawby and Zach Hillyer, Housing North.

The meeting adjourned at 9:46 a.m.

Meeting minutes submitted by Shar Fay, Clerk.

User: DOROTHY
DB: Suttons Bay

CHECK DATE FROM 05/15/2023 - 06/16/2023

7

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
05/16/2023	18868 (E)	CONSUMERS ENERGY	MULTIPLE ACCOUNTS-MAY 2023	3,513.14
05/16/2023	18869 (E)	CHERYLAND ELECTRIC	ACCT# 8364410 1520 RICHTER ROAD	226.35
05/16/2023	18870 (E)	AMAZON	MAKITA SAW/FAUCET/PRESSURE HOSE	199.79
05/16/2023	18871 (E)	AMAZON	KEYBOARD/MOUSE	42.41
05/16/2023	18872 (E)	AMAZON	MEMORY FOAM WRIST REST PAD	12.98
05/16/2023	18873 (E)	CHARTER COMMUNICATIONS	ACCT# 8245 12 122 0023735 APRIL 2023	109.98
05/16/2023	18874 (E)	CHARTER COMMUNICATIONS	ACCT# 8245121220017471 APR 2023	137.98
05/16/2023	18875 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 JUNE 2023	508.55
05/16/2023	18876 (E)	GFL ENVIRONMENTAL	ACCT# 002105665 326 FRONT	249.75
05/16/2023	18877 (E)	GFL ENVIRONMENTAL	ACCT# 002105664 1520 RICHTER	292.04
05/16/2023	18878 (E)	FLAGMAN OF AMERICA	FLAGS/PENNANTS	229.93
05/16/2023	18879 (E)	MICHIGAN STATE UNIVERSITY	CITIZEN PLANNER PROGRAM-SMITH	250.00
05/16/2023	18880 (E)	MY PARKING PERMIT	PARKING HANG TAGS/LOG BOOK	197.84
05/16/2023	18881 (E)	PITNEY BOWES	ACCT# 800090900222993 MAY 2023	204.50
05/16/2023	18882 (E)	QUILL CORPORATION	PROJECT FILE JACKETS	31.79
05/16/2023	18883 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401 APRIL 2023	127.97
05/16/2023	18884 (E)	ULINE	MARINA SIGNAGE	90.41
05/16/2023	46532	RODNEY NETTLETON	MARINA REFUND 75%	1,869.50
05/16/2023	46533	SUTTONS BAY-BINGHAM FIRE	CAPTURED TAX DDA - ALREADY PD IN FULL FO	542.64
05/23/2023	46534	BRAMER AUTO SUPPLY	CUST# 8571 SUPPLIES	29.78
05/23/2023	46535	DC COLLECTIVE GROCER	WWTP CLEANING SUPPLIES	22.98
05/23/2023	46536	FERGUSONS LAWN EQUIP.	ACCT# 7057 TRIMMER LINE AND HEADS	115.16
05/23/2023	46537	LEELANAU ENTERPRISE	500 #10 WINDOW ENVELOPES	65.00
05/23/2023	46538	AIRGAS USA, LLC	CUST # 1459542 CYLINDER RENTAL	35.48
05/23/2023	46539	AIS CONSTRUCTION EQUIPMENT INC	ACCT#866095 LOADER MAINTENANCE	1,322.83
05/23/2023	46540	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS MAY 2023	507.45
05/23/2023	46541	FIELD CRAFTS, INC	MARINA UNIFORMS	484.83
05/23/2023	46542	GOOD NATURE GARDENS, INC	ADMIN BLDG GARDEN MAINTENANCE	352.00
05/23/2023	46543	KSS ENTERPRISES	CUST # VILLA660 DPW SUPPLIES	156.72
05/23/2023	46544	KDP RETIREMENT PLAN SVCS, INC	ADMIN REVIEW 1ST QTR 2023	270.00
05/23/2023	46545	VANTHOMME, RACHEL	UB refund for account: ADMS-000110-002E-	12.71
05/23/2023	46546	PARSHALL TREE SERVICE	CUST # 765527 TREE REMOVAL	6,720.00
05/23/2023	46547	MATTHEW FARQUHAR	MARINA RESERVATION REFUND	3,585.50
05/23/2023	46548	MR CLEAN	CLEANING SERVICE MARCH/APRIL	750.00
05/23/2023	46549	INTEGRITY BUSINESS SOLUTIONS	CUST# 957380 OFFICE SUPPLIES	73.20
05/23/2023	46550	PLANT MASTERS	MARINA LANDSCAPING SUPPLIES	140.98
05/23/2023	46551	PRIORITY HEALTH	GROUP 784340 JUNE 2023 PREMIUM	9,116.83
05/23/2023	46552	LEELANAU CTY ROAD COMMISSION	UNLEADED/LEADED APRIL 2023	1,163.85
05/23/2023	46553	SECURITY SANITATION, INC	PORTA JOHN RENTAL	361.44
05/23/2023	46554	STANDARD INSURANCE COMPANY	ACCT# 6429460117 JUNE 2023 PREMIUM	502.67
05/23/2023	46555	USABLUEBOOK	CUST# 820127 SUPPLIES	108.94
05/24/2023	18885 (E)	DTE ENERGY	MULTIPLE INV MAY 2023	808.48
05/24/2023	18886 (E)	AMAZON	MARINA MOUSE PADS/MOUSE	31.98
05/24/2023	18887 (E)	AMAZON	MARINA SHOWER HEAD/LIGHT BULBS	87.39
05/24/2023	18888 (E)	MENARDS	LANDSCAPE SUPPLIES	603.28
05/24/2023	18889 (E)	CUSTOM INK	MARINA UNIFORMS	235.18
05/24/2023	18890 (E)	CUSTOM INK	MARINA UNIFORMS	82.66
05/24/2023	18891 (E)	STAPLES	NETGEAR LIGHTING STRIKE	269.98
05/30/2023	18892 (E)	ADOBE	MNGR MAY 2023 SUBSCRIPTION	21.19
05/30/2023	18893 (E)	NEST LABS	MARINA ANNUAL SUBSCRIPTION JUNE 1-MAY 31	200.00
05/30/2023	18894 (E)	FIFTH THIRD BANK	BANK FEES MAY 2023	85.23
05/30/2023	18895 (E)	NEST LABS	5 DAY VIDEO HISTORY	29.19
06/06/2023	46556	LEELANAU ENTERPRISE	PUBLICATION-ORD 26 OF 2023	268.95
06/06/2023	46557	BADGER METER INC	BADGER ANNUAL SERVICE FEE MOBILE LICENSE	300.00
06/06/2023	46558	BAYSHORE OIL & PROPANE	482.9 GALS REC 90 @ 3.89	6,055.48
06/06/2023	46559	BECKETT & RAEDER	PLANNING SERVICE	2,494.70
06/06/2023	46560	BRIGHTSPEED	ACCOUNT#405593377 -MAY 2023	226.34

User: DOROTHY

CHECK DATE FROM 05/15/2023 - 06/16/2023

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DB: Suttons Bay

Check Date	Check	Vendor Name	Description	Amount
06/06/2023	46561	BRIGHTSPEED	ACCOUNT # 300439566 MAY 2023	653.06
06/06/2023	46562	BUNEKS HARDWARE	CUST# 2536 PIPE CLEANER/PVC CEMENT	87.09
06/06/2023	46563	JIM DEMOULPIED	ALLEY BRINE 2023	1,160.00
06/06/2023	46564	MERIT LABORATORIES	PFAS TESTING	1,820.00
06/06/2023	46565	MML WORKERS COMEPENSATION FUND	5002750-23 INSTALL #1 2023-2024	1,237.00
06/06/2023	46566	MRWA	MEMBERSHIP DUES-TO JULY 2024	535.00
06/06/2023	46567	NORTHERN SPRINKLERS	COMMERCIAL LAKE PUMP ON (7 ZONES)	120.00
06/06/2023	46568	JACOBS ENGINEERING GROUP, INC	CUST# 120525 PROJ# 404723.14 JULY 2023	16,249.00
06/06/2023	46569	INTEGRITY BUSINESS SOLUTIONS	ACCT# 957380 OFFICE SUPPLIES	74.70
06/06/2023	46570	PLANT MASTERS	6 BAGS POTTING SOIL-POP UP PARK	101.94
06/06/2023	46571	LEELANAU CTY ROAD COMMISSION	UNLEADED/LEADED MAY 2023	1,013.92
06/06/2023	46572	WELLS FARGO FINANCIAL LEASING	CUST# 1000090171 MAY 2023	72.92
06/06/2023	46573	WINDEMULLER	INV #4 PLC UPGRADES	7,921.20
06/08/2023	18896(E)	STATE OF MICHIGAN - TREASURY	MARINA GAS SALES TAX -MAY SALES PD JUNE	48.99
06/09/2023	46574	NORTHERN BUILDING SUPPLY, LLC	MULTIPLE INVOICES MAY 2023	1,379.93
06/09/2023	46575	LEELANAU ENTERPRISE	100 CT NOTEPADS	125.46
06/09/2023	46576	BAYSHORE OIL & PROPANE	668.8 @ 3.89 REC 90	3,035.69
06/09/2023	46577	BUNEKS HARDWARE	SPRING SNAP- BUOYS	27.65
06/09/2023	46578	THE COPY SHOP	350 2022 CCR	174.60
06/09/2023	46579	HAMPEL'S INC	DUESTER PARK LOCK/DOORCLOSERS	11,170.00
06/09/2023	46580	ANITA ABBOTT	OVERPAYMENT-REFUND	20.00
06/09/2023	46581	PARSHALL TREE SERVICE	STUMP GRINDINGS	860.00
06/09/2023	46582	PARSHALL TREE SERVICE	STUMP GRINDING CLEANUP/TOPSOIL	1,348.00
06/09/2023	46583	PLANT MASTERS	MARINA LANDSCAPE BATHOUSE	42.97
06/09/2023	46584	SIGNPLICITY	PARK SIGNS	3,297.16
06/09/2023	46585	WINDEMULLER	INVOICE# 2 MWS21-022R5	7,178.60
06/13/2023	18897(E)	CHERYLAND ELECTRIC	ACCT# 8364410 1522 RICHTER JUNE 2023	187.68
06/13/2023	18898(E)	AMAZON	BOAT LAUNCH CHAIR/UMBRELLA	99.96
06/13/2023	18899(E)	AMAZON	HEAT BLOCKING PRIVACY FILM	29.99
06/13/2023	18900(E)	GFL ENVIRONMENTAL	ACCT# 002105665 326 FRONT	249.75
06/13/2023	18901(E)	GFL ENVIRONMENTAL	ACCT#002105664 1520 RICHTER RD JUNE 2023	292.04
06/13/2023	18902(E)	PITNEY BOWES	2ND QTR LEASE PAYMENT 2023	140.10
06/13/2023	18903(E)	PITNEY BOWES - PURCHASE POWER	ACCT # 8000909002229933 JUNE 2023	200.00
06/15/2023	46586	BRAMER AUTO SUPPLY	CUST # 8571 BATTERY MOWER	41.39
06/15/2023	46587	ART'S AUTO AND TRUCK PARTS INC	CUST# 20090 40LB OIL DRUM	59.00
06/15/2023	46588	POSTMASTER	ANNUAL PO BOX FEE 2023	94.00
06/15/2023	46589	AIRGAS USA, LLC	CUST# 1459542 MO. RENTAL MAY 2023	44.39
06/15/2023	46590	GARAGE DOOR SERVICES, INC	GARAG DOOR REPAIR	947.16
06/15/2023	46591	GEI CONSULTANTS	SUTTONS BAY STREAM RESTORATION	23,327.44
06/15/2023	46592	HERMAN BROTHERS' LAWN CARE	LAWN CARE SERVICE THRU 6-2-2023	1,495.00
06/15/2023	46593	THE HOME CITY ICE COMPANY	103 BAGS @ 1.70 & DELIVERY CHG	460.10
06/15/2023	46594	INTEGRITY SOFTWARE SYSTEMS	TROUBLESHOOT MNGR/MARINA COMPUTERS	830.00
06/15/2023	46595	LIGHTHOUSE ELECTRICAL SERVICES	INSTALL 100 AMP SUB PANEL	3,607.02
06/15/2023	46596	CLAYTON WALDORF	REFUND TRANSIENT 50%	71.00
06/15/2023	46597	RICHARD MARTH	REFUND LESS PROCESSING FEE	345.00
06/15/2023	46598	OLDE PATH INDUSTRIES	300 UNITS X .30 BEACH GRASS	122.99
06/15/2023	46599	DOROTHY PETROSKEY	MISC SUPPLIES	85.82
06/15/2023	46600	SECURITY SANITATION, INC	PORT JOHN WATERWHEEL MAY 2023	1,100.00
06/15/2023	46601	SOS ANALYTICAL	ROUTINE ANALYSIS MAY 2023	200.00
06/15/2023	46602	SONDEE, RACINE & DOREN	PROFESSIONAL FEES MAY 2023	1,008.00
06/15/2023	46603	TKS SECURITY	WASTEWATER TREATMENT CAMERAS -STORM DAMA	280.00
06/15/2023	46604	USABLUEBOOK	CUST# 820127 STRIPING PAINT	146.74
06/15/2023	46605	VREDEVELD HAEFNER LLC	AUDIT PROGRESS THRU 5-31-2023	8,000.00

GEN TOTALS:

Total of 110 Disbursements:

149,755.38

		VILLAGE OF SUTTONS BAY REPORT VSB -2023-35	
Prepared:	June 12, 2023	Pages:	1 of 1
Meeting:	June 20, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	2023 Mid-Year Budget Amendment		

PURPOSE

To adopt the attached 2023 budget amendment

OVERVIEW

Although we typically wait and lump budget amendments into an end of the year request, we are recommending that the 2023 sewer and water budgets be amended to reflect the fees that were paid by the Harbor Heights development.

REQUEST #1 -To amend the 2023 Sewer Fund budget as follows:

Revenues

Increase 590-000-476 Permits and Fees by \$176,000 from \$5,500 to \$181,500

Expenditures

Increase 590-537-756 Collection Supplies by \$4000 from \$6500 to \$10,500 and

Increase 590-537-974 Collection Cap Improv by \$172,000 from \$80,000 to \$252,000.

MOTION THAT: the 2023 Sewer Fund budget be amended, as stated in Report VSB-2023-35 and being made a part of this motion.

REQUEST #2 -To amend the 2023 Water Fund budget as follows:

Revenues


Increase 591-000-476 Permits and Fees by \$112,000 from \$500 to \$112,500

Expenditures

Increase 591-000-756 Supplies by \$4000 from \$13,000 to \$17,000 and

Increase 591-000-974 by \$108,000 from \$20,000 to \$128,000.

MOTION THAT: the 2023 Water Fund budget be amended, as stated in Report VSB-2023-35 and being made a part of this motion.

		VILLAGE OF SUTTONS BAY REPORT VSB -2023-37	
Prepared:	June 14, 2023	Pages:	1 of 1
Meeting:	June 20,2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	2022 Audit		

PURPOSE

To consider adoption of the annual audit as submitted.


STAFF COMMENT

An annual audit has been performed in compliance with State of Michigan law. This audit is required to be accepted and submitted to the State no later than June 30th. As usual, we contracted an independent auditor to perform the audit, and as anticipated, all is in order.

The audit is reflective of our budgeting and anticipated expenditures for 2022, without surprises or concerns. Thank you, Lorrie, for all your hard work!

REQUESTED ACTION

MOTION THAT the Village Council accept the 2022 audit as prepared and further THAT the audit be submitted to the State of Michigan by June 30th.

		<h2>VILLAGE OF SUTTONS BAY</h2> <h3>REPORT VSB -2023-34</h3>	
Prepared:	June 12, 2023	Pages:	1 of 1
Meeting:	June 20, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Consideration of F&V Proposal		

PURPOSE

To consider the attached contract.

OVERVIEW

The attached F&V letter details our village water system planning and exploring efforts over the past few years. We are now asking the Village Council to accept the attached contract proposal. This proposal will essentially finalize the planning stage and move the village into the first stage of implementation.

From a funding perspective, we do not qualify for State grants, as the State does not recognize communities who are financially responsible, in fact, the State wont even give us a loan. Therefore, we will be applying for a loan with the USDA, who is eager to work with us. The loan will focus primarily on replacing the undersized St. Mary’s water main and approximately 30 individual water lines, however, moving beyond the St. Mary’s project boundary is still a consideration.

ACTION REQUESTED

MOTION THAT: The village council authorize the village manager to accept and sign the attached contract proposal.



June 13, 2023

Via Email: manager@suttonsbayvillage.org

Mr. Rob Larrea, Village Manager
Village of Suttons Bay
P.O. Box 395
420 Front Street
Suttons Bay, MI 49682

RE: Proposal to Assist with Planning for Water System Improvements and Preparation of a Funding Application

Dear Rob,

As you know, we have worked with the Village for several years planning improvements to the water system. We have enjoyed this opportunity to really get to know the system and help identify the needs for improvements.

We started working on the Village's water system back in 2011 when we completed the Village's Water Reliability Study. Since then, we have helped the Village stay current with EGLE requirements by updating the Water Reliability Study twice, updating the Wellhead Protection Plan, and most recently we assisted with planning for new well(s). We know the Village's water system well.

In previous work sessions, we have discussed well capacity improvements, water storage tank capacity improvements, watermain replacement, and EGLE lead and Copper Rule compliance as the order of the Village's water system improvement priorities.

We understand the Village's water system priorities have shifted and the top priority is now beginning the process of compliance with EGLE's Lead and Copper Rule. This rule was initiated in 2018 and it requires all Type 1 Public water systems to replace water services containing lead/galvanized iron components by the year 2040 – this includes the portion of the water service that is on the water customers property. Lead and galvanized iron water pipes were used prior to the 1980's and the Village likely has several services in the older sections of the water system that violate the lead and copper rule. The water service replacement must be completed from the watermain to 18" inside the structure/home. This is potentially a huge undertaking for the Village and we agree with the Village in making lead and copper rule compliance a top priority.

It is a great time to start the compliance process and it would be best to complete this work in conjunction with replacement of watermains in the old sections of the water system. Many of these old watermains are undersized and contain leaded joints that should be eliminated from the system for the same reasons that lead service lines should be eliminated. We have assisted many communities with these projects and we have worked with a variety of funding sources for this type of work. For the Village of Suttons Bay, we feel the best funding source is USDA. USDA provides low interest loans with terms up to 40 years. We recommend that the Village submit a funding application to USDA for watermain and water service improvements for the first phase of achieving compliance with the lead and copper rule. We can help the Village develop a watermain and water service replacement project scope according to the Village's desired impact to water rates and then complete a USDA Funding Application for this project.

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700
www.fveng.com

If the Village is interested in initiating the process of EGLE Lead and Copper Rule compliance, the time to start is now as it will take time to get the funding in-place, complete design, and complete the construction of the improvements. Below is an approximate timeline for a project if the Village were to start the process today:

Project Phase	Timeline
USDA Funding Application	July-23 to January-24
USDA Funding Commitment	April-24
Project Design and Permitting	May-24 to September-24
Bidding	September-24 to October-24
Construction	May-25 to October-25

If the Village is interested in moving forward with the initial planning and USDA Funding Application Phase, please authorize the enclosed proposal and we will get started on this important step toward EGLE Lead and Copper Rule Compliance.

If you have any questions, please feel free to give us a call.

Sincerely,

FLEIS & VANDENBRINK



Ken Mlcek, P. E.
Project Manager



Brian D. Rowley, P.E.
Manager, Traverse City



June 13, 2023

Via Email: manager@suttonsbayvillage.org

Mr. Rob Larrea, Village Manager
Village of Suttons Bay
P.O. Box 395
420 Front Street
Suttons Bay, MI 49682

RE: Proposal to Assist with Planning for Water System Improvements and Preparation of a Funding Application

Dear Rob,

We recently discussed the proposed water system improvements that were recommended in the Village's Water Reliability Study. We understand the Village is interested in an evaluation of the potential cost and financial impact of the high priority improvements that were recommended in the study. We applaud the Village for this level of planning, it shows that the Village is committed to maintaining the reliability and integrity of their water system infrastructure.

The Village's high-priority water system improvements are:

- Additional well capacity.
- Additional water storage tank capacity.
- Replacement of aged and undersized watermain on St. Mary's Street, St. Joseph Street, and Race Street (this work would include replacement of water service lines in accordance with EGLE Lead and Copper Rules).

There are a few different ways to approach the funding of a project including the improvements above. We would be happy to help the Village with this planning process. We propose the following work plan to provide this assistance:

Work Plan

Assistance with Financial Analysis of the Village Water System:

- Meet with the Village to discuss the current financials of the water system.
- Obtain information from the Village related to current water rates, past rate studies, billing structure, existing debt documents, operations and maintenance costs, etc.
- Summarize the water system financial information.
- Estimate the cost of the water system improvements noted above.
- Evaluate potential water rate impacts required to finance the proposed improvements.
- Propose funding options for the proposed improvements (USDA or EGLE DWSRF) and potential conditions associated with these options.

If the Village chooses to seek funding for a proposed project, the next step will be to complete a funding application.

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
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www.fveng.com

Funding Application for the Proposed Water System Improvements to USDA or EGLE DWSRF Program:

Project Plan/Preliminary Engineering Report (required for either funding source)

1. Preliminary Engineering Report (PER)/Project Plan. This report will detail the scope of the proposed project that applies to both the EGLE and USDA programs. This is one document that will be applicable to both programs.

EGLE DWSRF Program – Specific Requirements

1. Prepare an Environmental Assessment for the proposed sanitary sewer system improvements work. It is our understanding from discussions with EGLE that the Environmental Assessment will require a self-performed evaluation of environmental impact of the project and no direct correspondence with regulatory agencies will be required for this funding program. There are exceptions to this rule – if the Village were to receive federal funds for the project, a more in-depth Environmental Review may be required. The in-depth review is not included in the scope of this proposal and a fee for this work can be discussed if the in-depth review is required.
2. Assist the Village with preparation of required public notice for the project.
3. Assist with the required Public Hearing.

USDA Rural Development Program – Specific Requirements

1. Prepare funding application documentation in the USDA RDAApply database.
2. Submit application for State and Regional Clearinghouse review.
3. Complete Customer Information Sheet. This will require some assistance from the Village to confirm the required information.
4. Coordinate documentation that supports the project and is consistent with the area comprehensive plan.
5. Coordinate Environmental Report. USDA requires a higher level of effort for their Environmental Assessment including correspondence with several government agencies to seek input on potential environmental impacts. Luckily, USDA works with a non-profit called Rural Community Assistance Provider (RCAP), who performs the USDA Environmental Assessment at no cost, to complete these additional Environmental Assessment requirements. We will coordinate with RCAP on behalf of the Village to provide the necessary information to complete the Environmental Assessment.

Note: USDA Environmental Assessments require consultation with an Archaeologist and a Historian to review the project area for potential impacts to historically significant properties. We will assist the Village with coordinating these services, however, the cost of the Archaeologist/Historian coordination are not included in this proposal. This would be handled through a direct contract with the Village. This cost may be in the ball-park of \$5,000.

6. Prepare a Draft Engineering Agreement to be included in the application.
7. Coordinate Legal Services Agreement with the Village’s Attorney.

Professional Fees

We propose the following lump sum fees for category of the above Work Plan:

Village of Sutton’s Bay Water System Planning and Funding Assistance

Task	Budget
Assistance with Financial Analysis of the Water System	\$8,000
Funding Application Assistance (either USDA or EGLE DWSRF)	\$17,000
Total	\$25,000

Please let us know if you have any questions on the above scope of work or the proposed fee. We look forward to working with you on this project. If there are any questions, please feel free to call us at (231) 932-8600.

Sincerely,

FLEIS & VANDENBRINK



Ken Mlcek, P. E.
Project Manager



Brian D. Rowley, P.E.
Manager, Traverse City


Enclosures

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 June 13, 2023, and authorized under the existing agreement with F&V to provide Professional Engineering services to the Village dated October 13, 2020.

By _____

Date _____

		<h2 style="margin: 0;">VILLAGE OF SUTTONS BAY</h2> <h3 style="margin: 0;">REPORT VSB -2023-36</h3>	
Prepared:	June 12, 2023	Pages:	1 of 1
Meeting:	June 20, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	New Ordinance		

PURPOSE

To discuss an ordinance that regulates trailer parking & overnight storage/stays.

OVERVIEW

You may recall that we discussed these topics in the past. This was one of the Ordinance discussions that were postponed as we had to redirect our staff time to more pressing issues. Since that time, the Village has seen an increase in individuals storing / parking their **unattached trailers** on our streets. They tend to disengage their boats, trailers etc. and essentially park them unattended and unsecured on our village streets, sometimes for days and even weeks. The concern is that these trailers rely on the mechanical braking systems of the vehicle towing them, when disengaged, they have no power for movement, no mechanical braking system or parking brake.

From a public safety standpoint, if these trailers were to be dislodged or have a wheel chock fail, it poses an unnecessary safety risk to our residents. The ordinance would regulate this issue and allow the Sheriff to address it appropriately.

The other issue, in brief, is the increase in vehicles parking in our parks, municipal lots, and streets and essentially staying the night. Although, we are happy to accommodate tourists in our community, the increase in vehicles parking on our streets and in our municipal lots essentially camping, has become a time-consuming and frustrating issue. The ordinance would regulate these issues and allow the Sheriff to address it appropriately.

STAFF COMMENT

The ordinance before you is in draft form however, is intended to address the two above issues that in many respects go hand in hand. Just recently, we had an unattached sail boat parked and stored at a park, that was then moved to a municipal lot, detached again and stored for a couple days as the owner camped in his vehicle. We are a lenient community however; this practice is taking up too much staff time and should be addressed.

RECOMMENDATION

To review the ordinance and provide direction on either moving the process forward and preparing it for adoption OR retracting this initiative. Please advise.

THE VILLAGE OF SUTTONS BAY

ORDINANCE NO.

RECREATIONAL & UTILITY TRAILER PARKING LIMITATIONS

An ordinance to prohibit the overnight parking, standing or storage of vehicles, including, recreational vehicles, non-self-propelled recreational vehicles, boats, boat trailers, utility trailers that are disengaged from the motor vehicle or towing vehicle on Village Streets; to regulate occupied vehicle parking on streets, municipal parking lots, parks, and other properties; to repeal any ordinance provision thereof in conflict herewith; and to prescribe penalties and enforcement remedies in accordance with and under the authority of the Michigan Vehicle Code, being Public Act 300 of 1949, General Law Village Act, being Public Act 3 of 1895, Public Act 12 of 1994, being the Revised Judicial Act of 1961, as amended.

THE VILLAGE OF SUTTONS BAY ORDAINS:

SECTION I: PURPOSE

The purpose of this Ordinance is to preserve the health, safety and general welfare of motorists and residents of the Village of Suttons Bay by regulating the:

1. Unlawful overnight camping or sleeping within vehicles, including within a camper, travel trailer, boat, or similar vehicle, on village streets, in public parks, and/or in municipal parking lots.
2. On-street parking of recreational vehicles and utility trailers unattached from the towing vehicle on village streets, in public parks, and in municipal parking lots.

SECTION II: OVERNIGHT PARKING PROHIBITED

1. It shall be unlawful for any occupied motor vehicle to be parked in a municipal parking area, marina, boat launch or park, from the hours of 10:00 pm to 7:00 am.
2. No recreational vehicle, including a camper, trailer, motor home, travel trailer, truck camper, van camper, boat or similar vehicle may be occupied in a municipal parking area, marina, boat launch or park, from the hours of 10:00 pm to 7:00 am.

SECTION III: MUNICIPAL LIMITATIONS

1. Any recreational vehicle, watercraft, boat, trailer, or otherwise, whether self-propelled or not, shall remain attached to the transporting vehicle and shall not be disengaged from the vehicle or towing hitch for any amount of time, when located on a street, in a municipal parking area, marina parking area, boat launch or park.
2. It shall be unlawful to obstruct or encroach upon the public highways, streets, and alleys of the Village of Suttons Bay with any recreational vehicle or utility trailer.

SECTION IV: RIGHT OF REMOVAL

The Village reserves the right to remove any recreational vehicle, including a camper, trailer, motor home, travel trailer, truck camper, van camper, boat or utility trailer, at the owners' expense.

SECTION V: VIOLATIONS AND PENALTY


Any person who violates any provision of this ordinance shall be responsible for a municipal civil infraction defined in Revised Judicature Act 236 of 1961 and shall be subject to a fine as established by the 86th District Court of not less than one-hundred (\$100) Dollars and not more than Five Hundred (\$500.00) Dollars. Each day that a violation continues to exist shall constitute a separate offense.

SECTION VI: SEVERABILITY

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.

SECTION VII: EFFECTIVE DATE

This ordinance shall take effective XXXX (xx) days following the publication of the Ordinance or a synopsis of the Ordinance in a newspaper of general circulation in the Village.

		VILLAGE OF SUTTONS BAY ZONING REPORT	
Prepared:	06/09/2023	Pages:	1 of 1
Meeting:	June PC & Council	Attachments:	0 <input type="checkbox"/>
Subject:	Zoning Report		

LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADU	ALTERATIONS ADDITIONS	ACCES. STRUCT.	FENCE	COMMERCIAL & SIGNS
May 2023	3	0	0	1	0	0	2
Year To Date	8	0	0	1	1	0	6

- LUP 2023-09 Covered Trellis for Kitchen Service Area – Hop Lot – West Bayshore Dr.
- LUP 2023-10 Additions + pool + Accessory Dwelling – First St.
- LUP 2023-11 Infrastructure, grading, and drainage for Harbor Heights

Two Land Use Permits currently in progress.

STAFF REPORT:

- ZBA Application for dimensional variances were approved for the Friendship Center, to allow for an addition.
- Inquiries on zoning requirements and standards.
- FEMA Flood Plain Map updates and ordinance.
- Property owner on South Shore Drive appealed ZBA decisions to the Circuit Court.
- ZBA Application for dimensional variance received to construct a front porch on St. Mary’s Street. Hearing scheduled for June 20, 2023

FUTURE ACTION REQUESTED: None at this time.