

## **ACTION ITEM: #1**

### **NEW BUSINESS:**

#### **A. SBPD Lease of Fire Department Space**

Enclosed is a draft lease prepared by Attorney Dan Penning, representing the Fire District. During committee meetings we have discussed changing the office location of the Police Department. Our current lease expires December 31, 2009. The Chief and I have discussed numerous options of where to locate the PD office. The Chief approached the Fire Department to discuss the possibility of leasing space. He was able to negotiate this location at a reduced cost from what we are currently paying. The current lease is \$575/month plus phone and utilities. The lease with the Fire Department will be \$375/month plus phone and the utilities are included in the lease payment. This is a saving of \$2,400/year. If approved, the Chief will start moving in December to insure we are out of the current building by December 31st. The new lease will be effective January 1<sup>st</sup>. This date may change depending on Fire Department requirements. The only question I had of the proposed lease was insurance requirements. I contacted Paul Olsen our general liability agent. He is able to provide liability coverage as required by the lease at no additional cost to the Village.

After Council consideration, if you would like to enter into a lease agreement at the Fire Department we will need a motion authorizing the Village Manager, on behalf of the Village of Suttons Bay, to execute the lease with Suttons Bay Township and Bingham Township, for office space located at 201 St. Mary's Street, for \$375 per month, with the lease being effective January 1, 2010 and expiring December 31<sup>st</sup>, 2010.

Motion:

## **ACTION ITEM: #2**

### **NEW BUSINESS:**

#### **B. Stallman Chemical Lease**

The Village leases space from Stallman for the purpose of storing salt and sand which is used for winter street maintenance. The Village does not have its own storage facility and until it does we will have to lease space to keep the material covered. This is an annual lease and has been renewed each year by Council. Because this lease has been an on going annual approval by Council, the lease will be part of the monthly consent agenda.

What we don't know at this time is if the space will be available. Stallman has indicated that there is the possibility that fertilizer may be stored this year. Staff is still working on this issue. Approval of the lease is preemptive. If the space becomes available the lease will be already approved by council. If the space remains unavailable we will not execute the lease.

I have enclosed a draft lease for your review.

If after consideration council decides to enter into a lease agreement with Stallman Chemical we will need a motion authorizing the Village Manager, on behalf of the Village of Suttons Bay, to execute the lease with Stallman Chemical and Fertilizer for storage space located at 113 Fourth Street, for \$50 per month, with the lease being effective December 1, 2009 and expiring April 30, 2010.

Motion:

## **ACTION ITEM: #3**

### **NEW BUSINESS:**

#### **C. Indoor Clean Air Act Policy**

During the month of July and August 2009 the County passed the Clean Indoor Air Worksite Regulation which requires all Leelanau County public and private worksites to be smoke-free with exceptions. The regulation became effective on November 16, 2009. There were two steps employers were to follow: 1) develop a non-smoking worksite policy and 2) communicate this policy to all employees three weeks prior to implementation.

The Health Department sent a sample policy to the village for adoption which would comply with the regulation. Upon reviewing this information and investigating current Village policy, it was determined that council adopted a work-place smoke-free policy February 21, 2005. Our policy was designed for employees. The only thing I could find lacking in our policy is the wording "This policy applies to all employees, clients, contractors and visitors."

One additional requirement is placing signs on the doors.

Even though we have an employee non-smoking policy you may want to consider adopting this policy just to cover others who are non-village employees in enclosed village buildings. The Clerk and I made changes to the policy proposed by the Health Department. The changes were minor in nature and do not effect the intent of the policy. A draft has been enclosed for your review.

If after consideration council decides to adopt the policy we will need a motion to adopt a Business Smoke-Free Policy as presented, requiring a smoking prohibition in all village owned or leased enclosed structures, facilities, buildings, vehicles and equipment and the policy will apply to all village employees, clients, contractors and visitors in accordance with the Benzie-Leelanau Clean Air Regulation.

Motion:

## **ACTION ITEM: #4**

### **NEW BUSINESS:**

#### **D. 2% Request for St. Joseph Design Project**

The General Service Committee has recommended that a 2% request be submitted to the GTB requesting assistance in funding the cost of a consulting firm to assist the Village in the development of a conceptual design for M-22/St. Joseph. A copy of the 2% request is enclosed for your review.

The one issue that is always a concern when submitting multiple 2% requests is the priority of the requests. Which request is more important for the village? Does one request lower the opportunity of receiving funding for the other request? Questions for Council to consider.

After consideration if council decides to approve the request we will need a motion to adopt Resolution 8 of 2009 authorizing the submission of a 2% request to the Grand Traverse Band of Chippewa and Ottawa Indians for assistance in funding the cost of a consulting firm to assist the Village in the development of a conceptual design for M-22/St. Joseph enhancement project in the amount of \$25,000

Motion:

## **ACTION ITEM: #5**

### **NEW BUSINESS:**

#### **E. 2% Request for Patrol Vehicle**

The Public Safety and Administration Committee has recommended that a 2% request be submitted to the GTB requesting assistance in funding the cost of a patrol vehicle for the police department. A copy of the 2% request is enclosed for your review.

The one issue that is always a concern when submitting multiple 2% requests is the priority of the requests. Which request is more important for the village? Does one request lower the opportunity of receiving funding for the other request? Questions for Council to consider.

We will need a motion if after consideration council decides to authorize the submission of a 2% request to the Grand Traverse Band of Chippewa and Ottawa Indians for assistance in funding the cost of a patrol vehicle in the amount of \$25,000

After consideration if council decides to approve the request we will need a motion to adopt Resolution 9 of 2009 authorizing the submission of a 2% request to the Grand Traverse Band of Chippewa and Ottawa Indians for assistance in funding the cost of a patrol vehicle in the amount of \$25,000.

Motion:

**ACTION ITEM: #6**

**NEW BUSINESS:**

**F. Winter Maintenance Contract (sanding and salting)**

The school has approached the Village about the possibility of providing winter maintenance service in the form of sanding and salting on school property. Bob has met with school staff to review the request. General Service Committee has also reviewed and approved the request. In a cost reduction move, the school is going to plow the school ground using their staff. The only item they cannot perform is the sanding and salting. Dorothy prepared a simple Letter of Intent. (similar to what we use for vehicle and equipment maintenance with the school) The Letter of Intent details the costs.

We will need a motion if after consideration council decides to authorize the DPW to perform this service for the school based on the costs as outlined in the Letter of Intent.

Motion:

## **ACTION ITEM: #7**

### **NEW BUSINESS:**

#### **G. Insurance Agent of Record Change**

Each committee has been briefed on the possible changes regarding medical, life, disability, vision and dental benefits provided for employees. The first step in this process is deciding on the agent and company to use to process this package of insurance. We asked HUB (current company), Riske Brown, and Larkin to provide a quote based on the proposal we provided each agent.

1) It was not possible to determine the agent based on cost, it was the same product so the costs were within dollars of each other.

2) We then examined each proposal to determine how accurate each agent was when responding to our request and timeliness of the response.

3) We also considered how each agent represented themselves and knowledge of the product we were requesting information on.

4) Finally we considered what type of support staff and the experience of support staff that would be available to us if the agent was not available.

Based on the above criteria, the decision on who to choose became apparent. Susan Betz, Benefit Advisor / Sales Agent for the Larkin Group, Inc. Sue seemed to have the best understanding of the information, responded exactly to the information requested and has experienced support staff available to respond to village insurance issues. I would also like to say the Cindy Riske also represented herself and her company well.

I am recommending the Susan Betz, agent for the Larkin Group, be appointed as the Village of Suttons Bay Agent of Record for medical, life and disability.

After Council consideration, I would ask for a motion from council to appoint Susan Betz, agent for the Larkin Group as the Village of Suttons Bay Agent of Record for medical, life and disability effective immediately.

Motion:

## INFORMATION AND COMMENTS

**1. St. Joseph Corridor Enhancement Project:** In an attempt to select a consulting firm to assist the Village with conceptual design of the M-22/St. Joseph corridor I decided to use a quality based selection process. This means that a consultant would initially be selected based on qualifications, experience and familiarity with this type of project. Eleven "Request For Qualifications" (RFQ) were sent out. The submittal deadline is December 15<sup>th</sup>.

a. Once the qualifications are received they will be reviewed by a committee. It has not been determined who will be on the review committee.

b. Committee will rank the firms and determine how many firms to interview. Interviews will then be set up.

c. Committee will interview selected firms. After the interview committee we will have the option of making a recommendation at that time or further reducing the number of firms again and ask for a second interview of the selected firms.

d. The firm that the committee recommends will be asked to attend a council meeting to allow council an opportunity to ask questions of the firm prior to making the final decision.

e. Once the firm is selected a price for the scope of service will be negotiated. If an agreement on scope of service or price can not be agreed upon then negotiations will begin with the runner-up firm.

f. Once a scope of service and price are agreed upon council will be asked to approved a contract.

h. After all that we begin the process of design.

**2. Medical Insurance:** Each committee has been updated on the status on health care costs for employees and employee's families. In an effort to control costs, and yet provide a quality benefit we have examined numerous options. Each committee has had some input on this subject. We are close to making a final decision but we would like to have the new agent of record on board to go over the options one last time before presenting the information to council. Of all the options considered it appears that not only will we be able to maintain a quality health care package but we will save around \$15,000 in health care costs. A complete package will be available for committees to review at their December meeting.

