



VILLAGE OF SUTTONS BAY

COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682

Tuesday May 3, 2022 at 8:30 am

For the public wishing to attend via remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org).

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
 - b. Marina Report
 - c. WWTP Report
 - d. Treasurer Report
2. Additions / Deletions to the Agenda
3. Reports / Communications
4. Committee Member Information / Comments
5. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
6. Old Business
7. New Business
 - a. Manager's Work Plan
8. Public Comments/Written Communication
9. Committee Member Comments
10. Announcements:
11. Adjourn

Village of Suttons Bay is inviting you to a scheduled Zoom meeting.

Topic: **Committee of the Whole**

Time: **May 3, 2022 08:30 AM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89809665275?pwd=bUJra1BDeTF0Y0R6R0JmNUlMeVI4QT09>

Meeting ID: 898 0966 5275

Passcode: 993935

One tap mobile

+13126266799,,89809665275#,,,,*993935# US (Chicago)

+19294362866,,89809665275#,,,,*993935# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 898 0966 5275

Passcode: 993935

Find your local number: <https://us02web.zoom.us/j/kc7i5tDLfd>

To: Rob Larrea
Dave Miller

From: Mark Huggard, JACOBS

Date: March 30th, 2022

Copy: Kevin Dahl, JACOBS
Nick Lenzi, JACOBS
Andrew Waldron, JACOBS
Justin Straub, JACOBS

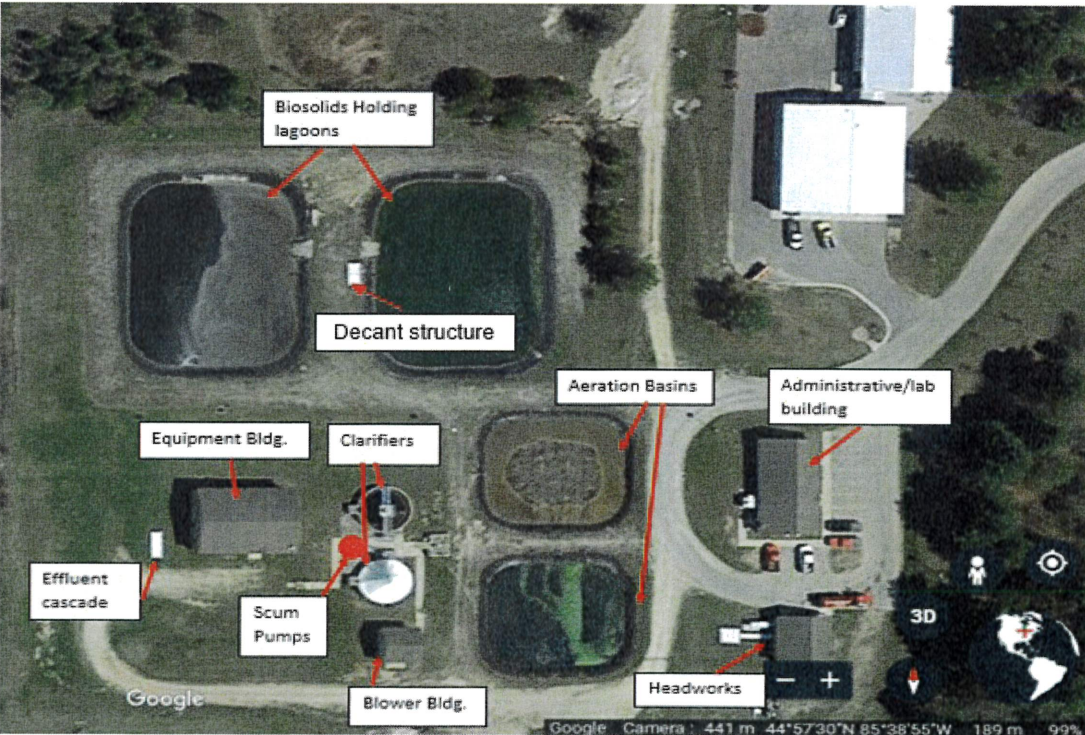
This report describes our activities during the month of March 2022. If there is additional information you would like included in the report, please let us know.

Permit compliance:

Available lab results for the month of March indicate the facility is in compliance with its National Pollution Discharge Elimination System (NPDES) permit.

Jacobs completed and submitted February’s Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The facility was in full compliance.

Treatment Plant Aerial View



Operations:

February Flow Report

Average Influent Flow 2022*	0.093	Million Gallons per day
Average Influent Flow 2021	0.112	Million Gallons per day
Total monthly hauled truck waste 2022**	181,962	Gallons
Total monthly hauled truck waste 2021	117,351	Gallons

* Through March 30th

** Through March 29th

On 3-9-22 the plant surge protector was repaired and made fully operable.

The air actuated wiper system on UV bank B has failed. The wiper system automatically performs cleaning cycles that remove debris from the quartz sleeves that house the UV bulbs. If the sleeves aren't cleaned the ability of the UV light to provide sufficient disinfection of the water can be compromised. To prevent a decrease in UV effectiveness until the wiper system is repaired continuous monitoring and manual cleaning of the sleeves will be conducted as needed until the repairs are made. We're currently acquiring the replacement parts.

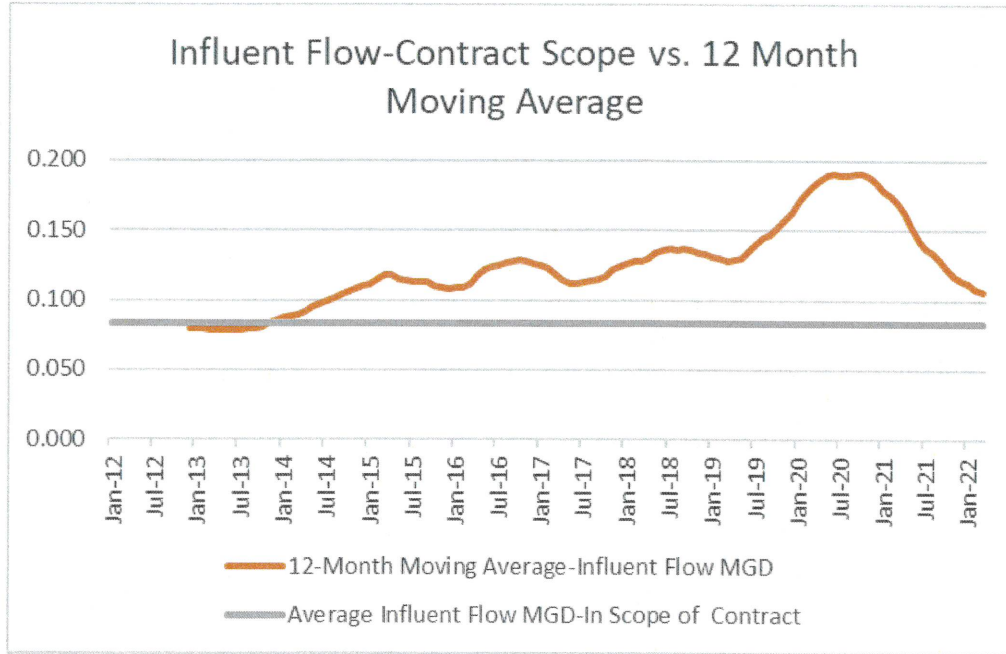
On the Horizon:

- Repair leaking yard valve by clarifiers. (2022)
- Upgrade of headworks fine screen PLC (2022)
- UV PLC uninterrupted power supply installation (2022)
- Cloth disk filter interior coating replacement (2022)
- HTW programming upgrade (2022)

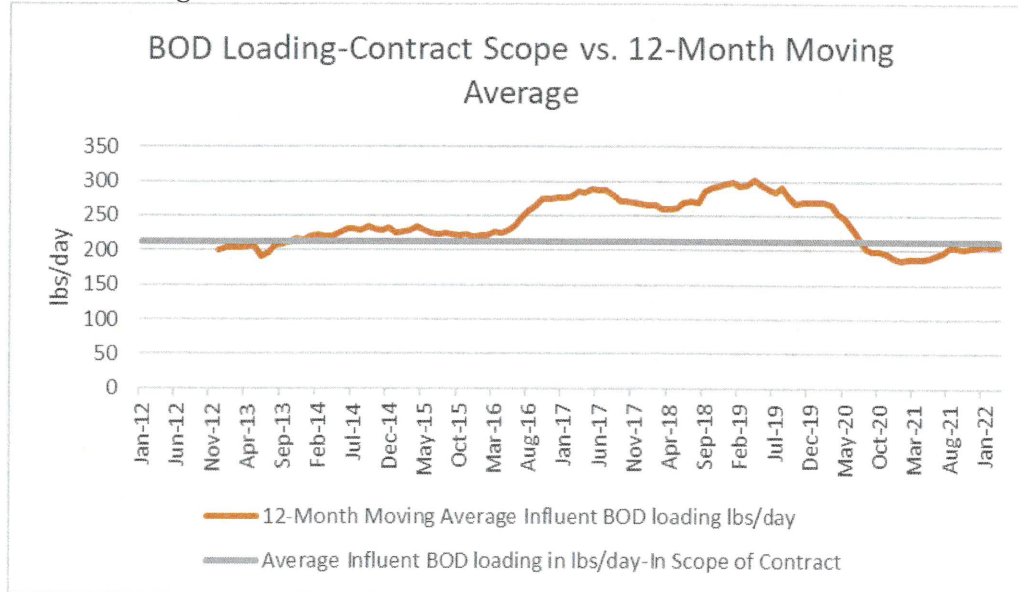
Plant Influent and Effluent Trends:

The following graphs illustrate the facility's influent characteristics encompassed in our scope, per Amendment 3 to our 2010 agreement, compared to actual influent characteristics. Influent flow characteristics are based on a 12-month moving average.

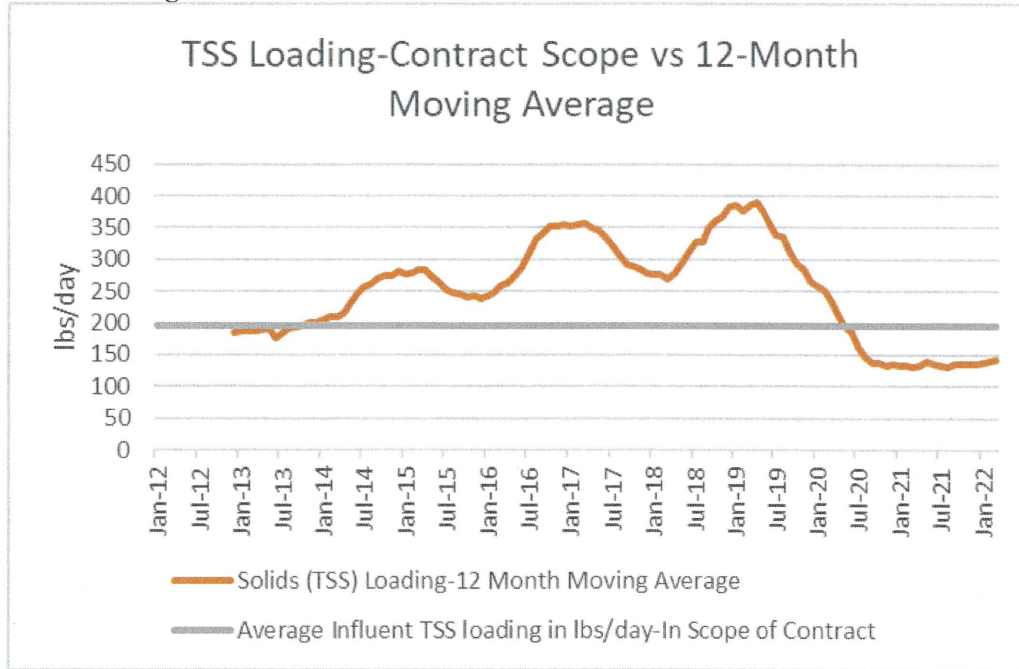
Influent Flow



BOD Loading

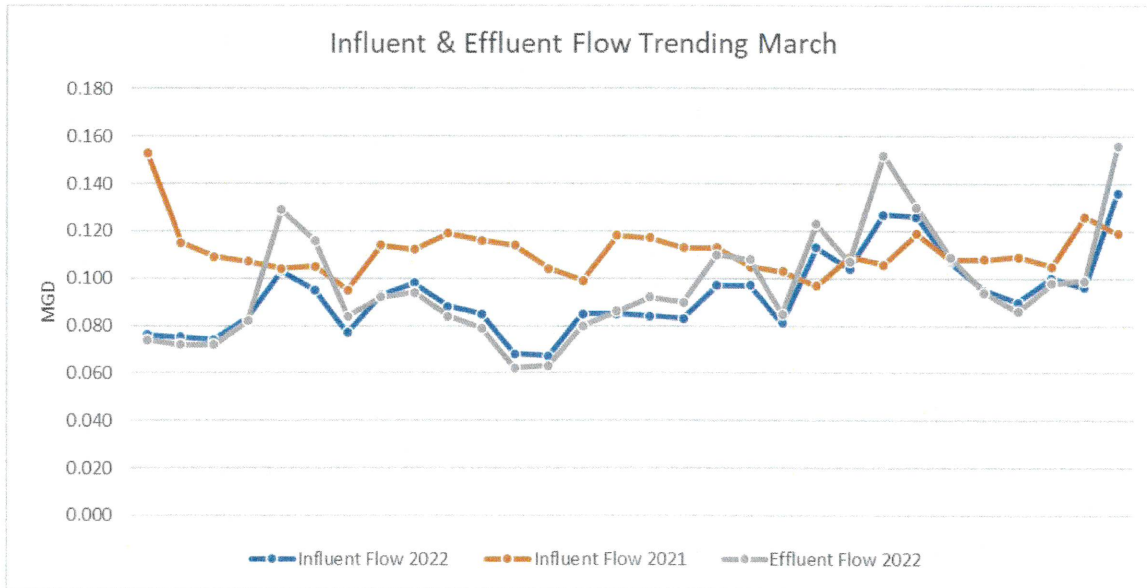


TSS Loading



The following plant flow graph illustrates the facilities current influent and effluent flow trend for the reporting month and the influent flow for the same month of the previous year. The NPDES permit limit table details the monthly average permit limits for each parameter, the graph below this table illustrates the available parameter concentrations for the reported month.

March Plant Flows

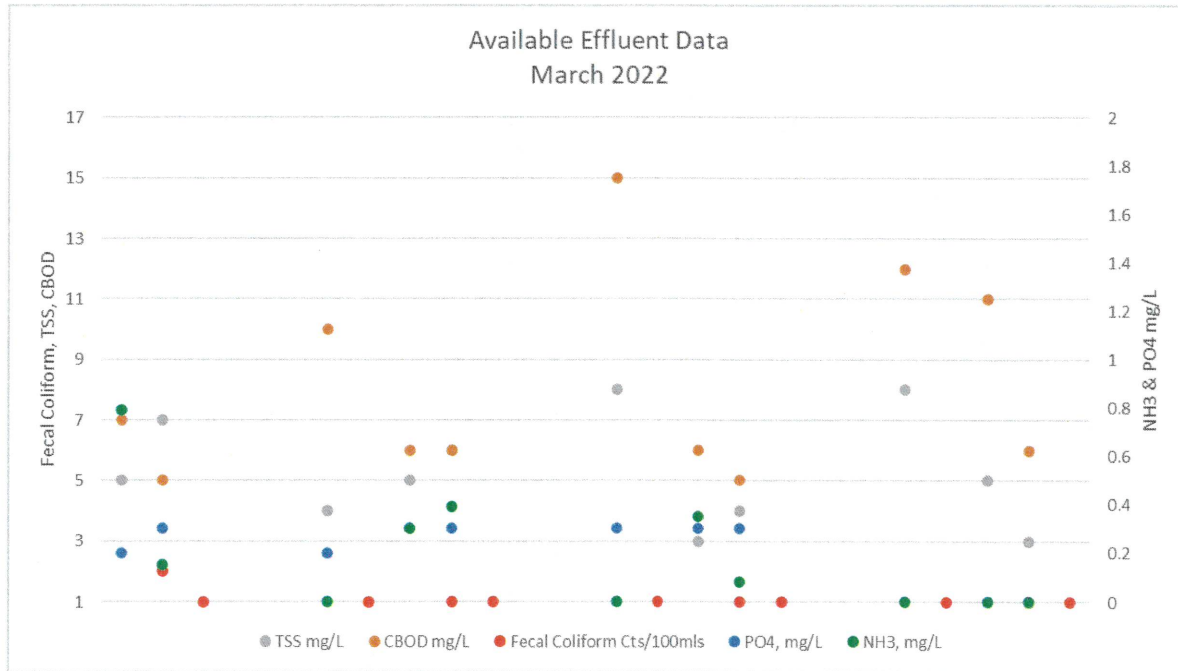


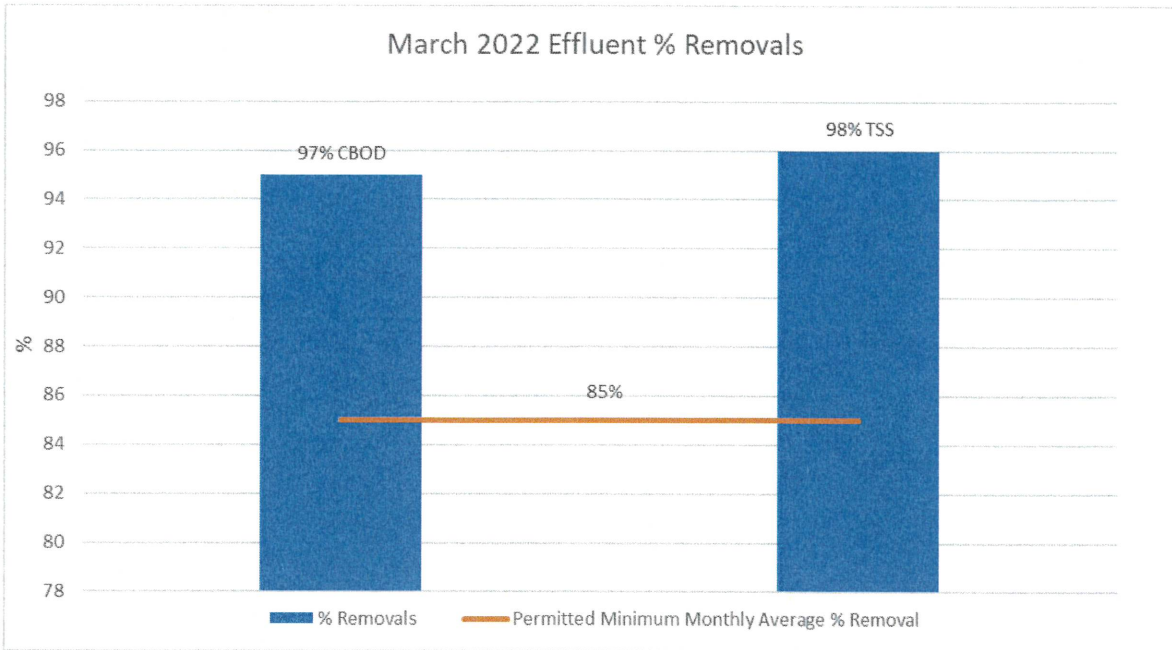
* Data available through March 30th, 2022

NPDES Permit Limits

Parameters	Monthly average	7-day average
Total Suspended Solids	30 mg/L	45 mg/L
Fecal Coliform	200 counts/100 mLs	400 counts/100 mLs
Carbonaceous Biochemical Oxygen Demand	25 mg/L	40 mg/L
Total Phosphorus, PO4	0.5 mg/L	No Limit
Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA

March Effluent Permit Data





Financial Report

Current Month	Mar-22	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ -	
Current Month Natural Gas	\$ 914.64	
YTD Repairs		
YTD Repairs	\$ 153.21	
Repair Budget Remaining (\$6,000 Limit)	\$ 5,846.79	
YTD Repair Labor Hrs		
YTD Repair Labor Hrs	15.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 88.50	
YTD Chemicals		
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$5,500 Limit)	\$ 5,500.00	
YTD Electricity		
YTD Electricity	\$ 2,905.94	
Utility Budget Remaining (\$21,000 Limit)	\$ 18,094.06	
YTD Natural Gas		
YTD Natural Gas	\$ 2,914.64	
Utility Budget Remaining (\$12,000 Limit)	\$ 9,085.36	

Mark Huggard | Jacobs | Project Manager
 O 231.922.4922 | M: 231.313.5592 | mark.huggard@jacobs.com
 606 Hannah Ave. | Traverse City, MI 49686 | United States

To: Rob Larrea
Dave Miller

From: Mark Huggard, JACOBS

Date: April 28th, 2022

Copy: Kevin Dahl, JACOBS
Nick Lenzi, JACOBS
Andrew Waldron, JACOBS
Justin Straub, JACOBS

This report describes our activities during the month of April 2022. If there is additional information you would like included in the report, please let us know.

Permit compliance:

Available lab results for the month of April indicate the facility is in compliance with its National Pollution Discharge Elimination System (NPDES) permit.

Jacobs completed and submitted March's Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The facility was in full compliance.

Treatment Plant Aerial View



Operations:

February Flow Report

Average Influent Flow 2022*	0.132	Million Gallons per day
Average Influent Flow 2021	0.114	Million Gallons per day
Total monthly hauled truck waste 2022**	177,081	Gallons
Total monthly hauled truck waste 2021	126,427	Gallons

* Through April 26th

** Through April 27th

On Wednesday April 20th, Windemuller Electric installed the rebuilt VFD for aeration blower #1 and the blower was placed into service.

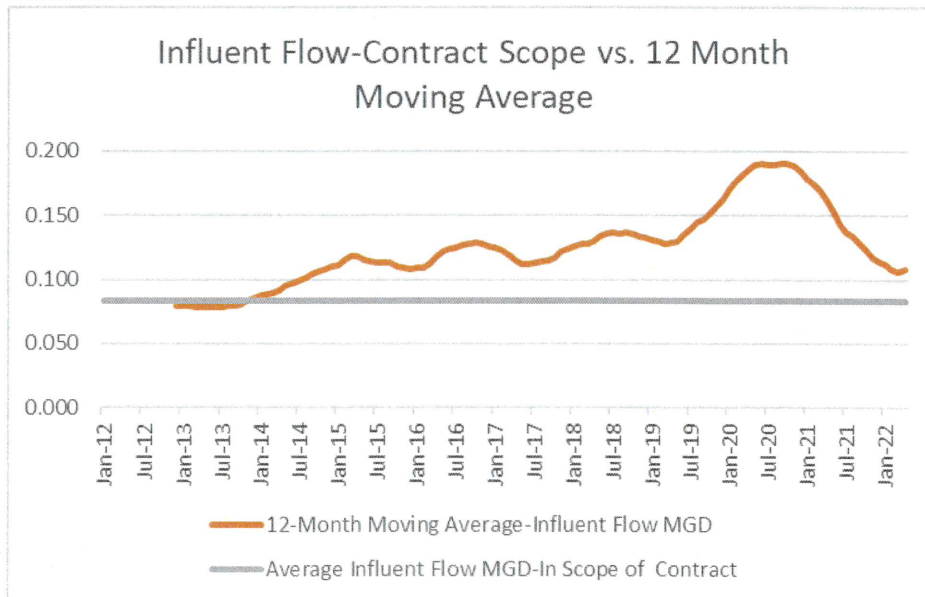
On the Horizon:

- Repair leaking yard valve by clarifiers. (2022)
- Repair of UV Bank B wiper system (2022)
- Upgrade of headworks fine screen PLC (2022)
- UV PLC uninterrupted power supply installation (2022)
- Cloth disk filter interior coating replacement (2022)
- HTW programming upgrade (2022)

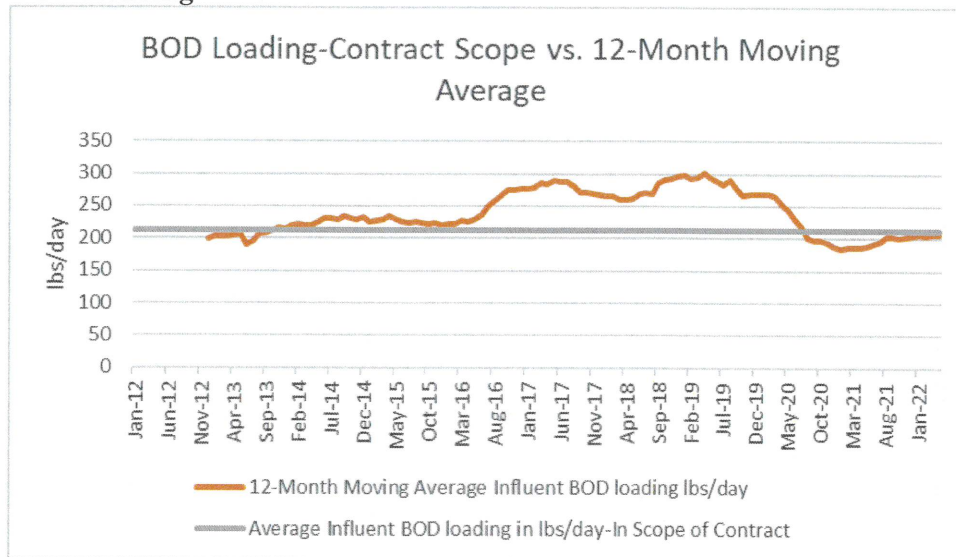
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The following graphs illustrate the facility’s influent characteristics encompassed in our scope, per Amendment 3 to our 2010 agreement, compared to actual influent characteristics. Influent flow characteristics are based on a 12-month moving average.

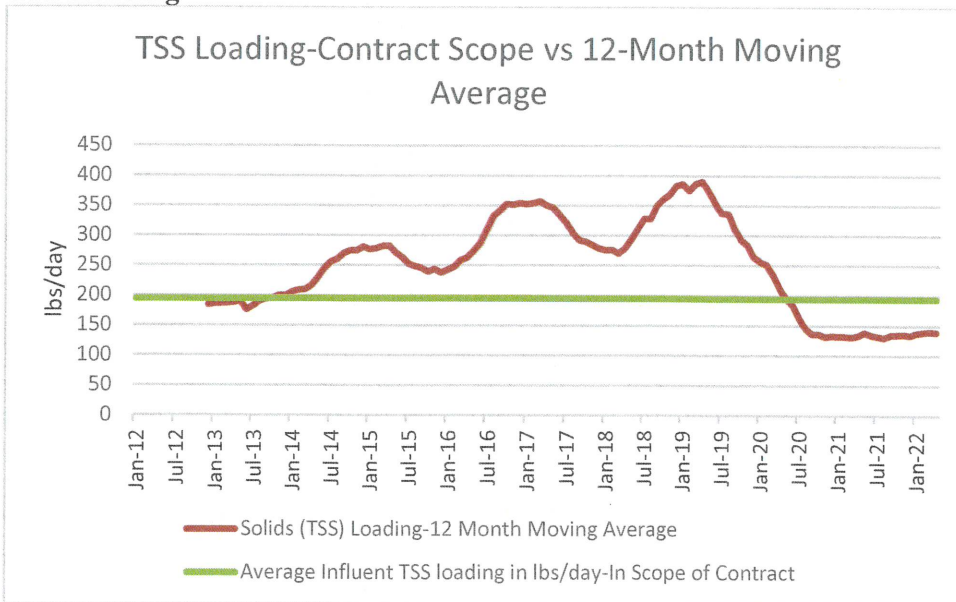
Influent Flow



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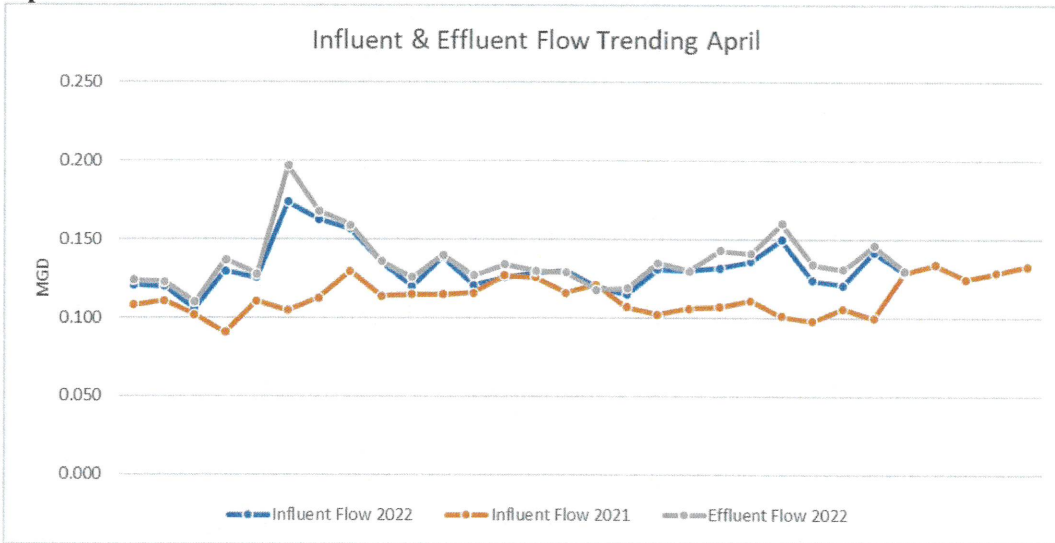


TSS Loading



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April Plant Flows

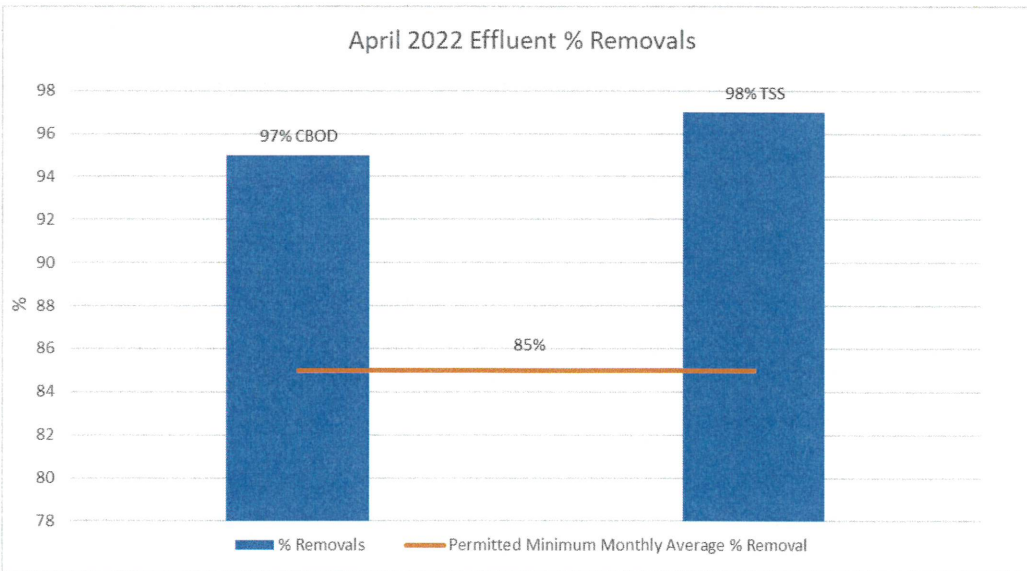
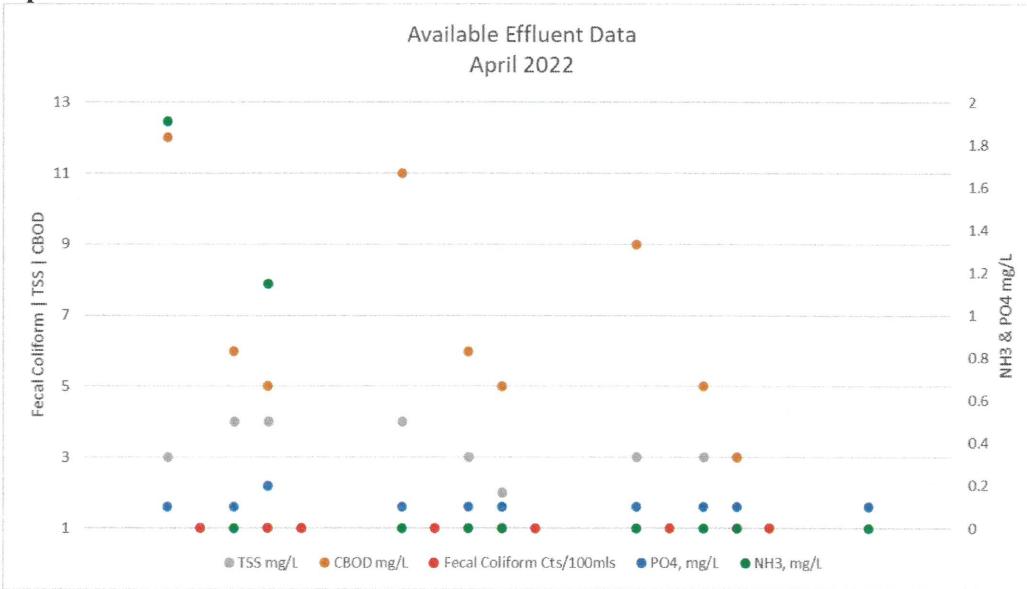


* Data through April 26th, 2022

NPDES Permit Limits

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Total Phosphorus, PO4	0.5 mg/L	No Limit
Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA

April Effluent Permit Data



Financial Report

Current Month	Apr-22	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ 533.14	
Current Month Natural Gas	\$ -	
YTD Repairs		
YTD Repairs	\$ 669.62	
Repair Budget Remaining (\$6,000 Limit)	\$ 5,330.38	
YTD Repair Labor Hrs		
YTD Repair Labor Hrs	15.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 88.50	
YTD Chemicals		
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$5,500 Limit)	\$ 5,500.00	
YTD Electricity		
YTD Electricity	\$ 5,783.14	
Utility Budget Remaining (\$21,000 Limit)	\$ 15,216.86	
YTD Natural Gas		
YTD Natural Gas	\$ 2,914.64	
Utility Budget Remaining (\$12,000 Limit)	\$ 9,085.36	

Mark Huggard | Jacobs | Project Manager
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 606 Hannah Ave. | Traverse City, MI 49686 | United States

User: LORRIE

PERIOD ENDING 03/31/2022

DB: Suttons Bay

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - General Fund						
Revenues						
101-000-402.000	Current Property Taxes	726,000.00	726,000.00	0.00	726,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	4,000.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	16,000.00	16,000.00	0.00	16,000.00	0.00
101-000-476.000	Permits and Fees	5,000.00	5,000.00	3,875.00	1,125.00	77.50
101-000-566.000	Grant Revenue	1,250.00	1,250.00	1,250.00	0.00	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	3,300.00	0.00	3,300.00	0.00
101-000-574.000	State Shared Revenue	55,000.00	55,000.00	0.00	55,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	3,000.00	68.75	2,931.25	2.29
101-000-632.000	Bahle Park Rental	1,500.00	1,500.00	800.00	700.00	53.33
101-000-633.100	Motor Vehicle Leases	108,975.00	108,975.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	1,000.00	1,000.00	72.72	927.28	7.27
101-000-695.000	Miscellaneous Income	0.00	0.00	0.05	(0.05)	100.00
TOTAL REVENUES		925,025.00	925,025.00	6,066.52	918,958.48	0.66
Expenditures						
101	Village Council	26,080.00	26,080.00	149.90	25,930.10	0.57
171	Village Manager	39,185.00	39,185.00	9,513.56	29,671.44	24.28
215	Village Clerk	11,770.00	11,770.00	3,582.79	8,187.21	30.44
253	Treasurer	24,615.00	24,615.00	5,003.54	19,611.46	20.33
265	Village Hall	50,916.00	50,916.00	10,827.61	40,088.39	21.27
345	Police	88,875.00	88,875.00	0.00	88,875.00	0.00
441	Public Works	100,825.00	100,825.00	14,040.07	86,784.93	13.93
443	Motor Pool Department	102,725.00	102,725.00	27,014.56	75,710.44	26.30
448	Streetlighting	14,500.00	14,500.00	2,976.30	11,523.70	20.53
701	Zoning & Planning	76,025.00	76,025.00	9,716.47	66,308.53	12.78
751	Parks & Recreation	154,875.00	154,875.00	17,551.74	137,323.26	11.33
999	Transfers to Other Funds	310,100.00	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,000,491.00	1,000,491.00	100,376.54	900,114.46	10.03
Fund 101 - General Fund:						
TOTAL REVENUES		925,025.00	925,025.00	6,066.52	918,958.48	0.66
TOTAL EXPENDITURES		1,000,491.00	1,000,491.00	100,376.54	900,114.46	10.03
NET OF REVENUES & EXPENDITURES		(75,466.00)	(75,466.00)	(94,310.02)	18,844.02	124.97
Fund 202 - Major Street						
Revenues						
202-000-528.000	FEDERAL GRANT REVENUE	32,000.00	32,000.00	0.00	32,000.00	0.00
202-000-574.000	State Shared Revenue	82,000.00	82,000.00	27,282.64	54,717.36	33.27
202-000-665.000	Interest Earnings	500.00	500.00	34.72	465.28	6.94
202-000-691.000	Contributions - Other Funds	90,000.00	90,000.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	32,500.00	0.00	32,500.00	0.00
TOTAL REVENUES		237,000.00	237,000.00	27,317.36	209,682.64	11.53
Expenditures						
000		233,370.00	233,370.00	17,941.11	215,428.89	7.69
TOTAL EXPENDITURES		233,370.00	233,370.00	17,941.11	215,428.89	7.69

User: LORRIE

PERIOD ENDING 03/31/2022

DB: Suttons Bay

% Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 202 - Major Street						
Fund 202 - Major Street:						
TOTAL REVENUES		237,000.00	237,000.00	27,317.36	209,682.64	11.53
TOTAL EXPENDITURES		233,370.00	233,370.00	17,941.11	215,428.89	7.69
NET OF REVENUES & EXPENDITURES		3,630.00	3,630.00	9,376.25	(5,746.25)	258.30
Fund 203 - Local Street Fund						
Revenues						
203-000-574.000	State Shared Revenue	48,000.00	48,000.00	26,182.27	21,817.73	54.55
203-000-665.000	Interest Earnings	100.00	100.00	17.46	82.54	17.46
203-000-691.000	Contributions - Other Funds	80,000.00	80,000.00	0.00	80,000.00	0.00
TOTAL REVENUES		128,100.00	128,100.00	26,199.73	101,900.27	20.45
Expenditures						
000		195,315.00	195,315.00	19,997.94	175,317.06	10.24
TOTAL EXPENDITURES		195,315.00	195,315.00	19,997.94	175,317.06	10.24
Fund 203 - Local Street Fund:						
TOTAL REVENUES		128,100.00	128,100.00	26,199.73	101,900.27	20.45
TOTAL EXPENDITURES		195,315.00	195,315.00	19,997.94	175,317.06	10.24
NET OF REVENUES & EXPENDITURES		(67,215.00)	(67,215.00)	6,201.79	(73,416.79)	9.23
Fund 248 - DDA Fund						
Revenues						
248-000-403.000	CAPTURED TAX REVENUE	14,000.00	14,000.00	0.00	14,000.00	0.00
248-000-665.000	Interest Earnings	5.00	5.00	1.81	3.19	36.20
TOTAL REVENUES		14,005.00	14,005.00	1.81	14,003.19	0.01
Expenditures						
000		7,715.00	7,715.00	1,052.56	6,662.44	13.64
TOTAL EXPENDITURES		7,715.00	7,715.00	1,052.56	6,662.44	13.64
Fund 248 - DDA Fund:						
TOTAL REVENUES		14,005.00	14,005.00	1.81	14,003.19	0.01
TOTAL EXPENDITURES		7,715.00	7,715.00	1,052.56	6,662.44	13.64
NET OF REVENUES & EXPENDITURES		6,290.00	6,290.00	(1,050.75)	7,340.75	16.71
Fund 402 - Property Replacement Fund						
Revenues						
402-000-665.000	Interest Earnings	150.00	150.00	41.39	108.61	27.59
402-000-691.000	Contributions - Other Funds	176,050.00	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,200.00	176,200.00	41.39	176,158.61	0.02

GL NUMBER	DESCRIPTION	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022	AVAILABLE BALANCE	% BGDT USED
Fund 402 - Property Replacement Fund						
Expenditures		60,000.00	60,000.00	0.00	60,000.00	0.00
000		60,000.00	60,000.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES						
		176,200.00	176,200.00	41.39	176,158.61	0.02
		60,000.00	60,000.00	0.00	60,000.00	0.00
		116,200.00	116,200.00	41.39	116,158.61	0.04
Fund 590 - Sewer Fund						
Revenues		5,500.00	5,500.00	0.00	5,500.00	0.00
590-000-476.000	Permits and Fees	1,250.00	1,250.00	1,250.00	0.00	100.00
590-000-566.000	Grant Revenue	140,000.00	140,000.00	18,734.61	0.00	13.38
590-000-600.000	Charge for Services	113,800.00	113,800.00	19,366.10	121,265.39	17.02
590-000-628.000	RTS Fees	92,000.00	92,000.00	29,160.63	62,839.37	31.70
590-000-629.000	Waste Hauler Fees	163,000.00	163,000.00	27,600.67	135,399.33	16.93
590-000-630.000	Capital Charge	1,300.00	1,300.00	800.92	499.08	61.61
590-000-659.000	Penalties	1,750.00	1,750.00	59.11	1,690.89	3.38
590-000-665.000	Interest Earnings	10,000.00	10,000.00	0.00	10,000.00	0.00
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	10,000.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	5,000.00	5,000.00	0.00	5,000.00	0.00
590-000-691.900	Contrib - GF - Public Works					
TOTAL REVENUES		543,600.00	543,600.00	96,972.04	446,627.96	17.84
Expenditures		265,860.00	265,860.00	44,803.77	221,056.23	16.85
537	Sewer Fund - Collection	559,737.00	559,737.00	63,641.33	496,095.67	11.37
538	Sewer - Plant					
TOTAL EXPENDITURES		825,597.00	825,597.00	108,445.10	717,151.90	13.14
Fund 590 - Sewer Fund:						
TOTAL REVENUES		543,600.00	543,600.00	96,972.04	446,627.96	17.84
TOTAL EXPENDITURES		825,597.00	825,597.00	108,445.10	717,151.90	13.14
NET OF REVENUES & EXPENDITURES		(281,997.00)	(281,997.00)	(11,473.06)	(270,523.94)	4.07
Fund 591 - Water Fund						
Revenues		500.00	500.00	3,891.12	(3,391.12)	778.22
591-000-476.000	Permits and Fees	76,000.00	76,000.00	6,654.92	69,345.08	8.76
591-000-600.000	Charge for Services	62,000.00	62,000.00	10,746.16	51,253.84	17.33
591-000-628.000	RTS Fees	55,000.00	55,000.00	9,317.82	45,682.18	16.94
591-000-630.000	Capital Charge	25,000.00	25,000.00	0.00	25,000.00	0.00
591-000-633.000	Hydrant Rental	600.00	600.00	322.48	277.52	53.75
591-000-659.000	Penalties	120.00	120.00	33.55	86.45	27.96
591-000-665.000	Interest Earnings	5,000.00	5,000.00	0.00	5,000.00	0.00
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	5,000.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	1,800.00	1,800.00	0.00	1,800.00	0.00
591-000-691.900	Contrib - GF - Public Works					

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY
 PERIOD ENDING 03/31/2022
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022	AVAILABLE BALANCE	% BDT USED
Fund 591 - Water Fund						
Revenues						
TOTAL REVENUES		231,020.00	231,020.00	30,966.05	200,053.95	13.40
Expenditures						
000		303,850.00	303,850.00	45,872.90	257,977.10	15.10
TOTAL EXPENDITURES		303,850.00	303,850.00	45,872.90	257,977.10	15.10
Fund 591 - Water Fund:						
TOTAL REVENUES		231,020.00	231,020.00	30,966.05	200,053.95	13.40
TOTAL EXPENDITURES		303,850.00	303,850.00	45,872.90	257,977.10	15.10
NET OF REVENUES & EXPENDITURES		(72,830.00)	(72,830.00)	(14,906.85)	(57,923.15)	20.47
Fund 594 - Marina Fund						
Revenues						
594-000-631.000	Pump outs	3,200.00	3,200.00	0.00	3,200.00	0.00
594-000-642.000	Gas Sales	140,000.00	140,000.00	0.00	140,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	1,500.00	0.00	1,500.00	0.00
594-000-646.000	Sale of Ice	1,500.00	1,500.00	0.00	1,500.00	0.00
594-000-649.000	Waiting List	2,400.00	2,400.00	0.00	2,400.00	0.00
594-000-653.000	Transient Fees	95,000.00	95,000.00	0.00	95,000.00	0.00
594-000-653.100	Marina Day Use	2,000.00	2,000.00	0.00	2,000.00	0.00
594-000-654.000	Slip Fees	280,000.00	280,000.00	300,929.00	(20,929.00)	107.47
594-000-659.000	Penalties	0.00	0.00	221.20	(221.20)	100.00
594-000-665.000	Interest Earnings	200.00	200.00	59.22	140.78	29.61
TOTAL REVENUES		525,800.00	525,800.00	303,849.42	221,950.58	57.79
Expenditures						
000		696,150.00	696,150.00	69,006.75	627,143.25	9.91
TOTAL EXPENDITURES		696,150.00	696,150.00	69,006.75	627,143.25	9.91
Fund 594 - Marina Fund:						
TOTAL REVENUES		525,800.00	525,800.00	303,849.42	221,950.58	57.79
TOTAL EXPENDITURES		696,150.00	696,150.00	69,006.75	627,143.25	9.91
NET OF REVENUES & EXPENDITURES		(170,350.00)	(170,350.00)	234,842.67	(405,192.67)	137.86
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		2,780,750.00	2,780,750.00	491,414.32	2,289,335.68	17.67
		3,322,488.00	3,322,488.00	362,692.90	2,959,795.10	10.92
		(541,738.00)	(541,738.00)	128,721.42	(670,459.42)	23.76