



## VILLAGE OF SUTTONS BAY

### COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682

December 5, 2019 at 8:10 am

### AGENDA

1. Call to Order
2. Roll Call
3. Additions / Deletions to the Agenda
4. Reports / Communications
  - a. Jacob's - WWTP
  - b. Facilities Report
  - c. Marina Report
  - d. Treasurer's Report
5. Committee Member Information / Comments
6. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
7. Old Business
  - a. 2019 Work Plan & Updates
8. New Business
  - a. 2020 Fee Schedule discussion
  - b. VSB-2019-86 Budget Discussion
9. Public Comments/Written Communication
10. Committee Member Comments
11. Announcements
12. Adjourn

**SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT**      **November 2019**

**TO:** Rob Larrea  
Dave Miller

**FROM:** Mark Huggard, JACOBS

**DATE:** November 25, 2019

**COPY:** Kevin Dahl, JACOBS  
Elizabeth Hart, JACOBS

This report describes our activities during the month of November 2019. 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 November indicate full permit compliance.

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

**Operations:****October**

Average Influent Flow 2019*	166,883	Gallons per day
Average Influent Flow 2018	105,976	Gallons per day
Total monthly hauled truck waste 2019**	-----	Gallons
Total monthly hauled truck waste 2018	162,325	Gallons

\* Data compiled through November 25th.

\*\*Data unavailable for November 2019.

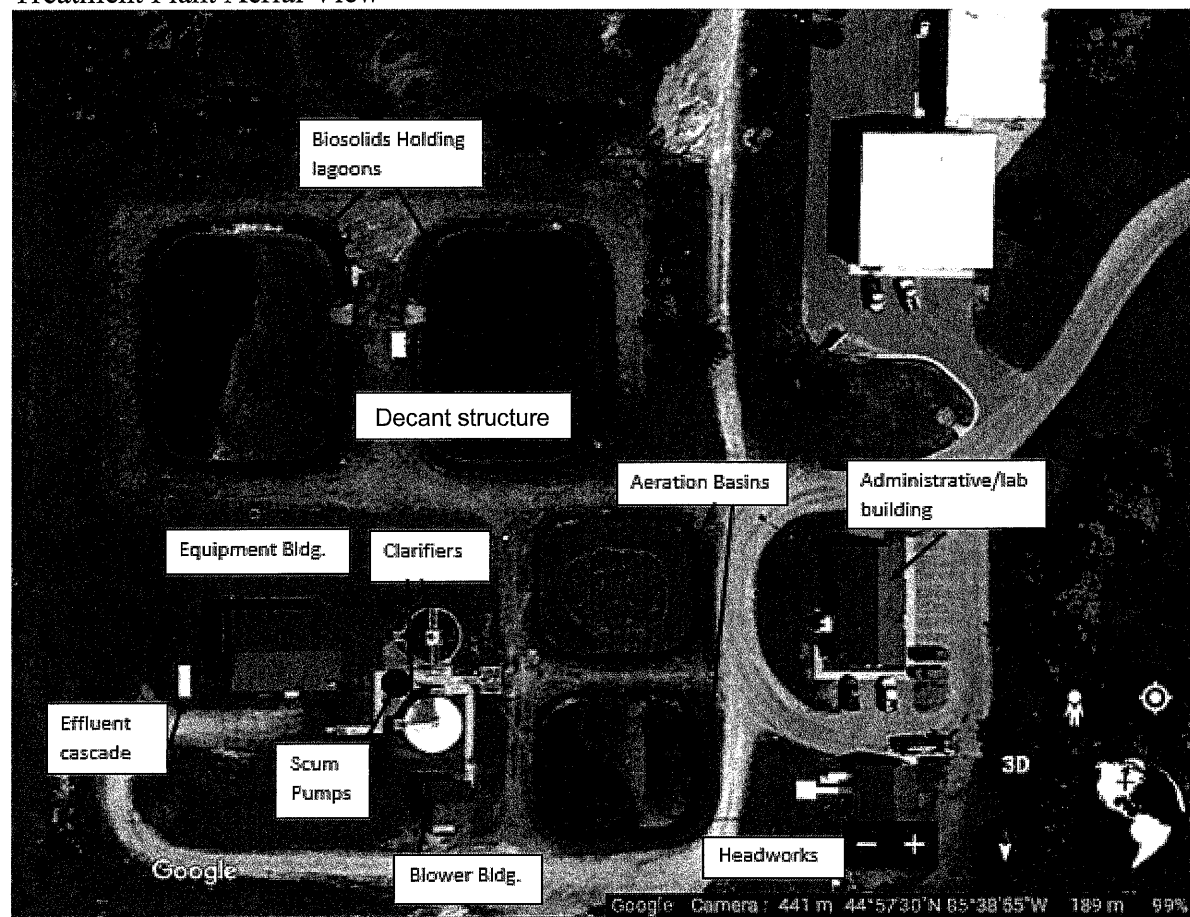
The Headworks building gas control monitor was ordered, following Village approval. Installation will be scheduled once received.

On November 6<sup>th</sup>, Cummins Bridgeway performed annual maintenance on the plant generator.

On November 13<sup>th</sup>, we received a UV bank A and B meter failure alarm. The alarm had cleared prior to our arrival, and no issues were noted. We're investigating possible electrical supply issues that feed this system, as we have encountered a few alarms related to brief power losses in the past. Windemuller is providing a quote to install an uninterruptible power supply (UPS) for the PLC, to update the Eprom and to back up the PLC program on an external drive.

We noticed the daily hauled truck waste readings are locked at 10,500 gpd in the SCADA log sheets. We verified the meter is producing the correct reading on the hauler receipts and will continue to investigate the SCADA flow logging issue.

## Treatment Plant Aerial View

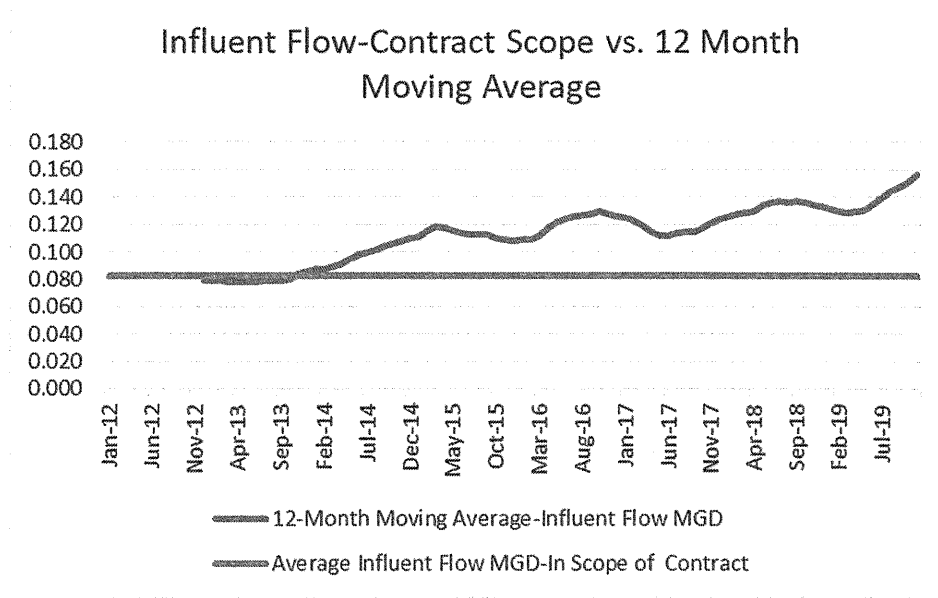


## On the Horizon:

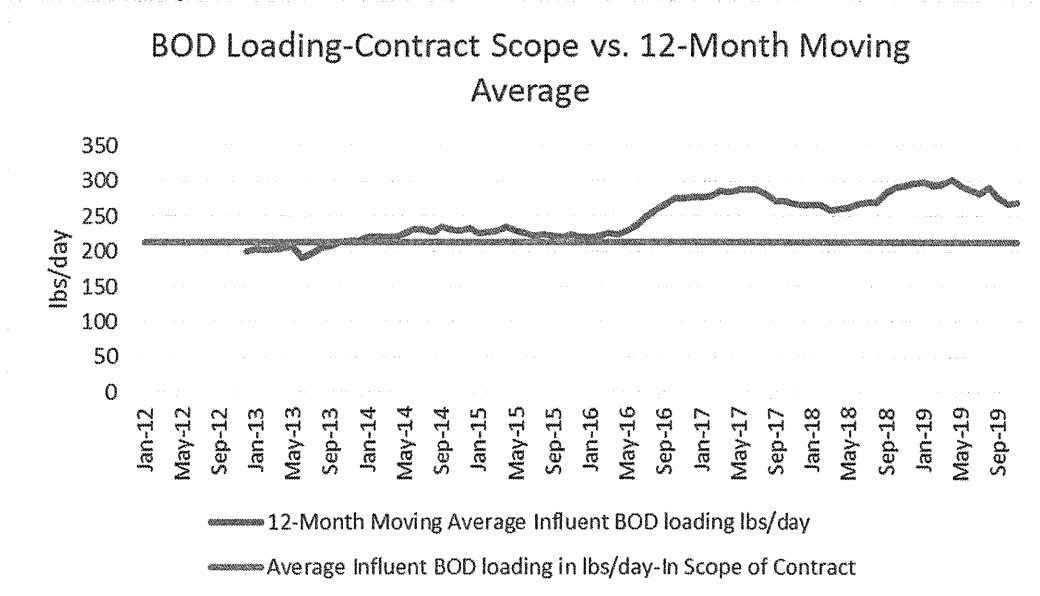
- Complete spare parts inventory list.
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Rebuild of Decant and Scum pump control cabinets. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller onsite week of November 25th)
- Acquiring RAS/WAS pump replacement costs. These pumps are nearing the end of their life, impellers are worn to the point of needing replaced and parts are obsolete. Jacobs will provide a replacement memo detailing the options and our recommendation.
- Investigate the SCADA hauled truck waste flow logs.

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

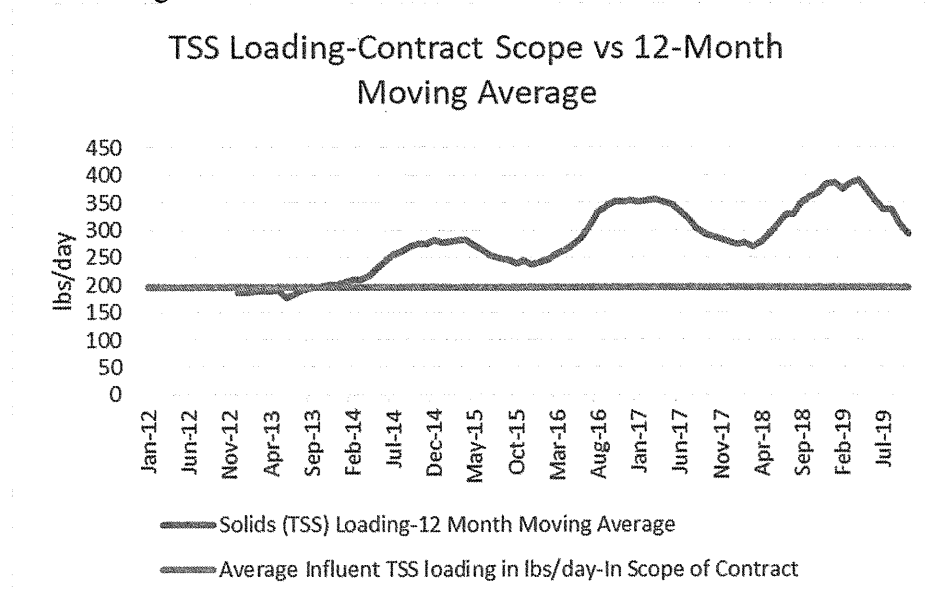


## BOD Loading





TSS loading



**Financial Report**

Current Month	Nov-19	Comments
Current Month Repairs	\$ 885.82	Hurst Mechanical repaired Headworks HVAC, Purchased new effluent sampler auxiliary cord and assembly junction box.
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Utilities	\$ 2,709.10	
YTD Repairs	\$ 16,942.35	
Repair Budget Remaining (\$6,000 Limit)	\$ (10,942.35)	
YTD Repair Labor Hrs	\$ 210.75	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (106.75)	
YTD Chemicals	\$ 4,896.33	
Chemical Budget Remaining (\$4,500 Limit)	\$ (396.33)	
YTD Utilities	\$ 28,469.60	
Utility Budget Remaining (\$33,000 Limit)	\$ 4,530.40	

Mark Huggard, Jacobs  
[mark.huggard@jacobs.com](mailto:mark.huggard@jacobs.com)  
 231-922-4922

Elizabeth Hart, Jacobs  
[Elizabeth.hart@jacobs.com](mailto:Elizabeth.hart@jacobs.com)  
 231-922-4922

## Committee Status Report

David B. Miller, Director

Suttons Bay DPW and Utilities

12/2/2019

### Utilities

*WATER:* System is operating normally and maintaining a steady production. Hydrant winterization has been completed. EGLE Update: Lead and Copper Sampling Plan & Preliminary Distribution System Materials Inventory is due January 1, 2020.

*SEWER:* Sewer stations are operating normally and are good condition. Stations have been prepped for winter operation. Evaluation of shoreline erosion, primarily concerning the effluent discharge manhole at South Shore Beach will be done this week.

*Emergency Equipment:* Cummins Bridgeway completed annual service on site generators. Generators are in good working order. New generators for Port Sutton water and sewer sites have been ordered, project status updates will be provided as they become available.

### DPW

Scheduled daily work continues, park maintenance has wrapped up and winterization of facilities is completed. Leaf and brush pickup have been experiencing some delays due to the early snows. However, pickup has resumed when weather permitted. Salt truck has had some work done on it and new tires are to be installed on 12/3. Aebi wiper motor repairs are finished including new LED lights installed for better visibility. List of completed tasks has been attached for review, along with upcoming work that needs addressing.

### STAFF

*SAFETY and TRAINING:* Webinar that was scheduled for 11/13/19 regarding EPA's Adapting to Extreme Weather Events was postponed due to the snowstorm on 11/12 thru 13<sup>th</sup>. The link has been posted for access to the webinar for a future date. Accident Prevention Program Manual is in its draft stage.

*OTHER:* Met with Fleis & Vandenbrink to discuss the GIS and the need for processing changes to keep the system data up to date. This meeting also included ways to implement and integrate a map-based work order system, including inspections and site surveys using our current platform.

Sincerely,

David Miller

**11/26/2019 TASK UPDATED RESULTS**

CATEGORY	SBV-DPW Items Of Concern COMPLETED	status
admin	separate leaves and brush reminder robo-call	DONE
admin	winter parking robo-call	DONE
dpw	park bathrooms shutdown for season	DONE
dpw	dumpsite cleanup and grading	DONE
dpw	flower pots	DONE
dpw	leaf and brush pickup	ONGOING
dpw	remove stone from village hall	DONE
dpw	pea stone at south side parking lot	DONE
equip	backpack blowers repairs and checks	DONE
equip	go over the Aebi blower and make needed repairs	DONE
marina	speed bumps at marina and coal dock	DONE
marina	grade road coal dock (and alleys in town)	DONE
marina	remove buoys	DONE
marina	remove end dock at N and S side	DONE
marina	remove sandbags	DONE
marina	mow southside marina	DONE
marina	remove grills and garbage cans	DONE
marina	remove gangways #1-#32	DONE
marina	Coal Dock #1-#36	DONE
marina	check spuds	DONE
marina	tie off docks at coal dock	DONE
marina	purchase 8 bubblers	DONE
parks	remove grills and garbage cans	DONE
parks	stack picnic tables	DONE
parks	grills pulled	DONE
parks	garbage cans and bike racks at marina	DONE
parks	rip rap pile removed	DONE
parks	pumpout loading station	DONE
parks	fix leaks on hoses at Main PS and WWTP	DONE
parks	furnace filters all buildings, bahle, offices, wwtp	DONE
parks	fix fan at north park	DONE
street	fill hole on first street	DONE
street	M-204 alley washing out	DONE
street	speed bumps removed	DONE
street	rain garden clean up	DONE
street	restock cold patch for potholes	DONE
utilities	run trailered sewer jetter	DONE
utilities	generators with block heater problems	DONE
utilities	winterize main pump station	DONE
utilities	generator annual service	DONE
utilities	winterize hydrants	DONE
vehicles	brakes on single axle	DONE
vehicles	utility truck delivery	DONE
vehicles	oil change single axle	DONE





GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - General Fund</b>						
Revenues						
UNCLASSIFIED	Unclassified	873,525.00	848,875.46	328.33	24,649.54	97.18
<b>TOTAL REVENUES</b>		<b>873,525.00</b>	<b>848,875.46</b>	<b>328.33</b>	<b>24,649.54</b>	<b>97.18</b>
Expenditures						
101	Village Council	29,300.00	11,515.98	270.00	17,784.02	39.30
171	Village Manager	29,200.00	25,498.46	1,915.86	3,701.54	87.32
215	Village Clerk	8,565.00	7,445.02	485.66	1,119.98	86.92
253	Treasurer	21,655.00	18,167.56	1,213.69	3,487.44	83.90
265	Village Hall	43,006.00	29,371.70	1,064.00	13,634.30	68.30
345	Police	82,000.00	57,742.77	19,067.02	24,257.23	70.42
441	Public Works	104,120.00	75,821.83	10,285.42	28,298.17	72.82
443	Motor Pool Department	123,750.00	11,970.99	3,605.25	51,779.01	58.16
448	Streetlighting	13,000.00	11,782.65	1,076.80	1,217.35	90.64
701	Zoning & Planning	42,745.00	25,718.95	2,023.46	17,026.05	60.17
751	Parks & Recreation	122,803.00	78,689.01	2,898.40	44,113.99	64.08
999	Transfers to Other Funds	400,100.00	400,100.00	0.00	0.00	100.00
<b>TOTAL EXPENDITURES</b>		<b>1,020,244.00</b>	<b>813,824.92</b>	<b>43,905.56</b>	<b>206,419.08</b>	<b>79.77</b>
<b>Fund 101 - General Fund:</b>						
<b>TOTAL REVENUES</b>		<b>873,525.00</b>	<b>848,875.46</b>	<b>328.33</b>	<b>24,649.54</b>	<b>97.18</b>
<b>TOTAL EXPENDITURES</b>		<b>1,020,244.00</b>	<b>813,824.92</b>	<b>43,905.56</b>	<b>206,419.08</b>	<b>79.77</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(146,719.00)</b>	<b>35,050.54</b>	<b>(43,577.23)</b>	<b>(181,769.54)</b>	<b>23.89</b>
<b>Fund 202 - Major Street</b>						
Revenues						
UNCLASSIFIED	Unclassified	332,000.00	298,711.04	0.00	33,288.96	89.97
<b>TOTAL REVENUES</b>		<b>332,000.00</b>	<b>298,711.04</b>	<b>0.00</b>	<b>33,288.96</b>	<b>89.97</b>
Expenditures						
000		202,729.00	107,726.22	3,416.17	95,002.78	53.14
<b>TOTAL EXPENDITURES</b>		<b>202,729.00</b>	<b>107,726.22</b>	<b>3,416.17</b>	<b>95,002.78</b>	<b>53.14</b>
<b>Fund 202 - Major Street:</b>						
<b>TOTAL REVENUES</b>		<b>332,000.00</b>	<b>298,711.04</b>	<b>0.00</b>	<b>33,288.96</b>	<b>89.97</b>
<b>TOTAL EXPENDITURES</b>		<b>202,729.00</b>	<b>107,726.22</b>	<b>3,416.17</b>	<b>95,002.78</b>	<b>53.14</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>129,271.00</b>	<b>190,984.82</b>	<b>(3,416.17)</b>	<b>(61,713.82)</b>	<b>147.74</b>
<b>Fund 203 - Local Street Fund</b>						
Revenues						
UNCLASSIFIED	Unclassified	104,600.00	89,090.51	0.00	15,509.49	85.17
<b>TOTAL REVENUES</b>		<b>104,600.00</b>	<b>89,090.51</b>	<b>0.00</b>	<b>15,509.49</b>	<b>85.17</b>
Expenditures						

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDDT USED
<b>Fund 203 - Local Street Fund</b>						
Expenditures		116,888.00	84,364.30	3,302.36	32,523.70	72.18
000						
<b>TOTAL EXPENDITURES</b>		116,888.00	84,364.30	3,302.36	32,523.70	72.18
<b>Fund 203 - Local Street Fund:</b>						
TOTAL REVENUES		104,600.00	89,090.51	0.00	15,509.49	85.17
TOTAL EXPENDITURES		116,888.00	84,364.30	3,302.36	32,523.70	72.18
NET OF REVENUES & EXPENDITURES		(12,288.00)	4,726.21	(3,302.36)	(17,014.21)	38.46
<b>Fund 248 - DDA Fund</b>						
Revenues		5.00	0.05	0.00	4.95	1.00
UNCLASSIFIED	Unclassified					
<b>TOTAL REVENUES</b>		5.00	0.05	0.00	4.95	1.00
Expenditures						
000		7,059.00	3,374.65	241.33	3,684.35	47.81
<b>TOTAL EXPENDITURES</b>		7,059.00	3,374.65	241.33	3,684.35	47.81
<b>Fund 248 - DDA Fund:</b>						
TOTAL REVENUES		5.00	0.05	0.00	4.95	1.00
TOTAL EXPENDITURES		7,059.00	3,374.65	241.33	3,684.35	47.81
NET OF REVENUES & EXPENDITURES		(7,054.00)	(3,374.60)	(241.33)	(3,679.40)	47.84
<b>Fund 402 - Property Replacement Fund</b>						
Revenues		159,050.00	158,383.79	0.00	666.21	99.58
UNCLASSIFIED	Unclassified					
<b>TOTAL REVENUES</b>		159,050.00	158,383.79	0.00	666.21	99.58
Expenditures						
000		149,101.00	59,434.73	0.00	89,666.27	39.86
<b>TOTAL EXPENDITURES</b>		149,101.00	59,434.73	0.00	89,666.27	39.86
<b>Fund 402 - Property Replacement Fund:</b>						
TOTAL REVENUES		159,050.00	158,383.79	0.00	666.21	99.58
TOTAL EXPENDITURES		149,101.00	59,434.73	0.00	89,666.27	39.86
NET OF REVENUES & EXPENDITURES		9,949.00	98,949.06	0.00	(89,000.06)	994.56
<b>Fund 590 - Sewer Fund</b>						
Revenues		575,300.00	559,469.09	41,645.04	15,830.91	97.25
UNCLASSIFIED	Unclassified					
<b>TOTAL REVENUES</b>		575,300.00	559,469.09	41,645.04	15,830.91	97.25

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY  
 PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BDDT USED
<b>Fund 590 - Sewer Fund</b>						
Revenues						
TOTAL REVENUES		575,300.00	559,469.09	41,645.04	15,830.91	97.25
<b>Expenditures</b>						
537	Sewer Fund - Collection	342,414.00	284,954.04	5,866.20	57,459.96	83.22
538	Sewer - Plant	710,490.00	529,954.66	1,632.71	180,535.34	74.59
TOTAL EXPENDITURES		1,052,904.00	814,908.70	7,498.91	237,995.30	77.40
<b>Fund 590 - Sewer Fund:</b>						
TOTAL REVENUES		575,300.00	559,469.09	41,645.04	15,830.91	97.25
TOTAL EXPENDITURES		1,052,904.00	814,908.70	7,498.91	237,995.30	77.40
NET OF REVENUES & EXPENDITURES		(477,604.00)	(255,439.61)	34,146.13	(222,164.39)	53.48
<b>Fund 591 - Water Fund</b>						
Revenues						
UNCLASSIFIED	Unclassified	230,750.00	215,625.91	13,471.99	15,124.09	93.45
TOTAL REVENUES		230,750.00	215,625.91	13,471.99	15,124.09	93.45
<b>Expenditures</b>						
000		300,280.00	206,788.84	7,324.91	93,491.16	68.87
TOTAL EXPENDITURES		300,280.00	206,788.84	7,324.91	93,491.16	68.87
<b>Fund 591 - Water Fund:</b>						
TOTAL REVENUES		230,750.00	215,625.91	13,471.99	15,124.09	93.45
TOTAL EXPENDITURES		300,280.00	206,788.84	7,324.91	93,491.16	68.87
NET OF REVENUES & EXPENDITURES		(69,530.00)	8,837.07	6,147.08	(78,367.07)	12.71
<b>Fund 594 - Marina Fund</b>						
Revenues						
UNCLASSIFIED	Unclassified	519,090.00	529,933.82	20.00	(10,843.82)	102.09
TOTAL REVENUES		519,090.00	529,933.82	20.00	(10,843.82)	102.09
<b>Expenditures</b>						
000		2,119,240.00	1,836,414.22	8,247.76	282,825.78	86.65
TOTAL EXPENDITURES		2,119,240.00	1,836,414.22	8,247.76	282,825.78	86.65
<b>Fund 594 - Marina Fund:</b>						
TOTAL REVENUES		519,090.00	529,933.82	20.00	(10,843.82)	102.09
TOTAL EXPENDITURES		2,119,240.00	1,836,414.22	8,247.76	282,825.78	86.65
NET OF REVENUES & EXPENDITURES		(1,600,150.00)	(1,306,480.40)	(8,227.76)	(293,669.60)	81.65

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	ACTIVITY FOR MONTH 11/30/2019	AVAILABLE BALANCE	% BUDGET USED
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TOTAL REVENUES - ALL FUNDS

TOTAL EXPENDITURES - ALL FUNDS

NET OF REVENUES & EXPENDITURES

2,794,320.00	2,700,089.67	55,465.36	94,230.33	96.63
4,968,445.00	3,926,836.58	73,937.00	1,041,608.42	79.04
(2,174,125.00)	(1,226,746.91)	(18,471.64)	(947,378.09)	56.42

To: Rob Larrea

Subject: ADA Complaint

This is Karen Boone a business owner in the village of Suttons Bay. I'm writing this letter to figure out who I'm able to talk to about no public handicap access to businesses in the north end of the village? I've had several complaints in the last few years about our business not being compliant to handicap code, I've done all that I'm allowed to do on my side and need to know where I direct these verbal complaints to? If I could have a written response to this situation it would be appreciated. Thank you.

Karen Boone

northcountrygrill@gmail.com

2019 WORK PLAN  
PRIORITY AND STATUS

UPDATED 11-25-19

PROJECT	PRIORITY LEVEL	DESCRIPTION	Status
2020 BUDGET	HIGH	Preparing Budget for Discussion	INITIATED
MASTER PLAN	HIGH	Update the Master Plan / Separate from Joint Master Plan	IDLE
PARKS & RECREATION PLAN	HIGH	Sub-committee continues to update P&R Plan.	IN PROGRESS
PARKS & REC ORDINANCE	HIGH	Using sub-committee of the PC to review plan. P&R Ordinance initiative retracted.	INITIATIVE RETRACTED
VEHICLE PURCHASE	HIGH	Utility vehicle is now in service.	COMPLETE
VEHICLE PURCHASE #2	HIGH	Ford Fleet # applied for as required for discounted rate. UPDATE: 11-12-19 Purchase Agreement being drafted for consideration. New vendor being utilized / former vendor no longer being used.	IN PROGRESS
DIRECTOR OF FACILITIES	HIGH	A position that is a high priority for Village Council - Advertised in MWEA / MML- Hired.	COMPLETE
BEACH STREET PUMPS	HIGH	This item has gone from a medium/low priority to High priority due to a pump failure. Cost before VC for consideration to purchase 2 new pumps and one set of VFD's. UPDATE: Upon discussion with electrician VFD is readily available. No purchase of VFD was made. Update: Pump drawdown test mid-July data stored. Cost of pumps came from funds previously allocated to canceled project.	COMPLETE
CROSS CONNECTION ORDINANCE	HIGH	MDEQ REQUIREMENT	F&V
LEAD & COPPER MATERIALS INVENTORY	HIGH	MDEQ REQUIREMENT - PRELIMINARY DISTRIBUTION SYSTEM MATERIALS INVENTORY (DSMI) DUE JANUARY 1, 2020	F&V
PORT SUTTONS LIFT STATION	HIGH	Construct new lift station to service PS and Bay View. Bids Received cost too high at \$568,000 with \$350,000 budgeted. UPDATE:- Cancelled project due to lack of need.	PROJECT CANCELED
EMPLOYEES MANUAL	HIGH	Proposal before VC 9-16-19. UPDATE: 11-21-19 Rough Draft Received.	IN PROGRESS
TAP GRANT - DETOUR AMENDMENT	HIGH	Change TAP grant detour to 4th street update- Postponed following Pre-con meeting.	COMPLETE
MARINA - EMERGENCY REPAIRS	HIGH	High water erosion issues. - Meeting with the Engineer and State on 6-10-19 - UPDATE: requires additional permitting per Robyn. F&V working on this. UPDATE: Permit Received.	COMPLETE
CONSUMERS CONTRACTS	HIGH	Are resolutions needed? UPDATE: to be discussed at September Utility Committee Meeting.	IDLE
CROSS CONNECTION TRAINING	HIGH	Staff Training Required	IDLE
WWTP - LINER & BAFFLE REPLACEMENT	HIGH	Maintenance Item ordered as a cost savings to replace baffles during liner replacement.	COMPLETE
PUBLIC / MARINA RESTROOM UPGRADES	HIGH	The structure appears to have or currently is settling causing structural damage. Engineer to evaluate the structures integrity and offer solutions. UPDATE: Engineer meeting scheduled for September 9th.	COMPLETE

2019 WORK PLAN  
PRIORITY AND STATUS

UPDATED 11-25-19

BROADWAY ROAD DRAINAGE	HIGH	Drainage overflow from private property causing secondary issues. UPDATE: field visits confirm private basin is the issue causing down street erosion and possible flooding. Discussed with LCRC. UPDATE: LCRC was sent an email based on memo stating it was installed by the LCRC awaiting response. UPDATE: Verbal provided by LCRC superintendent with no memory or information, including plan sets for the road. UPDATE: 10-1-19 Searching permits at County level. UPDATE:10-7-19 Dave and I met with LCRC manager to discuss various items mostly collaboration. 11-22-19 Met with Drain Commissioner/SB Township Supervisor on issue. Drainage district proposed for consideration to fix lack of culverts, ditching, etc. Further research by DC forthcoming.	<b>IN PROGRESS</b>
FACILITIES PHONE UPGRADE	HIGH	Current phones dated and costly. New phones provided through government first responder initiative at less cost with benefits.	<b>COMPLETE</b>
MARINA PROJECT- Overall Project	HIGH	CONSTRUCTION PROGRESSING - BEHIND SCHEDULE - UPDATE- Walkthrough completed 7-16-19. UPDATE: Received an email with checklist of remaining items to be completed on 9-19-19. October 15 completion date. UPDATE: 10-29-19 - The Marina project is approximately 90% complete.UPDATE: 11-27-19 Met with engineer to finalize contract cost.	<b>90% COMPLETE</b>
MARINA PROJECT - Weggener - Electrician	HIGH	UPDATE: 11-27-19 Met with Waggener Electric to finalize contract overtime cost. Deal negotiated - complete.	<b>COMPLETE</b>
MARINA PROJECT - Engineer	HIGH	UPDATE: 11-26-19 Met with project engineer to finalize contract overtime. Deal negotiated	<b>COMPLETE</b>
MARINA SEICHE POND	HIGH	Met with Leelanau County Soil Erosion regarding new sand and ponding. Update - Met with Robyn (EGLE) regarding the seiche pond - Contacted the Army Corp regarding both, - Working with corp- Both County & EGLE have no issues. UPDATE: Topo in place. UPDATE: 4 dates provided in which the emergency manager, was contacted due to threats to our marina infrastructure.(7-22/7-23/7-25/7-29)	<b>COMPLETE</b>
WEBSITE	HIGH	ONGOING - Dorothy constructing site with assistance from LAA.Website is up and running!	<b>COMPLETE</b>
TAP PROJECT	HIGH	Ongoing Discussions with Engineer / STATUS UNKNOWN - UPDATE - Walkthrough scheduled 7-17-19 UPDATE: Pre-con being scheduled. UPDATE: Postponed UPDATE: 11-25-19 - Still postponed until Spring.	<b>POSTPONED</b>
OFFICE ASSISTANCE	HIGH	A position that is a high priority.	<b>COMPLETE</b>
ARCHITECT - ADA COMPLIANT DECK	HIGH	Funding retracted by committee. All involved have been notified that project is a no go.	<b>INITIATIVE RETRACTED</b>
STREET EVALUATION SOUTH SHORE	HIGH	Evaluation of S. Shore "hump" has been requested. Apparently the hump is a result of a stream culvert?	<b>IDLE</b>
VILLAGE STREET - WEIGHT LIMITS	HIGH	Vehicles with excess weight damaging Village Streets. Weight limits on numerous roadways including Elm to circumvent unnecessary weight and short cuts by semi-trucks. UPDATE: 9/19 Meeting scheduled with LCRC.	<b>IDLE</b>
STREET EVALUATION - ELM STREET	HIGH	STREET REPAIR TO BE EVALUATED. UPDATE: Meeting with LCRC 10-7-19 to discuss the roadway. A very good meeting with the manager. Looking forward to further collaboration on this item as well as others.	<b>INITIATED</b>
WATERWHEEL PARK	MEDIUM / HIGH	Creek restoration, waterwheel upgrade, wall replacement, etc. UPDATE: Ongoing conversations with Watershed Center - No action as of yet - Seeking other avenues. UPDATE: Engineer review complete. Discussion on validity of bids received in 2018 needs discussion.	<b>ENGINEER EVALUATION COMPLETE</b>

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PLANNING COMMISSION BY LAW UPDATE	MEDIUM / HIGH	Review and amend bylaws to understand roles & responsibilities, the reason they are on PC, why decisions are made and personal conduct. UPDATE; 10-2-19 Complete	COMPLETE
VILLAGE ATTIRE	MEDIUM / HIGH	All workers in the field to have logo s/uniforms. 11-22-19 Four recently purchased work jackets have been taken in for logos. More to come.	COMPLETE
PLOW TRUCK	MEDIUM / HIGH	Plow truck was taken in July -received in November. 11-20-19- Inspection of brakes showed maintenance neglect. Leaf spring broken badly needs replaced.	COMPLETE
VILLAGE HALL LANDSCAPE	MEDIUM / HIGH	A 2019 budgeted item with high importance to VC. UPDATE: 10-7-19 Contract signed irrigation/landscape to be installed within 3-4 weeks. UPDATE: 10-24-19 Complete/Winterized 10-25-19.	COMPLETE
MARINA BRIDGE REPLACEMENT	MEDIUM / HIGH	The bridge is increasingly becoming aged. Incorporate it into a CMG grant with shoreline protection. Discussed with Engineer and MDEQ - 6-5-19	IDLE
WATER RESERVOIR EXPANSION	MEDIUM / HIGH	Per MDEQ additional water storage is REQUIRED - this item was recommended by the MDEQ in 2018. UPDATE: F&V reviewing financials and eligibility for granting opportunities. UPDATE: Met with F&V to discuss expansion initiative. 40 year loan @ 2.5%(ish) on \$2.5 million loan would cover line upgrade northern loop, reservoir, and 2 new wells. Next steps forthcoming. See rate note below.	IN PROGRESS
WATER RATES	MEDIUM / HIGH	EVALUATION OF WATER RATES UPDATE: F&V UPDATE: Reviewing UPDATE: Met with F&V to discuss expansion initiative. RATES would see less than \$4.00 / month increase for reservoir expansion etc. listed above to cover that project for life of loan.	IN PROGRESS
WATER LICENSE	MEDIUM / HIGH	Per MDEQ additional water license of \$3 required in less than 150 users. This item has been recommended by the MDEQ in 2018, new hire is qualified.	COMPLETE
BLIGHT ORDINANCE	MEDIUM / HIGH	Pre-Draft provided to General Committee at the September 3rd meeting to determine support for the initiative. Recommendation was to move forward with close attention to ornament grass. UPDATE: 10-28-19 sent to the Attorney for review/comment.	IN PROGRESS
LAND DIVISION ORDINANCE	MEDIUM / HIGH	This Ordinance is antiquated and should be simplified.	IDLE
PRIVATE ROAD ORDINANCE	MEDIUM / HIGH	Standards in the zoning ordinance are antiquated and should be revised to allow flexibility and to regulate the roads by number of users rather than length.	IDLE
INLAND SEAS LEASE AGREEMENT	MEDIUM / HIGH	6-6-19 provided comments in email following meeting / discussions with Inland Seas - UPDATE; INLAND SEAS TO HAVE ATTORNEY DRAFT A LEASE AGREEMENT. UPDATE: 11-21-19 Draft Lease agreement received, being reviewed for content and will provide comments on the lease.	IN PROGRESS
BROADBAND AVAILABILITY	MEDIUM / HIGH	GTB is running broadband to the Suttons Bay Schools and through the Village. Discussions on extending the Broadband to the Village Hall (and other municipalities) was positive.	INITIATED
METRO ACT PERMIT	MEDIUM / HIGH	Went before the committee in September and was recommended for approval to VC September 16th. UPDATE: Permit issued and mailed to the State as required.	COMPLETE
DUESTER PARK UPGRADES	MEDIUM / HIGH	Clean out and reclaim restrooms. Paul did a great job leading the project and personally re-plumbed the bathrooms.	COMPLETE
NORTH PARK BATHROOM UPGRADE	MEDIUM / HIGH	Replace faucets with "timed" faucets and replace counters. Both faucets broken and counters rotted.	INITIATED
MARINA - COAL DOCK	MEDIUM / HIGH	Armoring Coal Dock Side - Changes needed to plans to account for high water. - Permits issued - UPDATE: Move to 2020. UPDATE: Contract signed with Elmer's 10-23-19 to move forward with Fall 2019 project.	COMPLETE



2019 WORK PLAN  
PRIORITY AND STATUS

PORT SUTTONS GENERATORS	MEDIUM / HIGH	Quotes received for permanent generators. Budget allows for purchase. Generators will supplement (1) Lift Station & (1) Water well house. UPDATE: 9-19 Funding in place to purchase prior to the budget year. UPDATE - Signed purchase agreement 11-20-19. Awaiting installation, typically a 60-90 day timeframe.	COMPLETE
WATER WELL PROTECTION PROGRAM	MEDIUM / HIGH	Recommended by MDEQ to update / redraft well protection - This item has been recommended by the MDEQ in 2018 UPDATE: 10-08-19 We received notice today that our grant application was accepted by EGLE. Formal paperwork forthcoming.	IN PROGRESS
VILLAGE WATER ORDINANCE	MEDIUM / HIGH	This item has been recommended by the MDEQ in 2018 - Ordinance dated needs attention - F&V to review and provide direction. Contract needed	INITIATED
WATER ORDINANCE INTERPRETATION	MEDIUM / HIGH	Amend ordinance to incorporate interpretation / policy approved by VC. UPDATE - Engineer review prior to amendment. UPDATE: Policy/interpretation rescinded 7-15-19 VC Mtg.	COMPLETE
VILLAGE LOGO	MEDIUM / HIGH	New logo that better fits the Village.	COMPLETE
GPS SERVICES	MEDIUM	There have been several discussion with the vendor working towards a free 30-60 day unit and service. - Will meet in fall to continue discussions. - UPDATE: Trial period accepted by vendor. BUDGET 2020	IN PROGRESS
MSU EXTENSION PARTNERSHIP	MEDIUM	Master Gardener Coordinator for MSU Extension in Leelanau County. Discussions to explore the possibility of expanding into the village. Several Master Gardener Volunteers living within the village limits or in the vicinity and there is a lot of potential for collaboration on public garden-related projects. 2020 Project	INITIATED
JEFFERSON STREET PEDESTRIAN COURT	MEDIUM	Temporary Closure for pedestrian use? UPDATE: Move to 2020 following discussions with businesses and VC. NEW location to be proposed.	IDLE
PEDESTRIAN SEATING AREAS DOWNTOWN	MEDIUM	\$8,000 Allocated to downtown furniture and bike racks for pedestrian comfort. This will follow an evaluation of the finalized TAP project to determine locations.	IDLE
PAVING PROJECT PARK WALKWAY	MEDIUM	South Shore/Suttons Park - create pedestrian circulation, reclaim park from parking area. Angle 20-23 ft. UPDATE: Elmer's proposal recommended to Village Council. UPDATE: Proposal signed - awaiting timing of project.	INITIATED
CHARTER CABLE EXTENSION DPW	MEDIUM	Discussions with Charter on expanding service to the DPW to properly service the WWTP, offices, etc. UPDATE: Charter measured distance 9-19. waiting on cost and timeframe.	CONTRACT COMPLETE
DPW/WWTP CAMERAS	MEDIUM	Researching 50/50 grant	IDLE
VILLAGE WIFI	MEDIUM / LOW	Met with the GTB regarding WIFI for our residents 7-22-19. A proposal is forthcoming.	INITIATED
PAINT BATHROOMS @ DUESTER PARK	MEDIUM / LOW	Exterior of building needs attention UPDATE- Requested to be initiated again on 7-17-19 Update; postponed due to seiche actions.	COMPLETE
BAHLE PARK TREE EVALUATION	MEDIUM / LOW	General Committee at their 9-3-19 meeting has indicated this is a priority. Staff evaluated trees per committee. UPDATE - Duester Park tree cutting quote received. Dangerous tree quote received 10-7-19 dated same. Project completed per estimates.	COMPLETE
DEUSTER PARK SOCCER	MEDIUM / LOW	Met with Suttons Bay Schools Coach and Leelanau Soccer Club representative regarding the continued use of Deuster fields and upgraded bathrooms. UPDATE: Verbal agreement regarding a partnership with Leelanau Soccer Club & Suttons Bay School for use of park bathrooms.	COMPLETE
DEUSTER PARK DOORS	MEDIUM / LOW	Bathroom doors are damaged - Door knobs do not comply with ADA requirements. UPDATE: 11-25-19 Door initiative taken over- being re-measured 11-25-19. UPDATE 11-27-19 Doors being ordered in January due to budget.	COMPLETE
PORT SUTTONS MAINTENANCE AGREEMENT	MEDIUM / LOW	Still learning about this subject	IDLE

2019 WORK PLAN  
PRIORITY AND STATUS

GIS- SHP FILES FROM LEELANAU COUNTY	MEDIUM / LOW	Need this information to build the GIS - UPDATE: F&V obtaining SHP files for Village and Township. Study of lakefront districts to be studied early 2020.	COMPLETE
LAKEFRONT LOT SIZE STUDY	MEDIUM / LOW	COMPARE LOT SIZES / VARIANCE REQUESTS / CONSTRUCTION DATES TO DETERMINE IF ANOTHER DISTRICT OR DIMENSIONAL VARIATIONS ARE NEEDED. UPDATE: 9-19-19 - UPDATE: Study of lakefront district will occur in January of 2020.	IN PROGRESS
ZONING ORDINANCE	MEDIUM / LOW	The new Ordinance fails to implement "form" as intended. Standards are missing, definitions don't match terminology etc. Previously a HIGH priority downgraded until training for PC occurs.	INITIATIVE RETRACTED
BAYVIEW ZONING / Development incentives	LOW	This initiative has been retracted until proper training for PC to understand the modifications proposed.	INITIATIVE RETRACTED
MARINA ORDINANCE	LOW	The Marina Ordinance is dated and should be updated to prepare it for granting opportunities. EAST side. We should also look to replace the bathrooms as a part of the grant application.	IDLE
VILLAGE HALL COPIER	LOW	Discussion had with current vendor- Looking elsewhere. UPDATE - Meeting Scheduled for 7-16-19 UPDATE: Moving forward with new copier contract signed 7-23-19	COMPLETE
STREET CAMERAS	LOW	Researching 50/50 grant	IDLE
FERRY INITIATIVE	LOW	Discussions ongoing with Elk Rapids. An evaluation of the marinas indicate VSB can (physically) accommodate a ferry however Elk Rapids provides larger challenges. UPDATE: DDA to discuss Ferry on 10-9-19. UPDATE: Ferry Presentation before VC- 11-18-19.	IN COMMITTEE
SUTTONS PARK CAMERAS	LOW	Researching 50/50 grant- Grant Submitted 10-3-19	COMPLETE - APPLIED
POLICY VILLAGE HALL RENTAL	LOW	A sub-committee to discuss this issue will be needed to determine a need or direction. UPDATE: Committee members were looking into this. UPDATE: Study Completed going before General Committee on 11-5-19	COMPLETE
POLICY - MEMORIALS	LOW	A sub-committee to discuss this issue will be needed to determine a need or direction. UPDATE: ;Committee members were looking into this.	IN COMMITTEE
MARINA WETLAND EVALUATION	LOW	Discussions to review and possibly eradicate invasive species. Currently Speaking with ISN. UPDATE: A review has been completed and information provided.	COMPLETE
HARBOR MASTER CONTRACT	LOW	SIGNED 2019 UNTIL JANUARY 2020/ WILL INCREASE IN PRIORITY AS THE YEAR PROGRESSES - UPDATE: Request for increase in pay received 10-2-19. UPDATE: Discussions ongoing. Recommendation to the Personnel Committee for 11-6-19 UPDATE: Contract Signed.	COMPLETE
WWTP OPERATIONS CONTRACT	LOW	SIGNED 2019 UNTIL DECEMBER 2020/ WILL INCREASE IN PRIORITY / EVALUATING STAGE FOR 2 YEAR EXTENSION. UPDATE: 10-2-19 meeting held- informed them that no contract discussion was needed at this time.	IDLE
SHERIFF CONTRACT	LOW	CONTRACT DISCUSSIONS HAVE TAKEN PLACE - UPDATE: -S. Morgan provided the rough draft with the 1-year extension as accepted by LC.	COMPLETE
RAINGARDEN PARTNERSHIP	LOW	Children's House initiative - UPDATE: Maintenance of raingardens scheduled - UPDATE: Maintenance of raingardens complete.. Great initiative!	COMPLETE
TREE PLANTING INITIATIVE	LOW	Sicily Sanford - Citizen Volunteers requested permission to plant trees in partnership with CRA. UPDATE: Initiative scheduled/completed. 400+- trees planted.	COMPLETE
PARKS & REC BYLAWS	LOW	DRAFT CREATED ON HOLD UNTIL ORDINANCE IS ADOPTED.- UPDATE - PC Subcommittee was requested therefore initiative is tabled.	INITIATIVE RETRACTED

2019 WORK PLAN  
PRIORITY AND STATUS

UPDATED 11-25-19

SPLIT RAIL FENCE REMOVAL	LOW	Removal of split rail fence on north and south sides of Village Hall.	COMPLETE
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CONGRATS! YOU MADE IT THROUGH MY WORK PLAN AND DIDN'T FALL ASLEEP!

2020 Increases

Marina Park Fees		Increased By
Seasonal Main Marina Slip Vessels up to 25 ft	\$1,875.00	\$75
Seasonal Main Marina Slip, per foot over 25 ft	\$75.00	\$3
Seasonal Coal Dock Slips Vessels up to 25 ft	\$1,625.00	\$75
Seasonal Coal Dock Slips per foot over 25 ft	\$65.00	\$3
Day Use Slip, per hour for boat, pwc, or dinghy	\$3.00	Same
* Transient Slip, vessels up to 25 ft overall length per day	\$32.00	\$2
* Transient Slip vessels > 25 ft overall length per day	\$32.00 + 1.00 per ft	\$2
Transient pre-season rate: 4-15 thru 6-15	Discount 25%	
Transient Post Season rate: 9-15 thru 10-15	Discount 25%	
Waiting List Fee, annual	\$20.00	
Pump Out Services	\$10.00	
Launch Fee Annual	\$30.00	
Launch Fee each occurrence	\$5.00	
Marina Seasonal Slip Holder Refund Policy		
January 1-February 28	100%	
March 1 to May 14	75%	
May 15-May 31	50%	
June 1 -June 30	25%	
July 1 -end of the season	NO REFUND	
*Michigan State Waterways Rate-Scale D. All 42' docks min of 40' charge		

2020 Increases

PARK FACILITY RESERVATIONS		Increased By
*Bahle Hut (per day rate)	\$100 + \$100 Deposit	\$100 ea. Use
North Park Rental	No fee- Reservation Required	
* Fee is waived for Suttons Bay Schools during regular scheduled school days.		
OTHER PERMITS		
Curb Cut /Driveway Application	\$50.00	\$25
*Mass Gathering Application	\$100.00	\$50
Short Term Rental Application	\$500.00 /3 yr term.	\$425
*Fee is waived for Suttons Bay Public School Homecoming Parade.		
Civil Infraction Fines - Local Ordinance Violations		
1st Offense	\$100.00	
2nd Offense	\$250.00	
3rd Offense	\$500.00	

2020 Increases

PLANNING COMMISSION APPLICATION FEES		Increased By
*Site Plan Review Level A		
< 5,000 sq ft addition	\$500.00	\$250
< 5,000 sq ft use permitted by right. *See exceptions ZO Section 14-4 (3)	\$500.00	
*Amendment to Level A	\$250.00	
*Site Plan Review Level B		
> 5,000 sq ft (SUP, PUD, Site Condominiums)	\$1,000.00	\$400
*Amendment to Level B	\$500.00	
*Escrow Fees pursuant to ZO Section 14.2(F) apply		
PLANNING COMMISSION SPECIAL MEETINGS		
*Conceptual Review	\$100.00	
Zoning Board of Appeals	\$500.00	
*Petition for Master Plan Amendment	\$2,500.00	
*Request for Zoning Ordinance Amendment	\$1,000.00	\$500
*Request for Map Amendment	\$1,000.00	\$500
*Request for Annexation	\$1,000.00	\$500
*Escrow Fees pursuant to ZO Section 14.2(F) apply		
RESIDENTIAL LAND USE PERMITS		
Single Family Dwelling	\$50.00	\$20
Residential Additions	\$50.00	\$20
Residential Garages	\$50.00	\$20
Assessory/Incidental Uses	\$50.00	\$20
Two Family (Duplex) Dwelling	\$100.00	
Multi-Family Dwelling	\$100.00 + 20.00 per unit / per structure	
NSF Fee -Returned Check	\$25.00	
Other Permit Fees		


2020 Increases

Failure to Permit	2 x the required fee	
Sign Permit	\$50.00	\$25.00
Commercial/Industrial	\$100.00	\$50
No structure yet uses that require a permit	\$50.00	
Home Occupation Permit	\$100.00	
Land Division/Boundary Adjustment	\$250.00	
DOCUMENT FEES		
*Zoning Ordinance	\$30.00	
*Master Plan or Recreation Plan	\$30.00	\$5
* Plus cost of mailing		

2020 Increases

Sewer Fees			Increased by
	System Development Fee	\$5,000.00	
*See Note 1 & 2	Tap In Fee	\$500.00	
	Connection Fees	\$5,500.00	
Meter Size	Monthly Fees: Based on Water Meter Size		
	Ready to Serve & Capital Fee	Combined Cost	
5/8" to 1"	\$17.00 + \$24.25	\$41.25	
1 1/4" to 1 1/2"	\$57.12 + \$81.48	\$138.60	
2"	\$105.06 + \$149.78	\$254.84	
3"	\$241.23 + \$ 344.06	\$585.29	
	Usage Fee		
Per 1,000 Gallons	Metered Water	\$6.63	
	<b>Multi-Use and Multi-Family</b> based on 1" meter size per each individual unit		
Units	Ready to Serve & Capital Charge		
	\$17.00 + \$24.25	\$41.25	
	See Note #3		
Per One Gallon	Holding Tank Waste	\$0.06	0.02
Non Village Users			
Rate	Sewer and/or Water	1.5 x rate	
	Monthly service charge, commodity charge, terminated service turn on fee, or any other charge relating to water and/or sewer services for Township parcels shall be 1.5 times the fees or charges for Village		



		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2019- 86	
Prepared:	12-2-19	Pages:	1 of 1
Meeting:	12-5-19	Attachments:	<input type="checkbox"/>
Subject:	Budget Highlights		

PURPOSE

To provide a brief overview of the proposed 2020 budget changes.

OVERVIEW

Please find attached to this report the proposed Fiscal Year 2020 Annual Budget for the Village of Suttons Bay. The proposed budget is inclusive of the General Fund, Special Revenue Funds of Major and Local Streets, Sewer Funds, Water Funds, and Marina Enterprise Funds, Property Replacement Fund and finally, the Downtown Development Authority. Through these various funds, the municipal services and plans of the Village are presented for your review and consideration.

This budget has been prepared in anticipation of maintaining the improved level of service put in place by the 2019 budget. In addition, we will continue to evaluate property and reinstitute funding for the proper maintenance of our assets. We will continue evaluating our equipment to further understand the depth of our maintenance issues.

As the Village Council reviews the proposed budget, the following are the significant items of note:

1. Staff wages are proposed to be increased by 2% and has been incorporated throughout all funds.
2. Health Insurance options have been presented to the employees and has been upgraded.
3. The *Property & Replacement Fund* has been increased to replace the rusted pick-up truck used for everyday use and plowing.
4. In the Parks and Recreation portion of the General Fund, the *Capital Improvements* Line will remain at \$30,000 to cover the cost of evaluating the waterwheel park or other parkland.
5. The transfer to *Major Street Funds* has been reduced in that there are enough resources to cover the TAP project.
6. The transfer to the Downtown Development Fund remains the same as in 2019.

CONCLUSION

The 2019 year included projects such as the Marina upgrade, WWTP Liner & Baffle replacement, Beech Street lift station pump replacement, new generators for Port Sutton, a new utility vehicle, and the Coal Dock project. We will continue the trend of upgrading and maintaining our infrastructure in 2020 and have already committed to applying for a loan to improve our water storage as required by the EGLE. Roadways are a hot topic for 2020 and likely to take up much of our time as we work to identify funding sources, partnerships and solutions.