



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Thursday, March 4, 2021 at 8:10 am

VIA Remote Participation

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

AGENDA

Call to Order

1. Staff Reports
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Harbor Master Report-Verbal
 - b. Report VSB-2021-09 Inter-Government Agreement
4. Status Update – Other Committees
 - a. Water Filling Station-Letter from Mr. Anderson
 - b. Report VSB- 2021-10 Fall or Spring Clean Up day
 - c. Report DPW-2021-11 Leaf Pick Up Discussion
 - d. Blight Ordinance Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment



Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Utility & Marina Committee

Time: Mar 4, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86347465748?pwd=MFZjS1JHK01sVEtseWFXL29SbjlrUT09>

Meeting ID: 863 4746 5748

Passcode: 417866

One tap mobile

+13126266799,,86347465748#,,,,*417866# US (Chicago)

+19294362866,,86347465748#,,,,*417866# 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: 863 4746 5748

Passcode: 417866

Find your local number: <https://us02web.zoom.us/j/86347465748?pwd=MFZjS1JHK01sVEtseWFXL29SbjlrUT09>

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDT USED
Fund 101 - General Fund						
Revenues						
101-000-402.000	Current Property Taxes	695,000.00	0.00	0.00	695,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	15,000.00	0.00	0.00	15,000.00	0.00
101-000-476.000	Permits and Fees	1,500.00	2,500.00	2,500.00	(1,000.00)	166.67
101-000-566.000	Grant Revenue	1,250.00	0.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,000.00	0.00	0.00	3,000.00	0.00
101-000-574.000	State Shared Revenue	50,000.00	0.00	0.00	50,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	0.00	0.00	3,000.00	0.00
101-000-632.000	Bahle Park Rental	1,200.00	0.00	0.00	1,200.00	0.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	2,800.00	0.00	0.00	2,800.00	0.00
TOTAL REVENUES		885,725.00	2,500.00	2,500.00	883,225.00	0.28
Expenditures						
101	Village Council	26,080.00	0.00	0.00	26,080.00	0.00
171	Village Manager	32,599.00	1,954.16	1,954.16	30,644.84	5.99
215	Village Clerk	10,774.00	581.56	581.56	10,192.44	5.40
253	Treasurer	23,950.00	1,503.19	1,503.19	22,446.81	6.28
265	Village Hall	50,190.00	1,414.09	1,414.09	48,775.91	2.82
345	Police	85,000.00	0.00	0.00	85,000.00	0.00
441	Public Works	121,075.00	3,953.13	3,953.13	117,121.87	3.27
443	Motor Pool Department	93,419.00	3,102.95	3,102.95	90,316.05	3.32
448	Streetlighting	13,500.00	0.00	0.00	13,500.00	0.00
701	Zoning & Planning	52,939.00	2,266.55	2,266.55	50,672.45	4.28
751	Parks & Recreation	120,695.00	6,927.97	6,927.97	113,767.03	5.74
999	Transfers to Other Funds	270,100.00	0.00	0.00	270,100.00	0.00
TOTAL EXPENDITURES		900,321.00	21,703.60	21,703.60	878,617.40	2.41
Fund 101 - General Fund:						
TOTAL REVENUES		885,725.00	2,500.00	2,500.00	883,225.00	0.28
TOTAL EXPENDITURES		900,321.00	21,703.60	21,703.60	878,617.40	2.41
NET OF REVENUES & EXPENDITURES		(14,596.00)	(19,203.60)	(19,203.60)	4,607.60	131.57
Fund 202 - Major Street						
Revenues						
202-000-574.000	State Shared Revenue	77,000.00	0.00	0.00	77,000.00	0.00
202-000-665.000	Interest Earnings	500.00	0.00	0.00	500.00	0.00
202-000-691.000	Contributions - Other Funds	70,000.00	0.00	0.00	70,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	31,000.00	0.00	0.00	31,000.00	0.00
TOTAL REVENUES		178,500.00	0.00	0.00	178,500.00	0.00
Expenditures						
000		239,262.00	3,946.67	3,946.67	235,315.33	1.65
TOTAL EXPENDITURES		239,262.00	3,946.67	3,946.67	235,315.33	1.65

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 202 - Major Street						
Fund 202 - Major Street:						
TOTAL REVENUES		178,500.00	0.00	0.00	178,500.00	0.00
TOTAL EXPENDITURES		239,262.00	3,946.67	3,946.67	235,315.33	1.65
NET OF REVENUES & EXPENDITURES		(60,762.00)	(3,946.67)	(3,946.67)	(56,815.33)	6.50
Fund 203 - Local Street Fund						
Revenues						
203-000-574.000	State Shared Revenue	42,000.00	0.00	0.00	42,000.00	0.00
203-000-665.000	Interest Earnings	500.00	0.00	0.00	500.00	0.00
203-000-691.000	Contributions - Other Funds	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL REVENUES		102,500.00	0.00	0.00	102,500.00	0.00
Expenditures						
000		158,880.00	3,801.33	3,801.33	155,078.67	2.39
TOTAL EXPENDITURES		158,880.00	3,801.33	3,801.33	155,078.67	2.39
Fund 203 - Local Street Fund:						
TOTAL REVENUES		102,500.00	0.00	0.00	102,500.00	0.00
TOTAL EXPENDITURES		158,880.00	3,801.33	3,801.33	155,078.67	2.39
NET OF REVENUES & EXPENDITURES		(56,380.00)	(3,801.33)	(3,801.33)	(52,578.67)	6.74
Fund 248 - DDA Fund						
Revenues						
248-000-665.000	Interest Earnings	5.00	0.00	0.00	5.00	0.00
TOTAL REVENUES		5.00	0.00	0.00	5.00	0.00
Expenditures						
000		7,385.00	264.30	264.30	7,120.70	3.58
TOTAL EXPENDITURES		7,385.00	264.30	264.30	7,120.70	3.58
Fund 248 - DDA Fund:						
TOTAL REVENUES		5.00	0.00	0.00	5.00	0.00
TOTAL EXPENDITURES		7,385.00	264.30	264.30	7,120.70	3.58
NET OF REVENUES & EXPENDITURES		(7,380.00)	(264.30)	(264.30)	(7,115.70)	3.58
Fund 402 - Property Replacement Fund						
Revenues						
402-000-665.000	Interest Earnings	2,000.00	0.00	0.00	2,000.00	0.00
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	0.00	176,050.00	0.00
TOTAL REVENUES		178,050.00	0.00	0.00	178,050.00	0.00
Expenditures						

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDMT USED
Fund 402 - Property Replacement Fund						
000	Expenditures	124,200.00	0.00	0.00	124,200.00	0.00
TOTAL EXPENDITURES						
		124,200.00	0.00	0.00	124,200.00	0.00
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		53,850.00	0.00	0.00	178,050.00	0.00
					124,200.00	0.00
Fund 590 - Sewer Fund						
Revenues						
590-000-476.000	Permits and Fees	5,500.00	0.00	0.00	5,500.00	0.00
590-000-600.000	Charge for Services	140,000.00	9,416.25	9,416.25	130,583.75	6.73
590-000-628.000	RTS Fees	113,800.00	9,598.44	9,598.44	104,201.56	8.43
590-000-629.000	Waste Hauler Fees	92,000.00	16,029.53	16,029.53	75,970.47	17.42
590-000-630.000	Capital Charge	163,000.00	13,694.51	13,694.51	149,305.49	8.40
590-000-659.000	Penalties	1,300.00	0.00	0.00	1,300.00	0.00
590-000-665.000	Interest Earnings	3,000.00	0.00	0.00	3,000.00	0.00
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES						
		543,600.00	48,738.73	48,738.73	494,861.27	8.97
Expenditures						
537	Sewer Fund - Collection	262,410.00	8,406.67	8,406.67	254,003.33	3.20
538	Sewer - Plant	539,629.00	17,854.83	17,854.83	521,774.17	3.31
TOTAL EXPENDITURES						
		802,039.00	26,261.50	26,261.50	775,777.50	3.27
Fund 590 - Sewer Fund:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		543,600.00	48,738.73	48,738.73	494,861.27	8.97
		802,039.00	26,261.50	26,261.50	775,777.50	3.27
		(258,439.00)	22,477.23	22,477.23	(280,916.23)	8.70
Fund 591 - Water Fund						
Revenues						
591-000-476.000	Permits and Fees	500.00	25.00	25.00	475.00	5.00
591-000-600.000	Charge for Services	76,000.00	3,387.28	3,387.28	72,612.72	4.46
591-000-628.000	RTS Fees	62,000.00	5,324.34	5,324.34	56,675.66	8.59
591-000-630.000	Capital Charge	55,000.00	4,616.66	4,616.66	50,383.34	8.39
591-000-633.000	Hydrant Rental	25,000.00	0.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	0.00	0.00	600.00	0.00
591-000-665.000	Interest Earnings	2,000.00	0.00	0.00	2,000.00	0.00
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	0.00	1,800.00	0.00

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 01/31/2021	ACTIVITY FOR MONTH 01/31/2021	AVAILABLE BALANCE	% BDC USED
Fund 591 - Water Fund						
Revenues						
TOTAL REVENUES		232,900.00	13,353.28	13,353.28	219,546.72	5.73
Expenditures						
000		264,725.00	10,046.02	10,046.02	254,678.98	3.79
TOTAL EXPENDITURES		264,725.00	10,046.02	10,046.02	254,678.98	3.79
Fund 591 - Water Fund:						
TOTAL REVENUES		232,900.00	13,353.28	13,353.28	219,546.72	5.73
TOTAL EXPENDITURES		264,725.00	10,046.02	10,046.02	254,678.98	3.79
NET OF REVENUES & EXPENDITURES		(31,825.00)	3,307.26	3,307.26	(35,132.26)	10.39
Fund 594 - Marina Fund						
Revenues						
594-000-631.000	Pump outs	3,200.00	0.00	0.00	3,200.00	0.00
594-000-642.000	Gas Sales	125,000.00	0.00	0.00	125,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,000.00	0.00	0.00	1,000.00	0.00
594-000-646.000	Sale of Ice	1,000.00	0.00	0.00	1,000.00	0.00
594-000-648.000	Launch Fees	500.00	0.00	0.00	500.00	0.00
594-000-649.000	Waiting List	1,700.00	2,560.00	2,560.00	(860.00)	150.59
594-000-653.000	Transient Fees	65,000.00	0.00	0.00	65,000.00	0.00
594-000-653.100	Marina Day Use	1,500.00	0.00	0.00	1,500.00	0.00
594-000-654.000	Slip Fees	272,000.00	270,805.00	270,805.00	1,195.00	99.56
594-000-665.000	Interest Earnings	4,000.00	0.00	0.00	4,000.00	0.00
594-000-695.000	Miscellaneous Income	0.00	1.50	1.50	(1.50)	100.00
TOTAL REVENUES		474,900.00	273,366.50	273,366.50	201,533.50	57.56
Expenditures						
000		658,543.00	30,926.85	30,926.85	627,616.15	4.70
TOTAL EXPENDITURES		658,543.00	30,926.85	30,926.85	627,616.15	4.70
Fund 594 - Marina Fund:						
TOTAL REVENUES		474,900.00	273,366.50	273,366.50	201,533.50	57.56
TOTAL EXPENDITURES		658,543.00	30,926.85	30,926.85	627,616.15	4.70
NET OF REVENUES & EXPENDITURES		(183,643.00)	242,439.65	242,439.65	(426,082.65)	132.02
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		2,596,180.00	337,958.51	337,958.51	2,258,221.49	13.02
TOTAL EXPENDITURES - ALL FUNDS		3,155,355.00	96,950.27	96,950.27	3,058,404.73	3.07
NET OF REVENUES & EXPENDITURES		(559,175.00)	241,008.24	241,008.24	(800,183.24)	43.10

To: Rob Larrea
Dave Miller

From: Mark Huggard, **Jacobs**

Date: February 24th, 2021

Copy: Kevin Dahl, **Jacobs**
Elizabeth Hart, **Jacobs**

This report describes our activities during the month of February 2021. 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 February indicate full permit compliance.

Jacobs completed and submitted January’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 2021*	113,807	Gallons per day
Average Influent Flow 2020	161,240	Gallons per day
Total monthly hauled truck waste 2021*	166,946	Gallons
Total monthly hauled truck waste 2020	198,089	Gallons

*Data through February 23rd

Blower #1 belt tension was adjusted in response to belt noise.

On Wednesday February 3rd, we responded to a UV bank A “wiper not resetting” alarm. We initiated a manual wipe on bank A and verified there were no issues. The alarm was cleared, and proper operation of the UV system was verified. This is the first occurrence of this alarm; we’ll continue to monitor the system for this type of issue.

On Wednesday February 17th, we resolved a gasket leak on RAS pump #2 and placed the pump into rotation.

On Thursday February 18th, we installed a new start/stop control float in the decant structure. We also added a run timer to the system to assist in verifying system function. The run timer reading will be collected each day we are onsite and entered into our operational database.

The cloth disk filter removes the majority of suspended solids in the waste stream as a final polishing step in the pollutant removal process before the water is disinfected and discharged to the surface waters. Therefore, it is critical to maintaining regulatory compliance. Over time we’ve noticed a slight increase in plant effluent suspended solids. While we have remained well within regulatory limits, this increase indicates the filter cloth is compromised and in need of replacement. The current cloth segments and hardware are original from 2006. With the Villages approval we have ordered replacement cloth segments and hardware, scheduling replacement for this spring.

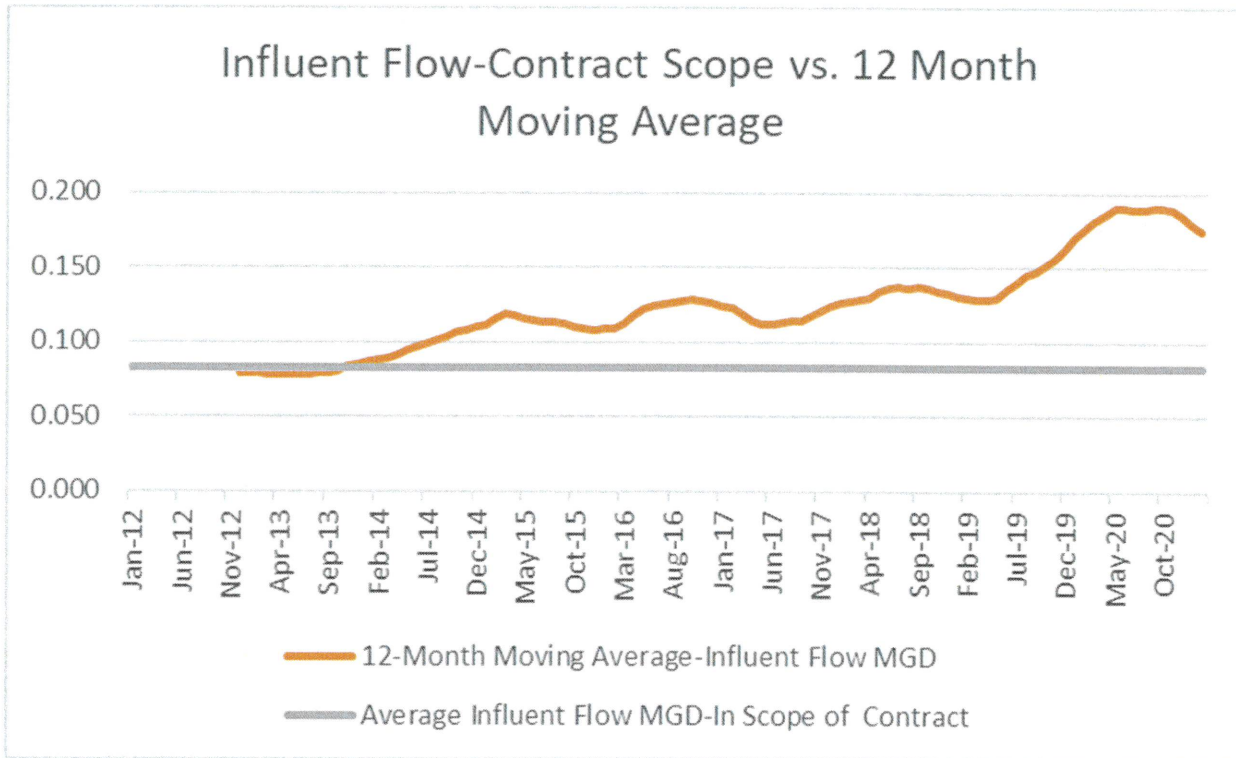
On the Horizon:

- Install an Uninterrupted Power Supply (UPS) on the UV system.
- Installation of the new lower bearing unit for the influent building’s fine screen.
- Investigate the SCADA hauled truck waste flow logs. (Windemuller)
- Cloth disk filter media replacement.
- Install SCADA alarm system failure monitoring and phone line monitoring system.
- Repair leaking yard valve by clarifiers. (Spring/Summer)
- Machine a new shaft to complete the spare rake comb assembly.

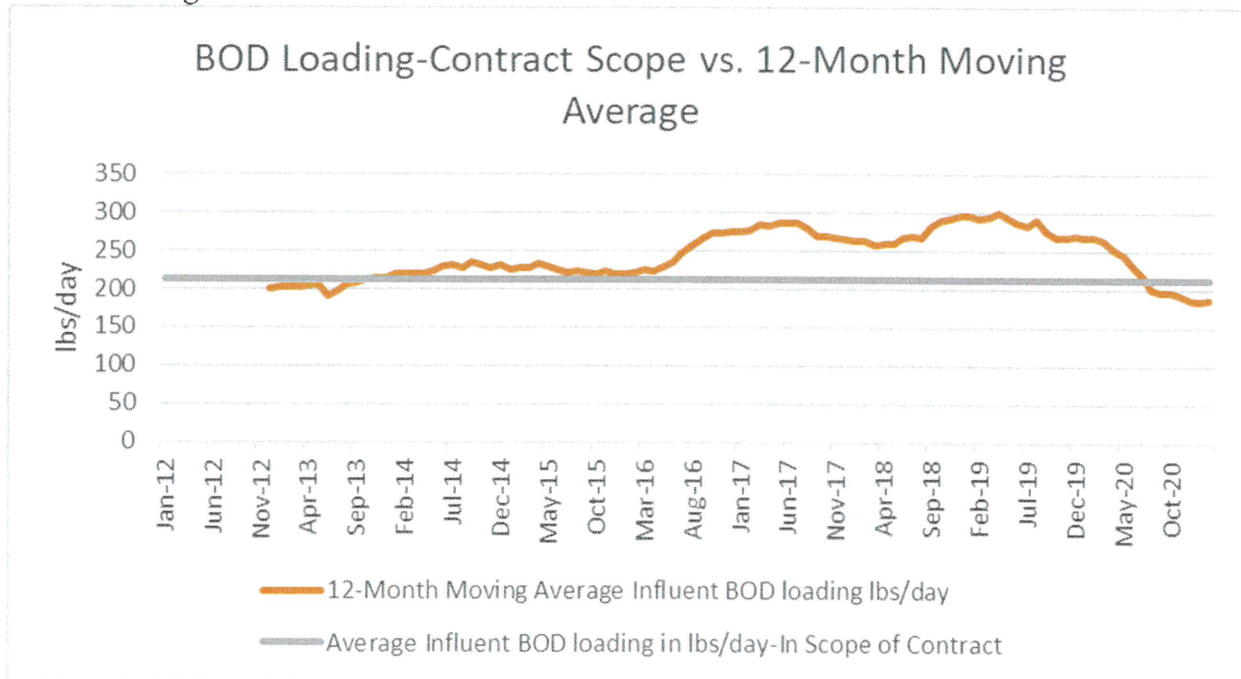
Plant Influent and Effluent Trends

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.

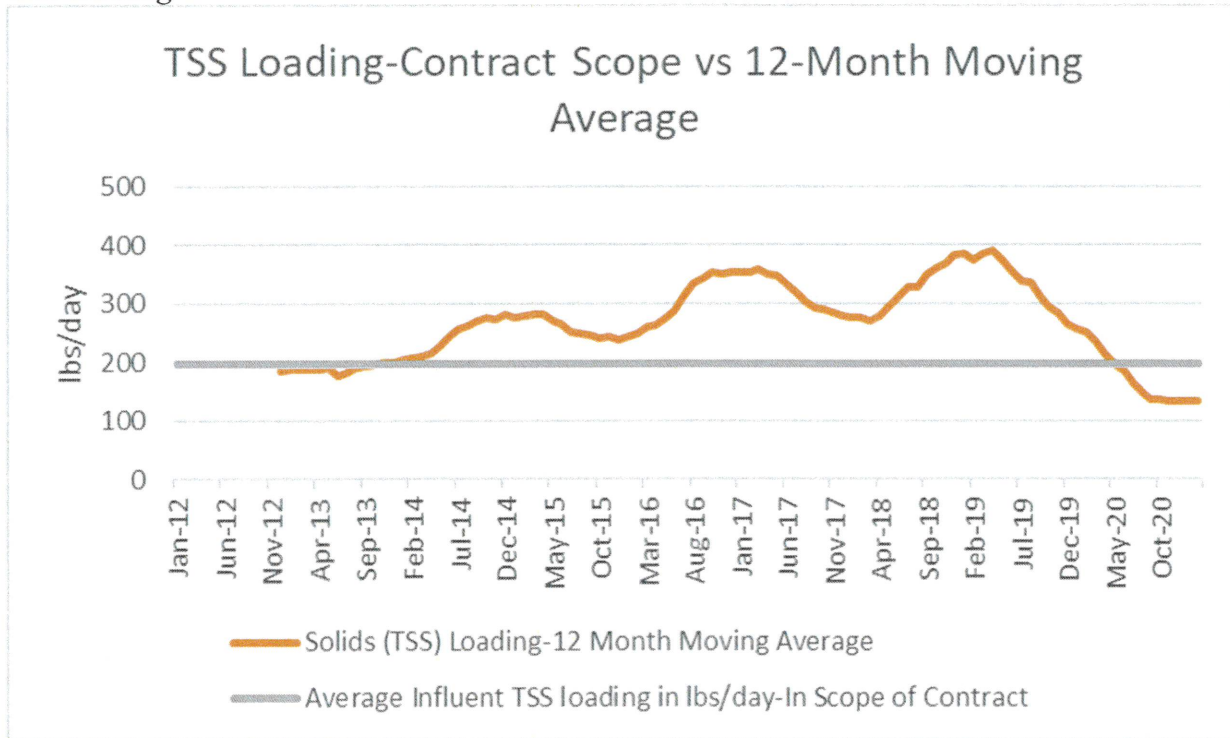
Influent Flow



BOD Loading

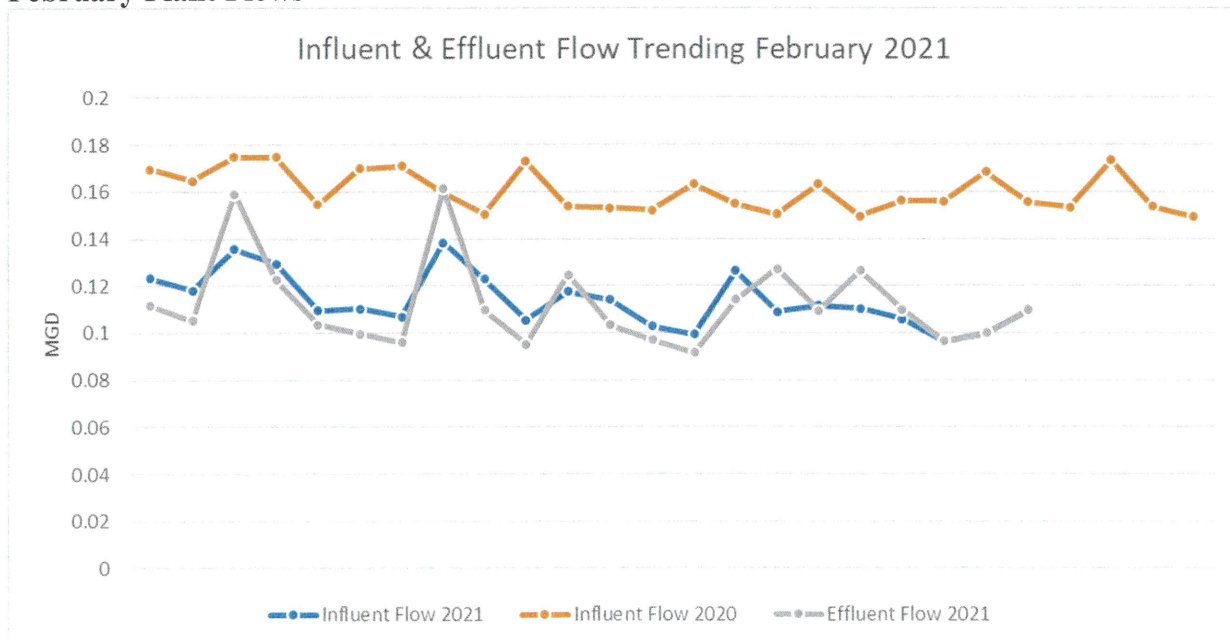


TSS loading



The plant flows 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 effluent data graph illustrates the current reporting months effluent permit parameter concentrations, the table below the graph provides the permit limit concentrations for each parameter.

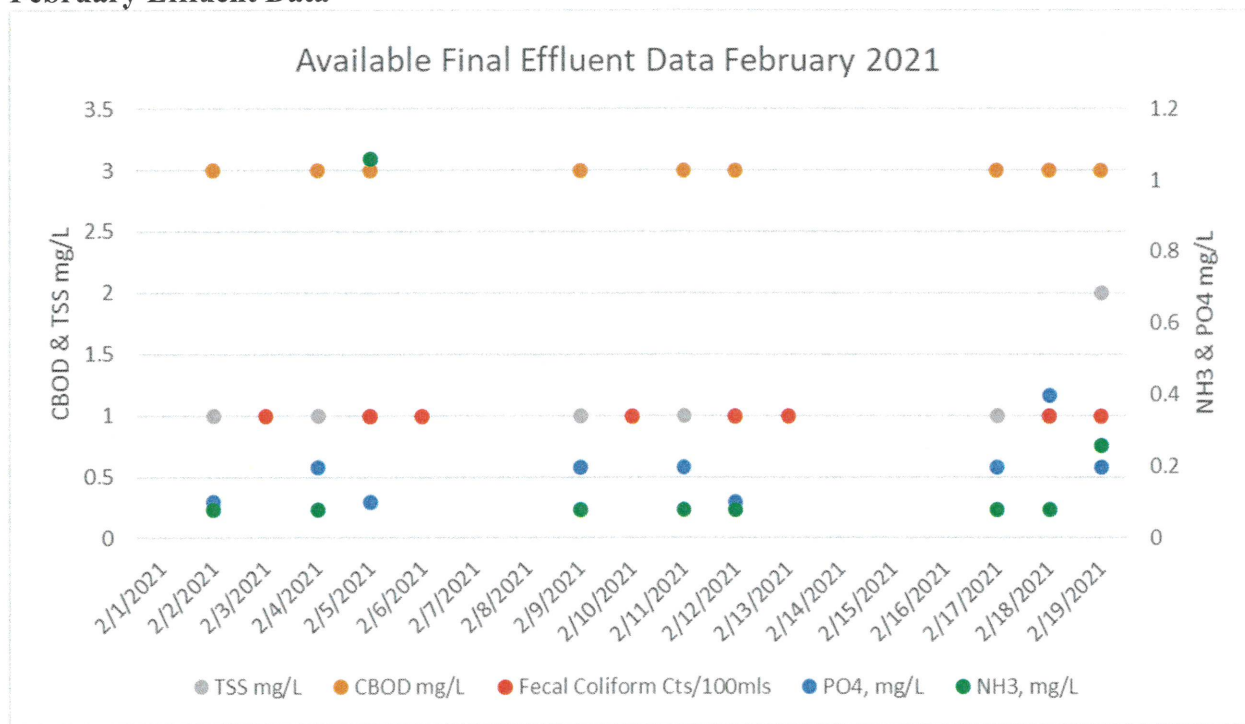
February Plant Flows

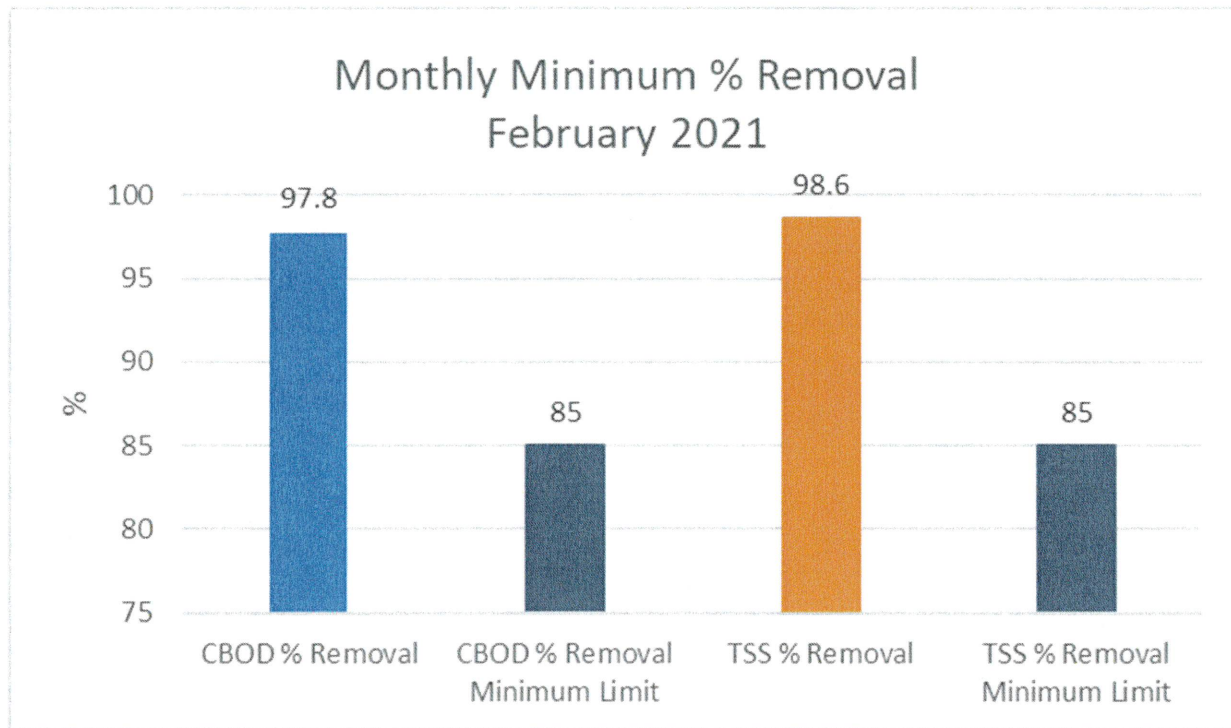


NPDES permit limits

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

February Effluent Data





Financial Report

Current Month	21-Feb	Comments
Current Month Repairs	\$2,116.70	\$384.31 - Blower motor rebuild. \$69.91 - spare FEW pump coupling. \$829.75 - New DO/pH portable meter. \$73.91 - New equipment building sump pump. \$59.36 - RAS pump gaskets. \$699.46 - Headworks building exhaust fan replacement labor (Hurst Mechanical).
Current Month Repair Labor Hrs	18	
Current Month Chemicals	\$	
Current Month Utilities	\$	
YTD Repairs	\$2,116.70	
Repair Budget Remaining (\$6,000 Limit)	\$3,883.30	
YTD Repair Labor Hrs	26	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$78.00	
YTD Chemicals	\$	
Chemical Budget Remaining (\$4,500 Limit)	\$4,500.00	
YTD Utilities	\$	
Utility Budget Remaining (\$33,000 Limit)	\$33,000.00	

Mark Huggard, Jacobs
mark.huggard@jacobs.com
231-922-4922

Elizabeth Hart, Jacobs
Elizabeth.hart@jacobs.com
231-922-4922

		VILLAGE OF SUTTONS BAY REPORT VSB -2021- 09	
Prepared:	February 23, 2021	Pages:	1 of 1
Meeting:	March 4, 2021	Attachments:	<input type="checkbox"/>
Subject:	Sewer / Water Intergovernmental Agreement		

PURPOSE

To discuss the current intergovernmental agreement between the Village and Suttons Bay Township for sewer / water services and to provide staff with direction on how to proceed.

OVERVIEW

The Village Council, at their January meeting briefly discussed the 2006 intergovernmental agreement with the township for water and sewer services. Council determined that the topic merited further discussion and is being sent to the Utility Committee for discussion. I have provided two discussion points for this meeting.

Expansion

We are seeing a pattern as it relates to service requests outside the village limits that is tipping the balance of service. Township inquiries tend to favor sewer service only. The simple reason is that it is less expensive to install private water wells than to connect to our system. This is a great cost savings for the applicant, however, the practice of extending sewer services outside the Village, without requiring water services, is unsustainable and not with the best interest of our residents in mind. Discussion on this topic is requested.

Annexation

The Village has practiced this method in the past with mixed results, however, it is something that should be considered. If planned accordingly and *strategically*, this is a far better option for the Village than allowing the expansion of services outside our boundaries. Village Council members appear to support this alternative to the expansion discussed above. This decision is due mostly to our residents paying both township and Village taxes. Should the Committee determine that annexation is a better alternative to that above, then we will shift gears and concentrate efforts on this alternative. Discussion on this topic is requested.

NEXT STEPS

Once direction is determined, we will begin fact finding with the attorney and engineer to further understand the strengths and weaknesses of our approach.