

# UTILITY/MARINA COMMITTEE 420 N Front St. Suttons Bay, MI 49682 March 6, 2023 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at <a href="www.suttonsbayvillage.org">www.suttonsbayvillage.org</a>). Public participation shall be limited to in-person or via written communication received prior to the meeting

## **AGENDA**

Call to Order

- 1. Reports (staff)
  - a. DPW Director Report
  - b. Marina Report
  - c. WWTP Report
- 2. Public Comments

Please limit remarks to no more than three (3) minutes or less.

- 3. Committee Business
  - a. Report VSB 2023-18 Infrastructure Progress Reminder
- 4. Status Update Other Committees
  - a. Report VSB 2023-20 Cultural Sign Discussion
  - b. Report VSB 2023-08 Holiday Discussion
  - c. Report VSB 2023-19 Part-Time Holiday Discussion
- 5. Public Comments/Written Communication
- 6. Committee Member Comments
- 7. Announcements
- 8. Adjournment

Suttons Bay  Michigan		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2023- 03			
Prepared:	March 2, 2023		Pages:	1 of 1	
Meeting:	March 06, 2023		Attachments:	None	$\boxtimes$
Subject:	Monthly DPW Updates				

### **GENERAL SERVICE HIGHLIGHTS**

Our staff has been working on maintaining equipment and has done an excellent job regarding operational preparedness. Note of interest, This winter we have seen large intermittent snowfalls with periods of no snow cover at all. However, according to our tracking reports we have logged 21" of snow between 2/21 & 2/27/23.

Removal of snow stockpiles in town when needed to make room for future snow clearing operations.

We are looking forward to spring and are working on park amenity repairs and maintenance as weather permits.

### **UTILITY HIGHLIGHTS**

We have initiated Distribution System of Materials Inventory (DSMI) which corelates with the Water Reliability Study as mentioned in last month's report. Other tasks include coinciding with the DSMI is a GIS integrated Cross Connection Program. Both programs will be part of the Village GIS system.

Still waiting for the final Main storage tanks report from Dixon Engineering.

WWTP effluent PFAS sample was collected at the WWTP for analysis in December. The PFAS sampling plan was submitted for review by EGLE on 1/31/23. We should know in a few weeks if any modifications will be needed. <u>Update</u>: Nothing from EGLE regarding our proposed sampling plan at this time. PFAS sampling with the collections system will start in June.

Another section of sewer pipeline patching is scheduled for repair. This pipe identified during the 2016 SAW grant is another multi-section repair. This line runs between the clock and goes under the creek at Jefferson and behind Enerdyne. Also, an inline tee repair will be completed at that time from a defect was discovered during a sewer repair in the alley behind Front Porch.

Estimated to start this April, weather temps permitting.

### REGULATORY HIGHLIGHTS

Village water supply monthly sample results were all clear.

To:

Rob Larrea

Dave Miller

From:

Mark Huggard, JACOBS

Date:

March 1st, 2023

Copy:

Nick Lenzi, JACOBS

Andrew Waldron, JACOBS Justin Straub, JACOBS

This report describes our activities during the month of February 2023. 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 the facility is in compliance with its National Pollution Discharge Elimination System (NPDES) permit.

Jacobs completed and submitted Januarys' 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 2023	0.088	Million Gallons per day
Average Influent Flow 2022	0.075	Million Gallons per day
Total monthly hauled truck waste 2023	155,113	Gallons
Total monthly hauled truck waste 2022	135,871	Gallons

- The waste activated sludge (WAS) pump check valve was replaced and the WAS discharge pipe including the WAS flow meter was flushed, which has so far resolved the erroneous flow meter readings we've been experiencing.
- With the assistance of Village staff the influent flow channel and flow splitter boxes were cleaned to remove grit, rocks and other debris. This task is performed typically on a quarterly basis or as needed.
- On February 9<sup>th</sup>, we responded to a low dissolved oxygen (DO) alarm on basin #2. We found the positioning float had slipped down from ice buildup causing the DO analyzer to lay on the edge of the basin resulting in a false low DO alarm. The float was repositioned and secured.
- Completed the quarterly preventive maintenance on the UV disinfection system.
- Completed the annual preventive maintenance on the course screen unit.

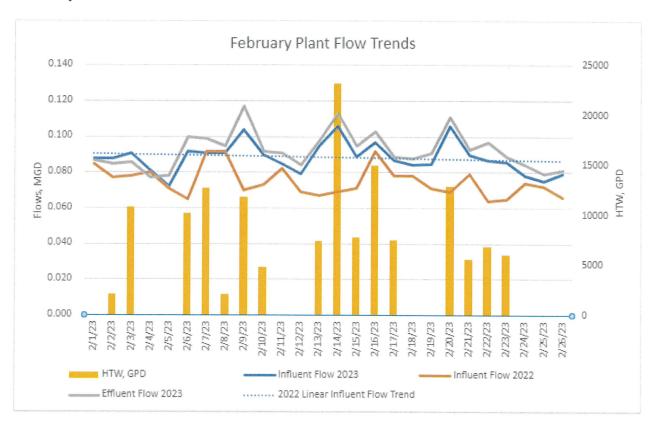
## On the Horizon:

- Upgrade of fine screen and headworks PLC's. (Spring 2023)
  - o Update: Contractor experiencing extended part lead times.
- Equipment building PLC replacement (2023)
  - o Village to issue PO to Vendor.



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.

# **February Plant Flow Trend**



The NPDES permit limits are detailed in the following table. The available lab data for the reporting month is illustrated in the Effluent Permit Data Graphs below. On February 14<sup>th</sup> we received higher than normal amounts of holding tank was which contributed to the increase in effluent concentrations for CBOD and TSS for that day. The Facility remained in compliance and concentrations returned to normal the following day.

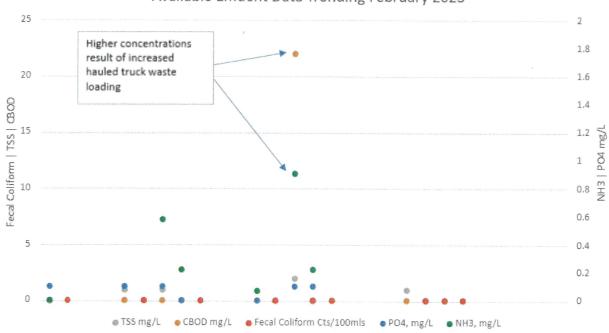
### **NPDES Permit Limits**

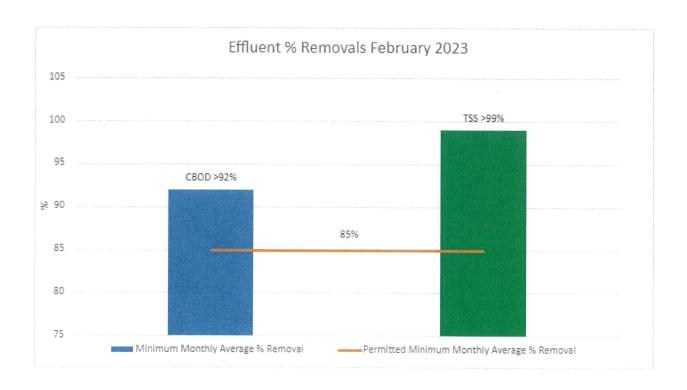
Parameters	Monthly average	7-day average
Total Suspended Solids	30 mg/L	45 mg/L
Fecal Coliform	200 counts/100 mLs	400 counts/100 mLs
Carbonaceous Biochemical Oxygen Demand	25 mg/L	40 mg/L
Total Phosphorus, PO4	0.5 mg/L	No Limit
Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal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



# **February Effluent Data**









**Financial Report** 

Current Month	Feb-23	Comments
		\$129.78 - Headworks building exhaust fan blade
		assembly
Current Month Repairs	\$ 877.38	\$747.60 - Headworks building exhaust fan motor
Current Month Repair Labor Hrs	\$ 9.50	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ -	
Current Month Natural Gas	\$ -	
YTD Repairs	\$ 3,003.13	
Repair Budget Remaining (\$6,000 Limit)	\$ 2,996.87	
YTD Repair Labor Hrs	15.50	<u> </u>
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 88.50	
YTD Chemicals	-	
Chemical Budget Remaining (\$5,500 Limit)	\$ 8,000.00	
/TD Electricity	\$ -	
Utility Budget Remaining (\$25,000 Limit)	\$ 25,000.00	
YTD Natural Gas	\$ -	
Utility Budget Remaining (\$12,000 Limit)	\$ 13,200.00	

Mark Huggard | Jacobs | Project Manager O 231.922.4922 | M: 231.313.5592 | <u>mark.huggard@jacobs.com</u> 606 Hannah Ave. | Traverse City, MI 49686 | United States 03/02/2023 03:47 PM

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TOTAL EXPENDITURES

## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund		V-111.0.1		1 900	
Revenues 101-000-402.000	Current Property Taxes	730,000.00	0.00	730,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	4,000.00	0.00
101-000-410.000 101-000-476.000	Personal Property Tax Revenue Permits and Fees	16,000.00 5,000.00	0.00 900.00	16,000.00 4,100.00	0.00 18.00
101-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
101-000-573.000 101-000-574.000	LOCAL COMMUNITY STABILIZATION State Shared Revenue	3,300.00 57,000.00	0.00 0.00	3,300.00 57,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	27.50	2,972.50	0.92
101-000-632.000 101-000-633.100	Bahle Park Rental Motor Vehicle Leases	1,500.00 108,975.00	225.00 0.00	1,275.00 108,975.00	15.00 0.00
101-000-665.000	Interest Earnings	2,000.00	4,523.52	(2,523.52)	226.18
101-000-695.000	Miscellaneous Income	0.00	83.26	(83.26)	100.00
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
Expenditures 101	Village Council	26,080.00	0.00	26,080.00	0.00
171	Village Manager	38,150.00	4,795.91	33,354.09	12.57
215 253	Village Clerk Treasurer	12,558.00 25,614.00	2,631.49 3,594.65	9,926.51 22,019.35	20.95 14.03
265	Village Hall	55,371.00	6,421.79	48,949.21	11.60
345 441	Police Public Works	92,975.00 101,675.00	0.00 6,568.76	92,975.00 95,106.24	0.00 6.46
443	Motor Pool Department	114,935.00	14,335.94	100,599.06	12.47
448	Streetlighting Zoning & Planning	14,500.00 95,460.00	2,112.68 7,048.54	12,387.32 88,411.46	14.57 7.38
751	Parks & Recreation	166,786.00	11,962.82	154,823.18	7.17
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,054,204.00	59,472.58	994,731.42	5.64
Fund 101 - General Fund					· · · · · · · · · · · · · · · · · · ·
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
TOTAL EXPENDITURES  NET OF REVENUES & EXPEN	DITURES	(122,179.00)	59,472.58 (53,713.30)	994,731.42	5.64 43.96
Fund 202 - Major Street		. ,		(32, 222, 27,	
Revenues					
202-000-574.000 202-000-665.000	State Shared Revenue Interest Earnings	94,000.00 500.00	0.00 1,038.76	94,000.00 (538.76)	0.00 207.75
202-000-691.000	Contributions - Other Funds	90,000.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	0.00	32,500.00	0.00
TOTAL REVENUES		217,000.00	1,038.76	215,961.24	0.48
Expenditures 000		300,905.00	11 520 52	200 274 47	2 02
		300,903.00	11,530.53	289,374.47	3.83
TOTAL EXPENDITURES		300,905.00	11,530.53	289,374.47	3.83
Fund 202 - Major Street	:	,			
TOTAL REVENUES TOTAL EXPENDITURES	•	217,000.00 300,905.00	1,038.76 11,530.53	215,961.24 289,374.47	0.48 3.83
NET OF REVENUES & EXPEN	DITURES	(83,905.00)	(10,491.77)	(73,413.23)	12.50
Fund 203 - Local Street Revenues	Fund				
203-000-574.000	State Shared Revenue	59,000.00	0.00	59,000.00	0.00
203-000-665.000	Interest Earnings Contributions - Other Funds	200.00	402.72	(202.72)	201.36
203-000-691.000	Concilibacions - Other Funds	80,000.00	0.00	80,000.00	0.00
TOTAL REVENUES		139,200.00	402.72	138,797.28	0.29
Expenditures		015 065 00	11 225 14	004 100 00	
000		215,965.00	11,775.14	204,189.86	5.45

215,965.00

11,775.14

204,189.86

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## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY

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PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Stre	eet Fund				
Fund 203 - Local Streetoral Revenues TOTAL EXPENDITURES		139,200.00 215,965.00	402.72 11,775.14	138,797.28 204,189.86	0.29
NET OF REVENUES & EXIFUND 248 - DDA Fund	PENDITURES	(76,765.00)	(11,372.42)	(65,392.58)	14.81
Revenues 248-000-403.000 248-000-665.000	CAPTURED TAX REVENUE Interest Earnings	30,000.00 10.00	0.00 138.87	30,000.00 (128.87)	0.00 1,388.70
TOTAL REVENUES		30,010.00	138.87	29,871.13	0.46
Expenditures					
000		9,855.00	625.76	9,229.24	6.35
TOTAL EXPENDITURES		9,855.00	625.76	9,229.24	6.35
Fund 248 - DDA Fund: TOTAL REVENUES TOTAL EXPENDITURES		30,010.00 9,855.00	138.87 625.76	29,871.13 9,229.24	0.46 6.35
NET OF REVENUES & EXE	PENDITURES	20,155.00	(486.89)	20,641.89	2.42
Fund 402 - Property F Revenues	Replacement Fund				
402-000-665.000 402-000-691.000	Interest Earnings Contributions - Other Funds	300.00 176,050.00	1,442.48 0.00	(1,142.48) 176,050.00	480.83 0.00
TOTAL REVENUES		176,350.00	1,442.48	174,907.52	0.82
Expenditures 000		70,000.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
Fund 402 - Property F	Replacement Fund:	176 250 00	1 440 40	174 007 50	0.00
TOTAL EXPENDITURES		176,350.00 70,000.00	1,442.48 0.00	174,907.52 70,000.00	0.82
NET_OF REVENUES & EXE		106,350.00	1,442.48	104,907.52	1.36
Fund 590 - Sewer Fund Revenues	l				
590-000-476.000 590-000-566.000 590-000-600.000 590-000-628.000 590-000-630.000 590-000-659.000 590-000-655.000 590-000-691.600 590-000-691.800 590-000-691.900	Permits and Fees Grant Revenue Charge for Services RTS Fees Waste Hauler Fees Capital Charge Penalties Interest Earnings Contributions -Fr GF - Parks Contributions -Fr Marina Fund Contrib - GF - Public Works	5,500.00 1,250.00 140,000.00 113,800.00 92,000.00 163,000.00 1,300.00 1,750.00 10,000.00 5,000.00	0.00 0.00 8,975.86 9,841.94 20,134.49 13,948.67 427.64 3,617.21 0.00 0.00	5,500.00 1,250.00 131,024.14 103,958.06 71,865.51 149,051.33 872.36 (1,867.21) 10,000.00 10,000.00 5,000.00	0.00 0.00 6.41 8.65 21.89 8.56 32.90 206.70 0.00 0.00
TOTAL REVENUES		543,600.00	56,945.81	486,654.19	10.48
Expenditures 537 538	Sewer Fund - Collection Sewer - Plant	343,030.00 572,257.00	23,721.19 42,513.54	319,308.81 529,743.46	6.92 7.43
TOTAL EXPENDITURES		915,287.00	66,234.73	849,052.27	7.24
Fund 590 - Sewer Fund TOTAL REVENUES TOTAL EXPENDITURES	:	543,600.00 915,287.00	56,945.81 66,234.73	486,654.19 849,052.27	10.48

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# REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF SUTTONS BAY

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# PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund	1				
NET OF REVENUES & EXPENDITURES		(371,687.00)	(9,288.92)	(362,398.08)	2.50
Fund 591 - Water Fund	1				
Revenues					
591-000-476.000	Permits and Fees	500.00	441.12	58.88	88.22
591-000-600.000 591-000-628.000	Charge for Services RTS Fees	76,000.00 62,000.00	3,242.12 5,380.33	72,757.88 56,619.67	4.27 8.68
591-000-630.000	Capital Charge	55,000.00	4,721.37	50,278.63	8.58
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000 591-000-665.000	Penalties Interest Earnings	600.00	164.12	435.88	27.35
591-000-691.600	Contributions -Fr GF - Parks	120.00 5,000.00	1,790.06 0.00	(1,670.06) 5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	1,800.00	0.00
TOTAL REVENUES		231,020.00	15,739.12	215,280.88	6.81
Ermanditunas					
Expenditures 000		287,185.00	34,962.09	252,222.91	12.17
TOTAL EXPENDITURES	•	287,185.00	34,962.09	252,222.91	12.17
				,	
Fund 591 - Water Fund					
TOTAL REVENUES TOTAL EXPENDITURES		231,020.00 287,185.00	15,739.12 34,962.09	215,280.88 252,222.91	6.81 12.17
NET OF REVENUES & EXP	PENDITURES	(56,165.00)	(19,222.97)	(36,942.03)	34.23
Fund 594 - Marina Fun	ad.				
Revenues					
594-000-631.000 594-000-642.000	Pump outs Gas Sales	2,500.00 140,000.00	0.00	2,500.00 140,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	0.00	1,500.00	0.00
594-000-646.000	Sale of Ice	1,500.00	0.00	1,500.00	0.00
594-000-649.000	Waiting List	2,500.00	3,700.00	(1,200.00)	148.00
594-000-653.000 594-000-653.100	Transient Fees Marina Day Use	95,000.00 2,000.00	0.00 0.00	95,000.00 2,000.00	0.00
594-000-654.000	Slip Fees	300,000.00	315,574.00	(15,574.00)	105.19
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	5,467.36	(4,467.36)	546.74
TOTAL REVENUES	Control of the Control of Control	546,000.00	325,075.16	220,924.84	59.54
Expenditures					
000		756,855.00	40,092.31	716,762.69	5.30
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
Fund 594 - Marina Fun TOTAL REVENUES	a:	546,000.00	325,075.16	220,924.84	59.54
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
NET OF REVENUES & EXP	ENDITURES	(210,855.00)	284,982.85	(495,837.85)	135.16
		•			
TOTAL REVENUES - ALL	FUNDS	2,815,205.00	406,542.20	2,408,662.80	14.44
TOTAL EXPENDITURES -		3,610,256.00	224,693.14	3,385,562.86	6.22
NET OF REVENUES & EXP	ENDITURES	(795,051.00)	181,849.06	(976,900.06)	22.87

Village of VILLAGE OF SU  Suttons Bay  Michigan  NEDORT MCR			UTTON	SBAY	
	Michigan	REPORT VSB	-2023-18		
Prepared:	March 1, 2023		Pages:	1 of 1	
Meeting:	March 20, 2023		Attachments	5:	
Subject:	Infrastructure Pro	gress Reminder			

### **OVERVIEW**

Since 2019, we have been studying our water and sewer infrastructure to determine a manner in which to fix/replace/expand our system. There have been numerous reports addressing these concerns, several grants, and required studies along the way, all discussed at committee or village council meetings.

## COMMUNITY WATER WELLS / STORAGE - STATE OF MICHIGAN MANDATE.

Upon my arrival the State insisted on the water system being expanded due to a lack of water storage and aging wells. My predecessor, successfully made the case that the Leelanau Hills project was not built and therefore the 400+- units should not have counted towards the expansion requirement. In essence, he bought us time. Since then, we have completed studies, including a Water Reliability Study, Wellhead Protection Plan, Well Siting Report among others and continue to do so. Preliminary numbers for this improvement are in the millions of dollars. In addition, we did not qualify for a state loan despite scoring higher than many communities.

### REPLACEMENT OF LEAD AND GALVANIZED WATER PIPES- STATE OF MICHIGAN MANDATE.

The state has mandated that communities, including the Village, address their underground infrastructure and replace 5% of all water service lines per year. We have analyzed our system and will begin the State required process this spring of visually confirming various lines. In addition, we have requested a more in-depth cost to replace the St. Mary's Street water line segment. This will include the replacement of hundreds of feet of undersized and aging waterline, and connections to the homes, resurfacing of the roadway etc. We will then look at the funding sources available. As stated above, this is required.

#### WATER RATE ANALYSIS

We have reached out to a couple of engineering firms to evaluate how our water rates are being administered, having it compared to other methods and to provide a recommendation on if the current billing method in place best serves our residents. Stay tuned.

### SEWER PATCHING

The village was fortunate enough to receive a SAW grant in 2019. This grant paid for a robotic camera to be sent through our water, sewer, and stormwater pipes. The results were stunning and we can identify and target broken or protruded pipes that result in water infiltration. Past reports discuss this issue and we have allocated several thousands of dollars a year to utilize advanced technology to patch our infrastructure. This method helps prolong our current infrastructure and allows us to avoid having to replace the waterlines in their entirety. Why is this significant? Rain water was/is infiltrating broken pipes

### **COMMITTEE**

and our wastewater plant is tasked with treating ground water, which should never occur. Until the infiltration issue is resolved, it will negatively affect our plant capacity.

### SEWER CAPACITY

There are two types of sewer capacity and one directly affects the other. The method in which many attempt to argue involves the gallons treated. We will continue to study and monitor the capacity issues as to determine a plan for an eventual expansion of the sewer plant. As with the water system and underground infrastructure, I would anticipate the village council would continue to support staff's efforts to gather and provide the information needed to make an informed decision.

In or around 2005, the village was paid \$2,212,000 for over 400 sewer taps for the Leelanau Hills project. That equates to approximately 40% of our sewer plants capacity depending on typical usage and gallons per day. The percentage numbers are still being evaluated so that figure is still approximate. The \$2,212,000 was used to construct the plant along with a 20-year loan taken out by the village of the same approximate amount. Why is this relevant? The capacity is reserved and despite the arguments to the contrary, the Village has a legal obligation not to sell that capacity, *twice*.

Like the villages water capacity issue, the State of Michigan will likely mandate the waste water treatment plants expansion prior to exhausting 50% of those reserved taps.

The second method of determining capacity is the biological capacity, which affects the first method. This will be addressed when we are prepared to do so.

### COMMUNITY BUILD OUT

As we continue to address the items mentioned (in brief) in this report the one plan that has not occurred, that should be at the forefront of understanding capacity, is a build out plan. First understanding what *can* be constructed within our jurisdiction and understanding if we can service our future residents and or developments is recommended. I have requested that a proposal be provided to determine a broad evaluation of what our zoning ordinance currently allows for density. That proposal, will be brought before the VC, for acceptance, as all others have been.

## INTERGOVERNMENTAL AGREEMENT

The intergovernmental agreement was rescinded for reasons outlined in past reports. Including, the decision to fix the villages underground infrastructure prior to expanding utilities outside our jurisdiction. Despite not generating *any* interest since its adoption in 2007, the intergovernmental agreement remained mostly a non-issue until its rescindment. In brief, the new documents (sewer/water ordinances) will propose new procedures, expectations, cost sharing, property selection criteria, capacity criteria, rates, among other issues that have the villages best interest in mind. The current documents fall short in all these categories and are therefore more attractive to those outside our village.

## CONCLUSION

This overview should serve as a reminder of what Staff has been tasked with regarding the village's infrastructure. Preliminary numbers do not show a positive short-term outlook for the state of our infrastructure; however, that does not always translate to the same once all the facts have been obtained. I would encourage the village council to stay the course and allow staff to provide you with the facts so that they can guide your future decisions.