



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

November 6, 2023 at 8:30 am

**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. 2024 Fee Schedule
- b. 2024 Proposed Budget

4. Status Update – Other Committees


- a. 2024 Fee Schedule
- b. 2024 Proposed Budget

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2023- 06</b>	
Prepared:	November 2, 2023	Pages:	1 of 1
Meeting:	October 6, 2023	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

**GENERAL SERVICE HIGHLIGHTS**

Park maintenance has ended for the season and all public restrooms have been winterized.

Winter operations update: Vehicles that have needed tires has been completed. Replacement of cutting blades for the underbody scraper have been ordered and should be ready for pickup anytime.

Bulk leaf pickup started October 30<sup>th</sup> and the last day of pick up will be November 13<sup>th</sup>.

**UTILITY HIGHLIGHTS**

Distribution System of Materials Inventory (DSMI) which correlates with the Water Reliability Study as mentioned in prior reports, is ready to start after village water supply chlorination next week. Other tasks include coinciding with the DSMI is a GIS integrated Cross Connection Program. Both programs will be part of the Village GIS system. Our department will be out “daylighting” randomized residential water leads within our distribution system.

We will be working on testing DSMI application and finalizing any issues with the program on a few select lead service line sites.

Harbor Heights Update: Bacteriological test results from developer were completed. Storm water infrastructure and water service taps need yet to be installed. No activity onsite for the past month.

The sewer lining project experienced main line structural failure in a section of existing cement pipe material that will have to be replaced. Update: The work has been completed, new piping installed, new manhole structures to replace the crumbling brick lined structures. Front St was open to all traffic on 11/2/2023. KAL excavating was instrumental in quickly and successfully resolving this infrastructure failure.

**REGULATORY HIGHLIGHTS**

Village water supply monthly sample results were all clear. Chlorination was completed on 10/6/2023 along with hydrant flushing. We will begin winterization of the community fire hydrants the week of 11/6/23.

2024 Lead and Copper sampling will be conducted during the summer months according to our permit schedule.

**To:** Dave Miller  
Rob Larrea

**From:** Mark Huggard, JACOBS

**Date:** November 1<sup>st</sup>, 2023

**Copy:** Nick Lenzi, JACOBS  
Andrew Waldron, JACOBS  
Justin Straub, JACOBS

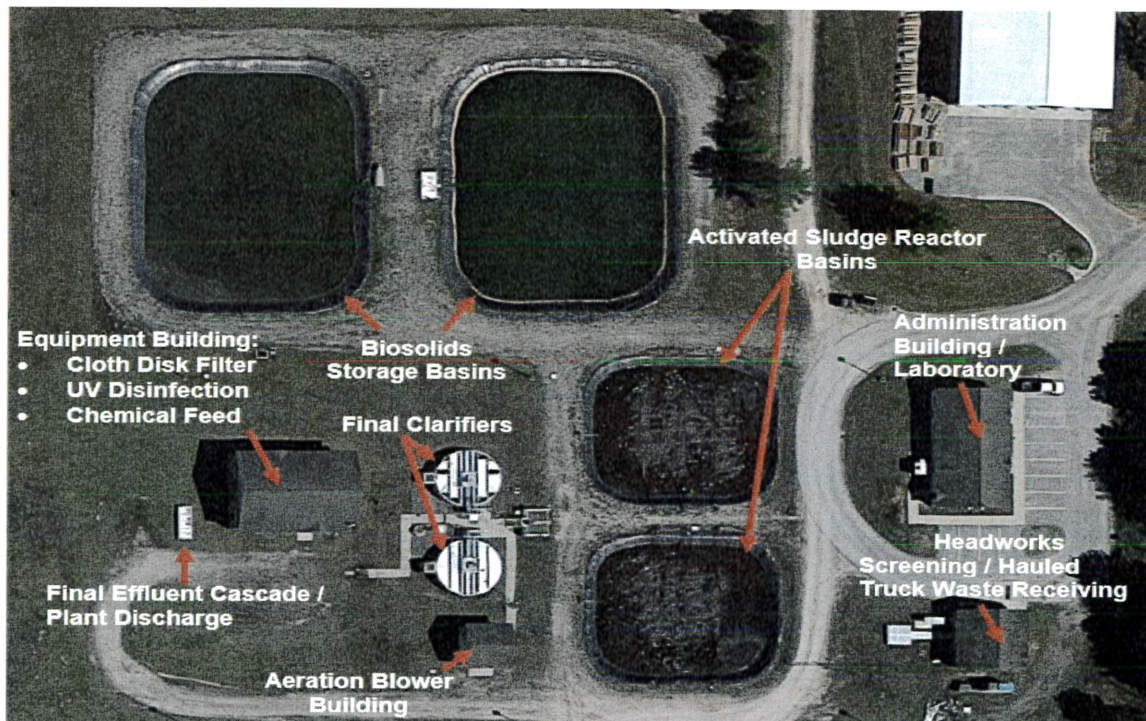
This report describes our activities during the month of October 2023. If there is additional information you would like included in the report, please let us know.

**Permit Compliance:**

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

Jacobs completed and submitted September’s Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). DMR reports are due by the 20<sup>th</sup> of the following month.

**Treatment Plant Aerial View**





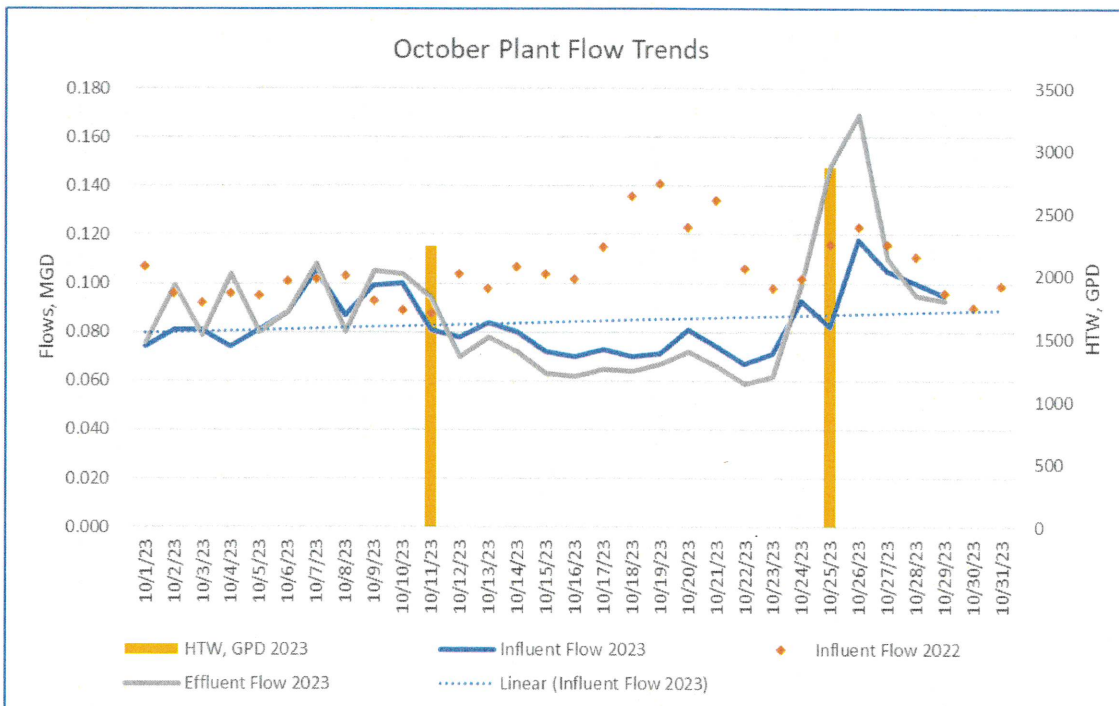
**Operations:**

- We submitted the annual biosolids report via EGLE’s MiEnviro reporting website. No biosolids were land applied during the reporting period however EGLE requires all facilities to report even when no land application occurred.
- Hurst mechanical repaired the lab/admin building heater.

**October Flow Report**

Monthly Average Influent Flow 2023	0.084	Million Gallons per day
Monthly Average Influent Flow 2022	0.106	Million Gallons per day
Total Monthly Hauled Truck Waste 2023	5,121	Gallons
Total Monthly Hauled Truck Waste 2022	70,204	Gallons

The following plant flow graph illustrates the facilities current influent, effluent flow and hauled truck waste for the reporting month. Also provided is the influent flow for the same month of the previous year.



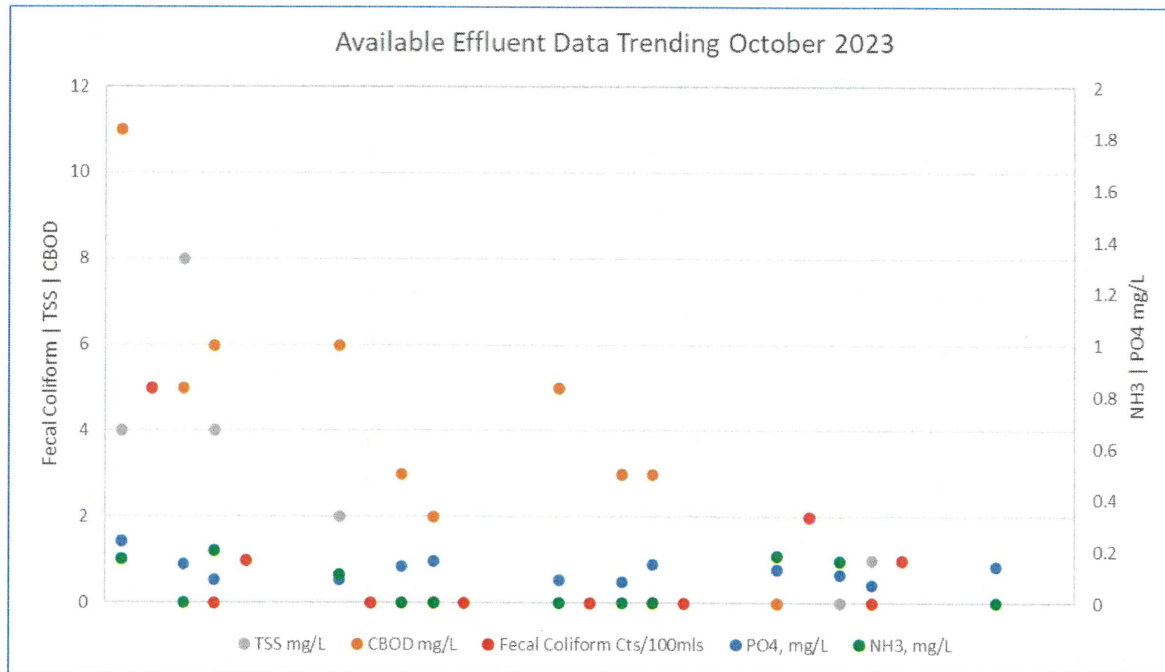
The sudden spike in effluent flow observed around October 25<sup>th</sup> is the result of resetting the faulted biosolids decant pump. The decant pump returns decant or clear water from the upper portion of the biosolids settling basins back to the head of the treatment plant for treatment. When this pump is out of service the decant water will continue to accumulate in the biosolids basins and will increase plant flows when returned to service as seen in the graph above. Once the biosolids basins have reached normal operating levels the return decant flow will level off.

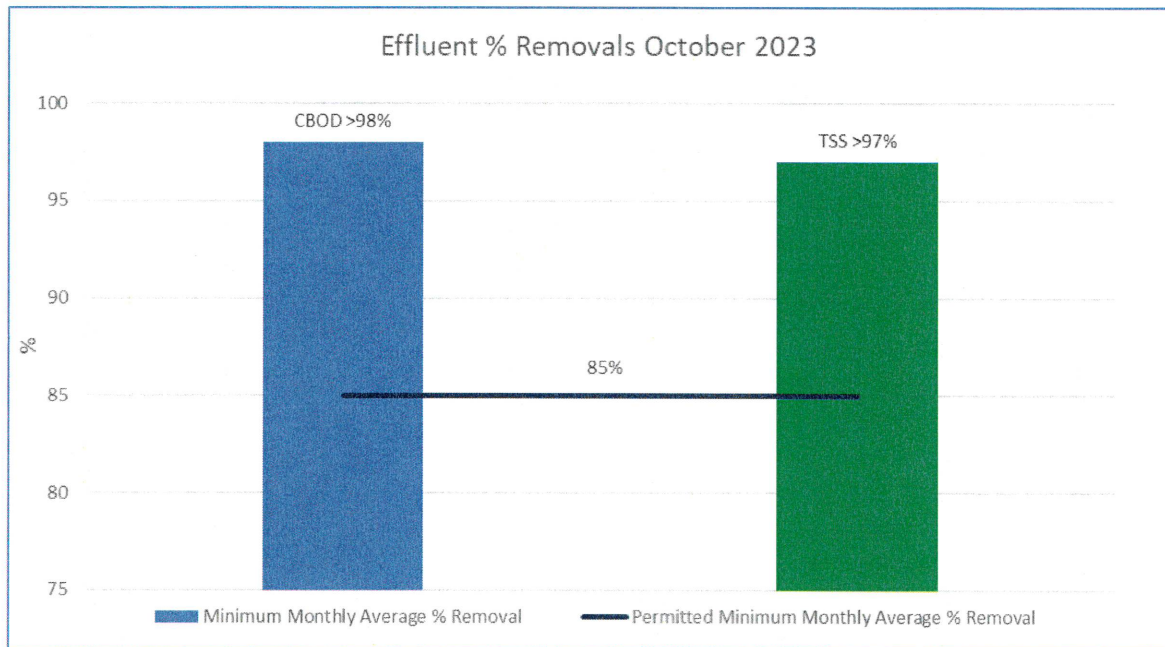
The NPDES permit limits are detailed in the following table. The available lab data for the reporting month is illustrated in the Effluent Permit Data Graphs below.

**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

**October WWTP Effluent Data**





### Out of Service Equipment / Repair Needs

- RAS pump #2 variable frequency drive – Awaiting Contractor to replace.
- Waste activated sludge flow meter – Meter is in service but is providing erratic flow readings. Awaiting controller replacement from Contractor.
- Plant surge protector – Warranty replacement. Contractor is awaiting parts.
- Hauled truck waste rock trap cover latches need replaced. Sourcing other latch options.
- Hauled truck waste flow meter replacement – Awaiting replacement quote.

### CIP Project Updates:


- Upgrade of fine screen and headworks PLC's.
  - Update: Upgrade is in process.
- Equipment building PLC replacement.
  - Update: Upgrade is in process.

**Financial Report**

Current Month	Oct-23	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ 2,422.21	
Current Month Natural Gas	\$ 428.13	
YTD Repairs	\$ 4,477.41	
Repair Budget Remaining (\$6,000 Limit)	\$ 1,522.59	
YTD Repair Labor Hrs	42.00	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 62.00	
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$8,000 Limit)	\$ 8,000.00	
YTD Electricity	\$ 19,005.60	
Utility Budget Remaining (\$25,000 Limit)	\$ 5,994.40	
YTD Natural Gas	\$ 4,939.41	
Utility Budget Remaining (\$13,200 Limit)	\$ 8,260.59	

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		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2023-61	
Prepared:	November 1, 2023	Pages:	1 of 2
Meeting:	November 6 / 7 / 8, 2023	Attachments:	<input type="checkbox"/>
Subject:	Fee Schedule Changes		

**PURPOSE**

To discuss and consider changes to the 2024 fee schedule.

**OVERVIEW**

The fee schedule is adopted yearly and, in some cases, fees are required to be modified. The following fee increases have been recommended by our reviewing authority. The suggested changes are typically based on a comparison of review fees for other communities, the amount of time that is required to review an application and or plans etc.

Residential Land Use Permit Fee's

Residential Use	Current Fee	Proposed Fee
Single -Family Dwelling	\$50.00	\$100.00
Two-Family Dwelling	\$100.00	\$150.00
Multi-Family Dwelling	\$100 + \$20 per unit / per structure	\$150 + \$25 per unit / per structure

Commercial / Industrial Land Use Permit Fee's

Land Use Permit Fees	Current Fee	Proposed Fee
Commercial	\$100.00	\$200.00
Industrial	\$100.00	\$200.00

Sewer /Water Application Review Fee's

Sewer /Water Application Fee	Current Fee	Proposed Fee
Sewer	\$0.00	\$100.00
Water	\$0.00	\$100.00

Please see attached; Marina Fee Schedule Changes are attached to this report and have been recommended for approval.

*Please note: Previously approved increase of approximately \$33.33 / year for Short Term Rentals is reflected in the fee schedule.*

**RECOMMENDATION**

To approve all proposed fee increases for 2024.







2024

## Fee Schedule

## Table of Contents:

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Page 3	Civil Infraction Fees
Page 3	Park Reservation Fees
Page 3	NSF Fee-Returned Check
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Page 4	Curb Cut/Driveway Application Fee
Page 4	Document Fees
Page 4	Mass Gathering Fee
Page 4	Short Term Rental Fee



2024 SCHEDULE OF FEES

NOTES	SEWER FEES		TOTAL COST (PER UNIT)
	System Development Fee		\$5,000.00
*See Note 1 & 2	Tap Fee		\$500.00
	Total Connection Fees		\$5,500.00
Please note: Total connection fees (per unit) are required to be paid at the time of application for sewer.			
METER SIZE	READY TO SERVE (MONTHLY FEE)	CAPITAL FEE (MONTHLY)	COMBINED COST
5/8" to 1"	\$17.00	\$24.25	\$41.25
1 ¼ " to 1 ½"	\$57.12	\$81.48	\$138.60
2"	\$105.06	\$149.78	\$254.84
3"	\$241.23	\$344.06	\$585.29
4"	\$433.50	\$618.40	\$1,051.90
NOTES	WATER USAGE FEE (SEWER ONLY)		COST
Per 1,000 Gallons	Metered Water		\$6.63
MULTI-USE & MULTI-FAMILY	READY TO SERVE (MONTHLY FEE)	CAPITAL CHARGE (MONTHLY)	COMBINED COST
PER UNIT	\$17.00	\$24.25	\$41.25
PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" METER SIZE PER EACH INDIVIDUAL UNIT			
*PLEASE SEE NOTE #3			
NOTES	OTHER SEWER FEES		TOTAL COST
Per Gallon	Holding Tank Waste		\$0.06
NON-VILLAGE USER RATE	Sewer and/or Water 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 residents.		1.5 x RATE
NOTES	WATER FEES		TOTAL COST (PER UNIT)
	System Development Fee		\$3,000.00
	Tap Fee		\$500.00
	Total Connection Fees		\$3,500
Please note: Total connection fees (per unit) are required to be paid at the time of application for water.			
METER SIZE	READY TO SERVE (MONTHLY FEE)	CAPITAL FEE (MONTHLY)	COMBINED COST
5/8" to 1"	\$9.58	\$9.00	\$18.58
1 ¼ " to 1 ½"	\$28.95	\$27.24	\$56.19
2"	\$54.80	\$51.54	\$106.34
3"	\$139.50	\$131.12	\$270.62
4"	\$251.10	\$236.89	\$487.99
MULTI-USE & MULTI-FAMILY	READY TO SERVE (MONTHLY FEE)	CAPITAL CHARGE (MONTHLY)	COMBINED COST
PER UNIT	\$9.58	\$9.00	\$18.58

2024 SCHEDULE OF FEES

PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" METER SIZE PER EACH INDIVIDUAL UNIT		
*PLEASE SEE NOTE #3		
METER TYPE / NOTES	OTHER WATER FEES	COST
Metered Water	Per 1,000 gal.	\$2.95
Irrigation Meter	Monthly Fee	\$5.00
PLEASE NOTE: THE CUSTOMER IS RESPONSIBLE FOR THE COST OF THE METER, ASSEMBLY AND INSTALLATION		
Analysis	Water Quality Analysis	\$65.00 + COST OF THE TEST
TURNING ON & TURNING OFF WATER		COST
During working hours - less than 72 hour notice		\$60.00
During non-working hours - emergency calls		\$90.00
Seasonal Off/On - with 72 hour advance notice.	EACH SERVICE	Off \$25/ On \$25.00
Turn Off/On Fee - water service failure to pay	EACH SERVICE	Off \$25/ On \$25.00
<u>Turn on Fee</u> - sewer only customer minimum fee	EACH SERVICE	\$250.00
Late Penalty Fee		10%
Bulk Water Purchase		\$50.00 plus \$5.90 per 1,000 gallons
WATER & SEWER NOTES		
NOTE #1	If the actual tap installation cost exceeds the minimum tap fee of \$500.00, the property owner will be required to pay the additional costs on an actual time and material.	
NOTE #2	The Village is responsible for installing the service pipe from the main to property line.	
	The property owner is responsible for installing the building pipe.	
	Services over a 1" in size will have an additional fee based on an additional time and material charge.	
NOTE #3	For buildings with businesses, and no residential units billing for the RTS/CAP charges would be per connection size, regardless of the number of businesses.	
	For buildings with both businesses and residential units, billing for RTS/CAP charges would be one at the 1" connection rate for one less than the number of residential units and one at the connection size rate for the rest of the building, regardless of the number of businesses.	
EXAMPLES	# OF UNITS	COST
SINGLE FAMILY HOUSE	1	UNIT RATE
DUPLEX	2	UNIT RATE
APARTMENT BUILDING (4-UNITS)	4	UNIT RATE COST PER UNIT
BUILDING WITH 1" METER & 5 BUSINESSES	1	UNIT RATE



2024 SCHEDULE OF FEES

PLANNING COMMISSION APPLICATION FEES		MARINA SLIP FEES	
Site Plan Review Level A		Seasonal Main Marina Slip Vessels up to 25 ft	\$2,200.00
< 5,000 sq ft addition	\$500.00	Seasonal Main Marina Slip, per foot over 25 ft	\$89.00
< 5,000 sq ft use permitted by right. See exceptions ZO Section 14-4 (3)	\$500.00	Seasonal Coal Dock Slips Vessels up to 25 ft	\$1,950.00
Amendment to Level A	\$250.00	Seasonal Coal Dock Slips per foot over 25 ft	\$79.00
Site Plan Review Level B		Day Use Slip, per hour for boat, pwc, or dinghy	\$5.00
> 5,000 sq ft (SUP, PUD, Site Condominiums) Section 14-4	\$1,000.00	Transient Slip, vessels up to 25 ft overall length per day	\$37.00
Amendment to Level B	\$500.00	Transient Slip vessels > 25 ft overall length per day	\$37.00 + 1.00 per ft
(See Note 7)		Transient pre-season rate: 4-15 thru 6-15	Discount 25%
<b>MEETING FEES</b>		Transient Post Season rate: 9-15 thru 10-15	Discount 25%
Conceptual Review	\$100.00	Waiting List Fee, annual	\$25.00
Zoning Board of Appeals	\$500.00	Pump Out Services	\$10.00
Petition for Master Plan Amendment	\$2,500.00	Launch Fee Annual	\$40.00
Request for Zoning Ordinance Amendment	\$1,000.00	Commercial/Livery Launch Fee Annual	\$200.00 (See Note #8)
Request for Map Amendment	\$1,000.00	Recreational Per Launch Fee	\$5.00
		Commercial Per Launch Fee	\$10.00
Request for Annexation	\$1,000.00	<b>MARINA SEASONAL SLIP REFUND PERCENTAGE</b>	
See Note 7		January 1-February 28	100%
<b>RESIDENTIAL LAND USE PERMITS</b>		March 1 to May 14	75%
Single Family Dwelling	\$100.00	May 15-May 31	50%
Residential Additions	\$50.00	June 1 -June 30	25%
Residential Garages	\$50.00	July 1 -end of the season	NO REFUND
Assessory/Incidental Uses	\$50.00	Michigan State Waterways Rate-Scale F. All 42' docks min of 40' charge	
Two Family (Duplex) Dwelling	\$150.00	<b>Civil Infraction Fines-Local Ordinance</b>	
		1st Offense	\$100.00
		2nd Offense	\$250.00
		3rd Offense	<b>\$500.00</b>
		<b>PARK FACILITY RESERVATIONS</b>	
NSF Fee -Returned Check	Fee Per Statute	Bahle Hut /Per Day (See Note 4)	\$100 + \$100 Deposit
		North Park	(See Note 5)



Schedule of Fees (cont)

OTHER PERMIT FEES		OTHER PERMITS	
Failure to Permit	2 x the required fee	<b>Sewer Water Application Fee</b>	\$100.00
Sign Permit	\$50.00	Curb Cut /Driveway Application	\$50.00
Commercial/Industrial LUP	\$200.00	Mass Gathering Application	\$100.00
No structure yet uses that require a permit	\$50.00	Short Term Rental Application	\$600.00 /3 yr term. Amended 10-16-23
Home Occupation Permit	\$100.00	<b>DOCUMENT FEES</b>	
Land Division/Boundary Adjustment	\$250.00	Master Plan or Recreation Plan	\$30.00
Mileage Fees	IRS Reimbursement	Zoning Ordinance	\$30.00
		(See Note 6 & 7)	
<b>NOTES CONTINUED</b>			
NOTE #4	NOTE: Fee is waived for Suttons Bay Schools during regular scheduled school		
NOTE #5	No Fee - Reservations Required		
NOTE #6	Mailing cost are in addition to Document Fees		
NOTE #7	Escrow Fees pursuant to ZO Section 14.2(F) shall apply as indicated		
NOTE #8	After initial purchase of \$200, additional passes may be added for \$25 per pass.		