



## VILLAGE OF SUTTONS BAY

COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682


Tuesday May 2, 2023 at 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 [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)). 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
  - d. Treasurer Report
2. Additions / Deletions to the Agenda
3. Reports / Communications
  - a. Managers Work Plan
4. Committee Member Information / Comments
5. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
6. Old Business
7. New Business
  - a. Marina Schedule of Fees Adjustment to Launch Fees
  - b. Report VSB 2023-24 Master Plan Review
  - c. Report VSB 2023-25 Schedule Joint Meetings-i.e. PC/VC; VC/DDA
  - d. Report VSB 2023-26 Zoom Meetings
8. Public Comments/Written Communication
9. Committee Member Comments
10. Announcements:
11. Adjourn

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2023- 04</b>	
Prepared:	March 28, 2023	Pages:	1 of 3
Meeting:	April 3, 2023	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

### GENERAL SERVICE HIGHLIGHTS

Winter is still lingering on, our staff has spent the last few weekends cleaning up from late season storms. Equipment preventative maintenance is completed between the storm events. Corrective action items are address immediately.

North Park dock is in the process of a complete makeover. Metal frame is in good condition however the wood portion obviously was not. It was a safety hazard and will be like new once it's completed.

New drinking fountain to be installed in April at Sutton Park.

Some road edge restoration has been cleaned up along with pothole maintenance.

Picnic tables are near completion for being resealed and with some minor maintenance repairs.

### UTILITY HIGHLIGHTS

Work continues on the 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. Report has arrived for the Main storage tanks regarding their inspection from Dixon Engineering.

Water valve exercising program has started, each valve will be fully turned, boxes cleaned of debris, repainted blue, and any discrepancy noted. Worked is documented in the field on a digital platform for our cloud integration.

We should know in a few weeks if any modifications will be needed per email with our now former Quality Analyst.  
*Update: Nothing from EGLE regarding our proposed sampling plan currently. PFAS sampling with the collections system will start in June.*

Another section of sewer pipeline patching is completed. This pipe identified during the 2016 SAW grant is another multi-section repair. Total of eight patches were installed during the three-day project. This line runs between the clock and goes under the creek at Jefferson and behind Enerdyne. Also, an inline tee repair has been completed from a prior defect as noted last months report. See attached photos concerning the repaired sections of the gravity line.

### REGULATORY HIGHLIGHTS

Our PFAS quality analyst is now working for the EPA, another PFAS coordinator is currently filling in.

Village water supply monthly sample results were all clear.





North Park dock pictures of wood in various stages of decay compared with new decking and posts being installed.






Top Row: Staging area on Jefferson St., sparks from grinding off calcium deposits due to leaks in pipe joints.

Bottom row: On the left is final cured in place patch. Inflatable packer prepped for tee-connection repair in alley.



		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2023- 05</b>	
Prepared:	April 26, 2023	Pages:	1 of 1
Meeting:	May 2, 2023	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

### GENERAL SERVICE HIGHLIGHTS

North Park boat dock had a complete makeover. The ramp is back in operation after all wooden components replaced.

New drinking fountain to be installed early this May at Sutton Park. It will be attached to the bathhouse wall.

Road edge restoration from plowing streets has been cleaned up. Pothole patching work has been done. Street sweeping has been completed along with this spring's leaf and brush pickup.

Six village trees have been removed due to advanced stages of decay.

The picnic tables have been resealed and with some minor maintenance repairs. Parks are ready to open soon.

Duester Park ball diamond section has a makeover to an additional soccer area, all irrigation has been restored to the park grounds and is operational.

### UTILITY HIGHLIGHTS

Work continues with the Distribution System of Materials Inventory (DSMI) which correlates with the Water Reliability Study as mentioned in prior reports. 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 this summer "daylighting" randomized residential water leads within our distribution system.

We have received all storage tanks inspection documents regarding their inspection by Dixon Engineering. No major items to report.

The water valve exercising program is moving along, each valve will be fully turned, boxes cleaned of debris, repainted blue, and any discrepancy noted. Worked is documented in the field on a digital platform for our cloud integration.

The water system chlorination and flushing for this spring has wrapped up.

### REGULATORY HIGHLIGHTS

Village water supply monthly sample results were all clear.

PFAS sampling of the WWTP has been completed, collections system will start in June.

## Marina Staff Report

April 2023

The marina started taking reservation requests on April 15<sup>th</sup>. July and the beginning of August are filling up quickly. Majority of the monthly slips have been filled with only a few remaining.

Gangways at the Coal Dock have been installed. With the light winter there was very little damage. Adjustments needed to be made for the slight decrease in water levels. Some spuds and sleeves needed to be exercised for maintenance purposes. With the lower water levels, the gangways slant down to the floating docks. With that, the gangways will need to be painted with non-skid paint. With the nice weather a few weeks back, I was able to get half of them done. The main marina docks are ready with only two broken sleeves that needed to be attended to. A handful of sleeves and spuds were exercised as routine maintenance.

There is a big turnover in staff this season with only 4 employees returning. I have received a handful of applications and interviewed candidates for the upcoming season. The marina will have no problem being staffed for the 2023 season, there will be lots of upcoming training this spring.

TC coatings was able to get in early to touch up epoxy the bathhouse floors and showers. I have been cleaning the bathhouse and it will be ready for a May 15<sup>th</sup> opening.

I have planted a thousand plugs of beach grass along the edge of the public beach and the marina parking lot (northeast corner). This will help keep the sand from drifting into the parking lot. With the plugs being newly planted, this area is fenced off still leaving adequate access areas to the beach.

I have staked off the edges of the north pier walkway for the 2<sup>nd</sup> season of wildflower growth. The area has been raked and more seed added.

I am working on a sign order. Some signs will replace the old signs on the North Park Launch Ramp and the Launch Fee Sign. Signs will also be ordered to state that "No Bikes on the Pier" with the new fad of electric bikes and the general Tart Trail traffic the North Pier can be dangerous to pedestrians.

Some light power washing will happen to a few finger piers at the Coal Dock and Main Marina. Over time some of the piers get grimy and slippery. This is general maintenance.

RW Mercer has been in to do the annual fuel calibration test. They had to replace the overfill alarm on the tank. Waggener Electric has gone through the power pedestals everything looks fine and only one 30 amp and one 50-amp breaker need to be replaced.

Abonmarche an engineering firm out of Benton Harbor that specializes in Marinas is putting together a proposal for updating the Marina Masterplan. I am hoping to see that proposal within the next two weeks.

Eddie Aylsworth

Suttons Bay, Harbor Master

**To:** Rob Larrea  
Dave Miller

**From:** Mark Huggard, JACOBS

**Date:** March 29th, 2023

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

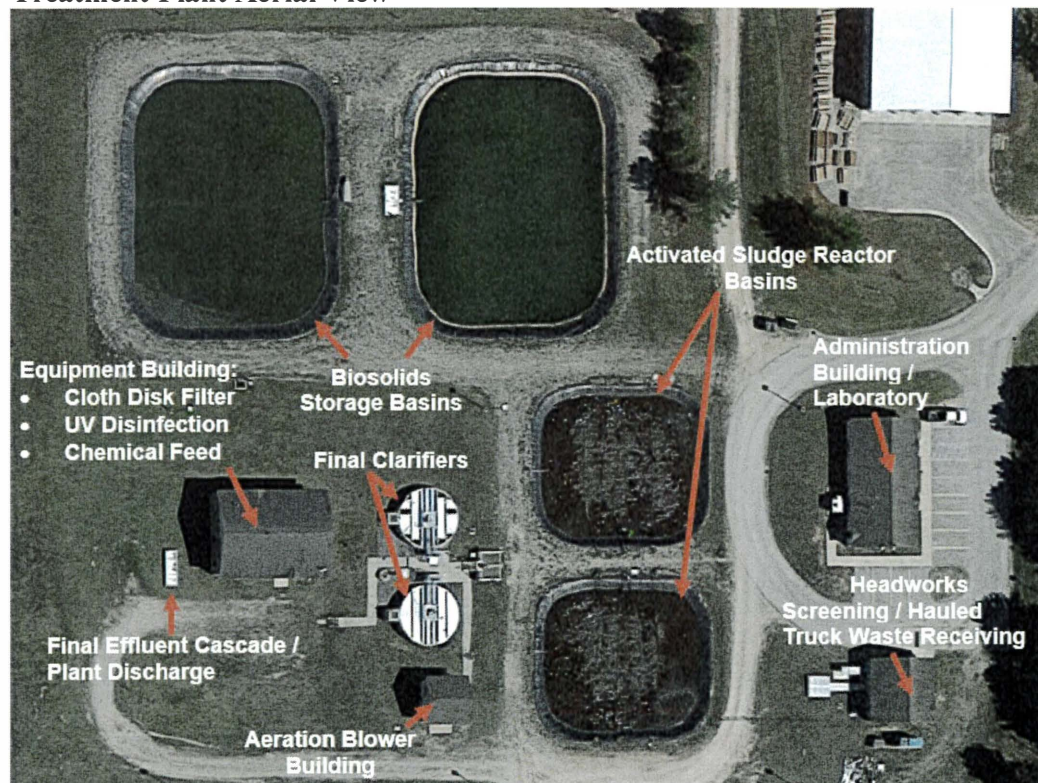
This report describes our activities during the month of March 2023. If there is additional information you would like included in the report, please let us know.

### Permit Compliance:

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

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

### Treatment Plant Aerial View



## Operations:

### March Flow Report

Average Influent Flow 2023	0.084	Million Gallons per day
Average Influent Flow 2022	0.094	Million Gallons per day
Total monthly hauled truck waste 2023	138,969	Gallons
Total monthly hauled truck waste 2022	196,444	Gallons

- We're continuing to see interferences with the waste activated sludge (WAS) flow readings. We've narrowed the issue to the flow meter itself and have scheduled a contractor to test the meter while they're onsite to perform annual influent and effluent flow meter verifications.
- Return activated sludge (RAS) pump #2's variable frequency drive (VFD) continues to fault whether the pump is in service or not. We verified the issue is related to the VFD and are currently obtaining an estimate for a direct replacement. Only one RAS pump is needed at a time leaving one pump available for redundancy.  
The RAS pumps return settled solids from the clarifier back to the head of the aeration basins for the purpose of maintaining the desired clarifier solids blanket level and to return biology back to the head of the aeration basins where they can continue to breakdown the incoming waste. The VFD allows the pump to operate within a range of speeds, continuously fluctuating to maintain the desired return flow rates.
- On March 11<sup>th</sup>, we responded to a plant power loss alarm. Power was restored prior to our arrival and full plant walkthrough was conducted to confirm all plant equipment was operational.
- We identified a leak on ferric chloride feed pump #1 piping. Feed pump #2 was placed in service until the leak is repaired.

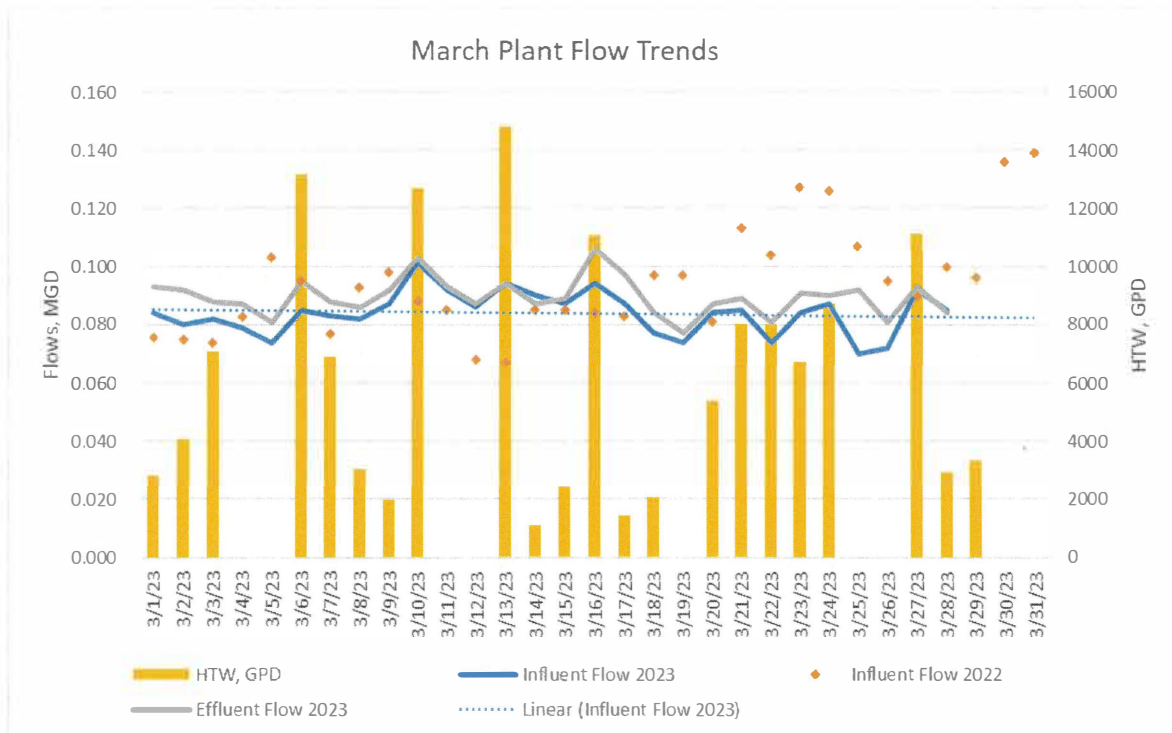
### On the Horizon:

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



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.

**March 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. 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





Suttons Bay WWTP Monthly Operations Report  
March 2023



## Financial Report

Current Month	Mar-23	Comments
Current Month Repairs	\$ 164.15	\$164.15 - Stainless Steel HTW rock trap latches
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ 2,083.33	
Current Month Natural Gas	\$ -	
YTD Repairs	\$ 3,167.28	
Repair Budget Remaining (\$6,000 Limit)	\$ 2,832.72	
YTD Repair Labor Hrs	15.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 88.50	
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$5,500 Limit)	\$ 8,000.00	
YTD Electricity	\$ 2,450.52	
Utility Budget Remaining (\$25,000 Limit)	\$ 22,549.48	
YTD Natural Gas	\$ 609.62	
Utility Budget Remaining (\$12,000 Limit)	\$ 12,590.38	

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

**To:** Rob Larrea  
Dave Miller

**From:** Mark Huggard, JACOBS

**Date:** April 27th, 2023

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

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

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

### Treatment Plant Aerial View





**Operations:****April Flow Report**

Average Influent Flow 2023	0.099	Million Gallons per day
Average Influent Flow 2022	0.132	Million Gallons per day
Total monthly hauled truck waste 2023	20,725	Gallons
Total monthly hauled truck waste 2022	207,271	Gallons

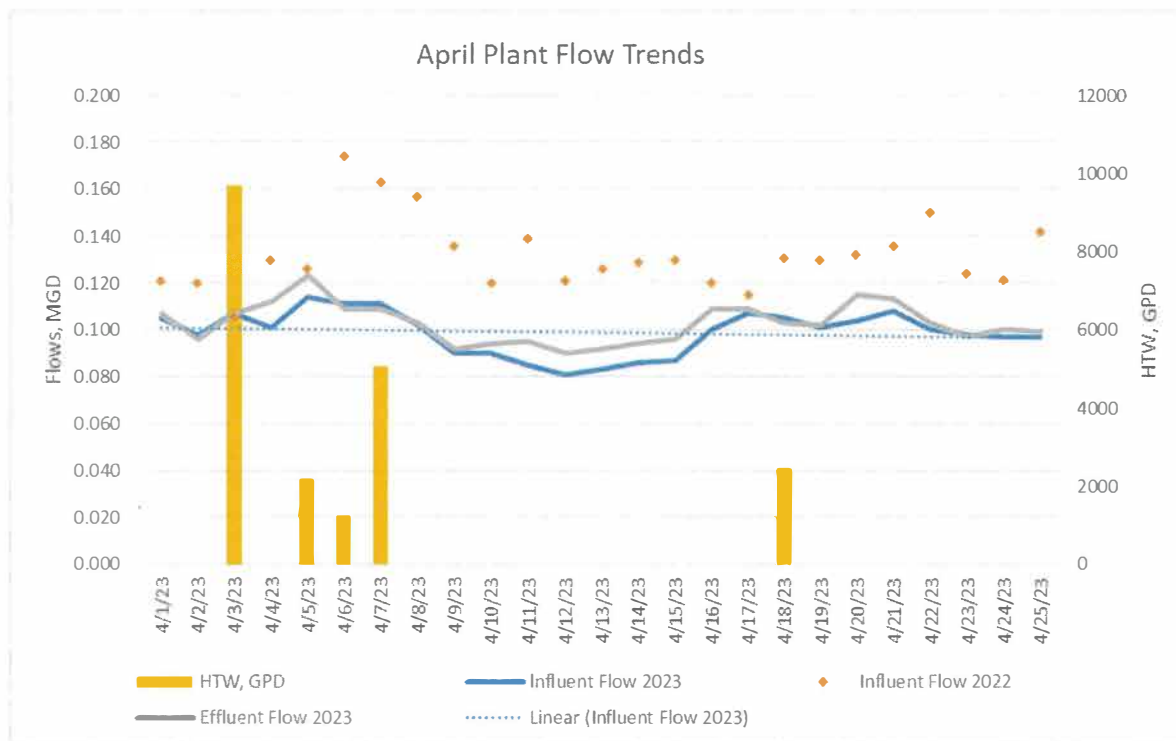
- On April 5<sup>th</sup>, we responded to a brief plant power loss alarm. A full plant walk through was conducted to verify all equipment was functioning properly.
- We replaced the throw buoy by the biosolids basins and purchased another to locate near the aeration basins.
- On April 26<sup>th</sup>, the following locations were sampled for PFAs compounds per EGLE's approved source sampling plan. The results will be reviewed and submitted to EGLE upon receiving.
  - Both biosolids storage basins
  - Plant final effluent
  - Plant influent

**On the Horizon:**

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

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.

**April Plant Flow Trend**



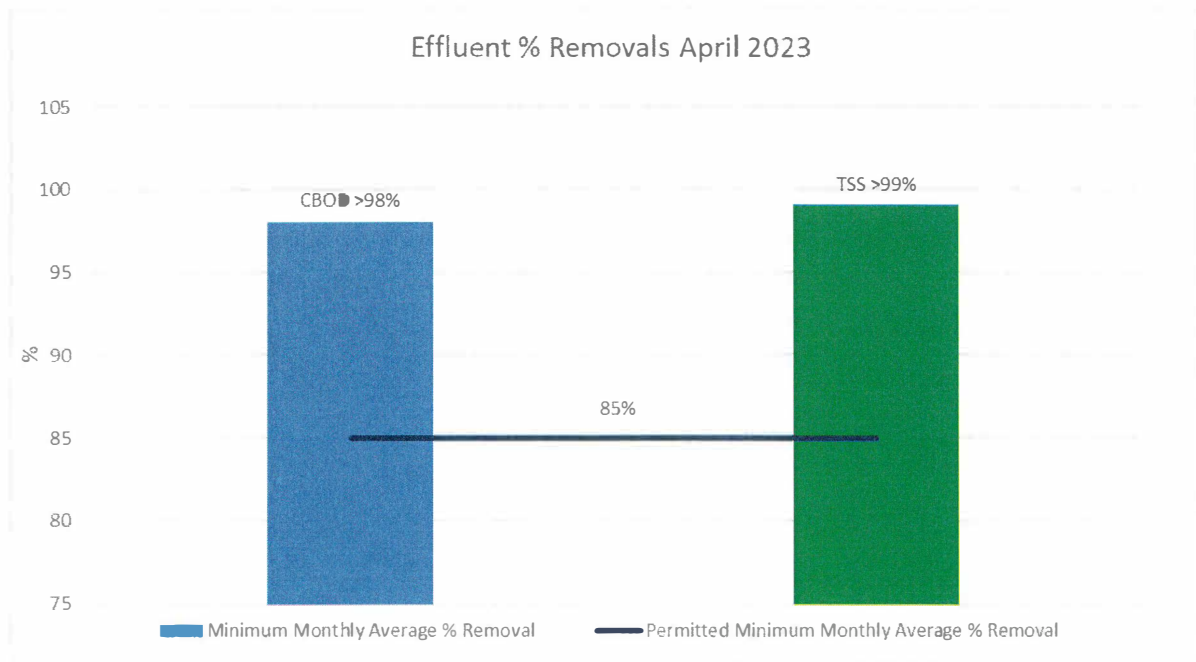
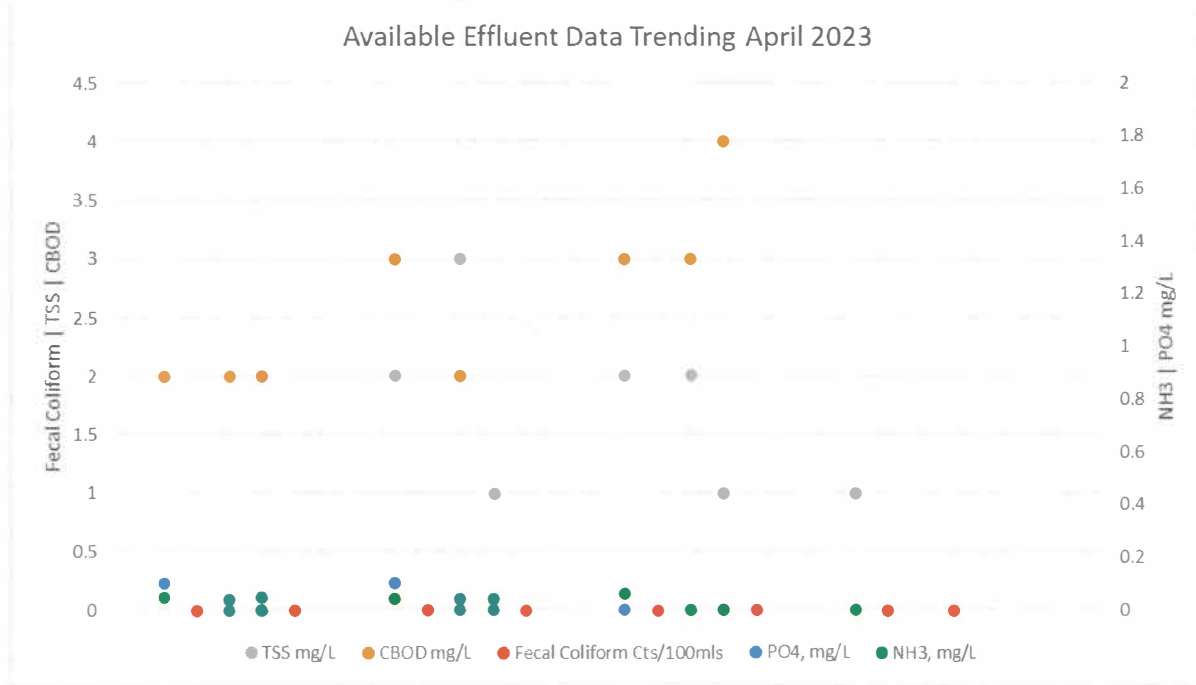
The NPDES permit limits are detailed in the following table. The available lab data for the reporting month is illustrated in the Effluent Permit Data Graphs below. The Facility remained in compliance and concentrations returned to normal the following day.

**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



**April Effluent Data**



## Financial Report

Current Month	Apr-23	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ (1,321.63)	
Current Month Natural Gas	\$ -	
YTD Repairs	\$ 3,167.28	
Repair Budget Remaining (\$6,000 Limit)	\$ 2,832.72	
YTD Repair Labor Hrs	15.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 88.50	
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$8,000 Limit)	\$ 8,000.00	
YTD Electricity	\$ 4,928.37	
Utility Budget Remaining (\$25,000 Limit)	\$ 20,071.63	
YTD Natural Gas	\$ 1,558.36	
Utility Budget Remaining (\$13,200 Limit)	\$ 11,641.64	

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - General Fund</b>					
<b>Revenues</b>					
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	Personal Property Tax Revenue	16,000.00	0.00	16,000.00	0.00
101-000-476.000	Permits and Fees	5,000.00	1,874.09	3,125.91	37.48
101-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	0.00	3,300.00	0.00
101-000-574.000	State Shared Revenue	57,000.00	0.00	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	Bahle Park Rental	1,500.00	225.00	1,275.00	15.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	2,000.00	4,702.55	(2,702.55)	235.13
101-000-695.000	Miscellaneous Income	0.00	68.26	(68.26)	100.00
<b>TOTAL REVENUES</b>		<b>932,025.00</b>	<b>6,897.40</b>	<b>925,127.60</b>	<b>0.74</b>
<b>Expenditures</b>					
101	Village Council	26,080.00	0.00	26,080.00	0.00
171	Village Manager	38,150.00	8,515.24	29,634.76	22.32
215	Village Clerk	12,558.00	3,881.87	8,676.13	30.91
253	Treasurer	25,614.00	5,905.10	19,708.90	23.05
265	Village Hall	55,371.00	9,883.81	45,487.19	17.85
345	Police	92,975.00	72.92	92,902.08	0.08
441	Public Works	101,675.00	11,438.75	90,236.25	11.25
443	Motor Pool Department	114,935.00	24,837.35	90,097.65	21.61
448	Streetlighting	14,500.00	3,280.74	11,219.26	22.63
701	Zoning & Planning	95,460.00	15,911.08	79,548.92	16.67
751	Parks & Recreation	166,786.00	22,365.61	144,420.39	13.41
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
<b>TOTAL EXPENDITURES</b>		<b>1,054,204.00</b>	<b>106,092.47</b>	<b>948,111.53</b>	<b>10.06</b>
<b>Fund 101 - General Fund:</b>					
<b>TOTAL REVENUES</b>		<b>932,025.00</b>	<b>6,897.40</b>	<b>925,127.60</b>	<b>0.74</b>
<b>TOTAL EXPENDITURES</b>		<b>1,054,204.00</b>	<b>106,092.47</b>	<b>948,111.53</b>	<b>10.06</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(122,179.00)</b>	<b>(99,195.07)</b>	<b>(22,983.93)</b>	<b>81.19</b>
<b>Fund 202 - Major Street</b>					
<b>Revenues</b>					
202-000-574.000	State Shared Revenue	94,000.00	26,916.92	67,083.08	28.64
202-000-665.000	Interest Earnings	500.00	1,113.00	(613.00)	222.60
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
<b>TOTAL REVENUES</b>		<b>217,000.00</b>	<b>28,029.92</b>	<b>188,970.08</b>	<b>12.92</b>
<b>Expenditures</b>					
000		300,905.00	21,331.32	279,573.68	7.09
<b>TOTAL EXPENDITURES</b>		<b>300,905.00</b>	<b>21,331.32</b>	<b>279,573.68</b>	<b>7.09</b>
<b>Fund 202 - Major Street:</b>					
<b>TOTAL REVENUES</b>		<b>217,000.00</b>	<b>28,029.92</b>	<b>188,970.08</b>	<b>12.92</b>
<b>TOTAL EXPENDITURES</b>		<b>300,905.00</b>	<b>21,331.32</b>	<b>279,573.68</b>	<b>7.09</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(83,905.00)</b>	<b>6,698.60</b>	<b>(90,603.60)</b>	<b>7.98</b>
<b>Fund 203 - Local Street Fund</b>					
<b>Revenues</b>					
203-000-574.000	State Shared Revenue	59,000.00	21,851.81	37,148.19	37.04
203-000-665.000	Interest Earnings	200.00	435.41	(235.41)	217.71
203-000-691.000	Contributions - Other Funds	80,000.00	0.00	80,000.00	0.00
<b>TOTAL REVENUES</b>		<b>139,200.00</b>	<b>22,287.22</b>	<b>116,912.78</b>	<b>16.01</b>
<b>Expenditures</b>					
000		215,965.00	21,416.79	194,548.21	9.92
<b>TOTAL EXPENDITURES</b>		<b>215,965.00</b>	<b>21,416.79</b>	<b>194,548.21</b>	<b>9.92</b>



GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES		139,200.00	22,287.22	116,912.78	16.01
TOTAL EXPENDITURES		215,965.00	21,416.79	194,548.21	9.92
NET OF REVENUES & EXPENDITURES		(76,765.00)	870.43	(77,635.43)	1.13
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	30,000.00	0.00	30,000.00	0.00
248-000-665.000	Interest Earnings	10.00	138.87	(128.87)	1,388.70
248-000-695.000	MISCELLANEOUS INCOME	0.00	0.95	(0.95)	100.00
TOTAL REVENUES		30,010.00	139.82	29,870.18	0.47
Expenditures					
000		9,855.00	1,104.29	8,750.71	11.21
TOTAL EXPENDITURES		9,855.00	1,104.29	8,750.71	11.21
Fund 248 - DDA Fund:					
TOTAL REVENUES		30,010.00	139.82	29,870.18	0.47
TOTAL EXPENDITURES		9,855.00	1,104.29	8,750.71	11.21
NET OF REVENUES & EXPENDITURES		20,155.00	(964.47)	21,119.47	4.79
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	300.00	1,611.62	(1,311.62)	537.21
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,350.00	1,611.62	174,738.38	0.91
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 Replacement Fund:					
TOTAL REVENUES		176,350.00	1,611.62	174,738.38	0.91
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
NET OF REVENUES & EXPENDITURES		106,350.00	1,611.62	104,738.38	1.52
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	5,500.00	0.00	5,500.00	0.00
590-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
590-000-600.000	Charge for Services	140,000.00	28,855.54	111,144.46	20.61
590-000-628.000	RTS Fees	113,800.00	29,505.92	84,294.08	25.93
590-000-629.000	Waste Hauler Fees	92,000.00	19,938.53	72,061.47	21.67
590-000-630.000	Capital Charge	163,000.00	41,817.66	121,182.34	25.66
590-000-659.000	Penalties	1,300.00	732.89	567.11	56.38
590-000-665.000	Interest Earnings	1,750.00	3,673.22	(1,923.22)	209.90
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	5,000.00	0.00
TOTAL REVENUES		543,600.00	124,523.76	419,076.24	22.91
Expenditures					
537	Sewer Fund - Collection	343,030.00	59,507.10	283,522.90	17.35
538	Sewer - Plant	572,257.00	86,879.40	485,377.60	15.18
TOTAL EXPENDITURES		915,287.00	146,386.50	768,900.50	15.99
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	124,523.76	419,076.24	22.91

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 03/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
TOTAL EXPENDITURES		915,287.00	146,386.50	768,900.50	15.99
NET OF REVENUES & EXPENDITURES		(371,687.00)	(21,862.74)	(349,824.26)	5.88
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	844.12	(344.12)	168.82
591-000-600.000	Charge for Services	76,000.00	10,175.42	65,824.58	13.39
591-000-628.000	RTS Fees	62,000.00	16,128.61	45,871.39	26.01
591-000-630.000	Capital Charge	55,000.00	14,153.60	40,846.40	25.73
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	241.04	358.96	40.17
591-000-665.000	Interest Earnings	120.00	1,873.34	(1,753.34)	1,561.12
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	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	43,416.13	187,603.87	18.79
Expenditures					
000		287,185.00	59,093.56	228,091.44	20.58
TOTAL EXPENDITURES		287,185.00	59,093.56	228,091.44	20.58
Fund 591 - Water Fund:					
TOTAL REVENUES		231,020.00	43,416.13	187,603.87	18.79
TOTAL EXPENDITURES		287,185.00	59,093.56	228,091.44	20.58
NET OF REVENUES & EXPENDITURES		(56,165.00)	(15,677.43)	(40,487.57)	27.91
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	2,500.00	0.00	2,500.00	0.00
594-000-642.000	Gas Sales	140,000.00	0.00	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	3,425.00	(925.00)	137.00
594-000-653.000	Transient Fees	95,000.00	0.00	95,000.00	0.00
594-000-653.100	Marina Day Use	2,000.00	0.00	2,000.00	0.00
594-000-654.000	Slip Fees	300,000.00	317,815.00	(17,815.00)	105.94
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	5,523.89	(4,523.89)	552.39
TOTAL REVENUES		546,000.00	327,097.69	218,902.31	59.91
Expenditures					
000		756,855.00	57,548.76	699,306.24	7.60
TOTAL EXPENDITURES		756,855.00	57,548.76	699,306.24	7.60
Fund 594 - Marina Fund:					
TOTAL REVENUES		546,000.00	327,097.69	218,902.31	59.91
TOTAL EXPENDITURES		756,855.00	57,548.76	699,306.24	7.60
NET OF REVENUES & EXPENDITURES		(210,855.00)	269,548.93	(480,403.93)	127.84
TOTAL REVENUES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS					
NET OF REVENUES & EXPENDITURES					
		2,815,205.00	554,003.56	2,261,201.44	19.68
		3,610,256.00	412,973.69	3,197,282.31	11.44
		(795,051.00)	141,029.87	(936,080.87)	17.74




## **Suttons Bay Marina**

### **Recommendations; Adjustment to the Launch Rates on the Fee Schedule**

A Commercial/Livery Launch Pass was added to the 2023 Fee Schedule of \$200 per trailer. With the large amount of various livery vessels that are launched at the facility I am suggesting that we allow, after an initial pass of \$200 is purchased, that additional passes may be added for \$25 per pass. I am also recommending that we add a daily \$10 commercial launch fee.



		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2023-24</h2>	
Prepared:	April 27, 2023	Pages:	1 of 4
Meeting:	May 2, 2023	Attachments:	<input type="checkbox"/>
Subject:	Master Plan Review		

## OVERVIEW

When reviewing the Master Plan, it is important to understand the structure of such a plan. One should read the text, review the survey and compare the Future Land Use Map (FLUM) changes to understand if they all work together to create the blueprint for the village's future. Staff will review these three items in brief as I believe the document is only a few changes from representing the Village *as a whole*.

Overall, the Master Plan is a good document. It is based on good planning principals, is an easy read with good flow and easy to understand. However, when taking all three elements into consideration, the document seems to lose its way and, in some aspects, directly contradicts the survey or recent Village Council decisions.

The zoning changes proposed in this master plan are ambitious for such a small community that relies on its small-town character to generate tourism and interest. So, understanding that this document will lead to several properties being rezoned, the likely expansion of high intensity auto-centric uses along the corridor and permit high density residential in arguably the most environmentally sensitive acreage in the Village, is paramount. If that's the direction the community wants to head then the FLUM and suggested rezonings will certainly accomplish this. Putting growth and tax base first, is common in communities and as proposed, it should not take long to see the effects of these changes.

To explain further, I will offer a few observations:

**OBSERVATION:** The Master Plan states;

- *"The General Commercial area has been consolidated with the former Mixed Use South category into a new Mixed Use South Gateway category for clarity and consistency to development"* (Page 9).
- Page 40 states; The Village does not intend to rezone properties at this time, but following the adoption of the Master Plan, the planning Commission may consider opportunities to combine the SB district with the SG district.

Combining the **South Gateway** and **South Business Districts** is a rather large departure from the growth patterns encouraged in the past. The uses permitted in these districts are very different. A brief review of these districts indicates that:

1. Neither the **South Gateway** or the **South Business district** currently lists multi-family housing as a permitted use.
2. The **South Gateway** allows single family, two -family and residential above commercial, so compatibility with single family homes was historically emphasized in neighborhoods when multi-family was not permitted.
3. The **South Business District** currently prohibits residential in favor of industry and warehousing.

## VILLAGE COUNCIL

4. Nearly all current and active uses along the corridor are in transitioned single-family homes. This is typical for small communities attempting to keep the character of their community.
5. This change would permit high density residential in the **South Business District**, which currently prohibits all residential. This is a bit of a *change from generating taxbase* as these zoning districts are typically saved for job producing businesses, rather than the encouragement of residential.

## COMMENT

From a taxbase perspective, by combining the above-mentioned districts, the corridor entrance will transition from an unusable wooded, natural corridor and transitional small homes, to allowing currently prohibited uses, such as gas stations, multi-family housing, warehousing etc. These changes will generate tremendous interest from investors in a very short period and result in an increase in taxbase out of several unusable acres. The Villages absence of adequate wetland and floodplain protections will be beneficial for property owners when requesting permits to fill this acreage from the State.

- Protection of Village wetlands is listed as a high priority (Page 17). This may need to be adjusted if there is support for combining these districts to allow previously prohibited & more intense uses in the **South Gateway** or the **South Business district**.
  - Either this statement should be adjusted to support the practice of filling sensitive areas OR the statement should be expanded to include floodplains and other sensitive areas.

OBSERVATION: **NORTH GATEWAY/PUD/SFWR**

1. The Master Plan FLUM encourages combining the North Gateway, **PUD District, and SFWR (LIMITED)**
  - a. The **PUD district** should remain as such considering a PUD, which required the rezoning of this property to “PUD” is in place. Litigation between owners and involving the Village is likely to occur in 2023. Changing this on the FLUM is premature and should not occur until the Courts render a decision on the PUD.
  - b. The **North Gateway** district from Grove Street to M-204 –Being that residential single family remains to be the primary use of these structures, the village may want to consider this area as an extension of the Central Residential neighborhood, rather than encouraging it to redevelop into commercial. This would preserve this area for future growth, when desired.
  - c. **Single Family Waterfront Residential – (north of condos)** There is a series of approximately 7-8 very small lots that are slated to be rezoned to mixed use to allow more intensive uses. These properties are small and should remain as SFWR.

OBSERVATION: **HOUSING & PAGE 43**

A housing action list (page 43) was included in the Master Plan. My experience over the years has allowed me to understand affordable housing projects from both sides of the counter. When done properly, with MSHDA funding, it is very profitable for the developer, and still provides true affordable housing for those in need.

## VILLAGE COUNCIL

## COMMENT

One clarification that should be acknowledged is the term “workforce housing.” This reference means the same thing as market rate housing, or any other term. Therefore, when a project is presented as such, and the deciding body believes they are approving a project that is going to limit rent or otherwise, that is not the case. They are both non-binding terms that fail to limit a developer in any way, therefore, once a project is approved, it is approved for the density, regardless of the rent.

The checklist is clearly drafted with good intentions in mind and we all understand the housing problems Leelanau/ Grand Traverse and others are faced with, and support the idea of a group bringing awareness to the issue. Although difficult to address, its inclusion in the plan, good intentions aside, expresses a housing strategy that does not accurately reflect a solution. One example, the local review process is the quickest and least expensive in a series of steps required to obtain project approval and funding, so I would question the emphasis on streamlining the process at the local level as a solution.

In addition, the checklist contradicts many aspects of the survey results and the desires of most village residents.

In brief, direct contradictions of the survey and checklist includes:

## SURVEY:

- **Multiple-Family Housing with more than 5-units** and Short-Term Rentals are **lowest priority** for both residents and business owners who answered the question (Page 17/23).
- Unpopular strategies **were allowing for more density in the form of dormitory-style housing or allowing 3-4 unit homes in single family districts**, or to waive or discount water and sewer services for workforce housing. Residents and business....(Page 17)
- Consider allowing an additional ADU (one attached and one detached) on the same property. (See above) I would argue that would be a more intense use and therefore would not be supported either?

I would recommend the elimination of the checklist and appropriately place a goal and objective that meets the intent of the checklist, groups and individuals interested in in housing advocacy.

**GOAL:** To encourage the development of housing for all income levels and abilities.

**OBJECTIVE:** Work with applicants to achieve MSHDA funded projects.

This provides a balanced approach and provides everyone with a role in the process, including the Village Council, who would have a role in financial waivers.

**OBSERVATION** - Page 27 – Community Identity - Consider reading the objectives 1-9 below and relate it to the major changes identified above. Do these reflect or contradict the major changes listed?

Further minor observations include the following:

**OBSERVATION** - Page 23 –

- Consider Changing GOAL: Provide a range of housing....to *Encourage* a range of housing...The village doesn't build housing.



## VILLAGE COUNCIL

- Consider changing Objective #2; - Address the need for workforce housing... Change to: *Encourage housing for all incomes and encourage fixed rental properties for service workers.*

Read the PUBLIC INPUT ON HOUSING – How does that translate to all the housing text in the Master Plan?

OBSERVATION - Page 24 –

#3. Protect wetlands – Consider adding floodplains & environmentally sensitive lands to this OR remove this in favor of combining SG & SB districts.

OBSERVATION - Page 26 –

Economic Development – Related data bullet point 1 - Consider eliminating the statement regarding utilities as it is not accurate.


OBSERVATION - Page 31 –

FLUM – Consider having the map reflect the property recently rezoned NVR, rather than mixed use.

## CONCLUSION

The Master Plan is a good document that followed a good process, however as can be the case in small communities, the desire “to do good” sometimes gets distorted. The housing checklist is an example of this. This plan puts an unusual increased emphasis on housing that in some regard can be interpreted to conflict with the survey. This conflict is typically an indication that residents prefer the quality of life they have grown accustomed to. This in no way changes one’s desire to encourage housing for service employees or any other income level. In fact, communities in general rely upon adjacent communities for support with this issue due to a lesser land cost, less taxes, no infrastructure costs, and the location is comparable. One only needs to direct their attention to the Traverse City Housing Commission’s most recent partnership in Garfield Township, rather than in Traverse City.

Interestingly, if the FLUM was changed back, the SB & SG were left alone, and the checklist (page 43) was removed, the master plan reads virtually the same, it just doesn’t contradict the survey, recent decisions or itself. Good luck!

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-25</b>	
Prepared:	April 28, 2023	Pages:	1 of 1
Meeting:	May 2, 2023	Attachments:	<input type="checkbox"/>
Subject:	Joint Meeting Discussion		

## PURPOSE

To schedule joint meetings between the Village Council and Planning Commission as well as the Village Council and DDA.

## OVERVIEW

### Planning Commission


I have always emphasized holding periodic meetings between recommending bodies (planning commission) and legislative decision makers (Village Council). These meetings usually start with an understanding of everyone's role. Joint meetings, when held in the past have been very productive.

### DDA

A planner was brought in a couple weeks ago to provide a refresher training to the DDA. The DDA has focused on two items in the past 4+ years however, a lack of tax capture and continued hyper-focus on bathrooms has limited their creativity and minimized attendance. This meeting should provide them with a sense of direction.

## RECOMMENDATION

Schedule meetings or potential meeting dates times.

		<b>VILLAGE OF SUTTONS BAY</b> <b>REPORT VSB -2023-26</b>	
Prepared:	April 28, 2023	Pages:	1 of 1
Meeting:	May 2, 2023	Attachments:	<input type="checkbox"/>
Subject:	ZOOM		

#### **PURPOSE**

To discuss eliminating zoom from meetings.

#### **OVERVIEW**

Zoom served a vital role during the pandemic however over the past several months it has served only 1-2 individuals per meeting. It is been a burden on staff and is now becoming more of a liability to this community.

#### **RECOMMENDATION**

Acknowledge it was a good tool at one time, however it has become more of a burden on staff. Staff requests the elimination of zoom from all meetings.