



## VILLAGE OF SUTTONS BAY

### Remote Access Attendance

COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682

Wednesday June 2, 2021, at 8:10 am

Electronic Remote Access, in accordance with Public Act 228 of 2020 Article 3(2) and Resolution 1 of 2021 Declaration of State of Emergency will be implemented in response to COVID-19. 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](http://www.suttonsbayvillage.org)

### AGENDA

#### Call to Order

1. Reports (staff)
  - a. DPW Director Report
  - b. Marina Report
  - c. WWTP Report
  - d. Treasurer Report
2. Roll Call
3. Additions / Deletions to the Agenda
4. Reports / Communications
5. Committee Member Information / Comments
6. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
7. Old Business
8. New Business
  - a. Report VSB-2021-35 Suttons Bay Recycling Location
  - b. Report VSB-2021-36 Municipal Parking Lot
  - c. Report VSB-2021-37 Township Culvert Initiative
  - d. Report VSB-2021-38 Well Evaluation Grant Request
  - e. Manager's Work Plan
9. Public Comments/Written Communication
10. Committee Member Comments
11. Announcements:
12. Adjourn

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Committee of the Whole

Time: Jun 2, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83341966527?pwd=KzI4SFREeGU3M3JKdU9RWGN5VW9aZz09>

Meeting ID: 833 4196 6527

Passcode: 650305

One tap mobile

+13017158592,,83341966527#,,,,\*650305# US (Washington DC)

+13126266799,,83341966527#,,,,\*650305# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)


+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 833 4196 6527

Passcode: 650305

Find your local number: <https://us02web.zoom.us/j/83341966527>

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2021- 04</b>	
Prepared:	April 28, 2021	Pages:	1 of 7
Meeting:	Gen Serv-Utility/Marina	Attachments:	<input checked="" type="checkbox"/>
Subject:	April 2021 Update, DPW		

**GENERAL SERVICE HIGHLIGHTS**

Broadway St. restoration is finally completed.

Painting of the pavilion and bathroom exterior at Sutton Park will start soon weather permitting.

Our DPW team has converted three standard picnic tables into ADA accessible picnic tables for our parks. Item to note, there were zero such items in the park amenities inventory.

Marina beach improvements along with Suttons Park beach will commence back up when we have received the Soil Erosion Permit from the county.

Removal of walkway that has rotted and collapsed which also posed safety issues in the past between South Dock and Coal Dock.

Volleyball sets have arrived, installation will begin soon.

Street sweeping has been completed.

Composting area is completed at the Herman Rd site.

**UTILITY/MARINA HIGHLIGHTS**

Hydrant flushing and system chlorination is wrapping up, water is on to all docks.

Rainfall and weather data is now being tracked, current and historical information available online:

<https://www.wunderground.com/dashboard/pws/KMISUTTO28>

<https://www.pwsweather.com/station/map/pws/suttonsbaydpw>

The vacor is scheduled to start routine cleaning of pump stations, sewers, and storm drains.

Final effluent filter maintenance and rehab was completed at the plant, summary report attached.

Michigan Rural Water Assoc. (MRWA) will be onsite to begin an energy efficiency study and evaluate areas that can and may be optimized to improve treatment processes while conserving energy. This study is free to all members of the association.

**To:** Rob Larrea/Village of Suttons Bay  
Dave Miller/Village of Suttons Bay

**CC:** Liz Hart/Jacobs  
Andrew Waldron/Jacobs  
Zack Niec/Jacobs

**From:** Mark Huggard/Jacobs

**Date:** April 27<sup>th</sup>, 2021

**Subject:** Aqua Disk Filter Maintenance

### 1. **Process Description:**

The Aqua Aerobics Cloth Disk filter is comprised of two circular disk elements covered with a cloth media. Particulates within the effluent are trapped by the cloth media while the clean (filtered) water passes through the cloth and continues downstream to the UV disinfection stage. The removal of the particulate from the effluent is crucial to ensuring compliance with the facility's NPDES permit. Once the cloth becomes fouled by trapped particulate forward flow is restricted and the liquid level in the tank begins to rise triggering a backwash cycle. The backwash cycle draws clean water back through the filter cloth dislodging the solids, which are then pumped back to the head of the plant. This cycle is automatically repeated as needed to maintain forward flow.

Over time the cloth media begins to breakdown and allow particulate to pass through the cloth and into the final effluent stream. This is evident when pollutant concentrations, especially total suspended solids begin to increase above normal concentrations at normal flow rates, by this measure we determined it was time to replace the original cloth media.

**Cloth Disk Filter Unit**



**2. Maintenance Details:**

Jacobs took advantage of the equipment downtime to perform various inspections and preventive maintenance on the entire disk filter unit. The following table details all maintenance and inspections performed; pictures of inspections are included in Appendix A:

<b>Task performed</b>	<b>Details</b>
Replaced all 12 pile cloth segments, 36 retaining bars and hardware	See section 3a – Issues Found
Changed the gear oil on the filter drive	Preventive maintenance tasks completed annually
Changed the oil on the backwash/waste pump	Preventive maintenance tasks completed annually
Inspection of level transducer and stilling well	Inspection passed
Inspection of high-level mechanical float switch	Inspection passed
Inspected drive chain and sprockets	Inspection passed
Inspected the center tube V ring seal	Inspection passed
Inspected backwash system	Backwash arms, support brackets and hardware passed inspection. See section 3b and 3c – Issues Found for more details
Inspected the wasting system	See section 3b – Issues Found
Inspected the center tube, tube shaft and pillow block bearing.	Inspection passed
Inspected inside and outside tank structure, coating etc	See section 3 – Issues Found
Inspected all pressure and vacuum gauges	Inspection passed
Cleaned all solids and debris from tank	Used Williams and Bay pumping to remove all solids and debris from tank bottom. Tank needed to be clean for repairs detailed in section 3.
Replaced PLC battery and backed up the PLC and HMI programs to external drive	Task was completed by contractor few weeks prior

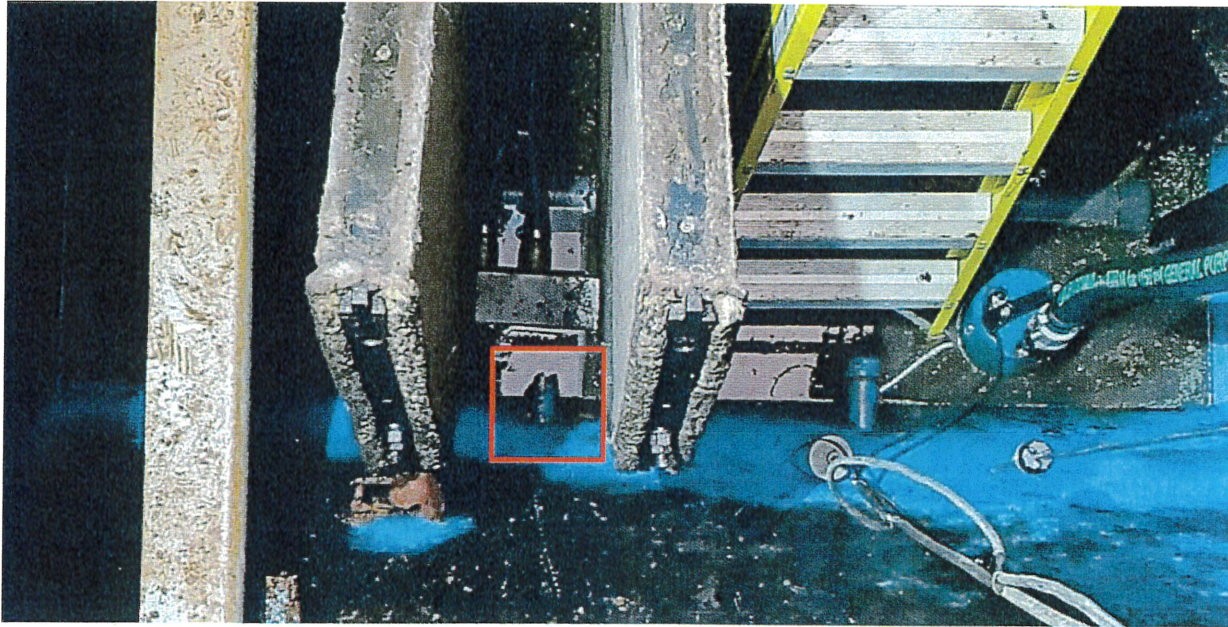
**3. Issues Found:**

- a. We found three frame assemblies with failed stainless-steel retainer mounting inserts. New assemblies were purchased and installed. We will attempt to utilize the components of the remaining three to complete one spare assembly.
- b. The backwash and the wasting hoses were found brittle and all 5 hoses were replaced.
- c. The backwash header and pipe were found lying on the bottom of the tank. The backwash pipe that holds the backwash header had broken off due to corrosion. We inspected the other two pipes (wasting and spare backwash) and found severe corrosion on those pipes as well. All three pipes were cut out and new schedule 80 steel pipes were welded in place by ABI Mechanical. The previous pipes were a thinner walled schedule 40, Jacobs requested a thicker walled schedule 80 pipe be used as replacement. Once the pipes were welded and a leak test was performed the pipes were coated with the manufacturer specified Tnemec® coating. The coating was allowed to cure for 7 days per manufacturer specs.
- d. During the inspection of the tank’s interior, we noted coating failures and various areas where pitting and corrosion was occurring on the tank walls.

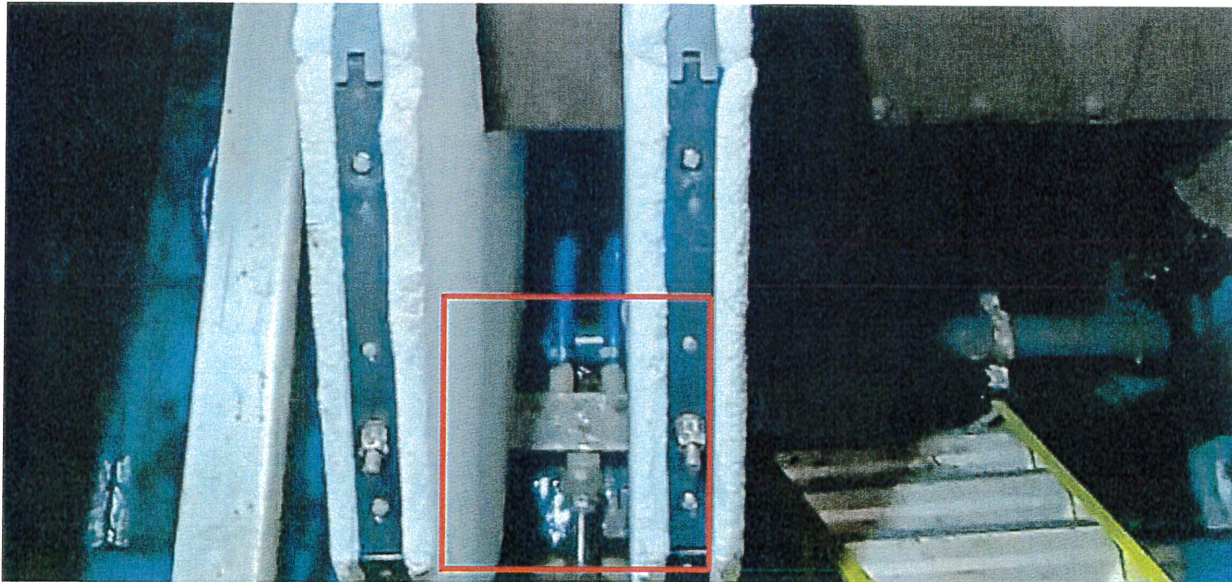
4. Recommendations:

- a. Sand blast inner tank walls and recoat with manufacturer specified Tnemec© coating within the next 1-2 years.
- b. Paint exterior of tank within the next 1-2 years.
- c. Obtain cost to replace center tube, shaft, bearings etc. This equipment is currently in good condition but will require replacement eventually. Acquiring cost now will help the Village prepare for these costs, which may be needed in the next 5 to 10 years.

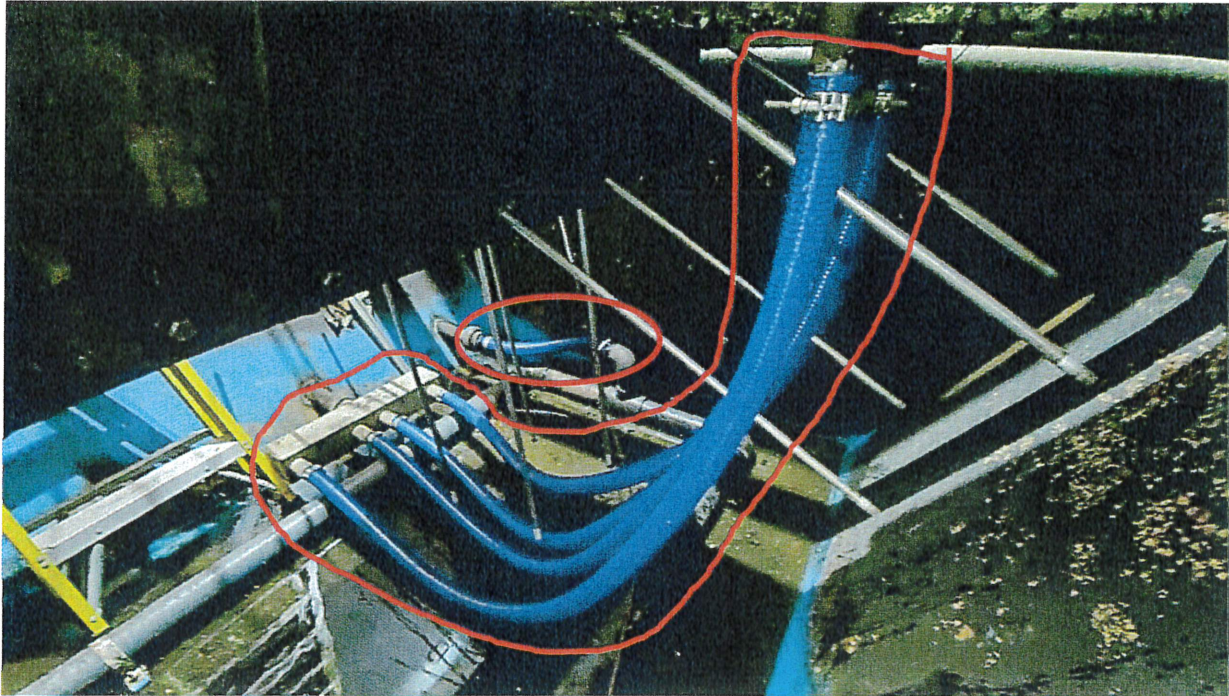
Broken backwash pipe



New repaired backwash pipe



New backwash and waste hoses



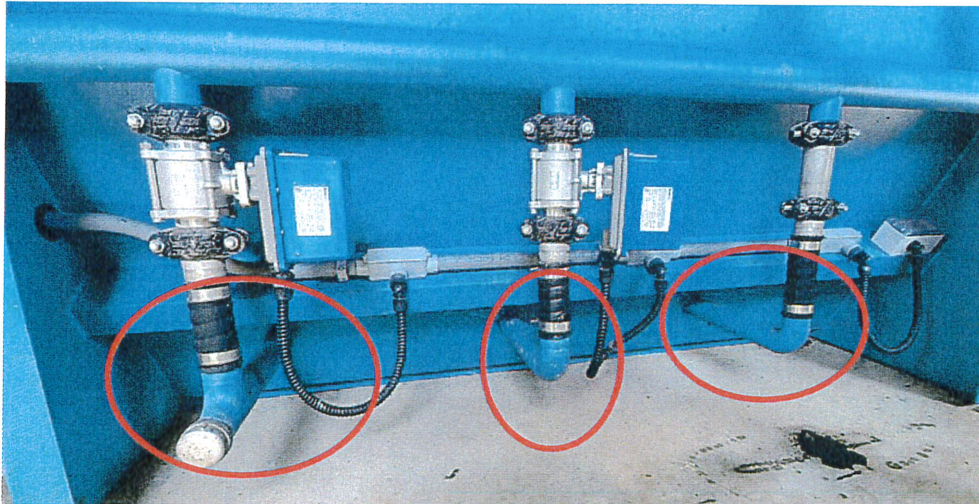
New cloth assembly install, torqued to proper specifications



Tank wall pitting

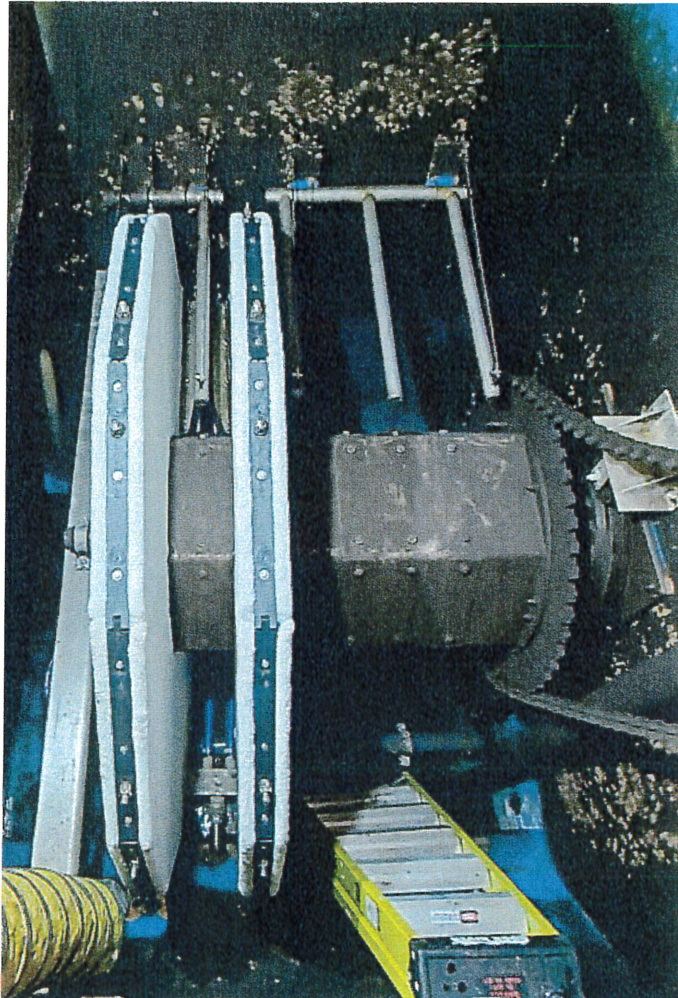


Backwash and wasting lines, all three replaced by ABI Mechanical





New pile cloth media



If you have any questions regarding the content of this report, please feel free to contact us.

Mark Huggard  
Assistant Project Manager  
Jacobs  
231-313-5592  
Mark.huggard@jacobs.com

## **Marina Staff Report**

**April/May 2021**

The transient slips for the months of July and August have been mostly reserved. There is very limited openings.

We continue to power wash finger piers. I am hoping to complete 80 % of the docks before the season gets too busy to continue. The remaining finger piers will be power washed in the fall. This project has not been done since 2016.

All staff has been back to work for the 2021 season. New staff members have been trained and we are preparing for a busy season.

Almost all navigational buoys have been placed minus a couple; we are still waiting on parts from the supplier.

The new North Park Launch box/sign have been installed. All new signage and gangway gates have been placed as well.

Presently I am working on a general permit/joint permit for the DEQ and Army Core for the rip rap project to finalize Phase III of the North Pier Stabilization. With heavier east winds and high waters the end of the North Pier saw an extensive amount of deterioration over the winter. Elmer's has already bid the project for \$32,000. Work will commence on this at the end of the marina season in October.

We are expecting the South Side irrigation to be installed the first week of May. This was supposed to begin a month ago. Due to the installed awaiting parts it got postponed. The North end rip rap project is set for fall 2021, irrigation and landscaping for the North Pier will be postponed until spring of 2022.

We are trying a new product to try and deter geese. It's called Avian Migrate, it's a nontoxic repellent, suitable for humans and pets. We are crossing our fingers this helps as the goose population seems to have tripled this season around the marina.

The marina grounds and docks have been cleaned up, small repairs made and we are ready for the 2021 season. We have been open to the public since May 13<sup>th</sup>. Hours of operation are 7 days a week 8-6, starting June 23<sup>rd</sup> we will be open 7 days a week 8-8.

Eddie Aylsworth

Suttons Bay, Harbor Master

**To:** Rob Larrea  
Dave Miller

**From:** Mark Huggard, **Jacobs**

**Date:** May 27, 2021

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

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

Jacobs completed and submitted April’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:**

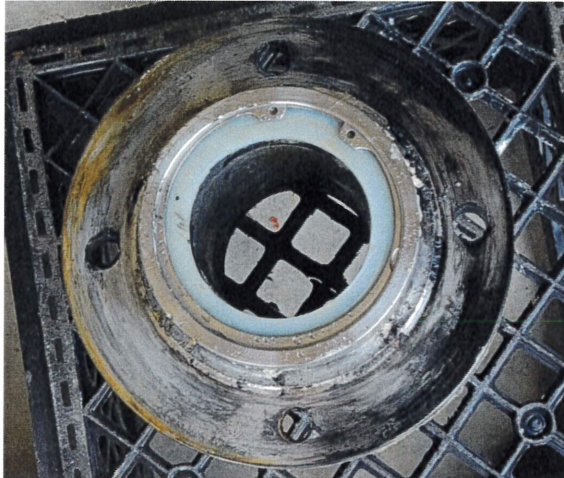
May Flow Report

Average Influent Flow 2021*	0.120	Million Gallons per day
Average Influent Flow 2020	0.245	Million Gallons per day
Total monthly hauled truck waste 2021	21,974	Gallons
Total monthly hauled truck waste 2020	68,293	Gallons

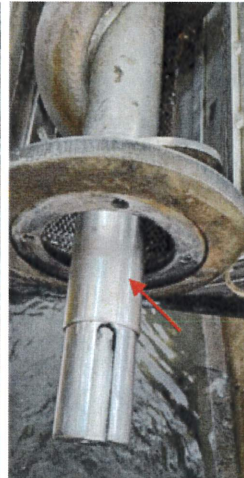
\*Data through May 27th, 2021

We replaced the lower bearing, carbon bushing, and stainless-steel sleeve on the headworks course screen unit, and then aligned the rake teeth.

Old bearing and housing



New SS sleeve



New carbon sleeve



We repaired several of the equipment building lighting fixtures. A portion of the fixtures were not accessible without the use of a scissor lift or similar equipment. For this reason, and due to cost, these fixtures weren't repaired. The current lighting is more than sufficient.

We assisted the Village staff with the removal of grit from the influent channel and clarifier splitter box.

Repaired clarifier #1 hand railing.

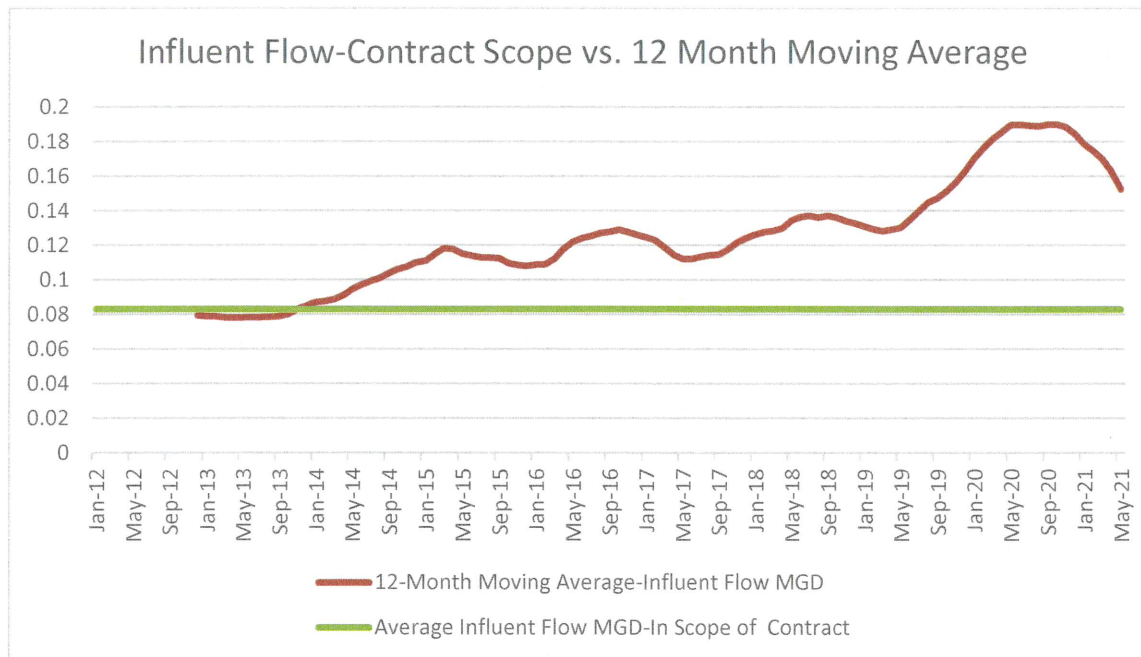
**On the Horizon:**

- Install an Uninterrupted Power Supply (UPS) on the UV system.
- Install SCADA alarm system failure monitoring and phone line monitoring system.
- Repair leaking yard valve by clarifiers. (Spring/Summer)
- Repair UV bank A air system.

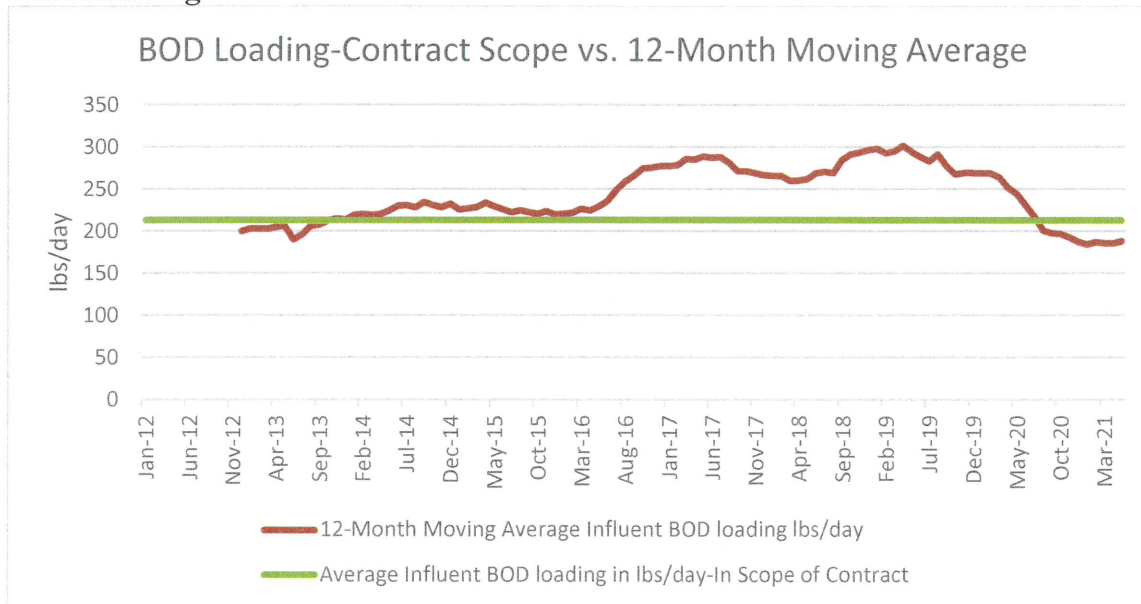
### Plant Influent and Effluent Trends

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.

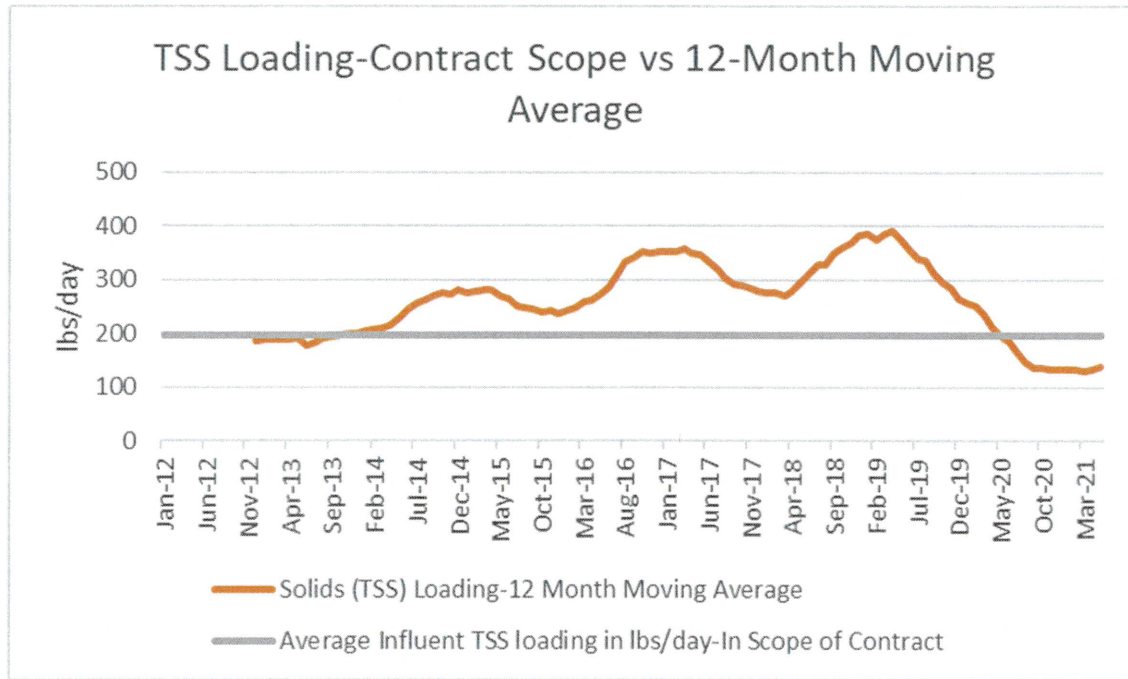
#### Influent Flow



#### BOD Loading

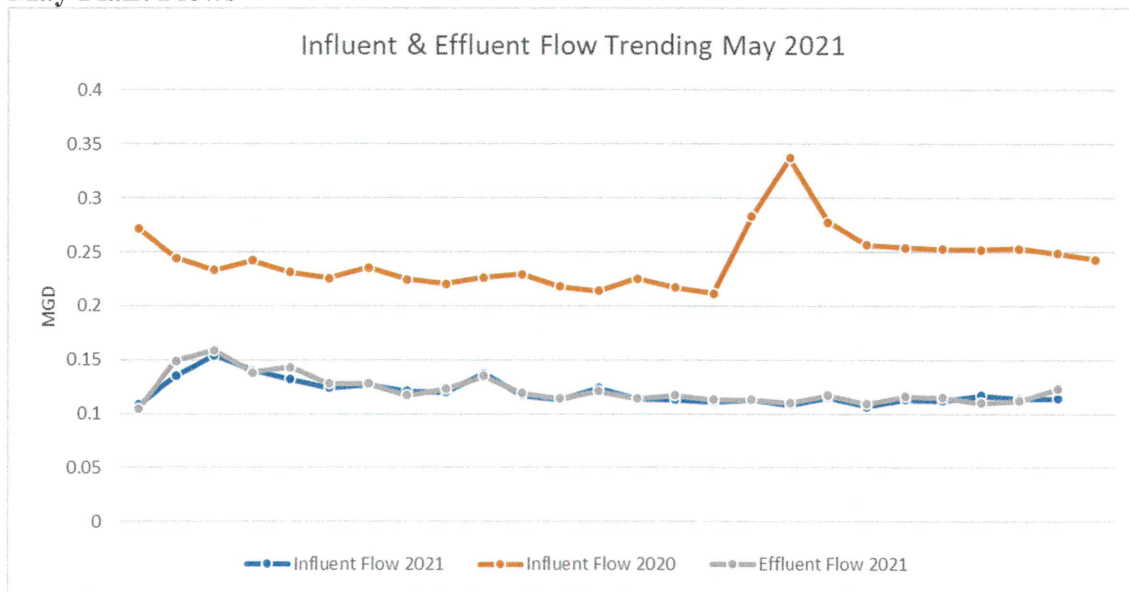


**TSS loading**



The 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. The effluent data graph illustrates the current reporting month’s effluent permit parameter concentrations, the table above the graph provides the permit limit concentrations for each parameter.

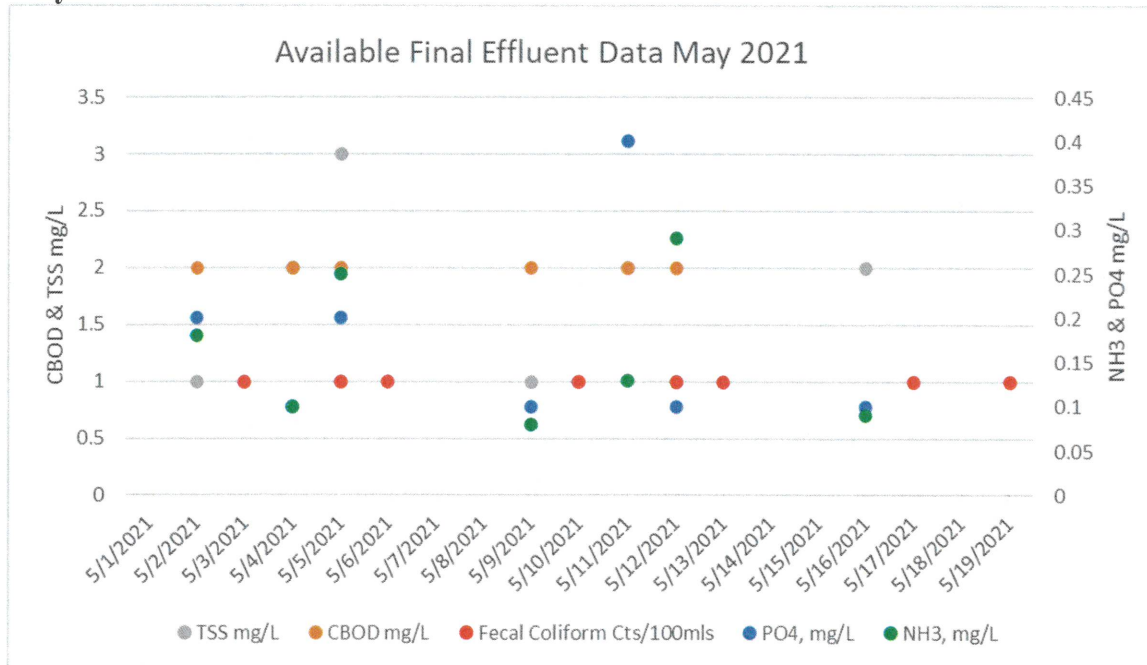
**May Plant Flows**

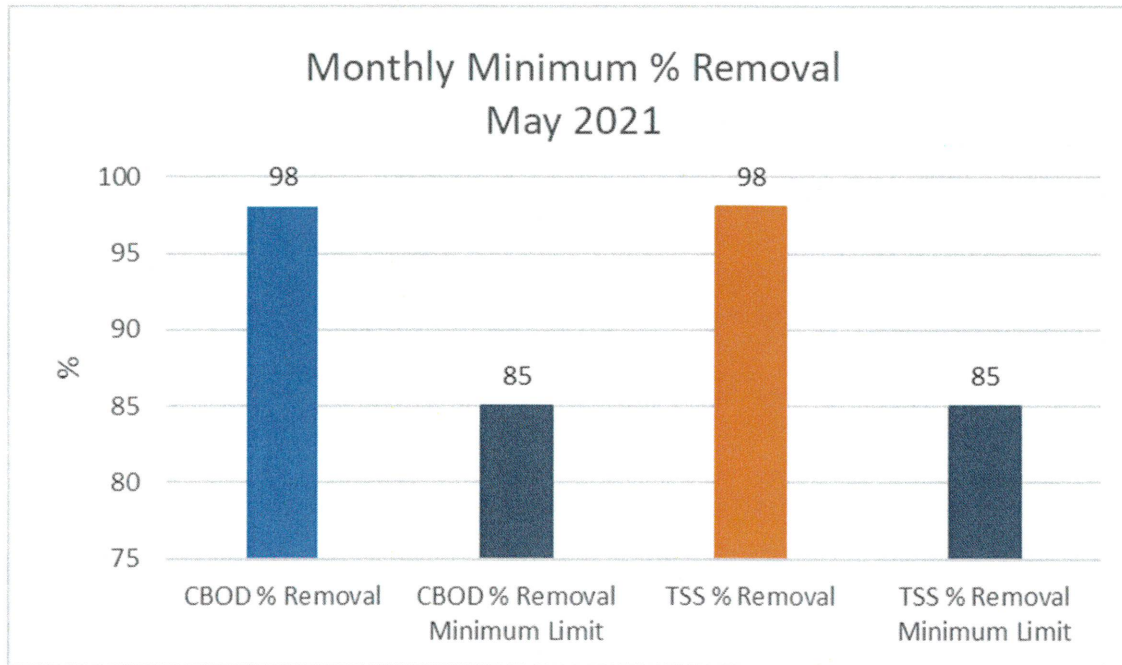


**NPDES permit limits**

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

**May Effluent Data**





**Financial Report**

Current Month	May-21	Comments
Current Month Repairs	\$ 1,488.47	\$1,100.27 Disk filter assembly frames \$204.76 Disk filter Tnemec coating \$177.73 Clarifier #2 replacement drive motor \$5.71 Silicone sealant for filter maintenance
Current Month Repair Labor Hrs	36.56	
Current Month Chemicals	\$ -	
Current Month Utilities	\$ -	
YTD Repairs	\$ 5,589.14	
Repair Budget Remaining (\$6,000 Limit)	\$ 410.86	
YTD Repair Labor Hrs	155.56	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (51.56)	Note: Labor is over budget
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$4,500 Limit)	\$ 4,500.00	
YTD Utilities	\$ 7,820.94	
Utility Budget Remaining (\$33,000 Limit)	\$ 25,179.06	


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

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



GL NUMBER	DESCRIPTION	2021		PERIOD BALANCE DR (CR)	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 101 - General Fund</b>						
Net - Dept 000		885,725.00	885,725.00	17,795.24	867,929.76	
Net - Dept 101	- Village Council	(26,080.00)	(26,080.00)	(739.00)	(25,341.00)	
Net - Dept 171	- Village Manager	(32,599.00)	(32,599.00)	(8,863.69)	(23,735.31)	
Net - Dept 215	- Village Clerk	(10,774.00)	(10,774.00)	(2,719.75)	(8,054.25)	
Net - Dept 253	- Treasurer	(23,950.00)	(23,950.00)	(6,997.88)	(16,952.12)	
Net - Dept 265	- Village Hall	(50,190.00)	(50,190.00)	(12,086.81)	(38,103.19)	
Net - Dept 345	- Police	(85,000.00)	(85,000.00)	0.00	(85,000.00)	
Net - Dept 441	- Public Works	(121,075.00)	(121,075.00)	(18,708.11)	(102,366.89)	
Net - Dept 443	- Motor Pool Department	(93,419.00)	(93,419.00)	(24,028.43)	(69,390.57)	
Net - Dept 448	- Streetlighting	(13,500.00)	(13,500.00)	(3,182.89)	(10,317.11)	
Net - Dept 701	- Zoning & Planning	(52,939.00)	(52,939.00)	(10,638.80)	(42,300.20)	
Net - Dept 751	- Parks & Recreation	(120,695.00)	(120,695.00)	(24,434.93)	(96,260.07)	
Net - Dept 999	- Transfers to Other Funds	(270,100.00)	(270,100.00)	0.00	(270,100.00)	
<b>Fund 101 - General Fund:</b>						
TOTAL REVENUES		885,725.00	885,725.00	17,795.24	867,929.76	2.01
TOTAL EXPENDITURES		900,321.00	900,321.00	112,400.29	787,920.71	12.48
NET OF REVENUES & EXPENDITURES		(14,596.00)	(14,596.00)	(94,605.05)	80,009.05	648.16
<b>Fund 202 - Major Street</b>						
Net - Dept 000		(60,762.00)	(60,762.00)	(140,958.43)	80,196.43	
<b>Fund 202 - Major Street:</b>						
TOTAL REVENUES		178,500.00	178,500.00	29,659.28	148,840.72	16.62
TOTAL EXPENDITURES		239,262.00	239,262.00	170,617.71	68,644.29	71.31
NET OF REVENUES & EXPENDITURES		(60,762.00)	(60,762.00)	(140,958.43)	80,196.43	231.98
<b>Fund 203 - Local Street Fund</b>						
Net - Dept 000		(56,380.00)	(56,380.00)	3,854.44	(60,234.44)	
<b>Fund 203 - Local Street Fund:</b>						
TOTAL REVENUES		102,500.00	102,500.00	22,000.89	80,499.11	21.46
TOTAL EXPENDITURES		158,880.00	158,880.00	18,146.45	140,733.55	11.42
NET OF REVENUES & EXPENDITURES		(56,380.00)	(56,380.00)	3,854.44	(60,234.44)	6.84
<b>Fund 248 - DDA Fund</b>						
Net - Dept 000		(7,380.00)	(7,380.00)	(1,199.30)	(6,180.70)	
<b>Fund 248 - DDA Fund:</b>						
TOTAL REVENUES		5.00	5.00	4.06	0.94	81.20
TOTAL EXPENDITURES		7,385.00	7,385.00	1,203.36	6,181.64	16.29
NET OF REVENUES & EXPENDITURES		(7,380.00)	(7,380.00)	(1,199.30)	(6,180.70)	16.25
<b>Fund 402 - Property Replacement Fund</b>						
Net - Dept 000		53,850.00	53,850.00	(1,036.45)	54,886.45	

GL NUMBER	DESCRIPTION	2021		PERIOD BALANCE DR (CR)	AVAILABLE BALANCE	% BDET USED
		ORIGINAL BUDGET	2021 AMENDED BUDGET			
Fund 402 - Property Replacement Fund						
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES		178,050.00	178,050.00	69.82	177,980.18	0.04
TOTAL EXPENDITURES		124,200.00	124,200.00	1,106.27	123,093.73	0.89
NET OF REVENUES & EXPENDITURES		53,850.00	53,850.00	(1,036.45)	54,886.45	1.92
Fund 590 - Sewer Fund						
Net - Dept 000		543,600.00	543,600.00	172,282.66	371,317.34	
Net - Dept 537 - Sewer Fund - Collection		(262,410.00)	(262,410.00)	(48,430.34)	(213,979.66)	
Net - Dept 538 - Sewer - Plant		(539,629.00)	(539,629.00)	(85,826.50)	(453,802.50)	
Fund 590 - Sewer Fund:						
TOTAL REVENUES		543,600.00	543,600.00	172,282.66	371,317.34	31.69
TOTAL EXPENDITURES		802,039.00	802,039.00	134,256.84	667,782.16	16.74
NET OF REVENUES & EXPENDITURES		(258,439.00)	(258,439.00)	38,025.82	(296,464.82)	14.71
Fund 591 - Water Fund						
Net - Dept 000		(31,825.00)	(31,825.00)	4,507.75	(36,332.75)	
Fund 591 - Water Fund:						
TOTAL REVENUES		232,900.00	232,900.00	53,659.87	179,240.13	23.04
TOTAL EXPENDITURES		264,725.00	264,725.00	49,152.12	215,572.88	18.57
NET OF REVENUES & EXPENDITURES		(31,825.00)	(31,825.00)	4,507.75	(36,332.75)	14.16
Fund 594 - Marina Fund						
Net - Dept 000		(183,643.00)	(183,643.00)	211,069.79	(394,712.79)	
Fund 594 - Marina Fund:						
TOTAL REVENUES		474,900.00	474,900.00	288,955.30	185,944.70	60.85
TOTAL EXPENDITURES		658,543.00	658,543.00	77,885.51	580,657.49	11.83
NET OF REVENUES & EXPENDITURES		(183,643.00)	(183,643.00)	211,069.79	(394,712.79)	114.93
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		2,596,180.00	2,596,180.00	584,427.12	2,011,752.88	22.51
NET OF REVENUES & EXPENDITURES		3,155,355.00	3,155,355.00	564,768.55	2,590,586.45	17.90
NET OF REVENUES & EXPENDITURES		(559,175.00)	(559,175.00)	19,658.57	(578,833.57)	3.52

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2021-35	
Prepared:	05-24-2021	Pages:	1 of 1
Meeting:	06-02-2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Suttons Bay Recycling Location		

PURPOSE

To Discuss the ongoing concern of noise associated with the recycling center.

OVERVIEW

In 2020, the Village Council discussed the noise concern associated with the recycling center at Suttons Bay Schools. Below is a recap of what had occurred at various levels.

School Discussion

Discussions with representatives of the Suttons Bay Schools identified a concern with the campus location itself. This concern may have evolved since our conversation (several months ago) however it does suggest safety of school children is always at the forefront of Administration. Generally, schools don't typically encourage people to come on to a school campus for reasons outside of school business. The amount of use and increase in traffic may also suggest that the recycling location may have outgrown its current location.

Resident Complaints

Numerous complaints by Village residents now spans 3 years 2019/ 2020/ 2021. These complaints are all due to noise emanating from the site. Residents have voiced their concern to the Village, County and County Solid Waste Committee. Adjacent Village residents appear to have a compelling argument that their quality of life has been affected by this issue due to the persistent noise coming from the recycling site.

Leelanau County

Village residents have provided the County with their concerns in writing. Staff informed us that it would be brought before the Solid Waste Committee in July of 2020 (see attached minutes). It is not clear if the subject was discussed following the July 20<sup>th</sup> meeting. Being that the two Solid Waste representatives are also Village residents (B.Perkins /L. Bahle), perhaps they would be kind enough to provide the VC with an update? It would be far more efficient than having to research Leelanau County minutes.

CONCLUSION

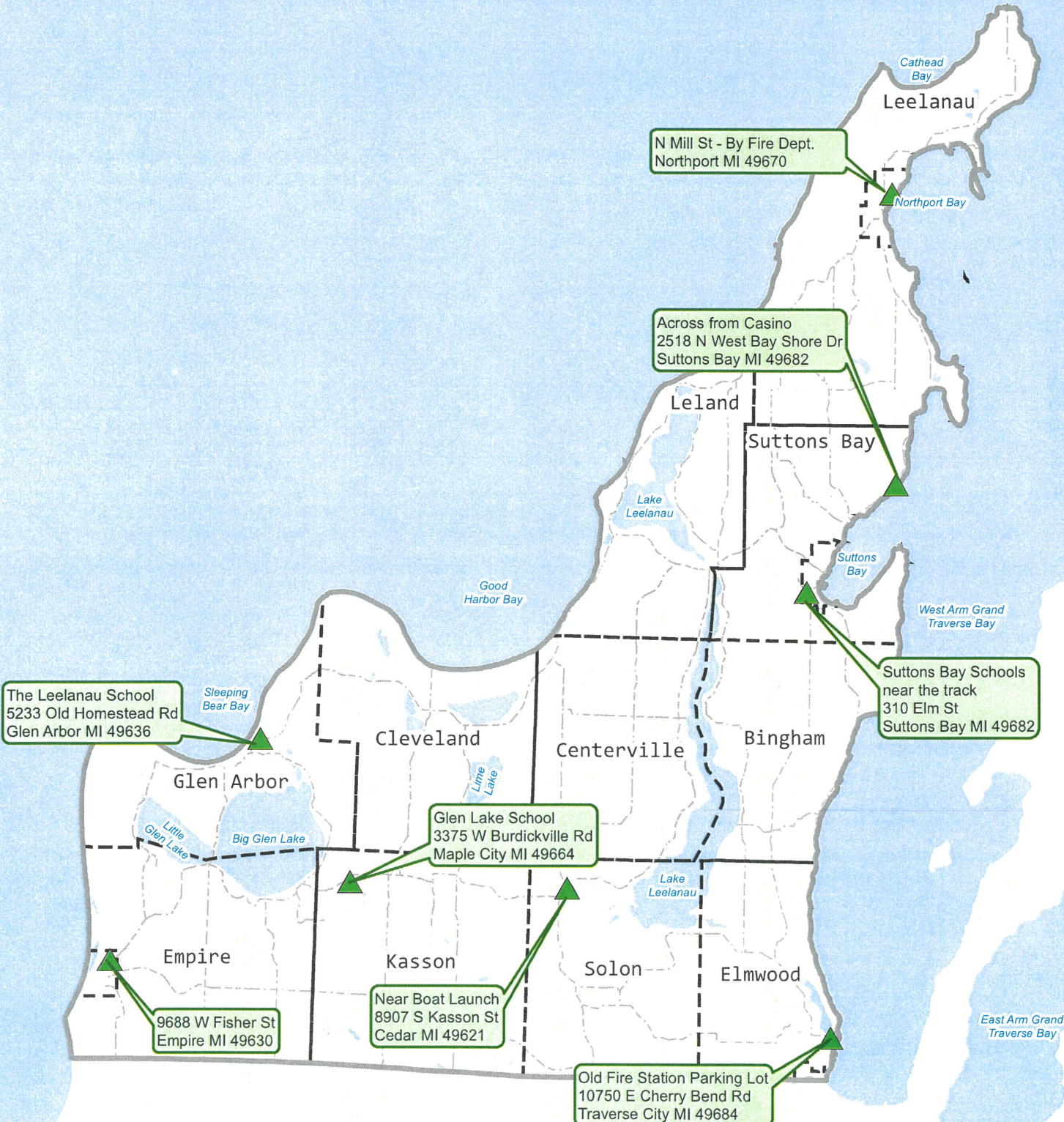
The matter does not seem to have resolved itself despite the Village and its residents showing concern with the noise issue. In fairness, COVID has changed *everything* over the past year and has likely played a role in this also. I have been informed that the County intends to secure another recycling location that is intended to lessen the burden on the Village site. If that is the case, it should help with the noise issue at the Village location, however, that is not an indication that it will *stop* the noise our residents are dealing

## COMMITTEE OF THE WHOLE


with. As previously mentioned, there are two representatives that may be able to provide us with more accurate and detailed information and I would think they are doing everything possible to eliminate this concern. Should the VC desire, we could ask that they attend the next VC meeting to discuss their progress?

# Leelanau County Recycling Guide

Leelanau County, Michigan - Nov. 2018



1 inch = 4 miles

 Recycling Sites

**A REGULAR MEETING OF THE LEELANAU COUNTY SOLID WASTE COUNCIL WAS HELD ON TUESDAY, JULY 7, 2020 AT THE LEELANAU COUNTY GOVERNMENT CENTER.**

**Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.**

**CALL TO ORDER:** Meeting called to order at 1 p.m. by Chairman Perkins. The meeting was held at the Leelanau County Government Center, 8527 E. Government Center Dr., Suttons Bay MI and via ZOOM.

**ROLL CALL**

B. Perkins, M. Harris, C. Sharp, K. Wiejaczka

**Members Present:**

(via ZOOM)

**Members Present:**

(At Government Center)

L. Bahle, J. Fletcher, M. Bevelhymmer, D. McCulloch,  
T. MacDonald, R. Palmer, T. Bolin

**Members Absent:**

A. Gale, P. Deering, C. Rentenbach

**Staff:**

T. Galla, Director, G. Myer, Senior Planner

**Public:**

(Via ZOOM)

Cassandra Ford

**Public**

(At Government Center)

T. Wessell, G. Zemaitis

**PUBLIC COMMENT - None**

**STAFF COMMENTS -**

Galla reported on the Household Hazardous Waste and Electronics Collection held at the Glen Lake School, which included shredding for the first time. The haulers reported that we were able to fill up the entire truck. 921 tires were collected at the first tire collection of the year held on June 27<sup>th</sup>, also at the Glen Lake School. Galla continued, stating they only needed the Bingham Township Interlocal Agreement signed and they will have them all. She will be attending the township meeting next week. Galla said the County Board had already approved everything and this was the final step in getting the language on the ballot.

Brief discussion ensued over obtaining the Interlocal Agreements and what the next steps will be.

**CONSIDERATION OF AGENDA -**

Harris added "Sale of American Waste" as Item "F" under "New Business."

*Motion by McCulloch, seconded by MacDonald, to accept the agenda as amended. Motion carried 11-0.*

**P.A. 69 - Educational Material**

Galla briefly reviewed what they did ten years ago, and stated it has to be information only, it cannot be something that would sway the vote. Prior examples were provided in the agenda packet. She asked if members wanted to do the same, staff would update and have the county clerk review to make sure they are “neutral” and have them ready for approval at the next meeting. This was something that was mailed out to residents ten years ago, and the printing cost was around \$1,700.00 back then, plus postage. Galla added, this is something that could be handed out at the recycle sites. Galla will research this and get back to the SWC.

Palmer asked if it would be possible to include how much has been recycled in the last ten years. Galla said yes and they could also include the hazardous waste, electronics, and scrap tire volumes.

*Motion by Harris, seconded by Wiejaczka, to have staff prepare materials for review regarding P.A. 69.*

Wiejaczka asked if staff could include a list of each site and volumes collected. Galla affirmed.

*Motion carried 11-0.*

**Review of Recycling sites & any issues/additional sites**


Perkins stated the Suttons Bay site is having a noise issue and the solution would be to move it to the parking lot behind the senior high school, which is far from any residents and has three sides of trees. Perkins said he and Bahle have a relationship with the superintendent, and with permission, they would ask on behalf of SWC. Bahle said the volumes have increased in Suttons Bay since the closing of the Lake Leelanau site. Perkins stated there have been a lot of Leland Township residents taking their stuff to Suttons Bay. Members felt it was fine for Perkins and Bahle to talk with the superintendent about moving to a different area on the school property.

Galla mentioned a video clip and some complaints she has received. She said they are still trying to find a site in Lake Leelanau, and it is on the Leland Township board agenda. All of the sites are seeing high volumes. Her office receives calls regarding all of the junk left at the sites and signs only do so much. Cameras at the sites could be helpful. Her office did follow up on a couple issues at the Cedar site and another one was turned over to the Sheriff’s Office. Bahle asked if they could give them the alternative place, on the signs, to take these things being left. Galla doesn’t think it would help. People want it gone, and if they can dump it, they will.

Sharp added, the times she has said things to people (at the recycle site), they’ve gotten belligerent. Galla said some of the townships have spring cleanups, and maybe at some point they should discuss trying to get every community to do one. This would help get rid of these items being left at the sites. Bevelhmyer added, Suttons Bay Village will be having theirs in either August or September.

Harris said Glen Arbor had done a spring clean-up for three or four years, but they cancelled theirs this year. It cost about \$10,000 to do it. A lot of people were disappointed it was canceled. She questioned if there was money available to give the townships. She believes this is a direct correlation to the increase in junk being left at the recycle site. Galla said maybe the SWC could consider using some of the P.A. 69 funding in the future, to offset that cost. Harris requested this be on the next agenda.

GENERAL SERVICE COMMITTEE

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2021-36</b>	
Prepared:	05-24-2021	Pages:	1 of 1
Meeting:	06-02-2021	Attachments:	<input type="checkbox"/>
Subject:	Municipal Parking Lots		

OVERVIEW

The Village has several municipal parking areas that we have been evaluating over the past several months. The intent of the evaluation is to simply determine the best use of the lot, possible improvements, closure, or sale. I have provided four scenarios currently in play.

1. We identified a municipal lot that is nearly full all week long, yet does not appear to have been formalized. Due to safety concerns, a lack of ADA parking availability and its location, this municipal lot should be paved, marked for handicap accessibility and flanked by a sidewalk. This project is likely a high priority for 2022.
2. In 2020 we spoke with local experts on the best placement of electric vehicle charging stations (EV). We evaluated a handful of lots and believe we have narrowed it down to two locations for our first project. Unfortunately, with the Elm street paving project moving forward, this was one project that was postponed until 2022.
3. A property owner has requested that we sell a portion of a municipal lot so he can place a home on it. Over time, there was a portion of adjacent lots that were obtained by the Village for municipal parking. The lot itself should be improved and improvements may not actually include the area of request. Evaluation of this lot will continue.
4. A complaint submitted by a local business was received by this office and provided to the VC. Interestingly, the municipal lot acts more as a private lot for the business rather than a public parking lot. The business has requested upgrades to the lot, which raises questions on past agreements etc. We will have to research this further and I would ask that this complex issue involve the General or other Committee.


STAFF COMMENT

Above, are four very different scenarios regarding municipal lots that Staff has been addressing over the past several months. Every one of the above scenarios has a level of importance to our community. That being said, I would ask the VC to send #4 to the appropriate committee so we can try to work our way through this complex issue.

ACTION REQUESTED

Committee Discussion.



		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2021-37	
Prepared:	05-24-2021	Pages:	1 of 1
Meeting:	06-02-2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Township Culvert Initiative		

PURPOSE

To discuss a township initiative study tabled in January 2021.

OVERVIEW

Several months ago, the Township requested that the Village split the cost of a culvert study that spanned three ownership jurisdictions (Village/County/ State). This study was tabled by the Village Council for reasons outlined in the attached minutes. Since that time, we have had an opportunity to research the proposal further.

From a fish passage perspective, we know that the Village has two fish crossings (culvert) that were included as a part of the study area that would qualify for grant dollars (Leo Creek /Richter & S. Shore Dr.). These culverts are separated by an MDOT culvert. Improvements to the three culverts could be accomplished without having to participate in such a large study, yet would require an MDOT/Village partnership, which is not recommended at this time.

From a prioritization perspective, we have crossings in the Village that are outside the scope of study presented, that warrant our attention before others. For comparison purposes, Waterwheel Creek was identified to have three crossings between Lincoln and Front Street deemed to have “severe” fish passage issues. These would not require a multi-jurisdictional study or partnership, rather we would work directly with the Watershed Center.

Rather than continue to spend staff time on this proposal, we have asked the Township to provide us with clarification (please see the attached email) in the form of a resolution. Clearly, we should not enter into an agreement to study property owned by other agencies (MDOT/County) without their consent and commitment to cost sharing by those jurisdictions. Despite the request, a lot has occurred since the Township requested this study and although the intention was good, I don’t think it is the best choice for our community.

CONCLUSION

As stated above, we have other areas of concern that should take priority over that presented. To obtain the funds targeted, fish passage would need to be impeded. If we are to embark on a fish passage, road crossing initiative, by way of stream restoration, then our focus should be Waterwheel Creek. We do encourage the township to continue their efforts with Leelanau County and MDOT and keep us apprised of their accomplishments.

Staff has spent an enormous amount of time on this and we are requesting that the Village Council allow us to move on from the proposal and concentrate on our 2021 goals and objectives.

Please note: Elm Street culverts are deemed “Minor”, which is the best rating possible.



COMMITTEE OF THE WHOLE  
MEETING NOTES OF JANUARY 7, 2021

The meeting was called to order at 8:13 a.m. by President Pro-Tem Christensen.

Present: Bahle, Christensen, Long, Lutke, Smith and Suppes  
Absent: Case  
Staff present: DeVol, Fay, Miller and Larrea  
Guests: Mark Huggard, Jacobs; Deputy John Donohue; Sarah U'Ren, Watershed Center; and Tonya Lewandowski, ECT

Reports

The WWTP Monthly Operations Report was submitted by Huggard and can be found in this meeting packet. In addition to the report, Huggard reported a blower motor with a bearing failure is out for repair, a coupling on an affluent water pump has been repaired, new gaskets have been ordered for a gasket leak, and an exhaust fan motor has been ordered for the Headworks building.

Deputy John Donohue reported quarterly stats as follows: 45 calls for service, five accidents and 2 traffic stops. In addition, there has been an increase in family troubles and domestic violence.

DPW Updates were submitted by DPW Director Miller. In addition to his report, Miller stated that twice this month his department has dealt with sporadic cleaning wipes being flushed in the collection system. Miller reported the Village is still looking for a used plow truck to be used as a back-up and that staff have been fixing up old equipment resulting in a backup for the salt truck.

Leo Creek Watershed discussion

Christensen provided a brief history that led the Village to explore the water issues on Elm Street and Leo Creek Watershed, and possible funding options.

Suttons Bay Township initiated the project and requested this proposal as a first step for obtaining funding, for culverts and road crossings.

Sarah U'Ren from the Watershed Center reviewed with Committee the proposal found in the meeting packet. U'Ren stated the next grant cycle would be spring and summer for a project to start next year. The assessment is the first step to move forward on exploring funding options.

Long also provided some background and further stated a higher chance at capturing grant funding if the project included a larger area and other participating entities.

Tonya Lewandowski, ECT, emphasized the importance of creating a story in order to be successful in the grant application process. Data collection needs to be complete and an

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

understanding of priorities is important. She will forward to U'Ren some spreadsheets that contain timelines for funding opportunities. U'Ren will share the timelines with the Village.

Larrea stated involvement is necessary from Suttons Bay Township, the Leelanau Road Commission and MDOT before moving forward with the study.

It was the consensus of Committee on the following:

Other entities such as Suttons Bay Township, the Road Commission, MDOT, and perhaps land owners will be approached to ascertain their commitment to the proposal for the study/project. Larrea will reach out to the Road Commission and MDOT and Long will reach out to the Township.

It is important to understand where the problem is coming from, and which entities are responsible for correcting it. This should be determined in the study.

The priority of this project together with other Village projects already identified will be considered.

The Leo Creek watershed will be walked in the Spring, likely May depending on weather, with Committee members and staff. U'Ren will be available to walk the project as well.

Once a commitment is made on the proposal to complete the assessment, any preventative maintenance identified in the study that can be completed by staff should take place.

Committee members would like more time to consider the proposal. If Committee decides to move forward, the cost of the study should be shared with the Township.

The proposal will again be placed on the June Agenda for consideration.

#### Public Comment

Perkins suggested involving the Road Commission, the Tart Trail and any landowner that has a culvert in the project area. Perkins asked who paid for the guard rails damaged on Elm Street; the Village paid for the guard rails and the cost was provided to the courts for restitution. Perkins asked about abbreviations used in the presentation.

#### Announcements

Larrea informed Committee of a second meeting tonight with FEMA regarding Flood Maps. He informed Committee of some software issues with the water and sewer billing. The billing went out late and as a result the Village will not be assessing penalties this month.

The meeting adjourned at 9:35 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.

----- Original message -----

From: Steve Lutke <[stevelutke@yahoo.com](mailto:stevelutke@yahoo.com)>

Date: 5/5/21 4:02 PM (GMT-05:00)


To: Rich Bahle <[rich@bahles.net](mailto:rich@bahles.net)>

Subject: Committee of the Whole

Mr. Bahle,

After further review of the Culverts and Cost Sharing Project, we have decided to remove the item from tomorrow's agenda. We find that it is important for the Council to accomplish the goals outlined in the previous Committee of the Whole meeting's notes before further discussion takes place. It is our intention to meet the timeline outlined in the minutes; walk the impacted area with Sarah U'ren within the month of May, talk with land owners in the area, and come back with additional consideration for the proposal in June. At the June Committee of the Whole meeting, we ask that the Township consider providing a Resolution from the Board that describes the Township Board's reasoning for requesting the project, and it's potential benefit from completion, along with written documentation that shows the project was discussed and is supported by LCRC, and MDOT.

Steve Lutke

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2021-38</b>	
Prepared:	05-24-2021	Pages:	1 of 1
Meeting:	06-02-2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	Well Evaluation – Grant Request		

PURPOSE

To consider funding a grant application for a water well location study.

STAFF COMMENT

As we continue to work our way towards maintaining and improving our water system, we have been presented with an opportunity to help fund our next step. Rather than go into detail about the grant, I have attached a copy of the proposal for your review. If we secure the grant, the Village cost would be \$4,800 as opposed to \$9,600. If we do not secure the grant, we can revisit the proposal to determine whether moving forward would be appropriate.

ACTION REQUESTED

Direction.

March 25, 2021

Rob Larrea, Village Manager  
Village of Suttons Bay  
PO Box 395  
Suttons Bay, MI 49382

**Re: Wellhead Protection Program – Grant-Funded New Well Evaluation**

Dear Rob:

In the past, we have discussed using the State of Michigan Wellhead Protection Program (WHPP) grant funds to identify/confirm potential locations for a new production well for the Village of Suttons Bay. This letter outlines a phased strategy to utilize the WHPP grant for the identification and preliminary testing of potential well sites.

**SCOPE OF SERVICES**

Fleis & VandenBrink (F&V) proposes two phases for this project, each of which is described in detail below. The first phase (Phase I) would include applying for Michigan Department of Environment, Great Lakes and Energy (EGLE) WHPP grant funds to conduct well site selection and to gather and analyze information relevant to identifying a sustainable well field site. The second phase (Phase II) involves conducting site-specific testing on one or more properties identified by Phase I. The second phase is currently not considered an eligible expenditure by EGLE.

F&V will proceed with this project on a step-by-step basis, analyzing data along the way to make the most intelligent and cost-effective decisions as the project proceeds.

**PHASE I – GRANT APPLICATION AND WELL SITE SELECTION**

We will prepare an EGLE Grant Application requesting the maximum grant funding of 50% of Phase I fees (Phase II is not grant eligible).

There are many factors to be considered when selecting potential well sites. These factors often include:

- Hydrogeology and Potential Well Capacity
- Standard Isolation Distances from Sources of Contamination
- Projected New Wellhead Protection Areas
- Existing Well Sites and Potential for Conflict
- Groundwater Quality
- Known and Potential Sources of Contamination
- Potential for Impacts to Streams and Lakes
- Water Distribution System
- Current and Future Land Use
- Property Ownership/Availability

**603 Bay Street, First Floor**  
**Traverse City, MI 49684**  
P: 231.932.8600  
F: 231.932.8700  
[www.fveng.com](http://www.fveng.com)

Consideration of these factors is important in the selection of a sustainable water supply.

Specific activities F&V would perform as part of the Phase I services will include:

1. Meet with the Village staff to review potential well locations that may have been identified in past Water Reliability reports and WHPP team meetings. Factors such as those listed above will be considered in this evaluation.
2. Collect and review available hydrogeological information – Such data sources would include, but not be limited to: State of Michigan groundwater mapping web sites, topographic maps, aerial photographs, domestic well records, oil and gas records, available hydrogeological studies, surficial and bedrock geology maps, the existing WHPP Plan, and wetlands maps.
3. F&V will contact the County Health Department regarding available water quality information and as necessary, EGLE regarding any information they may possess that may be relevant.
4. If needed, review EGLE files of known sources of contamination in potential locations or Wellhead Protection Areas (WHPAs) of a new well.
5. Use the State of Michigan Water Withdrawal Assessment Tool to determine areas that are not favorable for groundwater exploration because they may result in an Adverse Resource Impact (ARI).
6. Conduct an evaluation of site isolation requirements.

Using the above steps, F&V will identify and prioritize sites for discussion with the Village of Suttons Bay staff before finalizing a recommendation for further exploration (i.e., Phase II Preliminary Well Site Testing). If needed, we will meet with other Village staff, or the Village Council to discuss the results, findings, and recommendations for further exploration. If needed, property owner contact and property access negotiations for siting a new well would be beyond our scope of services.

## PHASE II – PRELIMINARY WELL SITE TESTING

Based on both the Phase I results and the Village of Suttons Bay's schedule for constructing a new Type I water supply well, Phase II investigation will proceed on a timeframe established by the Village of Suttons Bay at a future date. The intent of the Phase II testing is to confirm water quantity and quality at one or more preferred future Village well locations. If the Village of Suttons Bay elects to proceed with this work in the future, we will provide you with a scope of services and budget based on current EGLE requirements for conducting work in preparation for a new well.

## DELIVERABLES

F&V will summarize findings of the Phase I Well Site Selection investigation in a written report. The report will contain data collected during the investigations and our analysis of the collected information and summary of findings. A draft of the report will be submitted to the Village of Suttons Bay and then finalized after the Village comments are received.

## PROJECT SCHEDULE

The State of Michigan provides matching grant funding to assist communities who work to implement short and long-term protection efforts of their drinking water supply. Grant applications are typically released annually in May of each year and due by mid-June. The grant fiscal year usually runs from October to August/September of each year. If awarded, the program will provide a minimum of 50% in reimbursements.

F&V will initiate Phase I of this project upon the Village receiving the grant and after consultation with the Village of Suttons Bay's representatives. As this work would be funded by the WHPP, quarterly meetings of either the full Wellhead Protection Team (Team) or a sub-group established to review the new well location work will take place. The Village of Suttons Bay has an established Team in place that has been meeting quarterly. Phase I reviews are anticipated to be reviewed over the course of two or three quarterly meetings.

## BUDGET

F&V proposes to complete the work on a lump sum basis for \$9,600. If Suttons Bay pursues the EGLE Wellhead Protection Grant Program, half of the budget would be paid for with matching reimbursement grant funds if you are awarded the grant. Consequently, the budget for the Village would be \$4,800. If interested, F&V would assist the Village of Suttons Bay in putting the grant application together, incurring no additional cost for this service. If the Village does not receive grant funding, F&V would not move forward with the proposed work unless authorized to do so by the Village.

Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the bottom of this letter and returning it to F&V (attention Ms. Anne Hagedorn, [ahagedorn@fveng.com](mailto:ahagedorn@fveng.com)). This proposal is valid for 90 days.

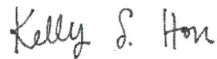
Once again, thank you for this opportunity, and we look forward to working with you on this project. If you need any other information regarding this proposal or any F&V services, please contact me at 517.438.0422 or [khon@fveng.com](mailto:khon@fveng.com).

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Brian L. Rice, P.E.  
Manager, Environmental Services Group



Kelly S. Hon  
Senior Project Manager