



VILLAGE OF SUTTONS BAY

Remote Access Attendance

COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682

Thursday August 5, 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

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. Public Comments/Written Communication
4. Old Business
5. New Business
 - a. Report VSB-2021-45 Suttons Bay Recycling Location
 - b. In-Person/Remote Meeting Discussion
 - c. Manager's Work Plan
6. Committee Member Comments
7. Announcements:
8. Adjourn

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Village Council Committee of the Whole

Time: Aug 5, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84983237523?pwd=ROFzczJoSXhVWEw2S20yMkFBNktadz09>

Meeting ID: 849 8323 7523

Passcode: 483315

One tap mobile

+13017158592,,84983237523#,,,,*483315# US (Washington DC)

+13126266799,,84983237523#,,,,*483315# 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: 849 8323 7523

Passcode: 483315

Find your local number: <https://us02web.zoom.us/j/kgFodPnC8>

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2021- 05	
Prepared:	July 29, 2021	Pages:	1 of 3
Meeting:	Committee of Whole	Attachments:	<input type="checkbox"/>
Subject:	August 2021 Update; DPW		

GENERAL SERVICE HIGHLIGHTS

Painting of parking areas downtown completed with associated crosswalks along Front St.

Bathroom exterior walls were painted at Sutton Park along with beach area improvements, rip rap was finished behind the bathroom to prevent further shoreline erosion. We still have some more maintenance items that need addressing regarding the parks and will be completed soon.

Marina Beach improvement project has been completed; weekly grooming of all beaches is ongoing.

Alleyways have been treated with dust control for the summer, we plan on doing some re-grading work before fall.

Tree trimming and removal of hazardous limbs to pedestrians.

Clearing of overgrowth at intersection easements to aid in eliminating blind spots for drivers and pedestrians.

Lot of great feedback this year from visitors. Remarks on how great the town looks and the improvements to the beaches. We are happy with the public engagement and complementing our DPW staff for their hard work.

UTILITY HIGHLIGHTS

Manhole rehab sites that were identified as problematic have been completed for this year, this will be an ongoing project for the next few years.

Power surge from a blocked sewage pump (towel) at the Main Lift Station has been pulled and sent in for repair, the internal connectors arced and burned up. An emergency portable backup pump was rented and is currently operating at the station. Once the repaired pump is back in service the second pump will be removed and sent in for inspection and impeller adjustment.

Sewer patching was completed for this year along a 1,100' stretch of Front St., numerous bad sections were originally identified during the 2016 SAW grant project. A reevaluation was completed earlier in the year, and it was determined the infiltration was significantly worse. This year's project was to control the infiltration in preparation of lining the entire 1,100'. There was also identified two leaking private sewer leads which need repair. Owners will be notified via mail with the photos and information found during the inspection.

COMMITTEE OF WHOLE

EGLE site visit this month was completed for records review of water system operations and production output.

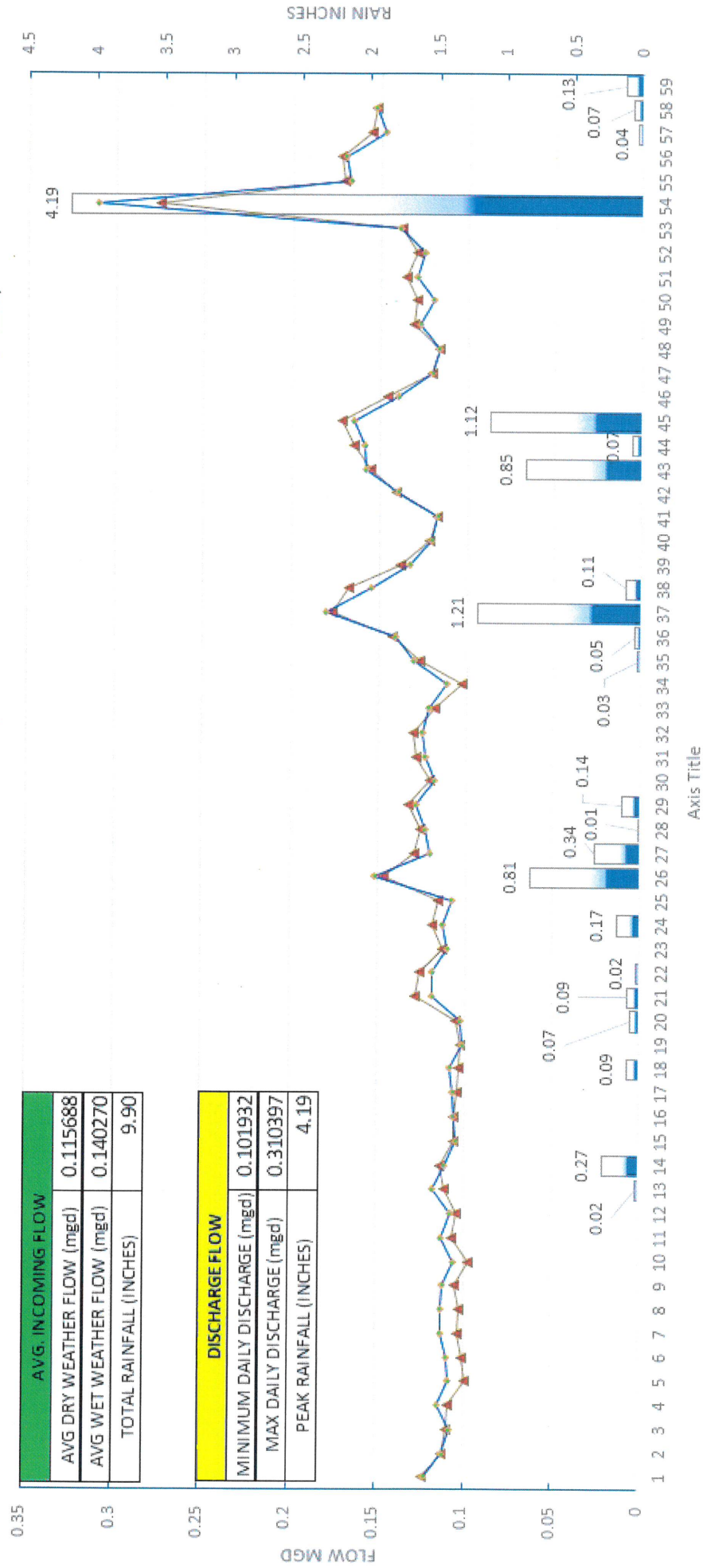
EGLE Lead and Copper samples are scheduled to be collected in the beginning of August

Inspection fliers will be mailed out regarding cross connection compliance for EGLE, our current ordinance should be reviewed and updated to the latest standards.

Attached is a flow chart that compares rainfall to flows at the treatment plant. Sharp declines in flow towards the end of the graph are the result of sewer repairs that were completed along Front St to reduce infiltration from bad main pipe sections. However, much work is needed moving forward to tighten up the collections system eliminating treating storm water infiltration.

Net benefit will be saving energy at the plant and the pump stations along with unnecessary wear on pumps and motors. Treatment efficiency will be increased also from the reduction of surges in flows giving the bacterial more time to work thru increased hydraulic retention time.

SBWWTP FLOWS vs RAIN DATA JUNE-JULY 2021 (DAILY MAX PERMITTED DISCHARGE .370 MGD)



To: Rob Larrea
Dave Miller

From: Mark Huggard, **Jacobs**

Date: July 27th, 2021

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

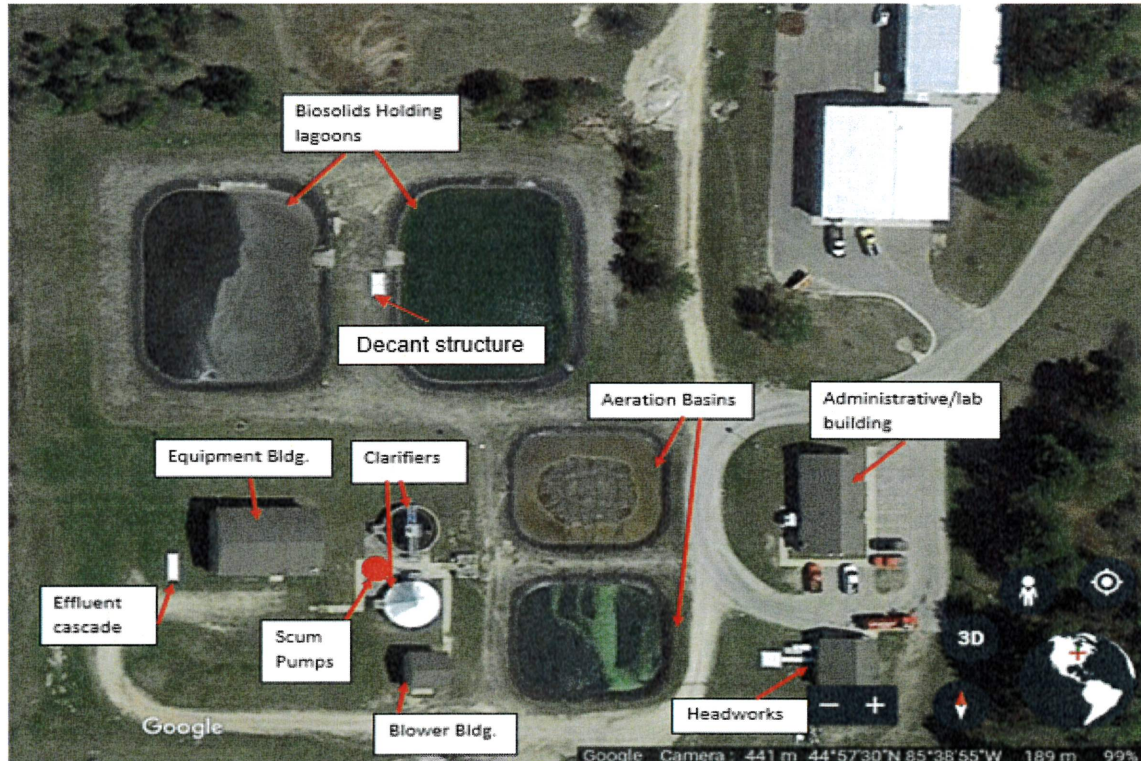
This report describes our activities during the month of July 2021. If there is additional information you would like included in the report, please let us know.

Permit compliance:

Available lab results for the month of July indicate full permit compliance.

Jacobs completed and submitted June'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:

July Flow Report

Average Influent Flow 2021*	0.144	Million Gallons per day
Average Influent Flow 2020	0.213	Million Gallons per day
Total monthly hauled truck waste 2021	173,121	Gallons
Total monthly hauled truck waste 2020	152,012	Gallons

*Data through July 28th.

We repaired the leak on the ferric chloride transfer pipe.

As reported last month, all wastewater facilities are required to sample their biosolids per the residuals management plan modification letter issued by EGLE on April 5th, 2021. The Suttons Bay WWTP has two separate biosolids storage lagoons as shown in the aerial view above. EGLE requires sampling of each lagoon, which was conducted on June 16th by a third-party contractor. The results listed in Table 1, indicate elevated levels of PFOs in biosolids holding lagoon #1. At this level the facility exceeds the minimum concentration of 50 ug/kg requiring no action and falls into the next limit range of 50 ug/kg – 150 ug/kg requiring the actions bulleted below to be taken. Results exceeding 150 ug/kg would prohibit land application requiring an alternate means of disposal, source investigation/elimination etc.

EGLE requirements for WWTP's with results between 50 ug/kg and 150 ug/kg

- Notify EGLE of results and to EGLE's online reporting site MiWaters. (these steps were completed)
- Sampling of the facility effluent.
- Investigation of potential sources to develop a source reduction program.
- Reduction of land application rates to no more than 1.5 dry tons per acre.

Table 1: June 16th, 2021 sample results

Location	Result
Biosolids holding lagoon 1	89 ug/kg
Biosolids holding lagoon 2	32 ug/kg

After discussing the results with our compliance team and Dave Miller, we have determined the best approach is to conduct an additional round of sampling. This will provide us the information needed to determine the validity of the June results, and/or aid in the source investigation process if the June results are confirmed. Jacobs will provide the Village a proposal to conduct the PFAs sampling of the following locations.

- Plant influent (from lift station)
- Plant effluent
- Biosolids holding lagoons 1 and 2

Suttons Bays NPDES permit requires the wastewater facility to annually verify the accuracy of their flow measuring devices that are utilized for reporting purposes - in Suttons Bay's case it is the plant's influent and effluent flow meters. These verifications were conducted in July with both meters passing the inspection criteria.

The ultraviolet disinfection (UV) bank A wiper system was repaired, and bank A was returned to service.

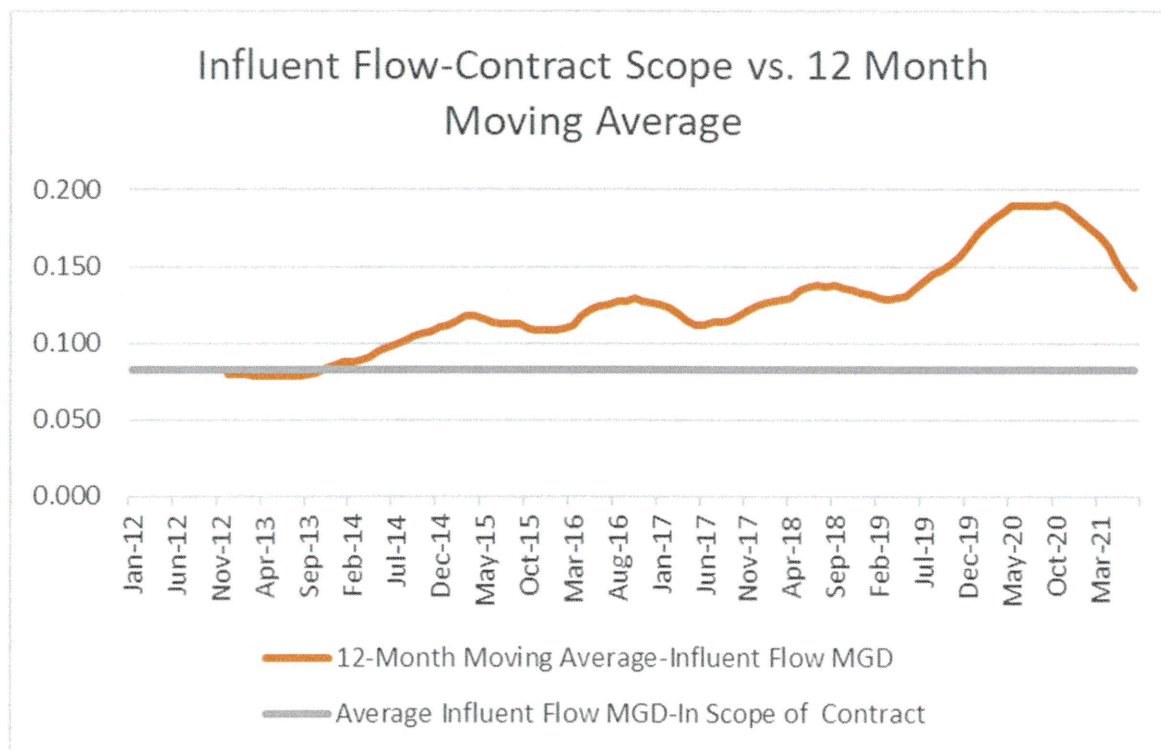
On the Horizon:

- 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)
- Installation of new clarifier #2 drive motor.

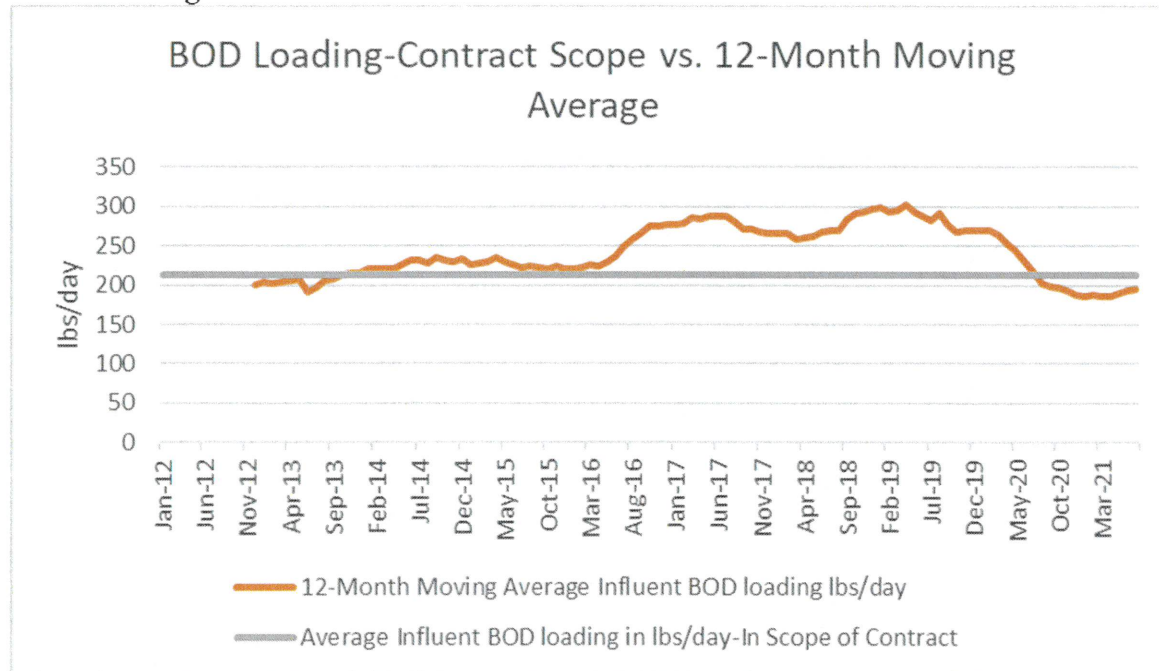
Plant Influent and Effluent Trends:

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.

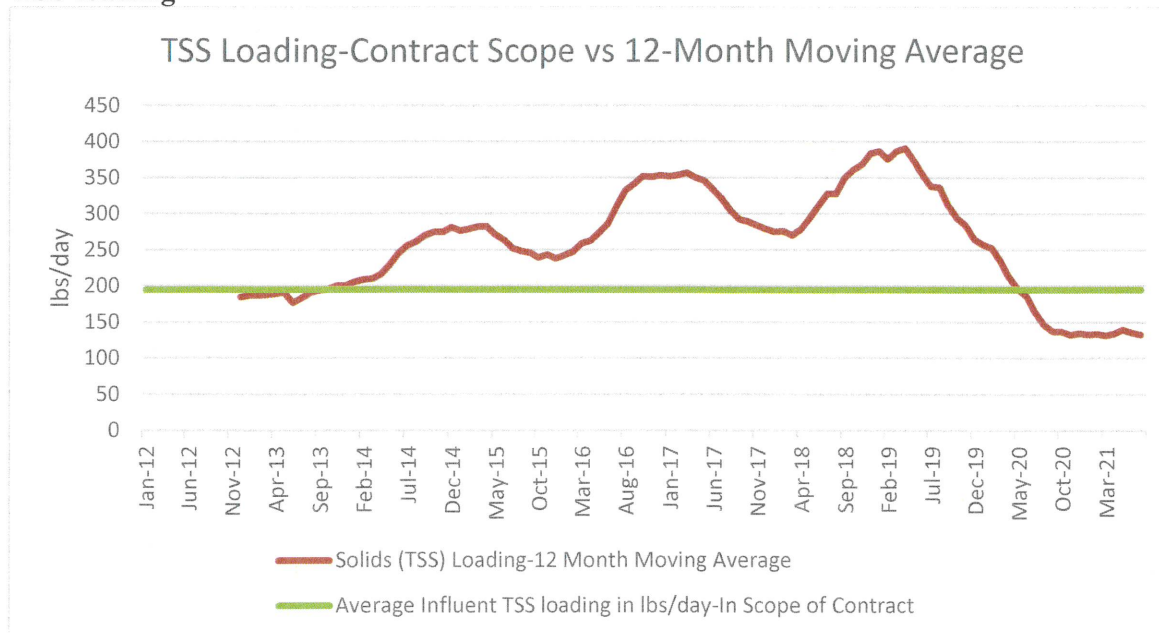
Influent Flow



BOD Loading

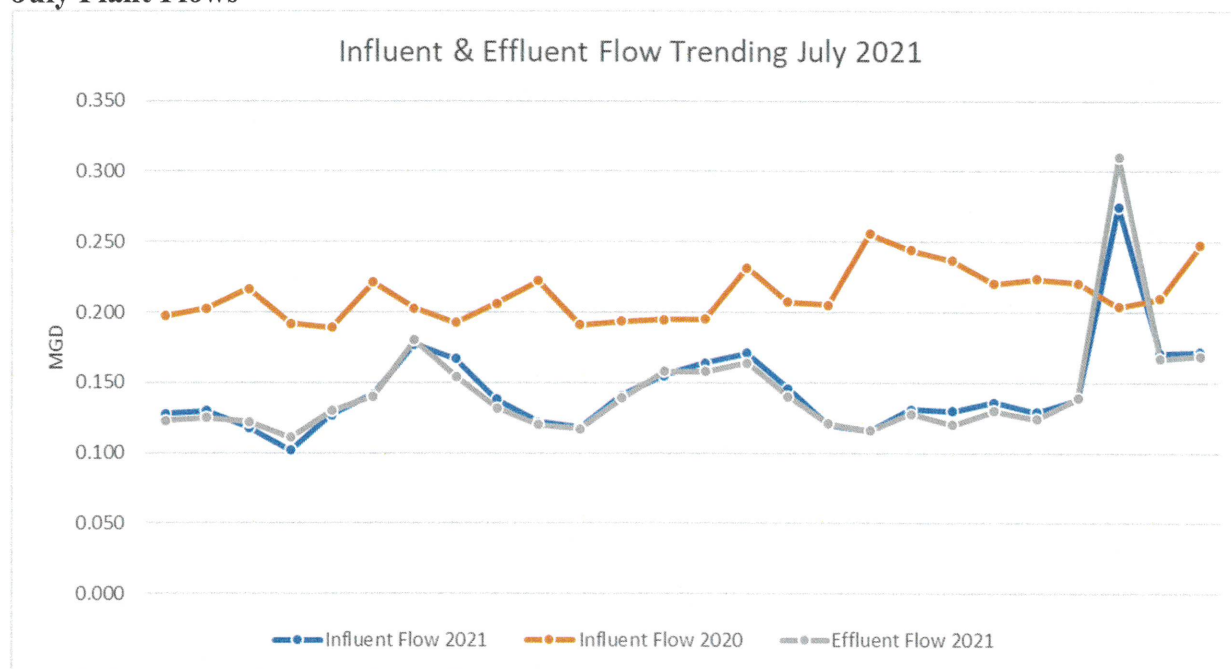


TSS loading



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 2021 spike in flow noticed towards the end the month was due to a heavy rain event. The effluent data graph illustrates the current reporting month's effluent permit parameter concentrations, and the table above the graph provides the permit limit concentrations for each parameter.

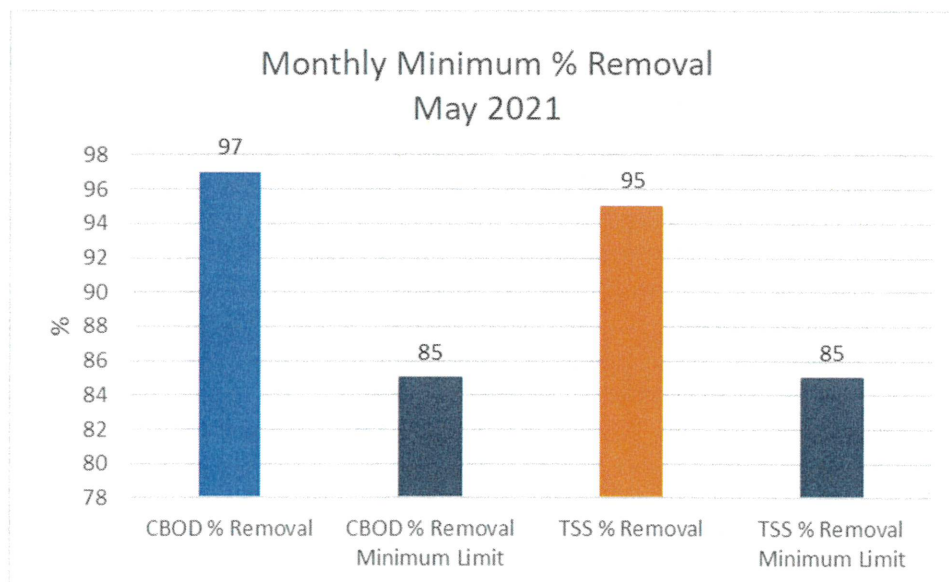
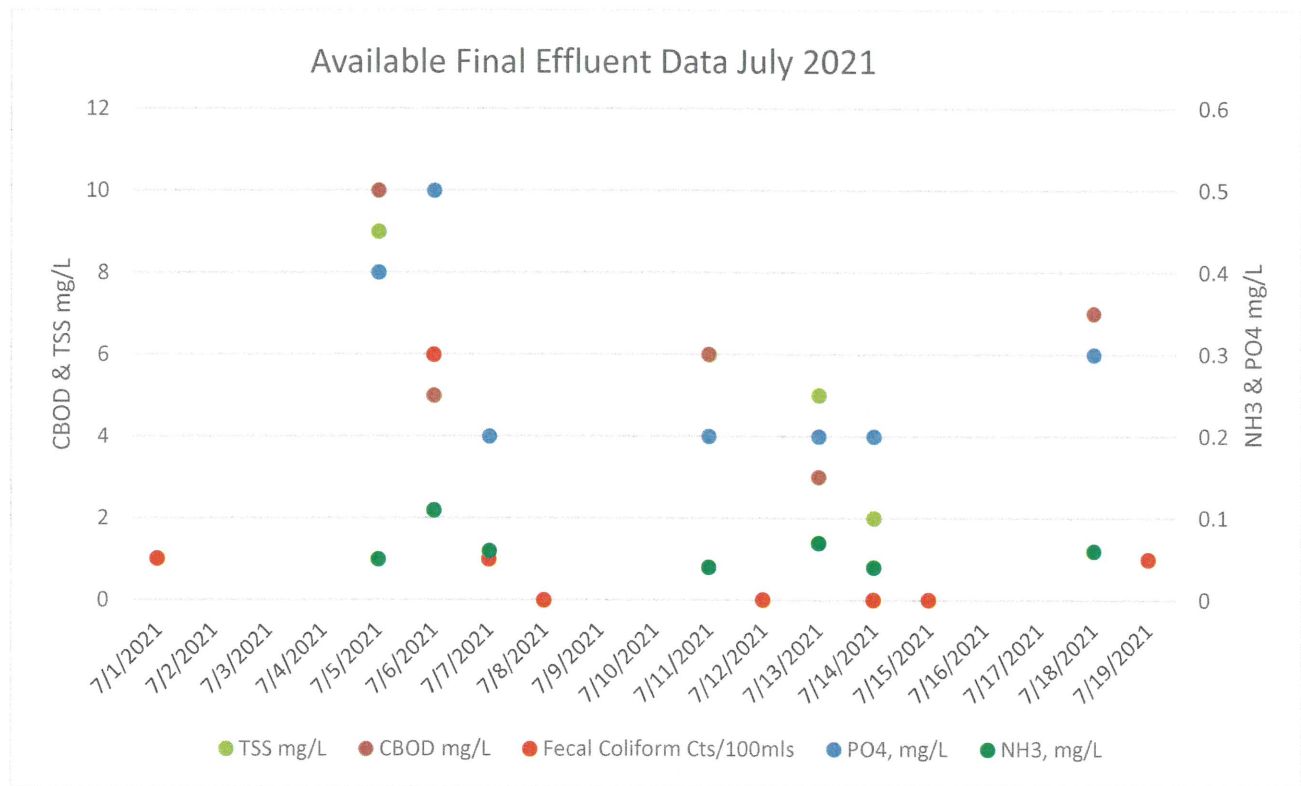
July Plant Flows



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, PO ₄	0.5 mg/L	No Limit
Ammonia, NH ₃	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA

July Effluent Data




Financial Report

Current Month	Jul-21	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	4.50	
Current Month Chemicals	\$ 5,215.80	
Current Month Utilities	\$ -	
YTD Repairs	\$ 8,028.80	
Repair Budget Remaining (\$6,000 Limit)	\$ (2,028.80)	Amount over budget
YTD Repair Labor Hrs	191.06	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (87.06)	Amount over on labor hours
YTD Chemicals	\$ 5,215.80	
Chemical Budget Remaining (\$5,500 Limit)	\$ 284.20	Amount under budget
YTD Utilities	\$ 15,006.94	
Utility Budget Remaining (\$33,000 Limit)	\$ 17,993.06	

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

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

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/2021	AVAILABLE BALANCE	% BDC USED
Fund 101 - General Fund						
Fund 101 - General Fund:						
TOTAL REVENUES		885,725.00	42,633.49	16,786.67	843,091.51	4.81
TOTAL EXPENDITURES		900,321.00	178,265.96	32,219.03	722,055.04	19.80
NET OF REVENUES & EXPENDITURES		(14,596.00)	(135,632.47)	(15,432.36)	121,036.47	929.24
Fund 202 - Major Street						
Fund 202 - Major Street:						
TOTAL REVENUES		178,500.00	79,715.48	44,333.64	98,784.52	44.66
TOTAL EXPENDITURES		239,262.00	194,000.97	13,836.13	45,261.03	81.08
NET OF REVENUES & EXPENDITURES		(60,762.00)	(114,285.49)	30,497.51	53,523.49	188.09
Fund 203 - Local Street Fund						
Fund 203 - Local Street Fund:						
TOTAL REVENUES		102,500.00	28,132.12	3,161.56	74,367.88	27.45
TOTAL EXPENDITURES		158,880.00	31,688.86	6,753.93	127,191.14	19.95
NET OF REVENUES & EXPENDITURES		(56,380.00)	(3,556.74)	(3,592.37)	(52,823.26)	6.31
Fund 248 - DDA Fund						
Fund 248 - DDA Fund:						
TOTAL REVENUES		5.00	4.06	0.00	0.94	81.20
TOTAL EXPENDITURES		7,385.00	1,985.89	519.36	5,399.11	26.89
NET OF REVENUES & EXPENDITURES		(7,380.00)	(1,981.83)	(519.36)	(5,398.17)	26.85
Fund 402 - Property Replacement Fund						
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES		178,050.00	69.82	0.00	177,980.18	0.04
TOTAL EXPENDITURES		124,200.00	1,106.27	0.00	123,093.73	0.89
NET OF REVENUES & EXPENDITURES		53,850.00	(1,036.45)	0.00	54,886.45	1.92
Fund 590 - Sewer Fund						
Fund 590 - Sewer Fund:						
TOTAL REVENUES		543,600.00	258,076.87	42,137.58	285,523.13	47.48
TOTAL EXPENDITURES		802,039.00	214,401.75	45,924.95	587,637.25	26.73
NET OF REVENUES & EXPENDITURES		(258,439.00)	43,675.12	(3,787.37)	(302,114.12)	16.90
Fund 591 - Water Fund						
Fund 591 - Water Fund:						
TOTAL REVENUES		232,900.00	93,180.93	23,034.26	139,719.07	40.01
TOTAL EXPENDITURES		264,725.00	73,533.54	13,916.57	191,191.46	27.78
NET OF REVENUES & EXPENDITURES		(31,825.00)	19,647.39	9,117.69	(51,472.39)	61.74
Fund 594 - Marina Fund						
Fund 594 - Marina Fund:						
TOTAL REVENUES		474,900.00	340,746.14	42,020.48	134,153.86	71.75
TOTAL EXPENDITURES		658,543.00	143,958.54	43,688.06	514,864.46	21.86
NET OF REVENUES & EXPENDITURES		(183,643.00)	196,787.60	(1,667.58)	(380,430.60)	107.16
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		2,596,180.00	842,558.91	171,474.19	1,753,621.09	32.45
TOTAL EXPENDITURES - ALL FUNDS		3,155,355.00	838,941.78	156,858.03	2,316,413.22	26.59
NET OF REVENUES & EXPENDITURES		(559,175.00)	3,617.13	14,616.16	(562,792.13)	0.65

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2021-45	
Prepared:	7-29-21	Pages:	1 of 1
Meeting:	COW 8-5-2021	Attachments:	<input type="checkbox"/>
Subject:	Recycling Noise Issues		

PURPOSE

To provide the Village Council with an overview of a meeting held with Leelanau County representatives Chet Janik and Trudy Galla on the recycling concerns. Those present for the Village included Steve Lutke, Colleen Christensen and myself.

OVERVIEW

A meeting was held on July 29, 2021, to discuss numerous issues related to the recycling center, located at the elementary school off Elm Street. The meeting was productive and we are certainly thankful to have some clarity on the questions that have eluded us for so long.

Representation

First and foremost, Leelanau County Planning Director, Trudy Galla is now the point person for the Village. Trudy will provide updates, address questions and try to mitigate concerns as they arise or continue. No other representative of the Solid Waste Committee is appointed as a representative to the Village. Moving forward, the Village Council may submit any questions or concerns to the manager who will forward the information to the County.

Noise Mitigation

The County is optimistic that the following efforts will result in mitigating the noise, all these items have been implemented at some point, including;

- Discussions among the county and school have recently taken place regarding the relocation of the bins to another area of the school campus. A decision will be made at the school board level; however, the date of such meeting is unknown at this time.
- The county has requested to have the hauler adjust the timing of disposal, to avoid early morning quiet hours (after 8:00 am).
- The method in which the bins were being emptied, including persistent slamming of the bins, will no longer take place. Rather, the bins will be emptied or partially emptied if the material becomes stuck in them.

CONCLUSION

The information above provides our elected officials with knowledge of the county's efforts to mitigate the complaints brought forth by our residents. Most importantly, our elected officials now have information that can be passed on to our residents. In addition, we are encouraged that having a point person and open line of communication will be helpful moving forward. Thank you, Chet and Trudy.



VILLAGE OF SUTTONS BAY,
LEELANAU COUNTY, MICHIGAN
DECLARATION OF STATE OF EMERGENCY - COVID-19
Resolution 1 of 2021

WHEREAS, the Michigan Emergency Act, Public Act 390 of 1976 (MCL 30.401, *et. seq.*) authorizes the Declaration of a State of Emergency by the Village of Suttons Bay, Michigan (the "Village"); and

WHEREAS, the Michigan General Law Village Act, MCL 67.1(c), MCL 64.2 authorizes a municipality to declare a local state of emergency or disaster; and

WHEREAS, the Michigan Open Meetings Act that allowed no-reason virtual meetings sunset on March 31, 2021, therefore the Village of Suttons Bay will no longer be permitted to hold electronic meetings; and

WHEREAS, pursuant to Section 3(2) of the Open Meetings Act authorizes a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster; and

WHEREAS, the Village of Suttons Bay has determined that meeting in person would place at risk the personal health or safety of members of the public and/or members of the public body; and

WHEREAS, the facilities in which the public body meets cannot safely accommodate both the members of the public and members of the public body while meeting social distancing guidelines; and

WHEREAS, the current Michigan Department of Health and Human Services/MIOSHA orders require employees to work remotely if possible, through April 15, 2021; and

WHEREAS, the Director of the MDHHS has concluded that the COVID-19 pandemic continues to constitute an epidemic in Michigan and that control of the epidemic requires restrictions on public gatherings, and;

WHEREAS, COVID-19 is highly contagious and easily spread and would place at risk the personal health or safety of members of the public and/or members of the public body; and

WHEREAS, the Village Manager is also the Local Emergency Management Coordinator for the Village of Suttons Bay and recognized as such for the purpose of this resolution; and

WHEREAS, the Benzie-Leelanau District Health Department continues to monitor COVID-19 cases; and has indicated that the volume of cases has risen sharply and states it is necessary to "continue to be vigilant in taking protective measures"; and further indicates that outbreaks continue to be related to close contact among individuals that have not been vaccinated;

NOW, THEREFORE, IT IS RESOLVED, THAT pursuant to the authority contained in the General Law Village Act, MCL 67.1(c), and MCL 64.2, which authorizes the Village President to provide for the public health and safety of persons; and Section 3(2) of the Open Meetings Act which permits a public body to meet by electronic or telephonic means upon declaration of a local state of emergency or state of disaster if meeting in person; and §10 (b) of the Emergency Management Act permitting the Village President to declare a local state of emergency;



I, Steve Lutke, President of the Village Council of Suttons Bay, based on the findings stated above regarding the public health threat posed by the COVID-19 novel coronavirus and its variant strains declare a local state of emergency to permit the Village Council and all other public bodies of the Village to continue to meet by electronic and telephonic means after March 30, 2021 and respectfully request the Village Council affirm this action through December 31, 2021.



Steve Lutke, Village President

The above Resolution was offered by Michael Long
And supported by Debra Smith

Ayes: 7
Nays: 0
Absent/Abstain: None

Resolution Declared Adopted.

I, Shar Fay, Clerk of the Village of Suttons Bay, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Village of Suttons Bay at a Special meeting held on the 12th day of April, 2021.



Shar Fay, Village Clerk