



GENERAL SERVICES COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Tuesday, April 6, 2021 at 8:10 am
VIA Remote Participation

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. Treasurer Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Report VSB-2021-18 Park Signs
4. Status Update – Other Committees
 - a. Report VSB-2021-19 Banner Policy
 - b. Report VSB-2021-20 Trailer Parking on Village Streets
 - c. Proposed Amendments to Peddlers Ordinance
 - d. WWTP-Capacity Discussion
 - e. Proposed Amendment to the Marina Ordinance
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: General Service Committee

Time: Apr 6, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83206209733?pwd=NEdIVFRhdEpiMEwwNmMx6SEnzTkZdz09>

Meeting ID: 832 0620 9733

Passcode: 856559

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/k0Y2lZYfr>

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2021- 03	
Prepared:	April 1, 2021	Pages:	1 of 3
Meeting:	Gen Serv-Utility/Marina	Attachments:	<input type="checkbox"/>
Subject:	March 2021 Update, DPW		

GENERAL SERVICE HIGHLIGHTS

Broadway St. restoration is near completion. The embankment was reshaped, seeded, and mulch blanket set in place. There were some minor adjustments of the check dams after the first rain/melt off event this past month. Once the ground thawed it was able to absorb the water. Final restoration of the new village easements will be completed once the remaining snow thaws. Asphalt will follow once production begins.

All picnic tables have been refinished and placed out at the parks, shoreline restoration and painting of the pavilion and bathroom at Sutton Park will start soon weather permitting.

Marina beach improvements will start back up the week of April 5th with the goal of building up the low areas where water has been ponding in the park, repositioning of amenities to face the bay, and prep for the new volleyball area.

Street sweeping has been scheduled, once we have a firm date village resident’s will be notified.

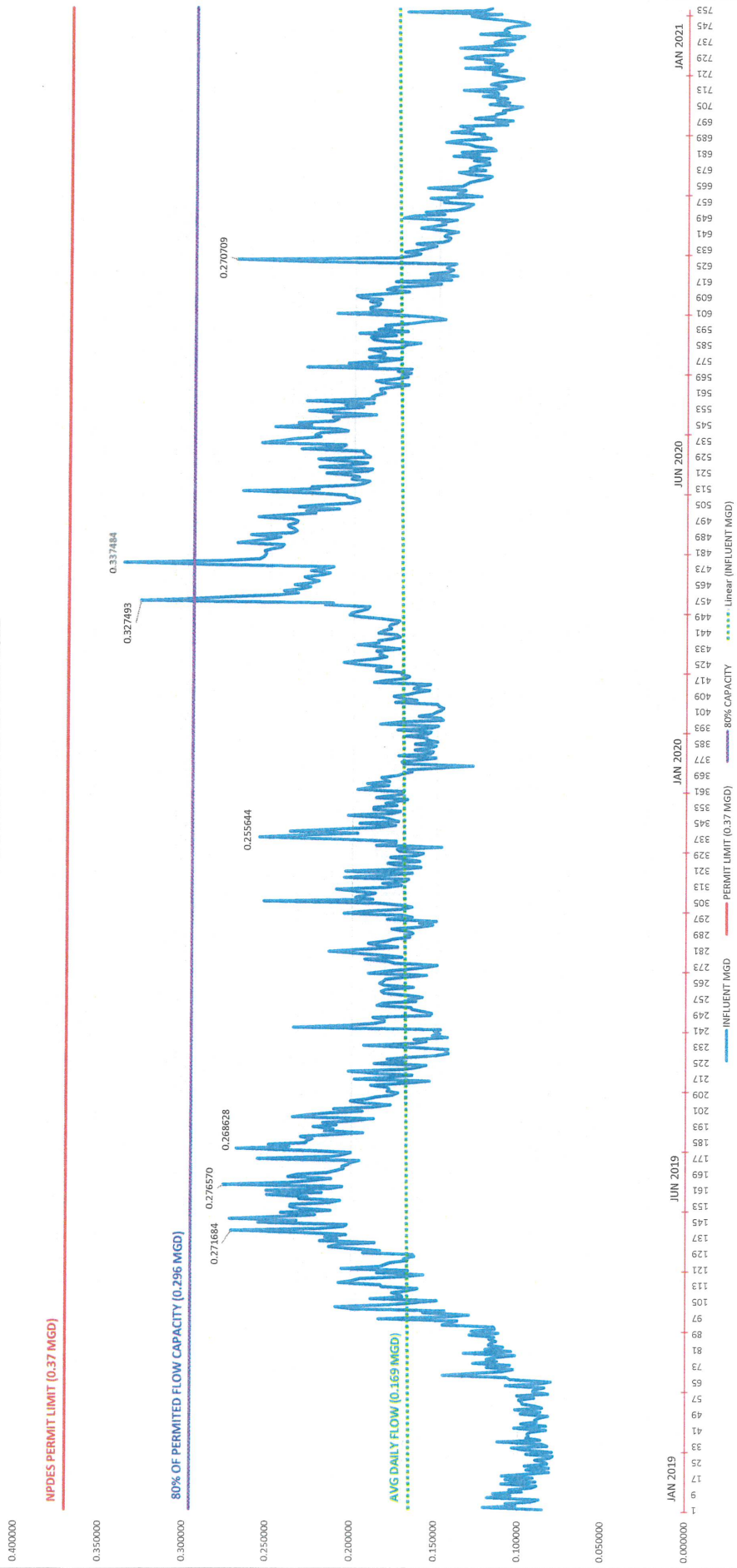
UTILITY MARINA HIGHLIGHTS

Coal dock road was regraded, and walkways installed this past week. Trees that posed a safety hazard were removed. Site walkthroughs were conducted and there is some damage that occurred over the winter months.

Hydrant flushing and system chlorination begins this month, notice will be posted online and robocall.

Sewer system capacity analysis was completed, attached is a chart showing the last two years influent flow data with average daily flow, 80% capacity for expansion phase planning and NPDES permit limits. After reviewing the trend data, significant spikes in flow during the busy summer months and rain events from infiltration and inflow that have pushed the daily totals near or over the 80th percentile. This data is not counting reserve capacity that is already allocated for 453 sites that have already paid into the system. Those values are shown in the attached tables. The plant is operating at 45.91% capacity on daily average with a max daily flow of 91.21%. Clearly pushing the NPDES limit to where it would be a violation of the EGLE operating permit. As it stands, a full buildout of the system within the village limits places us at 344,159 gallons per day (gpd) with our permitted daily limit of 370,000 gpd leave us with 25,841 gpd capacity remaining. A combination of rain, running toilets, leaking fixtures, illicit sump pump connections could push the plant easily over limit.

HISTORICAL INFLUENT FLOWS 2019-2021



SUTTONS BAY WWTP FLOW DATA 2019-2021 YTD

CALCULATED	INFLUENT MGD	EFFLUENT MGD	WASTE FLOW MGD	HAULERS GPD
MIN	0.078600	0.078600	7860	786
AVERAGE	0.169859	0.160739	5,974	3,674
MAX	0.337484	0.419068	32,743	51,955
TOTAL	127.903474	121.036590	4,499,013	2,766,805

TOP 10 FLOW DAYS

YEAR	MONTH	DATE	DATA POINT	MGD	PLANT CAP%
2019	MAY	28	140	0.271684	73.43%
2019	JUNE	14	146	0.272743	73.71%
2019	JULY	1	163	0.27657	74.75%
2020	APRIL	29	456	0.327493	88.51%
2020	APRIL	30	457	0.296168	80.05%
2020	MAY	1	458	0.271323	73.33%
2020	MAY	17	474	0.283326	76.57%
2020	MAY	18	475	0.337484	91.21%
2020	MAY	19	476	0.278022	75.14%
2020	OCT	23	627	0.270709	73.16%

CAPACITY DATA SBWWTP

CURRENT DATA	HOMES	AVG HOUSEHOLD	GPD	TOTAL GAL	STATUS
RESERVED	453	3.5	100	158,550	RESERVED
SBWWTP				169,859	DAILY AVG
TOTAL				328,409	TOTAL
PERMIT				370,000	NPDES LIMIT
CAPACITY %	88.76%				CAPACITY %


FULL BUILDOUT	HOMES	AVG HOUSEHOLD	GPD	TOTAL GAL	STATUS
RESERVED	453	3.5	100	158,550	RESERVED
SBWWTP				169,859	DAILY AVG
HARBOR HEIGHTS	32	3.5	100	11,200	DAILY AVG
BALDWIN DEV	13	3.5	100	4,550	DAILY AVG
TOTAL				344,159	TOTAL
PERMIT				370,000	NPDES LIMIT
CAPACITY %	93.02%				CAPACITY %

W/O RESERVE	HOMES	AVG HOUSEHOLD	GPD	TOTAL GAL	CAPACITY %
SBWWTP				169,859	45.91%
HARBOR HEIGHTS	32	3.5	100	11,200	
				181,059	48.93%

W/O RESERVE: CURRENT FLOW AS CHARTED	TOTAL GAL	CAPACITY %
SBWWTP: AVERAGE FLOW DAY	169,859	45.91%
SBWWTP: MAX FLOW DAY	337,484	91.21%

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 02/28/2021	ACTIVITY FOR MONTH 02/28/2021	AVAILABLE BALANCE	% BGD USED
Fund 101 - General Fund						
Fund 101 - General Fund:						
TOTAL REVENUES		885,725.00	4,796.82	2,269.63	880,928.18	0.54
TOTAL EXPENDITURES		900,321.00	49,970.29	28,266.69	850,350.71	5.55
NET OF REVENUES & EXPENDITURES		(14,596.00)	(45,173.47)	(25,997.06)	30,577.47	309.49
Fund 202 - Major Street						
Fund 202 - Major Street:						
TOTAL REVENUES		178,500.00	38.31	16.06	178,461.69	0.02
TOTAL EXPENDITURES		239,262.00	140,753.55	136,806.88	98,508.45	58.83
NET OF REVENUES & EXPENDITURES		(60,762.00)	(140,715.24)	(136,790.82)	79,953.24	231.58
Fund 203 - Local Street Fund						
Fund 203 - Local Street Fund:						
TOTAL REVENUES		102,500.00	4.56	1.91	102,495.44	0.00
TOTAL EXPENDITURES		158,880.00	8,661.33	4,860.00	150,218.67	5.45
NET OF REVENUES & EXPENDITURES		(56,380.00)	(8,656.77)	(4,858.09)	(47,723.23)	15.35
Fund 248 - DDA Fund						
Fund 248 - DDA Fund:						
TOTAL REVENUES		5.00	2.54	1.06	2.46	50.80
TOTAL EXPENDITURES		7,385.00	547.04	282.74	6,837.96	7.41
NET OF REVENUES & EXPENDITURES		(7,380.00)	(544.50)	(281.68)	(6,835.50)	7.38
Fund 402 - Property Replacement Fund						
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES		178,050.00	20.64	8.65	178,029.36	0.01
TOTAL EXPENDITURES		124,200.00	0.00	0.00	124,200.00	0.00
NET OF REVENUES & EXPENDITURES		53,850.00	20.64	8.65	53,829.36	0.04
Fund 590 - Sewer Fund						
Fund 590 - Sewer Fund:						
TOTAL REVENUES		543,600.00	89,563.74	40,791.94	454,036.26	16.48
TOTAL EXPENDITURES		802,039.00	62,286.80	36,025.30	739,752.20	7.77
NET OF REVENUES & EXPENDITURES		(258,439.00)	27,276.94	4,766.64	(285,715.94)	10.55
Fund 591 - Water Fund						
Fund 591 - Water Fund:						
TOTAL REVENUES		232,900.00	26,675.80	13,308.17	206,224.20	11.45
TOTAL EXPENDITURES		264,725.00	24,026.78	13,980.76	240,698.22	9.08
NET OF REVENUES & EXPENDITURES		(31,825.00)	2,649.02	(672.59)	(34,474.02)	8.32
Fund 594 - Marina Fund						
Fund 594 - Marina Fund:						
TOTAL REVENUES		474,900.00	281,908.63	8,506.04	192,991.37	59.36
TOTAL EXPENDITURES		658,543.00	43,065.14	12,138.29	615,477.86	6.54
NET OF REVENUES & EXPENDITURES		(183,643.00)	238,843.49	(3,632.25)	(422,486.49)	130.06
TOTAL REVENUES - ALL FUNDS		2,596,180.00	403,011.04	64,903.46	2,193,168.96	15.52
TOTAL EXPENDITURES - ALL FUNDS		3,155,355.00	329,310.93	232,360.66	2,826,044.07	10.44
NET OF REVENUES & EXPENDITURES		(559,175.00)	73,700.11	(167,457.20)	(632,875.11)	13.18

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2021- 18	
Prepared:	March 24, 2021	Pages:	1 of 1
Meeting:	April 6, 2021	Attachments:	<input type="checkbox"/>
Subject:	Park Signs		

PURPOSE:

To discuss the new park sign template.

BACKGROUND:

Upon my arrival it was expressed to me that businesses would like to have visitors stay longer in the community, rather than moving on to other communities and attractions. Challenge accepted.

There is a common misconception that parks fail to generate money and the main reason some administrators tend to ignore parks. From experience, I can tell you that is not the case. In fact, parks play a very large role in generating income if done properly and strategically. Our goal is to create a park system that becomes as much as a destination for our visitors as our downtown. This task may take some time (5 years) however, we will eventually have a park system that will meet that goal.

First, we created a pop-up park / new seating area by Marina Park and 1 block away from downtown. This area received a lot of use from visitors and even catered to a few Chamber meetings. Surprise improvements are forthcoming. Second, we met with the owners of Haystacks to inform them of our plan to improve the area adjacent to their store and the creek. This area was considered by many as a “waste of space” and “creepy”. The discussion went very well and they were very excited with our vision for the new seating area. As you may have noticed, we didn’t waste any time and are in the process of creating a new pocket park in that area. Both improvements will meet the challenge of keeping people downtown.

STAFF COMMENT

Now, for the task at hand...I randomly asked visitors to identify the locations of Suttons Park, North Park, and Duester Park. Not one person was able to tell me their location, in fact, most people said that they had never heard of the parks. This was quite telling considering they passed at least one of the parks on their drive into the Village. Why didn’t they know? Simple, the parks are not identified!

If we want our parks to be a driver for people to visit and stay within our Village, they must be identified. Attached, you will find what we believe to be the design of our new park signs. We are embarking on a 3-year project that will eventually bring new signs to all our parks so visitors can find them. In addition, we are having a new “Welcome” sign designed that will feature our logo prominently.

ACTION REQUESTED:

Review and discussion.



NORTH PARK



MARINA PARK



SUTTON PARK