



UTILITY/MARINA COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Monday August 1, 2022 8:10 am

There will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org) for those members of the public wishing to participate via remote attendance.

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
 - b. Marina Report
 - c. WWTP Report

2. Public Comments

Please limit remarks to no more than three (3) minutes or less.

3. Committee Business

- a. VSB Report 2022-43 Boat Launch Changes
- b. VSB Report 2022-46 Manager's Report

4. Status Update – Other Committees


- a. VSB Report 2022-44 Street Light Procedures
- b. VSB Report 2022-45 Law Enforcement Contract

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2022- 06	
Prepared:	July 27, 2022	Pages:	1 of 4
Meeting:	August 1, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

GENERAL SERVICE HIGHLIGHTS

Daily Park maintenance is ongoing, general cleanup of beaches, trash pickup and cleaning of restrooms.

Willow tree was taken down at Marina Beach and another is being trimmed back of dead limbs.

Street signs are being replaced that are faded or improper sized. Reflective stop signpost markers have been added for better visibility. Speed limit signs are also included with this project.

Sidewalk removal at Lincoln and West has been completed, new concrete and restoration next.

Irrigation at Duester Park was completely rebuilt and updated, placed back in full operation.

North Park center and north overhead masts were repaired including damage to the launch dock in two places.

UTILITY HIGHLIGHTS

Sewer cleaning, pump station, catch basin and manhole inspections village wide are ongoing.

The two buried water valves that were uncovered, need to install water markers and brought to grade.

PFAS sampling round two will take place beginning of August for collections system. Focus will be along Front St. from Dame to Jefferson, Fire Station, 4th St., resample Main LS. Report of findings due on 9/30/2022 to EGLE.

Port Sutton Wellhouse exterior wall was completely rotted and currently being totally reconstructed as seen in the attached pictures. Lou and Paul have initiated repairs to be completed immediately. Water runoff from dirt rooftop infiltrated the only wood wall thru unsealed flashing. It was determined that it was not sealed during construction.

REGULATORY HIGHLIGHTS

Monthly water samples were collected. Test results were reported all clear.



Water damage to exterior wall, mice nests in insulation. Wood completely rotted.



Wall is a total loss, severe damage from runoff infiltrating interior wall.





View of rotten wood wall at the concrete ceiling.

Suttons Bay Marina
July 2022 Staff Report

Sales seem to be down from the past 2 seasons for July. We saw a large amount of traffic during the 4th of July Holiday and through Cherry Festival but things slowed down considerably after that. I have spoken with a few other Marinas and they are experiencing the same thing. I am unsure if fuel prices are driving this or the economy in general. Fuel prices have dropped. We started our season at \$6.89 a gallon and are currently at \$5.99. We sell Rec 90 non-ethanol gas.

Staff remains busy maintaining the grounds. We mow and weed whip weekly. Constantly clean power pedestals of cobwebs, power wash walkways and sidewalks when necessary. Twice daily cleaning of the bathhouse. Repairing and replacing dock boards as needed.

Lake levels are down 25 inches from the high that was recorded in July of 2020. Staff and myself monitor the docks and shoreline in correlation with the changing water levels. We make adjustments as needed to the docks. With water levels lower I am looking into some native plants/trees that could be added to the shoreline at the coal dock (area west of existing rip rap towards ISEA property) The plants/trees have extensive root systems that will help anchor the soil into place.

All the hardware on the North Park Launch buoys have been replaced. Sometime in the next week or two we are hoping to replace the hardware on the navigational buoys.

Northwest Scuba will be here in September to take care of the Zebra Mussels on the bottom of the docks at the Coal Dock. The amount is \$300 an hour, this is for a topside support and the diver. It is estimate that it will take approximately 12 hours but this is a guess and nothing it completely clear until they physically view the underside of the docks.

We are ramping up for Art Fest. We are prepared with a full staff and hoping for some amazing weather to bring in many boaters to enjoy the festivities.

Sincerely,

Eddie Aylsworth

Suttons Bay Marina, Harbormaster

To: Rob Larrea
Dave Miller

From: Mark Huggard, JACOBS

Date: July 12th, 2022

Copy: Kevin Dahl, JACOBS
Nick Lenzi, JACOBS
Andrew Waldron, JACOBS
Justin Straub, JACOBS

This report describes our activities during the month of June 2022. 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 June indicate the facility is in compliance with its National Pollution Discharge Elimination System (NPDES) permit.

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:

June Flow Report

Average Influent Flow 2022	127,000	Million Gallons per day
Average Influent Flow 2021	113,000	Million Gallons per day
Total monthly hauled truck waste 2022	123,595	Gallons
Total monthly hauled truck waste 2021	34,254	Gallons

The cloth disk filter level transducer was providing intermittent false readings causing the system not to waste accumulated solids and preventing the filter from entering a backwash cycle. The transducer was replaced and verified for proper function.

Scheduled preventive maintenance (PM) aside from weekly PM task, was performed on the following equipment:

- Influent and Effluent samplers
- Blower intakes
- Both UV banks A and B

On June 15th, we performed corrective maintenance on the UV system which included:

- Replacement of all UV wipers
- UV bank B's full wiper system.
- Replaced a failed UV bulb on bank B

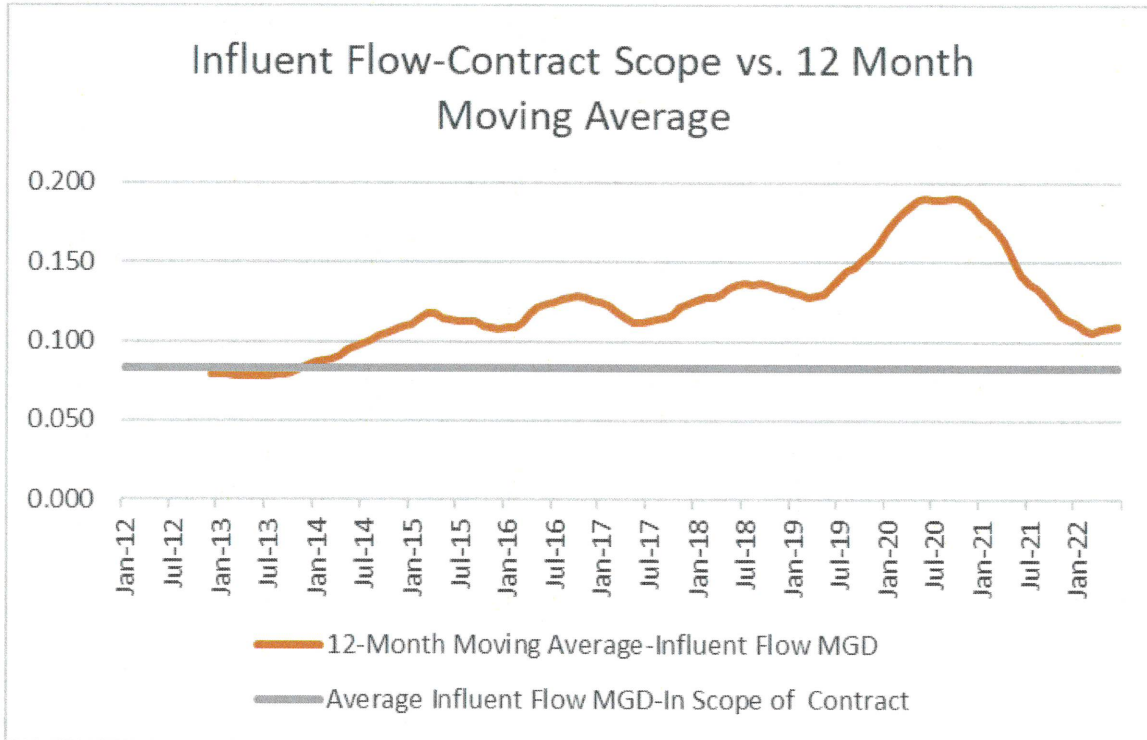
On the Horizon:

- Clarifier preventive maintenance inspections (Summer 2022)
- Repair leaking yard valve by clarifiers (2022)
- Upgrade of fine screen and headworks PLC's. (2022)
 - Update: The Village approved Windemuller to perform the upgrade. Equipment has been ordered.
- UV PLC uninterrupted power supply installation (2022)

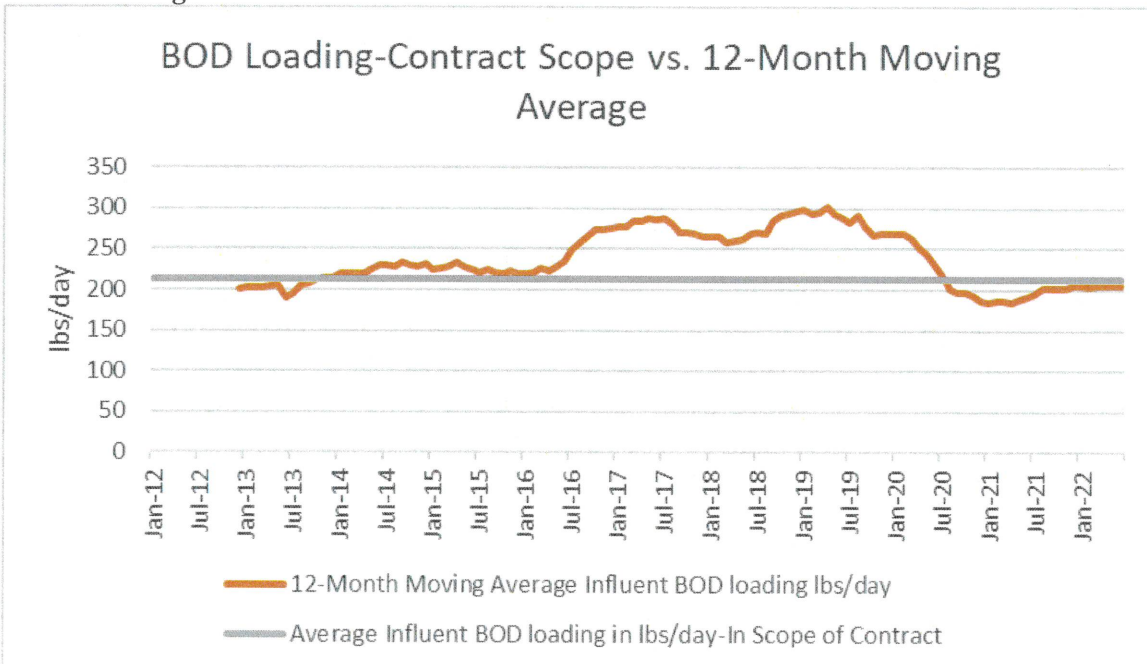
Plant Influent and Effluent Trends:

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.

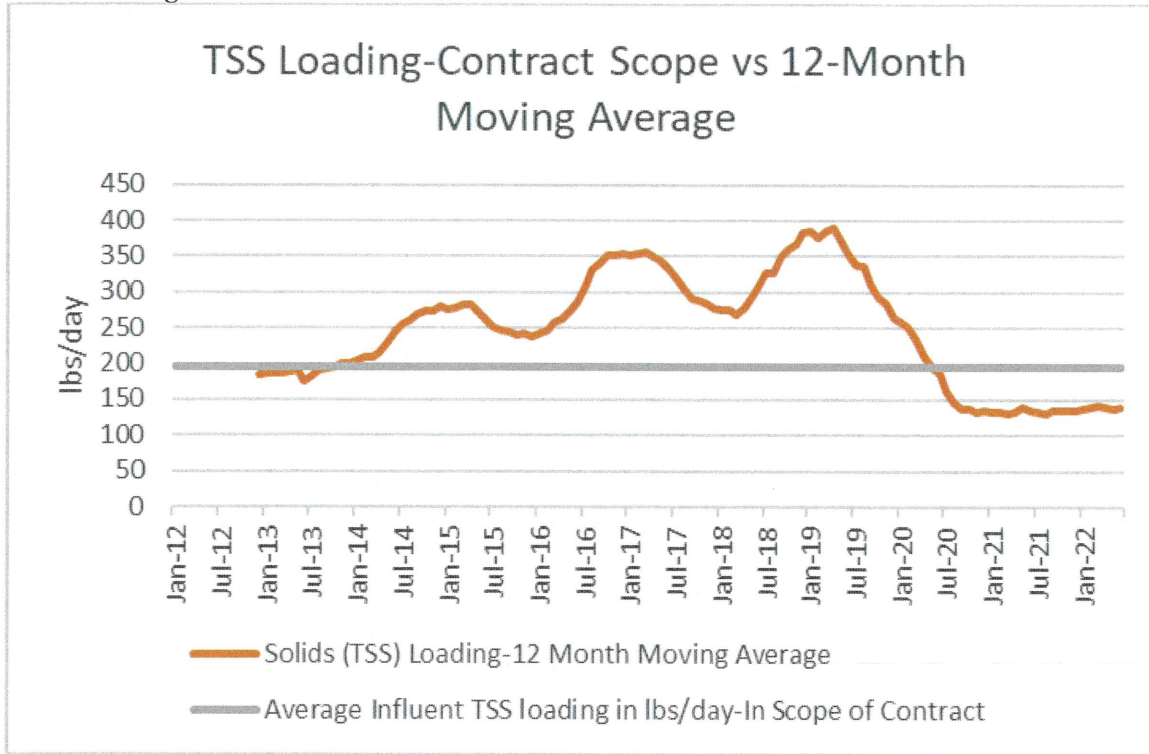
Influent Flow



BOD Loading

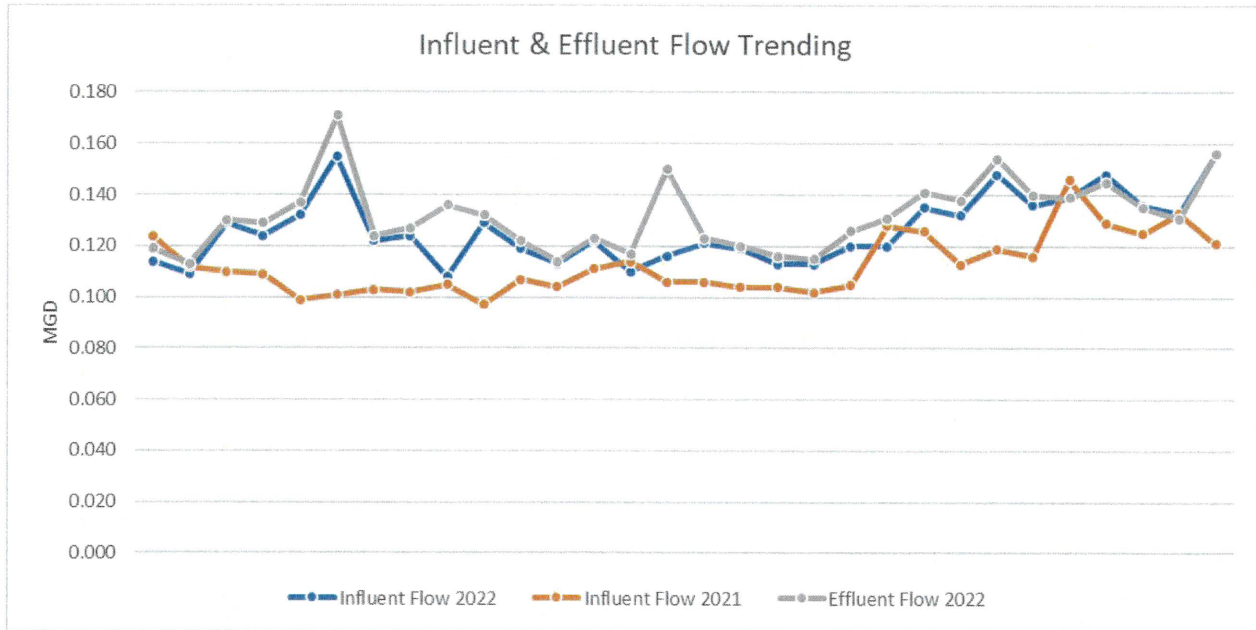


TSS Loading



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 NPDES permit limit table details the monthly average permit limits for each parameter, the graphs below this table illustrate the available parameter concentrations and % removals for the reported month.

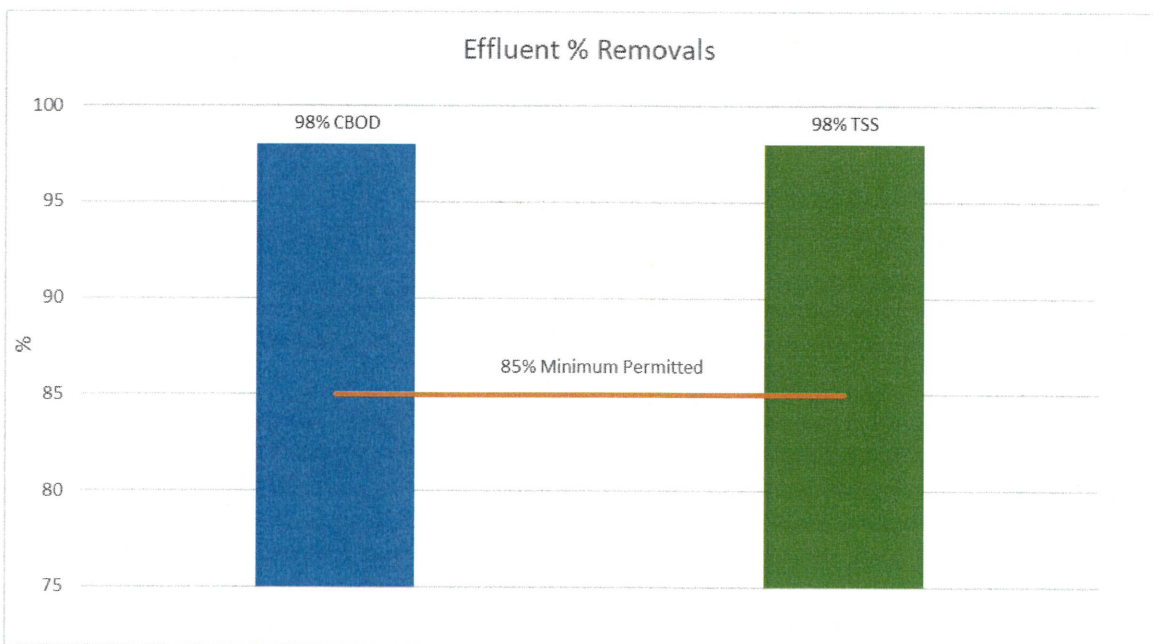
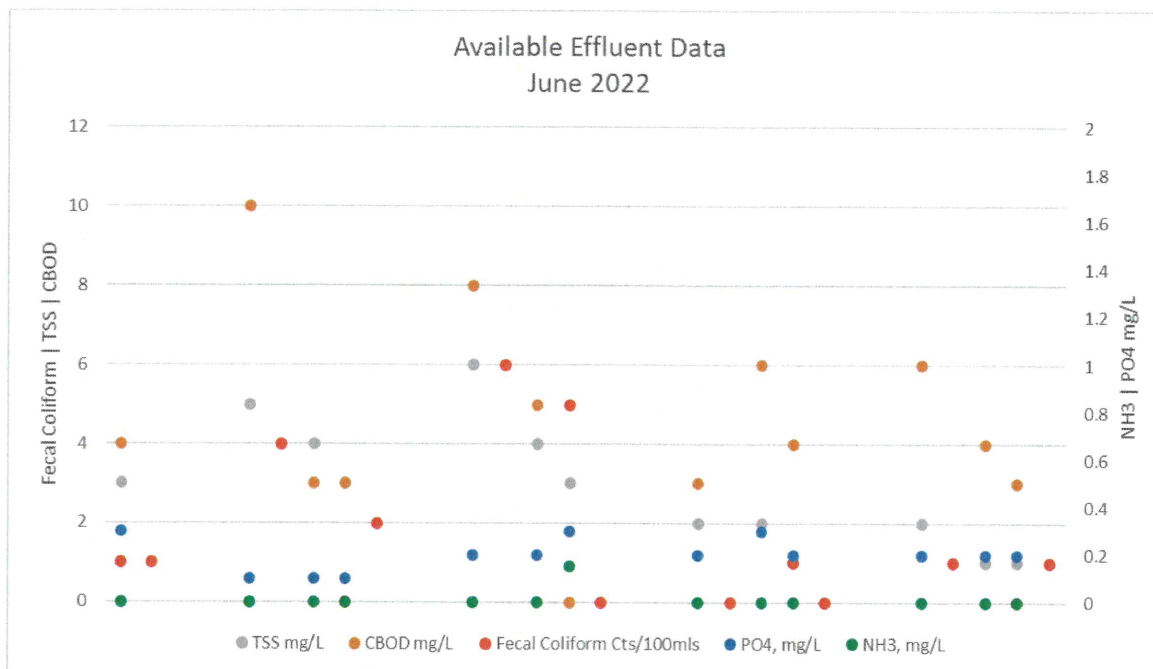
June Plant Flows



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

June Effluent Permit Data



Financial Report:

Suttons Bay WWTP Monthly Operations Report
June 2022



Current Month	Jun-22	Comments
Current Month Repairs	\$ 54.84	PVC parts for ferric pump repair
Current Month Repair Labor Hrs	\$ 18.00	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ 4,248.04	20-MAY-2022 Electric 3-20-22 to 4-20-22 20-JUN-2022 Electric 4-20-22 to 5-20-22
Current Month Natural Gas	\$ -	
YTD Repairs	\$ 994.83	
Repair Budget Remaining (\$6,000 Limit)	\$ 5,005.17	
YTD Repair Labor Hrs	37.00	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 67.00	
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$5,500 Limit)	\$ 5,500.00	
YTD Electricity	\$ 12,998.04	
Utility Budget Remaining (\$21,000 Limit)	\$ 8,001.96	
YTD Natural Gas	\$ 6,783.44	
Utility Budget Remaining (\$12,000 Limit)	\$ 5,216.56	

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: July 28th, 2022

Copy: Kevin Dahl, JACOBS
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Treatment Plant Aerial View



Operations:

July Flow Report

Average Influent Flow 2022*	0.124	Million Gallons per day
Average Influent Flow 2021	0.144	Million Gallons per day
Total monthly hauled truck waste 2022*	107,086	Gallons
Total monthly hauled truck waste 2021	199,299	Gallons

*Data through July 25th

Belanger Pumping Service was offloading holding tank waste when they experienced an oil seal failure on their truck. The oil spilled onto the driveway and was spread throughout the parking lot as the truck exited the facility. Both hauled truck waste companies were notified that offloading was suspended until the oil was cleaned up. Belanger Pumping Service was apologetic and quick to address the issue by sending a team out to clean up the oil. They've since repaired the leaking vehicle and ensured us they'll be more attentive to their trucks while offloading. Both haulers were notified that the facility could resume receiving hauled truck waste.

On July 20th, village staff assisted in cleaning the headworks influent channel and the clarifier splitter box using their VAC truck. This task is performed on a quarterly or as needed basis to remove grit, scum and debris that tends to build in these areas.

A new check valve was installed on the final effluent water (FEW) system located in the equipment building. The FEW system recycles clean plant effluent water to pressure tanks that supply water to the headworks screening spray unit and other areas where the water is recycled for plant housekeeping, clarifier weir cleaning, and other plant equipment.

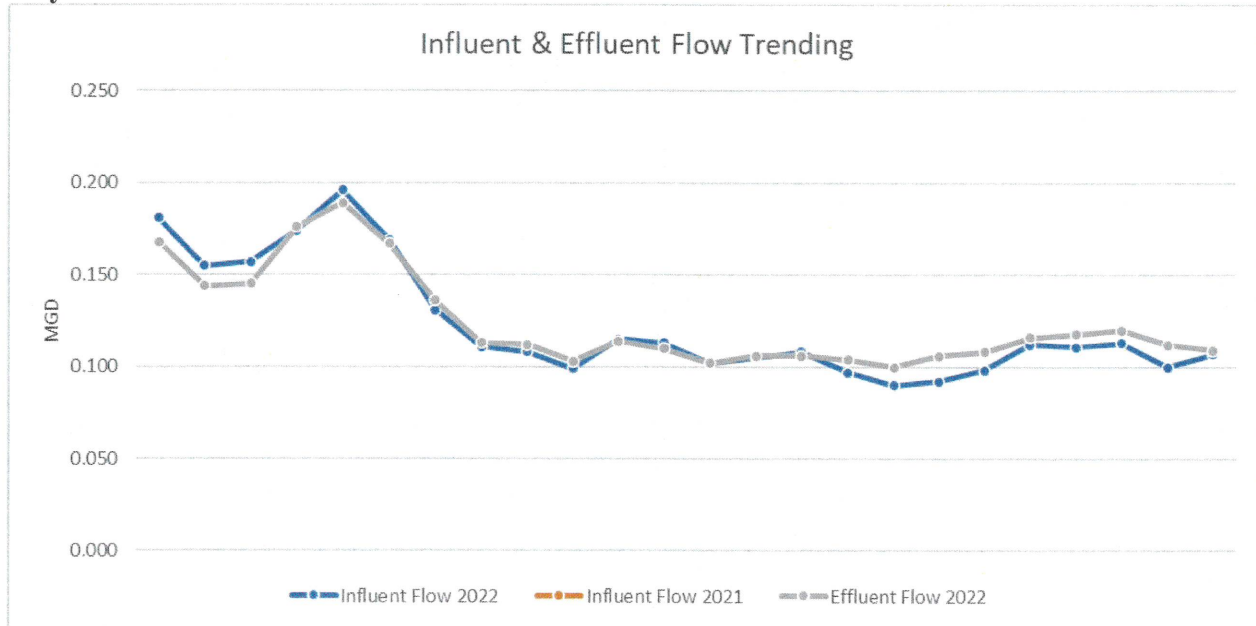
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- UV PLC uninterrupted power supply installation (2022)

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 drastic decline in plant flow is attributable to the pause in receiving hauled truck waste.

The NPDES permit limit table details the monthly average permit limits for each parameter, the graphs below this table illustrate the available parameter concentrations and % removals for the reported month.

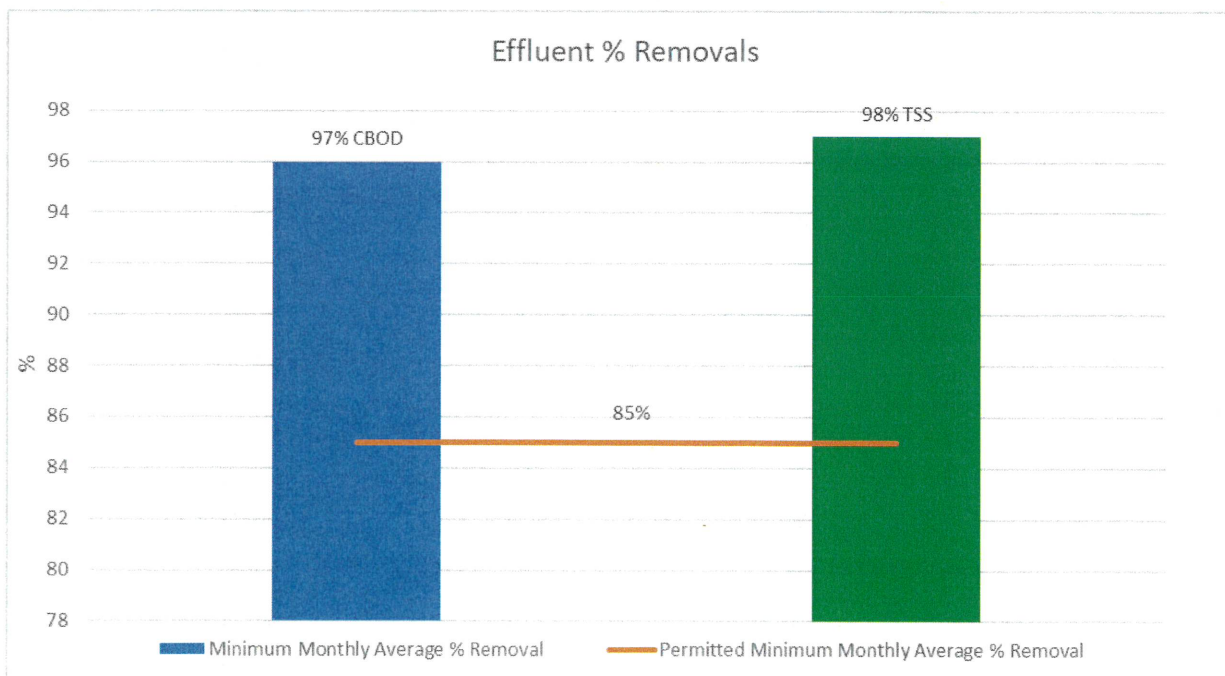
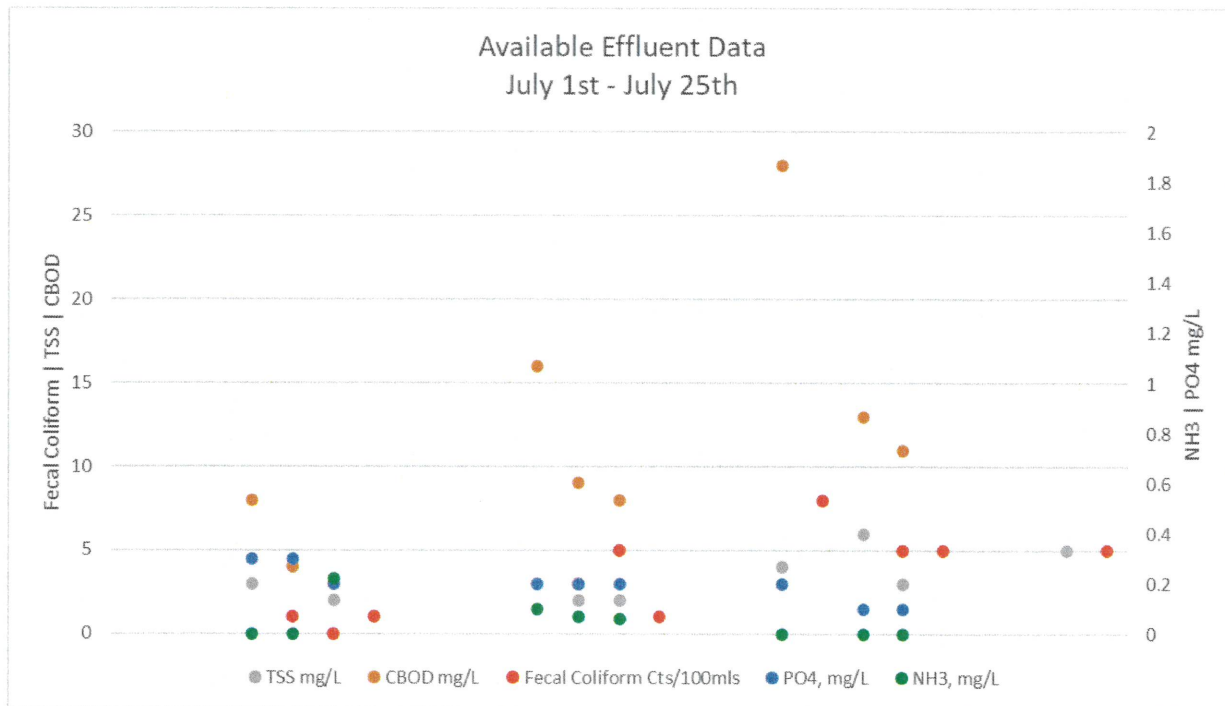
July Plant Flows



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Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA


July Effluent Permit Data



Financial Report:

Current Month	Jul-22	Comments
Current Month Repairs	\$ 4,291.82	\$2,130.53 - HESCO - Ferric pump rebuild parts \$2,161.29 - Onstop Resource - Spare PLC components
Current Month Repair Labor Hrs	\$ 2.50	Labor hours purchasing and replacing FEW pump check valve.
Current Month Chemicals	\$ -	
Current Month Electricity	\$ -	
Current Month Natural Gas	\$ -	
YTD Repairs		
YTD Repairs	\$ 5,286.65	
Repair Budget Remaining (\$6,000 Limit)	\$ 713.35	
YTD Repair Labor Hrs		
YTD Repair Labor Hrs	39.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 64.50	
YTD Chemicals		
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$5,500 Limit)	\$ 5,500.00	
YTD Electricity		
YTD Electricity	\$ 12,998.04	
Utility Budget Remaining (\$21,000 Limit)	\$ 8,001.96	
YTD Natural Gas		
YTD Natural Gas	\$ 6,342.90	
Utility Budget Remaining (\$12,000 Limit)	\$ 5,657.10	

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		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2022-43	
Prepared:	July 26, 2022	Pages:	1 of 1
Meeting:	August 1, 2022	Attachments:	<input type="checkbox"/>
Subject:	Boat Launch Modifications		

PURPOSE

To discuss changing the boat launch from an honor system.

OVERVIEW


It is typical for boat launches to utilize an honor system for payment and therefore, we implemented this system at the North Park boat launch. Unfortunately, observations both in person and on camera have revealed a disturbing trend of dishonesty. Although it is largely boat rental businesses that appear to have imposed a self-exemption from the payment honor system, they are not alone.

Improvements to the overall system needs to be addressed and the data collection phase would certainly result in a few inconveniences. The following has been discussed internally, however; consideration certainly warrants further discussion.

1. A new collection booth/hut would be constructed at North Park and located as to not impede traffic on Front Street.
2. An employee would be placed at the new hut during marina (not launch) hours to collect fees.
 - a. When the marina is closed, the not-so-honor system would be in place, albeit with a camera that will identify the vehicle, MC numbers of the vessel etc.
 - i. This is an unfortunate necessity that will help identify how many boats are being launched prior to the employee’s arrival.
 - b. Off season – Payment leniency may be appropriate during this time.
3. Consideration to suspend the seasonal pass initiative for 2023.
4. All vehicles would be required to pay for each entrance.

ACTION REQUESTED

Discussion

		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2022-46</h2>	
Prepared:	July 27, 2022	Pages:	1 of 1
Meeting:	August Committee Mtgs	Attachments:	<input type="checkbox"/>
Subject:	Manager Update		

SHORT TERM RENTAL ORDINANCE

A study on the Short Term Rental Ordinance is underway. Those who have expressed interest in passing to add another committee to their schedule were Roger, Colleen and Debra. Should these council members still be available to help work through the challenges and guide Staff appropriately, I would ask that a STR group be formed.

MARINA BEACH TREE REMOVAL

We lost two willow trees last week due to age and condition. One tree fell due to old age and destroyed the roots from the "sister tree." When the sister tree was removed it was clear that it was in far worst condition than the fallen tree. Both showed significant and somewhat disturbing rot in their trunks which is likely a condition the rest are experiencing. The arborist who made two visits during this time period has suggested planting maples rather than willows.

WATERWHEEL PARK

A scan of the waterwheel and an aerial topographic map are underway. A drone was used to accurately obtain elevations so temporary stream re-routing can be evaluated.

The rocks for a new rock circle have been purchased and will be installed at **Waterwheel Park** in the coming weeks. The circle is intended to be used for poetry and book readings, playing instruments, group painting, cultural learning etc.

WATERWHEEL WEDGE PARK

Flat rocks have been purchased and will be placed along the stream for those wanting to enjoy a seat **along the creek**. Installation will occur in the coming weeks.

SIDEWALKS

The DPW crew, along with a rented piece of equipment have removed approximately 1,200 feet of sidewalk along Lincoln/West Street. We are now moving forward with both **phase 1 & phase 2** of the project with the hope of finishing the project in 2023.