



UTILITY/MARINA COMMITTEE  
420 N Front St.  
Suttons Bay, MI 49682  
Monday October 4, 2021 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](http://www.suttonsbayvillage.org)

### 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. 2022 Goals & Objectives Work Session
4. Status Update – Other Committees
  - a. 2022 Goals & Objectives Work Session
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

Topic: Utility Marina Committee Meeting

Time: Oct 4, 2021 08:10 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81361215214?pwd=UTIUazM0clJkKzNWsg90Sld3QytBQT09>

Meeting ID: 813 6121 5214

Passcode: 624073

One tap mobile

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		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2021- 07</b>	
Prepared:	September 30, 2021	Pages:	1 of 1
Meeting:	Committee of Whole	Attachments:	<input type="checkbox"/>
Subject:	October 2021 Update; DPW		

**GENERAL SERVICE HIGHLIGHTS**

Work continues clearing of overgrowth along easements for increased visibility and to aid in snow operations while clearing the roads.

Started replacing stop signs throughout the village that were identified as improper sized. Also, replacing signage that is faded and non-reflective to high reflectivity for improved safety.

Last day of Monday biobag pickup is October 11<sup>th</sup>.

First round of bulk leaf pickup begins October 18 thru the 22<sup>nd</sup>. We will pick up as needed the following week and then back on for the first week of November thru the 5<sup>th</sup>. May adjust the timing, our goal is to have everything cleared and wrapped up asap. Weather and foliage dependent is always the great factor.

Park doors to bathrooms are being refinished at Sutton Park, catch basin cleaning is scheduled for October, preparation of winter operations has begun.

**UTILITY HIGHLIGHTS**

Village Main Lift Station is back operating under normal conditions. Recap both pump motors have been rebuilt and impellers properly adjusted. Vactor was sent to clean Elm St down thru 4<sup>th</sup> to S. Shore Drive and was discovered to have multiple wipes in the system. Wipes have been the largest contributing factor to stopping up the pumps.

Chlorination of water system starts October 4<sup>th</sup> thru the 8<sup>th</sup> along with hydrant flushing and winterization.

Sewer cleaning, pump station, and manhole inspections village wide to take place in October, goal is to clean the entire collections system.

EGLE Lead and Copper samples were collected in the beginning of August as required and results came back in compliance for all sites sampled.

September 2021

Suttons Bay Marina Staff Report

The season is rapidly winding down and everyday a few more boats leave for winter storage. The marina officially closes on October 15<sup>th</sup> and seasonal slip holders may remain their slips until October 31<sup>st</sup>.

Some winterization duties have begun. The North Park storage building has been cleaned and organized for the marinas winter storage items. Bike racks, grills and some of the garbage and recycling cans have been cleaned and put into storage. The "new" south side irrigation system has been winterized. Inventory for spud releases and dock winter placement has been made. Within the next month the majority of the harbor will be put away for winter.

I am currently awaiting approval from the Army Core and ELGE for the permit to finish the rip rap on the end of the north pier. Hopefully we see approval of the permit within the next couple of weeks soon after Elmer's will start on the third and final phase of armoring the north pier.

I reviewed the marina's schedule of fees. With increases in operating costs and an uptick in demand for slips, I am recommending an increase in both seasonal slip fees and transient rates. The suggested increases keep us competitive without being overpriced. I am suggesting the seasonal rate increases 5.5% and the transient rate to go from the D rate to the E rate. (See marina schedule of fees attachment).

I have made a couple of suggested CIP projects for the 2022 budget. The major two are to add wave attenuators off the North East corner of the North Pier the second is to finalize the North Pier with some landscaping and irrigation. Irrigation and landscaping were in the budget for 2021 but due to rapid deterioration of the North Pier; funds needed to be allocated to finalizing the rip rap.

With the water levels on the Lake Michigan-Huron basin down 17 inches from last year and predicted to go down another 3 in the next month. Many of the Dock sleeves and spuds will need to be adjusted before winter. This project will happen within the next month during the winterization process.

Sincerely,

Edie Aylsworth

Suttons Bay Marina, Harbor Master

## Recommendation: Marina Schedule of Fees 2022

Due to increases in operation costs and demand. I suggest that we consider increasing the Seasonal Rate and the Transient Rates on the Marina Schedule of Fees. Currently the marina Seasonal rate is \$75 per ft. (main marina) \$65 per ft. (coal dock), with a minimum fee of 25'. This rate falls between 5-6 scale on the Michigan Waterways Rate Schedule. I am suggesting that we increase the rate to \$79 per ft. (main marina) and \$69 per ft. (coal dock) this increase would bring us into the 5 scale and is an approximate increase of 5.5%. Currently our neighboring marinas are at a higher rate. Northport is currently charging \$94 per ft.; Elmwood is at \$88 and Elk Rapids is at \$81.

The marinas current Transient rates fall under the Michigan Waterways D Rate. I am suggesting that due to the quantum of services provided by staff and increases in overhead that we jump from the D rate to the E rate (attached you will find a rate sheet). The slight increase is approximately 3%.

I am not suggesting any other changes in fees for the 2022 season.



### 2022 Transient Rates

Boat Length	A	B	C	D	E	F	G	H	I	J
<b>25</b>	<b>\$19</b>	<b>\$22</b>	<b>\$27</b>	<b>\$31</b>	<b>\$34</b>	<b>\$37</b>	<b>\$40</b>	<b>\$44</b>	<b>\$48</b>	<b>\$52</b>
26	\$20	\$23	\$28	\$32	\$35	\$38	\$42	\$46	\$49	\$54
27	\$21	\$24	\$29	\$33	\$37	\$40	\$43	\$47	\$51	\$56
28	\$21	\$25	\$30	\$35	\$38	\$41	\$45	\$49	\$53	\$58
29	\$22	\$26	\$31	\$36	\$39	\$43	\$46	\$51	\$55	\$60
<b>30</b>	<b>\$23</b>	<b>\$27</b>	<b>\$32</b>	<b>\$37</b>	<b>\$41</b>	<b>\$44</b>	<b>\$48</b>	<b>\$53</b>	<b>\$57</b>	<b>\$62</b>
31	\$24	\$28	\$33	\$38	\$42	\$46	\$50	\$54	\$59	\$64
32	\$24	\$29	\$34	\$40	\$44	\$47	\$51	\$56	\$61	\$66
33	\$25	\$30	\$35	\$41	\$45	\$49	\$53	\$58	\$63	\$68
34	\$26	\$31	\$36	\$42	\$46	\$50	\$54	\$60	\$65	\$70
<b>35</b>	<b>\$27</b>	<b>\$32</b>	<b>\$37</b>	<b>\$43</b>	<b>\$48</b>	<b>\$52</b>	<b>\$56</b>	<b>\$61</b>	<b>\$67</b>	<b>\$72</b>
36	\$27	\$32	\$38	\$45	\$49	\$53	\$58	\$63	\$68	\$74
37	\$28	\$33	\$39	\$46	\$50	\$55	\$59	\$65	\$70	\$76
38	\$29	\$34	\$40	\$47	\$52	\$56	\$61	\$67	\$72	\$78
39	\$30	\$35	\$41	\$48	\$53	\$58	\$62	\$68	\$74	\$80
<b>40</b>	<b>\$30</b>	<b>\$36</b>	<b>\$42</b>	<b>\$50</b>	<b>\$54</b>	<b>\$59</b>	<b>\$64</b>	<b>\$70</b>	<b>\$76</b>	<b>\$82</b>
41	\$31	\$37	\$43	\$51	\$56	\$61	\$66	\$72	\$78	\$84
42	\$32	\$38	\$45	\$52	\$57	\$62	\$67	\$74	\$80	\$87
43	\$33	\$38	\$46	\$53	\$58	\$64	\$69	\$76	\$82	\$89
44	\$33	\$40	\$47	\$55	\$60	\$65	\$70	\$77	\$84	\$91
<b>45</b>	<b>\$34</b>	<b>\$41</b>	<b>\$48</b>	<b>\$56</b>	<b>\$61</b>	<b>\$67</b>	<b>\$72</b>	<b>\$79</b>	<b>\$86</b>	<b>\$93</b>
46	\$35	\$41	\$49	\$57	\$63	\$68	\$74	\$81	\$87	\$95
47	\$36	\$42	\$50	\$58	\$64	\$70	\$75	\$83	\$89	\$97
48	\$36	\$43	\$51	\$60	\$65	\$71	\$77	\$84	\$91	\$99
49	\$37	\$44	\$52	\$61	\$67	\$73	\$78	\$86	\$93	\$101
<b>50</b>	<b>\$38</b>	<b>\$45</b>	<b>\$53</b>	<b>\$62</b>	<b>\$68</b>	<b>\$74</b>	<b>\$80</b>	<b>\$88</b>	<b>\$95</b>	<b>\$103</b>
51	\$39	\$46	\$54	\$63	\$69	\$75	\$82	\$89	\$97	\$105
52	\$40	\$47	\$55	\$64	\$71	\$77	\$83	\$91	\$99	\$107
53	\$40	\$48	\$56	\$66	\$72	\$78	\$85	\$93	\$101	\$109
54	\$41	\$49	\$57	\$67	\$73	\$80	\$86	\$95	\$103	\$111
<b>55</b>	<b>\$42</b>	<b>\$50</b>	<b>\$58</b>	<b>\$68</b>	<b>\$75</b>	<b>\$81</b>	<b>\$88</b>	<b>\$96</b>	<b>\$105</b>	<b>\$113</b>
56	\$43	\$50	\$59	\$69	\$76	\$83	\$90	\$98	\$106	\$115
57	\$43	\$51	\$60	\$71	\$78	\$84	\$91	\$100	\$108	\$117
58	\$44	\$52	\$61	\$72	\$79	\$86	\$93	\$102	\$110	\$119
59	\$45	\$53	\$63	\$73	\$80	\$87	\$94	\$103	\$112	\$122
<b>60</b>	<b>\$46</b>	<b>\$54</b>	<b>\$64</b>	<b>\$74</b>	<b>\$82</b>	<b>\$89</b>	<b>\$96</b>	<b>\$105</b>	<b>\$114</b>	<b>\$124</b>
61	\$46	\$55	\$65	\$76	\$83	\$90	\$98	\$107	\$116	\$126
62	\$47	\$56	\$66	\$77	\$84	\$92	\$99	\$109	\$118	\$128
63	\$48	\$57	\$67	\$78	\$86	\$93	\$101	\$110	\$120	\$130
64	\$49	\$58	\$68	\$79	\$87	\$95	\$102	\$112	\$122	\$132
<b>65</b>	<b>\$49</b>	<b>\$59</b>	<b>\$69</b>	<b>\$81</b>	<b>\$88</b>	<b>\$96</b>	<b>\$104</b>	<b>\$114</b>	<b>\$124</b>	<b>\$134</b>
66	\$50	\$59	\$70	\$82	\$90	\$98	\$106	\$116	\$126	\$136
67	\$51	\$60	\$71	\$83	\$91	\$99	\$107	\$118	\$127	\$138
68	\$52	\$61	\$72	\$84	\$92	\$101	\$109	\$119	\$129	\$140
69	\$52	\$62	\$73	\$86	\$94	\$102	\$110	\$121	\$131	\$142
<b>70</b>	<b>\$53</b>	<b>\$63</b>	<b>\$74</b>	<b>\$87</b>	<b>\$95</b>	<b>\$104</b>	<b>\$112</b>	<b>\$123</b>	<b>\$133</b>	<b>\$144</b>
71	\$54	\$64	\$75	\$88	\$97	\$105	\$114	\$124	\$135	\$146
72	\$55	\$65	\$76	\$89	\$98	\$107	\$115	\$126	\$137	\$148
73	\$55	\$66	\$77	\$91	\$99	\$108	\$117	\$128	\$139	\$150
74	\$56	\$67	\$78	\$92	\$101	\$110	\$118	\$130	\$141	\$152
75ft plus	<b>\$0.76</b>	<b>\$0.90</b>	<b>\$1.06</b>	<b>\$1.24</b>	<b>\$1.36</b>	<b>\$1.48</b>	<b>\$1.60</b>	<b>\$1.75</b>	<b>\$1.90</b>	<b>\$2.06</b>



2022 Seasonal Rates

Slip Length	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Rate 7	Rate 8	Rate 9	Rate 10
20	\$2,200	\$2,040	\$1,880	\$1,720	\$1,540	\$1,360	\$1,220	\$1,040	\$840	\$700
21	\$2,310	\$2,142	\$1,974	\$1,806	\$1,617	\$1,428	\$1,281	\$1,092	\$882	\$735
22	\$2,420	\$2,244	\$2,068	\$1,892	\$1,694	\$1,496	\$1,342	\$1,144	\$924	\$770
23	\$2,530	\$2,346	\$2,162	\$1,978	\$1,771	\$1,564	\$1,403	\$1,196	\$966	\$805
24	\$2,640	\$2,448	\$2,256	\$2,064	\$1,848	\$1,632	\$1,464	\$1,248	\$1,008	\$840
25	\$2,750	\$2,550	\$2,350	\$2,150	\$1,925	\$1,700	\$1,525	\$1,300	\$1,050	\$875
26	\$2,860	\$2,652	\$2,444	\$2,236	\$2,002	\$1,768	\$1,586	\$1,352	\$1,092	\$910
27	\$2,970	\$2,754	\$2,538	\$2,322	\$2,079	\$1,836	\$1,647	\$1,404	\$1,134	\$945
28	\$3,080	\$2,856	\$2,632	\$2,408	\$2,156	\$1,904	\$1,708	\$1,456	\$1,176	\$980
29	\$3,190	\$2,958	\$2,726	\$2,494	\$2,233	\$1,972	\$1,769	\$1,508	\$1,218	\$1,015
30	\$3,300	\$3,060	\$2,820	\$2,580	\$2,310	\$2,040	\$1,830	\$1,560	\$1,260	\$1,050
31	\$3,410	\$3,162	\$2,914	\$2,666	\$2,387	\$2,108	\$1,891	\$1,612	\$1,302	\$1,085
32	\$3,520	\$3,264	\$3,008	\$2,752	\$2,464	\$2,176	\$1,952	\$1,664	\$1,344	\$1,120
33	\$3,630	\$3,366	\$3,102	\$2,838	\$2,541	\$2,244	\$2,013	\$1,716	\$1,386	\$1,155
34	\$3,740	\$3,468	\$3,196	\$2,924	\$2,618	\$2,312	\$2,074	\$1,768	\$1,428	\$1,190
35	\$3,850	\$3,570	\$3,290	\$3,010	\$2,695	\$2,380	\$2,135	\$1,820	\$1,470	\$1,225
36	\$3,960	\$3,672	\$3,384	\$3,096	\$2,772	\$2,448	\$2,196	\$1,872	\$1,512	\$1,260
37	\$4,070	\$3,774	\$3,478	\$3,182	\$2,849	\$2,516	\$2,257	\$1,924	\$1,554	\$1,295
38	\$4,180	\$3,876	\$3,572	\$3,268	\$2,926	\$2,584	\$2,318	\$1,976	\$1,596	\$1,330
39	\$4,290	\$3,978	\$3,666	\$3,354	\$3,003	\$2,652	\$2,379	\$2,028	\$1,638	\$1,365
40	\$4,400	\$4,080	\$3,760	\$3,440	\$3,080	\$2,720	\$2,440	\$2,080	\$1,680	\$1,400
41	\$4,510	\$4,182	\$3,854	\$3,526	\$3,157	\$2,788	\$2,501	\$2,132	\$1,722	\$1,435
42	\$4,620	\$4,284	\$3,948	\$3,612	\$3,234	\$2,856	\$2,562	\$2,184	\$1,764	\$1,470
43	\$4,730	\$4,386	\$4,042	\$3,698	\$3,311	\$2,924	\$2,623	\$2,236	\$1,806	\$1,505
44	\$4,840	\$4,488	\$4,136	\$3,784	\$3,388	\$2,992	\$2,684	\$2,288	\$1,848	\$1,540
45	\$4,950	\$4,590	\$4,230	\$3,870	\$3,465	\$3,060	\$2,745	\$2,340	\$1,890	\$1,575
46	\$5,060	\$4,692	\$4,324	\$3,956	\$3,542	\$3,128	\$2,806	\$2,392	\$1,932	\$1,610
47	\$5,170	\$4,794	\$4,418	\$4,042	\$3,619	\$3,196	\$2,867	\$2,444	\$1,974	\$1,645
48	\$5,280	\$4,896	\$4,512	\$4,128	\$3,696	\$3,264	\$2,928	\$2,496	\$2,016	\$1,680
49	\$5,390	\$4,998	\$4,606	\$4,214	\$3,773	\$3,332	\$2,989	\$2,548	\$2,058	\$1,715
50	\$5,500	\$5,100	\$4,700	\$4,300	\$3,850	\$3,400	\$3,050	\$2,600	\$2,100	\$1,750
51	\$5,610	\$5,202	\$4,794	\$4,386	\$3,927	\$3,468	\$3,111	\$2,652	\$2,142	\$1,785
52	\$5,720	\$5,304	\$4,888	\$4,472	\$4,004	\$3,536	\$3,172	\$2,704	\$2,184	\$1,820
53	\$5,830	\$5,406	\$4,982	\$4,558	\$4,081	\$3,604	\$3,233	\$2,756	\$2,226	\$1,855
54	\$5,940	\$5,508	\$5,076	\$4,644	\$4,158	\$3,672	\$3,294	\$2,808	\$2,268	\$1,890
55	\$6,050	\$5,610	\$5,170	\$4,730	\$4,235	\$3,740	\$3,355	\$2,860	\$2,310	\$1,925
56	\$6,160	\$5,712	\$5,264	\$4,816	\$4,312	\$3,808	\$3,416	\$2,912	\$2,352	\$1,960
57	\$6,270	\$5,814	\$5,358	\$4,902	\$4,389	\$3,876	\$3,477	\$2,964	\$2,394	\$1,995
58	\$6,380	\$5,916	\$5,452	\$4,988	\$4,466	\$3,944	\$3,538	\$3,016	\$2,436	\$2,030
59	\$6,490	\$6,018	\$5,546	\$5,074	\$4,543	\$4,012	\$3,599	\$3,068	\$2,478	\$2,065
60	\$6,600	\$6,120	\$5,640	\$5,160	\$4,620	\$4,080	\$3,660	\$3,120	\$2,520	\$2,100
Over 60 ft	\$110/ft	\$102/ft	\$94/ft	\$86/ft	\$77/ft	\$68/ft	\$61/ft	\$52/ft	\$42/ft	\$35/ft

**To:** Rob Larrea  
Dave Miller  
**Jacobs**

**From:** Mark Huggard,

**Date:** September 29<sup>th</sup>, 2021

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

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

Jacobs completed and submitted August’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:**

September Flow Report

Average Influent Flow 2021*	0.120	Million Gallons per day
Average Influent Flow 2020	0.176	Million Gallons per day
Total monthly hauled truck waste 2021*	164,157	Gallons
Total monthly hauled truck waste 2020	261,098	Gallons

\*Data through September 28<sup>th</sup>.

The second round of PFAs sampling was completed on September 7<sup>th</sup>, 2021. We're currently awaiting the results.

On Tuesday September 7<sup>th</sup>, we found the SCADA system not functioning properly. After rebooting the system didn't resolve the issue, we contacted Windemuller. They were able to resolve a problem related to the IP address, which restored the SCADA system to normal. We tested and verified all SCADA functions and plant processes before departing.

On Wednesday September 8<sup>th</sup> we responded to a UV bank A fault. We reset the alarm and restarted bank A in manual to verify the following: All UV lamps were active and UV intensity and dosage requirements were correct. Bank A was returned to auto operation and UV intensity and dosage were again verified before departing.

On Thursday September 9<sup>th</sup> we replaced the outside aeration blower filters.

On Tuesday September 14<sup>th</sup>, the hauled truck waste control panel door was repaired.

On Thursday September 16<sup>th</sup>, blower #1 VFD faulted and wouldn't reset. Windemuller was onsite to troubleshoot and determined an internal issue with the control board was the cause of the fault. Currently we are determining if the drive can be serviced or rebuilt versus replacing.

We noticed a small oil leak on aeration blower #2 that appears to be coming from a seal. We contacted the supplier (Carotek), for warranty claim information. The blower will be removed and sent to Carotek for either repair or replacement.

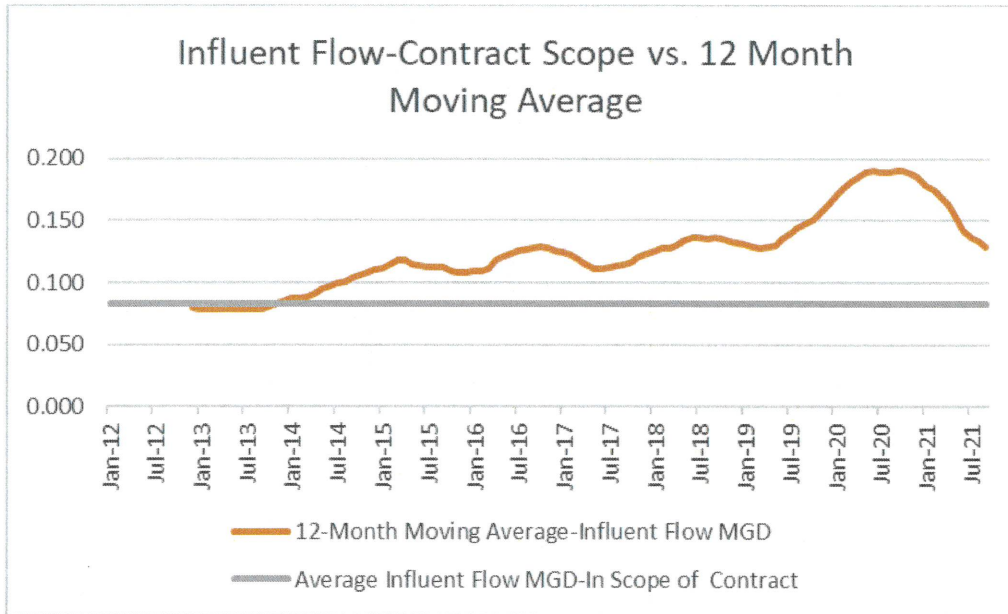
**On the Horizon:**

- Installation of new clarifier #2 drive motor. (2021)
- Install new RAS and WAS pumps. (2021)
- Repair leaking yard valve by clarifiers. (Spring 2022)

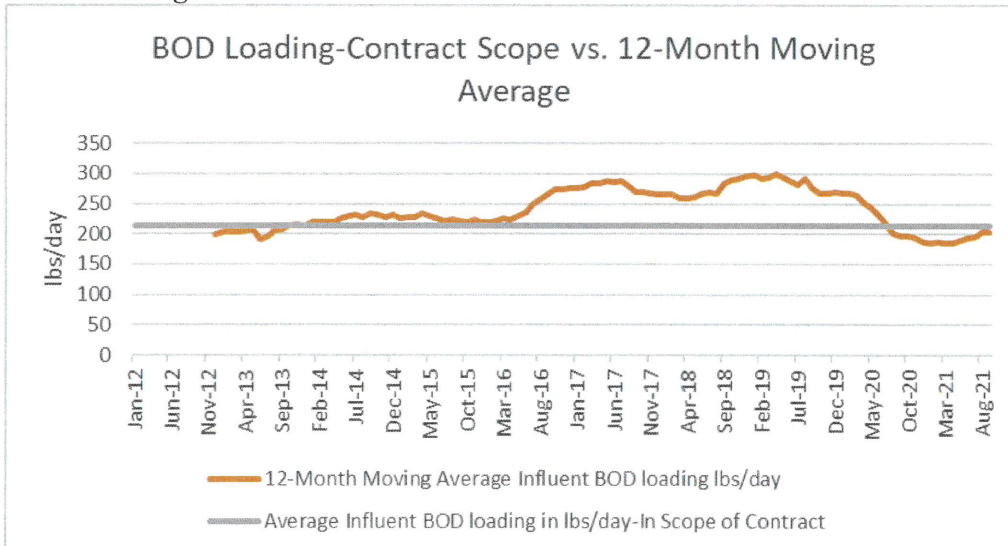
**Plant Influent and Effluent Trends:**

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.

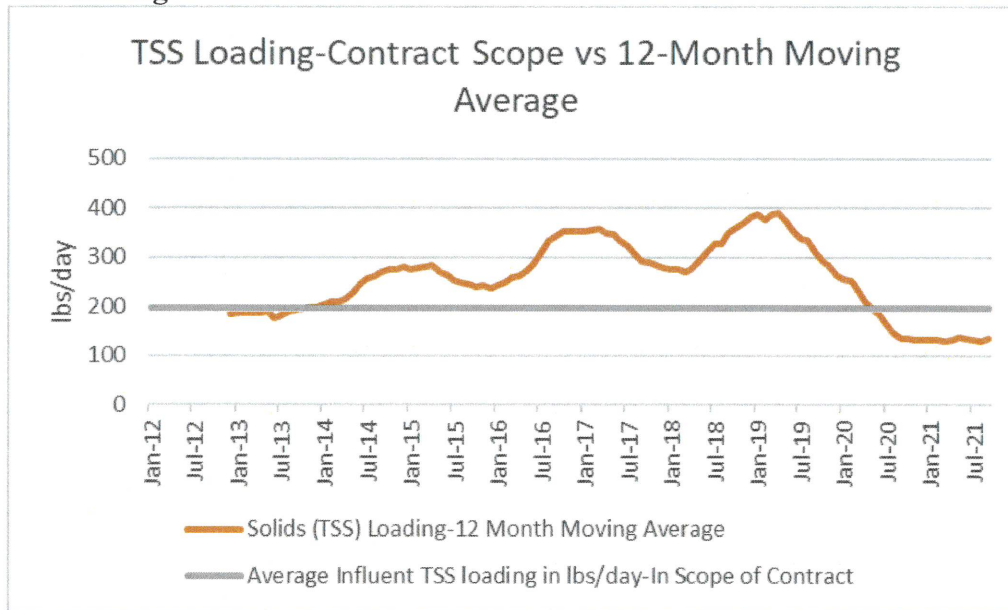
**Influent Flow**



**BOD Loading**

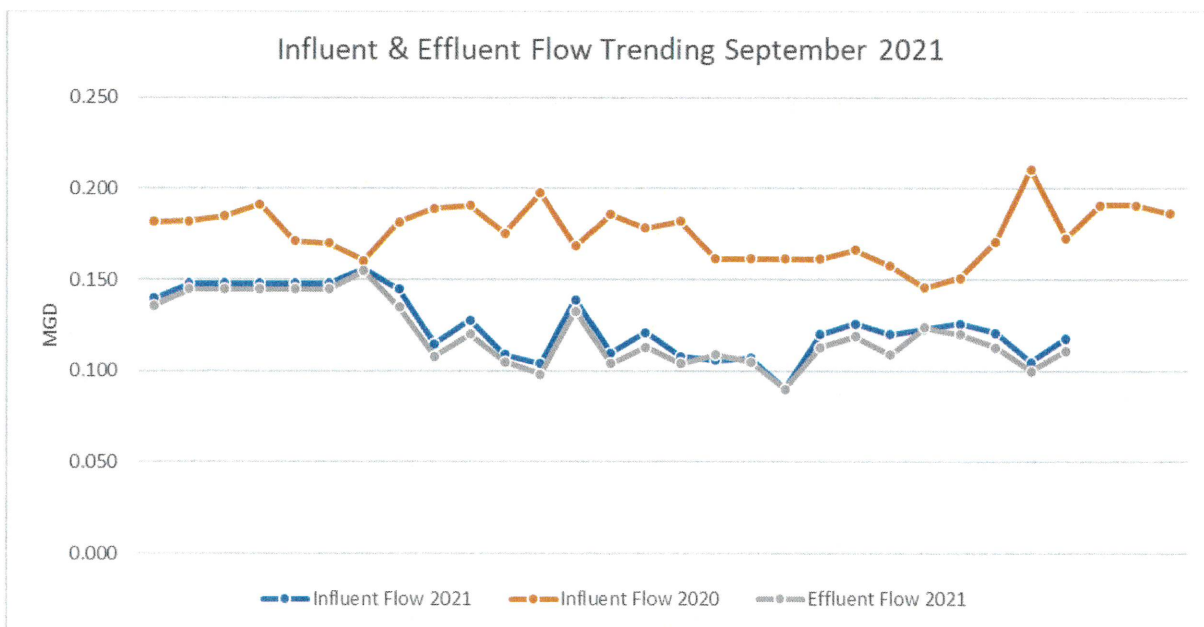


**TSS loading**



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 graph below this table illustrates the available parameter concentrations for the reported month.

**September Plant Flows**

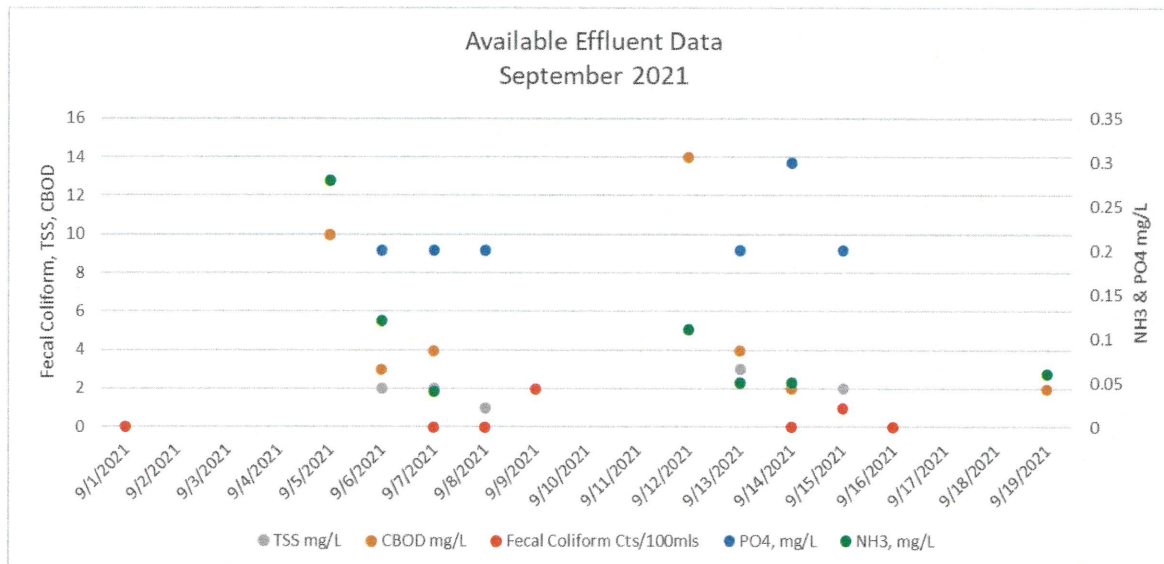




**NPDES permit limits**

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

**September Effluent Permit Data**



**Financial Report**

Current Month	Sep-21	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	-	
Current Month Chemicals	\$ -	
Current Month Utilities	\$ 2,675.57	Electricity - \$ 2,503.25 (7-20-21 to 8-20-21) Gas - \$172.32 (8-17-21 to 9-16-21)
YTD Repairs	\$ 8,028.80	
Repair Budget Remaining (\$6,000 Limit)	\$ (2,028.80)	Amount over contract limit
YTD Repair Labor Hrs	191.06	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (87.06)	Amount over labor hour limit
YTD Chemicals	\$ 5,215.80	
Chemical Budget Remaining (\$5,500 Limit)	\$ 284.20	Amount under contract limit
YTD Utilities	\$ 20,635.49	
Utility Budget Remaining (\$33,000 Limit)	\$ 12,364.51	

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