



UTILITY/MARINA COMMITTEE
MEETING NOTES OF MAY 7, 2020

The meeting was called to order at 8:16 a.m., by Lutke.

Present: Long, Lutke and Suppes
Staff present: Aylsworth, DeVol, Fay, Larrea and Miller
Guests: Huggard of Jacobs

Reports

DPW Director Report

Miller reported TAP Grant project construction is ongoing. All water leaks and stormwater issues have been repaired. The Vactor truck has been consistently used 1-2 days a week. Chlorination and hydrant flushing are currently in progress. Staff is wrapping up work at the Marina. Leaf pick up may be resumed next week.

Marina Report – The Marina Report was submitted by Harbor Master Aylsworth and can be found in this meeting packet. Aylsworth reported staff has been preparing the Marina for opening. Epoxy application is complete at the Marina bathhouse. A couple of projects previously slated for spring will now be done in the fall instead with the exception of adding some rip rap which may need to be done sooner. Aylsworth has been consulting with other local Marina's on opening up safely, due to COVID-19. She stated other local Marinas have been letting vessels in. She will be sending out an e-mail to all slip holders, informing them the Marina will not open until June 1st, and that only the slip holders and immediate family members will be allowed in the Marina. Fuel services and pump outs will need to be prescheduled, and customers will be told to stay in their vessels while masked and gloved dock hands take care of their needs. Transient reservations will not be considered until June; staff will direct transients to other local Marina's who are taking transient reservations. Committee supports Aylsworth in her efforts to keep staff and customer's safe during this time. Lutke stated the Suttons Bay Yacht Club is opening on May 15th, with no restrictions.

The March and April WWTP Report was submitted by Huggard of JACOBS, and can be found in this meeting packet. Huggard reported the interior components of the scum pump have been rebuilt and is now operational. The decant control panel will be worked on as well. Blower #2 is an original blower and will need to be repaired or replaced. The other two blowers have already been replaced. Jacobs has been able to stay within the Continuity plan of service during this time. Jacobs has been collecting samples for a COVID-19 study conducted by Arizona State University.

Treasurer's Report

DeVol reports normal revenues during the stay-home order stating revenue sources should remain relatively consistent.

Manager's Report

Larrea reported concrete will be poured again today in the TAP Grant project. Concrete on one side of the street should be complete and the other side is almost complete. Staff has had to work with some property and business owners on concrete issues. The project Engineer has been working long hours during the project. An individual pulled and ripped caution tape and walked through newly poured concrete. Fortunately, the concrete company returned after hours to the job site and were able to make the repairs. In addition, a car broke through the barricades and hit a large sand pile. The individual was arrested on a DUI. A concrete saw owned by EPIC was stolen yesterday. Due to workers safety issues, Broadway was closed off. There have been water main and stormwater breaks not related to the project which have been repaired by KAL. These are additional costs to the Village. Communication and partnership amongst the contractors have been ideal. Larrea will contact MDOT to see where the Village stands in the budget for concrete work completed. It appears as though the project is on schedule. Larrea reported a request for a medical marijuana facility in a residential area, on the old Frigid Food property. Food trucks have been requested as well. The Supreme Court has agreed to hear arguments on the Short-term rental issue, currently allowed in areas zoned commercial. Further consideration by Council of short-term rentals may need to be discussed at a later date. Larrea reports Stayman's have agreed to an easement on their property on Broadway, allowing the Village to take over the basin. The Vactor truck and backhoe will be used to clean out the basin, and hopefully it will take care of the water issue and minimal costs. The annual spring clean up day has been moved to the fall. Council will discuss possible dates for the clean-up and the process will be reviewed.

Assistance Harbor Master Request

Aylsworth stated a need for this seasonal position for a while now. It is necessary to have this back up position to assist in duties and decision making during the Harbor Master's absence, and to support the long hours of the season. One requirement is the individual must be a senior dock hand and could work up to 40 hours per week. A job description has been developed and the funds are in the Marina budget. Committee supports this new position. Larrea will inquire if this makes the employee eligible for benefits; the position may need to be contractual.

Status Updates

Larrea reported the proposed Personnel policy will be before Council for adoption. The attorney who drafted the policy can be available at the meeting if it is Council's preference. The biggest change is substituting Federal holidays for a floating holiday and two in-service days. The DPW staff are now required to wear uniforms with the Village logo; a requirement that was implemented in January.

Committee Member Comments

Long suggested the Harbor Master create folders for each job at the Marina, consisting of duties, passwords, phone numbers and contacts, to be used in the unforeseen absence of the Harbor Master or Assistant. Miller supports these "succession plans".

The meeting adjourned at 9:04 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.