



UTILITY/MARINA COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Thursday, July 9, 2020 at 8:10 am
VIA Remote Participation

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report (verbal)
 - b. Marina Report
 - c. WWTP Report
 - d. Treasurer Report
 - e. Manager's Report (verbal)
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. Report VSB – 2020 -30 Marina Bridge
 - b. Report VSB – 2020 -31 Cruise Line Inquiry
4. Status Update – Other Committees
 - a. Amended Fireworks Ordinance
 - b. Report VSB – 2020 -33 Elm Street
 - c. Report VSB – 2020 -34 Raingardens
 - d. Report VSB – 2020 -32 Law Enforcement Patrol Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT

May 2020

TO: Rob Larrea
Dave Miller

FROM: Mark Huggard, JACOBS

DATE: May 27th, 2020

COPY: Kevin Dahl, JACOBS
Elizabeth Hart, JACOBS

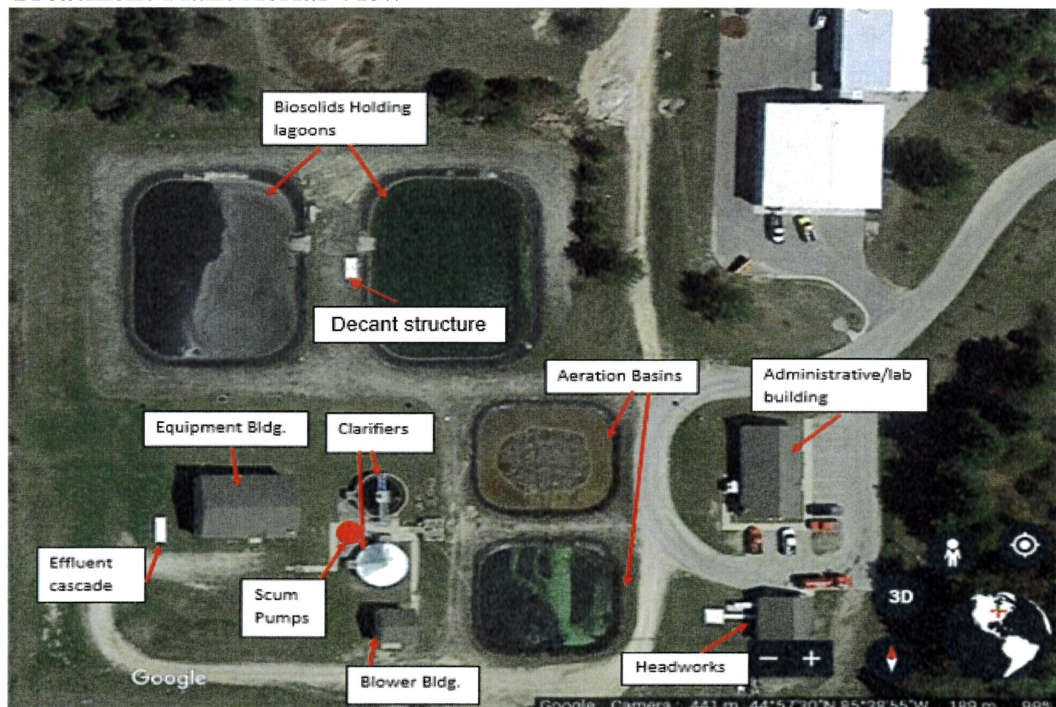
This report describes our activities during the month of May 2020. If there is additional information you would like included in the report, please let us know.

Permit compliance:

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

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:

May's Flow Report

Average Influent Flow 2020	243,600	Gallons per day
Average Influent Flow 2019	192,891	Gallons per day
Total monthly hauled truck waste 2020	58,907	Gallons
Total monthly hauled truck waste 2019	319,708	Gallons

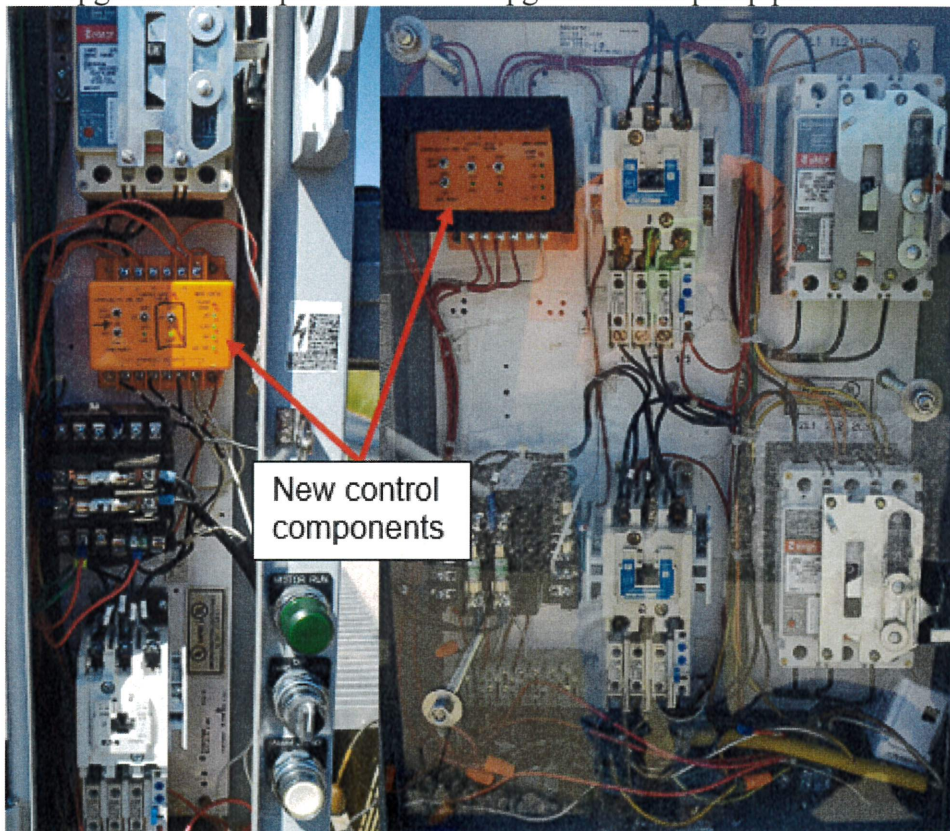
Plant operations went well for the month of May.

We completed our critical spare parts list for the facility.

Both the biosolids decant and scum pump control panels were upgraded and are fully operational. The originally installed controls often failed and were difficult to troubleshoot, the upgrade provides more reliability and will reduce future expenses related to repairs and troubleshooting.

Upgraded decant panel

Upgraded scum pump panel



Aeration blower #2 was removed from service following inspection that revealed the bearings are failing. Jacobs provided the Village our recommendation for replacement.

We installed a new dampener valve on ferric pump #1.

We recalibrated the headworks building oxygen sensor and confirmed the sensor was operating within it's permitted range.

Jacobs staff performed the quarterly preventive maintenance task on the UV system. This task includes cleaning of the quartz tubes and inspecting components for damage or wear.

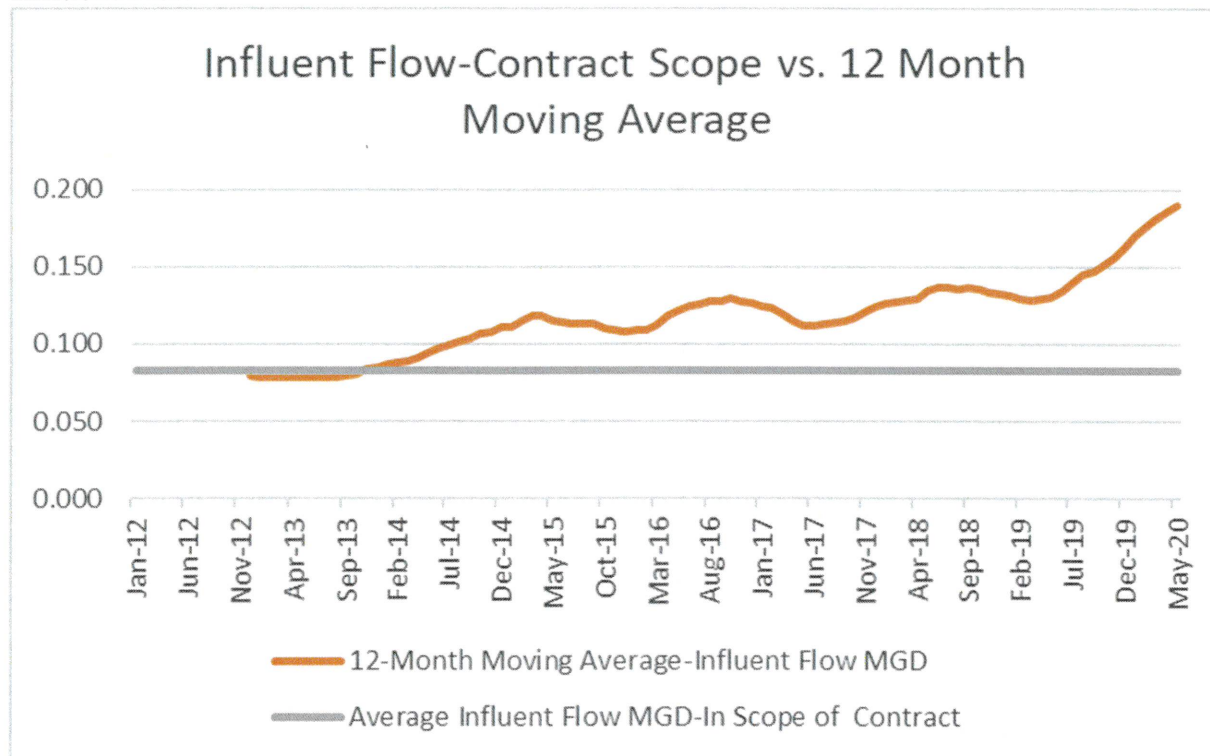
On the Horizon:

- Investigate the source of the intermittent power disruptions that result in UV system bank failure alarms. (To date, we had the line power monitored by the power company and they were unable to identify any issues with the source power coming into the facility)
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller to complete week of January 27th).
- Investigate the SCADA hauled truck waste flow logs. (Windemuller).
- Removal of Grit from Influent channel.
- Obtain cost for HTW unloading upgrade.

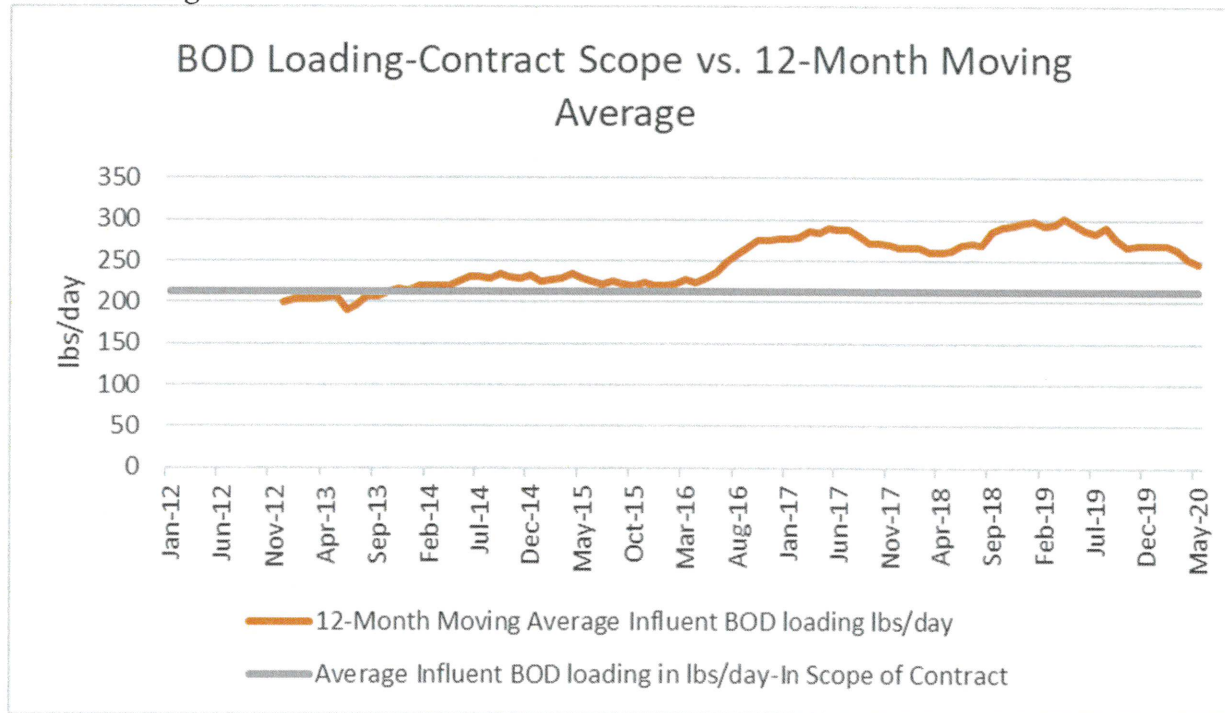
Plant Influent and Effluent Trends

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.

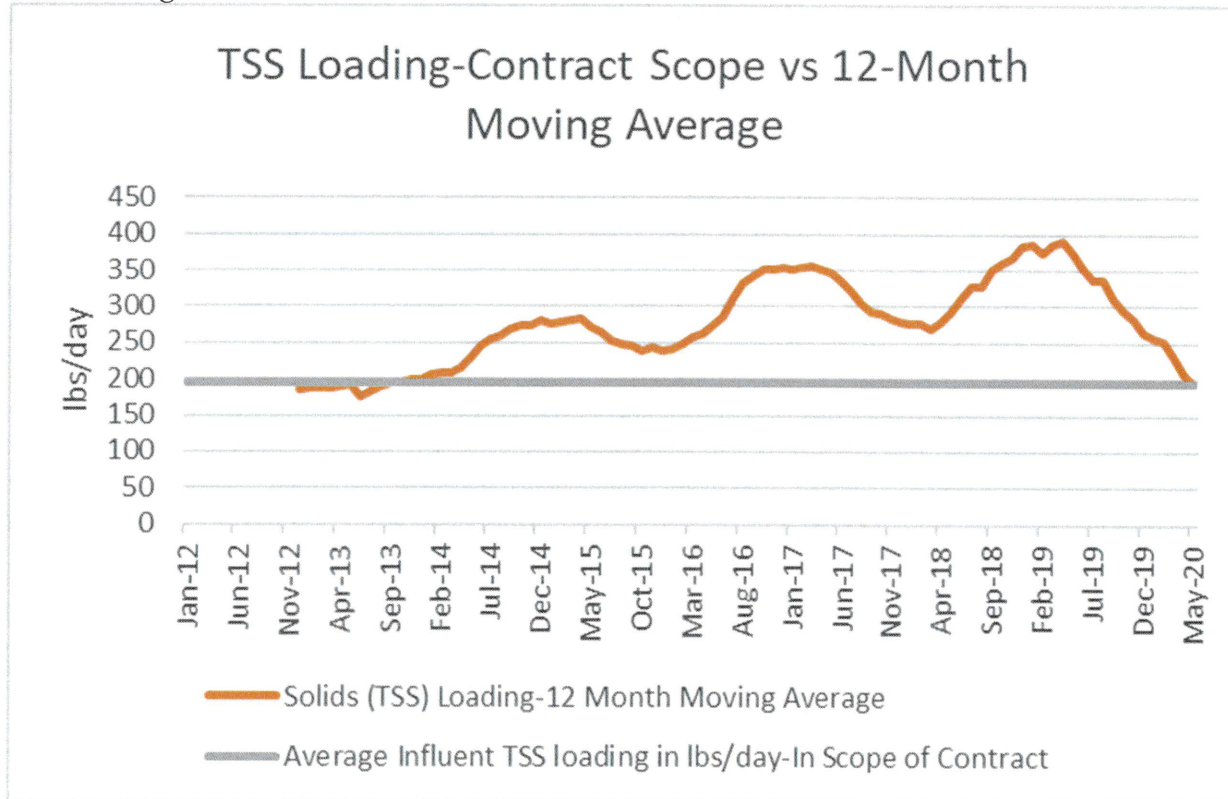
Influent Flow



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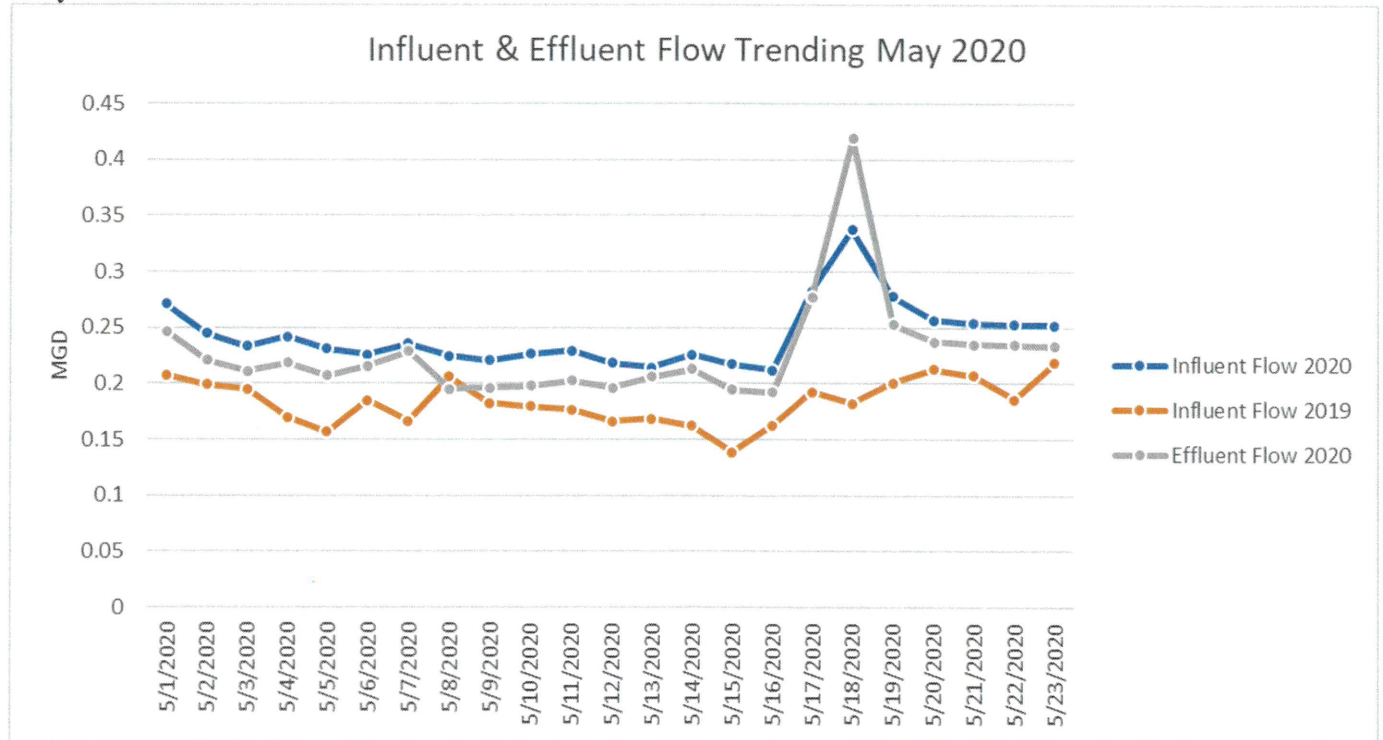


TSS loading



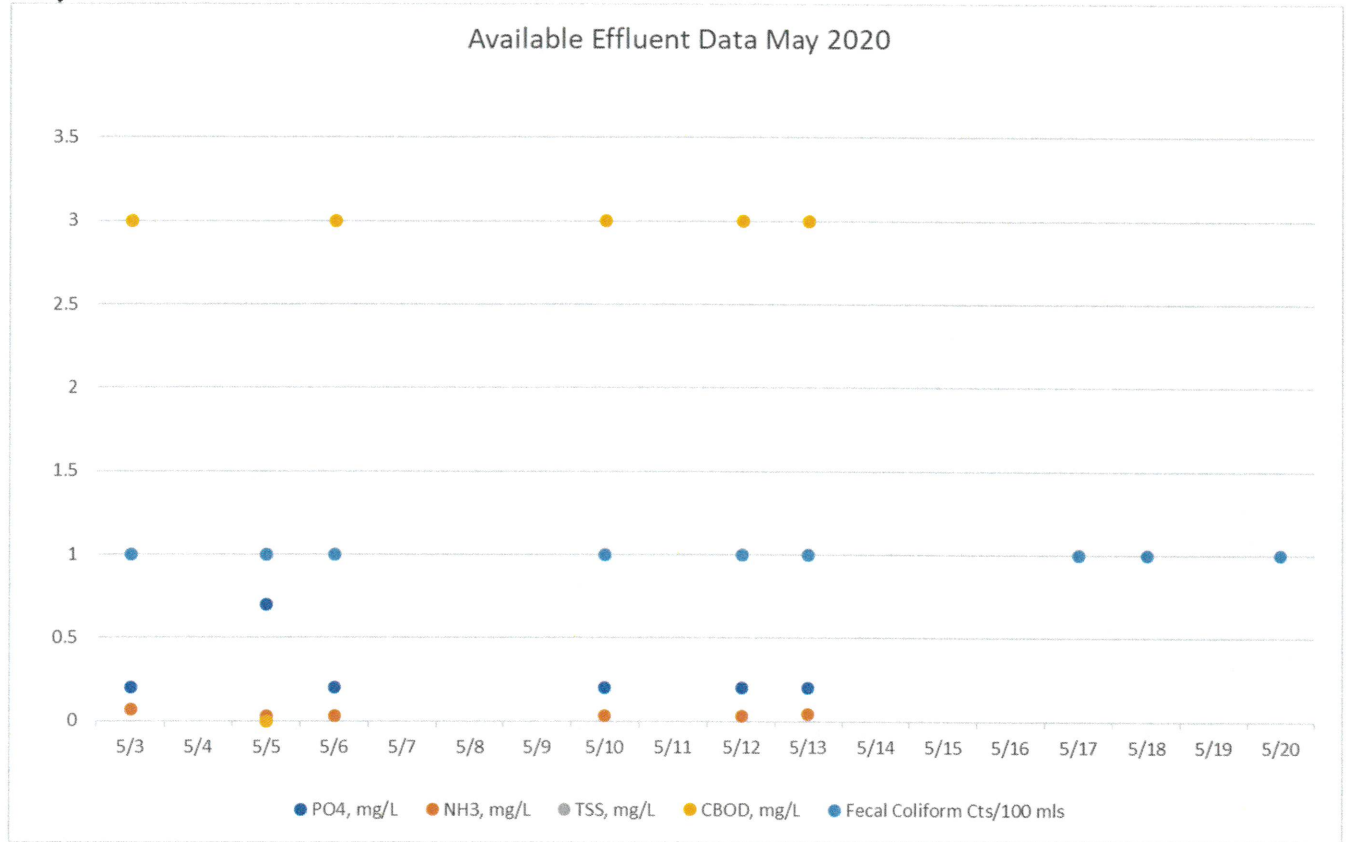
The plant flows graph illustrates the facilities current influent and effluent flow trend for the reporting month and the influent flow for the same month of the previous year. The effluent data graph illustrates the current reporting months effluent permit parameter concentrations, the table below the graph provides the permit limit concentrations for each parameter.

May Plant Flows



Increase in flow on May 18th was due to heavy rain event

May Effluent Data



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

Financial Report

Current Month	May-20	Comments
Current Month Repairs	\$ 174.89	Purchased uninterrupt power supply for the UV system Programmable Logic Controller (PLC)
Current Month Repair Labor Hrs	\$ 8.00	Labors spent upgrading control cabinets
Current Month Chemicals	\$ -	
Current Month Utilities	\$ 2,667.68	
YTD Repairs		
YTD Repairs	\$ 9,563.38	
Repair Budget Remaining (\$6,000 Limit)	\$ (3,563.38)	
YTD Repair Labor Hrs		
YTD Repair Labor Hrs	\$ -	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 104.00	
YTD Chemicals		
YTD Chemicals	\$ 4,187.94	
Chemical Budget Remaining (\$4,500 Limit)	\$ 312.06	
YTD Utilities		
YTD Utilities	\$ 9,761.47	
Utility Budget Remaining (\$33,000 Limit)	\$ 23,238.53	

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SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT

June 2020

TO: Rob Larrea
Dave Miller

FROM: Mark Huggard, **Jacobs**

DATE: June 30th, 2020

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

This report describes our activities during the month of June 2020. 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 full permit compliance.

Jacobs completed and submitted May'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's Flow Report

Average Influent Flow 2020*	228,572	Gallons per day
Average Influent Flow 2019	225,695	Gallons per day
Total monthly hauled truck waste 2020*	115,648	Gallons
Total monthly hauled truck waste 2019	412,853	Gallons

*Data through June 24th

Plant operations went well for the month of June.

The replacement blower for aeration blower #2 has been received. Installation is scheduled for early July.

With the assistance of Village staff, we removed the buildup of grit and rocks from the influent channel upstream and downstream of the coarse screen unit. This task is required every 6 months to ensure influent flow meter accuracy and to help prevent wear on downstream equipment caused by excessive grit.

On Saturday June 13th, we responded to a UV loss of signal alarm. The alarm had cleared before arrival. We verified the UV system and all plant equipment were operating properly before departing.

On Tuesday June 15th, we completed the annual blower and air compressor preventive maintenance task. These tasks consist of equipment inspections, oil and filter changes.

On Tuesday June 23rd, we received a UV bank B signal failure alarm. We were onsite at the time able to reset the alarm and confirm the system was operating properly.

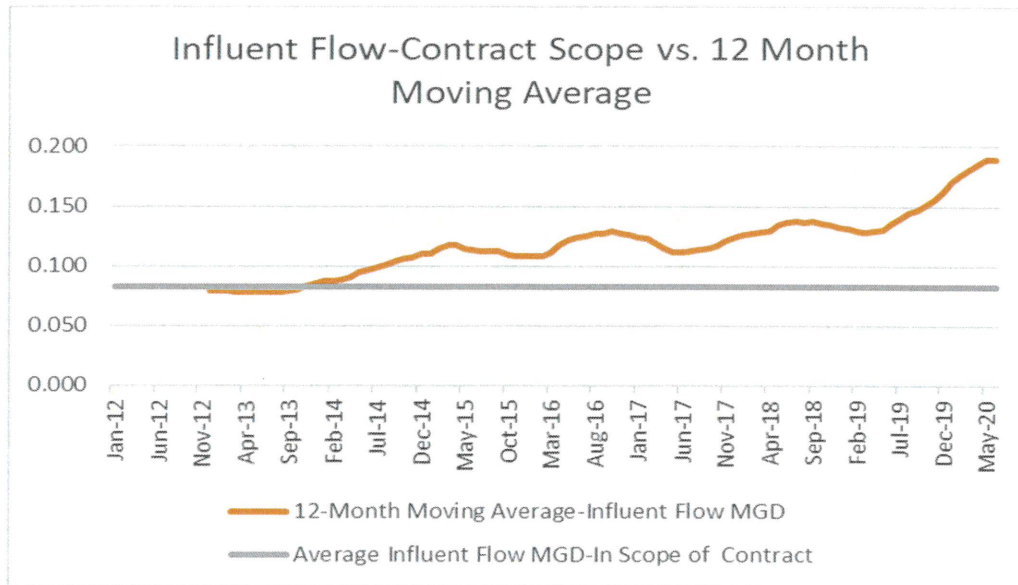
On the Horizon:

- Investigate the source of the intermittent power disruptions that result in UV system bank failure alarms. (To date, we had the line power monitored by the power company and they were unable to identify any issues with the source power coming into the facility)
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller to complete week of January 27th).
- Investigate the SCADA hauled truck waste flow logs. (Windemuller).
- Obtain cost for HTW unloading upgrade.

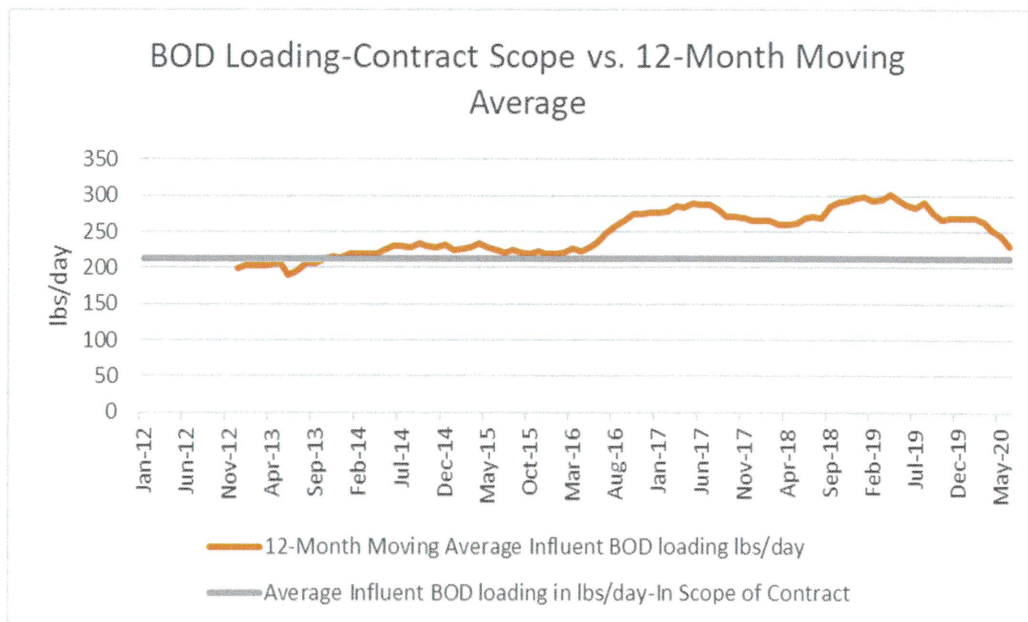
Plant Influent and Effluent Trends

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.

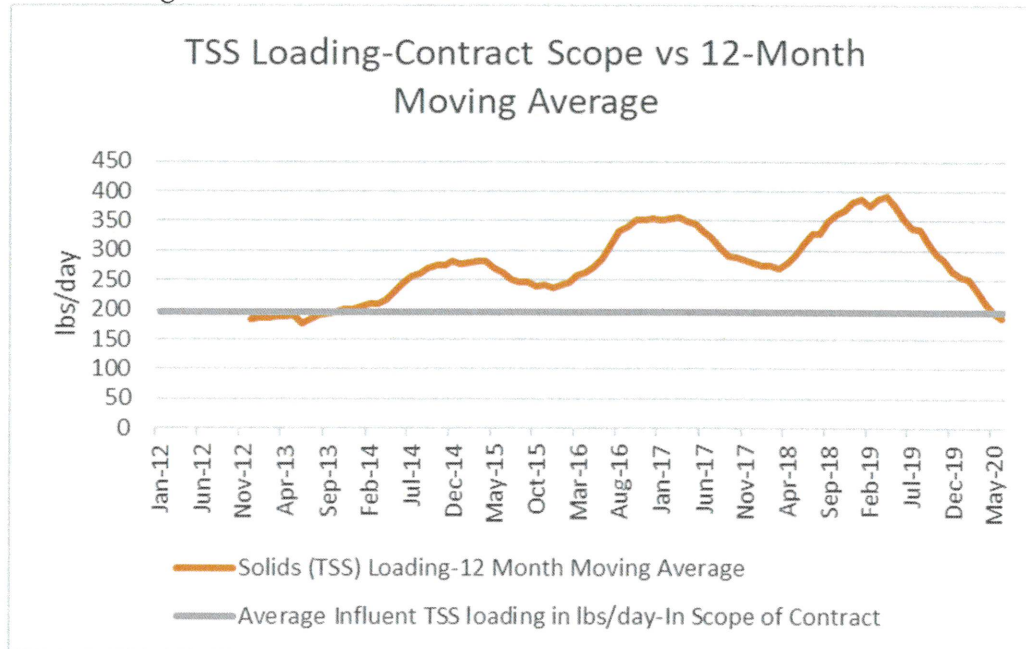
Influent Flow



BOD Loading

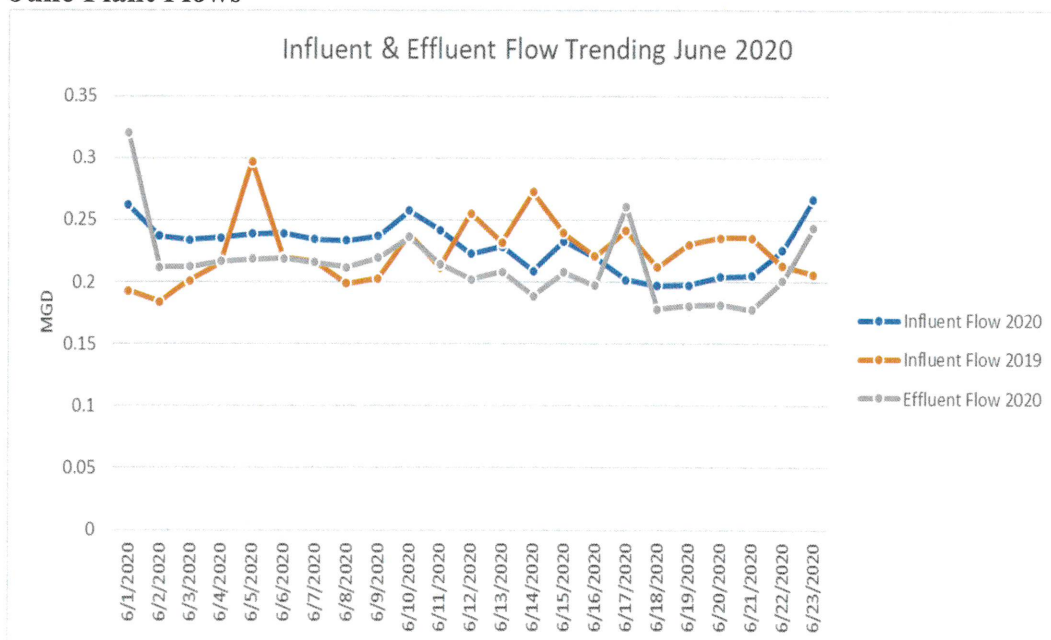


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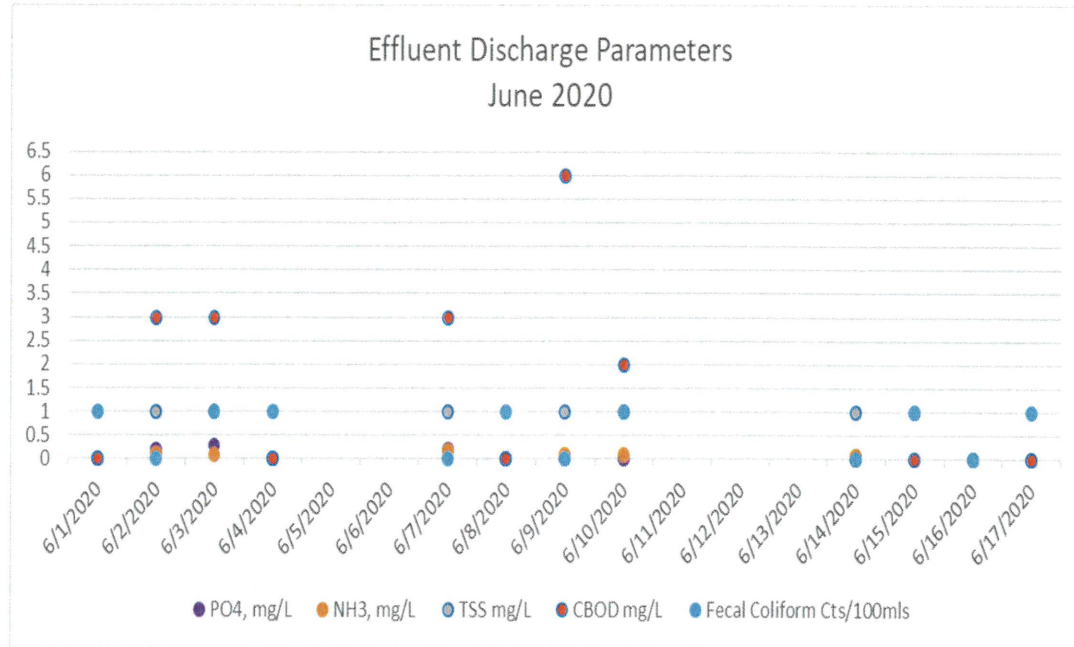


The plant flows graph illustrates the facilities current influent and effluent flow trend for the reporting month and the influent flow for the same month of the previous year. The effluent data graph illustrates the current reporting months effluent permit parameter concentrations, the table below the graph provides the permit limit concentrations for each parameter.

June Plant Flows



June Effluent Data



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

Financial Report

Current Month	Jun-20	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ (143.32)	
Current Month Utilities	\$ 3,915.86	
YTD Repairs	\$ 9,563.38	
Repair Budget Remaining (\$6,000 Limit)	\$ (3,563.38)	Note: the annual repairs limit has been exceeded.
YTD Repair Labor Hrs	\$ -	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 104.00	
YTD Chemicals	\$ 4,044.62	
Chemical Budget Remaining (\$4,500 Limit)	\$ 455.38	
YTD Utilities	\$ 13,677.33	
Utility Budget Remaining (\$33,000 Limit)	\$ 19,322.67	

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PERIOD ENDING 05/31/2020

ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000 Current Property Taxes	682,000.00	0.00	0.00	682,000.00	0.00
101-000 Personal Property Tax Revenue	15,000.00	0.00	0.00	15,000.00	0.00
101-000 Permits and Fees	1,500.00	450.00	100.00	1,050.00	30.00
101-000 Grant Revenue	0.00	10,000.00	0.00	(10,000.00)	100.00
101-000 State Shared Revenue	50,000.00	8,923.00	0.00	41,077.00	17.85
101-000 Bahle Park Rental	1,200.00	1,000.00	0.00	200.00	83.33
101-000 Motor Vehicle Leases	102,975.00	0.00	0.00	102,975.00	0.00
101-000 Interest Earnings	3,000.00	2,113.46	0.00	886.54	70.45
101-000 Contributions - Private	0.00	500.00	0.00	(500.00)	100.00
101-000 Miscellaneous Income	0.00	3,553.22	0.00	(3,553.22)	100.00
TOTAL REVENUES	855,675.00	26,539.68	100.00	829,135.32	3.10
Expenditures					
101 Village Council	24,000.00	16,692.62	150.00	7,307.38	69.55
171 Village Manager	31,600.00	11,681.23	1,919.34	19,918.77	36.97
215 Village Clerk	10,290.00	3,825.22	499.29	6,464.78	37.17
253 Treasurer	23,100.00	8,177.22	1,638.67	14,922.78	35.40
265 Village Hall	48,506.00	14,945.57	3,045.34	33,560.43	30.81
345 Police	82,000.00	15,843.16	0.00	66,156.84	19.32
441 Public Works	109,125.00	18,434.05	2,705.13	90,690.95	16.89
443 Motor Pool Department	98,700.00	106,886.27	2,853.75	(8,186.27)	108.29
448 Streetlighting	13,000.00	5,065.56	1,046.52	7,934.44	38.97
701 Zoning & Planning	51,150.00	12,402.59	2,155.09	38,747.41	24.25
751 Parks & Recreation	130,000.00	21,278.16	3,325.99	108,721.84	16.37
999 Transfers to Other Funds	250,100.00	0.00	0.00	250,100.00	0.00
TOTAL EXPENDITURES	871,571.00	235,231.65	19,339.12	636,339.35	26.99
Fund 101 - General Fund:					
TOTAL REVENUES	855,675.00	26,539.68	100.00	829,135.32	3.10
TOTAL EXPENDITURES	871,571.00	235,231.65	19,339.12	636,339.35	26.99
NET OF REVENUES & EXPENDITURES	(15,896.00)	(208,691.97)	(19,239.12)	192,795.97	1,312.86
Fund 202 - Major Street					
Revenues					
202-000 State Shared Revenue	77,000.00	31,792.13	0.00	45,207.87	41.29
202-000 Interest Earnings	500.00	1,926.31	0.00	(1,426.31)	385.26
202-000 Contributions - Other Funds	70,000.00	0.00	0.00	70,000.00	0.00
202-000 Contrib fr Gov Units - County	31,000.00	32,548.06	0.00	(1,548.06)	104.99
TOTAL REVENUES	178,500.00	66,266.50	0.00	112,233.50	37.12
Expenditures					
000	591,858.00	119,108.08	41,403.12	472,749.92	20.12
TOTAL EXPENDITURES	591,858.00	119,108.08	41,403.12	472,749.92	20.12
Fund 202 - Major Street:					
TOTAL REVENUES	178,500.00	66,266.50	0.00	112,233.50	37.12
TOTAL EXPENDITURES	591,858.00	119,108.08	41,403.12	472,749.92	20.12
NET OF REVENUES & EXPENDITURES	(413,358.00)	(52,841.58)	(41,403.12)	(360,516.42)	12.78
Fund 203 - Local Street Fund					
Revenues					
203-000 State Shared Revenue	41,000.00	23,118.46	0.00	17,881.54	56.39
203-000 Interest Earnings	900.00	336.72	0.00	563.28	37.41
203-000 Contributions - Other Funds	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL REVENUES	101,900.00	23,455.18	0.00	78,444.82	23.02
Expenditures					
000	121,080.00	24,585.63	3,322.35	96,494.37	20.31
TOTAL EXPENDITURES	121,080.00	24,585.63	3,322.35	96,494.37	20.31

User: LORRIE

DB: Suttons Bay

PERIOD ENDING 05/31/2020


ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES	101,900.00	23,455.18	0.00	78,444.82	23.02
TOTAL EXPENDITURES	121,080.00	24,585.63	3,322.35	96,494.37	20.31
NET OF REVENUES & EXPENDITURES	(19,180.00)	(1,130.45)	(3,322.35)	(18,049.55)	5.89
Fund 248 - DDA Fund					
Revenues					
248-000 Interest Earnings	5.00	115.58	0.00	(110.58)	2,311.60
TOTAL REVENUES	5.00	115.58	0.00	(110.58)	2,311.60
Expenditures					
000	7,217.00	1,432.08	244.14	5,784.92	19.84
TOTAL EXPENDITURES	7,217.00	1,432.08	244.14	5,784.92	19.84
Fund 248 - DDA Fund:					
TOTAL REVENUES	5.00	115.58	0.00	(110.58)	2,311.60
TOTAL EXPENDITURES	7,217.00	1,432.08	244.14	5,784.92	19.84
NET OF REVENUES & EXPENDITURES	(7,212.00)	(1,316.50)	(244.14)	(5,895.50)	18.25
Fund 402 - Property Replacement Fund					
Revenues					
402-000 Interest Earnings	2,000.00	1,274.47	0.00	725.53	63.72
402-000 Contributions - Other Funds	156,050.00	0.00	0.00	156,050.00	0.00
TOTAL REVENUES	158,050.00	1,274.47	0.00	156,775.53	0.81
Expenditures					
000	57,084.00	0.00	0.00	57,084.00	0.00
TOTAL EXPENDITURES	57,084.00	0.00	0.00	57,084.00	0.00
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES	158,050.00	1,274.47	0.00	156,775.53	0.81
TOTAL EXPENDITURES	57,084.00	0.00	0.00	57,084.00	0.00
NET OF REVENUES & EXPENDITURES	100,966.00	1,274.47	0.00	99,691.53	1.26
Fund 590 - Sewer Fund					
Revenues					
590-000 Permits and Fees	5,500.00	0.00	0.00	5,500.00	0.00
590-000 Charge for Services	140,000.00	43,822.59	9,233.82	96,177.41	31.30
590-000 RTS Fees	113,800.00	47,821.42	9,563.07	65,978.58	42.02
590-000 Waste Hauler Fees	90,000.00	47,066.66	4,663.10	42,933.34	52.30
590-000 Capital Charge	165,000.00	68,231.01	13,644.47	96,768.99	41.35
590-000 Penalties	2,000.00	418.02	0.00	1,581.98	20.90
590-000 Interest Earnings	7,500.00	2,706.55	0.00	4,793.45	36.09
590-000 Contributions -Fr GF - Parks	10,000.00	0.00	0.00	10,000.00	0.00
590-000 Contributions -Fr Marina Fund	10,000.00	0.00	0.00	10,000.00	0.00
590-000 Contrib - GF - Public Works	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES	548,800.00	210,066.25	37,104.46	338,733.75	38.28
Expenditures					
537 Sewer Fund - Collection	355,912.00	50,963.82	7,442.20	304,948.18	14.32
538 Sewer - Plant	547,232.00	100,600.03	15,306.78	446,631.97	18.38
TOTAL EXPENDITURES	903,144.00	151,563.85	22,748.98	751,580.15	16.78
Fund 590 - Sewer Fund:					
TOTAL REVENUES	548,800.00	210,066.25	37,104.46	338,733.75	38.28
TOTAL EXPENDITURES	903,144.00	151,563.85	22,748.98	751,580.15	16.78
NET OF REVENUES & EXPENDITURES	(354,344.00)	58,502.40	14,355.48	(412,846.40)	16.51

User: LORRIE

DB: Suttons Bay

PERIOD ENDING 05/31/2020

ACCOUNT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 591 - Water Fund					
Revenues					
591-000 Permits and Fees	475.00	541.00	75.00	(66.00)	113.89
591-000 Charge for Services	75,000.00	16,622.66	4,078.69	58,377.34	22.16
591-000 RTS Fees	60,000.00	26,579.01	5,314.76	33,420.99	44.30
591-000 Capital Charge	55,000.00	23,041.51	4,607.66	31,958.49	41.89
591-000 Hydrant Rental	25,000.00	0.00	0.00	25,000.00	0.00
591-000 Penalties	800.00	171.11	0.00	628.89	21.39
591-000 Interest Earnings	2,000.00	1,275.67	0.00	724.33	63.78
591-000 Contributions -Fr GF - Parks	5,000.00	0.00	0.00	5,000.00	0.00
591-000 Contributions -Fr Marina Fund	5,000.00	0.00	0.00	5,000.00	0.00
591-000 Contrib - GF - Public Works	1,800.00	0.00	0.00	1,800.00	0.00
TOTAL REVENUES	230,075.00	68,230.96	14,076.11	161,844.04	29.66
Expenditures					
000	286,224.00	62,559.42	11,229.25	223,664.58	21.86
TOTAL EXPENDITURES	286,224.00	62,559.42	11,229.25	223,664.58	21.86
Fund 591 - Water Fund:					
TOTAL REVENUES	230,075.00	68,230.96	14,076.11	161,844.04	29.66
TOTAL EXPENDITURES	286,224.00	62,559.42	11,229.25	223,664.58	21.86
NET OF REVENUES & EXPENDITURES	(56,149.00)	5,671.54	2,846.86	(61,820.54)	10.10
Fund 594 - Marina Fund					
Revenues					
594-000 Pump outs	3,200.00	0.00	0.00	3,200.00	0.00
594-000 Gas Sales	125,000.00	0.00	0.00	125,000.00	0.00
594-000 Gas Sales - Tax Exempt	1,000.00	0.00	0.00	1,000.00	0.00
594-000 Sale of Ice	1,200.00	0.00	0.00	1,200.00	0.00
594-000 Launch Fees	200.00	0.00	0.00	200.00	0.00
594-000 Waiting List	1,700.00	1,840.00	20.00	(140.00)	108.24
594-000 Transient Fees	68,000.00	0.00	0.00	68,000.00	0.00
594-000 Marina Day Use	1,500.00	0.00	0.00	1,500.00	0.00
594-000 Slip Fees	272,000.00	282,228.75	150.00	(10,228.75)	103.76
594-000 Penalties	0.00	502.50	0.00	(502.50)	100.00
594-000 Interest Earnings	4,000.00	2,875.23	0.00	1,124.77	71.88
TOTAL REVENUES	477,800.00	287,446.48	170.00	190,353.52	60.16
Expenditures					
000	653,771.00	95,881.33	14,068.20	557,889.67	14.67
TOTAL EXPENDITURES	653,771.00	95,881.33	14,068.20	557,889.67	14.67
Fund 594 - Marina Fund:					
TOTAL REVENUES	477,800.00	287,446.48	170.00	190,353.52	60.16
TOTAL EXPENDITURES	653,771.00	95,881.33	14,068.20	557,889.67	14.67
NET OF REVENUES & EXPENDITURES	(175,971.00)	191,565.15	(13,898.20)	(367,536.15)	108.86
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS	2,550,805.00	683,395.10	51,450.57	1,867,409.90	26.79
TOTAL EXPENDITURES - ALL FUNDS	3,491,949.00	690,362.04	112,355.16	2,801,586.96	19.77
NET OF REVENUES & EXPENDITURES	(941,144.00)	(6,966.94)	(60,904.59)	(934,177.06)	0.74

		VILLAGE OF SUTTONS BAY Marina Report VSB - 2020-30	
Prepared:	6-30-20	Pages:	1 of 1
Meeting:	7-9-20	Attachments:	<input type="checkbox"/>
Subject:	Marina Bridge		

PURPOSE

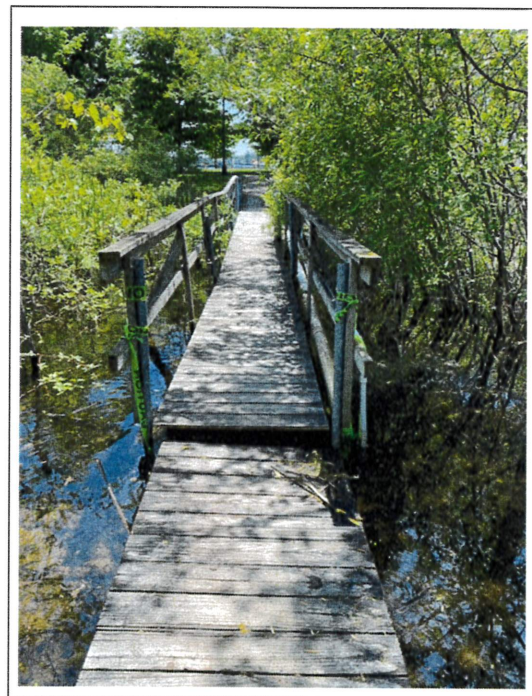
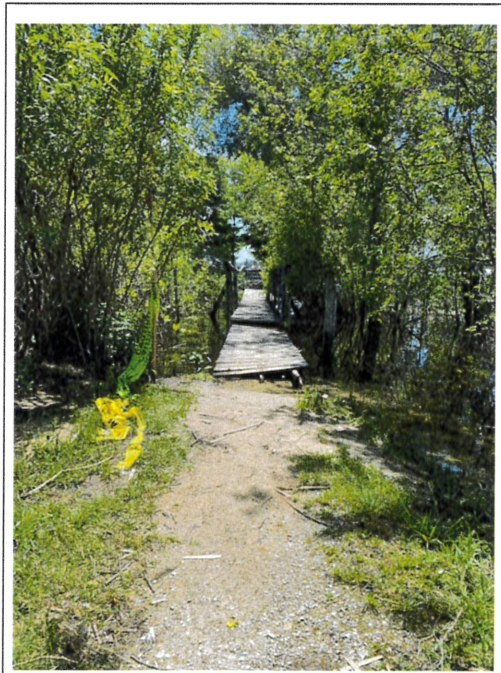
To enable discussion of removing the Marina pedestrian bridge.

OVERVIEW

As we witness an unprecedented rise in lake levels, the effects of the high-water levels, and seiches has created a series on unique issues for our marina infrastructure. The pedestrian bridge, located between the coal dock area and marina has become a safety issue that requires addressing. Staff has continuously wrapped caution tape at both entrances in an effort to stop people from using the bridge. As you can see in the pictures below, people continue to tear down the safety tape, regardless of how hazardous it has become.


STAFF COMMENTS

The two pictures were taken last week when the water was lower than usual. Although the bridge can be seen in its entirety, it is common to see the bridge entirely submerged. The bridge can now be observed dislodging from the structure supports. It is the opinion of the Harbor Master and Staff that this bridge has become a safety hazard and warrants removal.



ACTION REQUESTED

MOTION TO RECOMMEND removing the marina pedestrian bridge due to the Safety Concerns outlined in Report VSB-2020-30.

		VILLAGE OF SUTTONS BAY	
		Marina Report VSB - 2020-31	
Prepared:	6-30-20	Pages:	1 of 1
Meeting:	7-9-20	Attachments:	<input checked="" type="checkbox"/>
Subject:	Viking Cruise Line		

PURPOSE

To enable discussion regarding a request by Vikings Cruise Lines for service to the Village.

OVERVIEW

The Village was contacted by Viking Cruise Line to discuss some kind of partnership between the Village and Viking to support their Great Lakes Cruises beginning in 2022. Due to various reasons, including time constraints, I am looking for a discussion from the committee /VC on how to proceed with this inquiry. I have attached our limited discussion for your understanding.

STAFF COMMENTS

This is certainly a curious inquiry. The benefits associated with this type of economic generator are endless. Business would likely open to support the demand for excursions, others would benefit from an increase in revenue generated by the wave (sorry I couldn't resist) of patrons visiting our community. And so on.

Of course, there are also several questions associated with this type of use. Can we even handle the boats moving the patrons back and forth? What about support services for the patrons, such as restrooms? Where would the buses park to take patrons on the excursion? Do our residents want to see a cruise ship anchored in the bay?

So many questions...

ACTION REQUESTED

Discussion.

manager@suttonsbayvillage.org

From: manager@suttonsbayvillage.org
Sent: Monday, June 22, 2020 11:47 AM
To: 'Nicolai Skogland'; 'FSitkins@schoolship.org'
Cc: Steve Lutke
Subject: RE: Viking Cruises / Suttons Bay

Hi Nicolai,

Without a doubt there are many excursion opportunities and businesses that could partner with you to provide guests with the full experience of northern Michigan. From a physical standpoint, I do not believe our infrastructure is adequate to support such an endeavor, however we are open to discussing it further with you. I would ask for a more concise evaluation of our infrastructure to understand your needs and to determine its feasibility. Once we have more information we can look into any limitations or concerns that arise.

Thank you,

Rob Larrea, AICP
Village Manager
Village of Suttons Bay
231-271-3051 Ext.1



From: Nicolai Skogland <nicolai.skogland@vikingcruises.com>
Sent: Monday, June 22, 2020 8:40 AM
To: manager@suttonsbayvillage.org; FSitkins@schoolship.org
Subject: Viking Cruises / Suttons Bay

Dear Mr Larrea and Mr Sitkins,

I hope this email finds you well in these turbulent times.

As you may be aware Viking Cruises intend to launch Great Lakes Cruises from Summer 2022. One of our itineraries included planned calls to Traverse City however, the Board of the Discovery Center in Traverse City [made a decision in March](#) to restrict use of their pier for cruise ships.

We are therefore looking at alternative solutions and believe Suttons Bay would be great place to anchor for our ship and land our guests for activities in the wider area. Our ship will carry 380 guests max. The ship carries tender boats and rigid inflatable hull boats to land our guests. The idea is to have a wide excursion program both along the coast on either side of the peninsula and inland, guests will be spread out in the region on various activities and excursions throughout the day.

For background information:

- The itinerary in question can be viewed [here](#) and a sample of the activities we plan to offer our guests can be seen [here](#).
 - o Naturally – if there are any local excursion or activity partners based in Suttons Bay that it would make sense for us to work with on the guest experience side we will aim to do so as far as possible.

- Our guests are predominantly US nationality with a smattering of Brits, Canadians and Australians, 55+ yrs of age and our cruise product is geared towards academics and well-travelled, curious guests.
- The ship itself is presented [here](#) and [here](#). The ship is under construction and set for delivery in the Fall of 2021.
- We have asked Great Lakes Pilot – Capt. Seann O’Donoughue - to assess the port and he is very enthusiastic both about the nautical aspects of the port and the village of Suttons Bay. For full disclosure I attach his report prepared for us on this matter.

If this is something we can discuss further I would like to set up Teams meeting with you to see how we can take this forward and to answer you any questions you might have to our proposal.

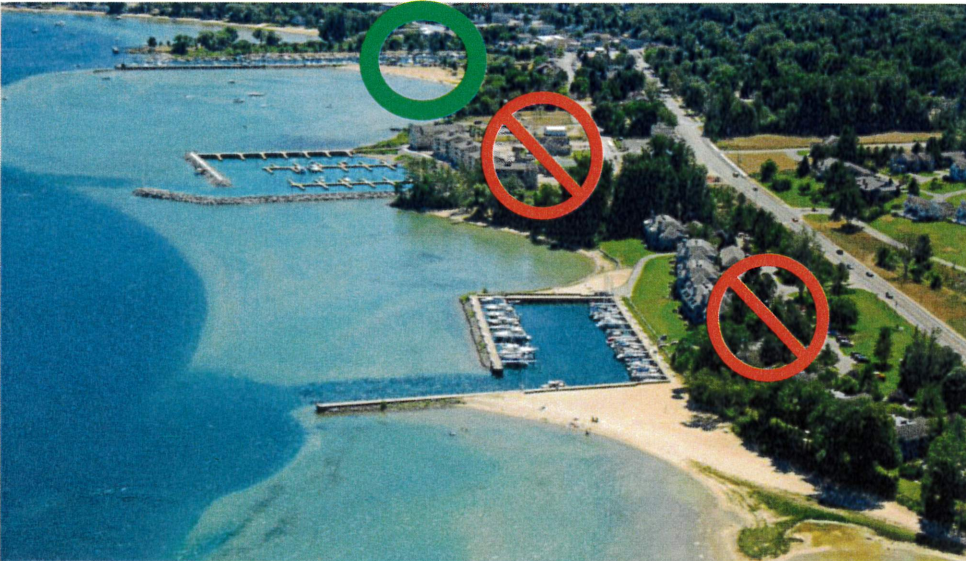
Yours sincerely,

Nicolai Skogland | **Viking Cruises** | Director – Port Operations | Ocean | (m) +49 173 427 20 44
| nicolai.skogland@vikingcruises.com | vikingcruises.com

SUTTONS BAY, MI VIEWED AS A CRUISE SHIP DESTINATION

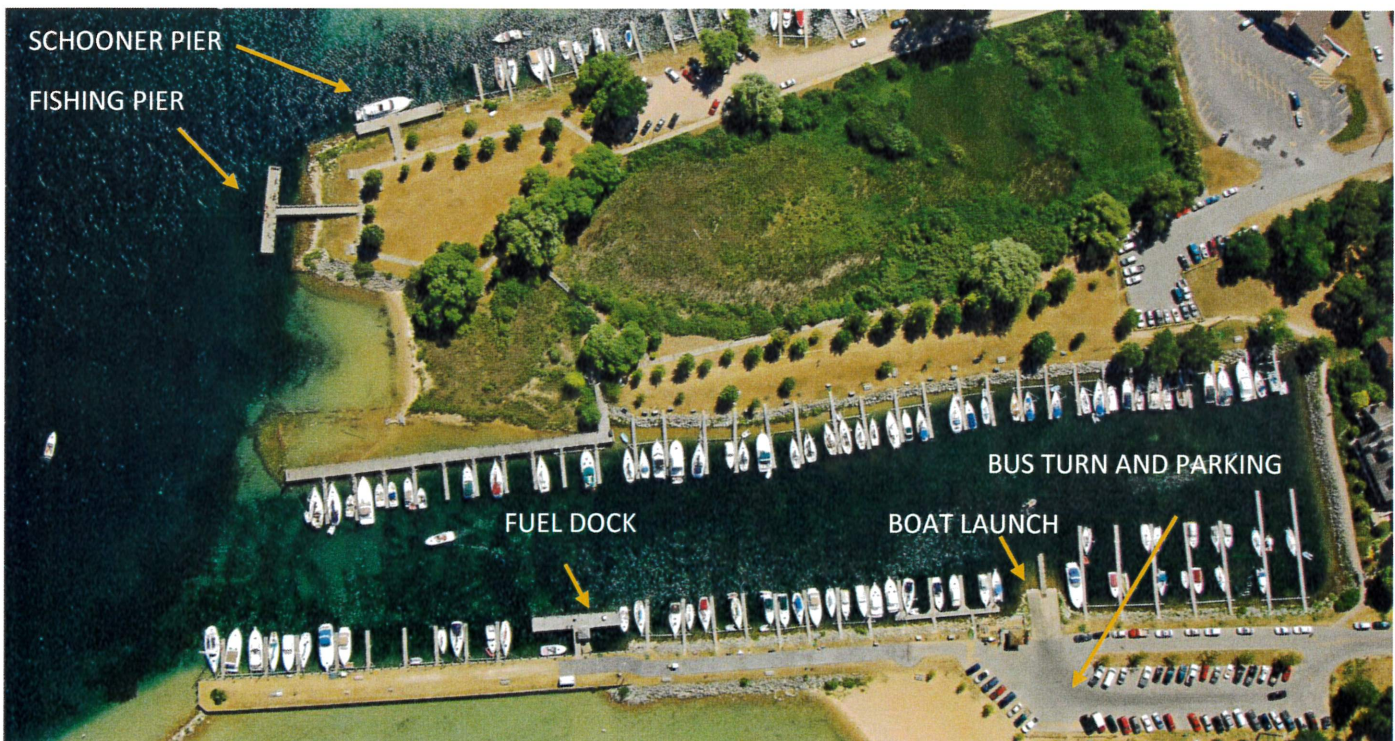
For a maximum sized cruise ship, Suttons Bay will provide a good anchorage from all wind directions, but strong NE, which occurs two to three times per season, but it always depends on where the low pressure centre tracks across the lakes.

POSSIBLE LANDING SITES: Of the three sites, only the Michigan State run Sutton Bay Village Marina is the best choice.



BEST CHOICE: SUTTON BAY VILLAGE MARINA - video: <https://www.youtube.com/watch?v=nbKXcM8QfPc>

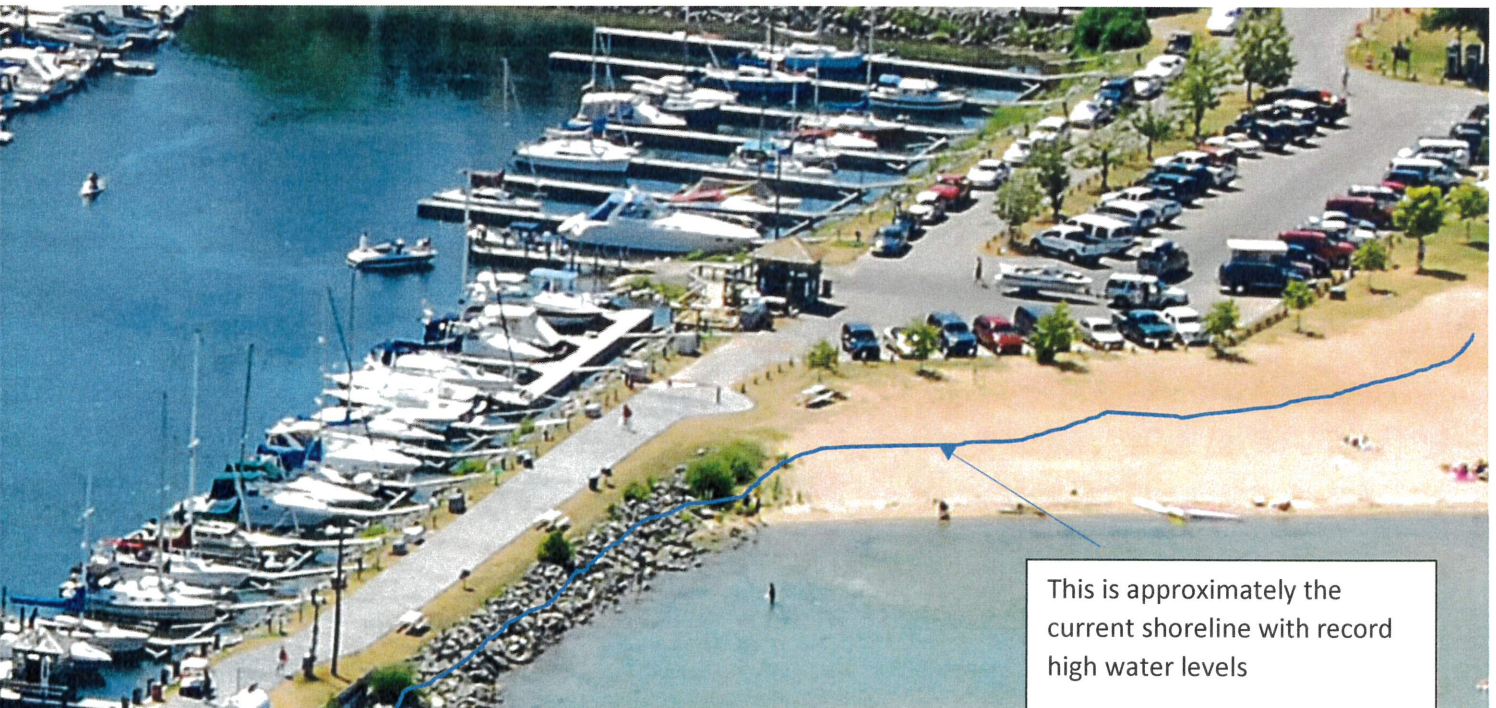
Though this is the best choice, you can see from the images below that there will be a need to set up some infrastructure, like a better landing site. With the current high water levels on the lakes, this site is just above water, which covers the sand beach and almost reaches the parking lot. The grassy space is now all swampy. A large population of sport fishermen launch their boats and park in the parking lot, [which would suit coach bus turnaround.]





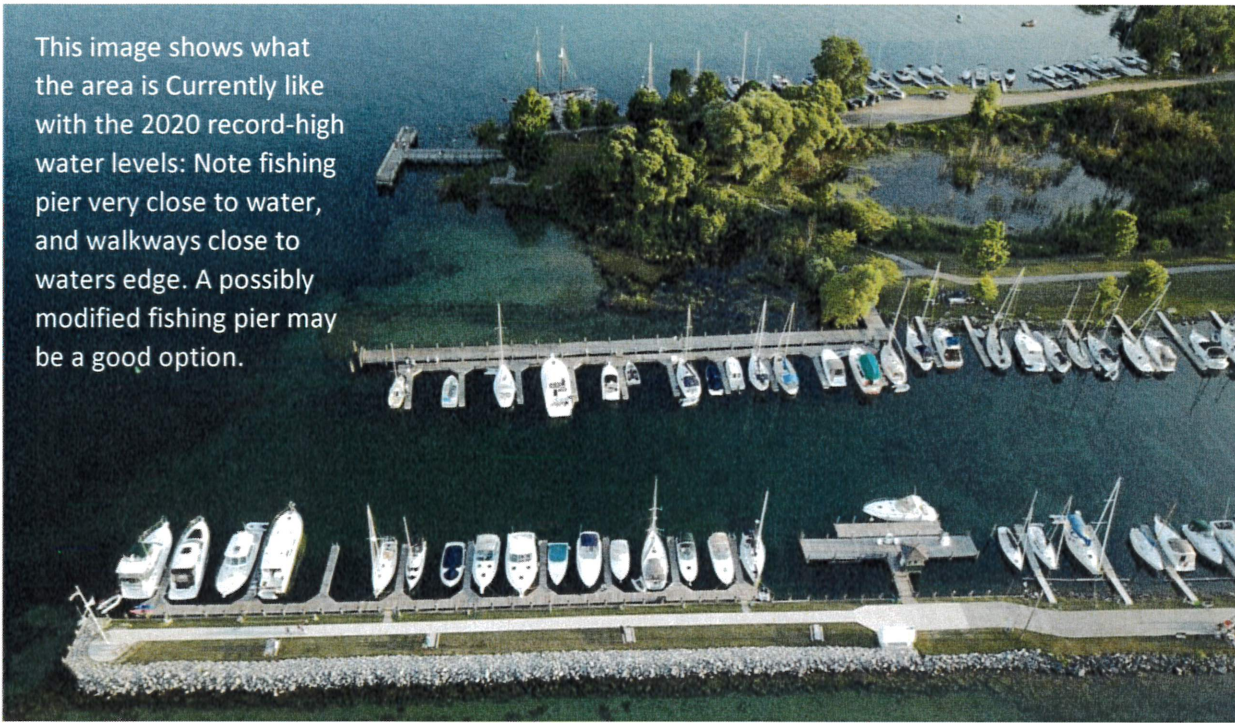
Various views of the fishing pier and "Schooner Pier".
[Berth of school ship Schooner *Inland Seas*]

Below: View of the Heavily used boat launch and parking lot. Good wide walkways. Single entry point for ISPS.



This is approximately the current shoreline with record high water levels

This image shows what the area is currently like with the 2020 record-high water levels: Note fishing pier very close to water, and walkways close to water's edge. A possibly modified fishing pier may be a good option.





A very pretty town.

Additional attractions:

- Schooner Inland Seas home port.

Michigan State Department web page:

http://www.midnr.com/Publications/pdfs/harbor_guide/index.htm#t=suttons_bay.htm