



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

February 5, 2024 at 8:30 am

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-2024-03 Marina Slip Request
- b. VSB-2024-04 Marina Master Plan

4. Status Update – Other Committees


- a. VSB-2024-02 Stratton Way Petition
- b. VSB-2024-01 Personnel Policy Manual Discussion

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

| | | | |
|---|---------------------|--|---------------------------------------|
|  | | DEPARTMENT OF PUBLIC WORKS REPORT DPW -2024- 01 | |
| Prepared: | January 22, 2024 | Pages: | 1 of 5 |
| Meeting: | February 5, 2024 | Attachments: | 1 <input checked="" type="checkbox"/> |
| Subject: | Monthly DPW Updates | | |

GENERAL SERVICE HIGHLIGHTS

The department has been busy the last few weeks with the snow that has finally arrived.

Winter operations update: Vehicles and heavy trucks have had new cutting blades installed on all plows and under body scraper units. We have accumulated large stockpiles in town and are in the process of removing them to make more room.

Alleyway repairs of gravel were completed prior to the onset of winter.

Staff review of snow removal procedures and safety concerns while operating equipment was completed.

Opening of storm drain culverts is in process prior to anticipated rain and warmer temperatures.

UTILITY HIGHLIGHTS

Distribution System of Materials Inventory (DSMI) and Cross Connection inspection this spring.

We are seeing larger than usual signs of suspected food based greasy/oily substances in the Main Lift Station wet well. We are planning on with staff to start pulling manhole covers to track source down.

Main Well House pump No.#2 was replaced very recently; found that the pump was shorted out. Well pipes were in good condition upon inspection.

Harbor Heights Update: Vacuum tested a manhole that had to be raised to meet grade. Test passed. No other activity to report on site.

Proposal request for your consideration to replace the WAS (waste activated sludge) meter at the WWTP. The meter is not functioning. This particular device is important in regard to regulating mass balance of the organisms in the plant used for treating wastewater.

Proposal request for RAS (return activated sludge) VFD control for pump that is inoperable in automatic control.

Holding tank waste was temporarily suspended twice at the WWTP. This was due to excessive amount of trucks discharging back to back and after hours which resulted in an upset of the treatment system. Waiting on lab and process control results to determine resumption of holding tank waste and a suitable daily volume to cap discharged amounts at.

REGULATORY HIGHLIGHTS

PFAS sampling was conducted in December results with be complied internally and then sent to EGLE.

2024 Lead and Copper sampling will be conducted during the summer months according to our permit schedule.

January 22, 2024

Justin Straub
Jacobs Engineering
Suttons Bay WWTP
Suttons Bay, MI

PROJECT: Suttons Bay RAS pump VFD replacement
SUBJECT: Proposal JPN24-001

Dear Justin,

This proposal is for replacing the failed RAS pump VFD Suttons Bay WWTP. All work shall be performed during normal business hours Monday through Friday. The following equipment and services are included:

- Square D Altivar 320 VFD
 - 3hp, 480V, 3φ
 - HIM with remote door mount kit
- Labor to rebuild existing MCC bucket to integrate the new RAS VFD
- Labor for VFD programming and testing

Estimated cost for the above-described work is **\$2,690.36**, including tax.

Our proposal is based on the following:

- 1) For work to be performed on existing customer programs, source codes, documentation, and any other information as required to gain access to the programs are to be provided to Windemuller. All software licenses must be current unless otherwise noted.
- 2) For work to be performed using existing equipment, the equipment must be in good working order and suitable for the intended use.
- 3) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning. Warranty work will be performed as soon as possible after notification. If it is determined that warranty issues are not the responsibility of Windemuller, all time and material may be billed at our current rates.
- 4) **Professional Courtesy and Non-Solicitation Agreement:** In exchange for the above concessions both parties, i.e. Windemuller and your company agree to not solicit each other's employees for a period of 2 years after the last date of services performed. In addition, any proprietary information or programs from both parties will not be forwarded or distributed to others.
- 5) Windemuller Anticipated Billing Milestones
 - a. 15% Contract Approval – Invoice for planning, estimating, organizing & meetings.
 - b. 35% Equipment Ordered – Invoice for all equipment ordered.
 - c. 25% Equipment Assembly/Delivery – Invoice once panels are built and/or delivered.
 - d. 15% Equipment Start up – Invoice after start-up has been completed.
 - e. 10% Final Sign-off/O&M – Invoice customer for final payment.
- 6) This proposal is valid for 10 days.

CORPORATE HEADQUARTERS
1176 Electric Ave., Wayland, MI 49348
616.877.8770 800.333.3641

MID MICHIGAN BRANCH
3600 Centennial Dr., Midland, MI 48642
989.631.2023

NORTHERN MICHIGAN BRANCH
1301 Business Park Dr., Traverse City, MI 49686
231.935.4800 800.891.5319

Thank you for the opportunity to provide a proposal for your requirements. If you have any questions, please feel free to contact us.

Sincerely,



Jeff Novack
Automation Account Manager

Accepted by _____

Printed Name _____

Purchase Order _____

Date _____

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January 22, 2024

Justin Straub
Jacobs Engineering
Suttons Bay WWTP
Suttons Bay, MI

PROJECT: Suttons Bay WAS Flow Meter Replacement
SUBJECT: Proposal JPN23-052-RevC

Dear Justin,

This proposal is for replacing the failed WAS mag flow meter at the Suttons Bay WWTP. All work shall be performed during normal business hours Monday through Friday. The following equipment and services are included:

- ABB FEP632 Flow Tube
 - Explosion Protection Certification: cFMus Class 1 Div. 2 (Zone 2 / 21)
 - Housing Type / Housing Material / Cable Glands: Remote / Aluminum / NPT 1/2 in.
 - Meter Size: DN 50 (2 in.)
 - Process Connection Type: Flanges ASME CL 150 B16.5 up to DN 600, B16.47 Series B > DN 600
 - Liner Material: PTFE
 - Process Connection Material: Carbon steel
 - Electrode Design: Standard
 - Measuring Electrodes Material: Alloy C-4 (2.4610)
 - Grounding Electrode / Full Pipe Detection: No grounding electrode / No full pipe detection
 - Grounding Accessories: Grounding ring (2 off), mounted to flange
 - Protection Class Transmitter / Protection Class: IP 67 / IP 68 Sensor
 - Design Level A Design Level A
 - Sensor Length: ABB Standard
 - Configuration Type: Parameters set to factory defaults
 - Calibration Type: 0.4 % Factory Calibration
 - Signal Cable: 10 m (approx. 30 ft)
 - Number of Test points: 2 Points
- ABB FET632 Transmitter
 - Explosion Protection Certification: cFMus Class 1 Div. 2 (Zone 2 / 21)
 - Housing Type / Housing Material / Cable Glands: Field-mount / Single compartment / Aluminum / NPT 1/2in.
 - Protection Class Transmitter / Protection Class: IP 67 / IP 68 Sensor
 - Power Supply: 100 ... 230 V AC, 60 Hz
 - Display: Display with Keypad
 - Outputs: 1 Current output (active or passive), 2 Digital Outputs (passive), HART
 - Option Card 1: without
 - Option Card 2: without
 - Potable Water and Food & Beverage Approvals: Without
 - Other Options: Device for FM Cl1 Div 2 only (No FM Cl1 Zone 2)
 - Temperature Range of Installation / Ambient: Standard design / -20 ... 60 °C (-4 ... 140 °F)

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- Transmitter Software Function Package: Standard
 - Mechanical installation labor for this meter
 - Electrical wiring, programming, and commissioning labor for this meter
 - 30-day lead time for manufacturing and delivery of this flow meter system

Estimated cost for the above-described work is **\$9,503.62**, including tax.

Our proposal is based on the following:

- 1) For work to be performed on existing customer programs, source codes, documentation, and any other information as required to gain access to the programs are to be provided to Windemuller. All software licenses must be current unless otherwise noted.
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- 3) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning. Warranty work will be performed as soon as possible after notification. If it is determined that warranty issues are not the responsibility of Windemuller, all time and material may be billed at our current rates.
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Sincerely,

Jeff Novack
Automation Account Manager

Accepted by _____

Printed Name _____

Purchase Order _____

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Challenging today.
Reinventing tomorrow.

Jacobs Engineering
606 Hannah Ave.
Traverse City, MI 49686
T 231-922-4922

January 5, 2024

Attn: Dave Miller
Village of Suttons Bay Director of Public Works
Village of Suttons Bay

Project name: Suttons Bay WWTP
Project no: 404723CH

Subject: Monthly Operations Report

Dear Mr. Miller

This report covers our operations and maintenance activities for the month of December 2023.

Yours sincerely,

Mark J Huggard

Mark Huggard
Project Manager

231-313-5592
Mark.huggard@jacobs.com

Copies to: Rob Larrea
Jacobs Staff

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 Out of Service Equipment / Repair Needs..... 7

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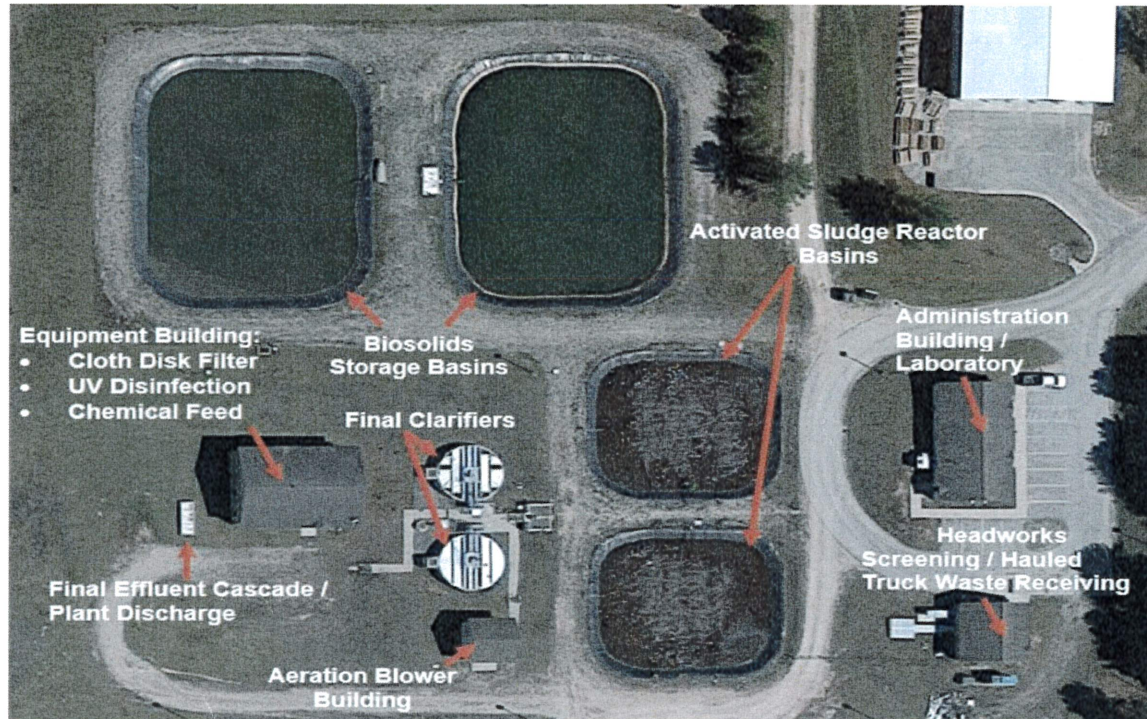
Financial Report..... 8

Executive Summary

- Annual generator maintenance was completed.
- PLC upgrade work progressed.
- Responded to a power outage on December 18th.
- Plant was within compliance for the month of December.
- Holding tank waste receiving volumes increased towards end of month.

Operations and Maintenance

Treatment Plant Aerial View

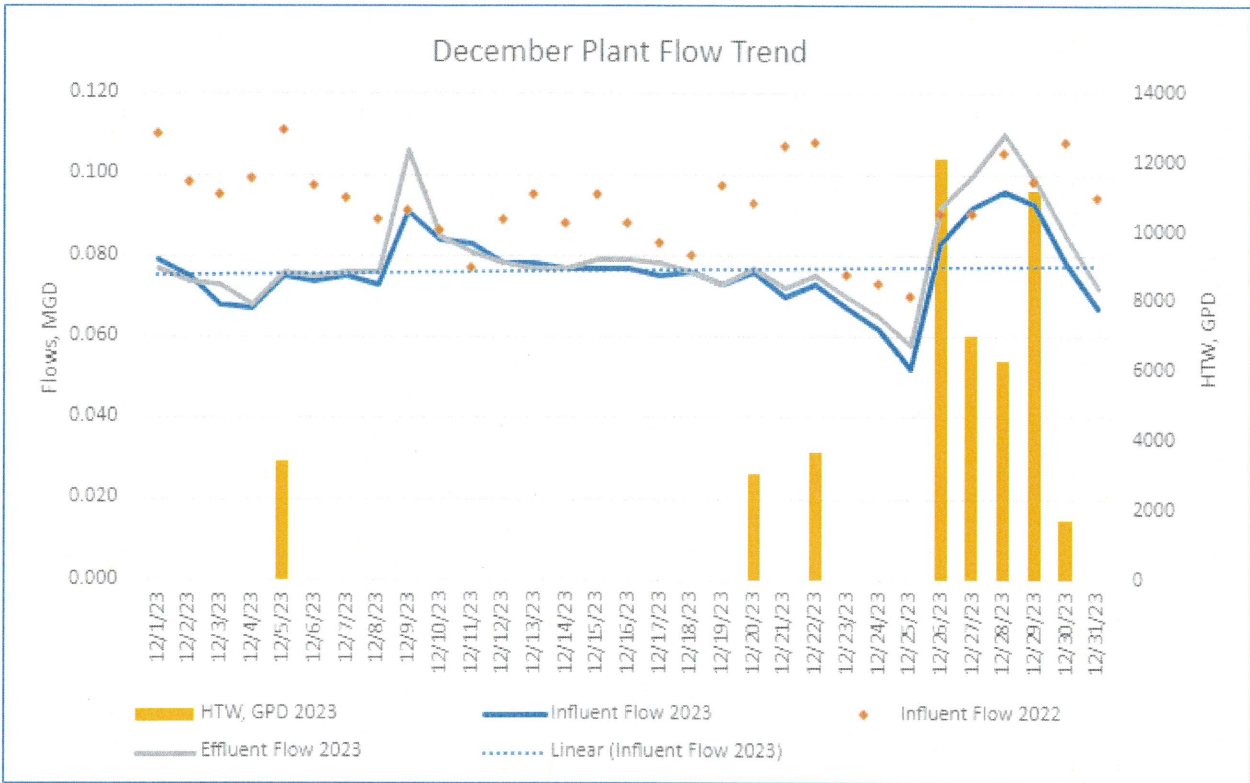


- ✓ Cummins Bridgeway performed annual plant generator maintenance and testing on-site this month.
- ✓ Windemuller was on-site for Programmable Logic Controller replacements, with the project expected to be completed post-Holidays.
- ✓ Responded to a power outage on December 18th caused by high winds, conducting a facility walkthrough to ensure equipment functionality. UV system and disk filter displayed faults but were reset, returning to normal operation before departure.
- ✓ One aeration basin was taken out of service for the winter season and will be reinstated in the Spring.

Flow Report

| | | |
|---------------------------------------|---------|-------------------------|
| Monthly Average Influent Flow 2023 | 0.076 | Million Gallons per day |
| Monthly Average Influent Flow 2022 | 0.093 | Million Gallons per day |
| Total Monthly Hauled Truck Waste 2023 | 48,427 | Gallons |
| Total Monthly Hauled Truck Waste 2022 | 157,604 | Gallons |

The following plant flow graph illustrates the facilities current influent, effluent flow and hauled truck waste for the reporting month. Also provided for comparison is the influent flow for the same month of the previous year. Plant flows increased in correlation with the increase in holding tank waste volumes seen towards the end of the month.

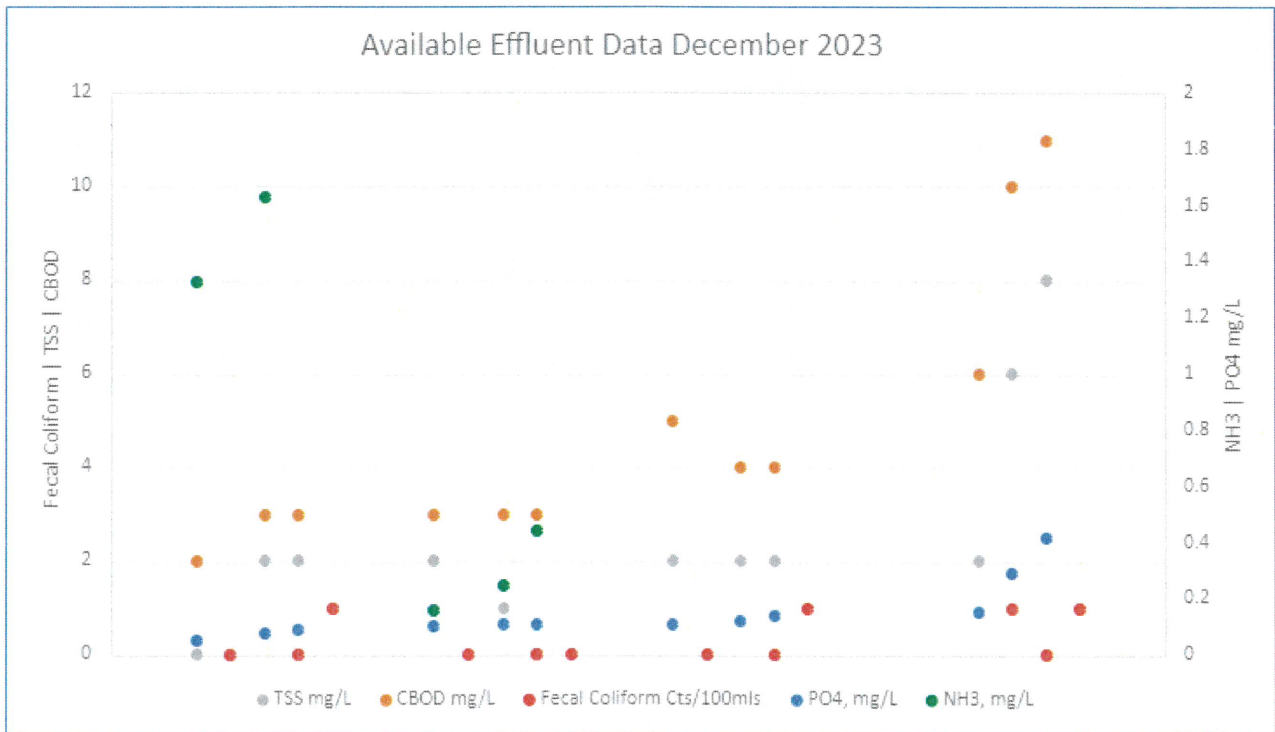


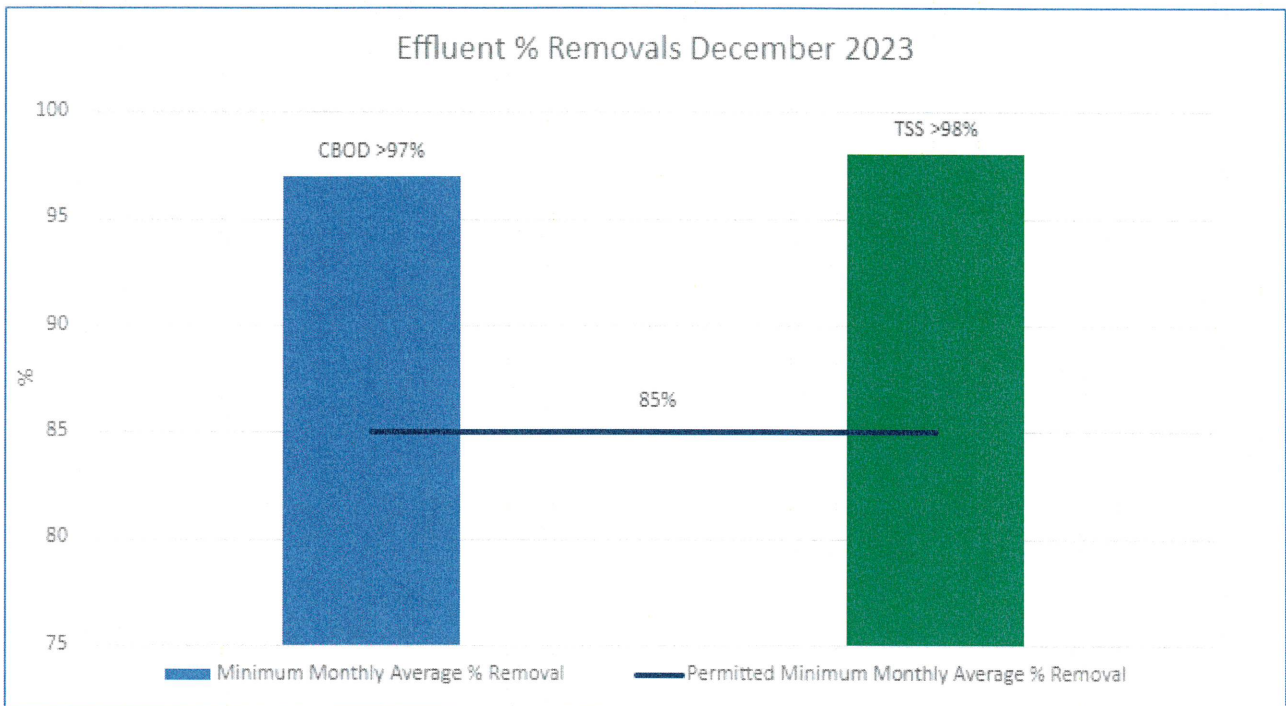
NPDES Permit Compliance

- ✓ Available lab results for this month confirm compliance with our National Pollution Discharge Elimination System (NPDES) permit.
- ✓ Jacobs successfully submitted the November Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE), meeting the required deadline of the 20th of the following month.

The NPDES permit limits are outlined in the following table. The lab data for the reporting month is visually represented in the effluent compliance graphs below.

| 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, CBOD | 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 |





Out of Service Equipment / Repair Needs

- RAS pump #2 variable frequency drive.
 - Obtaining updated quote.
- Waste activated sludge flow meter.
 - Meter is in service but is providing erratic flow readings. Awaiting updated quote.
- Plant surge protector.
 - Warranty replacement. Contractor is awaiting parts.
- Hauled truck waste rock trap cover latches need replaced.
 - Sourcing other latch options.
- Hauled truck waste flow meter replacement.
 - Awaiting replacement quote.
- Administration building HVAC heater.
 - Hurst Mechanical is expected onsite the week of November 27th.

CIP Project Updates

- Upgrade of fine screen and headworks PLC's.
 - PLC Integration was postponed by the Contractor until after the Holidays.
- Equipment building PLC replacement.
 - PLC Integration was postponed by the Contractor until after the Holidays.

Financial Report

| Description | Nov-23 | Comments |
|--|--------------|---|
| Current Month Repairs | \$2,536.09 | \$1,173.17 – Ferric pump rebuild kits \$1,362.92 – Hurst Mechanical furnace repair |
| Current Month Repair Labor Hrs | - | |
| Current Month Chemicals | - | |
| Current Month Electricity | \$2,405.27 | |
| Current Month Natural Gas | - | |
| | | |
| YTD Repairs | \$7,343.50 | |
| Repair Budget Remaining (\$6,000 Limit) | \$(1,343.50) | |
| | | |
| YTD Repair Labor Hrs | 47.00 | |
| Repair Labor Hrs Remaining (Limit 104 hrs) | 57.00 | |
| | | |
| YTD Chemicals | \$- | |
| Chemical Budget Remaining (\$8,000 Limit) | \$8,000.00 | |
| | | |
| YTD Electricity | \$19,005.60 | |
| Utility Budget Remaining (\$25,000 Limit) | \$5,994.40 | |
| | | |
| YTD Natural Gas | \$4,939.41 | |
| Utility Budget Remaining (\$13,200 Limit) | \$8,260.59 | |



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Reinventing tomorrow.

Jacobs Engineering
606 Hannah Ave.
Traverse City, MI 49686
T 231-922-4922

January 31, 2024

Attn: Dave Miller
Village of Suttons Bay Director of Public Works
Village of Suttons Bay

Project name: Suttons Bay WWTP
Project no: 404723CH

Subject: Monthly Operations Report

Dear Mr. Miller

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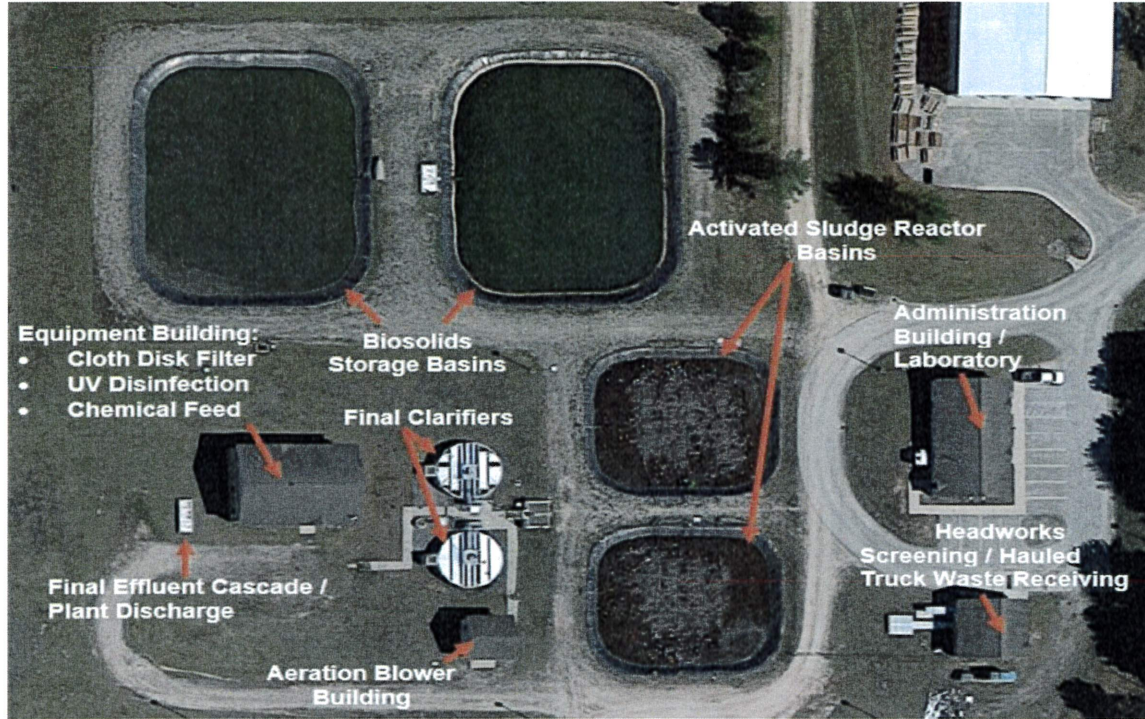
Financial Report..... 8

Executive Summary

- Plant was within compliance for the month of December.
- Holding tank waste receiving was suspended and resumed with lowered daily volume limits.
- Replaced lighting in the aeration blower room.
- PLC upgrades are anticipated to be completed in early February.

Operations and Maintenance

Treatment Plant Aerial View



1. Temporary Suspension of Holding Waste Receiving:

- Temporary Suspension Due to High Volume and Schedule Non-Compliance:
 - Reason for Pause: We temporarily stopped receiving waste in holding tanks because of unusually high volumes at the end of December. This surge adversely affected the biological functioning of our plant.
 - Schedule Issues: Additionally, there were problems with haulers not following the designated offloading hours.
 - Compliance with NPDES Permit: It's important to note that during this entire period, the facility remained within all permit parameters.
- Resumption of Waste Acceptance with Modifications:
 - Stable Biological Processes: After confirming the stability of our plant's biological processes, we resumed accepting waste, albeit with certain adjustments.
 - Adjusted Daily Volume Limits: The amount of waste we accept daily is now temporarily restricted. These limits are flexible and will be adjusted based on our treatment capacity. Any changes will be promptly communicated to the haulers.

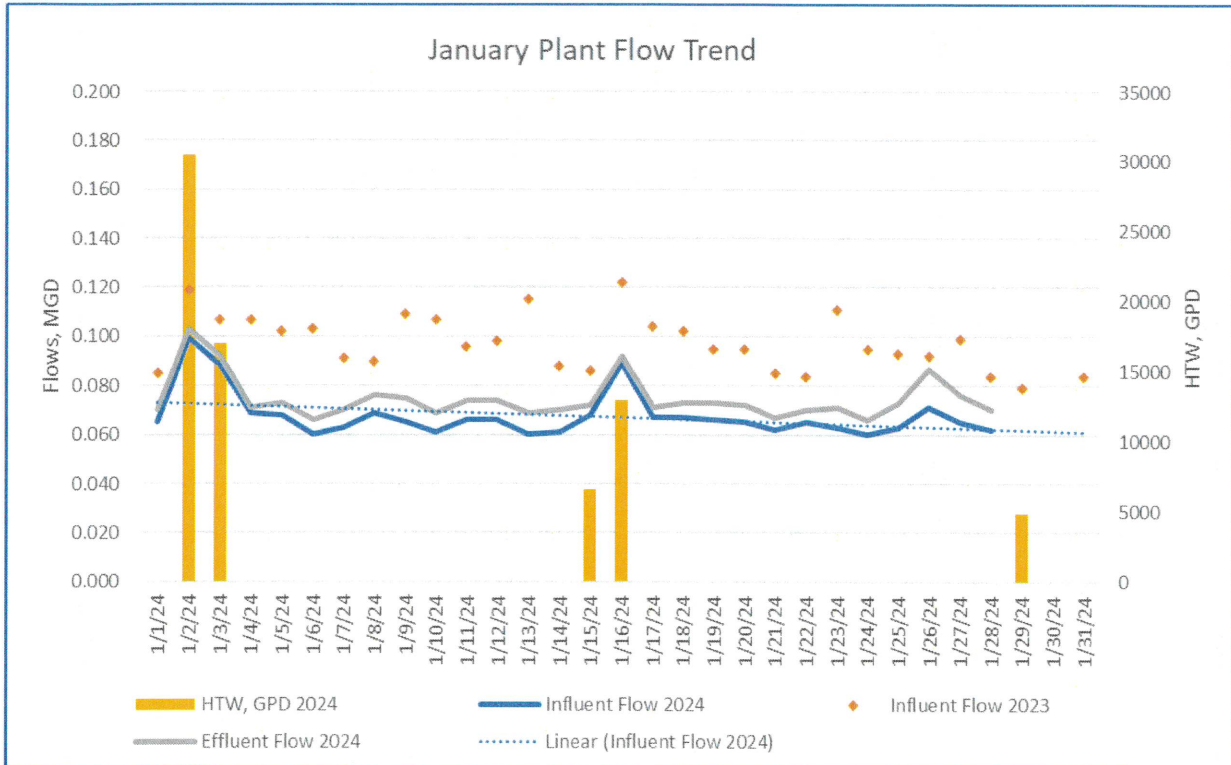
- Reinforced Offloading Schedule: We have reiterated the importance of adhering to the offloading schedule to all haulers. Failure to comply may result in further suspension of their offloading privileges.

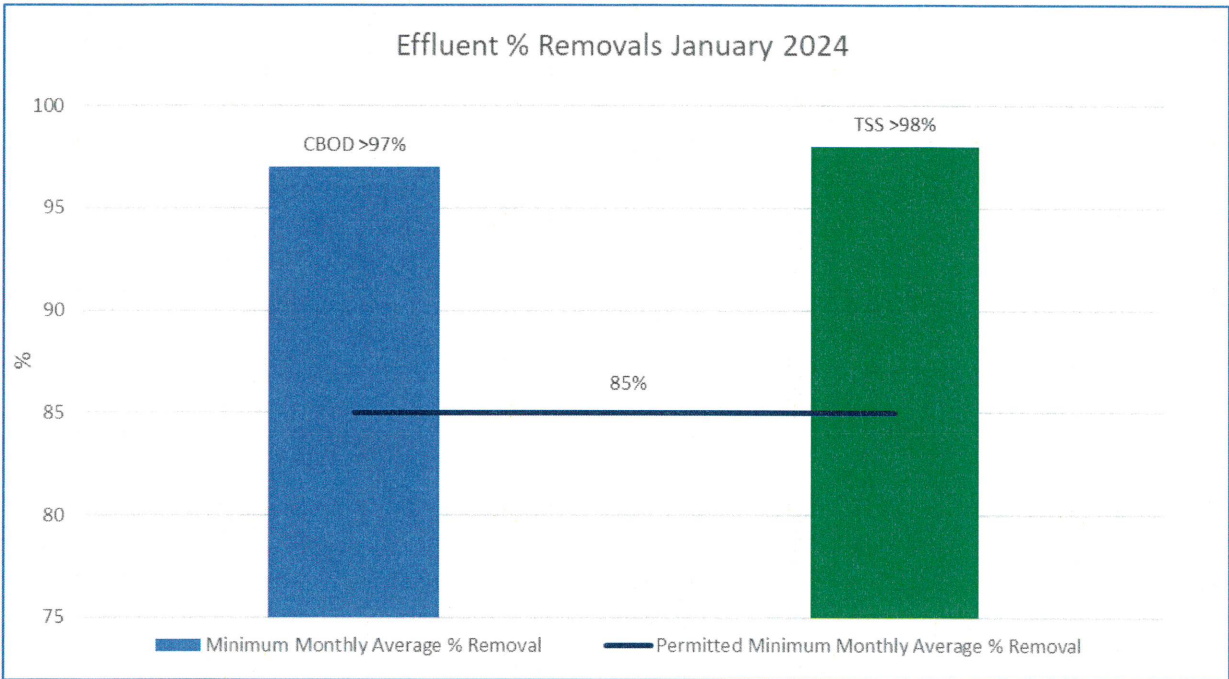
2. We replaced lighting bulbs in the aeration blower building. New lighting ballast have been ordered to repair the remaining non-working fixtures.

Flow Report

| | | |
|---------------------------------------|---------|-------------------------|
| Monthly Average Influent Flow 2024 | 0.074 | Million Gallons per day |
| Monthly Average Influent Flow 2023 | 0.094 | Million Gallons per day |
| Total Monthly Hauled Truck Waste 2024 | 72,015 | Gallons |
| Total Monthly Hauled Truck Waste 2023 | 174,736 | Gallons |

The following plant flow graph illustrates the facilities current influent, effluent flow and hauled truck waste for the reporting month. Also provided for comparison is the influent flow for the same month of the previous year.





Out of Service Equipment / Repair Needs

- RAS pump #2 variable frequency drive.
 - Replacement proposal provided to Village.
- Waste activated sludge flow meter.
 - Meter is in service but is providing erratic flow readings. Replacement proposal provided to Village.
- Plant surge protector.
 - Warranty replacement. Contractor is awaiting parts.
- Hauled truck waste rock trap cover latches need replaced.
 - Sourcing other latch options.
- Hauled truck waste flow meter replacement.
 - Awaiting replacement quote.


CIP Project Updates

- Upgrade of fine screen and headworks PLC's.
 - PLC Integration was postponed by the Contractor. Estimated completion date is beginning of February 2024.
- Equipment building PLC replacement.
 - PLC Integration was postponed by the Contractor. Estimated completion date is beginning of February 2024.
 - PLC Integration was postponed by the Contractor. Estimated completion date is beginning of February 2024.

Financial Report

Financial information was not available in time for this report submittal. January's financials will be included in February's report.

| Description | Jan-24 | Comments |
|--|--------|----------|
| Current Month Repairs | - | |
| Current Month Repair Labor Hrs | - | |
| Current Month Chemicals | - | |
| Current Month Electricity | - | |
| Current Month Natural Gas | - | |
| | | |
| YTD Repairs | - | |
| Repair Budget Remaining (\$6,000 Limit) | - | |
| | | |
| YTD Repair Labor Hrs | - | |
| Repair Labor Hrs Remaining (Limit 104 hrs) | - | |
| | | |
| YTD Chemicals | - | |
| Chemical Budget Remaining (\$11,200 Limit) | - | |
| | | |
| YTD Electricity | - | |
| Utility Budget Remaining (\$25,000 Limit) | - | |
| | | |
| YTD Natural Gas | - | |
| Utility Budget Remaining (\$13,200 Limit) | - | |

| | | | |
|---|----------------------|-------------------------------|--------------------------|
|  | | VILLAGE OF SUTTONS BAY | |
| | | REPORT VSB -2024 - 03 | |
| Prepared: | February 1, 2024 | Pages: | 1 of 1 |
| Meeting: | January 5, 2024 | Attachments: | <input type="checkbox"/> |
| Subject: | Harbormaster Support | | |

PURPOSE

Clarification on Marina decisions.

OVERVIEW

A request was made to the Harbormaster to grant a special request to a longtime resident and slip holder. The Harbormaster took the request into consideration as well as the tragic story associated with the request into consideration. Upon reviewing our longstanding procedure and the intent of the Marina Ordinance, a determination was made by our Harbormaster. Unfortunately, it was contrary to the outcome in which the slip holder desired. The positive is that the longtime slip holder can/will remain a slip holder as he is in good standing and a respected member of our community.

We are now before the Marina Committee upon request from the slip holder to look beyond our procedure and our Harbormasters decision to allow his request.

STAFF COMMENT

Staff has longstanding support from the Village Council to administer the ordinance in a fair and non-bias manner. The facts associated with the request are tragic, making the decision even more difficult, nonetheless, the decision was made based on the documents and longtime administration of those documents.

CONCLUSION

A CONSENSUS THAT: the Marina & Utility Committee support the decisions of the Harbormaster, as it relates to the administration and interpretation of the marina ordinance and associated procedure.

suttonsbay@suttonsbayvillage.org

From: Karl Lundquist <karllund1@icloud.com>
Sent: Wednesday, January 24, 2024 10:36 AM
To: suttonsbay@suttonsbayvillage.org
Subject: Boat Slip #75

Hi; In reference to my previous letter concerning my boat slip, I am requesting that this matter be brought before the Village Council. Thank you Karl F. Lundquist P. O. Box 952 Suttons Bay
248-496-0800
Sent from my iPad=

From: Karl Lundquist <karllund1@icloud.com>
Sent: Thursday, October 12, 2023 1:06 PM
To: Alysworth Edie
Subject: Boat Slip #75


Hi; My name is Karl Lundquist and I am the owner of Condo #7 at the Barkentine Condos. I have been an owner for over 40 years. I have had boat slip #75 in the village marina for over 30 years. I am 84 years old. My son, Eric, has been on the marina waiting list for a long time (you can check with Edie). Earlier this season my son came up to #1 on the wait list. Since he planned to eventually take over my boat along with my daughter, we asked the marina to add him to my slip instead of getting another slip (this freed up another slip for someone else). Our request was granted earlier this season. Unfortunately, he had an unexpected heart attack and passed away on June 14th at age 60. My daughter, Alison (who would have eventually inherited my condo along with my son) would have been a part of the boat slip along with my son. I am asking if you would please allow my daughter to be substituted for my son on my slip. Under these circumstances, I feel that this is a reasonable request and ask that you please consider allowing this.

Thank you,

Karl

Sent from my iPad

Karl F. Lundquist

| | | | |
|---|--------------------------|-------------------------------|-------------------------------------|
|  | | VILLAGE OF SUTTONS BAY | |
| | | REPORT VSB -2024 - 04 | |
| Prepared: | February 1, 2024 | Pages: | 1 of 1 |
| Meeting: | February 5, 2024 | Attachments: | <input checked="" type="checkbox"/> |
| Subject: | Draft Marina Master Plan | | |

PURPOSE

To Introduce the DRAFT Marina Master Plan

STAFF COMMENT

A few months ago, the village partnered with Abonmarche to assist the village with drafting /updating the Marina Master Plan. This plan mostly elevated previously identified improvements to prepare them for upcoming granting opportunities. The draft is now before you for introduction.

CONCLUSION

Discussion.