



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Monday April 7, 2025 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-2025-12 Proposed Sewer/Water Findings Section
- b. North Park Boat Launch Discussion

4. Status Update – Other Committees


- a. VSB-2025-13 On Street Parking-St Marys Street

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2025- 01</b>	
Prepared:	April 3, 2025	Pages:	1
Meeting:	April 7, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	DPW Spring Updates		

### GENERAL SERVICE HIGHLIGHTS

The department has been busy this year with snow removal. Our staff are looking forward to spring.

During the breaks in weather, we have had opportunities to do needed repairs to picnic table and park grills. Those items are completed and ready to go in due time.

Mowing equipment preparations have been completed. Hopefully the parks cleanup will begin soon.

Opening of frozen storm drain culverts was completed prior to anticipated rain and snow melting.

Street sweeping agreement has been signed, when we get a firm start date, we will pass that along. Anticipating sometime this month.

### UTILITY HIGHLIGHTS

Annual EGLE reporting has been completed for the water system regarding production. Other reports have been submitted for approval concerning Consumer Quality Reports. Those will be mailed out in about a month.

Well #4 at Port Sutton is in the process of being replaced due to age, wear, and performance. Pump has exceeded its expected life span. Pump inspections and performance data inspections are performed routinely as part of our operating strategy and best management practices.

Side note: Main Well House pump No.#2 was replaced in 2024; found that the pump electrical wires shorted out. Well pipes and associated components were in good condition upon inspection.

Harbor Heights Update: Nothing to report


Chlorination and flushing will begin in mid-April, cross connection inspections sometime later this summer. Beginning implementation phases and setup of the program now.

On going improvements at the WWTP, replacing sludge lagoon drain pump and emergency backup phone line alarm system.

### REGULATORY HIGHLIGHTS

Monthly water samples have been in compliance and reported to EGLE.

Still waiting for WWTP NPDES permit from EGLE. We are operating under current our permit.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2025-12</b>	
Prepared:	April 1, 2025	Pages:	1 of 1
Meeting:	April 7, 2025	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed Sewer/Water Findings Section		

## PURPOSE

To consider a new eligibility section for the sewer and water ordinances.

## OVERVIEW

As we continue to work our way through a mostly content neutral update and re-formatting process of our water and sewer ordinances, a new section of the ordinance has been drafted and is before you for consideration. This is a rough draft that will require additional tweaks, attorney review etc. However, before we get too far into this new section, it would be appropriate to gauge your interest first.

In the past, the extension of our utilities outside of the Village jurisdictional limits was, for some unknown reason, construed as a right, rather than a privilege. The Section begins by informing applicants outside of our jurisdictional boundary that those projects do not have a *right* to our utilities and further puts the onus on them to provide the information needed for Staff to justify their eligibility. This written statement will be a part of the application process and therefore, will be a basis for approval or denial should we decide to allow the extension of our utilities outside the village. In essence, if the applicant chooses to make false statements or commitments in their narrative to advance past the eligibility process, then the application can be voided.

## ACTION REQUESTED

The intent of providing the committee with this section, is to garner support for its inclusion (in concept) into the sewer and water ordinances. Should you choose to support this section in concept, we would first need this *rough draft* scrutinized by legal to determine if it is even feasible to incorporate.

## SECTION 8 - ELIGIBILITY FOR SEWER UTILITY EXTENSION & CONNECTION OUTSIDE VILLAGE LIMITS

As provided for in this Ordinance, the Village may consider the connection or extension of the Village Sewage System to properties outside the Village jurisdictional boundary. There is no inherent right for property located outside the Village of Suttons Bay jurisdictional boundary to be serviced by the Village Sewage System, regardless of if other nearby properties are being serviced by the Village Sewage System.

### ELIGIBILITY

Due to the limited capacity associated with the Village Sewage Treatment Plant and the continued need for that capacity to serve the properties located within the village, any connection or extension shall at a minimum meet the submittal requirements for projects located within the village. Upon application to extend the Village Sewer service to an individual property or group of properties located outside of the village limits, the Owner(s) shall address the following in writing so the Village can determine their eligibility:

- a) Does the project have a valid approval from the jurisdiction in which it is located, if so, when does it expire? (Please Note: Any expiration of a project will immediately void the application.)
- b) Please provide the approved site plan in its entirety and all jurisdictional reviews, including local and State reviews on septic and well installation.
  - a. Is the property (soils etc.) capable of installing a commercial septic system or similar to support the project? Is there a demonstrated need for a utility extension?
  - b. Is the applicant requesting water services or only sewer services? Please explain.
- c) Explain how the project is compatible with existing village properties?
- d) Is the property eligible to be annexed into the village? The Village may require property outside the Village limits to either annex into the Village or be subject to an agreement under Act 425 of 1984 (MCL § 124.21 et seq.), as amended, or a similar statute, before connection to the Village Sewer System is allowed.
- e) Please explain the benefit to the village taxpayers for extending this utility outside of the village's jurisdictional boundary instead of annexing the property?
- f) Are there properties in the surrounding area of the extension capable of development in terms of topography, wetlands, and zoning ordinance requirements, such that it is reasonable to anticipate that other connections to the Sewer System may be requested in the future.

### DETERMINATION

Staff will review the materials submitted and will, within thirty (30) working days, forward a determination of eligibility to the applicant. Should an application be determined to be eligible to move forward with a request to extend the sewer system, a completed application in accordance with Article II & III of this Ordinance shall be submitted. A determination of eligibility does not constitute an approval for an extension.