



UTILITY/MARINA COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Monday June 2, 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-2025-18 FY 2024 Audit
 - b. VSB-2025-12 Eligibility Section Sewer Water Ordinance


4. Status Update – Other Committees
 - a. VSB-2025-18 FY 2024 Audit

5. Public Comments/Written Communication

6. Committee Member Comments

7. Announcements

8. Adjournment

		VILLAGE OF SUTTONS BAY REPORT VSB -2025-18	
Prepared:	May 29, 2025	Pages:	1 of 1
Meeting:	June 2-4	Attachments:	<input checked="" type="checkbox"/>
Subject:	FY-2024 Audit		

PURPOSE

To recommend adoption of the annual audit to the Village Council as submitted.


STAFF COMMENT

An annual audit has been performed in compliance with State of Michigan law. This audit is required to be accepted and submitted to the State no later than June 30th. As usual, we contracted an independent auditor to perform the audit, and as anticipated, all is in order.

The audit is reflective of our budgeting practices, investments and anticipated expenditures. The audit was absent any surprises and did not generate any concerns by the auditors. Thank you, Lorrie, for all your hard work!

REQUESTED ACTION

Recommendation for approval to the Village Council.

		<h1 style="text-align: center;">VILLAGE OF SUTTONS BAY</h1> <h2 style="text-align: center;">REPORT VSB -2025-12</h2>	
Prepared:	May 27, 2025	Pages:	1 of 1
Meeting:	June 02, 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 an ordinance update and re-formatting process of our water and sewer ordinances, staff has drafted a new eligibility section for review and consideration. This is a rough draft, that will require additional tweaks, attorney review etc.. To clarify, although these drafts are virtually identical for both sewer and water, they will likely change as we get into finalizing the language. However, before we get too far into this new section, it would be appropriate to gauge your interest into the idea of incorporating an eligibility section.

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 their 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 to hold applicants accountable. 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 following the discovery of their falsified statements.

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 then switch our focus to having a legal review on the language itself and the feasibility of its inclusion into the Ordinance before bringing it back to the Committee for a second review.

SECTION 8: CONSIDERATION FOR WATER UTILITY EXTENSION & CONNECTION OUTSIDE VILLAGE LIMITS

As provided for in this Ordinance, the Village may permit the connection or extension of the Village Water 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 Water System, even if other nearby properties are being serviced by the Village Water System.

ELIGIBILITY

Due to the limited storage capacity associated with the Village Water System 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 Water service to an individual property or group of properties located outside of the village limits, the applicant 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 well and septic installations.
 - a. Is the property capable of installing a water well system to provide water for the project?
 - b. Is the applicant requesting sewer services or only water service? Please explain.
- c) Explain how the project is compatible with existing village properties?
- d) Is the property eligible to be annexed into the village?
- e) As it relates to water extension, please explain the benefit to 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 water 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.

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 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?
- 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.