

# CITY OF ALPENA

## COUNCIL POLICY STATEMENT

GENERAL SUBJECT:	City-owned utilities	Policy No.	<u>32</u>
SPECIFIC SUBJECT:	Connection to City-owned utilities by non-City customers	Date Issued	<u>9-28-98</u>
		Effective Date	<u>9-21-98</u>
		Revised Date	<u>1-17-00</u>

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Copies to: City Council, City Manager, City Attorney, Department Heads, ETOS, and File.

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### I. PURPOSE:

The purpose of this Council Policy Statement is to address connection to City-owned utilities by non-city customers. A tap-in is defined as a single tap to a city owned sewer or water line serving a single customer. A tie-in is defined as a single tap to a City owned sewer or water line serving multiple users.

### II. STATEMENT OF POLICY

1. All requests for tap-ins or tie-ins to City-owned water and/or sewer utilities by non-City customers shall be directed to the City Engineer in writing.
2. Upon receipt of a request for a tap-in or tie-in to City owned utilities by non-City customers, the City Engineer shall prepare a report to the City Manager outlining the following:
  - A. The request for service
  - B. Availability of City utilities to provide said service
  - C. Anticipated cost, if any, to provide the service
  - D. Whether the proposed connection can be accomplished without adverse impact on City customers.
  - E. Potential revenue generated by the requested utility service
3. If City-owned utilities are available to provide the requested tap-in, and it is determined that the proposed tap-in can be accomplished without adverse impact on

City customers, then the tap-in may be permitted only if the requesting property owner:

- A. Annexes its property to the City of Alpena; or
  - B. The property is covered under an Act 425 Tax Base Sharing Agreement between the City of Alpena and the affected township, wherein the involved property remains in the City at the expiration of the term of the agreement.
4. The tap-in fee, once the conditions of Item #3 are met, will be administered in the same manner as City customers
  5. If the requested tap-in proposes to connect to a City main installed under a special assessment district, the requesting property owner shall be responsible for payment of an assessment as determined herein. The assessment shall be the original front foot assessment increased by the rate of inflation per the Consumer Price Index. The assessment rate shall be charged across the entire property frontage to which service is provided. This charge shall be in addition to the tap-in fee as outlined in item # 4.
  6. The City will consider tie-ins to its utility system under a special assessment program. The provisions of paragraphs 4 and 5 shall also apply to these tie-ins. These tie-ins will only be permitted if the property to be served becomes incorporated into the City either through annexation or a Tax Base Sharing Agreement under Public Act 425.
  7. If a tap-in or tie-in is permitted, any upgrades to the existing City infrastructure system required to accommodate the requested service shall be borne by the requesting party and paid in advance.
  8. Existing tie-ins by Alpena Township are covered under an existing Water and Sewer Agreement between the City and Alpena Township. No additional tie-ins to the City system in excess of those already in existence will be permitted except those additional sewer tie-ins required by the July 25, 1977, Water and Sewer Agreement. Alpena Township may continue to expand its current distribution and collection systems within the parameters of July 25, 1977, Water and Sewer Agreement as amended.
  9.
    - A. Property owners in Wilson Township requesting a sanitary sewer tap-in will be connected to the City owned sanitary sewer collection main servicing the Alpena CRTC in accordance with the agreement between the City of Alpena and Wilson Township, and will be City customers.
    - B. Requests for tie-ins in Wilson Township, from the sanitary sewer main servicing the Alpena CRTC, shall be determined on a case by case basis.

- C. Requests for tap-ins or tie-ins in Maple Ridge Township shall be determined on a case-by-case basis.

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Alan L. Bakalarski  
City Manager