

## **ACTION PLAN FOR SANITARY SEWER SYSTEM**

**Nov. 3, 2004 update**

- A. Provide Actions to ensure System is operated at the lowest possible cost.
- Township Board to hire an outside auditor to conduct an Operations and Maintenance Rate Analysis to verify costs associated with O & M including possible rate scenarios, Review of the Debt Service Fund, & to assist with the preparation of budgets.
  - Meet quarterly with the Auditor to review their findings, implement recommendations, and monitor the action plan.
  - With Infrastructure Alternatives, identify potential cost saving alternatives relative to Plant Operations and Maintenance costs for review by Sewer Committee and recommendation to the Township Board for implementation.
  - Township Board to defer for one year the Capital Replacement set aside. Review this item annually for additional deferral recommendations from the auditors. Township Board to explore loaning the necessary funds from the General Fund to the Sewer Fund if shortfalls are experienced.
  - Township Board will annually review the total operations and capital funding needs including any previous loans before setting O & M quarterly rate for the next year. Provide a public hearing prior to initiating any rate increase.
- B. Pro-actively identify additional customers and new users.
- Sewer Committee to review all properties in the original Sewer District to verify compliance with State Law as it relates to the requirement to connect. Any property not connected pursuant to this requirement shall be subject to Civil Infractions enforcement or similar, appropriate action to ensure compliance.
  - Revise Ordinances as appropriate to enable the Planning Commission and Township Board to impose a hook-up requirement for any new development that is within 200 feet of an existing sewer. If a Sanitary Sewer is not available at the time of approval of a new development, an agreement to hook-up will be created to guarantee the hook-up once the sewer does become available.
  - Review all Township Ordinances and Policies and amend as appropriate, specifically the sewer ordinance and the sewer policies.

- Prepare a utility master plan to determine short and long term sewer and water needs and identify potential future districts.
  - Sewer Committee and Township Staff will identify areas of the Township that can be successfully served. A plan to attract those new users will be developed for each area identified.
    1. Areas that were originally interested in being served will be revisited. Specifically, Lake-of-the-Pines Area and Clark Lake Area.
    2. Areas such as the business corridor near the Old 23 & Hyne Road intersection will be targeted.
    3. School facilities such as Hilton Elementary where sewer is close by will be re-investigated.
    4. Meet with representatives from surrounding communities to identify potential customers.
- C. Township will prepare list of assumptions made to date and document premise for actions taken as appropriate.
- D. Township to provide periodic system status reports to sewer system customers.