

# City of Harbor Springs

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## **Policy for Relocation Of Utility Lines To Underground December 3, 2007**

### GENERAL NOTES:

1. Not all utility lines will be eligible for being placed under ground. For example, the City may determine that Primary Circuit Lines should remain above ground under all circumstances.
2. Property owners should be aware that when utility lines are placed under ground, items such as transformers, which may have been suspended from a pole, will be placed in utility cabinets on ground level. The City of Harbor Springs will determine the location and placement of such cabinets. The City may require easements from specific property owners for placement of the utility boxes.
3. The City Council will determine whether or not street lights are necessary. Property owners may request alternative street lighting (such as Weque-style lights) to be used in lieu of traditional street lighting, but the City Council will make the final determination of the type and number of street lights needed.
4. All engineering design and construction costs will be paid for by property owners. The City of Harbor Springs will not offer financing to the property owners for such projects.
5. The City staff can provide information such as mailing addresses, tax map information, etc. to assist persons interested in pursuing such a project.
6. The general policy for assigning costs is that if the request to place power lines under ground comes from property owners, those property owners will pay the cost; if the request is initiated by the City, the City will pay the cost.

### PROCEDURE FOR REQUESTING PLACING UTILITY LINES UNDERGROUND:

1. A group of property owners may petition the City with a request to place utility lines under ground in front of the properties owned by the petitioners. The petition must specify the property addresses where relocation to under ground is being requested.
2. The petition should also include the name of one or two contact persons. The contact person(s) will be responsible for communication between the City and the petitioners.
3. Upon receipt of a petition, the City Manager and City Electric Supervisor will review the area being requested for relocation, and will make a recommendation to City Council as to whether or not said lines should even be considered for relocation. The report will also specify a beginning and ending point for the proposed project, as recommended by staff.

4. If the City Council agrees that the requested project may be considered, the City will at its own expense obtain a preliminary cost estimate for said project, including engineering design costs. The City Manager will deliver the estimate to City Council for informational purposes and to the contact person(s).
5. Upon receipt of the estimate, the contact person(s) will communicate with all petitioners to determine whether or not the petitioners wish to proceed, based on the estimated costs.
6. If, after the contact person(s) reviews the estimated costs with the other interested property owners, the petitioners wish to proceed further with the project, the contact person(s) will deliver checks payable to the City of Harbor Springs equaling the amount of the engineering design estimate. The petitioners will determine how said costs will be split among the various petitioners, and petitioners will pay their individual costs as agreed.
7. Upon receipt of the funds for the Engineering Design costs, the City will enter into a contract with an Electrical Engineering firm that will complete the design and specifications and seek bids for the project. The City and contact person(s) will meet with the engineering firm during the design phase to review the project.
8. In its contract with the engineering design firm, the City will specify that bids for said project will be good for 120 days. [The contact person(s) may be present at the opening of bids.] Upon receipt of a recommendation on the bids from the engineering firm, the City will notify the contact person(s) of the projected cost of the project (including 10% for contingencies).
9. The City will give a deadline to the contact person(s) by which time the petitioners must decide whether or not to proceed with the project.
10. If the Petitioners wish to proceed, the contact person(s) will deliver checks to the City in the amount of the project costs (including the 10% contingency) in order for the City to complete the project. As with the project engineering design costs, the petitioners will decide the individual splits of the projects costs. Upon receipt of the funds, the City Council will approve the contracts to proceed with the project.
11. The City would at the end of the project refund excess funds paid in on the basis of how the petitioners paid. If costs exceed the project amount (including the 10% contingency), the City would be responsible for those excess costs.