

**GRAND RAPIDS
PUBLIC UTILITIES COMMISSION
OPERATING POLICY RULES
WATER SYSTEM**

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SECTION i - INTRODUCTION

This policy manual was developed to be used as a guide by Grand Rapids Public Utilities Commission (GRPUC) personnel and to provide each customer the greatest practicable latitude in the use of service consistent with reliable, economical and safe service to all customers. The Grand Rapids Public Utilities Commission Water System Policy is on file at the Grand Rapids Public Utilities office, 500 SE 4th Street, Grand Rapids, MN 55744, Telephone: 218-326-7024, Fax: 218-326-7499, TDD: 218-326-7487. Copies are obtainable by any customer upon request made in person, telephone, or by mail at the GRPUC office. The result of using this manual should be consistent, logical and fair treatment of GRPUC customers in regard to water issues.

Legal ramifications of these policies are addressed in various parts of the Municipal Code.

SECTION ii - DEFINITION

- 1 Customer
- 2 Company
- 3 Water Service
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DEFINITIONS:

The following terms when used in these Operating Policy Rules, in Rate Schedules and in Service Agreements, shall, unless otherwise indicated, have the meanings given below:

1. **Customer:** Any individual, partnership, association, firm, public or private corporation or governmental agency having GRPUC's water service at any specified location.
2. **GRPUC:** Grand Rapids Public Utilities Commission, a municipal corporation established under M.S.A. 412.321 – 412.391.
3. **Water Service Line:** Means the water service extension from the building to the curb stop. This word is synonymous with water line.
4. **Point of Delivery:** The end of GRPUC's service is at the curb stop. It's the customers responsibility to maintain the service line from the curb stop to the building, unless otherwise specified in Customer's Service Agreement.
5. **Public Water System:** Means all facilities for connection, pumping, treating, storage, and distribution.
6. **City:** Means the City of Grand Rapids.
7. **Building Official:** Means the Building Official of the City of Grand Rapids, Minnesota.
8. **Service Agreement:** The agreement or contract between GRPUC and Customer pursuant to which service is supplied and taken.
9. **Notice:** Unless otherwise specified, a written notification delivered personally or mailed by one party to the other at such other party's last known address, the period of notice being computed from the date of such personal delivery or mailing.
10. **Meter:** The meter auxiliary devices, if any, constituting the complete installation needed to measure the water supplied to any Customer at a single point of delivery.
11. **Operating Policy:** Means the set of rules contained herein governing the distribution of water.

SECTION I - SERVICE CONNECTION PERMITS

1. Scope

- 1.1 The policies enumerated in this Section are limited to that portion of a water service that is located on a public right-of-way. (That portion of a service located on private property is addressed by the City Building Code.)

2. Permit Application Procedure

- 2.1 No water service construction or connection shall be done without an approved "Service Construction or Connection Permit". Failure to secure the required Permit(s) will result in penalties as imposed by the applicable section of the Grand Rapids Municipal Code.
- 2.2 A customer applying for a Service Construction or Connection Permit must use the application form furnished by the GRPUC. (Appendix A)
- 2.3 This form must be filled out and submitted to the GRPUC office with the applicable permit application fee.
- 2.4 Once the permit application is submitted, the GRPUC General Manager (or his/her designated representative) will review and approve or disapprove the application within 5 working days. Approved permits will be mailed to the applicant. Permit applications that are not approved will be returned to the applicant with an explanation of the disapproval.
- 2.5 The water Service Construction or Connection Permit DOES NOT include a Utility Cut Permit. If such a permit is required, the applicant must also obtain a Utility Cut Permit/Right-of-Way Permit through the City of Grand Rapids Engineering Department. (Appendix B)

3. Permit Fees

- 3.1 The permit application fee (see Appendix C for the amount of this fee) will be retained by the GRPUC whether or not the application is approved.
- 3.2 If the application is approved, there will also be a water service construction or connection permit fee. (Appendix C)
- 3.3 The water service permit fee is based on a 5/8-inch meter. If the customer requests a larger meter, there will be an additional charge covering the extra meter cost.
- 3.4 Service Construction or Connection Permit fees cover only the following items:
 - a) GRPUC processing costs and costs to set up billing accounts;
 - b) GRPUC inspection costs
- 3.5 Service Construction or Connection Permit fees DO NOT INCLUDE the following (this list is not necessarily all-inclusive):
 - a) piping materials, fittings, etc.
 - b) incidental construction materials
 - c) installation labor
 - d) backfill materials and labor

- e) street pavement restoration
- f) curb and gutter, sidewalk, turf, restoration, etc.

4. Service Construction or Connection Permit Procedures

- 4.1 A copy of the approved permit(s) must be available at the work site whenever work is progressing.
- 4.2 No work shall be backfilled until inspected and approved by the GRPUC General Manager or his/her designated representative.
- 4.3 Upon completion of the work, the permit must be signed by the designated GRPUC inspector and the customer and returned to the GRPUC offices.

5. Services Constructed as Part of a Watermain

- 5.1 When watermains are constructed in newly developed areas, the GRPUC requires the construction of service lines from the mains to property lines as part of the main construction project. (In such cases the cost of constructing the service lines is funded by special assessments and/or the developer.)
- 5.2 Construction of such services must be done in accordance with drawings and specifications prepared or approved by the City Engineer.
- 5.3 When a property owner wishes to connect, a service connection permit must be obtained as outlined above.
- 5.4 Normal permit fees may be reduced by an amount equal to the GRPUC inspection costs. All other permit requirements and conditions apply.

6. Services to Newly Annexed Property

- 6.1 When properties are annexed to the City, it sometimes occurs that the properties have access to previously constructed water mains. In these cases, the newly annexed properties are permitted to connect to the mains. However, a special connection fee related to any past special assessments of these mains will be charged to the customer.
- 6.2 That special connection fee will be all or a portion of the cost of any special assessment that would have been levied if the property had been in the City at the time of the special assessments. The fee will be calculated according to the following table:

Years after main construction	Fee = this % of assessment
0-5	100%
5-10	75%
10-15	50%
15-20	25%
20-30	15%
Over 30	0%

SECTION II - SERVICE CONSTRUCTION REQUIREMENTS

1. Scope

1.1 The policies enumerated in this Section are limited to that portion of a water service that is located on a public right-of-way. (That portion of a service located on private property is addressed by the City Building Code.)

2. GRPUC Involvement in Service Construction

2.1 The GRPUC DOES NOT INSTALL WATER SERVICES.

3. Plumber or Contractor Required

3.1 A licensed plumber or contractor is required to perform or supervise all work associated with service connection construction as defined in this Section.

4. Material Requirements for Water Services:

4.1 Water service lines 2" in diameter or smaller are to be ASTM B88, Type K copper tubing.

4.2 Water service lines over 2" in diameter are to be Class 52 ductile iron pipe (AWWA C150).

4.3 Corporation stops at the main are to be cast brass as manufactured by Mueller Company No. 15000 or approved equivalent.

4.4 Curb stops are to be cast brass as manufactured by Mueller Mark II Oriseal or approved equivalent.

4.5 All fittings and connections on copper services are to be flared.

5. Construction Requirements:

5.1 Water service lines (except fire/sprinkler lines) are to be constructed as shown on the detail drawing(s) in Appendix E through G.

5.2 Maximum allowable tapping sizes for various watermain diameters are as listed in the following table:

C.I.P. or D.I.P. Diameter	Maximum Direct Tap Size	Maximum Size Corporation with Full Circle Stainless Steel Tapping Saddle
4"	3/4"	1"
6"	1"	1½"
8" and larger	1"	2"

All other taps shall be made with an approved tapping sleeve and valve.

- 5.3 The backfilling of service line excavations and restoration of disturbed surface improvements are to be as required by the City of Grand Rapids Utility Cut Permit/Right-of-Way Permit.
- 5.4 All water service lines shall be electrically conductive.

SECTION III - SERVICE OPERATING POLICIES

1. Separate Services Required

- 1.1 It is the intent of the GRPUC to limit the existence of water lines that serve more than one building.
- 1.2 In no event shall a water service line serve more than one parcel of property.
- 1.3 If a single property parcel is developed with multiple buildings (e.g., an apartment complex), a single line serving more than one building may be constructed only with the written approval of the GRPUC General Manager or his/her designated representative. Such approval will be granted only if the provision of separate services to each building is impractical. (The fact that a single service may be less costly to construct does not necessarily make multiple service lines "impractical".)
- 1.4 If an existing, single parcel of property with multiple buildings that are served by a single water service line is subsequently subdivided, additional services must be constructed so that each parcel is served by separate water service lines.

2. Ownership of Water Service Lines

- 2.1 The City and/or GRPUC own the watermain, valves, hydrants and similar appurtenances. The City and/or GRPUC also owns that part of a water service line from the main to and including the curb stop (or other type of shut-off). However, if the curb stop or other shut-off is located outside the public right-of-way, City and/or GRPUC ownership ends at the edge of the right-of-way.
- 2.2 The property owner served by a water service line owns that part of the service not owned by the City.
- 2.3 A drawing depicting typical ownership is included in Appendix D.

3. Maintenance, Repair and Replacement of Service Lines

- 3.1 The GRPUC will maintain, repair and replace (at its own cost) those portions of service lines that are owned by the City and/or GRPUC. Such maintenance, repair and replacement will be done only during the useful life of the service line and such maintenance, repair and/or replacement will be at the discretion of the GRPUC. If a service line is beyond its useful life, the property owner will be responsible for maintenance, repair and replacement of those portions of the service line owned by the City and/or GRPUC.

- 3.2 Property owners will maintain, repair and replace (at their cost) those portions of service lines that they own.
- 3.3 The GRPUC will maintain and repair (at its own cost) those portions of the water main that are owned by the City and/or GRPUC.

4. Abandonment and Removal of Service Lines

- 4.1 Any water service that is no longer being used (for example, when a house is demolished) shall be considered an abandoned service. All abandoned services shall be removed by the property owner at his own expense.
- 4.2 Water service lines to be abandoned shall be excavated and disconnected at the watermain. (Corporation stops need not be removed.)
- 4.3 Under extreme circumstances and at his/her sole discretion, the GRPUC General Manager or his/her designated representative may temporarily waive the above requirement. If such waiver is granted, the affected property owner must make a cash payment to the GRPUC in an amount equal to the cost of removal. This amount will be calculated by the GRPUC.
- 4.4 If removal requires work within the public right-of-way, the property owner must obtain a Utility Cut Permit/Right-of-Way Permit from the City of Grand Rapids Engineering Department.
- 4.5 Abandoned services shall be removed within one year of the date of the last use of the service. If removal is not done within that year, the GRPUC will arrange for the removal of the service and will bill the property owner for all expenses of removal plus an additional amount (25% of expenses) to provide for any overhead expenses.
- 4.6 Whenever a new building is erected on the site of an old building and it is desired to increase or to change the water service, no connection with the watermain may be made until the old service is removed.

5. Frozen Services

- 5.1 Upon being notified by a property owner or resident that a water service line is frozen, the GRPUC will attempt to thaw the service line.
- 5.2 That portion of the service from the main to the curb stop or shut-off will be thawed first. If thawing this portion restores service, no charge to the property owner or resident will be made.
- 5.3 Paragraph 5.2 will apply only once per winter. That is, if the GRPUC thaws a service that is frozen on the GRPUC-owned side on the curb stop, the property owner becomes responsible for keeping the line thawed (e.g., by maintaining a constant flow in the amount of flow which will be determined by the GRPUC.) In this case, the property owner will be permitted by the GRPUC to maintain a constant flow and no water usage charge above the customer's normal monthly bill will be made. If thawing is required a second time, a service thawing charge (Appendix C) will be made.
- 5.4 If service is not restored by thawing between the main and the shut-off, the GRPUC will attempt to thaw the remaining (i.e., privately owned) portion of the service line. If thawing this portion restores service, a "service thawing charge" will be made. The amount of the charge will be as listed in Appendix C.

5.5 If a service is frozen on the privately owned side of the curb stop, the owner will have one calendar year to replace the frozen line at a depth below the frost line (i.e., lower than 8 feet). During the winter of that first year, the property owner can request, and will be granted, the permission of the GRPUC to maintain a constant flow in the service line. If they do not replace the service line within one year, they will be billed for all water used including the extra water used to maintain constant flow, as determined by the GRPUC, to keep the line from freezing.

SECTION IV - WATER SERVICE METERS

1. Initial Installation

- 1.1 The GRPUC will furnish all meters.
- 1.2 A 5/8-inch meter will normally be furnished. The GRPUC will furnish a larger meter upon the request of the connecting customer.
- 1.3 The cost of a 5/8-inch meter is included in the normal service connection fee. (See Section I.) Any and all cost above the cost of a 5/8 inch meter associated with the furnishing of a larger meter will be added to the construction and connection permit fee and will be the responsibility of the customer.
- 1.4 Meters are to be installed by the customer or by a licensed plumber hired by the customer.
- 1.5 After installation, the connecting customer shall contact the GRPUC and arrange for the inspection of the meter installation and the sealing of the meter.
- 1.6 All meters shall have a remote reader installed. The GRPUC will install the remote reader and associated wiring at no charge to the customer. At the discretion of the GRPUC, the GRPUC may install automated meter reading devices (AMR).
- 1.7 A sketch of a typical water meter installation is included in Appendix E.

2. Ownership of and Access to Water Meters

- 2.1 The GRPUC will retain ownership of water meters.
- 2.2 The meter, remote reading device and/or AMR must be readily accessible to the GRPUC for monthly reading as well as for repair or replacement.
- 2.3 If a customer denies the GRPUC access to a water meter at any reasonable time, the GRPUC may shut off the water supply. The supply will remain shut off until access is provided and a scheduled "Water Shut-Off and Restoration Fee" (Appendix C) is paid. The customer may elect to have the GRPUC install an AMR device at his/her cost.

3. Meter Repair

- 3.1 The GRPUC will repair or maintain water meters.
- 3.2 Normal maintenance or repair costs will be paid by the GRPUC.
- 3.3 Costs incurred by the GRPUC for maintenance or repair due to negligence (e.g., freezing) will be billed to the customer. In such cases, the customer will be charged the full cost of repair, maintenance or replacement as determined by the GRPUC. The customer shall also relocate or protect the water meter in a manner that will prevent future damage (e.g. from freezing).

4. Meter Testing

- 4.1 Any customer may request that a water meter be tested by the GRPUC.

- 4.2 If meter testing shows that the meter is accurate to within +/- 5%, the customer shall pay all testing costs including removal and reinstallation.
- 4.3 If a meter is more than 5% inaccurate, the GRPUC will remove, test and repair or replace (at its sole discretion) the meter at no cost to the customer.

5. Meter Replacement

- 5.1 If a customer requests a different size meter (e.g. due to increased usage), the GRPUC will supply the larger meter. The customer will be charged for the cost of the new meter less the depreciated value of the old meter. (Meters will be depreciated over a 33-year period by the straight-line method.)
- 5.2 If a meter is replaced by the GRPUC due to obsolescence, the customer will be charged only for the extra cost above the cost of a new 5/8 inch meter. The GRPUC will, and at its' sole discretion, determine if and when a meter is obsolete.

SECTION V - SERVICE CONNECTIONS/GENERAL ISSUES

1. Water consumption will be based on the volume of water used. Rates will be set from time to time as determined by the GRPUC.
2. The GRPUC may also initiate "ready-to-serve" rates for potentially high demand users. (An example of a high demand user is the owner of a building that is equipped with fire sprinklers.) Any ready-to-serve rate will be computed on a case-by-case basis.
3. If a building is served by a "fire line", a separate service line and meter for domestic water use will be required. Connections or taps on a fire line must be for fire suppression purposes only. No domestic or process water uses can be served through a fire line. (The purposes of this requirement are: 1) to ensure that all domestic and process uses are metered; and 2) to ensure that domestic and process use can be shut off [for example, for non-payment] without affecting fire safety.)
4. Cross connections (as defined in the Minnesota Plumbing Code) are strictly prohibited. It is the responsibility of each water user to control and prevent cross connections on his/her property or premises. The GRPUC reserves the right to inspect any premise where a cross connection is suspected to exist. If a cross connection is found, the GRPUC will shut off water service immediately. Water service will not be restored until the Grand Rapids City Building Official certifies that the cross connection has been eliminated. A scheduled water shut off and restoration fee (Appendix C) will be billed to the customer to offset GRPUC costs for water shut-off and restoration.
5. Seasonal water users can request that water service be shut off for any length of time. No shut-off charge will be made. When the user requests restoration of water service, a scheduled water shut off and restoration fee (Appendix C) will be added to the next water billing.
6. Water users may request that water service be temporarily shut off for reasons other than seasonal use. (For example, household plumbing repairs may require a temporary shut-off.) There will be no charge by the GRPUC for this service if the shut-off and restoration can be scheduled into the normal GRPUC work plan. However, if for any reason, the customer requires an immediate (unscheduled) shut-off an "Unscheduled Shut-off and Restoration Charge" (see Appendix C) will be billed to the customer.
7. Water customers may not "resell" water services. For example, an apartment complex that has one or more master meters (upon which GRPUC bills are based) may not meter individual apartments for the purpose of charging those apartments on the basis of usage.

SECTION VI – BILLING

1. Application for Utility Service: All customers applying for utility services must complete and sign the *Application for Utility Service. (Appendix A)*. Information requested is necessary to supply utility services for billing purposes and for notification of the homeowner regarding emergency services. The signed Application must be on file in the offices of the GRPUC within one week of connection of utility services, or services may be subject to disconnection.
2. Meter Reading and Billing: GRPUC meter readers read Customer's water meters monthly and statements are mailed out to Customers, according to established cycle billing procedures. A return courtesy envelope is included with the statement for Customer convenience. Non-receipt of bills does not release or diminish the obligation of Customer with respect to payment thereof. Customers who have questions about their bill may call the GRPUC office.
3. Payment of Utility Bills: Bill payments may be mailed to the GRPUC using the self-addressed courtesy envelope included with the bill statement, or in person at the Public Works/ Public Utilities Service Center at 500 SE 4th Street. Payment drop boxes are located at the following locations:

Ogle's Foods	Cub Foods	Public Works/ Public Utilities Building
503 NW 4 th Street Grand Rapids, MN (located in entryway)	2420 S Pokegama Ave Grand Rapids, MN (located in entryway)	500 SE 4 th St Grand Rapids, MN (on pedestal North side of building)

Customers may also choose to have their bills automatically paid from their checking or savings accounts through the Direct Payment Plan. Authorization forms are available at the GRPUC office.

Residential Customers are also given the opportunity to participate in our Budget Billing Program. Program eligibility requirements and authorization forms are available at the GRPUC office.

4. Delinquent Bills/Late Payment Charges: Utility bills not paid in full by the due date stated on the bill statement will become delinquent and the total amount of the balance due on the statement shall be subject to a late payment charge of 1.5% per month or a minimum charge of \$1.00, whichever is greater, if the unpaid balance due exceeds \$10.00. The GRPUC will notify Customer by a Final Notice letter of the delinquency, the amount of the late charge, and the policies related to disconnection of services. Accounts not paid by the due date stated on the Final Notice are subject to disconnection of services. No Late Payment Charge will be charged on any portion of a utility balance in dispute while dispute procedures are underway. A Late Payment Charge may be retroactively charged on the settled amount after dispute procedures are completed. Any bills remaining unpaid on closed accounts will be transferred to a new account.
Water bills and other charges that have not been paid within twenty-five (25) days, the bills are considered to be delinquent, may be certified against the property served per Minnesota Statutes 444.075. The taxpayer of record will receive notice of the proposed assessment amount. The GRPUC General Manager or designated representative will certify unpaid utility charges to the County Auditor by December 28, for collection as other taxes are collected; such charges constitute a continuing lien against the property served.
5. Disconnection and Reconnection of Services: If Customer service is shut off for non-payment, the amount stated on Final Notice must be paid in full, along with a reconnection charge, before service will be reconnected. Reconnection charges are established by the GRPUC and are found in Appendix C. In

the event of a condition determined to be hazardous to a customer, to other customers of GRPUC, to the GRPUC equipment, or to the public in general, and service is shut off, there will be no charge for reconnection when the condition has been remedied.

6. Adjustment for Inaccurate Meter Registration: In the event that any routine or special test of a meter discloses its average accuracy of registration to be in error by more than 5%, fast or slow, GRPUC will refund the overcharge for a fast meter or charge for water consumed, but not included in the bills previously rendered, for a slow meter. The refund or charge for both fast and slow meters will be based on corrected meter readings for a period equal to one-half the time elapsed since the last previous test but not to exceed six (6) months, unless it can be established that the error was due to some cause, the date of which can be fixed with reasonable certainty, in which case the refund or charge will be computed to that date, but in no event for a period longer than one (1) year.

Whenever any bill or bills have been adjusted or corrected as provided above, GRPUC will refund to existing Customer any amount due when the amount due exceeds one (\$1) dollar or to previous Customer any amount due when the amount due exceeds two (\$2) dollars or the GRPUC will bill Customer for any amount owed when the amount owed exceeds ten (\$10) dollars, as the case may be.

7. Disputed Utility Billings: Should a utility customer dispute, as being unjustified, his/her utility billing or subsequent notice of delinquency, he/she must contact the Business Office of the GRPUC within ten (10) days from the date of said billing or notice to arrange for a hearing. Said hearing shall be with the General Manager of the GRPUC whose decisions in such hearings shall be final.
8. Unlawful Use of Service: In any case of tampering with meter installation or interfering with the proper functioning thereof, or any other unlawful use or diversion of service by any person, or evidence of any such tampering, interfering, unlawful use or service diversion, Customer will be subject to immediate discontinuance of service, without notice, and to prosecution under applicable civil laws per Minnesota Statutes 325E.026, subd.2, and the GRPUC shall recover double the cost of the service provided, plus the costs involved in the civil action.

SECTION VII -- WATER DISTRIBUTION/GENERAL ISSUES

1. No person other than City or GRPUC employees shall operate any valve or hydrant without the written approval of the GRPUC General Manager or his designated representative. See the appropriate section of the Municipal Code for applicable penalties.
2. The GRPUC makes no warranty to its customers regarding continuous service, water quality, constant water pressure or any other condition except as otherwise required by Federal or State law.
3. Upon written request from a contractor and at its sole discretion, the GRPUC may supply water for construction purposes. Construction water will normally be supplied from a hydrant and will be metered. The charge for this service will be a hydrant meter installation charge plus the normal volume charges for the water used. (Appendix A). Other options for supplying "construction water" will be evaluated on a case-by-case basis. Evaluation of such options will include consideration of service charges.
4. Other infrequent uses of large amounts of water (such as filling a swimming pool) will be treated in the same manner as construction water. That is, the charge for water provided will be a hydrant meter installation charge plus the normal volume charges for the water used.
5. Any damage done to watermain, valves, valve boxes, hydrants or any other component of the water distribution system will be repaired by the GRPUC (with its own or hired forces). The cost of such repair will be billed to the party or parties responsible for the damage.
6. Repair of Leaks. It is the responsibility of the consumer or owner to maintain the service line from the curb stop to the building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until the appropriate charge has been paid and the water service repaired. At its' discretion the GRPUC may shut off water service if it is determined that damage is likely to result from the leak or if there is a threat to public safety.
7. The GRPUC may prohibit water use by declaring a water emergency measures. After twenty-four (24) hours notice, following broadcast by local radio stations, or immediately after hand-delivered special notice that a "water emergency" exists, it shall be unlawful for the owner or occupant of any property to use water for sprinkling a lawn, washing a motor vehicle, or any other non-essential use not involving private or public sanitation or health. Such water emergency shall continue until further notice by local radio or newspaper.

SECTION VIII - WATER DISTRIBUTION UNDERGROUND UTILITY LOCATIONS

1. General

- 1.1 All requests for locations of underground facilities shall be channeled through the "Gopher State One-Call" system and shall comply with Minnesota Statutes Section 216D (One Call Excavation System). The telephone number is 1-800-252-1166 and a 48-hour notice is required. The GRPUC will not accept walk-in or telephone calls for locates, with the exception of emergency locates.
- 1.2 Emergency location is defined as a situation where a customer has a service outage of any utility (gas, water, telephone, electric, cable television). These cases will be given priority.
- 1.3 The GRPUC will locate its lines as a service to the person or company requesting the location. When the excavator approaches the estimated location, (36" to either side of the paint or flags), the exact location shall be determined and uncovered by the excavator by hand digging. GRPUC personnel will not expose the line which has been located. The excavator shall provide proper supports for the utility line while digging around the line.
- 1.4 The GRPUC will not be responsible for time delays caused to a person or contractor should the location be more than 3 feet off for water. Should the utility line not be found after a reasonable amount of digging by the person or contractor, the GRPUC will return to the site as soon as possible to relocate the utility.
- 1.5 During projects of large size or lengthy duration, the contractor requiring locating assistance may ask for scheduled stops throughout the day by locators. This procedure will require three days notice prior to the start of the specific project. The scheduled stops shall be prearranged with the GRPUC locator.
- 1.6 Damage to any GRPUC facility which was not requested to be located by the GRPUC will be repaired by the GRPUC. The cost of repair will be billed to the person or company who caused the damage. The bill shall amount to all GRPUC labor, material, equipment and overhead plus any contract time and equipment (including overhead) required to repair the damages.

2. Water Utility Locations

- 2.1 The GRPUC will locate and paint with blue, water mains and water service lines. Since the GRPUC's locating equipment can be used only for locating metallic piping, only metallic mains and services will be located.
- 2.2 Water main valves and curb boxes will be marked with blue paint and they may be marked with a wood lathe or blue flag in dirt or gravel areas.
- 2.3 Service lines from the water standpipe to the premises are the property of the owner. As a courtesy, the GRPUC will provide locations of the property owner's service at the request of the property owner, or contractor doing work for the property owner. The GRPUC assumes no responsibility or liability for this location.

PERMIT # _____
Cross Reference to Street _____
Opening Permit # _____

**APPLICATION FOR UTILITY SERVICE
FOR WATER/SEWER SERVICE
CONSTRUCTION OR CONNECTION**

Permit Application Fee: _____ Received on _____ by _____

Construction/Connection Fee: _____ Received on _____ by _____

(Do not write above this line.)

Application is hereby made to perform the following work:

(Check all that apply)

- Construct new water service line
- Construct new sewer service line
- Connect to existing curb stop or shut-off
- Connect to existing sewer service lead
- Other (Provide details on separate sheets and attach to this application.)

Water Service Data:

Size of existing watermain: _____ Material: _____

Size of existing curb stop/shut off: _____

Size of proposed service: _____

Meter size requested: _____

Location of work (house #, street, avenue, etc.): _____

This property has been annexed to the City of Grand Rapids in 1992 or later:

___ Yes ___ No (If yes, see Section I, Item 6.2.)

The work will start on _____ and will be completed by _____.

Company/Indiv. Performing Work

Local Contact Person

Address

Contact Person Phone #

City, State, Zip

The work to be done under this permit shall be in strict conformity with the ordinances of the City of Grand Rapids and to the standards adopted by the Grand Rapids Public Utilities Commission, the City Engineer and the State of Minnesota. The applicant shall hold harmless and defend the GRPUC for any claim of loss or damage made against the GRPUC, its employees or representatives arising out of the activities of the applicant.

Applicants Signature

Date

(Do not write below this line)

This application has been reviewed by the Grand Rapids Public Utilities Commission General Manager or his/her designated representative and is:

Approved with standard specifications (see attachments)

Approved with special specifications (see attachments and notations)

Denied

Signed: _____ Date: _____

The work described in this permit was completed in accordance with Grand Rapids Public Utilities Commission policies on _____.

Signed: _____ Date: _____
(Property Owner)

Service Installation Inspected By: _____ Date: _____
(GRPUC Representative)

Meter Installation Inspected By: _____ Date: _____
(GRPUC Representative)

Comments:

**WORKSHEET TO DETERMINE
FEE FOR WATER SERVICE
CONSTRUCTION
OR CONNECTION PERMIT**

PERMIT #: _____

APPLICANT: _____

LOCATION: _____

If permit is to construct a new water service:

Current basic fee (includes 5/8" meter):

Size of meter:

Extra meter cost:

If permit is to connect to an existing curb
stop or shut off:

Current basic fee

Fee for annexed property according to
Section I, Item 6.2.

TOTAL PERMIT FEE:

PERMIT # _____

APPLICATION FOR UTILITY CUT PERMIT
WORK IN THE
PUBLIC RIGHT-OF-WAY
CITY OF GRAND RAPIDS, MINNESOTA

Application is hereby made to perform the following described work within the public right-of-way (provide details here, attach additional pages if needed):

The right-of-way affected by the proposed work is located at (provide name of street/alley/etc.):

The work will start on _____ and will be completed by _____

Company/Indiv. Performing Work

Applicant (If other)

Address

Address

City, State, Zip

City, State, Zip

Phone

Phone

The work to be done under this permit shall be in strict conformity with the ordinances of the City of Grand Rapids and to the standards adopted by the City Engineer and the State of Minnesota.

The applicant shall hold harmless and defend the City of Grand Rapids for any claim of loss or damage made against the City of Grand Rapids, its employees or representatives arising out of the activities of the applicant.

Applicants Signature

Date

DO NOT WRITE BELOW THIS LINE

This application has been reviewed by the City Engineer or his representative and is:

_____ Approved with standard specifications (see attachments)

_____ Approved with special specifications (see attachments & notations)

_____ Denied

Signed: _____

Date: _____

Inspected by: _____

Date: _____

Comments: _____

IMPROVEMENT GUARANTEE

The amount of the guarantee is based on what it would cost the City to correct a rehabilitation job to specified standards. A minimum of \$25.00 retainage is required.

Calculate the reconstruction fees as follows:

Sidewalk	S.F. @ \$ 3.50
Concrete Curb	L.F. @ \$25.00
Blvd. Restoration	S.Y. @ \$ 3.50
Street Surface	S.Y. @ \$30.00
Gravel Alley	S.Y. @ \$ 3.50
Paved Alley	S.Y. @ \$30.00

TOTAL: \$ _____ (minimum of \$ 25.00)

The guarantee may be submitted in the form of a certificate of deposit naming the City of Grand Rapids as the owner; letter of credit from a financial institution approved by the City of Grand Rapids; or cashier's check. The City will maintain possession of the Guarantee Fee until such time as the specific utility cut restoration has been inspected and approved by the City Engineering Department:

The individual amounts for the improvement guarantee will be waived for 20 or more permit applications, being submitted at one time, by utility companies or contractors. In lieu of individual guarantees, the companies may submit an approved \$5,000.00 certificate of deposit naming the City of Grand Rapids as owner; letter of credit from a financial institution approved by the City of Grand Rapids; or cashier's check for each construction season, beginning on May 15th of each year.

REVIEW AND PROCESSING FEES

A one-time, non-refundable fee of \$20.00 will be charged for individual permits issued; with a fee of \$15.00 per permit for a batch of applications (20 or more at a time) for utility companies and contractors. This fee covers the cost of reviewing permit applications and field inspection of the rehabilitation sites.

IMPROVEMENT GUARANTEE: \$ _____ (minimum of \$25.00)

PERMIT FEE: \$ _____

TOTAL PAYMENT DUE: \$ _____

APPENDIX C**FEES**

<u>Policy Section</u>	<u>Fee Description</u>	<u>Amount</u>
I-2.3	Water service permit application fee	\$20.00
I-2.5	Street opening permit	Varies
I-3.2	Water service construction or connection permit fee	\$100+ meter cost
I-5.4	Credit for inspection costs	\$50.00
I-6.2	Special connection fee (newly annexed property)	Varies
III-5.4	Service thawing charge	At PUC cost
IV-4.2	Meter testing costs	At PUC cost
IV-2, V-4	Unscheduled water shut-off and restoration (after normal hours)	\$200.00
V-5	Scheduled water service restoration	\$50.00
V-6	Unscheduled shut-off and restoration (during work hrs)	\$100.00
VI-3	Hydrant meter installation charge	\$50.00

APPENDIX D

CURRENT WATER

Water Rate Formula

Applicable **within** the corporate limits of
of
the City of Grand Rapids:

<u>Meter Size</u>	
5/8"-3/4"	\$5.25
1"	7.05
1 1/4"	7.95
1 1/2"	8.90
2"	13.85
3"	50.55
4"	64.15
6"	95.85

Applicable **beyond** the corporate limits
the City of Grand Rapids:

<u>Meter Size</u>	
5/8"-3/4"	\$5.65
1"	7.65
1 1/4"	8.65
1 1/2"	9.65
2"	15.10
3"	55.25
4"	70.10
6"	104.80

City Water (per thousand gal.)

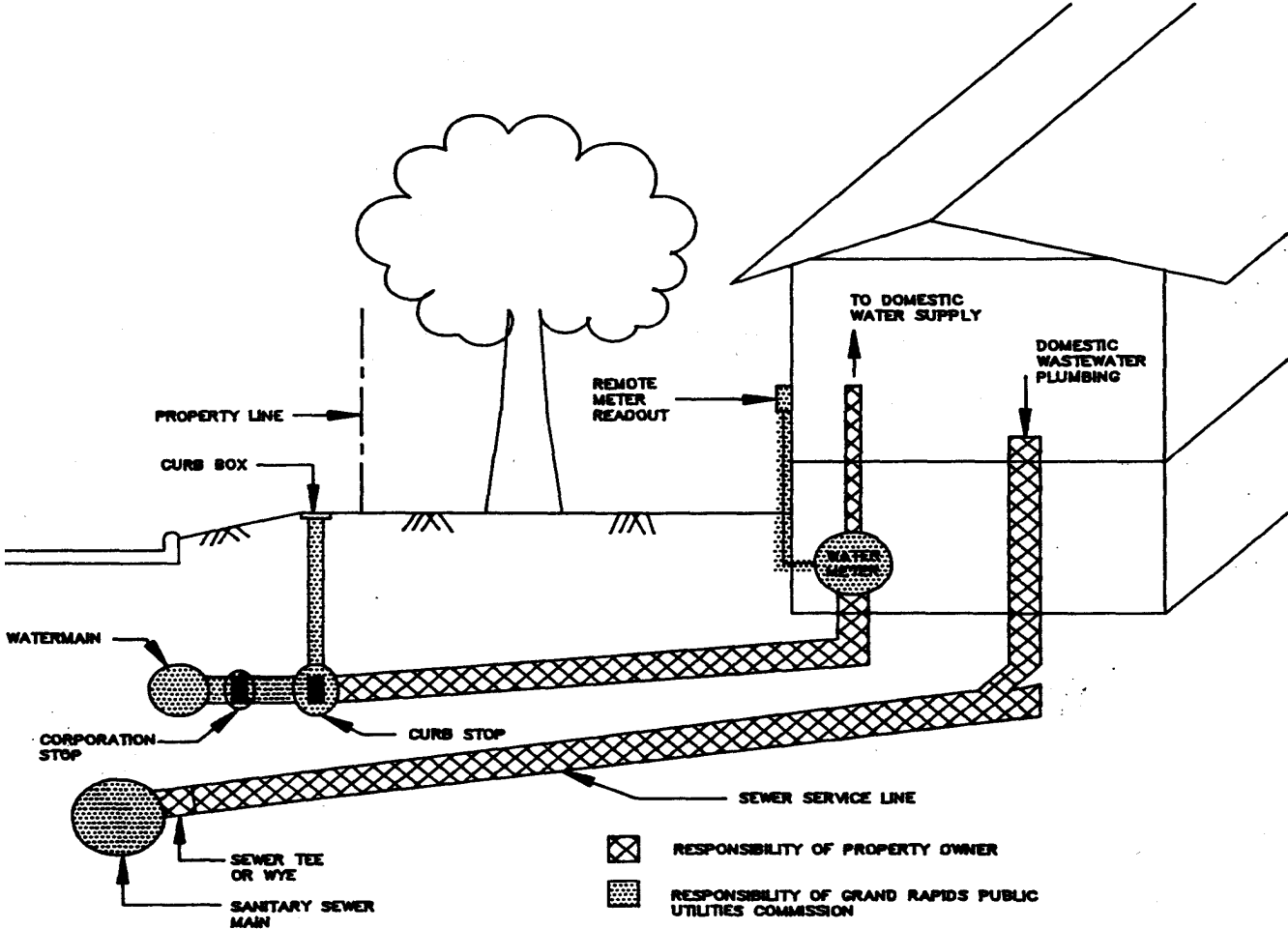
First 10,000 Gallons	\$3.10/1,000
Next 30,000 Gallons	2.83/1,000
Next 210,000 Gallons	2.64/1,000
Next 250,000 Gallons	2.45/1,000

*Charges calculated are on a per month basis

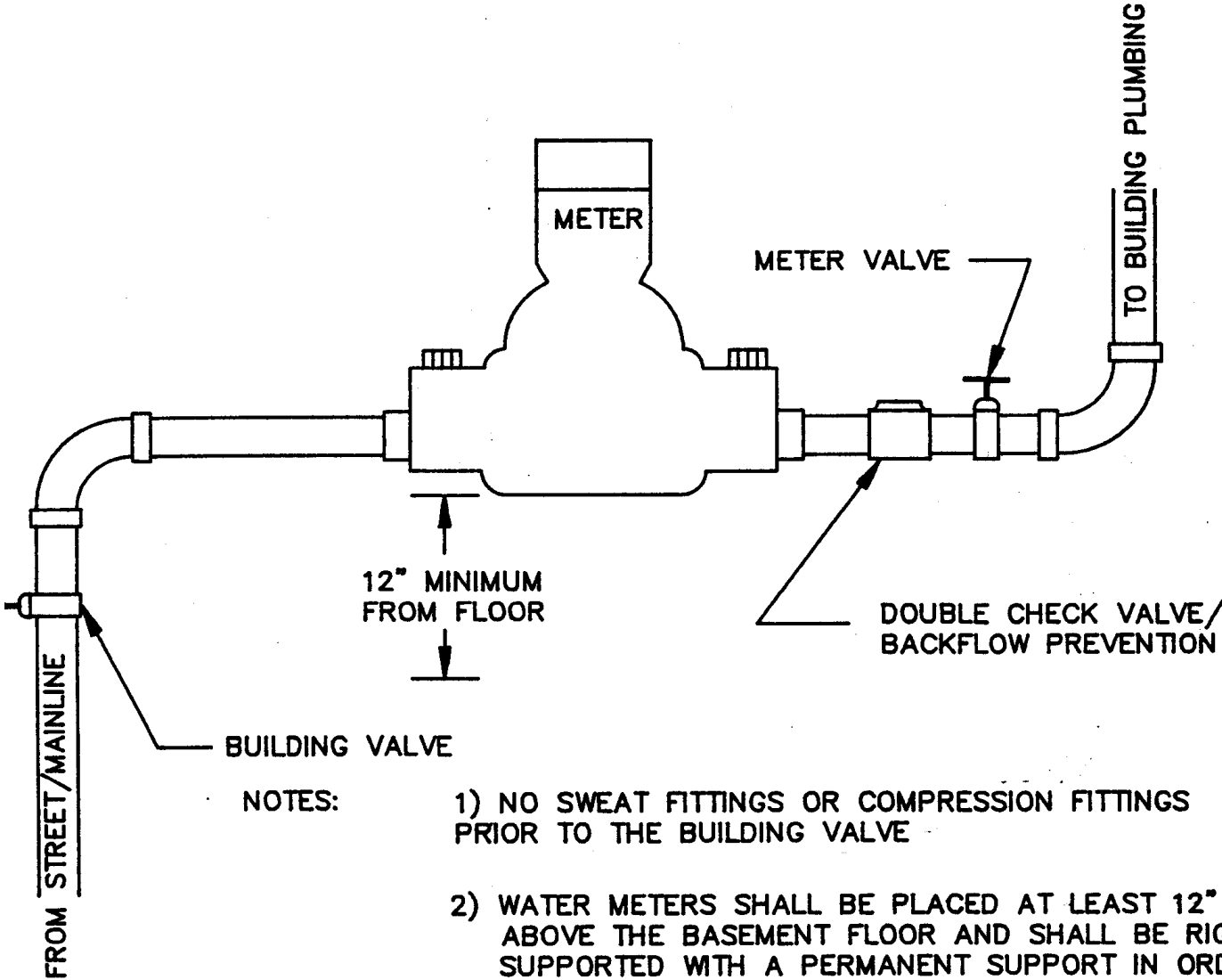
Rural Water Rate (per thousand gal.)

First 10,000 Gallons	\$3.35/1,000
Next 30,000 Gallons	3.07/1,000
Next 210,000 Gallons	2.85/1,000
Next 250,000 Gallons	2.66/1,000

*Charges calculated are on a per month basis



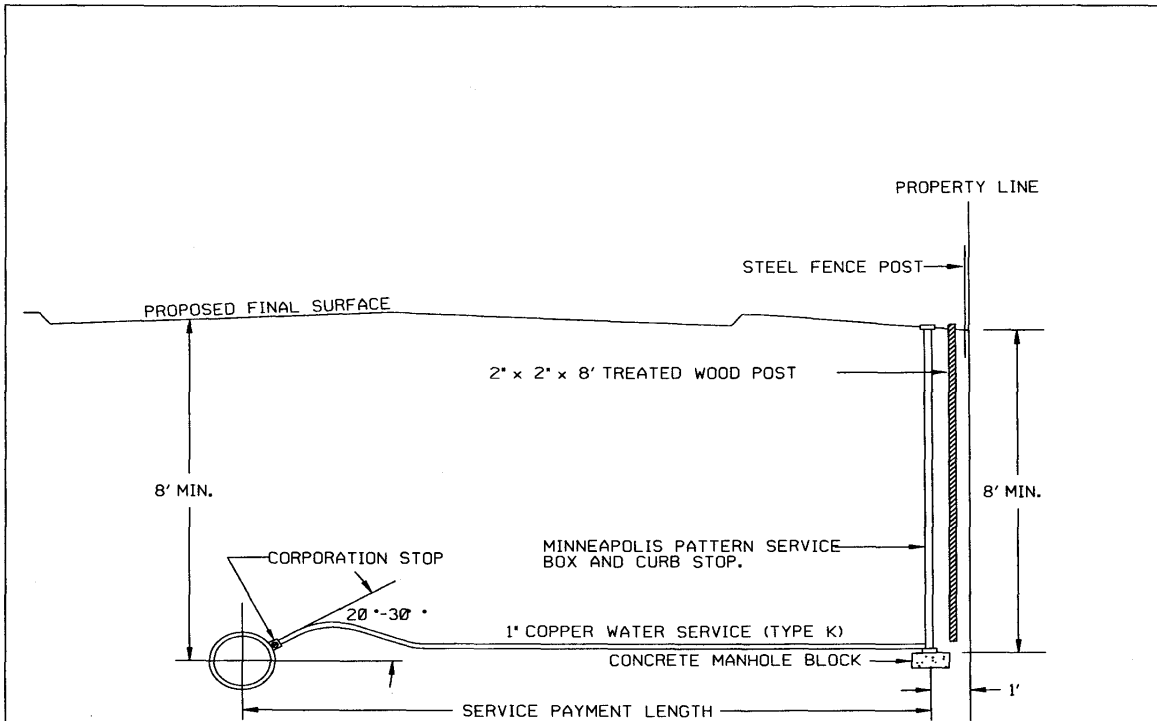
TYPICAL OWNERSHIP SKETCH



NOTES:

- 1) NO SWEAT FITTINGS OR COMPRESSION FITTINGS PRIOR TO THE BUILDING VALVE
- 2) WATER METERS SHALL BE PLACED AT LEAST 12" ABOVE THE BASEMENT FLOOR AND SHALL BE RIGIDLY SUPPORTED WITH A PERMANENT SUPPORT IN ORDER TO PREVENT THE METER FROM VIBRATING WHEN THE WATER IS PASSING THROUGH IT. THE METER SHALL BE INSTALLED IN A HORIZONTAL POSITION AND BE READILY ACCESSIBLE.

TYPICAL WATER METER INSTALLATION



WATER SERVICE PIPE AND FITTINGS

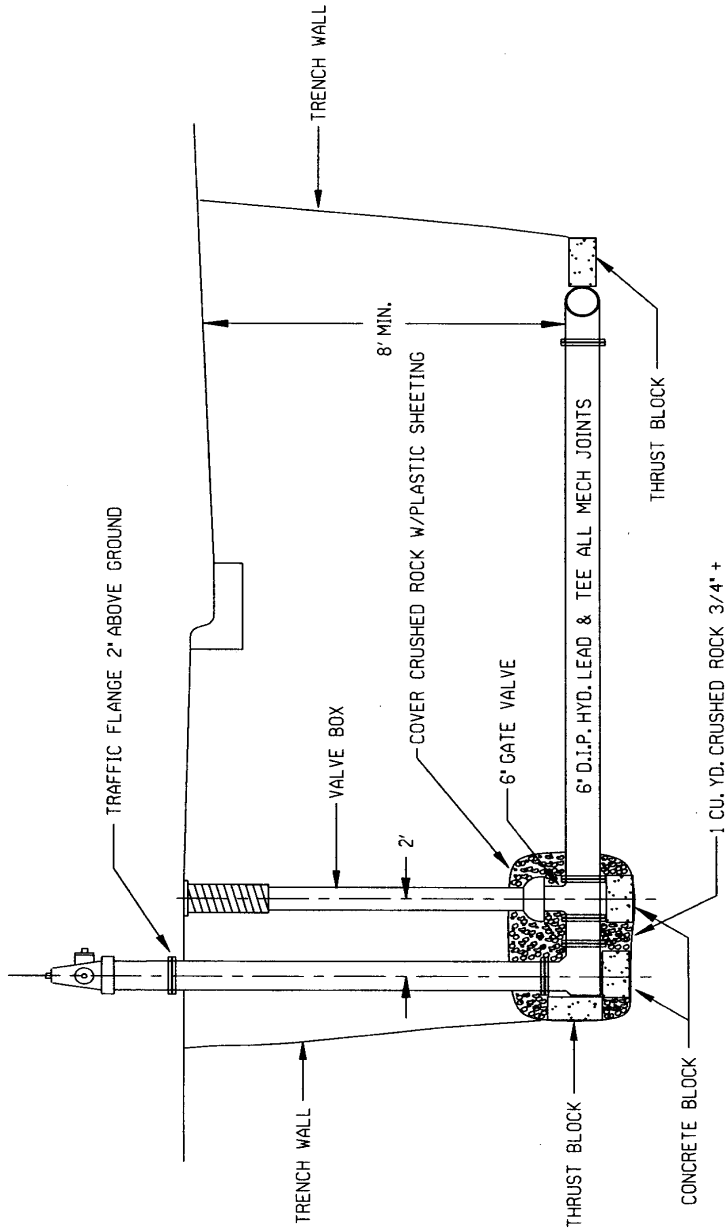
COPPER TUBING FOR WATER SERVICE LINES SHALL MEET THE REQUIREMENTS OF ASTM B88, TYPE K.

CORPORATION STOPS SHALL BE BEST QUALITY CAST BRASS EQUAL IN QUALITY TO THOSE MANUFACTURED BY MUELLER COMPANY OR FORD METER BOX COMPANY. THE CORPORATION OUTLET SHALL BE BRASS 1/8 BEND FITTING WITH FLARED COPPER CONNECTION.

CURB STOPS SHALL BE BEST QUALITY CAST BRASS, MINNEAPOLIS PATTERN STOPS EQUAL IN QUALITY TO THOS MANUFACTURED BY THE MUELLER COMPANY OR FORD METER BOX COMPANY. CURB STOP BOXES SHALL HAVE A MINNEAPOLIS PATTERN BASE.

THE WATER SERVICE LINE SHALL BE BEDDED AND INCASED IN GRANULAR BEDDING (INCIDENTAL TO PIPELINE CONSTRUCTION).

<p>APPROVED BY:</p> <p>GRAND RAPIDS CITY ENGINEER</p>	<p>CITY OF GRAND RAPIDS ENGINEERING DEPARTMENT</p> <p>STANDARD WATER SERVICE</p>	<p>STANDARD PLATE NO.</p> <p>22</p>
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VALVE AND VALVE HOUSING

GATE VALVES SHALL CONFORM IN ALL RESPECTS TO THE LATEST REV. OF "STANDARD SPECIFICATIONS FOR GATE VALVES FOR ORDINARY WATER WORKS SERVICE" (AWWA C-500) AND SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS:

1. SHALL BE OF IRON BODY, BRONZE-MOUNTED TYPE AND SHALL HAVE A BRONZE, NON-RISING STEM; O-RING SEALS; AND A 2 INCH OPERATING NUT.
2. DESIGNED FOR A WORKING PRESSURE OF 150 PSI AND BE CAPABLE OF WITHSTANDING A HYDROSTATIC TEST PRESSURE OF 350 PSI.
3. SHALL OPEN IN THE COUNTER-CLOCKWISE DIRECTION.
4. SHALL BE A RESILIENT WEDGE VALVES EQUAL TO WATEROUS, CLOW DRESSER, MUELLER, OR APPROVED EQUAL.
5. VALVE BOXES SHALL BE BUFFALO-TYPE, THREE-PIECE EQUAL TO CLOW CO. NO. F2450 WITH NO. 6 BASE FOR GATE VALVES UNDER 10 INCH AND FOR BUTTERFLY VALVES OR WITH NO. 160 BASE FOR GATE VALVES 10 INCH AND LARGER.

HYDRANT

HYDRANTS SHALL BE EQUAL TO WATEROUS TRUE COMPRESSION HYDRANTS MODEL W-67 OR WB-67 WHERE BREAKAWAY HYDRANTS ARE SPECIFIED. HYDRANTS SHALL MEET THE FOLLOWING RQMTS:

1. 5" VALVE OPENING
2. 8'-6" BARREL
3. TWO 2 1/2" HOSE NOZZLES, GRAND RAPIDS THREAD
4. ONE 4 1/2" PUMPER NOZZLE, GRAND RAPIDS THREAD
5. 6" MECH. JOINT PIPE CONNECTIONS, WITH ACCESSORIES
6. HYDRANTS OPEN LEFT (COUNTER CLOCKWISE)
7. 5-SIDED NUT-TYPE NOZZLE CAPS WITH CHAIN
8. STANDARD 5-SIDED OPERATING NUT
9. ARROW INDICATING DIRECTION OF OPENING CAST IN TOP OF HYD.
10. RED IN COLOR

APPROVED BY:

GRAND RAPIDS
CITY ENGINEER

CITY OF GRAND RAPIDS
ENGINEERING DEPARTMENT

STANDARD HYDRANT INSTALLATION

STANDARD PLATE NO.

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