

Policy 001-90 Water and Sanitary System Regulations

Adopted: March 1, 1990
Amended: June 11, 2018

Policy providing regulations governing the service and use of the Water and Sanitary System of Grand Rapids, Ohio.

WHEREAS, the Village Administrator now finds that it is necessary to establish regulations governing the service and use of said Water and Sanitary to better protect Ordinance 86-9 which established the rates and charges for said service and use to enable the Village to properly operate its water and sanitary systems and for the purpose of promoting public health, safety, comfort and general welfare, conserving the values of property, facilitating the provision of water and sanitary sewers, the regulations are provided as follows:

NOW, THEREFORE, every such person, company, or corporation, by taking water shall be considered to express his or their consent to be governed thereby. The Village Administrator reserves the right to alter, amend, or add to the rules at any time.

WORD DEFINITIONS: For the purpose of these regulations, certain terms are defined as follows:

1. Developer – An individual, firm, association, group, syndicate, partnership, corporation, trust or any other legal entity commencing proceedings under this regulations to extend water and sanitary sewer lines to land hereunder for himself or for another or requesting utility service from existing lines.
2. Improvements – water lines, sewer lines, storm drains and other related matters normally associated with the development of land into building sites.
3. Village – where the word "Village" is used, it shall refer to the Village of Grand Rapids.
4. Utilities – Includes the following: waterlines, sanitary sewers, storm sewers, gas lines, telephone poles or cables, electric poles or cables, and cablevision.
5. Multi-service – One parcel of property with more than one primary utility user structure or more than one utility user on a single tap.
6. Village Engineer – An authorized representative of the Village.
7. Taps – Water and sanitary connections into the utility system.

BE IT RESOLVED by the Village Administrator of Grand Rapids, Ohio:

That there be, and is hereby established for the use of and the service rendered by the Water and Sanitary System of the Village of Grand Rapids, Ohio, the following rates, changes, rules and regulations for said Village System:

The minimum rate for all water users shall be as follows:

- A. General Service

Minimum 3,000 gallons	\$34.44
3,000 to 6,000 gallons	4.30 per 1000 gal.
6,000 to 10,000 gallons	4.20 per 1000 gal.
10,000 gallons and higher	4.02 per 1000 gal.

- B. Bulk Water Haulers

Minimum 1000 gallons	\$15.60
Additional Water Hauled	7.48 per 1000 gal.

- C. Outside Corporation Rate

Minimum 3000 gallons	\$51.66
3,000 to 6,000 gallons	6.45 per 1000 gal.
6,000 to 10,000 gallons	6.30 per 1000 gal.
10,000 gallons and higher	6.03 per 1000 gal.

- D. Mobile Home Parks shall be charged a separate general service minimum 3000 gal water user monthly charge of \$ 33.44 for each mobile home space located in the park, thereafter using the rate table in A. General Service. Mobile Home Parks outside the corporation shall be charged a separate general service minimum 3000 gal water user monthly charge of \$50.66 for each mobile home space located in the park, thereafter using the rate table in C. outside corporation rate.

- E. Multi-unit residential structures that do not have individual water meters per unit shall be charged a separate general service minimum 3000 gal water monthly charge of \$ 33.44 for each apartment, condominium, etc., thereafter using the rate table in A. General Service.

A surcharge for maintaining pressure in a line shall be 25 cents per square inch of service line for sprinkler systems.

All users shall be governed by the following rules:

1. Service Charges:

Water meters are read on or about the 20th of the month and billed on the 1st day of the next month, payable on the 15th day of the month. Monthly service charges shall be paid within 15 days after date billed. A 10% penalty on the unpaid balance will be added to bills not paid by the 15th of the month. For water and sewer service

beginning 15 days prior to the meter read date or service ending 15 days after the meter read date, the general service minimum amount shall be pro-rated per day. All other charges shall remain per rate ordinance. The water service may be shut off if not paid within 25 days after billing.

When a customer requests water service to be shut off for a vacant building, there shall be a \$10.00 charge for the shut-off and a \$10.00 charge for the turn-on. The same fee schedule shall pertain to a shut-off for a customer to repair plumbing lines or valves.

A service charge of \$30.00 (corporation town customers, \$40.00 out of corporation customers) shall be collected for reinstating any service after the same has been discontinued for non-payment of charges. The Administrator is hereby authorized and directed to cause the Distribution Superintendent or other employees in charge of the operations thereof, to shut off and reinstate water service in accordance with the provisions of this policy.

2. Tapping Fees for ¾" and 1" Taps

Application must be made in writing for water taps and type K copper pipe installed from the main water line to the property line curb valve.

The tap fee for the water system is \$3,244.39 for a 1" service from the water main to the property line. Connection fees for water taps installed on the 12 inch transmission main from Bowling Green are listed on Exhibit "A" attached hereto. The owner may contract with a bonded contractor approved by the Village to install a water tap per Village Construction standards and pay to the Village a \$471.00 inspection fee per tap. The inspection fee includes the water meter, outside head, meter yoke, valve, and check valve. Service lines any larger will be charged materials and labor costs. Said fees are subject to change as influenced by the cost of labor and/or materials.

An applicant outside the corporation agrees to pay the Village at and as prescribed in the effective rate schedule as they exist from time to time plus a fifty per cent out of Corporation surcharge for rates and tap fees and to comply with the Village's rules and regulations pertaining to utility services.

Before approval to extend water service to an unincorporated area, the owner shall enter into an agreement for annexation when the property for which the improvements service becomes continuous to the Village. This agreement shall be approved as to form by the Village Solicitor and recorded at the county recorders office by the owner's.

The Village is not required to serve all who demand service outside the Corporation limits but may provide service in a manner that is in its own best interests.

3. The connection fee for the sanitary sewer system is \$1,700.00 per parcel payable before work starts plus a \$350.00 inspection fee. All costs and expense incident to the

installation of a sanitary sewer service tap shall be paid by the developer. A construction bond is required as per Section 23. For multi-service of a parcel, the connection fee shall be determined at the time of the connection application based on the use of the property.

4. Curb Box Changes

Any changes needed to be made in the location of the curb box after installation will be made at the expense of the property owner.

5. Check Valves and Pressure Procedures

A check valve and expansion tank must be installed on all residential service lines and pressure reducing valves installed on lines with pressures over 60 pounds. These are the owners responsibility.

Commercial service line owners shall install a testable backflow preventer approved by the Village; unless the Administrator or his/her designee determines that no severe health or pollution hazard will affect the public water system.

6. Service Lines

No service lines will be allowed to run from one lot to another or across lots. Each lot shall be serviced by a service taken directly from the main service line.

7. Metering

A gate or ball valve is required on both sides of the meter. All new meters will be remote-reading meters. The Village reserves the right to require that all future dwelling units be individually metered and plumbed before water service is established. In the case of existing multi-use services from a single water tap or meter, the Village shall charge the monthly general service fee for each of the multi-use services. The property owner may, at their cost, install a separate meter for each of the multi use services. In the case of one water tap with multi-meters/accounts, the service shall be discontinued for indebtedness of any one of the accounts.

8. Cross- or Inter- Connections

If upon inspection by an official of the Department a cross-connection between a sewer, private water supply, or other instances of endangering the public water supply is discovered, service will be discontinued until proper connection is made to the satisfaction of the Department.

9. After-hours Service Calls

When service is requested after normal work hours, a charge of 2 hours overtime shall be added to the next monthly utility bill for the service call.

10. Tampering with Water System

No person shall operate, open a fire hydrant or otherwise tamper with any valve, curb stop, corporation stop, or any device. It is unlawful to secure a supply of water through such corporation stop, curb stop, fire hydrant valve, or other device; or in any way take water for private use unlawfully without first having secured the necessary permit from the Village Administrator.

11. Water Mains and Service Lines

New water mains shall be installed per Village specifications and in no case be less than six inch diameter. Water service lines shall be type K copper or SDR 9, 200 PSI plastic. If a plastic service line is used, a #12 tracer wire is required for future location of the line. Four feet is the minimum ground cover for service lines. All galvanized and substandard service lines shall be replaced at the property owners expense.

12. Fire Hydrants

Fire hydrants shall conform to the specifications of the Village of Grand Rapids.

13. Inspection and Right-of-Way

All water main extensions, service lines from curb to inside a building shall be subject to inspection by the Water Department officials; and employees of said Department shall have the right of entry at reasonable hours to any house or building supplied with water to examine pipes, meters and connections, and to place, replace, or remove any meter, pipe, instrument, or connection that is a part of the water works system.

14. Discontinuance of Service

The Village reserves the right to discontinue the use of water to any consumer indebted to it in any manner whatsoever until such indebtedness is removed.

15. Deposits

All applicants will pay a water deposit for water service. Deposits shall be \$40.00 for single residences and \$80.00 for commercial, industrial, and multi-service accounts.

16. Water Charges and Service Charges

All charges for water, service lines, meter repair or other services rendered by the Department shall be held against the property at which such services are rendered.

17. Property Owners – Liability

The Village of Grand Rapids imposes liability on the property owner for water and sewer services provided to a tenant on the premise.

- a. Village utility accounts shall be in the name of the property owner. Special circumstances may allow the utility bill to be mailed to the tenant, after a request is signed by the owner. This does not relieve the property owner of the liability of the utility indebtedness.
- b. For all accounts posted before March 1, 1990, the landlord is ultimately liable for unpaid water and sewer service that is provided in a tenant's name to the tenant's account by transferring the delinquency to the owner's account when the tenant vacates the premise.

The Village Administrator, or an authorized agent, shall certify any delinquent water and sewer accounts, with any penalties, to the Wood County Auditor to be collected in the manner of real estate taxes.

18. Water Leaks

Failure of a water consumer to repair a leak upon his premises, after due notification by the Department, may result in a shut-off until said leak is repaired. The Water Department is liable for service line repair to the curb valve box only.

19. Authorized Service

Only officers and employees of the Water Department have authority to turn water on or off at the curb box or meter, and no other person shall be permitted to turn such water on or off without a permit from the proper official in each and every instance.

20. Water Meter Accessibility

The consumers will be required to keep the surroundings of the meter clean, properly lighted, accessible and protect the same from freezing or injury. The owner is responsible for installing the wire from the water meter to the outside remote reader. The Village will install the meter and the outside remote.

21. Meter Malfunction

Any meter that fails to register properly the quantity of water, the consumer shall be charged an average of the previous four months billings until the meter is repaired or

replaced.

In the case of a question arising to the accuracy of the meter, the Consumer may request the utility to test the meter. If the meter is found to be correct within 2%, the Utility shall reserve the right to charge the consumer \$100.00 for making such a test. Otherwise, the expense of the test shall be borne by the Utility.

Any adjustments to be made where a meter inaccuracy in excess of 2% is found shall not cover a period of water usage in excess of the time from which the question of accuracy was presented to the Village plus one billing period.

22. Review and Approval

Application for utility extension and taps shall be made to the Village Administrator.

Three copies of construction drawings of improvements shall be filed with the Village who shall send them for review to appropriate agencies. The cost of all plan review shall be paid by the developer.

Final approval of the construction plans for main line extensions will require approval by the Village Administrator.

Any contractor performing work in the right-of-way shall provide to the Village a construction bond for 100% of the costs of improvements, certificate of liability insurance and certificate of worker's compensation.

23. Construction of Improvements

Extension of all water and sanitary lines must be to the outermost edge of the furthest lot line and shall conform to the regulations and construction standards and specifications of the Village.

An agreement for recovery of over-size cost for any improvements to serve nearby land shall be determined by the area for which the over size will service.

All improvements shall be completed within one year from the date of approval of the construction plans unless, by a majority vote, approval of the Village Council is obtained for an extension of time.

Field inspection of improvements during the entire period of construction shall be made by the Village Representative. The cost of all field inspections required for the improvements shall be borne by the developer.

When the improvements are satisfactorily constructed in accordance with the approved plans and construction specifications, upon written request by the developer, the

Village shall endorse this approval of improvements on the final or record plat.

Construction standards and specification for sewer installation are attached as Exhibit "B".

24. Maintenance of Improvements

The developer shall maintain and repair all improvements for a period of (1) year after completion. A one year maintenance bond or other guarantee in the amount of fifty percent (50%) of the value of the improvements must be deposited with the Village Clerk and approved by the Village Solicitor.

The bond will not be released until after the expiration of the one year maintenance period and the improvements have been inspected and approved for final acceptance by the Village and a reproducible copy of the "as-built" plans have been supplied to the Village for permanent record.

All policies and parts of policies in conflict herewith are hereby repealed.

This policy shall be in full force and effect from and after June 11, 2018.

Chad Hoffman
Village Administrator

Date

WATER MAIN SPECIFICATIONS

All fire hydrants to be 2' off the property line.

Use K-81-A Kennedy Guardian Fire Hydrants with New Safety Stem Coupling or other approved hydrant. Minimum 5 ft. bury (color Forest Green).

Mechanical joint inlet with an auxiliary Kennedy Resilient seat gate valve.

All fire hydrants and valves shall include all stainless bolts.

All mechanical joint bolts shall be stainless steel with zinc anode caps installed on each bolt.

A #12 tracer wire shall be installed under all C-900 pipe and a 3" detachable caution tape buried one foot deep above the water main.

All mechanical joint fittings, including fire hydrant assemblies and valves, shall have installed a cathodic protection system per Village specifications.

2 – 2 ¼ hose nozzle and one pumper nozzle.

National Standard Thread on the Hose Nozzles

Size of valve opening 5 ¼" on a 3-way fire hydrant.

Water mains shall be AWWA standard C-900 class 150 or AWWA standard ductile iron pipe.

Exhibit A

Water Tap Basic Fees
June 11, 2018

Corporation	\$3,244.39	¾” Meter
Out of Corporation on transmission line	\$11,016.59	
	\$6,150.00	Deferred Connection Fee
	4866.59	Tap Fee
E. Back Bay Road	\$7,516.59	
	\$2,650.00	Deferred Connection Fee
	4866.59	Tap Fee

Options to be added to basic tap fees

Corporation Rate:

1” Meter pit with 1” service	\$895.00
¾” Meter pit with 1” service	\$521.00

Out of Corporation Rate:

1” Meter pit with 1” service	\$1,342.50
¾” Meter pit with 1” service	\$781.50

EXHIBIT "B"

CONSTRUCTION STANDARDS AND SPECIFICATIONS FOR THE INSTALLATION OF SEWERS, BUILDING CONNECTIONS AND PLUMBING SERVICED BY THE VILLAGE OF GRAND RAPIDS, OHIO

1. The Contractor shall notify the inspection department at least twenty-four (24) hours before he commences work.
2. Permits for installation of service connections and street cuts, where necessary, shall be obtained before work begins.
3. Material for Village sewer service connections between main and building:
 - a. Premium seal or "O" ring connections shall be used. (No Solvent cement allowed for plastics).
 - b. Plastic pipe, Schedule #40 as manufactured by Yardley, Genova, Carlon, Charlotte or P.V.C. pipe conforming to ASTM 3034, SDR 35.
 - c. Connections between different pipe materials may be made by using adaptors equal to those offered by Fernco Joint Sealer Co. Solvents or lubricants for the connection shall be of the kind specified by the pipe manufacturer. No "slip seal" or similar type of connection shall be used. If adapters are not available adequate concrete encasement shall be required.
4. Excavation for the service shall start at the foundation wall of the building so that any footer drains or downspouts may be disconnected from the sanitary flow.
5. Sewer connections shall be a minimum of ten (10) feet from any well or cistern water supply sources.
6. Separate connections for sanitary and storm sewers are to be made. No combination of storm drains or of ground water shall be allowed in the sanitary sewer connection.
7. Service connections shall be bedded in stone placed four (4) inches below the pipe and covering the pipe to a depth of six (6) inches. Where a trench abuts a round shoulder or through driveways, stone backfill shall be placed to the road surface. Material shall be placed in six (6) inch tamped layers. Bedding stone shall not exceed State of Ohio Department of Transportation specification #67 in size. Minimum grade for service connections shall be:

4" diameter pipe	14" fall per 100 ft.
6" diameter pipe	6" fall per 100 ft.

8. The service connection shall be tested by air or water to four (4) pounds pressure. The trench shall not be backfilled until all tests are made unless special or safety conditions, as noted by the inspector, require immediate backfill. The contractor shall furnish the test plugs and equipment necessary to perform the test. Any "Y" shall be inserted at the beginning and end of the service connection for the test. The beginning "Y" shall have a "cookie" or plug as recommended by the pipe manufacturer to seal it after the test. The end "Y" may be used as a future "clean out" opening if desired. NOTE: No test will be required if a whole new service is installed from building to right-of-way where pipe and fittings are P.V.C. – SDR 35 material.
9. House trailers shall have a vent placed before the trap at the trailer connection and where this is mounted outside of the trailer, it shall be insulated and boxed.
10. Downspouts shall be disconnected and the pipe be plugged with concrete below ground level. If a smoke test shows that these lines are not connected to the sanitary sewer, this step may be disregarded.
11. Septic tanks are to be pumped dry and materials disposed of in the manner approved by the County Health Board. The existing tank shall be completely backfilled or removed after it is emptied. Backfilling consists of cracking the tank bottom, crush top in, and filling with inert material sand or stone.
12. The contractor shall show, upon request, his registration license that has been obtained from the Village which will be proof that he is properly bonded and insured.
13. Street cuts outside the corporation limits of the Village are to be cleared through the County Engineer before work may proceed. Street cuts within the Village shall be controlled by the Village. No surface may be cut by backhoe. All original cuts shall be by saw or special Jack Hammer tool. Backfill in the trench will be done through a street overnight. Barricades shall be furnished by the Contractor. Maintenance of the cut shall be the obligation of the Contractor. If municipal forces are used for maintenance, costs shall be assessed against the Contractor.
14. The inspector shall obtain the location of the tap from the as-built plans and make necessary notations on the inspection sheet of these measurements and any corrections. Also, notes shall be made of materials used, tests for the service connection, and inspection or test to determine that no downspouts or

other storm drains are interconnected.

15. All costs and expenses incident to the installation of the sewer service connection shall be paid by the owner.
16. A separate and independent sewer connection shall be made for each building or structure.
17. The connection of the service into the public sewer shall be made by a "Y" branch if available. If no "Y" branch is available the owner shall, at his own expense, install a saddle by cutting a neat hole and make watertight by encasement in concrete.
18. The building sewer shall be brought to the building at an elevation below the basement floor whenever possible. Any buildings in which the drain is too low to permit gravity flow to the public sewer, the sanitary sewage shall be lifted by approved artificial means and discharged to the building sewer. The depth of all building sewers shall be sufficient to afford protection from frost. In no case shall the sewer be less than two and one-half (2 ½) feet deep from the ground surface to the top of the pipe.
19. The Village Inspector has the authority to allow or disallow the use of any material or construction methods for house connections at any time.
20. No act shall be committed that would tend to hamper or restrict in any way the normal function of the sanitary sewage system.
21. No physical connection is permitted between a potable water supply and the sanitary sewer system.
22. Any person violating any provisions of these "Rules & Regulations" shall become liable to the Village for any expense, loss, or damage occasioned the Village by reason of such violation.
23. All sewer connections, extensions, or construction that involves utilizing the Village sewer system requires the securing of permits from the Village.
24. Permits for the use of sewer lines in newly developed areas will not be issued until final inspection and approval of construction of the sewer lines and temporary sewage treatment facilities by the Village representative.
25. Permits shall be displayed at the construction site at all times while work is still in progress.

26. The issuance of a permit to tap into the sewer system by the Village does not relieve the permit holder of the responsibility of securing permits from the proper governing agencies for the permission to work in public or private rights-of-way.
27. Information on permit fees are available at the Village.
28. If a property is found to be discharging sewage into the Village sanitary sewer system without payment of a sanitary sewer service charge, the Village shall measure or estimate the quantity of such wastes and shall charge the property owner for prior usage based upon the quantity determined.
29. The connection of a service pipe larger than six (6) inches shall require constructing a manhole unless otherwise approved by the Village.
30. The property owner is responsible for the performance and maintenance of the building sewer. Should the Village determine that any building sewer is not functioning properly, permitting excessive ground water infiltration to enter the building sewer, or is in any way affecting the proper operation of the Village sewerage facilities, the property owner shall, at his own expense, correct the cause satisfactory to the Village Sewer Superintendent. If the property owner fails to act upon orders of the Village to correct the building sewer, the village shall disconnect the building sewer in the street at the expense of the property owner.
31. Where any part of an existing sanitary sewer service (from five (5) feet outside of the building) is intended to be used for part of the connection to the new sanitary sewer system, the following procedure shall be applicable. The connection at the house shall be excavated or otherwise shown to be free from storm water connections. The service shall be modified as required to connect to the new house service provided at the right-of-way. Such modification shall be with acceptable materials using proper installation procedures. Testing will be required, as stated in item 8 of these regulations, on any section of service which contains existing pipe. These tests will be at the owner's or contractor's expense and monitored and approved by a Village representative. No existing service pipe will be allowed for part of the new sanitary service connection which does not meet these test requirements.
32. The Contractor installing the sewer tap shall install a "Y" at the point of connection to the Village Sewer. The "Y" shall be brought to two (2) inches above grade with a premium joint riser and a premium joint plug shall be installed. This riser shall be installed basically at the right-of-way line and shall be for future clean out purposes and also for visually observing whether flow is being discharged from the private sewer.

33. The property owner shall be responsible for the cleaning of the building sewer line from the building to the Village main sewer line.
34. The owner of a commercial kitchen/food service business shall install a grease trap on the sanitary sewer line.
35. These specifications and regulations can be amended by the Village per ORC 729.51.

Adopted by Council May 8, 1978.

Amended July 12, 2010

Amended June 11, 2018