

Burt Township

Water Rate Ordinance

Water Department Rules and Regulations

This manual is intended only as a guide for Burt Township Water Department and its customers and shall not be regarded as all inclusive. In addition, other Federal or State agencies may have regulations that would supersede those contained herein and which would therefore apply. Burt Township Water Department may be contacted with questions and requests for guidance or interpretation.

PREAMBLE

The adoption of Rules and Regulations is not for the purpose of imposing unnecessary or burdensome regulations upon the users of water from the Burt Township municipal water supply system but only to provide for the orderly conduct of the business of the Burt Township Water Department. It is also our goal to prevent the waste of water and to ensure equal treatment of all customers of the department and to protect the public health and safety.

Reasonable diligence and care will be exercised to provide a continuous and sufficient supply of water to all customers at a normal pressure and to avoid any shortage or interruption in delivery. However, there is neither an express or implied guarantee that a continuous supply, fixed pressure, or full volume shall be maintained at all times, the service being subject to all the variable conditions that could affect the ability of the Burt Township Water Department to maintain normal service.

The following supersedes all previous publications of the Rules and Regulations for Burt Township Water Department.

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I. Definitions

1. "Township" -- Burt Township in Alger County, Michigan
2. "Township Water System" -- the Burt Township Water Distributions System. The Township Water system includes sources, transmission lines and storage facility. Once a connection is requested by the consumer and accepted by the township, then water will be provided in a "ready to serve" capacity to the property line only.
3. "Combination Lines" -- those water line extensions constructed on private property both for the purpose of firefighting and domestic water supply.
4. "Small business" – a business that does not provide public restroom facilities and does not use water for their service
5. "Consumer" – the owner or person in control of any premises supplied by or in any manner connected to the Township Water Supply.
6. "Consumers Water System" – any water system, located on the consumer's premises, supplied by or in any manner connected to the Township Water System. A household plumbing system is considered to be a Consumer's water system.
7. "Developer" – any corporation, individual or group of individuals.
8. "MDEQ" or "DEQ" – Michigan Department of Environmental Quality.
9. "Director" – Michigan EPA Director
10. "Engineering representative" – anyone employed by the township in an engineering capacity.
11. "Office" – Burt Township Water Department Office
12. "Billing Clerk" -- Township Clerk
13. "Person" – the state, any political subdivision, public or Private Corporation, individual, partnership, or other legal entity.
14. "Plant" -- water treatment plant
15. "Rotary Water main" – any water main constructed without grants or assessments
16. "Service Connection" – the terminal end of a service line from the Township Water System.
17. "Stand by Fire Service Lines" – those water line extensions constructed on private property for the sole purpose of firefighting.
18. "Water Provider" – the Burt Township Water System
- 19.** "Supply line" – the water line as hooked up to your property to supply the water from the Burt Township water system.
20. "Water Meter" -- the tool/process of measuring the volume of water used by residential and commercial customers supplied by the Burt Township Water system.
21. EDU – Equivalent Domestic Unit – 1000 gallons

II. Initiation of Service

1. Application Required

Application for a new water service shall be made at the Burt Township Office, Grand Marais, MI, by the property owner, or their duly authorized agent, on forms furnished by the Department. At this time, the Department will classify the service based on the supply line size – up to 2”.

Changes to existing services must be made in person at the office. A driver’s license or other photo ID may be required.

2. Tapping Fees

At the time of application for a new water service the applicant will be required to pay a fee for the installation of the water service, **with 50% down payment required**. The amount of the tapping fee is provided in Section VIII of these regulations.

3. Water service Installation Requirements

All connections, taps, and service lines, up to two (2) inches in diameter will be installed from the water main to the curb stop by an employee of the Water Department. For service lines larger than two (2) inches in diameter, the Water Department will make the tap and the owner or his contractor shall install the service line. The appropriately sized meter will be installed and will remain the property of the Burt Township Water Department.

The property owner shall install copper line or an alternate (approved as acceptable per building, plumbing and health codes) to the main and to the curb stop at the property line. All water lines larger than 2” shall be purchased and installed by the owner and approved by the Township. Sub base shall consist of a minimum of 10” of 22-A class gravel. No dual connections will be allowed.

All street repair and landscaping of any adjoining property that was disturbed will be the responsibility of the property owner inflicting the injury. All back filling must be done under the direct supervision of the Township Water Department during regular business hours, 7:00 AM to 3:00 PM, Monday through Friday. Re-paving of the street will be done at a charge equal to current rate per square foot of disturbed pavement.

A minimum of **five (5)** working days will be required from the time the Water Department is notified that a new service line is ready to be installed to the time of installation. This period is to allow for notification of all utility companies of the proposed construction so they may, in accordance with the laws of the State of Michigan, mark their underground utilities and thereby protect them from damage. The Township will locate connection to the Township water main and provide curb stop, riser, and corporation as well as installation of the meter, inside or outside pit, as determined by the Burt Township Water Department.

If the Water Department employee travels to the site of the service line installation and the applicant has failed to comply with any regulation defined herein, the service will not be installed and a trip fee will be charged to return to complete the service. Trip fee charges are provided in Section VIII of these regulations.

Any contractor doing work for the Township Water Department shall first obtain a work order signed by the Water Administrator or Supervisor. All contractors working for or on Township property shall furnish a certificate of insurance for our files. All work done outside of what the work order states shall not be charged to the Township unless an additional work order signed by the Township Supervisor has been granted.

III. Billing for Service

1. Account responsibility

All accounts are listed in the name of the property owner. Bills may be rendered to a tenant if so ordered in writing by the property owner except in the case of multi-family dwellings which must be billed to the property owner unless a separate service is provided for each unit.

The property owner is responsible for all bills left unpaid by their tenants.

When water charges become delinquent they are a lien against the property and shall remain a lien until such a time as they are paid. Such charges are in the nature of an obligation of the land itself and a subsequent purchaser of the land takes the property subject to the obligation for any unpaid charges. Until such charges are paid, continued water service may be refused.

When the water bill is in the tenant's name and the bill is current, the office is not permitted to turn the water off to help the owner evict the tenant or help the owner collect his rent.

A change in the name of the person to be billed must be ordered by the property owner or his duly authorized agent.

2. Billing Schedule

Bills will be generated monthly – before the 10th day of the new month – billing a monthly flat rate and a metered usage charge for the previous billing period of no more than 31 days and no less than 25 days.

3. Delinquency Policy

The water bills will be due by the 30th of the month.

30 days past due – 5% late fee will be assessed.

45 days past due – warning letter sent

60 days past due – shut off notice sent

90 days past due – service shut off

4. Adjustment for leak

If the leak is detected by a township representative and the leak is not repaired within the required time, is creating a hazard, may cause damage to other property or, in the opinion of the Township representative is causing a significant loss of water, water service shall be discontinued until the leak has been repaired. Burt Township Water department is only responsible for the water line up to the property edge. Any problems in the water line from the property edge to the home is the responsibility of the customer.

If the leak is detected by the resident, they should contact the Burt Township Water department immediately. Charges for excessive water usage due to a leak will be adjusted at the Boards discretion.

5. Water Line freeze

Cold temperatures may cause frozen lateral water services for our customers. Customers should be reminded not to plow over the water line, the snow cover is an insulator. The Burt Township Water department should be contacted as soon as possible if you think the water lines have frozen. The Water department will investigate and determine where the freeze up is located. If the water supply line and the meter are found to be in working condition, the responsibility of the frozen pipes is the customers. Under certain conditions, the water department can attempt to thaw the service with special equipment. Please see section VIII for rates and charges.

The homeowner is responsible for everything from the curb stop on, if they call someone out and they find it is our main that is frozen we will reimburse that service call.

6. Returned Check Policy

A fee will be charged for all returned checks from the customer's bank. The fee is shown in Section VIII of these regulations.

Customers will be given one week to pick up the check at the office or make arrangements to replace it after being notified that the check has been returned. If the returned check is not picked up or satisfactory arrangements have not been made within the allotted time, service will be discontinued in accordance with our disconnection policy. Additional charges for turning the service off and back on, shown in Section VIII, also will be imposed.

The Township reserves the right to refuse to accept checks from any person. When checks are refused, payment of water bills must be by certified check, money order, or cash.

IV. Disconnection Policy

The township may disconnect service to a customer on the date specified in the Disconnection notice, or at any reasonable time following that date. Disconnection of utility services shall occur only on weekdays between the hours of 7:00 AM and 3:00 PM. The Township will not disconnect service while a customer is awaiting a resolution of a formal billing related complaint with the Township. A formal billing complaint is a written complaint that is filed with the Township office and awaiting formal resolution by the board.

At least one (1) day preceding the disconnection of service, the Township shall make at least one (1) attempt to contact the customer. If the contact is not made, the Township representative shall leave written notice in a conspicuous place upon the premises. The Township shall document all attempts to contact the customer.

Immediately preceding the disconnection of service, an employee or authorized representative of the Township who is designated to perform the disconnect function shall, if the customer or another responsible person is at the premises, announce the purpose of his or her presence. The employee or authorized representative of the Township shall possess a copy of the delinquent account of the customer. Unless the customer is able to present evidence that reasonably indicates that the claim has been satisfied or is currently in formal dispute, the employee or authorized representative may disconnect service. If the customer offers payment in full, the employee or authorized representative may be authorized by the Township to accept payment in lieu of service disconnection. The customer may make payment in any reasonable manner, including personal check, unless the customer has paid with a personal check in the last twelve (12) months that has been returned by the bank for insufficient funds or no account, excluding bank error.

When the employee or authorized representative disconnects the service, said individual shall leave notice in a conspicuous place upon the premises. The notice shall state that service has been disconnected, the address and telephone number where the customer may arrange to have the service restored, and that efforts by the customer to restore his or her own service may be unlawful and dangerous.

Restoration of Service

After the Township has disconnected service, it shall restore service promptly upon the customer's request when the cause has been cured or credit arrangements satisfactory to the township have been made. The Township may assess the customer a reasonable charge, up to and including the cost of original initiation of service, for restoring service to the customer's premises.

V. Private Wells.

No wells are to be newly drilled within the water system area. If the property has access to the Township water supply, this must be utilized. No new wells will be allowed within the water system area.

Any private wells that were in place before the water system installation were grandfathered and are acceptable.

All wells in the Wellhead protection area must be registered with the Water Department.

VI. Water Main extensions

Developers Expenses, plans, and Bond

All extensions of water mains to serve new real estate or lots shall be constructed by the developer at his own expense. The full cost of the extension includes any and all inspection costs, preparation of plans and estimates, and any other related expenses. The developer shall submit proper plans and estimates for the main, obtain the approval of the Township for the plans and estimates, and shall construct same in accordance with Township regulations relative to the installation of water mains.

The developer shall be required, prior to beginning the installation or construction of proposed mains, to post a bond in an amount to be determined by the Township to insure compliance with the regulations and the proper and complete installation of the water mains.

Rights of the Township

All water mains installed on connection with Township mains, become the sole property of the Township and shall hence forth be maintained by the Township which shall exercise exclusive control of same.

The Township shall have the right and authority to further extend any water main extension to serve additional properties beyond the original or earlier extension without reimbursement to anyone who may have contributed to the cost of the original or earlier extension.

At locations where the water is not available and the property owner/developer desires the use of the public water supply, the property owner/developer shall cause a waterline to be constructed from an existing waterline to, along and/or across the entire parcel that the property owner/developer desires to serve. The entire cost associated with the construction of the water line, including engineering and approval, shall be borne by the property owner/developer that desires the water service. After construction and acceptance by the Township, the waterline becomes the property of the Township.

VII. Miscellaneous Provisions

1. Right to Interrupt service

Whenever the township finds it necessary or convenient for the purpose of making repairs or improvements to the township water system, it shall have the right to temporarily suspend delivery of water and shall not be liable for any loss or damage occasioned thereby.

Whenever possible, and as time permits, all affected customers will be notified prior to such a suspension by personal contact and/or news release.

The Township shall not be liable for the interruptions in water service, shortages or insufficiency of supply or pressure, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war, or other cause.

2. Use of Hydrants

No person except an authorized employee of the Township shall open, operate, or draw water from a fire hydrant.

A special permit for a temporary service connection at a fire hydrant must be applied for at the Township office, subject to the approval of the Water Department Superintendent. All charges for such connections must be paid at the time of application. Charges are shown in Section VIII of these regulations.

Any damage to the fire hydrant resulting from the installation of the temporary service connection shall be the responsibility of the person holding the permit, who will be billed for the cost of repair or replacement of the fire hydrant.

3. Damage to Water System Facilities

Any damage to the facilities of the Township water system will be repaired by the Water department and the cost of the repairs will be billed to the responsible person and/or property owner.

The Township reserves the right to require proper maintenance and/or repairs of all systems not under its control that may affect the proper operation of the Township Water system. Failure to effect said maintenance and/or repairs within thirty (30) days of notification to do so will result in discontinuance of service.

4. Testing of new water lines

All new water lines must comply with MDEQ regulations pertaining to testing.

5. Standby Fire Lines

If available, standby fire service lines may supply fire hydrants, sprinkler systems, or standpipes established by the property owner. Charges for standby fire service lines will be billed to the owner of the property served. Charges shall be shown in Section VII of these regulations.

VIII. Rates and Charges

Monthly base rates: (based on supply line dimensions)

3/4"	\$ 40.00
1"	\$ 50.00
1.25"	\$ 63.00
1.5"	\$ 81.00
2.0"	\$130.00
3.0"	\$495.25
4.0"	\$630.00
6.0"	\$945.00

Metered Usage – per 1,000 gallons \$ 6.80

Stand by Fire Line:	\$450.00/yr
Returned check fee:	\$20.00
Disconnection at Street	\$30.00
Turn on/Turn off	\$30.00
Use of Back hoe	\$75.00/hour
Use of Welder/Thaw lines	\$50.00/hour
Water Operator's hourly rate	\$40.00/hour
Water Operator's Asst. hourly rate	\$20.00/hour
Installation of New Water Service	Varies*
Vacuum Breaker	\$10.00
Hydrant Fee (billed to Fire Fund)	\$150.00/hydrant

(revised February 2016 Resolution 2016-02-02)

IX. Backflow Prevention Requirements

Effective January 1, 2001, Burt Township is requiring that Atmospheric Vacuum Breakers be put on all outdoor spigots to prevent contamination of our Water System through backflow. Atmospheric Vacuum Breakers are small devices that are screwed onto the outdoor spigot before the hose is attached. They can be purchased at the Township Offices or at most hardware stores.

Addendums to this Rate Ordinance and Rules and Regulations:

Water Bond Ordinance

Cross Connection Ordinance

Water system and meter specifications.