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ORDINANCE 30 MUNICIPAL WATER SYSTEM

Section 30.01: ESTABLISHMENT. The City establishes a Water Department for the management, operation, maintenance, and repair of potable water production, storage and distribution.

Section 30.02: SUPERVISION. The Water Department shall be under the supervision of the City Council and shall be responsible for the management, operation, maintenance and repair of the water works for the City.

Section 30.03: DEFINITIONS. Unless the contrary appears, for purposes of these rules, the terms set forth in the chapter have the following meaning ascribed to them.

Subd. 1: Air Gap. Is the unobstructed vertical distance through the free atmosphere between the lowest opening of any device discharging water to the flood rim of the receiving device.

Subd. 2: Back Flow Preventer. Is a device or means utilized and designed to prevent back flow or back siphonage of any substance into a water service or water main.

Subd. 3: Common Service. Is a water service line, which, serves more than one metered premises.

Subd. 4: Corporation. Is a device designed to connect a water service sized 1" or smaller to a water main.

Subd. 5: Cross Connection. Shall mean any unprotected actual or potential connection or structural arrangement between a public or a consumer's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or changeover devices and other temporary or permanent devices through which or because of which "back flow" can or may occur are considered to be cross connections.

Subd. 6: Curb Box. A device designed to provide access to a curb stop.

Subd. 7: Curb Stop. A device designed to control the flow of water within a service line from a water main.

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Subd. 8: Customer. Means any individual corporation, firm, partnership, association, organization, or other entity acting as a unit. It also includes any executor, administrator, trustee, receiver, or other representative appointed by law.

Subd. 9: Flanged Coupling Adaptor. The device used to facilitate the installation and removal of a flanged water meter.

Subd. 10: Gate Valve. A device designed to control the flow of water within a water service or water distribution system.

Subd. 11: Superintendent. The Superintendent of the City of Albany Water Department.

Subd. 12: House Piping. A series of pipes for the conveyance of water from the house stop valve to points of consumption within a premise.

Subd. 13: House Stop Valve is a device designed to control the flow of water between the water meter and the house piping.

Subd. 14: Irrigation Meter. A water meter installed for the express purpose of metering water used on the lawn. There shall be no wastewater billing on irrigation meters.

Subd. 15: Meter Stop Valve. A device designed to control the flow of water between the water service and the water meter.

Subd. 16: Premises. A defined area of a parcel of property, or building contained thereon, where water consumption occurs.

Subd. 17: Reduced Pressure Zone Back Flow Preventer. An assembly of differential valves and check valves including an automatically opened spillage port to the atmosphere.

Subd. 18: Remote outside Register. A device located on the outside of a premise, which is designed to permit the reading of a water meter contained within a premise.

Subd. 19: Saddle. A device designed to connect a water service from size 1" to 3" to a water main.

Subd. 20: Tapping Sleeve and Valve. A device designed to connect a water service or larger to a water main.

Subd. 21: Water Main. Means a pipe, or system of pipes, owned by the City of Albany and maintained by the Water Department, designed and used to distribute water to the water service of any customer.

Subd. 22: Water Meter. A device designed and used to measure the quantity of water consumed on a premises.

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Subd. 23: Water Service. The pipe and fittings and devices needed to convey water from the water main to the point of connection with the water meter, whether within or outside of the premises. The following are normally used in water service installations: corporations, tapping sleeves and valves, curb stops, curb boxes, gate valve boxes and meter stop valves.

Updated Sect. 30.03, Subd. 23 on 5/18/05

Section 30.04: GENERAL PROVISIONS.

Subd. 1: Scope and Applicability. The City of Albany does not guarantee continuity of water supply and shall not be held liable for interruptions, pressure fluctuations, or water quality supplied within the guidelines of the Minnesota Department of Public Health, and the laws of the State of Minnesota.

- a) These rules, insofar as they are consistent with other provisions of law, shall govern the furnishing of water to all customers in the City of Albany.
- b) Every customer applying for or receiving water from the City of Albany and/or the owner of property for which such application is made or water is received, shall be deemed by such application or use, to consent to abide by all the rules and rates established by the City of Albany and to all modifications thereof.

Section 30.05: TERMINATION OF SERVICE.

Subd. 1: Grounds for Termination. A water service to a premise may be terminated, upon the giving of written notice, for the following reasons:

- a) The customer or owner of the premises served, or any person working on any pipes or equipment thereon which are connected with the City of Albany water distribution system, has intentionally violated any of these rules relative to the water supply system or connections with it.
- b) Fraud or misrepresentation by the owner or customer in connection with an application for service.
- c) Unauthorized use of water during a declared water supply shortage. (Refer to Section 30.09)
- d) Unauthorized use of fire protection system. (Refer to Section 30.14, Subd. 4.)
- e) Denial of access to a water meter. (Refer to Section 30.11, Subd. 8.)

Subd. 2: Notice - General Provision. A notice of intent to terminate water service for a reason as set forth in the preceding subdivision shall be mailed to the person in whose name the service has been provided and to the owner if other than the customer, at the address of record maintained for billing purposes. Service of the notice shall be complete upon depositing the same in the United States Mail, properly addressed, with first class postage prepaid.

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Section 30.06: PAYMENT OF CHARGES.

Subd. 1: Payment of Water Fees and Late Fees. The property owner shall ensure that payments for water fees are paid on or before the 15th day of the month following billing. The City shall collect the fees and give receipts to the payer. Any payments made later than the due date shall be deemed late and the City shall assess a late payment penalty fee as established by the City Council in Appendix A.

Section 30.06, Subd. 1 approved 2/2023.

Subd. 2: Discontinued Service. If the customer does not pay the past due bill, including late payment penalties, the City may turn off the water service and service will not be restored until the customer satisfactorily settles the matter by paying all water fees due, the late payment penalty fee, and an additional reconnection fee as established by the City Council in Appendix A. Prior to shutoff, the City shall mail notice of nonpayment to the customer and to the property owner stating that water service shall be shut off unless the account is brought current within fifteen (15) days. Notice will be mailed by first class mail to the property owner at the address of record maintained for billing purposes. Notice will also be mailed to the property address if different from the billing address. If the account is not brought current within fifteen (15) days, the City shall shut off the water service at the curb stop. If the City learns that the curb stop is not working properly, the City may arrange for appropriate repairs at the homeowner's expense. Regardless of whether the City exercises its discontinuation of service policy, the City reserves the right to assess unpaid water and sewer bills as a part of a special assessment against the property.

Section 30.06, Subd. 2 approved 2/2023.

Subd. 3: Certification for Collection with Taxes. Any unpaid charges on water accounts will be certified to the County Auditor after notice and an opportunity for a hearing have been provided to the property owner of the Premises involved. The notice shall be sent by first class mail and shall state that if payment is not made before the date for certification hearing, the entire amount unpaid plus any penalties and an Administrative Fee as established in Appendix A will be certified to the County Auditor for collection as other taxes are collected. The notice shall also state that the property owner may, before such certification date, attend or schedule a hearing on the matter to object to certification of unpaid utility charges. Certification will not take place while any appeal is active. A hearing shall be held on the matter by the City Council. Owners of Premises with unpaid utility charges shall have the opportunity to object to the certification of unpaid charges to be collected as taxes are collected. If, after the hearing, the City Council finds that the amounts claimed as past due are actually due and unpaid and that there is no legal reason why the unpaid charges should not be certified for collection with taxes in accordance with this provision, the City may certify the unpaid charges to the County Auditor for collection as other taxes are collected.”

Section 30.06, Subd. 3 approved 2/2023.

Subd. 4: Service will not be restored until the account is brought current. A turn-on fee as established in Appendix A will be charged and must be paid at or before the time of reconnection. If the City learns that the curb stop is not working properly, the City may arrange for appropriate repairs at the homeowner's expense. Regardless of whether the City exercises its

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discontinuation of service policy, the City reserves the right to assess unpaid water and sewer bills as a part of a special assessment against the property.

Section 30.07: INTERRUPTION OF SERVICE. The City of Albany reserves the right to temporarily interrupt the flow of water within the distribution system to any premises at any time, without prior notice. Interruptions such as these may be needed to facilitate repairs, testing, connections, to ensure adequate fire flows, or when necessitated by acts or regulations beyond its control. The City of Albany does not guarantee continuity of water service, and shall not be held liable for interruptions, pressure fluctuations, or water quality supplied within the guidelines of the Minnesota Department of Health, and the laws of the State of Minnesota.

Section 30.08: EMERGENCY INTERRUPTION OF SERVICE. In the event that an immediate interruption of water service to a premise is required to protect the public health, safety or welfare, public property or the property of others, or to protect the water distribution system or any of its parts from destruction or damage, water service may be interrupted immediately by the Water Department without prior notice.

Section 30.09: WATER SUPPLY SHORTAGES. Whenever the Water Department determines that a water supply shortage exists, the Water Department is authorized to take the necessary actions to alleviate the situation. Customers will be notified of a declared shortage and of any actions required by them through the use of the news media. If the required action is not followed, the City of Albany will disconnect service. A disconnect/reconnect fee will be assessed as identified in Appendix A.

Section 30.10: REVISIONS OF REQUIREMENTS. All requirements stated or implied herein are subject to change at any time without prior notice. All revisions can be obtained from the Water Department of the City of Albany.

Section 30.11: WATER SERVICE.

Subd. 1: Ownership. The property served owns all water service connections and their appurtenances, beginning with the tap on to the potable water distribution main to the water meter.

Subd. 2: Installation. Water services shall be installed according to the standard specifications herein for service connections as approved by the City of Albany. A water service is installed at the expense of the property owner and remains the property of the owner. All services shall meet current Minnesota State Plumbing and Building Codes.

Subd. 3: Change in Status. The property owner must notify the Water Department of any change in the status of any tenant or renter to whom City water is furnished. In all cases, the property owner is the final obligee for all water service fees when the tenant or renter fails to pay.

Subd. 4: Water Service Area. Property within the corporate limits of the City of Albany.

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Subd. 5: Water Connection Fee. Prior to connection to the municipal water system, the water connection fee specified in section 30.19, Subd. 3 must be paid in full.

Subd. 6: Water Main Tapping. The customer or contractor will be responsible for tapping into the water main and complying with the inspection requirements of Subd. 7.

- a) All meter-to-main water service lines shall be constructed at a 90-degree angle to the water main. The cost of all meter-to-main water service lines shall be the sole responsibility of the owner of the said lot or parcel.
- b) If the City of Albany extends a water main to a lot or residential parcel which is already connected to the water main, but not at a 90-degree angle, the owner of record of said lot or parcel shall have six (6) months to construct a meter-to-main water service line at a 90-degree angle to the new main, said line shall be constructed of materials acceptable to the City of Albany. Said line shall be inspected by the City of Albany prior to the commencement of its use.

Subd. 7: Inspection Policy. An inspection is required every time the City's water mains are connected to or tapped, and at any time trenching occurs around or over the water mains. The inspection must be witnessed and approved by personnel of the City of Albany. If the trench is closed prior to this inspection, the trench will be reopened and the customer or contractor will be assessed a fine as indicated in Appendix A.

- a) Other Charges. Charges for material, equipment and labor that are furnished by the City of Albany will be billed based on cost plus overhead incurred.
- b) Overtime Work. All services requested by an owner or contractor outside of the City of Albany's normal business hours will be billed at the overtime rate.

Subd. 8: Access. An employee of the Water Department shall have the right to reasonable access at all reasonable times to the served premises for the purpose of inspection and operation of water service components.

Subd. 9: Multiple Premises.

- a) Whenever a building with two or more premises is constructed on a single lot or a group of lots, and the individual premises are to be under separate ownership, each premise shall be served by a separate water service. These separate services shall be installed so there is a curb box and curb valve for each premises served. These separate services may be served from a common service line, properly sized, connected to the water main and installed with a master curb box and curb valve. In such case the responsibility for the repair and maintenance of the common service line shall be under the control of a legally recorded homeowners' association agreement at the, time of installation. There shall be a set of drawings submitted to the Water Department for approval before construction begins. All services shall meet current Minnesota State Plumbing and Building Codes.

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- b) Whenever an additional building is placed or erected on a parcel of land where there is an existing building(s) and requires water service, there shall be separate and individual water service installed to serve the new building.

Subd. 10: Water Service Pipe. Water service shall be sized in accordance with the requirements of the current Minnesota Plumbing Code. One-inch is the minimum new water service size. Piping shall consist of K copper.

Subd. 12: Replacements or Repairs. The property owner is responsible for all water service replacements, repairs or maintenance. After excavation of a water service leak, if the water service material is found to be galvanized iron or lead, all such portions of the entire water service shall be replaced.

Subd. 13: Curb Stops. Any curb stop found to be defective or in need of repair shall be replaced at the property owner's expense. Property owners will be notified by letter from the City of Albany.

- a) Property owners will be given a reasonable amount of time to make this repair. Work should be completed during the same digging season as when the property owner is notified. Personnel from the Water Department must make an inspection of all work on any water service or water main before they are covered. The water will not be turned on until such inspection is completed.
- b) A workable curb stop is necessary and shall be considered part of the water service line, for the safety and protection of the customer's property. The curb stop gives the Water Department personnel the ability to shut off water from outside any building or structure.

Subd. 14: Water Loss from Service Failure. In the event a leak is not repaired promptly, the City of Albany may bill the owner of the water service an additional amount to cover the estimated water loss occasioned by the leak. The billing shall be from the date of report of the leak to the date of repair of the leak.

Subd. 15: Frozen Water Service.

- a) The thawing of a frozen water service is the responsibility of the owner of the premises served. The owner shall be responsible for obtaining the services of a thawing contractor.
- b) When a water service has been thawed, in order to prevent refreezing, the owner should allow water to flow from a tap at an approximate rate of .25 GPM (1/4 gallon per minute) (quart per minute) which equals 10,800 gallons in 30 days. The water consumed will be billed at normal rates

Section 30.11, Subd.15(b), updated 11/2014

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Subd. 16: Unused Water Service. Unused water service lines shall be the complete responsibility of the property owner for all costs of removal from use, including street repair.

- a) An unused water service shall be shut off and disconnected at the water main. Property owners which are customers of the City of Albany that abandon a water service line, which is not in constructed materials approved by the City of Albany, will be responsible for removing the abandoned service line from the City's water main. As soon as the City of Albany is informed of the existence of such a line, the property owner will be notified of that fact in writing. The notice will direct the property owner to disconnect the abandoned water service line from the City's water main line, within sixty (60) days of the date of the notice. The notice will also specify that it is the property owner's responsibility to contact a contractor to complete this work and the property owner will pay for all necessary expenses associated with the removal of the abandoned line.

If within the time period above stated the property owner fails to comply with the notice, the City of Albany shall contact a contractor and make arrangements with the contractor to perform the necessary work to remove the service line from the City's water main. Again, the property owner will pay for all costs and charges connected with the removal of the abandoned service line. The City of Albany will send to the affected property owner an itemized statement of all costs and charges incurred in the removal of the abandoned line. If the property owner has not paid the costs and charges incurred in the removal of the line the City will initiate proceedings under Minnesota Statute 429.101 to specially assess said costs and charges against the subject property. It is the intent of the City of Albany to disconnect all abandoned water service lines that are not constructed of material approved by the City of Albany. This is to insure that there will be no water leaks from abandoned water service lines in the future which if unattended result in additional expenses and charges to all of the City's customers.

- b) If a customer discontinues use of a water service and is in doubt about the future use of the same water service, one year may elapse before the water service must be disconnected and the curb box removed. If this work has not been performed within this one-year period, the Water Department will disconnect this service and bill the property owner for all expenses plus overhead incurred.
- c) 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 main shall be permitted until the old water service for the premises has been properly abandoned.
- d) Construction on multiple lots or any change to existing platting which results in an unused water service shall cause the developer and/or property owner to be responsible for terminating any extra water services. If the water service is not removed within one year, the City of Albany will remove the service and bill the appropriate parties.

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Subd. 17: Disconnect/Reconnect Water Shutoffs. If requested by a customer to have the service disconnected at the curb stop, the City of Albany will not charge a disconnect/reconnect fee.

- a) After a water service has been shut off, the water meter is normally removed and stored at the City's Public Works Department in order to protect it from possible freezing damage.
- b) After a water service has been reinstated, the Water Department personnel will reinstall the water meter. It will be the customer's responsibility to ascertain that no water taps have been left open. The City of Albany will not take any responsibility for damage, which might be caused by cracked or broken pipes.

Section 30.12: METERS AND METERING.

Subd. 1: Water Meter Requirements.

- a) Individual metering is required for all single-family dwellings and duplexes and for commercial and industrial premises with one occupant.
- b) Individual metering is recommended for each unit in multi-unit residential (3 or more units), commercial and industrial premises, however, master metering is allowed in cases where the owner so desires. If individual metering is installed, all meters shall be located in a common room. Where master metering is utilized, services shall not be sub metered or resold to the individual tenants on the basis of usage.

Subd. 2: Water Meter Installation. All water meters shall be installed in accordance with the following standards:

- a) The service pipe from the water main to the meter, when entering a building, shall be brought through the floor in a vertical position.
- b) A water service shall have a full way meter stop valve on the street side of the meter. This valve shall be installed no more than 24" above the finished floor. There shall also be installed a full way house stop valve on the premises side of the meter and immediately adjacent to the meter. Only chrome-plated ball valves will be allowed.
- c) In a multi-family residential building, the water meter shall be installed in the actual premises being served or shall be located in a common area readily accessible to employees of the Water Department.
- d) In all buildings, the water meter shall be accessible for purposes of reading, inspection and service at all times. There shall remain an unobstructed area above

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and on all sides of the meter to facilitate the inspection and removal of the meter, and for the operation of the meter stop valve and the house stop valve.

- e) Water meters shall be installed with both meter connections aligned on a horizontal plane.

Subd. 3: Multiple Metered Installations. Whenever a multi-residential, commercial or industrial premise is constructed, the owner shall submit a written application and a set of drawings to the Water Department for approval.

Subd. 4: Water Meter Policy. Every qualified dwelling or location shall be equipped with a water meter. The customer must purchase the water meter from the City of Albany, at a cost determined by the Council as set forth in Appendix A. All meters shall read in gallons.

Subd. 5: Meters during Construction. When a premises is being newly constructed, the water meter does not have to be installed until such time as the premises is occupied or used for purposes other than construction. However, all water used for sodding or landscaping purposes prior to use or occupation must be metered in accordance with Section 30.15 of this Ordinance.

Subd. 6: Maintenance, Repair and Replacement. The Water Department will repair and/or replace all water meters if failure occurs within 120 days from the date of purchase. The Water Department will maintain, repair and replace all 5/8" water meters rendered unserviceable through normal use. When replacement, repair or adjustment of any water meter is rendered necessary by any act of neglect or carelessness, the expense incurred by the City of Albany will be charged to the owner of the premises. Leaking or stopped 5/8" water meters will be repaired or replaced by the City of Albany at no cost to the customer.

Subd. 7: Right of Entry to Read or Examine Meters. If a customer denies an employee of the Water Department access to a water meter at any reasonable time, the water supply may be disconnected until access is gained. Disconnect/Reconnect charges shall be assessed per Appendix A.

Subd. 8: Meter Testing. The Water Department will test a water meter at the request of a customer. If the meter is found to be accurate within 2%, a charge will be made to the customer as identified in Appendix A.

Subd. 9: Non-registering or Slow Water Meters. In case any water meter is found stopped or operating in a faulty manner, the amount billed shall be estimated according to previous billing history.

Subd. 10: Remote Outside Registers. There shall be installed in all new buildings a remote reading water meter adjacent to the electric meter at a minimum of two (2) feet above grade.

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- a) In new installations, the customer's plumber will install the actual water meter, Water Department personnel will install the outside register along with the wiring to connect these two devices at no charge.
- b) The City of Albany reserves the right to check the inside portion of a remote water meter installation once a year or whenever a reading is questionable.

Subd. 11: Safety of Location. In the event a customer does not furnish a safe and suitable location for a meter, the Water Department may refuse to permit connection of the premises to the water distribution system.

Subd. 12: Frozen Meters. It shall be the customer's responsibility to install or locate their water meter(s) for protection from freezing and from having reverse flows of heated water.

- a) Whenever a water meter freezes, the customer shall relocate or protect the water meter in a manner that will prevent it from freezing again.
- b) In the event a water meter is exposed to hot water or is frozen, the owner will be charged for the time and material needed to repair or replace this meter.

Subd. 13: Commercial and Industrial Meter Installations. The water meter and/or meters shall be installed at the point of entry of the water service into a building in a mechanical room and adjacent to a floor drain. A commercial and/or industrial metered installation shall have a full way metered stop valve on the service side of the meter. There shall also be a full way stop valve installed on the customer side of the meter and immediately adjacent to the meter.

Subd. 14: Meter and Bypass Seals. All water meters, remote registers and bypasses shall be sealed. Unauthorized connection to or tampering with any meter or bypass seals or indication or evidence thereof subjects the customer to immediate discontinuance of service and an estimated bill will be issued for un-metered water consumption.

Subd. 15: Meter Identification. If more than one meter or remote register is required for a building, each meter and/or remote register shall be identified and permanently designated, indicating the premises served.

Section 30.13: FIRE HYDRANTS – PERMISSION TO USE. Except for the Fire Department, permission to use water from a fire hydrant must be received from the Water Department. The Water Department personnel will install a valve and meter combination on the fire hydrant for the customer's use and a billing will be made for installation and water used. Only Water Department personnel are allowed to operate these fire hydrants. The use of a fire hydrant for bulk filling and truck filling is prohibited, unless otherwise authorized by the City of Albany. In the event an unauthorized person is found to be operating a fire hydrant, hoses and connecting devices will be confiscated and any labor necessary to flush water mains along with

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the cost of the water (because of rusty water problems) will be charged to this person or their employer.

Section 30.14: FIRE PROTECTION SYSTEMS.

Subd. 1: Connection.

- a) Any person who desires to connect to a City water main, any fire protection or extinguishing system shall make a written application to the City of Albany accompanied by a complete set of plans of all pipes, apparatus and fixtures proposed to be connected, together with a plan of the building in which this system is to be installed. Documentation that the State Fire Marshal or an authorized official has approved the plans as submitted shall be attached.
- b) Where two or more fire protection systems are installed in the same building, inspection shall be required by the State Fire Marshal or an authorized official.
- c) A common water service for fire and domestic purposes shall meet all building and plumbing codes.

Subd. 2: Modifications. If a person desires to modify, add to or any manner alter any existing fire protection or fire extinguishing system in a structure, application shall be made to the City of Albany. This application shall include complete plans for the proposed modification, addition or alteration. No modification, addition or alteration shall be made without written permission of the City of Albany and shall conform to latest plumbing and fire protection codes.

Subd. 3: Fire Service Meter. The City of Albany may at any time require the owner of a premises protected with a fire protection system to install at the discretion of the City of Albany an approved meter, furnished by the Water Department at the expense of the property owner.

Subd. 4: Unauthorized Use of a Fire Protection System. In the event that the owner or occupant of any premises is found to be using or wasting water from a fire protection system for other purposes than fire protection, the owner or occupant will be notified and a charge will be made for the estimated amount of water so used, plus a penalty. (Penalty identified as established in Appendix A). If such improper conditions are not corrected within ten (10) days, the water service may be terminated until proper corrections are made.

Section 30.15: IRRIGATION SYSTEMS.

Subd. 1: General Provisions. It is the owner's responsibility to protect meter installations in manholes from freezing. All meters, replacement costs and repairs will be at the owner's expense.

Subd. 2: Pressure Back Flow Prevention. All irrigation systems shall be equipped with a reduced pressure back flow preventer.

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Subd. 3: Yard Hydrants and Meters. There shall be installed a manhole for the meter and back flow preventer. The yard hydrant used shall be a drain back model. The meter is to be a remote reading type and shall have a curb box installed adjacent to the manhole on the inlet side.

Section 30.16: CROSS CONNECTIONS. The rules relating to the prevention of cross connections as set forth in the most recent edition of the AWWA M14 - Recommended Practice for Back-flow Prevention and Cross-Connection Control as published by the American Water Works Association are incorporated herein as if fully set forth in this Ordinance.

Section 30.17: BULK WATER SUPPLY FOR TANK OR TRUCK FILLING:

Subd. 1: Fire Hydrant Tank or Truck Filling.

- a) Purchasing bulk water through a fire hydrant will only be allowed if approved by the City of Albany.
- b) The City of Albany will provide a meter that will need to be attached to the hydrant for filling. The meter shall be the responsibility of the customer when received. A deposit as identified in Appendix A will be required. Deposit will be refunded when the meter is returned.
- c) Water shall be billed on a per thousand basis as identified in the rate schedule for bulk water. See fee in Appendix A.

Section 30.18: WATER MAIN INSTALLATIONS.

Subd. 1: Drawings. Drawings, specifications and detailed plans indicating location, type of material used and methods of work required shall be submitted to the City of Albany for approval prior to start of any construction. All water main extensions shall be constructed so that said water line extends the entire length of the lot or residential parcel that is to be served. The engineer who at that time is serving the City of Albany shall establish the final size, length and location of the water main.

Subd. 2: Materials. All materials used will conform to the most recent applicable water main project specifications of the City of Albany.

Subd. 3: Water Main Assessments. When any individual seeks an extension of a water main, such individual shall file an application for extension, which application shall be made through the offices of the City Clerk/Administrator for the City of Albany. Provisions relative to the payment for or the assessment for said extension or improvement shall be specified in writing between the party and the City of Albany prior to the commencement of construction. City assessment identified in Assessment Policy.

Subd. 4: Installation. Installation methods will conform to the applicable sections of the most recent water main specifications of the Water Department staff of the City of Albany. A minimum cover on water mains should be 8 feet and maximum of 12 feet. This depth should be

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established as the water mains are built. If they are not going to pave the roads for a number of years, these proper depths should be obtained immediately, as the water mains are built.

Subd. 5: Connection to City Water. All buildings constructed after this Code's adoption must connect to the City's water system within 180 days after City water is made available within 300 feet of the building.

Subd. 6: Operation of Water Main Valves. Only Water Department personnel will be allowed to energize extensions of the water main distribution system.

Subd. 7: Flushing. After the water main distribution system has been installed and proper blocking provided, the Water Department will flush this system using a fire hydrant. Where a water main terminates without a fire hydrant (such as a fire service), the owner or contractor will furnish a tapped fitting (approved by the Water Department) for connection to a fire hose. The point of installation must also be approved by the Water Department.

Subd. 8: Leakage Test. The owner or contractor will provide the necessary equipment and material (approved by the Water Department) and labor to perform a leakage test after the Water Department has flushed the newly installed water main. Water Department personnel will supervise this test. The Hydrostatic Test will be at 150 pounds per square inch for one hour. The allowable leakage will be calculated using the formula $L = NDP / 3,700$ where L = the maximum permissible gallons of leakage per hour, N = number of joints in the pipe line being tested, D = the diameter of the pipe in inches, and P = the average pressure during the test in PSIG. If the test fails, it will be the contractor's responsibility to locate and repair the problem area.

Subd. 9: Chlorination. After successful completion of the leakage test, the newly installed water main must be chlorinated. The contractor or owner will furnish all needed equipment and piping (approved by the Water Department). The contractor or owner will mix in a tank and pump the entire length of new water main. This will be done by the owner or contractor under the supervision of Water Department personnel. This chlorinated solution will remain in the main for 24 hours after which contractor personnel will flush it to waste. The new water main will then be tested for fecal coliform bacteria and background bacteria. If test is passed, it then will be put into service. If test is not passed, it will have to be redone until test is passed. Contractor or owner shall be responsible for the costs of testing.

Subd. 10: Valve Box Setting. The owner or contractor will make the final setting of valve box tops.

- a) In grassy areas the valve box will be adjusted so the top is 1 " below the final surface elevation. A steel post properly labeled "G.V." must be erected.
- b) In concrete or bituminous areas, the valve box will be set 2" below the final surface elevation. The cover will be left free of concrete or bituminous material.
- c) In areas, which are under construction, the valve box top can be left with a maximum cover of 12 inches of soil or gravel. However, the owner or contractor

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will still be responsible to have this valve box raised to its final elevation before final ground or road preparations are made.

Subd. 11: Curb Box Setting. For all new or replaced water services, the top or cover shall be set approximately 1" – 2" below the final surface elevation. The plumber or contractor who installs the water service from the curb box to the premises will be responsible for the proper elevation of curb boxes. If the curb box has not been properly raised prior to the final preparation of the area, the Water Department will adjust this curb box and bill the installing plumber or contractor for all expenses and overhead incurred. Curb boxes shall be accessible to the Water Department and the curb valve shall be capable of being operated. The property owner shall maintain curb valves in operating condition.

Section 30.19: FEES.

Subd. 1: Water Rates. The water use rates shall be established and modified by resolution of the Council for the City of Albany. (See Appendix A for the current rate schedule.)

Subd. 2: Surcharge. A surcharge, as established and modified by City Council resolution, is levied against every potable water service account which is not timely paid. Invoices are mailed after each bi-monthly period. Payment is due by the 15th of the following month. (See Appendix A for current surcharge.)

Section 30.19, Subd. 2, updated 7/6/2022

Subd. 3: Water Connection Fee. A water connection fee, as authorized by Minnesota Statute Section 444.075, Subd. 3 shall be established and modified by resolution of the Council for the City of Albany. The amount of the fee shall be based upon costs paid by existing residents of the City for the construction of the infrastructure to which access will be provided. (See Appendix A for the current access fee.)

Subd. 4: Minimum Billing. There shall be a minimum billing as established and modified by resolution of the Council of the City of Albany. (See Appendix A for current minimum.)

Subd. 5: Water Access Flat Fee. The Council for the City of Albany shall also establish a flat fee to be charged on a periodic basis, as determined by the Council, to all properties connected to the municipal water system without regard to usage. This fee shall apply on a per water meter basis, except for water meters used to measure lawn irrigation use only. (See Appendix A for current fee schedule.)

Section 30.19, Subd. 5, updated 1/2021

Subd. 6: Trunk Water Charge. A per acre trunk water charge, as authorized by Minnesota Statute Section 40447. 5, Subd. 3, shall be established and modified by resolution of the Council for the City of Albany. The amount of the charge shall be based upon costs incurred by the City for the construction, reconstruction, repair, enlargement, and improvement of the municipal water system infrastructure. The Trunk Water Charge shall be based on a Developable Acreage of the Plat or Subdivision. The Developable Acreage shall be calculated as the total acreage, less delineated wetlands and dedicated public right of way. The

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trunk water charge shall be payable in full upon plat or subdivision approval, or if improvements are being assessed, the developer may include the charge in the assessments against the developed property. (See Appendix A for the current trunk water charge.

Section 30.19, Subd. 6 amended 2/23..

Section 30.20: PENALTY. Any person violating this Ordinance shall be guilty of a misdemeanor offense and prosecuted in accordance with state law.