

**Policies, Rules,  
Regulations and Rates**

**INDEX**

**Monroe Code.....Page 1-14**  
**Water Department Policies.....Page 15-33**

**CITY OF MONROE**  
**WATER DEPARTMENT**  
**CHAPTER 699**  
**Water**

- 699-1 APPLICATION FOR SERVICE.
- 699-2 MAIN REQUIRED; EXCEPTION.
- 699-3 DUE DATES FOR BILLS.
- 699-4 BILLING ADDRESS.
- 699-5 ESTABLISHMENT OF RATES.
- 699-6 CHARGES AS LIEN ON PREMISES.
- 699-7 WATER SYSTEM DEVELOPMENT FEE.
- 699-8 AUTHORITY OF WATER DEPARTMENT OUTSIDE CITY.
- 699-9 MULTIPLE SERVICE THROUGH SINGLE LINE.
- 699-10 FURNISHING WATER WITHOUT AUTHORITY PROHIBITED.
- 699-11 DISCONTINUANCE OF SERVICE AUTHORIZED.
- 699-12 UNAUTHORIZED USE OF FIRE SERVICE.
- 699-13 AUTHORITY TO DISCONTINUE SERVICE FOR NONPAYMENT.
- 699-14 AUTHORITY TO LIMIT OR CUT OFF SUPPLY.
- 699-15 FLAT RATES PROHIBITED.
- 699-16 TEMPORARY SERVICE.
- 699-17 TAMPERING WITH CONNECTIONS AND METERS.
- 699-18 QUANTITY TO WHICH CONSUMER ENTITLED.
- 699-19 MINIMUM RESERVE FOR EMERGENCIES.
- 699-20 USE OF HYDRANTS.
- 699-21 DROUGHT EMERGENCIES.
- 699-22 SERVICE INSTALLATIONS; SERVICE PIPE SIZE; CONNECTIONS WITH MAINS.
- 699-23 SEWER AND GAS TRENCHES.
- 699-24 ABANDONED SERVICE LINES.
- 699-25 FIRE SERVICE INSTALLATIONS.
- 699-26 SERVICE PIPE SPECIFICATIONS.
- 699-27 MAINTENANCE AND REPLACEMENT OF PIPE.
- 699-28 CROSS CONNECTIONS.
- 699-29 LABOR AND MATERIALS FOR INSTALLATION AND REPAIR OF METERS AND PIPES.
- 699-30 SERVICE TAP.
- 699-31 CURB STOP.
- 699-32 PIPE ROUTE.
- 699-33 PROTECTION FROM FREEZING.
- 699-34 SERVICE INSTALLATION CHARGES.
- 699-35 WATER MAIN INSTALLATION.
- 699-36 METERS.

**CHAPTER 699, Water**  
**CROSS REFERENCES**

Water supply generally - see Mich. Const. Art. 7, § 24; M.C.L.A. §§ 46.171 et seq., 123.111 et seq., 486.51 et seq. 486.101 et seq.

Water connections - see CHTR. § 269

Installation of water facilities - see CHTR. § 324

Water quality - see M.C.L.A. §§ 67.38, 323.1 et seq.

Water supply in home rule cities - see M.C.L.A. §§ 117.4b, 117.4e, 117.4f, 117.35, 123.115

Water in subdivisions - see P. & Z. 1248.10

**699-01 APPLICATION FOR SERVICE.**

Service connections will be made or water service will be supplied upon application made by the property owner/tenant or their respective authorized representatives. The property owner's name shall also appear on the bill. Utility Service maybe denied for applicants who are in financial default with the City of Monroe.

(Ord. 14-006. Passed 11-17-2014.)

**699-02 MAIN REQUIRED; EXCEPTION.**

No application for service will be approved unless a main exists in front of or at the rear of the location desiring service. If a main does not exist in front of or at the rear of his or her property, the owner must take the necessary steps to have a main constructed.

An application for service may be approved in an area where no water main exists in front of or at the rear of the location desiring service only under the following circumstances:

(a) The local government having jurisdiction over the location desiring service makes a written request to have the requirement for water main construction for the area waived.

(b) No unserved buildable properties exist beyond the location desiring service.

(c) In the opinion of the Director of Water:

(1) A waiver of the requirement for water main construction would not create a detriment in the service to or of any adjacent property owners currently or potentially serviced by the Monroe Water System, whether within or without the City of Monroe; and

(2) The location for which the waiver is being sought can be serviced adequately with a private water service.

(Ord. 05-006. Passed 5-16-05.)

**699-03 DUE DATES FOR BILLS.**

All bills shall be due and payable on a date which shall be inscribed on the bill. Said date shall be at least twenty-one days after the bill is mailed.

(1989 Code § 22-4; Ord. 809. Passed 6-18-62.)

**699-04 BILLING ADDRESS.**

- (a) The Water Department shall deliver or mail all bills to the address given on the application until notified by the customer of a change of address.
- (b) Failure to receive a bill does not entitle the consumer to a discount. (1989 Code § 22-5; Ord. 809. Passed 6-18-62.)

**699-05 ESTABLISHMENT OF RATES.**

(a) Rates for water and services supplied to residents of the City and to customers outside the City shall be those established by ordinance of the City Council, upon recommendation of the Director of Water. Such rates shall be on file in the office of the Director of Water. Rates shall include call-out and turn-on fees, administrative fees and such other service charges deemed appropriate by Council. (Ord. 09-006. Passed 06-01-2009)

**699-06 CHARGES AS LIEN ON PREMISES.**

- (a) Charges for water and services under the provisions of Section 21 of Act 94 of the Public Acts of 1933, as amended, and made a lien on all premises serviced thereby, are hereby recognized to constitute a lien.
- (b) Whenever any such charge against any property shall be delinquent for six months, the City officials in charge of the collection thereof shall certify to the City Assessor the fact of such delinquency.
- (c) Such charge shall be entered upon the next tax roll as a charge against such premises.
- (d) The charge shall be collected and the lien thereof enforced in the same manner as general City taxes against such premises are collected and liens thereof enforced. (1989 Code § 22-7)

**699-07 WATER SYSTEM DEVELOPMENT FEE.**

- (a) Assessment of Fee. In addition to all other charges provided for, each premises requesting connection to the City of Monroe's Municipal Water System shall pay a Water System Development Fee to be assessed against previously unserved property or property which is being developed for a more intensive use. A Water System Development Fee for redeveloped property shall only be assessed based on the upsized water meter size for the proposed use (i.e. 5/8-inch to a 2-inch). As determined by the Director of Water, a Water System Development Fee shall not be assessed for an existing water user with any established water connection desiring to add a Secondary Water Only Meter for irrigation purposed, filling swimming pool, etc.
- (b) Determination of Fee. Said fee shall be paid in full at the time that application for connection to the system is made. The assessment is based on a fair buy-in-fee to recover the new user's fair share of the amortized cost of the water system based on the depreciated value of the water systems assets and the current number of 5/8-inch diameter equivalent users in the water system. Users requiring meter sizes larger than 5/8-inch diameter shall be assessed a fee using the American Water Works Association meter capacity ratios. A Water System Development Fee shall be assessed against all user type classes (Government, Residential, Commercial, Multiple-Residential, Church, Industrial, Miscellaneous, Schools,

Community Bulk Water Users, etc.) desiring a connection with the City of Monroe's Municipal Water System. For each unserved or redeveloped premises, the minimum meter size shall be 5/8-inch diameter or as sized in accordance with the American Water Works Association Manual M22 and conform to the most recent edition of the Michigan Plumbing Code, as adopted in Chapter 1424 of the Codified Ordinances of the City of Monroe. A Water System Development Fee for the connection(s) to the system shall be as listed in the Water System Development Fee Table in subsection (d). Water System Development Fees shall be reviewed on an annual basis by the Director of Water.

(c) Condominium, Townhouse, or Multiple Residence Developments. For developments consisting of no more than two (2) units per building, separate water meters for each unit shall be required and a Water System Development Fee shall be assessed for each unit in accordance with the Water System Development Fee Table listed in subsection (d). For developments consisting of three (3) or more units per building, one water meter per building shall be required and a Water System Development Fee shall be assessed in accordance with the Water System Development Fee Table listed in subsection.

(d) Water System Development Fee Table.

Meter Size	Per Connection Fee
5/8"	\$1,400.00
1"	\$3,500.00
1-1/2"	\$7,000.00
2"	\$11,200.00
3"	\$24,500.00
4"	\$42,000.00
6"	\$87,500.00
8"	\$126,000.00
10"	\$203,000.00
12"	\$301,000.00

(Ord. 09-006. Passed 06-01-2009.)

**699-08 AUTHORITY OF WATER DEPARTMENT OUTSIDE CITY.**

The Water Department may extend distributing pipes, aqueducts and mains and erect hydrants outside the City, and may regulate, protect and control such portions of the works, and the water supply therefrom, in the same manner as it may regulate and control the works and water supply within the City.

(1989 Code § 22-8)

**699-09 MULTIPLE SERVICE THROUGH SINGLE LINE.**

Water service shall be supplied to each person requesting service through a single service line to the main. Where two or more buildings, or two or more families or establishments in a single building, are supplied by one service line and are, with the approval of the Water Department, presently contracting separately for water furnished, such multiple service through a single service line shall be continued.

Multiple service through a single service line may be allowed upon request by the Water Department. Each such service must have its own curb stop.

**699-10 FURNISHING WATER WITHOUT AUTHORITY PROHIBITED.**

No owner or tenant of any premises supplied by the Water Department shall be allowed to furnish water to other persons or families except as specified in his or her request for service or as specially permitted by the Department. In case of violations of this rule, the supply shall be discontinued and the owner charged for past service, in accordance with the rates of the Department.

(1989 Code § 22-10)

**699-11 DISCONTINUANCE OF SERVICE AUTHORIZED.**

Service may be discontinued by the Water Department for proper cause at any time.

(1989 Code § 22-11)

**699-12 UNAUTHORIZED USE OF FIRE SERVICE.**

The use of a fire service for any reason other than for fire protection or testing purposes shall be prohibited. Service shall be discontinued upon a violation of this section.

(1989 Code § 22-12)

**699-13 AUTHORITY TO DISCONTINUE SERVICE FOR NONPAYMENT.**

In addition to other remedies provided, the City shall have the right to shut off and discontinue the supply of water to any premises for nonpayment of water rates when due.

(1989 Code § 22-13)

**699-14 AUTHORITY TO LIMIT OR CUT OFF SUPPLY; VIOLATION OF WRITTEN ORDER OF THE WATER DEPARTMENT.**

(a) The Water Department shall have the right to limit or cut off the water supply without notice in case of fire, breakdown or other unavoidable causes, or for the purpose of making necessary repairs, connections, etc., and will furnish reasonable notice when practicable.

(b) The Department will not be liable for any damage which may result to consumers by the shutting off or turning on of the water main or service for any purpose whatsoever.

(c) No person shall violate any written order issued by the City of Monroe Water Department, pursuant to the supervision, implementation and enforcement of this Chapter of the Codified Ordinances.

(Ord. 09-006. Passed 06-01-2009)

**699-15 FLAT RATES PROHIBITED.**

No application for service at flat rates will be accepted by the Water Department.

(1989 Code § 22-15)

**699.16 TEMPORARY SERVICE.**

For all temporary work for which water is required and where it is not practical to place a meter, a charge will be made on the estimated quantity used.

(1989 Code § 22-16)

**699-17 TAMPERING WITH CONNECTIONS AND METERS.**

No person, except an authorized agent of the Water Department, shall have the authority to turn on or off any valve, stop cock, service cock or other street connection or to tamper with the meter or meter seals.

(1989 Code § 22-17)

**699-18 QUANTITY TO WHICH CONSUMER ENTITLED.**

Water consumers are not guaranteed any specific quantity of water. The consumer is entitled to all the water available depending upon his or her location and the size and condition of the service connection, subject to emergencies as hereinafter described.

(1989 Code § 22-18)

**699-19 MINIMUM RESERVE FOR EMERGENCIES.**

(a) The Water Department shall have the right to reserve a sufficient water supply at all times in its reservoirs to provide for fire or other emergencies.

(b) The Department may restrict or regulate the quantity of water used by consumers in case of scarcity or whenever the public welfare may require it.

(1989 Code § 22-19)

**699-20 USE OF HYDRANTS.**

(a) No person, except an authorized representative of the Water Department, shall take water from any public fire hydrant, draw cock, standpipe or fountain, except for fire purposes or for use of the Fire Department in case of fire.

(b) No public fire hydrant shall be used for any other purpose than those specified in this chapter unless specially permitted, in writing, by the Water Department for the particular time and occasion.

(c) A minimum deposit shall be required for all small or large fire hydrant setups along with a daily fire hydrant connection, and water usage charge, assessed for all purposes except fires.

(Ord. 05-006. Passed 5-16-05.)

**699-21 DROUGHT EMERGENCIES.**

(a) Authority. The following procedure shall apply in the interpretation and enforcement of this section. By virtue of his or her authority as Mayor of the City, the Mayor, or the Mayor Pro Tem, in the absence of the Mayor, may declare a water emergency. Where the term "Mayor" is used hereinafter, the term "Mayor Pro Tem" may also be used.

(b) Compliance Required. When a water emergency has been declared, all customers of the City water supply system shall comply with the provisions of this section and the agreements by and between the members of the system.

(c) Sprinkling Prohibition.

(1) When the Mayor finds that drought weather conditions exist and that such conditions make it necessary to prohibit the sprinkling of lawns, the Mayor shall cause to be put into effect a lawn sprinkling prohibition in a manner prescribed in this section.

(2) Once in effect, the prohibition under this section shall remain in effect until terminated by announcement of the Mayor in accordance with this section. While the prohibition is in effect no person shall sprinkle lawns.

(d) Public Announcement Required. The Mayor shall cause such declaration made by him or her pursuant to this section to be publicly announced by means of broadcasts from stations with a normal operating range covering the City and nearby areas, and he or she may cause such declaration to be further announced in a newspaper of general circulation in the City when feasible. Each announcement shall describe the action taken by the Mayor, including the time it became or will become effective. The Mayor shall make or cause to be made a record of each time and date when any declaration is announced to the public in accordance with this section.

(e) Termination of Lawn Sprinkling Prohibition. Whenever the Mayor shall find that the conditions which gave rise to a lawn sprinkler prohibition pursuant to this section no longer exist, he or she may declare such prohibition terminated.

(f) Enforcement. Law enforcement officers of the City and employees of the Monroe Water Department, specifically service persons and meter readers, have the authority to issue appearance tickets to persons in violation of this section pursuant to M.S.A. 5.1891 and M.C.L.A. 106.8, as amended. Such authority shall extend into all jurisdictions serviced by the Monroe water supply system as if the system were entirely located within the City pursuant to M.S.A. 28.868(3) and M.C.L.A. 764.9(c), as amended. (Ord. 88-014. Passed 7-25-88.)

#### **699-22 SERVICE INSTALLATIONS; SERVICE PIPE SIZE; CONNECTIONS WITH MAINS.**

(a) The Water Department shall install all services from its mains to the meter and will endeavor to do this work at as low a cost as possible, the same to be paid for by the property owner.

(b) All service pipes shall be one inch or larger.

(c) No connection shall be made with Water Department mains except by the Department.

(d) Services larger than 2 inch diameter are considered private service lines and shall be installed, tested and maintained by the property owner in accordance with section 699-26.

(Ord. 09-006. Passed 06/01/2009)

#### **699-23 SEWER AND GAS TRENCHES.**

(a) No service line shall be laid in the same trench with a sewer or gas pipe unless authorized and approved by the Water Department as to method of construction.

(b) The minimum requirements in laying sewer and water service in the same trench shall conform to the most recent edition of the Michigan Plumbing Code adopted in Chapter 1424 of the Building and Housing Code.

(1989 Code § 22-22; Ord. 04-018. Passed 1-4-2005.)

#### **699-24 ABANDONED SERVICE LINES.**

Any service line which is abandoned for any reason whatsoever shall be shut off at the main. Charges in connection with this shutoff shall be borne by the property owner, contractor, or authorized representative who is abandoning the service.

(Ord. 09-006. Passed 06/01/2009)

**699-25 FIRE SERVICE INSTALLATIONS.**

All fire service installations shall be made by the Water Department or under the supervision of the Department, and the cost thereof shall be defrayed by the property owner. The fire installation shall include a Double Check Detector Assembly conforming to ASSE Standard #1048. If chemical additives will be introduced to the system, or if there will be a secondary water source available, the installation shall include a Reduced Pressure Detector Assembly conforming to ASSE Standard #1047. The quarterly standby charges for this service shall be determined by the diameter of the flange connection of the detector check valve, and the rates shall be as established by the Council in the rate ordinances. No fire service installation shall be used as an auxiliary to an outside source of supply.

(Ord. 08-003. Passed 5-19-08.)

**699-26 SERVICE PIPE SPECIFICATIONS.**

Service pipes shall be of the materials and shall meet the requirements set forth below:

	Seamless Copper Tubing, Mueller or Equal Wall	
<u>Size (in.)</u>	<u>Thickness</u>	<u>Ductile Iron</u>
1	0.065	-
1 1/2	0.072	-
2	0.083	-
Larger than 2		Class 52, cement lined

Service pipes shall be of the materials and meet the requirements of the Water Department for copper. All copper must be K grade. Cast iron and plastic are not permitted for use as service pipe. All ductile iron pipe must be wrapped in polyethylene encasement (8 mil minimum thickness) per AWWA C105 and tested in accordance with Water Department requirements.

(Ord. 09-006. Passed 06-01-2009.)

**699-27 MAINTENANCE AND REPLACEMENT OF PIPE.**

(a) In the case of failure between the main and the curb stop of an existing wrought or galvanized iron or steel service pipe, it shall be replaced by the Water Department with a one inch (minimum) service pipe pursuant to Section 699-26.

(b) The cost for new service pipes, between the main and the curb stop, shall be defrayed equally by the Water Department and the property owner.

(c) In case of a failure of an existing wrought or galvanized iron or steel service pipe between the curb stop and the meter, it shall be replaced by the Water Department with a one inch (minimum) service pipe pursuant to Section 699-26, and the cost for new service pipes, between the curb stop and the meter, shall be defrayed by the property owner.

(d) All maintenance and renewal of existing lead, copper or plastic service pipes previously installed and maintained by the Water Department shall be performed by and at the cost of the Water Department.

(Ord. 09-006. Passed 06/01/2009)

**699-28 CROSS CONNECTIONS.**

(a) Scope. This section does not supersede the State Plumbing Code, but is supplementary to it.

(b) Adoption of State Rules. The document on file in the office of the Clerk/Treasurer, being marked and designated as Water Supply Cross-Connection Rules of the Michigan Department of Environmental Quality, being R 325.11401 through R 325.11407 of the Michigan Administrative Code, is hereby adopted by the City the same as if fully set out herein for the purpose of regulating cross-connections with the City water system.

(c) Inspections. It shall be the duty of the Water Department to cause inspections to be made of all properties served by the public water supply where cross-connections with the water distribution system are deemed probable. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the Water Department and as approved by the Michigan Department of Environmental Quality.

(d) Duty to Provide Information; Right of Entry. Whenever requested by the Water Department, the owner of any parcel or premises served by the water distribution system shall furnish to the Department all information requested concerning the piping system or systems serving the said parcel or premises. The owner, lessee or occupant shall allow the Department to enter and be upon said parcel or premises in question to make inspections or investigations as the Department shall deem to be necessary or desirable. The refusal of such information or refusal of access, when requested, shall be deemed to be prima facie-evidence of the presence of cross connections of the type prohibited by this section.

(e) Right to Discontinue Water Service. Whenever the Water Department shall find a cross connection of the type prohibited by this section, or whenever an owner, lessee or occupant of any parcel or premises refuses to furnish the information requested or to permit access to said lands or premises for the purpose of investigation or inspection as set forth above, the Department is hereby authorized and directed to discontinue water service to any parcel or premises wherein any connection in violation of this section exists and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply system. Reasonable notice shall be given to the owner, lessee or occupant of said parcel or premises in question by the Department if imminent danger of contaminating the water main is not present. Where contamination of the public water supply or any water main is an immediate possibility, or where contamination of any main occurs, the Department shall order the water to be immediately shut off without giving notice to the consumer or owner/lessee or occupant of the parcel or premises. Water service to such property shall not be restored until the cross connection has been eliminated or evidence has been furnished and access permitted to enable the Department to determine that no cross connection as prohibited by this section exists.

(f) Backflow Prevention Device Required.

(1) The Water Department shall require a backflow prevention device or other means of preventing contamination of the public water system at all locations where there is potential for a cross-connection to exist. All testable backflow prevention assemblies shall be registered with the Department and tested upon

installation. Subsequent testing of assemblies shall be performed on an annual basis as required by the City of Monroe and in accordance with Michigan Department of Environmental Quality requirements.

(2) Testing notice shall be given by the City Water Department in accordance with the following schedule:

A. First notice: 90 days.

B. Second notice: 10 days and then shut off.

(3) Required testing shall be at the owner's expense. Only persons certified by the State of Michigan to test assemblies, and approved by the City of Monroe Water Department, shall perform such testing. Said person shall certify in writing the results of each test conducted. Assemblies that do not pass the test shall be corrected and approved within 30 days of receipt of the test data unless there is an imminent threat to health and welfare, in which case the City reserves the right to immediately disconnect service until such time as repair or replacement has been completed.

(g) Protection of Water From Contamination. The potable water supply made available on the properties served by the public water supply system shall be protected from possible contamination as specified by this section and by the State Plumbing Code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as follows: WATER UNSAFE FOR DRINKING.

(Ord. 08-003. Passed 5-19-08.)

### **699-29 LABOR AND MATERIALS FOR INSTALLATION AND REPAIR OF METERS AND PIPES.**

The Water Department shall furnish all labor and materials necessary to install and repair all water meters and water service pipes between the water main and the water meter, in accordance with the regulations set forth in this chapter.

(1989 Code § 22-35)

### **699-30 SERVICE TAP.**

The water service tap shall be supplied by the Water Department and shall constitute a tap or taps into the main of suitable size and number to adequately supply the service desired.

(1989 Code § 22-36)

### **699-31 CURB STOP.**

The curb stop, fitted with a suitable box extending to the ground surface to give access to the stop, shall typically be located between the street and sidewalk, or if no sidewalk exists, near the property line. In the townships, the curb stop and box shall be located near the property line.

(Ord 09-006. Passed 06-01-2009)

### **699-32 PIPE ROUTE.**

The service pipe shall be installed by the Water Department from the main to the curb stop, and thence to a suitable location for the meter. All new or renewed water service line installations and routings shall place meters in basements or meter pits.

Basements are a below ground level habitable story of the building. Crawl spaces are not acceptable locations for meter installations.  
(Ord. 14-006. Passed 11-17-2014.)

**699-33 PROTECTION FROM FREEZING.**

If a building is subject to freezing temperatures, the owner must take precautions to prevent the meter and service from freezing. The expense of all repairs to meters and services which are damaged by freezing shall be defrayed by the property owner.  
(1989 Code § 22-39)

**699-34 SERVICE INSTALLATION CHARGES.**

(a) Water Services. Charges for installation for water services will be made at the current unit cost to the Water Department. "Current unit cost" shall be the actual cost of labor, material and equipment plus twenty percent for the use of small tools, superintendence, engineering and office work. "Actual cost" shall be the full amount expended by the City to purchase labor, materials and equipment.  
(1989 Code § 22-40)

(b) Service From Main to Stop Box. All new services are charged to the center of the right of way, regardless of which side of the street the main is located on.  
(1989 Code § 22-41, Ord. 05-006. Passed 5-16-05.)

**699-35 WATER MAIN INSTALLATION.**

(a) Petition Required. Where water supply is desired at a location which does not abut a water main, a petition shall be submitted to the City Council for the construction of a new water main for the district involved, in accordance with Section 324 of the City Charter.

(b) Assessment of Costs.

(1) The cost of the construction within the City of water mains and appurtenances, exclusive of fire hydrants and appurtenances, shall be charged against the property benefited on a front-foot basis except as hereinafter provided.

(2) Frontage on a side street of a corner lot in excess of 125 feet shall be assessed on a front-foot basis for the installation.

(3) The Water Department shall determine the size and location of any proposed water main, which size shall not be less than six inches.

(c) Cost of Large Mains.

(1) The Water Department shall pay one-fifth of the cost of the construction of an eight-inch main and appurtenances exclusive of fire hydrants.

(2) In cases where a main installed is larger than eight inches in diameter, the difference between the cost of an eight-inch main and the cost of the one installed shall be defrayed by the funds of the Water Department.

(d) Cost of Fire Hydrants. The cost of the installation of fire hydrants and appurtenances shall be borne by the Water Department.

(e) Construction Outside the City.

(1) The entire cost of all mains located outside the City limits shall be defrayed by the property owner, provided that the Council may, by resolution, authorize and order the Water Department to assume all or any part of the difference in cost between that of an eight-inch main and that of a larger main whenever the Council is of the opinion that the installation of a main larger than eight inches is to

the future benefit and advantage of the Department. Where a main is constructed within the City on a street which has frontage outside the City, property owners outside the City shall pay the proportionate amount, in accordance with their frontage, of the total cost of the installation, including fire hydrants and appurtenances, before a tap to the water main is granted. The size, location and methods of construction shall be determined by the Water Department. If constructed outside the City by the Water Department for the benefit of persons outside the City limits, advance payments must be made before the work will be started, except in those instances where the extension is for the use and benefit of public institutions located within the County, in which latter case the Council may enter into a contract providing for installation and construction on an installment payment basis. All construction not performed by the City shall be under City supervision and inspection, and the cost of such supervision and inspection shall be defrayed by the property owners. By contract the City may allow construction not performed by the City to be under the supervision and inspection of a registered professional engineer acceptable to the City.

(2) Whenever any water main is constructed which is larger than eight inches, such water main shall be deemed an "over-size main." The difference between the cost of constructing an oversize main and the cost of constructing the same length of an eight-inch main shall be deemed the "cost of the oversize." Whenever an oversize main is to be constructed outside the City, the party petitioning for such water main extension shall defray the entire construction cost. However, the petitioning party may be entitled to reimbursement for oversize costs as determined by the contract between the City and the petitioner.

(Adopting Ordinance)

(f) Main Benefiting One Side of Street. If a main benefits only one side of the street, one-half of the cost as outlined in paragraph (e)(2) hereof shall be charged against the property and the other part of the cost shall be charged against the Water Department.

(g) Maintenance.

(1) The maintenance of all water mains located outside the City limits for leakage, broken mains, etc., shall be performed by and at the expense of the Water Department unless otherwise contracted.

(2) The cost of repairs to hydrants, valves, etc., damaged from shock, shall be defrayed by the parties producing the damage.

(1989 Code § 22-48)

### **699-36 METERS.**

(a) Cost of Meter Installations. The valves before the five-eighths inch ( $5/8$ "") to one inch (1"") meter will be maintained by and at the expense of the Water Department subject to the service line requirements of Section 699-22 and 699-27. The valves and appurtenances (i.e. spool pieces, meter pits, valves, etc.) in connection with one and one-half inch ( $1-1/2$ "") and larger meters shall be maintained by the property owner.

(b) Standards

(1) The meter setting to be supplied and installed by the Water Department, for sizes of five-eighths inch, three-fourths inch and one-inch meters,

shall consist of a meter together with a valve immediately before the meter and a suitable connection with the service pipe.

(2) In cases where meters of larger sizes are required, the meter shall be supplied by the Water Department, and the cost thereof shall be defrayed by the property owner.

(3) The owner or his or her agent shall be required to install such meters and to furnish and install a suitable gated bypass, gates immediately before and after the meter and a plugged test outlet suitable to the size of the meter between the meter and the following valve.

(4) Unless a one-half inch longitudinal spring in the pipe line may readily be obtained to facilitate removal of the meter, a suitable slip joint shall be included in the meter setting.

(5) The installation shall be approved by the Water Department before water is turned on. The cost of a meter setting shall be borne by the property owner in accordance with the prices as listed by the Water Department.

(c) Style and Location.

(1) All meters shall be of the style and character adopted by the Water Department and shall be conveniently located at a point approved by the Department.

(2) When a building is remodeled or renovated, and access to the meter is changed, the owner of said building shall notify the Department, which shall inspect the location of the meter. The Department shall order any necessary action to be taken to ensure continued access to the meter. Meters that are to be relocated shall be relocated to a non-confining space in which continued access is readily available; otherwise the meter shall be relocated into a meter pit external of building. All costs associated with the meter relocation shall be borne by the property owner.

(d) Responsibility to Maintain Meters; Removal and Storage by Department.

(1) Meters shall be maintained by the Water Department insofar as ordinary wear is concerned. Damage due to freezing or hot water or external causes shall be paid for by the applicant.

(2) The Department shall, upon notice of vacation of a property, remove and store the property owner's meter until such time as it is again needed. No fee shall be charged for this service.

(e) Inspecting and Testing of Meters and Connections. The Water Department reserves for its representatives the right, at any reasonable time, to read and inspect meters and connections, including service lines, or to test any meter which, in the judgment of the Department, is not registering properly or is in need of repair.

(f) Conclusiveness of Meter Readings. Where water is furnished by a meter, the quantity recorded by it shall be considered conclusive by both the applicant and the Water Department, except when the meter has been found to be registering inaccurately or has ceased to register. If the meter has ceased to register, the quantity may be estimated from the average registration for a similar period during the year just past.

(g) Tests at Request of Consumer.

(1) In case of a disputed account involving the accuracy of a meter, the meter shall be tested at the request of the consumer and in his or her presence.

(2) In the event that the meter so tested is found to have an error in registration outside the accuracy limits set fourth by the A.W.W.A., the bills will be

increased or decreased accordingly over the entire period of the current bill, unless it can be shown that the error is due to an accident or other cause, the exact date of which can be determined, in which case it shall be figured back to such time.

(3) If the meter so tested shall be found to be accurate within the limit herein specified, a fee shall be paid to the Water Department by the consumer requiring such a test, but if not so found, then the cost thereof shall be borne by the Department.

(4) The amount of the fee shall be at the current rate as posted and established by the Water Department. The charge for a requested test of meters above one inch shall be the actual cost of labor and material for removing, testing and replacing each meter.

(h) Tampering With Meter Seals; Opening Hydrants; Property Destruction.

(1) Any tampering with or breaking of meter seals shall be deemed a misdemeanor.

(2) No person, except an employee of the City in the performance of his or her duties, shall open or use any fire hydrant, except in case of emergency, without first securing written permission from the Water Department. In no case shall any hydrant be opened or closed except with a hydrant wrench provided by the City.

(3) No person shall break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment of the City water system (Ord. 09-006 Passed 06-01-09)

City of Monroe  
Water Department  
***Policies***

# COST OF WATER SERVICE

Upon receiving an application (Figures A and A-1) for water service the Water Department will provide an installation cost (Fig. B). The cost of a water service installation is calculated from the center of the street right-of-way to the property line and from the property line to the water meter location. The cost sheet issued expires 6 months after issuance.

## ***Right-of-Way***

The right-of-way cost includes the cost of excavation, trenching, boring, tapping, backfilling, and restoration within the street right-of-way. The right-of-way charge is based upon the size of service pipe requested and the width of the right-of-way. The charge does not include such items as the tapping saddle (if needed), corporation, or special bonds. Normally the street is bored from terrace to terrace. Should the street need to be excavated, a supplemental cost shall be developed as outlined in Figure C. The added cost will include saw cutting, pavement removal, earth excavation, trenching, control density backfill, cold patch, and final pavement replacement. All of the costs listed in Figure C are shown as unit prices. If shallow bedrock is encountered preventing boring to occur, the applicant will be responsible for installing the service line from the water main to the property line with a credit provided back to the applicant.

## ***Property Line to Meter Location***

The cost for a service includes the right-of-way charge, tapping saddle, corporation, curb stop, curb box, unions if necessary, copper to iron fitting, shut off, copperhorn, meter, radio read device, and copper from the property line to the meter location. Restoration within the right-of-way is included with the cost for a service. Restoration from the property line to the meter location is not included in the cost for a service and is the property owner responsibility. The cost of each item is listed as shown in Fig. C. A typical cost sheet is shown in Fig. B.

## ***Meter Settings***

For developments consisting of no more than two (2) units per building, separate water meters for each unit shall be required. For developments consisting of three (3) or more units per building, one water meter per building shall be required. The meter must be installed in such a manner that it is accessible for reading and repair. The water service and meter setting must go directly into the basement or in a meter pit if no basement is available (Fig. D). Crawl spaces are not considered basement settings and are not acceptable meter locations such that a meter pit will be required. A meter placed inside a building basement must be set in a copperhorn (Fig. E) and a meter in a pit must be installed with a meter coupling and 1" inlet ball valve (Fig. F). A jumper hose will be provided to connect the new service to the existing plumbing; the homeowner is responsible for establishing the permanent plumbing connections between the meter and private plumbing.

## ***Curb Stop***

Every service connection will have a curb stop and stop box located at the property line, curb, or between the curb and sidewalk where a sidewalk exists. Each water service location and routing is documented on a tap card as shown in Fig. G and added to the City database and GIS system.

## **WATER SERVICE RENEWALS**

Per City Code 699-27, the Water Department repairs or replaces existing lead, copper, plastic, or cast iron services when necessary. Galvanized or wrought iron services are replaced with 'K' copper when failure occurs, however a one-time repair by the Water Department may be granted in lieu of immediate replacement. The replacement cost for the portion of galvanized or wrought iron water service located between the water main and the stop box is divided equally between the Water Department and the property owner. The cost of replacing a galvanized or wrought iron service from the stop box to the meter is billed entirely to the property. Upon request, the Water Department will measure, inspect, and provide a cost estimate to replace a galvanized or wrought iron water service. The cost is then mailed to the property owner. If the service has deteriorated to the point it is leaking and creating a possible source of contamination, the replacement is mandatory. An example of the cost sheet of a service renewal is shown in Fig. H.

# FIGURE A

CITY OF MONROE WATER DEPARTMENT  
120 E. FIRST STREET, MONROE, MI 48161

## COST SHEET COVER NOTICE

### **Please Initial & Submit with Application**

- \_\_\_\_\_ Payment is required in full before the Water Service installation can be installed. Please make checks payable to the City of Monroe Water Department.
- \_\_\_\_\_ The Water Department is not responsible for any sidewalk or driveway replacement. The Water Department will only restore the right-of-way to its original condition (main to stop). The remaining trench from the (stop box to the house) will be the homeowner's responsibility.
- \_\_\_\_\_ There must be a foundation in place before application process will continue. If drilling through the wall is required to install the Water service, the Water Department will not be responsible for seepage through the hole beyond one year after the installation date.
- \_\_\_\_\_ The Water Department will also not be responsible for unmarked or incorrectly marked Private Utilities for example: Septic Tanks, Seepage Beds, Sewer, Electric or Telephone lines.
- \_\_\_\_\_ If the Water Department Construction Crew should encounter rock, work will be discontinued. It will then be necessary for you to obtain your own Contractor to complete the digging. Credit will then be given to you for work not performed by the Water Department.
- \_\_\_\_\_ If a meter pit is left uncovered to allow connection to the house, the Water Department will not be responsible for backfilling. The meter pit lid must always be exposed at final grade.
- \_\_\_\_\_ The Water Department will not allow any connections of City water to wells, this would be considered a cross connection. It shall be the homeowner's responsibility for all new service installations and renewals to make final connections from the water meter to private plumbing.
- \_\_\_\_\_ Please provide a sketch of the property on the back of the application to indicate where you want the water service line to be run from the roadway to your home. If no sketch has been provided, the application process will not proceed any further until a sketch has been submitted. Water service line cannot be installed closer than 3 feet from property lines.
- \_\_\_\_\_ A Cost Sheet will be developed that includes the cost to install the water service from the water main to the meter including all applicable fees. An account will be created in the customer name where applicable quarterly charges for water, sewer, irrigation and or fire line services will apply.

Please allow at least two weeks for receipt of the Cost Sheet. Once the Cost Sheet total is paid you will then be added to our installation list.

For further information you may contact our office at 734-384-9150 or you may visit the City of Monroe Website @ ([www.monroemi.gov](http://www.monroemi.gov).) Regarding Our Policies, Rules, Regulations and Rates.

**FIGURE A-1**  
**WATER SERVICE APPLICATION**  
**CITY OF MONROE WATER DEPARTMENT**  
**120 EAST FIRST STREET, MONROE MI 48161**

**PLEASE COMPLETE THE FOLLOWING:**

DATE: \_\_\_\_\_  
 INSTALLATION ADDRESS: \_\_\_\_\_  
 LOT NUMBER: \_\_\_\_\_  
 NEAREST CROSS STREETS: \_\_\_\_\_  
 TOWNSHIP/VILLAGE/CITY: \_\_\_\_\_

**NAME, ADDRESS, CITY, STATE, ZIP CODE OF PERSON(S) PAYING FOR INSTALLATION:**

\_\_\_\_\_

**PLEASE INDICATE WITH AN (X) THE CORRECT INFORMATION:**

SINGLE FAMILY	_____	REPLACE EXISTING SERVICE***	_____
DUPLEX	_____	NEW SERVICE	_____
APARTMENTS	_____	LEAD REPLACEMENT	_____
BUSINESS	_____	PRIVATE SERVICE/FIRE LINE	_____
INDUSTRIAL	_____		

\*\*\*REASON FOR RENEWAL \_\_\_\_\_

<u>SIZE OF PIPE</u>	<u>SIZE OF METER</u>	<u>LOCATION OF METER</u>
**1" _____	**5/8"x3/4" _____	BASEMENT _____
1 1/2" _____	1" _____	PIT @ PROPERTY LINE _____
2" _____	1 1/2" _____	PIT @ HOUSE _____
**Most Common	2" _____	(CRAWLSPACES ARE NOT AN OPTION)

PRIVATE SERVICE / FIRE LINE (LINE & METER SIZE) \_\_\_\_\_  
 (ANY SERVICE OVER 2 INCH IS CONSIDERED A PRIVATE SERVICE)

**NAME, ADDRESS, CITY STATE, ZIP CODE OF PERSON(S) RESPONSIBLE FOR WATER:**

\_\_\_\_\_

*\*BILLING AND AUTOMATIC PAY PROGRAM AVAILABLE – FREE OF CHARGE!*

\_\_\_\_\_

**PHONE(S)**

**SIGNATURE OF APPLICANT**

**PROPERTY OWNERS DO NOT NEED TOWNSHIP APPROVAL FOR RENEWAL OF WATER SERVICES.  
ONLY FOR NEW WATER SERVICES**

**Township Approval**

\_\_\_\_\_

City/Village/Township Signature & Title

- A Secondary Water Only Meter (SWOM) can be installed for irrigation systems, filling swimming pools, or exterior hose bibs. See the SWOM section below for details.
- Please provide a sketch of the property with the residence or facility located on it and where the water service and meter is desired to be installed. All private utilities and underground utilities must be marked prior to excavating such as seepage beds, septic tanks, gas lines, electric lines, sump pump lines, etc.
- The property lines and house must be properly staked and or the foundation installed before measurements can be taken for providing a cost sheet.
- The cost sheet for the water service installation will expire after six (6) months of issuance.
- Note, the Water Department is responsible for the water service between the water main and the meter only. All plumbing after the meter is considered private.
- Pressure vacuum breaker must be installed on the irrigation line 6 inches above the highest point in the system.

**FIGURE B**  
**\*Prices Subject to Change\***

CITY OF MONROE WATER DEPARTMENT					
120 EAST FIRST STREET, MONROE, MI 48161					
WATER SERVICE COST SHEET					
<b>NAME:</b>	JO JO JOHNSON			<b>DATE:</b>	07/01/2014
<b>MAILING ADDRESS:</b>	1234 JACKSON ST, NOWHERE, ST 11111			<b>BORE OR CLOSE SIDE:</b>	BORE
<b>SERVICE ADDRESS:</b>	SAME			<b>ROW WIDTH:</b>	66
<b>LOT NUMBER:</b>	12	<b>WATER (W) AND/OR SEWER (S) ACCOUNT:</b>	W/S/I	<b>PROJECT DISTRICT NUMBER:</b>	88
<b>NO.</b>	<b>SIZE</b>	<b>ITEM</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	
33	1"	ROW CHARGE (\$/LFT)	\$ 20.52	\$ 677.16	
1	12"X1"	SADDLE	\$ 180.18	\$ 180.18	
1	1"	CORPORATION	\$ 70.20	\$ 70.20	
1	1"	CURB STOP	\$ 131.03	\$ 131.03	
1	2-1/2"	CURB BOX	\$ 101.95	\$ 101.95	
1	1"	BALL VALVE	\$ 14.03	\$ 14.03	
1	1"	C-I-MALE	\$ 25.73	\$ 25.73	
1	1"	COPPERHORN	\$ 105.02	\$ 105.02	
75	1"	COPPER TUBING INSTALLED(\$/LFT)	\$ 10.26	\$ 769.50	
1	5/8" X 3/4"	METER W/ RADIO READ DEVICE	\$ 353.33	\$ 353.33	
1	1"X3/4"	METER ADAPTOR (\$/PAIR)	\$ 23.40	\$ 23.40	
1	REU	SYSTEM DEVELOPMENT FEE	\$ 1,400.00	\$ 1,400.00	
			<b>TOTAL</b>	<b>\$ 3,851.53</b>	
75	1"	<i>IF CUSTOMER DIGS 4' DEEP TRENCH FROM P.L. TO HOUSE (\$/LFT)</i>	\$(5.45)	\$ (408.75)	
			<b>TOTAL</b>	<b>\$ 3,442.78</b>	
<b>REMARKS:</b>			<b>EXPIRATION DATE:</b>	12/28/2011	
<b>BASEMENT INSTALLATION</b>					

## **NEW WATER SERVICE REGULATIONS**

Once the Monroe Water Department has processed your application for water service installation a cost sheet will be mailed to the applicant that lists all materials and appurtenances needed to complete the installation. Upon receipt of payment for the water service installation, it will be added to the construction schedule for installation.

### ***New Water Service***

The Water Department is required to make all taps to the water system. The cost of such service installation is calculated from the center line of the street to the meter location.

### **THE ITEMS BELOW MAY PERTAIN TO THE NEW WATER SERVICE INSTALLATION:**

- The Water Department will trench from the Right-of-Way (Property Line) to the meter location.
- The applicant will trench from Right-of-Way to the meter location.
- The service will be extended directly into the basement.
- The service will be extended to a meter pit at the property line, or at the location designated by the applicant, provided the location is accessible.
- The applicant is responsible to connect the new service to the house plumbing.
- Well connections or other sources of water must be disconnected from the house plumbing before the municipal water supply is connected by the applicant. If the well head will be abandoned the applicant must contact Monroe County Environmental Health for proper abandonment.
- Costs do not include compaction, grading, seeding, or sidewalk or pavement replacement from the Right-of-Way to the house / meter location.
- The excavation area in the Right-of-Way will be restored and or repaired by the Water Department. Restorations are completed in the fall or spring only.
- Restoration from the Right-of-Way to the house / meter location will be the homeowner's responsibility.

### **WATER METERS**

Once a water meter is installed it belongs to the property and must be protected from freezing, vandalism, or theft. The Water Department will maintain the water meter for wear and accuracy. The property owner will be charged for repairs to a meter due to damage from freezing, vandalism, or theft.

Secondary Water Only Meters (SWOM) are allowed for purposes of irrigation systems, etc. and must be installed in accordance with the policy (See section on Secondary Water Only Meters.) Meters are read in cubic feet (Note: One (1) cubic foot of water equals 7.48 gallons of water.) A minimum bill consisting of the quarterly service charge will be issued each quarter for active accounts that have no recorded usage.

## SECONDARY WATER ONLY METER (SWOM)

A Secondary Water Only Meter (SWOM) is allowed to be used within the City of Monroe Water System. Their specific use can be for washing cars (hose bibs), irrigation systems, filling swimming pools, etc. The property owner must provide verification that the SWOM water does not enter the public sanitary sewage system.

A SWOM is available for new construction water service installations and on existing homes. All plumbing and backflow preventer work after the SWOM must be completed by a licensed plumber. The Water Department will investigate and recommend if a separate water service line will be needed for the SWOM or if a retrofit of the existing water service can be completed.

### Costs:

- 5/8" SWOM Retrofit = \$558.00
- 1" SWOM Retrofit = \$593.00
- 5/8" SWOM New Construction = \$479.00
- 1" SWOM New Construction = \$514.00

\*No additional System Development Fees required for SWOM as determined by the department.

\*\*Costs do not include meter pit related costs.

Backflow prevention must be installed immediately after the SWOM and installed by a licensed plumber. The customer is responsible for maintaining and testing the backflow preventer unit in accordance with section 699-28 of the City Code. The water service for the SWOM will not be placed into service until the installation and all applicable inspection / testing has been completed on the backflow preventer.

### Sample Cost Analysis / Net Savings:

- For a City of Monroe Customer location with a 5/8"x3/4" SWOM Retrofit and uses 50 units / year water (based on 1" water / week for 12 weeks over a 5000 SFT area); Costs include \$558.00 installation cost, \$10.02 / quarter water service charge & \$1.51 / CCF for water usage or \$115.58 / year, Sanitary sewer savings include \$13.59 / quarter sewer service charge & \$3.25 / CCF sewer usage or \$216.86 / year.
  - Time to Payoff Installation Cost is ~3 years based sewer charge savings.
- For an Outside the City Customer location with a 5/8"x3/4" SWOM Retrofit and uses 50 units / year water (based on 1" water / week for 12 weeks over a 5000 SFT area); Costs include \$558.00 installation cost, \$15.54 / quarter water service charge & \$3.02 / CCF water usage or \$213.16 / year, Sanitary sewer savings include \$13.59 / quarter sewer service charge & \$3.25 / CCF sewer usage or \$216.86 / year.
  - Time to Payoff Installation Cost is ~3 years based sewer charge savings.

The water volume measured by the SWOM will be charged the commodity water rate established in the designated jurisdiction along with the quarterly service charge based on the SWOM size. If the SWOM will not be used year-round, the customer may opt to have the SWOM account inactivated to avoid being charged quarterly service charges. A final bill will be sent out to inactivate the account. The City of Monroe Water Department must physically shut off the water service to the SWOM. Water Service to the SWOM will be restored and the account reactivated upon request from the customer.

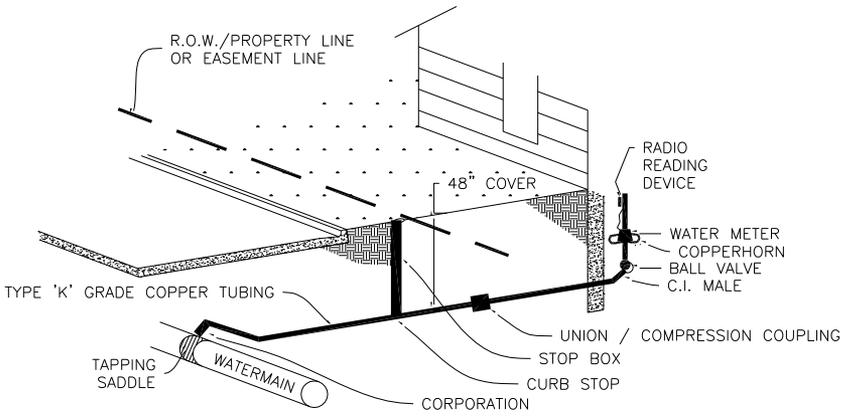
If the SWOM is located in a non-heated facility, the SWOM account must be inactivated and the SWOM removed by the Water Department and stored on-site. A final bill will be sent out to inactivate the account. Once the facility is above freezing, the SWOM will be reinstalled and the SWOM account reactivated upon request from the customer.

Contact the City of Monroe Water Department at (734) 384-9150 between 8:00 AM and 4:30 PM, Monday through Friday, to inquire about a SWOM. Appointments must be scheduled to review an existing homes water service configuration prior to scheduling SWOM retrofits. SWOM installations for new home construction water services must be requested on the Water Service Application. SWOM installations normally take between 1-3 hours. Water service will need to shut off while the SWOM is being installed and a plumber onsite to connect the meter to the plumbing after the meter.

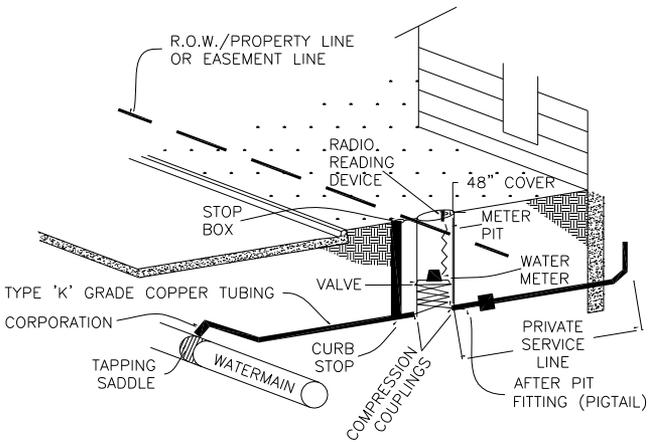
**FIGURE C**  
**\*Prices Subject to Change\***

-	MINOR ROADWAY BREAK	\$ 1800.00
-	MAJOR ROADWAY BREAK	\$ 1900.00
1"	ROW CHARGE (\$/LFT)	\$ 20.52
1"	ROW CHARGE IF TUBING NOT INSTALLED BY CITY (\$/LFT)	\$ 10.90
1"	IF CUSTOMER EXPOSES AND CLEANS WATER MAIN (% REDUCTION OF ROW CHARGE)	-25%
6"X1"	SADDLE	\$ 140.40
8"X1"	BRASS SADDLE (AC PIPE)	\$ 241.01
8"X1"	SADDLE	\$ 140.40
10"X1"	SADDLE	\$ 175.50
12"X1"	SADDLE	\$ 180.18
1"	CORPORATION	\$ 70.20
1"	CURB STOP	\$ 131.03
2-1/2"	CURB BOX	\$ 101.95
1"	BALL VALVE	\$ 14.03
1"	C-I-MALE	\$ 25.73
1"	C-I-FEMALE	\$ 35.10
1"	COPPERHORN	\$ 105.02
1"	3 PART C-C UNION	\$ 28.08
1"	C-C 90	\$ 35.28
1" X 3/4"	UNION	\$ 5.31
1"	COPPER TUBING INSTALLED(\$/LFT)	\$ 10.26
1"	COMPRESSION x FM-I-PIPE (\$/EACH)	\$ 35.10
1"	COMPRESSION x FM-I-PIPE (\$/PAIR)	\$ 70.20
5/8" X 3/4"	METER W/ RADIO READ DEVICE	\$ 353.33
1"	METER W/ RADIO READ DEVICE	\$ 522.54
1"X3/4"	METER ADAPTOR (\$/PAIR)	\$ 23.40
5/8" X 3/4"	WATER ONLY METER – NEW CONST	\$ 479.00
1"	WATER ONLY METER - RETROFIT	\$ 514.00
21"X48"	METER PIT	\$ 908.48
1"	AFTER PIT FITTINGS	\$ 62.48
3/4"	TEMPORARY RUBBER HOSE HOOKUP	\$ 12.00
1"	COPPER LEFT FROM ROLL ON SITE	\$ 4.81

**FIGURE D**



## METER PIT SETUP



## METER SETTINGS LARGER THAN ONE INCH (1")

All meters larger than one inch (1") shall include a flange type connection. Each meter installation one and a half inch (1½") or larger will require a gated by-pass installed in such a manner that will allow the meter to be repaired without interrupting service to the facility. Typical installations are shown in Fig. I. The property owner is responsible for maintenance and/or replacement costs for meters that are one and a half inch (1½") or larger including all appurtenances (i.e. spool pieces, meter pits, isolation valves, etc).

### WATER MAIN VALVES

Curb stops and gate valves that are located at the initial connection to the public water main are maintained by the Water Department, and will be repaired or replaced at Water Department expense in the line of regular care and maintenance. Damage caused by contractors, etc., is repaired and billed accordingly. During meter replacements if a galvanized service line is encountered the Water Department will attempt to operate the valve before the meter for the replacement. However, if the galvanized service line fails during operation a water renewal must be completed or the homeowner will need to contract with a plumber to make the necessary repairs. The Water Department is not responsible for the valve before the meter installed a galvanized service line. If a meter is plumbed without any standard union nubbins on a service line, the Water Department will provide them to the homeowner so they can contract with a plumber to install them and make the necessary repairs for the meter replacement to occur.

FIGURE E

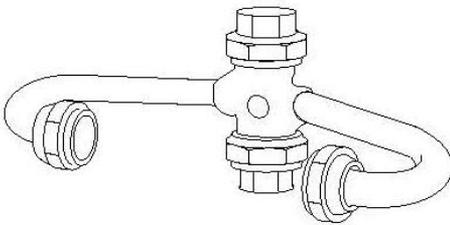
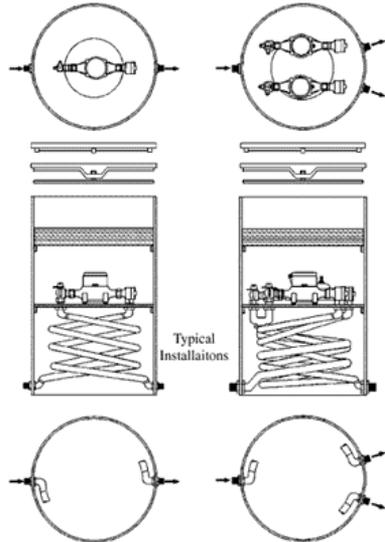


FIGURE F



**FIGURE G**

Street \_\_\_\_\_ No. \_\_\_\_\_  
 Lot No. \_\_\_\_\_ Owner \_\_\_\_\_  
 Subd.-Plat \_\_\_\_\_ Tax Roll No. \_\_\_\_\_

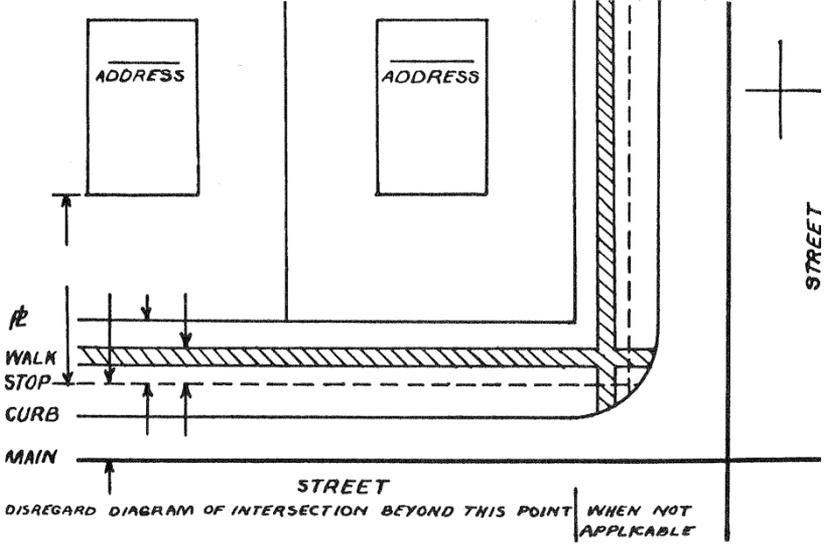
	Size	Material	Date	App.	M. W. S.
MAIN TO STOP	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
STOP TO METER	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Main to stop                      ft.      in.                      Stop to walk                      ft.      in.  
 Stop to meter                    ft.      in.                      Stop to house                    ft.      in.  
 Stop to prop.                    ft.      in.

Stop is \_\_\_\_\_ ft. \_\_\_\_\_ in. \_\_\_\_\_ of \_\_\_\_\_ House Line  
 Stop is \_\_\_\_\_ ft. \_\_\_\_\_ in. \_\_\_\_\_ of \_\_\_\_\_ Lot Line  
 Stop is \_\_\_\_\_ ft. \_\_\_\_\_ in. \_\_\_\_\_ of \_\_\_\_\_

Remarks: \_\_\_\_\_ Inspected by \_\_\_\_\_

Meter No. \_\_\_\_\_



**FIGURE H**  
**\*Prices Subject to Change\***

CITY OF MONROE WATER DEPARTMENT  
 120 EAST FIRST STREET, MONROE, MI 48161

**WATER SERVICE COST SHEET**

<b>NAME:</b>	JO JO JOHNSON			<b>DATE:</b>	7/1/2014
<b>MAILING ADDRESS:</b>	1234 JACKSON ST, NOWHERE, ST 11111			<b>BORE OR CLOSE SIDE:</b>	RENEWAL
<b>SERVICE ADDRESS:</b>	SAME			<b>ROW WIDTH:</b>	66
<b>LOT NUMBER:</b>	35	<b>WATER (W) AND/OR SEWER (S) ACCOUNT:</b>	W/S	<b>PROJECT DISTRICT NUMBER:</b>	0

NO.	SIZE	ITEM	UNIT PRICE	AMOUNT
0.5	-	MAJOR ROADWAY BREAK	\$ 1,900.00	\$ 950.00
1	1"	CURB STOP	\$ 131.03	\$ 131.03
1	2-1/2"	CURB BOX	\$ 101.95	\$ 101.95
1	1"	BALL VALVE	\$ 14.03	\$ 14.03
1	1"	C-I-MALE	\$ 25.73	\$ 25.73
1	1"	COPPERHORN	\$ 105.02	\$ 105.02
20	1"	COPPER TUBING INSTALLED(\$/LFT)	\$ 10.26	\$ 205.20
1	5/8" X 3/4"	METER W/ RADIO READ DEVICE	\$ 353.33	EXCHANGE
1	1"X3/4"	METER ADAPTOR (\$/PAIR)	\$ 23.40	\$ 23.40
1	3/4"	TEMPORARY RUBBER HOSE HOOKUP	\$ 12.00	\$ 12.00
			<b>TOTAL</b>	<b>\$ 1,568.36</b>
20	1"	<i>IF CUSTOMER DIGS 4' DEEP TRENCH FROM P.L. TO HOUSE (\$/LFT)</i>	\$ (5.45)	\$ (109.00)
			<b>TOTAL</b>	<b>\$ 1,459.36</b>

<b>REMARKS:</b>		<b>EXPIRATION DATE:</b>	12/28/2014
<b>RENEWAL-BASEMENT INSTALLATION</b>			

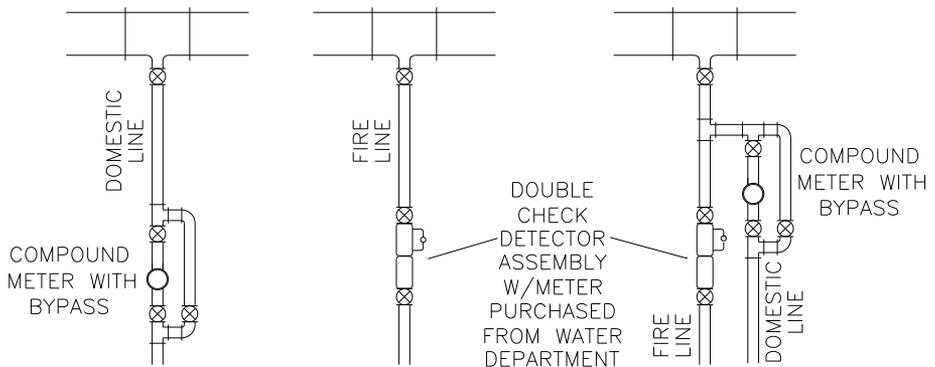
## WATER SERVICE RENEWAL REGULATIONS

The Water Department is required to make all connections to the water system. The Water Department will not repair wrought iron or galvanized pipe, however when failure does occur a one-time repair by the Water Department may be granted in lieu of immediate replacement. All maintenance and renewal of existing lead, copper or plastic service pipes previously installed and maintained by the Water Department shall be performed by and at the cost of the Water Department. All water service materials must be replaced with copper tubing (type 'K' grade).

### THE ITEMS BELOW MAY PERTAIN TO THE WATER SERVICE RENEWAL:

- Where the existing service is wrought iron or galvanized pipe between the water main and the stop box, the cost of replacement shall be shared equally between the Water Department and the property owner.
- If the existing service between the stop box and meter is wrought iron or galvanized the cost will be 100% property owner cost.
- If the existing service is wrought iron or galvanized at the main, the cost of abandonment will be shared equally by the Water Department and the property owner.
- Where the service is replaced to the meter; the final connection of the new service line must be completed by the property owner.
- Repair and or restoration of the excavation area between the property line and the meter location will be made by the property owner.
- Repair and or restoration of excavation area in the Right-of-Way (main to stop) will be made by the Water Department. Restoration from Right-of-Way to the house / meter location (stop to meter) will be the homeowner's responsibility. Restorations are completed in the fall or spring only.

**FIGURE I**



\*BACKFLOW PROTECTION MUST BE INSTALLED ON THE MAINLINE & BYPASS

## GENERAL WATER METER PIT INFORMATION

The meter is connected to a meter coupling and 1" inlet ball valve inside a meter pit. A six (6') foot copper pig-tail with a copper to iron thread is provided for the property owner to connect to.

The Water Department does not connect the water service to the house plumbing. This is considered a trade work specialty and must be completed by the homeowner or licensed plumber.

The meter pit is a plastic unit 20 inches in diameter and 48 inches in height.

The meter pit cover is cast iron complete with an inner frost proof liner and is designed to connect the radio reading device system to it for ease of reading. All meters are installed with a radio reading device attached to the meter pit cover that does not require wood posts to be installed for external reading.

The top of the cover will be set at finish grade elevation by the Water Department. The Water Department will adjust the finish grade elevation upon request so as to keep the meter pit cover visible.

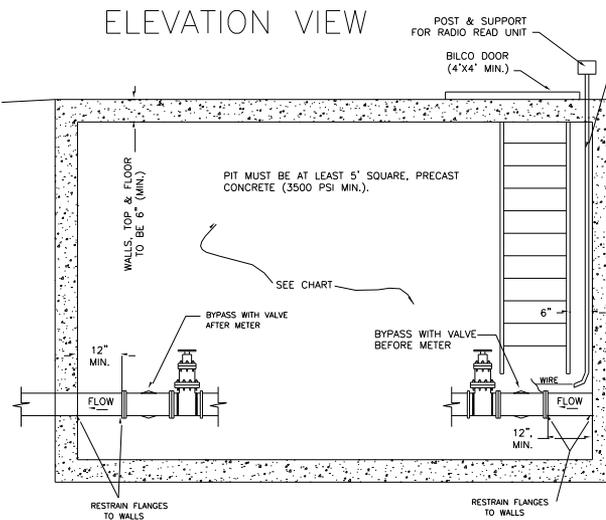
The valves and appurtenances (i.e. spool pieces, meter pits, isolation valves, etc) in connection with one and one-half inch (1-1/2") and larger meters shall be maintained by the property owner.

The meter pit may be installed at the property line or between the property line and house.

The City of Monroe Water Department meter pits can be retrofitted to accommodate both single and double meter setups using different combinations of meters from 5/8" through 1". A maximum of two (2) meters can be used in a meter pit such that separate valves for each meter / account are required. Larger meters (1-1/2" & 2") in pits can be installed to accommodate only single meter setups. If larger meters (>2") are required, larger meter pits will be required as shown in Figure J.

**FIGURE J**

**ELEVATION VIEW**

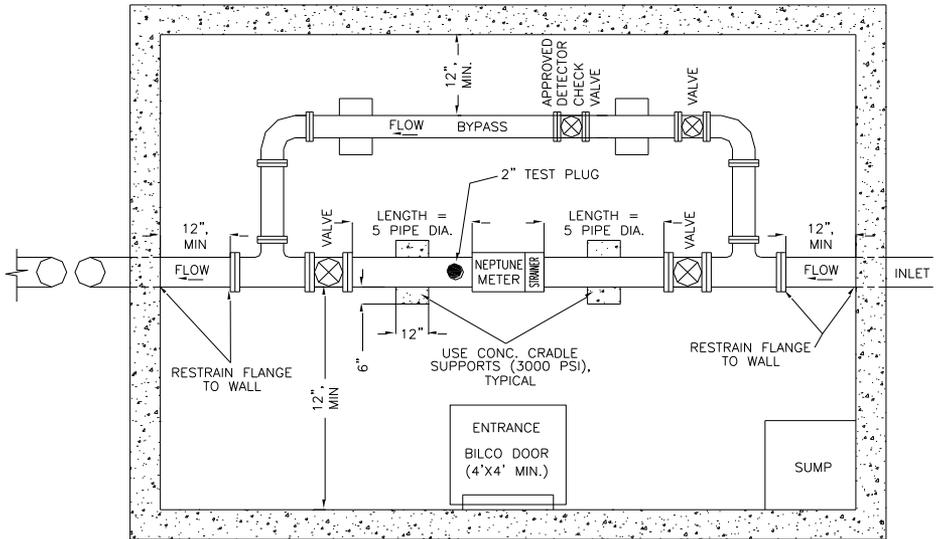


METER SIZE	LENGTH OF PIT	WIDTH OF PIT	METER TO WALL	WIDTH OF VALVES	WIDTH OF METER TO OUTSIDE OF BYPASS
2"	86"	68"	13"	8"	20"
3"	86"	68"	17"	8"	20"
4"	91"	72"	18"	9"	24"
6"	114"	78"	20"	10 1/2"	30"

- SUPPLIER MUST PROVIDE VEHICLE LOADING INFORMATION (100' LOADING).
- LAYING LENGTH OF METER WILL VARY WITH METER TYPE.
- DRAIN OR SUMP HOLE MUST BE INSTALLED IN CLOSET CORNER FROM METER.
- STRAINER REQUIRED BETWEEN INLET VALVE METER.
- ENTRANCE TO PIT SHALL CONSIST OF A BILCO DOOR (NO PIT LIDS) AND BE 4'X4' (MINIMUM) AND/OR LARGE ENOUGH TO PASS A METER THROUGH.
- VALVES & FITTINGS TO BE 5 PIPE DIAMETERS BEFORE STRAINER & 3 PIPE DIAMETERS AFTER METER.
- ALL PIPE SHALL BE DUCTILE IRON PIPE (PRESSURE CLASS 300 MINIMUM) WITH RESTRAINED JOINTS OR FLANGED JOINTS. ALL BOLTS, NUTS, & WASHERS SHALL BE STAINLESS STEEL 304 (MINIMUM).
- METER & RADIO READING DEVICES SHALL BE OBTAINED FROM THE CITY OF MONROE WATER DEPARTMENT.
- ALL VALVES SHALL BE RESILIENT WEDGE OR RESILIENT SEATED.
- BACKFLOW PREVENTION IS REQUIRED ON THE DISCHARGE SIDE OF THE METER PIT. THE DEVICE MUST BE TESTED PRIOR TO BEING ALLOWED TO BE PUT INTO SERVICE. SYSTEM DEVELOPMENT FEE IS REQUIRED FOR CONNECTION TO THE WATER SYSTEM.
- BYPASS CAN BE LOCATED INSIDE OR OUTSIDE OF THE METER PIT.

\* ALL ITEMS ABOVE ARE AT THE DISCRETION OF THE DEPARTMENT

**TOP VIEW**



\*BACKFLOW PROTECTION MUST BE INSTALLED ON THE MAINLINE & BYPASS

- BACKFLOW PREVENTION**
- RPZ BACKFLOW PREVENTION MUST BE INSTALLED ABOVE GROUND.
  - DOUBLE CHECK ASSEMBLY BACKFLOW PREVENTION MUST BE INSTALLED IN THE PIT.

## CITY OF MONROE WATER DEPARTMENT BILLING

- The meter reading will be conclusive in determining property charges for water and wastewater.
- The rates for water are established by the Monroe City Council (See Water and Sewer Rates).
- The rates for wastewater are established by the Monroe Metropolitan Waste Water Control Board.
- The Monroe Metropolitan Waste Water Control Board has equal representation by Frenchtown Charter Township, Monroe Charter Township, and the City of Monroe.
- Commodity rates for water outside the City limits are double the rates established for the City. A pumping surcharge is charged to re-pump water to westerly customers served by the South Custer Booster Station.
- Meters are read quarterly and with final bills. These are based on the read charge by size for water meters and the established read charge for sewer. Bills are computed quarterly and as final bills.
- Minimum charges exist for water and sewer, no prorating of minimum charges shall be applicable for bills issued.
- Bills are payable to the City of Monroe Water Department. If bills are paid after the due date they are assessed a 5% penalty on the past due balance. Customers with no water meters, but are connected to the wastewater system are charged wastewater bills based upon 2250 cubic feet (187 gals / day over a 90 day period) each quarter. Turning off a water account does not eliminate a minimum wastewater quarterly charge.
- Identification is required for access account information.
- Landlord approval is required for an account to be in a tenant or authorized representative's name.

### BILLING CYCLE

	<u>DAYS</u>
-Meter is read	0
-Bills sent with 21-day due date	21
-7-day grace period	28
-5% penalty added to past due balance	28
-10-Day Disconnection Notice is sent to accounts that have a \$150.00 or more past due balance	28
-48 hour notice is hand delivered the following Monday or Tuesday for past due balances \$150.00 or more	
-Turn offs are completed Thursday	

-Prior to disconnection, each customer receives a 48 hour turn off notice in their door. These will be hand delivered on Monday or Tuesday for a Thursday turn off. If an arrangement is made before Thursday but not kept, a work order will be issued the following week for shutoff, without an additional 48 hour notice.

-Billing Clerks can accept payment plans; however, plan must not extend beyond next bill issue date. 50% payment is required to avoid water service disconnection once 48 hour notice has been delivered and arrangements are made on the remaining bill issued balance on a certain date (no later than two weeks nor extending beyond next bill issuance date). If service is shutoff for non-payment, the past due amount must be paid in full prior to reactivating service. All shutoffs to be finalized will be handled with a Water Department work order.

-If a serviceman goes out to turn off an address (whether it is actually turned off or not) customer will be charged a \$65 callout/turn on fee before 4:00 p.m., \$115 at time and a half, and \$150 for double time. The fees may be waived only if the customer pays their past due amount prior to the serviceman's arrival to the address.

-Servicemen shall go to the customer's address and shut off water service. No verbal arrangements can be made by the customer once the Serviceman is onsite. Office personnel will advise if the customer has paid and service can be turned on. If a stop box is in need of maintenance (needs to be blown out, etc.), stop box maintenance will be completed ASAP and water service will be shutoff thereafter (if applicable).

-Inactive accounts greater than \$3.00 and older than six months go on taxes as a lien.

-A callout fee per City Code 699-05 will be assessed to the customer's account for any appointments that are scheduled and not kept by a customer. Applicable call out fees will be assessed to a customer's account for service call related to private matters after the water meter and are not Water Department responsibility.

**FY 2014-2015 (Effective July 1, 2014)**

**Water Rate (Commodity) *INSIDE* the City Limits:** \$1.51 per CCF

**Wholesale Water Rate (Commodity) *OUTSIDE* the City Limits:** \$1.66 per CCF

**(Quarterly Charge per Read)**

5/8" **	\$10.02	1½"	\$32.13	4"	\$170.31	12"	\$1,192.79
3/4"	\$12.80	2"	\$48.71	6"	\$349.94		
1"	\$18.32	2 ½"	\$73.58	8"	\$501.92		
1¼"	\$23.84	3"	\$101.22	10"	\$805.90		**Most Residences

**Water Rate (Commodity) *OUTSIDE* the City Limits:** \$3.02 per CCF

**Water Rate (Commodity) *OUTSIDE* the City Limits *WITH* High Pressure:** \$3.17 per CCF

**(Quarterly Charge per Read)**

5/8" **	\$15.54	1½"	\$59.76	4"	\$336.12	12"	\$2,381.08
3/4"	\$21.10	2"	\$92.92	6"	\$695.38		
1"	\$32.14	2 ½"	\$142.66	8"	\$999.34		
1¼"	\$43.18	3"	\$197.94	10"	\$1,607.30		**Most Residences

**Fire Line Charge *INSIDE* the City Limits**

**(Quarterly Charge)**

5/8"	\$0.52	1½"	\$5.23	4"	\$68.97	12"	\$1,240.28
3/4"	\$0.84	2"	\$11.14	6"	\$200.36		
1"	\$1.80	2 ½"	\$20.04	8"	\$426.97		
1¼"	\$3.24	3"	\$32.37	10"	\$767.84		

**Fire Line Charge *OUTSIDE* the City Limits**

**(Quarterly Charge)**

5/8"	\$1.04	1½"	\$10.46	4"	\$137.94	12"	\$2,480.56
3/4"	\$1.68	2"	\$22.28	6"	\$400.72		
1"	\$3.60	2 ½"	\$40.08	8"	\$853.94		
1¼"	\$6.48	3"	\$64.74	10"	\$1,535.68		

**Sewage Rate (Commodity):** \$3.25 per CCF

**Sewer Quarterly Service Charge:** \$13.59 per Read

**Water Call-Out & Turn-On Fee:** \$65.00 – Regular Hours; \$115.00 – Overtime; \$150.00 – Double-Time

**Septic Dumping Rate:** \$0.070 / Gallon

**BOD Surcharge Rate:** \$0.34 / BOD lb

**TSS Surcharge Rate:** \$0.22 / TSS lb

**Nitrogen Surcharge Rate:** \$0.95 / Nitrogen lb

**Penalty:** 5.00%

Rates will be implemented and charged for all services provided as may be reflected in bills or statements generated after July 1, 2014.

## **DEMOLITION CHARGES (AT WATER MAIN)**

### **WATER MAIN NOT IN PAVEMENT**

\$1000.00 – Labor and equipment

### **WATER MAIN IN PAVEMENT**

Major Roads:

\$1610.00 –Labor, equipment and materials

Local Roads:

\$1520.00 –Labor, equipment and materials

### **THEY DIG. WE ABANDON**

\$185.00 – Labor and equipment. *RIGHT-OF-WAY PERMITS MUST BE OBTAINED BEFORE WORK CAN COMMENCE.*

### **THEY DIG & ABANDON**

NO CHARGE, BUT WORK MUST BE INSPECTED BEFORE BACKFILLING. *RIGHT-OF-WAY PERMITS MUST BE OBTAINED BEFORE WORK CAN COMMENCE.*

### **WE ABANDON AT CURB STOP (NOT IN PAVEMENT, COPPER ONLY)**

\$345.00 – Labor and equipment

*\*IF THE EXISTING WATER SERVICE LINE IS OF APPROPRIATE SIZE (I.E. 1” DIAMETER) AND MATERIAL (I.E. COPPER) IT MAY BE ABANDONED TO THE CURB STOP LOCATED IN THE TERRACE IN LIEU OF ABANDONING THE SERVICE LINE TO THE WATER MAIN. PRIOR APPROVAL FROM THE WATER DEPARTMENT IS REQUIRED FOR ABANDONING ANY WATER SERVICE LINE. BEFORE BACKFILLING, THE ABANDONED WATER SERVICE LINE MUST BE INSPECTED BY THE WATER DEPARTMENT.*

**WATER METER:** THE WATER METER SHALL BE RETURNED TO THE WATER DEPARTMENT PRIOR TO DEMOLITION TO FINAL OUT ACCOUNTS. IF NOT RETURNED OR IF STOLEN, A \$250 CHARGE SHALL BE PAID BY THE CONTRACTOR PRIOR TO DEMOLITION/APPROVAL.

## **CITY OF MONROE FIRE HYDRANT USAGE POLICY & PROCEDURE**

Per City Code 699-20, the City of Monroe Water Department allows the use of fire hydrants for any purpose except for fire purposes. Some other exceptions are using hydrants to fill swimming pools and any unauthorized use as determined by the Water Department.

Acceptable use of fire hydrant usage and size connection shall first be determined by the Director, Distribution Superintendent, Distribution Supervisor, or the Assistant Distribution Supervisor. Hydrant usage is only available during warm weather and shall be allowed up to November 15th of the year.

There must be 24 hour notice before any setup will occur.

The user must first go to the City Hall Water Office and pay for a deposit of \$400 for small hydrant setups (3/4" connections) or \$600 for large hydrant setups (2" connections) prior to hydrant setup is installed. The deposit shall be placed in account number 59181400 643060.

There will be a \$100.00 setup fee charge to set and remove the backflow preventer and pump down the hydrant.

The office personnel will complete a Work Order (WO) which will include the time, date, and location the setup shall be installed for the user along with the estimated length of time the hydrant will be used. The setup shall be installed by a Water Serviceman and record the initial meter reading if applicable. The fees to use a hydrant are: \$15 per day plus the water usage (if setup has a meter) OR \$25 per day all other setups.

Once the setup is installed the WO must be returned to the City Hall office and all information shall be logged on the attached Hydrant Usage Log for tracking purposes. Once the user has notified the City Hall Water Department office that the setup is no longer needed, a Water Serviceman will remove the hydrant setup, pump the hydrant down, complete a follow-up WO with final meter readings if applicable, and return the setup and follow-up WO to the City Hall office for invoicing.

Once the applicable fee is determined based on the number of days the hydrant was used and amount of water usage (if applicable) then either the remaining deposit amount will be refunded or if the deposit is exceeded an invoice will be sent to the user for the additional fees due.

If the hydrant setup is lost by the user or stolen, then the user shall be liable for the replacement cost of the hydrant setup.

Hydrant rentals used for fundraising and or non-profit events may not exceed two (2) days of usage. A \$50.00 deposit cost shall be assessed along with the \$100.00 setup fee.

## **CITY OF MONROE FIRE HYDRANT FLOW TESTS POLICY & PROCEDURE**

The Monroe Water Department will charge for any fire flow tests that are requested by private contractors and will be invoiced for the services done. The base cost for the test will be a \$200.00 fee.