



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION REGULAR WORK SESSION MEETING AGENDA

Wednesday, October 26, 2022

8:00 AM

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission will be held on Wednesday, October 26, 2022 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**BUSINESS:**

1. Consider a motion to approve \$205,125.30 of verified claims for September and October 2022.
2. Rate Study Discussion
3. Vegetation Management Policy revisions
4. Review draft Water Wastewater policy

**ADJOURNMENT:**

The next Regular Meeting of the Commission is scheduled for Wednesday, November 9, 2022 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Work Session is scheduled for Tuesday, November 29, 2022 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** October 26, 2022

**AGENDA ITEM:** Consider a motion to approve \$205,125.30 of verified claims for September and October 2022.

**PREPARED BY:** Jean Lane, Business Services Manager

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## **BACKGROUND:**

See attached check registers:

Computer check register \$205,125.30

Manual check register \$-0-

Total \$205,125.30

## **RECOMMENDATION:**

Consider a motion to approve \$205,125.30 of verified claims for September and October 2022.

Grand Rapids Public Utilities  
 Accounts Payable  
 September/October 2022  
 (Meeting Date: 10/26/2022)

Item 1.

NAME	AMOUNT	NAME	AMOUNT
A.G. O'Brien	263.53	Nalco Water	78.30
Allison Ahcan, Consultant	292.50	Nextera	616.15
Aramark	93.43	Northeast Technical Services	1,245.00
Border States	5,457.64	Northland Portables	126.75
Cannon Technologies	4,202.40	Polydyne Inc	70,280.17
CarQuest	8.26	Public Utilities	3,950.55
CB Technology	87.50	RMB Environmental Lab	87.12
Central McGowan	610.00	Rob's Bobcat Service	6,644.00
City of Grand Rapids	5,443.98	Sandstroms	217.41
Coles	872.43	S E H	2,283.19
Dave Berg Consulting	23,000.00	Stuart Irby	6,186.86
Davis Petroleum	4,102.01	Telecologix	72.50
Duncan Co	1,692.19	Viking Electric	429.84
Figgins Truck & Trailer	10,844.50	WDIO	3,027.50
Frontier Energy	4,728.01	Wesco	5,234.50
Graybar	1,749.07	WTBX	480.00
Hawkins	7,313.94	WUSZ-FM	440.00
Innovative	43.20		
Johnson Controls	370.00	Energy Efficiency Rebate:	
Johnson, Killen & Seiler	6,103.80	Jack's Auto Service	451.65
Kaman	323.44	Grace Bible Church	1,500.80
L&M	184.94	North Homes	2,739.20
McMaster-Carr	8,742.29		
Minnesota Municipal Utilities	12,504.75		
			205,125.30



# GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** October 26, 2022  
**AGENDA ITEM:** Rate Study Discussion  
**PREPARED BY:** Julie Kennedy, General Manager

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## **BACKGROUND:**

Rate Study Discussion – Initial report. Discussion at this meeting will focus on the projected financial conditions at existing rates, the cost of service results, and next steps for each utility.

## **RECOMMENDATION:**

Discussion only.



Item 2.

Information For Your Records

BILL DATE	Apr 3, 2012	
TOTAL AMOUNT DUE BY	Apr 24, 2012	\$93.66
AMOUNT PAYABLE AFTER DUE DATE		\$95.06
Total Electric Charges		\$74.78
Total Lighting Charges		\$20.21
Total Miscellaneous Charges		-\$1.43
Current Amount Due		\$93.66
Prior Amount Due		\$0.00
Total Amount Due		\$93.66



# Electric, Water and Wastewater Collection Cost of Service and Rate Design Study – Initial Report

Grand Rapids Public Utilities Commission

David A. Berg, PE  
Principal – Dave Berg Consulting  
Oct. 26, 2022



**GRAND RAPIDS  
PUBLIC UTILITIES**  
*Service is Our Nature*

## Capital Improvements and Debt

# Electric Capital Improvements and Debt Service

**Table 2-2**  
**Capital Improvements**

Capital Item	2022	2023	2024	2025	2026	2027
Electric Capital	\$804,968	\$873,290	\$864,440	\$870,440	\$871,440	\$873,440
Service Center Capital	<u>\$145,639</u>	<u>\$303,550</u>	<u>\$65,000</u>	<u>\$13,000</u>	<u>\$13,000</u>	<u>\$13,000</u>
Total	\$950,607	\$1,176,840	\$929,440	\$883,440	\$884,440	\$886,440

- **Current electric debt service paid in full in 2025**
- **Annual payments approximately \$135,000**

# Water Capital Improvements

**Table 2-1**  
**Capital Improvements**

<b>Capital Item</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Water Capital	\$439,160	\$5,992,933	\$1,343,575	\$969,580	\$908,511	\$1,270,000
Service Center Capital	<u>\$13,601</u>	<u>\$93,400</u>	<u>\$20,000</u>	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$4,000</u>
Total	\$452,761	\$6,086,333	\$1,363,575	\$973,580	\$912,511	\$1,274,000



# Water Debt Service

## new \$5 million issue in late 2023

Item 2.

**Table 2-2**  
**Annual Debt Service**

Item	2022	2023	2024	2025	2026	2027
Current Interest	\$12,818	\$18,964	\$17,063	\$15,113	\$13,114	\$11,018
Current Principal	\$789,450	\$90,775	\$94,100	\$94,250	\$68,250	\$71,500
Planned Interest	-	-	\$225,000	\$219,951	\$214,675	\$209,162
Planned Principal	-	-	<u>\$112,195</u>	<u>\$117,244</u>	<u>\$122,520</u>	<u>\$128,033</u>
Total Debt	\$802,268	\$109,739	\$448,358	\$446,558	\$418,559	\$419,713

# Wastewater Collection Capital Improvements

**Table 2-1**  
**Capital Improvements**

<b>Capital Item</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Wastewater Capital	\$333,289	\$1,108,133	\$720,067	\$694,100	\$846,435	\$525,000
Service Center Capital	<u>\$10,975</u>	<u>\$70,050</u>	<u>\$15,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>
Total	\$344,289	\$1,178,183	\$735,067	\$697,100	\$849,435	\$528,000

# Wastewater Collection Debt Service new \$2.0 million issue in late 2023

**Table 2-2  
Annual Debt Service**

Item	2022	2023	2024	2025	2026	2027
Current Interest	\$36,434	\$36,410	\$20,957	\$27,378	\$22,670	\$17,806
Current Principal	\$553,414	\$180,519	\$185,788	\$189,464	\$165,572	\$171,094
Planned Interest	-	-	\$90,000	\$87,980	\$85,870	\$83,665
Planned Principal	=	=	<u>\$48,878</u>	<u>\$46,898</u>	<u>\$49,008</u>	<u>\$51,213</u>
Total Debt	\$589,848	\$216,929	\$341,623	\$351,720	\$323,121	\$323,778

## Operating Results at Existing Rates

**Table 2-3**  
**Projected Operating Results**  
**Existing Rates**

Year	2022	2023	2024	2025	2026	2027
Operating Revenues	\$19,061,765	\$17,574,247	\$17,878,697	\$18,188,096	\$18,503,195	\$18,824,631
Less Operating Expenses	(15,133,717)	(16,022,294)	(16,637,870)	(17,526,933)	(18,263,632)	(18,731,902)
Less Non -Operating Expenses	<u>(1,075,942)</u>	<u>(1,046,649)</u>	<u>(1,054,686)</u>	<u>(1,061,944)</u>	<u>(1,065,591)</u>	<u>(1,088,655)</u>
Net Income	2,852,105	505,303	186,142	(400,781)	(826,028)	(995,926)
Net Income as Percent of Revenues	15.0%	2.9%	1.0%	-2.2%	-4.5%	-5.3%

# Water

**Table 2-3**  
**Projected Operating Results**  
**Existing Rates**

Year	2022	2023	2024	2025	2026	2027
Operating Revenues	\$1,917,471	\$1,935,782	\$1,955,944	\$1,976,291	\$1,996,965	\$2,017,865
Less Operating Expenses	(1,857,320)	(1,924,009)	(2,191,334)	(2,312,470)	(2,424,941)	(2,539,015)
Less Non -Operating Expenses	<u>(58,171)</u>	<u>(69,105)</u>	<u>(293,836)</u>	<u>(288,518)</u>	<u>(279,975)</u>	<u>(274,149)</u>
Net Income	\$1,980	\$(57,332)	\$(529,226)	\$(624,698)	\$(707,951)	\$(795,300)
Net Income as Percent of Revenues	0.1%	-3.0%	-27.1%	-31.6%	-35.5%	-39.4%

# Wastewater Collection

**Table 2-3**  
**Projected Operating Results**  
**Existing Rates**

Year	2022	2023	2024	2025	2026	2027
Operating Revenues	\$1,857,414	\$1,875,029	\$1,892,336	\$1,909,774	\$1,927,476	\$1,945,311
Less Operating Expenses	(1,739,764)	(1,925,685)	(1,688,267)	(1,753,872)	(1,820,629)	(1,895,054)
Less Non -Operating Expenses	<u>(81,595)</u>	<u>(86,371)</u>	<u>(162,550)</u>	<u>(168,633)</u>	<u>(160,547)</u>	<u>(155,261)</u>
Net Income	36,054	(137,027)	41,519	(12,731)	(53,701)	(105,004)
Net Income as Percent of Revenues	1.9%	-7.3%	2.2%	-0.7%	-2.8%	-5.4%

## Cash Reserves at Existing Rates



# Electric

**Table 2-4**  
**Projected Cash Reserves**  
**Existing Rates**

<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Beginning Balance	\$1,520,146	\$4,038,069	\$4,016,988	\$4,046,551	\$3,565,472	\$2,824,095
Plus Net Income	2,852,105	505,303	186,142	(400,781)	(826,028)	(995,926)
Less Capital Improvements	(1,031,440)	(1,257,673)	(929,440)	(883,440)	(884,440)	(886,440)
Plus Deprec/Amort	910,382	944,763	986,686	1,017,667	1,047,115	1,076,596
Less Debt Principal	(135,100)	(135,450)	(135,800)	(136,500)	-	-
Less LCP Payment	<u>(78,024)</u>	<u>(78,024)</u>	<u>(78,024)</u>	<u>(78,024)</u>	<u>(78,024)</u>	<u>(78,024)</u>
Ending Balance	\$4,038,069	\$4,016,988	\$4,046,551	\$3,565,472	\$2,824,095	\$1,940,301
As a percent of revenue	21.2%	22.9%	22.6%	19.6%	15.3%	10.3%

# Water

**Table 2-3**  
**Projected Cash Reserves-Water**  
**Existing Rates**

Year	2022	2023	2024	2025	2026	2027
Beginning Balance	\$1,087,187	\$178,992	\$(858,321)	\$92,587	\$(1,121,727)	\$(2,305,049)
Plus Net Income	1,980	(57,332)	(529,226)	(624,698)	(707,951)	(795,300)
Less Capital Improvements	(452,761)	(6,086,333)	(1,363,575)	(973,580)	(912,511)	(1,274,000)
Plus Depreciation	332,035	347,127	550,005	595,457	627,910	657,327
Plus State Grants	-	-	2,500,000	-	-	-
Plus Available Bond Funds	-	4,850,000	-	-	-	-
Less Existing Debt Principal	(789,450)	(90,775)	(94,100)	(94,250)	(68,250)	(71,500)
Less New Debt Principal	-	-	<u>(112,195)</u>	<u>(117,244)</u>	<u>(122,520)</u>	<u>(128,033)</u>
Ending Balance	\$178,992	\$(858,321)	\$92,587	\$(1,121,727)	\$(2,305,049)	\$(3,916,555)
Reserves as % of Operating Revenue	9.3%	-44.3%	4.7%	-56.8%	-115.4%	-194.1%

# Wastewater Collection

**Table 2-3**  
**Projected Cash Reserves**  
**Existing Rates**

Year	2022	2023	2024	2025	2026	2027
Beginning Balance	\$904,673	\$280,237	\$933,198	\$296,946	\$(336,782)	\$(1,118,796)
Plus Net Income	36,054	(137,027)	41,519	(12,731)	(53,701)	(105,004)
Less Capital Improvements	(344,289)	(1,178,183)	(735,067)	(697,100)	(849,435)	(528,000)
Plus Depreciation/Amortization	237,213	248,690	287,962	312,465	335,701	364,016
Plus Available Bond Funds	-	1,900,000	-	-	-	-
Less Existing Debt Principal	(553,414)	(180,519)	(185,788)	(189,464)	(165,572)	(171,094)
Less New Debt Principal	-	-	<u>(44,878)</u>	<u>(46,898)</u>	<u>(49,008)</u>	<u>(51,213)</u>
Ending Balance	\$280,237	\$933,198	\$296,946	\$(336,782)	\$(1,118,796)	\$(1,610,092)
Reserves as % of Operating Revenue	15.1%	49.8%	15.7%	-17.6%	-58.0%	-82.8%

## Combined End of Year Reserves – Existing Rates

		2022	2023	2024
Electric	\$	4,038,069	\$ 4,016,988	\$ 4,046,551
Water		178,992	(858,321)	92,587
WW Collection		<u>280,237</u>	<u>933,198</u>	<u>296,946</u>
Total	\$	\$ 4,497,298	\$ 4,091,864	\$ 4,436,084
		2025	2026	2027
Electric	\$	3,565,472	\$ 2,824,095	\$ 1,940,301
Water		(1,121,727)	(2,305,049)	(3,916,555)
WW Collection		<u>(336,782)</u>	<u>(1,118,796)</u>	<u>(1,610,092)</u>
Total	\$	\$ 2,106,963	\$ (599,750)	\$ (3,586,346)

## Cost of Service

**Table 3-3  
Cost of Service Results  
Comparison of % Cost and Revenues  
2021 Test Year**

<b>Customer Classification</b>	<b>Allocated Cost to Serve</b>	<b>Revenues</b>	<b>Increase/ (Decrease)</b>
Residential	32.5%	34.1%	-4.8%
Commercial	17.6%	18.0%	-2.2%
Demand & Energy	36.1%	35.4%	2.0%
Industrial	9.7%	9.3%	3.8%
Load Management	3.0%	2.0%	53.3%
Lighting	<u>1.1%</u>	<u>1.2%</u>	<u>-7.8%</u>
Total	100.0%	100.0%	0.0%

**Table 3-3  
Water Cost of Service Results  
Comparison of % Cost and Revenues  
2021 Test Year**

<b>Customer Classification</b>	<b>Allocated Cost to Serve</b>	<b>Revenues</b>	<b>Increase/ (Decrease)</b>
Residential	37.5%	38.3%	-2.1%
Commercial	41.3%	34.8%	18.6%
Industrial	8.8%	10.1%	-13.3%
Multi - Family	9.9%	14.4%	-31.4%
LaPrairie	2.6%	2.4%	7.0%
Total	100.0%	100.0%	0.0%

# Wastewater

- **Wastewater service and rates are not conducive to cost of service techniques.**
- **We will be addressing:**
  - Wholesale cost (Cohasset and La Prairie) vs retail cost
  - Appropriate customer charges for different classes



## Thoughts/Issues

- **Still waiting on MP for final projections for next year**
- **Increases needed for water and wastewater collection**
- **Management addressing operational efficiencies**
- **How fast should we address rate issues?**

## Questions/Discussion



## GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** October 26, 2022

**AGENDA ITEM:** Vegetation Management Policy revisions

**PREPARED BY:** Jeremy Goodell, Electric Department Manager

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### **BACKGROUND:**

The Vegetation Management Policy was reviewed with several changes and additions made to the original policy. The original policy focused on tree trimming and removal requests from customers and GRPU personnel, along with emergency tree trimming. GRPU has since shifted to a regular maintenance program which include regular tree trimming and removal for power line clearance, along with proper access to their equipment through their right of ways.

New or revised policy goals include:

- Vegetation Control Specifications to be used to guide contractors, GRPU, and customers on trimming and removal of trees along with right of way maintenance
- City of Grand Rapids aligned goals and Environmental Stewardship
- Right of way minimum clearances
- Danger tree qualifications
- Guidance for customer and contractor tree removal independent of GRPU tree trimming activity

The attached Vegetation Management policy was drafted for your review, and will be presented at November 9, 2022 Commission meeting for approval.

### **RECOMMENDATION:**

Review and discuss Vegetation Management Policy revisions.



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PUBLIC UTILITIES  
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Section: <b>Electric</b>	Category:
Policy Reference:	Policy Title: <b>Vegetation Management Policy</b>

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**Section I – Introduction**

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel, contractors, and customers to provide direction on how vegetation will be managed around GRPU-owned overhead and underground power lines.

**1. Definitions**

The following terms when used in this Policy have the meanings given below:

**Clearance:** Proper separation between power lines and any part of a tree.

**Customer:** Any individual, partnership, association, firm, public or private corporation or governmental agency having GRPU’s electric service at any specified location.

**Danger Tree:** A tree which is dead, dying, or damaged, or has significant potential to fall over, and if the tree falls it would make contact with an overhead power line that affects more than one GRPU customer.

**Electric Service:** The conductors and equipment connecting the serving utility, GRPU, to the wiring system of the premises served.

**GRPU:** Grand Rapids Public Utilities, a municipal utility established under M.S.A. 412.321 – 412.391 providing electric, water and wastewater utility services.

## **2. Vegetation Management**

### **a. Purpose**

One of the most common causes of electrical outages is trees contacting overhead power lines. GRPU strives to maintain proper clearances between trees and overhead power lines to increase electric service reliability to our customers. Clearances are also maintained for customer and personnel safety, as trees contacting electrical lines can cause electrical shock and create the potential for fires.

### **b. General**

Proper clearances are designated in Exhibit A of this policy along with the latest version of the National Electric Safety Code. GRPU personnel, contractors, and customers shall trim or remove vegetation in accordance with Exhibit A, Vegetation Control Specifications for Electrical Distribution Line Right of Ways. Clearances shall be maintained in accordance with Section 4.4 of Exhibit A. Clearances around higher voltages are greater due to increased danger of trees contacting these lines which generally affect more customers if contact is made. Clearances for low voltage power lines are lower due to reduced risk of contact with these lines, which generally do not cause significant outages if contact is made with trees.

### **c. City of Grand Rapids Aligned Goals and Environmental Stewardship**

The City of Grand Rapids has been a designated Tree City USA since 1987 which encourages maintenance and growth of good quality tree cover within urban areas. GRPU aligns themselves with the goals of this program especially if trees are planted or replanted around power lines after tree trimming and removal activities. If trees are replanted in the vicinity of overhead power lines by GRPU, they will be slow growing, shorter trees that are wind resistant.

GRPU will perform regular vegetation trimming versus removal if possible in order to maintain proper tree cover aesthetics. By maintaining clearances in Exhibit A, electric outages can often be minimized without having to completely remove the trees. Consideration will also be given to the type of tree that is trimmed versus removed. Fast growing trees generally cause more issues with power line contacts and are not resistant to higher winds. These trees will be removed if possible to prevent fast regrowth and outages caused by trees.

### **d. Access**

In order to maintain the clearances around power lines, GRPU requires access to their electrical equipment within right of ways, easements, and services feeding individual customers. A minimum of 10 feet of ground clearance along power lines shall be maintained for proper equipment access these areas. Power lines running along roads and alleyways generally serve as this access and no additional clearance is required other than clearance from overhead power lines. GRPU will work with customers to maintain access to GRPU-owned equipment installed on customer property.

### **e. Danger Trees**

Trees that qualify as Danger Trees, as defined in Section 1, shall be removed at the expense of GRPU. Customers may notify GRPU of the presence of a danger tree, or GRPU personnel may also make the same request.

GRPU designated personnel shall inspect each Danger Tree and make the determination of the tree needs to be removed. The tree stump and root ball will not be removed unless it poses a significant safety hazard or is next to a roadway or alleyway.

If the tree does not qualify as a Danger Tree and is on a customer's property, the customer shall be notified it is their responsibility to remove the tree if they want to do so. GRPU will work with the customer to drop or cover up electrical lines to minimize the risk of damage to their property and damage to their electric service should they choose to remove the tree.

#### **f. Customer and Contractor Tree Removal**

When customers or contractors choose to remove vegetation that is not the work of GRPU or a GRPU contractor, GRPU personnel will work with the customer or contractor to drop overhead electrical lines or place coverup on these lines if the tree may contact these lines during removal. If there is not significant cost to GRPU, the customer or contractor shall not be charged for this work in order to encourage customers and contractors to work with GRPU while removing the vegetation and to minimize danger of contact with overhead lines.

#### **g. Emergency Tree Trimming and Removal**

Vegetation interfering with providing power to customers shall be cleared as quickly as possible and may result in debris being left on site. The removal of the debris will be coordinated as soon as practical following the restoration of power.

Effective: May 8, 2002

Adopted: May 8, 2002

Revision: for consideration on November 9, 2022

EXHIBIT A

VEGETATION CONTROL SPECIFICATIONS FOR ELECTRICAL DISTRIBUTION LINE  
RIGHT OF WAYS

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## 1. GENERAL INFORMATION

### 1.1. Scope

The right-of-way shall be free of all obstructions which interfere with the construction and operation of the electric power line. The work shall be completed in conformance with these Specifications. GRPU personnel, contractors, and customers, herein known as "responsible party" shall observe all conditions applicable to any particular description or tract of land. The Responsible Party shall also observe all relevant laws and regulations applicable to his operations.

### 1.2. Definitions

#### 1.2.1 Desirable Species

Those plants which at maturity will not reach a height that will endanger the line and those which will provide food cover for wildlife. Specific species which have been identified as desirable species are listed in Section 4.

#### 1.2.2 Tree

A woody plant normally maturing at 20 feet or more in height and achieving a diameter of at least 4 inches or more at a height of 4 1/2 feet above ground (diameter breast height).

#### 1.2.3 Danger Trees

Danger trees are defined as dead, dying, diseased, and/or leaning trees growing outside of the recommended right-of-way width which may conflict with the conductors or structures (poles and hardware) when such trees fall in the direction of or otherwise endanger the line.

#### 1.2.4 Brush or Shrub

A woody plant normally maturing less than 20 feet in height with generally bushy appearance because of its several erect, spreading, or prostrate stems. It usually attains a diameter of less than 4 inches at breast height.

#### 1.2.5 Slash

Branches and tops less than 4 inches in diameter within the right-of-way boundaries.

#### 1.2.6 Debris

Scattered logs, uprooted stumps, and/or trees or other foreign material located within the right-of-way boundaries.

#### 1.2.7 Clear Cutting

Cutting and/or removal of all woody vegetation within the right-of-way boundaries; i.e., trees, shrubs, fallen logs, uprooted stumps, etc.

#### 1.2.8 Selective Cutting

Removal from within the right-of-way boundaries of only that vegetation which would potentially interfere with the construction and/or operation of the transmission or distribution line or is undesirable for wildlife food or habitat.

#### 1.2.9 Keep Off

Areas which the Responsible party must not enter until he has received written permission from the Owner.

#### 1.2.10 General Construction Area

Areas such as structure sites, staging areas, access roads, or other locations where construction activities and movement of traffic will take place. Structure sites include the entire width of the right-of way.

#### 1.2.11 Owner

The Grand Rapids Public Utilities Commission.

#### 1.2.12 Authorized Owner Representative

Persons whose names have been certified in writing to the Responsible Party by the Grand Rapids Public Utilities General Manager as having the authority to act for the Owner in regard to the work.

#### 1.3. Route Maps

General location of the right-of-way shall be indicated on drawings supplied by the Owner.

#### 1.4. Width of Vegetation Control Operations

Prior to beginning work, the Responsible Party shall delineate the edges of all areas where vegetation control operations will occur. This delineation shall be accomplished with flagging or other markings approved by the Owner. After an area is delineated, the Owner's representative will review the markings in the field. No work is to occur until the Owner has reviewed and approved the markings.

#### 1.5. Landowner Contacts

The Responsible Party shall contact all landowners prior to entering and/or performing work on their property and maintain a log of such contacts. Upon request by an authorized Owner representative, the Responsible Party shall furnish a summary of all landowner contacts for a particular line, feeder, or area.

#### 1.6. Work Progression

The Responsible Party shall work progressively along the line and shall complete all work in a given portion of the line before starting work in another portion.

#### 1.7. Stream Crossings

Existing Bridge or culvert crossings are to be utilized for all stream crossings.

#### 1.8. Pipelines

If it becomes necessary to cross any pipeline with equipment, it shall be the responsibility of the Responsible Party to obtain the necessary permission for such crossing from the appropriate pipeline companies. The Responsible Party shall hold the Owner harmless from all claims resulting from such crossings.

#### 1.9. Guy Anchors

Responsible Party shall maintain an area of 10 feet (or as otherwise designated by the authorized Owner representative) on all sides of guy wires, guy anchors and structure braces devoid of trees, shrubs, brush and other types of woody vegetation.

#### 1.10. Energized Lines and Substations

When working on or near energized facilities, the Responsible Party shall take or use all necessary precautions to prevent any outages and/or damage to facilities. The Responsible

Party shall not perform any work within the confines of a substation unless an authorized Owner representative is present at all times.

#### 1.11. Notification of Work Locations

The Responsible Party must notify the Owner dispatcher and/or appropriate personnel prior to and upon completion of work on a daily basis. Notification shall include specific work locations(s) identified by line number, structure number, and/or road location.

#### 1.12. Right-of-Way Inspection

Responsible Party's work shall at all times be subject to inspection by the Owner and public authorities. Responsible Party shall notify the Owner of any proposed changes in daily crew assignments or working hours sufficiently in advance so that suitable inspection can be provided by the Owner.

#### 1.13. Established Land Survey Corners

It will be the Responsible Party's responsibility to properly preserve all established corners or other permanent landmarks, which may be encountered in the maintenance, clearing, or re-clearing operations. Destruction of such landmarks will require additional surveys for reestablishment of same, for which Responsible Party will be liable.

#### 1.14. ANSI Standard

The Responsible Party shall comply with the latest revisions in the Z-133.1 American National Standard for Tree Care Operations - Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush - Safety Requirements.

## 2. GENERAL CLEARING AND RE-CLEARING GUIDELINES

All work to be performed under the supervision of the Responsible Party shall be conducted in a manner such that all phases of the clearing and re-clearing work shall progress concurrently; i.e., cutting, disposal, and final cleanup. Clearing and re-clearing shall be performed in a manner, which will maximize preservation of natural beauty and conservation of natural resources and minimize adverse effects of the landscape or silting of streams. For areas where the entire width of the right-of-way traverses vegetation types such as low-growing brush, muskeg swamps, or black spruce bogs or when crossing a deep valley or ravine, the right-of-way clearing, re-clearing, and the maintenance activities shall be reduced in width as designated by the Owner. Also, where selective cutting may be beneficial, this type of clearing and re-clearing will be accomplished as designated by the Owner.

### 2.1. Field Locations

If requested, field survey stakes designating the centerline of the right-of-way will be established by the Owner. All survey stakes designating points on tangents and points of intersection shall be preserved by the Responsible Party. Should any of these stakes be removed or destroyed by the Responsible Party, they will be replaced by the Owner at the Responsible Party's expense.

### 2.2. Right-of-Way

When access roads are necessary, they will be constructed at an angle to avoid a vista down the right-of-way (see Section 4.2). All access roads will be located to minimize destruction of desirable plants and damage to cultivated fields. The location of access roads will be designated by the Owner.

## 2.3. Cutting Procedures

### 2.3.1 Selective Cutting

Selective cutting will be accomplished in specific areas so noted on the Owner drawings or as designated by an authorized Owner representative generally in areas of high public exposure including the U.S. highways, heavily traveled state and county roads, streams, lakes, and wildlife travel lanes such that a natural vegetative screen remains (Section 4.2). A list of native plant species which could remain in these areas is shown in Section 4.

### 2.3.2 Stump/Stubble Height

All trees and other woody vegetation shall be cut such that pointed spikes are eliminated. No stumps or stubble shall be left standing higher than 3 inches above ground unless otherwise designated by an authorized Owner representative. (Stump height to be measured on high side of sloping terrain.)

### 2.3.3 Mechanical Clearing and Re-clearing

Clearing and re-clearing will be permitted by mechanical operation unless otherwise specified. Generally, shearing will be restricted to slopes less than 15 degrees. Before any rolling or brush chopping will be permitted, written approval must first be obtained from the Owner. When this cutting procedure is approved, all trees 4 inches or greater in diameter breast height must first be removed. After any mechanical operation, the Responsible Party shall, to the satisfaction of the Owner, restore the natural contours existing prior to the start of work.

## 2.4. Disposal Procedures

Generally, all trees, brush and other debris shall be removed by the Responsible Party and hauled away to an approved disposal site or incinerator. Alternatively trees, brush, and other debris may be disposed of in accordance with the procedures outlined below. No slash and/or debris left on the right-of-way shall be greater than 1 inch in diameter and/or 4 feet in length or as otherwise specified by the contract documents.

### 2.4.1 Lopping and Scattering of Slash

In areas approved by the Owner, lopping and scattering of slash may be accomplished such that slashing shall not exceed 30 inches in height. The method of disposal shall be limited to the outer one third area of the right-of-way. In such areas, all logs shall be neatly piled along the edge of the right-of-way (Section 4.3). Lopping and scattering of slash will generally not be approved within sight of any residence or business.

### 2.4.2 Chipping

In areas approved by the Owner, where practical, chips shall be disposed of within the right-of-way limits. Chips shall not accumulate to depths greater than 12 inches. Chipping shall be accomplished in such a manner that no chipped material will enter any open water, accumulate in branches of existing trees, or bury desirable low-growing shrubs.

### 2.4.3 Brush and/or Slash Piles

Where designated by the Owner, all brush and/or slash shall be piled and left at least 10 feet from the edges of the right-of-way. Brush, slash, and/or debris piles shall not exceed the following dimensions: length - 15 feet, width -15 feet, height - 6 feet (section 4.3).

### 2.4.4 Corduroy

In some swamp areas where the stumpage is the property of the Owner, the Responsible Party may dispose of some or all of the trees and slash by placing trees, slashing, etc. perpendicular to the right-of-way and packed down to a maximum height of 18 inches by running over this material with crawler type equipment. All material must be located within the outer one third of the right-of-way. The outermost 10 feet, however, must be clear of all slashing. No corduroying will be permitted within the General Construction Area (Section 4.3).

#### 2.4.5 Salvage of Timber and Firewood

All trees and firewood to be salvaged shall be trimmed flush to the trunk and neatly piled along the edge of the right-of-way in lengths as specified by the Owner (Section 4.3). Log piles shall not exceed 3 feet in height and shall not extend out into the right-of-way by more than 20 feet. At no time will log piles obstruct trails, access roads, and the general Construction area, or be piled up against standing trees on the edge of the right-of-way.

No wood material over 6 inches in diameter shall be destroyed without first having been offered to the adjacent property owner, the Owner or the public (in that order of preference) by the Responsible Party for use as firewood in accordance with the intent of Minnesota Statutes 116F.30.

### 3. GENERAL REMOVAL AND PRUNING GUIDELINES

#### 3.1. General Procedures

##### 3.1.1 Minimum Clearances

The Responsible Party shall provide minimum clearance from conductors by line voltage levels as provided in the Required Minimum Tree Clearance of Conductors for Various Distribution Voltages in Section 4.4, or as recommended by an authorized Owner representative.

##### 3.1.2 Remove Rather than Prune

The Responsible Party shall remove rather than prune or trim trees to meet minimum overhead clearance specifications whenever possible.

##### 3.1.3 Written Permissions

The Responsible Party shall obtain proper authorization (preferably written) from the landowner before removing or pruning trees. Copies of all authorization forms shall be provided to the Owner.

##### 3.1.4 Refusals

All property owner refusals resulting in inadequate clearance shall be documented on a Right-of-Way Vegetation Refusal Report to be completed by the Responsible Party to the satisfaction of the Owner and given to the authorized representative.

##### 3.1.5 Special Removals and Pruning

When a property owner or adjacent landowner requests or requires the Responsible Party to do special removal and/or pruning work, the Responsible Party shall notify the authorized Owner representative for authorization prior to beginning any such work.

##### 3.1.6 Compliance and Disease - Wood Disposal

Trees removed or pruned shall be disposed of in compliance with all laws, regulations, and ordinances. Additional precautions and methods shall be taken to ensure that diseased trees are handled in a manner which will prevent the spread of the infecting agent.

### 3.1.7 Daily Disposal

All removed and pruned material shall be disposed of within three working days to the Owner's satisfaction unless otherwise agreed to by the Owner or property owner.

### 3.1.8 Firewood Cutting

Only upon approval from an authorized Owner representative shall wood be cut in firewood lengths.

## 3.2. Removal Procedures

### 3.2.1 Removal Conditions

The Responsible Party shall remove rather than prune or trim trees when the following conditions exist: dead, dying, diseased, leaning, or seriously defective trees and specific danger trees which may conflict with the conductors or structures or otherwise endanger the line.

### 3.2.2 Joint Agreement on Danger Trees

Danger trees shall be removed after joint agreement and understanding is reached by the Responsible Party and the authorized Owner representative.

### 3.2.3 Felling

Trees shall be felled away from the conductors whenever possible.

### 3.2.4 Cut Stumps

The cut stumps shall not be more than 3 inches above ground and flush with the grade whenever possible. It is Owner's policy not to remove stumps. Deviations from this policy shall be approved by an authorized Owner representative.

## 3.3. Pruning Procedures

### 3.3.1 Natural Pruning and Drop Crotching

Natural pruning or trimming shall be used. This involves drop crotch pruning which consists of reducing tops, sides, or individual limbs and avoids cutting back to small suckers.

### 3.3.2 Directional Pruning

Directional pruning or trimming shall be used to direct or train future tree growth or sprouting away from the wires (Section 4.5).

### 3.3.3 Quantity Removed

Generally, not more than one third of the total tree crown should be removed.

### 3.3.4 Cuts

Cuts shall be made immediately above lateral branches which are no smaller in diameter than one third of the diameter of the branches being cut. Cuts shall be made flush to the parent stem, limb, or trunk, without cutting into the branch collar or leaving any protruding stubs (Section 4.6).



3.3.5 Natural Form and Symmetry

The Pruning Work shall preserve, where possible, the natural form of the tree, typical to the species. The symmetrical appearance shall be maintained wherever possible when reducing overall tree size. The top is to be made higher and the sides reduced in order to maintain a tree-like form.

3.3.7 Bark Stripping or Tearing

Limbs shall be removed with proper sequence and placement of saw cuts to prevent stripping or tearing down of bark from the remaining limb or trunk.

3.3.8 Hangers

All slash (branches, limbs, and tops) that hang up in the tree(s) being pruned or in adjacent tree(s) shall be removed before moving from current work site.

3.3.9 Climbing Aids

In residential areas, the Responsible Party shall not use climbing spurs, irons, or tree grafts on live trees unless the tree is to be removed or in an Emergency situation.

4. DESIRABLE SPECIES

4.1. TABLE 1 - DESIRABLE NATIVE PLANT SPECIES

Following are the desirable native plant species which should be encouraged on selected areas of right-of-way:

CONIFEROUS TREES	DECIDUOUS	SHRUBS (1)
Northern White Cedar	Mountain Ash ©	Red-Osier Dogwood (fc)
Red Cedar (Juniper) (f)	Blackcherry *	Other Dogwood Species
Norway pine *	Chokecherry (f)	Mountain Maple
White Pine *	Pincherry (f)	Sumac ©
White Spruce *	Hackberry	Arrowwood (f)
Ironwood *	High-Bush Cranberry (fc)	
Juneberry (f)	Hazel	
Wild Plum (f)	Honeysuckle	
Smooth Wild Rose		

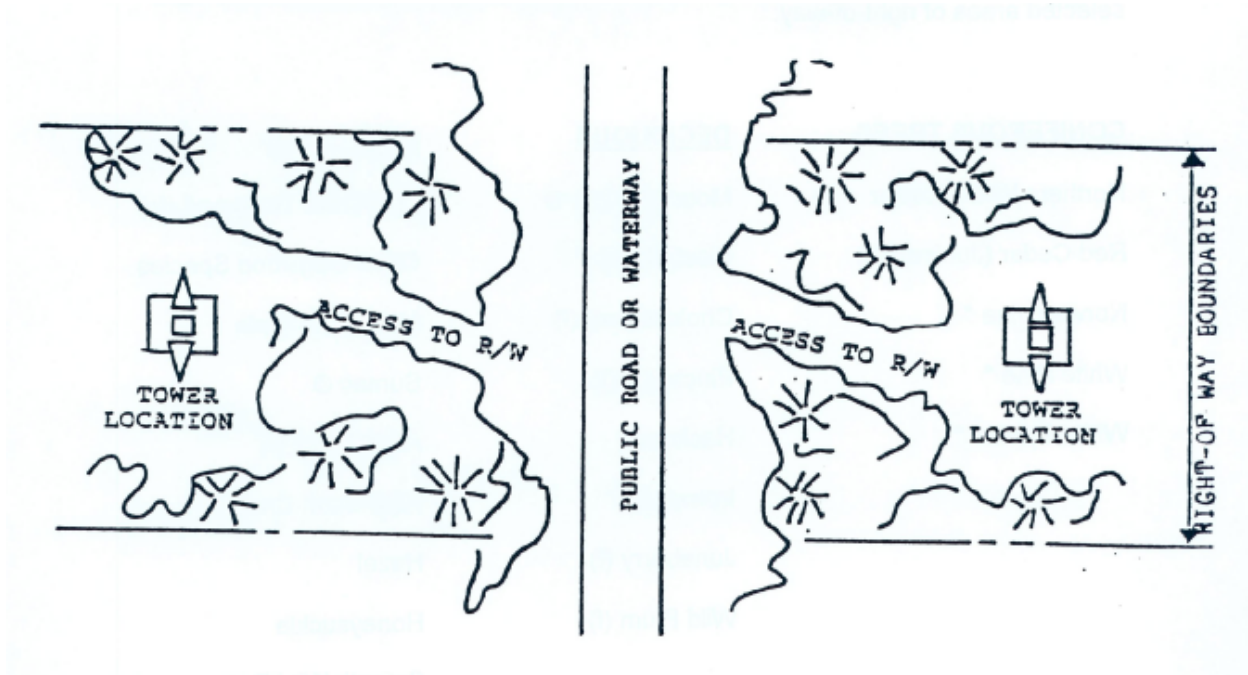
(1) Majority of shrub species listed are beneficial to white tailed deer and ruffed grouse.

(f) Conspicuous flowering shrub.

© Bright autumn or winter colors (fruit, leaves, or stems).

(\*) Areas within the right-of-way where these trees will be permitted must be approved by the Owner.

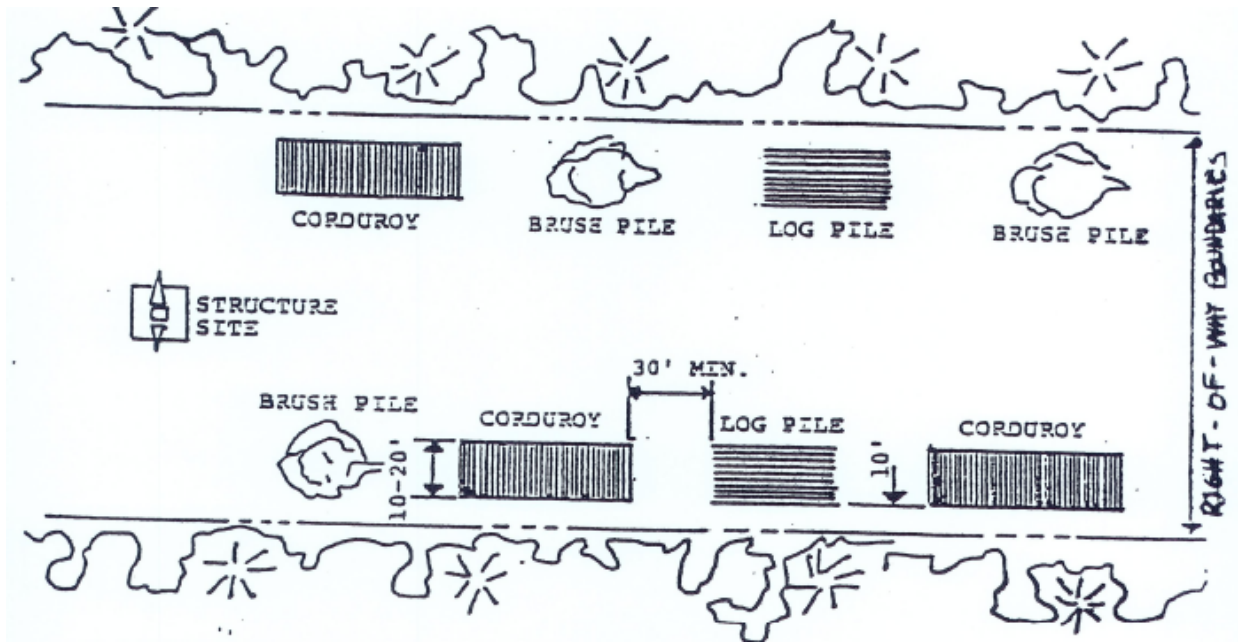
## 4.2. Figure 1 ILLUSTRATION OF SELECTIVE CUTTING



## NOTES:

1. Special instructions for selective cutting of access roads to the right-of-way are outlined in Section 2.2.
2. Cutting procedures for clearing of access roads and tower locations will be designated in the field by an Owner representative.
3. All selective cutting will be supervised by an Owner representative.
4. Length of selective cutting areas will vary depending on topography.

## 4.3. Figure 2 METHODS OF DISPOSAL



## NOTES:

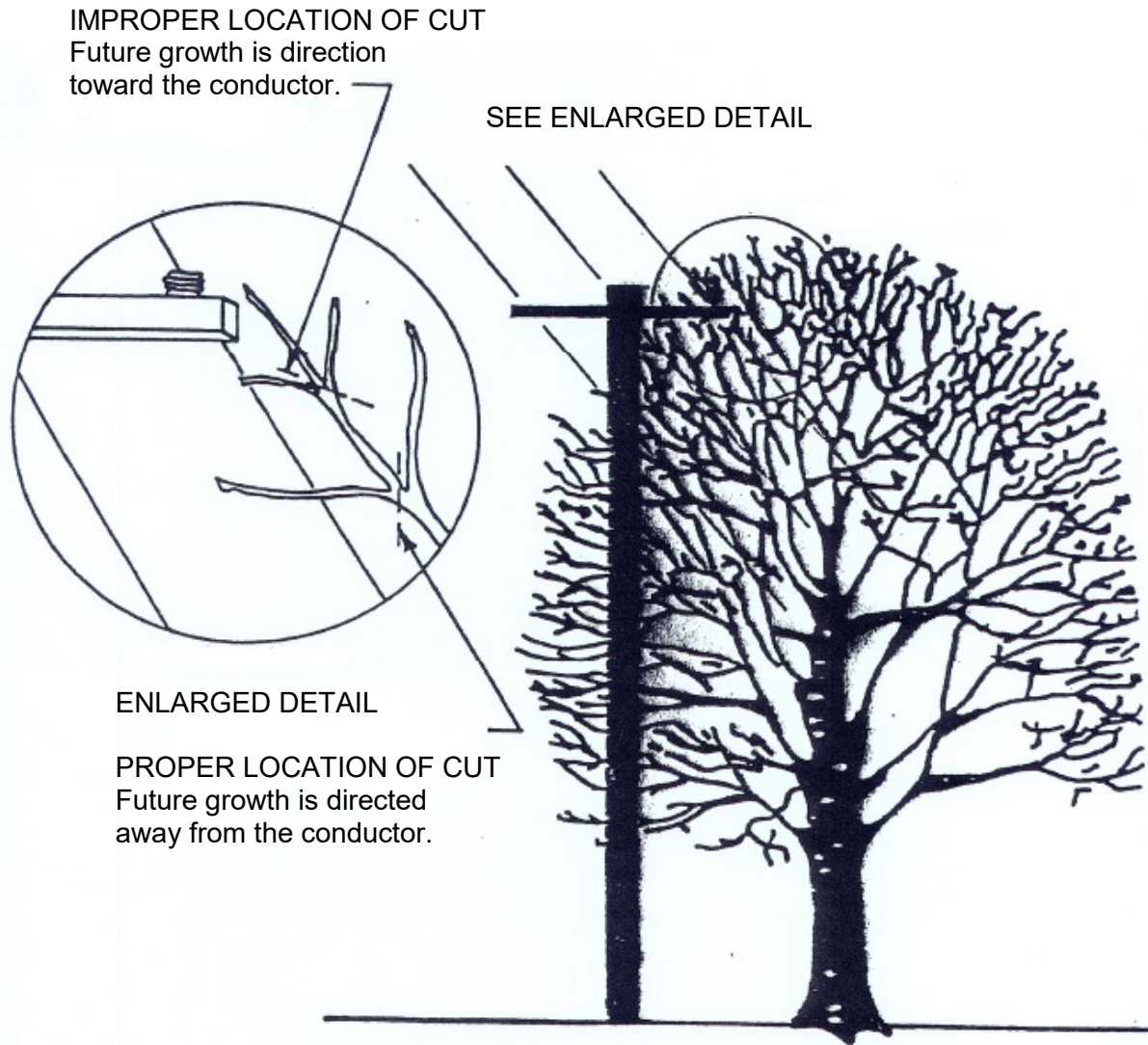
1. No logs, brush, or other material shall be piled within the General Construction Area.
2. When corduroying, all material must be perpendicular to the right-of-way and packed down to a height of 18 inches or less. See Section 2.4.5
3. When disposing of trees in tree lengths or as otherwise specified, the maximum height of the piles must not exceed three (3) feet.
4. Brush piles must not exceed fifteen (15) feet in length by fifteen (15) feet in width by six (6) feet in height.

4.4. REQUIRED MINIMUM TREE CLEARANCE OF CONDUCTORS FOR VARIOUS DISTRIBUTION VOLTAGES

Trimming type	Services to business/residence zero to 600 volts	Secondaries from pole to pole zero to 600 volts	Primary cables 1000 volts to 23,000 volts
Top clearance	1 foot	3 feet	10 feet*
Side clearance	1 foot	3 feet	6 feet
Overhang clearance	1 foot	3 feet	15 feet

\* Remove if possible

4.5. FIGURE 3 DIRECTIONAL PRUNING

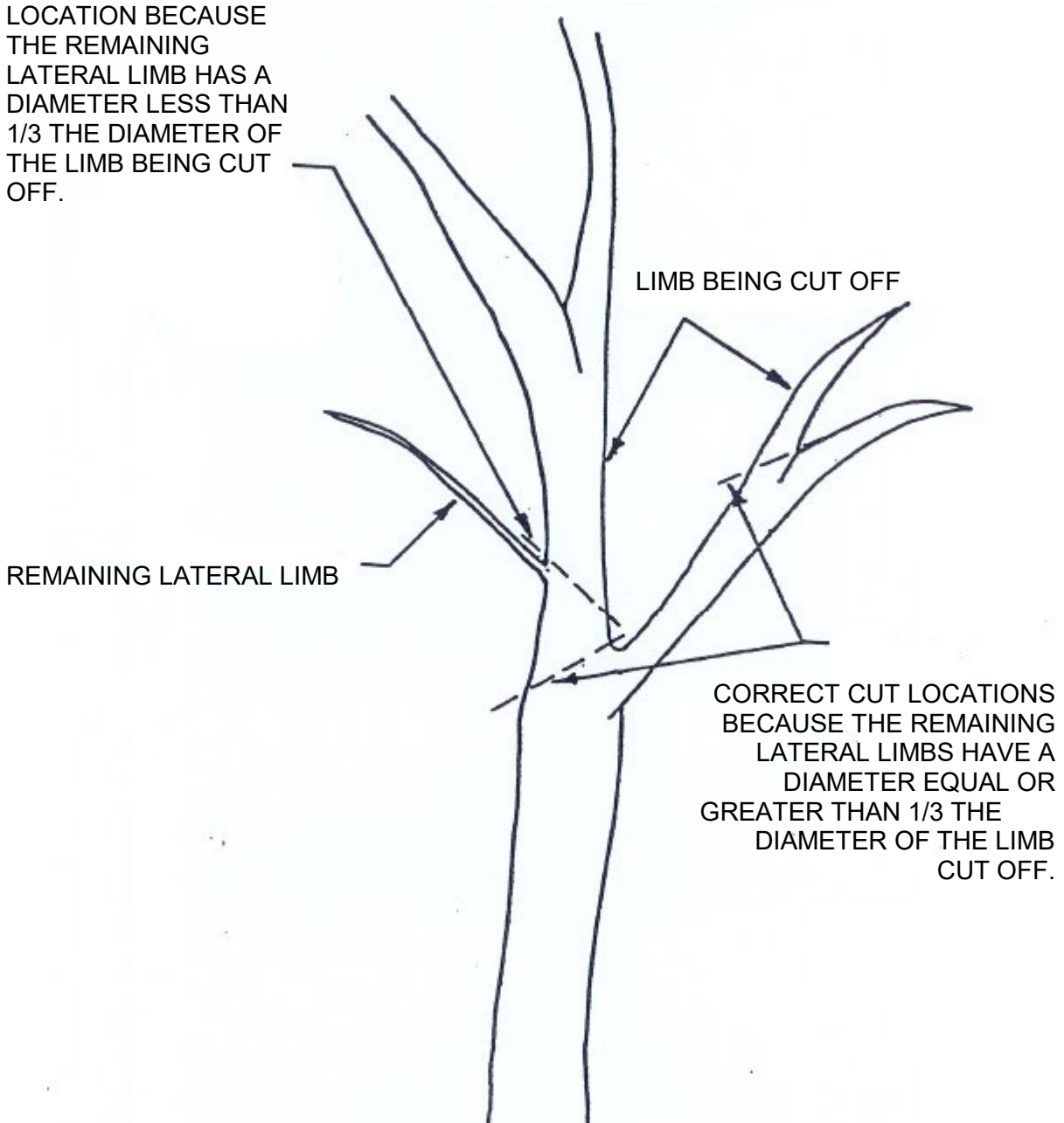


DIRECTIONAL PRUNING

(TO DIRECT GROWTH AWAY FROM WIRES)

### 4.6. PRUNING PROCEDURES

INCORRECT CUT LOCATION BECAUSE THE REMAINING LATERAL LIMB HAS A DIAMETER LESS THAN 1/3 THE DIAMETER OF THE LIMB BEING CUT OFF.



### PRUNING PROCEDURES (CUTS)

## Tree Trimming and Removal Policy

### I. Trimming and Removal at Customer's Request

When a customer requests a tree trimmed or removed, and GRPUC wires(lines) make it difficult for the customer or their contractor to accomplish the work, GRPUC will do one of the following to permit tree trimming or removal:

- A. Temporarily drop the lines while the customer performs their work.
- B. Temporarily reroute the lines.
- C. De-energize the lines.
- D. Trim, top, or cut down tree(s). Prior to performing work, customer will sign a permit slip.

In all cases, the course of action is fully GRPUC's decision, and the customer is responsible for all clean-up and removal.

If the tree(s) do not pose a hazard to GRPUC lines, notify the customer that it is their responsibility, and provide local contractor information if desired.

### II. Trimming and Removal at GRPUC Request

Consult GRPUC maps, or the system coordinator, to determine Right-of-Way or easement locations in relation to the tree(s) in question.

Attempt to notify the property owner:

- A. If you do not contact the owner perform work per the following:  
  
Trim or cut per pruning and removal guidelines, any limbs or trees on city property, or on an easement.  
  
Leave trees or limbs on private property alone, and notify the supervisor of the situation.
- B. If you do contact the property owner, inform them of your intentions, and of the reasons for trimming ( customer safety, and reliability of service ).



Have the customer sign a permit slip, and perform work per your agreement, cleaning up or leaving brush and logs.

If the customer refuses, note their refusal on the permit slip:

1. If the area to be trimmed or removed is on Right-of-Way or on an easement, perform work per pruning and removal guidelines. Remove all debris.
2. If the area is on private property, leave the area alone, and notify supervision.

### III. Emergency Trimming

Tree(s) interfering with providing power shall be cleared as quickly as possible, leaving debris. If the tree was on city property, supervision will coordinate clean up at a later time.

General Pruning and Removal Guidelines

1. Minimum Clearances:

<u>Trimming Type</u>	<u>Services 0 - 600 V.</u>	<u>Main Line Secondaries</u>	<u>Primary Lines</u>
Top Clearance	1'	3'	10' *
Side Clearance	1'	3'	6'
Overhang Clearance	1'	3'	15'

\* Remove if possible

2. Removal rather than prune:

Review each situation using good judgement on removing trees, in order to meet clearance requirements. When in doubt, remove.

3. Refusals:

Document all refusals by property owners, which result in inadequate clearance.

4. Diseased trees:

Handle and dispose of diseased trees in a manner to prevent the spread of the infecting agent, and in accordance with all laws or ordinances.

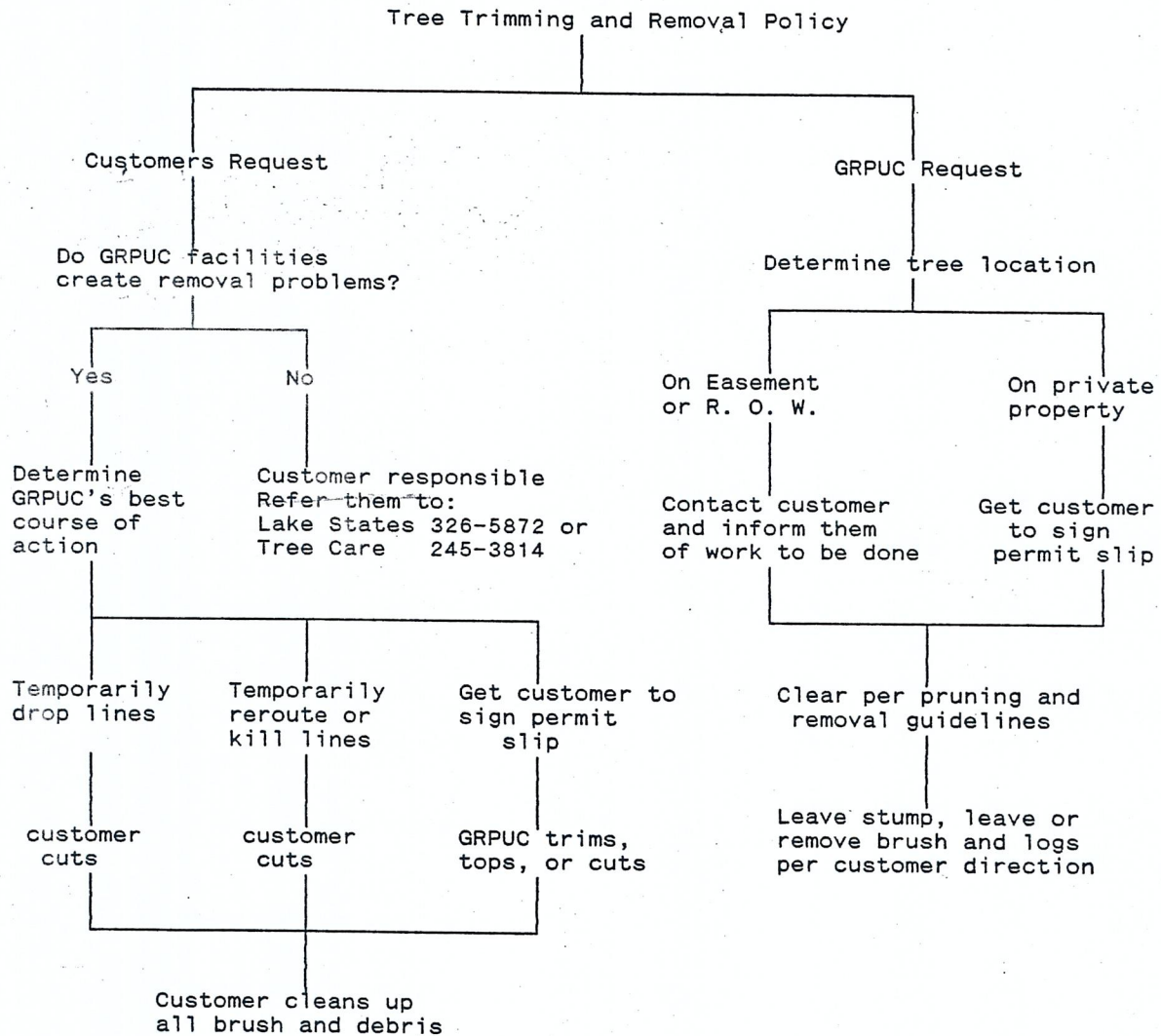
5. Stumps:

Do not leave pointed spikes or stumps of more than 3 inches.

6. Pruning procedure:

A. Use natural pruning or trimming methods. This involves drop crotch pruning, which consists of reducing tops, sides, or individual limbs and avoids cutting back to small suckers.

- B. Use directional pruning or trimming, to direct or train future tree growth or sprouting, away from conductors ( Figure 1 ).
- C. Make cuts immediately above lateral branches, which are no smaller than one third of the diameter of the branches being cut. Cut flush to the parent stem, limb, or trunk, without cutting into the branch collar or leaving any protruding stubs ( Figure 2 ).





## GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

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**AGENDA DATE:** October 26, 2022

**AGENDA ITEM:** Review draft Water Wastewater policy

**PREPARED BY:** Steve Mattson, Water/Wastewater Department Manager

---

### **BACKGROUND:**

GRPU managers continue to draft policies for Commission review. Attached is the Frozen Water Lines policy. This policy has been modernized and establishes the standard for GRPU interactions with customers.

When considering approval of this draft policy, the Commission will also need to consider rescinding portions of the existing all-in-one water operating rules policy. Those parts are: Section 3, part 5 (pages 11 – 12) as well as line 6 of appendix C (page 26).

There will also be additional parts in the existing all-in-one Water Operating Rules Policy that will need to consider to be rescinded, primarily due to dated costs and billing.

Upon feedback from the Commission on the draft policy, a revised policy will be prepared for approval at the November 9 GRPU Commission meeting.

### **RECOMMENDATION:**

Review and comment on draft water wastewater policy.



## COMMISSION POLICY

### Frozen Water Lines

Category: <b>Water</b>	Subcategory: <b>General</b>	Policy Number: <b>5.1.003</b>
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#### Section I - Introduction

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel and to provide GRPU customers the greatest practicable latitude in the use of utilities services consistent with reliable, economical and safe service to all customers. The result of using this policy should be consistent, logical and fair treatment of GRPU customers in regard to water and wastewater discussions.

#### Section 2 – Policy

Upon being notified by a property owner or customer that a water service line is frozen, GRPU will attempt to restore the water service.

If the customer has plastic or a non-conductible service line then special arrangements will need to be made in order to be able to provide the customer with water. GRPU will work on a solution on a case by case basis.

If the customer has a conductible service line then GRPU will attempt to thaw the service line. The customer **MUST** be present in order for GRPU to provide the service. For electrical safety reasons, GRPU personnel will be required to enter the residence to assess the electric situation throughout the thawing process. The customer will also need to watch for flowing water during the thawing process.

GRPU will first attempt to thaw the water service from the public water main to the curb stop on the service line. If thawing this portion of the line restores water service, no charge will be made to the customer. This thawing is allowed one time annually. If additional thawing is required at a later date, see Water and Sewer Ancillary Charges schedule for all applicable costs.

In the event that thawing between the public water main and the curb stop does not restore water service, then the frozen condition is deemed on the customers portion of the service line, see Jurisdictional Boundaries Policy. In this case, the customer will need to pay for thawing their part of the service line. See Water and Sewer Ancillary Charges schedule for all applicable costs.

Once a customer's service line has become frozen, it is imperative that the customer maintains a constant flow of water through the line until GRPU notifies the customer that it is no longer necessary. In this case, the customer will be permitted by GRPU to maintain a constant flow of water and no water usage charge above the customer's average monthly bill will be made. For example, the customer will keep running a small stream of water into a sink. This will be coordinated with a GRPU Customer Service Representative.

Billing will be based on standard GRPU procedures.

Due to many safety concerns involved with thawing water lines with welding equipment, no new thawing jobs will be started within an hour before dusk, during the night, or before 7:00 am. GRPU personnel need to be able to see what they are doing at all times. During the night, traffic control and traffic can put GRPU employees and GRPU equipment at risk. Additionally, running a generator can disturb the peace of the neighborhood.

---

Tom Stanley  
GRPU President

---

Luke Francisco  
GRPUC Secretary

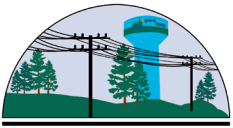
**POLICY HISTORY:**

Adopted: for consideration on November 9, 2022

Revised:

DRAFT





**GRAND RAPIDS  
PUBLIC UTILITIES**  
*Service is Our Nature*

# COMMISSION POLICY Water Operating Rules

Item 4.

Category:  
**Water**

Subcategory:  
**General**

Policy Number:  
5.1.001

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

Adopted: June 15, 2005

Revised: June 1, 2005

April 13, 2022

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## **SECTION i - INTRODUCTION**

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

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

## SECTION ii - DEFINITION

- 1 Customer
- 2 Company
- 3 Water Service
- 4 Point of Delivery
- 5 Public Water System
- 6 City
- 7 Building Official
- 8 Service Agreement
- 9 Notice
- 10 Meter
- 11 Operating Policy

## DEFINITIONS:

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

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

## SECTION I - SERVICE CONNECTION PERMITS

### 1. Scope

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

### 2. Permit Application Procedure

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

### 3. Permit Fees

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

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

4. Service Construction or Connection Permit Procedures

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

5. Services Constructed as Part of a Watermain

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

6. Services to Newly Annexed Property

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

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

## SECTION II - SERVICE CONSTRUCTION REQUIREMENTS

1. Scope

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

2. GRPUC Involvement in Service Construction

2.1 The GRPUC DOES NOT INSTALL WATER SERVICES.

3. Plumber or Contractor Required

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

4. Material Requirements for Water Services:

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

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

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

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

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

5. Construction Requirements:

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

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

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

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



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

## SECTION III - SERVICE OPERATING POLICIES

### 1. Separate Services Required

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

**TO BE RESCINDED (IN RED)**

### 2. Ownership of Water Service Lines

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

### 3. Maintenance, Repair and Replacement of Service Lines

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

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

#### 4. Abandonment and Removal of Service Lines

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

#### 5. Frozen Services

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

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

## SECTION IV - WATER SERVICE METERS

### 1. Initial Installation

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

### 2. Ownership of and Access to Water Meters

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

### 3. Meter Repair

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

### 4. Meter Testing

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

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

5. Meter Replacement

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

## SECTION V - SERVICE CONNECTIONS/GENERAL ISSUES

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

**SECTION VI – BILLING**

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

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

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

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

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

- 5. Disconnection and Reconnection of Services: If Customer service is shut off for non-payment, the amount stated on Final Notice must be paid in full, along with a reconnection charge, before service will be reconnected. Reconnection charges are established by the GRPUC and are found in Appendix C.



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

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

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

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

**SECTION VII -- WATER DISTRIBUTION/GENERAL ISSUES**

1. The GRPUC makes no warranty to its customers regarding continuous service, water quality, constant water pressure or any other condition except as otherwise required by Federal or State law.
2. Other infrequent uses of large amounts of water (such as filling a swimming pool) will be treated in the same manner as construction water. That is, the charge for water provided will be a hydrant meter installation charge plus the normal volume charges for the water used.
3. Any damage done to watermain, valves, valve boxes, hydrants or any other component of the water distribution system will be repaired by the GRPUC (with its own or hired forces). The cost of such repair will be billed to the party or parties responsible for the damage.
4. Repair of Leaks. It is the responsibility of the consumer or owner to maintain the service line from the curb stop to the building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until the appropriate charge has been paid and the water service repaired. At its' discretion the GRPUC may shut off water service if it is determined that damage is likely to result from the leak or if there is a threat to public safety.
5. The GRPUC may prohibit water use by declaring a water emergency measures. After twenty-four (24) hours notice, following broadcast by local radio stations, or immediately after hand-delivered special notice that a "water emergency" exists, it shall be unlawful for the owner or occupant of any property to use water for sprinkling a lawn, washing a motor vehicle, or any other non-essential use not involving private or public sanitation or health. Such water emergency shall continue until further notice by local radio or newspaper.

## SECTION VIII - WATER DISTRIBUTION UNDERGROUND UTILITY LOCATIONS

### 1. General

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

### 2. Water Utility Locations

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

PERMIT # \_\_\_\_\_  
Cross Reference to Street \_\_\_\_\_  
Opening Permit # \_\_\_\_\_

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

Permit Application Fee: \_\_\_\_\_ Received on \_\_\_\_\_ by \_\_\_\_\_

Construction/Connection Fee: \_\_\_\_\_ Received on \_\_\_\_\_ by \_\_\_\_\_

*(Do not write above this line.)*

---

**Application is hereby made to perform the following work:**

(Check all that apply)

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

**Water Service Data:**

Size of existing watermain: \_\_\_\_\_ Material: \_\_\_\_\_

Size of existing curb stop/shut off: \_\_\_\_\_

Size of proposed service: \_\_\_\_\_

Meter size requested: \_\_\_\_\_

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

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

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

The work will start on \_\_\_\_\_ and will be completed by \_\_\_\_\_.

\_\_\_\_\_  
Company/Indiv. Performing Work

\_\_\_\_\_  
Local Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person Phone #

\_\_\_\_\_  
City, State, Zip

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

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

(Do not write below this line)

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

\_\_\_ Approved with standard specifications (see attachments)

\_\_\_ Approved with special specifications (see attachments and notations)

\_\_\_ Denied

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner)

Service Installation Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
(GRPUC Representative)

Meter Installation Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
(GRPUC Representative)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

PERMIT #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

If permit is to construct a new water service:

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

Size of meter: \_\_\_\_\_

Extra meter cost: \_\_\_\_\_

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

Current basic fee \_\_\_\_\_

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

**TOTAL PERMIT FEE:** \_\_\_\_\_

**Appendix B**

PERMIT # \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

The work will start on \_\_\_\_\_ and will be completed by \_\_\_\_\_

Company/Indiv. Performing Work

Applicant (If other)

Address

Address

City, State, Zip

City, State, Zip

Phone

Phone

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

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

Applicants Signature

Date

DO NOT WRITE BELOW THIS LINE

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

\_\_\_\_\_ Approved with standard specifications (see attachments)

\_\_\_\_\_ Approved with special specifications (see attachments & notations)

\_\_\_\_\_ Denied

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Comments: \_\_\_\_\_



**Appendix B cont.**

IMPROVEMENT GUARANTEE

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

Calculate the reconstruction fees as follows:

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

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

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

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

REVIEW AND PROCESSING FEES

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

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

PERMIT FEE: \$ \_\_\_\_\_

TOTAL PAYMENT DUE: \$ \_\_\_\_\_

## APPENDIX C

## FEES

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

**APPENDIX D**

**CURRENT WATER**

**Water Rate Formula**

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

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

Meter Size

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

Meter Size

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

City Water (per thousand gal.)

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

\*Charges calculated are on a per month basis

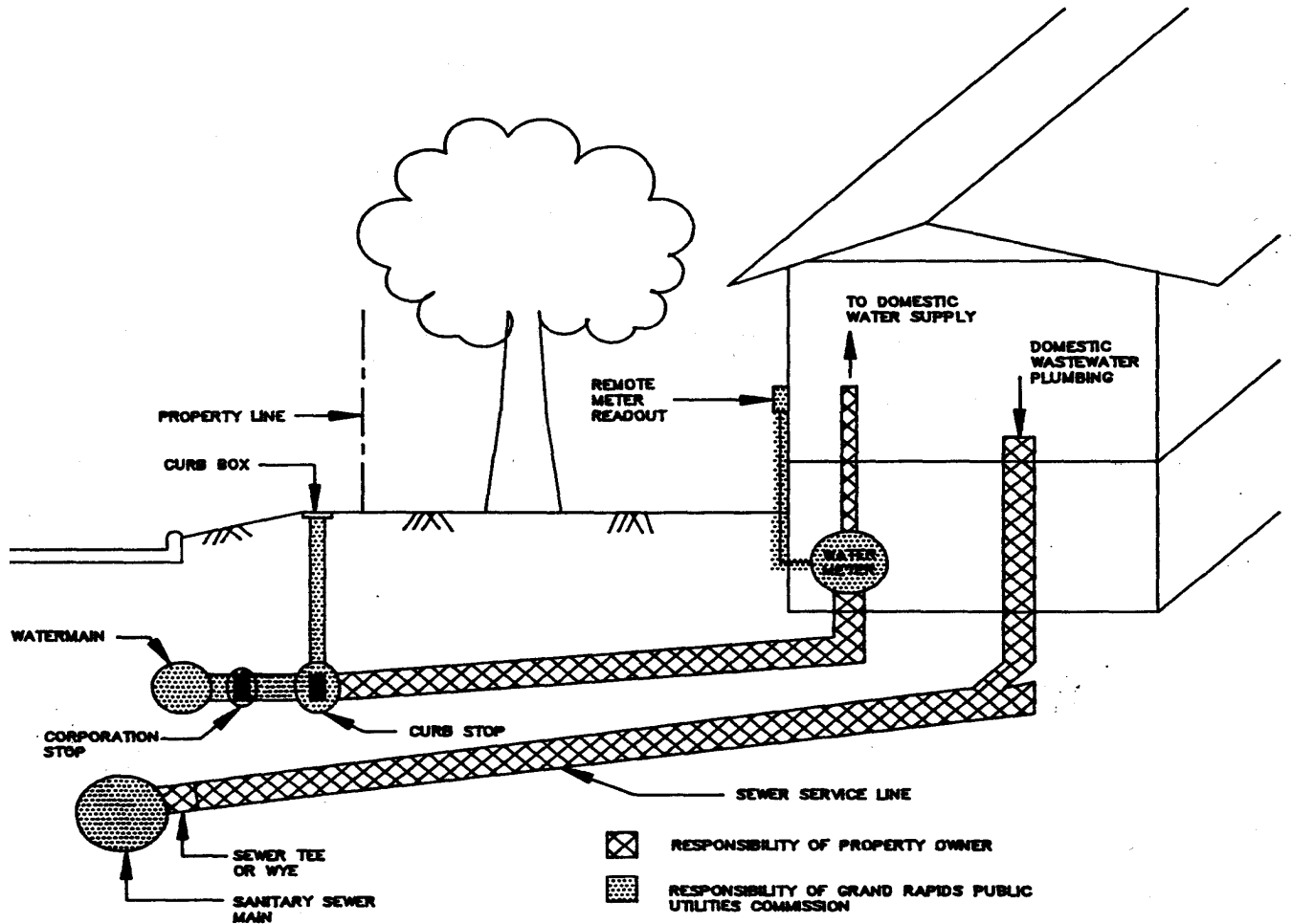
Rural Water Rate (per thousand gal.)

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

\*Charges calculated are on a per month basis

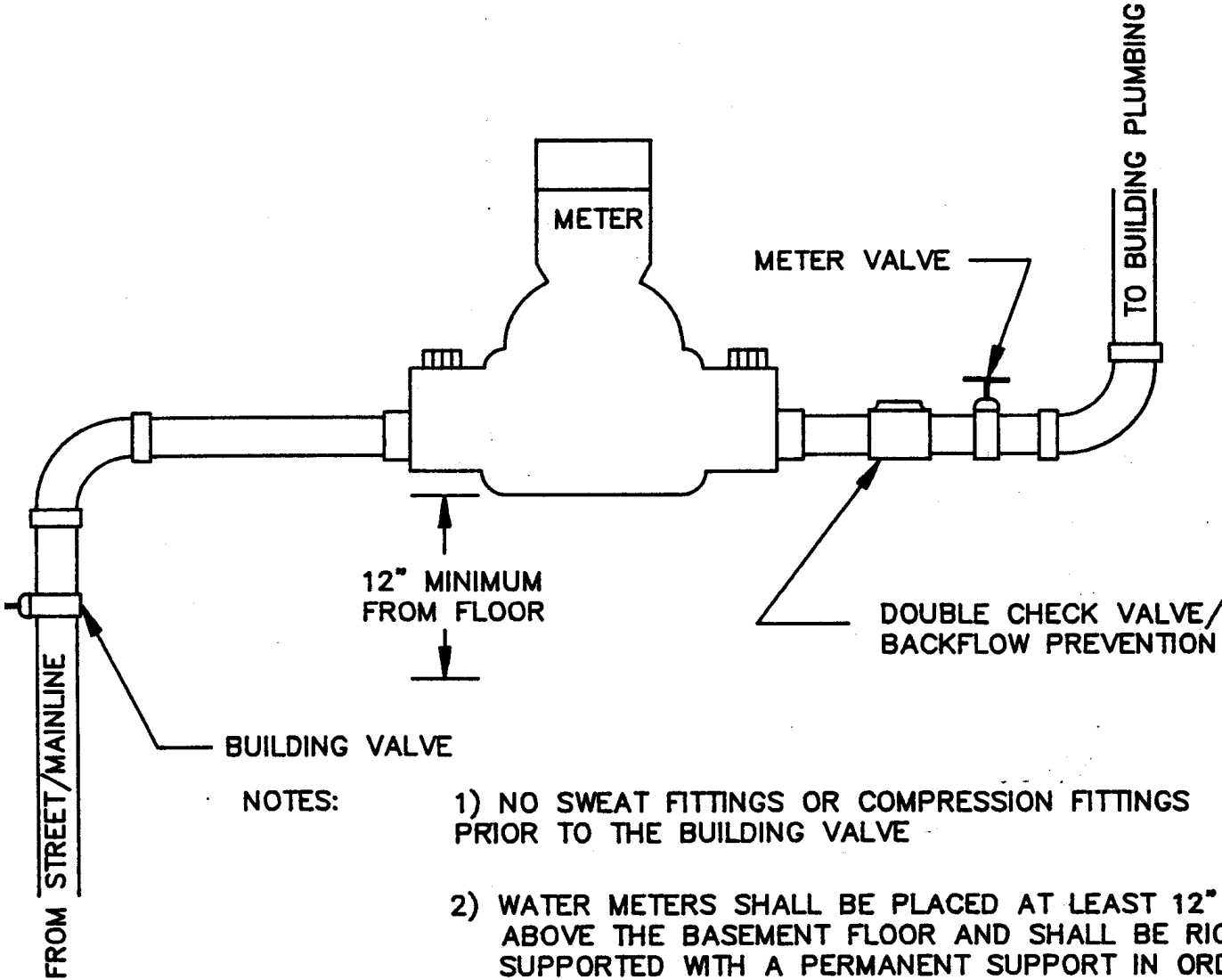
TO BE RESCINDED

Appendix E



TYPICAL OWNERSHIP SKETCH

Appendix F

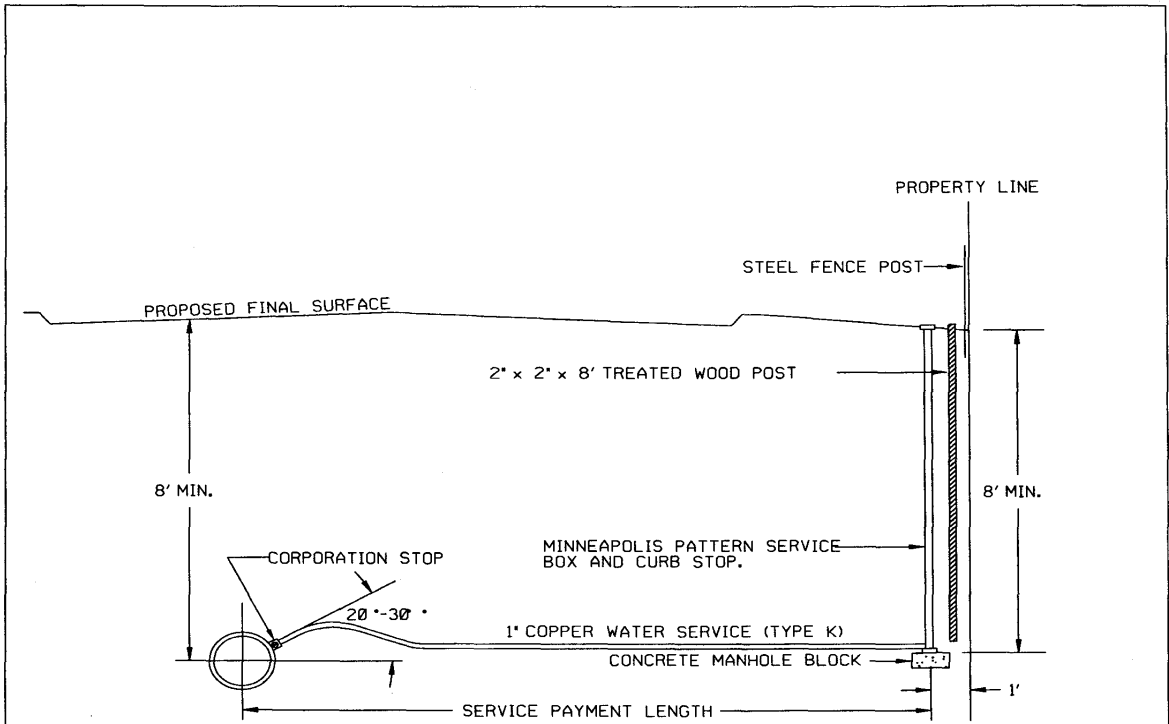


NOTES:

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

TYPICAL WATER METER INSTALLATION

Appendix G



WATER SERVICE PIPE AND FITTINGS

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

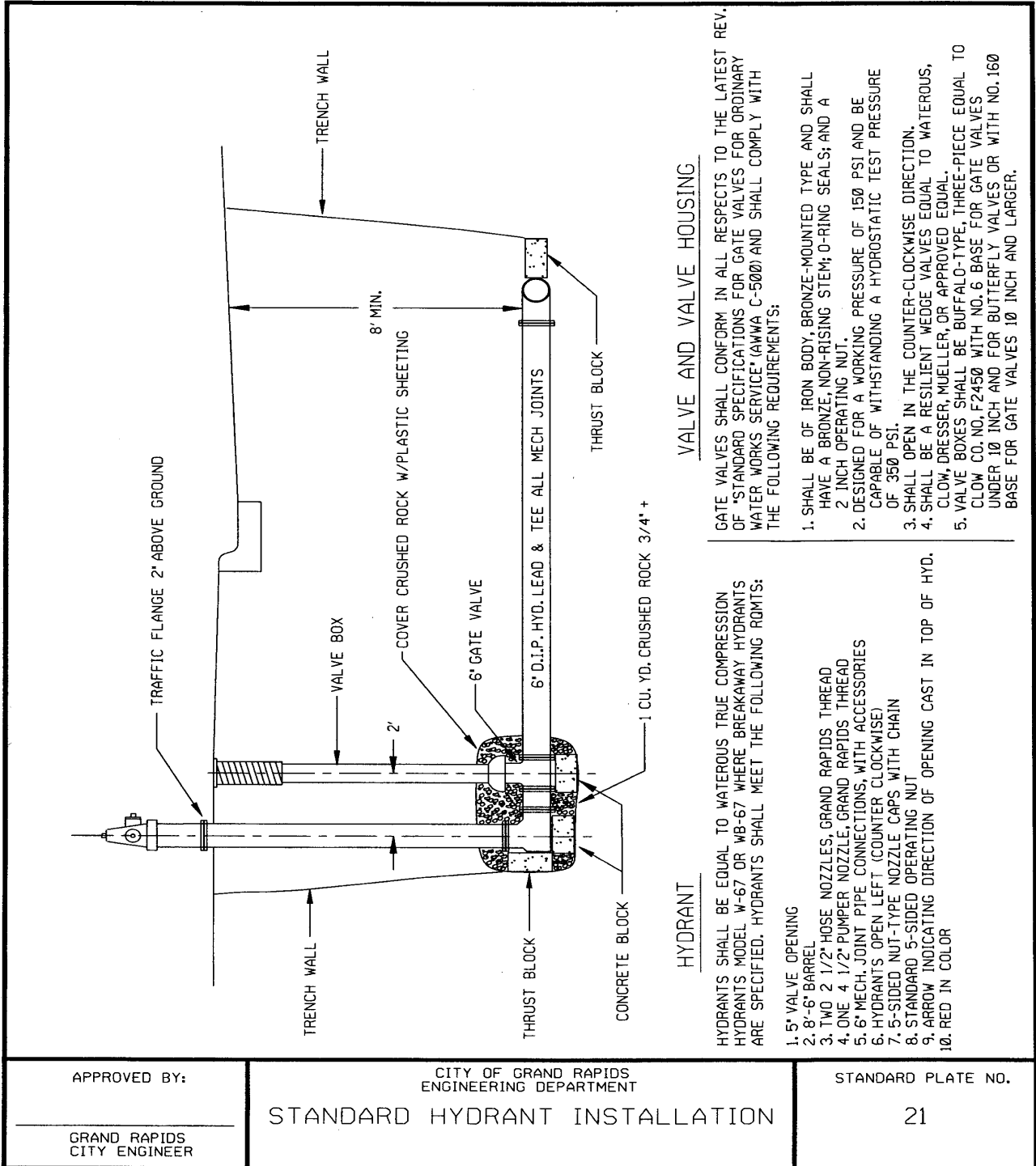
CORPORATION STOPS SHALL BE BEST QUALITY CAST BRASS EQUAL IN QUALITY TO THOSE MANUFACTURED BY MUELLER COMPANY OR FORD METER BOX COMPANY. THE CORPORATION OUTLET SHALL BE BRASS 1/8 BEND FITTING WITH FLARED COPPER CONNECTION.

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

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

<p>APPROVED BY:</p> <p>GRAND RAPIDS CITY ENGINEER</p>	<p>CITY OF GRAND RAPIDS ENGINEERING DEPARTMENT</p> <p>STANDARD WATER SERVICE</p>	<p>STANDARD PLATE NO.</p> <p>22</p>
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# Appendix H



### VALVE AND VALVE HOUSING

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

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

### HYDRANT

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

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

APPROVED BY:

GRAND RAPIDS  
CITY ENGINEER

CITY OF GRAND RAPIDS  
ENGINEERING DEPARTMENT

## STANDARD HYDRANT INSTALLATION

STANDARD PLATE NO.

21