

Subject: Bulk Water Policy
Resolution Number: 2021-54

Approved By: City Council
Effective Date: 05/12/2021

PURPOSE:

The purpose of this policy is to set the procedure for bulk water usage.

SCOPE:

All bulk water supplied to residential and non-residential customers from the water system through hydrants or other connections shall be metered. Utility personnel shall supervise the delivery of non-residential water and the installation/uninstallation of residential bulk water meters.

POLICY:

Bulk water sales are:

1. Water supplied from fire hydrant or residential spigot for purposes such as irrigation or the filling of swimming pools; or,
2. Water supplied from hydrants or other temporary connections for general service type applications.
3. A charge for the volume of water used will be billed to the party using the water as set by ordinance.
4. A deposit for the meter and/or valve will be required for residential use. The deposit collected shall be \$25.00 and will be refunded upon return of the utility's equipment. Damaged or lost equipment will be repaired or replaced at the customer's expense.

PROCEDURE:

The following procedure will be followed:

Non-residential Bulk Water

1. A signed completed application for bulk water shall be completed and returned to City Hall.
2. City Staff will create a Work Order for the Public Works Department
3. Public Works Staff will be responsible for the operating the bulk water meter for non-residential use and tracking the consumption.
4. Public Works Staff will provide City Staff with the bulk water amounts for billing
5. City Staff will bill the applicant per Ordinance 10-2020 Water Rates.

Residential Bulk Water

1. A signed completed application for bulk water shall be completed and returned to City Hall with the required deposit.
2. City Staff will create a Work Order for the Public Works Department.
3. Public Works Staff will contact the property owner to install the bulk meter and document the beginning read.
4. Public Works Staff will uninstall the bulk meter and document final read when the resident is done.
5. City Staff will bill the resident per Ordinance 10-2020 Water Rates.
 - a. Water consumption documented through the bulk meter will be deducted from the residents monthly usage so they are not double billed.

Chad Schmelzer, Mayor

Attest:

Melissa Atkinson, City Administrator/Clerk