

City Of St. Marys  
Ste. Genevieve County, Missouri

BILL NO. 290

ORDINANCE NO. 290

AN ORDINANCE AMENDING AND SUPPLEMENTING  
ORDINANCE NO. 290 BY ESTABLISHING RULES,  
REGULATIONS, RATES, PENALTIES, ESTABLISHING THE  
OFFICES OF WATER COMMISSIONER AND WATER  
SUPERINTENDENT, ALL AS REQUIRED FOR THE MAINTENANCE  
AND OPERATION OF THE WATER WORKS SYSTEM OF  
THE CITY OF ST. MARYS, STE. GENEVIEVE COUNTY, MO.

March - 4 - 1965

Amended August 6 - 1970

See Ordinance No. 318

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 290 BY ESTABLISHING RULES, REGULATIONS, RATES, PENALTIES, ESTABLISHING THE OFFICES OF WATER COMMISSIONER AND WATER SUPERINTENDENT, ALL AS REQUIRED FOR THE MAINTENANCE AND OPERATION OF THE WATER WORKS SYSTEM OF THE CITY OF ST. MARYS, STE. GENEVIEVE COUNTY, MISSOURI.

Whereas, the Board of Aldermen of the City of St. Mary's Missouri, has adopted Ordinance No. 290 establishing charges and rates for the use and service of the water works system of the City; and

Whereas, SAID ORDINANCE WAS PASSED AND approved on the first day of March 1965, for the purpose therein stated, to permit the operation of said water works system when acquired on March 4, 1965; and

WHEREAS, it is now necessary that rules and regulations, the establishment of the offices of WATER COMMISSIONER and WATER SUPERINTENDENT, AND those other requirements to be adopted for the efficient and economical operation of said water works system, and to consolidate the charges and rates established by said ordinance No. 290 in one ordinance which will henceforth govern the operation of said water works system.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. MARY'S, STE. GENEVIEVE COUNTY, MISSOURI, AS FOLLOWS:

SECTION 1. DEFINITIONS OF TERMS USED IN THESE RULES AND REGULATIONS.

- (A) BOX METER: Any approved box or vault for housing of water meters.
- (B) CONSUMER OR CUSTOMER: The corporation, association, or individual being served by or legally using water supplied by the city.
- (C) CONSUMERS INSTALLATION: All pipes, valves, stops, plumbing and contrivances of every kind and nature used in connection with, or forming a part of, the consumer's installation for utilizing water for any purpose, connected directly or indirectly with the corporation stop at the main, whether such installation is owned outright or used under lease or otherwise, by the consumer.
- (D) CORPORATION STOP: A valve which is inserted into the main for the connection of the water supply service pipes in sized up to and including two inches in diameter.
- (E) MAINS (CITY WATER): The system of water pipes, valves, fittings, and equipment used to distribute water through out the area served by the municipal water system. Mains are located on public property or on private property over which easements have been provided.
- (F) MAINS (PRIVATE): Any system of water pipes, valves, fittings, and equipment used to distribute water within the area served by the municipal water system but owned privately by a person or persons.

(G) PLUMBER: A plumber who is qualified to perform the work required for the installation of the necessary piping and fittings for service connections.

(H) PREMISES: The word "Premise" or "Premises", As contemplated in these rules and regulations, is a property which cannot be completely divided in its present utilitarian condition through sale. That is:

1. A building under one roof owned, leased, or occupied by one party as one business or residence; or
2. A combination of residential buildings, or of commercial buildings, leased or occupied by one party in one common enclosure; or
3. The one side of a double house having a solid vertical partition wall; or
4. A building owned by one party having more than one internal division, such as apartments, offices, stores, etc, and which may have a common or separate entrance.

(I) SERVICE CONTROL VALVE: A valve for installation in water service pipes, located at or near the main.

(J) SERVICE CONTROL VALVE BOX: A box or metal housing which encloses, protects, and provides access to the service control valve.

(K) TILE (METER): A vitrified tile especially made for the housing of water meters.

CITY: Whereever the word City is referred to herein, it shall mean the City of St. Mary's Missouri, or its authorized agent.



(L) STOP AND WASTE VALVE: A valve installed at the termination of the water supply service pipe of 3/4" and 1" sizes, and at the beginning of the consumer's plumbing system.

(M) TAP: The drilling and threading of an opening in the main for insertion of a corporation stop.

(N) WATER COMMISSIONER: The water commissioner shall be the duly authorized representative of the City, acting in an executive capacity, all in accordance with the powers and duties as set forth and prescribed herein.

(O) WATER SUPERINTENDENT: The water superintendent shall be the duly authorized representative of the City, acting in a supervisory position of the physical property of the water system, all in accordance with the powers and duties as set forth and prescribed herein.

(P) WATER WORKS COMMITTEE: The committee of the Board of Aldermen, appointed as the executive committee and operation of the water system, having such powers and duties as prescribed herein.

SECTION 2 GENERAL INFORMATION. These rules and regulation will be a part of every application filed with the City, to supply water under the provisions of, and in accordance with the rules and regulations of the City in force from time to time. All persons using water from the mains shall be deemed to have agreed to be bound by the provisions thereof.

**SECTION 3 METERED WATER RATES AND SERVICE::** Connection Charges. The following rates shall be and are hereby established for the use of the water works system and for water supplied by the water works system;

*Amended - Aug 6 1970 "*

RATES: For the first 1,000 gallons used per month \$2.50 3.00  
All gallons used after will be \$ .50 per thousand \$ .50 75¢  
All outside limit users will pay an additional \$ .25 1.00  
.25 per thousand plus \$3.50 MINIMUM

Minimum Monthly Bill; For each service requiring 5/8" or 3/4" meter \$2.50 for each service requiring 1" meter or larger, no charge at the present, 3.00 due on or before the (10th) tenth of the month.

A delayed payment charges of ten per cent (10%) of the amount of the bill. *PER Week* shall be added to all bills not paid within (10) ~~ten~~ days of their date.

Any water user delinquent after (30) ~~thirty~~ days their water will be turned off orders of the City Council. At any time water is to be turn off their will be a penalty of \$2.00 to turn it off and \$2.00 to turn it back on.

The charges for connecting to the water works system shall be as follows:

No service connection shall be smaller than 5/8" or 3/4" and all installation shall be pay by poroperty owner or senter. All installation from the main to the property will by copper only.

Outside Exstention user: Outside exstention user cannot run water to another delling without contacting the City Council. Failure to comply with these provinsion the City will remove meter.

**SECTION 4. APPLICATION FOR TAPS AND SERVICE CONNECTIONS TO THE WATER WORKS SYSTEM:** Any person, firm or copporation, desiring to make a water tap or service cinnection with the water works system, shall file a written application therefore in the office of the water commissioner, upon blank forms to be provided by the City for such purposes, signed by the owner of the property for which such tap or dervice connection is desired, or by the duly authorized agent of such owner, such application shall be accompanied by the payment of the fee herein prescribed, to cover the cost of such service connection; that in the event such application is made service connection; that in the event such application is made by an agent for said owner, then such application shall be accompanied by the written authority of such owner to said agent for the making of said application.

If the applicant is not the owner in fee simple, of the prfises, then a deposit of ~~ten~~ Dollars (\$10.00) shall be applied to any bill delinquent more then Thirty days. Upon disconnection of the water service, any balance of such deposit shall be returned to the applicant without interest.

When the application for said service connection has been filed as herein prescribed, the water commissioner shall furnish the applicant with the necessary meter yoke, meter tile, and cover.



SECTION 5 DISCONTINUANCE OF SERVICE BY CITY.

For violation of any of the rules and regulation of the City by the consumer or for nonpayment of water bills, the right is reserved by the City, after due notice has been given, to discontinue service to the consumer.

SECTION 6. DISCONTINUANCE OF SERVICE BY CUSTOMER, CHANGE OF OCCUPANCY:

When premises are to be vacated or there is a change of owner, occupant, or agent, prompt notice must be given the City. Service may be discontinued by the customer by giving not less than twenty four hours notice to the City during its regular office hours. Final bills for service shall become due and payable at once.

SECTION 7. BILLING AND PAYMENT: Bills will be rendered by the City to the customer monthly in accordance with the applicable rate. Such bills are payable at the office of the City Water Commissioner. Failure of the customer to receive bill shall not, however, relieve him from the obligation of paying the amount owed by him to the City nor shall it be necessary for the City to set aside penalty or discount rules on account of failure of the consumer to receive a bill. It is the intent that the consumer shall call at the office of the City for the statement when not receiving same.

Checks mailed in payment of bills must bear postmark not later than the 12th day after billing date to avoid payment of a penalty.

The City reserves the right to discontinue water service to any premises on account of non-payment of charges of rates, or where the owner or tenant of such premises is guilty of a violation of any provision of the ordinance.

Any customer who is delinquent in the payment of the charges or rates for water service for a period of sixty days shall be notified by the Commissioner in writing that unless such charges are paid within a period of three days, water service to the said consumer's premises shall be discontinued, and the Water Superintendent shall shut off service to said premises, and the service shall not again be turned on until all delinquent charges due the City for water services including penalties and a charge of \$2.00 for turning on said water service and a charge of \$2.00 for turning on said water service, have been paid. In the event that the customer offers to pay the delinquent charge at the time that the water service is proposed to be cut off, the Water Superintendent or his authorized agent, is empowered to accept the payment of said delinquent charges, plus a single penalty charge of \$2.00, and he shall then permit the service to remain in use.

SECTION 8. LIABILITY OF CONSUMER TO PROTECT CITY WATER EQUIPMENT.

All meters and other equipment furnished or installed by the City at its own expense remain the property of the City. (Under no condition shall anyone, except City Employees, disconnect any meter, connect to a meter, or disturb any piping between the meter and the City's distributing system after the meter has been set.) The consumer must at all times properly protect the meter from freezing or warping of the disc by hot water or by other unnecessary damage and will be held responsible for repairs made necessary through consumer's negligence.

SECTION 9. ACCESS TO CONSUMER'S PREMISES:

The City's duly authorized officers and employees shall have access to the consumer's premises at all reasonable hours for the purpose of reading meter, or inspecting and making repairs, installing or removing any or all of its apparatus used in connection with the rendering of service to the consumer. ~~REFUSAL WILL RESULT IN THE DISCONTINUANCE OF WATER SERVICE~~ *TO SAID CONSUMERS PREMISES.*

SECTION 10. CONSUMER'S RESPONSIBILITY.

The consumer assumes all responsibility for the water service upon the consumer's premises from the meter, and for the service pipes apparatus and plumbing used in connection therewith.

SECTION 11. INDEMNITY TO CITY.

THE CONSUMER WILL INDEMNIFY, SAVE, HARMLESS AND DEFEND the City against all claims, demands, cost or expense, for loss, damage, or injury to persons or property in any manner directly or indirectly growing out of the transmission and use of water by the consumer from consumer's service pipes or installation.

SECTION 12. LEAKS IN CONSUMER'S INSTALLATION.

The consumer shall keep his service pipes free from leaks at all times. Where a leak appears in a consumer's installation, allowing water to escape that does not register, the City shall give the consumer written notice thereof and the consumer shall immediately proceed to repair such service pipe. Should same not be repaired within forty-eight hours after written notice has been given consumer, the City may discontinue the service by closing the corporation stop. The cost of excavating and shutting off such service shall be paid by the consumer, or by the owner of the property before service will be restored. If, in the judgment of the City, any leak on the consumer's installation is of such nature as to endanger public safety or constitute a nuisance, or is the source of the waste of any considerable amount of water, the City may cut off or discontinue such service without previous notice to the consumer and shall not restore service until such leak is repaired.

SECTION 13. CROSS CONNECTIONS.

No physical connection will be allowed between a service line from the mains of the City and any private water system, pipe or tank which shall have contents of a polluted or otherwise questionable character or which is not a water supply approved by the Missouri Division of Health. Should such a cross connection be found, the City, after giving the consumer a 24-hour notice of its intention, will discontinue service to the consumer in question, unless all physical connections between the two water supplies have been severed.



SECTION 14. CONTINUITY OF SERVICE.

The City reserves the right at all times, without notice to customers to shut off the water in a main for the purpose of making repairs or extensions, or for any other necessary purpose, and all persons having boilers or tanks within their premises depending on the pressure from the main to keep them filled, are hereby cautioned against danger of collapse. It is the intention of the City to notify its patrons of the necessity of shutting off the main supply, but an emergency may, at times, not permit taking the time to do so.

SECTION 15. SEPARATE PREMISES TO HAVE SEPARATE SERVICE.

Separate premises must have separate service pipe installation and shall be separately metered. In no case shall a consumer extend his service pipes or plumbing across a street or alley or to an adjacent property in order to furnish service to such adjacent property even though such adjacent property be owned by the same party.

Where water is to be supplied to several parties in apartments, offices or stores, all located in a single building and supplied through one service, the City will contract with only one party for the supply and he shall be responsible to the City for the payment of the water bills.

SECTION 16. WATER LINES PROXIMITY TO SEWERS.

WATER LINES SHALL NOT be installed in same trench with sewers. Service pipes should be at least 10 feet horizontally from and at a higher elevation than a parallel sewer line. That wherever a water line crosses a sewer line, no water joint or fitting shall be closer than six feet horizontally to a sewer joint and the vertical clearance between the water line and the sewer line shall be not less than 3 feet. Where compliance with these rules cannot be followed, the State Division Health should be consulted.

SECTION 16A. DISINFECTION.

All new or repaired pipe lines shall be flushed and disinfected before being placed in use. Water containing at least 50 ppm of chlorine should be allowed to stand in the line for 8 hours after which there should be at least 25 ppm residual chloring remaining.

The "recommended specifications for disinfection of Potable Water Mains" of the Department of Public Health and Welfare of the State of Missouri as specified in Bulletin E.26, dated August, 1954, page 35 to 38, inclusive, shall be complied with and the same are made a part of this ordinance and section by reference.

SECTION 17. ABANDONED SERVICE PIPES.

In case a consumer having a connection with the mains should desire to abandon same, consumer shall uncover and expose the corporation stop so that employees of the City may turn it off and if deemed advisable, saw off the outlet threads.

SECTION 18. CHECK VALVES FOR TWO OR MORE INTERCONNECTING SERVICES.

When any premises are supplied through two or more interconnecting water service pipes, each pipe shall be equipped with a check valve near the meter outlet so set that water can flow into the premises but no water can flow out.

SECTION 19. CORPORATION STOPS, CURB STOPS, VALVES, ETC.

(A) CORPORATION STOPS: Single or multiple corporation stops will be used to supply services or private mains up to and including two inches in diameter. Gate valves will be used to supply services or private mains over two inches in diameter. Connection of services between 1 $\frac{1}{4}$ " and 2" to the city main shall be through 1" corporation stops with branch connections making an angle of 45 degrees to the main.

On 1 $\frac{1}{4}$ " services, one 1" corporation stops will be required;

On 1 $\frac{1}{2}$ " services, two 1" corporation stops will be required;

On 2" services, three 1" corporation stops will be required;

On 3" services, a 4" connection at the main and a 4" valve will be required. Services 4" and over shall have same size connection as the service.

(B) SERVICE CONTROL VALVES.

Where required, valves of wheel, non-rising stem gate valves, stop cock or plug type may be used. They shall consist of approved standard make, and shall be housed in approved type service or roadway valve boxes.

? (C) METER YOKE.

A copper meter yoke with stop valve shall be installed in the meter tile which will be located at or near the customer's property line. The yoke is to be furnished by the City but is to be installed by the customer's plumber.

(D) STOP AND WASTE VALVE:

When the service line is extended into the building, an inverted cone, round way bronze stop and waste cock of an approved pattern shall be installed on the service pipe at or immediately beyond the point where the service pipe enters the building, and it shall be provided with a suitable wrench or extension handle to make it accessible at all times for readily turning off or on by the occupant of the building or by the City's employees.



SECTION 20. SERVICE PIPES.

(A) PIPES SIZE AND TYPE OF MATERIAL. The service line from the main to the property line must be installed in accordance with the City regulations. No service line shall have an inside diameter less than  $3/4"$ . All service pipes of  $1\frac{1}{2}"$  or less in diameter shall be of U.S. Gov't. specification type K copper tubing, 2" services may be of copper or cast iron. Those 2" in diameter must be of cast iron, meeting the latest accepted specifications of the American Water Works Association, Class 150.

(B) COPPER SERVICE PIPE: SPECIFICATIONS-METHOD OF INSTALLATION. Specifications for copper service pipe shall be as follows;

Outside Diameter, Inches	$3/4"$	1"	$1\frac{1}{4}"$	$1\frac{1}{2}"$	2"
	.875	1.125	1.375	1.625	2.125
Wall thickness, Inches	.065	.065	.065	.072	.083
Weight per foot, Pounds	.641	.839	1.040	1.360	2.060

The connection of the copper service pipe to the corporation stop shall be made by the use of an approved adapter fitting. The pipe shall be laid to provide for earth settlement and for contraction and expansion through arching or bending to form an expansion loop in the form of a half "S" bend and shall contain at least 6" of excess material to provide for settlement and flexibility. No coupling of any type will be permitted between corporation stop and curb stop where distance is less than 60 feet.

(C) DEPTH TO BE INSTALLED. All service pipes shall be placed at least 3 feet below the finished grade.

(D) SERVICE LINE TO BE LAID AT RIGHT ANGLE TO BUILDING.

The service line must be laid out to the main at right angles to the face of the building at the point where the service line intersects the face of the building. Service lines to buildings without basements must be laid from the main through a meter box in front of the building, and at right angles to the face of the building. From this point between the meter box and the front of the building, the service line may be offset to pass the building in a line parallel to the side of the building, inside the property line and as close to the building as practicable. In case such procedure does not allow the service line to approach the main at right angles, special instructions must be obtained from the City by the plumber.

SECTION 21. TAPPING OF MAINS

(A) APPLICATION FOR TAP. All taps are made by the city after proper application for service by customers or their authorized agents, as provided herein. The City shall be given at least 24 hours notice in advance of the time a tap is to be made.

(B) SERVICE PIPE TO BE INSTALLED BEFORE TAP WILL BE MADE. ~~Therexifexx~~

The service pipe, and meter yoke, must be installed before tap will be made by the City. The service trench shall not be backfilled until after the tap has been completed and the installation has been approved by the City.

(C) MAIN TO BE EXPOSED-SIZE OF EXCAVATION.

The main must be exposed at the tapping point, and the tap excavation must be of sufficient size to allow the tapper to attach and operate the tapping machine, and must be free from mud and water. It should be so located that the corporation stop can be inserted at a point in the premises to be supplied. If the tapper finds the main not ready when he calls to make the tap, the City must be notified again of readiness before the tapper will call.

(D) CHARGE FOR TAPPING.

If the main is not found ready for the tapper after being notified to make tap, an additional charge of \$2.00 will be made for each additional trip required.

(E) TAPS-NOT TO BE MADE FOR VACANT LOTS.

Taps will not be made for vacant lots, or in advance of building requirements. Plans and specifications must accompany application for tap when requested by the City.

(F) BACKFILLING SERVICE LINE TRENCH.

All service line trenches on or across any street, alley public thoroughfare or driveway shall be backfilled in the following manner:

(1). Portion on or across improved or surfaced areas. All trenches on or across any improved or surfaced street, alley, public thoroughfare or driveway shall be kept to the narrowest width practical for the installation of the service line. All excavated material shall be removed and disposed of and the trench shall be backfilled with sand or other approved granular material and the surface shall be replaced with the same type of material as the existing surface. If the surface is bituminous material it shall be replaced with a minimum thickness of four (4) inches of an approved bituminous patching material thoroughly compacted, so as to provide a smooth surface.



SECTION 21. (CONT.)

(2) Portion of trench on or across any shoulder, parkway or unsurfaced area. All that portion of the trench outside of the surfaced area of any street, alley, thoroughfare or driveway, shall be backfilled with the excavated material, if satisfactory, in layers of six (6) inches, each layer being thoroughly compacted with a tamper having a surface area of not more than sixty-four (64) square inches and weighing not less than ten (10) pounds. After the trench has been completely backfilled as provided herein, all excess and unsatisfactory material shall be disposed of and the area of operations shall be cleaned and addressed. Sand or granular material may be used for backfilling this area without tamping to within six (6) inches of the surface, the balance of the trench to be backfilled with earth in the parkway and grassway areas and with crushed stone or earth in the other areas.

SECTION 22. METER INSTALLATIONS

(A) SIZE AND TYPE OF METER.

All meters which are to be used for the measuring of water consumed shall be furnished by the City. When requesting the installation of any such meter, the consumer will be required to furnish information as to the amount of his contemplated water demand and the City shall then determine the proper type and size of meter to be installed. Except in special cases, the supply of water through each water service shall be recorded through one meter. Unless otherwise determined, meters with inlet and outlet opening up to two inches, ~~xxx required that the City shall determine the type to be used, except when~~ inclusive, may be of the disc type, When meters with openings two inches or larger are required the City shall determine the type to be used, except when used on fire protection services, in which case special type meters prescribed by the City installed with full size meter bypass, equipped with a wheel operated gate valve, and with wheel operator meter control valves at inlet and outlet of meter. On services two inches to six inches, inclusive, there shall be installed between the meter and outlet valve a test tee having a two inch flanged wheel gate valve.

(B) METER LOCATIONS-METER BOXES-TILE, ETC., SETTINGS: All meter boxes or meter tile are to be placed at or near the property line and are not to be installed within the customer's premises unless special circumstances warrant it. No meter may be placed outside City limits.

A permanent meter box of brick or concrete for large size meters or 18" x 3' vitrified clay or precast concrete meter tile with iron frame and cover shall be installed at a depth that the top of the cover is approximately at ground level.

The meter yoke to be installed in the tile, shall place the meter not less than 15" nor more than 18" below the top of the cover.

(C) CUSTOMER TO PROTECT METER. Customers must take necessary precautions to prevent pipes and meters from freezing in cold weather and must keep the meter boxes free from water at all times.



SECTION 22 (CONT.)

(D) METERING OF SERVICES FOR FIRE PROTECTION. Water services installed to supply stand pipes and sprinkler systems for fire protection only, will be subject to metering and other regulations and complete specifications for proposed work distribution system will be made. Unmetered fire protection services shall be installed in such a manner that all outlets subject to sealings will be exposed and easily accessible for inspecting of seals at any time. No connections for any other purpose whatever will be permitted to unmetered fire services.

(E) METER READING CONCLUSIVE- EXCEPTION. The customers shall be liable for the water consumption as shown ~~by the meter~~ by the meter whether used, wasted or caused by leakage or otherwise, provided that whenever the City shall find any meter not registering, then an average bill may be rendered based at the option of the City on either the nearest preceding three (3) months' average use, when in good order or based on the same month of the preceding year if seasonable use. Whenever the City shall have reason to believe that the meter is not registering correctly, then should such average bill prove to be incorrectly estimated, either by actual test or by actual water consumption after being replaced by a correct meter, then such bill so rendered shall be revised to conform to the same,

(F) TESTING OF METERS. The city, at its expense, will make periodic tests and inspections of its meters in order to maintain them at a high standard of accuracy, and will make a test of the accuracy of any water meter, free of charge, upon request of a customer provided that it has not been tested within twelve months previous to such request.

Any meter registering not more than 2% fast or slow shall be considered satisfactory as to accuracy requirements.

(G) SERVICE CHARGE FOR TESTING ON CUSTOMER REQUEST.

A customer may, giving not less than one week's notice, request the City to test the meter serving his premises. In case the period of time since it was last tested is less than twelve months, the City will require the customer to deposit an amount to cover the reasonable cost of the test as follows:

SIZE OF METER	AMOUNT OF DEPOSIT
1 in. or smaller	<del>\$5.00</del> 10.00
Larger than 1 in.	<del>\$15.00</del> 10.00

This deposit will be returned if the meter is found to register more than 2% fast. The customer will be notified not less than five days in advance of the time and place of the test. A customer shall have the right to require the City to conduct the test in his presence, or in the presence of his representative. A written report giving the results of the test will be furnished to the customer within ten days after completion of the test.

Should the customer not be satisfied with the test made by the City he may request the meter to be sent to the M.U. School of Engineering at Columbia, Mo. for such a test, with the cost of this test to be borne by the customer if found accurate within the 2% limits. If not found to meet these requirements, the expense will be borne by the City.



SECTION 22 (CONT.)

(H) METER REPAIRS. The City will maintain and repair its meters at its own expense, except should a meter be damaged by freezing, hot water or otherwise, due to negligence of the customer, the cost of such repairs shall be charged to the customer.

(I) PLUMBER TO NOTIFY CITY IF NECESSARY TO BREAK SEAL. Plumbers shall notify the City whenever it is necessary to break any seal attached to a water meter or water service. Unauthorized persons shall not tamper with any seal attached to a water meter, or water service, nor shall such persons connect, disconnect, take apart, or in any manner change or cause to be changed or interfere with the action, regulation, or registration of a water meter. Any meter so tampered with will be removed for test and repairs at the expense of the consumer or property owner.

(J) MOVING METERS. Any customer whose service meter is now located within any building of his premises may make arrangements for moving said meter to a location which would comply with article (B) of this Section. He shall file in writing with the City a request for moving said meter, which request shall designate the location to which the meter is proposed to be moved. Upon receipt of such a request, the water commissioner shall examine the proposed location, and if found to comply with this ordinance, (he shall issue a written permit for the meter relocation and shall furnish the applicant with a meter yoke, meter tile and cover, without charge.) The applicant shall furnish all other labor, material and equipment required for moving the meter, and when all the necessary piping has been completed for the actual installation of the meter to its new location and inspect the piping and work.

The City's authorized representative who moves the meter and inspects the piping and work shall make a notation on the request which has been filed by the applicant, the date that the meter was moved and comments on his inspection. No meter shall be moved outside City limits.

(K) CHARGE FOR MOVING METER. The charge for moving of meter and making ~~the~~ the inspection shall be the sum of two (\$2.000 Dollars. If the service line or piping is not ready for moving the meter, or is found unsatisfactory upon inspection, there shall be an additional charge of two (\$2.00) dollars for each additional service call required.

SECTION 23. WATER MAIN EXTENSIONS. Upon the application of any person or persons, firms or corporations, prospective customers of the City Water Works System for the extension of water mains or other improvements necessary to give water service to said applicants, the said extensions shall be made in the following manner:

(1) GENERAL. No extensions of water mains shall be made using pipe smaller than 4" in diameter. The actual size of the main required shall be determined by the City Engineer and shall conform to sound engineering practice. The only exception to sound engineering practice. The only exception to extending any mains smaller than 4" inside diameter shall be in those locations where a larger sized pipe than exists at the present time would serve no useful purpose. The engineer's recommendation shall be final and binding, subject to the review by the engineer of the Department of Public Health and Welfare of the State of Missouri.



SECTION 23 (CONT.)

(2) EXTENSIONS WITHIN THE CITY LIMITS. All extensions requested within the City limits shall be made on the basis of extending without charge the existing mains of the city a distance of 50 feet for each consumer applying for service. The length of the main to be extended without charge shall be determined by the total number of applicants residing either within or without the corporate limits. The cost of any additional extension requires shall be advanced by the applicants.

Said advance shall bear no interest and shall be refunded to said applicants on the basis of  $33\frac{1}{3}\%$  of their monthly water charges, said refund to be made annually computed on the billing made from and including January to December or any fraction thereof. Where consumers are connected to such extendedlling who reside outside of the corporate limits the refund basis listed under "EXTENSIONS OUTSIDE CORPORATE LIMITS" shall apply.

(3) EXTENSIONS OUTSIDE OF CORPORATE LIMITS. All extensions required outside of the corporate limits shall be made on the basis of extending the existing mains of the City a distance of 50 feet for each customer applying for service. Any portion of said extension lying within the City limits, shall be considered as a necessary part of the extension, and the applicants shall not be given any additional credit.

Upon the application of any person or persons, firms or corporations, prospective customers of the City Water Works System for the extension of water mains or other improvements beyond the corporate limits of the City, said extension shall be made by the City upon deposit by said applicants of the estimated cost of said extension, said costs to include engineering, supervising, and inspection. Upon completion of the construction of said extensions, the applicants shall be either refunded the difference between the amount of their deposit and actual construction cost or shall pay the additional amount if the extension costs exceeded the amount of deposit, said additional amount to be paid to the City, prior to placing the said extension into service.

All persons, firms or corporations who have advanced funds (without interest) for making the extensions outside of the corporate limits shall be refunded only from the additional connection charge provided for in section 3 of this ordinance. Such refunds shall be made only from service connection charges collected by the City for service connections made to the main extension for which the applicant has advanced the construction costs and such refunds shall continue to be made until the actual amount of the funds advanced have been repaid to the applicant or applicants.

However, if the extension outside of the corporate limits is an extension of an extension in the corporate limits on which construction advances are still due, then no refunds shall be made to any customer outside of the corporate limits until such time that all refunds have been made for construction advances on the extension within the corporate limits on the particular extension referred to herein, with the said additional connection charge fee also being used to retire the said construction advances.

However, customers outside of the corporate limits shall be credited with the  $33\frac{1}{3}\%$  of the monthly water charges collected within the corporate limits on those extensions toward which any portion of construction advances have been refunded from additional charges made for connections outside of the corporate limits.

No refund shall be made from any portion of the monthly water charges for customers residing outside of the corporate limits and such refunds shall only continue to be made until all construction advances have been repaid.

In each instance, whether in or out of the corporate limits, parties who have made construction advances, shall also be given credit for 50 feet of main for each additional service connection made to the extension in question.



(4) SPECIAL CONDITIONS. The Board of Alderman shall have the right to enter into agreements which would cover special conditions not covered by this ordinance. Subdivisions, housing and industrial developments would come under this heading.

The Board of Alderman shall also have the right to authorize extensions to be constructed by individuals, firms or corporations at their own expense or with their own employees, providing that the materials and workmanship meet the requirements of this ordinance. Such extensions shall be furnished to any main or service which has not been inspected and accepted.

Refunds made to individuals, firms or corporations who have made extensions at their own expense or with their own employees, shall be the actual cost of making such extension and shall contain no profit or overhead.

SECTION 24 COMPLAINTS. All questions and complaints should be made promptly at the water department of said City in order that investigation and information can be properly given. The City will make a full report to the consumer in all such immediately. All employees of the City are strictly forbidden to demand or accept any tip, gratuity or other personal compensation.

SECTION 25 DANGEROUS USE. The City shall have the right to refuse water service, or to discontinue water service, without notice at any time to any consumer if the City finds any apparatus or appliances that the operation of which will be detrimental to the water system of the City or to any or all of its consumers. Standpipes, hydrants, gate valves and any other apparatus that cause water hammer or any danger to the water system or other customers plumbing shall be immediately repaired or removed upon notice from the City, or at its option that City may immediately discontinue service, without notice and without any liability for direct or resulting damages therefrom.

ELECTRIC GROUND WIRES. All persons, firms and corporations are strictly forbidden to attach any electric groundwire to any plumbing or water piping which is or may be connected to any water service pipe, water meter, or water main belonging to the City. The City will hold the owner of the premises responsible and liable for any damage to the property or injury to the employees of the City caused by such ground wire. Any and all owners and consumers shall remove any existing ground wires immediately upon written notice from the City. If not so disconnected after five days' written notice, the City, through its officials, may enter the property and remove such ground wires and the consumer shall pay all costs.

SECTION 26 SHORTAGE AND PURITY OF SUPPLY. The City shall not be held responsible for, or in any manner liable to any person, company, consumer, or public body, for any claim or damage either direct or resultant because of any shortage of water supply, any shutoff of water for any reason, any bursting or leakage of either the consumer's or City's mains, pipes and fixtures, any pollution or impurity in water supply, or any fire or water damage.



SECTION 27. NON-COMPLIANCE OF RULES AND REGULATION. If any consumer fails to comply with any of the rules and regulations in force, the City shall notify the consumer of such failure. If the consumer does not remedy same, as the rules provide and within a reasonable time the City shall have the right to discontinue service. Except in case of non-payment, emergency, necessity, or as otherwise provided, the City will not discontinue service for violation of any rule until five days after notice has been given and the violation has not been remedied.

SECTION 28. FIRE HYDRANTS. All public fire hydrants with gate valves, teels, and connections form the main, inside of the City limits, shall be owned maintained and used only by the City who shall be solely responsible for same. Use of water from fire hydrants by contractors and others shall be only upon permission by the City and after approved application to the City.

The City shall not be held liable and will not assume any responsibility for the condition of any fire hydrant inside or outside of City limits, or the pressure or amount of water obtainable there from, or any damage either direct or resultant because of the condition, pressure, or amount of water available at any fire hydrant.

All public fire hydrants outside of the City limits owned by the City will be maintained in as good order as reasonably possible, but the City will not undertake or assume any responsibility or liability for their condition or use or abuse. Such public fire hydrants shall be used only for the purpose of extinguishing fires except when the City may issue a special permit for their use to contractors who shall then be responsible for the hydrants and the use of water from them.

SECTION 29. USE OF SERVICE COCKS AND VALVES. The City will not allow the use of any meter service cock or any gate valve in the street, belonging to the City, by any plumber, consumer, or other person, to shut off or turn on water supply. In case it is desired to have the City shut off or turn on water for the convenience of any plumber, consumer, or other person, then One Dollar (\$1.00) shall be paid for each trip required for such turn off and turn on, plus the bill for any water that may be used or wasted. No consumer, plumber, or other person, shall make any connection, addition or changes to any main or pipe belonging to the City.

SECTION 30. WATERWORKS COMMITTEE. The waterworks committee shall consist of one alderman from each ward in the City appointed by the Mayor from the members of the Board of Aldermen. This Committee shall be re-appointed at the same time that all other committees are appointed by him as provided by law.

It shall be the duty of the Waterworks committee to act in an executive capacity for the maintenance and operation of the waterworks system and so far as practical, the water commissioner and water superintendent shall confer with the committee on all matters of a special nature not specifically covered by their authorized powers and duties as detailed herein.

The water commissioner and the water superintendent shall at all times make all records and information available to them upon request, and the waterworks committee shall at all times have full access to any part of the water system, files or records.

In case of an emergency, this committee shall be empowered to take whatever steps are necessary and authorize such expenditures as may be required to keep the waterworks system in operation. The committee shall report in detail all such emergency action at the next regular meeting of the Board of Aldermen.

YSECTION 31. WATER COMMISSIONER. The office of water commissioner is hereby established as an appointive office of the City with the method of appointment term of office, compensation, powers and duties, bond and responsibilities, to be as herein provided.

1. APPOINTMENT. The mayor shall appoint the water commissioner, said appointment to be confirmed by the Board of Aldermen, in the same manner as provided by law for other appointive offices of the City.

2. TERM OF OFFICE. The term of office of the water commissioner shall be on an annual basis commencing with his appointment and expiring on December 31st next; provided however, that unless he is notified by or before November 1st preceding the expiration date, that his services will be no longer required, then his term of office will be extended automatically for another year.

3. COMPENSATION. The compensation of the water commissioner shall be the amount of ~~\$2,000.00 per year~~, and shall be paid from the water works maintenance account. *\$100.00 per week*

4. POWERS AND DUTIES. The powers and duties of the water commissioner shall be as follows:

(A) The water commissioner shall be the custodian of all the records of the Water Department, and it shall be his duty to see that all such records are properly cared for and preserved at all times.

(B) ENFORCEMENT OF PROVISIONS OF THIS ORDINANCE. It shall be the duty of the Commissioner to enforce all the provisions of this ordinance under his jurisdiction.

(C) REPORTS. He shall submit, in writing to the Board of Aldermen at each regular meeting, but not oftener than once each month, a report on the following.

- (1) Total number of customers.
- (2) Amounts billed and collected previous month.
- (3) Number of new customers during past month.
- (4) Violations of any provisions of this ordinance and action taken.
- (5) Repairs, additions and alterations made to the water system.
- (6) Construction, maintenance and operation expenses incurred during previous month.
- (7) Recommendations.

(E) INVENTORY. The Commissioner shall at all times keep an inventory of all materials, equipment and supplies on hand, and shall make a written report of such inventory to the Board of Aldermen at the end of each fiscal year. Such inventory shall be brought up to date monthly and shall be available at all times for inspection. All information required by the Commissioner for maintaining said inventory up to date, shall be furnished by the water superintendent who shall be responsible for the accuracy of his reports.



SECTION 31 (CONT.)

(F) RESPONSIBILITIES. It is the intent that the water commissioner shall be responsible for the proper maintenance of the clerical and financial records of the water department, and all applications, requests and complaints shall be filed with him. He shall see that all amounts due the City for water service are properly billed and that all errors in billing are corrected by him on subsequent billing. He shall have full authority to make all reasonable emergency expenditures necessary to provide for the satisfactory maintenance and operation of the water system. He shall order any and all materials and supplies. Those required for maintenance and operation of the physical plant of the water system shall be ordered upon the written request of the water superintendent. Insofar as practical, such emergency expenditures shall be made with the approval of the Waterworks Committee.

(G) DEPOSIT OF RECEIPTS IN PROPER ACCOUNT. He shall see that all sums received for service, or deposits, are deposited to the credit of the proper accounts and that all sums required to be deposited or transferred to the various accounts as provided by this or other Ordinances are made.

(H) APPROVAL OF INVOICES, STATEMENTS AND PAYROLL. He shall prepare all necessary payrolls for any employees other than those who are appointed by the Board of Aldermen at a fixed salary. It shall be the duty of the Water Commissioner to arrange for the reading of the meters of all customers of the City, arranging, insofar as practical, that the customer's meter readings be taken in such a manner so as to cover one month's service, he shall arrange for a notation to this effect to be made on the customer's billing.

All meter reading personnel are to be instructed to note the condition of all service connections, meter boxes, valves, hydrants and any other portions of the system or violations of this ordinance. The Water Commissioner shall notify the Water Superintendent in writing, of any needed maintenance, repairs and replacements which have come to his attention by the meter reading operation or which have been reported to him by customers. A duplicate file copy of such notifications shall be maintained by the Commissioner, on which shall be noted the date when such maintenance, repairs or replacements were made and any other pertinent data reported to him by the Water Superintendent. He shall check and approve all invoices, statements or billings against the water department and submit them regularly to the Board of Aldermen for payment.

(I) BOND. The Water Commissioner shall furnish a surety bond in the amount of FIVE THOUSAND DOLLARS (\$5,000.00), written with an approved registered surety company doing business in the State of Missouri, conditioned upon the faithful performance of his duties as provided by this ordinance. Said bond shall protect the City against loss or damages which might be caused by his negligences or malfeasance in office.

The premium for said bond shall be paid by the city out of the water maintenance account.



## SECTION 31 (CONT.)

(J) RESIGNATION. The City Water Commissioner may resign from his office by giving the Board of Aldermen sixty (60) days written notice of his intention so to do. During the said sixty (60) days, he shall advise and instruct his successor in the proper and necessary performance of the duties of the office. Resignation due to physical disability or ill health shall exempt the Commissioner from the provisions of this section.

Any expenses or damages suffered by the City due to the Commissioner failing to give the proper notice of failing to reasonably instruct and advise his successor, shall be deemed collectable upon proper proof before a court of law and he shall be held liable for the payment of such expenses or damages, under his bond.

(K) DISCHARGE. The Board of Aldermen by a two thirds (2/3) majority vote, may discharge the Water Commissioner before the expiration of his term of office. Reason for such a discharge shall be either gross negligence of his duties or malfeasance in office.

## SECTION 32

WATER SUPERINTENDENT. The office of Water Superintendent is hereby established as an appointive office of the City with the method of appointment, term of office, compensation, powers and duties, bond and responsibilities, to be as herein provided.

1. APPOINTMENT. The Mayor shall appoint the Water Superintendent, said appointment to be confirmed by the Board of Aldermen, in the same manner as provided by law for other appointive offices of the City.

2. TERM OF OFFICE. The term of office of the Water Superintendent shall be on an annual basis commencing with his appointment and expiring on December 31st next; provided however, that unless he is notified by or before November 1st preceding the expiration date, that his services will be no longer required, then his term of office will be extended automatically for another year.

3. COMPENSATION. The compensation of the Water Superintendent shall be the amount of ~~\$275.00~~ per month, and shall be paid from the Water Works Maintenance account. *100<sup>00</sup> per week*

4. POWERS AND DUTIES. The powers and duties of the Water Superintendent shall be as follows:

(A) The Water Superintendent shall be the custodian of all the physical property of the Water Department and it shall be his duty to see that all such property is properly cared for and preserved at all times. He shall arrange for the storage in a suitable place of all reserve equipment, materials and supplies. When the rental or acquisition of property is required, to provide for such storage or housing facilities, the terms and conditions of such rental or acquisition of property shall be approved by the Board of Aldermen.

(B) INSTALLATION OF CORPORATION COCKS OR CONNECTIONS FOR WATER SERVICE.

It shall be the duty of the superintendent or his authorized representative to make all connections with the water works system of the city in the manner as provided for herein, and he shall note on the application the date and time when such connections have been made, the materials and equipment which have been furnished by the city for said connection, and the date when said connection was inspected and approved.

(C) IT shall be the duty of the Water Superintendent to arrange for the proper maintenance of the Water Works System, said maintenance operation shall include but not be limited to the following:

1. Operate and maintain the water treatment plant and water facilities of the city as may be necessary for the proper operation of the water system.
2. Make arrangements for periodic check of the fire hydrants connected with the water system to reasonably insure their proper operation.
3. He shall arrange for making a systematic check of all gate valves in the water works system to insure that each is functioning properly. This check shall be carried on in a systematic manner to insure that all the valves in the system are checked for proper operation at least once in every two years. He shall instruct the personnel performing such checking operations that the valves shall be opened and closed slowly, to prevent damage to the water mains.
4. He shall provide for adequate reserve supplies and materials, filing a written order with the Water Commissioner for ordering such reserve supplies and materials.
5. He shall recommend to the Waterworks Committee from time to time such changes or additional improvements and or equipment which he deems necessary for the proper maintenance and operation of the waterworks system.
6. He shall cooperate with the Water Commissioner in all matters required for the smooth and efficient functioning of all the departments of the water system and shall furnish the Water Commissioner all the information necessary for the compilation of the reports and inventories which are required to be made by the water Commissioner.

(D) RESPONSIBILITIES. It is the intent that the Water Superintendent shall be personally responsible for the proper maintenance and operation of the physical plant of the water system and he shall have full authority to make all reasonable emergency expenditures necessary to provide for adequate and satisfactory maintenance and operation of the water system. Insofar as practical, such emergency expenditures shall be made with the approval of the water works committee, however, when such approval cannot be obtained rapidly enough to prevent public inconvenience or hazard, he is authorized to take any steps necessary to correct such emergency conditions, either temporarily or permanently, including the procurement of additional services, labor, equipment and materials which may be required to maintain adequate service.



SECTION 32 (CONT.)

(E) BOND. The Water Superintendent shall furnish a surety bond in the amount of One Thousand Dollars (1,000.00), written with an approved registered surety company doing business in the State of Missouri, conditioned upon the faithful performance of his duties as provided by this ordinance, said bond shall protect the city against loss or damages which might be caused by his negligences or malfeasance in office.

The premium for said bond shall be paid by the city out of the water maintenance account.

(F) RESIGNATION. The City Water Superintendent may resign from his office by giving the Board of Aldermen sixty (60) days, he shall advise and instruct his successor in the proper and necessary performance of the duties of the office.

Any expenses or damages suffered by the city due to the Superintendent failing to give the proper notice or failing to reasonably instruct and advise his successor, shall be deemed collectible upon proper proof before a court of law, and he shall be held liable for the payment of such expenses or damages, under his bond.

(G) DISCHARGE. The Board of Aldermen by a two thirds (2/3) majority vote, may discharge the Water Superintendent before the expiration of his term of office, reason for such a discharge shall be either gross negligence of his duties or malfeasance in office.

SECTION 33 PENALTY Any person, firm or corporation who shall violate any of the provisions of this ordinance shall be subject to a fine of not less than \$3.00 nor more than \$200.00.

SECTION 34 REPEAL. All ordinances or part of ordinances inconsistent or conflicting herewith or insofar as the same are inconsistent or conflicting are hereby repealed.

SECTION 35 THIS Ordinance shall be known as Ordinance no 290, and shall take effect and be in full force ten days after its legal passage, approval and due publication if required by law.

ADOPTED March 3, 1965.

APPROVED March 4, 1965.

*Signel*  
(Signed)

*Hubert L. Morge*  
MAYOR.

ATTEST:  
(Signed)

*James R. Shwenk*

City Clerk

(SEAL)