

## **SECTION 4.**

## **USER RULES AND REGULATIONS**

### **4.01 GENERAL.**

The rules, regulations, and sewer rates of the District hereinafter set forth shall be considered a part of the contract with every person, company or corporation who is connected to or uses the District sewer system and every such person, company or corporation by connecting with the sewer system shall be considered as expressing his or their assent to be bound thereby. Whenever any of said rules and regulations, or such others as the District may hereafter adopt, are violated, the use of service shall be shut off from the building or place of such violation (even though two or more parties are receiving service through the same connection) and shall not be re-established except by order of the Commissioners and on payment of all arrears, the expenses and established charges of shutting off and putting on, and such other terms as the Commissioners may determine, and a satisfactory understanding with the party that no further cause for complaint shall arise. In case of such violation, the Commissioners furthermore, may declare any payment made for the service by the party or parties committing such violation, to be forfeited, and the same shall thereupon be forfeited. The right is reserved to the Commissioners to change the said rules, regulations, and sewer rates from time to time as they may deem advisable; and to make special rates and contracts in all proper cases.

The following rules and regulations for the government of licensed plumbers, sewer users and others, are hereby adopted and established.

#### **4.02    PLUMBERS.**

No plumber, pipe fitter, or other person will be permitted to do any plumbing or pipe fitting work in connection with the sewer system without first receiving a license from the State of Wisconsin and obtaining inspection permit and approval of connections from the District. Permission from the District will include an inspection permit and approval of the connection. All service connections to the sewer main shall comply with State plumbing code.

#### **4.03    USERS-MANDATORY HOOK-UP.**

- (a) The owner of each parcel of land adjacent to a sewer main on which there exists a building usable for human occupation or in a block through which such system is extended, shall connect to such system within 90 days of notice in writing from the District. Upon failure to do so, the District may cause such connection to be made and bill the property owner for such costs. If such costs are not paid within thirty (30) days, such notice shall be assessed as a special tax lien against the property, however, that the owner may within thirty (30) days after the completion of the work file a written option with the Commissioners stating that she/he cannot pay such amount in one sum and ask that there be levied in not to exceed ten (10) equal annual installments and that the amount shall be so collected with interest at prime rate plus two percent per annum from the completion of the work, the unpaid balance being a special tax lien, all pursuant to Section 144.06, Wisconsin Statutes.

b) In lieu of the above, the Commissioners at its option may:

(1) Impose a penalty for the period that the violation continues, after ten (10) days written notice to any owner failing to make a connection to the sewer system of \$150.00 per quarter payable quarterly for the period in which the failure to connect continues, and upon failure to make such payment said charge shall be assessed as a special tax lien against the property, all pursuant to Section 144.06.

(2) Commence court action to require connection to the District sewers and to impose such other penalty as this ordinance provides.

(c) This Ordinance ordains that the failure to connect to the sewer system is contrary to the minimum health standards of the District and fails to assure preservation of public health, comfort, and safety of the District residents.

#### **4.04 PRIVATE SYSTEMS PROHIBITED.**

The maintenance and use of septic tanks and other private sewage disposal systems within the area of the District serviced by its sewer system are hereby declared to be a public nuisance and a health hazard. The use of septic tanks or any private sewage disposal system within the area of the District serviced by the sewerage system shall be prohibited.

#### **4.05 APPLICATION FOR SEWER SERVICE.**

No unauthorized person shall uncover, make any connections with, or opening into, use, alter, or disturb any sewer main or appurtenance thereof without first obtaining a written permit from the District.

There shall be two (2) classes of building sewer permits: a) for residential and commercial service, and b) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the District. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the District. A permit and inspection fee of \$100.00 for a building sewer permit shall be paid to the District at the time the application is filed. Interior plumbing inspections will be required at the same time as installation and connection to the public sewer. This interior inspection and fee will be handled through the Pittsfield Sanitary District No. 1. Any industry, as a condition of permit authorization, must provide information describing its wastewater constituents, characteristics, and type of facility.

The applicant for the building sewer permit shall notify the District at least three (3) days in advance of the date when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the District or their representative.

All building sewer permit work shall be performed by a licensed plumber, inspected and approved by the District interior plumbing inspector.

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the District. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Society of Testing Materials Standard Specifications for Sewer and Water Construction in Wisconsin, latest edition, and Wisconsin Administrative Code shall apply.

#### **4.06    LATERAL COSTS.**

Persons attaching to a sewer main shall have the lateral from the sewer main installed at his or her own expense. Tapping the main shall be controlled by the District (see paragraph 4.15) but associated tapping costs shall be paid by person(s) requiring sewer connection.

#### **4.07    TAP PERMITS.**

After sewer connections have been introduced into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, unless the party ordering such tapping or other work exhibits the proper permit for the same from the Commissioners.

**4.08    USER TO KEEP IN REPAIR.**

All users shall keep their own service pipes in good repair and protected from frost, at their own risk and expense, and shall prevent any unnecessary overburdening of the sewer system. The service pipe shall be defined to be the building drain and building sewer pipe extending from the interior drain of the building to the sanitary sewer main.

**4.09    BACKFLOW PREVENTOR.**

All sanitary floor drains shall have a backflow prevention valve in new construction installed at the owner's expense.

**4.10    USER USE ONLY.**

No user shall allow others or other services to connect to the sewer system through his or her lateral.

**4.11    VACATING OF PREMISES AND DISCONTINUANCE OF SERVICE.**

Whenever premises served by the system are to be vacated, or whenever any person desires to discontinue service from the system; the Commissioners must be notified in writing. The owner of the premises shall be liable for any damages to the property of such damage which may be discovered having occurred to the property of the system other than through the fault of the system or its employees, representatives, or agents. Whenever premises served by the system are to be demolished, the lateral located on the owner's property shall be removed and

suitably capped at the property line. The costs associated with this lateral demolition shall be borne by the owner.



#### **4.12    USER TO PERMIT INSPECTION.**

Every user shall permit the Commissioners or their duly authorized agent, at all reasonable hours of the day, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains, and sewer connections operate; and they must at all times, frankly and without concealment, answer all questions put to them relative to its use, all in accordance with this Ordinance and applicable state statutes and codes.

#### **4.13    UTILITY RESPONSIBILITY.**

It is expressly stipulated that no claim shall be made against the District or acting representative by reason of the breaking, clogging, stoppage, or freezing of any service pipes; nor from any damage arising from repairing mains, making connections or extensions or any other work that may be deemed necessary. The right is hereby reserved to cut off the service at any time for the purpose of repairs or any other necessary purpose, any permit granted or regulations to the contrary notwithstanding. Whenever it shall become necessary to shut off the sewer within any portion of the District, the Commissioners shall, if practicable, give notice to each and every consumer within the District, of the time when such service will be shut off.

#### **4.14    EXCAVATIONS.**

- (a) In making excavations in streets or highways for laying service pipe or making repairs, the paving and the earth removed must be deposited in a manner that will occasion the least inconvenience to the public.
- (b) No person shall leave any such excavation made in any street or highway open at any time without barricades; and during the night, warning lights must be maintained at such excavations.
- (c) In refilling the opening, after the service pipes are laid, the earth must be laid in layers of not more than nine (9) inches in depth, and each layer thoroughly compacted to prevent settling. This work together with the replacing of sidewalks, base course and paving, must be done so as to make the street as good, at least, as before it was disturbed, and satisfactory to the Commissioners.

#### **4.15 TAPPING THE MAINS.**

- (a) No person, except those having special permission from the Commissioners or persons in their service and approved by them, will be permitted, under any circumstances to tap the mains or collection pipes. The kind and size of the connection with the pipe shall be that specified in the permits or order from the Commissioners to ensure that new sewers and connections to the sewer system are properly designed and constructed.
- (b) Pipes should always be tapped springline to springline, and not within six inches (15 cm) of the joint, or within 24 inches (60 cm) of another lateral connection. All service connections to mains must comply with State plumbing

code. Service connections to an existing sewer main shall be made by means of a saddled wye or specially adapted tee. Connections to existing tees or wyes shall be made with an approved bonded rubber.

#### **4.16    INSTALLATION OF HOUSE LATERALS.**

All service pipes (laterals) on private property will be installed in accordance with the State of Wisconsin Administrative Code. There shall be only one building connected to a lateral unless waiver is obtained from the District.

#### **4.17    EXTENSIONS.**

The District may extend sewer mains to a new person(s) in accordance with the following charges and the following conditions:

- (a) When an extension main is required by the prospective user, said person shall make an application for such an extension in writing to the Commissioners by filing a written application. After the filing of such an application, the District Engineer shall first determine the logical location of the next manhole or manholes. Next, the District Engineer shall design the extension, taking into consideration the prospective demands for service, the capacity of downstream facilities, and the orderly development of the particular area and obtain all local and state approvals. No extension shall be made for a distance less than to the next manhole. All sewer extensions shall be constructed in compliance with local and state laws, ordinances, and regulations.
- (b) The person who requests the extension shall pay the entire cost of said extension including the manhole or manholes that are part of the extension. If more than one user is involved, the entire cost shall be divided among these users, as they mutually agree to. Prior to design of the sewer extensions, the person(s) requesting the extension shall escrow money in the District's banking

institution a dollar amount equal to the estimated project design costs. This money will not be refunded if the project does not proceed to construction. Prior to the District signing contracts for the project construction, the person(s) requesting the extension shall escrow in the District's banking institution a dollar amount equal to the construction, administration, staking, and inspection cost for the project. If there is no mutual agreement, the District may assess all cost to the users in accordance with state statutes.

**4.18 CONNECTION CHARGE.**

A portion of the debt service cost for the original (1999) construction of the District wastewater facilities for treatment of District wastewater by the Green Bay Metropolitan Sewerage District was paid for by a connection charge per REU. The original connection charge applied to those sewer system users which existed at the time of construction. Future users, including future subdivision of lots paying the original connection charge shall pay a connection charge equal to the 1999 connection charge plus an addition 1% increase for each year from 1999. The connection charge must be paid in full prior to connection to the sewer system.

**4.19 ADDITIONAL AUTHORITY.**

The District may at any time establish specific connection charges for any main not covered by any other provisions in this Ordinance. It is further provided that the District may amend or alter any connection charge after its establishment under the terms of this Ordinance or previous Ordinance or Resolution.