

**CITY OF WAHPETON PUBLIC WORKS DEPARTMENT
POLICY FOR LOCATING & OPERATING WATER CURB STOPS**

Purpose: Establish procedures for locating and operating water curb stops for City water users.

Presented to City Council: January 13, 2006

Adopted by City Council: April 3, 2006

Basis: Municipal Code Chapter 19, Articles 2 and 5

Effective Date: April 3, 2006

1. Locating Curb Stops:

The City will locate curb stops for City utility customers at no charge in the following circumstances:

- In response to a North Dakota One-Call dispatch. The locate will be performed within the time period prescribed by ND Century Code;
- In response to a direct request from the owner of the property or from the owner's contractor. The locate will normally be performed within one working day from receipt of the request and only during normal working hours.
- In response to a request for an emergency locate. The locate will be performed as quickly as possible. (An emergency is defined as a situation where property damage is occurring or is imminent due to the water service line being live from the main to the structure and the inside shut-off is inoperable.)

The property owner shall provide assistance in providing exploratory excavation or snow/ice removal to expose the curb stop if it is buried.

City staff will coordinate with the property owner to schedule the locate at a time when the owner or owner's representative can assist, but the City will not assume responsibility for exposing buried curb stops.

When a curb stop has been located, it is the responsibility of the property owner to take measurements from fixed points of reference, mark the curb stop, or use other means to allow the curb stop to be located without further City assistance.

For all subsequent locate requests by the same property owner or contractor, the City will bill for actual costs incurred, but not less than \$50 per locate, and will perform the locate as staff schedules allow.

2. Maintenance of Curb Stops

- Per Ordinance 19-217 and 19-220, the property owner, at his/her expense, shall keep in good repair all service lines, curb stops, corporation stops, and other fixtures from the water main to the point of use.
- The property owner shall maintain the curb box in good alignment and keep it clear of obstructions so that the curb stop can be operated whenever necessary.

3. Operating Curb Stops:

The City will operate curb stops upon request of the property owner in the following situations, but only when the curb box is in good alignment and clear of obstructions and the curb stop is in good working order:

- In response to notification by the property owner that the property has become vacant. (A fee as prescribed by Municipal Code will be charged to reactivate service to the property.)
- In emergencies as defined in Section 1 above.

In all other situations the property owner shall obtain the services of a licensed contractor to operate the curb stop.

4. Damages and Repairs to Curb Stops:

When operating curb stops the City will take all reasonable precautions to avoid damages to the curb stop, curb box and service line, but will not assume costs of repairs that may be required due to operation of the curb stop.

In the event that repairs are necessary to stop water leaks or make the curb stop operational, and the property owner fails to make the repairs within a reasonable period of time, the City may make the repairs and assess the costs to the property as provided by Chapter 19, Article 5 of Municipal Code.

The City may operate curb stops as prescribed by Chapter 19, Article 2 of Municipal Code for non-payment of service charges or for water being wasted. If the curb stop is not accessible or in good working order, and the City finds it necessary to excavate or align the curb box, clear it of obstructions, or make any other repairs in order to operate the curb stop, the City may bill the property owner for actual costs incurred.

5. Other Matters

- If the City responds to a request for an emergency locate and the property owner or his/her representative has not taken all reasonable steps to shut off water with the inside valve or other readily available means, the City may bill the property owner at 2 ½ times the hourly wage of the responding staff, with a two hour minimum.
- City staff shall not enter flooded basements or crawl spaces to shut off water in any circumstances.