City of St. Paul Park
Policy and Procedure
For
Sale of Bulk Water

Adopted by St. Paul Park City Council
April 16, 2018
Policy/Procedure for the Sale of Bulk Water

The purpose of this policy is to establish procedures and policies for the sale of bulk water to the general public. It is the goal of this policy to formalize a process for the sale of potable bulk water.

Background
The City is often contacted by persons and/or contractors seeking to purchase water in bulk. To clarify the policy/procedures and fees for selling bulk, the following has been established.

Policy
1. The City of St. Paul Park provides public access to purchase potable bulk water from a fire hydrant if approved by the Public Works Supervisor or Public Works Assistant Supervisor.
2. The person/contractor must choose a location and provides it to the Public Works Department. The Department needs 5 working days to approve said location.
3. If working in multiple spots, a meter will be set up in one location only. Requests for moving the meter will result in a final bill and a new application will need to be submitted.
4. Hydrants are to be left on at all times unless trained and certified by the Public Works Supervisor or Public Works Assistant Supervisor.
5. Bulk water sales will only be allowed from May 1st to October 1st. This process can be extended with a written request. This request must be approved and signed by the Public Works Supervisor or Public Works Assistant Supervisor.
6. Hydrants can be shut off by the Public Works Supervisor or Public Works Assistant Supervisor if the temperatures warrant the decision.
7. The rate for water sold for the sole purpose of bulk water will be established in the City of St. Paul Park’s rates and fees ordinance.
8. The minimum for bulk water is $10/1,000 gallons. Once 1,000 gallons has been established it will be sold thereafter at $.01 per gallon.
9. The City of St. Paul Park will provide a meter that will be attached to the fire hydrant for filling. A member of the Public Works staff will install the meter. Thereafter the meter shall be the responsibility of the customer once it is installed.
10. A final bill can be requested upon removal of the meter.

Procedure
1. You must first fill out an application at the St. Paul Park City Hall which is located at 600 Portland Ave.
2. Once the application is received and all the deposits are made the Public Works Supervisor or Public Works Assistant Supervisor will contact you within 5 days to set up a time to install the meter.
3. During setup the Public Works Supervisor or Public Works Assistant Supervisor will inspect the water truck for the appropriate backflow prevention. (ex: air gap in truck) It
is up to the sole discretion of the Public Works Supervisor or Public Works Assistant Supervisor to reject any truck if deems not in accordance to the proper backflow prevention.

4. To stop use of bulk water, you need to notify the Public Works Supervisor or Public Works Assistant Supervisor at 651-459-3730. At this time the Public Works Supervisor or Public Works Assistant Supervisor will set up a time to disconnect the meter within 5 days of the request made.

5. Once the meter is disconnected the City of St. Paul Park will generate a final bill for the use of bulk water.

6. Once all payments have been made the City of St. Paul Park will release the deposited amount.

Fees

1. Deposit of $2000 (cash or check only) is required by anyone using bulk water, even if it is for a City project.
2. Processing and connection fee of $100.
3. Rates are $10 for the first 1,000 gallons and $.01 per gallon thereafter.

PUBLIC WORKS DEPARTMENT

Questions about hydrants, usage, or general inquires direct to the Public Works Supervisor or Public Works Assistant Supervisor at 651-459-3730

City Hall

Questions about applications or billing direct to City Hall at 651-459-9785

The CITY OF ST. PAUL PARK reserves the right to refuse bulk water to anyone for any reason.
The CITY OF ST. PAUL PARK reserves the right to discontinue the sales of bulk water to anyone for any reason.
APPLICATION FOR BULK WATER

- Post a deposit of $2000
- NON-REFUNDABLE Processing and connection fee $100
  Total: $2100

*Upon posting the above deposits, the City of St. Paul Park Public Works Department will contact you to install the meter on the approved hydrant location. When work is complete you need to call Public Works at 651-459-3730 to uninstall the meter.

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<tbody>
<tr>
<td>Applicants Name</td>
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<tr>
<td>Billing Address</td>
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<td>Telephone #</td>
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<td>Hydrant Address</td>
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<td>Hydrant Asset Id</td>
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- Water will be sold at the minimum of $10/1000 gallons. It will be charged at .01/gallon thereafter.
- Applicant is responsible for ANY AND ALL damage to, including loss or theft, of the meter and hydrant.
- The hydrant valve shall be operated with a hydrant wrench only. The hydrant is to be opened to full open position.
- All unpaid invoices will be deducted from the security deposit.

I HEREBY ACCEPT ALL CONDITION MENTIONED ABOVE, AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

APPLICANTS SIGNATURE _______________________________ DATE _______________________________

SIGNATURE OF APPROVAL _______________________________ DATE _______________________________

OFFICE USE ONLY

RECEIPT # __________________________________________