



*Policies & Procedures
for City Utility Services*

Adopted this 4th day of February, 2013

CITY OF CLEARWATER
COUNTIES OF WRIGHT & STEARNS
STATE OF MINNESOTA

RESOLUTION 2013-07

APPROVING POLICIES & PROCEDURES FOR CITY UTILITIES

WHEREAS, the City of Clearwater provides water, sanitary sewer and storm sewer services, and acts as the billing agency for mosquito control, and refuse and recycling services provided within the City, and

WHEREAS, the City of Clearwater from time to time adopts policies and procedures to identify guidelines that will assist in sustaining the integrity and accountability of the management of the City.

THEREFORE BE IT RESOLVED, that the Council of the City of Clearwater does hereby approve the Policies & Procedures for City Utility Services as hereto attached.

Adopted by the City Council of the City of Clearwater on this 4th day of February, 2013.


Pete Edmonson, Mayor

ATTEST:


Jennifer Wothe, City Administrator

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Section I. Utility Billing

The City of Clearwater provides water, sanitary sewer, and storm sewer services to properties within the city, including both residential and commercial users. The City also acts as the billing agency for mosquito control, and for the refuse and recycling services provided within the City. The purpose of this policy is to set billing procedures and collection procedures for payment of these city charges all of which services are hereafter referred to as “utility services”.

1. The City shall bill only the owners of the property served by utility services. In the case of rental property, the owner/landlord shall be the party billed for the utility services. The owner/landlord is hereafter referred to as “user”. Because of significant payment problems with tenants of rental property in the city, the City has determined that it must adopt this policy of holding the owner/landlord of all rental property within the city as the party responsible for payment of city utility services.
2. All users will be given until the 26 day of each month to pay said bills without a penalty or late fee. A penalty or late fee will be assessed to any payment received after the due date on any unpaid balance. Late billing notices will be prepared and sent to all delinquent accounts after the penalties have been run in the billing system.
3. Any user that is two billing periods overdue shall be mailed an additional late billing notice, informing the user that the bill is now overdue, and that unless the total past due amount is paid in full, the City may terminate the utility services to that user without further notice. In addition to the mailed late billing notice, city staff shall affix a bright colored warning tag on the front door of the structure serviced, said tag serves as notice to the user that the services are subject to shutoff. If the user cannot be contacted by mail, then the bright colored tag notice shall be considered sufficient in itself to provide the shutoff warning to the user.
4. If the user fails to pay the overdue bill after mailing of the late billing notice and bright colored tag notice described above, the City shall proceed to terminate the utility services to that user. These services shall remain terminated until such time as the user pays the past due balance, late penalties, plus any service charges incurred for the disconnection and reconnection of the utility services. Service charges for the disconnection / reconnection are set in the Fee Schedule as adopted by the City Council.
5. The City will not accept any postdated checks for payment of utility bills.
6. For accounts that are **no more than one billing cycle past due** the user may make arrangements for a payment plan with the City. Once an account has more than one billing cycle that is past due, the payment plan option is no longer available. If the City chooses to accept the payment plan offer, it will be with the understanding that the utility service user must pay all future bills on time, and must meet the payment plan obligations in all respects and in a timely manner. If the utility service user defaults in any of the terms of said plan, the City shall have the right to pick up the collection procedure where it left off.

7. Delinquent accounts shall be certified to the county for collection with real estate taxes on that property for the next real estate tax billing year. It is the policy of the City to assess delinquent utility bills quarterly to the County Assessor.

8. Any user who feels that any portion of this policy has been unfairly applied to that user, shall have the right to appeal any action taken under this policy to the City Council. Said appeal shall be initiated by the user making a request in writing to the Deputy City Clerk to place the matter on the agenda for the next regular council meeting. During the time any such appeal is pending, the utility services shall not be terminated. The user shall have the right to appear at the designated council meeting to present the user's position and the user may call any witnesses or present any evidence the user feels is relevant to the matter. The City Council shall then decide, based on the evidence presented, whether the City's action was fair or unfair, and whether termination of service should or should not be done. If the user fails to appear at the designated council meeting to present the user's position, the council shall have the right to consider that the user has withdrawn the appeal, and the City shall then proceed with whatever action it deems appropriate.

Section II. Meter Accuracy

The City of Clearwater City of Clearwater has a radio read water meter at each service location to monitor the amount of usage at that site. The purpose of this policy is to set the process to dispute the accuracy of the reading from the water meter used to calculate the charges for such water and sewer services, of which services are hereafter referred to as “utility services”.

1. Under this provision, only the owner of the property that is billed for the service may dispute the accuracy of the reading from the water meter.
2. If a user feels the total usage is incorrect, they may request to have the meter reread by contacting the City Office. The meter can be read by either radio read or manually. If the meter is to be read manually, access must be given to the Public Works Department during regular working hours. If the Public Works Department is not able to gain access to the home then a radio read will be done to satisfy the request for the reread.
3. If the user remains dissatisfied they may have their meter tested by depositing funds with the City as required under the current City Fee Schedule. The deposited monies will be used to cover all associated costs including staff time to remove the current meter and replace it with another meter, the costs for transporting the meter for testing and if meter tests accurate to reinstall that meter. The user will also be responsible for the cost of testing of the meter.
4. If the test of the meter shows an error of over 5% of the water consumed, the deposit shall be refunded, an accurate meter will be installed, and the bill shall be adjusted accordingly. The adjustment shall not extend back more than one billing period from the date of the written request. If the test shows the meter is accurate or under the 5%, the deposit shall be used to cover the associated costs as described above, and the bill shall remain as calculated.

Section III. Forms and Applications Section

Attached are forms that are applicable to the various permits, requests and other activities associated to the utility services within the City. These forms may from time to time be modified to meet the needs of the City and/or the Users of the services. The City will do their due diligence to keep these updated as needed.

1. Application for Connection
2. Building / Plumbing Permit Application
3. Right-of -Way Permit
4. Excavating Business License
5. Door Hanger / Late Notice
6. Utility Payment Arrangement Form
7. Utility Appeal Request Form

City of Clearwater
Application for Connection of Sewer and Water

Street Address of Service

Account / Meter Number

Size of Water Meter Installed

Permit Application Number

Name of Owner

Owner's Address

City Fees

Phone Number

Sewer Access (SAC) _____

Name of Excavator

Excavator Address

Water Line Installation
 Maintenance Fee _____

Excavator Phone Number

Water Access (WAC) _____

Name of Plumber

Disconnect/reconnect _____

Plumber Address

Water Meter _____

Plumber Phone Number

Park Dedication _____

Other Fees _____

TOTAL FEES _____

The undersigned applicant requests permission to install water and sewer service at the above listed service address and to connect to City mains. The undersigned and/or owner agree to comply with all ordinances, rules, and regulations established by the City as conditions for the use of water and sewer and to obtain all proper approvals and inspections. The locations of property lines are the responsibility of the owner and not the City of Clearwater. The property must be surveyed prior to issuance of a building permit. The undersigned further certifies that one of the following statements, as checked, applies to the property for which this application for service pertains:

- _____ 1. That the lot or tract to be served has been assessed for the cost of construction of the mains, with which the connection is made, or that proceedings for levying such assessment have or will be commenced in due course; or
- _____ 2. That the cost of construction of the main has been paid by the developer or builder platting the lot or tract; or
- _____ 3. That if neither of the foregoing is true, a sum equal to the portion of the cost of constructing the mains which would be assessable against the lot or parcel has been paid to the City of Clearwater.

 Owner/Builder Signature

 Today's Date

 Building Official/City Official Signature

 Today's Date



CITY OF CLEARWATER
 P.O. Box 171 • 605 County Road 75 • Clearwater, MN 55320
 Office 320-558-2428 • Fax 320-558-2794
 clearwatercity@frontiernet.net

Permit Number _____
 Permit Issued/Date _____

Building Permit Application

CONTRACTOR'S LICENSE NO: _____ 1. DATE: _____

2. SITE ADDRESS: _____

3. LEGAL DESCRIPTION
 PROPERTY LD. NO.
 SECTION _____ LOT _____ BLOCK _____
 ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____

4. OWNER (NAME) (ADDRESS) (TEL. NO.)

5. ARCHITECT (NAME) (ADDRESS) (TEL. NO.)

6. BUILDER (NAME) (ADDRESS) (TEL. NO.)

7. TYPE OF WORK FIREPLACE SEPTIC HEATING PLUMBING REROOFING
 NEW CONSTRUCTION ALTERATIONS ADDITION FINISH ATTIC RESIDING
 FINISH BASEMENT PORCH GARAGE CHIMNEY MISC. _____

8. SIZE OF STRUCTURE: HEIGHT _____ WIDTH _____ DEPTH _____

9. NO. OF STORIES _____ 10. ESTIMATED VALUE _____

11. COMPLETION DATE _____ 12. PROPERTY DIMENSION WIDTH _____ DEPTH _____

13. NO. OF FAMILIES (if applicable) _____

14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY _____ ELEV _____

15. PROPERTY AREA OR ACRES SQ. FT. _____ 16. CULVERT SIZE YES NO

17. FRONT YARD SET BACK FROM ROAD PROPERTY FT. _____

18. REAR YARD SET BACK FT. _____

19. SIDE YARDS SET BACK _____ RIGHT SD. _____ LEFT SD. _____

DESCRIPTION OF WORK _____

FEES

Permit Fee _____
 Plan Check Fee _____
 Penalty Fee _____
 Plumbing Fee _____
 Mechanical Fee _____
 State Surcharge Fee _____
 Water Fee _____
 Sewer Fee _____
 Septic Fee _____
 Others _____
 Total Fees _____

CODE ANALYSIS

Type of Construction _____
 Use of Building _____
 Occupancy Group _____
 Occupant Load _____
 Zoning Permit # _____
 Septic Permit # _____

Zoning District _____
 Variance Granted Date _____
 Cup Granted Date _____
 Off Street Parking
 Spaces Reg. _____
 Spaces on Plan _____
 Material Filed With Application
 Soils Report Borings
 Percolation
 Compaction Tests
 Plans & Specs Sets _____
 Survey Copies _____
 Energy Calculations

FIRE SPRINKLERS REQUIRED

Yes No

SPECIAL APPROVALS

Zoning _____
 Fire Dept. _____
 Health Dept. _____
 Public Works _____
 Other _____

This permit becomes null and void if work or construction authorized in not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any after work time has commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____
 Approved by Building Official _____



(612) 219-2252 Fax (763) 441-1361

All inspections must be called in at least 24 hours in advance by contacting:

White - City Copy Yellow - Building Official Copy Pink - Applicant Copy

RIGHT-OF-WAY PERMIT

CITY OF CLEARWATER
605 COUNTY ROAD 75
CLEARWATER, MN 55320
(320)558-2428

PERMIT TO WORK ON OR WITHIN CITY PROPERTY (RIGHT-OF-WAY OR EASEMENTS)

TYPE OF WORK: OBSTRUCTION EXCAVATION OTHER

1. Location of work: _____
(Street, property address or legal, or distance and direction from nearest public street intersection)

2. Name of Applicant: _____
PLEASE PRINT

3. Address: _____
STREET CITY STATE ZIP

4. Phone Number: _____ Cell: _____ Fax: _____

5. Email Address: _____

6. Name, address and phone numbers of party or organization performing work under this permit if other than applicant:

7. Emergency (24 Hr.) Contact Person:

Name: _____ PHONE _____

Address: _____

8. Nature and description of work to be performed under permit. **Include by attachment:** detailed description and scaled drawing of the proposed work including but not limited to identification of obstructions to be placed in or on City of Clearwater Right of Way / Easements areas, size and location of same, depth of excavation and location of spoils and supplies during work.

Indicate below items affected or disturbed by this permit, include a description for each.

- Curb & Gutter
- Street Surface
- Alley Ways
- Trail/Sidewalk
- Trees
- Pond/Wetlands
- Public utilities (sewer, water)
- Traffic Control Devices/Signs
- Private utilities (elec, gas, etc.)
- Drainage
- Established Turf
- Structure/Buildings
- Other _____

9. Work to start on _____

10. Work will be completed by _____

NOTE: Extension of permit is required if work is not complete in six months.

11. Will lane closures or detouring of traffic be necessary: YES _____ NO _____
If yes, give description and state duration:

- **All detour plans are required as part of this permit application and must be pre-approved** in writing by the Maintenance Supervisor who shall be notified in writing at least 3 working days in advance of any approved detour being established, changed or discontinued.

12. All right of way work must be coordinated to protect the public interest. All Traffic Control will be in accordance with MN-Dot Specifications and City of Clearwater requirements, contact **the Maintenance Department at 320-558-2233** for Pre-Work review of Traffic Control-Plan. Unless otherwise approved access to local areas, or detour, for residents must be maintained to standard throughout project.

13. **Disturbed Right of Way / Easement and surrounding areas will be protected and restored to same or better condition with alike street surface, curbing, topsoil and sod per city Specifications, coordinated with the Maintenance Department for work inspection.**
14. **All restoration work will be completed within ten days of permitted work completion, (work completed after 01 NOV will be restored on or before 01 MAY of the following year), contact Maintenance Department for inspection or acceptance of work or plan with dates for winter work restoration. Work constructed on streets/alleys after Nov. 15th needs council approval prior to application.**
15. **Work hours within the City of Clearwater are seven (7) am to seven (7) pm Monday – Friday and nine (9) am to five (5) pm Saturday, to request Sunday and/or after hours work contact the Maintenance Department for more information and request procedure.**
16. **Permittee must notify residents/public that maybe affected by this permit five working days prior to start of construction (By signage, mail, or personal contact).**
17. **All companies performing work in Right-Of-Way or Easement Area must have an up to date Excavators City Business License and Insurance form on file with the City of Clearwater before applying for a right of way permit.**
18. **All work in the City of Clearwater Right-Of-Way requires a contractor warranty of permitted work for a period not less than one year from the date of final inspection or acceptance by the City Of Clearwater. Permit holder must coordinate with City of Clearwater, Maintenance Department and Building Official for onsite work inspection and final acceptance of work area.**
19. **The permit holder shall correct defects in patching, or restorations performed by permit holder or permit holders agents. The permit holder, upon notification from the City of Clearwater shall correct all work necessary, using an industry best practices method or as required by the City of Clearwater, said work shall be completed within five days of receipt of notice from the City of Clearwater. If it is necessary for City of Clearwater to restore the Right-Of-Way or Easement area, during the twelve months following such restoration, the permit holder shall pay to the city, within thirty days of billing, all cost related or associated with correcting the defective work of permittee. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.**
20. **If the permit holder fails to restore public Right-Of-Way or Easement area in a manner, and to the condition required by permit, or fails to satisfactorily complete all restoration required in a timely manner the City of Clearwater may notify the permit holder in writing of the failure or shortcomings. Than after five days, the City of Clearwater may complete all necessary work and bill the permittee. If the city restores any part of the Right-Of-Way or Easement area due to the permit holder or permit holder agent's failure, the permittee shall pay that cost within thirty days of billing by the City of Clearwater. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.**
21. **Permittee will provide project data necessary for the City of Clearwater to develop a Right-Of-Way and Easement mapping system in accordance with Minnesota, (Stat. 237.162, subd. 8 (6) 1998). Information required, but not limited to, location and elevation of applicant's mains, cables, conduits, switches, and all related equipment and facilities, type, size and description of equipment plus all abandoned facilities.**

1. The undersigned herewith accepts the terms and conditions of this permit by the City of Clearwater as herein contained and agrees to fully comply therewith to the satisfaction of the City of Clearwater.
2. The undersigned also declares that he/she has read, understands, and will comply with all City, County, and State Ordinances and all Right of Way Regulations as stated in this permit or supplemental condition may require.
3. The undersigned also declares a Certificate of Insurance or Self Insurance verifying coverage has been provided to and approved by the City of Clearwater Deputy Clerk.

(CITY OF CLEARWATER TO BE NAMED AS AN ADDITIONAL INSURED)

Signed: _____

Print Name: _____

Title: _____ Date: _____

FOR CITY OF CLEARWATER USE ONLY

AUTHORIZATION OF PERMIT

Fee: \$ 150.00 _____

Permit No. _____

Excavators Business License #: _____

In consideration of agreement to comply in all respects with the regulations and codes of the City of Clearwater covering such operations, and pursuant to authorization duly given by said City of Clearwater, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with Right of Way Regulations and supplemental condition:

APPROVED BY: _____

DATE: _____

**CITY OF CLEARWATER
REGISTRATION FOR WORK IN
CITY RIGHT-OF-WAY AND EASEMENT AREAS**

Date: _____

1. One copy of a Certificate of Insurance listing the City of Clearwater as an additional insured party must be submitted with the registration form.
2. Pursuant to City of Clearwater Fee Schedule the application for work must be paid at time of registration.

Permittee's Name: _____
Company, Organization, or Individuals Name or Identity

Address: _____
Street Number / Name City State Zip

Phone: _____ Fax: _____

E-mail Address: _____

Gopher State One-Call Registration ID Number: _____

3. In case of an emergency, your local representative is required be accessible for consultation at all times, please provide the following information:

Local Representative: _____
Individuals Name or Identity and Title

Address: _____
Street Number / Name City State Zip

Phone: _____ Fax: _____

E-mail Address: _____

Applicants Signature

Date

City of Clearwater use only

City Representative

Approval Date

City of Clearwater

Certificate of Insurance Requirements For work in City Right-Of-Way and Easement areas

All organization and individuals working in City of Clearwater Right-Of-Way and/or Easement areas are required to and shall provide a certificate of insurance verifying that insurance meeting the following requirements is current and active.

- ◆ Commercial general liability (CGL), and if necessary commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000.
- ◆ The CGL insurance shall cover liability arising from premises, operations, independent registrants; products completed operations, personal injury, and advertising injury and contractually assumed liability.

The City shall be named as an additional insured under the registrant's CGL insurance, and the umbrella insurance if any. Certificate of insurance must specifically verify that the registrant is insured against claims for personal and bodily injury including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property.

The registrant shall maintain automobile liability insurance, and if necessary umbrella liability insurance with a limit of not less than \$1,500,000 each accident. If such insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles.

The registrant shall maintain workers compensation insurance or provide evidence of the qualification as a self-insurer of workers compensation.

The certificate of insurance shall required that the City be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term.



BUSINESS LICENSE APPLICATION

Date: _____ **New**
Renewal Date opening: _____

Name of Business: _____

Address of Business: _____

Telephone #: _____ Email contact: _____

Website address: _____

Do we have your permission to put a link to your website from the Cities EDA Website

Yes

Owner of Business: _____

Business mailing address: _____

Description of Business/Service:

Current number of employees Full Time Part time

For City Use

General \$25.00 Refuse \$150.00 Excavating \$150.00

Other _____

Application for Business License

Form SP: C1 - License Applicant Information

Certification of Compliance with Minnesota Workers' Compensation Law

Certificate of Insurance

Check #: _____ 100-41000-32100

Date Rec'd: _____ LICENSE #

*City of
Clearwater
P.O. Box 9
605 County Road 75
Clearwater, MN 55320
Office 320-558-2428
Fax 320-558-2794*

CITY OF CLEARWATER

URGENT!!!!!!!!!!!!

Your water is scheduled for shut-off on 11-28-2012
If payment of the delinquent amount is not paid in full by Monday,11-26-12.

232.14

Appeal hearing is set for Monday 12-3-2012 at 7:00pm. in City Hall if you feel
you have been billed in error or have a legal reason for non-payment.

To have the water turned back on the Utility bill must be paid in full plus current amount due and the
reconnect/reconnect fee of 100.00 must be paid.

You can pay on-line or use the 2 drop boxes available if city hall is closed.

SAMPLE

CITY OF CLEARWATER

URGENT!!!!!!!!!!!!

Your water is scheduled for shut-off on 11-28-2012
If payment of the delinquent amount is not paid in full by Monday,11-26-12.

133.69

Appeal hearing is set for Monday 12-3-2012 at 7:00pm. in City Hall if you feel
you have been billed in error or have a legal reason for non-payment.

To have the water turned back on the Utility bill must be paid in full plus current amount due and the
reconnect/reconnect fee of 100.00 must be paid.

You can pay on-line or use the 2 drop boxes available if city hall is closed.

CITY OF CLEARWATER

URGENT!!!!!!!!!!!!

Your water is scheduled for shut-off on 11-28-2012
If payment of the delinquent amount is not paid in full by Monday,11-26-12.

259.78

Appeal hearing is set for Monday 12-3-2012 at 7:00pm. in City Hall if you feel
you have been billed in error or have a legal reason for non-payment.

To have the water turned back on the Utility bill must be paid in full plus current amount due and the
reconnect/reconnect fee of 100.00 must be paid.

You can pay on-line or use the 2 drop boxes available if city hall is closed.

Sample

P.O. Box 436
Clearwater MN 55320

Date 12/11/2012
Account 02-00000257-00-8

Balance Due By 12/26/2012
Total Amt. Due \$180.85
Amount Enclosed _____



For Service at 905 Hwy 24

Return This Top Portion with Payment

Balance	Most Recent Charges	1 Period Overdue	2 Periods Overdue	3 Periods and more Overdue
\$180.85	\$45.28	\$62.51	\$73.06	\$0.00

IF PAST DUE AMOUNT HAS BEEN PAID PLEASE DISREGARD. ABOVE AMOUNT INCLUDES MOST RECENT CHARGES. YOU ARE 2 PERIODS OR MORE OVERDUE AND ARE SCHEDULED FOR SHUT-OFF ON 01/02/2013 IF WE HAVE NOT RECEIVED PAYMENT IN FULL OF ALL PAST DUE CHARGES BY 4:30PM. WED. 12-26-12. IF SERVICES ARE SHUT OFF THEY WILL NOT BE TURNED BACK ON UNTIL ALL BACK BILLS ARE PAID, AND THE \$100.00 CHARGE FOR SHUT-OFF/TURN ON FEE IS PAID. YOU CAN PAY ON-LINE OR USE THE DROPBOX IF OFFICE CLOSED. YOU HAVE THE RIGHT TO APPEAL BEFORE THE CITY COUNCIL IF YOU BELIEVE YOU HAVE BEEN CHARGED THIS AMOUNT IN ERROR BY REQUESTING WITH THE CITY ADMINISTRATOR IN WRITING BY 4:30pm. 12-26-2012. AN APPEAL FORM IS ON THE FRONT PAGE OF THE CITY WEBSITE www.clearwatercity.com.

APPEAL HEARING IS SCHEDULED FOR Mon. 1-7-2013 AT 7:00PM, IN CITY HALL TO CONSIDER UNPAID UTILITES.

For Service at 905 Hwy 24

Account 02-00000257-00-8

The City certifies unpaid utility charges to the County Auditor for collection as other taxes are collected; such charges constitute a lien against the property served.

City of Clearwater Utility Payment Arrangement

Name: _____ Phone: _____

Property Address: _____ Phone: _____

I do hereby agree and promise to pay the City of Clearwater, MN, the following amounts, which are to be applied to an outstanding delinquency in my City Utility bill.

I do hereby also agree that, should any scheduled payment not be received in City Hall by 4:30 pm on the agreed date, the entire amount due to the City of Clearwater shall become immediately payable. I confess judgement in favor of the City of Clearwater. I understand and agree that the City of Clearwater may bring an action in the Conciliation or District Court to enforce such Confession of Judgement, or may certify the delinquent amount against the property to be collected by the Wright County Auditor-Treasurer with real estate tax payments, without restriction.

I understand if I miss a payment or do not pay the current bills due, without further notice, my water will be shut-off and/or assessed against the property and will not be turned back on until a disconnect/reconnect charge has been paid in addition to any penalties/fees that may apply.

I understand that, should this agreement be voided by nonpayment, the City may refuse to offer me such payment plan in the future.

The total amount due and subject to these payments is _____.

Minimum payment due each week _____

First payment due with application

I agree to pay the above amount within 90 days from date of application, in addition to staying current on future billing during this agreement. Payments shall be made according to the following: (please specify when you will make the payments)

Date: _____ Amount: _____ Date: _____ Amount: _____

(If you need more space please write on back of form)

Property Owner According to Wright County
Property Tax Statement signature

Date

City signature _____ Date: _____

PAYMENT CAN ALSO BE MADE ON-LINE AT: www.clearwatercity.com

UTILITY APPEAL REQUEST FORM

Name:

Address:

Phone number:

Alternate:

Date requesting:

Allotted time on agenda:

Number of attendees:

Nature of request:

APPEALING PAYMENT OF UTILITY BILL

Expectations from Council: (Please provide the legal reason your water cannot be shut-off due to non-payment of utility bill)

If as a result of the hearing the city council finds that the amount claimed to be owed is actually due and unpaid and that there is no legal reason why the water supply of the delinquent customer may not be shut off, the city may/will shut off the supply the day following the council meeting between 7:00am and 3:30pm.