

Electric Policy

City of Pierz Municipal Electric

The following information is for the benefit of the residents of Pierz. This information is a guideline for dealing with hook-up charges, disconnects, and monthly billing. Any and all questions regarding the sale of power to consumers within the City of Pierz should be directed to the office of the City Administrator, 101 Main Street South, PO Box 367, Pierz MN 56364.

Connections

- Residents must apply for service immediately upon moving to the City of Pierz. Application for service may be done by stopping at Pierz City Hall.
- Residents will be required to verify identification and also provide a social security number for their account to be established.
- Renters will be required to pay a deposit with their application of service and the deposit will be a flat fee rate set by the annual Fee Schedule approved by the City Council on the first meeting of the year. The connection will not be completed until the deposit is received. Deposits will be returned upon renters moving out of the location and also upon renters leaving a zero balance on utility bills at the City. If there is an overdue balance, the deposit will be credited to that balance.
- In order to ensure future growth and cordial relationships during times of growth, all meters on all structures will be located on the exterior of the building in an area that is easily accessible to meter readers; and
- All new service connections will provide verification of right of way prior to hook-up.

Fees

- Any and all fees collected will be in the form of a money order or cash. Personal checks will not be accepted. Residents may establish automatic withdrawal from their checking account on a monthly for a more convenient option.
- New Hook-up for Single Family Residential will carry a charge which is concurrent with the cost of providing the appropriate materials and labor necessary to complete 100% of the job.
- New hook-ups for Commercial/Industrial/Institutional/Multi-Family buildings will carry a charge which is concurrent with the cost of providing the appropriate materials and labor necessary to complete 100% of the job.
- **Three Phases:** Commercial/Industrial/Institutional/Multi-Family units in need of three phase power carry a charge which is concurrent with the cost of providing the appropriate materials and labor necessary to complete 100% of the job.
- **Oversized Meter:** Services requiring oversized meters will be charged an additional fee to cover the cost of the special meter.
- **Underground/Overhead Service Lines:** All new developments in Pierz will have underground electric. Overhead lines may be used in areas with existing overhead lines. Property owners wishing to switch from overhead to underground service lines will bear the total cost including materials and labor which is necessary to complete such an improvement.

- **Temporary Services:** Property owners requesting the installation of a temporary service of any kind will pay entire cost of installation, use, and removal at the following rates:

Minimum Charge: \$8.00

Per KWH Charge: \$0.074

Security Lights Minimum Charge for 50 KWH: \$10.00

Temporary Service will be metered monthly and bills will accrue and be billed monthly.

Nonpayment's and Disconnections:

- Nonpayment of any electrical bills sixty (60) days after the billing date will result in a Disconnect Notice being personally delivered or certified by mail to the resident.
- The resident will have 15 days from the date of the notice to pay the overdue bill amount before being disconnected.
- Payments must be made in full to avoid disconnection. Payments in full will include the total balance on the bill, including all current balances, outstanding balances, penalties, and fees.
- If between the dates of October 15 and April 15 and the resident is income qualified, the resident may apply for the Cold Weather Rule and a payment plan (*see Cold Weather Rule section below*).
- Landlords will be held solely responsible for unpaid balances of their renter's bills beyond sixty (60) days. Landlords will receive a copy of the shut off notice that is sent to residents/renters to be made aware of the situation. If landlords would like to prevent disconnection, they will be required to pay the balance in full.

Re-Connections:

- Reconnection due to residential request shall be a flat fee at a rate set by the annual Fee Schedule approved by the City Council on the first meeting of the year.
- Reconnection due to disconnect by the City shall carry a flat fee at a rate set by the annual Fee Schedule approved by the City Council on the first meeting of the year.
- If reconnection is requested after working business hours (8 am to 4:30 pm Monday through Friday), the fee shall be twice that of the City's flat fee disconnection rate set by the annual Fee Schedule approved by the City Council on the first meeting of the year.
- Landlords will be responsible for any unpaid balances by their renters before reconnection will be made. Balances must be paid in full by landlords, along with any penalties and/or reconnection fees, before reconnection of power or transfer of renter names or ownership. The only exception to this will be the Cold Weather Rule, in which landlords will be held to the same standards as below in the "Cold Weather Rule and Payment Plan's" section.

Cold Weather Rule and Payment Plan's:

- Pursuant to the Cold Weather Rule, residents will be given the opportunity to complete a payment plan with the City of Pierz *only* between the months of October 15 through April 15 each year.

- A resident will be given 20 days from the date of the receipt of notice of disconnect to apply for the Cold Weather Rule and a payment plan. If the resident fails to provide a complete application and all necessary information (including income verification forms) for the Cold Weather Rule and payment plan within the 20 days, the City will proceed with the disconnect as scheduled on the 21st day.
- Payment plans will only be used for electric usage and will not cover any solid waste or storm water utility fees. Failure to pay solid waste will result in forfeiting any solid waste services immediately and you will continue to be charged the ordinance required drive-by fees. Failure to pay storm water fees and drive by solid waste fees will result in a revenue recapture claim against your Minnesota State Income Taxes.
- Cold Weather Rule and Payment plans must be applied for at City Hall between the dates of October 15 and April 15 and approved by the City Administrator before accepted. Prior to October 15 and beyond April 15, disconnects will take place under the above “Nonpayment’s and Disconnections” section of this policy.
- Payment plan amounts differ based on income levels:
 - If your household income is at or below the 50% State Median Income, you will be required to pay at least 10% of your household income monthly and no more than 10%.
 - If your household income is more than 50% of the State Median Income, you will not receive the option for a payment plan and will be required to pay in full.
 - You must provide income verification documents at the time of application for the payment plan and Cold Weather Rule to be accepted.
 - You must pay the first month of the payment plan immediately upon application approval in order for the application to the Cold Weather Rule to be complete.
- Payment plans may be applied for under the same above guidelines for disconnects and also for reconnects. Residents will also be responsible for the reconnect fees listed under the “Reconnections” section of this policy when applying for reconnection. Failure to complete an application for the Cold Weather Rule and payment plan, provide all necessary information, and pay all applicable fees, will result in service reconnection being delayed until a completed application is received.
- Failure to follow the agreement of the payment plan will result in immediate disconnection.
- If a resident disagrees with a City decision regarding the Cold Weather Rule and payment plans, the resident may request a hearing with the City of Pierz City Council.
- Applications for the Cold Weather Rule and payments plans may be stopping at the Office of the Administrator at the address noted in the first paragraph of this form.

City’s Discretion and Choice:

- The City holds full discretion of this policy. They are only held to the rules and regulations of the Cold Weather Rule from October 15 to April 15.
- Beyond April 15 and before October 15, the City holds full choice and discretion in the electric policy and issues relating to reconnections, disconnections, payments, and payment plans.