

Emmons Utility Billing Policy

This letter explains the current Utility Billing Policy since installing new 'smart' water meters and implementing a comprehensive utility billing software program.

Prior to installation of the new meters in April 2023, residents received a flat monthly charge because many of the old meters did not function correctly, and some buildings did not even have meters. Implementation of the software began in November 2023 and since that time, the billing has been based on the actual water usage recorded monthly by the meters.

Meters are read on the 26th of each month (the day before or after if the 26th falls on a weekend or official holiday). The billing process begins after the meters are read. The billing statements are generated and dated the 1st of each month.

- **Utility payments are due monthly by the 25th.**
- **A 10% Penalty is applied to Past Due Accounts** that are unpaid by the next billing cycle.
- **Disconnection Notices are sent out to residences that are 60 days or more past due**, with a specified date when services will be disconnected if the past due amount, including penalties are not paid.
- **A \$100 Reconnect Fee** will be charged to restore a disconnected service. Payment of the reconnect fee plus any past due amount is required before water will be turned back on.

Anyone having difficulty paying their bill should contact the city clerk at 507-297-5707 to work out a payment arrangement to avoid a disconnection.

Utility Discount Program Has Been Discontinued as of January 1, 2025

An accounting analysis revealed that the City was actually losing money on the discount program. The average discount given was \$48-\$56 per account. Average annual interest gain per account by the City was only \$24 per year (based on \$1093), which resulted in a deficit of \$24-\$32 per account.

When the Council discussed utility rate changes for 2025, they voted to discontinue the discount program rather than raising rates. Residents may still pay their base yearly usage total in advance if they choose to do so.

Current Payment Options

Option 1: Pay Monthly – \$40/Water; \$40/Sewer; \$15/Garbage

No change from last year if you paid monthly.

Minimum usage is still 4000 gallons per month, no carryover for unused gallons. Any additional usage over 4000 will be charged \$.002/per gallon. Your monthly billing statement will include the monthly usage and any additional costs such as Garbage for those receiving that service. State taxes will also be added for Commercial accounts. Your February statement includes the Annual Connection Fee of \$9.72 that is paid to the state.

Option 2: Pre-Pay for Full Year – \$480/Water; \$480/Sewer; \$180/Garbage

Minimum usage is still 4000 gallons per month, no carryover for unused gallons. Any additional usage over 4000 will be charged \$.002/per gallon. Your monthly billing statement will include the monthly usage and any additional costs such as Garbage for those receiving that service. State sales tax is added to Commercial accounts. Your February statement includes the Annual Connection Fee of \$9.72. Any overage charges will be deducted from your prepaid account balance each month as they occur. Towards year-end you may owe an additional amount over and above what you prepaid.

The chart below shows the amount to pre-pay for the services you receive including taxes and fees. If you choose to pre-pay, this amount is due by February 25th.

| Annual Pre-Pay Values by Service | | | | | | | | | |
|----------------------------------|-------------|-----------|-------------|-------------|-----------|-----------|-------------|-------------|-------------|
| | Res W/S/G | Res W/S | Com W/S | Com W/S/G | Res Sewer | Res Water | PO Apt (2) | Apt (4) | Apt (12) |
| Water (W) | \$ 480.00 | \$ 480.00 | \$ 480.00 | \$ 480.00 | | \$ 480.00 | \$ 960.00 | \$ 1,920.00 | \$ 5,760.00 |
| Sewer (S) | \$ 480.00 | \$ 480.00 | \$ 480.00 | \$ 480.00 | \$ 480.00 | | \$ 960.00 | \$ 1,920.00 | \$ 5,760.00 |
| Garbage (G)* | \$ 164.04 | | | \$ 164.04 | | | \$ 164.04 | \$ 656.16 | |
| SWM* | \$ 15.96 | | | \$ 15.96 | | | \$ 15.96 | \$ 63.84 | |
| ACF | \$ 9.72 | \$ 9.72 | \$ 9.72 | \$ 9.72 | 9.72 | 9.72 | \$ 9.72 | \$ 9.72 | |
| State Sls Tax | | | \$ 35.40 | \$ 35.40 | | | | | |
| | \$ 1,149.72 | \$ 969.72 | \$ 1,005.12 | \$ 1,185.12 | 489.72 | \$ 489.72 | \$ 2,109.72 | \$ 4,569.72 | \$11,520.00 |
| | | | | | | | 1-Garbage | 4-Garbage | no Garbage |

*Residents with more than 1 garbage bin pays \$180 x #bins

All accounts will now receive a monthly statement.

Upon receipt, please review your monthly usage and any potential overage charges which may indicate a leak exists. If you pay for the full year in advance, your monthly balance will show a (-) credit amount until funds have been used up.

Example of a Pre-Paid Account Billing per Month

| | | | | | | | | | Annual Connect Fee | Mo Rate (w/Garbage) | Ovrg Rate | Minimum Usage |
|-------------------------------|------------------|--|---------------|--------------------|-----------------------|--|---------------------|------------------|--------------------------|------------------------|---------------------------|------------------------|
| Residential w/Garbage Example | | | | | | | | | \$ 9.72 | \$ 95.00 | .002/gal | 4000 |
| Billing Date | | | | Overage | January Usage | | Billing Date | | | | Overage | July Usage |
| 2/1/2025 | Previous Balance | | \$0.00 | | | | 8/1/2025 | Previous Balance | | \$ (556.80) | | |
| | Water | | \$ 40.00 | | | | | Water | | \$ 40.00 | \$ 2.40 | 5200 |
| | Sewer | | \$ 40.00 | | 3000 | | | Sewer | | \$ 40.00 | \$ 2.40 | 5200 |
| | Garbage | | \$ 13.67 | | 3000 | | | Garbage | | \$ 13.67 | | |
| | SWM Fee | | \$ 1.33 | | | | | SWM Fee | | \$ 1.33 | | |
| | Annual Conn Fee | | \$ 9.72 | | | | | Cur Charges | | \$ 99.80 | | |
| | Cur Charges | | \$ 104.72 | | | | | Total | | \$ (457.00) | | |
| | Total | | \$ 104.72 | | | | | | | | | |
| | | | | | | | | | | | | |
| Billing Date | | | | | February Usage | | Billing Date | | | | | August Usage |
| 3/1/2025 | Previous Balance | | \$ 104.72 | | | | 9/1/2025 | Previous Balance | | \$ (457.00) | | |
| | Payment | | \$ (1,149.72) | (Pre-Pay for 2025) | | | | Water | | \$ 40.00 | \$ 2.00 | 5000 |
| | Water | | \$ 40.00 | | 4000 | | | Sewer | | \$ 40.00 | \$ 2.00 | 5000 |
| | Sewer | | \$ 40.00 | | 4000 | | | Garbage | | \$ 13.67 | | |
| | Garbage | | \$ 13.67 | | | | | SWM Fee | | \$ 1.33 | | |
| | SWM Fee | | \$ 1.33 | | | | | Cur Charges | | \$ 99.00 | | |
| | Cur Charges | | \$ 95.00 | | | | | Total | | \$ (358.00) | | |
| | Total | | \$ (950.00) | | | | | | | | | |
| | | | | | | | | | | | | |
| Billing Date | | | | | March Usage | | Billing Date | | | | | September Usage |
| 4/1/2025 | Previous Balance | | \$ (950.00) | | | | 10/1/2025 | Previous Balance | | \$ (358.00) | | |
| | Water | | \$ 40.00 | | 3500 | | | Water | | \$ 40.00 | \$ 1.00 | 4500 |
| | Sewer | | \$ 40.00 | | 3500 | | | Sewer | | \$ 40.00 | \$ 1.00 | 4500 |
| | Garbage | | \$ 13.67 | | | | | Garbage | | \$ 13.67 | | |
| | SWM Fee | | \$ 1.33 | | | | | SWM Fee | | \$ 1.33 | | |
| | Cur Charges | | \$ 95.00 | | | | | Cur Charges | | \$ 97.00 | | |
| | Total | | \$ (855.00) | | | | | Total | | \$ (261.00) | | |
| | | | | | | | | | | | | |
| Billing Date | | | | | April Usage | | Billing Date | | | | | October Usage |
| 5/1/2025 | Previous Balance | | \$ (855.00) | | | | 11/1/2025 | Previous Balance | | \$ (261.00) | | |
| | Water | | \$ 40.00 | \$ 0.20 | 4100 | | | Water | | \$ 40.00 | | 3995 |
| | Sewer | | \$ 40.00 | \$ 0.20 | 4100 | | | Sewer | | \$ 40.00 | | 3995 |
| | Garbage | | \$ 13.67 | | | | | Garbage | | \$ 13.67 | | |
| | SWM Fee | | \$ 1.33 | | | | | SWM Fee | | \$ 1.33 | | |
| | Cur Charges | | \$ 95.40 | | | | | Cur Charges | | \$ 95.00 | | |
| | Total | | \$ (759.60) | | | | | Total | | \$ (166.00) | | |
| | | | | | | | | | | | | |
| Billing Date | | | | | May Usage | | Billing Date | | | | | November Usage |
| 6/1/2025 | Previous Balance | | \$ (759.60) | | | | 12/1/2025 | Previous Balance | | \$ (166.00) | | |
| | Water | | \$ 40.00 | \$ 1.40 | 4700 | | | Water | | \$ 40.00 | | 3900 |
| | Sewer | | \$ 40.00 | \$ 1.40 | 4700 | | | Sewer | | \$ 40.00 | | 3900 |
| | Garbage | | \$ 13.67 | | | | | Garbage | | \$ 13.67 | | |
| | SWM Fee | | \$ 1.33 | | | | | SWM Fee | | \$ 1.33 | | |
| | Cur Charges | | \$ 97.80 | | | | | Cur Charges | | \$ 95.00 | | |
| | Total | | \$ (661.80) | | | | | Total | | \$ (71.00) | | |
| | | | | | | | | | | | | |
| Billing Date | | | | | June Usage | | Billing Date | | | | | December Usage |
| 7/1/2025 | Previous Balance | | \$ (661.80) | | | | 1/1/2026 | Previous Balance | | \$ (71.00) | | |
| | Water | | \$ 40.00 | \$ 5.00 | 6500 | | | Water | | \$ 40.00 | | 2700 |
| | Sewer | | \$ 40.00 | \$ 5.00 | 6500 | | | Sewer | | \$ 40.00 | | 2700 |
| | Garbage | | \$ 13.67 | | | | | Garbage | | \$ 13.67 | | |
| | SWM Fee | | \$ 1.33 | | | | | SWM Fee | | \$ 1.33 | | |
| | Cur Charges | | \$ 105.00 | | | | | Cur Charges | | \$ 95.00 | | |
| | Total | | \$ (556.80) | | | | | Total | | \$ 24.00 | (Due in January 25, 2026) | |

The City of Emmons strives to keep our community and residents safe. Clean water and a well-maintained sewer system is essential to everyone's well-being. The monthly minimum 4000 gallons of water/sewer assessed to each citizen is necessary for the city to be able to maintain our systems and pay for operating expenses that keeps your drinking water safe and the sewer in good working order.

By order of the City Council and attested by,

City Clerk-Treasurer