



*Municipally Owned Utilities • Liquor Store  
Ambulance Service • Economic Development Authority*  
301 Main Street • P.O. Box 900 • Lakefield, MN 56150-0900  
Phone (507) 662-5457 • Fax (507) 662-5990  
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## **Lakefield Public Utilities Advance Payment Requirement**

Updated January 2026

### **Owner of Home \$100.00**

Homeowners shall pay an advance payment of **\$100.00**. This payment will be applied to account after 12 consecutive monthly payments received “on time”

### **Renter of Home/Apartment \$300.00**

Renters shall pay an advance payment of **\$300.00**. The \$300.00 will be held until the renter is no longer a rental utility user. The payment will be credited to the account towards payment of the final billing.

### **Business \$300.00**

Business owner shall pay an advanced payment of \$300.00. This payment will be applied to account after 12 consecutive monthly payments received “on time”.

### **Important Numbers**

**After Hours Emergency Utility Services – 507-847-4420**

**Trash** – Schaap Sanitation – 800-293-5642  
Waste Management – 800-422-5785

**Recycling** – Waste Management – 507-662-6682 Ext. 4 (Jackson County Land Management)

**Natural Gas** – Minnesota Energy Resources – 800-889-9508

**Internet/Television/Telephone** – Southwest Minnesota Broadband Services  
110 S. Highway 86, Lakefield, MN 56150  
877-655-7627 or 507-662-7000

**Telephone** – Frontier Communications – 800-435-1504

**Lakefield Post Office** – 507-295-4434

**LAKEFIELD PUBLIC UTILITIES (LPU)**  
**POLICY FOR UTILITY BILLING AND COLLECTION**  
LAST UPDATED 1/2026

**Section 1. Purpose.** The purpose of this section is to establish a policy pertaining to the billing and collection of utility bills.

**Section 2. Landlord/Renter Accounts.** All accounts for LPU shall be in the name of the property landlord/owner or the renter. The renter is responsible for filling out the LPU application and paying the advance payment before LPU will put the renter's name on the account. Until then, the owner is responsible for any utility bills.

**Both** the owner and the renter shall notify city hall when the utilities need to be switched over into the renter's name and again when the utilities need to be put back into the owner's name after the renter has left. Renters are required to leave a forwarding address and phone number when they leave. When a renter leaves and when it is known by LPU, the utility bill will automatically go back into the landlord/owner's name at the end of the billing cycle, unless otherwise specified.

Landlords/owners will be notified monthly of any delinquent bills the renter may have. If there are any unpaid charges left by the renter and all attempts to collect have been exhausted (within 60 days after the renter's final billing), those charges will then become the landlord/owner's responsibility. If the landlord/owner does not pay those unpaid charges, as state statute allows the charges to become a lien on the property and assessed to property taxes.

In a Contract for Deed situation, the account will stay in the original owner's name until the property has been legally transferred into the new owner's name. At that time, the new owner will need to fill out the LPU application and pay the advance payment.

**Section 2.A. Other Billing Account Situations.**

In the event of a divorce requiring a name change on the account, a new LPU application will be required. No additional deposit will be required.

In the event of a death of the owner, the account needs to be put into the name of the estate or the spouse of the deceased if they will be remaining in the home and a new LPU application needs to be filled out to ensure all information is accurate and up to date. No additional deposit will be required.

**Section 3. Billing Cycle.** The LPU uses a monthly billing cycle. Meters are read by the Public Utilities Department at the end of each month, on or around the 25<sup>th</sup>, with readings transmitted electronically to a handheld reader. Bills are then calculated and mailed by the 30<sup>th</sup> of the month. If the 30<sup>th</sup> of the month falls on a Saturday, Sunday, or a Holiday, bills will be mailed on the previous or next regularly scheduled business day, whichever is closest.

**Section 4. Bill Due Dates.** Utility bills are due on the 15<sup>th</sup> of the month, approximately fifteen (15) days following the date of billing. For example, meters are read on March 25<sup>th</sup> -26<sup>th</sup>, bills are mailed on March 30<sup>th</sup>, and bills are due by April 15<sup>th</sup>. **IT IS THE CUSTOMER'S RESPONSIBILITY TO PAY BILLS ON TIME AND IN FULL.**

**Section 5. Penalty Calculations.** Any utility bill not paid by the established due date will be subject to a penalty charge of 10% of the balance due. This will be calculated no sooner than the 16<sup>th</sup> day of the month that the bill is due. If this date should fall on a weekend or a Holiday, penalties will be added on the next regularly scheduled business day. A courtesy notice of pending disconnection is mailed to the customer and provides the customer with 10 days to pay the bill or contact the LPU Customer Service Department to make payment arrangements.

**Section 5.A. Other Arrangements** May include establishing a budget payment plan provided by LPU Customer Service or payments by other agencies on the customer's behalf. Arrangements by LPU Customer Service Department will need a signed plan, which will state one missed payment will result in disconnection of electric and or water.

**Section 6. Disconnection Notices.** Any account with a delinquent balance on the 16<sup>th</sup> of the month that includes two months of services, or any portion thereof, will be sent a shut-off notice. This notice will be sent by first-class mail, or in some cases it will be hand delivered. If the 16<sup>th</sup> falls on a weekend or a Holiday, notices will be mailed on the next regularly scheduled business day. Customers who have received a shut-off notice one time will begin receiving the notice every month in which a delinquent balance of any amount is accrued. Landlords will also receive a duplicate notice for renter accounts that are delinquent.

**Section 7. Hearing Before the Utility Board to Address Delinquent Utility Bill.**

Customers who feel there is an error on their bill may contact the City Clerk's office to arrange a hearing before the Public Utility board. If a hearing is requested, the customer will be notified of the date and time of the hearing, which will be scheduled for the next regular LPU meeting, generally on the second Tuesday of the month. If the LPU finds that the amount claimed to be owing is actually due and unpaid and that there is no legal reason preventing disconnection, the customer's water and or electric service will be disconnected unless the entire delinquent account balance is paid in full.

**Section 8. Disconnection.** If all attempts made by the LPU to collect the delinquent utility account have failed after 30 days, disconnection of service will be executed. To restore service, the delinquent balance must be paid in full, along with a \$100 reconnection fee during business hours and \$200 after business hours.

**Section 9. Service Charges.** A dishonored payment will be assessed a \$30 NSF fee. A dishonored payment made to avoid disconnection, to get reconnected, or for a deposit for service will be assessed a \$30 NSF fee and the services disconnected. If two dishonored payments are assessed in a twelve-month period, cash, money order or credit card transactions are required for all current and future payments.

Advance Payment Amount: \$300 \$100  
 Advance Payment Received: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Service Start Date: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Own: \_\_\_\_\_

**Application for Utility Services  
 Lakefield Municipal Utilities**

Billing Customer(s): _____	Social Security #: _____
Service Address: _____	Driver's License #: _____
Mailing Address: _____	Home Phone: _____
Home Phone: _____	Cell Phone: _____
Email Address: _____	Work Phone: _____
Employer: _____	Employer Phone: _____

Landlord/Owner (For Rentals): _____	Phone _____
Mailing Address _____	City _____ State _____ Zip _____

<b>Third Party Designation -- NOT living in your household</b> (contact for emergency purposes)		
Name _____	Address _____	
City _____	State _____	Zip _____
Phone _____		

By Signing below, I am requesting services from Lakefield Public Utilities, Lakefield, MN (LPU) at the above listed service address. I authorize LPU to send its billing statements for service to the billing name and mailing address.

_____	_____	_____	_____
Billing Customer Signature	date	Spouse Signature	date

## RECEIPT OF NOTICES

By signing this application for utility services, customer acknowledges receipt of the following notices:

### 1. Minnesota Cold Weather Rule

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#### TELEPHONE NUMBERS FOR EMERGENCY SERVICE

During Working Hours: (507)662-5457

After Working Hours: (507)847-4420

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#### COLD WEATHER RULE

- The Cold Weather Rule (CWR) helps protect and reconnect your heat from October 1st through April 30th.
- CWR protection is for residential customers only.
- All electric and natural gas companies must offer CWR protection. Different types of payment plans are available, depending on your household income and which electric or natural gas company you have.
- If you are having trouble keeping up with your winter heating bills, contact your electric or natural gas company to sign up for a CWR payment plan.
- CWR protection ends on April 30th. If you still owe on your bill on April 30th, you may ask your electric or natural gas company to continue your payment plan.

#### WHAT TO DO IF YOU MEET THE COLD WEATHER LAW CONDITIONS:

If you meet all the conditions of the Cold Weather Law as outlined in this brochure, you can't pay your electric bill and need cold weather protection from utility shutoff, fill out the utility shutoff protection form, available at city hall and return to Lakefield Public Utilities immediately along with your income documentation.

#### The following is a list of energy assistance providers serving Lakefield Public Utilities:

- Des Moines Valley Health and Human Services (847-4000)
- United Community Action (847-2632)
- Salvation Army (701-232-5565)

#### What if I can't make my scheduled payment?

- If you can't make your payments, call your utility immediately to make a new CWR payment plan.
- If you do not make your payments, your service may be shut off

#### Appeals:

- If you and the utility cannot agree upon a payment plan, you can request an appeal from your natural gas or electric company
- You have ten days to submit your appeal to the Commission
- The Commission will help you set up a payment plan
- Your service will stay on during the appeal process

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF LAKEFIELD

PO BOX 1023  
301 MAIN STREET  
LAKEFIELD, MN 56150

507-662-5457

## DIRECT PAYMENT APPLICATION

I authorize LAKEFIELD PUBLIC UTILITIES to initiate electronic debit entries to my \_\_\_\_ Checking Account (or) \_\_\_\_ Savings Account for payment of my utility bill.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

**Customer Name** \_\_\_\_\_ **Service Address** \_\_\_\_\_

**Account** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Financial Institution (Please Print) \_\_\_\_\_

Financial Institution Routing Number \_\_\_\_\_

Financial Institution Account Number \_\_\_\_\_

Financial Institution City and State \_\_\_\_\_

Please include a voided check.