



*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

## Lakefield Public Utilities Advanced Payment Requirement

Updated July 2015

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

Homeowner shall pay an advanced 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/\$150.00**

Renter shall pay an advanced 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.

If the renter can provide the utility with a letter of reference from the previous utility, the advanced payment shall be reduced to \$150.00. The \$150.00 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**

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

**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

· Advance Payment Amount \_\_\_\_\_ Date \_\_\_\_\_  
 · Advance Payment Received \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

**Application for Utility Services  
 Lakefield Municipal Utilities**

|                        |                         |
|------------------------|-------------------------|
| Billing Customer _____ | Social Security # _____ |
| Physical Address _____ | Drivers License # _____ |
| Mailing Address _____  | Home Phone _____        |
| Home Phone _____       | Cell Phone _____        |
| Employer _____         | Phone _____             |

|                        |                                  |
|------------------------|----------------------------------|
| Current Landlord _____ | Phone _____                      |
| Mailing Address _____  | City _____ State _____ Zip _____ |

|                                  |
|----------------------------------|
| Previous Address _____           |
| City _____ State _____ Zip _____ |

**Previous Utility Provider**

|                       |                       |
|-----------------------|-----------------------|
| Electric _____        | Water/Sewer _____     |
| Address & Phone _____ | Address & Phone _____ |

**Third Party Designation  
 (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 address. I authorize LPU to send it's billing statement for service to the billing name and mailing address.

\_\_\_\_\_  
 Billing Customer Signature date

## RECEIPT OF NOTICES

By signing this application for Utility/Cable TV Service, customer acknowledges receipt of the following notices:

- 1.) Minnesota Cold Weather Rule
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### TELEPHONE NUMBERS FOR EMERGENCY SERVICE

During Working Hours: 662-5457

After Working Hours: 662-6363

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### MINNESOTA COLD WEATHER RULE

Bills can pile up just like snow, but the Minnesota Cold Weather Rule is designed to protect people who may have trouble paying their utility bills in the winter. The Minnesota Cold Weather Rule applies from October 15<sup>th</sup> to April 15<sup>th</sup>. The rule, established by the Minnesota Public Utilities Commission, means that your utility cannot disconnect your residential electric service during the winter if you, the customer, meet the following requirements:

- 1.) Utility disconnection would affect your primary heat source; however, Cable TV Service can be disconnected on delinquent accounts, and;
- 2.) You have declared the inability to pay on forms provided by the utility; And;
- 3.) Your household income is less than 185% of the Federal Poverty Level, as documented by you to the utility; And;
- 4.) If you are not paid up for the billing period prior to October 15<sup>th</sup>, or do not have a mutually agreed payment plan with the utility on October 15<sup>th</sup>, you can be disconnected after October 15<sup>th</sup>.

If you have trouble paying your utility bill, local agencies may be able to provide payment assistance. The State Department of Human Services recommends you call the county in which you live.

If you know you're going to have trouble paying your utility bills, please contact the Lakefield Public Utilities, to try to work out a payment schedule. We will try to help.

**THE COLD WEATHER RULE DOES NOT TOTALLY FORBID WINTER SHUTOFFS. IF YOU RECEIVE A DISCONNECT NOTICE THIS WINTER, YOU MUST ACT PROMPTLY.**

### ACKNOWLEDGMENT

I hereby certify that the above information is, to the best of my knowledge, complete and accurate. I agree to abide by the terms and conditions for utility service, as adopted or amended by the governing bodies of the Lakefield Public Utilities and Cable TV, including the prompt payment of all bills for utility and cable tv services. I understand that converters, remote controls, and other cable television equipment, installed for my use are the property of the Lakefield Public Utilities and Cable TV, but that I am responsible for its safekeeping, and for its return if I discontinue service.

**SIGNED:**

**DATE:**

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**Lakefield Public Utilities  
Administration and Payment Enforcement  
Policy  
(July 14, 2015)**

**Utility Charges**

- A. It is the policy of Lakefield Public Utilities (LPU) to discontinue utility service to customers by reason of nonpayment of bills only after notice and meaningful opportunity to be heard on disputed bills. The LPU form for application for utility services and all bills shall contain all information to contact the official in charge of billing, clearly visible and easily readable provisions to the effect:
1. All bills are due and payable on or before the date set forth on the bill
  2. If any bill is not paid by or before that date, a notice will be mailed containing a past due fee and notice that if the bill is not paid within 10 days of the mailing of the second notice of nonpayment, service will be discontinued.
  3. If any bill is past due by more than 30 days, disconnection of service will occur after the second notice of nonpayment is delivered via personal delivery or certified mail. The disconnection shall occur within 10 days of the second notice of nonpayment.
  4. Any customer disputing the correctness of his/her bill shall have a right to a hearing at which time he/she may be represented in person and by counsel or any other person of his/her choosing and may present orally or in writing his/her complaint and contentions to the official in charge of utility billing. This official shall be authorized to order that the customer's service not be discontinued and shall have the authority to make a final determination of the customer's complaint
- B. In the absence of payment of the bill rendered or resort to the hearing procedure provided herein, service will be discontinued at the time specified, but in no event until the charges have been due and unpaid for at least 30 days.
- C. When it becomes necessary for LPU to discontinue utility service to a customer for nonpayment of bills, service will be reinstated only after all bills for service then due have been paid, along with a turn-on charge as established by the Lakefield Public Utilities Commission. Turn on charge shall be established by resolution of the LPU commission.

**Waste of Water; Correction Required**

No person shall waste water by permitting it to run through a faucet or fixture or by permitting water to run longer than necessary in its proper use, or by failure to keep his/her service pipes and fixtures in good repair. If the LPU official determines that water is being wasted for any reason, he/she shall notify the user of that water issue and that user shall have 24 hours in which to discontinue the wastage. If wastage is not discontinued within the 24 hours of receipt of notice thereof the user, the water shall be cut off until the objection has been removed and the turn-on charge, set by the LPU commission, has been paid.

**Resolution U15-11**  
**LAKEFIELD PUBLIC UTILITIES COMMISSION**  
**2015 Turn-on Fee**  
**County of Jackson, Minnesota**

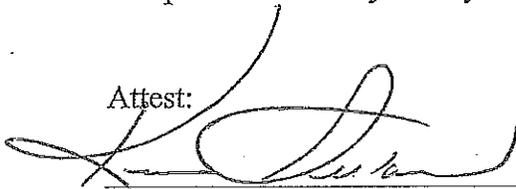
**Whereas**, Lakefield Public Utilities Commission establishes fees for municipal utility services for its customers served in and around Lakefield; and

**Whereas**, the fees shall be amended from time to time to maintain a stable financial situation for the services;

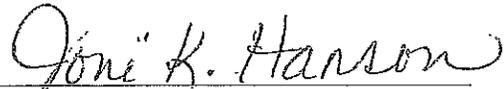
**Now Therefore Be it Resolved:** the Lakefield Public Utilities Commission establishes the following rates for turn-on of disconnected utility services; the fee shall be \$50 for turn-on during business hours and \$75 for turn-on after hours.

Adopted this 14<sup>th</sup> day of July 2015

Attest:

  
Kurt Swanson, Chairman

  
Joni K. Hanson, Utility Office Manager

  
Joni K. Hanson, Utility Office Manager

|             |             |     |
|-------------|-------------|-----|
| M/ Nissen   | E. Malchow  | Yes |
|             | D. Anderson | Yes |
| S/ Anderson | B. Sievert  | Yes |
|             | K. Swanson  | Yes |
|             | D. Nissen   | Yes |