

# CITY of KINDRED, ND

## New Customer Utility Billing FORM

In order to begin City Utility Services (water, sewer, garbage), please read the Utility Billing Policy on pages 3-4 and complete the form below. Then sign/date this form and return to City Hall. The \$100.00 deposit will be charged to your new account on your first bill. (If applicable, a new meter equipment fee of \$355.00\* will be charged to your account.)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Date to Begin Services (Purchase/Closing Date of Property)

\_\_\_\_\_  
Full Name(s) on Account

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Mailing Address (if different than service address)

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Email Address(es)

\_\_\_\_\_  
Emergency Contact

**Please circle one:**

1. **Are you?** OWNER or RENTER

2. **Size of garbage/recycling totes?** 96-GALLON or 64-GALLON

3. **How would you like to receive your bill?** PRINTED BILL IN MAIL or EMAIL BILLING

\_\_\_\_\_  
Email address for billing

4. **Would you like to be added to the City Email Group?** YES or NO

*I certify that I am the owner/tenant of the property identified above and hereby request water/sewer/garbage services from the City of Kindred. I understand that, by applying for said services from the City of Kindred, I am consenting to all the rules, regulations, and rates established by resolution or ordinance of the City and to any modification thereof.*

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

*\*Price of meter equipment subject to change.*

### For Office Use Only:

Stamp DATE RECEIVED:

ACCT#: \_\_\_\_\_

- ☐ Deposit applied/posted to account \$100.00
- ☐ New Meter Equipment Fee \$355.00\*
- ☐ Meter Reading (gal.) \_\_\_\_\_

- ☐ Services applied:
  - ☐ 2019-1 Wastewater Project
  - ☐ Compost
  - ☐ Reserve Fund
  - ☐ Sanitation: 96 or 64
- ☐ Waste Management Notified
- ☐ ACH

☐ Provide/email New Acct Info

Stamp ENTERED:  
(Initial & Date)

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intentionally blank.

# CITY of KINDRED, ND

## New Customer Utility Billing POLICY

### UTILITY SERVICE DEPOSIT

- **New customers will be charged a deposit in the amount of \$100.00 for utility services.**
  - The \$100.00 deposit will be charged to your account on the first billing cycle.
  - The deposit will be kept on account for a period of 12 billing cycles. Provided the customer's account has remained in good standing during this period, the deposit will be refunded by check or credited to the customer's account.
  - If the customer relocates outside of Kindred city limits within 12 months, the deposit shall be returned or applied to the final billing provided the account is current and the customer so requests.
  - Rental property utility service deposits will be retained and returned only when notice of move-out is received from the customer, confirmed by the landlord, final billing has been paid, and the customer so requests.

### MONTHLY BILLING RATES FOR MOST<sup>1</sup> RESIDENTIAL SERVICE

\$28.23	Water Base Rate 'Standard 5/8" meter (larger meter rates available upon request)
\$6.61/1000 gallons	Water Usage Rate
\$9.05	Sewer Base Rate
\$1.36/1000 gallons	Sewer Usage Rate
\$22.09	2019-1 Wastewater Project (Sewer Capacity Charge)
\$23.00	Garbage Rates <sup>2</sup> ~\$23.00/mo for 64-gal tote (includes one recycling tote) ~\$23.00/mo for 96-gal tote (includes one recycling tote) ~\$14.00/mo for additional garbage tote, any size
\$1.20	Compost/Forestry Fund
\$2.00	Reserve/Equipment Fund

<sup>1</sup>These rates/fees represent MOST users. Rates may vary for commercial, high-volume users, multi-family units, apartments, and subdivision customers. <sup>2</sup> Waste Management contract increases occur yearly effective each May billing cycle.

### PAYMENT POLICY

- Water meters are read electronically around the 15th of each month and monthly bills are mailed around the 25th of each month for that month's services.
- **Payment is due on or before the 15th of each month.**
  - If the 15th falls on a Friday, weekend, or holiday, late fees will be assessed the following business day at a rate of 10% on the outstanding balance on the account. For your convenience, there is a payment drop box to the left of the City Hall main entrance door. **Online Bill & Pay and ACH Auto Pay by Bank Draft are also available.**
- Any account 30 days past due will receive a past due notice that will include a date of service disconnection if payment is not received by the date indicated. At 60 days past due, service will be disconnected. Disconnect/connect fees will apply.
  - The account must be paid in full, including all fees, before service will be restored. In the event your service cannot be shut off, applicable fees will still be charged.
  - A new deposit or additional deposit (minimum \$100.00) may be required for customers that have past due balances any 6 months out of a 12-month period.
  - If service is disconnected, garbage service will be discontinued as well.
  - Rental properties: Copies of past due or disconnect notices will be mailed to landlord and/or property owner.

## **ADDITIONAL FEES & NOTES:**

- **Meter Equipment Fee: \$355.00\* (\*subject to change)**
  - Equipment meter fee charged to 1st occupant of new construction properties for a 5/8" radio-read water meter.
  - Second meter for irrigation.
  - Replacement meter fee due to negligence.
- **NSF Check/ACH Fees: \$25.00 per occurrence.** After two NSF payments, utility customer may not be allowed to pay in the same manner (check not accepted/removed from ACH services). Customer will need an alternative form of payment (cash, credit card, etc.)
- **Disconnect Fee: \$20.00** (for non-payment on account or for personal request)
  - Property owner must complete a **Water Shut Off Request Form** to have water turned off at the curb stop.
  - Having the curb stop shut off will not prevent being billed for services. Minimum base charges and fees will still apply to vacant properties (ex: snowbirds, unoccupied rentals, etc.)
- **Reconnect Fee: \$50.00** - During business hours (M-Th 8:30 am - 3:30 pm)  
\$100.00 - After business hours or weekends, based on availability.
- Final bills must be paid within 15 days of account being closed.

## **SECONDARY METER**

- Second meter:
  - Same monthly charges as a primary meter:
    - \$28.23/ month: Water Base Rate (standard 5/8" meter)
    - \$6.61/1000 gallons: Water Usage Rate
  - No sewer charges if second meter is for irrigation only.

## **NEW CONSTRUCTION**

- New construction will require the following hookup fees for new city services (these are billed/paid through the Building Permit process):
  - \$475.00 for new water service connection
  - \$400.00 for new sewer service connection
- Developer must hire a Licensed Sewer & Water Contractor to install water and sewer lines.
- The licensed contractor must also furnish the City Hall office with final mappings of all lines and fixtures to the structure.
- All water meters must be furnished and tested by the City of Kindred

<b>REPAIRS &amp; RESPONSIBILITIES</b>		
	<b>CITY RESPONSIBILITY</b>	<b>CUSTOMER RESPONSIBILITY</b>
<b>Water Issues</b>	<ul style="list-style-type: none"><li>➤ The City will read all meters every month.</li><li>➤ All repairs and maintenance on the city side of the water stop.</li><li>➤ Check valves for working order.</li><li>➤ Locate and map all water stops that are not current, if and where possible.</li><li>➤ Any damages incurred by city employees, on either side of curb stop. All areas disturbed shall be repaired to original or better condition.</li><li>➤ Stock and install meters that fail to work properly without any negligence involved (short in wires, buildup in meters, etc.).</li></ul>	<ul style="list-style-type: none"><li>➤ Installation of water curb stops and lines to home or structure.</li><li>➤ All repairs from (and including surface cap, standpipe, submerged shut-off valve) water curb stop to home and inside home for water lines.</li><li>➤ Any damages incurred by customer on either side of curb stop. All areas disturbed shall be repaired to original or better condition.</li><li>➤ A licensed water and sewer contractor must do any repairs or installation of water and sewer lines.</li><li>➤ Any new installation shall require the customer (or licensed contractor hired) to map all lines and fixtures installed from water stop to home and given to the city auditor for future reference and records.</li><li>➤ Costs of water meters and readers replaced due to customer negligence (freeze up, pet damage, tampering, etc.).</li></ul>
<b>Sewer Issues</b>	<ul style="list-style-type: none"><li>➤ Repairs and maintenance on all lift stations, manholes, storm sewers and lagoons.</li><li>➤ Repairs and maintenance on all main lines for sewers and storm sewers.</li><li>➤ Any service billing that may occur due to failure of main lines.</li></ul>	<ul style="list-style-type: none"><li>➤ Service billing that occurs due to customer negligence.</li><li>➤ Any damages occurred to any home, basement, or personal property that may be caused by foreign objects in the main lines or lift stations that would cause sewer back up. The damages that may occur to the main lines or lift stations, due to foreign objects, are the city's responsibility.</li><li>➤ All repairs from sewer main to home.</li></ul>

**Any previous policies concerning any and all of the above issues that may have existed, been approved, or discussed shall be null and void as of May 1, 2025.**