



City of Rice  
205 Main St E – PO Box 179  
Rice, MN 56367



UTILITIES PROCEDURES

The Rice City Council has adopted the following billing procedures for all utility accounts effective March 5<sup>th</sup>, 2018.

**All utility payments are due on the 25<sup>th</sup> of the month by 4PM.** If the 25<sup>th</sup> falls on a weekend or holiday, residents will have the next business day to turn in payments until 4PM that business day. All accounts with a remaining balance of \$5.00 or more will be assessed a late fee.

**30 Day Past Due**

If the bill is one billing cycle past due (owe this month and last month's charges) a late fee of \$25.00 will be assessed to the account.

**60 Day Past Due**

If the bill is over two billing cycles past due another \$25.00 late fee will be assessed to the account and a shut off notice letter will be mailed to the owner / responsible party. Disconnection takes place around the 15<sup>th</sup> of the month if the bill isn't paid in full.

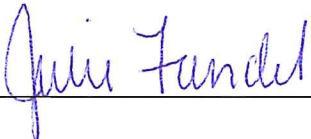
Prior to shut-off the Utilities personnel will go to the property and mark the shut-off and put a notice in the door. All shut-offs will be done prior to 4PM on the day listed on the notice.

If the water has to be shut-off due to non-payment a \$50.00 off and a \$50.00 on charge will be charged to the account. The entire balance must be paid in full plus penalties and/or late fees to get water turned back on.

If a resident pays a shut-off balance with a check and the check is returned marked "Non-Sufficient Funds" the water will be immediately shut off until a money order or cash payment for the entire amount plus penalties and/or late fees are paid in full.

If you are experiencing a hardship and cannot pay your entire bill, contact City Hall to setup a payment arrangement.

  
\_\_\_\_\_  
Mayor

ATTEST:   
\_\_\_\_\_  
City Clerk

3/5/18  
\_\_\_\_\_  
Date