

Title:		Approved by:	Policy #
Water & Sewer Billing & Collection Policy		Town Council – Resolution 2020-009	8-3
Origin/Authority:	Scope:	Approved:	Page #
Town Administrator	Town of Lanigan	Effective: November 26, 2012 July 11, 2016 Amendments: February 11, 2019 January 13, 2020 April 11, 2022 Review:	1 of 1

1. Accounts for water & sewer service shall cover a two month consecutive period. The Town shall pre-bill all accounts in the month of January, March, May, July, September and November of each year and shall include any overage from the previous two months.
2. Accounts shall be paid by the 15th of the month following the date issued.
3. If an account is not paid by the due date indicated on the billing the water service MAY be disconnected. When the water service is cut off, it shall not be turned on until all arrears have been paid, together with a fee of \$150.00 to cover the expenses of turning off the water and turning it on again. If it is required to turn on the water service outside Town employees' regular working hours, the fee shall be \$300.00.
4. Consumers who owe for one month or more after the billing period will be sent a Final Notice to request payment within 7 days or that satisfactory payment arrangements are made with the Town Office. If payment is not received water service MAY be disconnected. The above charges mentioned in Section 3 above will apply before a service is turned back on.
5. Payments must be received in office by the due date.
6. This Policy is to come into effect January 14, 2020.