

Welcome to Hazelton!!

RE: New Water Utility Account

Enclosed please find Hazelton's Utility Contract and a copy of the Utility Policy. **Please fill out and return the Water Utility Contract with \$150.00 deposit and \$50.00 hookup fee within 15 days.**

Water meters are read around the 25th of each month and the billing is mailed out on the 1st of the month. Payments are due on the 15th of each month. A **\$25.00** late charge applies to all balances past due as of the 25th of the month.

Garbage is picked up curbside every Wednesday. Please see the enclosed document Garbage Policy for more information.

Dog licensing is due every year and costs \$5.00 per dog. Each household is limited to two dogs and/or cats. In order to obtain licensing for your dog, the City requires you to show proof of vaccination and proof of insurance on your residence. Please contact City Hall to pay for and license your pet.

We hope this information is helpful to you. If you have any questions, please feel free to contact City Hall or any of the individuals listed on the enclosed City of Hazelton Informational Numbers Sheet.

Please review the enclosures and make arrangements with our office to establish your utility account.

Again, welcome to Hazelton!

City Commission and Staff

City of Hazelton

Water, Sewer, and Garbage Service Policy

Last Revised November 3, 2014

NEW CUSTOMERS HOOK-UP FEES and DEPOSIT

- New customers must pay a hook-up fee of **\$50.00**. This amount is non-refundable.
 - Homeowners may be required to purchase/upgrade reader to drive-by if access to reader is prohibited due to fencing, location of reader or large dogs that could pose a safety risk for meter reader.
- New customers must pay a deposit in the amount of **\$150.00** for utility services.
 - Failure to pay the deposit within 15 days of occupancy will result in water service being disconnected.
 - If bill is delinquent for more than two billing cycles, deposit will be used to bring account up to date, utilities will be shut off, and a reconnect fee of **\$50.00** and an additional deposit of **\$150.00 MUST** be paid before utilities are turned back on.
 - The deposit will be kept for a period of 12 months, provided the customer's account has been and is currently up to date.
 - If the customer relocates outside of Hazelton within 12 months, the deposit shall be returned, provided the account is current and the customer so requests.
- Rental property utility deposit will be retained and returned only when notice of move-out is confirmed and bill is current.

TOTAL UPFRONT COST TO NEW CUSTOMERS: \$200.00

PAYMENT POLICY

- Water bills are mailed on the 1st of each month for services utilized the previous month. Payment is due on or before the 15th. A **\$25.00** late fee will be assessed on any outstanding amounts. **Return check fees (for any reason) are \$30.00 per time.**
- Any customer with a utility bill balance not paid after 2 billing cycle due dates will be subject to disconnect. Customers will be notified via letter and given time to either make arrangements with City Auditor, or pay the delinquent bill IN FULL. If payment is not made or arrangements are not made and not followed as promised by the customer, the city will turn utilities off. Water will not be turned back on until past due and current billing as well as reconnection fee and additional deposit is paid.
- Connection/Reconnect fees are as follows: **\$50.00** during business hours. **\$100.00** after hours.

MINIMUM Monthly Billing Example for Residential

\$40.00	Minimum Water for 2,000 gallons (\$3.00/1000 gallons over 2000)
\$6.00	Minimum Sewer Charge
\$20.00	Minimum Garbage Charge
\$1.00	Monthly Meter Fee
\$10.00	Monthly Water Project Fee
\$77.00	MINIMUM Monthly Billing for Residential Account

NEW CONSTRUCTION –

- New construction will require the following:
 - 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 and readouts will be furnished, installed, and approved by the City of Hazelton.
 - Water curb stops shall be installed at finish grade on all property for easy locations.

REPAIR & RESPONSIBILITIES

CITY RESPONSIBILITIES

WATER ISSUES:

- The City will read all meters every month.
- All repairs and maintenance on the city side of the curb stop.
- Checking valves for working order.
- Locating and mapping all curb stops that are not current, if and where possible.
- Any damages incurred by city employees, on either side of the curb stop. All areas disturbed shall be repaired to original or better condition.
- Stocking and installing meters and readers that fail to work properly without any neglect involved (short in wires, buildup in meters, etc.) and replacements for upgrades, if not billable to the customer.
- To relocate any new meter readers installed, on the front of that house or garage or outside any fenced area of a property for accessibility for the public service worker.

SEWER ISSUES:

- Repairs and maintenance on all manholes, storm sewers and lagoons.
- Repairs and maintenance on all main lines for sewers and storm sewers.

CUSTOMER RESPONSIBILITY

WATER ISSUES:

- Installation of lines to home or structure.
- All repairs from (and including surface cap, standpipe, submerged shut-off valve) curb stop to home and inside home for water lines.
- Any damages incurred by customer on either side of the curb stop. All areas disturbed shall be repaired to original or better condition.
- A licensed water and sewer contractor must do any repairs or installation of water and sewer lines.
- Any new installation shall require the customer (or licensed contractor) to map all lines and fixtures installed from curb stop to home and given to city auditor for future reference and records.
- Costs of water meters and readers replaced due to customer negligence (freeze up, pet damage, tampering, etc.) and replacements for outdated or upgraded.
- Costs of all utility billings and fees associated with billings.

SEWER ISSUES:

- Any damages occurred to any home, basement or personal property that may be caused by foreign objects in the main lines that would cause sewer back up. The damages that may occur to the main lines, due to foreign objects, are the city's responsibility.
- All repairs from sewer main to home.

City of Hazelton
PO Box 226
Hazelton, ND 58544
701.782.6878
701-782.6890 (f)
cityofhazelton@bektel.com
www.hazeltonnorthdakota.com

Utility Contract # _____

Name: _____
Home Phone: _____ Cell Phone: _____
Service Address: _____
Mailing Address: _____
Date of Hook Up: _____

In agreement with the City of Hazelton, I will be responsible to pay the City of Hazelton for water and all charges applied to the water utility bill supplied by the City of Hazelton each month. I further accept responsibility for all service and all necessary repairs on meter caused by any unauthorized act, carelessness, or negligence of myself or tenant.

By signing this utility contract I assume responsibility for the water utility bill at the above service address until the date that I notify the City of Hazelton for final meter reading and move out. I further realize that both the owner and occupant of the property are jointly and severally liable for all charges and the City of Hazelton may collect from either party.

Signature of Applicant Date

Employer: _____ Address of Employer: _____

Spouse: _____

Spouse Employer: _____ Address of Employer: _____

The City of Hazelton requires a **\$50.00** non-refundable hookup fee and a **\$150.00** deposit.

City Use Only: Date Deposit Paid: _____ Date Deposit Refunded: _____ _____ Copy of Water, Sewer, and Garbage Policy to Customer? Account #: _____ Route #: _____ Water Rate Code: _____ Meter Fee: _____ Sewer Code: _____ Garbage Code: _____ Meter Serial #: _____
--

2014 Information Sheet
City Hall Office Hours – M-F 8 am – 12 pm
Maintenance Hours – M-F 8 am – 5 pm

Website

www.hazeltonnorthdakota.com

Email

cityofhazerton@bektel.com

City Auditor

Angie Benz 701-782-6878

Maintenance Department

Matt Hagl 701-782-6878

President of Commission

Jim Malard

Commission Members and Portfolios

Tim Renz	Streets
Darwin Opp	Water/Sewer
Virginia McClure	Economic Development
Joe Robinson	Landfill

Meeting Schedule

City Commission – 1st Monday of every month at City Hall – 7 pm

Park Board – 2nd Monday of every month – 7 pm

Fire Department – 2nd Tuesday of every month – 7 pm

Utility Resources

Electric Utility	Montana Dakota Utilities 800.638.3278 www.montana-dakota.com
Gas Utility	Beastrom Oil 701.782.6227 Central Dakota Frontier Cooperative 701.782.6222
Telephone Utility	BEK Communications 888.475.2361 www.bektel.com
Cable Internet	BEK Communications 888.475.2361 www.bektel.com Dish Network 800.823.4929 www.dish.com DirecTV 888.777.2454 www.directv.com
Water/Sewer/Garbage	City of Hazelton 701.782.6878
Building Permits	City of Hazelton 701-782-6878 www.hazeltonnorthdakota.com
Postmaster	Hazelton USPS 701.782.4274
Garbage (Additional Services)	Trash, Inc. 701.782.4444

Garbage Pickup Policy

Re: City of Hazelton Garbage Pickup Policy

Dear City of Hazelton Resident,

Below is a revised policy regarding garbage pickup provided by Trash, Inc. In order for Gerard to better serve our community, it is imperative that all individual residents and business follow the guidelines below.

1. All garbage **must** be bagged. If garbage is not bagged, it will not be picked up.
2. All garbage cans **must** have lids.
3. Five gallon jugs **must** have their lids off.
4. Garbage cans **must** be placed within 3 ft. from the street on the day of pickup.

List of items Trash Inc. will **not** accept:

1. Trees, wood, rocks, bricks, grass and garden items.
2. Batteries
3. Oil
4. Tires
5. Mattresses
6. Furniture
7. White ware

In the spring there will be a City Wide Clean Up Day. At that time, Trash Inc. will accept the following items:

1. Mattresses
2. Furniture
3. White Ware

If you have special items that need to be picked up, please contact Trash Inc. to set up a pickup, if they can. **All costs associated with special pickups are the responsibility of the individual and are not included in their monthly garbage fee.**

If you have any questions regarding this notice, please contact the following:

Trash Inc. – Gerard Sathren----- (Shop) 701.782.4444
(Home) 701.254.4695
(Cell) 701.321.1138
City Hall – Angie Benz or Matt Hagl----- (Hall) 701.782.6878