

City of Crosby ~ 2 Second Street SW ~ Crosby, MN 56441
 Telephone: (218) 546-5021 ~ Email: ubclerk@cityofcrosby.com

For City Clerk's Office Use Only:	
App. Rec'd Date:	
Service Start Date:	
Meter Read:	
Dated:	By:

Application for Water/Sewer/Refuse Service

<ul style="list-style-type: none"> I/We understand that payment for water/sewer/refuse service is due by the 25th of each month. The water & sewer bill is based on actual usage; Refuse Service is billed for the month ahead (and will not be prorated). I/We agree to provide the City Clerk's Office with my forwarding address and the final payment within 10 days of the date of the last bill. I/We also understand that my service may be disconnected for non-payment after the 25th of each month. I also agree to pay a \$75.00 reconnect fee if my water/sewer service is disconnected. 	
Closing Date	
Date Service Requested	
Property Owner Name	
Service Address	
Daytime Phone:	Other Phone:
Property Owner Mailing Address <small>(If different from service address) Property</small>	
Property Owner E-MAIL address	
Renter Name	
Renter E-MAIL Address	
Number of Occupants in this Household	Adults Children
Heat Source	Hot Water / Forced Air / Electric

Pets: Do you own Dogs/Cats? Yes _____ No _____
 Annual licenses are REQUIRED; \$10 annual fee (January 1 - December 31)
Proof of current rabies vaccination is required for the license to be issued

Refuse

Cart Size: (Refuse service will begin on the 1st day of each month)

- ◇ 40 Gallon; \$15.95 per month
- ◇ 68 Gallon; \$19.47 per month
- ◇ 96 Gallon; \$23.28 per month

OFFICE USE ONLY:
 System _____ start date _____
 Cart List _____ monthly-no proration

- ◇ Homeowner will occupy the home
- ◇ Rental - Long Term
- ◇ Rental - Short Term (30 days or less)
- ◇ Vacation Rental

The above information is true to the best of my knowledge and I understand that falsification of the information contained herewith may result in termination of my water, sewer and refuse service.

Signature of Head of Household	Date
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By signing this application, you are verifying that you understand that this is a monthly bill. Payment is due on the 25th of each month. Bills NOT paid by the due date will be subject to a late payment penalty of 10% of the unpaid balance per month.

City of Crosby

2 Second Street SW
Crosby, Minnesota 56441

Please make sure that you connect with these other utility companies:

- MN Energy Resources is the natural gas company in Crosby 800-889-9508
- MN Power is the electric company in Crosby 800-228-4966

If you are thinking about doing any projects around the home or property, please contact the following BEFORE starting any projects:

Brittney Cotner, Sourcewell; Planning and Zoning Administrator – new structure build, any exterior work or signage (changing the footprint of the building / changing the impervious coverage of the ground on your property.

planning@cityofcrosby.com / 218-541-5294

Scott Sadusky, Building Official, new structure build, any remodeling projects, appliance replacements (Water Heater, Furnace, Central Air)

ssadusky@hotmail.com / 612-986-7644

All forms can be found on our website: www.cityofcrosby.com.

Please let us know if you have ANY questions. Thank you!

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The City sends a monthly utility bill for Water, Sewer, Storm and Refuse Service.

- The water & sewer bill is based on actual usage.
- Refuse service is provided by Range Disposal and is billed for the month ahead (and will not be prorated). Any changes to your refuse can size can be made through our office and must be done by the 25th of each month.

In July of each year, we bill an annual State Water Fee that is paid back directly to the State.

- Currently the annual state water fee is \$9.72

Payment for the *MONTHLY* utility bill is due by the 25th of each month. If not paid by that date, you will be billed 10% penalty on the entire balance. *We reserve the right to make changes to this policy*

You have several options to pay your utility bill.

- On-line through our web-site with Xpress Bill Pay
- You can also set up an auto-pay and request paperless billing with Xpress Bill Pay
- Send a check in the mail to the address listed above
- Drop off box both at the curb and inside the building
- Pay in person Monday - Friday 8:00 AM to 4:00 PM

Service may be disconnected for non-payment after the 25th of each month. If your water service is disconnected due to delinquency, you will need to pay your entire balance due including a \$75.00 reconnect fee.

If you move, please let us know so that we can get a final water meter read for a final bill. Final bill must be paid within 10 days of the date of the last bill.



Understanding your monthly Utility Bill:

W1	Water 1	Actual water usage
W2	Water 2	If you have a sprinkler meter installed this is the actual water usage
WB	Water Base	Monthly fee
SW	Sewer	Based on actual water usage – ALWAYS MORE than water
SB	Sewer Base	Monthly fee
DT	Retire Refuse Debt	Recover Refuse Fund Deficit
RD	Refuse Chg Admin	Administrative fee charged on your Refuse
RC	Refuse Charge	Monthly fee – based on your refuse cart size
SF	State Water Fee	Annual fee billed in July each year
SD	Storm Drainage Utility	Monthly fee
RT	Refuse Tax	Monthly fee
WP	Water Penalty	If payment is not made by the due date, this fee is charged
SP	Sewer Penalty	If payment is not made by the due date, this fee is charged
RP	Refuse Penalty	If payment is not made by the due date, this fee is charged
SP	St. Wtr Fee Penalty	If payment is not made by the due date, this fee is charged
DP	Storm Drain Penalty	If payment is not made by the due date, this fee is charged

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Silent Leaks

Unless you have reasons that your water usage would be higher during this time, we recommend that you check your home for water leaks

- Put a few drops of food coloring in your toilet tank(s); if the color gets into the toilet bowl (without a flush) - you have a silent leak.
- Read your water meter (and write it down) before retiring at night, in the morning before you use any water, read the meter again, if there is an increase in the number, you have a leak.
- Have you had visitors? We tend to see higher water usage during the holidays
- Have you been watering your lawn / garden?
- Do you have a water softener that may be cycling too often?
- Do you have an ice maker that may be cycling too often?
- Is your toilet running?

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Water needs to flow
through each meter
separately.

2nd Water Meter

(There are no sewer fees charged on water usage through this outdoor water meter)

- ✓ Water Meter will be purchased through City Hall for \$300.00 (this includes 7.375% sales tax).
 - Price increase July 12, 2021
- ✓ Home owner hires their own Plumber to install the 2nd water meter; at their own expense
- ✓ Once installation is complete; our Water Department Operator will come into your home and inspect the installation and make sure that we can read the meter through our radio read system. Questions during installation can be directed to our Water Operator by calling: 218.839.6592
- ✓ Please contact City Hall 218.546.5021 if you are interested in purchasing this meter. One week lead time is appreciated, as meters are not kept at City Hall.

v. 2021 07 12





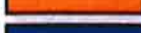


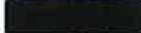
Holiday Schedule, please have refuse out by 7:00 a.m. to Ensure Service

Holiday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2022 + 2023 Memorial Day	Memorial Day	Monday Collection	Tuesday Collection	Wednesday Collection	Thursday Collection	Friday Collection
2022 4 th of July	4 th of July	Monday Collection	Tuesday Collection	Wednesday Collection	Thursday Collection	Friday Collection
2022 + 2023 Labor Day	Labor Day	Monday Collection	Tuesday Collection	Wednesday Collection	Thursday Collection	Friday Collection
2022 + 2023 Thanksgiving	No Change	No Change	No Change	Thanksgiving	Thursday Collection	Friday Collection
2022 + 2023 Christmas	No Change	No Change	No Change	No Change	No Change	
2022 + 2023 New Year's Day	No Change	No Change	No Change	No Change	No Change	
2023 4 th of July	Monday Collection	4 th of July	Tuesday Collection	Wednesday Collection	Thursday Collection	Friday Collection

We suggest taping this schedule to the inside of a cabinet door for safe keeping. Debbie and I are here to answer any of your questions about the Holiday Schedule. If you call the office and get our voicemail, and I do not give the change to our schedule, then your pickup day will remain the same.

UNIFORM COLOR CODE

FOR MARKING
UNDERGROUND UTILITY LINES

	PROPOSED EXCAVATION
	ELECTRIC POWER LINES, CABLES, CONDUIT AND LIGHTING CABLES
	GAS, OIL, STREAM, PETROLEUM OR GASEOUS MATERIALS
	COMMUNICATION, ALARM OR SIGNAL LINES, CABLES OR CONDUIT
	POTABLE WATER
	RECLAIMED WATER, IRRIGATION AND SLURRY LINES
	SEWERS AND DRAIN LINES
	TEMPORARY SURVEY MARKINGS

CALL BEFORE YOU DIG!



1-800-252-1166
www.gopherstateonecall.org



- Excavators are required to hand dig a minimum of two feet on either side of a marked facility.
- An excavator may not use a locate more than 14 calendar days from the excavation commencement time, unless the excavator has made previous arrangements with the operators affected to periodically verify, refresh or remark the locate.
- If during the course of excavation project an underground facility is damaged, in addition to calling 911, it is the excavator's responsibility to immediately notify the facility owner directly.

651-454-0002 **800-252-1166**
Metro **Toll Free**

Voter Registration

There are 2 ways to register to vote (in advance)

In person:

Crow Wing County Elections (218) 824.1051 (*they have forms at their counter*)
Historic Courthouse
Suite # 22 – 2nd Floor
326 Laurel Street
Brainerd, MN 56401

OR

On-Line:

<https://mnvotes.sos.state.mn.us/VoterRegistration/VoterRegistrationMain.aspx>

The pre-registration deadline is 21 days prior to election day.

If you are not pre-registered by the deadline, you will have to complete an election day registration at your polling location on election day and provide proof of residence.