

# City of Carlos

## Water/Wastewater Service Application

Applicant hereby applies for service with the City of Carlos for the purpose of receiving water and sewer services from the City and agrees:

- He/she is at least 18 years of age and all information provided is complete and accurate.
- To immediately notify the City of any changes to this information.
- To be responsible for the utility account(s) from the connect date to the time the City is notified to discontinue service.
- Service will not be activated until any past due accounts are paid in full.

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

2) Service Address \_\_\_\_\_ Mailing address if different than service address \_\_\_\_\_  
 Street address PO Box City, State, Zip

(3) Home Phone# \_\_\_\_\_ (4) Cell Phone# \_\_\_\_\_

5) electronic mail address (Email) \_\_\_\_\_

(6) Home Heating Type \_\_\_\_\_ (7) Effective date of Lease/Purchase \_\_\_\_\_  
Hot air or Hot water

(8) Work Phone# \_\_\_\_\_ (9) Employer \_\_\_\_\_

(10) Joint Name Work Phone # \_\_\_\_\_ (11) Joint Name Employer \_\_\_\_\_

(12) \_\_\_\_\_  
 Nearest Relative (Not Living You) Relationship City, State, Zip Phone

(13) List names of other adults (18 years of age or older) living at this location  
 \_\_\_\_\_

(14) ( ) Own ( ) Rent

If renting or leasing, Property Owner's Name, Address and telephone number  
 \_\_\_\_\_

Applicant(s) understand water/sewer bills are due in full by the 5th of each month. A 10% penalty is applied to past due balances and service may be disconnected for failure to make prompt payment. By signing this agreement, Applicant(s) accept the provisions contained herein. Signature of Applicants should include both parties for a joint account, and all partners in a partnership. Joint applicants and/or partners of Applicant agree to be individually responsible for this account.

Both signatures are required for a joint application

X \_\_\_\_\_  
 Print Complete Name Signature Date

X \_\_\_\_\_  
 Print Complete Joint Name Joint Signature Date

# City of Carlos Water & Waste Water Services

- The water bill includes a flat rate of \$45/month. Each month the City adds \$.81 to each bill to reimburse itself for \$9.72 charged annually by the Minnesota Department of Health for testing services. Also the City adds approximately \$1 to each bill once each year in February to reimburse itself for the permit fee charged by the Minnesota Department of Natural Resources for removing water from the aquifer.
- Sewer service is supplied to each location in the City and is included in the monthly bill at the rate of \$29 flat fee (not metered).
- In addition, all drinking water supply in the City is metered. Meters are read on a monthly basis during the last week of the month. The use of water is billed at \$5.00 per 1000 gallons or a prorated portion thereof.
- The first billing will include a \$30 connection fee for a new service for tenant or owner.
- Bills are generally delivered via mail or email by the 15th of each month.
- For residences that are rented and you would like both landlord and tenant to receive a copy of the bill, a \$1/month duplicate billing fee will be added to the billing. However, in the event of non-payment by the tenant, the landlord is ultimately responsible for the water bill for the property. The landlord may decide to have only one bill sent.
- If you choose, you may have the amount due collected via automatic withdrawal from a checking or savings bank account on the 25th of the month at no additional charge. If the 25th falls on a holiday, the amount will be withdrawn on the next business day.
- You have the option of receiving your bill via email.
- If you decide to do **both** of these (having your bill Emailed to you and having your payment automatically drafted on the 25<sup>th</sup> each month), you will receive a one-time credit on your next month's bill of \$6.00.
- The amount remaining due on the combined water/sewer bill after the 5th of the following month is considered late and will have a 10% late charge applied.
- The average usage by homeowners in the City of Carlos is approximately 3,300 gallons for a family of 2-4 members.
- Each resident is able to review their bill by going to [www.cityofcarlos.com](http://www.cityofcarlos.com) and clicking on UB PAY. The necessary information to do so is their account number and the municipal code of **CarlosMN319** for the City of Carlos. There is **NO** charge to **review** your billing.
- The monthly bill can be paid via credit/debit card or electronic check by going to the above website. There is a \$3 fee charged for each \$100 or portion thereof to the homeowner to use this payment method. A late payment can be avoided however if time does not allow other form of payment.
- To turn the water off or on at the curb stop at your home is a \$30 fee. If the City turns off the water due to non-payment of the bill, a \$75 reconnect charge is levied.
- The City's office hours are 9:30am - 5:00pm; Tuesday - Thursday; or by appointment.
- For any questions, please call 320-852-3000 and speak to Lori Johnson, Clerk-Treasurer; or Jeff Gunderson, City Public Utilities at 320-815-3478.



**City of Carlos**

BOX 276  
CARLOS, MINNESOTA 56:-n9

**CONSUMER AUTHORIZATION AGREEMENT FOR  
DIRECT PAYMENT VIA ACH (ACH DEBIT)**

Direct Payment via ACH is the transfer of funds from a consumer account for the purpose of making a payment.

I (we) authorize the **City of Carlos** hereinafter called Company, to electronically debit my (our) account and if necessary, electronically credit my (our) account to correct erroneous debits as follows:

Checking Account or Savings Account (select one)

at the depository financial institution named below, hereafter called Depository, I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

Depository Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: .....

Date and/or Frequency of debit(s): Monthly on the 25<sup>th</sup> of each month. Should the date fall on a weekend or Federal Holiday, the withdrawal will occur on the next business day.

I (we) understand that this authorization will remain in full force and effect until I (we) notify the Company in writing by mail to PO Box 276, Carlos, MN 56319 that I (we) wish to revoke this authorization. I (we) understand that the Company must be given requires at least 30 days prior notice in order to cancel this authorization.

Name(s): \_\_\_\_\_  
(Please Print)

Signature(s): \_\_\_\_\_ Date: \_\_\_\_ \_

(staple a voided check here)

Processed Date \_\_\_\_\_

Terminated Date \_\_\_\_\_

# PET LICENSE APPLICATION

## CITY OF CARLOS

DATE:-----

BREED:-----

SEX: (circle one) MALE FEMALE

SPAYED OR NEUTERED? (circle one) YES NO

COLOR:-----

DISTINCTIVE MARKINGS (if any): -----

PET'S NAME: -----

NAME & LOCATION OF VET CLINIC:

OWNER'S NAME, ADDRESS AND PHONE (must be 15 years of age)

I agree to maintain a current "Rabies Vaccination Certificate" with the City Clerk.

I understand that the annual individual dog license fee (currently \$10) will be collected in May of each year via the City utility bill (water /wastewater bill).

I will notify the City clerk @320-852-3000 or [office@cityofcarlosl.com](mailto:office@cityofcarlosl.com) if I no longer have my dog.

I have received a copy of the City of Carlos Dog ordinance(s).

OWNER'S SIGNATURE-----

### FOR OFFICE USE ONLY

CLEARED BY:

LICENSE NUMBER ISSUED:

DATE OF VACCINATION:

EXPIRATION DATE:

**RELEASE PERMIT.** A permit issued by the Animal Control Officer or other person in charge of the pound for the release of any animal that has been taken to the pound. A release permit may be obtained upon payment of a fee to the City Clerk in accordance with the regular license requirement if the animal is unlicensed, payment of a release fee, and any maintenance costs incurred in capturing and impounding the animal. The release fee shall be as established in the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11, as it may be amended from time to time.

### § 91.02 DOGS AND CATS.

(A) *Running at large prohibited.* It shall be unlawful for the dog or cat of any person who owns, harbors, or keeps a dog or cat, to run at large. A person, who owns, harbors, or keeps a dog or cat which runs at large shall be guilty of a misdemeanor. Dogs or cats on a leash and accompanied by a responsible person or accompanied by and under the control and direction of a responsible person, so as to be effectively restrained by command as by leash, shall be permitted in streets or on public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited."

(B) *License required.*

(1) All dogs over the age of six months kept, harbored, or maintained by their owners in the city, shall be licensed and registered with the city. Dog licenses shall be issued by the City Clerk upon payment of the license fee as established by the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11 of this code, as that ordinance may be amended from time to time. The owner shall state, at the time application is made for the license and upon forms provided, his or her name and address and the name, breed, color, and sex of each dog owned or kept by him or her. No license shall be granted for a dog that has not been vaccinated against distemper and rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the dog is vaccinated.

(2) It shall be the duty of each owner of a dog subject to this section to pay to the City Clerk the license fee established in the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11, as it may be amended from time to time.

(3) Upon payment of the license fee as established by the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11 of this code, as that ordinance may be amended from time to time, the Clerk shall issue to the owner a license certificate and metallic tag for each dog licensed. The tag shall have stamped on it the year for which it is issued and the number corresponding with the number on the certificate. Every owner shall be required to provide each dog with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case a dog tag is lost or destroyed, a duplicate shall be issued by the City Clerk. A charge shall be made for each duplicate tag in an amount established in the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11, as it may be amended from time to time. Dog tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee or tag because of death of a dog or the owner's leaving the city before the expiration of the license period.

(4) The licensing provisions of this division (B) shall not apply to dogs whose owners are nonresidents temporarily within the city, nor to dogs brought into the city for the purpose of participating in any dog show. Service animals do not require a license.

(5) The funds received by the City Clerk from all dog licenses and metallic tags fees as established by the Ordinance Establishing Fees and Charges adopted pursuant to § 30.11 of this code, as that ordinance may be amended from time to time, shall first be used to defray any costs incidental to the enforcement of this chapter; including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of the dogs.

(C) *Cats.* Cats shall be included as controlled by this division insofar as running-at-large. Proof of rabies vaccine is not required for CATS. All other provisions of this section shall also apply to cats unless otherwise provided.

(D) *Vaccination.*

(1) All dogs kept harbored, maintained, or transported within the city shall be vaccinated at least once every three years by a licensed veterinarian for:

(a) Rabies - with a live modified vaccine

(2) A certificate of vaccination must be kept on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the City Clerk, the Animal Control Officer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the City Clerk or officer. Failure to do so shall be deemed a violation of this section.

Penalty, see § 91.99

### **§ 91.03 NON-DOMESTIC ANIMALS.**

Except as provided in M.S. § 346.155, as it may be amended from time to time, it shall be illegal for any person to own, possess, harbor, or offer for sale, any non-domestic animal within the city. Any owner of a non-domestic animal at the time of adoption of this code shall have 30 days in which to remove the animal from the city after which time the city may impound the animal as provided for in this section. An exception shall be made to this prohibition for animals specifically trained for and actually providing assistance to the handicapped or disabled, and for those animals brought into the city