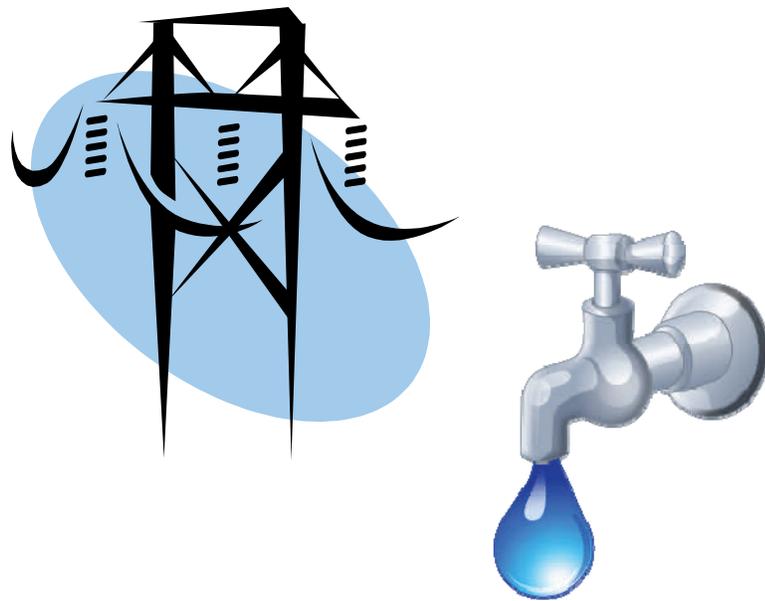


Kenyon Municipal Utilities

Electric and Water Service



Rules and Regulations

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INTRODUCTION

Kenyon Municipal Utilities (KMU) has assembled this booklet to assist customers and contractors in planning for and obtaining city water and electric service. This information is intended to supplement the requirement of the Minnesota Plumbing and Electrical Codes, along with other state, federal and city ordinances. Any specific requirements of KMU are not to intentionally be in conflict with any other existing requirement, but to help provide information and a willingness of KMU to cooperate with customers to provide reliable service.

All requirements, rules and regulations are subject to change by the Utility Commission.

KMU will furnish information on rates and services upon request at the office at 709 2nd Street. The rates to be charged for all services are established by the Utility Commission along with the approval of the City Council. The rates are subject to change. Other charges for materials, equipment and labor will be billed based upon cost. *(See Appendix)*

Revised February, 2011

I. The Utility Service Application Process:

A. APPLICATION FOR ELECTRIC AND WATER UTILITY SERVICE (PRE-EXISTING SERVICE & NEW SERVICES)

Customer requesting service from a pre-existing service shall fill out an *Application for Utility Service*. (See **Appendix 2A** for a copy of the *Residential Application for Utility Service* form and **Appendix 2B** for a copy of the *Commercial Application for Utility Service*.)

Each customer shall sign an *Application for Utility Service*, acknowledging that the information on the application is correct and granting permission to KMU to register the electric and water utility billing account in their name or company's name (in which case such permission shall also indicate that they are authorized by the company to commit the company to liability for utility bills incurred). The *Application for Utility Service* also defines the general terms and conditions to which the customer agrees when they request service and become a customer of KMU, informs the customer of KMU's Electric and Water Service Rules and Regulations and provides of the amount of the customer's deposit received and when it was received.

B. SERVICE DEPOSIT

1. RESIDENTIAL: Service applicants, who have not established an acceptable credit history with KMU as a customer, are required to pay a meter deposit of \$75.00 (\$50 for electric and \$25 for water). This deposit requirement will be waived if a favorable "letter of good credit" from their previous electric utility provider is received. A "letter of good credit" is defined as a letter from another electric utility showing that the customer paid his/her bill on time with no more than three late penalty charges or one disconnection charge during the previous 12 months. Residential customers with electric heat as their primary heating source are required to pay a deposit of the greater of \$100 or one month's projected average monthly electrical usage for the period defined as between November through March.
2. COMMERCIAL property owners must pay a meter deposit, which will be based on past history of the location. The deposit will be equal to two months' billing charges during the past twelve months of service. If a billing history is not available, a realistic estimate of electricity and water will be used.

C. RETURN OF SERVICE DEPOSIT

All deposits will accumulate interest, which will be paid by KMU in conformance with Minnesota Statute Section 325E.02. Deposits are not transferable and in the case of residential accounts will only be refunded to the person who originally made the deposit.

Upon payment of all utility bills due and owing, deposits shall be refunded in the following manner:

1. Upon closing of an account, or
2. After 12 consecutive months of timely payments

All or a portion of the deposit plus interest may be applied to the final billing. However, should the deposit plus interest be insufficient to pay the entire amount owed such application of deposit and interest will not be deemed to be payment in full of amount owed.

II. Billing, Disconnect Policies / Procedures

A. BILLING

The Utility will read electric and water meters once a month. Customers will be sent a monthly bill computed from total KWh and water usage and rates structure. Statements are sent out by the first of the month, and payable upon the tenth of the month. An account shall be considered delinquent when payment in full has not been received by the due date. Delinquent bills will be assessed a **5% late penalty** on the total electric, water and sewer (not including garbage and recycling).

Minnesota sales tax will be assessed on all billings unless proof of exemption is provided to the Utility.

B. REASONS for DISCONNECT

KMU can disconnect service to a customer under these conditions:

1. Non-payment of bills
2. Failure of a customer to provide KMU access to owned meter equipment
3. Conditions determined to be hazardous to the customer and KMU
4. Unauthorized use of electricity or equipment owned by KMU
5. Failure to fill out an Application for Utility Service or pay meter deposit (or other applicable charges)

(See **Appendix 4** for a copy of the **Disconnect Policy**.)

C. SERVICE RECONNECT CHARGE

If a service has been disconnected by the request of a customer, or for non-payment of an account, there will be a \$25.00 fee imposed for each service KMU reconnects if requested before 4:00 P.M. on a regular business day. Requests for Reconnection of Service after 4:00 P.M. or on weekends or holidays will be imposed a \$75.00 fee. Payments must be made in cash or by certified check.

A customer requesting service who previously had an unpaid balance must pay the unpaid balance. If the unpaid balance has been turned over to a collection agency, the customer must pay any collection agency fee(s) incurred.

D. DISCONNECT POLICY FOR NON-PAYMENT OF BILLS

See **Appendix 4** for a copy of the **Disconnect Policy**.

E. POLICY ON LANDLORD/ RENTER TENANCY CHANGES AND BILLING RESPONSIBILITY

All landlords are recommended to notify KMU about their rental property. Both landlords and tenants moving out have shared responsibilities to keep KMU informed of changes in tenancy. Landlords should instruct their tenants to appear at KMU's business office during regular office hours to request service and pay any required customer deposit. KMU's policy on changing the billing responsibility on rental property as a result of a change in tenancy will be handled as illustrated in the following examples:

- In the event Tenant "A" **moves out** of a rental property, the responsibility for the billing account will remain in the name of Tenant "A", until Tenant "A" has officially informed KMU that they have moved out (or until the landlord or another Tenant "B" transfers the billing responsibility to them)

- In the event that Tenant “A” notifies KMU of their intent to vacate the property and another Tenant “B” does not contact KMU that they are **moving in** and taking immediate possession of the property, KMU will:
 - By default automatically transfer the account to the landlord, if the landlord has pre-registered the property with KMU as rental property and pre-signed an Application for Utility Service agreeing to automatically accept the billing responsibilities in such situations when the property is vacant or between tenants
 - In the event that the landlord does not pre-register the property with KMU as rental property and pre-sign an Application for Utility Service, KMU will make best efforts at attempting to notify the landlord of the vacancy and request that the landlord immediately sign an Application for Utility Service transferring the billing responsibility to the landlord or have the service disconnected. KMU will not be held legally responsible for any failure to make contact with the landlord or any damages that may result from a subsequent disconnect. KMU strongly encourages landlords to pre-register their rental property and pre-sign an Application for Utility Service in order to ensure continued service.
- In the event that Tenant “B” does contact KMU that they are **moving in** and taking immediate possession of the property, the responsibility for the billing account will only transfer to Tenant “B” once an Application for Utility Service is signed and either a credit reference is provided or a deposit is received.

In summary, it is both the responsibility of the old tenant that is moving out to inform KMU of their status of occupancy and the responsibility of the new tenant that is moving in to inform KMU of their status of occupancy. If there is difference between the date that KMU is informed that the old tenant is moving out and the date that KMU is informed that the new tenant is moving in, KMU will default the billing responsibility to the landlord, if the landlord has registered their rental property and pre-signed an Application for Utility Service. In the event the landlord does not pre-register their rental property and pre-sign an Application for Utility Service KMU will attempt to notify the landlord of the vacancy and request that the landlord immediately sign an Application for Utility Service transferring the billing responsibility to the landlord or have the service disconnected.

Whoever contracts for service with KMU will remain liable for payment of all bills until service is discontinued either voluntarily or involuntarily.

F. OWNERS OF ELECTRIC HEAT HOUSING PAYMENT OF ELECTRIC UTILITY SERVICE CHARGES

1. When a property served has electric heat as the primary heating source, payment for all electric service charges shall be the responsibility of the owner of the property served and shall be billed to him or her unless otherwise contracted for and authorized in writing by the owner and the tenant and consented to by the City of Kenyon. The City may collect any unpaid electric services charges from the property owner by bringing a civil action or, in the alternative and at the option of the City, as otherwise provided in this subdivision. Nothing in this policy shall preclude a property owner from requiring the tenant to reimburse him or her for the payments made to the City for electric service.

G. POLICY ON DISCONNECT OF RENTAL PROPERTY ELECTRIC AND WATER SERVICE AND NOTIFICATION PROCEDURE TO LANDLORDS AND/OR TENANTS

It is not KMU's duty to mediate lease issues between landlord and tenant. In disconnect situations involving rental property, KMU will attempt to provide adequate notice of disconnect to both the tenant and the landlord. KMU is only legally obligated to inform the party who contracted for service by signing the Application for Utility Service. But out of the best interest of the other party KMU will make attempt to best efforts to also notify the other party (i.e. landlord or tenant).

If the landlord contracted for service with KMU and fails to make payments, KMU only has a legal responsibility to inform the landlord of disconnect. However in such situations KMU will also attempt to provide the same notice of disconnect to the tenant. This will provide the tenant with adequate notice to permit them to address any lease issues with the landlord prior to disconnect and prevent an interruption in service.

If the tenant contracted for service with KMU and fails to make payments, KMU only has a legal responsibility to inform the tenant of disconnect. However in such situations KMU will also attempt to provide the same notice to the landlord. This will provide the landlord with adequate notice to permit them to address any lease issues with the tenant and prevent any property damage, which could result from an interruption of service.

Landlords and tenants signing a Utility Service Agreement are doing so with the understanding that in the event of a disconnect notice, KMU will release information pertaining to the pending disconnect to the other party (i.e. landlord or tenant). By signing the Utility Service Agreement the landlord or tenant is waiving his data protection rights with respect to allowing a disconnect notice to be sent concurrently to the other party (i.e. landlord or tenant).

H. ASSESSMENT OF UNPAID UTILITY BILLS

Any unpaid utility charges which are past due may be certified by the City Clerk of the City of Kenyon to the County Auditor at such intervals as the City Council may determine. The City Clerk in certifying such charges to the County Auditor shall specify the amount thereof, the description of the property to be certified and the name of the property owner. The amount certified shall be extended by the Auditor on the tax rolls against such property in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

I. SERVICE INTERRUPTIONS

KMU does not guarantee uninterrupted service to any class of customer, nor will it accept responsibility for losses incurred by any interruption of service. A customer should provide back-up systems if continuous electric and water service is an absolute necessity. The Utility also reserves the right to disconnect service for a short period of time if this is necessary to repair, test and maintain the system. If possible, customers will be notified before planned outages. KMU has the right to terminate service immediately to a property if it is necessary to protect public health, safety, public property or property of others; also to protect the City water or electric system from damage.

ELECTRIC CUSTOMERS / SERVICE POLICIES:

KMU will supply electricity to customers in its assigned service territory.

A. CUSTOMER APPLICATION DATA SHEET FOR INSTALLATION OF NEW ELECTRIC SERVICE OR SERVICE MODIFICATION

The customer or his representative must make an application to KMU for any of the following requests:

1. Request for installation of a new electric service
2. Request for a change to an existing electric service (increase in size, change in voltage,
3. Relocation in routing or conversion from an overhead to an underground service)
4. Request for a temporary electric service

Applications may be done in person at the KMU office. This application is to include the following information:

- Picture Identification will be required of all new applicants.
- Exact location of where service is being requested, including address and map of lot lay out indicating desired physical routing of electrical service along with location of other pertinent information such as location of house, out buildings, drive way, fences and other utilities (if known)
- Type of Request (New Service, Change to an Existing Service or Temporary Service)
- Additional explanation about the Service Request (if necessary)
- Approximate date service is required
- Customers name, current address and telephone number(s) where they can be contacted
- Name, address, telephone number of contractor, electrician or engineer and their license number (if applicable)
- Desired: Service Size, Service Voltage, Service Location
- Projected load information
- Plat Map Layouts (for new multi-lot residential developments)
- Customer Electrical One Line Diagrams (for large commercial & industrial installations).

KMU will then review the Service Request and make arrangements with the customer to provide the requested service and as allowed per KMU's Electric Service Rules and Regulations.

(See **Appendix 1A** for a copy of the *Customer Application Data Sheet for Installation of New Service or Service Modification.*)

B. SPECIFICATION AGREEMENT FOR INSTALLATION OF NEW ELECTRIC SERVICE OR SERVICE MODIFICATION

KMU will supply one type of service as agreed upon and per KMU policy. To avoid misunderstanding and costly alterations, KMU will also require each customer to sign a *Specification Agreement for Installation of New Service or Service Modification.* This will apply to either a new service or a change to an existing service. This agreement will confirm the agreed to Service Location. In addition it will state if the customer will be required to pay any Additional Charges pertaining to this service installation.

Charges that may apply are:

1. **Connection Charge** - \$250 (plus 6.5% sales tax) to be paid by builder for every new service connected, and remitted when a building permit is requested so that KMU is provided with

adequate notice to ensure sufficient time to make arrangements for the installation of any necessary infrastructure.

2. **Service Extension Charges/Excess Facilities Charges** - KMU reserves the right to apply a Service Extension Charge/Excess Facilities Charge to customers who are requesting KMU to provide electric service to a location which requires KMU to invest more dollars to install the electrical infrastructure than can be economically justified by the expected revenue. Therefore, in order to compensate KMU's other customers for the inadequate rate of return, when service is provided to locations with extenuating circumstances, KMU reserves the right to require the customer to either: a.) contribute dollars for these excess facilities upfront or b.) arrange to pay a monthly facilities surcharge for some predetermined time. In general KMU's standard policy allows for up to two times the annual expected revenue to be expended on providing a new service. Any cost in excess of this is defined as "excess facilities" which the customer will be expected to pay as a prerequisite of service.
3. Underground Service Charges (if applicable in the future).

If additional charges are required it will also indicate when they are to be paid. The customer must sign this agreement before work will begin on the installation of the service.

(See **Appendix 1B** for a copy of the *Specification Agreement for Installation of New Service or Service Modification.*)

C. EASEMENT TO PROVIDE ELECTRIC SERVICE

When a customer agrees to service from KMU, it is also implicitly agreeing to provide KMU an easement for any overhead and/or underground secondary conductors necessary to supply service to the customer. The easement is to be granted at no cost to the Utility.

D. INSTALLATION/CONNECTION OF ELECTRIC SERVICE

KMU will not install a new service or make modifications to a service until all of the following applicable requirements have been supplied to KMU:

1. Application for Installations of New Service or Service Modification (if applicable) APPENDIX 1A
2. Agreement for Installation of New Service or Service Modification (if applicable) APPENDIX 1B

KMU will not connect a new service or make modifications to a service until all of the following applicable requirements have been supplied to KMU:

1. Electrical Inspection Affidavit/Certificate of Connection
2. Application for Utility Service (always applicable, applies to pre-existing services and new services) APPENDIX 2A or 2B
3. Service Deposit (or Letter of Credit)
4. For an existing energized service, KMU will not provide service until all of the following applicable requirements have been supplied to KMU:
5. Application for Utility Service (always applicable, applies to pre-existing services and new services) APPENDIX 2A or 2B
6. Service Deposit (or Letter of Credit)

On an existing energized service involving a change in occupants (either due to a change in ownership of the property or a change in tenancy), failure of the new occupant(s) to fill out an Application for Utility Service or provide a Service Deposit (or Letter of Credit) will be grounds for KMU to disconnect service until these requirements have been met

III. Terms and Conditions of Service

A. ELECTRIC SERVICE RATES

KMU current Rates for Service are provided. (See **Attachment 3** for copy of Present Rates.)

B. ENERGY COST ADJUSTMENT

An Energy Cost Adjustment will be added to bills to recoup wholesale energy cost in excess of the base energy rate assumed in the above rates. Each month the customer will be billed for the current months' usage plus any applicable energy cost adjustment associated with last month's usage.

C. DEFINITION of COMMERCIAL & INDUSTRIAL SERVICE

Customers with a peak demand exceeding 20 KW for any three months during the preceding 12 months will be classified as Commercial and/or industrial and will require demand metering. After being placed on the demand rate the customer will remain on the demand rate for a minimum period of 12 months. Customer will be removed from the demand rate only if their peak demand has not exceeded 20 KW in 10 or more months.

D. SPECIAL RATE PROVISIONS FOR LOW LOAD FACTOR/SEASONAL LOADS

KMU reserves the right to apply Special Rates to customers, which have a seasonal type load or a load with an extremely low load factor. The load factor represents the utilization factor of the electric utility equipment installed to serve the load or the average loading as a percentage of the nameplate capability. Because of the load characteristics of such customers (high peak demands which are disproportionate for the small amount of energy consumed), KMU is required to invest more dollars to provide the physical utility service equipment than can be justified by the expected revenue. Furthermore, this usually results in installing transformers that accommodate the high peak demand but have a very low average loading, which results in "no load" core losses that are disproportionately high relative to the small amount of energy consumed.

Therefore, in order to protect KMU's other customers, Special Rate Provisions will apply for Low Load Factor/Seasonal Loads as follows:

- When calculating the applicable billing demand each month KMU will assume a minimum 20% demand ratchet. The demand ratchet will be calculated by taking the larger of either the actual peak demand of the current month in question or 20% of the highest monthly demand, which has occurred in the last 11 months.
- In addition the ratcheted demand shall be capped for those customers whose peak usage occurs during KMU's off peak months of April, May, October or November. The maximum cap on the ratcheted demand shall be calculated by dividing the monthly kWh by 75.

- For those customers whose peak usage does not occur during KMU's off peak months of April, May, October or November, the ratcheted demand shall not be capped.

E. POWER FACTOR REQUIREMENTS

KMU reserves the right to install additional metering equipment on customers with 100 KWs or more in demand, to determine the power factor of their load. Metering will be installed at no cost to the customer. The purpose of this additional metering is to measure the reactive load.

In the event that the customer's power factor is found to be less than 90%, the customer's KW demand will be adjusted upward for billing as follows: The maximum metered KW demand measured will be divided by the power factor percentage, and then multiplied by 90%.

IV. Electric Metering Requirements

A. METER SOCKETS

It is the responsibility of the customer to provide the meter socket or meter center for multiple meter installations at their own cost. This includes material and installation. All meter sockets must be of the bypass type.

B. METERS

Meters are required on all services connected to the KMU electric system. The KMU will supply and install meters, demand meters, current transformers, and potential transformers at no cost to the customer.

C. METER LOCATIONS

All meters will be located outside buildings unless special permission is granted by the Utility.

1. Maximum height 72" from ground level
2. Minimum height 48" from ground level
3. Mobile homes will be individually metered
4. The location must be free from vibration, dust, heat or physical damage
5. Meters must be accessible to the Utility
6. Meters must be located in a permanent position and securely mounted
7. Meters in an apartment complex may be located inside, but must feed only one customer, be accessible to the Utility, and there must be an approved type of disconnect for each meter. Each meter shall be identified and marked to indicate which customer a particular socket serves.

D. METER TESTING

KMU will test electric meters for its customer. The meter must maintain a 2% plus or minus from 100% accuracy. The Utility will test a meter once every four years at no cost to the customer. Upon request, the Utility will do additional testing. If the meter falls within the 2% margin, the customer will be charged \$45.00 per residential meter. If the meter is found to be inaccurate, a monetary adjustment will be made. This will be determined by evaluating previous months' bills, and results of the tested meter. The adjustment will be made on the consumption of KWh only.

E. SEALED METERS

It is the policy and practice of the KMU to seal or lock all metering equipment. Removal of the seals or locks, or tampering with the equipment makes a customer subject to:

1. Disconnect of service
2. An adjustment of previous bills
3. Prosecution under Minnesota Statutes
4. The possibility of the Utility moving metering equipment at the expense of customer

V. Technical Service Specifics - Electric

A. SERVICE AVAILABILITY

The service furnished to each customer will generally be of:

1. One type of service voltage,
2. At one point of delivery location,
3. And metered with one set of metering.

At the request of the customer, special service arrangements may be made, but at the expense of the customer.

B. SECONDARY VOLTAGE SERVICE TYPES

The following Service Voltages are available from KMU:

1. Single phase:
 - a. 120/208 volt, 3 wire, grounded neutral
 - b. 120/240 volt, 3 wires, grounded neutral
2. Three phase:
 - a. 120/208 volt 4 wire Y grounded neutral
 - b. 120/240 volt 4 wire Delta grounded neutral
 - c. 277/480 volt 4 wire Y grounded neutral
 - d. 240/480 volt 3 wire Delta

If customer requests a voltage that is not readily available at the customer's vicinity, the customer will be responsible for all costs which are determined to be "excess facilities" as defined by KMU's standard policy.

If a customer requests a voltage that is not a standard voltage offered by KMU, the customer will be responsible for providing the necessary transformation equipment (including any necessary spare equipment for emergencies).

C. PHYSICAL LOCATION OF SERVICE

Kenyon Municipal Utility will provide service at the side of the house or property closest to KMU's designated feed point or supply (as determined by the closest distribution transformer location and/or secondary location with available load serving capability). In the event that the customer elects to have his service point at some other location for reasons of his own, KMU reserves the right to request the

customer to contribute the difference in cost in the form of “excess facility charges” as defined by KMU standard policy.

D. DEFINITION OF SERVICE

The Service is the set of conductors that carries the electricity at the secondary voltage across the customer’s property from the KMU supply.

E. DEFINITION of SUPPLY

The supply is that set of primary and secondary conductors and/or voltage transformation equipment that is utility owned and installed on public right of way or upon easements.

F. DEFINITION OF PARTIES RESPONSIBLE FOR INSTALLATION, MAINTENANCE & OWNERSHIP OF SERVICE EQUIPMENT

Overhead service is installed, owned and maintained by KMU at no cost to the customer (excluding any applicable connection charges or excess facilities charges). KMU does not install underground residential service cables. Installation, maintenance and ownership of underground services are the responsibility of the customer from the Utility Service Point or Point of Demarcation in Ownership. KMU will make the final connection to the utility source (i.e. the pedestal or the riser). The customer’s electrician will make the connections at the meter.

G. DEFINITION OF POINT OF SERVICE

The Point of Service defines the demarcation point between Utility owned equipment and Customer owned equipment:

- For an overhead residential service, the point of demarcation is at the Service Mast or Weatherhead Connections. For an overhead residential service, the customer must establish a permanent connection point on their building agreeable to the Utility. The connection point must provide sufficient clearance as stated in the National Electric Safety Code. If this is not possible, a mast is required to provide sufficient height. The utility will provide the triplex cable overhead service appropriately matched to the customer’s service size and make the final connections.
- For an underground residential service in designated underground area, the point of demarcation is the connections at the secondary pedestal connection cabinet located at the property line.
- For an underground residential service in a designated overhead area, the point of demarcation is the connections at the secondary riser/terminal pole located at the pole at the property line.
- For a commercial or industrial service, the point of demarcation is the secondary connections located at the utility transformer.

H. DESIGNATED OVERHEAD VS. UNDERGROUND SERVICE AREAS

KMU reserves the right to designate an area as either an overhead service area or an underground service area. As a general rule, a majority of the pre-existing services within KMU’s service territory are in areas designated as an overhead service area. However newer residential developments in the future may likely

be designated as underground service areas in order to be consistent with a recently enacted Underground City Ordinance.

I. REQUEST FOR CONVERSION OF AN OVERHEAD SERVICE TO UNDERGROUND

If a residential customer located in an overhead service designated area, requests a new underground service or a service change from overhead to underground service, the customer must do so at their expense. The customer must hire a licensed contractor or electrician to perform the work. The electrical inspector, having jurisdiction, must inspect all underground services before being energized by KMU. The Utility may credit the customer for materials normally used in an overhead service.

VI. Miscellaneous Items

A. MISCELLANEOUS CHARGES

(See **Appendix 5** for a summary of *Miscellaneous Charges*.)

B. SECURITY LIGHTING

Upon request, the Utility will install a 100-watt high-pressure sodium security light. The customer will pay \$10.00 per month KW consumption that will not be metered on the customer's service. Maintenance of the light is the Utility's responsibility.

C. STREET LIGHTING

The number and location of streetlights in Kenyon is a decision of the City Council. It is up to the Council to inform the Utility of additional lighting requirements. The Utility will then install the lights, and bill the City for the additional KW consumption.

D. LOCATING UNDERGROUND CABLES

MN State Law requires anyone digging to call Gopher One State for locations of underground utilities. KMU owns underground primary and secondary voltage cables on the distribution system. We will locate these cables, free of charge, for customers, electricians and contractors working in the area where they are located. The Utility will try to locate customer owned cables, but will not accept responsibility of their location.

E. TREE TRIMMING IN ELECTRIC LINES

The Utility will trim trees to protect its equipment and to maintain continuous service to its customers. The Utility will not be responsible for trimming or taking down dead elm or diseased trees. A City ordinance covers this situation. In areas where trees need to be removed because of possible damage to Utility equipment and cause outages, the property owner will be asked to correct the problem at his own expense. A customer may hire a professional tree trimmer. The trimmer must check with the Utility and receive written permission. The purpose of the permit is to prevent damage to the electric distribution system. The permit must provide the following information:

1. Name, address and phone number of the tree trimming company
2. Location of trimming

3. Provide insurance
4. Trimming should be done on working days – Monday through Friday
5. The Utility will not take down secondary service lines after 3:00 P.M.

Upon evaluating that the equipment and the procedure to be used are in conformance with KMU policies the permit will be signed. (See **Appendix 6** for a copy of the *Tree Trimming Permit*.)

F. MOVING OF BUILDINGS

The Utility must be notified if a building is to be moved. An application submitted at the Utility office, and a signed permit must be granted before the building is moved. The purpose of the permit is to prevent any damage to Utility property, and to insure the safety of its customer and employees. The permit is to include:

1. Name of moving company
2. The route to be taken; names of alleys, streets and or highways that will be used
3. Provide insurance

The Utility may not be able to grant permission if the clearance is not adequate from the power lines. Only secondary voltages may be interrupted. Primary voltage distribution and transmission will not be allowed to be interrupted unless the system design has looped feed capabilities allowing continuity of service to be maintained. The Utility will charge for labor and any materials used.

G. UTILITY SAFETY

The Utility has adopted the Minnesota Municipal Utilities Safety Manual. The Utility also complies with the codes in the National Electric Handbook and the National Electric Safety Code. All electricians and contractors coordinating work with the Utility will be expected to abide by these rules and regulations, for the protection and benefit of all involved.

VII. Generator Interconnection Policy & Standards

KMU's Policy on Distributed Generation Interconnection Standards will use a report entitled, Report on Distributed Generation Technical Standards and Tariffs, published by the Minnesota Department of Commerce, February 3, 2003 as a guideline. This document is the result of a collaborative effort by electrical utilities in the state of Minnesota to develop generic standardized policies on interconnection standards and tariff administration. KMU reserves the right to apply this guide, as it deems appropriate.

WATER CUSTOMERS / SERVICE POLICIES

WATER SHORTAGES: *If a water shortage exists, KMU is authorized to take necessary actions to correct the situation. Customers are to be notified of the shortage by any media available and also of any actions that customers are to comply with.*

DEFINITIONS

- A. **Air Gap:** Vertical distance water must travel through the air from discharge piping to any receiving device.
- B. **Backflow Preventer:** A device or means to prevent backflow or back siphonage of any substance into a water service or main.
- C. **Base Charge:** Portion of water bill intended to recover the fixed cost of providing service.
- D. **Common Service:** Water service that serves more than one metered property.
- E. **Corporation:** A device designed to connect a water service 2" or smaller to a water main.
- F. **Cross-Connection:** Any unprotected actual or potential connection or plumbing arrangement between the City potable water system and a customer or any source through which it is possible to introduce any foreign material or substance into the City water system. Bypass, jumpers, or temporary connections are not permitted if backflow can occur.
- G. **Curb Box:** A device designed to provide access to a curb stop.
- H. **Curb Stop:** A device (shut-off valve) to control water flow from service to the welling usually located at the property line.
- I. **Property:** Refers to any designated area, whether business or place of residence, where facilities exist to consume water. Example: A residential property to also include duplexes, apartments and mobile home units.
- J. **House Plumbing:** Series of pipes that permits water to travel from the house stop valve to other areas.
- K. **House Stop Valve:** Valve to control flow of water between the water meter and the house piping.
- L. **KMU:** Kenyon Municipal Utilities
- M. **Meter Angle Valve:** Valve to control the flow of water between the water service and the water meter.
- N. **Remote Register:** Device located on outside of a property. Its' purpose is to record water usage within the property.
- O. **Submeter:** Use of a meter to record water usage used in a process, evaporation or waste. The submeter is subtracted from the normal water meter reading for the purpose of determining the sewer billing.
- P. **Water Main:** System of pipes and fittings designed to distribute water to the water service of any customer. System is owned by the City of Kenyon and maintained by KMU.
- Q. **Water Meter:** A device to measure the quantity of water used in a property in thousands of gallons.
- R. **Water Service:** Pipe and fittings needed to transport water from the water main to the point of entry of a property.
- S. **Utility Commission:** KMU Board appointed by City Council to operate the water and electric utility under Minnesota statutes § 412.331 – 412.391.
- T. **Service Call:** Time spent by a utility employee answering the request of a customer, or the utility employee responding in regard to the rules and regulations of the operation of the water utility.

I. Water Services, Billing and Responsibility

A. BILLING

On single-metered multiple properties, the total amount of water used will be divided by the number of occupied units in order to obtain a unit consumption. The amount of water will then be figured through the rate structure to obtain a unit charge. The Utility will abide by the wishes of the owner as to who will pay for the water charges, and a service agreement must be signed by the owner or tenants. KMU recommends all properties be individually metered. Meters installed in residential properties may be a remote reader.

B. WATER SERVICE RESPONSIBILITY

The property owner is responsible for the cost of installing a water service. The property owner owns the water service and is responsible for its repair, maintenance, or replacement. Effective September 15, 2010, the owners' responsibility for repairs on a water line will include the entire curb stop to the meter. KMU would be responsible from the main up to the curb stop. When connecting a new service to the city main, the connection from the curb stop to the main shall become the property of KMU subsequent to inspection. *(Note: This rule does not apply to the service lines for mobile home courts.)*

Effective December 17, 2014 – Property owners will be responsible for thawing of frozen water lines from the meter to the water main.

C. WATER SERVICE MATERIALS AND SIZING

New residential water services shall be copper and 1 inch minimum diameter. Existing $\frac{3}{4}$ inch may be replaced with $\frac{3}{4}$ inch copper pipe. Water services with multiple properties shall be sized in accordance with the Minnesota Plumbing Code.

D. WATER SERVICE REPAIR

If leaks occur on the water service, only copper and cast iron services are to be repaired. All lead and galvanized iron services are to be replaced. Approved plastic may be used only on private property and not in the street or in public areas.

E. CUSTOMER NOTIFICATION OF WATER LEAK

If after 48 hours of being notified by KMU, a customer refuses to make repairs on his water service and the Utility determines that a possibility exists for damage to public property or streets, and interferes with traffic, the Utility may repair the leak and charge the owner for the costs incurred. KMU will also charge the owner of the water service an additional amount to cover the water loss on the City system. The loss to be estimated from the time the leak is reported to the time the leak is repaired.

F. FROZEN SERVICES

The Kenyon Municipal Utilities (KMU) will thaw frozen service laterals, at its discretion. Residential services will be prioritized by KMU in the order they are received. Calls received after regular working

hours will be responded to as soon as possible. Commercial services will be considered on a case by case basis. KMU will thaw external water service laterals only, not frozen plumbing inside the building.*

Homeowners and business owners will be required to sign a Waiver of Liability and Hold Harmless Agreement before work begins. This agreement may not be signed by a residing tenant.

KMU cannot guarantee that its personnel will be able to thaw lines. If the line does not thaw the property owner is still responsible for the fee set by KMU (See *Appendix 5 – Misc. Charges*). If the line is still frozen, the property owner will need to contact an independent contractor at their expense to make further attempts to thaw the frozen line. If outside contractors are hired by property owners, proof of insurance must be supplied to KMU. Welding machines are strictly prohibited, and persons using same will be held liable for any damage caused.

KMU reserves the right to depart from the conditions of this policy at any time if deemed to be in the best interest of the City and its residents based on safety, economic or other considerations. Any variance from the policy and the reason for the variance shall be documented in writing.

If it is deemed necessary to constantly run water to prevent lines from freezing, KMU may review the reduction of water charges. If an adjustment is approved customers must notify the KMU office that they are running water for this purpose in order to receive this credit. It is KMU's discretion to determine the length of time this credit would be available.

** Work will depend on availability of KMU personnel. Work related to the water and electric systems will take precedent over thawing if that work is of an urgent nature.*

G. ABANDONED SERVICES

An unused or abandoned water service shall be cut off and disconnected at the water main, and the curb box removed at the expense of the property owner. In order to guarantee disconnection, a performance bond or deposit may be required at the Utility Commission's discretion. The bond or deposit will be returned when the water service disconnection is complete. If not done satisfactorily, the bond or deposit may be used by the Utility to defray the costs of properly abandoning the water service. No new water service will be approved until all unused water services on the site are properly abandoned.

H. LOCATE WATER SERVICE

KMU will locate and mark the location of water services when possible at no charge on a case-by-case basis. This is to comply with the Gopher State One Call statute. (*KMU assumes no responsibility for the accuracy of locating private service lines.*)

II. Water Meters

A Utility employee shall be given reasonable access to a meter or the water service may be disconnected until entry is given.

A. MULTIPLE METER INSTALLATION

Whenever a multi-residential, commercial or industrial building is constructed, and one or more meters per water service is desired, the owner shall submit a written application and set of drawing to the Utility for approval.

B. METER OWNERSHIP

All water meters, remote registers and equipment used to register water consumption for billing purposes by the utility, and for City sewer charges, shall be provided by and be the property of KMU.

C. MAINTENANCE, REPAIRS, AND REPLACEMENT

KMU will maintain all water meters used to determine water and sewer billings. Any repairs or replacement of meters due to negligence or carelessness of the owner or occupant of a property will be charged either to the customer or the owner of the property. The repairs or replacement of a frozen water meter will also be the responsibility of the owner or occupant of the property.

D. STOPPED METERS

If a water meter has stopped or not accurately measured water usage, the amount billed will be estimated based on the same time period one year previously. If there is evidence that consumption has changed, this value may be used for billing.

E. DEFECTIVE REMOTE

In the event of a failure in the remote register, a customer's bill will be adjusted based on the meter reading inside the property.

F. METER TESTING

1. KMU will test a water meter at the request of a customer. If the meter is found to be accurate or under-register, the Utility may charge the customer for the meter test. If the meter is found to over-register, a billing adjustment will be made and no charge will be levied.
2. Customers requesting additional meter tests within a twelve-month period will be charged for a meter test.

G. RESIDENTIAL METERS

1. Most residential water services will be metered by a 5/8" x 3/4" meter.
2. There may be a remote outside reader, or a meter equipped to be read using radio frequency.
3. KMU will furnish all materials for metering and the meter, but will not furnish valves and plumbing to accept the meter in a property.

H. RESIDENTIAL METER INSTALLATION

The service line shall be brought vertically through the floor of the dwelling and shall have a meter angle valve installed 24" – 48" above the finished floor on the street side of the meter. The meter is to be supported to prevent it from vibrating when water is passed through the meter. A house stop valve with full pipe diameter shall be located next to the meter on the property side. In residential multi-properties, the meter shall be located in each property or located in a common area accessible to KMU. The water

meter shall be accessible from the front and have a minimum of 12” clearance on the top and all sides. (See Appendix W4)

I. METER SAFETY

If a customer does not furnish a protected and suitable location for a meter, the Utility may refuse connection to the City system.

J. COMMERCIAL AND INDUSTRIAL INSTALLATION

Water meters shall be installed at the point of entry of the water service with a full bore stop valve on each side of the meter. A bypass line the same size as the water service shall be installed on a meter installation of 1 ½” or larger. (See Appendix W3)

K. BYPASS SEALED

All bypasses will be sealed by the Utility. Evidence of unauthorized connection or tampering with any meter or bypass seals will subject the service to be disconnected.

L. FROZEN METERS

Customers are responsible for protecting water meters from freezing. A minimum standard fee will be charged for frozen meters. If repairs to the meter are greater or a replacement is needed, customer will be billed for additional expense.

M. METER CUSTOMER IDENTIFICATION

In multiple meter installations, the owner shall provide permanent, easy-to-read marking to identify the customer served.

III. Fire Hydrants

The Utility is responsible for the repair and replacement of fire hydrants. Utility employees, firefighters and others specifically authorized by the Utility shall open or make any connection to fire hydrants.

A. HYDRANT PERMITS

Temporary hydrant permits may be issued when use of that hydrant will not jeopardize fire protection or the health of the community. The permit holder assumes all liability for claims and damages that may result from his operation of the hydrant. This is to include damage to hydrant, adjacent public or private property and metering equipment. A deposit may be required by the Utility to guarantee payments for water used and also to cover damages. This permit will be issued only if protective equipment and procedures are agreed upon for filling tanks. (See Appendix W5)

B. HYDRANT FLUSHING

The Utility has a policy of flushing hydrants twice a year for the following reasons:

1. Remove any rusty water in the system
2. Check operation of hydrants
3. Check water flows and pressure
4. An opportunity to check chemical residuals in different areas of town.

C. HYDRANT CHECKS IN THE FALL

The Utility maintains a check on fire hydrants in the fall. Hydrant barrels are checked for high levels of ground water. If necessary, hydrant barrels are pumped to prevent freeze-up in cold weather. The Utility requests the fire department report the use of hydrants in cold weather, so a check can be made of the hydrant.

D. RELOCATION OF HYDRANT

Fire hydrants may be relocated at the property owner's expense and only if approved by the Utility. Payment to be made in advance. The new hydrant is to be located on the property frontage of the owner requesting relocation.

IV. Private Fire Protection Systems

A. CONNECTION TO A CITY WATER MAIN

1. Connection of any private fire protection system to a public water main requires the approval of the Utility.
2. Complete plans and specifications for a fire protection system must be submitted to the Utility and the City engineer for review and approval. All fire systems shall conform to the latest state and City plumbing and fire protection codes.
3. Private fire hydrants shall be of the same make, model, and color of those of the City.

B. MODIFICATION OF FIRE SYSTEM

Any modifications or additions to an existing private fire system must be sent to the Utility for review and approval. No modifications or additions are to be made without written approval of the utility.

C. METERING WATER FOR FIRE PROTECTION

The utility normally does not meter water for fire flows, but if the Utility requires a meter on a system connected to a public water main, the Utility will furnish the meter, and the installation will be the property owner's expense.

D. UNAUTHORIZED USE OF A FIRE SYSTEM

If the owner or renter of a property is using water or wasting water for purposes other than fire protection, a charge may be sent to the owner or renter for the estimated use of water. Also, if conditions are not corrected within ten working days, the service may be terminated until corrections are made. A notice will be sent out by the Utility.

E. FIRE BOOSTER PUMP

If a booster pump is connected to the City water system and this is a direct connection, a low pressure cutoff switch of 10 PSI shall be installed on the suction side of the booster pump to prevent the creation of a vacuum or negative pressure on the City system.

F. NO WARRANTY OF LEVEL OF SERVICE

The Utility encourages the use of private fire protection systems, but does not guarantee any specific level of water pressure or continuous service. If service to a customer is interrupted because of the need to maintain or repair part of the Utility's system or because of an emergency causing the Utility to determine that water needs to be diverted, the Utility shall have no liability to the customer for the loss of service. The Utility will make reasonable efforts to notify customers of shut offs in service.

V. Miscellaneous Items

A. METERING FOR SPRINKLER OR IRRIGATION SYSTEMS

Water supply for irrigation or sprinkling system will be metered separately. If the watering system water is taken from a customer's service, it should be taken before the customer's main water meter. If meter is located in a manhole, a remote register shall be installed. (*See Appendix W6 & W7*)

B. BACKFLOW PREVENTION

A reduced pressure backflow preventer shall be installed on all new and existing irrigation systems.

C. YARD HYDRANTS

Yard hydrants shall be installed as shown in Appendix 6W & 7W and shall include a backflow preventer and remote. The yard hydrant to be a drain back, a curb box to be installed on inlet side next to manhole. Meter will be removed by the Utility at the end of the season and curb stop closed. Meter will be replaced and water turned on upon request the following season.

D. CROSS CONNECTIONS

The State Plumbing code has been adopted by the water utility and states the rules and regulations pertaining to the prevention of cross connections.

E. BACKFLOW / CROSS CONNECTION PREVENTION

1. No private well shall be connected to any pipe of the KMU / City water system.
2. Any residential, commercial or industrial customer, whose operation by KMU determination may cause potential of a cross connection or potential health hazard, shall install and maintain an appropriate backflow preventer. Proper installation and an annual written inspection are to be provided by a licensed person possessing a Minnesota Backflow Preventer Maintenance Certificate.

F. WATER OPERATOR CERTIFICATION

KMU employees have obtained and maintain a water license from the Minnesota Department of Health. This license states the individual has received classroom instruction and has experience in the operation of a water system equivalent to the size of Kenyon and is capable of handling the water treatment responsibilities.

G. TESTS AND INSPECTIONS

Engineers, contractors, and plumbers are required to give Utility personnel an opportunity to test or to verify tests and materials being installed on the City water system. Inspection of service lines and equipment must be made before lines are covered.

KENYON MUNICIPAL UTILITIES

CUSTOMER APPLICATION DATA SHEET

For Installation of New Service or Service Modification

Customer Name _____

Customer Telephone number(s): _____

Customer address: _____

Information on Contractor/Electrician/Engineer (if applicable):

Name _____

Address _____

Phone # _____

License Number _____

Address/Location of New Service/Service Modification:

- Include a diagram of the lot layout indicating desired physical routing of electrical facilities including relative location of other pertinent information such as property line, location of house, out buildings, driveway, fences and other utilities (if known).
- For Multi-Lot Residential Developments include Plat Map Layouts.
- For Large Commercial/Industrial Installations include a customer one-line diagram of electrical facilities if available.

Date service needed: Temporary ___/___/___ Permanent ___/___/___

Type of Request: (Check all that apply)

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> New Service | <input type="checkbox"/> Temporary Service | |
| <input type="checkbox"/> Underground | <input type="checkbox"/> Overhead | |
| <input type="checkbox"/> Change to Existing Service | | |
| <input type="checkbox"/> Increase in Service Size | <input type="checkbox"/> Change in Service Voltage | |
| <input type="checkbox"/> Change in Routing/Location | <input type="checkbox"/> Overhead to Underground | |

Additional Explanation of Request (if necessary)

RESIDENTIAL PROJECTED LOAD INFORMATION

Service Size _____ Amps
Size of Central AC(s) _____ Ton(s)
_____ Ton(s)
Electric heat _____ KW

COMMERCIAL/INDUSTRIAL PROJECTED LOAD INFORMATION

Lighting-estimated load _____ KW connected
Electric heating load _____ KW connected
Air compressor _____ KW connected
Refrigeration load _____ KW connected
Motor load _____ KW connected
Total Service Connected Load _____ KW connected
Estimated Maximum Demand _____ KW Estimated power factor _____ %
Service Size _____ amps
Service Voltage _____ Number of Phase(s) _____ Service Wire Type _____

No application will be deemed complete and no action will be taken by KMU until all requested information and documents have been received, in their entirety

Customer Signature _____ Date _____

KENYON MUNICIPAL UTILITIES

SPECIFICATION AGREEMENT

For Installation of New Service or Service Modification

(It is the intent that the customer fill this out at the same time that they apply for a building permit)

1. Customer Name _____

2. Customer Address _____

3. Customer Phone Number _____

4. Detailed Description of Agreed to New Service or Service Modification

Agreed to date of installation: _____

Agreed to technical specifications: (such as voltage, service size, conductor type and etc)

Agreed to Location/Routing of Electrical Facilities

Include & reference any diagrams of lot layout, illustrating agreed to location of utility electrical facilities; for Multi-Lot Residential Developments include Plat Map Layouts illustrating agreed to location of utility electrical facilities.

5. Customer also agrees to pay the following fees indicated below (if applicable):

Standard Electric System Connection Charge: \$ _____ Date _____

Service Extension Charges/Excess Facilities Charge: \$ _____ Date _____

Standard Underground Service Charge: \$ _____ Date _____

Customer agrees to the following payment arrangements:

The costs are to reimburse the Utility for equipment, construction or changes requested by the customer that were for the benefit of the customer; and reflect either standard charges required according to KMU's standard policy and/or reflect excess charges due to the customer requesting something in excess of what standard KMU policy allows for.

Customer Signature _____ Date _____

Utility Signature _____ Date _____



Kenyon Municipal Utilities
709 2nd Street - Kenyon, MN 55946
 Phone: 507-789-6415 Fax: 507-789-5604

APPLICATION FOR RESIDENTIAL UTILITY SERVICE

Date: _____ Social Security # of Applicant: _____

Name:	Last Name	First Name	M. I.	Spouse: First Name	M.I.
-------	-----------	------------	-------	--------------------	------

Number Of Occupants <input style="width: 50px; height: 30px;" type="text"/>	New Service Address - Street	Home / Cell Phone
--	------------------------------	-------------------

Employer	Business Phone
----------	----------------

Spouse Employer	Business Phone
-----------------	----------------

Renters: *A copy of your utility bill may be given to your landlord, along with any delinquent notices.* _____ (Initial Here)

Landlord Name _____ Phone _____

Complete Previous Address:	Name of Previous Utility
----------------------------	--------------------------

The Customer hereby acknowledges that they will abide by all terms and conditions of service as set forth in K.M.U.'s Electric Service Rules and Regulations (copy available upon request). The Customer also agrees to provide an easement for the utility secondary service conductors actually used to deliver electricity to the premises. A description of the point of demarcation of ownership between K.M.U.'s electrical facilities and the customer-owned electrical facilities is as follows: Overhead service - Contact point on the House / Underground Service - Utility Right-of-Way.

Meters are the property of Kenyon Municipal Utilities.

I acknowledge that the above information is correct and I grant permission to KMU to register the electric utility account under my name and thereby accept all associated responsibilities including financial.

Customer Signature: _____

Date: _____

FOR OFFICE USE:

Account # _____

Deposit Paid \$ _____ Date _____

No Deposit - Letter of Credit Received _____

Deposit Refunded: Date _____ \$ _____

Deposit Amount Applied to Final Bill: \$ _____ Date _____

PICTURE IDENTIFICATION REQUIRED.

ROUNDUP PROGRAM: _____ YES _____ NO

KENYON MUNICIPAL UTILITIES

709 Second Street-Kenyon, MN 55946 Phone: 507/789-6415 Fax: 507/789-5604

APPLICATION FOR UTILITY SERVICE FOR COMMERCIAL CUSTOMERS

(This Agreement is to be binding for this Service Application Only.)

DATE: _____

EIN or SSN: _____

***A Meter Deposit is required for all commercial customers.
Deposit amount will be equal to an estimated two months normal billing for this business.***

Name of Company	Name & Title of person completing form
New Service Address	
Billing Address	Name & Phone Number of contact person

1.) Customer acknowledges and agrees to the following responsibilities:

- A.) The Customer agrees to pay for the miscellaneous charges as a pre-requisite to becoming a customer as defined in Section 1C in KMU Electric Service Rules and Regulations.
- B.) The Customer agrees to pay for electricity consumed according to the published rates.
- C.) The Customer hereby acknowledges that they have been provided a copy of KMU's Electric Service Rules and Regulations and agrees to abide by all terms and conditions of service
- D.) The Customer is also agreeing to provide an easement for the utility secondary service conductors actually used to deliver electricity to the premise.

2.) A description of the point of demarcation of ownership between KMU's electrical facilities and the customer owned electrical facilities is as follows:

3.) The following customer charges have been received by KMU:

- A.) Service Deposit Amount: \$ _____ Date Received _____
- B.) Other Miscellaneous Charges
 - 1.) Standard Electric System Connection Charge: \$ _____ Date _____
 - 2.) Service Extension Charges/Excess Facilities Charge: \$ _____ Date _____
 - 3.) Standard Underground Service Charge: \$ _____ Date _____

All charges to be paid in advance unless a special payment arrangement is indicated below

The Utility agrees to supply service only when all applicable charges documented above are paid. The charges are to reimburse the Utility for equipment, construction or changes requested by the customer that were for the benefit of the customer. And reflect either standard charges required according to KMU's standard policy or reflect excess charges due to the customer requesting something in excess of what standard KMU policy allows for. This payment does not give the customer any ownership in the Utility. All equipment will be the property of the Kenyon Municipal Utilities.

I hereby duly represent myself as being authorized to accept the billing liability on behalf of the above named company.

CUSTOMER
SIGNATURE _____ TITLE _____

Please attach to this application form a resolution or other document, evidencing the above signatory being authorized to contract and pay for services.

FOR OFFICE USE:

ACCOUNT # _____
 DEPOSIT PAID \$ _____ DATE _____
 DEPOSIT REFUNDED \$ _____ DATE _____
 DATE OF FINAL BILL _____ BALANCE PAID? ____yes ____no
 If not balance due _____ Deposit applied? ____

KENYON MUNICIPAL UTILITIES

709 Second Street Kenyon, Minnesota 55946 Phone 507/789-6415 Fax 507/789-5604

PRESENT RATES

ELECTRIC		<i>(Feb 2013 billing)</i>
Residential		
Customer Charge		\$ 8.35 per month
Per KWh		\$0.12
Commercial		
Customer Charge		\$ 22.00 per month
Per KWh		\$0.117
Large Commercial/Demand		
Customer Charge		\$ 45.00 per month
Demand KW		\$ 9.50 per KW
Energy		\$0.078
Street Lights		
Customer charge		\$ 25 covers all lights \$ 6.25/service
Electric Meter Connection Fee		
for new homes <i>(effective 7/15/05)</i>		\$250 plus 6.875% tax <i>(tax effective 7/1/09)</i>
Security Lights <i>(effective Dec 2003 billing)</i>		\$10 / month

WATER		<i>(effective October 2011 billing)</i>
Residential and commercial water rates per M		\$3.20
Base Charge		
Less than 1" meter		\$ 6.80 per month
Larger than 1" meter		\$ 13.63 per month
Water Connection Fee		
for new homes <i>(effective 1/1/07)</i>		\$844

KENYON MUNICIPAL UTILITIES DISCONNECT POLICY

RESIDENTIAL: FOR PERIOD OCTOBER 15 thru APRIL 15

Revised July, 2008

1. If a customer's account is not paid by the due date (i.e. 10th of the month) they shall be notified by first class mail of their overdue utility account. The Notice of Intent To Disconnect Letter will be sent out with the next utility bill at the end of the month.
Included will be:
 - a. Notice of the proposed disconnection
 - b. Statement explaining customer's rights and responsibilities
 - c. List of local energy assistance providers
 - d. Forms on which to declare "inability to pay"
 - e. Statement explaining available time payment plans and other opportunities to secure continued utility service.
2. The Notice of Intent to Disconnect Letter will instruct the customer that they may either meet with a Utility representative or to appear at a hearing before the Utility Commission on a date agreeable to both parties to make arrangements for payment of the arrears.
3. If a customer wishes to declare his/her inability to make full restitution, this must be done within 20 days from date when the original Notice of Intent to Disconnect Letter was sent out. (Note: This is 20 days after the date that the next utility bill is sent out.)
4. In the event that the customer does not respond within 20 days from the date when the original Notice of Intent to Disconnect Letter was sent out; KMU will hand deliver a second Notice of Intent to Disconnect Letter to the residence the next day (or 21 days after the date when the original Notice of Intent to Disconnect Letter was sent out) and make a best effort to make personal contact with the customer.
5. Eleven days after the date when the original Notice of Intent to Disconnect Letter was sent out, if KMU fails to make personal contact with the customer at this time, KMU will attempt to investigate whether the residential unit is actually occupied or not.
 - a. If there is reason to believe that the unit is occupied, the utility will provide seven days' written notice of the proposed disconnection to the local energy assistance provider before making a disconnection. Following such notice to the energy assistance provider, KMU will then post a Notice of Disconnect Date (i.e. the "Pink Slip") together with the provisions of the disconnect policy on the front door of the property receiving service. The actual disconnect date will be 2 days after the posting of the Notice of the Disconnect Date
 - b. If there is reason to believe that unit is unoccupied, along with posting the Notice of Disconnect Date on the front door of the property, the utility will also send a written copy of the Notice of the Actual Disconnect Date (i.e. the "Pink Slip") via certified mail, (along with the provisions of the disconnect policy) to the last recorded address of the customer. The actual disconnect date under these circumstances shall be 21 days after the date that the Notice of the Actual Disconnect Date (i.e. the "Pink Slip") was sent via certified mail.

Note: State Regulations do not allow disconnection of service on the day before a weekend (i.e. Friday's) or on the day before a holiday.

6. At the time of disconnect, utility personal will again attempt to make one last effort to make personal contact with anyone on the premises.
7. Charges for reconnect of electric service caused by delinquent accounts shall include:
 - a. The Standard Reconnect Charge (See Section II.G.)
 - b. And a Deposit if there is not one currently on file. (See Section I. F.)* This deposit may be refunded according to KMU's standard policy (See Section I.G.)
8. The Utility will reconnect the electric service as soon as an account is paid in full, or an acceptable payment schedule is approved by KMU, which will require payment of current months bill plus a negotiated percentage of the amount in arrears.

RESIDENTIAL: FOR PERIOD APRIL 16 thru OCTOBER 14
COMMERCIAL: FOR PERIOD JANUARY 1 – DECEMBER 31

1. If a customer's account is not paid by the due date (i.e. 10th of the month) they shall be notified by first class mail of their overdue utility account. The Notice of Intent To Disconnect Letter will be sent out with the next utility bill at the end of the month.
2. The Notice of Intent to Disconnect Letter will instruct the customer that they may either meet with a Utility representative or to appear at a hearing before the Utility Commission on a date agreeable to both parties to make arrangements for payment of the arrears.
3. In the event that the customer does not respond within 10 days from the date when the original Notice of Intent to Disconnect Letter was sent out, KMU will hand deliver a second Notice of Intent to Disconnect Letter to the residence the next day (or 11 days after the date when the original Notice of Intent to Disconnect Letter was sent out) and make a best effort to make personal contact with the customer.

Note: State Regulations do not allow disconnection of service on the day before a weekend (i.e. Friday's) or on the day before a holiday or during the time of a heat advisory.

4. At the time of disconnect, utility personnel will again attempt to make one last effort to make personal contact with anyone on the premises.
5. Charges for reconnect of electric service caused by delinquent accounts shall include:
 - c. The Standard Reconnect Charge (See Section II.G.)
 - d. And a Deposit if there is not one currently on file. (See Section I. F.)* This deposit may be refunded according to KMU's standard policy (See Section I.G.)
6. The Utility will reconnect the electric service as soon as an account is paid in full, or an acceptable payment schedule is approved by KMU, which will require payment of current months bill plus a negotiated percentage of the amount in arrears.

KENYON MUNICIPAL UTILITIES

MISCELLANEOUS CHARGES

Truck fees – per hour (1 hour minimum)	\$100	Digger derrick
	\$100	Little boom
	\$100	Double bucket
	\$40 plus fuel	Small Dump truck
	\$40 plus fuel	Pickup
	\$60	Chipper
	plus labor	

Trenching & Laying wire	\$3.50 per foot	Trenching
	\$3.75 per foot	Trenching & Laying wire
	<i>plus cost of materials + 20%</i>	
	\$100 minimum	

Thaw frozen water line	1st incident	\$250	For first 2 hours
		\$100	Per hour after first 2 hours
	2 nd & consecutive incidents within 6 months of 1st incident	\$500	For first 2 hours
		\$200	Per hour after first 2 hours

Frozen Water Meter	\$35 Plus materials + 20% to repair
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Watermain tap	\$125 per tap
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Labor <small>(during regular or OT)</small>	\$50 per hour per person
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Material purchases	Actual cost plus 20%
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Bulk Water Purchases	\$25 annual base charge plus \$5 per 1000 gallons used
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Reconnects due to Shutoff	\$25	Before 3:30 p.m.
	\$75	After 3:30 p.m.

Normal Reconnects	\$25
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KENYON MUNICIPAL UTILITIES TREE TRIMMING PERMIT

The purpose of this permit is to prevent damage to the Kenyon Municipal Utility electric system, and possible injury to customers and Utility personnel. A tree trimmer must check with the Utility and receive signed permission to trim in areas where the lines are located.

Customer name _____

Address _____

Area to be trimmed _____

Name of trimmer _____

Insurance Co. _____

Date of trimming _____
(Mon. - Fri. working hours)

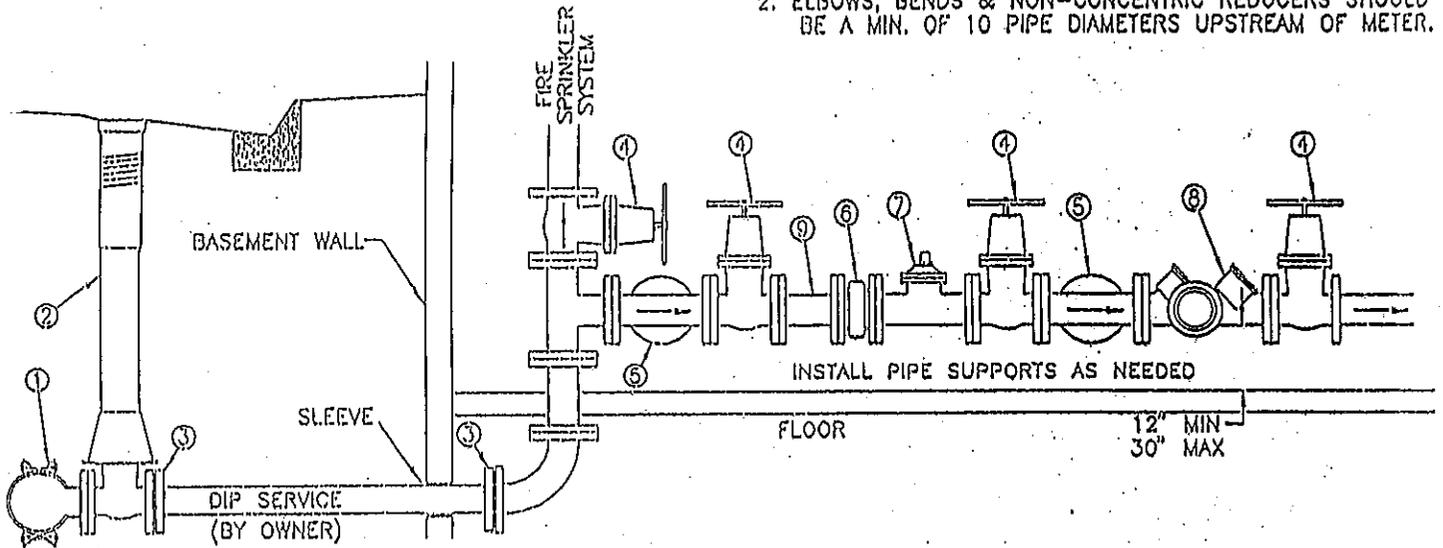
This permit grants permission to trim in the above named location only.

KENYON MUNICIPAL UTILITIES

OWNER RESPONSIBLE FOR MAINTAINING TOP OF VALVE BOX FLUSH WITH STREET SURFACE

NOTES:

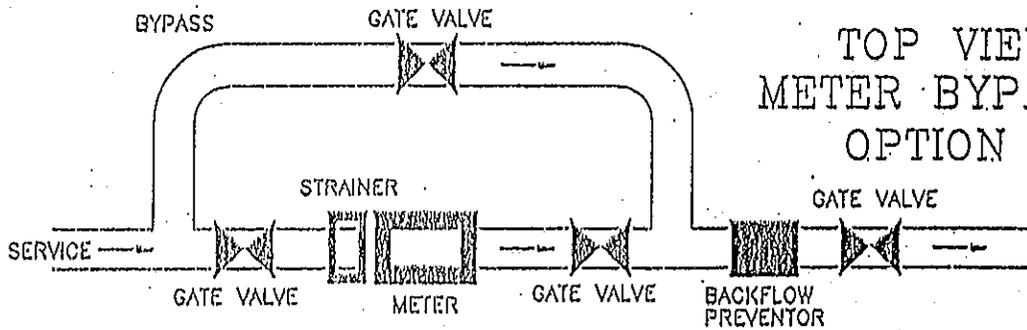
1. DO NOT INSTALL CHECK VALVES OR PRESSURE REDUCING DEVICES UPSTREAM AND LESS THAN 5 DIAMETERS DOWNSTREAM OF THE METER.
2. ELBOWS, BENDS & NON-CENTRIC REDUCERS SHOULD BE A MIN. OF 10 PIPE DIAMETERS UPSTREAM OF METER.



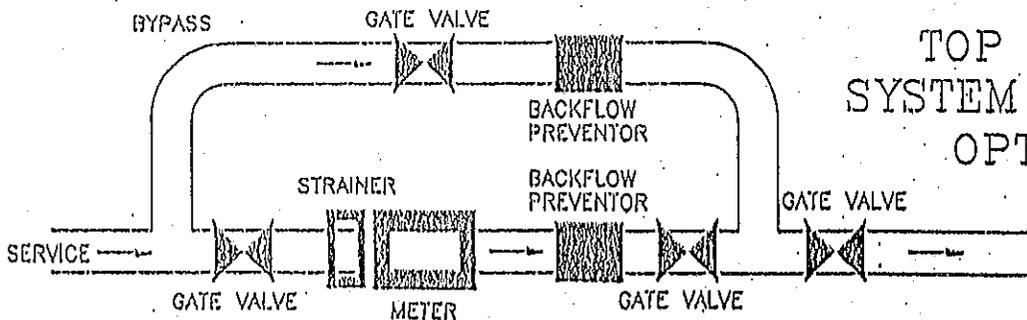
WATERMAIN

- 1) TAPPING SLEEVE & VALVE OR CUT-IN-TEE & VALVE (BY OWNER)
- 2) VALVE BOX (BY OWNER)
- 3) RETAINER GLAND (BY OWNER)
- 4) FULL FLOW VALVE (BY OWNER)
- 5) BYPASS REQUIRED ON 1 1/2" OR LARGER (BY OWNER)
- 6) STRAINER
- 7) METER
- 8) APPROVED BACKFLOW PREVENTION DEVICE (BY OWNER)
- 9) MIN 5 PIPE DIAMETERS UPSTREAM OF STRAINER

SIDE VIEW



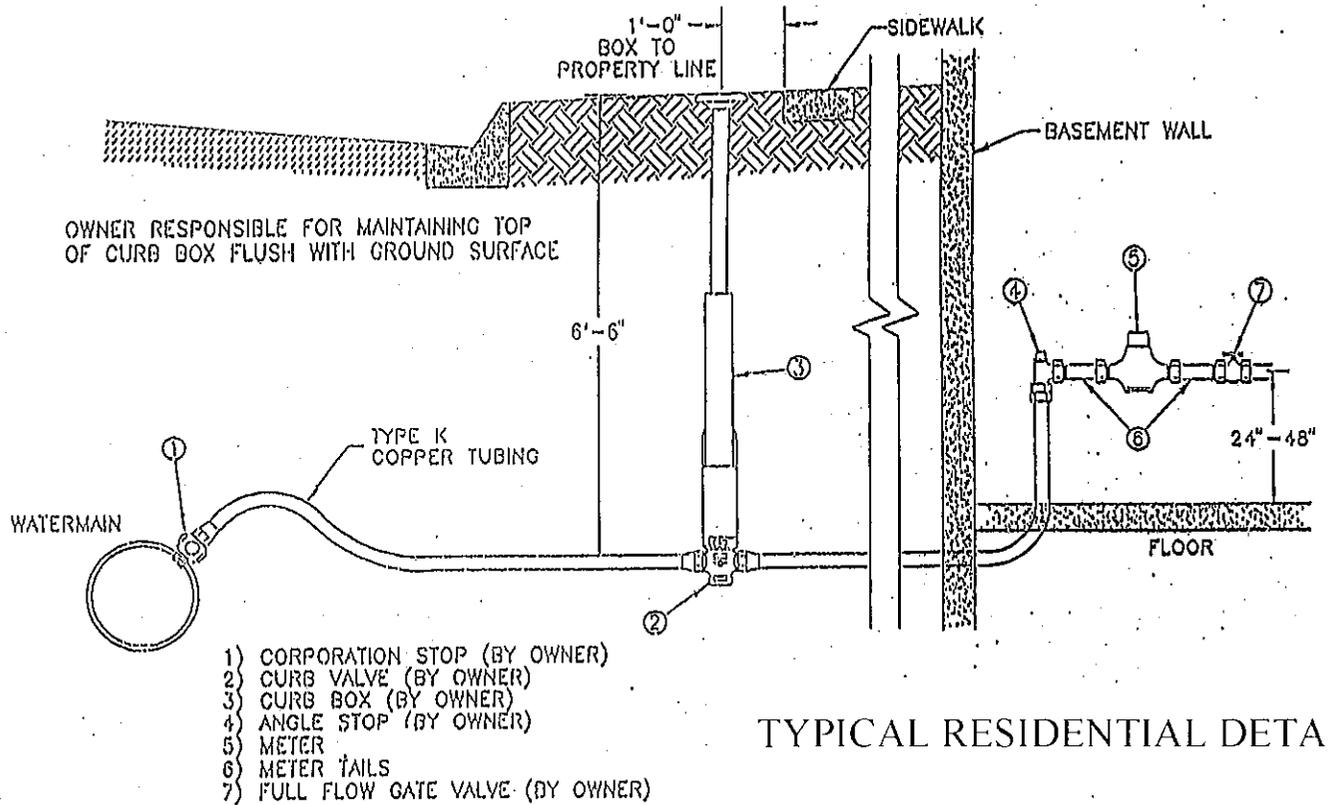
TOP VIEW
METER BYPASS
OPTION



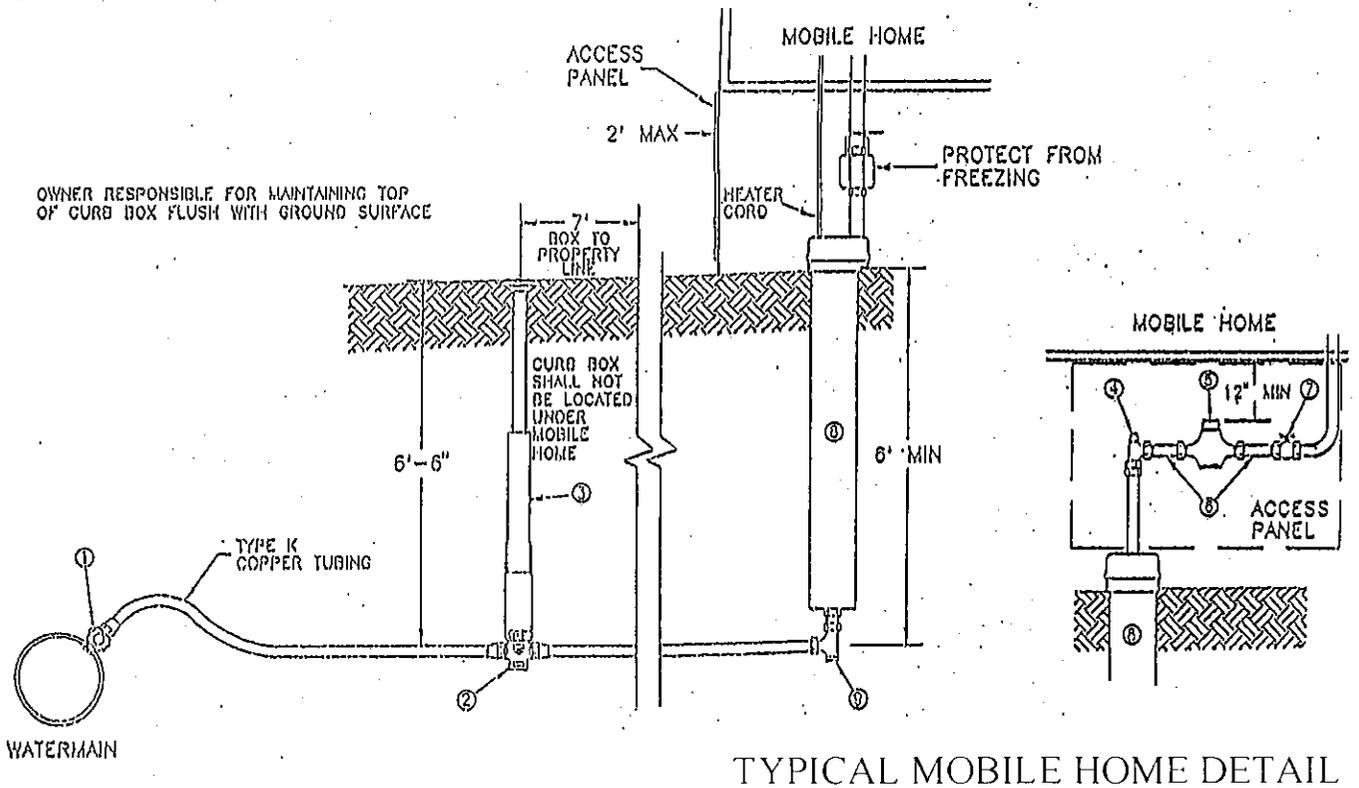
TOP VIEW
SYSTEM BYPASS
OPTION

TYPICAL COMMERCIAL DETAIL

Water Service and
Meter Setting Details

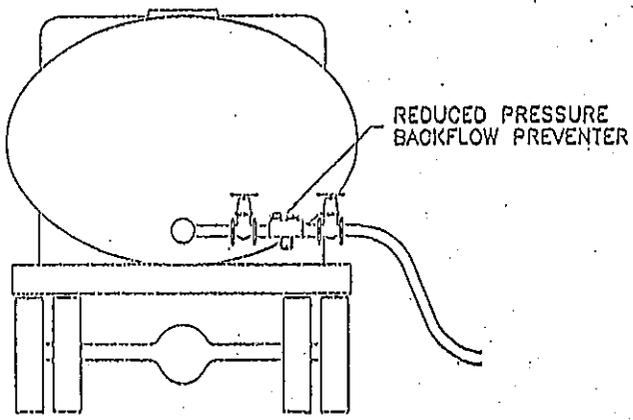
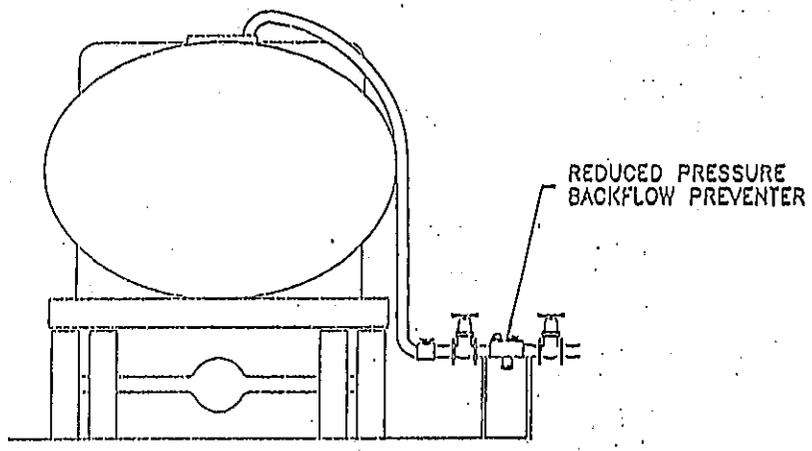
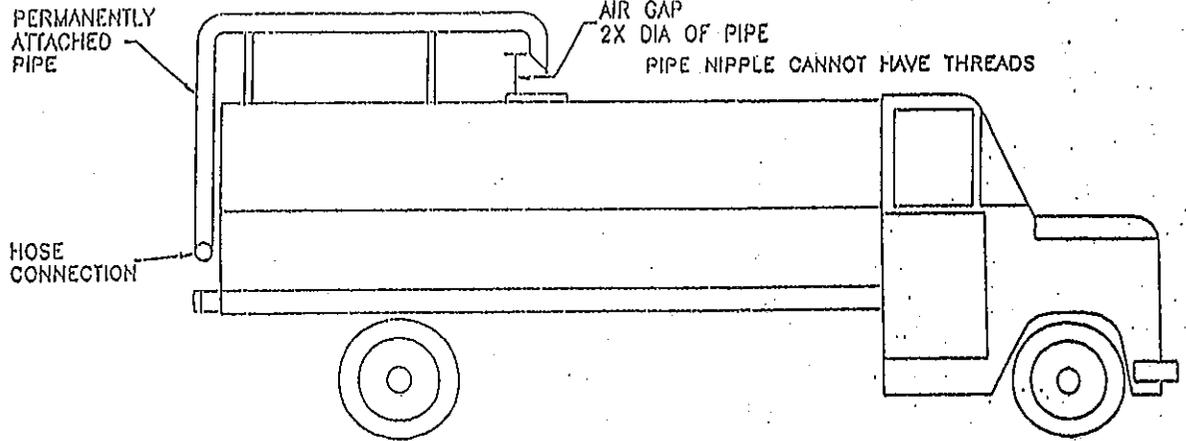


TYPICAL RESIDENTIAL DETAIL

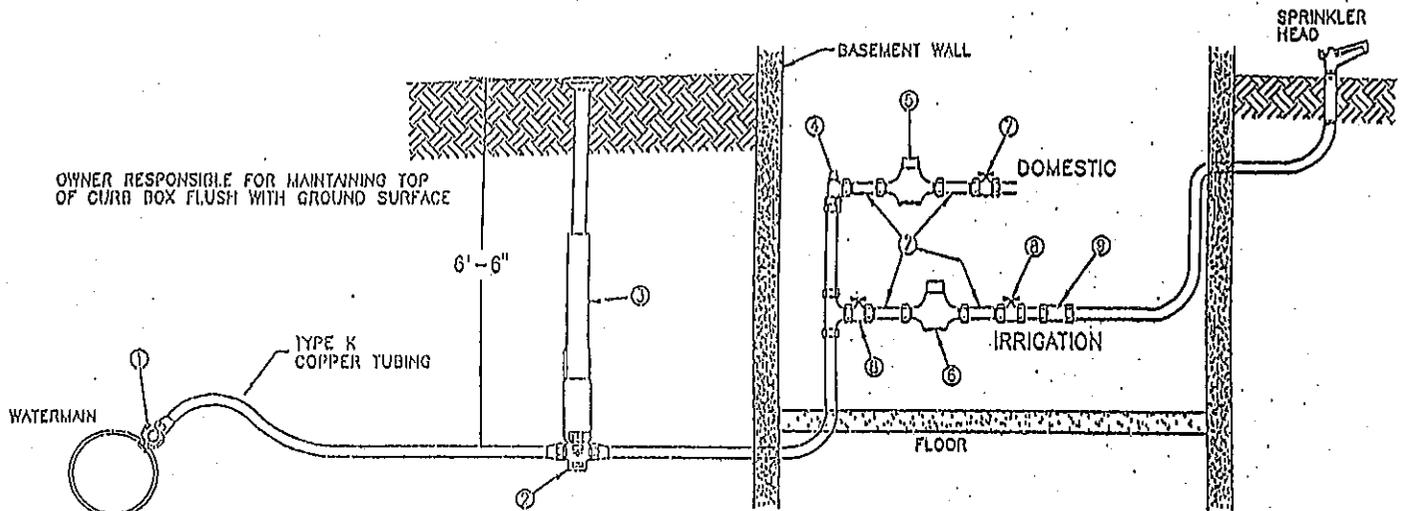


TYPICAL MOBILE HOME DETAIL

Water Service and Meter Setting Details

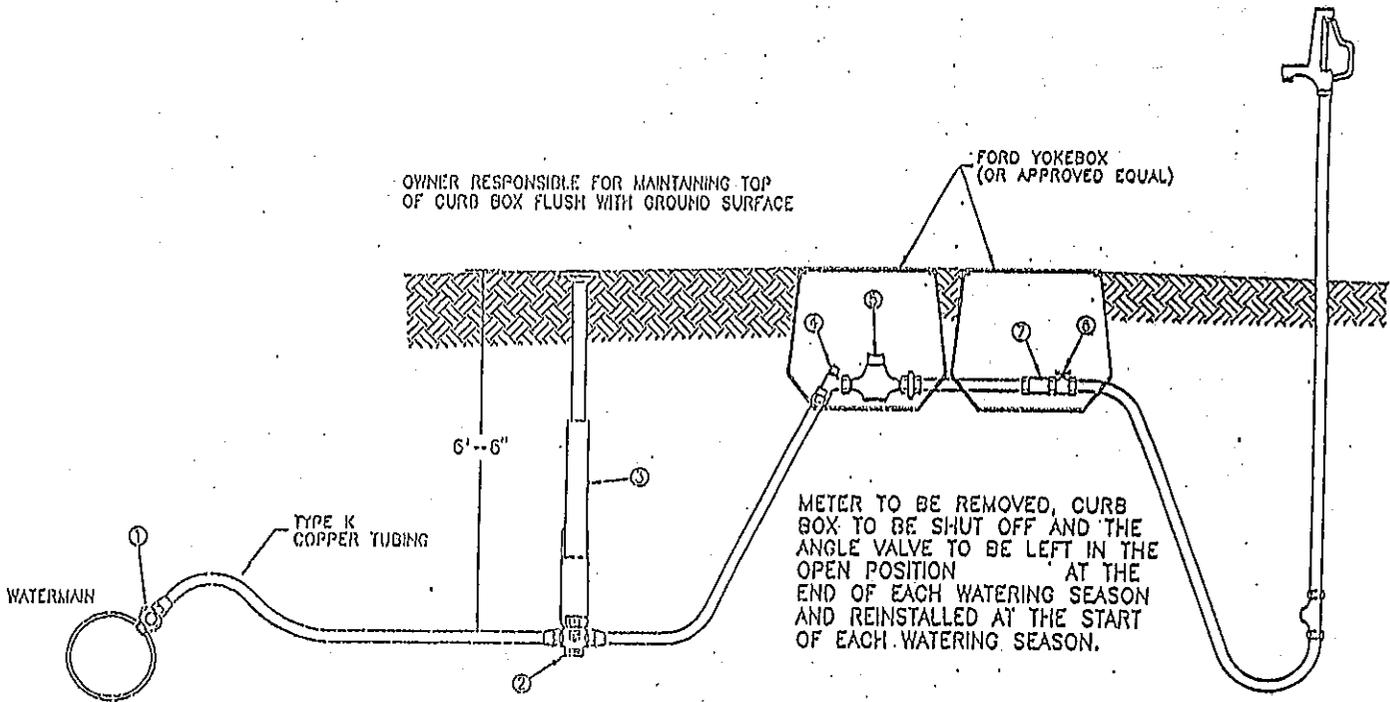


Portable Spray and Cleaning Equip. Filling



- 1) CORPORATION STOP (BY OWNER)
- 2) CURB VALVE (BY OWNER)
- 3) CURB BOX (BY OWNER)
- 4) ANGLE STOP (BY OWNER)
- 5) METER TO DOMESTIC SYSTEM
- 6) METER TO IRRIGATION SYSTEM
- 7) METER TAILS
- 8) FULL FLOW GATE VALVE (BY OWNER)
- 9) BACK FLOW PREVENTER (BY OWNER)

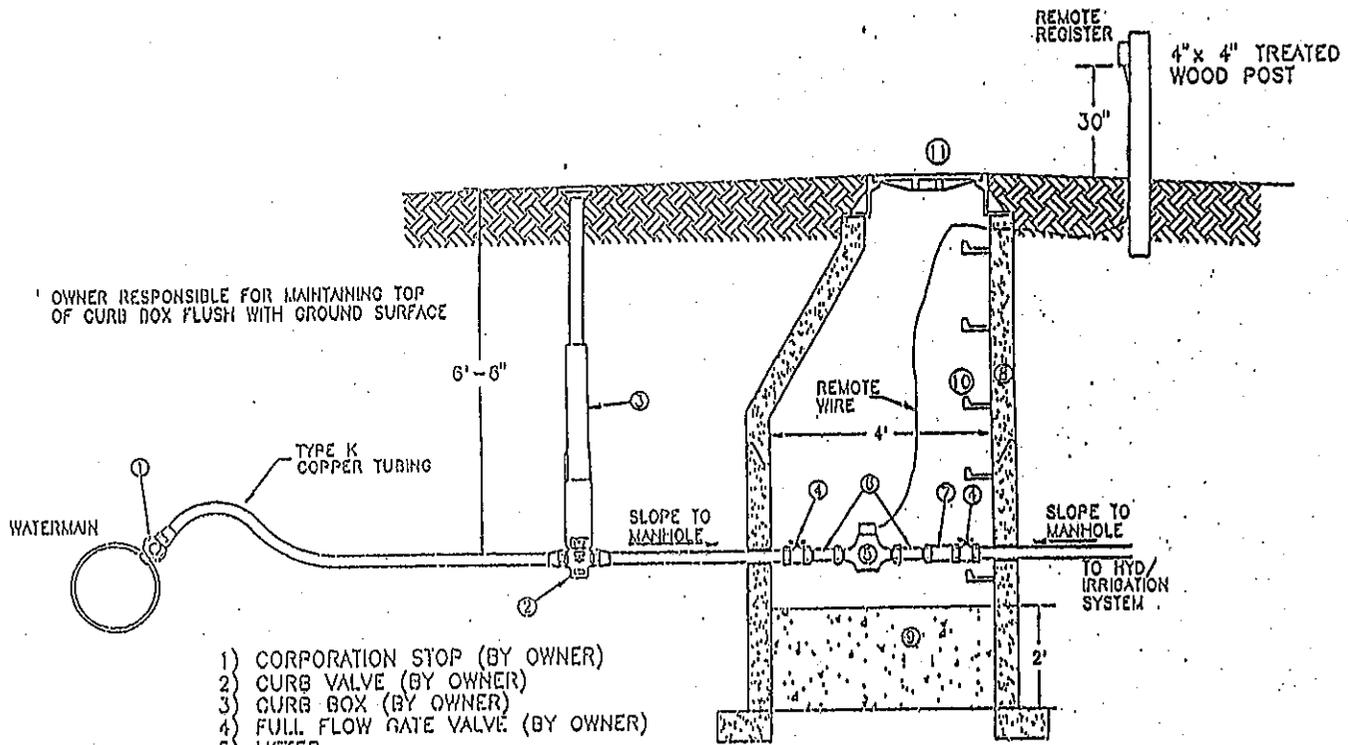
INDOOR METERING DETAIL



ALTERNATE OUTDOOR METERING DETAIL

- 1) CORPORATION STOP (BY OWNER)
- 2) CURB VALVE (BY OWNER)
- 3) CURB BOX (BY OWNER)
- 4) ANGLE STOP (BY OWNER)
- 5) METER
- 6) FULL FLOW GATE VALVE (BY OWNER)
- 7) BACK FLOW PREVENTER (BY OWNER)

Irrigation System



OWNER RESPONSIBLE FOR MAINTAINING TOP OF CURB BOX FLUSH WITH GROUND SURFACE

- 1) CORPORATION STOP (BY OWNER)
- 2) CURB VALVE (BY OWNER)
- 3) CURB BOX (BY OWNER)
- 4) FULL FLOW GATE VALVE (BY OWNER)
- 5) METER
- 6) METER TAILS
- 7) BACK FLOW PREVENTER (BY OWNER)
- 8) 8" CONCRETE MASONRY UNITS, S100.307D, MNDOT 3021, 5" REINF, CONC. PRECAST, MNDOT 3622, C76
- 9) COARSE FILTER AGGREGATE, GRADE B
- 10) STEPS, MNDOT PLATE 4180F, CASTING NO. 042 OR 044
- 11) FRAME & RING CASTING

ALTERNATE OUTDOOR METERING DETAIL

Irrigation System