

## Utility Turn-off Day Procedure

When a resident receives a bill that is stamped **final notice** they have until 11:00am on the day that is stamped to pay in full or sign an agreement.

At **11:00 am** all residents that have not paid will have their utilities turned off.

The utility clerk will compile a list of all residents that are to be turned off and will give it to the public works employee.

Any resident that pays **after** 11:00 am will pay a reconnect fee according to what utility they have. Water only \$20.00 / Gas only \$30.00 / Water and Gas \$35.00.

Once all residents on the list have been turned off, the public works employee will return to City Hall and get the “turn back on” list. (The list will be in the order in which they have paid.)