



ORDINANCE NO. 2026-001

CITY OF ARDEN HILLS RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 10 - UTILITIES OF THE ARDEN HILLS CITY CODE CONCERNING FEES AND CHARGES

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, ORDAINS:

SECTION 1. Chapter 10 – Utilities, Section 1000 – Water, Subsection 1000.20 – Rates and Charges is hereby amended by deleting the ~~strike through~~ language and adding the underlined language to read as follows:

1000.20 Rates and Charges-Water Accounts.

~~Subd. 1—Keeping Water Accounts.—~~All water accounts shall be kept by the City Administrator by house and street number and under the account number assigned thereto, and also by the name of the owner. Bills and notices sent out by the City Administrator shall be sent to the house or street number of the party. If nonresident owners or agents wish notice sent to a different address they shall file an application therefor with the City Administrator. Any error in address shall be promptly reported to the City Administrator.

~~Subd. 2—Water Rates.~~

~~—A.—~~ The rate due and payable by each water user within the City for water taken from the water system shall be as established by Ordinance adopted by the Council.

~~—B.—~~ In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year. If no comparable period is available the City Administrator shall, with the consent of the Council, set an estimated charge on the basis of his or her best judgment.

~~—C.—~~ Where service is for less than a quarterly period, the quarterly charge shall be prorated on a monthly basis.

~~—D.—~~ Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract.

~~—E.—~~ In case a service pipe is connected to the stop box and laid into the building, but the property owner does not wish to connect immediately to the building piping for use, the minimum rates shall be charged as provided in Subpart A above.

~~— F. In the event the water customer elects to discontinue use of municipal water the minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. The disconnection shall be inspected by an appropriate City official before backfilling occurs.~~

~~— G. In addition to the above charges for water consumption, each water user within the City shall pay an additional quarterly demand charge for the purpose of covering certain fixed costs of the City in maintaining the municipal water system, which charges shall be as established in resolutions adopted from time to time by the City Council.~~

~~— H. The owner(s) of any premises shall be solely responsible for the payment of any water or sewer usage or service charge, whether or not the water or sewer, usage or service, have been used by the owner(s) or tenants.~~

~~— Subd. 3 Payment of Charges.~~

~~— A. Statements for total water charges for the preceding quarterly period shall be mailed by the City Administrator to each property owner on or before the tenth day of the month following the rolling billing area.~~

~~— B. Such statements shall be due on the last day of the month following the quarterly period covered by the statement. Any prepayment or overpayment of charges may be retained by the City and applied to subsequent quarterly statements.~~

~~— Subd. 4 Delinquency Penalties and Collection of Delinquent Charges.~~

~~— A. A delinquency penalty of eight (8%) percent of the unpaid water bill for charges shall be charged, effective thirty (30) days after the rolling billing quarter, in accordance with the following schedule of billing dates:~~

~~— For the first quarter — April 30~~

~~— For the second quarter — July 31~~

~~— For the third quarter — October 31~~

~~— For the fourth quarter — January 31~~

~~— If the delinquency date falls on a nonbusiness day for the City Hall, the penalties shall be imposed on the next business day, but first crediting payments received on that day.~~

~~— B. Except as otherwise provided in this section, the delinquency penalty shall be imposed upon and added to all unpaid water bills by the City Administrator and mailed in the usual course at the next regular billing date, showing in the same bill the current billing after the first penalty date.~~

~~— C. The Council has noted that, under Subd. 3, section bills are due at the end of the billing month, and accordingly the delinquency charge shall be imposed consistent with the due date of a billing.~~

~~— D. Any amounts due for water charges in excess of 90 days past due, may be collected in a civil action brought for that purpose in the name of the City; or the City Administrator, upon direction by the Council, may certify to the county auditor the amount due, together with the legal~~

~~description of the premises served, and the City Administrator, in so certifying, shall add to the amount as a separate item, in addition to the delinquency penalty hereinbefore provided, an additional delinquency penalty of eight (8%) percent of the original unpaid amount, inclusive of any previous delinquency penalty. The county auditor shall enter the amount as part of the tax levied on the premises to be collected during the ensuing year. No additional delinquency penalties shall be added to unpaid bills after certification to the county auditor as provided in this subdivision.~~

SECTION 2. Chapter 10 – Utilities, Section 1010 – Sewer, Subsection 1010.11 – Rates and Charges is hereby deleted in its entirety. This subsection shall be reserved in the City Code.

SECTION 3. Chapter 10 – Utilities, Section 1010 – Sewer, Subsection 1010.14 - Surface Water Management Utility is hereby amended to delete Subd. 10 and Subd. 11. Subdivisions not expressly amended herein shall remain in full force and effect.

SECTION 34. Chapter 10 – Utilities, Section 1030 – Rates and Charges is hereby enacted to read as follows:

1030 – Rates and Charges

1030.01 Established.

Subd. 1. Rates and charges to be imposed on the users of the utility systems in Chapter 10 of the City shall be established by Ordinance adopted by the Council. In establishing the rates and charges, the Council shall employ any one or a combination of the methods and bases set forth in M.S. § 444.075 (3), as now constituted and as hereafter amended. Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract.

Subd. 2. Where service is for less than a quarterly period, the quarterly charge shall be prorated on a monthly basis.

Subd. 3. In case a service pipe is connected to the stop box and laid into the building, but the property owner does not wish to connect immediately to the building piping for use, the minimum rates shall be charged as provided in Subd. 1 above.

Subd. 4. In the event the water customer elects to discontinue use of municipal water the minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. The disconnection shall be inspected by an appropriate City official before backfilling occurs.

Subd. 5. In addition to the above charges for water consumption, each water user within the City shall pay an additional quarterly demand charge for the purpose of covering certain fixed costs of the City in maintaining the municipal water system, which charges shall be as established in resolutions adopted from time to time by the City Council.

Subd. 6. The owner(s) of any premises shall be solely responsible for the payment of any utility usage, service charge or utility-related work, including but not limited to water shut-off/turn on or after hours call-out, performed by the City or at the direction of the owner. The City Administrator may charge the owner the costs and charges established by Ordinance adopted by

the Council relating to utility usage, service charge or for any utility-related work on private property performed by the City or at the direction of the owner.

Subd. 7. Charges for mobile homes and apartments shall be billed to the owner or management of the mobile home court, park or apartment building in which the same are respectively located. Charges will be based on the number of units.

Subd. 8. Certain premises, because of their discharge of industrial sewage wastes or voluminous or strong sewage wastes, may be subject to supplementary charges imposed by governmental agencies or subdivisions other than the City. In such event, the City may impose, as established by Ordinance and adopted by the Council, a supplementary charge based generally upon and at least equal to the amount of the supplemental charge imposed by the other governmental agency or subdivision.

Subd. 9. All owners of properties other than single family dwellings, duplexes or two-family dwellings, mobile homes or trailers and apartments which are not connected to the municipal water system and are not excepted, shall install a meter on their water supply as part of any building program on the premises, and in any event within ten (10) days after receipt of written notice to do so from the City Administrator. Such meter shall be designed in such manner as to accurately measure water consumption, shall be of a type approved by the director of public works, shall be maintained in good operating condition without expense to the City, and access thereto shall be given to employees of the City at all reasonable times for the purpose of testing or making readings.

Subd. 10. In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year. If no comparable period is available, the City Administrator shall, with the consent of the Council, set an estimated charge on the basis of his or her best judgment.

Subd. 11. If the director of public works determines that a portion of the water measured by the water meter does not and cannot enter the municipal sanitary sewer system, then the City may permit or require the installation of other additional meters in such a manner that the quantity of water which actually could enter the sewer system may be determined.

Subd. 12. The owner of the property shall supply the City, upon request, with such information as the City may reasonably require related to the use of a private water system.

Subd. 13. The owner(s) of any premises shall be solely responsible for the payment of any utility usage or service charge, whether or not the sewer, usage or service has been used by the owner(s) or by tenants.

Subd. 14. The City Administrator may charge the owner the costs and charges established by Ordinance adopted by the Council relating to the repair of water or sewer service lines on private property performed by the City or at the direction of the City. The owner of the premises shall be solely responsible for payment of the costs and charges.

1030.02 Payment.

Statements for total charges for the preceding quarterly period shall be mailed to each customer on or before the tenth day of the month following the rolling billing quarter. The balances shown due shall be due and payable at the office of the City Administrator on or before the last day of the

month. Prepayments or overpayments of charges may be retained by the City and applied to subsequent quarterly statements. The City Administrator, by direction of the Council, may designate another office to mail notices and receive payments under this subsection. The City Administrator may include in the statements the costs and charges authorized in Subd. 14 above.

1030.03 Delinquencies.

Subd. 1. A delinquency penalty of eight (8%) percent of the unpaid bill for charges effective on the date stated shall be charged, effective (30) days after the rolling billing quarter, in accordance with the following schedule of billing dates:

For the first quarter April 30

For the second quarter July 31

For the third quarter October 31

For the fourth quarter January 31

If the delinquency date falls on a nonbusiness day for the City Hall, the penalties shall be imposed on the next business day, but first crediting payments received on that day.

Subd. 2. Except as provided in Section 1030.03, the delinquency penalty shall be imposed upon and added to all unpaid bills by the City Administrator and mailed in the usual course at the next regular billing date, showing in the same bill the current billing.

Subd. 3. Utility bills are due at the end of the billing month, and accordingly, the delinquency charge hereunder will be imposed more than a month after the due date of a billing.

1030.03 Collection.

Any unpaid amounts due for utility charges and any utility-related work performed by the City or at the direction of the owner in excess of 90 days past due may be collected in a civil action brought for that purpose in the name of the City; or the City Administrator, upon direction by the Council, may certify to the county auditor the amount due, together with the legal description of the premises served, and the City Administrator in so certifying, shall add to the amount as a separate item, in addition to the delinquency penalty an additional delinquency penalty of eight (8%) percent of the original unpaid amount, inclusive of any previous delinquency penalty. The county auditor shall enter the amount as part of the tax levied on the premises to be collected during the ensuing year. No additional delinquency penalties shall be added to unpaid bills after certification to the county auditor.

SECTION 4. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

Section 1030 – Rates and Charges is added to the City Code to combine the regulations relating to rates and charges for utility systems and add authority to impose costs and charges on owner for City utility-related work performed by the City or at the direction of the owner on private property.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours at the City of Arden Hills, 1245 West Highway 96, Arden Hills, MN 55112. The Ordinance is also available on the City's website at <http://www.cityofardenhills.com>.

SECTION 5. This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

PASSED and ADOPTED this 9th day of March 2026, by the City Council of the City of Arden Hills, Minnesota.

CITY OF ARDEN HILLS

By _____
David Grant, Mayor

ATTEST:

Julie Hanson, City Clerk

To view the final document, access adopted Ordinances via Arden Hills Public Laserfiche Weblink by visiting cityofardenhills.org and clicking on Archived Documents under Helpful Links on our main webpage