



AGENDA ITEM #3.6

REPORT TO CITY COUNCIL

Report Prepared by: Jennifer Peterson

Date: January 8, 2019

Subject: Quarterly Utility Billing Adjustment Report

Report: See attached list of utility billing adjustments that have been made during the months of October through December of 2018. The City policy requires that Council review these reports quarterly.

Council Action Requested: Council motion approving the billing adjustments.

Report Criteria:

Types Selected: Assistance Applieds, Balance Transfers, Billing Adjustments, Payment Adjustments, Reallocations, Balance Write-offs

Name	Customer Number	Description	Amount	Msg	Service
Billing Adjustment					
10/01/2018					
ANDERSON, PHYLLIS	1-01231-00	WATER WAS SUPPOSED TO BE SHUT OFF IN SEPT 2017	373.73 -	M	Multiple
BEARL, CHARLOTTE	1-00656-01	BALANCE WAS PAID BY NEW OWNER	5.00 -	M	Multiple
SCHMIDT, JACK	1-00736-00	LEFT HOSE RUNNING - REQUESTED CREDIT FOR SEWER POR	179.83 -	M	SWRUS - 40
10/09/2018					
PEQUOT LAKES HRA	1-01651-00	REMOVE THE LATE FEE DUE TO ISSUES WITH BILLING & PMTS	5.00 -	M	Multiple
11/01/2018					
KOELEWYN, KRISTIN	2-11244-03	BILLED IN ERROR	58.17 -	M	Multiple
11/28/2018					
LAKES AREA COMMUNITY PAR	1-00656-02	STATE TEST FEE APPEARED ON FINAL BILL IN ERROR	6.36 -	M	STFEE - 80
12/06/2018					
YEATS, CARMEL	1-00201-00	WATER LEAK INTO DIRT FLOOR. CREDIT FOR SEWER CHARGE	76.18 -	M	SWRUS - 40
12/21/2018					
COULTER, LARRY	1-00321-01	RECONNECTED SERVICE	25.00	M	DS/RE - 84