



# CITY OF MORRIS

Utility Department

610 Oregon Avenue • P. O. Box 438 • Morris, MN 56267 • 320-589-3141 • Fax 320-589-3111 • email: [cityhall@ci.morris.mn.us](mailto:cityhall@ci.morris.mn.us)

ACCOUNT # \_\_\_\_\_

## APPLICATION FOR UTILITY SERVICES

(Please Print)

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_ Social Security# \_\_\_\_\_

Drivers License # \_\_\_\_\_

Cell/ Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Are you the owner of this property?  Yes  No Residential or Commercial (Circle one)

Will the property be used as a RENTAL?  YES  NO

Tax Exempt?  Yes  No (If yes, please supply Certificate of Exemption)

Emergency Contact \_\_\_\_\_

Address \_\_\_\_\_ Cell/Phone # \_\_\_\_\_

Utility bills are sent every other month. The City will automatically read your meter 5-7 days before the bill is printed. The due date will be noted on the bill. A 10% penalty is added to bills not paid by the due date. Water service will be discontinued if a past due bill is not paid. A reconnection fee and the delinquent balance due must be paid to reconnect the water service. The City provides water, sewer, and refuse services. There is also a state mandated water testing fee, refuse tax and stormwater fee on each bill.

### YOU MUST:

- 1.) Sign and date this application to start service,
- 2.) Let the City know, *in advance*, of any change in the status of this account, and
- 3.) Be bound by the rules and regulations of the Morris City Code (copies available upon request) regarding your utility service. (see excerpts of Code on back).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Excerpts from the MORRIS CITY CODE

**SEC. 3.03. RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES.**

**Subd. 2. Billing, Payment and Delinquency.** All municipal utilities shall be billed bi-monthly and a utilities statement or statements shall be mailed to each consumer bi-monthly. Bills are due on the 5th day of the month following their mailing or the first business day following the 5th if the 5th is not a business day. The due date will be noted on the billing and all charges shall be delinquent if not paid on or by the due date. A penalty of ten per cent (10%) thereof shall be added to, and become part of, all delinquent utility bills; said penalty will be added 5 days after the due date. If service is suspended due to delinquency it shall not be restored at that location until a connection charge has been paid for each utility reconnected in addition to amounts owed for service and penalties.

**Subd. 4. Discontinuance of Service.** All municipal utilities may be shut off or discontinued whenever it is found that:

A. The owner or occupant of the premises served, or any person working on any connection with the municipal utility systems, has violated any requirement of the City Code relative thereto, or any connection therewith, or,

B. Any charge for a municipal utility service, or any other financial obligation imposed on the present owner or occupant of the premises served, is unpaid after due notice thereof, or,

C. There is fraud or misrepresentation by the owner or occupant in connection with any application for service or delivery or charges therefor.

**Subd. 6. Reading of Meters.** The City reads water meters by radio remote.

**Subd. 7. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

**Subd. 8. Inaccurate Meters.** In those cases where the water meter measuring the quantity of water provided to a user is one-inch or less, and water users are in doubt as to the accuracy of the meter, water users may have the meter or other method of measuring water usage tested by depositing with the City Manager the sum of \$20.00. Systems in which the water meter is in excess of one-inch are also subject to testing. In those cases, however, users shall be required to pay all labor charges associated with the testing. The labor charges for City employees to conduct the testing shall be based upon the then hourly labor charge established by the Council. In either case, when the measuring system has been tested, should the same prove to be accurately measuring the water use, the deposit or charges for labor will be retained by the City to cover the cost of such testing. If the measuring system should prove to be inaccurate by 2% or more so that the measured flow of water provided according to the measuring system produces a report or reading that is greater than the actual quantity used, the deposit or labor charges shall be refunded to the user and proper deductions from the water bill shall be made. Where the measuring system is 2% or more inaccurate so that the measured flow of water provided is less than the actual quantity used, the deposit or labor charges for the testing shall be retained by the City, and adjustments shall be made in the billing for the most recent billing period adding the amount used but not previously billed. In all instances where the measuring system is found to be in error by less than 2%, the same shall be deemed accurate and the prior provisions of this Subdivision regarding retention of deposit or labor charges shall apply.

## CITY OF MORRIS - BILLING PROCEDURES

### UTILITY BILLING INFORMATION

The City of Morris utility bill will include Water, Sewer, Water Testing Fees, Storm Water Administration Fees, Refuse and Waste Tax Fees. The bills are sent out every other month. East Side bills are sent in the even months – February, April, June, August, October and December. West Side bills are sent in the odd months – January, March, May, July, September and November. The bills are mailed on the 15<sup>th</sup> of the month or the closest business day after the 15<sup>th</sup>. Payments are due by the 5<sup>th</sup> of the month following the month in which the bill was sent (ie January 15<sup>th</sup> bill is due by February 5<sup>th</sup>). If the payment has not been received in our office on or by the due date, a 10% late fee will be applied to your account.

### AUTOMATIC METER READING

The City of Morris is currently reading water meters by radio remote. This will be done 5-7 days before the bill is printed. The meter will be read from the outside of the house, so no access is required.

### RESIDENTIAL UTILITIES BI-MONTHLY RATES EFFECTIVE 1/1/2026

SERVICE	MINIMUM	RATE PER VOLUME	AMOUNT
Water (WR1)	\$20.40 plus	\$ 8.20 per/100 cu. ft.	\$20.40+usage
Lawn Water (LWR)		\$ 8.20 per/100 cu. ft.	usage
Sewer (SR1)	\$13.73 plus	\$ 3.08 per/100 cu. ft.	\$13.73+usage
Stormwater Adm.Flat Fee	\$22.05	Commercial / \$11.03 Residential	
Water Test (TSR)		\$ 2.54	\$ 2.54
Refuse (RF1)		\$ 47.10	\$ 47.30
Waste Tax (WT1)		9.75%	\$ 4.61
<b>TOTAL for Residential</b>			<b>\$99.61+WATER &amp; SEWER USAGE</b>

### REFUSE PICKUP AND RECYLCING

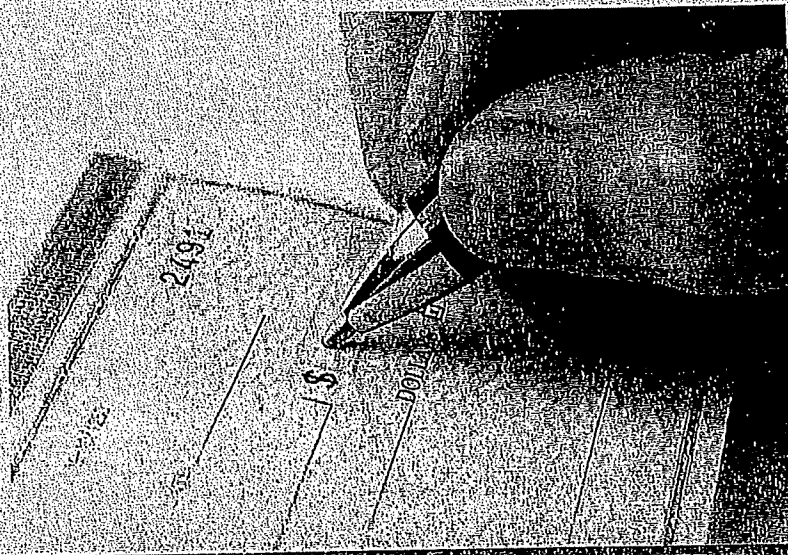
	WEST SIDE	EAST SIDE
Refuse	Fridays	Thursdays
Recycling	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday of the month	2 <sup>nd</sup> & 4 <sup>th</sup> Monday of the month

**Tag Requirements** – you may put out one (1) 68-gallon cart per pickup. The carts are provided by Engbretson Sanitation. Tags for additional cans may be purchased at City Hall or the Municipal Liquor Store for \$2.00 each. Please see the enclosed list of items that are recyclable and further information on refuse pickup.

### IF YOU MOVE

If you move out of your house, please contact City Hall so a reading can be taken. **If you don't notify us that you are moving out, the account will remain in your name until a reading has been obtained.**

# Never Write Another Check?



You don't  
have to  
when you  
pay Morris  
utilities  
online

Set up **Auto-Pay** for the amount of your bill or a fixed amount,  
make an immediate payment or schedule a payment.

Pay by checking or savings. **FREE** services.

## Pay ONLINE

Go to [www.ci.morris.mn.us](http://www.ci.morris.mn.us)

1. Click "Pay Utility Bill"
2. You will go to our payment processor's website where you should register and make your payment

## Or CALL

1-877-885-7968 (have your bill handy to provide your customer account number)

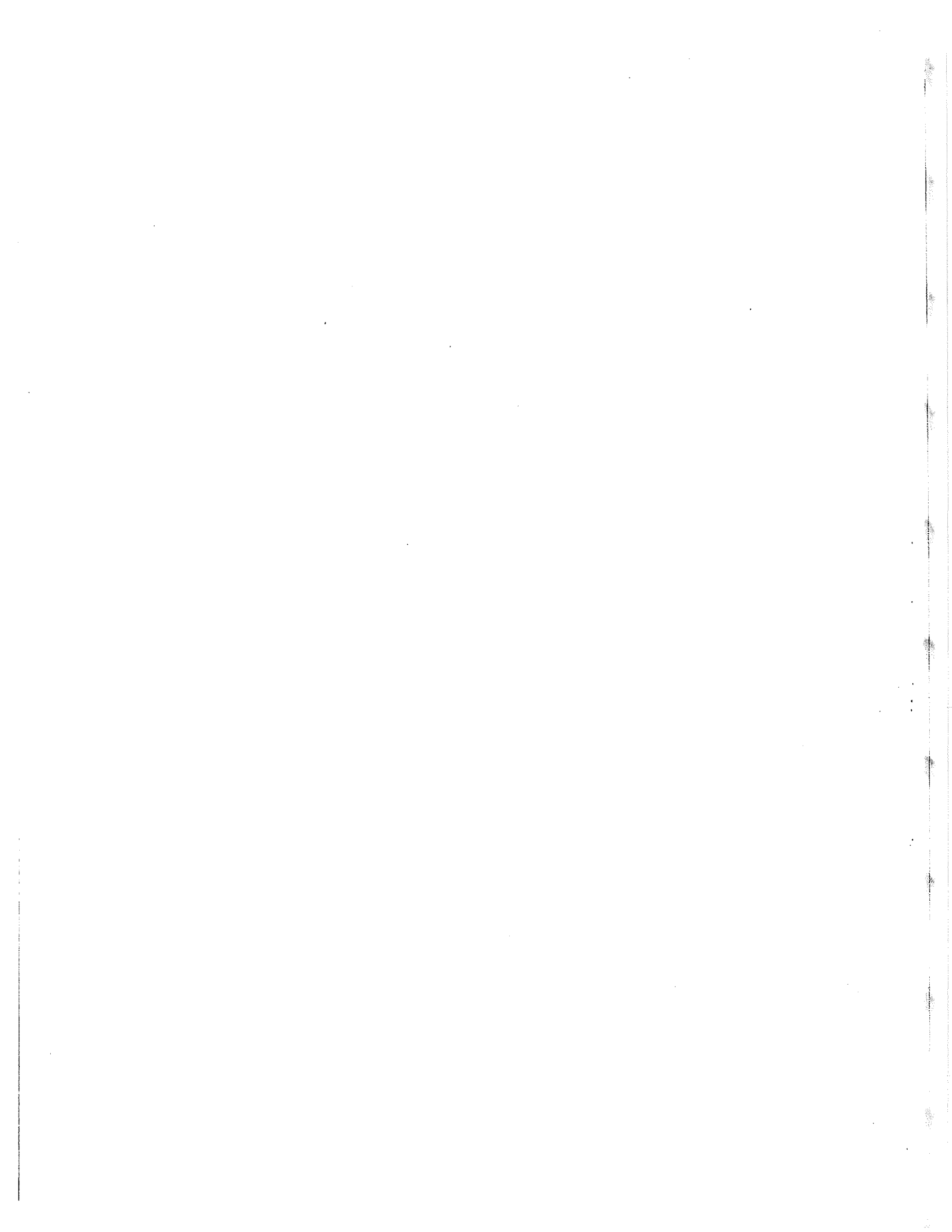
## View Bills Online

Go to [www.ci.morris.mn.us](http://www.ci.morris.mn.us)

1. Click "View Utility Bill"
2. You will go to our payment processor's website where you should register
3. You will get an email each time your bill is ready

*You don't have to pay online to view your bills online.*





**INTRODUCING!**

**Stevens County Environmental Services**

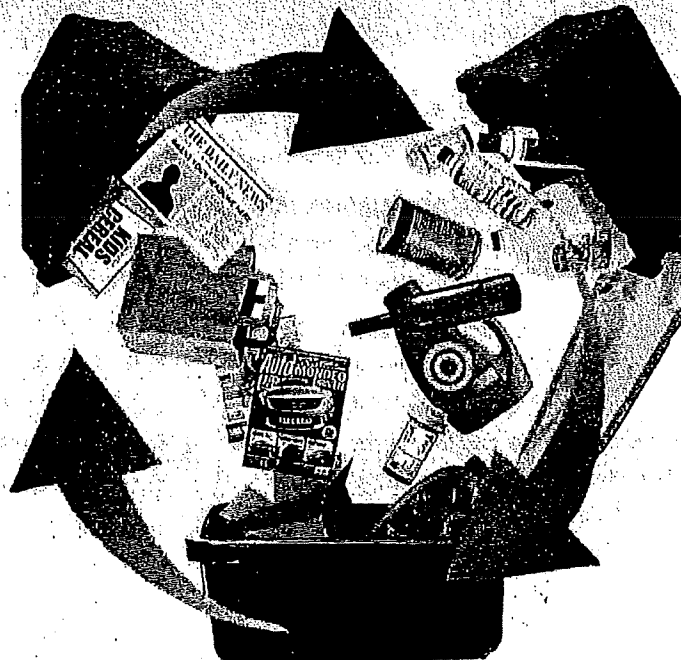
400 Colorado Ave • Morris • 320.208.6558

# A new program for Stevens County Single Sort Recycling

**STEVENS  
COUNTY**  
MINNESOTA

The Stevens County Board of Commissioners has recently elected to implement a new Single Sort Recycling (SSR) program in the county. SSR is a process in which materials are commingled into one bin without the bothersome tasks of bundling and sorting. The new program will accept additional recycling materials such as magazines, junk mail, phone books, cardboard and plastic #3-7. (An entire list of acceptable materials can be found inside this brochure.)

SSR increases the ease and convenience of recycling so more people participate and more resources are saved. Please help Stevens County increase its recycling rate by using the new program. The more recycled, the less the county has to pay for garbage disposal costs. The new SSR program is scheduled to kick off on July 1, 2013. A recycling cart will be delivered to city residents June 17-28.



## Recycling Information

### Residential Curbside Collection Information

- Each resident will receive a 64-gallon wheeled blue recycling bin with gray lid.
- Please use only the new wheeled cart for recycling.
- All acceptable recycling items may be placed together in bin.
- Materials set out in the small blue bins previously used, will not be picked up.
- Please set the container out by 7:00 a.m. on your assigned collection day.
- The cart must be at least 3 feet from any object.
- Please face the lid opening toward the street and the handle toward the house.



(Actual container.)

**No More Sorting!**

## Recycling Schedule

### Rural Residents

Rural residents can drop-off recyclables at a transportable recycling trailer located monthly at a city nearest them. No more sorting!!

Alberta: 1st weekend of the month - South of Cargill  
Chokio: 2nd weekend of the month - County Hwy Garage  
Donnelly: 3rd weekend of the month - South of city park  
Hancock: 2nd & 4th weekend of the month - By city garage  
Morris: 3rd Tuesday of the month - Lee Community Center  
Morris: 4th Tuesday of the month - County Highway Garage  
Morris City Garage: Recycling trailer parked for daily recycling.

### City Residents

Residential Curbside Recycling Collection Schedule:

Morris - Eastside -  
2nd & 4th Monday of the Month  
Chokio & Alberta -  
2nd & 4th Monday of the Month  
Morris - Westside -  
2nd & 4th Tuesday of the Month  
Hancock & Donnelly -  
2nd & 4th Wednesday of the Month

# Acceptable Items to Recycle

## Engebretson & Sons Disposal Service, Inc.

<b>RECYCLABLE</b>	<b>Plastic Bottles</b> #1-7 with neck only.	<b>Brown Paper Bags</b>	<b>Magazines</b>	<b>Office Paper</b> And/Or Junk Mail	<b>Newspapers</b>	<b>Glass Bottles &amp; Jars</b> Rinse and remove Lids.
	<b>Milk, Soup, Broth Cartons &amp; Juice Boxes</b> Rinse & remove caps.	<b>Cardboard</b> Flattened cardboard, box board, cake, cereal, beer and pop boxes, etc.	<b>Tin, Aluminum or Steel Cans</b> Also includes foil & trays - Rinsed & crushed.	<b>Phone Books</b>	Please rinse all containers and remove all lids. Plastic grocery bags, plastic toys or rubber products ARE NOT recyclable. Please DO NOT include food waste, films, plastic bags, plastic wrap, foam containers and cups.	



← 3 FEET →



Place your carts out by 7:00 a.m. on collection day and ensure that the cart handle and wheels are pointing to your house. The cart should be at least 3 feet from any other obstructions such as your refuse cart, mailbox, tree, car etc.

**Engebretson & Sons Disposal Service, Inc.**

**1-320-589-3804**

*(Actual sticker on containers.)*



# Non-Acceptable Items to Recycle



- NO Garbage
- NO Plastic Bags
- NO Food Waste
- NO Styrofoam
- NO Hazardous Waste
- NO Plastic Toys
- NO Electronics
- NO Foam Egg Cartons
- NO Light Bulbs
- NO Yard Waste

# Frequently Asked Questions

PRSRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM RETAIL

\*\*\*\*\*ECRWSS\*\*\*\*  
LOCAL  
POSTAL CUSTOMER

**Q. Why is the recycling program changing?**

Single sort recycling is easier. Stevens County's recycling rate is 20 percent while the state average is approximately 45 percent. The goal is to encourage more customers to fully participate, reducing the amount of garbage and increasing the amount of recycling collected.

**Q. How are the materials sorted?**

Engebretson and Sons Disposal have contracted to deliver recyclables to a Material Recovery Facility (MRF) in Sauk Centre. The MRF has a system of conveyor belts, screens, electromagnets and blasts of air to separate paper from plastic, glass and other materials. Sorted bales of materials are then taken to markets for sale to make new products.

**Q. Can I continue to collect my recycled materials in brown paper bags?**

Yes! If you want to continue sorting your materials in brown bags, that is fine. Simply put all the brown bags inside your new blue/gray cart. Please do not put plastic bags in your cart. They get tangled in the machine gears at the Material Recovery Facility requiring operations to stop to remove the bags. Plastic bags should be placed in the trash or brought back to stores that accept them.

**Q. When will I get to start the new single sort recycling?**

You will start when you receive your cart. When the new cart is delivered to your home your single sort recycling collection will begin.

**Q. Will my recycling pickup day change?**

Most customers day of service will not change. But recycling will now be collected every other week. Refer to the schedule on the inside of this brochure.

**Q. What is going to happen to my old blue recycling bin?**

We encourage you to keep them for use inside your home or garage. It's a great storage container or tote for laundry, garden tools, outside toys, etc. If you do not want the old container, you can take it to Engebretson & Sons for disposal.

**Q. Is there a fee for the new single sort recycling service and blue/gray recycling container?**

There is no monthly fee for the service or the container. The program is funded through a state recycling grant and the County Solid Waste Service fee. The fee is collected annually on property taxes.



**Engebretson & Sons Disposal Service, Inc.**

23780 470th Ave • Morris, MN

**320-589-3804**

