

Resolution No. R2024-R

RESOLUTION TO ESTABLISH A PROCEDURE FOR THE UTILITY BILLING PROCESS

WHEREAS the Town of Virgin needs to establish a procedure for the utility billing process,
NOW, THEREFORE, BE IT RESOLVED, by the Virgin Town Council that the procedure will be as follows:

- The Virgin Town Utility Bills will be sent out by the 10th day of the month following the last day of the billing period.
- The Virgin Town Utility Bills are due on the 25th day of each month following the last day of the billing period.
- Utility Bills become Delinquent on the 26th day of the month following the last day of the billing period at which time a late payment Penalty is assessed.
- The Penalty for a late payment is 1 ½ % of the balance.
- Delinquent notices are sent out by the 5th of the month following the last day of the billing period.
- Delinquent balances are due on the 15th day of each month following the Delinquent Date. If the due date falls on a weekend it will be due the following Monday.
- If the Delinquent balance is not paid by the due date, the customer’s utilities will be disconnected unless prior arrangements have been made with the Town Clerk/Recorder.
- If utilities are disconnected for non-payment, the account must be brought current before the utilities will be reconnected. A \$50 reconnect fee will also be required. \$300.00 after hours turn on fee after 5pm.

This Resolution becomes effective immediately after it is passed and adopted, On this _____ Day of August, 2024

ROLL CALL VOTE:	YES	NO	Absent/Abstain
Jean Krause	_____	_____	_____
Paul Luwe	_____	_____	_____
Mistie Baird	_____	_____	_____
April McKeon	_____	_____	_____
Marci Holm	_____	_____	_____