

STORMWATER UTILITY BILLING POLICY

BILLING:

The bills for Stormwater Utility will be combined on the same billing as the water and sewer services. The charges will be mailed to the designated utility bill recipient, but this mailing shall not relieve the owner of the property from liability for rental property in the event payment is not made as required.

New Construction:

Upon new construction on a parcel, the property owner shall be liable for a change in the stormwater ERU calculation, starting the date the water meter is installed in the building or structure. If a water meter is not necessary in the new construction, charges start the date construction begins.

Combined Units:

If the ERU calculation is based on the square footage of a building and parking lot, and the tenants of the building receive the utility bill, the cost will be divided equally by the number of units in the building. For example, a 5-unit strip mall is charged 50 ERUs. The cost per unit is 10 ERUs.

An exception can occur, if the owner submits in writing, to the Finance Department, how the cost should be divided by the units. For example, some units are larger than other units, and some units use more of the parking lot than other units, based on the rental agreement. In the above 5-unit example, 1 unit has 30% of the space and the other 4 units equally have the remaining space. One unit will be charged 15 ERUs and the other units will be charged 8.75 ERU each.

ERU ADJUSTMENTS:

The property owner is responsible for notifying the Stormwater Utility of any changes to the property, which could result in a different number of ERU's charged, as stated in the Stormwater Ordinance for credits and adjustments.

If the property owner disputes the ERU calculation, the Stormwater Ordinance for credits and adjustments will be followed. During the review process all utility bills must remain current to avoid late penalties. If the Stormwater Utility agrees to reduce the ERU calculation, an adjustment will be made on the next utility bill for this adjustment.

Increase in ERU's: The property owner must notify the Stormwater Utility in writing of any impervious surface area changes to their property. This notification can be in the form of a building permit application. An example would be when a parking lot is expanded or a building addition occurs. If notification does not occur prior to construction, the Stormwater Utility will have the ability to bill for this charge from the date construction started. Applicable fines and penalties will result.

Decrease in ERU's: If the property has a decrease in the ERU calculation, the effective date of the new ERU calculation is the later of when the event occurs or when the Stormwater Utility receives notification in writing of the completed change. An example would be when a building is removed from the property, since this change will affect the square footage calculation for a commercial or industrial customer.

CHANGE IN OWNERSHIP:

The property owner is responsible for contacting the Town of Menasha Finance Department for all property ownership changes. As of the date of ownership transfer, the billing will be adjusted to the new owner. If the owner did not notify the Town of Menasha Finance Department prior to the sale date, the effective date will be the date the Town of Menasha Finance Department receives notification in writing of the sale.

DELINQUENCY COLLECTION:

Delinquency collection will follow the same procedures as the water and sewer utility bill collection, including the ability for the Town of Menasha to place these charges on a property as a special charge pursuant to §66.0809, Wis. Stats. Since the charges established reasonably reflect the benefits conferred on property, they may be assessed as special charges. The mailing of the bill or delinquent notice for such charges will serve as notice to the owner that failure to pay the charges when due may result in them being charged pursuant to the authority of § 66.0809 Wis. Stats. In addition, the Town may provide notice each October of any unpaid charges to the Stormwater Utility, which charges, if not paid by November 15, may be placed upon the tax roll under § 66.0809, Wis. Stats. The Town reserves the right to impose and collect these charges for delinquency purposes pursuant to § 66.0627 Wisconsin Statutes.

INTERPRETATION:

Interpretation of billing procedures and calculations is at the sole discretion and application of the Town of Menasha Finance Director.