

**TO: Mayor and City Council**

**FROM: Jed Petersen, Public Works Director**

**SUBJECT: Sewer Credit Request – Mill Street Tavern**

**MEETING DATE: Tuesday, December 16, 2025**

Mill Street Tavern has requested a credit on the sewer portion of their utility bill for the October and November billing periods. The request is due to a broken fitting on their water softener that occurred during the last billing days of October and the first billing days of November.

The business reports that the break caused water to flood the utility room. Due to the slope of the floor, the water flowed out the exterior door and entered the storm sewer system. No water entered the sanitary sewer system.

In accordance with City policy, sewer bill credits may be considered when abnormal water usage occurs and the water does not enter the sanitary sewer system. In this case, meter readings show that the usage during October and November was the same. As a result, any approved sewer credit would be applied equally to both months.

## **Background**

City policy allows for a credit on the sewer portion of a utility bill when abnormal usage occurs due to circumstances where water does not enter the sewer system. The customer must pay for all water used, and any approved credit applies only to the sewer charge. The calculation is based on the customer's average sewer charge from the previous year, billed at the average plus 10%. Credits exceeding \$150 require City Council approval.

## Account Information – Mill Street Tavern (Account 0625-00)

### October Bill

- Property: 432 Mill St. W.
- Annual average:  $\$3,461.90 \div 12 = \$288.49$
- $\$288.49 \times 10\% = \$28.85$
- Excess above average:  $\$317.34$
- $\$740.88 - \$317.34 = \$423.54$
- Resulting credit:  **$\$423.54$**

### November Bill

- Property: 432 Mill St. W.
- Annual average:  $\$3,461.90 \div 12 = \$288.49$
- $\$288.49 \times 10\% = \$28.85$
- Excess above average:  $\$317.34$
- $\$740.88 - \$317.34 = \$423.54$
- Resulting credit:  **$\$423.54$**

### Requested Council Action

Motion to approve a sewer portion billing credit for Mill Street Tavern in the amount of  **$\$847.08$** , as reviewed and approved by the Public Works Park Board, and to authorize staff to apply the credit to the account.