

TO: Mayor and City Council

FROM: Jed Petersen, Public Works Director

SUBJECT: Sewer Credit Request – CCM Finance LLC (101 Timber Lane)

MEETING DATE: Tuesday, December 16, 2025

CCM Finance LLC has submitted a request for a sewer credit related to the utility bill for the property located at 101 Timber Lane. This is a newly constructed home, and during the billing period the additional water use was solely for establishing the lawn and landscaping. As the water used for this purpose did not enter the sanitary sewer system, they are requesting consideration under the City's policy for sewer charge adjustments.

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 – CCM Finance LLC (Account 1948-00)

- Property: 101 Timber Lane
- October Increased Sewer Charge: \$533.68
- Average sewer charge + 10% (per policy): \$37.05
- Calculated sewer credit eligible under policy:
\$1,658.16 (sewer portion billed) – \$37.05 = \$1,621.11

Requested Council Action

Motion to approve a sewer portion billing credit for CCM Finance LLC in the amount of **\$1,621.11**, for the property located at **101 Timber Lane**, as reviewed and approved by the Public Works Park Board, and to authorize staff to apply the credit to the account.