



CITY OF LAKE PARK

2032 2nd Street - PO Box 239
Lake Park, Minnesota 56554
(218) 238-5532 - www.lakeparkmn.com

CONSENT FOR RELEASE OF INFORMATION

I, _____, renter of _____, located in Lake Park, Minnesota, am a customer of Lake Park Public Utilities.

I understand that I consent to release information to all, some, or none of the entities listed on this form. ____ (Initial)

This consent is valid until I no longer own this property or choose to stop my consent. To stop consent, I must write to: Lake Park Public Utilities PO Box 239 Lake Park MN 56554 and clearly say that I want to stop all or part of my consent. Stopping my consent will not affect information that already has been released because I gave my consent. ____ (Initial)

If you have a question about anything on this form, please talk to the Utility Billing Clerk before you sign it.

I authorize Lake Park Public Utilities to release information about utilities at _____ to the following: _____ Physical address

- Becker County Human Services – Contact Name _____
- MAHUBE Energy Services – Contact Name _____
- Realtor – Contact Name _____
- Other (Please list ALL agencies and a contact name you are authorizing.)

Signature of fee title owner _____ Date signed _____

IF YOU RENT, YOU MUST HAVE THIS SIGNED BY THE OWNER BEFORE WE GIVE OUT ANY UTILITY INFORMATION!

LAKE PARK PUBLIC UTILITIES DATA PRIVACY NOTICE: "TENNESSEN WARNING"

As part of your application for municipal utility services, and in providing those services, LPPU requests private or confidential data about you. The private or confidential information that you provide is not available to the public. In accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Section 13.04, subd. 2, LPPU must notify you of the following three points:

1. The purpose and intended use of the requested information:
To confirm your identity; to process your application; to determine your credit status for receipt of services; to provide products and services; to communicate with you; to respond to your questions; to provide customer support; to schedule or respond to maintenance or service calls; to collect monies owed for the services or equipment provided; to protect against fraud, unauthorized transactions, and claims; to operate, evaluate, and improve our business; and to determine eligibility for and administer customer participation in events, utility programs, surveys, promotions, rebates, and assistance.
2. You may refuse to provide private or confidential data to LPPU. If you do not supply this information, however, LPPU will be unable to process your application or provide utility services.
3. The information that you may provide may be accessible to the following person or entities:
 - You, and persons who have your express written consent;
 - LPPU and City officials and staff who reasonably require access to your information in the course of their work duties or responsibilities;
 - Credit/collection agencies, Becker County, and/or the State of Minnesota to assist in determining credit or collecting on an account if it becomes delinquent;
 - State agencies such as the Minnesota Department of Commerce; and
 - Outside vendors required under contract with LPPU to maintain the confidentiality of the information, including, but not limited to, billing and credit card processing, energy consultants, rebate providers, and energy assistance agencies.

In addition, as permitted by Minnesota Statutes, Section 13.685, LPPU may release your private or confidential data to:

- A law enforcement agency that requests access to the data in connection with an investigation;
- A school for purposes of compiling pupil census data;
- A public child support authority to establish or enforce child support;
- Or any other person when use of the data directly advances the general welfare, health, or safety of the public.

Other government entities accessing private or confidential data must also comply with the Minnesota Government Data Practices Act.

I acknowledge by signing this form that I have been informed of and understand my rights and I hereby consent to the release of the above information to LPPU for the purposes stated herein. The information that I have provided is accurate. I agree that if any information that I have provided is false, LPPU has the right to disconnect my utility services.

Date: _____

(Signature of Individual Authorizing Release)

Adopted: 08/08/88
Amended: 05/08/85
Amended: 12/13/10
Amended: 10/12/15

Lake Park Public Utilities

Collection of Utility Bills Policy

I. Objective:

To provide the customer with a timely and sufficient opportunity to make payment of his/her overdue utility billing.

II. Policy:

All utility accounts are due (in full) on the 25th of the month after the billing date. (Example: Utility bill dated June 1st is due by June 25th). Unless payment is received by the 25th of the month, a notice of disconnection of utilities may be mailed or hand delivered and five days, excluding Sundays and Holidays will be allowed for payment. If not paid, utility service shall be disconnected without further notice, under applicable law. Lake Park Public Utilities is not regulated by the Minnesota Public Utilities Commission regarding the collection of overdue accounts.

If it becomes necessary to disconnect the utilities, all charges must be paid including a reconnect fee of \$25 before services is restored. The City Clerk is authorized to enter into a Deferred Payment Agreement with a customer after disconnection if a minimum of 50 percent of the total billing due, after computed to meter reading at time of disconnection is paid.

Customers, when notified that they are delinquent, shall also be advised of the reconnect fee if disconnection of service becomes necessary.

Any customer who has not paid their utility billing (in full) by the 25th of the month shall be charged a \$15 penalty, which will be added to their utility account balance.

Any customer who is delinquent twice in one year with his/her utility bill may be required to make a deposit equivalent to two months of their highest utility bill. Such deposit to be used as credit to his/her utility charges within six months of date of deposit.

For those customers who so request, a 12-month equal payment plan may be implemented in May of each year.

III. Responsibility:

The City Clerk shall have the responsibility for preparing notices and pursuing collection procedures, with the assistance of the utility employees.

Please provide the following information so that the City of Lake Park will be in compliance with Title VI of the Civil Rights Act of 1964.

The information regarding race, color, or national origin designation is requested in order to assure the Federal Government that the City of Lake Park complies with Federal Laws prohibiting discrimination on the basis of race, color, or national origin. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your request for services or to discriminate against you in any way. However, if you choose not to furnish this information, we are required to note your race, color, or national origin on the basis of visual observation or surname.

Please check the appropriate information below:

RACIAL CATEGORIES

- American Indian or Alaskan Native
- Asian
- Black or African American
- White

ETHNIC CATEGORIES

- Hispanic or Latino
- Not Hispanic or Latino

PLEASE RETURN THE ABOVE INFORMATION TO THE CITY CLERIK'S OFFICE. THANK YOU.