



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 - RENTAL

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 live at 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 renter _____ 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)

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 CLERK'S OFFICE. THANK YOU.



SCRATCH THE CENTER OF THE FLAME & LET YOUR FAMILY SNIFF

NATURAL GAS

**THE ONLY THING
WORSE THAN
SMELLING IT IS
IGNORING IT**

Natural gas has a built-in odor for your safety. Look here to learn more.



Natural gas is odorless. The odor you smell is a chemical we add to natural gas so you can detect even the smallest amount that might escape. Everyone should be able to recognize it and associate it with natural gas.

Natural gas has a safety record we can all be proud of. We are working to keep it that way. Knowing this odor and what to do when you smell it helps keep you and your family safe.

IF YOU EVER SMELL THIS ODOR:

LEAVE YOUR HOUSE...

Do not light a match... Do not turn your lights on or off... Do not use a cellular phone inside the house... Call us immediately from a neighbors house or a cellular phone when you are safely outside the house. We'll have a service man investigate the problem.

NATURAL GAS IS NOT POISONOUS

It does not contain carbon monoxide, the cause of so-called "Gas Poisoning." However, when burning gas or any fuel, carbon monoxide can be produced by lack of air, improperly working appliances or poor flue conditions. As a basic precaution, be sure that flue connections and venting are always in perfect working order — unobstructed and properly fitted.

GAS IS A MARVELOUS SERVANT

Whether you use it for cooking, to heat water, dry clothes, heat or air-condition your house, natural gas is a marvelous servant, especially when conserved and used properly. Gas is dependable. Natural gas has a safety record that is outstanding. We work constantly to keep it that way.

Lake Park Public Utilities

2032 2nd Street

PO Box 239

Lake Park, MN 56554

8:00 - 4:30

218-238-5532

After Hours:

218-238-5337

Email:

info@lakeparkmn.com

NATURAL GAS



THE ONLY THING WORSE THAN SMELLING IT IS IGNORING IT

Please read the information below on Natural Gas Pipeline Safety!



SOUND: Volume can range from a quiet hissing to a loud roar, depending on the size of the leak and pipeline system.



SMELL: An unusual smell, petroleum odor, or gaseous odor will sometimes accompany pipeline leaks. Natural gas is colorless, tasteless, and odorless, unless commercial odorant is added. Gas transmission/gas gathering pipelines are odorless, but may have a hydrocarbon smell.



SIGHT: Liquid pools, continuous bubbling in wet or flooded areas, an oily sheet on water surfaces, vaporous fogs and/or blowing dirt around a pipeline area. Dead or discolored plants in an otherwise healthy area of vegetation or frozen ground in warm weather are all signs of a pipeline leak. Natural gas is colorless, tasteless, and odorless, but vapor and "ground frosting" may be visible at high pressures. A natural gas leak may also be indicated by dust blowing from a hole in the ground or flames, if the leak is ignited.

Remember, suspected gas leaks are potentially dangerous and must be reported and investigated immediately. We need your help to continue to operate a safe distribution system.

Gas Odor

Lake Park Public Utilities supplies natural gas to many customers within city limits. As part of our safety program, we want everyone to be aware of this odor and how to report it. If you have any indication of a gas smell, leave the building immediately and go to a neighbors house to call City Hall. We will have one of our trained utility workers check for a gas leak immediately. We provide this gas sniffer information twice a year in an effort to educate and promote safety.

The Lake Park Public Utilities operates a system of underground natural gas pipelines to provide safe and economical energy to the residents and businesses of our community. Pipelines are one of the safest transportation methods available, but in the unlikely event a natural gas leak occurs it can cause a fire or explosion. We want to help you stay safe around gas facilities. This brochure is designed to assist in that effort, providing information on reacting to and reporting suspected gas leaks and on excavation safety. If you have further questions please contact us:

Lake Park Public Utilities
2032 2nd Street (218) 238-5532
After Hours (218) 238-5337

Email: info@lakeparkmn.com

Excavation Safety

Dig-in (excavation) damage is a leading cause of gas system damage. To minimize this hazard, the most important thing you can do is **Call Before You Dig. Gopher State One Call** is a free statewide service that allows utilities to locate any buried facilities they own before you start digging. Just call 2 business days before digging and provide the requested information to the operator. GSOC can be reached at **800-252-1166** or **dial 811**.

Natural Gas Notice

Lake Park Public Utilities does not maintain the buried gas piping downstream of your meter. If you as a homeowner have buried gas piping, it needs to be maintained as it is subject to the potential hazards of corrosion and leakage. Buried gas piping should be inspected for leaks as frequently as needed, but at intervals not exceeding 5 years; periodically inspected for corrosion if the piping is metallic; and repair if any unsafe condition is discovered. **Always use a licensed contractor for your Natural Gas plumbing.**

If you suspect a leak:

- **EVACUATE** the area immediately—travel upwind to escape any potentially dangerous accumulation of gas and do not reenter until told it is safe to do so
- **CALL** the gas supplier from a safe location—NOT the building where you smell gas
- **DO NOT** light a match, operate light switches, appliances, engines, or any other potential sources of ignition
- **KEEP** other people out of the area until help arrives

Natural Gas Excess Flow Valve Customer Notification

In accordance with recent federal pipeline safety regulations, Lake Park Public Utilities is required to notify all natural gas customers of the new excess flow valve (EFV) requirements. Effective April 14, 2017 EFV installation requirements are expanded to include new or replaced service lines to single family residences, multifamily residences and small commercial customers with natural gas volumes not exceeding 1,000 standard cubic feet per hour. Existing customers also have the right to request the installation of an EFV on their service line at their own expense if it meets the Specified conditions per the final rule.

What is an Excess Flow Valve (EFV)?

An EFV is a mechanical shut-off device installed in the service line designed to stop the flow of natural gas in the event that the service line is completely cut, torn apart or otherwise separated, typically caused by some type of excavation or digging, downstream of the EFV. Stopping the flow of natural gas from a broken service line significantly reduces the risk of a natural gas fire, explosion, personal injury and property damage. EFV's are typically installed on the service line near the connection to the natural gas main.

What won't an Excess Flow Valve (EFV) do?

EFV's are not designed to close if a leak occurs after the gas meter (on house piping or appliances). EFV's also may not close if the leak on the service line is small.

What specified conditions allow for the installation of an Excess Flow Valve (EFV)?

Installation requirements include service lines to single family residences, multifamily residences and small commercial customers with gas volumes not exceeding 1,000 standard cubic feet per hour and at a pressure not less than 10 p.s.i. Customers may request that the Lake Park Public Utilities install an EFV on the service line to their property by contacting the Lake Park Public Utilities at 218-238-5532 to determine if their service line meets the specified conditions of the code. Customers requesting the installation of an EFV will be responsible for the actual cost of the installation and will be provided with a range of the estimated cost. Upon the completion of the work, customers will be billed for the actual cost of the installation. Sizing of an EFV is based upon the current natural gas load at the time of installation, any future changes to the natural gas load could result in a malfunction of the EFV and warrant replacement at the customer cost. Additionally, customer are responsible for any future maintenance or replacement cost with the EFV. Installation dates must be mutually agreed upon by the customer and the Lake Park Public Utilities.