

To: President and Members of the Munster Town Council

From: Wendy Mis, IAMC *W Mis*
Clerk-Treasurer

Copy to: Patricia Abbott, IAMC, MMC Controller
Dustin Anderson, Town Manager

Date: February 1, 2021

Re: Water Utility Write-Offs

Resolution 1745 outlines the collection policy to be followed for Water Utility accounts. In 2017 we began using Jonathan Peterson's office to increase our collection efforts. In 2020 we began using TRECS as an additional collection remedy. Appropriate collection efforts were made for all accounts but were not successful. It is unlikely that these receivables would be or could be collected. The following lists, by year, the amounts recommended for write-off.

2006	\$ 980.33	2012	\$ 66.03
2007	\$ 138.29	2013	\$ 128.52
2008	\$ 61.03	2015	\$ 604.18
2009	\$ 134.37	2016	\$ 1,216.17
2010	\$ 381.98	2017	\$ 1,507.86
2011	\$ 66.03	2018	\$ 963.09

Under Ordinance 1248, Town of Munster Water Utility records are excluded from disclosure. Therefore, a detailed listing is not provided with this memorandum, but is available to the Council at the Clerk-Treasurer's Office.

RECOMMENDED ACTION:

Although no action is required of the Town Council, the Clerk-Treasurer and Town Manager are required to notify the Town Council when collection efforts have ceased. The amount of \$6,247.88 will be written off pursuant to Ordinance 1745.