

**To:** President and Members of the Munster Town Council

**From:** Wendy Mis  
Clerk-Treasurer

**Date:** January 16, 2023

**Re:** Water Utility Write-Offs

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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.

There are twenty accounts from 2019 totaling \$7,224.58 that had appropriate collection efforts made but were not successful. It is unlikely that these would be or could be collected.

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 \$7,224.58 will be written off pursuant to Ordinance 1745.