To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Copy to: Dustin Anderson, Town Manager

Date: September 18, 2023

Re: Water Bill Adjustments 2023

At the April 8, 2013 meeting, the Council adopted a policy to allow water bill adjustments due to water leaks. Under the policy, the customer must sign an affidavit stating there was a leak, the leak has been repaired, and request an adjustment from the Water Board. Adjustments are allowed one time per twelve-month period. The adjustment is based on an average of the usage over the previous twelve-months.

Staff has received two requests for adjustments under this policy. Each customer has completed the required form and the requests meet all the criteria for adjustment.

Adjustment Number	Average Usage	Actual Usage	Length of Time	Original Bill	Requested Adjustment Amount	Adjusted Bill
2023-48	34,000	116,000	1 month	$595.21	$404.38	$190.83
2023-49	7,000	105,000	2 months	$569.32	$485.26	$84.06

The amounts listed are for water and sales tax only. All other regular charges will remain unchanged.

Recommendation:

As part of the Consent Agenda, approve the adjustments of $889.64 to the accounts in question.