



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: June 9, 2025

TOPIC Discussion on Monthly versus Quarterly Water Billing

BACKGROUND BRIEF:

At the May 29, 2025 Village Council Special Meeting regarding Water and Sewer Rates for the 2025-2026 fiscal year, Council made a motion to include postage costs of switching from quarterly billing to monthly billing on the agenda for discussion. The purpose was to evaluate whether the Village should transition from quarterly to monthly water billing.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

The Village currently bills for water service on a quarterly basis and previously utilized postcards for billing. However, due to numerous complaints from residents about not receiving the postcards, the Village transitioned to paper billing in the form of letters. The current postage cost for mailing letters is \$0.69 per piece, resulting in a quarterly expense of \$1,052.25 and an annual cost of \$4,209.00. If the Village were to switch to monthly billing, postage expenses would increase by approximately \$8,053 annually, assuming postage rates remain unchanged for the upcoming fiscal year.

RECOMMENDED MOTION:

Council will discuss potential further action to be taken by the administration.