



# Water & Sewer Department Meeting Minutes

**Date:** 2/18/2026

**Time:** 6:00 PM

**Location:** Village Hall

**Type of Meeting/ Purpose (Regular, Special, Emergency):** Special

## 1. Call to Order

- **Members Present:** Mark Hammer, Chair; CJ Gadosik, 2<sup>nd</sup> Chair; Mayor Terry Lindeman
- **Staff Members:** Christina Mambourg, Village Admin
- **Members Absent:** \_\_\_\_\_
- **Other Attendees:** Harold Rozak, Tim Smith

Mark Hammer called the meeting to order at 6:04 PM

## 2. Guest Comments & Presentations

- Dominic Oliverio of Chippewa Township was scheduled to present a JEDD proposal.
  - Dominic did not attend due to a personal conflict. The presentation will be rescheduled with the Village at a future date.

## 3. Administrator Report

- The Village Administrator presented information regarding surrounding municipalities' practices for:
  - Non-Sufficient Funds (NSF) / returned / rejected payment fees
  - Utility bill insert feesThe presentation included:
  - Fee amounts charged by comparable municipalities
  - Terminology used for such fees
  - Estimated administrative costs incurred by municipalities
- Village Admin presented costs for mailers.

## 4. New Business

- The Committee reviewed and discussed fees related to rejected/returned payments and utility bill inserts. **Non-Sufficient Funds (NSF) / Returned / Rejected Items.** After review of surrounding municipalities' practices and consideration of Village administrative costs, the Committee agreed that the current fee of **\$35.00** shall remain unchanged.
- **Utility Bill Inserts** After discussion, the Committee agreed the following fees shall remain unchanged: **Full-Size Bill Insert (Black & White): \$50.00 Full-Size Bill Insert (Color): \$125.00** The Committee determined these fees are reasonable, as they include insertion into the full utility bill mailing and only require additional Village costs for paper and printing however the cost for someone to do a mailer would include postage, envelopes, folding and stuffing. The Committee further agreed that: **Half-size bill inserts (black & white or color) will not be offered or made available.** All reaffirmed fees will be added to the Village's Miscellaneous Fee Schedule.

## 5. Adjournment

- **Adjournment Timed:** There being no further business, the meeting was adjourned at **6:47 p.m.**