

**VILLAGE OF THOMSON**  
Combined Water/Sewer/Garbage Policy  
Adopted November 13,2017

Homeowner residential user fee - \$50.00 deposit, refunded after 1 year of continuous on-time payments.

Renter residential user fee - \$50.00 deposit, refunded after 60 days if account is in good standing upon tenant relocation and Village is given a forwarding address.

Deposit liability account

1. Tenant vacates, account not in good standing: Treasurer will transfer the deposit from liability account to customer receipts revenue account.
2. Tenant vacates, account in good standing and gives Village a forwarding address: Treasurer will wait 60 days and refund deposit from liability account to former customer.
3. Tenant vacates, account in good standing and no forwarding address: Treasurer will wait 60 days before transferring the deposit from the liability account to customer receipts revenue account.

Lien filing – Bills remaining unpaid 30 days after the due date shall constitute a lien upon the real estate to which the service has been made available or rendered.

Bad Debt Write-Off – On all accounts of any vacated property with a balance over the \$50.00 deposit, the Village will write-off after 60 days and billing will be terminated.

Account Closure – The Water/Sewer Clerk may close and write-off unrecoverable accounts with documented approval of the Village President and Water/Sewer Committee Chairperson.

Landlords – The landlord must notify the Village when tenants move out. The account must have a ZERO balance before a new tenant's name can be placed on the account. The landlord's name will be on the account after a tenant has moved out. All landlords will receive a letter informing them when a tenant's water/sewer account is delinquent.

If any bill remains unpaid after the due date, a delinquency letter will be sent to the account holder stating they must pay their account in full or report to the public hearing for delinquent water/sewer accounts during the following month's Village Board meeting to dispute the delinquency. In the event that the Village Board forgives late fees on a customer account, the account must be paid in full or as agreed and these terms will be recorded in the meeting minutes. If the terms aren't met, the late fees will be reinstated. If the customer fails to either pay up their account or appear before the Village Board, their service will be shut off by Public Works. The service will not be restored until the delinquency and penalties have been paid in full. Reconnection fees will also be applied.

***Reference: Ordinance No. 389A, Section 4: "All such bills will be due on the 10<sup>th</sup> day of the month. Any bill not paid by the due date will incur a \$25.00 late charge in addition to the amount due. If any bill remains unpaid after the due date, a letter will be sent to the consumer demanding payment in full of the past due amount or to report to the public hearing for delinquent water/sewer accounts during the following month's Village Board meeting to dispute the delinquency. If the consumer fails to either pay the past due amount or appear before the Village Board, the water supply and/or sewer service of the property affected will be shut off by the Village and the service will not be restored until the delinquency and penalty (ies) have been paid in full. In addition, a \$100.00 service fee will be added to cover the cost of restoring service. Bills***

*remaining unpaid 30 days after the due date shall constitute a lien upon the real estate to which the service has been made available or rendered.” – Approved April 7, 2014*

Reminder: Payments may be dropped off at the Village Hall any time, paid at the Savanna-Thomson State Bank (Thomson location) during business hours, mailed, or using a financial institution’s online bill payment system.

Garbage Service – Customers will be eligible for municipal garbage pickup if they reside in Village limits or are purchasing water and/or sewer service.

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