

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer *Wmis*

Date: June 1, 2020

Re: Ordinance 1797: Waiver of Late Fees

Ordinance 1797 had first reading at the May 18, 2020 meeting. If adopted, the ordinance will allow late fees assessed to water utility bills to be waived.

The intention is to help the customers who are suffering with the economic downturn caused by COVID-19. The authority to waive these fees would apply to the bills issued and due from April 20, 2020 through and including January 20, 2021 for those customers who make a request in writing. In practice, customers who call requesting a waiver are sent an email. The customer then needs to reply to the email confirming the request.

Recommended action:

By motion and roll call vote, adopt Ordinance 1797 on second reading as presented.