

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
Tuesday, March 13, 2018
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items.
4. Consideration of: Request to Waive Snow Removal Fees
5. Consideration of: Write-off and/or purse small claims action of 2016 Delinquent Personal Property tax accounts.
6. Review of unfinished business list.
7. Review bills.
8. Public comment on non-agenda items.
9. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 03/08/18
Time: 3:30pm
By: TM

Finance/Purchasing & Building Committee Members:
Stewart Fett, Chair
David Ward, Vice Chair
Rick Wiesner

4

4

To City of Sturgeon Bay Finance Committee
Stewart Fett, Chair

Dear Mr. Fett,
We appreciate your time in reviewing this letter.

We were referred to contact you regarding a fee for snow removal at our residence. We are requesting consideration that the fee for snow removal be waived for the property at 1216 Memorial Drive that was assessed on Jan. 5, 2018.

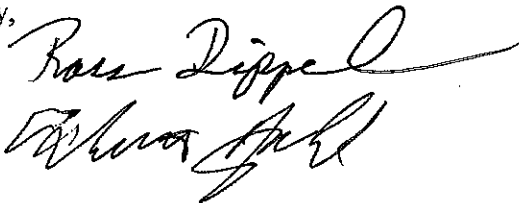
We have lived on this property for about 16 years and in addition, generations of our family have lived at the residence for more than 70 years. We consistently provide caring stewardship of this property and have never been assessed a fee of any kind.

In addition, the charge of \$125 is a significant sum for our family as we try to manage ongoing medical out-of-pocket costs for a chronic condition. (Documentation of this can be provided.)

Not only do we remove snow from our sidewalk, but also, in a spirit of friendly consideration of our neighbors, we also voluntarily remove snow from their sidewalks as well. (If helpful, our neighbors can attest to this.)

Thank you for your consideration of waiving the fee on this one occasion. We would be happy to provide any additional information that you may require.

Respectfully,



Ross Dippel
Christine Henkel

To City of Sturgeon Bay Finance Committee
Stewart Fett, Chair

CITY OF STURGEON BAY
421 MICHIGAN ST
STURGEON BAY, WI 54235
(920) 746-2900

KENNETH HENKEL TRST ET AL
903 CLAYTON PL
GREEN BAY WI 54302-

INVOICE

Invoice Date: 01/08/2018
Invoice #: 2018018
Invoice Amt: \$125.00
Customer #: HENKEL K
Due Date: UPON RECEIPT

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
SNOW REMOVAL . ON 1/5/18 @ 1216 MEMORIAL DR PARCEL # 2816231000303	1.00	\$100.00	\$100.00
ADMINISTRATIVE FEE	1.00	\$25.00	\$25.00
SUB-TOTAL:			\$125.00
TAX:			\$.00
AMT. PAID:			\$.00
INVOICE TOTAL:			\$125.00

CITY OF STURGEON BAY

INVOICE DATE: 01/08/2018 INVOICE #: 2018018

EXECUTIVE SUMMARY

TITLE: Write-off and/or pursue small claims action of 2016 Delinquent Personal Property tax accounts

BACKGROUND: In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or forward to the City Attorney for small claims processing. The delinquent personal property tax accounts received several collection notices in 2017.

Write-off list

<u>Tax</u>		<u>Proposed</u>
<u>Account #</u>	<u>Name</u>	<u>Write-off Amt</u>
281-0376	Palmer Johnson Yachts, LLC	\$1,779.21
281-0759	M&M Computers	\$ 5.58
281-1220	Door County Marine, LLC	\$ 44.39
281-1404	J Allen Design Studio	\$ 51.22
281-9732	Door County Rubber Stamp, LLC	\$ 42.19
	Total	\$1,922.59

Small Claims list

<u>Tax</u>		<u>Proposed</u>
<u>Account #</u>	<u>Name</u>	<u>Small Claims Amt</u>
281-0290	Jeffrey Slavik DDS	\$268.63
281-0793	Lauger Concrete, Dylan Lauger	\$410.71
	Total	\$679.34

The proposed delinquent personal property tax write-off in the amount of \$1,922.59 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (state, county, school, technical college). Additionally, it has been the practice of the City to publish the delinquent account list, less those accounts in bankruptcy, or with other extenuating circumstances, in the Door County Advocate.

FISCAL IMPACT: The fiscal impact to the City for writing off the above listed delinquent


personal property tax accounts is \$1,922.59. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

- OPTIONS:
- 1) Write-off and/or pursue small claims court collection for the delinquent personal property accounts as detailed above.
 - 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

RECOMMENDATION:

- 1) Recommend to the Common Council to write-off \$1,922.59 in 2016 delinquent personal property taxes as per the above listing.
- 2) Authorize the City Attorney to pursue small claims court action against personal property tax account #281-0793 – Lauger Concrete and account #281-0290 – Jeffrey Slavik DDS.


PREPARED BY:



Valerie J. Clarizio
Finance Director/City Treasurer

3/8/18
Date

REVIEWED BY:



Josh VanLieshout
City Administrator

3/8/18
Date

Personal Property Chargebacks for 2016 Taxes Uncollectible in 2017												
Name	Chargeback State of Wisconsin	Chargebacks County of Door	Chargebacks City of Sturgeon Bay	Chargebacks Shurgeon Bay School District	Chargebacks Sevastopol School District	Chargebacks Southern Door School District	Chargebacks NWTC	Total Chargebacks per Owner	Caused Operations (OO) Bankruptcy (B) Removed from next Assmt Roll (R)	Action	Payment Date	Reimbursed to Taxing Jurisdictions
281-0290 Jeffrey Slavik DDC	1.83	39.49	112.70	108.43			8.18	268.63		Small Claims Chargeback & Write-off		
281-0376 Palmer Johnson Yachts, LLC	28.81	623.33	1,779.21	1,679.96			129.05	4,240.36	CO	Chargeback & Write-off		
281-0759 M&M Computers	0.09	1.96	5.59	5.28			0.41	13.32	CO	Chargeback & Write-off		
281-0793 Laurer Concrete	2.79	60.38	172.32	162.72			12.50	410.71		Small Claims		
281-1220 Door County Marine, LLC	0.30	6.53	18.62	17.59			1.35	44.39		Write-off		
281-1404 J Allen Design Studio	0.83	17.95	51.22	48.37			3.72	122.09	CO	Chargeback & Write-off		
281-9792 Door County Rubber Stamp LLC	0.29	6.20	17.71	16.71			1.28	42.19		Write-off		
Total Delinquent amounts	34.94	755.84	2,157.36	2,037.06	0.00	0.00	156.49	5,141.69				
Accounts that don't qualify for CB	5.21	112.60	321.35	303.45	0.00	0.00	23.31	888.01				
Total Chargebacks	29.73	643.24	1,836.01	1,733.61	0.00	0.00	133.18	4,253.68				
Less Payments / W/offs to date												
Chargeback Balance	29.73	643.24	1,836.01	1,733.61	0.00	0.00	133.18	4,253.68				

6

6

FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS
March 13, 2018

7

7

INVOICES DUE ON/BEFORE 03/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001526	GARY JABLONSKI	SEASONAL SLIP RFND/JABLONSKI	01-000-000-46250	2,500.00
R0001526		STATE TX RFND/JABLONSKI	01-000-000-24214	125.00
R0001526		COUNTY TAX RFND/JABLONSKI	01-000-000-24215	12.50
		TOTAL REVENUE		2,637.50
2017 CAPITAL PROJECTS & EQUIP				
01764	ASSOCIATED WEALTH MANAGEMENT	2017 CAPITAL	01-000-901-70001	13,116.32
		TOTAL 2017 CAPITAL PROJECTS & EQUIP		13,116.32
CAPITAL PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	T2 CAP PRJCT BOND	01-000-913-70001	3,435.00
		TOTAL CAPITAL PROJECTS		3,435.00
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	REFUNDING BONDS-GF BUILDING	01-000-920-70001	18,556.25
		TOTAL CITY HALL / FIRE & POLICE STN		18,556.25
EGG HARBOR RD IMP/DES				
01764	ASSOCIATED WEALTH MANAGEMENT	EGG HARBOR RD	01-000-976-70001	9,816.25
		TOTAL EGG HARBOR RD IMP/DES		9,816.25
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	03/18 ATHLECTIC FLD LIGHTING	01-000-981-70000	1,365.39
		TOTAL BALLFIELD LIGHTING		1,365.39
		TOTAL GENERAL FUND		48,926.71
CITY CLERK-TREASURER				
04696	DOOR COUNTY TREASURER	1ST INSTLL TAX COLLECT 2017 YR	01-115-000-58100	3,343.60
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSRT OFFICE SUPPLIES	01-115-000-51950	140.71
		TOTAL		3,484.31
		TOTAL CITY CLERK-TREASURER		3,484.31
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	3.20.18 CONTRACT	01-130-000-55010	1,333.33
		TOTAL		1,333.33
		TOTAL CITY ASSESSOR		1,333.33
CITY HALL				
03159	CHARTER COMMUNICATIONS	02/18 FIRE CABLE SVC	01-160-000-58999	119.90

INVOICES DUE ON/BEFORE 03/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04966	EAGLE MECHANICAL INC	AIR LEAK REPAIR ACTUATOR HEAD	01-160-000-58999	87.50
19959	SUPERIOR CHEMICAL CORP	LUBRICANT	01-160-000-55300	127.02
MEUW	MUNICIPAL ELECTRIC UTILITIES	MSDS ONLINE-CITY HALL PORTION	01-160-000-58999	244.33
WARNER	WARNER-WEXEL WHOLESALE &	HAND SOAP	01-160-000-55300	28.82
WARNER		CLEANING SUPPLIES	01-160-000-51850	85.55
WARNER		CLEANING SUPPLIES	01-160-000-51850	70.68
		TOTAL		763.80
		TOTAL CITY HALL		763.80
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	04/18 WORK COMP	01-165-000-58750	13,932.00
MCCLONE		04/18 GEN LIAB	01-165-000-56400	3,152.00
MCCLONE		04/18 POLICE LIAB	01-165-000-57150	1,189.00
MCCLONE		04/18 PUBLIC OFFICIAL	01-165-000-57400	1,196.00
MCCLONE		04/18 AUTO LIAB	01-165-000-55200	1,966.00
MCCLONE		04/18 AUTO PHY DAMAGE	01-165-000-55200	1,652.00
		TOTAL		23,087.00
		TOTAL INSURANCE		23,087.00
GENERAL EXPENDITURES				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPY PAPER	01-199-000-55650	185.40
		TOTAL		185.40
		TOTAL GENERAL EXPENDITURES		185.40
POLICE DEPARTMENT/PATROL				
MEUW	MUNICIPAL ELECTRIC UTILITIES	MSDS ONLINE-POLICE PORTION	01-215-000-58999	244.33
		TOTAL		244.33
		TOTAL POLICE DEPARTMENT/PATROL		244.33
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	UNIFORM	01-250-000-52900	47.95
02001		NEW UNIFORM/PATCH	01-250-000-52950	180.57
16352	PENFLEX, INC	FEES-LOSA	01-250-000-50377	350.00
MEUW	MUNICIPAL ELECTRIC UTILITIES	MSDS ONLINE-FIRE PORTION	01-250-000-52350	244.33
PAULCONW	PAUL CONWAY SHIELDS	NEW EMPLOYEE JACKET	01-250-000-52950	685.00
		TOTAL		1,507.85
		TOTAL FIRE DEPARTMENT		1,507.85

INVOICES DUE ON/BEFORE 03/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
06012	FASTENAL COMPANY	FASTENERS	01-450-000-52150	7.20
08225	HERLACHE SMALL ENGINE	CHAIN SAW CHAIN	01-450-000-52700	54.50
13150	MASTERCRAFT WELDING SYSTEM	1"X 1" TUBING 24'	01-450-000-52150	52.80
19240	SERVICE MOTOR CO	BACKHOE SWITCH	01-450-000-53000	193.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	FUEL FILTER	01-450-000-53000	4.90
ASTRO	ASTRO HYDRAULICS, INC	TRCK HOIST HYDRAULC RAM REPAIR	01-450-000-53000	376.00
BP	BP-MICHIGAN ST	CHAIN SAW FUEL	01-450-000-51650	43.40
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	REPLACE TRCK TRANSMISSION	01-450-000-53000	4,564.88
O'REILLY	O'REILLY AUTO PARTS	FUEL TREATMENT	01-450-000-53000	27.99
O'REILLY		ANTI FREEZE	01-450-000-53000	33.98
TOTAL				5,358.65
TOTAL STREET MACHINERY				5,358.65
CITY GARAGE				
08225	HERLACHE SMALL ENGINE	HELMET/CHAP/FACE SHIELD	01-460-000-52350	99.99
MEUW	MUNICIPAL ELECTRIC UTILITIES	MSDS ONLINE-DPW PORTION	01-460-000-52350	244.33
TOTAL				344.32
TOTAL CITY GARAGE				344.32
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	OLD HWY RD SIGN	01-499-000-58000	11.91
TOTAL				11.91
TOTAL HIGHWAYS - GENERAL				11.91
PARK & RECREATION ADMIN				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-500-000-51950	257.26
TOTAL				257.26
TOTAL PARK & RECREATION ADMIN				257.26
PARKS AND PLAYGROUNDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	GASKET & ANTI SEIZE	01-510-000-53000	21.98
08225	HERLACHE SMALL ENGINE	BLADES & SHIELD KIT	01-510-000-52700	139.96
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	OIL FILTER	01-510-000-51900	2.87
O'REILLY	O'REILLY AUTO PARTS	SHOP TOWELS	01-510-000-52700	19.99
O'REILLY		CREDIT RETURN-SHOP TOWELS	01-510-000-52700	-19.99
O'REILLY		BATTERY	01-510-000-52700	45.35
TOTAL				210.16
TOTAL PARKS AND PLAYGROUNDS				210.16

INVOICES DUE ON/BEFORE 03/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
MUNICIPAL DOCKS				
04966	EAGLE MECHANICAL INC	MIX VALVE REPLACEMENT	01-550-000-54999	1,100.00
		TOTAL		1,100.00
		TOTAL MUNICIPAL DOCKS		1,100.00
EMPLOYEE BENEFITS				
HUMANA	HRI	G0365 ADMIN FEES & REWARDS	01-600-000-50550	684.36
		TOTAL		684.36
		TOTAL EMPLOYEE BENEFITS		684.36
		TOTAL GENERAL FUND		87,499.39
CAPITAL FUND				
CITY HALL				
EXPENSE				
02975	CAMERA CORNER	FOB & CAMERA ADDITION-1/2 DOWN	10-160-000-59999	4,167.13
KIESOW	KIESOW ENTERPRISES	GRANARY DEMO	10-160-000-59085	10,400.00
		TOTAL EXPENSE		14,567.13
		TOTAL CITY HALL		14,567.13
		TOTAL CAPITAL FUND		14,567.13
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	02/18 CB MUSIC SVC	21-000-000-58999	61.32
		TOTAL CABLE TV / GENERAL		61.32
		TOTAL CABLE TV / GENERAL		61.32
		TOTAL CABLE TV		61.32
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01764	ASSOCIATED WEALTH MANAGEMENT	T2 ORIGINAL DEBT SVC	25-320-930-70001	145.97
01764		T2 CAP PRJCT BNDS-ORIG DEBT	25-320-930-70001	155.25
01764		2005 REFND BND-TID 2 -CITY	25-320-930-70001	5,850.00
		TOTAL TID #2 A AREA BONDS - CITY		6,151.22
TID #2 A AREA BONDS - DVL				
01764	ASSOCIATED WEALTH MANAGEMENT	T2 AMENDED DEBT SVC	25-320-931-70001	1,848.99
01764		T2 CAP PRJCT BNDS-AMEND DEBT	25-320-931-70001	1,966.69
01764		T2 2005 REFND BND-AMEND -DEVLP	25-320-931-70001	12,181.25

INVOICES DUE ON/BEFORE 03/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
TID #2 DISTRICT				
TID #2 A AREA BONDS - DVL				
TID #2 A AREA BONDS -- DVL				
TOTAL TID #2 A AREA BONDS - DVL				15,996.93
T2 ROAD PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	2006 REFNG BND-T2 ORG DBT SVC	25-320-932-70001	13,131.25
01764		T2 ORIGINAL DEBT SVC	25-320-932-70001	3,235.72
01764		T2 CAP PRJCT BNDS-ORIG DEBT	25-320-932-70001	3,441.38
TOTAL T2 ROAD PROJECTS				19,808.35
T2 SERIES 2006A				
01764	ASSOCIATED WEALTH MANAGEMENT	T2 ORIGINAL DEBT SVC	25-320-933-70001	19,098.07
01764		T2 CAP PRJCT BNDS-ORIG DEBT	25-320-933-70001	20,311.68
01764		T2 RESTRUCT 10.1.14 LEASE REV	25-320-933-70001	15,787.50
01764		DEBT RESTRUCT 10.1.15	25-320-933-70001	14,087.50
01764		GO REFUND BOND 9.7.16	25-320-933-70001	73,250.00
TOTAL T2 SERIES 2006A				142,534.75
TOTAL TID DISTRICT #2				184,491.25
TOTAL TID #2 DISTRICT				184,491.25
TID #3 DISTRICT				
TID #3 DISTRICT				
\$1.685 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	TID 3	27-330-937-70001	26,006.25
TOTAL \$1.685 NOTES				26,006.25
TOTAL TID #3 DISTRICT				26,006.25
TOTAL TID #3 DISTRICT				26,006.25
TID #4 DISTRICT				
TID #4 DISTRICT				
T4 \$3.12 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	TID 4	28-340-987-70001	33,150.00
TOTAL T4 \$3.12 NOTES				33,150.00
TOTAL TID #4 DISTRICT				33,150.00
TOTAL TID #4 DISTRICT				33,150.00
TOTAL ALL FUNDS				345,775.34

MANUAL CHECKS

SECURIAN FINANCIAL GROUP, INC
(MINNESOTA LIFE)
02/22/18
Check # 82988
March Life Insurance
01-600-000-50552

\$1,955.64

TOTAL MANUAL CHECKS

\$1,955.64

