

# LEGISLATIVE COMMITTEE

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, May 01, 2023 at 6:25 PM

## AGENDA

### In-Person

1. Correspondence.
2. Discussion Topics.
  - a. Elect Vice-Chair.
  - b. Elect Secretary.
  - c. Special Charges Payment Plan Program.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Legislative Committee scheduled for Monday, May 1, 2023 at 6:25 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**



## Special Charge Payment Plan Program

This program pertains to all City Special Charges that cannot be transferred to the tax roll for collection Per the statutes. This program offers the property owner an option to establish a payment plan with the City that will allow for a payment term of up to 10 years depending on the special charge amount per the table listed below.

### Terms and Rate Table

Tiered Amount	Term	Rate*
Less than \$1,000	1-year term	Unison Home Equity Line of Credit +0.5%
Between \$1,000 and \$5,000	3-year term	Unison 3-year arm rate +0.5%
Between \$5,000 and \$7,000	5-Year term	Unison 5-year arm rate +0.5%
Greater than \$7,000	10-year term	Unison 7-year arm rate +0.5%

\*Rates posted on Unison’s website at the time of payment plan will be used. Unison is one of the approved financial institutions for City Business via resolution.

### Special Charge invoicing process and timing.

Once a special charge is issued, the property owner will have 30 days to pay the invoice in full or establish a payment plan per the schedule listed above. If invoice goes unpaid or owner fails to establish a payment plan, a lien will be placed on the subject property. Finance charges of 1% per month 12% APR will also begin on unpaid invoices that do not have a payment plan established.

After 90 days, the City will submit all outstanding and unresponsive debt holders’ files to the State Debt Collection (SDC) agency for collection. Note, additional collection service fees will apply to the outstanding balances if SDC becomes the collection agency.

Once payment plan is established, a lien documenting the voluntary payment plan will be recorded against the property with details on the payment plan that is established. Once paid in full, the recording will be removed from the property.

### Payment method option

All payment plans must have an established bank account whereby the owner allows the City to draw funds monthly in accordance with the payment plan established. It is the property owner’s responsibility to notify the City of any change in bank account information. All payments will be withdrawn on the 5<sup>th</sup> of the month.

**Uninterrupted payments**

If property owner fails to ensure monthly payments continue per established plan, a notice will be given to the owner of the failed monthly payment draw. If issue is not remedied within 10 days of dated notice, City will issues notice to property owner of transferring debt to SDC. If still no response, the remaining balance will be sent to the State Debt Collection Agency (SDC) for collection.

**Recorded Lien (Adding and Removal)**

Liens will be recorded 30 days from Invoice. The liens will be removed from the property within 30 days of receipt of full payment through the way of a satisfaction letter.