

# LEGISLATIVE COMMITTEE MEETING

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



Monday, June 19, 2023 at 6:20 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - a. Ordinance 1883-2023 Creating Section 3.18 Special Charges.
3. General Matters.
4. 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, June 19th, 2023 at 6:20 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.**

**WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.**

Join Zoom Meeting

<https://us06web.zoom.us/j/2346054161?pwd=SWRkZ3k5V2t0MDkzN241d0RvR3h1QT09>

Meeting ID: 234 605 4161

Passcode: 54130

One tap mobile

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Dial by your location

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+1 312 626 6799 US (Chicago)

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+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 689 278 1000 US

+1 719 359 4580 US

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Passcode: 54130

**CITY OF KAUKAUNA  
ORDINANCE 1883-2023**

**ORDINANCE CREATING SECTION 3.18 SPECIAL CHARGES**

**WHEREAS**, the City of Kaukauna appointed a Code Enforcement Officer in 2022 and there has been an increase in abatements due to code violations and the property owner refusing to take action on their own; and

**WHEREAS**, Wisconsin State Statutes do not allow for special charges to be transferred to the tax roll for collection of abatements;

**WHEREAS**, the City of Kaukauna acknowledges that some property owners are unable to pay lump sum charges and believes that it is most advantageous for both parties to adopt a special charges ordinance to collect said charges;

**NOW THEREFORE**, be it ordained by the Common Council of the City of Kaukauna, in the State of Wisconsin, as follows:

**SECTION 1:**        **ADOPTION** “3.18 Special Charges” of the City of Kaukauna Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

3.18 Special Charges (Non-existent)

AFTER ADOPTION

3.18 Special Charges(*Added*)

1. **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 the payment plan will be used. Unison is one of the approved financial institutions for City Business.



## 2. Special Charge invoicing process and timing.

- a. 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.
- b. 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.
- c. 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.

3. **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 5th of the month.

4. **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.

5. **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.

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL

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Presiding Officer

Attest

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Anthony J. Penterman, Mayor, City of  
Kaukauna

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Sally Kenney, Clerk, City of Kaukauna