



## Finance Committee

April 3, 2019  
5:45 p.m.

Civic Center  
West Committee Room

### Roll Call:

Alderpersons Wattawa, Feirer, Damon

1. Call to Order
2. Minute Approval
  - March 5, 2019 - [Finance Minutes 03-05-2019](#)
3. Discussion and Action Items:
  - Sewer Billing Adjustment Policy [Sewer Adjustment Policy 3-26-19](#)
  - 2019 Sewer Rates
  - Delinquent Personal Property Taxes
    - ✓ #053021 – 2014 for 1620 East Layton Avenue - [Delq PP 053021](#)
    - ✓ #151157 – 2010 (Duplicate billing) - [Delq PP 151157](#)
4. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

## MINUTES OF THE FINANCE COMMITTEE MEETING HELD MARCH 5, 2019

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Present: Alderpersons Wattawa, Feirer, Damon

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker, City Engineer Dejewski, Alderwoman Schandel, Alderman Brickner

Chairman Wattawa called the meeting to order at 6:31 p.m.

Moved by Alderman Feirer, seconded by Alderman Damon to place on file the minutes of the Finance Committee meeting held February 5, 2019. Motion carried.

### Sewer Bill – 4060 South Alexander Avenue

The Committee reviewed the request of Ron Stalker, the property owner of 4060 South Alexander Avenue. City Administrator Johnsrud reviewed the history of the billing with the Committee. The billing was for 54 CF per the report received from Milwaukee Water Works. The property owner stated in his correspondence that there was no way they used that amount of water. Mr. Stalker indicated that he spoke with Milwaukee Water Works and they would not adjust his consumption. He also stated that this usage is not consistent with past usage.

Moved by Alderman Damon, seconded by Alderman Feirer to deny the request of Mr. Stalker to reduce his sewer bill for 4060 South Alexander Avenue in the absence of an adjustment from Milwaukee Water Works. Motion carried.

### Policy Regarding Sewer Billing Adjustments:

City Administrator Johnsrud stated that the City needs to implement a policy regarding adjustments so that they can be handled at the staff level. Past practice has been to have the property owner send a letter to the Finance Committee requesting the adjustment for their review. The policy should state that if Milwaukee Water Works issues an adjustment, that the City would adjust the sewer consumption based on that adjustment and could be done at the staff level.

Moved by Alderman Damon, seconded by Alderman Feirer to direct staff to write a policy regarding sewer adjustments based on issuance of credits by Milwaukee Water Works and to bring the Policy to the Finance Committee for review and approval. Motion carried.

Moved by Alderman Feirer, seconded by Alderman Damon to adjourn. Motion carried.

Time: 6:42 p.m.



# City of St. Francis

## SEWER BILLING ADJUSTMENT POLICY

### **Purpose:**

The City of St. Francis owns and operates the St. Francis Sewer Utility. The St. Francis Sewer Utility wastewater discharges into the Milwaukee Metropolitan Sewer District (MMSD). MMSD sets all sewer rates and charges the utility based on quarterly volume of discharge from St. Francis. The St. Francis Sewer Utility determines its rates based on these volume charges from MMSD for residential and business use based on actual metered water usage from Milwaukee Water. Metered water users manage their own water usage including any leakage, spillage, or usage which may or may not enter the St. Francis Sewer Utility. It is the responsibility of the metered users to identify usage that may be abnormal and report it to Milwaukee Water.

### **Eligibility:**

Any St. Francis Sewer Utility customer who believes that their sewer billing is abnormal due to possible excess water usage that is not accountable to the user may request an adjustment to their sewer bill if any of the following conditions are met:

- 1) A water leak source was identified by the user and was professionally repaired. A receipt from a licensed plumber identifying the leak and the repairs completed is necessary for credit. Repairs made by the metered user are not eligible for adjustment, OR
- 2) A faulty water meter is identified and replaced by Milwaukee Water.

### **Adjustment**

Those eligible metered users will receive an adjustment to the sewer billing in an amount whichever is greater:

- 1) The usage credit in CCF units of water granted from Milwaukee Water, OR
- 2) The difference from the eligible quarter to a comparable historical quarter water usage in CCF (Example: 3<sup>rd</sup> Quarter use is 54 CCF to 3<sup>rd</sup> Quarter use in a previous year is 21 CCF – adjustment equals 33 CCF), OR
- 3) The difference from the eligible quarter to the last billed quarter water usage in CCF, if the metered user has occupied the property less than 12 months (Example 3<sup>rd</sup> Quarter use is 54 CCF to 2<sup>nd</sup> Quarter use is 21 CCF – adjustment equals 33 CCF).

### **Determination**

The City Administrator, City Engineer and City Clerk shall review any claim for determination of adjustment and collectively provide a decision on eligibility of adjustment. Once eligibility is determined the adjustment is made to the current sewer billing.

Effective April 4, 2019.

**NOTICE OF PERSONAL PROPERTY TAX DUE**

NOTICE DATE: 03/07/2019

(PROPERTY OWNER NAME ON RECORD)

REMIT TO:

ATTN: RAY ARRENDONDO  
 INTEGRITY FAMILY SERVICES LLC  
 6014 W MADISON ST  
 MILWAUKEE WI 53214-3232

TREASURER  
 CITY OF ST FRANCIS  
 3400 E HOWARD AVENUE  
 ST FRANCIS WI 53235  
 PHONE #: 414-481-2300

288-0294

PROPERTY NUMBER YEAR	TAX PAID	OTHER CHARGES PAID	UNPAID TAX BALANCE	INTEREST & PENALTY DUE	OTHER CHARGES DUE	TOTAL DUE
053021 2014	0.00	CITY OF ST. FRANCIS 0.00	427.98	1620 E LAYTON AVE 320.99	0.00	748.97

TOTAL UNPAID DELINQUENT TAX 427.98  
 INTEREST & PENALTY DUE ON OR BEFORE 03/31/2019 320.99  
 TOTAL DELINQUENT TAX AND CHARGES PAST DUE -----> \$ 748.97  
**TOTAL AMOUNT DUE (DELINQUENT) -----> \$ 748.97**

▼ PLEASE DETACH AND RETURN LOWER PORTION WITH REMITTANCE. ▼

REMIT TO:

TREASURER  
 CITY OF ST FRANCIS  
 3400 E HOWARD AVENUE  
 ST FRANCIS WI 53235

NOTICE OF PERSONAL PROPERTY TAX DUE

NOTICE DATE: 03/07/2019

PROPERTY NUMBER	YEAR	TOTAL
053021	2014	748.97

ATTN: RAY ARRENDONDO  
 INTEGRITY FAMILY SERVICES LLC  
 6014 W MADISON ST  
 MILWAUKEE WI 53214-3232

TOTAL AMOUNT DUE on or before 03/31/2019-----> \$ 748.97

# NOTICE OF PERSONAL PROPERTY TAX DUE

NOTICE DATE: 03/21/2019

(PROPERTY OWNER NAME ON RECORD)

REMIT TO:

US BANCORP EQUIP FINANCE GROUP  
1310 MADRID ST STE 100  
MARSHALL MN 56258

TREASURER  
CITY OF ST FRANCIS  
3400 E HOWARD AVENUE  
ST FRANCIS WI 53235  
PHONE #: 414-481-2300

PROPERTY NUMBER YEAR	TAX PAID	OTHER CHARGES PAID	UNPAID TAX BALANCE	INTEREST & PENALTY DUE	OTHER CHARGES DUE	TOTAL DUE
151157		CITY OF ST. FRANCIS				
2010	0.00	0.00	221.38	325.43	0.00	546.81

TOTAL UNPAID DELINQUENT TAX 221.38  
 INTEREST & PENALTY DUE ON OR BEFORE 03/31/2019 325.43  
 TOTAL DELINQUENT TAX AND CHARGES PAST DUE -----> \$ 546.81  
**TOTAL AMOUNT DUE (DELINQUENT) -----> \$ 546.81**

▼ **PLEASE DETACH AND RETURN LOWER PORTION WITH REMITTANCE.** ▼

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CITY OF ST FRANCIS  
3400 E HOWARD AVENUE  
ST FRANCIS WI 53235

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151157	2010	546.81

US BANCORP EQUIP FINANCE GROUP  
1310 MADRID ST STE 100  
MARSHALL MN 56258

TOTAL AMOUNT DUE on or before 03/31/2019-----> \$ 546.81