

Past Due Amounts of Utility Bills Placed on the Tax Roll 2015-04

Purpose

The purpose of this policy is to provide guidance to be followed related to payments of water/sewer utility accounts in relation to the tax roll process.

- Create guidelines for staff to follow related to the placement of delinquent water/sewer utility balances on the tax roll.
- List the steps that must be followed to comply with the provisions of 2013 Wisconsin Act 274 that affect the tax roll process for collecting delinquent tenant utility bills.

Delinquency Process

The process to place past due amounts on the tax roll will be as follows.

- October 1st – The Utility will create a list of accounts that have past due amounts as of June 30th of the current year.
- October 15th – The Utility will mail out past due bills based on the list of accounts created on October 1st.
 - Notices will be mailed to landlords that have provided written notice and to tenants listed on the account for residential utility bills. Notice will be done by first class mail to the address on record with the Utility.
 - Tenants of residential rental units, who are responsible for the utility bill, will be informed that a lien has arisen on the tenant’s assets for unpaid arrears, and that the lien will transfer to the landlord, if the landlord pays the delinquent charges.
- October 31st – Deadline for past due bills to be paid or have a deferred payment plan in place prior to the application of the penalty.
- November 1st – The Utility will add a 10% penalty to any balances that are past due as of June 30th of the current year that have not been paid.
- November 15th – Deadline for past due bills with penalty to be paid or have a deferred payment plan in place prior to the assessment of the delinquency on the tax roll.
- December 17th – Notify Clerk of Court of the lien on a tenant property.

Policy Considerations


The Village of Cross Plains Water Utility will continue to comply with all PSC requirements for utility billing. The Village will continue to copy landlords on past due bills of tenants of residential properties.

Policy #2015-04 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this 26th day of October, 2015.

Village of Cross Plains:

Attest:

By: 
 J. Patrick Andreoni
 Village President

By: 
 Matthew G. Schuenke
 Village Administrator/Clerk-Treasurer