

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Joint Municipal Court Committee

**DATE OF MEETING:** January 21, 2016 (Thursday)

**PLACE OF MEETING:** City Hall – 415 Main Street (Room 112)

**TIME OF MEETING:** 3:30 P.M.

## **PURPOSE OF MEETING**

1. Call to Order and roll call.
2. Approval of minutes from the previous meeting
3. Public Input (Limited to 3 minutes/individual)

### **Consideration and possible action on the following items:**

4. Financials for 2015 – Fred
5. 2015 Year End Report on Accounts Receivable – FIO
6. Approval to use the Wisconsin Department of Revenue State Debt Collection Services immediately for any unpaid outstanding payments due to member Towns and Villages of the Joint Municipal Court
7. Next Meeting – 4/21/16

### **Adjournment**

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

### **NOTICES MAILED TO:**

Mayor Joe Chilsen  
Ald. Jim Binash  
Ald. Jim Olson  
Ald. Jim Bialecki  
Ald. Barry Blomquist  
Ald. Harvey Bertrand  
Ald. Bob Muth  
City Attorney Dept Heads  
La Crosse Tribune Charter Com.  
Onalaska Community Life  
WIZM WKTY WLXR WKBH WLSU  
WKBT WXOW Onalaska Public Library

\*Committee Members

\*Teresa Schnitzler–West Salem, Alternate - Chief Ashbeck  
\*Jeffrey Brudos –Shelby, Alternate – Sean Horton  
\*Scott Alo - Bangor, Alternate – Shelly Miller  
\*Scott Heinig– Holmen–Vice Chair, Alternate– Shane Collins  
\* Jeff Trotnic - Chief Onalaska – Chair (rotating Chief)  
\*Cassie Hana – Campbell, Alternate – Vacant  
\*Linda Young- Rockland, Alternate – Rockland Desgnee  
\*Michael Hoffman – Holland, Alternate – Kathy Warzynski  
\*Joseph Davis – City of Onalaska Member  
Fred Buehler – Finance Director  
John Brinckman – Municipal Court Judge  
Amber Jolly – Municipal Court Supervisor

Date Notices Mailed and Posted: 1-15-16

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

2015 YEAR END REPORT

ACCOUNTS RECEIVABLE BY MUNICIPALITY  
 APPLIES TO CITATIONS ISSUED 1/1/10 TO 12/31/15

AGENCY	FINES ASSESSED AS OF 12/31/15	FINES COLLECTED AS OF 12/31/15	FINES OUTSTANDING AS OF 12/31/15	PERCENTAGE COLLECTED TO DATE
BANGOR	\$ 203,036.50	\$ 167,693.50	\$ 35,343.00	83%
CAMPBELL	\$ 186,512.03	\$ 134,877.67	\$ 51,634.36	73%
HOLMEN	\$ 470,659.56	\$ 297,414.31	\$ 173,245.25	64%
ONALASKA	\$ 1,720,899.64	\$ 1,210,199.71	\$ 510,699.93	71%
ROCKLAND	\$ -	\$ -	\$ -	100%
SHELBY	\$ 74,460.43	\$ 65,852.13	\$ 8,608.30	89%
WEST SALEM	\$ 301,925.88	\$ 229,387.56	\$ 72,538.32	76%
<b>TOTALS</b>	<b>\$ 2,957,494.04</b>	<b>\$ 2,105,424.88</b>	<b>\$ 852,069.16</b>	<b>72%</b>

REPORT AFTER JUVENILE/MINOR FINES HAVE BEEN REMOVED

AGENCY	FINES 12/31/2015	MINUS UNPAID JUVENILE/MINOR	NEW FINES OUTSTANDING AS OF 12/31/15	PERCENTAGE COLLECTED
BANGOR	\$ 35,343.00	\$ (6,351.80)	\$ 28,991.20	86%
CAMPBELL	\$ 51,634.36	\$ (2,693.80)	\$ 48,940.56	74%
HOLMEN	\$ 173,245.25	\$ (55,779.40)	\$ 117,465.85	75%
ONALASKA	\$ 510,699.93	\$ (43,622.50)	\$ 467,077.43	73%
ROCKLAND	\$ -	\$ -	\$ -	100%
SHELBY	\$ 8,608.30	\$ (399.90)	\$ 8,208.40	89%
WEST SALEM	\$ 72,538.32	\$ (5,480.90)	\$ 67,057.42	78%
<b>TOTALS</b>	<b>\$ 852,069.16</b>	<b>\$ (114,328.30)</b>	<b>\$ 737,740.86</b>	<b>75%</b>

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**Subscribe to our newsletter** – [subscribe](#) to receive the latest Agency Collection News.

## Updates

Use the forms below to change agency contact information and/or banking information:

- [Agency Information Update](#)
- [Agency Setoff Financial Institution - Non-State Agencies](#)
- [Agency Setoff Financial Institution – State Agencies](#)

## Agency Profile - City of Portage Joint Municipal Court

The City of Portage Municipal Court is one of 15 municipal courts currently enrolled in the State Debt Collection (SDC) program. The court has used the Tax Refund Interception Program (TRIP) for several years and joined the SDC program on June 5, 2014.

Portage Municipal Court was established in April of 2008. It has jurisdiction over traffic and city ordinance violations. Beginning January 1, 2014, the Endeavor Police Department partnered with the City of Portage Municipal Court. Citations written by the Endeavor Police Department go through the Municipal Court instead of State Circuit Court.

We asked Dawn Wilcox of the Portage Municipal Court to share her experience with the SDC program.

### 1) How did you learn about the program?

I received notification from the Department of Revenue that they were having a webinar on it. I was interested and participated in the webinar.

### 2) What types of debts do you certify to the Department of Revenue (DOR)?

All outstanding citations over 120 days past due.



## Agency Profile - City of Portage Joint Municipal Court (cont'd)

### 3) What was your experience getting started?

The Department of Revenue was very helpful with getting started. Through our IT department, they set up a way for me to just export all the citations over to SDC. The only time consuming part of it was taking the old debt out of TRIP because we wanted it in SDC.

### 4) Describe your experience finding information about the program (SDC website, SDC User Guide, My Tax Account User Guide)?

Information about the program is easily accessible and very detailed on how it works and what you need to do to get started. When I called and said I was interested, they sent me all the information that I needed.

### 5) Describe your experience working directly with DOR?

They are very professional and helpful. They respond to questions in a timely manner.

### 6) How has DOR helped you recover debts?

We have been with DOR since the middle of July 2014 and they have collected approximately \$40,000 for us.

### 7) What advice would you provide to other local government agencies about the program?

SDC has helped bring in payments on a lot of our old debt. I would HIGHLY recommend sending outstanding citations to them. They have many different methods that they can use to collect that are so helpful. The people with the outstanding debt seem to take Department of Revenue more seriously. I have had several people come in and say that they would rather have their monthly payment garnished from their check rather than come in and pay.

*By Joseph Mugenga*

## Understanding SDC Reports - Agency Summary

Agency Summary is a report that lists all active debts for an agency. It is provided to all SDC agencies on a monthly basis, but is also available on demand through *My Tax Account*. The report is available in CSV format or flat file layout.

Agency Summary contains the following important items for your review:

Current debt balance – Total amount remaining for collection. This amount includes the DOR collection fee.

Amount collected – Total amount paid to DOR to date. Agencies may not be receiving payment yet because DOR pays the collection fee first.

Bankruptcy information – Provides bankruptcy case number when a debtor has filed for bankruptcy. DOR suspends collections when a bankruptcy case is active. When the bankruptcy case is discharged, we ask the agency to review the case and let us know if the debt survived the bankruptcy before we resume collections. The agency must recall the debt if it determines that the debt has been discharged. If there is no response from the agency within 60 days, DOR will return the debt to the agency as uncollectible.

Collection Status – Three collection statuses are used depending on the stage of review and collection:

- *Review* – debt is being reviewed for collection sources
- *Voluntary collections* – accounts have an accepted voluntary payment plan
- *Involuntary collections* – accounts have an involuntary wage attachment or bank levy issued

## Common Questions

### **What happens if a debtor indicates that a joint refund should not have been intercepted because the debt was incurred before the marriage?**

*Debt owed to state agency or federal government:* Refunds from joint returns are automatically prorated by DOR staff before setoff if the debt is owed to a state agency or the federal government. Only the debtor's portion of refund will be set off against the debt.

*Debt owed to local and tribal governments and other states:* DOR does not automatically prorate refunds from joint returns before setoff when the debt is owed to a local government, tribal government, or another state. If the debtor makes a claim after a refund is offset, you may advise the debtor to complete IRS Form 8379 and attach copy of the marriage license and proof from the agency as to when the debt was incurred.

### **Is there an age limit for a debt to be certified to DOR?**

Agencies are responsible for complying with the statute of limitations that covers the specific debt they are certifying. DOR does not impose a statute of limitations on other agency debt, nor does DOR review the statute of limitations for your debts. Contact your legal advisor if you have questions regarding your debt's statute of limitations.

### **What does uncollectible mean for SDC debt?**

The debt is uncollectible when the department determines that it is unable to collect the debt (i.e. no available assets). Unlike TRIP where the department keeps the debt for indefinite time, uncollectible SDC debt is returned to the agency. The agency may refer the debt to a private collection agency and/or submit to the TRIP program for refund offset. Uncollectible debt may not be referred back to SDC for collection.

### **Can DOR reverse a debt I submitted to TRIP in error?**

No. Agencies are responsible for closing and updating debts. You can close a debt or submit debt balance update daily through file transfer or *My Tax Account*. If you submitted a debt to DOR in error or forgot to update the debt balance, you should issue a refund to the debtor when the funds are received from DOR. You must also refund the collection fee of \$5 per debt.

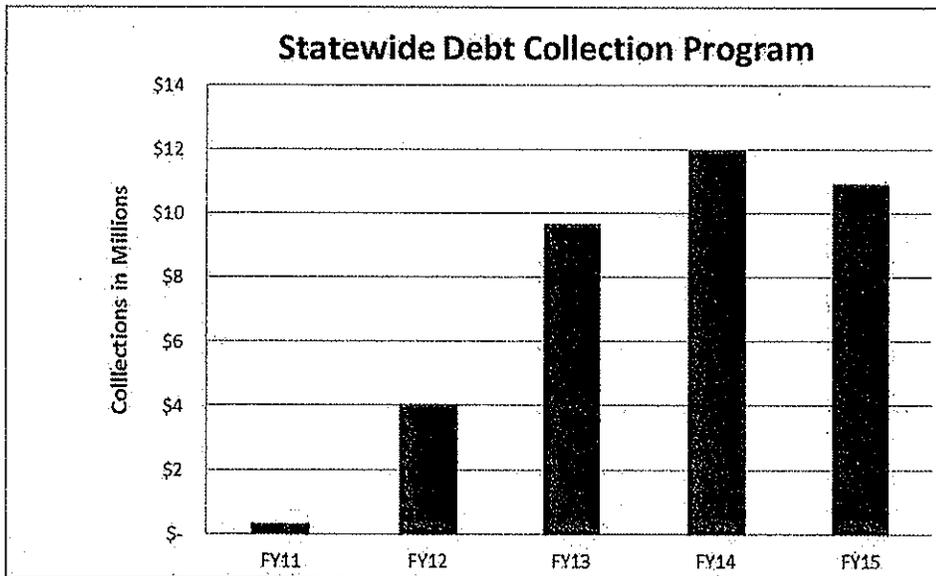
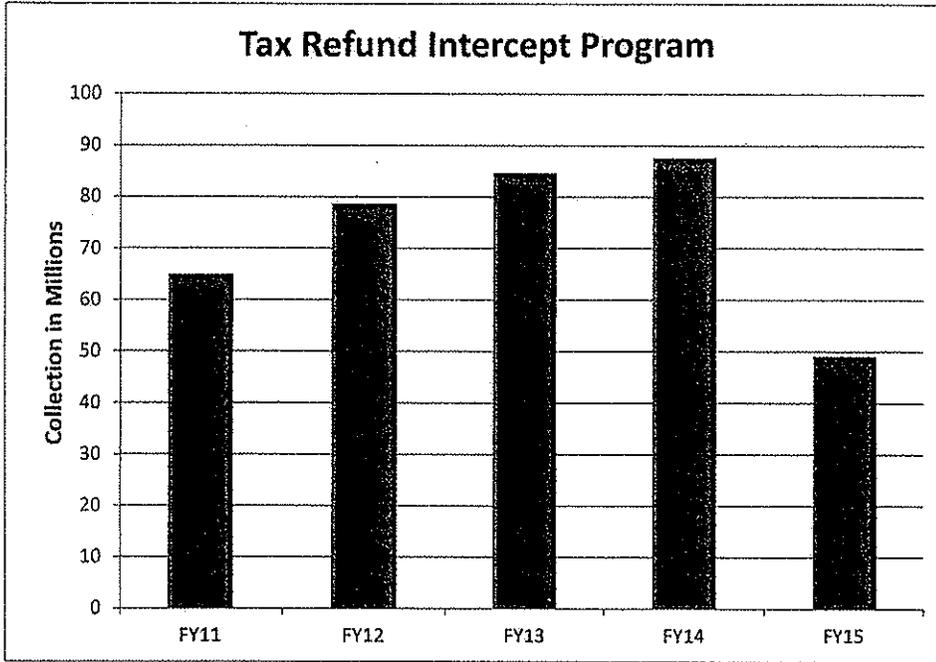
### **I need to send a refund to the debtor. Can DOR provide the updated address for the debtor?**

Yes. Send your request through MTA-TRIP Inquiry or email: [trip@revenue.wi.gov](mailto:trip@revenue.wi.gov).

# Agency Collection News - May 2015

## Historic Agency Collections

Numbers are based on a fiscal year (FY) - July 1 to June 30. For FY 2015, numbers are through March 30, 2015.



## Contact Information

Joseph Mugenga and Corban Gehler

Email: [trip@revenue.wi.gov](mailto:trip@revenue.wi.gov)

Phone: 608-264-0344

Fax: 608-261-6226

SDC Debtor Contact

Phone: 608-264-0345

TRIP Debtor Contact

Phone: 608-266-7879