

TREASURER
Brown County

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GREEN BAY, WI 54305-3600

Paul Zeller

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BROWN COUNTY TREASURER

February 24, 2022

RE: **BROWN COUNTY INTERGOVERNMENTAL 2022-2023 PROPERTY TAX BILL
AGREEMENT
TAX BILL PREPARATION, MAILING AND COLLECTION**

To Village of Allouez Clerk/Treasurer and Representatives

Attached is the 2022 Property Tax Bill Preparation, Mailing and Collection Agreement for your review, signature, and return to have Brown County prepare, mail, and collect your 2022 property tax bills.

This Agreement is essentially the same as the 2021-2022 Intergovernmental Agreement with the Municipality requesting the above noted services at the stated cost as follows:

Municipality Payment to County for all services noted: \$1.60 per Property Tax Bill prepared and collected, plus Actual Postage Costs incurred, to be paid by Municipality to County on or before January 31, 2023.

Please return the signed Agreement to the Brown County Treasurer office by **March 31, 2022** so that tax bill forms can be ordered timely.

NOTE: This may be the final year that Brown County offers the Village a Collection Agreement.

Please notify me directly if you wish to conduct your own Winter property tax collection.

I will immediately provide the alternative Agreement, the

2022 PROPERTY TAX BILL PREPARATION AND MAILING AGREEMENT.

Sincerely,

Paul Zeller

Brown County Treasurer

BROWN COUNTY INTERGOVERNMENTAL 2022-2023 PROPERTY TAX BILL AGREEMENT

TAX BILL PREPARATION, MAILING AND COLLECTION

This Agreement is entered into by and between the **County of Brown ("County")**, a body corporate as that term is used in Wis. Stat. § 59.01, and the following **Village of Allouez ("Municipality")**. This Agreement is made pursuant to Wis. Stat. § 66.0301, which allows a Wisconsin County to enter into Intergovernmental Agreements with other Wisconsin Municipalities.

Municipality desires for County to prepare, mail and collect its **Real and Personal Property Tax Bills** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from the date the last signature on this Agreement is obtained through February of 2023.
2. Municipality's Clerk shall provide all approved 2022 tax rates to the Brown County Treasurer's Office by 11-30-2022.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills, specifying the first installment payment, second installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31, 2023. Tax bill preparation includes providing forms, printing, folding, sealing, and presorting the tax bills.
4. **County Treasurer shall provide First Installment Property Tax Collection Services of BOTH Real Property Taxes (including Special Charges and Special Assessments) AND Personal Property Taxes. County Treasurer shall collect Second Installment and Delinquent Taxes** per Wis. Stat. Sec. 74.11(6)(b).
5. County, via the Brown County Treasurer, shall deposit tax collections in Municipality's specified bank account on or about 01-06-2023, 02-06-2023 and 02-13-2023. Municipality shall have full control of said bank account.
6. On or before January 17, 2023, Municipality shall settle with County for all collections received by County *prior* to January 1, 2023, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, and Municipality shall pay all taxing districts their proportionate share of levies collected per Wis. Stats. § 74.23.
7. On or before February 20, 2023, Municipality shall settle with County for all collections received by County *on or after* January 1, 2023 and *on or before* February 7, 2023, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, and Municipality shall pay all taxing districts their proportionate share of levies collected per Wis. Stats. § 74.25.
8. If changes in state law occur during the course of this Agreement which substantially affect the obligations of the County or Municipality under this Agreement, such as a change to Property Tax Preparation and/or Billing requirements, then either County or Municipality may elect to terminate this Agreement by providing the other with thirty days prior written notice on or before October 3, 2022. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.

9. County shall mail tax bills to taxpayers on behalf of Municipality, and County shall invoice Municipality for actual postage costs incurred due to mailing tax bills to taxpayers.
10. Municipality Payment to County for all services noted: **\$1.60 per Property Tax Bill prepared and collected, plus Actual Postage Costs incurred**, to be paid by Municipality to County on or before January 31, 2023.

By signing below, the parties and the Brown County Treasurer affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Town, Village, County or Office.

Village of Allouez	County of Brown	Brown County Treasurer's Office
Name of Town or Village	Name of County	Name of County Department
Printed Name of Individual Signing on Behalf of Town or Village	Troy Streckenbach Name of Individual Signing on Behalf of County	Paul Zeller Name of Individual Signing on Behalf of County Department
Printed Title of Individual Signing on Behalf of Town or Village	Brown County Executive Title of Individual Signing on Behalf of County	Brown County Treasurer Title of Individual Signing on Behalf of County Department
X Signature of Individual Signing on Behalf of Town or Village	X Signature of Individual Signing on Behalf of County	X Signature of Individual Signing on Behalf of County Department
Date Signed	Date Signed	Date Signed
Phone Number	(920) 448-4001 Phone Number	(920) 448-4074 Phone Number