

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 6/30/22

Weekly Agenda Date: 7/5/22

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Tina Bertrand, County Treasurer

**WORDING FOR AGENDA ITEM:**

Refund overpayment of advance payments

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Ratify refund of duplicate advanced payments for four (4) customers

**BACKGROUND:**

As we approach the date of the annual tax sale we suspend all payments approximately two (2) business days prior to the tax sale through the end of the week following the tax sale. This includes advance tax payments. This year the time frame for suspension of payments was from 6/16 through 6/24. This allows the tax department the ability to process all tax sale certificates and any other required paperwork. The tax department finished processing all certificates, notices, etc two (2) days early and the suspension of the schedule payments was lifted on 6/22. However, the system automatically rescheduled all advanced payments made between 6/16 and 6/24 to be paid on 6/24. When the suspension was removed all payments that were originally scheduled for payment on 6/22 & 6/23 got paid as originally schedule and the rescheduled date of 6/24 which created a double payment. This impacted about 10 customers. Staff contacted each impacted customer of the issue and four (4) customers requested a refund of the duplicate payment. The remaining six (6) customers opted to have the duplicate payment be applied as an additional advance payment. The total amount to be refunded is \$651.24.

Board members were made aware of the situation on Wednesday, June 29, 2022.

**FINANCIAL IMPACT:**

None. Amounts were collect twice.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Recommend Board to ratify refund payments to: Angela Windle in the amount of \$164.73, Jerry L Deborah K Trobaugh in the total amount of \$121.51, Michelle Davis in the amount of \$65.00, and Timothy Wigton in the amount of \$300.00.

**ACTION REQUIRED / PROPOSED MOTION:**

Approve request to ratify refund payments as listed.