



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



July 16, 2020

Kim Van Drisse
9506 County Rd. Q
Two Rivers, WI 54241

RE: Snow Assessment Appeal

Dear Ms. Van Drisse:

Your appeal for snow shoveling violation of February 21, 2020 for 1611 Jasmine Drive was heard by the Board of Public Works at their meeting of July 15, 2020. The Board unanimously reduced the assessment from \$300 to \$111 (the cost of our contractor).

I am enclosing a revised copy of your invoice for said assessment which is due on November 1, 2020. If not paid it will be included on the first installment of the 2020 property tax bill.

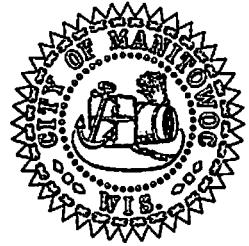
Very truly yours,

DEBORAH NEUSER
Secretary, Board of Public Works

Enclosure



CITY OF MANITOWOC
 900 QUAY ST.
 MANITOWOC, WISCONSIN 54220
www.manitowoc.org



INVOICE

07/16/2020

ST JOHN, CHRISTY ANNETTE
 3810 MARTIN LANE
 TWO RIVERS, WI 542411323

Due Date: Upon Receipt

Assessment Information	Amount
Parcel #: 340-001-010 Customer #: 35297 Assessment ID#: SS2020-0097 Snow Shoveling Violation Date Shoveled: 2/21/2020 - BPW reduced bill from \$300.00 to \$111.00 7/15/2020 1611 JASMINE DR	\$111.00

This is your notice that a special charge/assessment has been made against the above described lot in the City of Manitowoc in accordance with the Municipal Code and WI State Statutes. Payment may be made at the office of the Manitowoc City Treasurer. If the amount above is not paid by November 1 of the current year, the full amount will be included on the 1st installment of your next property tax bill.

If you have questions regarding the invoice, please call (920) 686-6510.

Please detach and remit with payment

ST JOHN,CHRISTY ANNETTE

S/A: SS2020-0097
 Parcel: 340-001-010
 Customer #: 35297

Due: Upon Receipt
 Amount Due: \$111.00

Amount Paid \$ _____

Remit to:
 City of Manitowoc
 900 Quay Street
 Manitowoc, WI 54220



CITY OF MANITOWOC

900 QUAY ST.
MANITOWOC, WISCONSIN 54220
www.manitowoc.org



INVOICE

02/28/2020

ST JOHN, CHRISTY ANNETTE
3810 MARTIN LANE
TWO RIVERS, WI 542411323

Due Date: November 1, 2020

Assessment Information	Amount
Parcel #: 340-001-010 Customer #: 35297 Assessment ID#: SS2020-0097 Snow Shoveling Violation Date Shoveled: 2/21/2020 1611 JASMINE DR	\$300.00

This is your notice that a special charge/assessment has been made against the above described lot in the City of Manitowoc in accordance with the Municipal Code and WI State Statutes. Payment may be made at the office of the Manitowoc City Treasurer. If the amount above is not paid by November 1 of the current year, the full amount will be included on the 1st installment of your next property tax bill.

If you have questions regarding the invoice, please call (920) 686-6950.

Please detach and remit with payment

ST JOHN,CHRISTY ANNETTE

S/A: SS2020-0097
Parcel: 340-001-010
Customer #: 35297

Due: November 1, 2020
Amount Due: \$300.00

Amount Paid \$ _____

Remit to:
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Kim Van Drisse

St John

9506 County Road Q, Two Rivers, WI 54241
9206542006
vandrissefarm@gmail.com

4/7/2020

Dear City of Manitowoc,

I am contacting you in regard to a snow shoveling violation invoice for the address 1611 Jasmine Dr, Manitowoc, Customer number# 35297 for the date of 2/21/2020, invoice dated 2/28/2020

Our mother, Christy St John passed away on 12/25/2019, this was her residence. When she passed away, the responsibility for the house was left to us kids.

None of us live in Manitowoc, I live the closest but had major surgery in December and was on lifting restrictions through mid-March. One of my brothers lives in Delavan, 2 brothers live within 30 miles of the house, of which, one works out of town, the other travels for his business on a daily basis. My sister is in Two Rivers, she also works outside the home, she and our nearest brother would check on the house when there was a snow event. Due to work travel/schedules/living location, we were not always able to clear the snow by 8pm on the day of the snow event. There were times that we were there are 10pm, however someone always went to the house after a snow event.

I am asking for leniency on this bill, I realize that snow on the sidewalks is a safety issue, we did try to remove all the snow in a timely manner. I don't know the details on this event, but I am writing to ask that this assessment be dropped due to the death of our mother.

Thank you for the consideration,



Kim Van Drisse

RECEIVED
APR 13 2020
CITY CLERKS OFFICE

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures that the financial statements are reliable and can be audited without any discrepancies.

Furthermore, it is noted that the company's financial health is directly linked to the quality of its record-keeping. By keeping detailed accounts, management can identify areas where costs are being inflated and take corrective action. This level of transparency is essential for building trust with investors and creditors.

In addition, the document highlights the need for regular reconciliation of bank statements with the company's internal records. This practice helps to catch any errors or unauthorized transactions early on, preventing them from becoming major issues. It also ensures that the company's cash flow is accurately represented at all times.

The second part of the document outlines the specific procedures for handling incoming payments. It states that all payments should be deposited into the company's designated bank account immediately upon receipt. This prevents the risk of misappropriation of funds and ensures that the company's liquidity is maintained.

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City of Manitowoc

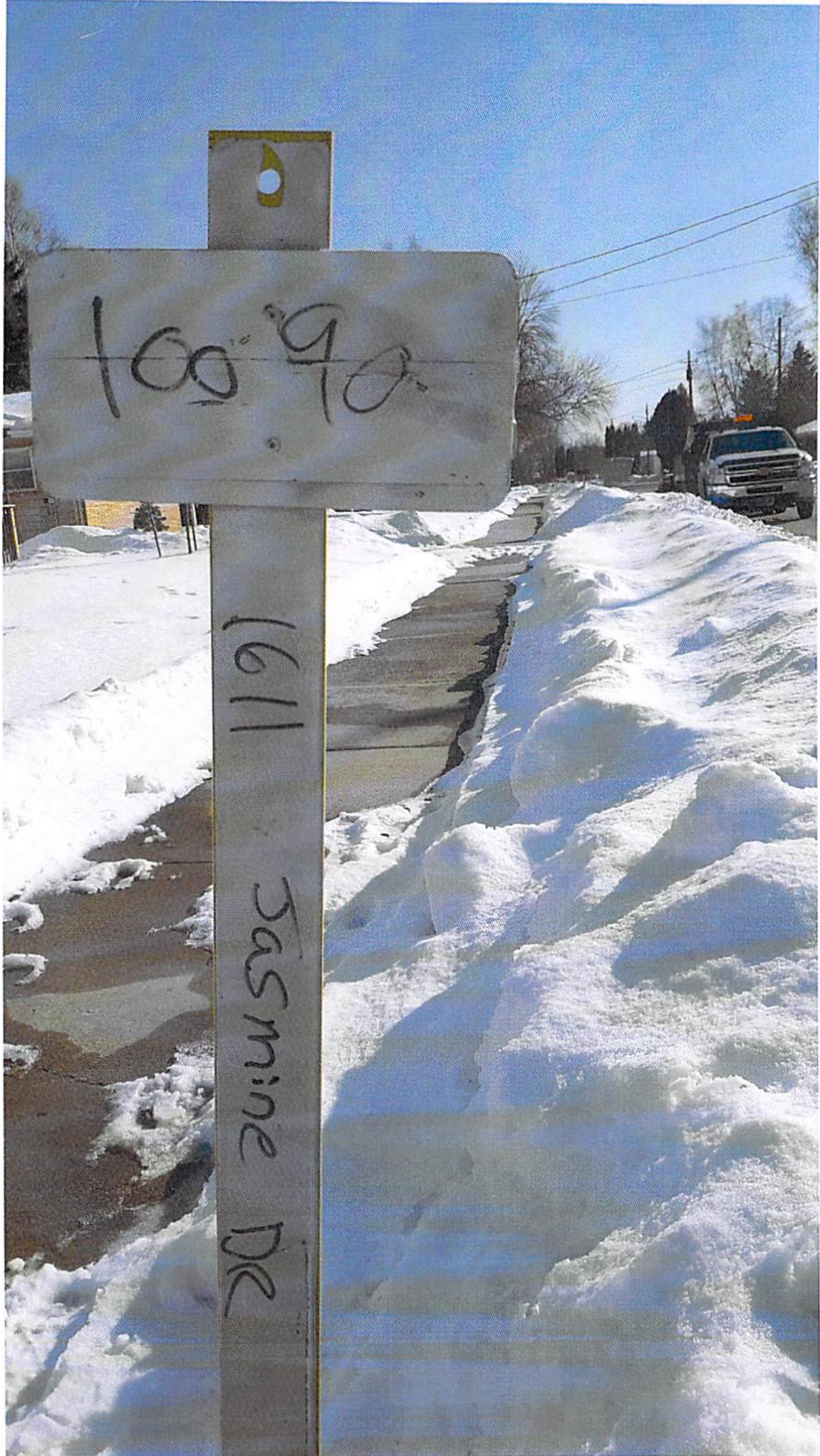
Department of Public Infrastructure

Sidewalk snow removal violation and removal form

Location: 1611 JASMINE DR	Complaint Date: 2/20/2020 12:00:00 AM
Parcel Number: 340001010 (Lot #5810)	Complainant Name:
Owner Name: ST JOHN, CHRISTY ANNETTE (Cust #35297)	Complainant Phone:
Owner Address: 1611 JASMINE DR MANITOWOC, WI 54220	Subsequent Complaint (circle if applicable) If circled proceed to 2 nd inspection and removal

Initial inspection date: 02-19-2020	Inspector: BH
Action taken: (circle one) GIVEN TO CONTRACTOR	
Date issue given to contractor: 02-20-2020	

COMP INSP DATE SHOVELED	INSP INITIALS	COMPLIANCE YES OR NO	EMPLOYEE	LABOR HRS	EQUIP	EQUIP HRS	DATE BILLED	MINIMUM CHARGE	ADDITIONAL CHARGES
2-21-20		No	NS JIM	1 Hr				\$300	4 Bags corner



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1611

Jasmine DR



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Sasmine DR