

MINUTES
FINANCE COMMITTEE
Tuesday, February 26, 2013
City Hall, Room 207
Immediately following Personnel which begins at 5:00 p.m.

MEMBERS: Alders Amy Kocha, Tom De Wane, Andy Nicholson, and Tom Sladek

OTHERS PRESENT: Ald. Mark Steuer, Ald. David Boyce, Dawn Foeller, Diana Ellenbecker, Rick Jensen, Mike Hronek, Russ Schwandt, Chief Mike Nieft, Kail Decker, Bill Kloiber, and others.

1. Roll Call. All present except Ald. Andy Nicholson who was excused.
2. Approval of the Agenda.

A motion made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

3. Approval of the minutes of the Finance Committee meeting of February 12, 2013.

A motion made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

4. Request by Ald. Mark Steuer to review the assessed value appeal process by the City Assessor.

Assessor Russ Schwandt gave a verbal walk through of the assessed value appeal process to the committee explaining the steps that are taken in order to resolve any discrepancies that residents may have about their property taxes.

The assessor's office tries to resolve issues on a first-time basis, including meeting with people at their home. If not successful at coming to an agreement the next step is to meet with the Board of Review. This meeting occurs once a year in May. The next avenue would be to file an appeal with the Circuit Court, which is based on the record from the Board of Review. Another direction would be going through the Department of Revenue, which would be a 70.85 Hearing which can be appealed. If an agreement is still not reached the next step would be the Court of Appeals and then the Supreme Court.

All property amounts are assessed as of January 1st. Any occurrences that occur before the first of the year would appear on the current tax statement and all occurrences that occur after the first would appear on the following year tax statement.

Assessor Russ Schwandt went on to state that there are specific rules in effect, which the assessor's office abides by. All properties must be assessed "as it is" on the first of the year in order to have any adjustments. That is how all property is assessed with the City of Green Bay.

For any changes to be made once the bills have been sent, a request would need to be made through the Finance Committee and the Common Council in order to receive any relief on the property tax bill to be reimbursed a partial portion of their payment.

Ald. Mark Steuer understands the rules and laws, but is looking at what occurred to the property located on 633 N Locust St. on January 8, 2012. He is looking at the situation in terms of fairness and realizes that it is a situation of "bad timing". On January 8, 2012 a sixteen year old boy was traveling at 75mph at 4:00 a.m. in the morning and hit their house. The residents suffered physically and mentally due to the situation. Ald. Mark Steuer is coming forth to represent his constituents to see if there was a way to prorate the property taxes for a week.

Since Ald. Steuer's request was not noticed as such, the committee could only take up the review of the assessed value appeal process.

A motion to receive and place on file was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

5. Request by the Finance Director to review and approve the draft of the City's Debt Service Policy.

Several different sources were used to create this document including the City's current practices, Government Finance Officer's Association's best practices documents and policies from different municipalities. Finance Director Foeller wanted to have a policy and procedure documented for how debt is handled, reviewed, and how it is implemented on an administrative level.

Questions were asked for explanation of the following terms: capitalized interest, bond anticipation purposes, and whether Build America Bonds were still being issued. Finance Director Foeller provided answers and examples of what has occurred. The written policy is to cover every possible scenario that has or could occur.

A motion to approve was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

6. Report of the Purchasing Agent:

- a. Request by the IT Administrator to enter into a 3 year agreement with CDWG for Smarnet contract maintenance on Cisco switches, routers, unity voicemail, and call manager software for the City's voice over Internet Protocol (VoIP) phone system.

Finance Director Foeller explained that we are currently under contract with AT&T and looking to move to CDWG to save costs. It is a standard maintenance contract.

A motion was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

- b. To report the purchase of two used mini-vans for the Fire Department from Stumpf Ford for a total of \$30,000.

A motion was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

6. Report of the Claims Committee.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

A motion made to go into closed session for further discussion in detail by Attorney Kail Decker was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion made to go into open session was made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

A motion made to approve the Report of the Claims Committee made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

7. Report of the Finance Director.

a) Finance Director Foeller shared information regarding the election from February 19, 2013. There was only a 6% turnout, but it was still a successful election. It is currently being wrapped up.

b) The budget was released by the Governor last week and there were some items that do affect the City. It seems that Shared Revenue and Expenditure Restraint programs have been funded at the same level of the last biennium. The area that will have to be watched closely is that there may be a change in how the levy limit is set. As more details are discovered Finance Director Foeller will bring them forward.

A motion to receive and place on file made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

A motion to adjourn at 5:35pm was made by Ald. Amy Kocha, seconded by Ald. Tom Sladek, and carried to approve.

2013 Contingency Fund
\$110,000

- 1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT WWW.CI.GREEN-BAY.WI.US.
- 2). **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3). **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4). **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.