

Minutes
FINANCE COMMITTEE
Tuesday, March 25, 2014
City Hall, Room 207
5:30 p.m.

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

OTHERS PRESENT: Dawn Foeller, Diana Ellenbecker, Rick Jensen, Russ Schwandt and others.

1. Roll Call. Alderman Nicholson was excused.
2. Approval of the Agenda.

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

3. Approval of the minutes of the Finance Committee meeting of March 11, 2014.

Finance Director Dawn Foeller responded that the change was in reference to the question regarding the Clarion project, it was Ald. DeWane that had asked the question about the Clarion profitability of it and Mr. Bonter had responded, instead of Ald. Sladek.

A motion to modify the minutes as suggested by the Finance Director made by Ald. Tom Sladek, seconded by Ald. Amy Kocha, and carried to approve.

4. Request by the Finance Director, on behalf of the City Assessor, to cancel certain real and personal property taxes.

Finance Director Dawn Foeller responded the details in your packet have the list of real estate and personal property taxes. Two of the properties were purchased on December 31, 2012 but had not actually been recorded until on January 3, 2013. The personal property taxes bills included in the packet are for businesses that no longer reside in Green Bay and a duplicate personal property tax account for a business that moved within the City but did not let us know.

Ald. Sladek asked in reference to the first two, the matter of when they had been closed verses when the recording of the purchase took place. The parcel was purchased and closed on December 31, 2013, then recorded at the Register of Deeds on January 3, 2013 due to the holidays.

Ald. Sladek asked for clarification on what is a transfer return.

Assessor Russ Schwandt responded it is when a document is recorded to the Register of Deeds.

Ald. Sladek stated that the transfer was recorded on the 3rd. The Redevelopment Authority had already bought the property. The Redevelopment Authority had not been listed as the owner of the property as of the 1st. Was the property tax bill sent to someone else?

Assessor Russ Schwandt responded the tax bill had been sent to the Redevelopment Authority this past December and that is when the information came light on the purchase date verses the recording of the transfer. The Assessor's Office is now going through the cancelation process.

Ald. Sladek asked for clarification on whose taxes are being canceled.

Finance Director Dawn Foeller responded the Redevelopment Authority.

Ald. Sladek stated the Redevelopment Authority was not listed as the owner as of Jan 1st.

Assessor Russ Schwandt responded that is where the law comes in. The ownership transfers when the RDA purchased it, not when the register of deeds recorded it. Similar to a land contact, if it doesn't get recorded, we may not know about it until a later date.

Ald. Sladek responded so because the closing was on the December 31, 2012 the Redevelopment owned the property as of January 1, 2013. Because they had been the owner on the January 1, 2013 doesn't that mean they should get the tax bill?

Assessor Russ Schwandt responded that they do not, since they are an exempt organization.

Ald. Sladek asked if taxes had been paid on that property.

Assessor Russ Schwandt responded no, we are asking for a cancelation of those taxes that are due on that property. It was assessed and the tax bill was generated since the assessor's office did not know they owned that property as of January 1, 2013.

Ald. Sladek asked if we are treating or handling the Redevelopment Authority any differently than any other property. So, if anyone else bought property on Dec. 31, 2012 but it wasn't recorded until January 1, 2013 we would still go back and make the same adjustment?

Assessor Russ Schwandt responded yes.

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

5. Report of the Purchasing Manager:

- a. Request approval to purchase Computer Assist Mass Appraisal Software from Assessment Technologies of Wisconsin, LLC for \$103,000.

Finance Director Dawn Foeller said that this is software that Assessors Office use for its

computer assisted mass appraisal. The City went out for request of proposal and the initial pricing came in around \$165,000 with conversion costs. In review of each of the vendors proposal, the City was able to negotiate the conversion costs, to reduce the cost of the purchase to \$125,000. This purchase will be for a computer aided assistance program as well as software for the Personal Property and the Mobile Home System along with their respective conversions of both.

Ald. Tom Sladek commented on the competitive bidding and was surprised with the price differences, and noticed it was clearly the lowest. Ald. Tom Sladek asked if the Software Consulting Hardware Inc. would just be converting our data or providing additional services since he noticed the annual maintenance fee included in their quote.

Assessor, Russ Schwandt clarified that their current Personal Property Program and the Mobile Home data resides in SCH software and is written in an old programming language. This upgrade will move the personal property and mobile home data base to a new graphical type base on a windows server so everything is communicating with each other. This program is also written by SCH.

Assessor Russ Schwandt responded essentially the real estate records will be converted to the Market Drive and our Personal Property and Mobile Home records will be converted and migrated to SCH new windows platform.

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

- b. To approve the purchase of services and software from Software Consulting Hardware Inc. (SCH) to convert and migrate Personal Property and Mobile Home data to a new software application for \$22,000.

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

6. Report by the Finance Director

Finance Director Dawn Foeller reported that the bonding request was approved at the last finance meeting. We will reduce the value down by \$40,000 for the CAMA purchase as discussed above. The initial resolutions will be on next Monday March 31, 2014 Common Council agenda. The city will be selling our bonds on April 15 and Common Council will see the final resolution that evening. This, in turn, will allow the City to receive its money in early May for 2014 projects.

Ald. Tom Sladek asked if the Annual Finance Report is closed for 2013.

Finance Director Dawn Foeller responded the annual financials are complete for the general fund except for the audit which will be performed mid-April. The entire annual financial statements should be completed by mid-June 2014.

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

2014 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.