

**VILLAGE OF GERMANTOWN
SPECIAL VILLAGE BOARD MEETING MINUTES
December 14, 2016**

CALL TO ORDER: The meeting was called to order at 6:18 p.m. by President Wolter.

ROLL CALL: President Wolter, Trustees Hughes, Kaminski, Miller, Warren and Zabel. Absent and Excused: Trustee Baum, Campbell and Myers. (Trustee Myers arrived 6:23 p.m.) Also, present: Administrator Schornack and Deputy Clerk Raymond.

UNFINISHED BUSINESS:

NEW BUSINESS:

- A. Appointment of Assessor for the 2017-20XX Assessment Years and Authorization for Village Administrator and Attorney to negotiate a Contract with the Same –
Assessment firms were asked to come back after having the opportunity to review assessment records from Village Clerk's office. Each firm is asked to give brief summary. Representative from Tyler Technologies, Mark Link. Bound by Chapter 70 Wisconsin Statutes, list building permits, interior and exterior permits. Re-evaluation would include full PR campaign. Researched and spoke with Administrator and developed plan to bring Village compliant by 2020. Will personally be assessor for Village. Base data of square footage and so forth, can work with and load in electronic sketches and digital images. Our bid is a fixed fee bid and includes everything. Village can request information at different stages of process. Annual Assessment Report (AAR) and Assessment Quality Report are two reports that can gauge how accurate data is. AAR is presented at Board of Review so they have a full understanding of how those were completed. Have had no issues providing data to counties for tax purposes or DOR. Software is well established in state. Representatives from Associated, Chris Campbell and Dean Peter. Reviewed information provided. Our goal is to get Germantown into compliance in one year (2017). We have appropriate individuals to handle the job. Family owned business, service municipalities in state. Built long lasting, trusting relationships. Will deliver complete set of digitally compliant records in one year at the cost of \$30,000. Excellent reputation with DOR. Easy to contact, great website, can back up assessment values. Strongly encourage property owners to contact us. Annual assessment report required annually by DOR. Based on assessment work values are close to selling prices. Both companies provided additional information about their services. Discussion of fees charged for bringing Village into compliance and if there would reduction in fee if it took less time. Tyler Technologies fee to be paid over 3-year time frame. Associated agreeable to a portion of the \$30K, have to pay for labor to bring into compliance. Tyler Technologies more feasible to do over 3 years for budgeting purposes. Further discussion of cost for compliancy and work actually required. Both companies spoke of techniques used in their assessment practices. Tyler- cannot make changes just by speaking to assessor. Associated – good at defending assessed values. Discussion of constituents need to understand assessments. Associated believes in properly educating them about property taxes. Tyler Technologies- Properties are reviewed for sales, if information is not on assessment record, then it is ok to change assessment record. Further discussion of what makes Germantown different than other communities already serviced by Tyler and Associated. Associated's track record speaks for itself, their

number of offices, manpower to handle the work. Tyler Technologies uses controlled growth and focuses on larger municipalities, office in West Allis – doesn't want to over reach. Needs to provide good level of service. Neither company has an issue coming into the office to do assessments and Tyler would have no additional cost.

Motion (Zabel/Kaminski) to hire Associated for a 3-year term, until 2019 with year 2020 being optional, compliance payment to be made quarterly based on reports filed with Village. \$85,000 & \$30,000 for 2017, \$85,000 for years 2018 & 2019, optional for year 2020. Total cost for Tyler is \$ 356,500 compared to \$285,000 for Associated for 3 year term. Roll call vote, 6 in favor, 1 opposed (Wolter), carried. Discussion of price, service and compliance and presentation and qualities of both companies.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:46 p.m.

A handwritten signature in cursive script, appearing to read "Tanya Raymond", is written over a horizontal line.

Tanya Raymond
Deputy Clerk