



Minnesota Counties Computer Cooperative

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Manatron Tax Advisory Committee Minutes

Thursday, November 3, 2011

Attendees: (In Person & By Telephone)

Latonia Vance	Senior Support GRM Tax - Manatron
Kurt Peterson	Business Analyst - Manatron
Andrew Berg	Manatron
Lisa Meredith	MCCC
Nissa Hedberg	MnDOR
James Shanley	MnDOR
Dennis Freed	Chisago County
Cheryl Grover	Clearwater County
Charlene Olson	Clearwater County
Joe Heying	Morrison County
Rob Wagner	Polk County
Stephen Baker	Ramsey County
Jill Gontarek	Ramsey County
David Claxton	Rice County
Martie Monsrud	Roseau County
Kris Lage	Scott County
Steve Holthaus	Stearns County
Jody Moran	Washington County
Joyce Larson	Washington County

Cheryl Grover, Chair called the meeting to order at 9:30 am.

Agenda: Steve Holthaus made a motion to approve the agenda, second by Rob Wagner, motion carried.

Minutes: Rob Wagner made a motion to approve the minutes, second by Kris Lage, motion carried.

DOR Update: Nissa Hedberg and James Shanley introduced themselves and discussed what their primary responsibilities are with the MnDOR. Nissa currently works with aids and credits and is starting to work on the abstracts. James works on the abstracts and is responsible for paying the credits.

- a) 2012 Tax Statement – the amount to show for the 2011 taxes is not a recalculated amount. It is meant to be the 2011 tax minus the credit. The 2012 tax statement instructions are on the MnDOR website.
- b) QTA Calculations – Heather Bestler sent an email this morning regarding the QTA for linked parcels clarifying how the exclusion applies to QTA for residential parcels greater than 10 acres.
- c) Value Notices 2012 – Value Notice instructions are on the MnDOR website. Some changes include adding Market Value Exclusion; Class changes must be bolded, and if an appointment is required to appear before the board of appeal, that must be stated on the notice. Andrea Fish is currently working on the postcard
- d) Abstract submissions – Mobile Home abstracts are all received. DOR is waiting for a correction from Ramsey County on their Fall Mini. All Assessment Abstracts are submitted, there are 8-10 to still be audited by DOR.

Manatron Update: Latonia asked if counties are interested in using managed services for the 8.06.12 upgrade. David Claxton indicated he sent out a survey to all 17 counties and Clay County was the only county who indicated they were interested in hiring Manatron for the install. There has been no answer from Nicollet County; Lisa indicated she would contact them to find out if they are interested.

Rob Wagner will contact Gary from Manatron tomorrow to start the process in Polk County of deploying 8.06.12 through managed services. Steve Holthaus received documentation from Kurt Peterson that details steps to take from setup to deploy. Steve will send this documentation out. Steve indicated that communications permissions seem to be the biggest issue.

Steve Holthaus asked that if a county runs into problems with the deploy how will that be handled? Latonia indicated it will come in the same as other issues with the analysts offering to help and escalating the issue to Elaine & Gary's teams if needed. Steve indicated that most likely counties will be deploying on the weekend. He asked if we need to let Manatron know what county is deploying and when? Charlene Olson also asked if Gary would be available to be on call during the weekend to assist with deploys? Latonia indicated that weekend support is not included in our current contract but would be available for an additional charge.

Lisa indicated to Andrew that Gary P needs a signed work order before he starts any hourly work. The work order needs to be signed by Lisa and a representative of the county entering into the agreement. The work order should be for X number of hours. If the hours are exceeded, Gary needs county approval to extend. Andrew will check to see if there is a minimum block of time required.

Cheryl Grover asked if in the middle of roll out a county determines they need to hire Manatron how would that work. Lisa indicated she thought they would go to the end of the list of managed services clients. Latonia indicated it is better to commit up front. Counties could still hire Manatron, but it would likely delay their deploy.

Stephen Baker mentioned that we would like all patches included in a bundle when counties start going live.

A suggested schedule is that all counties deploy 8.06.12 into a test environment by the end of December 2011 and all counties are live on 8.06.12 by the end of January 2012.

Discussion on case 115724 regarding the Homestead MV Exclusion and the QTATMV on Cross County Residential parcels. Currently there are several overrides that have to be entered to get the values in the cadaster to look correct. Kurt indicated Manatron would need a change order from MCCC to explain how this should be calculated. Currently, they are not using the cross county values which are maintained in valuation maintenance. Kurt indicated the current method was approved by the legislative committee. Kurt also indicated that fractionals are an issue because GRM has no way to know what fraction of the other county's value is homestead.

TFS Priority List/Data Fix List: 8.06.12 items are being escalated to top of priority list.

Kris indicated we need to prioritize the fractional homestead exclusion issue so it is fixed in time for tax statement processing. Blue Earth County is in agreement to the proposed fix.

Kris reported what Scott County has found in their testing of levy book. There are many issues with the import both due to "bad data" in old system and the conversion program for importing information into GRM. It was decided this would be discussed during the user group meeting with the possibility of forming a committee to work with Manatron to get this going again.

Committee Reports:

Legislative: Dennis Freed had to leave the meeting early, so there was no report.

Training: Lisa is working with Greg & Mike to set up a connexions webinar. They are having problems finding a good date. They will pick a date before the user group meeting so it can be announced during that meeting.

Latonia will query support calls to look at hot topics that would trigger a good training opportunity. She suggested a refresher training before any big processes would be a good idea.

Before the end of December Charlene would like to host a webinar on bill number and penalty date setup for tax statements.

Lisa will send Mike C the conference schedule

Charlene will contact Joanne to see if we need to have a new TIF webinar or if last year's is available on Connexions.

Enhancement/Reports: Have not met, nothing to report.

Testing: No report.

Next Meeting: Thursday, December 1, 9:30 at MCCC offices. It was discussed that we may try to have conference call meetings in January and March.

Other Items: Jody from Washington County asked if other counties were granting abatements for rural preserve parcels if the taxpayer did not apply by the deadline. Stearns and Morrison indicated they would not grant an abatement.

Rob Wagner motioned to adjourn, Martie Monsrud seconded the motion. Motion carried.

Respectfully submitted by Kris Lage