



Minnesota Counties Computer Cooperative

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Tax Advisory Committee Minutes

January 19, 2012

Tax Advisory Meeting

Attending: Karen McClellan, chair

Dave Armstrong/LeSueur Co

Denise McCalla/Wright Co

Pat Martinson/Freeborn Co

Lana Johnson/ACS

Kandace Johnson/Fillmore Co

Dennis Distad/Freeborn Co

Conference Call:

Brenda Ripley/Faribault Co

Marian Paulson/Kittson Co

Lisa Meredith/MCCC

Call to Order

Chair Karen McClellan called the regular monthly meeting of the Tax Advisory Committee to order on January 18, 2012

Approval of Agenda

Motion was made by Dave Armstrong, second by Kandace Johnson, to approve the agenda with additions. Motion passed.

Approval of Minutes –December 4, 2011

Motion was made by Denise McCalla, second by Kandace Johnson, to approve the minutes. Motion passed.

State Update – no one in attendance

CAMA Report - no report

LRC -

Lana Johnson reported that LRC just approved the designs for Abstract of Tax Lists, TIF Supplement and Spring Mini Abstract. ACS will be working on modifications as

approved. It is anticipated that the Spring Mini will be available for beta testing in approximately 2 weeks.

There was some speculation about what the legislature will do about Homestead Exclusion and possibly Ag credits.

Enhancements and Issues

2011.19 was released on January 10th

2011.24 – MP Linkage – ACS is in creating a design and estimate

2011.27 - Special Assessment Initial Payment Reporting – EIS placed on hold until next meeting when Brown County may be available to discuss

Next meeting will be Feb. 13th @ 1:30 conference call

ISSG – no meeting

System Status Report

Lana Johnson reported:

- Anticipate Tax Statements will be ready for Beta in 2 weeks.
- PTR homestead is in design
- Looking for beta testers for PTR homestead
- Valuation Notices are currently in alpha testing
- 353.5 data base hours have been used
- ACS will track training hours based on contract The contract has 50 hours/year and that can be used and unused may be carried over for one year. All hours expire at the end of the contract.
- New contracts separate Tax and Cama hours

- While Heidi was testing the new State General Tax Annual Report she found that since the transmission/distribution collected tax is not updated to Levy Book it is not reporting. The new selection screen has a field to be maintained with the levy amount and it was decided that since the levy and collection should be the same ACS will use that field to populate both the levy amount and collection amount on the report. This amount will report in the July 4 column which is generally the final/actual distribution for 1st half collections. The fields for refunds and refunds without interest are based on Adjustment Reason codes determined by each county and will only be reported with an actual distribution. If a percentage estimate is done, it will not report until an actual distribution is done and then it will report in that column.

The reason codes to be used will be entered on the report input screen by each county

Financials

Motion to pay 2011.19 – Late Notice File Dennis Distad motion to pay \$1,650, Dave Armstrong seconded. Motion passed.

Dennis Distad motion to accept the financial report seconded by Denise McCalla. Motion passed.

Member Concerns/Other Business

DOR changes to Annexation were re-visited from last meeting. ACS went through the current process and verified that the programming follows the Auditor/Treasurer Tax Manual dated 4-2010. The manual was updated in November with the process that was sent to Beltrami County and discussed at the last meeting. It appears that this new process was not sent out to the counties and was not discussed at the training held in December. ACS asked TAC how they wish to proceed. TAC approved a motion by Dennis Distad and seconded by Dave Armstrong to not change the current process.

Expense report - Do we want to see mileage report? There is no need to see it.

Kandace Johnson would like additional training on using the Late Notice file for download and working with extracts and spreadsheets. George Sawyer is working with MCCC to perhaps have session(s) at the conference in June.

MCCC is working with Sidwell to do training on writing and reading legal descriptions in April. This is a 2 day training class costing about \$5,000. Kathy Conlen, Nicollet County has presented sessions on this in the past and could be a good resource. It was requested to have a Forfeiture and Confession of Judgment training. MCCC will send out a notice to determine interest in this training in February or March.

Adjourn

Motion by Marian Paulsen, second by Dave Armstrong, to adjourn the meeting. Motion Passed

February 16th meeting will be at ACS, March 15th and April 19th at MCCC in St. Paul, May back in St. Cloud, ACS

Minute respectively submitted by, Brenda Ripley, Faribault County