



# Minnesota Counties Computer Cooperative

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## Manatron Steering Committee

9:30 a.m. – 2:00 p.m.

March 1, 2010

Attendees:

*denotes Conf Call	
Jean Prochniak	Brown Co
Rich Meyer	Brown Co
Charlene Olson	Clearwater Co
Cheryl Grover	Clearwater Co
Jason Nord	DOR
Jill Nolan*	Isanti Co
Farley Grunig	Jackson Co
Andrew Berg*	Manatron
Stacia Whipps	Manatron
Jim Forshee	Martin Co
Dan Whitman*	Martin Co
Steve McDonald	Martin Co.
Lisa Meredith	MCCC
Mike Disher	Morrison Co
Mike Sheehy	Pine Co
Joyce Schmidt*	Pipestone Co
Jerry Amiot*	Polk co
Chris Samuel	Ramsey Co
Cindy Geis	Scott Co
Lisa Farr	Sibley Co
Mary Fisher	Sibley Co
Steve Holthaus	Stearns Co
Joanne Helm	Washington Co
Mike Wacker	Watonwan Co
Greg Kramber	Wright Co

The meeting was called to order by Chairperson, Joanne Helm at 9:30 a.m.

Farley Grunig made the motion to accept the agenda as presented; Steve Holthaus seconded the motion; motion carried.

Charlene Olson moved to accept the minutes of the January 19, 2010 and February 1, 2010 Manatron Steering Committee meetings; Steve Holthaus seconded the motion; motion carried.

Farley Grunig, Jackson Co. spoke for the 11 counties who have not implemented GRM. These 11 Counties and their representatives have recently met and are requesting a meeting with Manatron to discuss plans to implement GRM and some counties would like to request a refund of the monies they invested in the Manatron project. Discussion followed on who to invite and who will do the contacting. Lisa with MCCC will contact Marty Ulanski with Manatron – the Steering Committee will work the regular Steering Committee meeting around the possible dates that Marty is available to meet. At that meeting we will also have to discuss the fact that some of the 11 counties are not paying the Manatron Fees that the 11 counties remain obligated to pay.

**Manatron Update:** Discussion followed on how Patches and Releases Notices are being delivered to Counties. The Connexion site has a listing of all Releases/Patches but the Manatron MCCC site has a list of all Releases/Patches/Hot Fixes that are TESTED. We cannot stress strongly enough DO NOT TAKE SHORT CUTS!! COPY YOUR APPLICATION TO A BACK UP! This is vital to successful Release Implementation!!

Steve Holthaus made the motion; seconded by Charlene Olson to have Lisa develop a list of all persons who need to be receiving Release Notices. The motion carried. It was noted that attached to releases there is documentation of what is being included in the release with some possible configuration changes that need to be applied.

Jerry Amiot, Polk Co. Auditor-Treasurer and Marilyn Hallstrom were on the phone to discuss issues they are having with 2009 abatements and the Solid Waste Fee.

At this point in the meeting it was noted that when a County approaches the Help Desk/Mark Murphy or whomever at Manatron that you be sure to include a statement on how critical items affect your daily work or the inability to continue with daily work until your concern is addressed.

It is important for Manatron to understand that the Steering Committee will be setting the priorities when it comes to faults not the individual county themselves. We need to use our Enhancement Committee. In the new contract stipulations there needs to be firm language covering the delivery dates for legislative changes etc. Manatron cannot dictate those dates. We need to be able to mutually approve the time frames for these deliverables. Better Communication is needed. When a Change Order goes in it would be nice if there were an immediate call back if Manatron cannot follow thru on the request.

Also under our new contract language if these issues cannot be met or Manatron cannot accept them – Manatron will need to provide more resources to meet the issues.

**DOR-Jason Nord** took the floor. 2a/2b and Class Shift issues were discussed. It should be noted that, generally, if a County cannot provide the 2a2b data that they will not be able to use Class Shift as a defense in State Board Orders, and should keep in communication with their regional rep on the issue. We will again be asked to provide the Market Value by Parcel File by April 1, 2010. Leonard will be able to use that file for the Class Shift Analysis – which is good news.

The 2010 Mobile Home Abstract instructions from the DOR are coming soon to Assessors and Auditors – check the DOR website.

Jason also responded to a question about Assessor Reporting items on the DOR website - particularly for Value Notice changes – this particular process seems to be falling thru the cracks and DOR will try to ensure that they are posted soon and in the future.

Jason also informed us that Lloyd McCormick will be joining him in attendance at our Steering Committee meeting -the DOR feels it will be beneficial as far as the impact of Legislative Changes and how these items are affecting computer consortiums – especially the dollars being spent to implement these changes.

Lisa suggested that the Legislative Committee meet with Stacia and Mark Murphy about the deadlines that need to be met.

Farley Grunig, Chair of the **Legislative Committee** took the floor and stated that all Leg issues have been submitted to Manatron – Farley feels that Manatron needs to do a better job of communicating the implementation of these changes into GRM.

**Training Committee** Chairperson, Jill Nolan ,took the floor to report the following sessions being worked on for the MCCC Conference in June:

Roundtable Discussions: Assessor; Auditor/Treas./IT (Jill is looking for Moderators for the IT and Auditor/Treas Roundtables)

Report Training for the Assessor and Treasurer

Custom Report Training

Interface Training – Mike Cebulla will do the CAMA training – need someone for Vanguard.

**Contact Jill Nolan at Isanti County if you can volunteer to fill the above needs!!**

Chris Samuel, Chair of the **Testing Committee**, took the floor. Because of the frequency of Patches/Releases it is hard to test. Our day to day work right now demands our time – so there is no time to test. Ramsey County is

working out a contract to have a company do the testing. Counties are finding themselves in a position where they are unable to adequately test but we have the RESPONSIBILITY to test.

Cheryl Grover, **Standards Committee** discussion. Cheryl is busy lining up volunteers to sit on two sub-committees – one representing the more northern Manatron Counties and one representing the more southern Manatron Counties. These committees are scheduled to meet after Tax and Value Notices have been processed – each committee will come up with a list of ideal GRM Standards then at MCCC Conference in June they will come together and pool the list for potential approval by the Steering Committee and Manatron

Steve Holthaus Chairperson of the **CCB/Enhancement/Reports Committee** reported that his committee meets the last Thursday of the month just before the Steering Committee meeting on the first Monday. The committee consists of Angie Johnson, Carver Co; Fran Windschitl, Rice Co; Doreen Pherson, Nicollet Co; Chris Lage, Scott Co., Mike Disher, Morrison Co. and Terry Treichel, Isanti Co.

Reports are being posted to the Custom Report area in GRM.

The **Reports Committee** has scheduled a 2 hour session at the MCCC conference in June. The TIF reports are done – Joanne Helm has them and will e-mail them out. Digneer has built a GIS Extract report for Ramsey County – Chris Samuel wondered if he should share this report. Mike Disher and Cindy Geis both requested the report to review.

Joanne reported that Blue Earth County was wondering about the Top 10 Taxpayer report. Currently it is reported on the top 10 taxable amount but would like the ability to report on the top 10 Net Tax Capacity amounts too. The Steering Committee was in agreement that this should be an additional select option.

Under the **GIS Interface** it was noted that currently only one field item is left to interface – it is still the recommendation to hold payment until all items are interfaced.

Farley reported that at the meeting of the 11 counties who have suspended GRM there was a concern that the AVT Contract may not have been met. Issues discussed were the several years of delay in implementing GRM – what did we hire AVT for if not to hold Manatron Accountable – was everything delivered that was in the contract. Can we review? Lisa reminded the committee that the contract was implemented in stages – there were several contracts to get thru all the phases. Again the question on the floor is “Did MCCC get what they paid for with the AVT contract?”

**CONCERNS:** Chris Samuel cautioned GRM users that some processes that are changing data and gets interrupted by another process may create an issue with multiple parcels being built!!! When a process gets interrupted in the middle of the “cleaning process” GRM may create parcels. Chris recommended that we ask Manatron for an option “choose which process to finish” if this occurs in a County.

It is recommended that counties “re-index” every week. This step is included in the IT processes.

MCCC has a resource that will split a pdf that contains multiple (or all) of your statements from years 2009 and earlier. The split will produce a separate pdf for each tax statement with the pin in the name. Carver County has used this resource. Contact Lisa if you are interested.

Sequel Server-2008 and the letter recently received from Manatron was discussed – by 8.6.12 all counties are requested to be at Seq Ser 2008 – Andrew Berg will be sending out a revised estimate of costs to counties. The best rate is to purchase through Manatron.

Lisa pointed out that in the recent billing for Maintenance and Support the sales tax was left off – that will be coming soon under a separate billing.

Stacia informed us that Tuesday, Wednesday, Thursday each week for a while she will be working in Hennepin County but will respond to e-mails etc. in the evenings. She is working on the GAP process for them.

The next Face to Face meeting is on April 5th, 2010 at MCCC unless we hear differently.

Charlene Olson- moved to adjourn, Steve Holthaus seconded the motion – motion carried.

Respectfully submitted by Cheryl Grover,  
Recording Secretary