

**COMMITTEE OF THE WHOLEA STANDING COMMITTEE OF THE COMMON COUNCIL**

Date and Time: Monday, January 9, 2017 at 5:00 pm., Council Chambers

Members Present: Peckham, Wagner, Nutting, Neal, Gisselman, McElhaney, Rasmussen {C}, Kellbach, Gehin, Smith and Mielke

Others Present: Jacobson, Klein, Giese, Hampson, Quale, Lispcomb, Mayer, Henrichs and Rayala

Council President Rasmussen noted a quorum and called the meeting to order. Roll call indicated 11 members present.

**Discussion and Possible action on provision of assessment services: retaining in-house assessment services compared to contract assessment services. (Presentation on results of cost benefit analysis of options.)**

Jacobson gave brief summary of the committee packet.

Mayer summarized the survey data worksheet submitted from the Assessment Department.

Wagner asked why there has been a constant budget for this department whether it was a reevaluation year or not. Giese explained that the department continually keeps the workload up and current for the reevaluation and they plan for it for a number of years. That is why the budget doesn't vary year to year, nor the number of staff.

Giese explained that the state charges all municipalities to do their manufacturing evaluations. This cost used to be in the council's budget, now it is in the assessment budget, approximately \$10,000 to \$12,000. Plus, the additions of risk insurance, and the charges for every computer, monitor and phones.

Wagner said the city should have a nation-wide search for an assessor by a professional service, to find qualified candidates and to fill it as an in-house position. That person should be responsible to determine the size of the department.

Mayer shared research information with the Committee that most cities that contract out assessment services the assessor is in the office at the municipality only two days per month. They usually have an appraiser and an in-house technician on site.

Motion by Nutting, second by Peckham to hire a professional recruiting service to fill the assessor's position at 1.00 FTE and retaining an in-house, full service office and assessment department, with a current staff of 5.00 FTE. Motion passed unanimously.

**Discussion and possible action on selection of vendor for the provision of assessment software.**

Klein gave a rundown on where the IT department is on the review of the vendor RFP for new software for the assessment department. At this time, he kept the information somewhat generic because the vendor selection has not yet been completed. He said that end of March beginning of April would be when the software would be the goal implementation; about 4-6 months. When it's all prepared, the cost analysis reporting would be delivered in closed session.

No action was taken on this matter.

**Adjourn**

Motion by Peckham, second by Neal to adjourn. Meeting adjourned at 6:10 pm.