



AGENDA OF THE FINANCE COMMITTEE

**TUESDAY, APRIL 9, 2019, 4:30 PM
CITY HALL, ROOM 207
IMMEDIATELY FOLLOWING PERSONNEL**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

1. Approval of the minutes from the March 12, 2019 meeting.

D. Regular Business.

1. Request by Ald. Wery that all departments submit time spent and resources used by any current or former employee on Mayor Schmitt's private going away (retirement) party. All time and resources used are to be billed to Mayor Schmitt. I am requesting the City of Green Bay inquire into whether City resources of any kind will be needed for Schmitt's retirement party, especially if a public fireworks display takes place.
2. For consideration with possible action on the Brown County Tax Collection Agreement for December 2019 to February 2020.

E. Informational.

1. Update on the five year combined Capital Improvement Plan.
2. The next Finance Committee meeting will be held on Tuesday April 23, 2019 at 4:30 PM.
3. 2019 Contingency Account:
\$96,000.42

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Finance Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

April 9, 2019

PREPARED BY

AGENDA ITEM # D.2.

For consideration with possible action on the Brown County Tax Collection Agreement for December 2019 to February 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2019-2020 City of Green Bay Tax Collection Agreement-Fillable

**BROWN COUNTY TAX COLLECTION AGREEMENT
DECEMBER 2019 TO FEBRUARY 2020**

This Agreement is entered into by and between **the County of Brown ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the **City of Green Bay ('Municipality')**. This Agreement is made pursuant to Wis. Stats. § 74.10, which allows a WI County to contract with WI Municipalities for tax collection services, and pursuant to Wis. Stat. § 66.0301, which allows a WI County to enter into Intergovernmental Agreements with WI Municipalities.

Municipality desires for County to perform **Tax Collection Services ('Services')** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from December 2019 to February 2020.
2. Municipality's Clerk shall provide all **approved** 2019 tax rates to the Brown County Treasurer's Office by December 2, 2019.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills for Municipality, specifying the first installment payment, second installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the tax bills to the United States Postal Service.
4. County, via the Brown County Treasurer, shall invoice Municipality for actual postage costs incurred due to mailing bills to taxpayers, which shall be paid by Municipality on or before January 31, 2020.
5. County, via the Brown County Treasurer, shall process the first installment, second installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
6. County, via the Brown County Treasurer, shall deposit collections in Municipality's specified bank account on or about 01-03-2020, 01-17-2020, 02-05-2020 and 02-12-2020. Municipality shall have full control of said bank account.
7. County, via the Brown County Treasurer, shall provide an electronic *Real Estate Tax, Special Charges & Special Assessments, and Personal Property Tax Report* to Municipality with each deposit.
8. County, via the Brown County Treasurer, shall provide a receipt to taxpayers that pay in person at the Brown County Treasurer's Office.
9. **Due to County recently acquiring new Land Records software for the Land Information Office called GCS LandNav, which is also utilized by the Brown County Treasurer for tax collection purposes, only the Brown County Treasurer and County Authorized Banks may receive tax payments per this Agreement, and the Brown County Treasurer will only process payments made in this manner. Payments made directly to Municipalities will not be processed by the Brown County Treasurer per this Agreement.**
10. Municipality shall settle with County for all collections received, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, on or before February 20, 2020 and Municipality shall pay all taxing districts their proportionate share of levies collected based on information provided by the Brown County Treasurer's Office.
11. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty days prior written notice. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.

12. **Also due to County utilizing GCS LandNav software**, County shall collect **BOTH Real Property Taxes** (including Special Charges and Special Assessments) **AND Personal Property Taxes** on behalf of Municipality.
13. Municipality Payment to County: **\$0.00 per Property Tax Bill; and Actual Postage Costs.**
14. Municipality agrees to place parking meter covers (“hoods”) on eight specific parking meters, at no charge to County, from 12-09-2019 to 01-31-2020, so that taxpayers may park at said meters free of charge while paying their tax bills at the Brown County Treasurer’s Office. In particular, Municipality shall place and remove hoods in accordance with the above date range, and as follows: parking meter numbers 2114, 2115 and 2116 on Adams Street shall be hooded; parking meter numbers 3100, 3101, 3102, 3103, and 3104 on Jefferson Street shall be hooded; and taxpayers shall be allowed to park at said meters free of charge and at no cost to County during said date range. In addition, Municipality shall provide five parking passes for the five Limited Term Employees (LTEs) the Brown County Treasurer hires to assist with carrying out the provisions of this Agreement for use during the months of December 2019 and January 2020. Said five parking passes shall be provided without charge to County to provide to the five LTEs. The hoods placed on the three parking meters on Adams Street shall have language on them substantially similar to the following: *“Free Parking for Tax Payments Only – Additional Free Parking for Tax Payments on Jefferson Street.”* The hoods placed on the five parking meters on Jefferson Street shall have language on them substantially similar to the following: *“Free Parking for Tax Payments Only.”* Signs with language substantially similar to the above may be placed on Adams Street and/or on Jefferson Street in lieu of placing language substantially similar to the above on the hoods, but either way said meters shall be hooded for free parking during said date ranges, meaning there shall be no charge to County for placing and removing hoods on said parking meters as described above, and no charge to County and/or individuals utilizing said parking meters as described above during said date range.

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

City of Green Bay	Brown County
Name of Municipality	Name of County
	Troy Streckenbach
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
	Brown County Executive
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
X	X
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County
Date Signed	Date Signed
	(920) 448-4001
Phone Number	Phone Number