

**FINANCE COMMITTEE
AUGUST 14, 2017 AT 6:27 P.M.
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Ald. Phillips, Kneebone, Shorr, Johnson, and McComb.

ALSO

PRESENT: C/T Ladick; City Attorney Beveridge; City Clerk Moe; Directors Schrader, Ostrowski, Beduhn; Police Chief Skibba; Asst Police Chief Zenner; Fire Chief Finn; Ald. Slowinski, Dugan, Jennings, Nebel; Deputy C/T Freeberg; Brandi Makuski; Gene Kemmeter; Karl Weyers; Robert Steinke; Jami Gebert; Tommy Vanetten; Erin Widenski

ITEM #1 – PRESENTATION BY THE CITY ASSESSOR ON THE REVALUATION PROCESS.

City Assessor Steve Shepro covered the attached handout on the revaluation process.

Ald. Johnson questioned if the number of residential and commercial units that fall into those big numbers, were available. Assessor Shepro stated they do have the number and apologized for it not being on the presentation, but stated residential is almost 9,000 parcels and commercial is about 900 parcels. She then questioned when the last revaluation was done and Assessor Shepro stated the last full revaluation was done in 1995, and then there was an interim revaluation done in 2003.

C/T Ladick asked Assessor Shepro to explain the Board of Review (BOR) process a little more. Assessor Shepro stated that the members of the BOR are homeowners, appointed by the Mayor for a 5 year term. It is an informal process where the homeowner comes in and explains why they feel their value should be changed. He compared it to an informal court hearing. C/T Ladick added, it is basically a jury of their peers. He also stated that it is important to follow the timeline if you have an issue with your assessment because once you get your tax bill, it would be too late. Assessor Shepro also stated that if anyone has a problem or a question, to please reach out to their office and they will assist them.

Ald. Johnson questioned if the Board of Review was the final step, unless they wanted to take it further. Assessor Shepro stated they can appeal it to the courts, or the Department of Revenue.

Motion made by Ald. Johnson, seconded to Ald. Kneebone, to accept the report and place it on file.

Ayes: All

Nays: None

Motion carried.

ITEM #2 – OPTIONS FOR RELOCATING CITY HALL.

Director Ostrowski went over the attached handout, laying out 4 different options to relocate City Hall and the costs involved. He did clarify that the construction replacement value listed for the Mid-State building would be to construct the building as new in order to have equal comparisons. Should the decision be made to not relocate City Hall to the Mid-State building, the cost to renovate that building would be reduced. Discussion ensued.

Ald. Slowinski questioned what the annual levy limit impact is now. C/T Ladick replied that currently we budget \$280,000 for City Hall and for actual expenses, we pay 41% of the expenses, which ranges from \$220,000 - \$300,000. Director Ostrowski stated that we are currently paying \$280,000ish and we would need to add on about \$100,000-\$120,000 to the operational side to move PD to Mid-State and move City Hall to an alternative option.

Ald. Johnson questioned, with regards to Option 2, if there was a level of confidence that there is a location that would be suitable for this and would not impact the tax levy. Director Ostrowski stated he did not say it would not impact the levy, it is privately held, so taking that property off the tax roll would be a reduction, but it would not be as prime of a location as the Crosby Avenue location was.

Ald. Johnson questioned, with regards to Option 4, if the property owner is interested in selling, Director Ostrowski replied not at this time.

Ald. Shorr questioned what would happen if it was a City owned property, rather than privately owned. Director Ostrowski rearranged the numbers and replied that the privately held property, it was about \$450,000 which would be reduced off the initial loan amount. With regards to the operational side, we would lose about \$15,000 because we would not get that lease holder revenue.

Ald. Slowinski stated option 2 looks to be the best option, at this time, but questioned how ready we are to take on this additional levy impact each year. Director Ostrowski commented that doing nothing does not indicate that we will have an obligation because essentially, when the PD moves, the doing nothing scenario is option 5 on the handout. Ald. Slowinski stated we are getting a renovated City Hall, so we are not really doing nothing, basically no matter what we do, we will have some sort of additional impact and questions if we are ready for that.

C/T Ladick reminded everyone to remember that these are just estimates and we would rather be conservative with the numbers and find out later that it actually is less. As far as the operating budget and the levy, the operating budget is always tough, especially with the levy limits. The only positive is that we do have some pretty solid new construction which should help, along with hopes that the total levy limit numbers are a little high as far as what the operational costs are projected to be. As far as capital, we are in for some significant expenses regardless of what we do, but we are much better debt capacity wise than we were a few years ago.

Ald. Johnson thanked everyone for their work on this and questioned what the next steps are. Director Ostrowski replied that the next steps would be to identify an option that we want to proceed with and take the next steps appropriate to that option, such as contacting the owners of the property we may want to buy, or hiring an architect to build new or remodel an existing building. In addition, we would need to get that architect on board for any of the options so that we can start to draft plans in order to get better cost estimates.

Ald. Phillips commented that maybe we cross off the options we do not want and identify which ones we do want to discuss.

Ald. Johnson stated that the way the agenda item is written, she is uncomfortable with doing anything because the item just states "Options for Relocating City Hall," it does not say anything about selecting an option for City Hall. She stated it appears as though this was an informational item and an action item would follow at a different time.

City Attorney Beveridge stated one way to move it forward to next week is to have a discussion that incorporates a closed session to possibly talking about financials and other particulars regarding the options that are confidential. After that, come into open session to select an appropriate alternative that could then allow staff to bring a more detailed proposal. Ald. Johnson and Ald. Phillips agreed that would be a good plan.

Jami Gebert, 2941 Kozy Street, stated she works for Portage County in the County Executive's office and wanted to point out that with regards to option 5, not to think that what the City Hall looks like now would be what is had after reconstruction. She stated there have been talks about the City getting more space in the current building when the County moves the Courthouse out and with the PD moving out, that would give the City more room to expand.

ITEM #3 – FUNDING FOR REPLACING THE ROOF AT THE LINCOLN CENTER.

C/T Ladick stated that items 3-5 all include requests for contingency funding and if they are all approved, we will still have roughly \$30,000 remaining in contingency, which would still be an acceptable position considering the time of year. He went on to state the roof was damaged in the storm we had in June and our property insurance is paying to replace about half the roof. The other half is about 15 years old and maybe is not in immediate need to repair, but there have been some leaks and it is something that we would need to start thinking about replacing soon. County Facilities approached him and stated they would highly recommend doing the whole roof right now so that it is

uniform and consistent. The cost to replace the other half of the roof is \$24,000, which would be our responsibility. The recommendation from County Facilities and staff is to do the whole roof.

Motion made by Ald. Johnson, seconded by Ald. Kneebone, to approve the funding for replacing the roof at the Lincoln Center using contingency funds.

Ald. Johnson also wanted it on record that County Facilities did an excellent job on temporarily fixing the roof so that the Holly Shoppe could still be open.

Ayes: All Nays: None Motion carried.

ITEM #4 – FUNDING FOR THE REPLACEMENT OF 3 CONSOLETTA CONTROL BASES (PUBLIC SAFETY RADIO COMMUNICATION SYSTEM).

Police Chief Skibba stated that these units are located within the County/City building and are basically an extension of a mobile radio system for dispatch. In order to communicate with all the City entities, these units need to be replaced. He stated that with the County moving forward with their new simulcast system, it expedites the need for replacement.

Motion made by Ald. Kneebone, seconded by Ald. McComb, to approve funding the replacement of 3 consolette control bases for the public safety radio communication system in the amount of \$19,125,57.

Ayes: All Nays: None Motion carried.

ITEM #5 – CONTRACT WITH BRAY FOR ARCHITECTURAL STUDY SERVICES RELATING TO RELOCATING THE POLICE DEPARTMENT, AND POSSIBLY CITY HALL, TO 933 MICHIGAN AVENUE.

Ald. Phillips would like to postpone this agenda item until a decision is made regarding City Hall because he feels as though they should be done simultaneously.

Ald. Johnson stated she would support doing what needs to be done for the Police Department.

Ald. Shorr supports moving forward with the studies needed to move the Police Department.

Ald. Johnson stated she is struggling with how the agenda item is worded.

City Attorney Beveridge stated that last month the committee minutes indicated that Mayor Wiza stated we can use the proposal that Police Chief Skibba presented and have a contract drawn up by Monday's Council Meeting, which did not happen as the contract was not ready for last month's Council Meeting. There was a motion, voted 4-1 in favor, to proceed in that way. The contract is now here, so this is the contract that reflects the direction the committee established it wanted to go in. Ald. Johnson commented that is not what the agenda item states.

City Attorney Beveridge stated that Director Ostrowski just informed him that the contract was not put in the packet. We had a contract with Bray in 2013 to do a comprehensive look at adjacencies and space needs, etc., which also included a conceptual design for putting everything into that building. The contract that we would be looking at here is a very brief addendum to that existing agreement. It will be added for the Council packet next week.

Ald. Johnson stated we shall wait until next week and she again asked for better clarity on agenda items.

No action on above agenda item.

ITEM #6 – FUNDING FOR THE INITIAL PHASE OF RELOCATING THE POLICE DEPARTMENT TO 933 MICHIGAN AVENUE.

Motion made by Ald. Johnson, seconded by Ald. Shorr, to approve the funding for the initial phase of relocating the Police Department to 933 Michigan Avenue.

Ald. Johnson asked C/T Ladick for his recommendation on where the funding would come from. C/T Ladick stated it is a little early to look for capital projects that have come in under budget because we haven't completed the capital project season yet, but we typically do have a few projects that do come in under budget. That being said, he recommended we charge this to the capital projects fund with the hope that we have some projects that come in under budget. If that does not happen, the other option is that we can backfill it with fund balance.

Ald. Phillips questioned if the wiring was included in the cost of the move. Police Chief Skibba stated it is included.

Ayes: All Nays: None Motion carried.

ITEM #7 – APPROVAL OF CLAIMS PAID.

Motion made by Ald. Kneebone, seconded by Ald. McComb, to approve the claims paid in the amount of \$1,542,178.12.

The claims were discussed.

Ayes: All Nays: None Motion carried.

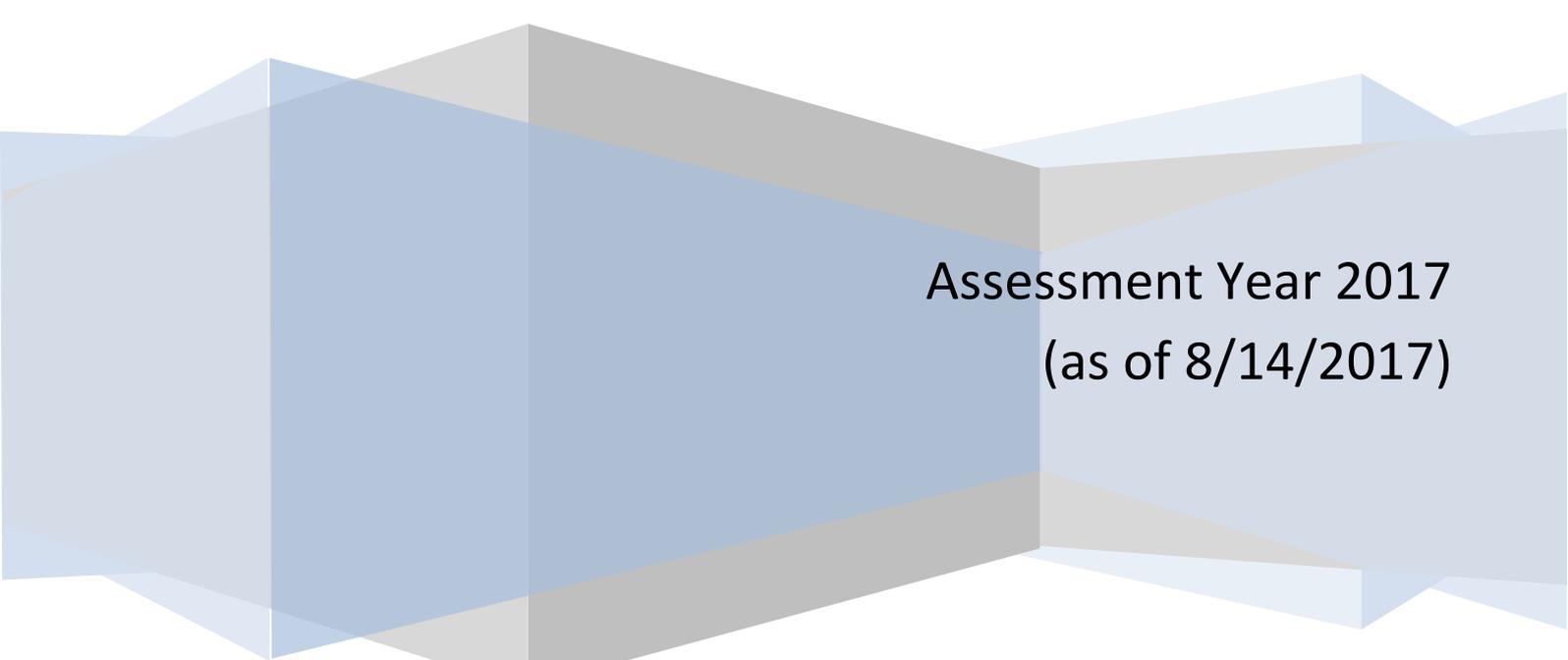
Adjournment at 7:50 p.m.

CITY OF STEVENS POINT

Revaluation Report

2015-2017 Revaluation

City Assessor's Office



**Assessment Year 2017
(as of 8/14/2017)**

Revaluation Overview

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We appreciate your cooperation in the revaluation process and kindly ask that you direct all questions from property owners in your district to the Assessor's office so we can adequately answer and address any concerns. After meeting with the property owner I will follow up with the Alderperson in an effort to keep everyone informed. Our office can be contacted at (715) 346-1553 or email assessor@stevenspoint.com

Thank You,

Steven J. Shepro
City Assessor

Setup

- A large scale conversion of detailed property data from the old software system to Market Drive has been completed and verified for accuracy

Data Collection

- Income questionnaires were requested from applicable properties upon review
- Additional income questionnaires were sent to rooming house licensed properties

Data Entry

- All properties in the City have been electronically sketched, as required by the Department of Revenue

Valuation Modeling

- All new neighborhoods have been defined and land values established
- Residential Cost Tables have been reviewed and modified to match local market / new construction costs (WPAM Volume II)
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- Other Building Improvements (OBI's) Cost Tables have been reviewed

Final Review

- Land values are being audited and reviewed for unique property circumstances
- Residential and Commercial Real Estate is being audited and reviewed for accuracy and consistency
 - It is important to note that not all properties will be changing similarly
 - Some properties may see a larger increase, while others may see only a minor increase or even decrease. This is typically caused by varying rates of market appreciation based on location and property characteristics as well as prior assessment inequities.
- Personal Property has been completed and notices are ready to be sent
- Mobile Homes are viewed and updated every year, work is complete for 2017
- Incomplete Records Report: Has been run and final clean up where needed is being completed this week
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Department of Revenue Reports

The following reports are performed annually and are completed only after the conclusion of the Board of Review:

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- Annual Assessor's Report (Summary of all work completed for 2017)

Notice of Assessment: September 1, 2017

A formal Notice of Assessment will be mailed to all Real and Business Personal Property owners in the City. The notice provides the new assessed value, parcel number, legal description (Real Property), Open Book and Board of Review dates and times, and a phone number that can be used to contact the Assessor's Office.

City Website: September 4, 2017

After the Notice of Assessment has been sent, the Assessor's Office webpage will be updated with the Open Book and Board of Review dates. Accordingly, the property information data link, which includes the 2017 values and updated property statistics, will be uploaded and available for viewing. The property information data link is www.assessordata.org. The link can also be found on the City's website under the Assessor's Department: stevenspoint.com

Open Book Hearings: September 11, 2017 – September 15, 2017

Open Book is a period of time before the Board of Review when the completed assessment roll is open for examination. During this time, property owners are encouraged to come in or request an on-site visit from the Assessor to discuss any concerns or questions they may have of their assessment or the assessment process. Property owners may also take this opportunity to provide additional information or factors which they feel may affect their assessment. Corrections can still be made to the roll during this time if new information indicates that a change is necessary.

Board of Review: October 3, 2017

The Board of Review is a formal hearing process in which property owners or their agent may appeal their property value assessment. (Each assessment year stands alone; the property owner may only appeal the current year's assessment.) Property owners are required to complete the Objection Form for Real Property Assessment, PA-115A. At minimum, the property owner must provide a 48-hour oral notice of their intent to object. The Objection Form must be filed with the Clerk's office within the first two hours of the first Board of Review meeting.

The property owner has the burden of proof and must specify in writing an estimate of the value of the land and improvements and provide the information that was used to arrive at the estimate. If the Assessor or owner used the income method, the owner must supply to the Assessor all information about income and expenses.

The Assessor will provide the Board with any information relating to the appealed assessment. In addition, the Assessor will present the facts and valuation methods used in developing the assessments.

The information presented should help the Board to determine if the assessment is correct. The Board must provide adequate time for the property owner and the Assessor to present their information.

After the Board has heard all the evidence, it will deliberate to reach a decision. The deliberation process is open to the public and is done in one of the following ways: (1) Deliberate after each objection is heard, or (2) Deliberate after all objections are heard, or (3) Deliberate periodically during the time that the Board is open.

The Board's determination shall be by roll call vote. The Board of Review may announce its decision to the property owner and Assessor at the conclusion of the hearing, or it may take the case under advisement. Prior to final adjournment however, the Board of Review Clerk shall provide the objector, or the appropriate party, notice of the finalized assessment. This written notice must also explain the property owner's appeal rights and procedures.

Major Class Comparison – 2016

EQ ADMIN AREA 80 Wausau
 COUNTY 49 Portage County
 CITY 281 Stevens Point

Year	Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)	Major Class Municipal Compliance Status	Type Of Notice Issued
2016	Residential	768,652,000	942,437,800	54.80	81.56	NO	
	Commercial	644,707,900	699,002,700	40.65	92.23	YES	
	Agricultural	126,800	127,000	0.01	99.84		
	Sum Of 5, 5M, 6, 7	310,000	354,600	0.02	87.42		
	Personal	66,939,700	77,836,800	4.53	86.00		
	Total	1,480,736,400	1,719,758,900	100.00	86.10	NO	

Level of Assessment for Residential was 81.56%

Level of Assessment for Commercial was 92.23%

Overall Level of Assessment was 86.10%

Statement of Changes for 2017

Tax Class	2016	2017	Change
Residential	\$768,652,000	\$975,975,000	+26.97%
Commercial	\$644,707,900	\$747,694,000	+15.97%
<i>Manufacturing</i>	<i>State Assessed</i>	<i>State Assessed</i>	
Agricultural	\$126,800	\$124,200	
Undeveloped	\$26,200	\$26,000	
Ag Forest	\$67,700	\$159,600	
Forest	\$182,600	\$0	
Other	\$33,500	\$33,500	
Personal Property	\$66,939,700	\$79,297,000	+18.46%
Total	\$1,480,736,400	\$1,803,309,300	+21.78%

	Option 1	Option 2	Option 3	Option 4	Option 5	
	PD @ MSTC and Renovate Only	All @ MSTC and Addition	CH @ New Building in Downtown	CH @ Co-Location on Lullabye	CH @ Existing Building in Downtown	CH @ City-County Building
Loan Amount	\$6,246,574	\$2,419,844	\$5,950,000	\$1,500,000	\$6,395,200	\$4,997,875
Interest Rate	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Amortization Period	20	20	20	20	20	20
Construction Replacement Value (CRV)	\$9,894,500	\$4,095,575	\$5,500,000	\$1,500,000	\$5,790,400	\$3,995,750
Debt Service Payment	\$410,223	\$158,915	\$390,747	\$98,508	\$419,984	\$328,219
Annual Operating Cost						
Rent Paid to Landlord				\$300,000		
Former MSTC Lease Revenue			(\$48,000)	(\$48,000)	(\$48,000)	(\$48,000)
Current MSTC Operating Costs	(\$30,000)					
Lease Revenue	\$0	\$0	(\$75,000)	\$0	\$0	\$0
City Hall						
Municipal Center Annual M&O (3% of CRV)		\$122,867	\$165,000	\$0	\$173,712	\$185,000
Municipal Center Periodic Renewals (2% of CRV)		\$81,912	\$110,000	\$30,000	\$115,808	\$79,915
Municipal Center As-Needed Alterations (1% of CRV)		\$40,956	\$55,000	\$985	\$57,904	\$39,958
Municipal Center Systematic Reduction of Deferred Maintenance (1% of CRV)		\$40,956	\$55,000	\$15,000	\$57,904	\$39,958
Lease Building Annual M&O (3% of CRV)						
Lease Building Periodic Renewals (2% of CRV)			\$30,000			
Lease Building As-Needed Alterations (1% of CRV)			\$15,000			
Lease Building Systematic Reduction of Deferred Maintenance (1% of CRV)			\$15,000			
PD						
Former MSTC Annual M&O (3% of CRV)	\$296,835					
Former MSTC Periodic Renewals (2% of CRV)	\$197,890					
Former MSTC As-Needed Alterations (1% of CRV)	\$98,945					
Former MSTC Systematic Reduction of Deferred Maintenance (1% of CRV)	\$98,945					
Increase in Space		High	High	High	High	Low
More Efficient Departmental Adjacency		Med	High	High	Med	Low
Co-location with County		Low	Med-High	Low-Med	Med	High
Co-location with City		Med	Low-Med	Low	Low-Med	Low-Med
Expansion Capabilities		Low	High	Low-Med	Med-High	Low
Timing		Short-Med	Short-Med	Med	Med-High	High
Total Annual Capital Cost	\$410,223	\$158,915	\$390,747	\$98,508	\$419,984	\$328,219
Total Annual Operating Cost	\$662,615	\$286,690	\$322,000	\$297,985	\$357,328	\$296,830
TOTAL ANNUAL COST	\$1,072,838	\$445,606	\$712,747	\$396,493	\$777,312	\$625,049
Levy Limit Impact (Per Option)	\$266,835	\$122,867	\$117,000	\$252,000	\$125,712	\$137,000
Levy Limit Impact (Total)		\$389,702	\$383,835	\$518,835	\$392,547	\$403,835
Cost for First 20 Years	\$21,456,766	\$8,912,112	\$14,254,936	\$7,929,853	\$15,546,237	\$12,500,982
Cost for Next 30 Years	\$19,878,450	\$8,600,708	\$9,660,000	\$8,939,552	\$10,719,840	\$8,904,900
COSTS FOR 50 YEARS INDIVIDUAL ITEMS	\$41,335,216	\$17,512,819	\$23,914,936	\$16,869,406	\$26,266,077	\$21,405,882
COSTS FOR 50 YEARS FOR BOTH PD AND CH		\$58,848,036	\$65,250,152	\$58,204,622	\$67,601,293	\$62,741,098

Assumes lease of former MSTC at \$6/sq.ft.

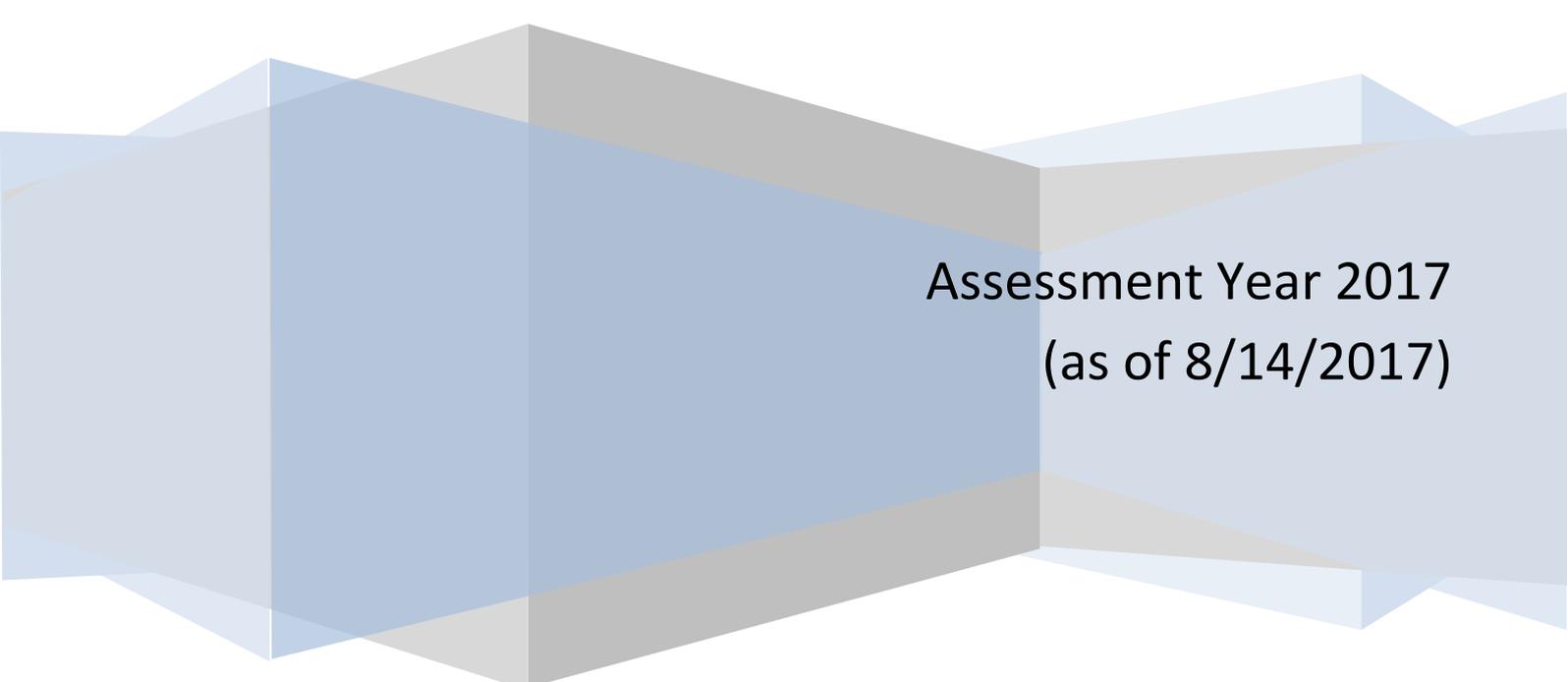
Assumes today's values, does not take into account inflation

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Total	\$1,480,736,400	\$1,803,309,300	+21.78%

	Option 1	Option 2	Option 3	Option 4	Option 5	
	PD @ MSTC and Renovate Only	All @ MSTC and Addition	CH @ New Building in Downtown	CH @ Co-Location on Lullabye	CH @ Existing Building in Downtown	CH @ City-County Building
Loan Amount	\$6,246,574	\$2,419,844	\$5,950,000	\$1,500,000	\$6,395,200	\$4,997,875
Interest Rate	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Amortization Period	20	20	20	20	20	20
Construction Replacement Value (CRV)	\$9,894,500	\$4,095,575	\$5,500,000	\$1,500,000	\$5,790,400	\$3,995,750
Debt Service Payment	\$410,223	\$158,915	\$390,747	\$98,508	\$419,984	\$328,219
Annual Operating Cost						
Rent Paid to Landlord				\$300,000		
Former MSTC Lease Revenue			(\$48,000)	(\$48,000)	(\$48,000)	(\$48,000)
Current MSTC Operating Costs	(\$30,000)					
Lease Revenue	\$0	\$0	(\$75,000)	\$0	\$0	\$0
City Hall						
Municipal Center Annual M&O (3% of CRV)		\$122,867	\$165,000	\$0	\$173,712	\$185,000
Municipal Center Periodic Renewals (2% of CRV)		\$81,912	\$110,000	\$30,000	\$115,808	\$79,915
Municipal Center As-Needed Alterations (1% of CRV)		\$40,956	\$55,000	\$985	\$57,904	\$39,958
Municipal Center Systematic Reduction of Deferred Maintenance (1% of CRV)		\$40,956	\$55,000	\$15,000	\$57,904	\$39,958
Lease Building Annual M&O (3% of CRV)						
Lease Building Periodic Renewals (2% of CRV)			\$30,000			
Lease Building As-Needed Alterations (1% of CRV)			\$15,000			
Lease Building Systematic Reduction of Deferred Maintenance (1% of CRV)			\$15,000			
PD						
Former MSTC Annual M&O (3% of CRV)	\$296,835					
Former MSTC Periodic Renewals (2% of CRV)	\$197,890					
Former MSTC As-Needed Alterations (1% of CRV)	\$98,945					
Former MSTC Systematic Reduction of Deferred Maintenance (1% of CRV)	\$98,945					
Increase in Space		High	High	High	High	Low
More Efficient Departmental Adjacency		Med	High	High	Med	Low
Co-location with County		Low	Med-High	Low-Med	Med	High
Co-location with City		Med	Low-Med	Low	Low-Med	Low-Med
Expansion Capabilities		Low	High	Low-Med	Med-High	Low
Timing		Short-Med	Short-Med	Med	Med-High	High
Total Annual Capital Cost	\$410,223	\$158,915	\$390,747	\$98,508	\$419,984	\$328,219
Total Annual Operating Cost	\$662,615	\$286,690	\$322,000	\$297,985	\$357,328	\$296,830
TOTAL ANNUAL COST	\$1,072,838	\$445,606	\$712,747	\$396,493	\$777,312	\$625,049
Levy Limit Impact (Per Option)	\$266,835	\$122,867	\$117,000	\$252,000	\$125,712	\$137,000
Levy Limit Impact (Total)		\$389,702	\$383,835	\$518,835	\$392,547	\$403,835
Cost for First 20 Years	\$21,456,766	\$8,912,112	\$14,254,936	\$7,929,853	\$15,546,237	\$12,500,982
Cost for Next 30 Years	\$19,878,450	\$8,600,708	\$9,660,000	\$8,939,552	\$10,719,840	\$8,904,900
COSTS FOR 50 YEARS INDIVIDUAL ITEMS	\$41,335,216	\$17,512,819	\$23,914,936	\$16,869,406	\$26,266,077	\$21,405,882
COSTS FOR 50 YEARS FOR BOTH PD AND CH		\$58,848,036	\$65,250,152	\$58,204,622	\$67,601,293	\$62,741,098

Assumes lease of former MSTC at \$6/sq.ft.

Assumes today's values, does not take into account inflation