

**Winnebago County
Land Records Council Minutes**

Thursday, July 19, 2018, 1:30 P.M.
1st floor Conference Room #119
County Administration Building
112 Otter Ave, Oshkosh, WI

PRESENT: LIO/County Planning & Zoning Director-Jerry Bougie, County Board Supervisor-Robert Keller, County Treasurer-Mary Krueger (Chairperson), County Property Lister-Liz Nichols (Secretary), Realtor-Paul Schmidt, Surveyor-Jim Smith, County Register of Deeds-Natalie Strohmeyer (Vice-Chairperson).

EXCUSED: Emergency Management Director-Linda Kollmann, Public Member-Michael Zuege (ECWRPC).
OTHERS PRESENT: Diane Culver, Dean Kaderabek, Dave Levine.

The meeting was called to order by Mary Krueger at 1:33 P.M.

1) INTRODUCTIONS

- a) Each member of the Council introduced themselves as well as the others present.

2) APPROVAL OF MINUTES FROM AUGUST 17, 2017 MEETING

- a) Mary Krueger had corrections for item (4)(c)(ii) to replace the word "completed" with "on-going" and item (4)(c)(iii) replace the phrase "Lottery tax credit" with "Lottery credit audit". She also had a correction for item (5)(a)(i)(1)(a) to replace "Pay Now" with "Point & Pay".
- b) Liz Nichols had corrections for item (4)(d)(i)(1) to replace the word "tax" with "assessment". She also had a correction for item (4)(d)(i)(3) to replace the phrase "full-time individual" with "part-time project position on June 19, 2017" and revise "part-time position" to "part-time temp position".
- c) Mary Krueger called for approval of the minutes with corrections.
 - i) Motion was made by Jerry Bougie and seconded by Jim Smith to approve the minutes with corrections.
 - ii) Motion carried unanimously.

3) LAND RECORDS PROGRAM UPDATE

- a) Mary Krueger asked for Reports from:
 - i) Land Information Officer (LIO) -- Jerry Bougie
 - (1) Jerry Bougie gave an update on the 2017 County Retained Fee/Grant Report.
 - (2) Jerry Bougie asked Dean Kaderabek to give a brief summary of Geographic Information Systems (GIS) activity.
 - (a) Dean Kaderabek gave a report to the council that briefly summarized GIS activity 2017-2018 that included the Strategic Initiative Grant (SIG), WI statewide parcel initiative, and web based projects.
- b) Mary Krueger asked Natalie Strohmeyer to give a Register of Deeds (ROD) update.

i) Register of Deeds (ROD) – Natalie Strohmeyer

(1) Natalie Strohmeyer gave a brief update on the following items:

(a) Real estate recordings are down from last year.

(i) Paul Schmidt asked about document counts.

1. Natalie Strohmeyer stated these were all real estate documents recorded.

2. Jerry Bougie also clarified the retained fee breakdown.

(b) The purchase of property activity has somewhat offset the declining refinance trend.

(c) Described the electronic signature status within the State of Wisconsin.

(d) Implemented many hardware/software upgrades to increase accuracy and efficiency.

(e) Crowdforce has been utilized to index documents back to 1956.

(f) Investigating PINtegrity software solution to match parcel numbers with Register of Deed documents. It would improve the integrity of the data and provide better searching capacity.

(i) Liz Nichols asked where the PIN (parcel identification number) came from.

1. Natalie Strohmeyer stated it comes from all available sources.

(g) Discussed the current plotter lease detailed in the 2019 budget request.

c) Mary Krueger gave a brief update on the following items in the Treasurer's office:

i) Move to the County Administration Building (CAB) is complete and receiving good feedback from the public concerning the relocation.

ii) Point & Pay integration has gone well with a few obstacles that are being addressed.

iii) Tax installments are being prepared and reminder cards inserted into them concerning the construction activity.

iv) Delinquent taxes are on the decline.

(1) Paul Schmidt asked if the towns collect the second installment for property tax bills.

(a) Mary Krueger replied that only the County can collect them by State Statute.

(2) Paul Schmidt asked about procedures for unpaid taxes.

(a) Mary Krueger gave a brief summary concerning the procedures the Treasurer's office follows concerning these matters.

d) Mary Krueger asked Liz Nichols to give a Real Property Listing update.

i) Liz Nichols gave a brief update on the following items:

(1) Completed all data conversions for Town of Menasha to Village of Fox Crossing.

(2) Switched to new Monarch software for document inbox.

(3) Part-time project temp position revised to permanent full-time which enabled cleanup of some on-going projects.

4) DISCUSSION AND ACTION ON PROPOSED 2018 LAND RECORDS MODERNIZATION (LRM) BUDGET

a) Mary Krueger asked Jerry Bougie to review with the Land Records Council (LRC) the proposed 2019 budget.

i) Jerry Bougie discussed the detailed budget report.

(1) Mary Krueger stated that \$750 allocated for Pet View should be removed.

(a) Paul Schmidt asked what Pet View was.

(i) Mary Krueger stated this application is used to license pets and also allows access to the information for law enforcement officials.

(2) Jerry Bougie stated these line items move up and down each year based on the equipment and projects identified.

(3) Mary Krueger made a motion to increase the print duplicate line item by \$3,000 to allow for the production of a County-wide Road Map was seconded by Jerry Bougie.

(a) Paul Schmidt commented that he had concerns about the current trend with declining retained fees and the impact on revenue projections.

(i) Jerry Bougie stated the account has sufficient reserves to offset the proposed increase.

(b) The motion to increase the print duplicate line item carried unanimously.

b) Mary Krueger asked for a motion to approve and send the 2019 proposed Land Records Modernization budget with amendments to the Planning and Zoning Committee.

i) Natalie Strohmeyer made the motion and was seconded by Robert Keller to approve and send the 2019 proposed Land Records Modernization budget with amendments to the Planning and Zoning Committee.

(1) Motion carried unanimously.

5) ADJOURNMENT

a) Mary Krueger asked for a motion to adjourn.

i) Natalie Strohmeyer made a motion to adjourn the meeting at 3:16 p.m. and was seconded by Jerry Bougie.

(1) Motion carried unanimously.

Respectfully submitted,
Dean R. Kaderabek
Recording Secretary