

**Winnebago County  
Land Records Council  
Minutes**

Thursday, August 04, 2011, 1:30 P.M.  
3<sup>rd</sup> floor Conference Room  
County Administration Building

PRESENT: LIO/County Planning & Zoning Director-Jerry Bougie, County Board Supervisor-Patrick Brennand (Vice Chair), County Board Supervisor/Realtor-Kathy Lennon (Chairperson), County Treasurer-Mary Krueger, Public Member/ECWRPC-Trish Nau, County Property Lister-Liz Nichols, County Register of Deeds-Julie Pagel (Secretary), Registered Professional Land Surveyor/Martenson & Eisele-Jim Smith.

EXCUSED: County Emergency Management Director-Linda Kollmann

OTHERS PRESENT: Diane Culver, Dean Kaderabek, Dave Levine, Bill Shockley

The meeting was called to order by Chairperson Kathy Lennon at 1:30 P.M.

**1) INTRODUCTIONS**

- a) Each member of the Council introduced themselves.

**2) APPROVAL OF MINUTES**

- a) Motion was made by Julie Pagel to approve the minutes from September 29, 2010. Motion was seconded by Patrick Brennand and carried unanimously.

**3) WINNEBAGO COUNTY LAND RECORDS PROGRAM UPDATE**

- a) Kathy Lennon asked Jerry Bougie to address item 3 on the agenda.
- b) Jerry Bougie gave a short history and background of the Land Records Council. He also gave a summary and explanation of the 2011 revenues and expenditures.
- c) Jerry Bougie reviewed the proposed 2012 budget.
  - i) Pat Brennand asked whether software maintenance was budgeted separate from Computer Software line item.
    - (1) Jerry Bougie responded yes. The software maintenance is budgeted under the Data Processing line item in the budget detail.
  - ii) Mary Krueger asked whether the new tax system software maintenance could be included under this line item.

- (1) Jerry Bougie stated it could and discussion followed concerning the budget year it should be applied.
  - (a) Motion was made by Julie Pagel to include the new tax system software maintenance in the 2013 budget. Motion was seconded by Mary Krueger and carried unanimously.
- iii) Jerry Bougie asked for questions. Upon hearing none, he requested the Council move the proposed 2012 land records budget to the Planning and Zoning Committee.
  - (1) Pat Brennand made a motion to move the proposed 2012 land records budget to the Planning and Zoning Committee. Motion was seconded by Mary Krueger and carried unanimously.
- d) Jerry Bougie provided the Council an update on the 2010 Land Records Information Plan that was reviewed at the last meeting that was in draft form. The Wisconsin Department of Administration (WI DOA) has approved the plan with minor formatting modifications.
- e) Jerry Bougie gave a report on the new WI DOA County Retained Fee/Grant Report that must be completed by the Land Information Officer (LIO). The report is an attempt to develop a mechanism whereby WI DOA can quantify the revenues and expenditures within the Wisconsin Land Information Program by participating counties.
- f) Jerry Bougie introduced Dean Kaderabek from the GIS Department staff to give a report on land records initiatives for 2011 and 2012.
  - i) Dean Kaderabek gave an update on the purchase of essential hardware/software targeted for 2011 and a strategy for 2012 GIS platform conversion.
    - (1) Kathy Lennon asked if any major changes to the GIS website were anticipated.
      - (a) Dean Kaderabek replied that minor revisions may occur; however, recognizes that major changes have an impact on the users.

#### **4) REPORTS**

- a) Julie Pagel gave a summary of projects and programs for the Register of Deeds.
  - i) Digital scanning of documents dating back to 1935; however, these documents still need to be indexed.

- ii) Redaction of social security numbers contained in land record documents is on-going. The redaction fee legislation is set to expire in December 31, 2014, with yearly permission from the Wisconsin Department of Administration (DOA). Julie Pagel has submitted an application for an extension.
  - iii) In light of fraudulent activities surrounding land record documents, Julie Pagel reaffirmed the public needs to sign up for the free property fraud alert service offered.
- b) Liz Nichols gave a summary for the County Property Lister.
- i) Even though the Register of Deeds has experienced an overall decrease in recorded documents, the Property Listing office has not been impacted during this economy. In fact, they have received the same or more documents compared to the previous year.

## **5) ADJOURNMENT**

- a) Pat Brennand made a motion to adjourn the meeting at 2:30 p.m.. Motion was seconded by Mary Krueger and carried unanimously.

Respectfully submitted,

Dean R. Kaderabek  
Recording Secretary