

**Winnebago County
Land Records Council
Minutes**

Wednesday, September 29, 2010

1:30 P.M.

1st floor Conference Room
Orrin King Administration Building

PRESENT: LIO/County Planning & Zoning Director-Jerry Bougie, County Board Supervisor-Patrick Brennand, County Board Supervisor/Realtor-Kathy Lennon, County Treasurer-Mary Krueger, County Register of Deeds-Julie Pagel.

EXCUSED: County Emergency Management Director-Linda Kollmann, Public Member/ECWRPC-Trish Nau, County Property Lister-Liz Nichols, Registered Professional Land Surveyor/Martenson & Eisele-Jim Smith

OTHERS PRESENT: Diane Culver, Dean Kaderabek, Brian Reynolde, Bill Shockley

The meeting was called to order by Jerry Bougie at 1:30 P.M.

1) INTRODUCTIONS AND ELECTION OF OFFICERS

a) Introductions

- i) Each member of the Council introduced themselves.

b) Election of Officers

- i) Jerry Bougie opened nominations for Chairperson of the Council.

- (1) Pat Brennand nominated Kathy Lennon. He made a motion to close nominations and cast unanimous ballot for Kathy Lennon as Chairperson. Motion was seconded by Julie Pagel and carried unanimously.

- ii) Kathy Lennon opened nominations for Vice Chair of the Council.

- (1) Kathy Lennon nominated Pat Brennand. She made a motion to close nominations and cast unanimous ballot for Pat Brennand as Vice Chair. Motion was seconded by Mary Krueger and carried unanimously.

- iii) Kathy Lennon opened nominations for Secretary of the Council.

- (1) Mary Krueger nominated Julie Pagel. She made a motion to close nominations and cast unanimous ballot for Julie Pagel as Secretary. Motion was seconded by Pat Brennand and carried unanimously.

2) REPORT ON PURPOSE, INTENT and STRUCTURE OF LAND INFORMATION PROGRAM/LAND RECORDS COUNCIL

a) Land Information Program Purpose and Intent

i) Jerry Bougie discussed the history of the program.

(1) 1989 - State created statewide Land Information Program via Wisconsin Act 31 that established a structure, goals and funding for local land information programs.

(2) June 1990 – Winnebago County Board passed a resolution.

(a) Established a County Land Information Office.

(b) The Planning & Zoning Department was designated to carry out the duties of the Land Information Office and Program.

(c) The Planning & Zoning Committee was designated as the committee of jurisdiction over the Land Information Office.

(3) October 1990 – Winnebago County Board passed a resolution approving \$2.6 million in funding to implement a Countywide Land Records Modernization Program.

(4) July 1991 to present – The first County Land Records Plan was adopted with subsequent plan updates every 5 years.

(a) This Plan is required by state law in order for counties to retain, and use recording fees collected by Register of Deeds (ROD) for the specific purpose of implementing the county's land records modernization program.

(5) May 2010 – Wisconsin Act 314 was adopted that altered some of Land Information Program requirements.

(a) Revised recording fees collected by County ROD.

(b) Required ROD to redact social security numbers shown on recorded documents.

(c) Required counties to submit annual report to WI Department of Administration regarding the previous year's activities related to redaction and Land Information Program activities.

(d) Required counties to form a Land Records Council to "review and advise the county on matters affecting the land information office".

- (6) August 17, 2010 – County Board appointed members to the Land Records Council.
- ii) Jerry Bougie asked if any of the Council members had any questions concerning this information.
 - (1) Kathy Lennon asked when the county had begun to implement a geographic information system (GIS).
 - (a) Jerry Bougie stated the county had begun the implementation process roughly the mid 1980's.
- b) Land Information Council Structure and Purpose
 - i) Jerry Bougie instructed the council to review a copy provided to them of the 2009 Wisconsin Act 314 and in particular SS 59.72(3m).
 - (1) This section defines the membership of the Council.
 - ii) Jerry Bougie explained the purpose and role of the Council.
 - (1) Advisory role to the land information office.
 - (2) Make recommendations to Planning & Zoning Committee.
 - (3) The Council will meet about 2 times/year and any additional meetings will be dependant upon identified needs/priorities.
 - (a) A vital time to meet will be during formation of annual budget (early summer).
 - (4) The Council members have been appointed for three (3) year terms by County Board resolution.
 - (5) Terms of the Chair and Vice Chair shall be established by the Land Records Council.
 - (a) Julie Pagel suggested that since the frequency of meetings are limited, the terms of the Chair and Vice Chair should coincide with the Council appointment terms.
 - (b) The Council agreed by consensus with this assessment and suggestion.
 - (6) Voting by consensus or majority vote shall be established by the Land Records Council.

(a) Pat Brennand suggested that items of importance should be done by a majority vote and those of less significance could be accomplished by consensus.

(b) The Council agreed by consensus with this assessment and suggestion.

(7) The Council meeting minutes shall be taken.

3) REVIEW AND POTENTIAL ACTION ON (DRAFT) LAND RECORDS PLAN

a) Jerry Bougie explained the background and introduced the (DRAFT) Land Records Modernization Plan (LRMP) to the Council.

i) The format and structure are dictated by the WI Department of Administration (WI DOA) for continuity between counties.

ii) The DRAFT will be sent to the WI DOA and they will send it to two (2) other counties for peer review. The plan is due for submittal to the state no later than November 15, 2010.

(1) Pat Brennand asked whether Winnebago County could potentially review a plan that is currently reviewing our plan.

(a) Jerry Bougie responded that WI DOA has set up the peer review process to ensure that this conflict of interest would not occur.

(2) Mary Krueger asked whether the Council will perform this duty.

(a) Jerry Bougie stated they could; however, the Land Information Officer (LIO) typically does the review.

(b) The Council agreed by consensus that the LIO should continue this duty.

iii) Jerry Bougie discussed the new and on-going initiatives found in Section C of the document.

b) Jerry Bougie asked for questions. Upon hearing none, he requested the Council move the DRAFT 2010 LRMP to the Planning and Zoning Committee.

i) Pat Brennand made a motion to move the DRAFT LRMP to the Planning and Zoning Committee. Motion was seconded by Julie Pagel and carried unanimously.

4) REVIEW OF CURRENT PROGRAM & EXPENDITURES FOR 2010/2011

a) Jerry Bougie explained a handout that showed the 2011 budget requests and how they coincide with the DRAFT LRMP.

i) Pat Brennand asked if the budget requests require action from the Council.

(1) Jerry Bougie stated no. These were for informational purpose to reinforce the connection between the plan update and budgeted expenditures.

5) ADJOURNMENT

a) Mary Krueger made a motion to adjourn the meeting at 2:45 p.m.. Motion was seconded by Jerry Bougie and carried unanimously.

Respectfully submitted,

Dean R. Kaderabek
Recording Secretary