

Winnebago County Land Records Council Minutes

Wednesday, July 22, 2020, 1:30 PM

Zoom Meeting due to Covid19

County Administration Building

112 Otter Ave, Oshkosh, WI

PRESENT: LIO/County Planning & Zoning Director-Jerry Bougie, Emergency Management Director-Linda Kollmann, County Treasurer-Mary Krueger (Chairperson), County Property Lister-Liz Nichols (Secretary), Realtor-Paul Schmidt, County Register of Deeds-Natalie Strohmeyer (Vice-Chairperson), County Board Supervisor-Robert Keller, Public Member-Michael Zuege (ECWRPC).

EXCUSED: Surveyor-Jim Smith

OTHERS PRESENT: Adam Dorn, Diane Culver, Dave Levine, Lindy Ludwig, Mandie Weidemann

The meeting was called to order by Mary Krueger at 1:31 PM.

1) INTRODUCTIONS

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

2) APPROVAL OF MINUTES

- a) Mary Krueger called for a motion to approve the minutes from July 23, 2019. Natalie Strohmeyer made a correction of the dates she provided on her Register of Deeds report for last year. Page 3 of 6, Paragraph b), i), (1) a) wherebyverified through 1969 should read 1989 &working back to 1968 should read 1988.
 - i) Motion was made by Jerry Bougie and seconded by Paul Schmidt to approve the amended minutes from July 23, 2019.
 - 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 complimented Adam Dorn on his many accomplishments, considering he's only been with the county for a little over a year.
 - (2) Jerry Bougie asked Adam Dorn to give a brief summary of Geographic Information Systems (GIS) activity.

- a) Adam Dorn gave a report to the council that briefly summarized GIS activity 2019-2020 that included the following:
 - i) Completion of ACT 20 benchmarks and standards to secure \$40,000 Strategic Initiative Grant from WI DOA.
 - ii) Provided essential monthly data updates to Sheriff's CAD (Computer Aided Dispatch).
 - iii) Server upgrade.
 - iv) Additional GIS Apps added; including, Topographic Viewer, Shoreland Viewer, School District Viewer, Historic Air Photo Viewer.
 - v) Covid19 Dashboard-Partnership with the Health Department. Viewed more than 110,000 times. On average, 1,200 times per day.
 - vi) Continued to expand historic Plats of Survey for document viewing.
 - vii) New and available for document viewing, Survey Books and Notes.
 - viii) Enhancements include a link to assessors' sites. Link from the GIS parcel profile report to More Assessment Details. This links to the Municipal assessor's website for that specific parcel.
 - ix) Participated as a member of the 980 Release Committee to support release recommendations.
 - x) 2020 Orthophoto update: Photo acquired in early April, preliminary copy for quality assurance within the next month and the final copy by the fall.
 - xi) Outreach and increased communication to user communities about new content available and system issues. Researching options for streamlining these communications and determining other outreach options.
 - xii) Currently researching options with Information Systems to provide online access to the remaining plats of survey which are not currently available online.
- (i) Paul Schmidt asked if survey access includes Certified Survey Maps.
 - 1. Adam Dorn replied that you need to acquire Certified Survey Maps through the Register of Deeds office.
- (ii) Mary Krueger asked about viewing Certified Survey Maps on a GIS layer.

1. Adam Dorn answered that they are available on a GIS layer.
- 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) Crowdforce Document project; many, not all, are indexed back to 1935 and verified back to 1985. They will continue to verify as they have time.
 - b) Currently working with Adam-GIS and Fidar on PINtegrity test file to see if system is clean enough.¹
 - c) Christopher Larson, Deputy Register of Deeds is scanning plats to make them more readable, as they have time.
 - d) New service (Condor) is available. If documents need processing, (because of lack of staff potentially due to Covid19), trained Fidar representatives are available to key in information for a fee.
 - e) New service (Anchor). Anchor maps out lot and block perimeters. It checks documents that may have been keyed incorrectly. Green light would mean correct, red light means incorrect and directs them back to the index. Anchor will create consistency of indexing.
 - f) Last night, County Board approved Fidar Life Cycle for three years. Arranged with Fidar that revenue from Register of Deeds will be applied to the cost, so Land Records Modernization (LRM) budget will remain the same.
 - g) Laredo installation training. Fund update that informs user if funds run low. Ability to use a charge card to add monies. Currently on waiting list to get implemented.
- c) Mary Krueger gave a brief update on the following items in the Treasurer's office:
 - i) Mailed out postponed payment notices the first week of June 2020 and are getting a good response.
 - ii) Conducting Lottery Credit Audits for additions and removals, which is on-going. Concentrating on City of Oshkosh for Lottery Credit additions and removals.
 - iii) Due to Covid19, had a reduced staff of one, so worked at 75% for a period of time.
 - iv) Switched credit/debit processing company from Point 'n Pay to MSB due to a reduced fee to customers.

- v) \$966,000 collected in credit card, debit card and echeck payments in 2019.
- vi) Sales History application on Ascent Web is currently being worked on with TTech software vendor and should be implemented soon.
- 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) Initiated SSL Certificate (Secured Service Layer) with software vendor, TTech and collaborated with TTech and IS on install for Property Inquiry county website, referred to as Ascent Land Records Suite. This website is shared by the county and municipalities for tax collections, specials' input, tax calculation processing, and more and is also used by the general public. Website address is now reflected as https, which is far more secure than former http address.
 - (2) Recently, TTech did some enhancements to the Ascent Land Records Suite, which rolled out some new features, which we are currently reviewing.
 - a) Additional enhancements are expected soon, which we've been informed should affect the Treasurer's office collection due dates because of Covid19.
 - (3) Twelve of the eighteen municipalities' Statements of Assessment (SOA) have been submitted to the Department of Revenue (DOR) in a timely manner.
 - a) The remaining six municipalities were scheduled to have revaluations this year, two of which are Market Updates (Town of Algoma and Town of Utica) and four are full revaluations (Town of Neenah, Town of Omro, Town of Winchester, Town of Wolf River). Yesterday, was informed that Town of Omro is no longer doing revaluation for 2020, as they are postponing until next year due to Covid19.
 - (4) Preliminary Certified Survey Maps (LOGS) for our review, have increased from this time last year.
 - (5) Recorded Certified Survey Maps (CSMs) for our processing, have increased from this time last year, as well.
 - (6) Staff was reduced by one for approximately two and a half months due to Covid19, with another employee having limited hours for approximately six weeks in that same time period due to Covid19, leaving only one staff member (myself) working for that period of time.
- e) Mary Krueger asked if there are any Other Reports.
 - i) Paul Schmidt asked if Emergency Management had anything for other reports.

- (1) Linda Kollmann, Emergency Management Director replied that they received an award for National Certification for The Child Abduction Response Team (CART). Linda Kollmann acknowledged and appreciates Adam Dorn's assistance in getting them approved.
- (2) Linda Kollmann added that this year severe weather hasn't been an issue, large events are zero, and that their duties have greatly changed as they are solely dealing with Covid19 and acquiring PPE (personal protective equipment) for first responders, dentists, etc.

4) DISCUSSION AND ACTION ON PROPOSED 2021 LAND RECORDS MODERNIZATION (LRM) BUDGET

- a) Mary Krueger asked Jerry Bougie to review with the Land Records Council (LRC) the proposed 2021 budget.
 - i) Jerry Bougie discussed the detailed budget report.
- (1) Adam Dorn clarified that the Registration/Tuition/Travel (52001-52007)-Staff Development and training item contained within budget is provided for learning better methods in utilizing GIS and was reduced from \$9,500 to \$9,000 for 2021.
- (2) Discussion regarding Print & Duplicate (53003)-General copying/printing item contained within the budget.
 - (a) Adam Dorn stated that the use of the Chamber of Commerce maps vs purchasing County Road Maps allowed a budget reduction from \$3,200 to \$500 for 2021. Adam Dorn also stated that the Chamber of Commerce is very willing to share these maps with the county and Adam hopes this practice will continue in the future.
 - (b) Paul Schmidt asked about budget reserves; using an example of the unused \$3,200 County Road Map 2020 budgeted monies.
 - (c) Jerry Bougie replied that the unused budgeted monies goes into the LRM Budget Reserves Fund.
 - (d) Paul Schmidt also questioned if a budget line item was underbudgeted, do the monies come out of reserves?
 - (e) Jerry Bougie answered yes, but explained that a budget transfer request would need to go to the Planning & Zoning (P&Z) Committee first for approval and then to the Personnel & Finance (P&F) Committee for approval.
- (3) Adam Dorn stated that Small Equipment (53580) budget increased from \$2,000 to \$4,000 in anticipation of what may happen due to Covid19.

- (4) Natalie Strohmeyer commented that she isn't sure if PINtegrity will be done this calendar year, so monies budgeted again for 2021 under Data Processing (55013).
- (5) Paul Schmidt inquired if the Aerial Photography budgeted under Professional Services (55014) for 2020 was complete and if the Re-establish PLSS monuments budgeted for 2021 under the same account (55014) has anything to do with the Aerial Photography.
 - (a) Adam Dorn answered that the Aerial Photography photos were taken in early April and are currently being reviewed, so the anticipated completion would be in the fall and available on GIS. Adam Dorn continued that the \$54,000 budgeted for 2021 to Re-establish PLSS monuments has nothing to do with the Aerial Photography.
- (6) Paul Schmidt questioned what the difference is between Register of Deeds recording fees and Register of Deeds transfer fees.
 - (a) Natalie Strohmeyer answered that each recorded document is charged a \$30.00 recording fee and that transfer fees are divided between Register of Deeds and the State and are separate from the recording fees.
 - (b) Jerry Bougie responded and further explained that the \$30.00 recording fee is divided as follows: \$8.00 into LRM budget revenue, \$15.00 into Register of Deeds budget revenue, and \$7.00 to the State. In summary, the LRM budget receives \$8.00 of the \$30.00 document recording fee.
- (7) Paul Schmidt inquired about the makeup of the Land Records Committee (LRC) since we all have our own individual department budgets.
 - (a) Jerry Bougie answered that the state statutes requires the Land Records Committee. Jerry Bougie added that the state statutes specifies who comprises the Land Records Committee (LRC).
- b) Mary Krueger asked for a motion to approve and send the 2021 proposed Land Records Modernization (LRM) budget to the Planning and Zoning Committee.
 - i) Linda Kollmann made the motion and was seconded by Robert Keller.
- (1) Motion carried unanimously.

5) ADJOURNMENT

- a) Liz Nichols and Paul Schmidt asked for a motion to adjourn.

- i) Jerry Bougie made a motion to adjourn the meeting at 2:21 p.m. and was seconded by Robert Keller and Natalie Strohmeier.

(1) Motion carried unanimously.

Respectfully submitted,
Liz Nichols
Secretary