

Winnebago County
Land Records Council Minutes

Tuesday, July 23, 2019, 10:00 AM
1st floor Conference Room #119
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 Strohmeier (Vice-Chairperson), County Board Supervisor-Robert Keller, Public Member-Michael Zuege (ECWRPC).

EXCUSED: Surveyor-Jim Smith

OTHERS PRESENT: Adam Dorn, Diane Culver, Andy Maracini, Mandie Weidemann

The meeting was called to order by Mary Krueger at 10:01 AM.

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 December 6, 2018.
 - i) Motion was made by Linda Kollmann and seconded by Natalie Strohmeier to approve the minutes from December 6, 2018.
 - 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 introduced Adam Dorn as the new GIS Administrator, who replaced former employee Dean Kaderabek.
 - (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 2018-2019 that included the following:

- i) P1CAD Upgrade.
 - ii) Completion of ACT 20 benchmarks and standards to secure \$50,000 Strategic Initiative Grant (SIG) from WI DOA.
 - iii) Redesign and update of County GIS site including data download.
 - iv) Provided essential monthly data updates to Sheriff's CAD (Computer Aided Dispatch).
 - v) Sustained and improved GIS coordination and partnerships through Municipal data sharing and County GIS E911 data collaboration.
 - vi) Collaborated with Emergency Management on all hazard mitigation, Child Abduction Response Team and migration from the Disaster Tracker to Survey123.
- (i) Paul Schmidt asked about furthering outreach efforts by educating individuals on how to find and use the available website tools.
1. Jerry Bougie replied that they are working towards getting the word out about the available tools and how to use them.
- (ii) Mary Krueger asked about the paper County Road Maps, that we discussed at last year's LRM budget meeting.
1. Adam Dorn answered that there is a significant cost to create these County Road Maps and it is labor intensive, so he did some research and discovered other available products. One of which is the Oshkosh Chamber of Commerce paper map where Winnebago County Solid Waste is a contributor, so Winnebago County is already supporting a paper road map. Adam Dorn further explained that in 2013 there were 7,000 copies of County Road Maps ordered and after six years there is still an inventory of these maps. Adam Dorn continued that prior to 2013 17,000 copies of road maps had been ordered and were exhausted over a three year period, so the utilization of paper road maps is dwindling. Adam Dorn also added that in 2013 58% of individuals utilized their cell phones and it rose to 77% in 2018. The consensus was that we need to research this more and investigate if we are able to receive Chamber of Commerce maps and since they are produced through revenue of selling ads, which Winnebago County is already a contributor of, at what cost, if any, would this be to the County.
 2. Andy Maracini agreed with Adam Dorn's response, as his office is responsible for the County Plat Books. Andy Maracini continued that they typically do a County Plat Book every five years and that as soon

as they are printed they are outdated. He stated that the 2017 County Plat Books are currently selling for \$34.00 plus tax but he may need to revisit this price and that the 1991-2012 County Plat Books are currently selling for \$5.00.

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) Recordings are down from last year which leaves time for staff to work on the Crowdforce Document project which is verified through 1969 so they are currently working back to 1968 and which is indexed through 1950 so they are currently working back to 1949.
- b) Upgraded Windows Server to the latest SQL version in May 2019.
- c) Looking to implement PINtegrity which is currently in the proposed LRM budget.
- d) Receiving a new plotter in August, 2019. Natalie Strohmeyer stated that she negotiated the price so the end result is under the budgeted amount.
- e) Natalie Strohmeyer stated that she has been appointed by the Governor to the Electronic Recording Council Committee.

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

- i) Currently it is their busy season with tax collections.
- ii) Second week of June 2019 they mailed reminder postcards to taxpayers regarding the 2018 postponed taxes which are due July 31, 2019. This mailing has increased collections. Due to payments being received earlier, they haven't had to hire any temporary help or work any overtime hours.
- iii) Since last fall, they have been receipting through Ascent Web online collections.

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) All Municipal Work Rolls were out in a timely manner.

(2) 17 of the 18 Municipal Assessors scheduled their Open Books and Board of Reviews within one month of each other, so from the end of April through May,

2019 it was extremely busy processing the Assessment Rolls to adhere to the tight Open Book and Board of Review schedules.

- a) Town of Nepeuskun is having a revaluation for 2019, so their assessment roll is still in the hands of the Municipal assessor.
- (3) All Municipal Statement of Assessments (SOA) have been submitted to the Department of Revenue (DOR) in a timely manner and confirmed by the DOR.
- a) With the exception of the Village of Fox Crossing, which we are awaiting the SOA approval from the Municipal clerk and with the exception of the Town of Nepeuskun, who is conducting a revaluation for 2019.
- (4) ROD had a server upgrade in May of 2019, which affected the LRS Document Inbox, whereby it was necessary for our software vendor-TTech to move from Monarch on Demand to Monarch Direct, which ended up as a benefit since the Document Inbox functions are running more smoothly and quickly than before.
- (5) Collaborated with Department of Public Instruction (DPI) to correct Town of Clayton school district records to include the New London school district.
- (6) Closely examined Municipal Assessor's Exempt Reports and discovered discrepancies. Alerted assessors and corrections were made.
- a) Paul Schmidt questioned who is involved in the Exempt process.
 - 1) Liz Nichols replied that if he is referring to the parcels considered exempt because of the 'In Rem' foreclosure process for non-payment of taxes, then Mary Krueger-Treasurer, Natalie Strohmeyer-Register of Deeds, Liz Nichols-Property Lister and the Municipal assessors are all involved. Liz Nichols continued with a brief description of this process.
- (7) Collaborated with software vendor-TTech, IS Department, GIS, and Treasurer on Secured Service Layer (SSL) Implementation.

4) DISCUSSION AND ACTION ON PROPOSED 2019 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) Adam Dorn clarified that the Registration/Tuition/Travel (52001-52007)-Staff Development and training item contained within the budget is provided for learning better methods in utilizing GIS.

- (2) Discussion regarding Print & Duplicate (53003)-General copying/printing item contained within the budget.
- (a) Mary Krueger asked if we don't use the portion of the budgeted \$3,200 that was earmarked for County Road Maps, could those monies be used for outreach efforts for education and training of our available website tools as was discussed earlier in this meeting and if the monies should be transferred to a different budget line item or left as is and still be able to be applied for outreach efforts.
 - (b) Jerry Bougie agreed with the suggestion, but doesn't believe that there is a preferred budget line item to transfer the monies to.
 - (c) Natalie Strohmeyer questioned if we can purchase the map that Adam Dorn presented at the meeting directly from the Chamber of Commerce.
 - (d) Paul Schmidt stated that if you are a sponsor of the map, in some cases you can get free copies of the maps.
 - (e) Jerry Bougie answered that we will leave the monies in the General copying/printing item contained within the budget with the understanding that the allotted monies are available for and may be used for outreach education and training of the website tools.
- (3) Jerry Bougie clarified the Grounds Maintenance (55007)-Maintain government section corners item contained within the budget is monies available if surveyors call and identify that they found an issue or error in a government section corner, which happens once or twice a year.
- (4) Natalie Strohmeyer stated that the Data Processing (55013)-ROD Avid LifeCycle maintenance item contained within the budget, is the last year of a three year contract at the amount of \$70,753 and will most likely increase for next year.
- (5) Jerry Bougie requested that Natalie Strohmeyer give a short explanation of Data Processing (55013)-PINtegrity Conversion item contained within the budget. Natalie Strohmeyer briefly explained the purpose of PINtegrity and stated that Portage County was hoping to have a demonstration within the Fidler meeting at Stevens Point in September of this year.
- (6) Jerry Bougie questioned the benefits of the Data Processing (55013)-LRS Sales History item contained within the budget.
- (a) Mary Krueger answered that the sales data from the recorded Register of Deeds documents/eReturns would be available on Ascent Web and eliminate the need for Treasurer's office to transfer or send customers to the Register of Deeds office.

(7) Jerry Bougie asked Mary Krueger to explain Data Processing (55013)-Point & Pay item contained within the budget.

(a) Mary Krueger answered that Point & Pay is an online payment service that has yielded approximately \$760,000 in 2018 through electronic payments.

(8) Adam Dorn clarified that the Professional Services (55014)-Aerial Photography item contained within the budget is usually done in a five year cycle and that the last time flown was in 2015. Adam stated that he is investigating products and amounts. Adam continued that Aerial Photos have an ongoing value to support many different agencies including E911. Adam asked Michael Zuege to comment about Aerial Photography.

(a) Michael Zuege gave a brief description of the Aerial Photography process, which included general information about a letter of intent, flying in the spring before the leaves blossom but after the snow is gone and typically not seeing the results until the fall.

(b) Andy Maracini added that the County Land and Water Conservation Department has a drone if needed, which is available for Aerial Photo use.

(9) Paul Schmidt questioned what the Revenue Projection Grant monies of \$51,000 is used for.

(a) Jerry Bougie answered that the monies are used to bring the county up to date on parcel information. Jerry Bougie added that this is an annual grant that began in 2013.

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

i) Paul Schmidt made the motion and was seconded by Jerry Bougie.

(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 11:27 a.m. and was seconded by Paul Schmidt.

(1) Motion carried unanimously.

Respectfully submitted,
Liz Nichols
Secretary