

Winnebago County

Land Records Council Minutes

Tuesday, July 26, 2022, 10:30 AM
County Administration Building
112 Otter Ave, Rm 119
Oshkosh WI 54901

Members Present: LIO/County Planning & Zoning Director-Jerry Bougie, County Property Lister-Liz Nichols, County Register of Deeds-Natalie Strohmeier (Chairperson), County Treasurer-Mary Krueger, Realtor-Paul Schmidt, ECWRPC-Mike Zuege (via Zoom)

Others Present: Diane Culver (GIS), Adam Dorn (GIS), Andy Maracini ((LWCD) via Zoom), Surveyor-Jim Smith (via Zoom)

Excused: Emergency Management Director-Eric Rasmussen, County Board- Mary Beth Gabert

The meeting was called to order by Natalie Strohmeier at 10:32 AM

1. Introductions – we waived the introductions as everyone knew each other.
2. Election of Vice-Chairperson – motion made by Jerry Bougie to nominate Paul Schmidt as Vice-Chairperson, seconded by Mary Krueger. Motion passed unanimously.
3. Approval of minutes from the December 1, 2021 meeting – motion made by Jerry Bougie to approve the minutes as presented, seconded by Mary Krueger. Motion passed unanimously.
4. Council review and discussion on the Winnebago County Land Information program updates and Council action to recommend the proposed 2023 Land Records Modernization Budget to the County for its consideration.

a) County Land Information Office – Adam Dorn

Past Year

- All Plats of Survey accessible online. Done with assistance from IS
- Annual submission of the parcel data to the state
- Buoy mapping creation in coordination with the Parks Department.
- Coordinated server life cycle maintenance with IS staff
- Improved access to town zoning apps
- Land Records Modernization Plan Update
- Redistricting complete
- Supported 911 Center software upgrade
- Supported the Supervised Release Committee
- Winnebago County GIS Benefits Overview
- Revenue from the ROD is lower than last year, but on track for this year's revenue target

Currently Working On

- Evaluate the necessary modifications needed for Next Generation 911 readiness.
- Improve staff access and understanding of available GIS tools.

- NG911 Data Cleanup
- Plat of Survey cleanup

b) Property Lister – Liz Nichols

- Beginning early June 2021, worked extensively with and guided the Village of Fox Crossing assessor & their staff and the Village of Fox Crossing personnel to facilitate the lengthy process of their Assessment Roll completion. Due to the assessor's delays, the Statement of Assessment (SOA) wasn't available to be submitted by the county to the Department of Revenue (DOR) until November 18, 2021, which is quite late in the tax year as the majority of the other municipalities' SOAs had already been completed and submitted by the county to the DOR by May/June, 2021. Assisted the Village of Fox Crossing assessor in the completion of their Assessment Roll while simultaneously processing special assessments & charges and tax bills for the other seventeen (17) municipalities.
- Reviewed, manually entered, & verified Department of Revenue (DOR) State Assessed Manufacturing Real Estate & Personal Property Rolls in a timely manner for seventeen (17) of the eighteen (18) Municipalities. Due to the Village of Fox Crossing's late entries of assessments affecting the Statement of Assessment, their State Assessed Manufacturing Real Estate & Personal Property Rolls were not equated or available from the State DOR for county review, manual entry & verification until December 2, 2021. The processing of these rolls had to be conducted at the same time as the processing of the special assessments & charges and tax bills for the other seventeen (17) municipalities.
- Processed hundreds of recorded documents that were problematic and in need of research for current ownership on the 2021 Tax Bills.
- Processed change on Ascent Web to remove the "State Taxes" field from the property tax bills and related forms starting with the 2021 tax year per State Department of Revenue (DOR) mandate.
- Collaborated with municipal assessors and submitted preliminary Work Roll information reflecting the 2022 data file transitions, to the assessor's software, MarketDrive for format verification; as a result of Transcendent Technologies software changes from Land Records windows version to web application.
- Implemented new online Work Roll process and created municipal assessor's 2022 Work Rolls on Ascent Web, including FTP site entries for export and production of all associated reports by target date of March 31, 2022.
- Discovered problems while implementing new Work Roll creation format for 2022 and offered insight into solutions regarding software vendor programming of Ascent Web applications which affected both the Real Estate and Personal Property functions and products.
- Collaborated with State Department of Revenue (DOR) to comply with amendments of State Act 55 for 2022, which mandates the submittal of municipal tax bills by the county in XML format to the DOR annually by March 15, including review and acceptance of the XML municipal files by the DOR.

c) Register of Deeds – Natalie Strohmeyer

- Real estate recordings are down by 22%
- PINtegrity: Our office has started verifying the 123,000 plus parcel numbers given to us for accuracy

- Employees are verifying crowd force document project. They are back to May 1981

d) Treasurer – Mary Krueger

- 2021 credit/debit/echeck payments totaled \$1,912,902 (2020 \$1,766.965)
- Completed lottery credit audit of additions and removals. The lottery credit is a credit on your tax bill for owner occupied property only. Highly concentrated on the Cities of Menasha, Neenah and Oshkosh.
- June 9th 2nd installment reminder notices were mailed for the 18 municipalities we collect for. Collections start rolling in right after we do this. This has eliminated the need for temporary help and overtime during the tax collection season.
- Majority of the Treasurer's Office functions have been moved from the windows/thick client to the web.
- We are adding a module to our tax program for "additional fees". This will allow us to add fees to a parcel. These fees could be for a returned check, foreclosure fees, etc. This is being paid for with Land Records Council funds.
- We are looking at another module that would send a text/email notification when their tax bill is generated, 2nd installment reminder, tax payment being posted and tax bill has become delinquent. Discussion took place and it was decided to add this to the 2023 Land Records Modernization budget.

e) No other department reports were provided

f) Council Discussion and action on proposed 2023 Land Records Modernization Budget

- Land Records proposes a 2023 budget with total revenues of \$255,500 and total expenses of \$359,262
- Grant revenue is from a Strategic Initiative Grant we apply for annually
- Recording Fees revenue is \$8 from the \$30 recording fee
- The reserve fund will be used to balance the 2023 budget
- It is projected the reserve fund balance will increase to approximately \$535,000 at the end of 2022
- Motion made by Mary Krueger to accept the 2023 Land Records Modernization Budget as amended (amended to include the text/email notification for tax bill information). Seconded by Jerry Bougie. Motion passed unanimously.

5. Adjourn

- Motion made by Mary Krueger and seconded by Liz Nichols to adjourn the meeting. Motion carried unanimously and the meeting adjourned at 12:02 PM