

**Winnebago County
Land Records Council
Minutes**

Wednesday, August 3, 2016, 1:30 P.M.
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 Board Supervisor-Larry Kriescher, County Treasurer-Mary Krueger (Chairperson), County Register of Deeds-Christopher Larson (Vice-Chairperson), County Property Lister-Liz Nichols (Secretary), Realtor-Paul Schmidt.

EXCUSED: Surveyor-Jim Smith, Public Member-Michael Zuege (ECWRPC)

OTHERS PRESENT: Diane Culver, Dean Kaderabek, Dave Levine, Andy Maracini.

The meeting was called to order by Mary Krueger at 1:35 P.M.

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 March 16, 2016.
 - i) Motion was made by Linda Kollmann and seconded by Jerry Bougie to approve the minutes from March 16, 2016.
 - ii) Motion carried unanimously.

3) LAND RECORDS PROGRAM UPDATE

- a) Mary Krueger asked Jerry Bougie to give a Land Information Officer (LIO) update.
 - i) Jerry Bougie gave a brief update on the following items:
 - (1) Land Information Plan.
 - (a) Submitted and approved by Wisconsin Department of Administration (WIDOA).
 - (2) Strategic Initiative Grant (SIG)
 - (a) This grant was used to offset the costs incurred for light detection and ranging data (LiDAR) project to update the contour data for Winnebago County.
 - (b) Paul Schmidt asked about the source of the grant.
 - (i) Jerry Bougie replied it was a state grant administered by WIDOA.
 - (3) 2016 projected expenditures and 2015 adopted budget matrix.

- (a) Mary Krueger commented that it would be nice to see the previous year actual revenues.
- b) Mary Krueger asked Christopher Larson to give a Register of Deeds (ROD) update.
 - i) Christopher Larson gave a brief update on the following items:
 - (1) ROD has budgeted minimal revenue increase for 2017 and that is on par with the previous year.
 - (2) The contract for lifecycle of software will need to be negotiated for 2018 budget.
 - (3) Staff turnover within the department has been challenging this year.
 - (4) Indexing initiative.
 - (a) Documents have been imaged back to 1848
 - (b) Images prior to 1991 are not completely indexed by document type.
 - (5) Paul Schmidt asked about the source of the projected revenue.
 - (a) Christopher Larson explained that of the approximately 25,000 documents recorded; the county retains \$8 per transfer document.
 - (b) Linda Kollmann asked if that was just transfer documents.
 - (c) Christopher Larson clarified the types of documents that may be recorded within the ROD office.
 - (d) Jerry Bougie added that these type of transfer documents reflect the condition of the economy in general.
 - (6) Paul Schmidt asked for clarification concerning indexing.
 - (a) Christopher Larson explained that all documents are imaged; however, indexes provide additional means to search for them.
- c) Mary Krueger asked Liz Nichols to give a Real Property Listing update.
 - i) Liz Nichols gave a brief update on the following items:
 - (1) Clerks have been added to the new online receipting program users.
 - (2) New tax bill layout mandated by state statute has been coordinated with software vendor and maintenance fees covered this expense.
 - (3) Daily documents received within the application In-Box are addressed daily
 - (4) The office is currently understaffed by 0.5 employee.

- (a) Jerry Bougie added the participation status concerning the Village of Fox Crossing (formerly the Town of Menasha) has made planning budget and staff levels problematic.

(5) Village of Fox Crossing tax data will require new parcel identification numbers.

- (a) Christopher Larson added this issue has also added to the publics confusion in his office concerning the east and west split.

(b) Paul Schmidt what is the total number of tax parcels affected.

- (i) Liz Nichols stated approximately 4,500 tax parcels on the west side and 3,000-3,500 tax parcels on the east side of Little Lake Butte des Morts.

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

- i) Finished 2016 tax collection.
- ii) Holding training sessions in June for new dog licensing application.
- iii) Holding training session on November 16th for online tax collection.

(1) Taxpayers now see real time payment status.

(2) No data files uploaded or downloaded between county and municipalities.

- iv) The Treasurer's office will be moving to the County Administration Building (CAB) on Otter Street in 2017.

4) DISCUSSION AND ACTION ON PROPOSED 2017 LAND RECORDS MODERNIZATION (LRM) BUDGET

a) Mary Krueger asked Jerry Bougie to review with the Land Records Council (LRC) the proposed 2017 budget.

i) Jerry Bougie discussed the detailed budget report.

(1) Paul Schmidt asked about the projected recording fee revenue.

- (a) Jerry Bougie stated it was revised down to closer reflect the actuals thus far for year to date.

ii) Jerry Bougie summarized this budget as an attempt to build some reserves back into the LRM fund.

(1) Paul Schmidt asked whether the reserve would affect future State grants.

- (a) Jerry Bougie replied this would have no effect on future State grants.

b) Mary Krueger asked for a motion to approve and send the 2017 proposed Land Records Modernization budget to the Planning and Zoning Committee.

- i) Christopher Larson made the motion and was seconded by Linda Kollmann.

(1) Motion carried unanimously.

5) ADJOURNMENT

- a) Mary Krueger asked for a motion to adjourn.

- i) Jerry Bougie made a motion to adjourn the meeting at 3:00 p.m. and was seconded by Paul Schmidt.

(1) Motion carried unanimously.

Respectfully submitted,
Dean R. Kaderabek
Recording Secretary