

**Winnebago County
Land Records Council
Minutes**

Thursday, August 17, 2017, 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, County Board Supervisor-Larry Kriescher, County Treasurer-Mary Krueger (Chairperson), County Property Lister-Liz Nichols (Secretary), Realtor-Paul Schmidt, Surveyor-Jim Smith, County Register of Deeds-Natalie Strohmeyer, Public Member-Michael Zuege (ECWRPC).

EXCUSED: Emergency Management Director-Linda Kollmann

OTHERS PRESENT: Diane Culver, Dean Kaderabek, Dave Levine, Harold Singstock.

The meeting was called to order by Mary Krueger at 1:32 P.M.

1) INTRODUCTIONS

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

2) ELECTION OF OFFICERS

- a) Jerry Bougie called for Chairperson Nominations.
 - i) Jerry Bougie nominated Mary Krueger.
 - (1) Motion was made by Larry Kriescher and seconded by Jim Smith to close the nominations and cast ballots for Mary Krueger as Chairperson.
 - (2) Motion carried unanimously with 1 abstain (Krueger).
- b) Mary Krueger called for Vice-Chairperson Nominations.
 - i) Mary Krueger nominated Natalie Strohmeyer.
 - (1) Motion was made by Jerry Bougie and seconded by Paul Schmidt to close the nominations and cast ballots for Natalie Strohmeyer as Vice-Chairperson.
 - (2) Motion carried unanimously.
- c) Mary Krueger called for Secretary Nominations.
 - i) Jerry Bougie nominated Liz Nichols.
 - (1) Motion was made by Jerry Bougie and seconded by Jim Smith to close the nominations and cast ballots for Liz Nichols as Secretary.
 - (2) Motion carried unanimously.

3) APPROVAL OF MINUTES

- a) Mary Krueger called for a motion to approve the minutes from August 3, 2016.
 - i) Motion was made by Jerry Bougie and seconded by Mary Krueger to approve the minutes from August 3, 2016.
 - ii) Motion carried unanimously with 1 abstain (Strohmeyer).

4) LAND RECORDS PROGRAM UPDATE

- a) Mary Krueger asked for Reports from:
 - i) Land Information Officer (LIO) -- Jerry Bougie
 - (1) Jerry Bougie gave an update on the 2016 County Retained Fee/Grant Report.
 - (2) Jerry Bougie asked Dean Kaderabek to give a brief summary of Geographic Information Systems (GIS) activity.
 - (a) Dean Kaderabek gave a report to the council that briefly summarized GIS activity 2016-2017 that included the Strategic Initiative Grant (SIG), Light Detection and Ranging (LiDAR), and web based projects.
- 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) Revenue is similar to last year and have seen 166 fewer documents than the previous year probably due to an increase in interest rates.
 - (b) Migrating from iDoc to Avid and using Monarch to secure documents.
 - (c) Launching an initiative to educate landowners with fraud alert flyers in tax bills or at municipal offices.
 - (i) Mary Krueger also added realtors would be useful contacts.
 - (ii) Liz Nichols added the website could be helpful as well.
 - (iii) Paul Schmidt asked whether the ROD office accepted electronic signatures.
 - 1. Natalie Strohmeyer answered they do; however, it can be problematic.
 - (d) The Fidlar life cycle contract has been negotiated and will be a fixed rate for the next three (3) years.
- c) Mary Krueger gave a brief update on the following items in the Treasurer's office:
 - i) Finished tax collection with no overtime incurred.

- ii) Testing/Training for the County web collection with vendor was completed.
 - (1) The on-line tax collection went very well and was more efficient and accurate.
- iii) Lottery tax credit was done this year.
- iv) Paper tax rolls from 2000-2011 were converted to pdf and indexed.
 - (1) Required to keep them for 15 years.
- v) The Treasurer's office will be moving to the County Administration Building (CAB) in October.
- 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 tax rolls were completed on February 24th.
 - (a) With the exception of the Village of Fox Crossing (formerly Town of Menasha) which required the vendor to perform data conversion.
 - (2) Re-evaluations for the Towns of Poygan and Black Wolf.
 - (3) Hired full-time individual within office (formerly part-time position).
 - (4) Addressed changes from lottery credit applied to Land Records System (LRS).

5) DISCUSSION AND ACTION ON PROPOSED 2018 LAND RECORDS MODERNIZATION (LRM) BUDGET

- a) Mary Krueger asked Jerry Bougie to review with the Land Records Council (LRC) the proposed 2018 budget.
 - i) Jerry Bougie discussed the detailed budget report.
 - (1) Paul Schmidt asked about the "convenience fee".
 - (a) Mary Krueger stated they use Pay Now (a credit card vendor) and they charge 2.39% of transaction amount or \$1.50 for an e-check.
 - (2) Jerry Bougie clarified the Grounds Maintenance item contained within the budget was for purchasing materials needed to replace destroyed survey monuments.
 - (a) Jim Smith stated those monuments are being destroyed at a rapid rate.
 - (3) Paul Schmidt asked why there was two (2) accounts for revenue on the budget report.
 - (a) Jerry Bougie replied this was an account established in the past for social security number redaction efforts.

- (4) Paul Schmidt commented on the budget spreadsheet that it would be helpful to have the previous year's budget numbers included.
- b) Mary Krueger asked for a motion to approve and send the 2018 proposed Land Records Modernization budget to the Planning and Zoning Committee.
 - i) Paul Schmidt made the motion and was seconded by Mary Krueger.
- (1) Motion carried unanimously.

6) ADJOURNMENT

- a) Mary Krueger asked for a motion to adjourn.
 - i) Jerry Bougie made a motion to adjourn the meeting at 3:06 p.m. and was seconded by Larry Kriescher.
- (1) Motion carried unanimously.

Respectfully submitted,
Dean R. Kaderabek
Recording Secretary