

Buffalo County Minutes

Committee/Board:

Land Information Committee

Date of Meeting:

Friday, April 13, 2018

Electronic and Hard Copy Filing Date:

Friday, May 11, 2018

Chair Barry Drazkowski called the meeting to order at approximately 9:05 a.m. in the third floor County Board Room, Buffalo County Courthouse, Alma, Wisconsin. Amended agenda to approve minutes from prior meeting. Mr. Drazkowski made motion to approve minutes; 2nd by Mr. Danzinger, Mr. Ebert, and Mr. Bork.

Board Members Present: Mr. Barry Drazkowski, Mr. Dennis Bork, Mr. David Danzinger, and Mr. John Ebert. Absent was Mr. Scott Smith.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Carol Burmeister, Mr. Jason Poser, and Ms. Marilyn Sheehan (public).

Public Comments Regarding Posted Agenda Items: There were no public comments.

Review/Discussion/Action – Presentation of Register of Deeds (ROD): Ms. Burmeister provided an over of ROD and history of ROD as a permanent office. Ms. Burmeister discussed information about Race Notice State dealing with protection of records and time reporting protection. Presentation material also included information about workflow (Documents incoming => Preparation/Review => Audit/Track => Return Documents => Export), records can be tracked via PIN# but is not required; parcel# is not required (no ordinance to require such) and it is possible parcel #'s may be incorrect. Mr. Poser and Ms. Burmeister distributed a summative handout detailing roles, functions, and workflow of “Assessment / Tax Collection / Tax Deed / Treasurer (GCS)” and property fraud information for ROD. Parcel #'s can help to link documents. Mr. Drazkowski and Mr. Danzinger inquired about data fields in property records and how document #'s refer to “whole property” and does not refer to individual parcels inside a whole property. Ms. Burmeister suggested a barcode with information linked to the document # may be linked to parcel #'s and other information. Discussions were had regarding the need to fully integrate the parcel # into registering property to more effectively link to other departments. Ms. Burmeister commented ROD uses one system (Fiddler – for indexing) of record keeping and the Treasurer’s Office uses another (GCS) land records management system.

Discussions were had regarding 1) a lot of different systems being used and are those systems effectively and efficiently working together, 2) would an ordinance be helpful to reject or keep parcel #'s?, and 3) digitization of all property records is and has been taking place (very important all original records need to be preserved and/or as back-up documents). Ms. Burmeister commented ROD does not use a great deal of tax-levy dollars and are self-sustaining of sorts. Mr. Poser and Ms. Burmeister added county system records are not hosted in Buffalo County and are deeds instead are hosted offsite only in Davenport, Iowa for security and protection. This is a typical model other counties follow.

Review/Discussion/Action – Treasure Report: Mr. Poser presented Treasurer’s report for Ms. Tina Anibus with support from Ms. Sheehan and Ms. Burmeister. Ms. Sheehan (public comment), Ms. Burmeister, and Mr. Poser offered insight on Real Property Lister (RPL), Treasurer, ROD, and tax relationships. Real Property Lister (RPL) sits in the Treasurer’s Office. ROD records document record #, then Treasurer’s office uses PIN# for tax information. RPL works with Assessor uses PIN# for parcels. Some issues may surface regarding legal descriptions vs Assessors interpretation – no requirement surveys be certified but surveyor reviews them and indexes surveys. Mr. Drazkowski inquired of workflow in Land Information with ROD, RPL/Treasurer with list of GIS priorities (top prioritization of processes) – what are the needs?

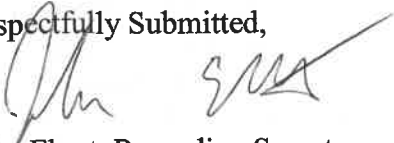
Review/Discussion/Action – Land Information Officer Activity Report: Mr. Poser suggested the three major portions of his time included: Development, Custom GIS, and Administration. Mr. Poser provided a list of activities that are underway and/or competed to include: 2020 census processing, Farm Land Preservation plan (submitted), zoning ordinance (submitted), DOA’s call for data (submitted), and GNSS system updates (complete). Mr. Poser will submit monthly time reports and responsibilities in preparation for meetings. Discussions were had regarding activities and responsibilities between land records, other departmental needs, and state mandate needs.

Public Comments Not Regarding Posted Agenda Items: There were no comments from the public.

Next Meeting Date: The next meeting date is May 11, 2018 at 9:00 a.m. at the Buffalo County Courthouse in Alma, Wisconsin. Agenda and handouts will be sent electronically either by e-mail or fax.

Adjournment: Mr. Ebert made the motion to adjourn at approximate 11:55 a.m. seconded by Mr. Drazkowski and Mr. Danzinger. Motion Carried.

Respectfully Submitted,



John Ebert, Recording Secretary