

## **Minutes of the Executive Committee**

**Tuesday, July 23, 2019**

Chair Decker called the meeting to order at 6:30 p.m.

**Present:** Supervisors Paul Decker, Jim Heinrich, Dave Swan, Peter Wolff, Christine Howard, and Dave Zimmermann. **Absent:** Larry Nelson

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Register of Deeds Jim Behrend, and County Board Supervisors Jennifer Grant, Richard Morris, Mike Crowley, and Bill Mitchell.

### **Ordinance 174-O-043: Modify The 2019-2023 Capital Plan To Create Capital Project #201909: Register Of Deeds Pre-1915 Document Digitization Project and Modify 2019 Capital Project Budget**

Behrend discussed this ordinance which modifies the 2019-2023 capital plan to create a new capital project, #201909, Register of Deeds Document Digitization Project. The ordinance also appropriates an additional \$100,000 in expenditures authority and increases assigned General Fund balance use of \$100,000.

The department plans to hire a third-party contractor to have land records from 1846-1914 scanned and saved digitally so these records can be uploaded to the public access system and become available for the public to view. The project will result in a smaller space requirement for the Register of Deeds Office, reduce damage done to the documents due to handling by the public over time, and a reduction in annual repair costs of \$6,000. Reduced repair costs will be considered in future budgets and result in a reduced cost to continue when determining resource needs.

The project is funded with revenues remaining after the closure of the Register of Deeds Electronic Document Redaction capital project (#201117) at the end of 2018. That project had been funded with a temporary \$5-per-document recording surcharge that the state legislature authorized for the purpose of redacting Social Security numbers from real estate records. The \$100,000 of unspent funds are restricted by state law for land records purposes and assigned in General Fund balance. The use of assigned fund balance results in no direct tax levy impact.

MOTION: Zimmermann moved, second by Heinrich to approve Ordinance 174-O-043. Motion carried 6-0.

### **Appointment 174-A-011: Kathryn McNelly Bell To The Board of Adjustment and Appointment 174-A-012: Nancy Bonniwell To The Board of Adjustment**

MOTION: Zimmermann moved, second by Heinrich to approve Appointments 174-A-011 and 174-A-012. Motion carried 6-0.

### **Approve Minutes of June 17, 2019**

MOTION: Howard moved, second by Heinrich to approve the minutes of June 17. Motion carried 6-0.

**Future Meeting Dates**

- August 19, 2019
- September 9, 2019

**Standing Committee Reports by Committee Chairs**

Committee chairs gave reports on their respective committees.

MOTION: Wolff moved, second by Swan to adjourn at 6:45 p.m. Motion carried 6-0.

Respectfully submitted,

*Peter M. Wolff*

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Secretary