

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5/29/2014

Via: Roxy Traxler, Interim County Administrator

From: Recorder's Office

Title of Item:

RecordEASE Torrens & Certificate Management Training Proposal and Torrens Certificate Conversion Proposal

Requested Meeting Date: 6/10/2014 Estimated Presentation Time: N/A

Presenter: N/A

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by resolution (attach draft resolution)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

Is this item in the current approved budget? Yes _____ No (attach explanation) *This is to come out of our recorder technology fund*

What type of expenditure is this? Operating Capital Other (attach explanation)

Revenue line account # that funds this item is: _____

Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. Yes No

Applicable job description(s) may require revision. Yes No

Item may impact a bargaining unit agreement or county work policy. Yes No

Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Roxy Traxler, Interim County Administrator
RE: RecordEASE Torrens & Certificate Management
DATE: May 29, 2014

The Recorder's Office would like Board approval for RecordEASE Torrens & Certificate Management Training and Torrens Certificate Conversion in order to scan and store Torrens records into their computer system.

Action Requested:

Approve using Recorder's Technology Fund for training on Torrens and Certificate Management processes at a cost of \$1,700.00 and data conversion at a cost of \$7,5000.00.



Aitkin County Recorder

RecordEASE Torrens & Certificate Management Training Proposal

*Proposal presented by:
West Central Indexing
April 30, 2014*

Aitkin County Recorder

Proposal

Item	Description	Cost
Installation & Training	The total time to complete training on just the Torrens and Certificate Management processes within the existing RecordEASE application is estimated at twenty (20) hours. The actual time spent will be billable at a rate of \$85.00 per hour and it will be billed after the training is completed.	\$1,700.00
Initial System Investment		\$1,700.00

Additional Considerations

- WCI requires the following payment terms for this agreement:
 - “Conversion & Training” will be invoiced as the labor is completed and will be due upon invoice.
 - “Additional Software” will be invoiced and due upon installation.
 - Annual Support Fee increases due to “Additional Software” will be invoiced and due 90 days after the additional application is installed.
- Travel expenses are billable for any installation & training completed on-site. This includes, but is not limited to mileage, meals & lodging.
- Tax is not included in this proposal if required.

Acceptance

In Witness hereof, the parties have caused this Agreement to be executed by their authorized representatives as of the effective date. Accepted By:

 Aitkin County Recorder
 Client

 Authorized Signature

 Name and Position – Print

 Date



West Central Indexing

The Fusion of a Title & Software Company

Aitkin County Recorder

Torrens Certificate Conversion Proposal

*Proposal presented by:
West Central Indexing
April 30, 2014*

Aitkin County Recorder

Proposal

Item	Description	Cost
Data Conversion	The estimated time to manually enter the required data to convert approximately 175 certificates from the scanned images to the Aitkin County RecordEASE database. (Certificates from 2008 to present). This includes: <ul style="list-style-type: none"> • Memorializing the documents against the certificates, • Entering the Rifo data, • Entering the Fee Owners, • Entering the Legal Text, • Entering the Registration Data 	\$7,500.00
Initial System Investment		\$7,500.00

Additional Considerations

- WCI requires the following payment terms for this agreement:
 - “Data Conversion” will be invoiced as the labor is completed and will be due upon invoice.
 - “Additional Software” will be invoiced and due upon installation.
 - Annual Support Fee increases due to “Additional Software” will be invoiced and due 90 days after the additional application is installed.
- Travel expenses are billable for any installation & training completed on-site. This includes, but is not limited to mileage, meals & lodging.
- Hardware/Software tax and shipping are not included in this proposal.
- Network consulting, design and implementation services are also available.

Acceptance

In Witness hereof, the parties have caused this Agreement to be executed by their authorized representatives as of the effective date. Accepted By:

Aitkin County Recorder
Client

Authorized Signature

Name and Position – Print

Date