

**The following are drafts minutes that have not been officially approved by the Chair of this subcommittee.**

## **PHASE II – Funding Meeting Minutes**

### **Attendees:**

John Engerholm, Mike Cunniff, Jim Holan, Jeffrey L. Strand, Marie Kunze, Scott Loomer, Larry Dalien, Larry Jacobs, Denny Kron, and Gail Miller

### **Real Estate Software:**

Need to identify the tax software used in Roseau County.

### **Phase II Cost Considerations**

#### **Deeds:**

Fees collected for deeds subject to deed tax.

- Metro counties collect a conservation fee in addition to Deed Tax.
- Hennepin and Ramsey counties collect Deed tax and MRT tax at a higher rate for environmental response fund.
- Phase II will not cover deeds that involve splits!

#### **Mortgages:**

- Multiple county mortgages will not be a part of Phase II
- MRT will be EFT'd to the State on a monthly basis.

#### **CRV:**

Auditor/Treasurers review CRV's for completeness and enter data fields in a data file that is transmitted to MN Dept of Revenue on a monthly basis.

Auditor/Treasurer Data fields entered:

- CRV consecutive number assigned by County Auditor/Treasurer
- Buyers' Name
- Sellers' Name
- Street Address of property sold plus city or township, county
- Date of Deed
- Legal description of property sold
- Total Purchase Price, down payment, points paid by seller, personal property value
- Type of property

Planned use of property  
Buyers principal residence  
County's property identification number

Assessor Data fields entered:

Line 8: If commercial – enter type of business  
If agricultural land – enter number of acres  
Line 9 and 10 regarding financing  
Comments field  
Deed Field (lower portion of CRV)  
Good for study field “yes or no” and reason code

### **Distribution of Deed Tax and MRT Tax**

Counties distribute funds collected to the Dept of Revenue at the end of the month.

- Technical handling of well certificates:

Need to assign costs to this process of forwarding well certificate images to MN Dept of Health.

- Envelope Processing

Need to explore costs.

- Integration with county systems: Tax

Possible e-record solutions:

- Simple system, where the Auditor/Treasurer look up information and confirm electronically
  - Fully integrated system including e-record, accounting, internal IT or external IT – this solution is more expensive
  - Process deeds then update Tax Records after
- Work flow – envelope processing – combine with item 4.
- Integration with State CRV system – study should be done by ERER CRV subcommittee
- County hardware and communications for increased volumes;

- Pilot Counties believe their current resources are sufficient for Phase
- Software costs will depend on the integration brokers counties will be working with.
- Cost estimate template for Phase I should be altered to read

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Phase II Cost Estimate based on Best Guess of bundling

Cost Items;

- Training should be by county department

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