

**ESS Coordinating Meeting**  
**Hybrid Meeting and Web Conference**  
**August 28, 2024**

**Attendance**

**Committee Members**

Lisa Kent, Wapello County Recorder  
Jolynn Goodchild, Plymouth County Recorder  
Lindsay Laufersweiler, Webster County Recorder  
Natalie Steffener, Des Moines County Recorder  
Dillon Malone, Iowa Title Guaranty  
David Erickson, Dentons

Julie Haggerty, Polk County Recorder  
Denise Baker, Wright County Recorder  
Melissa Bahnsen, Cedar County Recorder  
Jamie Stargell, Adams County Recorder  
Eric Sloan, IT Boone County

**Other Participants**

Stacie Herridge, Story County Recorder  
Kim Painter, Johnson County Recorder  
Ann Ditsworth, Dickinson County Recorder  
Carleen Bruning, Montgomery County Recorder  
Bob Rafferty, Rafferty Group

Erin Canfield, Boone County Recorder  
Nancy Booten, Lee County Recorder  
Brandy Macumber, Madison County Recorder  
Jayne Schultz, Winneshiek County Recorder  
Jan Gemar, ILTA

Lisa Long, Iowa Land Records  
Census Lo-liyong, Iowa Land Records  
Samantha McMahon, Iowa Land Records

Phil Dunshee, Iowa Land Records  
Kristen Delaney-Cole, Iowa Land Records

**Welcome**

A hybrid meeting of the ESS Coordinating Committee was held via web conference and at the ESS office.

**August 28, 2024 Meeting Summary**

The meeting summary of August 15, 2024, was reviewed. Lindsay Laufersweiler made a motion to approve the meeting summary with a minor correction. Jamie Stargell seconded, and the motion was approved.

**ESS Fee Policy**

The Project Manager presented the Recording Fee Policy and Modernization Proposal as adopted by the Iowa County Recorders Association (ICRA) on August 23, 2024. The ICRA proposal was approved by a vote of 70 to 1.

The proposal included the following provisions:

1. Increasing the base recording fee from \$5 to \$10 per page.
2. Simplifying fees by eliminating the additional fees for additional transactions, ESS, records management, and non-standard documents.
3. Allocating \$2 per document for recorders' technology and training.
4. Allocating \$3 per document for ESS and Iowa Land Records.
5. Allocating the remaining fee income to the county General Fund.

The estimated statewide impact is an increase in county general fund funding in a range of \$6.0 million to \$8.4 million.

The proposal included several key development priorities, which would be completed by the ILR development team and when needed with the support of external technical resources.

- Statewide recording “notification” system
- Update “Document Formatting Requirements”
- Re-establish the integration with Beacon Schneider
- Normalization of location (parsed legal information) across all counties
- Reforming “Back the Blue” to something workable and more effective
- Digitize historic surveys and plats
- Complete conversion to new county upload API
- Update the external submitter API

A recommendation was made to the ESS Coordinating Committee to endorse the Recording Fee Policy and Modernization proposal as approved by the ICRA membership. Lindsay Laufersweiler made a motion to approve the proposal. Jolynn Goodchild seconded, and the motion was approved.

### **Pending Legislative Drafting**

The ESS Coordinating Committee was presented with a comprehensive review of the legislative amendments that would be required to implement the Recording Fee Policy and Modernization proposal. The review was thoroughly documented in the meeting packet and can be summarized as follows.

331.601A – Updates to the definitions for “page” and “transaction”.

NEW – The creation of a new Code section consolidating and clarifying formatting and recording requirements for surveys, corner certificates and other documents prepared and submitted for recording by licensed land surveyors.

331.604 – Language changing the base recording fee from \$5.00 to \$10.00 per page and providing for the allocation of a portion of the funds for a recorder technology fund and a portion for the operation of ESS and Iowa Land Records.

331.606 – Updates in various recording requirements including recording reference numbers, associated document references, parsed location information, parcel identification numbers, additional parcel identifiers, and the time of recording.

331.606B (1) – Updates document formatting requirements to reflect current practice and to provide preparers with additional flexibility. Notable changes are a reduction in the minimum font size from 12 to 10, a change in the top margin requirement for the first page of a document, and the addition of a requirement for a minimum space for the recording stamp.

331.606B (2) – Clarification of language describing information and content required in documents submitted for recording. Notable clarifications include the addition of language for a document “type” and for associated document references.

331.606B (3-7) – Various updates and changes for clarifying requirements for cover sheets, notifying submitters of errors, simplifying recording fees, and clarifying that documents submitted for recording should be applicable to parties involved in the same transaction.

355.6A – Updates to provisions relating to monument preservation certificates prepared and submitted for recording by licensed land surveyors.

558.49 - Various updates to recording requirements for conveyance documents including the date of an instrument, document types, parsed location information, associated references and parcel identification numbers.

### **Special Project Requirements**

The ESS Coordinating Committee was presented with a comprehensive review of the special projects that would be implemented if the Recording Fee Policy and Modernization proposal is enacted. The review was thoroughly documented in the meeting packet and can be summarized as follows.

- Historic Surveys Project – A project outline to digitize unrecorded surveys dating back to 1990, and then to index them and make them available online.
- ESS Notification System – A project description for adding a notification system to the Iowa Land Records search application. The notification system would allow users to monitor records recorded with a specified name or a document is recorded with a specified associated reference number.
- Back the Blue Project – A project description and associated legislation which would create a system for “shielding” certain records from public view, while providing authorized legal and other designated professionals with access to information necessary for the performance of their duties.
- Data “Normalization” Project – A project description for filling in gaps in county data displayed in the Iowa Land Records system.
- Beacon Integration Project – A project description for linking Iowa Land Records data with property data in the Beacon system (and potentially other GIS systems); the reciprocal arrangement would allow Iowa Land Records users to access property information while allowing authorized Beacon users to access document images.

### **Other Project Updates**

The Project Manager provided a draft report from the PRIA blockchain working group. The draft report was published and was open for the 30-day comment period.

### **Next meeting**

The meeting was adjourned. The next regular meeting will be on November 14, 2024, the time to be determined.