

ORGANIZATIONAL MEETING OF PREP CHAPTER

The organizational meeting of a new PREP Chapter for Cass County, ND, Clay County, MN and numerous surrounding counties was called to order June 21, 2006 at 2:00 p.m. by interim co-chairs, J. Bonnie Rehder, Clay County Recorder and Sue Cosgriff, Red River Title Services President. Introductions were made and those present were as follows:

Peggy Palmes	President, TRN Abstract & Title
Dawn Liebfried	TRN Abstract & Title
Nancy Froemke	First Federal Savings Bank
Jewel Spies	Cass County – Recorder’s Office - ND
Deanna Kensrud	Cass County Recorder - ND
Carrie Mahlke	First MN Title
Carol Wickenheiser	Clay County – GIS - MN
Bonnie Olson	Joel Johnson Law Office
Carol Stillwell	Ohnstad Twichell Law Office – West Fargo
Barb Jones	Ohnstad Twichell Law Office – West Fargo
Chris Schmidtke	Clay County Abstract Co.
Kari Aanenson	Norman County Recorder - MN
Bonnie Hubka	Northern Title
Marcia Nustad	Northern Title
Tim Kremer	U S Title
Sherri Stern	Bremer Bank
Judy Gehrke	F-M Association of Realtors
Paul Skatvold	McLarnan Law Firm
Sheile Bohn	Wahpeton Title
Rena Niemi	Wilkin County Recorder - MN
Janel Peplinski	TRN Abstract
Brandie Malmlov	TRN Abstract
Nanci Krenelka	Clay County – Auditor’s Office - MN
Rhonda Greicar	First International - Mortgage Loans
Mary Jo Zweerink	Consolidated Abstract
Wendi Lawson	The Title Co
Christy Miller	The Title Co – post closer
Kathleen Brakke	Sargent Co Abstract
Barb Johnson	Clay County Abstract Co – Abstractor
Donnell Walstead	LaMoure County Recorder - ND
Kay Keller	Traill County Abstract
Nancy Gunderson	City of Moorhead – Assessor’s Office - MN
Denise Graunke	Red River Title
Sue Cosgriff	Red River Title
J. Bonnie Rehder	Clay County Recorder - MN
DiAnn Streifel	Clay County – Recorder’s Office - MN

The co-chairs explained the purpose of PREP and that it is organized under PRIA (Property Records Industry Association) a national association. In order to establish a chapter there needs to be one member from the public sector and one member from the private sector who belongs to PRIA. Bonnie Rehder and Sue Cosgriff are members of PRIA. The Operating Rules for PRIA Work Group were handed out.

Organizational Decisions made:

1. How often should we meet? By a majority of hands the group decided to meet quarterly.
2. Location – It was determined that the Moorhead City Hall Chambers was a good location
3. Meeting time – 2:00 p.m.
4. Next Meeting – August 23, 2006 – 2:00 – Moorhead City Hall Chambers
5. Dues – no dues at present time
6. To keep costs down it was decided that because of the shortness of the meetings, there would be no refreshments supplied.
7. There will be a PREP E-mail issued by Clay County. More information will follow regarding this.
8. Minutes and agendas for this PREP Chapter and other PREP Chapters can be obtained from the PRIA website – www.pria.us
9. It was decided that the name of this organization would be decided by vote of those present. By majority vote of the forms turned in, the name of this chapter will be **Red River Valley PREP Chapter**.
10. Officers – tabled until there has been a few meetings – Bonnie Rehder and Sue Cosgriff have agree to be interim co-chairs and Peggy Palmes has agreed to be backup co-chair
11. DiAnn Streifel will take notes for the interim also
12. Denise Graunke – IT specialist for Red River Title has agreed to do the E-Mail.
13. Suggestions for the next meeting can be e-mailed to Sue Cosgriff – Scosgrif@stewart.com or Bonnie Rehder – Bonnie.rehder@co.clay.mn.us.

County contact sheets for the Recorders were passed out as suggested by other PREP Chapters. These county contact sheets include various questions. The answers to these questions will be useful when the private sector needs recording requirements about a specific county. The county contact sheets will be posted on several web sites. Information will be shared at futures meetings as to which websites. A copy of the county contact sheet is attached to the minutes displayed at www.pria.us so everyone can see what questions are included.

A standard recording slip form was also suggested by other PREP Chapters as a possible standard to be used when submitting documents for recording. This form could be used instead of a cover page. One suggestion was that the form would go back to the sender at the time the originals are returned. The Lamoure County Recorder suggested a spot for the e-mail address so they could scan and e-mail the document back to the presenter to discuss requirements.

Bonnie Rehder reminded the members that the fee for Well Certificates will be going from \$30 to \$40 July 1, 2006. This pertains to Minnesota.

A question was raised as to when a well certificate form needs to be completed. The answer was that a well certificate needs to be prepared when there has been a change in the status of a well or a change in the number of wells, such as a well sealed or a new well drilled. State law requires this form – MN Statutes – 103I.235. See the web site to obtain more information and search by legal description to determine if a well certificate has already been filed:
www.health.state.mn.us/divs/eh/wells/disclosures/index.html

A question was raised as to why Social Security numbers need to be on the Certificates of Real Estate Value (CRV) in Minnesota. (CRV'S) are used for sales ratio studies, determine the amount of state deed tax due, capital gains tax and other tax administration purposes. The form with the Social Security numbers gets submitted to the State of Minnesota. A digital CRV form

is being worked on by the MN Department of Revenue. Bonnie Rehder shared that all employees in the Clay County Recorder's office have background checks done because of their work with the Vitals records and passports. Maybe that information would make a customer feel a little more at ease when providing Social Security numbers.

It is possible we could get Bill Lonergan from the Minnesota Department of Revenue to discuss mortgage and deed tax and possibly Leonard Peterson from the State of Minnesota to discuss Certificates of Real Estate Values (CRV's). Judy Bosz from the North Dakota State Tax Commissioner's office will be contacted to see if she or someone from that office would be interested in speaking to our group about the consideration statement requirement on transfers in ND.

A subcommittee was formed to come up with discussion questions for the upcoming meetings. The subcommittee is made up of Peggy Palmes, Chris Schmidtke, Wendy Lawson and Bonnie Hubka.

Another topic of interest was SPLITS in tax parcels!!
City and County ordinances can have different requirements in each jurisdiction.

There was a sheet handed out with possible topics to be discussed and these sheets were turned over to the co-chairs. A copy of this list will be attached to the minutes displayed at www.pria.us.

As stated above, our next meeting will be held Wednesday, August 23, 2006 at 2:00 p.m. at the Moorhead City Hall Chambers, Moorhead, MN.

Meeting was Adjourned.

Respectfully submitted,
DiAnn Streifel
Chief Deputy Recorder, Clay County

Follow up:

A representative from the North Dakota Tax Commissioner's office and a representative from the MN Dept. of Revenue will attend the August 23 meeting to answer questions.

It was suggested that each county make a list of the "split in tax parcel" requirements.