

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: May 21 2024 County Board meeting
RE: Document Recording Software

Background:

Over the years, the Goodhue County Recorder's has used different storage mediums for recording documents:

- 1856 – 1934 Handwritten copies and put in books
- 1934 – May 31, 1983 Typed and put in books
- June 1, 1983 – Nov 6, 2000 Documents stored on Microfiche
- Nov 7, 2000 - current Scanned images

In 2000, the County made the move to scan documents using a software from a company called TriMin. We recently discovered that one component of the existing system (the imaging portion) was in need of updating. The imaging was provided by a different company's software and the proposed maintenance fee nearly doubled from last year: \$9,877 to \$16,461. With that in mind, we began looking for other solutions including reviewing TriMin's new imaging solution. We also looked at another recording software that all the counties around us are using called RecordEASE.

Recorder staff and IT staff reviewed product features, accessibility, and costs of both TriMin and RecordEASE software. Both products would need to convert our existing images to their imaging system. We received proposals from both TriMin and RecordEASE that include all the software components we need, the imagine file service, converting the images, and training. Both companies assure us they could complete the transition this year. Due to high loan interest rates in the market, the number of documents recorded has slowed down and it would be a good time for a conversion to occur. This would give staff time to learn new processes without being inundated with activity.

We currently pay for the annual maintenance fees for TriMin from the Recorder's Technology Fund, and any improvements or new modules could be paid from the Technology or Compliance Funds. These Funds are not levy dollars but are accumulated from the document recording fees.

After reviewing the options of using the current software(s), moving to a complete TriMin solution, or moving to a new complete solution in RecordEase, staff found the features, use, and costs more beneficial with RecordEase.

Recommendation:

Staff recommends using the Recorder Technology and Compliance Funds to migrate to RecordEase for recording software.

TriMin - RecordEASE

TriMin

Annual maintenance has gone up 5% each year for the last 5 years. Anticipate that trend to continue.

Proposal:

TriMin (New)

- 2024 maintenance = \$36,111
- Imaging software and conversion = \$20,000
- Add additional annual maintenance fee = \$2000
\$58,111

- 2025 annual maintenance = \$40,016
- 2026 annual maintenance = \$42,017
- 2027 annual maintenance = \$44,118
- 2028 annual maintenance = \$46,324

Five year total = **\$230,587**

Current:

TriMin

MCH

- \$36,111 \$16,461

- \$37,916 \$16,461
- \$39,812 \$16,461
- \$41,803 \$16,461
- \$43,893 \$16,461

\$199,536 \$82,305
\$281,841

RecordEASE

Annual maintenance not to increase for 5 years.

Proposal:

- 2024 maintenance = \$25,000
- All software and conversion = \$100,000
\$125,000

- 2025 annual maintenance = \$25,000
- 2026 annual maintenance = \$25,000
- 2027 annual maintenance = \$25,000
- 2028 annual maintenance = \$25,000

Five year total = **\$225,000**