



Revised Parcel Split Process

Steele County

Project Goals

- Define the processes of each department within the Land Use/Records Division
- Increase efficiency/accountability & Reduce redundancy
- Develop tracking and notification methods
- Alleviate bottlenecks
- Involve GIS at beginning
- Provide increased customer service



Solutions

- Utilize SharePoint as central hub
 - Allow division wide access
 - Utilize SharePoint notifications
- MS Excel
 - “At a glance” master list by year
- Fillable PDF checklist
 - Create standard process for all splits
 - Accountability
 - Progress progression


Master List

Treasurer's Office		GIS	Treasurer's Office				Recorder's Office		Assessor's Office	
SplitNO	ParentParcel	ChildParcel	Seller	Buyer	Type	DeedDate	RecordDate	DocNumber	AS400Date	Note
15-010	090201300/4100	090201402	Boyd Abbe	Dan & Debra Roemhildt	Split	3/31/2015	5/11/2015	A000402071	6/4/2015	
15-011	090163000	090163400	Kenneth Dinse, trustee	Michael Dinse	Split	3/19/2015	5/6/2015	A000401982	6/2/2015	
15-012	090163000	090163000	Kenneth Dinse, trustee	Keith Dinse	Split	3/19/2015	5/6/2015	A000401981	6/2/2015	
15-013	150254301	150254304	Gary & Judy Degen	Theodore & Arla Pelzl	Split	5/14/2015	6/2/2015	A000402395	7/15/2015	
15-014	170412300	170412302	Owatonna Clinic	Homestead Hospice House	Split	5/22/2015	6/8/2015	A000402484	8/6/2015	
15-015	151070109	151070110	Victor & Kellie Mrotz	Theodore & Arla Pelzl	Split	5/29/2015	6/4/2015	A000702624	7/15/2015	
15-016	141210102	141210105	Kevin Christianson	William E Regan, LLC	Split	6/19/2015	6/23/2015	A000402757		
15-017	110154100	110154103	Jerrold & Kaisu Stoos	Ted, Gary & Thomas Donkers	Split	7/1/2015	7/13/2015	A000403005		
15-018	141190102	141190104	JD Green LLC	City of Blooming Prairie	Split	7/1/2015	7/29/2015	A000403352		
15-019	120273100	120273101	Lloyd Henke ET AL	Thomas & Ashley Holst	Split	7/29/2015	8/5/2015	A000403522		
15-020	174370211	174370213	Allan Radel Homes	Michael & Kayla Gerhartz	Split	7/28/2015	8/5/2015	A000403516		

SharePoint

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Team Discussion

Recycle Bin

All Site Content


Land Use Parcel Splits

Shared Documents

 Type	Name	Modified	Modified By
	15-035 Hillson-Budet; Budet-Hillson	10/26/2015 2:19 PM	Winter, Karen
	15-036 Schlobohm-Wencl	10/27/2015 4:13 PM	Winter, Karen
	MasterList	10/28/2015 8:38 AM	Flatgard, Nicholas
	Split Checklist	6/12/2014 2:04 PM	Flatgard, Nicholas

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SharePoint: File Structure

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Shared Documents


<input type="checkbox"/>	Type	Name	Modified	Modified By
		15-014 - Combine Request	7/1/2015 8:05 AM	Standke, Lacy
		Assessor's Worksheets 15-014	7/1/2015 9:57 AM	Standke, Lacy
		city approval	6/5/2015 2:04 PM	Winter, Karen
		crv	5/28/2015 9:05 AM	Winter, Karen
		deed	5/28/2015 9:05 AM	Winter, Karen
		Map 15-014	5/29/2015 1:28 PM	Flatgard, Nicholas
		OW Clinic-Homestead Hospice Split Checklist	10/26/2015 3:30 PM	Standke, Lacy
		survey	5/29/2015 11:57 AM	Flatgard, Nicholas

SharePoint: Email Notifications


Fri 10/23/2015 2:49 PM


□ Parcel Splits <SharePoint@co.steele.mn.us>

2015 Splits - 15-034 Deml-Deml

To  Flatgard, Nicholas

Retention Policy Inbox Items (60 days) Expires 12/22/2015

 Follow up. Completed on Monday, October 26, 2015.
Click above to connect to this document library.

 Parcel Splits - Shared Documents
SharePoint Document Library
<http://scac12/Other/LUR/PS/Shared%20Documents>

[Parcel Splits](#)


15-034 Deml-Deml has been added

Modify my alert settings	View 15-034 Deml-Deml	View Shared Documents	Mobile View
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Title: 15-034 Deml-Deml

Last Modified 10/23/2015 2:48 PM by Winter, Karen

Fillable PDF

 **Steele County**
Land Use Records
Split Checklist

Checklist for: Peter & LeAnn Vogt JD Green, LLC
Split ID #: 15-009 Date Received: 4/20/15

PIN: 01-029-2200

Pre-Approval

Treasurer's Office

	Date Completed	
<input checked="" type="checkbox"/> Identify parcels involved	<u>4/20/15</u>	
<input checked="" type="checkbox"/> Verify Parcel Ownership	<u>4/20/15</u>	
<input checked="" type="checkbox"/> Create split record in split database	<u>4/20/15</u>	
<input checked="" type="checkbox"/> Taxes Paid (delinquent & proposed)	<u>05/15/15</u>	
Send to Planning for approval	<u>4/20/15</u>	
<input checked="" type="checkbox"/> County Jurisdiction		
<input type="checkbox"/> City Jurisdiction		
<input checked="" type="checkbox"/> Review signed survey with GIS system	<u>4/20/15</u>	
<input type="checkbox"/> Review with Recorder (if needed)		
Completed By: <u>kw</u> (Initials)		

GIS

	Date Completed	
<input type="checkbox"/> Received E-Version of split		
<input checked="" type="checkbox"/> Create overlay of proposed Split	<u>4/20/15</u>	
<input checked="" type="checkbox"/> Identify parent and child parcels	<u>4/20/15</u>	<u>P: 01-029-2200 C: 01-029-2201</u>
<input checked="" type="checkbox"/> Calculate new parcels areas	<u>4/20/15</u>	<u>See Map 15-009</u>
<input checked="" type="checkbox"/> Assign new parcel numbers	<u>4/20/15</u>	<u>01-029-2201</u>
Completed By: <u>NF</u> (Initials)		

Auditor's Office

	Date Completed	
<input checked="" type="checkbox"/> Check for delinquent taxes	<u>5/20/15</u>	<u>None</u>
<input checked="" type="checkbox"/> Special Assessments	<u>5/20/15</u>	<u>Ditch--paid</u>
<input checked="" type="checkbox"/> Green Acres	<u>5/20/15</u>	<u>None</u>
<input checked="" type="checkbox"/> Check ditch benefit	<u>5/20/15</u>	<u>Yes--Split Agreement created/mailed 5/21/15</u>
<input checked="" type="checkbox"/> Ditch Split plan		
Completed By: <u>BB</u> (Initials)		

Recorder's Office

	Date Completed	
Title Type	<u>05-21-2015</u>	
<input type="checkbox"/> Torrens <input checked="" type="checkbox"/> Abstract		
Completed By: <u>jk</u> (Initials)		

Planning & Zoning

	Date Completed	
Review for approval	<u>04/20/15</u>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected		
DO		
Initials (Planning & Zoning Director)		

Post Approval

Treasurer's Office

	Date Completed	
<input checked="" type="checkbox"/> Collect current year taxes	<u>5/15/15</u>	
<input checked="" type="checkbox"/> Collect deed tax	<u>5/20/15</u>	
<input checked="" type="checkbox"/> Process deed	<u>5/20/15</u>	
Completed By: <u>kw</u> (Initials)		

Auditor's Office

	Date Completed	
<input checked="" type="checkbox"/> Process Deed	<u>5/20/15</u>	
Completed By: <u>BB</u> (Initials)		

Recorder's Office

	Date Completed	
<input checked="" type="checkbox"/> Record Deed	<u>05-21-2015</u>	
<input checked="" type="checkbox"/> Enter rec. date on master list	<u>05-26-2015</u>	
Date Recorded	<u>05-21-2015</u>	
Doc. Number	<u>A000402722</u>	
Completed By: <u>jk</u> (Initials)		

Assessor's Office

	Date Completed	
<input checked="" type="checkbox"/> Create records in XP Splits DB	<u>4/20/2015</u>	<u>PRELIMINARY WORK TO GREG</u>
<input checked="" type="checkbox"/> Create records in VCS	<u>5/18/2015</u>	<u>GN</u>
<input checked="" type="checkbox"/> Create notes in VCS	<u>5/18/2015</u>	<u>GN</u>
<input checked="" type="checkbox"/> Assign value	<u>5/18/2015</u>	<u>GN</u>
<input checked="" type="checkbox"/> Create records in AS400	<u>5/18/2015</u>	<u>COMPLETED</u>
Tax Year		<u>2014 AY PAY 2015</u>
Completed By: <u>LS</u> (Initials)		

GIS

	Date Completed	
<input checked="" type="checkbox"/> Revise county parcel layer	<u>5/28/2015</u>	
<input checked="" type="checkbox"/> Notify feedlot officer if applicable	<u>5/28/2015</u>	
<input checked="" type="checkbox"/> Remove split folder from SP	<u>5/28/2015</u>	
Completed By: <u>NF</u> (Initials)		

Comments

	Initials	Date	Remarks
1			
2			
3			
4			
5			
6			

Drawbacks

- Change
- “Extra Work”
- Loss of face to face communication
- Email notification overload

Future Revisions

- Utilize SharePoint work flows
 - Reduce email overload

Questions?

Nick Flatgard

GIS Coordinator

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