

YELLOW MEDICINE COUNTY  
PROPERTY & PUBLIC SERVICES DEPARTMENT NARRATIVE  
DECEMBER 31, 2015

Yellow Medicine County Property & Public Services Department  
Updated Office Procedure Narrative (12-31-15)

- Any fee received for Property Records can be receipted by any of the staff members
- Receipts for all fees are processed through the DocuPro recording system~ each person's logon (security password required) to the system results in their name being stated on the receipt as the person who made the receipt and can be reviewed on the full detail option of the Fee & Reception report.
- All filings are assigned a specific receipt number
- Receipting of the filings is done in the DocuPro system at the time of the filing; a receipt is printed, which is then returned with the recorded document.

Vitals (births, deaths, marriages)

- Processing of vital records requests – issuance of birth, death and marriage records are completed by the Property & Administration and Property & Public Services Deputies assigned to this task, as well as the Property & Public Services Director, with the Property Records Manager as a backup.
- Certified copies of birth & death certificates are issued on security paper; each security paper (page) has a unique control number assigned to it; this control number is specific to each county. The security paper numbers are registered with the MN Dept. of Health to insure the highest level of security for the use of this paper [please see Security Paper section of this narrative for further details regarding security paper].

Notary filings & Misc. fees (fax, bulletin report, etc.)

- Processed & receipted by the Property & Administration and Property & Public Services Deputies assigned to this task as well as the Property & Public Services Director, with the Property Records Manager as a backup.

Document Intake ~ Real estate documents: Abstract & Torrens divisions:

- Real estate document intake is done by all staff in the Recorder's office~ whether documents come by mail or at the customer counter; all documents are checked for recordability standards & that proper fees are included
- The staff person that opens the mail does the initial processing of the real estate document, which is to check for recordability; if document meet recording requirements, and all fees are enclosed, a checklist is prepared for the document and it is made part of the day's work packet.
- if found acceptable, checks/cash received is kept in the fee intake basket -kept during the day on a PPS Deputy's desk during the business day and then put on a rolling cart that is stored in the locked vault at the close of business each day.

YELLOW MEDICINE COUNTY  
PROPERTY & PUBLIC SERVICES DEPARTMENT NARRATIVE  
DECEMBER 31, 2015

- if the document requires Mortgage Registry Tax (MRT) or State Deed Tax stamps (SDS), or transfer certification, the document with the copies of the checks that include MRT or SDS attached is given to a Property and Administration Deputy;
- when documents are returned from MRT & SDS certification, they are put in the day's processing packet.

Daily Reconciliation of Fees:

- Cash drawer (fee intake basket) is located on a PPS Deputy's desk until the day's receipting is complete.
- A Daily Fee & Reception Report consists of any cash &/or checks received, plus any charges in the accounts receivable division.
- This 'cash-up' procedure involves fees taken in during that day, whether by check, cash, or charges; this is done by printing a fee & reception report from the DocuPro imaging system that we use for receipting; the report also states all fees taken in for non-real estate documents ( fax/copy); this procedure allows us to verify that the total number of documents or other transactions done during the day reconcile with the fees taken in for the day; any real estate document fees received for filing on that day are added to this accounting
- Depending on the number of documents received for the day, the receipting process for real estate documents is either entered the same day or first thing the following business day.
- The receipting process is part of the total document imaging system; a receipt is issued (& printed) that corresponds with the time assigned for the recording entry, & this receipt also assigns the document number to the document, which is then further processed with data entry & imaging pertaining to the document; the receipt is returned with the document; the recording label affixed to the document also states the fee paid for the document – including MRT or SDT
- Staff members assigned this responsibility verifies that fees received are reconciled to # of filings processed; in addition to the DocuPro fee/reception report
- No fee filings are: DD214's (serviceman's discharge papers) & any filing which benefits the county [e.g.: oath of office, deputy appointments, etc.]

Accounts Receivable

- Charging on account is permitted for any government organization (IRS, state, county and city govt., etc.)
- This charge activity is entered in to the DocuPro fee/reception system
- When a payment is received for this charge, whether by ACH payment or an actual check payment, that is receipted in to the DocuPro system
- Any checks received for accounts receivable are deposited on the following day, with the daily deposit

YELLOW MEDICINE COUNTY  
PROPERTY & PUBLIC SERVICES DEPARTMENT NARRATIVE  
DECEMBER 31, 2015

End-of-month report

- Director prints a monthly fee report from DocuPro and an Account Activity report from IFS for those accounts used by the department
- DocuPro report & IFS report are compared by the Director for verification of all fees received

Overpayment/refund process

- Refunding overpayments:
- overpayments of \$5.00 or less are kept by the county (these are entered as an overpayment receipt & become county revenue)
- overpayments of over \$5.00 are entered as an overpayment receipt for that day's business & a claim form is written to refund the money.
- Documents that are rejected due to not meeting recording standards, etc.: dependent upon letter accompanying a document & number of documents, the following procedure is followed:
  - a single document sent in for filing that is not recordable is returned as a rejection, & the recording fee check sent in & other checks submitted [SDS, MRT] are returned with the rejected document [a rejection letter & copies of all checks returned, are kept in the rejection file box]
  - if a series of documents are sent, & only one of the documents is not recordable, it is dependent upon the submitter's directive; submitters usually state on the cover letter that if any documents cannot be filed, then the whole batch is rejected (in this case, then the submitted checks are returned as sent in, with the rejection letter, & the documents; a copy of the rejection letter, the rejected documents & checks returned is kept in the rejection file box)
  - if no direction is given for a series of documents & one document is not recordable, then the submitter is called, & asked if they want the other documents recorded; if this is the case, they must submit a recording fee check in the amount for the number of documents in recordable condition; when that check is received, those documents will be recorded, & the recording check originally submitted will be returned at the time of the receipt of the replacement check, along with the rejected document
    - under special circumstances, we may, process the recordings with the original check and refund the difference in recording fees
- correspondence letters & copies are kept of all of the above transactions, with the cover letter, in the rejections file

Purchasing by department

- PPSD Director has assigned a specific deputy to do the office supplies purchasing
- This deputy checks for office supplies as needed & reviews the proposed purchase with the Director

YELLOW MEDICINE COUNTY  
PROPERTY & PUBLIC SERVICES DEPARTMENT NARRATIVE  
DECEMBER 31, 2015

- Deputy then orders the supplies, & reviews the order for accuracy when received. She then prepares the claim form for billing and brings it to the Director for approval
- Director brings to F&A Deputy for processing
- Director reviews the balance in this office supply budget regularly
- Large equipment purchases are researched by the Director, as per county board policy~ quotes are received as required by policy (under \$5,000~discussion & approval by County Administrator; over \$5000, Recorder requests a meeting with the Co. Board for discussion of quotations, & approval by the County Board, before purchase is made)

Security Paper ~ Vitals system through Minnesota Dept. of Health

- Security paper used for printing of vital records (births/deaths) is kept as per MN Dept. of Health rules: secured behind 2 locked areas, this being: paper is stored in a fireproof, security lock box (with key lock) which is located in the Public Services vault which is kept locked at all times.
- When an order of security paper arrives, a deputy checks that all the numbers are correct, and logs this in to a security paper log sheet. Notification is sent to the vendor that it has been received. When a batch of security paper is ordered, the vendor also notifies the MN Dept./Health of the VRV#s assigned to each security paper that was sent to YMC.
- Each security paper has a specific number associated with it (known as VRV number), and a semi-monthly log is kept of all security paper numbers issued, or voided (if a printing error happens, or if voided due to a blemish on the unused security paper).
- Any voided security paper is immediately entered into the MDH database and approved as void by another deputy or by the PPS Director with the physical paper then being shredded. A 'voided' log is kept for voided VRV numbers; this report is updated daily by the person assigned the financial accounting responsibility for that day
- A review is also done weekly on Monday by the Property & Administration Deputy for all VRV numbers that were either issued or voided. A report is generated from the MN Dept/Health VRV system, and is compared with the DocuPro receipting system, which states all VRV#s issued or the VRV # that was voided.
- All staff have access to this security box & the issuance of the vital records by security paper
- The MN Dept. of Health has an inventory log which indicates what VRV numbers have been issued by a specific user (each staff person has a logon & password for themselves~ unknown to anyone else but the MN Dept. of Health)