

January 04, 2024

The Mahaska County Board of Supervisors met in work session on the above date at 8:30 a.m. in the third-floor conference room of the Mahaska County Courthouse. Present were the following board members: Chairman – Mark Groenendyk; Vice Chairman – Steve Wanders and Member – Chuck Webb. Also present were Lindsey Thomas, Assessor; Shauna Hol, Treasurer; Jody Van Patten, Recorder; Darin Hite, IT Director and Teri Rogers, County Auditor.

Discussion centered around phasing out PaperVision and migrating previously digitized documents to Document Locator. Document Locator is a program that is sold by Solutions and is integrated with the Solutions software platform. The long-term viability of PaperVision was discussed as being questionable; whether it would be continued to be supported, as many counties have migrated away from the software platform.

Currently, the Recorder’s office is the largest user of PaperVision so they have the majority of documents already digitized. The Assessor’s office and the Treasurer’s office each have a much smaller portion of documents that would need migrated. The Auditor’s office has not been digitizing documents and has “view only” access for the Recorder’s documents on the Real Estate side. Shauna Hol and her motor vehicle deputy, Tracey, plan on visiting Marion County to see how they are using Doc Locator.

The intent of this work session was for the department heads of the first-floor offices to educate the Board about what the two programs are, how they function, explain why they would like to switch to Doc Locator and ask for board approval to budget for it for the FY24/25. The quote from Solutions for the migration is \$45,719.99. The Doc Locator Subscription Licenses amount of \$7,734 will be absorbed by the IT budget. After much discussion, the preliminary plan is for each office to share equally in the cost of the migration amount which is \$37,986. The Recorder will budget their share in Fund 12 – Recorder’s Records Management. The Assessor will see if her board will approve this or apply for a special levy. The Auditor will budget her share out of General Supplemental. The Treasurer will report back after visiting Marion County.

It was also discussed to invite Alison from Solutions to return to Oskaloosa to provide another demonstration to all department heads at once along with any of the Supervisors who would want to attend.

Attest: _____

Teri Rogers
Mahaska County Auditor

Mark Groenendyk
Mahaska Co. Board of Supervisors