

LAND RECORDS COMMITTEE MINUTES JANUARY 7, 2010
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Chairman Radtke called to order the meeting of the Vilas County Land Records Committee at 1:00 p.m., on Thursday, January 7, 2010, in Conference Room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

Members Present: Fred Radtke, Mary Platner, Leon Kukanich, Jack Harrison and Charlie Rayala

Others Present: Barb Gibson, Joan Hansen, Sherry Bierman, Sue Schaab Kent, Martha Milanowski and Ken Anderson

Approve Agenda: Motion by Rayala and seconded by Kukanich to approve the current amended agenda in any order at the Chair's discretion. All voted aye. **Motion carried** on a unanimous voice vote.

Approve Minutes: Motion by Kukanich and seconded by Harrison to approve the minutes of the meeting on October 6, 2009. All voted aye. **Motion carried** on a unanimous voice vote.

Addressing and GIS Project in St. Germain: Gibson informed the members that there was a lot of misunderstanding at the town level regarding the County's role in addressing. She said that the County works with the Town's wishes. St. Germain had already started their readdressing project when the Addressing Ordinance went into effect. The County is an end user of the address data that is a result of the Town's project. Gibson stated that there were 2 contractors involved in the St. Germain project: one to collect the data and the other to put up the fire numbers and road signs. The contractor who puts up the signs went out of business. Nordine, as the Addressing Coordinator for the County, receives the addressing information from the first contractor. She then checks out all the information she receives for any problems or errors (such as an odd or even number on the wrong side of the road). Nordine reports any errors to the contractor so that the contractor can make the needed corrections. Once the corrected fire numbers are reported back to Nordine the data is passed on to Tax Listing, Treasurer, Sheriff Dept/E911, UPS, etc. To avoid any confusion in the field, the Verizon MSAG database is not updated until the signs are in place. It is the Town's responsibility to notify property owners of an address change as a result of this project. The concern lies with errors that have been discovered by the County, corrected by the contractor, but it appears the Town has not notified these property owners of the second change. The County is receiving calls from residents of the Town requesting address information. Gibson indicated that she and Nordine will be attending the next Public Works Meeting for St. Germain. Platner will inform Gibson of the date for this meeting in February. Gibson indicated that they would have a flow chart to show everyone at this meeting.

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Gibson then talked about how the Addressing Coordinator issues a new (outside of the scope of the Town's addressing project) fire number/address. Nordine receives a new address request by a new construction zoning permit, or from the town by a driveway permit. She does the field work to check where the driveway is located, assigns a number and lets the Town (and their contractor) know the new fire number. For a newly issued fire number, Nordine informs the town, homeowner, tax listing, etc. of this new number. Radtke stated that he wanted the committee informed of the facts if they hear anything about addressing (especially in St. Germain) so they can straighten out any misunderstandings.

Gibson indicated there is a difference between the address that a person receives mail and their fire number for location by emergency services. In most cases they are the same. However, the County is charged with issuing fire numbers, which are primarily used for dispatching emergency services, which are consistent with the Uniform Addressing Ordinance (Chapter 28). She also stated that the state mandates the size of state road signs and that Nordine informs the towns doing readdressing projects to contact the state for this information.

Anderson asked Gibson how road names that change from our county to an adjacent county are handled. Gibson stated that we can talk to the adjacent county, but can not make them change their road name. Gibson said she spoke to the Forestry Dept. about one of our roads that crosses 3 townships with a different name in each. We work with the towns to get the same name on these kinds of roads.

Standing Rule Change for Land Records Committee: Radtke stated he and Gibson discussed the frequency of meetings. Land Records currently only meets quarterly and they want to request to meet every other month. Motion by Harrison and seconded by Platner to approve change for Land Records to meet every other month and forward to County Board for approval. All voted aye. **Motion carried** on a unanimous voice vote.

Addressing Update: Gibson stated Nordine would provide a complete update at our next meeting as she went out of town unexpectedly.

Land Records Update: Gibson presented the Land Records spreadsheet and stated that the end of year financial statements would not be available from the County Clerks Office until March. Gibson requested a Line Item Transfer of \$410.00 from Land Records ROD project to Land Records Grant. Motion by Harrison and seconded by Rayala to approve this Line Item Transfer and forward to Finance Committee for approval. All voted aye. **Motion carried** on a unanimous voice vote.

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Gibson then presented the Land Info/Mapping spreadsheet and said everything was on track for spending. She pointed out that our revenue for 2009 was down from past years. Motion by Harrison and seconded by Kukanich to approve **both** budget spreadsheets as presented. All voted aye. **Motion carried** on a unanimous voice vote.

Gibson informed the members about the office copier. Around Thanksgiving it quit working and parts or servicing was no longer available. We now have the old copier from the Register of Deeds office (who received their new copier early; old one was to be traded but Xerox let the County keep at no extra charge). This copier will cost \$41.41/month to operate for copy usage to 4,500 copies per month.

As requested at our last meeting, Gibson attended a meeting with Public Property to discuss the Taurus (County vehicle used regularly by Addressing Coordinator and by Public Health). That committee decided to keep this car running as long as possible. For 2010, the Taurus will have its own account through the County Clerks Office and will no longer come out of the Land Records or Mapping budgets. Gibson estimated the car maintenance for 2009 was approximately \$2,000.

Gibson next discussed the status on the Web Map Interface for the Web Server. Two years ago Gibson met and discussed with both the Information Technologies and Sheriff departments for the steps to getting our parcel maps online as part of the Mapping Connectivity Project 2009. PV Web retired and OnPoint was the replacement provided by the same contractor. Gibson listed some OnPoint problems: map part of software does not load for dial up customers (approx. 75% of our county has dial up) within a reasonable amount of time when tested; the map does not perform well on a 5M cable connection when tested; AS400 connection is too slow; map scale does not function properly; report and mailing labels has never worked. Gibson recommends not renewing the maintenance contract with OnPoint. Mapping and Information Technologies are working on what our next step should be. Gibson met with Grassl and Kamps about putting PV Web out to the public as a temporary fix. This will give Mapping time to research and develop a plan for a different system which may take 6 months to 1 year. All other aspects of getting online appear to be functioning and the rest of the Mapping Connectivity Project components are operating successfully. Grassl received training as the Web Administrator and we have been using PV Web and OnPoint in house. Gibson recommended to Land Records Committee members that she will attend the next Public Property Meeting to inform them of this event. Gibson stated the maintenance contract for OnPoint is \$9,000, and may need to be reallocated to reconfiguring and securing PV Web, and developing an alternate solution to OnPoint. Gibson will have more information to report at the next meeting about making PV Web available to the public.

Motion by Platner and seconded by Harrison to revert to PV Web for now and develop future software to replace and be compatible with our current business systems. All voted aye. **Motion carried** on a unanimous voice vote.

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Tax Listing Update: Bierman requested Line Item Transfers of \$65.00 from Assessors Supplies to Phone and \$132.00 from Assessment Rolls to Supplies. Motion by Rayala and seconded by Harrison to approve **both** Line Item Transfers and forward to Finance Committee for approval. All voted aye. **Motion carried** on a unanimous voice vote.

Bierman stated that tax statement season went well. Tax updates and workbooks are out for the assessors with the changes from 2009.

Discussion on Proposed Legislation on Countywide Assessment: Bierman discussed the Countywide Assessment information she sent to the members December 23. She stated the Town's Association and Assessor's Association both oppose this proposed legislation. Bierman has attended some meetings of the Department of Revenue (DOR). If passed the new legislation would have DOR overseeing the new County Assessor who would oversee all of the towns; DOR wants a total revaluation in 3 years. The members requested Milanowski's opinion and discussed options. Motion by Rayala and seconded by Harrison for Bierman to prepare a Resolution from Radtke taking an official position that Land Records is opposed to this proposed legislation and forward Resolution (approved by Milanowski) to the County Board for their approval. All voted aye. **Motion carried** on a unanimous voice vote.

Out of County Travel: Gibson requested permission for her and Grassl to attend the WLIA Annual Conference in Appleton on February 24-26, 2010. Motion by Kukanich and seconded by Rayala to approve travel request for **both**. All voted aye. **Motion carried** on a unanimous voice vote.

Letters and Communications: None

Public Comments: Ken Anderson commented that for property revaluation in a town about one third (established) will increase, one third will decrease (newer construction) and one third will remain about the same.

Board Concerns: None

Vouchers were presented for approval. Motion by Platner and seconded by Rayala to approve vouchers. All voted aye. **Motion carried** on a unanimous voice vote.

(Listed on next page)

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Land Information/Mapping

Auto Value ER	Car maintenance supplies	(2009)	\$11.89
The Car Shop	Car maintenance & parts	(2009)	\$95.92
EO Johnson	OCE engineering copier 1 yr. maintenance contract	(2009)	\$1,050.00
First National Bank	1 year safety deposit box rental	(2010)	\$75.00
HP Express Services	HP plotter 1 yr. maintenance contract	(2010)	\$989.00
WLIA	Conference fees-Gibson & Grassl-Feb. 25 & 26	(2010)	\$130.00*

Land Records

Technology Management	AS400 Security for Public Access	(2009)	\$2,325.00
WLIA	2010 Memberships for Gibson, Grassl, Nordine and Hansen	(2010)	\$200.00
WLIA	Conference fees-Gibson & Grassl-Feb. 25 & 26	(2010)	\$300.00*

** This bill is split between 2 separate accounts.*

Tax Listing

Florida Micro	4 – HP ink cartridges	(2009)	\$35.03
Design Products	Xerox toner	(2009)	\$250.99
Bear Graphics	Res. Prop. Record Card, Plat Map sheets & Stmt. of Personal Prop.	(2009)	\$1,026.63

Next meeting is scheduled for Wednesday, March 24, 2010, at the Vilas County Courthouse, Conference Room #2, at 9:00 a.m.

Adjournment: Motion by Rayala and seconded by Harrison to adjourn the meeting at 2:24 p.m. All voted aye. **Motion carried** on a unanimous voice vote.

Submitted by: Sue Schaab Kent

**APPROVED BY THE LAND RECORDS COMMITTEE AT
MARCH 24, 2010 MEETING**

