

**LAND RECORDS COMMITTEE & LAND INFORMATION COUNCIL MINUTES**  
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**Chairman Favorite called to order the meeting of the Vilas County Land Records Committee at 9:01 a.m., on Monday, October 10, 2011, in Conference Room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.**

**Committee Members Present:** Favorite, Platner, Radtke

**Committee Members Not Present:** Bluthardt and Harrison

**Others Present:** Barb Gibson, Sherry Bierman, Joan Hansen, Rebecca Nordine, Janna Kahl

All in attendance were introduced to the new Human Resources Director, Janna Kahl.

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

**Approve Minutes:** Motion by Platner and seconded by Radtke to approve the minutes of the Land Records meeting on September 2, 2011. All voted aye. **Motion carried** on a unanimous voice vote.

**Addressing Update:** Nordine reported to the committee that she has been preparing a presentation that she is giving at the WI- National Emergency Number Association conference at the end of October. The subject of her presentation is the Snowmobile TINS (Trail Intersection Numbering System), which is unique to Vilas County, and how it is integrated into the 911 dispatch system. Nordine also reported that she has been working in cooperation with the IT staff on the upgrade of hardware/software for the Dispatch computers. Nordine has issued 17 fire numbers, changed 55 fire numbers, and named 5 new roads since the last meeting.

**Tax Listing Update:** Bierman reported that there were 362 changes/reviews for the month of September. An email was forwarded to Chris Kamps, IT Director, Martha Milanowski, Corp Counsel and Sherry Bierman, Tax Listing Coordinator from an employee thru the Sheriffs Dept regarding their names on the Vilas County Tax records/website. They felt their privacy was being compromised. Kamps and Bierman are working on using the Sheriff's Department employees as a "Test" for opting out names on the Vilas County's website. This will be available to all tax payers after a form and logistics have been approved by Corporation Counsel. Tax Listing will be responsible for maintaining this information. The opt out program would be good for only two years and then the property owner would have to fill out a new form to opt out their names for another two years. All reports generated from the various county departments will still show the names; the names will just be removed from viewing on the Vilas County website. The users of this program will have to realize this is not a cure all since the information is still public.

Bierman handed out to committee members a report from the WRPLA/State and Local Finance (SLF) liaison committee. This report was approved at the WRPLA ASM in September. Within the contents of the report it states what the SLF will be requiring of the municipality assessors in their reports, and the vital role the Listers have in the taxation process. Also noted is the assessment process should be available electronically by 2013. The Listers will be playing a major role in retaining the information.

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**Chairman Favorite requested a brief recess at 9:28 a.m. Chairman Favorite called the meeting back into session at 9:34 a.m.**

**Land Information Update:** Gibson had selected dates for 2012 Land Records Meetings and would be distributing them by email.

Gibson reported that Sue Schaab-Kent has received FML and may be on leave until the beginning of December. The committee members discussed the possibility of hiring an LTE during Kent's leave. Favorite commented that it may be difficult to find a qualified LTE with AutoCAD skills. Gibson is reallocating Sue's workload among remaining staff. Kent's position is very specialized in AutoCAD software which the remaining staff has little experience. Gibson will inform the committee if additional help is needed.

Gibson explained that a long term plan has been to convert existing data and map documents from AutoCAD to Arc. Gibson stated that the planned conversion out of AutoCAD may take place during Kent's absence instead of later this winter when work traditionally slows down. The most challenging aspect of this conversion is determining what existing information on the AutoCAD drawings is critical to the parcel maps and should be migrated into Arc data and map documents. Gibson stated that Kent's absence maybe a good opportunity to conduct the conversion, update the process and train Sue when she returns.

**GIS Technician/Analyst Job Description:** Gibson reported that there are software updates to the job description as well as an update to the actual duties that Grassl performs as discovered during the evaluation process. Gibson explained the cost savings of having this talented employee on staff. When questioned by Radtke, Gibson pointed out that the additional level of responsibility of managing the office in the GIS Coordinator's absence as it is stated in his job description.

Motion by Platner and seconded by Radtke to accept the job description and forward the job description to the HR Director to conduct a comprehensive review and recommend salary increase to the Personnel Committee. **Motion carried** on a unanimous voice vote.

**Out of County Travel:** Gibson requested travel approval for herself and Grassl to participate in a live field test for WHAM data collection, storage and mapping for hazard and damage assessment for Emergency Response Professionals in Wisconsin. Location is Summit Lake Park in Langlade Co. Date is October 13. Bierman requested permission to attend the Assessor's Meeting in early Nov. in Wausau. Motion made by Favorite and seconded by Radtke to approve out of county travel as presented. **Motion carried** on a unanimous voice vote.

**2012 Tax Listing budget:** Bierman presented the 2012 Tax Listing budget.

Motion by Platner and seconded by Radtke to approve the 2012 Tax Listing budget as presented and forward to the Finance Committee. **Motion carried** on a unanimous voice vote.

**2012 Land Records Grant budget:** Gibson explained the Land Records Grant funding and impact on the budget process. Gibson also explained proposed changes in legislation concerning grant funding. Motion by Radtke and seconded by Platner to approve the 2012 Land Records Grant budgets as presented and forward to the Finance Committee. **Motion carried** on a unanimous voice vote

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**2012 Land Information/Mapping budget:** Gibson presented this budget based on 0% increase in operating expenses. Discussion by the committee concerning Land Information/Mapping expenses for 2012.

Motion by Radtke and seconded by Favorite to approve the 2012 Land Information/Mapping, Land Records and Land Records Grant budgets as presented and forward to the Finance Committee. **Motion carried** on a unanimous voice vote.

**2012 Land Records budget:** Gibson presented this budget based on 0% increase in expenses. The committee discussed projected revenue, carryover and expenses for the Land Records Program in 2012. Motion by Radtke and seconded by Favorite to approve the 2012 Land Records budgets as presented and forward to the Finance Committee. **Motion carried** on a unanimous voice vote.

**Letters and Communication:** None

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

<b>Tax Listing:</b> Sherry Bierman (travel)	\$51.68
<b>Land Info/Mapping:</b> Xerox Corporation (copier maintenance)	\$48.74
<b>Land Records:</b> Cambria Suites (Gibson/Grassl lodging)	\$160.00
ESRI (EWUG conference registration)	\$190.00
Price Co. Sheriff's Dept. (WI-NENA conference registration)	\$175.00
Kalahari Resort & Conference Center (Nordine lodging)	\$210.00

**Future meeting date:** Next meeting is scheduled for Friday, January 20, 2012, at 9:00 a.m. at the Vilas County Courthouse Conference Rooms. Radtke informed the committee that he would not be in attendance but would be present for the March 23, 2012 meeting.

**Adjournment:** Motion by Radtke and seconded by Platner to adjourn the meeting at 10:33 a.m. **Motion carried** on a unanimous voice vote.

Submitted by: Barb Gibson/Sherry Bierman

**Minutes reflect the recorder's notations and are subject to approval/change  
by the Land Records Committee**