

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 9:03 a.m., on Friday, January 20, 2012, in Conference Room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Favorite, Platner, Radtke

Committee Members Not Present: Bluthardt

Others Present: Barb Gibson, Sherry Bierman, Adam Grassl, Rebecca Nordine

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 Radtke and seconded by Platner to approve the minutes of the Land Records meeting on October 10, 2011. All voted aye. **Motion carried** on a unanimous voice vote.

VC Surveys and Survey Index Online Demo: Grassl presented the new interface of the Web Map Portal. Grassl also demonstrated web access to the Vilas County Surveys and the Survey Index Online.

Resolution: Parcel Mapping/Surveyor Specialist vacancy: Motion by Platner and seconded by Radtke to forward the resolution to County Board to fill vacancy. All voted aye. **Motion carried** on a unanimous voice vote.

Opt-Out Program Information: A copy of the resolution was handed out to the committee. Bierman stated this Resolution is being brought forward by the Public Property Committee and will be at the County Board meeting 1/24/12. Bierman wanted to inform her oversight committee of the information.

Tax Listing Update: Bierman informed the committee that they will need to perform her evaluation at the March 23, 2012 Land Records meeting; she will forward the necessary forms prior to the meeting. Bierman's anniversary is March 6 and will be within the required thirty days.

Bierman informed the committee that the 2011 tax bill printing went well and the 2012 assessor information has been compiled and handed out to the appropriate municipal assessor. All state reports have been emailed to the Department of Revenue (DOR).

DOR created a standardized format for the Assessment Roll and Tax Roll. This information is with our programmer right now and will be ready for 2013.

Changes for the past three years were as follows 2009 - 3734, 2010 - 4172 and 2011- 4538. The Tax listing Department has expanded on their information and the spreadsheet was handed out with the following information: these are the changes that occurred from 1/3/12 to 1/18/12 there have been 195 regular changes, 3 newly created parcels, 4 parcels that were split from the original parcel and 1 retired parcel; 5 new certified surveys creating 12 new lots with 13 parcels retired. Mary Platner suggested condensing the information to a regular size piece of paper and not using a legal size sheet. Otherwise the Tax Listing Department is business as usual.

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Addressing Update: Nordine reported that she has been working on readdressing projects with the representatives from Boulder Junction (Jim Hanson and Lange) and Manitowish Waters (John Hansen). Boulder Junction will be implementing readdressing project spring/summer 2012; BJ will finalize road names and submit data to contractor. Manitowish Waters will be implementing readdressing project summer 2012; Town in process of gathering road name input from landowners; contractor has completed address reassignment except in a few questionable areas.

Nordine reported that she created a form for local fire departments to identify helicopter landing zones (LZ) within their respective communities now that there is emergency helicopter services located in Rhinelander for dispatch into Vilas County. The information contained on these forms would be entered into the 911 XTrakker Mapping System in Dispatch. Dispatchers would be able to quickly relay coordinates, site description, property owner contact information, and nearest physical address to the flight crew.

Nordine has also developed an Addressing Reassignment Information sheet based on the frequently asked questions (FAQ) which she responds to the public. This FAQ sheet will be included with readdressing letters, as well as, displayed on the County's WebMap Portal along with helpful links for changing your address.

Nordine was requested to attend a Snowmobile Safety Meeting to discuss implementation of the Trail Intersection Numbering System (TINS) into the 911 XTrakker Mapping System in Dispatch. Oneida and Iron Counties are interested in implementing TINS. TINS project was thoroughly explained from initial idea, gaining support from local snowmobile clubs, generating funding, sign installation, and the integration into the 911 mapping software. Nordine met with Neil Martinko, Iron County GIS Specialist, to discuss the technical aspects of incorporating TINS into the Iron County 911 mapping system.

Nordine reported that the following address changes have been made to the MicroDATA, AS400 and Frontier MSAG databases since October 10, 2012:

- 20 new fire numbers were issued
- 111 fire numbers were changed
- 14 private roads were named

Land Information Update: Gibson reported that there will not be any Wisconsin Land Information Program (WLIP) Base Budget Grant funding in 2012. The \$300 Education and Training grants (Adm. 47.04(1)) that all counties receive through the WLIP are not guaranteed in 2012 either. Vilas County has received base budget grants for several years as the grant award represents the difference between total annual retained fees collected and the \$50,000 cap established in Adm. 47.04(2). WLIP funding projected \$2 Million in 2012. WI Joint Committee on Finance ordered the Department of Administration to lapse \$1.9 million from WLIP. The balance of WLIP funds may not cover the guaranteed \$300 education grant. The WLIP is completely funded by "user fee based revenue" not General Purpose Revenues. Gibson distributed a letter from the Land Information Officers Network to the committee explaining opposition to the lapse in the WLIP fund.

In December 2011, the Personnel Committee authorized Gibson to recruit a qualified candidate to fill the LTE Parcel Mapping/Surveying Specialist. Gibson reported that Tony Jones (licensed surveyor) was highly recommended for the position; has been working since January 3, 2012; is working out very well. Gibson is projecting to have current backlog of parcel updates completed by the end of March.

Land Records and Land Information/Mapping Spreadsheets – Gibson reported that 2011 expenses have not been received from Clerk; year-end numbers finalized in March; 2012 numbers ready in February.

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Gibson distributed a copy of the changes to Public Property Standing Rules per the memo from County Clerk. This is just an FYI.

Gibson requested her evaluation to be completed at the March LR meeting before the election and subsequent committee assignments. Discussion concerning County policy and HR approval to move the evaluation date ahead. Gibson explained the timing of the request due to the LR Committee meeting schedule and the spring election date.

Out of County Travel: Gibson requested travel approval for herself and Grassl to attend annual WLIA conference in Stevens Point, February 15 – 17. Motion by Platner and second by Radtke to approve the out of county travel request for Gibson and Grassl. All voted aye. **Motion carried** on a unanimous voice vote.

Letters and Communication: None

Vouchers: None

Future meeting date: Next meeting is scheduled for Friday, March 23, 2012, at 9:00 a.m. at the Vilas County Courthouse Conference Rooms.

Adjournment: Motion by Platner and seconded by Radtke to adjourn the meeting at 10:19 a.m. **Motion carried** on a unanimous voice vote.

Submitted by: Barb Gibson/Sherry Bierman/Becky Nordine

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