

**LAND RECORDS COMMITTEE & LAND INFORMATION COUNCIL MINUTES**  
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**Chairperson Favorite called to order the meeting of the Vilas County Land Records Committee at 9:03 a.m., on Friday, June 8, 2012, in Conference Room #1, at the Vilas County Courthouse, Eagle River, Wisconsin.**

**Committee Members Present:** Favorite, Bluthardt, Rayala, Hjemvick

**Committee Members Not Present:** Sitzberger

**Others Present:** Barb Gibson, Sherry Bierman, Becky Nordine

**Approve Agenda:** Motion by Rayala and seconded by Bluthardt 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 Bluthardt and seconded by Favorite to approve the minutes of the Land Records meeting on March 23, 2012. Gibson cited a typo in the minutes, and requested the following change. Under **Land Records Update**, the motion made by Radtke and seconded by Bluthardt should read," to approve application for the WLIP Training and Education Grant." Motion by Bluthardt and seconded by Favorite to accept the minutes as amended. All voted aye. **Motion carried** on a unanimous voice vote.

**New Committee Orientation:** Gibson provided to the Committee members, a bound booklet containing documentation concerning functions of the Land Records Department as an introduction for new members and refresher for members who have served on the committee in the past. Favorite requested Gibson to explain the retained fee structure and programs. This info provided in the orientation booklet. The Committee discussed aerial photo acquisition intervals and uses of photos.

**State Dataset Initiatives:** Gibson reported on the Deer Czars report and the need for statewide consolidation of datasets and GIS clearinghouse. As a result of this report, the State is pressuring counties for seamless statewide datasets. Gibson discussed the 2 statewide projects currently exploring the feasibility of accomplishing this task.

**LiDAR Data Acquisition:** Gibson reported the status of LiDAR in the state. This is another dataset which the State has expressed interest in acquiring as seamless, statewide dataset, and may become a Foundational Element which would be required to obtain. The cost of a LiDAR Project has come down considerably in the last few years due to improvements in instruments and technology, as well as, modifications to FEMA and USGS standards. Favorite requested an explanation of flood plain zoning in regards to LiDAR data acquisition. The Committee discussed the Floodplain Insurance Program. Gibson discussed the LiDAR poster within the packet of information provided to the Committee. Gibson reported that the Land Records (retained fees) Non-Lapsing Account is projected to have enough money by next year to pay for the entire LiDAR Project, and that Oneida County will be flying this type of project in 2013 which may also reduce the cost because of the regional aspect of the project. Gibson reported that this is exactly the type of project which these funds are utilized for.

**2015 Orthophoto Project:** Gibson reported that plans are underway for the 2015 Orthophoto Consortium Flight. Unsure if it will be a statewide project or just a regional project for the North Central Regional Planning Commission area. Gibson plans 5-7 years in the future for the acquisition of new Orthophotos.

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Gibson also explained that the retained fees have been used in the past for Register of Deeds imaging and web service development as well as the purchase of tax billing software ACCOM for Treasurer/Tax Listing.

**Tax Listing Update:** Bierman presented the Tax Listing Monthly report for the months of January thru May 2012 and the current spreadsheet for the department. Eagle River and Phelps assessment rolls are completed. Discussion to move the used ROD Xerox copy machine into the TLO office. This will increase the 2013 TLO budget by \$350.00-motion approved. Motion by Bluthardt and seconded by Favorite to authorize moving the copy machine to the Tax Listing Office.

**Land Records Update:** Nordine provided an addressing update. Gibson reported to the Committee concerning the Mapping Department's involvement in the recent Plum Lake Search & Rescue operation. Gibson reviewed the Land Records and Land Information/Mapping budgets, retained fees and revenue since the March 23, 2012 meeting. Gibson explained the parcel data conversion and the financial and efficiency impacts on map production and services.

**Out of County Travel:** Bierman requested to attend the Wisconsin Real Property Listers 2012 ASM. Dates are September 18 thru Friday September 21, 2012, and the meeting to be held in Door County. Motion by Bluthardt and seconded by Rayala to approve the travel. All voted aye. **Motion carried** on a unanimous voice vote.

**Approve Vouchers:** None.

**Future meeting date:** Next regular meeting is scheduled for Friday, July 20, 2012, at 9:00 a.m. at the Vilas County Courthouse Conference Rooms. This will be the joint meeting with the Land Information Council. Also, there will be a presentation and discussion about LiDAR and Orthophoto data acquisition projects by Andy Faust, North Central Regional Planning Commission, and Kirk Contrucci, Ayres Associates. Favorite requested preliminary budgets to be made available at the July meeting. Gibson reminded the Committee that her evaluation is due and should be scheduled for the July meeting. Bluthardt reported that the Personnel Committee was in the process of finalizing a new evaluation form for the department heads. There will be new policy to accompany the new evaluation form. Bluthardt recommended waiting until the new policy/forms were available. Future meetings will be scheduled at the July meeting.

**Adjournment:** Motion by Rayala and seconded by Bluthardt to adjourn the meeting at 10:41 a.m. **Motion carried** on a unanimous voice vote.

Submitted by: Becky Nordine/Barb Gibson

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