

LAND RECORDS COMMITTEE MINUTES

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May 29, 2013

Chairperson Rayala called to order the meeting of the Vilas County Land Records Committee at 9:02 a.m., on Wednesday, May 29, 2013, in Conference Room #1 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Rayala, Rushlow, Bluthardt, Hjemvick

Committee Members Not Present: Sitzberger

Others Present: Jason Hilger, Rebecca Nordine, Sherry Bierman, Joan Hansen and Barb Gibson

Approve Agenda: Motion by Bluthardt and seconded by Rushlow 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 Hjemvick and seconded by Bluthardt to approve the minutes from April 9, 2013. All voted aye. **Motion carried** on a unanimous voice vote.

2014-2015 Preliminary Budget Discussion: Jason Hilger, VC Finance Director, provided the committee with an overview of the 2014-2015 budget process and timeline. He anticipates the budget process to be completed in October 2013 for this budget cycle. Bluthardt questioned the proposal to fund wages and benefits for the Land Info/Mapping Department staff out of retained fees. Hjemvick stated that these funds should be used for improvements for technology. Gibson referred to the cover letter which accompanied the agenda and emphasized the original intent of the Wisconsin Land Information Program (WLIP) was to provide funding (levy-free) to develop the technical infrastructure and foundational elements of the program as listed in the County's Land Information Modernization Plan (LIMP) as required by state statutes.

Bierman presented the 2014/2015 Tax Listing Budget for the Land Records committee to review. A slight increase is being proposed for the Phone, \$153.00, and Postage, \$25.00, totaling \$178.00. As noted on the budget sheet, quotes for a new printer is being reviewed and also currently programming changes made to the AS400 is billed through the IT Department; pending any changes to that Department, the Tax Listing Department may have to budget for programming changes.

Gibson presented the 2014-2015 Land Information/Mapping, Land Records and Land Records Grant budgets. Gibson reported that the only changes to the budgets would be to increase the phone and postage line items based on prior year's actual expenditures and an increase to the equipment maintenance line items due to 7-10% increase in the contracts for the large format equipment. Gibson also stated that the Land Records and Land Records Grant numbers are subject to change based on the outcome of the Governor's budget which may impact the grant funding amounts by legislative changes to the WLIP. Gibson recommended to the committee that this discussion should take place at the July joint meeting with the Land Information Council (LIC) which is tasked by statute to oversee budget expenditures and project proposals using the retained fees and WLIP grant funding.

Tax Listing Update: The Tax Listing monthly report was also presented to the Land Records Committee.

Bierman also provided the committee with a copy of "A Review of Potential Managed Forest Law(MFL) Program Revisions"; this was presented April 12, 2013 by Tom Hittle, Forestry/GIS Operations Director,

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Steigerwaldt Land Services, Chair; MFL Committee, Wisconsin Counsel on Forestry and Robert Mather, Director, Bureau of Forest Management Wisconsin Department of Natural Resources. In their presentation they are proposing to have the Counties take over the MFL yield and billing collection; Bierman will keep the committee updated as this proposal develops.

Land Records Update: The committee further discussed the pending changes to the legislation concerning funding for the WLIP. The committee expressed concerns about new data distribution rules connected to future increases to retained fee allocation and grant funding to the County.

Digital Data Requests: Gibson provided an explanation of pending data requests and the department's data distribution process.

Motion by Hjemvick to allow the GIS Coordinator/Land Information Officer to sign "License Agreement for Vilas County Geographic Data Sets" with the provision that the address for Vilas County Courthouse is included in the document. Second by Rushlow. All voted aye. **Motion carried** on a unanimous voice vote.

Motion by Hjemvick that the Land Records accepts custodianship of the recreational trail digital data. Second by Bluthardt. All voted aye. **Motion carried** on a unanimous voice vote.

Departmental Financial Report Approval: Bierman and Gibson presented the financial reports for the respective department budgets overseen by the Land Records Committee in accordance with the Finance Director's instructions for committee approval.

Out of County Travel: Motion by Hjemvick and seconded by Rushlow to approve out of county travel to Grassl to attend the WLIA Spring Meeting in Wausau. All voted aye. **Motion carried** on a unanimous voice vote.

Future meeting date: Next regular meeting is scheduled for July 18, 2013 in conference room #2. This meeting will be held jointly with the Land Information Council.

Adjournment: Chairperson Rayala adjourned the meeting at 9:48 a.m.

Submitted by: Rebecca Nordine/Barb Gibson

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