

LAND RECORDS COMMITTEE AND LAND INFORMATION COUNCIL MINUTES

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August 28, 2013

Chairperson Rayala and Chairperson Gibson called to order the joint meeting of the Vilas County Land Records Committee and Land Information Council at 8:00 a.m., on Wednesday, August 28, 2013, in Conference Rooms #1, 2 & 3 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Rayala, Rushlow, Bluthardt, Hjemvick, Sitzberger

Committee Members Not Present: None

Council Members Present: Bluthardt, Bierman, Hansen, Galloway, Radtke, Mulleady, Boettcher, and Gibson

Council Members Not Present: None

Others Present: Rebecca Nordine, Adam Grassl, Anthony Jones, Janna Kahl, and Jason Hilger

Approve Agenda: Motion by Hjemvick and seconded by Sitzberger 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 Sitzberger and seconded by Hjemvick to approve the minutes from July 18, 2013 Land Records, and July 20, 2012 & July 18, 2013 Land Information Council meetings. All voted aye. **Motion carried** on a unanimous voice vote.

Land Information Position Description Updates:

Gibson reported that she and Janna Kahl discussed standardized titles for each position within the Land Information Office. As Gibson is conducting the 2013 employee evaluations, Gibson conducted research surrounding the position descriptions, and determined that standardizing titles would benefit the evaluation process as well as enhance the HR Director's ability to complete wage studies using comparable job titles.

Motion by Hjemvick to forward the position description updates to the Personnel Committee for approval. Second by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

Retained Fees Usage:

Gibson presented information to the Committee concerning the financial impact of using retained fees to offset labor expenses from the Land Information Office levy budget. Discussion between the Land Information Council, Land Records Committee, and the Finance Director led to a decision by the Land Records Committee.

Motion by Sitzberger recommended to not take any funds out of the retained fees to offset the County budget. Second by Rushlow. Four (4) members voted aye, and one (1) member voted no. **Motion carried** on a majority voice vote.

Tax Listing Update: Bierman presented the 2014 proposed budget. Discussion about obtaining a printer/scanner ensued. Monthly update was presented. As of the end of July this office has assumed the mailing address change from the Treasurer's office. To date we have 505 changes have been made. The transition has been seamless and this office feels it is a better fit to be with this department. Tax Bill process report was reviewed. To date there are only four more municipalities that need to be processed.

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Motion by Hjemvick to allow Tax Lister to use maintenance funds for new printer. Second by Sitzberger. All voted aye. **Motion carried** on a majority voice vote.

Land Records Update:

a. GPS Equipment: Gibson provided the Committee and Council members with copies of the information sheet and quotes to purchase a Trimble GEOXR GPS Data Collector and accessories. County Surveyor, Tom Boettcher explained to the committee some of the benefits to the County and the public for acquiring this equipment.

Motion by Bluthardt to purchase the GPS equipment (demo model) out of this year's budget. Second by Rushlow. All voted aye. **Motion carried** on a majority voice vote.

b. Land Info/Map and Land Records Budget Amendments: Gibson explained to the committee and council the budget amendments. The IT Coordinator (Courthouse) informed Gibson that 2 PC's and laptop within the department must be replaced by next year as they are running on the Windows XP operating environment. These PC's will be phased out throughout the County. The laptop used for site address reconnaissance is 6 years old and needs upgrading.

Gibson also discussed the ESRI Small Government Enterprise License Agreement (SGELA) which will save the County a significant amount of money by consolidating all ESRI licenses into a single agreement with unlimited use by County employees. Gibson distributed a Fiscal Impact document listing the County departments impacted by the agreement; projected licensing expenses out to 2017; cost savings by participating in the SGELA.

Motion by Hjemvick to proceed with the ESRI Small Government Enterprise License Agreement pending approval from the IT Department. Second by Sitzberger. All voted aye. **Motion carried** on a majority voice vote.

Motion by Sitzberger to approve the budget contingent upon agreement between the Finance Director and the Land Information Officer. Second by Hjemvick. All voted aye. **Motion carried** on a majority voice vote.

c. Financial Report: 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 to approve out of county travel to Gibson and Grassl to attend the WI ESRI User Group Annual Conference in Green Bay, Nov. 11-13; Jones to attend WSLs Seminar in Rothschild. Seconded by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

Future meeting date: Next regular meeting is scheduled for November 18, 2013 in conference room #2.

Adjournment: Chairperson Rayala adjourned the meeting at 9:44 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 or Land Information Council.