

LAND RECORDS COMMITTEE MINUTES

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March 27, 2014

Chairperson Rayala called to order the meeting of the Vilas County Land Records Committee at 9:00 a.m., on Thursday, March 27, 2014, in Conference Room #2 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Rayala, Bluthardt, Sitzberger

Committee Members Not Present: Hjemvick, Rushlow

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

Approve Agenda: Motion by Bluthardt 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 Bluthardt to approve the minutes from the February 19, 2014 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

GISP Certification: Gibson explained to the committee that she had worked with the HR Manager to secure funding for 2 employees to pursue the GISP certification by submitting a portfolio of documentation which supports their education achievements, work experience, and professional involvement. Funding for the certification to be expensed out of the HR Training budget line item per the March 18, 2014 Personnel Meeting.

Motion by Bluthardt to approve 2 pursuing the GISP certification for Gibson and Grassl. Second by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

Tax Listing Update: Bierman presented the Tax Listing report; information reflects the recorded documentation changes and address changes as of 3/25/14.

Bierman stated a Draft Succession Plan was emailed to HR 3/11/14; HR did not respond. Bierman will take up with the new HR staff; Bierman is concerned that the deadline of July 1, 2014 may affect next year's evaluation. E. Bluthardt suggested the plan be forwarded to the Personnel Committee. (UPDATE: Since the April meeting was cancelled, K. Duening did forward the plan to Personnel Committee Chairman Behling)

With the proposed consolidation of committees, Bierman stated she will be providing the new committee with departmental information at each meeting; much like a "puzzle", a little piece at a time so the committee can be aware of what role the Tax Listing office offers Vilas County.

Mailing address update:

The Treasurer's office and Zoning department are responsible for mass mailings, as is the TLO. I have talked to both offices about "address forwarding expired" but the post office lists the current mailing address; both depts. just resend the information in a different envelope. I asked if both offices would be willing to include an address change form from TLO and an envelope with the TLO mailing address. Sue and Jerri are on board; and Gloria Olson stepped up for the Zoning Dept and is willing to do this. This should be more cost effective and efficient for all departments, especially the municipalities. Bierman thanked all the committee members for their support over the years.

Land Records Update:

- a. **Land Info Modernization Plan Update** – Gibson reported that she had been coordinating with the Forestry Department concerning planned airphoto projects. Sitzberger offered compliments for the progressiveness of the department staff, and appreciation of the education concerning up to date information on changing technology.
- b. **Financial Report** – Gibson presented the financial reports to the committee for Land Information/Mapping, Land Records, and Land Records Grant. No action taken.
- c. **Training Reports** – Gibson presented the training reports for the Mapping Department employees for the period since the last meeting. No action taken.

Out of County Travel: **Motion** by Bluthardt to approve Bierman to travel to Forest County to attend the Spring Regional meeting in May. Second by Sitzberger. All voted aye. **Motion carried** on a unanimous voice vote.

Future meeting date: Next regular meeting is scheduled for the combined Zoning/ Land Records May 6, 2014.

Adjournment: Chairperson Rayala adjourned the meeting at 9:39 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.