

LAND RECORDS COMMITTEE MINUTES

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May 30, 2014

Committee Secretary Gibson called to order the meeting of the Vilas County Land Records Committee at 10:00 a.m., on Friday, May 30, 2014, in Conference Room #2 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Ritter, Simac, Rayala, Burkett, Doyen

Committee Members Not Present: None

Others Present: Sherry Bierman, Joan Hansen, Barb Gibson, Adam Grassl, Rebecca Nordine, Andy Faust, Zach Nienow, and Len Fralich

Introductions: Committee members, County staff, invited guests

Election of Committee Chairperson and Vice Chairperson

Gibson called for nominations for Land Records Committee Chairperson. Doyen nominated Simac for Committee Chair. Gibson called (3 times) for additional nominations. None were brought forth. Committee voted to approve the single ballot candidate for Kim Simac for Committee Chair. All voted aye.

Chairperson Simac called for nominations for Land Records Committee Vice Chair. Burkett nominated Rayala. Simac called (3 times) for additional nominations. None were brought forth. Committee voted to approve the single ballot candidate for Charles Rayala for Committee Vice Chair. All voted aye.

Approve Agenda: Motion by Doyen and seconded by Burkett to accept 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 Ritter and seconded by Rayala to accept the minutes from the March 27, 2014 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

WROC Presentation:

Andy Faust, North Central Wisconsin Regional Planning Commission Senior GIS Analyst, and Zach Nienow, Ayres Associates Geospatial Services Project Manager, introduced the committee to the 2015 Wisconsin Regional Orthophoto Consortium (WROC). Faust reviewed the history and benefits of participating in WROC program. Nienow provided a fundamental overview of orthophotography; discussed specifications of the project; outlined how to participate in WROC. Gibson prepared the committee to expect, at the next meeting, a resolution for the 2015 Orthophoto project which will need to be discussed and forwarded to the County Board for inclusion into the 2015 Land Records budget. No action taken.

Update Land Information/Mapping Department Fee Schedule Proposal:

Gibson explained the need for the update to the department fee schedule due to changes in labor costs, printing and equipment maintenance expenses, and the recent LiDAR data acquisition. Ritter questioned if there were any new fees added. Gibson explained that only the LiDAR fees are new. All of the rest of the changes were previously established and were included in the Committee booklet which was sent to all committee members. Doyen expressed concern with different price structures and data sharing. Gibson explained the current data sharing policies. The goal is to simplify the fee schedule to reflect collecting fees for time and materials.

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Motion by Rayala to approve new fee schedule for the Land Information/Mapping Department. Second by Doyen. All voted aye. **Motion carried** on a unanimous voice vote.

Tax Listing Update: Informative discussion. Bierman presented the committee information regarding how the Vilas County Real and Personal Property tax bills are created. As of January 1 of the calendar year, the tax bills are “blank”. Information is obtained from a variety of sources throughout the year; recorded documents, municipal assessor, municipal clerk/treasurers, Department of Revenue (DOR), Department of Manufacturing (MFG), and Department of Natural Resources (DNR); among other sources.

Bierman gave a brief description of how information for the tax bills is obtained. The “puzzle pieces” the Tax Listing Department puts together are used by other departments to assist them in their roll for Vilas County. All the ownership and value information on the website originates in this office. The benefits also extend to the title companies, real estate appraisers, realtors, surveyors and most importantly the taxpayers of Vilas County.

Land Records Update:

- a. **Land Info Modernization Plan Update** – Gibson stated that she had sent each member a bound booklet containing pertinent information about the Land Information/Mapping Department and its operations, as well as, the Land Records program and funding. The booklet also contained the 2010-2015 Vilas County Land Information Modernization Plan.
- 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** – None.

Out of County Travel: Gibson notified the committee of her intention to travel to Wisconsin Dells to attend the Wisconsin Land Information Association Spring Regional meeting in June 4-6. Discussion by the committee concerning granting travel approval. Committee determined that approval is only necessary if the travel has not been included in the current budget. No action taken.

Letters and Communications: Gibson expressed concern with sending the annual Retained Fees and Grant Report to the State. Gibson explained the provisions and requirements of the report. Allocated wages were taken out of the 2013 Land Records Budget to offset the County budget. Gibson further explained the purpose of the funding has been for major project funding which was built into the program. Gibson explained that the County General Fund portion of the \$30 recording fee is \$15, and that the Land Records portion is \$8 per \$30 fee. Burkett recommended that Simac and Gibson discuss this issue with the Finance Manager. Burkett also recommended that Gibson forward any further requests of this nature to the Land Records Committee for approval. Hansen further explained the apportionment of the retained fees per the County and State shares.

Future meeting date: Next regular meeting is scheduled for the combined Land Records/Land Information Council, Tuesday, July 1, 2014 at 9 a.m.

Adjournment: Chairperson Simac adjourned the meeting at 12:29 p.m.

Submitted by: Rebecca Nordine/Barb Gibson

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