

LAND RECORDS COMMITTEE & LAND INFORMATION COUNCIL MINUTES

Page 1 of 4

July 1, 2014

Chairperson Gibson called to order the meeting of the Vilas County Land Information Council at 9:02 a.m., on Tuesday, July 1, 2014, in Conference Rooms #2 & 3 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Jeri Radtke, Jim Galloway, Tom Boettcher, Sherry Bierman, Joan Hansen, Carolyn Scholl, and Barb Gibson

Committee Members Not Present: Jim Mulleady

Others Present:, Ritter, Simac, Rayala, Burkett, Doyen, and Rebecca Nordine

Approve Agenda: Motion by Bierman and seconded by Radtke 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 Galloway and seconded by Bierman to accept the minutes from the July 18, 2013 Land Records Committee meeting. All voted aye.

Motion carried on a unanimous voice vote.

Land Information Council appointment to fill vacant seat from Land Records Committee

Gibson explained the purpose of the Land Information Council (LIC), and that there is a vacancy of the statutory council membership created after the committee reorganization after the spring election. Chair called for nominations. Hanson nominated Doyen to fill vacancy. Second by Galloway. All voted aye.

Motion carried on a unanimous voice vote.

Recommendation to expand the voluntary membership of the Council:

Gibson reported that a former committee member had requested to include the Land & Water Conservationist to be added as a voting member of the LIC. Gibson reported that she had conducted research, and discovered that many other counties have included the L&W Conservationist on the LIC.

Motion by Bierman and seconded by Radtke to add the Land & Water Conservationist to the Land Information Council. All voted aye.

Motion carried on a unanimous voice vote.

Resolution: Approve contract to acquire countywide, 6 inch, 4 band, color digital

Orthophotography and Digital Building Footprint Data:

Gibson presented the resolution, proposal and contract for participation to acquire countywide, 6 inch, 4 band, color digital Orthophotography and Digital Building Footprint Data to be paid for entirely using retained fees over FY2015 and FY2016. Gibson explained the importance of acquiring the data as well as the benefits of these tools for many departments across the county government. This project is outlined in the Land Information Modernization Plan 2010-2015, and as such is an appropriate use of the retained fees collected by the Register of Deeds. Boettcher asked about the difference in price from the last flight. Bierman asked about the timeline to public access. Scholl asked about the selection process. Galloway requested information concerning the impact the data has on the Mapping Department as well as the other county departments. Burkett explained the impact on the real estate professionals working in the county. Gibson explained the difference between the Mapping flight and the Forestry project.

Motion by Galloway and seconded by Boettcher to recommend to the Land Records Committee to approve the orthophotography resolution and forward it to County Board. All voted aye.

Motion carried on a unanimous voice vote.

Discussion by Land Information Council – recommendations to Land Records Committee concerning matters affecting the Land Information Office:

Council discussed the following recommendations to the Land Records Committee.

- 1) **WROC 2015 Orthophoto Project** – as explained previously under the Orthophoto contract item.
- 2) **County Treasurer Imaging Project (2016-17)** – Radtke has requested to use a portion of the retained fees to convert the paper tax rolls to images to increase the efficiency of internal and external use of the historical documents. The original paper tax rolls would be sent to the State Historical Society in Ashland. Any rolls not archived by the State Historical Society would be disbursed to the Towns. Gibson explained the Land Records project plan to 2020. This imaging project would be planned for FY2016-FY2017.
- 3) **Land Records Project Plan 2014-2020** - Gibson explained the Land Records project plan to 2020. Galloway requested oblique imagery, and explained the benefits to emergency management and law enforcement. Gibson stated that it was in a previous version of the plan and will be reentered into the plan for 2018.
- 4) **Retained Fee Usage** – Gibson brought up the discussion concerning the retained fees usage. Simac, Hilger (Finance Director) and Gibson had a discussion in June concerning the retained fees usage, and no conclusions developed as a result of the discussion. Gibson explained the retained fee source, distribution, and project expenses. Gibson urged the Council to refrain from using the retained fees for labor expenses citing many reasons why this practice would be detrimental to the Land Information Program. Hanson presented a brief history of the Wisc. Land Information Assn. and the Wisc. Land Information Board and the original intent of the funding mechanism for completing the requirements of the Wisc. Land Information Program. Boettcher proclaimed that Vilas County is a leader in the state for a Land Records Program largely due to the retained fees funding source.

Motion by Hanson and seconded by Radtke to recommend to the Land Records Committee to refrain from using the retained fees for labor expenses. All voted aye.

Motion carried on a unanimous voice vote.

Future meeting date: TBD late summer or early fall 2014.

Adjournment: Chairperson Gibson adjourned the meeting at 9:41 a.m.

Chairperson Simac called to order the meeting of the Vilas County Land Records Committee at 9:41 a.m., on Tuesday, July 1, 2014, in Conference Rooms #2 & 3 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, Jeri Radtke, Tom Boettcher, Barb Gibson, and Rebecca Nordine

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.

LAND RECORDS COMMITTEE & LAND INFORMATION COUNCIL MINUTES

Page 3 of 4

July 1, 2014

Approve Minutes: Motion by Doyen and seconded by Burkett to accept the minutes from the May 30, 2014 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

Resolution: Approve contract to acquire countywide, 6 inch, 4 band, color digital Orthophotography and Digital Building Footprint Data:

Discussion concerning the value of the Orthophoto project and participation in the Wisconsin Regional Orthophoto Consortium. Gibson explained the selection process conducted by the Wisconsin Regional Planning Commissions. Participation in the consortium saves the County substantial funds in costs associated with the project as well as the selection process. Gibson reported that the 2010 Consortium consisted of 2/3 of the counties within the state, and is on track for similar number of participating counties in 2015. The price of higher resolution photos is an added benefit in the 2015 flight. The County can purchase countywide digital, 4 band color (includes infra-red band), 6” resolution photos for slightly more than in 2010 which was 12” true color.

Motion by Rayala and seconded by Burkett to forward the resolution to the County Board approve the contract to acquire countywide, 6 inch, 4 band, color digital orthophotography and digital building footprint data.

Discussion concerning the method of payment

Amended Motion by Ritter and seconded by Burkett to amend to change Line 21 to with the payments to be taken from retained fees and supplemented by the General Fund if needed. All voted aye.

Motion carried on a unanimous voice vote.

Tax Listing Update:

Informative discussion:

Bierman presented the committee information regarding the Computer number that is solely maintained by the Tax Listing Department; while this number has a variety of names its main purpose is to facilitate the collection, storage, manipulation and retrieval of land related information about ownership, taxes,

- Assessors attach their values to this number
 - Zoning files their permits by this number
 - Treasures office collects Vilas County’s main source of revenue by this number
 - Mapping attaches this number to their on-line mapping
 - Surveyors reference this number on their maps, realtors in their listings, title companies on their policies, Appraisers use this number on their appraisals for lending institutions and/or private parties, Attorneys and all preparers of documents place this number on the face of their documents.
- a. Bierman presented the Tax Listing departments monthly financial report
 - b. Bierman presented the 2015 preliminary budget for the Tax Listing department. The main increase was attributed to professional services as this department will be responsible for fees incurred for the AS400 program changes that were previously paid from the IT department’s budget. Due to the antiquated copier this office has, I have requested the Finance Director to move the funds from Maintenance of Equipment 100.19.51715.0240 to 100.19.51715.0810 Capital Equipment; with an additional \$320.00 to purchase a copier/scanner/fax. This same copier is being used in the IT and Highway Departments and should fit our needs.

Land Records Update:

- a. **Land Info Modernization Plan Update** – The retained fees discussion from the Land Information Council meeting is the Land Info Plan update for this meeting.

- 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. **Recommendations from the Land Information Council:**
 - (1) *Expand the membership of the Land Information Council.*
Motion by Ritter, and second by Burkett to approve the LIC’s recommendation to include the Land & Water Conservationist to the LIC. All voted aye.
Motion carried on a unanimous voice vote.
 - (2) *Orthophoto flight 2015.* Action taken care of by the committee under the **Resolution: Approve contract to acquire countywide, 6 inch, 4 band, color digital Orthophotography and Digital Building Footprint Data.**
 - (3) *Retained fees should not to be used for labor expenses.* Extensive discussion concerning the use of retained fees (non-lapsing account), carryover funds and the general fund. Ritter asked questions concerning accounting for retained fees expenditures. Burkett noted that the retained fees are down in direct correlation to real estate sales. Burkett requested information from other counties concerning the retained fees usage practices. Ritter and Burkett reiterated that this decision could not be made at the committee level. The committee could make a recommendation during budget discussions. Simac discussed some of the discussion between herself, Hilger and Gibson. Simac recommended to invite Mr. Hilger to attend the next meeting.
No action was taken pending further discussion at the next meeting.
- d. **2015 Budgets:**
 - (1) **Land Information/Mapping (levy)** – Gibson presented the 2015 Land Information/Mapping Budget. Gibson explained that some revenues (Platbook and Land & Water Atlas) are not credited to the Land Info/Map budget. Doyen questioned the revenue applied to the total. No action taken pending further discussion at the next meeting.
 - (2) **Land Records & Land Records Grant (retained fees)** –
No action was taken pending further discussion at the next meeting.
- e. **Training Reports** – Gibson attended WLIA Spring Regional Meeting. Training Report was sent to the Committee with the meeting packet.

Out of County Travel: None

Letters and Communications: None

Future meeting date: Tuesday, July 29, 2014, 9 a.m.

Adjournment: Chairperson Simac adjourned the meeting at 10:59 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.