

LAND RECORDS COMMITTEE MINUTES

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August 7, 2014

Chairperson Simac called to order the meeting of the Vilas County Land Records Committee at 10:13 a.m., on Thursday, August 7, 2014, in Conference Rooms #1, 2, 3 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Simac, Rayala, Burkett,

Committee Members Not Present: Ritter, Doyen

Others Present: Sherry Bierman, Joan Hansen, Jeri Radtke, Tom Boettcher, Adam Grassl, Debra Bohn, Barb Gibson, and Rebecca Nordine

Approve Agenda: Motion by Burkett and seconded by Rayala 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 Rayala and seconded by Burkett to accept the minutes from the July 1, 2014 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

Tax Listing Update:

- a. Informative discussion:
Bierman presented the committee information regarding the municipal assessor's data that is collected by this office. Their information is as of January 1st of the current calendar year. The assessor's codes are statutorily set by the Department of Revenue.
- b. Bierman presented the Tax Listing departments monthly financial report
- c. Bierman presented the 2015 budget for the Tax Listing department. C. Rayala questioned the Professional Services; Bierman stated the IT department is no longer providing the funds for program changes needed on the AS400 and per the Finance Director Tax Listing needed to budget for this. Bierman will forward the 2015 budget to the Finance Director.
Motion by Rayala and seconded by Burkett to recommend to forward the 2015 Tax Listing Budget to Finance for approval. All voted aye. **Motion carried** on a unanimous voice vote.
- d. Bierman informed the committee about the Wisconsin Real Property Listers state convention she will be attending. The meeting is in Sheboygan County September 17-19; Bierman also informed the committee that Oneida County and Vilas County share the driving responsibilities and Vilas will be driving this year.

Land Records Update:

- a. **Land Info Modernization Plan Update** – Gibson reported that Vilas and Oneida Counties are applying jointly for a grant from the USGS for LiDAR project funding. (See resolution below.)
- b. **Financial Report** – Gibson presented the financial reports to the committee for Land Information/Mapping, Land Records, and Land Records Grant. Gibson reported the requested that the Finance Director conduct journal entries from Land Info/Mapping to Land Records. No action taken.
- c. **Retained fees Usage:** Gibson distributed a report on the survey which Supervisor Burkett requested concerning the use of retained fees. The committee discussed the impact to the Land Information Modernization Program without access to the retained fees for funding. Gibson provided a pie chart illustrating the allocation of the 2014 non-lapsing balance, the anticipated 2015 revenue from retained fees, the proposed 2015 expenditures, and the 2016 anticipated non-lapsing balance. Gibson explained that, by law, the County automatically is allocated 50% of each

recording fee for ANY use. 12% of the Land Info/Mapping (levy) budget has been offset by retained fees funding as a result of the required budget reduction over that past several years. Levy items were moved to retained fees items to achieve the -5% to 0% change in levy items. Again, by law, 23% of each recording fee is returned to the State of Wisconsin. Which leaves only 15% of each recording to be allocated for project funding.

Motion by Burkett and seconded by Rayala to recommend to use the retained fees as allocated by the State, to provide to the Finance Director with a copy of the State's email in response to the retained fees, and to recommend to the Finance Committee to leave the retained fees for projects as written in the Land Information Modernization Plan, and not to be applied to wages. Two voted aye. One voted abstain. **Motion carried** on a majority voice vote.

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.

(2) **Land Records & Land Records Grant (retained fees)** –

Motion by Burkett and seconded by Rayala recommend to forward the 2015 Land Information/Mapping, Land Records, and Land Records Grant Budgets to Finance for approval. All voted aye. **Motion carried** on a unanimous voice vote.

e. Training Reports - None

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

Orthophotography and Digital Building Footprint Data: Gibson explained why the Orthophoto resolution was brought back to the committee.

Motion by Burkett and seconded by Rayala 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. All voted aye. **Motion carried** on a unanimous voice vote.

Resolution: USGS LiDAR Grant Application: Discussion continued concerning the grant application to recoup a portion of the expenses from the 2013 LiDAR Project. Gibson reported that this is a competitive process and is not a guaranteed source of funding. Vilas and Oneida Counties will be jointly applying to the USGS for 25% reimbursement.

Motion by Burkett and seconded by Rayala to forward the resolution to the County Board approve the application for the USGS LiDAR Grant. All voted aye. **Motion carried** on a unanimous voice vote.

Out of County Travel: Approved Bierman's travel.

Letters and Communications: None

Future meeting date: Thursday, September 4, 2014 at 1:00 p.m. in conference rooms 2 & 3

Adjournment: Chairperson Simac adjourned the meeting at 11:05 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.