

Chairperson Simac called to order the meeting of the Vilas County Land Records Committee at 11:02 a.m., on Monday, November 10, 2014, in Conference Rooms # 2 & 3 at the Vilas County Courthouse, Eagle River, Wisconsin.

Committee Members Present: Simac, Rayala, Ritter, Doyen

Committee Members Not Present: Burkett

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

Approve Agenda: Motion by Doyen 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 Doyen to accept the minutes from the September 9, 2014 Land Records Committee meeting. All voted aye. **Motion carried** on a unanimous voice vote.

Job Share Position Tax Listing/Mapping: Bierman and Gibson informed the Committee that the shared position between Tax Listing and Mapping would commence on January 2, 2015 for a 90 day trial period. The trial period would be evaluated incrementally, and the proper procedure to adopt the shared position would be followed for official approval in the 2nd quarter of 2015. The Committee briefly discussed the benefits of the shared position with Bierman and Gibson. No action taken.

Tax Listing Update:

- a. **Informative discussion:** Bierman presented the committee information regarding printing of the Real and Person Property 2014 tax bills; Bierman stated property taxes account for almost half of the 2015 Budgeted Revenue source. The Vilas County Treasurer and Tax Listing Departments are unable to "claim ownership" to even a penny of that major revenue source but their roles are vital to the process.
Bierman informed the committee with Manitowish Waters addressing programming completed, the office had reviewed the changes and updated the mailing addresses' for the property owners; Tax Listing Office had forwarded concerns to the municipality looking for clarification on some of the property owners mailing address.
Bierman also informed the committee that Land and Water Conversation requested Tax Listing to add a field code that can be maintained in the Tax Rolls; a code for "Named Streams/Rivers" and "Named Lakes" has been added.
Bierman presented her September Training report to the committee for review.
- b. **Financial Report** – Bierman presented the financial report; Bierman will be doing a line item transfer to Acct. #100.19.51715.0320 from Acct. #100.19.51715.0330 to balance the accounts. Bierman will also contact the Finance Director regarding the 2015 budget; *per Finance Director on 11/11/14 \$125.00 will be moved from Acct. #100.19.51715.0330 to Acct. #100.19.51715.0320 for 2015.* 2015 budget.
- c. **Out of County Travel** - Bierman requested attending the DOR Assessor meeting in Wausau on 12/2/14

Land Records Update:

- a. **2015 WLIP Base Budget and Training/Education Grant Proposal:** Gibson presented the grant proposal which is due 12/1/2014. The grant will provide funding for 1) imaging services to convert historical tax roll books to digital images, 2) replacement of the large format plotter, and 3) grant administration expenses. The WLIP is non-levy dollar funding to complete the VC Land Information Program initiatives. Gibson noted that a resolution will be forthcoming for the Committee's approval and County Board approval in January 2015. The imaging project and plotter purchase will also need Public Property and Finance Committee approval. **Motion** by Rayala and seconded by Ritter to apply for the 2015 WLIP Base Budget and Training/Education Grant. All voted aye. **Motion carried** on a unanimous voice vote.
- b. **Land Info Modernization Plan Update** – Already covered in the shared position and grant discussions.
- c. **Financial Report** – Gibson presented the financial reports to the committee for Land Information/Mapping, Land Records, and Land Records Grant. No action taken.
- d. **Training Reports** – Gibson and Grassl attended the WLIA Regional meeting and the EWUG Annual Conference. Nordine attended the EWUG Annual Conference.
- e. **Out of County Travel** – Tony Jones to attend the Northern Lakes Chapter – WSLs Fall Regional Meeting on December 12, 2014 in Minocqua, and Wisconsin Society of Land Surveyors Annual Conference January 21-23, 2015, in Wisconsin Dells.

Letters and Communications: None

Future meeting date: Monday, January 5, 2015, 1:00 p.m., conference rooms 2&3

Adjournment: Chairperson Simac adjourned the meeting at 11:41 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.