

LAND RECORDS COMMITTEE MINUTES
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AUGUST 11, 2008

Chairman Radtke called to order the meeting of the Vilas County Land Records Committee at 1:00 p.m., on Monday, August 11, 2008, in Court Conference Room #3, at the Vilas County Courthouse, Eagle River, Wisconsin.

Members Present: Fred Radtke, Mary Platner, Jack Harrison and Leon Kukanich

Members Excused: Linda Thorpe

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

Approve Agenda: Motion by Kukanich and seconded by Harrison 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 Kukanich and seconded by Harrison to approve the minutes of the meeting on June 6, 2008. All voted aye. **Motion carried** on a unanimous voice vote.

Addressing Compliance Certified Letters to Towns:

Nordine explained the certified letters that have been written to each of the Towns identifying deficiencies and starting the clock for the time requirements stated in the Vilas County General Code Chapter 28, Uniform Addressing System Ordinance. Radtke read the Towns' deficiencies from each of the letters. Gibson stated that Corporation Counsel had already edited and approved the letters. Discussion concerning the Federal and State road sign standards to take effect in 2012. The committee directed Nordine to send the certified letter to the Town Clerks for distribution to the Town Boards. Kukanich asked about the Town of Lincoln signs, and Nordine stated that the new fire number signs were compliant with the ordinance. Nordine further explained the problematic areas throughout the county. Gibson explained the cooperation with the City of Eagle River. Gibson explained the Project Plan that was drafted to assist the Towns identified as having multiple ordinance deficiencies, and recommendation to conduct a readdressing project as a means to comply with the ordinance. Radtke asked about the St Germain project on each of the plans. Gibson explained that the St Germain project was being used to demonstrate the readdressing project cost with the number of addresses and the number of parcels to determine the cost of correcting addresses to conform to the Vilas County Address Grid.

Motion by Kukanich and seconded by Harrison to approve mailing the Addressing Compliance certified letters to towns. All voted aye. **Motion carried** on a unanimous voice vote.

Addressing Update:

Covered in the Certified Letters to Towns.

Land Records Update:

Gibson distributed the Land Records and Land Information/Mapping spreadsheets. Gibson explained that the Land Information/Mapping is 52% used and is on track for spending for the year. Gibson explained low activity in the Land Records budget, and that it is a Non-Lapsing account. Gibson discussed the revenue in the Land Information/Mapping account and the retained fees in the Land Records account. Radtke inquired about how the carryover affects next year's budget.

Gibson discussed attending the Tribal Concerns Committee meeting held in Lac du Flambeau. She and Nordine answered questions and discussed concerns that the committee had concerning an agreement with the Lac du Flambeau tribe in regards to issuing addresses on tribal lands as described in Chapter 28 of the General Code. Gibson explained to the Tribal Concerns Committee that there is an informal agreement with the tribe and the Town of Lac du Flambeau for assigning addresses on tribal lands through Pine Lakes Graphics (contractor for the Town). Gibson noted that the procedure used to assign addresses was working well for all concerned, but she would pursue a formal agreement between the tribe and the county if the Tribal Concerns Committee wanted one. The Tribal Concerns Committee decided not to draft an agreement.

Gibson reported that the Mapping Department software must be upgraded to ESRI's SDE enterprise data system in order to supply the Sheriff Department's Microdata system with mapping data in compatible format. Gibson explained that the Mapping Department is going to this SDE system, and initially had intended to spread the cost to upgrade over a 3 year period. Initial costs to upgrade at this point are projected to be approximately \$50,000. The 2009 budget will include approximately \$10,000 for the SDE license and \$3,000 maintenance fee in subsequent years. Gibson also reported that \$12,000 was budgeted for the data conversion, from shapefiles to a geodatabase, for the datasets to be used in the Microdata system, and requested permission to move forward with the project. Gibson reminded the committee that the Land Records account is funded through retained fees through the Register of Deeds Office, and is not funds obtained from collecting property taxes.

Motion by Platner and seconded by Harrison to approve budgeted expenditure of \$12,000 for the data conversion. All voted aye. **Motion carried** on a unanimous voice vote.

Gibson reported that she will be going to Finance Committee to request a line item transfer to cover the cost of the upgrade of the Mapping Specialist's license of AutoCAD Land Desktop. This license is being retired and upgraded for a fee of \$196.00. The Software/Hardware line item is short by \$117.02 to be transferred from Survey Control to Software/Hardware in the Land Records account.

Motion by Radtke and seconded by Platner to approve the line item transfer from Survey Control to Software/Hardware in the Land Records account. All voted aye. **Motion carried** on a unanimous voice vote.

Gibson reported that she has been informed that GeoAnalytics will no longer be developing the PVWeb intranet mapping software, and the software will not be supported after two years. GeoAnalytics is looking to provide access to similar system that will be server through the world wide web. They are working to provide this system at the same cost of annual maintenance for PVWeb. Gibson stated that the projected launch of PVWeb to the internet will be sometime early in 2009. Bierman questioned whether names will be blocked. Gibson stated that is the decision of the County Board, and that blocking the names will have to be worked out with the Information Technologies Department.

Tax Listing Update:

Bierman stated that she was not sure if a decision has been made by the Finance Committee to recommend to the County Board concerning blocking names

Bierman reported that she is waiting for the 4 remaining towns workbooks. After the rolls are completed, the final assessment rolls will be printed, and that this is ahead of schedule this year.

Bierman reminded the Land Records Committee that Vilas and Oneida Counties will be hosting the annual Wisconsin Real Property Listers Conference in 2009. Bierman stated that it will be held at the Wild Eagle Lodge. She requested to be allowed to obtain a room for the conference as she will be one of the hosts and will need to be available to the attendees, speakers and vendors. Radtke asked about how many counties usually attend. Bierman reported approximately 60 out of 72 is the projected number to attend the 2009 conference.

Tax Listing Equipment Purchase:

Bierman requested to purchase a printer drawer that holds 2,000 sheets of paper for tax bill printing. The purchase has been approved in the 2008 budget at \$747.94.

Motion by Radtke and seconded by Platner to approve the purchase of the printer drawer for Tax Listing. All voted aye. **Motion carried** on a unanimous voice vote.

Out of County Travel – Tax Listing:

Bierman requested to travel to Wausau, WI to the Assessor's meeting on November 12. Bierman requested to travel to Green Lake, WI to attend the WI Real Property Listers Annual Conference November 9/16-9/19. She also requested the funding for conference fee, mileage, meals and lodging.

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Motion by Harrison and seconded by Platner to approve Bierman’s travel requests. All voted aye. **Motion carried** on a unanimous voice vote.

Letters and Communications:

Gibson presented a data sharing agreement for digital data with the Bureau of Property Tax – Wausau Equalization for committee signature. Gibson also presented a letter from Public Health to the Personnel Committee concerning a request to modify the Health Department office hours and to change the work schedule of Gina Eagan and Laurel Dreger to 4 – 10 hour days each. Gibson explained the benefits of expanding office hours to better serve the public, and increasing data development productivity during the off peak hours of the day. Gibson requested to propose this change in office hours to the Personnel Committee.

Motion by Harrison and seconded by Platner to authorize pursuit of a 4 – 10 hour day work week in the Mapping Department as determined by the supervisor. All voted aye. **Motion carried** on a unanimous voice vote.

Public Comments:

None

Board Concerns:

None

Vouchers were presented for approval. Motion by Harrison and seconded by Platner to approve vouchers. All voted aye. **Motion carried** on a unanimous voice vote.

Land Info/Mapping

Florida Micro	\$217.24
Verizon	\$90.00
DLT Solutions (\$471.83 to be charged to Land Records)	\$2,271.83
Barbara Gibson	\$41.33

Tax Listing

WI Real Property Listers	\$95.00
Heidel House Resort	\$186.00

Future Meeting Dates in 2008 are scheduled for September 8 (in Conference Room 3), and October 3 (in Conference Room 1), all at the Vilas County Board Rooms, at 9 a.m.

Adjournment: Motion by Kukanich and seconded by Harrison to adjourn the meeting at 2:16 p.m. All voted aye. **Motion carried** on a unanimous voice vote.

Submitted by: Rebecca Nordine and Barbara Gibson

APPROVED BY LAND RECORDS COMMITTEE AT SEPT 8, 2008 MEETING