

**LAND RECORDS COMMITTEE MINUTES      SEPTEMBER 8, 2009**  
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**Chairman Radtke called to order the meeting of the Vilas County Land Records Committee at 9:01 a.m., on Tuesday, September 8, 2009, in Conference Room #1, at the Vilas County Courthouse, Eagle River, Wisconsin.**

**Members Present:** Fred Radtke, Charlie Rayala, Mary Platner and Jack Harrison

**Others Present:** Barb Gibson, Becky Nordine, Sue Schaab Kent, Sherry Bierman and Joan Hansen

**Absent:** Leon Kukanich (excused)

**Approve Agenda:** Motion by Rayala and seconded by Platner 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 Rayala and seconded by Platner to approve the minutes of the meeting on July 8, 2009 (with correction to Rayala voted Aye for Orthophoto Project). All voted aye. **Motion carried** on a unanimous voice vote.

**Addressing Update:** Nordine stated that in the past 2 months she has: collected 77 address sites in the field, issued 45 new addresses, reassigned 60 addresses and named 14 private easement roads. She has also been updating all town addressing maps to reference the new Microdata Geodatabase. Nordine will be printing out 3 new address maps for each town as per our Addressing Ordinance and mailing them this week. She indicated: St. Germain is in the process of ordering their second set of address (some were reassigned since first sign installation) and road signs; Lac du Flambeau and Phelps are budgeting for their town-wide address sign replacement projects; and Plum Lake is proceeding with their town-wide readdressing project (field work was completed in June and 47 private easement roads will be named).

**Preview Tax Listing Budget:** Bierman indicated she only had one increase/change for her 2010 Budget which is for an additional \$173 for software maintenance (to print tax bills and assessments rolls). Radtke informed Bierman that the Finance Committee is looking for all departments to reduce their budgets by 5%. Bierman indicated that her accounts with a larger remaining balance will be spent at the end of the year for printing out tax bills and assessment rolls. Bierman will reduce (excluding salaries and related accounts) her budget by approximately \$500. Radtke requested Bierman check her department income for next year so that it is accurate.

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**Tax Listing Update:** Bierman stated she has been busy preparing for the annual Wisconsin Real Property Listers Association meeting next week (co-hosted with Oneida County). Several towns are working on completing their revaluation.

**2010 Orthophoto Flight Project Resolution:** Gibson presented the resolution for committee approval with the Ayres Associates contract (both as approved by Corporation Counsel). The total of \$76,350 will be split over 2 years or \$38,175 will be paid in 2010 and again in 2011. (This is money collected by the Register of Deeds office through retained fees and not part of the General Fund. These collected fees can only be used on Land Records projects by state statute.) Motion by Rayala and seconded by Harrison to approve the 2010 Orthophoto Flight Project Resolution and forward on for Finance and County Board approvals. All voted aye. **Motion carried** on a unanimous voice vote.

**Preview Land Records and Land Information/Mapping Budgets:** Gibson first presented the current spreadsheet and the preliminary Land Records Budget. She stated the estimated retained fees revenue for 2010 is \$50,000 and the grant received this year was \$7,000 and she is projecting we will receive this amount for 2010. The members reviewed and discussed budgeted amounts, with Gibson offering explanations as needed. Gibson will attend budget hearings to explain to all board members that the Land Records retained fees are not part of the general fund.

Gibson then presented the current spreadsheet and preliminary Land Info/Mapping Budget. Her revenue estimate for 2010 is \$13,000. She indicated that she made decreases in expenditures where possible, but that there was a seven percent (7%) increase in equipment maintenance for 2010 that could not be reduced. (She also explained for future information the ESRI mapping software, purchased through the Mapping Connectivity Project, will have an increase in 2011, but a reduction in software seats for AutoCAD.) Gibson stated that County Clerk Allman approached her about having the mapping department producing the 2011 Plat Books. She told him that it would be possible. The members reviewed and discussed budgeted amounts. Gibson was asked about the auto expense. She indicated that Nordine uses the county vehicle one day a week, but that other departments (such as Public Health and Veteran Services) occasionally use it on other days. Members questioned if this expense should be shared by other departments.

Gibson passed out the department fee schedule and the members reviewed it. Gibson stated that our customization labor fee was lower than other counties. Radtke asked that Gibson present her recommended fee schedule changes at the next meeting.

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**Land Records Update:** Gibson requested attending a half day of the Wisconsin Real Property Listers annual conference next week as it is being held here in Eagle River.

**Out of County Travel:** Gibson requested permission to attend the WI-NENA 9-1-1 Conference in Wisconsin Dells, October 25-28. They will be discussing 911 and VOIP/GIS integration. (Approximate total cost of \$700 to attend.) Motion by Rayala and seconded by Harrison granting permission for Gibson to attend conference. All voted aye. **Motion carried** on a unanimous voice vote.

**Letters and Communications:** Gibson presented 2 digital data requests from the towns of Lac du Flambeau and Manitowish Waters. Motion by Rayala and seconded by Platner to approve data exchange with towns. All voted aye. **Motion carried** on a unanimous voice vote.

**Public Comments:** None

**Board Concerns:** None

**No vouchers** were presented for approval.

**Next meeting** is scheduled for Tuesday, October 6, 2009, at the Vilas County Board Rooms, at 9 a.m.

**Adjournment:** Motion by Rayala and seconded by Platner to adjourn the meeting at 10:35 a.m. All voted aye. **Motion carried** on a unanimous voice vote.

Submitted by: Sue Schaab Kent

**APPROVED BY LAND RECORDS COMMITTEE AT OCT. 6, 2009 MEETING**