

LAND INFORMATION AND RECORDS COMMITTEE

April 10, 2006

The meeting was called to order by Chair Lloyd at 1:30 p.m.

Present: Sarah Lloyd, Robert Andler, Neil Ford, Robert Stoltenberg

Also Present: Kristen Anderson, Lisa Walker, Pat Beghin, Sheriff Rowe, John Hartman

On motion of Stoltenberg / Ford the agenda was approved.

On motion of Andler / Stoltenberg the minutes of the March 13, 2006 Open and Closed Session meeting were approved.

On motion of Ford / Andler Register of Deeds vouchers were approved.

On motion of Andler / Ford Land Information Department vouchers were approved.

On motion of Ford / Stoltenberg the Land Records System Integration Project vouchers were approved.

Lisa Walker presented the Register of Deeds Budget Review. The Register of Deeds has no compensatory time to report. Ms. Walker discussed anticipated decreases in future revenue due to the merging of several title companies who will be sharing resources rather than purchasing records independently. She is hopeful that the lose might be offset by adding new Laredo accounts.

Kristen Anderson presented the Committee with the Land Information Department Budget Review. The Land Information Department has no compensatory time to report.

1. Update on Wireless 911

Sheriff Rowe and Pat Beghin provided the committee an update on the Wireless 911 project. They provided project details and well as discussed the need for cooperation and communication between county departments. Both Kristen Anderson and John Hartman agreed that communication was key to project success. All were supportive of the Sheriff Rowe's suggestion to plan regularly scheduled project update meetings. Ms. Anderson discussed the potential impacts on the Land Information Department. The Land Information Department will be participating in supporting the mapping needs of the Wireless 911 project. Further discussion followed.

2. Register of Deeds Update

Ms. Walker updated the committee on current activities in the Register of Deeds department.

3. Land Information Department Update

Historic Plat Book Donations

Ms. Anderson updated the committee on meeting with Corporation Counsel to discuss accepting of the historical plat books. She noted that Corporation Counsel had no concerns with accepting the books and felt that a letter from the county board to the family who donated the materials would be a good idea. In addition, Mr. Ruff felt that insuring the books was not necessary.

Ms. Anderson will work with Supervisor Ford and Supervisor Lloyd to write a memorial that will be placed in each of the books. The committee also asked that she work with the County Board Chair to have a letter drafted from the county board to the family.

GIS Data Migration

Ms. Anderson informed the committee that the LID has began to develop a plan for migrating all LID enterprise datasets from the current GIS data environment to the new format supported by ESRI, geodatabases. Ms. Anderson also noted that the plan would include the installation of ESRI Spatial Data Engine software (ArcSDE). ArcSDE is a server software product used to access massively large multiuser geographic databases stored in relational database management systems. Data would be accessible as read/write for

data maintenance staff and read only for those who have permissions only to view and use data. Ms. Anderson has included the MIS department in early discussions regarding this project, as MIS participation is critical to project success.

Parcel Number Standard

LID will be working over the next several months to develop a parcel number standard. The standard will work within the existing parcel numbering system but will provide a uniform set of operating rules. Once completed the parcel numbering standard will be made available on the LID web page and will be part of the LID Land Records System Manual that is currently in development.

Tax Parcel Description Abbreviation Standard

The LID is currently working to develop a standard for abbreviations commonly used in the tax parcel description. The Real Property Lister's Association (RPLA) standard was used as a starting point. The RPLA standard, however, will be modified to work for Columbia County. Once completed the standard will be made available on the LID web page and will be part of the LID Land Records System Manual that is currently in development.

Tax Bill Mailing Address Procedure

Ms. Anderson informed the committee that the LID would be working with the Treasurer's Department to coordinate the tax bill mailing address maintenance process. The new process for data maintenance will include internal workflow between the Treasurer and LID, data exchange between local government and the county, and new forms to be developed for changes requested by the public. Once completed the new forms will be made available to the public on-line. In addition, the workflow procedure will be made available to the local Clerk's and Treasurer's as part of the LID Clerk/Treasurer manual and the LID Land Records System Manual both currently in development.

The next regular meeting of the Committee will be Monday, May 8, 2006 at 1:30pm.

On motion of Andler / Ford the meeting adjourned at 3:10 p.m.

Respectfully submitted,

Robert Andler, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Martin
Vice-Chair Baumgartner
Lisa Walker