

LAND INFORMATION AND RECORDS COMMITTEE

May 8, 2006

The meeting was called to order by Chair Lloyd at 1:35 p.m.

Present: Sarah Lloyd, Jack Sanderson, Robert Stoltenberg, Neil Ford, Fred Teitgen

Also Present: Kristen Anderson, Lisa Walker

On motion of Ford / Stoltenberg the agenda was approved.

On motion of Ford / Teitgen the minutes of the April 10, 2006 meeting were approved.

On motion of Teitgen / Stoltenberg Register of Deeds vouchers were approved.

Lisa Walker presented the Register of Deeds Budget Review. The Register of Deeds has no compensatory time to report. Ms. Walker reminded the committee that anticipated decreases in future revenue due to the merging of several title companies is anticipated. Discussion followed.

On motion of Teitgen / Stoltenberg Land Information Department vouchers were approved.

Kristen Anderson presented the Committee with the Land Information Department Budget Review. The Land Information Department has no compensatory time to report. Ms. Anderson provided explanation for each of the Land Information Department budgets to the committee. Discussion followed.

1. Introduction to the Register of Deeds

Ms. Walker gave the committee an overview of the Register of Deeds Department. Topics of discussion included the Land Records System project, the installation and use of the Fidar System for document management, tract index, e-Recording, e-Transfer forms, and the use of credit cards in the Register of Deeds. Discussion followed.

2. Introduction to the Land Information Department

Ms. Anderson gave the committee an overview of the Land Information Department. Ms. Anderson provided an overview of department duties including Real Property Listing, Enterprise Geographic Information Systems, County Surveyor, and Land Records Modernization. Topics of discussion included the Land Records System project, Remonumentation, and Wireless 911. Discussion followed.

3. Register of Deeds Update

Ms. Walker updated the committee on current activities in the Register of Deeds department. She discussed the changes to the department as a result of recent legislation changes. The Register of Deeds will no longer record documents with social security numbers listed. These documents are rejected and returned to the filer for correction.

Ms. Walker discussed the need for the Register of Deeds to modify department policy concerning payment for Vital Records. The department has recently has problems with checks being returned for insufficient funds. On motion of Ford / Sanderson the committee unanimously approved the Register of Deeds to accept cash only, or equivalent, for payment of Vital Records. The change is to be effective June 1, 2006.

4. Land Information Department Update

Update on Wireless 911

Ms. Anderson updated the committee on the Wireless 911 project. She informed the committee that she is meeting with the project team (MIS, Sheriff's Department, Emergency Management, Dispatch, Land Information) once a week to work on the Wireless 911 project. The project team has discussed software version, hardware needs for dispatch and GIS, and data maintenance. The Land Information Department will take the lead in coordinating GIS data maintenance needs with support coming from other departments in the

form of fieldwork and/or supporting data. This months discussions will likely focus on address data maintenance within the county and also city/village communications with the county. The Planning & Zoning Department will be participating in these discussions, as they are responsible for issuing rural address numbers. Further discussion followed.

Tax Parcel Description Abbreviation Standard

The LID is has completed work on developing 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. 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 has completed developing the tax bill mailing address maintenance process. The new process for data maintenance includes internal workflow between the Treasurer and LID, data exchange between local government and the county, and the development of new forms for changes requested by the public. The new forms are available to the public on-line. In addition, the forms will be mailed to all local clerks and assessors.

Out of County Travel

Ms. Anderson discussed with the committee upcoming out of county travel. On motion of Stoltenberg / Ford the committee unanimously approved Land Information Department out of county travel.

The next regular meeting of the Committee will be Monday, June 12, 2006 at 1:30pm.

On motion of Teitgen / Stoltenberg the meeting adjourned at 3:00 p.m.

Respectfully submitted,

Robert J. Stoltenberg, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Baumgartner
Vice-Chair Wopat
Lisa Walker