

**COLUMBIA COUNTY BOARD OF SUPERVISORS
LAND INFORMATION AND RECORDS COMMITTEE MINTUES**

May 14, 2007

The meeting was called to order by Chair Sanderson at 3:00 p.m.

Present: Jack Sanderson, Neil Ford, Bob Stoltenberg, Fred Teitgen

Also Present: Kristen Anderson, Lisa Walker

With no objections the agenda was approved.

With no objections the minutes of the Regular April 9, 2007 meeting were approved.

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

On motion of Ford / Teitgen Land Information Department 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 the decrease in revenues in the Register of Deeds. Discussion followed.

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

1. Register of Deeds Update

Employee Appraisals

Employee appraisals were performed for all Register of Deeds staff positions. Evaluation forms have been filed with the Human Resources Office. Ms. Walker further noted that she would like to offer additional training for department staff and will be budgeting for additional trainings in the 2008 budget year. She will also continuing to work with the MIS department to take advantage of training offered by Columbia County.

Legislative Changes

Ms Walker provided the committee with an update on legislative changes to the recording of vital records. She also noted that the change to the real estate transfer fees remained in the Governors' Budget. The change is from \$3 per thousand increased to \$6 per thousand.

Document Scanning

All documents scanned by the 2007 image contract have been returned to the Register of Deeds. The Register of Deeds will be quality controlling each image to verify document quality. When completed the document index will be matched with scanned images.

E-Recording

E-Recording has increased from 6% in 2006 to 10% in 2007. It is expected that e-recording volume will continue to increase during the remainder of 2007.

2. Land Information Department Update

Employee Appraisals

Ms. Anderson informed the committee that employee appraisals were performed for the GIS Specialist, Land Records and the Real Property Lister positions. Evaluation forms have been filed with the Human Resources Office.

GIS Specialist Rehire

Kristen Anderson informed the committee that the selected individual has accepted the position.

Wireless 911 Update

Ms. Anderson provided the committee with an update on GIS activities related to the Wireless 911 project. She noted that the upgrade to the enterprise GIS software has been completed and a schedule for providing other county GIS users access to the new enterprise GIS data format is being developed.

Tax Parcel Map and Database modernization

Ms. Anderson provided the committee with an update on the tax parcel map modernization project. The project goals are to develop a modern database design using enterprise GIS technology, to improve sharing of data, to create links to other non-GIS databases, to improve map readability and design, to automate map printing, to improve map exchange (PDF format), and to streamline data maintenance activities. The project is scheduled to be completed by January 1, 2008.

Wisconsin Department of Administration –Wisconsin Land Information Program 2007 Grant

Ms. Anderson informed the committee that she submitted the application for the 2007 Training & Education grant for Columbia County.

Open house

The committee discussed planning an open house for the Register of Deeds & Land Information Department to be held prior to county board. The date of the open house has not been determined. Discussion followed.

3. Register of Deeds review of communication regarding subdivision and condominium plat recordings

Ms. Walker discussed the importance of the tract index to Columbia County. In an effort to improve the availability of documents necessary to correctly list the subdivision or condominium plat, the Register of Deeds proposed providing an image of the recorded plat in an internet based application. In addition to providing free access to the subdivision and condominium plat, the county will not be liable for errors provided to the customer. Discussion followed.

On motion of Teitgen / Ford the committee unanimously approved allowing the Register of Deeds to post subdivision and condominium plat map images freely on the internet.

4. Land Information Department Affidavit of Correction Policy

Ms. Anderson and Ms. Walker provided the committee with background information related to the Affidavit of Correction. It was noted that the Affidavit of Correction document was developed to allow for the correction of scrivener's errors not for the conveyance of real property. Ms. Anderson provided the committee with a policy developed for processing of Affidavit of Correction documents in the Land Information Department: Affidavit of Correction documents will only be accepted for the correction of scrivener's errors. She further noted that Corporation Council was consulted on the definition of a scrivener's error. Discussion followed.

On motion of Teitgen / Ford the committee unanimously approved the Land Information Department policy for processing the Affidavit of Correction.

5. Land Records Enhancements

Ms. Anderson provided the committee with an overview of recent enhancements to the free on-line Tax Parcel Data Search application. Enhancements include: Startup Tab, Survey History Tab, and the 'Make my default tab'. Discussion followed.

The next regular meeting of the Committee will be Monday, June 11, 2007 at 3:00pm.

On motion of Teitgen / Ford the meeting adjourned at 5:15 pm.

Respectfully submitted,

Robert J. Stoltenberg, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Baumgartner
Vice-Chair Wopat
Lisa Walker