

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

October 9, 2006

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

**Present:** Neil Ford, Fred Teitgen, Jack Sanderson

**Also Present:** Kristen Anderson, Lisa Walker

On motion of Teitgen / Ford the agenda was approved.

On motion of Teitgen / Ford the minutes of the August 14, 2006 meeting were approved.

On motion of Teitgen / Ford 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 provided the committee with a new budget review report format. The committee agreed the new format was much improved and provided some suggestions for further enhancements. Discussion followed.

On motion of Teitgen / Ford 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. Discussion followed.

### **1. Register of Deeds Update**

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

#### Update on Register of Deeds Budget Review by Finance Committee

Ms. Walker informed the committee that the Finance Committee approved the Register of Deeds budget as submitted. No changes were made.

#### Update on document scanning and indexing projects

Ms. Walker informed the committee that the scanning and indexing of subdivision plats and condominium plats is complete. Information is available to the public and internal staff using the on-line services of Laredo (Fidlar Software) or Tapestry (Fidlar Software). Annexations and resolution scanning and indexing is on going. Ms. Walker also discussed upcoming scanning work related to vital records.

#### Discussion on future archival needs for Register of Deeds documents

Ms. Walker discussed evaluating future document archive needs. She made the committee aware of the differences between archiving and access paper documents versus digital documents. Discussion followed.

### **2. Register of Deeds Laredo Fees**

Ms. Walker discussed a proposal to change the fee structure for the on-line subscriber based document sales application, Laredo. Ms. Walker informed the committee that she would like to change the Laredo fee structure by January 2007. The committee agreed that changing the fee structure would benefit Columbia County and would not greatly impact the customer. Ms. Walker will be putting together a proposal of recommended changes and impacts that will be reviewed at the regularly scheduled November Land Information & Records committee meeting. If approved, the changes would take effect January 2007. Discussion followed.

### **3. Land Information Department Update**

Ms. Anderson updated the committee on current activities in the Land Information Department. Discussion followed.

#### Update on Land Information Budget Review by Finance Committee

Ms. Anderson informed the committee of changes made to Land Information General Budget and to the County Surveyor Budget. The Land Records Expendable Trust Budget was approved as submitted. Discussion followed.

#### Update on Wireless 911

Ms. Anderson updated the committee on the Wireless 911 project. She also informed the committee installation of Microdata software and ArcSDE software, and converted GIS data has been completed. Wireless 911 calls can now located using Columbia County mapping data in the dispatch center. Ms. Anderson attended training held at the Law Enforcement Center along with staff from the dispatch center, Emergency Management, Sheriff's Department, and MIS. She informed the committee that field collection of GIS data is ongoing.

#### Update on County Surveyor Remonumentation Records and Tie Sheets

Ms. Anderson updated the committee on project work in related to County Surveyor Remonumentation Records and Tie Sheets. The department has been working to integrate remonumentation GPS data into the enterprise GIS. In addition to GIS integration, tie sheets are also being scanned and hyperlinked to spatially referenced data for all section corners and quarter corners. Ms. Anderson also described a partnership arrangement between Columbia County and the State Cartographer's Office for publishing data. =.

### **4. Land Information Department replacement request for Geographic Information Systems Specialist - Highways & Transportation**

Ms. Anderson requested Committee approval for the replacement request for the Geographic Information Systems position vacated September 29, 2006. The Human Resources and Executive Committee have already granted approval for replacement. If approved, Ms. Anderson will work with the Human Resources Department to post the position as soon as possible. Discussion followed. On motion of Teitgen / Ford the replacement request for the Land Information Department Geographic Information Systems Specialist position was approved.

### **5. Committee Discussion: Change in Regular Meeting Time**

The Land Information and Records Committee discussed possible changes to the regular meeting time. The suggested meeting day would be the 1<sup>st</sup> Monday of each month with meetings to be held at 3:00pm.

The next regular meeting of the Committee will be Monday, November 13, 2006 at 1:30pm.

On motion of Teitgen / Ford the meeting adjourned at 3:00 pm.

Respectfully submitted,

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Robert J. Stoltenberg, Secretary

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Kristen Anderson, Director of Land Information

CC: Committee  
Chair Baumgartner  
Vice-Chair Wopat  
Lisa Walker