

LAND INFORMATION AND RECORDS COMMITTEE

October 10, 2005

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

Present: Robert Andler, Neil Ford, Robert Stoltenberg, Jim Pugh

Also Present: Lisa Walker, Pam Robson, Susan Martin

On motion of Stoltenberg / Andler the agenda was approved.

On motion of Andler / Ford the minutes of the September 12, 2005 were approved.

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

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

On motion of Ford / Andler 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 expressed some concern about the new bankruptcy law and the potential impacts on the Register of Deeds office.

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

1. Register of Deeds Office Recorded Document daily deadline

Ms. Walker provided the committee with an ordinance to create Title 17, Chapter 1 (cutting off reception time for Register of Deeds) of the Columbia County Code of Ordinances. The ordinance would require that documents posted to the current days record be filed one hour prior to the close of the official business day. If approved, the ordinance would be effective January 1, 2006. Register of Deeds customers will be noticed on changes in policy prior to implementing it. On the motion of Andler / Stoltenberg, the Land Information & Records Committee approved the ordinance as presented.

2. Land Information Department Update

Discussion on this agenda item will be postponed until the regularly scheduled November meeting.

3. Emergency Management contact list for GIS staff

Discussion on this agenda item will be postponed until the regularly scheduled November meeting.

4. Land Information Department replacement request for Real Property Lister

Ms. Robson informed the committee the Real Property Lister submitted her resignation letter to the Director of Land Information September 19 and has retired on October 7, 2005. She further explained the importance of the Real Property Lister to the Land Information Department and to Columbia County. The committee was provided with copies of the need to Hiring Analysis form and the revised job description as approved by the Human Resources committee October 5, 2005 and the Executive Committee October 10, 2005. Ms. Robson stated that both the Human Resources Committee and the Executive Committee have already approved both the refilling of the position and the changes to the job description. Ms. Robson further explained the changes made to the Real Property Lister job description, noting the requirements for the position have changed as the result of implementing modern technologies in managing real property in Columbia County. On the motion of Ford / Andler, the Land Information & Records Committee voted to approve the refilling of the Real Property Lister position in the Land Information Department. On the motion of Andler / Stoltenberg, the Land Information & Records Committee voted to approve changes to the Real Property Lister job description.

The next regular meeting of the Committee is scheduled for Monday, November 14, 2005 at 1:30 p.m.

On motion of Andler / Ford the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Robert Andler, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Martin
Vice-Chair Baumgartner
Lisa Walker