

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

November 13, 2006

The meeting was called to order by Chair Lloyd at 1:40 p.m.

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

Also Present: Kristen Anderson, Lisa Walker

On motion of Ford / Sanderson the agenda was approved.

On motion of Ford / Stoltenberg the amended minutes of the October 9, 2006 meeting were approved.

On motion of Sanderson / 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 expressed concern that revenue projections would not be met due to declining home sales. Discussion followed.

On motion of Sanderson / 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 document scanning and indexing projects

Ms. Walker informed the committee that the scanning and indexing of subdivision plats and condominium plats is complete. The department is working on quality control.

Update on State's Vital Records System

Ms. Walker updated the committee on the progress of the State's Vital Records System. Discussion followed.

Update on e-Recording

Ms. Walker noted that approximately 7% of documents filed in the Register of Deeds are recorded electronically. Although staff time is required for quality control, it is minimal compared with traditional filing methods. Ms. Walker anticipates a much higher recording volume when the documents such as Warranty Deeds are accepted electronically.

Update on Laredo Training

Ms. Walker informed the committee that the recently held Laredo Training was successful. About 25 individuals from private sector and county agencies attended. Many positive comments were received.

Department Cross-Training

Ms. Walker informed the committees that the Register of Deeds department is currently cross-training staff. Staffs are rotating positions in an effort to have all staff understand the various job responsibilities within the department.

2. Register of Deeds Laredo Fees

Ms. Walker presented a proposal to change the fee structure for the on-line subscriber based document sales application, Laredo. The fee structure would be amended to add a charge per image. Ms. Walker noted that she reviewed fee plans for all other Wisconsin Register of Deeds using the Fidlar Laredo application. The modified fee structure presented by Ms. Walker is similar to plans currently in place in other locations. Discussion followed.

Topics of discussion included:

- Convenience of on-line based system versus free access to records within the Register of Deeds Office. Statutory fee for copying records applies for documents obtained in the Register of Deeds Office.
- Revenue loss due to increased availability of on-line images without addition of a cost per image to the fee structure. The 2007 budget would allow for images to be scanned to match existing index (1987-present)
- The need to keep records in "good health" and to maintain up-to-date software applications using collected fees

On motion of Ford / Stoltenberg the committee voted to approve the new Laredo on-line subscription fee structure. Ordinance changes will be drafted by Ms. Walker with assistance from Corporation Council and submitted for full county board approval.

3. Land Information Department Update

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

Update on Wireless 911

Ms. Anderson noted that collection of GIS data is ongoing.

Update on County Surveyor Remonumentation Records and Tie Sheets

Ms. Anderson informed the committee that project work related to County Surveyor Remonumentation Records and Tie Sheets for completed townships (western 1/2 of county) is complete. Data has been converted from paper copy into PDF & GIS data files and has been provided to State Cartographers Office for integration into the PLSS Control Finder application.

Levee Management Workgroup

Ms. Anderson informed the committee the Land Information Department is working to complete GIS analysis potentially impacted landowners located in the 10, 50, and 100-year floodplain areas.

ArcSDE Installation

Ms. Anderson informed the committee that over the next month ESRI's ArcSDE software would be installed. Land Information and the MIS Department have had several preliminary meetings to prepare for installation. The two departments will continue to work together. Data conversion will continue in 2006 and is expected to be complete in 2007.

The next regular meeting of the Committee will be Monday, December 11, 2006 at 3:00pm.

On motion of Stoltenberg / Ford the meeting adjourned at 2:45 pm.

Respectfully submitted,

Robert J. Stoltenberg, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Baumgartner
Vice-Chair Wopat
Lisa Walker