

LAND INFORMATION AND RECORDS COMMITTEE

November 14, 2005

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

Present: Sarah Lloyd, Robert Andler, Neil Ford

Also Present: Kristen Anderson, Lisa Walker

On motion of Andler / Ford the agenda was approved.

On motion of Ford / Andler the minutes of the October 10, 2005 were approved.

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

On motion of Andler / Ford 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 further noted the sales from the Fidar Tapestry system were higher than expected.

Kristen Anderson presented the Committee with the Land Information Department Budget Review. The Land Information Department has no compensatory time to report. Ms. Anderson noted the WNR Hazard Mitigation Grant – Site Address Mapping account (1723) has been added to the budget review packets as well as the reports provided by the Accounting Department. Following questions from Supervisor Lloyd, Ms. Anderson was asked to report back to the committee at next months regularly scheduled meeting regarding the ATC dollars not expended on the Land Records System Integration Project.

1. Land Information Department Update

a. Update on Wireless 911 Grant Application

Ms. Anderson updated the committee on the Wireless 911 Grant Application. She informed the committee that the Land Information Officer Network (LION) has been in contact with the Public Service Commission (PSC) and the Wisconsin Chapter of the Emergency Numbering Association (WINENA) regarding grant awards. The latest word from LION and WINENA is that the PSC will likely be announcing awards this week, targeting November 16 as the date. Ms. Anderson also informed at a PSC committee meeting held October 13, 2005 suggested that address and centerline mapping would be covered 100% while costs associated with remonumentation would be covered 25%, tax parcels 25%, and orthophotography 50%. Discussion followed on budgeting of the Wireless 911 project with regarding to land records and the sharing of data with neighboring county dispatch centers.

b. EWUG Conference, Green Bay

Kristen Anderson updated the committee on the ESRI Wisconsin User Group conference attended by herself, GIS Specialist Vicki Boos and GIS Specialist Jason Buck. EWUG is a statewide group that meets to discuss ESRI software related topics and technical issues. Seminars on up-coming changes to ESRI software were attended as well as sessions demonstrating the use of ESRI software in organizations in Wisconsin. The conference was held in Green Bay Wisconsin.

c. Real Property Lister position

The Real Property Lister recruitment period for union transfers has been closed; one individual has posted interest in the position. Ms. Anderson will be working with the Human Resources Department in scheduling interviews and skills testing. Testing will included level 2 skills in Microsoft Word and Microsoft Excel as developed by the MIS Department and Real Property testing as developed by the Land Information Department.

d. Removal of office materials from the Land Information Department

Ms. Anderson discussed with the committee the need to post a policy in the Land Information Department where department materials are to be used in the department and not be taken to another office without permission of LID staff. The LID has had several instances where other county staff or customers have

removed department books, maps, and surveys without the knowledge of the LID. As a result LID staff and customers are often required to locate the missing resources. These are products if lost or stolen or destroyed are not likely able to be replaced. The committee approved Ms. Anderson's request to post notice that Land Information Department are not allowed to be removed from the department with permission of LID staff. Notice will be posted in the Land Information Department as well as sent via email memorandum to county departments who are regular users of LID resources.

2. Land Information Department Emergency Management contact list for GIS staff

Ms. Anderson informed the committee that Emergency Management has requested the Land Information Department provide a prioritized contact list of GIS staff. Emergency Management recognizes that information about the location of an incident or disaster is often crucial in knowing how to respond. The GIS staff in the Land Information Department has the expertise to provide Emergency Management with the geographic information necessary for first response and recovery activities. In emergency situations Emergency Management will use the prioritized list provided by Land Information to contact GIS staff that will be able to provide mapping and geographic analysis necessary for Emergency Management activities.

3. Land Information Department Policy for Processing Certified Survey Maps, Subdivision Plat, and Condominium Plats

Ms. Anderson provided the committee with a copy of a new policy for processing certified survey maps, subdivision plats, and condominium plats in the Land Information Department. The Land Information Department will process all certified survey maps, subdivision plats, and condominium plats within 10 working days of the official posting of the document with the Columbia County Register of Deeds Office. It was noted that the LID will be informing customers of this policy by posting notice on the county internet website and in the department as well as informing regular customers by letter. Regular customers include surveyors, title and real estate professionals, attorneys, and others. On motion of Ford / Andler the committee unanimously approved of the Land Information Department processing all certified survey maps, subdivision plats, and condominium plats within 10 working days of the official posting of the document with the Columbia County Register of Deeds.

The next regular meeting of the Committee is scheduled for Monday, December 12, 2005 at immediately following the Committee Chair / Department Head meeting (2:00 p.m.).

On motion of Andler / Ford the meeting adjourned at 3:00 p.m.

Respectfully submitted,

Robert Andler, Secretary

Kristen Anderson, Director of Land Information

CC: Committee
Chair Martin
Vice-Chair Baumgartner
Lisa Walker