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| <b>LAND RECORDS COMMITTEE MEETING</b><br>February 9, 2016<br>Oneida County Courthouse<br>Second Floor – Committee Room 2<br>Rhinelander, Wisconsin 54501 |  |  |
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| Committee Members | Lisa Zunker   | Sonny Paszak   |
| Mike Timmons      | Jim Intrepidi | Greg Oettinger |

**Call to Order and Chair’s announcements.**

Chairman Intrepidi called the meeting to order at 9:30 a.m. in accordance with the Open Meeting Law noting that the meeting notice had been properly posted and the location is handicap accessible. All members present except Oettinger who had an excused absence.

**Approve agenda for today’s meeting.**

Motion/Paszak/Zunker to approve today’s agenda with the meeting location being corrected to Committee Room 2 not the County Board room. All ayes.

**Approve minutes of Land Records January 12th minutes.**

Motion/Timmons/Paszak to approve minutes for the January 12, 2016 meeting with the meeting room being corrected to show the location being Committee Room 2 not County Board room. All ayes.

**Staff members’ attendance at land-related meetings/seminars.**

Romportl updated the committee on attendance at the WI Society of Land Surveyors Annual Conference.

**Monthly bills, line item transfers, purchase orders, budget surveys, budget hearings, reports, plans, non-budgetary item requests.**

Motion/Paszak/Timmons to approve monthly bills submitted by both the Register of Deeds Office and the Land Information Office and also to approve the line item transfers submitted by the Land Information Office. All ayes. Heal Creek project is completed, all done. The Administration Committee has requested Romportl to serve on the efficiency team which would involve his attendance at meetings from time to time in order to update the existing information that had been previously obtained. This committee has no objection to his participation.

**Approve Land Information Office 2016 blank purchase orders.**

Motion/Timmons/Zunker to approve the Land Information Office 2016 blank purchase order list as presented. All ayes.

**Update County-wide wetland maps.**

Karl Jennrich and Romportl talked to the State DNR about updating the county wetlands with new data that will better delineate the wetlands. The DNR has agreed to use Oneida County’s LiDAR, color photography and soils data to update the state’s wetland maps at no charge to the County. This project has already been approved by the Planning & Development Committee and Department.

**Wisconsin Public Service license agreement for GIS data.**

Wisconsin Public Service is in the process of burying electric lines underground and they hired surveyors to determine coordinates on many property or right-of-way corners in their service area. WPS is offering the data to the county at no charge but a license agreement must be signed and WPS requests use of the county GIS data in exchange. Romportl recommends that the county obtain the data from WPS as it would be useful for checking or updating the parcel maps and that the County GIS data is already available to WPS and others for free download from the land records website. Motion/Zunker/Paszak to allow required person(s) to sign the agreement with Wisconsin Public Service after approval by Corporation Counsel. All ayes.

**Resolution for Wisconsin Public Service easement requests for underground utilities on County property.**

Motion/Timmons/Zunker to approve the consent resolution and to forward to the county board for their approval of an easement, at no cost, for Wisconsin Public Service to bury utility line on one of the county's 100-ft excess right-of-way strips along Journeys End Road located in Section 15 Township 37 East Range 8 North (PL 126-8). All ayes.

**Request by Wisconsin Public Service for gas main easement on County owned parcel shown on Certified Survey Map # 4288 (Dept On Aging/Health Dept Property 100 W Keenan St).**

Wisconsin Public Service is requesting an easement from Courtney St to run along retaining wall going to existing utilities by the Department on Aging/Health Department building; this has been forwarded to Building and Grounds for review and upon their consideration it will be brought back to this committee if needed for further action.

**Wis Land Information Program grant project for establishment of Public Land Survey corners and request for LTE and/or Contractor to work on project.**

Romportl informed the Committee the Wis Land Information Program grant that was submitted for public land survey system corner restoration was approved by the State. Romportl discussed with the Human Resource Director and Corporation Counsel the requirements and issues of hiring an LTE, a contracted employee or contracting for the work. The work will include research, finding or setting section and ¼ corners or meander corners, establishing accurate coordinates on the corners and preparing and filing a corner restoration form which Romportl showed an example of a final completed form. The priority will be completing the county line corners first then work on the interior corners of the County. Work on the interior would be a mix of working with surveyors similar to our county restoration program of paying a fixed amount for a corner, contracting and/or working with a contracted employee. Romportl recommended that the County hire Jeff Austin as a contracted employee who has worked with the County on other projects as an LTE. Austin would do the research, field work and preparation of restoration forms and Romportl would certify and sign the final corner restoration forms. Romportl recommended we start off with a \$25,000 contract plus mileage and then extend the contract and/or contract parts of it out as the project proceeds and funds are available.

Motion/Paszak/Timmons to approve hiring Jeff Austin as a contracted employee at the rate of \$47.50 per hour for up to \$25,000 which will include use of Austin's equipment subject to the contract subject being approved by Corporation Counsel and Human Resources Director. All ayes.

**Request and resolution to purchase county-owned excess right-of-way-strip along Sand Lake Rd in GL 8 Section 6 Township 37 North, Range 7 East, Town of Cassian by Phillip Dunday.**

Romportl suggests postponing this item for a future meeting so he can look into this area more thoroughly and request input from the Town of Cassian.

**Public Comments/Communications.**

There was no one from the public present. Romportl did mention that he will be meeting with LRES regarding the replacement for the Land Info Aide position tomorrow.

**Date of next meeting and possible items for the agenda.**

March 8, 2016 at 9:30 A.M.

**Adjournment.**

Motion/Zunker/Paszak to adjourn the meeting at 10:20 A.M. All ayes.