

**Lincoln County Land Services Committee
Minutes of Wednesday, September 17, 2015, 10:30 am
Lincoln County Service Center, Room #156**

Members Present: Julie Allen, Loretta Baughan, Hans Breitenmoser, Wayne Plant, Curtis Powell & Greta Rusch.

Visitors: Randy Scholz; Administrative Coordinator, Nancy Bergstrom; Corporation Counsel, Matthew Bremer; Land Services Zoning Manager, June Winters; Zoning Program Assistant, and 6 others. Supervisor Hetfeld was excused.

1. Call Meeting order - Meeting was called to order by Chairman Powell at 10:30 a.m.
2. Approval of the August 13, 2015 Land Services Committee Minutes – M/S Baughan / Rusch to approve the minutes. Motion carried all ayes.
3. Public Comment – There was no public comment
4. Convene into closed session pursuant to sec. 19.85(1)(c), Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee – M/S Allen/ Plant to go into closed session at 10:32 a.m. with Scholz & Bergstrom to stay for the closed session. Motion carried on a roll call vote, all ayes.
 - a) Land Services Administrator interviews

At 11:50 the Committee took a brief break. Committee resumed the closed session at 11:54 a.m.

5. Reconvene in open session and take any action necessary on item(s) discussed in closed session – M/S Powell/Plant to reconvene into open session at 12:12 a.m. Motion carried on a roll call vote, all ayes.

M/S Allen/Plant to offer the position to the candidate that the Committee has chosen. Motion carried all ayes. Powell asked Scholz to please take care of that. Scholz acknowledged.

Chairman Powell moved to item #10 on agenda.

REGISTER OF DEEDS

6. ROD Monthly Munis Reported submitted for Committee review – Koss asked if there were any questions on the reports.
7. ROD Monthly Written Report submitted for Committee review – Baughan asked if it would be possible to add a count of current recordings of death & birth certificates and not just number of copies sold. There was discussion and Koss said that she could provide that information going forward. Koss mentioned that at next month's meeting she will be at the WRDA Fall Conference. The Committee agreed that she could just submit her reports for review.

LAND SERVICES DEPARTMENT

8. Agency Updates – There were no agency updates.
9. Lumber Jack Resource Conservation & Development Council project grant request – River Bend Trail – Gene Bebel – Supervisor Plant asked to be recused from any discussion/action because of his involvement with Lumberjack RC&D. So noted by Powell.

Gene Bebel was present and explained that history of the project and donations that they have previously received. They are requesting funds to help provide lighting along the trail and other priority items and want to apply for a grant from Lumberjack RC&D. He reviewed the information that the Committee had been given. Powell clarified and Bebel said that the project needed an approval from this Committee to move forward with the Lumberjack RC&D grant application.

M/S Breitenmoser/Rusch to support the River Bend Trail project applying for the grant from Lumberjack RC&D.

Chairman Powell moved to item #11 on the agenda.

10. Service Center Landscape Project – (Prairie Enthusiasts) – Pat Gierl/Dan Marzu – Pat Gierl, Maintenance Director, was present to explain the original proposal that was taken to Public Property Committee. Gierl had discussed with members of that committee that he would like to be able to cut down on maintenance costs while improving the appearance of the property. He discussed what was subsequently approved by Public Property and how they are going to proceed. They will be doing a small area at this time between the Service Center & the Health & Human Services buildings. They will revisit the original proposal if satisfied with how the first area turns out. He said that the Prairie Enthusiasts group will be donating money for the seed and there are different community groups that will be helping with the project.

Scholz clarified that there was no need for action by this Committee and Gierl said that Diane Wessel had asked him to update the Committee on the project. Powell thanked Gierl for his time.

Powell returned to item #6 on the agenda.

11. Audit Finding – Dan Leydet – Leydet said that in the 2014 audit there had been an issue cited with a cost share grant and the guidelines that need to be followed for projects exceeding \$25,000. The competitive bidding process requirement was not met for a project. Leydet explained the response that Lincoln County was submitting cited recent turnover in the Land Services Department key management and that staff members involved were not aware of the requirement. There was discussion on the current process. Moving forward, the new Land Services Administrator will develop a written policy with the assistance of Leydet & Corporation Counsel to avoid this happening in the future. Leydet said that the official response also goes before the Finance Committee for approval. Leydet said that the auditors were here in May and he was told there was a finding but he did not receive the official finding until late August. Baughan questioned if anything had been missed for other projects since this finding and Leydet said that Diane Wessel had assured him there had not.

M/S Baughan/Allen to approve the response to audit finding #2014-001 LWRM Bidding Procedures & forward to the Finance & Insurance Committee for their approval also. Motion carried all ayes.

12. Discuss Replacement of Land Records System – Marge Johnson – Johnson was present to inform the Committee that the contract with City County Information Technology (CCIT) in Wausau will be ending next year. They currently house our Land Records data on their AS-400 and maintain the software, which they own. This data includes property descriptions, taxes, payments, assessments, zoning, sanitary and other related information. The AS-400 system is outdated and we need to search for new software. A work group has been formed involving the affected departments to decide the needs and how to proceed. The consensus of the group is to try to partner with CCIT (Marathon Co/Wausau) in reviewing our options. She explained what we currently pay for the service. Johnson will be reporting back to this Committee as the process moves forward and ultimately to approve a new system and/or contract. There was discussion on the timing of this conversion and what is covered in this service. Johnson has surveyed all the counties in Wisconsin to see which software is being used and is most common. Johnson said at this point unfortunately we have no idea of what the cost is going to be. Baughan asked if there was a bidding process. Corp. Counsel Bergstrom said this is a service contract not a purchase so no bidding on our part is necessary and it sounds like a good idea to stick with CCIT and see where that goes. Johnson spoke about the history of the systems in our county.
13. Act 55 Update – Powell said that this was put on the agenda at the request of Supervisor Gilk. Langlade County copied us on a resolution asking for repeal of Act 55. He wanted this Committee to be aware of it. Bremer shared that there has been no clarification on Act 55 & there was discussion on Act 55. The Committee discussed if they wanted to send a resolution similar to Langlade County's. Opinions were mixed. Powell directed the Land Services Department to draft a resolution of opposition to Act 55 & bring to Committee at the next meeting and if approved, forward it to County Board.
14. Department Report - Financial report was put on file.
15. Confirm next meeting/public hearing date – October 8, 2015 - Scholz explained that the Committee needs to meet prior to October 5, 2015 on a personnel issue. Meeting set for Wed., September 30, 2015 at 7:30 a.m., location to be announced. The regular monthly meeting will then be on Thurs., October 8, 2015. Tours at 1:00 p.m. & Public Hearing at 3:30 p.m.
16. Adjourn – M/S Plant/ Breitenmoser to adjourn at 12:59 p.m. Motion carried all ayes.