

**LAND RECORDS COMMITTEE MEETING**  
 September 8, 2020  
 Oneida County Courthouse  
 Second Floor – Committee Room 2  
 Rhinelander, Wisconsin 54501

Committee Members	Bill Liebert	Sonny Paszak
Mike Timmons	Greg Pence	Greg Oettinger

**Call to Order.**

Chairman Paszak called the meeting to order at 9:30 a.m. in accordance with the Open Meeting Law noting that the meeting notice was properly posted and the location is handicap accessible. All committee members were present.

**Public comments.**

There were no comments from the public.

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

Motion/Timmons/Liebert to approve today’s agenda. All ayes.

**Approve minutes of Land Records August 11, 2020 meeting.**

Motion/Pence/Timmons to approve minutes of the August 11, 2020 meeting. 4 Ayes. Being absent, Liebert abstained from the vote.

**Monthly bills, line item transfers, purchase orders, monthly budget summary, non-budgetary item requests, and vouchers.**

Franson reviewed monthly bills and expenses for the Register of Deeds.

Motion/Timmons/Liebert to approve monthly bills, expenses and vouchers, as presented by the Register of Deeds. All ayes.

Romportl reviewed monthly bills and expenses for the Land Information Office.

Motion/Pence/Timmons to approve monthly bills, expenses and vouchers, as presented by the Land Information Office. All ayes.

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

Franson and Romportl reported no attendance.

**2021 Register of Deeds and Land Information budget requests.**

Franson provided handouts and supplemental materials outlining the budget and then explained the information in detail for the proposed 2021 budget for the Register of Deeds. He stated there is an open 75% position that has been vacant since March and not yet replaced, but remains in the budget for 2021.

Franson referred to the expenditure reduction and revenue increase form, which is required by Finance for 2021. He presented an option for an additional 5% reduction by reducing the vacant position from a 75% position to a 60% position.

Motion/Timmons/Liebert to approve the budget and supplements as presented for Register of Deeds and forward to Finance Committee, including the cut in personnel to represent the 5% reduction. All ayes.

Romportl provided handouts and supplemental materials outlining the budget and then explained the information in detail for the proposed 2021 budget for the Land Information Office. Under the direction of LRES, the Land Information Aide position will remain vacant until 2021, saving approximately \$26,000.

Motion/Paszak/Pence to approve the budget and supplements as presented by the Land Information Office and forward to Finance Committee without the 5% budget reduction option. All ayes.

Romportl presented a separate worksheet outlining the 5% reduction and stated the only available option is to reduce staff. The vacant position for the Land Information Aide could be hired at 61% position at 23 hours, rather than full-time at 37.5 hours. This would net a savings of \$27,681. He made it known that he does not support the reduction in staff, but understands it may be necessary after the whole county budget is considered.

Motion/Timmons/Oettinger to regretfully approve the option as it is presented, subject to the 5% reduction, and forward to the Administration Committee. All ayes.

**Remote work options and policy for Land Information & Register of Deeds.**

Romportl discussed the remote work policy he uses for the Department. He indicated remote work options were discussed at department head meetings and recently at LRES Committee for general guidelines. Romportl explained that the County and office policy is simply if you are sick – stay home, and if healthy enough to work,

allow staff to work remotely if there is work that can be done. Romportl indicated when the courthouse was shut down, he had staff email their start and end work times, send weekly work reports and was in contact with staff by email or phone, as needed. It worked well and Romportl indicated with the flu season and the importance of minimizing exposure to sick people and keeping the office open, he will be keeping the remote option available particularly as we near tax bill preparation time. He does not want the office to be ordered to shut down because of a COVID exposure. Romportl will update the Committee on changes. Liebert voiced his concerns about the entire COVID issue and went on record that he does not support what is being done.

Franson added that he currently has two staff members rotating working from home so if the office is forced to close due to quarantine, there will potentially be one member not exposed to keep the office open. Franson supports the policy and has a plan in place to protect his staff and maintain office operations.

Romportl mentioned that LRES supports working remotely as needed if the Departments have the ability.

**Update on Real Property – tax application software implementation by Transcendent Technologies.**

Romportl reported that both Real Property and the Treasurer’s application are now live. Things are going fairly well. Some abilities will be lost, but others will be gained and modifications to procedures are being made. Until we go through a full assessment year, not all the evaluations will be in the new system. The new software will be released for wider use shortly. All-in-all, it is a success.

**Request by adjoining landowner(s) listed below to purchase excess county lands adjacent to road(s) and reconsider resolution to convey the excess lands:**

**Firehammer, Sylvan Shore Dr., Town of Hazelhurst, Part of Parcel # HA-167-7 in the NW-NW, Section 13, T38N-R6E**

Romportl reported that Hazelhurst has not yet been able to act on the request. Action will be postponed until next meeting.

**Setting minimum bids and bid deadline date of tax foreclosed and other county owned properties.**

A summary of the properties with pictures were presented. Staff have not been entered any buildings yet but will after Sheriff Department executes the writ of assistance. The committee discussed each property and set the minimum bids as follows:

Parcel	Town/City	Address/Rd	Minimum Bid Amount (*FMV = Fair Market Value)	Notes
CR-303-B	Crescent	2791 Range Line Rd	\$75,900 (FMV)	Dilapidated structure
EN-728-8	Enterprise	County B	\$13,900 (FMV)	Vacant parcel, was a gap found through mapping
LT-33-15	Lake Tomahawk	Main St		Small Vacant parcel adjacent to Lake Tomahawk Town office who has used the property and sent a letter indicating their interest in the property. See motion below.
NE-689-13	Newbold		\$3,900 - Offered previously	Question on survey and description to be included in listing
PL-160-3	Pine Lake	Trails End Rd	\$3,900 – Offered previously	
PL 343	Pine Lake	Landlocked	\$9,900 – offered previously	
RH-369	Rhineland	Stevens St	\$6,100 (FMV)	Vacant parcel
WB-519-1	Woodboro	Spring Creek Rd	\$19,900 (FMV)	Restriction - 519-4 & 519-2 continued access over 519-1

Motion/Paszak/Oettinger for Romportl to contact the Town of Lake Tomahawk and present the option to purchase LT-33-15 for the amount the County has into the parcel. All ayes.

Motion/Pence/Timmons to accept the minimum bids as discussed, with bids due October 30 and bid opening date of November 3, 2020. All ayes.

Liebert questioned the offering of PE-601, PE-601-15 and PE-601-20, which included the private road known as Candy Lane, and felt that the parcels could be separated for individual sales. Romportl explained the County foreclosed on the Pelican properties in the early 1990s. The road is in poor shape and the Town will not take it as a Town Road. Committee questioned the County's responsibility for the road. The Statute indicates the County does not have responsibility to maintain foreclosed properties. Romportl suggested speaking with Desmond about potential liability issues and if it would be advisable to separate the parcels for listing at a future sale.

**Aerial Imagery planimetric mapping status.**

Romportl shared that Petterson went through the imagery looking for missing buildings. The updates have been provided to the contractor and the updated digital planimetrics should be delivered by the end of the month.

**Public comments.**

There were no comments from the public.

**Date of next meeting and items for agenda.** The next meeting will be **October 13, 2020** at 9:30am and **November 3<sup>rd</sup>** for bid opening and regular November meeting because of the conflict with the November County Board meeting.

**Adjournment.** Adjourn the meeting at 11:31 A.M.

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Sonny Paszak

Chair Land Records Committee

Michael J. Romportl

Staff Chair