1. **Call to Order**
   Meeting was called to order by Hetzer at 1:00 pm.

2. **Approve minutes of December 12, 2014 meeting**
   **Action:** MOTION / SECOND BY SEEFEIDT / SCHROEDER TO APPROVE THE MINUTES OF THE DECEMBER 12, 2014 MEETING. MOTION CARRIED ON VOICE VOTE, NO DISSENT.

3. **Discussion of membership/Realtor**
   **Discussion:** County board chair Gibbs has been contacted regarding the appointment of a realtor to the council. He has requested a list of on-line land records subscribers to review and from which to pick potential candidates to fill the vacancy. City/county IT has been requested to compile this list.
   **Action:** NONE NEEDED AT THIS TIME.
   **Follow Through:** Henrichs to compile the list of realtors using the on-line land records system.

4. **Land Records System Replacement – Rebecca Frisch**
   a) **Work Group Update**
   **Discussion:** A summary of the land records system's background and proposed goal of issuing a Request for Proposals (RFP) and implementation of a replacement system by fall of 2016 was included in the meeting packet and briefly reviewed. The work group consists of Frisch, Henrichs, Plaza, Jensen, Hetzer, D. Hanson, and Sydow. Project costs will be compiled and a Capital Improvement Program (CIP) request has been submitted for 2016. Henrichs is working on the technical part of the project. The work group will be reporting its progress to Deputy Administrator Hager, standing committees and this council.
   **Action:** NONE NEEDED AT THIS TIME.
   **Follow Through:** The council will be updated as this project progresses.
   b) **Capital Improvement Program Requests (Land Records & Track Index) and proposed use of retained fees**
   **Discussion:** A CIP request will be presented to the CIP committee for the $1.2 million project on July 21st. A future request will be presented to the council to use retained fees for part of the project. It is expected that the council will continue to be updated on the project’s progress. It is also expected that some of the features of the current system may not be available on a new system, but the new system will provide new features not available with the current system.
   **Action:** NONE NEEDED AT THIS TIME.
   **Follow Through:** The council will be updated as this project progresses.

5. **Update of the 2010-2014 Land Records Modernization Plan**
   a) **Staff involvement (CPZ)**
   b) **State Uniform Instructions**
   c) **Timeline**
   **Discussion:** These topics were discussed jointly. Lynch introduced himself and it was noted that he would be involved in the writing of the new plan. Hetzer and Lynch would be the lead staff on this project and the state’s uniform instructions would be followed for the plan’s development. The review...
process and timeline for the new plan were reviewed. It is anticipated that the plan would be completed by December 2015, peer review January-March 2016, and final approval in March 2016.

**Action:** NONE NEEDED AT THIS TIME.
**Follow Through:** The council will be updated as this project progresses.

6. Retained Fees Funding Requests
   a) **ESRI parcel editing class for Real Property Lister**
      **Discussion:** This is an $800 request for training for the Real Property Lister area’s GIS technician geared towards the new updated system to be paid for from the retained fees fund.
      **Action:** MOTION / second by Plaza / Sydow to approve the request to utilize $800 from the retained fees fund to pay for an ESRI parcel editing class for the Real Property Lister area’s GIS technician. Motion carried by voice vote, no dissent.
      **Follow Through:** $800 from the retained fees fund will be used to pay for this training.

   b) **Section corner Global Positioning System (GPS) project with County Surveyor**
      **Discussion:** C. Fieri was introduced as the new county surveyor. This is a request for $25,000 to contract for surveying services to complete the section corner work in the Town of Emmet. County Surveyor staff will continue to work on the section corners in the Town of Cassel. Of the approximate 9,500 section corners, 4,500 are documented. Maps are updated as the section corner work is completed. As of 7/15/15 the balance in the $2 account is $430,743. The balance of the $6 account is $224,697 which also funds the GIS coordinator’s position.
      **Action:** MOTION / second by Seefeldt / Klein to approve the request to use $25,000 from the $6 retained fees account to contract for surveying services to complete the section corner work in the Town of Emmet. Motion carried by voice vote, no dissent.
      **Follow Through:** Staff will develop and issue a request for proposals/bid to complete this surveying work.

7. **Next meeting date:** Tentatively October 2015
   **Discussion:** It is anticipated that a meeting will be scheduled in October to review the draft plan and update the council on the progress of the work group. This meeting will be scheduled in the future.

8. **Adjourn.**
   There being no further business to discuss, MOTION / second by Klein / Fieri to adjourn the meeting at 1:25 p.m. Motion carried by voice vote, no dissent.

Submitted by:
Gary Hetzer
GIS Coordinator
July 30, 2015
GH/ljs