

Official Copy –Approval at June 4, 2014 Meeting  
**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**May 6, 2014**

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| <b>Members Present:</b> | Will Beitlich, Chair<br>Eric Evenstad<br>Matt Dahlen | Jim Servais, Vice-Chair<br>Don Subera<br>Konna Spaeth | Cade Cary<br>Rachel Hanson<br>Jessica Sandry | Hugh Harper<br>Paul Krahn |
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**Others in Attendance:** Doug Avoles – LIO

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1. **Call to Order:** The meeting was called to order by Beitlich at 9:32 a.m.
2. **Public Notice Affirmation:** Avoles confirmed proper notice and posting.
3. **Introductions:** For the benefit of new member, Cary, all of the Council members introduced themselves and Avoles gave a brief summary of the Wisconsin Land Information Program and background of the Council.
4. **1<sup>st</sup> Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
5. **Review Proceedings of Previous Meeting:** Minutes from the March 18, 2014 meeting were presented and reviewed. Evenstad noted that his last name was misspelled in the body of the minutes. **Motion by Servais/Evenstad to approve the minutes as amended. Motion carried.**
6. **Review and Approve Vouchers for Payment:** Beitlich read the list of vouchers for May totaling **\$210.39. Motion by Subera/Servais to approve the May Vouchers. Motion carried.** Beitlich also read the list of vouchers from April which had previously approved totaling **\$3,205.92. Motion by Evenstad/Subera to approve the April Vouchers. Motion carried.**
7. **Reports from Staff:**
  - **Treasurer's Report:** Hanson reported that the pool balance is **\$70,121.88** with the addition of April recordings of **\$2,592.00** for a total of **\$72,713.88**. Of this there is a total of **\$11,276.28** stated as committed funds on the report for the separately tracked public access portion of the recording fees. Hanson also provided a listing of Ho-Chunk Nation funds allocated for Land Information. A total of **\$30,000** for aerial photography has been set aside since 2010 and **\$25,000** for PLS remonumentation which with expenditures to date is at a balance of **\$22,900.00**. Hanson also listed the expense yet to be incurred of \$7,040.00 for the Liberty Township remonumentation project that was approved in March.
  - **ROD Report:** Spaeth reported that there were 324 documents recorded in April. **\$648.00** was sent in to the State and the County retained **\$2,592.00**. Property sales are trending to be very slow so far this year.
  - **RPL Report:** Dahlen reported that he has 23 assessment rolls in and balanced with the assessors. Those municipalities should be seeing notices of valuation changes very soon. Dahlen also stated that he will be participating in a spatial information strategy workgroup that has been formed to provide input to the Act 20 statewide parcel data initiative. Dahlen explained that two groups had been formed to do this. One consists of State Agency representatives and the other group he will be participating in consists of representatives from county and local government, WLIA, WRDA, etc...
  - **Zoning Report:** not present.
  - **LWCD Report:** Krahn stated that he had nothing to report at this time.
  - **Dispatch:** not present.
  - **LIO Report:** Avoles reported that the past couple of weeks he has been working on ArcGIS Server/Desktop version upgrade installs. The GIS server also had some needed maintenance performed on it by the IT Department. He stated that these went pretty well, but cause our GIS mapping website to be down for about a week. He still needs to perform ArcGIS upgrade installs at Dispatch and Zoning. He reported that he is working on parcel mapping in the City of Viroqua, but that he has only been able to work on that sporadically with a day or two here and there. He also reported that in June he will need to complete our annual WLIP report and believes the WLIP annual survey will need to be completed soon as well. Avoles also has produced a School District Map for the Westby School District and several aerial photo maps of school locations in the county for Emergency Government who has been conducting school shooter incident training sessions with the

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Sheriff's Department and the schools. He also stated that Angela Storbakken has been working on the hydrography GIS data layer as a work study student one day a week this semester.

8. **Spring WI Land Information Association Meeting & State Parcel Initiative Progress:** Avoles stated that the Spring WLIA Regional meeting will be June 4-6 in the Wisconsin Dells at the Chula Vista Resort and that he planned to attend it but drive from Sparta every day. The meeting is being held jointly with the WI Register of Deeds Association. He passed around a program for the meeting. The meeting focus will be on the statewide parcel initiative and related topics. In regards to the parcel initiative some developments have occurred since the last Council meeting. The primary development is that the WI Department of Administration has contracted with the State Cartographer's Office to assist with putting in place a plan, recommended processes, and preferred data export standards for exchange of digital parcel data from the local custodians to the DOA parcel data repository. Avoles also read some information indicating that the additional funding associated with the state parcel initiative that Vernon County may be eligible to receive will probably not start materializing until 2016, about a year later than originally anticipated.
9. **Proposed Town of Clinton Remonumentation Project RFP:** Avoles presented a draft RFP for a proposed remonumentation project in the Town of Clinton. The proposed project would be for the remonumentation of 24 corners. He reminded the Council that the 2014 Base Budget application included parcel mapping work in the Town of Clinton and that this project would be a logical area to complete remonumentation work prior to performing parcel mapping in the Town over the next year. **Motion by Subera/Evenstad to Release the RFP for the Town of Clinton Project. Motion Carried.**
10. **PLS Corner Location Disagreement – Town of Liberty:** The SE corner of Sec. 19 in the Town of Liberty that is part of the contracted PLSS remonumentation project has had two documented locations. It has come to the attention of the Land Information Office that the contracted surveyor from CWE for the remonumentation project and another surveyor are not in agreement on the location of the corner. If the corner location accepted by CWE is determined to be the corner the County will use for the SE corner, it may affect the S¼ corner of Sec. 19. A lengthy discussion occurred regarding this situation and specifically if we needed to officially have the County Board appoint a surveyor to act in capacity as the "County Surveyor" on this matter or if our existing contract with Adams Engineering & Surveying to perform these kinds of reviews has sufficient authority. The Council directed Avoles to consult with the Corporation Council on the matter and proceed accordingly. If a specific resolution appointing a "County Surveyor" is required, it will be brought to the June Land Information Council meeting for consideration to send to full County Board at their June meeting. If such a resolution is not necessary, Avoles will proceed with consultation from Adams Engineering & Surveying on the matter.
11. **2nd Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
12. **Other Business/Reports from Committee Members:** none.
13. **Review Unfinished Business, Prioritize, and Confirm Assignments:** Send out RFP for Town of Clinton remonumentation project; inform Avoles if anyone has interest in attending the Spring WLIA Regional Meeting; contact Adams Engineering as appropriate for the Sec. 19 PLS corner situation.
14. **Confirm Next Meeting Date:** The next meeting was scheduled for Wednesday, June 4<sup>th</sup>, at 10:00 am in the County Board Room.
15. **Adjourn: Motion to adjourn at 10:45 am by Subera/Dahlen. Motion carried.**