

**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**September 30, 2014**

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<b>Members Present:</b>	Will Beitlich, Chair Jessica Sandry Matt Dahlen	Cade Cary Rachel Hanson	Eric Evenstad Paul Krahn	Hugh Harper Konna Spaeth
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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 9:30 a.m.
- 2. Public Notice Affirmation:** Avoles confirmed proper notice and posting.
- 3. Review Proceedings of Previous Meeting:** Minutes from the August 5, 2014 meeting were presented and reviewed. **Motion by Evenstad/Harper to approve the minutes. Motion carried.**
- 4. Review and Approve Vouchers for Payment:** Beitlich read the list of vouchers totaling **\$335.06** which he had approved previously on 9/9/2014. **Motion by Cary/Dahlen to approve the Vouchers. Motion carried.**
- 5. Reports from Staff:**
  - Treasurer's Report: Hanson reported that the pool balance is **\$102,443.76**. Of this there is a total of **\$15,466.28** stated as committed funds on the report for the formerly 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 for the year is at a balance of **\$452.50**.
  - ROD Report: Spaeth reported that there were 508 documents recorded in August and so far in September the recordings are approaching 500 for the month. **\$1,016.00** was sent in to the State and **\$4,064.00** was retained by the County for Land Information. Harper asked if the majority of recordings were for mortgages or sales. Spaeth stated that most were sales and that land sales appear to have been picking up in the County.
  - RPL Report: Dahlen reported that he had attended the annual Property Lister's meeting in September. He stated that the State Cartographer had given a presentation about the statewide parcel initiative project that we have discussed over the last several months. He also explained that the Lister's were concerned with a plan by the WI DOR to require counties to submit an XML file of our parcel record information 3 times a year. The main concern is that it appears there is still a lack of consensus between the WI DOR and the WI DOA on what specific data needs to be provided and the Counties do not want to incur the time and expense of creating the XML file(s) if it results in a duplication of effort because of multiple data content requirements. Dahlen also stated that most of the Town of Clinton is now parcel mapped.
  - Zoning Report: not present.
  - LWCD Report: Krahn stated that he had nothing to report at this time.
  - Dispatch: not present.
  - LIO Report: Avoles showed the Council a map of progress of parcel mapping in the City of Viroqua and stated that he anticipated the remaining area would be completed by the end of October. Also he commented on the 2014 WLIP Report that further reinforces the increase in WLIP funding coming in 2016.
- 6. Review and Approve Request for Proposal Options for PLSS Remonumentation Project(s):** Three separate remonumentation project options were presented. Project 1 is for 29 corners in T13N R3W, the Town of Webster. Project 2 is for 25 corners in T13N R5W, the Town of Jefferson. Project 3 is for 25 corners in T14N R6W, the Town of Hamburg. Avoles stated he and Dahlen had discussed these project areas and that we could do 2 of the 3 this fall and wanted the Council to make the final decision on which 2 to proceed with. We have about \$19,000 remaining in the remonumentation budget for the year minus any payments that will be need to be made yet for contracted surveyor services. **Motion by Cary/Harper to Approve Releasing the RFPs for Project Options 1 and 2. Motion Carried.**

Official Copy – Approved at November 4, 2014 Meeting

7. **Review and Approve the 2015 Wisconsin Land Information Program Base Budget Grant Application:** Avoles explained that the 2015 WLIP Base Budget Grant application is due December 1st. The County is eligible for \$59,576.00 from this grant program. Five project items are included: \$12,000 to go towards the acquisition of 6” resolution digital orthophotography, \$9,500 for ESRI Annual GIS Software Licensing and Support, \$3,600 for the purchase of 2 high end GIS computer workstations, \$24,476 for digital parcel mapping, and \$10,000 to cover the anticipated cost of a Part-time Contracted County Surveyor. The application also includes \$1,000 of funding for training & education which every county is eligible for and which the LIO intends to use for attending WLIA meetings. **Motion by Harper/Evenstad to Approve Submittal of the 2015 WLIP Base Budget Grant Application as Drafted. Motion Carried.**
8. **Review and Approve Request for Proposals (RFP) Announcement for a 2015 Part-Time Contracted County Surveyor:** The Council reviewed and discussed a draft RFP for a 2015 Part-time Contracted County Surveyor. The RFP lists the duties/responsibilities/provided services that would be required under the contract. The contract would be for 1 year with an option for automatic renewal upon satisfactory performance. The RFP requests two lump sum quotes for providing said services, one for an option to provide 104 office hours during the contract term, and another for an option to provide 208 office hours during the contract term. The Council discussed the possibility that the remonumentation funding in the requested LIO Budget may be reduced by the Finance Committee or County Board. Avoles explained that the La Crosse County Surveyor would review PLSS tie sheets and CSM’s performed by our contracted County Surveyor. Tie sheets would be done without charge except for possibly a remonumentation project situation. La Crosse County does have a \$100 CSM review fee, so for CSMs performed by our contracted surveyor, we would have to cover the additional \$50 over and above our CSM review fee to La Crosse County. Any charges for the review of plat of surveys performed by our contracted surveyor will need to be clarified with the La Crosse County Surveyor. Avoles felt it may be better to hold off on releasing the RFP until the Finance Committee has dealt with the final budget in case some modifications may be needed due to a reduction in remonumentation funding. **Motion by Cary/Harper to Table the Approval and Release of the Part-Time County Surveyor until the Next Meeting. The Motion was withdrawn by Cary** to allow for further discussion. Evenstad commented on the relation of office hours to the seasonal/flexibility of the required office time, and the accountability of the contracted surveyor’s time especially if the possibility exists that the full allocated office hours would not be needed. Avoles explained that he would include a revision in the RFP to address the situation where if less office hours were actually needed, the extra time would be allocated to additional PLSS corner remonumentation work. Sandry commented that the RFP was a little confusing in some respects for responding with a solid cost estimate. Avoles explained that we are looking for a proposed cost to perform the base services such as the tie sheet and survey reviews with two different options for providing office hours, a 104 total office hour option, and a 208 total office hour option. Avoles also explained that instead of being invoiced for number of reviews etc... as we currently have with our existing contract situation, the Part-time Contracted County Surveyor costs would be paid out in equal monthly installments over the term of the contract. It was felt that the RFP needed some revisions to clarify several items. Avoles will make the suggested revisions and forward out another draft to the Council for review prior to the next Council meeting. **Motion by Cary/Harper to Table the Approval and Release of the Part-Time County Surveyor until the Next Meeting. Motion Carried.**
9. **Audience to Visitors:** none.
10. **Reports from Council Members and Announcements:** none.
11. **Review Unfinished Business, Prioritize, and Confirm Assignments:** release Webster and Jefferson PLSS Remonumentation Projects; make revisions to Part-time County Surveyor RFP and send out to Council for review.
12. **Confirm Next Meeting Date:** The next meeting was scheduled for Tuesday, November 4th, at 9:30 am in the County Board Room.
13. **Adjourn: Motion to adjourn at 10:56 am by Cary/Dahlen. Motion carried.**