

Official Copy –Approved at July 9th, 2013 Meeting  
**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**June 11, 2013**

---

<b>Members Present:</b>	Will Beitlich, Chair Don Subera Jessica Sandry	Jim Servais, Vice-Chair Rachel Hanson Matt Dahlen	Francis Hynek Hugh Harper Susan Burkhamer (9:55)	Eric Evenstad Konna Spaeth
-------------------------	--	---	--	-------------------------------

**Others in Attendance:** Doug Avoles – LIO, Ben Wojahn – LWCD GIS Specialist, Molly Towne – GIS Intern, Alex Weiland – GIS Intern, Gary Thompson – District 15 Supervisor

---

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. **Introduction of GIS Interns:** Avoles had Molly Towne and Alex Weiland the GIS Interns introduce themselves and say a little about where they are from and their background. Going around the table the Council members introduced themselves.
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 May 14, 2013 meeting were presented and reviewed. **Motion by Harper/Servais to approve. Motion carried.**
6. **Review and Approve Vouchers for Payment:** Beitlich read the listing of vouchers, manual checks, and journal entries totaling \$1,155.63. **Motion by Evenstad/Subera to approve. Motion carried.**
7. **Reports from Staff:**
  - **Treasurer's Report:** Hanson reported that right now we have **\$60,370.86** in the land information pool account. She also stated that there is a balance of **\$5,054.28** for public access committed funds. Hanson also provided a listing of Ho-Chunk Nation funds allocated for Land Information. A total of **\$15,000** for aerial photography has been set aside since 2010. Out of the 2013 allocation of **\$25,000** there is **\$3,498** remaining for the year, and all of the **\$7,800** allocated for GIS software upgrades has been spent.
  - **ROD Report:** Spaeth reported that there were 526 documents recorded in May resulting in **\$1,052** being sent in to the State, **\$3,156** of retained fee revenue, and **\$1,052** of public access revenue. She also reported that the year to date balance for the public access funds was **\$5,054.28** at the end of May. Harper asked if the **\$5,054.28** would be used for document scanning work. Spaeth indicated she will probably use this for document scanning work.
  - **RPL Report:** Dahlen reported on a recent inquiry he received from a landowner regarding how the acreage was listed and how the parcel was mapped. He explained that there were some discrepancies between legal descriptions, a land survey, and what the landowner thought was intended. Dahlen explained that he is using the land survey as the basis for the property listing and assessment acreage. He stated that he had spent the better part of two mornings going over all of this with the inquiring landowner and was not able to satisfy the landowner's concerns. Dahlen commented that this would be a situation where it would be nice to have a county surveyor to go to and be able to ask how they would interpret the situation and provide guidance on both the mapping and the property listing of the parcels.
  - **LWCD Report:** Wojahn commented that we are glad to have the interns and anticipates that they will be a big help to the Land Information Office over the summer. He also commented that use of the ArcGIS licenses has been tight with the additional users and that everyone is trying to work accordingly, but he wanted the Council to be aware that it does impact the workflow of several LWCD staff.
  - **Dispatch:** not present.
  - **LIO Report:** Avoles commented that at the recent WLIA Regional meeting he had attended the State of Wisconsin Chief Information Officer had given a presentation and that it was the first time he remembered that a State Officer at that level had been at a WLIA to talk about how important GIS was to a broad range of needs in the State of Wisconsin. Avoles further stated that this was an indication of more support for Land Information efforts across the State. During the first day of the WLIA meeting there was word that the Joint Finance Committee had passed the Land Information

## Official Copy –Approved at July 9th, 2013 Meeting

Related Items, that we have been discussing for the last couple of months, in the State Budget Bill on a 16-0 vote which was also a good indication that these items would successfully make it through the entire legislative budget process. Avoles also explained to the Council that the initial stages of the 2015 Digital Orthophotography project has started. He and Evenstad had recently listened to a webinar about the project. Avoles discussed some price schedules that were provided about the project and stated that the selected vendor, Ayres Associates, is asking for formal letters of intent to participate in the project by November 1, 2013 for project planning purposes. We will need to discuss this in more detail in the coming months. Avoles also reported that he has not had a lot of time to work on the parcel mapping in the City of Viroqua, but hoped to be able to spend significantly more focused time on it in the coming month or so. Gary Thompson asked if all of the PLS corners in the City have been remonumented. Avoles indicated that he believed that one or two may need to have tie sheets created but that all have some type of monument in place. Avoles also commented that he has already found several corporate limit issues while developing the parcel mapping and that the City will eventually need to address these issues when the mapping is completed.

- Zoning Report: Burkhamer commented that she is still working on structure moves near Runge Hollow.
8. **2012 WLIP County Retained Fee/Grant Report**: Avoles distributed copies of the WLIP Annual Report that he prepared that is required to be submitted to the WI DOA. Avoles stated that the report was due June 30<sup>th</sup>. The report is used by DOA to track County Land Information Program expenditures and ensure accountability to the program. It is also used by DOA along with the annual WLIP Annual Survey to prepare a statewide land information program status report.
  9. **Approve 2013 WLIP Base Budget Grant Application**: Avoles explained the WLIP Base Budget Grant Application that he had prepared after input from the last meeting and after talking further with Hanson and Dahlen about it. The application was prepared as a project to parcel map the Town of Whitestown. The project would require the remonumentation of about 10 PLS corners in the northeast part of Whitestown and would consist of mapping approximately 900 parcels. Avoles estimated the total project cost to be about **\$19,390**. We are eligible for **\$13,484** of 2013 Base Budget Grant funds. Avoles further explained that we would have until December 31, 2014 to complete the project. Subera asked when we would receive the grant. Avoles explained that we usually receive the money in late August to early September of the year in which we apply for it. **Motion by Harper/Subera to submit the 2013 WLIP Base Budget Grant Application for the Whitestown Parcel Mapping Project. Carried.**
  10. **Discuss Information Distributed at April Meeting Regarding County Surveyors in Preparation for the Presentation by Bryan Meyer, the La Crosse County Surveyor, at the July 9<sup>th</sup> Land Information Council Meeting**: The Council continued the discussion that was started at the previous meetings. Sandry stated that Bryan Meyer has confirmed he will be able to make the July 9th meeting. She indicated that he had a long Power Point presentation that he was prepared to give, but that he would tailor his presentation to questions that the Council has. Hynek commented that we would like to know his involvement with deed interpretation. Evenstad suggested a question pertaining to the “must haves” that a County Surveyor would execute in comparison to the “niceties” or extras. Subera commented that we would want to know why a County Surveyor’s determination of a survey or section corner location would be accepted over any other surveyor’s determination. Hynek stated we would want to know how the County Surveyor position is typically funded. A brief discussion occurred on whether the County Surveyor position was ever a statutorily required position. Spaeth had bought in a hand out showing the annual count of certified survey maps that have been recorded since 2000. The count indicates that there has been a significant drop off of certified survey maps since the inception of the County’s certified survey review ordinance and the fee involved with that. The Council briefly discussed the differences between a certified survey and a plat of survey. Harper and Sandry suggested that we ask Meyer to provide some opinions on the use of a bounty, a contracted surveyor, and strictly having a County Surveyor perform PLS remonumentation work in a county. Servais asked if County Surveyors typically do other surveying work besides PLS administration for the County. Avoles and Sandry explained that they typically do surveying work for highway departments and other surveys that other county departments would need. Wojahn brought up the question of a need for survey equipment that may come with a County Surveyor. Beitlich asked if our County Highway Department has hired surveyors for projects and that we should be looking to see if this would help justify a County Surveyor position for the county. Sandry stated that the company she has worked for (i.e. Lampman) has been hired by the Highway Department in the past for surveying work. Several comments were made regarding recent issues with contracted county surveyors and that we would need to do a more thorough job of selecting an individual in the future if the position were to be created by the County again.

Official Copy –Approved at July 9th, 2013 Meeting

11. **Demo of In-Progress GIS Based Mapping Website(s):** Avoles gave a brief demonstration of mapping websites he has been working on using the ArcGIS Flexviewer template. He demonstrated some ways that parcel information could be interactively accessed by the public via a website, some tools for measuring, and newer built-in printing capabilities that are now available that were not available when he had demonstrated the Flexviewer template a year or so ago. The attachment functionality that is available for bringing up pdf documents of PLS tie sheets and plats of surveys was also shown. Avoles also briefly demonstrated an application he has been working on for the Dispatch Office to replace their ArcReader GIS map viewer. He will continue to work on developing and refining these over the next couple of months.
12. **2nd Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
13. **Other Business/Reports from Committee Members:** none.
14. **Review Unfinished Business, Prioritize, and Confirm Assignments:** Get any additional questions regarding County Surveyors to Sandry or Avoles. Submit the WLIP Base Budget Grant Application and the Retained Fee/Base Budget Grant Annual Report to DOA.
15. **Confirm Next Meeting Date:** The July meeting was scheduled for Tuesday, July 9th at 10 am.
16. **Adjourn: Motion to adjourn at 11:00 am by Subera/Servais. Motion carried.**

Minutes Respectfully Submitted by: Doug Avoles