

Official Copy – Approved at October 10, 2013 Meeting
Land Information Committee Meeting Minutes
County Board Room, Vernon County Courthouse

August 6, 2013

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|-------------------------|--------------------------------------------------|------------------------------------------------------------|---------------------------------------------|--------------------------------|
| Members Present: | Will Beitlich, Chair Don Subera Paul Krahn | Jim Servais, Vice-Chair Rachel Hanson Jessica Sandry | Francis Hynek Hugh Harper Matt Dahlen | Eric Evenstad Marla Britton |
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Others in Attendance: Doug Avoles – LIO, Ben Wojahn – LWCD GIS Specialist, Greg Lunde – Corp Counsel (10:15), Linda Kica – Personnel Director

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. **1st Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
4. **Review Proceedings of Previous Meeting:** Minutes from the July 9, 2013 meeting were presented and reviewed. **Motion by Subera/Harper to approve. Motion carried.**
5. **Review and Approve Vouchers for Payment:** Beitlich read the listing of vouchers, manual checks, and journal entries totaling **\$12,032.43**. **Motion by Hynek/Subera to approve. Motion carried.**
6. **Reports from Staff:**
 - **Treasurer's Report:** Hanson reported that right now we have **\$62,607.82** in the land information pool account. She also stated that there is a balance of **\$7,112.28** 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** for PLS remonumentation there is **\$2,498** remaining for the year, and all of the **\$7,800** allocated for GIS software upgrades has been spent. Hynek asked if we needed to make a report on the Ho-Chunk funds each year on what they were spent on. Hanson stated that an annual report on Ho-Chunk expenditures is provided to the Finance Committee.
 - **ROD Report:** Spaeth was not able to attend the meeting but provided Avoles with a summary of the July recordings. Avoles read that there were 481 documents recorded in July resulting in **\$962** being sent in to the State, **\$2,886** of retained fee revenue, and **\$962** of public access revenue.
 - **RPL Report:** Dahlen reported that there are only 4 municipalities that still need to turn in their assessment rolls for this year. These 4 are having total revaluations performed, and they probably will not be in until September. Harper asked which were still out. Dahlen indicated that La Farge, Chaseburg, Greenwood, and he could not remember the 4th one, still were out.
 - **Zoning Report:** not present.
 - **LWCD Report:** Krahn commented that one of the GIS interns would be done in a couple of weeks and that if we have sufficient funds he would like to extend the other GIS interns time for a couple of additional weeks.
 - **Dispatch:** not present.
 - **LIO Report:** Avoles commented that he has primarily been working on parcel mapping in the City of Viroqua, and working on the GIS mapping website.
7. **Whitestown PLS Remonumentation Project:** Sealed project proposals were received and opened from the following surveying firms for 23 PLS corners to be remonumented this fall in the Town of Whitestown – Adams Engineering & Surveying, \$7,500; Lampman & Associates, \$13,800; Cedar Corporation, \$11,270; Delta 3 Engineering, \$16,600; and Central Wisconsin Engineers, \$10,218. **Motion by Britton/Subera to award the project to Adams Engineering & Surveying. Motion carried.** Sandry abstained from the vote because she works for Lampman & Associates.
8. **LIO Budget:** Avoles distributed copies of the 2014 LIO budget worksheets and went through the projected revenues and expenses with the Council. Avoles also explained to the Council that while the recently passed State Budget Bill had included an increase in Wisconsin Land Information Program (WLIP) Base Budget Funding, there is a possibility that in 2014 the Wisconsin Department of Administration (WI DOA) may have to prorate the base budget grants and we may not be able to fully fund the Land Information Office with WLIP program revenue. Therefore, an additional \$20,000 is being

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requested for 2014 to cover the GIS Coordinator position if the proration occurs. The total requested budget is \$122,300, the majority of which comes from WLIP revenues. The requested levy amount being requested is \$45,000 (\$25,000 for PLS remonumentation needs; \$20,000 for GIS Coordinator Salary if the WI DOA has to prorate WLIP Base Budget Grants in 2014). The major items in the budget include GIS Coordinator salary and benefits, \$71,150; contribution toward Real Property Lister salary, \$2,000; GIS annual software support, \$9,500; PLS remonumentation (bounty, project, & materials), \$25,000; and land information public access related projects & GCS web portal software support, \$12,000. Some discussion occurred regarding the GCS web portal and annual support costs and also regarding the request of the additional \$20,000 in levy funds and the possible 2014 WLIP Base Budget Grant scenario. **Motion by Hynek/Harper to approve the 2014 LIO Budget request and forward to Finance. Motion carried.**

9. **County Surveyor Discussion:** The Council continued the discussion it has been having regarding a county surveyor. Kica presented information she had gathered from counties that have a full time County Surveyor. She explained that she sent an email out to all counties asking which had a County Surveyor on staff. Not all counties responded, of the responses 19 had full time positions. She provided a handout listing minimum starting salary information for a full time position which ranged from the low to mid \$40K's to the mid \$60K's. Subera and Britton asked about benefits etc... Kica explained that FICA would be an additional 7% and health insurance & retirement benefits would be about another \$12K to \$15K adding about \$20K over the listed salaries for a full time position. Avoles had gathered some information from Wood, Monroe, and Crawford counties about their part-time contracted County Surveyors that he shared with the Council. The positions in each of these counties perform the basic duties of a county surveyor – maintain the records of the county surveyor files, have weekly scheduled office hours available to the public, have oversight and administration of the PLS remonumentation/maintenance programs, review CSM & Subdivision plats for county ordinance requirements, attend Land Council meetings, and are available to County staff for consultation on parcel mapping and other land information/PLS related matters as needed. The contracts for these positions are renewable in each of these counties at the discretion of their committees. In addition to the County Surveyor, Wood County has an annual contract for PLS maintenance work and a separate annual contract they award for PLS work affected by road construction. Wood County goes through an RFP process every year for both of these programs. Crawford County does not have a PLS bounty program but also has a separate contract with their County Surveyor to perform PLS remonumentation/maintenance. Crawford County likes their County Surveyor so much that they have not sought proposals from any other surveyors for at least the last 10 years or more. Monroe County recently switched from an elected County Surveyor to an appointed contracted part-time surveyor and the position is basically modeled after the Wood County position. Wood County's County Surveyor contract is \$9,996 a year and their total annual PLS remonumentation/maintenance/county surveyor budget is \$44,750. Crawford County's County Surveyor contract is \$5,760 a year and their total annual PLS remonumentation/maintenance/county surveyor budget is presently about \$44,000, but fluctuates from year to year. Avoles commented that given our current total annual remonumentation budget including the Ho-chunk funding, we are very comparable to these counties, and that if we chose to create a contracted County Surveyor position we could do it with our current funding level. However, we may need to reduce the number of corners that are remonumented. The Council briefly discussed the County's responsibility to be the custodian of the PLS corners, the importance of maintaining the corners that have been remonumented, what Vernon County specifically & ultimately needs, and what kind of questions/information the public would typically ask. Britton inquired if the Council thought there was any urgency to consider this for the 2014 budget. Given the discussion, Kica suggested that we consider starting with a contracted situation and if that demonstrates a need for a full time County Surveyor we could consider that down the road in a year or two. Hynek suggested that Avoles draft some specifics for what we need and bring it back for further consideration at another meeting this fall. The Council decided that there was not a need to consider this for the 2014 budget and to think more about these issues/options more over the next few months and to continue the discussion further at a future meeting this fall.
10. **GIS Mapping Website:** Avoles demonstrated some new features developed for the County GIS mapping website that interact with the GCS web portal allowing a user to select a parcel on the map and link directly to the parcel record in the GCS web portal and vice versa going from the parcel record in the GCS web portal directly to the mapped parcel. Avoles explained that until all parcels are mapped this functionality will only work for those parcel records that have been mapped. Avoles anticipates having a site available to the public in late September to early October. He is going to be testing some alternate set-ups that utilize ESRI base map services in the web application implementation. He stated he will need to perform some processing work with our images to allow for our aerial images to work together with the ESRI base map services.

Official Copy – Approved at October 10, 2013 Meeting

11. **2nd Opportunity for Public Comment (Limited to 5 minutes per visitor):** Hynek commented that the Land Information Council has done a wonderful job of looking out for the citizens and tax payers of Vernon County while advancing land record modernization.
12. **Other Business/Reports from Committee Members:** none.
13. **Review Unfinished Business, Prioritize, and Confirm Assignments:** Get any comments/suggestions/thoughts on a County Surveyor that you may have to Avoles for a future meeting; Submit LIO Budget to Finance Committee.
14. **Confirm Next Meeting Date:** The next meeting was scheduled for Wednesday, September 11th at 9:30 am. A meeting was also scheduled for Thursday, October 10th at 9:30 am in case the September meeting is not needed.
15. **Adjourn: Motion to adjourn at 11:20 am by Subera/Servais. Motion carried.**

Minutes Respectfully Submitted by: Doug Avoles