

Official Copy –Approved at November 19, 2013 Meeting  
**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**October 10, 2013**

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<b>Members Present:</b>	Will Beitlich, Chair Rachel Hanson Jessica Sandry	Jim Servais, Vice-Chair Hugh Harper	Francis Hynek Paul Krahn	Eric Evenstad Matt Dahlen
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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. **1<sup>st</sup> Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
4. **Review Proceedings of Previous Meeting:** Minutes from the August 6, 2013 meeting were presented and reviewed. Evenstad noticed one discrepancy with an amount of recording fees sent to the State, **\$982** versus **\$962**. Correction was made to **\$962**. **Motion by Harper/Servais to approve. Motion carried.**
5. **Review and Approve Vouchers for Payment:** Beitlich read the listing of vouchers, manual checks, and journal entries totaling **\$8,075.00**. **Motion by Hynek/Evenstad to approve. Motion carried.**
6. **Reports from Staff:**
  - **Treasurer's Report:** Hanson reported that right now we have **\$75,932.60** in the land information pool account. She also stated that there is a balance of **\$8,802.28** 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. The 2013 requested Ho-Chunk allocations of **\$15,000** for aerial photography and the \$25,000 for PLS remonumentation have tentatively been approved.
  - **ROD Report:** Spaeth was not able to attend the meeting but provided Avoles with a summary of the August and September recordings. There were 396 documents recorded in August resulting in **\$792** being sent in to the State, **\$2,376** of retained fee revenue, and **\$792** of public access revenue. There were 449 documents recorded in September resulting in **\$898** being sent in to the State, **\$2,694** of retained fee revenue, and **\$898** of public access revenue.
  - **RPL Report:** Dahlen reported that in September he presided over the Real Property Lister's Annual Conference. He stated that they had speakers from Plat Review, someone talking about the state retirement system, a supervisor of the MFL program who emphasized the importance notifying the foresters about ownership changes, a speaker on deed interpretation, and the Department of Revenue. The WI DOR is working on getting assessment notices standardized throughout the state, looking to re-write of SS Chapter 70.05 which could have a significant impact on his job. The DOR is considering a whole new parcel number scheme forcing us to renumber the entire county, having the Lister's submit information 4-5 times per year compared to 1-2 times per year, and changing the way information is exchanged with the assessors where the information from the assessor would first go to the local clerks to be balanced and then be submitted to the county for entry into the assessment system adding an additional step to the process.
  - **Zoning Report:** not present.
  - **LWCD Report:** Krahn announced that the GIS intern's last day would be Friday. Avoles stated that Alex did a great job and was a pleasure to work with.
  - **Dispatch:** not present.
  - **LIO Report:** Avoles reported that the WI Department of Administration had announced the 2014 WLIP Base Budget Grants and that they were establishing a new cycle to align with county Budget years so counties would know exactly what they would have available going into their budget process. For 2014 we will be eligible for a little over \$28,000 in WLIP Base Budget funds which is about what we estimated in the Land Information Budget. The WLIP Training and Education funds were increased to \$1000. The deadline for submittal of the grant application is January 1, 2014 and will be brought to the November or December Council meeting for approval. Avoles has continued to

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work on parcel mapping in the City of Viroqua as time permits and has the GIS mapping website to a point where it can be released for public use.

7. **Letter of Intent to Participate in the 2015 WROC Digital Orthophotography Project:** Ayres Associates and Aerometric, the selected vendors for this project, have requested that potential participants submit a letter of intent to participate in the 2015 WROC Digital Orthophotography Project. The letter does not contractually obligate the County to the project but is needed to allow for proper logistics planning of a project of this magnitude. **Motion by Servais/Hynek to Participate in the 2015 WROC Digital Orthophotography Project. Motion carried.**
8. **PLS Tie Sheet/CSM Review Contract & Possible “County Surveyor” Services:** Avoles explained that while the County may not be quite ready to make the jump to a part-time County Surveyor, we do have a current need for some “County Surveyor” type consulting services in support of our parcel mapping efforts. We have a need for some coordinate and field verification of some PLS corner issues that arise. The contracted surveyor would not be a “County Surveyor” and would not be available to the public. The additional “County Surveyor” type consulting services would be directed and requested only by the Land Information Office and/or Real Property Lister as needed. Avoles stated that his preference would be to include the tie sheet/CSM reviews and this additional consulting surveyor support together into one contract to maintain consistency. Because these additional consulting services are more in-depth than what is currently included in the existing review contract we have with Birrenkott the Council agreed that it would be appropriate to release a new RFP for these services. **Motion by Evanstad/Harper to Release the PLS Tie Sheet/CSM Review and Contracted Surveyor Services RFP pending Corporation Counsel Approval. Motion carried.**
9. **Official Launch of Public GIS Mapping Website:** Avoles demonstrated some of the final updates that were made to the public web mapping application – use of ESRI base maps, Latitude/Longitude coordinate display in decimal degrees, some additional data layers (e.g. County Parks/Forests, Hydrology, FEMA FIRM info), option to display labels and/or text for several data layers, a better organization of the data layers that can be turned on or off, and an overview map. Avoles will work with the IT Department to get a link set-up on the main County website and to have a basic help document available for users within the next couple of weeks.
10. **2nd Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
11. **Other Business/Reports from Committee Members:** none.
12. **Review Unfinished Business, Prioritize, and Confirm Assignments:** release surveyor services RFP.
13. **Confirm Next Meeting Date:** The next meeting was scheduled for Tuesday, November 5th at 9:30 am.
14. **Adjourn: Motion to adjourn at 10:38 am by Hynek/Servais. Motion carried.**