

Land Information Committee Meeting Minutes

County Board Room, Vernon County Courthouse

November 19, 2013

Members Present:	Will Beitlich, Chair Rachel Hanson Matt Dahlen	Jim Servais, Vice-Chair Hugh Harper Jessica Sandry	Francis Hynek Don Subera Konna Spaeth	Eric Evenstad Paul Krahn
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Others in Attendance: Doug Avoles – LIO, Greg Lunde – Corp Counsel, Laurence Johns – Professional Land Surveyor, Larry Handschy – Professional Land Surveyor

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. **1st Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
4. **Review Proceedings of Previous Meeting:** Minutes from the October 10, 2013 meeting were presented and reviewed. **Motion by Hynek/Subera to approve. Motion carried.**
5. **Review and Approve Vouchers for Payment:** There were no vouchers for this month.
6. **Reports from Staff:**
 - **Treasurer's Report:** Hanson reported that the pool balance is **\$72,132.53**. There are committed funds of **\$9,850.28**. 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 and the 2013 requested Ho-Chunk allocations of **\$15,000** for aerial photography and the \$25,000 for PLS remonumentation have been approved by the County Board. Hanson also provided a report showing budgeted, actual amounts, and balances for LIO revenues and expenses for the year as of 10/31/2013. The report indicated that there is **\$9,945.12** yet to receive in revenue for the year, which is primarily anticipated retained fees; and that there a remaining balance of **\$61,879.18** of the total **\$86,900** LIO budget. Most of this balance is committed salary/benefits and remonumentation expenses that have yet to be transferred by Sarah McDowel the LWCD Accounts manager. Avoles stated that she makes this transfer before the books are closed so that she has exact figures and only has to process the transfer once.
 - **ROD Report:** Spaeth reported that there were 524 documents recorded in October resulting in **\$1048** being sent in to the State, **\$3,144** of retained fee revenue, and **\$1048** of public access revenue. She also reported that at the end of October we have an available balance of \$9,850.28 from public access funds.
 - **RPL Report:** Dahlen stated that he had nothing to report this month. Hynek asked how things were going with the changeover of assessors for the Village of La Farge. Dahlen explained that there were several issues with omitted taxes that they had to find and work through, and that notices just recently went out. He commented that the new assessment firm was a top notch company and that he expected things to be running very smoothly working with them after this year.
 - **Zoning Report:** not present.
 - **LWCD Report:** Krahn did not have anything to report at this time.
 - **Dispatch:** not present.
 - **LIO Report:** Avoles reported that he has been trying to work on parcel mapping in the City of Viroqua as much as possible and is processing the Whitestown PLS remonumentation project tie sheets into the mapping. He also mentioned that the Annual WLIA Conference is scheduled for February 12-14th in Middleton and passed around a flyer on it. He reminded the Council that because Vernon County is registered as a group member of WLIA that all of the Council members could attend at the member rate. Hynek asked if Avoles always attended these meetings. Avoles explained that besides the annual conference they also have a spring and fall regional meeting and that he tries to attend 1-2 of the 3 meetings each year.

Official Copy –Approved at December 17, 2013 Meeting

7. **Opening of PLS Tie Sheet/CSM Review/“County Surveyor” Services Proposals:** Four proposals were received. Each were opened and the following summary information was read from each:

Eagle Ridge Surveying

Tie sheet review: \$25 per tie sheet with a 2 business day review turnaround
CSM/plat of survey review: \$30 per survey with a 2 business day review turnaround
Hourly field rate: \$40 per hour
Hourly office consultation rate: \$25 per hour

Adams Engineering & Surveying

Tie sheet review: \$25 per tie sheet with a 2 business day review turnaround
CSM/plat of survey review: \$38 per survey with a 2 business day review turnaround
Hourly field rate: \$45 per hour for RLS; \$30 per hour for field tech if needed plus a \$0.50 mileage rate.
Hourly office consultation rate: \$35 per hour

Lampman & Associates

Tie sheet review: \$30 per tie sheet with a 5 business day review turnaround for 5 or less; 10 days for 6 or more
CSM/plat of survey review: \$60 per CSM; \$45 per plat of survey; 5 business day review turnaround for 3 or less; 10 days for 4 or more
Hourly field rate: \$60 per hour for field inspection work; \$120 per hour for full remonumentation work; plus a \$0.565 mileage rate.
Hourly office consultation rate: \$60 per hour

Cedar Corporation

Tie sheet review: \$100 per tie sheet with a 3 business day turnaround
CSM/plat of survey review: \$75 per survey; 3 business day review turnaround
Hourly field rate: \$90 per hour includes mileage
Hourly office consultation rate: \$90 per hour

Avoles proposed that a 5 member selection committee be formed to review the details of the proposals and make a recommendation to the Council for consideration at the December Council meeting. Avoles commented that he would ask Bryan Meyer, the La Crosse County Surveyor to be on the review committee as he had offered during presentation to the Council earlier this year.

Motion by Hynek/Subera for a 5 Person Review Committee of Avoles, Dahlen, Krahn, Meyer, and Evenstad to Review the Proposals and Bring a Recommendation back to the Council at the Next Council Meeting. Motion carried. Sandry abstained.

8. **2014 WLIP Base Budget Grant Application Approval:** Avoles explained what he had prepared for the Base Budget Grant and stated that we are eligible for \$28,117. The application is due January 1st. In the grant application he identified 3 parcel mapping project areas. One project would be to complete parcel mapping for the Town of Liberty, approximately 822 parcels on the assessment roll. A second area would be several sections (i.e. 1-3, 10-14, 21-26, 35 & 36) in the Town of Clinton, approximately 471 parcels. And lastly, an area of several sections (i.e. 9, 10, 15, 16, 19, 31, 35 & 36) in the Town of Webster, approximately 277 parcels. **Motion by Subera/Harper to Submit the 2014 WLIP Base Budget Grant Application as Prepared. Motion carried.**
9. **2nd Opportunity for Public Comment (Limited to 5 minutes per visitor):** none.
10. **Other Business/Reports from Committee Members:** none.
11. **Review Unfinished Business, Prioritize, and Confirm Assignments:** review Surveyor proposals and prepare recommendation(s).
12. **Confirm Next Meeting Date:** The next meeting was scheduled for Tuesday, December 17th at 9:30 am.
13. **Adjourn: Motion to adjourn at 10:30 am by Hynek/Subera. Motion carried.**