

Official Copy –Approved at August 5th, 2014 Meeting  
**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**July 8, 2014**

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<b>Members Present:</b>	Will Beitlich, Chair Hugh Harper	Jim Servais, Vice-Chair Jessica Sandry	Eric Evenstad Rachel Hanson	Don Subera Paul Krahn
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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 June 4, 2014 meeting were presented and reviewed. **Motion by Harper/Subera to approve the minutes. Motion carried.**
5. **Review and Approve Vouchers for Payment:** Beitlich read the list of vouchers totaling **\$14,282.59**. **Motion by Evenstad/Servais to approve the Vouchers. Motion carried.**
6. **Reports from Staff:**
  - **Treasurer's Report:** Hanson reported that the pool balance is **\$72,801.02** with the subtraction of June bills of **\$1,850.81** and the addition of June recordings of **\$5,576.00** for a total of **\$76,526.21**. Of this there is a total of **\$13,486.28** stated as committed funds on the report for the 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 is at a balance of **\$22,900.00**. Hanson also listed the expense incurred of \$7,040.00 for the Town of Liberty remonumentation project that was approved in March, and the pending expense of \$6,950.00 for the Town of Clinton remonumentation project that is just getting started.
  - **ROD Report:** Not present.
  - **RPL Report:** Not present.
  - **Zoning Report:** Not present.
  - **LWCD Report:** Krahn stated that he had nothing to report at this time.
  - **Dispatch:** not present.
  - **LIO Report:** Avoles commented that Spaeth had indicated to him yesterday that the recordings were back up for the month. He also reported that he has been able to spend a lot of time working on the parcel mapping in the City of Viroqua over the last month and showed the Council a map of what was left to be completed. Avoles stated that he is hoping to be finished with the City by the end of August, but with several other items on his plate he can't guarantee he will have the time to complete the remaining areas by then.
7. **State Parcel Initiative Planning Process Framework & Funding Proposal Input:** As a follow-up to the discussion started at the Council meeting last month, Avoles reported on the information and discussions that had occurred regarding this topic at the WLIA meeting in early June. Avoles explained that the reason the WI DOA was proposing to provide \$50K annually to all counties starting in 2016 as opposed to some other funding allocation process, such as a formula based distribution process, was because it is anticipated that it will be easier to administer and more politically acceptable. He also explained that over the next year the WI DOA WLIP staff would be working with the land information community in a participatory process to establish priority benchmarks for use of the \$50K funding. For example, if the first benchmark is to complete a digital version of parcels, then the \$50K would be required to be spent on that effort until that benchmark was met. Then after the first benchmark is met, counties could start using the funding for the next benchmark. If a county had the highest priority benchmarks already completed, they could start using the \$50K funding toward other items consistent with projects identified in their land record modernization plans such as aerial photography or LiDAR et... Avoles also explained that WI DOA WLIP staff would be making a visit to all of the Counties over the next year to get more input for development of the benchmarks. Evenstad asked if we could request that Vernon County be one of the early counties to be visited so we are more likely to have early input and less likely to be visited after a lot of the policy may have been developed from visits to others. The

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Council directed Avoles to submit a brief letter to the WI DOA with some input on the funding process and benchmark development as well as requesting that Vernon County be one of the early counties to be visited by WI DOA staff.

8. **PLSS Bounty Program/Review Requirement Updates:** Avoles distributed to the Council copies of the updated PLSS Bounty Program documents showing what was being removed and what was being added and/or revised. These changes are needed because of the recent changes to the WI land surveying statutes, the recent use of RTK GPS with the Wisconsin Height Modernization Active Network (WISCORS) control stations, as well as some needed clarification to the program requirements. Jay Adams, the County's current contracted surveyor, had reviewed all of the current documents and provided consultation on the changes. **Motion by Subera/Krahn to Approve the Updates to the PLSS Bounty Program/Review Requirements. Motion Carried.**
9. **Preliminary 2015 LIO Budget Discussion:** Originally this was item number 11 on the agenda but Avoles wanted to briefly discuss the LIO budget picture before discussing the next two agenda items. He distributed copies of a draft showing the 2015 LIO and 2016 LIO budget pictures for discussion. With the increase in the WLIP Base Budget threshold to \$100K (i.e. retained fees and base budget grant) combined with carried over retained fees, revenue from the City of Viroqua for parcel mapping, and other minor anticipated program revenue Avoles anticipates that Land Information will have about \$134K in WLIP revenue in 2015. Taking into account regular and known Land Information expenses (e.g. salary & benefits, annual ESRI GIS/GCS web software support fees, and general office expenses) of about \$91K total, we will have about \$43K in WLIP funding that can be used for other land information related items. Avoles indicated that he would like to see these funds used to fund the following: a contracted part-time County Surveyor, a GIS summer intern, 2 new GIS computers, funding towards the 2015 6" resolution digital orthophotography project, and PLS remonumentation. He indicated he was also open to other suggestions as well. In addition to the WLIP funding Avoles anticipates \$25K in levy and \$25K from Ho-Chunk funding again for PLS remonumentation in 2015. In 2016, it is also anticipated that the County will be eligible for an additional \$50K in WLIP funding that will be required to be used for development of digital parcel mapping. The Council continued discussion on the following two items and Avoles will prepare a detailed 2015 LIO budget for the next meeting.
10. **2015 WROC Digital Ortho Project Options:** Avoles presented the options we have for the 2015 digital orthophoto project. The 12" resolution product has a not to exceed cost of \$53,040 and absolute accuracy level of +/- 4'. The 6" resolution product has a not to exceed cost of \$79,968 and absolute accuracy level of +/- 2'. Avoles explained that he was working to include the cities and possibly Vernon Electric, Vernon Telephone, Organic Valley, and the Kickapoo Reserve to gain participation and some financial support for acquiring the 6" resolution product countywide. Avoles also explained that because of the possible requirement of first using the statewide parcel initiative WLIP funding (i.e. \$50K) expected in 2016 to create a digital parcel layer before spending these funds on other land information projects, he was interested in acquiring the higher resolution because it would help parcel mapping in the villages and where PLS remonumentation has not been completed yet. Harper commented that the 6" resolution product would help with the anticipated need by the assessors for complying with more detailed assessment breakdowns that the WI Dept. of Revenue is wanting them to provide. Avoles stated that he intends to submit a Ho-Chunk funding request for an additional \$15K to \$25K and use some WLIP Base Budget funding to cover what is needed for the project. He also stated that Ayres would allow us to contract for the project and budget for it over two years. If we can budget for it in one year the final product would be delivered towards the end of 2015; and if we needed to budget for it over two years, the final product would be delivered in late spring of 2016. Beitlich commented that the Finance Committee was looking to set-aside a sizeable amount of the Ho-Chunk funding this year to go toward future building needs that are coming. The Council indicated they were in support of pursuing the 6" resolution product and directed Avoles to also solicit the towns and villages to see what contributions they may be able to make towards this project since it will also be beneficial to them.
11. **Proposed Options for 2015 County Surveyor:** Avoles distributed copies of a draft describing several options that he would like the Council to consider for establishing a County Surveyor in 2015. Option 1 would be the status quo, where we do not have designated County Surveyor but would continue with a contracted surveyor to review tie sheets and CSMs and provide consultation to the LIO and RPL. Option 2 would be to have a part-time contracted County Surveyor and continue with the PLS Bounty program and some contracted remonumentation projects. Option 3 would be to have a part-time contracted County Surveyor and to discontinue the PLS Bounty program and do all remonumentation projects via contracts. Option 4 would be to hire a half-time County Surveyor as a County employee. Option 5 would be to hire a full-time County Surveyor as a County employee. Options 4 and 5 would require levy funding to be feasible. The consensus was that a county employee would not fly with the County Board at this

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time. The Council discussed several aspects at length and is in support of a part-time County Surveyor. They also support keeping the PLS Bounty program in place. Avoles was directed to gather more info on the process required and will begin to prepare a draft RFP for release early this fall.

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:** Send letter of input regarding WLIP parcel initiative and funding proposal to DOA; prepare a specific LIO budget; set-up digital orthophoto project meeting; and start preparing a draft RFP for a part-time contracted County Surveyor.
15. **Confirm Next Meeting Date:** The next meeting was scheduled for Tuesday, August 5th, at 9:30 am in the County Board Room.
16. **Adjourn: Motion to adjourn at 11:50 am by Servais/Harper. Motion carried.**

Minutes Respectfully Submitted by: Doug Avoles