

Official Copy – Approved at January 6, 2015 Meeting
Land Information Committee Meeting Minutes
County Board Room, Vernon County Courthouse

November 4, 2014

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|-------------------------|--|---|---------------------------|----------------------------|
| Members Present: | Jim Servais, Vice-Chair Jessica Sandry Matt Dahlen | Eric Evenstad Rachel Hanson Bruce Olson | Hugh Harper Paul Krahn | Don Subera Konna Spaeth |
|-------------------------|--|---|---------------------------|----------------------------|

Others in Attendance: Doug Avoles – LIO; Peter Herreid, WI DOA

1. **Call to Order:** The meeting was called to order by Servais at 9:31 a.m. **Servais** stated that he would be chairing the meeting today due to Beitlich's absence for personal business and called for a motion to excuse Beitlich. **Motion by Subera/Evenstad to excuse Beitlich. Motion Carried.**
2. **Public Notice Affirmation:** Avoles confirmed proper notice and posting.
3. **Review Proceedings of Previous Meeting:** Minutes from the Sept. 30th, 2014 meeting were presented and reviewed. **Motion by Harper/Evenstad to approve the minutes. Motion carried.**
4. **Review and Approve Vouchers for Payment:** There were no vouchers this month.
5. **Reports from Staff:**
 - Treasurer's Report: Hanson reported that the pool balance is **\$109,854.89**. Of this there is a total of **\$16,432.28** stated as committed funds on the report for the formerly separately tracked public access portion of the recording fees. Hanson also reported that of the **\$25,000 Ho-Chunk allocation** for 2014 PLS remonumentation there is a remaining balance of **\$202.50**. Hanson's report also listed Ho-Chunk Nation funds allocated for the 2015 aerial photography project which totals **\$30,000** that has been set aside since 2010.
 - ROD Report: Spaeth reported that there were 483 documents recorded in October. **\$966.00** was sent in to the State and **\$3,864.00** was retained by the County for Land Information. Spaeth commented that September and October recordings have caught us up to our projected retained fee revenue for the year, which is wonderful since the year began slower than expected.
 - RPL Report: Dahlen stated he has nothing to report this month.
 - Zoning Report: not present.
 - LWCD Report: Krahn commented that they have been getting interest from the Towns of Greenwood, Stark, and Viroqua about exclusive ag zoning. Ben Wojahn from LWCD has been at meetings with these towns and providing information. Krahn also stated that Ho-Chunk funding, \$25,000 for remonumentation & \$10,000 for the aerial photography project has tentatively been approved but needs to go to the County Board this week.
 - Dispatch: Olson stated that he has nothing to report this month.
 - LIO Report: Avoles showed the Council a map of progress of parcel mapping in the City of Viroqua, with only a few blocks southwest of the cemetery area to be completed. Avoles also commented on the Final Report by the WI State Cartographer's Office and WI DOA on the LinkWisconsin Address Point and Parcel Mapping Project which has some nice status maps that show how Vernon County compares to the other counties throughout the state. Avoles also introduced Peter Herreid from the WI DOA who was in attendance to discuss recent developments of the WLIP. Avoles also reported that he had provided a letter to Adams Engineering & Surveying as required by our existing surveyor services contract to let him know that the existing contract would not be renewed because we are moving forward with the creation of contracted Part-time County Surveyor. Avoles also stated that he planning to place an order for PLSS corner monuments so we have enough to complete the two remonumentation projects we are considering. He also shared a 2 page document regarding changes that may be coming for municipalities on the reporting of boundary and annexation changes to the County Clerk, and how the WI Legislative Technological Services Bureau would help facilitate the update and improvement of US Census Bureau municipal boundary data under a proposed bill.

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6. **Review Proposal for PLSS Remonumentation Project(s):**

- T13N R3W, Town of Webster Project

Avoles opened proposals from the following for this project:

| Company | # Corners | Proposed Cost |
|-----------------------------|-----------|---------------|
| Walsh Geomatics | 29 | \$7,366.00 |
| Eagle Ridge Surveying | 29 | \$9,100.00 |
| Central Wisconsin Engineers | 22 | \$13,050.00 |
| Delta 3 Engineering | 29 | \$12,325.00 |
| Cedar Corp | 29 | \$19,430.00 |

Motion by Subera/Harper to select Walsh Geomatics to perform the Town of Webster Project at \$7,366.00. Motion Carried.

- T13N R5W, Town of Jefferson Project

Avoles opened proposals from the following for this project:

| Company | # Corners | Proposed Cost |
|-----------------------------|-----------|---------------|
| Walsh Geomatics | 25 | \$9,500.00 |
| Eagle Ridge Surveying | 25 | \$7,450.00 |
| Central Wisconsin Engineers | 25 | \$11,250.00 |
| Delta 3 Engineering | 25 | \$9,375.00 |
| Cedar Corp | 25 | \$18,000.00 |

Motion by Subera/Evenstad to select Eagle Ridge Surveying to perform the Town of Jefferson Project at \$7,450.00. Motion Carried.

7. **Review and Approve Request for Proposals (RFP) Announcement for a 2015 Part-Time Contracted County Surveyor:** The Council continued the review of the draft RFP for a 2015 Part-time Contracted County Surveyor from last month. Several modifications & clarifications were made to the draft and a lengthy discussion occurred. Key updates to the draft included a clarification of what is meant by the maintenance of monuments, instead of requiring a review all plats of survey – make the review of plats of survey by request from the GIS Coordinator or Real Property Lister, statement that the officially appointed Part-time County Surveyor would become the Surveyor member of the Land Information Council as defined in statute, clarify that the 3 day turnaround on tie sheet reviews would apply only to those corners reviewed for the County Boundary/Remonumentation program, adding a clear statement that the County would not be providing any staff assistance for contract requirements, and clarifying that if the respondent was a firm – only one individual would be selected to be designated as the official Vernon County Surveyor and also be the individual to perform the contract office hours. **Motion by Subera/Evenstad Approve the Release of the Part-Time County Surveyor RFP After a Final Review and Approval from Corp Counsel. Motion Carried.**
8. **2015 Digital Orthophotography Project Contract:** Avoles presented the contract drafted by Ayres & Associates for the 2015 WROC Digital Orthophotography Project. The project will have a 6" ground pixel resolution meeting accuracy of 1"=100' scale mapping which amounts to about +/- 2'. Avoles explained the project boundary area which will include coverage to the west side of the Mississippi River corridor adjacent to Vernon County. He also explained that we will get a second custom mosaic to square off the image for web display which will include areas of Richland County of 12" ground pixel resolution for no additional charge. The not to exceed cost of the contract is **\$83,888.00**, and will be distributed over a two year budget period where 50% will be due after image acquisition in 2015 with the remaining 50% due after final product delivery in 2016. **Motion by Harper/Servais to Approve the Contract with Ayres for 2015 Digital Orthophotography. Motion Carried.**
9. **Discussion with WI DOA WLIP Representative, Peter Herreid, about Vernon County Land Record Modernization efforts, the Statewide Parcel Initiative, and other WLIP items:** Peter Herreid, the WI Dept. of Administration's WLIP Grant Administrator, gave an overview of current land information program activities. This is part of his effort to visit with the Land Information Council's and/or Land Information Program staff in all Wisconsin Counties. Herreid commented that attending these meetings

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and listening to counties land information discussions is providing him with a more in-depth insight of county land information plans and needs. Herreid briefly discussed features of Act 20 including the state-wide parcel mapping initiative, the WLIP Base Budget Grant funding increases which went into effect for the 2015 grant, and the formulation of the 2016 WLIP Strategic Initiative Grants intended for the creation of the state-wide parcel map data development, which will start to be allocated sometime in 2016. Herreid also highlighted parts of the LinkWISCONSIN project and explained how that project was an important pre-cursor to the eventual assembly of a state-wide digital parcel data layer. More information on these topics is available on the Land Information Program page of the Wisconsin Department of Administration, <http://doa.wi.gov/Divisions/Intergovernmental-Relations/Land-Information-Program> .

10. **Audience to Visitors:** none.
11. **Reports from Council Members and Announcements:** none.
12. **Review Unfinished Business, Prioritize, and Confirm Assignments:** have Part-time County Surveyor RFP reviewed by Corp Counsel and release.
13. **Confirm Next Meeting Date:** The next meeting was scheduled for Tuesday, December 2, at 9:30 am in the County Board Room.
14. **Adjourn: Motion to adjourn at 11:50 am by Subera/Dahlen. Motion carried.**

Minutes Respectfully Submitted by: Doug Avoles