DRAFT

LAND INFORMATION COMMITTEE MEETING May 08, 2015

Members Present:

Harold Johnson, Larry Bischoff, Ed Nelson, Larry Schraufnagel

Also Present:

Chris Planasch, Joyce Fiacco

Excused:

Wayne Uttke

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

No comments were received from the public regarding committee business.

Nelson motioned, second by Bischoff to approve minutes from the March 13, 2015 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2015 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in March (1095) was up 184 from the previous month; up from 950 in 2014; and down from 1213 recorded in March 2013. Planasch noted that overall revenues were up in March. Planasch reported that the number of real estate documents recorded in April (1160) was up 65 from the previous month; up from 1006 in 2014; and down from 1439 recorded in April 2013. Planasch noted that overall revenues were up slightly in April. She reviewed the 1st Quarter Revenue and Expenditure Report from Finance Department noting that total revenues are a bit behind as are revenues associated with real estate document recordings; expenditures are slightly ahead as annual maintenance costs are expended early in the year. No committee action was required.

Planasch presented the Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 17, 1999 back to April 1, 1987 to complete the index for these documents. Currently, they only have the grantor/grantees indexed. So far, records have been indexed from March 16, 1999 to January 28, 1999. The imaging index for paper documents from 1877 to 1974 is being verified with the most recent being Volume 448 back to Volume 307. To date, 35 volumes have been imported into LandLink (Volumes 600 to 635). Final cleanup of incomplete records continues as time permits to finish the project to compare birth records to the index (1877-1883). Imaging of birth records is complete from current records back to December 1975 and November 1946 through July 1964. Removal of confidential information from the birth and marriage records continues. Planasch explained the process staff uses to remove confidential information from birth and marriage records. Records that still require confidential information removed are birth records from December 1964 to December 1975. Staff is keeping up with new recordings and each has a project to work on as

time permits. There are 12 subscriptions (no increase), 141 (increase of 1) escrow accounts, and 2124 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the March and April Revenue Reports for the Land Resources and Parks, Land Information Division business units. She reported that \$1,827 had been received from WiDOT for work completed by Survey to reset ten section corners destroyed during construction of State Road 26 and State Road 60 East. She reviewed the 1st Quarter Revenue and Expenditure Report from Finance Department noting that revenues are running behind budgeted amounts due to continued slow real estate document recordings; expenditures reflect budgeted amounts. No committee action was required.

Fiacco distributed a draft of the annual letter staff recommends the committee send to all Dodge County Towns requesting notification of any road work being planned in 2015 that would destroy, damage or cover a PLSS monument. Fiacco explained that this information assists county survey staff in maintaining the PLSS and that the towns have been very cooperative about complying. Consensus of the committee was to send the letter to the towns.

Johnson asked the committee to reaffirm the committee's meeting date and time of the second Friday of each month at 8:30 AM to avoid conflicts with other county board committee meetings. The next meeting will be Friday, June 12 beginning at 8:30 AM in Room 3A, Dodge County Administration Building. Planasch asked to be excused from the June meeting due to a Wisconsin Register of Deeds Association meeting in Wausau. She will be excused.

Fiacco announced that Peter Herreid, Department of Administration (DOA), Wisconsin Land Information Program (WLIP) Grant Administrator, had requested a meeting with the Dodge County Land Information Council as part of his intention to visit every county land information council in the state to learn how their land information programs were functioning. She reported the meeting was scheduled Thursday, May 21, 2015 at 9:00 AM in Room 3A. Herreid is interested in receiving a status report on Dodge County's land records modernization program and future projects and receiving county feedback on the WLIP. He will present a WLIP update including status and intent of statewide parcel mapping initiative, land information plan update schedule, and strategic initiative grant funding opportunities.

Fiacco provided oral status reports on Land Information Division projects:

- GIS Data Component in support of DCSO with New World Systems (NWS). Continued participation in weekly meetings between DCSO, IT, LRP and NWS to resolve issues and assisted in development of recently released RFP;
- Spatial Focus scheduled to be on-site June 9-11 to begin development of Master Address Repository (MAR);
- Assessment/Tax program upgrade Land Information Management System (LIMS). Continued participation in bi-weekly meetings between County staff and vendor (GCS); initial assessment and tax data conversion completed and application installed for testing.

Fiacco presented the Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. No committee action was required.

Fiacco informed the Committee that the large format plotter (purchased in 2000) used by Survey and Mapping had suffered a catastrophic failure earlier in the week. Sufficient funds are available in the appropriate LIO expenditure account to fund purchase of the replacement plotter using retained fees if approved. Schraufnagel motioned, second by Nelson to approve a not-to-exceed amount of \$5,500 to replace this equipment. Motion carried. Fiacco will work with IT to find a replacement and take advantage of any available rebates or special pricing.

Nelson motioned, second by Schraufnagel to adjourn the meeting. Motion carried and the meeting was adjourned at 10:43 A.M. The next regular meeting will be Friday, June 12, 2015 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,

Larry Schraufnagel, LIC Secretary

LS: jjf

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

2015 SUMMARY OF FEES COLLECTED REGISTER OF DEEDS

	January	February	March	April	May	June Junk	AIN AIN	August	September	October	November		December	TOTAL
State Portion of Transfer Tax State Child Abuse Fund State Vital Record Online Revenue State Vital Record Online Expedite WI Land Information Board Sales Tax	\$ 38,122.80 917.00 3,258.00 6,853.00	\$28,810,32 \$ 994.00 2,748.00 6,377.00	41,239,68 \$ 1,099,00 2,946,00 7,665,00	44,749 68 \$ 889 00 2,927 00 8,120 00	56,041.20 910.00 2,951.00 8,239.00 0.08								<i></i>	208,363.68 4,809.00 * 14,830.00 # 37,254.00 ***
TOTAL STATE FUNDS COLLECTED	\$ 49,150.80	\$ 38,929.32 \$	52,949.68 \$	\$ 89.589,99	68,141.28 \$						s	\$		265,856.76
County Portion of Transfer Tax Real Estate Recording Fees	9,530,70	7,202,58	10,309.92	11,187,42	14,010.30								w w	52,240.92
SSN Redaction Certified Copies (Births, Deaths, Marrianes & Misc Proximents	5,095,00	3,950,00	4,075.00	4,619.00	4,239.00									83,445.00 21,978.00
Misc. Copies of Recorded Documents LandShark Copies	1,200.13	1,261.31	1,329,50 829,00	1,183.69	1,371.97									6,346.60
Document Images Non-Certified Copies Rental Weatherization Stipulations FAX Charges	3,500.00	3,850.00	3,000,00	3,000.00	3,250.00 60.00 1.42									16,600.00 × 240.00 ****
Sub-Total	\$ 36,329.83 \$	\$ 31,750.89 \$	36,708.42 \$	39,331,11 \$	42,615.69 S					s	69	w		186,735.94
County Land Information Office Public Access-Housing (Co. Ll Office)	5,874.00 1,958.00	5,466.00	6,570.00	6,960.00	7,062,00									31,932.00 *** 10,644.00 ***
TOTAL COUNTY FUNDS COLLECTED	\$ 44,161.83	44,161.83 \$ 39,038.89 \$	45,468.42 \$	48,611.11 \$	52,031.69 \$	**			•	•	w	w		229,311.94
TOTAL REVENUE COLLECTED. Document Count Deposits to Escrow Accounts Withdrawals from Escrow Accounts	\$ 93,312.63 \$ 979 \$ 6,614.00 \$ \$ 6,392.00 \$	\$ 77,968.21 \$ 911 \$ 5,637.00 \$ \$ 4,661.00 \$	98,418,10 \$ 1095 5,246,00 \$ 4,715,00 \$	106,286.78 \$ 120,172,97 1160 1177 5,256.30 \$ 5,420,00 6,790.50 \$ 5,413,00	1120,172,97 \$ 1177 5,420,00 5,413,00			ŵ:			•			495,168.70 5322 28,173,30 27,971,50

* \$7.00 of each first copy of a birth certificate issued by the Register of Deeds office

\$8.00 of each first copy of a birth certificate & \$13.00 of each first copy of a death & marriage certificate issued by the Register of Deeds office

\$10.00 expedite fee for each vital records request sent out by FedEx
 Portion of each recording fee placed in separate county fund to be used for public access to land records
 Portion of each recording fee placed in separate state and county funds to be used for modernization of land records
 \$20.00 Rental Weatherization Stipulation & Waiver validated by us
 Sale of non-certified copies of document images on disk or through LandShark Subscription Agreement

REGISTER OF DEEDS MAY, 2015 MONTHLY FEES SUMMARY COMPARISON

		May		April 2015	Comparison May 15 to Apr 15	ison Apr '45		May 2015		<u>May</u>		May 2012
State Portion of Transfer Tax	↔	56,041.20	↔	44,749.68	\$ 11	11,291.52	•	\$ 56,041.20	9		s	46,985.92
State Child Abuse Fund		910.00		889.00	S	21.00		910.00	0	735.00		980.00
State Vital Record Online Revenue		2,951.00		2,927.00	S	24.00		2,951.00	0	2,751.00		2,654.00
State Vital Record Online Expedite		M		9	s	7).				(1)		8900
WI Land Information Board		8,239.00		8,120.00	S	119.00		8,239.00	0	1,984.00		2,996.00
Sales Tax		0.08		(8)	S	0.08		0.08	80	T é		0.72
					S	T.						
TOTAL STATE FUNDS COLLECTED	s	68,141.28	49	56,685.68	\$ 11	1,455.60	X 5	68,141.28	8	55,898.80	s	53,616.64
					s	4)						
County Portion of Transfer Tax		14,010.30		11,187.42	\$	2,822.88		14,010.30	0	12,607.20		11,746.48
Real Estate Recording Fees		18,435.00		17,820.00	s	615.00		18,435.00	0	15,405.00		22,945.00
SSN Redaction		W.		je	sə	×		36		5,065.00		7,580.00
Certified Copies (Births, Deaths,		4,239.00		4,619.00	\$	(380.00)		4,239.00	0	4,106.00		3,353.00
Marriages & Misc. Documents					s	Ąį.						
Misc. Copies of Recorded Documents		1,371.97		1,183.69	€9	188.28		1,371.97	7	1,620.66		1,565.78
LandShark Copies		1,248.00		1,461.00	\$	(213.00)		1,248.00	0	834.00		1,403.00
Document Images Non-Certified Copies		3,250.00		3,000.00	69	250.00		3,250.00	0	3,500.00		1,750.00
Rental Weatherization Stipulations		60.00		00.09	ss.	•)		00.09	0	40.00		120.00
FAX Charges		1.42		*	\$	1.42		1.42	2	•X		12.78
Sub-Total	6	42,615.69	69	39,331.11	9	3,284.58	No. of the last of	\$ 42,615.69	9	3 43,177.86	69	50,476.04
					€9	,						
County Land Information Office		7,062.00		00.096,9	s	102.00		7,062.00	Q	5,900.00		8,988.00
Public Access-Housing (Co. LI Office)		2,354.00		2,320.00	⇔	34.00		2,354.00	0	1,984.00		2,996.00
	ı				ss							
TOTAL COUNTY FUNDS COLLECTED	s	52,031.69	•	48,611.11	s	3,420.58		52,031.69		\$ 51,061.86	v,	62,460.04
					€9	: .						
TOTAL REVENUE COLLECTED	S	\$ 120,172.97	\$	\$ 105,296.79	\$	14,876.18		\$ 120,172.97		\$ 106,960.66	4	116,076.68
Document Count		1177		1160		17		1177	22	992		1498
Deposits to Escrow Accounts	↔	5,420.00	↔	5,256.30	69	163.70		5,420.00	0	3 2,610.00	₩	1,587.00
Withdrawals from Escrow Accounts	↔	5,413.00	69	6,790.50	\$	(1,377.50)		\$ 5,413.00	⇔ ⊙	4,801.00	ь	2,055.00

2015 GOALS and PRIORITIES - June, REGISTER OF DEEDS OFFICE UPDATES,

Imaging of Historical Real Estate Records: To date we have imaged 965 paper volumes of various real estate records (Deed, Mortgage, Record, CSM, Plat, Miscellaneous, Probate, Organization and Corporation Books and Grantor, Grantee, and Tract Index Books). We have converted 310 of the paper volumes (Vol. 413 thru 103) of mortgage records. All of the real estate We have imported the images of the grantor indexes from 1947 thru 1987. We are back indexing the legal descriptions from documents recorded from March 17, 1999 back to April 1, 1987 to complete the index for these documents. Right now they only have the grantor/ees indexed. So far we have indexed from March 16, 1999 to January 26, 1999. microfilm volumes have been converted. To date 555 volumes (Vol. 448 thru Vol. 1020) have been converted to digital image.

We have also been verifying the imaging index for the paper documents from 1974 back to 1877. To date we have verified from Volume 448 back to Volume 307. The purpose for this is to create an abbreviated index in LandLink for these documents, so they will be available to customers retrieving documents online through LandShark. There have been 35 volumes (Volume 600 to 635) imported into LandLink to date.

Vital Records:

Vital records have been entered in our computer index as follows:

some cleanup of questions on Births - Comparing records to index (1877 - 1883) - Completed with the exception of incomplete records - Continuing

Births - Current records back to 1894 (Complete) Deaths - Current records back to 1877 (Complete)

Marriages - Current records back to 1877 (Complete) Out of Wedlock Births - All records are entered

Service Discharges - Current records back to 1919 (Complete)

Imaging of vital records are completed as follows:

Births - Current records back to December, 1975 and November, 1946 thru July, 1964 Deaths - Current records back to 1967

Marriages - Current records back to 1977

Out of Wedlock Births - All records are imaged

Service Discharges - All records are imaged

These are the records The removal of confidential information from the birth and marriage records is an ongoing project. that still have to have confidential information removed:

Births - Records from August, 1964 to December, 1975

Marriages - Records from 1967 to 1977

Grantor and Grantee Indexing:

Organizations & Corporations (consisting of 20 Paper Volumes) have been entered in our computer index as follows: Volumes 1 thru 20 - October 1877 thru July 1975 have been entered and verified. Entering August, 1975 thru March, 1987 - Letters A thru O have been entered (P thru Z remain).

LandShark Accounts

We also have 2152 self-As of March 10, 2015 we have 12 subscription accounts and 142 escrow accounts established. We also have 2152 registered accounts that have access to the grantor/grantee/tract indexes online, but not the document images.

Dodge County Land Resources and Parks Department

Dodge County Administration Building 127 East Oak Street Juneau, WI 53039

6/9/2015

REVENUE REPORT	Land Information, Survey, Mapping and P	roperty Des	cription
May 01, 2015 through Ma	y 31, 2015		
LAND INFORMATION	- BU 811, 813, 814		
May	none		
Subtotal of sales		\$	
May	Real Estate Recording Fees- BU 811		
# documents=	1177	\$	7,062.00
	(Up 17 documents from 1160 in Apr 2015: \$6960)		
	(Up 185 documents from 992 in May 2014)		
	(2015 Total collected: \$31,932 Budgeted \$79,200 in 2015)		
Мау	Public Access Account- BU 813	\$	2,354.00
<i></i>	(2015 Total collected: \$10,644 Budgeted \$26,400 in 2015)	¥	2,004.00
	(== 10 10 10 10 10 10 10 10 10 10 10 10 10		
May	Copier/Scanner Account- BU 814	\$	2.70
	(revenues from department charge-backs for supplies)		
TOTAL May Revenue-		\$	9,418.70
May	3-BS TIST AIR TIST		-
TOTAL May Revenue-	BU 1101 and 1104	\$	
PROPERTY DESCRIPT	ΓΙΟΝ OFFICE- BU 1004		
May	Municipal Maps Document Reproduction		e B

CAPITAL IMPROVEMENT PROGRAM

Use A New Form For Each Project: If you need more forms contact the IT Department at Ext. 3200.

DEPARTMENT/AGENCY: LAND RESOURCES AND PARKS DEPARTMENT

PROJECT: (Briefly describe the project's nature, location, extent and purpose.)

The purpose of this project is acquisition of updated countywide <u>digital orthophotography and updated LiDAR</u> (elevation) data. Countywide digital orthophotography and elevation data supports multi-purpose, multi-department, multi-jurisdictional use with applications benefiting many County departments either directly or indirectly. Historically, Dodge County had acquired aerial photography every 6-10 years with intentions to update on a 5-year cycle which is dependent upon atmospheric and ground conditions. A 2017 flight would be consistent with that intent as our last high-resolution ortho acquisition occurred in 2012. It is a reasonable expectation to update the elevation data on a 10-year cycle (last acquired in 2006). Doing these two projects in conjunction with each other enhances the accuracy of both products.

PROJECT BUDGET DATE: (Circle the year in which you expect the project to occur.)

2016

<u> 2017</u>

2018

2019

2020

TOTAL COST:

(State the total anticipated cost of the project and the amount to be requested in the relevant budget year.)

Total project cost is projected to be approximately \$255,000 for a spring 2017 flight (\$105,840 for orthophotography and \$149,000 for LiDAR acquisition). This request is being made to include funding of this flight as part of the CIP. The cost includes budgetary estimates for acquisition of new countywide 1"=100' scale, ortho-rectified 4-band stacked (color, black/white, and Near Infrared) aerial photography at 0.5-foot pixel resolution, updating the DTM (digital terrain model) using high precision LIDAR technology to produce new topographic contour information, ground control, performing aerial triangulation, and production of 1"= 100' scale digital orthophotography. The resolution of the LiDAR product would be 0.7 meter which would support development of 1-foot contours. The last LiDAR flight supported development of 2-foot contour information and was utilized to update and modernize Dodge County's floodplain mapping (FIRM).

METHOD OF FUNDING: (Describe how the department or agency intends to fund the project. Indicate the amount and type of state and/or federal grants which are anticipated in the relevant budget year.)

The majority of funding would be provided by tax levy and limited appropriation of accrued WLIP retained fees in BU 811 (Land Information Office). Efforts to use all WLIP and other grant funds available would be made, but it is unlikely that WLIP contribution-based grants will be available in the foreseeable future. Legislation passed in 2010 has provided additional limited support from retained recording fees however, because of increasing commitments imposed on these funds to support acquisition of an integrated land information management system, it is difficult to anticipate how much funding would reasonably be available from this source.

NEED/JUSTIFICATION: (Briefly state the need and/or justification for the project; i.e.; Is this a state or federally mandated project? Will other funds be lost if this project is not funded? Is there a study or plan which recommends or prioritizes this project?)

Availability of a current, accurate orthophotogrammetric base map has been a critical component of every Dodge County Land Information Plan since 1992. Our goal has been to establish a 5-year replacement/update cycle which is an accepted and reasonable length of time. The majority of counties across the state have adopted a 5-year update cycle although some use a 3-year update cycle due to pressing development issues and an increasing reliance on these key data sets to support a wide variety of applications for many users. A 10-year update cycle is an accepted period of time for acquisition of elevation data. Both acquisitions are consistent with state-wide goals mandated by the Wisconsin Land Information Program (WLIP) created by WI State Statues in 1989. Orthophotography and elevation data are considered two of the foundational elements of the Program. Dodge County has made a significant investment in computer and information technology and these data sets are natural extensions to leverage that capital outlay.

In 2017, the 2012 orthos will be 5 years old and get more outdated with each passing day. Many users rely heavily on countywide, high resolution orthophotography having sufficient detail for multi-purpose, multi-department use. Acquisition of updated countywide digital ortho coverage provides the basis for applications that

can be used by many County departments. The need for current data is even more important since the orthophotography is being used as a reference layer for the E-911 system in the Dodge County Communications Center. This information will be used to verify address data points to support Next-Gen 911. The orthos provide a visual image of what is on the ground at the latitude/longitude received from an emergency 911 call. The elevation data will be eleven years old as the 2011 ortho flight was delayed until 2012 due to poor ground and weather conditions. This data is routinely requested by other government agencies and the private sector. A 10-year update cycle is reasonable due to road construction and development projects. County resources (staff time and physical resources) spent on field work can be reduced by utilizing these data sets in the office. Codevelopment of both data sets makes each data set more accurate.

The orthophotography is used to support a wide variety of day-to-day applications and business functions including tax parcel mapping, zoning and planning activities, highway design, impervious surface calculations for enforcement of the Shoreland Ordinance, Farmland Preservation planning, wetland and resource management, pollution abatement, site analysis, and community development evaluation. The orthos can be used as a map from which measurements can be taken. They are often used as an interpretive backdrop for emergency services reference or with any other layer(s) of GIS data on the system. Information is derived from them to create and maintain new data layers based on the features observed in the photos such as road centerlines, utility facilities, waterways, railroads, parklands, building footprints, or woodlots. The road centerline file with addressing is the

basis for E-911 services, mapping of public health factors, network routing, demographic analysis, and redistricting. This file is used to link any database file containing site address information to the map. This information is used by Sheriff's Department including the Detective and Patrol Divisions, SWAT team and process servers, the Medical Examiner, Emergency Management, Corporation Counsel, and the District Attorney.

Users also get an immediate, overall view of the landscape; a picture is worth a thousand words. Use of the 2012 orthos is high and reliance on a regular cycle for a more current, accurate product increases daily from county users as well as state, local and federal government, the private sector and citizens of Dodge County.

LIST OF USERS WHO CURRENTLY DO OR WOULD DIRECTLY OR INDIRECTLY BENEFIT FROM ACQUISITION OF DIGITAL ORTHOPHOTOGRAPHY ON AN ON-GOING 5-YEAR CYCLE AND ELEVATION UPDATES ON A 10-YEAR CYCLE:

Law Enforcement (Sheriff Department and Communications Center)

Emergency Management

Highway

Land Resources and Parks

- GIS mapping and services
- Survey and Tax Parcel Mapping
- Code Administration
- Parks planning, operations and administration
- Planning and Economic Development
- Property Description

Land Conservation

Register of Deeds, County Clerk, County Treasurer

Corporation Counsel, District Attorney, Medical Examiner

IT and Maintenance

Cities, Villages, Towns and neighboring Counties

State Agencies (DNR, DOT, DOR, DOA, OEM, OMA, SCO and others)

Federal Agencies (Census Bureau, FEMA, USGS, USDA-NRCS and FSA, Homeland Security, and others)

Private Sector (assessors, surveyors, abstractors, developers, consultants, attorneys, and others)

General Public and Non-Profit Organizations

PERSON COMPLETING THIS FORM: <u>Jovce A. Fiacco</u> Extension: <u>3960</u>