

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.