

DRAFT

DODGE COUNTY LAND INFORMATION COUNCIL MEETING
May 21, 2015

Members Present: Dave Addison, Marc Bethke, Larry Bischoff, Ted Dumke, Patti Hilker, Chris Planasch, Joyce Fiacco

Excused: Dianne Bell, Brian Field, Harold Johnson, Dale Schmidt

Also Present: Peter Herreid, Steven Noe

The Dodge County Land Information Council meeting was called to order by Chair Patti Hilker at 9:03 A.M., Room 1F, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and it was confirmed that requirements of Wisconsin's Open Meetings law had been met.

Planasch motioned, second by Bischoff to approve minutes from the August 08, 2014 meeting. Motion carried.

Hilker reported that on September 16, 2014, the County Board had approved the resolution to expand membership of the Council as recommended by the Council and Land Information Committee (LIC). Membership was expanded to include the Senior Land Information Specialist, Highway Commissioner, and County Conservationist. Hilker and the Council welcomed David Addison, Brian Field, and Marc Bethke, respectively. She also announced that Sheriff Dale Schmidt had been appointed by County Board Chairman, Russell Kottke, to represent the public safety sector.

Fiacco introduced Peter Herreid, Wisconsin Land Information Program (WLIP) Grant Administrator, who had requested the meeting as part of his intent to visit every county land information council in the state to learn how their land information programs were functioning; 50 counties visited so far since last year. Fiacco presented an oral report on the status of the Dodge County Land Information Modernization Program beginning with the distribution of a summary sheet indicating all funding received by Dodge County since the Program's inception in 1989. She reviewed the total amount of funds, number of documents recorded, amount of funds deposited by business unit and grant category, brief description of how grant funds had been used, fund balance totals, funds committed to 2015 budget and total of uncommitted funds available. Land Information Office budget requests for the past four years were distributed and reviewed to highlight how this funding was being used to help multiple land records offices.

Fiacco presented an oral report on status of current and future land information projects requesting input from several members of the Council and Land Information Office staff. Using the 2010 Dodge County Land Information Plan, she reported on progress of on-going activities. Steven Noe, Senior Cartographer (Tax Parcel Mapping), reported on status of a major project to improve the accuracy of parcel maps; he distributed a countywide status map indicating level of accuracy based on technology available for that mapping and a spreadsheet outlining the mapping history for each municipality. Ted Dumke, Senior Land Surveyor, reported that Public Land Survey System (PLSS) remonumentation had been completed with the only exceptions being section corners in the marsh or several other having no real need to be reset; all PLSS monuments had GPS coordinates and Dodge County was in full maintenance mode. He reported on availability of the County's survey records on the State Cartographer's Office (SCO) website and upcoming on-line access through the new Land Information Management System (LIMS) tool and GIS Web Mapping tool.

Fiacco summarized details of several critical projects: GIS data management/mapping support for the Communication Center; acquisition and current implementation of an integrated Land Information

Management System (assessment, tax collection, permitting, public access); improvement of the accuracy and management of countywide addresses; proposed acquisition of high-resolution orthophotography (2017); and proposed acquisition of high-resolution LiDAR to develop 1-foot contours (2017).

Peter Herreid provided an oral report on the current status of the Wisconsin Land Information Program (WLIP) and outlined three major changes in 2013 resulting from Act 20 including: Department of Administration (DOA) being charged with development of a plan for, local data aggregation and production of a value added statewide parcel map, coordination of the effort between counties supplying their parcel data and the state, and provision of additional funding to support the development and maintenance of a statewide parcel map. He gave several examples of the benefits of this map including support of regional and statewide projects, state agency work such as DNR-Managed Forest Lands, DATCP- animal disease response planning and tracking (e.g., recent outbreak of bird flu), DOR, Farmland Preservation Program, economic development and business location. Herreid spoke of recent efforts to locate gaps and inaccuracies between county boundaries (PLSS) to help prioritize grant funding. He also reported on the status of other statewide initiatives such as PSC broadband map (address point mapping project called LinkWISCONSIN) and orthophotography acquisition. He passed around a report with results of the PSC project.

The projected timeline for the statewide parcel map project was distributed which included probable release dates of annual strategic initiative grants (SIG) to help fund county efforts for the purpose of meeting statewide objectives up to \$50,000. Through Act 20, an additional \$5 per recorded real estate document is being returned to the state to fund the grant programs of the WLIP. Establishment of a state level Land Information Council is also being proposed to represent stakeholders (real property listers, county treasurers, register of deeds, LIOs, surveyors, assessors) and to reflect the structure of county Land Information Councils. Hilker suggested several other key users of a statewide parcel map would be realtors, utilities, and pipeline and transmission companies. Herreid noted that a statewide parcel map would provide realtors a one-stop-shop for this kind of data to avoid their complaints that each county site looks and operates differently. Addison noted that the data would probably not be as current as would be needed by realtors.

Following his presentation, Herreid answered questions and took comments from the Council. Fiacco asked about use of WLIP funds for support of DOA employees, Herreid stated that three and one third positions are funded: Grant Administrator, WLIP Assistant, Geographic Information Officer (GIO) and one third of the WLIP and Comp Planning Manager. Addison asked if data flow would be a two-way flow between state and county- Herreid thought it should be. Fiacco said that the mandate to include zoning as one of the parcel attributes would prove difficult as zoning doesn't follow parcel lines and is often delivered as an overlay. Herreid said that zoning was one of the mandated attributes and as such, a way to integrate that information even as overlay data would be completed. Herreid thanked the Council for meeting with him.

Bischoff motioned, second by Planasch to adjourn the meeting. The meeting was adjourned at 10:34 A.M. Due to the conflicting schedules of several members, the date of the next regular meeting was scheduled for Friday, August 14, 2015.

Respectfully Submitted,

Joyce A. Fiacco
Land Information Council, Secretary

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



Wisconsin Land Information Program County Retained Fee/Grant Report

Instructions:

If your county has accepted a grant under s. 16.967(7) WIS STATS or retained any fees under s.59.72 (5) WIS STATS, submission of this report to the Wisconsin Department of Administration, Division of Intergovernmental Relations is required by June 30th of the following year in accordance with s. 59.72(2)(b) WIS STATS.

County Dodge	County FIPS 027	Recording Period:	
		From Jan. 1, 2014	To Dec. 31, 2014
Name of Land Information Officer Joyce Fiacco		Email Address jfiacco@co.dodge.wi.us	Phone Number 920-386-3960

1. Amount received in WLIP grants under s. 16.967(7) Wis. Stats. in the reporting period (Jan. 1 – Dec. 31, 2014)	\$ 1,000.00
2. Amount of document recording fees retained under s. 59.72(5) Wis. Stats. for land information in the reporting period at \$8 per document (Jan. 1 – Dec. 31, 2014)	\$ 96,584.00
3. Total amount of grants and retained fees provided through the WLIP in 2014	\$ 97,584.00

Brief narrative or bulleted summary of 2014 land information activities, including relevant web-links:

Maintenance Activities on Data Layers: Maintenance, Administration, Publication and Distribution of the completed data layers/elements including but not limited to: parcel mapping, property ownership, PLSS, street centerlines, address points, emergency service areas, orthos, zoning, hydrology.

Land Records Search Tool: <http://dr1.co.dodge.wi.us/lrst/default.asp> for direct access or via Dodge County Home Page <http://www.co.dodge.wi.us> . This tool provides *free* public access to general property, recording, tax assessment, tax roll, and permit activity databases for the current year and previous years. A print summary of the parcel information is available along with access to a printable pdf file of the appropriate tax parcel map associated with each parcel. The parcel information is updated daily. Links have been added to the GIS Web Mapping application and Register of Deeds applications. This application will be replaced in Fall 2015 with the implementation of a new integrated assessment/tax/permitting/public access tool (Land Information Management System- LIMS). We are currently working with GCS on this project.

Dodge County GIS WebMap: <http://www.dodgecountywebmap.com/> or via Dodge County Home Page <http://www.co.dodge.wi.us> provides a basic GIS mapping tool with multiple GIS data layers available along with several search mechanisms and print options. An internal application was completed and is in use with much more data available to in-house users. The public tool was upgraded in 2012 with several enhancements enabled to improve functionality. Links were added to the Land Records Search Tool and Register of Deeds on-line app to maneuver between applications in 2013.

Tax Parcel Mapping Accuracy Upgrade Project: Work continues to upgrade the accuracy of our tax parcel mapping with all unincorporated towns completed in late-2013. Accuracy upgrades to mapping for all cities and villages was begun in early 2014 with City of Horicon, Village of Lomira and Village of Clyman completed in 2014. The upgraded mapping is available through the Land Records Search Tool-Parcel Map Tab and GIS Web Mapping Tool. Data also forwarded on to state to comply with calls for our latest parcel mapping data tied to ownership and other parcel information.

Brief narrative or bulleted summary of 2014 land information activities, including relevant web-links:

Support Maintenance for all GIS (Esri) and CAD (Autodesk Map 3D and Civil 3D) software utilized by land records related departments.

Survey Equipment: Purchased new Robotic Total Station for survey activities. This equipment along with the RTK-GPS high precision survey equipment has been used heavily in collecting additional survey data (e.g., lot corners) in the cities and villages to support the Tax Parcel Mapping Accuracy Upgrade Project. All of our Control data and PLSS records are available on the State Cartographers Office website.

<http://www.sco.wisc.edu/controlfinder/controlfinder.html>

<http://www.sco.wisc.edu/plssfinder/plssfinder.html>

On-going support of Sheriff's Office and Communications Center. Mapping of Centerline and Address Points supports Dispatch. Purchased a Robotic Total Station for use by the Sheriff's Crash and Crime Scene Investigation Team as part of our commitment to support one of our most significant stakeholders. Has increased efficiency of the Team with added unexpected benefits to Court System as fewer jury trials have had to be scheduled because evidence collected is considerably less disputable.

Purchase Wide-Format Graphics Plotter Replacement: Purchased an HP Z6200 Graphics Plotter to support GIS and CAD mapping; replaced an aging HP 5500PS. Supports 3-year extended warranty, UV ink cartridges and paper.

Support of Wide-Format Copy/Plot/Scan System: WLIP funds (from Fund Balance) were used to replace the 10-year old Xerox large format copy/plot/scan system in 2012, which is used to convert and archive wide format documents to electronic format to improve access and provide long-term storage/security. Maintenance is funded through a combination of retained fees and department charge-backs for materials/supplies only. Used heavily by Land Resources and Parks Department (Code Administration, GIS, Survey, Property Description), Register of Deeds, Highway, Maintenance, and IT for copies and conversion of wide format documents.

Data Sharing: Dodge County *freely* provides its data to *anyone* who asks- only costs are those, actual and real, incurred in delivering the data. If data can be transferred via FTP site or mobile storage device, there is no charge.

Collaboration and Cooperation with and Financial Support of Register of Deeds Office: In 2013, two projects (development of a connection to our GIS mapping application and purchase of the TriMin Tract Book module) were completed and implemented. Continued work with Dodge County Register of Deeds on integration and conversion projects and assist as requested (with other land records offices as well).

Dodge County dedicates tax levy dollars and revenues collected in each respective land information related department, to completely support the majority of activities, operations and staff in Real Estate Description, Survey and Tax Parcel Mapping, GIS Mapping and Services, Planning, Zoning, Land Conservation, Highway, Treasurer, and Register of Deeds, all of whom provide land records to the system.

**Wisconsin Land Information Program
County Retained Fee/Grant Report – Continued**

Land Info Spending Category ▼	Project Description(s) Expand the height of rows if you have multiple projects in a Spending Category. Row height will automatically expand as you type.	Land Info Plan Citations Page number or section reference	Project Cost Note unit cost and project total for each project	Total Cost for Spending Category (one total per Spending Category)
Digital Parcel Mapping	Maintenance and administrative support	Pages 11-13, 20, 22, 24, 28, 34-37	110 hours x \$67.54	7429.40
PLSS Remonumentation	Maintenance and administrative support	Pages 11-13, 20, 22, 27-28, 32-33	50 hours x \$67.54	3377.00
Other Parcel Work (e.g., ROD indexing)	na	na	na	na
LIDAR	na (update planned in 2017)	Pages 24, 34	na	0.00
Orthoimagery	na (update planned in 2017)	Pages 12, 21, 24, 33-34	na	0.00
Address Points	Maintenance and administration	Pages 11-13, 21-22, 25, 28, 37	50.3 hours x \$67.54	3397.84
Street Centerlines	Maintenance and administration	Pages 11-13, 21-22, 25, 28, 37	110 hours x \$67.54	7429.40
Software	Annual maintenance of all CAD (Autodesk-Map 3D and Civil 3D) software and GIS (Esri ArcGIS ArcView, ArcInfo, ArcGIS Server) for 14 county users in 4 departments.	Pages 11-13, 22	Autodesk (CAD) = \$7467.37 ERSI (GIS) = \$14,400	21,867.37
Hardware	Purchased HP Z6200 Graphics Plotter with Post Script for shared use and support of land records related departments (replacement for HP 5500PS) with 3-year Extended Warranty	Pages 11-12, 15, 22-23, 30, 36	10,587	10,587.00
Website Development/ Hosting Services	Development, enhancement and maintenance of GIS Web mapping application; Annual maintenance agreement and upgrades/enhancements	Pages 12-13, 15-16, 22-23, 25, 28, 30, 46	50 hours x \$67.54 (\$3377) Contracted out and hosted off-site (\$2100)	5477.00
Website Development/ Hosting Services	Administration of enhancements, updates, maintenance of LRST ; Supported the year end roll-over of parcel records and enhancements to our Land Records Search Tool (LRST); Time spent on RFP for new integrated Land Information Management System (LIMS).	Pages 12-13, 15-16, 22-23, 25, 28, 30, 46	59 hours x \$67.54 (\$3984.86) Service Providers (contracted out) (\$3515)	7499.86
Administrative Activities and Management	Support office operations of Land Information Office (LIOffice); Administration and delivery of data requests; majority of requests from public and private sectors; limited from state agencies; free to all who request info.	Pages 10-12, 15, 23, 44-47	1051.16	1051.16

Training and Education	Staff attendance at conferences and training	Pages 11-12, 14	1036.96	1036.96
Other (specify in second column)	Professional Services from Spatial Focus for development of a Strategic Implementation Plan for Address Management	Pages 11-13, 21-22, 25, 28, 37	21,325	21,325.00
Other (specify in second column)	Purchase of Robotic Total Station for county survey office (LIO) and Sheriff Office Crash and Crime Scene Investigation Team	Pages 11-13, 20, 22, 27-28, 32-33	52,261.50	52,261.50
Other (specify in second column)	Purchase of annual maintenance agreement for Leica RTK-GPS and Robotic Total Stations used in county survey office (LIO) and DCSO	Pages 11-13, 20, 22, 27-28, 32-33	1984	1984.00
Other (specify in second column)	Professional services for Image Scanning and Indexing of Microfilm rolls WPA historical maps for Real Estate Description use	Pages 15, 22-23, 30, 36	461.38	461.38
Other (specify in second column)	Professional services for Image Scanning and Indexing of Microfilm rolls historical documents for Real Estate Description use	Pages 15, 22-23, 30, 36	15,176.30	15,176.30
Other (specify in second column)	Printheads/toner/cleaner/paper for wide format graphics plotter, CAD plotter and Océ wide format scanner/plotter/copier	Pages 11-12	3,412.83	3,412.83
Other (specify in second column)	Purchased new LaserJet printer for Survey Office	Pages 11-13, 20, 22, 27-28, 32-33	691.89	691.89
Other (specify in second column)	Purchased new Canon high-speed production scanner for shared use for land records related departments (+install and configuration)	Pages 15, 22-23, 30, 36	5980	5980.00
Other (specify in second column)	Support and maintenance for shared scanner and software for land records related departments	Pages 15, 22-23, 30, 36	1665	1665.00
Other (specify in second column)	Support and maintenance for wide-format copy/plot/scan system (Océ PlotWave 350) used by land records related departments	Pages 15, 22-23, 30, 36	1040	1040.00
Other (specify in second column)	Support wages and benefits of imaging intern to scan and index parcel permit activity files to make available on internet (\$10/hr)	Pages 15, 22-23, 30, 36	5534	5534.30
Other (specify in second column)	Desktop scanner for use by real property lister and application design and configuration for use	Pages 15, 22-23, 30, 36	310	310.00
TOTAL			\$ 178,996.60	
Amount of retained fees and grants spent on land records modernization in the reporting period Total may be more or less than the amount of grants and retained fees received in 2014 (if carried over from year to year)				
Amount of retained fees and grants carried forward to calendar year 2015 from previous years			\$ 233,083	