

## LAND INFORMATION COMMITTEE MEETING

March 11, 2016

Members Present: Harold Johnson, Larry Bischoff, Ed Nelson, Larry Schraufnagel, Wayne Uttke

Also Present: Chris Planasch, Joyce Fiacco, Ted Dumke

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.

Schraufnagel motioned, second by Nelson to approve minutes from the February 12, 2016 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 February Revenue Report which included a monthly Summary of fees collected so far in 2016 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparison from the previous month/last four (4) years with document recordings of 917, 911, 801, and 1224 for years 2016 back through 2013 respectively. 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 in order to complete the index for these documents as currently, only grantor/grantees have been indexed (March 16, 1999 to January 20, 1999). She anticipates completion of the project to compare birth records to the index (1894-1915) to be completed by the end of 2016. Removal of confidential information from the birth records (current records back to December 1975 and May, 1946 through July 1964) and marriage records (records back to 1977) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. There are 12 subscriptions (no increase), 147 (increase of 1) escrow accounts, and 2393 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the February Revenue Report for the Land Resources and Parks, Land Information Division business units. No committee action was required.

Fiacco reported that the draft of the mandated three year update to the Dodge County Land Information Plan: 2016-2018 had received approval and recommendation of the Dodge County Land Information Council at their February 11<sup>th</sup> meeting. Dodge County Land Information Council approval of the countywide plan for land records modernization is required for continued participation in the Wisconsin Land Information Program (WLIP). The Plan will serve as a guide for planned land information activities and projects designed to improve government efficiency, to improve services to county offices, residents and businesses and to improve access to data held in Dodge County's land information system. Based on this recommendation and review of the Plan by members of the Land Information Committee (LIC), Schraufnagel motioned, second by Bischoff to forward the LIC's recommendation to the Department of Administration (DOA) along with the Plan document by the March 31, 2016 deadline. Motion carried.

Ted Dumke, Senior Land Surveyor, presented an oral report regarding need and opportunity to upgrade our existing Leica Real Time Kinematic (RTK) GPS field controller (controls both the GPS unit and the robotic total

station) to achieve greater efficiency in the field as the upgrade will provide better on board software, a larger display, laser range finder and a better camera. Additionally Leica is allowing a trade-in of \$3000 for the existing controller bringing the cost down to \$5,330 plus savings of \$900 annual maintenance on the old controller as maintenance is covered on the new unit the first year. Funds are available in the 2016 budget. Bischoff motioned, second by Schraufnagel to recommend the upgrade purchase and trade-in. Motion carried.

Fiacco requested authorization to sell the retired manual total station (purchased in 2001) which was replaced by the new robotic total station in 2014. Dumke reported that staff had looked to other county departments to repurpose the equipment but it was determined that this was not a viable option given the age of the unit. Johnson suggested staff contact the Highway Department regarding procedure to list the equipment on the on-line auction. General consensus of the committee was to proceed with sale of this old survey equipment.

Fiacco presented a request she had received for participation in a "Bridges to Opportunity" services collaboration with USDA's Farm Service Agency (FSA). The goal is to establish a process to more quickly and efficiently connect their agricultural customers with partner organizations having resources (data, information and expertise) and services useful to those local customers. Her understanding is that several other county departments have also been contacted. She did not anticipate that participation would be a hardship on staff and requested committee approval to look at this more closely. The general consensus was for her to do so.

Fiacco reported on the first draft of the Wisconsin Land Information Council's WLIP Program Plan: 2015-2020 which will be the guiding document for setting WLIP program priorities and grant funding priorities. Copies of the Plan were distributed in the electronic meeting packet prior to the meeting and available on the Dodge County website for review. She shared comments compiled by the Land Information Officers Network and provided her individual concerns regarding the direction of the WLIP and use of money collected by the Register of Deeds Office under the WLIP and returned to the State (DOA) to fund the program.

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. She noted that property description staff had completed everything required to get the tax bill out in December but that due to issues with the new assessment application, staff was behind in processing of documents. Staff had attended the Annual Wisconsin Land Information Association (WLIA) Conference and an associated ArcGIS On-Line workshop. Fiacco reported that Department staff was working with the Sheriff's Office for completion of an office and committee meeting room risk assessment and taking a closer look at improving overall security. No committee action was required.

The meeting was adjourned at 9:54 A.M. by order of the Chair. The next regular meeting will be Friday, April 08, 2016 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.**