

LAND INFORMATION COMMITTEE MEETING
November 11, 2016

Members Present: Allen Behl, Becky Glewen, David, Guckenberger, Harold Johnson, Larry Schraufnagel

Also Present: Chris Planasch, Joyce Fiacco

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.

Glewen motioned, second by Schraufnagel to approve minutes from the July 08, 2016 meeting. Motion carried.

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

David Guckenberger was welcomed to the Committee and provided some background information as introduction.

With the resignation of Wayne Uttke from the County Board and LIC member, election of a new Committee Secretary was necessary. Allen Behl was nominated by Schraufnagel, second by Glewen. Johnson motioned to close nominations and cast a unanimous ballot for Behl. Motion carried. Behl will serve as Land information Committee Secretary.

Glewen asked about summer employment opportunities in the Land Resources and Parks Department and Fiacco responded that several would be funded including Imaging Intern and GIS Intern should the workload warrant. Johnson referred Glewen to summer jobs available in the Highway Department.

Planasch presented the Register of Deeds Revenue Reports for July through October which included monthly Summary of Fees collected so far in 2016 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparison reporting the previous month/last four (4) years with associated total document recordings for each prior year for the month of July through October. Several questions were asked and answered regarding the history of the State/County split and how often this is reviewed. Planasch reported the number of documents received was on track to meet budgeted revenues with transfer tax collected way ahead of budgeted amounts. No committee action was required.

Planasch presented the 3rd Quarter 2016 Revenue and Expenditure Report for Register of Deeds Office noting that she anticipated meeting budgeted revenues and not exceeding budgeted expenditures with one exception for the overall 2016 Budget. She reported that a request for an intra-departmental fund transfer would be submitted to allocate approximately \$12,825 in funds from the Redaction Business Unit Fund Balance to cover unbudgeted professional services costs for the last batch of documents to be imaged. The amount budgeted was estimated on the number of documents not the

overall number of pages with each page imaged as an individual image not as multi-page images. This has been discussed and approved by the County Administrator. No committee action was required. Planasch presented the July through October Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 16, 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 15, 1999). Staff is verifying the imaging index for paper documents from 1974 back to 1877 having verified Volume 448 back to Volume 225. 75 volumes (Volume 560 to 635) have been imported into LandLink to date. Removal of confidential information from the birth records (records from August, 1964 to December 1975 remain) and marriage records (records from 1967 to 1977 remain) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. As of October 10, 2016, there were 12 subscriptions (no increase), 153 escrow accounts, and 2747 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the July through October Revenue Reports for the Land Resources and Parks, Land Information Division business units. No committee action was required.

Fiacco presented the 3rd Quarter 2016 Revenue and Expenditure Report for the Land Information Division of the Land Resources and Parks Department, noting that budgeted revenues were anticipated to be met and that expenditures were as anticipated. She then presented an Estimated 2016 Budget Summary for all business units in the Land Resources and Parks Department. She anticipated multiple business units would have unexpended funds and unanticipated revenues which would result in funds being returned to the General Fund. Several carryover requests are anticipated to assist in completion of several Parks and Trails projects in 2017.

Fiacco distributed and presented two documents which provided detailed Revenue and Expenditure amounts by Business Unit (BU) for the Preliminary 2017 Department Budget and to summarize increases and decreases by BU. The Land Resources and Parks Department's 2017 levy request will be \$6,198 less than the 2016 levy request.

Fiacco presented the July through October 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 reported that the vacant Survey and Mapping Specialist position was still under recruitment with no qualified candidates responding. She distributed a letter of thanks from the Lein Family for mapping support provided by Department staff which assisted in the successful location of the three young men missing overnight in the Neda Mine. She distributed a document listing Land Information-related acronyms with which the LIC should be familiar. She reported that Department staff had completed the task of developing the 2017 Dodge County Plat Book based on land information gathered and maintained by the Department. She presented a copy of the latest edition of the Dodge County Plat Book which was just sent to the printer for review and which will be available for purchase from the County Clerk's Office upon delivery. She announced a demonstration of *Survey Finder*, a newly developed, web-based application, would be presented to the committee in the coming months. No committee action was required.

Planasch distributed and presented the Register of Deeds Office Preliminary 2017 Budget noting an increase of \$60,000 for acquisition of TriMin's LandScan module from the Redaction Business Unit to expedite document data entry into the system and purchase of an electric sealer/embosser. Costs in the mail service expenditure account were reduced because more than 55% of documents recorded in the County are now done electronically. She announced that her Office would still be contributing funds to the General Fund. Planasch was asked about and provided explanation regarding how the

Real Estate Recording Fees allowed by the Wisconsin Land Information Program (WLIP) were calculated and described each of the different fees collected in that office. No committee action was required.

The meeting was adjourned at 9:50 A.M. by order of the Chair. The next regular meeting will be Friday, December 09, 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,

Allen Behl, LIC Secretary

AB: jjf

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

2016 REGISTER OF DEEDS MONTHLY SUMMARY FEES

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>TOTAL</u>
State Portion of Transfer Tax	\$ 39,503.28	\$32,738.64	\$ 46,067.52	\$ 47,578.56	\$ 69,237.84	\$ 63,654.48	\$ 68,697.69	\$ 64,171.20	\$ 53,251.44	\$ 80,507.04	\$ 64,291.68		\$ 629,699.37
State Child Abuse Fund	1,141.00	1,561.00	987.00	994.00	819.00	1,106.00	1,022.00	1,085.00	770.00	833.00	749.00		\$ 11,067.00 *
State Vital Record Online Revenue	3,280.00	3,513.00	3,117.00	2,891.00	2,496.00	3,370.00	3,222.00	3,489.00	3,142.00	2,954.00	2,559.00		\$ 34,033.00 #
State Vital Record Online Expedite	-	-	-	-	-	-	-	-	-	-	-		\$ - %
WI Land Information Board	6,356.00	6,419.00	6,335.00	7,406.00	8,869.00	8,232.00	8,141.00	9,660.00	8,463.00	8,512.00	8,141.00		\$ 86,534.00 ***
Sales Tax	-	-	-	-	-	-	-	-	-	-	-		\$ -
TOTAL STATE FUNDS COLLECTED	\$ 50,280.28	\$ 44,231.64	\$ 56,506.52	\$ 58,869.56	\$ 81,421.84	\$ 76,362.48	\$ 81,082.69	\$ 78,405.20	\$ 65,626.44	\$ 92,806.04	\$ 75,740.68	\$ -	\$ 761,333.37
County Portion of Transfer Tax	9,875.82	8,184.66	11,516.88	11,894.64	17,309.46	15,913.62	17,839.41	16,042.80	13,312.86	20,126.76	16,072.92		\$ 158,089.83
Real Estate Recording Fees	13,620.00	13,855.00	13,575.00	15,870.00	19,080.00	17,640.00	17,445.00	20,700.00	18,135.00	18,240.00	17,495.00		\$ 185,655.00
SSN Redaction	-	-	-	-	-	-	-	-	-	-	-		\$ -
Certified Copies (Births, Deaths, Marriages & Misc. Documents)	4,821.00	4,536.00	4,781.00	4,101.00	3,436.00	4,175.00	4,332.00	4,841.00	4,743.00	3,507.00	3,790.00		\$ 47,063.00
Misc. Copies of Recorded Documents	1,181.68	1,122.75	1,157.93	1,414.74	1,840.00	1,596.74	1,376.98	1,524.00	1,382.75	1,399.09	1,076.45		\$ 15,073.11
LandShark Copies	1,412.00	1,396.00	1,488.00	1,462.00	1,379.00	1,681.00	1,562.00	1,524.00	1,923.00	1,747.00	1,665.00		\$ 17,239.00
Document Images Non-Certified Copies	4,000.00	3,400.00	3,950.00	3,000.00	3,000.00	2,250.00	3,000.00	4,000.00	2,250.00	3,250.00	2,000.00		\$ 34,100.00 x
Rental Weatherization Stipulations	100.00	160.00	40.00	60.00	80.00	100.00	100.00	40.00	80.00	140.00	60.00		\$ 960.00 ****
FAX Charges	-	-	-	-	-	-	-	-	-	-	-		\$ -
Sub-Total	\$ 35,010.50	\$ 32,654.41	\$ 36,508.81	\$ 37,802.38	\$ 46,124.46	\$ 43,356.36	\$ 45,655.39	\$ 48,671.80	\$ 41,826.61	\$ 48,409.85	\$ 42,159.37	\$ -	\$ 458,179.94
County Land Information Office	7,264.00	7,336.00	7,240.00	8,464.00	10,136.00	9,408.00	9,304.00	11,040.00	9,672.00	9,728.00	9,304.00		\$ 98,896.00 ***
TOTAL COUNTY FUNDS COLLECTED	\$ 42,274.50	\$ 39,990.41	\$ 43,748.81	\$ 46,266.38	\$ 56,260.46	\$ 52,764.36	\$ 54,959.39	\$ 59,711.80	\$ 51,498.61	\$ 58,137.85	\$ 51,463.37	\$ -	\$ 557,075.94
TOTAL REVENUE COLLECTED	\$ 92,554.78	\$ 84,222.05	\$ 100,255.33	\$ 105,135.94	\$ 137,682.30	\$ 129,126.84	\$ 136,042.08	\$ 138,117.00	\$ 117,125.05	\$ 150,943.89	\$ 127,204.05	\$ -	\$ 1,318,409.31
Document Count	908	917	905	1058	1267	1176	1163	1380	1209	1216	1163		12362
Deposits to Escrow Accounts	\$ 3,439.00	\$ 5,799.00	\$ 6,547.00	\$ 4,333.00	\$ 5,714.00	\$ 4,149.00	\$ 6,784.00	\$ 4,013.00	\$ 7,119.00	\$ 5,969.00	\$ 3,635.00		\$ 57,501.00
Withdrawals from Escrow Accounts	\$ 5,894.00	\$ 4,599.00	\$ 5,799.00	\$ 5,164.00	\$ 4,631.00	\$ 4,770.00	\$ 5,587.00	\$ 5,975.00	\$ 6,322.00	\$ 4,179.00	\$ 4,881.00		\$ 57,801.00

* \$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 state and county funds to be used for modernization of land records
**** \$20.00 Rental Weatherization Stipulation & Waiver validated by us
x Sale of non-certified copies of document images on disk or through LandShark Subscription Agreement

REGISTER OF DEEDS
NOVEMBER, 2016
MONTHLY FEES SUMMARY COMPARISON

	<u>November</u> <u>2016</u>	<u>October</u> <u>2016</u>	<u>Comparison</u> <u>Nov '16 to Oct '16</u>	<u>November</u> <u>2016</u>	<u>November</u> <u>2015</u>	<u>November</u> <u>2014</u>	<u>November</u> <u>2013</u>
State Portion of Transfer Tax	\$ 64,291.68	\$ 80,507.04	\$ (16,215.36)	\$ 64,291.68	\$ 34,788.00	\$ 38,380.56	\$ 62,429.28
State Child Abuse Fund	749.00	833.00	\$ (84.00)	749.00	826.00	476.00	714.00
State Vital Record Online Revenue	2,559.00	2,954.00	\$ (395.00)	2,559.00	2,712.00	2,169.00	2,688.00
State Vital Record Online Expedite	-	-	\$ -	-	-	-	-
WI Land Information Board	8,141.00	8,512.00	\$ (371.00)	8,141.00	6,391.00	1,660.00	1,948.00
Sales Tax			\$ -		-	-	0.08
			\$ -				
TOTAL STATE FUNDS COLLECTED	\$ 75,740.68	\$ 92,806.04	\$ (17,065.36)	\$ 75,740.68	\$ 44,717.00	\$ 42,685.56	\$ 67,779.36
			\$ -				
County Portion of Transfer Tax	16,072.92	20,126.76	\$ (4,053.84)	16,072.92	8,697.00	9,595.14	15,607.32
Real Estate Recording Fees	17,495.00	18,240.00	\$ (745.00)	17,495.00	13,745.00	13,000.00	15,360.00
SSN Redaction	-	-	\$ -	-	-	4,260.00	5,020.00
Certified Copies (Births, Deaths, Marriages & Misc. Documents	3,790.00	3,507.00	\$ 283.00	3,790.00	3,760.00	3,657.00	4,015.00
			\$ -				
Misc. Copies of Recorded Documents	1,076.45	1,399.09	\$ (322.64)	1,076.45	1,340.71	1,115.89	1,046.11
LandShark Copies	1,665.00	1,747.00	\$ (82.00)	1,665.00	1,091.00	727.00	854.00
Document Images Non-Certified Copies	2,000.00	3,250.00	\$ (1,250.00)	2,000.00	3,250.00	2,500.00	2,250.00
Rental Weatherization Stipulations	60.00	140.00	\$ (80.00)	60.00	60.00	120.00	40.00
FAX Charges	-		\$ -	-		-	1.42
Sub-Total	\$ 42,159.37	\$ 48,409.85	\$ (6,250.48)	\$ 42,159.37	\$ 31,943.71	\$ 34,975.03	\$ 44,193.85
			\$ -				
County Land Information Office	9,304.00	9,728.00	\$ (424.00)	9,304.00	5,478.00	4,980.00	5,844.00
Public Access-Housing (Co. LI Office)			\$ -		1,826.00	1,660.00	1,948.00
			\$ -				
TOTAL COUNTY FUNDS COLLECTED	\$ 51,463.37	\$ 58,137.85	\$ (6,674.48)	\$ 51,463.37	\$ 39,247.71	\$ 41,615.03	\$ 51,985.85
			\$ -				
TOTAL REVENUE COLLECTED	\$ 127,204.05	\$ 150,943.89	\$ (23,739.84)	\$ 127,204.05	\$ 83,964.71	\$ 84,300.59	\$ 119,765.21
Document Count	1163	1216	(53)	1163	913	830	974
Deposits to Escrow Accounts	\$ 3,635.00	\$ 5,969.00	\$ (2,334.00)	\$ 3,635.00	\$ 6,212.00	\$ 4,320.00	\$ 5,722.00
Withdrawals from Escrow Accounts	\$ 4,881.00	\$ 4,179.00	\$ 702.00	\$ 4,881.00	\$ 4,061.00	\$ 4,456.00	\$ 4,218.50

REGISTER OF DEEDS OFFICE
UPDATES, GOALS and PRIORITIES - December, 2016

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 microfilm volumes have been converted. To date 555 volumes (Vol. 448 thru Vol. 1020) have been converted to digital image. 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 16, 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 back to January 15, 1999.

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 225. 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 75 volumes (Volume 560 to 635) imported into LandLink to date.

Vital Records:

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

Births - Comparing records to index (1894 - 1915) - Completed with the exception of some cleanup of questions on 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 May, 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

The removal of confidential information from the birth and marriage records is an ongoing project. These are the records 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

As of December 5, 2016 we have 12 subscription accounts and 154 escrow accounts established. We also have 2800 self-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

Phone: 920-386-3960 Fax: 920-386-3979 E-mail: jfiacco@co.dodge.wi.us

12/2/2016

REVENUE REPORT | Land Information, Survey, Mapping and Property Description

November 01, 2016 through November 30, 2016

LAND INFORMATION- BU 811 and 814

November none -

Subtotal of sales \$ -

November Real Estate Recording Fees- BU 811
documents= 1163 \$ 9,304.00
[down 53 documents from 1216 in Oct 2016: \$9,728]
[up 2 documents from 1161 in Nov 2015]
[2016 Total collected: \$99,000 Budgeted \$105,600 in 2016]
[Left to collect- \$6,600]

November Copier/Scanner Account- BU 814 \$6.78
[revenues from department charge-backs for supplies]

TOTAL November Revenue- BU 811 and 814 \$ 9,310.78

SURVEY and MAPPING- BU 1101 and 1104

November NA -

TOTAL November Revenue- BU 1101 and 1104 \$ -

PROPERTY DESCRIPTION OFFICE- BU 1004

November Municipal Maps
Document Reproduction 11.00

TOTAL November Revenue- BU 1004 \$ 11.00



**Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form**
Effective Date: January 01, 2016

Date: 12/02/2016

Department: Land Resources and Parks

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Purchase Leica Robotic Total Station (T16 I 5" R500 Total Station with 5 MP overview camera, Power Search, automatic target) under the Leica 2016 End-of-Year Trade-In Program; trading in existing TS12 Robotic Total Station equipment (\$10,000 trade in value).

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1101	5819		Other Capital Equipment	22,995.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1101	5121		Wages and Fringe Benefits	11,497.50
1104	5121		Wages and Fringe Benefits	11,497.50

Note the increases must balance with the decreases

Department Head Signature *Jay A. Fiacco* Date: 12/2/2016

County Administrator Signature *James Mielke* Date: 12/2/16

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____

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- Automated target locking range up to 1,000 m
- Accelerated target search with PowerSearch
- Robust and highly-accurate position delivery in high dynamic applications

IMAGE ASSISTED SURVEYING

- 5 megapixel wide angle overview camera
- Video frame rate of up to 20 Hz onboard and remote
- Automatic panoramic image capture
- Tap and turn for aiming

PINPOINT R1000 DISTANCE MEASUREMENT

- Single EDM for high accuracy and wide range at the same time
- Visible measurement beam of small spot size
- Measurement range on any surface up to 1,000 m

POWERED BY LEICA CAPTIVATE

- Engaging software with immersive experience
- Full 5" WVGA display
- Familiar apps at the simplicity of touch



Engaging software

The Leica Viva TS16 total station comes with the revolutionary Captivate software, turning complex data into the most realistic and workable 3D models. With easy-to-use apps and familiar touch technology, all forms of measured and design data can be viewed in all dimensions. Leica Captivate spans industries and applications with little more than a simple swipe, regardless of whether you work with GNSS, total stations or both.



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Through Active Customer Care (ACC), a global network of experienced professionals is only a click away to expertly guide you through any problem. Eliminate delays with superior technical service, finish jobs faster with excellent consultancy support, and avoid costly site revisits with online service to send and receive data directly from the field. Control your costs with a tailored Customer Care Package, giving you peace of mind you're covered anywhere, anytime.

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ATRplus, born from five generations of optimisation, takes known and trusted automation performance to the next level. This superior technology maximises the total station's ability to remain locked on your target, ignoring other distractions in the field.

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 **Swiss Technology**
by Leica Geosystems

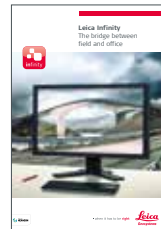


IEC 60825-1:2014

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Leica Captivate



Leica Infinity



Leica Nova MS60



Leica Viva GS14



Video tutorials are available on:

<http://www.leica-geosystems.com/captivate-howto>

LAND RESOURCES AND PARKS DEPARTMENT- LAND INFORMATION DIVISION

November 2016 Activity Report

PROPERTY DESCRIPTION OFFICE- (David Addison, Nicole Hoepfner)

Work completed:

- 1) **Document processing:** Current through end of November.
 - a) **Name changes and Splits:** Current thru end of November with the exception of some splits due to significant changes in process in the latest update of software.
 - b) **Document archiving:** Continuing to store annotated documents which will be imported into File Director at year's end. We have a tentative plan in place to do so, but will need to work with IT.
- 2) **Assessment rolls:**
 - a. **Real Estate Data Files:** All 44 municipalities have been processed.
 - b. **Open Books:** All 44 municipalities have been processed.
 - c. **Board of Reviews.** All 44 municipalities have been processed.
 - d. **Personal Property Data Files:** Processing for all 44 municipalities is complete.
 - e. **Statements of Assessment:** All 44 municipalities have been filed with the DOR.
 - f. **XML data file submissions:** All 44 municipalities have been filed with the DOR. Will submit one more batch for all after tax bills have been completed.
 - g. **State Assessed Manufacturing:** All 44 municipalities have been completed.
- 3) **Survey Reviews:** 5 currently under review (0 are re-reviews). 71 completed in 2016.
- 4) **Land Information Management System (LIMS):**
 - a. Have implemented to most recent update. Have identified additional/new issues that need to be resolved.
 - b. No contact with GCS regarding list of unresolved issues since late-August. Meeting with IT staff has been scheduled December 8th to discuss remaining open issues.
 - c.

Additional projects/activities:

- 1) Site address – Still need to complete a review of the villages.
- 2) Nicole is assisting Jesse with verification of multi-family dwellings in the City of Beaver Dam to provide point address for creation of GIS point address layer after working to extract data from SQL database having multiple addresses located on a single parcel- will meet expectations for verification of this database for use in Spillman system in DCSO and to meet State mandate for this data set.
- 3) School district verification. Have done no further research but hope to get back on this project at some point this year (something DPI and DOA might be asking for)
- 4) Assisted general public with general property questions at the counter, on the phone or through email.
- 5) Assisted businesses (i.e. attorneys, title companies, realtors, appraisers) with general property questions and on a regular basis to assist in determining accurate legal descriptions and ownership information.
- 6) Consulted with County Code Administration on possible land division violations.
- 7) Assisted county offices and government agencies with general property questions.

LAND INFORMATION- (Jesse O'Neill)

Work completed:

- 5 building number(s) issued
- 2 new driveway access location(s) entered into GIS Web application to maintain Official Highway Access Control Map for Highway Department driveway access ordinance.

- Mapping for 5 LOI/1 Town Rezoning/3 CUP/1 BOA for public hearings of PD&P committee, Board of Adjustment and County Board
- Filled 1 wide-format printing/scanning requests for other departments (e.g., Corp Council, Physical Facilities, IT, HDOB)
- Filled 4 substantial electronic data orders, 3 large scale plots, and 5 walk-in/general mapping requests
- Survey Finder web app public data restricts, data work, relaunch for public consumption
- Gold Star Memorial Trail map and mailing list for Parks
- Building number system and address points database training for Nicole
- Address points database city/village updates – apartments, condos, etc. (ongoing)
- Zoning/Farmland Preservation status map update
- Attended Esri Wisconsin User Group (EWUG) Conference in Green Bay
- Centerline, DCSO polygon layer updates and upload to CAD server
- Spillman kickoff meeting with DCSO
- New grid addresses for Theiler Park in Mayville in conjunction with GSMT Trailhead
- Astico Park impervious surface analysis
- Countywide ownership parcel maps (large format prints as well)
- Sub-basin/Reach mapping for Land Conservation
- Non-metallic mine site visit maps for Planning staff
- Completed 2017 PLAT BOOK- finalized plat book checks, edits, etc. and submitted for printing

SURVEY AND TAX MAPPING- (Mike Canniff, Steven Noe)

Work completed:

- Gold Star Memorial Trail:
 - Completed field work;
 - Created Additional Cross Sections;
 - Theiler Park- Additional Topo created
 - Final files sent to MSA;
- Participated in meetings between Department staff and Corporation Counsel regarding authority and criteria to withhold approval or approve CSMs submitted as part of CSM Review Process
- Creation of individual condo units based on building footprint (1061 units)
- Updated queries in template files involving condominiums
- Updating of Survey Finder drawing file to include additional surveys
- Addition of new Laird Rd and vacation of Train Rd north of railroad
- Creation of 57 file for department (twice weekly minimum)
- Assist with public on questions, including use of Land Information Search Tool
- Start of new legend and explanation for possible FYI for use in Land Information Search Tool

- Update of plat of survey for lands involving Astico Park, Okeeg Cemetery and Harriet Parpart property
- Check of object data in overlay drawings in preparation for year-end mapping
- Parcel overlays updates of splits
- Discussions with Property Description staff on parcel/CSM/mapping issues including name confidentiality
- Participated in Leica new robotic Total Station (TS16 I) Demo; recommending purchase through Leica end-of-year Trade-in Special
- Field Work for survey of Astico Park / Okeag Cemetery Survey and Description
- Survey Vehicle Maintenance and Inventory
- Filed USPLS Corner records
- Investigated disturbed field corner - Lowell
- Review Survey Approval process with Department staff
- Participation in on-going search for Survey and Mapping Specialist as part of team made up of Land Information Division professional leads and Director
- Review, index and scan survey maps
- Assisted surveyors with requests for data and survey questions
- Assisted land owners with survey questions on the phone and at the counter
- One of two key contacts for assisting public with questions in use of Land Information Search Tool (LIST)