

**LAND INFORMATION COMMITTEE MEETING**  
**January 13, 2017**

Members Present: Allen Behl, Harold Johnson, Larry Schraufnagel  
Excused: Becky Glewen  
Not Present: David Guckenberger  
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.

Schraufnagel motioned, second by Behl to approve minutes from the December 09, 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 December Revenue Report which included a monthly Summary of Fees collected through December 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. 1040 real estate documents were recorded in December and it was noted that the yearly total had exceeded the number of documents recorded in 2015. Planasch reported budgeted revenues had been met. No committee action was required.

Planasch reported her Office was ready to allow on-line credit card payment for public access to documents in LandShark (self-registered accounts) and demonstrated how the process will work. She provided some background on the service, explained internal charges for the service, and noted the convenience fee would be charged to the customer, not the county, when customer credit card info was entered. The document index will still be available free of charge. Documents viewed or downloaded for printing or saved to file, would be subject to statutory charges of \$2 for the first page with \$1 for each additional page of a document. She requested the Committee set the amount of the convenience fee not to exceed \$5. Her recommendation was to start out with a \$3 convenience fee which would be sufficient to cover costs. Behl motioned, second by Schraufnagel to establish a convenience fee not to exceed \$5 per document for access to documents available through LandShark. Following discussion, motion carried.

Planasch presented the December Register of Deeds Activity Report. Staff continues to index legal descriptions from documents to complete the index for these documents, as currently only grantor/grantees have been indexed. Staff is verifying the imaging index for paper documents from 1974 back to 1877. An additional 10 volumes have been imported into LandLink. Removal of confidential information from birth and marriage records continues. Staff is keeping up with new recordings. Currently, there are 11 subscriptions, 154 escrow accounts, and 2841 self-registered accounts in LandShark. With the new on-line credit card payment option, self-registered users will soon have on-line access to document images in addition to the grantor/grantee/tract indexes. No committee action was required.

Fiacco presented the December Revenue Report for the Land Resources and Parks, Land Information Division business units, reporting budgeted revenues had been met. No committee action was required.

Fiacco presented a draft county board resolution for carryover of 2016 funds to the 2017 Budget for committee awareness. She reported that a meeting with Corporation Counsel staff was scheduled later that morning to discuss and finalize details. The final version will be presented at the February meeting for approval before being forwarded to Finance committee for consideration. No committee action was required.

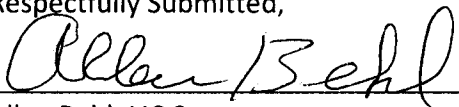
Fiacco discussed the impact of proposed changes to committee meeting agendas and the Badke notice based on a memo prepared by Kathilynne Grotelueschen, Assistant Corporation Counsel, and distributed in the packet. No committee action was required.

Fiacco presented the December 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 word had been received that Dodge County's proposal for the acquisition and processing of LiDAR data submitted in response to U.S. Geological Survey (USGS) Broad Agency Announcement for 3D Elevation Program (3DEP) had been recommended for funding, not to exceed \$69,522. This award will make acquisition of higher quality elevation data to support generation of one foot contours possible. She also reported on progress in filling the Survey and Mapping Specialist vacancy noting most applicants were seeking a GIS-, not GPS-dedicated position. No committee action was required.

Fiacco and Planasch demonstrated several on-line tools developed for public access to Dodge County's land information datasets, documents and maps. Tools demonstrated included the newly released Survey Finder developed to assist users in discovering if a Certified Survey Map (CSM) or plat of survey was available for their property with links to acquire the documents; GIS Web Map, an interactive GIS mapping tool designed to display and overlay multiple datasets graphically; and the Land Information Search Tool (LIST) available to search property ownership back to 1996 for general property information, taxes, assessments, document history and document access, and tax parcel maps, property information summary reports, and copies of tax bills in PDF format. Interactive links allow ability to move easily between tools, keeping focus on the selected parcel or access to other interactive searches.

The meeting was adjourned at 9:39 A.M. by order of the Chair. Following discussion, it was determined that due to a scheduling conflict, the next regular meeting would be held Friday, February 10, 2017 at 8:00 A.M. rather than the normally scheduled 8:30 AM start time. The meeting will be held 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.**