

LAND INFORMATION COMMITTEE MEETING

February 10, 2017

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 8:00 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 January 13, 2017 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 January 2017 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. The Monthly Fees Summary Comparison reporting the previous month/last three (3) years with associated total document recordings for each prior year was also presented. 1196 real estate documents were recorded in January, up 156 from December 2016 and up consistently over the previous 3-years for this time period. No committee action was required.

Planasch presented an Intra-departmental Fund Transfer request for \$55,000 in Business Unit 1002-Register of Deeds-Redaction to be transferred from the Other Professional Services (5219) expenditure account to the Computer Equipment (5818) expenditure account as they were applied incorrectly to the wrong expenditure account in the 2017 Budget. The County Administrator was consulted by Planasch and both signed off on the intra-department fund transfer to place the funds in the correct expenditure account. The funds will cover the cost of purchasing, installation, training, rules writing and first year's maintenance for the TriMin LandScan module in 2017. This module will provide auto-indexing and optical character recognition (OCR) functionality to expedite identification and indexing of information from recorded documents. The request was presented for LIC awareness and Chairman Johnson signed the request which will be forwarded to Finance Committee for presentation.

Planasch presented the January Register of Deeds Activity Report. She reported little time was available for staff to work on special projects but they were able to keep up with new recordings. Currently, there are 11 subscriptions, 154 escrow accounts, and 2857 self-registered accounts in LandShark. Planasch announced that as of January 1, 2017, her office can now issue birth certificates for people born in any county in the State because of a statutory change that allows for all county local vital record offices (register of deeds) to be able to issue birth records that are available in the State vital records system on a statewide basis. If a birth record is not yet available in the system the Office can electronically communicate with the State Vital Records System to have it added. It takes the state vital records office an average of 10 minutes to add a birth record. Previously, birth certificates could only be issued for people born in Dodge County. No committee action was required.

Fiacco presented the January 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 request for a county board resolution to carryover funds in the 2016 Budget of the Land Resources and Parks Department, in the amount of \$27,360 in Business Unit 811-Land Information Office, Account No. 5818-Computer Equipment, to the 2017 Budget of the Land Resources and Parks Department. If approved, the carryover will provide funds in 2017 to complete implementation of the Land Information Management System (LIMS). Guckenberger motioned, second by Schraufnagel to approve this resolution. Following discussion, motion carried. The resolution will be forwarded to the Finance Committee for consideration February 14th and if approved, to County Board at the February 22, 2017 meeting.

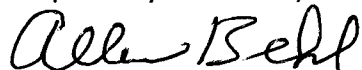
Fiacco distributed a draft of the annual letter staff recommends the committee send to all Dodge County Towns requesting notification of any road work being planned in 2017 that would destroy, damage or cover a PLSS monument. Fiacco explained that this information assists county survey staff in maintaining the PLSS and that the towns have been very cooperative about complying. Glewen motioned, second by Behl, to send the letter to the towns at the appropriate time. The letter will be sent on LIC letterhead so committee member names are listed. Following discussion, the motion carried.

Fiacco presented current Land Resources and Parks Department guidelines regarding use of county-owned vehicle which affect the Parks and Trails pickup and van and the Survey pickup. She reported that a more formal policy was being drafted that would take into account the soon-to-be-updated and approved HR County Owned Vehicle Policy and the Highway Department's use policy. A draft policy will be distributed for comment as developed. No committee action was required.

Fiacco presented the January 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 contract negotiations were underway with Woolpert, Inc. for orthophotography and U.S. Geological Survey (USGS) for acquisition and processing of LiDAR data. She stated that a contingent offer had been made to fill the Survey and Mapping Specialist vacancy. No committee action was required.

The meeting was adjourned at 8:48 A.M. by order of the Chair. Following discussion, the Committee determined that an 8:00 A.M. meeting start time would work better for members. The next regular meeting would be held Friday, March 10, 2017 at 8:00 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Fiacco will inform the County Clerk of the change in meeting start time.

Respectfully Submitted,



Allen Behl, LIC Secretary

AB: jjf

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