

**MINUTES OF THE
JEFFERSON COUNTY LAND INFORMATION COUNCIL**

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
2:00 P.M. ON TUESDAY, JULY 31, 2018

Andy Erdman, Staci Hoffman, John Jensen, Joanne Larson, Todd Lindert, Jim Morrow, Steve Nass, John Rageth, Tracy Saxby, Mark Watkins, Matt Zangl

- 1) Call to Order
The meeting was called to order by Erdman at 2:06 p.m.
- 2) Roll Call
Council members present at 2:06 p.m. were Erdman, Hoffman, Larson, Morrow, Rageth, Saxby and Zangl. Also present was Deb Magritz of Planning and Zoning Department.
- 3) Certification of Compliance with Open Meetings
- 4) Election of Committee Chair, Vice Chair and Secretary
Motion by Hoffman, seconded by Rageth to nominate Erdman as Chair. Saxby made a motion to close nominations. Motion carried on a voice vote with no objection.

Nass arrived at 2:08 p.m.

Motion by Hoffman, seconded by Saxby to nominate Zangl as Vice-Chair. Motion carried on a voice vote with no objection.

Motion by Hoffman, seconded by Morrow to nominate Saxby as Secretary. Nass made a motion that nominations be closed and that a unanimous ballot be cast for Saxby as Secretary. Motion carried on a voice vote with no objection.
- 5) Review and Approval of Agenda
Motion by Nass, seconded by Hoffman to approve the agenda as presented. Motion carried on a voice vote with no objection.
- 6) Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
No members of the public were present.
- 7) Approval of July 27, 2017 Land Information Council Meeting Minutes
Motion by Nass, seconded by Hoffman to approve the minutes as presented. Motion carried on a voice vote with no objection.
- 8) Communications
There were no communications for the Council.
- 9) Retained and Grant Fee Report
Erdman reported that \$51,000 in grants was received. In addition, \$115,464 in recording fees were retained, resulting in a total of \$166,464 in revenues. Carryover totaled \$99,483.
- 10) Report on the Register of Deeds Back Indexing Project - Staci Hoffman
Hoffman reported that she plans to have 281,400+ documents indexed by September or October with the monies available. This will allow for approximately a 60-year search. Erdman noted that there is \$25,000 in the 2019 budget to continue the project.

- 11) Report on the Parcel Map Improvement Project
Erdman explained that a \$50,000 grant has been received each year from the State. The project started three years ago. Some of it has been done by Pro West, and some in house by our cartographer. He hopes to have it done by 2019.
- 12) Report on Pictometry Project
Erdman said that the newest flight was flown in May, and the air photos are on the GIS right now. Pictometry training has been scheduled for next week. Over twenty participants have already signed up for the training, many of them law enforcement personnel. Zangl asked when the new GIS will be uploaded, and Erdman replied that it is on his to-do list. There is a mechanism to track how often it is being used, so that will help determine how to proceed with it in the future.
- 13) Report on the small Unmanned Aircraft Systems (sUAS) Program
Erdman reported that the County has three potential pilots, each having to take the FAA part 107 exam. The exam must be retaken every couple of years.
- 14) Report on Back Scanning of Highway Construction Plans.
Erdman has been working with the Highway Department on old construction plans and highway plans. A group from West Allis has scanned 4,000 pages at a cost of \$4,500.
- 15) Report on Back Scanning of Building Plans and Drainage Board Records - Tracy Saxby
Saxby noted that building plans have been done, and have already proved useful. Farm drain maps now also complete. Farm drain information is now on tax bills. Rageth explained taking old snapshots off because of lack of room.
- 16) Report on Mapping of Structures in Floodplain by UW Whitewater Students.
Erdman reported that since the new floodplain maps were revised in 2009 and 2015, this new mapping gives a good idea of what's out there. Two students from UW Whitewater Geology Department are working on the project.
- 17) Discussion and Possible Action on Proposed 2019 Land Information Program Budget
Applying for a Strategic Initiative Grant of \$50,000 is proposed, as well as a \$1,000 education grant. Larson noted that sales are down due to lack of listings.

Parcel map improvement project completion is budgeted at \$20,000. Migration of parcel data to ESRI parcel fabric is budgeted at \$22,000; \$25,000 is budgeted for back indexing; land use inventory update, \$4,400; consultant fees, \$6,000; consumer support, replacement of seven desktops at \$500 each every 4 years is planned. In addition, Erdman listed costs for the LIO laptop, LWCD GPS, WLIA Conference and capital equipment costs.

Motion by Hoffman, seconded by Nass to approve the proposed 2019 budget. Motion carried on a voice vote with no objection.

- 18) Discussion and Possible Action on Proposed Education and Strategic Initiative Grants for 2019
This items was included in previous discussion.
- 19) Discussion on Land Information Plan Update for 2019 – 2021
The Department of Administration has copies of other counties' plans. Plans are reviewed by two other counties as part of the Land Information Office peer review.

Nass asked for mapping of impervious surfaces to help with solar farm review.

Zangl suggested that updated the air photos every two to three years.
- 20) Discussion of UW-Madison's UniverCity
Erdman explained that this is a program to incorporate issues municipalities have with graduate students, using also professors' expertise.

Erdman suggested meeting, at the latest, in mid-September

21) Adjourn

Motion by Nass, seconded by Morrow to adjourn the meeting. Motion carried on a voice vote with no objection, and the meeting adjourned at 3:25 p.m.



Tracy Saxby, Secretary

If you have questions regarding these matters, please contact the Land Information Office at 920-674-7254.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so that appropriate arrangements can be made.