

AGENDA

JEFFERSON COUNTY LAND INFORMATION COUNCIL

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVENUE, JEFFERSON, WI 53549
8:30 A.M. ON WEDNESDAY, JULY 23, 2014

Andy Erdman, Staci Hoffman, John Jensen, Rob Klotz, Joanne Larson,
Todd Lindert, Jim Morrow, Steve Nass, Tracy Saxby, Mark Watkins,
Roland Welsch

- 1) Call to Order
- 2) Roll Call
- 3) Certification of Compliance with Open Meetings Law Requirements
- 4) Review of Agenda
- 5) Council Organization
- 6) Public Comment
- 7) Approval of July 23, 2013 Meeting Minutes
- 8) Communications
- 9) Review of and Possible Action 2014 Land Records Modernization Projects
 - a) 2013 Land Information Program revenues
 - b) Internal/Public GIS Interface Replacement Project Report
 - c) Management Information System (MIS) – Jwalk and Subscription Service Replacement Project Report
 - d) One time pay as you go search for Register of Deeds documents update
 - e) Public internet access to property surveys, government monument and other land records such as permits that fall under the general open records statutes
 - f) Tax roll scanning project
 - g) Base Station Global Positioning System (GPS) replacement
 - h) GIS and Document imaging server replacement
 - i) Large format scanner/copier/printer purchase
 - j) Cyber Security of Land Information Websites and Records
- 10) Review and Possible Action on the 2015 Land Information Program Proposed Budget
 - a) Revenue and grant eligibility projections
 - b) County-wide Orthophotography and Wisconsin Regional Orthophotography Consortium (WROC)
 - c) Upgrade GIS and Document Imaging VM Server to MS Server 2012 Software
- 11) Discussion and Possible Action on setting a yearly date for the Land Information Council Budget Review meeting.
- 12) Adjourn

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

The Council may discuss and/or take action on any item specifically listed on the agenda.

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.

MINUTES OF THE JEFFERSON COUNTY LAND INFORMATION COUNCIL

ROOM 203, COUNTY COURTHOUSE
320 S. MAIN ST., JEFFERSON, WI 53549
8:30 A.M. ON TUESDAY, JULY 23, 2013

Andy Erdman, Staci Hoffman, John Jensen, Rob Klotz, Joanne Larson,
Todd Lindert, Jim Morrow, Steve Nass, Mark Watkins, Roland Welsch

1. Call to Order
The meeting was called to order by Chairman Erdman at 8:35 a.m.
2. Roll Call
Committee members present at 8:35 included Erdman, Watkins, Hoffman, Welsch, Jensen, Larson, Klotz and Morrow. Deb Magritz of the Zoning Department was also in attendance.
3. Certification of Compliance with Open Meetings Law Requirements
Klotz verified that the meeting was being held in compliance with open meetings law requirements.
4. Review of Agenda
There were no changes proposed to the agenda.
5. Public Comment
There was no public comment.
6. Approval of December 19, 2012 Meeting Minutes
Erdman explained for correction that the LION proposal had the County keep \$13 per document and had a \$5 redaction fee going to the State. Motion by Hoffman, seconded by Welsch to approve the corrected minutes. Motion carried on a voice vote with no objection.
7. Communications
There were no communications.
8. Discussion and Possible Action on One-Time Search Program for Register of Deeds Documents and Policies Regarding General Public Record Searches by Name
Erdman and Hoffman explained the County's current policy. It was suggested that we look at Register of Deeds Direct, which allows for searches by document number or name. Each search is \$5.95, with printing being the statutory fee of \$2 for the first page and \$1 for each additional page. The cost to the County would be \$12,000 for the program. After discussion, a motion was made by Jensen, seconded by Hoffman to include that amount in the 2014 budget. Motion carried on a voice vote with no objection.

Nass arrived at 8:45 a.m.
9. Review and Possible Action on the 2014 Land Information Program Proposed Budget
The proposed budget was handed out and explained. The state will get

approximately \$112,000 per year from Jefferson County by taking the \$5 redaction fee for each recorded document. The Department of Administration will likely come up with new rules as a result. There is the possibility of getting grants from these monies for new projects. The state would like to see shoreland zoning shown on GIS maps.

Erdman noted that business units have been combined, and he explained expenses in each account. He also reported a \$49,000 carryover from the previous budget. Expenses totaled \$165,972, with a \$49,080 carryover. Motion by Nass, seconded by Jensen to approve the budget as presented. Motion carried on a voice vote with no objection.

10. Discussion and Possible Action on the 2015 Wisconsin Regional Ortho-Photography Consortium Letter of Intent
A WROC handout was explained by Erdman, as was the cost at \$98 per square mile for 6" resolution orthophotos, for a project total of \$57,000. An example letter of intent was also distributed, but Erdman noted that it may not be appropriate to sign it in exactly this form per Corporation Counsel. Motion by Nass, seconded by Jensen to work with Corporation Counsel to revise the letter and indicate that Jefferson County is interested in participating in WROC and contracting with Ayres Associates. Motion carried on a voice vote with no objection.
11. Review of Document Imaging Conversion Project
Though nearly complete, the project is slightly behind the anticipated schedule. Erdman reported that he is hopeful that it will be wrapping up shortly.
12. Internal/Public GIS Interface Replacement Project Report
Symbiant is working on the replacement project. It is anticipated that it will be finished in late September or early October.
13. Tax Roll Scanning Project Report
A handout was presented and explanation given that inventory is done back to 1915. Initially, \$40,000 was budgeted for this process; the vendor's original quote was \$26,000, and \$30,000 was put into the final budget for the work.
14. Management Information System (MIS) – Jwalk and Subscription Service Replacement Project Report
Discussion centered around security concerns with remote users. A group met for initial design work, and MIS is now working on the project.
15. Cyber Security of Land Information Websites and Records Report
Erdman and Welsch reported that a vendor was coming in to look at security/privacy issues. Seven thousand dollars is being used to address security concerns.
16. 2012 Light Detection and Ranging (LIDAR) Community Development Block Grant Project Final Report
This project was completed at the end of 2012. Morrow sampled results to test the data and found it to be well within specifications. This project was paid for through federal grants.
17. Adjourn
Motion by Nass, seconded by Jensen to adjourn the meeting at 10:07 a.m. Motion carried on a voice vote with no objection.

Rob Klotz, Secretary

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

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Budget Work Sheet 2015

Business Unit 1303 Land information program

Description	2013 ACTUAL	2014 ADOPTED	2014 AMENDED	2014 ACT 6 MTH	2014 ESTIMATED	2015 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS AD	2015 ADMIN
00100									
013 LAND INFORMATION									
1303 LAND INFORMATION PROGRAM									
R REVENUE									
421001 STATE AID	-300	-1,000	-1,000	-1,000	-1,000	-2,500	-1,500	1,000	
421099 CAPITAL STATE AID	0	0	0	0	0		0	0	
451008 REMOTE ACCESS FEES	-10,239	-8,760	-8,760	-4,773	-10,140	-10,300	-1,540	8,760	
451305 LAND INFO/DEEDS FEE	-91,170	-128,000	-128,000	-40,960	-98,500	-98,500	29,500	128,000	
474018 DEPT LAND OFFICE FEES	-12	0	0	0	0		0	0	
R REVENUE	-101,721	-137,760	-137,760	-46,733	-109,640	-111,300	26,460	137,760	
O OTHER FINANCING SOURCE									
611103 OPERATING TRANSFER IN	0	0	0	0			0	0	
611104 OPERATING TRANSFER OUT	0	0	0	0			0	0	
691100 OPER REV ADJUST	0	82,700	82,700	0			-82,700	-82,700	
691200 CAP REV ADJUST	0	-82,700	-82,700	0			82,700	82,700	
699700 RESV APPLIED OPERATING	0	-76,657	0	0			76,657	76,657	
699992 BAL FWD PRIOR YEAR	0	0	0	0	-118,609	-28,305	-28,305	0	
699994 A/C BAL FWD 2010	0	0	0	0	0		0	0	
699997 A/C BAL FWD 2009	0	0	0	0	0		0	0	
R OTHER FINANCING SOURCE	0	-76,657	0	0	-118,609	-28,305	48,352	76,657	
E EXPENDITURES									
511240 WAGES-TEMPORARY	0	0	0	0	0		0	0	
512141 SOCIAL SECURITY	0	0	0	0	0		0	0	
512142 RETIREMENT (EMPLOYER)	0	0	0	0	0		0	0	
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0		0	0	
512144 HEALTH INSURANCE	0	0	0	0	0		0	0	
512145 LIFE INSURANCE	0	0	0	0	0		0	0	
512173 DENTAL INSURANCE	0	0	0	0	0		0	0	
514151 PER DIEM	110	220	220	0	110	220	0	-220	
521219 OTHER PROFESSIONAL SER	10,876	12,000	12,000	270	12,000		-12,000	-12,000	
521220 CONSULTANT	523	10,000	10,000	3,842	7,000	15,760	5,760	-10,000	
521295 DATA CONVERSION	0	0	0	50,782	58,000		0	0	
521296 COMPUTER SUPPORT	33,227	40,158	40,158	34,291	38,000	40,227	69	-40,158	
531243 FURNITURE & FURNISHING	0	0	0	0	0		0	0	
531303 COMPUTER EQUIPMT & SOF	5,578	18,650	18,650	6,754	15,500	4,500	-14,150	-18,650	
531311 POSTAGE & BOX RENT	0	0	0	0	0		0	0	
531312 OFFICE SUPPLIES	464	0	0	194	300		0	0	
531313 PRINTING & DUPLICATING	544	0	0	59	70	75	75	0	
531314 SMALL ITEMS OF EQUIP	0	0	0	0	0		0	0	
531324 MEMBERSHIP DUES	150	150	150	0	0	150	0	-150	
531351 GAS/DIESEL	0	0	0	0	0		0	0	
532325 REGISTRATION	830	1,000	1,000	880	1,000	1,510	510	-1,000	
532332 MILEAGE	262	300	300	61	200	150	-150	-300	
532335 MEALS	64	100	100	47	75	75	-25	-100	
532336 LODGING	420	500	500	210	300	300	-200	-500	
532339 OTHER TRAVEL & TOLLS	2	0	0	0	0		0	0	
535242 MAINTAIN MACHINERY & E	0	0	0	0	0		0	0	
536533 EQUIPMENT RENT & LEASE	0	0	0	0	0		0	0	
571005 DUPLICATING ALLOCATION	370	194	194	97	194	674	480	-194	
591519 OTHER INSURANCE	0	0	0	0	0		0	0	
594810 CAP EQUIP	0	0	0	0	0		0	0	
594813 CAP OFC EQUIP	0	14,000	14,000	8,495	8,495		-14,000	-14,000	
594818 CAP COMPUTER	0	48,700	48,700	0	48,700	15,964	-32,736	-48,700	
594819 CAP OTHER EQUIP	36,893	20,000	20,000	0	10,000		-20,000	-20,000	
594820 CAP OTHER	0	0	0	0	0	60,000	60,000	0	
594950 OPERATING RESERVE	0	48,445	90,397	0	0		-48,445	-48,445	
E EXPENDITURES	90,313	214,417	256,369	105,982	199,944	139,605	-74,812	-214,417	
1303 LAND INFORMATION PROGRAM	-11,408	0	118,609	59,249	-28,305		0	0	

Budget Work Sheet Notes 2015

Business Unit 1303 Land information program

Detail Information

STATE AID	1303.421001	
Land Information Education Grant		-1,000
Base Budget Grant		-1,500
		-2,500
REMOTE ACCESS FEES	1303.451008	
19 AS400 Subscribers x \$20 + 16 Imaging x \$30 per month		-10,300
LAND INFO/DEEDS FEE	1303.451305	
12,312 Documents x 8		-98,500
CONSULTANT	1303.521220	
Upgrades or modifications to servers, GIS, Document Imaging and NR151 applications, development of phones and tablet applications		15,760
COMPUTER SUPPORT	1303.521296	
Carlson Survey Software		160
FileDirector Document Imaging System Software and Hardware Support, Land Records Allocation 75% of \$27,180		20,385
Oracle Captovation Scanning Software Support 75% allocation of \$3,976		2,982
ESRI GIS Software Support		14,400
NR 151 Reporting Software Support		400
ROD Direct Web Hosting Fee		1,900
		40,227
COMPUTER EQUIPMT & SOFTWARE	1303.531303	
9 PC Replacement in Land Records Departments		4,500
MEMBERSHIP DUES	1303.531324	
WLIA Group Membership		150
REGISTRATION	1303.532325	
1 x \$110 WLIA Regional Meeting Registration		110
3 or 4 WLIA Annual Conference		800

Budget Work Sheet Notes 2015

Business Unit 1303 Land information program

2 Wisconsin Land Title Association courses - Kelly 600
Stade, Staci Hoffman, Julie Janny

		<hr/>	1,510
CAP COMPUTER	1303.594818		
Upgrade VM Server to MS Server 2012 Software			9,224
Zoning Department Scanner Replacement			6,740
		<hr/>	15,964
CAP OTHER	1303.594820		
Aerial Photography Flight and Processing (6 inch pixel color 4 band)			60,000

Budget Work Sheet Notes 2014

Business Unit 1303 Land information program

Detail Information

STATE AID	1303.421001	
Land Information Education Grant		-1,000
REMOTE ACCESS FEES	1303.451008	
17 AS400 Subscribers x \$20 + 13 Imaging x \$30 per month		-8,760
LAND INFO/DEEDS FEE	1303.451305	
16,000 Documents x 8		-128,000
PER DIEM	1303.514151	
Land Information Council 2 members x \$55 x 2 meetings		220
OTHER PROFESSIONAL SERV	1303.521219	
ROD Direct Public Search Program Setup		12,000
CONSULTANT	1303.521220	
Network, GIS and Imaging		10,000
COMPUTER SUPPORT	1303.521296	
Plotter Repair Reserve		1,700
Scan Station Hardware and Software onsite Support		6,861
Land Records allocation 76.2% of \$9,005		
Imaging Software Support Land Records Allocation		7,173
76.2% of % \$9,415		
Prostor Imaging Storage Support 76.2		3,651
% of Courthouse \$2,875 Replication @ Workforce		
\$1,917 = \$4,792		
Oracle Captovation Scanning Software Support 76.2%		2,398
allocation of \$3,147		
ESRI GIS Software Support		14,200
NR 151 Reporting Software Support		400
ROD Direct Web Hosting Fee		1,900
Pictometry ArcGIS Server Internal Subscription		1,500

Budget Work Sheet Notes 2014

Business Unit 1303 Land information program

Pictometry ArcGIS Server Public Subscription	375	
		40,158
COMPUTER EQUIPMT & SOFTWARE 1303.531303		
2 tablets for Zoning and Surveyor	1,400	
1 laptop and 4 compter replacements	3,000	
2 Smart phones	400	
2 Duplex Scanners for FileDirector	2,400	
2 FileDirector Concurrent Scan direct licenses	3,400	
Additional Monitors for Dual Monitor Workstations with GIS and Imaging	8,050	
		18,650
MEMBERSHIP DUES 1303.531324		
WLIA Group Membership	150	
REGISTRATION 1303.532325		
1 x \$85 WLIA Regional Meeting Registration	100	
3 or 4 WLIA Annual Conference	800	
Misc.	100	
		1,000
CAP OFC EQUIP 1303.594813		
Large format Scanner Copier and Plotter	14,000	
CAP COMPUTER 1303.594818		
AutoCAD Civil 3d	8,700	
VM Server GIS and Imaging	40,000	
		48,700
CAP OTHER EQUIP 1303.594819		
Base Station GPS Replacement	20,000	