

MINUTES OF THE JEFFERSON COUNTY LAND INFORMATION COUNCIL

ROOM 112, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON THURSDAY, JULY 27, 2017

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

1) Call to Order

The meeting was called to order by Erdman at 8:30 a.m.

2) Roll Call

Present at 8:30 a.m. were Klotz, Watkins, Saxby, Hoffman, Nass, Larson, Jensen, Morrow, Erdman, and Matt Zangl and Deb Magritz of the Zoning Department.

3) Certification of Compliance with Open Meetings Law Requirements

Erdman verified that the meeting was being held in compliance with Open Meetings Law .

4) Review and Approval of Agenda

There were no changes proposed.

5) Public Comment

There was no public comment.

6) Approval of July 19, 2016 Land Information Council Meeting Minutes

Motion by Jensen, seconded by Nass to approve the July 19, 2016 minutes as presented. Motion carried on a voice vote with no objection.

7) Communications

There were no communications.

8) Retained Grant Fee Report

Erdman showed the report on screen and explained it. Software, hardware, website development/hosting services, administrative activities and management and training/education fees came to a total of \$143,273.

Lindert arrived at 8:37 a.m.

9) Report on the Register of Deeds Back Indexing Project - Staci Hoffman

Hoffman reported that On-Q Solutions had been hired to help with the project. She took a test sample of 1,000 documents and sent them to Fidlar-there were no problems uploading them to the system. Six employees are working on the project, which should be done by December. This will allow a 30-year search. Monies for the project in the amount of

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Jefferson County
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 2019 2019 Budget

ACCOUNTS FOR:
 General Fund

	VENDOR	QUANTITY	UNIT COST	2019	3
12503	Land Information Program				
12503	421001 - State Aid			51,000.00 *	
	Strategic Initiative Grant	1.00	50,000.00	-50,000.00	
	Education Grant	1.00	1,000.00	-1,000.00	
12503	451305 - Land Info/Deeds Fee			112,000.00 *	
	Land Information Program Recording Fees	14,000.00	8.00	-112,000.00	
12503	512141 - 25311 Social Security			17.00	
12503	514151 - 25311 Per Diem			220.00	
12503	521219 - 25301 Other Professional Serv			20,000.00 *	
	Parcel Map Improvement Project	1.00	20,000.00	20,000.00	
12503	521219 - 25303 Other Professional Serv			22,000.00 *	
	Migration of Parcel Data to ESRI Parcel Fabric Format	1.00	22,000.00	22,000.00	
12503	521219 - 25313 Other Professional Serv			29,400.00 *	
	Register of Deeds Back Indexing	1.00	25,000.00	25,000.00	
	Land Use Inventory Update	1.00	4,400.00	4,400.00	
12503	521220 - 25308 Consultant			3,000.00 *	
	GIS and Imaging Support	1.00	3,000.00	3,000.00	
12503	521220 - 25310 Consultant			3,000.00 *	
	GIS Website Support	1.00	3,000.00	3,000.00	

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Jefferson County
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 2019 2019 Budget

ACCOUNTS FOR:
 General Fund

	VENDOR	QUANTITY	UNIT COST	2019	3
12503 521296 - 25308 Computer Support		1.00	13,051.00	32,811.00 *	13,051.00
Land Information FileDirector Imaging Support		1.00	19,600.00	19,600.00	
ESRI GIS Support		1.00	160.00	160.00	
Carlson Survey Software Updates					
12503 531303 - 25308 Computer Equipmt & Software		7.00	500.00	7,950.00 *	3,500.00
Desktop Replacements		1.00	950.00	950.00	
LIO Laptop		1.00	3,500.00	3,500.00	
LWCD GPS Unit					
12503 531312 - Office Supplies				100.00	
12503 531313 - 25311 Printing & Duplicating				50.00	
12503 531324 - 25312 Membership Dues		1.00	200.00	345.00 *	200.00
Wisconsin Land Information Association		1.00	145.00	145.00	
Wisconsin Society of Land Surveyors					
12503 532325 - 25312 Registration		5.00	375.00	1,995.00 *	1,875.00
WLIA Annual Conference		1.00	120.00	120.00	
WLIA Regional Meeting					
12503 532332 - Mileage				250.00	
12503 532335 - Meals				60.00	
12503 532336 - 25312 Lodging				820.00	

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Jefferson County
 NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 2019 2019 Budget

ACCOUNTS FOR:
 General Fund

	VENDOR	QUANTITY	UNIT COST	2019	3
12503 571005 - Duplicating Allocation		1.00	5.00	5.00	5.00 *
12503 594810 - Capital Equipment		1.00	5,000.00	5,000.00	5,000.00 *
High Resolution FLIR Camera for UAS					
12503 594818 - Capital Computer		1.00	14,500.00	14,500.00	14,500.00 *
2017 SQL Server License for FileDirector					
12503 594819 - 25305 Capital Other Equipment		1.00	30,312.50	30,312.50	30,312.50 *
Pictometry - Second of 3 Year Payment					
TOTAL Land Information Program				334,835.50	
TOTAL General Fund				334,835.50	
TOTAL REVENUE				163,000.00	
TOTAL EXPENSE				171,835.50	
GRAND TOTAL				334,835.50	

** END OF REPORT - Generated by Andy Erdman **

\$25,000 were taken from the Land Information Fund.

10) Report on the Parcel Map Improvement Project

Erdman noted that a firm from Minnesota was hired to redraft our four northern townships at \$8.85 per parcel. This was approved by County Board. Erdman hopes to have the project done in 2018.

11) Report on Pictometry Informational Meeting

Erdman explained pictometry to those present. He noted that the 2008 version was kind of clunky, but it's been updated and more user-friendly now.

12) Report on the Drone Workgroup Activities

Erdman's been asked by County Administrator Ben Wehmeier to look into the potential for using drones in County applications. There's been interest for drones in mapping of roadways, parks and Land and Water Conservation Department activities. The group is putting together a plan, including FAA 107 certification. Erdman went on to discuss restrictions. Lindert noted three classifications of certification. The cost to set up a drone is \$5,000, and approximately \$3,000 for each use. Klotz pointed out that a drone is not needed for every department, and suggested that a group be set up to operate for most departments. Therefore a person from each department would not need to be trained. Watkins talked about setting up a flight team.

13) Report on Back Scanning of Building Plans and Drainage Board Records – Tracy Saxby

Saxby dove into the farm drainage files, because there's a requirement to put the farm drainage information on tax bills. There are 45 County drains, and she's scanned drains 17 through 45 with help from Kathy Hart. The building facility plans haven't gone quite as well, however. Nass asked if building plans can be brought up on a tablet. Erdman answered yes, but that small screens are limiting.

14) Discussion and Possible Action on Policies for Submittal of Local Property Assessment Data by Assessors and Clerks – Tracy Saxby

Saxby reported that assessors are producing their own tax rolls and notices. That gives less oversight by the Land Information Office. Saxby would like to see a policy in writing that there be a minimum of seven working days between when the Town drops off rolls and open book. Klotz asked if that would work, or would an ordinance be necessary? Saxby described this as a gentle nudge. There are State Statute requirements, but it would be nice to have something in writing from the County. A list of three potential policies was shown on the screen, with a proposed effective date of January 1, 2018. Motion by Watkins, seconded by Jensen to adopt those policies as listed. Motion carried on a voice vote with no objection.

15) Discussion and Possible Action on Proposed 2018 Land Information Program Budget

Erdman displayed the proposed budget on the screen. Requested for 2018

is \$51,000, which reflects \$8 retained for each document recorded. A \$100,000 carryover is requested; a \$50,000 grant for parcel map improvement and \$25,000 into back indexing to achieve a 60-year search. Several other expenditures were discussed, including consultant fees, drone training, software support (for example GIS and document imaging), PC replacement, tablet and printer replacement, training funds, drones and a pictometry flight. Klotz said he would like to see air photos flown more frequently instead.) Zangl and Lindert both agreed that pictometry is not used frequently. Watkins disagreed. Nass asked if perhaps pictometry should be flown once more to see if a new version would be more useful. Discussion ensued. Watkins pointed out that pictometry is very portable. Discussion followed as to whether it would be more beneficial to fly more frequent air photos or pictometry. Discussion about using the maps as simply a top-down new version of air photos, where layers can be added. This would be helpful for the Land Use Inventory. Also, the robotic total survey station may or may not be replaced in 2018. Totals proposed were \$268,710 in expenditures (including pictometry), \$168,442 in revenues, and \$102,068 carryover. Motion by Nass, seconded by Jensen to approve the budget as presented. Motion carried on a voice vote with no objection.

16) Discussion and Possible Action on Proposed Education, Base Budget and Strategic Initiative Grants for 2018

See above.

17) Discussion and Possible Action on Land Information Plan Amendments

Erdman said that the Plan may have to be amended to include the drones and pictometry. Motions by Nass, seconded by Klotz for the purchase of drones, acquire new pictometry imagery and amend the Land Information Plan if needed, subject to County Board approval. Motion carried on a voice vote with no objection.

18) Adjourn

Motion by Jensen, seconded by Nass to adjourn the meeting. Motion carried on a voice vote with no objection, and the meeting adjourned at 10:10.

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.