

AGENDA
JEFFERSON COUNTY LAND INFORMATION COUNCIL

Steve Nass County Board Representative
Matt Zangl Director of Planning and Zoning/LIO
John Rageth MIS Director
Tracy Saxby Real Property Lister
Todd Lindert Public Safety Representative

Staci Hoffman Register of Deeds
Kelly Stade County Treasurer
Patricia Cicero Land and Water Conservation Director
Jim Morrow County Surveyor
Joanne Larson Real Estate Representative

DATE: July 27, 2023
TIME: 8:30 a.m.
PLACE: Committee Meeting Room, County Hwy Department 1425 Wisconsin Ave

Register in advance for this meeting:
<https://us06web.zoom.us/j/89681656741?pwd=cXRDT0VDWWs2NWgraHV0dW84N3Btdz09>
Meeting ID: 896 8165 6741
Passcode: 973915
After registering, you will receive a confirmation email containing information about joining the meeting.

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with Open Meetings Law
4. Election of Chair and Vice Chair
5. Approval of the Agenda
6. Public Comment (Members of the public who wish to address the Council must register their request at this time)
7. Approval of July 27, 2022 Meeting Minutes
8. Communications
9. Discussion on the 2022 and 2023 Year to Date Financial Report
10. Register of Deeds Report
11. Discussion of 2022 and 2023 Projects
 - a. NexGen 911
 - b. Land Records Software
 - c. Web-based GIS
 - d. Other Projects
12. Discussion and Possible Action on the 2024 Proposed Budget
13. Possible Future Agenda Items
14. Upcoming Meeting Dates
15. Adjourn

If you have questions regarding the petitions, 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 at least 24 hours prior to the meeting so that appropriate arrangements can be made.

MINUTES OF THE JEFFERSON COUNTY LAND INFORMATION COUNCIL

*Steve Nass, County Board Representative
Matt Zangl, Director of Planning and Zoning
John Rageth, MIS Director
Tracy Saxby, Real Property Lister
Todd Lindert, Public Safety Representative*

*Staci Hoffman Register of Deeds
John Jensen County Treasurer
Patricia Cicero Land and Water Conservation Director
Jim Morrow County Surveyor
Joanne Larson Real Estate Representative*

DATE: July 21, 2022

TIME: Beginning at 1:00 p.m.

PLACE: Room 203 of the Jefferson County Courthouse, 311 S. Center Ave., Jefferson, WI

1. Call to Order

The meeting was called to order by Zangl at 1:01 p.m.

2. Roll Call (Establish a Quorum)

Committee members Zangl, Nass, Rageth, Saxby, Hoffman, Cicero and Larson were present. Lindert, Jensen and Morrow were absent.

3. Certification of Compliance with Open Meetings Law

Zangl certified compliance with Open Meetings Law.

4. Election of Chair and Vice Chair

Motion by Hoffman, seconded by Nass to nominate Zangl as Chair. Zangl accepted the nomination. Zangl called for other nominations. Hearing none, Nass made a motion, seconded by Cicero to close nominations and cast a unanimous vote for Zangl. Zangl was elected on a voice vote.

Motion by Nass, seconded by Cicero to nominate Hoffman as Vice Chair. Hoffman accepted the nomination. Zangl called for other nominations. Hearing none, Nass made a motion, seconded by Zangl to close nominations and cast a unanimous vote for Hoffman. Hoffman was elected on a voice vote.

5. Approval of the Agenda

Motion by Nass, seconded by Cicero to approve the agenda as presented, and the motion passed on a voice vote.

6. Public Comment (Members of the public who wish to address the Council must register their request at this time)

There was no public comment.

7. Approval of July 27, 2021 Meeting Minutes

Motion by Hoffman, seconded by Zangl to approve the July 27, 2021 minutes. Motion passed on a voice vote.

8. Communications

There were no communications.

9. Discussion on the 2021 and 2022 Year to Date Financial Report

Zangl explained that most expenses were internal projects for 2021. GIS and File Director licensing made up most of the expenses for the year to date.

10. Register of Deeds Report

Hoffman reported that County Board approved back-indexing allowing for a 60-year search. Her Office is down on recordings compared to 2021, but still meeting budget. Though recordings are down, revenues are up due to real estate sales. She spoke about the move to Woolen Mills.

11. Discussion of 2021 and 2022 Projects

a. Parcel Fabric Project

Zangl explained that this is a way to lay out parcel line, zoning, etc, to make them coincide a little bit better and to save time editing them. It also allows tracking the history of the parcel. The new server design will give more flexibility to improve more things.

b. NexGen 911

This is an emergency response initiative for the Sheriff's Department to get state-wide data into one uniform design. We are starting to work through the implementation and State grant funding for next year. This will be an on-going project for the next couple of years.

c. Land Records Software

This is the County-wide software for tracking land records information. It is going through some final testing. Zangl explained how this is used by many offices. It will also be used by local municipalities.

d. Web-based GIS

Zangl noted that we are working with a contractor on a new design, creating more servers and laying them out a little better. This will result in more quickness and reliability. We are still troubleshooting.

e. Other Projects

Discussion followed in the proposed budget.

12. Discussion and Possible Action on the 2023 Proposed Budget

Zangl explained line items. He went into detail about pictometry and options for 2023-2025 orthoimagery along with pictometry. Cicero suggested adding \$500 to "Office Supplies" and \$100 to "Meals." It was determined that we'll go with pictometry and remove the other two Land Records related items from the capital items (total of \$50,000.) Motion by Cicero, seconded by Nass to approve the 2023 budget with the changes proposed. Motion by Cicero, seconded by Nass to approve the 2023 budget with the changes proposed. Motion carried on a voice vote.

13. Possible Future Agenda Items

14. Upcoming Meeting Dates

The next meeting will be scheduled for the end of July, 2023.

15. Adjourn

Motion by Nass/Hoffman to adjourn. Motion passed on a voice vote, and the meeting adjourned at 1:46 p.m.

If you have questions regarding the petitions, 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 at least 24 hours prior to the meeting so that appropriate arrangements can be made.

07/14/2023
13:36:10

Jefferson County
REPORT

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12503 Land Information Program							
12503 421001 State Aid	-51,000	0	-51,000	-61,000.00	.00	10,000.00	119.6%
12503 451305 Land Info/Deeds Fee	-102,000	0	-102,000	-106,904.00	.00	4,904.00	104.8%
12503 512141 Social Security	0	0	0	4.97	.00	-4.97	.0%
12503 514151 Per Diem	0	0	0	65.00	.00	-65.00	.0%
12503 521219 Other Professional Serv	25,000	0	25,000	25,000.00	.00	.00	100.0%
12503 521220 Consultant	6,000	0	6,000	3,900.00	.00	2,100.00	65.0%
12503 521296 Computer Support	36,160	0	36,160	32,015.10	.00	4,144.90	88.5%
12503 531303 Computer Equipmt & Software	5,940	0	5,940	9,470.33	.00	-3,530.33	159.4%
12503 531312 Office Supplies	0	0	0	83.96	.00	-83.96	.0%
12503 531324 Membership Dues	650	0	650	536.10	.00	113.90	82.5%
12503 532325 Registration	1,360	0	1,360	800.00	.00	560.00	58.8%
12503 532332 Mileage	0	0	0	74.67	.00	-74.67	.0%
12503 532335 Meals	100	0	100	60.32	.00	39.68	60.3%
12503 532336 Lodging	656	0	656	180.00	.00	476.00	27.4%
12503 571005 Duplicating Allocation	0	0	0	7.04	.00	-7.04	.0%
12503 594819 25305 Capital Other Equipment	50,000	0	50,000	48,203.61	.00	1,796.39	96.4%
12503 594950 Operating Reserve	147,563	155,262	302,825	.00	.00	302,825.30	.0%
12503 699700 Resv Applied Operating	-120,429	-155,262	-275,691	.00	.00	-275,691.30	.0%
TOTAL Land Information Program	0	0	0	-47,502.90	.00	47,502.90	.0%
TOTAL General Fund	0	0	0	-47,502.90	.00	47,502.90	.0%
TOTAL REVENUES	-273,429	-155,262	-428,691	-167,904.00	.00	-260,787.30	
TOTAL EXPENSES	273,429	155,262	428,691	120,401.10	.00	308,290.20	

07/14/2023
13:37:22

Jefferson County
REPORT

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FROM 2023 01 TO 2023 12

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12503 Land Information Program							
12503 421001 State Aid	-51,000	0	-51,000	-71,000.00	.00	20,000.00	139.2%
12503 451305 Land Info/Deeds Fee	-102,000	0	-102,000	-34,728.00	.00	-67,272.00	34.0%
12503 521219 Other Professional Serv	25,000	0	25,000	.00	.00	25,000.00	.0%
12503 521220 Consultant	6,000	0	6,000	.00	.00	6,000.00	.0%
12503 521296 Computer Support	36,160	0	36,160	29,919.20	.00	6,240.80	82.7%
12503 531303 Computer Equipmt & Software	6,000	0	6,000	4,653.87	.00	1,346.13	77.6%
12503 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
12503 531324 Membership Dues	500	0	500	530.00	.00	-30.00	106.0%
12503 532325 Registration	1,360	0	1,360	1,210.00	.00	150.00	89.0%
12503 532335 Meals	100	0	100	.00	.00	100.00	.0%
12503 532336 Lodging	656	0	656	360.00	.00	296.00	54.9%
12503 594819 Capital Other Equipment	115,000	0	115,000	38,982.35	77,964.70	-1,947.05	101.7%
12503 594950 Operating Reserve	264,549	20,369	284,918	.00	.00	284,918.20	.0%
12503 699700 Resv Applied Operating	-302,825	-20,369	-323,194	.00	.00	-323,194.20	.0%
TOTAL Land Information Program	0	0	0	-30,072.58	77,964.70	-47,892.12	.0%
TOTAL General Fund	0	0	0	-30,072.58	77,964.70	-47,892.12	.0%
TOTAL REVENUES	-455,825	-20,369	-476,194	-105,728.00	.00	-370,466.20	
TOTAL EXPENSES	455,825	20,369	476,194	75,655.42	77,964.70	322,574.08	

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2024 2024 Budget FOR PERIOD 99

ACCOUNTS FOR:

General Fund	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
12503 Land Information Program							
12503 411100 Gen Prop T	.00	.00	.00	.00	.00	.00	.0%
12503 421001 St Aid	-43,648.00	-50,000.00	-61,000.00	-71,000.00	-51,000.00	-51,000.00	.0%
12503 424001 Fed Grants	-16,560.75	-1,000.00	.00	.00	.00	.00	.0%
12503 451008 Rem Acc	.00	.00	.00	.00	.00	.00	.0%
12503 451305 Land Inf/D	-151,887.00	-156,071.00	-106,904.00	-41,592.00	-102,000.00	-80,000.00	-21.6%
12503 472011 Othr Land	.00	-7,741.00	.00	-5,160.00	.00	.00	.0%
12503 512141 SS	8.42	4.21	4.97	.00	.00	.00	.0%
12503 514151 Per Diem	110.00	55.00	65.00	.00	.00	.00	.0%
12503 521219 Othr Prof	31,000.00	.00	25,000.00	.00	25,000.00	20,000.00	-20.0%
12503 521220 Consult	.00	.00	3,900.00	.00	6,000.00	6,000.00	.0%
12503 521295 Data Conv	.00	.00	.00	.00	.00	.00	.0%
12503 521296 Comp Sup	31,820.64	31,676.32	32,015.10	29,919.20	36,160.00	38,160.00	5.5%
12503 531303 Comp Eq	3,004.85	10,523.30	9,470.33	4,653.87	6,000.00	12,000.00	100.0%
12503 531311 Postage	.00	.00	.00	.00	.00	.00	.0%
12503 531312 Office Sup	.00	956.00	83.96	.00	500.00	.00	.0%
12503 531313 Print & Dp	.00	52.37	.00	.00	.00	.00	.0%
12503 531314 Small Item	.00	.00	.00	.00	.00	.00	.0%
12503 531321 Pub of Lgl	.00	.00	.00	.00	.00	.00	.0%
12503 531324 Memb Dues	200.00	700.00	536.10	530.00	500.00	500.00	.0%
12503 532325 Registr	1,050.00	145.00	800.00	1,210.00	1,360.00	1,610.00	18.4%
12503 532332 Mileage	60.96	13.44	74.67	.00	.00	.00	.0%
12503 532335 Meals	.00	.00	60.32	.00	100.00	100.00	.0%
12503 532336 Lodging	.00	.00	180.00	360.00	656.00	900.00	37.2%
12503 535242 Maint Mach	.00	.00	.00	.00	.00	.00	.0%
12503 571005 Dup Allc	1.87	.00	7.04	.00	.00	12.19	.0%
12503 571020 FleetAlloc	.00	.00	.00	.00	.00	.00	.0%
12503 592003 NP Prin	30,512.50	.00	.00	.00	.00	.00	.0%
12503 594810 Cap Equip	.00	14,290.00	.00	.00	.00	25,000.00	.0%
12503 594811 Cap Auto	.00	.00	.00	.00	.00	.00	.0%
12503 594813 Cap Office	.00	.00	.00	.00	.00	.00	.0%
12503 594818 Cap Comp	.00	.00	.00	.00	.00	.00	.0%
12503 594819 Cap Oth Eq	.00	.00	.00	116,947.05	115,000.00	32,000.00	-72.2%
12503 594819 25305 Cap Oth Eq	113,981.50	.00	48,203.61	.00	.00	.00	.0%
12503 594950 Oper Res	.00	.00	.00	.00	284,918.20	.00	.0%
12503 599992 Adm Dental	.00	.00	.00	.00	.00	.00	.0%
12503 632100 Proc LT N	.00	.00	.00	.00	.00	.00	.0%
12503 691100 Oper Rev	.00	.00	.00	.00	.00	.00	.0%
12503 691200 Cap Rev	.00	.00	.00	.00	.00	.00	.0%
12503 699700 Res Oper	.00	.00	.00	.00	-323,194.20	.00	.0%
12503 699992 Bal For PY	.00	.00	.00	.00	.00	.00	.0%
12503 699999 Budget FB	.00	.00	.00	.00	.00	.00	.0%
TOTAL Land Information Progr	-345.01	-156,396.36	-47,502.90	35,868.12	.00	5,282.19	.0%
TOTAL General Fund	-345.01	-156,396.36	-47,502.90	35,868.12	.00	5,282.19	.0%
GRAND TOTAL	-345.01	-156,396.36	-47,502.90	35,868.12	.00	5,282.19	.0%

** END OF REPORT - Generated by Matt Zangl **

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2024 2024 Budget FOR PERIOD 99

ACCOUNTS FOR:

General Fund	Field #	Total	Page Break	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 3	PCT CHANGE
Sequence 1	1	Y	Y							
Sequence 2	9	Y	N							
Sequence 3	0	N	N							
Sequence 4	0	N	N							

Report title:
 07/21/2023 07:34 | Jefferson County
 Mattz | NEXT YEAR BUDGET HISTORICAL COMPARISON

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PROJECTION: 2024 2024 Budget

FOR PERIOD 99

Report type: 4
 Budget level: 3
 Percentage change calculation method: 1
 Print first or second year of budget requests: F
 Print revenue as credit: Y
 Include cfwd in rev bud: N
 Include cfwd in actuals: N
 Print totals only: N
 Include segment code: N
 Include report grand totals by account type: N
 Print full GL account: N
 Double space: N
 Suppress zero bdgt acct: N
 Print as worksheet: N
 Print percent change or comment: C
 Print text: N
 Amounts/totals exceed 999 million dollars: N
 Print five budget levels: N
 Report view: D

Find Criteria
 Field Name Field Value
 Org 12503
 Object
 Project
 Account type
 Account status

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 2024 Budget

ACCOUNTS FOR:
General Fund

		VENDOR	QUANTITY	UNIT COST	2024 DEPARTMENT
12503	Land Information Program				
12503	411100 -				.00
12503	421001 -				-51,000.00
12503	424001 -				.00
12503	451008 -				.00
12503	451305 -				-80,000.00
12503	472011 -				.00
12503	512141 -				.00
12503	514151 -				.00
12503	521219 -				20,000.00 *
	ROD Back Indexing		1.00	20,000.00	20,000.00
12503	521220 -				6,000.00 *
	GIS Consultant Fees		1.00	6,000.00	6,000.00
12503	521295 -				.00
12503	521296 -				38,160.00 *
	FileDirector for Land groups		1.00	13,000.00	13,000.00
	GIS Licensing		1.00	22,000.00	22,000.00
	Surveyor Carlson License		1.00	160.00	160.00
	Pictometry License		1.00	3,000.00	3,000.00
12503	531303 -				12,000.00 *
	Ipad with Data for zoning		1.00	800.00	800.00
	Laptop for LWCD		1.00	1,400.00	1,400.00
	2 Laptop for ROD		2.00	1,400.00	2,800.00
	4 computersMatt, Brett		4.00	1,000.00	4,000.00
	GPS unit		1.00	3,000.00	3,000.00
12503	531311 -				.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 2024 Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPARTMENT
General	Fund				
12503	531312 -				.00
12503	531313 -				.00
12503	531314 -				.00
12503	531321 -				.00
12503	531324 -	WLIA Memberships	1.00	500.00	500.00 *
					500.00
12503	532325 -	WLIA Conference for 5 staff	5.00	250.00	1,610.00 *
		WLIA Regional for 3 staff	3.00	120.00	1,250.00
					360.00
12503	532332 -				.00
12503	532335 -				100.00
12503	532336 -	2 nights for 5 staff	10.00	90.00	900.00 *
					900.00
12503	535242 -				.00
12503	571005 -				12.19
12503	571020 -				.00
12503	592003 -				.00
12503	594810 -	Surveyor GPS/Total Station ???	1.00	25,000.00	25,000.00 *
					25,000.00
12503	594811 -				.00
12503	594813 -				.00
12503	594818 -				.00
12503	594819 -	NG 911 Funds	1.00	10,000.00	32,000.00 *
		Large format plotter and scanner	1.00	12,000.00	10,000.00
		GIS Portal Implementation	1.00	10,000.00	12,000.00
					10,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 2024 Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2024 DEPARTMENT
General	Fund				
12503	594819 - 25305				.00
12503	594950 -				.00
12503	599992 -				.00
12503	632100 -				.00
12503	691100 -				.00
12503	691200 -				.00
12503	699700 -				.00
12503	699992 -				.00
12503	699999 -				.00
TOTAL Land Information Program					5,282.19
TOTAL General Fund					5,282.19
GRAND TOTAL					5,282.19

** END OF REPORT - Generated by Matt Zangl **

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 2024 Budget

ACCOUNTS FOR:
General Fund

	Field #	Total	Page	Break	VENDOR	QUANTITY	UNIT COST	2024 DEPARTMENT
Sequence 1	1	Y	Y					
Sequence 2	9	Y	N					
Sequence 3	0	N	N					
Sequence 4	0	N	N					

Report title:
07/21/2023 07:35 | Jefferson County
Mattz | NEXT YEAR BUDGET DETAIL REPORT

|P
|bgnyrp

PROJECTION: 2024 2024 Budget

FOR PERIOD 99

Report type: 3
 Include employee with benefit detail: N
 Budget level: 3
 Percentage change calculation method: 1
 Print detail lines: B
 Print first or second year of budget requests: F
 Print revenue as credit: Y
 Include cfwd in rev bud: N
 Include cfwd in actuals: N
 Print totals only: N
 Include segment code: N
 Include report grand totals by account type: N
 Print full GL account: N
 Double space: N
 Suppress zero bdgt accts: N
 Print as worksheet: N
 Print percent change or comment: C
 Print text: N
 Amounts/totals exceed 999 million dollars: N
 Print five budget levels: N
 Report view: D

Find Criteria
 Field Name Field Value
 Org 12503
 Object
 Project
 Account type
 Account status