LAND INFORMATION COMMITTEE MEETING
July 08, 2016

Members Present: Allen Behl, Becky Glewen, Harold Johnson, Larry Schraufnagel
Members Excused: Wayne Uttke
Also Present: Chris Planasch, Joyce Fiacco

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 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.

Behl motioned, second by Schraufnagel to approve minutes from the June 10, 2016 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 June Revenue Report which included monthly Summary of Fees collected so far in 2016 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparison reporting the previous month/last four (4) years with associated total document recordings for each year. No committee action was required.

Planasch presented a 2017-2021 Capital Improvement Program (CIP) request for the Register of Deeds Office to acquire LandScan. Planasch explained that LandScan is a TriMin module designed to work with LandLink. It is a rule-based logic similar to OCR (optical character recognition) applications which would allow index information to be pulled off scanned document images. This process would eliminate manual indexing of historical documents on which staff would verify data rather than manually entering this info into the system. Data from hand written documents will still need to be entered manually as LandScan will only read from type written or computer generated document images. Total cost of $55,000 ($30,000 for application, $20,000 for implementation, and $5,000 annual maintenance which includes upgrades). Funding would be available from the fund balance of the dedicated account established to account for the $5/recorded real estate document collected to redact Social Security Numbers which sunset January 1, 2015. Planasch reported that other counties were successfully using LandScan to speed up the indexing process. No committee action was required.

Planasch presented the June Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 16, 1999 back to April 1, 1987 in order to complete the index for these documents as currently, only grantor/grantees have been indexed (March 16, 1999 to January 15, 1999). Staff is verifying the imaging index for paper documents from 1974 back to 1877 having verified Volume 448 back to Volume 225. 75 volumes (Volume 560 to 635) have been imported into LandLink to date. Completion of the project to compare birth records to the index (1894-1915) is anticipated to be completed by the end of 2016. Removal of confidential information from the birth records (records from August, 1964 to December 1975 remain) and marriage records (records from 1967 to 1977 remain) continues. Staff is keeping up with new recordings with each having a project to work on as time permits.

There are 12 subscriptions (no increase), 150 (increase of 1) escrow accounts, and 2568 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the June Revenue Report for the Land Resources and Parks, Land Information Division business units. No committee action was required.

Fiacco presented an update regarding difficulties being encountered in filling the vacant Survey and Mapping Specialist position. No committee action was required.

Fiacco requested approval of a Land Information Committee resolution to the county board to abolish the Property Listing Specialist position and to create a new position, Land Information System Specialist (LIS Specialist), in the Property Description Office. As proposed and discussed at the June LIC meeting, this resolution would allow staff to better meet the operational needs of that office and the Department in light of recent implementation of the new integrated land information management system (LIMS) and to provide support of other critical related land information functions including addressing and mapping. The resolution was presented and discussed. Behl motioned, second by Schraufnagel to forward this resolution to County Board for consideration at the August 16th meeting. Motion carried.

Fiacco presented a 2017-2021 Capital Improvement Program (CIP) request for the Land Information Division of the Land Resources and Parks Department. The request includes acquisition of updated high resolution countywide digital orthophotography as part of a scheduled 5-year update cycle and a coincident 2017 update of LiDAR (elevation) data as part of a scheduled 10-year update cycle. Acquisition of both data sets during the same flying season improves the accuracy and effectiveness of both products. She reported that the 2016 and 2017 Wisconsin Land Information Program (WLIP) Strategic Initiative Grants (SIG) would be utilized for the LiDAR project. Additionally, a grant application was being prepared for a 2017 United States Geologic Survey (USGS) 3DEP (Digital Elevation Program) award to support acquisition of a higher accuracy product. No committee action was required.

Fiacco requested authorization to contract with Woolpert, Inc., Dayton, Ohio, for acquisition of updated orthoimagery and LiDAR in 2017. This request was based on Dodge County's positive 2012 ortho acquisition experience with Woolpert, Woolpert's standing as a USGS Geospatial Product and Services Provider (GPSC) and industry leader, and costs quoted by Woolpert were less than quotes received from other contractors. Schraufnagel motioned, second by Glewen to authorize work with Woolpert, Inc. for acquisition of updated orthoimagery and LiDAR data. Following discussion, motion carried.

Fiacco presented the 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. No committee action was required.

The meeting was adjourned at 9:28 A.M. by order of the Chair. The next regular meeting will be Friday, August 12, 2016 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. This meeting would be followed by a Land Information Council meeting.

Respectfully Submitted,

~~Wayne Uttke, LIC Secretary~~

WU: jjf Harold J Johnson - Chairman

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