

LAND INFORMATION COMMITTEE MEETING
March 08, 2013

Members Present: Ernie Borchardt, Allen Behl, Harold Johnson, Howard Kriewald, MaryAnn Miller
Also Present: Chris Planasch, Joyce Fiacco, Jim Mielke

The Dodge County Land Information Committee meeting was called to order by Chairman Ernie Borchardt at 2:00 P.M., Room 1A, 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.

Kriewald motioned, second by Behl, to approve minutes from the December 14, 2012 meeting with one correction. Motion to approve the minutes carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch distributed and reviewed the year-end Revenue/Expenditure Report from the Finance Department. She noted that in BU 1001 (Register of Deeds) revenues were exceeded by \$105,089 and expenses came in below budgeted amounts by \$15,463 which resulted in \$120,552 returned to the General Fund. In BU 1002 (Redaction), \$91,520 had been collected for use in redacting Social Security Numbers. As this is a non-lapsing account, the \$47,303 not spent in 2012 will be available for completion of redaction activities.

Planasch also presented the Register of Deeds 2012 to 2011 Fee Summary Comparison. Total state and county funds collected in 2012 (\$1,332,885) were up \$184,812 from 2011 with the state portion up \$133,812 and the county portion up \$50,755. The real estate document count was up 3,036.

Planasch presented the January and February 2013 Revenue Reports. Total state and county funds collected in January (\$138,164) were up \$21,808 from December with the state portion up \$2,229 and the county portion up \$19,579. Overall collections in January were up \$46,743 from last year (state portion up \$30,445 and county portion up \$16,298). 1,685 real estate documents were recorded; up 439 from last month and up 304 from last year at this time.

Total state and county funds collected in February (\$84,521) were down \$53,643 from January with the state portion down \$31,003 and the county portion down \$22,639. Overall collections in February were down \$19,870 from last year (state portion down \$12,289 and county portion down \$7,581). 1,224 real estate documents were recorded; down 461 from last month and down 196 from last year. Planasch also reviewed the 2012 and 2013 Month by Month Comparisons and Totals for each revenue account.

Planasch presented the Register of Deeds December 2012 and January/February 2013 Activity Reports. To date, 430 microfilmed volumes of various real estate records (Vol. 591-1020) have been imaged. 143 volumes of microfilmed records and 174 paper mortgage records remain to be imaged. Three more volumes of paper documents were verified with the imaging index to continue creation of an abbreviated index in LandLink so documents would be available on-line through the LandShark application. She reported that the project to compare birth records to the index (1877-1883) had been completed with the exception of researching of questions on incomplete records. Staff is keeping up with new recordings. There are 12 subscriptions (no increase), 116 (increase of two) escrow accounts, and 1382 self-registered accounts in LandShark.

She reported that currently on average, 23-25% of documents coming into the office are being submitted electronically. These numbers are expected to increase with the SimpliFile upgrade and the ability of LandLink and LandShark to accept electronic documents directly. She explained the process and described document security.

Fiacco presented the December 2012 and January/February 2013 Revenue Reports for the Land Information Division of the Land Resources and Parks Department. She distributed and reviewed the end of year Revenue/Expenditure Report from the Finance Department.

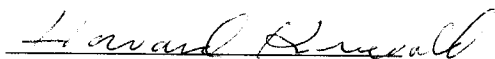
Fiacco reported that the Finance Committee had approved the LIC recommendation for reallocation of unexpended funds and allocation of unanticipated revenue between accounts and business units in the department and the not-to-exceed \$15,000 contingency fund transfer to cover remaining 2012 shortfalls if needed. She distributed the updated summary spreadsheet illustrating by individual Business Unit which showed that in 2012, the department will be returning approximately \$14,787 to the general fund instead of needing a contingency fund transfer and that \$25,500 will be returned to the Sales and Use Tax fund.

Fiacco and Planasch reported on proposed changes to the Wisconsin Land information Program (WLIP) which would result from passage of the 2014-2015 State Budget. Fiacco distributed a copy of the letter received from the Department of Administration (DOA) outlining the Governor's GIS initiative to create a statewide digital parcel map using the \$5 redaction fee originally legislated to sunset January 01, 2015. Once redaction of Social Security numbers is completed or by January 1, 2015, these funds will be redirected to the mapping initiative. The County's retention of \$6 to LIO and \$2 to Public Access collected by the Register of Deeds per recorded real estate document remains in effect.

Fiacco presented the December 2012 and January/February 2013 Activity Reports 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. The report detailed actions taken to cover duties for two recently retired employees: Stephanie Jansen (Senior Cartographer) and Terre Woodward (Property Listing Assistant). Fiacco reiterated that she had not requested a refill of Jansen's position at this time, preferring to see how remaining staff can cover responsibilities. She stated that the mid-March situational report to the County Administrator regarding ability to fulfill Woodward's duties would be provided the following week as requested. She described completion of end of year activities to close-out, report on, distribute and archive 2012 information and annual rollover of the Land Records Search Tool (2003-2013 property data available on-line).

Kriewald motioned, second by Miller to adjourn the meeting; the meeting was adjourned at 2:54 P.M. The next regular meeting will be Friday, April 12, 2013 beginning at 8:30 A.M. in the First Floor Conference Room, Room 1A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,



Howard Kriewald, LIC Secretary

HK: jjf

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