

LAND INFORMATION COMMITTEE MEETING
September 12, 2014

Members Present: Larry Bischoff, Harold Johnson, Ed Nelson, Larry Schraufnagel, 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.

Schraufnagel motioned, second by Bischoff to approve minutes from the August 08, 2014 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 Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2014 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in August (1055) was down 251 from the previous month; down from 1287 in 2013; and down from 1849 recorded in August 2012. Planasch noted that overall revenues were up in spite of this because of several large transfer returns. No committee action was required.

Planasch distributed and reviewed her 2015 Department Budget Analysis Report. She projected 2015 revenues to exceed expenditures, potentially providing approximately \$70,218 to the General Fund despite reduced revenues due to fewer real estate document recordings. Expenditures are higher due to a one time increase in the TriMin maintenance agreement to cover anticipated cost associated with integration with the new Land Information Management System (LIMS). She noted that BU 1002- Redaction Account- had planned revenues and expenditures of \$38,000 each with revenue coming from the designated fund balance for that business unit. This is a non-lapsing account is funded through the Wisconsin Land Information Program (WLIP) with \$5 collected for each real estate document recorded to support the redaction of Social Security Numbers on those documents. These funds will cease to be collected January 1, 2015, at which time, according to mandated changes in the Wisconsin Land Information Program (WLIP), these funds will be redirected to the DOA for a statewide parcel mapping project. She plans to purchase a replacement production scanner to complete the redaction project and purchase of a land notification module which would alert users of unauthorized changes to recorded legal documents or use of their information. Planasch reported that seven (7) counties had already implemented the land notification module she was proposing

to include in the 2015 budget. She related several incidents which could have been averted had this service been available. No committee action was required.

Planasch presented the Register of Deeds Activity Report. She reported that 310 volumes of paper volumes of mortgage records (Volume 413 through 103) have been converted. Work continues to create indexes for converted real estate microfilm volumes for availability on-line. Volume 307 to Volume 448 of paper documents have been verified with the imaging index to create an abbreviated index in LandLink for availability on-line through LandShark. Twenty-two volumes (Volume 613 to 635) have been imported into LandLink to date. Final cleanup of incomplete records continues as time permits to finish the project to compare birth records to the index (1877-1883). Staff is keeping up with new recordings. There are 12 subscriptions (no increase), 134 (no increase) escrow accounts, and 1913 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the Revenue Report for the Land Resources and Parks, Land Information Division business units. She reported that budgeted revenues were behind anticipated levels in the Land Information Office business units because of continued lower than expected document recordings. She noted that document numbers were the lowest since the Wisconsin Land Information Program (WLIP) had been established in 1989 and she doubted that budgeted revenues would be met if the trend continues to year's end. No committee action was required.

Fiacco presented the final draft of the county board resolution discussed at the August meeting which requested expansion of Land Information Council membership to better reflect the needs of key land information stakeholders. Addition of the Highway Commissioner, Land Conservationist, and Senior Land Information Specialist had been recommended by the Land Information Council. Schraufnagel motioned, second by Nelson to forward a resolution to expand membership of the Land Information Council to the County Board for consideration at their September 16th meeting. Johnson questioned the Council's ability to fulfill its responsibilities if additional issues requiring consideration arose after the resolution's limit of a maximum of two (2) Council meetings a year had been met. Following discussion, motion carried.

At 9:00 AM, the committee toured the Property Description Office (Rm 332) where David Addison, Senior Land Information Specialist, and Nicole Hoepfner, Property Listing Specialist, described and answered questions regarding office operations and functions. The tour concluded at 9:55 AM and the committee returned to Rm 3A.

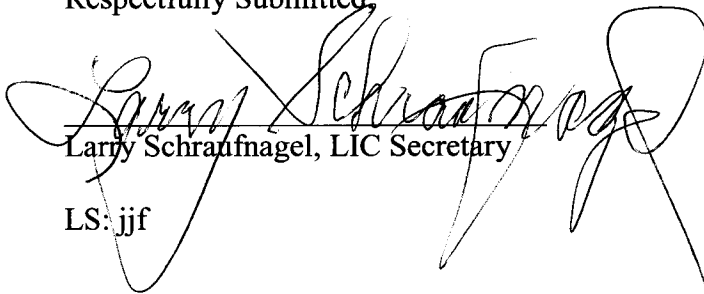
Fiacco reported on progress towards development of the Addressing Management Strategic Implementation Plan stating that two employees from Spatial Focus had been on-site September 3-4 to interview potential system users, assess business needs and evaluate current data and technology. She will provide additional updates as progress is made in completing the plan.

Fiacco distributed and reviewed the 2015 Department Budget Analysis Report highlighting 2014 revenue and expenditure estimates and discussing preliminary 2015 requests which included support for implementing the addressing management plan/creation of master address repository and proposed land information management system (LIMS).

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. She reported that new employees, Jeremy Nocerini (Survey and Mapping Specialist) and Nicole Hoepfner (Property Listing Specialist) were continuing to develop and improve their skills and knowledge of the system and were doing an excellent job supporting the department and their co-workers. No committee action was required.

Nelson motioned, second by Schraufnagel to adjourn the meeting. The meeting was adjourned at 10:38 A.M. The next regular meeting will be Friday, October 10, 2014 beginning at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,



Larry Schraufnagel, LIC Secretary

LS:jjf

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