

Official Copy – Approved at the April 9, 2019 Meeting  
**Land Information Committee Meeting Minutes**  
**County Board Room, Vernon County Courthouse**

**March 12, 2019**

**Members** Frank Easterday, Chair; Dave Williams, V. Chair; David Eggen; Mary Rae;  
**Present:** Rachel Hanson (left 10:41 for another meeting); Laurence Johns; Tim Dahlen (10:41);  
Susan Burkhamer;

**Others in Attendance:** Doug Avoles, LIO;

1. **Call to Order:** The meeting was called to order by Easterday at 10:20 am. Meeting started late due to Zoning Committee meeting.
2. **Public Notice Affirmation:** Avoles confirmed proper notice and posting.
3. **Review Proceedings of Previous Meeting:** Minutes from the December 11, 2018 meeting were presented and reviewed. **Motion by Eggen/Rae to approve the minutes. Motion carried.**
4. **Review and Approve Vouchers for Payment:** Vouchers for March totaling **\$229.03** were reviewed. **Motion by Williams/Rae to approve the vouchers. Motion carried.** Voucher summaries for January, \$6,222.01 and February, \$7,012.67 previously approved by Easterday were distributed.
5. **General Reports From Departments Managing Land Information:**
  - Land Information Fund Report: Hanson presented the Treasurer's report. The beginning Land Information pool balance was **\$131,124.47**; February expenses were **\$15,168.33**; there were **\$76** in sale of products; WLIP recording fees of **\$2,192.00**; and **\$79.40** in interest; leaving a balance of **\$118,303.54** as of 2/28/2019.
  - Document Recording Numbers/WLIP Retained Fee Report: Nemecek was not able to be at the meeting. Avoles distributed the report showing 2018 WLIP recording and retained fees. There was a total of 5116 real estate documents recorded in 2018, with a total of **\$35,812.00** sent in to the State, and **\$40,928.00** retained by the County for the Land Information Program.
  - Property Lister Report: Dahlen reported that he had attended the WLIA Conference and went to seminars on aerial photography, culvert inventory, adverse possession, and legal descriptions. He also commented that the assessment work rolls have been out for little over a month and that he has been working on some parcel mapping.
  - Zoning Office Report: Burkhamer reported that she is still working on flood related matters. There have been 5 substantially damaged properties of which 3 are trying to become eligible for the buyout program, of which 2 are pretty certain, and the others are going to have to work on becoming in compliance with flood plain requirements. She discussed several of the requirement details and the Council had talked briefly about discussions of options currently happening in the Villages of Ontario and Readstown.
  - Land & Water: Not present.
  - Dispatch Report/911 System & Addressing: Not present.
  - Surveyor Report: Johns had several items to report on. He explained that he will be working with the Monroe County Surveyor later this spring to monument the county line on the north edge of the Village of Ontario. The boundary follows "40" lines instead of PLSS section lines and is only partially monumented. Johns also explained that he has had a couple of residents contact him as the County Surveyor and asking him if he performs surveys of private land as the County Surveyor. Johns wanted to make sure that there is an understanding that as the County Surveyor his job is primarily to manage the Public Land Survey System Corners, and that performing surveys for private landowners is not part of the duties for his position. Also the County's policy when the full-time position was created is that the County Surveyor is not allowed to work in the county as a private land surveyor. However, as part of his County Surveyor duties, he does perform any surveys needed for County business. As part of this discussion, Johns explained that one landowner has contacted him several times believing that as the County Surveyor, he is responsible to make sure that all surveys are done correct. The only thing that he can check for as the County Surveyor is that the surveys contain all of the items required by WI land surveying statutes and administrative rules (i.e. AE-7). If someone wants to know if there is some other issue with how a survey was performed, they need to hire

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another surveyor to give them a second opinion, just like seeing another doctor for a medical diagnoses. Johns also commented on a recent discovery that the City of Westby has extraterritorial land division jurisdiction written within it's subdivision ordinance. This requires the City to approve the creation of any new parcel less than 35 acres within 1.5 miles outside of the city limits and requires certified surveys to be performed for these land divisions. The City's ordinance also states that the affected towns also need to approve these land divisions as well. After talking with the City about this, they were unaware that this was in their ordinance so they have not been enforcing this. They are now going to start enforcing this requirement, and like we already do for the City of Viroqua, we will also be helping to enforce this for them by being aware of the land divisions within the extraterritorial area and by helping to make the private land surveyors working in the county aware of the City ordinance. Johns also explained that he recently surveyed a line to determine if a house was over the property line for a flood buyout property that the County has been looking into to confirm if the property met the lot/structure requirements for the buyout. Johns also announced that he and Avoles would be presenting at an upcoming public forum on the Public Land Survey System and the role of County Surveyors being held in Darlington, WI on April 18<sup>th</sup>. A flyer for this forum was distributed to the Council at the meeting which Avoles had also distributed to all of the County Supervisors. This forum is another public information forum that is part of an on-going effort that the WI State Cartographer's Office and others have been helping to organize over the last several years. Johns also reported that we have had 6 CSM's recorded so far this year. Last year we had a total 33 for the year and at this time last year we had 5 recorded to date for comparison. He also commented that we recently had one Condominium Plat come in that he had reviewed before it was recorded and that we may want to consider updating our CSM review ordinance to include these as well. Finally, Johns wanted to make the Council aware that he has completed updating a pin board map showing the status of all of the PLSS corners in the County which is on the wall in the outside room of the Land Information Office where the surveyor files are located.

- **Land Information Office Report:** Avoles reported that he had also attended the WLIA Conference. He went to two workshops: Legal Issues for GIS Professionals & Next Generation 911. He stated that he had attended several LiDAR presentations. Main points he took away from them is that all of WI now has LiDAR coverage and that our area of the state is next in line for the USGS 3DEP grant program which covers up to ½ of LiDAR project costs. He also attended a session on using an ArcGIS based Survey123 mobile app for damage assessment developed by WI Emergency Management (WEM) that counties can use when during disaster situations. The Land Information Officer's Network (LION) meeting was also held during the Conference. At the LION meeting the LIOs voted to adopt/support an addressing database standard that will help to prepare counties for implementation of NG911. Avoles also commented that he just received payment of \$57,632 for the 2019 WLIP Base Budget Grant. Finally he explained that he has been working on generating pdf files of historical tax rolls for Hanson. So far the 2013 – 2015 Tax Roll pdfs have been completed and he will continue working on remainder as time permits.
6. **Determine Members to be included in the 2019 WLIA County Group Membership:** Avoles passed around a list of 15 members with contact information that he will submit to the WLIA for our 2019 County Group membership. The list included all of the members of the current County Land Information Council, plus himself and the GIS Technician. He asked everyone to verify their info.
  7. **Preliminary PLSS Corner Maintenance Plan:** Johns explained his preliminary plan to perform PLSS corner maintenance for the year. He has identified 169 corners that have some type of monument in place but were not included in any of the remonumentation projects. For most of these the existing monument should be replaced with a county monument. About 93 of these have been identified so far this year to be visited. A majority of these are located in the Town of Wheatland, so that will be a primary area that he will be working in. There are 17 corners that are listed as high priority so far this year, of these about 7 are in the Town of Christiana, and 9 are the ones on the County line around the Village of Ontario that were mentioned previously. These corners are high priority because they are either gone or we need them to be reviewed to correct parcel mapping issues. As the year goes on, we anticipate having additional corners added to the high priority list as surveyors, property owners, and others notify us of corners being destroyed or in jeopardy. Given these preliminary corners to visit, we will probably need to purchase more county monuments later this year. We have 37 on hand. Johns has estimated from the above mentioned corners that about 100 would be in locations where a county monument could be installed. Johns also explained that he prefers to place 1 ¼" iron rods where the corners are located within the road pavement. These are set slightly below the road surface so they are not as easily hit by the plows.

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8. **Status Report on Land Information Office Projects:** Avoles displayed a map showing parcel mapping progress, explaining that he anticipates completion of all initial parcel mapping work within a couple of months. In the past year approximately 6,500 parcels have been mapped in-house. Also ProWest should be completing and delivering the village parcel mapping project within a few weeks. He has recently received delivery of the Villages of Viola, La Farge, and Stoddard leaving only the Village of Genoa yet to be delivered. Avoles also explained that he has started working on our parcel data for the annual submittal to the State as required for our participation in the WLIP. He will be working on this over the next several weeks. The data submittal is due at the end of March. Also GCS is providing a 30 day trial of their tax/assessment data extraction tool that prepares the tax roll data to meet the WLIP parcel format/content standard. If this tool works as Avoles expects it to and it helps him perform the work, he will plan to budget the \$3,500 to purchase it for future use. In addition to the parcel data, he will also be submitting the County zoning data as required. Avoles also commented that after completion of the parcel data, he would be starting to work on an update for the GIS mapping website and additional web map apps. Over the summer the Land Information Office will also be working on setting up a web and mobile based culvert inventory collection system. Finally, Avoles provided a brief demonstration of a data collection and Emergency Operation Center display dashboard being developed by WI Emergency Management that can be used by counties during disaster situations. He will be working with Brandon the Emergency Government director over the spring to ensure we are set-up to be able to use these tools and possibly help to set-up training for potential local users.
9. **Audience to Visitors:** none.
10. **Confirm Next Meeting Date:** The next meeting was set for Tuesday, April 9, 2019 at 10:00 am in the County Board Room.
11. **Adjourn: Motion to adjourn at 11:41 am by Rae/Eggen. Motion carried.**

Minutes Respectfully Submitted by: Taylor Voegeli and Doug Avoles