

Official Copy – Approval at the June 11th, 2019 Meeting
Land Information Committee Meeting Minutes
County Board Room, Vernon County Courthouse

April 9, 2019

Members Frank Easterday, Chair; Dave Williams, V. Chair; Mary Rae; Garrick Olerud;
Present: Rachel Hanson; Laurence Johns; Tim Dahlen; Ben Wojahn; Dawn Nemec; Hugh Harper

Others in Attendance: Doug Avoles, LIO; Taylor Voegeli, GIS Tech

1. **Call to Order:** The meeting was called to order by Easterday at 10:12 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 March 12, 2019 meeting were presented and reviewed. **Motion by Olerud/Williams to approve the minutes. Motion carried.**
4. **Review and Approve Vouchers for Payment:** Vouchers for March totaling **\$34.31** were reviewed. **Motion by Rae/Olerud to approve the vouchers. Motion carried.**
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 **\$118,303.54**; March expenses were **\$12,242.21**; there were **\$261.75** in sale of products; WLIP recording fees of **\$2,616.00**; **\$85.12** in interest; expenses for Avoles' wages/FICA/retirement was **\$81,585.24**; and grants were **\$57,632.00** leaving a balance of **\$85,070.96** as of 4/1/2019.
 - Document Recording Numbers/WLIP Retained Fee Report: Nemec distributed a report showing the year to date recording and retained fees. There was a total of 1031 real estate documents recorded; 389 for January, 321 for February, and 321 for March 2019, with a total of **\$7,217.00** sent in to the State, and **\$8,248.00** retained by the County for the Land Information Program.
 - Property Lister Report: Dahlen reported 1/3 of the assessment work rolls are back and done. He also stated he attended a Property Lister district meeting last week.
 - Zoning Office Report: Not present.
 - Land & Water: Wojahn reported meeting with GCS in which they are ready to release tracking software for Land Conservation and Zoning. This software is attached to GCS parcel information and is open and available to all departments for a one-time fee. Departments will be able to internally customize this program based on their individual needs. Wojahn mentioned county fishing easements and some issues they are encountering. Most of these easements have a 20 year automatic renewal unless the land owner files a request 2 years prior to the end of the easement term to withdraw from the easement. Recently they have a land owner who wants to withdraw from the fishing easement on his property. He has filed the necessary paperwork and followed proper procedure, however Trout Unlimited does not want the County to release the easement. Rae asked about state law regarding the flood plain and fishing easements, Wojahn stated the ordinary high water mark on a stream is the legal area to be within when fishing streams in WI; the fishing easement would include an additional 33 feet on each side of the stream for fishermen.
 - Dispatch Report/911 System & Addressing: Not present.
 - Surveyor Report: Johns reported that there were 4 CSM reviews so far this month, being for the City of Westby; 7 CSM's total have been reviewed so far this year, with 4 still waiting to be recorded and finalized. Johns is preparing for corner maintenance, which he will be starting soon.
 - Land Information Office Report: Wednesday, April 3rd, 2019, Avoles completed and submitted the Annual Data Submittal required for participation in the Land Information Program. Avoles stated the GCS WLIP data extraction tool that he was given a 30 day trial for worked well. He plans to budget for it and purchase it for use in 2020.
6. **Consider Revising CSM Review Ordinance to a CSM/Plat Review Ordinance:** Johns briefly explained the current CSM review ordinance and distributed a copy of the proposed Ordinance. He also explained the need to revise the current CSM Review Ordinance to include all other Plats that come in to be recorded. And also the need to be revised due to the change of the Surveyor position from part-time to

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fulltime, and to improve the efficiency of the process for the Register of Deeds; essentially eliminating several steps the ROD currently performs as part of the review process. Similar to the current CSM Review Ordinance, the revision is only intended to review for compliance with WI State Surveying Law (i.e. Chapter 236 & Chapter 703 of the St Statutes & AE-7), and not for verifying if the survey was performed correctly. Johns plans to stamp all CSM and Plats when they have passed the final review and are ready to be recorded. Also as part of the revision, the review process itself would be removed from the ordinance and handled by a separate review process document. This would allow the review process to be changed in the future if needed, without having to change the Ordinance itself. Plats reviewed by Plat Review at the WI Dept. of Administration, will not be subject to the revised CSM/Plat Review Ordinance. However they may still be reviewed by the County to check for compliance with any related local government ordinances. Any State reviewed Plat/CSM will not be subject to the County's Review Fee. The Council discussed when a plat is required to be reviewed by Plat Review. Johns explained that any plat consisting of 5 or more lots, that are 1.5 acres or less, are required to be reviewed by Plat Review. Avoles commented that the County's Corporation Counsel has indicated that the revision of the Review Ordinance would not require a public hearing process and would be covered by posting of the agenda's for the Council and County Board meetings. **Motion by Olerud/Williams to approve forwarding the revised CSM/Plat Review Ordinance to the full County Board at the June meeting. Motion carried.**

7. **Audience to Visitors:** none.
8. **Confirm Next Meeting Date:** The next meeting was set for Tuesday, June 11th, 2019 at 10:00 am in the County Board Room.
9. **Adjourn: Motion to adjourn at 10:38 am by Rae/Olerud. Motion carried.**

Minutes Respectfully Submitted by: Taylor Voegeli and Doug Avoles