

## Land Information Committee Meeting Minutes

Land Information Office, Courthouse Annex Room 310

July 30, 2019

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**Members Present:** Frank Easterday, Chair; Mary Rae; Laurence Johns; Ben Wojahn; Dawn Nemec; Dave Eggen; Dave Williams

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

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1. **Call to Order:** The meeting was called to order by Easterday at 10:05 am.
2. **Public Notice Affirmation:** Avoles confirmed proper notice and posting.
3. **Review Proceedings of Previous Meeting:** Minutes from the June 11, 2019 meeting were presented and reviewed. **Motion by Eggen/Rae to approve the minutes. Motion carried.**
4. **Review and Approve Vouchers for Payment:** Vouchers for July totaling **\$13,630.32** were reviewed. **Motion by Williams/Eggen to approve the vouchers. Motion carried.**
5. **General Reports From Departments Managing Land Information:**
  - Land Information Fund Report: Hanson was not present, Avoles presented the report via email from Hanson. The Land Information pool balance is **\$159,721.55**. The auditor journal entries still need to be taken out of that total; Nancy McDowell is out of the office and will take care of that when she gets back.
  - 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 423 real estate documents recorded; for June 2019, with a total of **\$2,961.00** sent in to the State, and **\$3,376.00** retained by the County for the Land Information Program.
  - Property Lister Report: Not present.
  - Zoning Office Report: Not present.
  - Land & Water: Wojahn reports the progress with the GCS tracking system as a work in progress. Wojahn discussed the position that he, Avoles, and the Valley Stewardship Network are working on creating. This position would be funded by Ho Chunk funds from last year and focus on watershed mapping and prioritizing areas for conservation efforts. Wojahn discussed a Federal Watershed Planning Grant submitted for the West Fork of the Kickapoo and the Coon Creek Watershed, each for \$750,000. Wojahn stressed how necessary this is for PL566 dam structures and their surrounding areas and that without a plan, you cannot move forward with a design or implementation. This portion of the grant is very competitive, but if awarded would be funded 100% by the grant. This grant would focus on modeling and water flow with variable dam size. As well as upland practices that could occur that would reduce impacts on the dams. Wojahn mentioned that should the study happen, there is no guarantee that the exact same dams go in the exact same place.
  - Dispatch Report/911 System & Addressing: Not present.
  - Surveyor Report: Johns reported that 18 CSM's have been recorded for June and 11 have been recorded for July. Johns explained the increase in public awareness to his services, some of which are under the assumption his position is to provide free survey practices within the county. Johns discussed how he handles them and directs them to the proper department/jurisdiction. It was mentioned that as the parcel mapping is getting finished up, more and more people are discovering issues they have with their property and neighboring properties, therefore the Land Information office is seeing more people and directing them to the proper authority. Johns explained how the Village of Coon Valley was unaware of having extra-territorial jurisdiction outside of their village limits for land division, the 1 ½ mile jurisdiction also extends into La Crosse County. The Village of Coon Valley is wanting to know who wrote the ordinance and how they can exercise and enforce in an area that is within La Crosse County. Johns stated he is in contact with the La Crosse County Surveyor over this matter. Johns is attending the Quarterly County Surveyors meeting Friday, August 2<sup>nd</sup>, 2019 in Neilsville, WI. Eggen entertained the idea of Johns doing survey work for the public, within the county, for the cost of the survey. Johns explained that this would result in more surveys than we have the resources for and that it would be a point of contention with the other private sector

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surveyors working within the county. He expressed his concern on time constraints, as the maintenance of section corners, in addition to reviewing and approving CSM's, is the current priority.

- **Land Information Office Report:** Avoles reported that the county wide parcel mapping project is finishing up, with only a few sections remaining. Toward the end of August we will be submitting a final request for reimbursement from the FEMA grant that has been funding a significant amount of our parcel mapping work over the past several years. He stated that in the original grant approximately \$42,000 was budgeted for the village mapping project. However the contract with ProWest came in between \$25,000 - \$26,000. After speaking with the WEM administrator, Avoles was informed that we could request reimbursement for work on village parcels that needed to be adjusted after delivery by ProWest. This will amount to an approximately \$16,000 in additional reimbursement that was not anticipated. Avoles also presented the County's annual WI Land Information Program (WLIP) Grant & Retained Fees Report that he submitted to the WI Dept. of Administration (WI DOA) in June. This annual report is required to be submitted by all Wisconsin counties by June 30<sup>th</sup> every year. Avoles explained that the report consists of estimates and is used by the WI DOA to gage the progress of land record modernization within the State. The report shows a total of \$150,040.00 in WLIP funds obtained for 2018. This total consisted of \$109,112.00 in WLIP grants and \$40,928.00 in WLIP retained recording fees.

6. **Land Information Budget:** Avoles distributed copies of the 2020 Land Information Office Budget. He explained that the levy portion of the budget is the same as in 2019 as instructed by the Finance Committee and that the remainder of the funding for the LIO budget comes from WLIP funds. Budgeted revenues consist of projected carry over grant reimbursement revenue of **\$23,862.00**; the second half payment of the 2019 WLIP Strategic Grant **\$18,600**; an estimated amount of **\$45,000** from the upcoming 2020 WLIP Strategic Initiative Grant; an estimated amount of **\$60,000** from the upcoming 2020 WLIP Base Budget Grant; an estimated amount of **\$40,000** from WLIP Retained Recording fees; **\$1,000** from the 2020 WLIP Training Grant; estimated **\$500** from the sale of products/services; estimated **\$500** in interest; an estimated **\$1,200** from CSM/Plat review fees; a levy request of **\$63,602**; and **\$16,500** from carry over funds resulting from the County Surveyor not taking county health insurance in 2019. Budgeted expenditures consist of **\$83,825** for the GIS Coordinator position salary and benefits; **\$55,785** for the GIS Technician position salary and benefits; **\$53,850** for the County Surveyor position salary and benefits; **\$34,240** towards the 2020 aerial photography project; **\$3,310** for registrations/training/lodging/meals to attend WLIA and Surveyors Conferences & meetings; **\$23,950** for computer & software support; **\$40** for telephone; **\$11,964** for PLSS maintenance supplies and bounty payments; and **\$3,800** for County Surveyor vehicle repairs/maintenance/fuel. The total LIO 2020 requested budget is **\$270,764** which includes **\$63,602** of property tax levy. **Motion by Rae/Williams to accept the 2020 Land Information Office Budget. Motion carried.**
7. **Letter of Intent to Participate in the 2020 WROC Aerial Imagery Project:** Avoles presented a letter of intent which will be submitted to Ayres Associates, confirming Vernon County's intent on participating in the 2020 Wisconsin Regional Orthoimagery Consortium (WROC) program. To participate in this project the county will need to contract with Ayres Associates later this fall for aerial imagery acquisition that will occur in the spring of 2020. This letter allows Ayres Associates to show commitment to other agencies, in hopes of gaining additional state and federal funding. **Motion by Eggen/Williams to approve sending the letter of intent to participate in the 2020 WROC Aerial Imagery Project. Motion carried.**
8. **Notice/Solicitation for Interest in Citizen Position on Land Information Council:** With the passing of Hugh Harper, the position for a Citizen at Large on the Land Information Council has opened. Per Ron Hoff with the Vernon County Clerk's office, there is no specifications on solicitation. Therefore, the Land Information Council can put an ad in the paper or solicit people they may know to fill this position. Avoles mentioned writing up and handing out information/forms to people who may be interested; Wojahn mentioned a press release to gain interest in this position. The end of September is the goal for obtaining interest from the public for this position.
9. **Audience to Visitors:** None.
10. **Confirm Next Meeting Date:** The next meeting was set for Tuesday, September 10<sup>th</sup>, 2019 at 10:00 am in the County Board Room.
11. **Adjourn: Motion to adjourn at 11:35 am by Rae/Eggen. Motion carried.**