

Land Information Committee Meeting Minutes

Land Information Office, Courthouse Annex Room 310

October 8th, 2019

Members Present: Frank Easterday, Chair; Garrick Olerud; David Eggen; Mary Rae; Rachel Hanson; Laurence Johns; Ben Wojahn; Dawn Nemec; Ashley Oliphant; Tim Dahlen

Others in Attendance: Doug Avoles, LIO

1. **Call to Order:** The meeting was called to order by Easterday at 10:11 am.
2. **Public Notice Affirmation:** Avoles confirmed proper notice and posting.
3. **Review Proceedings of Previous Meeting:** Minutes from the July 30, 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 October totaling **\$39.80** were reviewed. **Motion by Rae/Wojahn to approve the vouchers. Motion carried.**
5. **General Reports From Departments Managing Land Information:**
 - Land Information Fund Report: Hanson reported that the Land Information pool balance is **\$81,606.05**. The report listed September expenses of **\$12,916.94**.
 - 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 479 real estate documents recorded; for Sept 2019, with a total of **\$3,353.00** sent in to the State, and **\$3,832.00** retained by the County for the Land Information Program.
 - Property Lister Report: Dahlen reported that he has been working to get the main batch of splits out to the assessors to split values of split parcels before tax bills are run this year. He also commented that he had recently attended the annual Real Property Lister's State meeting.
 - Zoning Office Report: Oliphant reported that the Zoning Office is working with the Land Information Office and GCS to have floodplain/hydraulic shadow information become more visible on the County GCS Portal website where the general public and real estate professionals access parcel records. Oliphant showed the Council a printout of the screen image of the GCS Portal page where the floodplain/hydraulic shadow notifications are planned to be displayed. The Land Information Office will also be assisting them with creating a list of parcels falling within the floodplain from which affidavits can be recorded that will provide an additional notice to property owners, potential buyers, and title professionals that these properties are subject to floodplain and floodplain zoning. Rae asked about the difference between the floodplain and hydraulic shadow. Oliphant explained that the floodplain is defined by FEMA and that the hydraulic shadows are areas designated below the PL566 Dams in the county that would potentially flood if the dam breached. A lengthy discussion followed about some of the specific situations being dealt with following the dam breaches that occurred in the early fall of 2018; as well as a discussion about sanitary permit citations being fought by some of the Amish community. A trial regarding these citations will be coming up. Olerud explained a need for more communication between the towns and the County on issuing building permits. Many of the towns have issued building permits without being aware of or informing the property owners that they need to check with the County Zoning Office about floodplain/hydraulic shadow requirements. There have been several situations where structures had to be removed or are being required to be removed because they are in the floodplain/hydraulic shadow.
 - Land & Water: Wojahn reported that a staff group has been formed to look at multi-faceted integrated flood mitigation needs and planning for the County and that they would be meeting tomorrow. He further explained that flooding in the county has impacts on several departments including Highway, Zoning, Land Conservation, Land Information, Emergency Management, and the Grants Office. A cooperative effort is needed to work toward finding ways to lessen the impact of future flooding events on County resources, county communities, and the citizens of the County. The intent is that this group will continue to meet on a regular basis and maintain communications on activities being planned and implemented to work toward the overall goal of reducing the impacts of flooding within the county.
 - Dispatch Report/911 System & Addressing: Not present.

Official Copy – Approved at the January 14th, 2020 Meeting

- **Surveyor Report:** Johns reported that he has been working on section corner maintenance and has been a little behind on his planned schedule due to the recent rains. He stated that he has reviewed 3 CSMs in the last month and 4 in the month of August. Four of these were recorded in September.
- **Land Information Office Report:** Avoles reported that the final request for reimbursement from the FEMA grant for completing the parcel mapping work under that grant has been submitted. We will be receiving a check for just over \$45K shortly. Avoles also reported that he has started to work on developing the new public GIS web map. With the new web mapping technology, he plans to create multiple web maps with different focuses for the various groups of land information users. He is hoping to roll out the new web maps when the new County website is in place. Avoles also explained that he had received a report on the results of the address update efforts he participated in earlier as part of the Census Bureau's LUCA program. As part of this effort Avoles had added about 1,300 addresses to the Census Bureau's address list for the County. Based on the report only 91 of the new addresses submitted were not accepted.

6. **2020 Land Information Budget Update:** Avoles explained that the Clerk's Office had informed him that some of the projected 2019 carry-over revenue was not eligible to be used for the 2020 LIO budget and therefore he needed to make an adjustment to the budget. After revising, the overall 2020 LIO budget was reduced to **\$260,372**. The property tax levy portion of the budget remained the same at **\$63,602**. Avoles stated that the Council did not need to act on this item because it was a reduction from the originally approved and submitted LIO budget and that the revised budget had already been approved by the Finance Committee.
7. **Approval to Participate in 2020 USGS 3DEP LiDAR Project & Grant Application:** Avoles explained that Vernon County is eligible to be included as one of the area counties in a grant application being submitted to the USGS by the WI Dept of Administration Geographic Information Office (GIO) and Ayres for a 2020 3DEP LiDAR project. Since 2015 groups of WI counties have been successfully applying for this grant through the WI DOA GIO. The USGS Grant basically covers half of the 3DEP project cost. If the grant is successful, Vernon County may need to contribute approximately \$86,963 toward the project. Avoles stated that about \$30,000 of this would come from WLIP program funding, but that the remaining amount would need to come from other sources (e.g. grants, Ho-Chunk funds, levy). The grant application is being submitted by the end of the month and to participate Avoles explained that he needed to submit a form indicating the County's commitment to participate in the project before the 18th of the month. Avoles also explained that he had been to the September 19th Finance Committee meeting to discuss and make them aware of the project, but had not asked for a commitment of funding at this time. Wojahn commented that either through grants, several departments that use this information, NRCS partners, and/or Ho-Chunk funding we are confident that we can come up with funding if needed. **Motion by Eggen/Rae to Approve Participating in USGS Grant Application and 2020 3DEP LiDAR Project. Motion carried.**
8. **2020 Wisconsin Land Information Program Grant Application:** Avoles presented the 2020 WLIP Grant Application to the Council. The grant application consists of a \$1,000 Training and Education component, a Strategic Initiative component, and a Base Budget component. The \$1,000 Training and Education money is used by the County GIS staff to attend the WLIA Annual Conference and Regional meetings. The Strategic Initiative component will be applied towards partial funding of the 2020 WROC Project (\$21,600) and partial funding toward the 2020 3DEP LiDAR Project. The Base Budget component will go towards the following projects or items: \$18,100 for annual GIS software licensing/on-line portal for providing tax and assessment information to the public/computer workstation; \$12,800 for on-going LIO administrative and management activities; \$16,000 towards an in-house disaster/flood damage mapping project; and \$14,156 toward LIO data maintenance activities associated with parcels/addresses/road centerlines/zoning/administrative boundary GIS data layers. The total amount Vernon County is eligible for and is applying for in the grant is \$102,056. **Motion by Wojahn/Eggen to Approve Submittal of the 2020 WLIP Grant Application. Motion carried.**

9. **Notice/Solicitation for Interest in Citizen Position on Land Information Council:** Avoles presented a draft announcement for the Citizen At Large position on the Land Information Council. Avoles explained that this specific position is not Statutorily required by the WLIP, however, it is a position that is included in the County's committee description. A lengthy discussion was held on how best to solicit interest, on the point that any individual that would be interested should have some background and/or experience with land information and the WLIP, and/or if we really need to have the position given the size and spectrum of the Council already. **Motion by Eggen/Rae to Advertise for the Position.** Olerud asked for a roll call vote. A roll call vote was called by Easterday. Voting **Yes** were: **Rae, Eggen, Dahlen, Oliphant, Johns.** Voting **No** were: **Nemec, Hanson, Wojahn, Olerud, Easterday.** **Motion Failed on Tie Vote.**
10. **Audience to Visitors:** None.
11. **Confirm Next Meeting Date:** The next meeting was set for Tuesday, December 10th, 2019 at 10:00 am in the County Board Room, but may be cancelled if there are no action items to act on.
12. **Adjourn: Motion to adjourn at 11:25 am by Olerud/Eggen. Motion carried.**

Minutes Respectfully Submitted by: Taylor Voegeli and Doug Avoles