

Land Information Committee Meeting Minutes

County Board Room, Courthouse Annex & Via WebEx meeting

June 9th, 2020

Members Present:	Frank Easterday, Chair	Dave Williams, Vice Chair,	Mary Rae
	Kay Stanek	Kyle Semke	Rachel Hansen
	Ben Wojahn	Dawn Nemec	Tim Dahlen
	Laurence Johns	Ashley Oliphant (10:37am)	Bruce Olson

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

- 1. Call to Order:** The meeting was called to order by Easterday at 10:10 am.
- 2. Public Notice Affirmation:** Avoles confirmed proper notice and posting.
- 3. Introduction of Council Members:** All physically present introduced themselves to the new committee members: Kay Stanek and Kyle Semke
- 4. Review Proceedings of Previous Meeting:** Minutes from the January 14th, 2020 meeting were presented and reviewed. **Motion by Williams/Semke to approve the minutes. Motion carried.**
- 5. Review and Approve Vouchers for Payment:** Vouchers for June totaling **\$86,786.81** were reviewed. **Motion by Williams/Stanek to approve the vouchers. Motion carried.**
- 6. Land Information Fund Report – Treasurer:** Avoles reported for Hanson that the Land Information pool balance as of May 30th, 2020 is **\$112,246.07**. The report listed May expenses being **\$45,526.29**.
- 7. Document Recording Numbers/WLIP Retained Fee Report - ROD:** Nemec distributed a report showing the current and historical recorded documents. There was a total of 618 real estate documents recorded in May; with a total of **\$4,326.00** sent in to the State, and **\$4,944.00** retained by the County for the Land Information Program. (There were 1,812 documents recorded from January 1st to April 30th with \$12,684 going to the State and \$14,496 retained by the County). Nemec reported the spike in document recordings is likely due to refinancing, more home sales, and properties being put into Trusts. Nemec also reported an increase in electronic recording to 55%, versus 26% 1 year ago. She encouraged watching a WI ROD Association video that can be found on the Vernon County Register of Deeds webpage, showing and explaining what ROD's do on a daily basis. Nemec shared the declaration of WI ROD week to be June 7th – 13th, declared by Gov. Tony Evers. There was a GCS update in May that led to glitches for internal and external users, overall it is useable again, but some issues are still being worked out. Nemec has been actively searching for other software companies that would be better for ROD needs; lack of funding appears to be the biggest hurdle moving forward.
- 8. Amendment of 2020 Budget to Include Rev/Exp from USGS 3DEP LiDAR Grant:** Avoles reported the \$86,664.00 Ayres Associates expense was not initially included in the budget as the USGS 3DEP LiDAR Grant was not applied for and awarded until after the budget was finalized. The County's auditor directed Avoles to have the USGS 3DEP LiDAR Grant shown as 2020 revenue/expense on the 2020 LIO Budget so it could be tracked appropriately. Avoles asked for a motion to take this budget amendment to the Finance Committee. **Motion by Wojahn/Williams to amend the 2020 Land Information Budget to show the \$86,664.00 grant amount as 2020 revenue/expense and to forward it to the Finance Committee for approval. Motion carried.**
- 9. Land Information Office 2021 Budget Discussion:** Avoles gave a brief overview of the Land Information Office and its history and development for new committee members. WLIP Funding and Other Revenue include Retained fees and Base budget grant, training and education grant, part of 2nd half of base LiDAR cost (from 2020 and 2021 Strategic Initiative grant), map and data orders, and interest from LIO pool account totaling **\$170,320.00**. *Known* WLIP/LIO 2021 expenses include the GIS Coordinator and Technician salary/benefits package, the 2nd half of the LiDAR payment, WLIA conference/meetings (GIS Coord), annual ESRI software license/support, workstation computer, and miscellaneous office expenses totaling **\$246,574.50**, therefore making a **\$76,254.50** shortfall of WLIP and Non-Levy Funding going into 2021. *Proposed* 2021 LIO expenses include WLIA conference/meetings (GIS Tech), ArcGIS Server License upgrade, color office printer/copier/scanner, and 3 new office chairs totaling **\$10,300.00** therefore making the total shortfall **\$86,554.50**. (Could be \$96,554.00 if the WLIP Strategic Initiative grant is lowered to \$40,000 versus \$50,000, this depends on the Statewide recording fees). There is \$18,344.50 needed to cover the base LiDAR payment, Avoles was hopeful of a NRCS contribution/USGS grant to cover this, therefore making the shortfall \$57,910.00. If that contribution falls

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through, he would seek Ho Chunk funding. The cost of an ArcGIS Server License upgrade is \$8,500.00; this upgrade would increase storage capacity, performance speed, allow for more editors at one time, along with countless other advantages. This upgrade would increase the annual ArcGIS Licensing/Software support to \$16,100.00 from the previous \$13,600.00. Options discussed in regards to the shortfall included cutting a position or submitting a Ho Chunk request. Wojahn suggested drafting a resolution and having each department that benefits from LiDAR review and approve it before approaching the Finance Committee for a Ho Chunk request for the rest of the LiDAR cost, Avoles agreed. Avoles discussed the County Surveyor being a levied position and directed the meeting to the handout showing costs associated with the position and PLSS corner maintenance. Total estimated cost to have a fulltime County Surveyor for 2021 is \$66,125.00. Needs within the next 2 years for this position include a Survey Grade GPS unit, a truck for the County Surveyor, 2 tablets for set-up/testing/implementation of mobile data collection apps, and a large format scanner totaling an estimated \$73,000.00. Wojahn questioned the need for a new truck as he thought the old LWCD truck that is currently available would suffice. Johns explained his concern with usability as there is currently an exhaust leak, the inability to install a drill (needed for work that falls within paved roadways), and switching equipment back and forth between his personal truck and the available LWCD truck. Johns has been using his personal truck for county surveyor related tasks, he is not collecting a mileage payment for that. **Motion by Wojahn/Semke to submit requests for Ho Chunk funding to the Finance Committee for the ArcGIS Server License upgrade of \$8,500 and the remaining cost of the LiDAR payment and additional enhancements up to \$50,000, not to exceed \$58,500 in total. Motion carried.**

10. **Public GIS Web App:** Avoles presented a brief demonstration of the ArcGIS Web Map Application, highlighting the main functions and features. The Application can be found on the Land Information home page and accessed by the Land Information & GIS Maps quick link on the Vernon County home page or looking for 'Land Information - GIS' under the Departments tab.
11. **Audience to Visitors:** None.
12. **Confirm Next Meeting Date:** The next meeting is set for Tuesday, July 14th at 10:00 am in the County Board Room.
13. **Adjourn: Motion to adjourn at 11:30 am by Semke/Johns. Motion carried.**

Minutes Respectfully Submitted by: Taylor Voegeli