

Land Information Committee Meeting Minutes

County Board Room, Courthouse Annex & Via WebEx meeting

October 13th, 2020

Members Present:	Frank Easterday, Chair	Dave Williams , Vice Chair	Mary Rae
	Kay Stanek	Kyle Semke	Rachel Hanson (left @10:40)
	Ben Wojahn	Sandy Favor (left @10:40)	Tim Dahlen
	Laurence Johns	Ashley Oliphant (10:32)	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 10:25 am.
- 2. Public Notice Affirmation:** Avoles confirmed proper notice and posting.
- 3. Review Proceedings of Previous Meeting: Motion by Johns /Stanek to approve the minutes. Motion carried.**
- 4. Review and Approve Vouchers for Payment:** Vouchers for August/September totaling **\$184.61** were reviewed. **Motion by Wojahn/Johns to approve the vouchers. Motion carried.**
- 5. Land Information Fund Report – Treasurer:** Hanson reported that the Land Information pool balance as of Sept 30th, 2020 is **\$65,743.61**. The report listed September expenses being **\$15,980.89** and income as **\$4,915.20**.
- 6. Document Recording Numbers/WLIP Retained Fee Report - ROD:** Avoles read the report showing the current and historical recorded documents. There was a total of 669 real estate documents recorded in July, 648 recorded in August, and 608 recorded in September, with a total of **\$13,475.00** sent in to the State, and **\$15,400.00** retained by the County for the Land Information Program.
- 7. Approval of 2021 WLIP Grant Application:** Avoles handed out the 2021 WLIP Grant Application packet, consisting of three separate grant applications; the 2021 WLIP Training & Education Grant Application, the 2021 WLIP Strategic Initiative Grant Application, and the 2021 WLIP Base Budget Grant Application. The 2021 WLIP Training & Education Grant Application award eligibility of \$1,000.00 would be used for attending WLIA sponsored conferences/meetings/training sessions. If 2021 WLIA in-person meetings continue to be cancelled due to Covid, the funding will be used for online ESRI courses. The 2021 WLIP Strategic Initiative Grant Application award eligibility of \$50,000.00, in comparison to \$40,000.00 last year (due to the increased amount of document recordings Statewide), would be used to cover staff time for preparing parcel data submission (\$6,800.00), partial funding for 2020 Orthoimagery acquisition (\$3,200.00), and partial funding for 2020 3DEP LiDAR acquisition (\$40,000.00). The 2021 WLIP Base Budget Grant Application award eligibility of \$51,936.00 would be used for GIS and GCS Web Portal software licensing and support (\$19,100.00), ongoing LIO operational costs (\$14,100.00), dataset maintenance (\$16,236.00), and for the purchase of a large format color scanner (\$2,500.00). **Motion by Stanek/Wojahn to approve the 2021 WLIP Grant Application. Motion carried.**
- 8. Realtor and Citizen Land Information Council Member Positions Announcement:** Avoles distributed an announcement for Positions on the Vernon County Land Information Council. Per Nikki Swayne, Vernon County Corp Counsel, the Land Information Committee must advertise for the Interested Citizen and Realtor committee member vacancies. Avoles stated he'll get the announcement to Ron Hoff, Vernon County Clerk, for distribution, as well as the local newspaper for a public service announcement. Interested persons may submit a brief letter of interest to Doug Avoles by Friday, November 20th, 2020. Oliphant suggested sending the announcement to Christina Dollhausen, Vernon County Economic Development & Tourism Coordinator, for posting on various social media sites.
- 9. Land Information Office Reports-**
 - a. Budget update; Ongoing & Planned Activities:** Avoles reported the Land Information Office total budget for 2021 as being \$327,745.00. Due to the \$10,000.00 increase from the 2021 Strategic Initiative Grant, there was a roughly \$1,200.00 drop in levy request, making the total levy requested for LIO for 2021 being \$125,085.92. This levy amount will be used to cover the surveyor position and cover some of Avoles/Voegeli's employee package expenses. Avoles gave an update on this year's ongoing projects including: work on the Disaster Template he created for disaster events, in which demonstrations of said template have been given to various committees. Nyah Forkash (summer intern) worked diligently to enter data from the 2018 flood event, but with her going back to school, data entry has slowed. Although, due to a FEMA grant

Official Copy – Approved at the March 9th, 2021 Meeting

opportunity, it was advised to pause data entry on any event that has not been started yet, as this grant, if awarded, could help cover costs associated with data entry into the Disaster Template. Avoles, as well as a couple others, has been working jointly on completing and submitting this grant application before the January deadline. As part of fulfilling a portion of a 2019 grant application, a culvert inventory project will be started this fall, in hopes of closing out this grant application next year. Voegeli has been working on the trail's dataset for Vernon County Parks & Forests as well as mapping incoming and unmapped Plat of Surveys. Avoles will begin the new ArcGIS software download/installation within the next couple weeks.

- b. County Surveyor Report:** Johns reported having visited 70 Vernon County section corners so far this year, completing the Town of Coon, and currently doing work in the Towns of Christiana and Wheatland, Avoles aiding in some of these visits. Johns informed the group of a Datum Adjustment that will take place in 2024/2025. With that project, there are 22 elevation conversions that must take place within the county. This consists of two separate collections, 4 hours of observation each, at each of the 22 benchmarks. The benchmarks being points that have not had measurements taken within the past 10 years. These observations will help with the development of a transformation tool that can be used to convert elevations. So far, 13 benchmarks have been completed, within a week and a half time span. Johns has completed 26 CSM reviews so far this year, with an additional 2 CSM's currently being reviewed.
- 10. Audience to Visitors:** Wojahn gave a reminder about the Watershed Study being done in the area, and urged people to submit their comments and/or concerns via the West Fork Kickapoo (WFK) and Coon Creek (CC) Watershed Planning website, calling NRCS consultants directly, or mailing/dropping off comments at the Vernon County LWCD office. The deadline for public comment is October 20th, 2020.
- 11. Confirm Next Meeting Date:** The next meeting is set for Tuesday, February 2nd, 2021 at 10:00 am in the County Board Room.
- 12. Adjourn: Motion to adjourn at 11:00 am by Wojahn/Oliphant. Motion carried.**

Minutes Respectfully Submitted by: Taylor Voegeli