

MINUTES OF THE JEFFERSON COUNTY LAND INFORMATION COUNCIL

ROOM 203, COUNTY COURTHOUSE
311 S. CENTER AVE., JEFFERSON, WI 53549
8:30 A.M. ON WEDNESDAY, JULY 23, 2014

Andy Erdman, Staci Hoffman, John Jensen, Rob Klotz, Joanne Larson,
Todd Lindert, Jim Morrow, Steve Nass, Tracy Saxby, Mark Watkins,
Roland Welsch

- 1) Call to Order
The meeting was called to order by Chairman Erdman at 8:30 a.m.
- 2) Roll Call
Committee members in attendance at 8:30 were Erdman, Hoffman, Klotz, Larson, Morrow, Nass, Saxby, Watkins and Welsch. Deb Magritz of the Zoning Department was also present.
- 3) Certification of Compliance with Open Meetings Law Requirements
Erdman verified that the meeting was being held in compliance with open meetings law requirements.
- 4) Review of Agenda
No changes were proposed to the agenda.
- 5) Council Organization
Erdman reported that he had spoken with Blair Ward, Corporation Counsel, on this issue. Currently, County Board rules do not give real guidance on the issue of reorganization, so Ward will bring this up to the Legislation and Rules Committee. Motion by Nass, seconded by Hoffman to leave the organization of this group as is until such time as instructed to do otherwise. Motion carried on a voice vote with no objection. Motion by Klotz, seconded by Nass to leave the choice of how to reorganize up to the Administration and Rules Committee; motion amended to include a recommendation that the real estate position be appointed/reappointed every two years. Motion carried on a voice vote with no objection.
- 6) Public Comment
There was no public comment.
- 7) Approval of July 23, 2013 Meeting Minutes
Motion by Hoffman, seconded by Welsch to approve the minutes as presented. Motion carried on a voice vote with no objection.
- 8) Communications
A copy of the aforementioned email from Ward to Erdman was handed out to those present.
- 9) Review of and Possible Action 2014 Land Records Modernization Projects
 - a) 2013 Land Information Program revenues
Erdman reported that revenues in 2014 are down about 40% each month from last year's figures. Revenues were initially anticipated to be \$128,000, but based upon the last six months of 2013 and the first six months of 2014, the new

estimate is \$98,500. Hoffman added that recordings are down about 2,200 documents from last year at this time.

- b) Internal/Public GIS Interface Replacement Project Report
The project was finished in the spring. Training sessions have been held and local official training will take place on August 30. Discussion took place regarding GIS needs for select employees.
- c) Management Information System (MIS) – Jwalk and Subscription Service Replacement Project Report
Erdman reported that the old software was not able to run the newest version of Java, so change became necessary. The replacement was completed around September.
- d) One time pay as you go search for Register of Deeds documents update
There is \$12,000 in the budget for this project. Different options are being explored with MIS. Register of Deeds Direct is one option that seems to work with home-grown systems like ours. However, there is the possibility of losing our current monthly subscribers if we go with this type of system.
- e) Public internet access to property surveys, government monument and other land records such as permits that fall under the general open records statutes Erdman explained. Work is being done to set up a system where people can do the searching and printing themselves. This is close to being completed.
- f) Tax roll scanning project
The project is completed but not loaded in yet. Forty-thousand dollars was budgeted, but the last invoice brought the cost up to \$58,000 because there were about three times as many pages scanned as were anticipated. The County Administrator was consulted, and his direction was to finish the project.
- g) Base Station Global Positioning System (GPS) replacement
Morrow has two base units. Though one can be used, using two provides a little more accuracy. The thought is to replace one for around \$10,000 utilizing a state contract. There is \$20,000 in the 2014 budget for this.
- h) GIS and Document imaging server replacement
No discussion
- i) Large format scanner/copier/printer purchase
A replacement unit was purchased from West Allis Blueprints for \$8,500; \$12,000 had been budgeted for this purpose.
- j) Cyber Security of Land Information Websites and Records
Due in part to recent hackings, MIS has is an ongoing budget of \$23,000-\$24,000 to have an annual review by an outside company. Vulnerabilities in various areas are being reviewed.

10) Review and Possible Action on the 2015 Land Information Program Proposed Budget

- a) Revenue and grant eligibility projections
The County retains \$8 from most documents recorded. We are eligible for a \$1,500 grant for 2015 and a \$1,000 education grant is available to all counties.

There was discussion regarding a new parcel numbering system through the Department of Administration. There may be opportunities for an additional \$50,000 grant.

Erdman further explained line items on the budget worksheet handout. He would like to develop a new GIS application to make land information available on tablets and possibly even smart phones out of the consulting account. Erdman noted that document imaging costs are split between non-land records-related and land records-related departments. Nine computers are planned for replacement. WLIA registration fees were also discussed. Motion by Hoffman, seconded by Saxby to increase the budgeted amount for registrations by \$600 to pay the registration for Kelly Stade, Julianne Janny and Hoffman to attend a two-day Title Examiner Course in Madison, and to reduce the consulting budget by the same amount. Motion carried on a voice vote with no objection.

b) County-wide Orthophotography and Wisconsin Regional Orthophotography Consortium (WROC)

Erdman reported that there are plans for a 2015 flight to update the current air photos. This will be done at a 6-inch pixel resolution, at a cost of \$60,000. Ayres and Associates in conjunction with Aerometric have been our vendors for recent flights.

c) Upgrade GIS and Document Imaging VM Server to MS Server 2012 Software
The County is currently running 2008 software, and Erdman would like to update that at a cost expected to be \$9,200.

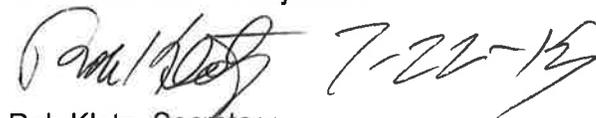
Motion by Nass, seconded by Klotz to approve the amended budget. Motion carried on a voice vote with no objection.

11) Discussion and Possible Action on setting a yearly date for the Land Information Council Budget Review meeting.

The next budget review is scheduled for July 22, 2015. Erdman will contact Council members about a month in advance at which time they will let Erdman know if that date does not work for them.

12) Adjourn

Motion by Hoffman, seconded by Welsch to adjourn at 9:44 a.m. Motion carried on a voice vote with no objection.



Rob Klotz, Secretary

If you have questions regarding these matters, please contact the Land Information Office at 920-674-7254.

The Council may discuss and/or take action on any item specifically listed on the agenda.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so that appropriate arrangements can be made.