

**AGENDA**  
**JEFFERSON COUNTY LAND INFORMATION COUNCIL**

ROOM 203, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30 A.M. ON WEDNESDAY, DECEMBER 16, 2015

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
- 2) Roll Call
- 3) Certification of Compliance with Open Meetings Law Requirements
- 4) Review and Approval of Agenda
- 5) Public Comment
- 6) Approval of July 22, 2015 Land Information Council Meeting Minutes
- 7) Communications
- 8) Discussion and Possible Action on the Draft Jefferson County Land Information Plan Review
- 9) Adjourn

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

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.

# MINUTES

## JEFFERSON COUNTY LAND INFORMATION COUNCIL

ROOM 203, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30 A.M. ON WEDNESDAY, JULY 22, 2015

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 Erdman at 8:30 a.m.
- 2) Roll Call  
All Council members were in attendance with the exception of Todd Lindert and Nass. Peter Herried, Grant Administrator for the Department of Administration (DOA) and Deb Magritz of the Zoning Department were 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 and Approval of Agenda  
Motion by Hoffman, seconded by Jensen to approve the agenda as presented.  
Motion carried on a voice vote with no objection.
- 5) Public Comment  
There was no public comment.
- 6) Approval of July 23, 2014 Land Information Council Meeting Minutes  
Motion by Hoffman, seconded by Welsch to approve the minutes as presented.  
Motion carried on a voice vote with no objection. Erdman noted that the group may need to meet again in the fall to update the Land Records Modernization Plan.
- 7) Communications  
Erdman reported that a state-wide parcel map database will include owners' names for Jefferson County  
  
He referred to an email from Michael Friis of DOA regarding grants, including comment on a 20% local match for Strategic Grants and key deadlines.  
  
Erdman also noted correspondence regarding the formation of a State Land Information Council.
- 8) Retained Fee and Grant Report for 2014  
A \$1,000 Education Grant was received and \$89,400 in revenues was retained. Erdman listed project summaries and expenditures and gave explanation. Carry forward to 2015 was \$98,760.
- 9) Report on Tax Roll Scanning Project – Andy Erdman  
All of the tax rolls from the Treasurer's vault, some 1,500 books, have been scanned

and OCRd; they have been proven to be quite useful.

10) Discussion and Possible Action on Statewide Digital Parcel Map Initiative – Peter Herreid, Wisconsin Land Information Program Grant Administrator, Department of Administration

Herreid noted that there were very significant changes in 2013 with the passage of Act 20 and new directives. The Department is working toward a state-wide digital parcel map, and he gave examples of its use for DOA, DNR, DATCP, FPP and other state agencies as well as the private sector. The pilot project started in 2013 with federal grants. Part one is complete; part two, the Act 20 statewide parcel layer should be available next week. DOA is coordinating standardization of parcel information for counties to meet statutory requirements. The number of documents recorded were historically low in fiscal year 2014 (July 1, 2014 to June 30, 2015) which is a factor when determining grants available. Herreid spoke of grants available and gave a rundown of the four benchmarks used in awarding grants. Erdman noted progress toward those benchmarks. In response to Erdman's question about the 20% match required, Herreid answered that county staff in-kind time would qualify.

Steve Nass arrived at 9:05 a.m.

Herreid spoke of the need for a lot of work on the Public Land Survey System (PLSS) throughout the state. Counties will be allowed to come up with satisfactory completion of benchmarks and boundary gaps based upon their own needs. Hoffman asked Erdman where he felt Jefferson County stands on reaching these benchmarks. He answered that some additional fieldwork may be required. Sampling and checking of the monuments will be necessary to determine what percentage of compliance has been achieved.

11) Discussion and Possible Action on Proposed Education, Base Budget and Strategic Initiative Grants for 2016 – Peter Herreid

Erdman noted that Herreid had already covered much of this item, and reiterated that the benchmarks will have to be evaluated to see where we stand. Hoffman asked whether DOA is planning to give away any of the information for which Registers of Deeds charge, because that's what funds her office. Herreid replied that there are no plans for that, they are not asking for copies of deed documents, but that he will keep that in mind. He further noted that comments on the recommendations for benchmarks are being accepted through August 7, and they hope to have them out by October 1, 2015. There was more discussion on what the funds could be used for after the benchmarks were met, and the difference between a strategic initiative project and a base project.

12) Report and Discussion on 2015 Uniform Instructions for Land Information Plan Updates Due on December 29, 2015

Erdman noted that the focus will be on a three-year window, and what can be accomplished within that three years, though long-range projects can still be incorporated. Instructions have been updated to eliminate duplication and to provide examples of what is required. He asked Herreid how other counties are approaching plan updates. Herreid suggested that we ask other counties directly, since he only has basic information on this. To answer questions posed by Nass, Herreid answered that each county is eligible for a \$50,000 annually for strategic initiative grants to meet the benchmarks for the next two years. By the end of 2017, DOA wants Counties to provide the parcel information in a searchable format that can be integrated in a state-wide layer.

Erdman will keep the group informed on progress to the Land Information Plan update.

13) Report on Parcel Map Improvement Project – Andy Erdman

Work was begun in the early 1990s to convert the parcel maps, digitizing hand-drawn maps and fitting them into public land surveys. Systematic work has begun to update every section, every parcel. A possible use for one of the grants would be to hire a company to update our base maps.

14) Discussion and Possible Action on Proposed 2016 Land Information Program Budget – Andy Erdman

Erdman showed the budget worksheet for 2016 and explained each item. Document recordings are up a bit from last year; Larson reported that they've had a very active year in real estate. There was detailed discussion regarding various items, including the fact that there should be almost \$16,000 in reserve at the end of 2016. There was explanation and discussion on whether to do a \$60,000 grant. Motion by Nass, seconded by Jensen to accept the budget as presented; motion carried on a voice vote with no objection.

15) Progress Report on 2015 Aerial Photography Project

Erdman reported that photography was flown the third week of April when there was some leaf on. Erdman was pretty happy with the samples, though they were a bit dark. The vendor is working on lightening them. The product should be available in September when a more rigorous quality control review will take place.

16) Formation of a State Land Information Council by Wisconsin Department of Administration – Staci Hoffman

Hoffman explained that a twelve-member council is proposed to advise the DOA on use of monies in the Land Information Program, for allocation of grant funds, recommendation of projects for Initiative Grants, annual evaluation of the projects, assisting the DOA in identifying and obtaining funding, recommending guidelines and periodically reviewing statutes. Five members will be from the public sector, five from the private sector, a representative from State or Federal government Land Information Management and the state cartographer. Hoffman made a motion to recommend Jim Morrow to that council; Nass seconded, and the motion carried on a voice vote with no objection.

An annual meeting date was discussed, and July 20 was chosen for 2016.

17) Adjourn

Motion by Klotz, seconded by Jensen to adjourn. Motion carried on a voice vote with no objection, and the meeting adjourned at 10:35 a.m.

Rob Klotz, Secretary

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