

1 **LAND INFORMATION ADVISORY COMMITTEE**

2
3 Courthouse – Government Center
4 West Bend, WI

June 1, 2007
8:15 a.m.

5
6 **PRESENT:** Brian W. Bausch, Brian W. Braithwaite, John Capelle, Eric Damkot, Sharon
7 Martin, Kenneth Pesch, Carl Rowlands, Dale Schmidt, Scott Schmidt, and Debora Sielski.

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10 **ALSO PRESENT:** GIS Analyst/Technician Michael Vander Sanden, Land Resources Manager
11 Phil Gaudet, SEWRPC Representative Phil Evenson, Bonestroo representative Allen Schneider,
12 Bonestroo representative Paul Lohmiller, City of West Bend GIS Coordinator Peter Miller, and
13 Deputy Clerk Patricia Nysse.

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15 Chairperson Brian W. Bausch called the meeting to order at 8:17 a.m. and the Affidavit of
16 Posting was read.

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18 **MINUTES OF MARCH 30, 2007**

19 Moved by Ms. Martin, seconded by Mr. Pesch to approve the March 30, 2007, minutes. Motion
20 carried with Mr. Scott Schmidt making a correction on page 2, line 15 changing “The project
21 completion date was set for January 31, 2007 and then ~~moved~~ **delayed** to February 28, 2007.”

22
23 **WISCONSIN GIS COORDINATING COUNCIL UPDATE**

24 Mr. Damkot reported Wisconsin is planning to create a GIS Coordinating Council later this year
25 through Executive order. Moved by Ms. Sielski, seconded by Ms. Martin to accept the
26 Wisconsin GIS Coordinating Council Update Report. Motion carried.

27
28 **ADDRESS CLEARINGHOUSE AD-HOC COMMITTEE REPORT**

29 Mr. Braithwaite reported the Ad-Hoc Committee met on April 8, 2007, to discuss what is
30 necessary to get an address clearinghouse off the ground. A letter was sent to the municipalities
31 asking who is responsible for assigning addresses and who is responsible for forwarding this
32 information to Washington County. There have been ~~four~~ **ten** responses so far. With the
33 formation of this clearinghouse, municipalities will only have to send information to one spot in
34 the County. Many problems with addressing were identified and will be addressed in the future.
35 Moved by Ms. Martin, seconded by Mr. Pesch to approve the Address Clearinghouse Ad-Hoc
36 Committee Report. Motion carried.

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38 **DIGGERS HOTLINE PLAT MAPPING WORKFLOW REQUEST**

39 Mr. Damkot stated that Diggers Hotline presently acquires their address information from an
40 international company. Diggers Hotline would like to use local data. They are piloting a project
41 that includes all of Southeast Wisconsin and Dane County. Moved by Mr. Braithwaite, seconded
42 by Ms. Martin to approve the Diggers Hotline report. Motion carried.

43
44 **LOCAL UPDATE CENSUS ADDRESSES (LUCA) PROGRAM**

45 Mr. Damkot stated that the Census Bureau must get their address list updated so forms can be
46 sent out for the 2010 census. This LUCA program is similar to the program in 2000. This

1 program would like local governments to do quality control of the census address information.
2 There is no requirement that the County has to participate. Moved by Mr. Capelle, seconded by
3 Ms. Sielski to approve the Local Update Census Addresses (LUCA) Report. Motion carried.
4

5 **RETAINED FEES STATUS REPORT**

6 Mr. Damkot handed out the Retained Fees Status Report dated June 1, 2007. This report showed
7 an estimated balance December 31, 2007, of \$226,182.34. The Housing Data Internet
8 Distribution Account showed an estimated balance December 31, 2007, of \$70,254.22. Moved
9 by Mr. Pesch, seconded by Ms. Sielski to approve the Retained Fees Status Report dated June 1,
10 2007. Motion carried.
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12 **PROJECT UPDATES**

- 13 • **2007 Light Detecting and Ranging (LiDAR) Project**

14 Mr. Damkot stated the project is nearing the end stages.

- 15 • **Historic Photo Scanning**

16 Mr. Damkot stated he would report back at a future meeting. This project is taking
17 longer than planned. Mr. Damkot stated that he is happy with the work that he has
18 seen so far.

- 19 • **Federal Emergency Management Agency (FEMA) Flood Map Modernization
20 Program**

21 Mr. Damkot reported draft maps will be available the middle of August.

- 22 • **2006 Public Land Survey System (PLSS) Monument Maintenance Program
23 Recap**

24 Mr. Scott Schmidt reported that this project is again delayed. Draft deliverables were
25 received April 9, 2007, and staff randomly selected 6 benchmarks to inspect out in the
26 field. Of these, five were inspected and four had problems. Kapur and Associates are
27 now revisiting the monuments for the fourth time and hopefully this project will be
28 completed by the end of June and the data will be correct and useful when it is
29 received. Moved by Ms. Sielski, seconded by Ms. Martin to have staff randomly
30 select less than half dozen more points for checking. Motion carried.

- 31 • **2007 Register of Deeds Document Scanning Project**

32 Ms. Martin reported the vendor is on schedule. The Grantor/Grantee name indexes
33 were delivered and were within the 3% accuracy after a quality control check. The
34 vendor completion date should be approximately July 1, 2007. The County will
35 complete their portion of this project by Labor Day.
36

37 Moved by Ms. Sielski, seconded by Mr. Capelle to accept the five project updates. Motion
38 carried.
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40 The meeting recessed at 9:35 a.m. and reconvened at 9:42 a.m.
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42 **2007 PUBLIC LAND SURVEY SYSTEM (PLSS) MONUMENT MAINTENANCE 43 PHASE I PROJECT AWARD RECOMMENDATION**

44 Mr. Scott Schmidt stated this project would again be done in two phases. The scoring of the RFP
45 was changed since the 2006 project. There were eleven proposals that were reviewed by Mr.
46 Damkot, Mr. Scott Schmidt, and Mr. Braithwaite. Scoring was based on completeness of

1 proposal, project samples, experience and performance. The recommendation is to award the
2 project to Bonestroo. Moved by Mr. Pesch, seconded by Mr. Braithwaite to forward to PCPC, a
3 recommendation to award the 2007 Public Land Survey System (PLSS) Monument Maintenance
4 Phase I Project to Bonestroo. Motion carried.

6 **RECOMMEND EISENBAHN MONUMENTATION WORK PROGRAM**

7 Mr. Scott Schmidt stated that the County surveyed the railroad tracks before they were taken out.
8 The County now would like to put monuments back in to help surveyors along this rail corridor.
9 The City of West Bend will complete paving within 90 days, and the County would like to put
10 monuments in after the paving is complete. There are approximately 70 points to reset. Moved
11 by Ms. Martin, seconded by Ms. Sielski to move forward with the RFP process on the Eisenbahn
12 Trail Monument project. Motion carried with Mr. Pesch voting no.

14 **WASHINGTON COUNTY LAND INFORMATION PLAN 2005-2009 PROGRESS 15 REPORT**

16 Mr. Damkot presented a Land Information Plan 2005-2009 Progress Report dated June 1, 2007.
17 Moved by Mr. Scott Schmidt, seconded by Mr. Pesch to accept the mid-term Washington
18 County Land Information Plan 2005-2009 Progress Report. Motion carried.

20 **PRELIMINARY 2008 RETAINED FEES BUDGET DISCUSSION**

21 Mr. Damkot presented a preliminary list of 2008 Land Records Fees Projects. Included items are
22 GIS Office Expense-Recurring (\$5,940), Monument Maintenance-Recurring (\$50,000), Land-
23 Use Application Upgrade (\$45,000), Scan County Surveyor Files, and Address Administration
24 Application (\$10,000). Major potential projects on the horizon include Updated
25 Orthophotography (2010), Detailed Floodplain Studies, System to Perpetually Link Document
26 Numbers to Tax Keys, Update Digital Terrain Model (2015), and Planimetric Data. Possible
27 2008 Internet Records Fees Projects include Support/Enhance Existing Internet Mapping
28 Application-Recurring (\$7,070), and Real Estate Document Scanning 1830-1944 (\$80,000). Mr.
29 Pesch recommended a five-year program of projects be made to better make the decisions for the
30 2008 retained fees budget. Mr. Capelle wondered if there was enough time to develop a five-
31 year program. Ms. Sielski suggested that over the next 6 months this Committee develop a five-
32 year program, which would include input from the municipalities. Mr. Damkot stated that the
33 timing is really tight to get something comprehensive for this budget cycle.

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35 Moved by Ms. Sielski, seconded by Mr. Pesch that this Committee starts to work on a five-year
36 program, to be started no later than January, 2008. Moved by Ms. Sielski, seconded by Mr.
37 Pesch to amend the motion to include input from the municipalities that are interested in
38 discussing the five-year program, with the intent to finish the five-year program prior to the
39 budget request for 2009. Motion carried as amended. Moved by Mr. Capelle, seconded by Mr.
40 Pesch to make a recommendation to PCPC to approve the 2008 Internet Records Fees Projects
41 proposed to include Support/Enhance Existing Internet Mapping Application-Recurring (\$7,070)
42 and Real Estate Document Scanning 1830-1944 (\$80,000) as top priority. Motion carried.

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44 Sheriff Schmidt left at 10:47 a.m.

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1 **RECORDED DOCUMENT DEMONSTRATION**

2 Ms. Martin and Mr. Braithwaite presented a demonstration showing what the Register of Deeds
3 and the Real Property Lister does and how land records modernization and the moneys that are
4 generated have helped the document recording process.

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6 Ms. Sielski left at 10:52 a.m. Mr. Rowlands and Mr. Capelle left at 11:04 a.m.

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8 **NEXT MEETING**

9 The next meeting of the Land Information Advisory Committee will be Friday, July 13, 2007, at
10 8:15 a.m.

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12 **ADJOURNMENT**

13 Moved by Ms. Martin, seconded by Mr. Pesch to adjourn at 11:11 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk