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**WASHINGTON COUNTY  
LAND INFORMATION COUNCIL**

Courthouse - Government Center  
West Bend, WI

February 21, 2014  
8:15 a.m.

Present: Gerald Schulz, Brian Braithwaite, Eric Damkot, Katrina Hanson, Sharon Martin, Scott Schmidt, Debora Sielski, Paul Sebo, Marty Schulteis, and Tom Wondra. Excused: Brian Bausch, Justin Drew, and Jane Merten.

Also Present: GIS Analyst/Technician Michael Vander Sanden, GIS Analyst/Technician Karen Long, and County Clerk Assistant Timmerly Tamborino.

Chairperson Schulz called the meeting to order at 8:15 a.m. and the Affidavit of Posting was read.

**MINUTES**

Moved by Mr. Wondra, seconded by Ms. Sielski to approve the minutes of December 6, 2013, as presented. Motion carried.

**UPDATE ON THE REWRITE OF CHAPTER 5 OF THE ASSESSMENT MANUAL**

Mr. Braithwaite discussed the rewrite of Chapter 5 of the Department of Revenue Assessment Manual as a result of Act 10. Some of the changes to Chapter 5 are: exemption codes have been expanded, all parcels under an acre need an acreage size, all files have to be in xml format, and parcel numbers do not have to be changed.

*Mr. Braithwaite was excused at 8:28 a.m.*

**RETAINED FEES STATUS REPORT AND RETAINED FEES NON-LAPSES**

Mr. Damkot distributed and discussed a graph on Real Estate documents recorded for the years 1994 through 2013, along with final 2013 reconciliations for the Retained Fees Account and the Internet Account. The Retained Fees Status Report dated February 21, 2014, shows a January 1, 2014 balance of \$907,144.02, and an estimated December 31, 2014 balance of \$229,534.18.

**UPDATE ON 2013 SENATE BILL 394/ASSEMBLY BILL 506 (SURVEY BILL)**

Mr. Schmidt reported on 2013 Senate Bill 394 and its companion, Assembly Bill 506 (Survey Modernization Bill). The Assembly passed AB506 on February 13, 2014. The Senate Committee on Judiciary and Labor held a hearing on SB394 the same day. The next step is for the Senate Committee to take executive action, followed by scheduling on the Senate floor.

**PUBLIC LAND SURVEY SYSTEM (PLSS) MONUMENT MAINTENANCE PROJECT  
UPDATES**

2010 Phase II - Town of Erin, 2011 Phase II - Town of Jackson, 2012 Phase II - Town of Hartford, and 2013 Phase II - Town of Kewaskum

Mr. Schmidt distributed and reported on the re-bid amounts for Phase II for each township. This phase will be for updating the monument ties, reference benchmarks, and dossiers. K. Singh & Associates in Wauwatosa was the low bidder at \$84,899.81. The Phase II bids were awarded to K. Singh at the December 10, 2013 Planning, Conservation and Parks Committee meeting, along with the \$2,000 contingency as recommended by the Land Information Council on December 6, 2013. The contract was signed and approved on January 3, 2014, and the County has had two meetings with K. Singh to provide

1 the documents needed for the project, and to discuss the field work requirements. The contract has  
2 requirements of first performing work on monuments in low lying areas and monuments that were  
3 recently reset. K. Singh has submitted the work for the 11 monuments that were recently reset, and they  
4 are currently working on the 48 monuments in low-lying areas.

5  
6 **APPROVE WORK PLAN FOR 2014 PUBLIC LAND SURVEY SYSTEM (PLSS) MONUMENT  
7 MAINTENANCE PHASE I - TOWN OF ADDISON**

8 Mr. Schmidt reported the Town of Addison was selected as the next township for monument  
9 maintenance. The County will be letting bids in March, award the contract in April, begin work in May,  
10 and the anticipated completion date of Phase I is June of this year.

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12 Moved by Ms. Martin, seconded by Ms. Sielski to approve the work plan for the 2014 PLSS Monument  
13 Maintenance Phase I for the Town of Addison. Motion carried.

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15 **ON-GOING FLOODPLAIN MAPPING PROJECT UPDATES**

16 Upper and Lower Rock River Floodplain Update

17 Mr. Schmidt reported than on January 23, 2014, Dave Seils met with the DNR to review the recently  
18 completed Flood Risk Report dated December 1, 2013. In reviewing the DNR website, Mr. Schmidt  
19 noted that the WDNR Risk MAP project schedule was revised in February. The new schedule has the  
20 letter of final determination to be delivered to Washington County this fall, with the effective date in  
21 spring of 2015. On November 19, 2013, the County was informed that the letter of final determination  
22 was to be expected this spring. Mr. Schmidt will continue to work with the DNR to determine the cause  
23 for the delay and see if there is any possibility to expedite the process.

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25 Cedar Creek

26 Mr. Schmidt reported at the last meeting that Mach IV should have had the project completed by the end  
27 of January; however, at the end of January, Mach IV stated they would not have the work completed on  
28 time. Mach IV has submitted the surveying information for the entire watershed, and that has been  
29 reviewed and approved by the DNR as part of their QA/QC. Mach IV has submitted the mapping for  
30 the main stem of Cedar Creek, and staff is currently reviewing the new study. Mach IV is planning on  
31 having all final deliverables to the County and submitted to FEMA by the first week of May, 2014.

32  
33 **UPDATE ON RISK MAP EFFORTS IN THE MILWAUKEE RIVER WATERSHED**

34 Mr. Schmidt reported at the last meeting, that in October of 2013, FEMA was shifting their focus away  
35 from mapping and looking at identifying problem areas to mitigate. FEMA decided to have the DNR  
36 perform another round of discovery meetings with a focus on mitigation. The original discovery  
37 meeting report had only three areas depicted for mapping – the Milwaukee River in Newburg, and two  
38 tributaries in Kewaskum. Staff attended a re-discovery meeting on February 6, 2014, and the DNR will  
39 be meeting with FEMA in April in hopes of gaining knowledge as to the potential funding of any  
40 mapping in the Milwaukee River watershed. If funding is available, it will not become official until  
41 October of this year.

42  
43 **UPDATE ON PICTOMETRY FUNCTIONALITY AND LOCAL GOVERNMENT ACCESS**

44 Mr. Damkot discussed the Pictometry Functionality upgrades, including picking a specific image library  
45 and having the year not change as you zoom in and out. Users will also be able to add GIS layers on top  
46 of the oblique images. The County Attorney has approved the Local Government User Agreement and  
47 some local municipalities have signed up for access.

48

1 **2015 ORTHOPHOTOGRAPHY AND RELATED PRODUCTS DISCUSSION**

2 Mr. Damkot discussed the pictures of maps distributed at the meeting to show the clarity from a 12”  
3 pixel, 9” pixel and 6” pixel. SEWRPC is proposing that the regional product will be the 12” pixel for  
4 the 2015 ortho photo. There will be some federal money to offset that regional product, but no federal  
5 money to offset any buy-ups. Mr. Damkot will obtain orthophotography options and LiDar mapping  
6 pricing for the Land Information Council that can be included in the 2015 Retained Fees Budget.

7  
8 **MISCELLANEOUS PROJECT UPDATES**

9 Sanitation File Scanning

10 Mr. Damkot reported that in a previous Land Information Council budget, the Land Use Division  
11 requested \$45,000 to update their records. The project was ultimately split in half, with \$22,500 used to  
12 update the sanitary files. The remaining funds were put back into the Undesignated Retained Fees  
13 account. Most of the \$22,500 was spent on new software for tracking and maintaining records, and  
14 purchasing a scanner. Many of the sanitary permit files being scanned have actual plats of surveys that  
15 are signed and stamped by surveyors but are not in the County Surveyor’s files. Staff is working to add  
16 these to the Surveyor’s files.

17  
18 Land Use Zoning Files

19 Mr. Damkot explained that this project is the other half of the \$22,500 that was returned to the  
20 Undesignated Retained Fees account. The County’s zoning records are still on the old system and a  
21 presentation was given in January to the County Board with interest from some of the County  
22 Supervisors to scan the Land Use Zoning files for online use and to have this be a project on the future  
23 projects list.

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25 Address Update Notification System

26 Mr. Damkot reported the GIS Department is putting the finishing touches on a software program  
27 allowing local municipalities who assign addresses in the County, to be able to submit new addresses to  
28 the County online.

29  
30 **DISCUSSION OF THE WASHINGTON COUNTY LAND INFORMATION PLAN**

31 Mr. Damkot reported a Land Information Plan was completed in 2005, and in 2010. Language in the  
32 latest state budget requires that plan updates be completed every three years, with the first plan update  
33 required in 2017. General direction was given to Mr. Damkot to proceed and update the 2010 Land  
34 Information Plan prior to the next Land Information Council meeting.

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36 **NEXT MEETING**

37 The Washington County Land Information Council will tentatively meet on Friday, April 11, 2014, at  
38 8:15 a.m.

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40 **ADJOURNMENT**

41 Moved by Ms. Martin, seconded by Mr. Sebo to adjourn the meeting at 10:47 a.m. Motion carried.  
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