

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

**WASHINGTON COUNTY
LAND INFORMATION COUNCIL**

Courthouse - Government Center
West Bend, WI

November 16, 2012
8:15 a.m.

PRESENT: Gerald Schulz, Brian Braithwaite, Eric Damkot, Sharon Martin, Scott Schmidt, Katrina Hanson, Debora Sielski, Paul Sebo, Marty Schulteis, and Justin Drew.

EXCUSED: Janice Gettelman. **ABSENT:** Brian Bausch.

ALSO PRESENT: GIS Analyst/Technician Michael Vander Sanden, GIS Analyst/Technician Karen Long, Assistant Highway Commissioner Tom Wondra, City of West Bend GIS Analyst Mark Stram, 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 OF SEPTEMBER 7, 2012

Moved by Ms. Martin, seconded by Ms. Hanson to approve the minutes of September 7, 2012, as presented. Motion carried.

RETAINED FEES STATUS REPORT

Mr. Damkot distributed and discussed the Retained Fees Status Report dated November 16, 2012. This report shows an estimated balance December 31, 2012, of \$430,029.26, and an estimated balance December 31, 2013, of \$552,902.46. The Housing Data Internet Distribution Account shows an estimated balance December 31, 2012, of \$78,834.75, and an estimated balance December 31, 2013, of \$80,837.15. The Historic Tax Roll Scanning project budgeted in 2012 for \$75,000 will be non-lapsed into the 2013 budget.

PROJECT UPDATES:

• **Floodplain Mapping Projects**

Mr. Schmidt reported the Upper and Lower Rock River Watershed project add-ons contracted with CDM are on schedule with the DNR's project. Survey work on the Cedar Creek Floodplain Mapping project is approximately a third completed with 24 of the 88 stream miles completed. Hydrology through the DNR, will be completed in January or February, which is right on schedule.

• **2010 Public Land Survey System (PLSS) Monument Maintenance Program Phase II – Town of Erin**

Stantec is the contractor completing this project. Six hard copies of the dossiers are still needed before payment will be made.

• **2011 Public Land Survey System (PLSS) Monument Maintenance Program Phase II – Town of Jackson**

1 Capitol Surveying is the contractor for Phase II. Fieldwork is being conducted and
2 dossiers are starting to arrive.
3

4 • **2012 Public Land Survey System (PLSS) Monument Maintenance Program Phases I
5 and II – Town of Hartford**

6 Phase I was completed on time and within budget at \$3,180 with Continental Surveying.
7 Phase II was successfully negotiated with Capitol Surveying for \$26,730 making the
8 project total approximately \$30,000. Work will begin on Phase II right away.
9

10 **CONSIDER A WLIA GROUP MEMBERSHIP FOR WASHINGTON COUNTY**

11 Mr. Damkot mentioned each year the County pays \$50 for each employee to join the WLIA
12 Group. For 2013, WLIA is offering an unlimited group membership at a cost of \$150. This cost
13 will be paid out of the GIS Office Expense account section of the Retained Fees Budget. Mr.
14 Damkot will obtain clarification on who can be included in the membership.
15

16 **TRANSFER OF B&H SURVEYING, CITIZENS WEIS, AND MERLIN CAPELLE
17 FIELD NOTES FROM CITY OF WEST BEND TO WASHINGTON COUNTY**

18 Mr. Schmidt distributed and discussed a letter to the City of West Bend Engineer regarding the
19 transfer of field notes from the City of West Bend to Washington County. The index will be put
20 online at the County Surveyor website for public inspection. If needed, the public can come to
21 the Real Property Lister's office to view the hard copy files. There will be a sign in sheet in the
22 office for tracking.
23

24 **RECOMMEND AWARD/VENDOR SELECTION PROCESS FOR THE BUDGETED
25 OBLIQUE AERIAL IMAGERY PROJECT**

26 Moved by Ms. Martin, seconded by Ms. Sielski to recommend Planning, Conservation, and
27 Parks Committee award the Oblique Aerial Imagery project directly to Pictometry, and allow the
28 Purchasing Agent to negotiate a price with Pictometry without a formal bidding process. Motion
29 carried.
30

31 **HISTORY OF WASHINGTON COUNTY ADDRESS DATA, DISCUSSION AND
32 POSSIBLE ACTION TO CREATE A NEW METHOD OF UPDATING ADDRESS DATA
33 USED IN ALL WASHINGTON COUNTY DEPARTMENTS**

34 Mr. Damkot distributed an address data timeline explaining the concerns with keeping addresses
35 current in the GIS system. Accurate address changes occur at the Municipal level without proper
36 communication to the County level. Mr. Damkot will proceed to develop the application for an
37 online tool where municipalities are able to submit address changes, and will also create a form
38 for the local municipalities to adopt this as the official way of submitting changes to the County.
39 Mr. Braithwaite will compile a list of who is currently calling the County with address changes.
40 Internally, the County departments will need to use this new clearinghouse through the GIS
41 department as the official way of receiving address changes.
42

43 **NEXT MEETING**

44 The Washington County Land Information Council will tentatively meet on Friday, January 18,
45 2013, at 8:15 a.m.
46

1 **ADJOURNMENT**

2 Moved by Ms. Martin, seconded by Ms. Sielski to adjourn the meeting at 9:28 a.m. Motion
3 carried.

4

5

6

7

Brenda Jaszewski, County Clerk