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**WASHINGTON COUNTY  
LAND INFORMATION COUNCIL**

Courthouse - Government Center  
West Bend, WI

December 6, 2013  
8:15 a.m.

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

Also Present: County Board Chairperson Herbert Tennies, GIS Analyst/Technician Michael Vander Sanden, GIS Analyst/Technician Karen Long, Highway Project Technician Dan Nysse, 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**

A correction was noted on the August 9, 2013, minutes on Page 2, Line 22: ~~2013 Phase 1 - Town of Kewaskum~~, Page 2, Line 27 add: 2013 Phase 1 - Town of Kewaskum, and on Page 2, Line 28 add: As of August 6, 2013, Continental Survey is approximately one third complete and is on schedule to complete the project by September 27, 2013.

Moved by Ms. Martin, seconded by Ms. Hanson to approve the minutes of August 9, 2013, as corrected. Motion carried.

**RETAINED FEES BUDGET UPDATE/STATUS REPORT**

Mr. Damkot distributed and discussed the Retained Fees Status Report dated December 6, 2013. This report shows an estimated balance December 31, 2013, of \$532,554.15, and an estimated balance December 31, 2014, of \$141,003.24. The Housing Data Internet Distribution account shows an estimated balance December 31, 2013, of \$83,738.81, and an estimated balance December 31, 2014, of \$130, 803.17. Starting in January 2014, these reports will be shown as a single Retained Fee account for the full \$8 per document for revenue. Starting January 1, 2014, the Register of Deeds department will merge the Housing Data Internet Distribution account with the Retained Fees account, when collecting the \$8 revenue.

**UPDATE ON \$5 REGISTER OF DEEDS FEE INCREASE (DIGITIZE HISTORICAL RECORDS)**

Ms. Martin reported the Planning, Conservation and Parks Committee approved the use of 2013 Register of Deeds Digitize Historical Records funds in the amount of \$18,665, for the Historical Society to purchase a digital microfilm reader, large document/photograph scanner, and consultation from HistoryIT. The Finance Committee will be reviewing this project at their next meeting on January 29, 2013.

**OBLIQUE AERIAL IMAGERY ACQUISITION PROJECT UPDATE**

Mr. Damkot presented an update on the Oblique Aerial Imagery Acquisition project, which is now available on the County website. Pictometry will manually touch up two of the tiles where the edge matching is worse than the rest of the County for \$100. The County Attorney approved the User Agreement for the municipal users. Mr. Damkot will contact all the municipalities in the County informing them that the imagery is available on the website for free and they can sign the User Agreement to receive a user name and password. Pictometry will be onsite mid-January for training at no cost.

**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

2013 Phase I and II - Town of Kewaskum

Mr. Schmidt reported the Town of Kewaskum Phase I project was completed on time and within budget.

Mr. Schmidt reported a 30-day notice was sent to Capitol Surveying on August 28, 2013, for the Phase II - Town of Erin, Jackson and Hartford projects. Mr. Schmidt reported he worked with the County Attorney, and on November 11, 2013, sent a seven-day termination letter to Capitol Surveying to terminate the contract, and indicating that Capitol Surveying submitted 17 dossiers incorrectly. The County Attorney recommended giving Capitol Surveying an opportunity to correct the errors by the end of the week. Capitol Surveying did submit the 17 dossiers correctly by the end of that week, along with eight additional dossiers that were incorrect. The County will not pay for the additional incorrect dossiers and will be correcting them in-house.

Mr. Schmidt reported the Request for Proposal for the Phase II - Town of Erin, Jackson, Hartford, and Kewaskum projects went out on November 21, 2013, and are due on December 9, 2013. The bids will be forwarded to the Planning, Conservation, and Parks Committee meeting on December 10, 2013, along with a \$2,000 contingency, and reauthorization of the expenses budgeted for these projects.

Moved by Ms. Martin, seconded by Ms. Sielski to approve the additional \$2,000 for the Phase II Town of Erin, Jackson, Hartford and Kewaskum projects. Motion carried.

**FLOODPLAIN MAPPING PROJECT UPDATES**

Federal Emergency Management Agency (FEMA) Map Modernization Updates

Mr. Damkot reported the FEMA Map Modernization became effective on November 20, 2013. The websites and various mapping products have been updated.

Rock River Risk MAP and County Add-on Projects

Mr. Schmidt reported there was a FEMA meeting for local officials on November 19, 2013. The County is hoping to receive a letter from FEMA within four to six months requiring the adoption of the new study. Once the letter is received, the County will have six months to adopt these maps.

1 Cedar Creek

2 Mr. Schmidt reported Mach IV should have the Cedar Creek project completed by the end of  
3 January. The County has paid Mach IV approximately half of the contract.

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5 Milwaukee River Risk MAP

6 Mr. Schmidt reported on October 9, 2013, he received an email from the Department of Natural  
7 Resources stating that FEMA is shifting their focus away from mapping and looking at  
8 identifying problem areas to mitigate.

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10 **UPDATE ON A PROJECT TO IMPROVE PUBLIC ACCESS TO HIGHWAY PLANS**  
11 **AND DEMONSTRATION OF RESULTING APPLICATION**

12 Mr. Damkot presented an update and demonstration of the Improved Public Access to Highway  
13 Plans project. WISNET was hired to create the application for the website at a cost of \$3,150.  
14 The web address for this application is [www.co.washington.wi.us/highwayprojects](http://www.co.washington.wi.us/highwayprojects)

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16 **2013 WISCONSIN LAND INFORMATION PROGRAM REPORT PRESENTATION**

17 Mr. Damkot gave a presentation on the 2013 Wisconsin Land Information Program. The web  
18 address is [www.doa.state.wi.us/wlip](http://www.doa.state.wi.us/wlip)

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20 **NEXT MEETING**

21 The Washington County Land Information Council will tentatively meet on Friday, February 21,  
22 2013, at 8:15 a.m.

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24 **ADJOURNMENT**

25 Moved by Ms. Martin, seconded by Mr. Wondra to adjourn the meeting at 10:05 a.m. Motion  
26 carried.

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Brenda Jaszewski, County Clerk