

**LAND INFORMATION COMMITTEE MEETING**  
**July 11, 2014**

Members Present: Larry Bischoff, Harold Johnson, Ed Nelson, Larry Schraufnagel, Wayne Uttke  
Also Present: Chris Planasch, Joyce Fiacco, Jim Mielke

The Dodge County Land Information Committee meeting was called to order by Acting Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

Schraufnagel motioned, second by Bischoff to approve minutes from the May 09, 2014 meeting. Motion to approve the minutes carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

No comments were received from the public regarding committee business.

Planasch presented the Register of Deeds Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2014 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in May (1006) was down 14 from the previous month; down from 1498 in 2013; and down from 1701 recorded in May 2012. She noted that the number of real estate documents recorded in June (1160) was up 168 from the previous month; down from 1278 in 2013; and down from 1498 recorded in June 2012. She did note that overall revenues were consistent with prior years. No committee action was required.

Planasch presented the list of IT Requests her office will be requesting in the 2015 budget including purchase of a replacement production scanner, annual maintenance for the software/ hardware of that scanning station and File Director user connections. She presented several options under consideration for maintenance for the Land Records Management System (TriMin) with related costs for a platform migration, credit card integration/implementation, integration with proposed land information management system (assessment/tax/permitting/internet access application), and a switch from Websphere application server to Tomcat Compatible Suite. Planasch proposed purchase of a Land Notification Module to alert people when something has been recorded in their name or of transfers.

Planasch presented the Register of Deeds Activity Report. She reported that all real estate microfilm volumes have been converted; noting that once the index is created for them, they would be available on-line. Volume 307 to Volume 448 of paper documents have been verified with the imaging index to enable continued creation of an abbreviated index in LandLink so documents would be available on-line through the LandShark application. 4 paper mortgage volumes remain to be converted to digital images as she reported that 7 more volumes had been picked up for conversion. Final cleanup of incomplete records continues as time permitted to finish the project to compare birth records to the index (1877-1883). She noted that all service discharges (current records back to January, 1919) were now available in the imaging system to better assist the Veterans Service Officer. Staff is keeping up with new recordings. There are 12 subscriptions (no increase), 134 (no increase) escrow accounts, and 1843 self-registered accounts in LandShark. No committee action was required.

Planasch distributed a handout illustrating improvements made through the use of electronic recording of documents. The process using paper documents can take 5-10 days while the eRecording process is 1-4 hours.

Fiacco presented the Revenue Report for the Land Resources and Parks, Land Information Division business units. No committee action was required.

Fiacco presented two Capital Improvement Program (CIP) requests for the Land Information Division: 1) acquisition of updated high resolution countywide digital orthophotography and updated LiDAR (elevation) data in 2017 as part of a scheduled 5-year update cycle; 2) acquisition, conversion and implementation in 2015 of an integrated land information management solution to support property assessment, tax billing/collection, code permitting/enforcement and internet access. No committee action was required.

Fiacco presented a list of IT Requests the Land Information Division of the Land Resources and Parks Department will be requesting in the 2015 budget including maintenance, upgrades and enhancements for the Land Records Search Tool (LRST) and GIS mapping tool, GIS and CAD software, hardware and software for the shared scanning station; graphics plotter maintenance, handheld GPS, 5-replacement monitors, desktop scanner, maintenance for GPS and Robotic Total Stations (Sheriff's Department and Survey), and an integrated land information management system with conversion support (assessment/tax/permitting/internet). Funding is being requested for professional services to develop an address management system and master address repository to support multiple uses and users. She also noted that requests for an imaging intern and GIS intern would be proposed in the 2015 budget. She distributed a handout indicating status of 2014 requests. No committee action was required.

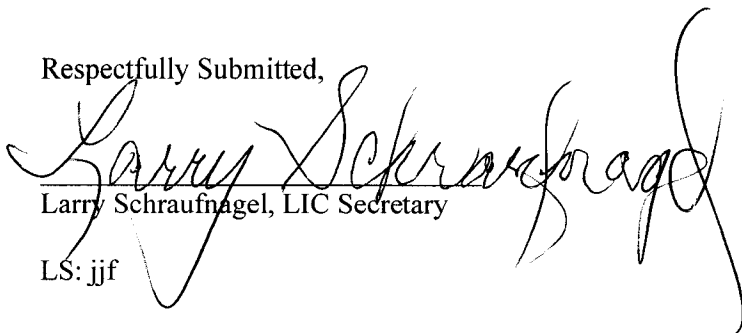
Fiacco notified the committee of payment for the annual maintenance agreement (\$7468) for Autodesk CAD software. This software is heavily used by staff in Land Conservation (3), Land Resources and Parks (7), with a shared license available to Highway.

Fiacco provided an update regarding status of the evaluation and selection process for the land information management system under consideration. On-site visits have been arranged with Fond du Lac County and Juneau County.

Fiacco presented the June Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. She reported that Jeremy Nocerini had accepted the Survey and Mapping Specialist opening and Nicole Hoepfner had accepted the Property Listing Specialist position. Both employees started work June 9<sup>th</sup>. No committee action was required.

Following a tour of the Survey and Mapping Offices, the meeting was adjourned at 10:08 A.M by order of the Chair. The next regular meeting will be Friday, August 08, 2014 beginning at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,



Larry Schraufnagel, LIC Secretary

LS: jjf

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**