

Monroe County Land Information Council

Minutes

COMMITTEE: **Land Information Council**
TIME: 12:30 PM
PLACE: Monroe County Board Assembly Room, 1st Floor-Room #1200, 112 S Court St, Sparta, WI 54656
DATE: **Tuesday, August 1st, 2023**

PRESENT: Jeremiah Erickson, James Kuhn, Gary Dechant, Rick Folkedahl, Deb Brandt, Brannick Beatse, Cedric Schnitzler

1. Did not meet quorum waited for other members to arrive. Called Cedric Schnitzler to sit in to meet quorum. Began to discuss generic land information council member updates at 12:50.
2. Member Updates
 - a. Brannick Beatse (RPL): It is tax time and of course busy in the Treasurer's Office. 1 week backlog for recordings. Five municipalities are left for Board of Reviews. County Highway ET Highway Plat will create a lot of work soon. Personal Property has gone away with new legislation. The Department of Revenue is trying to determine how to proceed with what were improvements on leased land.
 - b. Deb Brandt (ROD): Part-time deputy retired. New one is Pam Clark and she has a background in legal descriptions. Worked for Monroe County Title in the past. Right now averaging 22 documents per day. Recordings for July totaled 524 documents. Computer upgrades are occurring with new laptops and docking stations.
 - c. Rick Folkedahl (IT) New infrastructure being put in place in dispatch related to NG911.
3. NG911 Project Update
 - a. Progress is slow. Jeremiah is waiting for AT&T to authorize his account so that he can upload some data and start to test our data for NG911 compatibility. It has been frustrating trying to get in touch with Fort McCoy. A discussion between dispatch at Fort McCoy and Monroe County1 dispatch and the Land Information Office to sort out the discrepancies between our data and how things work in practice.
 - b. There was a grant unveiled, but it has tight timelines and will not allow for a necessary RFP to take place prior to the grant application being due.
4. Cedric Schnitzler arrived so we meet quorum and the meeting officially began at 1:15 PM.
5. **Deb Brandt made a motion to approve the June 27, 2023 Minutes, second by Jim Kuhn, all in favor motion carried, 7-0.**
6. **Discussion regarding proposed changes to the 2022 WLIP Grant Application. Money from the grant will now be used towards the Land Information Officer wages if the Grant is amended. Motion to approve amendments to the 2022 WLIP Grant Application by Gary Dechant. Second by Deb Brandt. All in favor. Motion carries, 7-0.**
7. Shared the quotes for a potential register of deeds office scanning project from On Q and Fidar to scan and import 108,750 documents. The total cost would be \$54,530. On account of the size of this project we will need to put it out as an RFP. This project would be a shared expense with the ROD office as they would use up the remaining redaction fee money totaling \$14,211.55.
8. Reviewed the orthoimagery project for 2024. In the past we had acquired imagery every five years. Counties have shifted to a 3 or 4 year cycle. We signed an Intergovernmental Services Agreement (IGSA) with Fort McCoy back around 2020 to provide imagery and lidar two more times in this decade. We will be providing a conduit for them to get what they need and it helps keep their costs and ours down. Ayres Associates will be providing the service again for the Wisconsin Regional Orthophotography Consortium. I signed a letter of intent for us to proceed in 2024 on June 6, 2023. Fort McCoy's share of the costs would amount to \$133,770. The Lidar portion being \$59,295 and 2" & 3" resolution imagery making up the balance of the costs at \$74,745. The City of Sparta and City of Tomah also will benefit from the IGSA as it allows them to get greatly reduced pricing on 3" resolution imagery. Their shares would be Sparta, \$6,080 and Tomah \$4,480 respectively. We considered acquiring 3" imagery countywide but cannot shoulder the costs at this time so the rest of the county will again be covered at 6", saving us \$27,892.
9. Discussion took place on the NG911 GIS Grant. The timeline for submittal was not conducive to getting an RFP complete ahead of the grant submittal. An RFP will need to be constructed though. A tentative ***The minutes are not official until approved by the Land Information Council at their next regular meeting.***

project has been worked up and is still being refined with the hope that I can get some updated metrics from testing with AT&T/Intrado. The plan is to submit for a grant to cover data cleanup to bring our data into NG911 compliance standards of 98% data accuracy. **Jim Kuhn motioned to proceed with the grant proposal and to make amendments as needed, Gary Dechant seconded, no further discussion, all in favor motion carries, 7-0.**

10. A review of the FY 2024 land information office budget took place. Overall the budget is considerably higher than last year on account of the WROC orthoimagery/lidar project where a lot of money goes in and out of the budget as we are a conduit. The biggest cost increase this year outside of the aforementioned WROC project is a scanning project in companion with the ROD office where they are picking up part of the tab. We also have some additional changes with IT department taking on some of the software expenses that I had covered in the past. Additionally if funds are available my salary and benefits as well as 3.4% of my supervisor's will be on the county tax levy for the first time. Any other adjustments in the budget from last year are related to inflationary cost increases. I only budgeted to go to a single meeting again this year.
11. An update was provided on recordings and their impact on retained fees. Until interest rates drop we will not see any dramatic increases in recordings. Hopefully we have bottomed out on recordings at this point. It will likely remain steady for a number of years. The longer that interest rates stay flat or increase the worse and more severe the long term impact will be on office grant funding. If we proceed with 6-inch imagery I believe we can also do a partial scan project for the register of deeds office. I believe that we can balance our budget out by reduced projects in 2024. However, we will definitely have funding issues for 2025 if there are no actions to supplement funding via the County Tax Levy. This barring new grant funds or revenues saving the day. I am going to request at least partial levy funding as it will help the office substantially over the next two years. **Cedric Schnitzler moved to approve the preliminary land information office budget, Brannick Beatse seconded. All in favor. Motion carried.**
12. Discussion on the Beacon project and deprecation of the WG Xtreme site. Right now the cut over date is scheduled for next week. However the WG Xtreme site will run until the Beacon site is fully functional. Nice progress has been made. The Beacon site is supposed to have all of the functionality of our old site with additional features that the other site could not offer.
13. Discussion on the US PLSS Section corner project. Chris Running just submitted the remaining tie sheets for the Town of Leon. Gary Dechant has not received the hard copies as of yet. The project needs to wrap up by the end of 2023 otherwise we will need to get an extension for the 2022 grant covering those costs.
14. New/Old business
 - a. Items for next meeting
 - i. Hope to give a demo of the Beacon page
 - ii. WLIP Grant for FY 2024
 - iii. project updates
 - b. meeting to take place in November or December.
15. **Motion to adjourn Cedric Schnitzler, Rick Folkedahl Second, unanimous, 2:15 PM.**

Minutes Drafted on 8/1/2023