

Meeting Minutes for the Land Records Modernization committee

Meeting Date: 01/11/2010
Meeting Time: 08:00 AM
Meeting Location: Conference Room 5, Third Floor, Portage County Annex, 1462 Strongs Avenue, Stevens Point WI 54481

MINUTES
PORTAGE COUNTY LAND RECORDS COMMITTEE
Monday, January 11, 2010 - 8:00 am, Conference Room 5, County Annex

Members Present: Steinke, Flagel, Krogwold, Shanahan, Glodowski, Kruzicki, Hartman, Haga, Hild, and Wisinski

Member Excused: Rice

Staff Present: Cummings and Sutter, Portage County Planning and Zoning Department

Shanahan called the Land Records Committee meeting to order at 8:00 am in Conference Room 5.

1. Members of the Public Who Wish to Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one came forward.

2. Approval of the March 27, 2009 Minutes

With no discussion necessary, Flagel moved to approve the March 27, 2009 Land Records Committee minutes and Steinke seconded the motion, which passed by voice vote.

3. Discussion/Action on Resolution Authorizing a Multi-Year Contract for Digital Aerial Photography Between Portage County and Ayres Associates, Inc.

A contract summary was provided to members as a part of their agenda packet. Hild moved to approve the resolution authorizing a multi-year contract for digital aerial photography between Portage County and Ayres Associates, Inc. and Krogwold seconded the motion. Hartman noted this project had been discussed at the Committee level for the past two years. This is a Statewide project and involves a consortium in order to hold costs down. The contract is multi-year so prices can be held for a five year period. Glodowski asked if the plan was to acquire aerial photos every five years and Hartman replied yes, if we can accomplish that. He further noted the flight will be leaf-off. Glodowski felt aerial photos are a great help to surveyors, developers, etc. Hartman agreed, and added that most feel anything more than five years results in out-of-date aerial photos. With no further discussion, a voice vote was cast approving Hild's motion.

4. Update: GIS Related Projects

Sutter stated he has been training Wisinski and Kruzicki on GIS software updates. He added that new parcel maps will be available as soon as all 2009 updates are complete. Hartman stated the website will be redone soon; it is six years old. The website is an inexpensive way to distribute maps. Shanahan asked if the site will run faster and Hartman replied he was not certain, but felt it would be. The switch will not involve downtime for the website. Flagel added there will be a better server behind the process, which is available now. Hartman further noted this update has minimal cost to Portage County.

5. Review of Vouchers

The Committee reviewed voucher approval number 20090465, as presented by Cummings, relative to the \$6,552 expense for NAIP aerial photos.

6. Adjournment

With no further business to come before the Committee, Glodowski moved to adjourn and Haga seconded the motion, which passed by voice vote. Meeting adjourned at 8:07 am.

Respectfully submitted,
Brenda Shanahan, Vice-Chair Paula Cummings, Rec. Secretary Date

Meeting Minutes for the Land Records Modernization committee

Meeting Date: 07/09/2010

Meeting Time: 08:00 AM

Meeting Location: Conference Room 5, Third Floor, Portage County Annex, 1462 Strongs Avenue, Stevens Point WI 54481

MINUTES
PORTAGE COUNTY LAND RECORDS COMMITTEE
Friday, July 9, 2010 - 8:00 am, Conference Room 5, County Annex

Members Present: Flagel, Krogwold, Wisinski, Piesik, Rice, Hartman, Shanahan, Hild, Glodowski

Member Absent: Steinke

Member Excused: Kruzicki

Staff Present: Cummings, Schuler, and Sutter, Portage County Planning and Zoning Department

Planning and Zoning Director Schuler called the Land Records Committee meeting to order at 8:00 am in Conference Room 5.

1. Members of the Public Who Wish to Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order

No one came forward.

2. Election of Committee Chair and Vice-Chair

Schuler called for nominations for Land Records Committee Chair. Krogwold nominated Rice for Chair and Piesik seconded the nomination. Schuler called three additional times for nominations and hearing none, closed nominations. Voice vote revealed approval of Rice as Land Records Committee Chair.

Chair Rice called for nominations for Land Records Committee Vice-Chair. Wisinski nominated Flagel for Vice-Chair and Krogwold seconded the nomination. Rice called three additional times for nominations and hearing none, closed nominations. Voice vote revealed approval of Flagel as Land Records Committee Vice-Chair.

3. Approval of the January 11, 2010 Minutes

With no discussion necessary, Krogwold moved to approve the January 11, 2010 Land Records Committee minutes and Wisinski seconded the motion, which passed by voice vote.

4. Discussion/Action on Year 2015 Capital Improvements Projects – Aerial Photography

Hartman provided the Capital Improvements Project (CIP) form to those present, which describes the proposed 2015 aerial photography project. He noted the last two aerial photography projects were paid using the Land Records Modernization non-lapsing account, but at this time, there is not enough money in this account to pay for another aerial photography project. The 2015 project will be similar to this year's flight, which utilized a Central Wisconsin Regional Orthophotography Consortium to keep costs down. This year's flight cost \$65,000 and we are hoping for that again.

Piesik questioned other companies having higher resolution satellite photography and asked whether that had been researched. Rice replied higher resolution satellite photography is more expensive, and due to a quick turnaround, could cost up to 10-times more than our aerial photography project. Rice referred to internet sites which gather aerial photography from free, public domain sites. Resolution can vary from 1 foot to 1 meter. Piesik noted he has seen .15 meter resolution on some internet sites. Rice replied that could be possible, but they do not offer complete coverage because those photos are being gathered from free, public domain. He further noted the University of Wisconsin-Stevens Point has purchased project-specific satellite photos at a cost of \$10 per square foot. Piesik asked about the United States Geological Survey (USGS) photography. Rice replied the National Agriculture Imagery Program (NAIP) has photos at 1 meter, which are flown every 6-7 years. Hartman added the United States Department of Agriculture (USDA) has biannual flights at 1 meter. He added that many entities obtain photos from Portage County, of which many are posted to internet sites. Rice stated map companies use public data as a starting point. Piesik noted the CIP form indicates revenues. Hartman replied maps are sold at \$1 per square foot.

Krogwold moved to forward the aerial photography CIP project to the County Executive and Hartman seconded the

motion, which passed by voice vote.

Krogwold asked where the depleted non-lapsing funds originate. Hartman answered they come from document filing fees in the Register of Deeds Office. The fund increased during the 1990's land sales boom, and the current recession results in decreased revenue. Hartman further added this fund must be non-lapsing per State requirement. Wisinski noted the fund may build-up a bit with the new filing fee that went into effect, which increases the land records portion from \$4 to \$6.

5. Update: GIS Related Projects

Sutter stated map maintenance is going well. He is involved in a mile-marker database for E911, as well as a Department of Natural Resources Grassland Conservation Area initiative taking place in the southern part of Portage County where land easements are taking place.

Hartman said the 2010 aerial photography was captured in April and he is processing thumbnails of the photos at this time. He is finding the photos to be nice. He noted the pictures show ice on some of the lakes because the flight took place approximately 3 weeks earlier than those of past years. Aerial photos could be received by October 2010.

Hartman stated an update to the Land Records Modernization Plan is due October 1. Hartman noted the Plan has not gone to the County Board since the first plan completed in 1992 to begin the land records modernization program. If the updated Plan goes to County Board in October, there will be another Land Records Committee meeting in September to review and discuss the Plan. Peer review of the Plans will take place once submitted. Hartman added there is no fiscal impact as a result of the Plan update.

Krogwold asked what the Plan contains and Hartman replied it is a work program covering the next 5 years and may result in grant possibilities. Rice clarified that you have to update the Plan to be eligible for grants and Hartman replied yes. Krogwold suggested the Corporation Counsel be contacted to determine whether this Plan requires County Board action and Hartman replied he would do that.

Hartman also noted the following:

- Software update and interactive web mapping is taking place.
- Portage County will be a "beta site" for redistricting as a result of the 2010 census. This work includes block-by-block analysis and will support work necessary in the County Clerk's Office as a result of the census.
- Sheriff's Department is looking for detailed maps/photos to be installed in their vehicles.
- There will be a change in the Committee's structure as a result of the new flat fee legislation. Membership will increase by three with the addition of the County Treasurer, a Real Estate professional, and an emergency communication representative. These individuals will be appointed by the County Board. Cummings questioned having an even number of Committee members (currently, 11 and increasing to 14). She will contact Corporation Counsel and the County Clerk to see whether this is cause for concern.

6. Review of Vouchers

The Committee reviewed the following voucher approval numbers: 20100426 and 20100033, which pertain to one-half the aerial photo contract and ARC licenses respectively.

Glodowski noted he will be setting 75 corners this year in the Town 23 North area. He is working his way across the entire County at a ½-mile grid. This project will be bid out.

7. Adjournment

With no further business to come before the Committee, Hartman moved to adjourn and Piesik seconded the motion, which passed by voice vote. Meeting adjourned at 8:30 am.

Respectfully submitted,

Keith Rice, Chair Paula Cummings, Rec. Secretary Date

Meeting Minutes for the Land Records Modernization committee

Meeting Date: 09/03/2010
Meeting Time: 08:00 AM
Meeting Location: Conference Room 5, Third Floor, Portage County Annex, 1462 Strongs Avenue, Stevens Point WI 54481

MINUTES
PORTAGE COUNTY LAND RECORDS COMMITTEE
Friday, September 3, 2010 - 8:00 am, Conference Room 5, County Annex

Members Present: Glodowski, Kruzicki, Flagel, Piesik, Okray, Rice, Shanahan, Hartman, Wisinski, and Stokes. Member Excused: Steinke, Lane, Krogwold, and Hild. Staff Present: Cummings and Sutter, Portage County Planning and Zoning Department

Chairman Rice called the Land Records Committee meeting to order at 8:00 am in Conference Room 5.

1. Members of the Public Who Wish to Address the Committee on Specific Agenda Items Must Register Their Request at This Time, With Such Comments Subject to the Reasonable Control of the Committee Chair as Set Forth in Robert's Rules of Order - No one came forward.

2. Approval of the July 9, 2010 Minutes

Cummings noted edits offered by Rice just prior to the meeting, which includes adding the word "satellite" in between the words resolution and photography in item 4, and correcting the acronym NAPP to NAIP, which is the National Agriculture Imagery Program. With no further discussion necessary, Piesik moved to approve the July 9 minutes as amended and Wisinski seconded the motion, which passed by voice vote.

3. Discussion/Action on 2011 Land Records Modernization Budget

Cummings presented the proposed 2011 Land Records Modernization budget by describing each budget line item. The proposed budget and narrative were included in the Committee's agenda packet. Cummings emphasized the increased revenue for 2011 is related to recording fees, which changed to a flat fee schedule in June 2010 and is expected to bring in additional revenue. She explained she used a 3-year average of documents recorded and multiplied the average by the new recording fees. With no further discussion necessary, Piesik moved to forward the Land Records Modernization proposed 2011 budget to the County Executive. Hartman seconded the motion, which passed by voice vote.

4. Update: GIS Related Projects

Sutter reported a new software version has been installed. The Register of Deeds and City Assessor offices will utilize this new version as well. Sutter also informed members he will be attending a Federal Emergency Management Agency (FEMA) sponsored disaster preparedness training in Emmitsburg, Maryland in October.

Hartman noted the new aerial photography will be received three months earlier than anticipated. A new Land Records Modernization Plan is due October 10, so the Committee will be reviewing the plan and meeting prior to the submittal date. Hartman is looking for a directive as to whether the Plan should be forwarded to County Board as well. The Plan is very important in that it allows Portage County to retain recording fees. Hartman reported a revision to information available to the Sheriff's Department dispatch is almost ready for installation. Information available to dispatch will then be available in squad cars. Improved interaction between the County's website and mapping software is forthcoming. This application has not changed since its 2004 installation. Possibly, no contracts with the private sector will be necessary for this improvement. Wisinski asked if interaction will be faster because she felt that is the most common complaint from the public and Hartman replied it should be faster.

5. Review of Vouchers

Hartman presented a voucher for review that included a partial 2010 aerial photo contract payment. He then noted the final bill will be reduced by \$12,000 due to a decrease in aerial photo actual costs. This is a direct result of being involved in a consortium effort. This reduction brings the aerial photo contract down to \$49,725.

At this time Rice asked members to introduce themselves, which included Okray and Stokes who are new members. Cummings noted another new member, Steve Lane, was unable to attend the meeting. The new flat fee recording

legislation included a membership structure for this Committee; therefore, 3 new members were added to be in compliance.

6. Adjournment

With no further business to come before the Committee, Glodowski moved to adjourn and Wisinski seconded the motion, which passed by voice vote. Meeting adjourned at 8:17 am.

Respectfully submitted,

Keith Rice, Chair Paula Cummings, Rec. Secretary Date