

DRAFT
MINUTES

Brown County
Land Information Council
Wednesday, January 16, 2019
1:30 PM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

Paul Zeller <i>County Treasurer</i>	Exc	John Rousseau <i>Sheriffs Office Captain</i>	X
Bill Bosiacki <i>Zoning Administrator</i>	Exc	Chuck Lamine <i>Planning Director</i>	X
Francine Roberg <i>Village of Ashwaubenon</i>	Exc	Cullen Peltier <i>Public Safety & Communications</i>	Exc
Norb Dantine <i>County Supervisor</i>	X	Dale Raisleger <i>Public Works/Highway</i>	X
Patrick Austin <i>Mark D. Olejniczak Realty</i>	Exc	Chad Weininger <i>Administration Director</i>	Exc
Ryan Duckart <i>County Surveyor</i>	X	Terry VanHout <i>Real Property Lister</i>	X
Jon Bechle <i>Land & Water Conservation</i>	X	Cheryl Berken <i>Register of Deeds</i>	X
August Neverman <i>Tech Services Director</i>	X	Jeff DuMez <i>GIS/LIO Coordinator</i>	X

Also present: Laura Workman (Technology Services-attending for August Neverman), Kathy Meyer (Planning & Land Services), Sara Frisque (Register of Deeds-attending for Cheryl Berken).

APPROVAL OF MINUTES

1. **Approval of the minutes from the August 9, 2018 Land Information Council meeting**

A motion was made by J. DuMez to approve the minutes of the August 9, 2018 Land Information Council meeting. The motion was seconded by J. Bechle. Vote taken. The minutes were approved unanimously.

REPORTS

2. **Summary of projects**

J. DuMez provided a brief update on the projects.

Land Information

New 911 Dispatch System: J. DuMez stated this went live a couple of months ago. The GIS information needs to feed into this system, which resulted in some reformatting to our existing GIS database.

Land Records System (GCS): J. DuMez indicated we are looking at around a May 1st go live date for the land records and tax assessment system.

Planning

County Comprehensive Plan: C. Lamine stated that the Planning Division is working on updating the County Comprehensive Plan, and we're dependent upon everything the LIO

is producing in terms of the mapping, zoning information and graphic data.

3. Update on the Land Information Strategic Initiative Grant

J. DuMez indicated that at the time we were doing our budget in July, we received an email from the state that the state grant, which in recent years has been \$50,000, had not completed their analysis and wouldn't be completed until October, suggested that we should budget for \$25,000. We budgeted for and the budget was approved for the \$25,000 grant. We found out in the fall/winter that we would be receiving the \$50,000 grant. J. DuMez stated that a budget adjustment will need to be completed.

J. DuMez indicated that what we currently have allocated for the grant is what the state requests, is to focus on the survey data ensuring that are survey system is sound and in place and up-to-date. J. DuMez indicated that this is what we have been spending the dollars on for the last few years. The survey crew is now partially grant funded. J. DuMez stated that there still needs to be some discussion on what to do with the other \$25,000 in grant money. C. Lamine stated that we would like to try to build the LIO account back up to fill the GIS Specialist position that has been vacant for a number of years. C. Lamine stated if we use the Grant funds to transfer toward the LIO draw to Property Listing that would be grant eligible; then we can reduce the LIO draw. C. Lamine suggested staff should come back with a strategy for use of the \$25,000 grant money at our next meeting.

4. Any other reports

None.

NEW BUSINESS

5. Review of changes and approval of the Brown County Land Information Council Policies and Procedures document.

J. DuMez indicated that it has been awhile since the Council last looked at this document. J. DuMez stated that he highlighted the items he is proposing that the Council change in the document.

Discussion occurred on the quorum language. C. Lamine suggested changing the quorum language to one over half to keep consistent with other committees.

Motion made by T. VanHout to accept changes identified & discussed, and change the quorum language to one over half. The motion was seconded by N. Dantine. Vote taken to accept changes identified and change the quorum language to represent one over half committee members. Motion approved unanimously.

6. Review and approval of the Brown County Land Information Plan 2019-2021.

J. DuMez explained that the plan is written using a template that the state provides. It is more of a report and the state requires that we fill in a lot of the information that has to do with the status of our existing foundational elements. J. DuMez stated that he has summarized the key projects planned going forward over the next few years at the beginning of the document, starting on page 4.

J. DuMez stated that the approval of this plan by this Council is a requirement by the State. J. DuMez stated that the State could withhold grant money if we don't have a current, adopted plan. J. DuMez indicated that the plan needs to be updated every three years.

J. DuMez provided a brief update on the projects in the 2019-2021 Land Information Plan.

Project #1 – Continue remonumenting Public Land Survey System (PLSS) corners.

J. DuMez stated that county surveyors in our office have been working hard on this project. This is the basis for all of our mapping. This project is partially funded by the Wisconsin Land Information grant program.

Project #2 – Scan more documents and index using GIS. Ongoing project. J. DuMez stated we are specifically spending more LIO time scanning zoning POWTS records. This is also part of the land records update, making sure records are more accessible to the public.

Project #3 – Produce aerial orthophotography in 2020. J. DuMez stated we would like to see a new aerial orthophotography project in 2020. Would like to keep this current; at least every three years. J. DuMez stated that 2020 is a big year because it is also a census year. In 2017, our last flight, there were no LIO dollars expended on the project. Project funds came from local municipalities, other departments and utilities; J. DuMez stated we will likely do the same for the 2020 project.

Project #4 – Produce LiDAR topographic mapping in 2020. J. DuMez stated the last flight was done in 2010. A 2020 flight would coincide with aerial photos. J. DuMez indicated that the 2010 project was entirely grant funded; and that is what he would be proposing with the 2020 project. This is a more expensive project than the aerial orthophotography project.

Project #5 – Refill the vacant GIS Specialist position. The position has been vacant since 2014. Funding is not available yet, but hopeful this position can be refilled again.

Project #6 – Maintain and enhance all Foundational Element GIS layers. J. DuMez stated this project is maintaining other GIS layers and data sets and are paid using LIO funds.

Project #7 – Evaluate new software tools such as PIntegrity and the Parcel Fabric. J. DuMez indicated he wants to make sure we are staying current with the latest technology so evaluating the new tools that are out there.

Project #8 – Rebuild the Land Information Office website. The County will be changing its overall website, and the LIO pages will also need to be redesigned.

Project #9 – Continuously improve the "BrownDog" and other GIS applications. J. DuMez indicated that more improvements need to be done.

Project #10 – Educate and train staff. Grant dollars are available for education and training.

Project #11 – Enhance GIS data to support surface water drainage & hydrologic

modeling. The goal is to enhance GIS data layers that are used to support hydrologic modeling and storm water management.

A motion was made by N. Dantine to accept the Brown County Land Information Plan 2019-2021. The motion was seconded by T. VanHout. Vote taken. Motion approved unanimously.

7. Any other matters.

J. DuMez stated that Patrick Austin, Relator Representative on the Council for a number of years, emailed J. DuMez to relinquish his spot on the council. J. DuMez indicated that we will need to recruit for this position and by state statutes, this position is a county executive appointee and needs to be a relator or someone involved in real estate industry. If board members know of anyone with interest on the council, please reach out to them.

T. VanHout briefly updated the members on the datum changes that are coming in 2022. This will change the underlying reference coordinates for all of our survey / mapping / GIS systems.

Motion by J. DuMez to adjourn. The motion was seconded by R. Duckart. Vote taken and carried unanimously. Meeting adjourned.

Meeting adjourned at 2:30 p.m.