

## MINUTES

Brown County

Land Information Office (LIO) Committee

Wednesday, September 24, 2008

305 East Walnut Street (Northern Building) Room 200

### ROLL CALL:

Kerry Blaney	<u>X</u>	Ray Smith	<u>X</u>
Bill Bosiacki	<u>Exc</u>	Lynn Schwarm	<u>Exc</u>
Tammy Castonia	<u>Exc</u>	Jim Wallen	<u>Exc</u>
Robert Heimann	<u>X</u>	Cathy Williquette vice chair	<u>X</u>
Pat Ford	<u>X</u>	Lynn VandenLangenberg	<u>X</u>
Tom Hermsen	<u>Exc</u>	Mike Hronek	<u>X</u>
Chuck Lamine chair	<u>X</u>	Bernie Erickson	<u>Exc</u>
Jim Nickel	<u>Exc</u>		

Others present: Jeff DuMez, Tim Hennig, Ken Pabich, Bill Boyle, Tom Giese

### APPROVAL OF MINUTES:

1. Approval of the minutes from the June 2, 2008 LIO Committee meeting: Motion by Cathy Williquette, seconded by Lynn VandenLangenberg and carried unanimously.

### BUSINESS:

Because less than half of the members were present at the beginning of the meeting, it was decided to hold item #1 until the end of the meeting. There was some discussion on whether this committee needed more than half of the members present to constitute a quorum. Jeff DuMez agreed to provide the committee policies and procedures for the next meeting.

#### 1. 2009 Land Records Modernization Budget Review & Approval

Jeff DuMez presented the budget. The budget is very lean, with further cuts to staff (transfer of \$30,000 to Land Conservation) as well as other significant cuts to software maintenance and training. However, because revenues remain average to low, this budget is still in deficit spending. Even with the recent difficult spending cuts, current projection is for the fund balance to be diminished around 2012 or 2013 unless something changes. The committee agreed said that the LIO Budget Task Force should continue to meet as a committee throughout the year to work on this problem.

Motion by Kerry Blaney to approve the budget as presented. Seconded by Ray Smith. Motion carried unanimously.

#### 2. Flat Fee Resolution update

Jeff DuMez provided a state map showing the status of the counties that have so far approved the "flat fee" resolution that was put together by this committee (attached). He noted that most counties have passed this resolution by overwhelming margins. Cathy Williquette said she has been compiling a spreadsheet with the page count and number of documents recorded in every county across the state in order to further define the fiscal impact of the proposed flat fee. One of the most common criticisms we've heard from the other counties is

that the proposed flat fee of \$25 is too low. The next steps will be to try get this onto the Counties Association platform; however because their agenda is already set for this year, our best option is to work through the state legislative process early next year. With the number of counties adopting this resolution, it may have enough support.

### **3. 5-Year Plan / Project Status**

#### **a. Ongoing parcel mapping enhancements**

Jeff DuMez reported that this project is in implementation mode. The parcels are being kept current on the GIS database by the Property Listing staff. Training is ongoing. The training is being done in-house with existing staff. Jeff DuMez noted that the training goes both ways: Jeff has had to learn a lot about the function of the property listing duties, while he in turn has had to tailor the technical requirements to meet those needs. Lynn VandenLangenberg asked when this project would be finished. Jeff said that the last of the conversion and the bulk of training, tool creation, and technical work should be done within 6 months, although systems like this are continuously evolving and being enhanced.

#### **b. Land Records System redesign**

Jeff DuMez reviewed this part of the plan, noting that the AS/400 land records system does not integrate well with the GIS system. Although connections can be made, the systems are not fully compatible with each other which is why the plan addressed some of the redesign needs. Jeff reported that a major overhaul of the AS/400 has not taken place, but that the needs of the GIS users have been largely met using some scripting that the Information Services staff wrote to run conversions from the AS/400 tables to the SQL/GIS database on a nightly basis. Using this automated script, the parcel records linked to the GIS mapping are kept current. This process has been in place for several months now and has been running almost flawlessly.

Bob Heimann reported that the AS/400 is nearing the end of its life expectancy, and that it is scheduled for replacement in 2010. Bob also said that this may be the last AS/400 that the County will purchase; The future is probably a "blade server" with a different kind of database. The land records will likely have to be converted to an SQL or other database. The new blade system may come online around 2015 but that a conversion plan is needed.

#### **c. Expansion of Document Imaging & Management System**

Jeff DuMez reviewed the goals of the plans to expand the document management system outside the Register of Deeds office. Several areas including Survey, Zoning and Highway could benefit from a better system for scanning and indexing surveys and permits. Jeff said that the current GIS system could be built to geographically index and link the scanned documents and store them on the GIS database, and that this method would be relatively simple and inexpensive. However, since there are other departments in the county that could benefit from a document management system, and that not all of these documents are "geographically" indexed, Bob Heimann said the county is exploring a countywide system. Pat Ford said he has a large number of surveys scanned into TIF and PDF formats. Bob and Pat agreed to discuss this project outside of this meeting.

#### **d. Enterprise GIS database**

Jeff DuMez reported that this significant project was reported on in last January's LIO committee meeting. To recap, he noted that the County's GIS database now consists of over 200 map layers related to as many database tables, all comprising over 8 million database records. Two years ago, when Planning merged with LIO, Property

Listing and Zoning, an opportunity presented itself to merge department datasets into a central "Enterprise" system that could better serve the needs of the entire county as well as external users. This involved completely redesigning and overhauling the GIS database in order to integrate more records, streamline functions, and make editing more efficient, and provide greater access to the land records and mapping. The parcel conversion project reported on earlier ties tightly into this, as the parcels are the base map foundation of most of our other map layers and GIS records, Jeff said. In addition to assistance from Property Listing and I.S. staff, Tim Hennig in the Planning Department also assisted with designing the system and converting data. This project is largely completed, although like the parcel system, it is continually evolving. The new "V2" enterprise GeoDatabase went "live" earlier in the year. People accessing the GIS database via the internal ArcMap system as well as the Internet users are now connected to this new database. Jeff said that some of the GIS recordkeeping fell behind during the transition of these systems, but that we are now getting caught up on the backlog of data entry and fixing conversion errors.

**e. Automated Fire/Police Incident Report Pin Mapping**

Jeff DuMez said that he has been contacted by Sheriff and Public Safety Department staff to create incident report maps for various projects, but that this process should be automated to run on a daily or nightly basis. However, this project has not been completed by the County. Jeff said he hopes to complete this project by the end of next year if it is still wanted.

**f. ArcGIS Server (web browser access)**

To provide better and faster access to the GIS mapping and associated land records, Jeff said that the current Internet Mapping system needs to be replaced. The current mapping system is running on old technology that is slow and not up to modern standards. Because the County has maintained software upgrades with ESRI (the GIS software vendor), the County does own the latest and more modern Internet Mapping software called ArcGIS Server. Jeff said that he and Tim Hennig have been experimenting with the new software; however, time constraints have prevented full implementation of this. Jeff noted that it was more important to focus on the database (parcel and enterprise GIS upgrades) first, to build that infrastructure before implementing the web access to it.

**g. Other plan initiatives**

Jeff briefly went through the other initiatives from the Land Records Modernization 5 year plan. Several other important initiatives have been or will shortly be finished:

- The Information Services department is completing the enhancements to the network speed using fiber lines that will be coming on line in 2009, Bob Heimann said.
- Another project, the "oblique-view" aerial photos, were flown and put online by Microsoft (the county did not have to pay money for this). These photos are available on maps.live.com. Jeff reported that he has set up a tool that enables the County's GIS system to interface with these photos.
- Pat Ford reported on the Continuously Operating GPS system. He said the state has set up a series of these. A cell phone link is used to connect the "virtual base station" to the roving GPS unit. The ability to collect high quality GPS coordinates without the need to spend time setting up base stations can save significant time and money. However, the County needs to update the GPS rover unit in order to take advantage of this system.

**4. Future Project discussion & prioritization**

Jeff DuMez said that the state will require an update to our Land Records Modernization Plan in 2010, and that the committee might want to start considering future projects. Two projects that already need some planning include:

- a. 2010 aerial photo project
- b. LiDAR elevation / contour mapping

Jeff said that these projects need to be ramped up shortly if we are to get them completed in 2010, which will be an important year to align the photography with the Census data to help with land use analysis. A consortium is being organized statewide and locally to help align needs with potential funding partners and budgets. Jeff DuMez said that more will be reported on these projects in future LIO meetings.

## **5. Any other matters**

Cathy Williquette asked that the plat book update project be discussed at the next meeting. The committee discussed advertising revenues that could be generated from the plat book.

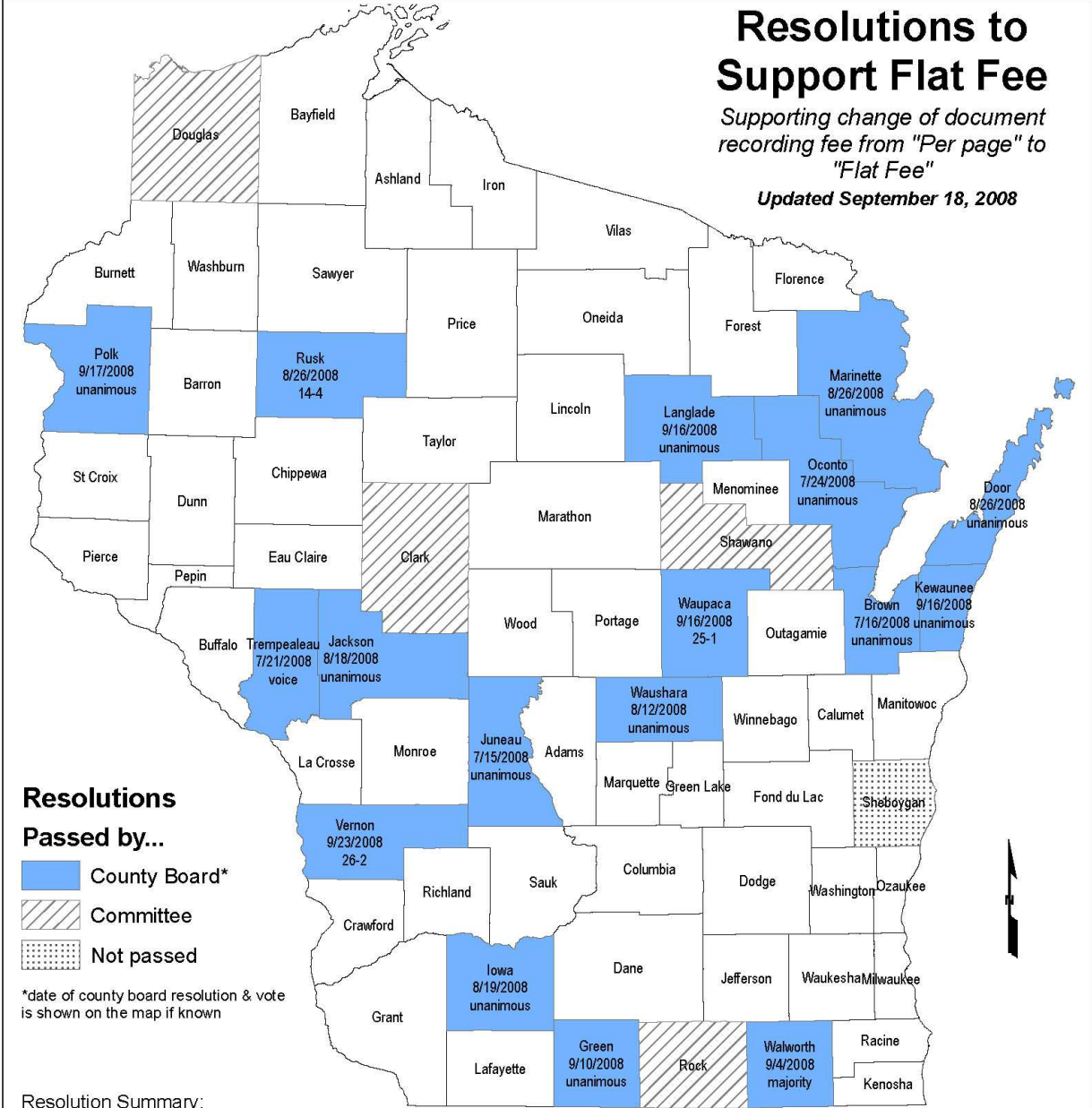
ATTACHMENTS:

Flat Fee Resolution status map:

# Resolutions to Support Flat Fee

Supporting change of document recording fee from "Per page" to "Flat Fee"

Updated September 18, 2008



## Resolutions

### Passed by...

- County Board\*
- Committee
- Not passed

\*date of county board resolution & vote is shown on the map if known

### Resolution Summary:

Real Estate Recording Fee collected under State Statute 59.43 (2) (ag) be changed to a flat fee of \$25 per document and that the distribution of the fee under State Statute 59.72 (5)(a) be changed to \$10 to the Department of Administration; 59.72(5)(b) changed to a County may retain \$8 of the \$10 if the County has established a Land Information Office under sub. 3; and change 59.72(5)(b)(3) to the county uses \$6 of each \$8 fee retained under this paragraph to develop, implement, and maintain the countywide plan for land records modernization and \$2 of each \$8 fee retained for the provision of land information on the Internet.

### Current & Proposed Recording Fees

#### Current

\$11 for the first page, plus \$2 each additional page

#### Breakdown:

- \$11 first page
- \$2 DOA (State)
- \$4 County LIO
- \$1 County Public Access Fund
- \$4 County General Fund\*
- \$2 additional pages
- \$6.80 (average per/doc based on 4.4 average pages/doc) to County General Fund\*\*

#### Proposed

The flat fee of \$25 per document be distributed as follows:

- o \$2 to the Wisconsin Department of Administration;
- o \$6 retained by the county to develop, implement, and maintain the countywide for land records modernization;
- o \$2 retained by the county for the provision of land information on the Internet
- o \$15 retained by the county for general purpose revenue\*\*;

\*Most counties place this in a general fund, but some are specific accounts  
\*\*Recordings average about 4 pages/document in all counties analyzed