



Lafayette County Land Information

626 Main St, Darlington, WI 53530 Ph: 608.776.4864 landrecords@lafayettecountywi.org

*These minutes are subject to approval of the Land Information Council on February 15, 2016.

MINUTES

MEETING OF THE LAND INFORMATION COUNCIL
LAFAYETTE COUNTY COURTHOUSE – ROOM 202
Monday, January 25, 2016 3:00 PM

The meeting of the Land Information Council was called to order at 3:08 pm by Chairman Jack Wiegel. Members present were Aulik, Paulson, Boll, Taylor, Garthwaite, Jean, & Schmit. Others Present: Burk & Colney – SWWRPC
Absent: Burgess & Loeffelholz

Proof of Proper Posting

Aulik stated that the agenda was posted in the USDA Service Center, by the County Clerk's Office, the Darlington Municipal Building, on the Lafayette County Webpage; and was sent to the press.

Approval of Agenda

Motion by Taylor and seconded by Jean to approve the agenda. Motion Carried.

Approval of Minutes

Motion by Garthwaite, seconded by Taylor to approve the minutes from 12/14/2015.
Motion Carried.

Public Comment

None

GIS & Real Property Lister Report

Aulik and Paulson updated the Council on their progress this past month. Aulik stated that she and Paulson had set some first quarter goals. Paulson's goals included getting the assessment work rolls out and cleaning up "unknown" parcels in the parcel fabric. She started with approximately 300 unknown parcels and is now down to 135. Only three of the corrected parcels actually have unknown ownership.

Aulik stated she had a number of goals this first quarter including some of the items on the current agenda. These included establishing a GIS Data policy and fee schedule, working on a RFP for remonumentation, and establishing an addressing ordinance. She updated the Council on some mapping projects – such a snow route map for highway and



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a new State Statute requiring submittal of wards and supervisory district GIS data twice annually. She stated that there is going to be some intensive data cleanup over the next several months.

Aulik stated that at this time, she would like to put off an update on the subdivision ordinance until the second quarter. During the second quarter, Aulik, Paulson and Taylor would like to start investigating new tax/assessment software packages.

Lafayette County Addressing and Road Name Ordinance

Aulik mentioned that when the Land Information office was being rebranded over the fall, part of that change included the GIS Coordinator maintaining and assigning the new rural addresses instead of Zoning. This would lighten the workload of Zoning and it would centralize addressing so that information was more easily shared with all departments and affected entities.

Aulik mentioned a lack of data and consistency on how addressing has been handled throughout the County, and also a lack of an actual addressing ordinance at the County. She stated that the County is spending a quarter million dollars to upgrade the Sheriff's department software, but if the data isn't cleaned up, there will still be problems in Dispatch. She stated that she looked at six other counties addressing ordinances and then sat down with Loeffelholz and Burgess to establish a draft ordinance. She was not able to meet with Highway prior to the LIC meeting. Loeffelholz and Burgess are planning to bring the new ordinance to the attention of their respective committees, but ultimately the ordinance will have to go through Finance, which is the GIS Coordinator's oversight committee.

Aulik explained that during the discussion with Loeffelholz and Burgess, a number of areas were brought up where emergency response has been delayed. These problems are due to incorrect or duplicate "road range" assignments. Jean mentioned a particular accident in the Town of Blanchard that emergency response was delayed and someone died due to poor addressing. Aulik stated that there are some cases where some properties will need to be "readdressed" and this might not make people very happy—but it is for their own safety and the safety of emergency personnel. Generally people have about 18 months with the USPS to phase into a new address.

Jean thought the ordinance was a good idea but there were a number of things that should be considered. Currently some townships have their signs ordered and installed through Lange Enterprises, while some townships install their signs themselves. Aulik stated that she felt there should be some more consistency and uniformity with the sign installation,



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and Jean stated that some of the reasons the towns did their own installation is due to costs and timeliness. Aulik stated other Counties' ordinances did specify a time requirement in which signs needed to be installed by. She asked if Highway would be willing to install the rural address signs therefore making installation consistent and timely. Jean stated that Highway would be willing to install the signs for a fee. Aulik said that she is proposing to raise the current fee from \$65 to \$75 with the new ordinance. This would cover the sign, post, and installation. It would also provide a few extra dollars to help offset costs for the few people that would have to be readdressed or where a bad sign is ordered and the County would have to cover those costs.

Jean and Taylor both stated that this should be brought to the Towns for input. Jean stated that on March 8 the municipalities of Lafayette County will have their annual meeting and he thought that Aulik should bring the ordinance to that meeting as well as update the municipalities on other Land Records activities. The rest of the council thought this was a good idea and that we should review the ordinance one more time as a committee prior to presenting at the March 8th meeting.

Aulik stated that at this time the fee will stay at \$65, but she would like the approval of a "Lafayette County Rural Residential Address Application (See Attached)" so she can begin a paper trail for all new address applications.

A motion was made by Taylor and seconded by Jean to table the Addressing and Road Name Ordinance until next meeting with plans to ultimately present the ordinance at the March 8th municipal meeting. Motion Carried.

A motion was made by Taylor and seconded by Garthwaite to approve the use of the "Lafayette County Address Application" for future addresses. Motion Carried.

GIS Data Policy and Fee Schedule

Aulik stated that in the past there has never been a consistent policy on sharing GIS information, and there was not a consistent fee schedule for digital data or paper maps. She stated that she would like the council to review the fee schedule and data sharing policy and agreements. (See Attachments)

Aulik proposed providing property owners one free standard size print out of their property but wanted input from the Council. Paulson stated that she felt like we should charge property owners for printed maps of their property or she would gladly email them a PDF at no charge. She said that hopefully with the new mapping site people will eventually be online more. Taylor stated that property owners are already used to paying



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for maps, and Jean pointed out that it would be hard to track if property owners had received a free copy or not. Aulik said she would adjust the policy and fee schedule.

Aulik asked the Council about how they felt charging for utility companies. She stated that she currently has 3 requests from utilities for GIS data. The Council said that they should be charged unless they are willing to share GIS data that would be valuable to the County.

Burk brought the old data share agreement between SWWRPC and Lafayette County. She asked if the old agreement would still be in affect and Aulik stated it would.

Colney asked if the forms would be available online. Aulik stated she planned to put them online once approved.

Jean stated that on the bottom of the “GIS Fee Schedule,” a statement should be added “Fees are subject to Change”.

A motion made by Jean and seconded by Taylor to approve the GIS Fee Schedule, GIS Data Distribution Policy, and associated forms with the proposed changes. Motion carried.

Remonumentation Project and RFP

Aulik stated that she had not completely pulled together the RFP for the remonumentation project. There were several items she felt should be discussed with a licensed land surveyor to ensure the County was getting a good product.

Aulik stated that she would like to start with a half township for the first RFP and that she and Paulson had decided to start with T4N-R1E and do the whole township regardless if there were a few corners that already had some survey grade GPS coordinates. There would be possible funds left over after this first project to send out a 2nd RFP. The smaller township would help the County gage prices in the future.

Larry Schmit, Lafayette County Surveyor and appointed member of the Land Information Council, was present at his first LIC meeting. Schmit stated that remonumentation was a good idea, but the County should be careful on how they proceeded to ensure consistency due to numerous datums and survey methods used throughout the years. Schmit mentioned that since grant money was only guaranteed for a couple of years, maybe the County should focus around the cities and villages. Aulik stated that the reason other counties were close to completing their Countywide remonumentation was because their



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County Boards approved an annual budget for remonumentation and were willing to invest in the program. Schmit encouraged having the center of sections set as part of the RFP, which were not part of the original government survey.

Aulik stated that she would like a standardized tiesheet developed for this project. Schmit said he could send his current tiesheet drawing. Aulik also stated that she is beginning to renumber the section corners using the "Romportl" method. This method accounts for a section corner being shared by other sections. It was a method encouraged by the State Cartographer's office. The county is required to submit corner information to the State Cartographer's office as part of our grant agreements. Schmit was interested in this numbering method and said he would bring it up at future surveyor meetings. He thought other surveyors might be interested in the method.

Aulik asked Schmit if he would be willing to look over the RFP before it was sent out and also if he would help review any proposals that came in. Schmit said he would gladly help out. Aulik mentioned that Schmit was now technically retired and asked if Schmit would help the County in the future on eventually deciding on a new County Surveyor. Schmit said he would like to help choose his successor.

Aulik stated that she would work with Schmit to complete the RFP details and bring back a completed document at next month's meeting. The Council thanked Schmit for coming to the meeting and providing valuable input. No action was taken at this time.

Assigning Real Property Lister/GIS Specialist costs in 2015 Budget

Taylor and Aulik stated that Finance wanted this item on the agenda. When the RPL/GIS Specialist position was created it was originally proposed that the additional cost for salary and fringes over the original amount in the Treasurer's budget would be offset using retained fees from the Land Information budget. It was recently discovered that the difference had not been transferred over to the Treasurer's budget. Those fees amounted to just under \$10,000. No motion was made, as the Council stated this transfer of funds was already approved at an earlier meeting.

Future Agenda Items

Rural Addressing and Remonumentation will be carried forward to next month's agenda. SWWRPC requested to be added as a recurring agenda item on future agenda's.

Next Meeting Date

February 15, 2015 at 3:00 pm, Room 202



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Adjournment

Motion to adjourn by Jean and seconded by Schmit. Motion Carried.

Time: 4:45 pm