WOOD COUNTY LAND INFORMATION COUNCIL

MINUTES

Date: Thursday April 29, 2021 at 9:03 a.m.
Location: Via Webex Teleconference and in person room 114
Attendees: Ken Curry, Wood County Board District 11 Supervisor; Paul Bernard, Land Information
Officer; Al Breu, Wood County Board District 6 Supervisor; Nancy Marti, Real Property Lister; Heather
Gehrt, Treasurer; Tiffany Ringer, Register of Deeds; Lori Heideman, Dispatch Manager; Victoria Wilson,
Planning & Zoning; Jason Grueneberg, Director-Planning & Zoning; Brian Spranger, First Weber; Bill
Clendenning, Wood County Board District 15 Supervisor; Kevin Boyer-Wood County Surveyor; Bill
Leichtnam-Wood County Board District 19 Supervisor;

1. Chairperson Curry called the meeting to order at 9:03 a.m.

2. Introductions.

3. Chairperson Curry declared a quorum.

4. Approval of previous meeting minutes (1/27/2021).

   Chairperson Curry asked for any additions or corrections to the previous meeting minutes.
   Heather Gehrt indicated she wanted clarification regarding an email that had been sent after
   January's LIC meeting regarding the budget numbers and that some of Heather's numbers were
   not correct. She did not appreciate being called out in the email when in fact her budget
   numbers were correct. Having no further additions or corrections, motion by Ken Curry to
   approve. Second by Lori Heideman. Motion carried unanimously.

5. General Addressing Discussion with Emergency Management.
   - Mark explained that there are some municipalities (City of Marshfield, City of Wisconsin
     Rapids, Village of Port Edwards, Nekoosa and Grand Rapids) that do their own address
     determinations. Mark is the record keeper and those municipalities do run those
     addresses by Mark first. Further discussion took place regarding addresses. Lori
     Heideman expressed concern that a 911 call was received recently for an apartment
     complex in Port Edwards where the addresses were never provided to the dispatch
     center. This could be dangerous to residents. Communication between the
     municipalities and Wood County will need improvement. A suggestion was made for a
     sub-group to form and take a closer look at the way addressing is determined and
     communicated. Al Breu suggested putting together some information to present at the
     Towns Association Meeting. Mark indicated he could put some information together for a
     presentation. A report from the sub-group will be added to the agenda for the next
     meeting.
6. Role of Wood County Land Information Council.
   - Tiffany Ringer asked for this item to be on the agenda due to some concerns she had
     regarding the committee and the allocation of some of its budget funds. One concern
     was regarding the fact that Jason Grueneberg is not on the Land Information Committee.
     There was $250 dollars, of the $1000 budgeted, for the WLIA conference for Jason to
     attend in budget year 2020. Tiffany is questioning why Jason's attendance was covered
     when he is not a committee member. Jason provided clarification that in the past there
     was a policy where only Land Information Committee members could be sent to

conferences and trainings. There have been situations where individuals from the county that are not committee members have been sent to specific conferences and trainings. The LIC allocates $500 of the $1000 in funds for to the Register of Deeds office for conferences and training. Not all counties provide that funding.

- Tiffany Ringer wanted to reiterate to everyone that the Laredo software that the Register of Deeds office provides other departments to use, can only be used for county business and is not to be used for personal gain. There is an internal contract that each user needs to sign in order to use Laredo. If usage is deemed inappropriate, Tiffany can revoke usage at any time. Paul Bernard asked Tiffany what she considered inappropriate usage. Tiffany further explained that Paul Bernard informed her that he had used the Laredo software to complete his Master's Degree project. Paul Bernard clarified that he informed the council of his use of Laredo software for the Master's Degree project prior to completing it. Kevin Boyer shared feedback on how well Paul Bernard, is doing, the improvements he has brought to our county GIS and other programs, his appreciation for the use of Laredo software and his disdain for the question of Paul Bernard using the software inappropriately. Further discussion took place.

- Heather Gehrt expressed concern that the committee has not had the opportunity to address the policies, needs or prioritization of projects by the Land Information office. Paul Bernard explained that if a project is part of the foundational elements of the purpose of the Land Information office, those projects are given priority. Heather Gehrt asked how other departments are supposed to know if and when their project could be done. Paul Bernard expressed that he would like to see a proposal for projects other departments would like done so he can review the project and decide when funding and time would be able to be allocated to get that project completed. Further discussion followed.

7. 2019-2021 Land Information Plan Project Updates.
    - Indexing of Non-Recorded Documents by Geography
      Paul went over the items he is working on or which have been completed. The indexing process has been split into different categories, of these categories Plat of Surveys, Section Summaries, Tie Sheets, Surveying Field Notes and Railroad Right of Way have been indexed. Town Right of Way documents, Original PLSS Notes and Unrecorded DOT plats have not been indexed. DOT plats are a special case and may not be indexed by the end of the year as we are waiting on a request put into the DOT for digital copies of the plats.
    - Hydrographic Layer Improvement.
      Paul continues to work on improving the hydrographic layer on the GIS map. This layer will have greater detail when completed.
    - Next Generation 911.
      We are moving forward with this project without being able to secure any grant funding after several applications. This is possible because DATAMARK, a private contractor, was able to split the once very large project into smaller pieces. This was also possible because of the Collaboration between the Land Information Office and the Dispatch Center, both in cost-sharing and staff time. The first project executed is called the ACE comparison, which compares multiple different sources in order to establish the GIS as the "master database" including all addresses listed in any system. The sources compares as follows: GIS Site Address Points, ALI, Marshfield Utility List, Wisconsin Rapids Utility List, Info-USA Residential & Business (a database that pulls from the US Post Office).

- PLSS Monumentation/Perpetuation – Surveyors Update
  This item was skipped.

8. Other Project Updates.
   - Uniform Municipal Zoning maps and applications
     Paul is helping the Health Department with the COVID Dashboard. David Strong from the Health Department would like to start tracking vaccinations. Paul will need to write a piece of custom software for David to help with tying down specific vaccinations to school district and municipality by address.
     Paul has been working closely with County Planner Adam DeKleyn to clean up the zoning data.   They have created an individual application for each town and village that is zoned that provides a great deal of information for the municipalities to utilize.
   - New GIS and Imagery Servers
     We are getting two new servers, whereas in the past we only had one. One server will be for the general public and the other for internal users. This will be much more efficient than what we have now.
   - 2020 Census and Redistricting
     We are currently in a holding pattern due to COVID. We are waiting for guidance from County Clerk Trent Miner and the Wisconsin Counties Association on this project.
   - Creation of 2022 – 2024 Land Information Plan
     This plan is updated every three years to provide guidance to the Land Information office on what the large projects will be. The Department of Administration has released instructions on how to complete the plan. A draft of the plan is due by September 30, 2021. The final plan will be due December 31, 2021. Paul gave an overview of what he intends to include in the plan. Proposed projects were 2022 LiDAR acquisition and Historic Air Photo scanning, indexing, georeferencing and mosaicking.

9. Budget Update.
   - Jason Grueneberg passed out information on the revenues received by the Land Information office this year. Expenses were included in the packet.
     Jason discussed the email that was referenced by Heather Gehrt at the beginning of this meeting. Jason further clarified that neither Heather's nor Jason's budget numbers were incorrect, rather, Jason was working off of projected numbers and Heather was working off of actual numbers. Jason apologized to Heather for how the email was handled.
     Jason provided further explanation on the revenues that have come in so far this year. Heather Gehrt asked that the expense and revenue reports be included in the packet at each quarterly meeting.

10. Public Comment. None (Move this to item #4 for next agenda)

11. Agenda Items for next meeting.
    - Report from general addressing sub-group.
    - Financials

12. Adjourn. Chairman Curry declared the meeting adjourned at 10:39 a.m.

Minutes taken by Victoria Wilson, Planning and Zoning Department.