

WOOD COUNTY LAND INFORMATION COUNCIL  
MINUTES

Date: Wednesday September 29, 2021 at 9:00 a.m.

Location: Via Webex Teleconference and in person room 105

Attendees: Ken Curry, Wood County Board District 11 Supervisor; Paul Bernard, Land Information Officer; Al Breu, Wood County Board District 6 Supervisor (via webex); Nancy Marti, Real Property Lister; Heather Gehrt, Treasurer; Victoria Wilson, Planning & Zoning; Jason Grueneberg, Director-Planning & Zoning; Brian Spranger, First Weber; Kevin Boyer-Wood County Surveyor;

1. Chairperson Curry called the meeting to order at 9:02 a.m.
2. Introductions.
3. Chairperson Curry declared a quorum.
4. Public Comment. None
5. Approval of previous meeting minutes (4/29/2021).

Chairperson Curry asked for any additions or corrections to the previous meeting minutes. Hearing none, Al Breu made a motion to approve the minutes. Second by Heather Gehrt. Motion carried unanimously.

6. Addressing Sub-Committee Findings and Progress
  - Paul Bernard, Lori Heideman, Nancy Marti, and Jeff Mrozek-Address Coordinator-Emergency Management, met to discuss addressing. Our first big step will be having every municipality that does do their own addressing to go through Jeff for addressing notifications. We believe having the address coordinator as a single point of contact to notify all the different departments of new addresses will be clearer for everyone. Further discussion followed.
7. Round Table Discussion on Land Information
  - Paul wanted to add this bullet point to the agenda in order to give people the opportunity to talk about a project they are working on or a project they would like to pursue or to share information they may have regarding land information.
  - Paul is heavily involved with addressing. In moving forward with the potential missing addresses project, we had 150 addresses that were outright missing with another 700 that will need further review.
  - Jason Grueneberg, Trent Miner and Paul have been very busy with redistricting. This year has been difficult as the census block information came about six months late.
  - The new GIS website will go live Friday. It will be a learning curve but is a strong improvement over what we had.
  - Two projects Paul would like to complete by the end of this year are digitizing the hydro layer and indexing town road right-of-way survey records.
  - Kevin Boyer likes the idea of this roundtable discussion. He also mentioned that Wood County's GIS is excellent here as compared to other counties. Kevin further mentioned how beneficial it is to have the survey records available online.

- 2021 Senate Bill 590 will make changes to recording documents for condominium plats. This bill makes various changes to condominium law and clarifies requirements related to various types of condominium documents.
- Other legislation is out there now related to private roads and shared driveways. If there is no maintenance agreement financial institutions will require one to be instituted before financing the property.
- Brian Spranger added that he also likes how well the Wood County GIS is compared to other counties. He further stated that he likes that assessment information is available on the Wisconsin Rapids GIS website and would like to see that on the Wood County GIS. Paul informed him this information will be available when the new GIS website goes live on Friday.
- Heather Gehrt discussed that they are currently unhappy with their software provider, GCS, as they have recently been bought out by a nationwide company and are no longer upholding the service they promised to provide. They went from being on a server to being on a cloud. They are also increasing fees substantially. The only other company that provides this software is TTEC and she is unsure if they wish to move to that company. This will affect land records as the GCS software information is tied into the GIS system.

#### 8. Overview of 2022 – 2024 Land Information Plan

- The Department of Administration asked for a renewed plan that includes, Land Information Systems Architecture, Projects and Status of Foundational Elements such as PLSS and Tax Parcels. This plan is renewed every three years. What is in the plan is what becomes available for funding through the Wisconsin Land Information Program. The funding we get is \$100,000 for the base budget. Training and Education receives \$1,000 per year and the Strategic Initiative grant will provide \$60,000 in funding in 2022. This grant fluctuates each year. The draft of the plan was due at the end of September and is included in the packet. The final plan is due by December 31, 2021.
- Paul read each of the projects that are included in the draft plan and gave an overview of each project along with the estimated cost per project.
  - #1. 2022 LiDAR Flight and Additional Deliverables: Cost \$140,000 with the possibility of cost sharing from some other county partners.
  - #2. Historic Air Photo Scanning and Georeferencing: Cost – Ongoing Costs Not Associated With a Specific Project <sup>1</sup>
  - #3. Next Generation 911: Cost \$100,000
 Lori Heideman has made a CIP request for validation tools and expects to hear back about that funding in November.

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<sup>1</sup> Ongoing Costs Not Associated With a Specific Project:

*Funding for the Land Records Coordinator Position*

Since it began in 1990, the Land Information Program has been funded entirely through retained fees, contribution-based grants, strategic initiative grants, and education and training grants. The biggest recurring investment on an annual basis is funding the cost of employing a Land Records Coordinator to work towards the goals of land records modernization in the county.

The cost for Salary, Taxes, Benefits as well as office costs for the Land Records Coordinator is approximately \$85,000 a year.

#4. GCS Parcel to PLSS Location: Cost - Ongoing Costs Not Associated With a Specific Project<sup>1</sup>

#5. Research and Mapping of Right-Of-Ways: \$150,000 (Estimate)

#6. Recreation GIS Layers and Maps Development: Cost - Ongoing Costs Not Associated With a Specific Project<sup>1</sup>

#7. Parcel Fabric, Maintenance and Accuracy Improvements: Cost - Ongoing Costs Not Associated With a Specific Project<sup>1</sup>

#8. Website, Data Hosting Services, Software and Hardware Maintenance: Cost - \$45,000 (Estimate)

#9. Maps and Applications to Support Fieldwork: Cost - Ongoing Costs Not Associated With a Specific Project<sup>1</sup>

Discussion about budgeting for these projects followed.

9. Suggestions for 2022 – 2024 Land Information Plan

- Should anyone have any suggestions for the plan please let Paul know.

10. Budget Update

- Paul gave an overview of the budget. For 2021 revenues, there are a few items of note. \$25,000 of strategic initiative grant funding for 2019 was received in 2021. This is due to the interim between the previous LIO and Paul, there was no one to receive the paperwork and close out the grant to receive the funds. The other big item in revenues was the air photo cost share refund of \$21,503. Also worth mention is the 2020 carryover of \$163,993. Further discussion followed.

Heather Gehrt made a motion to accept the presented budget and forward it to the CEED Committee for approval. Second by Kevin Boyer. Motion carried unanimously.
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11. Adjourn. Chairman Curry declared the meeting adjourned at 11:12 a.m.

Minutes taken by Victoria Wilson of Planning and Zoning and in draft form until next meeting.