



**MANITOWOC COUNTY
LAND INFORMATION COUNCIL
MEETING NOTICE**

DATE: June 10, 2014

TIME: 10:00 a.m.

PLACE: Manitowoc County Communications and Technology Building
Conference Room 111/112
1024 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (call to order, roll call, approve agenda and minutes, correspondence)
2. Public input
3. County Retained Fee/Grant Report
4. Register of Deeds report
5. GIS Office report
6. Meeting with Peter Herriod from the Wisconsin Department of Administration on June 30, 2014
7. Adjournment

Preston Jones
Register of Deeds and Land Information Officer

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this commission, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



**MANITOWOC COUNTY
LAND INFORMATION COUNCIL
MEETING MINUTES OF JUNE 10, 2014**

The meeting was called to order by Chair Preston Jones at 10:03 a.m. in the Manitowoc County Communication and Technology Building, 1024 South 9th Street, Manitowoc.

Members present: Preston Jones, Cathy DeLain, Dean Dvorak, Michelle Yanda, Cheryl Duchow, and Sue Krcma. Colin Rayford arrived at 10:25. Supervisor Catherine Wagner and Nancy Crowley were absent.

Cathy DeLain asked to add an item to the agenda. Terms for council members serving a two year term will expire in August, so we need to review the membership. A motion to approve the agenda as amended was made by Sue Krcma and seconded by Michelle Yanda. The motion carried.

A motion to approve the minutes from the June 18, 2013 meeting was made by Sue Krcma and seconded by Michelle Yanda. The motion carried.

No members of the public wished to speak.

Preston Jones presented the "County Retained Fee/Grant Report" covering funds collected and spent under Wisconsin State Statute 16.967(7) and 59.72(5) from January 1, 2013 through December 31, 2013. Questions were answered. A motion to approve the report was made by Dean Dvorak and seconded by Cheryl Duchow. The motion carried. Mr. Jones will send the report to the Department of Administration by June 30, 2014.

Preston Jones updated the Council on projects in the Register of Deeds office:

1. The deed books from 1935 thru 1965 were optically scanned and social security numbers redacted. They need to be indexed before they can be made available online via the Deketo software.
2. Manitowoc County will continue to collect a \$5 document fee through the end of 2014 to cover the costs of redaction and indexing. This will not be enough to finish the project, so the additional money will need to come from the Land Records Fund. Starting on January 1, 2015, the extra \$5 must be sent to the Department of Administration (DOA) for the Wisconsin Land Information Program (WLIP) per Wisconsin State Statute 25.55.
3. E-recording continues to grow. About 28% of all documents are submitted electronically by banks and title companies.

Cathy DeLain reported on projects in the GIS Office:

1. As covered in the "County Retained Fee/Grant Report," the GIS Office replaced the GIS websites that were developed in 2003 on the ArcIMS platform with new and additional websites developed using Flex and ESRI's ArcGIS for Server software. The old map

server was replaced with a new virtual server, so we could keep the old websites running while developing the new sites. A gallery style portal page was created to access maps and all land records websites. In 2013, an Elections Results, Survey Viewer, and draft Advanced GIS Viewer were completed. In 2014, the Advanced Viewer and a slimmed down version, call the Easy Access Parcel Viewer, were finished. Cathy had four training sessions for the Advanced Viewer in April and May.

2. Working with Adam Backus, a new county parks brochure was created.
3. In fall of 2013, we participated in a non-binding RFP with five other counties in northeast Wisconsin for a 2014 orthophotography project. The quotes showed a 2014 flight to be considerably less expensive than the Wisconsin Regional Orthophotography Consortium (WROC) project scheduled for 2015. Surdex was selected as our vendor. The county was flown at a six inch pixel resolution the first week of May, 2014. We should have the finished product in August.

Preston Jones reported that Peter Herriod, Grant Administrator of the WLIP in the DOA, will be visiting Manitowoc County on June 30. Mr. Herriod will meet with Preston Jones and Cathy DeLain at 1:00 p.m. and with the LIC and others interested in the WLIP at 2:00. Based on his email, Mr. Herriod will discuss the 2014 county survey questions, a strategic grant concept, the DOA's vision of a successful statewide parcel project, and the future of the WLIP.

The makeup of the LIC was discussed. Non retiring members include the Register of Deeds, County Treasurer, and Real Property Liter. Those serving two year terms must include a County Board Supervisor, representative of the Land Information Office, a local realtor or member of the Realtors Assoc., a local public safety or emergency communications representative, and the County Surveyor or a local registered professional land surveyor. We have also elected to have a member of the public with an interest in land records serve on the LIC.

Catherine Wagner was reassigned to the LIC in April after the County Board elections. Cathy DeLain will continue to serve as the Land Information Office representative. Dean Dvorak agreed to continue serving as the local realtor. Mr. Jones will contact Nancy Crowley to see if she wants to stay on the LIC. Paul Steinbrecher agreed to serve as the local registered professional land surveyor representative. Michelle Yanda agreed to continue serving as a member of the public. Mr. Jones will ask Mr. Ziegelbauer to finalize the appointments at the July or August County Board Meeting.

The next LIC meeting will be scheduled when needed.

A motion to adjourn was made by Sue Krcma and seconded by Dean Dvorak at 10:40 a.m. The motion passed.

Respectfully submitted,
Cathy DeLain
Manitowoc County GIS Coordinator



**MANITOWOC COUNTY
LAND INFORMATION COUNCIL
PUBLIC NOTICE**

DATE: June 30, 2014

TIME: 2:00 p.m.

PLACE: Manitowoc County Communications and Technology Building
Conference Room 111/112
1024 South 9th Street, Manitowoc, WI 54220

Please take notice that members of the Manitowoc County Land Information Council are invited to meet with Peter Herreid, Grant Administrator of the Wisconsin Land Information Program (WLIP) for the Wisconsin Department of Administration. Discussion topics will include:

- 2014 WLIP county survey questions
- Strategic Initiative grant concept
- Vision of Parcel Initiative success and the future of the WLIP

The members of the Land Information Council are invited for informational purposes only. A quorum may be present, but no Council business will take place. The meeting is open to the public.

Preston Jones
Register of Deeds and Land Information Officer

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**MANITOWOC COUNTY
LAND INFORMATION COUNCIL
MEETING NOTICE**

DATE: December 2, 2014

TIME: 3:30 p.m.

PLACE: Manitowoc County Communications and Technology Building
Conference Room 111/112
1024 South 9th Street, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular business (call to order, roll call, approve agenda and minutes, correspondence)
2. Public input
3. Approve applying for a grant for a 2015 LiDAR project and spending \$116,412.50 of Land Records Fund money as a 50% match if the grant application is successful.
4. Schedule next meeting
5. Adjournment

Date: November 25, 2014

Preston Jones
Register of Deeds and Land Information Officer

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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MANITOWOC COUNTY
LAND INFORMATION COUNCIL
MEETING MINUTES OF DECEMBER 2, 2014

The meeting was called to order by Chair Preston Jones at 3:37 p.m. in the Manitowoc County Communication and Technology Building, 1024 South 9th Street, Manitowoc.

Members present: Preston Jones, Cathy DeLain, Michelle Yanda, and Cheryl Duchow. Dean Dvorak and Paul Steinbrecher were excused. Supervisor Catherine Wagner, Sue Krcma, and Nancy Crowley were absent. Also in attendance was Bob Blashe, Information Systems Director for Manitowoc County.

Jeff DeZeeuw, Professional Land Surveyor, City of Manitowoc, spoke in favor of using Land Records Funds to match any grant the county might receive to get LiDAR data.

No other members of the public wished to speak.

Preston Jones passed out a "Project Business Case" document to help members evaluate the LiDAR proposal. Cathy DeLain explained how the grant opportunity came about and answered members' questions.

Cathy DeLain made a motion to approve spending up to \$120,000 of Land Records Funds on a LiDAR project if the Wisconsin Coastal Management Program is successful in receiving a 50% matching grant from the U.S. Geological Survey. The motion was seconded by Cheryl Duchow. The motion passed.

The next LIC meeting will be scheduled when needed.

A motion to adjourn was made by Michelle Yanda and seconded by Cathy DeLain at 3:50 p.m. The motion passed.

Respectfully submitted,
Cathy DeLain
Manitowoc County GIS Coordinator