

**ROCK COUNTY  
LAND INFORMATION COUNCIL  
MONDAY May 9, 2011 9:30 A.M.  
COURTHOUSE CONFERENCE CENTER  
ROOM 250 – SECOND FLOOR  
ROCK COUNTY COURTHOUSE - EAST**

MINUTES

1. Call to Order

The meeting was called to order at 9:35 on Monday, May 09, 2011. Chair Schultz presided. In attendance were: Jennifer Borlick, Vicki Brown, Mickey Crittendon, Don Barnes, Randy Leyes, Kris Pehl. Absent were: Sandra Kraft, Neal Kerwin

2. Approval of agenda.

Ms. Brown moved to adopt the agenda, Mr. Leyes seconded. ADOPTED with changes of striking Item 6.i. Planning: Land Use Inventory Project.

3. Approval of Minutes of March 7, 2011

Ms. Brown moved to adopt the agenda, Mr. Barnes seconded. ADOPTED as presented.

4. Communications and Announcements

There were no communications or announcements.

5. **Information Item:** Additional CDBG Grant Award for LiDAR

Chair Schultz informed the Council that the Dept. of Commerce has awarded a \$108,450 grant to Rock County as reimbursement for the 2010 LiDAR acquisition project. The County had originally been denied the Grant; however, more grant money had been located. The County has also received preliminary notification of another grant award in the amount of \$98,600 to cover post-processing expenses (\$93,120) for data acquired, but not processed by FEMA and a FEMA quality assurance check (\$5,480) to make sure the data meets FEMA requirements.

Mr. Barnes wanted to know if there were plans to put the topography data on the County Website. Ms. Borlick and Chair Schultz stated it was a possibility and would look into it.

## 6. Discussion & Possible Action: 2012 Land Information Office Budget Requests

### i. Planning: Address Grid Project

Chair Schultz and Ms. Borlick described the project as converting the existing mylar address maps from hard copy to digital. Currently the address points are first created on the mylar maps by hand using ink and scales, then added to the Planning Address database and then added to the 9-1-1 database. Converting the maps to digital would reduce duplication, add ease of use and modernize the process of assigning and maintaining addresses. There are ~27-35 maps that need to be converted. Ms. Borlick would like to use outside consultants to complete the project.

Ms. Pehl moved to proceed with the project as part of the budget process. Seconded by Mr. Barnes. APPROVED by unanimous vote.

### ii. Health: Septic Permitting Project

Chair Schultz stated that Karen Cain, Director of Public Health Department stated that she was seeking financial assistance from Land Records to have microfiche cards of septic permits scanned. Ms. Brown asked if Public Health participated in Land Records. It was confirmed that Public Health does participate and utilize Land Records. Ms. Borlick asked how this request was tied in to Land Records. The answer to that question went unanswered. The possibility of using the scanner at Register of Deeds was discussed, however that scanner is currently non-functional.

Ms. Borlick moved to table the item until such time as the link to the permitting system and Land Records could be established. Seconded by Ms. Brown. Motion to table was APPROVED by unanimous vote.

### iii. Real Property: Scan & Index Mylar Property Division Maps

Chair Schultz stated that Real Property Office is need of creating more space to add another employee. There are currently ~1,100-1,200 mylar property division maps stored in cabinets in the office. These maps are important for historical records. They are also currently reproduced by request using a "blue line" machine. This machine is old and parts would be difficult to come by if needed. Supplies are currently difficult to acquire. Scanning and indexing the maps would add ease of use, reduce storage space and modernize the workflow in distributing historic property division maps. Chair Schultz would like to use outside consultants to complete the project. Ms. Borlick suggested trying to complete the project with the Planning Address Grid Project if cost savings could be created.

Mr. Barnes moved to proceed with the project as part of the budget process. Ms. Brown seconded. APPROVED by unanimous vote.

iv. Surveyor: Scan & Index Section Corner Tie Sheets

Mr. Barnes stated that there are currently ~24,000 Section Corner Tie sheets that need to be scanned and indexed. The project came about due to an open records request in which a commercial entity wanted to come in and scan the tie sheets and then have the Surveyor's office send updates on a regular basis. This project would add ease of use and modernize the distribution of tie sheets. Two options were discussed. 1) Completing the project internally where an intern could be hired to scan and index the images. 2.) Add this on to a Register of Deeds project already in progress and/or a new project yet to be started.

Ms. Borlick moved to proceed with the project as part of the budget process and investigate these two possibilities. Seconded by Mr. Barnes. APPROVED by unanimous vote.

v. Other items (Informational):

1. Mr. Leyes informed the Council that as a next phase to his scanning and redaction project he will be needing to scan the pre-1935 books. This project can be completed in 2012 or 2013.
2. Ms. Brown informed the Council that she will be seeking out funds to update the monitors in the Treasure's Office.

**7. Discussion & Possible Action: Data Pricing/Processing Fees**

Chair Schultz stated that as part of the Land Records Modernization Plan Update, as well as annual review, we needed to revisit the pricing structure of the GIS data. Ms. Borlick passed out 2 handouts. The first handout was the current pricing structure. The second handout was a cost comparison with other counties and a table on download times for imagery and contour data. The data other than the contour and imagery data has been recently revised and no changes were deemed necessary. The existing imagery and contour data pricing structure was deemed inappropriate and left open a potential for lawsuit as well as frustration for those requiring the data as well as those distributing it. Ms. Borlick also informed the Council that as part of the acquisition project for the imagery, a cost reduction was obtained from State and Federal partners and that the imagery data would be available for no cost download from state and federal agencies at an 18" resolution. The contour data is being paid for as part of the Community Development Block Grant-Emergency Assistance Program and, as such, will be available in the public domain. A pricing structure of \$200 for Countywide, \$450 for Town and \$50 for a 4 section tile would be suitable for the imagery data and the contours was moved by Mr. Barnes. Seconded by Mickey Crittendon. APPROVED by unanimous vote.

8. New Business

There was no new business

9. Next Meeting Date.

The next meeting will be Monday, October 24, 2011 at 9:30 am. Location TBD

10. Adjournment

The meeting was adjourned at 11:00 am. Moved by Mr. Leyes. Seconded by Ms. Brown.

Minutes by Jennifer Borlick

Minutes are not official until approved by the Land Information Council