



**MANITOWOC COUNTY  
LAND INFORMATION COUNCIL  
MEETING NOTICE**

**DATE:** March 19, 2013

**TIME:** 10:00 a.m.

**PLACE:** Manitowoc County Communications and Technology Building  
Conference Room 016 (basement)  
1024 South 9<sup>th</sup> 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. Redaction Report to the Department of Revenue
4. Register of Deeds report
5. GIS Office report
6. Review of 2011 – 2015 Land Information Plan
7. Adjournment

Date: March 8, 2013

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 MARCH 19, 2013

The meeting was called to order by Chair Preston Jones at 10:02 a.m. in the Manitowoc County Communication and Technology Building, 1024 South 9<sup>th</sup> Street, Manitowoc.

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

Council members introduced themselves. This was the first meeting held since Dean Dvorak, Colin Rayford, and Michelle Yanda were appointed to the Council. Preston Jones gave a brief history of the Wisconsin Land Information Program (WLIP) and the requirement for counties to have a Land Information Council (LIC) and a Land Information Plan (LIP) to participate in the WLIP.

No members of the public wished to speak.

Preston Jones presented the “Annual Social Security Number Redaction Reporting Summary” covering funds collected and spent under Wisconsin State Statute 59.43(4)(d) from January 1, 2012 through December 31, 2012. Mr. Jones also presented an “Application for Social Security Number Redaction Fee Extension” requesting a one year extension to retain an additional \$5 for the register of deeds document recording fee under Wisconsin State Statute 59.43(2)(L). Both documents will be sent to the Department of Administration (DOA) by March 31, 2013.

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

1. Tract Index books were optically scanned in mid-December 2012 and will be put into our Internet site for searching over the Internet. We now have a “backup” for this important information.
2. We uploaded the optically scanned Subdivision Plats into our main office system, our public view terminals and for our Internet subscribers. We will develop a basic, easy to use index for searching these subdivision plats. Our older certified map books will be the next part of this project to be uploaded into these systems. We now have all of our certified survey map volumes in digital format and this provides the backup system for these certified survey maps that we never had.
3. We are currently having our deed books from 1935 thru 1949 optically scanned, basically indexed electronically and social security numbers redacted. These will be uploaded into our public and Internet sites. We’re having our previously optically scanned and redacted record books, from 1965 thru February 28, 1991, fully indexed; the same as we currently index documents in our daily operations. This will take some time to complete. We currently have 23 years of land records information on our Internet site.
4. Our next portion of this project will be having our deed books from 1949 thru 1965 optically scanned, basically indexed electronically and the social security numbers redacted. This will be completed in 2013.
5. We continue to add paid subscribers to our Internet System. We collected \$44,495 in subscription fees in 2012. We’ll surpass that amount in 2013. We’ve also added three towns and a village to our complimentary Internet search system.

6. We collected \$80,260 in Social Security Number redaction fees in 2012. This is based on \$5 per recorded document. We spent \$29,300 on back scanning and Social Security Number redaction in 2012, the remainder of these retained fees will be carried forward into future years to finish this project. We'll continue to collect these funds thru 2014, at which time the redaction program will be sunset by state legislation. These \$5 retained fees are currently in the Governor's Budget and upon the sunset at the end of 2014, will be used to develop a statewide digital parcel map. The "fight" continues to get some of this funding put into basic grants to counties. Stay tuned as more information becomes available.

Cathy DeLain presented the "County Retained Fee/Grant Report" covering funds collected and spent under s. 59.72(5), Wis. Stats. from January 1, 2011 through December 31, 2011. This report was submitted to the DOA in June, 2012. During the reporting period we spent \$22,527 less on land records modernization than we collected in recording fees. LIP citations were given for each project. The report covering funds collected in 2012 will be due on June 30, 2013.

Cathy DeLain reported on projects in the GIS Office. She gave a demonstration of the new portal page for finding all types of local land records on the internet. It went live last Friday. A new domain, ManitowocMaps.info, was registered to make it easier for the public to remember the URL. Over the next year, most of the GIS websites will be migrated to a new software platform on a new virtual server beginning with a new survey website. It will include links to Plat of Survey maps, tie sheets, PLSS section summaries, and town section corner maps. An election results mapping website was developed for the County Clerk's Office for the February, 2013 primary election. This was the first GIS website to use the ArcGIS for Server software. It is being revised for the April election. Results will not be posted until the morning after the election. The GIS Office will be working with the Manitowoc County Parks Director on creating a new parks brochure this summer.

The next LIC meeting will be scheduled when needed.

A motion to adjourn was made by Michelle Yanda and seconded by Cheryl Duchow 10:50 a.m. The motion passed.

Respectfully submitted,  
Cathy DeLain  
Manitowoc County GIS Coordinator



**MANITOWOC COUNTY  
LAND INFORMATION COUNCIL  
MEETING NOTICE**

**DATE:** June 18, 2013

**TIME:** 10:00 a.m.

**PLACE:** Manitowoc County Communications and Technology Building  
Conference Room 016 (basement)  
1024 South 9<sup>th</sup> Street, Manitowoc, WI 54220

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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. Adjournment

Date: June 10, 2013

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 JUNE 18, 2013

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 9<sup>th</sup> Street, Manitowoc.

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

A motion to approve the minutes from the March 19, 2013 meeting was made by Cheryl Duchow 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, 2012 through December 31, 2012. Questions were answered. A motion to approve the report was made by Michelle Yanda and seconded by Colin Rayford. The motion carried. Mr. Jones will send the report to the Department of Administration by June 30, 2013.

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

1. The deed books from 1935 thru 1949 were optically scanned and returned to the vault, basically indexed electronically and social security numbers redacted.
2. The deed books from 1949 thru 1965 are currently being scanned. Based on the time it took to scan the first 80 books, we should get the second set back in September.
3. With changes in how documents are handled in the office, most are being returned by the following day. In the past it took up to six weeks to return them. We are Deketo's only customer doing e-recording. About 20% of all documents are submitted electronically by banks and title companies.

Cathy DeLain reported on projects in the GIS Office:

1. A new survey website is available for review. It has not been published through our portal page, but can be viewed at [http://webmap2.manitowoc-county.com/flexviewers/POS10\\_1/](http://webmap2.manitowoc-county.com/flexviewers/POS10_1/).
2. A new parks brochure is 80% complete. Adam Backus needs to review the document and add the finishing touches.
3. We are going to participate in a non-binding RFP with a few other counties in northeast Wisconsin to get quotes for a 2014 orthophotography project. Preliminary numbers show it may be cheaper than the Wisconsin Regional Orthophotography Consortium (WROC) project scheduled for 2015.

The next LIC meeting will be scheduled when needed.

A motion to adjourn was made by Colin Rayford and seconded by Michelle Yanda at 10:40 a.m. The motion passed.

Respectfully submitted,  
Cathy DeLain  
Manitowoc County GIS Coordinator