



**MANITOWOC COUNTY  
LAND INFORMATION COUNCIL  
MEETING NOTICE**

**DATE:** June 22, 2016

**TIME:** 3:30 p.m.

**PLACE:** Manitowoc County Communications and Technology Building  
Conference Room 111/112  
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 comment
3. County Retained Fee/Grant Report
4. Land Information Council membership for 2016-2018
5. Register of Deeds report – Kristi Tuesburg
6. GIS Office report – Cathy DeLain
7. Adjournment

Date: June 14, 2016

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 22, 2016

The meeting was called to order by Chair Preston Jones at 3:30 p.m. in the Manitowoc County Communication and Technology Building, 1024 South 9<sup>th</sup> Street, Manitowoc.

Members present: Preston Jones, Cathy DeLain, and Michelle Yanda. Nancy Saueressig, Sue Krcma, Dean Dvorak, and Paul Steinbrecher were excused. Supervisor Catherine Wagner was absent.

No members of the public wished to speak.

Michelle Yanda made a motion to approve the agenda; seconded by Cathy DeLain. The motion passed.

Michelle Yanda made a motion to approve the minutes from the December 22, 2015 meeting; seconded by Cathy DeLain. The motion passed.

Cathy DeLain 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, 2015 through December 31, 2015. Questions were answered. A motion to approve the report was made by Michelle Yanda and seconded by Cathy DeLain. The motion carried. Mr. Jones will send the report to the Department of Administration by June 30, 2016.

The makeup of the Land Information Council (LIC) was discussed. Non retiring members include the Register of Deeds, County Treasurer, and Real Property Lister. Those serving two year terms need to be appointed in September, 2016 and 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 appointed by the County Board Chair at their organizational meeting in April, 2016. Mr. Jones will forward the following names to the County Board for a vote at their August meeting to serve a two-year term on the LIC that extends from September, 2016 – September, 2018:

- 1) Representative of the Land Information Office – Cathy DeLain, GIS Coordinator
- 2) Realtor or member of the Realtors Association employed within the county – Dean Dvorak, Action Realty, 1001 South 35<sup>th</sup> Street, Manitowoc, WI 54220, 920-682-6104
- 3) Public safety or emergency communications representative employed within the county – Jamie Aulik, Deputy Emergency Services Director
- 4) County surveyor or a registered professional land surveyor employed within the county – Jeff DeZeeuw, P.O. Box 698, Manitowoc, WI 54221-0698, 920-682-4772
- 5) Member of the public – Michelle Yanda, 16623 Pigeon River Rd, Cleveland, WI 53015, 920-565-2327

Kristi Tuesburg, Deputy Register of Deeds, reported on recent activities in the Register of Deeds Office:

- Records on the Internet go back to 1987.
- Certified Survey Maps have been scanned going back to Volume 1. They will be available on the Internet as soon as Deketo loads them into our system.
- The Real Property Lister is now getting electronic copies of all daily recordings.
- Internet sales continue to rise with the addition of credit card sales. Deketo handles the administration and sends a check monthly. The office estimates they have received 650 fewer phone calls when compared to last year.

Cathy DeLain reported on activities in the GIS Office since the last LIC meeting in December, 2015:

- The Manitowoc County Land Information Plan 2016 – 2018 was approved by the Finance Committee and County Board in March. We received positive feedback from Dodge County, but nothing from Eau Claire County during the peer review period. The Plan was submitted to the DOA by their March 31 deadline.
- Updates to the Land Information Plan needed:
  - Migrate the Highway Department's sign inventory from a GPS unit running ArcPad to a tablet running Esri's Collector app.
  - Software purchases – 3D Analyst extension for ArcGIS for Desktop
  - Scanning project in the Treasurer's Office – historical tax rolls that had been stored in the basement of the Historical Society
- Our \$50,000 WLIP Strategic Initiative Grant application for 2015 was due in December, 2014. As approved by the LIC, we are using it to cover the cost of the mandated parcels and zoning data submission and LiDAR upgrades.
- We submitted our parcels and zoning data to the DOA (via the LTSB website) in March. The city of Two Rivers assessment data was missing from our file, so we resent the data in early June. That gave us a chance to improve our data (mostly address) and retest our publication routine.
- There is a new state mandate to send our Wards layer to the LTSB in January and July each year. As far as she knows, there are no annexations in the works, so Cathy will be able to resend the same file in July as we did in January.
- At the request of the Highway Department, Cathy had members from each of nine snowmobile clubs in the county come in to my office to help update their portion of our snowmobile trail map. The previous map was created by the DNR in 2009.
- The Land Records Working Group meeting on February 3 included a Pictometry demonstration. They are the largest vendor of oblique aerial imagery. Everyone in attendance liked the product, especially the Emergency Services Department. If funding can be obtained, we will contract for a spring 2017 flight that would include 6-inch orthophotography and oblique imagery. The Joint Dispatch Center will need to purchase some additional software to integrate the oblique imagery into their AeGIS software.
- Cathy attended an ArcGIS Pro workshop and the WLIA Annual Conference in Elkhart Lake Feb. 9 – 12.
- LiDAR data for a pilot area in Kossuth was downloaded in April; the countywide data was received June 3 on a 1 TB external hard drive (except for building footprints). We purchased Esri's Spatial Analyst extension for the Soil & Water Conservation Department with the understanding that they will pay for the annual maintenance. Now they are requesting we purchase the 3D Analyst extension. The Planning & Zoning Department agreed to pay the annual maintenance on the second extension as those two departments will mainly share the software. The LiDAR data was put in the GISData directory on a county server. It was organized by towns to make it easier for employees to find the data they need. We had requests for all the data from USDA-NRCS and SMI the same day county employees received an email on where they could access the data. We also had a couple of smaller data requests that we are filling using DropBox. We still need to get the contours on our GIS websites.
- Cathy is attending the Esri User Conference June 27 – July 1 in San Diego along with 16,000 other GISers. She will be focusing on LiDAR/elevation data and ArcGIS Online/Collector sessions.

The next Land Information Council meeting will be scheduled when needed.

A motion to adjourn was made by Michelle Yanda and seconded by Cathy DeLain at 4:20 p.m. The motion passed.

Respectfully submitted,  
Cathy DeLain  
Manitowoc County GIS Coordinator