

BUFFALO COUNTY MINUTES

Committee of the Board:

Land Information Sub-Committee

Date of the Meeting:

March 6, 2020

Chair of the Land Information Committee, Mr. Barry Drazkowski, called the meeting to order at 9:03 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

Sub-Committee Members Present : Mr. Max Weiss, Mr. Dennis Bork, Mr. John Ebert, Mr. Don Black, Mr. John Ebert, Mr. Larry Grisen, Mr. Barry Drazkowski and Ms. Mary Anne McMillan Urell appeared in person. Mr. David Danzinger appeared via phone.

Others Present for All or Parts of the Meeting : Ms. Sonya J. Hansen, Mr. Jason Poser, Ms. Carol Burmeister and Ms. Tina Anibas.

Review/Discussion - Surveyor Position Description: A draft position description was reviewed. It was suggested to add language that as an expectation, the Surveyor would adhere to ordinance and policy as established by the Board of Supervisors and also assist the Highway Department with legal descriptions for right-of-way boundary and bridges as requested. This position description was being developed in the event that the County Surveyor would become an employee of the County. A draft will be reviewed at the upcoming Land Information Committee and then forwarded to the Human Resources Committee.

Review/Discussion - Surveyor Position: The committee discussed whether the position should be expanded to include re-monumentation, review of certified survey maps and the requirement of surveys for land sale transactions, which would require an ordinance through Zoning, and review of recorded plat maps. Ms. Tina Anibas indicated that the prior Surveyor reviewed the small and large maps filed in the Surveyor's Office and indexed them. She indicated that the State does not review these records and they are not recorded in the Register of Deeds Office.

Ms. Sonya Hansen reviewed the current Memorandum of Understanding presently in place that sets forth the current understanding of contracted services between Buffalo County and Auth Consulting & Associates.

Ms. Sonya Hansen provided a copy of a Request for Proposal (RFP) for a County Surveyor used in Green Lake County indicating that this could be an option for the committee to consider.

Ms. Sonya Hansen informed the committee that sharing of a County Surveyor may be a possibility but that a current full-time surveyor would run between \$65,000 to \$84,000 per year plus a vehicle and equipment.

It was the consensus of the committee to recommend to the Land Information Committee to extend the current contract with Auth Consulting & Associates until the end of the year. Ms. Sonya Hansen indicated that she would contact them to see if they would be willing to extend the appointment.

Review/Discussion - Re-monumentation Project Recommendations for Funding & Completion:

The Committee reviewed the re-monumentation history costs since the project was started. They also reviewed funding proposals using the costs reflected in the RFP from Auth Consulting & Associates and sharing costs with the towns using grant funding and tax levy over a six year, seven year, ten year and fifteen year plan. It was noted that there was not an equal cost share between the towns and the County and that the County historically contributed more towards the projects.

The Committee discussed the prior offer from the Town of Canton and the Town of Maxville to contribute \$116,835 towards the project. The County would fund the project and the towns would reimburse the County at the rate of \$3,000 each per year. Any amount over the \$116,835 would be the responsibility of the County. The Committee discussed it was important to keep a working relationship with the towns.

The Committee discussed the Town of Belvidere and the brass caps. Mr. David Danzinger informed the committee that the town does have funding set aside for re-monumentation and are willing to work with the County now. It was suggested that the Land Information Committee look at working with the towns that have funding available now to keep the project moving forward.

The Committee was in agreement that the County needs to complete this project, develop a written plan to work with the towns and to consider funding options that could include the use of funds returned from the Community Development Block Grant Program - Revolving Funds or the CAPX2020 funds. The Committee also agreed that a written agreement would need to be entered with the towns to document the terms and conditions between the parties. Having a written agreement would alleviate issues with any change in leadership at the county or town level. The Land Information will work on putting this plan together.

The Committee was in agreement to designate up to \$117,000 of CAPX 2020 funds to be held in reserve for re-monumentation participation and would agree to lend to the towns of Maxville and Canton with a repayment of no more than ten (10) years with a 2% interest rate. The use of CAPX 2020 funds would require full County Board approval.

Review & Discussion - Re-monumentation Proposal Received from Auth Consulting & Associates: The Committee reviewed the proposal and it was the consensus to attempt to work with them and not require a new request for proposal.

Review & Discussion - Balance of 2020 Grant Funding for Re-monumentation Project after Completion of the Town of Waumandee :

The Committee discussed that the Town of Waumandee will be completed in 2020 and that grant funding would be used to complete this project. They suggested that the Town of Belvidere be approached as they have funding available now and we have additional grant funding to match to keep the project moving forward.

Contact would need to be made with the Towns of Canton, Milton, Maxville and Nelson after the Land Information Committee puts together a plan for completion.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary