

## BUFFALO COUNTY MINUTES

Committee of the Board:

Land Information Committee

Date of the Meeting:

June 21, 2019

Chair Mr. Barry Drazkowski called the meeting to order at 9:00 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

**Board Members Present:** Mr. Barry Drazkowski, Mr. Dennis Bork, Mr. David Danzinger, Mr. John Ebert and Mr. Max Weiss.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Carol Burmeister, Ms. Tina Anibas, Chief Deputy Lee Engfer, Mr. David Brommerich and Mr. Jason Poser.

**Public Comments Regarding Agenda Items:** There were no public comments.

**Review/Discussion/Action - Regarding Minutes of the Previous Meeting:** A motion was made by Mr. Max Weiss seconded by Mr. Dennis Bork to approve the minutes of the previous meeting as sent. Motion Carried.

### **Review/Discussion/Action – Review of Remonumentation Request for Proposal:**

Chair Barry Drazkowski informed the members of the Committee that he had met with Mr. Joe Nelsen and Ms. Sonya Hansen to review the revised draft Request for Proposal. He indicated that after the meeting, Mr. Joe Nelsen had the opportunity to review the draft and made some suggested changes to the document.

The Committee reviewed the revised draft Request for Proposal and the suggested made by Mr. Joe Nelsen. Recommended changes to the revised document are as follows:

- Page 6; remove the words “and shall be delivered in the Buffalo County Coordinate System” in Section 4 D.
- Page 7; remove the last sentence in Section 4 F, “It is the responsibility of the Buffalo County Surveyor’s Office to correct the error.”
- Page 7; deleted C, D and F in Section II. Horizontal Control.
- Page 8; add US to USPLSS Record Forms in Section III.
- Page 8; add additional language in Section III A. after Code, “together with additional items as indicated on Exhibit \_\_\_\_.”
- Page 8; under B to have Ms. Sonya Hansen work with the County Surveyor to add language.
- Page 8; remove #3 in Section IV- C.
- Page 9; change V- B. to “The Map of Survey.”
- Page 9; review the language with the County Surveyor and attach as an Exhibit.
- Page 9; change VII title to “US Public Land Survey Monument Record Forms.”

- Page 10; change A, B and D to reference Land Survey Monument Records.
- Page 10; delete C- 2.
- Page 10; add ASCII file language to the Miscellaneous section.

The Committee discussed the need for the County Surveyor to complete the necessary Exhibits for the Request for Proposal and to review the document with their recommended revisions. The Committee was striving for a revised document that captured the language of the statutes and administrative codes with regard to remonumentation and to obtain a proposal from a qualified bidder with a submission date of August 2, 2019.

A motion was made by Mr. Dennis Bork seconded by Mr. Max Weiss to instruct Ms. Sonya Hansen to meet with the County Surveyor to obtain the necessary exhibits for the Request for Proposal and review the final draft for the Committee to finalize at their next meeting. Motion Carried.

**Review/Discussion/Action ~ Restructure of Land Information Department:**

Ms. Sonya Hansen indicated that she had met with Mr. Jason Poser, Ms. Tina Anibas and Ms. Carol Burmeister on different occasions to discuss the restructure of the Land Information Office with the County Treasurer coordinating between the Land Information Officer/GIS and reporting back to the Land Information Committee. A copy of the proposed organization map is attached and to become a part of these minutes.

A motion was made by Mr. David Danzinger seconded by Mr. Max Weiss to move forward with the proposed plan for six (6) months and to be reviewed in December of 2019. Motion Carried.

**Committee Chair Report:** The Committee Chair had no additional information to share with the Committee members.

**Land Information Officer's Report:** Land Information Officer Mr. Jason Poser had nothing additional to report to the Committee.

**Surveyor's Report:** Mr. Joe Nelsen was unable to attend the meeting.

**Public Comments:** Ms. Tina Anibas provided a written report as to the status of the Parcel Mapping Project. Ms. Anibas indicated that 240 parcels have not been mapped because of description issues and a few cases with remonumentation issues. She indicated that as of June 11, 2019 the status of large maps, CSM's and small maps are as follows:

- Out of the 1,139 large maps, there are still 561 that need to be mapped.
- Out of the 724 CSM's (Certified Survey Maps), there are still 13 that need to be mapped.
- That there are approximately 1,636 small maps that have a few mapped.

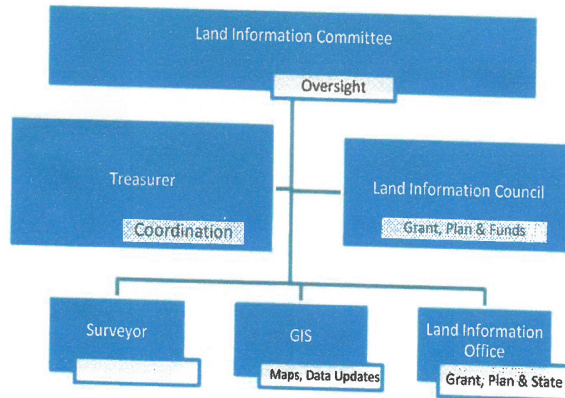
The Committee asked for Ms. Anibas to come back with a recommendation as to what action would need to be done to address the 240 unmapped parcels.

**Next Meeting:** The next meeting of the Land Information Committee is scheduled for July 12, 2019 at 9:00 a.m.

**Adjourned:** Mr. Dennis Bork seconded by Mr. Max Weiss to adjourn at 10:31 a.m.  
Motion Carried.

Respectfully submitted,

Sonya J. Hansen  
Recording Secretary



Council consists of Register of Deeds, LIO, Surveyor, Treasurer & Property Lister, County Board Members, Realtor & EM

Treasurer will coordinate Land Information Office consisting of Land Information Officer/GIS and report back to Land Information Committee.

GIS is responsible for development and maintenance of County-wide computerized integrated geographic information system, County digital tax parcel GIS data layer, create and maintain spatial data on County's website, resource to all departments and public with land and geographic information needs.

Land Information Officer is responsible for writing grant and modernization plan, budget development and coordination with State.