

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

AGENDA

Committee: Land Use Committee
Date: Friday, February 5, 2021
Time: 9:00 a.m.
Location: 3rd Floor County Board Room
Buffalo County Courthouse
407 S. 2nd Street
Alma, Wisconsin 54610 [Click here to join the meeting](#)

The meeting is open to the public. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Review/Discussion/Action ~ Minutes of Previous Meeting
4. Review/Discussion/Action ~ The Committee May Go Into Closed Session to Discuss Land Information Officer/GIS Transition Plan & Position

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

5. Review/Discussion/Action ~ The Committee May Return to Open Session
6. Review/Discussion/Action ~ Land Information Coordinator/Land Information Officer (LIO) Position Description
7. Review/Discussion/Action ~ GIS/Land Information Technician Position Description
8. Review/Discussion/Action ~ Land Information Officer/GIS Transition Plan and Position
9. Surveyor's Report
10. Committee Chair Report
11. Review/Discussion/Action ~ Next Meeting Date and Time
12. Public Comment Not Related to Agenda Items
13. Adjournment

Date: February 1, 2021

Max Weiss, Chair

/s/ Roxann M. Halverson

By: Roxann M. Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair. If the Chair is not available, please contact the County Clerk's Office at 608-685-6209.

Persons with Disabilities: If you require special accommodations in order to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, 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.

BUFFALO COUNTY MINUTES

Committee of the Board:

Land Use Committee

Date of the Meeting:

December 11, 2020

Chair Mr. Max Weiss called the meeting to order at 9:06 a.m. in the Second Floor Conference meeting room, Buffalo County Courthouse, Alma, Wisconsin.

Land Use Committee Members Present: Mr. Max Weiss, Mr. Dwight Ruff, Ms. Mary Anne McMillan Urell and Mr. Steve Nelson appeared in person. Mr. David Danzinger appeared via Teams.

Others Present for All or Parts of the Meeting in Person and Via Teams: Ms. Sonya Hansen, Mr. Michael Owecke, Chief Deputy Lee Engfer, Mr. Jason Poser, Mr. Ron Jaspersen, Mr. Briar Golden and Ms. Carol Burmeister.

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action Regarding Minutes of the Previous Meeting: A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Dwight Ruff to approve the minutes of the November 13th meeting as sent. Roll Call vote: Mr. Weiss – yes, Mr. Danzinger – yes, Mr. Ruff – yes, Mr. Nelson – yes and Ms. McMillan Urell – yes. Motion Carried.

Review/Discussion: Draft Land Division Ordinance: Zoning Administrator Mr. Owecke reviewed the final revisions to the draft ordinance. County Surveyor Mr. Ron Jaspersen along with Register of Deeds Ms. Carol Burmeister asked for additional language to be added to the ordinance to include a 3 x 3 area in the right hand corner of the CMS map to allow space for recording documentation. Zoning Administrator Mr. Owecke requested suggested language be sent to him to be included.

Zoning Administrator Mr. Owecke indicated that the next step would be to hold a Public Hearing after sending a draft to all towns to review and comment. He indicated that this committee would then hold the Public Hearing and take action on the ordinance in late February or early March. He stated that a resolution would need to be drafted to include the fees associated with the ordinance. A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Dwight Ruff to approve the ordinance with the amendments discussed and to proceed with the plan as outlined by Zoning Administrator Mr. Owecke. Roll Call vote: Mr. Danzinger – yes, Mr. Ruff – yes, Ms. McMillan Urell – yes, Mr. Nelson – yes and Mr. Weiss – yes. Motion Carried.

Review/Discussion ~ Zoning Administrator Report: Mr. Owecke stated he had nothing additional to report to the committee this month.

Review/Action/Discussion ~ A Resolution to Appoint County Surveyor:

Ms. Hansen explained that Auth Consulting has been appointed as the County Surveyor until the end of this year. They are interested in continuing in this capacity with a small increase of 3% in their rates and have designated Mr. Ron Jaspersen as the main contact for Buffalo County. A motion was made by Mr. Ruff seconded by Ms. McMillan Urell to approve the resolution to appoint Auth Consulting as the County Surveyor until December 31, 2021. Roll Call vote: Mr. Weiss – yes, Ms. McMillan Urell – yes, Mr. Ruff – yes, Mr. Nelson – yes and Mr. Danzinger – yes. Motion Carried.

Review/Discussion/Action ~ GIS Department Head Telecommute Extension:

Mr. Poser requested the authorization to continue telecommuting for an additional thirty (30) days due to COVID-19. He stated that he can perform all of his duties in his home office that he does at the department office. A motion was made by Ms. McMillan Urell seconded by Mr. Nelson to approve Mr. Poser’s request to telecommute until January 4, 2021, with the understanding that he will keep the Chair, Ms. Anibas and Ms. Hansen updated on work projects and that if needed in the office that he would so report. Roll Call vote: Mr. Ruff – yes, Mr. Nelson – yes, Mr. Weiss – yes, Mr. Danzinger – yes and Ms. McMillan Urell – yes. Motion Carried.

Review/Discussion – Land Information/GIS Report: Mr. Jason Poser reviewed the status of the following projects:

Sign Project: Zoning is working with the towns to get any missing sign issues resolved. Data has been provided to the Treasurer’s Office and Mr. Poser will be making updates to the data base.

Culvert Project: Mr. Poser stated that the culvert project has been completed.

Parcel Mapping Project: Mr. Poser provided a copy of the written report from Treasurer Ms. Tina Anibas which stated that their department has drawn out all of the fall splits and are working on year end splits before rolling to the new year. COVID-19 and training new staff were a challenge.

Maps for Emergency Response: Mr. Poser stated that he has created maps for each fire district and he is working with them to make sure they are accurate. He will be printing them off for distribution.

Land Conservation Maps: Mr. Poser informed the committee that he will be working with the Land Conservation Department and Mississippi River Regional Planning Commission to prepare maps as requested for the Outdoor Plan.

Redistricting/Census: Mr. Poser stated that this project will begin after the census data is received. He will need to work with the County Clerk and the Administration Office during the first quarter of 2021 to bring the recommendations forward for any appropriate action.

Review/Discussion ~ Surveyor's Report: Mr. Jasperson reported that as of December 4th they have 54 corners controlled in the Town of Belvidere. He indicated that they have found that 60% of the survey markers by Davy Engineering and field notes are accurate. He indicated that now that deer hunting season is over and weather permitting, that they will be able to get back into the field. They anticipate being completed with the Town of Belvidere by no later than late summer. He indicated that County Trunk Highway N has several markers that will need to be dug up.

Review/Discussion/Action ~ The Committee May Go into Closed Session to Discuss Department Manager Evaluations:

A motion was made by Mr. Weiss seconded by Ms. McMillan Urell to enter into closed session. Roll Call vote: Mr. Nelson – yes, Mr. Ruff – yes, Mr. Danzinger – yes, Ms. McMillan Urell – yes and Mr. Weiss – yes. Motion Carried.

Review/Discussion/Action ~ The Committee May Return to Open Session: A motion was made by Mr. Weiss seconded by Mr. Ruff to return to open session. Roll Call vote: Mr. Danzinger – yes, Ms. McMillan Urell – yes, Mr. Weiss – yes, Mr. Ruff – yes and Mr. Nelson – yes. Motion Carried.

Review/Discussion – Land Use Committee Chair Report: Chair Mr. Weiss indicated that he had nothing additional to report.

Review/Discussion – Land Information Council Committee Chair Report: Mr. Ruff had nothing additional to report.

Public Comments Not Relate to Agenda Items:

Next Meeting: The next meeting of the Land Use Committee is scheduled for March 5, 2021 at 9:00 a.m. A Public Hearing will be held prior to the regular meeting on the Land Division Ordinance.

Adjourned: Ms. McMillan Urell made a motion to adjourn seconded by Mr. Nelson. Roll Call Vote – Mr. Weiss – yes, Ms. McMillan Urell – yes, Mr. Danzinger – yes, Mr. Nelson – yes and Mr. Ruff – yes. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary

Buffalo County Wisconsin

Position Description

Department: Land Conservation

Position Title: Land Records Coordinator/Land Information Officer (LIO)

Pay Rate: Salary – (EP) Exempt Professional

Direct Supervisor: County Conservationist

Date Approved: June 2016

Purpose of Position:

Land Records Coordinator/Land Information Officer position administers and directs the ongoing operations and maintenance of the land records systems used by the Buffalo County. This position is responsible for the design, development and implementation of countywide geographic information systems. This position oversees the county land records modernization program, develops the county Land Information Plan and implements land records modernization projects. This position requires both technical and managerial expertise to direct land records modernization activities for the county. The Land Records Coordinator/Land Information Officer manages multiple projects among multiple departments to improve efficiency and customer service.

Essential Features and Duties of the Position:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as Buffalo County Land Information Officer with the Land Information Officer Network (LION) and performs all those duties per Wisconsin State Statute. Actively communicates with state agencies and WLIA members regarding initiatives, policy, procedures, and calls for mutual geospatial aid and support. Coordinates projects with other county, state, federal, and private organizations. Prepares and submits grant requests to appropriate state agencies for funding of land records modernization. Monitors grant budgets. Files and reports for all grant expenditures to appropriate state agencies. Composes and updates three-year county modernization plan. Presides as liaison member and chair of the Land Information Council and assists with the organization of the Council. Participates in other committees as assigned.
- Develops, recommends and administers budgets for the GIS Department and Land Information Office. Executes department expenses, reviews expense reports and prepares vouchers. Assists in contract negotiations, and monitors and administers contracts. Prepares department written materials including correspondence, requests

for proposals, monthly/annual reports and other materials. Orders and maintains department office supplies. Participates in Executive/Finance Committee as needed.

- Maintains knowledge of geographical information systems and land records modernization methods. Attends and actively participates in regional Land Records related workshops, seminars, conferences, and meetings.
- Oversees and administers the Buffalo County Parcel Mapping Initiative. Monitors and supervises parcel fabric editing functions. Controls and monitors versioned parcel map editing. Administers ArcSDE parcel mapping user roles, and assigns and maintains countywide editing rights and access privileges.
- Maintains the county relational databases. Develops and performs enterprise database installation and upgrades to the database servers and application tools.
- Oversees system resources and plans future requirements to ensure continuous operations. Designs and modifies geodatabase structures and schemas. Manages users' enrollment and maintains system security. Monitors and optimizes the performance of the databases and provides managed database access to land records information to county personnel, property owners, government officials, municipalities, real estate agents, financial institutions and others. Curates archived geodatabases.
- Designs, creates, develops and maintains all geographic and land information systems point, arc, raster and polygon datasets including but not limited to PLSS, parcel fabric, hydrology, transportation, municipal boundaries, emergency management, zoning, natural resources, address and associated datasets through the use of digitization, coordinate geometry, aerial orthophotography, scanned documents, LiDAR or other civil engineering sources.
- Maintains E911/Wireless E911 GIS data and databases. Reviews street addressing data and Emergency Service Numbers (ESN's) polygons for accuracy. Reconciles reports of address errors and submits corrections to geodatabase. Maintains county road centerline directory, address database and maps. Commits new rural addresses. Coordinates addresses with cities and villages.
- Evaluates and orders software. Investigates and explores innovations and evolving GIS technology to improve process efficiency. Determines technical and data requirements for distributing future and existing data through the Internet and Intranet. Designs, constructs, and maintains county land records department web pages. Administers County mapping website. Performs website backend development and provides assistance with routine site activities when needed.
- Develops, implements and maintains a public access program using county data. Provides information to county personnel, property owners, government officials, municipalities, real estate agents, financial institutions and others regarding tax parcel information, county maps, mapping procedures and computer use. Assist County Departments in obtaining, developing and maintaining new GIS data, databases and maps.
- Identifies areas that require immediate attention of county personnel regarding land records and Geographic Information Systems. Troubleshoots hardware/software problems as it relates to GIS. Creates document templates and prints and plots maps. Assist in the public search of land boundary information, tax parcel information, county maps, mapping procedures and data access.

- Trains and advises county employees in geographic information systems. Evaluates and assists in hiring additional GIS / Land Records staff. Responsible for assigning GIS/Land Records tasks and projects to staff.

Additional Tasks and Responsibilities:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Delivers written materials to other departments. Distributes information.
- Develops spreadsheets.
- Receives incoming mail and reviews for action. Processes outgoing mail.
- Attend conferences, meetings and training sessions related to assigned functions
- Identifies areas that require immediate attention of county personnel regarding land records.

Minimum Training, Experience and Qualifications Required to Perform Essential Job Functions:

- Bachelor's degree, or Masters from a recognized college or university in GIS/Geography or related field with an emphasis in geographical information systems and three years of work experience in geographic information systems, cartography, surveying, land use planning, or civil engineering, or closely related field. Any combination of education and experience that provides equivalent knowledge, skills and abilities would also be considered.
- Professional expertise with system administration, Esri Suite of software (including but not limited to ArcGIS Desktop, ArcGIS Server, and ArcSDE), and Microsoft Office Suite required. AutoCAD and programming and database development languages such as SQL, Python, Visual Basic, ArcObjects, and HTML.

Physical and Mental Abilities Required to Perform Essential Job Functions

Department Head Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations within an organizational framework and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.
- Ability to counsel, mediate and/or provide first line supervision. Ability to supervise others. Ability to advise and provide interpretation regarding the application of department policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as invoices, vouchers, time sheets, grant applications, billing statements, budgets, requests for proposals, purchase orders, computer software operating manuals, plat book, maps, statutes, procedures, guidelines and non-routine correspondence.

- Ability to communicate orally and in writing with county personnel, surveyors, other land records offices, County Board Supervisors, municipal, state, and federal government personnel and the general public.

Analysis Ability

- Ability to perform computational logic and solve complex operations in the development and execution of Land Records projects and tasks.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. Tasks may involve extended periods of time at a keyboard or workstation.
- Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.
- Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Home Committee Approval Date:

Human Resource Committee Approval Date:

Buffalo County Wisconsin

Position Description

Department: Land Conservation and Resource Management

Position Title: GIS / Land Information Technician

Pay Rate: Salary – (EP) Exempt Professional

Direct Supervisor: County Conservationist

Date Approved: June 2010

Purpose of Position:

The purpose of this position is to provide support and expertise to assist and aid in the development, implementation, maintenance and safeguarding of the County Land Records; aid in the development and maintenance of the County-wide computerized integrated geographic information system (GIS); support development and maintenance of the County digital tax parcel GIS data layer; oversee, maintain, support and periodically update the computerized emergency address location and mapping system; create and maintain spatial data on the County's web site and provide assistance and recommendations for new computer hardware and software for the maintenance of GIS and land records.

Essential Features and Duties of the Position:

This list of duties is illustrative, is not to be construed as all-inclusive and may be modified as the need arises. Special duty assignments will periodically occur.

- Create, develop and maintain the County GIS layers/themes/datasets and maps through the use of AutoCad, ArcGIS and other related computer software.
- Design, create, develop, organize and maintain the geographic and land information datasets, documentation and systems including but not limited to base layers, maps and databases such as: Hydrology, PLSS, Transportation, Incorporated Boundaries, Address, parcel and associated databases.
- Design, create, develop and maintain all relational databases such as Microsoft Access, Excel and ArcGIS Geodatabases.
- Create, collect, analyze and organize land information data from both internal and external sources to support geographic and land information databases and systems.
- Develop static, dynamic and interactive computer web content using general and specialized web development tools for land information applications.
- Act as a general resource to all departments in evaluating and developing uses for Buffalo County's land information systems appropriate to the departmental needs.
- Develop and maintain all 911/emergency addressing and mapping geographic information systems, coordinating with other County departments as required.

- Assists the public, governmental officials, real estate professionals and others with land and geographic information needs.
- Plan, create, develop and maintain printed plat information for the County.
- Assist in the maintenance of land survey records, including updating inventory of restored/reconstructed public land survey section corners.
- Design and maintain procedures to reference aerial and building photos, scan survey documents, capture geographic data, features and monuments using global survey instruments.
- Coordinates data transfers to/from mainframe computer records to/from other electronic formats.
- Develop, update and maintain hard copy maps as required.
- Any other duties as assigned.

Minimum Training, Experience and Qualifications Required to Perform Essential Job Functions:

- Bachelor's Degree from an accredited college or university with a major in Geographic Information Systems, Cartography, Public Administration or a closely related field.
- Minimum of one year related GIS automated mapping/web development experience.
- Considerable knowledge of computer hardware and software, especially Arc View, Arc GIS, Arc Info and AutoCad. Knowledge of database theory and associated computer programming languages.
- Knowledge of GIS terminology and methods for input and procedures for processing maps and other standardized output.
- Knowledge of coordinate systems, standard mapping and surveying principles and practices.
- General knowledge of the Wisconsin Land Information Program.
- Ability to read, understand and interpret legal descriptions and mathematical concepts.
- Ability to handle multiple tasks at one time and work in a fast paced, customer service oriented environment. Possess strong organizational and planning abilities, excellent verbal and technical writing skills. Ability to work independently or as part of a team.
- Ability to exercise judgment, decisiveness and creativity under limited supervision.
- Ability to pay close attention to detail, completing work on a timely basis with a high degree of accuracy.

Other Requirements:

- Ability to operate a variety of office equipment and machines with some requiring complex and rapid adjustments, including, but not limited to, computers, telephone, fax machine, calculator, photocopy machine, scanners, GPS.
- Ability to operate a variety of map making and design equipment.
- Ability to comprehend and interpret a variety of documents, including survey and other maps, address and other requests, DOT recommendations, site plans, permits, deeds, County and other ordinances, State Statutes, etc.

- Ability to communicate and work effectively with all other County department personnel, town and municipal officials, surveyors, local agencies and the general public, both verbally and in writing.
- Ability to coordinate eyes, hands, feet and limbs in performance of slightly skilled movements, and sustain prolonged visual and mental concentration.
- Possession of valid driver's license with ability to perform fieldwork and travel as necessary.
- Ability to exert light physical effort in sedentary work, involving lifting, carrying, pushing and pulling.
- Ability, in regard to environmental factors such as temperature variations and noise, to work under generally safe and comfortable conditions.