

Menominee County GIS Ad Hoc Committee
Minutes of Meeting
October 23, 2017

*******DRAFT*******

Call Meeting to order: Com. Hafeman called the meeting to order at 8:30 AM.

Pledge of allegiance: Recited by all.

Roll Call: Com. Hafeman, Peggy Schroud, Diane Lesperance (8:50am), Sherry DuPont, John Anderson, Gary Hoagland, GIS Personnel (Formerly Tom Lesperance)

Absent: Com. Meintz, Paul Anderson

Others Present: Richard Sexton, Kandace Curran, Linda Peterson, Ken Goffin

Agenda Approval: Motion to approve the agenda, as written, by John and supported by Peggy. Motion carried 5/0.

Previous Minutes Approval: None

Public Comment: Linda Peterson: Why was Cedarville Township not included? We never had access to GIS maps – just information in a binder with pictures.

Business Items:

a. Discuss Menominee County GIS project update ~ amendment to contract

Gary: GIS software update is more user friendly and is cloud baselined as splits are done. It will update automatically. The Treasury and Equalization Departments are currently using them, but will need more training for splits. The County database has 3 units – do they own entries. **Peggy:** We (the county) use APEX for drawings for property only – not buildings. What if someone does not have access to APEX, how would they get that information? **Gary:** We can make APEX drawings available in a PDF format for the townships to see and print. We can make a separate link for the buildings, if the townships want.

Gary gave a demonstration of and started discussion on the GIS Mapping software. **Gary:** There is a video on how to use the software, along with the training that will be provided. Like anything else, the more you use it, the more familiar you will be with the software. Besides the basics in the software, we can provide additional “layers” for you. For instance, a soil description/content layer and a flood plan mapping layer. **Peggy/Kandace:** Remember, all these extra layers cost more money. We contracted for a set package, these

extras will cost money and we would need to do something to offset the cost. It would be very beneficial to the Fire Department, Police Department, Sheriff Department and Emergency Management, but we still have to be aware of the added cost. **Gary:** We also would have to have some kind of control on what you want/need added, so it doesn't get out of control. The soil description/content can be found on the USDA website. There is also a link for the published book with this information that is available to the public – free of charge. It's more interactive with what you want to see.

Peggy: You had told me you were trying to get the information on Menominee Township – updating our contract to include Cedarville and Menominee Township – to see if you have information you can use as a baseline? **Gary:** For Cedarville, we're basically starting from scratch, but it's so rural – lots of forests and that kind of thing – the effort is manageable. Menominee Township is bigger – there are a lot of parcels, a lot of small parcels – what we found needs updating, but we could use it as a baseline for the site. **Peggy:** You quoted what, \$15,000? **Gary:** We can state in the quote “not to exceed \$15,000 for Menominee Township. **John:** You're saying a lot of the information is good, but will have to correct certain data/parcels. **Gary:** Yes, but we will go in to verify/correct each parcel – if it matches – it's good to go. We're just using it as a baseline. **Diane:** Is this information on a public computer, or is it on a Menominee Township computer? I want to make sure that if we use this data as a baseline that somewhere down the line, someone doesn't come back to say “you used my data and I have invoices for it.” I just want to make sure Menominee, Menominee Township and the County are not held liable for using this information without paying for it. **Ken:** Tom Lesperance did the mapping - we never got billed for it and can't pay for it without an invoice – can you please clarify? **Diane:** Tom charged \$3.00 per parcel, we need an invoice telling us how many parcels where done to pay him. I made several telephone calls and sent him numerous e-mails requesting an invoice so we can pay him. He never responded. Legally, I don't think we cannot use his information without paying him for it. **Ken:** For Cedarville, all we received was pictures in a note book. For Menominee Township, I seem to remember a conversation I had with Tom saying that initially he would be charging \$4500.00, but since he was just learning the program he wasn't going to charge us - using us as a test run on the software and work on it when he had time. **John:** You're not just plugging in a thumb drive and calling it your own, you'll be doing comparisons and corrections - tweaking? **Gary:** That's correct. **Ken:** Once complete, if you were to do a comparison of the two, he would be hard-pressed to say that this came from his work – they won't look the same. **John:** So Gary, you said you are willing do to the work on this if the County Board is ok with it? **Gary:** Yes I am. **Peggy:** Sherry, is it on the agenda for tomorrow night's board meeting? **Sherry:** Yes, it's on as a discussion item, pending the outcome of this meeting. **Peggy:** Made a motion to recommend to the CB, the use the current information as a baseline and have the work completed/updated – for Cedarville at a cost of \$5000.00 and Menominee Township at a cost not to exceed \$15,000; seconded by John. **Diane:** I just want to make sure Menominee Township is ok with this information? I don't want to see any possible liability issues arise by using this. **Ken:** I don't have a problem with it, as long as they're going to use it as a baseline to compare, correct and finalize the software. Motion carried 5/0.

b. Discuss BS&A data availability to townships

John: Gary, is there training available for the GIS web based software? We'd like the township officials/assessors and city assessors to start utilizing it. Is it possible for the Equalization Department to train us on this? **Gary:** It's fine with me, if they're comfortable with it. **John:** Is Equalization ok with this, is this something that we can feasibly get set-up with you guys? **Com. Hafeman:** That's if they have time to do it. **John:** Do you have the time to do it? **Kandace:** Not really, but as far as I know, Diane's department was the only one with training. We had training initially to start looking at the software, but there was never any official training – this is in our contract with Gary. **Diane:** I wouldn't really call it training, it was like a demo, similar to what we see today, but it was just a "training seminar" that we all went to. I've learned more today, watching Gary, than what I did in the seminar. **Com. Hafeman:** When do you think you'll be comfortable with training the assessors – January? **Kandace:** The assessors are welcome to come in anytime to see how use it, but for any in-depth training – they'll have to wait until we get ours – January, maybe. **Peggy:** Could assessors have access to this or are they limited to access? **Gary:** We can certainly generate a new user name initially and pass out specifics and track what's going on for them. They'd be given them the same access as Equalization. But as time goes by, Equalization may want something more elaborate to do their job more efficiently - under their user name(s). **Peggy:** Are you going to have separate access for the assessors, then? **Gary:** I'll will go ahead and create/generate an assessor's password, now, so they can learn how to work with it. **Peggy:** Ok, then I can send that information out to the assessors for their use. **John:** On the BS&A data - I called BS&A over a year ago, they had said that the county was already set up for delinquent tax billing. They said it would be a fairly easy project to get BS&A up on the site in order for the county to start collecting on the data. I guess they're going to have to go through Equalization because they are the one's collecting all of our data – they'll have to be involved. Sherry, I know you're busy with other things, but if you could keep an eye on this and work with Peggy a little bit. I don't think it would be a big project because it's already set up in Diane's office. Now when I talked to BS&A, they said it would be no charge to set up. For users – there would be no charge to the county and no charge for the Menominee Township resident to look up their own property, there would be a \$2.00 charge for anyone else in the county. If a realtor or an appraiser wants to use it, it would be a \$2.00 charge for something they would turn around and charge approx. \$500.00. So most people would rather spend the \$2.00 themselves than have a realtor/appraiser generate the information. To generate revenue, maybe charge the city of Menominee the \$2.00 fee. **Diane:** The cost for BS&A to do this, just for taxes, is \$9,000.00/yr. for Menominee Township. **Com. Hafeman:** Now, I want to know where the money is coming from to pay for all of this. **Diane:** We will be paying for it through the foreclosure fund. **Com. Hafeman:** Ok, good. **John:** I'd like to make a motion to recommend to the CB to have GIS and BS&A information available to taxpayers – *when the time comes*. **Peggy:** Seconded the motion. Motion carried 5/0.

Gary: I also wanted to make you aware that there is a separate database for townships to obtain assessments for tax information. The state will also be providing data imagery to

townships - free of charge, but it's not available yet. I'll keep you posted when it comes available.

Public Comment: Linda: Do you need anything from us, Cedarville Twnship for this BS&A on-line thing you're talking about? **Peggy:** Not yet. **Com. Hafeman:** Not yet.

Adjournment: Moved to adjourn was made by John and supported by Peggy to adjourn the meeting at 10:10 AM. Motion carried 5/0.