



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

www.co.monroe.wi.us

## AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Highway Department  
803 Washington Street  
Sparta, WI 54656  
DATE: **Tuesday, December 11, 2018**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – October 31, 2018 and November 13, 2018
4. Request For Line Item Transfer(s) – Discussion/Action
  - a. Child Support
  - b. County Board
  - c. Personnel
5. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Finance/Register of Deeds
  - b. Personnel/Retirement Fringe Pool
6. Monroe County Land Information Plan 2019-2021 – Discussion/Action
7. Information Systems
  - a. Director Report
  - b. Justice Center/Human Services Updates
8. Personnel
  - a. Director Report
9. County Administrator Report
10. Economic Development Contract
11. Monroe County Economic Development Corporation – Discussion
12. Modifications of County Board Rules Review
13. Next Month's Agenda Items
14. Closed Session per WI Statutes 19.85(1)(c), Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility –To discuss the recommendation for County Administrator
15. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: December 7, 2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



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10. Economic Development Contract
11. Monroe County Economic Development Corporation – Discussion
12. Modifications of County Board Rules Review
13. Next Month's Agenda Items
14. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: December 5, 2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee  
October 31, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey, Cedric Schnitzler  
Others: Jim Bialecki, Ed Smudde

The meeting was called to order in the Monroe County Executive Center at 9:07 a.m. by Chair Pete Peterson.

- Motion by Cedric Schnitzler, second by Mark Halverson to move into closed session. Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey and Cedric Schnitzler all voted yes.

Entered Closed Session at 9:07 a.m.

- Closed Session per WI Statutes 19.85(1)(C), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility - Review Applications for the Monroe County Administrator
- Motion by Cedric Schnitzler, second by Mark Halverson to return to open session. Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey and Cedric Schnitzler all voted yes.

Returned to Open Session at 10:00 a.m.

- Motion by Mark Halverson second by Pete Peterson to adjourn the meeting at 10:00 a.m. Carried 5-0.

Ed Smudde, Personnel Director  
Recorder

Administration & Personnel Committee  
November 13, 2018

Present: Mark Halverson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden (9:11 am)

Absent: Pete Peterson

Others: Jim Bialecki, Ed Smudde, Pam Pipkin, Andy Kaftan, John Mehtala

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Vice Chair Sharon Folcey.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, December 11, 2018 at 9:00 a.m. in the Monroe County Highway Department.
- Minutes Approval – Motion by Mark Halverson, second by Cedric Schnitzler to approve the 10/09/18 minutes. Carried 3-0.
- County Administrator Recruitment Process Update – Date of interviews selected 12/6/2018, reminder the day before for candidates and committee.
- Information Systems Director Report – John Mehtala gave report, discussing the doors, surveillance equipment and the wiring in the courtrooms and issues they have encountered. Also, stated that all Human Services staff will be moved in on 11/28/18.

*Mary Von Ruden arrived at 9:11 AM*

- Personnel
  - a. Ed Smudde provided the monthly Personnel Director's Report - Discussion on Health Insurance Meetings, employee engagement survey and recruitment for a number of positions and departments.
  - b. Line Item Transfer – Ed Smudde said he needs to post pone until December.
- Jim Bialecki provided the Monthly Administrators Report.
  - o Summary on purchasing a building for Land Conservation and the details needed yet before finalized. Also, discussed rezoning of K Street property and ADRC/Health Building. Jim plans to meet with Steve Peterson regarding the contract for economic development for 2019.
- Items for next month's agenda – IS Director Report on updates of discussion today, Personnel – Line Item Transfer, Economic Development – January, Modifications of County Board Rules review
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 10:11 a.m. Carried 4-0.

Ed Smudde, Personnel Director  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 12/3/2018  
**Department:** CHILD SUPPORT  
**Amount:** \$ 100.00  
**Budget Year Amended:** 2018

**From Account**

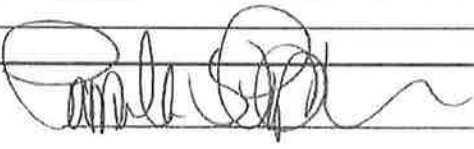
Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
21330000	521160		GAL FEES	\$ 1,500.00	\$ 100.00	\$ 342.02
<b>Total Transfer</b>					\$ 100.00	

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures
21330000	533200		MILEAGE	\$ 960.00	\$ 100.00	\$ 1,044.70
<b>Total Transfer</b>					\$ 100.00	

**Explanation for Transfer:**

Ended up driving to more meetings this year than anticipated with new document generation and legislative visits even with shared LaCrosse County.



Department Head Approval

Governing Committee Approval

-----  
 If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 12/11/2018  
**Department:** County Board  
**Amount:** \$ 303.01  
**Budget Year Amended:** 2018

**From Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000	533010		Conference/Seminars	\$ 3,000.00	\$ 303.01	\$ 1,624.01	\$ 2,696.99
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 303.01</b>		

**To Account**

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000	522025		Telephone	\$ -	\$ 303.01	\$ 303.01	\$ 303.01
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 303.01</b>		

**Explanation for Transfer:** The county board had a mifi device in the past. The account was not closed as was expected at the end of 2017. The account has since been closed and will not incur any costs going forward. The account was charged \$303.01 in 2018 prior to the account being closed.

**Department Head Approval**

\_\_\_\_\_

**Governing Committee Approval**

\_\_\_\_\_

**If <= \$500:**

Send to County Administrator's Office

**COUNTY ADMINISTRATOR Approval:**

\_\_\_\_\_

**Date**

**If > \$500:**

Send to County Clerk's Office

**FINANCE COMMITTEE Approval given on :**

\_\_\_\_\_

**Date**

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ Personnel  
 Budget Year Amended: \_\_\_\_\_ 2018

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 10,000.00	\$ 2,504.00	\$ 5,355.00	\$ 7,496.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,504.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 9,146.98	\$ 2,504.00	\$ 9,146.98	\$ 11,650.98
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 2,504.00</b>		

**Explanation for Transfer:**  
 Labor Relations has exceeded its budget line due to two separate grievance hearings and due to upcoming court case and the associated attorney costs. We have broken up our scheduled training sessions into 2019 to offset the expected costs for 2018.

Department Head Approval

  
 \_\_\_\_\_

Governing Committee Approval

\_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_

Date

Revised 02/20/2014

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 8, 2018  
 Department: Finance/Register of Deeds  
 Amount: \$1,719.00  
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Employee budgeted with Register of Deeds department for 2019 has accepted a position in the Human Services area of the Finance Department. This employee was slated to receive the 98% increase in 2019. This budget adjustment is to move only the 98% increase portion of the staff members wages from the Register of Deeds Department to the Human Services Finance budget to cover the increase.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	4111000		General Fund Property Tax	\$ 6,965,452.00	\$ (1,719.00)	\$ 6,963,733.00
24900001	4111000		Human Services Property Tax	\$ 3,335,246.00	\$ 1,719.00	\$ 3,336,965.00
11510000	474600		Finance - Human Serv. Fees	\$ 389,188.00	\$ 1,719.00	\$ 390,907.00
Total Adjustment					\$ 1,719.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11710000	511000		Reg of Deeds - Salaries	\$ 150,193.00	\$ (1,504.00)	\$ 148,689.00
11710000	515005		Reg of Deeds - Retirement	\$ 8,789.00	\$ (99.00)	\$ 8,690.00
11710000	515010		Reg of Deeds - Social Sec.	\$ 9,314.00	\$ (93.00)	\$ 9,221.00
11710000	515015		Reg of Deeds - Medicare	\$ 2,180.00	\$ (22.00)	\$ 2,158.00
11710000	515040		Reg of Deeds - Work Comp	\$ 92.00	\$ (1.00)	\$ 91.00
24900500	511000		HS AMSO - Salaries	\$ 509,796.00	\$ 1,504.00	\$ 511,300.00
24900500	515005		HS AMSO - Retirement	\$ 31,416.00	\$ 99.00	\$ 31,515.00
24900500	515010		HS AMSO - Social Security	\$ 31,615.00	\$ 93.00	\$ 31,708.00
24900500	515015		HS AMSO - Medicare	\$ 7,399.00	\$ 22.00	\$ 7,421.00
24900500	515040		HS AMSO - Work Comp	\$ 312.00	\$ 1.00	\$ 313.00
11510000	511000		Finance - Salaries	\$ 664,917.00	\$ 1,504.00	\$ 666,421.00
11510000	515005		Finance - Retirement	\$ 43,644.00	\$ 99.00	\$ 43,743.00
11510000	515010		Finance - Social Security	\$ 41,310.00	\$ 93.00	\$ 41,403.00
11510000	515015		Finance - Medicare	\$ 9,668.00	\$ 22.00	\$ 9,690.00
11510000	515040		Finance - Work Comp	\$ 410.00	\$ 1.00	\$ 411.00
Total Adjustment					\$ 1,719.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 11, 2018  
 Department: Personnel/Retirement Fringe Pool  
 Amount: \$8,598.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to cover a health insurance cost overage in the Personnel Department. The employee that retired during 2018 did not elect health insurance as part of the Personnel Department. The new employee hired has elected to take family insurance. The remaining \$6,939.39 of the retirement pool and \$1,658.61 of the contingency fund are being requested to cover this overage.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
Total Adjustment					\$	-

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11430000	515020		Personnel-Health Insurance	\$ 14,535.00	\$ 8,598.00	\$ 23,133.00
11435000	515200		Retirement/Fringe Pool	\$ 20,211.00	\$ (6,939.39)	\$ 13,271.61
10010000	539200		Contingency Fund	\$ 141,145.59	\$ (1,658.61)	\$ 139,486.98
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

Department Head Approval: 

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# Monroe County Land Information Plan 2019-2021

Monroe County Land Information Office  
14345 County Highway B  
Sparta, WI 54656  
(608) 269-8698  
<http://www.co.monroe.wi.us/departments/land-information/>

Version: 2018-11-20

Approved/Adopted by Monroe County Land Information Council on: 2018-11-20

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# EXECUTIVE SUMMARY

**About this Document.** This document is a land information plan for Monroe County prepared by the land information officer (LIO) and the Monroe County land information council. Under state statute 59.72(3)(b), a “**countywide plan for land records modernization**” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

**WLIP Background.** The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2017, Monroe County was awarded \$87,584.00 in WLIP grants and retained a total of \$63,824.00 in local register of deeds document recording fees for land information.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

**Land Information in Monroe County.** Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Monroe County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

**Mission of the Land Information Office.** The Land Information Office will provide efficient and high quality services to its residents and county departments by maintaining land records in an efficient manner, adopting standards to streamline the use of GIS data across departments, and continue to provide services such as our geographic information web server.

**Land Information Office Projects.** To realize this mission, in the next three years, the county land information office will focus on the following projects:

<b>Monroe County Land Information Projects: 2019-2021</b>	
Benchmark 4	<b>Achieve Completion and Integration of PLSS</b>
Project #1	<b>Countywide LiDAR Acquisition</b>
Project #2	<b>LiDAR Enhancements</b>
Project #3	<b>Upgrade of ESRI Desktop and Server Products</b>
Project #4	<b>Countywide Aerial Imagery Acquisition</b>
Project #5	<b>Complete QA/QC of Address Point and Centerline Data and Adopt New Schema</b>
Project #6	<b>Backscanning and Rescanning of Register of Deeds Documents</b>
Project #7	<b>Acquire New Software/Hardware for Register of Deeds Office</b>

The remainder of this document provides more details on Monroe County and the WLIP, summarizes current and future land information projects, and reviews the county’s status in completion and maintenance of the map data layers known as Foundational Elements.

# 1 INTRODUCTION

In 1989, a public funding mechanism was created whereby a portion of county register of deeds document recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

## The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Coordinate the sharing of parcel/tax roll data with the Department of Administration in a searchable format determined by DOA under s. 59.72(2)(a)

## LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– Wis. Stats. section 59.72(1)(a)

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

## Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has made funding available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel/tax roll dataset improvement.

For Strategic Initiative grant eligibility, counties are required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—were determined through a participatory planning process. Current benchmarks are detailed in the WLIP grant application, as will be future benchmarks.

### WLIP Benchmarks (For 2016-2018 Grant Years)

- Benchmark 1 & 2 – Parcel and Zoning Data Submission/Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

More information on how Monroe County is meeting these benchmarks appears in the Foundational Elements section of this plan document.

### **County Land Information System History and Context**

The Wisconsin Land Information Program was created in 1989, through Act 31. Pursuant to this, the Monroe County Board of Supervisors established a Land Information Office on June 9, 1990. Lorraine Mattheisen, Real Property Lister, was designated as Monroe County's Contact person.

The Monroe County Administrative Committee, originally chaired by David Sullivan and later by Loren Pierce, with additional members including Nalani Bever, Richard Campfield and Harv Simmons formed a county staff committee to review planning options. This staff committee was chaired and directed by County Board Supervisor Harvey Jernander. At Harvey's Direction, and with the assistance of Bentley Lein, UWEX resource agent, the staff committee reviewed and analyzed planning options. Early in the process a commitment was made to drafting Monroe County's Modernization Plan in-house. The staff committee was composed as follows:

- Harvey Jernander (Chair) County Board Supervisor
- Norm Culpitt Administrator of Sanitation, Forestry and Zoning
- Vicky Jo Dutton Register of Deeds
- Annette Erickson Treasurer
- Al Hoff County Conservationist
- Bentley Lein UW Extension Resource Agent
- Lorraine Mattheisen Real Property Lister
- Mark Mulder ASCS
- Al Roof Solid Waste Manager
- Gary Sime County Surveyor
- Norbert Smith Highway Commissioner
- Gordon Stelter Emergency Management Coordinator

Monroe County's first Land Records Modernization Plan was adopted on August 5<sup>th</sup>, 1992.

Monroe County adopted an updated Land Records Modernization Plan for 1999-2000 on June 2, 1999. Doug Avoles the Land Information Officer prepared the updated plan, with the assistance of the following staff:

- Al Hoff County Conservationist
- Mike MacLaren Emergency Management/911 Coordinator
- Lorraine Mattheisen Real Property Lister
- Vicky Dutton Register of Deeds
- Annette Erickson Treasurer
- Jack Dittmar County Highway Commissioner
- Bentley Lein UW Extension Agricultural Agent
- Gary Sime County Surveyor
- Wes Bangsberg Zoning, Sanitation & Forestry Administrator
- Dale Trowbridge County Sheriff

Monroe County adopted an updated Land Records Modernization Plan for 2005-2010 on April 6, 2005. Mathew Eddy, the Land Information Officer, updated the plan with the assistance of the following staff:

- Al Hoff County Conservationist
- John Mehtala Information Systems Director
- Cindy Struve Emergency Management
- John Burke Register of Deeds
- Annette Erickson Treasurer

- Jack Dittmar County Highway Commissioner
- Amy Schanhofer UW Extension Agricultural Agent
- Gary Sime County Surveyor
- Wes Bangsberg Zoning, Sanitation & Forestry Administrator
- Chuck Amundson County Sheriff
- Mark Loether E911 Coordinator

The plan focused on the anticipated transition into a maintenance and application stage. This essentially came to fruition as our parcel mapping project completed within this window and moved into maintenance and our website was further developed in order to serve that information as well as auxiliary data to county constituents as well as the rest of the world. We also obtained countywide ortho-imagery in this plan year cycle. The unanticipated loss of our Land Information Office hindered additional development and maintenance of our Land Information Systems during this period.

Monroe County adopted an updated Land Records Modernization Plan for 2010-2015. Jeremiah Erickson, the Real Property Coordinator, updated the plan with the assistance of the following staff:

- Al Hoff County Conservationist
- John Mehtala Director of Information Systems
- Cynthia Struve Emergency Management Administrator
- John Burke Register of Deeds
- Alison Elliott Sanitation, Zoning & Dog Control Administrator

The Plan focused on the continued maintenance and development of our applications for public use. In this plan cycle, we accomplished a few long-term goals by improving access to information with the addition of online access to surveyor records and recorded register of deeds documents and an online tract index. We have both a GIS centric land records site as well as a treasurer and register of deeds web portal that work in companionship for excellent public access. We also achieved our goal of obtaining 6-inch county wide orthoimagery and completed a section corner maintenance project that yielded tie sheets for the remaining section corners outside of federal lands that had not been maintained or at least had no a tie sheet of record filed in the public domain. At the very end of this current cycle, we were able to hire additional staff that will allow the county to re-establish maintenance routines that ceased or went dormant during the previous two cycles following the elimination of the stand-alone land records office that will be required during the forthcoming plan cycle, 2016 through 2018.

Monroe County adopted an updated Land Records Modernization Plan for 2016-2018. Jeremiah Erickson, the Real Property Coordinator, updated the plan with land information council member assistance and approval. The members of the council at the time were as follows:

- Jeremiah Erickson, Chair Land Information Officer
- Al Hoff, Vice-Chair Retired, former County Conservationist
- Tim Dahlen Real Property Coordinator
- Deb Brandt Register of Deeds
- Annette Erickson Treasurer
- Gen Treu County Board Member
- Cindy Zinke Realtor
- Randy Williams Dispatch
- Gary Dechant County Surveyor
- John Mehtala Director Information Systems

The plan focused the transition to a searchable format for parcel and zoning data submission as defined by the Department of Administration under Benchmark 1 & 2.

Monroe County's Land Information Council directed the Land Information Office, Jeremiah Erickson, to amend the Land Records Modernization Plan for 2016-2018 on March 20<sup>th</sup>, 2018. Jeremiah Erickson, the Real Property Coordinator, updated the plan with land information council member assistance and approval. The members of the council at the time were as follows:

- Jeremiah Erickson, Chair                      Land Information Officer
- Al Hoff, Vice-Chair                              Retired, former County Conservationist
- Brannick Beatse                                  Real Property Coordinator
- Deb Brandt    Register of Deeds
- Annette Erickson                                  Treasurer
- Sharon Folcey                                      County Board Member
- Stacey Zellmer                                      Realtor
- Randy Williams                                   Dispatch
- Gary Dechant                                       County Surveyor
- John Mehtala                                       Director Information Systems

The plan added four projects in addition to the original document, Completion and Integration of PLSS, Acquire New Software/Hardware and Back-Scan Additional Documents, Acquire new 6" or better resolution Aerial Photography or Pictometry, and Acquire a newer Survey Grade GPS.

### **County Land Information Plan Process**

County land information plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. The 2019-2021 plan, completed at the end of 2018, is the second post-Act 20 required update.

### **Plan Participants and Contact Information**

Another requirement for participation in the WLIP is the county land information council, established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires county land information councils to approve final plans.

This plan was prepared by the county LIO, the Monroe County Land Information Council, and others as listed on the following chart.



## Monroe County Land Information Council and Plan Workgroup

Name	Title	Affiliation	Email	Phone
+ <b>Jeremiah Erickson</b>	GIS Specialist, Land Information Officer	Monroe County Land Information Office	jeremiah.erickson@co.monroe.wi.us	608-269-8698
+ <b>Annette Erickson</b>	County Treasurer	Monroe County Treasurer's Office	annette.erickson@co.monroe.wi.us	608-269-8710
+ <b>Brannick Beatse</b>	Real Property Lister	Monroe County Treasurer's Office	brannick.beatse@co.monroe.wi.us	608-269-8623
+ <b>Sharon Folcey</b>	County Board Member	Monroe County Board	district14@co.monroe.wi.us	
+ <b>Deb Brandt</b>	Register of Deeds	Monroe County Register of Deed's Office	deb.brandt@co.monroe.wi.us	608-269-8716
+ <b>Stacey Zellmer</b>	Realtor	VIP Realty Inc.	staceyzellmer@gmail.com	608-374-4790
+ <b>Randy Williams</b>	Public Safety Officer	Dispatch Director	randy.williams@co.monroe.wi.us	608-269-8982
+ <b>Gary Dechant</b>	County Surveyor	Monroe County Surveyor	gary.dechant@co.monroe.wi.us	608-269-8623
+ <b>John Mehtala</b>	Director of Information Systems	Monroe County Information Systems Director	jmehtala@co.monroe.wi.us	608-269-8696
+ <b>Al Hoff</b>	Retired Monroe County Land Conservationist	Citizen	Alhoff33@gmail.com	

+ Land Information Council Members designated by the plus symbol

# 2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally-recognized "Framework Data" elements, the major map data themes that serve as the backbone required to conduct most mapping and geospatial analysis.

In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, this plan places priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county's use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

## FOUNDATIONAL ELEMENTS

- PLSS
- Parcel Mapping
- LiDAR and Other Elevation Data
- Orthoimagery
- Address Points and Street Centerlines
- Land Use
- Zoning
- Administrative Boundaries
- Other Layers

# PLSS

## Public Land Survey System Monuments

### Layer Status

#### PLSS Layer Status

	Status/Comments
<p>Number of PLSS corners (section, ¼, meander) <b>set in original government survey</b> that can be remonumented in your county</p> <p>Number and percent of PLSS corners capable of being remonumented in your county that <b>have been remonumented</b></p>	<ul style="list-style-type: none"> <li>• 2876 set in original government survey that can be remonumented.</li> <li>• 2672 of 3102 corners are capable of being remonumented have been remonumented, 86.1%, this includes points monumented after the Original Government Survey (OGS). 192 of the corners capable of being remonumented fall within the Fort McCoy Military Installation and we are not planning on remonumenting those corners or obtaining coordinates within the boundaries of Fort McCoy.</li> <li>• 1100 corners of 2910, 37.8%, including points monumented after the OGS.</li> </ul>
<p>Number and percent of remonumented PLSS corners with survey grade coordinates (see below for definition)</p> <ul style="list-style-type: none"> <li>• <b>SURVEY GRADE</b> – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision</li> <li>• <b>SUB-METER</b> – point precision of 1 meter or better</li> <li>• <b>APPROXIMATE</b> – point precision within 5 meters or coordinates derived from public records or other relevant information</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown amount of 1100, Less than 100%, we have acquired some additional Survey Grade coordinates but have not had time to adjust our PLSS or Tax Parcel layers at this time.</li> <li>• 1572 of 1572, 100%</li> </ul>
<p>Number and percent of survey grade PLSS corners integrated into county digital parcel layer</p> <p>Number and percent of non-survey grade PLSS corners integrated into county digital parcel layer</p> <p>Tie sheets available online?</p>	<ul style="list-style-type: none"> <li>• Yes, <a href="http://www.co.monroe.wi.us/departments/surveyor/section-corner-tie-sheets/">http://www.co.monroe.wi.us/departments/surveyor/section-corner-tie-sheets/</a></li> <li>• 2910 of 2910, 100%, all tie sheets should be available.</li> <li>• 0 of 2910, 0%, plan is to add that functionality.</li> </ul>
<p>Percentage of remonumented PLSS corners that have <b>tie sheets available online</b> (whether or not they have corresponding coordinate values)</p> <p>Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) <b>and a corresponding URL path/hyperlink value</b> in the PLSS geodatabase</p> <p>PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values</p> <p>Approximate number of PLSS corners believed to be lost or obliterated</p>	<ul style="list-style-type: none"> <li>• 238, this includes points monumented after the OGS.</li> <li>• 1 corner is likely in the Black River/washed away otherwise I would not be surprised if some that fall within Fort McCoy are lost and obliterated but I have no true estimate.</li> </ul>
<p>Which system(s) for <b>corner point identification/ numbering</b> does the county employ (e.g., the Romportl point numbering system known as Wisconsin Corner Point Identification System, the BLM Point ID Standard, or other corner point ID system)?</p> <p>Does the county contain any <b>non-PLSS areas</b> (e.g., river frontage long lots, French land claims, private claims, farm lots, French long lots, etc.) or any special situations regarding PLSS data for tribal lands?</p> <p>Total number of PLSS corners along each bordering county</p>	<ul style="list-style-type: none"> <li>• Wisconsin Corner Point Identification System</li> <li>• No</li> <li>• 59 bordering Vernon County (one of which is also shared with La Crosse County and one also with Juneau County).</li> <li>• 60 bordering Juneau County (one of which is also shared with Jackson County and one also with Vernon County).</li> <li>• 68 bordering Jackson County (one of which is also shared with Juneau County and one also with La Crosse County).</li> <li>• 55 bordering La Crosse County (one also shared with Vernon County and one also with Jackson County).</li> </ul>

- Number and percent of PLSS corners remonumented along each county boundary
  - 59 of 59 bordering Vernon County, 100%
  - 56 of 60 bordering Juneau County, 93.3%
  - 65 of 68 bordering Jackson County, 95.6%
  - 55 of 55 bordering La Crosse County, 100%
- Number and percent of remonumented PLSS corners along each county boundary with survey grade coordinates
  - 52 of 59 bordering Vernon County, 88.1%
  - 50 of 56 bordering Juneau County, 87.5%
  - 43 of 65 bordering Jackson County, 66.1%
  - 49 of 55 bordering La Crosse County, 89.1%
- In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?
  - We discuss them with our neighboring counties. We actually share a county surveyor with one of the counties and two of the other county surveyors reside within our county so overall we have good communication.

### Custodian

- GIS Specialist

### Maintenance

- Ongoing/contingent on County Surveyor availability and ambition of other surveyors to put effort into filling out paperwork and communicating with the County Surveyor.

### Standards

- Statutory Standards for PLSS Corner Remonumentation
  - § 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  - § 60.84, Wis. Stats. Monuments.
  - Ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
  - Ch. A-E 7.06, Wis. Admin. Code, Measurements.
  - § 236.15, Wis. Stats. Surveying requirement.
- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - **SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
  - **SUB-METER** – point precision of 1 meter or better
  - **APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information
- Monroe County intends to adhere to the standards above and as time allows will continue to collect coordinates that are Survey Grade with a current priority on those where we have no coordinates followed by those that are only approximate. We have a number of coordinates that lie within the Fort McCoy Military Installation and at this time we have no urgency to attempt to obtain them.

## PLSS 1<sup>st</sup> Division

### Layer Status

- 100% Complete, In Maintenance.

### Custodian

- GIS Specialist

### Maintenance

- As Needed

### Standards

- This file appears to have been initially based on landnet. It was modified to match section corners as they were available and as time allowed. Standard practice is to adjust our PLSS layers to match our PLSS Section Corners that are referenced to the Monroe County Coordinate System as defined in the *Wisconsin Coordinate Reference Systems Handbook Second Edition*.
- Survey Grade coordinates are obtained and used to upgrade our data whenever possible.

## **PLSS QTR Division**

### **Layer Status**

- 100% Complete, In Maintenance.

### **Custodian**

- GIS Specialist

### **Maintenance**

- As Needed

### **Standards**

- This file appears to have been initially based on landnet. It was modified to match section corners as they were available and as time allowed. Standard practice would be to adjust our PLSS layers to match our PLSS Section Corners that are referenced to the Monroe County Coordinate System as defined in the *Wisconsin Coordinate Reference Systems Handbook Second Edition* and break down the sections based on recorded surveys performed by Professional Land Surveyors. Where survey records are not available to break down sections following accepted practices followed by Professional Land Surveyors.
- Survey Grade coordinates are obtained and used to upgrade our data whenever possible.

## **PLSS Township Division**

### **Layer Status**

- 100% Complete, In Maintenance.

### **Custodian**

- GIS Specialist

### **Maintenance**

- As Needed

### **Standards**

- This file appears to have been initially based on landnet. It was modified to match section corners as they were available and as time allowed. Standard practice would be to adjust our PLSS layers to match our PLSS Section Corners that are referenced to the Monroe County Coordinate System as defined in the *Wisconsin Coordinate Reference Systems Handbook Second Edition* and break down the sections based on recorded surveys performed by Professional Land Surveyors. Where survey records are not available to break down sections following accepted practices followed by Professional Land Surveyors.
- Survey Grade coordinates are obtained and used to upgrade our data whenever possible.

## **Geodetic Control (HARN, WIDOT, NGS)**

### **Layer Status**

- 100% Complete

### **Custodian**

- GIS Specialist

### **Maintenance**

- As Needed

### **Standards**

- Monroe County completed densification from the WHPGN under the guidance of the Jackson County Surveyor. For the primary (1 ppm) and secondary (2 ppm) level of horizontal densification, Monroe County has adhered to the acquisition and analysis standards as specified in the WLIB document: *STANDARDS, SPECIFICATIONS, AND GUIDELINES* to support

Densification of the Wisconsin High Accuracy Reference Network (HARN) Using Global Position System (GPS) Technology (June 1995).

- For the tertiary (4 ppm) level, Monroe County is also adhering to these standards except for the following:
  - No pencil rubbings of monument caps were taken during data acquisition sessions.
  - No photographs were taken during data acquisition sessions.
  - No meteorological observation were taken during data acquisition.
- Horizontal Coordinates for each station are available in both the Monroe County Coordinate System and latitude/longitude values.

## Lot Corners

### Layer Status

- Unknown %,

### Custodian

- GIS Specialist

### Maintenance

- As Needed

### Standards

- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - **SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.
  - **SUB-METER** – point precision of 1 meter or better.
  - **APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information.
- We have no plans to actively obtain GPS coordinates on recent Certified Survey Maps and Subdivision Plats, etc. but they are at times helpful when reconstructing tax parcel mapping and help verify that mapping is correct.

## Parcel Mapping

### Parcel Geometries

#### Layer Status

- **Progress toward completion/maintenance phase:** County-wide parcel layer is 100% complete. In Monroe County, 100% of the county's parcels are available in a commonly-used digital GIS format.
- **Projection and coordinate system:**
  - Projected Coordinate System: NAD 1983 HARN WISCRS Monroe County Feet
  - Geographic Coordinate System: North American 1983 HARN
- **Integration of tax data with parcel polygons:**
  - The county does have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.
- **Esri Parcel Fabric/LGIM Data Model:** The county does not use or plan to implement the Esri Parcel Fabric Data Model, and/or ESRI's Local Government Information Model until we have completed more PLSS maintenance and updates.
- **Online Parcel Viewer Software/App and Vendor name:** WebGuide Xtreme (WGX) – Applied Data Consultants.
- **Unique URL path for each parcel record:** Yes -  
<http://monroecowi.wgxtreme.com/?parcelid=xxxxxxxxxxxx>
  - Parcel Number
  - Owner Name
  - Property Address

- Municipality
- Acres
- Tax Year
- There is a link to a report with all tax and assessment related data

#### **Custodian**

- GIS Specialist and Real Property Coordinator

#### **Maintenance**

- **Update Frequency/Cycle.** Parcel polygons are updated weekly

#### **Standards**

- **Data Dictionary:** There is a data dictionary but it is only on paper at this time. Some information may be in the metadata but it is incomplete. When we are running a more current version of ArcGIS in the future the tools may be more user friendly for redevelopment and refinement of our metadata. Reviewing our information is on the list of things to do when time allows.

### **Assessment/Tax Roll Data**

#### **Layer Status**

- **Progress toward completion/maintenance phase:** NA
- **Tax Roll Software/App and Vendor name:** Property Assessment & Tax Billing Module – from GCS Software
- **Municipal Notes:** NA

#### **Custodian**

- Primary is Monroe County Real Property Coordinator and secondary is GIS Specialist

#### **Maintenance**

- **Maintenance of the Searchable Format standard:** To maintain the Searchable Format standard, the county will continue to use a GCS export tool and run a series of customized data models.
- **Searchable Format Workflow:** The county maintains parcel/tax roll data in such a way that **requires significant formatting every year**—whether by the county staff in-house, or a third-party contractor/vendor.

#### **Standards**

- Wisconsin Department of Revenue Property Assessment Manual and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data
- § 59.72(2)(a), Wis. Stats. Presence of all nine “Act 20” attributes
- § 59.72(2)(a), Wis. Stats. Crosswalk of attributes
- § 73.03(2a), Wis. Stats. Department of Revenue (DOR) – Powers and duties defined.

### **Non-Metallic Mine Permits**

#### **Layer Status**

- 100% Complete

#### **Custodian**

- Land Conservation Department

#### **Maintenance**

- As Needed

#### **Standards**

- N/A

## Simultaneous Conveyance

### Layer Status

- Estimated at 98% complete

### Custodian

- Shared between Real Property Coordinator and GIS Specialist

### Maintenance

- Ongoing and consistent. A review of data attributes and an audit of this layer need to take place.

### Standards

- Match parcel mapping standards and tie into PLSS. Surveys should meet A-E 7 and or Chapter 236 Standards.

## ROD Real Estate Document Indexing and Imaging

### Layer Status

- Grantor/Grantee Index:** Monroe County's Grantor/Reception indexes exist in hard copy form between 1851 through April 3, 1996. Monroe County Grantee indexes exist in hard copy form between 1879 through April 3, 1996. Those indexes can be found in a digital database between January 1, 1980 and the latest day of business and are maintained in our Document Indexing software by GCS Software Inc. Will be migrating to Fidlar in 2019.
- Tract Index:** Our tract index is PLSS-based. Our tract index is available in hardcopy form in bound volumes between 1851 and December 31, 1998 and a digital image format by On Q Solutions COLORTRACT is available on the Monroe County Register of Deeds website. Our tract index is also available in a digital database maintained in our Document Indexing software by GCS Software Inc. between January 1, 1980 and the latest day of business. Back-maintenance is occurring with a goal of indexing at least 30 volumes per year. The County tract index encompasses all documents recorded except DD214s and other nonpublic confidential documents. Will be migrating to Fidlar in 2019.
- Imaging:** Our images are available online through our GCS Web Portal dating back to 1935. Migrating to Fidlar in 2019.
- ROD Software/App and Vendor Name: GCS Web Portal** – from contractor/vendor GCS Software...coming in 2019 **Laredo/Tapestry** – from contractor/vendor Fidlar
  - We currently have Register of Deeds documents available for statutory copy fees that are \$2 for the first page of a document plus \$1 per each additional page. We do add a convenience fee of \$1.50 per ever \$50 worth of documents purchased. Escrow options are available as well waiving the convenience fee.
  - A new fee structure will be introduced in 2019.

### Custodian

- County Register of Deeds

### Maintenance

- Daily maintenance is occurring

### Standards

- § 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- Ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

## LiDAR and Other Elevation Data

### LiDAR

#### Layer Status

- Most recent acquisition year:** 2010
- Accuracy:** Vertical 0.226ft RMSE (bare-earth)



- **Post spacing:** 1.2m
- **Contractor's standard, etc.:** USGS National Geospatial Program Base LiDAR Specification, Version 13.
- **Next planned acquisition year:** 2019

**Custodian**

- Monroe County

**Maintenance**

- NA

**Standards**

- Vertical accuracy was to achieve a RMSE Z of 15cm (95% confidence level of less than 30cm) or better in the "Open Terrain" land cover category based on USGS NGP Base LiDAR Specification, Version 13, collected at a nominal pulse spacing (NPS) of 1.2 meters.

**LiDAR Derivatives**

**2ft Contours**

**Layer Status**

- 100% Complete

**Custodian**

- Monroe County

**Maintenance**

- N/A

**Standards**

- The 2-foot contours were created by Ayres Associates in conjunction with the LiDAR acquisition using the hydro enforced breaklines and the contour key points that were critical in defining the surface. The contours were provided in ESRI Shapefile and AutoCAD DWG formats. The elevation values were embedded in the attribute table of each feature and are part of the 3D feature geometry.

**LiDAR Derivatives**

**Digital Elevation Model (DEM)**

**Layer Status**

- 100% Complete

**Custodian**

- Monroe County

**Maintenance**

- N/A

**Standards**

- The 5ft DEMs were created by Ayres Associates in conjunction with LiDAR acquisition in the following manner. First, ArcGrids in ASCII format were created using TerraModeler version 11.005 (TerraSolid Ltd.). The ASCII grids were then imported into ARC, translated to raster format, and placed in an Arc raster format.

**Orthoimagery**

**Orthoimagery**

**Layer Status**

- **Most recent acquisition year:** 2015
- **Resolution:** 6 inch

- **Contractor's standard:** Aerial Imagery was collected to support 0.5 foot ground sample distance (GSD) orthoimagery to meet ASPRS Class II horizontal accuracy specifications at 1" = 100' map scale. The horizontal accuracy meets or exceeds 2.0 feet RMSE using the National Standard for Spatial Data Accuracy (NSSDA) standards. Resultant orthoimagery was rectified to the new DEM from an existing LiDAR surface created as part of the CDBG funded WROC program. Orthoimagery was delivered in PLSS section GeoTiff and MrSID tiles and a project wide MrSID mosaic. The orthoimagery was delivered according to a section tile schematic. Images were color corrected to match adjacent flight lines. The resulting imagery was globally tilted in terms of contrast and color to form a radiometrically consistent orthophoto mosaic.
- **Next planned acquisition year:** 2020
- **WROC participation in 2020:** Confirmed participating in WROC 2020

**Custodian**

- Monroe County

**Maintenance**

- N/A

**Standards**

- ASPRS Class II horizontal accuracy specifications at 1" = 100' map scale. The horizontal accuracy meets or exceeds 2.0 feet RMSE using the National Standard for Spatial Data Accuracy (NSSDA) standards.
- Color Imagery

**Historic Orthoimagery**

**2010 Orthoimagery**

**Layer Status**

- **Resolution:** 18 inch
- **Contractor's standard:** Compiled to meet National Map Accuracy Standards at a 1:12,000 scale. (90% of well-defined points must fall within 33.3 feet). Uncompressed 3-band GeoTIFF and Mr. SID tiles.

**Custodian**

- Monroe County

**Maintenance**

- N/A

**Standards**

- 18 inches, 1" = 400' map scale.
- Color Imagery

**Historic Orthoimagery**

**2005 Orthoimagery**

**Layer Status**

- **Resolution:** 18 inch
- **Contractor's standard:** Compiled to meet National Map Accuracy Standards at a 1:2640 negative scale to create 1" = 400' scale with an 18" ground resolution to produce GeoTIFF and Mr. SID tiles.

**Custodian**

- Monroe County

**Maintenance**

- N/A

### **Standards**

- ↻ 18 inches, 1" = 400' map scale.
- ↻ Black & White Imagery

## **Historic Orthoimagery**

### **2005 Orthoimagery**

#### **Layer Status**

- ↻ **Resolution:** 1 Meter
- ↻ **Contractor's standard:** Unknown

#### **Custodian**

- ↻ Monroe County

#### **Maintenance**

- ↻ N/A

#### **Standards**

- ↻ 1 Meter
- ↻ Black & White Imagery

## **Address Points and Street Centerlines**

### **Address Point Data**

#### **Layer Status**

- ↻ 100% Complete, Maintenance Phase

#### **Custodian**

- ↻ GIS Specialist

#### **Maintenance**

- ↻ Ongoing.

#### **Standards**

- ↻ NENA Standard for NG9-1-1 GIS Data Model (NENA-STA-006.1-2018) and the standard under development through the WLIA. The specific standards that were used for the data in the past are unknown but it is known that the spatial placement of the address points has varied in method in years past.

### **Building Footprints**

#### **Layer Status**

- ↻ 0%

#### **Custodian**

- ↻ N/A

#### **Maintenance**

- ↻ N/A

#### **Standards**

- ↻ We may derive it from future LiDAR products.

### **Other Types of Address Information**

#### **Address Ranges**

##### **Layer Status**

- ↻ 0%

##### **Custodian**

- ↻ N/A

## **Maintenance**

- N/A

## **Standards**

- Our range is grid based 1000 addresses per mile, but inconsistent. We may develop one in the future but at the moment it is more important to work on the address point data itself.

## **Street Centerlines**

### **Layer Status**

- 100% Complete, Maintenance Phase

### **Custodian**

- GIS Specialist

### **Maintenance**

- Ongoing, spatially the centerlines are being paired with our 2015 imagery but many other attributes related to NG911

### **Standards**

- NENA and or WLIA standards under development are utilized.

## **Rights of Way**

### **Layer Status**

- 0%

### **Custodian**

- N/A

### **Maintenance**

- N/A

### **Standards**

- We had a file which does not properly depict right of ways of variable width or that some town roads differ and it was likely based on centerline location from older orthoimagery. It would be better to start a new one from scratch at some point in time after address and centerline data is reviewed and our PLSS is redone.

## **Interstate Mile Markers**

### **Layer Status**

- 100% Complete, Maintenance Phase

### **Custodian**

- GIS Specialist

### **Maintenance**

- Updated in 2017, updated as needed.

### **Standards**

- Placed based on visual aerial imagery evidence and Google Earth Street view for verification of what was visible on aerial imagery.

## **Highway Winter Maintenance Routes**

### **Layer Status**

- 100% Complete, Maintenance Phase

### **Custodian**

- GIS Specialist

**Maintenance**

- \* Updated in 2017, updated as needed.

**Standards**

Used Road Centerline file and information furnished by the Highway Department.

**Railroads**

**Layer Status**

- \* 100% Complete, Maintenance Phase

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Aerial imagery and RR Plats are used.

**Trails**

**WDNR State Trails**

**Layer Status**

- \* 100% Complete, Maintenance Phase

**Custodian**

- \* WDNR

**Maintenance**

- \* As Needed

**Standards**

- \* Unknown

**Trails**

**Snowmobile Trail Intersections**

**Layer Status**

- \* 100% Complete, Maintenance Phase

**Custodian**

- \* Monroe County Forester and GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Coded based on norms and standards developed by other counties. Based on reports from Snowmobile clubs but it may be determined in the future by GPS being connected to a trail groomer.

**Trails**

**Snowmobile Trails**

**Layer Status**

- \* 100% Complete, Maintenance Phase

**Custodian**

- \* Monroe County Forester and GIS Specialist

### **Maintenance**

- As Needed

### **Standards**

- Coded based on norms and standards developed by other counties. Based on reports from Snowmobile club but it may be determined in the future by GPS being connected to a trail groomer.

## **Trails**

### **ATV TRAILS**

#### **Layer Status**

- 100% Complete, Maintenance Phase

#### **Custodian**

- GIS Specialist

#### **Maintenance**

- As needed, occurs when changes are shared by the local municipalities and communicated to the Highway Department.

#### **Standards**

- Based on existing road centerline files and other data supplied by local government. Will attempt to adhere to standards and norms followed by other counties or the state should they present some regarding this type of data.

## **Land Use**

### **Current Land Use**

#### **Layer Status**

- 100% Complete, Maintenance Phase

#### **Custodian**

- Monroe County Zoning Department

#### **Maintenance**

- As Needed

#### **Standards**

- § 66.1001, Wis. Stats. Comprehensive planning.

### **Future Land Use**

#### **Layer Status**

- 100% Complete, Maintenance Phase

#### **Custodian**

- Monroe County Zoning Department

#### **Maintenance**

- As Needed

#### **Standards**

- § 66.1001, Wis. Stats. Comprehensive planning.
- According to § 66.1001, Wis. Stats., beginning on January 1, 2010, if a town, village, city, or county enacts or amends an official mapping, subdivision, or zoning ordinance, the enactment or amendment ordinance must be consistent with that community's comprehensive plan.
- Future land use mapping for a county may be a patchwork of maps from comprehensive plans adopted by municipalities and the county.

## Zoning

### County General Zoning

#### Layer Status

- The County does maintain a GIS representation of county general zoning boundaries.

#### Custodian

- Monroe County Zoning Department

#### Maintenance

- Annual

#### Standards

- Matches zoning changes and changes to tax parcels dictated by recordings in the register of deeds office.

### Shoreland Zoning

#### Layer Status

- Administered by county but not in GIS format.

#### Custodian

- N/A

#### Maintenance

- N/A

#### Standards

- N/A

### Farmland Preservation Zoning

#### Layer Status

- The County does maintain a GIS representation of county farmland preservation zoning boundaries.
- **Year of certification:** 2018

#### Custodian

- Zoning Department and Land Conservation Department

#### Maintenance

- Annual

#### Standards

- Based upon parcel layer and descriptions of land entered into the agreements as recorded in the Register of Deeds Office.

### Floodplain Zoning

#### Layer Status

- The County does maintain a GIS representation of floodplain zoning boundaries.
- The county's floodplain zoning GIS data is not the same as/identical to the FEMA map.
- FEMA revised portions of our FIRM maps this summer and our geometry does not yet reflect those changes. We have not yet obtained the digital file. For laypersons we have a file that uses the FIRM boundaries but is tagged with our zoning codes for greater simplification and understanding. Our ordinances are up-to-date with the revisions, amendments and LOMR and LOMA changes.
- **Letters of Maps Change** – FEMA Flood Insurance Rate Maps (FIRMs) can be changed through "Letters of Maps Change," which is comprised of a few things: Letters of Map Amendment, Letters of Map Revision, and Letters of Map Revision Based on Fill. These are documents

issued by FEMA that officially remove a property and/or structure from the floodplain. They are collectively called Letters of Map Change.

- **PL-566 (PL-566 Watershed Program) Breach Routes** – Some counties may have more restrictive ordinances than FEMA’s maps depict—due to PL-566 Breach Routes, under the Watershed Protection and Flood Prevention Act administered by USDA.
- Monroe County Chapter 50 - Article I – Section 50-6 - Zoning - Floodplain Official Maps and Revisions.

**Custodian**

- Zoning Administrator – GIS Specialist

**Maintenance**

- Annual As Needed

**Standards**

- Monroe County Chapter 50 - Article I – Section 50-6 - Zoning - Floodplain Official Maps and Revisions.
- Wis. Stats. § 59.69, 59.692 and 59.694 and the requirements in Wis. Stats. § 87.30.

**Hydraulic Dam Shadows**

**Layer Status**

- 100% Complete. Static

**Custodian**

- Zoning Department and GIS Specialist

**Maintenance**

- As needed based on future LiDAR acquisition and renewed scientific analyses.

**Standards**

- In 2018 this data was created based on review of analyses conducted in studies of the PL566 structures applied to 2 foot contours derived from our 2010 LIDAR. Following flooding in 2017 it seemed a good idea to try and depict a more accurate picture of what may be affected during a breach rather than digitize the information based on 20’ contours in old USGS topos from the time the studies were gone which at the time was the best available data. This approach resulted in an expansion in area from what was depicted by the original analyses. However this information is only used as a guide. Ironically shortly after this work was completed three of our PL566 dams breached proving that water would impact an area greater than what the study depicted or even I had depicted based on the data available to me.

**Airport Protection**

**Layer Status**

- The County does maintain a GIS representation of airport protection zoning boundaries.
- **Airport protection zoning map depicts:** Height limitation restrictions.
- Cannot give the full picture because the majority of the zoning is a 3 dimensional cone.

**Custodian**

- Zoning Office and GIS Specialist

**Maintenance**

- As Needed

**Standards**

- Monroe County Zoning Code Section 47.17

**Municipal Zoning Information Maintained by the County**  
City of Sparta Extra-Territorial Zoning



**Layer Status**

- 100% Complete, Static

**Custodian**

- Monroe County

**Maintenance**

- Static

**Standards**

- City of Sparta Municipal Code Chapter 17 Article X Extraterritorial Zoning

**Municipal Zoning Information Maintained by the County**

**City of Sparta Zoning**

**Layer Status**

- 100% Complete, Maintenance Phase

**Custodian**

- City of Sparta

**Maintenance**

- As Needed

**Standards**

- Based on tax parcel layer maintained by Monroe County.

**Municipal Zoning Information Maintained by the County**

**Chapter 236 Review**

**Layer Status**

- 100% Complete, Maintenance Phase

**Custodian**

- GIS Specialist

**Maintenance**

- As Needed

**Standards**

- Wis. § 236.10

**Administrative Boundaries**

**Civil Division Boundaries**

**Layer Status**

- 100% Complete, Maintenance Phase

**Custodian**

- GIS Specialist

**Maintenance**

- GIS Specialist performs maintenance based on annexations and detachments.

**Standards**

- Adjust to account for changes in municipal boundaries dictated by Wisconsin State Statutes §66.0201-66.0233.

## Fort McCoy Boundary

### Layer Status

- 100% Complete, Maintenance Phase

### Custodian

- GIS Specialist

### Maintenance

- As Needed

### Standards

- Fort McCoy recently surveyed the perimeter of their property and we updated to match their determination.

## School Districts

### Layer Status

- **Progress toward completion/maintenance phase:** 100% Complete, Maintenance Phase
- **Relation to parcels:** In tax parcel attributes, also as a standalone shapefile
  - **Attributes linked to parcels:** School District and School District Number

### Custodian

- GIS Specialist

### Maintenance

- This layer was partially updated in 2015, with some additional review in 2018. The majority of our boundaries have been verified. Additional review may take place in the future as time allows or pending DPI review. Changes are made when necessary pursuant to changes in school district territory.

### Standards

- Chapter 117 of Wisconsin Statutes
- Parcel based data.

## Election Boundaries

### Wards

#### Layer Status

- 100% Complete, Maintenance Phase

#### Custodian

- GIS Specialist

#### Maintenance

- As needed, based on Annexations, Detachments, Incorporation, or Redistricting.
- Wards are required to be submitted to the Legislative Technology Services Bureau (LTSB) by January 15<sup>th</sup> and July 15<sup>th</sup> of each year.

#### Standards

- § 66.0217, §66.0203, §66.0227, §5.5

## Election Boundaries

### Polling Places

#### Layer Status

- 100% Complete, Maintenance Phase

#### Custodian

- GIS Specialist

**Maintenance**

- As needed

**Standards**

- §5.25

**Election Boundaries**

**Assembly Districts**

**Layer Status**

- 100% Complete

**Custodian**

- GIS Specialist

**Maintenance**

- N/A

**Standards**

- Based on lines dictated by 2011 State of Wisconsin Act 43 , Wisconsin State Statutes Chapter 4, Subchapter III

**Election Boundaries**

**Senate Districts**

**Layer Status**

- 100% Complete

**Custodian**

- GIS Specialist

**Maintenance**

- Static

**Standards**

- Based on lines dictated by 2011 State of Wisconsin Act 43 in §4.009

**Election Boundaries**

**Congressional Districts**

**Layer Status**

- 100% Complete

**Custodian**

- GIS Specialist

**Maintenance**

- Static

**Standards**

- Based on lines dictated by State of Wisconsin Legislature in Wisconsin State Statutes Chapter 3

**Election Boundaries**

**Technical School Districts**

**Layer Status**

- 100% Complete

**Custodian**

- GIS Specialist

**Maintenance**

- \* Static

**Standards**

- \* N/A, the county is entirely within a single Technical School District at this time.

**Drainage Districts**

**Layer Status**

- \* 100% Complete

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* The Lemonweir Drainage District has not been dissolved and is currently inactive so no maintenance is required at this time.

**Standards**

- \* The Drainage District was identified based on the last records from when taxes were levied to maintain it. If it were to become active, again the boundaries would be revisited. We had to create the layer to comply with state laws.

**Public Safety**

**Emergency Medical Service (EMS)**

**Layer Status**

- \* 100% complete

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As needed

**Standards**

- \* Based on territorial agreements between providers and local municipalities

**Public Safety**

**Emergency Service Zones (ESZ)**

**Layer Status**

- \* 100% complete

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As needed

**Standards**

- \* Each situation of different stacked emergency response districts requires its own Emergency Service Number (ESN)

**Public Safety**

**Fire Departments**

**Layer Status**

- \* 100% complete

**Custodian**

- \* GIS Specialist

**Maintenance**

- As needed

**Standards**

- Based on territorial agreements between providers and local municipalities

**Public Safety**

**First Responders**

**Layer Status**

- 100% complete

**Custodian**

- GIS Specialist

**Maintenance**

- As needed

**Standards**

- Based on territorial agreements between providers and local municipalities

**Public Safety**

**Law Enforcement**

**Layer Status**

- 100% complete

**Custodian**

- GIS Specialist

**Maintenance**

- As needed, mostly due to annexations and detachments.

**Standards**

- Based on agreements between Sheriff's Department, local municipalities, Fort McCoy Military Installation and the Tribal Lands within Monroe County

**Lake Districts**

**Layer Status**

- 0%

**Custodian**

- N/A

**Maintenance**

- Would need to be adjusted as annexations take place as we currently have two lake districts that are coincident with the City of Sparta and the City of Tomah

**Standards**

- Should adhere to Lake District Rules

**Sanitary Districts**

**Layer Status**

- 0%

**Custodian**

- N/A

**Maintenance**

- Would need to be adjusted based on notifications from local officials

### **Standards**

- Should adhere to Sanitary District documentation.

## **Native American Lands**

### **Layer Status**

- 100% Complete

### **Custodian**

- Ho-Chunk Nation

### **Maintenance**

- As Needed

### **Standards**

- Unknown

## **Zip Codes**

### **Layer Status**

- 100% Complete

### **Custodian**

- GIS Specialist

### **Maintenance**

- Will be modified as addresses near the edges of zones are assigned.

### **Standards**

- N/A, there is no actual zip code boundary it is fluid and is simply for reference. Zip Codes are assigned by the USPS Postmasters based on mail delivery routing.

## **Monroe County Forest**

### **Layer Status**

- 100% Complete

### **Custodian**

- Monroe County Forester

### **Maintenance**

- As needed

### **Standards**

- Based on tax parcel mapping

## **Other Layers**

### **Hydrography Maintained by County or Value-Added**

#### **Layer Status**

- 0%

#### **Custodian**

- N/A

#### **Maintenance**

- N/A

#### **Standards**

- Unknown

## **Airfields**

### **Layer Status**

- \* 100% Complete, In Maintenance

### **Custodian**

- \* GIS Specialist

### **Maintenance**

- \* As Needed

### **Standards**

- \* Based on Wisconsin Airport Directory and Pilots Guide from Wisconsin Department of Transportation, Bureau of Aeronautics

## **Airports**

### **Layer Status**

- \* 100% Complete, In Maintenance

### **Custodian**

- \* GIS Specialist

### **Maintenance**

- \* As Needed

### **Standards**

- \* Based on Wisconsin Airport Directory and Pilots Guide from Wisconsin Department of Transportation, Bureau of Aeronautics

## **Towers**

### **Layer Status**

- \* Unknown

### **Custodian**

- \* GIS Specialist

### **Maintenance**

- \* As Needed and Needs attention

### **Standards**

- \* Unknown
- \* Our Tower layer contains cell towers, wireless internet towers, radio towers, etc.

## **Campgrounds**

### **Layer Status**

- \* Unknown

### **Custodian**

- \* GIS Specialist

### **Maintenance**

- \* As Needed, Needs attention

### **Standards**

- \* Unknown

## **Mobile Home Parks**

### **Layer Status**

- \* Unknown

**Custodian**

- GIS Specialist

**Maintenance**

- As Needed, Needs attention

**Standards**

- Unknown

**Cemeteries****Layer Status**

- 100% complete, In Maintenance

**Custodian**

- GIS Specialist

**Maintenance**

- As Needed

**Standards**

- Unknown

**Town Halls****Layer Status**

- 100% complete, In Maintenance

**Custodian**

- GIS Specialist

**Maintenance**

- As Needed

**Standards**

- Unknown

**Unincorporated Communities****Layer Status**

- 100% complete, In Maintenance

**Custodian**

- GIS Specialist

**Maintenance**

- As Needed

**Standards**

- N/A

**Critical Facilities****Layer Status**

- 100% complete, In Maintenance

**Custodian**

- GIS Specialist

**Maintenance**

- Mississippi River Regional Planning Commission is updating this.



### **Standards**

- Unknown

### **Water Points**

#### **Layer Status**

- Unknown

#### **Custodian**

- GIS Specialist

#### **Maintenance**

- WDNR contacted us about getting this updated at some point in time

#### **Standards**

- Unknown

### **CREP Agreements**

#### **Layer Status**

- 100% Complete, In Maintenance

#### **Custodian**

- Land Conservation Department

#### **Maintenance**

- Per Contract

#### **Standards**

- A buffer from stream for 15 Years

### **CREP Easements**

#### **Layer Status**

- 100% Complete, In Maintenance

#### **Custodian**

- Land Conservation Department

#### **Maintenance**

- Per Contract

#### **Standards**

- Perpetual and they are based on survey

### **Fishing Easements**

#### **Layer Status**

- 100% Complete, In Maintenance

#### **Custodian**

- Land Conservation Department

#### **Maintenance**

- Per Signed Agreement

#### **Standards**

- A 33' buffer from stream

### **Manure Storage Permits**

#### **Layer Status**

- 100% Complete

#### **Custodian**

- Land Conservation Department

**Maintenance**

- \* Per occurrence of issued permit

**Standards**

- \* N/A

**Bridges and Culverts**

**Layer Status**

- \* 0%

**Custodian**

- \* Highway Department and GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Located by Highway Department with Survey 123 beginning in fall of 2018

**Clinics**

**Layer Status**

- \* 100%

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Unknown

**Clinics**

**Layer Status**

- \* 100%

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Unknown

**Hospitals**

**Layer Status**

- \* 100%

**Custodian**

- \* GIS Specialist

**Maintenance**

- \* As Needed

**Standards**

- \* Unknown

## **Non-Metallic Mine Permits Active Acres**

### **Layer Status**

- 100% Complete

### **Custodian**

- Land Conservation Department

### **Maintenance**

- As Needed

### **Standards**

- Based on permitted descriptions actively mined

## **Nutrient Management Records**

### **Layer Status**

- 100% Complete

### **Custodian**

- Land Conservation Department

### **Maintenance**

- As Needed

### **Standards**

- Unknown

# 3 LAND INFORMATION SYSTEM

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The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

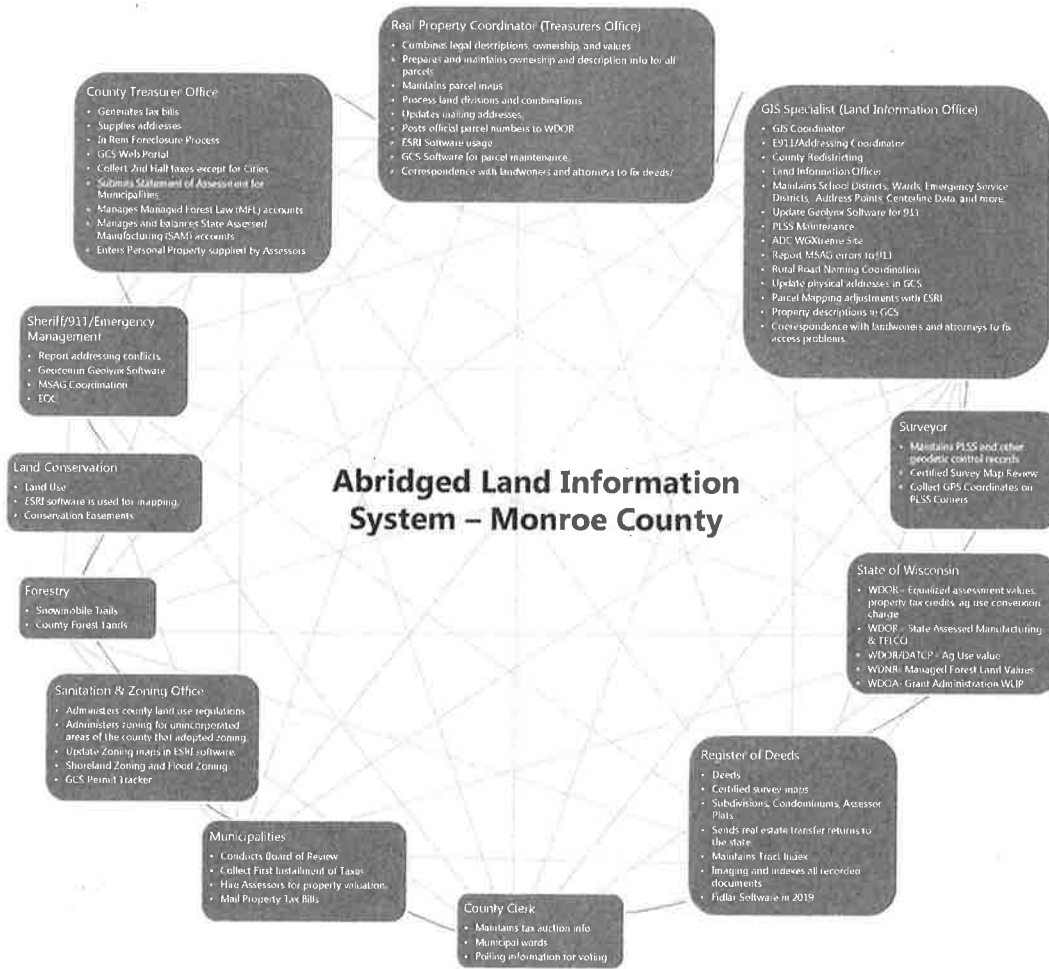
One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

- The design, development, and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the department of natural resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

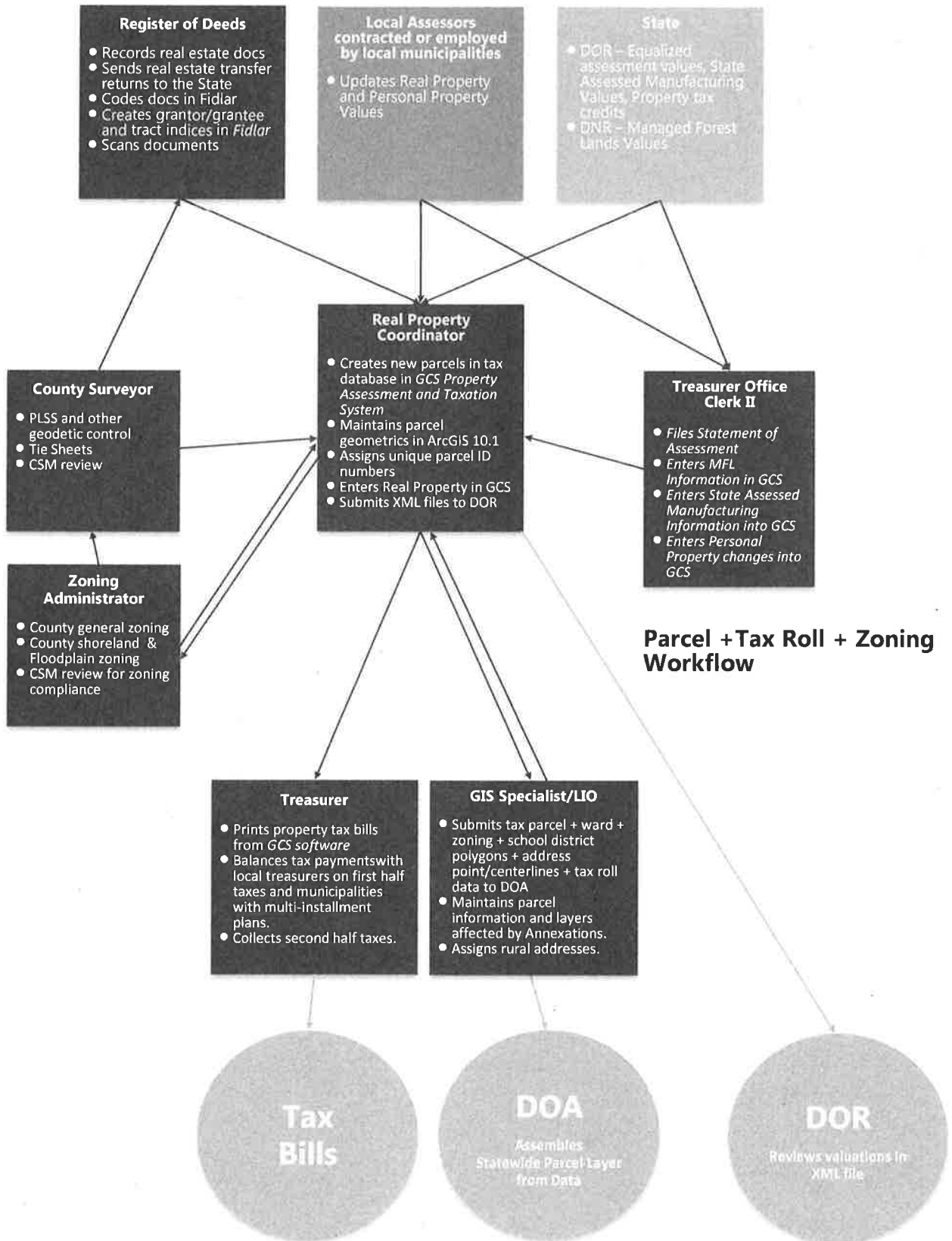
This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

# Current Land Information System

## Diagram of County Land Information System



# County Parcel Data Workflow Diagram



## Parcel + Tax Roll + Zoning Workflow

## Technology Architecture and Database Design

This section refers to the hardware, software, and systems that the county uses to develop and operate computer systems and communication networks for the transmission of land information data.

### Hardware

- CPU is an HP Z440 Workstation with an Intel Xeon E5-1620 v3, processor @ 3.5 GHz, 16GB of RAM and 3 HP E240Q monitors.

### Software

- ESRI Mapping Software. ArcMap 10.1, ArcGIS Server Enterprise Basic

### Website Development/Hosting

- Applied Data Consultants hosts our WGXtreme website for web mapping as well as our Monroe County Website where we host surveys and tie sheets. We use the GCS Webportal to share our public tax and assessment information. We use ColorTract by QSolutions for our old tract index information, <http://monroe.colortract.com/>. We will be incorporating Fidar in our Register of Deeds office beginning in 2019 for modern tract information and access to deeds.

## Metadata and Data Dictionary Practices

### Metadata Creation

- **Metadata creation and maintenance process:** Monroe County uses ArcCatalog to develop metadata.

### Metadata Software

- **Metadata software:** ArcCatalog
  - The software does generate metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** Summary/Description/Credits/Tags

### Metadata Policy

- **Metadata Policy:** The custodian of the data should be creating metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata.

## Municipal Data Integration Process

- N/A

## Public Access and Website Information

### Public Access and Website Information (URLs)

#### Public Access and Website Information

##### GIS Webmapping Application(s)

Link - URL

GIS Download Link - URL

Real Property Lister Link - URL

Register of Deeds Link - URL

<http://monroecow.wgxtreme.com/>

<http://monroerodweb.co.monroe.wi.us/gcswebportal/search.aspx>

<http://monroerodweb.co.monroe.wi.us/gcswebportal/search.aspx>  
Will change in 2019\*

#### Single Landing Page/Portal for All Land Records Data

URL

<http://www.co.monroe.wi.us/departments/land-information/>

## Data Sharing

### Data Availability to Public

#### Data Sharing Policy

- Whenever possible we direct people to free sources of our data and will share data in kind. Monroe County charges for time and materials on custom requests. We do charge fees for hard copy map production at the equivalent of \$5 for a letter size sheet of paper but do provide the ability for people to produce maps on their own via our website and will produce and email maps in a pdf format free of charge. Monroe County charges \$50 per shapefile but only \$200 for our entire geodatabase, our countywide orthophotography is available for \$100. These data charges will be revisited in the future. In addition, we charge \$200 for our tax & assessment data file.
- Register of Deeds documents are available for statutory copy fees that are \$2 for the first page of a document plus \$1 per each additional page. We do add a convenience fee of \$1.50 per ever \$50 worth of documents purchased. Escrow options are available as well thus waiving the convenience fee. Register of Deeds options will change in 2019 when Fidar Software is utilized.

#### Open Records Compliance

- Monroe County adheres to Wisconsin's Open Records Law. Monroe County provides a wealth of information via our different websites. Our GIS, Tax & Assessment, and Survey Files as well as our tract index is free of charge.

### Data Sharing Restrictions and Government-to-Government Data Sharing

#### Data Sharing Restrictions

- Monroe County's information is searchable by name. Monroe County does not currently have any opt out policy for names on the internet, however, should someone request for that we likely would be able to comply with their request. We do not currently have any official data sharing policies enacted, as our information is freely available for viewing pleasure.

#### Government-to-Government Data Sharing

- As opportunities arise, Monroe County has been willing to share or provide data free of charge with other government entities, scholastic institutions and students. We also have shared data with private groups or entities on behalf of local government units.

### Training and Education

- Currently the users of geographic data provide technical assistance to each other and other county departments and local municipalities who are developing, maintaining, and using computerized land information. Often training grant funds are used to cover expenses associated with travel and training. When time and budgets allow Monroe County will allow employees to attend seminars and training offered via institutions and groups such as Wisconsin Land Information Association (WLIA), Wisconsin Society of Land Surveyors (WSLS)



and Wisconsin Real Property Listers Association (WRPLA). Online tutorials and seminars are another tool in self-education that is encouraged as workload allows. In addition, as opportunities arise Monroe County will coordinate with agencies, associations and educational institutions to provide education to its employees and the public. Monroe County to the best of our ability will assist and educate constituents who are using our data or have questions about our data so that they can make informed and educated decisions.

# 4 CURRENT & FUTURE PROJECTS

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon. A project is defined as a temporary effort that is carefully planned to achieve a particular aim. Projects can be thought of as the *means* to achieving the county's mission for its land information system.

## Project Plan for PLSS (Benchmark 4)

### Project Title: Completion and Integration of PLSS

#### Project Description/Goal

##### Planned Approach

- To satisfactorily complete our PLSS framework and integrate that information with all of our other spatial layers. There has been a slow accumulation of PLSS data and integration of that data when time allowed. The focus will be to increase the flow of PLSS data and thus update our PLSS and all associated map layers. Satisfactory completion will mean acquiring coordinate values on all areas outside of the Fort McCoy Military Installation except for those locations that are currently underwater, with a low emphasis on ones that fall entirely within large tracts of land that are publicly held and not necessary to determination of the boundary of that publicly held land. In order to do this we have prepared by doing the following:
  - Compiled a list of needed PLSS corners created and weighted based on need.
  - Acquired a new survey grade GPS with its primary purpose to be used for survey grade coordinate acquisition.
  - The County Surveyor will re-monument where necessary or do maintenance at the selected Section Corners and collect a survey grade GPS coordinate.
  - The GIS Specialist will integrate the updated Section Corners with survey grade coordinate values in our PLSS framework and update the parcel mapping and other layers to account for the higher spatial accuracy.

- **Land Info Spending Category:** PLSS (also affects Parcel Mapping, and Other Layers)

##### Current Status

- **Tally of the total number of corners:** 3102 but only 2910 capable of being remonumented.
- **Re monumentation status:** 2672 of 2910
- **Coordinate status (accuracy class) if known:** 1100 are Survey Grade, 1075 are Sub-Meter, and 497 are Approximate

##### Goals

- **Number of corners to be remonumented and/or rediscovered:** 238 Corners need to be remonumented or rediscovered.
- **Number to have new coordinates established:** 1572 at most with a primary focus on the 238 that need to be rediscovered and the 497 that have an accuracy class of Approximate. A secondary focus would be acquiring coordinates on strategically located coordinates identified as Sub-Meter accuracy. The goal to acquire 800 coordinates of Survey Grade.
- **Accuracy class for these new coordinates:** Survey Grade
- **Way in which these points will be integrated into the parcel fabric:** They will be used to redraw our PLSS and Tax Parcel Based Data.

##### Missing Corner Notes

- **Documentation for any missing corner data:** 192 Corners sans tie sheet lie within Fort McCoy and we have no plans to obtain further information on them at this time.

##### County Boundary Collaboration

- We have been discussing corner location with three of the four adjacent counties already and there are plans to obtain survey grade coordinates on those corners. We can reproject the

locations into different county coordinate systems. We have a good working relationship with our adjacent counties.

**Business Drivers**

- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- With an ever increasing call for higher accuracy information and higher resolution imagery more available. A call for greater accuracy in our mapping is here. That is only possible with the acquisition of survey grade section corner coordinates. The benefits of this project are better data for the surveying community and higher accuracy geographic information for local residents, government agencies and decision makers, businesses and other interested parties. With our GIS data becoming more readily available to people this project will result in better data for use in research and studies by people locally and worldwide for that matter.

**Objectives/Measure of Success**

- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by 12/31/2024 date.
- The objective is satisfactory completion and integration of our PLSS and other related layers of data modified and adjusted for increased accuracy. The measurement of success will be data clean enough to transition into a modern parcel fabric environment.

**Project Timeframes**

Timeline – Project Plan for PLSS		
Milestone	Duration	Date
Project start	-	January 1, 2018
Purchase new GPS equipment	2 months	June 6, 2018
County Surveyor	5 years	October 1, 2018-Dec 31, 2023
GIS Specialist	5 years	Spring, 2019
Project complete	-	December 31, 2024

**Responsible Parties**

- The GIS Specialist will achieve this goal in cooperation with the Monroe County Surveyor. Monroe County may choose to contract out some of the work in the future but the focus will be to complete this project in house if possible. The reason for this approach is our County Surveyor’s local knowledge of our data and experience with our records that will surpass that of others and lead to better interpretation of existing evidence. In order to properly achieve our goals and serve our constituents and beyond the best choice is in-house staff.

**Estimated Budget Information**

- See table at the end of this chapter.

## Project #1: Countywide LiDAR Acquisition

### Project Description/Goal

- To Acquire Countywide LiDAR data.
- **Land Info Spending Category:** LiDAR

### Business Drivers

- 50% cost share in the form of a USGS grant through the 3D Elevation Program.
- Our prior LiDAR does not meet current industry standards and new LiDAR would be double the density and accuracy.
- LiDAR data would support future efforts to update flood insurance rates maps (FIRMs)
- Monroe County and areas beyond our borders have been affected continually by extreme flooding events and the LiDAR data will help give us a greater snapshot of drainage routes and identify areas affected by rising water tables.
- We had three PL566 Dams that were destroyed in the latest round of flooding and that changed the landscape downstream and this information will assist in updating Hydraulic Dam Shadow Analyses for those that were not breached and will be necessary in helping determine impacts should the destroyed dams be replaced.
- There have been somewhat dramatic changes in rural topography in areas where non-metallic mining activity has taken place since LiDAR was last acquired and we have continued to see healthy development around our two cities.

### Objectives/Measure of Success

- Accurate floodplain maps in the future. Thus preventing additional building in dangerous flood prone areas that are currently outside of current floodways and perhaps saving lives in the process. Proof that certain individuals lands are not in the floodplains.
- County Highway Department and Land Conservation Office will benefit from this information from a project planning perspective.

### Project Timeframes

Timeline – Project #1 Countywide LiDAR Acquisition		
Milestone	Duration	Date
Project #1 start	-	January 2018
Flight Date	2-4 weeks	March-May 2019
Processing of data	10 months	June 2019 – Feb 2020
Delivery of data		March 2020
Project complete	-	April 2020

### Responsible Parties

- Ayres Associates (100%),

### Estimated Budget Information

- See table at the end of this chapter.

## Project #2: LiDAR Enhancements

### Project Description/Goal

- LiDAR enhancements would provide additional basic usefulness to the data obtained to federal specs and create highly sought after peripheral products
- **Land Info Spending Category:** LiDAR

### Business Drivers

- Improved Hydro Breaklines
- 1 Foot Contours

- Bare Earth Data Set
- Automated Classification of buildings and vegetation

### Objectives/Measure of Success

- Countywide 1 foot contours
- Classified Dataset
- Bare Earth Dataset

### Project Timeframes

Timeline – Project #2 LiDAR Enhancement		
Milestone	Duration	Date
Project #2 start		Fall, 2019
Development of data enhancements		TBD
Project #2 complete		TBD

### Responsible Parties

- Ayres Associates (100%)

### Estimated Budget Information

- See table at the end of this chapter.

## Project #3: Upgrade of ESRI Desktop and Server Products

### Project Description/Goal

- Upgrade of our ESRI Desktop from ArcMap 10.1 to 10.x.x and our Server from Enterprise Basic to Enterprise Standard.
- **Land Info Spending Category:** Software
- **Land Info Spending Category:** Hardware
- **Land Info Spending Category:** Training and Education

### Business Drivers

- Our software is currently outdated and is no longer supported.
- We need to be able to interact with the new software in the Dispatch Office.

### Objectives/Measure of Success

- We would be able to receive support from ESRI for troubleshooting again.
- We will be able to let a future selected CAD provider Zuercher plug into our server.

### Project Timeframes

- Fall of 2019

### Responsible Parties

- To be determined
- ESRI

### Estimated Budget Information

- See table at the end of this chapter.

## Project #4: Countywide Aerial Imagery Acquisition

### Project Description/Goal

- Obtain Countywide 6 inch aerial Imagery
- **Land Info Spending Category:** Orthoimagery

### Business Drivers

- There is an ever increasing interest in up to date aerial imagery.

- WROC 2020 allows us to enjoy economy of scale and group pricing.

### Objectives/Measure of Success

- Leaf off imagery assists public and private developers.
- Assists local Assessors with valuation.
- Assists Zoning with enforcement and septic system placements.
- We have been acquiring imagery every 5 years and this will keep us on that cycle.

### Project Timeframes

Timeline – Project #4 Countywide Aerial Imagery Acquisition		
Milestone	Duration	Date
Project #4 start	–	2020
Flight	1-2 days	April, 2020
Project #2 complete	–	2021

### Responsible Parties

- Ayres Associates, 100%

### Estimated Budget Information

- See table at the end of this chapter.

## Project #5: Complete QA/QC of Address Point and Centerline Data and Adoption of New Schema

### Project Description/Goal

- To complete spatial and attribute correction of our Address Points and Centerlines with a migration to a modern data standard.
- Land Info Spending Category:** Address Points
- Land Info Spending Category:** Centerlines

### Business Drivers

- Increased confidence in our data.
- NextGen911 compliant.

### Objectives/Measure of Success

- The data will meet the needs of the future and integrate our future Dispatch software.

### Project Timeframes

- Fall of 2019 through December 31, 2019.

### Responsible Parties

- GIS Specialist

### Estimated Budget Information

- See table at the end of this chapter.

## Project #6: Backscanning and Rescanning of Register of Deeds Documents

### Project Description/Goal

- Scan illegible Subdivision Plats and additional deeds back to the beginning.
  - Compile a list of documents that need to be back-scanned.
  - Work with preferred vendor selected for prior back-scan project.

- Draft a project RFP or work with preferred vendor to acquire new software.

- ❖ **Land Info Spending Category:** Administrative Activities and Management

### **Business Drivers**

- ❖ Public access to additional records
- ❖ Archive old brittle subdivision plats and protect them from being handled and damaged.

### **Objectives/Measure of Success**

- ❖ More documents at the fingertips of people doing searches.
- ❖ Readable historical records will assist county employees to do their jobs and save the time of retrieving the original documents and making copies.

### **Project Timeframes**

- ❖ TBD

### **Responsible Parties**

- ❖ Register of Deeds Office

### **Estimated Budget Information**

- ❖ See table at the end of this chapter.

## **Project #7: Acquire New Software/Hardware for Register of Deeds Office**

### **Project Description/Goal**

- ❖ Monroe County is looking to acquire software to modernize their records system and make the workflow simpler in the Register of Deeds office.
- ❖ **Land Info Spending Category:** Administrative Activities and Management

### **Business Drivers**

- ❖ Increase customer satisfaction, increase of documents available for public purchase, increased revenue streams in the future and decreased in office staff time devoted to particular steps in the departmental workflow.
- ❖ Archive of documents will be preserved offsite.

### **Objectives/Measure of Success**

- ❖ Modernization of the Register of Deeds Office, including greater capability.
- ❖ Increase in productivity
- ❖ Increase in departmental revenue.

### **Project Timeframes**

- ❖ Beginning in Fall of 2018

### **Responsible Parties**

- ❖ Fidlarc

### **Estimated Budget Information**

- ❖ See table at the end of this chapter.

## Estimated Budget Information (All Projects)

### Estimated Budget Information

Project Title	Item	Unit Cost/Cost	Land Info Plan Citations Page # or section ref.	Project Total
<b>Completion and Integration of PLSS (Benchmark 4)</b>	County Surveyor	\$175 per corner x 800 corners = \$140,000	Section 4, Page 41	-
	GIS Specialist	\$125 per corner x 800 corners = \$100,000		-
				<b>240,000</b>
<b>1) Acquire Countywide LiDAR</b>	Ayres Associates	\$112.5 per mile x 920 miles = \$103,500	Section 4, Page 43	-
				<b>103,500</b>
<b>2) Acquire LiDAR enhancements</b>	Ayres Associates	\$27,600	Section 4, Page 43	-
				<b>27,600</b>
<b>3) Upgrade of ESRI Desktop and Server Products</b>	ESRI	Server = \$9,000	Section 4, Page 44	-
	ESRI	on-site installation and configuration = \$14,000		-
	ESRI	10 credit days @ 565.00 = \$5650		-
				<b>28,650</b>
<b>4) Countywide Aerial Imagery Acquisition</b>	Ayres Associates	\$80 per mile x 908 miles = \$72,640	Section 4, Page 44	-
				<b>72,640</b>
<b>5) Complete QA/QC of Address Point and Centerline Data and Adoption of New Schema</b>	GIS Specialist		Section 4, Page 45	-
				<b>32,500</b>
<b>6) Backscanning and Rescanning of Register of Deeds Documents</b>	On QSolutions	\$1750	Section 4, Page 45	-
				<b>1,750</b>
<b>7) Acquire New Software/Hardware for Register of Deeds Office</b>	Fidlar	Bastion Implementation Fee = \$5,000	Section 4, Page 46	-
	Fidlar	AVID Implementation Fee = \$25,000	Section 4, Page 46	-
	Fidlar	OCR License = \$750	Section 4, Page 46	-
	Fidlar	Monarch = \$2,500	Section 4, Page 46	-
	Fidlar	AVID LifeCycle = \$20,000	Section 4, Page 46	-
				<b>53,250</b>
<b>GRAND TOTAL</b>				<b>559,890</b>

Note. These estimates are provided for planning purposes only. Budget is subject to change.





# STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Scott Walker, Governor  
Ellen Nowak, Secretary  
Dawn Vick, Division Administrator

## Wisconsin Land Information Program 2019 Base Budget, Training & Education, and Strategic Initiative Grant Application

Complete this application form in order to receive 2019 Wisconsin Land Information Program (WLIP) grants, pursuant to Wisconsin Statute Section 16.967(7) and Wisconsin Administrative Code, Chapter Adm. 47.

**Training & Education Grants** may be used for the training and education of county employees for the design, development, and implementation of a land information system. Each county is eligible for a \$1,000 grant.

**Strategic Initiative Grants** are for the purposes of addressing statutory directives to create a statewide digital parcel map and to post certain parcel information online in the standard Searchable Format. Strategic Initiative grant funding is to be prioritized to achieve "benchmarks" for parcel quality and completeness. Each county is eligible for \$50,000 in 2019 Strategic Initiative grant funding.

There are four benchmarks for parcel data:

- Benchmark 1 – Parcel and Zoning Data Submission
- Benchmark 2 – Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

Counties must prioritize their Strategic Initiative grant activities toward achieving the benchmarks in numerical order. The benchmarks are designed to complement and dovetail with the county land information plan. A county may amend a plan with updates or revisions as appropriate. If amended, a copy of the amended plan and record of land information council approval should be sent to the WLIP.

**Base Budget Grants** enable a county to develop, maintain, and operate a basic land information system and may be used for the implementation of the county's land information plan. Base Budget grants are only available to those counties with retained register of deeds document recording fees of less than \$100,000 in State FY 2018 (July 1, 2017–June 30, 2018). See the grant eligibility table on page 8 to confirm your county's eligibility.

**Applications should be submitted by December 31, 2018** or earlier. Please submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov). For questions, please contact the WLIP grant administrator at [peter.herreid@wisconsin.gov](mailto:peter.herreid@wisconsin.gov) or (608) 267-3369.

Grant application released	September 17, 2018
Grant application deadline	December 31, 2018
Grant activities eligible for reimbursement	Beginning January 1, 2019
Training & Education grants distributed	By February 28, 2019
Base Budget funds distributed	By April 30, 2019
First 50% of Strategic Initiative grant distributed (upon successful data submittal for V5)	By June 30, 2019
Second 50% of Strategic Initiative grant distributed	Upon grant project completion

### How to Fill Out and Submit This Form:

- **DOWNLOAD THIS DOCUMENT & "FILE ► SAVE AS"** to save a local copy.  
When saving, add your county name to the end, e.g.,  
**2019\_WLIP\_Grant\_Application\_StCroix.pdf**
- **FILL OUT THE APPLICATION** – use Adobe Reader or Acrobat to fill in the application form electronically, by typing data into it. Do *not* fill out the form by hand. The instructions are numbered according to the question numbers on the application form and hyperlink to each corresponding question.
- **"FILE ► SAVE"** – to save as you go
- **ATTACH PAGES** – Attach addendum pages if applicable, or email as separate files
- **SUBMIT VIA EMAIL (WITH COUNTY NAME)** – Email a completed digital PDF form that has been electronically filled-out (*not* a scanned image) to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov) by December 31, 2018. Email subject line should include the name of your county, e.g.,  
**Subject: 2019 WLIP Grant Application - Forest**

## Training & Education Grant Application Instructions

- TE #1** County submitted a draft 2018 land information plan to DOA? All counties updated their county land information plan in 2018 to meet s. 59.72(3)(b). Wisconsin Administrative Code, Chapter Adm. 47.06(3) requires that projects must be consistent with an approved county land information plan (also referred to as a county-wide land records modernization plan).
- TE #2** Enter date of last county land information council meeting. According to s. 59.72(3m)(b), the county land information council shall review the priorities, needs, policies, and expenditures of a land information office and advise the county on matters affecting the land information office. The land information council must have met within the last 12 months for the county to be eligible for a WLIP grant.
- TE #3** LIO subscribed to the Land Information Officer's listserv? Applicants must subscribe to the WLIP's e-mail listserv, [doa-landinfo@lists.wi.gov](mailto:doa-landinfo@lists.wi.gov).
- TE #4** County's Retained Fee/Grant Report for 2017 submitted? According to s. 59.72(2)(b), a county must submit an annual report to DOA on WLIP retained fee and grant spending. All counties submitted a *Retained Fee/Grant Report* for 2017.
- TE #5** Training & Education Award Eligible. The amount of \$1,000 is available to each county for 2019 Training & Education grants.
- TE #6** Training & Education Award Amount Requested. Enter the amount requested (up to \$1,000).
- TE #7** Brief Description of Intended Expenditures for Training & Education Grant. Provide information on plans to utilize the Training & Education grant funding. Aim for less than 1,800 characters. The font size will shrink as you type, becoming smaller to accommodate more text.
- TE #8** Statement and Authorization of Land Information Officer. Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov).

## Strategic Initiative Grant Application Instructions

- SI #1** Strategic Initiative Award Eligible. The amount of \$50,000 is available to each county for 2019 Strategic Initiative grants.
- SI #2** Strategic Initiative Award Amount Requested. Enter the amount requested (up to \$50,000).
- SI #3** Will the county use 2019 Strategic Initiative Funding to work toward Benchmark 1 and 2 in the Searchable Format in the first quarter of 2019? Indicate whether the county will use grant funding to work toward Benchmark 1 and Benchmark 2 in the Searchable Format. The county must meet the Searchable Format standard for the Version 5 Statewide Parcel Map Database Project (V5) data submittal, using grant funds to do so if necessary. V5 data submittals will be due March 31, 2019.

Figure 1 on the following page summarizes the benchmarks. For Benchmark 1 and 2 specifications, see the Submission Documentation. Note that the Submission Documentation may be tweaked for V5, with an effort to clarify and be consistent with previous versions of the Submission Documentation.

**Searchable Format.** In the Searchable Format, the county data submittal is ready for immediate aggregation into the statewide parcel layer. The county performs all data standardization and clean-up before submitting data. Data exactly matches the Searchable Format standard. The Searchable Format is defined in detail in the Submission Documentation. Note that the Submission Documentation may be tweaked for V5, with an effort to clarify and be consistent with the Submission Documentation for V4.

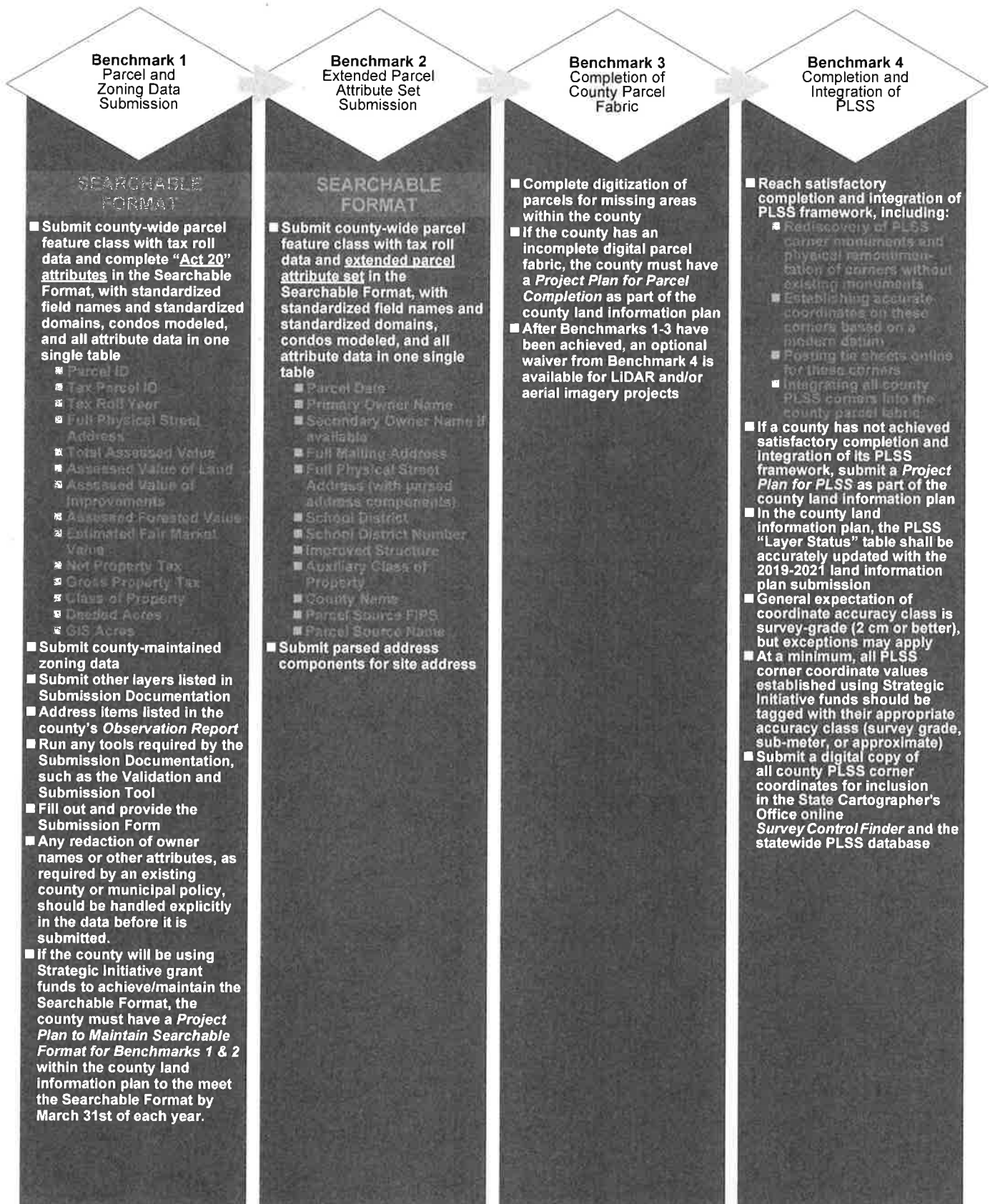
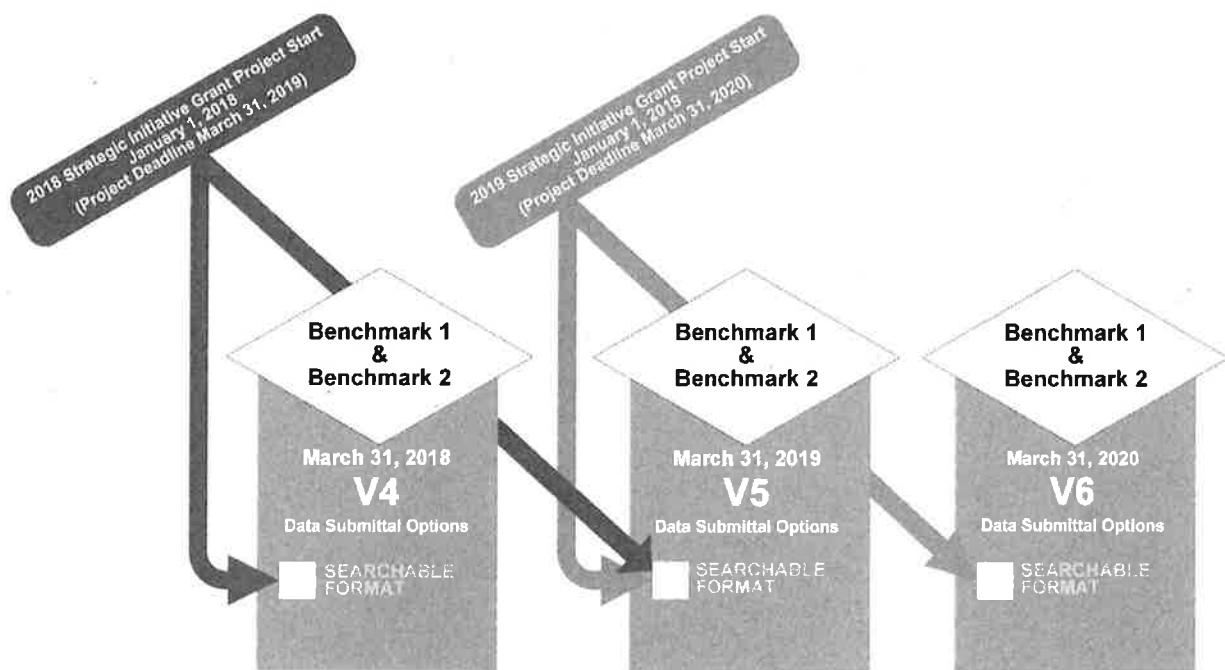


Figure 1. Summary of 2019 benchmarks. The Searchable Format for Benchmarks 1 & 2 and other data submission requirements are detailed in the Submission Documentation.

## Strategic Initiative Grant Application Instructions (Continued)



**Figure 2. Strategic Initiative grant project timeline, where projects can span a calendar year plus one quarter**

**SI\_#4** Will the county use 2019 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for V6 in the first quarter of 2020? Figure 2 illustrates the timeline for Strategic Initiative projects. 2019 projects have a completion deadline of March 31, 2020—the projected V6 data submission deadline. For V6, the Searchable Format will be the required format for data submittal. Indicate whether the county will use 2019 Strategic Initiative grant funding to work toward and/or maintain the Searchable Format for V6 by March 31, 2020.

**SI\_#5** Benchmark 1 and 2 Land Information Plan Citations. Provide only if you answered “Yes” to SI\_#3 and/or SI\_#4 above. List the corresponding citation (section and page numbers) from the county’s land information plan for the *Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2*.

**LIO certification upon data submission.** Land information officers will be required to certify that data meets the standards for Benchmark 1 and 2 upon submission of data for V5. Counties will certify their own level of attribute completeness relative to an *element occurrence standard*. This means that if an element (such as a property address, a total assessed value, total property tax value, etc.) actually occurs for a given parcel, then this element should be included in the submitted dataset. This also means that there may be justifiable omissions from the submitted dataset. Examples might be missing tax data for tax exempt properties, no address when no structure is present on a property, etc. Data elements must be included only if they actually occur.

**SI\_#6** **Benchmark 1 and 2 Project Activities and Costs.** For Benchmark 1 and 2, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit. Type a concise description for each itemized cost, beginning with row1, column1. Enter dollar amount in column2 of row1. Then proceed to row2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.

**Note on staff funding.** The county may either utilize the expertise of existing county staff or hire contractors from the private sector as part of Strategic Initiative grant expenses. As long as county staff activities funded by the Strategic Initiative grant are for the purposes specified in the grant application, it is acceptable to use grant funds to reimburse county or municipal staff. However, *staff time must be broken down* into specific project activities under one or more Strategic Initiative benchmarks.

**SI\_#7** **Benchmark 1 and 2 Total Costs.** Maximum value is \$50,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include *only* Strategic Initiative funds in total costs, which may *not exceed* \$50,000 on this application form.

**SI\_#8** Will the county perform all of the data cleanup and standardization tasks described in the *V4 Observation Report* in order to meet the Searchable Format standard before submitting data for the **V5 call for data by March 31, 2019**? Indicate whether the county will perform the tasks described in the *V4 Observation Report* (which describes the steps that must be taken in order to meet the Searchable Format standard) before submitting data for V5 by March 31, 2019. Counties must meet the Searchable Format standard for the V5 data submittal and into the foreseeable future, using grant funds to do so if necessary. This also entails submitting data that exactly matches the schema specifications for the Searchable Format, as detailed in the Submission Documentation. See SI\_#3 above.

**SI\_#9** If you answered "No" to SI\_#8 above, briefly describe how you will address the deficiencies identified in the *V4 Observation Report* in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the V5 call for data, and how they will be addressed. Aim for less than 1,800 characters. The font size will shrink as you type more text.

**SI\_#10** Is your county's digital parcel fabric complete (including incorporated areas)? Give estimated year of completion (YYYY) if applicable. Note that there may exist within some county certain areas that do not require detailed parcel mapping, such as state forests. These areas can be treated as a single large parcel as long as they are designated as such in the submitted dataset (however, this exception does *not* apply to municipalities).

**SI\_#11** Will county use 2019 Strategic Initiative funding to work toward Benchmark 3? If the county's digital parcel fabric is incomplete, indicate whether county will use Strategic Initiative grant funds to work toward completion.

**SI\_#12** **Benchmark 3 Land Information Plan Citations.** If a county has an incomplete digital parcel fabric, list the corresponding citation (section and page numbers) from the county's land information plan for the *Project Plan for Parcel Completion*.

**PLSS first approach.** Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a "PLSS first approach," in which PLSS should be prioritized for areas not covered by the parcel fabric. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described in SI\_#18 below.

**SI\_#13** **Benchmark 3 Project Activities and Costs.** For Benchmark 3, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit.

**SI\_#14** **Benchmark 3 Total Costs.** Maximum value is \$50,000. The "Total Costs" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$50,000 on this application form.

**SI\_#15** Is your county's PLSS network complete and integrated into digital parcel layer? This includes: rediscovery of PLSS corner monuments and physical remonumentation of corners without existing monuments; establishing accurate coordinates on these corners based on a modern datum; posting tie sheets online for these corners; and integrating all county PLSS corners into the county parcel fabric. Give estimated year of completion (YYYY) if applicable.

**SI\_#16** **Benchmark 4 waiver request to acquire lidar and/or aerial imagery.** Strategic Initiative funds for 2019 are intended to be used for the purposes of parcel dataset development. However, it may be possible to use Strategic Initiative funds for LiDAR and/or aerial imagery, subject to the following conditions: First, a county would need to use the funds to meet parcel Benchmarks 1-3. Then, if a county has remaining Strategic Initiative grant funding, it may expend it on LiDAR and/or aerial imagery *before* Benchmark 4 (Completion and Integration of PLSS).

**SI\_#17** Will county use 2019 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)? Indicate whether Strategic Initiative grant funds will be used to make progress toward Benchmark 4.

**PLSS data submission.** All counties may be required to submit a digital copy of all county PLSS corner coordinate values for inclusion in the State Cartographer's Office online SurveyControlFinder, and any other DOA-sanctioned statewide effort to collect PLSS datasets. At a minimum, all PLSS corner coordinate values established using Strategic Initiative funds should be tagged with their appropriate accuracy class (survey grade, sub-meter, or approximate).

**SI\_#18** **Benchmark 4 Land Information Plan Citations.** If a county has not achieved satisfactory completion and integration of its PLSS framework, list the corresponding citation (section and page numbers) from the county's land information plan for the *Project Plan for PLSS*.

**Project Plan for PLSS.** If the county has not achieved a complete and integrated PLSS framework, the county must have a project *within the county land information plan* that outlines:

1. Planned approach for remonumenting, rediscovering, and establishing survey grade coordinates for PLSS corners, and integrating corners into the parcel fabric. Due to cost, accessibility, or land ownership, lower-quality coordinates may be substituted. However, lower grade coordinates should be the exception, rather than the rule. In addition, counties may, but are not required to, use Strategic Initiative grant funds to upgrade their PLSS from a NAD27 coordinate system to a more current datum.
2. Current status of PLSS data in the county including a tally of the total number of corners, their remonumentation status, and their coordinate status (accuracy class) if known. Accuracy classes include survey grade, sub-meter, and approximate.
  - **Survey grade** – Coordinates collected under the direction of a professional land surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.
  - **Sub-meter** – Accuracies of 1 meter or better
  - **Approximate** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information.
3. Goals for the funding period, including the number of corners to be remonumented and/or rediscovered, the number to have new coordinates established, the accuracy class for these new coordinates, and the way in which these points will be integrated into the parcel fabric.
4. Documentation for any missing corner data as discussed below.
5. Efforts to collaborate with neighboring counties.

**SI #19** **Benchmark 4 Project Activities and Costs.** For Benchmark 4, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs **where** possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit.

**SI #20** **Benchmark 4 Total Costs.** Maximum value is \$50,000. The "Total Costs" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$50,000 on this application form.

**SI #21** **Other County-Level Strategic Initiative Projects.** Applies only to situations in which a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR/aerial imagery waiver). Specifically, this entails:

- Benchmarks 1 and 2 – Parcel and zoning data with extended parcel attributes will be submitted by March 31, 2019 for the V5 call for data exactly matching the Searchable Format standard
- Benchmark 3 – The county's digital parcel fabric is complete
- Benchmark 4 – PLSS framework has reached a level of satisfactory completion and integration, which is documented in the "PLSS" Foundational Element layer status section of the county land information plan (with the exception of LiDAR/aerial imagery waiver counties described in SI\_#16)

**County-Level Strategic Initiative project(s).** If a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR/aerial imagery waiver), it will still remain eligible for \$50k in 2019 Strategic Initiative grant funding. Such a county may use the Strategic Initiative funding for a project as listed *within the county land information plan*. For example, another Strategic Initiative project might be to complete or comprehensively update another Foundational Element layer—such as LiDAR, orthoimagery, address points, street centerlines, land use, zoning, or administrative boundaries. For the expanded list of Foundational Elements, see the *2018 Uniform Instructions for Preparing County Land Information Plans*.

**Strategic Initiative funding exclusions.** Strategic Initiative grant funding may *not* be used for renewing annual software vendor contracts, ongoing operational costs, or maintenance of existing layers. (However, WLIP Base Budget grant funds may be used for these expenses, as well as retained fees.)

**SI #22** **Estimated amount of \$50,000 to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR/aerial imagery waiver counties).** Enter zero or "More than zero" and dollar amount.

**Addendum.** If "More than zero" is selected, use the *2019 WLIP Grant Application Addendum* to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available at [doa.wi.gov/WLIP](http://doa.wi.gov/WLIP). LiDAR/aerial imagery waiver counties should also use the addendum to document the LiDAR/aerial imagery project you will use the Strategic Initiative funding for. Others should leave blank if not applicable.

**SI #23** **TOTAL ALL STRATEGIC INITIATIVE GRANT PROJECTS.** Total should *not* exceed \$50,000—the Strategic Initiative Award Eligible amount. Include costs for addendum projects in Strategic Initiative total if applicable. If the county anticipates spending more than \$50,000 of Strategic Initiative funds on a project, this can be noted elsewhere, such as the county land information plan.

**SI #24** **Statement and Authorization of Land Information Officer.** LIO name (typed) and date are required. Do *not* sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov).

## Base Budget Grant Application Instructions

**BB #1** **Base Budget Award Eligible.** The amount your county is eligible for 2019 Base Budget grant. Refer to the grant eligibility table on page 8 for amount. If your county is not eligible, *leave blank* the Base Budget application pages.

**BB #2** **Base Budget Award Amount Requested.** Enter the amount requested. The amount of funds requested/disbursed may not exceed your county's eligible amount from the grant eligibility table on page 8.

**BB #3** **Base Budget Grant Project Title.** Provide a title for the Base Budget project your county plans to undertake that accurately but concisely describes the project.

**BB #4** **Land Information Spending Category.** Select the project activity area (spending category) covered by the Base Budget project title. Refer to Chapter Adm. 47.03 for eligible projects and activities.

Projects must fall under one of the following categories:

- Digital parcel mapping
- PLSS
- Other parcel work (e.g., ROD indexing)
- LiDAR
- Orthoimagery
- Address Points
- Street Centerlines
- Software
- Hardware
- Website Development/Hosting Services
- Administrative Activities and Management
- Training and Education
- Other (specify) – *\*Do not select "Other" as a Base Budget spending category unless the project genuinely does not fit into one of the categories above*

**Note on staff funding.** If the county intends to fund either in-house staff or third-party contractors with Base Budget grant funds, the work of these staff persons must be broken down into one or more of the categories above. In other words, while staff expenses or salary are eligible expenses, *it is not correct to list "staff expenses" or "salary" as a project activity area.* Instead, break down the staff expenses into one or more of the categories above.

Also note that state statute 59.72(2)(b) requires counties to report on grant expenditures (as well as retained fee expenditures) in each of the land information spending categories above in a *Retained Fee/Grant Report* by June 30<sup>th</sup> of each year.

**BB #5** **Land Information Plan Citations.** For each project, list the corresponding citation (section and page numbers) from the county's plan. All proposed grant activities must reflect goals and objectives contained in the county's land information plan.

**BB #6** **Project Activities and Costs.** For each project, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit. Type a concise description for each itemized cost, beginning with row1, column1. Enter dollar amount in column2 of row1. Then proceed to row2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.

**BB #7** **Base Budget Project Total.** The "Base Budget Project Total" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

**BB #8-#22** Fill out questions 8-12, 13-17, and 18-22 only if your county has *multiple* Base Budget projects. Counties with more than four Base Budget projects should attach additional pages of the *WLIP 2019 Grant Application Addendum*. You may attach as many addendum pages as necessary or email them as separate files. Addendum pages are available at [doa.wi.gov/WLIP](http://doa.wi.gov/WLIP).

**BB #23** **TOTAL ALL BASE BUDGET PROJECT COSTS.** Total should not exceed Base Budget Award Eligible amount shown in BB\_#1. Include costs for Base Budget addendum projects in Base Budget total if applicable.

**BB #24** **Statement and Authorization of Land Information Officer.** Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled-out (*not* a scanned image) to [WLIP@wisconsin.gov](mailto:WLIP@wisconsin.gov).



## 2019 Grant Eligibility Table

	State FY18 Retained Fees (July 2017-June 2018)	BB Grant Eligibility (\$100k - FY18 Retained Fees)	Strategic Initiative Grant Eligibility	Training & Education Grant Eligibility	Total Grant Eligibility Amount
Adams	53,264	46,736	50,000	1,000	97,736
Ashland	22,824	77,176	50,000	1,000	128,176
Barron	69,856	30,144	50,000	1,000	81,144
Bayfield	36,296	63,704	50,000	1,000	114,704
Brown	301,048	NA	50,000	1,000	51,000
Buffalo	21,552	78,448	50,000	1,000	129,448
Burnett	42,768	57,232	50,000	1,000	108,232
Calumet	69,440	30,560	50,000	1,000	81,560
Chippewa	84,072	15,928	50,000	1,000	66,928
Clark	46,312	53,688	50,000	1,000	104,688
Columbia	89,736	10,264	50,000	1,000	61,264
Crawford	22,424	77,576	50,000	1,000	128,576
Dane	669,712	NA	50,000	1,000	51,000
Dodge	103,224	NA	50,000	1,000	51,000
Door	68,984	31,016	50,000	1,000	82,016
Douglas	56,352	43,648	50,000	1,000	94,648
Dunn	52,528	47,472	50,000	1,000	98,472
Eau Claire	117,544	NA	50,000	1,000	51,000
Florence	9,552	90,448	50,000	1,000	141,448
Fond du Lac	116,904	NA	50,000	1,000	51,000
Forest	21,608	78,392	50,000	1,000	129,392
Grant	62,408	37,592	50,000	1,000	88,592
Green	53,784	46,216	50,000	1,000	97,216
Green Lake	31,320	68,680	50,000	1,000	119,680
Iowa	37,712	62,288	50,000	1,000	113,288
Iron	13,736	86,264	50,000	1,000	137,264
Jackson	33,352	66,648	50,000	1,000	117,648
Jefferson	112,272	NA	50,000	1,000	51,000
Juneau	44,360	55,640	50,000	1,000	106,640
Kenosha	189,248	NA	50,000	1,000	51,000
Kewaunee	27,184	72,816	50,000	1,000	123,816
La Crosse	134,080	NA	50,000	1,000	51,000
Lafayette	26,952	73,048	50,000	1,000	124,048
Langlade	35,456	64,544	50,000	1,000	115,544
Lincoln	49,992	50,008	50,000	1,000	101,008
Manitowoc	100,392	NA	50,000	1,000	51,000
Marathon	175,904	NA	50,000	1,000	51,000
Marinette	74,296	25,704	50,000	1,000	76,704
Marquette	30,272	69,728	50,000	1,000	120,728
Menominee	4,312	95,688	50,000	1,000	146,688
Milwaukee	813,464	NA	50,000	1,000	51,000
Monroe	60,984	39,016	50,000	1,000	90,016
Oconto	69,304	30,696	50,000	1,000	81,696
Oneida	85,560	14,440	50,000	1,000	65,440
Outagamie	231,464	NA	50,000	1,000	51,000
Ozaukee	114,400	NA	50,000	1,000	51,000
Pepin	12,256	87,744	50,000	1,000	138,744
Pierce	54,088	45,912	50,000	1,000	96,912
Polk	80,312	19,688	50,000	1,000	70,688
Portage	84,624	15,376	50,000	1,000	66,376
Price	27,160	72,840	50,000	1,000	123,840
Racine	230,472	NA	50,000	1,000	51,000
Richland	24,704	75,296	50,000	1,000	126,296
Rock	198,896	NA	50,000	1,000	51,000
Rusk	28,264	71,736	50,000	1,000	122,736
Sauk	131,768	NA	50,000	1,000	51,000
Sawyer	44,760	55,240	50,000	1,000	106,240
Shawano	62,024	37,976	50,000	1,000	88,976
Sheboygan	140,672	NA	50,000	1,000	51,000
St. Croix	138,024	NA	50,000	1,000	51,000
Taylor	29,032	70,968	50,000	1,000	121,968
Trempealeau	37,200	62,800	50,000	1,000	113,800
Vernon	42,368	57,632	50,000	1,000	108,632
Vilas	62,416	37,584	50,000	1,000	88,584
Walworth	168,312	NA	50,000	1,000	51,000
Washburn	36,400	63,600	50,000	1,000	114,600
Washington	172,504	NA	50,000	1,000	51,000
Waukesha	492,376	NA	50,000	1,000	51,000
Waupaca	82,144	17,856	50,000	1,000	68,856
Waushara	43,048	56,952	50,000	1,000	107,952
Winnebago	210,440	NA	50,000	1,000	51,000
Wood	88,736	11,264	50,000	1,000	62,264
<b>Total</b>	<b>7,411,208</b>	<b>2,651,912</b>	<b>3,600,000</b>	<b>72,000</b>	<b>6,323,912</b>





### 2019 WLIP Training & Education Grant Application

County:

- 1. County submitted a draft 2018 land information plan to DOA  Yes  No
- 2. Enter date of last county land information council meeting (dd/mm/yyyy) ►
- 3. LIO subscribed to the Land Information Officer's listserv  Yes  No
- 4. County's *Retained Fee/Grant Report* for 2017 submitted  Yes  No
- 5. Training & Education Award Eligible \$ 1,000.00
- 6. Training & Education Award Amount Requested \$
- 7. Brief Description of Intended Expenditures for Training & Education Grant

Monroe County staff are attending the WLIA Annual Conference in Appleton. Any remaining funds will be used to attend the WLIA Spring Regional Meeting in Eau Claire or the WLIA Fall Regional Meeting in Bayfield. The WLIA meetings are very pertinent and educational. Training and workshops are frequently offered in conjunction with the conferences and the WLIA spring regional meeting.

**8. Statement and Authorization of Land Information Officer**

*As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Training & Education grant projects must be completed by December 31, 2020.*

LIO Name (typed)

Date (dd/mm/yyyy)



### 2019 WLIP Strategic Initiative Grant Application

County:

- 1. Strategic Initiative Award Eligible **\$ 50,000.00**
- 2. Strategic Initiative Award Amount Requested **\$ 50,000.00**

**BENCHMARK 1 & BENCHMARK 2**

- 3. The county must meet Benchmark 1 and Benchmark 2 for the **V5** call for data by March 31, 2019 in the Searchable Format. Will the county use 2019 Strategic Initiative Funding to work toward the Searchable Format for V5 Benchmark 1 and 2 in the first quarter of 2019?  
 Yes  
 No
- 4. Will the county use 2019 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for **V6** in the first quarter of 2020?  
 Yes  
 No
- 5. Benchmark 1 and 2 Land Information Plan Citations for *Project Plan to Achieve Searchable Format for Benchmarks 1 & 2* – Section and page numbers (If answered "No" to #3-4 above, skip down to #8 below.)

6. Benchmark 1 and 2 Project Activities ▼ Costs ▼

7. Benchmark 1 and 2 Total Costs ▶		<b>0.00</b>

- 8. Will county perform all of the data cleanup and standardization tasks described in the *V4 Observation Report* in order to meet the Searchable Format standard before submitting data for the **V5** call for data by March 31, 2019?  
 Yes ▶ Skip down to #10 below  
 No

9. If you answered "No" to SI\_#8 above, briefly describe how you will address the deficiencies identified in the *V4 Observation Report* in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the V5 call for data, and how they will be addressed:

**BENCHMARK 3**

10. Is your county's digital parcel fabric complete (including incorporated areas)?

- Yes, parcel fabric complete
- No, county needs to work toward Benchmark 3 ▶ Estimated year of completion ▶

11. Will county use 2019 Strategic Initiative funding to work toward Benchmark 3 (Completion of County Parcel Fabric)?

- Yes
- No ▶ Skip down to #15 below

12. Benchmark 3 Land Information Plan Citations for *Project Plan for Parcel Completion* – Section and page numbers

--

13. Benchmark 3 Project Activities ▼ Costs ▼

14. Benchmark 3 Total Costs ▶			<b>0.00</b>

**BENCHMARK 4**

15. Is your county's PLSS framework complete and integrated into digital parcel layer?

- Yes, PLSS network complete and integrated
- No, county needs to work toward Benchmark 4 ▶ Estimated year of completion ▶

16. Benchmark 4 waiver request – Check the waiver box below if you wish to request a waiver from Benchmark 4 in favor of LiDAR and/or Aerial Imagery costs

- No / Not Applicable
- Yes, waiver requested in favor of **LiDAR** project ▶ Fill out 2019 WLIP Grant Application Addendum
- Yes, waiver requested in favor of **Imagery** project ▶ Fill out 2019 WLIP Grant Application Addendum

17. Will county use 2019 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)?

- Yes
- No ▶ Skip down to #21 below

18. Benchmark 4 Land Information Plan Citations for *Project Plan for PLSS* – Section and page numbers

--

19. Benchmark 4 Project Activities ▼ Costs ▼

20. Benchmark 4 Total Costs ▶			<b>0.00</b>

**OTHER COUNTY-LEVEL STRATEGIC INITIATIVE PROJECTS**

21. County anticipates meeting Benchmarks 1-4 (or 1-3 with LiDAR/aerial imagery waiver) **and** foresees having some of the 50k Strategic Initiative funding "leftover"?

- Yes
- No

22. Estimated amount of 50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR/aerial imagery waiver counties)

Zero

More than zero ▶ Specify amount ▶ \$

If "More than zero" is selected, use the 2019 WLIP Grant Application Addendum to describe the projects you will use the Strategic Initiative funding for.

23. TOTAL ALL STRATEGIC INITIATIVE PROJECTS (should equal ≤ \$50,000.00) ▶ \$

**24. Statement and Authorization of Land Information Officer**

*As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Strategic Initiative grant projects must be completed by March 31, 2020.*

LIO Name (typed)

Date (dd/mm/yyyy)



### 2019 WLIP Base Budget Grant Application

County:

- 1. Base Budget Award Eligible (from grant eligibility table on page 8) **\$ 39,016.00**
- 2. Base Budget Award Amount Requested **\$ 39,016.00**

3. **Base Budget Grant Project Title 1**

4. Land Information Spending Category:

5. Land Information Plan Citations – Section and page numbers

6. <u>Project Activities</u> ▼	<u>Costs</u> ▼		
GCS Property Assessment/Tax Calculation & Billing	5,750.00		
GCS Valuation Change Process	650.00		
GCS Interface to Fidlar Monarch XML Document Service	2,500.00		
ESRI Annual Software Renewal	12,800.00		
		7. Base Budget Project 1 Total ▶	<b>21,700.00</b>

8. **Base Budget Grant Project Title 2**

9. Land Information Spending Category:

10. Land Information Plan Citations – Section and page numbers

11. <u>Project Activities</u> ▼	<u>Costs</u> ▼		
GCS Webportal	1,970.00		
ADC Geographic Information Web Server	3,200.00		
		12. Base Budget Project 2 Total ▶	<b>5,170.00</b>

13. **Base Budget Grant Project Title 3**

Countywide LiDAR Acquisition

14. Land Information Spending Category: LiDAR

15. Land Information Plan Citations – Section and page numbers

Section 4, Page 43. Project #1 Countywide LiDAR Acquisition

16. **Project Activities** ▼

**Costs** ▼

3DEP LiDAR funding, 11.8613281% of \$102400	12,146.00		
		17. Base Budget Project 3 Total ▶	<b>12,146.00</b>

18. **Base Budget Grant Project Title 4**

19. Land Information Spending Category: Click arrow at right to select from drop-down list

20. Land Information Plan Citations – Section and page numbers

21. **Project Activities** ▼

**Costs** ▼

		22. Base Budget Project 4 Total ▶	<b>0.00</b>

23. TOTAL ALL BASE BUDGET PROJECT COSTS (not to exceed BB\_#1) ▶ \$ **39,016.00**

24. **Statement and Authorization of Land Information Officer**

*As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Base Budget grant projects must be completed by December 31, 2020.*

LIO Name (typed) **Jeremiah Erickson**

Date(dd/mm/yyyy) **11/20/2018**

## 2019 WLIP Grant Application Addendum

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

**1. Project Title 1**

Countywide LiDAR Acquisition

2. Land Information Spending Category:

3. Land Information Plan Citations – Section and page numbers

Section 4, Page 43. Project #1 Countywide LiDAR Acquisition

**4. Addendum Project 1 Activities ▼**

**Costs ▼**

3DEP LiDAR funding, 48.828125% of \$102400	50,000.00		
<b>5. Addendum Project 1 Total ▶</b>			<b>50,000.00</b>

**6. Project Title 2**

7. Land Information Spending Category:

8. Land Information Plan Citations – Section and page numbers

**9. Addendum Project 2 Activities ▼**

**Costs ▼**

<b>10. Addendum Project 2 Total ▶</b>			<b>0.00</b>

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

## 2019 WLIP Grant Application Addendum II

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

**1. Project Title 1**

2. Land Information Spending Category:

3. Land Information Plan Citations – Section and page numbers

**4. Addendum Project 1 Activities ▼ Costs ▼**

<b>5. Addendum Project 1 Total ▶</b>			<b>0.00</b>

**6. Project Title 2**

7. Land Information Spending Category:

8. Land Information Plan Citations – Section and page numbers

**9. Addendum Project 2 Activities ▼ Costs ▼**

<b>10. Addendum Project 2 Total ▶</b>			<b>0.00</b>

**TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself**



## 2019 WLIP Grant Application Addendum III

County:

Select Addendum Type:

- Base Budget Project(s)
- Other county Strategic Initiative Project(s)
- LiDAR project – enabled by waiver from Benchmark 4
- Aerial Imagery project – enabled by waiver from Benchmark 4

**1. Project Title 1**

2. Land Information Spending Category:  Click arrow at right to select from drop-down list

3. Land Information Plan Citations – Section and page numbers

**4. Addendum Project 1 Activities ▼ Costs ▼**

<b>5. Addendum Project 1 Total ▶</b>			<b>0.00</b>

**6. Project Title 2**

7. Land Information Spending Category:  Click arrow at right to select from drop-down list

8. Land Information Plan Citations – Section and page numbers

**9. Addendum Project 2 Activities ▼ Costs ▼**

<b>10. Addendum Project 2 Total ▶</b>			<b>0.00</b>

**TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself**

## **MONROE COUNTY BOARD AND COMMITTEE RULES.**

The governing body of Monroe County, Wisconsin enacts the following rules to establish its preferences for self-governance.

- 1) **Chair. Duties and powers.** The chairperson shall exercise the powers and perform the duties as set out in the Wisconsin Statutes, Monroe County Code, Monroe County Board Rules, and as otherwise directed by the Monroe County Board.
  - a) The Chair shall preside at all meetings of the board, conducting the meeting under the rules adopted by the board. The Chair shall be responsible for ensuring compliance with Chapter 19, Subchapter V, Open Meetings of Governmental Bodies of the Wisconsin Statutes.
  - b) The Chair, in consultation with the Vice-Chair, shall select the standing committee members except the Highway Committee and as otherwise set out in the county ordinances and state statutes.
- 2) **Vice-Chair. Duties and powers.** The Vice-Chair shall act as Chair during the absence or disability of the Chair.
- 3) **Meetings.**
  - a) The meetings of the Board shall be: the Organizational Meeting on the third Tuesday in April following the spring election, the Annual Meeting on the first Wednesday of November; all other meetings shall be held the fourth Wednesday of each month. Meetings shall start at 6:00 p.m., unless the time or date is changed by the Chair or Vice-Chair of the Board.
  - b) The Chair shall call the board to order at the place and time noticed. At the beginning County Clerk shall then conduct a roll call and note whether a quorum is present; a quorum shall be 60% of the members. If a quorum is present, the business of the Board shall proceed. If a quorum is not present, the meeting shall adjourn until a time specified by the Chair and efforts will be made to reach a quorum. If both the Chair and the Vice-Chair are absent, the Board shall elect a temporary Chair.
  - c) Any person not a member, wanting to address the Board on any matter, shall first obtain leave, such leave to be requested by a member. In case of an objection by a member, such person must have a two-thirds vote of those members present to be allowed to address the board. The Chair, without suspension of the rules, shall be permitted to call upon employees of any department for remarks.
  - d) Every member, prior to speaking, shall indicate a request to speak electronically or by raising a hand. Priority may be given to electronic requests but the Chair retains discretion in choosing whom to recognize. Upon being recognized by the Chair, a member shall address the Chair and shall not be interrupted except by call to order. No

member shall speak more than twice on the same question without leave of the Chair, and a member shall be limited to three minutes for each of their times in addressing the Board. Exempted from this limitation shall be committee chairperson/representative presenting a resolution or answering questions. The Board may, by a two-thirds vote of those members present, suspend the rules limiting time and amount to speak.

- e) When a member is called to order, the member shall not proceed to speak, except in explanation, until the Chair determines whether he/she is in order or not.
- f) It shall be the duty of all members to vote yes or no unless the Chair excuses a member from a vote for good and sufficient reason before the voting has begun.
- g) Every vote upon the levy of a tax or providing an appropriation of money shall be by roll call. All other voting shall be by voice vote, electronic vote, or electronic roll call vote of the majority required, at the discretion of the  
Chair. Any member may request roll call on any question. All roll call votes shall be electronic unless the Chair rules otherwise. Should the Chair grant an exception to electronic roll call vote, the roll call vote by voice shall be by district numerical order except that the County Clerk shall rotate the order so that the member voting first shall have his/her name called last on the succeeding roll call vote by voice. This sequential rotation shall start with the Organizational Meeting and continue from meeting to meeting. The Chair shall always vote last.
- h) Special Board meetings may be called at the joint request of the Chair and Vice-Chair or upon a written request by a majority of the members of the Board delivered to the County Clerk specifying the time and place of the meeting. Special Meetings require a five (5) day notice to the members before the meeting.
- i) Roberts Rules of Order shall prevail regarding parliamentary procedure when not in conflict with any Board Rule.

4) **Agenda.**

- a) The order of reoccurring business shall be as follows: Call to Order, Roll Call, Pledge of Allegiance, Approval of Minutes, Public Comment Period, Appointments, Announcements, County Treasurer's Report, County Financial Report, County Administrator's Report, Budget Adjustments, Resolutions, and Adjournment. Other business shall be prioritized and included by the Chair.
- b) The County Clerk shall, at least five (5) days before each meeting of the Board (except when the Board is in continuous meeting), send to

each member an itemized agenda containing copies of all resolutions and other matters to be considered by the Board. All items properly submitted by a committee and not withdrawn shall be placed on the agenda. The agenda shall be prepared by the County Clerk subject to the approval of the Chair.

- c) All resolutions or other matters to be brought before the Board shall be reported to the County Clerk at least six days prior to the Board meeting in order to be placed on the agenda for consideration. Matters brought to the County Clerk which are not properly presented for inclusion on the agenda shall be referred to the appropriate committee by the Chair.
- d) Matters brought up at a meeting which do not appear on the agenda shall not be discussed and shall be referred to the appropriate committee or placed on the next Board meeting agenda for discussion, as determined appropriate by the Chair.
- 5) Resolutions. Items, other than announcements, appointments or budget adjustments, coming before the Board for deliberation and action shall do so in the form of a resolution.
  - a) Resolutions shall be identified by number set by the County Clerk. Resolutions shall contain a heading that generally describes the resolution. Resolution shall contain at the bottom a purpose statement, a fiscal note and identify the drafter.
  - b) Resolutions received by members with the agenda need not be read. Any member may request that a resolution be read. Late resolutions not mailed with the agenda shall be read.
  - c) Any resolution or motion involving appropriation of money shall include a statement or a fiscal note that states the actual or anticipated cost and identifies the fund from which the money will be appropriated. The resolution shall be offered to the Finance Committee to allow comment on the proposed funding. The resolution shall state if more than a simple majority is required for passage and the size of majority. It shall further be determined that there has been compliance with Wisconsin Statute 65.90 (municipal budgets) and any appropriate County Board resolutions.
  - d) Any member who wishes a particular resolution be brought before the entire Board shall do so by use of Committee Rules.
  - e) All resolutions shall be reviewed by Corporation Counsel as to form and as to compliance with §65.90 Wis. Stats.
- 6) Per Diems.
  - a) Per diem for meetings will be paid on a monthly basis. Members who fail to attend some portion of the meeting, unless excused by the Chair, shall receive a reduced amount equal to one-half the allowable

amount.

- b) All reimbursement claims of members and other individuals eligible for per diem and other expenses shall be submitted pursuant to county practice or policy. Claims will be reviewed and allowed or denied by the Finance Committee in accordance with county policies, ordinances and state statute. Expense sheets are to be submitted to the County Clerk's Office in a timely manner in accordance with county practice and policy.
  - c) If an individual eligible to claim per diem attends two or more meetings on the same date, per diem shall be allowed for each meeting at which the individual is present for roll call and adjournment of each such meeting.
- 7) Amendment of Rules. No rule shall be changed, modified, or amended unless it is presented and voted on in resolution form at a regular meeting.

### Committee Rules.

Counties are authorized under §59.13 Wis. Stats. to established the purpose, duties, manner of reporting and remuneration of committees. Committees are as specified in the ordinances and statutes and charged with the duties and responsibilities therein. Committees shall exercise only the authority given them by the Board or law. Committees shall strive to give detailed attention to issues and present options and recommendations to the Board.

8

The County shall use three types of committees: standing, special (or adhoc) and advisory. Standing committees are set up to address continuing functions and have standing authority to act on behalf of the Board within an identified scope and area as set out in the ordinances or by rule or resolution. Special committees are temporary in nature designed to address an identified project and may do so within scope of authority set up by the Board under a duly enacted resolution, but are not to infringe on a standing committees jurisdiction. Advisory committees are for issue development and cannot have authority to act on behalf of the Board.

- 1) The chair of a committee shall ensure compliance with Wisconsin Statute Chapter 19, Subchapter V, Open Meetings of Governmental Bodies. The chair of the committee shall coordinate with the County Clerk in regards to conveying meeting notices to the media.
- 2) Prior approval of the appropriate committee is required for attending conventions, workshops, conferences and training sessions. Approval shall be recorded in committee minutes. The Board Chair is authorized

to attend or designate a member to attend special meetings, etc.

- 3) If it is recorded in committee minutes that a representative from that committee is to attend a meeting of another committee or a committee-related function, per diem payment shall be allowed. If there is no time to obtain committee approval prior to the other meeting or function, the committee chair shall authorize attendance and it shall be retroactively approved at the next meeting by the committee.
- 4) The Board Chair and Vice-Chair shall serve as ex-officio members of all committees. The Chair and/or Vice-Chair, as ex-officio members, shall have the power to vote in a committee only in the event that the committee lacks a quorum.
- 5) Committee Chairs shall accept resolutions, upon petition bearing the signatures of at least five board members, for deliberation at the next available committee meeting. The committee may make comment on the resolution. The committee chair shall direct that the resolution, and any attached committee comments, be forwarded to the Board to be considered at the next scheduled meeting. Said resolution shall contain the position and/or request of the petitioning members and shall conform to all other requirements provided for in the Board and Committee Rules.
- 6) Committee chairs shall accept resolutions from individual members for committee deliberation at the next available meeting. The committee may take any action it sees fit on the resolution. Said resolution shall conform to all other requirements provided for in the Board and Committee Rules.
- 7) Committees shall use Robert's Rules of Order for parliamentary procedure unless County Rules dictate otherwise.
- 8) Committee chairs shall designate a member of the committee as Vice-Chair. The committee chairs shall select a recorder who shall record and forward a copy of the minutes to the County Clerk and posted on the county website within five business days of the meeting and send an approved copy when approved by the committee. The County Clerk shall keep these minutes on file for five years.