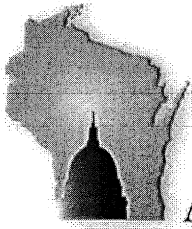


**ROCK COUNTY  
LAND INFORMATION COUNCIL  
MONDAY OCTOBER 28, 2013 - 9:00 A.M.  
CONFERENCE ROOM – N2  
ROCK COUNTY COURTHOUSE – 5TH FLOOR**

**AGENDA**

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes of May 6, 2013
4. Communications and Announcements
5. **Information Item:** Update on Wisconsin Land Information Program
  - i. 2013 -2015 Biennial Budget Act 20 changes
  - ii. Base Budget & Training Grants
  - iii. Statewide Parcel Map
  - iv. Update frequency for Land Information Plans
  - v. Penalties and Deadlines
6. **Information Item:** Ongoing Land Records Projects Recap
  - i. Redaction & Back Scanning - Register of Deeds
  - ii. Tie Sheet & Scanning – Surveyor
7. **Information Item:** 2014 Land Records Projects
  - i. Large format scanner
  - ii. Server replacement
  - iii. GPS Unit for Land Conservation.
8. **Information Item:** Orthoimagery RFP Results
9. Future Agenda Items.
10. Next Meeting Date.
11. Adjournment



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Wisconsin Land Information Program  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 267-3369  
WLIP@wisconsin.gov  
www.doa.state.wi.us/WLIP

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## **Act 20 and the Wisconsin Land Information Program**

Act 20, the biennial state budget for state fiscal years 2014 and 2015, has wide-ranging implications for the Wisconsin Land Information Program (WLIP). Changes to the WLIP generated by Act 20 fall under five broad categories:

- Initiative to Create a Statewide Digital Parcel Map
- Increase in Base Budget and Training & Education Grant Eligibility
- Increase in Land Information Fund Revenue
- Update Frequency for County Land Information Plans
- Penalties and Deadlines

Some of these changes, such as increased grant eligibility, take effect in the near term, while other measures, such as an increase in Land Information Fund revenue, will be implemented over the course of the next few years.

One of the most novel provisions of Act 20 affecting the WLIP is the directive for DOA to create an implementation plan for a statewide digital parcel map, which will be a collaborative effort with local governments. A complete, accurate, and continuously maintained digital parcel map would protect and grow Wisconsin's \$460 billion in taxable real estate assets, improve governmental services, and enhance the state's economic competitiveness.

### **Initiative to Create a Statewide Digital Parcel Map**

**Section 186.**<sup>1</sup> Act 20 directs DOA to create an implementation plan for a statewide parcel map and directs counties to coordinate their digital parcel mapping with the state. The implementation planning process will define the end product envisioned for a five-year process of statewide digital parcel map development—a geographic information system (GIS) that meets end users' business needs, whether at the state or local levels of government, as well as those of the private sector.

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<sup>1</sup> SECTION 186. 16.967 (3) (h) of the statutes is created to read:

16.967 (3) (h) Establish an implementation plan for a statewide digital parcel map.

SECTION 186k. 16.967 (7) (a) 2m. of the statutes is created to read:

16.967 (7) (a) 2m. In coordination with the department, the creation, maintenance, or updating of a digital parcel map.

The statewide digital parcel map implementation planning process will likely feature the following objectives:

- Establishment of an unimproved statewide parcel GIS layer by aggregating existing county parcel datasets and process for at least quarterly updates
- Analysis of current county parcel datasets
- Creation of a standard for county digital parcel datasets that meets stakeholders' business needs and maximizes benefits to the public, determined through a participatory process with stakeholders
- Determination of grant eligibility criteria for strategic grants to local governments for local source data development related to the statewide digital parcel map initiative
- Update of DOA Administrative Rule 47, which governs WLIP grant administration. The implementation planning process for the statewide digital parcel map will inform the update to Adm. Rule 47

**Section 1247d, h, and p.<sup>2</sup>**

- DOA-provided searchable format for the following information related to individual land parcels to be posted online:
  1. Property tax assessment data, as provided to the county by municipalities, including the assessed value of land, the assessed value of improvements, the total assessed value, the class of property, as specified in s. 70.32(2)(a), the estimated fair market value, and the total property tax
  2. Any zoning information maintained by the county
  3. Any property address information maintained by the county
  4. Any acreage information maintained by the county

**Section 186f.<sup>3</sup>**

- DOA will report to the legislature's Joint Committee on Finance by January 1, 2017 on progress in developing the statewide digital parcel map

The implementation planning process will also consider other potential base map layers to include in a statewide GIS database, such as aerial imagery, LiDAR elevation, land cover, address points, and street centerlines, as well as derived or value-added layers, such as school districts, floodplains, municipal boundaries, and public hunting grounds, among other possibilities.

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<sup>2</sup> SECTION 1247d. 59.72 (2) (a) of the statutes is renumbered 59.72 (2) (a) (intro.) and amended to read: 59.72 (2) (a) (intro.) No later than June 30, 2017, the board shall post on the Internet in a searchable format determined by the department of administration, the following information related to individual land parcels:

1. Property tax assessment data as provided to the county by municipalities, including the assessed value of land, the assessed value of improvements, the total assessed value, the class of property, as specified in s. 70.32 (2) (a), the estimated fair market value, and the total property tax.
2. Any zoning information maintained by the county.

SECTION 1247h. 59.72 (2) (a) 3. of the statutes is created to read:  
59.72 (2) (a) 3. Any property address information maintained by the county.

SECTION 1247p. 59.72 (2) (a) 4. of the statutes is created to read:  
59.72 (2) (a) 4. Any acreage information maintained by the county.

<sup>3</sup> SECTION 186f. 16.967 (6) (b) of the statutes is created to read:  
16.967 (6) (b) No later than January 1, 2017, the department shall submit to the members of the joint committee on finance a report on the progress in developing a statewide digital parcel map.

## Increase in Base Budget and Training & Education Grant Eligibility

**Section 186p.**<sup>4</sup> Act 20 increases WLIP Base Budget grant eligibility from a \$50k to a \$100k retained fee threshold. DOA will award WLIP Base Budget grants for eligible projects to enable a county land information office to develop, maintain, and operate a basic land information system. Base Budget grant eligibility equals a minimum of \$100k minus the register of deeds document recording fees a county retains for land information (\$8 per document recorded)

### Base Budget Grant Eligibility Formula

Example: County records 5,000 documents  
 $5,000 \times \$8 \text{ per document recorded} = \$40,000$   
 $\$100,000 - \$40,000 = \$60,000$   
 $\$60,000 = \text{minimum level of Base Budget grant eligibility}$

Based on FY 2012 revenue figures, eligibility at the \$100k level would increase the number of counties eligible for Base Budget grants from 33 to 45, increasing total grants to be awarded from \$720k to \$2.3 mil. If before 2015 funding available for Base Budget grants totals less than minimum Base Budget grant eligibility, DOA may prorate the grants.

**Section 1250g.**<sup>5</sup> Act 20 removes the designation for \$2 of the recording fee to be used for provision of land information on the internet by the county, so that all \$8 is to be used for land records modernization, including provision of land information on the internet.

**Section 186s.**<sup>6</sup> Act 20 increases county WLIP Training and Education Grant eligibility from maximum of \$300 to a minimum of \$1,000 for every county. This will amount to an increase in total Training and Education Grant eligibility from \$21,600 in previous years to at least \$72,000 for all counties combined.

### Training and Education Grant Levels

$\geq \$1,000 \text{ per county}$

<sup>4</sup> SECTION 186p. 16.967 (7) (am) of the statutes is created to read:

16.967 (7) (am) 1. Subject to subds. 2. and 3., the department shall award land information system base budget grants for eligible projects under par. (a) to enable a county land information office to develop, maintain, and operate a basic land information system.

2. The minimum amount of a grant under this paragraph is determined by subtracting the amount of fees that the county retained under s. 59.72 (5) (b) in the preceding fiscal year from \$100,000. The department is not required to award a grant to a county that retained at least \$100,000 in fees under s. 59.72 (5) (b) in the preceding fiscal year.

3. If the moneys available for grants under this paragraph in a fiscal year are insufficient to pay all amounts determined under subd. 2., the department shall establish a system to prorate the grants.

<sup>5</sup> SECTION 1250g. 59.72 (5) (b) 3. of the statutes is amended to read:

59.72 (5) (b) 3. The county uses the fee retained under this paragraph to satisfy the requirements of sub. (2) (a), or, if the county has satisfied the requirements of sub. (2) (a), to develop, implement, and maintain the countywide plan for land records modernization.

<sup>6</sup> SECTION 186s. 16.967 (7) (b) of the statutes is amended to read:

16.967 (7) (b) In addition to any other grant received under this subsection, the department may award a grant to any county in an amount not less than \$1,000 per year to be used for the training and education of county employees for the design, development, and implementation of a land information system.

### Increase in Land Information Fund Revenue

**Section 530m.**<sup>7</sup> Act 20 puts WLIP program revenue into a segregated continuing appropriation, the Land Information Fund, with specific statutory direction not to lapse (transfer) the funds into other appropriations, such as a general program revenue appropriation in order to cover general state budget deficits.

**Section 1241-1242.**<sup>8</sup> Act 20 sets the register of deeds document recording fee at \$30 for all counties.

**Section 1242g.**<sup>9</sup> Act 20 repeals 59.43(2)(L), the section of the state statute that designated \$5 of the document recording fee for social security number redaction purposes. Therefore, counties can retain the \$5 portion to spend at their discretion until January 1, 2015. However, counties must still complete their redaction projects and report on their progress to DOA.

**Section 1248 and Section 9429.**<sup>10</sup> Beginning January 1, 2015, counties will submit \$7 per document recorded to the state's Land Information Fund, which will increase the Land Information Fund revenue to approximately \$8 mil per year. Much of the revenue collected will be targeted for investment at the local level, likely in the form of WLIP Base Budget and Strategic Initiative grants to develop local geospatial data, such as parcel datasets, for integration into a statewide GIS.

**Section 1249.**<sup>11</sup> Counties are still enabled to retain \$8 of the \$30 fee per document recorded for land information purposes.

\$30 Document Recording Fee	
<b>Before 2015:</b>	
\$20 County Undesignated	
\$8 County Retained for Land Information	
\$2 State Land Information Fund	
<b>Beginning January 1, 2015:</b>	
\$15 County Undesignated	
\$8 County Retained for Land Information	
\$7 State Land Information Fund	

<sup>7</sup> SECTION 530m. 25.55 of the statutes is created to read:

**25.55 Land information fund.** There is created a separate nonlapsible trust fund designated as the land information fund, consisting of moneys received under s. 59.72 (5) (a).

<sup>8</sup> SECTION 1241. 59.43 (2) (ag) 1. of the statutes is amended to read:

59.43 (2) (ag) 1. Subject to s. 59.72 (5) for recording any instrument entitled to be recorded in the office of the register of deeds, \$30, except that no fee may be collected for recording a change of address that is exempt from a filing fee under s. 185.83 (1) (b) or 193.111 (1) (b).

SECTION 1242. 59.43 (2) (e) of the statutes is amended to read:

59.43 (2) (e) Subject to s. 59.72 (5) for filing any instrument which is entitled to be filed in the office of register of deeds and for which no other specific fee is specified, \$30.

<sup>9</sup> SECTION 1242g. 59.43 (2) (L) of the statutes is repealed.

<sup>10</sup> SECTION 1248. 59.72 (5) (a) of the statutes is amended to read:

59.72 (5) (a) Before the 16th day of each month a register of deeds shall submit to the department of administration \$15 from the fee for recording or filing each instrument that is recorded or filed under s. 59.43 (2) (ag) 1. or (e), less any amount retained by the county under par. (b).

SECTION 9429. **Effective dates; Local Government.**

(1i) REGISTER OF DEEDS FEES. The treatment of section 59.72 (5) (a) of the statutes takes effect on January 1, 2015.

<sup>11</sup> SECTION 1249. 59.72 (5) (b) (intro.) of the statutes is amended to read:

59.72 (5) (b) (intro.) Except as provided in s. 16.967 (7m), a county may retain \$8 of the portion of each fee submitted to the department of administration under par. (a) from the fee for recording or filing each instrument that is recorded or filed under s. 59.43 (2) (ag) 1. or (e) . . .

### Update Frequency for County Land Information Plans

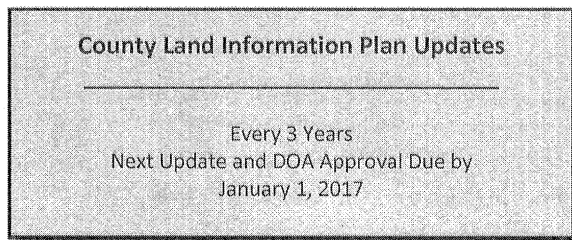
Before Act 20, counties were required by statute to develop and receive approval for a countywide plan for land records modernization (county land information plan) within 2 years of the land information office being established. Because land information offices were established in the early 1990s, WLIP policy required counties to update their plans and submit them for approval every five years in order for the approval to remain valid.

**Section 1247t.**<sup>12</sup> Act 20 will require a more frequent update and approval of county land information plans—every three years. Act 20 requires that the original plan be updated and approved by January 1, 2014. All 72 counties have already met this requirement, because previous DOA-approved updates to original plans satisfy this requirement. Act 20 requires that county land information plans be updated every three years, with the first post-Act 20 required update deadline January 1, 2017.

**Section 185r.**<sup>13</sup> Act 20 requires DOA to provide standards for the preparation of countywide land information plans, including a list of minimum elements to be addressed in the plan. This codifies current practice, as DOA last updated instructions in 2009. The instructions were updated with input from county land information officers and a list of minimum elements was provided, describing required framework data or “foundational” GIS datasets.

### Penalties and Deadlines

**Section 186y.**<sup>14</sup> Act 20 adds penalties for not meeting the requirements in s. 59.72 for a county land information system. Act 20 also adds new requirements to s. 59.72, which states counties must provide certain information related to individual parcels of land online in a searchable format determined by DOA by June 30, 2017 (Section 1247d. 59.72(2)(a)). If a county does not meet this June 30, 2017 deadline, the county will lose WLIP grant eligibility, will lose 25% of the fees retained at the county level for land information, and the remaining retained fee revenue must be dedicated to meeting the requirements of s. 59.72(2)(a).



<sup>12</sup> SECTION 1247t. 59.72 (3) (b) of the statutes is amended to read:

59.72 (3) (b) Within 2 years after the land information office is established, develop and receive approval for a countywide plan for land records modernization. For any county in which land records are not accessible on the Internet, the plan shall include a goal of providing access to public land records on the Internet. The plan shall be submitted for approval to the department of administration under s. 16.967 (3) (e). No later than January 1, 2014, and by January 1 every 3 years thereafter, the land information office shall update the plan and receive approval from the department of administration of the updated plan. A plan under this paragraph shall comply with the standards developed by the department of administration under s. 16.967 (3) (cm).

<sup>13</sup> SECTION 185r. 16.967 (3) (cm) of the statutes is created to read:

16.967 (3) (cm) Provide standards for the preparation of countywide plans for land records modernization under s. 59.72 (3) (b), including a list of minimum elements to be addressed in the plan.

<sup>14</sup> SECTION 186y. 16.967 (7m) (b) of the statutes is created to read:

16.967 (7m) (b) If the department determines that a county has violated s. 59.72, the department shall suspend the eligibility of the county to receive grants under sub. (7) and, after June 30, 2017, the county shall be eligible to retain only \$6 of the portion of each fee submitted to the department under s. 59.72 (5) (a). After not less than one year, if the department determines that the county has resolved the violation, the department may reinstate the eligibility of the county for grants under sub. (7) and for retaining \$8 of the portion of each fee submitted to the department under s. 59.72 (5) (a).

## Land Records

Given the fact that Ms. Schultz's duties include acting as Coordinator for the Land Records System, a description of the budget for Land Records is included in this section of the Administrator's Comments. The accounts containing Land Records funding are found in the Countywide section of the budget, which is under the Finance Committee portion of the budget document.

Ms. Schultz has provided a description of Land Records activities looking forward into 2014. Excerpts from her description follow:

- The Planning and Development Department continues to use the data within our GIS system for many projects such as Floodplain mapping, Land Use, Comprehensive Plans and Shoreland Zoning. The department has used interns for much of this work.

- The Planning and Development Department continues the process of converting the hardcopy address grid maps to a digital format.

- The Planning and Development Department will be updating the Countywide Farmland Preservation Plan.

- The County Surveyor's Department has completed a project to scan and index all of the section corner tie sheets (approximately 24,000) for Rock County. As new tie sheets are submitted they will be scanned and indexed accordingly. The tie sheets are available to the public via an interface on the Rock County Website. Land Records funding was used to acquire hardware & software to complete this project.

- The County Surveyor's Department has begun a modernization effort to allow for easier access to the records in the department. Plats of Survey are being scanned and are

available for viewing on the County Website. All new surveys filed in the office will be scanned and made available on the County Website. As time and field work permits older surveys will be scanned as well.

- The Real Property Department is in the process of redrawing the Turtle Township parcel map. Turtle Township was one of the three pilot Townships that were scanned and vectorized. This resulted in a quick but inaccurate parcel layer. This method was abandoned after the three pilot townships were completed and all future parcel maps were drawn with Coordinate Geometry which produces a much more accurate map. As time permits, Real Property will be redrawing each of the pilot townships using Coordinate Geometry.

- Real Property is creating an in-house highway/roadmap for the unincorporated areas of Rock County. When complete this map could potentially be sold at various departments in the County for a small fee.

- The Real Property Department has contracted to have the Historical Mylar Maps scanned, which will save physical space in the office and alleviate the cost of maintaining the equipment required to reproduce them. The maps are still an important tool in answering questions about parcels posed by the public, municipalities and private contractors working in the County.

- 911 is using GPS to collect street centerline information for all new roads annually in Rock County. Previously a consultant did this task.

- The Land Information Office is working to establish new task and project oriented web maps now that the interactive map conversion is completed.

- The Planning and Development Department is updating the 208 Water Quality Plan for the Beloit Area.
- The Planning and Development Department will develop procedures for digital submission of enforcement documents (zoning changes / variance applications etc.) by property owners and Municipalities. This will lay the foundation for easier retrieval of historical enforcement documents by Municipalities in the future.
- The Planning and Development Department will establish a workflow procedure whereby the Landuse Inventory, Building Footprint and Building Permit layer are updated as enforcement documents are approved / received by the Department.
- The Planning and Development Department will be updating the Zoning Maps.

The Land Records program is funded with a portion of the recording fees that are charged and collected in the Register of Deeds Office. The Governor signed legislation in 2010 that changed the real estate registry fee structure. Effective June 1, 2010, the fee changed from a per page charge for legal documents recorded in the Register of Deeds Office to a \$30 flat fee. Eight dollars of that \$30 fee are earmarked for the Land Records Program. It is anticipated that 30,000 documents will be filed in 2014. A description of the fee and how it's shared is found in the Administrator's Comments for the Register of Deeds.

The 2014 budget request for the Land Records main account includes \$352,987 in revenues and expenditures. The largest source of revenue is contained in line item #4410, Miscellaneous Fees, which totals \$340,000. The fees are composed of two parts: \$240,000 of recording fees that will be collected by the Register of Deeds, and \$100,00 from businesses and individuals who pay for access to the Land Records database.

The Land Records account also contains the funding to pay for the Fidler software system used by the Register of Deeds. The system was installed in 2006 and is used to record, track, and search real estate transactions filed in the Register of Deeds Office.

Line item #6210, Professional Services, as recommended totals \$113,928. That figure includes \$50,428 for IT computer services charges for fourteen PCs in county departments with Land Records responsibilities, \$12,918 for 1,200 hours of a planning intern, \$3,838 for contract web development activities, \$3,600 for a cross charge for a T1 communication line to the Land Conservation Department, \$3,000 for real estate record viewing expense and \$91,372 of cross charges for the Real Property Description Department. The cross charges reimburse the Real Property Department's staff time devoted to Land Records related activities.

The 2014 recommended total for Line Item #6249, Sundry Repair and Maintenance Services, is \$111,828. The annual software maintenance charge of \$65,000 for the Fidler software and GIS software licenses for various county departments costs \$31,000 and are among the items budgeted in this line item.

Line item #6713, Computer Hardware, is \$43,700. IT has suggested that two servers be replaced as the County moves to a new GIS software version and totals \$30,000; the old servers will be re-positioned by the IT Department for use as spares. \$3,200 is requested for replacing the Parks Director PC and a PC utilized by an intern. Additional items included in this account cover the Register of Deeds Office for one Level II printer and two Level I printers in the amount of \$4,600 and the Treasurer's Office for three Level I printers and two replacement PC's in the amount of \$5,900.

The Capital Assets \$5,000 or more account as recommended totals \$26,768. This account contains a large scanner for the County Surveyor's Department that will also be used by the Register of Deeds in the amount of \$16,608 and the Land Conservation Department GPS equipment in the amount of \$10,160.



The recommended 2014 Budget for the Land Records Account is \$373,647 in revenues offset by an equal amount of expenditures. Thus, there is no County tax levy in this account. The Land Records account is a non-lapsing account, which contains segregated funding generated from fees, which can only be used for Land Records related activities. The projected fund balance at December 31, 2013 is \$174,723. The recommended 2014 Budget contains a fund balance application of \$32,647.

Another account found under the Land Records Program is Internet Access. Beginning in 2001, a portion of the Land Records fee was earmarked for the purpose of providing Internet access to GIS information such as assessment data and housing data. The 2014-15 Biennial budget removes the Internet Access Fee and effective July 1, 2013, 100% of the total \$8.00 fee can be used for Land Records Modernization. The Internet access account is projected to have a fund balance at December 31, 2013 of \$40,131.

The 2014 recommended budget for the Internet Access account is \$40,131. This consists of the fund balance application, offset by an equal amount in expenditures consisting of \$38,169 for a cross-charge to the Surveyor's Office (refer to County Surveyor Department for background), and \$1,962 covering a portion of a web consultant work.

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