

# PEPIN COUNTY LAND RECORDS MODERNIZATION PLAN 2010-2015

## I. EXECUTIVE SUMMARY

**A. Primary Contact:** The Land Information Officer is given the responsibility of development of this plan and budgeting for the Land Records Department and, with approval of the committee, directing funds to pay for various land records activities.

The Pepin County contact person is: John W. Egli, Land Records Coordinator & LIO  
Pepin County Government Center  
740 7<sup>th</sup> Ave. West  
PO Box 39  
Durand, Wisconsin 54736  
Phone: (715) 672-8897 Fax: (715) 672-8677  
E-mail: [pepza@co.pepin.wi.us](mailto:pepza@co.pepin.wi.us)

**B. Pepin County Land Information Council:** By resolution number 26-2010 dated October 20, 2010 the Pepin County Board of Supervisors created the "Pepin County Land Information Council" consisting of previous members of the Pepin County Land Records Committee and two additional members (Pepin County Board of Supervisors member and a local realtor). The duties of the Land Information Council shall be to review the plan, priorities, needs, policies, and expenditures of the Pepin County Land Information Office and advise Pepin County on matters affecting the Pepin County Land Information Office. The Land Information Council consists of the following departments to assist with land record functions:

Pepin Co. Register of Deeds – Monica J Bauer  
740 7<sup>th</sup> Ave West, Durand, WI 54736  
(715) 672-8856  
email: [mjbauer@co.pepin.wi.us](mailto:mjbauer@co.pepin.wi.us)

Pepin Co. County Treasurer- Nancy Richardson  
740 7<sup>th</sup> Ave West, Durand, WI 54736  
(715) 672-8850  
email: [treasurer@co.pepin.wi.us](mailto:treasurer@co.pepin.wi.us)

Pepin Co. Clerk- Marcia R. Bauer  
740 7<sup>th</sup> Ave West, Durand, WI, 54736  
(715) 672-8857  
email: [mrbauer@co.pepin.wi.us](mailto:mrbauer@co.pepin.wi.us)

Pepin Co. Zoning Adm.- John Egli  
740 7<sup>th</sup> Ave West, Durand, WI 54736  
(715) 672-8897  
email: [pepza@co.pepin.wi.us](mailto:pepza@co.pepin.wi.us)

Pepin County Surveyor- Ron Jaspersen  
604 Wilson Avenue, Menomonie, WI 54751  
(715) 235-9081  
email: [ron.jaspersen@cedarcorp.com](mailto:ron.jaspersen@cedarcorp.com)

Pepin Co. Finance Director- Lawrence Krcmar  
740 7<sup>th</sup> Ave West, Durand, WI 54736  
(715) 672-8704  
email: [controller@co.pepin.wi.us](mailto:controller@co.pepin.wi.us)

Pepin County Sheriff - John Andrews  
740 7<sup>th</sup> Ave West, Durand, WI 54736  
(715) 672-5944  
email: [jandrews@co.pepin.wi.us](mailto:jandrews@co.pepin.wi.us)

Pepin Co. Highway Comm - Steve Schofield  
312 10<sup>th</sup> Ave E, Durand, WI 54736  
(715) 672-8171  
email: [pepinhwy@nelson-tel.net](mailto:pepinhwy@nelson-tel.net)

Pepin Co. Land Conservation Dept  
Chase Cummings, County Conservationist  
740 7<sup>th</sup> Ave West,  
Durand, WI 54736  
(715)672-8665  
email: [cummings@co.pepin.wi.us](mailto:cummings@co.pepin.wi.us).

WDNR Department of Forestry  
Pepin Co. Forester, Matthew Molback  
740 7<sup>th</sup> Ave West  
Durand, WI 54736  
(715) 672-4153.  
email: [matthew.molback@wisconsin.gov](mailto:matthew.molback@wisconsin.gov)

USDA-NRCS  
Dennis Reimers, District Conservationist  
P.O. Box 39,  
Durand, WI 54736  
(715) 672-8665  
email: [dennis.reimers@wi.usda.gov](mailto:dennis.reimers@wi.usda.gov).

Pepin County Board of Supervisor Member  
(Position currently vacant, to be filled)

Pepin County Realtor (Position currently vacant,  
to be filled)

**C. Summary:** The purpose of the following plan is to redefine *and update* the Pepin County Land Records Modernization Plan originally completed in 1999 and updated in 2005 and to establish the direction of the Pepin County Land Records program for the period specified in this document and beyond. The Pepin County Land Records Modernization Plan will address elements as required by guidance provided in the document "Uniform Instructions for Preparing County Land Information Plans" dated December 2009 and applicable State Statutes. The intended purpose of this plan is to provide county officials and interested parties with basic knowledge of land records modernization, set objectives and goals for the program, and to serve as a guide for future funding through the Wisconsin Land Record Program.

There are several key elements associated with this plan. Among them, Pepin County will maintain and improve the accuracy of existing index parcel mapping both in the incorporated and unincorporated areas of the county and consider the process of cadastral parcel mapping within the county. Parcel maintenance will be accomplished with the use of ArcGIS software. Other major elements of the Pepin County Land Records program include maintenance of the county-wide uniform addressing system and associated wireless 911 data, maintenance of the physical section corners and data associated with the public land survey corners, maintenance of the countywide global position system network, optical imaging/indexing and sharing of land records data both by intranet and internet, database integration between government and private sectors within and outside of the county, private and public sector awareness and training on the use of land records software and data and maintenance of Pepin County Land Records ArcIMS website ([www.co.pepin.wi.us](http://www.co.pepin.wi.us)).

Developers of the contents of this plan included the Pepin County Land Records Committee, Pepin County Finance Committee and the Pepin County Land Records Office. The plan has been reviewed and approved by the Land Records Committee and Pepin County Finance Committee.

**D. Pepin County Web Site Address:** [www.co.pepin.wi.us](http://www.co.pepin.wi.us)

**E. Municipal Websites in Pepin County serving land information:** None

## **II. LAND INFORMATION PLAN**

### **A. Goals and Objectives**

1. The primary goal of Pepin County's land records modernization project is to provide land records information to the end user in an easy-to-use format and based upon sound horizontal and vertical control. In order to meet these goals, the county intends to reduce duplication, create accurate geodetic control, develop data transfer standards, and continue to develop and maintain good communication lines with end users. The development of a modernized land information system will help realize these goals. The ultimate goal of land records modernization will be an accurate and comprehensive land information database that will not only benefit county employees, but businesses, citizens, and other interested parties of Pepin County.

- a. Data Needs: Vertical control, LIDAR, DEM and orthophotography.
- b. Information Needs: Traffic safety history, contour data, vertical control. Digital contour data and not enough vertical control data is a problem especially for floodplain management.
- c. Data Availability: In an effort to share data with the public every effort will be made to create data and maintain data on software platforms that allow free sharing of data across the internet. (Ex. AutoCAD Express View, ArcIMS, ArcExplorer, etc).
- d. Data Reference: Data which can easily be viewed by the general public will be geographically referenced both in the County Coordinate system and commonly used reference such as longitude and latitude in UTM.
- e. Maintenance of Data: Through documentation in this plan and review of this plan on a regular basis by the Pepin County Land Information Committee data shall be maintained as deemed necessary by the committee. Of significance in this maintenance issue however is the available of funding and expertise to maintain data. This availability of trained staff and funding shall dictate maintenance of data.

2. Data created and maintained by the county shall also have metadata which meets applicable standards and is available to the public. By creating and maintaining the data and associated metadata it is the expectations of the county that data interpretation shall be efficient.

#### **B. Progress Report on Ongoing Activities.**

The following goals and objectives will be addressed during the next planning period. With proper funding and guidance most, if not all, can be accomplished. All goals will be addressed during the planning period and are not necessarily listed in order of priority.

##### **1. Cadastral Mapping. A high priority goal for Pepin County in the previous planning cycle was to create *cadastral* parcel mapping in the county.**

Under the previous planning cycle COGO parcel mapping on ArcGis was completed for two of the eight towns in Pepin County. As of this planning cycle, Pepin County is assessing it's capabilities to continue COGO parcel mapping at the level of expertise completed by an outside consultant for the two towns. It appears that COGO mapping will not be an item which can be completed "in-house" due to technically expertise needed and resources to complete the mapping countywide.

Cadastral mapping will be continued to be assessed and possibly developed as resources are available. Timeline: 5 to 10 years.

##### **2. Maintain Index Parcel Mapping and County ArcIMS Web Site.**

Pepin County will maintain the existing "Index Parcel Mapping" on ArcGIS for the incorporated and unincorporated areas of the county and maintain this information on the county ArcIMS internet site. Timeline: Ongoing

##### **3. Maintain the Public Land Survey System (PLSS) in the county.**

Pepin County currently has 100 percent of the section corners in the county remonumented. On an annual basis, 5% of these corners will be revisited. In addition to remonumentation, Pepin County has completed section breakdown information (coordinates and distance between sections) on all newly re-established corners and as many as possible of the previously established corners.

#### **4. Obtain high definition countywide orthophotography.**

Pepin County has obtained high definition orthophotography since the last planning cycle. Pepin County shall consider updating high definition orthophotography either through partnership with outside agencies (ex. Farm Service Agency) or through flight funded from the Land Records Program (both local monies and grant monies).

- Orthophotography will be used for future possible two to four foot contour mapping, parcel mapping and planning purposes. Timeline: 5 to 10 years

#### **5. Maintain County-Wide Parcel Identification Number (PIN) System.**

Following the Wisconsin Land Information Board (WLIB) formula, Pepin County will continue a PIN system to facilitate parcel mapping. Timeline: Ongoing.

#### **6. Improve the county zoning and planning system.**

Automate, update, scan and modernize county land use information. This would include establishing databases on permit actions, mapping land use, highway accident history mapping and sanitary permit actions. Timeline: Ongoing.

#### **7. Integrate GIS programs from other agencies, units of government, school districts and utility companies into Pepin County Land Records programs.**

Provide mapping services and data sharing to other groups. Examples include electrical service, pipelines, etc.. Timeline: Ongoing

#### **8. Global Position System – Maintenance/Enhancement.**

Pepin County shall maintain the physical GPS monuments within the county and enhance data sharing of information associated with GPS system through the use of state internet sites (ControlFinder) and county internet sites ([www.co.pepin.wi.us](http://www.co.pepin.wi.us)). Timeline: Ongoing.

#### **9. Vertical Control.**

Pepin County shall work to develop vertical control network within the county as the information becomes available. This shall include retrieving existing vertical control data from within the county (Land Management Office, Highway Department,) and outside agencies (DOT, DNR, FEMA, USGS, etc.) and establishing and maintaining this data in a format which is easily accessed by the public. Timeline: Ongoing.

#### **10. Addressing.**

Addressing has been converted to ArcGIS for ease of use in other departments and on the ArcIMS county website. The addressing shapefile (ArcGIS) is currently the main database for the “Computer Aided Dispatching” in the Sheriff’s Department. Addressing will be maintained through the LIO.

#### **11. Mapping.**

The majority of the mapping projects completed since 2006 have been on ArcGIS platform. It is anticipated that the trend will be toward ArcGIS for mapping projects with a need for additional extension to ArcGIS to facilitate expanding mapping and data projects. It is also anticipated that some mapping projects will be printed for distribution with the use of Adobe Illustrator.

#### **12. County Network/Public Access.**

Since the original Land Records Plan, the county established a county Novell network involving the Register of Deeds, County Treasurer, County Clerk, Zoning/Emergency Management, Land Conservation, DNR and Sheriff’s Office. Included on the network are public access terminals in the Register of Deeds and Treasurer offices. **STATUS: Completed: (1999-2002 cycle).** *Network has been updated to a Microsoft 2000 network with data sharing including tax database and mapping. DNR was removed from the system at their request.*

**Update 2010:** **In the previous grant cycle, the server and software were updated. It is anticipated that the server and software will have to be updated in the 2010-2015 grant cycle.**

### **13. Index parcel mapping/Digital Platbook**

The county has completed a digital plat book of the county on AutoCAD Map. The plat book is currently updated and printed through the County Land Records Office. The platbook is available on the county network for viewing.

**Update 2010:** In the proposed planning cycle, index parcel mapping will be converted to ArcGIS personnel data base which will allow this data to be readily used to produce a platbook with a limited amount of modification. The county may consider purchasing software to place the plat book on the internet for free access. The completion of this task will depend upon county prioritization of resources.

### **14. Digital Soil Survey**

The Natural Resource Conservation Service, with aid from Pepin County, has updated and computerized the soil survey. It is anticipated the soil survey will become one of the foundational elements of the Pepin County Land Record Program. **STATUS: Completed: (1999-2002 cycle).** Complete soil survey placed on county web site.

### **15. Internet Access**

It is anticipated that by the end of 1999, all of the county offices on the Land Records network will have internet access through the county dedicated 64 K line. This line is supplied through the Health Department and their network and server. In addition to access to the internet, it is planned to develop a web page for Pepin County and place items such as the plat book, visitor information, and other digital information on the page. **STATUS: Completed (1999-2002 cycle) and modified:** County offices in the Government Center have T1 access to the internet. County has developed a main web page hosted by an outside consultant. County has developed an internet server to host web information as part of the Government Center network system within the Government Center in Durand. It is anticipated that county government offices will be able to utilize the web server to host county information. **Update 2010:** It is anticipated that Pepin County will upgrade internet access as funding is available. In addition to wired access, Pepin County will pursue wireless access within the Government Center building.

### **16. Land Use Mapping.**

Parcel mapping and the digital plat book will be used as a base map to create land use maps within the county on an as-needed basis by township. **STATUS: Completed: (1999-2002 cycle).** Land use mapping based upon taxation was completed in 2004. Land use mapping of a more specific nature (Ex. Severe soil, soils limitations, etc., will be completed under this planning period. **Update 2010:** Land Use planning maps were created under the previous grant cycle for a majority of the eight towns in Pepin County as well as one of the three incorporated municipalities within the county. In the 2010-2015 grant cycle it is anticipated land use mapping will be completed countywide and placed on the county website for public access.

### **17. Develop GIS Relationships with Businesses, School Districts and Public Utilities.**

Throughout this planning period, efforts will be made to share and exchange GIS information with private, government and non-government entities. **STATUS: Ongoing.** It is anticipated that additional efforts will be placed on training the public to utilize digital land record data.

### **18. Imaging**

Pepin County will be considering the imaging of documents in the Register of Deeds Office and Surveyors Office. In the Register of Deeds Office imaging would alleviate an on-going storage problem of documents and allow for faster, easier retrieval of documents. In the Surveyors Office the imaging of filed private surveys will preserve these fading documents and allow for easy retrieval of those surveys. **STATUS:** Surveyor's data completed in 1999-2002 cycle. Land Management and Register of Deeds Office has initiated scanning and indexing and will be ongoing. Land Management Office has completed the scanning of 80% of the office permit files and utilizes ACS scanning software to manage, fax and email records to the public. Register of Deeds Office is scanning and indexing files at the time of development of this plan. It is anticipated that land record documents within the Register of Deeds office will be scanned. Sharing of scanned documents within the Register of Deeds office will occur within the time period of this plan and shall be accomplished with software which is capable of sharing scanned images in compliance with applicable State Statutes pertaining to fees. (ex. Landshark, Fidler).

**Update 2010: Public access to Register of Deeds documents has been delayed due to the issue of personal data on documents, mostly social security numbers and issues between software. In the 2010-2015 grant cycle these issues should be resolved and Pepin County shall pursue public access to deeds, titles, etc. through a third party software.**

#### **19. Public Access Terminals in Government Center Offices**

County will increase public access to tax and parcel data within the Government Center through additional public access terminals in the Land Management Office and other offices as requested by county officials. In addition to the public access terminals, emphasis will be placed on improving public access to data through the use of the internet. *Ongoing.*

In addition to the "On Going Activities" listed above, Pepin County will encourage the efficient use of land records data both within the county and state through the promotion and training on the use of "WLIB Internet Land Information Clearinghouse and Technical Assistance Listed Server Service". The Land Records Department for Pepin County shall encourage the use of these two services through education and training of county staff, other municipal departments, and the general public.

#### **C. New Initiatives**

##### **1. Proposed Projects:**

- a. LiDAR – Pepin County shall pursue obtaining countywide LiDAR. It is assumed that, over time, LiDAR will make county staff more efficient in the fact that less conservation field work will have to be completed and resources can be inventoried more efficiently.
- b. Ftp server – Pepin County shall create a "ftp" which has a large capacity and faster speed for transferring files. It is hoped that this "ftp" server will increase the county's capacity to share data.
- c. ArcInfo – Pepin County shall upgrade the current "ArcMap – Editor" to ArcInfo. It is anticipated this will allow Pepin County employees to complete more difficult GIS procedures.
- d. County Network Server Upgrade/Backup – Pepin County will need to upgrade the current land records server due to storage and speed limitation of current equipment. In addition to upgrading the server Pepin County shall be considering an off-site backup service to create back-up files of all data on the land records server. It is believed this will provide a secure and more dependable backup service than the current tape backup capabilities.
- e. Wireless network in Government Center – Pepin County shall develop a wireless network within the Pepin County Government Center. It is believed that this will help with utilization of land records data for public hearing and meeting by staff and general public within the government center.
- f. Color Orthophotography – Pepin County will obtain photography as opportunities arise and funding is available. It should be noted that in past planning cycles Pepin County has relied on FSA flights for photography and due to budget cutbacks this is becoming a less dependable source therefore Pepin County may have to obtain photography as budgets allow.
- g. Military Grid – Pepin County will work to integrate the military grid system into many of the foundation/wireless 911 datasets for purposes of emergency responses in the event of a large scale disaster and federal aid is requested.
- h. Digital Internet Platbook- County may consider developing a free internet plat book that would be available on the internet to view and print. This product would also aid in updating the index parcel mapping and working toward cadastral mapping.

2. Assistance Required:
  - a. Pepin County shall maintain and encourage the use of the WLIP Internet Land information Clearinghouse and Technical Assistance List Server Service by including these services in training and demonstrations given to employees and the general public. The Land Records Office shall also encourage applicable offices to join the Technical Assistance List Service.
  - b. Cost of “New Initiative” shall be funding through the grant program of the “Wisconsin Department of Administration–Division of Intergovernmental Relations-Wisconsin Land Information Program Grants-In-Aid to Local Governmental Units” program or other revenue generated by the Land Records program (\$1 fee Sec. 59.72(5)(b)3. In addition to this direct financial support Pepin County shall use “In-kind Service” of county staff to complete many of the initiatives under this plan at its own cost.
  - c. Pepin County shall utilize the internet and county “ftp” site to share data. The county may also pursue specialized online applications as they become available.
  - d. Pepin County shall participate in the statewide GIS repository as it is established as the county has in the past.
  - e. When possible and applicable, Pepin County shall use the competitive procurement process to maximize monies spent on Land Records projects.
3. Problems Encountered.
  - a. Lack of basic knowledge of Land Records and GIS among elected officials and county staff.
  - b. Lack of staff time to train appropriate parties on the use of GIS.
  - c. General lack of knowledge of GIS capabilities with daily land records data users (ex. county staff, attorneys, realtors, appraisers, etc.).

#### **D. Custodial Responsibilities**

1. The following departments are listed with their respective custodial responsibilities:

##### **REGISTER OF DEEDS (59.43) WI Statute**

Record deeds, mortgages, plat maps, certified survey maps, and other related documents. Maintain tract index of real property.

##### **TREASURER/REAL PROPERTY (70.09) WI Statute**

Maintain description and ownership information of all parcels of property.  
Maintain information on school and other special district codes.  
Maintain existing hard copy parcel maps.  
Maintain tax rates and special assessments information.

##### **COUNTY SURVEYOR (59.45) WI Statute**

Maintain information on PLSS corners including tie sheets and section summary sheets.  
Maintain information on the high accuracy reference network (HARN) densification in Pepin County.  
File and maintain private survey maps.  
File and maintain field notes and other survey source documents.

##### **LAND MANAGEMENT AND ZONING (59.69) WI Statute**

Maintain zoning maps for unincorporated areas.  
Maintain private sanitary system site plans, permits, and soil test reports.  
File WI DNR wetlands and FEMA floodplain maps.

### **HIGHWAY DEPARTMENT (83.01)**

Compiles and maintains a record of the lay out, alteration, or discontinuance of all highways in Pepin County outside incorporated municipality limits.

Maintain ROW associated with these county highways.

### **EMERGENCY GOVERNMENT (59.54)**

Maintain rural address database.

2. Custodial authority is determined by Wisconsin State Statutes, county ordinances and departmental policies.
3. There is no additional land information or data for which Pepin County would like to assume custodial responsibility at this time.
4. It is possible Pepin County would accept custodial responsibility for additional data if requested.

### **E Foundational Elements And State-Wide Standards**

1. Geographic Reference Frameworks
  - a. Geodetic control network. Pepin County has completed its densification of the HARN to the tertiary level using GPS and the Wisconsin Department of Transportation standards (current standards as of 1995). It will be Pepin County's responsibility to maintain the HARN. Pepin County will work with the Wisconsin Department of Transportation to update and densify vertical control using GPS
  - b. Public Land Survey System. Pepin County has completed the remonumentation program. All public land survey system corners have been re-established and county coordinates have been obtained. Data associated with the remonumentation program is available on the county web site and will be distributed to requesting parties on a fee basis as directed by the oversight committee. All remonumentation completed in compliance with Wisc. State Statute 59.74 & 60.84 and Wisc. Admin. Code AE 7.08.
2. Orthoimagery and Georeferenced Image Based Data
  - a. Photogram metric base map. One half of the town of Lima has photogram metric mapping completed as a test pilot project in 1997. No additional mapping of this type is planned.
  - b. Digital orthophoto. Currently three flights of orthophotography are available for Pepin County, 1992 NHAP black and white flight, 2004 color NHAP flight, and 2007 high resolution flight. All can be viewed on the county web site.
  - c. Digital raster graphic. The county does not maintain or have DRG files. At a future date county may obtain DRG files and transform into county coordinate system and make available to the public.
  - d. Satellite imagery. Pepin County has/will obtained satellite imagery off the internet as applicable.
  - e. Oblique aerial imagery. As of this planning cycle Pepin County has no intentions of obtaining this item.
  - f. Historical aerial imagery. Pepin County shall build its historical aerial imagery base both in-house and on the internet site, as well as refer parties to the Wisconsin Historic Society site.

3. Elevation Data Products and Topographic Base Data.
  - a. Digital Elevation Map. County has obtained and utilizes DEM from other agencies and fit it into county coordinate system as applicable.
  - b. Digital terrain models. DTM is currently not available or planned for the county.
  - c. Triangulated irregular networks (TIN). No TIN's are available for Pepin County and no plans have been made to obtain TIN's for the county.
  - d. Contours. The county does not have digital contour maps. Discussion has occurred on obtaining contour mapping but due to cost no projects have been proposed. County may consider digital contour mapping as cost decreases and need increases.
  - e. LIDAR. Pepin County plans on obtaining LIDAR as soon as funds are available.
  - f. IFSAR. Pepin County does not anticipate obtaining IFSAR at this time.
  
4. Parcel Mapping
  - a. Cadastral parcel mapping (as defined by the WLIB parcel mapping standard) began in Pepin County in 2004 with the completion of countywide geodetic control. During the period of 2005 to 2010, the towns of Waubeek and Waterville were mapped by an outside consultant. It is anticipated that this type of mapping will be completed by the Pepin County surveyor, as lot divisions occur, on AutoCAD and converted to ArcGIS as documentation is available to map the parcels (surveys). It should also be pointed out that to maintain the data as mapped by the consultant in an earlier project, Pepin County has run into difficulties in technical expertise, workload issues, and software.
  - b. Index parcel mapping as defined by WLIB Parcel Mapping Standard has been completed for all areas of Pepin County as of the date of this plan. Access to the index parcel mapping is available on the county web site and through the county land records network within the Government Center on ArcView. This data is maintained by the LIO on an annual basis.
  - c. Coordinate System Used. Parcel mapping is based upon the updated county coordinate system.
  
5. Parcel Administration
  - a. Pepin County is currently using the tax package from GCS of La Crosse, Wisconsin for assessment and collection of taxes. The programs are run on PC's and can be integrated with digital parcel maps by linking data through key fields such as real estate transactions, liens, evidence of title, easements, and covenants.  
The Register of Deeds maintains a tract index also on GCS software. Searches can be made by grantor, grantee, legal description or document number.
  - b. Parcel ID. • Currently three different sequences of numbers are used in Pepin County to identify any one parcel. The most commonly used number is a computer ID number. This number is established by the County treasurer and is a basic sequential number. The second most commonly used number is an old parcel numbering system based upon the PLSS. This number uses town, range, section and assigns a number to the quarter/quarter section. Within the area of parcel mapping, parcel numbering using the system recommended by the State Department of Revenue/ WLIB has been and will continue to be implemented. It is anticipated that as parcel mapping develops so will the use of the parcel numbering as recommended by the state.

- The ultimate goal of Pepin County is to develop a county GIS that integrates land information in all county/state offices and ties that information to a parcel with a unique parcel identification number. At this time the treasurer office has applied property ownership and tax listing data by computer ID No. and/or property owner to parcels through the county GCS tax database/network. The County treasurer/real property lister office will continue to be responsible for establishing and maintaining the parcel identification number and tax database both on the county network and internet. This unique parcel number will be used to tie all data including the ownership polygon, tax data and scanned documents to any one parcel.

- Tax data contains all of the following:

- Parcel ID, tax data, site address, owner name and address, legal description, current documents pertaining to parcel, document imaging reference, real estate transaction date, easement, tax exempt status, zip code, assessment class, public lands, liens and evidence of title.
- All applicable standards are maintained on tax data.

6. Reconciled Street Addresses and Street Network System

- a. Transportation networks. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- b. Right of Way. - Pepin County Land Records does not maintain a shape file in county coordinates and latitude/longitude but does plan to.
- c. Centerlines. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- d. Address ranges. - Pepin County Land Records does maintain a database (MSAG) for this item.
- e. Site address database. - Pepin County Land Records does maintain a database file for this item.
- f. Address point, structure and/or driveway. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- g. Road names. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item and database.
- h. Functional class. - Pepin County Land Records does not maintain a shape file for this item.
- i. Places/Landmarks. - Pepin County Land Records does not maintain a shape file for this item.
- j. Integration with the County/City Master Street Address Guide (MSAG). - Pepin County Land Records has not integrated this item into the county address shape file due to the fact that the wireless 911 system used in Pepin County requires address points by the exact address and road name.
- k. Ability to support emergency planning, responding and mapping. – Pepin County Land Records does support this item in the fact that emergency response

service areas and zones have been mapped and are available on the county ArcIMS site. It is anticipated this item will see increased activity if the county progresses with wireless 911.

- i. Ability to support Wireless 911. – See above provisions d, f, j, and k.

7. Hydrography, Hydrology and Wetland Mapping

- a. Hydrography – Pepin County Land Records has mapped this item and maintains it both in county coordinates and lat/long.
- b. Watersheds. – Pepin County Land Records has mapped the major watershed in the county and has the capabilities to map sub-watersheds as requested.
- c. Hydrogeology – Pepin County has digital maps of “Depth to Groundwater” and “Groundwater Flow” countywide.
- d. Impacts on the environment. – Pepin County Land Records has mapping nitrate levels in the groundwater and maintains this map in county coordinates and lat/long.
- e. Wetland mapping activities – Pepin County has and maintains this item digitally and adheres to DNR standards.

8. Soil Mapping

- a. SSURGO digital Soil Survey data is completed for Pepin County. Data is available on hard copy or digital, on a request-basis or on the county web site. Pepin County does not maintain any land cover, forest, geology, or endangered resources data other than that obtained from other sources on an as-needed basis.

Pepin County does maintain hydrogeology, non-metallic mining and impact of the environment mapping digitally.

9. Land Use Mapping

- a. Mapping of existing land use. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item. Dept. of Revenue Land Use Classification System is used.
- b. Mapping of planned land use. – Has been completed in the majority of the towns. Will be updated as requested.

10. Zoning Mapping

- a. Zoning Districts – Limited number of districts in the county. All districts are on the ArcIMS server.
- b. Shoreland District(s) – Not mapped, will be mapped during this planning period.
- c. Floodplains and Floodways. – Federal Insurance Rate Map is on County ArcIMS server and will be updated as necessary.
- d. Environmental corridors. – No mapped areas in Pepin County.

- e. Burial sites – Not mapped.
- f. Archeological sites – Not mapped.
- g. Historic/cultural sites – Not mapped.

11. Election and Administrative Boundary System

- a. Election. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- b. Legislative districts. – Pepin County does have or maintain this boundary.
- c. Utility districts. Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for electrical districts.
- d. School districts. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- e. Tax incremental financing districts. - Pepin County Land Records does not maintain a shape file for this item.
- f. Agency administrative districts and zip codes. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- g. Census geographics. - Pepin County Land Records does maintain a shape file in county coordinates and latitude and longitude for this item.
- h. Civil division boundaries (town, city, villages) - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- i. Public Administered Lands. - Pepin County Land Records does not maintain a shape file for this item.
- j. Native American lands. - Pepin County Land Records does not have any Native American lands and does not maintain a shape file for this item.
- k. County boundaries. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- l. State outline. – Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- m. Lake Districts. - Pepin County Land Records does not have any lake districts and does not maintain a shape file for this item.

12. Critical Infrastructure and Facilities Management

- a. Emergency service districts - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.

- b. 911 call center service areas and center locations – Pepin County Land Records does not maintain a shape file for this item.
- c/d. Same as (a) above.
- e. Hospital and healthcare facilities - Pepin County Land Records does not maintain a shape file for this items.
- f. Government Facilities - Pepin County Land Records does not maintain a shape file for this item.
- g. Utilities - Pepin County Land Records does maintain a shape file for some utilities in county coordinates and latitude/longitude for this item.
- h. Recreational Trails. – Pepin County Land Records has created a shapefile in county coordinate and lat/long for this item.
- i/j/k/l Transit systems/bridges/harbors/airport. – Pepin County has limited infrastructure therefore the need of management of this data is non-existing.
- m. Boat Landings - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- n. Hazardous Material Sites - Pepin County Land Records does not maintain a shape file for this item.
- o. Landfill - Pepin County Land Records does not maintain a shape file for this item.

### 13. Database Design and System Implementation

- a. Design evaluation - Existing and future databases were/will be designed in order to maximize compatibility with other land information producers. The county builds its databases with software packages that are widely used across the state, such as ESRI software.
- b. Project approach - When a new project is proposed, one early element of the process is to poll all entities that may be involved in its development or its use when completed. Their responses are carefully evaluated to determine the design. Maximizing the usefulness of the database, in the end, maximizes the number of stakeholders. Research is completed to find out what solutions already exist and what standards exist or appear to be forming.
- c. Timelines - All new projects are completed as rapidly as funding and staff time permits.
- d. Metadata- Metadata is a critical part of all projects and it is often poorly accomplished. Pepin County will work to improve its metadata production. Because of shortages of time, it is often incomplete. This can be a time strain later and it may reduce the use of certain land information that is valuable, but unreliable to a user.
- e. Security and Privacy- These factors are always high on the list for each land information project that is developed. The balance between security/privacy and availability is always considered with each project. In general, the more one increases the security/privacy, the less useable the project becomes.

- f. Implementation and Maintenance Strategy- Before a project is commenced, a carefully laid out plan is developed as to how the project will be accomplished. This process helps determine if the project can be accomplished by in-house staff or will it need to be let out to vendors. Another part of this process is to evaluate the maintenance of the project once it is put into use. What is its priority for maintenance? Will the county staff maintain it, or will maintenance need to be let out to vendors? What is the legal liability if the project is not properly maintained? When all of these questions are positively answered, the project is undertaken.
- g. Data Quality Management - When possible Pepin County utilizes multiple department to ensure quality control.
- h. Needs Assessment - Various departments/agencies are consulted on an individual basis regarding their land information needs. The Land Information office plans and prioritizes projects that can benefit multiple offices and can reduce redundancy throughout the County.
- i. Data Structure and Format - The Land Information office is trying to build upon cadastral mapping topology rules built by outside contractor for all cadastral and PLSS layers.
- j. GIS Data Models - Industry data models, or portions of the models, are utilized by Land Information staff when designing land information databases. Pepin County utilizes most shape files at this time.
- k. Data Dictionary - Pepin County does not have a data dictionary for its GIS information. As time permits, this would be something the Land Information office would like to develop in the future.
- l. Coding schema- Various coding schema has been utilized and built in to the county geodatabase. Coding values are assigned and defined into domain and subtype categories for a number of GIS datasets.
- m. Transaction Management - Parcel transactions are maintained by the real property lister. When parcels are altered, the RPL creates a report of all existing affected parcels, all new parcels, a map, a copy of the deed, and any other important information such as surveys or easement information. A copy of this report is given to the local assessor to ensure the assessment records are changed for the following year.
- n. Organizational Information Flows - The treasurer/RPL and Register of Deeds frequently exchange data regarding property ownership, assessment, and tax information. Systems are in place to ensure all offices receive updates of this information. The County Surveyor and GIS technician utilize workflows to ensure all PLSS corner updates are added the county GIS and all affected layers are updated accordingly.
- o. Data Conversion- Pepin County converts its data into standard industry formats. This includes generally Adobe, Microsoft and ESRI file extensions.
- p. Ability to integrate with other Databases/Information Systems: - Pepin County utilizes standard industry formats and data models to design and disseminate its land information.

**F. Public Access**

1. Use of technology to facilitate efficient access - Pepin County uses technology to provide public access to Land Information in a number of ways. The County maintains its [www.co.pepin.wi.us](http://www.co.pepin.wi.us) website which allows free access to parcel mapping, property listing, tax, deed, zoning, and a variety of other land information. Various databases are also available to generate reports and listings that can be saved in a variety of digital formats. Information is also provided to the public by CD/DVD format as well as email and FTP sites. All data is distributed in accordance with Wisconsin state open records laws.
2. Use of third party technology for access - Pepin County uses Applied Data Consultants to host its county GIS/property website. No other third parties are utilized at this time.
3. Data sharing policies (copyright, licensing, fees etc) - Pepin County does not utilize a digital data license agreement. There also is no licensing or fees on data.
4. Open access to data in existing format - Open records requests can be made for all land information in existing formats in Pepin County.
5. Subscription-based or public-facing web services - Pepin County does not charge a fee for use of its GIS and RODdirect websites. Fees that are charged are for downloading deed information, which is in compliance with State Statutes.
6. Optional production of customized data on cost-recovery or other basis - Pepin County creates custom mapping, databases, and reports of land information. Fees are charged at the cost of producing such data.
7. Internet accessibility - Datasets are available online to view via the [www.co.pepin.wi.us](http://www.co.pepin.wi.us).
8. System security- Pepin County's Information Technology Department ensures all land information databases are properly secured and backed up.
9. Privacy policies – None developed.
10. Use of \$1 fee designated for land information and housing data Sec. 59.72 (5) (b) 3. Pepin County uses the \$1 fee (\$2 fee as of June 25, 2010) to provide access to deed information via [www.co.pepin.wi.us](http://www.co.pepin.wi.us).

**G. Integration and Cooperation**

1. Formal data sharing agreements – Pepin County does not have any formal data sharing agreements however the county honors all data request if reasonable.
2. Formal or informal data maintenance agreements between departments/agencies. Majority of data maintenance is coordinated through the Land Information Office. Data is shared within the Government Center via the county's network system.
3. Cooperative arrangements - Pepin County works to share land information with local universities, schools, regional planning commissions, and utilities. In the past, the county has looked to local universities for intern assistance.
4. Consortia - Pepin County plans to continue to participate in consortia that can help them save costs and produce better quality land information.

5. Collaborative arrangements - At this time, Pepin County has no collaborative arrangements. The County would be open to these arrangements assuming it has appropriate funding and that the end result would benefit the county.
6. Statutory relationships among counties and state agencies - Pepin County complies with all statutes regarding land information.
  - a. Integrative/cooperative relationships to develop - Pepin County will continue to develop stronger partnerships with state agencies such as the Department of Revenue, the Department of Natural Resources, the Department of Transportation, the Department of Administration, and the Department of Military Affairs.
  - b. Potential partners and mutual projects Pepin County plans to pursue – Pepin County would like to develop partnerships and mutual projects with local, state and federal agencies.
  - c. Data that would be shared and used in both of the above - Any data needed to successfully complete the above goals would be shared.
  - d. In-County Funding Allocation. - Any department that plans to improve a process involving land information can discuss their proposal with the Land Information Department and the Land Information Council. If the product is consistent with the county’s Land Records Modernization plan (and it is affordable), it will receive approval to proceed to the Land Information Oversight Committee and the County Board if necessary.
  - e. Municipal Funding Allocation. Municipalities may receive funding from the WLIP funds following the same procedure listed above.

**H. Communication, Education, Training and Facilitated Technical Assistance**

1. Documentation of county data, models and processes - Land Information staff document various datasets, models and processes regarding land records. Metadata is created or collected for all geospatial datasets when possible.
2. Resources available - Pepin County utilizes a number of resources related to topics and issues regarding land information. Departments such as Land Information, Emergency Management, Register of Deeds, Treasurer/ Real Property Lister, and County Surveyor are members of various listservs, workgroups and informative publications regarding land records.
3. Identification of customer needs - Pepin County Land Information Office prioritizes projects to be worked on based on customer needs. Other agencies, internal departments, and the public may ask the Land Information Department with assistance obtaining related land information resources. If the project is feasible and beneficial to the county, the department will work to develop or acquire that information.
4. Coordination of education/training with agencies, associations and educational institutions - Depending on time constraints, Pepin County would consider partnering with other agencies, associations or educational institutions in order to better educate staff and/or the public regarding land information.
5. Use of technology to facilitate education and training - Pepin County has utilized technology to train both internal and external land information users. The county has offered training sessions on the use of the County GIS/Property website and has various informative documents regarding land records which are available on the county website.
6. Land information Technical Assistance Listserv - Pepin County Land Information Office staff actively participates and plans to continue participating in the “LIO-Tech” listserv.

7. Use of land information officer education and training funds - Pepin County Land Information Office utilizes land information training funds to send LIO or other interested staff to the annual WLIA conference each year.

**I. Administrative Standards Not Associated With Foundational Elements**

1. Pepin County has benefited immensely from the Wisconsin Land Information Program. As a requirement to continue that participation, Pepin County will comply with all statutes and administrative rules that apply to land information.
2. Pepin County agrees to permit the Wisconsin Department of Administration access to all applicable records to verify that participation. Pepin County will comply with all statutes and administrative rules that apply to land information.
3. Pepin County agrees to complete the Wisconsin Land Information Program annual survey.
4. Pepin County agrees to update the "Land Records Modernization Plan" every 5 years and in the interim if the plan should change.
5. Development and implementation of an acceptable plan confers certain benefits on local government within Pepin County including continued eligibility for program funding. Pepin County agrees to submit to a peer review process that will be used to assess plan acceptability by the land information community.

UNIQUE PARCEL IDENTIFICATION NUMBERING (PIN) 1/4-1/4 Section Map  
SYSTEM FOR PEPIN COUNTY

4 6 0 0 8 - 2 - 2 2 0 8 2 1 - 1 . 2 - U 0 0 3

COUNTY MUN. E/W TOWN RANGE SEC ¼ / ¼ PARCEL

CODES PRINCIPAL NUMBER

MERIDIAN

MUNICIPAL CODE PARCEL NUMBER

TOWN OF ALBANY 002 U – (unplatted)

TOWN OF LIMA 008 P – (platted)

TOWN OF DURAND 004 S – (certified survey)

TOWN OF WAUBEEK 016

TOWN OF WATERVILLE 014

TOWN OF FRANKFORT 006

TOWN OF PEPIN 010

TOWN OF STOCKHOLM 012

VILLAGE OF PEPIN 171

VILLAGE OF STOCKHOLM 181

CITY OF DURAND 216

(Last numbers are sequential based upon divisions within the 40)