

PEPIN COUNTY
LAND RECORDS MODERNIZATION PLAN
2005-2010

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 7th Ave. West
PO Box 39
Durand, Wisconsin 54736
Phone: (715) 672-8897 Fax: (715) 672-8677
E-mail: pepza@co.pepin.wi.us

B. Land Records Committee

Land Records in Pepin County falls under the jurisdiction of two different committees. The Pepin County Land Records Committee oversees the insight, guidance, and program direction. The Pepin County Board of Supervisors formed this committee in conjunction with the Pepin County Land Information Office on October 25, 1989 by resolution No.44-89. That resolution designated the Pepin County Land Conservation Department as the Land Information Office and designated the County Conservationist as the Land Information Officer. The Land Records Committee consists of the following departments to assist with land record functions:

Pepin Co. Register of Deeds -	Rita M. Conlin 740 7 th Ave West, Durand, WI 54736 (715) 672-8856
Pepin Co. County Treasurer-	Nancy Richardson 740 7 th Ave West, Durand, WI 54736 (715) 672-8850
Pepin Co. Clerk-	Marcia R. Bauer 740 7 th Ave West, Durand, WI, 54736 (715) 672-8857
Pepin Co. Zoning Adm.-	John Egli 740 7 th Ave West, Durand, WI 54736 (715) 672-8897
Pepin County Surveyor-	Ron Jasperson 604 Wilson Avenue, Menomonie, WI 54751 (715) 235-9081
Pepin County Finance-	Lawrence Krcmar, Director 740 7 th Ave West, Durand, WI 54736 (715) 672-8704
Pepin County Sheriff -	John Andrews 740 7 th Ave West, Durand, WI 54736 (715) 672-5944

Pepin Co. Highway	Steve Schofield, Hwy Commissioner 312 10 th Ave E, Durand, WI 54736 (715) 672-8171
Pepin Co. Land Conservation Dept.	Rod Webb, County Conservationist 740 7 th Ave West, Durand, WI 54736 (715) 672-8665
Wisc. DNR Forester	Jim Skorczewski 740 7 th Ave West, Durand, WI 54736 (715) 672-4153
USDA-NRCS	Dennis Reimes, D.C. P.O. Box 39, Durand, WI 54736 (715) 672-8665

On March 18, 1998 the Pepin County Board of Supervisors passed Resolution No 6-98 which transferred the duties of the Pepin County Land Records from the Land Conservation Office to the Pepin County Zoning/Emergency Government Office and designated the County Zoning Administrator as the Land Information Officer.

In addition to the aforementioned committee, the Pepin County Finance Committee also oversees land records activities. This committee has oversight on program emphasis and monetary decisions.

Pepin County Finance Committee:

Chair - Supervisor Mike Murray 7 Third Street, Pepin, WI 54759 (715) 442-2818	Supervisor Daniel Weiss W4226 Cty Rd R, Durand, WI 54736 (715) 672-4470
Supervisor Peter Adler 625 W. Prospect, Durand, WI 54736 (715) 672-5319	Supervisor Daniel Richardson W7995 US Hwy 10, Arkansaw, WI 54721 (715) 285-5823

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 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 the Wisconsin Land Information Board County-Wide Modernization and Integration Plan. 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 the existing index parcel mapping both in the incorporated and unincorporated areas of the county and begin the process of cadastral parcel mapping within the county. This will be accomplished with the use of ArcView Geographical Information System software for the index parcel mapping product the county has created and AutoCAD software for the cadastral parcel mapping the county will be developing based upon the public land survey and GPS network. Other major elements of the Pepin County Land Records program include maintenance of the physical section corners and data associated with the public land survey corners and global position system network, optical imaging/indexing and sharing of land records data, landline and wireless 911 mapping, 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).

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 Land Records Coordinator was given the responsibility for coordination of planning information and the plan. The plan has been reviewed and approved by the Land Records Committee, Pepin County Finance Committee and the County Board.

D. Pepin County Web Site Address:

www.co.pepin.wi.us

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.

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, DEM and orthophotography.
 - b. Information Needs: Traffic safety history, contour data, vertical control. Lack of control on traffic safety history is a problem. No contour data and not enough vertical control data is a problem.
 - 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).
 - 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.
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 hopes of the county that data interpretation shall be efficient.

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.

- a. **A high priority goal for Pepin County is to create *cadastral* parcel mapping in the county.**
 - Creating and maintaining an accurate county-wide cadastral parcel mapping structure within the county is a key component of the Land Records Program. Cadastral parcel mapping will be referenced to public land survey system in the County Coordinate system and longitude and latitude (UTM) and will reference lot dimensions, acreage, and property data such as ownership, taxes and assessment as defined by the Pepin County Assessment/Tax database (GCS).

- To facilitate public access of cadastral data, mapping will be completed using AutoCAD/ArcView and will be available on the county web site through the use of AutoCAD Express Viewer or ArcIMS. Timeline: 5 to 10 years.
- b. Maintain Index Parcel Mapping and County ArcIMS Web Site.**
- Pepin County will maintain the existing “Index Parcel Mapping” for the incorporated and unincorporated areas of the county and maintain this information on the county ArcIMS internet site. Timeline: Ongoing
- c. Maintain the Public Land Survey System (PLSS) in the county.**
- Pepin County will establish a maintenance program of the physical section corners of the public land survey system and work to preserve the monuments.
 - The county will work to provide easier access to all data associated with geodetic control of the public land survey system and make this information widely available to the public (Example: CD’s, County web site, Controlfinder.com)
- d. Obtain high definition countywide orthophotography.**
- Pepin County will work toward obtaining 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
- e. Maintain county-wide Parcel Identification Number (PIN) System.**
- Following the Wisconsin Land Information Board (WLIB) formula, Pepin County will implement and continue a PIN system to facilitate parcel mapping. Timeline: Ongoing.
- f. Automate databases between departments.**
- Maintain county land records network (Assessment/Tax data) and expand network to include both county and non-county offices within the Pepin County Government Center. Timeline: Ongoing
- g. 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 3 years
- h. Implement/develop document imaging/indexing in various land records related departments and develop means of sharing scanned data.**
- For access, storage and security reasons, every possible effort will be made to encourage scanning/indexing of all land record documents on the same platform in all departments of the county. Documents shall be indexed based upon document number which shall be tied to the parcel number through the tax SQL database.
 - Pepin County will be developing means of sharing scanned data on the county network and the internet. Timeline: On going.
- i. 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

j 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 (www.co.pepin.wi.us) internet sites.

k. Vertical Control.

- Pepin County shall work to develop vertical control network within the county. 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 on a format which is easily accessed by the public.

B. Progress Report On Ongoing Activities

1. REMONUMENTATION. Pepin County currently has 64 percent of the section corners in the county remonumented. It is estimated that at current funding levels county remonumentation will be completed by 2005. In addition to remonumentation Pepin County will be compiling section breakdown information (Coordinate and distance between sections) on all newly re-established corners and previously established corners as possible. **STATUS: Completed: (1999-2002 cycle).**

Under the time period of this plan, Pepin County will be establishing a program to maintain government section corner and GPS monuments. It is anticipated that an employee will inventory and sign the county GPS corners. In addition to the protection of the GPS monuments, the county shall establish a physical maintenance program on the government section corners and inspect a minimum of 5% yearly.

In addition to remonumentation, Pepin County will be compiling section 40 breakdown information (Coordinate and distance for each 40) on all newly re-established corners and as many previously established corners as possible.

2. RURAL/URBAN ADDRESSING - A countywide rural addressing system was completed in 1997 in preparation of enhanced 911 emergency response dispatching. The addressing system is digital and exists on the County Network in Autocad Map2 files. It is anticipated other departments within the county will utilize the mapping once software and hardware are updated. Pepin County will also look at switching software for maintaining the addressing database/mapping. It is anticipated ArcView 3.3 will be used. **STATUS: Completed: (1999-2002 cycle).**
3. PILOT PROJECT. - PARCEL MAPPING/PARCEL ID NUMBER - The southwest quarter of the Township of Lima had parcels mapped in 1997 under a pilot project funded by Wisconsin Land Record grant and Pepin County. Mapping was done by COGO entry using deeds, plats and certified survey maps. Each parcel was "tagged" or "linked" by a unique parcel ID number which will allow the parcel to be associated with a county database. Nine sections and approximately 200 parcels were mapped. The mapping was accomplished by an outside consultant and was done on Autocad Map 2. **STATUS: Completed: (1999-2002 cycle).**
4. GPS - Pepin County has densified its High Accuracy Reference Network (HARN) and now has 44 GPS monuments in or around the county at different levels of accuracy (1 to 4 PPM). **STATUS: Completed: (1999-2002 cycle).**
5. MAPPING - With the purchase of AutoCad Map2, the Land Records/Zoning Office has undertaken and completed a number of different mapping projects for various departments and municipalities throughout the county. Some examples of these mapping projects include

Village of Pepin parcel survey, City of Durand Additions and the Plum Creek EQIP Grant Project Boundaries. **Ongoing.**

6. 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 Office. Included on the network are public access terminals in the Register of Deeds and Treasurer office. This was accomplished through a Land Records Grant. SQL data on the county network is tax, parcel and grantee/grantor information and digital platbook. **STATUS: Completed: (1999-2002 cycle).** *Network has been updated to a Microsoft 2000 network with data sharing including tax database and mapping, DNR removed off system as their request..*
7. 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. **STATUS: Amended/Completed: (1999-2002 cycle).** *Platbook converted to ArcView software and 3rd version came out in late 2003. Digital files were then attached to tax SQL database and utilized as index parcel mapping for the county on the county's ArcIMS website.*
8. DIGITAL SOIL SURVEY - The Natural Resource Conservation Service, with aid from Pepin County, has updated and computerized the soil survey. It is anticipated the survey will become one of the foundational elements of the Pepin County Land Record Program. **STATUS: Completed: (1999-2002 cycle).** *Complete survey placed on county web site.*
9. ASSESSORS REFERENCE MAPS - As an offshoot of the digital plat book for Pepin County, maps with ownership, address, and acreage have been produced for assessors as requested. **STATUS: Modified and facilitated by county internet ArcIMS site.**
10. 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 TI 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.*
11. ECONOMIC DEVELOPMENT/PARK PLANNING - Pepin County is currently in the process of developing two new recreational areas in the county. It is expected that the mapping aspect of the county Land Record function will be utilized to develop, plan, and promote these new recreational areas within the county. **STATUS: Completed (1999-2002 cycle)/Ongoing.**
12. PARCEL IDENTIFICATION.- Throughout the 1997-2002 planning period it was anticipated that Pepin County would utilize the unique parcel identification system as developed by the state and used in the township of Lima Pilot Project area. Pepin County recognized that it will take a number of years to fully implement the use of the unique Parcel Identification Number but through the expansion of the pilot project and updating of the data on the county network we hope to fully switch over to the use of this unique numbering system. **STATUS: Modified.** *Unique number is being used in combination with existing county parcel identification number; will continue to utilize both numbers.*

13. WETLAND MAPPING/OVERLAY- Digital wetland mapping, which has been already completed by the Wisconsin Department of Natural Resources, will be overlays on the Pilot Project Parcel mapping and other parcel mapping as available. The county would then like to take this product and review it's usefulness in relationship to property taxation. **STATUS: Completed: (1999-2002 cycle).** *Wetland mapping units have been converted to files for use on county ArcView and ArcIMS internet files.*
14. 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 need 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.*
15. DEVELOP GIS RELATIONSHIP WITH BUSINESSES, SCHOOL DISTRICTS 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.*
16. 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's 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 all 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 fee. (Ex. Landshark, Fidler..)*
17. NETWORK UPDATING - It is anticipated that the file server for the Pepin County Land Records Network will have to be updated due to storage and speed limitations. In addition to the replacement of the server, the Novell software will be updated to insure Y2K compliance. **STATUS: Completed: (1999-2002 cycle).** *Updating of equipment and wiring of the Land Records Network in the Pepin County Government Center will be an on going issue depending upon need.*
18. PUBLIC ACCESS – 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. Index Parcel Mapping to Cadastral Parcel Mapping. - Under the direct supervision of the Pepin County Surveyor, Pepin County will begin the task of cadastral parcel mapping to WLIB Digital Parcel Mapping Standard for the unincorporated areas of the county then the incorporated areas. The individual steps in the cadastral parcel mapping project are anticipated as follows:

1. County surveyor utilized existing "Section data sheets" on AutoCAD/ArcView, which have distance and bearing between each section corner shown, shall mathematically break each section down into "40's", with bearing and distance computation. "40's" shall be maintained on section sheets in AutoCAD/ArcView and be made available to the public both on public access computers within the Government Center and on the internet on the county GIS web site.
2. County staff, under supervision of the county surveyor, shall research and map state, county, and town road right-a-way on "40" sheets in unincorporated areas of the county.
3. County staff, under supervision of the county surveyor, shall map all Certified Survey Parcels in unincorporated areas of the county onto "40" sheets.
4. County staff, under supervision of the county surveyor, shall map parcels as delineated by "Maps of Surveys" in unincorporated areas of the county.
5. County staff under supervision of the county surveyor shall map all parcels in unincorporated areas of the county described by "Metes and Bounds".

Footnote:

- ❖ This process shall be maintained at least quarterly on the appropriate software by the department as decided upon by the Pepin County Land Records Committee and Pepin County Finance Committee.
 - ❖ Once this process is completed in the unincorporated areas of the county, the process will be completed in the incorporated areas of the municipalities within the county.
 - ❖ As completed these "Cadastral Parcel Maps" shall be approved by the Land Records Committee, Pepin County Finance Committee and shall become the Official Parcel Maps for Pepin County.
- b. Support of Wireless 911. The Pepin County Land Records Office shall fully support Pepin County Wireless 911 efforts as they develop. At the time of drafting of this plan the necessary efforts needed on this project are not defined

due to the fact the Pepin County Board of Supervisors have not committed to this project. In the event Pepin County moves ahead with "Wireless 911" Pepin County Land Records Department will be able to accommodate the effort with existing or modified geo-referenced orthophotography and geocoded addressing. One of the items of support of this initiative will be integration with the County/City Master Street Address Guide (MSAG) into the county address shape file in county coordinates and latitude/longitude to support wireless 911.

- c. Comprehensive Planning. The Pepin County Land Records Office currently has the capabilities to fully support comprehensive land use mapping should Pepin County decide to move ahead with planning. With the establishment of the majority of the foundational elements in ArcView 3.3 for the complete county, mapping for comprehensive planning can be completed on a "as need bases".
- d. Training and Public Awareness. The Pepin County Land Records office will be placing significant resources into education and training of users of Land Records software and data. It is anticipated that county staff/interns will be offering and training users of data throughout the county. Additional resources allocations will target local users of hard copy land records data and will encourage the use of digital data.

In addition to county staff offering training, the Land Records Department will utilize land records grant monies to offer county staff training opportunities by certified professional consultants.

County staff shall also utilize Land Records monies as available to attend professional development seminars on the use of GIS data and software as available.

- e. Pepin County Highway Safety Committee. The Land Records office will participate with the Pepin County Sheriff's Department, Pepin County Highway Office and the Pepin County Highway Safety Committee to develop a comprehensive accident history map. Pepin County shall secure traffic accident history from the Wisconsin Department of Transportation and complete an interactive digital accident history map for the unincorporated area of the county.
- f. Register of Deeds Document Access. To allow for greater public access of scanned documents within the Register of Deeds office, Pepin County shall research and implement public/private policy and access to scanned documents across the internet on a fee-basis as appropriate.

2. Assistance Requested.

- 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 programs 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. 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 amongst elected officials and county staff.
 - b. Lack of staff time to train appropriate parties on the use of GIS.
 - c. Lack of high speed internet connections at local governmental offices (villages and city) to properly utilize existing GIS data.
 - d. General lack of knowledge of GIS capabilities amongst 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 laying out, alteration or discontinuance of all highways in Pepin County outside incorporated municipalities limits.
Maintain ROW's 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. Communication, Education, Training and Facilitated Technical Assistance
 - a. Documentation of Resources: Pepin County currently has access to the Internet, which allows for utilization of the clearinghouse and technical list server. As a majority of departments in the county have access to the Internet, this service is available to anyone who wishes to access it. The Land Records office has been promoting the use of this service to all departments as a tool for education and technical support.
 - b. Resources available. Pepin County regularly contracts with outside consultants to perform GIS functions and train county staff. Monies utilized for training and services are from the Land Records grant program.
 - c. Identification of Customer Needs. Land Records Committee is made up of representatives of ten departments. This committee meets periodically to discuss and assess customer needs.
 - d. Coordination of Education/training. Members from the Land Information Committee meet on an as-needed basis to discuss current activities dealing with land records and to plan for future projects. The committee also provides guidance and insight to the implementation of the Land Records Modernization Plan. All meetings are open to the public and any that wish to attend are encouraged to do so.
 - e. Technology to facilitate education and training. The Pepin County Web site and internet in general are utilized to offer training to the general public and staff. In addition to utilizing the internet, PowerPoint presentations utilizing GIS software are utilized for training.
 - f. Clearinghouse and Technical Assistance List Server. Pepin County has a T1 connection to the internet and utilizes the technical server and clearinghouse as appropriate.
 - g. Land Information Officer education and training. At the present time, the only funds used for technical training are what the WLJB provides in the Base Budget Grant Awards.
2. 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.

- c. Photogram metric base map. One half of the town of Lima had photogram metric mapping completed as a test pilot project in 1997. No additional mapping of this type is planned.
- d. Digital Elevation Map. No county-obtained DEM is planned. County will obtain DEM from other agencies and fit into county coordinate system as available.
- e. Digital orthophoto. Currently two flights of orthophotos are available for Pepin County. A 1992 NHAP black and white flight and 2004 color NHAP flight are available. Both can be viewed on the county web site.
- f. Digital terrain models. No DTM is available or planned for the county.
- g. 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.
- h. 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.
- i. 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.
- j. Satellite imagery. Pepin County has not obtained any satellite image for the county and does not have a plan to at this time.
- k. Ability to support Wireless 911. If the county moves ahead with wireless 911 efforts, the Land Records program will support these effort through existing mapping capabilities and upgrade mapping as required by wireless 911 software.

3. Parcel Mapping

- a. Cadastral parcel mapping (as defined by the WLIB parcel mapping standard) will begin in Pepin County in 2004 now that complete countywide geodetic control is available. Cadastral parcel mapping will be completed on AutoCAD and converted to ArcView as completed on a township-basis following these steps all under the supervision of a Wisconsin Licensed Surveyor as specified in the aforementioned standard.
- b. Index parcel mapping as defined by WLIB Parcel Mapping Standard has been completed for the unincorporated areas of Pepin County as of the date of this plan. By the end of 2004, index parcel mapping will be complete for the entire county, both unincorporated and incorporated areas of the county. 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.

Maintenance of the index parcel mapping linework/polygon will be a joint effort between the County Treasurers Office which will supply split parcel data to the Land Records Technician who shall then modify the main index parcel map

shapefile and update both the county web site file and ArcView shapefile. Updating of this index parcel mapping shall be done quarterly.

4. 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 the PC's and can be integrated with digital parcel maps by linking data through key fields.
Real Estate transactions, Liens, Evidence of Title, Easements, 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 basically is a 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: The tax data base has an assessment side where information can be accessed by parcel number, owner name, property address, legal description, etc. The collection side has access options of parcel number, owner name, property address, taxpayer ID, tax bill number, Tax assessment class, Tax exempt lands: These are carried as a code in the assessment data base and show up on the collection inquiry screen for reference. Address, Zip Code: Property address information is added to improved parcels on the assessment side and shows up on collection inquiry for reference. The property address also includes zip code field.

The Register of Deeds; The ROD has GCS and ACS scanning software which allows data retrieval and imaging viewing of Grantee/Grantor with numerous search fields such as document number, document type, grantee and grantor.

5. Public Access

a. The public can currently access the county network (tax , assessment and grantee/grantor) information from two public access terminals.

- b. Data sharing policies. Through the use of a disclaimer on the Pepin County GIS web site Pepin County explains its policies on web sharing of land records data. Pepin County will need to address policies on data sharing of Register of Deeds information both between county departments and the general public. It is anticipated these policies will be developed within the time period of this plan and reevaluated yearly.
- c. Open access to data in existing format. Pepin County adheres to the Wisconsin Open Records Law in which the public has a right to view county property and tax data.
- d. Optional production of customized data on cost-recovery or other basis. Pepin County has a written policy on recovery of cost of data made available to the public which is followed by users/distributors of Land Records data.
- e. Internet accessibility. Public access to land records data is also available through the Pepin County web site at www.co.pepin.wi.us. Pepin County has not address ADA compliance to access to data. Security of data available on web site is maintained through a contract with outside consultant which has data. Pepin County will be placing scanned images of Register of Deeds documents on the internet on a fee bases.
- g. Privacy policies. Although not an issue in Pepin County yet, this item needs to be addressed within the planning period of this grant.
- h. Use of \$1 fee designated for land information and housing data Sec 59.72 (5)(b)3. Pepin County is working toward establishing data associated with this element. It is the intent of the county to build on tax data and include historic assessment data into the county database. When funding levels are high enough this item will be addressed.

6. Zoning Mapping

- a. Zoning Districts – Limited number of districts in the county. Bluffland Overlay district is on ArcIMS server.
- b. Shoreland District(s) – Not mapped.
- c. Floodplains and Floodways. – Federal Insurance Rate Map is on County ArcIMS server. Floodway data not available for Pepin County.
- 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.

7. Soils Mapping

- a. SSURGO digital Soil Survey data is completed for Pepin County. Data is available in hard copy, digital on a request-basis or on the county web site.

8. Wetlands Mapping

- a. Wisconsin Wetland Inventory has been digitized and is available on disk by request as a shapefile or over the internet off the county web site.

9. Institutional Arrangements and Integration

- a. Formal data sharing agreements. – Pepin County Land Records does not have any formal data sharing agreements.
- b. Formal or informal data maintenance agreements between department/agencies. Pepin County Land Records does not have and formal agreements but does share data when requested informally.
- c. Cooperative arrangement. Pepin County Land Records does enter into cooperative agreements when requested. (Ex. Durand School District Mapping, Village of Pepin Zoning Mapping, etc..)
- d. Consortia – Pepin County is not in any Land Records consortia.
- e. Collaborative Agreement. Pepin County Land Records does utilize UW students as interns to accomplish many land Records task.

10. Reconciled Election and Administrative Boundary System

- a. State outline. – Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- b. County boundaries. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- c. Civil division boundaries (Town, City, Villages) - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- d. Utility districts. Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for electrical districts.
- e. Emergency Service Area. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- f. Legislative districts. – Pepin County does have or maintain this boundary.
- g. Election. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- h. Tax incremental financing districts. - Pepin County Land Records does not maintain a shape file in county coordinates and latitude/longitude for this item.
- i. School districts. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- j. Lake districts. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- k. Census geographics. - Pepin County Land Records does maintain a shape file in county coordinates and latitude and longitude for this item.
- l. Native American lands. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- m. Agency administrative districts and Zip Codes. - Pepin County Land Records does maintain a shape file in county coordinates and latitude/longitude for this item.
- n. Public Administered Lands. - Pepin County Land Records does not maintain a shape file in county coordinates and latitude/longitude for this item.

11. 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 not maintain a shape file in county coordinates and latitude/longitude but does plan to. This item will be used to support wireless 911.
- 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 maintain a shape file in county coordinates and latitude/longitude for this item.
- i. Places/Landmarks. - Pepin County Land Records does not maintain a shape file in county coordinates and latitude/longitude for this item.
- j. Integration with the County's/City Master street Address Guide (MSAG). - Pepin County Land Records has not integrated this item into the county address shape file in county coordinates and latitude/longitude but does plan on it to support wireless 911.
- 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, 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.
- l. Ability to support Wireless 911. – See above provisions k, j, f and d.

12. 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 ArcView 3.3 for one of the eight towns in the county. Can/will be completed as requested.

13. Natural Resources

- a. Land Cover. – Pepin County Land Records has not completed this item, may obtain and convert if need arises.
- b. Watersheds. – Pepin County Land Records has mapped the major watershed in the county and has the capabilities to map subwatersheds as requested.
- c. Geology. – Pepin County Land Records has does not have any mapping under this item.
- d. Hydrogeology. – Pepin County Land Records has digitized USGS groundwater elevation and contour maps and current has those shapefiles in ArcView 3.3.
- e. Forests. – Pepin County Land Records has not completed this item, may obtain and convert if need arises.
- f. Hydrography. – Pepin County Land Records has mapped this item and maintains it both in county coordinates and lat/long.
- g. Non-metallic mining. – Pepin County Land Records has mapped this item and maintains it both in county coordinates and lat/long.
- h. Endangered Resources. – Pepin County Land Records has not mapped this item and does not plan to. If requested files shall be obtained from WI DNR and converted to county coordinates for use in the county.
- i. 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.

14. Database Design
 - a/b/c. Design Evaluation/Project Approach/Timeline. Pepin County currently operates on a SQL database on Windows PC platform. GIS software chosen is ArcView and AutoCAD. All software the county purchases and uses with land records data is compatible with SQL databases. All decisions made on databases design/evaluation should be made by the Land Records Committee and County Finance Committee.
 - d. Metadata. – The county develops and maintains metadata for shapefiles developed by the Land Records department in compliance with applicable state standards. Metadata is available on the county web site for applicable files.
 - e. Security/Privacy. – Security of tax database is through log on and network windows security. Security of data available through the internet is through ArcIMS software and vendor who host data. Original tax database is not available over the internet, only copies. Privacy has not been an issue in the county but will need to be addressed.
 - f. Implementation and Maintenance Strategy. This item is accomplished by each department job descriptions and responsibilities. Maintenance strategy has not been formally developed but is becoming an issue which will need to be addressed within this planning period.

15. Infrastructure and Facility Management
 - a/b/c/d. Parks/Transit systems/harbors/airport. – Pepin County has limited infrastructure therefore the need of management of this data is non-existing.
 - e. Recreational Trails. – Pepin County Land Records has created a shapefile in county coordinate and lat/long for this item.

F. Integration And Cooperation

1. Integrative/Cooperative relationships. Pepin County has actively encouraged and supported integration and cooperation activities related to land records modernization as cited elsewhere in this plan and as indicated in past WLIP grant applications. The County plans to continue these relationships as appropriate.
2. Potential partners/projects. We are in the process of or interested in developing relationships for digital orthophoto updates; recreational trail mapping; parcel mapping; land use and addressing. Potential partners would be NRCS, WLIB, State Cartographer, DNR, FSA, City, DOT, and the Highway Department.
3. Data shared/used. The digital County base map would be shared and used for the common registration of data sets. The horizontal control network, and PLSS coordinates, would be available for data acquisition.

G. Administrative Standards Not Associated With Foundational Elements

1. The county agrees to observe and follow the statutes relating to the Wisconsin Land Information Program and other relevant statutes.
2. The county agrees to permit the Wisconsin Land Information Board access to books, records and projects for inspection and audit including unannounced audits by the Board.
3. The county agrees to complete the Annual WLIP Survey.
4. The county agrees to update this plan every 5 years and in the interim if the plan should be changed.

5. The Board agrees to facilitate technical assistance to the county including an on-line Technical Assistance Service.
6. The Board agrees to maintain and distribute an inventory of land information and land information systems for the state. This will be provided through an electronic clearinghouse.
7. Development and implementation of an acceptable Plan confers certain benefits on local government within a county, including continued eligibility for Program funding. A voluntary peer review process will be used to assess Plan acceptability by the land information community.
8. The Board agrees to review funding requests and to provide guidance to local government with respect to the development of such request.
9. The Board agrees to make available electronically an Annual Report regarding the status of the Wisconsin Land Information Program and the activities of the Board.

