

Burnett County Land Information Plan



2010-2015

**BURNETT COUNTY
LAND INFORMATION PLAN INDEX
2010 - 2015**

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**BURNETT COUNTY, WI
LAND INFORMATION PLAN
2010 - 2015**

I. EXECUTIVE SUMMARY

A. Identification and contact information

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C. Summary of Plan

This plan describes Burnett County's land records modernization goals and objectives for the next five years. The plan focuses on objectives rather than specific tasks.

It is intended to update Burnett County's 'Plan' for land records modernization as required by Wisconsin Statute 59.72 to allow continued participation in the Wisconsin Land Information Program (WLIP). The format and content of our Plan is based upon the Wisconsin Department of Administration UNIFORM INSTRUCTIONS FOR PREPARING COUNTY LAND INFORMATION PLANS dated December 2009. The outline in this document corresponds to questions or issues in the Instructions. The Plan is intended to provide county, municipal officials, state agencies, private entities and any other interested parties with basic knowledge of Burnett County's efforts in land records modernization, its potential applications and where the County anticipates it will be spending land records fees generated from our participation in the WLIP.

Burnett County created a common digital base map that is currently being used to register other data sets needed by several departments, thereby minimizing the potential of duplicated land records data sets and maps. The County has developed numerous countywide data sets that serve the needs of many users and has shared its data sets with agencies outside of the County and likewise has acquired data sets from other sources. The focus in the next five years, depending on funding, will include: continued parcel mapping; continued PLS remonumentation and maintenance; "bluebooking" of vertical control monumentation; acquisition of digital elevation data (contours); updated digital orthophotography; monitor and/or implement DOR district assessment procedures; land records related software/hardware upgrades and other initiatives identified in Section II. C. beginning on page 8.

Burnett County has benefited in many areas of modernization from the Wisconsin Land Information Program. Herein, we attempt to put forth a strategy for the County to continue the progress initiated by the Wisconsin Land Records Modernization Program. We eagerly anticipate the many advantages we have and will derive from the use and application of a modern land records system.

D. County Web Sites

The majority of Burnett County Land Information can be accessed on the Burnett County Geographic Information Web Server website.

<http://burnettwi.mapping-online.com/BurnettCoWi/>

Information available on our Geographic Information website include: Site Addresses; Parcels; Villages; Towns; PLSS Sections; Rivers & Lakes; GPS Stations; Emergency Fire Wardens; Cemeteries; Polling Places; State Roads; County Roads; Local Roads; Private Roads; Driveways; County Land; State Land; Federal Land; Emergency Service Zones; Fire Districts; Postal Districts; School Districts; Supervisory Districts; Senate Assembly Districts; Survey Control Stations; PLS Corner Sheets; Zoning; Soils; FEMA Floodplains; WDNR Wetlands; County Parks; State Recreational Trails; Summer ATV Trails; Snowmobile Trails; USGS Quadrangles; 1998 Aerial Photos; 2006 Aerial Photos; 2009 Aerial Photos; and Survey Maps.

Property Information is also available on the website including: Owner Name; Mailing Address; Property ID numbers; Property Description; Deed Information; Tax Information; Land Values and Tax Payment History.

This site also contains links to data/maps including: Tax Assessment Data; Treasurer Downloads and 911 Address Maps.

This site also contains links to important state/federal data including: PLSS Field Notes & Plat Maps; Soil Units & Descriptions; Wetland Classification Guide and FEMA Map Service Center.

Register of Deeds documents are available online via the Burnett County RODDirect website.

<http://burnettwi.roddirect.com/Default.aspx>

Online Tax Payments can be made using the following website.

<https://www.officialpayments.com/index.jsp?JSESSIONID=LcXGMd1Tq7pKLw1!177266064!1533374339>

Forms and Applications for various departments are available on each Department's webpage which can be accessed from the general information website for Burnett County.

<http://www.burnettcounty.com/>

E. Municipal Web Sites

At this time we are not aware of any municipal websites within Burnett County that serve land information.

II. LAND INFORMATION PLAN

A. Goals and Objectives

1. It is the **goal** of Burnett County to: develop, implement and maintain a modern geographic information system (GIS) that is horizontally and vertically integrated and one that provides useful quality data for its citizens, agencies, businesses and other users of land information in an equitable and efficient manner.

The **objectives** of Burnett County are to: improve and expand land records access; maintain controls for dispersing land information; continue to build and maintain a base map framework that can be used for multiple purposes; build and maintain a framework that supports parcel level activity; improve land records accuracy; maintain security; minimize costs; reduce duplication; promote compatibility; increase efficiency and make land information readily available to users, whether they be frequent visitors or only need occasional access. Throughout this Plan, items are discussed that indicate our work which is directed toward achieving these objectives.

The **internal and external needs** of Burnett County and its priorities are: acquiring control on all public land survey (PLS) corners, the completion of countywide digital parcel maps, digital orthophotography, imaging various land records, assisting with implementation of 911 public safety map layers, maintenance of the existing digital base map and related layers completed to date, and development of new initiatives as stated in Section II. C. beginning on page 8. The external need is support of the Wisconsin Land Information Program from the Department of Administration and the land records user community.

The **time line** for implementation of items in this Plan are dependent on continuation of the Wisconsin Land Information Program (WLIP) and grant program, amount of retained fees collected by the Register of Deeds designated for land records and funding from tax levy. In addition, there are local issues that arise from time to time that detract from time spent on implementing the Plan. These are unavoidable and may impact our timeline for implementation or completion of some items from this Plan. Where possible, we have identified general timelines for implementation in sections related to New Initiatives and Foundational Elements.

- a. At this time, the County is not having any problem with obtaining data from the state that it needs to implement this Plan.
- b. The need for digital elevation data is the most challenging to achieve due to funding. Outside funding, partner cost sharing and help from experts, similar to the digital orthophotography consortium, where a blanket RFP could be developed and the County could elect to 'buy in' as their situation warrants would be helpful.

- c. The County's GIS vendor is Environmental System Research Institute's (Esri) ArcGIS product which is also the State standard. Esri is a member of the Open GIS Consortium and proposes to support open GIS data transfer and data sharing requirements. The County will continue to use commonly accepted hardware platforms and software to facilitate translatability and retrieval of data. Beyond this, the County cannot ensure that transferred data will be useable in a system where the design is unknown or developed to meet a special purpose. We will continue to rely on recommendations by our Information Technology Director, vendors and our GIS consultant to ensure a secure environment.
 - d. Burnett County's data is based on the Wisconsin Burnett County Coordinate System, which is mathematically relatable to the North American Datum (NAD) 83(91) and therefore is able to be geographically referenced for use by others.
 - e. Burnett County has adopted ordinances for maintaining the address assignments and road naming throughout the County and established procedures for GIS datasets and other land records updates. The County will continue to invest time and resources to make sure the data is maintained in the future.
2. The County's GIS operating system is based on Windows Server 2003 while the tabular land records data resides on Microsoft SQL Server 2005. Burnett County began using Novus from Manatron for our tax program in 2006. Novus is a web based application that resides on Microsoft SQL Server 2005. The GIS data base design incorporates key fields, which are used to tie the two systems together, thereby ensuring integration. Metadata is maintained for each layer in the GIS system and for the tabular land records data.

B. Progress Report on Ongoing Activities

Burnett County continuously looks for opportunities to partner with other departments or agencies to provide current integrated land records, thereby meeting our goals and objectives. Public access terminals in the County's land-related offices, allows staff and the public easy query of our tabular, imaged and geographic data. This information is available to most Burnett County staff in a web based system. Our GIS website allows for free access to all information, except Register of Deed documents.

Again, we have made significant progress on many of the items listed in our previous Plan and the ongoing activities are continuing in this Plan. Please refer to Burnett County's Wisconsin Land Information Program survey for a comprehensive summary of our ongoing activities. The County is continuing with a program for coordinate

determination on PLS corners, which supports the development of parcel maps. We have updated many of our base map layers, particularly our address layer. We have also back scanned more Register of Deed documents. We received new wetland data from the DNR which we have incorporated into our system. All of these activities have supported and advanced our goals and objectives of the Plan and have contributed to increased access, accuracy and use of our data.

C. New Initiatives

1. Proposed Projects. (All projects are subject to continued retained fees, grants, budget allocations and staff workload that may affect the timeline to start or complete projects.)

Ongoing parcel mapping. Burnett County has a parcel geodatabase which is used for parcel mapping. We currently have approximately 60% of our parcels mapped. By comparison, about 1/2 of our County's area is parcel mapped. Parcel mapping is being done on a township basis, since our PLS remonumentation and maintenance program is completed on a township basis. PLS remonumentation and maintenance on a township basis allows for better analysis to come up with local variations and allows for more efficient completion by having fewer equipment set-ups. As more sections are mapped, maintenance of existing parcel maps will become more demanding which will require staffing changes.

Digital orthophotography. Burnett County had a true orthophoto flight done in 2006; these are 12" black and white photos. In 2009 Burnett County had countywide Pictometry done. The entire county had 12" obliques done and some parts of the county had 4" obliques. A by-product of the Pictometry flight was that we also received orthophotos. The entire county has 12" color orthos and a portion of the county has 6" orthos. Burnett County will need aerial photos in 2015. The 2015 photos should be countywide color 6".

Addressing and other Law Enforcement mapping. We use MicroData for our address/road mapping. Both MicroData Front Office and MicroData Back Office. Our existing address mapping is well maintained. MicroData Back Office is used for maintenance so that one map is the base for all address/road related mapping. Dispatch is currently using MicroData Front Office with our mapping and Wireless 911. The address points and road centerlines need to be adjusted to the 2009 aerial photos; we plan on having this done by 2012. If the Sherriff Department decides to switch to a different dispatch mapping software, evaluation needs to be done prior to the decision to study if there are any potential data conversion and/or workload issues for the Land Information Department.

Web Site. In 2009 Burnett County changed our website to the WebGuide3 application, which is maintained and hosted by Applied Data Consultants from Eau Claire, Wisconsin. The WebGuide3 product allows us to display all of our

data on one comprehensive website, in the past Burnett County had 4 different websites. In 2012 we will be switching to the WebGuide Extreme application for our website.

POWTS tracking. The County will need to develop a system to inventory maintenance and compliance of private onsite waste treatments systems (POWTS) for the Planning and Zoning Department. This will be supported by the tax database and eventually, our GIS. The County plans to start this project in 2011.

E-Filing and Recording. The electronic recording of documents (ie deeds, mortgages, etc.) in the Register of Deeds is also a possibility. The County will be following these developments and may wish to pursue e-filing and/or e-recording in the next five years depending on the cost, demands and requirements to implement the process and technology.

Register of Deed redaction. The Register of Deeds plans on contracting with a consultant to accomplish the legislated mandate of redacting certain data. This project should be completed by 2012.

Forest stand mapping. The County manages approximately 106,555 acres of County Forest. Digital stand maps were done by Pro-West & Associates, Inc. from Walker, Minnesota in 2000 and the compartment maps are now maintained by staff. Maintenance of these maps is ongoing.

Incident mapping. The County sees a need to use existing database information within the Sheriff's department to create mapping for analysis purposes. The challenge will be to determine links between their data and our mapping data to allow this to happen. Existing databases within the Sheriff's department will have to be "cleaned" and made compatible. This information would also be useful when combined with existing or new databases in the Health Department and Emergency Management Department. Mapping incidents related to each of their needs would be a powerful tool with many applications. Examples of these uses include maps of burglaries, other crimes, meth labs, accidents, infectious diseases, identification of environmental or communicable diseases and/or illness, hazardous sites, plumes etc. The expansion of such uses for mapping and database development would have to be done by a person within the Sheriff's Department to deal with their special needs. This would take care of confidentiality issues and answer the problem of the lack of staffing time for these purposes within Land Information. If a person within the Sheriff's Department works on these items, communication between departments is essential.

Benchmark Densification and Vertical Control. Because of our numerous bodies of water, flood insurance, ordinary high-water marks and other needs for vertical information by the Zoning Office and local landowners we needed to establish permanent bench marks throughout the county. In 2009 this project began with Burnett County building approximately 30 benchmarks. We

piggybacked on the Height Modernization Project for the leveling and bluebooking of these 30 benchmarks in 2009 and 2010. In 2010 approximately 60 more benchmarks were built. Leveling and bluebooking of these additional benchmarks will continue over the years as funds are available. In 2012 a few more benchmarks will need to be built. A portion of Hwy 77 is planned for a major reconstruction project in 2011, which afterwards we will build a few benchmarks along this road.

Digital Elevation (Contours). The County is interested in exploring partnerships for development of two foot or better countywide contour data. Many entities and programs will benefit such as zoning, land & water, transportation planning, NR 115 implementation, etc. Timeline is highly dependent on funding, which is estimated to cost +/- \$300,000.

Flood Zone mapping. The County would be interested in updating the flood zone maps if there is a significant funding contribution from State or Federal agencies. This would require better countywide contour data first.

Highway sign inventory and facilities management. The County Highway Department acquired software and created a basic framework for a sign database for the County Trunk Highway system. In 2004 and 2005 the Highway Department collected the location of signs and other facilities relating to management of the highway system. The next project is sign reflectivity. In 2010 the County purchased a Delta Retrosign GR3 to measure sign reflectivity. The Highway Department plans to begin measuring sign reflectivity on the 1648 signs that they are the custodian of in the fall of 2010, with an anticipated completion date of spring 2011.

Land cover/ Land use/Planning. The County will charge a nominal fee for providing our existing digital data to Municipalities, Northwest Regional Planning Commission and Consultants for development of land use plans. The County completed a Comprehensive Plan in 2010. In 2011 the County will implement the plan. The County must also develop a system to manage development credits since we are going to density management regulation.

Hardware/software upgrades. The county plans to upgrade its land records hardware/software as needed and acquire new where our needs assessment determines it is appropriate.

Census. Provide updates to the Census Bureau as requested. Assist the County Clerk with redistrict mapping in 2011.

Historic aerial photographs. The County would like to develop a partnership with interested parties in creating or obtaining digital copies of the oldest complete aerial photography, which we think is 1938. This data is useful for environmental assessment, reconnaissance, identification of abandoned road centerlines, buildings or reference points used in land description and other

historic research possibilities. These photos are also very valuable for research for PLS corners for remonumentation.

Next Generation 911. The county will need to plan and implement next generation 911 in the future. Communication and planning between departments will be essential before and during this project.

Staffing/Training. As data sets are created, applications expand and maintenance responsibilities increase, the County will continue to evaluate the staffing needs. The hardware/software and networking is increasing in complexity which will require staff training to keep up with the system.

2. Assistance Requested.

- a.** The County has demonstrated over the years that it will secure the technical assistance needed to carry out our plan. The County has actively sought agencies or consultants prior to implementing projects and will continue to do so for our new initiatives. We currently are staffed with a Land Information Director/County Surveyor, Assistant County Surveyor, Mapping/GIS Specialist, Land Records Technician (.75) and Real Property Lister, all responsible for the County's GIS. We are further supported by our Information Technology Department, other county land records departments, particularly the Conservation Specialist and our GIS consultant. The County will use the LIO-Tech Technical Assistance e-mail listserv as needed.
- b.** It is vital that the WLIP continues so the retained fees and the grants are available for ongoing and new initiatives in Burnett County. It is important for the WLIP to ensure the program continues to be focused on creation and maintenance of land information data sets to support all land information uses not just a select few. The County will seek funding as opportunities arise to help fund our land records activities. It is also imperative that all of the fees the Counties send to the State as part of the WLIP, are used for land records systems and data to benefit all counties and local units of government and not diverted to unrelated activities. The funds currently allocated by the WLIP (\$300) for education and training is too low...it barely pays for the mileage for most educational functions for our staff. As County budgets tighten, the willingness to absorb the rest of the costs of education will decline. The County is always looking for other funding opportunities and has made a commitment to modernize its land records by appropriating tax levy dollars to our Plan.
- c.** The County has made a commitment to providing access to our land information to the general public by appropriating tax levy dollars. The County is also committed to putting our land information online; we have more land information available online than most of our neighboring counties.

- d. If a statewide GIS Repository is created, we will evaluate participation at that time. County budget and staff allocations will also determine potential participation.
- e. The County will continue to follow County Ordinances and State Statutes for procurement of services/products related to this Plan.

3. Problems Encountered.

We have successfully dealt with unanticipated problems as they occurred. There would be a problem if the Department of Administration adopts policies that would limit the use of WLIP funds for our planned activities or concerns expressed in II. C. 2. b. on page 11. Countywide access to high speed internet is a limiting factor for residents using out internet mapping website in our rural areas. At this time, we are not aware of other problems that would prevent us from proceeding with this Plan, however the County remains concerned about the State budget situation and potential legislation that may have a negative impact on County operations.

D. Custodial Responsibilities

1. – 4. Following are the Burnett County departments and their land record custodial responsibilities. Text within { } indicates whether we HAVE, would LIKE, or WILL accept custodianship of the data. The authority for custodianship is noted in (). An * indicates that the records are necessary for the operation of the office but are not specifically mandated by a governing body.

REGISTER OF DEEDS

Record deeds, mortgages, plat maps, certified survey maps, and other related documents. {Have}{§59.43}

Scan above mentioned records into our imaging system as they are received and filed. {Have}{§59.43}

Redaction of social security numbers from electronic records which are accessible online. {Have}{§59.43 (2)(L)}

Maintain tract index of real property. {Have}{§59.43}

REAL PROPERTY

Maintain description and ownership information of all parcels of property. {Have}{§70.09}

Maintain information on school and other special district codes. {Have}{§70.09}

Maintain tax rates and special assessments information. {Have}{§70.09}

Track Shoreline Protection and Restoration. {Have}{Internal}

LAND INFORMATION/COUNTY SURVEYOR

Implement the Land Information Plan. {Have}{§59.72}

Maintain information on PLS corners including tie sheets and section summary sheets. {Have} (§59.74)(A-E 7.08)
Maintain information on the high accuracy network (HARN) densification in the county. {Have} (§59.74)
File and index private unrecorded survey maps. {Have} (§59.74)
File and index field notes and other survey source documents. {Have} (§59.74)
Assign addresses countywide. {Have} (Internal Policy)
Store digital orthophotography. {Have} (Internal Policy)
File Gas tax maps. {Have} (Internal Policy)
Maintain existing hard copy parcel maps. {Have} (§70.09)
Maintain digital parcel maps. {Have} (§70.09 & Internal Policy)
Maintain GIS base map layers. {Have} (Internal Policy)
Maintain GIS site address database. {Have} (§59.54)
File airphotos. {Have} (Internal Policy).
Maintain GIS zoning and related coverage's. {Have} (§59.69)
Maintain Master Street Address Guide (MSAG). {Shared with Sheriff} (§ 146.70 & Internal Policy)
Maintain E911 mapping for MicroData in Dispatch. {Have} (Internal Policy)

PLANNING AND ZONING

Maintain digital and hard copy zoning maps for unincorporated areas. {Have} (§59.69)
Maintain private sanitary system site plans. {Have} (§145.20)(Com 83.54)
Maintain permit database. {Have} (Internal Policy)
File wetlands and FEMA maps. {Have} (Internal Policy)

LAND CONSERVATION

File soils maps and tables. {Have} (*)
File Shoreline Protection and Restoration. {Have} (Internal Policy)

HIGHWAY DEPARTMENT

File right-of-way plats and construction plans. {Have} (Internal Policy)
Maintain GIS road sign database. {Have} (§59.54)

SHERIFF'S DEPARTMENT

Maintain Master Street Address Guide (MSAG). {Shared with LIO} (§ 146.70 & Internal Policy)

FORESTRY DEPARTMENT

Maintain tabular and digital forest stand data. {Have} (Internal Policy)
Maintain county trail maps datasets. {Have} (Internal Policy)

EMERGENCY MANAGEMENT

Maintain emergency service network data, maps and datasets. {Have} (Internal Policy)

TREASURER

Maintain tax information for all parcels. {Have}(\$59.25)

At this time there are no data sets that we would LIKE or WILL accept custodianship of the data.

E. Framework Data, System Implementation and Statewide Standards (*Bolded italic items* are required items to be addressed per the instructions. Land records fees are planned to develop, update and/or maintain these Foundational Elements.)

1. Geographic Positioning Reference Frameworks Burnett County's data is based on the Wisconsin Burnett County Coordinate System which is mathematically relatable to the North American Datum (NAD) 83(91) and therefore is able to be geographically referenced for use by others.

a. Geodetic control and control networks. The network was completed in 1994, it consists of 123 stations and 2 HARN stations at about 3 mile intervals (connected to 6 HARN stations in total.) The relative horizontal positional accuracy between all adjoining stations of the network, evaluated at the 95% level, does not exceed 0.046 feet. Most station pairings have relative horizontal accuracies around 0.02 feet. The network has been Blue Booked. The Wisconsin Department of Transportation (WisDOT) Geodetic Survey Unit is developing a state wide Global Positioning System (GPS) reference station network. This network, called Wisconsin Continuously Operating Reference Stations (WISCORS) Network, consists of permanent GPS sites, which provide real-time correctors to mobile users. There is one Minnesota CORS site currently operating in Burnett County. In the future WisDOT plans to use this station in the Wisconsin network. One downfall of this network is a cellular signal is needed to use the network. In Burnett County the cell coverage is poor in many areas.

WisDOT has completed all of the leveling and GPS observations for phase 7B of the Wisconsin Height Modernization Program, which covers 95% of Burnett County. Hopefully the data will be published by fall 2011. The Height Modernization Program in Burnett County consists of two North/South level lines and two East/West level lines. It also consists of GPS stations at approximately 3 mile intervals.

In the past 2 years Burnett County has built about 90 benchmarks. The purpose of these benchmarks is to have a benchmark on all substantial lakes in the County. These 90 benchmarks were built to the same specifications as the monuments for the Wisconsin Height Modernization program. In the future these benchmarks will be Blue Booked, see New Initiatives, Section II. C. beginning on page 8.

- b. Public Land Survey System.* Burnett County has a vibrant survey program that complies with the requirements of Wisconsin Administrative Code AE 7.08 and state statute 59.74; and we plan to continue the program countywide. We have not had a request to address the PLS under state statute 60.84 since the county has taken the lead in PLS remonumentation. Coordinates are maintained in the Wisconsin Burnett County Coordinate System, which is mathematically relatable to the North American Datum (NAD) 83(91). The County maintains the custodial responsibility for the PLS. In 2008 the County restructured its survey program, which resulted in increased productivity and increased consistency. This change in 2008 also created a substantial cost savings each year since then. At the current pace Burnett County will be completely remonumented by 2024. Coordinates are obtained on PLS corners with either a Leica System 1200+ RTK GNSS or a Leica 1205+ Robotic Total Station. 90% - 95% of the PLS corners are shot directly with the GNSS. Specifications for the Leica 1200+ RTK GNSS can be found at http://www.leica-geosystems.com/downloads123/zz/gps/general/brochures/GPS1200_brochure_en.pdf. Specifications for the Leica 1205+ Robotic Total Station can be found at http://www.leica-geosystems.com/downloads123/zz/tps/tps1200/brochures/Leica_TPS1200+_brochure_en.pdf.

2. Orthoimagery and Georeferenced Image Base Data

- a. Photogrammetric base maps.* Don't have.
- b. Digital orthophotography (DOP).* The County acquired digital black & white 12" orthophotography in 2006 and would like to plan for an update in 2015 depending on development and future funding allocations.
- c. Digital raster graphics.* We acquired scanned quadrangle maps from DNR and have them as a part of our GIS. There are no plans to update these.
- d. Satellite imagery.* We will be evaluating the new satellite imagery technology as a possible tool for base map updates, land classification, etc, but are unable to make any commitment to the technology at this time.
- e. Oblique aerial imagery.* In spring 2009 the County received countywide color 12" two angle obliques (North & South views) and color 4" four angle obliques on about 60% of the county. This was 100% funded with a federal grant.
- f. Historical aerial imagery.* The County archives County generated digital aerial photography sets. Some of them are shown on our website. See New Initiatives, Section II. C. on page 8.

3. Elevation Data Products and Topographic Base Data

- a. *Digital elevation models (DEM)*. The county acquired DEM's as part of our 2006 digital orthophotography project. The photography was acquired to support National Map Accuracy Standards for 1"=100' scale mapping. The county maintains the custodial responsibility.
- b. *Digital terrain models (DTM)*. The county does not have any plans to create a DTM at this time, but could create a limited dataset from our DEM if needed.
- c. *Triangulated irregular networks (TIN)*. See DTM. A preliminary TIN has been developed using data gathered in our vertical work and will be updated as data is obtained.
- d. *Contours*. Contours will be developed as specific needs arise for County applications. The County is interested in developing countywide contours but needs significant financial assistance to undertake this task. The County will monitor technology advances and watch for outside funding opportunities but cannot make any firm commitments at this time.
- e. *LIDAR data*. This likely would be the technology used if funding opportunities exist to create the DEM and contours since it is typically more accurate than that produced by IFSAR and more cost effective than previous conventional contouring process.
- f. *IFSAR data*. There are no plans to utilize Interferometric Synthetic Aperture Radar (IFSAR) data at this time.

4. Parcel Mapping

- a. & b. *Preparation of parcel maps*. All parcel maps are referenced to the lines of the public land survey system and will minimally be suitable for planning purposes and in many cases suitable for *assisting with* land title boundary or survey line determination. Our parcel maps are *not intended* to be a substitute for a certified land survey and are *not intended* to guarantee title to property. Included in the metadata or tabular data base will be information that directs users to the original source document or recorded instrument. We intend to follow the WLIB Digital Parcel Mapping Standard for Index mapping where practical.
- c. *Coordinate system used*. The parcel maps will be geodetically referenced to the Wisconsin Burnett County Coordinate System, which is mathematically relatable to the North American Datum (NAD) 83(91).
- d. *Parcel ID*. The present County parcel identification number (PIN) does conform to the WLIB parcel numbering system. This was accomplished in 2003.

5. Parcel Administration and Assessment Information

a. Design. Burnett County's data base supports integration of digital parcel maps with property and ownership information by linking data through key fields. The Information Technology Director oversees the storage and interconnectivity of various land records and also houses our document imaging system. The Information Technology Director continuously evaluates needs and assists in the design or purchase of applications to ensure integration of land records systems and data.

b. Activities. (The County plans to maintain the items listed below and will adhere to applicable standards, as we deem necessary).

Parcel ID. The PIN is an attribute in our GIS parcel geodatabase that corresponds to our tabular land records data base.

Tax data. The tax data base is Novus, which is a web based application that resides on Microsoft SQL Server 2005. It is designed so information can be accessed by PIN, owner name, legal description or site address and can be linked to the GIS parcel map geodatabase by parcel ID.

Site Address. Individual site address information can be accessed through the tax data base or GIS geodatabase and are maintained in both locations.

Owner Name & Address. This data is maintained in our tax data base. Novus is a web based application that resides on Microsoft SQL Server 2005.

Description/current document pertaining to parcel. The current document number of the deed for a parcel is maintained in our tax data base and the full description can be obtained from the deed. We carry a very abbreviated description in that tax roll data. Due to our many lengthy metes and bounds descriptions it is not possible to include the full description.

Document imaging. Imaging of documents relating to property transactions in the Register of Deeds began in 2000. All vital records are imaged. All deeds back to the original land patents are imaged. Mortgages are imaged back to 1961. Lis Pendens are imaged back to 1997. Federal Tax Liens are imaged back to 1990. Imaging will also include other land records such as building permits, road records and other reference materials. All filed survey maps and PLS corner records are imaged and are available for viewing through our Geographic Information website.

Real estate transactions. The Register of Deeds records these transactions and maintains a tract index and searches can be made by

grantor, grantee, volume & page, legal description or document number. Our Real Property Lister maintains the tax data base to reflect these real estate transactions by reviewing deeds and accessing the Electronic Wisconsin Real Estate Transfer Return set up by WDOR (Wisconsin Department of Revenue).

Easements and restrictions, including conservation easements. The Register of Deeds records these transactions and maintains a tract index and searches can be made by grantor, grantee, legal description or document number.

Tax exempt status. These are carried as a code in the tax data base and could be linked to the GIS parcel dataset through the PIN.

Zip codes (including +4). Our tax data base carries the owners mailing zip code.

Assessment class. These are carried as a code in the tax data base according to Department of Revenue assessment classes and could be linked to the GIS parcel dataset.

Public lands. These are carried as a code in the tax data base and could be linked to the GIS parcel dataset.

Liens. The Register of Deeds records Federal Tax Liens and Mortgages. They maintain a tract index and searches can be made by grantor, grantee, legal description or document number.

Evidence of Title. The Register of Deeds maintains the current and historic documents that affect title and maintains a tract index so searches can be made by grantor, grantee, legal description or document number. The grantor/grantee database is populated back to 1973. The grantor/grantee books have data from the original land patents to 1999. Since 1999 all documents have only been entered into the database.

6. Street/Road Centerlines, Address Ranges and Address Points

a. Transportation network (streets, roads, highways, railroads). The County plans to maintain its existing base map, which includes centerlines of all named public and private roads. There are no railroads in Burnett County.

b. Rights of way. The approximate right-of-way of public roads will be developed as part of the parcel mapping process. However many of our roads lack written descriptions or surveys so the potential accuracy needs improvement and will be updated as new information is obtained from various sources.

c. Centerlines. The County plans to maintain its existing base map, which includes centerlines of all named public and private roads in the County. The County complies with the GIS geodatabase design as the standard for mapping centerlines.

d. Address ranges. The County created address ranges based on our existing address points to support emergency response applications, wireless 911 and routing applications.

e. Site address database. The County administers the countywide addressing and road naming ordinance and plans to update and maintain its existing GIS site address database. We adhere to the Burnett County Addressing Ordinance for address assignments and follow the US Postal Standard as near as practical.

f. Address point, structure and/or driveway. The County plans to continue collecting driveway points corresponding to addresses and structure points where accessible.

g. Road names. The County administers the countywide addressing and road naming ordinance and plans to update and maintain our road name database by working with local municipalities, Real Property Listing, the post office, Sheriff Department, utilities, DOT and others in reconciling conflicting road names and locations of roads. We adhere to the Burnett County Addressing Ordinance and follow the US Postal Standards as near as practical.

h. Functional class. The County does not maintain functional road class as an attribute in the road centerline dataset.

i. Places/Landmarks. The County's Emergency Management Department maintains landmarks for emergency applications and we will update as deemed necessary.

j. Integration with the County's/City Master Street Address Guide (MSAG). The Land Information Office shares the responsibility to create, update and maintain the MSAG with the Sheriff's department to ensure consistency and integration and plans to continue that relationship. We adhere to our 911 provider for data standards.

k. Ability to support emergency planning, routing, response and mapping. The Land Information Office and Emergency Management Department work together in sharing data sets necessary for emergency applications and plan to continue this working relationship. We have demonstrated the GIS ability to support emergency application by using it in search and rescue missions, accidents, tornado response and recovery and training sessions and plan to expand on these applications.

1. Ability to support Wireless 911. Address ranges, directions and the MSAG have all been developed and implemented. The County intends to continue its support and maintain/update the system to comply with Wisconsin Statute requirements for maintenance as it relates to land records.

7. Hydrography, Hydrology and Wetlands Mapping

a. Hydrography. The County designed our geodatabase to carry the DNR master water body code to link to their databases if needed.

b. Watersheds. The County acquired the watershed boundaries from the DNR digital data and will revise the dataset if the DNR would change the boundaries.

c. Hydrogeology. The County currently does not have any plans to create this data. If the need would arise for this data, it would likely be site specific for an application, ie a mine site, etc. If the data is provided to the County from other sources, it would be evaluated to see if it could be included in our geodatabase.

d. Impacts on the environment. The County currently relies on the Bureau of Remediation and Redevelopment Tracking System (BRRTS) to identify groundwater contamination or related brownfield data.

e. Wetlands mapping activities. The County currently is using the DNR digital wetland coverage. This is also displayed on our website.

8. Soils Mapping, Land Cover and other Natural Resource Data

a. Soils mapping activities. NRCS completed the soil survey and digital soil mapping consistent with their standards and specifications. This information is available on our web site.

b. Land cover. The County has this data from other sources, but does not maintain this data. If needed, we would try to obtain the latest data set from state or federal sources.

c. Forests. The County created an approximate large tracts ownership layer that includes state, federal and county lands and plans on updating it when we complete our parcel mapping or as needed for County applications.

d. Geology. The County does not have or maintain this data. If needed, we would try to obtain from state or federal sources.

e. Hydrogeology. See section II. E. 7. c. above.

f. Non-metallic mining. The County plans to update and/or maintain the non-metallic GIS layer developed with our Land and Water Conservation Department.

g. *Endangered resources.* The County would obtain site specific endangered resource datasets from state or federal sources if needed. The County plans to continue working with the Land Conservation Aquatic and Terrestrial Species (AIS) program in mapping sites and performing analysis as needed.

h. *Impacts on the environment.* See II. E. 7. d. above.

9. Land Use Mapping

a. *Mapping of existing land use.* The County's Comprehensive Plan includes a 'generalized' area map that will be incorporated into the GIS. The County's tax database contains the DOR classification code that can be linked to the parcel dataset in the GIS database, which if needed, could be used to create a generalized map.

b. *Mapping of planned land use.* The County will continue to provide the digital mapping, data base, and aerial photography to the municipalities and/or their consultant for development of land use plans. Most municipalities use Northwest Regional Planning Commission's modified Standard Industrial Code (SIC) classification system. The County's Comprehensive Plan includes a 'generalized' area map that will be incorporated into the GIS. The County's tax data base is designed to include the DOR Land Use Classification assessment code for land use, ie., residential, commercial, ag, etc. If needed, a graphic representation could be generated in our GIS dynamically when the parcel mapping is completed.

10. Zoning Mapping

a. *Zoning Districts.* As parcel mapping proceeds and better control is developed for the PLS, we will develop more accurate maps down to the parcel level. Other more general district overlay boundaries are being developed for publishing on our web site. Zoning districts are mapped in accordance with the Burnett County Planning and Zoning Ordinances.

b. *Shorelands.* The County has created a GIS zoning layer which includes shoreland (1000' buffer from lakes (water's edge), 300' from streams) in unzoned municipalities and in zoned municipalities following the zoning districts adopted by the County Board.

c. *Floodplains and floodways.* The County presently uses the hardcopy FIRM maps and/or the digital FEMA maps.

d. *Environmental corridors.* Not planned at this time.

e. f. g. *Burial sites, Archeological sites, Historic/cultural sites.* A map layer has been created of all cemeteries. The Real Property Lister tracks burial sites and we work with the Historical Society on some of their projects. Archeological sites

and Historic/cultural sites will need further evaluation for inclusion due to security or preservation issues.

11. Election and Administrative Boundary System

a. *Election.* The County has voting ward and county board supervisory districts. These will be updated after redistricting is completed.

b. *Legislative districts.* State Assembly and Senate districts are incorporated into our GIS system and are shown on our Geographic Information website.

c. *Utility districts.* The County's tax data base includes a code designating which parcels are within a sanitary district. We have developed some graphic boundaries of the sanitary district and when the parcel mapping is completed, revised district maps could be created as needed.

d. *School districts.* The County created an approximate school district boundary map and as we develop parcel maps, these district boundaries will have to be revised. The County has worked with the school districts to confirm the boundaries and provided district maps to the schools.

e. *Tax incremental financing districts (TIF).* The County's tax database includes a code designating which parcels are within a TIF. If needed a map could be produced when our parcel mapping is complete.

f. *Agency administrative districts and Zip Codes.* Our GIS has a zip code layer which is available on our Geographic Information website. As we develop parcel maps, these boundaries will have to be revised.

g. *Census geographies.* This data is being considered to be added in conjunction with redistricting efforts, however it depends on the quality of the data and the boundaries provided by the Census Bureau if it can be directly imported.

h. *Civil division boundaries.* The County created an approximation of the Civil boundaries and will be revising them as we develop more accurate coordinates on the PLS corners that make up a boundary and as we develop parcel maps.

i. *Public Administered Lands.* The tax database and the GIS parcel map could be used to determine public administered lands and district boundaries may be developed as the need arises. See II. E. 8. c. above.

j. *Native American lands.* These will be mapped as we develop parcel maps.

k. *County boundaries.* The County created an approximation of the County boundaries and will be revising them as we acquire more accurate coordinates on the PLS corners that make up our boundary.

l. State outline. The County incorporated an existing dataset from other sources into our GIS system and will update as needs arise.

m. Lake districts. The County's tax database includes a code designating which parcels are within a lake district which can be linked to the parcel dataset and maps created as needed.

12. Critical Infrastructure and Facilities Management

a. Emergency service districts. The County created emergency service zone maps that are created and maintained in cooperation with our Land Information, Sheriff and Emergency Management departments.

b. 911 call center service areas & center locations. The County has one PSAP located in the county building in Siren. The County's dispatch mapping software is seamlessly updated using the County's GIS data.

c. d. e. f. Fire/Police Districts, Fire/Police Stations, Hospitals and healthcare facilities, Government facilities. These are updated and maintained in cooperation with the Emergency Management Director. The Hazard Mitigation Plan and the National Incident Management System all utilize our datasets which are integrated with these plans. The Land Information Department plans to continue participating in training and has protocol in place in the event one of the plans needs to be activated.

g. Utilities. Utilities will be responsible for creating their own data sets. However, the County will make our base map data available to utilities, sanitary districts, etc at our normal purchase price. The County provides at no charge road and address updates to all utilities and cooperates with them in resolving address conflicts.

h. Parks & Recreational Trails. The Forestry Department maintains the database for County Parks, snowmobile & ATV trails, and other miscellaneous named trails. These can be viewed on our Geographic Information website.

i. Transit systems. None.

j. Bridges, culverts, traffic road signs. The County has inventoried these items with mapping grade GPS.

k. Airports and airfields. The County does not have or maintain this data. If needed, we would try to obtain from state or federal sources.

l. Harbors. None.

m. Boat landings. These are currently being mapped.

n. *Hazardous materials sites.* The County's Emergency Management Department will continue to maintain a data base for this information.

o. *Landfills.* The County will rely on point information from BRRTS (Bureau of Remediation and Redevelopment Tracking System) for these locations.

13. Database Design and System Implementation

a. *Design evaluation.* The Department Heads/Elected Officials from land related offices meet regularly to evaluate design applications and discuss strategies for enhancements or revisions. Interdepartmental benefits are of primary concern to maximize data sharing and consistency and to reduce and/or eliminate duplicate data sets.

b. *Project approach.* The approach varies with each type of project. Typically a conceptual model is developed, a prototype built and revisions are made as a result of various testing. Implementation, production and maintenance procedure follows.

c. *Timeline.* These are determined from the results of needs assessment, design evaluation and complexity of projects.

d. *Metadata policies.* The County plans to continue maintaining the metadata for our GIS layers and to create metadata for newly created layers and data sets.

e. *Security/Privacy policies.* See Section II. A. 1. c. on page 7 and Section II. F. h. & i. on page 26.

f. *Implementation and maintenance strategy.* The County carefully evaluates projects before implementation to ensure stable data sets and efficient production. The maintenance varies with projects or layers. However, the custodian of the data set is directly involved with data maintenance or the quality control check to maintain data integrity and currency.

g. *Data quality management.* The custodian of the data set is directly involved with data maintenance or the quality control check to maintain data integrity and currency. The Information Technology Director assists with development of consistency reports so the data continues to improve.

h. *Needs assessment.* As new GIS layers are requested, a needs assessment process to aid in the design and implementation is performed to ensure integration and to prevent duplication of efforts.

i. *Data structure and format (e.g. topology).* Topology rules within the Esri environment are developed as needed for the GIS geodatabases and the software dictates the format of the data.

j. GIS data models (database and workflows). The GIS data model is driven by the nature of the geodatabase. The Esri software can generate the GIS model that has been implemented for the geodatabase. The County created a hard copy layout of the parcel data base to assist in the implementation.

k. Data dictionary. The County develops data dictionaries for attributing data sets or data collection with our GPS.

l. Coding schema. The County uses existing standardized coding schemes whenever possible and maintains other coding schemes as needed.

m. Transaction management. Due to the dynamic nature of our datasets, transactional management is not always practical. However, some datasets have a data attribute that is used to track data creation and changes to features. Maps generated from our GIS data usually have a date stamp on them which reflects the then current data. The GIS database is backed up daily.

n. Organizational information flows. Flow charts are used in the needs assessment process and developed as needed for on-going processes or procedures.

o. Data Conversion. Our GIS data layers are geographically referenced to enable most data sets to be bi-directionally converted. Our tabular data can also be converted to a variety of data formats.

p. Ability to integrate with other databases and information systems (vertical and horizontal). The County identifies key fields or data elements needed to support sharing of data sets and incorporates them in our data bases whenever practical to promote integration.

The County uses MS SQL Server as its database engine and ArcGIS as our GIS software. Data distribution is provided in standard GIS formats using tools provided within the software.

F. Public Access

- a. Use of technology to facilitate efficient access.** The County currently has public access computers available to the public for searching tabular property ownership data in land records offices. Access is available to everyone with a computer and a connection to the internet. We will continue to monitor developments of the WLIP Internet Land Information Clearinghouse. Recorded documents are available through our RODDirect website <http://burnettwi.roddirect.com/Default.aspx>. This website has been operational since January 2010.

- b. *Use of 3rd party technology for access.* The County will monitor opportunities that would advance the functionality of our land records system.
- c. *Data sharing policies (copyright, licensing, fees etc).* The County remains willing to share our data. The County has a data disclaimer and use policy that must be signed prior to delivery of data. The County has adopted a fee schedule for our data sets. Contact the Land Information Department for specific information pertaining to acquiring GIS data. The tax assessment data base can be downloaded from our web site for free.
- d. *Open access to data in existing format.* Burnett County adheres to the Wisconsin Open Records Law for access to land records.
- e. *Subscription-based or public-facing web services.* Subscription based service is implemented with our Register of Deeds documents. The County will monitor the public-facing web services to see if implementing this technology would be of benefit to more easily find our data on the internet; however we do not have any immediate plans to pursue this.
- f. *Optional production of customized data on cost-recovery or other basis.* Burnett County offers both tabular and graphic data for purchase in industry accepted interchange formats. Digital data requests are handled through the Land Information Department or the custodian of the data.
- g. *Internet accessibility (ADA compliance, security).* The County strives to be ADA compliant to the extent possible.
- h. *System security.* The Information Technology Director maintains a back-up/security plan for all data.
- i. *Privacy policies.* Burnett County adheres to the Wisconsin Open Records Law and complies with State statutes. We will be monitoring the industry and public concerns related to privacy and distribution of land record data.
- j. *Use of \$2 fee designated for land information and housing data.* The County will continue to use the \$2 to create, develop, update and/or maintain land records data that will be accessible on the Internet and to purchase, upgrade or maintain hardware, software and security necessary to make this information available from the Internet.

G. Integration and Cooperation

- a. *Formal data sharing agreements.* The County has data sharing arrangements with other County departments, municipalities, consultants working for municipalities or the County, and State or Federal agencies. The County will

continue these arrangements and pursue others as opportunities arise. The County encourages others to use our digital data by setting a nominal cost. We encourage cost-free exchanges of information that will enhance our system.

- b. *Formal or informal data maintenance agreements between departments/agencies.*** The County has internal data maintenance arrangements to ensure data integration and accuracy. This also reduces unnecessary data duplication.
 - c. *Cooperative arrangements.*** The County has participated in a number of cooperative projects and plans on pursuing others as opportunities arise.
 - d. *Consortia.*** The County will evaluate opportunities as they arise. The County is currently in a consortium of 4 counties that developed a Tax Assessment application (Novus).
 - e. *Collaborative arrangements.*** The County actively participates in collaborative arrangements for data creation particularly with other County departments. We plan to continue our participation in the Northern Area GIS Users Group, WLIA, Tax Assessment application refinement Consortium (Novus), WLIP Technical Assistance List Server and others as opportunities arise.
 - f. *Statutory relationships among counties and state agencies.*** The County will comply with statutory requirements relating to land records as we deem applicable.
- 1. *Integrative/Cooperative relationships.*** Burnett 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 we deem appropriate.
- 2. *Potential partners/projects.*** We are always open to discussing with potential partners for development, update or maintenance of any land records data set; please contact us if you have an interest in partnering. We have, are in the process of, or are interested in developing relationships for: digital ortho production, LIDAR, flood plain mapping, census, historic aerial photography scanning, etc. Potential partners would be NRCS, State Cartographer, DNR, Municipalities, DOT, Highway Department, Land and Water Conservation, Private Industry, FEMA, National Park Service, Zoning/Land Use and Sheriff.
- 3. *Data shared/used.*** The digital County base map is being shared and used for the common registration of data sets. The horizontal control network, PLS coordinates and our resource grade GPS receiver would be available for partners in data acquisition. The County is very open to sharing of data.

4. Coordination of funding. The County has made a concerted effort to share the land records fees with all County land related offices to implement land records modernization and will continue to involve all land records departments.

5. Participation of municipalities and other agencies. The County has a positive working relationship with our Municipalities, Northwest Regional Planning and the St. Croix Tribe. We plan to continue providing hard copy address maps, aerial photography, zoning, base map and other types of maps to them for their use. The digital data is also available to them, and in many instances, the Municipal assessor has obtained various digital data sets to assist in their work. Our GIS website has significantly improved access to digital data. We will continue to make data available to public agencies to aid in their work.

H. Communication, Education, Training and Facilitated Technical Assistance

- a. Documentation of county data, models and processes.** Some County staff attended the WI Geospatial Meta Data workshop and have plans to continue updating and maintaining applicable meta data. Esri has integrated data modeling into their software which makes it easier to ensure consistency of data sets and aids in developing and implementing similar data sets.
- b. Resources available.** We will continue to participate in conferences, workshops, seminars, user groups, etc, as appropriate and where budget allows. We will continue to work with our GIS consultant for technical assistance where more assistance is needed.
- c. Identification of customer needs.** The Burnett County LIO communicates with other County offices, staff and citizens in the community about possible needs and priorities associated with land records. The County is in the process of creating the Land Council as required by § 59.72 (3m) with some of the members serving dual roles.
- d. Coordination of education/training with agencies, associations and educational institutions.** As opportunities arise, we will participate as appropriate and where budget allows.
- e. Use of technology to facilitate education and training.** We have access to Internet based training courses and will use other systems as deemed appropriate.
- f. Use of Clearinghouse/Repository and Technical Assistance List Server.** The County has desktop access to the Internet that allows for convenient use of the clearinghouse and technical assistance list server. We plan to participate as situations and needs warrant and will continue to monitor the development of the clearinghouse and standards adopted.

- g. *Use of Land Information Officer education and training funds.*** The County uses the education and training's funds provided for by the WLIP to enable land records staff to participate in land records seminars, workshops or training.

I. 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 Department of Administration access to WLIP funded books, records and projects for inspection and audit *upon reasonable notice by the Department. Other land information records etc. will be available in compliance with the Wisconsin Open Records Law.*
- 3.** The County agrees to complete the GIS Inventory Survey.
- 4.** The County agrees to update the 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 a county, including continued eligibility for Program funding. A peer review process will be used to assess Plan acceptability by the land information community.