

# **LAND RECORDS MODERNIZATION PLAN**



**January 2011**

# 2010 Land Records Modernization Plan – Jackson County, WI

## I. EXECUTIVE SUMMARY

### A. County name and person completing this form.

Jackson County  
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### B. Participants in the process of preparing the plan.

Plan Prepared by the Jackson County Land Information Council

Members: Tim Jeatran, County Surveyor/LIO  
Lauree Kratcha, GIS Technician/Real Property Lister  
Shari Marg, Register of Deeds  
Carol Bue, County Treasurer  
John Ross, Emergency Management Coordinator  
Terry Schmidt, Zoning Administrator  
Jim Zahasky, Forestry & Parks Administrator  
Barb Simonis, Local Realtor  
Gaylord Olson, County Board Member  
Jim Olson, County Board Member

### C. Summary

Jackson County is part of the Wisconsin Land Information Program and land records modernization efforts are coordinated by the County Land Information Office. The program is subject to § 59.72 and the Jackson County Zoning & Land Information Committee provides oversight for land records modernization projects and expenditures. This plan is to be updated at least every 5 years or more often if necessary.

The purpose of this plan is to outline a strategy for Jackson County land records modernization development, maintenance, and distribution. This plan identifies goals and objectives, it addresses progress made, and it details ongoing and new initiatives for the Land Information Office and other land records stakeholders. The County is committed to sharing the benefits of modernized land records with all levels of government, customers, and agencies.

The goals of the Land Records Modernization Program in Jackson County are to eliminate or reduce redundancy through the coordination and modernization of existing services provided by and between departments and agencies participating in the program; Develop an efficient delivery system for products and services offered to the public, and; Improve the quality of products and services offered to the public.

**D. County's land information website(s)**

[www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) and <http://jacksonwi.roddirect.com/>

**E. Websites serving land information that are maintained or sponsored by municipalities within the county.**

At the time of publication, the Jackson County Mapping website is the only website within the county serving land information.

## II. LAND INFORMATION PLAN

### A. Goals and Objectives

1. It's Jackson County's goal to develop a modern geographical information system (GIS) that provides useful quality information for its citizens, agencies, businesses, and other users of land information in an affordable and efficient manner. The objectives of Jackson County are:
  - Work to distribute land information more widely, continue to improve methods and speed of information delivery to internal and external users, and continually update the County's web-mapping site which will increase the site's usefulness to land information users. (On-going)
  - Convert non-digital information to digital format to improve delivery methods and timeliness. Develop and post better directories of legacy information. Preserve or replace older documents and indexes. (On-going)
  - Work to stay integrated on a horizontal level with land information users and producers such as other counties, state, and federal agencies and private sector partners. (On-going)
  - Implement new technologies as they become available and practical and continue to stay up-to-date on changes to software, hardware, and data formats. (On-going)
  - Better educate the public on GIS capabilities and promote continued training for County staff. (On-going)
  - Promote the use of GIS in other Departments and Agencies. As more land information users become involved in GIS, more information is readily available, redundancy is decreased and efficiency is increased. (On-going)
  - Continue to improve the exchange of land information between internal departments, State, Federal, the Ho-Chunk Nation, and other agencies. Improve the interaction between these agencies to facilitate further data exchange. Develop formal and informal data exchange agreements as necessary. (On-going)
  - Improve the quality of data provided by Jackson County by following common data practices and FGDC standards and maintaining metadata where available. (On-going)
  - Continue remonumentation and geodetic control on the public land survey (PLSS) corners, and in addition, continue maintenance of the previously monumented PLSS corners. (On-going)
  - Strive to eliminate redundancy through the coordination and modernization of existing services provided by and between departments and agencies participating in the Jackson County Land Records Modernization Plan. (On-going)

In order to achieve the goals and objectives of this plan the County must meet a number of critical success factors. The factors needed for successful implementation of a GIS are:

- County Board of Supervisors support and commitment.
- Coordinated Federal, State, and Local Government involvement with the development and implementation of a GIS program
- An openness to new technology, improved workflow and reduced redundancy between departments and agencies participating in this plan.
- Provide ongoing education and training of County staff.
- Provide ongoing computer hardware and software upgrades as recommended.

**a. Data Acquisition from State or Local Sources**

The majority of base data that the County relies on and uses daily is created and maintained internally. Jackson County does use and share data with surrounding counties, the Ho-Chunk Nation, and some state and federal governments. This data is used and acquired as needed.

**b. Needed Data**

Jackson County currently is need of elevation data such as LIDAR or digital contour information. The expense of this dataset is the largest obstacle in acquiring this data.

**c. Standard Industry Format**

Jackson County uses ESRI software which is the most commonly used GIS software in the nation. ESRI provides for a variety of data formats that can be shared and used by most customers with little data conversion.

**d. Geographically Referencing Data**

Most of Jackson County's GIS data is referenced to the Wisconsin Coordinate Reference System (WISCRS): Jackson County. Newly acquired data will be referenced to this system as well.

**e. Currency and Maintenance**

Jackson County strives to keep its data as current and up-to-date as time and budgeting allows. Many core datasets are on a routine maintenance schedule.

**2. Description of the County's operating system environment and database design supporting the county's goals and objectives relating to land information.**

The Jackson County Information Technology (IT) Department makes certain that we have the technology that is required to produce, maintain, and distribute land information in Jackson County. The IT Department handles

the tasks of hardware purchasing, software installation, network administration, data security and backup.

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

Jackson County has been successful in achieving a number of goals and objectives since the last update of this plan. The majority of these improvements would not have taken place without the base budget grants and retained fees from the Land Information Program. The following list shows the progress made towards meeting the 2006 plan objectives:

- Jackson County participated in the 2010 Wisconsin Regional Orthophotography Consortium. While the WROC project has not been completed at the time of updating this plan, the county anticipates receiving the final product at the end of 2010. Through the WROC program, the County was able to purchase 18" leaf-off imagery countywide and 6" leaf-off imagery for the City of Black River Falls.
- The County Surveyor has acquired new Real Time Kinetic GPS equipment. This has increased efficiency in remonumentation and geodetic control on PLSS corners.
- Through the remonumenting of PLSS corners, the County Surveyor has been able to acquire extremely accurate GPS points for certain areas of the County. These GPS points have been implemented into the County's GIS and have greatly increased the accuracy of parcel mapping in certain areas of the County.
- All PLSS tie-sheets have been scanned and renumbered using the Romportl numbering system. They are available to download at the Wisconsin State Cartographer's Website. The tie-sheets have also been hyperlinked to the PLSS corners and are available to view via Jackson County's GIS web server found at [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com)
- All addresses within the City of Black River Falls and the six villages within Jackson County have been GPSed and imported into the County's GIS for use with Dispatch/E911.
- In 2007, the Jackson County Land Information Department acquired a large-format scanner. The scanner has been invaluable in converting a number of analog documents to digital format. This data includes state and county highway plans, all survey plats and large format survey records, historical air photos, the original Government Plats, and numerous miscellaneous county documents.
- The Jackson County Zoning Department has scanned every internal property record and this information is available to download at the Jackson County GIS web server at [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com). This information includes all public hearing documents, sanitary and land use permits, and septic maintenance records.
- Forestry and Parks has GPSed a number of County park features including ATV trails, snowmobile trails, campsite, and campground

features. They have also come up with an E911 system to be utilized on the park trails.

- The Register of Deeds office has begun replacing some of its existing tract index books. Many of the tract index books are in poor condition. This process will continue to be on-going as funding will allow.
- The Register of Deeds office has scanned all deed information back to 1945. This information is now available to view and purchase on the Jackson County RODDirect website at <http://jacksonwi.roddirect.com/>. A number of options are available for downloading documents such as pay-per-use, escrow, and subscription options.
- All scanned deeds have been backed-keyed and indexed from the 1970's forward. The indexing allows users on the RODDirect website or public access computers located at the Register of Deeds office to search by grantor/grantee, volume/page, document number, recording date, recording type, or legal description.
- The Real Property Listing Department has begun researching parcels in the tax database that haven't had ownership changes in the last 25-30 years. These property records are missing deed information which is requested by a diverse group of land information users. At the time of writing of this document approximately 1/3 of the properties missing deed information have been researched.
- The GIS/Real Property Listing Office has begun cross referencing all address points to ensure all addresses are listed on both the E-911 and the Jackson County Property tax and Assessment databases. Through this process, a number of problem areas have been cleaned up, improving both emergency management and the assessment process as well. At the time of publication this has been completed for approximately 40% of the County.
- Jackson County recently purchased ESRI's ArcGIS Server as well as a new SQL Server. The server and software are anticipated to improve the process of updating Dispatch/E-911, support data conversions needed in the Jackson County Zoning and Land Information Offices, and to improve efficiency for GIS staff.
- The Jackson County Highway Department has GPSed all county bridges and used this information to create a bridge inventory.

## **C. New Initiatives**

### **1. Proposed Projects**

- There are few building footprints available at this time. This would be a valuable project for emergency management, E911, dispatch, zoning, and other departments. This project will be completed county-wide, if the county can successfully obtain funding and/or staff hours for this project.
- Jackson County is in need of accurate elevation data. The County would like to acquire LiDAR data which would be a benefit to users countywide. This would be contingent on available funds.

- There are private roads serving multiple property owners that do not appear in the county's GIS, except on aerial imagery. It would be beneficial to research, review and identify abandoned roads, and land locked parcels that are accessed through private, county or state lands. This project would assist E911 efforts, however its completion is also dependent upon funding and staff hours.
- Jackson County is in need of oblique imagery which provides the capability to view parcels from any angle and having the ability to rotate the image view in any direction. This would be a valuable project for emergency management, E911, dispatch, zoning and other departments. This project would be completed countywide, if the county can successfully obtain funding and/or staff hours for this project.
- The GIS/Real Property Listing Office has begun cross referencing all address points to ensure all addresses are listed on both the E-911 and the Jackson County Property tax and Assessment databases. This process is already 40% completed and is planned for completion before the next required update of this plan.
- At the time of adoption of this plan, Jackson County will still be in the process of completing its Comprehensive "Smart Growth" Plan. The target date for the plan to be completed in January 1<sup>st</sup>, 2011. Upon completion of this plan, the County will have adopted and acquired official "Existing Land Use" and "Future Land Use" datasets. This data is planned to be served to the public via Jackson County's GIS website in early 2011.
- Although GIS staff has done basic mapping projects for Jackson County's Health and Human Services (HHS) Department, additional projects and training could assist in providing better services to the residents of the County. Related projects would be dependent on funding and staff availability.
- The Highway Department would like to do a project that would establish the precise location of all county trunk highways. The project would also inventory the title basis for all right-of-way, and map it on the above centerlines. This data would be a layer in the county's GIS. Completion would be dependent on grant funding and staff availability.
- The County Surveyor would like to make current survey records available for research and viewable online for the public. Completion of this project is dependent on finding an appropriate software vendor and available funds.
- A new plotter will be needed in the new future. Procuring of this machine will be dependent on grant or County dollars.
- The Register of Deeds office would like to continue to back scan and index volumes 1-145 of deeds. Other recorded documents could also be scanned and indexed. This would be contingent on available staff hours.

- The Register of Deeds office would like to create a digital tract index through scanning or manually entering all information. Completion would be dependant of funding and staff availability.
- There a number of missing and unidentified parcels, right-of-ways, and easements in the tax/assessment roll. The Land Information office would like to indentify and get this information back on the roll. This project would be dependent on staff availability.

## **2. Assistance Requested**

### **a. Securing Technical Assistance.**

Technical assistance with implementation of new projects will come from two primary sources: private vendors and/or assistance from other counties or organizations that have successfully completed similar projects. Jackson County has annual maintenance contracts with the GIS software vendor ESRI. This entitles county staff to customer support through ESRI, and all patches and upgrades are available at no additional cost. Training and networking opportunities offered at the Wisconsin Land Information Association (WLIA) annual conferences has also been invaluable in creating strong support networks and learning opportunities. The Jackson County Land Information Department plans to continue its membership in the WLIA.

### **b. Financing the costs to continue previous investments in land records modernization and integration.**

Jackson County is currently experiencing very serious budget shortfalls. This means that retained fees and base budget dollars are critical if the county's work keeping existing projects or databases up-to-date is to continue. These dollars are important to ensure that someone will be able to supply this information to those people that request it.

### **c. Ensuring access to county land information.**

Jackson County uses *Applied Data Consultants* to host the Jackson County GIS web server and to deliver the Register of Deeds digital documents. These website provide easy access to the public for county land information. The websites are [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) and <http://jacksonwi.rodirect.com/>.

### **d. Participation on the Statewide GIS Repository.**

Jackson County plans to participate in the statewide GIS repository assuming reasonable time and cost restraints.

### **e. Maximize resources by utilizing competitive procurement processes.**

When procuring services or products, Jackson County requires that all purchase processes comply with county and state procurement rules.

### **3. Problems Encountered.**

The largest road block to land records modernization development and maintenance is the shortage of funds. Progress is also hindered by lack of available staff. Current staff members have the expertise to perform more projects, but the entire land information staff consists of two individuals who are assigned multiple duties outside of land information.

## **D. Custodial Responsibilities.**

### **1. Jackson County is the custodian of the following datasets:**

- a. Parcel Maps – authority by county policy
- b. Road maps/names – authority by county policy
- c. Address Points – by county policy
- d. Tax & Assessment Database – state, county, and local policy
- e. Register of Deeds Database – state and county policy
- f. UDN (HARN) GPS network – federal, state and county policy
- g. Public Land Survey monuments – state and county authority
- h. Zoning Databases – state, county, and local authority
- i. Recreational Trail system database – state and county authority
- j. Multiple GIS layers concerning county forest – state and county authority
- k. Multiple GIS layers concerning key points of interest – county and local authority

### **2. Source of custodial authority.**

Listed above for each item.

### **3. Land information and data for which Jackson County would like to assume custodial responsibility.**

Jackson County is willing to assume custodial responsibility for any land information that is developed through county funding or effort. Jackson County may be willing to assume the custodial authority of data that was produced by other entities if that data describes, involves, or benefits Jackson County.

### **4. Land information and data for which Jackson County will assume custodial responsibility if requested.**

If an agency requests that Jackson County become the custodian of a dataset that contains pertinent data to the county, it will be favorably considered. Financial impact and staff availability will be important factors in the decision to accept.

**E. Framework Data, System Implementation and Statewide Standards.**

**1. Geographic Positioning Reference Frameworks**

In 1993, Jackson County did an extensive GPS project to further densify the DOT geodetic control system that was then known as the Wisconsin High Precision Geodetic Network (WHPGN) and was later renamed the High Accuracy Reference Network (HARN). This work has served as the backbone for essentially all of the County's subsequent GIS efforts. This work greatly exceeds the minimum standards established by the DOT and the WLIP.

Work will continue on the recovery/remonumentation of Public Land Survey System (PLSS) corners. Jackson County is approximately 65% completed. It is the County's plan to continue to recover missing PLSS corners. As a part of that process, precise northing and easting values will be obtained on as many corners as possible. These coordinates can be used to improve the accuracy of the PLSS grid and all parcel mapping. This work exceeds the minimum standards established by the WLIA and complies with Wisconsin Statutes.

**2. Orthoimagery and Georeferenced Image Base Data**

**Digital orthophotography (DOP):** In 2008, Jackson County cooperated with the Farm Service Agency's "NAIP" program to acquire 1 meter leaf-on color orthophotography. Although, this orthography was extremely useful, the County recognized that better resolution leaf-off orthophotography would be more beneficial. In the spring of 2010, Jackson County participated in the Wisconsin Regional Orthophoto Consortium. The cost savings provided through the consortium allowed Jackson County to purchase 18" countywide leaf-off photography and 6" leaf-off photography around the City of Black River Falls. It should also be noted that in 2007, the Jackson County Forestry and Parks acquired Color Infrared Photography for the eastern half of the County.

**Digital raster graphics (DRG's):** Jackson County primarily utilizes two sets of DRG's. They are georeferenced USGS topo maps and georeferenced original government surveys. Both datasets are invaluable to the Land Information Department particularly in resolving historical property issues.

**Historical aerial imagery:** Jackson County has a number of scanned historical aerial imagery dating back to 1936. At the time of publication some of this data has not yet been geo-referenced. Depending on budgets and staff, the County would like to have these images geo-referenced for future use. This data would be helpful in determining temporal changes in the county as well as historical property issues.

**Oblique aerial imagery:** Jackson County does not have any oblique imagery at this time. The County recognizes the benefits having such imagery; however budget constraints will likely not allow acquisition of this imagery until sometime in the near future.

**3. Elevation Data Products and Topographic Base Data**

Jackson County currently relies on the United States Geological Survey (USGS) digital elevation model (DEM) whenever there is a need for one. Upon the completion of the WROC project, the county will have a new DEM developed by Ayres & Associates. The county is very interested in obtaining a new LIDAR DEM but the cost is magnitudes more than the county can afford. If a project were initiated at the state or federal level to develop a LIDAR DEM, Jackson County would try to participate financially in the project.

**4. Parcel Mapping**

In 2005, Jackson County completed parcel mapping for the entire county. *ProWest and Associates* performed the mapping with research assistance and geo-referencing provided by county employees. The project was geo-referenced to the Official Jackson County Coordinate system by GPS work done on PLSS corners. The parameters of this projection are laid out in the Wisconsin State Cartographer's publication, "Wisconsin Coordinate Reference System". All parcels were assigned a parcel ID as specified by the WLIA's parcel geo-locator standards. Currently, the GIS Technician/Real Property Lister maintains and updates all parcel mapping. As more PLSS corners become remonumented and survey work is completed, parcels are updated and adjusted for greater accuracy. Parcel updating is a continual process.

**5. Parcel Administration and Assessment Information**

Jackson County utilizes GCS software to maintain and update its parcel and property information. The GIS Technician/Real Property Lister (RPL) updates and maps changes to existing parcels, assigns new parcel numbers, corrects legal descriptions, and assigns and lists new site addresses. The RPL, in conjunction with the Treasurer's and Register of Deeds Offices, makes name changes and updates mailing addresses. The RPL works with all assessors and municipalities within Jackson County to maintain accurate property listings and assessment information. These parcel records are tied to the Treasurer's office for tax calculation and payment history. Deed information from the Register of Deed's office is also tied to the parcel for evidence of title and parcel ownership history. All of this information is available to the public via the [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) website. This data is compliant with all WLIA, FGDC, and Wisconsin Real Property Listing standards.

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

In 1997, Jackson County utilized a vendor to create a digital file containing street centerlines and to gather rural address points. At the time, the accuracy was par. Since then, the Jackson County land information office has utilized a number of methods to improve the accuracy of both the centerline

and address point layers. This includes utilizing surveys, high end GPS, and orthophotography to more accurately represent these features. In 2006-07, the County also paid for an intern to use a Thales Mobile Mapper GPS unit to locate all address points in the City of Black River Falls and all villages.

All road centerline data includes MSAG information to support E-911 address location and emergency response. At this time, speed limit information is not available for the road data, but it is something that is being considered for the future. Jackson County has also acquired functional classification data from the Wisconsin Department of Transportation. This information can be linked to the road centerline data.

A major goal the Land Information office would like to accomplish is to develop a roof-print layer linked to the address point. This layer would show the location of buildings and structures and greatly aid in emergency response. This project would be dependent on available staff time and funding.

#### **7. Hydrography, Hydrology and Wetlands Mapping**

Jackson County utilizes the Wisconsin DNR's Hydrography and Wetland Inventory. The wetland inventory is a bit dated, and the County would love to get a new updated version of this information if it ever came available.

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

In 1982, Jackson County contracted with the former Soil Conservation Service, now Natural Resource Conservation Service to complete a soil survey of this County. In 1992, the agreement was renegotiated to include the digitization of the survey as a deliverable. That process is complete and the results have been SSURGO certified. Hard copy maps are available to the public and the digital copy is viewable on the county mapping website.

The Jackson County Forestry and Parks Department maps and maintains timber stands that have been entered in the "County Forest Crop" program. This information is submitted to the Department of Natural Resources.

#### **9. Land Use Mapping**

Jackson County plans to complete its countywide comprehensive plan in December of 2010. After completion of this plan, the county will be the owner and custodian of official existing and future land use mapping.

#### **10. Zoning Mapping**

As of completion of this document, zoning mapping in Jackson County is part of the parcel mapping data. Zone fields designate zone codes and their respective acreages. After completion of the Jackson County Comprehensive plan, a new zoning dataset will be developed utilizing the land use data developed in this plan. This information will also be parcel based data.

As of this time, the County has not completed a countywide shoreland setback dataset. This information has been created along the Black River, Lake Arbutus and a few other water bodies, but the completion of this project has been put on hold until the County receives the 2010 WROC orthophotography. The new orthophotography will allow the county to create a more accurate hydro layer which can be used as the basis for the shoreland setback data.

The Land Information office has manually georeferenced and digitized existing FEMA FIRM maps. These maps were very outdated and contain many errors which unfortunately have carried over to the digital version of these maps. The citizens of Jackson County would greatly benefit from a new floodplain determination study.

The Jackson County Forestry and parks department maintains records and locations of Ho-Chunk Nation burial sites. The Land Information has also mapped and located all cemetery locations within the County. The two offices have also worked to develop an inventory and map layer of historical logging camps located in the eastern portion of Jackson County.

#### **11. Election and Administrative Boundary System**

Jackson County maintains a number of election and administrative boundary datasets. Working with the County Clerk's office, the Land Information Department has developed voting district layers such as wards and supervisory districts. All voting locations have been mapped as well as all legislative districts. This mapping is parcel based.

All school district and technical school boundary locations have been mapped according to the assessment and tax roll from the real property lister. At this time, the TIF districts have not been mapped, but they are maintained in the real property lister's records, and there are plans to map these boundaries in the future. Zip Code boundaries are maintained and updated as needed with information coming from the local post offices.

Minor civil divisions (MCD's) are updated as annexations/attachments take place. Appropriate changes are made to the affected tax parcels at that time. The mapping of these districts is parcel based.

Jackson County has worked with a number of other agencies to acquire or create boundary data. Through the US Census Bureau, they have acquired block and tract information for the county. This information has served helpful for a number of projects. The County has also worked with the Ho-Chunk Nation to define trust and Ho-Chunk lands. The County has worked with the Bureau of Land Management and the Wisconsin DNR regarding the State Forest and a variety of other federal lands.

## **12. Critical Infrastructure and Facilities Management**

Jackson County has developed and maintains a number of critical infrastructure and facility datasets. These include emergency service districts such as fire, medical, first responder, wildfire, and law enforcement boundaries. The County also has all hospitals, medical facilities, police stations, fire stations, government buildings, libraries, schools, recycling centers, post offices, churches, cemeteries and other public facilities located and mapped.

Emergency Management has provided the Land Information office with hazmat locations, as well as communication tower sites, and wrecker service locations. The Land Information Department in conjunction with the Jackson County Forestry and Parks Department has also mapped boat landings, beaches, parks, hiking trails, ATV trails, snowmobile routes, campgrounds, campsites, and a number of park features. The Jackson County Highway Department in conjunction with the Land Information Office has developed a digital bridge and culvert inventory. These datasets are updated as needed.

## **13. Database Design and System Implementation**

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

In general, the more one increases the security/privacy, the less useable the project becomes. The county always leans toward security/privacy when balancing these factors.

- f. **Implementation and Maintenance Strategy:** Before a project is commenced, a carefully laid out plan is developed as to how the project will be accomplished. This process helps determine if the project can be accomplished by in-house staff or will it need to be let out to vendors. Another part of this process is to evaluate the maintenance of the project once it is put into use. What is its priority for maintenance? Will the county staff maintain it, or will maintenance need to be let out to vendors? What is the legal liability if the project is not properly maintained? When all of these questions are positively answered, the project is undertaken.
- g. **Data Quality Management:** Jackson County's goal is to provide accurate quality information to the public. Because of this, the County is currently performing a series of quality checks on all address points, parcels, and PLSS corners. Other quality checks are planned for the future.
- h. **Needs Assessment:** Although an official countywide "needs assessment" has never taken place, various departments have been consulted on an individual basis regarding their land information needs. These departments include: Forestry and Parks, Highway, Emergency Management, Health and Human Services, County Clerk, County Sheriff, Register of Deeds, Treasurer, Land Conservation, Zoning, and Land Information. The Land Information office plans and prioritizes projects that can benefit multiple offices and can reduce redundancy throughout the County.
- i. **Data Structure and Format:** The Land Information office has built in some basic topology rules for all cadastral and PLSS layers. The department would like to set up more extensive topology rules in the future.
- j. **GIS Data Models:** Industry data models, or portions of the models, are utilized by Land Information staff when designing land information databases. Jackson County currently utilizes ESRI geodatabases to store and maintain the majority of its GIS information.
- k. **Data Dictionary:** At this time, Jackson County does not have a data dictionary for its GIS information. As time permits, this would be something the Land Information office would like to develop in the future.

- l. **Coding schema:** Various coding schema has been utilized and built in to the county geodatabase. Coding values are assigned and defined into domain and subtype categories for a number of GIS datasets.
- m. **Transaction Management:** Parcel transactions are maintained by the GIS Technician/Real Property Lister. When parcels are altered, the RPL creates a file of the all existing affected parcels, all new parcels, a map, a copy of the deed, and any other important information such as surveys or easement information. A copy of this file is given to the local assessor to ensure the assessment records are changed for the following year.
- n. **Organizational Information Flows:** Jackson County utilizes work flows to exchange land information data between a number of departments. The Treasurer, Register of Deeds, and Real Property Lister frequently exchange data regarding property ownership, assessment, and tax information. Systems are in place to ensure all offices receive updates of this information. The County Surveyor and GIS Technician utilize workflows to ensure all PLSS corner updates are added the county GIS and all affected layers are updated accordingly.
- o. **Data Conversion:** In as many cases as possible, Jackson County converts it's data into standard industry formats. This includes generally Adobe, Microsoft and ESRI file extensions.
- p. **Ability to integrate with other Databases/Information Systems:** Jackson County utilizes standard industry formats and data models to design and disseminate its land information. It is the goal of Jackson County to be able to share land information on both the horizontal and vertical levels.

## F. Public Access

### a. Use of technology to facilitate efficient access.

Jackson County uses technology to provide public access to Land Information in a number of ways. The County maintains its [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) website which allows free access to parcel mapping, property listing, tax, deed, zoning, and a variety of other land information. Various databases are also available to generate reports and listings that can be saved in a variety of digital formats. Information is also provided to the public by CD/DVD format as well as email and FTP sites. All data is distributed in accordance with Wisconsin state open records laws.

### b. Use of 3<sup>rd</sup> party technology for access.

Jackson County uses Applied Data Consultants to host its county GIS/Property website. No other 3<sup>rd</sup> parties are utilized at this time.

**c. Data sharing policies (copyright, licensing, fees etc).**

For legal protection, Jackson County utilizes a digital data license agreement when sharing digital land information. It also utilizes a data share agreement for exchanging data with other governments, utilities, universities, and non-profit organizations. For all other data purchases, a reasonable fee is charged.

**d. Open access to data in existing format.**

Open records requests can be made for all land information in existing formats in Jackson County.

**e. Subscription-based or public-facing web services.**

Jackson County does not charge a fee for use of its GIS and RODDirect websites. The only fees charged are for downloading deed information, which is in compliance with state statutes.

**f. Optional production of customized data on cost-recovery or other basis.**

Jackson County creates custom mapping, databases, and reports of land information. Fees are charged at the cost of producing such data.

**g. Internet accessibility.**

A number of public land information datasets are available online to view via the [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) and <http://jacksonwi.roddirect.com/> websites.

**h. System security.**

Jackson County's Information Technology Department ensures all land information databases are properly secured and backed up.

**i. Privacy policies.**

Jackson County has an opt-out policy for being able to search by name on the County's GIS/Property website. Concerned persons who wish to have their name marked confidential for searching can apply with the Jackson County Land Information Department.

**j. Use of \$1 fee designated for land information and housing data Sec. 59.72 (5) (b) 3.**

Jackson County uses the \$1 fee (\$2 fee as of June 25, 2010) to provide access to deed information via the [www.jacksoncountymapping.com](http://www.jacksoncountymapping.com) and <http://jacksonwi.roddirect.com/> websites. This fee was invaluable to have the deeds scanned, indexed, and served on the web.

## **G. Integration and Cooperation**

*Wisconsin Administrative Code, Chapter Adm. 47 defines integration as the coordination of land records modernization to ensure that land information can be shared, distributed and used within and between government at all levels, the private sector and citizens. Cooperation is defined as the explicit relationships within and between public agencies, and between public entities and private entities to share land information or collaboratively pursue land records modernization. These cooperative relationships may be formal or informal, a single instance of exchange or an ongoing association.*

### **a. Formal data sharing agreements.**

When other government agencies, universities, and non-profits request land information, they are required to complete a data share agreement that states that they will share their end product with the county. While not all information received is important to county needs, the county will continue to pursue the sharing of land information.

### **b. Formal or informal data maintenance agreements between departments/agencies.**

The majority of data maintenance is coordinated through the Land Information Office. Respective departments may update or revise their data, but all land information is coordinated and shared through the County's GIS.

### **c. Cooperative arrangements.**

Jackson County works to share land information with local universities, schools, regional planning commissions, and utilities. In the past, the county has looked to local universities for intern assistance.

### **d. Consortia.**

Jackson County recently participated in the Wisconsin Regional Orthophoto Consortium (WROC). WROC was key to the county's success of securing much needed orthophotography. Jackson County plans to continue to participate in other consortia that can help them save costs and produce better quality land information.

### **e. Collaborative arrangements.**

At this time, Jackson County has no collaborative arrangements. The County would be open to these arrangements assuming it has appropriate funding and that the end result would benefit the county.

### **f. Statutory relationships among counties and state agencies.**

Jackson County complies with all statutes regarding land information.

**1. Integrative/cooperative relationships to develop.**

Jackson County would like to continue to develop stronger partnerships with state agencies such as the Department of Revenue, the Department of Natural Resources, the Department of Transportation, the Department of Administration, and the Department of Military Affairs. The County would also like pursue partnerships with neighboring counties, local municipalities, the federal government, and the Ho-Chunk Nation. As noted earlier, it would also consider participating in consortia that would further benefit the county.

**2. Potential partners and mutual projects Jackson County plans to pursue.**

As stated above, Jackson County would like to develop partnerships and mutual projects with local, state, federal agencies, and the Ho-Chunk Nation. At this time, the partnership/project the county would most benefit in pursuing would be a LiDAR project. Such a project would have long life span (20-40 years) in rural counties due to limited surface disruption. This project could be utilized by the County and other participants many times over in its lifetime.

**3. Data that would be shared and used in both of the above.**

Any data needed to successfully complete the above goals would be shared.

**4. In-County Funding Allocation.**

Any department that plans to improve a process involving land information can discuss their proposal with the Land Information Department and the Land Information Council. If the product is consistent with the county's Land Records Modernization plan (and it is affordable), it will receive approval to proceed to the Land Information Oversight Committee and the County Board if necessary.

**5. Municipal Funding Allocation.**

Municipalities may receive funding from the WLIP funds following the same procedure listed above.

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

**a. Documentation of county data, models and processes.**

Land Information staff document various datasets, models and processes regarding land records. Metadata is created or collected for all geospatial datasets and this information is organized and stored in an ESRI geodatabase. Routine processes utilized throughout related departments are clearly documented.

**b. Resources available.**

Jackson County utilizes a number of resources related to topics and issues regarding land information. Departments such as Land Information, Emergency Management, Register of Deeds, Treasurer, GIS, Real Property Lister, and County Surveyor are members of various listservs,

workgroups and informative publications regarding land records. Staff utilizes these resources as needed and as funding will allow.

**c. Identification of customer needs.**

The Jackson County Land Information Office prioritizes projects to be worked on based on customer needs. Other agencies, internal departments, and the public may ask the Land Information Department with assistance obtaining related land information resources. If the project is feasible and beneficial to the county, the department will work to develop or acquire that information.

**d. Coordination of education/training with agencies, associations and educational institutions.**

Depending on time constraints, Jackson County would consider partnering with other agencies, associations or educational institutions in order to better educate staff and/or the public regarding land information.

**e. Use of technology to facilitate education and training.**

In the past, Jackson County has utilized technology to train both internal and external land information users. The county has offered training sessions on the use of the County GIS/Property website and has various informative documents regarding land records which are available on the county website. Land Information staff has also participated on various online trainings via the web.

**f. Land information Technical Assistance Listserv.**

The Jackson County Land Information Office staff actively participates and plans to continue participating in the "LIO-Tech" listserv.

**g. Use of land information officer education and training funds.**

The Jackson County Land Information Office utilizes land information training funds to offset costs of sending the LIO/County Surveyor and the GIS Technician/Real Property Lister to the annual WLIA conference each year.

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

*Plans represent an agreement between the county and the Wisconsin Department of Administration (DOA). This agreement is intended to effectuate the objectives of the Program as embodied in the enabling legislation. In order for a plan to be acceptable to the DOA, the DOA and the county agree and consent as follows below.*

1. Jackson County has benefited immensely from the Wisconsin Land Information Program. As a requirement to continue that participation, Jackson County pledges to comply with all statutes and administrative rules that apply to land information.

2. Jackson County agrees to permit the Wisconsin Department of Administration access to all applicable records to verify the county's compliance with the rule governing the Land Information Program.
3. Jackson County agrees to complete the Wisconsin Land Information Program annual survey.
4. Jackson County agrees to update the "Land Records Modernization Plan" every 5 years and in the interim if the plan should change.
5. Development and implementation of an acceptable plan confers certain benefits on local government within Jackson County including continued eligibility for program funding. Jackson County agrees to submit to a peer review process that will be used to assess plan acceptability by the land information community.