

# Washburn County Land Information Plan 2022-2024



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# CONTENTS

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- EXECUTIVE SUMMARY .....3
- 1 INTRODUCTION .....5
- 2 FOUNDATIONAL ELEMENTS .....8
  - PLSS.....9
  - Parcel Mapping.....10
  - LiDAR and Other Elevation Data .....13
  - Orthoimagery.....14
  - Address Points and Street Centerlines.....16
  - Land Use .....18
  - Zoning.....18
  - Administrative Boundaries.....19
  - Other Layers .....23
- 3 LAND INFORMATION SYSTEM.....25
  - Public Access and Website Information .....29
- 4 CURRENT & FUTURE PROJECTS .....32
  - Project : Plan for PLSS (Benchmark 4) .....33
  - Project #1: Acquisition of Orthoimagery .....34
  - Project #2: Register of Deed Indexing .....35
  - Project #3: Scan Town Road Records.....35
  - Project #4: Development/Upgrading Permit Tracking Software .....36
  - Project #5: Scan Variance and Conditional Use Permits.....36
  - Project #6: Production of Washburn County Plat Book .....37
  - Project #7: ESRI Software Maintenance .....38
  - Project #8: Wide Format Plotter.....38
  - Project #9: Obtain and Rectify 1980 Historical Imagery .....39
  - Project #10: Replace and GPS County 911 Address Sign .....39
  - Project #11: Maintain GIS Website.....40
  - Project #12: Training and Education.....40
  - Project #13: NEXT GENERATION 911.....41

# EXECUTIVE SUMMARY

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**About this Document.** This document is a land information plan for Washburn County prepared by the land information officer (LIO) and the Washburn County land information council. Under state statute 59.72(3)(b), a “**countywide plan for land records modernization**” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

**WLIP Background.** The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2021, Washburn County was awarded \$110,656 in WLIP grants, and between July 1, 2020 and June 30, 2021 retained a total of \$51,464 in local register of deeds document recording fees for land information.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

**Land Information in Washburn County.** Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Washburn County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

**Mission of the Land Information Office.** Over the next three years, Washburn County’s Land Information Office mission will be to meet all benchmarks set forth by the Department of Administration (DOA), continue to maintain and enhance core GIS data layers, and improve public access to land records online. As we implement the plan, we will strive to meet the land record needs of residents and businesses within Washburn County.

**Land Information Office Projects.** To realize this mission, in the next three years, the county land information office will focus on the following projects:

<b>Washburn County Land Information Projects: 2022-2024</b>	
<b>Project #1</b>	<b>Acquisition of Orthoimagery</b>
<b>Project #2</b>	<b>Register of Deeds Indexing</b>
<b>Project #3</b>	<b>Scan Town Road Records</b>
<b>Project #4</b>	<b>Development/Upgrading Permit Tracking Software</b>
<b>Project #5</b>	<b>Scan and Index Zoning Variance and Conditional Use Permits</b>
<b>Project #6</b>	<b>Production of Plat Book</b>
<b>Project #7</b>	<b>ESRI Software Maintenance</b>
<b>Project #8</b>	<b>Wide format Scanner</b>
<b>Project #9</b>	<b>Obtain and Rectify 1980 Historical Imagery</b>
<b>Project #10</b>	<b>Replace and GPS County Address Signs</b>
<b>Project #11</b>	<b>Maintain, Update and Improve Web Mapping through Webguide Xtreme</b>
<b>Project #12</b>	<b>Staff Training</b>
<b>Project #13</b>	<b>Next Generation 911</b>

The remainder of this document provides more details on Washburn County and the WLIP, summarizes current and future land information projects, and reviews the county's status in completion and maintenance of the map data layers known as Foundational Elements.

# 1 INTRODUCTION

In 1989, a public funding mechanism was created whereby a portion of county register of deeds document recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

## The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Coordinate the sharing of parcel/tax roll data with the Department of Administration in a searchable format determined by DOA under s. 59.72(2)(a)

### LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– Wis. Stats. section 59.72(1)(a)

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

## Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has made funding available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel/tax roll dataset improvement.

For Strategic Initiative grant eligibility, counties are required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—were determined through a participatory planning process. Current benchmarks are detailed in the WLIP grant application, as will be future benchmarks.

### WLIP Benchmarks (For 2016-2021 Grant Years)

- Benchmark 1 & 2 – Parcel and Zoning Data Submission/Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

More information on how Washburn County is meeting these benchmarks appears in the Foundational Elements section of this plan document.

## County Land Information System History and Context

The Washburn County Board established the County Land Information Office (LIO) in July of 1990 per resolution #9-90. The main objectives of the office included: Coordination of land information projects within the county, develop and establish a county-wide plan for land records modernization, and review and recommend projects for local government units for grants from the WLIP. When the Land Information Office was first created, it reported to the newly created Land Records Committee which was made up of one member from each of the following committees -Agricultural, Finance, Forestry, Highway and Zoning.

In 1999 the county began funding the PLSS remonumentation program which contracted with local surveyors to perform remonumentation duties. In 2001, Washburn County created the Surveying/Land Information Department which was assigned to the Agriculture/Land Conservation Committee. The department included The County Surveyor, Deputy Surveyor, Survey/GIS Technician and GIS Technician whose primary duties consisted of remonumentation and parcel mapping.

The Surveying/Land Information Department is currently made up of the GIS Coordinator, County Surveyor, GIS Technician and Real Property Lister/GIS Technician. The primary duties of the office include managing the creation and maintenance of GIS data, overseeing land records modernization, maintaining the tax roll, and perpetuating the Public Land Survey System (PLSS).

## County Land Information Plan Process

County land information plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. The 2022-2024 plan, completed at the end of 2021, is the third post-Act 20 required update.

### County Land Information Plan Timeline

- DOA release of finalized instructions by March 31, 2021.
- April–September 2021: Counties work on land info plans.
- Draft plans due to DOA by September 30, 2021 (but sooner is advised).
- Final plans with county land info council approval due by December 31st, 2021.

### Plan Participants and Contact Information

Another requirement for participation in the WLIP is the county land information council, established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires county land information councils to approve final plans.

This plan was prepared by the county LIO, the Washburn County Land Information Council, and others as listed below.

**Washburn County Land Information Council and Plan Workgroup**

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Email</b>	<b>Phone</b>
*Nathan Nelson	GIS Coordinator/Land Information Officer (LIO)	Washburn County Land Information Office	nnelson@co.washburn.wi.us	715-468-4659
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*Paul Deneen	Real Property Lister	Washburn County Land Information Office	pdeneen@co.washburn.wi.us	715-468-4792
*David Haessig	County Board Member	Washburn County Board Member	dhaessig@co.washburn.wi.us	715-635-6039
*Victor Sacco	Realtor	Edina Realty Washburn County	victorsacco@edinarealty.com	715-645-0832
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\* Land Information Council Members designated by asterisk

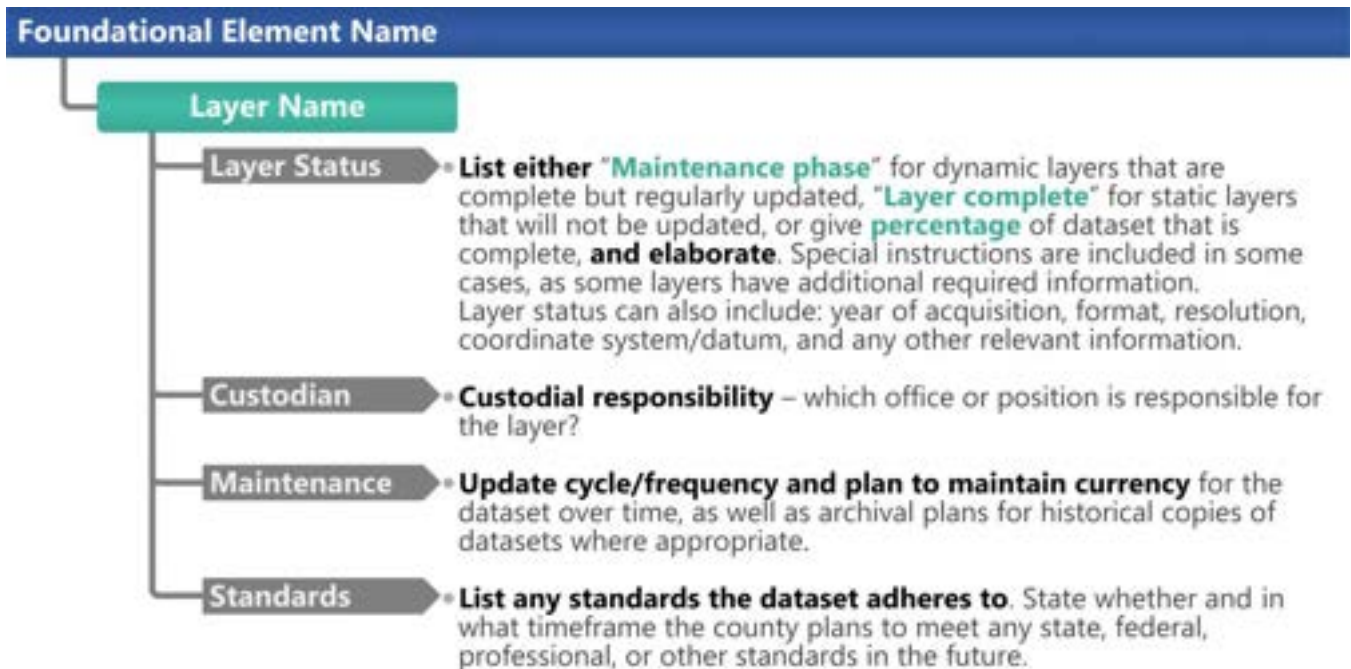
# 2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally-recognized "Framework Data" elements, the major map data themes that serve as the backbone required to conduct most mapping and geospatial analysis.

In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, this plan places priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county's use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

## FOUNDATIONAL ELEMENTS

PLSS  
Parcel Mapping  
LiDAR and Other Elevation Data  
Orthoimagery  
Address Points and Street Centerlines  
Land Use  
Zoning  
Administrative Boundaries  
Other Layers





# PLSS

## Public Land Survey System Monuments

### Layer Status

PLSS Layer Status	Status/Comments
Number of PLSS corners (selection, ¼, meander) <b>set in original government survey</b> that can be remonumented in your county	● 3055
Number of PLSS corners capable of being remonumented in your county that <b>have been remonumented</b>	● 3052
Number of remonumented PLSS corners with survey grade coordinates (see below for definition) <ul style="list-style-type: none"> <li>● <b>SURVEY GRADE</b> – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision</li> <li>● <b>SUB-METER</b> – point precision of 1 meter or better</li> <li>● <b>APPROXIMATE</b> – point precision within 5 meters or coordinates derived from public records or other relevant information</li> </ul>	<ul style="list-style-type: none"> <li>● Survey Grade – 2856</li> <li>● Sub-Meter: 179</li> <li>● Approximate: 20</li> </ul>
Number of survey grade PLSS corners integrated into county digital parcel layer	● Approximately 100%. See “Survey Grade” above.
Number of non-survey grade PLSS corners integrated into county digital parcel layer	● Approximately 100%. See “Survey Grade” above.
Tie sheets available online?	● Yes <input type="text" value="http://washburncowi.wgxtreme.com/"/>
Percentage of remonumented PLSS corners that have <b>tie sheets available online</b> (whether or not they have corresponding coordinate values)	● 100%
Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) <b>and a corresponding URL path/hyperlink value</b> in the PLSS geodatabase	● 100%
PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values	● 0
Approximate number of PLSS corners believed to be lost or obliterated	● 15
Which system(s) for <b>corner point identification/ numbering</b> does the county employ (e.g., the Romportl point numbering system known as Wisconsin Corner Point Identification System, the BLM Point ID Standard, or other corner point ID system)?	<ul style="list-style-type: none"> <li>● Washburn County uses two systems:               <ul style="list-style-type: none"> <li>● 1-3055 system based on the chronological original establishment of the corners.</li> <li>● Romportl System</li> </ul> </li> </ul>
Does the county contain any <b>non-PLSS areas</b> (e.g., river frontage long lots, French land claims, private claims, farm lots, French long lots, etc.) or any special situations regarding PLSS data for tribal lands?	● No
Total number of PLSS corners along each bordering county	<ul style="list-style-type: none"> <li>● Barron County 52, Douglas County 53,</li> <li>● Burnett County 81, Sawyer County 78.</li> </ul>
Number of PLSS corners remonumented along each county boundary	<ul style="list-style-type: none"> <li>● Barron County 52, Douglas County 53,</li> <li>● Burnett County 81, Sawyer County 78. All at 100%</li> </ul>
Number of remonumented PLSS corners along each county boundary with survey grade coordinates	● Can’t quantify. See “Survey Grade” above.
In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?	● Share any monument record prepared along the county boundary.

### Custodian

- Washburn County Surveyor’s Office is responsible for the perpetuation of PLSS corners.

### Maintenance

- Update monument records and coordinates as corners are in danger or have been reestablished by using current survey standards. Washburn County in 2017 started using the WISCORS network and subsequently have been obtaining NAD 83/(2011) coordinates. A

systematic approach has been put into effect to revise and update coordinates and monument records as time allows.

### Standards

- Statutory Standards for PLSS Corner Remonumentation
  - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  - s. 60.84, Wis. Stats. Monuments.
  - ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
  - ch. A-E 7.06, Wis. Admin. Code, Measurements.
  - s. 236.15, Wis. Stats. Surveying requirement.
- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - **SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
  - **SUB-METER** – point precision of 1 meter or better
  - **APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information
- The data set may not adhere to the Wisconsin County Surveyor's Association definition of Survey Grade as this is a very strict definition. This would be a goal for the County to adhere to, but the 2 centimeter standard is a slightly unrealistic standard for rural and wooded regions.

## Other Geodetic Control and Control Networks

e.g., HARN, Height Mod., etc.

### Layer Status

- In 2004, Washburn County completed a densification project, which resulted in the Geodetic Control Network increasing to 63 blue-booked stations. WisDOT completed the WI-HMP project in this area during Phase 7B of the project wherein monuments were constructed and blue-booked. WisDOT operates WISCORS, Wisconsin Continually Operating Reference Stations, which provides properly equipped users the ability to obtain survey grade accuracy or very near to.

### Custodian

- Washburn County Surveyor's office assumes partial custodial responsibility for the Geodetic and WI-HMP control stations, this responsibility should be shared between multiple entities.

### Maintenance

- Blue-booked values are maintained by NGS. At this time we are considering building and obtaining additional control monuments to be used as vertical benchmarks.

### Standards

- Chapter 236 of Wisconsin Statutes.

## Parcel Mapping

### Parcel Geometries

#### Layer Status

- In Washburn County, 100% of the parcels are available in a commonly used digital GIS format. Along with routine parcel updates, the Land Information Office staff continues to adjust parcel data as remonumentation efforts move forward, and additional control is collected.
- Washburn County has approximately 32,000 tax parcels within the county. All tax parcels have been digitally drawn and are referenced to the PLSS. The parcel boundaries are designated but would not be considered survey quality representation for accurate title boundary line or land survey line information. The tax parcels are maintained in ESRI's file geodatabase format (gdb)(version 10.7).

- **Projection and coordinate system:**

Projected Coordinate System:  
NAD\_1983\_HARN\_Adj\_WI\_Washburn\_Feet  
Projection: Lambert\_Conformal\_Conic  
False\_Easting: 768000.00000000  
False\_Northing: 0.00000000  
Central\_Meridian: -91.78333333  
Standard\_Parallel\_1: 45.77222222  
Standard\_Parallel\_2: 46.15000000  
Latitude\_Of\_Origin: 44.26666667  
Linear Unit: Foot\_US

Geographic Coordinate System:  
GCS\_NAD\_1983\_HARN\_Adj\_WI\_Washburn  
Datum: D\_NAD\_1983\_HARN\_Adj\_WI\_WB  
Prime Meridian: Greenwich  
Angular Unit: Degree

- **Integration of tax data with parcel polygons:** The County does have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.

- **Online Parcel Viewer Software/App and Vendor name:** \_\_

WebGUIDE Xtreme (WGX) – from contractor/vendor Applied Data Consultants.

- **Unique URL path for each parcel record**

Yes -<http://washburncowi.wgxtreme.com/>

The following information is available through a stable URL for each parcel record:

- Property assessment data
- Tax records
- Tax bill
- Statements
- Documents
- Permits
- Officials

### **Custodian**

- Washburn County Land Information Office.

### **Maintenance**

- **Update Frequency/Cycle.** Parcel polygons are updated continually. Parcel changes are mapped as documents are recorded. Parcel adjustments are also made as new surveys and control are established.

### **Standards**

- Metadata for the spatial components of the parcel mapping have been compiled in Federal Geographic Data Committee (FGDC) compliant format.
- A Data Dictionary for all attributes linked to the Property Ownership, Assessment and Tax system data have a dictionary in human-readable form for all information required by s. 59.72(2)(a).

## Assessment/Tax Roll Data

### Layer Status

- **Progress toward completion/maintenance phase:** NA
- **Tax Roll Software/App and Vendor name:** Novus – from contractor/vendor  
Washburn County has been using Novus property tax record system since 2007. The Treasurer’s Office and Real Property Lister are responsible for the maintenance of the database and work closely with contracted programmers and the IT Department to deal with software issues, upgrades or statutory changes. All maintenance of tax/assessment data and distribution of tax bills is handled by the Treasurer’s Office and Real Property Lister.
- **Municipal Notes:** NA

### Custodian

- Washburn County Treasurer and Real Property Lister

### Maintenance

- **Maintenance of the Searchable Format standard:** To maintain the Searchable Format standard, the county will continue to work with a contracted programmer to ensure Searchable Format requirements are met.
- **Searchable Format Workflow:** The county maintains parcel/tax roll data in such a way that **requires significant formatting every year**—whether by the county staff in-house, or a third-party contractor/vendor.

### Standards

- Wisconsin Department of Revenue [Property Assessment Manual](#) and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data
- s. 59.72(2)(a), Wis. Stats. Presence of all nine “Act 20” attributes

## Non-Assessment/Tax Information Tied to Parcels

### Zoning Permits

#### Layer Status

- Sanitary and Land Use permits are 100% scanned and available in the County Imaging system. The Zoning office is now looking at scanning Conditional Use, Rezones, and Variances. In the next three years we plan on having all zoning permits available online.

#### Custodian

- Washburn County Zoning Office

#### Maintenance

- The Zoning Department currently maintains all of its permit data in a system developed by Fairview Industries, Inc. The system was developed under the direction of the Washburn County Zoning Office. Specific data regarding land use permits, sanitary permits, variances and conditional use permits is entered into the system on a permit-issuance basis. The permit data is then tied to Novus Software making it available to the public online. New Sanitary and Land Use permits are scanned into the Vanguard IMS imaging system as time allows. The Zoning office plans on scanning in all Conditional Use, Variance and Rezone permits. Over the next three years the Zoning Department will be migrating to the Novus Zoning module to manage zoning permits.

## ROD Real Estate Document Indexing and Imaging

### Layer Status

- **Grantor/Grantee Index:** The Register of Deeds maintains a grantor/grantee and tract index so that searches can be made by grantor and grantee, legal description, document number, volume and page.
- Current Status:
  - Digital Indexing and verification from 1995 forward
  - Digital Indexing from 1987-1995 without verification
  - Paper tract index for records prior to 1987
- **Tract Index:** The tract index is PLSS Based. Digitized tract index from 1995 to present. Prior to 1995 tract index is paper based and available online with Colotract.
- **Imaging:** Tiff images for most documents from 1883 forward. Images are searchable by document number or volume and page prior to 1995 need to be indexed and verified.
- **ROD Software/App and Vendor Name: TRIMIN:**
  - **Landlink** is an in house software for recording and viewing documents
  - **Landshark** is an online viewing of documents
  - **Lighthouse** electronic recording of documents through Simplifile, ePN, CSC and Indecomm
  - **LandScan**-Optical Character Recognition technology with rule based logic to identify information such as names, dates and dollar values.
  - **ID Protect/Vanguard**- redaction software for social security numbers
  - **Colotract/On Q Solutions**-is an online viewing of paper tract index Grantor/Grantee Index-PDF online

### Custodian

- County Register of Deeds

### Maintenance

- Daily backups to on-site and off-site servers

### Standards

- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.
- 236, Wis. Stats. Platting Lands and Recording and Vacating Plats.
- 703, Wis. Stats. Condominiums.
- 84.095, Wis. Stats. Transportation Project Plats.

## LiDAR and Other Elevation Data

### LiDAR

#### Layer Status

- **Most recent acquisition year:** 2016 – 3DEP Grant Project
- **Accuracy:**  
Vertical Accuracy Specifications per USGS QL2 level:
  - LAS: Non-Vegetated Vertical Accuracy (NVA) equates to 10 cm RMSEz, or 19.6 cm (0.64 ft) at the 95% confidence level.
  - DEM: (Non-Vegetated Vertical Accuracy) NVA equates to 10 cm RMSEz, or 19.6 cm (0.64 ft) at the 95% confidence level.
  - DEM: Vegetated Vertical Accuracy (VVA) equates to 29.4 cm (0.96 ft) at the 95th percentile.
  - The NVA and VVA statistics for the project were within the above stated specifications.

- **Post spacing:** 0.7 meter
- **Contractor's standard:** Ayres and Associates - Vertical Accuracy Specifications per USGS QL2 level
- **Next planned acquisition year:** 2030-2035 dependent on funding and need.
- **QL1/QL2 acquisition plans:** collected in 2016

#### Custodian

- Washburn County Land Information Office

#### Maintenance

- Static Dataset

#### Standards

- Vertical Accuracy Specifications per USGS QL2 level

## LiDAR Derivatives

e.g., **Bare-Earth Digital Terrain Model (DTM), Bare-Earth Elevation Contours, Bare-Earth Digital Elevation Model (DEM), Digital Surface Model (DSM), Hydro-Enforced DEMs etc.**

#### Layer Status

- The following derivatives were completed as part of the 2016 LiDAR flight
  - Bare-Earth Digital Elevation Model (DEM)
  - 2-foot elevation contours (ESRI Shapefile)
  - Hydro flattening breaklines including streams 20-feet in width or wider (ESRI shapefile)
  - Classified point cloud, LAS version 1.4 format
  - Intensity imagery (GEOTIFF)
  - FGDC compliant metadata.
  - Tile Schematic in (ESRI shapefile)

#### Custodian

- Washburn County Land Information Office

#### Maintenance

- Static Dataset

#### Standards

- USGS QL2 base specifications

## Orthoimagery

### Orthoimagery

#### Layer Status

- **Most recent acquisition year:** 2020
- **Resolution:** 6"
- **Contractor's standard:** 6 inch pixel resolution digital orthoimagery to meet ASPRS Level 2 horizontal accuracy standards of 1.4 feet RMSE.
- **Next planned acquisition year:** 2024

#### Custodian

- Washburn County Land Information Office

#### Maintenance

- No maintenance activities anticipated

#### Standards

- ASPRS Level 2 horizontal accuracy standards of 1.4 feet RMSE.

## Historic Orthoimagery

### Layer Status

- Ongoing - Through contracted services, Washburn County has obtained digital orthoimagery for the following years: 1996, 2004 ,2009 .2016.
- 2016 flight was flown by Pictometry. Imagery was collected countywide color, spring leaf-off, 6 inch resolution.
- 2009 flight was flown by Pictometry. Imagery was collected countywide color, spring leaf-off. Areas with high population density were collected at 6 inch resolution, low density areas where collected at 12 inch.
- 2004 flight was flown by Image-America. Imagery was collected countywide black & white, spring leaf-off, 6 inch resolution.
- 1996 flight was flown by Ayres Associates. Imagery was collected countywide black & white, spring leaf-off, 1 meter resolution.
- 1962 Scanned Black and White images georectified into countywide raster dataset.
- 1938 Scanned Black and White images georectified into countywide raster dataset.

### Custodian

- Washburn County Land Information Office

### Maintenance

- No maintenance activities anticipated

### Standards

- NA

## Other Types of Imagery

### Layer Status

- **2009 Oblique imagery – Pictometry**  
Countywide color 12 inch resolution two angle oblique (North & South views) and approximately 60% county coverage color 4 inch resolution four angle oblique (North, South, East and West). Acquired in the spring of 2009,
- **2016 Oblique imagery - Pictometry**  
Countywide color 9 inch resolution four angle oblique (North, South, East and West). Acquired in the spring of 2016. Pictometry International captured the leaf off Oblique imagery

### Custodian

- Washburn County Land Information Office

### Maintenance

- Static Datasets

### Standards

- NA

# Address Points and Street Centerlines

## Access Point Data

### Layer Status

- Site Access Points Completed. Points have been placed at access locations off of named private and public roads, specifically the address/fire number signs. This is a countywide layer that encompasses every address in the county.

### Custodian

- Washburn County Land Information Office

### Maintenance

- Ongoing
- Over the next three years will be working to meet NG9-1-1 Data Standard

### Standards

- Sec. 60-25. Washburn County Address sign policies.
- Wisconsin GIS NG9-1-1 Data Standard (Site/Structure Address Point)

## Building Point Data

### Layer Status

- Building Points Completed. Building Points are maintained Countywide. If there are multiple structure's on a parcel, the point is placed onto the primary living structure. In 2018 building points were rectified with building footprints to improve accuracy.

### Custodian

- Washburn County Land Information Office

### Maintenance

- Ongoing
- Over the next three years will be working to meet NG9-1-1 Data Standard

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Site/Structure Address Point)

## Building Footprints

### Layer Status

- Completed. Countywide building footprints were created from the 2016 LiDAR point cloud.

### Custodian

- Washburn County Land Information Office

### Maintenance

- Ongoing - New footprints are added through the acquisition of new orthoimagery flights.

### Standards

- Not in statute.

## Other Types of Address Information

### e.g., Address Ranges

### Layer Status

- Completed. Washburn County has address ranges for all named roads within the County. The ranges were built utilizing our existing address points, and are utilized daily for 911 response. The ranges are housed within the road centerline layer.



### **Custodian**

- Washburn County Land Information Office

### **Maintenance**

- Address ranges are created for newly built roads, and updated to ensure new address points fall within a given road range.

### **Standards**

- Washburn County Addressing and Road Naming Ordinance.
- Over the next three years will be working to meet NG9-1-1 Data Standard

## **Street Centerlines**

### **Layer Status**

- Completed and maintained countywide

### **Custodian**

- Washburn County Land Information Office

### **Maintenance**

- Updated as needed
- Over the next three years will be working to meet NG9-1-1 Data Standard

### **Standards**

- Washburn County Addressing and Road Naming Ordinance.
- Wisconsin GIS NG9-1-1 Data Standard (Road Centerline)

## **Right-of-Way**

### **Layer Status**

- Not Complete.

### **Custodian**

- Washburn County Land Information Office.

### **Maintenance**

- As time allows, right-of-way polygons are created in a separate layer based off of road records, right-of-way plats and legal descriptions. This is an ongoing project that is worked on as time allows.

### **Standards**

- Not in statute.

## **Trails**

### **e.g., Recreational Trails, Snowmobile Trails**

### **Layer Status**

- Complete - The Washburn County Forestry Department have created and maintain datasets of Recreational Trails and County Parks located within Washburn County.

### **Custodian**

- Washburn County Forestry Department

### **Maintenance**

- The Forestry Department maintains and routinely updates the following list of trails.
  - Horse - County forest lands only
  - Ski Trails – County forest lands only
  - Snowmobile/ATV Trails – Private and Public Lands
  - County Parks – County forest lands only

## Standards

- None in statute

# Land Use

## Current Land Use

### Layer Status

- Washburn County does not maintain a Current Land Use Layer.

### Custodian

- NA

### Maintenance

- Washburn County has no plans on adopting a current land use layer.

### Standards

- NA

## Future Land Use

### Layer Status

- Washburn County does not maintain a Future Land Use Layer.

### Custodian

- NA

### Maintenance

- Washburn County has not adopted a comprehensive plan and does not plan to adopt one in the future.

### Standards

- s. 66.1001, Wis. Stats. Comprehensive planning.

# Zoning

## County General Zoning

### Layer Status

- Completed - The County does maintain a GIS representation of county general zoning boundaries. Washburn County Administers Comprehensive Zoning for 18 of 21 Towns. Washburn County does not maintain zoning for incorporated areas within the county.

### Custodian

- Washburn County Zoning Office.

### Maintenance

- Under the direction of the Zoning Office, the Land Information Office maintains a general zoning layer within the County GIS. As rezones occur, attributes are updated accordingly. Washburn County does not maintain general zoning for incorporated areas of the county or the Towns of Bashaw, Evergreen and Trego.

### Standards

- 59.69, Wis. Stats. Planning & Zoning Authority.

## Shoreland Zoning

### Layer Status

- Completed - The County does maintain a GIS representation of county shoreland zoning boundaries. The layer is complete and based off of buffer distances of 1000 feet for navigable lakes/ponds and 300 feet for rivers.

### Custodian

- Washburn County Zoning Office.

### Maintenance

- Jurisdictions (pursuant to NR115) are maintained by the Land Information Department. They are overlaid with digital parcels/orthophoto and utilized for zoning assessments (setback measurements etc.).

### Standards

- 59.692, Wis. Stats. Zoning of shorelands on navigable waters.

## Farmland Preservation Zoning

### Layer Status

- Not administered by county. Expired 2016
- **Year of certification:** 1982

## Floodplain Zoning

### Layer Status

- The County does maintain a GIS representation of floodplain zoning boundaries.
- The county's floodplain zoning GIS data is the same as/identical to the FEMA map.
- **Letters of Maps Change** – FEMA Flood Insurance Rate Maps (FIRMs) can be changed through "Letters of Maps Change," which is comprised of a few things: Letters of Map Amendment, Letters of Map Revision, and Letters of Map Revision Based on Fill. These are documents issued by FEMA that officially remove a property and/or structure from the floodplain. They are collectively called Letters of Map Change.
- **PL-566 (PL-566 Watershed Program) Breach Routes** –we have adopted several dam failure studies where the hydraulic shadow exceeds the 100 year FP

### Custodian

- Washburn County Zoning Office.

### Maintenance

- Letters of Map Amendments are filed with the Zoning Office.

### Standards

- Chapter 38 Washburn County Ordinance FLOOD DAMAGE PREVENTION

## Airport Protection

### Layer Status

- Not administered by county.

## Municipal Zoning Information Maintained by the County

### Layer Status

- Washburn County does not maintain City or Village zoning. See General Zoning Section for information on Town Zoning.

## Administrative Boundaries

### Civil Division Boundaries

e.g., Towns, City, Villages, etc.

### Layer Status

- Completed. Municipal Civil Boundaries are maintained for all municipalities within the County. Civil Division are generated from the PLSS and Parcels.

### Custodian

- Washburn County Land Information Office.

## Maintenance

- Updated as annexations occur or remonumentation updates are made.

## Standards

- NA

## School Districts

### Layer Status

- **Progress toward completion/maintenance phase:** 100% complete. Maintenance phase
  - **Relation to parcels:** The Department of Revenue (DOR) school district ID is maintained within the tax roll for each parcel. Utilizing the school ID, tax parcel polygons were dissolved together to create school district boundaries. This process has been completed for Washburn County and is checked yearly for changes.
  - **Attributes linked to parcels:** School District Name, School District Number

### Custodian

- Washburn County Land Information Office.

### Maintenance

- Yearly

### Standards

- NA

## Election Boundaries

e.g., Voting Districts, Precincts, Wards, Polling Places, etc.

### Layer Status

- 100% Complete including:
  - Municipal Wards
  - Supervisory Districts
  - polling locations

### Custodian

- Data is maintained by the Land Information Office under the direction of the Washburn County Clerk

### Maintenance

- As needed

### Standards

- NA

## Utility Districts

e.g., Water, Sanitary, Electric, etc.

### Layer Status

- Complete. There are currently 3 sanitary districts in Washburn County. The Layer was created utilizing tax parcels.

### Custodian

- Washburn County Land Information Office

### Maintenance

- As needed

### Standards

- NA

## Emergency Service Boundary – Law/Fire/EMS

### Layer Status

- **Law Enforcement boundaries** - complete:  
The Land Information office maintains ESN Law Enforcement zones for all municipalities in the county.
- **Fire response boundaries** - complete:  
The Land Information maintains ESN fire response districts for all municipalities within the County.
- **EMS boundaries** – complete  
The Land Information maintains ambulance response districts for all municipalities within the County.

### Custodian

- Washburn County Land Information Office

### Maintenance

- Layers are updated as needed under the direction of the Emergency Management Office.
- Over the next three years will be working to meet NG9-1-1 Data Standard

### Standards

- NA
- Wisconsin GIS NG9-1-1 Data Standard (Emergency Service Boundary)

## Public Safety Answering Points (PSAP) Boundary

### Layer Status

- Complete - Washburn County has one PSAP which services all the municipalities within the County. The PSAP is located in the Washburn County Law Enforcement Center in Shell Lake Wisconsin.
- PSAP boundary is the same as/coincident with the county boundary

### Custodian

- Washburn County Land Information Office

### Maintenance

- As needed under the direction of the Emergency Management Office.
- Over the next three years will be working to meet NG9-1-1 Data Standard

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (PSAP Boundary)

## Provisioning Boundary

### Layer Status

- Complete

### Custodian

- Washburn County Land Information Office

### Maintenance

- As needed under the direction of the Emergency Management Office.
- Over the next three years will be working to meet NG9-1-1 Data Standard

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Provisioning Boundary)

## Other Public Safety

### Healthcare Facilities

#### Layer Status

- Complete - Hospitals and healthcare facilities.  
The Land Information Office maintains a point feature class layer for healthcare facilities within the County.

#### Custodian

- \*\* Washburn County Land Information Office

#### Maintenance

- \*\* As needed under the direction of the Emergency Management Office.

#### Standards

- NA

## Lake Districts

#### Layer Status

- Completed. There are currently two Lake Districts within Washburn County.

#### Custodian

- Washburn Land Information office.

#### Maintenance

- As needed

#### Standards

- NA

## Native American Lands

#### Layer Status

- Washburn County does not maintain a Native American Lands Layer.

## Other Administrative Districts

### county lands, state lands, federal lands

#### Layer Status

- County Lands complete. The boundaries for the layer were created from the tax parcel polygons and ownership designation within tax roll database.
- State Lands complete. The boundaries for the layer were created from the tax parcel polygons and ownership designation within tax roll database.
- Federal Lands complete. The boundaries for the layer were created from the tax parcel polygons and ownership designation within tax roll database.

#### Custodian

- Washburn County Land Information Office.

#### Maintenance

- Layers are updated routinely to account for changes.

#### Standards

- NA.

## Other Layers

### Hydrography Maintained by County or Value-Added

e.g., Hydrography maintained separately from DNR or value-added, such as adjusted to orthos;  
Elevation-Derived Hydrography

#### Layer Status

- Completed. Washburn County's Hydrography data layer was created in 1997 by Ayres and Associates, and is based off the County's 1996 Orthophotography flight. This countywide dataset includes Lakes, Rivers, Streams and Ponds for the entire county, and is the hydro layer that has been used for parcel mapping. At this time, there are no plans to update this dataset.

#### Custodian

- Washburn County Land Information Office.

#### Maintenance

- Changes are made to this layer as needed.

#### Standards

- None in statute.
- USGS Elevation-Derived Hydrography Specifications

### Cell Phone Towers

#### Layer Status

- Completed. A point layer is maintained of all cell towers located in the County.

#### Custodian

- Washburn County Land Information Office

#### Maintenance

- Updated as needed

#### Standards

- NA

### Culverts

#### Layer Status

- Completed - The County Highway Department maintains a culvert layer for County Roads. A layer for County Highway signs is also maintained by the Highway Department.

#### Custodian

- Washburn County Highway Department

#### Maintenance

- As Needed

#### Standards

- NA

### Other/Miscellaneous

#### County Highway signs

##### Layer Status

- Completed – The County Highway Department maintains a signs layer for County Highways.

##### Custodian

- Washburn County Highway Department

**Maintenance**

- Routinely

**Standards**

- NA

**Other/Miscellaneous****Aquatic Invasive Species****Layer Status**

- Maintenance phase - The Washburn County Conservation Department maintains an aquatic invasive species layer for the following invasives:
  - Purple Loosestrife
  - Curly Leaf Pondweed
  - Japanese Knotweed
  - Zebra Mussels
  - Eurasian Watermilfoil

**Custodian**

- Washburn County Land Information Office under the direction of the Conservation Department

**Maintenance**

- As Needed

**Standards**

- NA



# 3 LAND INFORMATION SYSTEM

The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

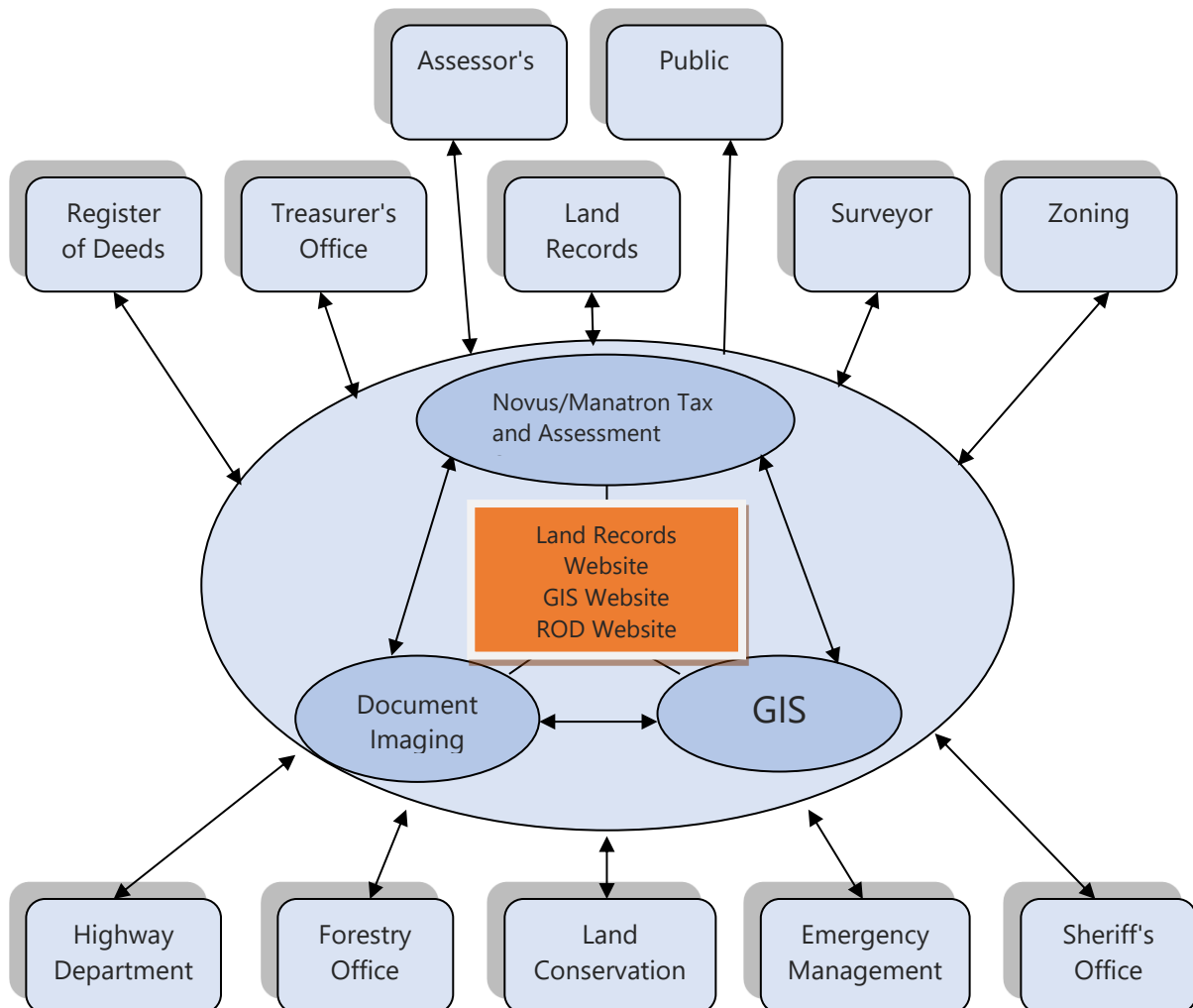
One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

- The design, development, and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the Department of Natural Resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

## Current Land Information System

### Diagram of County Land Information System

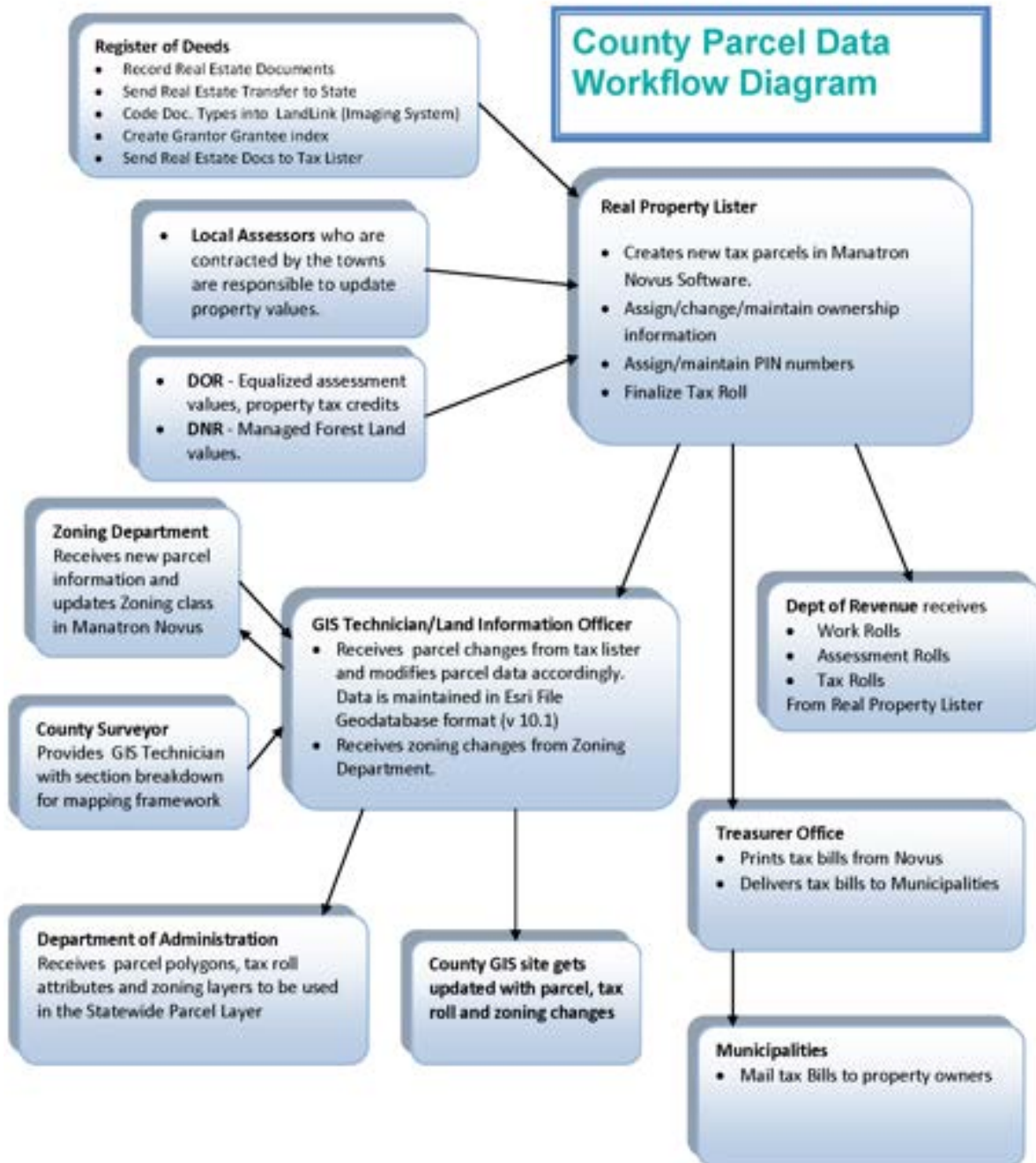


## County Parcel Data Workflow Diagram

The following diagram depicts parcel data creation and workflow:

- Major components of parcel data, especially those referenced by s. 59.72(2)(a), including:
  - 1) parcel polygons, 2) tax roll data, and 3) zoning information
- Integration of parcel polygons with other data/attributes, if applicable

Departments/offices/staff involved with the creation and maintenance of parcel data



## Technology Architecture and Database Design

This section refers to the hardware, software, and systems that the county uses to develop and operate computer systems and communication networks for the transmission of land information data.

### Hardware

The County's GIS/LIS environment is comprised of networks of computers and VMware virtual servers used for data creation and maintenance. The technology environment is based on Microsoft Windows operating systems with tabular data residing in mainly Microsoft SQL 2016 databases. These SQL databases exist on a series of HP DL360 Proliant servers with Storage being provided by an EMC VNX3200e Storage Area Network. Other Hardware used to maintain the land information system include:

- Printers
- Scanners
- Large Format Plotters
- Large Format Scanner
- Label Makers
- Handheld GPS Units

### Software

The following software is used in the creation, storage and transmission of Land Information data:

- ESRI Suite – This is used for all GIS data creation, management and storage.
  - 6 Standalone seats of ArcGIS Advanced
  - 5 Standalone seats of ArcGIS Basic
  - **County currently uses ArcGIS Pro: No**
    - **County plans to upgrade to ArcGIS Pro:** upgrade date has yet to be determined
- AutoCAD Civil 3D 2018 – Currently maintain 3 seats.
  - 1 used by the County Surveyor to create, manage and store all the county survey data.
  - 1 seat used by the Conservation Department
  - 1 seat used by County Highway Department
- TriMin Software used within the Register of Deeds office
  - Landlink – Land Records Management software used by the Register of Deeds office.
  - Landshark – Web based inquiry into Land Record documents for external internet users.
  - LandScan - Auto Indexing feature
  - Lighthouse -Electronic Recording application
- On Q Solutions Color Tract – Provides web-based access to ROD tract books
- NOVUS – Software used by RPL and Treasurer's Office for creating and maintaining parcel and tax data. Also has web browser interface.
- Vanguard IMS/21 – Imaging software used to store land record documents.
- Vanguard ID Protect – Software used to redact confidential information in land record documents.
- Permit information is maintained using custom designed Land Regulation software with the data being housed in a SQL database. An interface was created to the NOVUS software for inquiry purposes.
- Microsoft Office Suite
- Microsoft Windows 10 operating systems.
- Adobe Acrobat Pro
- Internet access to Washburn County is contracted thru WiscNet, which provides gigabit speed for uploading and downloading of information.

## Website Development/Hosting

- Webguide Extreme – Washburn County contracts with Applied Data Consultants to host GIS and Tax roll data for Washburn County.
- NOVUS - Produces overnight datadumps for updated property record information and tax collection data to tie into WG Xtreme parcel reports.
- ArcGIS Online – Washburn County Uses Web Applications to serve up Right-of-Way Plats and parcel maps in pdf format.

## Metadata and Data Dictionary Practices

### Metadata Creation

- **Metadata creation and maintenance process:** Metadata is created and maintained as needed using ArcCatalog.

- 

### Metadata Software

- **Metadata software:** ArcCatalog is the software generally used to generate metadata
  - The software generates metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** None

### Metadata Policy

- **Metadata Policy:** At this time Washburn County does not have a policy in place for minimum metadata requirements.

## Municipal Data Integration Process

At this time Washburn County does not integrate local data into the county land information system. The cities of Shell Lake and Spooner Utilize county data within their GIS.

## Public Access and Website Information

### Public Access and Website Information (URLs)

#### Public Access and Website Information

##### GIS Webmapping Application(s)

Link - URL	GIS Download Link - URL	Real Property Lister Link - URL	Register of Deeds Link - URL
<a href="https://washburncowi.wgxtreme.com/">https://washburncowi.wgxtreme.com/</a>	<a href="https://www.co.washburn.wi.us/departments/land-info-surveyor-mapping/gis-data">https://www.co.washburn.wi.us/departments/land-info-surveyor-mapping/gis-data</a>	<a href="https://www.co.washburn.wi.us/departments/county-treasurer/landrecords">https://www.co.washburn.wi.us/departments/county-treasurer/landrecords</a>	<a href="https://shark.co.washburn.wi.us/LandShark">https://shark.co.washburn.wi.us/LandShark</a>

#### Single Landing Page/Portal for All Land Records Data

##### URL

<https://www.co.washburn.wi.us/land-tax-info/>

## Data Sharing

### Data Availability to Public

#### Data Sharing Policy

- It is the policy of the Washburn County Land Information Office to provide GIS data upon request free of charge. In 2017 a [GIS Data portal](#) was created which allows the public to download the following data layers free of charge. Other data layers such as LiDAR and Aerial Imagery can be downloaded through the county ftp site or [WisconsinView](#).
- Layers available for download include:
  - Tax Parcels - includes all tax parcels for Washburn County. The Geodatabase includes parcel polygons, parcel lines, annotation and Tax Roll data.
  - PLSS - include Section Corners, Section Polygons
  - Road Centerline - includes the entire road network for Washburn County and driveways
  - Address Points - includes countywide site access and building points
  - Municipal Boundaries - Includes polygon files for all Municipalities in Washburn County
  - School District Boundaries - Includes polygon files for all School Districts in Washburn County
  - Public Lands - Includes polygon files for Federal, State and County Lands in Washburn County
  - Voting Districts - Includes Assembly Districts, Supervisory Districts, Wards and Polling Locations
  - Hydro Data - Includes both Hydro Lines and Hydro Polygons for Washburn County
  - Emergency Services - includes a point feature class of Fire Hall locations and polygons for Ambulance/Fire Districts

#### Open Records Compliance

- It is the goal of Washburn County to make access to Land Records and GIS data seamless and free of charge. Along with our current GIS data portal and Land Records interface, it is our plan over the next three years to make other datasets and land records more easily accessible.

### Data Sharing Restrictions and Government-to-Government Data Sharing

#### Data Sharing Restrictions

- The Department of Land Information follows the **Wisconsin Public Records Law, Wisconsin State Statutes 19.32 through 19.39**, for the distribution of digital Geographic Information Systems (GIS) data (records).
- Washburn County adheres to Wisconsin Open Records Laws and carries no restriction on data distribution or searches. In 2017 Washburn County created a GIS data portal where many of our data layers can be downloaded free of charge. Other layers can be obtained upon request

#### Government-to-Government Data Sharing

- It is the policy of Washburn County to share data with other governmental agencies free of charge and upon request

### Training and Education

Where budgets allow, Washburn County will continue to fund staff training. This could include participation in workshops, conferences, and courses aimed at the development and implementation of the Land Information System. Land Information staff will also continue to work with GIS consultants for technical assistance when needed.

Training such as hands-on, classroom, and internet is being held on various software programs as related to land records modernization. Technical assistance is received from software vendors, WLIA, WLIP, State Agencies, and State Cartographers Office.

All Washburn County offices have access to the Internet that allows for use of the technical assistance list server. We are participating and will continue to monitor the development of the clearinghouse and standards adopted.

# 4 CURRENT & FUTURE PROJECTS

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon. A project is defined as a temporary effort that is carefully planned to achieve a particular aim. Projects can be thought of as the *means* to achieving the county's mission for its land information system.

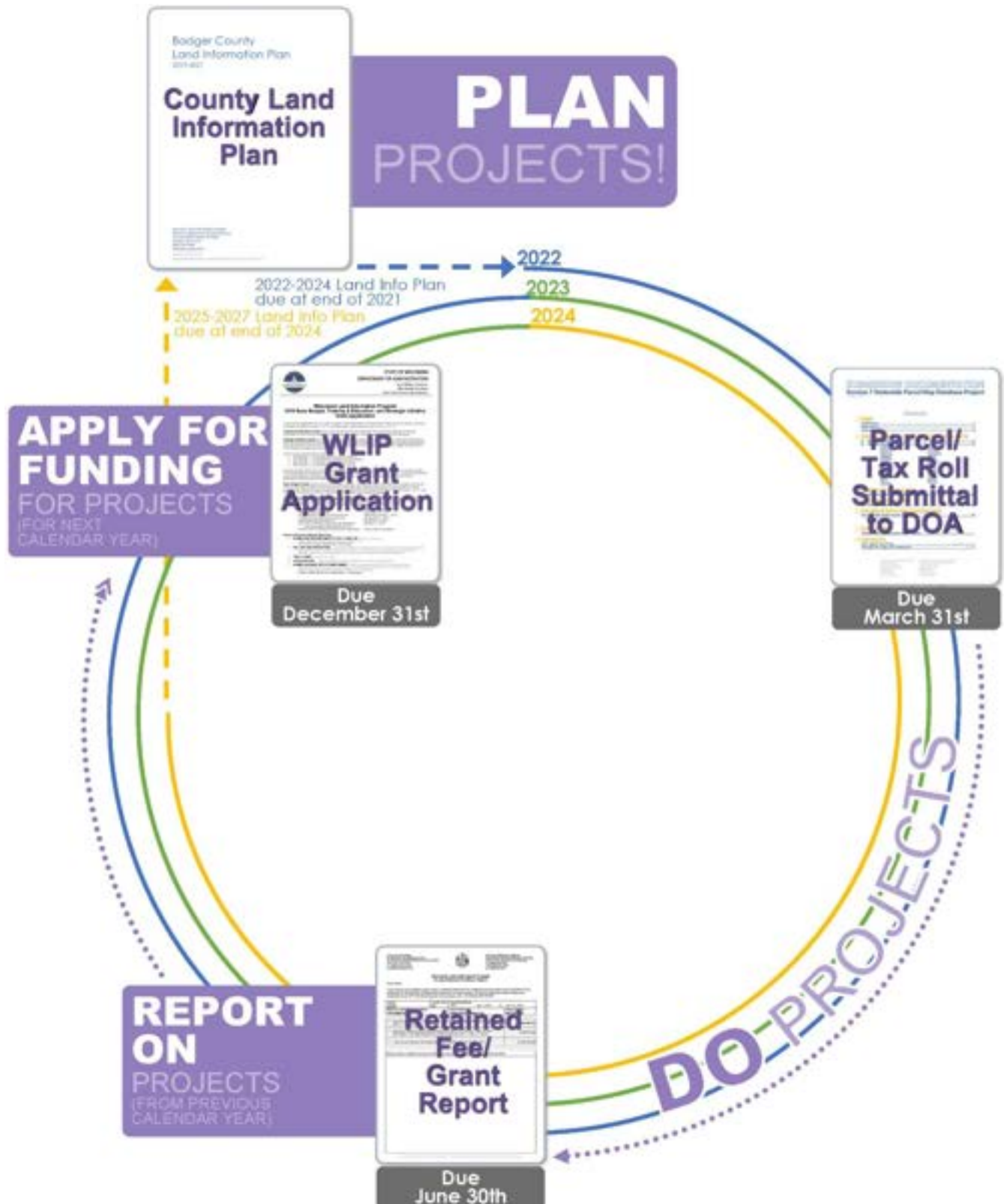


Figure 1. The WLIP Land Information Plan/Grant Project Cycle



## Project : Plan for PLSS (Benchmark 4)

### Project Title: Project Plan for PLSS (Benchmark 4)

#### Project Description/Goal

##### Planned Approach

- At this time Washburn County has a full time County Surveyor without support staff. The time available for PLSS remonumentation and maintenance is balanced with other surveyor responsibilities. The few corners without a USPLSS monument records will be a priority and looked at over the next three years. Corner maintenance with an emphasis on drafting a new monument record and obtaining a verifiable survey grade coordinate for each corner will continue to be a priority. Each year approximately 65 corners are destroyed by road work and require maintenance.

##### Current Status

- **Tally of the total number of corners:** 3055
- **Re monumentation status:** Current status may be found in the Foundational Element Section of this document on page 9 of this document.
- **Coordinate status (accuracy class) if known:** Current status may be found in the Foundational Element Section of this document on page 9 of this document.

##### Goals

- **Number of corners to be remonumented and/or rediscovered:** approximately 300 corners should be visited, most will fall under the maintenance classification.
- **Number to have new coordinates established:** A new survey grade coordinate will be obtained for each corner that is visited.
- **Accuracy class for these new coordinates:** Survey Grade
- **Way in which these points will be integrated into the parcel fabric:** Once new PLSS coordinates are collected, parcels will be adjusted to reflect the change.
- **Maintain necessary equipment to continue with remonumentation.**

##### Missing Corner Notes

- **Documentation for any missing corner data:** As maintenance on USPLSS corners is being accomplished, any missing corner notes will be highlighted on a new Monument Record being filed. The corners in Washburn County with no Monument Record filed yet, weren't high priority corners, they are meander corners with no effect on nearby parcels as they have been platted over without regard to the section lines. Although these corners are of little significance at this time beyond historical value or to be used as a tie line for a survey, an effort will be applied to finish these corners.

##### County Boundary Collaboration

- Washburn County is willing to share data between adjoining counties. When a monument record is completed along a county boundary, a final signed record is sent to the adjoining county for filing.

#### Business Drivers

- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- Parcel Mapping is more accurate when using the Survey Grade coordinates.
- Accurate parcel mapping generally is the basis for all other layers, so districts, zones, boundaries all become more accurate.
- The cost of private surveying should be less for property owners if the corners exist and are maintained and documented well.
- Assessed acreages should be closer to actual if assessors utilize the parcel mapping.

#### Objectives/Measure of Success

- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by the end of 2023. Again, the definition of "survey grade" in Washburn County was previously interpreted liberally.

- For every corner the county visits a new monument record should be filed, being the document that proves that an accurate “survey grade” coordinate was obtained. A coordinate on a monument without a monument record could very well be a survey grade coordinate on a bad corner monument. It will be our goal to file a new monument record every 20-30 years.

### Project Timeframes

- Washburn County will be active in the maintenance of USPLSS corners. This maintenance will be ongoing with an emphasis on filing monument records and obtaining documented survey grade coordinates.
- The remaining corners that require remonumentation will be looked into and with an estimated completion time of 12/12/2023.

### Responsible Parties

- County Surveyor

### Estimated Budget Information

- See table at the end of this chapter.

## Project #1: Acquisition of Orthoimagery

### Project Description/Goal

- Acquire new aerial imagery
- **Land Info Spending Category:** Ortho-imagery

### Business Drivers

- Maintain a four year rotation on Ortho-imagery
- Up-to-date imagery is a vital tool utilized by many county departments, private sector and the public.

### Objectives/Measure of Success

- To make available to multiple county departments and private business accurate and up-to-date imagery that will help aid in decisions made on a daily basis.

### Project Timeframes

Timeline – Project 1 Orthoimagery Collection		
Milestone	Duration	Date
Project start	–	April/May 2024
Data Delivered	2-3 month	July/August 2024

Imagery acquisition planned for the spring of 2024 with deliveries to occur sometime later in the same year.

### Responsible Parties

The Land Information Office will be responsible for coordinating and Managing the project. They will work closely with the contractor to ensure specifications are followed.

### Estimated Budget Information

\$70,000 per acquisition.

## Project #2: Register of Deed Indexing

### Project Description/Goal

- Continue with Register of Deeds indexing using TriMin’s LandLink software. Indexing would include years 1995 - 1964.
- **Land Info Spending Category:** Digital Parcel Mapping/ (Other)Register of Deeds Indexing

### Business Drivers

- Provide the public greater remote access to real estate records utilizing Trimin’s LandShark module.
- Provide county departments greater ease at performing searches on ROD documents from local workstations.
- Increase efficiency of county staff.

### Objectives/Measure of Success

- Register of Deeds documents to be indexed back to 1964. ROD will continue to verify documents pre-1995.
- Department Affected: Register of Deeds

### Project Timeframes

- The current plan is to index documents from 1995 back to 1964, which includes approximately 100000 documents. The Register of Deeds Office will be contracting with Trimin Systems to complete the work. The project timeframe is 4-5 years.

### Responsible Parties

- Register of Deeds Office
- Contractor

### Estimated Budget Information

- See table at the end of this chapter.

## Project #3: Scan Town Road Records

### Project Description/Goal

- To preserve hard copy Town Road Records.
- Potentially make digital road records available online
- **Land Info Spending Category:** Digital Parcel Mapping/Web Development/Hosting services

### Business Drivers

- Preservation of Town Road Records that are used by Land Information Office, Real Property Lister, Surveyors, and Highway Department. These documents are used to aid in the determination of Right-of-Way widths and locations.

### Objectives/Measure of Success

- Historical preservation of Town Road Records.
- Potential availability of road records online.
- Department Affected: Land Information

### Project Timeframes

Timeline – Project 3 Scan Town Road Records		
Milestone	Duration	Date
Project start	–	2024
Project complete	–	Unknown

## Responsible Parties

- Land Information Office/Contractor to be determined

## Estimated Budget Information

- See table at the end of this chapter.

## Project #4: Development/Upgrading Permit Tracking Software

### Project Description/Goal

- Transfer all zoning permit data from Fairview Industries, Inc. permit tracking software to the Novus zoning permit module.
- Provide the public greater access to zoning permit information.
- **Land Info Spending Category:** Software, Website Development/Hosting Services

### Business Drivers

- Provide staff greater ease of entering permit data in to system.
- Consolidation of databases between Zoning permits and Tax roll
- Integration of zoning permits into Novus
- Zoning, Land Information

### Objectives/Measure of Success

- Provide the Zoning Department a more customized permit system that will have greater integration with the Novus tax roll system.

### Project Timeframes

Timeline – Project 6 Scan Miscellaneous Documents in Register of Deeds		
Milestone	Duration	Date
Project start	–	TBD
Project complete	–	End of 2024

## Responsible Parties

- Zoning Department/It Department

## Estimated Budget Information

- See table at the end of this chapter.

## Project #5: Scan Variance and Conditional Use Permits

### Project Description/Goal

- Scan and index all Variance and Conditional Use Permits. The Zoning Office currently has all Land Use and Sanitary permits scanned and available through the Vanguard IMS/21 imaging system. The goal of this project would be to include Variance and Conditional Use permits into the IMS imaging system.
- **Land Info Spending Category:** Website Development/Hosting Services

### Business Drivers

- Increased efficiency of the Zoning Department staff in retrieving permits.
- Once permits are scanned, they will be made available online through Novus Web-interface or webguideXtreme.
- Department Affected: Zoning, Land Information.

## Objectives/Measure of Success

- All Variance and Conditional Use Permits will be scanned and available in the Vanguard IMS Imaging System

## Project Timeframes

Timeline – Project 5 Scan Variance and Conditional Use Permits in the Zoning Office		
Milestone	Duration	Date
Project start	-	TBD
Project complete	-	End of 2024

## Responsible Parties

- Zoning Department

## Estimated Budget Information

- See table at the end of this chapter.

## Project #6: Production of Washburn County Plat Book

### Project Description/Goal

- It is the goal of the Land Information office to continue with internal creation of the County Plat Book. The last three plat books have been created by Land information Staff
- **Land Info Spending Category:** Digital Parcel Mapping

### Business Drivers

- The Plat book is used extensively by multiple county departments, private business and the public on a daily basis.
- Better control and oversight of the construction of the Plat Book.
- Departments affected: Land Information

### Objectives/Measure of Success

- Creation of 2024 Washburn County Plat Book.

### Project Timeframes

- Book would be produced at the end of 2023 and released January of 2024

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #7: ESRI Software Maintenance

### Project Description/Goal

- ESRI software is used daily for creating and maintaining many land information related data sets. This software has a yearly maintenance fee
- **Land Info Spending Category:** Digital Parcel Mapping

### Business Drivers

- ESRI software is used by a number of departments to create and maintain GIS data.
- Large user base to provide help or answer questions.
- Provide good technical support.
- Departments affected: Land Information, Forestry, Zoning, and Highway.

### Objectives/Measure of Success

- Keeping current with ESRI technology and software.

### Project Timeframes

- Ongoing. Maintenance cost for software.

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #8: Wide Format Plotter

### Project Description/Goal

- Purchase large format scanner/plotter to scan and index large survey documents (maps, Subdivision Plats, and highway ROWs). Once scanned, documents will be indexed and made available on the county website and internal map services.
- **Land Info Spending Category:** Hardware

### Business Drivers

- Current Plotter has become outdated and will need to be replaced.
- Daily tasks require availability of large format plotter.
- Departments affected: Land Information, Forestry, Zoning, Highway, Law Enforcement, Register of Deeds, Conservation, Clerks Office

### Objectives/Measure of Success

- Maintain necessary hardware within the Land Information Office

### Project Timeframes

- TBD

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #9: Obtain and Rectify 1980 Historical Imagery

### Project Description/Goal

- The goal of this project would be to obtain black and white scanned 1980 aerial photos from USDA Farm Service Agency and rectify them into a raster mosaic data set.
- **Land Info Spending Category:** Aerial Imagery

### Business Drivers

- Helpful in determining historic occupation lines.
- See land use changes over time.
- Determine age of buildings for permitting purposes.
- Departments Affected: Land Information, Zoning

### Objectives/Measure of Success

- Provide multiple county departments, private sector and public a historical imagery layer to be used

### Project Timeframes

Timeline		
Project 10 Obtain and Rectify 1962 Historical Imagery		
Milestone	Duration	Date
Project start	-	Spring 2023
Project complete	-	Fall , 2023

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #10: Replace and GPS County 911 Address Sign

### Project Description/Goal

- Many of the 911 signs in the county are original signs installed back in the early 80's. Because of the age of the signs, many either have faded leaving them unreadable or have disappeared entirely. The goal of this ongoing project would be to replace all of the old style signs with flag style signs and then capture a GPS shot on each new sign.
- **Land Info Spending Category:** Address Points

### Business Drivers

- Increased accuracy of Site Access Points which will aid Dispatchers and Emergency responders in locating 911 calls.
- Ease of locating addresses for emergency responders and delivery companies.
- Opportunity to complete a countywide detailed analysis of our 911 sign system.
- Departments Affected: Emergency Management, Land Information, Law Enforcement

### Objectives/Measure of Success

- The result of this project would include new 911 signs in the unincorporated portions of the county with much more accurate site access points benefiting 911 responders.
- Rectify issues within our tax rolls related to site addresses.

## Project Timeframes

Timeline – Project 1 Orthoimagery Collection		
Milestone	Duration	Date
Project start	Continuation	January 2019
Project Completed	2-years	Summer of 2023

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #11: Maintain GIS Website

### Project Description/Goal

- Continue to enhance current GIS website interface (Webguide). This could include the addition of GIS data or other enhancements related to the website
- **Land Info Spending Category:** Website Development/Hosting Services

### Business Drivers

- Provide better access to Land Records data through County's GIS website.
- Departments Affected: Land Information Office

### Objectives/Measure of Success

- Better access to Land Records data for both internal and external users of website.
- Additional Data available to Users.

### Project Timeframes

- 2022 through 2024

### Responsible Parties

- Land Information Office

### Estimated Budget Information

- See table at the end of this chapter.

## Project #12: Training and Education

### Project Description/Goal

- Continue to provide education opportunities to Washburn County staff including conferences, workshops, online training, on-site training
- **Land Info Spending Category:** Training and Education

### Business Drivers

- Stay current with technology.
- More efficient staff with greater knowledge base.
- Departments Affected: Land Information Office

### Objectives/Measure of Success

- More efficient staff with greater knowledge base.
- Additional data available to users.

### Project Timeframes

- 2022 through 2024



## Responsible Parties

- Land Information Office

## Estimated Budget Information

- See table at the end of this chapter.

# Project #13: NEXT GENERATION 911

## Project Description/Goal

- Prepare County GIS for Next Generation 911
- **Land Info Spending Category:** Street Centerlines, Address Points, Administrative Activities and Management

## Business Drivers

- Increase accuracy of GIS Data, better response times for Emergency Responders
- Ensure GIS data is keeping up with new technology

## Objectives/Measure of Success

- Data attributes meet the needs of NG 911

## Project Timeframes

- TBD

## Responsible Parties

- Land Information Office
- Emergency Management
- Consultant TBD

## Estimated Budget Information

- See table at the end of this chapter.

## Completed Projects

The Following is a list of some of the larger projects/purchases that have taken place over the last three years

- 2019 through September of 2021, 327 Government corners visited with new survey coordinates collected.
- Scanning of Misc. Records including WPA books
- Acquisition and rectification of 1962 Historical Imagery from USDA Aerial Imagery
- Replace and GPS County 911 Address Signs (Approximately 7000 signs within 14 Towns).
- Purchase of Jack Hammer for PLSS monument recovery
- Establishment of 36 new lake benchmarks for vertical control
- Acquisition of 2020 Orthoimagery through WROC.

## Estimated Budget Information (All Projects)

### Estimated Budget Information

Project Title	Item	Unit Cost/Cost	Land Info Plan	Project Total
			Citations Page # or section ref.	
<b>PLSS remonumentation with survey grade GPS coordinates</b>	County Surveyor position	Approx 28000 per year = 28,000	Page 32	3 Years = 84,000
	New ATV	13,000		13,000
	Leica GPS Antenna	12,078		12078
	Other Equipment	TBD		
				<b>109,078</b>
<b>1) Acquisition of Orthoimagery</b>	Contractor TBD	Approximately 70,000	Page 34	<b>70,000</b>
<b>2) Register of Deeds Back Indexing</b>	Contractor Trimin Systems	Approximately 100000 Docs between 1964 – 1995 \$1.5 per Doc = \$150,000	Page 35	<b>150,000</b>
<b>3) Scan Town Road Records</b>	Scan and Index Town Road Records	5,000	Page 35	<b>5,000</b>
<b>4) Conversion Zoning Permit System</b>	Conversion through Contractor and IT Staff	7,000-10,000	Page 36	<b>10,000</b>
<b>5) Scan and index zoning variance and Conditional use permits Programing online hosting</b>	Contract through On-Q Solutions	12,975.00	Page 36	12,975
	Programmer	2,000		2000
				<b>14,975</b>
<b>6) Production of Plat Book</b>	Real Property Lister	150 hr @ \$45 hr = 6750	Page 37	6,750
		Printing cost = 10,000		10,000
				<b>16,750</b>
<b>7) ESRI Software Maintenance</b>	1 seat of ARCGIS Advanced Primary	3,000	Page 38	3 Years =9,000
	2 seats ArcGIS Advanced Secondary	2,400		3 Years = 7,200
	3 ArcGIS Extensions Spatial Analyst 3-D Analyst Publisher	600		3 Years = 1,800
				<b>18,000</b>
<b>8) Wide format Scanner</b>	Hardware Purchase	10,000	Page 38	<b>10,000</b>
<b>9) Acquisition of 1980 Historical Imagery</b>	Scanned Imagery from USDA	6000	Page 39	6,000
	Rectification of Imagery GIS Technician	150 hr @\$35.00 = 5,250		5,250
				<b>11,250</b>
<b>10) Replace and GPS County Address Signs</b>	Purchase, placement and	Approximately 4000 signs @ \$30 per sign	Page 39	120,000
	GPS signs	400 hr @ \$35.00= 21,206		14,000

	rectify address points GIS Technician			
				<b>134,000</b>
<b>11) Maintain, Update and Improve Web Mapping through Webguide Xtreme</b>	Vender	5000	Page 40	<b>5,000</b>
<b>12) Staff Training</b>	Training and Education	3 yr x 1,000 = 3,000	Page 40	<b>3,000</b>
<b>13) NG911 Enhancement</b>	Land Information Office Contractor	Update and standardize required layers to Mapping system requirements	Page 41	<b>15,000</b>
<b>GRAND TOTAL</b>				<b>572,053</b>

Note. These estimates are provided for planning purposes only. Budget is subject to change.



## MINUTES - DRAFT

Washburn County  
LAND INFORMATION COUNCIL  
PO Box 639  
Shell Lake WI 54871

**Phone:** (715) 468-4660 **Fax:** (715) 468-4715

TO: David Haessig, Chair  
Carol Buck  
Nicole Tims  
Vic Sacco  
Lucas Meier  
Paul Deneen  
Renee Bell  
Dale (Butch) Beers  
Agenda and Minutes  
News Media  
FROM: Nathan Nelson  
MEETING DATE: 11/03/2021  
TIME: 9:00 AM  
PLACE: Lower Level Law Enforcement

1. CHAIRMAN HAESSIG CALLED THE MEETING TO ORDER AT 9:00 A.M.
2. ROLL CALL – Members present, David Haessig, Paul Deneen, Nathan Nelson, Renee Bell, Dale Beers, Lucas Meier, Nicole Tims and Vic Sacco. Absent: Carol Buck, Also in attendance - Tom Boron IT, James Palmer Land Information Office, Tim Kessler
3. APPROVAL OF THE PREVIOUS MEETING MINUTES - Motion by V. Sacco, second by R. Bell to approve the meeting minutes. All ayes, motion carried.
4. CORRESPONDENCE – None
5. CITIZEN COMMENTS – None
6. DISCUSSION AND ACTION ON 2022-2024 WASHBURN COUNTY LAND INFORMATION PLAN  
Nathan Nelson went over projects listed in the Land Information Plan. Motion to adopt Land Records Modernization Plan by N. Nelson seconded by N. Tims. All Ayes. MC.
7. REVIEW EXISTING COUNTY LAND INFORMATION PROJECTS Nathan Nelson reviewed 2021 WLIP Grant and Retain Fee spending. Projects included: Address Sign Project, 2020 Aerial Flight, Pictometry Viewer Maintenance, Software Maintenance, Leica Cell receiver and Register of Deeds Indexing project.
8. DISCUSSION ON SPENDING FOR RETAINED FEES AND 2022 BASE BUDGET  
GRANT/STRATEGIC GRANT DOLLARS Nathan Nelson went over amounts for 2022 WLIP grants. \$48,536 for Base Budget and \$60,000 for strategic grant. Tentatively Projects for 2022 include: maintenance on ERSI software, Verizon connection for survey grade equipment, 911 address sign replacement, Pictometry Viewer Maintenance and Register of Deeds Indexing through Trimin Systems.
9. CITIZEN COMMENTS – None
10. ITEMS FOR NEXT AGENDA – Discuss Base Budget and Strategic Grant Spending for 2023.
11. NEXT MEETING TIME AND DATE - Tentatively scheduled for October/November of 2022
12. ADJOURNMENT - Motion made by N. Tims seconded by V. Sacco. All ayes, motion carried.  
Adjourned at 9:40 A.M.

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's Office at 468-4600 at least 24 hours prior to the meeting.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.