



Land Records Department #13

Real Property Lister, UAS/UAV

Land Records Specialist, Surveying,

Geographic Information Systems

BUDGET SUMMARY:

2022 budgeted expenditures are projected in the amount of \$668,645 up 7.5% from 2021. Revenues are projected \$276,000 with a projected levy of 392,645 up 1.2%. The plat book is planned for 2022.

The budget includes a half time address specialist, an increase of hours. Addressing fees will pay for the position.

A few factors have impacted our office this past year and we will continue to see the increase of the use of our department and the use of the information we provide. COVID-19, private property sale increases, highway projects, more people moving to and building within Bayfield County. Our records that we make available to the public and within our locale are needed for every property sale within the county. This has put a substantial demand to our records we hold and a need to have the most up-to-date information available to the government, public and private entities. Almost all our data and resources have been put in a digital format and offered online. All of the land departments rely on the information we provide to make accurate decisions. Our funding comes from four main sources, Tax Levy, Land Sales, Sale of Maps & Services, and Grants.

The capital budget in this section includes participation in the seven-year LIDAR flight and derivative products. We have recently become eligible through a 3-DEP grant program to fund 75% of the flight.

We are also asking for an increase in staff for a Rural Addressing Specialist.

FUNCTIONS:

The Land Records Department was established to perform those duties, functions, and services defined by Wisconsin Statutes 19.967, Land Information 59.72, Land Records Modernization

Perpetuation of section corners and landmarks as defined by Wisconsin Statutes 59.74, is the responsibility of Bayfield County in the Land Records Department. This has been the responsibility of the county since the late 1800's when they were originally set by the Bureau of Land Management to split and measure property for the public use in the form of farming and logging.

The Real Property Lister serves, as per State Statute 70.09, as the coordinator between the County and the 28 taxation districts in Bayfield County for assessment and taxation purposes. The Property Lister is also responsible for maintaining the tax assessment database.

Land Records Specialist is responsible for the administration of the IN-REM procedure, as per State Statute 75.521 (the Land Records Specialist clerk assists the County Treasurer with the IN REM process), and assists the Real Property Lister with daily duties, maintaining the GASB 34 land inventory, and ancillary tasks such as dispensing and reporting of dog licenses sold in the County.

Most recently we have taken on the responsibilities for Rural Addressing and maintenance of MSAG and ALI data for 911 call that come into the dispatch center. We have been doing the mapping for the Sheriff's department for 2009. We also are assisting with "addressing" for silent sports using the US National Grid.

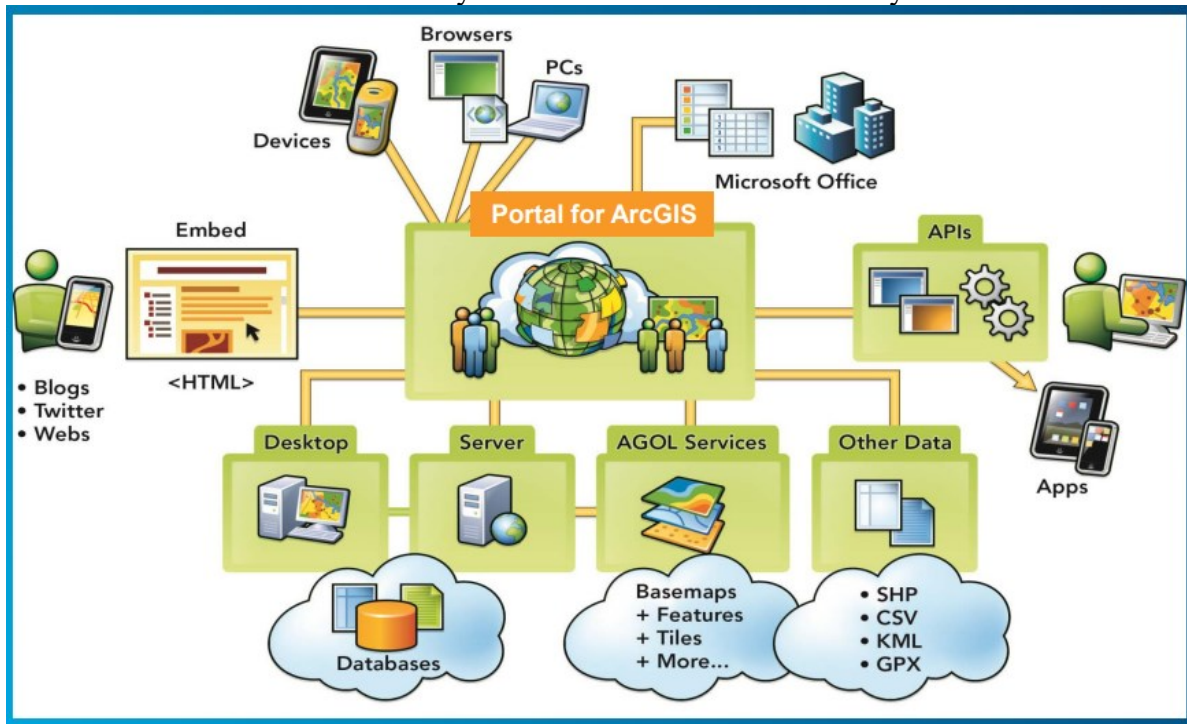
MAIN RESPONSIBILITIES:

The Land Records Department's two guiding goals are to "Modernize Bayfield County's Land Records" and to "Access Land Record Data in a Timely Manner to Make Accurate Decisions". The task of land records modernization is accomplished by the development, implementation, and maintenance of an enterprise Geographical Information System (GIS) that strives to provide detailed, quality, timely, and accurate data to citizens, government agencies, and businesses in an equitable and efficient manner. The data is important to the health, safety, and investments of the public.

Specific goals, objectives, accomplishments, on-going activities, and future initiatives are articulated in detail in the *Bayfield County Land Records Modernization Plan* that is updated every three years. The Executive Committee serves as the oversight committee for the Land Records Department. A Land Records Council was created to review Land Records Modernization Funds and Policies so we could continue to retain Land Records funds. The 8-member Land Council consists of Register of Deeds, County Treasurer, Real Property Lister or designee, County Board member, Representative of the Land Information Office, Realtor employed within the County, Emergency/Dispatch representative, and County Surveyor.

GIS is responsible for maintaining system infrastructure for our geospatial data and applications. We develop plans, organize reviews, analyze, integrate, implement strategic and operational plans to provide GIS technology applications to support the County's and department's business goals. The GIS sector of land records oversees and provides consultation in the development of technology solutions to achieve business goals in the areas of geographic information services. The Sector identifies new and emerging technologies for use in County government; determine appropriate times for pilot projects and direct implementation as necessary to test concepts, set or modify standards and architectures, and establish plans for future implementation. We oversee and direct the development and ongoing operation of a County Enterprise Geospatial and Open Data Systems Architecture. Also ensure GIS and open data systems compliance with County security standards and policies, industry backup and recovery strategies, and appropriate business continuity planning.

Below is a basic system infrastructure for our GIS system:



The Real Property Lister prepares and maintains accurate ownership and description information for all parcels of real and personal property in the County for the use by taxation district assessors, municipal clerks and treasurers, county officers, and any other persons requiring that information. This office also provides support related to assessment and taxation for the parties mentioned above. They also work with the WI Department of Revenue, Committee of the County Board, and the public. Duties include data entry for the assessment rolls, notices of assessment, summary reports, tax rolls, tax bills, and various reports and labels for over 35,000 parcels.

Land Records Specialist is responsible for indexing and returning foreclosed parcels to the tax roll. Each year parcels delinquent for 5 years must be abstracted, published, and either have back taxes collected or be foreclosed on. Land Records Specialist additionally assists the Real Property Lister with recording new or altered parcels, recording database ownership changes, and assisting taxpayers and assessors with questions regarding property ownership issues.

The County Surveyor is responsible for approving CSM's and Subdivision Plats and survey work done in the county to make sure it meets Bayfield County Ordinances and State Statutes. The also review Tie Sheets to ensure proper placement of the Public Land Survey System corners. The County Surveyor also consults the Highway, Forestry and Zoning departments on a regular basis to provide survey related advice and field work about property boundaries.

ArcGIS Services 2020-2021

The coronavirus (COVID-19) is causing many government agencies to virtualize their GIS environment. Government agencies that have not considered a decision to virtualize their GIS workflow using ArcGIS Pro and ArcMap are reevaluating options. Those that have experimented with virtualizing ArcGIS Pro are expanding virtualized offering. Virtualization is the act of creating a virtual version of a computing resource. Virtualization can move workloads from individual PCs to a powerful server that is on premise or in the cloud. This allows multiple users to share powerful compute resources. In this case, multiple people can use ArcGIS Pro (or ArcMap) running in virtual machines on a server even if their own laptops are not capable of running ArcGIS Pro (i.e., they have insufficient RAM, or they have Macs). The individual laptops act as thin clients that interact with virtual machines running ArcGIS on the server (or in the cloud).

Bayfield County Land Records Modernization Plan 2021-2024

Every three years the Land Records department updates our Land Record Modernization Plan to meet the State Statutes. Department of Administration will put out updated instructions in the first half of 2021 for any new requirements for the Counties to place in the plan. Some of the updates the Land Records department should be implementing in the plan are to create additional online applications. The addressing and zoning applications online has made our data quality much better. Recent use of the UAV has been beneficial to Conservation, Emergency Management, Sheriff, and Zoning departments; expanding on this technology will be incorporated.

2020 Census

Our department will play a large role in making supervisory district maps in 2021 based on the new population estimates.

Interactive Mapping

The flagship to the Bayfield County Land Records Department, some of the most used webpages on the County website are our interactive mapping sites. Staff have been using project-specific maps and will continue to create these as we have major events. Land Records Department continued to upgrade our interactive mapping to include a 3D perspective to our maps to get an easier to interpret oblique view. We have completed an update to the Zoning Interactive map and will continue to make small upgrades. The interactive map for the Hydrogeologic Atlas has been completed and we will continue to make improvements. We have moved to universal program language (HTML5) for our interactive maps. This will also allow our users to view the application on multiple devices and Apple products without having to install separate applications on the desktop.

County Surveyor

Recently Bayfield County has hired a field surveyor in early March 2020. They have been doing a great job in the last year and half working for Bayfield County. We continue to contract with Pine Ridge Surveying to review and sign off on the field surveyor's work. The Land Records Department continues to contract to Lakes Area Land Surveying. Lakes Area Land Surveying reviews Pine Ridge Surveying's maps that are completed in Bayfield County so the County does not have a conflict of interest.

Rural Addressing

We have taken rural addressing on from Emergency Management since March of this year. They have continued to help through the transition and it has been very helpful to our department. Along

with Rural Addressing we have been part of a team to “address” remote silent sports areas using the US National Grid.

FY2020-2021 ACCOMPLISHMENTS:

Land Records/GIS/Public Land Survey System

- Completed the Domain name change and upgrades for our interactive maps that IT Department requested.
- Created tentative plan for local redistricting there will be a lot of changes in district boundaries as to meet the 10% overall plan deviation.
- The goals and objectives expressed in the *Bayfield County Land Records Modernization Plan* for 2016-2019.
- Land Records Department is in the process of selling \$150,000 worth of real estate the county acquired through the INREM process.
- Completed aerial imagery from the UAS/Drone for the Conservation, Land Records, Planning & Zoning and Sherriff’s departments. Projects included search and rescue along with mapping pit construction, invasive species spread and flooding documentation.
- Maintained and upgraded the Tourism interactive mapping page that includes all the Tourism data called [EAT, PLAY, STAY](#).
- Continue to add functionality to the zoning application, added new UAV imagery to the base maps.
- Continued the Pictometry tool in our interactive mapping applications.
- Completed the online addressing application form and have been getting more people using the application after it has been available for some time now. We are looking to continually include additional enhancements
<http://maps.bayfieldcounty.org/AddressApp/>.
- Made additional changes of our parcels to ESRI’s parcel fabric. Capability to see the change in parcels since 2003 was added. We can use ArcPro to update the parcels and will

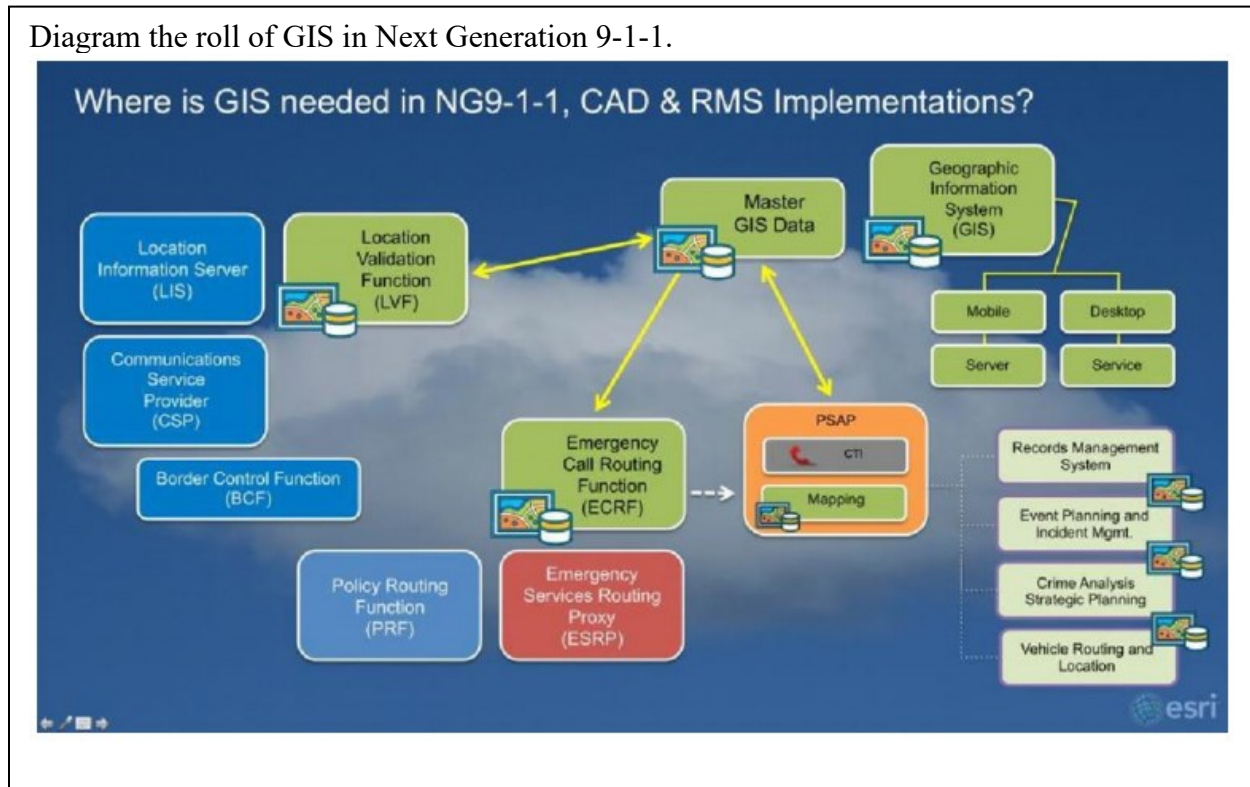
need to continue with the training and load the parcel data to our servers soon. Continued to maintain functionality to the mailing label.

- Ongoing with an addition of a Land Surveyor we continued to grow our repository of maps of survey, Public Land Survey System (PLSS) records, geodetic data, survey data, and cadastral information.
- Ongoing initiative innovative and relied on web program has been developed for the Bayfield County Land Records website that permits viewers to interactively view these documents in a way that a database search may not find the results.
- Training room has most recently being used to isolate other staff to create social distancing for the Forestry office, we will be starting up with training soon.
- Continued to improve NOVUS functionality and information within the database
- Continued, for a nominal fee as per Open Records Law, to share 2005, 2009, 2015 aerial imagery with other agencies, as well as the general public.
- Continued maintenance of countywide road database and maps.
- Assisted supplying our maps in the new software dispatch center so we can use Next Generation 911 calls, using our GIS data that we maintain in the dispatch center.
- Continued to cooperate with Emergency Government, Sheriff's Department to maintain the address, road, trail, parcel, public land and supporting data for the E-911 Dispatch Center to ensure proper locations for wireless and land line calls.

New Mailing Label Tool Widget:

The screenshot shows a software window titled "Create Mailing Labels" with a search interface. The window has a dark blue header with the title and window control icons. Below the header, there are two tabs: "Search by Draw" and "Search by Options", with "Search by Options" currently selected. Under the "Search by Options" tab, there is a section titled "Select by search" containing four search criteria, each with "From:" and "To:" input fields: "Est. Fair Market Value (Land + Improvements)", "Est. Fair Market Value (Land)", "Est. Fair Market Value (Improvements)", and "Property Size (Acres)". At the bottom of the search area, there is a "Sold on or After" section with a date input field showing "Date ex: 5/1/2019" and a dropdown arrow.

Diagram the roll of GIS in Next Generation 9-1-1.

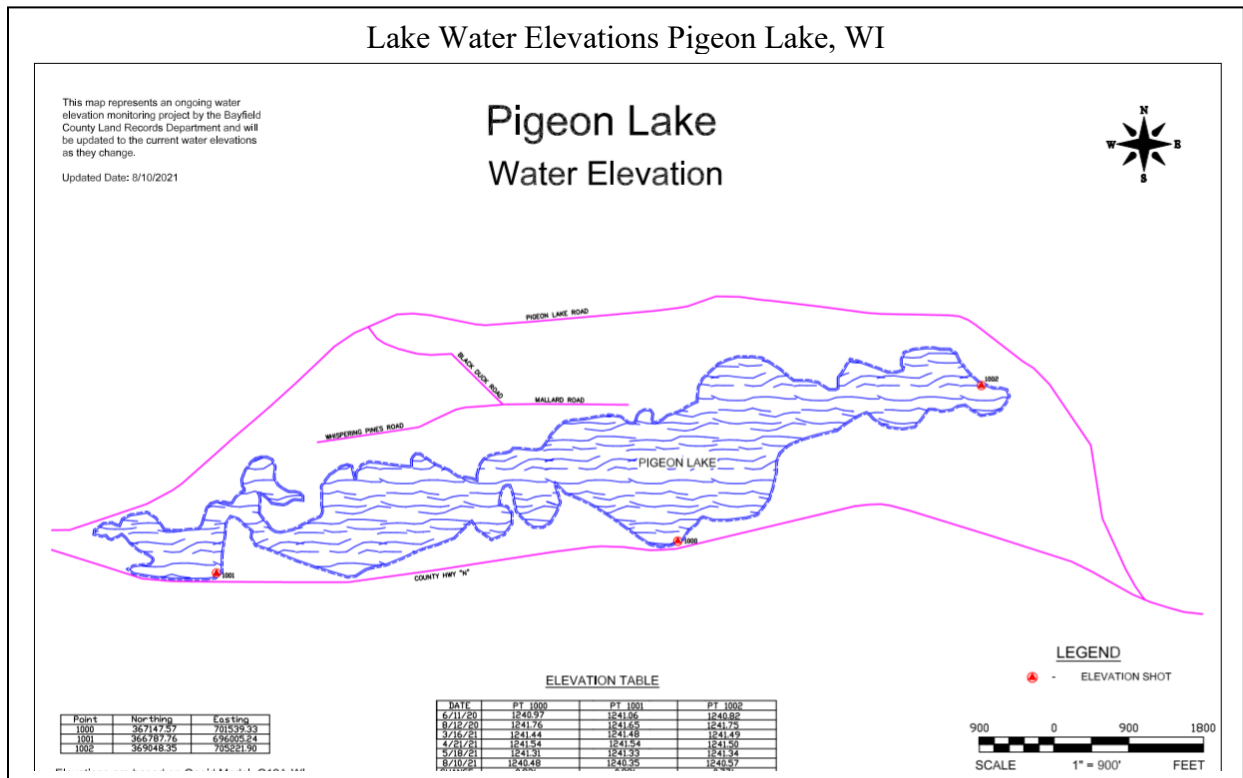


- Maintained and updated Property Ownership Maps and assured their accessibility to all interested parties via both traditional hardcopy maps and the web site.
- Continued monitoring of lake elevations of Pigeon Lake and sending data to Wisconsin Geological and Natural History Survey.
- Assisted County, Towns, Cities, & Tribe with many land use, economic development, and infrastructure improvement planning projects.

Real Property Lister/Land Records Specialist

- Completed 15th year using the NOVUS assessment and taxation program.
- The key addition to the Real Property Lister position has been adding the duty of GIS parcel mapping and data entry. Also, entry of bearing and distance annotation into GIS.
- Every year a compilation of splits and merges, CSMs, and other important documents and corrections are sent to the assessors. This year scanning of all files as they are completed is being done. Files can now be sent electronically, or if the assessor still prefers to get this mailed, there is a backup and back reference for all.
- The RPL printed all assessment roll binders this year.

- More time has been spent working with title companies and attorneys correcting bad legal



descriptions (Bayfield County does not have a deed review ordinance).

- Produce GIS customer maps

FY 2021-22 GOALS:

Land Records/GIS/Public Land Survey System

- Write updated plan for the goals and objectives expressed in the ***Bayfield County Land Records Modernization Plan*** for 2019-2022.
- Continue to help other land departments improve workflow using GIS.
- Continue to grow our mobile mapping applications to include additional trails.
- Continue to make enhancements to the on-line addressing application, such as more accurate parcel information and include better workflow.
- Continue to create 3D and ArcScene data online for the Sherriff and Land Related Departments.
- Continue to work on hydrology and hydrogeology tools in ArcGIS. Pigeon Lake for example.
- Continue to use the UAV for capturing aerial imagery.
 - Invasive species monitoring, evidence preservation, tree regeneration, gravel pit monitoring
- Maintain the addresses for the automated address locator in dispatch.
- Maintain 200-400 new splits in-house and 4,000 ownership changes a year.
- At the end of 2020 start to build Bayfield County Plat Book, looking at a much smaller quantity printing (1000), smaller size book and less pages. Printing will begin 2021.

- Continue to preserve, protect, and enhance our investment by making a concerted effort to update, maintain, and improve property ownership maps of our county.
- Continue to make our parcel maps positionally more accurate through collecting GPS coordinates on section corners.
- site, and other effective methods of providing citizens and policy makers with access to meaningful and needed information.
- Continue to help with training in a virtual environment.
- Continue to provide online access to our Land Record system (NOVUS) and improve functionality.
- Continue to check and review Certified Survey Maps (CSMs) and Plats in the Land Records Department.
- Continue to collect PLSS corners and make them available for the public.
- Continue to “Link” our Geographic Information System by updating existing and creating new spatial datasets to help make decisions across departments.
- Continue the process of updating our many countywide datasets by utilizing the new orthophotography.
- Continue to innovate, to improve and hone technical skills, to work cooperatively with the public and other governmental agencies, and to creatively leverage limited funding to maximize resulting products and projects.
- Hold Land Resource Meetings to help the land related departments fine-tune workflow across departments.
- Continue to fund extra help or grants in the ROD office for indexing of deeds.

Real Property/Land Records Specialist

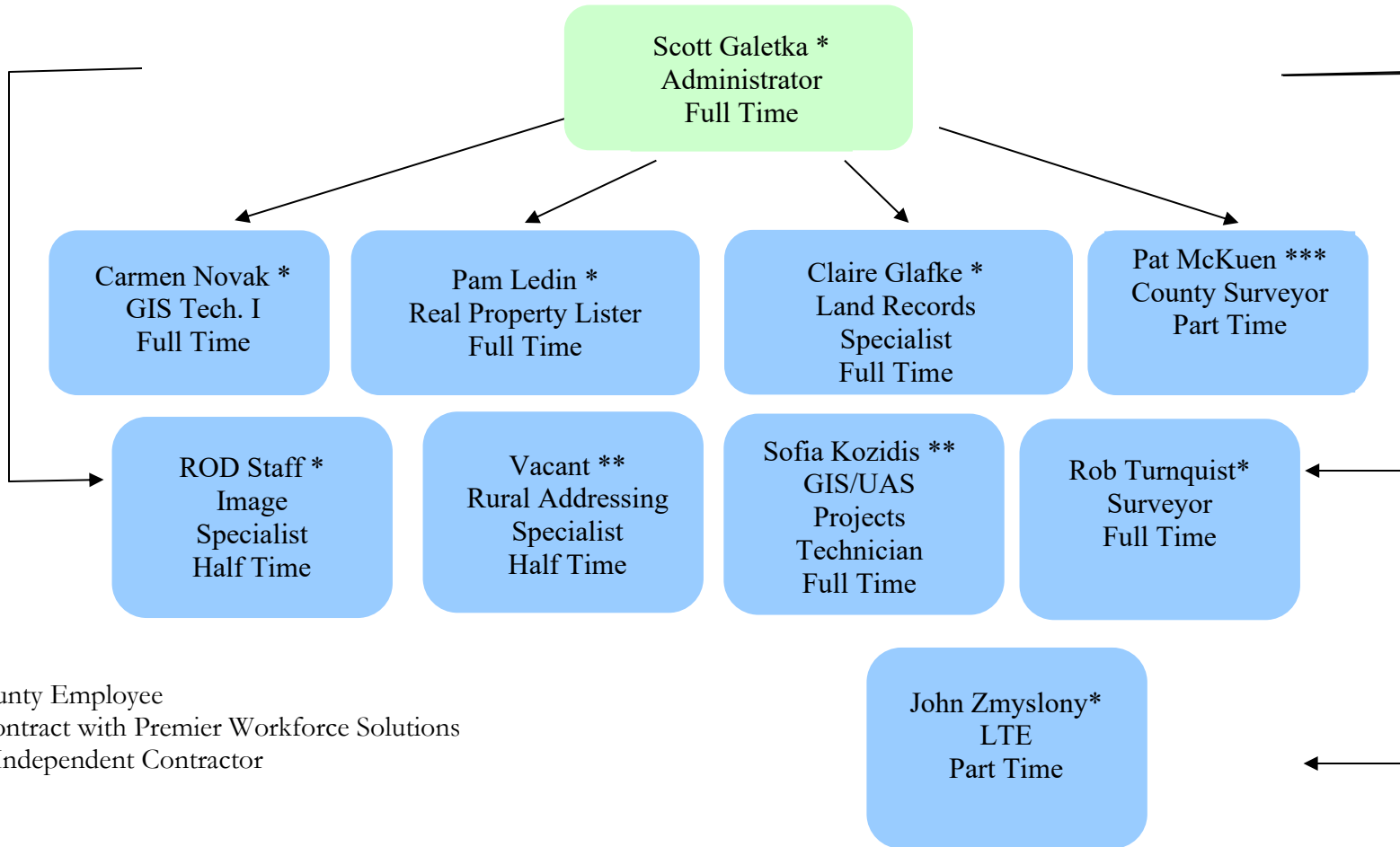
- Added mapping parcels in a digital format.
- Continue to edit the data imported into the new tax assessment database. Establish, and rigorously use, new standards and protocols to make listing real and personal property consistent in the future. Combine and correct owner codes that currently exist; clean up differences in valuation and assessment acreages.
- Continue to add volume and page numbers in the history field so the deeds can be linked to the image for purchase.
- Continue to identify issues and “debug” the assessment database.
- Improve and add additional content to Real Property Lister web page on the Bayfield County website. Promote the establishment of a portal to display property assessment and taxation records.
- Continue to document changes in parcel configuration.
- Continue training/educational endeavors to promote professional growth.
- Create and update the master list of parcels owned by Bayfield County.

PERFORMANCE INDICATORS:

- Amount of people helped at the counter and online. Online services continue to grow and are available 24 hours a day, seven days a week.
- Increased availability of access to staff by supplying a public kiosk.
- Kiosk is available to complete addressing forms also
- Number of parcels placed on the Land auction
- Number of maps printed
- Number of PLSS corners GPSed
- Degree of how current the data is maintained

- Number of requests for data
- Number of parcel splits mapped
- Addresses GPSed and mapped
- Number of roads GPSed and mapped and maintained
- Percent of exact address matches in the dispatch center from land line E-911 calls
- Survey corners recovered
- Survey maps filed
- Number of changes in the tax database/NOVUS system
- Number of new parcels in the parcel database/NOVUS system
- Amount of dollars acquired through grant funding
- Number of updates to the zoning maps
- Ability to stay informed with latest legislative issues that may impact Bayfield County Land Records.
- Two documents which do a very good comprehensive job of highlighting past accomplishments and future aspirations of this department can be found in the ***2010-2015-2019 Bayfield County Land Records Modernization Plan*** and the ***2006 Bayfield County Land Records Department Strategic Plan***. ***We are currently in the process of updating our Land Records Modernization Plan this year.***
 - These documents are available on-line at:
 - ftp://doafpt1380.wi.gov/doadocs/WLIP/CountyLandInfoPlans/Bayfield_Co_Land_Info_Plan_2016_Final.pdf
 - <https://www.bayfieldcounty.org/DocumentCenter/View/1040>
 - <https://www.bayfieldcounty.org/DocumentCenter/View/1039>

LAND RECORDS DEPARTMENT
Real Property/Land Records Specialist /Surveyor/GIS/UAS
Staff Directory



*County Employee

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*** Independent Contractor