



Land Records Department #13

Real Property Lister, UAS/UAV Land Records Specialist, Surveying, Geographic Information Systems

BUDGET SUMMARY:

2023 budgeted expenditures are projected in the amount of \$719,246 up 8.4% from 2022. Revenues are projected at \$308,500 with a projected levy of \$410,746 up 6% over 2022. The plat book is planned for this year, resulting in some additional expenditures and revenues.

We see continue to see an increase of the use of our department and the information we provide. Our records are needed for every property sale within the county. In the past few years land sales throughout the county along with new construction has increased demand to our records. A focus of our department is to have the most up-to-date information available to the government, public and private entities. Our citizens use information we maintain without even knowing we provide the data, this happens through third party applications. These entities rely on the data provided so land transactions, permitting, and natural resources are protected. Almost all our data and resources have been put in a digital format and offered online so it can be accessed at all times of the day. All the land departments rely on the information we provide to make accurate decisions while we work diligently to maintain the databases. Our funding comes from four main sources, Tax Levy, Land Sales, Sale of Maps & Services, and Grants.

Impacts to our budget include:

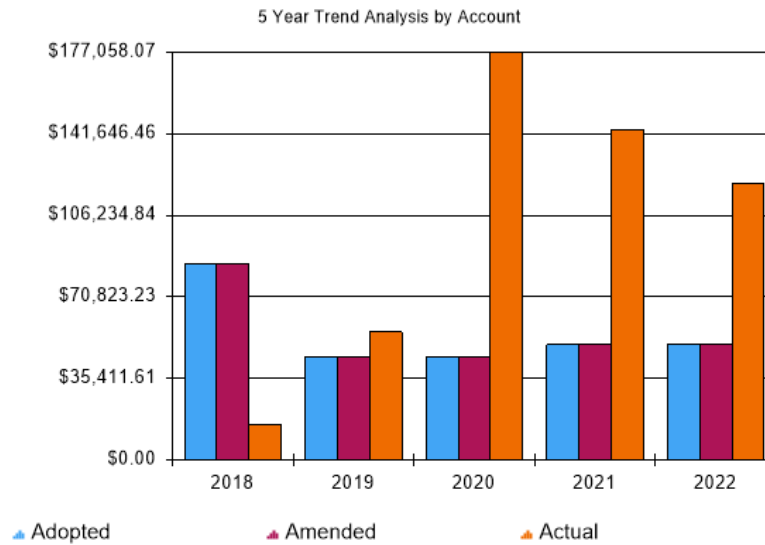
1. The second half of the LiDAR payment is included in the Capital improvement Program \$108,665.
2. 2022 Strategic Initiative grants will be paid all at once rather than splitting the payments between two years in 2023.
3. New legislation for Land Records Offices related to GIS data used for next generation 911 mapping. Counties have access to a pool of funds in the amount of 1.5 million. Grant funds will be competitively awarded, application process started in August and Grants are due October 2022.
4. A van/truck request is in the budget to house UAV equipment for search and rescue situations, crash sites, evidence documentation along with daily work in a timely manner. Staff have been using personal vehicles for this up to this point due to afterhours requests for services.
5. New legislation passed for Land Sales requires funds to be held for five years. The legislation directs Land Records to reimburse the previous owner(s) for any revenues over county sale / cleanup expenditures. This was the practice with homesteads, but now it includes all properties. Corporation Counsel has recommended that we hold onto properties for the required five years prior to sale. That is the procedure we will follow for this type of parcel. This will result in reduced revenues for the next five years.

The Chart below shows budgeted and actual revenues over the past five years.

We budgeted \$50k from land sales a year but have had revenues well over \$100k in the past 3 years.

100-13-48302 (General-Land Records-Land Sales)

Classification **Misc Revenues, Property Sales**



	2018	2019	2020	2021	2022
Adopted	\$85,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00
Amended	\$85,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00
Actual	\$15,363.86	\$55,551.20	\$177,058.07	\$143,551.87	\$120,108.00

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. The Land Records Administrator manages each program within the department. The GIS Technician takes data requests, manages Geographic Information Systems, training, data security, and storage. The UAV/GIS Projects technician is responsible for plat book, road maps, emergency management book and any additional hard or digital publication.

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 assists the County Treasurer with the IN REM

process), organizes and sends parcel data to send to the auction company for our land sale auctions, inputs ownership changes in the Land Records System, maintaining the GASB 34 land inventory, and ancillary tasks.

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.

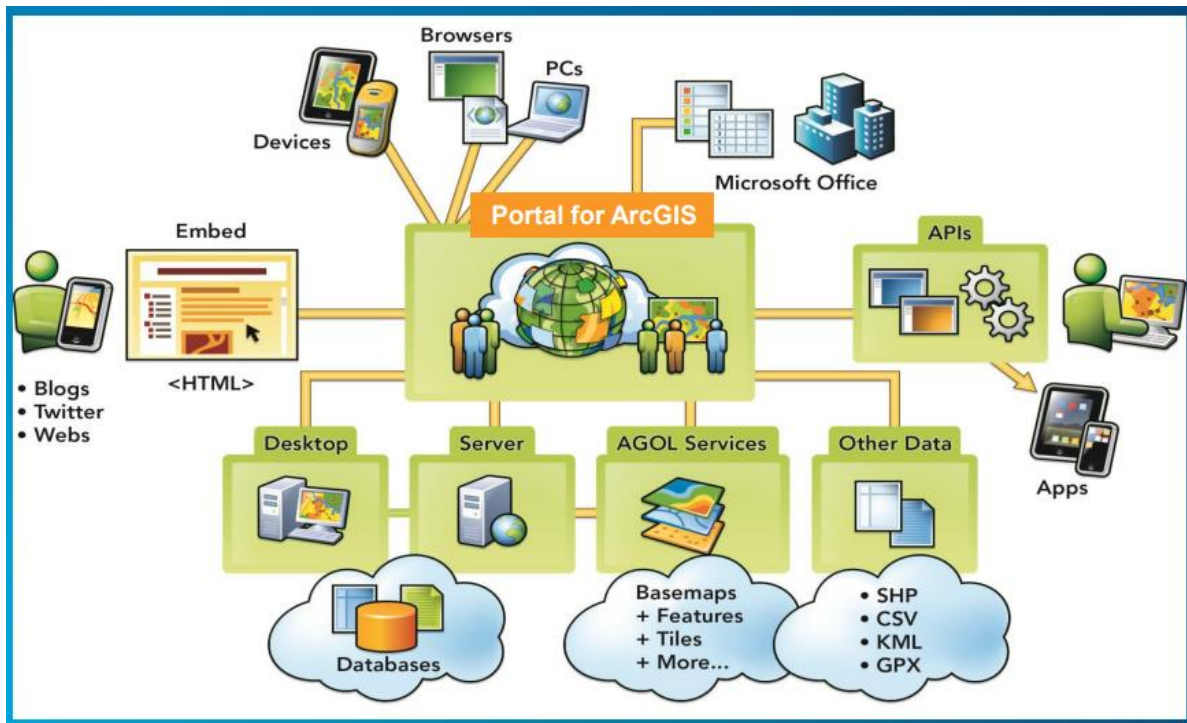
MAIN RESPONSIBILITIES:

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. The membership will be discussed to include departments that may be directly affected by land record data.

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 Schematic of 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 works alongside the Real Property Lister with recording new or altered parcels, recording database ownership changes, 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. They 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.

Highlighted Projects and Changes for 2023

LiDAR and Derivative Products

We will receive delivery of our QL I data in 2023. The data will be an update to 2015-16 elevation flight. The flight has been conducted in one year vs. two separate years from our past flight.

County Surveyor

Our surveyor has 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

This is the second year we have done rural addressing and first year with a part time employee. Along with Rural Addressing we have been part of a team to "address" remote silent sports areas using the US National Grid. The US National Grid signage is growing and moving from the Cable area to other parts of the County.

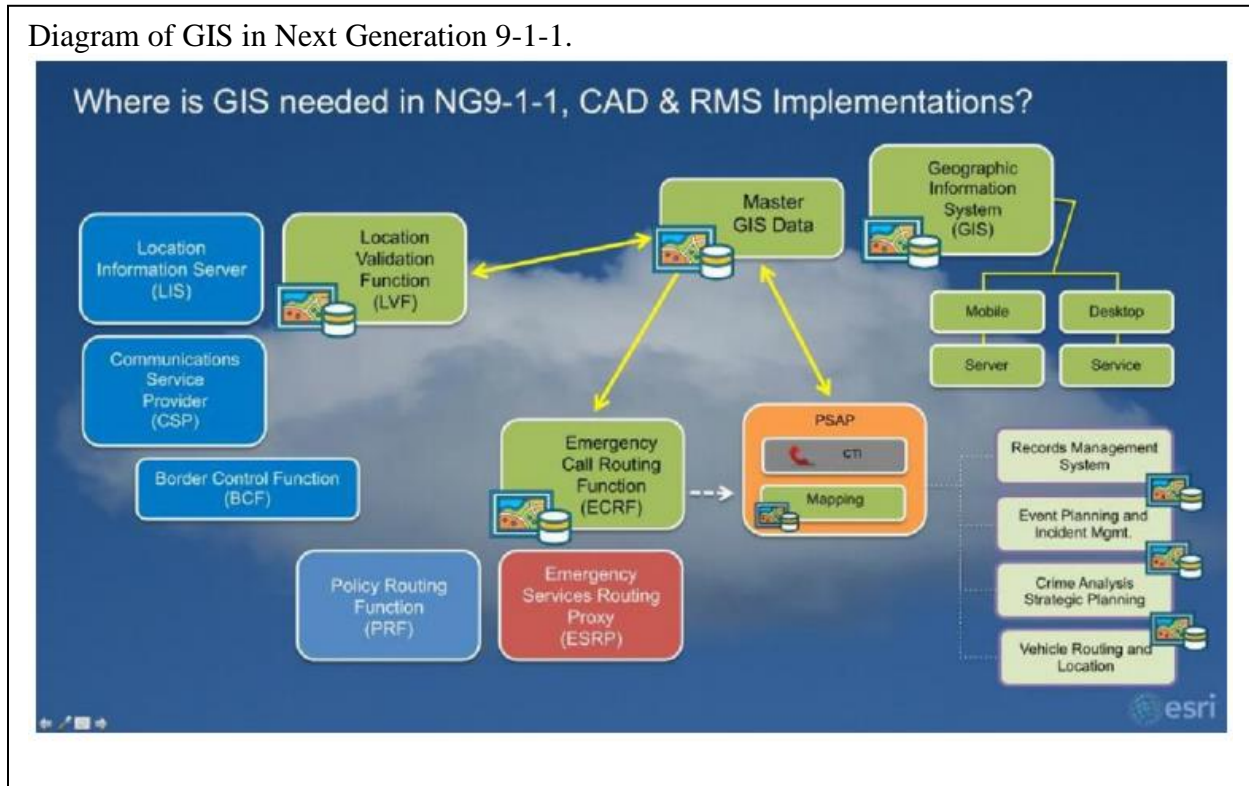
FY2021-2022 ACCOMPLISHMENTS:

Land Records/GIS/Public Land Survey System

- County Board approved a plan for local redistricting.
- The goals and objectives expressed in the *Bayfield County Land Records Modernization Plan* for 2021-2024.
- Land Records Department is in the process of selling \$150,000 worth of real estate the county acquired through the INREM process.
- Cleanup, increasing the value and selling of properties.
- 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](#).
- Completed the 2022 Emergency Response book.
- Continue to add functionality to the zoning application, added new UAV imagery to the base maps.
- Started rewriting the online addressing application. 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. New parcel splits will be done in the fabric by the Real Property Lister and GIS Tech. will start to incorporate the PLSS to make it +/-3 ft from it's true position.
- 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 - will start up with training soon.
- Continued, for a nominal fee as per Open Records Law, to share 2005, 2009, 2015, 2020 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.

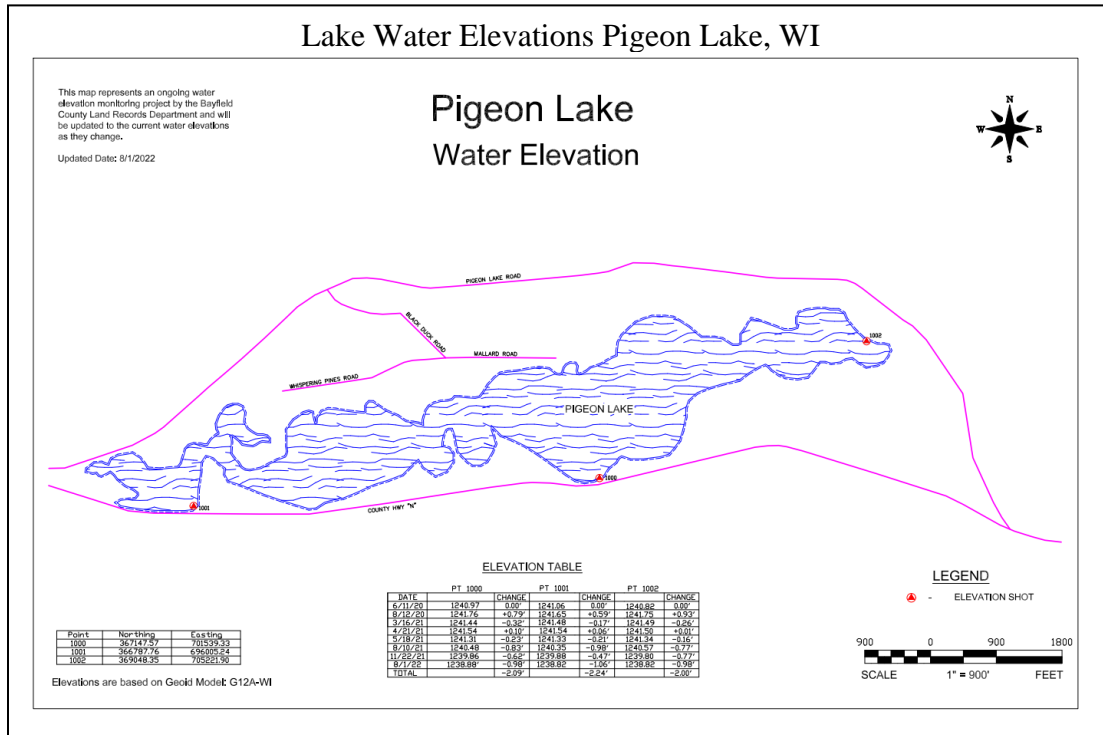
- Continued to cooperate with Emergency Government, Sheriff's Department to maintain the address, road, trail, parcel, public land and supporting data for the E-911 Dispatch Center to ensure proper locations for wireless and land line calls.
- Continue to be on-call for the Sheriff's department for UAV use related to search and rescue calls or documentation.

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



- Conducted a needs assessment of our GIS data to get it ready for NG-911.
- 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. Down 2ft. from when we started monitoring.
- Assisted County, Towns, Cities, & Tribe with many land use, economic development, and infrastructure improvement planning projects.

Lake Water Elevations Pigeon Lake, WI



- Completed 16th 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.
- 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 2022-23 GOALS:

Land Records/GIS/Public Land Survey System/UAV

- Write updated plan for the goals and objectives expressed in the *Bayfield County Land Records Modernization Plan* for 2019-2022.
- Research all the parcels that we have 0 Tax ID on to get them on the tax roll.
- Expand on the US National Grid signage on our silent sport trails for the safety on our citizen on our trails.
- Continue to improve property before we sell it on the auction to bring the largest amount per parcel.
- 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 for Invasive species monitoring, evidence preservation, tree regeneration, gravel pit monitoring, search and rescue.
- 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 2022 start to build Bayfield County Plat Book, looking at a much smaller quantity printing (1000), smaller size book and less pages. Printing will begin 2022.
- 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.
- Continue to help with training in a virtual and in-person 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:

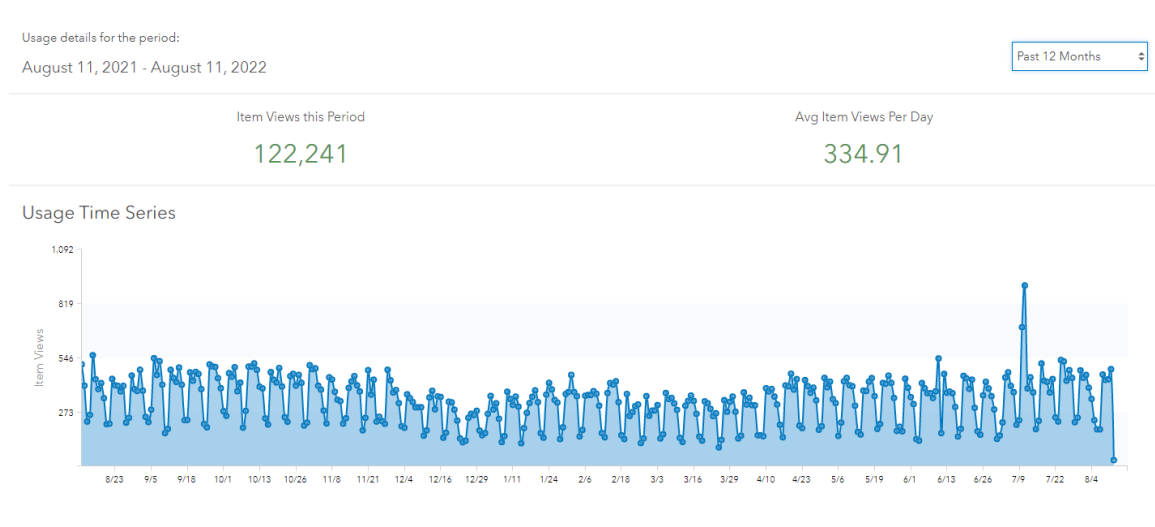
- Amount of people helped at the counter and online. Online services continue to grow and are available 24 hours a day, seven days a week. (see diagram of users below)

- 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 flights conducted in the field with the UAV
- 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.

Number of users of our online applications over the past year.

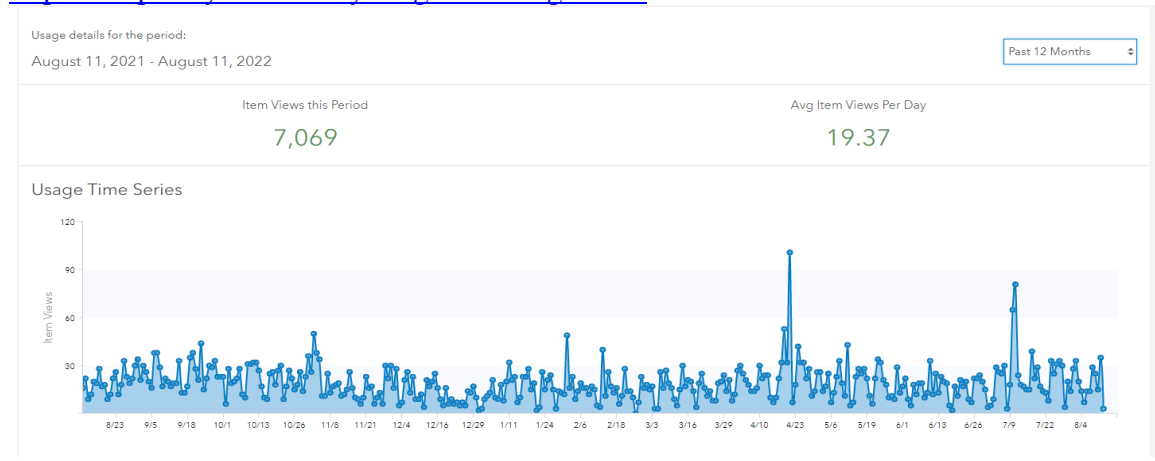
Land Records:

<https://maps.bayfieldcounty.wi.gov/BayfieldWAB/>



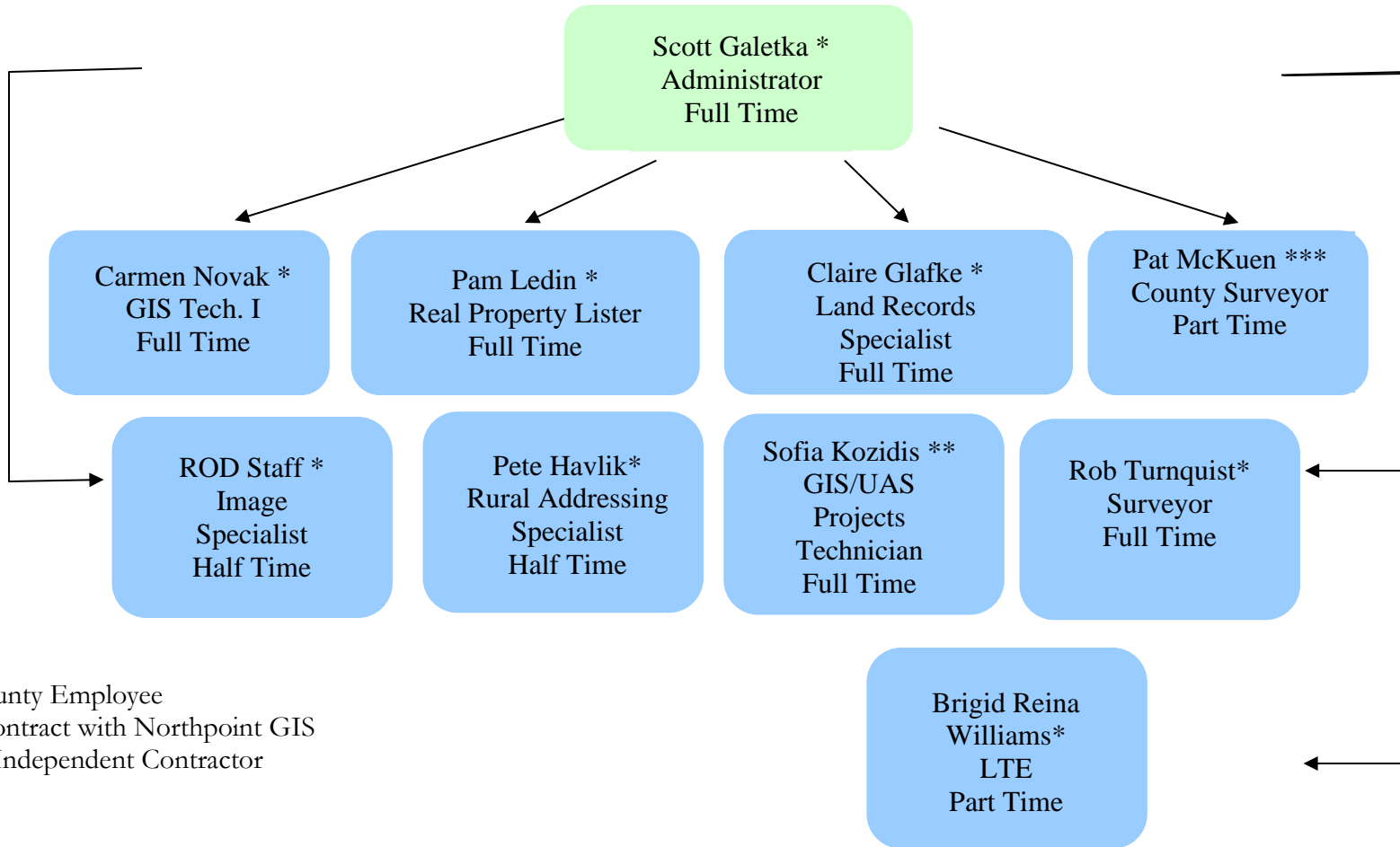
Zoning Interactive map:

<https://maps.bayfieldcounty.wi.gov/ZoningWAB/>



- Two documents which do a very good comprehensive job of highlighting past accomplishments and future aspirations of this department can be found in the **2010-2015-2019-2021 Bayfield County Land Records Modernization Plan** and the **2006 Bayfield County Land Records Department Strategic Plan**.
 - These documents are available on-line at:
 - ftp://doafpt1380.wi.gov/doadocs/WLIP/CountyLandInfoPlans/Bayfield_County_Land_Info_Plan_2021_FINAL.pdf
 - <https://www.bayfieldcounty.wi.gov/DocumentCenter/View/1040>
 - <https://www.bayfieldcounty.wi.gov/DocumentCenter/View/1039>

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



*County Employee

**Contract with Northpoint GIS

*** Independent Contractor