DOUGLAS COUNTY LAND INFORMATION COUNCIL
Tuesday, September 10, 2019, 1:00 p.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the Chair or the County Clerk’s Office (715-395-1569) if you cannot attend.

MEMBERS: Rosemary Lear, Chair Tracy Middleton
            Carol Jones Brad Theien
            Jon Fiskness Maria Letsos
            Dave Sletten Zach DeVoe
            Matt Johnson

AGENDA
(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the December 18, 2018, meeting (attached).
3. Action items:
   a. Approve 2019-2021 Land Records Modernization Plan updates (attached); and
   b. Approve use of retained fees to purchase Carmody Software - startup cost of $5,597 and annual cost of $1,200 (attached).
4. Future agenda items.
5. Adjournment.

cc: Susan Sandvick  Ann Doucette  Cheryl Westman
    Superior Telegram  Douglas County Website  County Board Supervisors

NOTE: Attachments to agenda available in County Clerk’s Office for viewing or copying. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk’s Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Daily Telegram copied.

Name  Date
Meeting called to order by Chair Rosemary Lear.

ROLL CALL: Present – Rosemary Lear, Jon Fiskness, Dave Sletten, Zach DeVoe, Brad Theien, Carol Jones (arrived 1:02 p.m.), Matt Johnson, Tracy Middleton, Maria Letsos. Others present – Shelley Nelson, Marissa Hanson, Cheryl Westman, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Fiskness, second Sletten, to approve minutes from the January 19, 2018, meeting. Motion carried.

ACTION ITEM:
2019-2021 Land Information Plan: Included with agenda. Updates to plan completed to comply with state criteria; no major changes. Plan needs to be approved prior to receiving any grant money.

ACTION (REFERRAL/RESOLUTION): Motion by DeVoe, second Letsos, to approve 2019-2021 Land Information Plan as presented and refer to Zoning Committee. Motion carried unanimously.

INFORMATIONAL ITEMS:
2019 Grant Application: E-mail received from state on December 12 indicated grant application was sufficient and monies would be awarded once Land Information Plan is approved. Grant monies received will be used for a plat book mobile app, Survey Technician Assistant position, remonumentation work, parcel editing intern, Parcel Coordinator position, database consultant and drone acquisition and training.

Projects: 2018 statewide parcel initiative packet distributed. Updates as required from state are in process and will be submitted by March 31, 2019. All changes are made for consistent reporting across state.

FUTURE AGENDA ITEMS: 2020 grant application; state representative introduction.

ADJOURNMENT: Motion by Theien, second Jones, to adjourn. Motion carried. Meeting adjourned at 1:51 p.m.

Submitted by,

Kaci Lundgren
Committee Clerk
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EXECUTIVE SUMMARY

About this Document. This document is a land information plan for Douglas County prepared by the land information officer (LIO) and the Douglas 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.

Douglas County is submitting this Land Records Modernization Plan for review and adoption. This Plan defines Douglas County’s goals, objectives, reports the progress of its current activities, and describes new initiatives that it would like to undertake and define land record modernization. It also describes who maintains land records within the county; how the county has completed or plans to complete the individual foundational elements of modernization; how the county will comply with state-wide standards; and how the county plans to integrate and share this information.

The outline of this document corresponds to questions or issues in the Instructions. The Plan is intended to provide county, town and city officials, state agencies, private sector and any other interested parties with basic knowledge of Douglas County’s efforts in land records modernization, its potential applications, and where the County potentially will be spending its land records fees generated from our participation in the WLIP.

The emphasis of this plan is to:
- Maintain and enhance the infrastructure and data acquired under previous plans
- Continue to collect and efficiently disseminate quality data to all Douglas County departments, other levels of government and the general public
- Expand the use and integration of land information throughout Douglas County

The Plan will address new initiatives and our continuing programs. It will also list those initiatives from the previous plan that have been realized through funding from the Wisconsin Land Information Program. This Plan contains data effective 08/12/2019.

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 2015, Douglas County received $46,456 in WLIP grants and retained a total of $54,544 in local register of deeds document recording fees for land information. Beginning in 2016, WLIP Strategic Initiative grants are projected to increase the county land information budget by $50k per year. The budget for 2016 was $94,248. In 2017, the budget was $90,096. In 2018 the grant amount was $88,200.

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 for planning purposes only.

Land Information in Douglas 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 Douglas 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.
Three-Year Mission of the Land Information Office. Foster cooperation among County and City departments in the field of Geographic Information Systems (GIS); provide guidance for the Douglas County and the City of Superior's GIS users in fulfilling the objectives of the DC/COS mission and business objectives.

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

<table>
<thead>
<tr>
<th>Project #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>Aerial Photo Acquisition</td>
</tr>
<tr>
<td>Project 2</td>
<td>Maintain and enhance web based mapping sites for public use</td>
</tr>
<tr>
<td>Project 3</td>
<td>Drone: Acquire, Meet FAA Requirements and Training</td>
</tr>
<tr>
<td>Project 4</td>
<td>Maintain and enhance web based mapping sites for public use</td>
</tr>
<tr>
<td>Project #5</td>
<td>Purchase Carmany Reporting &amp; Maintenance Tracking Software</td>
</tr>
</tbody>
</table>

The remainder of this document provides more details on Douglas 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 is to meet WLIP requirements and aid in county planning for 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)

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

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)

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 2019-2021 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 Douglas County is meeting these benchmarks appears in the Foundational Elements section of this plan document.

**County Land Information System History and Context**

In the original Land Records Modernization Plan in 1998, Douglas County identified three high priority goals: 1) Update the Public Land Survey System, 2) Complete tax parcel mapping by year 2000 and 3) Develop an integrated GIS by year 2002 with all data residing on a GIS server. Beginning in 1999, Douglas County obtained grants through the Wisconsin Land Information Program to target specific geographical areas for reestablishing PSSL corner monuments utilizing private Registered Land Surveyors and purchased sophisticated GPS surveying equipment. Since 2002, our accomplishments include: completion of county-wide tax parcel mapping, creation of a full-time County Surveyor/Land Information Officer position, collocation of the Land Records staff with the Planning and Zoning staff, creation of a dedicated computer network and consolidation of County and City of Superior GIS staff through a formal shared services agreement. This effort provides Douglas County an opportunity to advance the stature of the county GIS program matching the expectations of our customers and our ability to meet their needs. We anticipate an increase in customer expectations in terms of accessibility, accuracy and responsiveness. This iteration of the planning cycle will assure that we meet those expectations by retaining high quality staff, the acquisition of new technologies, maintenance and upgrading of the level of precision of our parcel mapping and integration of digital data sets secured from a variety of sources.

**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 2019-2021 plan, completed at the end of 2018, is the second post-Act 20 required update.

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 that the county land information councils to approve final plans. A record documenting county land information council approval should be included in the final submission of the plan to DOA. County board approval of plans is encouraged but not required.

A county may amend a plan with updates or revisions as appropriate. If amended, a digital copy of the amended plan and record of Land Information Council approval should be sent to the WLIP.

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 Douglas County Land Information Council, and others as listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Affiliation</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Matt Johnson</td>
<td>County Surveyor</td>
<td>Douglas County Land Information Office</td>
<td><a href="mailto:matt.johnson@douglascountywi.org">matt.johnson@douglascountywi.org</a></td>
<td>715-395-1340</td>
</tr>
<tr>
<td>*Rosemary Lear</td>
<td>County Board Supervisor</td>
<td>Douglas County Board Supervisor</td>
<td><a href="mailto:rosemary.lear@douglascountywi.org">rosemary.lear@douglascountywi.org</a></td>
<td>715-398-6745</td>
</tr>
<tr>
<td>*Tracy Middleton</td>
<td>Register of Deeds</td>
<td>Douglas County Register of Deeds</td>
<td><a href="mailto:tracy.middleton@douglascountywi.org">tracy.middleton@douglascountywi.org</a></td>
<td>715-395-1350</td>
</tr>
<tr>
<td>*Carol Jones</td>
<td>Treasurer</td>
<td>Douglas County Treasurer</td>
<td><a href="mailto:carol.jones@douglascountywi.org">carol.jones@douglascountywi.org</a></td>
<td>715-395-1348</td>
</tr>
<tr>
<td>*Zach DeVoe</td>
<td>Land Services Director</td>
<td>Douglas County Land Information Office</td>
<td><a href="mailto:zach.devoe@douglascountywi.org">zach.devoe@douglascountywi.org</a></td>
<td>715-395-1386</td>
</tr>
<tr>
<td>*Brad Theien</td>
<td>City Assessor</td>
<td>City of Superior Assessor</td>
<td><a href="mailto:theienb@ci.superior.wi.us">theienb@ci.superior.wi.us</a></td>
<td>715-395-7221</td>
</tr>
<tr>
<td>*Jon Fiskness</td>
<td>GIS Coordinator</td>
<td>City of Superior GIS</td>
<td><a href="mailto:fisknessj@ci.superior.wi.us">fisknessj@ci.superior.wi.us</a></td>
<td>715-395-7423</td>
</tr>
<tr>
<td>*Maria Lettos</td>
<td>Realtor</td>
<td>Remax 1</td>
<td><a href="mailto:marialetos@hotmail.com">marialetos@hotmail.com</a></td>
<td>715-392-1111</td>
</tr>
<tr>
<td>*Dave Sletten</td>
<td>Emergency Planner/Risk Manager</td>
<td>Douglas County Emergency Management</td>
<td><a href="mailto:dave.sletten@douglascountywi.org">dave.sletten@douglascountywi.org</a></td>
<td>715-395-1497</td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td>City of Superior Councillor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Land Information Council Members designated by the * symbol.

Plan Designers: Zach DeVoe, Jon Fiskness, Marissa Hanson and Paul Howard.
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.
# PLSS

## Public Land Survey System Monuments

### Layer Status

<table>
<thead>
<tr>
<th>Status/Comments</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of PLSS corners (selection, ¼, meander) set in original government survey that can be remonumented in your county</td>
<td>4461</td>
</tr>
<tr>
<td>Number and percent of PLSS corners capable of being remonumented in your county that have been remonumented</td>
<td>2659, 59%</td>
</tr>
<tr>
<td>Number and percent of remonumented PLSS corners with survey grade coordinates (see below for definition) <strong>SURVEY GRADE</strong> - 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 <strong>SUB-METER</strong> - point precision of 1 meter or better <strong>APPROXIMATE</strong> - point precision within 5 meters or coordinates derived from public records or other relevant information</td>
<td>2282, 86% (Survey Grade) 41, 1.5% (Sub-meter) 336, 12.5% (Approximate)</td>
</tr>
<tr>
<td>Number and percent of survey grade PLSS corners integrated into county digital parcel layer</td>
<td>2336 100% (imported) 1531, 66% (Integrated) 805, 34% (Have a Network ID and have a relationship to parcel geometry)</td>
</tr>
<tr>
<td>Number and percent of non-survey grade PLSS corners integrated into county digital parcel layer</td>
<td>2125 100% (imported) 1295, 61% (Integrated) 830, 39% (Have a Network ID and have a relationship to parcel geometry)</td>
</tr>
<tr>
<td>Tie sheets available online?</td>
<td>YES  <a href="http://www.cosdc.us/surveyors/">http://www.cosdc.us/surveyors/</a></td>
</tr>
<tr>
<td>Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values)</td>
<td>96% (2556)</td>
</tr>
<tr>
<td>Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) and a corresponding URL path/shortcut value in the PLSS geodatabase</td>
<td>92% (2457)</td>
</tr>
<tr>
<td>PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values</td>
<td>562</td>
</tr>
<tr>
<td>Approximate number of PLSS corners believed to be lost or obliterated</td>
<td>1728</td>
</tr>
<tr>
<td>Which system(s) for corner point identification/numbering 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)?</td>
<td>Romportl Point Numbering System</td>
</tr>
<tr>
<td>Does the county contain any non-PLSS areas (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?</td>
<td>NO</td>
</tr>
<tr>
<td>Total number of PLSS corners along each bordering county</td>
<td>Burnett = 30 Washburn= 53 Bayfield= 87 WI/MN State Line= 72 Burnett = 30 Washburn= 53 Bayfield= 48 WI/MN State Line= 22 Burnett = 30 Washburn= 53 Bayfield= 48 WI/MN State Line= 22 Burnett = 30 (100%) Washburn= 53 (100%) Bayfield= 52 (60%) WI/MN State Line= 25 (34%)</td>
</tr>
<tr>
<td>Number and percent of PLSS corners remonumented along each county boundary</td>
<td></td>
</tr>
<tr>
<td>Number and percent of remonumented PLSS corners along each county boundary with survey grade coordinates</td>
<td></td>
</tr>
<tr>
<td>In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?</td>
<td></td>
</tr>
</tbody>
</table>
Custodian
- Douglas County Land Information Office, LO, County Surveyor

Maintenance
- Daily

Standards
- Statutory Standards for PLSS Corner Remonumentation
  s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  s. 60.84, Wis. Stats. Monuments.
  s. 236.15, Wis. Stats. Surveying requirements.
- Wisconsin County Surveyor’s Association survey grade standard:
  Coordinates collected under the direction of a Professional Land Surveyor, in a coordinate
  system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of
  repeatable 2 centimeter or better precision.**
- Statutory Standards for PLSS Corner Remonumentation
  - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  - s. 60.84, Wis. Stats. Monuments.
  - s. 236.15, Wis.Stats. Surveying requirements.
- 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

Other Geodetic Control and Control Networks
  e.g., HARN, Height Mod., etc.

Layer Status
- NGS Points, City of Superior Street Centerlines Monuments: in progress 50%

Custodian
- DC Land Information Office

Maintenance
- As needed

Standards
- Not Applicable

Parcel Mapping

Parcel Geometries

Layer Status
- Progress toward completion/maintenance phase:
  100% complete accuracy varies based on PLSS control available
    Shapefile format
  - Format: ESRI Shapefile format
  - Projection and coordinate system: Douglas County Coordinate System as defined by State of WI
- **Integration of tax data with parcel polygons:** Integration of Douglas County Tax Lister data included with ESRI Shapefile format
- **Esri Parcel Fabric/LGIM Data Model:** Implemented the ESRI Local Government Information Model in 2015 for the Parcels Parcel Fabric Data Model, and/or ESRI’s Local Government Information Model.
- Online Parcel Viewer Software/App and Vendor name: **WebGUIDE Xtreme (WGX)**
- **Unique URL path for each parcel record:** NO

### Custodian

**Douglas County Land Information Office**

### Maintenance

- **Update Frequency/Cycle:** Parcel polygons are updated Daily

### Standards

**Data Dictionary:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTID</td>
<td>GIS related ID for the geometry</td>
</tr>
<tr>
<td>PARCELNO</td>
<td>Identifies a parcel</td>
</tr>
<tr>
<td>Acres</td>
<td>GIS Acres</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Location of parcel, City, Village or Rural</td>
</tr>
<tr>
<td>ParcelID</td>
<td>GCS ParcelID for use in GCS only</td>
</tr>
<tr>
<td>PersonID</td>
<td>Entity ID from GCS for use in GCS only</td>
</tr>
<tr>
<td>LastName</td>
<td>Last Name of parcel owner</td>
</tr>
<tr>
<td>FirstName</td>
<td>First Name of parcel owner</td>
</tr>
<tr>
<td>COOWNER</td>
<td>Name of deeded co owner</td>
</tr>
<tr>
<td>City</td>
<td>Mailing Address City</td>
</tr>
<tr>
<td>MAILINGADDRESS</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>State</td>
<td>Mailing Address State</td>
</tr>
<tr>
<td>ZipCode</td>
<td>Mailing Address Zip Code</td>
</tr>
<tr>
<td>Municipality</td>
<td>The name of the municipality where the parcel resides.</td>
</tr>
<tr>
<td>PROPERTYADDRESS</td>
<td>Physical address of the parcel</td>
</tr>
<tr>
<td>Acres</td>
<td>The legal acres. Note: this is not the sum of the acres of the valuations known as aggregate ratio.</td>
</tr>
<tr>
<td>LEGALDESC</td>
<td>Short Legal description of parcel</td>
</tr>
<tr>
<td>FairMarketValue</td>
<td>The fair market value of the parcel. It is only applicable after tax calculation.</td>
</tr>
<tr>
<td>TOTALLANDVAL</td>
<td>The total land value (real estate only)</td>
</tr>
<tr>
<td>TOTALIMPVAL</td>
<td>The total improvement value (real estate only)</td>
</tr>
<tr>
<td>TOTVAL</td>
<td>The sum of land value and improvement value (real)</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SECTION</td>
<td>PLSS Section</td>
</tr>
<tr>
<td>TOWN</td>
<td>PLSS Township</td>
</tr>
<tr>
<td>TOWNDIR</td>
<td>Addressing direction either E or S</td>
</tr>
<tr>
<td>Range</td>
<td>PLSS Range</td>
</tr>
<tr>
<td>RANGEDIR</td>
<td>Addressing direction either E or S</td>
</tr>
<tr>
<td>QQ</td>
<td>PLSS Section Quarter Quarter</td>
</tr>
<tr>
<td>Q</td>
<td>PLSS Section Quarter</td>
</tr>
<tr>
<td>TaxYear</td>
<td>Indicates the tax year of the parcel information</td>
</tr>
<tr>
<td>LANDCLASS</td>
<td>Taxation related land class (this is not land use)</td>
</tr>
<tr>
<td></td>
<td>G1 = Residential</td>
</tr>
<tr>
<td></td>
<td>G2 = Commercial</td>
</tr>
<tr>
<td></td>
<td>G3 = Manufacturing</td>
</tr>
<tr>
<td></td>
<td>G4 = Agricultural</td>
</tr>
<tr>
<td></td>
<td>G5 = Undeveloped</td>
</tr>
<tr>
<td></td>
<td>G5M = Agriculture Forest</td>
</tr>
<tr>
<td></td>
<td>G6 = Productive Forest Lands</td>
</tr>
<tr>
<td></td>
<td>G7 = Other</td>
</tr>
<tr>
<td></td>
<td>W0 = County Special-Use Land</td>
</tr>
<tr>
<td></td>
<td>W1 = Private Forest Crop Pre 1972</td>
</tr>
<tr>
<td></td>
<td>W2 = Private Forest Crop Post 1971</td>
</tr>
<tr>
<td></td>
<td>W3 = Private Forest Crop Special</td>
</tr>
<tr>
<td></td>
<td>W4 = County Forest Land</td>
</tr>
<tr>
<td></td>
<td>W5 = MFL Open After 2004</td>
</tr>
<tr>
<td></td>
<td>W6 = MFL Closed After 2004</td>
</tr>
<tr>
<td></td>
<td>W7 = MFL Open Before 2005</td>
</tr>
<tr>
<td></td>
<td>W8 = MFL Closed Before 2005</td>
</tr>
<tr>
<td></td>
<td>X1 = Federal</td>
</tr>
<tr>
<td></td>
<td>X2 = State</td>
</tr>
<tr>
<td></td>
<td>X3 = County</td>
</tr>
<tr>
<td></td>
<td>X4 = Other</td>
</tr>
<tr>
<td></td>
<td>X5 = Municipality</td>
</tr>
<tr>
<td>DOCNUM</td>
<td>Documents referencing the creation of the parcel or ownership changes</td>
</tr>
<tr>
<td>TOTALWOODLANDVAL</td>
<td>Total value of woodland on a parcel</td>
</tr>
<tr>
<td>TOTALINCLWOODLAND</td>
<td>Sum of property value including woodland</td>
</tr>
<tr>
<td>Notes</td>
<td>Tax lister related notes</td>
</tr>
<tr>
<td>Parcel_use</td>
<td>Assessment related parcel use (no data)</td>
</tr>
<tr>
<td>School_district</td>
<td>Name of school district for parcel</td>
</tr>
<tr>
<td>School_district_id</td>
<td>School district number for parcel</td>
</tr>
</tbody>
</table>

* The data dictionary is a separate document
Assessment/Tax Roll Data

Layer Status

Progress toward completion/maintenance phase:
- 100% complete accuracy varies based on PLSS control available
- Douglas County Coordinate System as defined by State of WI
- Integration of Douglas County Tax lister data included with ESRI Shapefile format
- Implemented the ESRI Local Government Information Model in 2015 for the Parcels

Tax Roll Software/App and Vendor name: GCS Software

Custodian: Douglas County Land Information Office

Maintenance

- Maintenance of the Searchable Format standard: To maintain the Searchable Format standard, the county will continue to have a combination of staff and a consultant to convert the data to the searchable format required by the WLIP. This is considerably easier to do than to make a large switchover of our current software and data schema. The consultant has developed a program that runs through the data and makes the needed changes. As the WLIP requirements change the DB Consultant makes the needed changes to the programming. The staff then QA/QC the data for errors and do any final changes to anomalies. Typically this is less than 100 data records of nearly 50,000.
- 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. (See Description Above)

Standards

Statutory Standards for PLSS Corner Remonumentation
  s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  s. 60.84, Wis. Stats. Monuments.
  s. 236.15, Wis. Stats. Surveying requirements.
- Wisconsin County Surveyor’s Association survey grade standard:
  Coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.

Non-Assessment/Tax Information Tied to Parcels
  e.g., Permits, Easements, Non-Metallic Mining, Brownfields, Restrictive Covenants

Layer Status:
- Permit data

Custodian:
- Douglas County Zoning

Maintenance
- Daily

Standards
- Not Applicable
ROD Real Estate Document Indexing and Imaging

Layer Status
- **Grantor/Grantee Index.** 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.
- **Tract Index.** Tract index is PLSS based. Digitized tract index from 1986 to present. Prior to 1986 tract index is paper based.
- **Imaging.** Scans
- **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 $3 per session fee

Custodian
- Douglas County Register of Deeds

Maintenance
- Daily

Standards
- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

LiDAR and Other Elevation Data

**LiDAR**

Layer Status
- **Most recent acquisition year:** 2016
- **Accuracy:** 7.2 cm vertical accuracy
- **Post spacing:** 0.7 meter
- **Contractor's standard, etc.:** NA
- **Next planned acquisition year:** Unknown, Budget Dependent

Custodian
- DC Land Information Office

Maintenance
- None

Standards
- Data meets FEMA standards but doesn’t meet USGS QL2 specifications.

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

Layer Status
- **DEM and Hillshade; Complete 100%**

Custodian
- DC Land Information Office

Maintenance
- None

Standards
- FEMA QC Guidelines
Other Types of Elevation Data

Layer Status
- USGS 10 foot Contour Data; Complete 100%

Custodian
- USGS

Maintenance
- None

Standards
- Not Applicable

Orthoimagery

Orthoimagery

Layer Status
- Most recent acquisition year: 2019
- Resolution: 6”
- Contractor’s standard: Pictometry
- Next planned acquisition year: 2022
- WROC participation in 2020: We will not be participating
- Custodian:
  - DC Land Information Office

Maintenance
- Every 3 years

Standards
- Obtain the highest resolution available within our budget

Historic Orthoimagery

Historic Orthoimagery

Layer Status

Custodian
- City of Superior/Douglas County

Maintenance
- Not Applicable

Standards
- Not Applicable

Other Types of Imagery

Other Types of Imagery

e.g., Oblique Imagery, Satellite Imagery, Infra-red, etc.

Layer Status
- **Oblique Aerial Imagery:** Countywide Pictometry Spring 2009 (leaf off), 2013 (leaf off), 2016 (leaf off) and 2019 (leaf off).
  - The county chose to NOT participate in the WROC as we already were in a contract with Pictometry for multiple flights, one in 2013, 2016, 2019 and another in 2022.

Custodian
- DC LIO

Maintenance
- Every 3 years
- Obtain the highest resolution available within our budget

# Address Points and Street Centerlines

## Address Point Data

<table>
<thead>
<tr>
<th>Layer Status</th>
<th>Custodian</th>
<th>Maintenance</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address Points</strong>: Countywide; Complete 100%</td>
<td>DC LIO</td>
<td>Weekly</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

## Building Footprints

<table>
<thead>
<tr>
<th>Layer Status</th>
<th>Custodian</th>
<th>Maintenance</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Footprints and building points</strong>: Countywide; Complete 100%</td>
<td>DC LIO</td>
<td>As new aerial photos come available, every 3 years (Pictometry)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

## Other Types of Address Information

e.g., Address Ranges

<table>
<thead>
<tr>
<th>Layer Status</th>
<th>Custodian</th>
<th>Maintenance</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Centerlines Complete 100%</strong></td>
<td>DC LIO</td>
<td>Weekly</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

## Street Centerlines

<table>
<thead>
<tr>
<th>Layer Status</th>
<th>Custodian</th>
<th>Maintenance</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Centerlines Complete 100%</strong></td>
<td>DC LIO/Highway Commissioner</td>
<td>Weekly</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

## Rights of Way

<table>
<thead>
<tr>
<th>Layer Status</th>
<th>Custodian</th>
<th>Maintenance</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Right of Way</strong>: Countywide Complete 100%</td>
<td>DC LIO</td>
<td>Weekly</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Trails
  e.g., Recreational Trails
Layer Status
  - Motorized and non-motorized trail data Complete 100%
Custodian
  - DC Forestry Director
Maintenance
  - Annual
Standards
  - Not Applicable

Land Use
Current Land Use
Layer Status
  - Existing Land use: Douglas County's jurisdiction only Complete 100%
Custodian
  - Northwest Regional Planning Commission
Maintenance
  - Annually
Standards
  - Not Applicable

Future Land Use
Layer Status
  - Future Land use: Douglas County's jurisdiction only; Complete 100%
Custodian
  - Northwest Regional Planning Commission
Maintenance
  - None
Standards
  - s. 66.1001, Wis. Stats. Comprehensive planning.

Future land use maps are typically created through a community's comprehensive planning process. Future land use mapping for a county may be a patchwork of maps from comprehensive plans adopted by municipalities and the county.

Zoning
County General Zoning
Layer Status
  - Douglas County's jurisdiction only Complete 100%
Custodian
  - Zoning Coordinator
Maintenance
  - Monthly
Standards
  For the purposes of this ordinance, the unincorporated areas of Douglas County are hereby divided into the following types of districts:

R-1: Residential District
R-2: Residential District
RR-1: Residential-Recreation District
A-1: Agricultural District
C-1: Commercial District
I-1: Industrial District
F-1: Forestry District
W-1: Resource Conservation District
PUD: Planned Unit Development District
UVD: Unincorporated Village District (Overlay District)

**Shoreland Zoning**

*Layer Status:* The County does maintain a GIS representation of county shoreland zoning boundaries.

**Custodian**
- Douglas County Zoning Department

**Maintenance**
- As Needed

**Standards**
- State Of Wisconsin

**Farmland Preservation Zoning**

*Layer Status*:
- Not administered by county.
- *Year of certification:* NA

**Custodian**
- NA

**Maintenance**
- NA

**Standards**
- NA
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.

Custodian
- Douglas County/FEMA

Maintenance
- FEMA

Standards
- FEMA

Airport Protection
Layer Status
- Not administered by county.

Custodian
- NA

Maintenance
- NA

Standards
- NA

Municipal Zoning Information Maintained by the County
e.g., Town, City and Village, Shoreland, Floodplain, Airport Protection, Extra-Territorial, Temporary Zoning for Annexed Territory, and/or Zoning Pursuant to a Cooperative Plan
Layer Status
- None

Custodian
- NA

Maintenance
- NA

Standards
- NA

Administrative Boundaries

Civil Division Boundaries
e.g., Towns, City, Villages, etc.
Layer Status
- Municipalities; Complete 100%
Custodian
- DC LIO
Maintenance
- As Needed
Standards
- NA
School Districts
Layer Status
• Progress toward completion/maintenance phase:
  Geometry has been created; Complete 100%
• Relation to parcels:
  • Attributes linked to parcels: Also tied to the parcels through a school district field
  Custodian
  • DC Real Property Lister
  Maintenance
  • As needed
Standards
• NA

Election Boundaries
  e.g., Voting Districts, Precincts, Wards, Polling Places, etc.
Layer Status
• Geometry is based on US Census and redistricting every 10 years
  Custodian
  • DC Clerk
  Maintenance
  • 10 Years with new census and redistricting
Standards
• NA

Utility Districts
  e.g., Water, Sanitary, Electric, etc.
Layer Status
• Not administered by the County
  Custodian
  • NA
  Maintenance
  • NA
Standards
• NA

Public Safety
  e.g., Fire/Polic Districts, Emergency Service Districts, 911 Call Center Service Areas, Public Safety Answering Points, Healthcare Facilities
Layer Status
• Emergency Service Districts, Hazardous Materials Locations, 911 call center service areas, healthcare facilities, fire/police districts; Complete 100%
  Custodian
  • DC Emergency Management Coordinator
  Maintenance
  • As Needed
Standards
• NA

Lake Districts
Layer Status
• Administered by county but not in GIS format.
Custodian
  • Douglas County

Maintenance
  • Annually in GCS

Standards
  • None

Native American Lands
  Layer Status
  • Not administered by the County

Custodian
  • NA

Maintenance
  • NA

Standards
  • NA

Other Administrative Districts
  e.g., County Forest Land, Parks/Open Space, etc.
  Layer Status
  • County Forests, County Parks Complete 100%

Custodian
  • DC Forestry Director

Maintenance
  • As Needed

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
  Layer Status
  • None

Custodian
  • NA

Maintenance
  • NA

Standards
  • NA

Cell Phone Towers
  Layer Status
  • None

Custodian
  • NA
Maintenance
  - NA

Standards
  - NA

Bridges and Culverts
Layer Status
  - Bridges and Culverts: In progress 50%
Custodian
  - DC Highway Commissioner
Maintenance
  - Annual
Standards
  - NA

Other
  e.g., Pipelines, Railroads, Non-Metallic Mining, Sinkholes, Manure Storage Facilities, etc.
Layer Status
  - Pipelines, railroads, non-metallic mining: Complete 100%
Custodian
  - DC LIO
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

A. Custodial Responsibilities (S = State Statute, IP = Internal Policy)

1. Land Information Officer/Land Records GIS Staff
   a) Current Land Records responsibility and duties.
      (1) Coordinates land information projects within the county. (§59.88)
      (2) Prepares the Countywide Plan for land records modernization.
      (3) Oversees the LIS/GIS portion of the countywide computer network and data processing. (IP)
      (4) Maintains a countywide layering scheme for all mapped entities. (IP)
      (5) Maps and maintains all digital parcel maps. (IP)
      (6) Works on special projects for individual departments, municipalities, agencies, and the public and private sector. (IP)
      (7) Oversees the integrity of maps and corresponding land records data submitted or created for use in the countywide GIS/LIS program. (IP)
      (8) Oversees budgets and grants for use in land records modernization efforts.
      (9) Maintains County IMS site. (IP)
      (10) Maintenance of digital shore land, floodplain, and recreation maps. (IP)
      (11) Maintain hard copy parcel maps, including property divisions, splits, and merges.
      (12) Maintains or oversees maintenance of digital parcel maps. (IP)

   b) Future Land Records responsibilities and duties (expected or willing to assume).
      (1) Educating users in the creation of maps and the use of GIS.
      (2) Program user interfaces for data entry and GIS queries.

2. Register of Deeds
   a) Current Land Records responsibility and duties
b) Future Land Records responsibilities and duties (expected or willing to assume). None

3. County Clerk
   a) Current Land Records responsibility and duties
      (1) Maintains hard copy electoral and jurisdictional maps. (§5-10)
      (2) Maintains highway and road relocation orders. (§32.05, 84.09)
      (3) Maintain a state trunk highway system map. (§84.02)

   b) Future Land Records responsibilities and duties (expected or willing to assume). None

4. Emergency Management
   a) Current Land Records responsibility and duties
      (1) Verify property addresses and road names for 911 data base. (IP)
      (2) Maintains records on hazardous chemical storage. (§323.60)
      (3) Maintains records on previously reported chemical spills. (§323.60)
      (4) Maintains records on damages to public & private properties. (§323.30)
      (5) Maintains hazardous substance info. & emergency planning. (§323.60)
      (6) Maintains records of Emergency Response Teams. (§323.70)

   b) Future Land Records responsibilities and duties (expected or willing to assume). None

5. County Surveyor
   a) Current Land Records responsibility and duties
      (1) Maintains information on PLSS corners. (§59.74)
      (2) Maintains information on the High Accuracy Network (HARN) densification in the county.
      (3) Maintains filing and scanning of Maps of Survey and U.S. Public Land Survey Monument
          Record sheets as provided to its office. (IP)
      (4) Oversees PLSS monument maintenance activities. (IP)
      (5) Scans and maintains other documents related to survey records. (IP)
      (6) Maintain a countywide database and GIS of PLSS section corners. (IP)
      (7) Completes and oversees Douglas County Remonument Program. (IP)

   b) Future Land Records responsibilities and duties (expected or willing to assume). None

6. Zoning Department
   a) Current Land Records responsibility and duties
      (1) Maintain zoning and land use maps as approved by unincorporated municipalities. (§59.693,
          87.30)
      (2) Maintain shore land and floodplain zoning. (§59.69)
      (3) Review land division in the form of plat and CSM reviews. (IP)
      (4) Enforces county zoning and building ordinances. (§59.69)

   b) Future Land Records responsibilities and duties (expected or willing to assume). None

7. Land Conservation Department
   a) Current Land Records responsibility and duties (Chapter §92)
      (1) Administer Land and Water Resource Management Plan. (§92.10)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

8. **Highway Department**
a) Current Land Records responsibility and duties
   (1) Maintains a filing system for right-of-way design and as-built plans.
   (2) Maintains sign inventory.
   (3) Maintains driveway inspection permits.

b) Future Land Records responsibilities and duties (expected or willing to assume). None

9. **Real Property Lister/Treasurer**
a) Current Land Records responsibility and duties (§70.09)
   (1) Maintains and assigns parcel numbers of all real estate & personal property in Douglas County. (IP)
   (2) Maintains Tax Roll information for rural Douglas County, which includes current ownership information, mailing addresses, brief legal descriptions with calculated acreages, general land classification with valuation of each classification, estimated fair market values, exempt property and DNR contracted property, property address and lottery credits. (IP)
   (3) Maintenance of public schools, WITC, Sanitary, BID, TIF and other special districts needed for accurate disbursement of set levies. (IP)
   (4) Maintains mill rate figures, special assessments/charges for each municipality.
   (5) Collection of general property taxes. (§74.07)
   (6) Preparation of acquiring and sale of tax delinquent properties. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

10. **Douglas County Forestry Department**
a) Current Land Records responsibility and duties
    (1) Maintain timber stand polygons on Douglas County Forest Land and Special Use Land. (IP)
    (2) Maintain gas tax roads (County Forest) and forest access roads. (IP)
    (3) Maintain Snowmobile/ATV trails. (IP)

b) Future Land Records responsibilities and duties (expected or willing to assume). None

11. **Veterans Services Administrator**
a) Current Land Records responsibility and duties
    (1) Maintain a list of veteran burials in Douglas County

WI State Statute 45.62(1)(e & f)

45.62 Burial places compiled.
(1) The department may compile a record of veteran's burial places located within the state that may, so far as practicable, indicate all of the following information:
(a) The deceased veteran's name.

25
(b) The service in which the deceased veteran was engaged.
(c) The appropriate designation of the deceased veteran's armed forces unit.
(d) The deceased veteran's rank and period of service.
(e) The name and location of the cemetery or other place in which the deceased veteran's body is interred.
(f) The location of the deceased veteran's grave in the cemetery or other place of interment.
(g) The character of the headstone or other marker, if any, at the deceased veteran's grave.
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
- Servers, Desktops, Laptops, GPS, Tablets, etc

Software
- ESRI Enterprise Licensing Agreement, ERIS Software and Core Extensions, Microsoft SQL

Website Development/Hosting
- ADC Technologies, Design Elemental

Metadata and Data Dictionary Practices
Metadata Creation
- **Metadata creation and maintenance process:**
  Metadata has been processed for much (75%) of the City/County GIS data. Data dictionaries are used when applicable but not many exist for the data. We try to follow the FGDC Content Standards whenever possible.

Metadata Software
- **Metadata software:** ArcCatalog
  - The software does generate metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** Varies depending on the dataset

Metadata Policy
- **Metadata Policy:** None

Municipal Data Integration Process
The City of Superior and Douglas County have integrated most of their data sets, with a few exceptions, Zoning, Land use, SAMP, trails and Centerline Monument data.
# Public Access and Website Information

## Public Access and Website Information (URLs)

<table>
<thead>
<tr>
<th>GIS Webmapping Application(s) Link - URL</th>
<th>GIS Download Link - URL</th>
<th>Real Property Lister Link - URL</th>
<th>Register of Deeds Link - URL</th>
</tr>
</thead>
</table>

## Municipal Website Information

<table>
<thead>
<tr>
<th>Municipal Website</th>
<th>Municipal Website URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Superior</td>
<td><a href="http://www.ci.superior.wi.us/">http://www.ci.superior.wi.us/</a></td>
</tr>
</tbody>
</table>
Data Sharing

Data Availability to Public

Data Sharing Policy
All City/County data is available openly on the website: http://www.ci.superior.wi.us/474/Geospatial-Data-GIS

Data Sharing Restrictions
Douglas County has no data sharing restrictions at this time

Open Records Compliance
- In compliance with Wisconsin's Wisconsin Open Records Act 19.31

Data Sharing Restrictions and Government-to-Government Data Sharing

Data Sharing Restrictions
- Douglas County has no data sharing restrictions at this time

Government-to-Government Data Sharing

a. **Formal data sharing:** Open data sharing agreements with SLC, SWLP, City of Duluth, NWRPC, ARDC, WLSSD & WIDNR.

b. **Maintenance agreements:** All departments have access to data.

c. **Cooperative agreements:** City of Superior/Douglas County.

d. **Consortia:** Four-County Northwestern Wisconsin Pictometry Project 2009.

e. **Collaborative arrangements:** Participate in Wisconsin Land Information peer review process.

f. **Statutory relationships:** N/a

Training and Education

a. **Training:** Training will be provided both internally through the UO and externally as needed and as funds exist.

b. **Use of Technology to facilitate education and training:** The technology is used to help train the users and public on the program.
c. Participation in clearinghouse/repository and land info technical assistance listserv: Currently participate and will continue.

d. Education Funds: The training and education dollars obtained through the Program have been used to send staff to WLIA events.

e. ESRI Virtual Campus Training: The County has access to 3750 credits of ESRI Virtual Campus training for its GIS users.
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 to Maintain Searchable Format (Benchmarks 1 & 2)

Project Title: Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)

Project Description/Goal

How Searchable Format Will Be Maintained

- To maintain the Searchable Format standard, the county will continue to have a combination of staff and a consultant to convert the data to the searchable format required by the WLIP. This is considerably easier to do than to make a large switchover of our current software and data schema. The consultant has developed a program that runs through the data and makes the needed changes. As the WLIP requirements change we make the needed changes to the programming. The staff then QA/QC the data for errors and do any final changes to anomalies. Typically this is less than 100 data records of nearly 50,000.

- **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. (See Description Above)

Business Drivers

- The Project Plan to Maintain Searchable Format for Benchmarks 1 & 2 is a requirement for those counties who utilize Strategic Initiative funds for parcel/tax roll formatting to prepare the data submission to DOA.

Objectives/Measure of Success

- The objective is to continue to meet the Searchable Format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission).

Project Timeframes

<table>
<thead>
<tr>
<th>Timeline – Project Plan to Maintain Searchable Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Project start</td>
</tr>
<tr>
<td>Gather data</td>
</tr>
<tr>
<td>Contractor formats data</td>
</tr>
<tr>
<td>Project complete</td>
</tr>
</tbody>
</table>

- This project repeats annually

Responsible Parties

- Douglas County Land Information Office Staff

Estimated Budget Information

- See table at the end of this chapter for project budget information.
Project Plan for Parcel Completion (Benchmark 3)

Project Title: Project Plan for Parcel Completion (Benchmark 3)

Project Description/Goal
Current status of parcel data
- **Current status of parcel data in the county:** 99%
- **Tally of the total number of parcels in digital format:** 54,979
- **Estimated number of parcels yet to be digitized:** 300

Goals
- **Number of parcels to be added for the grant project period(s):** 30

Planned approach
- Douglas County has a close to complete parcel fabric, we are currently adding missing parcels as they are researched to the fabric. We are also working on accuracy issues from the parcel development period brought into the parcels from poorly constructed Town, Range, Section data that was used. Therefore while nearly complete some areas are considerably inaccurate. Newly remonumented corners are being used to clean up the data inaccuracies and make the parcel fabric more accurate. Douglas County identifies areas of concern, remonuments the areas and then reworks the parcel fabric for a higher accuracy.

Business Drivers
- The Project Plan for Parcel Completion is a requirement for those counties who utilize Strategic Initiative funds for work related to digital parcel map completion.
- Internal and external users of Counties parcel data anticipate a high level of accuracy and most current data available
- Meeting requirements of the State of Wisconsin’s Parcel Mapping Initiative goals and objectives

Objectives/Measure of Success
- The objective is to meet Benchmark 3 (Completion of County Parcel Fabric) by December 2030
- A fully functioning Parcel Fabric built on ESRI’s Land Information Model
- Implementation of Parcel Editing Standard
- Acquisition of additional editing staff, FTE and GIS Consultant
- A completed parcel layer built on survey grade PLSS coordinates
- Success is largely determined on the PLSS Remonumentation efforts
- A end product that meets the requirements of the State of WI Parcel Initiative

Project Timeframes

<table>
<thead>
<tr>
<th>Timeline – Project Plan for PLSS</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project start</td>
<td></td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Hire contractor</td>
<td>1 month</td>
<td>January 1-31, 2019</td>
</tr>
<tr>
<td>Contractor remonument</td>
<td>1 year</td>
<td>Feb 1, 2019-Feb 1, 2019</td>
</tr>
<tr>
<td>Project complete</td>
<td></td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

- This project repeats annually

Responsible Parties
- Douglas County Land Information Office Staff

Estimated Budget Information
- See table at the end of this chapter.
Project Plan for PLSS (Benchmark 4)

Project Title: Project Plan for PLSS (Benchmark 4)

Project Description/Goal

Planned Approach
- Remonumentation of PLSS lost and obliterated corners. Survey grade coordinates on existing remonumented PLSS corners. Accurate coordinates on the PLSS corners in Douglas County is the only way to achieve higher accuracy of the parcel layer.

Current Status
- **Tally of the total number of corners**: See PLSS Layer Status table in Chapter 2.
- **Remonumentation status**: See PLSS Layer Status table in Chapter 2.
- **Coordinate status (accuracy class) if known**: See PLSS Layer Status table in Chapter 2.

Goals
- **Number of corners to be remonumented and/or rediscovered**: 200/Year
- **Number to have new coordinates established**: 200/Year
- **Accuracy class for these new coordinates**: Survey Grade
- **Way in which these points will be integrated into the parcel fabric**: All new corner coordinates will be added to the parcel fabric to provide greater accuracy to the parcel geometries

Missing Corner Notes
- **Documentation for any missing corner data**: 1728, 39% of the corners in Douglas County have been lost or obliterated since they were set

County Boundary Collaboration
- Douglas County has worked with Washburn, Bayfield and Burnett counties to collaborate on county boundary collection. Douglas County has also worked with Pine County of Minnesota to collaborate on the MN/WI state boundary line and plans to continue to collaborating with these entities.

Business Drivers
- County has 100% of the PLSS Corner Imported/integrated in the Parcel Fabric, however only 56% of the have a network ID representing a relationship to Parcel Geometry (37% Survey Grade and 19% less than Survey grade)
- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- County has 59% of the PLSS corners with U.S. Public Land Survey Monument Record Sheets and 51% have survey grade coordinates.
- County has invested $30,000 per year over the last five years for remonumentation projects
- A weighted control system of PLSS corners was developed and incorporated into the GIS for strategic mission planning and determining project areas.
- U.S. Public Land Survey Monument Record sheets will be available online and accessible on County survey site.

Objectives/Measure of Success
- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by 2050 date.
- The intent is to obtain as many survey-grade coordinates on PLSS corners that will affect the accuracy of the highest density of parcels.
- PLSS survey-grade coordinates as provided by Professional Land Surveyors will be incorporated in the PLSS Control Layer in the Parcel fabric allowing individual parcels to be adjusted.
Project Timeframes

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtaining survey grade coordinates and</td>
<td></td>
<td>January 1 –December 31, 2019</td>
</tr>
<tr>
<td>remonumentation on PLSS corners.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrate PLSS control into parcel fabric</td>
<td>monthly</td>
<td></td>
</tr>
<tr>
<td>Index tie sheet and other survey records</td>
<td>As completed</td>
<td></td>
</tr>
<tr>
<td>Project complete</td>
<td></td>
<td>Dec 31, 2019</td>
</tr>
</tbody>
</table>

- This project repeats annually

Responsible Parties
- Douglas County Land Information Staff
  - The County Surveyor will administrate the Remonumentation project. Local private Professional Land Surveyors and in-house County staff will be doing the necessary fieldwork and drafting U.S. Public Land Survey Monument Record sheets.

Estimated Budget Information
- See table at the end of this chapter.
Project #1: Aerial Photo Acquisition

Project Description/Goal
- Implement and maintain the aerial photography on a three year basis so the data remains relevant for current use. When integrated into GIS it is available for all users to access, plan, coordinate, implement and provides accurate decision-making based on the Pictometry data (Oblique and Ortho Photography).
- **Land Info Spending Category:** Capital Improvements

Business Drivers
- Internal and external users of the County’s aerial photography anticipate a high level of accuracy and most current data available.
- Aerial Photography (Ortho and Oblique’s) has been used for decades in Douglas County and continues to be a primary data source for all departments basic mapping needs.

Objectives/Measure of Success
- Work with Pictometry
- Coordinate with IT staff for storage location and permissions
- Install software on users computers
- Train the users on use of the data, Pictometry training and in house-training
- Coordinate regional meetings/trainings to bring more users into the Pictometry User Base
- Develop interest and budget for future flights
- Develop an aerial acquisition timeline

Project Timeframes
- **2019 flight** and continuation of a three year cycle flight schedule. Aerials will be available within 3 months of the flight’s completion

Responsible Parties
- County Land Information Office and County Administration

Estimated Budget Information
- See table at the end of this chapter.
Project #2: Maintain and Enhance Web-Based Mapping Sites for Public Use

Project Description/Goal
- Land Info Spending Category: Land Records
- Maintain and enhance web-based mapping sites for public use.
  https://www.douglascountywi.org/869/Land-Records

Business Drivers
- Public access to data
- Technological enhancements to use developing web technologies

Objectives/Measure of Success
- Public access to GIS data and survey data
- Mobile GIS capabilities
- Linear data document referencing
- Train the users on use of sites

Project Timeframes
- Ongoing Year to Year

Responsible Parties
- Douglas County Land Information Office

Estimated Budget Information
- See table at the end of this chapter.
Project #3: Drone: Acquire, Meet FAA Requirements and Training

Project Description/Goal
- Acquire a drone, meet the Federal Aviation Administration's requirement for Licensing and train staff to use it
- Use the drone for specific small project areas where aerial imaging can be quickly obtained and utilized

Business Drivers
- Public Safety
- Forestry
- Law Enforcement

Objectives/Measure of Success
- Emergency operations like flooding events where damage assessment is needed in a short timeframe
- Accessing remote areas visually from above that would not be possible in any other way
- Assessing Forest stands for health/condition, etc
- Locating missing persons in remote areas

Project Timeframes
- Ongoing Year to Year

Responsible Parties
- Douglas County Land Information Office

Estimated Budget Information
- See table at the end of this chapter.
Project #4: Mobile Platbook Application

Project Description/Goal
- Develop a mobile platbook app

Business Drivers
- Mobile Technology is increasing in use and demand for this data in this form is present

Objectives/Measure of Success
- Develop a mobile platbook application that can be used on various mobile platforms

Project Timeframes

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Duration</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Mobile App</td>
<td>9 Months</td>
<td>January 1 –October 31, 2019</td>
</tr>
<tr>
<td>Test Mobile App</td>
<td>1 Month</td>
<td>November 1 - December 1 2019,</td>
</tr>
<tr>
<td>Make Available for download</td>
<td>1 Month</td>
<td>December 1, - December 31, 2019,</td>
</tr>
<tr>
<td>Project complete</td>
<td></td>
<td>Dec 31, 2019</td>
</tr>
</tbody>
</table>

Responsible Parties
- Douglas County Land Information Office

Estimated Budget Information
- See table at the end of this chapter.
Project #5: Carmody Software Acquisition

Project Description/Goal
- Purchase Carmody Septic System Compliance reporting and septic search software

Business Drivers
- States mandatory governmental inventory and maintenance program (SPS 383.255)

Objectives/Measure of Success
- Give employees and the general public access to the best tracking software on the market

Project Timeframes

<table>
<thead>
<tr>
<th>Timeline – Mobile Platbook Application</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milestone</strong></td>
<td><strong>Duration</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>Purchase Software</td>
<td>1 Month</td>
<td>October 2019</td>
</tr>
<tr>
<td>Transition to New Software</td>
<td>1 Month</td>
<td>November 2019</td>
</tr>
<tr>
<td>Make Available for Public</td>
<td>1 Month</td>
<td>December 2019</td>
</tr>
<tr>
<td>Project complete</td>
<td></td>
<td>Dec 31, 2019</td>
</tr>
</tbody>
</table>

Responsible Parties
- Douglas County Zoning

Estimated Budget Information
- See table at the end of this chapter.
# Estimated Budget Information (All Projects)

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Item</th>
<th>Unit Cost/Cost</th>
<th>Land Info Plan Citations</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Benchmark 1 &amp; 2</td>
<td>GIS Parcel Coordinator</td>
<td>$2,500 Per year for 3 years</td>
<td>Page 30</td>
<td>$7,500</td>
</tr>
<tr>
<td></td>
<td>Land Information Specialist</td>
<td>1/3 salary = $27,000 per year for 3 years</td>
<td>Page 30</td>
<td>$81,000</td>
</tr>
<tr>
<td>2) Benchmark 3</td>
<td>Database Consultant</td>
<td>$2,256 per year for 3 years</td>
<td>Page 31</td>
<td>$6,768</td>
</tr>
<tr>
<td></td>
<td>GIS Parcel Coordinator</td>
<td>$28,000 per year for 3 years</td>
<td>Page 31</td>
<td>$84,000</td>
</tr>
<tr>
<td>3) Benchmark 4</td>
<td>Surveyor Tech</td>
<td>600 hours @ $13 per hour for 3 years</td>
<td>Page 32</td>
<td>$23,400</td>
</tr>
<tr>
<td></td>
<td>GPS controller</td>
<td>$6,500</td>
<td>Page 32</td>
<td>$6,500</td>
</tr>
<tr>
<td></td>
<td>GPS Receiver</td>
<td>$25,000</td>
<td>Page 32</td>
<td>$25,000</td>
</tr>
<tr>
<td>4) Project #1</td>
<td>Aerial photo flight</td>
<td>$77,000 per year over 3 years</td>
<td>Page 34</td>
<td>$231,000</td>
</tr>
<tr>
<td>5) Project #2</td>
<td>Maintain web mapping site</td>
<td>$4,250 per year over 3 years</td>
<td>Page 35</td>
<td>$12,750</td>
</tr>
<tr>
<td>6) Project #3</td>
<td>Drone and license</td>
<td>$4,000 for drone, training and licensing</td>
<td>Page 36</td>
<td>$4,000</td>
</tr>
<tr>
<td>7) Project #4</td>
<td>Platbook mobile app</td>
<td>$5,000 consultant fee to create app</td>
<td>Page 37</td>
<td>$5,000</td>
</tr>
<tr>
<td>8) Project #5</td>
<td>Purchase Carmody Software</td>
<td>$5,600 purchase and startup cost. Additional $1,700 per year for public access</td>
<td>Page 38</td>
<td>$8,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$494,918</strong></td>
</tr>
</tbody>
</table>

Note: These estimates are provided for planning purposes only. Budget is subject to change.
1. Save your work.

2. Update the Table of Contents on page 2

3. Save document as a PDF file—with working hyperlinks if possible.
   a. If Acrobat plug-in is enabled in Word, make sure you go to "Preferences" and check "Add Links"
   b. File ➤ Print ➤ Select "Adobe PDF" as your printer ➤ Check for working links
   c. File ➤ Save as Adobe PDF ➤ Check for working links

4. Submit the final plan.
   a. Upload at www.sco.wisc.edu/parcels/upload
      (This is the alternative upload page for the Wisconsin Statewide Parcel Map Initiative. This is where you should upload your plan.)

5. Plan to do a voluntary review of two peer’s plans when they are made available to you. Wait for an email from DOA with details.

6. Allow one month for DOA grant administrator to review your plan.

7. Implement revisions from DOA, and your peers as deemed appropriate.

8. Secure county Land Information Council approval.
   a. Often this takes the form of a vote at a council meeting (which you may need to schedule in advance).
   b. Attach either:
      - the meeting minutes and/or
      - any resolution adopted/approved
        ▶ you may wish include them as an appendix to the final plan PDF
          (or email them to DOA separately)
   c. County board approval is encouraged but not required

9. Submit the final plans with documentation of county land information council approval by December 31, 2018.
This Agreement is made and entered into this ___ day of _______ 20__ by and between Douglas County, Planning and Zoning Department located at 1313 Bellknop St, Superior, WI 54880 (hereinafter referred to as Client) and Carmody® Software, Inc. 6180 Babcock St. SW, Ste. 2 Palm Bay, FL 32909 (hereinafter referred to as Carmody).

WHEREAS, Carmody has developed an Internet-based data-collection and management Software as a Service application, hereinafter referred to as (SaaS) designed to provide easy and efficient online access to information and documents.

NOW, THEREFORE, the Client and Carmody, for and in consideration of the covenant set forth below, hereby agree as follows.

**SCOPE OF WORK**

Carmody shall provide Client with a proprietary cloud service application(s) to support compliance and maintenance management with paperless service record collection options for client specified components and events located within Client’s jurisdiction. This service is provided on a best efforts basis, there are limitations with internet services and we cannot guarantee, amongst other things, uninterrupted service. We will not give credit for any interruption of service. (See Attachment "A")

Carmody is Software as a Cloud applications service, data manipulation and IT services are not included.

**TERM**

This Agreement term shall be ____ (__) year(s) and will become effective on __________, 20__ and expires at 12:00 midnight on __________, 20__. To avoid interruption in service and a $500 reactivation fee, a Carmody Services Renewal Contract must be executed prior to the expiration of this agreement.

**EQUIPMENT AND SOFTWARE**

All equipment and software provided and developed by Carmody to fulfill their obligations to Client under this Agreement shall be solely owned property of Carmody. The access and use of the Carmody SaaS application is provided on a non-exclusive basis to Client during the term of this Agreement.

**DATA BACKUP**

Carmody will use commercially reasonable efforts to back up the service information collected during the term of this agreement. Carmody will monitor the backup server for indications of errors and exercise reasonable care in providing backup services throughout the term of this contract. The Carmody SaaS application provides the Client with a backup application to back up the service data collected during the term of this agreement in a hard copy or pdf format.

**CARMODY™ OBLIGATIONS**

Setup of Client’s SaaS application within their jurisdiction. Carmody shall provide, application hosting, O&M, database storage and backup, customer support, and password administration. Carmody shall also be responsible for maintaining the internet components and SaaS’s operating system.

Customer support is provided between the hours of 8:00 AM - 5:00 PM (CST) Monday – Friday, not including holidays.

**CLIENT OBLIGATIONS**

Client is responsible for the management, maintenance, backup and long-term storage of the service data collected during the term of this contract.

Client is responsible to contact and inform their potential users of the availability of this resource.

The Client shall provide Carmody with duplicates "ONLY" of all information to be used for this SaaS application.

It is the responsibility of the Client to identify and mark all confidential information and material.

**SINGLE CATEGORY PROGRAM OPTIONS & FEES**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Setup</th>
<th>Import</th>
<th>Support Monthly</th>
<th>Support Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Reporting</td>
<td>$2,999</td>
<td>$549</td>
<td>$229 / $3,588</td>
<td></td>
</tr>
<tr>
<td>Septic Search</td>
<td>$1,500</td>
<td>$549</td>
<td>$100 / $1,200</td>
<td></td>
</tr>
</tbody>
</table>

**Add Management Category**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Setup</th>
<th>Import</th>
<th>Support Monthly</th>
<th>Support Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Management (Well, Grease, Pool, Septic, etc.)</td>
<td>$1,999</td>
<td>$549</td>
<td>$199 / $2,388</td>
<td></td>
</tr>
</tbody>
</table>

**PASSWORD ACCOUNT AUTHORIZATION**

Access to the Carmody SaaS program(s) may require a password account. Client may be asked to authorize password accounts for their staff and reporting entities. All staff and reporting entities requesting a password account must complete an online application form at www.carmodyinc.com and accept the Carmody Terms of Use, located at www.carmodyinc.com. After the application is approved, a password account will be issued. The reporting entity password accounts are issued for the sole purpose of electronically reporting required service events.

**PROPRIETARY SOFTWARE & DATA OWNERSHIP**

The information provided to Carmody under the terms of this agreement are duplicates and deemed public information, with the original being in the possession of the Client. Carmody shall retain a copy of all public information. The Carmody SaaS software, applications, equipment, etc., used to fulfill Carmody’s obligations under this agreement including but not limited to: applications, forms, reports, etc. are proprietors and protected by copyright, trade dress, trademarks, unfair competition, and other laws and may not be copied or imitated in whole or in part and is the exclusive property of Carmody.

**INFORMATION SUBJECT TO PRIVACY LAWS**

The parties agree that any information subject to Federal, State or Local laws requiring it to be confidential shall be kept confidential. It is the responsibility of the Client to identify, disable and/or mark all confidential information and material. The Carmody SaaS application provides the Client with the accessibility to locate, identify, disable and/or mark information as confidential.

**OTHER TERMS**

The parties agree that Wisconsin law shall be applicable to this Agreement. Revisions of this Agreement must be agreed to in writing by an addendum signed by the authorized representative of each party.

If any of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, this will not affect any other provisions of this agreement: to the extent that the agreement is then deficient in some respect, the parties will negotiate additional terms as needed.

Client: Douglas County, WI
Planning & Zoning Dept.
1313 Bellknop St
Superior, WI 54880

By: __________________________

Print: ________________________

Title: _______________________

Date: / / 20__
From: Scully, Joseph A  
Sent: Tuesday, July 10, 2018 4:08 PM  
To: Kretzer, Heather N <Heather.Kretzer@flhealth.gov>; Mankin, Brandy L <Brandy.Mankin@flhealth.gov>  
Cc: Miller, Ralph E <Ralph.Miller@flhealth.gov>  
Subject: FW: Website Analytics

Heather and Brandy,

I contacted Scott Carmody, the vendor we use for Septic Search. He provided me with the email below on how many hits Bay County receives on the Septic Search website. Since we pay for this service we thought this might be something that we should track to see if we’re getting our money’s worth.

Each “hit” would have potentially been a call to our admin staff to research a septic system for a client. Using a conservative number of 15 minutes for each call we can estimate that we’ve saved approximately 3428 man-hours this year alone, using an average of $13/hr that equals $44,570.

The cost for the Septic Search service is only $2475 per year.

Joe

Joseph Scully, MS, CEHP  
Environmental Supervisor II  
Environmental Health Section  
Florida Department of Health in Bay County  
597 West 11th Street  
Panama City, FL 32401  
Phone: (850) 481-4806  
Fax: (850) 747-5995  
Cell: (850) 258-8532