

AGENDA

*REVISED 09-09-2024

JEFFERSON COUNTY BOARD MEETING

TUESDAY

SEPTEMBER 10, 2024

7:00 p.m.

**Jefferson County Courthouse
311 S. Center Avenue, Room C2063
Jefferson, WI 53549**

[Livestream on YouTube](#)

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ

After registering, you will receive a confirmation email containing information about joining the webinar.

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **APPROVAL OF AUGUST 12, 2024 MEETING MINUTES**
7. **COMMUNICATIONS**
 - a. Treasurer’s Month Report
 - b. Zoning Committee – Notice of Public Hearing, September 19, 2024 (Page 1)
8. **PUBLIC COMMENT (agenda items)**
9. **SPECIAL ORDER OF BUSINESS**
 - a. Resolution – Recognizing William F. Hue Upon His Retirement (Page 2)
 - b. Strategic Plan Quarterly Update
10. **ANNUAL REPORTS**
 - a. District Attorney – Monica Hall
 - b. Parks – Kevin Wiesmann
 - c. Clerk of Courts – Cindy Hamre Incha
 - d. Human Resources – Terri Palm-Kostroski
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **BUILDING AND GROUNDS COMMITTEE**
 - a. Resolution – Authorizing Courthouse/Jail Project Changer Order – Jail Ventilation (Page 3)
12. **EXECUTIVE COMMITTEE**
 - a. Resolution – Authorizing the development of an Emergency Medical Service (EMS) Workgroup (Page 4)
 - b. Resolution – Supporting Rock River Community Clinic New Access Point Application (Page 5)

13. **FINANCE COMMITTEE**
 - a. Resolution – Denying Claim for damages by Charter Spectrum (Page 10)
 - b. Resolution - Accepting the PSC Rural Energy Startup Program Grant and amending the 2024 Central Services department budget (Page 11)
 - c. Resolution – Awarding contract for Auditing Services (Page 13)
 - d. Resolution – Authorizing the repurpose of American Rescue Plan Act Funding and amending the 2024 budget (Page 14)
14. **HUMAN RESOURCES COMMITTEE**
 - a. Resolution - Restructuring the Emergency Management Department – Reclassifying the Program Assistant Position to Deputy Emergency Management Director Position (Page 16)
15. **LAND AND WATER CONSERVATION COMMITTEE**
 - a. Resolution - Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Clean Boats, Clean Waters Grant (Page 18)
 - b. Resolution - Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Lake Monitoring and Protection Network Grant (Page 20)
16. **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE**
 - a. Resolution - Adopting a Public Implementation Plan for Updating the Jefferson County Hazard Mitigation Plan (Page 22)
17. **PARKS COMMITTEE**
 - a. Resolution- Authorizing County Conservation Aids Grant Application for Dorothy Carnes County Park (Page 24)
 - b. Resolution - Authorizing the County Administrator to Enter into a Contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Project in Phase III (Page 26)
 - c. Resolution - Authorizing the execution of Memorandum of Understanding with Town of Lake Mills Regarding the North End Boat Launch in Lower Rock Lake County Park (Page 28)
18. **PLANNING AND ZONING COMMITTEE**
 - a. Report – Approval of Petitions (Page 36)
 - b. Ordinance – Amending Official Zoning Map (Page 37)
 - c. Resolution - Approving the 2025-2027 Jefferson County Land Information Plan (Page 38)
19. **APPOINTMENTS BY COUNTY BOARD CHAIR**
 - a. Sheriff Travis Maze, Local Elected Official Representative, Captain Matthew Kanters, Transportation Representative, and Tracy Hameau, Emergency Management Representative to the Local Emergency Planning Committee (LEPC) for an indeterminate term (Page 79)
20. ***APPOINTMENT BY COUNTY ADMINISTRATOR**
 - a. Pamela Abrahamsen to the Human Services Board to fill an unexpired term ending November 1, 2025.
21. **PUBLIC COMMENT** (General)
22. **ANNOUNCEMENTS**
23. **CLOSED SESSION**
 - a. Convene in closed session pursuant to section 19.85(1)(c) Wis. Stats. to consider the employment, compensation, or performance evaluation data of a County employee over which the governmental body has jurisdiction or exercises responsibility.
 - b. Reconvene in open session to act on items discussed in closed session, if necessary
24. **ADJOURN**

NEXT COUNTY BOARD MEETING

TUESDAY

OCTOBER 8, 2024 – 7:00 P.M.

OCTOBER 22, 2024 – 7:00 P.M.

NOTICE OF PUBLIC HEARING
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE
George Jaeckel, Chair; Steve Nass, Vice-Chair; Blane Poulson, Secretary; Matt Foelker; Cassie Richardson

SUBJECT: Map Amendments to the Jefferson County Zoning Ordinance and Requests for Conditional Use Permits
DATE: Thursday, September 19, 2024
TIME: 7:00 p.m. (Doors will open at 6:30)
PLACE: **JEFFERSON COUNTY COURTHOUSE, ROOM C2063**
311 S. CENTER AVE, JEFFERSON, WI 53549
OR Via Zoom Videoconference

PETITIONERS OR MEMBERS OF THE PUBLIC MAY ATTEND THE MEETING VIRTUALLY BY FOLLOWING THESE INSTRUCTIONS IF THEY CHOOSE NOT TO ATTEND IN PERSON:

You are invited to a Zoom meeting.
When: September 19, 2024, at 07:00 PM Central Time (US and Canada)
Meeting ID: 957 3344 0565
Passcode: Zoning
Register in advance for this meeting:
<https://zoom.us/j/95733440565?pwd=eHZRbHZXWXhIUnlKdkhtOXhoTmtNz09>
After registering, you will receive a confirmation email containing information about joining the meeting.

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda
5. Public Hearing

NOTICE IS HEREBY GIVEN that the Jefferson County Planning and Zoning Committee will conduct a public hearing at 7 p.m. on Thursday, September 19, 2024, in Room C2063 of the Jefferson County Courthouse, Jefferson, Wisconsin. Members of the public will be allowed to be heard regarding any petition under consideration by the Planning and Zoning Committee. **PETITIONERS, OR THEIR REPRESENTATIVES SHALL BE PRESENT EITHER IN PERSON OR VIA ZOOM.** Matters to be heard are petitions to amend the official zoning map and applications for conditional use permits. A map of the properties affected may be obtained from the Zoning Department. Individual files, which include staff finding of fact, are available for viewing between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays. If you have questions regarding these matters, please contact Zoning at 920-674-7131.

Decisions on Conditional Use Permits will be made on **September 30, 2024**
Recommendations by the Committee on Rezones, will be made on **September 30, 2024**
Final decision will be made by the County Board on **October 8, 2024**

FROM A-1 EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL
All is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance

R4555A-24 – Charlie Oestreich: Rezone to create two 1-acre lots west of **N5913 Ziebell Road** in the Town of Aztalan, PIN 002-0714-2114-000.

R4556A-24 – Derek and Megan Plucinski: Rezone to create a 2-acre lot from property at W2265 State Road 106 in the Town of Sullivan, PIN 026-0616-3143-005 and reconfiguring Lot 1 CSM 4680 (W2265 State Road 106) to maintain 1.0-acre size.

R4557A-24 – Brent and Sydney Olson: Rezone to create a 1-acre lot along **County Road T** in the Town of Watertown, PIN 032-0814-1112-000.

CONDITIONAL USE PERMIT APPLICATIONS

CU2133-24 – John and Clarissa Kraus: Conditional use to allow for extensive onsite storage structure in R-2 zone at **N4906 County Road N** in the Town of Aztalan, PIN 002-0714-3444-008.

6. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

A digital recording of the meeting will be available in the Zoning Department upon request.

RESOLUTION NO. 2024-_____

Recognizing William F. Hue Upon His Retirement

WHEREAS, the Honorable William F. Hue was first elected to Branch 2 of the Jefferson County Circuit Court in 1995, a seat he held until his retirement in July of 2024; and

WHEREAS, Judge Hue served the citizens of Jefferson County and the Wisconsin judicial system with dedication, fairness and integrity for twenty nine years; and

WHEREAS, Judge Hue has served as the Presiding Judge for Jefferson County from December 21, 2016 until his retirement, and served as Deputy Chief Judge for the District from 2018 to 2021; and

WHEREAS, Judge Hue has served on many judicial groups and committees and contributed to improving the judicial system and making it more efficient and accessible for citizens of Jefferson County; and

WHEREAS, Judge Hue was admired for his vast knowledge of the law, coupled with his exceptional ability to dissect and scrutinize the most complex legal issues; and

WHEREAS, Judge Hue treated all those who came before him with dignity and respect, and he never lost sight of the real world implications of his decisions; and

NOW, THEREFORE, BE IT RESOLVED the Jefferson County Board of Supervisors hereby recognizes Judge William's Hue legacy of service in Jefferson County and the State judiciary, expresses its deepest appreciation for his unwavering dedication and commitment to the citizens of Jefferson County, and wishes him the best in his well-earned retirement.

09-10-2024

RESOLUTION NO. 2024-

Authorizing Courthouse/Jail Project Changer Order – Jail Ventilation

Executive Summary

Jefferson County embarked on a significant project that saw the renovation and additions to the Jefferson County Courthouse, Sheriff Office and Jail. The initial contracts and operational parameters for budget management and change order were approved by the County Board through Resolution No 2022-30. Throughout the project efforts have been made to ensure that identified issues that may have not been included in the original scope due to unforeseen conditions, were brought forward to be addressed. Examples have included issues with bad soils under the parking lot and sidewalks, addressing unsafe electrical conditions in the jail, structural issues from the 90s and issues with redundant power backup for the dispatch jail operations. One emerging issue was related to the jail ventilation system. As work progressed, it was identified there were concerns related to the ability for the jail ventilation system to operate based on the number of personnel housed. The concern is the impact this would have to living conditions and the county's fiduciary duty of care. Several attempts were made to look at the best options to achieve the needed cubic feet per minute (CFM) of airflow. It was ultimately determined that the current system as designed and in place could not achieve the appropriate level.

This issue was reviewed with the Buildings and Grounds Committee on several occasions as part of the update. The review included cost estimate plans for a potential budget amendment to the project. In preparation for the March carryforward budget meeting, the County Administrator presented recommend various budget amendments to the 2024 Budget which included an allocation of \$2 million toward the Courthouse, Sheriff and Jail project. This included the concern related to the jail ventilation system which had an estimated allocation of \$500,000. Upon approval of the budget amendment, additional work proceeded on due diligence to the project, as this required specific reviews by the Department of Safety and Professional Services and the Department of Corrections. Further, additional investigation was required to include roof structure and the condition of plumbing contained within the same utility chase. Due to the deteriorating condition of some of the piping and replacement of several shower fixtures It is being recommended to replace the plumbing in the utility chase due to the efficiency of replacing while a secured wall is open, Upon final coordination and needed approvals, a construction bulletin with revised plans were issued and final costs were determined at approximately \$472,250. Based on current scope and timing, there may be additional cost for Maas as this will extend the project.

County Resolution No. 2022-30, requires a that a majority of the County Board approves change orders greater than \$400,000. The Finance Committee considered this resolution on September 3, 2024, and the Building and Grounds Committee considered this Resolution on September 5, 2024, and both unanimously approved.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County has a responsibility to ensure that the jail facilities are operated in a safe manner, and

WHEREAS, it has been identified there are needed improvements to the ventilation system to meet this obligation for staff and inmates, and

WHEREAS, due to mobilization efficiency it is considered a part of the base project.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to approve the Change Order related to the jail ventilation project.

Fiscal Note: The County Board approved a transfer out of the General Fund to the Capital Projects Fund in the amount of \$2 million at its March 12, 2024, meeting for the purpose of completing the Courthouse, Sheriff and Jail improvement project which included a reserve of \$500,000 for jail ventilation upgrades. At this time there are no additional funds required for the completion of the project and execution of this change order.

Strategic Plan Reference: None

Referred By:
Building and Grounds and Finance Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-_____

Authorizing the development of an Emergency Medical Service (EMS) Workgroup

Executive Summary

In 2020, Jefferson County commissioned a study titled “Taking the Pulse” through the Wisconsin Policy Forum. The study aimed to assess the current status of Emergency Medical Services (EMS) within Jefferson County and explore potential options for the future of these services. This study was commissioned in response to concerns and requests of stakeholders and constituents. Despite real-world circumstances slowing the review and implementation of the study’s recommendations, local communities have remained steadfast in their commitment to ensuring the availability of this critical service. Their efforts have led to several structural changes in the delivery of EMS across communities, although common challenges in providing these services persist throughout the County.

The County has received inquiries regarding the County’s potential involvement in addressing these concerns, from facilitation to triggering tools in a countywide EMS system. Over the course of the last year, the County has engaged in ongoing conversations with stakeholders, addressing the persistent concerns and discussing potential next steps to assist communities in the development of a sustainable EMS system.

It is recommended that a working group be established, comprised of representation from various stakeholders, to concentrate on developing key action steps towards a sustainable EMS system countywide. This would include representatives of towns, villages, cities, EMS providers, medical directors and various county staff (Administration, Emergency Management, Public Health, Sheriff/Dispatch). This would also allow for the County’s assistance in the facilitation and technical work to support these collaborative efforts. The County has previously appropriated \$50,000 to assist in these efforts as needed. Appointments to this working group would be made by the County Board Chair.

This resolution authorizes the County Board Chair to establish a working group of various community stakeholders to work collaboratively to develop a sustainable EMS system countywide. The Executive Committee considered this resolution at their August 28, 2024, meeting, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Emergency Medical Services is a crucial service that is provided to the residents of Jefferson County, and

WHEREAS, communities continue efforts to provide this crucial service in an ever-challenging environment, and

WHEREAS, there is a desire to look at potential opportunities to work collaboratively to develop a more sustainable countywide system, and

WHEREAS, preliminary conversations with representatives from various local governments have identified that a cross-sector workgroup could bring the unique perspectives and honest dialogue that this type of endeavor necessitates.

NOW, THEREFORE, BE IT RESOLVED the County Board Chair is authorized to convene an Emergency Medical Service Working Group with appropriate representatives to identify key tasks for a countywide system.

Fiscal Note: The County Board authorized \$50,000 for EMS planning to be carried forward into the 2024 budget at its March 12, 2024, meeting. Any unspent funds are anticipated to be carried forward into the 2025 budget

Strategic Plan Reference: YES



Diverse Housing Opportunities: Coordinate and collaborate with municipalities on the effects of housing on service utilization

Highly Regarded Quality of Life: Maintain and improve public health and safety

Transformative Government: Strengthen internal, intergovernmental, and community partnerships

Referred By:
Executive Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-_____

Supporting Rock River Community Clinic New Access Point Application

Executive Summary

Jefferson County has a history of supporting, both financially and in-kind, the free and charitable clinics which provide health services for community members of Jefferson County. In 2019, these clinics were merged to form the Rock River Community Clinic with the intention of becoming a critical access point for providing affordable comprehensive high quality health care, including medical, dental and behavioral health services, in the greater Jefferson County area, particularly focused on rural areas.

The merged Rock River Community Clinic successfully achieved Federal Qualified Health Center look-alike (FQHC -LAL) status. This status has allowed the clinic to build upon its foundation and plan for the future to enhance service coverage. To meet the growing needs of the community, Rock River Community Clinic is looking to open a new site in Johnson Creek. With the additional space, Rock River Community Clinic will be able to provide robust integrated behavioral health services and provide opportunities for workforce development.

The Rock River Community Clinic's effort has been collaborative, including support from the Healthworks group. This group includes representatives from the Watertown Regional Medical Center, Greater Watertown Community Health Foundation, Rainbow Hospice, Fort Healthcare and Jefferson County with efforts from Administration, Public Health and Human Services with the goal of furthering the health of the community and reducing health disparities.

U.S. Department of Health and Human Services has provided notice of New Access Point application opportunities which would facilitate the Rock River Community Clinic becoming a Federally Funded Health Center (FQHC). This resolution offers Jefferson County's support in Rock River Community Clinic's efforts to secure additional New Access Point funding which will provide RRCC the opportunity to sustain, expand and advance access to comprehensive primary health care in rural Jefferson County.

This resolution was reviewed with the Executive Committee on July 31, 2024, who unanimously recommended it be forwarded to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County has history of supporting care of its community members through free and charitable clinics including the merged entity that is Rock River Community Clinic, and

WHEREAS, Rock River Community Clinic is the only Medicaid provider for dental care in Jefferson County, and

WHEREAS, Rock River Community Clinic provides a resource for reduction of emergency department services and late-stage treatment options for critical workforce members and children, and

WHEREAS, the Rock River Community Clinic partners with schools to look at comprehensive methods for connection of care to include immunizations, well child, dental hygiene and sports physical, and

WHEREAS, the Rock River Community Clinic is working collaboratively with key partners for the expansion and strengthening of integrated behavioral health services with greater efficiency and maintenance, and

WHEREAS, the Rock River Community Clinic is the only rural Federally Qualified Health Center – Look a Like in Wisconsin and New Access Point funding will help stabilize, strengthen and sustain crucial clinical systems for those most in need and provide relief to the rural health systems and hospitals.

NOW, THEREFORE, BE IT RESOLVED the Jefferson County Board of Supervisors supports the growth and expansion of Rock River Community Clinic and its application efforts for New Access Point funding to fulfill the mission of this organization of providing quality, comprehensive healthcare for all, providing medical, dental and behavioral health care services for Jefferson County.

Fiscal Note: This resolution has no fiscal impact.

Strategic Plan Reference: YES




Highly Regarded Quality of Life: Maintain and improve public health and safety.

Transformative Government: Strengthen internal, intergovernmental, and community partnerships.

Referred By:
Executive Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-_____

Denying Claim for damages by Charter Spectrum

Executive Summary

A claim has been made against Jefferson County for damages. The claim has been reviewed by the County’s insurance carrier, WMMIC, and was recommended for disallowance based on the finding that the County has no liability for this claim and is not legally responsible for the alleged damages. This resolution formally denies the claim filed against Jefferson County and directs the Corporation Counsel to give the claimant notice of disallowance. The Finance Committee considered this resolution on September 03, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the following claim was filed against Jefferson County as follows:

<u>Claimant</u>	<u>Date of Loss</u>	<u>Claim Filed</u>	<u>Description</u>	<u>Alleged Damages</u>
Charter Spectrum	08/02/2024	07/02/2024	Charter Spectrum alleges damage to two cable pedestals on US-18 during regular mowing operations by a Jefferson County highway employee.	\$2,478.14

WHEREAS, said damages are alleged to be the result of negligence of Jefferson County, its agents, officials, officers or employees, and

WHEREAS, Jefferson County’s insurance carrier, Wisconsin Municipal Mutual Insurance Company, recommends disallowance of the claim on the basis that the County is not legally responsible for the alleged damages.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby disallows said claim and directs the Corporation Counsel to give the claimant notice of disallowance.

Fiscal Note: This matter has been referred to Wisconsin Municipal Mutual Insurance Company (WMMIC) and will be resolved in accordance with the terms of the County’s policy.

Strategic Plan Reference: None

Referred By:
Finance Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT

; Finance Director:



RESOLUTION NO. 2024-

Accepting the PSC Rural Energy Startup Program Grant and amending the 2024 Central Services department budget

Executive Summary

The U.S. Department of Energy, through its Energy Efficiency and Conservation Block Grant, has funded the Rural Energy Startup Program (RESP). The RESP is administered by the Wisconsin Public Service Commission (PSC) through its Office of Energy Innovation, and it supports communities taking initial steps to reduce energy use, reduce fossil fuel emissions, and improve energy efficiency.

Jefferson County applied for and received a \$75,000 award under the RESP for the purpose of Energy Audits and Building Upgrades. A Grant Agreement was signed between PSC and Jefferson County on August 1, 2024. Under the terms of the agreement, Jefferson County will use that funding to conduct an energy audit at all Jefferson County owned facilities, creating a report identifying steps to reduce energy consumption, including identification of recommended upgrades to building assets and funding to accomplish those upgrades. The report will review all municipal energy systems and explore renewable energy opportunities. Based on audit findings and remaining funding, Jefferson County may also upgrade or retrofit buildings and equipment to be more energy efficient and cost-effective.

Jefferson County submitted its grant application in January 2024 and was informed of its award in spring. On April 2, 2024, the Building and Grounds Committee authorized the release of an RFP for a professional service contract to perform this energy audit. No significant movement occurred until the Grant Agreement was signed on August 1st. The RFP was released on August 28, 2024, and responses are due back by September 27th.

This resolution authorizes the County Administrator to accept the PSC Rural Energy Startup Program Grant and amend the 2024 Central Services Department Budget accordingly. The Finance Committee considered this resolution on September 3, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County applied for and received \$75,000 in PSC Rural Energy Startup Program Grant Funds, and

WHEREAS, grant funding is available from and under the terms of the Grant Agreement signed with PSC, and

NOW, THEREFORE, BE IT RESOLVED that Jefferson County is authorized to accept grant funding in the amount of \$75,000 as reimbursement for eligible expenses and the 2024 County Budget is amended accordingly.

Fiscal Note: Passage of this resolution authorizes the County Finance Director to make the necessary budget adjustments to enact this resolution. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Strategic Plan Reference: YES



Transformative Government: Ensure compliance with cost-saving measures, such as equipment sharing policies; Achieve a sustainable environmental and energy future; For County facilities, explore the use of alternative power sources such as solar, wind, and geothermal with full report of options; Promote and explore the use of sustainable technologies

Referred By:
Finance Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be 'DHT', enclosed within a blue circular scribble.

RESOLUTION NO. 2024-_____

Awarding contract for Auditing Services

Executive Summary

In 2019, Jefferson County contracted with CliftonLarsonAllen LLP, to provide auditing services for the County through 2016. In 2021, the County approved an extension of the contract through 2023 fiscal year end. County Administration decided in 2024 to seek Requests for Proposals for Auditing Services for 2024 through 2026 with an optional 2-year extension through 2028. Staff and Finance Committee members reviewed the proposals to determine which firm should be awarded the contract based on criteria such as cost, proposal requirements, experience and audit approach. The Finance Committee considered this resolution at its August 6, 2024, meeting and recommends contracting with Sikich for county auditing services as described in the Request for Proposals.

WHEREAS, Jefferson County is required to obtain annual auditing services from independent Certified Public Accountants, and

WHEREAS, based on the end of the current contract in 2023 of CliftonLarsonAllen, the County’s independent auditor for the last five years, the County requested proposals for county auditing services commencing for fiscal year 2024, and

WHEREAS, proposals were received for up to a five-year term from CliftonLarsonAllen and Sikich LLP as shown below:

Audit Fees	Sikich LLP Brookfield	CLA LLP Wauwatosa
2024	\$ 65,200	\$ 64,680
2025	68,460	67,900
2026	71,885	70,600
2027	75,480	72,700
2028	79,255	74,900
Total	\$ 360,280	\$ 350,780

WHEREAS, the Finance Committee recommends contracting with Sikich LLP for county auditing services as described in the Request for Proposals.

NOW, THEREFORE, BE IT RESOLVED that the Finance Director is authorized to negotiate a contract with Sikich LLP at the price contained in their proposal, and for such number of years up to five as approved by the Finance Committee.

Fiscal Note: The cost of the 2024 Audit Services are currently budgeted in the proposed 2025 budget.

Referred By:
Finance Committee 09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:



RESOLUTION NO. 2024-_____

Authorizing the repurpose of American Rescue Plan Act Funding and amending the 2024 budget

Executive Summary

The American Rescue Plan Act of 2021 (ARPA) was signed into law in the 1st quarter of 2021 as an additional round of stimulus to assist in the economic recovery from COVID-19 and its related impacts. Jefferson County received a direct allocation from the federal government of approximately \$16.4 million. On June 8, 2021, the County Board passed a resolution that provided parameters for the spending of ARPA dollars which included a provision that the County Board would formally approve programs and related expenditures funded by ARPA through the budget process or through resolution if it became necessary to deviate from the spending plan adopted by the Board through the budget process.

On November 14, 2023, the Board adopted the 2024 budget which included a spending plan for the ARPA funding. Within this spending plan was an amount of \$1 million earmarked for the Live Local Development Fund which is intended to provide developer incentives for housing projects. However, the current interest rate environment has made it challenging for developers to secure financing at rate that provides an acceptable return on investment. As a result, the funds earmarked for this program have not yet been spent.

The Finance Committee met on September 3, 2024, and determined that the Live Local Development funding is important to the achievement of the County's strategic goals and as such should be kept intact. However, ARPA funding must be spent by December 31, 2024. As a result, the Finance Committee voted to repurpose the ARPA allocation to fund the improvements to the County Courthouse/Sheriff's Department/Jail and use \$1 million of general fund balance that had been carried over by the Board during its March 12, 2024, meeting for the building project to fund the Live Local Development Fund.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County seeks to repurpose \$1 million of American Rescue Plan dollars from the Live Local Development Fund to the Courthouse/Sheriff Department/Jail improvement project, and

WHEREAS, Jefferson County also seeks to utilize the \$1 million of General Fund balance previously earmarked for the building project for the Live Local Development Fund.

NOW, THEREFORE, BE IT RESOLVED that the 2024 County Budget is amended accordingly.

Fiscal Note: Passage of this resolution authorizes the County Finance Director to make the necessary budget adjustments to enact this resolution. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).

Strategic Plan Reference: YES



Transformative Government: Ensure compliance with cost-saving measures, such as equipment sharing policies; Achieve a sustainable environmental and energy future; For County facilities, explore the use of alternative power sources such as solar, wind, and geothermal with full report of options; Promote and explore the use of sustainable technologies

Referred By:
Finance Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be 'DHT', enclosed in a circular scribble.

RESOLUTION NO. 2024-_____

Restructuring the Emergency Management Department – Reclassifying the Program Assistant Position to Deputy Emergency Management Director Position

Executive Summary

The recent leadership position transitions within the Emergency Management and Sheriff Department have triggered various recommendations related to the organizational structure and needs of the County. Historically, the Emergency Management Department has directly reported to the County Sheriff. Going forward, the Emergency Management Department will be a direct report to the County Administrator. This change has brought to light two additional needs. First, the previous Sheriff served as the primary back up to the Emergency Management Director. Second, the growing demand for technical expertise to meet the needs of the County and its communities has underscored the necessity for a role that can fully support the operational demands of the department during periods of leave. This need was reinforced through conversations with key stakeholders as part of the process of filling the Emergency Management Director role.

The Emergency Management Department is currently staffed with 2 full time positions, which includes the Director and Program Assistant. Given the technical and functional needs of the department, it is recommended that the Program Assistant role position is reclassified to a Deputy Director role. It is anticipated that this adjustment in the 2024 budget year will be cost neutral due to the budgeting of the former Emergency Management Director at top step.

The Human Resource Committee considered this request at their August 20, 2024, and recommended it moving forward for County Board approval. The Finance Committee was advised of this recommendation at their September 3, 2024, meeting.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County has a responsibility to ensure continuity of operations, which is especially crucial in Emergency Management, and

WHEREAS, a need for additional capacity and technical expertise n has been identified in the Emergency Management Department, and

WHEREAS, there is a desire for Emergency Management to continue its strong efforts in engagement with communities on emergency preparedness and expand on these efforts.

NOW, THEREFORE, BE IT RESOLVED the Program Assistant position is reclassified to an exempt Deputy Director position in the Emergency Management Department.

Fiscal Note: The difference between the budgeted salary of the former Emergency Management Director and the incoming Emergency Management Director is expected to be sufficient to cover the cost of this reclassification. Therefore, no additional tax levy or budget amendment is required for this action.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Anticipate and plan for environmental vulnerabilities, to include drought, zoonotic, heavy storms, and other disaster events

Transformative Government: Conduct a staffing & skills analysis to identify current and future staffing needs for each department

Referred By:
Human Resource Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-_____

Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Clean Boats, Clean Waters Grant

Executive Summary

The Wisconsin Department of Natural Resources has a grant program called Clean Boats, Clean Waters which funds staff to educate boaters about aquatic invasive species laws. In partnership with the Town and City of Lake Mills, the Jefferson County Land and Water Conservation Department desires to implement this grant program on Rock Lake in 2025. The Town and City of Lake Mills will provide matching funds for the program.

This resolution authorizes Jefferson County to apply for and implement the Wisconsin Department of Natural Resources Clean Boats, Clean Waters Grant on Rock Lake. The Land and Water Conservation Committee considered this resolution at its meeting on August 21, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the Land and Water Conservation Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources to fund a Clean Boats, Clean Waters program on Rock Lake boat launches, and

WHEREAS, the Land and Water Conservation Department attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement/contract is required by the Wisconsin Department of Natural Resources to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to do the following:

1. Sign and submit a grant application and supporting documents to the Wisconsin Department of Natural Resources for financial assistance
2. Enter into a grant agreement/contract with the Wisconsin Department of Natural Resources
3. Submit required reports to the Wisconsin Department of Natural Resources to satisfy the grant agreement/contract, as appropriate
4. Submit reimbursement request(s) to the Wisconsin Department of Natural Resources per the grant agreement/contract
5. Sign and submit other documentation as necessary to complete the project per the grant agreement/contract.

BE IT FURTHER RESOLVED that the Land and Water Conservation Department will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement/contract.

Fiscal Note: The total grant request is \$5,550. The Town and City of Lake Mills contribution is \$1,800 which will cover summer staff costs and supplies. The Land and Water Conservation Department budget will cover printing expenses. The grant amount, municipal amount, and corresponding expenses will be included in the 2025 budget. No budget amendment is necessary.

Strategic Plan Reference: YES



Transformative Government: Continue to provide education on invasive species management; Continue to provide expertise and data to community natural resource organizations; Continue to expand public outreach efforts and enhance community engagement.

Referred By:
Land and Water Conservation Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be 'M. Van' or similar, enclosed in a circular scribble.

RESOLUTION NO. 2024-_____

Authorizing the Application and Implementation of a Wisconsin Department of Natural Resources Lake Monitoring and Protection Network Grant

Executive Summary

The Wisconsin Department of Natural Resources provides annual support to counties for lake monitoring and aquatic invasive species prevention and management activities referenced as the Lake Monitoring and Protection Network grant. The amount allocated in 2025 for Jefferson County is \$13,003.36 and a grant application is required to be submitted to obtain the funds.

This resolution authorizes Jefferson County to apply for and implement a Wisconsin Department of Natural Resources Lake Monitoring and Protection Network grant. The Land and Water Conservation Committee considered this resolution at its meeting on August 21, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the Land and Water Conservation Department is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of lake monitoring and aquatic invasive species prevention and management activities, and

WHEREAS, the Land and Water Conservation Department attests to the validity and veracity of the statements and representations contained in the grant application, and

WHEREAS, a grant agreement/contract is required by the Wisconsin Department of Natural Resources to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson County Board of Supervisors that the Land and Water Conservation Department will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Land and Water Conservation Department Director to do the following:

1. Sign and submit a grant application and supporting documents to the Wisconsin Department of Natural Resources for financial assistance
2. Enter into a grant agreement/contract with the Wisconsin Department of Natural Resources
3. Submit required reports to the Wisconsin Department of Natural Resources to satisfy the grant agreement/contract, as appropriate
4. Submit reimbursement request(s) to the Wisconsin Department of Natural Resources per the grant agreement/contract
5. Sign and submit other documentation as necessary to complete the project per the grant agreement/contract.

BE IT FURTHER RESOLVED that the Land and Water Conservation Department will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement/contract.

Fiscal Note: The total 2025 grant award will be \$13,003.36 which will cover the cost of staff time spent implementing the grant deliverables. This grant amount and corresponding expenses will be included in the 2025 budget. No budget amendment is necessary.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Maintain funding for surface and groundwater monitoring programs to ensure long-term water quality is maintained.

Transformative Government: Continue to provide education on invasive species management; Continue to provide expertise and data to community natural resource organizations; Continue to expand public outreach efforts and enhance community engagement.

Referred By:
Land and Water Conservation Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be 'M.A.', enclosed in a blue circular scribble.

RESOLUTION NO. 2024-_____

Adopting a Public Implementation Plan for Update of the Jefferson County Hazard Mitigation Plan

Executive Summary

The Disaster Mitigation Act of 2000 established a program of technical and financial assistance to States and local governments to assist in the implementation of pre-disaster hazard mitigation measures that are cost-effective and are designed to reduce injuries, loss of life, and property damage and destruction, including damage to critical services and facilities under the jurisdiction of the states or local governments. The Act authorizes such assistance to be used to: (1) support effective public-private partnerships; (2) improve the assessment of a community's natural hazards vulnerabilities; or (3) establish a community's mitigation priorities. Jefferson County is in the process of updating its Hazard Mitigation Plan consistent with the Disaster Mitigation Act of 2000.

This resolution will adopt a public implementation plan to involve citizens and local units of government in its plan update. The Law Enforcement/Emergency Management Committee considered this resolution at its meeting on August 23, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County applied for and received a federal grant to help fund the update of the Jefferson County Hazard Mitigation Plan consistent with the Disaster Mitigation Act of 2000, and

WHEREAS, it is desirable to involve citizens and local units of government in the preparation, review and adoption of the plan update.

NOW, THEREFORE, BE IT RESOLVED that the attached public participation plan is hereby adopted.

Fiscal Note: This resolution has no fiscal impact.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Anticipate and plan for environmental vulnerabilities, to include drought, zoonotic, heavy storms, and other disaster events

Referred By:
Law Enforcement and Emergency Management Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT

; Finance Director: 

Public Participation Plan Jefferson County Hazard Mitigation Plan 5-Year Update

Working in concert with local jurisdictions, Jefferson County has initiated a project to update the Jefferson County hazard mitigation plan that was first adopted in 2008. The items listed below are the ways in which the County will facilitate public participation in the plan update.

- **Formation of a Steering Committee.** A steering committee will be established to guide the project and provide oversight and input. Members will include county officials and staff and local officials and representatives who wish to participate.
- **Public Notices for Steering Committee Meetings.** All Steering Committee meetings will be formally noticed and open to the public consistent with the state's open meeting law.
- **Local Government Involvement.** Each of the local governments in Jefferson County (towns, cities, and villages) will be contacted early in the process and informed about the project and asked to enter into a memorandum of understanding (MOU) with the County. Although the MOU would be non-binding, it would establish a framework for intergovernmental cooperation and coordination in terms of information sharing and give the jurisdiction the opportunity to also adopt the updated plan making it eligible for federal mitigation funding.
- **Local Jurisdiction Survey.** A set of maps, a listing of critical facilities in the jurisdiction, and a draft version of the assessment matrix used in the plan will be sent to each of the jurisdictions in the County. Local officials will have an opportunity to review and comment on the materials prepared up to that date.
- **Website.** Information about the project will be posted on the County's website, along with draft documents, maps, meeting notices and agendas, and project-related news.
- **Material Availability.** As various drafts are completed, copies will be sent to each of the local jurisdictions in Jefferson County and other interested parties for review and comment.
- **Acknowledgement by municipalities.** Each of the cities and villages in the county will be sent a proposed copy of the plan along with a form they can use to acknowledge that they have reviewed the plan, and either recommend one or more revisions or accept the plan as drafted.
- **Public Hearing.** The Board of Supervisors will hold at least one public hearing to formally accept public comment on the proposed plan. Each of the cities and villages in the county will need to conduct separate public hearings to collect public input from within their particular jurisdiction.
- **Other Means.** The County may provide other avenues for public participation and local government involvement during the course of the project.

RESOLUTION NO. 2024-_____

**Authorizing County Conservation Aids Grant Application
for Dorothy Carnes County Park**

Executive Summary

The Wisconsin Department of Natural Resources Fish and Wildlife Management Grant Program was created to assist counties in the improvement of fish and wildlife resources. The program was established by the Wisconsin Legislature in 1965 and provides matching funds for a growing list of county sponsored fish and wildlife habitat projects.

The Jefferson County Parks Department will apply for financial assistance through this program to supplement vegetation management activities in the Dorothy Carnes Park including prescribed burning and invasive plant controls. The project will consist of a spring 2025 prescribed fire and follow up work through the spring and summer of 2025 to eliminate any invasive woody species from target areas of the Dorothy Carnes Park East prairies such as honeysuckle, buckthorn, multiflora rose, black walnut, and others.

The total cost of the project is estimated at \$5,000. This grant application requests up to 50% of the total project cost to be used toward the project (\$2,500) which will be matched by both Parks Staff labor and other departmental revenues and donations.

This resolution authorizes submission of the grant application and acceptance of grant funds of up to \$2,500, with a \$2,500 matching allocation through donations, county staff labor, and volunteer labor. The Parks Committee considered this resolution at its meeting on August 22nd, 2024, and recommended forwarding to the County Board for approval.

WHEREAS, the State of Wisconsin enacted legislation providing for allocation of funds to the respective counties on an acreage basis for county fish and game projects on the condition that the counties match the state allocation, and

WHEREAS, Jefferson County desires to participate in county fish and game projects pursuant to the provisions of s. 23.09(12) of the Wisconsin Statutes, and

WHEREAS, this resolution ratifies the grant application to be submitted by the Jefferson County Parks Department and authorizes accepting grant funding in the amount of up to \$2,500.00 to be used for the maintenance and upkeep of Dorothy Carnes County Park.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the application submitted by the Jefferson County Parks Department to the Wisconsin Department of Natural Resources for grant funds in the amount of up to \$2,500.00 to be used for ongoing prairie and ecosystem maintenance at Dorothy Carnes Park East is hereby ratified, and accepting grant funds of up to \$2500.00 for this purpose is hereby authorized.

BE IT FURTHER RESOLVED that the Jefferson County Parks Department is authorized to act on behalf of Jefferson County to sign documents, and take necessary action to undertake, direct, and complete this project.

BE IT FURTHER RESOLVED that the Jefferson County Board does hereby appropriate a matching allocation for such project in an amount of not more than \$2,500.00 funded through donations held by Jefferson County , and staff and volunteer labor.

Fiscal Note: The total cost of this project is estimated at \$5,000 which will be funded through the CCA grant in the amount of up to \$2,500, with the balance funded through a combination of Resv. Applied Operating 12805-594950, and staff and volunteer labor. This revenue and expenditure is included in the Parks 2025 budget as drafted. No budget amendment is necessary.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Continue developing recreational, historical, and cultural resources that build on emerging recreational trends and enhance positive user experiences

Referred By:
Parks Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2024-_____

Authorizing the County Administrator to Enter into a Contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Project in Phase III

Executive Summary

The Jefferson County Parks Department is continuing construction of a multi-use recreation trail on utility right-of-way owned by We Energies. The proposed trail is 10.96 miles and is located on the former interurban rail line between the City of Watertown and the City of Oconomowoc. The path cross-section will consist of a 10-foot-wide asphalt surface with 2-foot-wide aggregate shoulders. The project includes ten (10) miles of trail within Jefferson County, and one (1) mile of trail in Waukesha County. The City of Watertown and the City of Oconomowoc are the project boundaries. The trail will act as an extension of the Lake Country Trail and eventually connect to the City of Pewaukee.

This project has completed 2 of 3 phases of construction consisting of seven (7) miles of trail. Multiple Federal and State grants have been awarded for the third phase of the project totaling \$1,985,665.00. The final phase of this project will include the construction of three (3) miles of paved trail from County Highway F to the County Line East of Ski Slide Road. This portion of the project will be 80% funded by a Transportation Alternatives Program (TAP) grant and will require oversight, reporting, and administration outside of the capabilities of the County.

Jefferson County published a Request for Proposals on June 26, 2024, for Construction Oversight and Administration services and received responses from four firms on July 18th, 2024. Staff reviewed the submissions based on each firm's relevant project experience administering trail construction projects, including Wisconsin Department of Transportation funded projects, firm availability based on Jefferson County's project timeline, and staffing hourly rates. Based on this review, the Parks Department recommends utilizing the services of KL Engineering.

This resolution authorizes the County Administrator to enter into a contract with KL Engineering for construction oversight and administration services for Phase III of the Jefferson County Interurban Trail Project. The Parks Committee reviewed this resolution at its meeting on August 22, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, Jefferson County has completed phases 1 and 2 of the Interurban Trail project with the final phase 3 of the project moving through the design, engineering, and permitting process, with estimated project letting in January of 2025, and

WHEREAS, the final phase of the project will be funded with a Transportation Alternatives Program grant which requires additional oversight and reporting to meet federal grant standards and reporting guidelines, and

WHEREAS, Jefferson County is seeking a contract with an outside qualified engineering firm to oversee the construction and administration of the Transportation Alternatives Program grant, and

WHEREAS, Jefferson County published a Request for Proposals and through a review and selection process have recommended utilizing the services of KL Engineering for oversight of the construction and grant administration for this phase of the project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby authorizes the County Administrator to enter into a contract with KL Engineering for the purposes of construction oversight and grant administration on Phase III of the Interurban Trail Project for an amount not to exceed \$166,825.79, of which approximately 80% (\$133,460.63) will be covered by the WisDOT TAP grant.

Fiscal Note: Of the total cost of services for Construction Engineering of \$166,825.79, \$133,460.63 will be paid for by the Transportation Alternatives Program grant and the remaining \$33,365.16 will be paid for from the carryover amount of \$303,243.43 that was approved by the County Board at its March 12, 2024, meeting. The approved funds are intended to be carried forward into 2025. This is a budgeted expenditure in the 2025 Jefferson County Parks Budget; therefore no budget amendment is necessary.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Continue developing recreational, historical, and cultural resources that build on emerging recreational trends and enhance positive user experiences

Intentional Economic Growth: Support efforts and pursue improvements to our roadways, bike trails and railways to support residents, workforce, and commerce

Referred By:
Parks Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: MAD

RESOLUTION NO. 2024-_____

**Authorizing the execution of Memorandum of Understanding with Town of Lake Mills
Regarding the North End Boat Launch in Lower Rock Lake County Park**

Executive Summary

Jefferson County owns Lower Rock Lake Park, located within the boundaries of the Town of Lake Mills. Within Lower Rock Lake Park there is a Town of Lake Mills right-of-way which runs parallel to the Rock Lake shoreline. The Town has historically managed the North End Boat Launch located adjacent to its right-of-way and within the County's Lower Rock Lake Park. The Town has collected and retained all launch fees.

The Town has been working on a grant application for funding for a reconstruction and improvement project for the North End Boat Launch through the Recreational Boating Facilities Grant Program administered by the Wisconsin Department of Resources. During the DNR's review of Town's grant application, it was discovered the County is the likely owner of the strip of land between the Town's right-of-way and the water's edge. As such, the DNR requires a formal agreement between the County and the Town regarding rights and responsibilities related to the North End Boat Launch as a condition of receipt of grant funding.

This resolution authorizes the County Administrator to finalize and execute a Memorandum of Understanding with the Town of Lake of Mills defining roles and responsibilities related to the North End Boat Launch in Lower Rock Lake Park. Specifically, per the terms of the MOU the County will maintain Lower Rock Lake Park, the Town will maintain the piers and other launch structures, and both entities will mutually agree upon how to spend all launch fees collected for the North End Boat Launch pursuant to an annual work plan.

The Parks Committee considered this resolution on at its meetings on July 25, 2024, August 12, 2024, and August 22, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution; and

WHEREAS, a formal agreement outlining the roles and responsibilities of the County and the Town of Lake Mills regarding the North End Boat Launch is necessary for receipt of grant funding for the reconstruction and improvement project at the launch; and

WHEREAS, completion of the proposed reconstruction and improvement project is in the interest Jefferson County residents.


NOW, THEREFORE, BE IT RESOLVED the County Board authorizes the County Administrator to finalize and execute a Memorandum of Understanding with the Town of Lake Mills in substantially the same form as set forth in Ex. A.

Fiscal Note: The MOU between the Town of Lake Mills and Jefferson County does not impose any additional fiscal responsibilities on Jefferson County.

Strategic Plan Reference: None

Referred By:
Parks Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

MEMORANDUM OF UNDERSTANDING

BETWEEN JEFFERSON COUNTY & TOWN OF LAKE MILLS REGARDING THE NORTH END BOAT LAUNCH IN LOWER ROCK LAKE COUNTY PARK

This Memorandum of Understanding (“MOU”) is made by and between Jefferson County (“County”) and the Town of Lake Mills (“Town”) (collectively “Parties”) as authorized by Wis. Stat. §66.0301 regarding the North End Boat Launch located within the County’s Lower Rock Lake Park (the “property”):

WHEREAS, the County is the owner of Lower Rock Lake Park, located wholly within the boundaries of the Town of Lake Mills and defined in **Exhibit A**; and within Lower Rock Lake Park there exists a Town right-of-way known as Park Lane Road which runs parallel to the Rock Lake shoreline; and

WHEREAS, the Town has historically managed the North End Boat Launch located adjacent to its Right-of-Way and within the County’s Lower Rock Lake Park and the Town has collected and retained all launch fees from this and two other boat launches on Rock Lake; and

WHEREAS, the County at the request of the Town, has been asked to consider allowing a Boat Launch reconstruction and improvement project to be completed on the North End Boat Launch located within Lower Rock Lake Park (the "Project"); and

WHEREAS, the Town is eligible for funding for the Project through the Recreational Boating Facilities Grant Program administered by the Wisconsin Department of Natural Resources; and

WHEREAS, because the improvements to be completed for this Project as set forth in **Exhibit B** will occur within the County’s Lower Rock Lake Park property, an intergovernmental agreement between the County and Town setting forth the rights and responsibilities of the Parties is necessary;

NOW, THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the County and the Town agree as follows:

1. Authority.

1.1. Statutory Authority. The Parties have authority to enter into this MOU pursuant to Wisconsin Statutes § 66.0301(2).

1.2. Authority to Execute. Each Party represents that it, and the person(s) signing on its behalf, possesses the legal authority, pursuant to appropriate statute, ordinance, resolution, or other official action of the Party’s governing body or code, to enter into this MOU and to bind the Party validly and legally to all terms herein.

1.3 Incorporation of Recitals. The recitals above are true and correct and incorporated herein in their entirety.

2. County's Responsibilities.

2.1. The County will be responsible for completing routine maintenance and annual work related to the County's Lower Rock Lake Park property. Examples include but are not limited to, lawn-mowing, garbage removal, and routine grounds care, etc.

2.2 The County shall have authority to review, comment, and approve the construction plans and specifications for the subject Project prior to initiation of project bidding, contract award and the subsequent field work. The County will cooperate with the Town in obtaining any needed permits for the Project.

2.3 The County shall review and approve expenditures from the Rock Lake Boat Launch segregated account, and work with the Town to create an annual work plan for approved expenditures as outlined in Exhibit B (Use of Boat Launch Fees under Wisconsin Law).

3. Town's Responsibilities.

3.1. The Town will make application for the Recreational Boating Facilities Grant Program and shall be solely responsible for all costs associated with the Project, including but not limited to, design, permitting, construction, restoration of the area post-construction, and maintenance. Said expenditures may be paid from the Rock Lake Boat Launch segregated account.

3.2 The Town shall maintain its right-of-way (Park Lane Road), including all road maintenance and repair, snow removal, etc.

3.3 The Town will also be responsible for the annual installation, removal, and maintenance of the piers and other launch structures and signage.

3.4 The Town will continue to collect user fees for the North End Boat Launch and shall retain all funds collected in the Rock Lake Boat Launch segregated account in accordance with Wisconsin Law. The Town shall provide the County with an annual accounting of all funds collected no later than December 31st each year. All expenditures from the Rock Lake Boat Launch segregated account shall be outlined in an annual work plan, mutually agreed upon by the County and the Town at the beginning of each budget year, and comply with eligible expenses outlined in **Exhibit C**.

3.5 The Town will provide Law Enforcement services to ensure user compliance with permits, fees, and posted launch rules.

4. Term.

4.1. Initial Term. The term of this Agreement shall be 20 years, the useful life of said Project. This Agreement shall continue and be renewable after 20 years, as long as the Project exists and is maintained for public outdoor recreation use.

4.2 Early Termination. Either party may terminate this Agreement with six (6) months written notice to the other party. If this Agreement is terminated early, the Parties shall comply with all requirements of any grant funds received by the Town for improvements upon County property. Additionally, all funds remaining in the segregated Rock Lake Boat Launch account at the time of termination shall be transferred to the Party who continues to maintain the subject property.

4.3. Amendments. Revisions or amendments to this MOU may be reassessed on an annual basis, but any changes must be in writing and approved by both Parties

5. **Notices.** All notices required under this MOU shall be provided to:

To Town of Lake Mills: Town Clerk
Town of Lake Mills
1111 South Main Street
Lake Mills, WI 53551

With courtesy copy which shall not constitute notice to:

[ATTORNEY]

To County of Jefferson: Benjamin Wehmeier
County Administrator
311 S. Center Avenue, C2033
Jefferson, WI 53549

With courtesy copy which shall not constitute notice to:

Danielle Thompson
Corporation Counsel
311 S. Center Avenue, C2020
Jefferson, WI 53549

6. **Additional Provisions.**

6.1 Further Assurances. The Parties shall perform such acts, execute and deliver such instruments and documents, and do all such other things as may be reasonably necessary to accomplish the terms of this MOU.

6.2. No Waiver. Any failure of a Party to assert any right under this MOU, including but not limited to acceptance of partial performance or continued performances after a breach, shall not constitute a waiver or a termination of that right, this MOU, or any of this MOU's provisions.

6.3. Governing Law. This MOU, and all questions arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this MOU shall be exclusively in Jefferson County for matters arising under state law and in federal district court in the Western District of Wisconsin for matters arising under federal jurisdiction.

6.4 No Third-Party Beneficiary. No provision in this MOU is intended to create or shall create any rights with respect to the subject matter of this MOU in any third party, including but not limited to members of the general public.

6.5 Headings. The captions and headings of paragraphs and sections in this MOU are for convenience of reference only and shall not be construed as defining or limiting the terms and provisions in this MOU.

6.6 Severability. If any provision of this MOU shall be held invalid or unenforceable by a court of competent jurisdiction in any jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this MOU in that jurisdiction or the validity or enforceability of any provision of this MOU in any other jurisdiction.

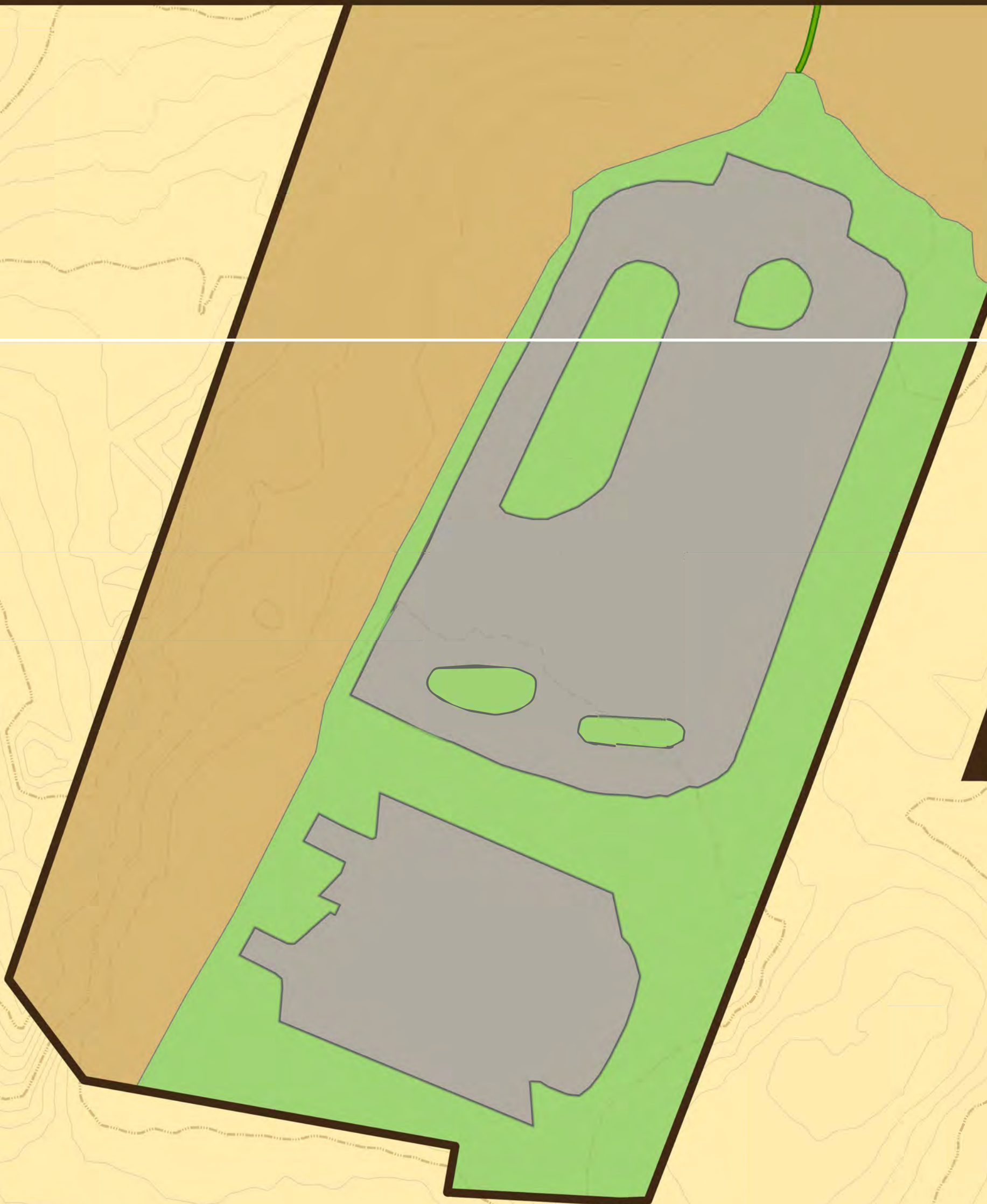
6.7 Survival. The terms of this MOU and any exhibits and attachments that by reasonable implications contemplate continued performance, rights, or compliance beyond expiration or termination of the MOU survive the MOU and will continue to be enforceable.

6.8 Counterparts. This MOU may be executed in multiple parts. Signatures to this MOU transmitted by facsimile or by electronic mail shall be valid and effective to bind the Party so signing.

SIGNATURES APPEAR ON THE FOLLOWING PAGE(S)

Lower Rock Lake Park

Jefferson County Parks



Park Features

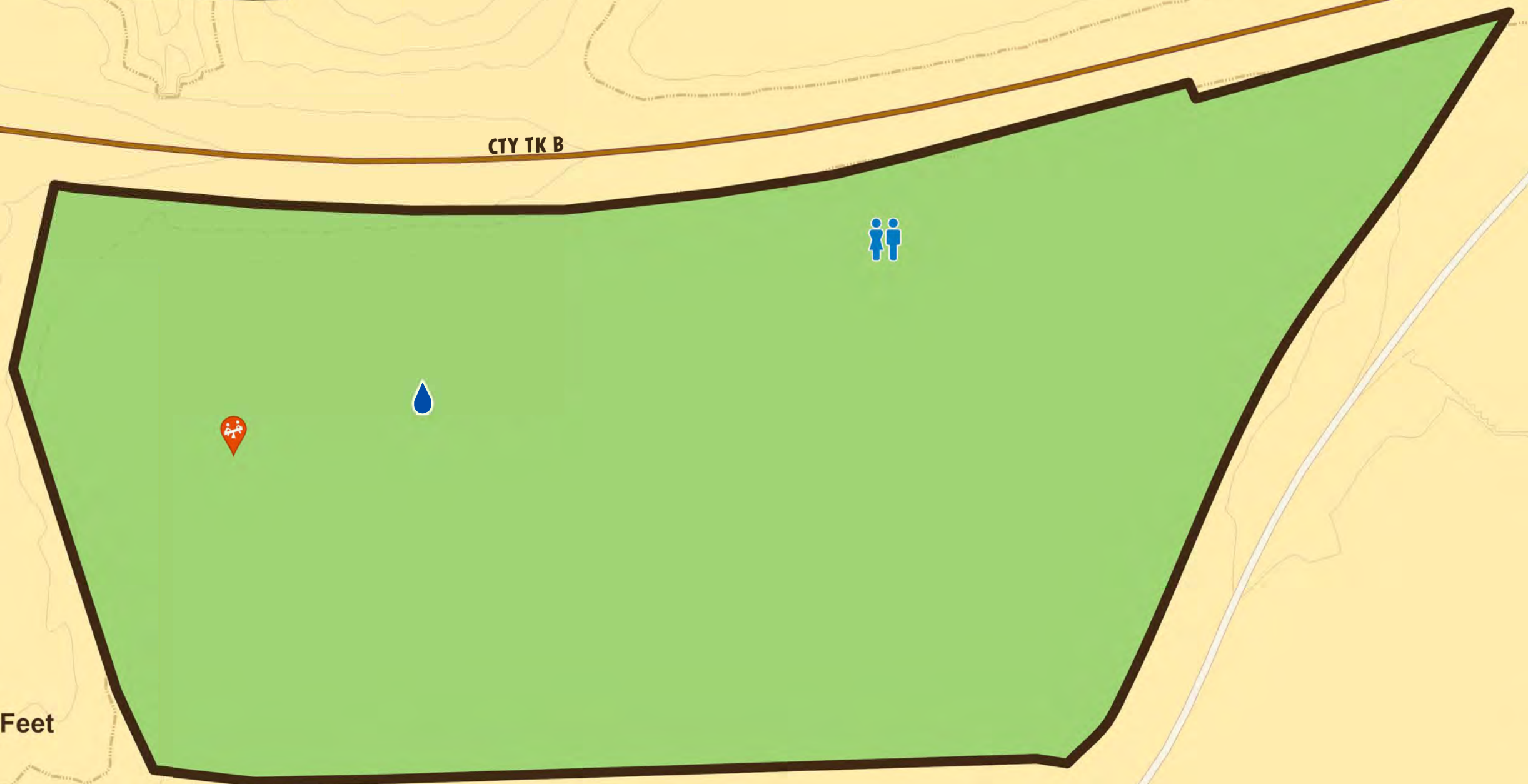
Parking	Rest Room
Park Entrance	Water Well
Boat Launch	Two Foot Interval
Play Ground	Ten Foot Interval

LAKE VIEW RD

CTY TK B



0 50 100 200 Feet



PARK LANE RD

Map Compiled by Jefferson County Land Information
Caleb Dammen, Gerry Kokkonen, and Laura Scott

EXHIBIT B: RECREATIONAL BOATING FACILITY- NORTH END BOAT LAUNCH

THIS WILL BE THE PLANS/DRAWING FROM ENGINEER

Exhibit C: Use of Boat Launch Fees under Wisconsin Law

Section 30.77, Wis. Stats., and s. NR 1.91(11), Wis. Admin. Code, allow a reasonable launch fee to be charged for the purpose of operating and maintaining a boat access site owned or operated by municipalities, lake management districts and other access providers meeting the provisions of s. 30.77 (7), Wis. Stats. The State of Wisconsin encourages free boat launches but allows for a reasonable launch fee to be charged so long as fees collected are used for operation and maintenance costs associated with the boat launch.

Requirements for the use of boat launch fee revenues also appear in the *Public Boating Access Fee Schedule Application, Approval & Order* (DNR Form 3600-213), which is approved by DNR if municipalities wish to charge fees that exceed the daily resident vehicle state park entrance fee (currently \$8.00). If a municipality signs and submits Form 3600-213, the municipality does so with the understanding that launch fees collected shall be used only for the operation and maintenance of the boat launch facilities.

Common examples of eligible uses of boat launch fee revenues include:

- Costs for launch attendants
- Costs for staff and equipment to maintain launch facilities
 - Restroom cleaning
 - Portable toilet servicing
 - Parking lot and roadway striping
 - Landscaping maintenance (lawn mowing, tree and shrub trimming, etc.)
 - Litter pick-up
 - Seasonal installation and removal of boarding docks
- Snow plowing, salting and sanding for winter access
 - Utility costs associated with operation of launch facilities
 - Electric (lights, fish cleaning station, etc.)
 - Water (restrooms, fish cleaning station, drinking water)
 - Sewer (restrooms, fish cleaning station)
 - Garbage collection
- Repairs and replacement of launch facilities infrastructure
 - Parking lot and roadway repairs (patching, repaving, crack filling, sealing)
 - Boarding docks
 - Launch ramps
 - Signage
 - Restrooms
 - Launch attendant stations
 - Breakwater structures associated with launch facilities
 - Dredging of navigational channels associated with launch facilities
 - Weed harvesting and chemical treatment in channels associated with launch facilities
 - Navigational markers / buoys associated with launch facilities
 - Shore protection measures
 - Storm water management measures associated with launch facilities
- Administrative costs to operate and manage launch facilities and fees
- Debt Service on improvements related to the launch facilities and affiliated amenities
- Funding set aside for future repairs and improvements on the launch facilities

The list above is not all-encompassing, but it does list typical uses. This list does not include costs associated with the operation and use of law enforcement/fire rescue boats for water safety patrol or use of beach facilities because these costs are not associated with the operation or maintenance of a boat launch.

Suggestion -- To ensure that revenues from launch fees are used according to Wisconsin law:

We suggest that the entity managing the launch develop written procedures for the collection and spending of boat launch fees. These written procedures should be posted to the entity's website and made available to the public upon request. This level of transparency may reduce resident concerns, eliminate questions raised at future Board meetings, and reduce inquiries to the DNR on this topic.

**REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS**

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on August 15, 2024, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations:

APPROVAL OF PETITIONS

R4550A-24, R4551A-24, R4553A-24 and R4554A-24

DATED THIS TWENTY- SIXTH DAY OF AUGUST 2024

Blane Poulson, Secretary

THE PRIOR MONTH'S AMENDMENTS

R4545A-24, R4546A-24, R4547A-24, and R4549A-24

**ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS.
STATS. 59.69(5)**

ORDINANCE NO. 2024-____

Amending Official Zoning Map

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R4550A-24, R4551A-24, R4553A-24 and R4554A-24 were referred to the Jefferson County Planning and Zoning Committee for public hearing on August 15, 2024, and

WHEREAS, the proposed amendments have been given due consideration by the Board of Supervisors in open session,

NOW, THEREFORE, BE IT ORDAINED that the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

From A-1 Exclusive Agricultural to A-3 Agricultural and Rural Residential

Rezone to create a 2.0-acre lot at W6184 Star School Road in the Town of Koshkonong, PIN 016-0514-2114-000. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority and extraterritorial plat review. R4550A-24 Ivan & Elizabeth Yoder

Rezone 1.5 acres and combine with Lot 3 CSM 5568 to create a 2.5-acre lot at N1198 Fremont Road in the Town of Cold Spring, PIN 004-0515-2123-000. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map and extraterritorial plat review. R4551A Tim & Karen Maloney

Rezone to create a 4.5-acre lot along Island Road, near Setz Ln. in the Town of Waterloo, from PIN 030-0813-1141-001. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Rezoning is conditional upon receipt of and recording of the final certified survey map, receipt of suitable soil test, access approval of maintaining authority, and filing of affidavit of zoning status on remaining lands if as shown or if 4-acres than no affidavit is needed. R4554A Eggert Acres LLC

From A-1, Exclusive Agricultural to A-2, Agricultural and Rural Business with Conditional Use

Rezone approximately 41.648 acres from A-1 to A-2 at W9453 Rucks Road in the Town of Oakland, PIN 022-0613-1912-000. Rezoning is conditional upon receipt of and recording of a plat of survey. R4553A-24 William Guernsey

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Fiscal Note: Passage of this Ordinance has no immediate fiscal impact.

Referred By:
Planning and Zoning Committee

09-10-2024

REVIEWED: Corporation Counsel: DHT Finance Director: 

RESOLUTION NO. 2024-_____

Approving the 2025-2027 Jefferson County Land Information Plan

Executive Summary

In order to qualify for funding through the Wisconsin Land Information Program (WLIP), the County must update its land information plan at least every three years. The updated 2025-2027 Land Information Plan for Jefferson County was prepared by the Planning and Development Department and the Land Information Council with input from numerous County Departments. The purpose of the Jefferson County Land Information Plan is to meet Wisconsin Land Information Program funding eligibility requirements necessary for receiving grants and retaining fees for land information services, and to plan for county land information modernization in order to provide improved government services to county residents and businesses. The Wisconsin Land Information Program receives \$7.00 for each document recorded by the Jefferson County Register of Deeds which is used to fund Wisconsin Land Information Program grants and program administration. In addition, the county land information program retains \$8.00 for each document recorded in the Jefferson County Register of Deeds. This updated plan provides a plan for how funds will be utilized to maintain and improve Jefferson County's Land Information Program.

The Land Information Council met on July 23, 2024, and approved the updated Land Information Plan. The Planning and Zoning Committee met on August 26, 2024, and recommended forwarding this resolution to the County Board for approval of the 2025-2027 Jefferson County Land Information Plan.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the updated Jefferson County Land Information Plan conforms to the Wisconsin Department of Administration Uniform Instructions for Preparing County Land Information Plans, and

WHEREAS, the Land Information Council and the Planning and Zoning Committee have approved the updated Jefferson County Land Information Plan, which is incorporated herein by reference, and

WHEREAS, adopting the updated Land Information Plan will keep Jefferson County in compliance with Wisconsin Land Information Program requirements and eligible for retained fees and grant funding, and


NOW, THEREFORE BE IT RESOLVED that the 2025-2027 Jefferson County Land Information Plan is hereby approved.

BE IT FURTHER RESOLVED that the Land Information Council is authorized to make minor technical changes as needed.

Fiscal Note: The Land Information Plan will help guide Land Information Program expenses from 2025-2027. The Land Information Program is a non-tax levy program. No additional tax levy dollars will be used.

Requested by
Planning and Zoning Committee

9/10/2024

REVIEWED: Corp. Counsel: DHT ; Finance Director 

Jefferson County Land Information Plan 2025-2027

DRAFT

**Wisconsin Land Information Program
Wisconsin Department of Administration
101 East Wilson Street, 9th Floor
Madison, WI 53703
(608) 267-3369
www.doa.wi.gov/WLIP

Version: 2024-08-30

Approved by Land Information Council on: 2024-07-23

Approved by the Planning and Zoning Committee on: 2024-08-26

Approved by the Jefferson County Board of Supervisors on: 2024-09-10

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EXECUTIVE SUMMARY

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

WLIP Background. The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2023, Jefferson County was awarded \$71,000 in WLIP grants and retained a total of \$79,608 in local register of deeds document recording fees for land information.

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

Land Information in Jefferson 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 Jefferson County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

Mission of the Land Information Office. In the next three years, Jefferson County’s Land Information Office strives to be recognized for its exceptional webmapping site, gains in governmental efficiencies by broadening the utilization of GIS, improvements in parcel mapping accuracy, and responsiveness to meeting the land records needs of residents, businesses, internal and external stakeholders.

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

Jefferson County Land Information Projects: 2025-2027	
Project Plan	Maintain Searchable Format
Project #1	Back Indexing of ROD Documents
Project #2	Develop Activity/Department Focused GIS Websites
Project #3	Mobile GIS and Data Collection
Project #4	Update County-wide Orthoimagery
Project #5	Develop Digital Maps/Story Maps of County Park System
Project #6	Public Land Survey System Maintenance
Project #7	Convert County Data to Meet State/Federal NexGen 911 Standards
Project #8	Link PIN to Legal Description and Address in ROD System
Project #9	Implement Open Data Platform
Project #10	Update and Upgrade web-based GIS
Project #11	Development of Department Specific GIS Layers and Inventory of Existing Data
Project #12	Development and Maintenance of Metadata
Project #13	Transition from ArcMap to ArcPro

Project #14	Update and Maintain Land Records Software and Application Development
Project #15	Enhance and Extract Current LiDAR/Elevation Data
Project #16	Update County Pictometry

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

1 INTRODUCTION

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

The WLIP and the Land Information Plan Requirement

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

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

LAND INFORMATION

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

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

– Wis. Stats. section 59.72(1)(a)

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

The Statewide Parcel Map Initiative

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

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

County Land Information System History and Context

The Jefferson County Board of Supervisors formed the Land Information Office by Resolution 90-22 on June 12, 1990. The statutory Land Information Office duties include coordinating land information projects, developing a County-wide Land Information Plan, and reviewing and recommending projects from local units of government for Wisconsin Land Information Board grants. Resolution 90-22 also established a Land Information Advisory Committee which up until recently guided the development and

implementation of the County-wide Land Information System.

The 2009 Wisconsin Act 314 required counties to form a Land Information Council to remain eligible for participation in the Land Record Modernization Program. Pursuant to Wisconsin Statute 59.72 (3m) the County Board formed the Jefferson County Land Information Council with the adoption of Ordinance 2010-09 on July 13, 2010. The Land Information Council shall review the priorities, needs, policies, and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

The Land Information Council works in an advisory capacity to the Jefferson County Planning and Zoning Committee and the County Board of Supervisors. Land Information Office submits policies developed by the Council to the Planning and Zoning Committee for review and recommendation to the County Board for official action.

The Jefferson County Board of Supervisors first adopted a Land Information Plan in 1992. The County revised the plan in 2000, 2005, 2011, 2016 and 2019. The Land Information Council must approve final Land Information Plan and document that approval in the final submission of the plan to DOA. County Board approval of Land Information Plans is encouraged, but not required.

Jefferson County has accomplished many of the goals and objectives outlined in 1992, 2000, 2005, 2011, 2016, 2019 and 2022 Land Information Plans. Notable projects completed included: county high precision geodetic control network, digital parcel mapping, digital soils survey, digital zoning mapping, digital land use mapping, zoning permit tracking, document imaging of Register of Deeds and many other land records, public access interface to Geographic Information System (GIS) layers. In most recent years, Light Detection and Ranging (LiDAR) Terrain mapping, updates to land records search and interactive GIS websites.

County Land Information Plan Process

Counties must submit their plans to DOA for approval every three years. The 2025-2027 plan is to be completed at the end of 2024.

County Land Information Plan Timeline

- DOA release of finalized instructions by March 31, 2024.
- April – June: County compiles a draft Plan with prioritized goals and projects
- July: Land Information Council reviews and comments on draft plan
- July: Draft plan submitted to DOA, prior to the September 30, 2024 due date
- September: DOA comments addressed and final edits completed
- October: Land Information Council reviews and approves plan
- Planning and Zoning Committee reviews and recommends approval of the plan to the County Board
- Jefferson County Board of Supervisors review and adopt the Land Information Plan
- Final adopted plan submitted to DOA

Plan Participants and Contact Information

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

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

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office

- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

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

This plan was prepared by the county LIO, Planning and Zoning Director, the Jefferson County Land Information Council, and others as listed below.

Jefferson County Land Information Council and Plan Workgroup				
Name	Title	Affiliation	Email	Phone
*Staci Hoffman	Register of Deeds	Jefferson County Register of Deeds Office	stacih@jeffersoncountywi.gov	920-674-7235
*Kelly Stade	Treasurer	Jefferson County Treasurer Office	kellys@jeffersoncountywi.gov	920-674-7250
*Tracy Saxby	Real Property Lister/LIO	Jefferson County Land Information Office	tracys@jeffersoncountywi.gov	920-674-7254
*Steve Nass	County Board Member	Jefferson County Board	steven@jeffersoncountyywi.gov	920-648-8513
*Joanne Larson	Realtor Representative	Wayne Hayes Real Estate	Joanne.larson@waynehayesrealestate.com	920-723-0199
*Todd Lindert	Communications Supervisor	Jefferson County Sheriff's Office	toddl@jeffersoncountywi.gov	920-674-7310
*Chris Ruetten	County Surveyor	Jefferson County Land Information Office	cruetten@jeffersoncountyywi.gov	920-674-7254
*Matt Zangl	Director	Jefferson County Planning and Zoning Department	mattz@jeffersoncountywi.gov	920-674-7130
*Patricia Cicero	Director	Jefferson County Land and Water Conservation Department	patriciac@jeffersoncountyywi.gov	920-674-7121
*John Rageth	MIS/IT Director	Jefferson County Management Information Systems	johnr@jeffersoncountywi.gov	920-674-5954
Donna Haugom	Director	Jefferson County Emergency Management	donnah@jeffersoncountyywi.gov	920-674-7450
Brent Ruehlow	Director	Jefferson County Human Services	kathic@jeffersoncountywi.gov	920-674-8111
Bill Kern	Highway Commissioner	Jefferson County Highway Department	billk@jeffersoncountyywi.gov	920-674-7390
Derek Anderson	GIS Engineering Technician	Jefferson County Highway Department	dereka@jeffersoncountyywi.gov	920-674-7184
Kevin Wiesmann	Parks Director	Jefferson County Parks Department	kevinw@jeffersoncountyywi.gov	920-674-7261
Gerald Kokkonen	GIS & Land Use Specialist,	Jefferson County Land and Water Conservation	geraldk@jeffersoncountyywi.gov	920-674-7117

* Land Information Council Members

2 FOUNDATIONAL ELEMENTS

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

FOUNDATIONAL ELEMENTS

- Public Land Survey System (PLSS)
- Parcel Mapping
- LiDAR and Other Elevation Data
- Orthoimagery
- Address Points and Street Centerlines
- Land Use
- Zoning
- Administrative Boundaries
- Other Layers

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.

Public Land Survey System Monuments

Layer Status

PLSS Layer Status	Status/Comments
Number of PLSS corners (selection, ¼, meander) set in original government survey that can be remonumented in your county	<ul style="list-style-type: none"> • Approximately 2,100 • Many of the meander corners are permanently inundated by the surface water or otherwise inaccessible
Number of PLSS corners capable of being remonumented in your county that have been remonumented	<ul style="list-style-type: none"> • 1912 or 91%
Number of remonumented PLSS corners with survey grade coordinates (see below for definition) <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Approximately 1015 – 53%
Number of survey grade PLSS corner coordinates integrated into county digital parcel layer (see definition of PLSS integration on page 37)	<ul style="list-style-type: none"> • Approximately 1015 – 53%
Number of non-survey grade PLSS corner coordinates integrated into county digital parcel layer	<ul style="list-style-type: none"> • Approximately 897 - 47%
Tie sheets available online?	<ul style="list-style-type: none"> • Yes
Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values)	<ul style="list-style-type: none"> • 100%
Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) and a corresponding URL path/hyperlink value in the PLSS geodatabase	<ul style="list-style-type: none"> • 91%
PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values	<ul style="list-style-type: none"> • 0-5
Approximate number of PLSS corners believed to be lost or obliterated	<ul style="list-style-type: none"> • 189
Which system(s) for corner point identification/ numbering does the county employ (e.g., the Romportl point numbering system known as Wisconsin Corner Point	<ul style="list-style-type: none"> • The county uses a corner numbering system that is based on the rural address system grid. The system increases from the lowest number of 101 at the southeast corner of the county to

Identification System, the BLM Point ID Standard, or other corner point ID system)?	the northwest corner of the county numbered 9797. Each section corner has a unique number.
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?	<ul style="list-style-type: none"> • No
Total number of PLSS corners along each bordering county	<ul style="list-style-type: none"> • 220
Number of PLSS corners remonumented along each county boundary	<ul style="list-style-type: none"> • 220
Number of remonumented PLSS corners along each county boundary with survey grade coordinates	<ul style="list-style-type: none"> • Approximately 115 – 52%

Custodian

- Jefferson County employs a full time Professional Land Surveyor to maintain the PLSS system monuments and records

Maintenance

- The goal of the County Surveyor is to perform maintenance on 100 PLSS corner monuments a year and add survey grade coordinates where needed.

Standards

- Statutory Standards for PLSS Corner Remonumentation
 - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
 - s. 60.84, Wis. Stats. Monuments.
 - ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
 - ch. A-E 7.06, Wis. Admin. Code, Measurements.
 - s. 236.15, Wis. Stats. Surveying requirement.
- North American Terrestrial Reference Frame of 2022 (NATRF2022)
- 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

- Jefferson County installed a High Precision Geodetic Control Network in 1993 as a tri-county project with Dodge and Rock Counties under the guidance of the Wisconsin Department of Transportation (WDOT). The countywide network consists of 47 stations and 47 azimuth stations. Digital data is reported in State Plane Coordinate System, NAD83(91). WDOT conducted a Height Modernization Project adding vertical orthometric height data to about half of these stations in 2003. Additional vertical control monuments were installed along level lines throughout the county.

Custodian

- WDOT has assumed custodial responsibility for the maintenance of the 47 original network stations set in 1993 in addition to the WHMP vertical stations added in 2003. The county assumes custodial responsibility for the 47 azimuth stations.

Maintenance

- The County Surveyor performs brush cutting and signage when using control stations.

Standards

- Jefferson County adheres to Standards for Geodetic Reference Systems (FGDC/FGCC standards and specifications) and Wisconsin Statutes Chapter 236.18.

Parcel Mapping

Parcel Geometries

Layer Status

- **Progress toward completion/maintenance phase:** In Jefferson County, 100% of the county's parcels are available in a commonly-used digital GIS format.
- **Projection and coordinate system:** The parcel map data is stored and maintained in an ESRI Enterprise Geodatabase in State Plane Coordinate System, South Zone, NAD 83(91) projection.
- **Integration of tax data with parcel polygons:** The county does have a parcel polygon model that directly integrates tax/assessment data as parcel attributes.
- **Online Parcel Viewer Software/App and Vendor name:** ESRI Web AppBuilder for ArcGIS was implemented to provide access to parcel data. Symbiont Inc. implemented the original site and the County has since provide upgrades to the site. It is currently hosted on the County's servers and maintained by the County.
- **Unique URL path for each parcel record:** There is a unique path to parcel related data for every parcel that is stored in the parcel polygons. The following information is available from this path: owners, site address, billing address, property size, brief legal, assessment information, tax information, special assessments, tax credits, school districts, technical colleges, special districts, transfer document reference, sale dates, sale amounts and link to document numbers. The unique URL to the additional parcel data is in the LRSURL field i.e. https://apps.jeffersoncountywi.gov/jc/jclrs/parcel_info?pnmun=014&pntown=06&pnrang=15&pnsect=18&pnqtr=42&pnid=000

Custodian

- The Jefferson County Land Information Office is the custodian of the parcel data.

Maintenance

- **Update Frequency/Cycle:** Parcel polygons are updated by the GIS Specialist on a weekly basis for new lots and other property changes recorded in the Register of Deeds Office.

Standards

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

Parcels Without Land Value

Layer Status

- **Number of parcels without a land value recorded to-date:**
 - 3 parcels as of August 2024
- **County geolocates/maps parcels for improvements only and without a land value by:**
 - By creating a polygon utilizing the legal description provided on the Buildings, Fixtures and Improvements document that is recorded with the Register of Deeds.

Assessment/Tax Roll Data

Layer Status

- **Progress toward completion/maintenance phase:** NA
- **Tax Roll Software/App and Vendor name:** Jefferson County maintains a custom Property Ownership, Assessment and Tax Roll data on a Custom IBM DB2 database. The County purchased programs developed by Marathon County in 1995. Management Information System Analysts have made numerous custom up-grades and changes required by state law to these programs over the past years.

- **Municipal Notes:** NA

Custodian

- Land Information Office and County Treasurer
- The Land Information Office Real Property Lister (RPL) and Administrative Assistant maintain the property ownership and upload the assessment data from local assessors on a daily basis. Special assessments, charges and taxes are computed in the fall of each year from levy information supplied by local clerks and treasurers.

Maintenance

- **Maintenance of the Searchable Format Standard:** To maintain the Searchable Format standard, the county has developed a software program to export and convert fields from the assessment and tax database into a table that can be joined to the parcel mapping polygons.
- **Searchable Format Workflow:** The county maintains parcel/tax roll data in such a way that requires significant formatting every year by county staff. A searchable format conversion program is run when all of the land splits, combinations and deletions have been completed by the Real Property Lister. This table exported by the conversion program.

Standards

- Wisconsin Department of Revenue [Property Assessment Manual](#) and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data
- s70.09 Wis. Stats. Official real property lister; forms for officers
- s. 73.03(2a), Wis. Stats. Department of Revenue (DOR) – Powers and duties defined.
- s. 59.72(2)(a), Wis. Stats. Act 20 attributes are present in this data.
- s. 59.72(2)(a), Wis. Stats. Select fields are downloaded from the Property Ownership, Assessment and Tax Roll data to the GIS.

Non-Assessment/Tax Information Tied to Parcels

e.g., **Permits, Easements, Non-Metallic Mining, Brownfields, Restrictive Covenants**

Layer Status

- The County Planning and Zoning Department maintains an IBM DB2 database on Private Onsite Waste Systems, Land Use Permits, Rezoning, Variance, Conditional Use and Violation based on parcels in the Property Ownership, Assessment and Tax system. Scanned Images of these records are also stored in the County's FileDirector Document Imaging System. These records all have the potential to link to the parcel geodatabase via the parcel identification number.
- The County also maintains data on Non-Metallic Mining permits and parcels, zoning covenants limiting future divisions, soil test boring locations, septic system inspections and farmland preservation program participants.

Custodian

- Individual departments are custodial of their specific data.

Maintenance

- The databases are updated as changes occur, permits issued or inspections completed.
- Standard database maintenance procedures.

ROD Real Estate Document Indexing and Imaging

Layer Status

- **Grantor/Grantee Index:** Recorded Document reference information is stored in Fidler's Laredo system beginning with data from January of 1987. Scanned and indexed Grantee/Grantor books used before 1987 dating back to 1838 are stored in the FileDirector Document Imaging System.

- **Tract Index:** The Jefferson County Tract Index is based on the Public Land Survey System 16th section, government lot or recorded subdivision plat or certified survey map lot and block. The Tract Index started in 2009 currently contains document information back to 1943. The tract includes legal descriptions and is parcel PIN-based for documents from 1997 to current. Documents previous to 1997 are based on legal description only. All documents with a legal description are included in the tract index.
- **Imaging:** Recorded documents are stored in the Fidar Avid Imaging System. All recorded documents dating back to 1838 (the first recordings) are contained in the imaging system. They are searchable by document number or volume and page where early recordings did not use document numbers, tract and parcel identification numbers where applicable.
- **ROD Software/App and Vendor Name:** Jefferson County utilizes Fidar Technologies software:
 - AVID – county recording software
 - Laredo – subscription based software provides index and images
 - Tapestry – online single access software
 - Monarch – subscription based software provides electronic data, used by title companies and the county to transfer data to the land information system
 - Bastain – off site, secured backup host environment, reduces traffic on the county servers.

Custodian

- County Register of Deeds

Maintenance

- The Register of Deeds office scans indexes and receives paper and electronic recorded documents daily. All images and data are backed up hourly in two secured locations out of state.

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:** 2019
- **Accuracy:** NVA equates to 10 cm RMSEz, or 19.6 cm (0.64 ft) at the 95% confidence level.
- **Post spacing:** 0.71 m or 2 points per square meter
- **Contractor's standard, etc.:** Data QC results are verified using survey checkpoints as well as any vertical checkpoints provided by the client to conduct an internal blind test of the vertical accuracy. The test within GeoCue is called a "z-probe." The z-probe results are reviewed by the supervisor as well as a certified photogrammetrist to ensure that the vertical accuracy of the data meets or exceeds the specification. Any anomalies detected in the results are immediately investigated to determine the root cause, and corrective action is taken to mitigate any impact on schedule or quality.
- **Next planned acquisition year:** No planned acquisition – potentially within the next 5 years if grant funding is available
- **QL0/QL1/QL2 acquisition plans:** USGS QL2

Custodian

- Land Information Office

Maintenance

- Future acquisition

Standards

- USGS Lidar Base Specification

LiDAR Derivatives

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

Layer Status

- Building Footprints
- 1 and 2 foot contours
- Bare-Earth Digital Elevation Model (DEM)
- Hill shading

Custodian

- Land Information Office

Maintenance

- Update frequency every 7 to 10 years

Standards

- The project was undertaken to create a elevation modeling of Jefferson County capable of mapping 1 foot contour intervals

Other Types of Elevation Data

Layer Status

- 2004 LiDAR for the north half of the county
- 2005 for the south half of the county along with 2 foot contours and Triangular Irregular Network (TIN)
- 2012 LiDAR for entire County, 2 foot contours, bare earth points and Digital elevation model

Custodian

- Land Information Office

Maintenance

- Update as needed

Standards

- Standards followed at time of project

Orthoimagery

Orthoimagery

Layer Status

- **Most recent acquisition year:** 2023
- **Resolution:** 6 inch pixel
- **Next planned acquisition year:** 2025

Custodian

- Land Information Office

Maintenance

- Update every 3-5 years or as determined by the Land Information Council

Standards

- American Society for Photogrammetry and Remote Sensing Accuracy Standards (ASPRS) Class II at 1" = 100' map scale.

Historic Orthoimagery

Layer Status

- 2020 Color 6 inch pixel County wide
- 2018 Color 6 inch pixel developed areas and 9 inch pixel rural areas -not certified
- 2015 Color 6 inch pixel
- 2010 Color 1 foot pixel,

- 2005 Black and White 6 inch pixel for South half of County
- 2005 Black and White 6 inch pixel for North half of County,
- 2000 Black and White 1 foot pixel
- 1996 Black and White 1 foot pixel

Custodian

- Land Information Office

Maintenance

- Static

Standards

- 1996, 2000 and 2010 - ASPRS standards for 1 inch =200 feet mapping scale.
- 2004, 2005 and 2015 ASPRS for Class 1, large scale maps at 1 inch = 100 feet
- 2018 Not certified

Other Types of Imagery

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

Layer Status

- Spring 2023 Oblique Pictometry 6 inch County wide, 3 inch within City of Watertown and City of Lake Mills
- April 2018 Oblique Pictometry 625 community (9 inch pixel) and sectors county-wide and 114 neighborhood (6 Inch pixel) sectors in developed areas of the county.
- April 2008 Oblique Pictometry 625 community (12 inch pixel) and sectors county-wide and 107 neighborhood (5 Inch pixel) sectors in developed areas of the county.

Custodian

- Land Information Office

Maintenance

- 5 to 10 year intervals or as determined by the Land Information Council

Standards

- Proprietary - Pictometry International Incorporated

Address Points and Street Centerlines

Address Point Data

Layer Status

- An address point layer for each structure is in the enterprise geodatabase. The address points are joined to the address database maintain in the Property Ownership, Assessment and Tax system by parcel identification number and suffix to accommodate parcels with multiple addresses.

Custodian

- Land Information

Maintenance

- Weekly

Standards

- Wisconsin GIS NG9-1-1 Data Standard (Site/Structure Address Point)
- US Postal Addressing Standards Publication 28

Building Footprints

Layer Status

- Building footprints were extrapolated on a County wide basis from the 2019 LiDAR data and project

Custodian

- Land Information Office

Maintenance

- In coordination from LiDAR data collection projects or as needed

Standards

- LiDAR and LiDAR derivative standards

Other Types of Address Information

Other address points

Layer Status

- Address points for Modular Home Park Units, Campgrounds, and other large communities

Custodian

- Land Information Office

Maintenance

- 2021 complete review and update. Future updates and review as needed

Standards

- US Postal Addressing Standards Publication 28

Street Centerlines

Layer Status

- Street Centerlines for all public roads and private roads with addressing such as modular home parks

Custodian

- Land Information Office

Maintenance

- 2021 update and review as County prepares for NG9-1-1 requirements

Standards

- Wisconsin GIS NG9-1-1 Data Standard (Road Centerline)

Right of Way

Layer Status

- Ingress and egress right of ways are contained in the parcel database
- How maintained: Currently maintained as ROW lines and will be maintained within Parcel Fabric as a polygon as its own layer.

Custodian

- Land Information Office

Maintenance

- As needed

Standards

- Alignment with parcel geometries

Trails

Recreational Trails, Snowmobile Trails

Layer Status

- Bike trails, snowmobile trails (Club and County), Town Road ATV trails, hiking trails within County Parks

Custodian

- Land Information Office

Maintenance

- As needed

Standards

- Sufficient spatial accuracy for general guide maps and brochures purposes

Land Use

Current Land Use

Layer Status

- 2008 and 2018 Land Use Inventory for 16 Townships in Jefferson County

Custodian

- Land Information Office

Maintenance

- Update Frequency is 8 to 10 years as needed for general planning purposes in conjunction with updated orthoimagery.

Standards

- American Planning Association Land Based Classification Standard

Future Land Use

Layer Status

- Urban Service Areas, Limited Urban Service Area, 15 Year Growth Areas and Farmland Preservation Areas

Custodian

- Land Information Office

Maintenance

- Updated with the Comprehensive Plan and Agricultural Preservation and Land Use Plan

Standards

- s. 66.1001, Wis. Stats. Comprehensive planning.
- Farmland Preservation Planning

Zoning

County General Zoning

Layer Status

- The County does maintain a GIS representation of county general zoning boundaries.
- Layer represents all 16 Towns.

Custodian

- Land Information Office and Planning and Zoning Department

Maintenance

- As needed – zoning changes typically are approved monthly by the County Board. The zoning change takes affect once a Certified Survey Map is recorded with the Register of Deeds.

Standards

- Jefferson County Zoning Ordinance

Shoreland Zoning

Layer Status

- The County does maintain a GIS representation of county shoreland zoning boundaries.

Custodian

- Land Information Office and Planning and Zoning Department

Maintenance

- Updated as needed or required by State Law change

Standards

- Wi Stat Chapter NR 115

Farmland Preservation Zoning

Layer Status

- The County does maintain a GIS representation of county farmland preservation zoning boundaries.

- Year of certification: 2021 and 2022
- GIS Dataset is updated to reflect rezones

Custodian

- Land Information Office and Planning and Zoning Department

Maintenance

- As needed – zoning changes typically are approved monthly by the County Board. The zoning change takes affect once a Certified Survey Map is recorded with the Register of Deeds.

Standards

- Farmland Preservation Plan (Agricultural Preservation and Land Use Planning)

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.
- Limited Boundary Adjustment/Fill in Flood Fringe 2015
- Letters of Maps Amendments
- Flood Insurance Study Reach Elevations 2015
- Flood Storage Areas 2015

Custodian

- FEMA and Planning and Zoning Department

Maintenance

- As required by DNR or FEMA

Standards

- FEMA Floodplain Mapping Standards

Airport Protection

Layer Status

- Not administered by the county.

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

- City and Village zoning is maintained by the respective municipalities.
- The County maintains extra-territorial plat review and zoning layer.

Custodian

- Local municipalities
- Land Information Office

Maintenance

- As needed

Standards

- Local ordinances

Administrative Boundaries

Civil Division Boundaries

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

Layer Status

- Municipal boundaries – county wide

Custodian

- Land Information Office

Maintenance

- Updated as needed for annexations, etc.

Standards

- Spatial alignment to parcel layer

School Districts

Layer Status

- Progress toward completion/maintenance phase: Complete
- Relation to parcels: Spatial
 - Attributes linked to parcels: Boundaries only

Custodian

- Land Information Office

Maintenance

- Boundary changes are updated as needed and when notified

Standards

- Spatial alignment to parcel layer

Election Boundaries

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

Layer Status

- Voting Wards and Supervisory District Boundaries - completed

Custodian

- Land Information Office

Maintenance

- Adjustments occur as needed or required

Standards

- Spatial alignment to parcel layer

Utility Districts

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

Layer Status

- Sanitary Districts in progress

Custodian

- Land Information Office

Maintenance

- Updated and created as information is received

Standards

- Spatial alignment to parcel layer

Emergency Service Boundary – Law/Fire/EMS

Layer Status

- Law Enforcement: Completed
- Fire: Completed
- EMS: Completed

Custodian

- Land Information Office

Maintenance

- Updated as information is received

Standards

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

Public Safety Answering Points (PSAP) Boundary

Layer Status

- PSAP Boundary: Same as County Boundary

Custodian

- Land Information Office

Maintenance

- Update as needed and working to meet current standards

Standards

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

Provisioning Boundary

Layer Status

- Same as PSAP

Standards

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

Lake Districts

Layer Status

- Complete – Three districts mapped

Custodian

- Land Information Office

Maintenance

- As amendments are recorded or made

Standards

- Spatial alignment with parcel data

Native American Lands

Layer Status

- None

Other Administrative Districts

e.g., County Forest Land, Parks/Open Space, etc.

Layer Status

- Parks and Open Spaces

Custodian

- Land Information Office

Maintenance

- Updated as needed

Standards

- Spatial alignment with parcel data

Other Layers

Hydrography Maintained by County or Value-Added

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

Layer Status

- Hydrography – surface water break lines from elevation-derived hydrography from 2019 LiDAR project

Custodian

- Land Information Office

Maintenance

- Static

Standards

- USGS Elevation-Derived Hydrography Specifications

Cell Phone Towers

Layer Status

- Complete

Custodian

- Land Information Office

Maintenance

- Updated as new towers are permit through Planning and Zoning Department

Standards

- Location based on orthoimagery and available data

Bridges and Culverts

Layer Status

- Complete
- County Hwy Culverts

Custodian

- Highway Department

Maintenance

- Updated during inspections

Standards

- Standard database procedures, sub-meter positional accuracy

Other/Miscellaneous – Land Information Office

e.g., Pipelines, Railroads, Non-Metallic Mining, Sinkholes, Manure Storage Facilities, etc.

Layer Status

- Railroads
- Non-metallic mining
- Farmland Preservation, conservation easements
- Parks Infrastructure and maintenance

Custodian

- Land Information Office

Maintenance

- Updated as needed

Standards

- Spatial alignment to parcel data

Other/Miscellaneous – County Hwy Department

Layer Status

- Maintenance Sections,
- Signs
- Invasive Species Spraying
- Beam Guard
- Road Centerlines
- Pavement Age & PASER Rating
- Segment ID
- Pavement & Shoulder Width
- Advisory Curves
- Speed Limits
- Passing zones
- Utility Permits
- Driveway/Work in Right-of-way Permits
- Retaining Walls

Custodian

- Hwy Department

Maintenance

- Updated as needed

Standards

- Standard database procedures, sub-meter positional accuracy for most features

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**



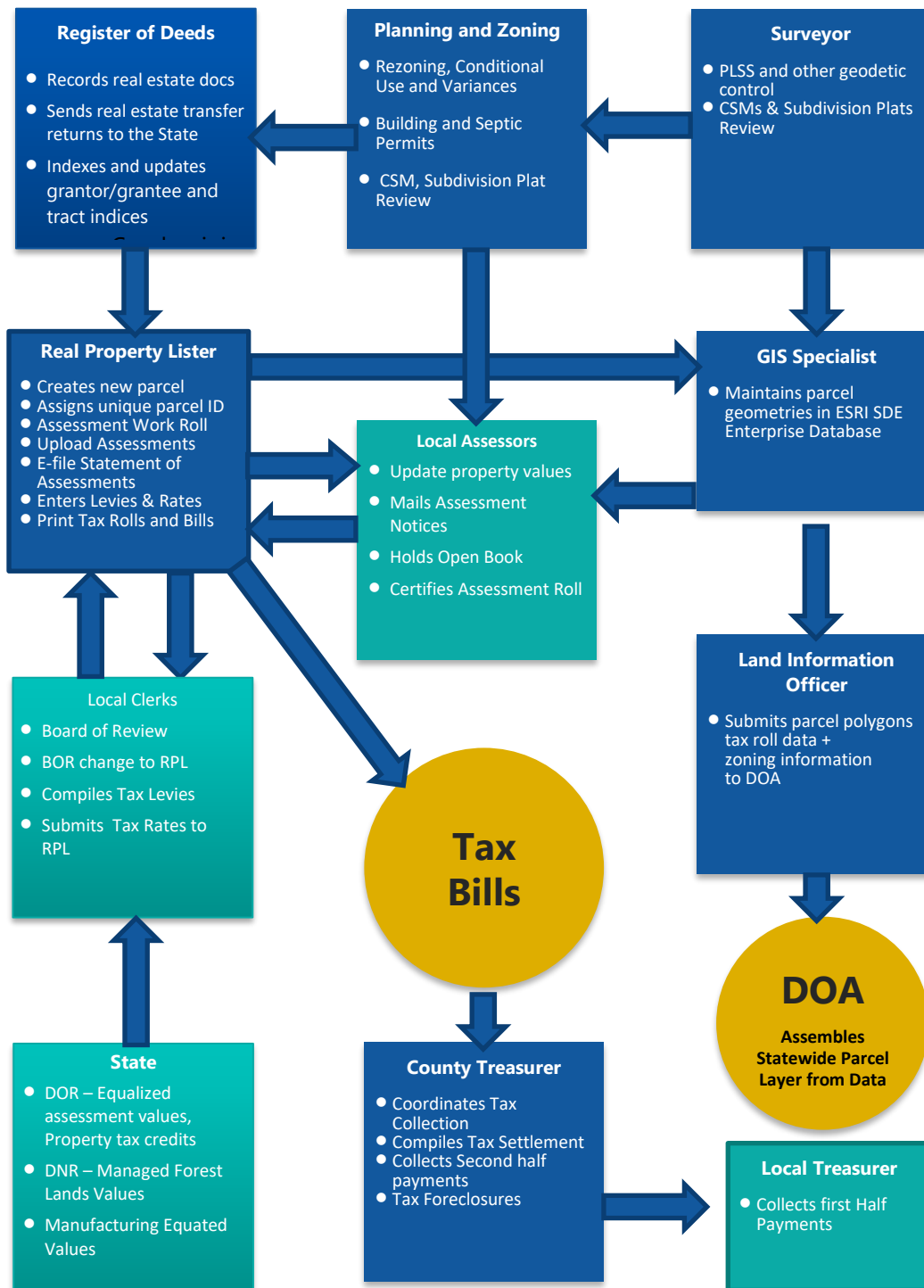
Figure 1. Jefferson County Land Information System

County Parcel Data Workflow Diagram

The workflow diagram for GIS parcel and property assessment and tax workflow depicts:

- Major components of parcel data, referenced by s. 59.72(2)(a), including:
- parcel polygons, 2) tax roll data, and 3) zoning information
- Integration of parcel polygons with other data/attributes, if applicable
- Departments/offices/staff involved with the creation and maintenance of parcel data

Figure 2. GIS Parcel and Property Assessment and Tax Workflow



Technology Architecture and Database Design

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

Hardware

- The County Management Information Systems (MIS) Department maintains HP servers running in a virtual windows environment process GIS, Fidlar Register of Deeds, FileDirector and public access websites. IBMi hardware is used to process property assessment, tax and land use permitting programs. A Nimble storage area network (SAN) is used to store data in multiple locations. Unitrends backup hardware is utilized as a strategy for continuity of operations. All major county facilities are connected through a fiber optics network. A large format scanner/copier/printer is located in the Land Information office. Two mid-size plotters are located in Land and Water Conservation.
- UAS/Drone - Quadcopter with 12 mega-pixel camera – still photo, video and 3D modeling and utilize ESRI Drone2Map.

Software

- ESRI Desktop, ArcGIS Server, ArcGIS Web App Builder, ArcGIS online software and SQL databases are the main software components county GIS systems. Fidlar Technologies software AVID, Laredo and Tapestry are used in the Register of Deeds Office. FileDirector software is used for storage of larger volume document outside of the Register of Deeds recorded documents.
- **County currently uses ArcGIS Pro:** Yes
- **County plans to upgrade to ArcGIS Pro:** Yes, be estimated date: 2023

Website Development/Hosting

- The Land Records Search site for general public access to property ownership, assessment, permits, petitions, and taxes was developed by MIS Systems Analysts and is hosted by the county.
- The county GIS site was developed in ArcGIS Web App Builder by a contracting with Symbiont as GIS consultant out of West Allis Wisconsin. The website is hosted and maintained by the county GIS staff.

Metadata and Data Dictionary Practices

Metadata Creation

- **Metadata creation and maintenance process:** Metadata has been compiled on most major layers and is updated as time allows or when changes are required.

Metadata Software

- **Metadata software:** Metadata for map layers is created with ArcCatalog and stored within the geodatabase
 - 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:** Description, Data Use and Attributes are manually populated.

Metadata Policy

- **Metadata Policy:** The County does not have a minimum metadata policy.

Municipal Data Integration Process

- Local assessors submit assessed values for uploading to the IBM DB2 database for municipality. Assessors provide summaries for review and verification of the upload process. Tax bill information is exported to local Treasurer for first half collection. First half payments are uploaded to the county system for settlement and collection of second half payment. The City of Watertown is the only municipality that collects all payments through the end of July.

Public Access and Website Information

Public Access and Website Information (URLs)

Public Access and Website Information

GIS Webmapping Application(s)

Link - URL	GIS Download Link – URL	Real Property Lister Link - URL	Register of Deeds Link - URL
https://jeffarcgis.jeffersoncountywi.gov/apps/Publicgismr/	No download site available at this time. Data requests can be made to the Land Information Office	https://apps.jeffersoncountywi.gov/jc/JCLRS	https://tapestry.fidlar.com/Tapestry2/Default.aspx

Single Landing Page/Portal for All Land Records Data

URL

https://www.jeffersoncountywi.gov/departments/land_information/land_records_online.php

Web Services/REST End Points

URL

<https://jeffarcgis.jeffersoncountywi.gov/ArcGIS/rest/services>

County Webpage with Link to Statewide Parcel Map (www.sco.wisc.edu/parcels/data)

URL

https://www.jeffersoncountywi.gov/departments/land_information/land_records_online.php

Municipal Website Information

Municipal Website	Municipal Website URL
City of Fort Atkinson GIS Web Map	https://fortgis.maps.arcgis.com/apps/webappviewer/index.html?id=9db23942905f498f84eb566639e5b450
City of Watertown GIS Web Map	https://gis.cityofwatertown.org/apps/watertownpublicgis/

Data Sharing

Data Availability to Public

Data Sharing Policy

- The Land Information Office has a fee schedule for making copies of GIS data and other custom services.

Open Records Compliance

- The fee and service charges are consistent with the Wisconsin's Open Records Law

Data Sharing Restrictions and Government-to-Government Data Sharing

Data Sharing Restrictions

- Jefferson County does not restrict use or license data provided under the fee schedule

Government-to-Government Data Sharing

- Jefferson County has a standing policy of sharing data with other government entities and some non-profits at no charge. Parties receiving this data are required to implement a data sharing agreement that puts some restrictions on the redistribution of data provided under fee waivers.

Training and Education

- Jefferson County is a group member of the Wisconsin Land Information Association and sends three to five staff to the annual conference each year. County Departments are active members of educational organizations such as Land Information Officers Network, Register of Deed Association, County Code Administrators, Wisconsin Real Property Lister Association, Wisconsin Land and Water and County Treasurer Association.

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.

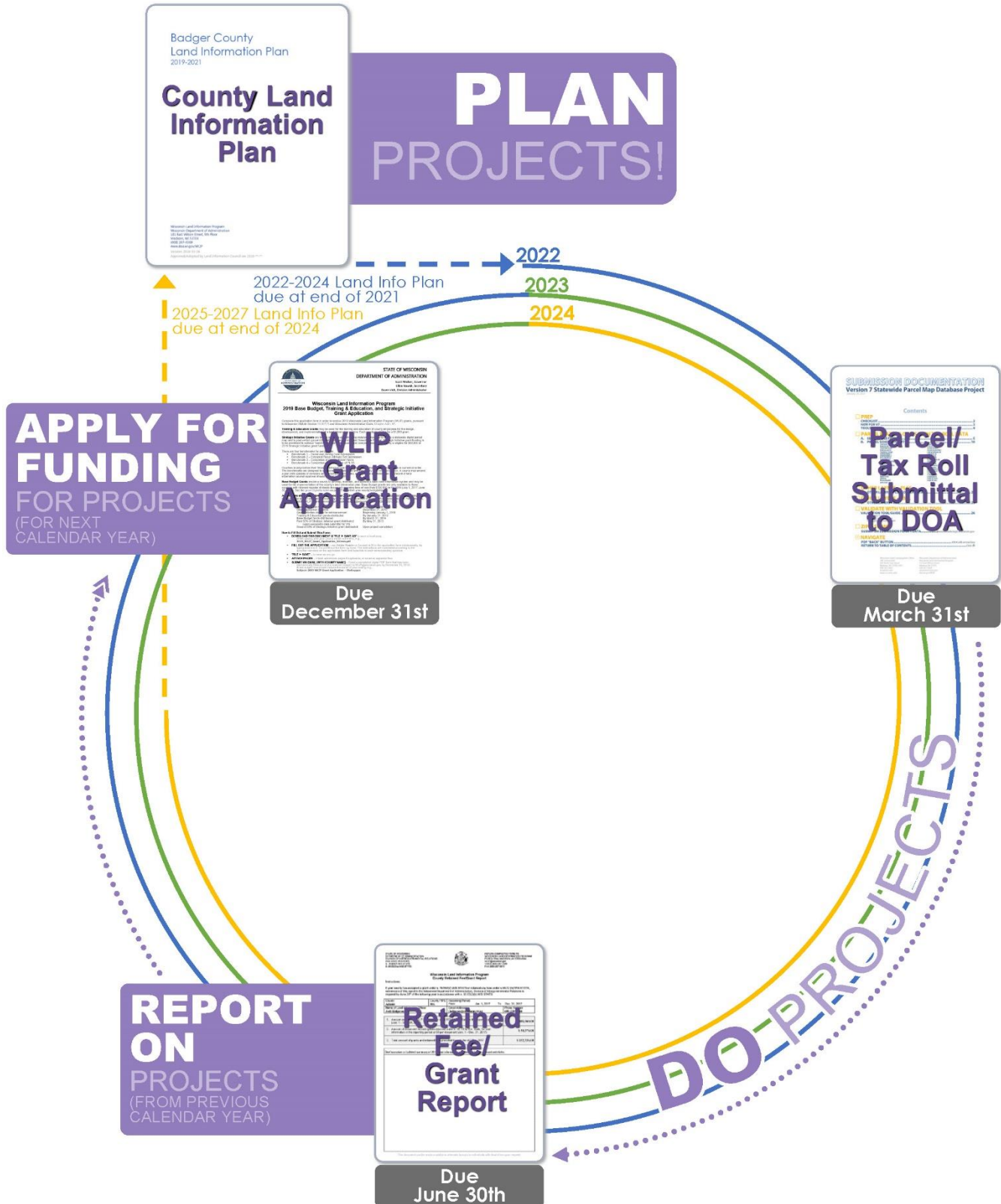


Figure 2. The WLIP Land Information Plan/Grant Project Cycle

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

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

Project Description

How Searchable Format Will Be Maintained

- Implement a time and cost-effective process for maintaining searchable format standards as established by DOA.
- County staff (Land Information Office Director, GIS Specialist, Real Property Lister and MIS Systems Analyst) will work together to prepare, clean and upload County parcel data into a form acceptable by the DOA.
- Land Info Spending Category: Other Parcel Work

Business Drivers

- Yearly review of the County's parcel data allows the County to maintain accurate data and minimize imperfections

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

- Yearly maintenance begins shortly after January 1st of each year and concludes by March 31st or once the data is submitted to the State

Responsible Parties

- Land Information Office and Management Information System

Estimated Budget Information

- See table at the end of this chapter for project budget information.

Project #1: Back Indexing of Documents in the Register of Deeds

Project Description

- Back index recorded documents in grantor/grantee and tract index back to 1955. The computer grantor/grantee index has data going back to 1987. The Register of Deeds Office has been tract indexing prior years as time allows and have completed back to 1982.
- Land Info Spending Category: Other Parcel Work

Business Drivers

- Title searchers are required to go back 30 to 60 years in some cases
- Manual searching is time consuming
- The County finds it beneficial to have as many documents indexed as possible

Objectives/Measure of Success

- Complete indexing of recorded documents back to 1955

Project Timeframes

- Yearly until objective is met

Responsible Parties

- Register of Deeds

Estimated Budget Information

- See table at the end of this chapter.

Project #2: Develop Activity or Department Focused GIS Websites

Project Description

- Develop activity focused GIS websites to provide easily accessible information for specific users and other development focused needs such as County Parks, Land and Water conservation, Zoning, Emergency Management, Health Department, Highway Department and Fair Park. These more focused GIS Websites would contain concentrated subject matter that brings information to the end user in a way that is designed to display needs based information.
- Land Info Spending Category: Website Development/Hosting Services

Business Drivers

- Provides for a better experience in parks, trails and outdoor recreation. Data is coalesced into a platform where end users can easily find what they need. Affords the opportunity to deliver additional information that may not be noticed in the general GIS Public Viewer

Objectives/Measure of Success

- GIS site(s) focused on particular needs and delivers information in an efficient and effective manner

Project Timeframes

- Ongoing

Responsible Parties

- Land Information Office in collaboration with affected Departments

Estimated Budget Information

- See table at the end of this chapter.

Project #3: Mobile GIS and Data Collection

Project Description

- Expand Utilization of mobile GPS/GIS technology to access, collect and maintain land information during field operations. Eliminate duplication by updating databases directly from the field with phones or tablets. Currently information for many field inspections are handwritten and entered on return to the office. This technology would be used by Planning and Zoning for documenting inspections of private onsite waste treatment systems and investigations of ordinance violations, Land and Water Conservation for compliance inspections on farms and mines and Parks

Department for facility management in parks and flood mitigation properties. This could also include other departments who complete field work such as the County Highway Department.

- Land Info Spending Category: Hardware and software, Administrative Activities and Management

Business Drivers

- Mobile access will reduce time needed for printing and organizing maps and documents. Database updates from the field will eliminate the need for some manual forms (less paper).
- Data could be projected onto the internal and public GIS website for easy access by the public and county staff

Objectives/Measure of Success

- Efficient and effective method of collecting field data and importing into County Database or reports

Project Timeframes

- Ongoing

Responsible Parties

- Land Information Office in collaboration with affected Departments

Estimated Budget Information

- See table at the end of this chapter.

Project #4: Update County-wide Orthoimagery

Project Description

- Update County-wide orthoimagery at the direction of the Land Information Council (every 5 years or less)
- Land Info Spending Category: Orthoimagery

Business Drivers

- High accuracy orthoimagery is used by multiple county departments on a daily basis. The imagery is also used by local, state and federal agencies. The more up to date the imagery is the more reliable the information.

Objectives/Measure of Success

- Provide up to date orthoimagery on County GIS

Project Timeframes

- 2025 and 2028

Responsible Parties

- Land Information Office

Estimated Budget Information

- See table at the end of this chapter.

Estimated Budget Information

- See table at the end of this chapter.

Project #5: Develop Digital Maps/Story Maps of County Park System

Project Description

- Develop a digital map/story maps of county parks and areas of interest to provide a self-guided tour.
- Land Info Spending Category: Administrative Activities and Management

Business Drivers

- Providing areas of interest and an interactive system will help draw stakeholders to the area and increase county tourism

Objectives/Measure of Success

- Completed digital maps and available to stakeholders

Project Timeframes

- 2026

Responsible Parties

- Land Information Office and Parks Department

Estimated Budget Information

- See table at the end of this chapter.

Project #6: Public Land Survey System Monument Maintenance

Project Description

- Maintain all public land survey monuments, ties and reference benchmarks in Jefferson County. The County Surveyor reviews and remonuments corners as time permits. Corners are prioritized by their importance, location, need and availability. Local surveyors may request certain corners to be reviewed by the County Surveyor-
- Land Info Spending Category: PLSS

Business Drivers

- Jefferson County has spent considerable resources remonumenting the entire County over the past several years. A complete and accurate PLSS is the backbone to the land records system. Surveyors and other professionals rely on the monuments and their supporting data.

Objectives/Measure of Success

- All or a majority of monuments placed and stable.

Project Timeframes

- Yearly review and remonumentation

Responsible Parties

- County Surveyor

Estimated Budget Information

- See table at the end of this chapter.

Project #7: Convert County Data To Meet State and Federal NexGen 911 Standards

Project Description

- Convert, update and implement County data to meet the State standard for NexGen 911
- Land Info Spending Category: Address Points, Street Centerlines

Business Drivers

- Uniform data across the state for emergency responders

Objectives/Measure of Success

- Data in an acceptable format that meets State requirements

Project Timeframes

- Anticipated completion 2025, then enter maintenance phase

Responsible Parties

- Land Information Office

Estimated Budget Information

- See table at the end of this chapter.

Project #8: Link County Parcel Identification Number to Legal Description and Address to Register of Deeds System

Project Description

- Maintain Fidlar Integrity to link Parcel Identification Number to legal description and address in Register of Deeds system
- Land Info Spending Category: Other Parcel Work

Business Drivers

- Increase searching capabilities and ease of identifying documents

Objectives/Measure of Success

- Provide easier searches by Parcel Number or address in Register of Deeds System

Project Timeframes

- Begin 2021 end 2022

Responsible Parties

- Register of Deeds and Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Project #9: Implement an Open Data Platform

Project Description

- Create an open data platform for stakeholders to access and download county data
- Land Info Spending Category: Software

Business Drivers

- Data requests occupy county staff time and creating an open data platform would reduce staff time and make data easily available to stakeholders

Objectives/Measure of Success

- Interface for stakeholders to access and download data

Project Timeframes

- 2025

Responsible Parties

- Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Project #10: Update and Upgrade GIS System

Project Description

- Review the County's current web-based GIS for inefficiencies and implement updates to create a reliable and fast web-based GIS for internal and external stakeholders
- Implement new and enhance existing web mapping tools
- Review the County's current GIS architecture for upgrades and improvements included, but not limited ERSI Portal, server vs. cloud configuration
- Land Info Spending Category: Website Development/Hosting Services

Business Drivers

- The web-based GIS is a tool for external and internal stakeholders to access data, many of which utilizes it daily. It is important for the County to have a reliable GIS system to stakeholders to use.

Objectives/Measure of Success

- Reliable, efficient, and effective web-based GIS for stakeholders to use

Project Timeframes

- Yearly

Responsible Parties

- Land Information Office and contractors

Estimated Budget Information

See table at the end of this chapter.

Project #11: Development of Department Specific GIS Layers and Inventory of Existing Data

Project Description

- Development department specific GIS layers to streamline daily workflows. Example: POWTS

- permits and soil tests, emergency management plans, agricultural conservation easements
- Land Info Spending Category: Other Parcel Work

Business Drivers

- County Departments have large amounts of data that are used frequently but are not available electronically. Mapping and incorporating this data will help provide more data to stakeholders.

Objectives/Measure of Success

- New specific GIS layers
- Inventory of all GIS layers

Project Timeframes

- Ongoing and yearly

Responsible Parties

- Land Information Office in collaboration with effected department

Estimated Budget Information

See table at the end of this chapter.

Project #12: Development and Maintenance of Metadata

Project Description

- Develop and maintain metadata for county created and maintained data
- Update metadata for all datasets that are part of the County Land Information Office.
- Land Info Spending Category: Administrative Activities/Hosting Services

Business Drivers

- Some current data sets contain missing or outdated metadata and enhancing the metadata creates a more user friendly system.

Objectives/Measure of Success

- Updated and complete metadata

Project Timeframes

- 2025-2028

Responsible Parties

- Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Project #13: Transition from ArcMap to ArcPRO

Project Description

- Transition County staff from ArcMap to ArcPro/ArcGIS Online and provide sufficient training to all staff members
- Land Info Spending Category: Software

Business Drivers

- ArcMap will no longer be maintained and the County will need to transition to ArcPro

Objectives/Measure of Success

- Implementation and successful transition of ArcPro

Project Timeframes

- Anticipated completion 2025

Responsible Parties

- Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Project #14: Update and Maintain a Land Records Software and Application Development for Jefferson County

Project Description

- The County currently uses an iBML software system designed and maintained by the Management Information System. Upgrades are needed to the system as well as the development of new applications (DOA import application, farmland preservation module, NR 151 tracking module, zoning and sanitary permitting, etc.). Upgrades may also include developing a payment tracking system related to parcels, tax payments, permits, etc.
- The County may also explore purchasing a system from a contractor.
- Land Info Spending Category: Software

Business Drivers

- Many County Departments utilize the current system and rely on the current system for data entry, management and public view.

Objectives/Measure of Success

- Land Records Software and applications that meet the needs of the County

Project Timeframes

- Ongoing

Responsible Parties

- Land Information Office in collaboration with effected department

Estimated Budget Information

See table at the end of this chapter.

Project #15: Enhance and Extract Current LIDAR/Elevation Data and Acquire New Elevation Data

Project Description

- The County has 2019 LiDAR data, but does not have an effective method of displaying the data in a user friendly format. Options include contracting with a vendor to create a user friendly method to display and utilize the data. Pictometry may be explored as part of this project.
- Land Info Spending Category: Lidar

Business Drivers

- The County has useful and accurate Lidar data that could be used by many stakeholders, however, the data is not in a user friendly version for the public to utilize.
- The County finds value in providing data to internal and external stakeholders in a format that is easy to use and understand.

Objectives/Measure of Success

- Projection of elevation data in a format that is available an understandable to the general public

Project Timeframes

- 2028

Responsible Parties

- Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Project #16: Update Pictometry

Project Description

- The County has contracted multiple times to acquire Pictometry imagery for internal and external use. Most recently the data was updated in 2018. The goal is to update the County's Pictometry data and collect accurate and updated data.
- Land Info Spending Category: Lidar

Business Drivers

- The County has contracted multiple times to acquire Pictometry imagery for internal and external use. Pictometry imagery creates a 3D model of the topography and buildings for use by internal and external stakeholders. The Planning and Zoning Department, Land Information Office, Land and Water Conservation, Parks and Sheriff's Department benefit from the Pictometry imagery.
- The County finds value in providing data to internal and external stakeholders in a format that is easy to use and understand.

Objectives/Measure of Success

- Updated Pictometry that is easily viewed by internal and external stakeholders.

Project Timeframes

- 2028

Responsible Parties

- Land Information Office

Estimated Budget Information

See table at the end of this chapter.

Estimated Budget Information (All Projects) for Planning Period 2025-2027

Estimated Budget Information

Project Title	Item	Unit Cost/Cost	Land Info Plan	Project Total
			Citations Page # or section ref.	
Project Plan to Maintain Searchable Format (Benchmarks 1 &2)	County Staff (GIS Specialist, MIS Analyst, Real Property Lister)	~\$3,000/year Staff rate of \$40/hr	Page 28	\$3,000
Project #1: Back indexing of ROD documents	Contractor	\$0.95/document \$5,000 to integrate documents into ROD system	Page 29	Appx. \$210,000
	ROD Staff (current or retired)	Hourly rate to be determined Estimated cost of \$0.50/document		\$106,000
Project #2: Focused GIS Websites	GIS Specialist	Staff hourly rate to be determined or \$35/hr	Page 29	\$10,000
Project #3: Mobile GIS and Data Collection	GIS Specialist	Staff hourly rate to be determined or \$35/hr 80-100 hours	Page 29	\$2,800 - \$3,500
	Hardware (tablets, GPS, etc.)	\$300/tablet		\$1,800
Project #4: Update County-wide Orthoimagery	Consultant Cost	\$45,000	Page 30	\$45,000
Project #5: Develop Digital Maps/Story Maps for County Parks	Land Information Office or Parks Department Staff	~\$6,000 Staff hourly rate to be determined or \$35/hr	Page 30	\$6,000
Project #6: Public Land Survey System Maintenance	County Surveyor	~\$500 hours/year	Page 31	Appx. \$20,000
Project #7: Convert Data to NexGen 911	Consultant Cost	\$20,000	Page 31	\$20,000
Project #8: Link County PIN to Legal Description and Address	MIS Staff	\$6,000 Staff hourly rate to be determined or \$35/h	Page 31	\$6,000
	GIS Specialist	~\$5,000 Staff hourly rate to be determined or \$35/hr		\$5,000
Project #9: Open Data Platform	GIS Specialist	~\$2,000 Staff hourly rate to be determined or \$35/hr	Page 32	\$2,000
	License/software	\$5,000		\$5,000
Project #10: Update and Upgrade web-based GIS	Consultant	\$30,000	Page 32	\$30,000
Project #11: Develop GIS Layers	GIS Specialist	~\$3,000 Staff hourly rate to be determined or \$35/hr	Page 32	\$3,000
Project #12: Develop Metadata	GIS Specialist	~\$6,000 Staff hourly rate to be determined or \$35/hr	Page 33	\$6,000
Project #13: Transition from ArcMap to ArcPro	Training	\$5,000	Page 33	\$5,000
	License fees (if needed)	To be determined		

Project #14: Update and Maintain Land Records Software	MIS Staff	\$25,000-\$50,000	Page 34	\$50,000
	Consultant and software	~\$200,000 Includes software and modules for all departments		\$200,000
Project #15: Enhance, Extract and Acquire LIDAR Data	Consultant for web-based platform	\$15,000	Page 34	\$15,000
Project #16: Update Pictometry	Consultant	\$80,000	Page 34	\$80,000
GRAND TOTAL				Appx. \$372,000-647,000

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

Other Long Term Projects Identified by County Departments

Economic Development Consortium

- Collaborate with the cities and villages to make Zoning Map and Ordinance information easily accessible in a consistent manner throughout the county

Emergency Management

- Develop an interactive web portal for maintaining and displaying the geospatial information in the All Hazards Mitigation Plan and computation of population estimates for hazardous materials (HAZMAT) site planning
- Develop a GIS road closer application to track and alert 911 dispatch, emergency responders and the general public of closers and alternative routes. Utilize recently completed inundation mapping for some areas along Lake Koshkonong and the Rock River
- Develop flood inundation mapping based on stream gauge on Crawfish River near Milford
- Develop GIS projects, routines and recourses that provide Emergency Operations Center (EOC) personnel with geospatial information that provides a clear situational awareness
- Implement routines for integrating critical and special facilities GIS data in the Computer-Aided Management of Emergency Operations (CAMEO) program, Aerial Locations of Hazardous Atmospheres (ALOHA) program and the All Hazards Mitigation Plan
- Create a GIS layer for major pipelines in the county
- Implement an interactive system for updating the flood hazard cost estimates in the All Hazards Mitigation Plan by integrating previous damage assessment data with the 2015 Flood Insurance Rate Maps (FIRM) and the upcoming floodplain restudy of the Rock River

Fair Park

- Scan and Index Fair Park Architectural and Development Plans
- Develop GIS layer for online camping registration system

Highway Department

- Develop a GIS project history layer that includes a breakdown of project cost
- Continue Integrating Unmanned Aircraft Systems (UAS) capabilities into stockpile management, construction and mapping operations
- Continue Implementing GIS traffic safety analysis that incorporates the state accident database with the accident GIS layer.
- Create as built fiber GIS layer
- Verify all highway GIS layers after construction projects are completed
- Create a GIS layer containing all highway maintenance agreements with bordering counties
- Update culvert database through culvert inspection and new ratings

Human Services

- Create a Group Housing and Adult Day Care Facilities GIS layer.
- Implement an automated GIS application for routing and scheduling of the volunteer driver program. The program coordinates the transportation needs of elderly/disabled people with about 15 volunteer drivers, part time staff drivers and the veterans van. All drivers have variable availability and home locations

Land and Water Conservation

- Update non-metallic mining portion of the property assessment and tax system to facilitate data input, permit tracking and data distribution
- Update the PACE Layer with new Agricultural Conservation Easement Properties
- Implement program oriented web mapping services for distribution of Land and Water Conservation Program data to internal and external customers
- Correlate surface water data for rivers, lakes, streams, ponds and ditches to the terrain model to identify drainage patterns and watershed boundaries
- Develop an aquatic invasive species inventory GIS layer and distribute this data on a web mapping application
- Develop high priority conservation areas by utilizing an updated LiDAR dataset, USDA HUC-12 sub-watersheds and available processing tools
- Attain local geologic data pertaining to areas of thin soils and exposed bed rock for localized nutrient management restrictions
- Create baseline aerial photography utilizing UAV technology of all current NR 135 permitted sites and update over time as needed
- Add to baseline documentation aerial photography utilizing UAS technology of all Conservation Easements where the County is a named holder or responsible for annual monitoring
- Utilize Unmanned Aerial Systems to create aerial photography, video, and data for a variety of applications including:
 - Non-metallic mining sites
 - Agricultural conservation easement sites
 - Water resources projects
 - Agricultural and conservation practice sites

Land Information Office

- Develop a dashboard web page to incorporate Land Record Search, document imaging and GIS capabilities into one web browser application
- Further Develop a multi department UAS program mapping and aerial photography capabilities
- Scan and rectify historical aerial photographs for GIS overlay

Management Information Systems

- Move appropriate GIS data to cloud based storage
- Update GIS servers as needed and implement best practice workflows for scheduled and routine system updates

Parks

- Implement biking and water trail suitability assessment system for roadways and waterways designated for biking and paddling
- Use GIS modeling capabilities to develop a Land Evaluation and Site Assessment (LESA) system to locate and assess potential sites for land and river based parks, natural areas, and land or water trail linkages for outdoor recreation
- Utilize county UAS program aerial photography to develop and promote county parks and outdoor recreation
- Continue to update and map Park assets

Planning and Zoning Department

- Create a City and Village Master Plan GIS layer for land use assessments.
- Develop a flood damage assessment application to integrate GIS, property assessment, Survey and FEMA assessment data from past and future flood events to evaluate substantial flood damage. Facilitate sharing of damage assessment data for ongoing mitigation efforts. Scan and link previous flood damage assessment paper records to damage assessment system.
- Develop database and GIS application for rezoning, conditional use and variance petitions to streamline workflows of applications, map compilation and finding of the facts to minimize duplication of data entry
- Implement workflow processing for appropriate land records processes that require actions by several county staff and or departments such as land divisions approval, intensive agricultural permits, non-metallic mining and shore land permitting
- Develop a GPS and GIS application to map new and replacement private sanitary sewage system components during the inspection process

Register of Deeds

- Develop a Tract Index GIS layer to be linked to the tract index and other search programs for quick access to parcel maps and other geospatial data

Sheriff's Department

- Integrate state accident database with accident mapping GIS layer for geospatial analysis
- Develop crime-mapping analysis that utilizes the Sheriff Department records system databases

County Treasurer

- Implement remote posting and collection system for taxes collected by local treasurers to improve the accuracy and timeliness of county tax payment records during first payment collection process
- Scan historic tax rolls

APPOINTMENTS BY COUNTY BOARD CHAIR

By virtue of the authority vested in me under Section 3.05(1)(c)-(d) of the County Board Rules, I hereby request confirmation of the following appointments:

- a. Sheriff Travis Maze, Local Elected Official Representative, to the Local Emergency Planning Committee (LEPC) for an indeterminate term.
- b. Matthew Kanters, Transportation Representative, to the Local Emergency Planning Committee (LEPC) for an indeterminate term
- c. Tracy Hameau, Emergency Management Representative, to the Local Emergency Planning Committee (LEPC) for an indeterminate term

***APPOINTMENTS BY COUNTY ADMINISTRATOR**

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Pamela Abrahamsen to the Human Services Board to fill an unexpired term ending November 1, 2025.