

# **AGENDA**

## **JEFFERSON COUNTY LAND INFORMATION COUNCIL**

ROOM 203, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30 A.M. ON TUESDAY, JULY 19, 2016

Andy Erdman, Staci Hoffman, John Jensen, Rob Klotz, Joanne Larson,  
Todd Lindert, Jim Morrow, Steve Nass, Tracy Saxby, Mark Watkins,  
Roland Welsch

- 1) Call to Order  
The meeting was called to order by Erdman at 8:35 a.m.
- 2) Roll Call  
Staci Hoffman and Roland Welsch were absent; all other Council members were present. Also present was Deb Magritz of the Zoning Department
- 3) Certification of Compliance with Open Meetings Law Requirements  
Erdman verified that the meeting was being held in compliance with open meetings law requirements.
- 4) Review and Approval of Agenda  
Motion by Nass, seconded by Jensen to approve the agenda as presented. Motion carried on a voice vote with no objection.
- 5) Public Comment  
There was no public comment.
- 6) Approval of December 16, 2015 Land Information Council Meeting Minutes  
Motion by Nass, seconded by Jensen to approve the minutes as presented. Motion carried on a voice vote with no objection.
- 7) Communications  
There were no communications.
- 8) Retained Fee and Grant Report for 2015  
The report was handed out and explained by Erdman. The total amount of grants and retained fees provided through the WLIP in 2015 was \$107,680.
- 9) Report on Parcel Map Improvement Project – Andy Erdman  
Erdman noted that the parcel maps were originally digitized by hand. To update those maps, Jefferson County received a Strategic Initiative Grant in the amount of \$50,000; \$10,000 in retained fees was added to that figure. A request for proposals was sent out, and Pro-West was selected to do the work. Four Towns on the County's northern border should be able to be remapped by the end of 2016. Hopefully another grant will be available in 2017.
- 10) Review of Geospatial Data Distribution Policies and Fees  
There is a proposal for counties to provide data free of charge. We will look at our policies in the future to stay eligible for grants.

11) Discussion and Possible Action on the Draft 3 of the Wisconsin Land Information Plan 2016-2021

Copies of the draft were distributed by Erdman. Several policies listed in the Plan were discussed in detail. Benchmarks, open data policy, flying air photos every five years, having LIDAR flights every eight to ten years were several of the points discussed. Things such as development and road projects will dictate how often the Council would like to have air photos flown.

12) Discussion and Possible Action on Proposed Education and Strategic Initiative Grants for 2017

Revenues over \$100,000 limit eligibility for some funds, but we should be eligible for a \$50,000 Strategic Initiative Grant.

13) Discussion and Possible Action on Proposed 2017 Land Information Program Budget - Andy Erdman

Erdman handed out budget worksheets and explained each. He reported that we could carryover \$67,000 if everything goes as estimated. Costs associated with setting up Cloud storage, approximately \$5,000, were discussed. Costs associated with retrieval were also discussed.

As previously noted, a \$50,000 grant was received for the parcel map improvement project, with an additional \$10,000 used from retained fees.

Back scanning of Highway Department plans could be contracted out.

Back indexing for Register of Deeds Office will cost \$114,000 to allow for a 60-year search. Hoffman also has redaction fees available.

There was the suggestion of hiring an intern to finish floodplain digitization of structures.

Other expenditures, including Carlson Survey software, File Director support, GIS software support, Pictometry, file-sharing services, equipment, software and registration fees were explained by Erdman and discussed.

The 2017 requested budget shows revenues at \$159,800, with carryover of \$67,816 for a total of \$227,616. Motion by Klotz, seconded by Nass to approve the budget as presented. Motion carried on a voice vote with no objection.

Klotz asked about potential scanning of Drainage Board maps. This has been identified as a long-range project.

14) Adjourn

Motion by Nass, seconded by Jensen to adjourn the meeting. Motion carried on a voice vote with no objection.

Rob Klotz, Secretary

If you have questions regarding these matters, please contact the Land Information Office at 920-674-7254.

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

Proposal for: Jefferson County, WI  
 Project Name: Jefferson 2018  
 Contract Term: 6 Years  
 Number of Flights: 2  
 Targeted Capture: Spring 2018

Pictometry Rep: Dean Larson  
 Phone Number: (612) 201-1846  
 Email: dean.larson@pictometry.com  
 Date: 3/1/2017  
 Expiration Date: 5/30/2017

### Single-Flight Summary

**Project Total: \$91,770.00**

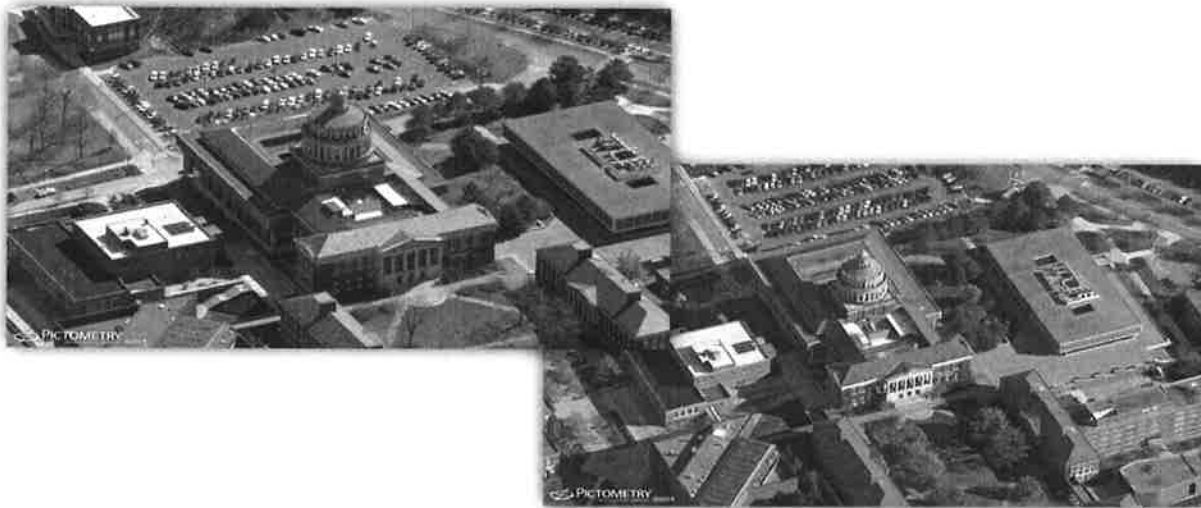
Traditional 6" Neighborhood and 9" Community Imagery

### Multi-Flight Summary

*2 Flights over 6 Years*

**Average Flight Cost: \$79,387.50**

**Annual Payment: \$26,462.50**



Example of 6" Neighborhood and 9" Community Imagery

This quote is non-binding, creates no legal rights, duties or obligations, expressed or implied, on either party, and shall become binding only in the event that Pictometry and Customer enter into a definitive agreement incorporating it. The pricing quoted above does not reflect applicable taxes, which will be reflected in any resulting definitive agreement with Customer. This quote is valid until the date shown above, after which it expires. All Discounts are approximate.



## Single-Flight Details

Proposal for: Jefferson County, WI  
 Project Name: Jefferson 2018  
 Contract Term: 3 Years  
 Number of Flights: 1

Pictometry Rep: Dean Larson  
 Date: 3/1/2017  
 Expiration Date: 5/30/2017  
 Targeted Capture: Spring 2018

### Traditional Imagery

Sq. Miles/Qty.	Product Name	List Price	Discount	Subtotal
107	6" Neighborhood	\$250.00		\$26,750.00
625	9" Community	\$75.00		\$46,875.00
107	6" Neighborhood JPG Tile	\$20.00		\$2,140.00
625	9" Community JPG Tile	\$10.00		\$6,250.00
1	Combined 6" & 9" Area Wide Mosaic, MrSID	\$419.50		\$419.50
<b>Imagery Total:</b>				<b>\$82,434.50</b>

### Products

Qty	Product Name	List Price	Discount	Subtotal
3	Connect 50 (Annual)	\$2,200.00	25%	\$4,950.00
3	Connect View (Annual)	\$750.00	25%	\$1,687.50
1	FutureView Advanced Training, Full Registration	\$2,499.00		\$2,499.00
1	Hard Drive, 1 TB	\$199.00		\$199.00
<b>Products Total:</b>				<b>\$9,335.50</b>

**Project Total: \$91,770.00**



## Multi-Flight Details

Proposal for: Jefferson County, WI  
 Project Name: Jefferson 2018  
 Contract Term: 6 Years  
 Number of Flights: 2

Pictometry Rep: Dean Larson  
 Date: 3/1/2017  
 Expiration Date: 5/30/2017  
 Targeted Capture: Spring 2018

### Average Flight Cost

#### Traditional Imagery

Sq. Miles/Qty.	Product Name	List Price	Discount	Subtotal
107	6" Neighborhood	\$250.00	10%	\$24,075.00
625	9" Community	\$75.00	10%	\$42,187.50
107	6" Neighborhood JPG Tile	\$20.00	50%	\$1,070.00
625	9" Community JPG Tile	\$10.00	50%	\$3,125.00
1	Combined 6" & 9" Area Wide Mosaic, MrSID	\$419.50		\$419.50
<b>Imagery Total:</b>				<b>\$70,877.00</b>

#### Products

Qty	Product Name	List Price	Discount	Subtotal
3	Connect 50 (Annual)	\$2,200.00	38%	\$4,125.00
3	Connect View (Annual)	\$750.00	25%	\$1,687.50
1	FutureView Advanced Training, Full Registration	\$2,499.00		\$2,499.00
1	Hard Drive, 1 TB	\$199.00		\$199.00
<b>Products Total:</b>				<b>\$8,510.50</b>

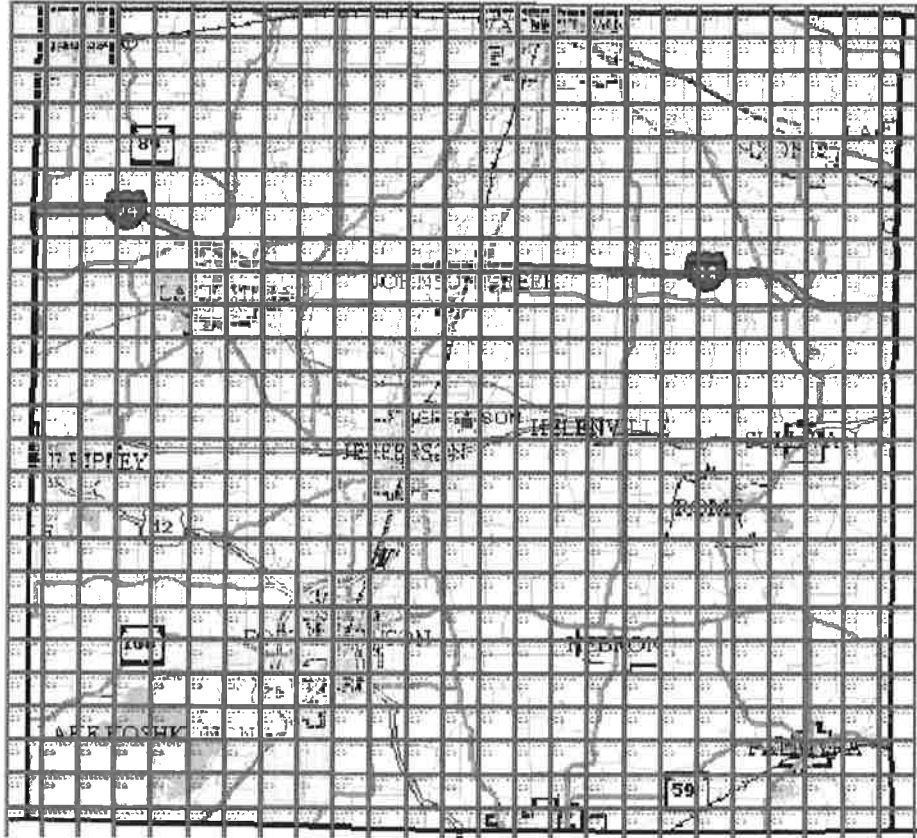
**Average Flight Total: \$79,387.50**



# Coverage Map

Proposal for: Jefferson County, WI  
Project Name: Jefferson 2018  
Contract Term: 6 Years  
Number of Flights: 2

Pictometry Rep: Dean Larson  
Date: 3/1/2017  
Expiration Date: 5/30/2017  
Targeted Capture: Spring 2018





## Wisconsin Land Information Program County Retained Fee/Grant Report

**Instructions:**

If your county has accepted a grant under s. 16.967(7) WIS STATS or retained any fees under s.59.72 (5) WIS STATS, submission of this report to the Wisconsin Department of Administration, Division of Intergovernmental Relations is required by June 30<sup>th</sup> of the following year in accordance with s. 59.72(2)(b) WIS STATS.

County <b>Jefferson</b>	County FIPS <b>055</b>	Recording Period: From Jan. 1, 2016 To Dec. 31, 2016
Name of Land Information Officer <b>Andy Erdman</b>		Email Address <b>andy@jeffersoncountywi.gov</b>
		Phone Number <b>920-674-7146</b>

1. Amount received in WLIP grants under s. 16.967(7) Wis. Stats. in the reporting period (Jan. 1 – Dec. 31, 2016)	<b>\$ 52,288.00</b>
2. Amount of document recording fees retained under s. 59.72(5) Wis. Stats. for land information in the reporting period at \$8 per document (Jan. 1 – Dec. 31, 2016)	<b>\$ 115,000.00</b>
3. Total amount of grants and retained fees provided through the WLIP in 2016	<b>\$ 167,288.00</b>

Brief narrative or bulleted summary of 2016 land information activities, including relevant web-links:

**Digital Parcel Map Improvement Grant Project:** The Land Information Office started a parcel map improvement program for unincorporated areas of the county in 2014. The digital parcel maps for the Town areas of the County were first compiled in the early 1990s by digitizing hand drawn maps and rectifying them to the Public Land Survey Grid. The improvement project engages building the digital parcel map fabric, one parcel at time using the best survey information available in the County Surveyor and Register of Deeds records. In 2016 the County contracted with Pro-West and Associates to remap 7,272 parcels in the north 4 townships of the county. About half of the remapping contract was completed by the end of 2016. The second half to be completed in the first quarter of 2017.

**Note:** The second half Strategic Initiative Grant payment of \$25,000 for this project was not received until 2017.

**Public GIS Website Upgrade:** The public and internal GIS websites were converted from the MS Silverlight based application to the ESRI Web App Builder based on HTML5. The Silverlight plugin has been phased out by Microsoft and was never available for IOS and Android operating systems, therefore the old website was not useable on most mobile devices. Custom widgets were developed through a contract with Symbiont Inc. to continue nearly all functionality on the previous GIS websites.

<http://jeffarcgis.jeffersoncountywi.gov/apps/PublicGISmr/>

**Storage Area Network (SAN)** Additional highly accessible redundant storage was purchased in 2016 to accommodate the large volume of files generated by 2015 Orthophotography and 2012 LIDAR projects.

**Pictometry Widget:** A pictometry widget was added to the internal GIS website to provide access to the 2008 pictometry data for county staff and the public through public access computers in the courthouse.

**ArcMap Desktop License:** An additional ArcMap Desktop License was purchased for the County Parks Department.

**Historical Parcel Map Scanning:** Historical parcel maps were scanned and indexed to the County Document Imaging System. These maps provide improved access to information on to past land divisions and other parcel map updates.

Brief narrative or bulleted summary of 2016 land information activities, including relevant web-links:



**Wisconsin Land Information Program  
County Retained Fee/Grant Report – Continued**

<b>Land Info Spending Category</b> ▼	<b>Project Description(s)</b> If you have multiple projects in a Spending Category. Row height will automatically expand as you type.	<b>Land Info Plan Citations</b> Page number or section reference	<b>Project Cost</b> Note unit cost and project total for each project	<b>Total Cost for Spending Category</b> ( <u>ONE</u> total per Spending Category)
<b>Digital Parcel Mapping</b>	Parcel Map Improvement Project	Pages 4, 8 & 29	\$8.25 per parcel	24,974.70
<b>PLSS</b>				0.00
<b>Other Parcel Work (e.g., ROD indexing)</b>				0.00
<b>LIDAR</b>				0.00
<b>Orthoimagery</b>				0.00
<b>Address Points</b>				0.00
<b>Street Centerlines</b>				0.00
<b>Software</b>	ESRI GIS Software Annual Support Document Imaging Software Annual Support Pictometry Annual Software License ESRI ArcMap GIS Software License Pictometry GIS Website Widget Software	Pages 4, 21, 27, 29 & 31		14,400.00 15,752.00 2,200.00 3,150.00 1,440.00
<b>Hardware</b>	9 PC Replacements for GIS and Document Imaging users Nimble SAN Expansion	Pages 21 & 22		6,379.42 60,000.00
<b>Website Development/ Hosting Services</b>	GIS Website Development	Pages 21 & 23		10,730.65
<b>Administrative Activities and Management</b>	Per Diem for Land Information Council Social Security LIC Office Supplies Printing and Duplication Publication of RFP Copy Center Surcharge	Pages 3 - 6		110.00 4.20 1,519.93 214.24 45.60 120.96
<b>Training and Education</b>	WLIA Dues WLIA Annual Conference Registration Wisconsin Society of Land Surveyors Institute Mileage Training and Land Information Council Meals Lodging	Page 29		200.00 1,275.00 240.00 127.44 70.43 318.98
<b>Other (specify in second column)</b>				0.00
<b>TOTAL</b>				<b>\$ 143,273.55</b>
Amount of retained fees and grants <b>spent</b> on land records modernization in the reporting period Total may be more or less than the amount of grants and retained fees received in 2016 (if carried over from year to year)				
Amount of retained fees and grants carried forward to calendar year 2017 from previous years				<b>\$ 99,483.90</b>

# Budget Work Sheet 2018 Business Unit 1303 Land information program

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
00100									
013 LAND INFORMATION									
1303 LAND INFORMATION PROGRAM									
<b>R REVENUE</b>									
421001 STATE AID	-27,288	-51,000	-51,000	-51,000	-51,000	-51,000	0	51,000	0
421099 CAPITAL STATE AID	0	0	0	0	0	0	0	0	0
451008 REMOTE ACCESS FEES	-3,672	0	0	0	0	0	0	0	0
451305 LAND INFO/DEEDS FEE	-115,499	-108,800	-108,800	-54,610	-117,442	-117,442	-8,642	108,800	0
472007 MUNICIPAL OTHER CHARGES	0	0	0	0	0	0	0	0	0
472011 OTHER GOVT LAND INFO CHA	0	0	0	0	0	0	0	0	0
474018 DEPT LAND OFFICE FEES	0	0	0	0	0	0	0	0	0
<b>R REVENUE</b>	<b>-146,459</b>	<b>-159,800</b>	<b>-159,800</b>	<b>-105,610</b>	<b>-168,442</b>	<b>-168,442</b>	<b>-8,642</b>	<b>159,800</b>	<b>0</b>
<b>C OTHER FINANCING SOURCE</b>									
611103 OPERATING TRANSFER IN	0	0	0	0	0	0	0	0	0
611104 OPERATING TRANSFER OUT	0	0	0	0	0	0	0	0	0
691100 OPER REV ADJUST	0	0	0	0	0	0	0	0	0
691200 CAP REV ADJUST	0	0	0	0	0	0	0	0	0
699700 RESV APPLIED OPERATING	0	-67,815	0	0	0	0	67,815	67,815	0
699992 BAL FWD PRIOR YEAR	0	0	0	0	-99,484	-100,268	-100,268	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
699997 A/C BAL FWD 2009	0	0	0	0	0	0	0	0	0
<b>R OTHER FINANCING SOURCE</b>	<b>0</b>	<b>-67,815</b>	<b>0</b>	<b>0</b>	<b>-99,484</b>	<b>-100,268</b>	<b>-32,453</b>	<b>67,815</b>	<b>0</b>
<b>E EXPENDITURES</b>									
511240 WAGES-TEMPORARY	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	4	0	0	0	0	0	0	0	0
512142 RETIREMENT (EMPLOYER)	0	0	0	0	0	0	0	0	0
512143 RETIREMENT (EMPLOYEE)	0	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	0	0	0	0	0	0	0	0	0
512145 LIFE INSURANCE	0	0	0	0	0	0	0	0	0
512173 DENTAL INSURANCE	0	0	0	0	0	0	0	0	0
514151 PER DIEM	110	0	0	0	110	220	220	0	0

## Budget Work Sheet 2018 Business Unit 1303 Land information program

Description	2016 ACTUAL	2017 ADOPTED	2017 AMENDED	2017 ACTUAL 6 MTH	2017 ESTIMATED	2018 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2018 ADMIN
521219 OTHER PROFESSIONAL SERV	24,975	116,000	116,000	33,807	110,000	85,000	-31,000	-116,000	0
521220 CONSULTANT	10,731	11,000	11,000	0	7,000	12,500	1,500	-11,000	0
521295 DATA CONVERSION	0	0	0	0	0	0	0	0	0
521296 COMPUTER SUPPORT	32,352	28,334	28,334	28,128	28,288	34,527	6,193	-28,334	0
531243 FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0
531303 COMPUTER EQUIPMT & SOFTW	10,969	8,000	8,000	3,100	7,700	9,800	1,800	-8,000	0
531311 POSTAGE & BOX RENT	0	50	50	0	0	0	-50	-50	0
531312 OFFICE SUPPLIES	1,520	100	100	317	400	100	0	-100	0
531313 PRINTING & DUPLICATING	214	50	50	11	50	50	0	-50	0
531314 SMALL ITEMS OF EQUIPMENT	0	0	0	0	0	0	0	0	0
531321 PUBLICATION OF LEGAL NOT	46	100	100	0	0	0	-100	-100	0
531324 MEMBERSHIP DUES	200	200	200	200	200	200	0	-200	0
531351 GAS/DIESEL	0	0	0	0	0	0	0	0	0
532325 REGISTRATION	1,515	1,635	1,635	1,375	1,425	1,425	-210	-1,635	0
532332 MILEAGE	127	250	250	178	250	250	0	-250	0
532335 MEALS	70	100	100	32	60	60	-40	-100	0
532336 LODGING	319	820	820	246	410	820	0	-820	0
532339 OTHER TRAVEL & TOLLS	0	0	0	0	0	0	0	0	0
535242 MAINTAIN MACHINERY & EQU	0	0	0	0	0	0	0	0	0
536533 EQUIPMENT RENT & LEASE	0	0	0	0	0	0	0	0	0
571005 DUPLICATING ALLOCATION	-166	765	765	383	765	765	0	-765	0
591519 OTHER INSURANCE	0	0	0	0	0	0	0	0	0
594810 CAP EQUIPMENT	0	0	0	0	0	0	0	0	0
594813 CAP OFC EQUIP	0	0	0	0	0	11,000	11,000	0	0
594818 CAP COMPUTER	60,000	0	0	0	11,000	0	0	0	0
594819 CAP OTHER EQUIPMENT	0	0	0	0	0	91,770	91,770	0	0
594820 CAP OTHER	0	0	0	0	0	20,000	20,000	0	0
594950 OPERATING RESERVE	0	60,211	91,880	0	0	223	-59,988	-60,211	0
<b>E EXPENDITURES</b>	<b>142,986</b>	<b>227,615</b>	<b>259,284</b>	<b>67,777</b>	<b>167,658</b>	<b>268,710</b>	<b>41,095</b>	<b>-227,615</b>	<b>0</b>
<b>1303 LAND INFORMATION PROGRAM</b>	<b>-3,473</b>	<b>0</b>	<b>99,484</b>	<b>-37,833</b>	<b>-100,268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Budget Work Sheet 2018 Business Unit 1303 Land information program

	Detail Information	
<b>STATE AID</b>	1303.421001	
Education and Training Grant		-1,000
Strategic Initiative Grant		-50,000
		-51,000
<b>REMOTE ACCESS FEES</b>	1303.451008	
Remote Access Revenues Diverted to ROD to cover additional third party software beginning in 2016		
<b>LAND INFO/DEEDS FEE</b>	1303.451305	
14,680 Documents x \$8		-117,442
<b>PER DIEM</b>	1303.514151	
Land Information Council 2 members x \$55 x 2 meeting		220
<b>OTHER PROFESSIONAL SERV</b>	1303.521219	
Parcel Map Improvement Project \$10,000 Retained Fees, \$50,000 Strategic initiative Grant		60,000
Back Indexing ROD Tract and Grantor Grantee		25,000
<b>CONSULTANT</b>	1303.521220	
Upgrades or modifications to servers, GIS, Document Imaging and NR151 applications, development of phones and tablet applications		8,000
Drone Training		4,500
		85,000

**Budget Work Sheet 2018  
Business Unit 1303 Land information program**

	12,500	
<b>COMPUTER SUPPORT</b>		
Carlson Survey Software	160	
1303.521296		
ESRI GIS Software Support	15,100	
FileDirector Document Imaging System Software and Hardware Support, Land Records Allocation \$12,617 of \$17,910	12,617	
Pictometry Connect -50 Hosting	1,650	
Drone2Map (for use with ArcGIS Enterprise) Annual Individual Subscription	1,500	
5 ArcGIS Online Named User Level 2 Term License	2,500	
10 ArcGIS Online Named User Level 1 Term License	1,000	
<b>COMPUTER EQUIPMT &amp; SOFTWARE</b>		34,527
1303.531303		
PC Replacements	5,200	
1 Tablet	400	
Replacement Printer	4,200	
<b>LODGING</b>		9,800
1303.532336		
10 nights lodging x \$82 up to 5 attendees of the WLIA Annual and 1 attendee of the WLIA Regional Conference	820	

**Budget Work Sheet 2018  
Business Unit 1303 Land information program**

<b>CAP EQUIPMENT</b>		
Multi Department Drone	1303.594810	3,000
Public Safety Drone		8,000
		<hr/> 11,000
<b>CAP OTHER EQUIPMENT</b>		
Pictometry County-wide Flight	1303.594819	91,770
<b>CAP OTHER</b>		
Robotic Total Survey Station	1303.594820	21,000

# Budget Work Sheet 2017 Business Unit 1303 Land information program

	Detail Information
<b>STATE AID</b>	
Education and Training Grant	1303.421001 -1,000
Strategic Initiative Grant	-50,000
	-51,000
<b>REMOTE ACCESS FEES</b>	
Remote Access Revenues Diverted to ROD to cover additional third party software	1303.451008 -108,800
	-108,800
<b>LAND INFO/DEEDS FEE</b>	
13,600 Documents x \$8	1303.451305
<b>PER DIEM</b>	
Land Information Council 2 members x \$55 x 1 meeting	1303.514151 110
<b>OTHER PROFESSIONAL SERV</b>	
Parcel Map Improvement Project \$10,000 Retained Fees, \$50,000 Strategic initiative Grant	1303.521219 60,000
Back Scanning County Facility Architectural Plans and County Highway Construction Plans	25,000
Back Indexing ROD Tract and Grantor Grantee	25,000
Contract or Summer Intern to Digitize all Structures in 1½ Flood Risk Areas	6,000
	116,000

# Budget Work Sheet 2017

## Business Unit 1303 Land information program

<b>CONSULTANT</b>	1303.521220	
Upgrades or modifications to servers, GIS, Document Imaging and NR151 applications, development of phones and tablet applications		11,000
<b>COMPUTER SUPPORT</b>	1303.521296	
Carlson Survey Software		160
FileDirector Document Imaging System Software and Hardware Support, Land Records Allocation \$11,324 of \$17,119		11,324
ESRI GIS Software Support		14,700
Pictometry Connect -50 Hosting		1,650
File Sharing Service		500
		<u>28,334</u>
<b>COMPUTER EQUIPMT &amp; SOFTWARE</b>	1303.531303	
Plotter Replacement		3,500
PC Replacements		3,500
Notebook Replacement		1,000
		<u>8,000</u>
<b>REGISTRATION</b>	1303.532325	
WLIA Registration 4 x \$325		1,300
Annual Land Surveyor Institute		240



**Budget Work Sheet 2017  
Business Unit 1303 Land information program**

WLLIA Regional

95

**LODGING**

**1303.532336**

10 nights lodging x \$82 up to 5 attendees of the WLLIA 820  
Annual and 1 attendee of the WLLIA Regional Conference

1,635

## **PROPOSED**

### **JEFFERSON COUNTY LAND INFORMATION OFFICE OFFICIAL ASSESSMENT ROLL POLICY**

**Jefferson County Land Information Office  
311 S Center Ave, Jefferson WI 53549  
920-674-7254**

**Effective Date:** January 1, 2018

**Purpose:**

To promote an efficient working relationship between the municipalities and assessors of Jefferson County and the Jefferson County Real Property Lister in order to better serve the citizens of Jefferson County and to ensure the accuracy of the final assessment roll utilized to generate tax bills.

**Policy:**

1. The Real Property Lister requires at least (7) working days to complete the data entry and printing of the Assessment Roll. This seven-day period does not include the Assessor's statutory duties to notify the taxpayer of a change to the assessment of their property at least two weeks prior to the Board of Review.
2. The final assessment roll utilized at Board of Review shall be generated from the County's property listing system. If the County's roll is not present at the municipal Board of Review, the County cannot guarantee that the assessed value that appears on the tax bill is the same value that was present at the Board of Review.
3. The County currently electronically files the Statement of Assessment on behalf of each municipality after the Board of Review has been finalized. In order to have these files submitted to the Department of Revenue in a timely matter, each municipality or their assessor shall submit to the Real Property Lister final totals for both Real Estate and Personal Property no later two weeks after the Board of Review has adjourned. The municipality will file the E-file report within two weeks of receiving their final After Board of Review totals. The municipality will have one week to review, approve and return a signed copy of their Statement of Assessment totals.