AGENDA
1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of the September 10, 2015 Information Systems Committee Meeting
5. Public Comment
6. Correspondence
7. Register of Deeds
   A. Recorded Documents/Vital Records Report
   B. FYI/Project(s) Update(s)
8. Land Information Office (LIO) Coordinator
   A. Report Balance of County LIO Funds
   B. Land Information Modernization Plan
   C. 2016 WLIP Grant Application
   D. Status of Parcel Fabric Project
   E. FYI/Project Update(s)
9. Real Property Listing
   A. Office Update
      1. 2015 Sales Report
      2. 2015 Assessments
      3. Web Map Updates
   B. FYI/Project(s) Update(s)
10. Information Systems
    A. CATS
       1. Move to Verizon Tower on Brussels Hill Site - Status
       2. Generator for Washington Island Site – Construction Completed - Status
       3. Ellison Bay – Inspection and Fixes implemented to Date
       4. Next Scheduled CATS Meeting Date 12/9/2015 – 9:00 AM
    B. Old Business
       1. Status Technical Support for Municipalities
       2. Forms Automation and/or Technology Automation– Moeller/Ullman
       3. Justice Center Jail Security Project – Status
    C. New Business
       1. Aging Compute Platform – Servers and storage Area Network – Continued Discussion
       2. RollCall Pro Tablet – Demonstration
    D. Project(s) Update(s)
11. Review Vouchers, Claims and Bills
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
13. Next IS Committee Meeting Date: December, 2015 – tbd
14. Adjourn

Deviation from order shown may occur
Call Meeting to Order
The Thursday, September 10, 2015 meeting of the Information Systems Committee was called to order by Chairman David Enigl at 2:00 p.m.

Establish a Quorum
Members present: Mark Moeller, David Enigl, Joel Gunnlaugsson, Richard Haines, and David Lienau. Jon Koch and Don Sitte were excused.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, LIO Coordinator Tom Haight, IS Director Tim Ullman, and County Clerk Jill Lau.

Present for a portion of the meeting: ROD Carey Petersilka, and RPL Holly Hansen.

Adopt Agenda / Properly Noticed
Motion by Moeller, seconded by Lienau to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of the August 13, 2015 Information Systems Committee Meeting
Motion by Moeller, seconded by Haines to approve the minutes of the August 13, 2015 IS meeting. Motion carried by unanimous voice vote.

Public Comment
No one from the public commented.

Correspondence
No correspondence was presented.

New Business
Review and Recommendation re: Register of Deeds 2016 Budget
The ROD’s budget was included in the meeting packet and was reviewed.

Motion by Moeller, seconded by Gunnlaugsson to approve the Register of Deeds budget as presented and send on to the Finance Committee. Motion carried by unanimous voice vote.

Review and Recommendation re: Real Property Listing 2016 Budget
The RPL’s budget was included in the meeting packet and was reviewed. Administrator Pabich explained the folding machine budgeted in 2016 has been removed; purchase expected in 2015. IS Director noted two additional items were added in IS Capital Outlay; both items will be covered with LIO funds.

Motion by Moeller, seconded by Gunnlaugsson to approve the Real Property Listing budget as presented and send on to the Finance Committee. Motion carried by unanimous voice vote.

2016 Land Information Office Project Budget
LIO Coordinator Tom Haight reviewed changes in the LIO office project budget.

Motion by Gunnlaugsson, seconded by Moeller to approve the LIO office project budget as presented and send on to the Finance Committee. Motion carried by unanimous voice vote.

Register of Deeds
Recorded Documents/Vital Records Report
The August report was included in the meeting packet and was reviewed.
FYI/Project Updates
Nothing to report.

Land Information Office (LIO) Coordinator
Report Balance of County LIO Funds
The report was included in the meeting packet and was reviewed. Balance is approximately $273,000; $1,021 fees collected.

FYI/Project Updates
- Working on updating Land Information Modernization Plan

Purchase Folder Inserter Machine in 2015 – RPL – LIO Funds
Motion by Lienau, seconded by Moeller to remove the purchase of the folder inserter machine from the 2016 budget and approve the purchase in 2015 of the folder inserter machine in the amount of $6,824 paid for with LIO funds. $1,260 per year for maintenance after the first year; RPL Hansen suggested not contracting for the maintenance and instead use on-call service. Motion carried by unanimous voice vote.

Real Property Listing
Office Update
2015 Sales Report
324 sales; 88 splits for August.

Web Map Updates
Updated through the end of August.

2015 Assessments
Received data for the Town of Forestville and the Town of Union. Received the Town of Baileys Harbor today. 6,484 changes have been made to date.

FYI/Project Updates
- Working on parcel initiative with the State

Information Systems
CATS
CATS meeting on 8/26 was canceled.

Verizon Tower on Brussels Hill Site
RFP received from one vendor, Bay Electronics. Proposal contained a bid to place the used building on site and a bid for a new building. Total costs of project expected to be $450,000 - $500,000. Currently not enough funds budgeted. This will be reviewed by CATS to determine steps going forward.

Generator for Washington Island Site
No new updates.

Ellison Bay – Inspection and Next Steps towards Resolution
Finance Committee approved the Ellison Bay Tower troubleshooting funding. Not expected to exceed $7,500. It was suggested the terms of the lease agreement be determined before expending any further funds beyond the $7,500; Ullman will research and report back.

Next Scheduled CATS Meeting Date
9/30/2015 – 9:00 AM

Old Business
Status Technical Support for Municipalities
The final agreement has been sent to Sturgeon Bay School District.
MOU’s are in the hands of the school districts; have not yet been signed and returned. First payments have been made.

**Forms Automation and/or Technology Automation—Moeller/Ullman**
Supervisor Moeller noted the court system is moving towards automation and digital signatures.

IS Director Ullman noted Law Enforcement is looking to move forward on a Federal grant to automate operations.

**Justice Center Jail Security Project – Status**
Ullman reported one camera is yet to be installed in the public elevator; two jail cameras need to be migrated to a different encoder; Lt. Sternard has a few tweaks to make. Ullman suggested the IS Committee meet at the Justice Center to tour the camera system. At the same time it may be possible to view the Court Room completed project.

**New Business**

**Review and Recommendation re: Information Systems 2016 Budget**
IS Director Ullman reviewed the IS Capital Outlay changes which were included in the meeting packet. Ullman reviewed the changes in the IS Maintenance Outlay.

Motion by Gunnlaugsson, seconded by Haines to approve the IS budget as presented and send on to the Finance Committee. Motion carried by unanimous voice vote.

Ullman explained the need to start a technology equipment replacement fund. Administrator Pabich explained the budgeting of the fund at the Finance Committee. The Technology Equipment Replacement Fund is similar in concept as the Vehicle Replacement Fund.

**Project Update(s)**
Nothing further to report.

**Review Vouchers, Claims and Bills**
Reviewed without comment.

**Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
- Current Works - Beta Testing for New County Board Tablet Voting
- Tour - Jail Cameras, Computer Room, and Dispatch

**Next IS Committee Meeting Date**
October 1, 2015 – 2:00 p.m. – Justice Center

**Adjourn**
Motion by Gunnlaugsson, seconded by Lienau to adjourn. Time: 3:13 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk
### Register of Deeds

#### Certified Copies

<table>
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<tr>
<th>Month</th>
<th>Birth</th>
<th>Marriage</th>
<th>Death</th>
<th>Domestic</th>
<th>VA</th>
<th>Total</th>
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2014 Totals to Date: 5471, $21,113.00, 6273, $23,312.00, $19,454.00

#### Vital Records Filed

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2014 Totals to Date: 212, 401, 0, 287, 13, 913, 1006, 884

### Register of Deeds

#### Documents

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2014 Comparison

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<th>Month</th>
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2014 Totals: 1,100, 7,071, 978,023.34, $811,819.03, 963

#### Recording Fee Breakdown

- $30 flat fee
- $15 - General Fund
- $15 - Land Records
- (88 - County Land Records)
- (87 - State Land Records)
# Door County Land Information Office
## LIO Accounts Report
### 4-Nov-2015

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<td><strong>Beginning Balance</strong></td>
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<td>Interest (48111)</td>
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<td><strong>LIO Internet (48343)</strong></td>
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<td>LIO Misc Revenues (48344)</td>
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| Total Funds Available | $346,587.57 |

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<td>Membership Dues (52402)</td>
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<td>Conference Fees &amp; Training (54101)</td>
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<tr>
<td>Training (58116)</td>
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<td>Department Outlay (69901)</td>
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| Total Expenditures | $72,820.09 |

| Total LIO Modernization Funds | $273,767.48 |

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<th>GIS Fees Collected Year 2015</th>
<th>$1,274.00</th>
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EXECUTIVE SUMMARY

The purpose of this Door County Land Information Modernization Plan is twofold: 1) to meet Wisconsin Land Information Program (WLIP) funding eligibility requirements necessary by Wisconsin statute for receiving grants and retaining fees for land records, and 2) to plan for county land records modernization in an orderly, efficient manner for providing improved government services to businesses and the general public.

The Door County Land Information Modernization Plan was originally adopted in 1992 and has been updated in 1998, 2003, 2005, and 2010. This Plan update was completed using “Uniform Instructions for Preparing County Land Information Plans – June 2015” and will now need to be updated at least once every three years to remain eligible for WLIP funding. A link to the most current Plan adopted by the County will be placed to the internet at http://map.co.door.wi.us/gis-lio/home.htm. The WLIP, administered by the Wisconsin Department of Administration (DOA), is funded by document recording fees collected by register of deeds at the county-level.

Beginning January 1\textsuperscript{st}, 2015, deeds, mortgages, and other land record documents recorded with the Register of Deeds office have a $30 flat fee with the revenues distributed as follows:

- $15 to County’s general fund
- $8 to County’s Land Information Office (LIO)
- $7 to State DOA for administrating program and distributing grants

Beginning in 2016, the WLIP is projecting to fund new Strategic Initiative grants to counties in the amount of $50,000 per year.

This plan identifies how grants and county revenue should be prioritized for various projects and ongoing expenses. However, Door County’s budget is determined and adopted on an annual basis with county board approval, so any project figures in this plan are only estimates for planning purposes.

Door County has devoted considerable effort to develop an integrated Geographic Information System (GIS) for providing accurate, reliable information to support timely, well-informed decision making. Many County departments now rely on the tools and easily-accessible information, and have become more efficient with business processes as a result of an implemented GIS. Many businesses and the general public help themselves to land records and information accessed through the Door County Web Map (http://map.co.door.wi.us/map) and from other internet services. The Door County land information office has expanded more and more layers of information available on the Web Map, and added services that can be accessed from mobile devices. To view supporting government internet sites, please visit http://www.co.door.wi.gov/ (Official County site) and http://map.co.door.wi.us/ (Land Records Portal).
The mission of the Door County Land Information Office is to broaden the utilization of GIS among County departments, businesses, and the general public by providing easy, user-friendly access to efficient tools and timely, accurate information; and being responsive to any other land information need(s) that may be requested.

In support of this mission over the next three years, the Door County land information office will focus on the following projects:

1. Explore migration of parcel maintenance to ESRI Parcel Fabric to improve maintenance efficiencies of cadastral layers
2. Expand access and ease of use of GIS through mobile mapping services and other developing technologies
3. Acquire GPS coordinates on additional PLSS monuments and framework, and/or other locations to support improved mapping accuracies
4. Acquire new aerial imagery
5. Expand GIS and Land Records systems with additional layers/records of useful information and greater functionality
6. Elevation benchmarks to support Floodplain mapping
7. Update elevation data through Lidar or other technologies
8. Provide more GIS tools and educational opportunities for County staff

The remainder of this document reviews some of the key changes and accomplishments of the past, provides status on the completion and maintenance of the WLIP map data layers known as Foundational Elements, details the Door County land information workflow processes, and identifies current and future projects in greater detail.
INTRODUCTION

Door County has made steady progress with modernizing land records since the inception of the WLIP in 1989; below is a list of significant milestones with Door County’s efforts:

1990 – Established a Land Information Office within existing Data Processing Department.
1992 – Adopted original “Door County Land Information Modernization Plan”
1995 – Acquired County base map consisting of shoreline, hydrology features, road centerlines, and GPS control on section corners.
1996 – Received WLIP grant award for $95,000 to support pilot parcel mapping, acquired digital soils mapping, and received digital orthophotography.
1998 – Parcel mapping completed and process established for Real Property Office to maintain; acquired watershed and wetland mapping from WI-DNR. A Geographic Information System (GIS) was established on network of County computers with ESRI software.
1999 – Received digital soils map from Natural Resources Conservation Service (NRCS) of USDA. Converted paper, county zoning maps to digital format.
2000 – Rural Addressing Ordinance adopted and Addressing Specialist position was created and filled to maintain records and assign addresses.
2002 – Acquired elevation data (digital terrain model & 2-foot contours) through Lidar technology via a joint project with the US Army Corp of Engineers (US-ACE). Document imaging implemented in Register of Deeds, Real Property Listing, and Sanitarian offices.
2003 – Received prior year digital orthophotography through joint project with US-ACE. Published original version of Door County Web Map, and provided initial internet access.
2008 – Received FEMA flood hazard study that included digital floodplain boundary.
2009 – Acquired orthophotography & oblique images through Pictometry Inc. A new Door County Web Map service provided additional features, and direct access from or to Land Records site.
2010 – Land Information Technical Council formed and began meeting semi-annually.
2011 – Acquired orthophotography & oblique images through Pictometry Inc.
2013 – Acquired orthophotography & oblique images and accessed through Pictometry Inc. cloud servers. Provided online access to surveyor “tie sheets” of monumented corner locations.
2014 – Provided mobile device access to an ArcGIS Online service of county tax parcels with land records hyperlink.
2015 – Acquired orthophotography & oblique images and accessed through Pictometry Inc. cloud servers. Provided online access to surveyor control reference sheets, which provide coordinates and show distances & bearings between section corners. Converted a number of parcel related features (easements, road right-of-ways, plat-of-surveys, certified survey maps, plats) in AutoCAD or tabular format to GIS shapefile and made layers available on Web Map.

Reviewing the above list, it may appear that some years showed great progress where others had none; in reality, there was a continuum of effort and progress, with some projects standing out more than others for various reasons. Many layers of information developed or acquired were not listed, nor were the software tools and versions that were evaluated, installed, and trained on. The effort to modernize and provide access to Door County land information has often consisted of a number of steps and tasks, sometimes taking months or years to complete.
Early years consisted of a lot of planning and coordinating as the effort was to identify program stakeholders and learn developing technology. Significant progress occurred by the turn of the century as the core GIS (network of computers with software) was in place and many foundational layers of information, including tax parcels, soils, hydrography, orthophotos, among others, were already available. Although progress has been made every year, some projects are much more visible than others. The most significant tool to promote GIS and land records in Door County has been publishing services over the internet for anyone to access. Providing integrated, easy-to-use services over a widely used media, has allowed greater numbers and varied users (from businesses to leisure, resident to visitor, public safety to conservation, and county staff to general public). The only common element may have been that users have had a particular interest in some location within Door County (… with no need to have a prior familiarity with the technology or geography). The Door County land information office strives to provide a variety of land records through a number of useful service(s) in an attempt to serve the greatest number of people, in the most-convenient manner possible.

Door County’s land information program receives review and input from the Land Information Council, which has met approximately every six months since established in 2010. The Land Information Council consists of 9 members and is advisory to the Information Systems Committee (ISC). ISC is a standing County Board committee, currently made up of seven board members, provides oversight to the Land Information Office and generally meets on a monthly basis. Meeting agendas and minutes can be found online for county committees, including the Land Information Council and Information Systems Committee at the following site http://map.co.door.wi.us/Agendas-Minutes/. The unapproved minutes for their most recent meeting are listed by date and committee name with a hyperlink for viewing at http://map.co.door.wi.us/Agendas-Minutes/CountyBoard/Unapproved%20Minutes/.

This document is a land information plan for Door County prepared by the land information officer, with participation from the land information council and other County staff. Participants with plan content included:

- Tom Haight, Door County GIS/LIO Coordinator and Plan Editor
- Holly Hansen, Door County Real Property Lister
- Chris Moe, Door County Real Property Listing Assistant
- Carey Petersilka, Door County Register of Deeds
- Becky Kerwin, Door County Planner II
- Audrey Forslund, Door County Planning Mapping Technician
- Mariah Goode, Door County Planning Director
- Bob Moellenberndt, Door County Information Systems Programmer
- Tim Ullman, Door County Information Systems Manager
- Mike McCarty, contracted County Land Surveyor
- Brian Frisque, Land Surveyor & member of Land Info. Council

Questions regarding Plan content may be directed to:
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2 FOUNDATIONAL ELEMENTS

Foundational Elements are map layers or datasets that the WLIP has identified as priorities for completion. Eight foundational element categories, as identified in the WLIP instructions and listed below, are addressed with regards to layer status, custodian, maintenance, and standards.

- Public Land Survey System (PLSS) monuments and framework
- Parcel Mapping
- Lidar and other elevation data
- Orthoimagery
- Address Points and Street Centerlines
- Land Use
- County Zoning
- Administrative Boundaries

Public Land Survey System (PLSS) Monuments

- Status: See the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PLSS corners (section, ¼, meander) set in original</td>
<td>2225</td>
</tr>
<tr>
<td>government survey</td>
<td></td>
</tr>
<tr>
<td>Number and percent of PLSS corners that have been</td>
<td>2094; 94.11%</td>
</tr>
<tr>
<td>Remonumented</td>
<td></td>
</tr>
<tr>
<td>Number and percent of remonumented PLSS corners with</td>
<td>2008; 95.89%</td>
</tr>
<tr>
<td>survey grade coordinates (see below for definition)</td>
<td></td>
</tr>
<tr>
<td>Number and percentage of survey grade PLSS corners</td>
<td>2008; 100%</td>
</tr>
<tr>
<td>integrated into county digital parcel layer</td>
<td></td>
</tr>
<tr>
<td>Number and percentage of non-survey grade PLSS corners</td>
<td>217; 100%</td>
</tr>
<tr>
<td>integrated into county digital parcel layer</td>
<td></td>
</tr>
<tr>
<td>Percentage of PLSS corners that have digital tie sheets</td>
<td>91.60%</td>
</tr>
<tr>
<td>(whether or not they have corresponding coordinate values)</td>
<td></td>
</tr>
<tr>
<td>Digital tie sheets available online? Yes or No</td>
<td>Yes;</td>
</tr>
<tr>
<td>Approximate number of PLSS corners believed to physically exist</td>
<td>86</td>
</tr>
<tr>
<td>based on filed tie-sheets or surveys, but do not have coordinate values</td>
<td></td>
</tr>
<tr>
<td>Approximate number of PLSS corners believed to be lost or</td>
<td>unknown</td>
</tr>
<tr>
<td>Obliterated</td>
<td></td>
</tr>
<tr>
<td>Total number of PLSS corners along each bordering county</td>
<td>37</td>
</tr>
<tr>
<td>Number and percent of PLSS corners remonumented along each county</td>
<td>36; 97.30%</td>
</tr>
<tr>
<td>boundary</td>
<td></td>
</tr>
<tr>
<td>Number and percent of remonumented PLSS corners along</td>
<td>36; 97.30%</td>
</tr>
<tr>
<td>each county boundary with survey grade coordinates</td>
<td></td>
</tr>
<tr>
<td>Does your county collaborate with or plan to collaborate with</td>
<td>Yes</td>
</tr>
<tr>
<td>neighboring counties for PLSS updates on shared county borders?</td>
<td></td>
</tr>
</tbody>
</table>

- Custodian: Real Property Listing Office contracts out local surveying firm Baudhuin Incorporated for any necessary field work to maintain PLSS monuments.
- Maintenance: Maintenance on section corner, quarter corners, and meander corners is performed on an annual basis through a multi-year contract managed by the Real Property Listing office.
• Standards: Tie sheets are sketches of monuments and accessory locations for PLSS section corners filed by contracted surveyors. Door County now provides access to tie sheets through the internet - http://pubinfo.co.door.wi.us:10088/RPLLIB/index.php. Survey control reference sheets that provide coordinate values on section corners, and provide distances and bearings between adjacent corners, can also be accessed through the internet - http://map.co.door.wi.us/gis/Survey_Control/Ref_Sheet.htm. Door County also has its PLSS system referenced from the Wisconsin State Cartographers Office PLSSFinder tool - http://maps.sco.wisc.edu/PLSSFinder/#. Statutory Standards for PLSS Corner Remonumentation includes: 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 requirements. Wisconsin County Surveyor’s Association survey grade standard: Coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.

Parcel Mapping
Parcel Geometries
• Layer Status: All of Door County tax parcels have been digitally mapped and maintained since 1998.
• Custodian: Real Property Listing Office manages parcels in all municipalities of Door County.
• Maintenance: Real Property Lister maintains all the digital tax parcels using AutoCAD software, and then combines drawing tiles, by PLSS sections, on a monthly basis to an ESRI shapefile format. With assistance from a GIS consulting firm, Door County plans to migrate existing maintenance process and software to ESRI’s Parcel Fabric system.
• Standards: Door County has a metadata file available with parcel shapefile that provides a brief description for each attribute. Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Parcel” folder and named “Tax Parcel”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf).

Assessment/Tax Roll Data
• Layer Status: Door County maintains data on an IBM Power 720 server to prepare each municipality assessment roll, tax roll, and tax bills.
• Custodian: Real Property Listing Office provides each assessor contracted by the local municipality an assessor work roll, receives assessment changes, prints assessment roll and notices, and then calculates and prints tax bills.
• Maintenance: Local assessors maintain and submit annual assessment records to Real Property Listing Office, for joining assessments to tax parcel maps. Attribute changes are joined to map on a monthly basis.
• Standards

<table>
<thead>
<tr>
<th>Act 20 Attributes Required by s. 59.72(2)(a)</th>
<th>Field Name(s) in County LIS</th>
<th>Notes on Data or Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed value of land</td>
<td>LAND_VALUE</td>
<td>*</td>
</tr>
<tr>
<td>Assessed value of improvements</td>
<td>IMP_VALUE</td>
<td>*</td>
</tr>
<tr>
<td>Total assessed value</td>
<td>TOTL_VALUE</td>
<td>Would need to be added to existing download format</td>
</tr>
</tbody>
</table>
Class of property, as specified in s. 70.32 (2)(a)  
LU_RES; LU_COMM; 
LU_MANU; LU_AG; 
LU_UNDVLDP; LU_FOREST; 
LU_OTHER; LU_AGFOR

Estimated fair market value  
EFMV  *

Total property tax  
RE_TAX  *

Any zoning information maintained by the county  
Not Required; Separate shapefile

Any property address information maintained by the county  
FIRENO; FIREST  *

Any acreage information maintained by the county  
ACRES  *

Six of the nine attributes (identified with a “*” in table) show on a “Parcel Report” generated from the Door County Web Map (http://map.co.door.wi.us/map). Standards include: s. 73.03(2a), Wis. Stats. Department of Revenue (DOR) – Powers and duties defined. Department of Revenue Property Assessment Manual – Chapter 5 and DOR format standard requested by DOR for assessment/tax roll data; s. 59.72(2)(a), Wis. Stats. Presence of all nine “Act 20” attributes; s. 59.72(2)(a), Wis. Stats. Crosswalk of attributes.

Non-Assessment/Tax Information related to Parcels
- Layer Status: Easements and Right-of-ways have been converted from AutoCAD drawings to ESRI shapefile format
- Custodian: Real Property Listing Office has been past custodian in AutoCAD format. Near future plan is for Real Property Listing Office to continue maintenance in ESRI Parcel Fabric system.
- Maintenance: Real Property Listing Office will continue to maintain easements and right-of-ways in conjunction with tax parcel records.
- Standard:

ROD Real Estate Document Indexing and Imaging
- Layer Status: Deeds, mortgages, plats, and certified survey maps, and condominiums are scanned back to 1966
- Custodian: County Register of Deeds
- Maintenance: Imaging is maintained in IMS21 imaging system on IBM Power 720 server.
- Standards: s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies; and ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

Lidar and other Elevation Data
Lidar Digital Terrain Model
- Layer Status: All of Door County collected in 2002 as a joint project with US Army Corp of Engineers.
- Custodian: Land Information Office
- Maintenance: Data is not maintained or updated.
- Standards: Data was received as X-Y coordinate pairs with a Z-elevation in a txt-file format for bare earth surface; metadata was included with project.

Lidar Contours
- Layer Status: All of Door County collected in 2002 as a joint project with US Army Corp of Engineers.
- Custodian: Land Information Office
• Maintenance: Data is not maintained or updated.
• Standards Data was received in shapefile format showing 2-foot elevation contours and then converted to AutoCAD drawing format due to a number of requests; metadata was included with project by contractor. Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Elevation Contours” folder and named “2-Foot Contours (2002)

Lidar Digital Elevation Model
• Layer Status: All of Door County mapped to 10-foot DEM in 2007 by Wisconsin Geologic & Natural History Survey from County DTM provided.
• Custodian: Land Information Office.
• Maintenance: Data is not maintained or updated.
• Standards: Data was received in geodatabase and as a pdf poster for select relief areas of County.

Imagery
Orthoimagery
• Layer Status: Most recent imagery is from 2015 with color, 9-inch resolution, and a detailed area for majority of City of Sturgeon Bay at a 3-inch resolution, in a digital format captured by Pictometry International.
• Custodian: Land Information Office
• Maintenance: Updates have been on a two-year cycle since 2007. Imagery acquisition is next planned for spring 2017 with Pictometry International once again.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Aerial Photos” folder and named “2015 Ortho: 9-inch” countywide or for majority of City option “2015 City of Sturgeon Bay: 3-inch”.

Historic Orthoimagery
• Layer Status: Several different years (1938 – 1992) of full county aerial coverage in black & white prints (see http://map.co.door.wi.us/gis-lio/Historical-Aerial-Photography.pdf). Each digital version year can be viewed on Web Map - http://map.co.door.wi.us/map by expanding “Historic Aerial Photos” subfolder to select. There are no plans to convert the older years to a digital format.
• Custodian: Land Information Office, Planning Department; Soil & Water Conservation Department, and USDA Farm Services Agency
• Maintenance: Since 2007, the County has been on a two-year cycle to receive updated aerial imagery.
• Standards:

Oblique imagery
• Layer Status: Imagery years from 2007, 2009, 2011, 2013, and 2015 all included full county coverage of oblique imagery. From the Door County Web Map, the Aerial Viewer tool allows user to select oblique imagery off of Pictometry cloud servers (see http://map.co.door.wi.us/gis-lio/pictometry.htm). Oblique imagery is next planned to be acquired in spring of 2017.
• Custodian: Land Information Office
• Maintenance: No imagery is updated; Door County GIS layers are updated on Pictometry Cloud servers by Land Information Office.
• Standards

Address Points and Street Centerlines

Address Point Data
• Layer Status: Addressing points are complete and maintained countywide.
• Custodian: Planning Department Mapping Specialist
• Maintenance: Addressing is maintained as new assignments or changes are made.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Parcel” folder and named “Address Points”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf).

Building Footprints
• Layer Status: An inventory from 2009 in conjunction with aerial imagery project.
• Custodian: Land Information Office.
• Maintenance: None; no plans for update or updated inventory.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Parcel” folder and named “Building Outlines”.

Street Centerlines
• Layer Status: Complete and maintained countywide. Several attributes that include the road or street name and address range.
• Custodian: Planning Department Mapping Specialist
• Maintenance: Maintained as needed with location and/or attributes
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Roads” folder and named “Roads/Streets”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf).

Rights of Way
• Layer Status: Countywide coverage converted from AutoCAD to shapefile format in 2015 and made available on Web Map.
• Custodian: Real Property Listing Office
• Maintenance: As needed, monthly basis
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Parcel” folder and named “Right-of-Way”.

Trails
• Layer Status: Snowmobile Trails, Ice-age Trail, Ahnapee State Trail, Bicycle Routes, The Nature Conservancy Trails are updated as changes are reported.
• Custodian: Land Information Office
• Maintenance: As reported and needed.
• Standards: Some layers are on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Cultural/Recreation” folder and include “Parks” (Ahnapee State Trail), “Ice-Age Trail”, and “Snowmobile Trails”.

Land Use

Current Land Use
• Layer Status: Planning Department has a countywide land use inventory from 2014.
• Custodian: Planning Department
• Maintenance: Planning Department
• Standards: Maps in pdf format can be viewed from “Door County Comprehensive & Farmland Preservation Plan 2035” site – (http://map.co.door.wi.us/planning/Comp-Plan_2035.htm) under Volume II section.

Future Land Use
• Layer Status: Planning Department has countywide future land use map.
• Custodian: Planning Department
• Maintenance: Planning Department
• Standards: Completed in conjunction with comprehensive planning – s.66.1001, WI Stats., Comprehensive planning. Maps in pdf format can be viewed from “Door County Comprehensive & Farmland Preservation Plan 2035” site – (http://map.co.door.wi.us/planning/Comp-Plan_2035.htm) under Volume I section.

Zoning
County General Zoning
• Layer Status: Completed countywide for all Towns (excludes 4 villages and City of Sturgeon Bay) as its own layer, separate from parcel attributes. Door County has jurisdiction for enforcement in those towns that adopted County Zoning and areas of all towns within Shoreland Zoning area.
• Custodian: Planning Department
• Maintenance: Planning Department Mapping Technician
• Standards: All areas of County Zoning jurisdiction and zone type are provided on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder and subfolder “County Zoning” by checking on layers “County Zoning Solid Color” or “County Zoning Outline”; County Zoning is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf).

Shoreland Zoning
• Layer Status: Completed countywide based on buffer distances from shoreland and designated navigable lakes, streams, and ponds within Towns.
• Custodian: Land Information Office
• Maintenance: Land Information Office buffers hydrology features and Planning Department Mapping Technician maintains zoning layer.
• Standards: All areas of County Zoning jurisdiction and zone type are provided on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder and subfolder “County Zoning” checking on layers “County Zoning Solid Color” or “County Zoning Outline”; County Zoning includes Shoreland Zoning is a free data set under GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf). Door County provides County General Zoning and Shoreland Zoning as a composite layer for showing all areas within County’s jurisdiction and designated zoning type.

Farmland Preservation Zoning
• Layer Status: Planning Department has Farmland Preservation Zoning mapping.
• Custodian: Planning Department
• Maintenance: Planning Department
• Standards: All areas of County Zoning jurisdiction and zone type are provided on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder
and subfolder “County Zoning” by checking on layers “County Zoning Solid Color” or “County Zoning Outline”; County Zoning is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf). Farmland preservation zoning exists only in the Town of Clay Banks as the Exclusive Agricultural zoning district. A description of Exclusive Agricultural zoning can be found on page 8 of Chapter 2 from online ordinance (http://map.co.door.wi.us/planning/zoning_ordinance.htm).

Floodplain Zoning
- Layer Status: Federal Emergency Management Agency (FEMA) coordinated a floodplain study and provided Door County a Floodplain layer in 2008. A subsequent 2012 study was conducted, but no updated floodplain determination has been adopted as of yet.
- Custodian: FEMA has provided information to Planning and Land Information Office.
- Maintenance: As map updates are funded, or elevation determinations made through local surveys, Letters of Map Amendments are filed with FEMA, by landowners, in an attempt to eliminate the need to purchase flood insurance from banks securing a mortgage on the improved property.
- Standards: The Floodplain layer is on the Door County Web Map (http://map.co.door.wi.us/map), listed under folder “Themed Maps”, subfolder “County Zoning” and named “FEMA Flood Hazard”.

Airport Protection
- Layer Status: An airport height limitation zone map was developed for area surrounding Cherryland Airport, in support of Height Limitation Zoning Ordinance.
- Custodian: Airport manager and Planning
- Maintenance: Land Information Office maintains map layer
- Standards: Height Limitation Zoning Ordinance can be accessed from - http://map.co.door.wi.us/planning/ORDINANCE/Height_Limit/Height_Limit.pdf; map on page 8 has been converted to digital GIS format.

Administrative Boundaries

Civil Division Boundaries
- Layer Status: Municipal Civil Districts are mapped and maintained for all municipal boundaries within the County
- Custodian: Land Information Office
- Maintenance: Land Information Office maintains layer as one becomes aware of annexations, changes, or errors.
- Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Base Maps and Grids” folder and named “MCD (US Census bounds)”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf) by being an attribute field of “Wards”.

School Districts
- Layer Status: Layer has been completed countywide for at least 13 years, and generated from dissolving on “School” attribute of tax roll data.
- Custodian: Real Property Listing Office and Land Information Office
- Maintenance: Real Property Listing maintains all tax roll attributes and Land Information Office generates GIS file based on “School” attribute field.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder and named “School Districts”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf) by being an attribute field of “Wards”.

Wards (Election Boundaries)
• Layer Status: Wards is complete countywide
• Custodian: County Clerk
• Maintenance: Land Information Office
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder and named “Wards”; and is a free data set under current GIS data policy (http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf).

Polling Locations
• Layer Status: Polling Address is an attribute of Wards and is also available as a point shapefile.
• Custodian: County Clerk
• Maintenance: Land Information Office maintains information when made aware of any changes to polling locations.
• Standards: Information is on Door County Web Map (http://map.co.door.wi.us/map) and appears under Information tab when user uses “Zoom To” > “Ward” with Poll Location and Address. Also, if a user uses the Identify point tool on the map, the Information tab will list Municipality header associated, with Ward, Poll Location, and Address.

Sanitary Districts
• Layer Status: Sanitary districts for voting and/or billing is a layer that was developed through the parcel maintenance and management
• Custodian: Real Property Listing Office
• Maintenance: Land Information Office developed, through mapping and parcel attributes maintained by Real Property Listing Office, and will continue to maintain as updates are reported.
• Standards:

Sanitary Serviced Areas and Private Sanitary Systems
• Layer Status: Public sanitary serviced areas and private sanitary systems layers were developed by Land Information Office with input from Sanitarian Department staff.
• Custodian: Sanitarian Department
• Maintenance: Land Information Office maintains information when made aware of needed changes or necessary updates.
• Standards: Layers are on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Sanitary” folder and named “Private Sanitary Systems” and “Public Sanitary Service”.

Emergency Services Response Zones
• Layer Status: Emergency Response zones have been mapped with individual attribute fields for responding agency type – Police, Fire, Ambulance, or First-Responders.
• Custodian: Emergency Services and/or Sheriffs Dispatch
• Maintenance: Land Information Office maintains information when made aware of needed changes to any of the four types of response zones.
• Standards: Layers are on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Themed Maps” folder, “Emergency Response” sub-folder, and can be displayed individually as “Emergency Response Zones”, “Police/Law Enforcement”, “Fire Department”, “Ambulance” or “First Responders”.

Parks
• Layer Status: State and Door County Parks are maintained in one polygon file.
• Custodian: Parks Department
• Maintenance: Land Information Office maintains information when made aware of needed changes to any State or County Park boundary or change with attributes.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Cultural/Recreation” folder and named “Parks”.

Other Layers
Hydrography
• Layer Status: Door County maintains hydrography features of shoreland, lakes, ponds, and streams and this can be separate features for navigable water that can trigger Shoreland Zoning.
• Custodian: Soil & Water Conservation, Planning, Real Property Listing, and Land Information Office.
• Maintenance: Land Information Office maintains information when made aware of needed changes to hydrography.
• Standards: Layer is on Door County Web Map (http://map.co.door.wi.us/map) and listed under “Hydrography” folder with features for “Shore”, “Lake”, “Stream”, “Navigable Stream”, and “Navigable Pond”.

Wetlands
• Layer Status: Door County received an updated countywide wetlands delineation from Wisconsin Department of Natural Resources (WI-DNR) in 2010.
• Custodian: Soil & Water Conservation, Land Information Office, Planning Department
• Maintenance: Planning Department maintains information to reflect changes following field determinations by qualified staff.
• Standards
3 LAND INFORMATION SYSTEM

Current Land Information System
Door County land information is made up of the staff from a variety of departments interacting with one another and the general public to provide, request, or process maps and land records as part of performing their regular business functions; a system diagram on the following page represents those business interactions. The diagram only represents land information interactions; the diagram makes no reference to volume or critical need. As one may expect, the Land Information Officer/GIS Coordinator and Real Property Listing Office coordinate with the greatest variation of departments and agencies with regards to land records. Departments with frequent land records business interactions or support would include the Information Systems Department and GIS Mapping Specialist in Planning. The next group of departments with regular interactions with 4 to 5 other departments regarding land records would include Soil & Water Conservation, Emergency Services, Sanitarian, Sheriffs, and Public Health. Although this last group of departments (Register of Deeds, Treasurer, Finance, County Clerk, Parks & Airport, Building Maintenance, Planners, Human Services, County Surveyor, and Assessors) may not have the variety of contacts with other departments regarding land records/mapping business due to their specialized nature; they each fulfill an important role in the County’s land records system. For many departments, land records management or access may be a tertiary function, yet can be critical for conducting their primary business focus in a timely, accurate manner.
Door County Parcel Data Workflow

Door County’s parcel data involves a number of departments to complete the process from recording of a deed to having the record reflected on the County’s land records site and available to others. Departments and processes include:

- **Register of Deeds office**
  - records real estate documents in IMS21 imaging system, and
  - creates grantor/grantee, tract indices in an in-house software program hosted on IBM Power 720 server;
  - sends real estate transfer returns to the State.

- **Real Property Listing Office**
  - processes real estate documents of transfer;
  - receives updated property values from the local municipal assessors;
  - receives assessment ratios and property tax credits from Wisconsin Department of Revenue (WI-DOR);
  - updates parcel maps, currently with AutoCAD software but with intentions to migrate to ESRI’s Parcel Fabric within a year;
  - joins assessment attributes to parcel polygons and creates municipal and countywide GIS polygon coverage on a monthly basis;
  - assigns unique parcel ID’s;
  - finalizes tax roll;
  - prints property owner tax bills and provides to local municipality;
  - scans and files plat of surveys, tie sheets, and PLSS control received from surveyors;
  - manages contracts for maintenance of section corner monuments and GPS coordinates with Baudhuin Incorporated, a local land surveying and engineering company; and
  - identifies parcels enrolled in WI-DNR Managed Forest programs.

- **Planning Department GIS Mapping Specialist**
  - maintains County Zoning for adopted rezoning changes, as received.

- **GIS/LIO Coordinator**
  - maintains any changes to Shoreland Zoning jurisdiction based on determinations of hydrology features to buffer;
  - posts monthly updates of tax parcels and County Zoning, as needed, to County Web Map;
  - provides GIS data as requested, including the submission of parcel polygon shapefile with tax roll data, County Zoning shapefile, and any other GIS requested data to Department of Administration (DOA) – for development and dissemination of information services such as Statewide parcel layer.
  - maintains Managed Forest Lands layer on Web Map

- **Treasurer**
  - Receives and receipts tax bill payments from property owners.

- **Information Systems**
  - Provides software, custom programming, network connectivity and general technology support to all County departments involved with parcel work flow.
Diagram 2 - Door County Parcel Workflow
Technology Architecture and Database Design

Door County's land information system involves a number of programs and software to track and process records. Door County's land information system runs on the County's local area network and is supported by the Information Systems (IS) Department. The IS department manages file storage, software maintenance, and new system development and implementation. Almost all in-house client workstations are now virtual computers being served up from central servers. In addition, County web sites and remote-access software such as Citrix provide access to Land Records for an increasingly mobile County workforce through a variety of portable devices.

An IBM Power 720 Express server running the IBM I operating system serves: the land records database systems for Register of Deeds Grantor/Grantee and Tracts Index; Real Property Listing parcel management and tax bills; Treasurer tax bill receipting; Planning Department permit tracking; and Sanitarian Department permitting, system evaluation, and system maintenance tracking. All of these systems use a DB2 relational database, which allows for close integration between the various Land Records applications.

The IBM Power 720 Express server is also the central hub and houses the index for the County’s document imaging system, which maintains images of plat of surveys, tie sheets, LOMA’s (FEMA Floodplain Letter of Map Amendment), recorded documents back to 1966, and tax bills back to 2006 as part of the County’s Land Records system. Document image files are redundantly stored on two Unix servers and a Windows-based storage area network (SAN).

Public access to these Real Property, Treasurer, Register of Deeds, Planning, and Sanitarian Land Records database systems and document images is provided through free and fee-based web applications. A separate Sanitarian web application enables septic haulers to enter their monthly holding tank pumping records directly into the Sanitarian system from their office. These web sites are served from virtual HTTP server instances and Zend PHP server software all running on the IBM Power 720 platform.

Parcel mapping is currently maintained using AutoCAD software on a PLSS section basis, and then joined together monthly with ArcGIS tools to re-create the countywide parcel polygon shapefile. Staff from a handful of land departments, including Planning, Real Property Listing, Soil & Water Conservation, Sanitarian, and Land Information Office use GIS software ArcView3.3 and/or ArcGIS10.x to view, edit, or create shapefiles specific to their business needs. Conservation staff also use watershed modeling software (WMS) by Aquaveo, AutoCAD software for site design, and ArcPad on Panasonic toughbooks for in-field data collection of GIS features. Door County plans
to provide other GIS tools, including ArcGIS Pro, Google Earth Pro, and QGIS, as added options for staff to utilize.

Non-technical users and the general public can use the Door County Web Map for accessing GIS information and Pictometry services for viewing images. The Door County Web Map runs on GeoMoose and MapServer, both being free software; whereas Pictometry images were viewed on proprietary software, and more recently from their licensed servers. The Web Map provides orthophotography as a back-drop, directly links parcel geometry to land records database and vice-versa, and provides a direct link to imagery from Pictometry servers. Pictometry cloud servers house oblique and ortho imagery of every odd year since 2007 with select GIS shapefiles (parcels, address points, and road centerline) that the County posts as available overlays or reference searches. There is limited overlap between services; however, the Web Map strength is the GIS map records and interface, whereas Pictometry’s focus is the variety of imagery. The Land Information Office has used ArcGIS online to offer parcel - land records access (see link New Tax Parcel Map & Land Records for Smart Phones on http://map.co.door.wi.us/) to mobile devices. Other ArcGIS online mapping has been offered in a limited function, primarily to provide access to a theme of one or two layers for a specific audience and/or purpose.

Metadata and Data Dictionary Practices
Door County has metadata on its more critical GIS layers, including tax parcels, road centerline, address points, and for other data sets received from outside sources, such as contours, Lidar DTM, and wetlands. Door County has not identified metadata software tools or a policy for maintaining a minimum metadata requirement.

Municipal Data Integration Process
For the most part, data layers are created and maintained countywide. The City of Sturgeon Bay and four villages do not fall under the County’s jurisdiction with County Zoning and various planning support. The County inherited the City parcel mapping and tax database in about 1994, and therefore the City parcel numbering is somewhat different than the rest of the County. However, these exceptions have been fairly minor and have not been problematic integrating into the County’s system.

Public Access and Website Information
Door County’s main portal to Land Information Records and web mapping site is its portal page - http://map.co.door.wi.us/. This site has hyperlinks to Land Records Search, the Door County Web Map, the GIS-LIO Home Page, municipal road atlas and indexes in pdf format, surveyor tie sheets, PLSS control reference sheets, imagery view options provided by Pictometry, and a Tax Parcel map service through ESRI ArcGIS online with a parcel hyperlink to county land records system (designed for access from smart phones and other mobile devices).
Data Sharing
Data Availability to Public
Door County's data sharing policy was recently updated and adopted early this year, and is posted from the GIS-LIO Home page for easy online access - http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf. This link is posted under “Data Requests” of the Door County GIS-LIO Home page - http://map.co.door.wi.us/gis-lio/home.htm. Access to many types of records are available to the public 24-7-365 from the portal page - http://map.co.door.wi.us/.

Data Sharing Restrictions
Door County Distribution Agreement - http://map.co.door.wi.us/gis-lio/DISTRIBUTION%20AGREEMENT.pdf is required to be signed and submitted with any formal data request for GIS information. This link is posted under “Data Requests” of the Door County GIS-LIO Home page - http://map.co.door.wi.us/gis-lio/home.htm.

Government-to-Government Data Sharing
For mutual projects with Door County, there is no fee for data. However, for independent projects where County GIS data is requested, the government agency is charged just like any other request, whether from local municipality, or a State or Federal agency. Please refer to GIS Data Policy - http://map.co.door.wi.us/gis-lio/GIS%20Data%20Policy.pdf.

Training and Education
Door County’s Land Information Office provides funding for county staff to attend software training and conferences. In the past, the LIO has paid for registrations and incidentals for board members and staff to attend WLIA annual conferences. Online training classes and various webinars can be accommodating for departmental staff and may become more common in the future.
4 CURRENT & FUTURE PROJECTS

Parcel Maintenance Process
- Description: Door County Real Property Listing Office is planning to convert to the ESRI Parcel Fabric maintenance model and potentially the Local Government Information Model (LGIM) in an attempt to implement a process(es) that will accurately and timely maintain parcel changes and other feature layers that often have a coincidental boundary. Training of staff in use of new software and processes would be part of this project as well. Best practices for sharing parcel information through online cloud services and/or other technologies will be explored.
- Purpose: The purpose of the parcel maintenance conversion is to allow Real Property to maintain various PLSS and cadastral features (sections, easements, road right-of-ways, plats, condos, shoreline, lakes, and etc.) with parcels in a GIS format and on a countywide basis.
- Objectives: These cadastral features will be maintained regularly by one department that receives the source documentation and allow for dissemination of aligned features to the Web Map, ArcGIS online, or other avenues in a timely manner.
- Timeframe: Door County plans to begin the Parcel Fabric project as early as fall 2015 and complete within the first-half of 2016.
- Entities: Door County will seek professional assistance from a GIS consulting / services firm. The project will be coordinated through the Land Information Office for implementation with Real Property Listing Office. It is anticipated that the Programmer and a Network Specialist from the Information Systems Department may assist with tasks as well.
- Budget Estimate: $40,000.

GPS Coordinates on Public Land Survey System (PLSS) monuments
- Description: Door County will acquire GPS coordinates on select PLSS monuments through an agreement with a Wisconsin registered land surveyor.
- Purpose: New GPS control will help support positional accuracy of parcel mapping.
- Objectives: Parcel mapping accuracies can be verified or corrected in areas where survey control is lacking or where deed descriptions or surveys are conflicting.
- Timeframe: Door County may acquire additional GPS coordinates on survey control at least once over the next three years, based on need and scope.
- Entities: Door County will seek professional assistance from a licensed land surveyor firm. The project will be coordinated through the Land Information and Real Property Listing Offices.
- Budget Estimate: $52,500.
Elevation Benchmark on Strategically Placed Survey Monuments

- **Description:** Door County will establish strategically placed survey monuments with an elevation benchmark determined to support floodplain delineations in high-profile areas.
- **Purpose:** New benchmarks would help support floodplain determinations.
- **Objectives:** Bench marks would reduce surveying costs in areas where elevation delineations are critical for determining floodplain boundaries.
- **Timeframe:** Door County may contract for establishing benchmark locations at least once over the next three years, based on need, scope, and funding.
- **Entities:** Door County will seek professional assistance from a licensed land surveyor firm. The project will be coordinated through the Land Information Office and records kept with the Real Property Listing Office.
- **Budget Estimate:** $55,000.

Elevation Study Areas to support FEMA approved Floodplain Delineations

- **Description:** Door County would coordinate study areas around three inland lakes (Clark, Kangaroo, and Europe Lakes) to support FEMA approved floodplain delineations in these high-profile areas.
- **Purpose:** New, more-accurate studies would allow for property owners to purchase flood insurance at a reduced rate, may remove some areas from floodplain altogether, and reduce the need for property owners to purchase individual engineered studies prior to any proposed construction or fill.
- **Objectives:** Engineered studies would reduce costs for flood insurance and would allow for one comprehensive determination of floodplain boundaries.
- **Timeframe:** Door County may contract for conducting elevation studies at least once over the next three years, based on need, scope, and funding.
- **Entities:** Door County would seek professional services under the direction of a licensed land surveyor to conduct the studies. The project will be coordinated through the Land Information Office and records kept with the Real Property Listing Office and/or Planning Department.
- **Budget Estimate:** $60,000.

Aerial Imagery

- **Description:** Door County will acquire new aerial imagery.
- **Purpose:** Updated imagery provides a visual lay of the land and is a snapshot in time that can be useful across multiple disciplines.
- **Objectives:** New detailed imagery would be made available on the County Web Map for anyone to access.
- **Timeframe:** Door County may contract for acquiring aerial imagery one or more times over the next three years, based on need, scope, and funding.
- **Entities:** The project(s) would be coordinated through the Land Information Office with a professional contractor to provide services/products.
- **Budget Estimate:** $55,000.
Lidar technology to acquire Elevation Terrain Model
- **Description:** Door County will acquire new elevation data through Lidar technology for a significant portion of the County.
- **Purpose:** Updated elevation information would be used to support terrain models.
- **Objectives:** Accurate elevation data would be a critical factor in determining appropriate development and conservation practices.
- **Timeframe:** Door County may contract for acquiring elevation information through Lidar technology at least once over the next three years, based on need, scope, and funding.
- **Entities:** Door County will seek professional assistance from a licensed land surveyor firm. The project will be coordinated through the Land Information Office and Real Property Listing Office.
- **Budget Estimate:** $85,000.

Land Records Management System
- **Description:** Door County would evaluate existing Land Records management system and potentially acquire new software and/or services for processing and retrieving records.
- **Purpose:** New Land Records system would allow for departments to more efficiently manage records and public to retrieve.
- **Objectives:** New system would save staff time and provide more functionality.
- **Timeframe:** Door County may contract for software and/or services sometime over the next 3 years for an improved Land Records Management system, depending on need, scope, and funding.
- **Entities:** Door County may seek a new Land Records Management system from a vendor specialized in the land records management business with County and local government. The project would be coordinated through the Information Systems Department and Land Information Office with input from several of the land departments that regularly manage land records.
- **Budget Estimate:** $157,000 with annual maintenance fees of $12,000.

Other Project Sections
Projects Related to Strategic Initiative Grants
Door County has the objective to apply for a Strategic Initiative Grant each year through the WLIP for the full eligible funding amount of $50,000 annually. Door County may include more than one project in a given year to expend the full grant amount. The County may also separate project scope/goals and invoicing to individual calendar years to take advantage of Strategic Initiative grant funding over more than one year for ongoing and/or large-funded efforts.

Ongoing Costs Not Associated with a Specific Project
Software maintenance and online hosting services have become a significant expense, approximately $25,000 annually, for maintaining a Door County GIS that users have
become accustomed to. Annual expenses include maintenance on software (ESRI ArcGIS, Spillman public safety mapping modules, Autodesk AutoCAD, and Aquaveo watershed modeling), and hosting services through (Pictometry Online, ESRI Online, and IBM PHP Server). For approximately the last eight years, Door County has also had ongoing annual costs for aerial imagery; this is due to acquiring imagery every other year and entering into two-year agreements for schedule of payments.

Completed Projects
Project accomplishments completed in the last five years include:

- Aerial Imagery Acquisition in spring of years 2011, 2013, and 2015;
- Aerial Imagery (both oblique & ortho views for all odd years 2007 - 15) accessed through Pictometry cloud service;
- Web Map enhanced with direct access service to imagery server for integration and easy-access;
- Used ArcGIS Online to allow Tax Parcels with Land Records hyperlink and other specialized information to be accessible from mobile devices.
- Added new Door County Web Map layers: snowmobile trails, invasive plant inventories & treatments, historic orthophoto years, Lat-Long & US National grids, county boundary in waters of Lake Michigan & Green Bay, 5-meter bathymetry, address points, easements, road right-of-way, certified survey map, plat of survey, private sanitary systems, and broadband telecommunication providers;
- In-house Web Map layers and service maintained regularly to meet user needs;
- Imaged over 200,000 additional Register of Deeds documents;
- In 2014, Register of Deeds tract index books were scanned and digitally indexed, and then made available through an external online service (http://door.colortract.com/), allowing free searches from the convenience of an internet connection.
- Planning Department started imaging LOMA’s (FEMA Floodplain Letter of Map Amendment) and provided access to those electronic documents through the Public Land Records website on the Parcel Information web page;
- Indexed Door County’s PLSS survey control to Wisconsin State Cartographer’s office website service “PLSSFinder”;
- Imaged survey control reference and monument tie sheets and made accessible online.
Project Plan to Achieve Searchable Format (Benchmarks 1 & 2)

- Project Description/Goal: Door County plans to make significant progress and possibly meet the searchable format for both Benchmark 1 and 2 by next year. Door County plans to submit data in the new format next year; however, address records are not currently parsed out to the number of fields required by the State. Therefore, the time to populate all address records to new format may extend beyond next year, but implemented by March 31, 2018 would appear very obtainable.

- Business Drivers: Information Systems Programmer, Real Property Lister, and Land Information Officer have met to coordinate joining new parcel record attributes that align with State format. A number of fields will need to be created, reformatted and/or renamed; for example, the “Siteaddress” will need to be created from concatenating several parsed out address fields that are currently not being tracked.

- Objectives/Measure of Success: The objective is to meet the searchable format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission) by 2017 or sooner.

- Project Timeframes: Benchmarks 1 & 2 are anticipated to be met sometime over the next six-months to one-and-a-half-years.

- Responsible Parties: Information Systems Programmer, Real Property Lister, and Land Information Officer will coordinate converting data to new State format.

- Estimated Budget Information: This work involves these three County staff devoting time to the project.

Project Plan for Parcel Completion (Benchmarks 3)

- Project Description/Goal: Door County has all parcels mapped (currently over 41,000) and maintains on a monthly basis. As new section and survey control is recorded, parcel adjustments are made. Door County plans to adopt ESRI’s Parcel Fabric system process/software for tracking parcel changes and related cadastral layers in 2016.

- Business Drivers: Real Property Lister will continue to map parcel changes and updates and Land Information Officer will assist by providing technical support and coordinating professional services. The majority of GIS system users rely on current parcel mapping.

- Objectives/Measure of Success: All tax parcels are mapped (completing benchmark 3) and Door County plans to keep tax parcel mapping and other related layers current in a timely, efficient manner.

- Project Timeframes: Digital parcel mapping has been completed countywide for over 15 years; and therefore, Benchmark 3 has been met.

- Responsible Parties: Real Property Lister continues to provide ongoing mapping maintenance, and GIS/LIO Coordinator performs monthly quality control checks and posts to the County Web Map.

- Estimated Budget Information: Parcel mapping is complete and the County Real Property Lister and GIS/LIO Coordinator perform ongoing maintenance.
Project Plan for PLSS (Benchmark 4)

- Project Description/Goal:
  o Door County’s planned approach is to re-inventory section corners for physical monuments, and for assigned survey-grade coordinates. Door County will integrate corners with GPS coordinates into the parcel fabric. Due to cost, accessibility, or land ownership, not all PLSS section corners will be assigned a survey grade coordinate and integrated into the parcel fabric. Non-survey grade section corners will be documented.
  o Current status of PLSS data in the county including a tally of the total number of corners, their remonumentation status, and their coordinate status (accuracy class) if known is listed under Foundational Elements on page 5. Existing accuracy – survey-grade, sub-meter, and approximate will be assigned. All survey-grade coordinates were collected under the direction of a professional land surveyor, Baudhuin Incorporated. Approximate – have an estimated accuracy of within 5 meters and derived from public records and other relevant information.
  o Goals for the project over the three-year planning period are to include new corners to be remonumented and/or rediscovered, to have new coordinates established, document the accuracy class for these new coordinates, and integrate these new points into the parcel fabric.
  o Documentation for any missing corner data, such as interior of State Parks or State owned preserves, or unknown meander corners will also be inventoried.
  o Door County will continue to collaborate and share section corner information with Kewaunee County (the only common land boundary County) and any other interested entity.

- Business Drivers: Real Property Lister, Land Information Officer, and contracted County Surveyor have met to assess section corners and begin to define extents of future work to acquire GPS control on various corners.

- Objectives/Measure of Success: The objective is to meet Benchmark 4 (PLSS) by the end of 2017 or sooner, which would include integrating additional sectional corner points with GPS coordinates into the parcel fabric.

- Project Timeframes: Benchmark 4 is anticipated to be met in about two years.

- Responsible Parties: Real Property Lister and Land Information Officer will coordinate inventorying PLSS data, contracting work, and incorporating survey control into parcel fabric.

- Estimated Budget Information: This work involves staff time for these two County positions (Real Property Lister and Land Information Officer) and contracted work from acting County Surveyor (Baudhuin Incorporated) to provide coordinates.
Complete this application form in order to receive 2016 Wisconsin Land Information Program (WLIP) grants, pursuant to Wisconsin Statute Section 16.967(7) and Wisconsin Administrative Code, Chapter Adm. 47.

Training & Education Grants
Training & Education grants may be used for the training and education of county employees for the design, development, and implementation of a land information system. Each county is eligible for a $1,000 grant.

Strategic Initiative Grants
Strategic Initiative grants are for the purposes of addressing statutory directives to create a statewide digital parcel map and to post certain parcel information online in a standard searchable format. Strategic Initiative grant funding is to be prioritized to achieve “benchmarks” of parcel quality and completeness, as recommended in the Version 1 Statewide Parcel Map Database Project Interim Report. Each county is eligible for $50,000 in 2016 Strategic Initiative grant funding.

There are four benchmarks for parcel data:
- Benchmark 1 – Parcel and Zoning Data Submission
- Benchmark 2 – Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

Counties must prioritize their Strategic Initiative grant activities toward achieving the benchmarks in numerical order, beginning with Benchmark 1, proceeding to Benchmark 2, and so forth. The benchmarks are designed to complement and dovetail with the county land information plan. Thus, counties are encouraged to develop land information plans prior to or alongside completion of this grant application.

Base Budget Grants
Base Budget grants enable a county to develop, maintain, and operate a basic land information system and may be used for the implementation of the county’s land information plan. Base Budget grants are only available to those counties with retained register of deeds document recording fees of less than $100,000 in FY 2015 (July 1, 2014–June 30, 2015). See the grant eligibility table on page 9 to confirm your county’s eligibility.

Application and Grant Timeline
All Applications should be submitted by December 31, 2015, but applicants are highly encouraged to submit earlier. Please submit the application by emailing a completed digital PDF form to WLIP@wisconsin.gov.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant application released</td>
<td>August 31, 2015</td>
</tr>
<tr>
<td>Grant application deadline</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td>Draft county land information plan deadline</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td>Training &amp; Education grants distributed</td>
<td>By January 31, 2016</td>
</tr>
<tr>
<td>Grant agreements executed</td>
<td>By February 28, 2016</td>
</tr>
<tr>
<td>First 50% of Strategic Initiative grant distributed</td>
<td>By March 31, 2016</td>
</tr>
<tr>
<td>(upon successful data submittal for V2)</td>
<td></td>
</tr>
<tr>
<td>Base Budget funds distributed</td>
<td>By March 31, 2016</td>
</tr>
<tr>
<td>Second 50% of Strategic Initiative grant distributed</td>
<td>Upon project completion</td>
</tr>
</tbody>
</table>

Contact
For questions regarding this application, please contact WLIP Grant Administrator Peter Herreid at peter.herreid@wisconsin.gov or (608) 267-3369.
How to Submit

1. Download application form
2. Use Adobe Reader or Adobe Acrobat to fill in form
3. Save a local copy by using “File » Save As.” Add your county name to the end of the file, e.g.,
   2016_WLIP_Grant_Application_StCroix.pdf
4. Complete the application using the “File » Save” menu item to save as you go.
5. When you are finished, save/print a copy for your records.
6. You may delete the first nine pages of instructions and any other unnecessary pages if you have access to PDF software that allows it.
7. Email the form as an attachment to WLIP@wisconsin.gov by December 31, 2015. Please include the name of your county in the Subject Line, e.g., 2016 WLIP Grant Application – Fond du Lac

The instructions below are written in order, with each section number pertaining to a question on the application form. The application form begins on page 10. Section numbers on the form link back to the corresponding page of instructions.

General Application Instructions

Section 1  All counties are required to update their county land information plan in 2015–2016 to meet s. 59.72(3)(b). The 2015 Uniform Instructions for Preparing County Land Information Plans were released in June 2015. Counties are requested to provide draft plan updates by December 31, 2015, which is a requirement for 2016 WLIP grant eligibility. Wisconsin Administrative Code, Chapter Adm. 47.06 (3) requires that projects must be consistent with an approved county land information plan (also referred to as a county-wide land records modernization plan).

Section 2  According to s. 59.72(3m)(b), the county land information council shall review the priorities, needs, policies, and expenditures of a land information office and advise the county on matters affecting the land information office. The land information council must have met within the last 12 months in order for the county to be eligible for a WLIP grant.

Section 3  Applicants must subscribe to the WLIP’s e-mail listserv, doa-landinfo@lists.wi.gov.

Section 4  According to s. 59.72(2)(b), a county must submit an annual report to DOA on WLIP retained fee and grant spending. All counties submitted a Retained Fee/Grant Report for 2014.

Training & Education Grant Application Instructions

Section 5  The amount of $1,000 is available to each county for 2016 Training & Education grants.

Section 6  Enter the amount requested (up to $1,000).

Section 7  Brief description of intended expenditures for Training & Education grant: Provide information on plans to utilize the Training & Education grant funding.

Section 8  Land information officer name (typed) and date are required. Please do not sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.

Strategic Initiative Grant Application Instructions

Section 1  The amount of $50,000 is available to each county for 2016 Strategic Initiative grants.

Section 2  Enter the amount requested (up to $50,000).

Section 3  Summary of expenditures by benchmark. Indicate which benchmarks will be addressed with the grant. Check all benchmarks that apply.

Figure 1 on the following page summarizes the benchmarks. For more details on benchmark requirements, grant applicants should refer to the Version 1 Statewide Parcel Map Database Project Interim Report, and in particular the report appendices, available at www.sco.wisc.edu/publications.
Figure 1. Summary of benchmarks from V1 Interim Report and V1 Interim Report Appendices
Strategic Initiative Grant Application Instructions (Continued)

Section 4  Indicate whether the county anticipates meeting Benchmark 1 for the Version 2 Statewide Parcel Map Database Project (V2) call for data. V2 data submittals will be due March 31, 2016. (Although the V2 data submission deadline has the potential to be extended to April 30, 2016, if a county needs an additional month to get their parcel dataset into either the export format or searchable format for V2.)

Counties are highly encouraged to meet either the export or searchable format standard for the V2 data submittal, using grant funds to do so if necessary.

- **Searchable format** – county data submittal is ready for immediate aggregation into the statewide parcel layer
- **Export format** – a more flexible format, which will be converted by the parcel aggregation team into the searchable format on behalf of counties. The export format is an alternative that will accommodate several data submission options, including GIS data, text files, and an option to provide tax roll data in the Department of Revenue’s XML format.

Export and searchable formats are defined in detail in the *Version 1 Statewide Parcel Map Database Project Interim Report* and report appendices.

All data for Benchmark 1 and 2 should be submitted in one of the formats, not a combination of the two. In other words, a county may not submit in a mixture of both the export and searchable formats. If V2 data submittal will be complete but it is not feasible the county will meet the export format by March 31, 2016, select “Other” in Section 4.

Section 5  Indicate whether the county will use the Strategic Initiative grant funding in the first quarter of 2016 to meet Benchmark 1 in the format you selected above in Section 4.

*Figure 2* illustrates the timeline for Strategic Initiative projects. 2016 projects have a completion deadline of March 31, 2017, the projected V3 data submission deadline.

Section 6  Indicate whether the county will meet the export or searchable format option for the V3 call for data. For V3, the **searchable format** is the requested format for data submittal. However, counties may submit in export format for V3, if it is the only feasible option. Data must be in either the export or searchable format for V3.

*Figure 2.* Strategic Initiative grant project timeline, where projects can span a calendar year plus one quarter
Section 7 Indicate whether the county will use 2016 Strategic Initiative grant funding to achieve the format you selected above in Section 6 by March 31, 2017.

Section 8 The **searchable format** is the only option for the anticipated V4 call for data, anticipated to be due March 31, 2018. Counties must plan to meet the searchable format by March 31, 2018 at the latest.

Section 9 Benchmark 1 Land Information Plan Citations: List the corresponding citation (section and page numbers) from the county’s land information plan for a Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2.

Project Plan to Achieve Searchable Format for Benchmarks 1 & 2. The county must create a project within the county land information plan in the “Current & Future Projects” section to meet the searchable format for both Benchmark 1 and 2 by March 31, 2018 at the latest. Counties are encouraged to meet the searchable standard as soon as possible.

Exception: If a county believes its parcel data will already meet the searchable format standard for the V2 call for data in March of 2016, this should be clearly stated in the “Parcel Mapping” Foundational Element layer status section of the land information plan.

**LIO certification upon data submission.** Land information officers will be required to certify that data meets the standards for Benchmark 1 and 2 upon submission of data for V2. Counties will certify their own level of attribute completeness relative to an element occurrence standard. This means that if an element (such as a property address, a total assessed value, total property tax value, etc.) actually occurs for a given parcel, then this element should be included in the submitted dataset. This also means that there may be justifiable omissions from the submitted dataset. Examples might be missing tax data for tax exempt properties, no address when no structure is present on a property, etc. Data elements must be included only if they actually occur.

Section 10 Benchmark 1 Project Activities and Itemized Costs. For Benchmark 1, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do not include vendor estimates as attachments to this fillable PDF.

**Note on staff funding.** The county may either utilize the expertise of existing county staff or hire contractors from the private sector as part of Strategic Initiative grant expenses. As long as county staff activities funded by the Strategic Initiative grant are for the purposes specified in the grant application, it is acceptable to use grant funds to reimburse county or municipal staff.

Section 11 Benchmark 1 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Section 12 Indicate whether the county anticipates meeting Benchmark 2 for the Version 2 Statewide Parcel Map Database Project (V2) call for data. V2 data submittals will be due March 31, 2016.

Counties are highly encouraged to meet either the **export** or **searchable format** standard for the V2 data submittal, using grant funds to do so if necessary. See Section 4 directions above.

Section 13 Indicate whether the county will use the Strategic Initiative grant funding in the first quarter of 2016 to meet Benchmark 2 in the format you selected above in Section 12. Figure 2 illustrates the timeline for Strategic Initiative projects.

Section 14 Indicate whether the county anticipates meeting Benchmark 2 for the Version 3 Statewide Parcel Map Database Project (V3) call for data. V3 data submittals will be due March 31, 2017. See also Section 4 directions above.

Section 15 Indicate whether the county will use 2016 Strategic Initiative grant funding to achieve the format you selected above in Section 14 by March 31, 2017.

Section 16 The **searchable format** is the only option for the anticipated V4 call for data, anticipated to be due March 31, 2018. Counties must plan to meet the searchable format by March 31, 2018.

Section 17 Benchmark 2 Land Information Plan Citations: List the corresponding citation (section and page numbers) from the county’s land information plan for a Project Plan to Achieve the Searchable Format for Benchmarks 1 & 2. See Section 9 directions above.

Section 18 Benchmark 2 Project Activities and Itemized Costs. For Benchmark 2, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through
quotes received from vendors for specific activities. However, please do not include vendor estimates as attachments to this fillable PDF.

**Section 19** Benchmark 2 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

**Section 20** Indicate whether your county’s digital parcel fabric is complete. Give estimated year of completion if applicable.

There may exist within a county certain areas that do not require detailed parcel mapping, such as state forests. These areas can be treated as a single large parcel as long as they are designated as such in the submitted dataset.

**Section 21** If the county’s parcel fabric is incomplete, indicate whether the county will use 2016 Strategic Initiative grant funds to work toward completion.

**Section 22** Benchmark 3 Land Information Plan Citations: If a county has an incomplete digital parcel fabric, list the corresponding citation (section and page numbers) from the county’s land information plan for a *Project Plan for Parcel Completion*.

**Project Plan for Parcel Completion.** The county should create a project within the county land information plan in the “Current & Future Projects” section that outlines:

(a) Current status of parcel data in the county, including a tally of the total number of parcels in digital format and an estimate of the number of parcel still to be digitized.

(b) Goals (number of parcels to be added) for the funding period.

(c) Planned approach for completing the parcel fabric.

(d) Estimated budget and timeline to complete the county parcel fabric over time.

**PLSS first approach.** Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a “PLSS first approach,” subject to a number of prioritization rules detailed in the *V1 Interim Report*. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described in Section 28 below.

Exception: If a county’s digital parcel fabric is complete and/or at maintenance stage, this should be stated in the “Parcel Mapping” Foundational Element layer status section of the land information plan.

**Section 23** Benchmark 3 Project Activities and Itemized Costs. For Benchmark 3, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do not include vendor estimates as attachments to this fillable PDF.

**Section 24** Benchmark 3 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

**Section 25** Indicate whether your county has reached a satisfactorily complete and integrated PLSS framework. This includes: rediscovery of PLSS corner monuments and physical remonumentation of corners without existing monuments; with exceptions, establishing accurate coordinates on these corners based on a modern datum; posting tie sheets online for these corners; and integrating all county PLSS corners into the county parcel fabric. Give estimated year of completion if applicable.

**Section 26** If the county has determined that its PLSS has not reached a satisfactory level of completion and integration, indicate whether 2016 Strategic Initiative grant funds will be used to make progress toward Benchmark 4.

Those counties who utilize Strategic Initiative grant funds for PLSS work will be required to submit a digital copy of all county PLSS corner coordinates values for inclusion in the State Cartographer’s Office online *PLSSFinder* upon project completion (project deadline of March 31, 2017). New or updated corners must be tagged with their appropriate accuracy class (survey-grade, sub-meter, or approximate). This submission must include an attribute flag, timestamp, or other mechanism in the data to identify PLSS records that have been added or modified since the last submission.

**Section 27** Benchmark 4 waiver request to acquire LiDAR. Strategic Initiative funds for 2016 are intended to be used for the purposes of parcel dataset development, as outlined in the *V1 Interim Report*. However, it may be possible to use Strategic Initiative funds for LiDAR, subject to the following conditions: First, a county would need to use the funds to meet parcel Benchmarks 1-3. Then, if a county has remaining Strategic Initiative grant funding, it may expend it on LiDAR before Benchmark 4 (Completion and Integration of PLSS).
Section 28 Benchmark 4 Land Information Plan Citations: If a county has not achieved satisfactory completion and integration of its PLSS framework, list the corresponding citation (section and page numbers) from the county’s land information plan for a Project Plan for PLSS.

Project Plan for PLSS. The county should develop a project within the county land information plan in the “Current & Future Projects” section that outlines:

1. Planned approach for remonumenting, rediscovering, and establishing survey-grade coordinates for PLSS corners, and integrating corners into the parcel fabric. Due to cost, accessibility, or land ownership, lower-quality coordinates may be substituted. However, lower grade coordinates should be the exception, rather than the rule. In addition, counties may but are not required to use Strategic Initiative grant funds to upgrade their PLSS from a NAD 27 coordinate system to a more current datum.

2. Current status of PLSS data in the county including a tally of the total number of corners, their remonumentation status, and their coordinate status (accuracy class) if known. Accuracy classes include survey-grade, sub-meter, and approximate.
   - **Survey-grade** – Coordinates collected under the direction of a professional land surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.
   - **Sub-meter** – Accuracies of 1 meter or better
   - **Approximate** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information.

3. Goals for the funding period, including the number of corners to be remonumented and/or rediscovered, the number to have new coordinates established, the accuracy class for these new coordinates, and the way in which these points will be integrated into the parcel fabric.

4. Documentation for any missing corner data as discussed below.

5. Efforts to collaborate with neighboring counties.

Exception: If a county believes it has achieved satisfactory completion and integration of its PLSS framework, this should be clearly stated in the “PLSS” Foundational Element layer status section of the land information plan.

Section 29 Benchmark 4 Project Activities and Itemized Costs. For Benchmark 4, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do not include vendor estimates as attachments to this fillable PDF.

Section 30 Benchmark 4 Total Costs. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Section 31 Other County Strategic Initiative Projects: Applies only to situations in which a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR waiver). Specifically, this entails:

- **Benchmarks 1 and 2** – Parcel and zoning data with extended parcel attributes will be submitted by March 31, 2016 for the V2 call for data, and will at least meet the export format standard
- **Benchmark 3** – Parcel fabric is complete
- **Benchmark 4** – PLSS framework has reached a level of satisfactory completion and integration, which is documented in the “PLSS” Foundational Element layer status section of the county land information plan (with the exception of LiDAR waiver counties described in Section 27.)

If a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR waiver), it will still remain eligible for $50k in 2016 Strategic Initiative grant funding. Such a county may use the Strategic Initiative funding for a project as listed in the “Current & Future Projects” section within the county land information plan.

For example, another Strategic Initiative project might be to complete or comprehensively update another Foundational Element layer, such as LiDAR, orthoimagery, address points, street centerlines, land use, zoning, or administrative boundaries. For the expanded list of Foundational Elements, see the 2015 Uniform Instructions for Preparing County Land Information Plans.

**Strategic Initiative funding exclusions.** Strategic Initiative grant funding may not be used for renewing annual software vendor contracts, ongoing operational costs, or maintenance of existing layers.

Section 32 Estimated amount of $50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties). Enter zero or “More than zero” and dollar amount.

**Addendum.** If “More than zero” is selected, use the 2016 WLIP Grant Application Addendum to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.
Section 32  Estimated amount of $50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties). Enter zero or "More than zero" and dollar amount.

Addendum. If "More than zero" is selected, use the 2016 WLIP Grant Application Addendum to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.

LiDAR waiver counties should also use the addendum to document the LiDAR project you will use the Strategic Initiative funding for. Others may leave blank or delete the addendum page if necessary.

Section 33  TOTAL ALL STRATEGIC INITIATIVE GRANT PROJECT COSTS should not exceed Strategic Initiative Award Eligible amount of $50k. Include costs for addendum projects in Strategic Initiative total if applicable.

Section 34  Land information officer name (typed) and date are required. Please do not sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.

Base Budget Grant Application Instructions

Section 1  The amount your county is eligible for 2016 Base Budget grant. Refer to the grant eligibility table on page 9 for amount.

Section 2  Enter the amount requested. The amount of funds requested/disbursed may not exceed your county's eligible amount from the grant eligibility table on page 9.

Section 3  Project Title: Provide a title for the Base Budget project your county plans to undertake that accurately but concisely describes the project.

Section 4  Project Activity Areas: Select the project activity area covered by the Base Budget project title. Refer to Chapter Adm. 47.03 for eligible projects and activities. Projects must fall under one of the following categories:

- Digital parcel mapping
- PLSS remonumentation
- Other parcel work (e.g., ROD indexing)
- LiDAR
- Orthoimagery
- Address Points
- Street Centerlines
- Software
- Hardware
- Website Development/Hosting Services
- Administrative Activities and Management
- Training and Education
- Other (specify)

Please do not select “Other” as a Base Budget Project Activity Area unless the project genuinely does not fit into one of the categories above.

Section 5  Land Information Plan Citations: For each project, list the corresponding citation (section and page numbers) from the county’s plan. All proposed grant activities must reflect goals and objectives contained in the county’s land information plan.

Section 6  Project Activities and Itemized Costs: For each project, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do not include vendor estimates as attachments to this fillable PDF.

Section 7  Base Budget Project Total: The “Base Budget Project Total” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.

Sections 8-22 Fill out sections 8-12, 13-17, and 18-22 only if your county has multiple Base Budget projects. Counties with more than four Base Budget projects should attach additional pages of the WLIP 2016 Grant Application Addendum. You may attach as many addendum pages as necessary. Addendum pages are available for download at www.doa.state.wi.us/WLIP.

Section 23 TOTAL ALL BASE BUDGET GRANT PROJECT COSTS should not exceed Base Budget Award Eligible amount. Include costs for addendum projects in Base Budget total if applicable.

Section 24 Land information officer name (typed) and date are required. Please do not sign and scan the form you send to WLIP. Handwritten signatures are not required. Applications should be submitted as a digital PDF, not a scanned copy.
## 2016 Grant Eligibility Table

<table>
<thead>
<tr>
<th>County</th>
<th>FY 2015 Retained Fees (July 2014-June 2015)</th>
<th>BB Grant Eligibility ($100k – FY 2015 Retained Fees)</th>
<th>Training &amp; Education Grant Eligibility</th>
<th>Strategic Initiative Grant Eligibility</th>
<th>Total Grant Eligibility Amount</th>
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(Continued)
### 2016 WLIP Grant Application

<table>
<thead>
<tr>
<th>County</th>
<th>Door</th>
<th>Name of Land Information Officer</th>
<th>Tom Haight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>421</td>
<td>Mailing Address</td>
<td>421 Nebraska Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City</td>
<td>Sturgeon Bay</td>
</tr>
<tr>
<td></td>
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<td>State: WI</td>
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<tr>
<td></td>
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<td>54235</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone</td>
<td>(920) 746-2391</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail Address</td>
<td><a href="mailto:thaight@co.door.wi.us">thaight@co.door.wi.us</a></td>
</tr>
</tbody>
</table>

1. County will submit draft 2016 land information plan to DOA by Dec. 31, 2015: **☑ Yes □ No**
2. Date of last county land information council meeting (mm/dd/yyyy): **07/09/2015**
3. LIO subscribed to the Land Information Officer’s listserv: **☑ Yes □ No**
4. County’s Retained Fee/Grant Report for 2014 submitted: **☑ Yes □ No**

### TRAINING & EDUCATION GRANT APPLICATION

| |  
|---|---|
| 5. Training & Education Award Eligible | $1,000.00 |
| 6. Training & Education Award Amount Requested | $1,000.00 |

7. Brief description of intended expenditures for Training & Education grant:

   Registration fees and travel expenses associated with Door County staff, or County Board or Land Information Council members attending any one or more of the following:
   a. WLIA Annual and Regional Meetings and/or sponsored training provided in association with those meetings;
   b. ESRI Wisconsin User Group Seminar;
   c. GIS Software training
   d. ESRI User Conference

8. **Statement and Authorization of Land Information Officer**

   As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Training & Education grant projects must be completed by December 31, 2017.

   LIO Name (typed) **Tom Haight**
   Date **09/01/2015**
## 2016 WLIP Grant Application

**County** Door  
**Name of Land Information Officer** Tom Haight

### STRATEGIC INITIATIVE GRANT APPLICATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Strategic Initiative Award Eligible</td>
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<tr>
<td>2. Strategic Initiative Award Amount Requested</td>
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### BENCHMARK 1

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. County anticipates meeting Benchmark 1 for the V2 call for data by March 31, 2016 in which format:</td>
<td></td>
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</tbody>
</table>
|   | Export format  
|   | Searchable format  
|   | In other format: County will not meet Benchmark 1 for V2 |
| 5. Will county use 2016 Strategic Initiative Funding to work toward selected V2 format for Benchmark 1 in the first quarter of 2016? |   |
|   | Yes  
|   | No |
| 6. County anticipates meeting Benchmark 1 for the V3 call for data by March 31, 2017 in which format: |   |
|   | Export format  
|   | Searchable format |
| 7. Will county use 2016 Strategic Initiative Funding to work toward selected V3 format for Benchmark 1? |   |
|   | Yes  
|   | No |
| 8. County anticipates meeting Benchmark 1 for the V4 call for data by March 31, 2018 in which format: |   |
|   | Export format is not an option for V4  
|   | Searchable format |
| 9. Benchmark 1 Land Information Plan Citations for *Project Plan to Achieve Searchable Format for Benchmarks 1 & 2* – Section and page numbers |   |
### BENCHMARK 1

10. Benchmark 1 Project Activities and Itemized Costs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
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<tbody>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Benchmark 1 Total Costs 0.00

### BENCHMARK 2

12. County anticipates meeting Benchmark 2 for the V2 call for data by March 31, 2016 in which format:
- [ ] Export format
- [x] Searchable format
- [ ] In other format: County will not meet Benchmark 2 for V2

13. Will county use 2016 Strategic Initiative Funding to work toward selected V2 format for Benchmark 2 in the first quarter of 2016?
- [ ] Yes
- [x] No

14. County anticipates meeting Benchmark 2 for the V3 call for data by March 31, 2017 in which format:
- [x] Searchable format

15. Will county use 2016 Strategic Initiative Funding to work toward selected V3 format for Benchmark 2?
- [x] Yes
- [ ] No

16. County anticipates meeting Benchmark 2 for the V4 call for data by March 31, 2018 in which format:
- [ ] Export format is not an option for V4
- [x] Searchable format

17. Benchmark 2 Land Information Plan Citations for Project Plan to Achieve Searchable Format for Benchmarks 1 & 2 – Section and page numbers

18. Benchmark 2 Project Activities and Itemized Costs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. Benchmark 2 Total Costs 0.00
### BENCHMARK 3

20. Is your county’s digital parcel fabric complete (including incorporated areas)?
   - Yes, parcel fabric complete (skip to Benchmark 4 section below)
   - No, county needs to work toward Benchmark 3  [Estimated year of completion]  

21. Will county use 2016 Strategic Initiative funding to work toward Benchmark 3?
   - Yes
   - No

22. Benchmark 3 Land Information Plan Citations for *Project Plan for Parcel Completion* – Section and page numbers

23. Benchmark 3 Project Activities and Itemized Costs

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish new corner (42)</td>
<td>34,321.00</td>
</tr>
<tr>
<td>Place ties to monuments (1)</td>
<td>528.00</td>
</tr>
</tbody>
</table>

24. Benchmark 3 Total Costs  0.00

### BENCHMARK 4

25. Is your county’s PLSS network complete and integrated into digital parcel layer?
   - Yes, PLSS network complete and integrated
   - No, county needs to work toward Benchmark 4  [Estimated year of completion]  

26. Will county use 2016 Strategic Initiative funding to work toward Benchmark 4?
   - Yes
   - No

27. Benchmark 4 waiver request: Check the waiver box if you wish to request a waiver from Benchmark 4 in favor of LiDAR costs
   - N/A
   - Yes, waiver requested in favor of LiDAR project

28. Benchmark 4 Land Information Plan Citations for *Project Plan for PLSS* – Section and page numbers
   - Public Land Survey System (PLSS) monuments on page 5
   - GPS Coordinates on PLSS monuments at bottom of page 21

29. Benchmark 4 Project Activities and Itemized Costs

<table>
<thead>
<tr>
<th>Activity Description</th>
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<tbody>
<tr>
<td>Establish new corner (42)</td>
<td>34,321.00</td>
</tr>
<tr>
<td>Obtain coordinates on monuments (56)</td>
<td>15,400.00</td>
</tr>
<tr>
<td>Place ties to monuments (1)</td>
<td>528.00</td>
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</tbody>
</table>

30. Benchmark 4 Total Costs  50,249.00
### OTHER COUNTY STRATEGIC INITIATIVE PROJECTS

31. County anticipates meeting Benchmarks 1-4 (or 1-3 with LiDAR waiver) \textit{and} foresees having some of the 50k Strategic Initiative funding “leftover”?

- [ ] Yes
- [x] No

32. Estimated amount of 50k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR waiver counties)

- [x] Zero
- [ ] More than zero \text{ Specify amount } \$  

If “More than zero” is selected, use the \textit{2016 WLIP Grant Application Addendum} to describe the projects you will use the Strategic Initiative funding for.

### 33. TOTAL ALL STRATEGIC INITIATIVE PROJECTS

\$ 50,000.00

### 34. Statement and Authorization of Land Information Officer

\textit{As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Strategic Initiative grant projects must be completed by March 31, 2017.}

\textbf{LIO Name (typed)} Tom Haight

\textbf{Date} 10/23/2015
## 2016 WLIP Grant Application

### County

| County Name of Land Information Officer | Tom Haight |

### Base Budget Grant Application

1. Base Budget Award Eligible (from grant eligibility table on page 9)  
   - $37,896.00

2. Base Budget Award Amount Requested  
   - $37,896.00

3. **Base Budget Grant Project Title 1**
   - **Aerial Photography**

4. Land Information Spending Category
   - Orthoimagery

5. Land Information Plan Citations – Section and page numbers
   - Imagery - page 8

6. Project Activities and Itemized Costs

   - **2016 payment (2nd-half)**: 22,958.50
   - Ortho & oblique imagery

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
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<tr>
<td>2016 payment (2nd-half)</td>
<td>22,958.50</td>
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<tr>
<td>Ortho &amp; oblique imagery</td>
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</table>

   **7. Base Budget Project 1 Total**: 22,958.50

8. **Base Budget Grant Project Title 2**
   - **Annual software maintenance**

9. Land Information Spending Category
   - Software

10. Land Information Plan Citations – Section and page numbers
    - Technology Architecture at bottom of page 18;
    - Ongoing costs not associated with a specific project on page 23.

11. Project Activities and Itemized Costs

<table>
<thead>
<tr>
<th>Item Description</th>
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<tbody>
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<td>ESRI ArcGIS Basic (1)</td>
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<tr>
<td>ESRI ArcGIS Basic Secondary (3)</td>
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<td>ESRI ArcGIS Spatial Analyst Primary (1)</td>
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<tr>
<td>Spillman Public Safety mapping modules</td>
<td>5,390.00</td>
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<tr>
<td>AutoCAD (2)</td>
<td>2,800.00</td>
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<tr>
<td>ESRI ArcPad (3)</td>
<td>750.00</td>
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   **12. Base Budget Project 2 Total**: 14,640.00
### BASE BUDGET GRANT APPLICATION CONTINUED

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<td>ESRI Online server</td>
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17. **Base Budget Project 3 Total** 9,225.00

<table>
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<tr>
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<tr>
<td>Pictometry Online Hosting</td>
<td>1,875.00</td>
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<tr>
<td>ESRI Online server</td>
<td>100.00</td>
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</table>

22. **Base Budget Project 4 Total** 0.00

### TOTAL ALL BASE BUDGET GRANT PROJECT COSTS

$37,896.00

### Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Base Budget project costs must be completed by December 31, 2017.

**LIO Name (typed):** Tom Haight  **Date:** 09/01/2015
2016 WLIP Grant Application Addendum

<table>
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<tr>
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<th>Door</th>
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**Addendum Type**

- [ ] Base Budget Project(s)
- [ ] Other county Strategic Initiative Project(s)/LiDAR project

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<thead>
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TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself
TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

13 Information Systems

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor No.</th>
<th>Sub Dept</th>
<th>Acct No.</th>
<th>Detl</th>
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<td>52206</td>
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Vendor Total: 2,757.87 **

Schedule Total: $17,838.73 ****
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<td>69901</td>
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VOUCHER TOTAL: $1,159.63

P:\Finance\Templates\voucherform.xlt
**VOUCHER**

STATE OF WISCONSIN
Door County

| VENDOR # | 9505 |
| VENDOR NAME: | Connecting Point |
| VENDOR ADDR | PO Box 248 |
| VENDOR ADDRESS: | Green Bay WI 54305 |

| Submitted By: | Brenda LaBresh |
| Approved by: | Department Head: |
| Committee Chair / County Administrator |

- Added to Voucher Listing
- Voucher Listing Signed / Approved
- Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

<table>
<thead>
<tr>
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<th>Description</th>
<th>@ Cost/Ea</th>
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| VOUCHER TOTAL | $ 368.25 | VOUCHER TOTAL |

P:/Finance/Templates/voucherform.xlt

20150828 Connecting Point Courtroom AV Install Materials.xlsx
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**VOUCHER TOTAL** $151.95
SCHEDULE OF VOUCHERS

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

13 Information Systems

DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 10/2015  Batch Nbr: 258101

<table>
<thead>
<tr>
<th>Vendor Name</th>
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Schedule Total: $3,080.60 ****
TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

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Schedule Total: $7,958.54 ****
# VOUCHER

**STATE OF WISCONSIN**  
Door County

VENDOR # 9776

- **New Vendor** (Please Assign New #)
- **One Time Vendor** (Please Assign New #)

**VENDOR NAME:** ELAN

**VENDOR ADDR:** PO Box 790408

**VENDOR ADDRESS:** St. Louis, MO 63179-0408

---

**PAID BY**  
This Area to be Completed by Finance Department

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**VOUCHER TOTAL**  
$ 209.19  

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**Submitted By:** Brenda LaBresh

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**Approved by:**  
- Department Head:
- Committee Chair / County Administrator

---

- Added to Voucher Listing
- Voucher Listing Signed / Approved
- Hold For Approval / Documentation After Processing

---

**Meeting Date**

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P:Finance\Templates\voucherform.xlt