

# Fond du Lac County Land Information Department

## Annual Report- 2018

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April 15, 2019

Public Safety Committee  
Fond du Lac County

Dear Committee Members:

The Fond du Lac County Land Information Department respectfully submits its 2018 Annual Report. This report is being submitted to the Public Safety Committee to inform them of the activities and accomplishments of the department in 2018. The Land Information Department, operating under the direction of the Public Safety Committee (PSC), UW-Extension Education, Agriculture and Recreation Committee, Land Information Council (LIC) and the Sanitation, Shoreland and Floodplain Zoning Board of Adjustment, extends special thanks to members of those committees for their on-going interest in, support of, and commitment to the department's activities. Members of those committees include:

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Gary A. Will, Vice Chair  
Michael C. Beer  
Thomas M. Kitchen  
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**UW-Extension Education,**

**Agriculture and Recreation Committee:**

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Troy Rademann  
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**Sanitation, Shoreland and Floodplain**

**Zoning Board of Adjustment:**

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Frank Bartzen, Vice Chair  
Donald Patchett  
Dan Dahlke  
Joseph Minz  
William Averbeck, Alternate  
Thomas Sugars, Alternate

The Fond du Lac County Land Information Department was created November 18, 2008, under Fond du Lac County Board Resolution 93-08. This resolution established the Department of Land Information as a separate department reporting to the County Executive and incorporated the functions and duties of the existing Tax Listing Department.

Effective November 8, 2018, resolution 46-18 was passed by the Fond du Lac County board merging the Code Enforcement Office with the Land Information Department. This merger eliminated the Code Enforcement Department head and transferred office management to the Director of Land Information.

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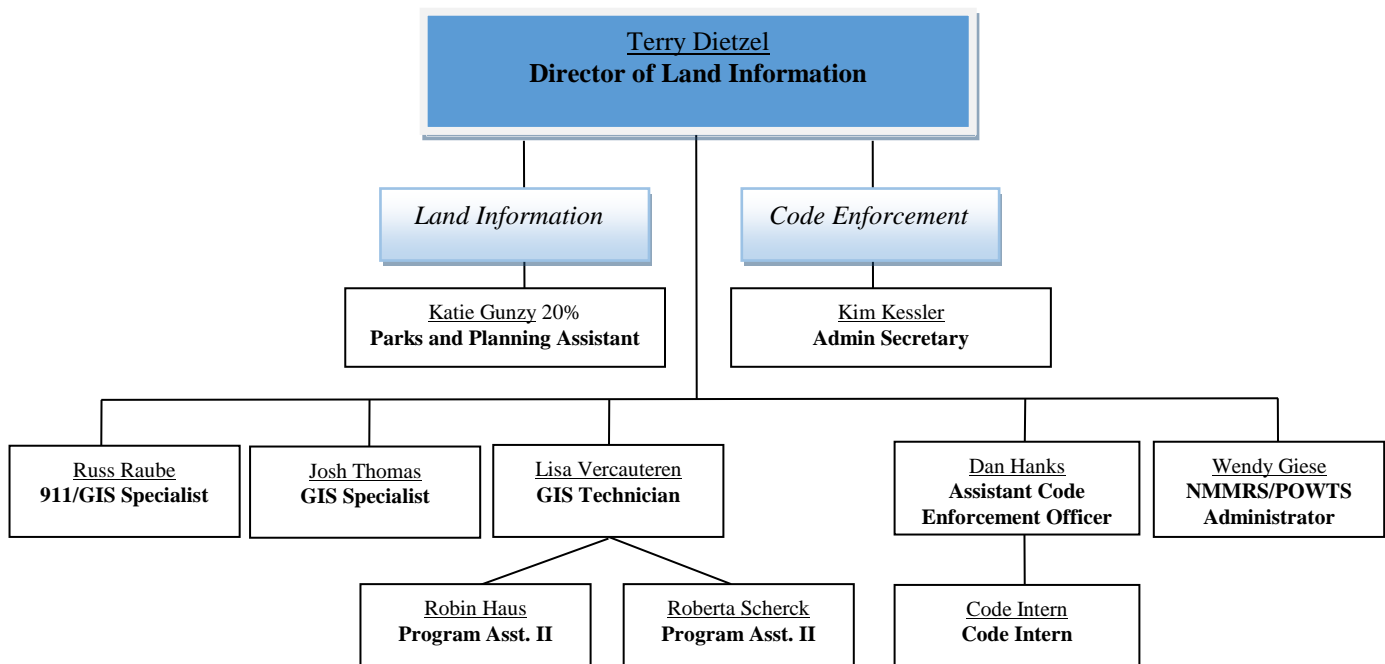
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The Land Information Department is now divided into two (2) divisions described below:

- **Land Information**- responsible for managing GIS mapping and services, maintenance of the rural address numbering system, Chapter 46 article III, tax parcel mapping, and property listing/description functions.
- **Code Enforcement**- responsible for managing Shoreland/Wetland Zoning, Chapter 44, Floodplain Zoning, Chapter 28, Private Onsite Wastewater Treatment Systems (POWTS), Chapter 58, Non-Metallic Mining Reclamation, Chapter 36, Automobiles, Tires and Junk, Chapter 30 article IV, Illicit Discharge, Chapter 30 article VII, Private Water System –Well Abandonment, Chapter 58 article III, and Lead Abatement, Chapter 30 article VI.

The department also provides administrative and clerical assistance to the Shoreland Zoning Board of Adjustment.

Below is an organizational chart and detailed reports for both divisions.



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### Land Information Department

The Land Information Department has responsibility for all GIS mapping services, maintenance of the rural address numbering, tax parcel mapping, and tax assessment and property description functions which support the Fond du Lac County Land Information and Tax systems. In 2018, the Land Information Department reaffirmed its commitment to work closely with all county offices and departments, local municipalities, state and federal agencies whose activities rely on use of land records. The department creates, enhances and maintains many critical geospatial (land information) data sets, provide mapping and geospatial analysis services, and support GIS, CAD and imaging hardware and software. County users include Land Conservation, Treasurer, Register of Deeds, Highway, County Clerk, District Attorney, County Sheriff and Communications and Emergency Management. We share data freely with all cities, villages, and towns in the county, neighboring counties, Wisconsin DNR, DOR, DOA, DOT, DOC and federal agencies including FEMA, Homeland Security, USDA, NRCS, Census Bureau, and USGS. The department is a resource available to all county departments, local, regional, state and federal units of government, and the public and private sectors.

To better understand the variety of duties and responsibilities listed above, definitions of highlighted terms are as follows:

**Land information** is defined in Wisconsin State Statutes 16.967 (1)(b) as:

“...any physical, legal, economic or environmental information or characteristic concerning land, water, groundwater, subsurface resources or air in this state. It includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic, and prehistoric sites and economic projections.”

**Land records** are defined in Wisconsin State Statutes 16.967 (1)(d) as:

“...maps, documents, computer files and any other information storage medium in which land information is recorded.”

**Land Information System** is defined in Wisconsin State Statutes 16.967 (1)(c) as:

“...an orderly method of organizing and managing land information and land records.”

#### REVENUE SOURCES:

The main source of revenues for the Land Information Department comes from general property taxes, grants, and charges for services. Table I. shows the budget breakdown for these accounts in the Land Information and Land Records budgets for 2018.

**TABLE I.**

Budget	Year	Property Taxes	Grants	Licenses/Permits	Charges for services
Land Information	2018	\$368,650.00	\$0.00	\$0.00	\$14.00
Land Records	2018	\$0.00	\$78,650.00	\$0.00	\$116,246.24

The Land Information budget relies heavily on funds from general property taxes and does not have much opportunity to apply for grants or to charge fees. The funds in this budget are utilized mainly to pay for staff and software maintenance.

The Land Records budget relies completely on grant funds and fees charged for services; zero general tax dollars are used for this budget. Grants for this budget come through the Wisconsin Land Information Program (WLIP) and the Federal Government. The fees charged for services are received from Real Estate Recording Fees collected as part of the Wisconsin Land Information Program (WLIP). \$8 is retained by counties for any real

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estate document recorded in the Register of Deeds Office. This revenue has been decreasing over the past couple of years from a high \$131,968 in 2016 to \$114,960 in 2018.

Significant activities and accomplishments of the Land Information Department in 2018 are summarized below.

### **LAND INFORMATION AND GIS SERVICES-**

- Acquisition of county-wide digital color orthophotography and elevation data.
- Provided mapping services for public hearings and county presentations.
- Maintained GIS interactive web mapping site, <http://gisweb.fdlco.wi.gov/fonddulacjs/>
- Street/Road Centerline file maintenance. This file contains names and address ranges for every segment of road (federal, state, county, town and private) in the County.
- Worked with the Treasurers Department to enhance and support the county internet Real Estate and Tax Data website. This query tool provides Internet access to tabular parcel information accessed by users 24-7. This tool is heavily used by the general public, private entities, and the government sector and a noticeable increase in information requests are received when the website is unavailable. Please check it out at <https://landinfo.fdlco.wi.gov/Ascent/PropertyListing/RealEstateTaxParcel#/Search>
- Large Format Copy/Plot/Scan System (HP-DesignJet T795). The Land Information Department has on-going responsibility for administration, support, maintenance and replacement of the shared large format copy/plot/scan system. With this equipment, in-house archiving of original large format documents for the Register of Deeds, Highway Department, and Sheriff's Department is being done. Many departments utilize this equipment for copies of large documents.
- Maintained County-wide tax parcel map. A countywide, seamless GIS parcel map, linked to the Tax Assessment, Tax Roll and other databases is used daily by various county departments.
- Distributed data. Served as a focal point for the receipt and distribution of data requests received from local municipalities, counties, state and federal government agencies, private entities, non-profits, and the public. Assisted County Departments with processing and delivery of data requests.
- Provided GIS services to Towns, Cities, Villages, Local Schools, Lake, Sanitary and other Special Taxing Districts. Produced ownership searches, maps of boundaries and creation of mailing labels as requested from data maintained in the tax assessment database and tax parcel mapping.

### **ADDRESS NUMBERING-**

The Department continues to update and maintain the rural address numbering system as written in County Code. Staff processed 144 requests for new addresses in 2018 versus 129 requests in 2017, see Table II. Requests for copies of rural address numbering maps continue at a high level. All rural address maps are now being updated electronically as new addresses are issued, eliminating time consuming manual updates. The County GIS website is automatically updated as addresses are issued and easily available for viewing by other departments and the public.

**TABLE II.**

Year	Number of New Addresses Issued
2018	144
2017	129

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### **PARCEL MAPPING-**

- Maintained integrity and availability of countywide tax parcel base map.
- Produced tax parcel maps in hard copy and digital format for Town Assessors and the general public.
- Created and maintained PDF format tax maps for in-house staff and for use by the public accessible on the Fond du Lac County Land Information Department website.
- Reviewed Certified Survey Maps, (CSM) and plats of surveys for ownership, closure and integrity.
- Developed and trained users on use of website tools to access parcel data from the County website.
- Provided office support for private surveyors.
- Filled mapping and data requests from public and private sector.
- Provided GIS technical support for staff in the Highway, Land Conservation and Planning and Parks Departments.
- Updated addresses in Cities, Villages and Towns.

### **REAL ESTATE DESCRIPTION-**

- Processed assessment data in a timely fashion to provide various assessment reports and forms (such as assessment rolls, assessment notices and final assessment rolls) in order to meet the assessor's deadlines.
- Reviewed name changes and property splits. Except for the period when tax bills are being run and when reports are finalized in preparation for the next year assessment rolls, documents are generally processed the day after they are recorded.
- Updated and verified the Parcel Identification Numbers (PIN) submitted on recorded documents and Electronic Real Estate Transfer Returns.

### **2018 Statistics:**

- 58,032 real estate parcels
- 6,511 personal property accounts
- 389 new parcels added in 2018
- 6,636 real estate recordings from the Register of Deeds Office were reviewed and processed
- Approximately 800 address changes were made (from a variety of sources, but usually from municipal clerks)
- 123 survey reviews and recordings were done (Plats, Condominiums, and Certified Survey Maps)

### **Property Description Goals for 2019:**

- Begin reviewing parcels listed without an acreage and establish a policy and procedure for creating and updating.
- Stay current with property name changes and splits.
- Create an online mailing address change request option and continue to verify address changes.

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The county-wide parcel count increased by 92 parcels from 2018 to 2019. Total parcel counts by municipality are presented below TABLE III.

**TABLE III.**

MUNICIPALITY	2018	2019
ALTO	1,107	1,112
ASHFORD	1,420	1,439
AUBURN	1,804	1,819
BYRON	1,624	1,628
CALUMET	1,717	1,721
EDEN	1,144	1,146
ELDORADO	1,391	1,396
EMPIRE	1,925	1,920
FOND DU LAC	2,212	2,212
FOREST	1,287	1,289
FRIENDSHIP	1,445	1,451
LAMARTINE	1,539	1,545
MARSHFIELD	1,360	1,363
METOMEN	977	979
OAKFIELD	1,107	1,112
OSCEOLA	1,912	1,917
RIPON	1,471	1,465
ROSENDALE	1,102	1,106
SPRINGVALE	965	964
TAYCHEEDA	3,161	3,166
WAUPUN	1,402	1,402
TOTALS	32,072	32,152
V-BRANDON	475	473
V-CAMPBELLSPORT	923	917
V-EDEN	381	380
V-FAIRWATER	214	214
V-MT CALVARY	305	306
V-N FOND DU LAC	1,861	1,862
V-OAKFIELD	500	500
V-ROSENDALE	477	478
V-ST CLOUD	319	320
C-WAUPUN	1,578	1,578
C-RIPON	3,115	3,118
C-FOND DU LAC	15,716	15,730
TOTALS	25,864	25,876
GRAND TOTAL	57,936	58,028

## Code Enforcement Division

The Code Enforcement Division administers the Floodplain Zoning Ordinance, Private Onsite Wastewater Treatment System (POWTS) Ordinance, Shoreland Zoning Chapter, Automobile, Tire and Junk Ordinance, Lead (Pb) Poisoning, Prevention and Control Ordinance, Nonmetallic Mining Reclamation Ordinance, Illicit Discharge Ordinance and the Private Water System Ordinance.

The Floodplain Zoning Ordinance, POWTS Ordinance, Shoreland Zoning Chapter, and Nonmetallic Mining Reclamation Ordinance are mandated by the State of Wisconsin. These ordinances are primarily administered at the county level with uniform administration throughout the State of Wisconsin. The Automobile, Tire and Junk Ordinance is a locally adopted ordinance enforced with the cooperation of local townships. The Lead (Pb) Poisoning, Prevention and Control Ordinance provides the necessary means to remediate lead paint hazards, reducing the lead risk for children. The Illicit Discharge Ordinance regulates non-storm water discharges along county roads in the Municipal Separate Storm Sewer System (MS4). The Private Water System Ordinance gives Fond du Lac County the authority to oversee the abandonment of unused wells within the county.

### FLOODPLAIN

By federal mandate Fond du Lac County adopted new floodplain maps that became effective November 4, 2009. The new maps are based on better topographic information; therefore, the new maps are more accurate than the previous floodplain maps. Most of the old maps were more than 20 years old and were in need of updating. Current Floodplain maps can be viewed on the County's GIS website, <http://gisweb.fdlco.wi.gov/fonddulacjs/>.

### POWTS (Private Onsite Wastewater Treatment System)

The POWTS program was established by requirements set forth in Wisconsin Administrative Code Comm 83. Chapter Comm 83 was renumbered chapter SPS 383 under s. 13.92 (4)(b) 1., Stats., Register December 2011 No. 672. This program required every POWTS in Fond du Lac County to have their septic system pumped and a visual inspection of the drainage disposal cell or field. All septic systems are put on a maintenance schedule for pumping, ranging from one to three years, depending on tank size.

In May 2010 a new maintenance tracking program developed by Transcendent Technologies was implemented. The software program tracks maintenance of all POWTS systems and is directly linked to Land Information Department(LID) so any property ownership changes made in LID will be reflected in the permit and maintenance tracking program.

Of major benefit to the POWTS maintenance program was the implementation of a web based reporting system for the service providers. Service providers are required to electronically report the results of any inspection and maintenance performed on a POWTS, regardless if it is in response to a County POWTS notification or not. The implementation of the POWTS software and web based service provider reporting has progressed successfully.

Pursuant to Resolution Number 124-09, adopted by the Fond du Lac County Board of Supervisors on March 16, 2010, and effective on the 2010 property tax bill, Fond du Lac County applied a special assessment fee of \$5.00 for each POWTS in Fond du Lac County. This assessment fee has since increased to \$6.00 in 2013 and then \$7.00 in 2016 to cover the annual cost of administering the POWTS program. This annual fee is designed to cover the costs of information collection and administration.

In 2018, there were 11,264 active POWTS systems in the program, see Table IV.

**TABLE IV.**

Tax Year	POWTS Special Assessment	# of POWTS	Revenue
2018	\$7.00	11,264	\$78,848.00
2017	\$7.00	11,217	\$78,519.00
2016	\$7.00	11,087	\$77,609.00
2015	\$6.00	11,090	\$66,540.00
2014	\$6.00	10,974	\$65,844.00

Sanitary permits issued by the department in 2018 are documented by Township, see Table V. The majority of permits were issued in the Towns of Ashford, Auburn, Empire, Osceola, and Taycheedah.

**TABLE V.**

SANITARY PERMITS	ALTO	ASHFORD	AUBURN	BYRON	CALUMET	EDEN	ELDORADO	EMPIRE	FOND DU LAC	FOREST	FRIENDSHIP	LAMARTINE	MARSHFIELD	METOMEN	OAKFIELD	OSCEOLA	RIPON	ROSENDALE	SPRINGVALE	TAYCHEDDAH	WAUPUN	TOTAL	
NEW CONVENTIONAL-PUBLIC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
REPLACEMENT CONVENTIONAL-PUBLIC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW CONVENTIONAL-RESIDENTIAL	1	2	6	0	0	0	0	3	0	2	0	0	1	1	0	5	2	0	0	4	1	28	
REPLACEMENT CONVENTIONAL-RESIDENTIAL	1	3	3	0	0	1	2	0	0	0	0	0	0	0	0	1	2	0	2	0	4	19	
NEW MOUND,IN-GRND,AT-GRADE-PUBLIC	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
REPL. MOUND,IN-GRND,AT-GRADE-PUBLIC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEW MOUND,IN-GRND,AT-GRADE-RESIDENTIAL	0	5	1	0	0	1	0	1	2	0	1	3	2	0	2	0	0	1	1	0	3	23	
REPL MOUND,IN-GRND,AT-GRADE-RESIDENTIAL	2	2	0	0	3	1	2	1	0	4	2	3	1	0	0	0	0	0	0	2	1	24	
NEW HOLDING TANK-PUBLIC	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
REPLACEMENT HOLDING TANK-PUBLIC	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2
NEW HOLDING TANK-RESIDENTIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REPLACEMENT HOLDING TANK-RESIDENTIAL	0	0	1	0	0	0	0	0	1	1	0	0	1	0	0	3	0	0	0	0	0	0	7
RECONNECT OR REPAIR	1	1	2	0	0	1	0	3	0	0	0	0	0	2	0	2	2	0	0	0	0	0	14
REPLACEMENT TANK	1	1	3	1	1	0	4	4	0	0	0	3	1	3	1	1	3	2	1	5	0	35	
REPLACEMENT DRAINFIELD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RENEWAL/TRANSFER PERMIT	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
ADVANCED TREATMENT UNIT- New	0	0	0	1	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	1	0	5
ADVANCED TREATMENT UNIT- Replace	0	0	0	3	0	0	1	0	4	1	0	3	0	0	1	1	0	0	0	0	0	0	14
<b>TOTAL</b>	<b>7</b>	<b>16</b>	<b>16</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>14</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>13</b>	<b>10</b>	<b>3</b>	<b>4</b>	<b>12</b>	<b>9</b>	<b>176</b>	



## SHORELAND ZONING

The Shoreland Zoning Ordinance continues to emphasize native shoreline vegetative buffers, rain gardens and other mitigation methods. The vegetative buffers, rain gardens and other mitigation methods act as a natural filter, helping remove particulate matter and nutrients from the surface water runoff before it enters our lakes and streams. Literature is currently available to assist and educate landscapers and homeowners on the importance and construction of shoreline vegetative buffers, rain gardens and other mitigation methods. Wisconsin Administrative Code NR115 has been revised, with adoption of a new county ordinance on August 16, 2016.

There was a steady decline in land use permits issued since 2009, however; 2017 and now again in 2018 permit numbers appeared to have increased and leveled off around those 2009 numbers. The number of applications to the Shoreland Zoning Board of Adjustment have continued to stay down. This decrease is mainly due to the revisions made to the Administrative Code NR115, see Table VI.

**TABLE VI.**

<b>LAND USE PERMITS BY YEAR</b>	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
LAND USE PERMITS	122	89	76	89	71	96	105	107	118	117
BOARD OF ADJUSTMENT	15	5	8	6	0	1	4	7	0	4

## NONMETALLIC MINING RECLAMATION

Chapter NR-135, Wisconsin Administrative Code was passed in December 2000. The overall goal of the state-mandated rule is to provide uniform statewide implementation for reclamation.

Fond du Lac County issued fifty-three (54) nonmetallic mining reclamation permits in 2018, consisting of 1,484 active mining acres. The total number of acres approved for mining in Fond du Lac County is 4,014 acres. Thirty (30) acres were released from reclamation as presented in filed reclamation plan\permits.

Nonmetallic minerals produced in the county are limestone, sand and gravel, lime and clay. These minerals provide aggregate for construction, dimension stone for building and landscaping, sand, gravel and crushed stone for road building and maintenance, industrial sand, lime for agricultural purposes, masonry and the paper industry.

**TABLE VII.**

Nonmetallic Mining Reclamation Permits		Alto	Ashford	Auburn	Byron	Calumet	Eden	Eldorado	Empire	Fond du Lac	Forest	Friendship	Lamartine	Marshfield	Metomen	Oakfield	Osceola	Ripon	Rosendale	Springvale	Taycheedah	Waupun	City of Fond du Lac	Total
		Active Acreage	1-5 Acres				3					1					1		1	1				
6-10 Acres			1		2		1			1					1	2				2				10
11-15 Acres												1											1	2
16-25 Acres			1		1		2		1		1				1		2			1				10
26-50 Acres	2			1	3		2							1		1	3	2		1				16
51+ Acres	1				3		1									3		1						9
		3	2	1	12	0	6	0	1	2	1	0	1	1	2	7	5	4	1	0	4	0	1	54



Town of Byron



Town of Eden

## **PRIVATE WATER SYSTEM**

In cooperation with and approval from DNR, Fond du Lac County adopted the Private Water System Ordinance in January of 2009, Resolution #15-08. This program allows this office to issue orders for repair or replacement of wells that are not in compliance with Wisconsin Administrative Code NR812. Most well owners are very cooperative and understand the reasoning behind abandoning or repairing a non-compliant well.

## **LEAD ASSESSMENTS (HUMAN HEALTH HAZARD)**

The Fond du Lac County Board passed resolution #21-99 in 1999 which established the Fond du Lac County Lead Poisoning, Prevention and Control Ordinance. The purpose of this ordinance was to reduce exposure to lead hazards and to eliminate, whenever possible, lead poisoning especially among children under six years of age and applied to all dwellings, dwelling units, and premises, within the borders of Fond du Lac County, including all dwellings, dwelling units, and premises, in incorporated and unincorporated areas within the county.

The Code Enforcement Department staff at the time worked closely with the County Health Department creating this ordinance and policies. Staff attended lead risk assessment training through the state and passed exams to become a Lead Risk Assessor. The County Health Officer then designated the Code Enforcement Department the authority to issue citations for any violations per county ordinance. Table VIII documents the number of properties which the Code Enforcement Department investigated over the past 5 years.

**TABLE VIII.**

Year	Number Lead Cases
2018	4
2017	5
2016	2
2015	3
2014	5