



**Amended  
7/18/2011**

**FINANCE COMMITTEE  
THURSDAY, JULY 21, 2011 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approval of Agenda
2. Approval of Minutes –July 7, 2011
3. Citizen Participation, Communications and Announcements
4. Transfers and Appropriations
  - A. Council on Aging
5.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
    - 1) Arrowhead Library System
    - 2) Public Safety and Justice
6. Review of Resolutions
  - A. Accepting the Cold Case Grant and Amending the Sheriff's Office Budget
  - B. Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff's Budget
  - C. Amending the Council on Aging Budget to Increase the Elderly and Handicapped Transportation Program Budget and to Receive State Health Insurance Program Funds
7. Semi Annual Report
  - A. County Clerk
  - B. Finance
  - C. Information Technology
  - D. Land Records
  - E. Register of Deeds
  - F. Treasurer
8. Approval of 2010 Land Records Modernization Plan
9. Set Time and Date for Tour of Tax Delinquent Properties
10. Report on Cash Balances and Investments
11. Adjournment

ROCK COUNTY

11-22  
Transfer No.

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

Requested by Council on Aging Department Joyce Lubben Department Head  
Date 6/29/11

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
00-0000-0001-46205	Loss of Fixed Assets	5,274.58

TO

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-62410	E&H Repair & Maint.	5,274.58

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

FINANCE DIRECTOR  
RECEIVED  
#11-22  
JUN 29 2011

# ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: Council on Aging  
DEPARTMENT

  
DEPARTMENT HEAD SIGNATURE

DATE: June 29, 2011

FROM:	AMOUNT
ACCOUNT #: 000000001-46205 DESCRIPTION: Compensation-Loss of Fixed Assets	\$5,274.58
CURRENT BALANCE: \$5274.58 * PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 30-3905-0000-62410 DESCRIPTION: E&H Repair and Maintenance	\$5,274.58
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - **BE SPECIFIC**: This request transfers insurance proceeds from an accident involving a Specialized Transit vehicle from the County's insurance compensation account into the Council on Aging's Elderly and Handicapped repair and maintenance fund.

\* STATE WOLF CR # A7693984  
TREASURER'S RECEIPT # 117621, 2/28/11

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1515410000-64901	TAX DEED EXP	12,000.00	76.2%	5,622.19	3,529.23	2,848.58	
	P1102540-PO# 07/13/11 -VN#013607			JANESVILLE GAZETTE INC			3,185.41
*** OVERDRAFT *** <b>TRANSFER REQUIRED</b>				CLOSING BALANCE		-336.83	3,185.41
	TAX DEED EXPENSE		PROG-TOTAL-PO				3,185.41

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,185.41 INCURRED BY TAX DEED EXPENSE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb: Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904	SUNDRY EXPENSE	4,000.00	30.2%	1,211.14	0.00	2,788.86	
	P1102516-PO# 07/13/11 -VN#044396			IHRKE,CONNIE			36.39
				CLOSING BALANCE		2,752.47	36.39
	EMPL.RELATED			PROG-TOTAL-PO			36.39

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$36.39 INCURRED BY EMPLOYEE RELATED. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-44164	FEES FR.ABSTRACT	100,000.00	52.4%	48,200.74	4,248.74		
	P1101412-PO# 07/13/11 -VN#043416			FIDLAR COMPANIES		-1,440.38	
				CLOSING BALANCE	48,990.90		-1,440.38
1017210000-62119	OTHER SERVICES	113,840.00	34.8%	41,392.32	-1,667.07		
	P1101412-PO# 07/13/11 -VN#043416			FIDLAR COMPANIES		1,499.96	
				CLOSING BALANCE	72,614.79		1,499.96
	LAND RECORDS			PROG-TOTAL-PO		59.58	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$59.58 INCURRED BY LAND RECORDS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62421	COMPUTER EQUIP	9,000.00	0.0%	2,559.00	-2,558.98	8,999.98		
	P1100380-PO# 07/13/11 -VN#036454			PARTS NOW			110.00	
				CLOSING BALANCE		8,889.98		110.00
0714300000-62491	SOFTWARE MAINT	630,312.00	54.4%	327,463.24	16,010.33	286,838.43		
	P1102453-PO# 07/13/11 -VN#017987			COMPUTRONICS			40.00	
	P1102460-PO# 07/13/11 -VN#035544			NOVELL INC			28,494.84	
	P1102515-PO# 07/13/11 -VN#050906			EDGEWAVE			14,440.00	
				CLOSING BALANCE		243,863.59		42,974.84
0714350000-62400	R & M SERV	78,250.00	89.2%	69,813.00	0.00	8,437.00		
	P1102414-PO# 07/13/11 -VN#047818			ENTERPRISE SYSTEMS GROUP			34,385.50	
*** OVERDRAFT ***				CLOSING BALANCE		-25,948.50		34,385.50
				INFORMATION TECH	PROG-TOTAL-PO		77,470.34	

**TRANSFER REQUIRED**

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$77,470.34 INCURRED BY INFORMATION TECHNOLOGY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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**JUL 21 2011**

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Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714400000-62119	OTHER SERVICES	222,395.00	63.3%	140,888.49	0.00	81,506.51	
	P1101976-PO# 07/13/11 -VN#011296						SUNGARD BI TECH INC 17,320.00
							CLOSING BALANCE 64,186.51 17,320.00
	IT GL UPGRADE						PROG-TOTAL-PO 17,320.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$17,320.00 INCURRED BY IT GENERAL LEDGER UPGRADE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR





Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000071-29265	DLF-BD,STRAY DOG P1101201-PO# 07/13/11 -VN#029514	0.00 100.0%	-1,188.73	-808.71	1,997.44	150.00	
							ROCK COUNTY HUMANE SOCIETY
							CLOSING BALANCE
					1,847.44		150.00
							BAL.SHEET A/C
							PROG-TOTAL-PO
						150.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$150.00 INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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Account Number	Name	Yearly Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
5150000000-62119	OTHER SERVICES	44,459.00	40.5%	18,015.30	0.00	26,443.70		
		07/05/11 -VN#035144		CRYSTAL COMPUTER CONSULTING IN			22.50	
				CLOSING BALANCE		26,421.20		22.50
5150000000-62210	TELEPHONE	3,000.00	47.3%	1,421.41	0.00	1,578.59		
		07/05/11 -VN#031631		US CELLULAR			7.37	
				CLOSING BALANCE		1,571.22		7.37
5150000000-62410	R & M-VEHICLES	4,000.00	82.4%	3,299.42	0.00	700.58		
		07/05/11 -VN#015284		POMP'S TIRE SERVICE INC			25.95	
				CLOSING BALANCE		674.63		25.95
5150000000-63100	OFC SUPP & EXP	1,500.00	35.9%	539.01	0.00	960.99		
		07/05/11 -VN#048235		OFFICE DEPOT			119.80	
				CLOSING BALANCE		841.19		119.80
5150000000-63101	POSTAGE	400.00	37.7%	150.84	0.00	249.16		
		07/05/11 -VN#010961		ARROWHEAD LIBRARY PETTY CASH			26.56	
				CLOSING BALANCE		222.60		26.56
5150000000-63108	PUBLIC INFO	4,000.00	9.8%	392.09	0.00	3,607.91		
		07/05/11 -VN#010961		ARROWHEAD LIBRARY PETTY CASH			65.10	
		07/05/11 -VN#015727		ROCK COUNTY 4H FAIR INC			364.00	
		07/05/11 -VN#050792		CUSTOM COPIES LLC			30.75	
		07/05/11 -VN#051096		TATOO MANUFACTURING			115.72	
				CLOSING BALANCE		3,032.34		575.57
5150000000-64303	EXTENSION MATERI	2,000.00	19.4%	389.60	0.00	1,610.40		
		07/05/11 -VN#013508		INGRAM LIBRARY SERVICES			116.07	
				CLOSING BALANCE		1,494.33		116.07
5150000000-64904	SUNDRY EXPENSE	1,500.00	6.3%	-95.30	0.00	1,595.30		
		07/05/11 -VN#011864		CLINTON PUBLIC LIBRARY			7.95	
		07/05/11 -VN#012445		EDGERTON PUBLIC LIBRARY			2.00	
		07/05/11 -VN#013627		HEDBERG PUBLIC LIBRARY			85.70	
				CLOSING BALANCE		1,499.65		95.65
5150000000-65321	BLDG/OFC LEASE	22,145.00	59.2%	13,125.00	0.00	9,020.00		
		07/05/11 -VN#018456		KEALEY, JAMES P OR EVELYN A			1,875.00	
				CLOSING BALANCE		7,145.00		1,875.00

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	ARROWHEAD LIBR.		PROG-TOTAL-PO			2,864.47	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,864.47 INCURRED BY ARROWHEAD LIBRARY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

LIBRARY BOARD COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2121000000-61920	PHYSICALS	22,796.00 0.0%	7,481.70	-7,481.68	22,795.98		
	P1100667-PO# 07/13/11 -VN#036647		MERCY OCCUPATIONAL HEALTH			419.00	
			CLOSING BALANCE		22,376.98		419.00
2121000000-62132	CR/DR CARDS FEES	800.00 0.0%	185.84	-185.83	799.99		
	P1100648-PO# 07/13/11 -VN#048147		FIRST NATIONAL BANK AND TRUST			54.12	
			CLOSING BALANCE		745.87		54.12
2121000000-62410	R & M-VEHICLES	135,000.00 43.2%	58,425.97	0.00	76,574.03		
	P1100640-PO# 07/13/11 -VN#012185		DAVIS CITGO SERVICE INC			147.50	
	P1100662-PO# 07/13/11 -VN#046406		KUTTER HARLEY DAVIDSON			379.46	
	P1100672-PO# 07/13/11 -VN#029613		PIONEER RIM AND WHEEL CO			144.70	
	P1100720-PO# 07/13/11 -VN#014534		MENARDS			40.53	
			CLOSING BALANCE		75,861.84		712.19
2121000000-63406	CLOTHING/UNIFORM	55,070.00 76.7%	41,715.01	572.00	12,782.99		
	07/13/11 -VN#027668		BECKER, GRACE			73.83	
			CLOSING BALANCE		12,709.16		73.83
2121000000-63409	CRIME SCENE SUPP	6,443.00 40.6%	2,034.03	587.12	3,821.85		
	P1100720-PO# 07/13/11 -VN#014534		MENARDS			86.06	
			CLOSING BALANCE		3,735.79		86.06
2121000000-63904	POLICING/IST AID	14,156.00 54.7%	7,756.89	0.00	6,399.11		
	P1100633-PO# 07/13/11 -VN#018588		BANDT COMMUNICATIONS INC			390.00	
	P1100634-PO# 07/13/11 -VN#018372		BATTERIES PLUS INC			56.55	
	P1100720-PO# 07/13/11 -VN#014534		MENARDS			29.20	
			CLOSING BALANCE		5,923.36		475.75
2121000000-64200	TRAINING EXP	35,418.00 54.8%	12,360.71	7,054.05	16,003.24		
	P1100644-PO# 07/13/11 -VN#019171		BLACKHAWK TECHNICAL COLLEGE			74.00	
			CLOSING BALANCE		15,929.24		74.00
	SHERIFF		PROG-TOTAL-PO			1,894.95	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,894.95 INCURRED BY SHERIFF. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2121670000-62119	OTHER SERVICES	262,547.00	0.3%	58,132.35	-58,965.81	263,380.46	
	P1100639-PO# 07/13/11 -VN#011725			CESA 2			15,246.51
				CLOSING BALANCE		248,133.95	15,246.51
	RECAP OPERATIONS			PROG-TOTAL-PO			15,246.51

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$15,246.51 INCURRED BY RECAP OPERATIONS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2122000000-62161	HOUSEHOLD SERV	77,643.00 10.4%	23,414.28	-15,267.44	69,496.16		
	P1100720-PO# 07/13/11 -VN#014534		MENARDS			31.61	
			CLOSING BALANCE		69,464.55		31.61
2122000000-62163	LAUNDRY	95,696.00 98.7%	45,768.77	48,731.24	1,195.99		
	P1100693-PO# 07/13/11 -VN#044403		VOGUE CLEANERS			14.00	
			CLOSING BALANCE		1,181.99		14.00
2122000000-62170	PHYSICIAN/OTHER	757,334.00 98.3%	488,265.62	256,498.44	12,569.94		
	P1100639-PO# 07/13/11 -VN#011725		CESA 2			2,200.00	
			CLOSING BALANCE		10,369.94		2,200.00
2122000000-62420	MACH & EQUIP RM	5,000.00 9.9%	494.12	5.00	4,500.88		
	P1100633-PO# 07/13/11 -VN#018588		BANDT COMMUNICATIONS INC			285.42	
			CLOSING BALANCE		4,215.46		285.42
2122000000-63300	TRAVEL	16,500.00 58.8%	2,711.05	7,000.02	6,788.93		
	P1102319-PO# 07/13/11 -VN#050988		PARAGON FINANCIAL GROUP			876.57	
			CLOSING BALANCE		5,912.36		876.57
2122000000-64200	TRAINING EXP	38,522.00 35.3%	6,087.47	7,522.93	24,911.60		
	P1100644-PO# 07/13/11 -VN#019171		BLACKHAWK TECHNICAL COLLEGE			296.00	
			CLOSING BALANCE		24,615.60		296.00
2122000000-64904	SUNDRY EXPENSE	133,000.00 31.5%	22,535.04	19,402.52	91,062.44		
	P1100633-PO# 07/13/11 -VN#018588		BANDT COMMUNICATIONS INC			600.00	
	P1100638-PO# 07/13/11 -VN#020525		BOB BARKER COMPANY INC			2,289.52	
			CLOSING BALANCE		88,172.92		2,889.52
	CORR.FACILITY		PROG-TOTAL-PO			6,593.12	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,593.12 INCURRED BY CORRECTIONAL FACILITY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2212010000-61100	REGULAR WAGES	94,607.00	41.4%	39,257.20	0.00	55,349.80	
	P1102580-PO# 07/13/11 -VN#014330			MANPOWER INC			1,285.83
				CLOSING BALANCE		54,063.97	1,285.83
	MED/FAM.CT.SERV.			PROG-TOTAL-PO			1,285.83

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,285.83 INCURRED BY MEDIATION/FAMILY COURT SERVICE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2212090000-63100	OFC SUPP & EXP	47,450.00	17.4%	8,256.78	0.00	39,193.22	
	P1101077-PO# 07/13/11 -VN#048467			STAPLES ADVANTAGE			231.00
				CLOSING BALANCE	38,962.22		231.00
	CLK.OF CTS.			PROG-TOTAL-PO			231.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$231.00 INCURRED BY CLERK OF COURTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2324000000-62420	MACH & EQUIP RM	13,480.00	12.7%	1,713.85	0.01	11,766.14	
	P1102534-PO# 07/13/11 -VN#038974					BADGERLAND REFRIGERATION INC	269.59
				CLOSING BALANCE		11,496.55	269.59
	911 PROJ.OPER.			PROG-TOTAL-PO			269.59

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$269.59 INCURRED BY 911 PROJECT OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2416100000-62124	CRIMINAL INVEST	8,500.00 0.9%	540.54	-457.51	8,416.97		
		07/13/11 -VN#029286	SULLIVAN,RICHARD			33.31	
			CLOSING BALANCE		8,383.66		33.31
2416100000-62126	OFFICER FEES	9,000.00 1.5%	2,832.94	-2,697.44	8,864.50		
		P1100605-PO# 07/13/11 -VN#050363	SOUTHEAST WISCONSIN PROCESS LL			45.00	
			CLOSING BALANCE		8,819.50		45.00
2416100000-62199	OTHER SERV	4,500.00 0.0%	0.00	0.00	4,500.00		
		P1102557-PO# 07/13/11 -VN#019340	YWCA CARE HOUSE			4,500.00	
			CLOSING BALANCE		0.00		4,500.00
2416100000-62501	REPORTER FEES	7,500.00 43.7%	2,931.00	353.02	4,215.98		
		P1100609-PO# 07/13/11 -VN#032120	HANSON,CARLA			102.50	
		P1102567-PO# 07/13/11 -VN#022968	FALK,BRIDGET			905.69	
		P1102579-PO# 07/13/11 -VN#022968	FALK,BRIDGET			43.35	
			CLOSING BALANCE		3,164.44		1,051.54
2416100000-63300	TRAVEL	8,000.00 38.3%	2,930.45	140.00	4,929.55		
		07/13/11 -VN#012307	DIRKS,SCOTT H			79.56	
		07/13/11 -VN#023026	URBIK,GERALD A			91.80	
		07/13/11 -VN#028755	JAHNKE,MARK			91.80	
		07/13/11 -VN#029286	SULLIVAN,RICHARD			97.92	
		07/13/11 -VN#045020	OLEARY,DAVID			91.80	
		07/13/11 -VN#049828	TJOA,GWANNY			105.57	
			CLOSING BALANCE		4,371.10		558.45
		DIST. ATTORNEY	PROG-TOTAL-PO			6,188.30	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,188.30 INCURRED BY DISTRICT ATTORNEY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2416110000-62503	INTERPRETER FEES	1,500.00	0.0%	557.50	-557.48		
	P1102182-PO# 07/13/11 -VN#050505			TANNER,CHRISTINE M		60.00	
				CLOSING BALANCE	1,439.98		60.00
		OPP/DV		PROG-TOTAL-PO		60.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$60.00 INCURRED BY DEFER.PROSECUTION/DOM.VIOLENCE. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR





Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2324150000-67171	C.A.-\$1000/MORE	1,468,500.00	60.0%	394,622.53	487,933.06	585,944.41	
	P1102280-PO# 07/13/11 -VN#041544					HEWLETT PACKARD DIRECT CDWG	34,800.54
	P1102283-PO# 07/13/11 -VN#041544					HEWLETT PACKARD DIRECT CDWG	63,350.48
	P1102578-PO# 07/13/11 -VN#033353					CDW GOVERNMENT INC	2,287.17
					CLOSING BALANCE	485,506.22	100,438.19
	911 CAP.PROJ.				PROG-TOTAL-PO		100,438.19

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$100,438.19 INCURRED BY 911 CAPITAL PROJECTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2324150000-67171	C.A.-\$1000/MORE P1004115-PO# 07/14/11 -VN#050530	1,468,500.00	59.1%	495,060.72	373,921.06	599,518.22	
							MOTOROLA SOLUTIONS INC
						114,012.00	
							CLOSING BALANCE
					485,506.22		114,012.00
	911 CAP.PROJ.						PROG-TOTAL-PO
						114,012.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$114,012.00 INCURRED BY 911 CAPITAL PROJECTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUL 21 2011**

DATE \_\_\_\_\_ CHAIR



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

**Sheriff Robert D. Spoden**  
INITIATED BY



**T Christiansen/ D Michaelis**  
DRAFTED BY

**Public Safety and Justice  
Committee**  
SUBMITTED BY

**July 1, 2011**  
DATE DRAFTED

**Accepting the Cold Case Grant and Amending the Sheriff's Office 2011 Budget**

1 **WHEREAS**, the Rock County Sheriff's Office is eligible to receive \$42,500 under a sub-grant from the  
 2 Wisconsin Department of Justice, to resolve homicide cold cases; and,  
 3  
 4 **WHEREAS**, the grant will be used for overtime wages in the amount of \$40,500 and for training in the  
 5 amount of \$2,000; and,  
 6  
 7 **WHEREAS**, the Rock County Sheriff's Office is considered a consultant in this project; and,  
 8  
 9 **WHEREAS**, the County will be responsible for cost of benefits and supplies.

10  
 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
 12 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does approve and authorize the acceptance of the Cold  
 13 Case grant; and,  
 14

15 **BE IT FURTHER RESOLVED**, that the Sheriff's Office budget for 2011 be amended as follows:  
 16

<u>Account/ Description</u>	<u>Budget 01/01/11</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
21-2145-2011-42100 Federal Aid	\$0	\$42,500	\$42,500
<u>Use of Funds</u>			
21-2145-2011-61210 Overtime	\$0	\$40,500	\$40,500
21-2145-2100-64200 Training Expense	\$0	\$2,000	\$2,000

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**  
Reviewed and approved on a vote of \_\_\_\_\_

*Ivan Collins*  
\_\_\_\_\_  
Ivan Collins, Chair

*Larry Wiedenfeld*  
\_\_\_\_\_  
Larry Wiedenfeld, Vice Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

*Mary Beayer*  
\_\_\_\_\_  
Mary Beayer

*Henry Brill*  
\_\_\_\_\_  
Henry Brill

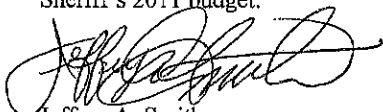
*Absent*  
\_\_\_\_\_  
Brian Knudson

**Accepting the Cold Case Grant and Amending the Sheriff's Office 2011 Budget**

Page 2

FISCAL NOTE:

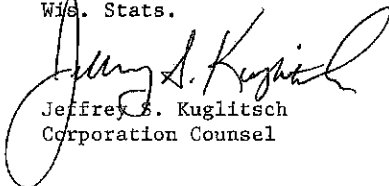
This resolution authorizes the acceptance and expenditure of \$42,500 in Federal Aid for the Sheriff's Cold Case Investigation Program. The cost of benefits and supplies are already included in the Sheriff's 2011 budget.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

### **Executive Summary**

The Wisconsin Department of Justice was awarded \$506,323 (\$42,500 Sheriff's Office portion) from the US Department of Justice to resolve homicide cold cases in Wisconsin. The award will fund efforts in the Division of Criminal Investigation, the Division of Law Enforcement Services, the Rock County Sheriff's Office, the Dane County Sheriff's Office, the Madison Police Department, and the Dane County Coroner's Office.

The funding will be used to provide overtime funds for full time detectives to devote time to cold case investigations. Investigators will partner with experts in DNA forensics, prosecution, victim/witness services, coroners, crime analysts and academic researchers to bring a well-rounded approach and fresh perspective to these challenging cases.

The Rock County Sheriff's Office is considered a consultant in this project. The Sheriff's Office is eligible to receive \$40,500 for overtime wages and \$2,000 for training under this grant. The County will be responsible for the cost of benefits and supplies.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

**Sheriff Robert D. Spoden**  
INITIATED BY



**Diane Michaelis**  
DRAFTED BY

**Public Safety and Justice  
Committee**  
SUBMITTED BY

**July 1, 2011**  
DATE DRAFTED

**Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and  
Amending the Sheriff's Budget**

1 **WHEREAS**, the Sheriff's Office has been awarded a \$29,000 grant from the High Intensity  
 2 Drug Trafficking Area (HIDTA) Program; and,  
 3  
 4 **WHEREAS**, the HIDTA Program is a program administered by the Office of National Drug  
 5 Control Policy (ONDCP); and,  
 6  
 7 **WHEREAS**, the purpose of the Program is to reduce drug trafficking and drug production in the  
 8 United States; and,  
 9  
 10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly  
 11 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 to approve and authorize the  
 12 acceptance of \$29,000 of HIDTA grant funds and to authorize the Sheriff to sign the award  
 13 documents; and,  
 14  
 15 **BE IT FURTHER RESOLVED**, that the 2011 Sheriff's budget be amended as follows:

<u>Account/ Description</u>	<u>Budget 06/30/11</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
21-2140-2011-42100 Federal Aid	\$21,000	\$29,000	\$50,000
<u>Use of Funds</u>			
21-2140-2011-61210 Overtime Wages-Productive	\$14,700	\$20,300	\$35,000
21-2140-2011-67172 Capital Assets \$500-\$999	\$6,300	\$8,700	\$15,000

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**  
Reviewed and approved on a vote of \_\_\_\_\_

Ivan Collins  
Ivan Collins, Chair

Larry Wiedenfeld  
Larry Wiedenfeld, Vice Chair

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver

Henry Brill  
Henry Brill

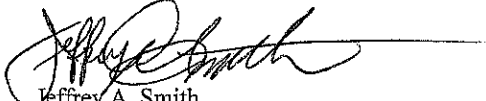
Absent  
Brian Knudson

**Accepting High Intensity Drug Trafficking Area (HIDTA) Grant and Amending the Sheriff's Budget**

Page 2

FISCAL NOTE:

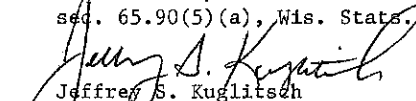
This resolution authorizes the acceptance and expenditure of an additional \$29,000 in Federal Aid for the Sheriff's drug enforcement program. No County matching funds are required to accept this grant.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

### Executive Summary

The Sheriff's Office has been awarded a \$29,000 grant from the High Intensity Drug Trafficking Area (HIDTA) Program, a program administered by the Office of National Drug Control Policy (ONDCP). The purpose of the Program is to reduce drug trafficking and drug production in the United States. This is a supplemental grant. The initial grant was received in April 2011.

The HIDTA Program provides funding resources to joint initiatives of federal, state, local, and tribal agencies in each area designated as a HIDTA to carry out activities that address the specific drug threats of those areas.

The grant funds will be used for overtime and equipment. The equipment purchased will be used for observation, surveillance, and undercover operations. Specific equipment to be purchased has not been determined at this time

Overtime	\$20,300
Equipment	<u>\$8,700</u>
Total	\$29,000

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services  
INITIATED BY



Joyce Lubben  
DRAFTED BY

Education, Veterans & Aging  
Services  
SUBMITTED BY

July 8, 2011  
DATE DRAFTED

**Amending the Council on Aging Budget to Increase the Elderly and Handicapped  
Transportation Program Budget and to  
Receive State Health Insurance Program Funds**

- 1 **WHEREAS**, repair and maintenance costs for the Elderly and Handicapped Transportation Program are
- 2 exceeding the approved budget; and,
- 3
- 4 **WHEREAS**, there are sufficient funds in the Elderly and Handicapped Transportation trust fund to cover
- 5 these expenses; and,
- 6
- 7 **WHEREAS**, the Council on Aging receives funding through the State Health Insurance Program (SHIP);
- 8 and,
- 9
- 10 **WHEREAS**, funds are used to support services provided through the elderly benefit specialist program;
- 11 and,
- 12
- 13 **WHEREAS**, allocations have been received for the 2011-2012 funding period.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 that it does hereby amend the Adopted 2011 Rock County
- 17 Council on Aging budget as follows:
- 18

<u>Account/Description</u>	<u>Budget at 07/01/2011</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<b><u>E &amp; H Transportation Program</u></b>			
<u>Source of Funds:</u>			
30-3905-0000-47000/ Transfer In	73,497	20,000	93,497
<u>Use of Funds</u>			
30-3905-0000-62410/ Repair and Maintenance	50,457	20,000	70,457
<b><u>2011-2012 State Health Insurance Program</u></b>			
<u>Source of Funds</u>			
30-3972-0000-42100/ Federal Funds	0	5,000	5,000
<u>Use of Funds</u>			
30-3972-0000-62119/ Other Contracted Services	0	5,000	5,000

**Amending the Council on Aging Budget to Increase the Elderly and Handicapped Transportation Program Budget and to Receive State Health Insurance Program Funds**

Page 2

Respectfully submitted,

**Education, Veterans and Aging Services Committee**

**Finance Committee Endorsement**

\_\_\_\_\_  
Terry Thomas, Chair

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Marvin Wopat, Vice Chair

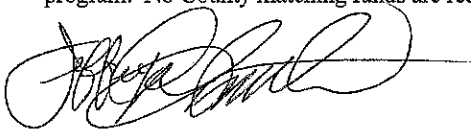
\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
David Innis

\_\_\_\_\_  
Fred Yoss

FISCAL NOTE:

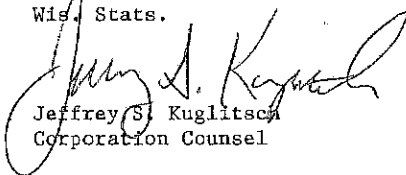
This resolution authorizes a \$20,000 Transfer In from the E&H Vehicle Trust Fund, which has an estimated unencumbered balance of \$70,735 for anticipated van maintenance costs. It also authorizes the acceptance and expenditure of \$5,000 in Federal Aid for the Council on Aging's State Health Insurance program. No County matching funds are required to accept this grant.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Kautson  
County Administrator



## EXECUTIVE SUMMARY

With a larger fleet of vehicles, more repairs are required on the busses and their lifts, causing expenses to run over budget. This resolution transfers funds from the E&H trust fund into the repair and maintenance budget.

State Health Insurance Program funds are awarded to assist with additional benefit specialist activities, particularly Medicare Part D enrollment and Medicare Advantage Plan options counseling. These programs work together to provide assistance with public and private health insurance issues and options to Medicare beneficiaries or those soon to be Medicare beneficiaries, their families and caregivers.

Benefit specialists are well-trained local advocates who assist not only with Medicare issues but with other private and governmental benefits as well.

No county funds are required.

# ROCK COUNTY, WISCONSIN

Office of the Rock County Clerk  
51 South Main Street  
Janesville, WI 53545

Lori Stottler, Rock County Clerk  
Maureen K. Johnson, Deputy



Office (608) 757-5660  
Fax (608) 757-5662  
[www.co.rock.wi.us](http://www.co.rock.wi.us)  
[stottler@co.rock.wi.us](mailto:stottler@co.rock.wi.us)

TO: Rock County Finance Committee

FROM: Lori Stottler, County Clerk 

DATE: July 11, 2011

SUBJECT: Semi-Annual Report – Attendance at Conventions/Conferences

For the period of January 1 through June 30, 2011, I attended a Professional Education Program where costs exceeded \$1,000.00 per event. As a third year student with THE ELECTION CENTER, I attended classes 11 & 12 of the 12 required core classes towards professional certification as Certified Election/Registration Administrator (CERA) status. This conference was held on the Campus of Auburn University, Auburn, AL. CERA designation is the highest achievement for those in the election profession. Each class is 9 hours of instruction followed by several hours of reflection and hands on projects/exploration.

Class XI – The History of Voter Registration and Elections Part I

Class XII – The History of Voter Registration and Elections Part II

Conference Registration:	\$530.00 (\$265.00 each Class)
Election Center Fee:	\$150.00 (Annual Membership)
Rental Car:	\$147.41
Air Fare Milw./Montgomery AL:	\$314.80
Lodging (roomed with Waukesha):	\$447.48 (roomed with Waukesha, WI Deputy Clerk)
Travel Expenses (meals, cabs...)	\$220.69
Less Reimbursement for 50% of hotel and Car for shared expenses	

**\$-306.83**

TOTAL: \$1,503.55


✓ Cc: Craig Knutson, County Administrator

\* I was scheduled to attend the workshop requirement and graduate August 2011 in Indianapolis, IN. However, the recount for the State Supreme Court took precedence and I had to cancel. I will apply to carry over training funds from 2011 to 2012 and will prepare to graduate in August of 2012. The Election Center credited me \$319.00 of \$369.00 paid towards next year's workshop.

MEMORANDUM

DATE: June 16, 2011

TO: Finance Committee

FROM: Jeffrey A. Smith, Finance Director 

RE: Semi-Annual Report of Training Costs Exceeding  
\$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, this is to advise you the Payroll Coordinator/Manager attended the annual conference for our payroll system. Her costs of attendance exceeded \$1,000. A summary of the conference costs are attached to this memo.

Please contact me if you have any questions on this matter.

cc: Craig Knutson

[Out of State Training Report to Finance Committee]

FINANCE DIRECTOR  
 SEMI-ANNUAL REPORT OF TRAINING COSTS OVER \$1,000  
FOR THE PERIOD: JANUARY 1, 2011-JULY 1, 2011

<u>ATTENDEE NAME/POSITION</u>	<u>DATE(S) OF TRAVEL</u>	<u>REASON/PLACE TRAVELED</u>
Janet Trautsch, Payroll Coordinator/Manager	June 7-11, 2011	Highline User Conference Nashville, TN

<u>REGISTRATION FEES</u>	<u>TRAVEL COSTS</u>	<u>LODGING</u>	<u>MEALS</u>	<u>TOTAL COSTS</u>
\$250.00	\$463.90	\$582.68	\$77.67	\$1,374.25

OOS-COST

**Information Technology  
Semi-Annual Report  
Training/Conferences over \$1,000  
01/01/11-06/30/11**

Date	Staff Name	Class	Location	Travel \$ Food	Travel \$ Hotel	Travel \$ Air/other	HP9000 HP3000	Network	Misc.	Total Cost
1/9/11-1/13/11	Tracy	Laserfiche User Conf	Los Angeles, CA	49.47	543.24	409.50			N/C	\$1,002.21
4/11/11-4/15/11	Dave	MS SQL Class	Madison, WI	51.52	N/C	\$214.20		\$1,000.00		\$1,265.72
5/15/11-5/20/11	Todd	SUGA Conf	Las Vegas, NV	108.38	324.32	599.10	525.00			\$1,556.80
5/30/11-6/3/11	Tracy	Mitel Forum	Ft Lauderdale, FL	42.84	1,001.25	424.60			495.00	\$1,963.69
6/5/11-6/10/11	Tracy	HP World	Las Vegas, NV	22.48	1,041.60	512.60	1,495.00			\$3,071.68
6/5/11-6/10/11	Dave	HP World	Las Vegas, NV	39.27	1,041.60	512.40		1,545.00		\$3,138.27
6/6/11-6/10/11	Kathy	Highline	Nashville, TN	46.84	496.02	295.80	250.00			\$1,088.66
6/6/11-6/10/11	Dan	Citrix ZenApp	Waukesha, WI	89.03	174.00	168.00		2,500.00		\$2,931.03
<b>Totals</b>				\$449.83	\$4,622.03	\$3,136.20	\$2,270.00	\$5,045.00	\$495.00	\$16,018.06

ROCK COUNTY, WISCONSIN



**Real Property  
Description Department**  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5610

MEMORANDUM

DATE: July 5, 2011  
TO: Finance Committee *MS*  
FROM: Michelle Schultz, Real Property Lister/LIO  
RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Land Records committee used Land Records funds in attending any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson



## **MEMO**

**DATE:** July 5, 2011

**TO:** Finance Committee

**FROM:** Randy Leyes  
Rock County Register of Deeds

**SUBJECT:** Semi-Annual Report – Attendance at Conventions/Conferences

This is to advise you that the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1,000 per event for the period of January 1, 2011 through June 30, 2011.

Cc: Craig Knutson, County Administrator

## MEMO

**To:** Finance Committee  
**From:** Vicki Brown  
**Date:** July 5, 2011  
**Re:** Semi-Annual Report – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson



# ROCK COUNTY LAND RECORDS MODERNIZATION PLAN



2010

# ROCK COUNTY LAND INFORMATION MODERNIZATION PLAN

## EXECUTIVE SUMMARY

### A. County Identification and Contact Information

The Rock County contact person for the Wisconsin Land Information Program is:

Michelle Schultz  
Real Property Lister/Land Information Officer  
Rock County Real Property Description  
51 S. Main Street  
Janesville, WI 53545  
(608) 757-5610  
[schultz@co.rock.wi.us](mailto:schultz@co.rock.wi.us)

### B. Participants in the Planning Process

In 1989, Rock County Board of Supervisors created a Land Information Office charged with the responsibility of modernizing land records and associated information within the county. This office is composed of all county departments that utilize land information and include but are not limited to the following:

*Real Property Description, Real Property Lister  
Land Information Officer, (Michelle Schultz)  
County Surveyor, (Donald Barnes)  
Planning, Economic and Community Development, GIS Manager/Senior Planner  
(Jennifer Borlick)  
Register of Deeds, (Randy Leyes)  
Health Department, Director, (Karen Cain)  
Land Conservation, (Norman Tadt)  
Public Works, Director, (Ben Coopman)  
Public Works, Parks Director, (Lori Williams)  
Information technology, Director, (Mickey Crittenden)  
County Treasurer, (Vicki Brown)  
Communications Center 911, Director, (Dave Sleeter)*

Each entity within this office is responsible for information related to their particular discipline. Information from each member is used as a foundation upon which to build information for successive departments. In addition, other outside agencies and the cities of Janesville and Beloit, have access to the office.

The following individuals have participated in the development of this plan.

Real Property Description – Michelle Schultz, Gary Lockwood  
County Surveyor – Don Barnes  
Planning Department – Jennifer Borlick  
Register of Deeds – Randy Leyes  
Land Conservation – Tom Sweeney, Norman Tadt  
Public Works – Ben Coopman, Lori Williams  
Information Technology – Mickey Crittenden, Diana Arneson, Kathy Kope  
County Treasurer – Vicki Brown, Joan Slater  
Communications Center 911 – Dave Sleeter, Kris Pehl  
City of Beloit – Mike Flesch  
City of Janesville – Kirby Benz

The direction of the Rock County Land Information Office is under the authority of the Finance Committee, and the Planning & Development Committees of the Rock County Board of Supervisors.

*Finance Committee*

Mary Mawhinney, Chair  
Sandra Kraft, Vice-Chair  
David Diestler  
J. Russell Podzilni  
Mary Beaver

*Planning & Development Committee*

Alan Sweeney, Chair  
Mary Mawhinney, Vice-Chair  
Marilynn Jensen  
Phillip Owens  
Terry Thomas

**C. Summary of the Plan**

The purpose of this plan is to update and guide the process of land records modernization in Rock County, Wisconsin as required by WI Stat 59.72 over the next five years. To date, Rock County has made substantial progress in data conversion and systems development. The focus of this plan is the continued development of this process and cooperation among custodial departments in establishing a fully functional Geographic Information System. This plan will be integrated into Rock County's Comprehensive Plan 2035 as Chapter 15. The plan will be implemented by the Rock County Land Information Office, and is submitted for review and approval by the Wisconsin Department of Administration.

## **D. County Land Information Website**

The Rock County website for geographic and Land related information and services is available from the County's home page.

[www.co.rock.wi.us](http://www.co.rock.wi.us)

## **E. Municipal Land Information**

The following Rock County Municipalities maintain land information websites:

City of Beloit: [www.ci.beloit.wi.us](http://www.ci.beloit.wi.us)

City of Janesville: [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

## **15.1 Land Information Plan**

### **A. Goals & Objectives**

The Rock County Land Information Office meets on a monthly basis to discuss the priorities and requirements that are needed to accomplish our objectives. The execution of our objectives is dependent upon the continuation of the Wisconsin Land Information Program, the amount of retained fees collected, availability of grant funds and any other additional funding sources for land information activities. The following are the goals and objectives for integration of Rock County land information to users across Wisconsin as recommended by the Rock County Land Information Office.

#### **Goal**

**15.1.1** The development and implementation of a fully functional multi-purpose, object orientated geographic information system (GIS) maintained by multiple county departments, municipalities and organizations that meets the needs of public and private users in an efficient and cost effective manner.

#### ***Objective***

**15.1.1.1** The Rock County Land Information Office will build the Rock County Land Records program to meet the needs of public and private users through the continued process of data acquisition, data creation and data conversion.

#### ***Policy***

**15.1.1.1.a** The Rock County Land Information Office will set priorities for data acquisition and data conversion.

**15.1.1.1.b** The Rock County Land Information Office will work in a collaborative environment to reduce duplication, increase productivity and maximize resources.

**15.1.1.1.c** The Rock County Land Information Office will conduct periodic needs assessment surveys to evaluate the future needs of Land Records Modernization

**15.1.1.1.d** Individual departments in the Rock County Land Information Office will maintain the custodianship of the data they acquire, create and convert.

***Objective***

**15.1.1.2** The Rock County Land Information Office will implement and maintain a multi-purpose, object oriented GIS framework for data storage and dissemination purposes that meets the needs of users within the County developed and maintained by multiple County departments, municipalities, and organizations through the use of current hardware and software best practices.

***Policy***

**15.1.1.2.a** The Rock County Land Information Office will keep current with new technologies, polices and procedures by providing County members with on going training and learning opportunities.

**15.1.1.2.b** The Rock County Land Information Office will provide an efficient method of data dissemination to the public and private sector according to best practices and usability.

**15.1.1.2.c** The Rock County Land Information Office will acquire software and hardware technology appropriate to the needs of the members in a timely and efficient manner as funding allows.

***Objective***

**15.1.1.3** The Rock County Land Information Office will encourage intergovernmental cooperation through the use of data sharing agreements, cost sharing agreements, and other resource sharing agreements as needs arise and resources become available.

***Policy***

**15.1.1.3.a** In the event of an emergency or natural disaster the Rock County Land Information Office will work with and provide data to Federal, State and Local agencies responding to the emergency in a timely and efficient manner.

**15.1.1.3.b** The Rock County Land Information Office will share data between public and private entities through a data sharing agreement when similar needs and services is in the best interest of the public's safety, education and awareness unless otherwise specified in a cost sharing agreement.

**15.1.1.3.c** The Rock County Land Information Office will establish and/or participate in cost sharing agreements for the acquisition, creation and dissemination of data when in the best interest of the public and the County.

**15.1.1.3.d** The Rock County Land Information Office will establish and/or participate in other resource sharing agreements when in the best interest of the public and the County.

- a.** Presently Rock County does not have any difficulty obtaining data from the state needed to implement this plan.
- b.** Rock County can obtain or currently has access to the information necessary to execute this plan.
- c.** Rock County has selected ESRI as our current GIS software vendor. ESRI is the industry standard software vendor and is a member of the Open GIS Consortium, which promotes interoperability standards.

d. Rock County's GIS data is referenced to the Rock County Coordinate System, Wisconsin County Coordinate System. This system is relatable to the North American Datum (NAD) 1983 (1991) and can be referenced for use by others. A description of the Rock County Coordinate System is supplied with all data and is also available from the Wisconsin State Cartographers Office.

e. Rock County has a substantial investment in its GIS System. In order to ensure most current data, maintenance has been integrated into the daily work activities of County Departments inputting data into the GIS.

Rock County's GIS environment is comprised of a collection of servers that are either dedicated for GIS data maintenance and Internet publications or shared with other County database applications. Rock County's technology environment is based on Microsoft Windows, Unix, and Linux operating systems. Data maintenance and internal publication is housed on a dedicated Windows server. The County's tabular GIS data and ESRI's Spatial Database Engine (ArcSDE) is in an SQL Server database, which is housed on a dedicated Windows server. Currently a dedicated Linux server is used to publish GIS data to the Internet. Rock County's database design uses key identifiers to assure integration with tabular data. FGDC-compliant metadata is maintained and distributed with all GIS data.

## B. Progress Report on Ongoing Activities

### *Objective*

**15.1.1.1** The Rock County Land Information Office will build the Rock County Land Records program to meet the needs of public and private users through the continued process of data acquisition, data creation and data conversion.

<b>Activities</b>	<b>Status</b>
<i>Optical Imaging Back Scanning Program</i> Program began in 1997; approximately 13 years of aperture cards have been scanned and entered into the real estate database for viewing.	Ongoing
<i>Redaction of Recorded Documents</i> The Rock County Register of Deeds Office is redacting social security numbers from records currently available on the Internet, and will continue to do so for any document intended to be available on the Internet.	Ongoing
<i>Creation of a County Zip Code Layer</i> Layer was created in-house to assist the Rock County 911 Communications Center.	Complete
<i>Creation of a Cellular Tower Layer</i> Layer was created in-house to assist the Rock County 911 Communications Center.	Complete / Ongoing

<b>Activities</b>	<b>Status</b>
<p><i>Acquisition of Digital Orthophotography</i>            In 1996 the County obtained digital orthophotography for the entire county in black and white at one-meter resolution. This was updated in 2000 at a 12" resolution. Other imagery available includes Pictometry flown in April of 2008 and 1-meter NAIP 2008 photography. We anticipate a county wide 2010 12" color orthophotography update should funds be available for such a project.</p>	Ongoing
<p><i>Acquisition of Digital Soils Data</i>            In partnership with the USDA in 1996, Rock County acquired a soil map and associated database for the entire County.</p>	Complete
<p><i>Acquisition of Digital Drainage Data</i>            In conjunction with the soils data, Rock County was provided countywide drainage feature information. This project was updated in house in 2007 using a variety of sources including USGS Maps, 12" b &amp; w Orthophotography and Pictometry imagery.</p>	Complete
<p><i>Re-delineation / Re-Study of FEMA Floodplain Mapping</i>            A Federal / State grant project in coordination with FEMA and WDNR to re-study and re-delineate Rock County Floodplains based on upgraded geospatial information obtained from the March 2000 Orthophoto/Topography/DTM project. This project will include capturing culvert, short span and bridge metrics.</p>	Complete
<p><i>Update of Hydrology Layer</i>            Re-Digitization of Rock County Hydrology using best information available</p>	Complete/ Ongoing
<p><i>Digital Parcel Conversion</i>            Conversion of hard copy maps to digital began in 1995. This process for twenty Townships, 4 cities, and 3 villages was done entirely in-house and completed in 2004. This dataset is maintained on a daily basis.</p>	Complete / Ongoing
<p><i>Address Mapping</i>            Rock County has completed an address-mapping project that was requested by the 911 Communications Center. This dataset was compiled by a Consultant and is now maintained annually by the 911 Communications Center.</p>	Complete / Ongoing
<p><i>Creation of a Cultural-Historic Database</i>            This dataset was created to depict historical places of interest in Rock County, which may not be part of a State or Federal dataset.</p>	Complete

**Objective**

**15.1.1.2** The Rock County Land Information Office will implement and maintain a multi-purpose, object oriented GIS framework for data storage and dissemination purposes that meets the needs of users within the County developed and maintained by multiple County departments, municipalities, and organizations through the use of current hardware and software best practices.

<b>Activities</b>	<b>Status</b>
<i>ESRI Annual Conference Participation</i> Up to 3 members of the Rock County Land Information Office attend the ESRI Annual conference to keep current with changes in technology, learn new techniques and establish best practices.	Ongoing
<i>GIS Training</i> Training funds are made available for members of the Rock County Land Information Office to keep current with changes in technology and learn new technology as it becomes available.	Ongoing
<i>Fidlar Software Implementation</i> Purchase, installation and training to support Fidlar Software within Rock County's System. The software also allows for documents to be viewed and searched over the Internet. This project was completed in 2006.	Complete
<i>ESRI Spatial Database Engine (SDE) Implementation</i> Purchase, installation and training to support ArcSDE platform within Rock County's GIS Program. This project was completed in the Spring of 2006.	Complete
<i>Migration to ArcGIS Geodatabase Data Model Structure</i> Future conversion of data from a shapefile to a Geodatabase format.	Ongoing
<i>ESRI ArcIMS Internet Mapping Implementation</i> Purchase, installation and training to support publishing of Land Records information to the internet by Rock County. This project was completed in 2006.	Complete

**Objective**

**15.1.1.3** The Rock County Land Information Office will encourage intergovernmental cooperation through the use of data sharing agreements, cost sharing agreements, and other resource sharing agreements as needs arise and resources become available.

<b>Activities</b>	<b>Status</b>
<i>Expansion of Automated Vehicle Location (AVL)</i> AVL has been expanded across jurisdictions to include most Fire and Emergency Medical Service units in the County.	Complete



<b>Activities</b>	<b>Status</b>
<p><i>2010 Orthoimagery / LiDAR Acquisition</i></p> <p>The Rock County Land Information Office is working with the Cities of Janesville and Beloit and other potential funding partners for the acquisition of Orthoimagery and topography data.</p>	Ongoing
<p><i>June 2008 Flooding</i></p> <p>The Rock County Land Information Office provided digital data to FEMA, USGS, WEM and local municipalities for flood relief efforts.</p>	Complete
<p><i>Data Sharing</i></p> <p>A standard no cost data sharing agreement has been created for the distribution of data with public and private entities acting as agents for public entities.</p>	Ongoing

## C. New Initiatives

### 1. Proposed Projects

The Rock County Land Information Office has plans to implement several proposed projects within the scope of this plan (subject to available time and resources) in order to support the goals and objectives of the office.

#### *Objective*

**15.1.1.1** The Rock County Land Information Office will build the Rock County Land Records program to meet the needs of public and private users through the continued process of data acquisition, data creation and data conversion.

<b>Proposed Projects</b>	<b>Timeline</b>
<i>911 Communications</i>	
Use county-owned GPS equipment to create a fire hydrant / water source database to assist Rock County fire departments.	2011
Update Ortho and oblique imagery to support wireless 9-1-1 callers	2011, 2013
Determine feasibility of in-house GPS maintenance of new street centerlines.	2015
Research reverse-911 map layer and corresponding database.	2015
Create hazmat mapping database.	2015
Create Utilities boundaries	2015
<i>Health Department</i>	
Establish inventory of private well monitoring, lead paint sites, disease clusters, septic systems and toxic sites.	2015
<i>Planning, Economic and Community Development Agency</i>	
Establish Land Evaluation Site Assessment (LESA) Procedure and supporting data to conform with Rock County Comprehensive Plan 2035.	2010

<b>Proposed Projects</b>	<b>Timeline</b>
Establish Purchase of Development Rights (PDR)/Purchase of Agricultural Conservation Easements Program and supporting data to conform with Rock County Comprehensive Plan 2035.	2010
Update Agricultural Preservation Plan and supporting data.	2011, 2015
Update Rock County Comprehensive Plan 2035 and supporting data.	2015
Update Historic Sites and Buildings Plan and supporting data.	2015
Update Parks, Outdoor Recreation and Open Space Plan and supporting data.	2014
Update and Re-evaluate Environmentally Significant Open Space Layer	2015
Update Land Use Inventory Program and supporting data.	2011
Inventory potential economic development sites within the county. This will aid in providing potential clients with timely, accurate and concise information relating to potential development sites.	2015
<i>Public Works</i>	
Inventory current roads through incorporating the State of Wisconsin local roads database and analyze sites for proposed roads.	2015
Establish inventory of all County public boat launch sites	2015
Update trail maps, including County Park trails, the Ice Age National Scenic Trail, and County snowmobile trails.	2013
Establish an inventory of all threatened and endangered species in County Parks using a Rock County Natural Area Study prepared in 2001.	2015
Establish an invasive species inventory in County Parks, including management units where applicable.	2015
Internally use the Wisconsin Wetland Inventory for wetland delineation in County Parks	2012
Establish park management/improvement database including tree trimming, lawn maintenance and pest abatement activities.	2015
<i>Real Property Description</i>	
Create a location-based parcel numbering system referred to as a Parcel Identification Number (PIN) to replace current parcel and computer numbers, with assistance from IT to link previous parcel and computer numbers to the new PIN. PIN shall be in accordance with the Wisconsin Department of Revenue and Wisconsin Land Information Association recommendations.	2015
Scan historical Mylar Property Division maps to a digital format to prolong life expectancy, ease distribution, and reduce required storage space.	2015
<i>County Surveyor</i>	
Scan to a digital format and index the County Section Corner tie sheets to prolong life expectancy, ease distribution and reduce required storage space.	2015

**Objective**

**15.1.1.2** The Rock County Land Information Office will implement and maintain a multi-purpose, object-oriented GIS framework for data storage and dissemination purposes that meets the needs of users within the County, developed and maintained by multiple County departments, municipalities, and organizations through the use of current hardware and software best practices.

<b>Proposed Projects</b>	<b>Timeline</b>
<i>Register of Deeds</i>	
Upgrade of Fidlar I-Doc software to Fidlar AVID system for increased functionality, capacity and accessibility.	2012
<b>Proposed Projects</b>	<b>Timeline</b>
<i>Planning, Economic and Community Development Agency</i>	
Establish Digital Submission procedure and database for regulatory documents	2015
<i>Information Technology</i>	
Migration from ESRI ArcIMS web mapping technology to ESRI ArcGIS Server technology.	2011
Migrate from an Oracle SDE implementation to a Microsoft SQL Server implementation.	2011
Develop the ability to provide Land Records / GIS information using an ftp application.	2015
Improve network infrastructure in order to deliver higher bandwidth for GIS users.	2012
Implement GIS data replication for business continuity and disaster recovery purposes	2012

**Objective**

**15.1.1.3** The Rock County Land Information Office will encourage intergovernmental cooperation through the use of data sharing agreements, cost sharing agreements, and other resource sharing agreements as needs arise and resources become available.

<b>Proposed Projects</b>	<b>Timeline</b>
<i>911 Communications</i>	
Provide evacuation/tactical/disaster mapping for public safety emergency situations.	2015
Provide crime mapping research capabilities for county law enforcement.	2015
<i>Planning, Economic and Community Development Agency</i>	
Develop database and online map service for Economic Development purposes.	2015
Implementation of Level 2 HAZUS-MH	2015
Update Orthoimagery and topology data	2011, 2015

## **2. Assistance Requested**

Rock County would like assistance ensuring that all WLIP retained fees, which are sent to the state, are used for Land Records related activities and not diverted to unrelated programs.

The cost of data distribution for land records information has challenged the Rock County Land Information Office. Wisconsin State Statutes Sec. 19.35 (3)(a) clearly states the fee for a copy of a record may not exceed the cost of reproduction. Determining the cost of reproduction for this information has proved to be a difficult task and the actual cost of data distribution seems to vary widely from jurisdiction to jurisdiction.

**2a.** Rock County will identify and secure any outside technical assistance required to carry out this Plan. The County uses the WLIP Technical Assistance List Server as needed, and plans to redevelop a connection to WISCLINC within the time frame of this plan.

**2b.** Rock County plans to use retained fees and WLIP grant funds to implement the activities proposed in this plan and to maintain existing Land Records Modernization activities.

**2c.** Rock County currently and in the future plans to use retained fees to maintain its public facing GIS Website, which ensures access to county land information.

**2d.** Rock County would like to participate in a statewide GIS repository as time and resources allow. Our primary concern is the method the GIS data is to be transferred, documented and maintained.

**2e.** The Rock County Land Information Office will follow county ordinances and administrative rules for obtaining services related to this Plan.

## **3. Problems Encountered**

The advanced rate of land information technological changes has created a number of problems, which are assumed to be commonplace in the land records and geographic information system industry. The constant shift in technology of data storage mediums is a definite concern for the future of land records. Where information was once stored on 5 1/2" floppy disks, it would be nearly impossible to find a device that would read such media. This is the probable outcome of optical disk storage technology currently being used. Rock County will continue to deal with the necessary periodic transfers of information from medium to medium as the technology changes. The uncertainty regarding WLIP funding will impact the ability of the Rock County Land Information Office to carry out the activities and projects as outlined in this plan.

## **D. Custodial Responsibilities**

- 1. & 2.** The following is a list of the entities in the Rock County Land Information Office and their custodial responsibility:

### **County Surveyor**

- Maintain, index, and file the “U.S. Land Survey Monument Record”, PLSS information, and oversee the perpetuation of the PLSS including PLSS monument maps and section summary sheets. Oversee the PLSS in Rock County’s Geographic Information System. (Wis. Statutes Ch. 59.45 & 59.74 A-E 7.08)
- Maintain, index, and file GPS data description forms, horizontal and vertical control maps and records, and oversee the perpetuation of the geodetic horizontal and vertical control network. (Wis. Statutes Ch. 59.45 & 59.74)
- Maintain, index, and file survey records of railroad right of way maps, road right of way maps, certified survey maps, plat of surveys, subdivision plats, field notes, condominium maps, assessor’s maps, and cemetery maps. Supervise the Rock County Geographic Information System as it pertains to this function. (Wis. Statutes Ch. 59.45, 59.74, 59.74, 157.07)
- Maintain air photography 1937, 1940, 1950, 1967, 1988. (Wis. Statutes Ch. 59.45, 59.74, 59.75, 157.07)

### **Real Property Listing**

- Prepare and maintain accurate ownership and description information for parcels of real property in the County with the exception of the Cities of Beloit, and Janesville. (Wis. Statutes Ch. 70.09, County Policy)
- Maintain the parcel layer in the Rock County Geographic Information System. (County Policy)
- Maintain information on school and other special districts. (Wis. Statutes Ch. 70.09)

### **Planning, Economic and Community Development Agency**

- Maintain maps and data to regulate land divisions. (Wis. Statutes Ch. 59.07(51), 59.97, 59.971, 87.30, 236.45, 703.27(1))
- Maintain maps and data to regulate the Rock County Airport Overlay Zoning District. (Wis. Statutes Ch. 32.05, 59.52, 59.58, 59.69, 60.61, 62.23, 85.02, 85.15, 114.135, 114.136 & Wis. Admin. Code TRANS 56)
- Maintain maps and data to oversee and regulate the Rock County Comprehensive Plan 2035. (Wis. Statutes Ch. 66.1001)
- Maintain maps and data to oversee and regulate the Rock County Agriculture Preservation Plan Update 2005. (Wis. Statutes Ch. 91)
- Maintain maps and data to oversee and regulate the Rock County 2009-2014 Parks, Outdoor Recreation and Open Space Plan. (County Policy)
- Maintain maps and data to oversee and regulate the County Trunk Highway Access Control Regulations. (Wis. Statutes Ch. 83.027, 83.07, 83.08)
- Maintain maps and data to regulate the Rock County Floodplain Ordinance (Wis. Statutes Ch., 59.69, 59.692, 59.694, 61.35, 62.23, 87.30)

### **Planning, Economic and Community Development Agency**

- Maintain maps and data to regulate the Rock County Zoning Ordinance (Wis. Statutes Ch. 23.32, 59.97, 59.971, 87.3, 114.136, 114.26)

### **Register of Deeds**

- Record deeds, mortgages, plat maps, certified survey maps, and other real property related documents. (Wis. Statutes Ch. 59.43)
- Maintain tract index of real property (Wis. Statutes Ch. 59.43)

### **County Treasurer**

- Responsible for the collection, processing and record retention of payments for real estate taxes, special charges, special assessments, Managed Forest Land taxes, DNR payments in lieu of taxes and agricultural use value conversion charges. The treasurer collects the first installment taxes for 20 of 29 municipalities and reconciles the proceeds for distribution to the municipalities. (Wis. Statutes Ch. 66.0301, 74)
- The treasurer receipts and deposits Land Records fees paid to county departments as well as receipts, deposits then reports and pays timely to the State Department of Revenue the title transfer fees. (Wis. Statutes Ch. 59.25, 59.61, 59.72)
- The treasurer serves as the treasurer for all county drainage districts. (Wis. Statutes Ch. 88.18)
- The treasurer maintains a current name and address file for county real estate parcels and administers the lottery and gaming tax credit on property owners' primary residence. (Wis. Statutes Ch. 70.09, 79.10)
- Upon request the treasurer must attribute to each new parcel its value for parcels that are divided or split during the calendar year. (Wis. Statutes Ch. 70.323)
- The treasurer attests on new plat maps that there are no unpaid taxes on the property prior to the recording of the plat. (Wis. Statutes Ch. 236.21)
- As the issuer of a tax lien certificate prior to a foreclosure action on parcels with unpaid real estate taxes, the treasurer maintains information on county brownfield property. (Wis. Statutes Ch. 75)

### **Communications Center**

- Required to enter into a Joint Powers Agreement and a County-wide Enhanced 9-1-1 Agreement with each municipality within Rock County that is served by the Communications Center. (Wis. Statutes Ch. 146.70)
- The Communications Center has the custodial responsibility for the following databases: street centerline; reporting district; common place, map page, fire, police, EMS, tow address and city. (County Policy)

### **Information Technology**

- Insures that all hardware and software being purchased and used by the Rock County Land Information Office is compatible, operable and maintainable. (County Policy)
- Obsolete hardware will be identified and budgeted for replacement as needed. (County Policy)
- Information Technology will maintain the County's GIS with the latest release of our current GIS software. (County Policy)

### **Health Department**

- Soil type and soil limitation information acquired from Land Conservation is being used for the issuance of septic permits. (Rock County Ordinance 13.23, WAC Comm 83-85)
- Address maps obtained from Planning and tax parcel map obtained from Real Property are used for hazardous site analysis, water well location, communicable disease outbreak, chronic disease cluster and toxic air release inventory information. (Rock County Ordinance 13.08, 13.09, 13.11 – 13.26)
- In addition, Public Health will be entering information related to underground water flow modeling, bedrock and water table depth. This has improved the department's service to the public in addition to aiding projects in other departments. (Rock County Ordinance 13.08, 13.09, 13.12, 13.13, 13.23)
- Maintain data on wells, radon, and lead. This data helps identify areas of risk in the county. (Rock County Ordinance 13.08, 13.09, 13.12, 13.13)

### **Land Conservation**

- Through a soil-mapping program with the US Department of Agriculture (USDA) Natural Resource Conservation Service Soil Conservation Service (NRCS), Rock County acquired digital soil maps and an associated database for the entire county.
- The soil maps are used in conjunction with tax parcel maps on the GIS to perform a number of soil-based queries and searches. Additional GIS uses such as calculating watershed basin acreage and cross-section slopes will be useful project management and analytical tools. (Wis. Statutes Ch. 23 & 92)
- Inventory and determine compliance with nonpoint performance standards as related to Wis. Statutes Ch. 91 & 281 including a compliance review of each parcel every four years. (Wis. Statutes Ch. 91)
- The Land Conservation Department cooperates with USDA Farm Services Agencies (FSA) on farm mapping.
- The Land Conservation Department has plans to make the additional transitions from manual methods to the utilization of the GIS as their project workload permits.

### **Public Works**

The Public Works Department in conjunction with the Planning and Development Agency has created a layer of roads with an associated database. This database contains information relating to Public Works such as:

- Roadway average daily traffic count.
- Roadway functional classification.
- DOT PASER classification.
- Pavement surface type.
- Bridge and culvert locations.

## **Public Works**

The Public Works Department also utilizes or has plans to utilize GIS for the following custodial items and activities:

- Airport Layout Plan (AOP)
- County Park site plans. (Wis. Statutes Ch. 27.05)
- Parks, Outdoor Recreation Open Space (POROS) Plan and supporting data. (Wisconsin Department of Natural Resources)
- Boat launch locations. (County Policy)
- Trail mapping. (County Policy, POROS Plan)
- Snowmobile trail mapping. (County Policy)
- Locations of threatened or endangered species in County Parks. (County Policy)
- Management units and locations of invasive species in County Parks. (County Policy, Wis. Statutes Ch. 23.22)
- Tree trimming activities. (Wis. Statutes Ch. 27.05)
- Lawn maintenance. (County Policy)
- Pest abatement. (County Policy)

## **City of Beloit**

- The City of Beloit has taken responsibility for all information related to that municipality.
- The City is in the final stages of updating its cadastral mapping to an electronic ESRI Geodatabase format. The City is following WLIB cadastral standards and has coordinated with Rock County so a seamless map could be created.
- Under 16.967 Wis. Stats. Rock County may apply to the Department of Administration for grants on behalf of local governments, such as Beloit for among other things, the preparation of parcel property maps.
- The City and the County will work together to provide cost savings to the citizens of Rock County.

## **City of Janesville**

- The City of Janesville is an active participant of the Land Records Committee. In 2005, the City began the process of implementing an Enterprise GIS system utilizing ESRI software. To date, a comprehensive ArcSDE data model with all core GIS data layers has been developed and staff throughout the organization maintains their respective GIS information.
- City staff can presently access any GIS information through an internal ArcIMS website. A public ArcGIS Server, GIS website utilizing Geocortex software will be available in 2010 along with a suitable ArcIMS website replacement.
- The City has solely developed and maintains all parcel related information. To date, the City has made a substantial investment in creating and maintaining its cadastral data.
- Under 16.967 Wis. Stats. Rock County may apply to the Department of Administration for grants on behalf of local governments, such as Janesville for among other things, the preparation of parcel property maps.



### **City of Janesville**

- The City and County continue to work together to foster a collaborative effort in regards to technology, appropriate data exchange, standards, and acquisition projects to ensure a seamless integration of land records and other appropriate data. To further aid in the GIS data accessibility between the City and County appropriate real-time ArcGIS Server connections should be implemented.
  - An implied data sharing agreement also is in place between the City and the County where data is shared freely in a timely fashion.
3. No additional custodial responsibilities are sought at this time.
  4. The Rock County Land Information Office will consider any request for custodial responsibility and will evaluate each request based on available and required resources, ability for integration with other data sets, and conformance with the Rock County Land Information Modernization Plan.

## **E. Framework Data, System Implementation and Statewide standards**

### **1. Geographic Positioning Reference Frameworks**

#### **a) Geodetic Control and Control Networks**

The geodetic reference system is a mathematical reference system, which supports accurate mapping and the PLSS system. The County maintains a densified GPS and conventional monument network. The County Surveyor will continue to maintain the network, GIS data, and GPS dossier station sheets. The national vertical geodetic reference system is a mathematical surface that approximates the geoid and is known as the National Geodetic Vertical Datum of 1929(NGVD 29) and NAVD 88. The County Surveyor is the custodian of the benchmarks, GIS data, and paper benchmark index.

#### **b) Public Land Survey System**

The County Surveyor is the statutory custodian of the U.S. public land survey (PLSS) monument records and indexes. The indexes are in a relational database on the County's mainframe and GIS system. Soon it is anticipated these records will be scanned and placed on the GIS website.

- The PLSS corners and lines are in the GIS at two different positional accuracy levels and in several different projections, datums and coordinate systems. The first level supports all County index-mapping needs. Years ago Wisconsin Power and Light Company digitized the PLSS lines from the U.S. Geological quadrangle maps in a Transverse Mercator projection. Per our cooperation agreement we obtained a digital copy. Considering the National Map Accuracy of those maps, the best expected positional confidence error is 40 +/- feet.

- The second level supports accurate mapping and exists in several ERSI geodatabases and in several different projections. The County Surveyor maintains via conventional traverse and GPS a county coordinate system. There are record PLSS coordinates by private, State and County Surveyors in several ESRI geodatabases. These coordinates are in several projection and coordinate systems. The County Surveyor's coordinates are available on the county's website.
- The County Surveyor will continue maintaining and perpetuating the PLSS monuments and determine coordinates for PLSS corners with GPS and conventional survey methods. The goal is to establish county coordinates for all PLSS monuments. Rock County acknowledges coordinates are dynamic due to continued adjustment of the federal geodetic network and there is a need to migrate to these adjustments. This will be accomplished by readjusting the raw data with the new Federal published data. This cost effective strategy eliminates duplication of new GPS fieldwork. Previously the County adopted the County coordinate system developed by WISDOT. This Land Records Plan replaces the WISDOT's system with the State's newer County coordinate system.

Rock County maintains its PLSS pursuant to Wis. Admin. Code A-E 7, Wis. Statutes 59.45, 59.73 & 59.75, also the Federal Manual of Surveying Instructions and Federal FGCC Third Order Class 1.

## **2. Orthoimagery and Georeferenced Image Base Data**

### **a) Photogrammetric Base maps**

Rock County does not have any photogrammetric base maps and currently has no plans acquire them unless a project specifies that they are needed.

### **b) Digital Orthophotography**

Rock County currently possesses several digital orthophotography products for the county.

- In 1993, 1-meter resolution orthophotography in 7.5 quad format was obtained from a joint effort with Rock County, Soil Conservation Service and the USDA.
- In 1996 one-foot resolution orthophotography was acquired in conjunction with the City of Janesville, which covers the towns of Janesville, Harmony, La Prairie and Rock.
- In 2000, one-foot resolution, black and white orthophotography was acquired in conjunction with the Rock County the Cities of Janesville, and Beloit, and the Town of Beloit with funding on State and Federal levels.
- In 2008, Rock County, the City of Janesville and the City of Beloit teamed together to acquire 1 foot color imagery along the Rock River to capture the water levels during the height of the June, 2008 flood.
- In 2009, Rock County and Walworth County reached a data sharing agreement and Rock County obtained the orthophotography for the Towns of Whitewater, Richmond, Darien and Sharon in Walworth County.

- Rock County has acquired and utilizes the National Agriculture Imagery Program (NAIP) data for the years 2004 (2-meter), 2005 (1-meter), 2006 (1-meter) and 2008 (1-meter) and will continue to acquire and use data from the NAIP program as it becomes available.
- In 2010 Rock County and its project partners, Cities of Beloit, Janesville and Village of Clinton participated in the WROC Orthoimagery program. 12" Color Orthoimagery was obtained Countywide and 6" Color Orthoimagery was obtained by the Cities of Beloit, Janesville and the Village of Clinton.
- If funding permits, it is the goal of the Rock County Land Information Office to re-fly the county at a minimum of every 5 years. The next planned flight is 2015.

**c) Digital Raster Graphics**

Rock County has acquired USGS DRGs and included them in the ArcSDE database.

**d) Satellite Imagery**

Rock County has acquired flood imagery data through the WisconsinView program.

**e) Oblique aerial imagery**

Rock County currently licenses through Pictometry for oblique imagery. The imagery currently licensed for the years 2005, 2006, 2008 and 2008 (flood). Rock County plans on continuing to obtain and utilize oblique imagery in 2 year intervals as funding allows. The next planned flight is 2011.

**f) Historical aerial imagery**

Rock County maintains hard copy historical aerial imagery dating back to 1937 in the Surveyor's Office and Planning and Development. One of Rock County's long-term goals is to scan and ortho-rectify this imagery for implementation in the GIS Database and for archival purposes.

**3. Elevation Data Products and Topographic Base Data**

**a) Digital Elevation Model (DEM)**

Rock County currently has a DEM derived in March 2000. If funding permits Rock County will derive a DEM for the County every 10 years in conjunction with the release of U.S. Census data.

**b) Digital Terrain Model (DTM)**

Rock County has a DTM derived in March 2000. If funding permits Rock County will derive a DTM for the areas of the County that have had any substantial disturbance of topography at a minimum of every 10 years in conjunction with the release of U.S. Census data.

**c) Triangulated Irregular Network (TIN)**

Rock County has a TIN created from the 2000 DTM.

**d) Contours**

Rock County currently has 2' contours derived in March 2000 and reprocessed in 2005 due to errors found in the data. If funding permits Rock County will derive 2 foot contour topography the County every 10 years in conjunction with the release of U.S. Census data.

**e) LiDAR Data**

Rock County acquired LiDAR data for the Rock River/I-90 Corridor in 2010. As funding permits LiDAR will be acquired for the remainder County.

**f) IFSAR Data**

Rock County does not currently have IFSAR data and has no current plans to acquire it.

**4. Parcel Mapping**

**a) Preparation of Parcel Maps**

Rock County maintains parcel maps for all of Rock County except the Cities of Beloit and Janesville. Parcel maps are prepared referencing the public land survey system and public records when available. They are considered accurate however are not intended to be a substitute for an actual field survey or guarantee title to property.

**b) Parcel Maps for Planning Purposes**

Rock County Parcel maps are suitable for planning purposes and meet the definition of cadastral parcel maps per WLIA Digital Parcel Mapping Standards.

**c) Coordinate System Used**

Rock County parcel maps are maintained in Rock County Coordinate System, WISCRS, NAD 83

**d)** At this time Rock County utilizes a unique parcel ID number. Rock County with the cooperation of the Cities of Beloit and Janesville seeks to move forward with a location-based parcel ID in accordance with the Wisconsin Department of Revenue and Wisconsin Land Information Association recommendations.

**5. Parcel Administration and Assessment Information**

**a)** Rock County real property listing supports the incorporation of digital parcels maps with property and ownership information by linking of key fields. At this time Rock County utilizes a unique parcel ID number. Rock County with the cooperation of the Cities of Beloit and Janesville seeks to move forward with a location-based parcel ID in accordance with the Wisconsin Department of Revenue and Wisconsin Land Information Association recommendations.

**b)** Rock County maintains the following attribute information parcel ID, tax data, site address (when available), Owner name and Mailing address, description / current document, Assessment classes (tax exempt & public lands are obtained from the Assessment classes) and Zip +4 as required by the USPS, this information is maintained on the County's HP3000 and is downloaded nightly to a SQL Server database for various other County applications to utilize. The Register of Deeds Office maintains a tract index through which all manner of Real Estate transactions (Conveyances, Liens, Easements, Covenants and Evidence of Title) maybe searched by grantor, grantee, and legal

description or document number. The Register of Deeds began scanning all documents on September 1, 1996. A back scanning program began in 1997; approximately 13 years of aperture cards have been scanned and entered into the real estate database for viewing.

**6. Street Road Centerlines, Address Ranges and Address Points**

**a) Transportation Network (streets, roads, highways, railroads)**

Rock County has a road centerline layer of all roads and highways in Rock County. A railroad layer has also been created to depict active rail lines in the County.

**b) Rights of way**

Rights of way are maintained as part of the parcel map.

**c) Centerlines**

Rock County has a road centerline layer that is maintained by the Communications Center. This file contains necessary attribute for routing and emergency response. New roads are collected and attributed annually via GPS.

**d) Address ranges**

Are presently in a hard copy format only. In the future the County would like to scan and digitize these into the GIS system.

**e) Site address database**

Rock County is currently building its site address database. Presently site addresses are maintained in the tax parcel database. Procedures have been put in place for verification of current site addresses and notifications of new address.

**f) Address point, structure and/or driveway**

Rock County has two different address point layers, which express two different functions. The first layer is maintained by the Communications Center for the entire County and is intended to be the address of the primary structure on the property. This point is placed on top of the primary structure using Orthophotography and is intended to assist first responders. The second layer is maintained by the Planning & Development Agency and is for the unincorporated areas of the County. This layer is intended to be a comprehensive layer of all of the assigned unincorporated addresses in Rock County. The point is placed near the intersection of the driveway and the road when possible or placed on the correct parcel.

**g) Road names**

The Rock County Address Ordinance 26.01(2) contains guidelines for directional designations and approval of road names. Road names are attributed in the centerline layer and an annotation feature class has been created for easy map display.

**h) Functional Class**

Rock County has functional class designations in a TIGER line format. In the future we would like to incorporate this designation into the centerline layer.

**i) Places/Landmarks**

The Communications Center maintains a Common Place layer, which contains points depicting the location of various places and landmarks in Rock County.

**j) Integration with the County's MSAG**

Presently the centerline layer and 911 address layer are manually integrated with the County's MSAG. As time and resources permit the ability to automate this process maybe explored.

**k) Ability to support emergency planning, routing, response and mapping.**

Rock County's centerline layer and 911-address point layer have been created specifically for the purpose of supporting emergency response and mapping.

**l) Ability to support Wireless 911**

The Rock County Communications Center maintains the road centerline layer and 911 Address point layer for the purpose of assisting all calls to 911 including wireless 911 calls.

**7. Hydrography, Hydrogeology and Wetlands Mapping.**

**a) Hydrography**

Rock County currently has hydrology lines and areas digitized from aerial photos as described in E. 2. and from field surveys.

**b) Watersheds**

Rock County uses Wisconsin Department of Natural Resources Watershed data from 2001.

**c) Hydrogeology**

Rock County does not have a Hydrogeology layer. As time and resources permit this layer may be developed or acquired from other custodial agencies as needed.

**d) Impacts on the environment**

Rock County does not have a contaminants or storm water layer. As time and resources permit this layer may be developed or acquired from other custodial agencies as needed.

**e) Wetlands Mapping Activities**

The Wisconsin Wetland Inventory is part of Rock County's land information mapping website and is used internally. This adheres to the Wisconsin DNR Wetlands Map (Wisconsin Statute 23.32).

**8. Soils Mapping, Land Cover and other Natural Resource Data**

**a) Soils Mapping Activities**

Rock County currently uses the US Natural Resources (NRCS) Soil Survey Geographic Database (SSURGO) 2004, and has obtained copies of 2007 and 2009. Rock County will update these soil datasets as needed with the most up to date information possible when available.

**b) Land Cover**

Rock County does not have a land cover layer. As time and resources permit this layer may be developed or acquired from other custodial agencies.

**c) Forests**

Rock County does not have any designated Forests.

**d) Geology**

Rock County does not have any Geology layers. As time and resources permit these layer may be developed or acquired from other custodial agencies as needed.

**e) Hydrogeology**

Rock County does not have a Hydrogeology layer. As time and resources permit this layer may be developed or acquired from other custodial agencies as needed.

**f) Non-metallic mining**

Rock County does not have a Non-metallic mining layer. As time and resources permit this layer may be developed or acquired from other custodial agencies as needed.

**g) Endangered Resources**

In 2001, Rock County completed a natural areas study of over 200 sites within the county. These sites were evaluated, categorized, ranked, and mapped based on type of flora, location, population size, and state ranking. This information is available from Rock County in hardcopy as well as digital format. It is also available from the WDNR.

**h) Impacts on the Environment**

Rock County plans to create a chronological inventory of air, soil, and water toxic release sites, which will be used to define WDNR and EPA non-attainment areas.

**9. Land Use Mapping**

**a) Mapping of existing Land Use**

A land use inventory of all lands within the unincorporated areas of Rock County as of March of 2000 was completed in January 2005. Plans are to update this map in 2010 and then update the land use data concurrently with the zoning updates.

**b) Mapping of Planned Land Use**

A Future Land Use map was created in accordance with Rock County Comprehensive Plan 2035. The map will be updated as the towns and municipalities update their plans.

## **10. Zoning Mapping**

### **a) Zoning Districts**

Town Zoning has been entered into the County GIS. The Town Zoning Maps for towns that have approved and adopted the maps are available on the County Website: Center, Clinton, Fulton, Harmony, Janesville, Johnstown, La Prairie, Lima, Magnolia, Milton, Porter, Rock, Spring Valley, Turtle and Union. Zoning classification changes for all Towns are updated as the Towns inform the County that zoning changes have been made final.

### **b) Shorelands**

Shoreland Zoning maps and data have been created and maintained in accordance with Chapter 16 of the Rock County Code of Ordinances.

### **c) Floodplains and floodways**

Floodplain and floodway maps and data have been obtained from the Wisconsin Department of Natural Resources and the Federal Emergency Management Agency in accordance with Rock County Code of Ordinances, Chapter 32 and WI DNR Floodplain Zoning NR 115/117.

### **d) Environmental Corridors**

Environmental Corridors have been created and are being utilized in accordance with Rock County Comprehensive Plan 2035.

### **e) Burial Sites**

Burial Sites have been created and are being utilized in accordance with Rock County Comprehensive Plan 2035.

### **f) Archeological Sites**

Archeological Sites have been created and are being utilized in accordance with Rock County Comprehensive Plan 2035.

### **g) Historic/Cultural Sites**

Historic/Cultural Sites have been created and are being utilized in accordance with Rock County Comprehensive Plan 2035.

## **11. Election and Administrative Boundary System**

### **a) Election boundaries, precincts, wards, supervisory, voting places**

The Rock County Planning and Development Agency will maintain all Election and Administrative Boundaries as designated by the County Board, State or Federal Government. These boundaries will be reconciled with the aid of the geographic information system upon the receipt of necessary official US Census information and/or information provided by State and local municipalities. Current boundaries include Township Boundaries, Supervisory District Boundaries and Voting Wards. This data is updated in accordance with legal obligations at the local, state and federal levels. Current data will be archived as changes to the boundaries occur.



**b) Legislative Districts**

Legislative Districts have been obtained from the Wisconsin Legislative Technology Services Bureau.

**c) Utility Districts**

Rock County has and maintains 208 Water Quality Management plan maps.

Rock County has and maintains Drainage District maps.

**d) School Districts**

Rock County has and maintains a school district map that was derived from data within the parcel tax database.

**e) Tax incremental Financing districts**

Rock County does not currently have any TIF districts outside of municipalities.

**f) Agency administrative districts and zip codes**

Rock County currently has a zip code layer.

**g) Census Geographies**

a. Blocks

b. Block Groups

c. Tracts

d. Designated places

e. Urban areas

f. Traffic Analysis Zones

Rock County receives this data from the Census Bureau.

**h) Civil division boundaries**

Rock County maintains a Civil Division Layer that is based on both PLSS monuments as located by the County Surveyor and Annexation Ordinances recorded in the Rock County Register of Deeds Office.

**i) Public Administered Lands**

Rock County maintains Public Administered lands as part of the tax parcel database.

**j) Native American Lands**

Rock County has no Native American Lands

**k) County Boundary**

Rock County maintains a County Boundary

**l) State Outline**

Rock County obtained its State Outline from the Wisconsin Department of Natural Resources

**m) Lake Districts**

Rock County has two Lake Districts, which have yet to be digitized and entered into the GIS.

**12. Critical Infrastructure and Facilities Management**

**a) Emergency Services Districts**

Rock County has police, fire and EMS district boundary layers.

**b) 911 Call Center Service Areas and Center Locations**

Rock County has a consolidated 9-1-1 Center that serves all of Rock County.

**c) Fire/Police Districts**

Rock County has a police boundary layer and fire boundary layer.

**d) Fire/Police Stations**

Rock County has a common place layer that includes all fire and police stations in Rock County.

**e) Hospitals and healthcare facilities**

Rock County has a common place layer that includes hospitals and Healthcare facilities in Rock County.

**f) Government Facilities**

Rock County has a common place layer that includes government facilities within Rock County.

**g) Utilities (not districts)**

Rock County has a common place layer that includes utility locations within Rock County.

**h) Parks and Recreational Trails**

Rock County has thematic layers for Local, State and Federal Lands that serve as park lands. Rock County is in the process of establishing Trail maps.

**i) Transit Systems**

The Cities of Janesville and Beloit receive funding from Federal, State and Local sources to maintain a Mass Transit System. Rock County does not assist with this funding.

**j) Bridges, Culverts and Traffic Road Signs**

Rock County maintains and utilizes bridges and culverts data for use in the GIS. Rock County has Traffic Road Signs data that needs to be converted to a geospatial format.

**k) Airports and Airfields**

Rock County has and maintains airports and airfields data in accordance with Rock County Code of Ordinance 29: Rock County Zoning Ordinance for Airport Overlay zoning District (AOZD)

**l) Harbors**

Rock County does not have any harbors.

**m) Boat Landings**

Rock County does not maintain its boat landings in a geospatial format.

**n) Hazardous Materials sites**

Rock County does not maintain geospatial data for hazardous materials sites.

**o) Landfills**

Rock County does not have any Landfills outside of its municipalities.

**13. Database Design and System Implementation**

**a) Design Evaluation**

Rock County is in the beginning stages of upgrading its GIS spatial and tabular databases. It is hoped that the design and implementation will be completed by December 2010. This Plan will be updated accordingly.

**b) Project Approach**

The approach varies with each type of project. Typically a conceptual model is developed, a prototype built and revisions are made as a result of various testing. Once testing has completed the project is put into production followed by on-going maintenance.

**c) Timeline**

Timeline for development and implementation is determined on a project-by-project basis depending on need and complexity. Projects are prioritized with the most critical to key business processes undertaken first, if adequate resources are available.

**d) Metadata Policies**

It is the policy of Rock County to create and distribute GIS data with FGDC compliant metadata.

**e) Security/Privacy Policies**

The Rock County Information Technology department maintains the security and back-up systems for GIS and Land Records systems. Outside access to the county computer network is shielded from outside intrusion by a firewall.

The Novell network and the land records software both have built-in security to protect records. Allowing only authorized personnel the ability to edit the database protects database security. Departments when appropriate allow read only privileges. Database is backed up and stored off site daily. Rock County adheres to the Wisconsin Open Records Law and complies with Wisconsin statutes for access to restricted records.

**f) Implementation and maintenance strategies**

Rock County develops an implementation and maintenance strategy for each application or database individually. The user department often performs testing once the application has been implemented in a test environment. Once testing has been completed the user department works closely with the IT department to resolve any issues that may have been discovered. The user department and IT department perform application and database maintenance.

**g) Data quality management**

The departments holding custodial responsibility maintain data quality.

**h) Needs assessment**

Rock County conducts periodic needs assessments and evaluates and prioritizes needs based on funding and available resources.

**i) Data Structure and format**

Rock County maintains its data in ESRI Shapefile, Personal Geodatabase, File Geodatabase and ArcSDE/Oracle database. The County is in the beginning stages of converting to and ArcSDE/SQL database environment. The departments holding custodial responsibility as needed maintain topology layers.

**j) GIS data models**

Rock County uses few data models. Those created are for workflows of a repetitive nature during project creation. Examples of models include, Steep Slope Assessment and Land Evaluation Site Assessment (LESA).

**k) Data dictionary**

Rock County does not have a data dictionary. The need for one will be determined during the design and implementation stages.

**l) Coding Schema**

The use of standardized coding schemes is utilized whenever practical and applicable. Rock County has established ESRI formats as its GIS standard in order to easily conform to data received and shared between other agencies.

**m) Transaction management**

Individual departments of Rock County manage department-specific transactions.

**n) Organizational information flows**

Rock County does not utilize organizational information flows at this time.

**o) Data Conversion**

Rock County Distributes data in its native projection and in ESRI Shapefile, File Geodatabase, Personal Geodatabase and ArcSDE Geodatabase as needed by the requestor and available from Rock County.

- p) Ability to integrate with other databases and information systems (vertical and horizontal)

Rock County identifies key fields or data elements needed to support sharing of data sets and incorporates them in our data bases whenever practical to promote integration. Rock County has established ESRI data formats as its GIS standard in order to easily conform to data received and shared with other county departments and other agencies who use ESRI as a standard GIS format making horizontal integration possible with almost no effort.

## **F. Public Access**

- a) Rock County uses appropriate technology to facilitate distribution and access to data.
  - i) Web Mapping Applications
  - ii) Internet queries
  - iii) Distribution of data
    - i) Data upload to requestor if available
    - ii) Flash drives if supplied by requestor
    - iii) Email
    - iv) CD/DVD
- b) Rock County does not currently utilize 3<sup>rd</sup> party technology for access, but is examining options and feasibility for data access
- c) Data sharing policies
  - i) The Rock County Land Information Office is completing standards for the distribution of data at a cost. Rock County wishes to follow Sec. 19.35 (3)(a) of the Wisconsin State Statutes governing the distribution of data compiled by a public entity. The appendix of this plan contains a copy of the Rock County Land Information Data Distribution Cost Sheet. The distribution cost will be reviewed annually as part of the budget process and adjusted when needed to reflect changes in technology or reproduction methods.
  - ii) Rock County has a policy of issuing a no cost data sharing agreements to simplify the data sharing process and facilitate the exchange of geographic data between public and private entities. These entities share similar needs and services and the efficient delivery of geospatial information is in the best interest of the public's safety, education, and awareness.
- d) The County adheres to the Wisconsin Open Records Law and the Freedom of Information Act for access to land records.
- e) Rock County does not currently have a subscription based web service, but is investigating its use to facilitate access. Rock County maintains a public facing website.
- f) Rock County can produce custom maps and data on a cost recovery basis.

- g) The Rock County website is moving towards an ADA compliant website. Options are available from County personnel to assist those who are not able to use the website.
- h) GIS Server security is maintained by the Rock County Information Technology Department.
- i) Rock County adheres to the Wisconsin Open Records Law Freedom of Information Act and complies with all relevant state statutes for access to restricted records.
- j) The \$2 fee designated for land information and housing data in Sec 59.72 (5)(b) 3 is used to maintain the public facing website.

## **G. Integration and Cooperation**

- a) Formal No Cost Data Sharing Agreements are established on an as needed basis to simplify the data sharing process and facilitate the exchange of geographic data between public and private entities, such as universities, local, state, and federal agencies. These entities share similar needs and services and the efficient delivery of geospatial information is in the best interest of the public's safety, education, and awareness. Formal License Agreements are established on an as needed basis for other entities.
- b) While individual departments and agencies are responsible for the maintenance of their custodial data, Rock County departments and agencies work together to make sure data is accurate and correct across the county.
- c) Rock County may establish cooperative agreements on an as needed basis.
- d) Rock County is involved in the Wisconsin Regional Orthoimagery Consortia and established a partnership agreement with the City of Beloit, the City of Janesville, and the Village of Clinton for the 2010 Orthoimagery & LiDAR Project and also the City of Milton for the 2010 LiDAR project.
- e) Rock County may establish collaborative agreements on an as needed basis.
- f) Rock County provides data upon request to various state agencies.

### **1. What integrative/cooperative relationships would your county like to develop?**

Rock County would like to develop relationships with State and Federal Agencies and local municipalities to help integrate data and obtain funding to support local initiatives.

### **2. What potential partners and mutual projects does your county plan to pursue?**

Rock County currently participates in the Wisconsin Regional Orthoimagery Consortium and would like to continue that partnership/program. The County would also be interested in pursuing a partnership or a program for a statewide LiDAR project.

3. What data would be shared and used in both of the above?

Rock County would like to share data that would be mutually beneficial to Rock County and the partners.

4. How does your county allow for participation and coordinate funding allocations so that all departments benefit from the land information program?

The Land Information Office meets once a month to coordinate GIS activities across the County. Any department in the County is able to petition the committee for funding allocation. Departments currently participating in the program are asked to provide funding requests for their departments annually for consideration during the Budget process.

5. How does your county allow for participation so that municipalities and other agencies in the region benefit from the land information program?

Local municipalities are invited to the monthly land records meeting. When cost-saving opportunities arise the County works with the municipalities to mutual benefit.

## **H. Communication, Education, Training & Facilitated Technical Assistance**

a) Metadata is produced for all of Rock County's enterprise data sets and is distributed with all data requests. Currently we are reviewing and updating our internal procedures so that Metadata accompanies all data creation. As models and processes are deemed to have a lasting impact on GIS activities they are properly documented.

b) Rock County has many resources for education and training, which is conducted as time, and resources allow. Including but not limited to conferences, workshops, online courses, seminars, and user groups. The County will seek the expertise of land records or GIS Consultants as needed.

c) The Rock County Land Information Office is comprised of departments with land related data and services. This Office meets monthly to discuss current projects and to identify and prioritize future project needs.

d) The Rock County Land Information Office actively seeks opportunities to coordinate with various agencies, associations and educational facilities to provide education and training.

e) Rock County supports the use of technology such as the Internet to provide greater and easier access to training. As time and resources permit other technologies options or advancements will be explored.

f) Rock County has Internet access, which allows for participation in the technical assistance list server. At this time Rock County seeks to improve its participation in the clearinghouse.

g) At the present time the education and training funds available to the County cause the process to be cost prohibitive for participation at this time. In the future we may apply as necessary.

**I. Administrative Standards Not Associated with Foundational Elements**

1. Rock County agrees to observe and follow the statutes relating to the Wisconsin Land Information Program and other relevant statutes.
2. Rock County will allow the Wisconsin Department of Administration to access its books, records and projects for inspection and audit.
3. Rock County agrees to complete the annual GIS Inventory Survey.
4. Rock County agrees to review/update its Land Records Modernization Plan every 5 years.
5. Rock County agrees to participate with the peer review process to determine plan acceptability.



## APPENDIX

### GIS Data Pricing Structure

<u>Products</u>	<u>Price</u>	
1). <del>Hardcopy of Existing Mylar Map</del>	\$4.00	17" x 17"
@ Existing Map Sizes	\$5.00	18" x 24"
	\$6.00	24" x 36"
	\$10.00	36" x 30"
	\$15.00	42" x 42"
2). <del>Hardcopy of Existing Digital Map Projects Line Files</del>	\$4.00	A ( 8.5" x 11" )
@ Existing Map Sizes	\$6.00	B ( 11" x 17" )
	\$10.00	C ( 17" x 22" )
	\$10.00	( 18" x 24" )
	\$15.00	D ( 22" x 34" )
	\$20.00	E ( 34" x 44" )
3). <del>Digital Data</del>		
A) Countywide Planimetric Data Package	\$50.00	
- Roads		-Railroads
-Airport		-Section Lines
- Hydrology Lines		-Section Points
-Hydrology Areas		-MCD Boundaries
Individual Feature classes	\$15.00/each	
<i>ESRI Shapefile or File Geodatabase Format</i>		
B) Countywide Data requiring processing		
Landuse	\$75.00	
Parcels	\$75.00	
Zoning	\$75.00	
<i>ESRI Shapefile or File Geodatabase Format</i>		
C) Other Countywide Datasets		
Addresses	\$25.00	
FEMA Floodplains	\$25.00	
Countywide ESOSA	\$25.00	
<i>ESRI Shapefile or File Geodatabase Format</i>		
D) Datasets not listed		
Existing Countywide Data requiring processing	\$75.00	
Large Countywide Datasets	\$25.00	
Small Countywide Datasets	\$15.00	
<i>ESRI Shapefile or File Geodatabase Format</i>		
E) Digital Orthophotography		
Quad Tile .sid	\$50.00	
Township .tif	\$450.00	
Countywide .sid	\$200.00	
*Can download 16" from USGS at no cost		
F) Digital Topography		
Section .shp / .dwg	TBD	
Township .shp / .dwg	TBD	
Countywide .shp / .dwg	TBD	
4). <del>Custom Map and Data</del> production*	\$75.00 per Hour + Deliverables	

\*(Availability Based on Approval of Dept. Head)

All Hardcopy Map and Graphic Products (Except Blue Line Copies) Printed on 24lb Bright White Color Bond.  
All Digital GIS Data Delivered in Rock County Coordinate System.