

**MILWAUKEE COUNTY AUTOMATED MAPPING
AND LAND INFORMATION SYSTEM**

Fifty-Seventh Steering Committee Meeting

AGENDA

DATE: July 15, 2003
TIME: 9:00 A.M.
PLACE: Milwaukee County Courthouse
901 N. Ninth Street
Room 203-P
Milwaukee, Wisconsin

- I. Roll Call
- II. Meeting Minutes

Consideration of minutes of the 56th Steering Committee meeting held on June 10, 2003 (copy of minutes enclosed).
- III. Reports
 - A. Report by project staff on the status of Milwaukee County's WLIP 2002 Grant Agreements.
 - B. Report by City of Milwaukee staff on the status of Milwaukee cadastral map transformation projects (copy of report and status maps enclosed).
 - C. Report by project staff on the status of the transfer of completed MCAMLIS format City of Milwaukee cadastral maps to the County Register of Deeds office for maintenance.
 - D. Report by project staff on the steps being taken to improve the timeliness of the MCAMLIS street address file maintenance.
 - E. Report by Milwaukee County Register of Deeds staff on MCAMLIS street address file and cadastral map maintenance operations (copies of status maps enclosed).
 - F. License Agreements executed on behalf of the Utilities Subcommittee (copy of table of executed license agreements enclosed).
 - G. Status of MCAMLIS cash flow (copy of cash flow table enclosed).
- IV. Old Business
 - A. Report on proposed meeting between the Milwaukee County Register of Deeds and the City of Milwaukee Assessor to consider elimination of duplicative work tasks between the County and the City staffs.

- B. Further consideration of an amendment to the Milwaukee County Land Records Modernization Plan (copy of proposed amendment previously distributed for June 10, 2003, meeting).
 - C. Consideration of a proposal to transfer MCAMLIS one-quarter section based digital cadastral maps to a "seamless map" environment (copy of memorandum previously distributed for June 10, 2003, meeting).
 - D. Consideration of a proposal for the development of a transactional map update capability for the MCAMLIS cadastral map layer (copy of memorandum previously distributed for June 10, 2003, meeting).
 - E. Consideration of a proposal for the extension of the MCAMLIS street address database (copy of memorandum previously distributed for June 10, 2003, meeting).
 - F. Review of the MCAMLIS digital map copyright and attendant License Agreement practices (copy of memorandum previously distributed for June 10, 2003, meeting).
- V. New Business
 - VI. Correspondence
 - VII. Date, time, and place of next meeting
 - VIII. Adjournment

Kurt W. Bauer
Chairman

KWB/TDP/wb/mlh
#83800 v1 - mcamlis agnd-57th mtg 7/15/03

RECEIVED
JUL 07 2003
MILWAUKEE COUNTY
DEPT. OF PUBLIC WORKS

MINUTES OF THE 56th MEETING

Milwaukee County Automated Mapping and Land Information System Steering Committee

DATE: June 10, 2003
TIME: 9:00 A.M.
PLACE: Milwaukee County Courthouse
901 N. 9th Street
Room 203-P
Milwaukee, WI

Members Present

Kurt W. Bauer, Chairman
John M. Bennett

Gregory G. High
(representing Thomas D. Kenney)
John LaFave
Thomas F. Lewandowski

Bryan J. Maves
(representing Nancy A. Olson)
David S. Misun

John C. Place
William C. Shaw

Milwaukee County Surveyor
City Engineer, City of Franklin, representing the
Intergovernmental Coordination Council of Milwaukee County
Director, Architectural and Engineering Services, Milwaukee
County Department of Public Works
Register of Deeds, Milwaukee County
Fiscal and Management Analyst, Milwaukee County Department
of Administrative Services
Lead Systems Analyst, Information and Technology Division,
City of Milwaukee
Facilities Information Supervisor, Milwaukee Metropolitan
Sewerage District
Manager, Maps and Records, WE Energies
Manager, Geographic Information Systems Mapping, WE Energies

Members Absent

Dextra Hadnot

Director, External Affairs, SBC

Guests and Staff Present

Kathleen A. Bach
Alissa Bails
Wendy J. Bradshaw
Jeffrey T. Fortin
Marcia G. Lindholm

Reinhard B. Meihnsner
Thomas D. Patterson
Kevin R. White

GIS Technician, Register of Deeds Office, Milwaukee County
GIS Division Manager, R. A. Smith, Inc.
SEWRPC Secretary
Planning and Zoning Administrator, City of Glendale
Central Drafting and Records Manager, Infrastructure Service
Division, City of Milwaukee
Consultant, Spatial Data Solutions, Inc.
MCAMLIS Project Manager
GIS Supervisor, Department of Public Works, Milwaukee County

ROLL CALL

The fifty-sixth meeting of the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee was called to order by Chairman Bauer at 9:00 A.M. Roll call was taken by circulating an attendance signature sheet, and a quorum was declared present.

MINUTES

Consideration of Minutes of the 55th Steering Committee Meeting Held on April 8, 2003

Chairman Bauer noted that copies of the minutes of the fifty-fifth meeting of the Steering Committee held on April 8, 2003, had been distributed to all members of the Committee for review prior to the meeting, and asked that the Committee consider those minutes.

There being no questions, comments, or corrections, on a motion by Mr. Bennett, seconded by Mr. High, and carried unanimously, the minutes of the meeting of April 8, 2003, were approved as published.

REPORTS

Report on Completion of the Lincoln Creek Southbranch Creek Topographic Mapping Project

Mr. Patterson noted that the Steering Committee had, at its meeting held on May 7, 2002, authorized the preparation of topographic maps meeting MCAMLIS standards of an area along Lincoln Creek, the area concerned being delineated on the map distributed with the agenda for that meeting. Mr. Patterson noted that the mapping was required to facilitate the conduct of the MCAMLIS authorized floodland mapping project. He noted that as of May 9, 2003, all of the required maps had been delivered; and that the maps had been field and office checked by Commission staff and found to fully meet MCAMLIS standards; that the consultant engaged to prepare the maps had been paid in full; and that the project may be considered to be closed out.

Mr. Patterson also noted that copies of some selected finished map sheets had been posted for perusal by interested Committee members.

In answer to a question by Mr. High, Mr. Patterson indicated that flood hazard lines had not as yet been superimposed on the completed Lincoln Creek topographic maps.

In answer to a question by Mr. Misun, Mr. Patterson indicated that the digital files representing the completed topographic maps were available in both MicroStation DGN and ESRI ArcInfo format. In answer to a further question by Mr. Misun, Mr. Patterson indicated that the completed maps would be distributed to all MCAMLIS project participants in the near future.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of project area map attached to these minutes).

Report on Completion of MCAMLIS Land and Utility Information System Internet Prototype Study

Mr. Patterson noted that all Committee members had received copies of the final published versions of the third and fourth reports prepared under the MCAMLIS Land and Utility Information System Internet Prototype Study. He noted that these final copies reflected all of the changes requested by the Committee

in their review of the preliminary drafts of these reports, and that the third and fourth reports had been approved by the Committee at its meeting held on April 8, 2003.

Mr. Patterson noted that the consultant engaged to prepare the reports had been paid in full and that, as would be reported under Agenda Item III.K, the final cost of the project was \$4,800 less than the contract amount. Mr. Patterson indicated that the project may be considered to be closed out.

Chairman Bauer observed that the fourth report, particularly, should constitute a valuable guide to the formulation of MCAMLIS work programs over the near future.

In answer to a question by Mr. Shaw, Mr. Patterson indicated that the total fee paid to the consultant was \$98,710; or, as he had already indicated, \$4,800 less than the contract amount. This difference, Mr. Patterson said, would be explained under Agenda Item III.K.

In answer to a question by Mr. Bennett, Mr. Patterson indicated that with respect to its impact on the MCAMLIS work program, the MCAMLIS Land and Utility Information System Internet Prototype Study made three main recommendations, these recommendations being: the reorganization of the current MCAMLIS cadastral map sheets based on U.S. Public Land Survey system one-quarter sections to a continuous or seamless map organizational scheme; the development of a transactional map update capability for the MCAMLIS cadastral map layer; and the abandonment of the MCAMLIS copyright and attendant license agreement practices. Chairman Bauer noted that these three items would be subject to further discussion under "New Business" later in this meeting.

Mr. Bennett then stated that the City of Franklin was planning to put its continuous cadastral map prepared from MCAMLIS one-quarter section cadastral maps "online" within the next 30 days. Chairman Bauer and Messrs. High and Shaw expressed concern about this, with Messrs. High and Shaw in particular questioning whether or not the City of Franklin would be in violation of the MCAMLIS copyright by placing the MCAMLIS cadastral maps on a site where it might be possible for users to "download" all or portions of the City of Franklin cadastral map.

In answer to a question from Mr. Shaw, Mr. Patterson stated that if the City of Franklin website permitted downloading of the actual digital cadastral map text and vectors as digital files, that that would probably constitute a violation of the MCAMLIS copyright. Mr. Patterson further stated that if the City of Franklin website permitted only the preparation, or generation, of a "paper" copy of the cadastral map, that this would probably not constitute a violation of the MCAMLIS copyright.

Mr. Bennett stated that he would investigate the manner in which these data were to be made available over the City of Franklin website.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting.

Report on Reorganization of Remaining City of Milwaukee Cadastral Map Transformation Projects

Chairman Bauer noted that all Committee members had received a copy of a staff memorandum on the proposed reorganization of the remaining four active City of Milwaukee cadastral map transformation projects and the initiation of the transformation work under the tenth and final project. He noted that formal approval of the report by the Committee in the form of a motion would be required since four of the five exhibits attached to the memorandum, if approved, would constitute addenda to four current

contracts between the Steering Committee and the Southeastern Wisconsin Regional Planning Commission. He then asked Mr. Patterson to review the memorandum with the Committee.

There being no questions or comments, on a motion by Mr. Misun, seconded by Mr. High and carried unanimously, the Staff Memorandum entitled "Scheduling of City of Milwaukee Cadastral Map Transformation Work--Phase 10 Project Area" dated May 5, 2003, was approved, and the staff directed to secure the execution of the appended proposed contract addenda (copy of Memorandum attached to these minutes).

Report by City of Milwaukee Staff on the Status of City Cadastral Map Transformation Project

Chairman Bauer noted that all members of the Steering Committee had received a copy of the report on the City of Milwaukee cadastral map transformation project for review prior to the meeting. In the absence of Ms. Olson, Chairman Bauer asked Mr. Maves to review the report with the Committee.

In answer to a question by Mr. Bennett, Mr. Patterson indicated that as the City completes map recompilations or transformations, and after completion of quality control checks by the Commission staff, the finished maps are integrated into the MCAMLIS database and are available to potential users. In answer to a further question by Mr. Bennett, Mr. Patterson indicated that the City of West Allis cadastral maps were integrated into the MCAMLIS database and were available to potential users.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of report attached to these minutes).

Report on Transfer of Maintenance Responsibilities for City of Milwaukee Cadastral Maps Compiled and Transformed to MCAMLIS Standards

Chairman Bauer noted that all Committee members had received a copy of a staff memorandum concerning the transfer of maintenance responsibilities for City of Milwaukee cadastral maps recompiled and transformed to MCAMLIS standards from the City to the County staff for review prior to the meeting. Chairman Bauer noted that formal approval of the report by the Committee in the form of a motion would be required since the exhibit attached to the memorandum, if approved, would constitute an addendum to a current contract between the Steering Committee and the Southeastern Wisconsin Regional Planning Commission. He asked Mr. Patterson to review the memorandum with the Committee.

Mr. Patterson noted that a companion addendum to the contract between the Commission and the Milwaukee County Register of Deeds Office concerning maintenance of the MCAMLIS cadastral maps had been executed on May 28, 2003.

In answer to a question from Mr. Bennett, Mr. Patterson noted that cadastral maps covering the City of West Allis were currently available and were being distributed by the MCAMLIS project. In answer to questions from Messrs. Bennett and High, Mr. Patterson noted that the only remaining areas of Milwaukee County for which MCAMLIS format cadastral maps were not currently available were for portions of the City of Milwaukee located in U.S. Public Land Survey System Township Section 8 North, Range 21 East, the old Town of Granville area.

Mr. LaFave noted that this transfer of maintenance responsibilities did entail an increased work load for Ms. Bach, the GIS Technician in the Register of Deeds Office, and that, as noted in the Memorandum, this added workload may, if experience so indicates, require additional funding from the MCAMLIS program. Ms. Bach agreed and noted that she had concerns about the size of the server unit available to store the additional digital files entailed. She also expressed concern about the need to develop an orderly

procedure for the transfer of the ancillary data involved from the City of Milwaukee to the County, and about the actual file maintenance procedure.

A brief discussion ensued in which Mr. Patterson noted that with respect to the file maintenance procedure, that procedure should be identical to the procedure used to maintain the MCAMLIS cadastral map files for the rest of the County. Chairman Bauer noted that with respect to the capacity of the server, if this becomes a problem, it will have to be brought to the attention of the Steering Committee and the Committee will have to provide funding for the acquisition of additional server capacity.

Upon the conclusion of the discussion, Chairman Bauer suggested that Mr. Patterson arrange an interagency staff meeting to be attended by Ms. Bach, Ms. Olson, and at the specific request of Mr. High, by a representative of the County Department of Public Works, to consider and agree upon an orderly procedure for the transfer of the data required to maintain current the MCAMLIS cadastral base maps covering the City of Milwaukee. The Committee concurred that such a meeting should be arranged as soon as possible.

In response to a question by Mr. High, Mr. Patterson indicated that two interagency agreements were involved in the transfer of the subject cadastral map maintenance responsibilities: one between the Steering Committee and the Regional Planning Commission that makes the Commission responsible for the map maintenance; and the second between the Commission and the Milwaukee County Register of Deeds Office governing the performance of the required work. In answer to a further question by Mr. High, Mr. Patterson indicated that the second agreement did not, at this time, provide an increase in the payment due to the Register of Deeds for the maintenance work; the staff Memorandum concerned clearly indicating that if experience indicates that the additional work will require additional funding, such funding will have to be provided by the Steering Committee.

There being no further questions or comments, on a motion by Mr. LaFave, seconded by Mr. High, and carried unanimously, the Staff Memorandum entitled "Transfer of City of Milwaukee Recompiled and Transformed MCAMLIS Format Cadastral Maps to the Milwaukee County Register of Deeds Office for Integration into the Continuous Map Update Operation" dated May 5, 2003, was approved unanimously, and the staff was directed to secure execution of the agreement addendum attached to the Memorandum (copy of Memorandum attached to these minutes).

Report by Milwaukee County Register of Deeds Staff on MCAMLIS Cadastral Map and Street Address File Maintenance Operations

Chairman Bauer noted that all Committee members had received copies of maps showing the status of the Milwaukee County cadastral map and street address file maintenance as of May 19, 2003, for review prior to the meeting. He then asked Ms. Kathleen A. Bach, GIS Technician, Milwaukee County Register of Deeds Office, to report on the status of the work concerned.

Ms. Bach briefed the Committee on the status of the work utilizing the two status maps, one relating to the cadastral map file and one relating to the street address database.

Ms. Bach noted that she was experiencing difficulty with obtaining data to update the street address coding files as those files relate to the Village of West Milwaukee, the City of Greenfield, and the City of South Milwaukee, the difficulty apparently being related to staff reductions within these three communities. Chairman Bauer suggested, and the Committee concurred, that Mr. Patterson should arrange meetings between himself and Ms. Bach and cognizant officials from each of the three communities concerned in order to ascertain the cause of the difficulties and consider means for abating

those causes and obtaining the needed data in a timely manner. Chairman Bauer asked Mr. Patterson to report the results of the meetings at a future meeting of the Steering Committee.

Mr. Bennett suggested that the City of Franklin could provide the data required to update the MCAMLIS street address coding files for the Franklin area directly to Ms. Bach by electronic transfer and it was agreed that Mr. Bennett would work with Ms. Bach to effect such a more efficient arrangement. This would, Mr. Bennett noted, avoid duplication of effort at the City level as well as facilitate Ms. Bach's work.

Chairman Bauer complimented Ms. Bach on both the quantity and quality of the cadastral map and street address file maintenance work which she was performing for MCAMLIS.

In answer to a question by Mr. High, Chairman Bauer reminded the Committee that the Register of Deeds Office historically prepared the tax assessment maps for all of the units of government within Milwaukee County, except for the Cities of Milwaukee and West Allis. He indicated that it was his understanding that these tax maps were still being maintained by manual methods within the Register of Deeds Office, including now the tax maps for the City of West Allis. He indicated further that it was clearly intended that this duplicative practice be eventually ended and that the MCAMLIS cadastral maps become the tax assessment maps for all 18 suburban units of government within Milwaukee County. In addition, he said, the meeting to be reported on under Agenda Item IV.A. between the Register of Deeds Office and the City of Milwaukee was intended to address the duplicative effort involved in the production of the City of Milwaukee tax assessment maps and the inequities involved in the funding of the preparation of tax assessment maps within the City of Milwaukee. Accordingly, Chairman Bauer said the maintenance of the tax assessment maps for the 18 suburban units of government within the County did not represent a new function for the Register of Deeds Office, but was a historic function the procedures for which required review and revision. In answer to a further question by Mr. High, Chairman Bauer indicated that the maintenance of the MCAMLIS street address coding guide was, indeed, a new function for the Register of Deeds Office, the funding for which was provided by MCAMLIS.

In answer to a further question by Mr. High, Mr. Patterson indicated that the address coding guide was available to all MCAMLIS members at no cost and to the 18 suburban units of government within Milwaukee County at modest cost. Mr. Patterson observed that potential users may not be aware of the availability of the MCAMLIS street address coding guide and suggested that this might be a good topic for inclusion of a future issue of a MCAMLIS newsletter if the Committee decides to proceed with the preparation of such a newsletter under Agenda Item IV.B.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copies of status maps attached to these minutes).

Report on Status of MCAMLIS Floodland Mapping Project

Chairman Bauer noted that all Committee members had received a copy of a staff memorandum setting forth the current status of the MCAMLIS floodland mapping project for review prior to the meeting.

Chairman Bauer then reviewed the memorandum with the Committee. In his review, Chairman Bauer recalled that at the Committee meeting of January 28, 2003, the staff had posted examples of some finished floodland maps and that Ms. Lindholm had obtained copies of the maps for review by City of Milwaukee engineering staff. He indicated that he was pleased to report that the findings of the review, as set forth in an electronic communication to the MCAMLIS staff from Jeffrey J. Mantis, P.E., Chief

Transportation Planning and Development Engineer, City of Milwaukee Department of Public Works was favorable, the review indicating that the maps were easy to read, contained valuable information, and would be of use to the City in reviewing drainage issues and in general engineering studies. The communication also asked whether the maps would be available for the entire City. Chairman Bauer indicated he had discussed this matter with Mr. Mariano A. Schifalacqua, Commissioner, Department of Public Works, City of Milwaukee, and had suggested there might be value in holding a briefing session for concerned City Department of Public Works and engineering staff to provide information on the MCAMLIS topographic base maps, floodland maps, cadastral base maps, and underlying survey control data.

Mr. Shaw referred to the status map attached as Exhibit 2 to the staff Memorandum and asked about the reason for the apparent gaps in the floodplain mapping completed or underway along some of the stream channels within Milwaukee County. Chairman Bauer indicated that there were six such gaps, one along the Honey Creek channel--a tributary of the Menomonee River--the others along the South 43rd Street Ditch, Lyon's Park Creek, and Wilson Park Creek, all representing segments of the watercourses concerned that had been placed in constructed storm sewers and for which flood hazard maps would not be prepared.

In answer to a question by Mr. Bennett, Chairman Bauer noted that the continuous flow simulation model procedures being used by the Commission staff for the work in the Menomonee River, Oak Creek, Root River, and Kinnickinnic River watersheds had not, as yet, been approved by the Wisconsin Department of Natural Resources (DNR). The analyses of flows on the Milwaukee River were based on long term streamflow gauging records—and also had not as yet been approved by the DNR. The Department had, however, apparently agreed that if the Federal Emergency Management Agency (FEMA) reviewed and approved the modeling, the DNR would also do so. As noted in the Memorandum, all of the modeling has received preliminary approval by FEMA, with final approval pending the provision of certain specifically requested information to FEMA staff, and further analyses by a consultant retained by FEMA specifically to review the modeling. Chairman Bauer indicated that the work was, nevertheless, proceeding since further delays attributable to DNR approval could not be accepted if the Phase 1 work was to be completed by the end of this calendar year.

In answer to a question by Mr. Bennett, Mr. Patterson indicated that the finished floodland maps were being released to potential users as completed.

Mr. Bennett noted that State law and implementing administrative regulations required local communities to update their floodland zoning ordinances within six months of the availability of updated flood hazard information. Chairman Bauer indicated that the time limits referred to begin upon FEMA and DNR approval of the updated flood hazard data. Mr. Bennett suggested that this requirement would be another good subject for a future MCAMLIS newsletter article if the Committee deems to proceed with the preparation of such a newsletter.

In answer to a question by Mr. Misun, Mr. Patterson indicated that the floodland boundaries, as digitally represented, constituted closed polygonal coverages specific to each individual map sheet and, therefore, constituted geometrically sound overlays to both the MCAMLIS topographic and cadastral maps. The floodland boundary polygons can be merged to cover areas larger than a single map sheet.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of Memorandum attached to these minutes).

Report on Filing of Project Completion Reports

Mr. Patterson then reported that the work required under the last of four State grant awards made to Milwaukee County under the 1999 Wisconsin Land Information Program (WLIP) grant distribution had been completed. The first three of the four projects concerned were comprised of Phase 2 and Phase 3 of the City of Milwaukee cadastral map transformation project and of the preparation of a series of administrative, legislative, and statistical area boundary overlays to the MCAMLIS base maps. Project completion reports for these three projects, he said, had been filed on June 17, June 24, and September 9, 2002, respectively, with the Wisconsin Office of Land Information Services (OLIS) and approved by that Office on July 30, July 31, and September 16, 2002, respectively. The completion of the first two of these three projects and the impending completion of the third project was reported to the Steering Committee at its meeting held on May 7, 2002.

Also at the May 7, 2002, meeting, Mr. Patterson had advised the Steering Committee that the project covered by the fourth award would not be completed within the specified time frame, that project being the floodland mapping work, and that a request for a project completion date extension would be filed with the OLIS. At that time, an extension of the project completion date to June 30, 2003, was requested. As noted in the preceding report at this meeting, this project is now expected to be completed about December 31, 2003.

Mr. Patterson noted that since OLIS approval of a request for a further project completion date extension appeared problematic, project staff, in consultation with OLIS staff, recently took steps to close out the Grant Agreement associated with the floodland mapping project. This was accomplished by submitting a revised project scope of work which was a scaled back version of the original project scope of work. It is important to note that this change does not affect the scope of work to be completed under the agreement between MCAMLIS and the Regional Planning Commission. The revised scope of work was filed with the Office on April 2, 2003, and approved by the OLIS staff on that same date. A project completion report was filed on April 1, 2003, and approved by OLIS staff on April 11, 2003. Accordingly, all four Milwaukee County Grant Agreements associated with the WLIP 1999 grant distribution have now been closed.

There being no questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting.

Report on Status of County WLIP 2002 Grant Agreements

Mr. Patterson reported that the three grant agreements governing the three grant awards made to Milwaukee County under the WLIP 2002 grant distribution had been partially executed by the cognizant Milwaukee County Officials and returned to the Office of Land Information Services on April 15, 2003, for full execution. Mr. Patterson noted that the projects involved were the additional City of Milwaukee cadastral map transformation work for Project Areas 8, 9A, and 9B. Mr. Patterson further noted that project staff were awaiting the return of the fully executed grants from the Office at which time the projects covered by the grant agreements would be initiated.

In answer to a question from Mr. Bennett, Mr. Patterson noted that barring changes to the State Statutes, it did not appear likely that there would be land records modernization grants available from the State in the future. Mr. Patterson noted that the Governor's budget bill currently under consideration by the Legislature proposed extending the collection of the \$2 fee formerly used to fund grants for an additional two years, but proposed reprogramming the \$2 fee to fund comprehensive planning grants under the State "Smart Growth" legislation.

There being no further questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting.

Report on Status of License Agreements

Chairman Bauer noted that all members of the Steering Committee had received a copy of a table listing all of the license agreements governing the provision of MCAMLIS base maps and related data to users and the use of such data executed from January 1, 2003, through May 30, 2003, for review prior to the meeting.

There being no questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of table attached to these minutes).

Report on Recent Actions Improving MCAMLIS Cash Flow and Year End Balance

Chairman Bauer noted that all members of the Steering Committee had received copies of a memorandum calling attention to recent actions which served to improve the MCAMLIS calendar year 2003 cash flow and year end balance. He asked Mr. Patterson to review the memorandum with the Committee.

There being no questions or comments on the report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of Memorandum attached to these minutes).

Report on Status of MCAMLIS Cash Flow

Chairman Bauer noted that all members of the Steering Committee had received a copy of a table summarizing the status of the MCAMLIS project cash flow as of April 30, 2003, for review prior to the meeting. He then asked Mr. Lewandowski to review the report with the Committee.

In answer to a question by Chairman Bauer, Mr. LaFave indicated that document recordings were being experienced at an all-time record high rate, which rate was expected to continue through the remainder of this year. Consequently, Mr. LaFave said the current estimates of anticipated revenues from this source should prove to be conservative.

There being no further questions or comments on Mr. Lewandowski's report, it was the consensus of the Committee that the report be placed on file via the minutes of the meeting (copy of table setting forth the cash flow status as of April 30, 2003, attached to these minutes).

OLD BUSINESS

Report on Proposed Meeting Between the Milwaukee County Register of Deeds and the City of Milwaukee Assessor to Consider Elimination of Duplicative Work Between the County and City Staffs

Chairman Bauer noted that at the meeting of January 28, 2003, and again at the meeting of April 8, 2003, reference had been made to a Committee request made at the meeting of December 3, 2002, that Ms. Olson arrange a meeting between the Milwaukee County Register of Deeds and the City of Milwaukee Assessor to consider the elimination of work duplication between the County and City staffs. At these meetings, it had been the consensus of the Committee that efforts continue to be made to try to arrange such a meeting.

Mr. LaFave indicated that the proposed meeting had not as yet been arranged and indicated that he was ready, willing, and able to participate in such a meeting if the City of Milwaukee still had interest in the

meeting. Mr. Maves indicated that the meeting had not as yet been arranged only because of the press of work in the City Assessor's office and that Ms. Olson would continue her efforts to arrange such a meeting in the near future.

Consideration of Proposal for Publication of a MCAMLIS Newsletter

Chairman Bauer noted that in response to a request made by Mr. Bennett to project staff prior to the Committee meeting of December 3, 2002, and in response to Committee direction given at the meeting of April 8, 2003, the project staff had prepared a memorandum setting forth a proposal for the publication of a MCAMLIS newsletter. He noted that all members of the Steering Committee had received a copy of the memorandum for review prior to the meeting. Chairman Bauer noted that formal action on this memorandum would be necessary if the Committee should determine to have the staff proceed with the preparation and dissemination of a MCAMLIS newsletter. He then asked Mr. Patterson to review the memorandum with the Committee. A lengthy discussion ensued in which the following comments, among others, were made.

Mr. Place observed that many of the proposed audience may know very little or nothing about the MCAMLIS program and suggested that the first issue of the proposed newsletter should contain an abbreviated history of the program.

Mr. LaFave stressed that the proposed newsletter should be written in a manner easy to read and understand and recipients should be encouraged to pass the newsletter along to colleagues. Chairman Bauer suggested that a printed copy of each newsletter be presented to the Committee at its first meeting following the issuance of each newsletter for review and comment and for inclusion in the minutes of the meeting, thereby providing a permanent record of the newsletters issued. Mr. Lewandowski suggested that the proposed newsletter should receive wide distribution, including County and local elected officials, suggesting that this may create a countywide interest of benefit to the program. Chairman Bauer agreed indicating that the initial recipient list should include at least the Chief Executives—that is, the mayors and village presidents of the local municipalities—as well as municipal directors of public works, city engineers, and planners. Perhaps, he said, selected County board supervisors or aldermen or village trustees should also be included in the initial list, but noted that experience had indicated that sometimes providing materials to elected officials that did not request the materials can generate a negative reaction to a program.

Mr. Shaw suggested the need of archiving the newsletter so that a recipient could obtain back issues. Chairman Bauer noted there were two aspects of such archiving: a relatively ephemeral one, such as suggested by Mr. Shaw—that would entail the electronic versions of the newsletters and a means of electronic access to them; and a more permanent record for historic purposes under which a printed version of each newsletter would—as he had already suggested—be attached to the Committee minutes. He noted that the Regional Planning Commission, as a matter of longstanding practice, periodically bound minutes of its advisory committees and of such organizations as this Steering Committee in hard covers to create true archive records.

Messrs. Shaw and Bennett suggested that a website might be opened for the MCAMLIS program. Chairman Bauer noted that this had been previously discussed in the Committee and it had been pointed out that decisions relative to the creation of a County website or websites properly rested with the County Executive and County Board, and that any proposal to open a website for the MCAMLIS program should be resolved by the cognizant County officials. Mr. High agreed, noting that this issue was being actively considered within the County itself and planning was underway for the development of a new County website that would integrate any and all such existing sites.

There being no further questions or comments, on a motion by Mr. Lewandowski, seconded by Mr. Bennett, and carried unanimously, the Staff Memorandum entitled "Publication of a MCAMLIS Newsletter" dated May 8, 2003, was approved unanimously; the staff was directed to secure execution of the proposed agreement attached to the Memorandum; and to proceed with the preparation and dissemination of a MCAMLIS newsletter as proposed in the Memorandum (copy of Memorandum attached to these minutes).

NEW BUSINESS

Consideration of Amendment of the Milwaukee County Land Records Modernization Plan

Chairman Bauer noted that all members of the Steering Committee had received a copy of the proposed amendment to the adopted Milwaukee County Land Records Modernization Plan, a plan originally prepared in 1988 and 1989, and approved by the Milwaukee County Board on February 15, 1990. Chairman Bauer noted that subsequent to that County Board action, the County Board, by resolution adopted on December 8, 1990, had assigned all responsibility for the maintenance and implementation of this plan to the MCAMLIS Steering Committee. The Committee, at its meeting held on August 26, 1999, had adopted an amendment--termed an "update"--to the original plan. The proposed amendment distributed for Committee review would serve to further amend the original plan as updated in 1999. Chairman Bauer noted that the amendment would require formal approval by the Committee.

Chairman Bauer then asked Mr. Patterson to review the proposed amendment with the Committee. Mr. Patterson indicated by way of preface to the review, that under guidelines established by the Wisconsin Land Information Board, each county within the State must prepare and maintain current a plan for land records modernization in order to be legally eligible to expend monies retained from document recording fees. Mr. Patterson indicated further that two developments now required consideration of a second amendment to the original Milwaukee County plan, namely:

1. In order to legally expend the special purpose \$1 locally retained document filing fee provided beginning in September 2001, and presumably extending through August 31, 2003, the plan should include specific authorizing language and example projects for the use of the funds so retained; and
2. As a result of consultation between the MCAMLIS project staff and Milwaukee County staff, it was determined that it would be advisable to expand the scope of the plan to allow for the use of the \$4 locally retained fee for projects that meet both the objectives of the new State "Smart Growth" planning legislation and the Wisconsin Land Information Program.

Mr. Patterson then undertook a page-by-page review of the proposed plan amendment.

In answer to a question by Mr. Shaw, Mr. Patterson indicated that the original land records modernization plans submitted by the various counties were, indeed, reviewed and approved by the Wisconsin Land Information Board staff as were subsequent amendments. Consequently, the proposed amendment, if approved by the Steering Committee would be subject to State review and approval.

In answer to a further question by Mr. Shaw, Mr. Patterson indicated that, indeed, other counties were in the process of submitting revised plan amendments and that, for example, the revised plan for Washington County contained proposals very similar, even identical, to the proposed amendment before the Committee for the coordination of the Smart Growth planning and land records modernization programs within Washington County.

In answer to yet a further question from Mr. Shaw concerning liability for the inappropriate use of MCAMLIS funds for "Smart Growth" planning as opposed to land records modernization use, Chairman Bauer indicated that clearly proposals for the use of the land records modernization funding for "Smart Growth" planning would be inappropriate if such use were not specifically called for in the plan approved by the Steering Committee and by the State. He noted that the retained document recording fees are to be used only in accordance with the approved plan.

Mr. Patterson noted that in his research preparatory to preparing the proposed plan amendment, he had reviewed documents that the Wisconsin Land Information Board (WLIB) and Wisconsin Land Council (WLC) had issued and had found numerous cross-linked content issues between "Smart Growth" planning and land records modernization, the cross linkages corresponding to the nine comprehensive planning elements listed in the "Smart Growth" legislation, including specific cross-links to the housing, natural resources, and infrastructure plan elements. He indicated that he believed a strong case could be made even for the commingling of "Smart Growth" planning grant funds and land records modernization funds to pursue specific projects.

In answer to a question by Mr. Lewandowski, Mr. Patterson indicated that to his knowledge the State had not as yet issued any guidelines for the distribution and use of the \$2 document recording fee that is transmitted by the counties to the State for "Smart Growth" planning projects. He noted the guidelines for the use of that money for land records modernization initiatives were very general and contained in a document some 40 pages in length. Finally, he noted that State grants were already being made under the "Smart Growth" planning program.

In answer to a question by Mr. High, Chairman Bauer indicated he did not know whether the intent at the State level was to replace the Wisconsin Land Information Board with the Wisconsin Land Council and assign the Board's responsibilities to the Council. He indicated that both of these bodies were located within the Wisconsin Department of Administration and came under the direction of the Secretary of that Department.

Mr. High observed that the "Smart Growth" legislation dealt with the preparation of comprehensive plans, while the land records modernization legislation dealt with the creation of land information systems. He asked if the proposed change in the County plan would represent a change in the MCAMLIS mission and questioned the validity of this proposed broadening of the plan.

Chairman Bauer observed that MCAMLIS is already engaged in projects which are planning related, such as the floodland mapping program—a program that is, in his opinion, consistent with both the objectives of the State "Smart Growth" legislation and land records modernization legislation. He noted the project will provide mapping that will have a direct application in County and municipal planning and zoning activities as well as have a direct impact on private development decisions. He noted further that a similar situation existed with respect to the MCAMLIS program that mapped obstructions to air navigation in the approach zones to General Mitchell International Airport, the resulting mapping constituting a direct application not only in the County management of development in the approach zones, but in the planning efforts of the local communities in the vicinity of the airport. He noted that another potential example of the need to coordinate the two program areas existed in the need to develop definitive maps of the navigable, as opposed to perennial, streams within the counties and local municipalities.

Mr. Place questioned whether the Steering Committee was the proper forum to deal with "Smart Growth" issues, the Steering Committee having been specifically created to oversee the County land records modernization program.

Mr. High observed that any references to "Smart Growth" always appear to have political connotations and indicated that he could not at this time support the inclusion of any "Smart Growth" planning related projects in the strategic assessment for the MCAMLIS program. Mr. High, therefore, asked, and the Committee agreed, to postpone action on the proposed plan amendment until the next meeting of the Steering Committee in order to afford an opportunity for Mr. High to review the issues concerned with the Director of the Department of Public Works and, as may be necessary, with the County Executive.

Consideration of Revised MCAMLIS Strategic Assessment

Chairman Bauer noted that all Committee members had received a copy of a staff memorandum entitled "MCAMLIS Program Strategic Assessment for 2003 - 2006" for review prior to the meeting. He noted that the preparation of this memo had been requested by the Committee at its meeting held on April 8, 2003, and asked Mr. Patterson to review the Memorandum with the Committee.

Mr. Bennett objected to the inclusion of any "Smart Growth" related projects in the recommended MCAMLIS work program as proposed in the Memorandum and as summarized in Table 5. He indicated that, in his opinion, water supply planning was not important to either the City of Milwaukee nor to any of the other municipalities within the County, or to the County itself; that such planning was a regional planning issue and, in any case, should not be funded through the MCAMLIS program.

Chairman Bauer observed that, in his opinion, the North Shore Water Utility and the Cities of Milwaukee, Oak Creek, and South Milwaukee, all of which operated Lake Michigan water intakes, treatment plants, and water transmission and distribution systems, had an interest in water supply planning in that at least, the Cities of Milwaukee and Oak Creek had substantial excess capacity in their water supply systems and should be interested in the potential use of that excess capacity to serve areas both within and outside of Milwaukee County.

Mr. Bennett reiterated that he believed that water supply system planning was a Regional Planning Commission responsibility and not a MCAMLIS responsibility.

Mr. Lewandowski indicated that neither the County Executive nor the County Department of Administrative Services were requesting MCAMLIS to fund water supply system planning, being of the opinion that the use of MCAMLIS funds for such purposes should be a Steering Committee decision.

In answer to a question by Mr. Lewandowski, Chairman Bauer indicated the Committee could act to approve the entire staff Memorandum as submitted; to approve that Memorandum deleting from it any inclusion of "Smart Growth" related projects; or in light of the action taken on the preceding agenda item, postpone action on the Memorandum until the next meeting of the Steering Committee.

In answer to a question by Mr. Shaw, Mr. Patterson indicated that he was unaware of any projects of interest to the Committee that did not appear in the recommended work program, as summarized in Table 5 of the Memorandum. He noted that the program included all of the committed MCAMLIS projects; all of the projects recommended to be undertaken in the final report prepared under the "Land and Utility Information System Internet Prototype Study;" the preparation and dissemination of a MCAMLIS newsletter; the extension of the MCAMLIS street address database to include the City of Milwaukee; and replacement topographic mapping.

Chairman Bauer asked if any of the Committee members were aware of any projects of interest that were not considered and included in the preparation of the recommended work program. No such projects were identified by any Committee members.

In answer to a further question by Mr. Shaw, Chairman Bauer indicated that as the recommended work program is implemented, the need for changes in the program may, indeed, become evident and such changes could then be considered by the Committee. He noted that such changes could relate both to the scope and content of the program, to timing of the various elements of the proposed program, and to the costs of the various proposed elements. He suggested that the logical way for the Committee to proceed was to adopt the work program, either as recommended or as amended, to provide an orderly guide to the ongoing development of the overall work program. Under such a logical procedure, the staff would prepare memoranda setting forth the scope, content, timing, cost, and means for implementation of each of the work elements included in the recommended program. The Committee would then consider any changes that may be necessary in the memoranda, and approve each memorandum, thereby directing the staff to proceed with implementation in an orderly manner. Approval of each such memorandum would constitute an implicit amendment of the overall work program, which work program, in any case, should be reconsidered at least annually by the Committee.

Mr. Shaw indicated that the Committee was at this time afforded with a rare opportunity to consider an overall recommended program based upon staff memoranda already prepared or which should be prepared for all of the recommended projects in the program, and perhaps other projects not envisioned in the recommended list of projects.

Mr. High observed that all of the work elements that the Committee had considered over the recent past and that were recommended in the Internet Prototype Study report were, indeed, included in the proposed work program, the one exception being the "Smart Growth" related projects.

Accordingly, Mr. High moved that the recommended work program, as set forth in the staff Memorandum entitled "MCAMLIS Program Strategic Assessment for 2003 - 2006" dated June 2, 2003, and as specifically summarized in Table 5 of the report, be approved except for the inclusion of the "Smart Growth" related projects in the program. Mr. Bennett seconded the motion, which carried unanimously (copy of Memorandum attached to these minutes).

Consideration of Transfer of Digital Cadastral Maps to a Seamless Map Environment

Chairman Bauer noted that all Committee members had received a copy of a staff memorandum entitled "Reorganization of the MCAMLIS Digital Cadastral Base Maps into a Continuous Digital Base Map" dated May 14, 2003, for review prior to the meeting. He noted that the preparation of this memo had been requested by the Committee at its meeting held on April 8, 2003, and asked Mr. Patterson to review the Memorandum with the Committee.

Following Mr. Patterson's review, Chairman Bauer noted that the time was close to noon and indicated that he believed that most of the Committee members would want to leave by noon. He, therefore, suggested that the Committee complete its consideration of the Memorandum and consider carrying over the remaining agenda items under "New Business," items "D", "E", and "F" until the next meeting of the Committee.

Mr. Bennett moved approval of the staff Memorandum entitled "Reorganization of the MCAMLIS Digital Cadastral Base Maps into a Continuous Digital Base Map," dated May 14, 2003. Mr. Lewandowski seconded the motion.

Mr. High stated that the staffs of the Milwaukee County Department of Public Works, the County Executive's Office, and the Register of Deeds Office were currently involved in discussions concerning the MCAMLIS cadastral maps and whether or not those maps should be reorganized into a geodatabase format for County utilization. Mr. High indicated that the Department of Public Works staff in particular were concerned that the recommendations set forth in the MCAMLIS staff Memorandum might require County staff to carry out additional work beyond that proposed in the Memorandum, or might require County staff to "undo" a portion of the proposed work in order to utilize the cadastral maps in the County intended-manner. Therefore, Mr. High requested that the Committee consideration of this Memorandum be held over in order to provide additional time for County staff to review the possible impacts of the MCAMLIS staff proposal on County plans.

In response to Mr. High's expressed concern, Mr. Bennett withdrew his motion and Mr. Lewandowski withdrew his second concerning the consideration of this Memorandum.

There being no further discussions, on a motion by Mr. High, seconded by Mr. Lewandowski, and carried unanimously, the "New Business," agenda items "C," "D," "E," and "F" were held over until the next meeting of the Committee.

CORRESPONDENCE

Chairman Bauer noted that there was no correspondence to be brought before the Committee.

DATE, TIME, AND PLACE OF NEXT MEETING

Chairman Bauer then asked the Committee to consider the date, time, and place for the next Committee meeting. After some brief discussion, it was determined that the next meeting of the Steering Committee should be scheduled to be held on July 15, 2003, at 9:00 A.M., in Room 203-P of the Milwaukee County Courthouse.

ADJOURNMENT

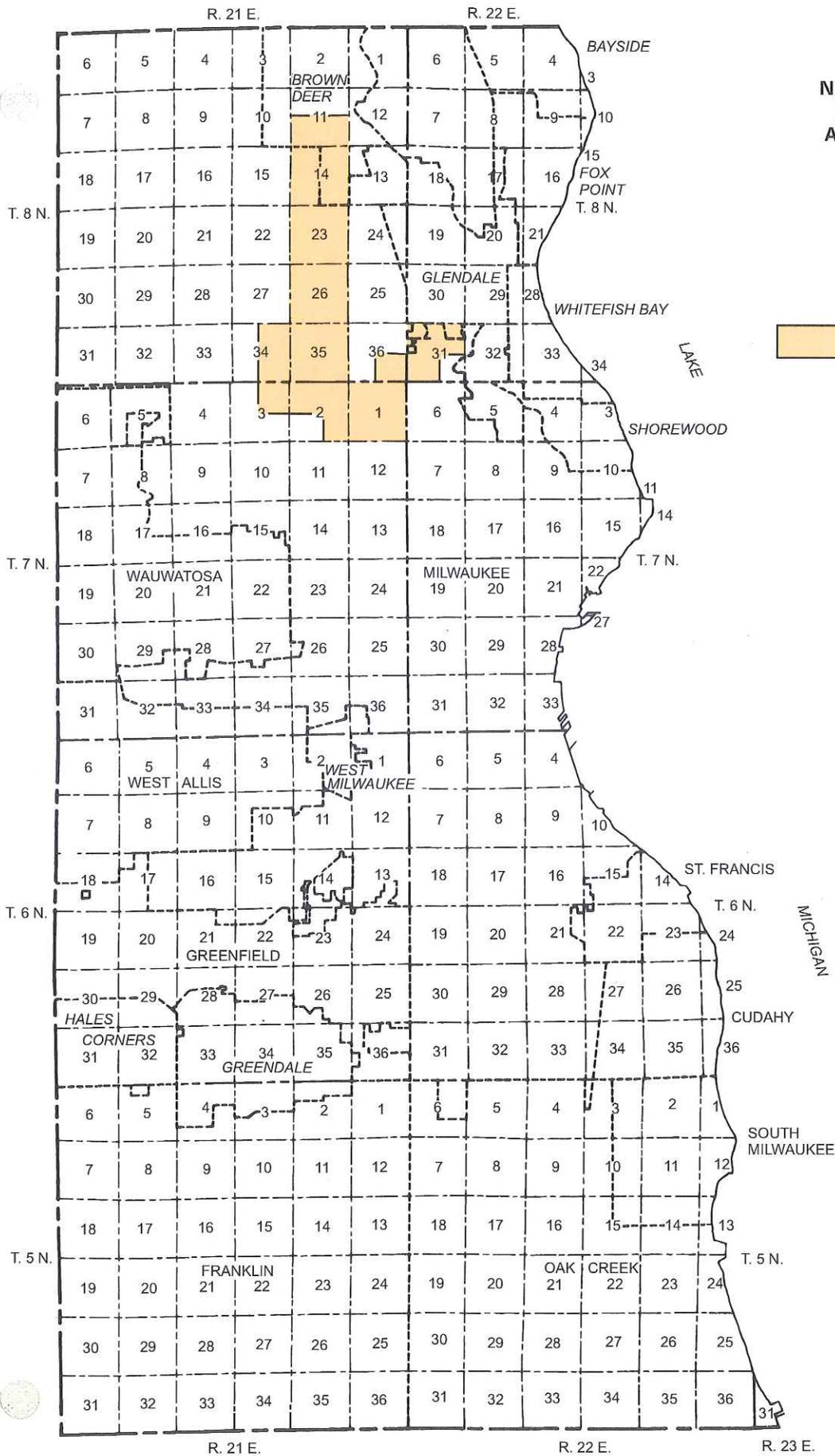
There being no further business to come before the Steering Committee, on a motion by Mr. Lewandowski, seconded by Mr. High, and carried unanimously, the meeting adjourned at 12:00 Noon.

Respectfully submitted,

Thomas D. Patterson
MCAMLIS Project Manager

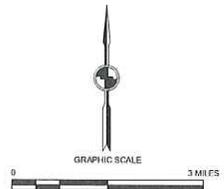
Exhibit A

**NEW MCAMLIS TOPOGRAPHIC
MAPPING ALONG LINCOLN
AND SOUTHBRANCH CREEKS**



AREA FOR WHICH NEW AERIAL PHOTOGRAPHY AND DIGITAL TOPOGRAPHIC MAPPING WILL BE ACQUIRED. (APPROXIMATELY 8.0 SQUARE MILES).

MAY 20, 2002



Source: SEWRPC.

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607

TELEPHONE (262) 547-6721
FAX (262) 547-1103

Serving the Counties of:

KENOSHA
MILWAUKEE
OSHAUKEE
RACINE
WALWORTH
WASHINGTON
WAUKESHA



MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: Commission Staff

DATE: May 5, 2003

SUBJECT: **SCHEDULING OF CITY OF MILWAUKEE CADASTRAL MAP TRANSFORMATION WORK—PHASE 10 PROJECT AREA**

Beginning in 1999, the Steering Committee initiated a series of projects intended to integrate existing City of Milwaukee digital mapping into the survey control and digital mapping framework created by the MCAMLIS project. Actions taken by the Steering Committee at its meetings of December 3, 2002, and January 28, 2003, approved two additional projects of this type for the eighth and ninth phases of this activity, leaving only the Phase 10 project area yet to be initiated (see copy of map attached hereto as Exhibit A for the location of the Phase 10 project area). At the time these actions were taken, it was anticipated that the cadastral map transformation work in the Phase 10 project area would be programmed for completion during 2004 and 2005.

As these various map transformation projects have continued over the last four years, both the City of Milwaukee staff and the Regional Planning Commission staff involved have become more efficient and effective in carrying out these transformations and the review thereof such that as the Phase 1, Phase 4, Phase 5, and Phase 6 projects neared completion in late 2002 and early 2003, it became apparent that this increased efficiency and effectiveness would result in unexpended funds remaining at the completion of the work covering these phases.

One option for dealing with these unexpended amounts would be to cancel the encumbrances covering the unexpended funds and release the unexpended funds back to the MCAMLIS project account. This option was rejected by the Commission staff in view of the fact that work in the Phase 4, Phase 5, and Phase 6 project areas has been partially funded by Wisconsin Land Information Program (WLIP) grants. Unexpended funds remaining at the end of those projects would have to be returned on a pro-rata basis, both to the MCAMLIS project account and to the WLIP, thereby reducing anticipated 2003 revenue for the MCAMLIS project from the final payments on the WLIP grants concerned. Accordingly, and in consultation with WLIP staff, a different option for utilizing these unexpended funds has been implemented.

The unexpended amounts remaining are sufficient in their aggregate to fund the work remaining in the Phase 10 project area. The 24 one-quarter section based maps remaining in the Phase 10 project area have been divided into four equal groups of six maps each, each group of which will be completed as part of the existing agreements covering the Phase 1, Phase 4, Phase 5, and Phase 6 project areas.

To do this, a revised scope of work for the WLIP Grant Agreements covering the Phase 4, Phase 5, and Phase 6 project areas has been filed with the WLIP staff and extensions for time of completion for the Phase 4 and Phase 5 agreements have been requested from the WLIP staff and have been granted. The Phase 1 project area has received no partial funding through the WLIP grants-in-aid program; therefore, no involvement by WLIP staff is required to restructure the Agreements covering this phase.

Agreement addendums for the agreements between the City of Milwaukee, Information and Technology Management Division, and the Southeastern Wisconsin Regional Planning Commission have been executed for each of the four relevant project areas.

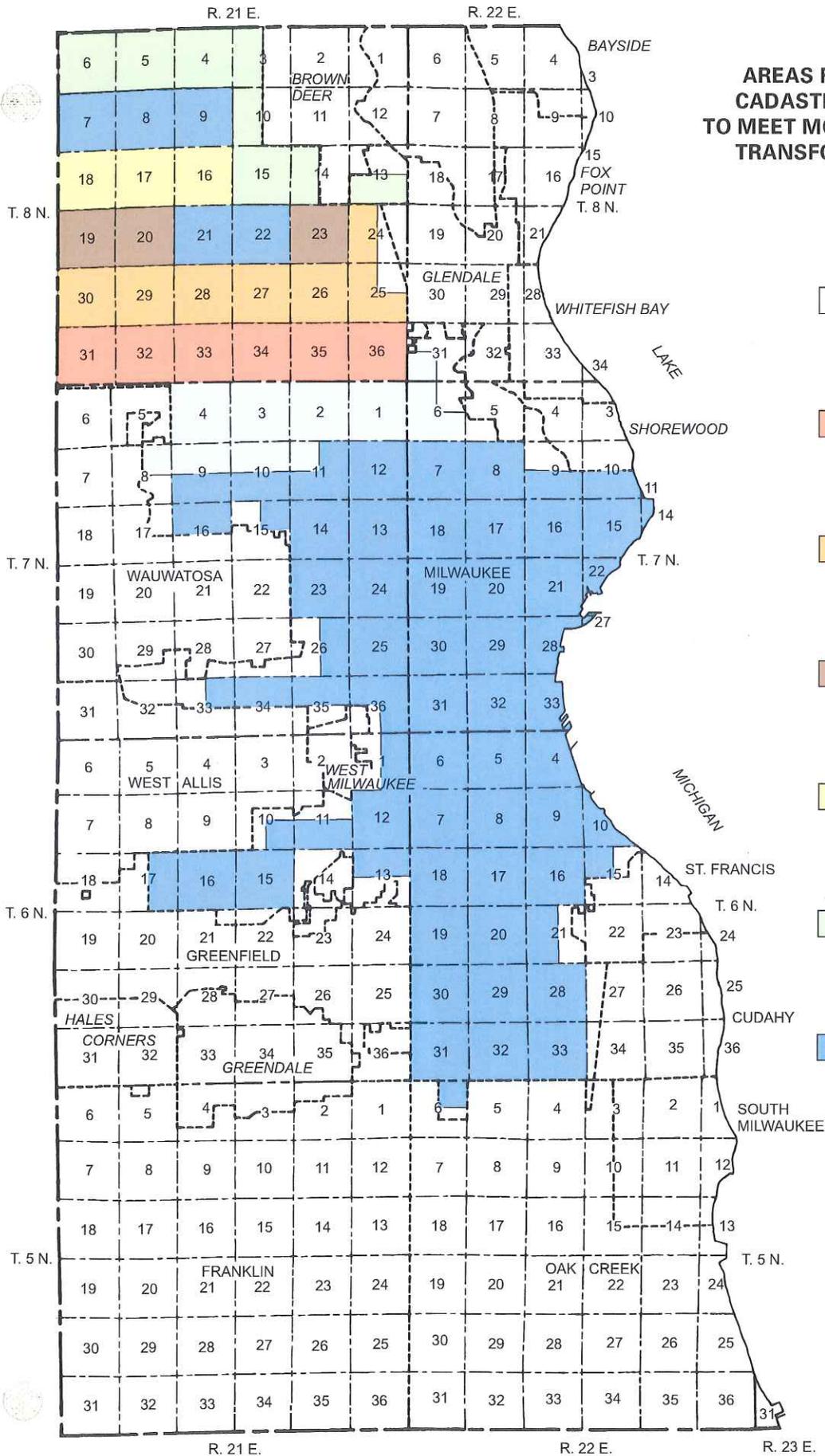
Attached hereto as Exhibits B, C, D, and E are four agreement addenda pertaining to the agreements between the MCAMLIS Steering Committee and the Southeastern Wisconsin Regional Planning Commission covering the four relevant projects areas. Execution of these agreement addenda is needed to formalize the work reorganization and to complete the arrangements worked out jointly between and among the Commission staff, the WLIP staff, and the City of Milwaukee staff. Therefore, Commission staff are requesting that the MCAMLIS Steering Committee approve the execution of these Agreement Addenda.

It should be noted that reorganizing the work in this manner eliminates an expenditure of approximately \$120,000 in MCAMLIS project funds in 1994 and 1995 to carry out the map transformation work in the Phase 10 project area. Accordingly, this amount will be available in those years for expenditure on other MCAMLIS projects.

* * * * *

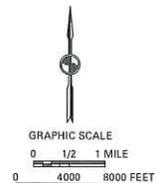
Exhibit A

**AREAS FOR WHICH CITY OF MILWAUKEE
CADASTRAL MAPS ARE TO BE ADJUSTED
TO MEET MCAMLIS STANDARDS BY COMPUTER
TRANSFORMATION AND RECOMPILATION**



LEGEND

-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 6 (26)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 7 (24)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 8 (25)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 9A (12)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 9B (12)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS TO BE ADJUSTED BY COMPUTER TRANSFORMATION TO MEET MCAMLIS STANDARDS, PROJECT AREA 10 (24)
-  CITY OF MILWAUKEE U. S. PUBLIC LAND SURVEY ONE-QUARTER SECTION CADASTRAL MAPS MEETING MCAMLIS STANDARDS. COMPLETED PROJECTS (229)



March 25, 2003

Exhibit B

ADDENDUM TO AGREEMENT

THIS ADDENDUM, entered into this _____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter "Commission"), and the Milwaukee County Automated Mapping and Land Information System Steering Committee (hereinafter "Steering Committee"), is intended to modify that portion of the Agreement entered into on March 7, 2001, by and between the aforementioned parties, that is stated explicitly herein. The March 7, 2001, Agreement covers the preparation of MCAMLIS format cadastral maps in what is referred to in the MCAMLIS work program as the **Phase 4** project area. Those portions of the March 7, 2001, Agreement not explicitly referenced within the context of this Addendum shall remain in full force and effect as originally agreed upon.

Section II., Scope of Services, of the March 7, 2001, Agreement is hereby expanded to provide for the computer transformation of six additional City of Milwaukee quarter-section engineering base maps to meet MCAMLIS standards for cadastral maps. More specifically, the additional six maps will cover the following U.S. Public Land Survey one-quarter sections:

the northwest one-quarter, Section 14, Township 8 North, Range 21 East;
the southwest one-quarter, Section 14, Township 8 North, Range 21 East;

the northeast one-quarter, Section 15, Township 8 North, Range 21 East;
the northwest one-quarter, Section 15, Township 8 North, Range 21 East;
the southwest one-quarter, Section 15, Township 8 North, Range 21 East; and
the southeast one-quarter, Section 15, Township 8 North, Range 21 East.

Section V., Timing, of the March 7, 2001, Agreement is hereby replaced in its entirety as follows:

V. Timing

The work to be performed under this Agreement shall be completed no later than August 29, 2003.

AUTHORIZATION

The Steering Committee approved the execution of this Addendum to the March 7, 2001, Agreement by action taken at its regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the March 7, 2001, Agreement as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

**REVIEWED AS TO INDEMNIFICATION
AND INSURANCE**

By _____
William J. Domina
Milwaukee County Corporation Counsel

By _____
John R. Rath
Milwaukee County Department of Risk Management

Exhibit C

ADDENDUM TO AGREEMENT

THIS ADDENDUM, entered into this _____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter "Commission"), and the Milwaukee County Automated Mapping and Land Information System Steering Committee (hereinafter "Steering Committee"), is intended to modify that portion of the Agreement entered into on March 7, 2001, by and between the aforementioned parties, that is stated explicitly herein. The March 7, 2001, Agreement covers the preparation of MCAMLIS format cadastral maps in what is referred to in the MCAMLIS work program as the **Phase 5** project area. Those portions of the March 7, 2001, Agreement not explicitly referenced within the context of this Addendum shall remain in full force and effect as originally agreed upon.

Section II., Scope of Services, of the March 7, 2001, Agreement is hereby expanded to provide for the computer transformation of six additional City of Milwaukee quarter-section engineering base maps to meet MCAMLIS standards for cadastral maps. More specifically, the additional six maps will cover the following U.S. Public Land Survey one-quarter sections:

the northwest one-quarter, Section 6, Township 8 North, Range 21 East;
the southwest one-quarter, Section 6, Township 8 North, Range 21 East;

the northwest one-quarter section, Section 10, Township 8 North, Range 21 East;
the southwest one-quarter section, Section 10, Township 8 North, Range 21 East;

the southwest one-quarter, Section 13, Township 8 North, Range 21 East; and
the southeast one-quarter, Section 13, Township 8 North, Range 21 East.

Section V., Timing, of the March 7, 2001, Agreement is hereby replaced in its entirety as follows:

V. Timing

The work to be performed under this Agreement shall be completed no later than September 30, 2003.

AUTHORIZATION

The Steering Committee approved the execution of this Addendum to the March 7, 2001, Agreement by action taken at its regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the March 7, 2001, Agreement as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

**REVIEWED AS TO INDEMNIFICATION
AND INSURANCE**

By _____
William J. Domina
Milwaukee County Corporation Counsel

By _____
John R. Rath
Milwaukee County Department of Risk Management

Exhibit D

ADDENDUM TO AGREEMENT

THIS ADDENDUM, entered into this _____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter "Commission"), and the Milwaukee County Automated Mapping and Land Information System Steering Committee (hereinafter "Steering Committee"), is intended to modify that portion of the Agreement entered into on March 6, 2002, by and between the aforementioned parties, that is stated explicitly herein. The March 6, 2002, Agreement covers the preparation of MCAMLIS format cadastral maps in what is referred to in the MCAMLIS work program as the **Phase 6** project area. Those portions of the March 6, 2002, Agreement not explicitly referenced within the context of this Addendum shall remain in full force and effect as originally agreed upon.

Section II., Scope of Services, of the March 6, 2002, Agreement is hereby expanded to provide for the computer transformation of six additional City of Milwaukee quarter-section engineering base maps to meet MCAMLIS standards for cadastral maps. More specifically, the additional six maps will cover the following U.S. Public Land Survey one-quarter sections:

the northwest one-quarter, Section 3, Township 8 North, Range 21 East;
the southwest one-quarter, Section 3, Township 8 North, Range 21 East;

the northeast one-quarter section, Section 4, Township 8 North, Range 21 East;
the northwest one-quarter section, Section 4, Township 8 North, Range 21 East;
the southwest one-quarter section, Section 4, Township 8 North, Range 21 East; and
the southeast one-quarter section, Section 4, Township 8 North, Range 21 East.

AUTHORIZATION

The Steering Committee approved the execution of this Addendum to the March 6, 2002, Agreement by action taken at its regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the March 6, 2002, Agreement as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

**REVIEWED AS TO INDEMNIFICATION
AND INSURANCE**

By _____
William J. Domina
Milwaukee County Corporation Counsel

By _____
John R. Rath
Milwaukee County Department of Risk Management

Exhibit E

ADDENDUM TO AGREEMENT

THIS ADDENDUM, entered into this _____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter "Commission"), and the Milwaukee County Automated Mapping and Land Information System Steering Committee (hereinafter "Steering Committee"), is intended to modify that portion of the Agreement entered into on October 28, 1999, by and between the aforementioned parties, that is stated explicitly herein. The October 28, 1999, Agreement covers the preparation of MCAMLIS format cadastral maps in what is referred to in the MCAMLIS work program as the **Phase 1** project area. Those portions of the October 28, 1999, Agreement not explicitly referenced within the context of this Addendum shall remain in full force and effect as originally agreed upon.

Section 1., Scope of Services, of the October 28, 1999, Agreement is hereby expanded to provide for the computer transformation of six additional City of Milwaukee quarter-section engineering base maps to meet MCAMLIS standards for cadastral maps. More specifically, the additional six maps will cover the following U.S. Public Land Survey one-quarter sections:

the northeast one-quarter, Section 5, Township 8 North, Range 21 East;
the northwest one-quarter, Section 5, Township 8 North, Range 21 East;
the southwest one-quarter, Section 5, Township 8 North, Range 21 East;
the northeast one-quarter, Section 5, Township 8 North, Range 21 East;

the northeast one-quarter, Section 6, Township 8 North, Range 21 East; and
the southeast one-quarter, Section 6, Township 8 North, Range 21 East.

Section 4., Timing, of the October 28, 1999, Agreement is hereby replaced in its entirety as follows:

4. Timing

The work to be performed under this Agreement shall be completed no later than February 27, 2004.

AUTHORIZATION

The Steering Committee approved the execution of this Addendum to the October 28, 1999, Agreement by action taken at its regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the October 28, 1999, Agreement as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

**REVIEWED AS TO INDEMNIFICATION
AND INSURANCE**

By _____
William J. Domina
Milwaukee County Corporation Counsel

By _____
John R. Rath
Milwaukee County Department of Risk Management

RECEIVED
MAY 20 2003

**STATUS OF MCAMLIS MAPPING PROJECTS
BEING CARRIED OUT BY CITY OF MILWAUKEE STAFF**

The City of Milwaukee recompilation project is comprised of 40 U.S. Public Land Survey one-quarter section-based maps as delineated on the accompanying status map. These cadastral maps were compiled to fit the MCAMLIS survey control system utilizing original land records and associated descriptions and documents. This work has been carried out by the staff of the City of Milwaukee, Infrastructure Service Division, Central Drafting and Records Office. This project was completed November 30, 2001.

The City of Milwaukee cadastral map transformation project (Phase 1) consists of 93 U.S. Public Land Survey one-quarter-section-based existing City of Milwaukee maps that are being refit to the MCAMLIS survey control system utilizing computer algorithms. These 93 one-quarter section maps are delineated on an accompanying status map. This work is being carried out by the staff of the City of Milwaukee, Department of Administration, Information and Technology Management Division. All 93 of the map sheets have been accepted by SEWRPC staff as meeting the relevant specifications. The agreement governing this project calls for work to be completed by October, 2002. This project was completed February 25, 2003. On April 28, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by December 31, 2003. As of May 15, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

The City of Milwaukee cadastral map transformation project (Phase 2) consists of 24 U.S. Public Land Survey one-quarter-section-based maps as delineated on an accompanying status map. All 24 of the map sheets have been accepted as being in compliance with the specifications in this project area. The agreement governing this project calls for work to be completed by June 2002. This project was completed February 14, 2002.

The City of Milwaukee cadastral map transformation project (Phase 3) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. All 24 map sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by June 2002. This project was completed February 14, 2002.

The City of Milwaukee cadastral map transformation project (Phase 4) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. All 24 map sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by December 2002. This project was completed February 15, 2003. On April 23, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by June 30, 2003. As of May 15, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

The City of Milwaukee cadastral map transformation project (Phase 5) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. The agreement governing this project calls for work to be completed by December 2002. This project was completed January 3, 2003. On April 25, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by June 30, 2003. As of May 15, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

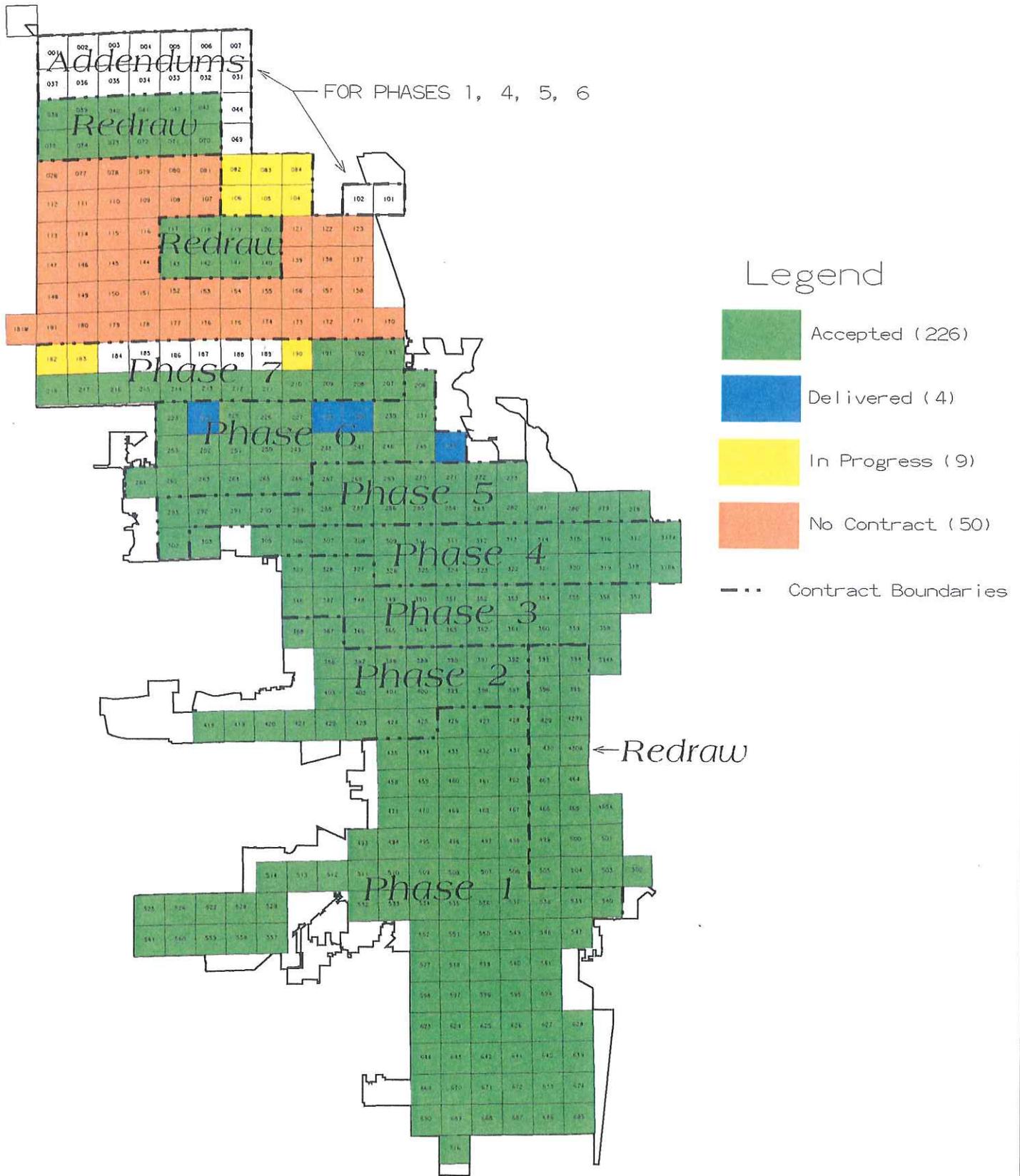
The City of Milwaukee cadastral map transformation project (Phase 6) consists of 26 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of May 15,

2003, 26 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 20 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by December 2003. There is currently no reason to expect that the project completion schedule will not be met. On April 30, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by December 31, 2003. As of May 15, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

* * *

NAO/TDP/ame
05-15-03
#43453 v1 - status-mcamlis projects at c/milw staff

MCAMLIS Transformation Project Progress Map



SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607 •

TELEPHONE (262) 547-6721
FAX (262) 547-1103

Serving the Counties of:

KENOSHA
MILWAUKEE
OZAUKEE
RACINE
WALWORTH
WASHINGTON
WAUKESHA



MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: Commission Staff

DATE: May 5, 2003

SUBJECT: TRANSFER OF CITY OF MILWAUKEE RECOMPILED AND TRANSFORMED MCAMLIS FORMAT CADASTRAL MAPS TO THE MILWAUKEE COUNTY REGISTER OF DEEDS OFFICE FOR INTEGRATION INTO THE CONTINUOUS MAP UPDATE OPERATION

At its meeting held on May 7, 2002, the Steering Committee directed project staff to investigate cadastral map maintenance issues relating to the MCAMLIS format cadastral maps available for portions of the City of Milwaukee and for all of the City of West Allis. Two interagency staff meetings were subsequently convened to discuss this issue--the first on June 12, 2002, and the second on November 15, 2002.

The June 12, 2002, interagency staff meeting was attended by representatives of the MCAMLIS project, the Milwaukee County Register of Deeds Office, the Milwaukee County Department of Public Works, the City of Milwaukee Infrastructure Services Division, the City of Milwaukee Information and Technology Management Division, and the City of West Allis Geographic Information Systems group. Discussion at this meeting determined that the MCAMLIS format cadastral maps for the City of West Allis could be most efficiently and effectively maintained by the Milwaukee County Register of Deeds Office. The discussion did not result in a decision about the most efficient and effective manner by which to maintain the transformed MCAMLIS format cadastral maps within the City of Milwaukee and it was determined that additional information needed to be secured.

By consensus reached at the Steering Committee meeting held on June 25, 2002, and based on the MCAMLIS project staff recommendation, the City of West Allis formatted cadastral maps were informally transferred to the Register of Deeds Office for integration into the cadastral map update operation.

The November 15, 2002, interagency staff meeting was attended by representatives of the MCAMLIS project, the Milwaukee County Register of Deeds Office, the Milwaukee County Department of Public Works, the City of Milwaukee Infrastructure Services Division, and the City of Milwaukee Information and Technology Management Division. Discussion at this meeting determined that the MCAMLIS format cadastral maps, as with the City of West Allis maps, could most likely be efficiently and effectively maintained by the Milwaukee County Register of Deeds Office.

At its meeting held on December 3, 2002, again upon the recommendation of the MCAMLIS project staff, the Steering Committee took formal action to transfer the City of Milwaukee recompiled and transformed cadastral maps to the Register of Deeds Office for integration into the continuous map update operation.

In taking these actions, the Steering Committee acknowledged that the full impact of these transfers was as yet unknown and that it might be necessary based upon experience to increase the compensation presently provided to the Register of Deeds for this maintenance activity.

Attached hereto is an Agreement Addendum that amends the current Agreement between the MCAMLIS Steering Committee and the Southeastern Wisconsin Regional Planning Commission which will formalize the transfer of the City of Milwaukee and the City of West Allis maps into the continuous update operation. The Commission staff is requesting that the MCAMLIS Steering Committee approve execution of the attached Addendum. The Regional Planning Commission, in turn, will take steps to amend its Agreement with the Milwaukee County Register of Deeds to account for this change in the scope of work.

* * * * *

#82680 v1 - MCAMLIS-C/WA,C/M MAINTENANCE

ADDENDUM TO AGREEMENT

THIS ADDENDUM, entered into this _____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter "Commission"), and the Milwaukee County Automated Mapping and Land Information System Steering Committee (hereinafter "Steering Committee"), is intended to modify that portion of the Agreement entered into on April 4, 2000, by and between the aforementioned parties, that is stated explicitly herein. Those portions of the April 4, 2000, Agreement not explicitly referenced within the context of this Addendum shall remain in full force and effect as originally agreed upon.

The third paragraph of Section 1., Scope of Services, of the April 4, 2000, Agreement which currently reads:

"The cadastral map maintenance work shall be carried out for a total of 600 U.S. Public Land Survey one-quarter sections as set forth on the map attached hereto as Exhibit A and made a part hereof by this reference. The street address maintenance work shall be carried out for all of Milwaukee County, except the City of Milwaukee."

is hereby replaced in its entirety as follows:

"The cadastral map maintenance work shall be carried out for the 600 U.S. Public Land Survey one-quarter section maps completed as part of the original MCAMLIS cadastral map compilation effort. Effective July 1, 2003, the 41 MCAMLIS format cadastral maps originally compiled by the City of West Allis will be added to this map maintenance effort. Also effective July 1, 2003, the 40 MCAMLIS format cadastral maps recompiled by the City of Milwaukee Infrastructure Service Division and the 218 MCAMLIS format cadastral maps transformed by computer algorithm to fit the MCAMLIS survey control network by the City of Milwaukee Information and Technology Management Division will be added to this map maintenance effort. Finally, an additional 97 City of Milwaukee transformed MCAMLIS format cadastral maps will be added to this map maintenance effort on a "work flow" basis after July 1, 2003, as the transformation process is completed. The locations of these groups of cadastral maps are delineated on the map attached to this Addendum as Exhibit A and made a part hereof by this reference. The street address maintenance work shall be carried out for all of Milwaukee County, except the City of Milwaukee."

AUTHORIZATION

The Steering Committee approved the additional work referenced in this Addendum by action taken at its regular meetings held on June 25, 2002, and on December 3, 2002. The Steering Committee approved the execution of this Addendum to the April 4, 2000, Agreement by action taken at its regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum to the April 4, 2000, Agreement as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

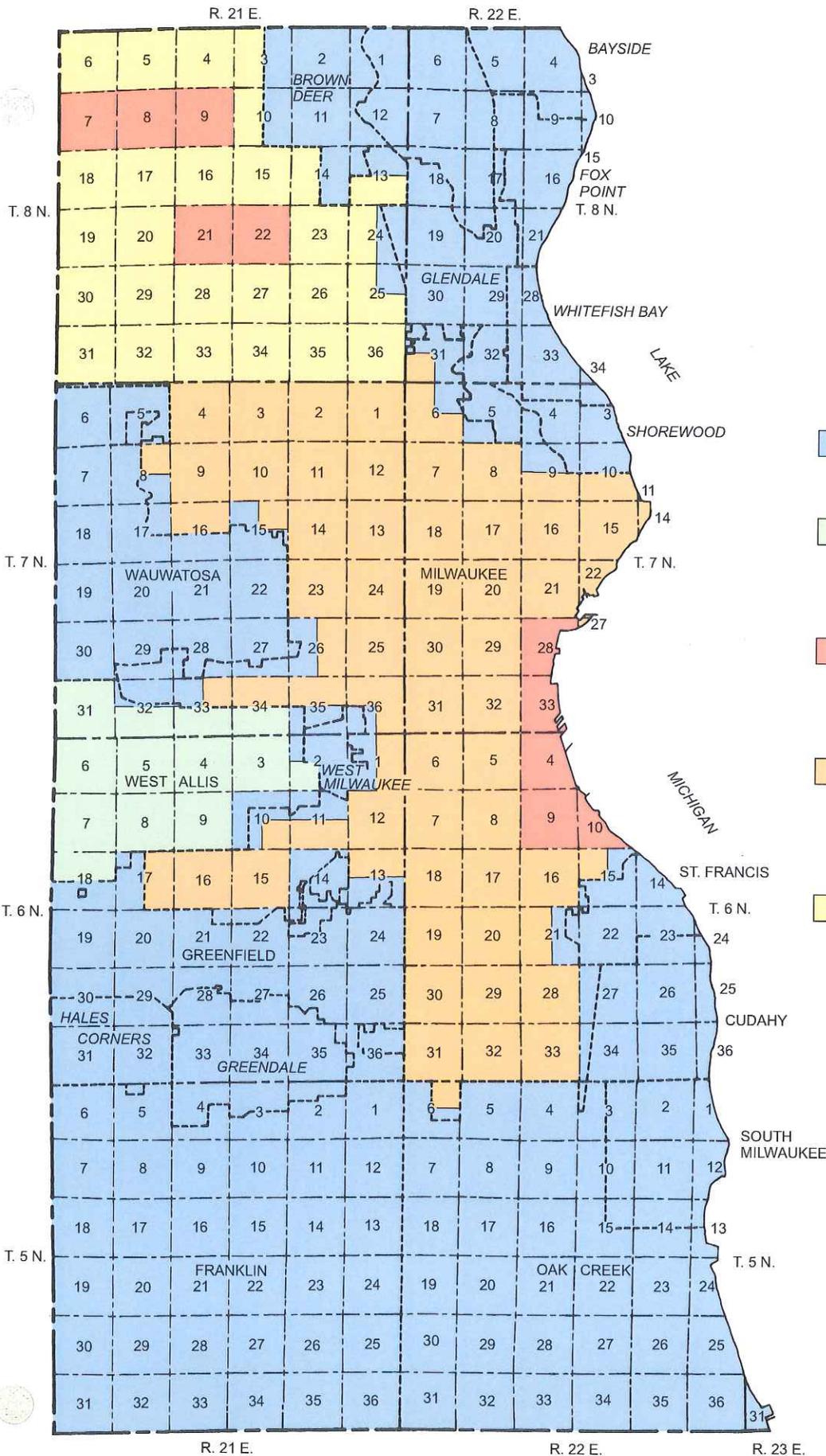
**REVIEWED AS TO INDEMNIFICATION
AND INSURANCE**

By _____
William J. Domina (Date)
Milwaukee County Corporation Counsel

By _____
John R. Rath (Date)
Milwaukee County Department of Risk Management

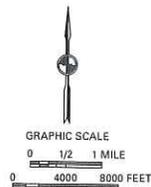
Exhibit A

**MCAMLIS CADASTRAL
MAP MAINTENANCE**



LEGEND

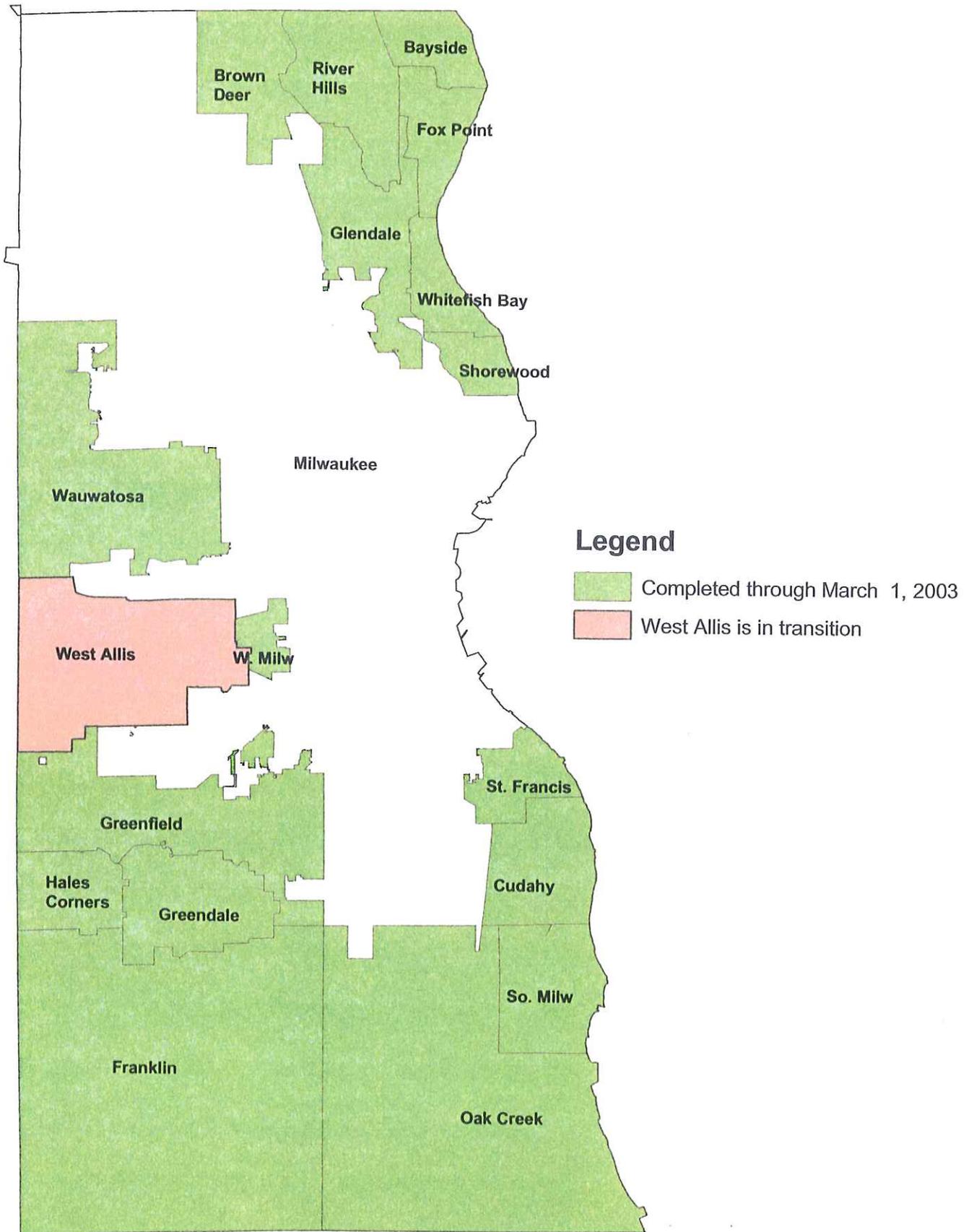
- MCAMLIS CADASTRAL MAPS TO BE MAINTAINED BY MILWAUKEE COUNTY REGISTER OF DEEDS (600 U.S. PUBLIC LAND SURVEY QUARTER SECTIONS)
- CITY OF WEST ALLIS MCAMLIS FORMAT CADASTRAL MAPS TO BE MAINTAINED BY MILWAUKEE COUNTY REGISTER OF DEEDS EFFECTIVE JULY 1, 2003 (41 U.S. PUBLIC LAND SURVEY QUARTER SECTIONS)
- CITY OF MILWAUKEE RECOMPILED MCAMLIS FORMAT CADASTRAL MAPS TO BE MAINTAINED BY MILWAUKEE COUNTY REGISTER OF DEEDS EFFECTIVE JULY 1, 2003 (40 U.S. PUBLIC LAND SURVEY QUARTER SECTIONS)
- CITY OF MILWAUKEE TRANSFORMED MCAMLIS FORMAT CADASTRAL MAPS TO BE MAINTAINED BY MILWAUKEE COUNTY REGISTER OF DEEDS EFFECTIVE JULY 1, 2003 (218 U.S. PUBLIC LAND SURVEY QUARTER SECTIONS)
- CITY OF MILWAUKEE TRANSFORMED MCAMLIS FORMAT CADASTRAL MAPS TO BE MAINTAINED BY MILWAUKEE COUNTY REGISTER OF DEEDS FOLLOWING TRANSFORMATION (97 U.S. PUBLIC LAND SURVEY QUARTER SECTIONS)



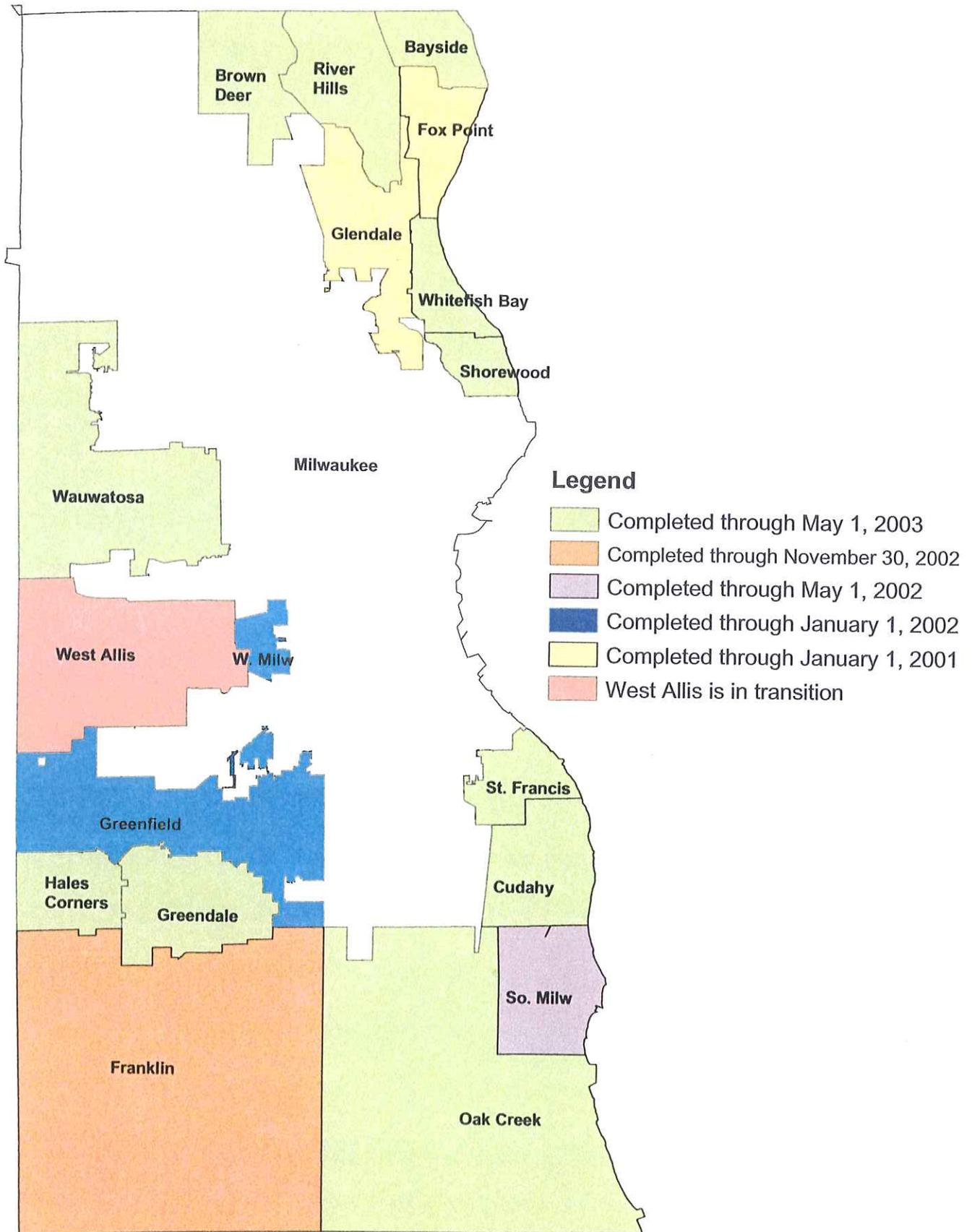
MAY 1, 2003

Source: MCAMLIS Project Manager.

Milwaukee County Cadastral Status as of May 19, 2003



Milwaukee County Address Status as of May 19, 2003



COPY

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607 •

TELEPHONE (262) 547-6721

FAX (262) 547-1103

Serving the Counties of:

KENOSHA
MILWAUKEE
OZAUKEE
RACINE
WALWORTH
WASHINGTON
WAUKESHA



MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: SEWRPC Staff

DATE: May 29, 2003

**SUBJECT: STATUS REPORT NO. 7 ON MILWAUKEE COUNTY
FLOODLAND MAPPING PROJECT**

This memorandum sets forth the progress made on the Milwaukee County Floodland Mapping project from January 1, 2003, through May 27, 2003. This status report addresses project progress in the following three major areas and also identifies major issues that have arisen:

- Data Acquisition
- Hydrologic and Hydraulic Modeling
- Floodland Map Preparation

Overall, the Phase I portion of the project is about 60 percent completed. Progress is summarized in the attached Exhibit 1 and is graphically summarized on the map attached hereto as Exhibit 2.

DATA ACQUISITION

During the period of January 1, 2003, through May 27, 2003 the following data acquisition activities were carried out:

- Work continued on coordination of the project work with the Milwaukee Metropolitan Sewerage District (MMSD), the Wisconsin Department of Natural Resources (WDNR), the Wisconsin Department of Transportation (WisDOT), and the City of Milwaukee. In general, where Phase I data have not been acquired, cooperative efforts are underway to obtain the data.
- Obtained from the MMSD the as-built topography for the Bradley Road and Library detention basins that are part of the Southbranch Creek flood mitigation project.
- Obtained from the City of Milwaukee design drawing for two detention basins in the Southbranch Creek subwatershed.

- Obtained as-built drawings of the north and south Miller Park access road bridges over the Menomonee River and the Miller Park pedestrian bridge from WisDOT.
- Obtained field survey data for the Menomonee River overflow area on the east bank of the River downstream of IH 94 in the vicinity of the Miller Park detention basin.
- Completed field and office checking of preliminary drafts of large-scale topographic maps for 25 U.S. Public Land Survey one-quarter Sections along Lincoln Creek and Southbranch Creek and prepared final maps. The subject maps reflect the MMSD flood control and environmental restoration projects recently completed for those streams.
- The following data were obtained from the MMSD and its consultants and reviewed by the Commission staff: 1) hydrologic model for the Menomonee River watershed; and 2) hydraulic model for the main stem of the Menomonee River.
- As-built field survey data for the new N. 51st Street and W. Green Tree Road bridges over Lincoln Creek were obtained by the City of Milwaukee and provided to the Commission staff. The City is in the process of obtaining survey data for several other new bridges over Lincoln Creek.
- Coordinated with MMSD regarding the progress of the as-built drawing for the Lincoln Creek restoration project.

HYDROLOGIC AND HYDRAULIC MODELING

During the reporting period, progress on hydrologic and hydraulic modeling for Phase I of the project included the following:

Milwaukee River Watershed

- Received preliminary Federal Emergency Management Agency (FEMA) approval of the proposed Milwaukee River hydrologic methodology as described in a detailed SEWRPC Staff Memorandum that was provided to FEMA and WDNR in July 2002.
- The Commission staff completed development of the U.S. Army Corps of Engineers HEC-RAS river analysis systems hydraulic model of the main stem of the Milwaukee River.
- Work began on review of the hydrologic and hydraulic models developed by MMSD for the Lincoln Creek environmental restoration project.
- Work continued on modifying the U.S. Environmental Protection Agency (USEPA) SWMM hydrologic model of the Southbranch Creek subwatershed to apply consistent methodology throughout the subwatershed.

Menomonee River Watershed

- Substantial work was completed on developing planned year 2020, existing channel condition hydrologic and hydraulic models for the main stem of the Lower Menomonee River. The base models used were developed under previous Regional Planning Commission studies and the MMSD Phase 1 and 2 watercourse system planning efforts.

- Reviewed preliminary FEMA comments on the proposed Underwood Creek hydrologic methodology as described in a detailed SEWRPC Staff Memorandum that was provided to FEMA and WDNR in September 2002.
- Began computing water surface profiles for Underwood Creek and the South Branch of Underwood Creek in the Cities of Wauwatosa and West Allis.
- Began work on the hydraulic model for the Little Menomonee River, incorporating information from the U.S. Environmental Protection Agency Superfund project to remediate contamination of sediment through realignment of the channel. That realignment has been essentially completed from the Union Pacific Railroad to W. Bradley Road.

FLOODLAND MAP PREPARATION

- The preliminary delineations of the 10-, 50-, 100-, and 500-year floodplain limits were completed along the entire 16-mile reach of the Milwaukee River main stem in Milwaukee County. These delineations are currently undergoing quality control checking.
- Began investigating approaches to automate mapping of the Lincoln Creek floodplain boundaries using the HEC-GeoRAS model and the digital terrain model recently developed along the stream under the MCAMLIS large-scale topographic mapping program.

MAJOR PROJECT ISSUES AND CONSIDERATIONS

Hydrologic Modeling Procedure Approvals—It was reported in the sixth status report, dated January 10, 2003, that, as part of their review of the hydrologic study for the Pike River watershed in Kenosha and Racine Counties, Post, Buckley, Schuh & Jernigan (PBS&J), the Federal Emergency Management Agency's (FEMA) map coordination contractor, was developing a set of standards for acceptable continuous simulation modeling studies. As yet, the results of that effort have not been provided. The Commission staff believes that the PBS&J review should generally support the continuous simulation modeling procedures as practiced by the Commission and the MMSD. Accordingly, work is proceeding with the necessary continuous simulation hydrologic analyses for the MCAMLIS/MMSD project.

As indicated above, SEWRPC Staff Memoranda summarizing the proposed hydrologic modeling approach for the Milwaukee River main stem and the entire Underwood Creek subwatershed were sent to WDNR and FEMA on July 24, 2002, and September 16, 2002, respectively. As noted above, generally favorable reviews of the modeling approaches have now been obtained from FEMA. To date, there has been no response from the WDNR; however, the Commission staff is continuing with the hydraulic modeling and floodplain mapping for both streams.

* * *

Exhibit 1

STATUS OF MCAMLIS MILWAUKEE COUNTY FLOODLAND MAPPING PROJECT: DECEMBER 31, 2002

Major Area	Data Acquisition (percent complete)					Hydrologic and Hydraulic Modeling (percent complete)					Floodland Map Preparation (percent complete)				
	20	40	60	80	100	20	40	60	80	100	20	40	60	80	100
Phase I															
Kinnickinnic River Watershed					100										
Lake Michigan Coastal Flooding Areas						NA	NA	NA	NA	NA					
Lake Michigan Direct Drainage Area - Fish Creek			60												
Menomonee River Watershed															
Milwaukee River Watershed															
Oak Creek Watershed															
Legend Creek (Root River Watershed)															

EXECUTED LICENSE AGREEMENTS

Number of Executed Agreements		Licensee	Effective Date
Since 1995	For 2003	2003	
90.	1.	North Shore Fire Department	1/13/03
91.	2	Planning & Design Institute, Inc.	2/6/03
92.	3.	Nancy M. Aten	2/12/03
93.	4.	Graef, Anhalt, Schloemer and Associates, Inc.	4/2/03
94.	5.	Sandridge Commercial Real Estate, LLC	4/25/03

#58437 v1 - MCAMLIS-EXECUTED LIC. AGREEMNTS

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607 •

TELEPHONE (262) 547-6721
FAX (262) 547-1103

Serving the Counties of:

KENOSHA
MILWAUKEE
OZAUKEE
RACINE
WALWORTH
WASHINGTON
WAUKESHA



MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: Commission Staff

DATE: May 15, 2003

SUBJECT: RECENT ACTIONS WHICH WILL IMPROVE THE MCAMLIS PROJECT 2003 CASH FLOW SITUATION AND THE MCAMLIS PROJECT 2003 YEAR END BALANCE

Recently several individual actions have occurred that collectively will improve the MCAMLIS project cash flow for the balance of 2003 and which will also have a positive effect on the MCAMLIS project 2003 year end balance. This memorandum summarizes these actions.

At the conclusion of the MCAMLIS Land and Utility Information System Internet Prototype Study, \$4,800 of unexpended funds remained. This remainder was the result of a suggestion made by Ruckert-Mielke, Inc. to reduce the scope of work for one work element of the project based upon the manner in which the project was proceeding. That work element involved the actual implementation of a MCAMLIS website. Subsequently, Ruckert-Mielke, Inc. voluntarily reduced its final billing for this project by the amount of \$4,800, which amount has been "unencumbered" by Milwaukee County staff and returned to the MCAMLIS project account. This action has improved the MCAMLIS project 2003 cash flow situation and will also have a positive effect on the MCAMLIS project 2003 year end balance. Importantly, this \$4,800 amount will also be available for expenditure on other MCAMLIS projects in future years.

Project staff and Milwaukee County Department of Administrative Services staff have jointly taken action to release the remaining encumbrances for two MCAMLIS projects that were not completely closed out at the termination of the two projects. Both of the two projects involved the conversion of hardcopy topographic maps to digital format and the compilation of digital cadastral mapping undertaken in the middle 1990s in a portion of central Milwaukee County. Cancellation of these encumbrances will result in a total amount of \$37,862 being "unencumbered." Again, this action will improve the MCAMLIS project 2003 cash flow situation, have a positive effect on the MCAMLIS project 2003 year end balance, and release the \$37,862 amount for use in MCAMLIS projects in future years.

The total amount involved in these actions and returned to the MCAMLIS project account is \$42,662.

* * * * *

	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	4/30/2003	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Beginning Period Reserve-January 1	0	283,340	495,922	573,049	295,130	1,060,413	1,310,646	1,274,859	1,082,318	1,125,752	1,108,688	564,460	183,752	-141,197	-141,197
Mid-Year Reserve Changes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Current Period Reserve	0	283,340	495,922	573,049	295,130	1,060,413	1,310,646	1,274,859	1,082,318	1,125,752	1,108,688	564,460	183,752	-141,197	-141,197
Recording Fees (\$4.00 Portion)	101,886	324,983	612,592	676,093	647,355	503,342	574,328	644,508	769,820	773,078	609,683	743,977	918,012	374,836	8,274,493
Recording Fees (\$1.00 Portion)	0	0	0	150,000	200,000	165,000	138,500	55,300	139,226	152,270	103,895	325,997	197,979	94,128	397,693
State Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,628,167
1 Private Utility Contributions	312,000	312,000	312,000	312,000	312,000	50,000	50,000	50,000	50,000	50,000	170,000	0	0	0	1,560,000
2 MMSD Contribution	0	0	0	50,000	50,000	50,000	50,000	50,000	50,000	975,348	883,578	1,142,842	1,346,588	468,964	520,000
Annual Revenue	413,886	636,983	924,592	1,188,093	1,209,355	718,342	762,828	749,808	959,046	2,101,100	1,992,266	1,707,402	1,530,340	327,767	12,239,156
TOTAL FUNDS AVAILABLE	413,886	920,323	1,420,514	1,761,142	1,504,485	1,778,755	2,073,474	2,024,667	2,041,364	2,101,100	1,992,266	1,707,402	1,530,340	327,767	12,239,156
Additional Encumbrance	100,000	22,075	534,849	272,943	-900,864	112,067	308,902	367,776	361,580	386,754	586,545	737,559	577,619	471,813	3,939,618
Legal Fees	0	350	600	0	0	0	0	0	0	0	0	0	0	0	950
Systems Consulting (UGC)	0	128,638	0	0	0	0	0	0	0	0	0	0	0	0	128,638
USPLS Remonumentation	0	41,260	0	0	0	0	0	0	0	0	0	0	0	0	41,260
Horizontal/Vertical Control Surveys	0	144,443	0	0	0	0	0	0	0	0	0	0	0	0	144,443
Aerial Photos/Mapping	21,555	17,925	292,060	1,178,794	1,340,370	356,953	490,821	576,268	556,108	608,450	842,594	787,620	1,095,708	165,807	8,331,032
Project Facilitator	8,991	73,567	21,650	14,985	0	0	0	0	0	0	0	0	0	0	119,203
Conference	0	59	1,046	319	0	0	528	0	0	0	0	0	0	0	1,953
Project Conversion Costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEWRPC Staff and Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Hardware/Software	0	0	0	0	6,291	797	0	0	0	0	0	0	0	0	7,088
ROD Materials Copied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Maintenance	0	0	0	0	0	0	29	0	0	0	0	0	0	0	26
Computer/Office Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent and Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Database Maintenance and Updates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contractual Crosscharges	40	554	13	0	0	0	3	5	0	0	343	0	442	0	1,399
Charges Paid By Other Departments	0	-4,470	-2,752	-1,040	-1,724	-1,708	-1,664	-1,700	-2,116	-2,792	-1,676	-1,529	-2,232	-530	-25,933
Miscellaneous	0	0	0	0	0	0	0	0	40	0	0	0	0	0	40
Annual Expenditures	30,586	402,326	312,616	1,193,069	1,344,936	356,042	489,713	574,573	554,032	605,658	841,261	786,091	1,093,918	165,277	8,750,099
TOTAL EXPS / ENCUMBRANCES	130,586	424,401	847,466	1,466,012	444,072	468,109	798,615	942,349	915,612	992,412	1,427,806	1,523,650	1,671,537	637,090	12,689,717
NET AVAIL FUNDS (END RESERVE)	283,300	495,922	573,049	295,130	1,060,413	1,310,646	1,274,859	1,082,318	1,125,752	1,108,688	564,460	183,752	-141,197	-309,323	-450,561

1. 1994 was the final year for this revenue source.
2. \$50,000 will be paid each year through 2002, and \$20,000 in 2003.

MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: Project Staff

DATE: May 8, 2003

SUBJECT: PUBLICATION OF A MCAMLIS NEWSLETTER

BACKGROUND

At the Steering Committee meeting held on April 8, 2003, project staff were asked to prepare a staff memorandum concerning a request for the publication of a MCAMLIS newsletter. This request was originally placed before the Steering Committee by Mr. John M. Bennett, representative of the Milwaukee County Intergovernmental Coordination Council to the MCAMLIS Steering Committee, at the Committee meeting held on December 3, 2002.

THE NEED FOR A MCAMLIS NEWSLETTER

Mr. Bennett, in making his request for consideration of the publication of a MCAMLIS newsletter, stated that a number of the Milwaukee County suburban municipal staff with whom he had contact exhibited a poor understanding of the MCAMLIS project and had indicated to him that they would like to be kept better informed of MCAMLIS project activity and products. It should be further noted in this regard that the interviews that were conducted and the questionnaires that were distributed as part of the MCAMLIS Land and Utility Information System Internet Prototype Study also indicated a lack of understanding of project products and work tasks and also contained requests from local municipal staff for a method of keeping them better informed of MCAMLIS project activities. Therefore, it appears that there is an information need that could be met, at least in part, by the publication of a MCAMLIS project newsletter.

GENERAL TYPES OF INFORMATION TO BE PROVIDED IN A MCAMLIS NEWSLETTER

Project staff are of the opinion, based in part upon a review of local municipal staff comments obtained through the MCAMLIS Land and Utility Information system Internet Prototype Study, that the types of information that would be most useful to local municipal staff and other users of the MCAMLIS products would be specific information about products available; procedures to be followed for obtaining MCAMLIS maps and other products; work tasks recently completed and the products available from those work tasks; work tasks underway and the products to be available following completion of those work tasks; and occasional status reports on the work in progress. Such information is, in many ways, similar to information provided by project staff to the Steering Committee at its regular meetings. To the extent that this is a correct observation, the content needs of a newsletter could potentially be provided by the editing and provision of reports and other material already prepared for the Steering Committee.

FREQUENCY OF ISSUANCE OF A MCAMLIS NEWSLETTER

It is the position of the MCAMLIS project staff that it would serve no purpose to publish a newsletter any more frequently than twice yearly. This type of a schedule should be sufficient to keep most municipal employees and other users of MCAMLIS information apprised of both completion and progress of various MCAMLIS work tasks. Those occasional users who may require more frequent updates on specific products or tasks always have the option of contacting project staff directly.

DISTRIBUTION OF A MCAMLIS NEWSLETTER

An initial distribution list to receive a MCAMLIS newsletter would, in all likelihood, be comprised of Steering Committee members, their designated alternates where applicable, and those others who have asked to be provided with MCAMLIS meeting notices and materials at the time of their distribution to the Steering Committee. This basic group should be augmented by at least one representative from each municipal unit of government within Milwaukee County. The local government representatives can initially be comprised of the contact persons that were identified for interviews and questionnaires during the conduct of the MCAMLIS Land and Utility Information System Internet Prototype Study. Over time, it can be expected that additional municipal employees and private users of MCAMLIS information will request to be added to the distribution list.

Recipients of the newsletter should be encouraged to provide their evaluation and comments concerning all aspects of the newsletter: content; frequency of issuance; electronic format for distribution; and other comments of their own choosing. The newsletter should be designed in such a manner that this type of feedback is easily provided. The most likely manner in which this could be accomplished is through the insertion of electronic mail links in the newsletter itself, providing a fast and convenient way for readers to comment.

ALTERNATIVE MEDIA FOR THE DISTRIBUTION OF A MCAMLIS NEWSLETTER

Given the near universal access to the Internet that presently exists, it is the position of the project staff that the distribution of a newsletter should be by electronic rather than the print media. It is the further position of the project staff that the specific electronic distribution method should be as a PDF (portable document file) document associated with an electronic mail distribution list.

The PDF format is widely used in the printing and publishing industry so it has become a firmly established tool with deep vendor support. PDF readers, which would be necessary for the receipt of a PDF document, can be downloaded from the Internet at no direct out-of-pocket cost. Perhaps the most powerful argument for the use of PDF format, however, is that once a map or figure is incorporated into a PDF format, its appearance at the destination point is exactly the same as at the composition point. In more simplistic terms, it is a "what you see is what you get" digital composition and transmission medium.

Many commercial digital printers and copiers can handle PDF format; however, not all digital printers and copiers have color printing capabilities, a potential liability for a document expected to make use of color figures or maps. While this is one potential shortcoming in the use of PDF, this same shortcoming would exist for other electronic media choices. On the positive side, commercial "quick print" locations provide a mechanism for the printing of PDF documents containing color for those users desiring a hard copy of the newsletter for whatever reason.

For those individuals or organizations lacking the ability to receive electronic mail, a PDF format document can be used rather simply to produce printed copies of the newsletter.

COMPILATION AND PUBLISHING OF A MCAMLIS NEWSLETTER

It is the project staff position that project staff are in the most efficient and effective position to produce a MCAMLIS newsletter. Project staff have the most complete knowledge of the status of all MCAMLIS project activities. Project staff already prepare the materials that are distributed for the regular Steering Committee meetings. As noted above, these materials are expected to provide the basic source of material for the publication of a MCAMLIS newsletter.

COST OF PUBLISHING A MCAMLIS NEWSLETTER

Project staff have estimated that the publication by project staff of a PDF format MCAMLIS newsletter could be carried out for approximately \$1,500 per issue. This estimate is comprised largely of labor costs based upon the assumption that each newsletter would require about ten hours of professional staff time, four hours of secretarial and clerical staff time, four hours of graphic arts staff time, and one hour of computer technician time. As experience is gained with production of the newsletter, this estimated cost may increase or decrease, and any such change would be subject to review and approval by the Steering Committee.

SUMMARY AND RECOMMENDATIONS

There does appear to be an informational need that could be served, at least in part, by the publication of a MCAMLIS newsletter. Relatively easy to use tools and products exist such that a newsletter could be published and distributed in an electronic environment. By reworking staff reports which are already prepared for the regular Steering Committee meetings, assembling the content for a newsletter should not be an onerous burden. The cost of preparing a MCAMLIS newsletter utilizing the electronic tools available and re-using existing text, maps, and figures, is relatively minor in comparison to other MCAMLIS project expenditures.

Based upon the project staff assessment of this issue, the following recommendations are made to the MCAMLIS Steering Committee:

- It is recommended that the Steering Committee authorize the publication of a MCAMLIS newsletter.
- It is recommended that the MCAMLIS newsletter be issued twice annually. One issue would be published in the autumn of 2003. Two issues would be published in the spring and autumn of 2004. It is recommended that the Steering Committee revisit the matter after distribution of the autumn 2004 issue and evaluate whether or not to continue.
- It is recommended that the MCAMLIS newsletter be distributed as an electronic document in PDF format.

- It is recommended that the SEWRPC staff in its capacity as the MCAMLIS project management staff be given the responsibility to determine the newsletter content; to compile and publish the newsletter; and to distribute the newsletter.
- It is recommended that the MCAMLIS Steering Committee authorize the payment of \$4,500 for the preparation and distribution of three MCAMLIS newsletters and that project staff be directed to secure the execution of an agreement between the Steering Committee and the Southeastern Wisconsin Regional Planning Commission for the preparation of these three newsletters.

In the event that the Steering Committee determines to proceed in the recommended manner set forth herein, a proposed Agreement between the MCAMLIS Steering Committee and the Southeastern Wisconsin Regional Planning Commission is attached hereto for Steering Committee consideration.

Attachment

* * * * *

AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the "Commission"); and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee (hereinafter referred to as the "Steering Committee").

WITNESSETH:

WHEREAS, the Commission is authorized by Section 66.0309 of the Wisconsin Statutes to make studies and prepare plans for, and to provide advisory services to local governments, and to act as a coordinating agency for planning activities within its jurisdictional area; and

WHEREAS, by Resolution No. 88-379, the Milwaukee County Board of Supervisors requested the Southeastern Wisconsin Regional Planning Commission to conduct a feasibility study pertaining to an automated mapping and land information system; and

WHEREAS, the requested feasibility study was completed and is documented in SEWRPC Community Assistance Planning Report No. 177, Feasibility Study for a Milwaukee County Automated Mapping and Land Information System, published in October 1989; and

WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee County Board of Supervisors authorized the execution of a Cooperative Agreement between Milwaukee County and the public and private utilities serving Milwaukee County, which Cooperative Agreement created a public-private partnership to implement the proposed Milwaukee County automated mapping and land information system, whereby the County and the utilities involved agreed to jointly fund the development of the Milwaukee County automated mapping and land information system; and

WHEREAS, the aforementioned Cooperative Agreement further created a Steering Committee to provide oversight in the implementation of the Milwaukee County automated mapping and land information system and delegated to the Steering Committee full responsibility for all policy matters relating to the conduct of the work program, including proposed contracts and specifications and the selection of contractors; and

WHEREAS, the Steering Committee on July 29, 1991, formally requested the Commission to accept the responsibilities of Project Manager of the Milwaukee County automated mapping and land information system; and

WHEREAS, the Executive Committee of the Commission on August 21, 1991, authorized Commission assistance in execution of the work required to implement the Milwaukee County automated mapping and land information system in the manner envisioned in the aforereferenced Commission report; and

WHEREAS, Sections 66.0309(12)(b) and 66.0301 of the Wisconsin Statutes authorize the Commission to enter into contracts with local units of government and their agents to make and implement studies and plans, and to otherwise provide advice and services.

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

I. Scope of Services

The Commission, acting on behalf of the MCAMLIS Steering Committee, shall prepare three MCAMLIS Newsletters. These Newsletters shall be published as PDF (portable document file) documents and shall be distributed electronically to those individuals on a distribution list approved by the Steering Committee. The three Newsletters shall be published: in the Autumn of 2003, in the Spring of 2004, and in the Autumn of 2004.

II. Compensation

The Steering Committee shall pay to the Commission the sum of \$4,500 as full payment for the services described in Section I.

III. Method of Compensation

The Commission shall submit an invoice in the amount of \$1,500 to the Steering Committee upon the distribution of each Newsletter specified in Section I. The Steering Committee shall pay to the Commission the amount shown on the invoice upon receipt of said invoice.

IV. Timing

The work to be performed under this Agreement shall be completed no later than December 31, 2004.

V. Indemnity

Except for acts done or taken at the direction of or pursuant to the Steering Committee policy or procedures, the Commission agrees to the fullest extent permitted by law, to indemnify, defend, and hold harmless, the Steering Committee, and its agents, officers, and employees from and against all loss or expense including costs and attorney's fees by reason of statutory benefits under Worker Compensation Laws, and/or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Commission, or its agents which may arise out of, or are connected with, the activities covered by this Agreement.

VI. Insurance

The Commission, as an agency of the State, is self-funded for liability under Section 893.82 and Section 895.46(1) of the Wisconsin Statutes. As a result, such protection as is afforded under respective Wisconsin Statutes, is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any other.

VII. Records and Audits

The Commission shall allow Milwaukee County, the Milwaukee County Department of Audit, or any other party the Milwaukee County may name, when and as they demand, to audit, examine and make copies of, excerpts or transcripts from any records or other information directly relating to matters under this Agreement. Any subcontracting by the Commission in performing the duties described under this contract shall subject the subcontractor and/or associates to the same audit terms and conditions as the Commission. The Commission (or any subcontractor) shall maintain and make available to the Milwaukee County aforementioned audit information for no less than three years after the conclusion of each contract term.

VIII. Independent Contractor

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between Milwaukee County or its successors or assigns; the Steering Committee or its successors or assigns; and the Commission or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, the Commission is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

IX. Authorization

The Steering Committee approved the project that is the subject of this Agreement by action taken at a regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the Commission and the Steering Committee have executed this Agreement, as of the date first above written.

ATTESTING WITNESS

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Philip C. Evenson
Deputy Secretary

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Thomas D. Patterson
MCAMLIS Project Manager

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

William J. Domina (Date)
Milwaukee County Corporation Counsel

**REVIEWED AS TO
INDEMNIFICATION AND INSURANCE**

John R. Rath (Date)
Milwaukee County Department of Risk Management

**APPROVED AS TO CHAPTER 42
DBE PROVISIONS**

Freida F. Webb (Date)
Milwaukee County DBD Director

MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: MCAMLIS Project Staff

DATE: June 2, 2003

SUBJECT: MCAMLIS PROGRAM STRATEGIC ASSESSMENT FOR 2003 - 2006

INTRODUCTION

At its meeting held on April 8, 2003, the MCAMLIS Steering Committee directed project staff to update and extend the MCAMLIS Program Strategic Assessment originally reviewed and approved by the Steering Committee at its meeting held on October 8, 2002. This memorandum has been prepared in response to that directive.

The revenue analysis contained in the preceding Strategic Assessment has been updated and extended to include revenues received for the balance of 2002 and the first three months of 2003. Further, the Wisconsin Land Information Program (WLIP) 2002 grant awards received by Milwaukee County during December 2002 and January 2003 have been accounted for in the revenue analysis.

The list of committed work projects set forth in the preceding Strategic Assessment has been updated to reflect additional projects authorized by the Steering Committee since October 2002. Work tasks recommended in the final report of the MCAMLIS Land and Utility Information System Internet Prototype Study, as adopted by the Steering Committee at its April 8, 2003, meeting have been evaluated and as found necessary or desirable, included in the revised work program for 2003 through 2006.

The general format and order of presentation contained in this memorandum follows that of the October 2002 memorandum to allow for easy comparisons between the two memoranda for those who may be inclined to so do.

OVERVIEW

Beginning in calendar year 2000, the MCAMLIS Steering Committee began an accelerated work program funded in part by a calendar year 1999 year end funding surplus. This surplus was largely comprised of locally retained document recording fees that had accumulated during the second half of the 1990's and a one-time increase in grant awards from the Wisconsin Land Information Program (WLIP) represented by the 1999 grant award cycle. During the 2000 through 2002 period, an annual expenditure level of \$1,000,000 was budgeted. Prior to 2000, an annual budgeted expenditure level of about \$650,000 to \$750,000 was typical. While it has been possible to maintain a budgeted expenditure level of \$1,000,000 in 2003 equivalent to expenditure levels established for 2000 through 2002, the fund surplus of approximately \$1,110,000 which existed at the end of 1999 was effectively depleted by the end of 2002.

Further affecting potential revenues is the scheduled elimination of the WLIP grant awards following the 2002-2003 award cycle which was completed in January 2003.¹

REVENUES

The MCAMLIS program revenues have traditionally been generated from three sources—locally retained document filing fees collected under the provisions of the WLIP, WLIP grant awards, and utility contributions. The amounts actually received from these sources over the period from calendar 1990 through calendar year 2002 are set forth in Table 1, together with the amount received in the first three months of calendar year 2003.

Table 1

**ACTUAL MCAMLIS REVENUES:
CALENDAR YEARS 1990 THROUGH 2002^a**

Year	Document Filing Fees (\$4 Portion)	Document Filing Fees (\$1 Portion) ^b	WLIP Grant Receipts	Utility Contributions	Total
1990	\$ 101,886 ^{cd}	--	--	\$ 312,000	\$ 413,886
1991	324,983 ^d	--	--	312,000	636,983
1992	612,592	--	--	312,000	924,592
1993	676,093	--	\$ 150,000	362,000	1,188,093
1994	647,355	--	200,000	362,000	1,209,355
1995	503,342	--	165,000	50,000	718,342
1996	574,328	--	138,500	50,000	762,828
1997	644,508	--	55,300	50,000	749,808
1998	769,820	--	139,226	50,000	959,046
1999	773,078	--	152,270	50,000	975,348
2000	609,683	--	103,895	170,000	883,578
2001	743,977	\$ 72,968	325,997	0	1,142,942
2002	918,012	230,597	197,979	0	1,346,588
Totals	7,822,657	\$303,565	\$1,628,167	\$2,080,000	\$11,911,389

^aRevenues in the first three months of calendar year 2003 totaled \$214,928 from the \$4 portion, and \$53,941 from the \$1 portion of the retained document filing fees.

^bUnder current State Statutes, this fee will only be collected during the period September 1, 2001, through August 31, 2003.

^cCollection of this fee did not begin until July 1, 1990.

^dDuring the period July 1, 1990, through June 30, 1991, a \$2 document filing fee was in effect. The fee was increased to \$4 effective July 1, 1991.

Source: Milwaukee County Department of Administration.

Locally Retained Document Filing Fees

The \$4 document recording fee retained locally under the provisions of the WLIP has been the largest source of funding to date for the MCAMLIS Program. The \$7,899,6575 obtained from this source from 1990 through 2002 has accounted for about 66 percent of all MCAMLIS program revenues. During the period 1992² through 2002, annual revenue obtained from this source has ranged from a low of \$503,342 in 1995, to a high of \$918,012 in 2002, averaging about \$679,617 per year over this period. Over the most

¹Statutory authority for the collection of the document filing fees (\$2 per document) used to fund the WLIP Grants-in-Aid Program will lapse on August 31, 2003. The Wisconsin Land Information Board will also discontinue operations on that date. The locally retained document filing fee (\$4 per document) will continue in force beyond this date, barring changes to the State Statutes.

²1992 represents the first full calendar year during which the \$4 per document filing fee was in force.

recent five full years, or the period 1998 through 2002, revenue obtained from this source has averaged about \$762,914 per year.

Beginning in calendar year 2005, and barring any changes to the State Statutes, this \$4 document filing fee may be expected to be the sole source of funding for the MCAMLIS program.

Under the provisions of 2001 Wisconsin Act 16, a \$1 per document filing fee is being assessed over the period September 1, 2001, through August 31, 2003, at which time this fee will lapse, barring changes to Wisconsin Statutes. During the first 16 months of this collection period, this fee generated \$303,565, or about 3 percent of total program revenues. Unlike the \$4 document filing fee, which can be expended by the MCAMLIS program for a wide range of tasks intended to implement the adopted Milwaukee County Land Records Modernization Plan, Wisconsin Act 16 placed more stringent expenditure guidelines on the use of this category of retained fees. The effect of these restrictions is reflected in the expenditure section of this memorandum.

WLIP Grant Awards

Grant awards received by the MCAMLIS Steering Committee from the WLIP have been the third largest source of revenue for the MCAMLIS Program. The \$1,628,167 obtained from this source has accounted for about 14 percent of all MCAMLIS program revenues. Revenue from this source has ranged from a low of \$55,300 in 1997, to a high of \$325,997 in 2001. Revenue received by MCAMLIS from this source has been subject to somewhat erratic changes on an annual basis due, in part, to policy decisions made by the Wisconsin Land Information Board (WLIB) concerning the manner in which these funds were allocated to the counties, and, in part, to the timing of the award cycles.³

In view of policy decisions made by the WLIB and budgetary decisions made by the Wisconsin Department of Administration, the WLIP grant program for land records modernization may be expected to end by calendar year 2003. The revenues expected from this source in calendar years 2003 and 2004 are set forth in Table 2.

Table 2

**ACTUAL AND ANTICIPATED
MCAMLIS WLIP GRANT REVENUES:
CALENDAR YEARS 2001 THROUGH 2006**

<u>Year</u>	<u>Amount</u>
2001 Actual	\$325,397
2002 Actual	197,679
2003 Projected	227,705 ^a
2004 Projected	108,725
2005 Projected	0
2006 Projected	0

^a150,000 was budgeted from this source for 2003.

³For example, the 1999 and 2000 award cycles were both initiated by the Wisconsin Land Information Board during 2000.

Utility Contributions

Contributions from Wisconsin Bell (now SBC), the Wisconsin Electric Power Company, the Wisconsin Gas Company, (the Wisconsin Electric Power Company and the Wisconsin Gas Company have recently been combined into a single company—WE Energies), and the Milwaukee Metropolitan Sewerage District has been the second largest source of MCAMLIS Program revenue. The \$2,080,000 received from this source has accounted for about 17 percent of all program revenues. Under the terms of the Cooperative Agreement that created the MCAMLIS program, each of these four utilities agreed to provide \$520,000 toward the creation of the countywide automated base maps that constituted the first major undertaking of the MCAMLIS program. Contributions from Wisconsin Bell, Wisconsin Electric, and Wisconsin Gas were completed during 1994. The MMSD contribution was completed during 2000. Accordingly, no further revenue can be expected from this source.

Anticipated Revenue Trend 2003 Through 2006

Anticipated MCAMLIS revenues for the period 2003 through 2006 are set forth in Table 3. Revenue amounts shown for calendar years 2003 through 2006 are estimates based upon staff analyses.

Table 3

**ANTICIPATED MCAMLIS REVENUES BY SOURCE
CALENDAR YEARS 2003 THROUGH 2006**

Year	Document Filing Fees (\$4 Portion)	Document Filing Fees (\$1 Portion)	WLIP Grant Receipts	Utility Contributions	Total Revenue
2003	\$720,000	\$130,000	\$150,000	\$0	\$1,000,000
2004	650,000	0	108,700	0	758,700
2005	650,000	0	0	0	650,000
2006	650,000	0	0	0	650,000

The revenue projections assume that, barring changes to the State Statutes, there will be no receipts from the \$1 document filing fees after August 31, 2003, and from WLIP grants after calendar year 2004. The revenue projections thus assume that the \$4 locally retained document filing fee will remain as the sole source of funding for the MCAMLIS program after calendar year 2004.

Revenues from the \$4 document filing fee for the period 2004 through 2007, were assumed to average \$650,000 per calendar year. As noted previously in this memorandum, the average amount received from this source for the 11-year period of record has been \$679,617; however, in seven of these 11 years, receipts from this source were less than the average amount. Accordingly, the assumed \$650,000 level appears to be a suitably conservative estimate.

Based upon the assumptions contained in this analysis, total revenue available to fund the MCAMLIS work program may be expected to decline from \$1,000,000 in 2003, to approximately \$750,000 in 2004, and to \$650,000 in 2005, thereafter to remain at approximately this level through calendar year 2006.

**ANTICIPATED EXPENDITURE LEVELS AND COMMITTED WORK TASKS:
2003 THROUGH 2006**

Anticipated 2003 Through 2006 Expenditure Levels

The amounts anticipated to be available for funding MCAMLIS work tasks for the period 2003 through 2006 are set forth in Table 4. The expenditure authority of \$1,000,000 shown for calendar year 2003 was approved by the Milwaukee County Board. Total estimated expenditure levels of \$750,000 for calendar year 2004 and \$650,000 for calendar years 2005 and 2006 are based upon the anticipated MCAMLIS revenues set forth in Table 3.

Table 4

COMMITTED MCAMLIS WORK PROGRAM: CALENDAR YEARS 2003 THROUGH 2006

Work Task	2003	2004	2005	2006
Estimated Total Expenditure Authority Available	\$ 1,000,000	\$750,000	\$650,000	\$ 650,000
Projects Obligated by Previous Action of the Steering Committee				
WLIP 2001 Strategic Initiatives Project (Property Assessment and Property Tax Data)	15,000	--	--	--
WLIP 2002 Strategic Initiatives Project (Floodland Data)	13,600	--	--	--
City of Milwaukee Cadastral Map Transformation-Phase 7	129,345	--	--	--
City of Milwaukee Cadastral Map Transformation-Phase 8	110,000	16,185	--	--
City of Milwaukee Cadastral Map Transformation-Phase 9A	30,000	29,175	--	--
City of Milwaukee Cadastral Map Transformation-Phase 9B	--	53,950	--	--
ROD Federal Tax Lien Automation Project	9,800	--	--	--
ROD Equipment Purchase (InGeo)	20,000	--	--	--
ROD Document Imaging System Upgrade	240,000	--	--	--
Subtotal	\$ 567,745	\$ 99,310	\$ --	\$ --
Projects Requiring Authorization from the Steering Committee for Continuation of Previously Committed Work Tasks				
MCAMLIS Floodland Mapping Project - Phase 2	\$ --	\$ 218,000	\$ 218,000	\$ --
City of Milwaukee Cadastral Map Transformation-Phase 10	--	--	--	--
Subtotal	\$ --	\$ 218,000	\$ 218,000	\$ --
On-Going Project Management and Database Maintenance Tasks				
MCAMLIS Cadastral Map and Street Address Database Maintenance	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Milwaukee County Surveyor ^a	60,000	60,000	60,000	60,000
MCAMLIS Project Management	100,000	100,000	100,000	100,000
Subtotal	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000
Total	\$ 787,748	\$ 537,310	\$ 438,000	\$ 220,000
Estimated Amount Available to Undertake New Work Tasks	\$ 212,252	\$ 212,690	\$ 212,000	\$ 430,000

^aBy County Board policy, expenses associated with the services of the Milwaukee County Surveyor are supported from MCAMLIS Program revenues.

In addition, in association with the assumption that the \$4 document filing fee will generate approximately \$650,000 annually to fund MCAMLIS work tasks, it needs to be noted that shortfalls in this amount would have significant impacts on the actual expenditure levels that can be budgeted annually. It should be further noted in this regard that in two of the six most recent years of collection of this fee, fund collections were less than \$650,000--approximately \$610,000 in 2000 and approximately \$645,000 in 1997. Occasional collection shortfalls of this magnitude could probably be dealt with

successfully. However, in the five earliest years of collection of the \$4 document filing fee, revenues from this source exceeded \$650,000 in only one year--1993. Accordingly, a return to the document filing levels characteristic of the early 1990s could have significant adverse impacts on the future amounts available for expenditure. This uncertainty will have to be monitored on a year-by-year basis and will need to be reflected, as may be necessary, in annual MCAMLIS budgets beginning with the budget for calendar year 2004.

Committed Work Tasks

Also shown in Table 4 are work tasks considered by project staff to be "committed" by past Steering Committee actions. The first group of these tasks represents active projects currently under contract or recently authorized by the Steering Committee, some of which will have expenditure obligations beyond the current 2003 budget year. Included in this group of work tasks are four City of Milwaukee cadastral map transformation projects totaling \$368,655 over calendar years 2003 and 2004; two relatively small WLIP strategic initiatives projects totaling \$28,600⁴; two relatively small projects being carried out in the Register of Deeds Office utilizing the \$1 locally retained fee and totaling approximately \$29,800; and finally, in accordance with the action taken by the Steering Committee at its April 8, 2003, meeting, the amount of \$240,000 being "held" pending determination by the Register of Deeds as to if and when any or all of this amount may be needed for the upgrading of the Register of Deeds' document imaging system. Any funds expended from this \$240,000 amount would be "charged" against the \$1 locally retained fee.

The second category of projects considered committed for the purpose of this analysis includes projects which are not currently under contract, but which represent continuations of previously authorized work programs. Making up this category are the MCAMLIS floodland mapping project, Phase 2, and the completion of the City of Milwaukee cadastral map transformation program.

Phase 2 of the MCAMLIS floodland mapping project is estimated to begin in calendar year 2004, and funding in support of this project has been allocated in calendar years 2004 and 2005. Project staff have determined that the remaining City of Milwaukee cadastral map transformation work, the Phase 10 project, can be completed using previously obligated funds and that, therefore, no additional obligations will be necessary to complete this work in budget years 2004 or 2005.

Also shown as commitments in Table 4 are estimates of current and future expenses associated with the continuation of the MCAMLIS cadastral map and street address maintenance work, the Milwaukee County Surveyor's annual work program, and the expenses associated with MCAMLIS project management.

Assuming that the work tasks set forth in Table 4 are undertaken at the estimated budget amounts, approximately \$212,000 would still be available to undertake new work initiatives in each of the calendar years 2003, 2004, and 2005, and approximately \$430,000 in calendar year 2006.

Locally Retained \$1 Document Filing Fee

The requirements for expenditure of the \$1 locally retained document filing fee will affect decisions on how to allocate available funds for future work tasks. Wisconsin Act 16, which created this fee, states that these receipts must be used ". . . to develop and maintain a computerized indexing of the County's land information records related to housing, including the housing element of the County's land use plan under

⁴*These two projects are funded entirely by WLIP grants. No locally collected MCAMLIS funds are being utilized to carry out these two projects.*

S 66.1001 (2) (b) in a manner that would allow for greater public access via the Internet." The legislative intent of the Act has been further refined in guidelines promulgated by the WLIB. These guidelines are attached to this Memorandum as Exhibit A. These guidelines were adopted as preliminary, but have not yet been replaced by permanent guidelines. Accordingly, these preliminary guidelines continue to specify the current uses for which these funds can be expended.

The \$1 locally retained document filing fee will be collected for a period of two years beginning on September 1, 2001, and ending on August 31, 2003. Over the first 19 months of this period, revenues from these fees have totaled \$357,506 in Milwaukee County. A straight-line projection of this amount over the entirety of the 24-month collection period would result in an amount of approximately \$451,600 that can be expended in accordance with the attached State guidelines. To date, three tasks have been authorized by the MCAMLIS Steering Committee in accordance with the guidelines: the acquisition by the Milwaukee County Register of Deeds Office of a large-format scanner for over-size documents, principally maps; the Federal Tax Lien Automation Project that will also be carried out in the County Register of Deeds Office; and the acquisition of computer hardware and software sufficient to carry out a 12-month test of an application software package for the recording of mortgage satisfactions, again in the Register of Deeds Office. In addition, the Steering Committee has taken action to set aside up to \$240,000 for possible use in upgrading the document imaging system and ancillary computer operations in the Register of Deeds Office. Anticipated expenditures for these four projects total about \$262,700, leaving approximately \$188,900 yet to be committed. At this time, no additional projects have been identified and proposed to the Steering Committee for expenditure under the State guidelines.

GEODATABASES AND THEIR POTENTIAL TO AFFECT THE MCAMLIS WORK PROGRAM

An emerging technology within the larger construct of geographic information systems software is the geodatabase. The evolution of this technology has the potential to lead to a change in the manner in which the MCAMLIS digital maps and digital map databases are currently organized and maintained. Under the present organizational structure, the MCAMLIS digital map databases are essentially spatial databases which have the ability to be linked to separate attribute databases. One example of the manner by which such a linkage occurs is the parcel identification number, PIN; another is the street address. Essentially then, the current MCAMLIS database environment consists of a separate spatial database model which can be linked by users to one or more attribute database models.

A geodatabase environment usually integrates the linkage between the spatial features that represent the maps and the attribute databases that contain information about the map features. This integration usually provides that both map features and attribute features can be accessed and manipulated by a single set of software as opposed to two or more sets of software as is typical in the current MCAMLIS environment. There are current users of MCAMLIS data projects, such as the City of Franklin, that have already made this transition to a geodatabase environment. There are other users, such as the Milwaukee County Department of Public Works and the Milwaukee County Parks Department, who plan to make this transition over time.⁵

That aspect of the MCAMLIS work program where the emerging issue of geodatabases may be expected to have the greatest potential impact over the next few years is in the development of transactional cadastral map update procedures. New ESRI ArcInfo software,⁶ anticipated to be released within the next

⁵ *Milwaukee County Public Works and Parks GIS Conceptual Design and Implementation Plan, Plan Graphics, Inc., and Abernathy Consulting, June, 2001.*

⁶ *The MCAMLIS digital cadastral maps are presently maintained in an ESRI ArcInfo environment.*

nine months, is expected to possess the ability to deal with the transactional update issue thus avoiding the need to develop customized procedures and software for the MCAMLIS digital cadastral maps. An ESRI white paper⁷ concerning this issue refers to this capability as "versioning." Early product announcements indicate that the release—release 9.0⁸--will also be "backwards" compatible, which will protect the interest of those MCAMLIS map users who wish to continue to operate in the ESRI "coverage" and "shapefile" environments. The 9.0 release also appears to afford translation capability for users of MicroStation DGN and AutoCAD DWG formats which will protect the interests of MCAMLIS data users operating in these software environments.

Since newer versions of GIS operating system software expected within the next nine months or so offer the potential to deal with the transactional map update issue without the need to develop customized software, project staff recommend that a decision concerning the manner in which transactional map updates might be implemented be held in abeyance until 2004. This recommendation, if approved by the Steering Committee, has the potential to eliminate the need for an expenditure of about \$33,000 for the development of procedures and software programs to implement this desired capability..

POTENTIAL FUTURE MCAMLIS WORK TASKS

The following proposed MCAMLIS work tasks represent tasks that, at this time, have either been discussed by the Steering Committee or that are currently under active investigation by project staff, but have yet to be presented to the Steering Committee for consideration and approval. These tasks also include projects specifically recommended in the recently completed MCAMLIS Land and Utility Information System Internet Prototype Study report. All expenditure amounts set forth in the narrative are approximate amounts for the purposes of planning future annual work programs. At the time that actual contracts would be negotiated for the pursuit of any of these projects, final project budgets would be developed by project staff and presented to the Steering Committee for review and approval. The order in which these potential tasks are presented is not intended to imply any order of priority.

Projects Developed for the Use of the \$1 Locally Retained Document Filing Fee

As noted in the preceding section of this memorandum, additional projects for the use of this fee will need to be developed. As also noted, it would most probably be desirable to develop a strategy for expending these receipts in the relatively near future.

Replacement Topographic Mapping

On several occasions the Steering Committee has discussed the desirability of undertaking additional projects to acquire replacement topographic mapping. Fiscal reality, however, dictates that replacement topographic mapping projects, with their relatively high costs in comparison with the typical MCAMLIS annual budget, will need to be held in abeyance until at least 2005 until other MCAMLIS work efforts have been completed. For example, completion of the current City of Milwaukee cadastral map transformation projects would allow for the funding expended on these projects—an average of several hundreds of thousands of dollars annually over the last five MCAMLIS budgets--to be redirected toward replacement topographic mapping projects.

⁷ *Modeling and Using History in ArcGIS, ESRI, May 2002.*

⁸ *Version 8.3 of the ArcInfor is the most current version of ArcInfo presently available and is the version used currently to maintain the MCAMLIS digital cadastral maps.*

Retiling of MCAMLIS Cadastral Base Maps

On several occasions the MCAMLIS Steering Committee has debated the merits of changing the tiling scheme for MCAMLIS base maps from the current one-quarter section-based maps to "tiles" of some larger, but yet-to-be-proposed, size. The Steering Committee has yet to determine whether or not to undertake this work task; however, the recently completed MCAMLIS Land and Utility Information System Internet Prototype Study report recommends that this work be undertaken and provides partial estimates of the cost for so doing. The estimate provided for retiling the MCAMLIS cadastral base maps is approximately \$45,000.

This estimate, however, does not include the ancillary tasks that would need to be carried out as part of the conversion. MCAMLIS project staff have recently developed a cost estimate of \$84,500 to convert the individual MCAMLIS digital cadastral map sheets into a continuous county-wide coverage. This estimate includes the additional tasks, such as the creation of municipal-based tiles, that are necessary to be fully responsive to municipal requests.

It is not known at this time what implications the implementation of a county-wide, continuous digital cadastral map may have on the cadastral map maintenance procedures being carried out in the Milwaukee County Register of Deeds Office. Since any possible needed changes in the procedures cannot be determined in advance, the Steering Committee should be prepared for the potential need to restructure the cadastral map maintenance operation in the Register of Deeds Office and its potential to affect the current costs of this operation.

Transactional Update Procedure For MCAMLIS Digital Cadastral Maps

One of the recommendations emanating from the MCAMLIS Land and Utility Information System Internet Prototype Study report was the development of a transactional map update procedure for the MCAMLIS cadastral maps. Updates are currently distributed on a "batch" basis. Analysis of this issue by the study consultant has determined an approximate cost of \$33,000 dollars to develop and implement this capability. However, as with the creation of larger tiled digital maps, it is not known at this time what implications the implementation of such a process may have on the current cadastral map update operation being carried out in the Milwaukee County Register of Deeds Office. Since any possible disruptions cannot be determined in advance, the Steering Committee should be prepared for the potential need to restructure the cadastral map maintenance operation in the Register of Deeds Office and its potential to affect the current costs of this operation.

Maintenance of MCAMLIS Format Cadastral Mapping Covering the City of Milwaukee

At its meeting held on May 7, 2002, the MCAMLIS Steering Committee asked MCAMLIS project staff to investigate—in consultation with City of Milwaukee representatives and Milwaukee County representatives—a process for maintenance of the MCAMLIS format cadastral mapping that is currently being created by the City of Milwaukee Geographic Information Systems staff. At its meeting held on December 3, 2002, project staff reported back to the Steering Committee that the recommendation arising from this interagency evaluation was that the maintenance of the MCAMLIS format cadastral mapping currently being created by the City of Milwaukee should be carried out by the Milwaukee County Register of Deeds Office in conjunction with its maintenance of MCAMLIS cadastral maps for the balance of the County. As with the development of a transactional update procedure for the MCAMLIS cadastral maps, it is not known what implications the implementation of this decision may have on the current cadastral map update operation. Again, since any possible effects cannot be determined in advance, the Steering Committee should be prepared for the potential need to restructure the cadastral map maintenance operation in the Register of Deeds Office with its concomitant potential to affect the current costs of this operation.

MCAMLIS Address Database Enhancement

At its meeting held on July 10, 2001, the MCAMLIS Steering Committee authorized project staff to investigate the potential costs associated with enhancing the MCAMLIS address database to include addresses inside multiple-unit residential and commercial structures. Estimates of the cost of this potential enhancement have yet to be determined by MCAMLIS project staff, although some potential address sources have been investigated and eliminated. This project should not be undertaken until project staff have located a suitable source or sources for the needed data, can structure a project for incorporation of the data into the MCAMLIS address databases, and develop a cost estimate for completing the desired work.

City of Milwaukee Address Database Integration

At its meeting held on October 8, 2002, the MCAMLIS Steering Committee approved a report prepared by Spatial Data Systems, Inc., assessing the accuracy and currency of the City of Milwaukee address database and the steps that would need to be taken to render that database compatible with the MCAMLIS street address database. An estimated cost of \$149,000 was provided by Spatial Data Systems, Inc., for this undertaking.

It should be noted that this estimated cost was not broken down by component and included only the cost of merging the City of Milwaukee address database and the MCAMLIS street address components, and the cost of field checking addresses for approximately 70,000 ownership parcels in the central section of the City. Based upon consultation with cognizant City staff, it is recommended by project staff that the field checking not be included in the work at this time. Importantly, the costs associated with extending the database structure inherent within the MCAMLIS street address database into the City of Milwaukee were not included in the study consultant's estimate.

Project staff have developed a project scope of work that would merge the address contents of the two street address databases and would create within the areal extent of the City of Milwaukee the equivalent graphic and database relationships between street addresses, structures, parcels, and street centerlines that currently exist for the other 18 of the County's municipalities. The cost estimate for the project scope of work developed by project staff is \$142,000.

Consolidation of Milwaukee County Plat-of-Survey Records

Milwaukee County plats-of-survey are currently stored in two discrete locations. Approximately 33,000 plats-of-survey are stored at SEWRPC where they have been submitted for filing in conformance with the requirements of State Statutes and SEWRPC's statutory designation as Milwaukee County Surveyor. Approximately 7,000 plats-of-survey are on file in the Milwaukee County Register of Deeds Office where they were submitted for filing prior to SEWRPC's statutory designation as Milwaukee County Surveyor.

Information taken from the plats-of survey on file at SEWRPC has been organized into a computer data base of the "flat-file" type. A variety of attributes relating to each plat-of-survey such as civil division, name of the property owner or client, name of the land surveyor completing the plat-of-survey, location by U. S. Public Land Survey one-quarter section, and date of survey. Plats-of-survey on file in the Register of Deeds Office are accessed through a manual "file card" index sorted by street address.

MCAMLIS project staff, on their own initiative, have been investigating the feasibility of a project that would transfer the plats from the Milwaukee County Register of Deeds Office to the SEWRPC offices and would index the transferred plats utilizing the existing SEWRPC system, thus integrating the old

surveys into the Milwaukee County database currently maintained by SEWRPC in its capacity as the Milwaukee County Surveyor.

A possible advantage of undertaking this project is that it may qualify as a project for expenditure of the \$1.00 document filing fee revenues.

Publication of a MCAMLIS Newsletter

Interest has been expressed in the publication of a MCAMLIS newsletter and at the Steering Committee meeting held on April 8, 2003, project staff were asked to prepare a staff memorandum concerning the possible publication of such a newsletter. Project staff determined that a semi-annual MCAMLIS newsletter could be prepared, published, and distributed as an electronic document at a cost of about \$1,500 per issue, or about \$3,000 per year. Project staff are recommending to the Steering Committee that such an activity be undertaken with the issuance of the first newsletter to take place in the fall of 2003.

Milwaukee County "Smart Growth" Activities

In 1999, the Wisconsin Legislature enacted new legislation that greatly expanded the scope and significance of comprehensive plans within the State. The legislation, often referred to as the State's "Smart Growth" law, provides a new framework for the development, adoption, and implementation of comprehensive plans by regional planning commissions and by county, city, village, and town units of government. The law is set forth in Section 66.1001 of the *Wisconsin Statutes*.

Technically, the law does not require the adoption of county and local comprehensive plans. However, Section 66.1001(3) of the *Statutes* lists those actions and procedures that must be consistent with comprehensive plans beginning on January 1, 2010. There is an implication that if a county or local government does not prepare and adopt a comprehensive plan that meets the requirements of the law, the county or local government may not—after January 1, 2010—take those actions or exercise those procedures related to land use regulation and development identified in the law. In theory, then, it would appear that absent a duly adopted comprehensive plan, a county or local government would not be able to, for example, enforce its zoning, subdivision control or official map ordinances, enter into cooperative boundary adjustment agreements, or apply for State stewardship grants to acquire park and recreational lands.

The law requires that the following nine elements be addressed in a comprehensive plan:

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural, and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

The emphasis of the "Smart Growth" legislation is on the preparation and adoption of county and local comprehensive plans; whereas, the emphasis of the Wisconsin Land Information Program is on the modernization of land records. However, there is significant subject matter overlap between the two programs. More specifically, overlap occurs in the content areas of housing; transportation; utilities and

community facilities; agricultural, natural and cultural resources; land use; and intergovernmental cooperation.

At the State level, these two programs are administered by the same State staff, and there is an increasing degree of integration in the manner in which the two programs are pursued. Indeed, the State biennial budget currently under discussion in the State Joint Finance Committee would allocate virtually all of the \$2 document recording fee sent to the State to support grants for the development of local comprehensive plans rather than grants for land records modernization initiatives, as was originally the case. The use of a portion of these funds in partial support for local comprehensive planning had already begun in the present biennial budget, but the larger diversions now being implemented are a signal of increased gubernatorial and legislative support for the use of land records modernization funds to support local comprehensive planning initiatives.

MCAMLIS project staff has considered the potential impacts of "Smart Growth" legislation on Milwaukee County. One information void that has already been identified in these discussions is the area of water supply. One way to meet the funding needs created by this legislation would be for Milwaukee County to use MCAMLIS project funds. Such a response could provide information and digital maps useful to the County and its constituent municipalities in meeting requirements of the "Smart Growth" legislation. It could also provide information and digital maps that would support the components of the WLIP land records modernization initiatives.

Partial support of this "Smart Growth" planning initiative, approximately \$90,000 annually over a period of three years, or a total of about \$270,000, would be required for use in water supply system planning. Use of MCAMLIS project funds in support of this effort would not only serve to meet the requirements of both the "Smart Growth" legislation and WLIP initiatives, but also would be responsive to changing gubernatorial and legislative priorities as reflected in the State's biennial budgets. MCAMLIS project staff support the use of MCAMLIS project funds to carry out this planning effort.

RECOMMENDED MCAMLIS WORK PROGRAM: 2003 THROUGH 2006

Based upon the preceding analysis of anticipated revenue and potential work tasks, a recommended MCAMLIS work program for 2003, 2004, 2005, and 2006 is presented in Table 5. It should be clear from the preceding analysis that difficult work task choices will confront the MCAMLIS Steering Committee over the foreseeable future. In light of this, it is the project staff recommendation that the program emphasis be largely directed to the original MCAMLIS program tasks—the creation and maintenance of a uniform, countywide system of digital, large-scale base maps and the creation and maintenance of a street address database, while recognizing that the needs of Milwaukee County and its constituent municipalities, in responding to the State's "Smart Growth" legislation, may require the use of some MCAMLIS funding to develop information that would serve to implement both Land Records Modernization and "Smart Growth." The work program set forth in Table 5 reflects this recommended emphasis as tempered by fiscal realities.

Table 5

RECOMMENDED MCAMLIS WORK PROGRAM: CALENDAR YEARS 2003 THROUGH 2006

Work Task	2003	2004	2005	2006
WLIP 2001 Strategic Initiatives Project (Property Assessment and Property Tax Data).....	15,000	--	--	--
WLIP 2002 Strategic Initiatives Project (Floodland Data).....	13,600	--	--	--
City of Milwaukee Cadastral Map Transformation-Phase 7.....	129,345	--	--	--
City of Milwaukee Cadastral Map Transformation-Phase 8.....	110,000	16,185	--	--
City of Milwaukee Cadastral Map Transformation-Phase 9A.....	30,000	29,175	--	--
City of Milwaukee Cadastral Map Transformation-Phase 9B.....	0	53,950	--	--
City of Milwaukee Cadastral Map Transformation-Phase 10.....	0	0	--	--
Register of Deeds Tax Lien Project.....	9,800	--	--	--
Register of Deeds Equipment Purchase (InGeo).....	20,000	--	--	--
Projects for Expenditure of \$1 Document Filing Fee.....	240,000 ^a	100,000	88,900	--
Maintenance of MCAMLIS Format Cadastral Mapping within the City of Milwaukee.....	0 ^b	0 ^b	0 ^b	0 ^b
MCAMLIS Cadastral Map and Street Address Database Maintenance.....	60,000	60,000	60,000	60,000
Milwaukee County Surveyor.....	60,000	60,000	60,000	60,000
MCAMLIS Project Management.....	100,000	100,000	100,000	100,000
MCAMLIS Floodland Mapping Project-Phase 2.....	0	145,300	145,300	145,400
Retiling MCAMLIS Cadastral Maps.....	84,500	--	--	--
Merging the City of Milwaukee Address Database with the MCAMLIS Street Address Database.....	100,000	42,000	0	--
"Smart Growth" Related Projects.....	0	90,000	90,000	90,000
MCAMLIS Newsletter.....	1,500	3,000	--	--
Replacement Topographic Mapping.....	0	0	80,000	160,000
Estimated Total Expenditures	\$973,145	\$699,610	\$624,200	\$615,400
Estimated Expenditure Authority Available	\$1,000,000	\$750,000	\$650,000	\$650,000
Amount Held in Reserve	\$26,855	\$57,390	\$25,800	\$34,600

^aThis amount has been tentatively set aside for use in upgrading the optical imaging system in the Milwaukee County Register of Deeds Office.

^bAn analysis will be conducted to determine whether or not this task can be accommodated within the "MCAMLIS Cadastral Map and Street Address Database Maintenance" line item at no additional cost to the MCAMLIS program over the amount already set forth for this task. In the event that this does not prove feasible, then additional monies will have to be obtained through use of the anticipated reserve funds and/or reductions in one or more project line items.

Recommended Work Tasks

- It is recommended that the Steering Committee enter into an agreement to carry out the MCAMLIS Floodland Mapping Project-Phase 2. In response to SEWRPC staff work commitments, however, it is recommended that the work be funded over three budget years rather than the two budget years originally proposed.
- It is recommended that the Steering Committee request the County Register of Deeds to develop a list of projects that meet conditions for expenditure of the \$1 locally retained document filing fee; to request the Milwaukee County Register of Deeds to submit this list along with estimated fiscal requirements to the Steering Committee for its information, and for needed committee action to budget for the expenditure of these receipts as a part of the overall MCAMLIS program.
- It is recommended that the Steering Committee initiate a project to develop a map organization scheme suitable for recompiling the MCAMLIS digital cadastral maps and to reorganize the

MCAMLIS cadastral map database into a system of maps comprised of "tiles" larger than the current organizational system of one-quarter-section based maps. Because of fiscal constraints, it is further recommended that the reorganization of the MCAMLIS digital topographic maps not be initiated until some determined future date, if at all.

- It is recommended that the development of a transactional digital cadastral map update mechanism not be initiated at this time, but rather that the Steering Committee revisit this issue in 2004 when it is judged by project staff that sufficient progress has been made in the development of a continuous digital cadastral base map and following project staff determination as to whether or not a release of ESRI software planned for early 2004 has the potential to address the MCAMLIS transactional map update requirements without the additional costs associated with development of customized procedures and computer software.
- It is recommended that the Steering Committee initiate a project that will result in the merger of the City of Milwaukee address database with the MCAMLIS street address database. The recommended work would not include field checking of addresses in the central area of the City, nor the acquisition of unit addresses for multiunit structures in the suburban municipalities.
- It is recommended that the Steering Committee approve the expenditure of \$90,000 per year in each of calendar years 2004, 2005, and 2006 for use by Milwaukee County to meet "Smart Growth" planning requirements. It is expected that these amounts will initially be used in support of water supply planning.
- It is recommended that the Steering Committee authorize the publication of a MCAMLIS newsletter with the issuance of the first newsletter to take place in the fall of 2003. It is further recommended that the Steering Committee evaluate the effectiveness of the publication of this newsletter following the publication of the third issue in the fall of 2004.
- It is recommended that the Steering Committee initiate a topographic map replacement program beginning in 2005 with funds allocated on a yearly basis to carry out individual projects, identified on a yearly basis, based in part on available funding. It is also recommended that priority be given to the replacement of older topographic mapping.

SUMMARY

The analysis set forth in this memorandum demonstrates that the Steering Committee will have to direct the MCAMLIS Program within a framework of declining revenue. In view of this situation, the project staff recommends that annual work programs for 2003, 2004, 2005, and 2006 be directed to funding work that contributes directly to core functions of the MCAMLIS Program; that is, the development and maintenance of a system of uniform, countywide, large-scale digital maps and the development and maintenance of a street address database while recognizing that the needs of Milwaukee County and its constituent municipalities, in responding to the State's "Smart Growth" legislation, may benefit from the use of some MCAMLIS funds to develop information that would serve to implement both Land Records Modernization and "Smart Growth". The recommended MCAMLIS work program set forth in Table 5 would direct increasingly scarce revenues to addressing these functions.

* * * * *

Exhibit A

Office of Land Information Services
Wisconsin Department of Administration

GUIDELINES FOR THE USE OF THE
ADDITIONAL DOLLAR RETAINED BY THE COUNTY

The 2001-2003 Wisconsin State Biennial Budget, 2001 Wisconsin Act 16, enacted legislation relating to the recording fees retained by the county. Specifically, s. 59.72 (5) (b) 3., Wis Stats., now provides as a condition for retaining those fees, that:

“The county uses \$4 of each \$5 fee retained under this paragraph to develop, implement, and maintain the county wide plan for land records modernization, and \$1 of each \$5 fee retained under this paragraph to develop and maintain a computerized indexing of the county’s land information records relating to housing, including the housing element of the county’s land use plan under s. 66.1001(2)(b), in a manner that would allow for greater public access via the Internet.”

Section 66.1001 (2) (b), Wis. Stats., describes the housing element as:

“A compilation of objectives, policies, goals, maps and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit. The element shall assess the age, structural, value and occupancy characteristics of the local governmental unit’s housing stock. The element shall also identify specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs, policies and programs that promote the availability of land for the development or redevelopment of low-income and moderate-income housing, and policies and programs to maintain or rehabilitate the local governmental unit’s existing housing stock.”

This document is intended to provide guidelines for the use of \$1 of the \$5 retained under s. 59.72 (5) (b) 3, Wis. Stats. These funds are available for land records modernization activities with respect to developing and maintaining computerized housing information, including data related to the housing element of a comprehensive plan, and making that data accessible to the public via the Internet.

The Land Information Board-empanelled Ad Hoc Committee on Strategic Initiatives has identified the following as areas of eligible expenditures.

1. Property Tax Assessment Information assessable via the Internet.
The Board is working on a tax assessment file that will offer seamless statewide queries over the Internet. This file will be populated with existing tax assessment data from the counties and will be a focus of the strategic initiative.

2. Current Housing Supply and Forecasted Demand of Residential, Commercial, Industrial and Other Lands
 - Number and Type of Housing Units (single family, duplex, multi-family, mobile home, etc.)
 - Owner Occupancy, Rented, Vacant
 - Condition of Housing Stock
 - Census Data (trends in population, economic conditions, household characteristics, income and economic factors)
 - Developable Land
3. Affordable and Special Needs Housing Information
 - Market Rents
 - Subsidized Housing
4. Housing Sales Information

Eligible Expenditures of this \$1 retained fees to achieve the above would include:

1. Computer Hardware
2. Computer Web-Enabling Software
3. In-House Staff Time Including Database Design
4. Vendor Contracting
5. Metadata Development – *Please note, the development of metadata is a requirement for all data collected and maintained with Land Information Program-revenues, whether they are retained fees or grant funds.*

**STATUS OF MCAMLIS MAPPING PROJECTS
BEING CARRIED OUT BY CITY OF MILWAUKEE STAFF**

The City of Milwaukee recompilation project is comprised of 40 U.S. Public Land Survey one-quarter section-based maps as delineated on the accompanying status map. These cadastral maps were compiled to fit the MCAMLIS survey control system utilizing original land records and associated descriptions and documents. This work has been carried out by the staff of the City of Milwaukee, Infrastructure Service Division, Central Drafting and Records Office. This project was completed November 30, 2001.

The City of Milwaukee cadastral map transformation project (Phase 1) consists of 93 U.S. Public Land Survey one-quarter-section-based existing City of Milwaukee maps that are being refit to the MCAMLIS survey control system utilizing computer algorithms. These 93 one-quarter section maps are delineated on an accompanying status map. This work is being carried out by the staff of the City of Milwaukee, Department of Administration, Information and Technology Management Division. All 93 of the map sheets have been accepted by SEWRPC staff as meeting the relevant specifications. The agreement governing this project calls for work to be completed by October, 2002. This project was completed February 25, 2003. On April 28, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by December 31, 2003. As of June 24, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

The City of Milwaukee cadastral map transformation project (Phase 2) consists of 24 U.S. Public Land Survey one-quarter-section-based maps as delineated on an accompanying status map. All 24 of the map sheets have been accepted as being in compliance with the specifications in this project area. The agreement governing this project calls for work to be completed by June 2002. This project was completed February 14, 2002.

The City of Milwaukee cadastral map transformation project (Phase 3) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. All 24 map sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by June 2002. This project was completed February 14, 2002.

The City of Milwaukee cadastral map transformation project (Phase 4) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. All 24 map sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by December 2002. This project was completed February 15, 2003. On April 23, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by June 30, 2003. This project was completed June 18, 2003.

The City of Milwaukee cadastral map transformation project (Phase 5) also consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. The agreement governing this project calls for work to be completed by December 2002. This project was completed January 3, 2003. On April 25, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by June 30, 2003. As of June 24, 2003, City of Milwaukee GIS staff have completed 6 of these map sheets of which 0 have been accepted.

The City of Milwaukee cadastral map transformation project (Phase 6) consists of 26 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of June 24, 2003, 26 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 26 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by December 2003. There is currently no reason to expect that the project completion schedule will not be met. On April 30, 2003 an addendum revised the project to include an additional 6 map sheets. This addendum calls for the work to be completed by December 31, 2003. As of June 24, 2003, City of Milwaukee GIS staff have completed 0 of these map sheets of which 0 have been accepted.

The City of Milwaukee cadastral map transformation project (Phase 7) consists of 24 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of June 24, 2003, 15 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 15 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by April 2004. There is currently no reason to expect that the project completion schedule will not be met.

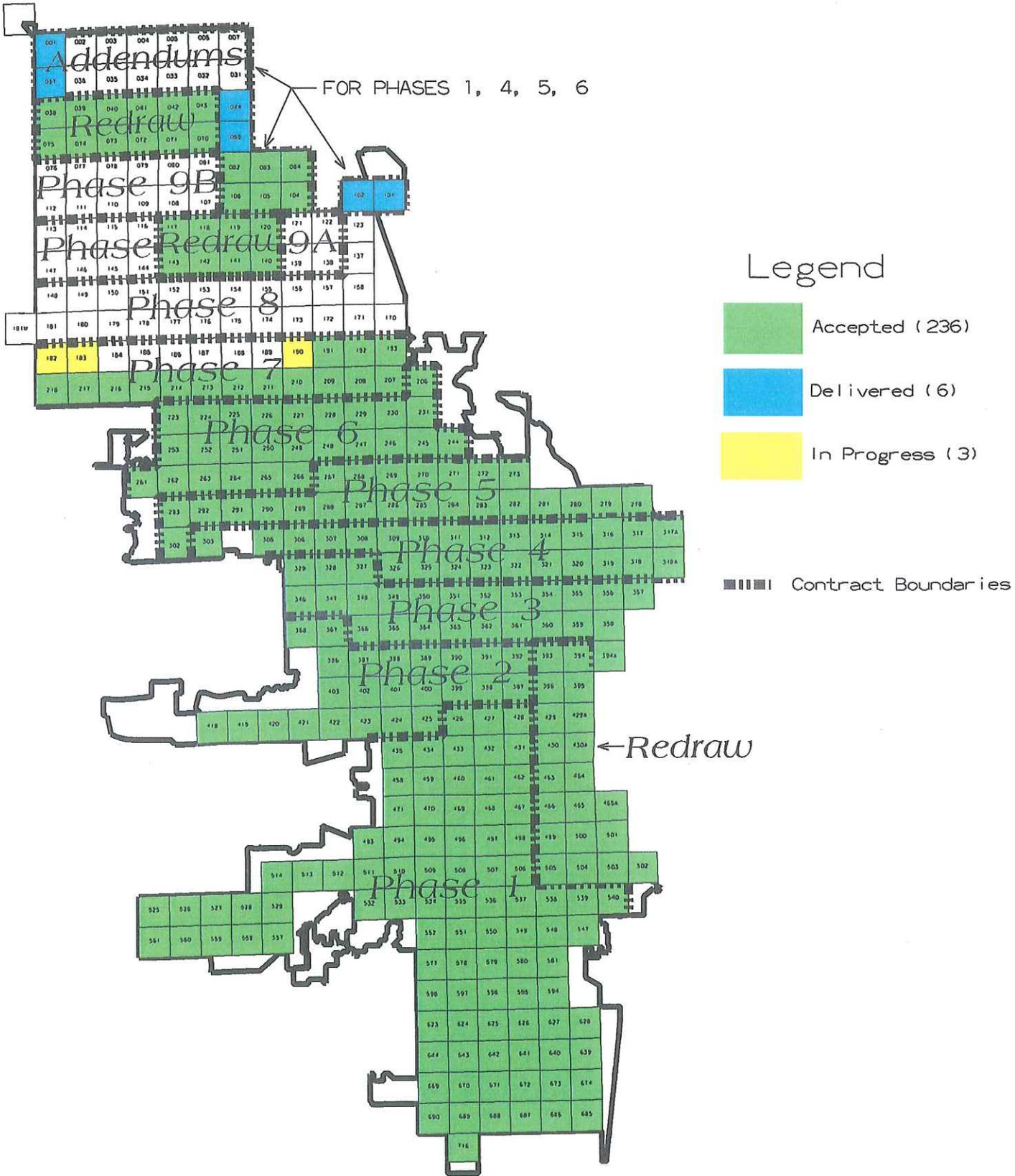
The City of Milwaukee cadastral map transformation project (Phase 8) consists of 25 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of June 24, 2003, 0 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 0 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by October 2004. There is currently no reason to expect that the project completion schedule will not be met.

The City of Milwaukee cadastral map transformation project (Phase 9A) consists of 12 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of June 24, 2003, 0 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 0 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by October 2004. There is currently no reason to expect that the project completion schedule will not be met.

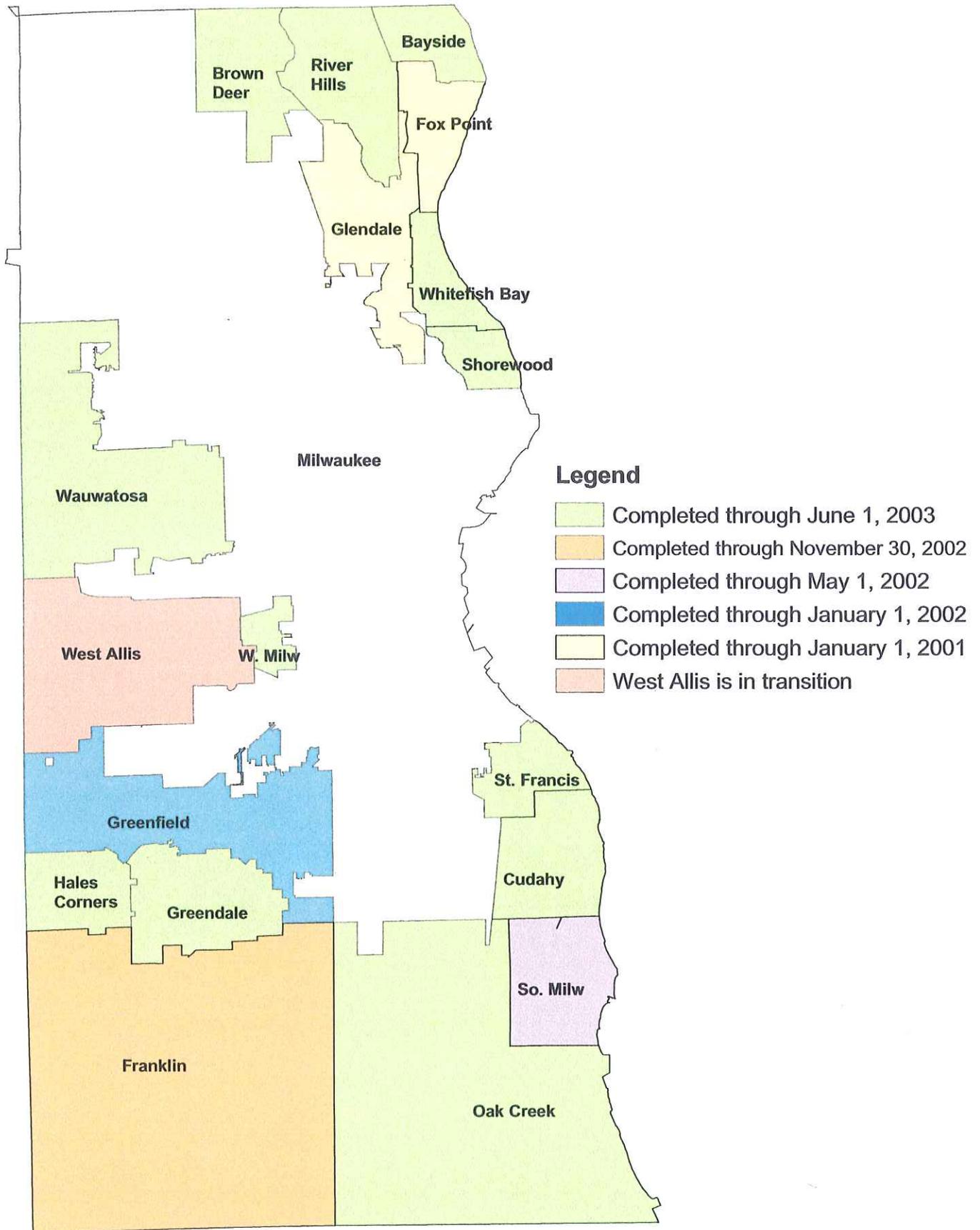
The City of Milwaukee cadastral map transformation project (Phase 9B) consists of 12 U.S. Public Land Survey one-quarter-section-based maps again as delineated on an accompanying status map. As of June 24, 2003, 0 maps from this project area have been submitted to SEWRPC staff for review and accordingly, 0 maps sheets have been accepted as being in compliance with the specifications. The agreement governing this project calls for work to be completed by October 2004. There is currently no reason to expect that the project completion schedule will not be met.

* * *

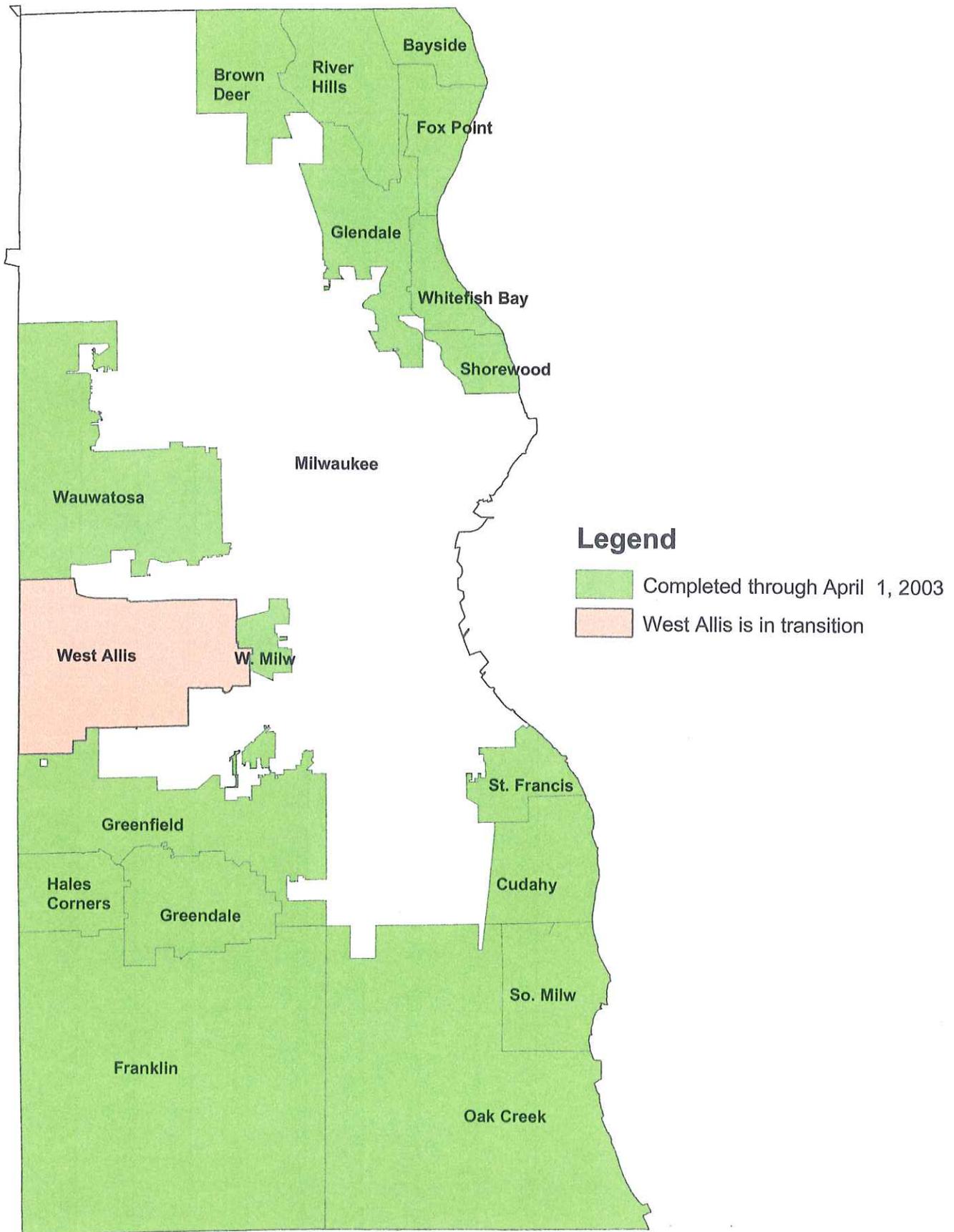
MCAMLIS Transformation Project Progress Map



Milwaukee County Address Status as of June 27, 2003



Milwaukee County Cadastral Status as of June 27, 2003



EXECUTED LICENSE AGREEMENTS

Number of Executed Agreements		Licensee	Effective Date
Since 1995	For 2003	2003	
90.	1.	North Shore Fire Department	1/13/03
91.	2	Planning & Design Institute, Inc.	2/6/03
92.	3.	Nancy M. Aten	2/12/03
93.	4.	Graef, Anhalt, Schloemer and Associates, Inc.	4/2/03
94.	5.	Sandridge Commercial Real Estate, LLC	4/25/03

#58437 v1 - MCAMLIS-EXECUTED LIC. AGREEMNTS

2. Current Housing Supply and Forecasted Demand of Residential, Commercial, Industrial and Other Lands
 - Number and Type of Housing Units (single family, duplex, multi-family, mobile home, etc.)
 - Owner Occupancy, Rented, Vacant
 - Condition of Housing Stock
 - Census Data (trends in population, economic conditions, household characteristics, income and economic factors)
 - Developable Land
3. Affordable and Special Needs Housing Information
 - Market Rents
 - Subsidized Housing
4. Housing Sales Information

Eligible Expenditures of this \$1 retained fees to achieve the above would include:

1. Computer Hardware
2. Computer Web-Enabling Software
3. In-House Staff Time Including Database Design
4. Vendor Contracting
5. Metadata Development – *Please note, the development of metadata is a requirement for all data collected and maintained with Land Information Program-revenues, whether they are retained fees or grant funds.*

Exhibit A

**Office of Land Information Services
Wisconsin Department of Administration**

**GUIDELINES FOR THE USE OF THE
ADDITIONAL DOLLAR RETAINED BY THE COUNTY**

The 2001-2003 Wisconsin State Biennial Budget, 2001 Wisconsin Act 16, enacted legislation relating to the recording fees retained by the county. Specifically, s. 59.72 (5) (b) 3., Wis Stats., now provides as a condition for retaining those fees, that:

“The county uses \$4 of each \$5 fee retained under this paragraph to develop, implement, and maintain the county wide plan for land records modernization, and \$1 of each \$5 fee retained under this paragraph to develop and maintain a computerized indexing of the county’s land information records relating to housing, including the housing element of the county’s land use plan under s. 66.1001(2)(b), in a manner that would allow for greater public access via the Internet.”

Section 66.1001 (2) (b), Wis. Stats., describes the housing element as:

“A compilation of objectives, policies, goals, maps and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit. The element shall assess the age, structural, value and occupancy characteristics of the local governmental unit's housing stock. The element shall also identify specific policies and programs that promote the development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all age groups and persons with special needs, policies and programs that promote the availability of land for the development or redevelopment of low-income and moderate-income housing, and policies and programs to maintain or rehabilitate the local governmental unit's existing housing stock.”

This document is intended to provide guidelines for the use of \$1 of the \$5 retained under s. 59.72 (5) (b) 3, Wis. Stats. These funds are available for land records modernization activities with respect to developing and maintaining computerized housing information, including data related to the housing element of a comprehensive plan, and making that data accessible to the public via the Internet.

The Land Information Board-empanelled Ad Hoc Committee on Strategic Initiatives has identified the following as areas of eligible expenditures.

1. Property Tax Assessment Information assessable via the Internet.
The Board is working on a tax assessment file that will offer seamless statewide queries over the Internet. This file will be populated with existing tax assessment data from the counties and will be a focus of the strategic initiative.

- It is recommended that the Steering Committee enter into an agreement to carry out the MCAMLIS Floodland Mapping Project-Phase 2.
- It is recommended that the Steering Committee initiate a topographic map replacement program beginning in 2003 with funds allocated on a yearly basis to carry out individual projects, identified on a yearly basis, based in part on available funding. It is also recommended that priority be given to the replacement of older topographic mapping. It is further recommended that the 2003 project area be located in Township 8 North, Range 21 East, which township is covered almost exclusively by mapping of 1985 to 1990 vintage.
- It is recommended that the Steering Committee direct the project staff to develop a map organization scheme suitable for recompiling the MCAMLIS digital topographic and cadastral maps and to reorganize the MCAMLIS map database into a system of maps comprised of "tiles" larger than the current organizational system of one-quarter-section based maps. *SEAMLIS TILES*
- It is recommended that the Steering Committee request the County Register of Deeds to develop a list of projects that meet conditions for expenditure of the \$1 locally retained document filing fee; to request the Milwaukee County Register of Deeds to submit this list along with estimated fiscal requirements to the Steering Committee for its information, and for needed committee action to budget for the expenditure of these receipts as a part of the overall MCAMLIS program.
- It is recommended that the Steering Committee direct the project staff to carry out a project that will result in the merger of the City of Milwaukee address database with the MCAMLIS street address database. The recommended work will not include, at this time, field checking of addresses in the central area of the City. This project should be submitted to the Steering Committee for its review and approval.
- It is recommended that the Steering Committee direct the project staff to initiate a maintenance program for the MCAMLIS format cadastral mapping being prepared by the City of Milwaukee. This procedure should be presented to the Steering Committee for its review and approval.

SUMMARY

The analysis set forth in this memorandum demonstrates that the Steering Committee will have to direct the MCAMLIS Program within a framework of declining revenue. In view of this situation, the project staff recommends that annual work programs for 2003, 2004, and 2005 be directed to funding work that contributes directly to core functions of the MCAMLIS Program; that is, the development and maintenance of a system of uniform, countywide, large-scale digital maps and the development and maintenance of a street address database. The recommended MCAMLIS work program set forth in Table 5 would direct increasingly scarce revenues to addressing these functions.

* * * * *

MCAMLIS WORKLIST from County

- COUNTY NEEDS UP TO DATE STREET CENTRAL LINE FILE

- instead of during an asst for Kathy, lets use DLN staff

Table 5

RECOMMENDED MCAMLIS WORK PROGRAM: 2003 - 2005

Work Task	2003	2004	2005
Estimated Expenditure Authority Available	\$1,000,000	\$750,000	\$685,000
OK City of Milwaukee Cadastral Map Transformation-Phase 6	90,000 ^a	--	--
OK City of Milwaukee Cadastral Map Transformation-Phase 7	29,345 ^b	--	--
OK City of Milwaukee Cadastral Map Transformation-Phase 8 ^c	100,000	26,185	--
OK City of Milwaukee Cadastral Map Transformation-Phase 9	50,000	50,000	13,120
OK City of Milwaukee Cadastral Map Transformation-Phase 10 ^d	--	42,020	70,000
OK MCAMLIS Floodland Mapping Project-Phase 2	218,000	218,000	--
Replacement Topographic Mapping	115,000	150,000	230,000
Retiling MCAMLIS Topographic and Cadastral Maps	85,000	--	--
Projects for Expenditure of \$1 Document Filing Fee	50,000	30,000	100,000
Incorporation of the City of Milwaukee Address Database into the MCAMLIS Street Address Database	35,000 ^e	--	--
Maintenance of MCAMLIS Format Cadastral Mapping within the City of Milwaukee	0 ^f	0 ^f	0 ^f
Milwaukee County Surveyor	60,000	60,000	60,000
MCAMLIS Cadastral Map and Street Address Database Maintenance	60,000	60,000	60,000
MCAMLIS Project Management	100,000	100,000	100,000
Amount Held in Reserve	7,655	13,795	16,880
Estimated Total Expenditures	\$1,000,000	\$750,000	\$650,000

KATHY POSITION

- LIST ?

^aThe total contract amount for this project is \$155,530. The balance, \$65,550, was obligated against 2002 expenditure authority.

^bThe total contract amount for this project is assumed to be \$129,345, of which \$100,000 is proposed to be obligated against 2002 expenditure authority.

^cIt is recommended that this project constitute the basis for the 2002 WLIP grant application.

^dIt is proposed that this project constitute the basis for the 2003 WLIP grant application in the event that grant awards are available in 2003.

^eThis estimated amount is tentative, pending a more complete analysis of project requirements. It is proposed that the field listing portion of this task not be carried out at this time; instead, the project will seek only to merge the two existing databases into a single database format.

^fAn analysis will be conducted to determine whether or not this task can be accommodated within the "MCAMLIS Cadastral Map and Street Address Database Maintenance" line item at no additional cost to the MCAMLIS program over the amount already set forth for this task. In the event that this does not prove feasible, then additional monies will have to be obtained through reductions in one or more program line items.

Source: MCAMLIS Project Manager.

Recommended Work Tasks

- It is recommended that the Steering Committee enter into the necessary agreements to complete the City of Milwaukee Cadastral Map Transformation Program during 2003, 2004, and 2005.

Approximately 7,000 plats-of-survey are on file in the Milwaukee County Register of Deeds Office where they were submitted for filing prior to SEWRPC's statutory designation as Milwaukee County Surveyor.

Information taken from the plats-of survey on file at SEWRPC has been organized into a computer data base of the "flat-file" type. A variety of attributes relating to each plat-of-survey such as civil division, name of the property owner or client, name of the land surveyor completing the plat-of-survey, location by U. S. Public Land Survey one-quarter section, and date of survey. Plats-of-survey on file in the Register of Deeds Office are accessed through a manual "file card" index sorted by street address. SEWRPC database records are incomplete with respect to street addresses.

MCAMLIS project staff, on their own initiative, have been investigating the feasibility of a project that would consolidate the information currently resident in the two locations; index the two filing systems in a consistent manner, including the completion of the address field in the SEWRPC database; translate the existing SEWRPC computer database into a database that can be dynamically queried or searched; scan the plats-of-survey on file at both locations; create digital image files of all filed plats-of-survey; and create a linkage between the database and the scanned images.

A definitive scope of work and budget remain to be developed; but preliminary investigation has established a tentative cost range of between \$100,000 and \$150,000. A possible advantage of undertaking this project is that it may qualify as a project for expenditure of the \$1.00 document filing fee receipts.

Data Creation for Flood Plain Mapping

The WLIP Preliminary 2002 Strategic Initiative Grant Options were recently released. These guidelines, which do not yet have the approval of the Wisconsin Land Information Board, identify one category of grant award for which Milwaukee County qualifies and which fits well with the existing MCAMLIS Work Program--Data Creation for Flood Plain Mapping. The maximum single award available under this award category is \$50,000. The possibility of receiving an award from this source is particularly interesting because it would be a potential source of income not included in the preceding income analysis. An award from this source would, therefore, be "budget neutral" in that an expenditure of \$50,000 would be covered by unanticipated income in the same amount. A further potential advantage of pursuing this grant is that it might allow a reduction of some yet-to-be-determined amount in the cost of carrying out the MCAMLIS Floodland Mapping Phase 2 project. SEWRPC staff involved in carrying out the MCAMLIS Floodland Mapping Phase 1 project have been asked to review the relevant guidelines and determine if a MCAMLIS grant application can be developed.

RECOMMENDED MCAMLIS WORK PROGRAM: 2003 - 2005

Based upon the preceding analysis of anticipated revenue and potential work tasks, a recommended MCAMLIS work program for 2003, 2004, and 2005 is presented in Table 5. It should be clear from the preceding analysis that difficult work task choices will confront the MCAMLIS Steering Committee over the foreseeable future. In light of this, it is the project staff recommendation that the program emphasis be redirected to the original MCAMLIS program tasks--the creation and maintenance of a uniform, countywide system of digital, large-scale base maps and the creation and maintenance of a street address database. The work program set forth in Table 5 reflects this recommended emphasis.

Retiling of MCAMLIS Cadastral and Topographic Base Maps

On several occasions the MCAMLIS Steering Committee has debated the merits of changing the tiling scheme for MCAMLIS base maps from the current one-quarter section-based maps to "tiles" of some larger, but yet-to-be-proposed, size. The Steering Committee has yet to determine whether or not to undertake this work task; however, as part of the work involved in the preparation of the still incomplete MCAMLIS Internet pilot study, estimates of the cost of this retiling have been developed by Ruckert & Mielke, Inc. The estimate for retiling the MCAMLIS topographic base maps is approximately \$40,000. The estimate for retiling the MCAMLIS cadastral base maps is approximately \$45,000.

MCAMLIS Internet Pilot Study

Any recommendations forthcoming from the still-incomplete MCAMLIS Internet pilot study may involve the commitment of MCAMLIS funds for implementation should the Steering Committee determine to proceed with the development of such a system. These amounts should be known by late 2002, or early 2003, but are not currently available.

MCAMLIS Address Database Enhancement

At its meeting held on July 10, 2001, the MCAMLIS Steering Committee authorized project staff to investigate the potential costs associated with enhancing the MCAMLIS address database to include addresses inside multiple-unit residential and commercial structures. Estimates of the cost of this potential enhancement have yet to be determined by MCAMLIS project staff, although some potential address sources have been investigated and eliminated.

City of Milwaukee Address Database Integration

At its meeting held on June 25, 2002, the MCAMLIS Steering Committee tentatively approved a report prepared by Spatial Data Systems, Inc., assessing the accuracy and currency of the City of Milwaukee address database and the steps that would need to be taken to render that database compatible with the MCAMLIS street address database. An estimated cost of \$149,000 has been developed by Spatial Data Systems, Inc., for this undertaking.

It should be noted that this estimated cost is not broken down by component and includes not only the cost of merging the City of Milwaukee address database and the MCAMLIS street address database, but also the cost of field checking addresses for approximately 70,000 ownership parcels in the central section of the City. It is recommended, however, that the field checking not be included in the work at this time.

Maintenance of MCAMLIS Format Cadastral Mapping Covering the City of Milwaukee

At its meeting held on May 7, 2002, the MCAMLIS Steering Committee asked MCAMLIS project staff to investigate—in consultation with City of Milwaukee representatives and Milwaukee County representatives—a process for maintenance of the MCAMLIS format cadastral mapping that is currently being created by the City of Milwaukee Geographic Information Systems staff. While this investigation is not yet complete, there may be potential cost implications to the MCAMLIS program for carrying out a maintenance procedure. Once a process has been identified and the cost impacts, if any, on the MCAMLIS program budget are known, the Steering Committee will need to decide whether or not to undertake this task.

Consolidation of Milwaukee County Plat-of-Survey Records

Milwaukee County plats-of-survey are currently stored in two discrete locations. Approximately 33,000 plats-of-survey are stored at SEWRPC where they have been submitted for filing in conformance with the requirements of State Statutes and SEWRPC's statutory designation as Milwaukee County Surveyor.

Committed Work Tasks

Also shown in Table 4 are work tasks considered by project staff to be "committed" by past Steering Committee actions. The first group of these tasks represents active projects currently under contract which still have expenditure obligations beyond the current 2002 budget year. Two work tasks fall into this category: the MCAMLIS cadastral map and street address database maintenance and the City of Milwaukee cadastral map transformation phase 6 project.

The second category of projects considered committed for the purpose of this analysis includes projects which are not currently under contract, but which represent continuations of previously authorized work programs. Included in this category are the MCAMLIS floodland mapping project phase 2 and the completion of the City of Milwaukee cadastral map transformation program.

Also shown as commitments in Table 4 are estimates of future expenses associated with the continuation of the Milwaukee County Surveyor's annual work program and the expenses associated with MCAMLIS project management. Assuming that the work tasks set forth in Table 4 are undertaken at the estimated budget amounts set forth therein, approximately \$292,655 would be available to undertake new work initiatives in 2003; between \$193,795 and \$128,795 in 2004; approximately \$490,000 in 2005; between \$465,000 and \$430,000 in 2006; and approximately \$430,000 in 2007.

Locally Retained \$1 Document Filing Fee

The requirements for expenditure of the \$1 locally retained document filing fee will complicate decisions on how to allocate available funds for future work tasks. While the \$4 document filing fee and WLIP grants-in-aid can be used to pursue tasks that serve to implement the adopted Milwaukee County land records modernization plan, the legislative language concerning the uses for which the receipts of the \$1 fee can be utilized are far more restrictive. The language in 2001 Wisconsin Act 16, which created this fee, states that these receipts must be used ". . . to develop and maintain a computerized indexing of the County's land information records related to housing, including the housing element of the County's land use plan under S 66.1001 (2) (b) in a manner that would allow for greater public access via the Internet." The legislative intent of the Act has been further refined in guidelines promulgated by the WLIB. These guidelines are attached to this Memorandum as Exhibit A. While these guidelines were adopted as preliminary guidelines, they have yet to be replaced by guidelines of a more permanent nature; accordingly, these preliminary guidelines continue to constitute the current uses for which these funds can be expended.

The \$1 locally retained document filing fee will be collected for a period of two years beginning on September 1, 2001, and ending on August 31, 2003. Over the first 11 months of this period, these collected fees have totaled \$179,305 in Milwaukee County. A straight-line projection of this amount over the entirety of the collection period would result in an amount of approximately \$391,200 that the MCAMLIS Steering Committee will need to expend in accordance with the attached guidelines. To date, only two tasks have been authorized by the MCAMLIS Steering Committee in accordance with the guidelines: the acquisition by the Milwaukee County Register of Deeds Office of a large-format scanner for over-size documents, principally maps; and the recently-approved Federal Tax Lien Automation Project that will also be carried out in the County Register of Deeds Office. Anticipated expenditures for these two projects total about \$43,100, leaving \$348,100 yet to be committed. New projects undertaken to satisfy the expenditure guidelines associated with this fee will have to be undertaken within the expenditure level constraints set forth in Table 4.

At this juncture, no additional projects have been identified and proposed to the Steering Committee for expenditure under these guidelines. Fiscal prudence would perhaps dictate that these designated receipts be expended in relatively short order given the short time period over which this fee will be collected. This would most likely mean that the expenditure of the receipts from this fee should be completed no later than the end of 2004; however, this may not be feasible considering the assumptions both explicit and implicit that affect the analysis set forth in Table 4.

POTENTIAL FUTURE MCAMLIS WORK TASKS

The narrative which follows is not an exhaustive list of all potential future MCAMLIS work tasks. However, it does represent tasks that, at this point, have either been discussed by the Steering Committee or that are currently under active investigation by project staff, but have yet to be presented to the Steering Committee for its consideration. All expenditure amounts set forth in the narrative are approximate amounts for the purposes of planning future annual work programs. At the time that actual contracts would be negotiated for the pursuit of this work, final project amounts will be developed by project staff and presented to the Steering Committee for its review. The order in which these potential tasks are presented is not intended to imply any ranking.

Projects Developed for the Use of the \$1 Locally Retained Document Filing Fee

As noted in the preceding section of this memorandum, projects for the use of this fee will need to be developed. As also noted, it would most probably be desirable to develop a strategy for expending these receipts in the relatively near future.

Replacement Topographic Mapping

On several occasions the Steering Committee has discussed the desirability of undertaking additional projects to acquire replacement topographic mapping. For the purposes of this memorandum, some potential projects have been evaluated in order to establish the magnitude of expenditure that would be needed for undertaking such projects. Cost estimates have been developed for two possible projects.

The first of these would involve the replacement of topographic mapping in Township 8 North, Range 21 East, less that mapping currently being prepared as part of the Lincoln Creek-Southbranch Creek mapping project. The estimated cost for replacing 27.5 square miles of mapping in this survey township is approximately \$370,000. An estimate has also been developed for the replacement of 16.5 square miles of topographic mapping in partial Township 8 North, Range 22 East. This cost is approximately \$240,000. These two projects would result in replacing large blocks of some of the older topographic mapping still existent in Milwaukee County.

An additional replacement topographic mapping project will in all probability need to be considered by the Steering Committee. SEWRPC staff involved in the MCAMLIS Floodland Mapping Project have recently indicated to the MCAMLIS Project Manager that they foresee a need for some additional replacement topographic mapping as this study progresses. Such a project would be similar in nature to the recently authorized Lincoln Creek-Southbranch Creek replacement topographic mapping project in that it would acquire replacement topographic mapping for several stream reaches where recent flooding mitigation projects have been, or are being, completed, resulting in significant changes to the stream channel or to the near-stream topography. Such a project, if authorized, would need to be initiated and completed in 2004 in order to fit the timeline for the floodland mapping work. Cost estimates for this activity have yet to be developed.

Table 4

PRELIMINARY MCAMLIS WORK PROGRAM 2003 - 2007

Work Task	2003	2004	2005	2006	2007
Estimated Total Expenditure Authority Available	\$1,000,000	\$750,000	\$685,000	\$685,000	\$650,000
Projects Obligated by Previous Action of the Steering Committee					
MCAMLIS Cadastral Map and Street Address Database Maintenance	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
City of Milwaukee Cadastral Map Transformation - Phase 6	90,000 ^a				
Subtotal	\$150,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Projects Requiring Authorization from the Steering Committee for Continuation of Previously Committed Work Tasks					
MCAMLIS Floodland Mapping Project - Phase 2	\$218,000	\$218,000			
City of Milwaukee Cadastral Map Transformation-Phase 7	29,345 ^b				
City of Milwaukee Cadastral Map Transformation-Phase 8	100,000	26,185			
City of Milwaukee Cadastral Map Transformation-Phase 9	50,000	50,000	13,120		
City of Milwaukee Cadastral Map Transformation-Phase 10		42,020	70,000		
Subtotal	\$397,345	\$336,205	\$ 83,120	\$0	\$0
Project Management Tasks Requiring Authorization from the Steering Committee					
Milwaukee County Surveyor ^c	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
MCAMLIS Project Management	100,000	100,000	100,000	100,000	100,000
Subtotal	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
Total	\$707,345	\$556,205	\$195,000	\$220,000	\$220,000
Estimated Amount Available to Undertake New Work Tasks	\$292,655	\$193,795 ^d	\$490,000	\$465,000 ^a	\$430,000

^aThe total contract amount for this project is \$155,550. The balance, \$65,550, was obligated against 2002 expenditure authority.

^bThe total contract amount for this project is assumed to be \$129,345, of which \$100,000 is proposed to be obligated against 2002 expenditure authority.

^cBy County Board policy, expenses associated with the services of the Milwaukee County Surveyor are supported from MCAMLIS Program revenues.

^dIn the absence of a 2003 WLIP grant award in the assumed amount of \$100,000, this amount could decline to \$128,795.

^eIn the absence of a 2003 WLIP grant award in the assumed amount of \$100,000, this amount could decline to \$430,000

Source: MCAMLIS Project Manager

#76381 v1 - TDP MCAMLIS memo Tbl 4

For the purposes of estimating future MCAMLIS revenues from the \$4 document filing fee for the period 2004 through 2007, an annual level of \$650,000 has been assumed for this analysis. As noted previously in this memorandum, the average amount received from this source for the most recent 10-year period of record has been \$665,478; however, in six of these 10 years, receipts from this source were less than the average amount. Accordingly, this \$650,000 level appears to be a suitably more conservative amount than the 10-year average for use in projecting future MCAMLIS revenue.

Based upon the assumptions contained in this analysis, total revenue available to fund the MCAMLIS work program can be expected to decline from \$1,000,000 in 2003, to approximately \$750,000⁶ in 2004, to \$685,000 in 2005, and to \$650,000 in either 2006 or 2007, thereafter to remain at approximately this level.

ANTICIPATED EXPENDITURE LEVELS AND COMMITTED WORK TASKS: 2003-2007

Anticipated 2003-2007 Expenditure Levels

The amounts anticipated to be available for expenditure for MCAMLIS work tasks for the period 2003 through 2007 are set forth in Table 4. The expenditure authority of \$1,000,000 shown for 2003 has been requested in the proposed MCAMLIS 2003 budget. Total estimated expenditure levels of \$750,000 for 2004 and \$685,000 for 2005 are based upon the anticipated MCAMLIS revenues set forth in Table 3. The \$750,000 level estimated for 2004 is the least certain at this point, since it includes an assumption of a \$100,000 WLIP grant award to MCAMLIS as part of the 2003 grant award cycle. Such an award would result in a \$650,000 contribution to MCAMLIS revenues in 2004⁷. The status of this award will not be known until Fall 2003. Accordingly, absent an award, the amount expected to be available to fund MCAMLIS work tasks in 2004 could decrease from \$750,000 to \$685,000.

In addition, in association with the assumption that the \$4 document filing fee will generate approximately \$650,000 annually to fund MCAMLIS work tasks, it needs to be noted that shortfalls in this amount will have significant impacts on the actual expenditure levels that can be budgeted annually due to the recent near depletion of the reserve fund. It should be further noted in this regard that during the five most recent years of collection of this fee, in two of those years fund collections were less than \$650,000--approximately \$610,000 in 2000 and approximately \$645,000 in 1997. Occasional collection shortfalls of this magnitude could most probably be dealt with successfully. However, in the five earliest years of collection of the \$4 document filing fee fund collection from this source exceeded \$650,000 in only one year--1993. Accordingly, a return to the document filing levels characteristic of the early 1990s could be expected to have serious adverse impacts on the future amounts available for expenditure. This uncertainty will have to be monitored on a year-by-year basis and will need to be reflected, as may be necessary, in annual MCAMLIS budgets beginning with the budget for 2004. This uncertainty further mandates that future MCAMLIS annual work plans will most likely need to be on the conservative side.

⁶This amount is contingent upon the receipt of a \$100,000 WLIP grant award from the 2003 grant award cycle. In the absence of this grant, the total revenue available in 2004 could be expected to be about \$685,000.

⁷ The \$35,000 balance of the award, if made, would be paid to MCAMLIS in 2006.

have recently been combined into a single company—WE Energies), and the Milwaukee Metropolitan Sewerage District constitute the second largest source of MCAMLIS Program revenue. The \$2,080,000 received from this source accounts for 18.7 percent of all program revenues. Under the terms of the Cooperative Agreement that created the MCAMLIS program, each of these four utilities agreed to provide \$520,000 toward the creation of the countywide automated base maps that constituted the first major undertaking of the MCAMLIS program. Contributions from Wisconsin Bell, Wisconsin Electric, and Wisconsin Gas were completed during 1994. The MMSD contribution was completed during 2000. Accordingly, no further revenue can be expected from this source.

Anticipated Revenue Trend 2003 - 2007

Anticipated MCAMLIS revenues for the period 2003 through 2007 are set forth in Table 3. Revenue amounts shown for 2003 are based upon the proposed MCAMLIS 2003 budget; revenue amounts shown for 2004 through 2007 are estimates based upon the research and analysis set forth in the preceding portions of this memorandum. The amounts shown for 2003 appear to be relatively secure, as this is written, although it may be necessary to use a small contribution from the reserve fund in the event that document filing fees do not reach the projected level for that year.⁴

Table 3

ANTICIPATED MCAMLIS REVENUES BY SOURCE OF REVENUE: 2003 - 2005

Year	Document Filing Fees (\$4 Portion)	Document Filing Fees (\$1 Portion)	WLIP Grant Receipts	Utility Contributions	Total Revenue
2003	\$720,000 ^a	\$130,000	\$150,000	\$0	\$1,000,000
2004	650,000	0	100,000 ^b	0	750,000
2005	650,000	0	35,000	0	685,000
2006	650,000	0	35,000 ^c	0	685,000
2007	650,000	0	0	0	650,000

^aThis amount acknowledges the potential need for a \$50,000 contribution from the reserve fund.

^bIn the absence of a 2003 WLIP Grant Award, this amount will be approximately \$34,000.

^cIn the absence of a 2003 WLIP Grant Award, this amount will be zero.

Source: MCAMLIS Project Manager

It is somewhat more difficult at this point to anticipate MCAMLIS revenues after 2003; however, two facts are clear--both the \$1 document filing fee that is currently retained locally, and the \$2 document filing fee that is used to fund the WLIP grants-in-aid awards will not be collected after August 31, 2003, barring changes to State Statutes. Accordingly, there will be no receipts from the \$1 document filing fees after 2003, and the receipts from WLIP grants will diminish over this period and will reach \$0 in either 2006 or 2007.⁵ These changes, in conjunction with the completion of the utility contributions in 2000, will leave the \$4 locally retained document filing fee as the sole source of funding for the MCAMLIS program by the end of 2005 or 2006.

⁴MCAMLIS fiscal records available at the time the MCAMLIS 2003 budget was developed indicated that the use of approximately \$50,000 from the reserve fund was a feasible strategy. Whether or not similar strategies can be used in succeeding years will have to be evaluated on a year-by-year basis.

⁵See assumptions associated with Table 2.

WLIP Grant Awards

Grant awards received by the MCAMLIS Steering Committee from the WLIP constitute the third largest source of revenue for the MCAMLIS Program. The \$1,463,438 obtained from this source has accounted for 13.2 percent of all MCAMLIS program revenues. Revenue from this source has ranged from a low of \$55,300 in 1997, to a high of \$325,997 in 2001. Revenue received by MCAMLIS from this source has been subject to somewhat erratic swings on an annual basis due, in part, to policy decisions made by the Wisconsin Land Information Board (WLIB) concerning the manner in which these funds are allocated to the counties, and, in part, to the timing of the award cycles.³

In view of policy decisions made by the WLIB and budgetary decisions made by the Wisconsin Department of Administration, the grant program will provide decreasing revenue over the next several MCAMLIS budget years. Under current State Statutes, grants will no longer be awarded after the 2003 award cycle. The revenue expected from this source from 2003 to 2006 is set forth in Table 2. Comparisons of these amounts with actual WLIP grant revenue for 2001 and 2002, also included in Table 2, serve to illustrate the decline of this revenue source over the next several MCAMLIS budget years.

Table 2

MCAMLIS WLIP GRANT REVENUE

<u>Year</u>	<u>Amount</u>
2001 Actual	\$325,397
2002 Actual	197,679
2003 Budgeted	153,625 ^a
2004 Estimated	98,836 ^b
2005 Estimated	35,000 ^c
2006 Estimated	35,000 ^d

^aIncludes a \$65,000 initial payment on an assumed \$100,000 grant from the WLIP 2002 Grant Award cycle.

^bIncludes a \$65,000 initial payment on an assumed \$100,000 grant from the WLIP 2003 Grant Award cycle.

^cFinal payment on an assumed \$100,000 grant from the WLIP 2002 Grant Award cycle.

^dFinal payment on an assumed \$100,000 grant from the WLIP 2003 Grant Award cycle.

Source: MCAMLIS Project Manager

Utility Contributions

Contributions from Wisconsin Bell (now SBC Ameritech), the Wisconsin Electric Power Company, the Wisconsin Gas Company, (the Wisconsin Electric Power Company and the Wisconsin Gas Company

³For example, the 1999 and 2000 award cycles were both initiated by the Wisconsin Land Information Board during 2000.

Table 1

MCAMLIS REVENUES 1990-2002

Year	Document Filing Fees (\$4 Portion)	Document Filing Fees (\$1 Portion) ^a	WLIP Grant Receipts	Utility Contributions	Total
1990	\$ 101,886 ^{b,c}	--	--	\$ 312,000	\$ 413,886
1991	324,983 ^c	--	--	312,000	636,983
1992	612,592	--	--	312,000	924,592
1993	676,093	--	\$ 150,000	362,000	1,188,093
1994	647,355	--	200,000	362,000	1,209,355
1995	503,342	--	165,000	50,000	718,342
1996	574,328	--	138,500	50,000	762,828
1997	644,508	--	55,300	50,000	749,808
1998	769,820	--	139,226	50,000	959,046
1999	773,078	--	152,270	50,000	975,348
2000	609,683	--	103,895	170,000	883,578
2001	743,977	\$ 72,968	325,997	0	1,142,942
2002 (7 Months)	423,301	106,337	33,250	0	562,888
Totals	\$7,404,946	\$179,305	\$1,463,438	\$2,080,000	\$11,127,689

^aUnder current State Statutes, this fee will only be collected during the period September 1, 2001, through August 31, 2003.

^bCollection of this fee did not begin until July 1, 1990.

^cDuring the period July 1, 1990, through June 30, 1991, a \$2 document filing fee was in effect. The fee was increased to \$4 effective July 1, 1991.

Source: Milwaukee County Department of Administration and MCAMLIS Project Manager.

Locally Retained Document Filing Fees

The \$4 document recording fee retained locally under the provisions of the WLIP has been the largest source of funding to date for the MCAMLIS Program. The \$7,404,946 obtained from this source has accounted for about 66.5 percent of all MCAMLIS program revenues. During the period 1992² through 2001, annual revenue obtained from this source has ranged from a low of \$503,342 in 1995, to a high of \$773,078 in 1999, averaging about \$665,478 per year over this period. Over the period 1997 through 2001, revenue obtained from this source has averaged about \$708,213 per year.

As a practical matter, this \$4 document filing fee is expected to be the sole source of funding for the MCAMLIS program beginning in 2005, barring changes to State Statutes.

Under the provisions of 2001 Wisconsin Act 16, a \$1 per document filing fee is being assessed over the period September 1, 2001, through August 31, 2003, at which time this fee will lapse, barring changes to Wisconsin Statutes. During the first 11 months of this collection period, this fee has generated \$179,305, or about 1.6 percent, of total program revenues. Unlike the \$4 document filing fee, which can be expended by the MCAMLIS program for a wide range of tasks intended to implement the adopted Milwaukee County Land Records Modernization Plan, the Act has placed more stringent expenditure guidelines on the use of this category of retained fees. The implications of these restrictions will be discussed in the expenditure section of this memorandum.

² 1992 represents the first full calendar year during which the \$4 per document filing fee was in force.

MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: MCAMLIS Project Staff

DATE: October 12, 2002

SUBJECT: MCAMLIS PROGRAM STRATEGIC ASSESSMENT FOR 2003 - 2005

OVERVIEW

Beginning with the 2000 budget year, the MCAMLIS Steering Committee began an accelerated work program funded in part by a 1999 year end surplus of MCAMLIS program funds—largely comprised of locally retained document recording fees that had accumulated during the second half of the 1990's—and a one-time increase in grant awards from the Wisconsin Land Information Program (WLIP) represented by the 1999 grant award cycle. During this time period, an annual expenditure level of \$1,000,000 has been budgeted. Prior to 2000, an annual budgeted expenditure level of about \$650,000 to \$750,000 was typical. While it should still be possible to maintain a budgeted expenditure level of \$1,000,000 in 2003 equivalent to expenditure levels established for 2000 through 2002, the fund surplus which existed at the beginning of 2000 has now been largely depleted. Over this time period, the year-end fund surplus has been reduced from approximately \$1,110,000 at the end of 1999 to about \$185,000 at the end of 2001.

Compounding this factor are anticipated significant decreases in funding from WLIP grants over the next two years and the scheduled elimination of the WLIP grant awards following the 2003 award cycle.¹ Accordingly, it will be necessary for the Steering Committee to begin scaling back its annual work program in line with anticipated decreased revenues, particularly beginning in 2004. This Memorandum is intended to set forth the magnitude of potential declines in revenue, provide estimates of anticipated future revenue levels, and lay out the possible MCAMLIS work tasks from among which the Steering Committee will need to make choices in view of these declining revenues.

REVENUES

The MCAMLIS program revenues have traditionally been generated from three sources—locally retained document filing fees collected under the provisions of the WLIP, WLIP grant awards, and utility contributions. The amounts received from these sources are set forth in Table 1.

¹Statutory authority for the collection of the document filing fees (\$2 per document) used to fund the WLIP Grants-in-Aid Program will lapse on August 31, 2003. The Wisconsin Land Information Board will also discontinue operations on that date. The locally retained document filing fee (\$4 per document) will continue in force beyond this date, barring changes to the State Statutes.

**MCAMLIS
LAND AND UTILITY INFORMATION
SYSTEM INTERNET PROTOTYPE
Report No. 4**

**Prepared by: Ruekert & Mielke, Inc.
For: Milwaukee County Automated
Mapping and Land Information
System (MCAMLIS) Steering Committee**

**Approved by the MCAMLIS Steering Committee
On _____, 2003**

TABLE OF CONTENTS

INTRODUCTION.....	1
1. Document The Need And Potential Benefits For Establishing A Process To Easily Access And Exchange Current Land And Utility Information.....	2
2. Specify The Scope And Content Of The Work To Be Undertaken.....	2
Application Software	2
Database Updates	2
3. Recommend The Most Cost-Effective Method For Establishing, Organizing, And Accomplishing The Required Work.	2
Hosting Services	2
Community Access	3
MCAMLIS License Agreement.....	3
4. Provide Sufficient Cost Data To Permit The Development Of An Estimated Budget And Initiate A Prototype Of The Desired System.....	3
Local Web Hosting Service	3
5. Providing Easy Access to the MCAMLIS Data Base.....	4
6. Exchanging And Viewing Utility Information	4
7. Providing Timely And Cost Effective Distribution Of Land Maintenance Activities.....	4
8. Providing Transactional Changes To The Land Information System.	5
9. Providing For The Spatial Merging Or Layering Of Municipal And Utility Infrastructure.....	5
CONCLUSION	5

APPENDIX 1: TECHNICAL ADVISORY COMMITTEE MEMBERS.....7

03/26/03

TOC-2

**MCCAMLIS
LAND AND UTILITY INFORMATION SYSTEM
INTERNET PROTOTYPE
REPORT NO. 4
"EXECUTIVE SUMMARY"**

INTRODUCTION

This is the final report setting forth the findings and recommendations of a pilot study of the feasibility of implementing an Internet-based land and utility information system under the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) program. This report completes the project outlined in the prospectus approved by the MCAMLIS Steering Committee at its meeting held on August 29, 2000.

As proposed and outlined in the Prospectus, this Report will do the following:

1. Document the need and potential benefits for establishing a process to easily access and exchange current land and utility information;
2. Specify the scope and content of the work to be undertaken;
3. Recommend the most cost-effective method for establishing, organizing, and accomplishing the required work; and
4. Provide sufficient cost data to permit the development of an estimated budget and initiate a prototype of the desired system.

More specifically, this report is also intended to provide information that will permit the MCAMLIS Steering Committee to determine the best means for:

5. Providing ready Internet-based access to the MCAMLIS database;
6. Exchanging and viewing utility information;
7. Providing timely and cost effective distribution of the MCAMLIS land base maintenance activities;
8. Providing transactional changes to the MCAMLIS parcel-based land information system; and
9. Providing for the spatial merging or layering of municipal and utility infrastructure data.

All of the efforts associated with this project were conducted with interaction and input from the Technical Advisory Committee (TAC). A list of the TAC members is provided in Appendix 1. The recommendations provided in this report are based on the research, development and installation of the Internet prototype web application and feedback provided by the TAC.

1. Document The Need And Potential Benefits For Establishing A Process To Easily Access And Exchange Current Land And Utility Information.

No evidence was found in the study that a compelling need exists to structure, on an areawide basis, an integrated set of traditional MCAMLIS land base data with public and private utility system data. While individual units of government may desire to achieve such integration, that objective can best be achieved on a case-by-case basis.

2. Specify The Scope And Content Of The Work To Be Undertaken.

Although a compelling need was not found to develop an integrated land base and utility system database, the following are considerations that should be addressed if such a system was to be developed in the future:

Application Software

Based on the prevalent use of ESRI software by most of the local municipalities, and the fact that the Internet prototype web application was developed with ESRI ArcIMS and met the needs expressed by the Technical Advisory Committee, the Land Information web application should continue to be developed using ESRI ArcIMS. Since ESRI has released a version upgrade (4.0) since the initial development of the web application, the web site should be upgraded. Ruekert / Mielke has completed other web application upgrades from ArcIMS version 3.1 and the cost is estimated to range from \$1,500 to \$2,000.

Database Updates

Since the Prototype Internet Web Application was a pilot project and included only a sampling of the available digital files, final implementation will require updating the database tables with a record for the available digital files. Assuming local municipalities can provide a single digital file for the sanitary sewer, storm sewer, and water distribution facilities, the cost to update the web application is estimated to be between \$2,500 and \$3,500.

3. Recommend The Most Cost-Effective Method For Establishing, Organizing, And Accomplishing The Required Work.

Hosting Services

The data and web application could be hosted either by a web hosting service provider or by Milwaukee County. Physical location of the site is not critical. The study recommends that the hardware and software to be purchased by MCAMLIS and the development work is already complete. Any updates or modifications required would be extra cost in addition to the cost of hosting the application. If the data and web application were to be hosted initially by a web hosting service provider, and should Milwaukee County decide to assume responsibility for the maintenance and hosting in the future, the web application could be simply removed from the web hosting service provider. The cost to remove and re-install the web application is estimated at approximately \$1,500.

Community Access

Since the Land Information System web application can be accessed via an Internet browser, the requirements for local communities to access, search and download the available digital data would be minimal. The following is a list of the requirements:

1. Internet Connection - 768 kbps (minimum)
2. Microsoft Internet Explorer 5.x or later or Netscape Communicator 4.75 or later
3. GIS software capable of reading ESRI ArcInfo coverages, geodatabases or shape files

Of the municipalities that responded to the questionnaire survey undertaken as a part of the study, the Village of Hales Corners was the only municipality that did not have Internet access. However, the Village does have plans to obtain Internet access in the near future.

MCAMLIS License Agreement

It is recommended that use of the MCAMLIS copyright and attendant license agreement procedures be discontinued.

4. Provide Sufficient Cost Data To Permit The Development Of An Estimated Budget And Initiate A Prototype Of The Desired System.

In the event a web application is developed, the following tasks should be completed as part of a full-scale implementation effort of the Land Information System web application:

	Task	Cost Estimate
1.	Convert the digital U.S.P.L.S.S. one-quarter section cadastral map files to larger municipal tiled areas.	\$ 40,000 - \$ 45,000
2.	Convert the digital U.S.P.L.S.S. one-quarter section topographic map files to larger municipal tiled areas.	\$ 35,000 - \$ 40,000
3.	Develop an automated maintenance conversion tool for the creation of municipal tiled areas.	\$ 3,000 - \$ 5,000
4.	Incorporate a geodatabase design for the maintenance of the digital cadastral maps	\$ 6,000 - \$ 8,000
5.	Incorporate a transactional update process	\$ 20,000 - \$ 30,000
6.	Update existing ArcIMS 3.1 web application to ArcIMS 4.0	\$ 1,500 - \$ 2,000
	Total cost estimate for all recommendations:	\$105,000 - \$130,000

Since most survey respondents indicated an interest in obtaining seamless cadastral and topographic maps for their communities, Items 1 and 2 should be completed as a separate project.

Local Web Hosting Service

The following is a list of required services and estimated costs for web hosting services:

Required Services	Cost
Data Storage and Web Hosting: (includes hardware, software licenses, yearly software maintenance fees)	\$600 - \$900 per month
Data Maintenance: (includes appending or replacing available data sets)	\$200 - \$400 per update
Additional Web Page or ArcIMS Development	\$40 - \$85 per hour
Total Monthly Data Storage and Web Hosting Fees	\$800 - \$1,300

Additional expenses for web page or ArcIMS development, software maintenance and upgrades, or data conversion may be required in the event MCAMLIS desires to modify the existing web application.

5. Providing Easy Access to the MCAMLIS Data Base.

Since its inception, the MCAMLIS land base data has been developed, stored, and disseminated on the basis of U. S. Public Land Survey one-quarter sections. In order to facilitate the use of this data by the constituent municipalities and by Milwaukee County, it is proposed that the MCAMLIS land base data be stored and disseminated in a seamless fashion on the basis of "tiles" to be defined for each municipality and for Milwaukee County. It is feasible to create a seamless system of mapping that recognizes the overlapping nature of each community's geographic area of concern and interest. It is recommended that the MCAMLIS Steering Committee authorize the project management staff to develop a project that would address the seamless mapping needs and present that project to the Committee for its consideration.

6. Exchanging And Viewing Utility Information

Growing security-related concerns relative to the use and dissemination of utility system data render any areawide, web-based distribution of such data infeasible. Rather, both public and private utilities now desire to strictly license the use and distribution of utility system data with appropriate security safeguards. Moreover, efficiency and effectiveness as well as security concerns tend to favor making utility system data available on an "as needed," project-by-project basis. Consequently, each unit of government will need to deal individually with each utility provider to ascertain the conditions under which utility system data would be made available for their use. It is expected that licensing procedures will govern the conditions of such use. Given this and the previous finding, there is no direct role for MCAMLIS with regard to the matter of full integration of land base and utility system data.

7. Providing Timely And Cost Effective Distribution Of Land Maintenance Activities

The MCAMLIS land base data consists of three components: topographic mapping, cadastral mapping, and street addressing. Presently, updates to this information are transmitted to Milwaukee County, its constituent municipalities, and licensed users on an on-request basis via the medium of compact disks. The internet prototype study demonstrated that it would be feasible to use internet technology to distribute such information. It is recommended, however, that the delivery of updated information through web technology be made the responsibility of the County and not MCAMLIS. Moreover, any determination to deliver data using web

technology should await further decisions regarding the role which Milwaukee County is to assume in terms of MCAMLIS program administration.

8. Providing Transactional Changes To The Land Information System.

One of the enhancements to the MCAMLIS cadastral mapping data program involves the identification to the constituent municipalities of updates to cadastral maps. By modifying the cadastral mapping updating protocol now in place, it is feasible to deliver to each municipality in Milwaukee County, not only an updated cadastral map for that community's "tile," but also to embed in the database information that allows the end user to identify all additions, deletions, and modifications to existing parcel polygons. It is recommended that the MCAMLIS Steering Committee authorize the project management staff to develop a follow-up project that would provide the Milwaukee County Register of Deeds with the software and procedures required to systemically accommodate the need for transactional update information with respect to cadastral maps for the municipalities and MCAMLIS program participants within the County.

Under this recommendation, MCAMLIS would maintain current the MCAMLIS topographic and cadastral maps for the entire County, including the area within the City of Milwaukee. In addition, the City of Milwaukee will maintain a duplicate set of cadastral maps prepared to City specifications.

9. Providing For The Spatial Merging Or Layering Of Municipal And Utility Infrastructure.

As noted above, We Energies and the City of Milwaukee have, for security reasons, already indicated a concern regarding the deployment of digital utility information over the Internet. Although some members of the Technical Advisory Committee indicated a desire to obtain as much of the available digital utility information through the internet prototype web application, the lack of a standard data format would seriously impact the amount of time spent converting and merging the available utility infrastructure files into a common base map. Additionally, since We Energies indicated that they may provide complete data sets through requests made directly by interested parties, it seems impractical to include partial datasets from We Energies, or any other municipality or agency, in the web application that would otherwise provide full datasets through a direct request.

Instead, potential users, after obtaining the available utility infrastructure files directly from the data provider, would be responsible for merging the digital files into their own systems. Although this increases the amount of time and effort for the local users, the probability that a universal, standard data format could be developed and agreed upon by all local users is highly unlikely. Hence, the merging of municipal and utility infrastructure information is not recommended.

CONCLUSION

The study has successfully demonstrated the ability to develop an Internet web application for the collection and distribution of digital map products. The study also identified numerous tasks that should be completed in order to facilitate and simplify the maintenance and updated process associated with the digital cadastral maps. The next step requires the approval of the MCAMLIS

Steering Committee of these recommendations and the coordination and implementation of the necessary efforts.

APPENDIX 1:
TECHNICAL ADVISORY COMMITTEE MEMBERS

ORGANIZATION	MEMBER
Ameritech Services, Inc.....	Ricky Wicklund, Telecommunications Specialist
Village of Brown Deer	James Buske, GIS Technician
City of Milwaukee	Nancy Olson, Manager, GIS, City of Milwaukee
Milwaukee County	Kevin Bruhn, Infrastructure Coordinator
Milwaukee County	Kevin White, GIS Supervisor
Milwaukee County	Kathy Bach, GIS Technician
Milwaukee Metropolitan Sewerage District	David Misun, Asset Evaluation Supervisor
Southeastern Wisconsin Regional Planning Commission.....	Thomas Patterson, MCAMLIS Project Manager
City of West Allis.....	Patrick Walker, GIS Coordinator
Wisconsin Gas.....	Ed Hohl, Information Consultant
Wisconsin Electric.....	Tim Marquardt, Electric Mapping Supervisor
Wisconsin Electric.....	William Shaw, GIS Manager

**MCAMLIS
LAND AND UTILITY INFORMATION
SYSTEM INTERNET PROTOTYPE
REPORT NO. 4 "EXECUTIVE SUMMARY"**

MARCH/2003

© 2003 Copyright Ruekert & Mielke, Inc.

RUEKERT/MIELKE
W233 N2080 Ridgeview Parkway
Waukesha, Wisconsin 53188-1020

TABLE OF CONTENTS

INTRODUCTION.....1

1. Document The Need And Potential Benefits For Establishing A Process To Easily Access And Exchange Current Land And Utility Information.....2

2. Specify The Scope And Content Of The Work To Be Undertaken.....2

 Application Software2

 Database Updates2

3. Recommend The Most Cost-Effective Method For Establishing, Organizing, And Accomplishing The Required Work.2

 Hosting Services2

 Community Access3

 MCAMLIS License Agreement.....3

4. Provide Sufficient Cost Data To Permit The Development Of An Estimated Budget And Initiate A Prototype Of The Desired System.....3

 Local Web Hosting Service4

PROSPECTUS OBJECTIVES.....4

5. Providing Easy Access to the MCAMLIS Data Base.....4

6. Exchanging And Viewing Utility Information4

7. Providing Timely And Cost Effective Distribution Of Land Maintenance Activities5

8. Providing Transactional Changes To The Land Information System.5

9. Providing For The Spatial Merging Or Layering Of Municipal And Utility Infrastructure.....5

CONCLUSION7

**MCCAMLIS
LAND UTILITY INFORMATION'
SYSTEM
INTERNET PROTOTYPE
REPORT NO. 4
"EXECUTIVE SUMMARY"**

INTRODUCTION

This is the final report concerning the status of implementing a web based land and utility information system for the Milwaukee County Automated Mapping and Land Information System (MCAMLIS). The work effort to date represents 100% of the total project outlined in the prospectus approved by the MCAMLIS Steering Committee.

As proposed and outlined in the Prospectus, this will do the following:

1. Document the need and potential benefits for establishing a process to easily access and exchange current land and utility information.
2. Specify the scope and content of the work to be undertaken.
3. Recommend the most cost-effective method for establishing, organizing, and accomplishing the required work.
4. Provide sufficient cost data to permit the development of an estimated budget and initiate a prototype of the desired system.

PROSPECTUS OBJECTIVES

This report is also intended to provide information for the MCAMLIS Steering Committee to determine the best alternatives for:

5. Providing easy access to the MCAMLIS database
6. Exchanging and viewing utility information
7. Providing timely and cost effective distribution of land maintenance activities
8. Providing transactional changes to the land information system
9. Providing for the spatial merging or layering of municipal and utility infrastructure

All of the efforts associated with this project were conducted with interaction and input from the Technical Advisory Committee (TAC). Recommendations are based on the research, development and installation of the Internet prototype web application and feedback provided by the TAC.

1. Document The Need And Potential Benefits For Establishing A Process To Easily Access And Exchange Current Land And Utility Information.

No evidence was found in conducting the study of a compelling need to structure, on an areawide basis, an integrated set of traditional MCAMLIS land base data with public and private utility system data. While individual units of government may desire to achieve such integration, that objective can best be achieved on a case-by-case basis.

2. Specify The Scope And Content Of The Work To Be Undertaken.

Although there did not seem to be a compelling need to develop an integrated system, the following are considerations that should be addressed if such a system is developed in the future:

Application Software

Based on the prevalent use of ESRI software by most of the local municipalities, and the fact that the Internet prototype web application was developed with ESRI ArcIMS and met the needs of the Technical Advisory Committee, the Land Information web application should continue to be developed using ESRI ArcIMS. Since ESRI has released a version upgrade (4.0) since the initial development of the web application, the web site should be upgraded. Ruckert / Mielke has completed other web application upgrades from ArcIMS version 3.1 and estimates that the cost would range from \$1,500 - \$2,000.

Database Updates

Since the Prototype Internet Web Application included a pilot project and only a sampling of the available digital files, final implementation will require updating the database tables with a record for the available digital files. Assuming local municipalities can provide a single digital file for the sanitary sewer, storm sewer, and water distribution facilities, the cost to update the web application is estimated to be between \$2,500 - \$3,500.

3. Recommend The Most Cost-Effective Method For Establishing, Organizing, And Accomplishing The Required Work.

Hosting Services

The data and web application could be hosted either by a web hosting service provider or by Milwaukee County. Physical location of the site is not critical. The study calls for the hardware and software to be purchased by MCAMLIS and the development work is already complete. Any updates or modifications required would be extra cost in addition to the cost of hosting the application. If the data and web application were to be hosted initially by a web hosting service provider, and should Milwaukee County decide to take over the maintenance and hosting in the future, the web application can be simply removed from the web hosting service provider to remove and re-install the web application is approximately \$1,500.

Community Access

Since the Land Information System web application can be accessed via an Internet browser, the requirements for local communities to access, search and download the available digital data are minimal. The following is a list of the requirements:

1. Internet Connection - 768 kbps (minimum)
2. Microsoft Internet Explorer 5.x or later or Netscape Communicator 4.75 or later
3. GIS software capable of reading ESRI ArcInfo coverages, geodatabases or shape files

Of the municipalities that responded to the questionnaire, the Village of Hales Corners was the only municipality that did not have Internet access. However, the Village does have plans to obtain Internet access in the near future.

MCAMLIS License Agreement

Although Report No. 3 recommended that use of the MCAMLIS license agreement be discontinued, subsequent discussions with MCAMLIS Steering Committee members have provided the following reasons to continue its use:

- Maintains a log of the parties using MCAMLIS products
- Provides an awareness to end users that MCAMLIS products are copyrighted
- No direct cost to MCAMLIS or requester to execute license agreement

4. Provide Sufficient Cost Data To Permit The Development Of An Estimated Budget And Initiate A Prototype Of The Desired System.

In the event a web application is developed, the following tasks should be completed as part of a full-scale implementation effort of the Land Information System web application:

	Task	Cost Estimate
①.	Convert the digital U.S.P.L.S.S. one-quarter section cadastral map files to larger municipal tiled areas.	\$ 40,000 - \$ 45,000
2.	Convert the digital U.S.P.L.S.S. one-quarter section topographic map files to larger municipal tiled areas.	\$ 35,000 - \$ 40,000
③.	Develop an automated maintenance conversion tool for the creation of municipal tiled areas.	\$ 3,000 - \$ 5,000
④.	Incorporate a geodatabase design for the maintenance of the digital cadastral maps	\$ 6,000 - \$ 8,000
5.	Incorporate a transactional update process	\$ 20,000 - \$ 30,000
6.	Update existing ArcIMS 3.1 web application to ArcIMS 4.0	\$ 1,500 - \$ 2,000
	Total cost estimate for all recommendations:	\$105,000 - \$130,000

Since most survey respondents indicated an interest in obtaining seamless cadastral and topographic maps for their communities, Items 1 and 2 should be completed as a separate project.

Local Web Hosting Service

The following is a list of required services and estimated costs for web hosting services:

Required Services	Cost
Data Storage and Web Hosting: (includes hardware, software licenses, yearly software maintenance fees)	\$600 - \$900 per month
Data Maintenance: (includes appending or replacing available data sets)	\$200 - \$400 per update
Additional Web Page or ArcIMS Development	\$40 - \$85 per hour
Total Monthly Data Storage and Web Hosting Fees	\$800 - \$1,300

Additional expenses for web page or ArcIMS development, software maintenance and upgrades, or data conversion may be required in the event MCAMLIS desires to modify the existing web application.

PROSPECTUS OBJECTIVES

As noted in the Introduction, the purpose of this study is outlined in the prospectus was to provide information for the MCAMLIS Steering Committee to determine the best alternatives for key issues. The following includes an analysis of, and recommendations for, each of the key issues.

5. Providing Easy Access to the MCAMLIS Data Base.

Since its inception, the MCAMLIS land base data has been developed, stored, and disseminated on the basis of U. S. Public Land Survey one-quarter sections. In order to facilitate the use of this data by the constituent municipalities and by Milwaukee County, it is proposed that the MCAMLIS land base data be stored and disseminated in a seamless fashion on the basis of "tiles" to be defined for each municipality and for Milwaukee County. It is feasible to create a seamless system of mapping that recognizes the overlapping nature of each community's geographic area of concern and interest. It is recommended that the MCAMLIS Steering Committee authorize the project management staff to develop a project that would address the seamless mapping needs and present that project to the Committee for its consideration.

6. Exchanging And Viewing Utility Information

Growing security-related concerns relative to the use and dissemination of utility system data render any areawide, web-based distribution of such data infeasible. Rather, both public and private utilities now desire to strictly license the use and distribution of utility system data with appropriate security safeguards. Moreover, efficiency and effectiveness as well as security concerns tend to favor making utility system data available on an "as needed," project-by-project

basis. Consequently, each unit of government will need to deal individually with each utility provider to ascertain the conditions under which utility system data would be made available for their use. It is expected that licensing procedures will govern the conditions of such use. Given this and the previous finding, there is no direct role for MCAMLIS with regard to the matter of full integration of land base and utility system data.

7. Providing Timely And Cost Effective Distribution Of Land Maintenance Activities

The MCAMLIS land base data consists of three components: topographic mapping, cadastral mapping, and street addressing. Presently, updates to this information are transmitted to Milwaukee County, its constituent municipalities, and licensed users on an on-request basis via the medium of compact disks. The internet prototype study demonstrated that it would be feasible to use internet technology to distribute such information. It is recommended, however, that the delivery of updated information through web technology be made the responsibility of the County and not MCAMLIS. Moreover, any determination to deliver data using web technology should await further decisions regarding the role which Milwaukee County is to assume in terms of MCAMLIS program administration.

8. Providing Transactional Changes To The Land Information System.

One of the enhancements to the MCAMLIS cadastral mapping data program involves the identification to the constituent municipalities of updates to cadastral maps. By modifying the cadastral mapping updating protocol now in place, it is feasible to deliver to each municipality in Milwaukee County, not only an updated cadastral map for that community's "tile," but also to embed in the database information that allows the end user to identify all additions, deletions, and modifications to existing parcel polygons. It is recommended that the MCAMLIS Steering Committee authorize the project management staff to develop a follow-up project that would provide the Milwaukee County Register of Deeds with the software and procedures required to systemically accommodate the need for transactional update information with respect to cadastral maps for the municipalities and MCAMLIS program participants within the County.

Under this recommendation, MCAMLIS would maintain current the MCAMLIS topographic and cadastral maps for the entire County, including the area within the City of Milwaukee. In addition, the City of Milwaukee will maintain a duplicate set of cadastral maps prepared to City specifications.

9. Providing For The Spatial Merging Or Layering Of Municipal And Utility Infrastructure.

As noted above, We Energies and the City of Milwaukee have already indicated a concern regarding the deployment of digital utility information over the Internet. Although some members of the Technical Advisory Committee indicated a desire to obtain as much of the available digital utility information through the internet prototype web application, the lack of a standard data format would seriously impact the amount of time spent converting and merging the available utility infrastructure files into a common base map. Additionally, since We Energies indicated that they may provide complete data sets through requests made directly by interested parties, it seems impractical to include partial datasets from We Energies, or any other

municipality or agency, in the web application that would otherwise provide full datasets through a direct request.

Instead, potential users, after obtaining the available utility infrastructure files from either the web application or directly from the data provider, would be responsible for merging the digital files into their own systems. Although this increases the amount of time and effort for the local users, the probability that a universal, standard data format could be developed and agreed upon by all local users is highly unlikely. This is evident in the fact that the members of the Technical Advisory Committee could not agree on a standard data format for the digital cadastral files. Hence, the merging of municipal and utility infrastructure information is not being recommended and should be removed from future consideration.

However, in light of the fact that representatives from smaller communities indicated an interest in obtaining digital specifications from MCAMLIS, it is recommended that a local user group, consisting of all interested municipalities and public utility companies, should be formed. The existing Technical Advisory Committee members could facilitate the group and continue the discussion and evaluation of a standard file format. Working together, understanding each other's goals and objectives, and recognizing the vast opportunities data sharing can provide in productivity gains and cost savings, the group will be able to develop a set of standards that all participants can live with. This is no small task and will require a significant amount of cooperation, appreciation, and upper level management from all participants.

CONCLUSION

The study has successfully demonstrated the ability to develop an Internet web application for the collection and distribution of digital map products. The study also identified numerous tasks that should be completed in order to facilitate and simplify the maintenance and updated process associated with the digital cadastral maps. The next step requires the approval of the MCAMLIS Steering Committee of these recommendations and the coordination and implementation of the necessary efforts.

MCAMMIS MEETING 7/2/03

- 2.3 gigabits of space for adding city/county cadastral's

(*) (*) (+)

- Back-up for data for LOD need a script
network connection

Seamless - getting to the geodatabase
can still transfer data in the format
that end users will need.

- need to get a needs assessment study

- need to check w/CTX about smart jurisdiction issues

street address maintenance not being done
centroid maintenance slow locking

(+) (+) need to convene a county lead meeting for technical
committee.

Calendar Entry:

Meeting

Subject: Proposed MCAMLIS Database Upgrades Location: City Campus Room 519
Begins: Tue 07/01/2003 09:00 AM Entry type: Meeting
Ends: Tue 07/01/2003 11:00 AM
Chair: Kevin White/DPW/Milwaukee County

Invitations already sent

To: Gary Drent/DPW/Milwaukee County@milwco, Greg High/DPW/Milwaukee County@milwco, John La F
County@milwco, Kathleen Bach/RegDeeds/Milwaukee County@milwco, Tom Lewandowski/DOA/Milw:
TPATTERSON@SEWRPC.org

cc:

- Pencil In Time will appear free to others.
 Mark Private Others cannot see any details about this event.
 Notify me Have Notes notify you before the event.
- Categorize:

Description:

To discuss impact of proposed MCAMLIS database upgrades on the maintenace and county's GIS system.

Issues to discuss:

1. Insertion of the City of Milwaukee cadastral mapping into the MCAMLIS data base
2. Seamless Map
- ~~3. Smart Growth~~ *Seems want to go ahead with plan stay*
4. Addressing database

Please let me know if this time and location works for everyone.

Kevin

Kevin R White
GIS Supervisor
Milwaukee County Public Works
2711 West Wells Street
Milwaukee, WI 53208
phone: (414) 278-2176
fax: (414) 223-1982
email: kwhite@milwcnty.com

Greg High

06/19/03 02:56 PM

To: Kevin White/DPW/Milwaukee County@milwco
cc: Gary Drent/DPW/Milwaukee County@milwco
Subject: Re: SEWRPC Meeting

Kevin:

I just got off the phone with Tom Patterson of SEWRPC. He gave me the following dates and times that he is available.

6/25 pm & 6/30 (end before 11:00 am and start after 2:00 pm), 7/1, 2 all day

I proposed the following attendees - T. Lewandowski, K. Bach, J. LeFave, G. High, G. Drent, K. White, T. Patterson

Four issues to discuss - Insertion of the City of Milwaukee cadastral mapping into the MCAMLIS data base

Seamless Map
Smart Growth
Addressing database

I am available on any of the above dates and times.

Please make arrangements for the above to meet here at City campus or out at SEWRPC - does not matter to me.

Thanks

Kevin White

Kevin White

06/19/03 11:34 AM

To: Greg High/DPW/Milwaukee County@milwco
cc: Gary Drent/DPW/Milwaukee County@milwco
Subject: SEWRPC Meeting

Greg,

Have you talked to Tom Patterson about setting up a meeting yet? At the GIS Technical meeting, Kathy Bach let me know she will be on Vacation till next (Thursday June 24th). Since she will need to be at that meeting perhaps we should schedule it for July before the MCAMLIS Meeting.

Kevin

Greg High

06/25/03 01:37 PM

To: "Thomas D. Patterson" <TPATTERSON@SEWRPC.org>
cc: Kevin White/DPW/Milwaukee County@milwco, Gary Drent/DPW/Milwaukee County@milwco
Subject: Re: Reschedule: Transfer of completed MCAMLIS format C/Milwaukee cadastral maps to County Register of Deeds for maintenance

Tom:

I am on vacation the week of 7/21/03. I don't think my attendance would be necessary if Kevin White and Gary Drent can attend. They will notify you on their availability.

"Thomas D. Patterson" <TPATTERSON@SEWRPC.org>



"Thomas D. Patterson"
<TPATTERSON@SEWRPC.org>

06/25/03 10:46 AM

To: "Nancy Olson" <NOLSON@milwaukee.gov>, <mlindh@mpw.net>, <JLaFave@milwcnty.com>, <GHigh@milwcnty.com>
cc: <KBach@milwcnty.com>, <KWhite@milwcnty.com>, "John G. McDougall" <JMCDOUGALL@SEWRPC.org>
Subject: Reschedule: Transfer of completed MCAMLIS format C/Milwaukee cadastral maps to County Register of Deeds for maintenance

Ladies and Gentlemen:

It has become apparent that we will not have any commonly available dates and times for our proposed meeting (see below) during the week of July 7-11. Accordingly, please provide me with your availability for the dates of July 21, 22, 23, 24, and 25. All other meeting conditions would remain as set forth below.

Thank you for your assistance and patience in this matter.

Tom Patterson MCAMLIS
Project Manager

-----Original Message-----

From: Thomas D. Patterson

Sent: Monday, June 23, 2003 9:10 AM

To: 'Nancy Olson'; 'mlindh@mpw.net'; 'JLaFave@milwcnty.com'; 'GHigh@milwcnty.com'

Cc: 'KBach@milwcnty.com'; 'KWhite@milwcnty.com'; John G. McDougall

Subject: Transfer of completed MCAMLIS format C/Milwaukee cadastral maps to County Register of Deeds for maintenance

Importance: High

Ladies and Gentlemen:

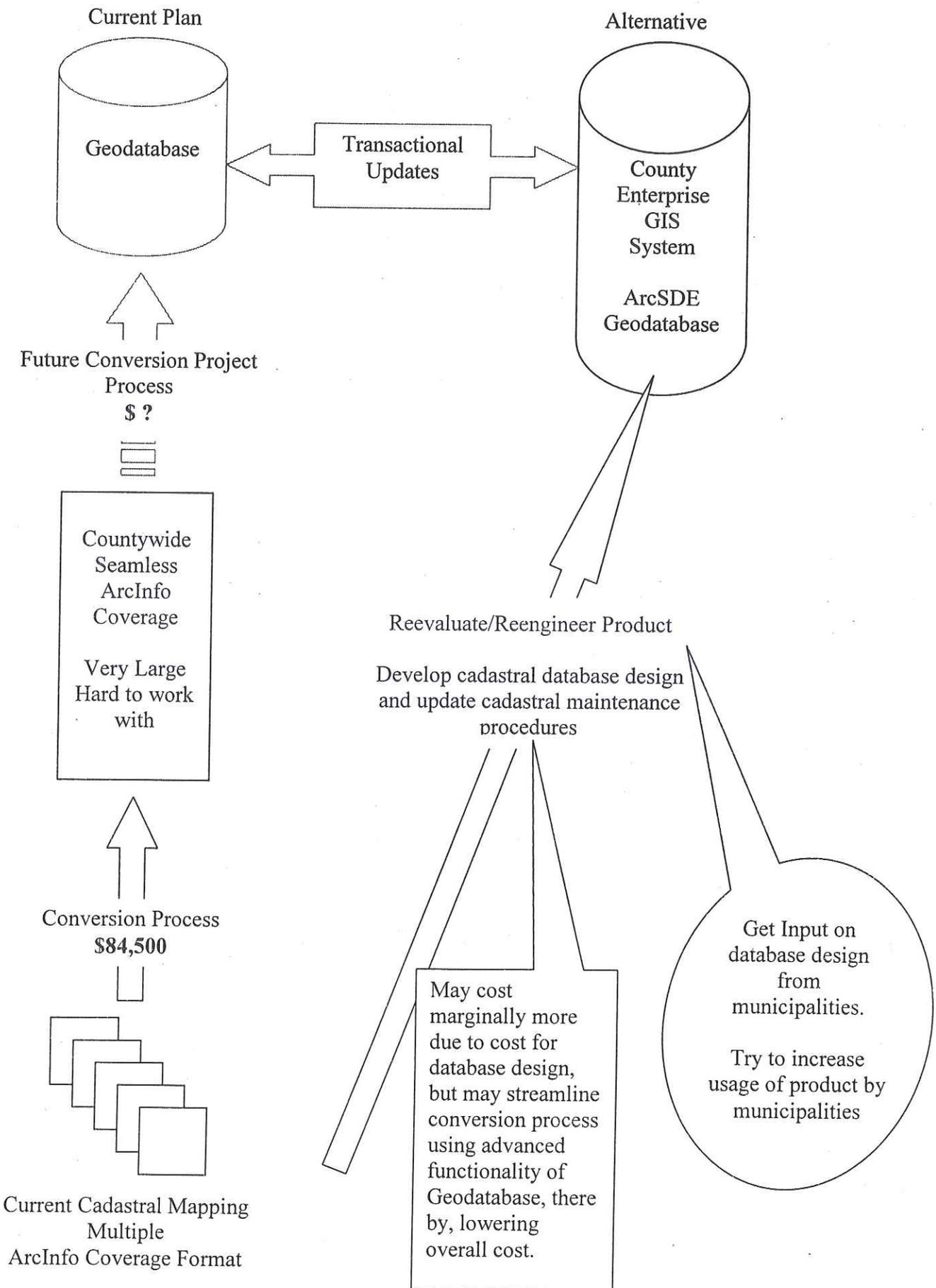
At the last MCAMLIS Steering Committee meeting, I was given the assignment of convening an interagency staff meeting to begin the process of transferring completed MCAMLIS format City of Milwaukee cadastral maps to the County Register of Deeds Office for integration into the MCAMLIS continuous map update and maintenance process. I would like to hold this meeting during the week of July 7-11 if any of these dates will clear the calendars of the participants. Candidate dates and times are the mornings or afternoons of July 7, 8, 9, 10, and 11. A morning meeting would tentatively be scheduled for 9:00 or 9:30 am; an afternoon meeting would tentatively be scheduled for either 1:30 or 2:00 pm. The

meeting would be held at the Commission offices in Pewaukee (Waukesha).

Please let me know your availability for any of the proposed dates and times by end of the day tomorrow (Tuesday) and I will schedule the meeting date and time and inform you by e-mail.

Thank you for your cooperation in this matter.

Tom Patterson
MCAMLIS Project Manager



#82977 v1 - MCAMLIS MEMO-RETLING BASE MAPS
TDP/wb/mlh
5/20/03

MEMORANDUM

TO: MCAMLIS Steering Committee

FROM: MCAMLIS Project Staff

DATE: May 14, 2003

SUBJECT: REORGANIZATION OF THE MCAMLIS DIGITAL CADASTRAL BASE MAPS
INTO A CONTINUOUS DIGITAL BASE MAP

BACKGROUND

On several occasions the MCAMLIS Steering Committee has debated the merits of changing the organizational format for MCAMLIS digital base maps from the current U.S. Public Land Survey one-quarter section based digital maps to digital "tiles" of greater areal extent, perhaps as large as the entire County. To date, the Steering Committee has not taken action to initiate such a work task. However, the recently completed MCAMLIS Land and Utility Information System Internet Prototype Study recommended that this work be undertaken. At its meeting held on April 8, 2003, the Steering Committee requested that project staff prepare a staff memorandum describing a project to undertake this work task. This Memorandum sets forth the need for the development of such a tiling system, describes in basic form the work tasks that would need to be undertaken to accomplish this goal, estimates the cost for carrying out this work effort, and provides specific recommendations for a course of action.

THE NEED FOR A CHANGE IN THE ORGANIZATIONAL SCHEME FOR MCAMLIS DIGITAL BASE MAPS

The MCAMLIS digital cadastral base maps have, from the inception of the MCAMLIS project, been organized as U.S. Public Land Survey one-quarter section based maps. Approximately 1,000 of these digital cadastral base maps are needed to cover Milwaukee County in its entirety.

In conducting the MCAMLIS Land and Utility Information System Internet Prototype Study, the consultant retained to carry out the study distributed a questionnaire to the staffs of municipal units of government in Milwaukee County in order to determine the manner in which these units of government made use of the various MCAMLIS products and to solicit staff opinions as to how these products might be made more useful for their work. Of the _____ municipalities responding, ____ indicated that they had already reorganized the MCAMLIS digital cadastral maps into municipality-wide, continuous digital map files. An additional ____ municipalities responded that they would like either to complete this operation for themselves or to have the MCAMLIS project develop such a continuous map product.

The City of Milwaukee represents a major exception to this trend, having indicated that the City staff expects to continue to operate in a digital map sheet environment with the map sheets referenced to the U.S. Public Land Survey one-quarter section. Therefore, while the desire is not universal, there does appear to be interest on the part of Milwaukee County municipalities for the development of digital cadastral maps based on an areal unit larger than the U.S. Public Land Survey one-quarter section.

Among the entities whose jurisdictions extend to or beyond the Milwaukee County boundary, the creation of a single continuous digital cadastral base map may be expected to result in a decrease in data storage and file management requirements for these entities. WE Energies already operates in a continuous map environment, and a plan prepared for Milwaukee County envisions the implementation of continuous mapping.¹

DESCRIPTION OF WORK EFFORT

To create a digital cadastral base map for an area larger than the U.S. Public Land Survey one-quarter section requires what can be probably best described as assembling adjacent maps until a map of the desired areal extent is obtained. Given the manner in which the MCAMLIS cadastral maps are currently organized, the general requirements of this assembly effort would entail the following three principal tasks:

1. The removal of redundant and duplicate text and line features; principally along the common edges of adjoining maps.
2. The repositioning of text labels, where needed, to make them more legible and recognizable; again principally along the common edges of adjoining maps.
3. The recreation of whole parcel polygons where parcels extend across section and one-quarter section lines.

Additionally, while not a necessary step in the creation of a continuous map, the consultant who completed the MCAMLIS Land and Utility Information System Internet Prototype Study recommended that the following task be carried out in conjunction with the creation of a continuous digital cadastral map.²

4. The organization of the bounding lines of civil divisions, land subdivision and condominium plats and certified survey maps as closed polygons.

Completion of the four tasks set forth above would result in the creation of a single continuous digital cadastral base map for Milwaukee County. The map would be completed in ArcInfo format consistent with the format of the current individual MCAMLIS digital cadastral base maps.

Additional tasks which would need to be undertaken as part of this work effort are as follows:

¹Milwaukee County Public Works and Parks GIS Conceptual Design and Implementation Plan, Plan Graphics, Inc., and Abernathy Consulting, June 2001.

²MCAMLIS Land and Utility Information System Internet Prototype Study, Ruekert & Mielke, Inc., Report No. 3, p. 65.

5. The definition of the geographic extent of continuous map coverage for individual municipalities. This task would need to be carried out in consultation with the cognizant staff of each affected municipality. This consultation is proposed to consist of personal interviews and communications with the staffs of the municipalities who desire to operate in a continuous map environment.
6. The development of an automated procedure for "cutting out" individual municipal continuous maps. This capability would be necessary to deal with map replacement, update, and maintenance operations.
7. The development of procedures to generate MicroStation DGN and AutoCAD DWG formats from the ArcInfo coverages that would constitute the basic MCAMLIS digital cadastral map. This capability would be needed to accommodate those municipalities and other organizations that operate in these alternate software environments.
8. Creation of an automated procedure to "cut out" individual one-quarter-section based map sheets. This capability will be needed to support those municipalities, individuals, and organizations that may choose to continue to carry out their functions in this type of environment and to deal with digital map requests from architects, landscape architects, engineers, planners, surveyors, land developers, and others involved in site planning work.
9. Evaluate the potential impact of the change in digital cadastral map organizational schemes on the cadastral map maintenance function in the Register of Deeds Office.

The estimated size of a county-wide continuous digital cadastral map in ArcInfo coverage format is approximately two gigabytes. While a file of this size can be accommodated with ArcInfo software, a translation of a file of this size into either MicroStation DGN format or AutoCAD 2000 DWG format would yield file sizes that exceed the capacities of these two software environments. This fact will have the greatest impact on current and potential users wanting to use a continuous county coverage in either of these software environments. Alternative operational procedures, such as sectioning the county into smaller continuous maps, may need to be developed by these users. Such impacts cannot be assessed in advance of the creation of the files. As these two software systems continue to evolve and new versions are released, it is reasonable to expect that these maximum file size limitations will change. While the project staff will attempt to assess these impacts during the course of the project, no specific work steps or costs have been included in the project description for specifically dealing with these impacts.

ESTIMATED COST

The MCAMLIS Land and Utility Information System Internet Prototype Study provided a cost estimate of \$45,000 for the creation of a single countywide digital cadastral map in ArcInfo coverage format (tasks 1, 2, and 3 in the preceding section) and a cost estimate of \$5,000 for the development of an automated procedure for "cutting out" individual municipal continuous maps (task 6 in the preceding section). Cost estimates for the remaining tasks were not contained within the MCAMLIS Land and Utility Information System Internet Prototype Study, so were developed instead by project staff.

The estimated costs for conducting this project, developed by project staff, are as follows:

1. The removal of redundant and duplicate text and line features; the repositioning of text labels; and the recreation of whole parcel polygons along section and one-quarter section lines \$45,000

2.	The organization of the boundary lines of land subdivisions and condominium plots and certified survey maps and civil divisions as closed polygons.....	\$ 5,500
3.	The definition of continuous map "extents" for individual municipalities.....	\$ 5,000
4.	The development of an automated procedure for "cutting out" individual municipal continuous maps	\$ 5,000
5.	The development of automated procedures to generate MicroStation DGN and AutoCAD DWG formats from the ArcInfo coverages comprising the MCAMLIS continuous digital cadastral map.....	\$ 5,000
6.	The development of an automated procedure to "cut out" individual one-quarter section based map sheets	\$15,000
7.	Evaluation of the impact of the change to a continuous map organizational scheme on the cadastral map maintenance function in the Register of Deeds Office	\$ 4,000
	Total	<u>\$84,500</u>

MCAMLIS project staff believe that the project herein described could be completed within approximately 12 months following project initiation. As a practical matter, however, the last of the MCAMLIS format City of Milwaukee transformed cadastral maps are not scheduled for completion until the end of 2004. Accordingly, this project could not be completed until sometime during the first calendar quarter of 2005.

RECOMMENDATIONS

Based upon the project staff assessment of this issue, the following recommendations are made to the MCAMLIS Steering Committee:

- It is recommended that the Steering Committee authorize the initiation of the project described herein.
- It is recommended that the Steering Committee authorize the expenditure of \$84,500 from MCAMLIS project funds to carry out the project.
- It is recommended that the project staff be directed to secure the execution of an agreement between the Steering Committee and the Southeastern Wisconsin Regional Planning Commission to complete the project.

In the event that the Steering Committee determines to proceed in the recommended manner set forth herein, a proposed Agreement between the MCAMLIS Steering Committee and the Southeastern Wisconsin Regional Planning Commission is attached hereto for Steering Committee consideration.

AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the "Commission"); and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee (hereinafter referred to as the "Steering Committee").

WITNESSETH:

WHEREAS, the Commission is authorized by Section 66.0309 of the Wisconsin Statutes to make studies and prepare plans for, and to provide advisory services to local governments, and to act as a coordinating agency for planning activities within its jurisdictional area; and

WHEREAS, by Resolution No. 88-379, the Milwaukee County Board of Supervisors requested the Southeastern Wisconsin Regional Planning Commission to conduct a feasibility study pertaining to an automated mapping and land information system; and

WHEREAS, the requested feasibility study was completed and is documented in SEWRPC Community Assistance Planning Report No. 177, Feasibility Study for a Milwaukee County Automated Mapping and Land Information System, published in October 1989; and

WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee County Board of Supervisors authorized the execution of a Cooperative Agreement between Milwaukee County and the public and private utilities serving Milwaukee County, which Cooperative Agreement created a public-private partnership to implement the proposed Milwaukee County automated mapping and land information system, whereby the County and the utilities involved agreed to jointly fund the development of the Milwaukee County automated mapping and land information system; and

WHEREAS, the aforementioned Cooperative Agreement further created a Steering Committee to provide oversight in the implementation of the Milwaukee County automated mapping and land information system and delegated to the Steering Committee full responsibility for all policy matters relating to the conduct of the work program, including proposed contracts and specifications and the selection of contractors; and

WHEREAS, the Steering Committee on July 29, 1991, formally requested the Commission to accept the responsibilities of Project Manager of the Milwaukee County automated mapping and land information system; and

WHEREAS, the Executive Committee of the Commission on August 21, 1991, authorized Commission assistance in execution of the work required to implement the Milwaukee County automated mapping and land information system in the manner envisioned in the aforereferenced Commission report; and

WHEREAS, Sections 66.0309(12)(b) and 66.0301 of the Wisconsin Statutes authorize the Commission to enter into contracts with local units of government and their agents to make and implement studies and plans, and to otherwise provide advice and services.

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

I. Scope of Services

The Commission will reorganize approximately 1,000 individual MCAMLIS digital cadastral maps into a single, continuous digital cadastral map covering all of Milwaukee County. The map content will be merged and edited along the common edges of adjoining maps to remove redundant and duplicate text and line features; reposition text labels where required to render them legible; establish correct topology for real property parcel polygons where these parcels cross map sheet boundaries; and establish topology for the closed polygons representing municipal boundaries, land subdivision and condominium plats, and certified survey maps. The continuous digital cadastral map will be created as an ESRI ArcInfo format "coverage."

Further, the Commission will define, in consultation with individual Milwaukee County municipalities, continuous map extents for these individual municipalities and develop automated procedures for "cutting out" individual municipal continuous maps.

Further, the Commission will develop procedures for the automated conversion of the countywide ArcInfo format digital cadastral map, or subsets thereof, to MicroStation DGN and AutoCad DWG formats and will develop automated procedures to "cut out" individual one-quarter section based map sheets for plotting of hard copy cadastral maps.

Finally, the Commission will evaluate the impact of the change from an individual map sheet organizational scheme to a continuous map organizational scheme on the cadastral map maintenance function in the Milwaukee County Register of Deeds Office and will report the findings of the evaluation to the Steering Committee.

The Commission will complete these tasks through a combination of its own staff resources and the retention of a qualified firm or firms.

II. Compensation

The Steering Committee shall pay to the Commission the sum of \$84,500 as full payment for the services described in Section I.

III. Method of Compensation

The Commission shall submit invoices to the Steering Committee during the progress of the work for partial payment on account for work completed to date. The Steering Committee shall pay to the Commission the amounts shown on the invoices upon receipt of said invoices.

IV. Timing

The work to be performed under this Agreement shall be completed no later than March 31, 2005.

V. Indemnity

Except for acts done or taken at the direction of or pursuant to the Steering Committee policy or procedures, the Commission agrees to the fullest extent permitted by law, to indemnify, defend, and hold harmless, the Steering Committee, and its agents, officers, and employees from and against all loss or expense including costs and attorney's fees by reason of statutory benefits under Worker Compensation Laws, and/or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the

Commission, or its agents which may arise out of, or are connected with, the activities covered by this Agreement.

- VI. Insurance
The Commission, as an agency of the State, is self-funded for liability under Section 893.82 and Section 895.46(1) of the Wisconsin Statutes. As a result, such protection as is afforded under respective Wisconsin Statutes, is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any other.
- VII. Records and Audits
The Commission shall allow Milwaukee County, the Milwaukee County Department of Audit, or any other party the Milwaukee County may name, when and as they demand, to audit, examine and make copies of, excerpts or transcripts from any records or other information directly relating to matters under this Agreement. Any subcontracting by the Commission in performing the duties described under this contract shall subject the subcontractor and/or associates to the same audit terms and conditions as the Commission. The Commission (or any subcontractor) shall maintain and make available to the Milwaukee County aforementioned audit information for no less than three years after the conclusion of each contract term.
- VIII. Independent Contractor
Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between Milwaukee County or its successors or assigns; the Steering Committee or its successors or assigns; and the Commission or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, the Commission is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.
- IX. Authorization
The Steering Committee approved the project that is the subject of this Agreement by action taken at a regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the Commission and the Steering Committee have executed this Agreement, as of the date first above written.

ATTESTING WITNESS

By _____
Philip C. Evenson
Deputy Secretary

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

By _____
Thomas D. Patterson
MCAMLIS Project Manager

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

William J. Domina (Date)
Milwaukee County Corporation Counsel

**REVIEWED AS TO
INDEMNIFICATION AND INSURANCE**

John R. Rath (Date)
Milwaukee County Department of Risk Management

**APPROVED AS TO CHAPTER 42
DBE PROVISIONS**

Freida F. Webb (Date)
Milwaukee County DBD Director

MEMORANDUM

TO: MCAMLIS Steering Committee
FROM: MCAMLIS Project Staff
DATE: May 19, 2003
SUBJECT: **EXTENSION OF THE MILWAUKEE COUNTY STREET ADDRESS DATABASE**

*Technical
advisory
committee
should be
used*

BACKGROUND

Beginning in 1996 and ending in 1999, the MCAMLIS project completed a street address database for the 18 suburban units of government in Milwaukee County. Since that time, the street address database has been the subject of a continuing maintenance program carried out by the Milwaukee County Register of Deeds Office with MCAMLIS funding.

At its meeting held on December 14, 1999, the MCAMLIS Steering Committee authorized an investigation to assess the accuracy and currency of the City of Milwaukee street address database and to identify the steps necessary to render that database compatible with the MCAMLIS street address database. The firm of Spatial Data Solutions, Inc., was retained to carry out the investigation. At its meeting held on October 8, 2002, the MCAMLIS Steering Committee accepted the report prepared by Spatial Data Systems, Inc., that resulted from this investigation.

Also, at its meeting held on October 8, 2002, the MCAMLIS Steering Committee, in reviewing a memorandum entitled "MCAMLIS Program Strategic Assessment for 2003 - 2006," determined that the completion of a county-wide MCAMLIS street address database, including the integration of the City of Milwaukee street address database, should be a relatively high priority MCAMLIS work program activity.

This memorandum sets forth the basic work tasks required to accomplish the integration of the City of Milwaukee street address database with the MCAMLIS street address database; describes the additional effort that would need to be undertaken to render the City database fully compatible with the MCAMLIS street address database; estimates the costs for carrying out this work effort; and provides a specific recommendation for a course of action.

WORK EFFORT REQUIRED FOR THE COMPLETION OF A MCAMLIS STREET ADDRESS DATABASE

There are two major tasks that would need to be undertaken to integrate the City of Milwaukee street address database with the MCAMLIS street address database. The first of these steps is the simpler of the

two and requires the development of a common database format based upon the similarities and differences between the City of Milwaukee street address database and the MCAMLIS street address database and then populating the revised database format with the information contained in the two separate databases.

The second step is more complicated. The MCAMLIS street address database design is more complex than that of the City of Milwaukee and relates the street addresses to graphic features contained on MCAMLIS base maps. These features are the real property ownership parcels and the structure outlines. In addition, the MCAMLIS street address database includes a street centerline file that is geometrically related to the MCAMLIS base maps. Attributes, such as address range and limited census geography, are obtained from U.S. Bureau of the Census sources and are added to the street centerline file. Upon completion, the MCAMLIS street address database consists of six interrelated files--a graphic file and an attribute file for street centerlines, structures, and parcels all related to one another through structure addresses.

These interrelated files will need to be established for that portion of the MCAMLIS countywide street address database consisting of the City of Milwaukee. The MCAMLIS digital topographic maps and the MCAMLIS format transformed City of Milwaukee cadastral maps would provide the principal sources for completing this second activity.

Under the work effort herein proposed, two additional tasks would not be undertaken. The first of these is the field verification of approximately 70,000 street addresses in a portion of the City of Milwaukee, as recommended in the report prepared by Spatial Data Solutions, Inc. This task would not be carried out since there is a lack of consensus that the step is necessary.

The second task that would not be carried out at this time would be the enhancement of the original MCAMLIS street address database to include addresses inside multi-unit residential and commercial structures. MCAMLIS project staff have yet to identify a suitable source for obtaining this information. Multiple-unit addresses already exist for the City of Milwaukee street address database where these data have been developed incrementally over a decade or more through internal City sources, such as building permits and inspection reports, and constantly refined and improved through use, and would be retained in the merged database.

ESTIMATED COST

The memorandum report prepared by Spatial Data Solutions, Inc., assessing the City of Milwaukee street address database provided a cost estimate of \$149,000 to reformat and merge the City of Milwaukee street address database and the MCAMLIS street address database and to field verify approximately 70,000 parcels located in older sections of the City of Milwaukee. No breakdown of the \$149,000 total cost by component was provided. More importantly, no estimated costs were provided for the linking of parcels and structures to the street centerline file, which is an integral component of the MCAMLIS street address database. Since project staff are not recommending that the field verification of street addresses for approximately 70,000 real property parcels be carried out as part of this effort, and in view of the absence of a cost estimate for the structuring of the street centerline file for the City of Milwaukee, cost estimates for carrying out the scope of work recommended in the preceding section were developed by project staff.

The total cost for the project, as described herein, is estimated to be \$142,000. This cost is comprised of the following components:

• The development of a revised database design based upon the components of the MCAMLIS street address database and the City of Milwaukee street address database and the merging of the two databases into the revised database model	\$ 3,000
• The completion of the street centerline component.....	\$ 43,100
• The completion of the structures component.....	\$ 32,150
• The completion of the parcel component.....	\$ 63,700
Total	<u>\$142,000</u>

The project cost estimate of \$142,000 assumes that the City of Milwaukee will supply digital street address information in its data holdings to the MCAMLIS Steering Committee at no cost. City staff in the past have verbally agreed to do this.

While it should be noted that City of Milwaukee transformed MCAMLIS format cadastral maps exist for a significant portion of the City of Milwaukee at this stage, the balance of these transformed maps are currently not expected to be completed until the end of 2004. Accordingly, while it would be possible to initiate this project in 2003, it could not be completed any earlier than the first calendar quarter of 2005 based upon the present schedule for the completion of the MCAMLIS format City of Milwaukee transformed cadastral maps.

RECOMMENDATIONS

Based upon the project staff assessment of this issue, the following recommendations are made to the MCAMLIS Steering Committee:

- It is recommended that the Steering Committee authorize the initiation of the project described herein.
- It is recommended that the Steering Committee authorize the expenditure of \$142,000 from MCAMLIS project funds to carry out the project.
- It is recommended that the project staff be directed to secure the execution of an agreement between the Steering Committee and the Southeastern Wisconsin Regional Planning Commission to complete the project.

In the event that the Steering Committee determines to proceed in the recommended manner set forth herein, a proposed Agreement between the MCAMLIS Steering Committee and the Southeastern Wisconsin Regional Planning Commission is attached hereto for Steering Committee consideration.

* * * * *

AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2003, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the "Commission"); and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee (hereinafter referred to as the "Steering Committee").

WITNESSETH:

WHEREAS, the Commission is authorized by Section 66.0309 of the Wisconsin Statutes to make studies and prepare plans for, and to provide advisory services to local governments, and to act as a coordinating agency for planning activities within its jurisdictional area; and

WHEREAS, by Resolution No. 88-379, the Milwaukee County Board of Supervisors requested the Southeastern Wisconsin Regional Planning Commission to conduct a feasibility study pertaining to an automated mapping and land information system; and

WHEREAS, the requested feasibility study was completed and is documented in SEWRPC Community Assistance Planning Report No. 177, Feasibility Study for a Milwaukee County Automated Mapping and Land Information System, published in October 1989; and

WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee County Board of Supervisors authorized the execution of a Cooperative Agreement between Milwaukee County and the public and private utilities serving Milwaukee County, which Cooperative Agreement created a public-private partnership to implement the proposed Milwaukee County automated mapping and land information system, whereby the County and the utilities involved agreed to jointly fund the development of the Milwaukee County automated mapping and land information system; and

WHEREAS, the aforementioned Cooperative Agreement further created a Steering Committee to provide oversight in the implementation of the Milwaukee County automated mapping and land information system and delegated to the Steering Committee full responsibility for all policy matters relating to the conduct of the work program, including proposed contracts and specifications and the selection of contractors; and

WHEREAS, the Steering Committee on July 29, 1991, formally requested the Commission to accept the responsibilities of Project Manager of the Milwaukee County automated mapping and land information system; and

WHEREAS, the Executive Committee of the Commission on August 21, 1991, authorized Commission assistance in execution of the work required to implement the Milwaukee County automated mapping and land information system in the manner envisioned in the aforementioned Commission report; and

WHEREAS, Sections 66.0309(12)(b) and 66.0301 of the Wisconsin Statutes authorize the Commission to enter into contracts with local units of government and their agents to make and implement studies and plans, and to otherwise provide advice and services.

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

I. Scope of Services

The MCAMLIS street address database has been completed for 18 of the 19 Milwaukee County municipal units of government. Under the terms of this Agreement, the Commission will complete the MCAMLIS street address database for the last of these municipalities, the City of Milwaukee.

The Commission will acquire the City of Milwaukee's existing digital street address information and will augment that information with additional information from the MCAMLIS digital topographic maps, the MCAMLIS format digital cadastral maps recompiled and reformatted by City of Milwaukee staff from City sources, U.S. Bureau of the Census sources, and other sources as may be necessary to complete the work.

The resultant work will be completed in accordance with the descriptions of the MCAMLIS street address database set forth in the document "Address Data User's Guide, Milwaukee County Automated Mapping and Land Information System," prepared by the MCAMLIS project staff and dated April 17, 2003.

The Commission will complete these tasks through a combination of its own staff resources and, if necessary, through the retention of a qualified consultant.

II. Compensation

The Steering Committee shall pay to the Commission the sum of \$142,000 as full payment for the services described in Section I. This cost assumes that the City of Milwaukee will supply digital street address information in its holdings to the Steering Committee at no cost.

III. Method of Compensation

The Commission shall submit invoices to the Steering Committee during the progress of the work for partial payment on account for work completed to date. The Steering Committee shall pay to the Commission the amounts shown on the invoices upon receipt of said invoices.

IV. Timing

The work to be performed under this Agreement shall be completed no later than March 31, 2005.

V. Indemnity

Except for acts done or taken at the direction of or pursuant to the Steering Committee policy or procedures, the Commission agrees to the fullest extent permitted by law, to indemnify, defend, and hold harmless, the Steering Committee, and its agents, officers, and employees from and against all loss or expense including costs and attorney's fees by reason of statutory benefits under Worker Compensation Laws, and/or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Commission, or its agents which may arise out of, or are connected with, the activities covered by this Agreement.

VI. Insurance

The Commission, as an agency of the State, is self-funded for liability under Section 893.82 and Section 895.46(1) of the Wisconsin Statutes. As a result, such protection as is afforded

under respective Wisconsin Statutes, is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory indemnification, there is no liability policy as such that can extend protection to any other.

VII. Records and Audits

The Commission shall allow Milwaukee County, the Milwaukee County Department of Audit, or any other party the Milwaukee County may name, when and as they demand, to audit, examine and make copies of, excerpts or transcripts from any records or other information directly relating to matters under this Agreement. Any subcontracting by the Commission in performing the duties described under this contract shall subject the subcontractor and/or associates to the same audit terms and conditions as the Commission. The Commission (or any subcontractor) shall maintain and make available to the Milwaukee County aforementioned audit information for no less than three years after the conclusion of each contract term.

VIII. Independent Contractor

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between Milwaukee County or its successors or assigns; the Steering Committee or its successors or assigns; and the Commission or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, the Commission is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

IX. Authorization

The Steering Committee approved the project that is the subject of this Agreement by action taken at a regular meeting held on June 10, 2003.

IN WITNESS WHEREOF, the Commission and the Steering Committee have executed this Agreement, as of the date first above written.

ATTESTING WITNESS

By _____
Philip C. Evenson
Deputy Secretary

**SOUTHEASTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

By _____
Thomas H. Buestrin
Chairman

ATTESTING WITNESS

By _____
Thomas D. Patterson
MCAMLIS Project Manager

**MILWAUKEE COUNTY AUTOMATED
MAPPING AND LAND INFORMATION
SYSTEM STEERING COMMITTEE**

By _____
Kurt W. Bauer
Chairman

APPROVED AS TO FORM

William J. Domina (Date)
Milwaukee County Corporation Counsel

**REVIEWED AS TO
INDEMNIFICATION AND INSURANCE**

John R. Rath (Date)
Milwaukee County Department of Risk Management

**APPROVED AS TO CHAPTER 42
DBE PROVISIONS**

Freida F. Webb (Date)
Milwaukee County DBD Director