

STATE OF WISCONSIN

H

SENATE CHAIR
BRIAN BURKE

316 South, State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: 266-8535



ASSEMBLY CHAIR
JOHN GARD

315 North, State Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: 266-2343

JOINT COMMITTEE ON FINANCE

June 5, 2000

Secretary George Meyer
Department of Natural Resources
101 South Webster Street
Madison, WI 53707-7921

Dear Secretary Meyer:

We are writing to inform you that the members of the Joint Committee on Finance have reviewed your request, received on May 26, 2000, pursuant to s. 23.0915(4), Stats., regarding a proposed 197.69-acre land purchase in Dane County from the Porter Sibs Enterprises, LLC for \$750,000.

A meeting will be scheduled to further discuss this request. Therefore, the request is not approved at this time.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John Gard in black ink.

JOHN GARD
Assembly Chair

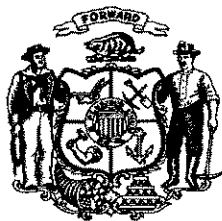
BB:JG:dh

cc: Members, Joint Committee on Finance
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
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Madison, WI 53707-7882
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JOHN GARD

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Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard

Re: 14-Day Passive Review Approval

Date: May 30, 2000

Attached is a copy of a letter from the Department of Natural Resources, received May 26, 2000, concerning a proposed 197.69-acre land purchase in Dane County from the Porter Sibs Enterprises, LLC for \$750,000.

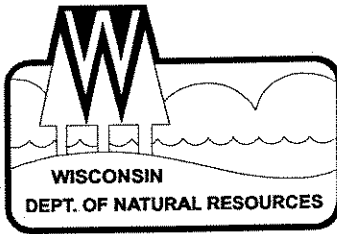
The notice is pursuant to s. 23.0915(4), Stats., which requires the Department to notify the Joint Finance Committee of all stewardship projects of \$250,000 or more in cost.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Thursday, June 15, 2000**, if you have any concerns about the request or if you would like the Committee to meet formally to discuss it.

Also, please contact us if you need further information.

Attachment

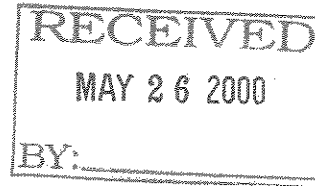
BB:JG:dh



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Tommy G. Thompson, Governor
George E. Meyer, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TDD 608-267-6897



MAY 25 2000

IN REPLY REFER TO: Fi-2639

Honorable Brian Burke
Member State Senate
Room 316S
CAPITOL

Honorable John Gard
Member State Assembly
Room 315N
CAPITOL

Dear Senator ^{Brian}Burke and Representative ^{John}Gard:

The Department is notifying you as co-chairs of the Joint Committee on Finance of a proposed 197.69 acre land purchase from the Porter Sibs Enterprises, LLC for \$750,000. This notice is pursuant to s. 23.0915(4), Stats., which requires the Department to notify the Joint Committee on Finance of all Stewardship projects more than \$250,000 in cost. The Natural Resources Board approved the purchase at the May meeting. The land is required for water quality protection, fisheries management and public recreation.

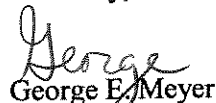
The file number is Fi-2639 and the land is located in Dane County. Attached please find a memo and maps describing this transaction.

I certify that this request for consideration meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

If you do not notify the Department within 14 working days after this notification that the Committee has scheduled a meeting to review the proposed transaction, the Department will proceed with the approval process. If the Committee has no objections, the Department will forward the proposal to the Governor for his consideration. If you need additional information, please contact Richard Steffes at 266-0201. Mr. Steffes is available to answer any questions you may have in this matter.

Thank you for this consideration.

Sincerely,


George E. Meyer
Secretary

Attach.

cc: Legislative Fiscal Bureau
Department of Administration

CORRESPONDENCE/MEMORANDUM

DATE: April 25, 2000 FILE REF: Fi-2639
 TO: Governor Thompson
 FROM: George E. Meyer *George*
 SUBJECT: Proposed Land Acquisition, Porter Sibs Enterprises, LLC Tract, File # Fi-2639,
 Approval Requested by July 21, 2000

1. PARCEL DESCRIPTION:

Streambank Protection Fee Program
 Dane County

Grantor:

Porter Sibs Enterprises, LLC
 c/o Elba Karim
 30W107 Greenbrook Court
 Warrenville, IL 60555

Acres: 197.69Price: \$750,000*Appraised Value: \$750,000, \$593,000Interest: Purchase in fee.Improvements: NoneLocation: The tract is located two miles south of the City of Fitchburg, in south-central Dane County.Land Description: The subject area is gently rolling and is at grade with the surrounding roads.

<u>Covertypes Breakdown:</u>	<u>Type</u>	<u>Acreage</u>
	Wooded Upland	22.39
	Cropland	47.00
	Wetland	58.30
	Grasslands	68.00
	Dug Ponds	2.00
	TOTAL	197.69

Zoning: Exclusive AgriculturePresent Use: Agriculture and RecreationProposed Use: Water Quality Protection, Fisheries Management and Public RecreationTenure: Long Term Family OwnershipProperty Taxes: \$2,158.13Option Date: November 25, 1999*Comment: Dane County has agreed to contribute \$100,000 toward the purchase price reducing state cost to \$650,000.

2. JUSTIFICATION:

The 197.69-acre Porter Sibs Enterprises, LLC property is proposed for purchase for the Streambank Protection Project in Dane County. The property is located 1 mile southeast of the Village of Oregon and 7 miles southeast of the City of Madison. The acquisition will provide for fishery management, and streambank and water quality protection and will open 2,000 feet of 2-bank stream frontage on Anthony Branch Creek for public recreation.

The Streambank Protection Program was created to protect water quality, instream fisheries, and aquatic habitat from urban and rural nonpoint source pollution. The purpose of the Streambank Protection Project in this area is to protect and improve Anthony Branch Creek, a high quality Class II brown trout stream. This stream is stocked by the Department, but also has a significant amount of natural reproduction because of the strong springs that flow into the stream. The stream is threatened by increasing amounts of non-point pollution produced by surrounding land uses, including residential development. Proposed management plans for Anthony Branch Creek include in-stream habitat improvement, access improvements, bank stabilization, and revegetation of eroded areas.

The Porter Sibs property is 197.69-acres in size and includes approximately 2,000 feet of classified trout water. It also includes two springs which currently flow through four ponds in two locations on the property. Trout spawning habitat is available in this portion of the stream and has the potential to be improved further. In addition to critical fish habitat, this property provides habitat for deer, pheasant, and waterfowl. Acquisition of adjacent uplands will decrease sedimentation to the stream and provide nesting habitat.

The purchase will provide 2,000 feet of frontage on Anthony Branch Creek for public recreation. This is a heavily populated area of the state, and the public fishing areas are heavily used. The property is within easy driving distance of Madison. The tract is adjacent to a 278-acre parcel that is currently owned by the Department as part of the Rutland Branch of Badfish Creek and the 1,100-acre Badfish Wildlife Area is located 2 miles to the east.

The Department recommends acquisition of this property to protect water quality, instream fisheries, and aquatic habitat from urban and rural nonpoint source pollution and to provide 2,000 feet of stream frontage for public recreation along Anthony Branch Creek.

3. FINANCING:

State Stewardship bond funds are anticipated:

Funds allotted to program:	Balance after proposed transaction:
\$24,000,000	\$14,500,000

Comment: The Department will not seek the Governor's approval until funds become available after July 1, 2000. The Department will grant Dane County a conservation easement on 40 acres in exchange for a \$100,000 County contribution toward the price.

4. ACQUISITION STATUS OF THE STREAMBANK PROTECTION FEE PROGRAM:

Established: 1994
Acres Purchased to Date: 3,290.72
Acquisition Goal: 30,334.0 Acres
Percent Complete: 10.8%
Cost to Date: \$2,870,641

5. APPRAISAL:

Appraiser: Robert Richardson (Private Appraiser)

Valuation Date: October 7, 1999

Appraised Value: \$750,000

Highest and Best Use: Subdivided for Rural Home Sites

Allocation of Values:

- a. land: 197.69 acres @ \$3,800 per acre: \$750,000
- b. market data approach used, four comparable sales cited
- c. adjusted value range: \$3,231 to \$5,170 per acre

Appraisal Review: Ron Olson -- December 2, 1999

Comments: Two appraisals were completed for this transaction. Robert Richardson (private appraiser) completed the first appraisal on October 7, 1999 with a valuation of \$750,000. Linn Dueterbeck (private appraiser) completed the second appraisal with a valuation of \$593,000. Both appraisals were reviewed and approved by Ron Olson, (staff review appraiser), with the Dueterbeck valuation of \$593,000 considered as the opening offer. Through negotiations, the final Just Compensation and Option Price was set at \$750,000.

RECOMMENDED:

Richard E. Steffes

4-25-00
Date

Bureau of Legal Services

4/25/00
Date

Steven W. Miller

4/26/00
Date

RES:tmt

LEGEND

- Political Divisions:
 - U.S. of the World
 - County
 - Town
 - City
 - Village
 - Ward
 - Block
 - Section
 - Lot
 - Sublot
 - Tract
 - Parcel
 - Block
 - Sublot
 - Tract
 - Parcel
- Transportation:
 - State Highway
 - U.S. Highway
 - State Highway
 - County Highway
 - County Road
 - County Lane
 - County Drive
 - County Court
 - County Circle
 - County Loop
 - County Parkway
 - County Plaza
 - County Boulevard
 - County Expressway
 - County Freeway
 - County Turnpike
 - County Expressway
 - County Freeway
 - County Turnpike
 - County Expressway
 - County Freeway
 - County Turnpike
- Public Buildings:
 - U.S. Post Office
 - U.S. Courthouse
 - U.S. Custom House
 - U.S. Federal Reserve Bank
 - U.S. District Court
 - U.S. Supreme Court
 - U.S. Capitol
 - U.S. Library of Congress
 - U.S. National Archives
 - U.S. National Academy of Sciences
 - U.S. National Academy of Arts
 - U.S. National Academy of Engineering
 - U.S. National Academy of Medicine
 - U.S. National Academy of Social Sciences
 - U.S. National Academy of Letters
 - U.S. National Academy of Music
 - U.S. National Academy of Fine Arts
 - U.S. National Academy of Design
 - U.S. National Academy of Architecture
 - U.S. National Academy of Agriculture
 - U.S. National Academy of Education
 - U.S. National Academy of Religion
 - U.S. National Academy of Law
 - U.S. National Academy of Business
 - U.S. National Academy of Labor
 - U.S. National Academy of Science
 - U.S. National Academy of Technology
 - U.S. National Academy of Environment
 - U.S. National Academy of Space
 - U.S. National Academy of Energy
 - U.S. National Academy of Health
 - U.S. National Academy of Environment
 - U.S. National Academy of Space
 - U.S. National Academy of Energy
 - U.S. National Academy of Health
- Other:
 - City Center
 - County Center
 - Town Center
 - Village Center
 - Ward Center
 - Block Center
 - Sublot Center
 - Tract Center
 - Parcel Center
 - Block Center
 - Sublot Center
 - Tract Center
 - Parcel Center

DANE CO.
 DEPARTMENT OF TRANSPORTATION
 STATE OF WISCONSIN
 COUNTY ENGINEER
 STATE OF WISCONSIN
 COUNTY ENGINEER
 DATE: _____
 COUNTY: _____
 SHEET: _____

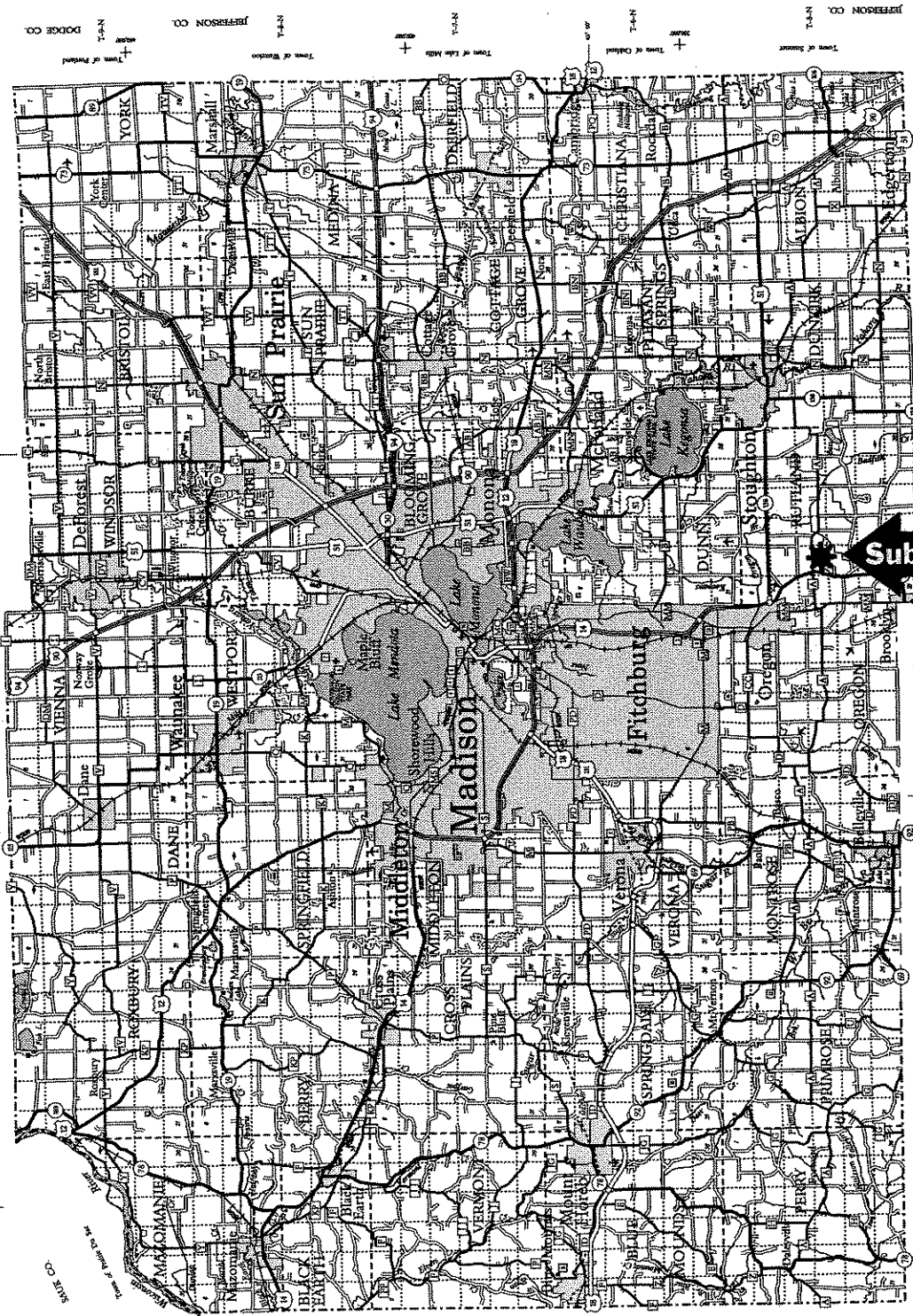


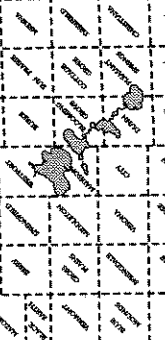
TABLE OF TOWNSHIP
 OF A TOWNSHIP

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* For knowledge of public hearing and filing process
 please contact the Department of Natural Resources
 + Grid based on the state coordinate system
 (North Arrow and the NAD 83)

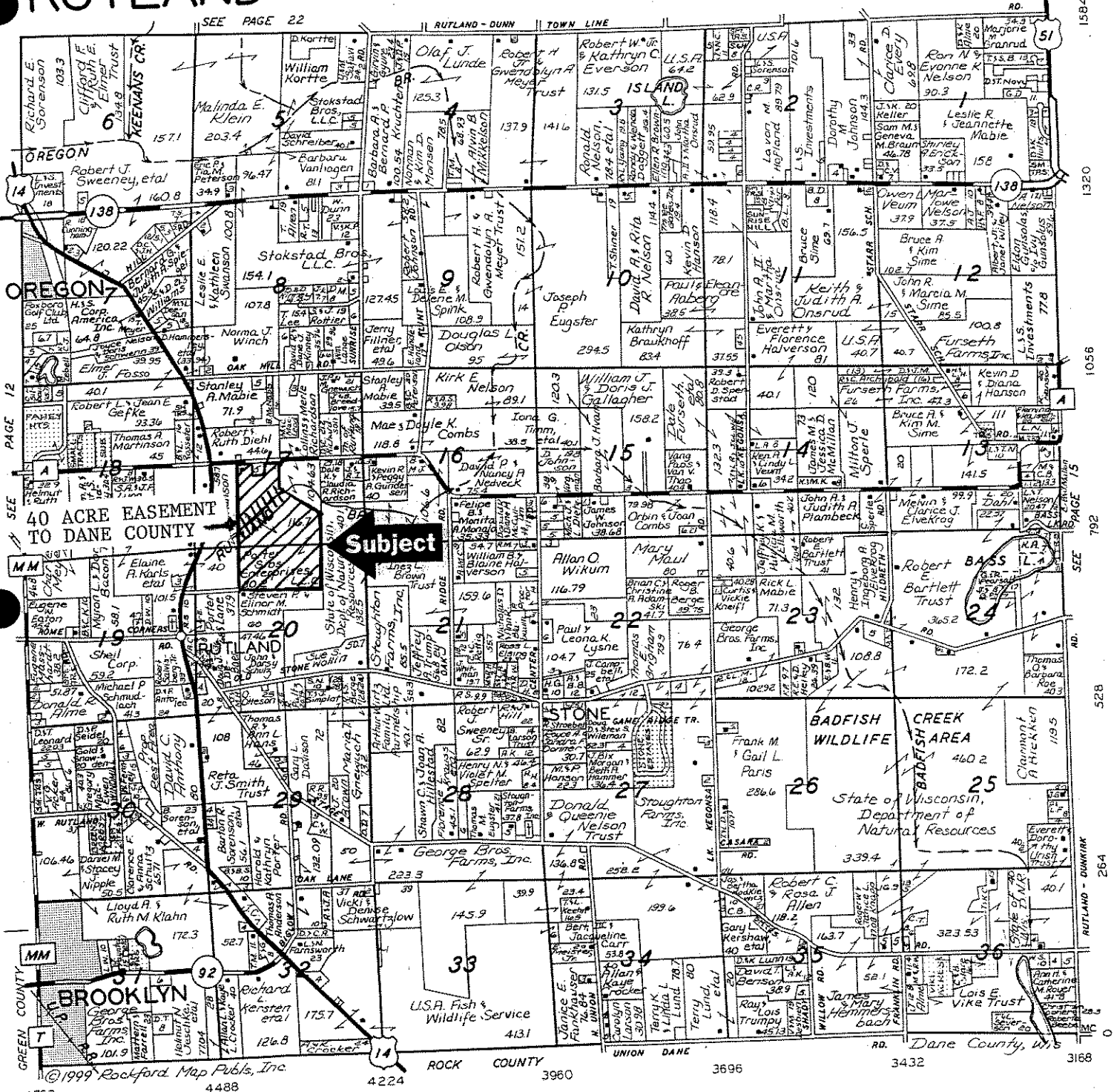
SECTION NUMBERS
 OF A TOWNSHIP

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RUTLAND

T. 5 N. - R. 10 E.

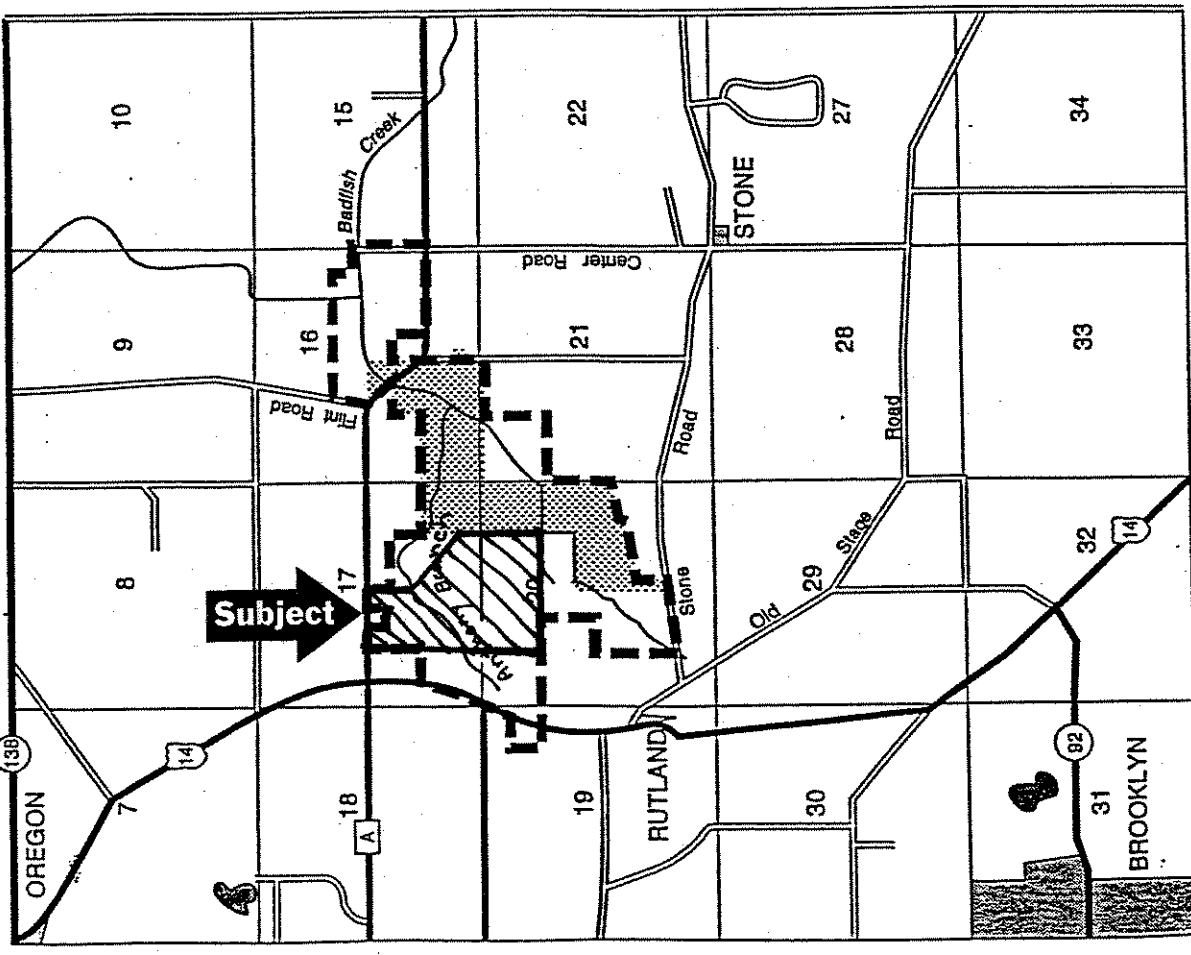






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Rockford Map Publishers, Inc.

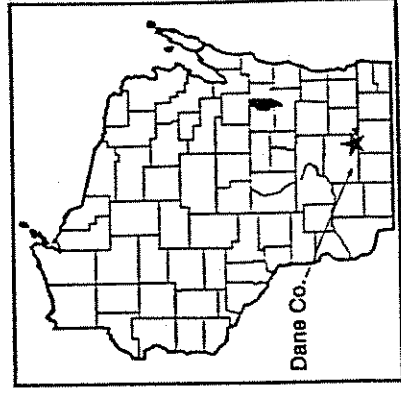
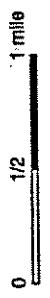
© 1999 Rockford Map Pubs, Inc. 4752 4488 4224 3960 3696 3432 3168

Stream Bank Protection - Fee Area Anthony Branch

T.5N. - R.10E.



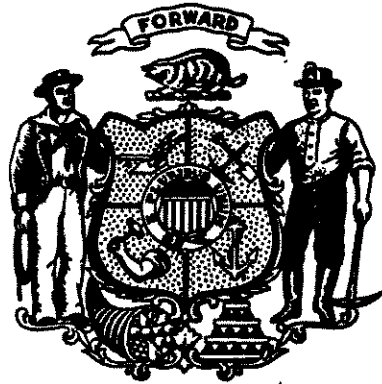
-  Project Boundary
-  State Owned
-  Highways and County Roads
-  Local Roads



STATE OF WISCONSIN DEPT. OF NAT. RESOURCES	
DIVISION OF SERVICES	
PROJECT NO.	DATE
2425	10-22-83

DANE COUNTY

END

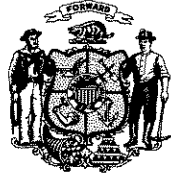


END

STATE OF WISCONSIN

SENATE CHAIR
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ASSEMBLY CHAIR
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JOINT COMMITTEE ON FINANCE

June 5, 2000

Secretary George Meyer
Department of Natural Resources
101 South Webster Street
Madison, WI 53707-7921

Dear Secretary Meyer:

We are writing to inform you that the members of the Joint Committee on Finance have reviewed your request, received on May 26, 2000, pursuant to s. 23.0915(4), Stats., regarding a proposed 1,728-acre land purchase in Walworth County from the VanderVeen Farms, Inc. for \$934,500.

A meeting will be scheduled to further discuss this request. Therefore, the request is not approved at this time.

Sincerely,

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BRIAN BURKE
Senate Chair

Handwritten signature of John H. Gard in black ink.

JOHN GARD
Assembly Chair

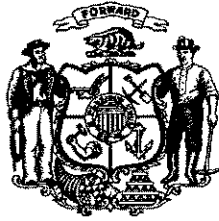
BB:JG:dh

cc: Members, Joint Committee on Finance
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

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Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard

Re: 14-Day Passive Review Approval

Date: May 30, 2000

Attached is a copy of a letter from the Department of Natural Resources, received May 26, 2000, concerning a proposed 1,728-acre land purchase in Walworth County from the VanderVeen Farms, Inc. for \$934,500.

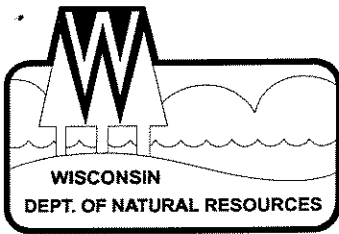
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Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Thursday, June 15, 2000**, if you have any concerns about the request or if you would like the Committee to meet formally to discuss it.

Also, please contact us if you need further information.

Attachment

BB:JG:dh



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Tommy G. Thompson, Governor
George E. Meyer, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TDD 608-267-6897

RECEIVED
MAY 26 2000
BY: _____

MAY 25 2000

IN REPLY REFER TO: W-1377

→ Honorable Brian Burke
Member State Senate
Room 316S
CAPITOL

Honorable John Gard
Member State Assembly
Room 315N
CAPITOL

Dear Senator *Brian* Burke and Representative *John* Gard:

The Department is notifying you as co-chairs of the Joint Committee on Finance of a proposed 1,728 acre land purchase from the VanderVeen Farms, Inc., for \$934,500. This notice is pursuant to s. 23.0915(4), Stats., which requires the Department to notify the Joint Committee on Finance of all Stewardship projects more than \$250,000 in cost. The Natural Resources Board approved the purchase at the May meeting. The land is required for water quality protection, wildlife management and public recreation.

The file number is W-1377 and the land is located in Walworth County. Attached please find a memo and maps describing this transaction.

I certify that this request for consideration meets all applicable state and federal statutes, rules, regulations, and guidelines. This certification is based upon a thorough and complete analysis of this request.

If you do not notify the Department within 14 working days after this notification that the Committee has scheduled a meeting to review the proposed transaction, the Department will proceed with the approval process. If the Committee has no objections, the Department will forward the proposal to the Governor for his consideration. If you need additional information, please contact Richard Steffes at 266-0201. Mr. Steffes is available to answer any questions you may have in this matter.

Thank you for this consideration.

Sincerely,

George
George E. Meyer
Secretary

Attach.

cc: Legislative Fiscal Bureau
Department of Administration

CORRESPONDENCE/MEMORANDUM

DATE: May 3, 2000 FILE REF: W-1377

TO: Governor Thompson

FROM: George E. Meyer *George*

SUBJECT: Proposed Land Acquisition, VanderVeen Farms, Inc., Tract, File # W-1377,
Option Expires August 1, 2000

1. PARCEL DESCRIPTION:

Turtle Valley Wildlife Area
Walworth County

Grantor:

VanderVeen Farms, Inc.
c/o Randall Leece, Attorney
Leece and Phillips
6 West Street
Elkhorn, WI 53121

Acres: 1,728.0Price: \$934,500*Appraised Value: \$4,275,000 and \$2,850,000Interest: Purchase in fee.Improvements: Crop storage buildings, misc. farm buildingsLocation: The tract is located 3.5 miles northwest of Elkhorn, in central Walworth County.Land Description: The subject area consists primarily of low, flat croplands.

<u>Covertypes Breakdown:</u>	<u>Type</u>	<u>Acreage</u>
	Wooded Upland	33.0
	Cropland	1,657.0
	Wetland	15.0
	Building Site	23.0
	TOTAL	1,728.0

Zoning: AgriculturePresent Use: AgricultureProposed Use: Water quality protection, wildlife management, and public recreationTenure: Long term Family OwnershipProperty Taxes: \$30,765.33Option Date: February 3, 2000*Comments: DNR's purchase price is \$934,500 for fee title on 1,728 acres. In addition, the USDA will pay \$2,565,000 for a Wetland Reserve Easement (30-year) on the land.

2. JUSTIFICATION:

The 1,728-acre VanderVeen Farms, Inc., property is proposed for purchase to protect and manage wildlife habitat, to enhance water quality, and to provide opportunities for public recreation within the Turtle Valley Wildlife Area. The transaction represents an opportunity to provide these benefits near the population centers of Southeast Wisconsin at a reduced cost. The USDA Natural Resources Conservation Service is also a part of this transaction. NRCS and the landowners are concurrently entering into a 30-year Wetland Reserve Program Easement on the land being acquired by the Department, as well as on an added 135 acres of land not included in the DNR purchase. NRCS will take the lead in wetland restoration activity, while the DNR purchase allows public use and permanency for the conservation benefits.

The Turtle Valley Wildlife Area, proposed to be established at the May 2000 meeting of the Natural Resources Board, is located in southeastern Wisconsin 25 miles southwest of the Milwaukee area. The property will be managed for wetland wildlife, primarily waterfowl. It includes the VanderVeen parcel as well as other similar land, with a total acreage goal of 5,550.

This primarily agricultural area has a somewhat diminished amount of wildlife habitat. The proposed project area is 80% former wetland which has been ditched and drained for crop production. Because much of the land is comprised of muck soils on lowlands, restoration to the original wetland habitat is very feasible. In addition to paying a substantial part of the purchase price, the NRCS also will pay for most of the wetland restoration costs on the VanderVeen parcel. Ducks Unlimited is contributing engineering services. NRCS and the Department will be very careful not to cause any flooding on neighboring land that remains in private ownership.

The Turtle Valley Wildlife Area lies at the headwaters of two watersheds: Sugar Creek to the east and Turtle Creek to the west. Land purchases and wetland restoration will provide small flowages or ponds, permanent grass cover and other wildlife habitat improvements. DOT has acquired a 420-acre parcel on the west side of the VanderVeen parcel and restored wetlands as part of a mitigation project.

Negotiations with the VanderVeens, from the onset, involved the NRCS for their WRP easement and the Department for underlying fee title. The main residence and rental houses were excluded from the appraisals. The only improvements included are farm buildings which are located more interior on the parcel. These will be sold for salvage or used to store Department equipment. The purchase price was negotiated midway between the appraised values with NRCS to pay 75% for its 30-year easement and DNR to pay 25% for the underlying fee title. After the easement expires, the land will be unencumbered in DNR ownership. The partnership between the agencies will result in permanent water quality benefits as well as public use and wildlife habitat improvements.

The Department recommends acquisition of this parcel to protect wildlife habitat and provide water quality resource improvement, to allow wildlife management, and to provide opportunities for public recreation within the project.

3. FINANCING:

State Stewardship 2000 funds are anticipated:

Funds allotted to program:	Balance after proposed transaction:
\$24,000,000	\$14,500,000

Comments: The Department will not seek the Governor's approval until funds become available (after July 1, 2000).

RECOMMENDED:

Richard E. Steffes
Richard E. Steffes

4-11-00
Date

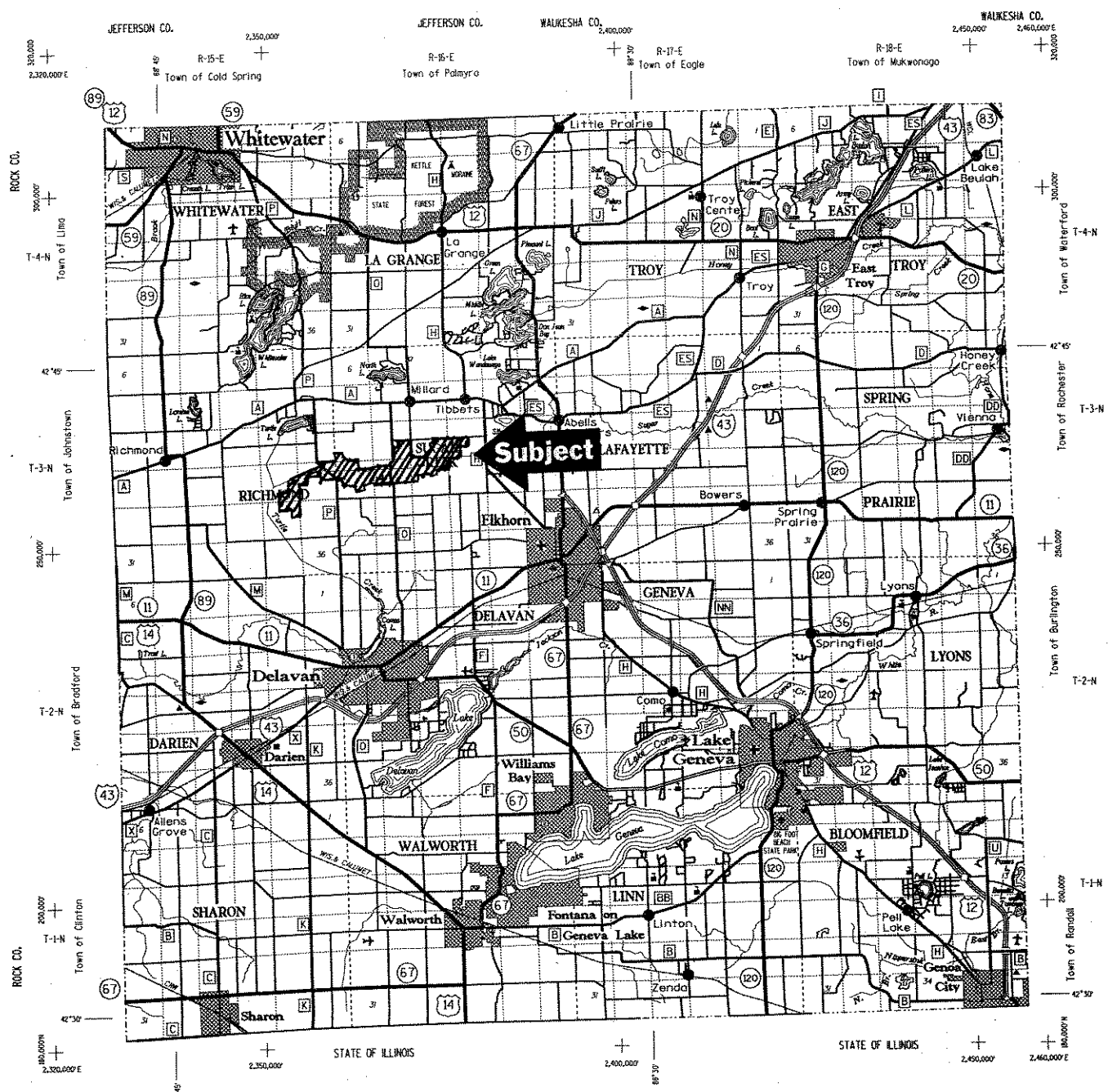
Richard Hernandez
Bureau of Legal Services

4/12/00
Date

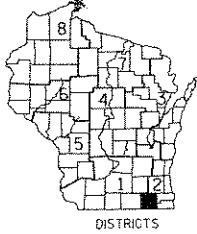
Steve W. Miller
Steven W. Miller

4/12/00
Date

RES:jp

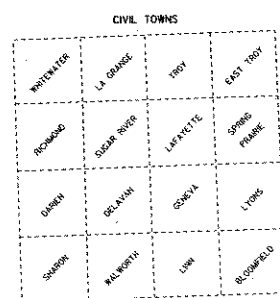


- ### LEGEND
- | | | |
|----------------------------|----------------------------|--------------------------------------|
| Freeway | Dam | Hospital |
| U.S. or State Hwy | Schools | Airport |
| County Trunk Hwy | County Seat | Unincorporated Village |
| Town Road | Unincorporated Village | Fish Hatchery |
| Firelane | Game Farm | Public Hunt or Fish Grds. |
| Multilane Divided | Public Camp & Picnic Grds. | Ranger Station |
| Interchange | State Park | State Park |
| Highway Separation | State Park | County Park |
| Interstate Highway No. | County Park | Wayside |
| U.S. Highway No. | County Park | School for Deaf |
| State Highway No. | County Park | Yerkes Observatory |
| County Highway Letter | County Park | University of Wisconsin - Whitewater |
| Railroad | County Park | |
| State Boundary | County Park | |
| County Boundary | County Park | |
| Civil Town Boundary | County Park | |
| Section Line | County Park | |
| Corporate Limits | County Park | |
| Natl. & State Forest Bndry | County Park | |
- For boundaries of public hunting and fishing grounds please contact the Department of Natural Resources



TOWNSHIP NUMBERING

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36



MILES OF HIGHWAY

as of Jan. 1, 1991

STATE	213
COUNTY	200
LOCAL ROADS	304
OTHER ROADS	7
TOTAL FOR COUNTY	424

Land Area 560 Sq. Mi.
 Population 71,507
 County Seat Elkhorn

WALWORTH CO.

DEPARTMENT OF TRANSPORTATION
 STATE OFFICE BUILDING
 Madison, Wisconsin



Corrected for
 JAN. 1992
 Base compiled from U.S.G.S. Quadrangles
 100,000 Series

Grid based on Wisconsin coordinate system, south zone.

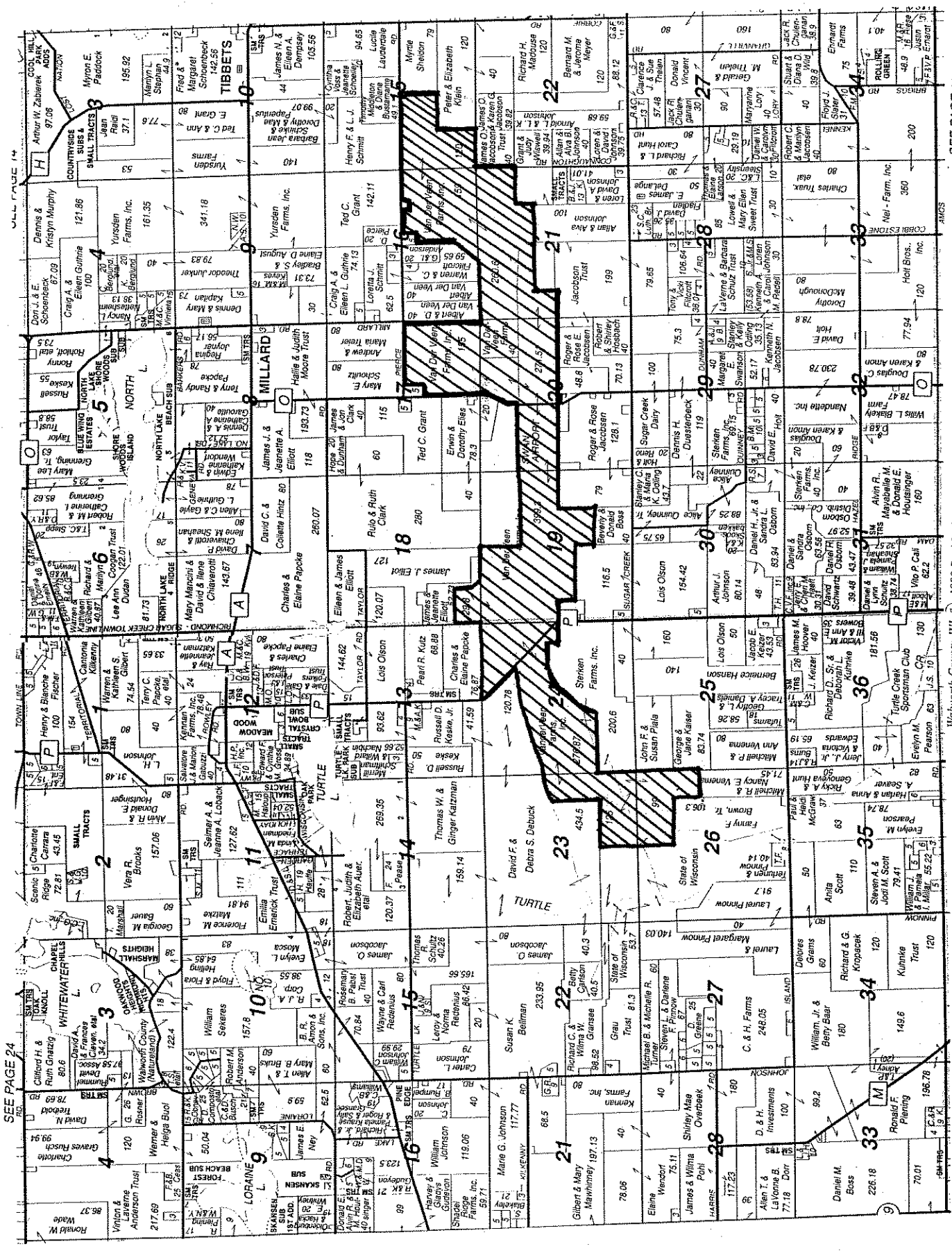
WALWORTH 64-2

Town of Waterford T-4-N
 Town of Rochester T-3-N
 Town of Burlington T-2-N
 Town of Randall T-1-N

STATE OF ILLINOIS

RICHMOND
T.3N.-R.15E.

SUGAR CREEK
T.3N.-R.16E.



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'300

W6900

SEE PAGE 11

W6100

W571

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TURTLE VALLEY WILDLIFE AREA

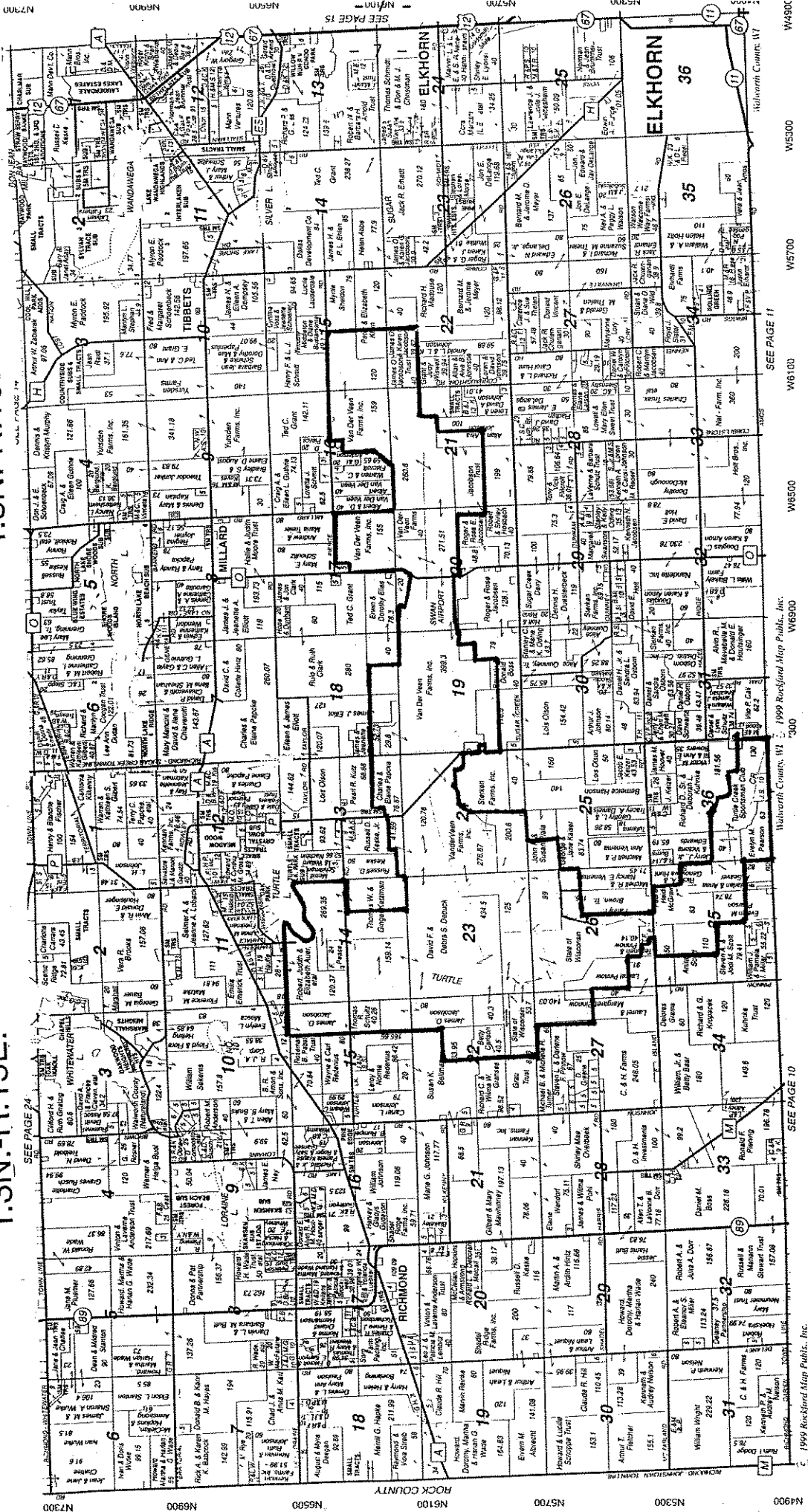
Proposed Boundary

RICHMOND

T.3N.-R.15E.

SUGAR CREEK

T.3N.-R.16E.



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W4900 W5300 W5700 W6100 W6500 W6900 W7300 W7700 W8100 W8500 W8900 W9300 W9700

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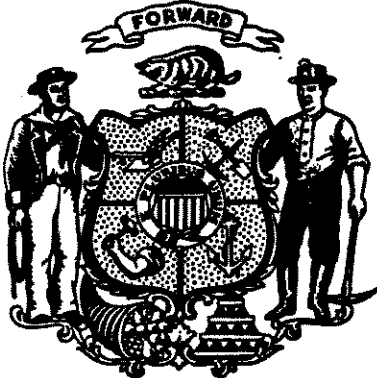
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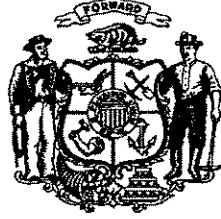


END

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

June 8, 2000

Commissioner Connie O'Connell
Office of the Commissioner of Insurance
121 East Wilson Street
Madison, Wisconsin 53703

Dear Commissioner O'Connell:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, received on May 22, 2000, regarding the release of funding from unallotted reserve for costs associated with imaging applications.

No objections to this request have been raised. Accordingly, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD
Assembly Chair

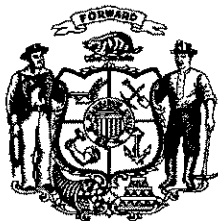
BB:JG:dh

cc: Members, Joint Committee on Finance
Robert Lang, Legislative Fiscal Bureau
Vicky LaBelle, Department of Administration

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
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Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard
Co-Chairs, Joint Committee on Finance

Date: May 22, 2000

Re: 14-Day Passive Review

Attached is a copy of a request from the Office of the Commissioner of Insurance (OCI) regarding release of funding from unallotted reserve for costs associated with imaging applications. During action on the FY 1999-01 state budget, the Committee placed funding for this project in unallotted reserve, requiring OCI to submit a request under 14-day passive review after the completion of a feasibility study for the project. A copy of the study is attached.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Wednesday, June 7, 2000**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB/JG/js



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Tommy G. Thompson
Governor

Connie L. O'Connell
Commissioner

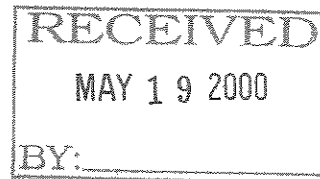
May 17, 2000

121 East Wilson Street • P.O. Box 7873
Madison, Wisconsin 53707-7873
Phone: (608) 266-3585 • Fax: (608) 266-9935
E-Mail: information@oci.state.wi.us
http://badger.state.wi.us/agencies/oci/oci_home.htm

To: The Honorable Brian Burke, Co-Chair
Joint Committee on Finance

The Honorable John Gard, Co-Chair
Joint Committee on Finance

From: *Connie L. O'Connell*
Connie L. O'Connell, Commissioner
Office of the Commissioner of Insurance



Subject: Request for Release of Funds from Unallotted Reserve.

In 1999 Wisconsin Act 9, the Office of the Commissioner of Insurance (OCI) was provided with funding for imaging applications. Act 9 placed this funding in unallotted reserve and required OCI to submit a request for the release of these funds to the Joint Committee on Finance under the 14-day passive review process, after OCI completes feasibility studies for the imaging projects.

These funds are for the costs associated with two imaging projects. One project is associated with the state life insurance fund (SLIF) and the other project is associated with the agent licensing function of the agency. These projects involve imaging files for SLIF policy holders, imaging current applications for all active insurance agents, creating a process to image new applications, scanning information into OCI's agent licensing system, and issuing or denying agents' licenses electronically. These projects are intended to eliminate paper documents associated with the agent licensing process and the SLIF. This will in turn reduce the space needed to store applications and policyholder files and the staff time used to manually enter data and purge paper documents that are no longer needed.

OCI has completed the required feasibility studies and has determined the projects to be both cost effective and necessary. Attached are copies of the feasibility studies for each project. Both projects will share equipment and therefore OCI can go forward with both projects at the same time. Please note that the original DINs envisioned getting the systems set up and ready for scanning to begin. These feasibility studies include some additional work that will allow these systems to integrate into other OCI systems.

If you have any questions concerning the feasibility studies, please contact Clare Stapleton Concord at 266-5673. Thank you for your consideration of this matter.

Attachments

cc: Sue Jablonsky, DOA

Electronic Document Management Systems

State Life Insurance Fund Feasibility Study

New technologies have been developed over the last decade that are delivering significant increases in productivity, improvements in customer service levels, enhanced employee job satisfaction and reductions in costs for paper-intensive work. These technologies as a group are referred to as Electronic Document Management Systems, or EDMS. The component technologies of EDMS are imaging, document management, COLD (computer output to laser disk), workflow, document assembly, and data capture.

This study is to determine if the first stage of the EDMS technology, imaging, will benefit the business functions of the State Life Insurance Fund (hereafter referred to as Fund). There are 31,000 policy files, which contain anywhere from five to fifty pages. The pages contained in the file folders are in all sizes, color, and thickness. The files occupy a separate room in the Fund area. These files are confidential due to the content of federal identification numbers and medical information. In addition to the active policy files, there are 1,800 terminated files from the last two calendar years that are kept in the Fund area. On the third year, the policy files are sent to the State Record Center, where they are retained for ten years from the termination date. After ten years, the files are destroyed.

The policy file is created with the receipt of an application form for insurance coverage. This form along with the money received is attached to a policy file and the key data elements are input into the life insurance administration system (hereafter referred to as FIMMAS). The policy file and FIMMAS printouts are then routed to the appropriate staff to initiate the underwriting process. The Fund has a web-site to download the application form, but we do not have the capability to input data directly onto the application screen and submit electronically at this time.

Fund staff open the mail daily. The corresponding policy file is retrieved and routed to the respective person for handling. After completion of handling, the file is returned to a location for re-filing with the related correspondence and work papers in the file. In the interim, if a communication is received relating to that particular file and the file is not in the file room, a customer service problem is created. An EDMS system will eliminate the need to find the location of a file. The file contents would always be available for viewing based on a simple index query.

The policy files expand with the integration of documentation and transaction processing. The file storage area is growing at a compounded rate. Staff time of approximately sixty hours is spent in the file room each year re-allocating the space caused by the elimination of terminated files and the addition of new files and documentation.

EDMS in the first stage would reduce the costs associated to staff hours by:

- one hour per day eliminating the process of filing the files

- one hour per week required to integrate new correspondence into existing files
- four hours per month integrating computer output into files
- one hour per day to retrieve files
- one hour per day to locate and retrieve pulled files
- two hours per month to locate missing files
- one-half hour per day to distribute files to staff
- Other reduced costs are in area of customer service with the elimination of lost files, fraud prevention, business resumption due to a disaster, space allocation, printing, and records center charges.

Under the current filing system, a file may be misfiled and difficult to locate. The use of EDMS would eliminate the need for human handling and result in savings of storage costs and staff time of two hours per month spent in searching for files.

The implementation of an EDMS of the Fund files would provide security and electronic backups of all the policy data. There are no copies of the policy file information under the present system. The Fund has **no practical way** of providing for business continuation in the event of the catastrophic destruction of the policy records.

The imaging of the policy files is the first step in implementing an EDMS system. Imaging will provide the following benefits:

- Documents get physically handled once, reducing labor.
- Delivery and re-filing labor is eliminated, reducing labor.
- Access to documents is immediate, increasing customer service levels and reducing telephone expense.
- Multiple simultaneous access is possible, reducing photocopying expense.
- Remote access is possible, reducing photocopying and mailing expense.
- Documents are linked to data in FIMMAS facilitating integrated access to complete customer information.
- Copies of all imaged documents are stored off-site, ensuring business continuation in the event of a disaster.
- It is far more difficult to misplace, lose or accidentally destroy the data. The data does not deteriorate over time.
- An audit trail of access is possible.
- The need for document tracking is eliminated.
- Record retention and destruction management is integrated into the imaging software. It would eliminate the need to send files to the dispersed site of the Record Center.
- Reduced storage space for record management, resulting in lower rent expense.

Documents received in the daily mail will be scanned and indexed by policy number, or in the case of a new application the pending policy number. Additional indexing would be done by bar coding under the types of indices of issue, medical, general, accounting, claim (waiver and death) and termination. The types of documents used in the Fund are listed in Exhibit 1 along with the applicable index. The **boldface** print types are the index categories.

Exhibit 2 and 3 are recommendations of solutions for accomplishing the imaging technology portion of the policy files. Exhibit 2 is an example of using DocX

Webserv as proposed by MTM of Madison, WI. Exhibit 3 is an example of using OCI hardware and software to accomplish the imaging of policy files.

Exhibit 4 & 5 are examples of the costs associated with the back file conversion of the 31,000 files.

To continue with the current filing system will require additional space requirements. The amount of paper filed into existing policies is constant each month and requires staff time to keep files current. Staff dealing with phone inquiries often need to review the physical file. Customer service is diminished along with the occurrence of information filed in the wrong file. Paper filing backlogs are generated monthly from processing under such FIMMAS programs as the automatic premium loans and policy changes. Phone calls received in the interim are difficult to respond to without all of the information in the policy file.

I am recommending that the Fund use the money available to proceed with exhibit 3 for the technology. The allocation of the cost of the server and scanner will be distributed among other sections of the agency as needed. This solution gives the Fund a customized application that will work from within FIMMAS. This solution uses software and hardware currently owned by OCI. It also builds on the current architecture of the IS section.

The back file conversion has not been decided yet due to the finalization of the proposals. All money left over from the purchase of the hardware will be allocated to the back file costs.

**Types of Documents By
Indices:**

EXHIBIT 1

ISSUE Index

Life Insurance Application form
Policy Specification Page
Underwriting Worksheet
Policy Contract Copy
Reinsurance Forms
Policy Replacement Forms
Application Amendment
Application Counter Offer
Copies of checks

ACCOUNTING Index

Policy Loan Note
Loan requests
Policy Loan worksheet

APL worksheet
APL notice

Journal Entry Form

Policy Value Printouts
Accounting Worksheet
Premium notices with
notations
Withdrawal of POD
Manual Premium Notice
Worksheet

General Index

Change of Beneficiary
Change of Ownership
Address change
Returned Mail envelopes

Information Requests
Policy changes
Computer generated letters

Assignment Forms
FEIN Request (W-9)

Fax received
Fund File Documentation
Name Change
Affidavit of Lost Policy
Form
Policyholder correspondence
Court Orders
Ten-year Renew Term
Worksheet
Conversion Forms
Email communications

CLAIM Index

Waiver of Premium correspondence	Insured Disability Forms
Medical records regarding disability	Attending Physician Disability
Death Certificate	Selection of Settlement Form
Death Claim correspondence	

Termination Index

Surrender Forms	Termination Correspondence
Supplementary Contract	Maturity worksheets
1099R documentation	Taxable Gain
Selection of Settlement Form	Taxable Gain Worksheet
Expiration Worksheet	Termination Worksheet

Medical Index

Blood Pressure Form
Physician Diabetic Report
Applicant Diabetic Questionnaire
Pregnancy Questionnaire
Application for Reinstatement
Medical Release of Information
Scuba Diving Questionnaire
Drug/Alcohol Questionnaire
Current Health Status
Aviation Exclusion Provision
Aviation Questionnaire
Attending Physician Statement
Medical Examination form
Medical Records
Inspection Reports

Exhibit 2

This example is the costs associated with imaging technology as proposed by MTM of Madison, WI. This solution does not deal with the back file conversion and resources necessary to get all files into the electronic environment.

Description	Quantity	Cost
DocX Webserv 2.0 NT 10 User Document Imaging System		
Doc-X WebServ V2.0 10-User Bundle (includes 10 Concurrent Connection Server, 10-User SQLBase, 1 MIMS 3000 Client)	1	
MIMS 3000 V. 5.1 Single Add-On Client	1	
Doc-X COLD 10-User Integrated Server	1	
Sequoia Image Process Software & PATH Interface	1	
Axtel Barcode Software & PATH Interface	1	
DocX Webserv Multi-User Book Set	2	
Storage		
OD 5200 5.25" Optical Drive, 5.2 GB	1	
AC M20J-520-2 104GB Jukebox - AOS NT (2 Drives, AOS-NT S/W Module V 4.X + Cable)	1	
SCSI Interface Cable	1	
Adaptec AHA 2940 Ultra PCI SCSI Host Adapter	1	
OD 5200 DOS WORM Software Module V. 4.33	1	
5.25" 5.2 GB WORM Disk for OD 5200	10	
Scanning		
I-MAX 700 PCI Image Processing Accelerator Interface Card		1
Minolta DS 2400D Document Scanner, Duplex with Automatic Document Feeder, Cable and Scanner Drivers		1
DS 2400D Interface Software V.6.1 and Cable Kit for I-MAX 500/700 Image Capture Accelerator Board		included
Project Consulting, Design & InstallationHours		
Project Consulting		8
Install Imaging System Software		8
Install and Configure Storage		4
Install Scan Station and Retrieval Clients		4
Indexing Application Definition		16
End User Training		18
System Administrator Training		6

Exhibit 2

System Documentation	8
System Customization, Database Import and Utility Software Development	<u>16</u>
Total	80

Software, Storage and Scanning & Consulting
Total \$65,803

System Summary

Pricing

Software, Storage and Scanning & Consulting Total	\$65,803
Minolta XTCP System Software Support (annual recurring, year 1 included. Year two estimated at \$7,546)	\$ 0
Hardware Maintenance (annual recurring)	\$ 4,489
MTM On-going Consulting Support (annual recurring)	\$ 5,000
Project Installation (Total Hours) 80 Hours	\$16,000
Freight & Handling	\$ 1,000

Total Estimated Solution Cost \$92,292

Lease Options

Monthly Payment - 36 Month Fair Market Lease	\$2,713
Monthly Payment - 60 Month Fair Market Lease	\$1,910

Internal EDMS Proposal

Document Capture Items

• ImageCap software	1		0
• Bell and Howell 6338 Copiscan II scanner	1	19,995	
• Video card and cable	2	7,790	
• Preventive Maintenance	1	4,331	
• Work Station	1	1,800	
• Monitor (21 inch)	1	1,200	
• Compaq Storage Solution	1	80,000	
• Custom code to Store data/documents into Oracle	120 hours	<u>8,400</u>	
Prorated Total for SLIF is 1/6 of Total 123,516*			
20,586			

Document Index Items

• ImageLib Corporate Suite software	2	1,200	
200			
• Custom code to select items to index	360 hours		25,200 14,000
• Custom code for generic viewer	120 hours	8,400	
2,800			
• Custom code to integrate viewer into OCI application	200 hours	<u>14,000</u>	<u>4,667</u>
	48,800*		21,667

Document Lookup Items

• Custom code to view SLIF documents	120 hours	<u>8,400</u>
8,400		
using a Standalone program that can be called from the SLIF application.		

Total **180,716* 50,653**

The programming estimates are calculated at \$70.00 per hour.

* Other business areas will share these costs.

Exhibit 4

This is an example of costs associated with imaging back files from Records Center.

FY00 RATES		
Document and Data Capture		
Document Image Management		
Bureau of Integrated Document Services		
FY00 Rate	Product Description	Explanation
\$500	pilot application	One-time for Simple applications
\$1,000	pilot application	One Time for Complex applications-OCR/ICR/Bar code
\$0.10	Page-simplex	200 DPI Scanning with Standard Exports for images and data
\$0.05	Page-simplex	Image import-No scanning
\$0.03	PDF Export/Page	Export in PDF-Normal; PDF Image or PDF Image and Hidden Text Export in TIF format is included in scan rates
\$0.035	Each field index data Up to 8 characters/ field	Data entry. For entering and verifying
\$18.00	Per hour	Full Text Clean-up using Adobe Acrobat Reviewer
\$4.50	Per quarter hour	Full Text Clean-up using Adobe Acrobat Reviewer
\$18.00	Per hour	Document preparation
\$4.50	Per quarter hour	Document preparation
\$5.00	Each copy	Backup CD-R/with case
\$2.40	Each	CD-R 650MB/with case Customers may supply these items

Set up pilot	\$	1,000
.10/page simplex @ 200DPI		
.05/page image import		
.03/page PDF export		
.18 / page @ 620,000 pages	\$111,600	
.035 (6 indices) (31,000 files)		6,510
Total	\$	119,100

Exhibit 5

This is an example of costs associated with imaging back files from IKON.

Pricing

Task	Price / Unit
Document Preparation	Done by SLIF staff
Document Re-assembly	N/A
Image Capture - 200 DPI	\$0.15/image
Indexing of Policy Number by client via bar coded OMR sheets provided by IKON	\$.02/page to print sheets
Indexing of Policy Number by IKON	\$35/hour
Digital Document Numbering	\$.02/page
CD Masters	\$75.00 each
CD Duplicates, (made same time as masters)	\$45.00 each
Tech Time, required by Image Technicians For data formatting and conversion	\$75/hour
Flat rate for design, test, and import of OMR	\$1,500

Assumes 20 pages per file @ \$.15 per page	\$93,000
OMR sheets	620
Developmental design, test and import	1,500
CD's (10,000 pages per CD, 62 @ \$75)	4,650
Transportation of files	5,000
Tech time estimate	<u>10,230</u>

Total \$115,000

Feasibility Study for Agent Licensing Imaging Project

The request to image agent applications currently housed in our office relates to all active agents. This will be the first phase in the development and implementation of a document imaging and workflow system to be included in the newly developed Producer Licensing System. Our intent is to purge all inactive license applications, and image only those relating to current, active licenses.

Currently, there are approximately 125,000 license applications housed within the Agent Licensing Section. Of those, approximately 68,000 are active licensees. Adequate file space is not currently available. Each application contains anywhere from 3 to 50 pages, including the original signed application, original letter of certification or prelicensing education certificate, original Crime Information Bureau Report and any attachments, and additional documents as required. It is estimated that 340,000 sheets will need to be scanned (68,000 active applications x an average of 5 pages each).

Up to 1994, we purged agent applications for those persons who were deceased, those who let their licenses lapse, and those who were cancelled during the previous biennium. After that time, the programs previously used to generate purge lists were no longer functioning. In addition, the scope of the project changed to prepare all active license applications for imaging. Thus, staff in Agent Licensing began the task of reviewing all applications; sending those applications to Records Center for filing or destruction as required by current RDA's, filing inactive applications in existing Legal Files where appropriate, and identifying the license number on each active application.

Staff has completed this portion of the overall project for license applications dated prior to October 1994. This leaves approximately 90,000 applications requiring review. It is estimated that there are approximately 300 applications per folder. On average, one staff person can review approximately 500 applications per day. Each staff person working on this project requires access to the current Agent Licensing computer system to obtain the license status, license number, and legal file information. Based on these figures, it would take one FTE nine months to complete this phase of the project. The actual preparation and scanning of the applications would be in addition to the time estimates above.

The Agent Licensing Section issues approximately 1,200 new agent licenses per month. By imaging current and future agent applications, we would eliminate the need for space to store existing applications and Record Center charges incurred for storing cancelled agent applications for the length of time prescribed by the RDA. In addition, imaging would eliminate the physical staff time required to prepare new files, integrate new correspondence into existing files, retrieve files, locate and retrieve pulled files, locate missing files, and prevent problems associated with disaster recovery.

I recommend that a contractor be hired to develop a stand-alone imaging system using technology that will interface in future development of the new Producer

System. Indexing for the license applications should include license number, last name, possibly social security number, date, and type of document. Also I suggest that staff should be hired (or contracted) to purge appropriate applications, to prepare, and then to scan the active applications into the new imaging system. Procedures must be developed for Agent Licensing staff to continue the imaging process after this initial phase.

Exhibit 1 is a recommendation for accomplishing the imaging technology portion of the agent files. This example is like the Document Management System recommended in the State Life Fund Feasibility Study. It uses shared hardware and software to accomplish the imaging of policy files. In effect OCI will use one set of equipment for both projects to minimize costs. The allocation of the cost of the server and scanner will be distributed among other sections of the agency as needed. This solution also builds on the current architecture of the IS Section.

Exhibit 2 is an example of the costs associated with the back file conversion of the 68,000 files of active licenses (340,000 pages).

To continue with the current filing system will require additional space requirements. The amount of paper filed into existing files and create new ones is constant each month and requires staff time to keep files current. Staff dealing with phone inquiries often need to review the physical file. Customer service is diminished along with the occurrence of information filed in the wrong files. There may be paper filing backlogs and phone calls received in the interim that are difficult to respond to without all of the information in the agent file.

Internal EDMS Proposal

Document Capture Items

• ImageCap software	1		0
• Bell and Howell 6338 Copiscan II scanner	1	19,995	
• Video card and cable	2	7,790	
• Preventive Maintenance	1	4,331	
• Work Station	1	1,800	
• Monitor (21 inch)	1	1,200	
• Compaq Storage Solution	1	80,000	
• Custom code to Store data/documents into Oracle	120 hours	<u>8,400</u>	
Prorated Total for Agent is 1/6 of Total			123,516* 20,586

Document Index Items

• ImageLib Corporate Suite software	2		1,200
200			
• Custom code to select items to index	80 hours		25,200
5,600			
• Custom code for generic viewer	40 hours		8,400
2,800			
• Custom code to integrate viewer into OCI application	66 hours	<u>14,000</u>	<u>4,667</u>
		48,800*	13,267

Document Lookup Items

• Custom code to view Agent documents using a Standalone program that can be called from the Agent application.	80 hours	<u>5,600</u>
---	----------	--------------

Total 180,716* 39,453

The programming estimates are calculated at \$70.00 per hour.

* Other business areas will share these costs.

This is an example of costs associated with imaging back files from Records Center.

FY00 RATES Document and Data Capture Document Image Management Bureau of Integrated Document Services		
FY00 Rate	Product Description	Explanation
\$500	pilot application	One-time for Simple applications
\$1,000	pilot application	One Time for Complex applications-OCR/ICR/Bar code
\$0.10	Page-simplex	200 DPI Scanning with Standard Exports for images and data
\$0.05	Page-simplex	Image import-No scanning
\$0.03	PDF Export/Page	Export in PDF-Normal; PDF Image or PDF Image and Hidden Text Export in TIF format is included in scan rates
\$0.035	Each field data Up to 8 characters/ field	Data entry. For entering and verifying index
\$18.00	Per hour	Full Text Clean-up using Adobe Acrobat Reviewer
\$4.50	Per quarter hour	Full Text Clean-up using Adobe Acrobat Reviewer
\$18.00	Per hour	Document preparation
\$4.50	Per quarter hour	Document preparation
\$5.00	Each copy	Backup CD-R/with case
\$2.40	Each	CD-R 650MB/with case Customers may supply these items

Set up pilot	\$ 1,000
.10/page simplex @ 200DPI	
.05/page image import	
.03/page PDF export	
.18 / page @ 340,000 pages	\$ 61,200
.035 (6 indices) (68,000 files)	<u>14,280</u>
Total	\$ 76,480