



# Register of Deeds 15

## **BUDGET SUMMARY AND HIGHLIGHTS:**

The Register of Deeds has a proposed budget \$186,216 for the year 2017. This is a 7.5% or \$13,000 increase over 2016. Increases are primarily the result of wages and health insurance expense. Revenues of \$150,000 will require a levy of \$36,216 an \$18,000 increase.

The budget will depend on the new Register of Deeds coming into office and the hiring of a new Chief Deputy. Health insurance could have a definite impact on the budget, depending on who is hired for the position and what the starting wage will be. We have budgeted based on the new employee at a family level of insurance.

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Since fees are driven by the state of the economy, it is always hard to project revenue for the upcoming year.

In the last five years the Register of Deeds has contributed over a quarter of a million dollars from our recording fees to the Bayfield County Land Records Office and the State Land Information Program. \$7.00 of every recording fee goes to the State of Wisconsin for the State Land Information Program and \$8.00 of our recording fee directly goes to Bayfield County Land Office. This is a large chunk of revenue that leaves the Register of Deeds office.

## **FUNCTION:**

The County Register of Deeds is a constitutional office of the State of Wisconsin and is filled by election, pursuant to Article VI of Section 4 of Wis. Statutes, except in the case of a vacancy whereby the governor has the authority to appoint an official by Section 17.21 of Statutes. The Register of Deeds Office was established to perform those duties, functions and services defined by Wisconsin Statute 59.43. However, several other statutes govern and affect the office, among, them, Chapter 69, Vital Records.

## **MAIN RESPONSIBILITIES:**

The register of deeds (ROD) office provides the official county repository for real estate and vital records. The ROD files, records, and issues instruments and documents of significance both to the community as a whole and to its individual citizens. Vital records document the span of our lives from birth to death. Real estate records establish title and property rights. The ROD office is able to tell the vital story of “who, what and when” of any property. This function is critically important as the local government property tax base is defined from records housed with the ROD office.

Examine, record, index, archive and maintain:

- All instruments authorized by law and return them as designated
- All certified survey maps, subdivision plats, condominium plats, county plats, cemetery plats and transportation project plats as required by Wisconsin State Statutes
- Federal tax liens, real estate related Uniform Commercial Code documents, articles of incorporation, and firm names
- Military discharge papers and issue certified copies as requested by the veteran or veteran service office
- Vital Records (birth, death, marriage, and domestic partnership), issue certified copies
- Issue copies of recorded and filed records upon demand and collect required fees
- Accurate bookkeeping practices to ensure monies received from vital records, recordings and real estate transfer fees are dispersed in the correct amount to the appropriate county and state agencies
- Provide safe archival storage and convenient access to these public records
- Use technologically advanced electronic programs to become more efficient in our duties to provide fast and accurate information
- Implement statutory changes, system modernization, programs, procedure evaluation, disaster recovery and staff development to assure a high level of timely customer service for our citizens
- Provide public education and assistance.



## FY 2016 ACCOMPLISHMENTS

- 1) We continue to try to index and back scan real estate records on a daily basis.
- 3) We continue to redact all social security numbers on documents imaged before 2006 back to 1935. There are approximately over 390,000 in total images to view.
- 4) We have an on-line internet credit card service called Tapestry in place for the public to purchase an occasional copy of a recorded real estate document.
- 5) We added another account, so we now have six contracts in place for remote access to our on- line records. This contracted service is called Laredo
- 6) We search **Birth & Death & Marriage** records using the on-line Vital Records program called **SVRIS**. There are guidelines set up as to whether or not a record can be printed from records in our office or on-line with State Vital Records. All searching and entering of applications and payments are now done through the State Vital Records. It takes much longer and is a much more cumbersome process.

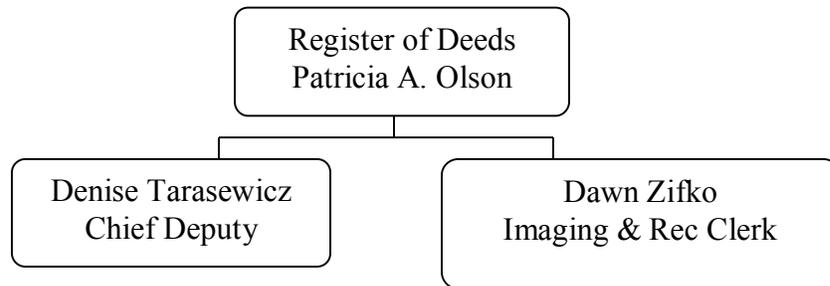
- 7) We are still filing and indexing & providing certified copies of Domestic Partnership Agreements and Terminations an Transfer on Deaths to Beneficiaries, Birth, Deaths, Marriages and Veterans Discharges.
- 8) We have gone over the 19,000 mark for over the counter sales since we began using our imaging system.
- 9) Completed the annual Social Security Number Redaction Report Summary for the Wisconsin Department of Administration.
- 10) We bill 18-20 customers monthly for copies obtained in our office and spend a significant amount of time scanning and emailing customers daily.
- 11) We collected over \$27,000 in copy fees in 2015. From January to the end of June we have collected close to \$16,000.00 in copy fees.
- 12) Complete Quarterly reports for State Vital Records.
- 13) Implemented e-recording with 3 Trusted Submitters, Simplifile, Indecomm and EPN. One would think it would make recording easier, but with the process, we still have to make paper copies to tract off of. Documents now have to be viewed and scrutinized on-line. A questionnaire has to be answered and the document has to be accepted and then processed. If something is missed in the recording process; it is not an easy process to correct. Our recording requirements are set by State Statute and must be followed for all recordings. Documents are recorded by date and time, so we have to fit them in between our paper documents.
- 14) Discontinuance of our paper tract.

**FY 2017 GOALS:**

- 1) To back scan, (when possible), documents recorded prior to the mirco imaging initiation date. This will be beneficial not only to the Register of Deeds Office, but also the general public who use the records extensively.
- 2) One of our goals is to continue to redact all security numbers on any previously recorded documents that have been scanned and imaged from the year 2006 back to 1935. Quality control is a main requirement for this project.
- 3) Continue to make customer service our highest priority. Even though documents are on-line we still see a lot of foot traffic coming and going in our office. We see genealogists, title people, attorneys, realtors, bankers and the general public doing research. We go out of our way to make our records available to the public.
- 4) Hope to have a large back scanning project completed with Q Solutions 2017.

Performance indicators for the Register of Deeds Office are difficult to establish. The state of the economy has a great affect on this office. There is no shortage of work in this office.

### **REGISTER OF DEEDS STAFF**



### **A Little History of Register of Deeds Office:**

The Northwest Territory law (later to become the Wisconsin Territory) first created a County Office of Record in 1795. In 1836 the Territory established the Office of Register of Deeds and in 1839 an act was passed providing for an election every 2 years (in 2008, this was changed to 4 years). In 1848 the Wisconsin Territory became the State of Wisconsin and a constitution was adopted. Duties to this office have been expanded over the years & technology has changed the way we do things. The Register of Deeds is the custodian of all books, records etc. deposited within the Office. The function of this Office is critically important as the local government property tax base is defined from the records housed within the ROD Office. Though much has changed the intent of the WI State Statutes remain the same.

# 2017 Register of Deeds

## Budget Year 2017

above expectations



Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Department Administrator	2017 County Board	2017 Co Bd/2016 Adopted
<b>Fund 100 - General</b>								
	<b>REVENUE</b>							
	Department 15 - Register of Deeds							
41230	Real Estate Transfer Tax	46,197.60	54,763.48	45,000.00	45,000.00	45,000.00	45,000.00	100
46131	Register of Deeds Fees	95,894.17	104,518.72	110,000.00	110,000.00	105,000.00	105,000.00	95
46132	SS# Redaction Fees	21,650.00	.00	.00	.00	.00	.00	
	Department 15 - Register of Deeds Totals	\$163,741.77	\$159,282.20	\$155,000.00	\$155,000.00	\$150,000.00	\$150,000.00	97%
	REVENUE TOTALS	\$163,741.77	\$159,282.20	\$155,000.00	\$155,000.00	\$150,000.00	\$150,000.00	97%
	<b>EXPENSE</b>							
	Department 15 - Register of Deeds							
	State Account 51711 - Register of Deeds							
	Department Head							
50111	Full Time	54,985.06	56,184.96	57,385.00	57,385.00	58,533.00	58,533.00	102
50121	Part Time	35,665.63	35,843.61	41,482.00	41,842.00	37,947.00	37,947.00	91
50122	Sick Leave Pay	15,063.84	10,649.64	11,855.00	14,946.00	16,624.00	16,624.00	140
50131	Vacation Pay	649.54	2,602.93	.00	.00	.00	.00	
50132	Holiday Pay	2,603.18	2,119.70	.00	.00	.00	.00	
50138	Fica/Medicare	1,810.88	2,145.20	.00	.00	.00	.00	
50151	Co. Share Retirement	8,141.32	8,103.75	8,470.00	8,470.00	8,652.00	8,652.00	102
50152	Health Insurance	8,186.60	7,067.05	8,045.00	8,045.00	7,691.00	7,691.00	96
50154	Life Insurance	30,711.55	23,235.90	24,345.00	24,345.00	26,167.00	31,232.00	128
50155	HRA	104.40	101.80	107.00	107.00	107.00	107.00	100
50156	Telephone	8,399.98	6,300.00	6,300.00	6,300.00	6,300.00	8,400.00	133
50225	Repair & Maintenance	584.66	561.18	.00	450.00	450.00	450.00	
50240	Contractual Services	115.14	86.35	.00	87.00	.00	.00	
50290	Office Supplies	8,359.94	12,562.07	10,710.00	11,000.00	11,400.00	11,400.00	106
50310	Postage	1,275.35	1,387.18	1,300.00	1,300.00	1,300.00	1,300.00	100
50311	Printing & Duplication	1,302.96	1,304.48	1,700.00	1,700.00	1,600.00	1,600.00	94
50313	Publication, Subscriptions & Dues	782.28	782.28	.00	800.00	800.00	800.00	100
50320	Registration Fees & Tuition	100.00	100.00	100.00	100.00	100.00	100.00	100
50325	Mileage	100.00	100.00	300.00	300.00	300.00	300.00	100
50332	Meals	182.56	63.81	400.00	400.00	400.00	400.00	100
50335	Lodging	27.99	16.00	80.00	80.00	80.00	80.00	100
50336	Lodging	140.00	140.00	600.00	600.00	600.00	600.00	100
	State Account 51711 - Register of Deeds Totals	\$179,292.86	\$171,457.89	\$173,179.00	\$178,257.00	\$179,051.00	\$186,216.00	108%
	Department 15 - Register of Deeds Totals	\$179,292.86	\$171,457.89	\$173,179.00	\$178,257.00	\$179,051.00	\$186,216.00	108%
	EXPENSE TOTALS	\$179,292.86	\$171,457.89	\$173,179.00	\$178,257.00	\$179,051.00	\$186,216.00	108%
	<b>Fund 100 - General Totals</b>							
	REVENUE TOTALS	\$163,741.77	\$159,282.20	\$155,000.00	\$155,000.00	\$150,000.00	\$150,000.00	97%
	EXPENSE TOTALS	\$179,292.86	\$171,457.89	\$173,179.00	\$178,257.00	\$179,051.00	\$186,216.00	108%
	Fund 100 - General Totals	(\$15,551.09)	(\$12,175.69)	(\$18,179.00)	(\$23,257.00)	(\$36,216.00)	(\$36,216.00)	199%

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