



Register of Deeds 15

BUDGET SUMMARY AND HIGHLIGHTS:

The proposed budget for 2018 is \$160,082, down 14% from 2017 due to a health insurance change. The proposed levy in 2018 is \$6082 down from \$36,216. The original budget did include a request for an addition .5 fte to assist. This is not included at this time. New staff was hired in 2017. Funding for back scanning of documents is included in the Capital Improvement Budget for 2018.

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

In the last five (5) 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 Records Office. This is a large chunk of revenue that leaves our office for the work that we do.

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.

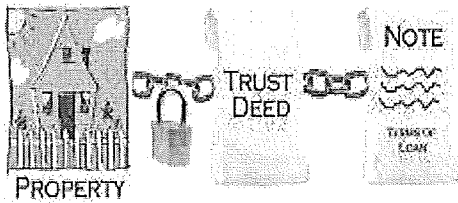
MAIN RESPONSIBILITIES:

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 2017 ACCOMPLISHMENTS

- 1) Staff continues 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 over 390,000 in total images to view.
- 4) The ROD has 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 Laredo account. We now have seven 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 (Statewide Vital Record Information System.)** There are guidelines set up as to whether 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 System. It takes much longer and is a much more cumbersome process.

- 7) We are still filing, indexing, and providing certified copies of Birth, Deaths, Marriages and Veterans Discharges. Agreements, Terminations and Transfer on Death to Beneficiaries, along with Deeds, Mortgages, Assignments, and Land Contracts to name a few.
- 8) We have gone over the 20,000 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) The ROD bills 18-20 customers monthly for copies obtained in our office and spend a significant amount of time scanning and emailing customers daily. At the end of every month, staff totals the amounts and sends out invoices to our customers. This is a time-consuming process to collect copy fees, but it is a great service to our customers.
- 11) We collected over \$33,000 in copy fees in 2016. From January 2017 to August 2017 we have collected over \$21,000 in copy fees.
- 12) Completed Quarterly reports for State Vital Records.
- 13) Implemented e-recording with 3 Trusted Submitters, Simplifile, Indecomm and EPN in 2015. One would think it would make recording easier, but with the process, we still have to make paper copies to work from. 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. We have to fit them in between our paper documents and walk-in customers.
- 14) Hired and in the process of training our Imaging Clerk

FY 2018 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-

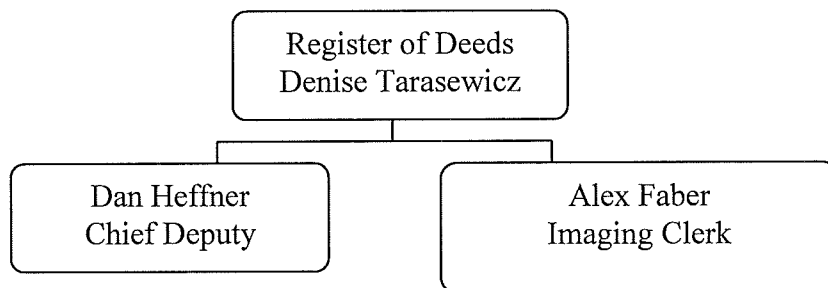
line we still see a lot of foot traffic coming and going in our office. We see genealogists, title companies, attorneys, realtors, bankers and the public doing research.

We go out of our way to make our records available to the public.

- 4) A large back scanning project is being completed with On Q Solutions 2017.
- 5) Continue scanning projects with On Q Solutions and have our record books digitized. This is for disaster recovery purposes and hopefully put some indexes on-line for the public to search.
- 6) Hire our Imaging Clerk full-time, or another half-time Clerk to enter data into our system so that more real estate records are available on-line. Although our records have been scanned, it takes time and knowledge of real estate documents to enter the information needed to make these records available on-line. There are still hundreds of books to get through.

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. There are hundreds of books to enter into the computer database.

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.



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Estimated Amount	2018 Department	2018 Administrator	2018 Admin/2017 Adopted
Fund 100 - General								
REVENUE								
Department 15 - Register of Deeds								
41230	Real Estate Transfer Tax	54,763.48	52,356.76	45,000.00	45,000.00	45,000.00	47,000.00	104
46131	Register of Deeds Fees	104,518.72	120,712.93	105,000.00	105,000.00	105,000.00	107,000.00	102
Department 15 - Register of Deeds Totals		\$159,282.20	\$173,069.69	\$150,000.00	\$150,000.00	\$150,000.00	\$154,000.00	103%
REVENUE TOTALS		\$159,282.20	\$173,069.69	\$150,000.00	\$150,000.00	\$150,000.00	\$154,000.00	103%
EXPENSE								
Department 15 - Register of Deeds								
State Account 51711 - Register of Deeds								
50111	Department Head	56,184.96	57,385.12	58,533.00	58,533.00	59,704.00	59,704.00	102
50121	Full Time	35,843.61	37,982.74	37,947.00	37,947.00	38,162.00	38,162.00	101
50122	Part Time	10,649.64	13,983.39	16,624.00	10,300.00	32,526.00	16,263.00	98
50131	Sick Leave Pay	2,602.93	1,598.78	.00	.00	.00	.00	
50132	Vacation Pay	2,119.70	3,133.45	.00	.00	.00	.00	
50138	Holiday Pay	2,145.20	2,861.78	.00	.00	.00	.00	
50151	Fica/Medicare	8,103.75	8,583.68	8,652.00	8,731.00	9,975.00	8,731.00	101
50152	Co. Share Retirement	7,067.05	6,579.40	7,691.00	7,647.00	7,647.00	7,647.00	99
50154	Health Insurance	23,235.90	22,430.94	31,232.00	8,250.00	8,250.00	8,250.00	26
50155	Life Insurance	101.80	98.77	107.00	45.00	45.00	45.00	42
50156	HRA	6,300.00	6,300.00	8,400.00	2,400.00	2,400.00	2,400.00	29
50225	Telephone	561.18	529.34	450.00	550.00	550.00	550.00	122
50240	Repair & Maintenance	86.35	228.36	.00	.00	.00	.00	
50290	Contractual Services	12,562.07	11,663.84	11,400.00	11,900.00	13,550.00	13,550.00	119
50310	Office Supplies	1,387.18	1,351.42	1,300.00	1,300.00	1,300.00	1,300.00	100
50311	Postage	1,304.48	1,175.19	1,600.00	1,600.00	1,600.00	1,600.00	100
50313	Printing & Duplication	782.28	586.59	800.00	.00	400.00	400.00	50
50320	Publication,Subscriptions & Dues	100.00	100.00	100.00	100.00	100.00	100.00	100
50325	Registration Fees & Tuition	100.00	200.00	300.00	50.00	300.00	300.00	100
50332	Mileage	63.81	435.20	400.00	300.00	400.00	400.00	100
50335	Meals	16.00	31.79	80.00	50.00	80.00	80.00	100
50336	Lodging	140.00	246.00	600.00	300.00	600.00	600.00	100
State Account 51711 - Register of Deeds Totals		\$171,457.89	\$177,485.78	\$186,216.00	\$150,003.00	\$177,589.00	\$160,082.00	86%
Department 15 - Register of Deeds Totals		\$171,457.89	\$177,485.78	\$186,216.00	\$150,003.00	\$177,589.00	\$160,082.00	86%
EXPENSE TOTALS		\$171,457.89	\$177,485.78	\$186,216.00	\$150,003.00	\$177,589.00	\$160,082.00	86%
Fund 100 - General Totals								
REVENUE TOTALS		\$159,282.20	\$173,069.69	\$150,000.00	\$150,000.00	\$150,000.00	\$154,000.00	103%
EXPENSE TOTALS		\$171,457.89	\$177,485.78	\$186,216.00	\$150,003.00	\$177,589.00	\$160,082.00	86%
Fund 100 - General Totals		(\$12,175.69)	(\$4,416.09)	(\$36,216.00)	(\$3.00)	(\$27,589.00)	(\$6,082.00)	17%
Net Grand Totals								

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Budget Year 2018

REVENUE GRAND TOTALS	\$159,282.20	\$173,069.69	\$150,000.00	\$150,000.00	\$150,000.00	\$154,000.00	103%
EXPENSE GRAND TOTALS	\$171,457.89	\$177,485.78	\$186,216.00	\$150,003.00	\$177,589.00	\$160,082.00	86%
Net Grand Totals	(\$12,175.69)	(\$4,416.09)	(\$36,216.00)	(\$3.00)	(\$27,589.00)	(\$6,082.00)	17%

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