



WASHINGTON COUNTY REGISTER OF DEEDS OFFICE

2018 ANNUAL REPORT

Land Use & Planning Committee

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Register of Deeds

Submitted: February 22, 2019

REGISTER OF DEEDS
Sharon A Martin, Register of Deeds
Lisa Budish, Deputy Register of Deeds

Office Purpose and Services Provided:

Citizens are provided safe archival storage, convenient access and immediate retrieval of maintained personal vital records and all public land records in Washington County, according to the Constitution of the State of Wisconsin, with its duties prescribed by Wisconsin Statutes, predominately Section 59.43. The real estate records maintained in the office are used to create the County's Geographic Information System.

1. Record, provide access and maintain Real Estate records (deeds, land contracts, mortgages, etc).
2. Record, provide access, maintain and issue certified copies of Birth, Marriage, Death, Divorce, Domestic Partnerships, and Military Discharge records.
3. To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level of timely service for our citizen-customers.
4. Operates as liaison between the County and Wisconsin Department of Revenue.
5. Coordinate procedures with various county offices regarding real estate and vital records.
6. Coordinate operations with various state and federal agencies, including Vital Records, Administration, Safety and Professional Services, Department of Revenue, Natural Resources, and Internal Revenue Service.

2018 ACCOMPLISHMENTS:

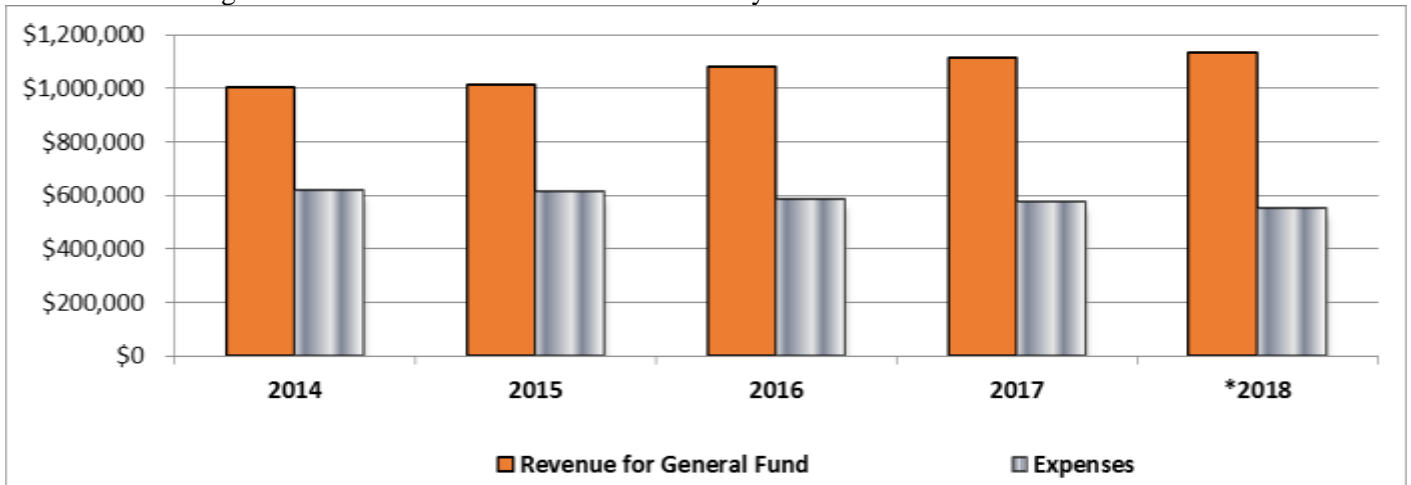
- A. Using optical character recognition (OCR) software, completed August 1996 through June 1996 quality control of name and legal description indexes (approximately 6,000), as well as replacing digital images (if they were poor quality).
- B. Completed moving all land records and indexes off the county AS400.
- C. Completed installation of new software to allow all real estate documents to be processed digitally which created efficiencies in our receipting and scanning processes.
- D. Real estate electronic recording percentages increased from 58.5% to 61%.
- E. Completed installation of new software programs and streamlined the process to gather and upload recorded real estate images to a secure website for our business partners to retrieve (Image Mover and FileShare).
- F. Worked with a business partner to offer the option to purchase digital certified copies of real estate documents.
- G. Updated County Register of Deeds website.
- H. Maintained efficient turn-around time of recorded documents and streamlined the process of returning documents, thereby reducing postage costs.
- I. Partnered with Human Resources to complete draft versions of all ROD positions for Compensation Level forms, including minimum years of experience, training, duties and responsibilities for the upcoming salary and compensation study.
- J. Active in the Washington County Land Information Advisory Commission.
- K. Participated in outreach activities by providing presentations to groups touring the Courthouse, including the Annual County Government Day.

2019+ GOALS:

- A. Continue quality control of all historical real estate indexes and images, dated 1830's to 1935 for disaster recovery, in compliance with the County COOP. Continue quality control of name and legal description indexes, previewing all images for clarity and replacing when necessary, in compliance with 2009 Wisconsin Act 314 for records dated August 1996 to August 1935.
- B. Promote LandNotification software to increase users.
- C. Continue updating County Register of Deeds website.
- D. Maintain efficient turn-around time of recorded documents.
- E. Create a process to enhance legal description indexes for newly created parcel id numbers from Real Property Listing to transition between the ROD records and GIS maps.

REGISTER OF DEEDS (Cont'd)

Revenue in the Register of Deeds office continues to hold steady.



	Revenue for General Fund	Expenses
2014	\$1,002,419	\$618,087
2015	\$1,012,395	\$617,190
2016	\$1,082,240	\$587,133
2017	\$1,116,205	\$577,530
*2018	\$1,131,199	\$552,460
5 yr ave	\$1,068,892	\$590,480

(*2018 are estimates for this report and are not final figures.)

The Register of Deed office collects recording and vital record fees but continues to forward funds to State and County programs.

	State Land Records \$2 (\$7*)	County Land Records-Retained Fees \$6 (\$8**)	County Land Records-Housing/ Internet Fees \$2	State Vitals-Children's Trust \$7	State Vitals-On-line Program Birth \$8	State Vitals-On-line Program Death/Marriage \$13	State Transfer Fees 80%	
2014	\$40,680	\$122,040	\$40,680	\$11,578	\$13,232	\$27,352	\$1,337,496	
2015	\$164,584	\$188,096	\$0	\$11,809	\$13,496	\$26,520	\$1,611,314	
2016	\$175,602	\$200,688	\$0	\$14,593	\$14,392	\$28,561	\$1,783,355	Total paid to State
2017	\$156,870	\$179,280	\$0	\$17,801	\$20,344	\$27,534	\$2,076,772	
2018	\$144,914	\$165,408	\$0	\$19,663	\$22,472	\$32,669	\$2,186,484	
Total	\$682,650	\$855,512	\$40,680	\$75,444	\$83,936	\$142,636	\$8,995,420	\$10,876,278

(*State Land Records fees increased to \$7 in 2015. **County Land Records Fees were combined to \$8 in 2015)

REGISTER OF DEEDS (Cont'd)

The data below shows the number of documents recorded and vital records issued.

	Total Number of Documents	Electronically Recorded Documents	Percent Electronically Recorded	Average Number of Daily Document	Certified Copies Vital Records Issued	Average Number Vitals issued Daily
2014	21,745	9065	44.6	87	16884	67
2015	23,512	11596	49.8	94	16788	67
2016	25,106	14058	56.4	100	17908	71
2017	22,440	13104	58.8	89	18211	72
2018	20,702	12556	60.7	82	18066	71
5 year ave	22701	12076	54	90	17571	70

The data below shows a sampling of the types of real estate documents recorded as well as types of vital records issued.

	Lis Pendens Recorded	Sheriff's Sales Recorded	Subdivision & Condo Plats	Certified Survey Maps	Birth Certs Issued	Marriage Certs Issued	Death Certs Issued
2014	352	160	12	52	2827	2102	11904
2015	284	141	8	65	2894	2078	11764
2016	232	107	7	75	3149	2206	12538
2017	173	85	9	55	4598	2267	11346
2018	193	64	17	70	4562	2811	10693
5 year ave	247	111	11	63	3606	2293	11649

Staffing levels for the Register of Deeds include the Register of Deeds, one Deputy Register of Deeds, one full-time Real Estate Records Clerk and two part-time Real Estate Records Clerks.

(For more detailed information regarding Register of Deeds information, please visit their office in the government center, on the county website at www.co.washington.wi.us or at 306-2225.)

REAL PROPERTY LISTER OFFICE
Sharon A Martin, Register of Deeds
Brian Braithwaite, Real Property Lister

Office Purpose and Services provided:

The Real Property Lister Office maintains the real estate tax rolls for all municipalities in Washington County except the City of West Bend, with its duties prescribed by Wisconsin Statutes, predominately Section 70.09. The office also edits and maintains property division maps using documents recorded in the Register of Deeds. Assessment and tax rolls, bill forms and various other forms used by assessors, municipal clerks and treasurers are ordered and distributed.

1. Create assessment rolls for all but one of the county municipalities.
2. Maintain sales data of all real estate in Washington County.
3. Supply local, state, and federal governments as well as the public with parcel based land information.
4. Perform review of parcel mapping activities and Condominium Plats.
5. Acts as a repository for County Surveyor Files.

2018 ACCOMPLISHMENTS

- A. Property sales for all of the County's municipalities is now available on the County web site.
- B. A graphical view of parcel history existing prior to 2015 was created and is now available on the county website.
- C. Attended the 2018 Wisconsin Land Information Association (WLIA) Conference in Elkhart Lake. Notable presentations included the role of oblique aerial photography in the assessment process and the use of the real estate transfers to display recent sales.
- D. Participated in the Youth Government Day.
- E. On several occasions, worked on particularly unusual land divisions with local officials and attorneys.
- F. Meet with the Register of Deeds, Information Technologies and several vendors to discuss developing a better linkage between the Register of Deeds information on other County databases.
- G. Along with Human Resources worked on "Leveling Exercises" in anticipation of the upcoming salary and compensation study.
- H. Attended the Ascent Users Group Meeting in Neenah and provided feedback to developers on that company's Land Records Suite and learned more about the upcoming conversion to a web-based platform.
- I. Traveled to Lake Geneva for the Wisconsin Real Property Listers Association (WRPLA) Annual State Meeting. The topics of annexations and trusts were covered in depth.
- J. Gained additional training in regarding Wisconsin's "Safe at Home" law and how it will affect the assessment roll and the County's website at the fall regional meeting of the WLIA in Sturgeon Bay.
- K. Received training regarding changes to property assessment practice by attending the 2018 Assessor School.
- L. Active on the Washington County Land Advisory Commission, serving as its Vice-Chair.

2019+ Goals

- A. Complete a duty and procedure document for the RPL office.
- B. In early 2019, begin management of the City of West Bend assessment rolls. Once this transfer is complete, the Real Property Lister will manage the assessment rolls for all twenty of the County's municipalities.
- C. Implement a new receipting system for transactions.
- D. When available from the vendor, transition to the web-based version of the Ascent software.

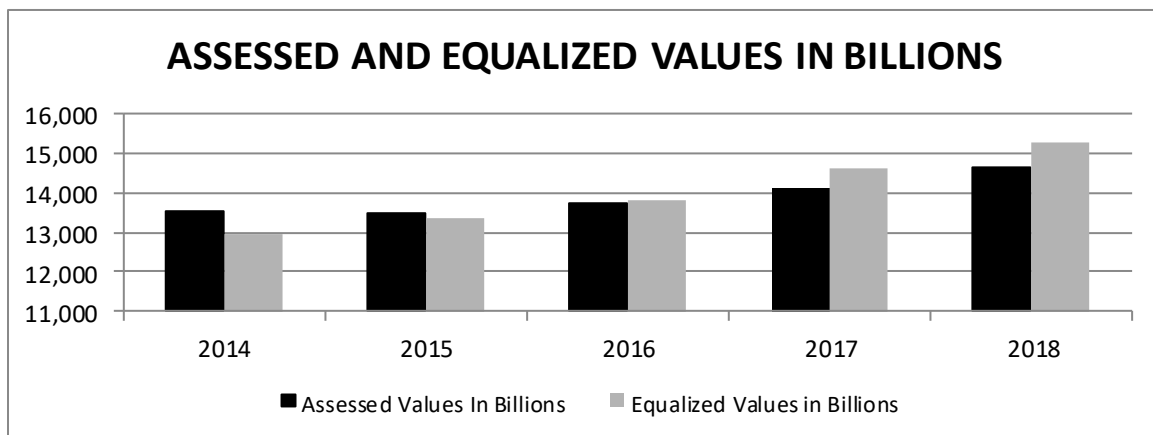
REAL PROPERTY LISTER OFFICE (Cont'd)

Changes in the tax rolls made by the Real Property Lister office are based on documents recorded in the Register of Deeds, including deeds, land contracts, easements and court judgments.

With various subdivision and condominium plats as well as certified survey maps recorded, the number of parcels maintained by the office continues to rise.

	Condominiums reviewed	Recorded Documents Processed	Parcels Maintained	Changes to Tax Rolls	Percent Error Rate	Total County Tax Bills
2014	6	6,276	49,106	7281	0.015	46,435
2015	8	6,109	49,031	6080	0.024	48,000
2015	5	6,778	49,259	8077	0.025	49,374
2017	9	6,622	49,042	9289	0.018	48,093
2018	13	6,115	49,170	8361	0.019	47,784
5 year average	8	6,380	49,122	7,818	0.020	47,937

Listed below are the County's assessed values in billions from 2014 to 2018.



	2014	2015	2016	2017	2018
Assessed Values In Billions	13,535	13,512	13,755	14,099	14,628
Equalized Values in Billions	12,983	13,367	13,843	14,614	15,304

*2018 totals are estimates

REAL PROPERTY LISTER OFFICE (Cont'd)

YEAR	Residential	Commercial	Manufacturing	Agriculture	Forest	Ag Forest	Undevelopable	Other	Personal
2014	79.24	14.08	2.93	0.19	0.08	0.17	0.32	1.41	1.58
2015	78.15	14.67	3.29	0.18	0.1	0.19	0.32	1.45	1.63
2016	78.05	14.67	3.39	0.18	0.11	0.18	0.32	1.41	1.61
2017	78.04	14.85	3.36	0.17	0.11	0.18	0.31	1.39	1.59
2018	78.33	15.31	3.24	0.17	0.11	0.17	0.3	1.34	1.02
5 Year Ave	78.362	14.716	3.242	0.178	0.102	0.178	0.314	1.4	1.486

Staffing levels for the Real Property Lister office include one full-time Real Property Lister and one full time Real Property Specialist.

(For more detailed information regarding Real Property Lister information, please visit their office in the government center, on the county website at www.co.washington.wi.us or at 306-2217.)