

EST. 1836



JEFFERSON COUNTY REGISTER OF DEEDS

2019 SCORECARD

# Register of Deeds IMPACT ON THE COUNTY

Perpetually maintaining the history of Jefferson County, its land and its people.

## How the Register of Deeds serves the public...

- **Property Ownership** - deeds, mortgages, land contracts, right of ways, agreements, federal tax liens, etc., basically anything that has to do with your land ownership
- **Vital Records** - birth, marriage, divorce, death certificates are available in our office, all birth and marriage certificates are now available statewide
- **Service Discharge** - DD214 documents are recorded and permanently stored for our military veterans, we also offer an Honor Rewards program to all veterans

## Who We Serve

**Internal:** Law Enforcement, Land Information, Zoning, GIS, Veteran's, Child Support, Human Services, Land Conservation, Treasurer, District Attorney, Parks, Economic Development, Real Property Lister, Surveyor, Clerk of Courts, Medical Examiner, Coroner, County Clerk, Emergency Management, Probate, Highway, Health

**External:** Public, Title Companies, Lending Institutes, Attorneys, Hospitals, Assessors, Researchers, Appraisers, Funeral Homes, Clergy, Genealogists, Realtors, Utility Companies, Nursing Homes

Government Agencies: DNR, DHS, DFI, DOR, DMV, DSPS, DOT, Plat Review, Municipalities, IRS

## Economy

I am anticipating fewer recordings in 2020 as the home sales inventory is at an all time low. With that being said, there are many leading indicators that are prompting market analysts to predict the houses that are for sale will be sold at a higher selling price keeping the transfer fee revenue steady. I also anticipate increased revenues from vital records as marriage certificates are now available statewide.

## Federal Real ID—October 1, 2020

What REAL ID means to you. Beginning on October 1, 2020, the federal government will require your driver license, permit or ID card to be REAL ID compliant if you wish to use it as identification to board a domestic flight (within the U.S.), or enter military bases and certain federal facilities. Your ID will need to have the star to be compliant.

What you will need to obtain your Real ID

- Certified birth certificate
- Certified marriage certificate
- Divorce certificate or decree
- Social Security card
- Proof of residency

## Statistics 2019

Real Estate Records Recorded	13,915
eRecording Percentage	65%
Savings Realized from eRecording	\$6,547.52
Vital Records Filed	2,274
Vitals Record Copies Sold	14,972
Historical Images Available Online	1,415,357
# of Documents Back Indexed in-house	20,072

## Special points of interest:

- Higher than Anticipated Revenues 127%
- Lower than Anticipated Expenditures 94%
- Imported Tract Index data for 387,814 documents
- PRIA Local—Greater Wisconsin
- Succession Planning Underway

# Register of Deeds Department

## DEPARTMENT MISSION

The mission of the Jefferson County Register of Deeds Office is to permanently protect and provide access to Jefferson County’s history and future – its land and its people.

## VISION STATEMENT

Our vision is to insure the integrity of Jefferson County’s land records and vital records.

## VALUES STATEMENT

Our work will be guided and informed by our beliefs and commitments to:

- **Inclusiveness** – we respect people, values diversity and are committed to equality.
- **Participation** – we value and recognize the contributions of staff and our business partners.
- **Quality** – we strive for excellence through continuous improvement.
- **Openness** – we are committed to a culture of teamwork and collaboration.

## Department Staff

Staci M Hoffman	Registrar	Mary Beth Haney	Chief Deputy
Kaela Hutter	Deputy II	Amber Lane-Hansen	Deputy I - Temp

## DEPARTMENT GOALS 2019

Desired results	Objectives - specific steps	Linked to	Completion Date
Succession Planning	1. Handbook Updates	Guiding Principles	Ongoing
	2. Education/Training	Strategy 1.6	Ongoing
Public Records Access	1. Additional documents added	Strategy 1.3	Ongoing
Back Index Documents Value Added Revenue Stream	1. Back index documents with tract to match grantor/grantee	Strategy 1.3	End of 2019
	2. Back index additional documents, grantor/grantee/tract	Strategy 1.3	Ongoing
	3. Maintain and improve the County's ROD records	Guiding Principles and Statutory Obligations	Ongoing

## PROGRAM EVALUATION

Program/Service Description	Output Measures		
	2017	2018	2019
Reviews, records, scans and maintains all documents related to real estate	14,461	12,870	13,915
Registers, indexes, files vital records	2,427	2,274	2,144
Makes and delivers certified and uncertified copies of vital records Revenue	13,270	14,127	14,972
ROD Revenue (Gross Total)	\$1,783,520	\$1,559,384	\$1,971,972
Collects State Transfer Tax Revenues	\$235,234	\$248,997	\$266,459
Collects Land Records Modernization Revenues	\$121,534	\$102,000	\$118,642
Makes and delivers Real Estate Copies Revenue	\$55,831	\$61,147	\$62,392
Online Laredo Revenue (subscriptions)	\$24,905	\$32,670	\$34,962
Percentage of Documents eRecorded	45%	53%	65%
ROD Revenue to General Fund	\$581,114	\$589,355	\$628,507
General Property Taxes Levied	-\$155,762	-\$263,838	-\$206,698
Budget goals met	Yes	Yes	Surplus
Back Indexing Real Estate	35,889	25,290	20,072

### FACTORS INFLUENCING PROGRAM/SERVICE DELIVERY AND ACCOMPLISHMENTS

Achievements of goals for the 2019 fiscal years are as follows:

- The County entered into a contract with On Q Solutions to back index legal descriptions and parcel identification numbers to match our already indexed grantor/grantee documents. This project was completed in 2019. The funds came from the land modernization fund program; with the funds set aside for 2019 we will have all 1985 to current day documents indexed with tract information allowing for easier searching of the Jefferson County Register of Deeds records. Each new document available online offers opportunities for additional revenues to the county general fund.
- Register of Deeds staff back indexed and additional 20,072 documents, each document available electronically generated additional revenues for the county.
- I have been working with several business partners both in the State and nationwide to create legislation allowing Wisconsin notaries the ability to remotely notarize documents; The House has passed the bill and the Senate will be voting on the bill in February 2020. This legislation will allow people outside of Wisconsin to sign documents from all over the world electronically in front of a Wisconsin notary. Jefferson County citizens who are away on business, serving in the military or live part time in another state will benefit from this legislation.
- The great customer service the Register of Deeds staff provides has allowed Jefferson County to be the primary source for obtaining death certificates that were previously ordered in surrounding counties adding additional revenue to the county general fund.

- This year we processed 332 vital records through VitalChek, an increase of 119 transactions from 2018. We also processed 897 credit card transactions over the counter, and increase of 205 transactions from 2018; offering this service is essential for the way people conduct business. We also accept credit card transactions for Zoning, Land Information and the Treasurer's offices.

I continue to serve on the following Boards, Committees and Councils:

- Wisconsin Counties Association Board of Directors
- Wisconsin Electronic Recording Council – term ended July 2019
- Wisconsin Historical Records Advisory Board – term ended July 2019
- PRIA Electronic & Remote Notarization Committee
- WRDA Legislative Committee
- WRDA Vital Records Committee
- Appointed to the Public Records Board

*A huge thank you to the Register of Deeds staff, Mary Beth Haney, Julianne Janny, Kaela Hutter and Amber Lane-Hansen for all they do to make our office efficient, a pleasant to visit and work in, and for all the work they put into preserving the records that span our life!*

*Staci M. Hoffman*