

Dodge County Register of Deeds 2021 Annual Report

Submitted by Chris Planasch, Register of Deeds

Office Purpose and Services Provided:

The mission of the Register of Deeds is to provide safe archival storage, convenient access and immediate retrieval of maintained personal vital records and all public land records in Dodge 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 (GIS).

- Record, provide access and maintain Real Estate records (deeds, land contracts, mortgages, etc).
- Record, provide access, maintain and issue certified copies of Birth, Marriage, Death, Divorce, Domestic Partnerships, and Military Discharge Records.
- To implement statutory changes, system modernization, program and procedure evaluation, and staff development to assure a high level of timely service for our citizens/customers.

2021 Changes / Accomplishments:

- The Register of Deeds office remained open for real estate recordings and vital record issuance, both remotely and in person during the entire onset of COVID19. Vital records were issued through mail requests, in person appointments, and walk-ins were accommodated.
- Documents recorded increased by 1,137 (6.6% increase)
- Real Estate electronic recording percentages increased from 70.4% to 73.6%.
- Maintained efficient turn-around time of recorded documents.
- Worked at back indexing of real estate documents.
- Improved quality of tract book scans for emailing to title searchers during COVID and entered for access through LandShark online.
- Expanded older document index through LandLink and LandShark for document images from 1928 back to 1925.

2022+ Goals:

- Continue back indexing of older real estate documents prior to 1987 and tract index prior to 1998.
- Continue quality control of all historical real estate indexes and images for disaster recovery.
- Expand older document index through LandLink and LandShark for documents prior to 1925 and back to 1877.
- Complete tract book index import into LandShark for viewing online.
- Complete project to image Grantor/Grantee index books, import into LandLink and LandShark for viewing online.
- Streamline the process of returning documents, which includes an email option. Thereby reducing postage costs.

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

	Total Number of Documents Recorded	Electronically Recorded Documents	Percent Electronically Recorded	Average Number Of Daily Documents	Certified Copies Vital Records Issued	Average Number Vitals Issued Daily
2017	13,338	5,849	43.9%	53	11,971	48
2018	12,427	6,750	54.3%	50	14,104	56
2019	13,163	7,779	59.1%	52	14,484	58
2020	17,305	12,173	70.4%	69	16,035	64
2021	18,442	13,581	73.6%	74	14,575	58

SUMMARY OF FEES COLLECTED

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	
State Portion of Transfer Tax	\$ 783,007	\$ 736,450	\$ 850,493	\$ 893,688	\$ 1,246,388	
State Child Abuse Fund	\$ 13,097	\$ 14,777	\$ 15,540	\$ 12,838	\$ 11,963	*
State Vital Records Online Revenue	\$ 36,795	\$ 44,825	\$ 46,451	\$ 47,744	\$ 39,230	#
WI DOA - Land Information Board	\$ 93,212	\$ 86,989	\$ 92,099	\$ 121,079	\$ 129,010	***
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL STATE FUNDS COLLECTED	\$ 833,652	\$ 883,041	\$ 1,004,583	\$ 1,075,349	\$ 1,426,591	
County Portion of Transfer Tax	\$ 195,912	\$ 186,287	\$ 212,668	\$ 223,422	\$ 312,855	
Real Estate Recording Fees	\$ 199,950	\$ 186,230	\$ 197,480	\$ 259,630	\$ 276,700	
Certified Copies (Births, Deaths, Marriages & Misc. Documents)	\$ 46,637	\$ 55,472	\$ 57,018	\$ 62,092	\$ 55,184	
Misc. Copies of Recorded Documents	\$ 17,194	\$ 7,959	\$ 6,406	\$ -	\$ -	
LandShark Copies	\$ 25,717	\$ 29,860	\$ 36,722	\$ 48,903	\$ -	
Document Images Non-Certified Copies	\$ 34,050	\$ 34,800	\$ 37,750	\$ 36,450	\$ 61,133	x
Rental Weatherization Stipulations/Waivers	\$ 620	\$ -	\$ -	\$ -	\$ 42,543	****
Credit Card Fees	\$ 408	\$ 2,445	\$ 3,444	\$ 4,428	\$ 8,356	
FAX Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENT SUB-TOTAL	\$ 520,488	\$ 503,053	\$ 551,488	\$ 634,925	\$ 756,771	
County Land Information Office	\$ 106,528	\$ 99,416	\$ 105,256	\$ 138,376	\$ 147,440	***
TOTAL COUNTY FUNDS COLLECTED	\$ 627,016	\$ 602,469	\$ 656,744	\$ 773,301	\$ 904,211	
TOTAL REVENUE COLLECTED	\$ 1,439,299	\$ 1,485,510	\$ 1,661,327	\$ 1,848,650	\$2,330,802.31	
* \$7.00 from 1st copy of birth certificate goes to Children's Trust Fund						
# \$8.00 from 1st copy of birth certificate & \$13.00 from 1st copy of marriage & death certificates for modernization at the state vital records office						
*** Portion of each recording fee placed in separate state and county funds to be used for modernization of land records						
**** \$20.00 for each Rental Weatherization Stipulation & Waiver validated by us (Program ended 12/31/2017)						
x Sale of non-certified copies of document images through LandShark Subscription Agreement						

STATISTICAL SUMMARY

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
REAL ESTATE RECORDINGS	13,338	12,427	13,163	17,305	18,442
Commerical Code Filings	100	76	91	111	
Federal Tax Liens	32	38	56	17	36
Lis Pendens	185	172	129	61	56
Sheriff Deeds	128	86	72	22	22
Military Discharges	7	3	2	1	0
Certified Survey Maps	84	84	92	117	110
Plats - Subdivision	1	1	1	0	1
- Condominium	1	1	1	3	4
- Transportation Project	2	2	1	1	0
Certified Copies of Vital Records Issued					
Birth	2,976	3,334	3,490	2,988	2,775
Death	7,188	8,653	8,827	10,189	9,118
Divorce	1	9	5	18	20
Marriage	1,806	2,108	2,162	2,840	2,662
Total Vital Record Copies Issued	11,971	14,104	14,484	16,035	14,575
BIRTH OCCURRENCES	749	706	614	581	
DEATH OCCURRENCES	911	899	875	841	
MARRIAGE OCCURRENCES	419	466	418	430	
TOTAL RECORDS PROCESSED	26,639	27,896	28,940	34,611	33,017