



DUNN COUNTY REGISTER OF DEEDS

Heather M. Kuhn

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(715) 232-1228

2015 ANNUAL REPORT

MISSION STATEMENT:

- To provide and protect the integrity of the official county repository for:
Real estate records, Vital Records (Birth, Marriage, Domestic Partnerships, Termination of Domestic Partnerships and Death) and Military Discharges

- To provide safe archival storage and convenient access to these public records.

- 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.

2015 REVENUE DISTRIBUTION

General Fund Revenue	\$268,889.23
-Transfer Fees	
-Miscellaneous Fees	
-Laredo Contracts	
-Vital Records Fees	
-Recording Fees	
Expenditures	<u>(\$219,689.16)</u>
Net Profit (General Fund)	\$ 49,200.07

ADDITIONAL COUNTY RETAINED REVENUE:

Statutory Earmarked Funds:

Land Information	\$ 51,344
Social Security Redaction	\$ 86,948

The County Land Information fund is to be utilized in the implementation of the countywide plan for land records modernization. The plan includes parcel mapping improvements, compliance with statewide parcel map initiatives, migration to a private vendor for the GIS/Tax Portal and survey remonumentation. The Land Information Officer, Steve Kochaver, along with the Land Information Council manages these funds. The SSN Redaction fund is maintained by our office to redact social security numbers from online records.

STATE OF WISCONSIN REVENUE:

Transfer Fees	\$395,040.72
Land Information Program	\$ 44,926.00
Births	\$ 5,984.00
Children's Trust Fund	\$ 5,236.00
Marriages	\$ 4,264.00
Deaths	\$ 5,005.00
Domestic Partnerships & Terminations	\$ 13.00
Total	\$460,468.72

Total Funds handled by our office \$867,649.95

Revenues increased in 2015. This was in major part due to the increase in transfer fees collected for sales of real property. Retail commercial property sales helped contribute to the rise in the value transferred. The total value of real estate transferred in 2014 was \$115,776,500.00 and in 2015 \$164,600,300.00. Transfer fees are calculated at \$3.00 per \$1000 in real estate value. This transfer fee is a one time fee collected at the time of recording the conveyance and shared with the state. The county receives 20% of the total transfer fees collected and the state receives 80%.

There were 91 Certified Survey Maps filed compared to 72 the previous year. There were four subdivision plats filed in 2015, same as 2014. New surveys and subdivisions show an improvement in the housing market.

REQUESTS FOR VITAL RECORDS

	2013	2014	2015
Births	762	751	748
Deaths	352	337	385
Marriages	349	320	328
Domestic Partnerships	3	3	1
Additional copies	3165	3153	3496
Veteran's Requests	240	234	185
Total copies issued	4871	4798	5143

There were 51 Military Discharges filed in 2015. There is not a filing fee or copy fee for Military Discharges. We coordinate with the Dunn County Veteran's Service office to provide certified copies of discharges and vital records as needed for veterans.

Our office consists of one full-time Deputy (Annette Larson) and two part-time Deputies (Dawn Andraschko and Lori Schneider).

In May 2015, the marriage module of the statewide vital records system was implemented. Marriages are now filed electronically, initiated by the county clerks' offices, a worksheet is created and utilized by the officiant to complete the details of the ceremony and then brought to our office for filing. The certificate is then completed within the state vitals registration system by verifying the date, place of marriage, officiant and witnesses.

In July 2015, our office started accepting documents electronically for recording. There is a fee for this process but savings will be found in postage, scanning time, and supplies such as paper and envelopes. Electronic recording also ensures that documents are recorded and returned quickly to the submitter which increases office efficiency. Currently, we accept documents through four trusted submitters, Simplifile, Indecomm, ePN and CSC.

In October 2015, working with the Corp Counsel Nick Lange, a new online access contract was drafted. With the new contract, access fees and copy fees were increased. The available data increased dramatically and there had not been a fee increase since 2004. Our online contracts are subscription based with per minute plans (base plan \$75.00 for 150 minutes and copies are \$.50 per printed page.) Currently, we have twenty customers with online access contracts.

Other 2015 projects include: IT Assessment Review, Directional Planning, SAP training and office remodeling.

New Legislation:

2015 WI Act 38 – Administrative Code Cleanup (updates due to technology)

2015 WI Act 48 – Statute Cleanup (updates due to technology)

2015 WI Act 142 – Pre-1907 Vital Records Copies (any copy issued pre-1907 must be stamped “not for identify purposes” and allows the record to be shared on the internet)

2015 WI Act 145 – Real Estate Conveyance (requires an electronic transfer return to be filed with every conveyance except conveyances made before October 1, 1969 and conveyances that solely designate a TOD beneficiary under sec 705.15.)

2015 WI Act 157 – Statewide Vital Records Issuance, effective January 1, 2017

Thank you for your support and I look forward to continuing to serve Dunn County.

Respectfully submitted,

Heather M. Kuhn
Register of Deeds