

Walworth County Appeal to 2020 Administrator's Budget

Department Name: Register of Deeds / Treasurer

Public Works Committee
Capital Projects

Human Resource Committee
Wages/Benefits

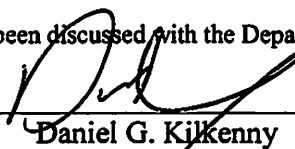
Finance Committee
Other budget item

Description: *Provide description of change to be considered by the Committee. Provide detailed justification/reason for the proposed change.*


Eliminate the 7/1/20 transfer of the Property Lister position from the Register of Deeds office to the Treasurer's Office and remove the Limited Term Employee (LTE) Administrative Clerk III in the Register of Deeds budget.

Net Levy Impact: (20,708)

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For Finance Department Use:

Account/Position: 110608 – plus ME 125601 – plus ME 1250-51105|51530|51540

Current Amount: 42,833 42,387 20,703

Revised Amount: -0- 85,215 -0-

Committee: Recommend _____ Denied _____

Finance Comm.: Approved _____ Denied _____

Appeals are due to Finance by Friday, September 6th, 2019 by 5 p.m.

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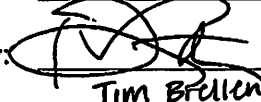
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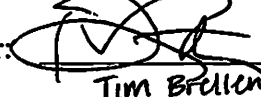
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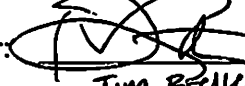
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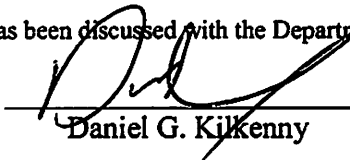
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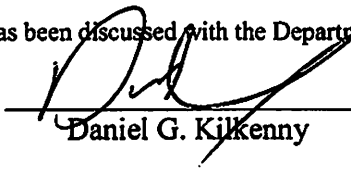
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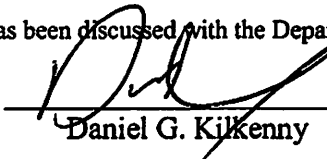
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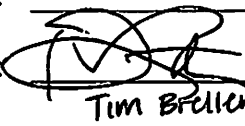
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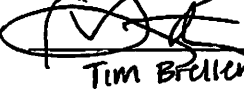
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Move Property Lister's Office

Our office consists of 1 full and 1 part time employee. This move is for only the full time position. The workload would be too much for just me and I would lose the backup person if an issue would arise.

My position is to follow the recorded documents, Deeds, Easements, Condo & Subdivision Plats to create new parcels or lot line adjustments to add to tax roll. I need access to those documents, some of which are only available in Register of Deeds office.

Daily, people stop in office to question how to combine or separate parcels. Those questions are usually forwarded to me, as there is a lot more involved, then just completing a deed. Also since a deed is used, people naturally go to the Register of Deeds office.

Many discussions take place with the ROD Recorder and myself, prior to documents being recorded, as to if the document will actually do what the drafter thinks it will. Our goal is to hold a possible incorrect document from recording. If it is caught before recording, we do not have to record an error and send a letter to the party later that the document did not accomplish what they desired. Usually, that makes the parties very upset as now it has to be corrected and another recording fee is required. It also keeps our records clearer by not having the deeds that do nothing filed and that will need to be interpreted in the future.

Almost daily, I have title searchers stop by my desk while they are here doing research, questioning lot lines and deeds. We pull old documents, some of which are only available in the Register of Deeds office. We would need to create a public access area in the Treasurer's office for this type of interaction. Currently, they do not allow the public beyond the front entryway. It may not be a great idea to have the public back by the money area.

Many times the public will come to the Register of Deeds office to see if a deed was recorded. The Register of Deeds can answer that questions, however, they cannot see if the document did what was intended. In that case, they refer the call or customer to me to find out what happened. If I was out of the office, then they would have to send them to the Treasurer's for those answers. It is just more customer friendly to have our offices together. Then, if an issue is with an older document, we would have to travel back to the Register of Deeds to get that document to go over the issue. We are eliminating a public access computer in the Register of Deeds and I may have to wait to get to a machine to assist the public.

Daily, the property lister verifies that all the Transfer Returns are entered into the DOR system. That would mean daily trips to the ROD to get the forms and then another trip to return them so that Anita can balance them by the end of the month. If we do not verify they have been entered, then the money the county should receive will be off.

When there is an error on the legal description of a deed, I write a letter to the drafter of the document to correct it. Before, the ROD was sending a letter about the indexing issues it caused them and I was writing a letter regarding the transfer of ownership issue I had. We have combined that into one letter and one process that I send out. It saves time and money for our office and one letter is easier to understand for the public. If we separate offices, that would cause us to go back to the two letter system, as I would no longer be a part of ROD. It would once again become a two office issue.

The traffic to the Treasurer's office would increase as we have the public coming in daily to get copies of Plat of Surveys, which are part of my job duties. The plotter to scan these documents in the system is located in the Register of Deeds. If moved, I would have to go to the ROD to scan the plats in. They also use this plotter for the subdivision plats. The filing area for filed plats is located in the Register of Deeds basement. I would also have to go there to place the documents in storage. It is a floor mounted filing system that is attached to the floor and would be difficult to move. Waiting in the tax bill line at the end of July for a plat of survey, would not prompt customer satisfaction. Then if a copy is large and needs to be printed on the plotter/printer, I will need to go down to ROD to get it.

During down times, as my background being in the Register of Deeds for the past 18 years, I am able to assist in the counter and recording process. With our staff being so small and the number of vacation days available to our staff, I do help out in the office a lot. It would be a loss to that office if I was not there to assist.

My interaction with the Treasurer's office is mainly at the end of the year, during the creation of the tax bills. I create the bills and give them the information I used so they can verify that everything has been correctly entered. Our only other interaction during the year is with address changes. It is the Property Lister's responsibility to update addresses. When the Treasurer's office gets changes, they forward the information to me. We have a system set up that our accounting person picks up those changes daily when dropping off the deposit.

Register of Deeds recently had invested a large amount of money into updating our office space. I was included in that update and if moved, I would leave to create an empty desk. My new desk has an area for the public to set and go over documents without infringing on anyone else in the office.

In smaller counties, the Treasurer and Property Lister are one in the same. Currently, most property listers are part of the Land Information Divisions.