



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 05/03/2018**

**Amended\* Post Date:**

**The following documents are included in the packet for the Administrative Committee on May 7, 2018:**

- 1) Agenda
- 2) Draft minutes from 02/05/2018, 03/05/2018, 03/19/2018
- 3) Budget Adjustment
- 4) Department Reports



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## *Administrative Committee Meeting Notice*

**Date: May 7, 2018 Time: 6:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### AGENDA

#### **Committee Members**

*Harley Reabe, Chairman*  
*Larry Jenkins*  
*Dennis Mulder*  
*Katie Mehn*  
*District 6 (Vacant)*

*Elizabeth Otto, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Vice-Chair
5. Minutes: 02/05/18, 03/05/18, and 03/19/18
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Budget Adjustments
9. Resolutions
10. Ordinances
11. Department Reports
  - Corporation Counsel
  - County Administrator
  - County Clerk
  - IT
  - Register of Deeds
  - Treasurer
12. Purchase Requests
13. Committee Discussion
  - Future Meeting Dates: August 6, 2018 at 6:00 pm
  - Future Agenda items for action & discussion
14. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

## ADMINISTRATIVE COMMITTEE MEETING

February 5, 2018

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, February 5, 2018 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe  
Mike Starshak  
Bob Lyon  
Paul Schwandt

Absent: Nick Toney

Also Present: Samantha Stobbe, Deputy County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Sarah Guenther, Register of Deeds; Amanda Thoma, Coroner; Mark Podoll, Sheriff; Lori Evans, Sheriff Admin. Assistant; Tony Daley, Berlin Journal

### AGENDA

*Motion/second (Schwandt/Starshak)* to approve the amended agenda and to remove County Board Rules of Order unless time allows. All ayes. Motion carried.

### MINUTES

*Motion/second (Schwandt/Lyon)* to approve the minutes of November 6, 2017; December 4, 2017; and January 15, 2018 as presented. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

BUDGET ADJUSTMENTS-none

### CREDIT CARD APPROVALS

A credit card request was submitted for Angie Petruske, the Account Budget Coordinator in the County Administrator's office. Discussion held.

*Motion/second (Schwandt/Lyon)* to approve the credit card request with a limit of \$1000.00 for the Account Budget Coordinator, Angie Petruske. All ayes. Motion carried.

### RESOLUTIONS

- Salary for County Coroner 2019-2022  
Discussion held.

*Motion/second (Lyon/Schwandt)* to approve the resolution for Salary for County Coroner 2019-2022 and forward to Finance and County Board for final approval. All ayes. Motion carried.

- Salary for Clerk of Circuit Court 2019-2022

*Motion/second (Schwandt/Lyon)* to approve the resolution for Salary for Clerk of Circuit Court 2019-2022 and forward to Finance and County Board for final approval. All ayes. Motion carried.

- Salary for County Sheriff 2019-2022

Sheriff Mark Podoll spoke in regard to the wage and the comparables used. Discussion held.  
**Motion/second (Starshak/Schwandt)** to defer to a special meeting regarding the resolution for Salary for County Sheriff 2019-2022. All ayes. Motion carried.

- Resolution to Create Green Lake County Parks Commission

Discussion held.

**Motion/second (Lyon/Starshak)** to amend the resolution to add ... “in lieu of a rural planning committee” at the end of line one. All ayes. Motion carried.

**Motion/second (Lyon/Schwandt)** to approve Resolution to Create Green Lake County Parks Commission as amended and send County Board for final approval. All ayes. Motion carried.

### **ORDINANCES**

- Ordinance Amending Chapter 9, Board of Supervisors

Discussion held.

**Motion/second (Starshak/Lyon)** to approve Ordinance Amending Chapter 9, Board of Supervisors, and send to County Board for final approval. All ayes. Motion carried.

### **ANNUAL REPORTS**

Annual reports were submitted and reviewed for the departments of County Administrator, Treasurer, Register of Deeds, County Clerk and Corporation Counsel. Discussion held.

### **PURCHASE REQUESTS** - none

### **COUNTY BOARD RULES OF ORDER**

Discussion held.

### **COMMITTEE DISCUSSION**

**Future Meeting Date:** Special Meeting-February 26, 2018 at 6:00 PM

Regular Meeting-May 7, 2018 at 6:00 PM

**Future Agenda Items:** County Board Rules of Order; Resolution for County Sheriff Salary 2019-2022

### **ADJOURNMENT**

Chairman Reabe adjourned the meeting at 7:07 PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

## ADMINISTRATIVE COMMITTEE MEETING

March 5, 2018

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, March 5, 2018 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe  
Nick Toney  
Paul Schwandt  
Mike Starshak  
Bob Lyon  
Bill Boutwell

Also Present: Samantha Stobbe, Deputy County Clerk; Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator, Sheriff Mark Podoll, Andrew Christenson, District Attorney

### AGENDA

*Motion/second (Schwandt/Starshak)* to approve the amended agenda and move County Board Rules of Order to the end of the agenda after the resolutions. All ayes. Motion carried.

### LETTER OF SUPPORT FOR BIKE ROUTE THROUGH CAMP GROW

Chairman Harley Reabe gave an explanation for the letter.

*Motion/second (Starshak/Lyon)* to approve signing the letter and sending it on to County Board in March. All Ayes.

### RESOLUTIONS

- **Salary for County Sheriff 2019-2022**  
Sheriff Mark Podoll spoke. Discussion held.

*Motion/second (Lyon/Toney)* to approve the resolution as presented. All nays. Discussion on motion.

*Motion/second (Schwandt/Lyon)* motion to reconsider the resolution for Salary for County Sheriff 2019-2022 for amendment. 5- Ayes, 1- Nay (Starshak). Motion Carried.

*Motion/second (Lyon/Schwandt)* reconsider the resolution with the amendment of a 3.9% increase in salary per year for the Salary for County Sheriff 2019-2022. 5 – Ayes, 1- Nay (Starshak). Motion carried.

- **Resolution Creating One Chief Deputy County Treasurer and Eliminating One Deputy Treasurer Position in the County Treasurer's Office**  
Discussion held.

*Motion/second (Toney/Boutwell)* to approve the resolution to County Board for final approval. 3-Ayes (Boutwell, Reabe, Schwandt, Toney), 2-Nays (Lyon, Starshak). Motion carried.

Supervisor Nick Toney excused himself from the meeting.

**COUNTY BOARD RULES OF ORDER**

Chairman Reabe stated that discussion will end no later than 7:30 PM. Review and discussion held on the proposed changes to the County Board Rules of Order.

*Motion/second (Lyon/Schwandt)* to amend the Committee on Committees language to include members of the Chairman, Vice-Chairman and County Administrator. Discussion held. 4-Ayes, 1-Nay (Starshak). Motion Carried.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special Meeting – March 19, 2018 at 6:00 PM  
Regular meeting – May 7, 2018 at 6:00 PM

**Future Agenda Items:**

**ADJOURNMENT**

Chairman Reabe adjourned the meeting at 7:34 PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

## ADMINISTRATIVE COMMITTEE MEETING

March 19, 2018

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, March 19, 2018 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe  
Paul Schwandt (6:03)  
Mike Starshak  
Bob Lyon  
Bill Boutwell

Absent: Nick Toney

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator

### AGENDA

*Motion/second (Lyon/Boutwell)* to approve the agenda. All ayes. Motion carried.

### COUNTY BOARD RULES OF ORDER

Review and discussion held on the proposed changes to the County Board Rules of Order.

*Motion/second (Lyon/Boutwell)* to submit the County Board Rules of Order with final changes as discussed to County Board for approval. Ayes – 4, Nays – 1 (Schwandt). Motion carried.

### ORDINANCES/RESOLUTIONS

- **Ordinance Amending Ch. 19 Commissions and Committees**

*Motion/second (Starshak/Schwandt)* to submit the ordinance to County Board for final approval. All ayes. Motion carried.

### COMMITTEE DISCUSSION

**Future Meeting Date:** Regular meeting – May 7, 2018 at 6:00 PM

**Future Agenda Items:**

### ADJOURNMENT

Chairman Reabe adjourned the meeting at 6:43 PM.

Submitted by,

Liz Otto  
County Clerk

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 24, 2018  
 Department: Administration  
 Amount: \$10,627.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Adjust budget for Administrator to enroll in County Health Insurance program effective 5/1/2018.  
Monthly county cost \$1,328.37

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
18-100-22-51810-154-000	Health Insurance	\$ 36,381.00	\$ 10,627.00	\$ 47,008.00
18-101-23-51820-999-000	Non-Lapsing Retire/Salary/Fringe	\$ 55,000.00	\$ (10,627.00)	\$ 44,373.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Catherine J. Schmit  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# **Budget Adjustment**

## Purpose

To comply with State Statue 65.90 (5)

## Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

## Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee aproval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

*Office: 920-294-4067*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: May 1, 2018

RE: Report on activity from November 1, 2017 – April 30, 2018

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Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from November 1, 2017 – April 30, 2018. My office has been busy with providing legal services to the Board, its committees, and County departments.

I have attended committee meetings and County Board meetings. I continue to perform my contractual and statutory duties with the Child Support Agency. I have completed half of my goals for 2018, and am 50% complete on the second goal.

By the time the committee meets, I will have attended a continuing education seminar on May 3<sup>rd</sup> and 4<sup>th</sup> sponsored by WMMIC and my professional association, the Wisconsin Association of County Corporation Counsels. Topics included: State and Federal Legislative Update, Risk and Insurance Contracting, Recent Land use Legislation ,and County Purchases of Real Estate – voluntary sales and condemnation. Thank you for providing me the opportunity to attend the conferences and earn credits towards continuing education as required by Wisconsin Supreme Court rules. I also recently gave a presentation on the Digital Property Act to the Green Lake County I-Team on 4/24/2018.

I have also been volunteering my services as an attorney at:

- Wills for Heroes Clinic in West Allis on 1/27/18 as a drafting attorney
- High School Mock Trial Judge on 2/10/18 as a performance judge
- Wills for Heroes Clinic in Waterloo on 4/7/2018 as a drafting attorney
- Beaver Dam Teen Court judge on 4/24/2018

I have attached reports of my office’s activity for November 2017 through April 2018. During this time, we opened 132 assignment files, completed 139 files with an average time of completion of 38 days. We currently have 27 cases open.

As for litigation files, we opened 46 cases, closed 47 cases during the period of November 2017 through April 30, 2018, and have 20 cases currently open.

Department	CATEGORYNAME	CLOSEDCASES	ACTIVECASES
County Clerk	Foreclosure	0	2
Heath and Human Services - Aging and Long Term Care	Guardianship	2	2
Heath and Human Services - Aging and Long Term Care	Guardianship with Protective Placement	2	1
Health and Human Services - Behavioral Health	Alcohol Commitment	3	0
Health and Human Services - Behavioral Health	Involuntary Mental Commitment	29	1
Health and Human Services - Children & Family Services	Miscellaneous litigation	2	0
Health and Human Services - Children & Family Services	Termination of Parental Rights	2	5
Health and Human Services - Child Support	Bankruptcy	0	1
Health and Human Services - Child Support	Collections - Miscellaneous	1	0
Health and Human Services - Child Support	Foreclosure	0	1
Health and Human Services - Health Unit	Human Health Hazard	1	2
Health and Human Services - Health Unit	Miscellaneous litigation	1	0
Highway	Collections - Property Damage	0	1
Land Use Planning & Zoning	Zoning	2	0
Sheriff	Claim - Law Enforcement	0	1
Sheriff	Collections - Property Damage	1	0
Sheriff	Miscellaneous litigation	0	1
Treasurer/Real Property Lister	Bankruptcy	3	1
Treasurer/Real Property Lister	Foreclosure	0	1
		<b>47</b>	<b>20</b>

If you have any questions, please let me know. It is a pleasure to serve the County Board and Departments.

**Green Lake County**  
**Completed Assignments by Type**  
**From 11/1/2017 through 4/30/2018**

**All Staff**

<b>Type</b>	<b>Description</b>	<b>Begining Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
CODE					
	County Code Amendment	2	2	4	0
CONP					
	Purchase Contract	0	2	2	0
CONS					
	Contract for Services	3	45	44	4
EM					
	Employee Matters	4	10	13	1
GRE					
	Grievance- Employment	1	0	1	0
HHZ					
	Human Health Hazzard	4	1	2	3
LEEQ					
	Lease Equipment	1	1	2	0
LERE					
	Lease Real Estate	0	0	0	0
LIC					
	License	0	0	0	0
MISC					
	Miscellaneous Collection	1	1	2	0
MOA					
	Memorandum of Agreement	1	0	0	1
MOU					
	Memorandum of Understanding	0	1	0	1
NCNI					
	Notice of Claim/Injury	1	1	2	0
OA					
	Office Administration	4	6	7	3
OPNF					
	Formal	3	6	5	4
OPNI					
	Informal	3	21	21	3
OR					
	Open Records Request	0	6	6	0
ORDA					
	Ordinance-Amendment	0	10	9	1
ORDC					
	Ordinance-Create New	1	0	0	1
OTR					
	Other Real Estate	1	1	2	0

**Green Lake County**  
**Completed Assignments by Type**  
**From 11/1/2017 through 4/30/2018**  
**All Staff**

<b>Type</b>	<b>Description</b>	<b>Begining Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
POL	Policy	4	14	13	5
RES	Resolution	0	4	4	0
SEP	Septic Code Violation	0	0	0	0
<b>Total :</b>		34	132	139	27



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4166  
cschmit@co.green-lake.wi.us FAX: 920-294-4135

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### Administrative Committee – May 2018

Since my last quarterly/annual report in January 2018, I have participated in the following tasks:

- Participated in numerous Administrative Committee meetings concentrating on updating the County Board Rules ordinance prior to the April 2018 election
- January 18, February 22, March 22 and April 19, 2018 Department Head meetings
- Finalized annual performance evaluation process utilizing new Halogen Employee Performance Management Software. Pay increases effective January 1 were included in the 2<sup>nd</sup> payroll distribution of April. End-User training for additional Halogen Software functionality will be ongoing. Working with County Board to address wage parity issues present in the current employee wage plan.
- Attended: WCA Legislative Exchange in Madison, WI, Feb. 6-7; Green Lake County Law Enforcement In-service, Feb. 20<sup>th</sup> ; WCMA Winter Conference Feb. 28 – March 2<sup>nd</sup>
- Continue to coordinate with the IT Department in development of a Print Management program in Green Lake County
- Collaborating with the County Board Chair and various departments in developing a vehicle capital lease program
- Collaborating with Emergency Management and Sheriff's Dept. on NextGen 911 system upgrade of obsolete equipment mandated to be completed by 2020; capital lease financing negotiated and approved by the County Board
- Opioid Litigation discussion
- Coordinating with County staff and representatives on review of Government Center security and related issues and concerns
- Organized management/leadership training available to all staff via brown bag lunch coaching series running periodically throughout the year
- Met with City of Berlin Administrator and Northern Green Lake County area ambulance service representatives regarding concerns related to county ambulance service and funding
- Coordinated with Regional UWEX Director Jay Dampier in recruitment for UWEX Ag Agent. First recruitment process failed, we are in the midst of a second process
- Coordinating with Regional UWEX Director Jay Dampier in possible recruitment of an 50% time 4-H Agent for the UWEX Department; possibly shared with Waushara County
- Coordinated with Ag, Extension & Fair Committee along with the Personnel Committee in creating an LTE Youth Ag, Education and Fair Coordinator position in lieu of vacant UWEX 4-H Agent position.
- Upcoming:
  - Vacation May 2 – 14, 2018
  - WCA County Official's Workshop May 23, 2018; Stevens Point, WI
  - Kickoff 2019 Annual Budget process June 2018
  - WCA Annual Conference September 23 – 25, 2018; La Crosse, WI



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY CLERK

*Elizabeth Otto*  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

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### ADMINISTRATIVE COMMITTEE CLERK'S REPORT May 7, 2018

Activities in the County Clerk's office for the past 3 months have included:

- ❖ Attached to this report is a printout of the approximate savings to Green Lake County with the change in mail service procedures. I think the transition has gone very well and we have had no complaints on the changes. Thanks to all of the county departments for their patience as we implemented these changes and especially to my staff for their willingness to take this on. The savings to the county have been substantial.
- ❖ I held a 2 hour election training session for all of the municipal clerks and election inspectors on March 12, 2018. We had approximately 80 people in attendance and provided information on pre-election and election day preparation and duties. My deputy, Samantha Stobbe, did a great job of preparing and presenting material and Nan Hanson attended as well to familiarize herself with the election process so she can provide assistance to clerks in the future.
- ❖ Nan Hanson has been deputized so that she can issue marriage licenses as well as Samantha and myself.
- ❖ A Primary election on February 20, 2018 and the Spring election on April 3, 2018 are now complete. We also have two additional elections this year due to the vacancy in the 42<sup>nd</sup> Assembly District which affects 3 of our 16 municipalities. The Primary will be on May 15, 2018 with the election on June 12, 2018. And don't forget the August 14, 2018 Primary and the November 6, 2018 General Election! This is a very busy election year.
- ❖ I provided a training session on April 10, 2018 for new and returning County Board supervisors. Thanks again to the girls in my office for helping to organize all of the material.
- ❖ The County Clerk's office is now offering passport photo service to anyone applying for a first time passport or a renewal. The cost is \$10.00 per photo and to date we have taken in \$420.00. The startup cost for the camera and supplies was \$482.42 so we are close to paying for it already. This should provide a good source of additional revenue in the County Clerk's office each year.
- ❖ The April 26, 2018 payroll was a challenge this year with raises and backpay to January 1. The process went smoothly with no corrections required.
- ❖ Annual boat launch permits are again being sold out of our office for the two county parks.
- ❖ I am currently working on gathering information on self funding for our worker's compensation insurance to see if that is a viable option for Green Lake County. In the next few months I will be working with Cathy Schmit on an RFP for health insurance for 2019.

As always, feel free to contact me with any questions or comments you have.

Respectfully submitted,

*Elizabeth Otto*

Elizabeth Otto  
County Clerk

## MAIL SERVICE COST SAVINGS

### 2017

Maintenance Clerk salary and benefits	49,441.74
Travel (post office 2 times per day)	1,040.10
Annual postage meter rental	648.00
Postage for the machine (approximate)	40,000.00
United Mail Service (presort)	8,242.48
Postage machine maintenance contract	856.80
Ink/supplies for postage machine	663.00
PO box rental at Green Lake post office	576.00
Annual cost of postage machine (5 year life span)	872.40
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	102,340.52

### 2018

Travel (post office 2 times per day)*	117.72
<b>*this has ended now with new procedures in place</b>	
United Mail Service (presort) estimate for 2018*	44,000.00
<b>*based on 4 months of service</b>	
On site mailbox (one time charge)	785.89
	<hr/>
	44,903.61

**First year savings: \$57,436.91**





# Green Lake County Information Technology Department

*Bill Hutchison, Information Technology Director*  
*bhutchison@co.green-lake.wi.us (920) 294-4160*

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May 2, 2018

Memo to Administrative Committee:

IT Department activity highlights since the beginning of 2018:

- Upgraded Employee Portal.
- Upgraded Alio financial software package and server.
- Decommissioned old patch server, setup and moved over to new patching server.
- Emergency generator test on 1/10/18.
- Upgraded HHS Avatar RMS software systems.
- Installed PaperCut and beginning setup, then on to rollout.
- Replaced failed drive in mail server RAID.
- Multiple upgrades to Treasurer's GCS package.
- Installed Monarch for Register of Deeds.
- Setup and began archiving of all County social media accounts.
- Worked on social media policy with Corporation Counsel and Administrator.
- Began search for new IT Specialist position and held interviews.
- Rolled out Pcard add-on for Alio for credit card management.
- Switched over to new high speed Internet router with ISP.
- Specified, purchased, setup, and rolled out new Highway shop laptop and truck diagnostic repair system.
- Upgraded Highway and FRI core networking gear and began rollout of Wi-Fi support for those sites.
- Migrated over to new Wi-Fi controller hardware, decommissioned old system.
- Explored and worked out using Employee Portal for Time Card Management.
- Emergency replacement of AD controller using hardware on-hand.
- Increased all mailbox limits.
- Upgraded network gateway hardware at Highway and FRI with faster units.
- On-going work and support of Transcendent packages.
- Working with State DOA change-over of HOD printing based on their EOL existing system.
- Replacement of server RAID batteries.
- Continuing 2017 work on whole print management system, contract, and supplies.
- All 50 County smartphones in for updates and maintenance.
- Testing and buildout of new storage solution.
- Continued patching of all systems.
- Setup of network monitoring and management system, moving on to rollout.
- Began rollout of Windows 10 with new desktops and laptops.
- PM of main UPS system at Government Center server room.
- Setup and integration testing for newer model MFP's.
- Working on new backend and frontends to County's main website.

Respectfully submitted,

Bill Hutchison  
Information Technology Director



**GREEN LAKE COUNTY**  
**OFFICE OF THE REGISTER OF DEEDS**

**Sarah Guenther**  
Register of Deeds

Office: 920-294-4024  
FAX: 920-294-4009

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April 27, 2018

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

My staff and I have been attending the Halogen training and find it much more user friendly than the Neogov software. I have submitted my employee evaluations to Nicole in the County Administrator's office and had them approved.

Amanda Toney and I have been working on the Monarch software integration to have Register of Deeds records transfer on a nightly basis to the Real Property Lister queue in the Treasurer's office. This will be implemented soon. We have also been working with Bill from IT to get this scheduled.

We will be undertaking another scanning project this year that will get more records online, especially Grantor and Grantee indexes. Many title companies and other business partners have commented how nice it is to be able to look online versus driving to Green Lake to see these records.

I am working with Gerald Stauch, our Land Information Officer on the Land Information Plan for 2019-2021 to continue to work together on projects to meet the statewide parcel mapping initiatives.

I was involved in getting two pieces of legislation passed. A Sheriff's deed bill and a bill to modernize volume and page references in our offices. This was done in partnership with Wisconsin Counties Association, Representative Joan Ballweg, and Senator Luther Olsen. Their help has been invaluable.

We have been very busy with end of the year real estate sales and the market continues its positive outlook for 2018.

I look forward to 2018 by serving the citizens of Green Lake County with more services and personalized customer service from my staff and myself.

Respectfully Submitted,

Sarah Guenther  
Green Lake County Register of Deeds



# **GREEN LAKE COUNTY**

## **OFFICE OF THE COUNTY TREASURER**

*Amanda R. Toney*  
*Treasurer and Real Property Lister*

*Office: 920-294-4018*  
*FAX: 920-294-4009*

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May 2, 2018

Memo to Administrative Committee:

In February, the office completed the tax settlement process. This is a very time sensitive, detail orientated process and requires working with the local municipalities, importing their tax payments, and verifying that the amount they sent to us agrees with their collections. After that, Stef and I calculated the payments that needed to be made to all the schools, State of Wisconsin and specials districts, so their payments are made correctly and in a timely manner. This year's collections were 61.55% of the total tax roll.

A loan payment was made on the 1st of March, for the Justice Center and the Communication Tower. Our bond payments have changed with the bond reissuance last year. In the past, we made four different payments throughout the year. With the reissuance, we are down to two bi-annual payments.

We are in the middle of the conversion to the new Transcendent software. Transcendent is ahead of schedule which is allowing extra time for testing. With this transition to the new software, we have picked up two additional municipalities that would like to have our office collect their first installment for them starting next year. The current timeline has us going live with the Real Property Lister functions at the end of May and August 31<sup>st</sup> is the go-live date for the Treasurer functions.

Interest rates are still improving. We continue to have funds invested in short term CD's, Money Markets and the Local Government Investment Pool (LGIP). We will need access to a large sum of money for August settlement, which explains why the funds are invested in shorter term CD's. At the summer Wisconsin County Treasurer's Conference we will have another Economic Forecast session. I am anxious to see what the predictions will be.

We started the tax deed process right after the first of the year. In the end of April, we had Green Lake Title perform title searches on the 35 remaining parcels. Once we receive all of these back we will start the process of mailing certified letters to the owners of property with delinquent 2014 taxes.

The 2018 assessment rolls having been slowly coming in. Stef has been busy entering the new 2018 assessment data from the assessors. She has also been creating valuation summary reports and rolls for the Open Book/Board of Review meetings for each municipality. Stef has done a tremendous job of staying on top of the recordings from the Register of Deeds office as well as maintaining her positive attitude. I do not know where I would be without her.

Respectfully submitted,

Amanda R. Toney