



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/31/2018

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on February 5, 2018:

- 1) Agenda
- 2) Draft minutes from 11/06/17, 12/04/17, 01/15/17
- 3) Credit Card Approvals
- 4) Resolutions
 - a. Salary for County Coroner 2019-2022
 - b. Salary for Clerk of Circuit Court 2019-2022
 - c. Salary for County Sheriff 2019-2022
 - d. Resolution to Create Green Lake County Parks Commission
- 5) Ordinances
 - a. Ordinance Amending Chapter 9-Board of Supervisors
- 6) Annual and Department Reports
 - a. County Administrator
 - b. Treasurer
 - c. Register of Deeds
 - d. Clerk
 - e. Corporation Counsel



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: February 5, 2018 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

Amended AGENDA*

Committee Members

*Harley Reabe, Chairman
Nick Toney,
Vice -Chair
Robert Lyon
Michael Starshak
Paul Schwandt*

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 11/6/17, 12/04/17, 01/15/17
6. Public Comments (3 Min. Limit)
7. Correspondence
8. County Board Rules of Order
9. Budget Adjustments
10. Credit Card Approvals*
11. Resolutions
 - Salary for County Coroner 2019-2022
 - Salary for Clerk of Circuit Court 2019-2022*
 - Salary for County Sheriff 2019-2022
 - Resolution to Create Green Lake County Parks Commission
12. Ordinances
 - Ordinance Amending Chapter 9-Board of Supervisors
13. Annual and Department Reports
 - County Administrator
 - Treasurer
 - Register of Deeds
 - Clerk
 - Corporation Counsel
14. Purchase Requests
15. Committee Discussion
 - Future Meeting Dates: May 7, 2018 at 6:00 pm
 - Future Agenda items for action & discussion
16. 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

November 6, 2017

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 6:00 PM on Monday, November 6, 2017 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
Paul Schwandt
Bob Lyon

Absent: Nick Toney

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Sarah Guenther, ROD; Cathy Schmit, County Administrator; Supervisor #6 Joy Waterbury, Attorney Charles Crueger

AGENDA

Motion/second (Schwandt/Starshak) to approve the agenda but move the Closed Session regarding Opioid Manufacturers to #9 and County Board Rules of Order after the second Closed Session. All ayes. Motion carried.

MINUTES

Motion/second (Lyon/Schwandt) to approve the minutes of August 7, 2017; September 11, 2017; and October 16, 2017 as presented. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

LETTER FROM SUPERVISOR WATERBURY

Chairman Reabe stated that the committee members all received a copy of Supervisor Waterbury's letter regarding the ATV ordinance and the communication/timing issues in regard to monthly meetings. Reabe explained that the Administrative committee has no jurisdiction on the ATV issue over the County Board. Communication issues were discussed and will be addressed under the updated County Board Rules of Order.

CLOSED SESSION

- Wis. Stat. §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – this Closed Session is to determine if the County will engage legal counsel and authorize filing a lawsuit against various Opioid Manufacturers.

Motion/second (Starshak/Lyon) to convene into Closed Session at 6:15 PM. Roll call vote – Ayes-4, Nays- 0, Absent-1 (Toney), Abstain-0. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Starshak/Lyon) to reconvene into Open Session at 6:52 PM. Roll call vote – Ayes-4, Nays-0, Absent- 1 (Toney), Abstain- 0. Motion carried.

Findings of Closed Session:

Motion/second (Lyon/Schwandt) to forward Resolution to Engage von Briesen & Roper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers to County Board for final approval. Discussion held. Ayes – 2 (Reabe, Lyon), Nays – 2 (Starshak, Schwandt), Absent – 1 (Toney). Motion failed.

BUDGET ADJUSTMENTS – None

RESOLUTIONS/ORDINANCES - None

DEPARTMENT REPORTS

Reports were presented by the County Administrator, Treasurer, Register of Deeds, Clerk, and Corporation Counsel. Discussion held.

PURCHASE REQUESTS - None

CLOSED SESSION

- Wis. Stat. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility - this Closed Session is regarding performance evaluation of the County Administrator.

Motion/second (Starshak/Schwandt) to convene into Closed Session at 7:28 PM. Roll call vote – Ayes-4, Nays-0, Absent-1 (Toney), Abstain- 0. Motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS

DISCUSSED IN CLOSED SESSION

Motion/second (Lyon/Starshak) to reconvene into Open Session at 7:51 PM. Roll call vote – Ayes-4, Nays-0, Absent-1 (Toney), Abstain- 0. Motion carried.

Findings of Closed Session:

Motion/second (Starshak/Schwandt) to allow County Board Chair Harley Reabe to proceed as directed by the committee as discussed in Closed Session. All ayes. Motion carried.

COUNTY BOARD RULES OF ORDER

Chairman Reabe stated that due to the late hour this item will be discussed at the next meeting.

COMMITTEE DISCUSSION

Future Meeting Date: Special meeting – December 4, 2017 at 6:00 PM

Future Agenda Items: Special meeting: County Board Rules of Order

ADJOURNMENT

Motion/second (Lyon/Starshak) to adjourn the meeting at 7:56 PM. All ayes. Motion carried.

Submitted by,

Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

December 4, 2017

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, December 4, 2017 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
Mike Starshak
Bob Lyon

Absent: Paul Schwandt

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

AGENDA

Motion/second (Toney/Lyon) to approve the amended agenda. All ayes. Motion carried.

BUDGET ADJUSTMENT

Corporation Counsel Dawn Klockow is requesting a budget adjustment from her conference account to the travel account in the amount of \$71.46 to cover parking at a legal education seminar.

Motion/second (Starshak/Lyon) to approve the budget adjustment and forward to County Board for final approval. All ayes. Motion carried.

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.

COMMITTEE DISCUSSION

Future Meeting Date: Special Meeting – January 15, 2018 at 6:00 PM

Regular meeting – January 29, 2018 at 6:00 PM

Future Agenda Items: Special Meeting - County Board Rules of Order

ADJOURNMENT

Chairman Reabe adjourned the meeting at 7:33 PM.

Submitted by,

Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

January 15, 2018

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, January 15, 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
Mike Starshak
Bob Lyon

Absent: Nick Toney

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

AGENDA

Motion/second (Schwandt/Starshak) to approve the agenda. All ayes. Motion carried.

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.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – February 5, 2018 at 6:00 PM

Future Agenda Items: County Board Rules of Order

ADJOURNMENT

Chairman Reabe adjourned the meeting at 7:32 PM.

Submitted by,

Liz Otto
County Clerk

Request for Credit Card Approval

Department: ADMINISTRATION

Committee: ADMINISTRATIVE

Name of Card Holder	Title of Postion	Credit Card Limit
Angie Petruske	Budget Account Coord.	1,000.00

Justification for Credit Card(s):

Routine online purchases, registrations, and travel.

Department Head Approval: Catherine Schmit

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

RESOLUTION NUMBER -2018

SALARY FOR COUNTY CORONER 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
2 earliest time for filing nomination papers for any elective office to be voted on in the
3 county . . . which officer is paid in whole or part from the county treasury, establish the
4 total annual compensation for services to be paid to the officer exclusive of
5 reimbursements for expenses out-of-pocket.”

6 **WHEREAS**, in 2017 the County conducted a wage study comparing the salary of the
7 Coroner using the counties of Marquette, Fond du Lac and Columbia; and

8 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 20th
day of March, 2018.

Harley Reabe, Chair

Nick Toney

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

9 **WHEREAS**, the Green Lake County Coroner requests that Green Lake County also
10 permit the Green Lake County Coroner to participate in the Wisconsin Retirement
11 System (WRS); and

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
13 the salary for the Green Lake County Coroner must be set no later than that date.

14 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Coroner of Green
15 Lake County for the periods below shall be:

16	January 7, 2019 to December 31, 2019	\$16,710.00	67%
17	January 1, 2020 to December 31, 2020	\$16,960.65	1.5%
18	January 1, 2021 to December 31, 2021	\$17,215.06	1.5%
19	January 1, 2022 to December 31, 2022	\$17,473.29	1.5%

21 **BE IT FURTHER RESOLVED**, that the Green Lake County Coroner shall be allowed
22 to participate in the Wisconsin Retirement System (WRS) at the same rate and manner as
23 all other Green Lake County elected officials and at a rate and manner as established by
24 WRS annually.

25 **BE IT FURTHER RESOLVED**, Coroner shall be further compensated at the rate of
26 \$65.00 per call up to 6 hours, and any additional call if needed would be reimbursed at
27 \$65.00 per hour, plus reimbursement for mileage and expenses in accordance with
28 County policies. Compensation for all duly appointed Deputy Coroners per call shall be the
29 same as the Coroner with the exception that they shall not be eligible to participate in the
30 Wisconsin Retirement System (WRS).

31 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

27 Salary Increase:

28	2019	\$6,662.68 increase	2020	\$250.65 increase
29	2021	\$254.41 increase	2022	\$258.23 increase

31 Estimated annual County cost for WRS \$1,120

RESOLUTION NUMBER -2018

SALARY FOR CLERK OF CIRCUIT COURT 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
2 earliest time for filing nomination papers for any elective office to be voted on in the
3 county . . . which officer is paid in whole or part from the county treasury, establish the
4 total annual compensation for services to be paid to the officer exclusive of
5 reimbursements for expenses out-of-pocket.”

6 **WHEREAS**, in 2013 the County conducted a wage study comparing the salary of the
7 Clerk of Circuit Court using the counties of Adams, Marquette, Waushara, Fond du Lac,
8 Waupaca and Columbia, and market data was developed by using the mid-point average
9 of all counties. Based on that data, elected officials were brought to the mid-point of their
10 office in 2015.

11 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 20th
day of March 2018.

Nick Toney

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
13 the salary for the Green Lake County Clerk of Circuit Court must be set no later than
14 that date.

15 **NOW THEREFORE BE IT RESOLVED** that the salary for the Clerk of Circuit Court of
16 Green Lake County for the periods below shall be:

17	January 7, 2019 to December 31, 2019	\$66,895.24	1.5%
18	January 1, 2020 to December 31, 2020	\$67,898.67	1.5%
19	January 1, 2021 to December 31, 2021	\$68,917.15	1.5%
20	January 1, 2022 to December 31, 2022	\$69,950.91	1.5%

21 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

22

23 Salary Increase:

24	2019	\$ 988.60 increase	2020	\$1,003.43 increase
25	2021	\$1,018.48 increase	2022	\$1,033.76 increase

RESOLUTION NUMBER -2018

SALARY FOR COUNTY SHERIFF 2019 - 2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the county
- 3 . . . which officer is paid in whole or part from the county treasury, establish the total annual
- 4 compensation for services to be paid to the officer exclusive of reimbursements for
- 5 expenses out-of-pocket.”; and

- 6 **WHEREAS**, in 2013 the County conducted a wage study comparing the salary of the
- 7 Sheriff using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and
- 8 Columbia, and market data was developed by using the mid-point average of all counties.
- 9 Based on that data, elected officials were brought to the mid-point of their office in 2015.

- 10 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 20th
day of March 2018.

Harley Reabe, Chair

Nick Toney

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Michael Starshak

Corporation Counsel

Paul Schwandt

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore
13 the salary for the Green Lake County Sheriff must be set no later than that date.

14 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Sheriff of Green
15 Lake County for the periods below shall be:

16	January 7, 2019 to December 31, 2019	\$85,515.28	1.5%
17	January 1, 2020 to December 31, 2020	\$86,798.01	1.5%
18	January 1, 2021 to December 31, 2021	\$88,099.98	1.5%
19	January 1, 2022 to December 31, 2022	\$89,421.48	1.5%

20 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

21 Salary Increase:

22	2019	\$1,263.78 increase	2020	\$1,282.73 increase
23	2021	\$1,301.97 increase	2022	\$1,321.50 increase

RESOLUTION NUMBER -2018

Resolution Creating Green Lake County Parks Commission

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20TH day of February 2018, does resolve as follows:

1 **WHEREAS**, Wis. Stat. §27.02(1) allows a county to create a county parks commission;
2 and,

3 **WHEREAS**, the Administrative Committee has studied the County Board Rules of Order
4 and determined that a county parks commission is necessary under statute.

Fiscal note is attached.

Approved by Finance Disapproved by Finance

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 20th
day of February 2018.

Nick Toney, Vice-chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Paul Schwandt

Corporation Counsel

Michael Starshak

5 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
6 Supervisors hereby create the Green Lake County Parks Commission.

7 **BE IT FURTHER RESOLVED**, the Chair of the Green Lake County Board of
8 Supervisors shall appoint the seven members of the commission, in writing, and file the
9 appointments in the office of the County Clerk. Three of the seven members shall be
10 members of the Green Lake County Board of Supervisors.

11 **BE IT FURTHER RESOLVED**, the Green Lake County Administrator shall appoint and
12 supervise a general manager of the park system, subject to confirmation by the County
13 Board of Supervisors.

14 **BE IT FINALLY RESOLVED**, the Green Lake County Parks Commission shall meet
15 within 30 days of the last appointment to organize, create by-laws and elect its officers.

16 **FISCAL NOTE:**

ORDINANCE NO. -2018

Amending Chapter 9 – Board of Supervisors

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of February 2018, does ordain as follows:

- 1 **NOW, THEREFORE, THE COUNTY BOARD OR SUPERVISORS OF THE COUNTY**
- 2 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

Roll Call on Resolution No. -2018

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th
day of February 2018.

Harley Reabe, Chair

Nick Toney, Vice-chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Paul Schwandt

Corporation Counsel

Michael Starshak

4 Section 1. Green Lake County Ordinance, 9-34, section B (1) is amended as follows:

5 B. The powers, duties, and responsibilities of the Finance Committee shall
6 be as follows:

7 (1) Pursuant to Wisconsin Statute section ~~59.12(a)~~ 59.52(12)(a) the
8 Committee shall examine and settle all accounts of the County, and all
9 claims and demands against the County that do not exceed \$5,000 and
10 cause to be issued orders therefore.

11 Section 2. This ordinance shall become effective upon passage and publication.

12 Section 3. The repeal and recreation of any section herein shall not have any effect on
13 existing litigation and shall not operate as an abatement of any action or proceeding then
14 pending or by virtue of the repealed sections.



GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4147
cschmit@co.green-lake.wi.us FAX: 920-294-4135

February 5, 2018

To: Green lake County Board of Supervisors

From: Catherine J. Schmit, County Administrator

Under general direction of the Green Lake County Board, the Administrator serves as the County's chief administrative officer under State Statute 59.18, and is responsible for directing all managerial and administrative functions of the county, except those functions vested in boards, commissions, or other elected officers. I have just recently completed my first full year in the Administrator position.

During the first quarter of 2017 I coordinated with County staff on changes to administrative practices and adapting to having a County Administrator within the County. The County Administrator's office worked with consulting firm WIPFLI to finalize updates to the County Compensation Plan as well as reviewing and modifying the Pay for Performance administrative guidelines and had both approved by the County Board. I also held numerous listening sessions throughout the County with departments to discuss the changes with staff and answer their questions and concerns. During this time the Administrator's Office also worked with the County Clerk and County Treasurer in facilitating County debt refinancing.

Starting in the Spring of 2017 the Administrator's Office worked closely with Corporation Counsel in drafting substantial changes to both the Employee Policy & Procedure Handbook and the Administrative Manual. Many of the updates reflecting the new paradigm involved with the hire of the County Administrator. I continued to have staff listening sessions as well as regular monthly department head meetings. As Administrator I worked closely with our audit firm in more clearly defining County Ordinance Chapter 80 regarding the General Fund Reserve Policy. During this time I also worked closely with the County Clerk, County Treasurer and Finance Committee on creation and adoption of a new Credit Card Policy that now allows the County to capture 1% savings on all credit card purchases. I also organized management/leadership training available to all staff via brown bag lunch coaching webinar series that ran semi-weekly through the fall of 2017.

Starting in June the department welcomed our new Human Resources Coordinator Nicole Geschke. She has been instrumental in streamlining the recruitment and hiring process as well as being the lead on implementation and coordination of our new employee performance management software and evaluation process. Several mandatory training sessions were held for all staff and workshops were scheduled to assist staff with navigating the process and software. In June we also held our 2018 Annual Budget Kickoff meeting with Departments. An entirely new detailed format and process was implemented and numerous training and budget development workshops were held to support staff in navigating the new expectations. Department Heads are now taking ownership of and being held accountable for their own departmental budget line items. As County Administrator I also worked with the Personnel Committee taking the lead in negotiating a new WPPA/LEER Union contract.

As 2017 came to a close, we found ourselves dealing with several UWEX Agent position vacancies and are in the process of working with the UW System in recruiting and filling the vacancies created by the resignation of our Ag Agent, as well as promotions in the UW System of our CNRED and 4H Agents. Our County community came together to meet with Wisconsin Attorney General Brad Schimel to discuss the wide-ranging issues and challenges related to the Opioid Crisis. Working directly with the Sheriff's Office staff, we coordinated mandatory active shooter training and on December 7th had a live, full-blown active shooter drill that included the entire Government Center complex. In November the County Board adopted the 2018 Green Lake County Annual Budget after a smooth and cooperative budget development process, in the new style and format as put forward by the Administrator's department.

During the final months' of the year we welcomed a 'new' member to the County Administrator Office staff. Account Budget Coordinator Angie Petruske relocated to the Administrator's office from the County Clerk's office. This will facilitate the fiscal management of the County by having staff more centrally located. We are looking forward to having another exciting and productive year in 2018!

2017 ACCOUNTING	5,853 checks sent	\$17,760,504.67
	Receipts (cash & A/R)	\$51,801,543.65
2017 PERSONNEL	Retirements	3
	Voluntary Resignation(s)	6
	Involuntary Resignation(s)	1
	Position(s) Eliminated:	
	Full-Time	1
	Part-Time	1
	Position Reduction(s):	
	Full to Part-Time	1

The Green Lake County Human Resources Coordinator ran fifteen recruitments, filling seventeen positions (three employees with start dates after January 1, 2018) in the latter six months of 2017.

Respectfully submitted,
Catherine J. Schmit
 Catherine J. Schmit
 Green Lake County Administrator

Also, Human Resources Coordinator, Nicole Geschke
 Account Budget Coordinator, Angie Petruske





GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R. Toney

Treasurer and Real Property Lister

Office: 920-294-4018

FAX: 920-294-4009

January 29, 2018

Memo to Administrative Committee:

In December we started our normal process of receiving mill rates and certified levy amounts from the local clerks and entered those into our tax collection system. Once this was completed, Stef and I checked and rechecked these values and rates carefully and received confirmation by the local clerks. We then printed the tax bills, tax rolls and all pertinent information relating to the tax collection. With the office down by a part-time employee, Stef and I put in many long hours ensuring that the bills were mailed in the same timeline as they always have been.

The Treasurer's office has finished out 2017 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2017, our office had collected \$5,650,156.39 for the 2017 tax roll. This number is higher than December 31, 2016 by \$1,561,399.25. As of today, our office has collected over nine million in real estate and personal property taxes. There are a few factors that we feel have contributed to this. First and foremost, we are collecting for two additional municipalities this year. Secondly, we have seen a large increase in the number of taxpayers paying their full tax bill rather than just the first installment amount due to the new federal tax law that is capping the 2018 tax deductions.

Typically at the start of the New Year, we begin to prepare assessment rolls for the next tax cycle. This involves "rolling over" the tax rolls in our tax assessment software, compiling the new assessment rolls, verifying that all new values are correct and distributing these to the assessors so they can start the new tax year. This is also an intense period of verifying and compiling reports and distributing all of these forms to the municipalities. We are behind in this process this year due to staffing changes. Our goal is to be ready to start to work on this the first part of February. There is no statutory deadline for this but we do not want to fall behind on it.

In February, the tax settlement process will be complete, at this time the local treasurers turn their collection records over to the county. The percentage of all taxes collected paid by the first installment needs to be distributed to all of the districts within the 16 different municipalities by February 20th. These calculations are done in this office. This process requires a lot of checking and rechecking by this office to ensure accuracy.

I published the tax deed listing for the 2014 tax year the first two weeks in February, 2018.

This year our list included:

39 people, owning **49** parcels

Last year our list included:

45 people, owning **51** parcels

Anyone on this list will have until the end of August 2018 to pay their delinquent 2014 taxes or the county can take the property.

We are currently working with Transcendent on the migration of our data from our GCS program into the new Transcendent program. All of our data is in the test database for Transcendent and at this time they are working on computing the 2017 tax bills to verify all values and figures have been converted correctly. We do have a meeting scheduled on February 27th for those municipal clerks/treasurers that collect the first installments on their own. This meeting will be an overview so they know what to expect with the conversion. After that meeting we will begin testing in the software and in late summer we plan to be live on Transcendent with the Real Property Lister portion of the program. Then on September 1st, we plan on going live with the Treasurer piece.

The Treasurer's office continues to be a central location for many important functions within the Government Center in addition to collecting taxes. Some of these functions include: receipt and deposit all money, keep daily balances of bank accounts, distribute all checks for the county, invest excess funds, maintain records of all unpaid and delinquent taxes, assist local municipal clerks and treasurers with their tax collection and settlement as well as their tax and assessment rolls preparation and furnish complete and balanced tax settlements to the Department of Revenue to name a few.

The Treasurer's office currently staffs two full time employees, which include Stefanie Meeker, and myself. I would like to have the vacant part-time Deputy Treasurer position filled within the next two months. Our goal for 2018 is the same as 2017. It is to continue to provide the accurate and friendly customer service that we have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Amanda Toney and Stef Meeker

Respectfully submitted,
Amanda R. Toney
County Treasurer/Real Property Lister

**TO THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS
OF GREEN LAKE COUNTY**

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2017 through December 31, 2017

Report on General Activity in County Treasurer's office for 2017:

	TOTAL AMOUNT	TOTAL AMOUNT
	2016	2017
General Receipts	20,208,977.73	22,480,267.83
General Property Tax Receipts	10,163,417.50	10,128,104.71
Tax Settlement	13,742,918.68	14,130,813.46
Withdrawals related to tax settlement	9,300,000.00	9,365,000.00
Total Interest Received on Investments	54,128.09	232,897.76
Sales Tax Received	1,332,449.39	1,391,076.39
Withdrawal of Sales Tax funds for loan payment on bldg	1,010,625.00	948,599.69
Total Interest and Penalty Received on Delinquent Taxes	262,340.14	322,889.22
City of Berlin Tax Incremental District (TID) Closure	0.00	337,547.03
Total General Maintenance Checks	22,801,040.51	23,871,875.43
Total Payroll Disbursement	6,170,617.21	6,387,885.42
Total Outgoing Wire Transfers for Payroll and Fees	4,336,370.86	4,522,338.58
Real Estate Transfer Fees	218,941.67	268,774.55
Total Sales Tax Wires	1,332,449.39	1,396,635.44
Investment Wires	8,000,000.00	10,005,454.79
Tax Settlement	10,151,623.74	10,192,423.51
Repayment of Bond Loan +Interest on Loan	1,010,625.00	948,599.69
Direct Deposit HS Funds	1,252,304.36	1,389,415.49

Report of activity by the Real Property Lister's Office for the Year 2017:

	2016	2017
Documents of transfer processed	1,394	1,443
Tax parcels affected by splits and/or combinations	160	172
Tax parcels affected by ownership, valuation and address changes	7,969	9,193
911/Fire Numbers processed/issued in 2017	36	37

Report of Cash Balance on Hand

STATEMENT OF CONDITION OF GREEN LAKE COUNTY

From January 1, 2017 to December 31, 2017

Cash Balance 1-1-17	1,011,749.92	
Receipts - 2017	59,337,196.09	
	60,348,946.01	
Disbursements - 2017		58,983,402.90
Required Cash Balance 12-31-17		1,365,543.11
		60,348,946.01

Respectfully submitted,
Amanda R Toney, County Treasurer

*FOLLOWING IS A LISTING OF TAX CERTIFICATES, WHICH REPRESENT DELINQUENT TAX,
HELD BY GREEN LAKE COUNTY AS OF:

	<u>31-Dec-15</u>	<u>31-Dec-16</u>	<u>31-Dec-17</u>
TOWN OF BERLIN	28,138.61	40,750.40	28,221.44
TOWN OF BROOKLYN	61,594.63	45,830.44	44,556.08
TOWN OF GREEN LAKE	165,731.04	236,172.47	140,183.52
TOWN OF KINGSTON	11,060.16	6,338.08	8,809.86
TOWN OF MACKFORD	21,554.04	13,929.75	21,959.54
TOWN OF MANCHESTER	3,099.77	10,174.10	8,755.17
TOWN OF MARQUETTE	16,006.25	19,041.99	23,470.65
TOWN PRINCETON	150,477.30	116,193.46	88,042.96
TOWN OF ST MARIE	5,833.91	7,042.39	7,628.94
TOWN OF SENECA	16,450.98	24,363.36	12,653.20
VILLAGE OF KINGSTON	20,780.76	20,063.90	22,680.83
VILLAGE OF MARQUETTE	7,359.76	11,218.36	12,392.39
CITY OF BERLIN	146,618.74	205,587.57	142,234.19
CITY OF GREEN LAKE	52,856.98	73,031.05	27,341.92
CITY OF MARKESAN	100,882.17	84,293.21	58,026.81
CITY OF PRINCETON	69,603.90	66,788.94	57,882.36
<u>TOTAL COUNTY DELINQUENT 12-31-2015</u>	<u>878,049.00</u> **		

**\$87,870.81 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2016

980,819.47 **

**\$99,562.71 in uncollected special assessments and charges included in figure

TOTAL COUNTY DELINQUENT 12-31-2017

704,839.86 **

**\$66,669.78 in uncollected special assessments and charges included in figure

*See following page for graph of these figures sorted by Municipality

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2017

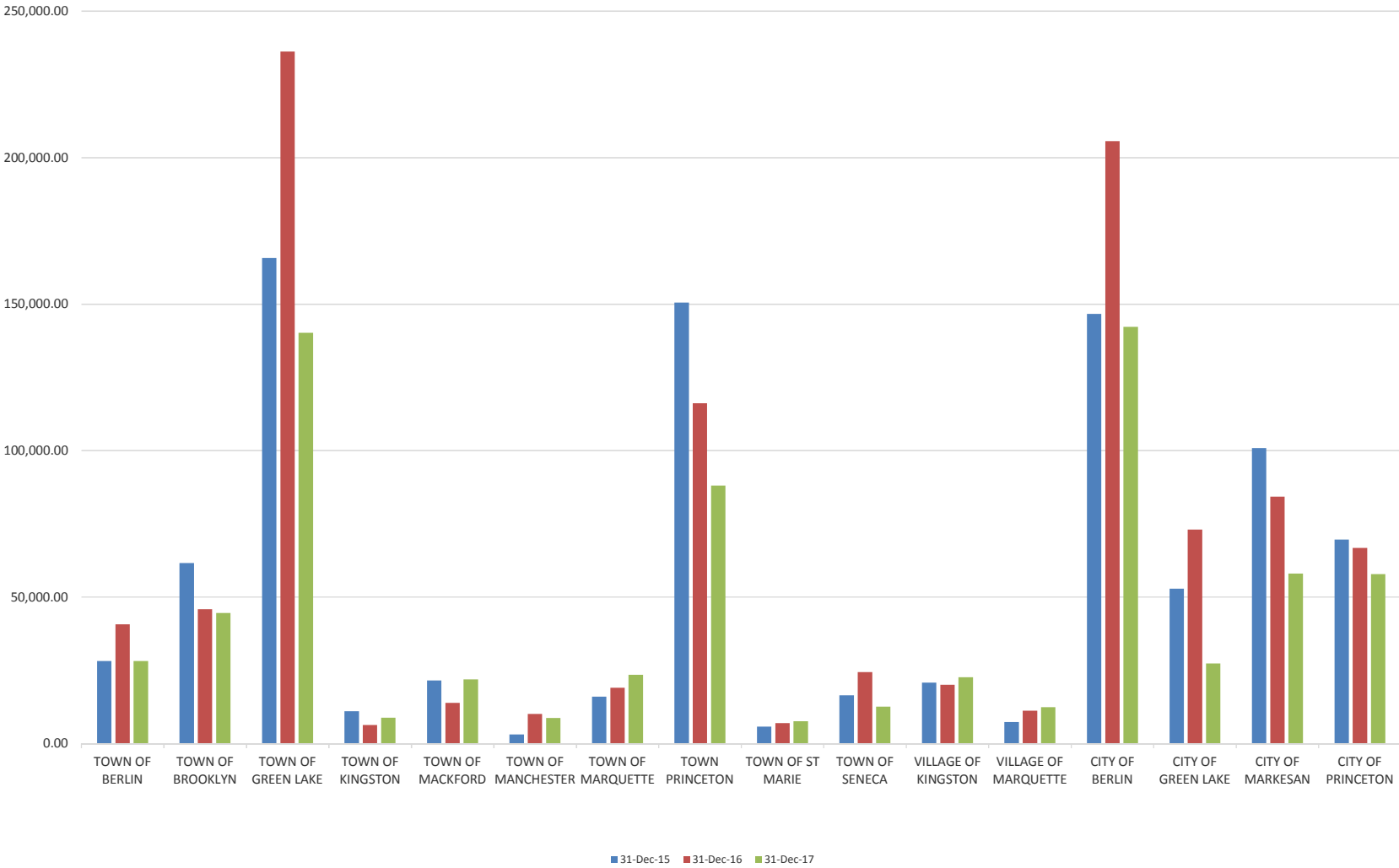
	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/16			2,644,895.49
2017 COLLECTIONS	1,405,329.42	10,045.56	1,415,374.98
Loan Payments	2,448,599.69		2,448,599.69
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/17	3,853,929.11	10,045.56	1,611,670.78

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
L.G.I.P.			1,611,670.78		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2017	1,611,670.78		

TOTAL SALES TAX REVENUE SINCE INCEPTION, PLUS INTEREST, IS HELD IN TRUST

Listing of Tax Certificates by Municipality





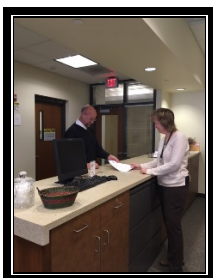
GREEN LAKE COUNTY REGISTER OF DEEDS 2017 ANNUAL REPORT

Our Mission

- To provide the official county repository for: Real Estate records (deeds, land contracts, mortgages) Personal property records (UCC filings) Vital records (Birth, Death, Marriage 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 customer services for our citizen-customers.



Register of Deeds Staff:
Deputies Jane Thomas & Renee Thiem-Korth
Register of Deeds Sarah Guenther





GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

January 15, 2018

Memo to County Board of Supervisors

From: Sarah Guenther, Register of Deeds

I want to thank the Green Lake County Board of Supervisors for all the support they have given me and my deputies this past year for our office.

It has been a pleasure working with our County Administrator Cathy Schmit; our office has a great working relationship with Cathy and Nicole.

My deputies continue to work to get more records accessible online. This brings such value to the public. This helps with property searches, mortgages, and loans. This also assists real estate firms, banks and attorneys. To have access 24/7 is vital in the online world we live in.

As of January 3, 2017, statewide issuance of vital records became a reality. Now a year later this has proven to provide such convenience to our customers. A citizen can now obtain their birth certificate anywhere in the state. Other vital records if recently entered in the system are available as well. Many customers getting passports now can obtain their vital records in our office and walk down the hallway to the County Clerk's office for their passport. Statewide issuance has provided easy access and convenience for our customers.

As you can see on the annual report, our revenue numbers continue to increase. I had mentioned I felt Statewide issuance of vital records has increased activity in our office. This is especially true with the death records. We increased revenues by \$4,500 overall. This is attributed to the personalized service my deputy Jane Thomas has provided our customers.

In addition, to note our Tapestry and Laredo revenues have increased every year since its inception in 2013 when I became Register of Deeds. This has occurred because my deputy Renee Thiem-Korth has continued to make it a priority to verify records so they can be viewed online. Our revenues increased \$6,800 from last year.

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,

A handwritten signature in black ink, appearing to read "Sarah Guenther".

Sarah Guenther
Green Lake County Register of Deeds

REGISTER OF DEEDS OFFICE

2017 ANNUAL REPORT

Submitted by Sarah Guenther _____

January 15, 2018

				GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES				\$356,029.00	
County Share	20%	\$71,206.00			\$71,206.00
WDOR Share	80%	\$284,823.00			
RECORDINGS					
Real Estate	3,875			\$116,250.00	\$89,125.00
County Land Records Fees	\$8 fee	\$31,000.00			
State Land Records Fees	\$7 fee	\$27,125.00			
County ROD Recording Fees	\$15 fee	\$58,125.00			
VITAL STATISTICS					
Births Certified - 1st Copy	481				
Add'l Certified copies	324			\$10,592.00	\$3,377.00
Fees Rmtd to State-Trust Fund	\$3,367.00				
Fees Remitted to State	\$3,848.00				
Deaths Cerified - 1st Copy	405				
Add'l Certified copies	3,392				
Fees Remitted to State	\$5,265.00			\$18,276.00	\$13,011.00
Marriages Certified - 1st Copy	227				
Add'l Certified copies	329				
Fees Remitted to State	\$2,951.00			\$5,527.00	\$2,576.00
Official Records Online	26				
				\$65.00	\$65.00
TAPESTRY REVENUE				\$6,405.00	\$6,405.00
LAREDO COPY FEE				\$10,801.00	\$10,801.00
LAREDO REVENUE				\$22,696.00	\$22,696.00
COPIES				\$3,139.00	\$3,139.00
MISC. INCOME: Fax, Images, Overpayments, E>Returns				\$1.70	\$1.70
TOTAL GROSS REVENUE				\$549,781.70	
TOTAL COUNTY REVENUE					\$222,402.70

REGISTER OF DEEDS OFFICE

2016 ANNUAL REPORT

Submitted by Sarah Guenther _____

January 10, 2017

					GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES					\$273,663.60	
County Share	20%	\$54,732.72			\$54,732.72	
WDOR Share	80%	\$218,930.88				
RECORDINGS						
Real Estate	3,836			\$115,070.00	\$88,232.00	
County Land Records Fees		\$30,672.00				
State Land Records Fees		\$26,838.00				
VITAL STATISTICS						
Births Certified - 1st Copy	408					
Add'l Certified copies	282			\$9,006.00	\$2,886.00	
Fees Rmtd to State-Trust Fund	\$2,856.00					
Fees Remitted to State	\$3,264.00					
Deaths Cerified - 1st Copy	288					
Add'l Certified copies	2,179					
Fees Remitted to State	\$3,744.00			\$12,297.00	\$8,553.00	
Marriages Certified - 1st Copy	232					
Add'l Certified copies	449					
Fees Remitted to State	\$3,016.00			\$5,987.00	\$2,971.00	
Official Records Online	9					
				\$22.50	\$22.50	
TAPESTRY REVENUE					\$4,879.75	\$4,879.75
LAREDO COPY FEE					\$8,563.00	\$8,563.00
LAREDO REVENUE					\$17,927.15	\$17,927.15
COPIES					\$3,413.50	\$3,413.50
MISC. INCOME: Fax, Images, Overpayments, E>Returns					\$1,021.00	\$1,021.00
TOTAL GROSS REVENUE					\$451,850.50	
TOTAL COUNTY REVENUE						\$193,201.62



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

February 5, 2018

To: Green Lake County Board of Supervisors

From: Elizabeth Otto, County Clerk

The County Clerk's office continues to be a central location for many processes throughout the County. Statutory duties include marriage licenses, dog licenses, record retention, election administration, meeting proceedings and agendas, timber cutting notices, tax apportionment, and various accounting duties. Our office also handles County payroll, the phone system, security system, purchasing, DNR licenses, passports, county mail service and county insurance policies.

In January of 2017 the County Clerk's office took over passport applications which was previously done in the Clerk of Courts. This is a valuable service to the public and as the sole agent in Green Lake County, we are happy to continue to serve area residents. By the end of January, our office will be offering the picture service for both new passport applicants and renewals. This will generate revenue for the County as well as provide another service to the general public.

In November 2017 Angie Petruske, Account Budget Coordinator, moved up to the County Administrator's office since her duties are more in line with that department now. Although we miss her, my staff has adjusted well to the change and absorbed the duties that she performed in my office.

Our office has also taken on the duties of county mail and package delivery along with office supplies and I believe this process has gone very smoothly. I would like to commend my staff, Samantha and Nan, for their willingness to provide this service and for working together to coordinate the duties involved. Office supplies are being delivered to the various departments on a more timely basis and we are working on eliminating the excess of supplies that are in our inventory. I am planning a few more changes to the mail procedure which will save both time and taxpayer money. I will have those changes in place well before the budget process begins for 2019.

With four elections in the coming year, the County Clerk's office will be providing election assistance and administration to all 16 municipalities in Green Lake County. This involves activities before, during, and after each election. We will be providing a training session before the Spring Election for all of the clerks and election workers so that everyone is ready for the rest of the year. I have also implemented a few changes on election notices to cut down on the Municipal Clerk's workload and to make it easier for voters to get the information they need regarding absentee voting and polling place locations and times. We have a great working relationship with all of the Municipal Clerks and I would like to recognize all of them for their hard work in advance during a busy election year.

All of the year end payroll reports have been finalized and submitted including W2's, 1095C's (Affordable Care Act paperwork), 941's, WT-7, and the Wisconsin Retirement annual report. It's a great feeling to get that all completed and balanced each year!

My office is staffed by 2 full time employees which include myself and Samantha Stobbe and a part time employee, Nan Hanson. Our goal is to provide prompt and courteous customer service to our fellow employees and supervisors as well as the general public.

If we can ever be of any assistance or if there are any questions regarding my department, please feel free to stop in!

Respectfully submitted,
Elizabeth Otto
Elizabeth Otto
Green Lake County Clerk





GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

2017 ANNUAL REPORT
OFFICE OF THE COUNTY CLERK

TO: THE HONORABLE CHAIRMAN AND BOARD
OF SUPERVISORS OF GREEN LAKE COUNTY

		2016	2017
2017 FISH & GAME LICENSES	Gross License fees remitted to State	\$2286.20	\$2,169.00
	License fees remitted to County	\$134.05	\$69.35
	Interest	\$0.19	\$.08
2017 DOG LICENSES	License fees collected	\$9117.25	\$9129.00
	License fees remitted to State	\$482.73	\$483.15
2017 MARRIAGE LICENSES	100 Marriage Licenses @ \$75	\$10,050.00	\$7500.00
	Waivers 20 @ \$25	\$850.00	\$500.00
	Fees remitted to State (100 @ \$25)	\$3,350.00	\$2500.00
2017 DOMESTIC PARTNER LICENSES	0 Domestic Partner License @ \$75	0	0
	Waivers 0 @ \$10	0	0
	Fees remitted to State (0 @ \$25)	0	0
2017 MAILINGS	Postage County Offices	\$41,628.88	\$37,186.85
	Municipal Mailings - Fees to County (Real Estate Tax Bills)	\$4,342.69	\$4,396.54
2017 PASSPORTS	186 Acceptance Fees Collected @ \$25	0	\$4650.00
2017 PAYROLL	Total County Payroll 216 employees (average) W2's (248)	\$9,216,628.74	\$9,539,883.38

Respectfully Submitted,
Elizabeth Otto,
County Clerk



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

MEMORANDUM

TO: Honorable Board of Supervisors

CC: Administrative Committee

FROM: Dawn N. Klockow

DATE: January 22, 2018

RE: Corporation Counsel Yearly Report for 2017

I am pleased to present the 2017 Annual Report for the Office of Corporation Counsel. As you are aware, the Office of Corporation Counsel is an office created by the Green Lake County Board of Supervisors in accordance with Wisconsin Statutes. The Corporation Counsel provides legal services to the Board and County Departments in all civil litigation matters and other matters as assigned by either ordinance or statute.

In July 2017, my office implemented case management software that allows my assistant and me to work virtually paperless. Angie and I are able to work simultaneously on files, draft notes, enter calendar items and tickles for working on each file. The program also allows for automation of standard forms we use, which will increase efficiency in the office. Below is a listing of the types of legal assistance the Office of Corporation Counsel provided for the County and its individual departments. The table is broken down between the first half of the year, where we tracked files using a simple Excel spreadsheet and the second half of the year, using the new program. The program allows me to search and complete reports on file activity.

**Green Lake County
Completed Assignments by Type
Corporation Counsel - 2017**

Type	Description	All Staff 1/1/2017 - 6/30/2017	7/1/17 - 12/31/2017	Completed	Ending Balance
MISC	Misceallaneous files	0	16	14	2
CODE	County Code Amendment	0	6	4	2
CONP	Purchase Contract	0	1	0	1
CONS	Contract for Services	35	20	50	5
EM	Employee Matters	2	11	12	1
GRE	Grievance- Employment	0	1	1	0
HHZ	Human Health Hazzard	0	4	2	2
LEEQ	Lease Equipment	0	2	1	1
LERE	Lease Real Estate	0	1	1	0
LIC	License	0	1	1	0
MISC	Miscellaneous Collection	0	1	1	0
MOA	Memorandum of Agreement	0	1	0	1
MOU	Memorandum of Understanding	0	4	3	1
NCNI	Notice of Claim/Injury	0	2	1	1
OA	Office Administration	0	11	9	2
OPNF	Formal Opinion	5	15	17	3
OPNI	Informal opinion	10	26	35	1
OR	Open Records Request	5	11	16	0
ORDA	Ordinance-Amendment	6	2	8	0
ORDC	Ordinance-Create New	3	1	3	1
OTR	Other Real Estate	1	3	3	1
POL	Policy	14	10	20	4
RES	Resolution	8	3	11	0
SEP	Septic Code Violation	0	1	1	0
Total :		89	154	214	29

The following chart represents the number of files that are litigation related, e.g. court cases. They do not include child support cases.

**Green Lake County
Litigation Cases Opened 2017**

All Staff

Category	Cases Opened
Alcohol Commitment	1
Bankruptcy	5
Collections - Miscellaneous	1
Collections - Property Damage	1
Guardianship	3
Guardianship with Protective Placement	23
Human Health Hazard	4
Involuntary Mental Commitment	45
Miscellaneous litigation	7
Termination of Parental Rights	3
Zoning	4
Totals	97

I continue to attend County Board and Committee meetings and appear in court for child support matters.

Thank you for the opportunity to continue to serve the Green Lake County Board of Supervisors and Green Lake County.