



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/26/2017

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on January 30, 2017:

- 1) Agenda
- 2) Draft minutes from the 11/07/2016
- 3) Ordinance Amending Chapter 9, Board of Supervisors, Article III, Appointed Committees
- 4) Annual Reports from Treasurer, ROD, Clerk and Corporation Counsel
- 5) Training Requests and Reports from County Administrator, Treasurer, ROD, Clerk and 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: January 30, 2017 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
Nick Toney,
Vice -Chair
Robert Lyon
Michael Starshak
Paul Schwandt
David Richter*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 11/07/2016
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Job Descriptions
9. Resolutions/Ordinances
 - Amending Chapter 9, Board of Supervisors, Article III, Appointed Committees
10. Annual Reports
11. Training Requests/Reports
 - County Administrator
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
12. Purchase Requests
13. Committee Discussion
 - Future Meeting. Dates: May 1, 2017 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
November 7, 2016

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, November 7, 2016 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
David Richter
Mike Starshak
Paul Schwandt
Bob Lyon

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Sarah Guenther, ROD

AGENDA

Motion/second(Richter/Schwandt) to approve amended agenda. Motion carried.

MINUTES

Motion/second(Richter/Toney) to approve the minutes of August 1, 2016, September 9, 2016 and September 23, 2016 as presented. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

JOB DESCRIPTIONS

- Register of Deeds – the Account Clerk II Deputy and the Deputy Register of Deeds job description was reviewed.

- Corporation Counsel – the Legal Assistant/Administrative Assistant description was reviewed.

Motion/second(Richter/Schwandt) to approve the revised job descriptions and send on to the Personnel Committee. Motion carried.

RESOLUTIONS/ORDINANCES – None

COMMITTED FUNDS

Committed funds are for County Clerk Election and Treasurer's folding machine.

Motion/second(Richter/Lyon) to approve the committed funds. Motion carried.

REPORTS

Treasurer: Amend reported on the County Sale Book which is the book recording the certificates of delinquent 2015 taxpayers. As of September 1, 2016, 1.97% of the roll was left to collect compared to 1.67% in 2015. Three delinquent properties were taken on tax deed with 2 properties being sold. The annual local clerk/treasurer training is schedule for November 17th at 9 AM. The Treasurer's office will be calculating tax bills in November and December.

Register of Deeds:

Green Lake County is one of three Counties that have tract index now on line. Guenther has worked

with the Attorney General on several pieces of legislation that passed in the last legislative session, and is currently working with legislators to protect victims by closing some legislative loop holes. She has also worked with the Land Information Committee to help get a system that all internal departments could utilize and share data. Guenther also provided a quote to scan all military records.

County Clerk: The County Clerk's office has been getting ready for the Presidential election. A two hour training session for all municipal clerks and chief inspectors was held on October 24th. The budget is set and will go to the County Board for approval on November 15th. Bostelmann is working with Liz Otto on transitioning the County Clerk's duties. She has also been in touch with the Cathy Schmit and is getting ready for Schmit to start on December 5th. The auditors were here the week of October 31st to begin the 2016 audit. Bostelmann also did supervisor orientation for Dennis Mulder and Peter Wallace.

Corporation Counsel: Corporation Counsel reported on the legal services that she has provided to county committees, department heads and educational sessions she has attended. Since July 22nd she has received 25 legal requests, 19 are completed and 6 are open. So far this year 140 formal case files have been opened with 33 remaining open at this time.

PURCHASE REQUESTS

ROD: Scan military discharge papers On Q Solutions \$4,415.00
Motion/second(Toney/Richter) to approve the scanning of the military documents. Motion carried.

CLOSED SESSION

Consider Motion to Convene into Closed Session per:

Motion/second(Starshak/Richter) to move into closed pursuant to Wis. Stat. section 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. The closed session is regarding evaluation of Administrative Coordinator compensation.

Roll call vote, 6 ayes, 0 nays, 0 absent, Motion carried.

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

Motion/second(Toney/Starshak) to reconvene in open session. Roll call vote, 6 ayes, 0 nays, 0 absent. Motion carried.

Motion/second(Schwandt/Richter) to approve the recommendation to pay the administrative coordinator wages out to the end of December. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – February 6, 2017 at 6:00 pm

Future Agenda Items:

ADJOURNMENT

Reabe adjourned the meeting at 6:41 PM.

Submitted by,

Marge Bostelmann
County Clerk

ORDINANCE NO. -2017

Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of February, 2017, does ordain as follows:

WHEREAS, The Green Lake County Board created a Land Information Council by Resolution 28-2010 as an appointed committee; and,

WHEREAS, the Land Information Council was not added to Chapter 9. Board of Supervisors, Article III. Appointed Committees.

NOW, THEREFORE, BE IT ORDAINED, that Chapter 9. Board of Supervisors, Article III. Appointed Committees shall be amended as follows:

1. Renumber §9-42, Miscellaneous Appointed Committees to §9-43.

Roll Call on Ordinance No. - 2017

Aye____, Nay____, Absent____, Abstain____		Submitted by Administrative Committee
Passed & Enacted/Rejected this day of , 2017		_____ Harley Reabe, Chair
_____ County Board Chairman		_____ Nick Toney, Vice-Chair
_____ Attest: County Clerk		_____ Robert Lyon
Approved as to Form: _____ Corporation Counsel		_____ Paul Schwandt
		_____ Michael Starshak
		_____ David Richter

2. Create §9-42, Land Information Council

§9-42. Land Information Council

A. The Land Information Council shall consist of not less than 8 members and shall include the register of deeds, the treasurer/real property lister, and the following members appointed by the County Board for a one-year term or until a successor has been appointed and confirmed:

1. A member of the County Board.
2. A representative of the land information office.
3. A realtor or a member of the Realtors Association employed within the county.
4. A public safety or emergency communications representative employed within the county.
5. The county surveyor or a professional land surveyor employed within the county.
6. Any other members of the County Board or public that the County Board designates.

B. Notwithstanding par. (A), if no person is willing to serve under par. (A) 3., 4., or 5., the County Board may create or maintain the Land Information Council without the member designated under par. (A) 3., 4., or 5.

C. The Land Information Council shall review the priorities, needs, policies, and expenditures of the land information office established by the County Board and advise the County Board on matters affecting the land information office.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication



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 24, 2017

Memo to Administrative Committee:

It has been 16 days since I have officially taken office. This is an incredibly busy time of year for this office and I have jumped in with both feet. I spent the majority of the first two weeks sitting alongside Deputy Treasurer Stef Meeker learning the day-to-day functions. Stef has a vast knowledge regarding all of the intricacies of this office so I learn something new every day. I feel it is necessary for me to learn from the ground up in order for me to be successful in this position. It is an honor to be serving as County Treasurer and I look forward to many more years in this position.

The office is nearing the end of the first installment tax collections. As of today, we have collected over \$7 million in taxes for the five municipalities. We have completed the January settlement process and Hannah Lueneberg has been busy preparing assessment rolls for the next tax cycle.

The Treasurer's office continues to be a central location for many important functions within the Courthouse 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 staffs two full time employees, which include Stefanie Meeker, and myself as well as one part-time employee, Hannah Lueneberg, whose time is split with the Register of Deeds Office. Our goal for 2017 is to continue to provide the accurate and friendly customer service that Hannah and Stef have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Hannah Lueneberg, Amanda Toney, Stef Meeker

Respectfully submitted,

Amanda R. Toney

**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, 2016 through December 31, 2016

Report on General Activity in County Treasurer's office for 2016:

	TOTAL AMOUNT
General Receipts	20,208,977.73
General Property Tax Receipts	10,163,417.50
Tax Settlement	13,742,918.68
Withdrawals related to tax settlement	9,300,000.00
Total Interest Received on Investments	54,128.09
Sales Tax Received	1,332,449.39
Withdrawal of Sales Tax funds for loan payment on bldg	1,010,625.00
Total Interest and Penalty Received on Delinquent Taxes	262,340.14
Total General Maintenance Checks	22,801,040.51
Total Payroll Disbursement	6,170,617.21
Total Outgoing Wire Transfers for Payroll and Fees	4,336,370.86
Real Estate Transfer Fees	218,941.67
Total Sales Tax Wires	1,332,449.39
Investment Wires	8,000,000.00
Tax Settlement	10,151,623.74
Repayment of Bond Loan +Interest on Loan	1,010,625.00
Direct Deposit HS Funds	1,252,304.36

Report of activity by the Real Property Lister's Office for Year 2016

Documents of transfer processed	1,394
Tax parcels affected by splits and/or combinations	160
Tax parcels affected by ownership and valuation changes	7,969
911/Fire Numbers processed/issued in 2015	36

Report of Cash Balance on Hand

STATEMENT OF CONDITION OF GREEN LAKE COUNTY

From January 1, 2016 to December 31, 2016

Cash Balance 1-1-16	656,062.10	
Receipts - 2016	56,074,856.53	
	56,730,918.63	
Disbursements - 2016		55,719,168.71
Required Cash Balance 12-31-16		1,011,749.92
		56,730,918.63

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:

	31-Dec-15	31-Dec-16
TOWN OF BERLIN	28,138.61	40,750.40
TOWN OF BROOKLYN	61,594.63	45,830.44
TOWN OF GREEN LAKE	165,731.04	236,172.47
TOWN OF KINGSTON	11,060.16	6,338.08
TOWN OF MACKFORD	21,554.04	13,929.75
TOWN OF MANCHESTER	3,099.77	10,174.10
TOWN OF MARQUETTE	16,006.25	19,041.99
TOWN PRINCETON	150,477.30	116,193.46
TOWN OF ST MARIE	5,833.91	7,042.39
TOWN OF SENECA	16,450.98	24,363.36
VILLAGE OF KINGSTON	20,780.76	20,063.90
VILLAGE OF MARQUETTE	7,359.76	11,218.36
CITY OF BERLIN	146,618.74	205,587.57
CITY OF GREEN LAKE	52,856.98	73,031.05
CITY OF MARKESAN	100,882.17	84,293.21
CITY OF PRINCETON	69,603.90	66,788.94

TOTAL COUNTY DELINQUENT 12-31-2015

878,049.00 **

**\$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

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2016

	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/15			2,273,717.08
2016 COLLECTIONS	1,332,389.39	49,414.02	1,381,803.41
Loan Payments	-1,010,625.00		-1,010,625.00
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/16	321,764.39	49,414.02	2,644,895.49

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
Farmers & Merchants Bank	707405	5 months	1,500,000.00	0.75%	03/13/17
L.G.I.P.			1,098,699.49		
Horicon Bank*			46,196.00		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2016	2,644,895.49		

*In October of 2016 a Sales Tax CD at First National Bank was cashed in. \$46,196.00 of interest earned on this CD was receipted into the general checking account in October. I am researching to see if these funds need to be moved into the Sales Tax account in the LGIP.

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



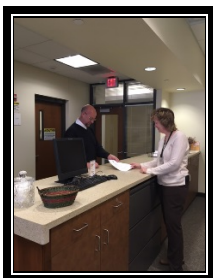
GREEN LAKE COUNTY REGISTER OF DEEDS 2016 ANNUAL REPORT

Our Mission

- To provide the official county repository for: Real Estate records (deeds, land contracts, mortgages, etc) 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:
Jane Thomas, Renee Thiem-Korth,
Hannah Lueneburg, 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 11, 2017

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.

I am really looking forward to working with Cathy Schmit our new County Administrator. I have had meetings with Cathy already and am impressed with Cathy's knowledge and helpfulness that she has offered.

My deputies continue to work to get more records accessible online. I am pleased to report that the public, title industry, banks, attorneys, realtors and many other business partners can now view records online fully verified back to 1985. Since I took office in 2013, we now have 10 more years of fully accessible records.

Our revenues continue to increase because our records are easily accessible online 24 hours a day.

As on January 3, 2017, statewide issuance of vital records is a reality. I was personally involved in this legislation as co-legislative chair of the WRDA. Now a citizen can obtain their vital record from Green Lake County for death records dating back to 2012, marriage back to 2014, and any birth record. Divorce records will also now be available from 2016 forward.

Also new this year is Official Records Online. Our county participated in a pilot project with our software company Fidlar, who created an online system to purchase vital records. We now can provide instant access to request vital records 24 hours a day as well. This has been an additional revenue source for the county because of this service.

I look forward to 2017 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

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

REGISTER OF DEEDS OFFICE

2015 ANNUAL REPORT

Submitted by Sarah Guenther _____

January 8, 2016 _____

					GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES					\$242,317.80	
County Share	20%	\$48,463.56				\$48,463.56
WDOR Share	80%	\$193,854.24				
RECORDINGS						
Real Estate	3,568				\$106,970.00	\$82,372.00
County Land Records Fees		\$28,112.00				
State Land Records Fees		\$24,598.00				
VITAL STATISTICS						
Births Certified - 1st Copy	463					
Add'l Certified copies	289				\$10,127.00	\$3,182.00
Fees Rmtd to State-Trust Fund	\$3,241.00					
Fees Remitted to State	\$3,704.00					
Deaths Cerified - 1st Copy	270					
Add'l Certified copies	2,136					
Fees Remitted to State	\$3,510.00				\$11,808.00	\$8,298.00
Marriages Certified - 1st Copy	223					
Add'l Certified copies	421					
Fees Remitted to State	\$2,899.00				\$5,723.00	\$2,824.00
Domestic Partnerships Filed	0					
Copies Certified	0					
Fees Remitted to State	\$0.00				\$0.00	\$0.00
TAPESTRY REVENUE					\$4,611.50	\$4,611.50
LAREDO COPY FEE					\$8,463.00	\$8,463.00
LAREDO REVENUE					\$16,719.25	\$16,719.25
COPIES					\$3,199.00	\$3,199.00
MISC. INCOME: Fax, Images, Overpayments, E>Returns					\$35.00	\$35.00
TOTAL GROSS REVENUE					\$409,973.55	
TOTAL COUNTY REVENUE						\$178,167.31



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

*Elizabeth Otto
County Clerk*

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

January 17, 2017

To: Green Lake County Board of Supervisors

From: Elizabeth Otto, County Clerk

2016 was a year of change for the County Clerk's office. In December, we said goodbye to our longtime County Clerk, Margaret Bostelmann, who retired after 24 years in office. Marge also served as the Administrative Coordinator for Green Lake County and throughout the year, a plan was established to hire a County Administrator to replace her. Catherine Schmit was hired in December and the change in duties continues to be an ongoing process.

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, vacant job advertising and applications, and all county insurance policies to name a few.

In 2016 our office had 4 elections (spring primary, spring election, fall primary, and general election). We also had a recount for the Presidential election for the first time. Recounts are always a challenge so this was a big one! With the help of our municipal clerks and everyone else involved it went smoothly. Recounts are an excellent way to learn more about election procedures and to ensure accuracy of the voting process.

Our office is staffed by 3 full time employees which include myself, Angie Petruske, and Samantha Stobbe. We also have 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.





GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

REPORT # 18
2016 ANNUAL REPORT
OFFICE OF THE COUNTY CLERK

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

2016 FISH & GAME LICENSES	Gross License fees remitted to State	\$2286.20
	License fees remitted to County	\$134.05
	Interest	\$0.19
2016 DOG LICENSES	License fees collected	\$9117.25
	License fees remitted to State	\$482.73
2016 MARRIAGE LICENSES	134 Marriage Licenses @ \$75	\$10,050.00
	Waivers 34 @ \$25	\$850.00
	Fees remitted to State (134 @ \$25)	\$3,350.00
2016 DOMESTIC PARTNER LICENSES	0 Domestic Partner License @ \$75	0
	Waivers 0 @ \$10	0
	Fees remitted to State (0 @ \$25)	0
2016 PAYROLL	Total County Payroll	\$8,596,488.76
	217 employees (average) W2's (263)	
2016 ACCOUNTING	5668 Checks sent	\$22,154,443.23
	Receipts (cash and A/R)	\$55,593,902.85
2016 MAILINGS	Postage County Offices	\$41,628.88
	Municipal Mailings - Fees to County (Real Estate Tax Bills)	\$4,342.69

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 25, 2017
RE: Corporation Counsel Yearly Report for 2016

I am pleased to present the 2016 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.

The following is a breakdown of the non-litigation work the Office of Corporation Counsel performed for the various Departments where we opened a file:

Department	File Type	Number of Files
Administrative Coordinator	Legal Opinion	2
Child Support	Contract	1
Clerk of Circuit Court	Contract	2
County Coroner	Contract	1
County Coroner	Legal Opinion	1
County Coroner	Open Records Request	2
County Administrator	Contract	1
County Board	Contract	3
County Board	Legal Opinion	3
County Board	Ordinance-Amend Rules	1
County Clerk	Contract	2
County Clerk	Legal Opinion	2
County Clerk	Open Records	2

County Clerk	Election recount	1
DHHS	Contract	7
DHHS	Private Guardianship file	1
DHHS	Legal Opinion	9
DHHS	Open Records	3
DHHS	Class Action law suit	1
DHHS	Other	2
DHHS	Notice of Claim	1
DHHS	Unemployment Compensation Appeal	1
DHHS	Ordinance drafting	2
DHHS	Placard residence	1
District Attorney	Collection	1
Emergency Management	Contract	2
Highway	Contract	9
Highway	Collection	7
Highway	Legal Opinion	5
Highway	Resolution	5
Information Technology	Contract	2
Land Information	Contract	1
Land Information	Legal Opinion	1
Maintenance	Contract	3
Maintenance	Legal Opinion	1
LUPZ	Contract	3
LUPZ	Legal Opinion	10
LUPZ	Resolution	1
LUPZ	Zoning Violation	1
LUPZ	Writ of Certiorari	1
Register of Deeds	Contract	6
Register of Deeds	Legal Opinion	2
Sheriff	Contract	2
Sheriff	Legal Opinion	10
Sheriff	Collection	1
Sheriff	Open Records	1
Sheriff	Ordinance	1
Treasurer	Bankruptcy	5
Treasurer	Contract	2
Treasurer	Legal Opinion	1
Treasurer	Collection	1
UW Extension	Contract	11
UW Extension	Legal Opinion	3
Veterans Services	Resolution	1

The following is a breakdown by File Type:

File Type	Number	# Completed
Bankruptcy	5	Not available at this time
Contract	57	56
Collection	11	11
Guardianship (tracking private)	1	1
Legal Opinion	48	43
Open Records	10	8
Ordinance	4	3
Resolution	8	8
Zoning Violation	2	0
Not categorized	17	14

The following is a breakdown of litigation work the office completed for the various departments:

Department	Case Type	Number of Cases	Number Completed
DHHS	Guardianship	8	7
DHHS	Protective Placement	1	Hearing Pending
DHHS	Involuntary Mental Health Commitment	51	51
LUPZ	Septic Violations	4	4
DHHS	Termination of Parental Rights	1	Hearings Pending
LUPZ	Zoning Violation	1	Pending

The numbers above do not take into account the various emails, telephone calls and in-office consultations that I have performed over the course of the year. Often a quick review of a statute or administrative code and a discussion with staff results in clarification of a legal issue or question. I do not track those conversations and consultations.

Finally, during 2016, I attended committee and County Board meetings, represented the child support agency in court for contempt, paternity and child support establishment and modification hearings.

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



GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4166
cschmit@co.green-lake.wi.us FAX: 920-294-4009

Administrative Committee – January 2017

Since starting in my position in December 2016 I have made an effort to meet in individual and group settings with various department heads, staff and County Board members to get to know everyone better - developing relationships as a new staff person and staff leader. During December I spent substantial time working closely with the outgoing County Clerk Marge Bostelmann.

I also participated in the following tasks:

- Coordinated with staff on changes to administrative practices throughout the County adapting to having a County Administrator in place
- December 8 & 22, 2016 Department Head meetings
- Attended numerous County committee meetings in an effort to orient and educate myself on current issues affecting various departments
- Attended ICC Consortia Meeting in Juneau County
- Participated in a TAD Grant webinar as well as meeting with TAD Grant group
- Attended WPELRA 2017 Annual Conference in Appleton, January 26-27, 2017
- RFP development re: County Surveyor Contracted Services
- RFP development, distribution and contract award for Indirect Cost Report Contract Services for years 2016 – 2018
- Worked with WIPFLI on updating Compensation Plan for adoption by County Board
- Reviewed Pay For Performance administrative guidelines for modification and approval
- Orientation and training on Alio financial software and NeoGov Employee Performance software is ongoing
- Familiarized myself with County financials
- Personnel related activities:
 - Communicated with staff regarding Pay for Performance process with pay increases effective the first payroll of April; backpay to January 1st.
 - Reviewed job descriptions for vacant positions, reviewed recruitment activities, met with staff to discuss wage classification concerns, addressed personnel performance issues
 - Exit interviews with outgoing elected officials
 - Interviews: HHS, Communications Center, Sheriff Dept.
- Upcoming:
 - February 1st conference call with Moody's regarding County debt refinancing
 - WCA Legislative Exchange – Madison, WI; February 7 & 8

County Administrator Conferences - 2017

		<u>Registration</u>	<u>Hotel</u>	<u>Mileage</u>	<u>Meals</u>
WCMA	<i>(WI City/County Managers Assoc.)</i>				
	District 3 Regional Meetings; Quarterly			x	
	Winter Conference - Oshkosh, WI; March 1 - 3	\$ 185.00		x	
	Summer Conference-WI Dells, WI; June 21 - 23	+/- \$ 185.00	x	x	x
WCA	<i>(WI Counties Assoc.)</i>				
	Misc. Seminars - Stevens Point, WI; Quarterly	\$ 65.00		x	
	Annual Conference- WI Dells, WI; Sept. 24 - 26	\$ 175.00	x	x	x
	Legislative Exchange- Madison, WI; Feb. 7 - 8	\$ 150.00	x	x	x
	Southern District Meeting- De Forest, WI; March 20			x	
WPELRA	<i>(WI Public Employer Labor Relations Assoc.)</i>				
	Annual Convergence- Appleton, WI; Jan. 26 - 27	\$ 125.00	x	x	x
WCEA	<i>(WI County Executives/Administrators Assoc.)</i>				
	Quarterly meetings			x	
WACPD	<i>(WI Assoc. of County Personnel Directors)</i>				
	Summer Conference- Elkhart Lake, WI; June 1 - 2	\$ 275.00	x	x	x
	Fall Conference- Shawano, WI; Oct. 5 - 6	\$ 275.00	x	x	x



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

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

ADMINISTRATIVE COMMITTEE TREASURER'S REPORT January 24, 2017

As the newly elected County Treasurer I have been working hard to ensure that I am learning all aspects of this office. I am quickly learning that this office is more than simply collecting taxes. My background in the financial industry has helped me to quickly understand the multiple investments we have as well as the accounting processes, which takes place on a daily basis.

In December, the office started receiving mill rates and certified levy amounts from the local clerks and entered those into our tax calculation system. After the staff checked and rechecked these values and rates carefully and received confirmation by the local clerks, they printed tax bills, tax rolls and all pertinent information relating to the tax collection. As of January 20th we have collected slightly over \$7 million for the five local municipalities of the Towns of Brooklyn, Kingston, Mackford and Marquette and the City of Green Lake. We have been lucky to have Nan Hanson as an assistant in our office through this process. We would love to be collecting for more municipalities. We feel this would benefit the municipality treasurers and clerks but more importantly the constituents. This would provide them regular hours to pay their taxes as well as consistency with the second half payments.

At the start of the New Year, we have 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. Hannah Lueneberg has completed this process, which now allows them to start their assessment work for the 2017 tax and assessment year. Hannah has done a terrific job with this process. In the future, I plan to work with Hannah to familiarize myself with this process.

In February the tax settlement process will be complete, which is the time when the local treasurers turn their collection records over to the county. This involves downloading and verifying the payments they have collected, or entering batch payments sent in by them. We complete the process and determine the amounts that need to be paid to the various districts, such as the state, the county, the special districts and the school districts. The percentage of all taxes collected paid by the first installment need to be distributed to the districts by February 20th, and those 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 2013 tax year the last two weeks in January, 2017.

This year our list included: **45** people, owning **51** parcels

Last year our list included: **50** people, owning **60** parcels

Anyone on this list will have until the end of August 2017 to pay their delinquent 2013 taxes or the county can take a tax deed.

The following seminar and daylong meetings are scheduled for attendance:

Spring and Fall District Meetings	Location not yet determined
Spring WCCO Meeting	Madison March 6-8, 2017
Summer Seminar WCTA	LaCrosse/Vernon Counties, Lacrosse, June 6-9, 2017
Fall Seminar WCTA	Sauk County, October 11-13, 2017
District meeting WRPL	Location not yet determined
Fall Property Listing Conference	Trego, September 20-22, 2017

I would like to request permission for myself, Amanda R. Toney to attend the above meetings, or to send a representative from the office.

Stef, Hannah and I have been gathering information for Brian Della on the debt restructuring. We are trying to get the most accurate information to him before the conference call in February.

Respectfully submitted,

Amanda R. Toney



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

January 30, 2017

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

Our tract index availability online is being well utilized. We have had 13,022 hits since July and over 1,891 pages printed from our site. This is the mechanism for searchers to find a tract of land and then tie that search into a document, like a warranty deed. This has helped our revenues by having this information available.

As of January 3, 2017, statewide issuance of vital records is a reality. I was personally involved in this legislation as co-legislative chair of the WRDA. Now a citizen can obtain their vital record from Green Lake County for death records dating back to 2012, marriage back to 2014, and any birth record. Divorce records will also now be available from 2016 forward.

I attended the WCA Cap meeting on January 18th with our County Board Chair, Harley Reabe. We were able to voice the local concerns on the four initiatives with Representative Joan Ballweg and Senator Luther Olsen. This is a vital piece in county government to be able to talk in depth on these important county issues.

I look forward to 2017 by serving the citizens of Green Lake County with more services and personalized customer service from my staff and myself.

Requests to attend the following conferences:

WCCO Conference in Madison- March 5-8
Fidlar Educational Symposium in Davenport, IA May 22-24
WRDA Summer Conference in Green Lake June 7-9
WRDA Fall Conference in Brown Deer October 4-6
WCA meetings
District Meetings

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds



GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE CLERK'S REPORT January 30, 2017

As the newly elected County Clerk, I have been working on ensuring a smooth transition from the former County Clerk, Marge Bostelmann, to myself. Marge provided me with a wealth of knowledge as well as large shoes to fill in her retirement! My main goal in this office will be to provide excellent customer service to employees, supervisors, and the public and to uphold the statutes of the State of Wisconsin as well as the ordinances and policies set forth by Green Lake County.

Activities

I have taken the duties of my former position with me as well as my new duties as County Clerk. With the addition of Cathy Schmit as County Administrator, many of the duties that Marge performed have now been sent her way. As a result, I am taking a "wait and see" attitude as far as filling my former position. The girls in my office are willing to take on additional duties and with Nan Hanson available, I believe we should be able to handle things efficiently. I have spoken with Cathy on the division of duties between her and myself. Angie Petruske has worked closely with Cathy on the accounts payable and budgetary duties that she performs and some changes have been made to the various processes. We will continue to provide Cathy with any help we can as she learns the processes and policies in Green Lake County.

Our office has taken over as an official passport agent from the Clerk of Courts. The transition is going well and the Clerk of Courts office has provided help as we learn these new duties. This should prove to be a good revenue source for our office as well as continuing to provide this important service to area residents as the only agent in Green Lake County.

There will be a spring primary on February 21 for the office of State Superintendent of Schools as well as in the Ripon School District. The spring election will take place on April 4. After the spring election, Samantha Stobbe and myself will be working with the municipal clerks to encourage training in the new WisVote system so that they are prepared for the 2018 election season.

Year end is always a challenging time in our office with various payroll and accounting reports due. W2's and 1099's have been processed along with the annual report for Wisconsin Retirement.

Meetings/Trainings for 2017

I would like to ask permission to attend the WCCO conference in Madison on March 6-8, the County Clerk's annual conference in Washburn/Bayfield County on June 25-28, the WCA/WCCA conference in Wisconsin Dells on September 24-26, and various other WCCA district meetings, ICC meetings and WCA training seminars as deemed appropriate.

I would also like to request permission for my staff to attend any trainings regarding Alio, the county accounting software and also any WisVote (election software) and/or SVRIS (state vital records) trainings that are required.

In conclusion, I look forward to working with all of you as well as serving the citizens of Green Lake County.

Respectfully submitted,

Elizabeth Otto
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: Administrative Committee

FROM: Dawn N. Klockow

DATE: January 16, 2017

RE: Quarterly Report November 2, 2016 through January 16, 2017

Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from November 2, 2016 through January 16, 2017. My office has been busy with providing legal services to the Board, its committees, and County departments.

During the period mentioned above, my office received 33 formal requests for legal services ranging from contract review, contract drafting, policy review, resolutions and ordinances, and legal opinions on various subjects. Of those 33 requests, we have completed 20, with 13 remaining open for various reasons. The departments that have requested the most service have been DHHS, and Land Use Planning and Zoning. I continue to consult with county staff on questions that arise daily which do not require extensive legal research or drafting written advice; and, therefore I do not open a formal case file. These legal questions resolve by either a telephone conversation, a short meeting in my office, or a response to an email request. For 2016, we have opened 166 formal case files for legal assistance.

During the period mentioned above, my office has also been involved in three guardianship cases, six involuntary mental health commitments, and two zoning violation lawsuits that are pending. I continue to prosecute one outstanding termination of parental rights case, which went to trial in September. I filed another termination of parental rights case in November 2016. In 2016, Angie and I have opened 66 litigation cases. Most of them are mental commitments or guardianship cases. I have a few cases with Land Use Planning and Zoning and one placard case that will resolve soon.

I have begun reviewing the Personnel Policy and Procedure and the Administrative Policy Manuals and the County Board Rules to determine what, and if any changes are necessary now that the County Board has hired our County Administrator. Ms. Schmit and I will be working together to make the changes we believe are necessary and will present them to this committee and the Personnel Committee.

I continue attending committee meetings and County Board meetings. I continue to perform my contractual and statutory duties with the Child Support Agency prosecuting contempt of court actions, contempt reviews, child support establishment and modifications, and paternity establishment. Shelby Jensen and I met to discuss a procedure for mandatory e-filing of child support cases. Green Lake County became a mandatory e-file county for child support on January 15, 2017. Ms. Jensen and I have worked on a procedure for filing and have been working with staff on the procedure and the changes that will take place upon the mandatory e-filing.

Finally, I continue to work on the Introduction to Parliamentary Procedure: Dynamics of Leadership independent learning class through UW-Extension. I have successfully completed one quiz at an 80% (70 is passing) and have until November 2017 to complete the class.

I continue to keep an open-door policy for all county employees and elected officials to ask questions and inquire for legal advice and am happy to report that staff consults with me often on both a formal and informal basis.