



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/28/2017

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on May 1, 2017:

- 1) Agenda
- 2) Draft minutes from the 01/30/2017 and 02/21/2017
- 3) Budget Adjustments
- 4) Credit Card Request Approval
- 5) Ordinance Relating to Amending Ordinance 9-34 – Finance Committee
- 6) Training Requests and Reports
 - a. County Administrator
 - b. Treasurer
 - c. ROD
 - 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: May 1, 2017 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
David Richter

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 01/30/2017 & 02/21/2017
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Budget Adjustments
9. Uniform Resolution/Ordinance Format
10. *Credit Card Request Approval
11. Resolutions/Ordinances
 - Amending Ordinance Number 9-34 – Finance Committee
12. Training Requests/Reports
 - County Administrator
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
13. Purchase Requests
14. * Closed Session
 - Consider motion to convene into closed session per Wis. Stat. §19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. This closed session relates to considering first right of refusal on sales properties.
15. *Reconvene to open session to take action, if appropriate, on matters discussed in closed session
16. Committee Discussion
 - Future Meeting. Dates: August 7, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
17. 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
January 30, 2017

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 6:00 PM on Monday, January 30, 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 – (6:08 PM)
David Richter
Mike Starshak
Paul Schwandt
Bob Lyon

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Sarah Guenther, ROD; and Cathy Schmit, County Administrator

AGENDA

Motion/second (Richter/Starshak) to approve the agenda. Motion carried.

MINUTES

Motion/second (Richter/Starshak) to approve the minutes of November 7, 2016 as presented. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

JOB DESCRIPTIONS - None

RESOLUTIONS/ORDINANCES

- Ordinance Amending Chapter 9, Board of Supervisors, Article III, Appointed Committees Corporation Counsel Dawn Klockow explained that the Land Information Council had requested a resolution regarding appointments. After research by Klockow, she determined that Chapter 9 of the General Code should be amended to include the council by state statute. Discussion held. *Motion/second (Richter/Toney)* to approve Ordinance Amending Chapter 9, Board of Supervisors, Article III, Appointed Committees and send to County Board for final approval. 5 ayes – 1 nay (Starshak). Motion carried.

ANNUAL REPORTS

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

Motion/second (Richter/Toney) to accept the annual reports. Motion carried.

TRAINING REQUESTS/REPORTS

Training requests and reports were reviewed for all departments.
Motion/second (Schwandt/Lyon) to approve all training requests submitted for 2017. Motion carried.

PURCHASE REQUESTS - None

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – May 1, 2017 at 6:00 PM

Future Agenda Items:

ADJOURNMENT

Reabe adjourned the meeting at 6:34 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

ADMINISTRATIVE COMMITTEE MEETING
February 21, 2017

The special meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:15 PM on Tuesday, February 21, 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
 David Richter
 Mike Starshak
 Paul Schwandt
 Bob Lyon

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

AGENDA

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

JOB DESCRIPTION/FILL VACANT POSITION

County Administrator Cathy Schmit informed the committee of her need for an HR Coordinator in her department. The position is in the 2017 budget. Schmit presented a job description for review along with wage figures. Discussion held.

Motion/second (Richter/Lyon) to approve the position of HR Coordinator and to amend the job description to “Handles routine policy manual interpretation inquiries from staff”. All ayes. Motion carried.

RESOLUTIONS

Motion/second (Richter/Toney) to approve a resolution Relating to Creating a HR Coordinator Position in the County Administrator Office and to send to Personnel Committee for approval and County Board for final approval. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – May 1, 2017 at 6:00 PM. Chairman Reabe also advised the committee he will be calling a special meeting within the next month.

Future Agenda Items:

ADJOURNMENT

Motion/second (Schwandt/Richter) to adjourn the meeting at 5:29 PM.

Submitted by,

Liz Otto
County Clerk

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Clerk
 Budget Year Amended: 2017

No. _____
Date: _____

From Account


Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-100-01-51100-140-000	County Board Meeting Payments	\$ 8,400.00	\$ 400.00		\$ 8,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 400.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-100-04-51430-310-000	County Clerk Office Supplies	\$ 42,000.00	\$ 400.00		\$ 42,400.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 400.00		

Explanation for Transfer:

Employee recognition awards were not budgeted for 2017 - take out of County Board Meeting Payments (no payments in 2017 for County Board Secretary - \$500.00) and move to County Clerk Office Supply

Department Head Approval: 

Governing Committee Approval: _____

If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:  3/24/17

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

Request for Credit Card Approval

Department: Administrator

Committee: Administrative

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Catherine J Schmit	County Administrator	\$5,000.00

Justification for Credit Card(s):

Conference/Training registrations; Hotels/Travel; Equipment/Supplies

Department Head Approval: *Catherine J Schmit*

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Treasurer
 Committee: Admin

Name of Card Holder	Title of Position	Credit Card Limit
Amanda R. Toney	County Treasurer	\$ 1,500.00

Justification for Credit Card(s):

I only intend to use this card for
 Conference registrations and the
 purchase of our tax forms in the fall

Department Head Approval: Amanda R. Toney
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Register of Deeds
Committee: Administrative Committee

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Sarah Gventer	Register of Deeds	1,500

Justification for Credit Card(s):

conferences, hotel, department supplies, training

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: County Clerk
Committee: Administrative

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Elizabeth Otto	County Clerk	\$1500

Justification for Credit Card(s):

Registrations, trainings, hotel reservations, miscellaneous department purchases

Department Head Approval: Elizabeth Otto

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Corporation Counsel
 Committee: Administrative

Name of Card Holder	Title of Postion	Credit Card Limit
Dawn N Klockow	Corporation Counsel	\$1,000.00

Justification for Credit Card(s):

Hotel reservation and room charges for conference attendance
Purchase of legal books from Wisconsin Bar Association or Amazon
Purchase of continuing legal education courses from Wisconsin Bar Association

Department Head Approval: Dawn N Klockow

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

ORDINANCE NO. -2017

Amending Ordinance Number 9-34 – Finance Committee.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of May, 2017, does ordain as follows (additions are in **bold underline**, deletions are in ~~strikeout~~):

NOW, THEREFORE, BE IT ORDAINED, that Ordinance Number 9-34 shall be amended as follows:

§ 9-34 Finance Committee.

A. The Finance Committee shall consist of five Supervisors, one from each of the elected committees, with the fifth member being that Supervisor not elected to an elected committee, appointed by the County Board Chair and confirmed by the County Board for a one-year term or until a successor is appointed and confirmed.

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

(1) ~~The Committee shall examine and settle all accounts of the County and all claims, demands, or causes of action against the County and cause to be issued orders therefor where the account or claim is not examined or settled by any other committee of the County Board. Any demand for money or for other damages stated in a suit or cause of action commenced against the County shall be referred by the Committee to the Corporation Counsel for his advice and recommendation before the same is settled under and pursuant to this subsection.~~ **Pursuant to Wisconsin Statute section 59.12(a) the Committee shall examine and settle all accounts of the County, and all claims and demands against the County that do not exceed \$5,000 and cause to be issued orders therefor.**

Roll Call on Ordinance No. - 2017

Aye____, Nay____, Absent____, Abstain____		Submitted by Administrative Committee
Passed & Enacted/Rejected this 16 th day of May, 2017		_____
		Harley Reabe, Chair
_____		_____
County Board Chairman		Nick Toney, Vice-Chair
_____		_____
Attest: County Clerk		Robert Lyon
Approved as to Form:		_____
_____		Paul Schwandt
Corporation Counsel		_____
		David Richter

(2) The Committee shall **facilitate the efforts of the County Administrator in the development and submission of the annual County budget** ~~develop the annual budget and submit it~~ to the County Board at the annual meeting. Revenues and expenditures proposed by the several committees and departments of County government shall be considered in the preparation of this budget.

(3) The Finance Committee is hereby authorized, pursuant to § 65.90(5)(b), Wis. Stats., to transfer funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated, ~~and to supplement the appropriations for a particular office, department or activity by transfer from the contingency fund.~~ Such Committee transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget nor aggregate, in the case of individual office, department or activity, in excess of 10% of the funds originally provided for such office, department or activity in such annual budget. The Committee shall examine all requests over 10% for supplemental appropriations and submit recommendations on the same to the County Board at its next regular, recessed, special or adjourned meeting. **The County Administrator is hereby authorized to approve the transfer of funds between budgeted items of an individual County office or department, if such budgeted items have been separately appropriated and are in an aggregate amount of \$500 or less. Transfers from the contingency fund shall be processed and approved in the same manner as any budget amendment pursuant to § 65.90(5)(a).**

(4) The Committee shall examine and investigate all requests for County borrowing and submit its recommendations thereon to the County Board at its meeting next following the completion of said investigation.

(5) The Committee shall direct all office procedures of the County Treasurer, and secure compliance with recommendations made by the State Department of Audit in relation thereto, and shall supervise the investment of all County funds not needed for immediate operation of the County and shall direct the Treasurer with regard to such investments.

(6) The Committee shall have the authority to designate a representative to monitor and give input to the Personnel Committee during negotiations with labor unions and groups of professional employees.

(7) The Committee shall perform duties relating to illegal assessments and tax deed lands in accordance with Wisconsin Statutes and County ordinances.

(8) **In the absence of the County Administrator** the Finance Committee may **approve payment of** vouchers and **or** claims from any committee **or department** ~~that may not meet monthly~~ to ensure timely payment of bills.

(9) The Finance Committee shall be the oversight committee of the Economic Development Corporation.

C. As relates to the Green Lake County Economic Development Corporation, the Chairperson of the Finance Committee or his/her designee from the Finance Committee shall also serve on the Board of Directors of the Corporation, per Resolution No. 11-90.

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



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

Administrative Committee – May 2017

Since our last meeting in January 2017, I have participated in the following tasks:

- Continued to coordinate with staff on changes to administrative practices throughout the County adapting to having a County Administrator in place
- Coordinated with Corporation Counsel in revising the Employee Policy & Procedure Handbook and well as the Administrative Manual
- February 23, March 23, April 19, 2017 Department Head meetings
- Implemented WIPFLI Pay Plan and NEOGOV Performance Evaluation Process countywide
- Completed Department Head Annual Performance Evaluations
- Finalized Annual Performance Evaluation Process and Pay for Performance pay allocations
- Held six WIPFLI Pay Plan/Pay for Performance employee listening sessions April 25th-27th at Highway (1) the Government Center (4) and at FRI (1)
- February 1st conference call with Moody's regarding County debt refinancing; facilitated debt refinancing process
- Worked with Finance Committee and County Board in updating County Chapter 80 ordinance regarding the General Fund Reserve Policy
- Attended: WCA Legislative Exchange – Madison, WI; February 7 & 8, UWEX nEXT Gen Webinar February 13th, Multi-Use Trail Meeting March 1st, WCMA Winter Conference in Oshkosh, March 2 & 3, 2017, WI Joint Committee on Finance Public Hearing in Berlin, WI April 7th, WCA Rural Summit at Heidel House April 20th
- Coordinated with County Clerk and County Board on implementing new accident/critical illness employee benefit product through vbrnow
- Met with auditors as part of annual audit
- Coordinated with County Clerk, Treasurer & Finance Committee on creation and adoption of new Credit Card Policy
- Attended ICC Consortia Meeting(s) in Marquette (2/13) and Dodge (4/17) Counties
- Organized management/leadership training available to all staff via brown bag lunch coaching series running monthly through the fall of 2017
- Attended Personnel related activities:
 - Interviews: HHS, Highway, Sheriff Dept.
 - Recruiting/filling HR Coordinator position in County Administrator's Office
 - WPPA Union Negotiations ongoing
- Upcoming:
 - WPELRA Workshop, Kimberly, WI May 2nd
 - ICC meeting, Green Lake County, May 15th
 - WACPD Summer Conference, Elkhart Lake, WI June 1-2nd
 - Incident Command Tabletop Exercise, Green Lake County, June 8th
 - WCMA Summer Conference, WI Dells, WI, June 22-23rd
 - WCA WI State Budget Biennial Budget Listening Sessions – each Monday 9 am



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

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

April 24, 2017

Memo to Administrative Committee:

In February, the office completed the tax settlement process, which involved 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 66.13% of the total tax roll, and a delinquency factor of 3.30% compared to 4.56% delinquency last year.

A loan payment was made on the 28 of February for the Justice Center and the Communication Tower. A second payment was made on the 31 of March for the Justice Center. In addition, we had a bond reissuance on April 1.

I have been doing research, along with the County Administrator, on the possibility of getting credit cards for Green Lake County. We have run into numerous situations where the current card has been maxed out causing issues for conferences/travel as well as the ability to purchase necessary items, within budget, in a timely fashion.

As a member of the Land Information Council, I have been researching the possibility of going with a new tax collection software called Transcendent to help ensure easy access to tax records as well as seamless integration with county data. This new software is very user friendly, especially for the taxpayers and the pricing for each municipality is very comparable to what they are currently paying GCS. As always, the municipality has the option to have the county collect the first half payments for them.

Interest rates are still improving. At this time, we have many funds invested in short term CD's because we will need access to a large sum of money for August settlement. I constantly monitor the Financial Institutions via Veribanc for bank ratings.

We started the tax deed process right after the first of the year. In May, we will have Green Lake Title start to do title searches on the 41 remaining parcels and mailing certified letters to the owners of property with delinquent 2013 taxes. Last year we had title searches done on 47 parcels.

The 2017 assessment rolls having been slowly coming in. Hannah, Stef and I are entering the new 2017 assessment data from the assessors. We have also been creating valuation summary reports and rolls for the Open Book/Board of Review meetings for each municipality.

In March, I attended my first Wisconsin County Constitutional Officers conference and in June, I will be attending the Wisconsin County Treasurer's Association conference in La Crosse.

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

May 1, 2017

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

I have been busy with WCA. I attended the WCA CAP Human Service Day meeting in Madison on April 5th with Chairman Harley Reabe, Jay Dampier, and Jason Jerome. We met with Representative Ballweg and Senator Luther Olsen's office. Much was accomplished, with a wealth of information. I also attended the WCA legislative exchange on behalf of the Wisconsin Register of Deeds Association.

Currently we have two bills introduced for legislation. SB-175/AB-253, Sheriff's Deed legislation and AB-175 a clean-up bill for volume and page for Register of Deeds records. Representative Ballweg and Senator Luther Olsen introduced the legislation as co-sponsors.

I have been working with the Land Information Council on our parcel mapping initiatives goals to have our data not only be accessible to the public, but also to work with the other departments to intergrade our data. My software company Fidlar has a product called Monarch that replicates data that can be transferred to the Real Property Lister. I will be working with our Treasurer Amanda Toney to accomplish these efficiencies.

Recently I was appointed to serve as the Local Government Records Officer Designee on the Public Records Board's Operations and Training Committee. This committee was approved by Governor Walker to focus on records management training and help address issues at the local levels. This is a three-year appointment and I am honored to help serve to improve records management and training.

Lastly, Green Lake County is hosting the Wisconsin Register of Deeds summer conference at the Heidel House from June 7-9th. This is a wonderful opportunity to showcase our county and all that it has to offer. Our County Administrator Cathy Schmit will be speaking for welcome and opening remarks.

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 May 1, 2017

In my first year as County Clerk, I have been busy learning my new responsibilities! Every day is an adventure for my staff as well as myself.

Activities

On January 1, 2017, our office took over as the official passport agent from the Clerk of Courts. We have been busy learning all of the various rules and regulations regarding passports for the different situations that arise with each one. Revenue generated through March 31 totals \$2,025 for Green Lake County. In the future I would like to look into providing the photo service as well to generate more revenue. We are happy to be able to provide this service to area residents.

Elections for 2017 are complete with the February Primary and the April Spring election. There is no fall General election scheduled for this year. For the remainder of the year, Samantha Stobbe and myself will be working with the municipal clerks to encourage training in the WisVote system and other general election training as well as researching new voting systems and providing demonstrations. Many of the municipalities use a machine that is no longer being supported or maintained after 2018.

Samantha Stobbe will be going on maternity leave in June and has been training Nan Hanson to cover her duties in her absence.

This time of year is always busy for our office with the onset of boat launch permits, county park questions, fishing licenses, and other summer related activities. We also issue many more marriage licenses during the spring and summer months! This paired with our many other duties and responsibilities such as payroll, budgeting, accounts payable, purchasing, and agendas/minutes makes for busy days for all of us.

In conclusion, I invite any of the committee members or other supervisors to visit our office at any time to observe our activities or ask questions of any kind.

Respectfully submitted,

Elizabeth Otto

Elizabeth Otto
County Clerk

Corporation Counsel
Conference Attendance Projected Costs
for 2017

Conference	Dates	Location	Miles to	Miles Home	IRS Rate (avg last four years)	Total Mileage Reimbursement	Overnights	Rate	Lodging Cost	Notes	Possible CLE Credits	Possible Ethics Credits	
Wisconsin Assoc. of County Corporation Counsels/Wisconsin Mutual Municipal Insurance	May 4-5, 2017	Blue Harbor Resort, Sheboygan	75.5	75.5	\$ 0.535	\$ 80.79	2	\$150.00	\$ 300.00	Registration fee is included in \$35/year WACCC membership fee	6	1	
Wis. Assoc. of County Corporation Counsels	9/26/2017	Kalahari Resort, WI Dells	59.6	59.6	\$ 0.535	\$ 63.77	1	\$120.00	\$ 120.00	Registration fee is included in \$35/year WACCC membership fee	6	1	
Aegis Corp Counsel/Defense Counsel	9/21/17-9/22/2017	Holiday Inn, Stevens Point	76.3	108	\$ 0.535	\$ 98.60	1	\$100.00	\$ 100.00	No registration fee	6	1	
Wisconsin Child Support Enforcement Association	10/4/2017-10/6/2017	Mead Inn, WI Rapids	69.8	97.1			3	\$100.00		Child Support pays the Conference Registration, hotel and mileage	15.5	1.75	
			281	340.2		\$ 243.16	7		\$ 520.00				
						Total Mileage	\$ 243.16			Total Lodging	\$ 520.00		
											33.5	4.75	

2017 Approved Budget

Conferences/Seminars (Lodging) \$ 700.00
Travel (mileage) \$ 500.00



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: April 24, 2017

RE: Quarterly Report January 17, 2017 through April 24, 2017

Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from January 17, 2017 through April 24, 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 62 formal requests for legal services. As of April 24, 2017, we have opened 66 formal case files for legal assistance. This number is consistent with the number we had opened as of late April 2016 (69). As of April 24, 2017, Angie and I have opened 32 litigation cases. Most of them are mental commitments or guardianship cases. Last year at this time, we had opened 28 litigation cases.

I have attended committee meetings and County Board meetings. I continue to perform my contractual and statutory duties with the Child Support Agency. I presented at the county's law enforcement training on February 21st and 23rd on the subject of Emergency Detentions. I plan to attend the Wisconsin Association of County Corporation Counsel's spring conference from May 4-5, 2017, in Sheboygan, WI.

Finally, on Saturday, April 22, 2017, I volunteered my time at a Wills for Heroes clinic. The program provides estate planning documents to law enforcement, fire fighters and EMS personnel for no cost to the individual and their spouse.