



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/03/2016

Amended* Post Date:

**The following documents are included in the packet for the
Administrative Committee on November 7, 2016:**

- 1) Agenda
- 2) Draft minutes from the 08/01/2016, 09/07/2016, 09/23/2016 meetings
- 3) Job Descriptions for Register of Deeds
- 4) Job Description for Corporation Counsel
- 5) Reports from
 - a. Treasurer
 - b. ROD
 - c. Clerk
 - d. Corporation Counsel



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Administrative Committee Meeting Notice

***Date: November 7, 2016 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*

*Margaret R.
Bostelmann,
Secretary*

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 08/01/2016, 09/07/2016, 09/23/2016
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Job Descriptions
 - ROD
 - Corporation Counsel
9. Resolutions/Ordinances
10. *Committed Funds
11. Reports
 - Treasurer
 - ROD
 - Clerk
 - Corporation Counsel
12. Purchase Requests
13. Consider motion to convene into closed session per:
14. 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.
15. Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session.
16. Committee Discussion
 - Future Meeting. Dates: February 6, 2017 at 5:00 pm
 - Future Agenda items for action & discussion
17. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

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
August 1, 2016

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 5:00 PM on Monday, August 1, 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
Mike Starshak
Paul Schwandt
Bob Lyon

Absent: Nick Toney
David Richter

Also Present: Marge Bostelmann, County Clerk
Sarah Guenther, ROD
Sheriff Podoll

Dawn Klockow, Corporation Counsel
Betsy Amend, Treasurer
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second(Schwandt/Starshak) to approve the minutes May 2, 2016 as presented. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

RESOLUTIONS/ORDINANCES – None

REPORTS

Treasurer: Taxes left to collect as of July 25, 2016 is 14.48% compared to 13.29% in 2015. Over \$1m was collected today. August is the final month in the 3 year tax deed procedure. There are still 25 owners of 33 properties with delinquent 2012 taxes. Amend reported on the WCTA Conference in Lake Geneva in June. A large challenge facing the Treasurers is the redesign of the tax bill for December to include the new district tax levy required information. The website is being updated to allow individuals to access their tax bills online. Sales tax and boat launch fees are ahead of budget.

Register of Deeds: The tract indexing project is complete. This will allow searchers the ability to see our indexes online. Maintenance on the bound books in the vault has been completed for this year. Guenther was awarded the Wisconsin Register of Deeds Association President's Award for her outstanding contribution to the Association. Next month the office will be launching official records online. Back indexing and verifying back to 1987 is complete. Guenther is very thankful for her staff who have worked on the back indexing and verifying.

County Clerk: Bostelmann reported on the upcoming Patrician Primary and the preparation for the presidential election. The laws have been changed due to court appeals where a Judge has determined certain election laws unconstitutional. The Budget process is underway for 2017. Bostelmann reported on the Wisconsin County Clerk's Association conference she attended.

Corporation Counsel: Corporation Counsel reported on the legal services that she has provided to county committees, department heads and educational sessions she has attended.

POLICY FOR JOINT COMMITTEE MEETINGS

Klockow presented information from other counties regarding joint meetings. Polk County may be the best to fit Green Lake County. Discussion was held. The committee gave Klockow direction on what components should be incorporated in a draft procedure. This is to be discussed at the next meeting.

2017 BUDGET

Treasurer: No increase in levy. Discussion was held on forest crop land and ag penalty.

Register of Deeds: No increase in levy.

County Clerk: Increase in the administrative budget was explained.

Corporation Counsel: No increase in the levy.

Motion/second(Starshak/Lyon) to approve the budget and send on to Finance Committee. Motion carried.

Bostelmann presented a format for an Administrative Department budget. Discussion and input was given by the Committee members.

Motion/second(Starshak/Schwandt) to approve administrative budget and send on to the Finance Committee. Motion carried.

PURCHASE REQUESTS – None

CLOSED SESSION

Consider Motion to Convene into Closed Session per:

Motion/second(Schwandt/Starshak) 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 Corporation Counsel Goals.

Roll call vote, 4 ayes, 0 nays, 2 absent, Motion carried.

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

Motion/second(Lyon/Schwandt) to reconvene in open session. Roll call vote, 4 ayes, 0 nays, 2 absent. Motion carried.

Motion/second(Starshak/Schwandt) to accept the smart goals for the Corporation Counsel. Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – November 7, 2016 at 6:00 pm

Future Agenda Items: Policy for joint committee meetings

ADJOURNMENT

Reabe adjourned the meeting at 7:28 PM.

Submitted by,

Marge Bostelmann
County Clerk

DRAFT

**ADMINISTRATIVE COMMITTEE MEETING
September 23, 2016**

The meeting of the Administrative Committee was called to order by Chairman, Harley Reabe at 1:05 PM on Friday, September 23, 2016 in the Lower Level Committee 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
Dave Richter
Mike Starshak
Bob Lyon

Absent: Paul Schwandt
Nick Toney

Also Present: Liz Otto, Deputy County Clerk
Steve Hintz, PAA

Dawn Klockow, Corporation Counsel
Kevin Brunner, PAA

AGENDA

Motion/second (Lyon/Richter) to approve agenda. Motion carried.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

Motion/second (Lyon/Richter) to move into closed session in accordance with Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding interviews for the County Administrator and review/approval of employment agreements for County Administrator. Roll call vote, 4 ayes, 0 nays. Motion carried.

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

Motion/second (Richter/Starshak) to reconvene into open session. Roll call vote, 4 ayes, 0 nays. Motion carried.

Motion/second (Starshak/Richter) to approve the Employment Agreement modifications as drafted and presented by Corporation Counsel Dawn Klockow. All ayes. Motion carried.

Motion/second (Lyon/Richter) to extend a contract offer to the desired candidate for County Administrator pending County Board approval. All ayes. Motion carried.

Motion/second (Lyon/Richter) to allow Chairman Harley Reabe power and discretion to complete the negotiated contract within the parameters previously set forth by the Administrative Committee. 3 ayes, 0 nays, 1 abstain (Reabe). Motion carried.

COMMITTEE DISCUSSION

Future Meeting Date: Regular meeting – November 7, 2016 at 6:00 PM

Future Agenda Items:

ADJOURNMENT

Reabe adjourned the meeting at 6:00 PM. Motion carried.

Submitted by,

Liz Otto
Deputy County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNT CLERK II / DEPUTY

DEPARTMENT: TREASURERS/REGISTER OF DEEDS OFFICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER/REGISTER OF DEEDS

SUMMARY:

Under general supervision of the County Treasurer and Register of Deeds, this shared position is responsible for locating, mapping, identifying, verifying and keeping current the owner & legal description of land parcels, along with respective land class and values. Also responsible to assist in directing and controlling the provision of record keeping services for real estate, personal property and vital statistics. Duties include technical and administrative work, which shall include public relations, education, and cooperation with other agencies and offices.

DUTIES AND RESPONSIBILITIES:

TREASURER:

- Prepares documents to update landowner records from transfer documents; tracks ownership changes accurately through the Register of Deeds Office.
- Communicates with drafting parties' possible errors in transfer documents, surveys, plats and other recorded documents.
- Creates and maintains accurate listings and descriptions of all parcels.
- Maps parcel changes created by "splitting" parcels or changes referenced by recorded Certified Survey Maps.
- Updates yearly assessment changes; verifies assessment data.
- Generates assessment rolls as well all assessor forms and information required for the assessment rolls.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit, when needed.
- Upon request, generates information pertaining to property records; assists the public in matters of land description, taxation and assessment.
- Notifies zoning office of possible land division violations; works closely with GIS staff regarding mapping information.
- In conjunction with GIS, assists with new fire numbers, relays numbers to interested departments/individuals; updates fire number lists.
- Must be proficient in reading maps and legal descriptions.

- Assists in the preparation of reports, checks for distribution, daily deposit of receipted funds, and periodic mailings.
- This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors, and public officials.
- Employee is expected to be presentable in proper work attire.
- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assumes the duties of the County Treasurer in their absence.

REGISTER OF DEEDS:

- Reviews real estate documents presented for recording according to Wisconsin State Statutes and makes a determination as to whether to accept or reject the documents, including the collection and proper accounting for fees.
- Records and files all deeds, mortgages, Lis Pendens and other real estate documents. There are over 100 types of documents that are recorded and indexed for real estate.
- Each document is reviewed, receipted, assigned a document number stamped with volume and page, recorded, and scanned; then documented in a daily log book, verified and returned to the customer.
- Index all associated documents to past related documents as required on each newly recorded document.
- Indexes real estate documents, i.e., grantor/grantee and tract.
- Reviews, receipts, records and verifies corporation names, name changes, by-laws and by law changes.
- Maps and tracts all real estate descriptions to the proper plat or section, town and range tract indexes.
- Review and redacts social security numbers from recorded documents in compliance with state statutes.
- Back index and verify recorded documents currently not in the computer system.
- Receives mail, and compiles according to order received, per statute.
- Assist GIS in searching and rescanning old documents as requested.
- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Assumes the duties of the Register of Deeds in their absence.
- Processes Federal Tax Liens and releases submitted for recording by Internal Revenue Service.
- Conducts searches of Uniform Commercial Code filings on the computer Statewide UCC Lien System.
- Processes applications for certified copies of birth, death and marriage certificates.
- Processes vital record requests from State web base.
- Issues certified copies of legal documents.

- Communicates with attorneys, surveyors, title company representatives and other customers regarding recording requirements.
- Reads and comprehends the Wisconsin Statutes pertaining to the Register of Deeds Office.
- Microfilm/Scans real estate documents.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assists customer with inquiries in regard to procedures and specific information about recorded and filed documents.
- Scans all real estate documents.
- Genealogy requests, provides customer service in person, phone, or email requests and inquiries.
- Registers in person searchers and provides them with a tutorial of our records.
- Must be proficient in reading maps and legal descriptions.

SKILLS AND ABILITIES:

- Ability to operate Windows based PC
- Ability to efficiently operate Microsoft Office with emphasis in Excel and Word
- Ability to pass a written real estate aptitude exam
- Ability to prepare reports
- Ability to use general office equipment such as a calculator, fax machine and typewriter.
- Ability to make decisions in accordance with laws, regulations and established procedures.
- Ability to interpret state and local laws relating to legal records management
- Extensive knowledge of land descriptions and maps
- Extensive geographical knowledge of Green Lake County
- Ability to maintain confidentiality of records
- Ability to accurately type with good keyboarding skills
- Proficiency with very good math skills
- Proficiency with excel spreadsheets
- Knowledge of business correspondence format, grammar, English and Spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Perform related functions as assigned
- Skill in the use of general office equipment including but not limited to: computer, typewriter, calculator, copy machine, printers, scanners, microfiche duplicator, fax machine, drafting pens and measuring devices such as scale rulers and land compass.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiates measure, assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.

- Ability to utilize a variety of advisory data and information such as transfer returns, department indexes, monthly budget reports, land ownership records, vital records, a variety of maps, statutes, procedures, guidelines and non-routine correspondence.

QUALIFICATIONS:

EDUCATION: High School diploma or its equivalent. Or an Associate or business degree from an accredited vocational college, or technical school in office management, supplemented by courses in real estate principles and laws.

EXPERIENCE / JOB KNOWLEDGE: Two (2) years of office experience with at least one year of experience in abstracting or a related field. Or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling object or fingering which includes keyboarding or writing. Walking, sitting, using far and near vision, is used 100% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs objects). Crouching, balancing, bending or twisting, would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

February 14, 2013, August 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY – REGISTER OF DEEDS

DEPARTMENT: REGISTER OF DEEDS

LOCATION: GOVERNMENT CENTER

SUPERVISOR: REGISTER OF DEEDS

SUMMARY:

The Deputy performs a variety of duties as principal assistant to the Register of Deeds in maintaining the efficient operation as required by State Statutes. This is a semi-skilled position in the Deputy Classification. Under the general direction of the Register of Deeds, performs technical work in the recording and indexing of all instruments and writings authorized by law in relation to real estate documents and vital records.

DUTIES AND RESPONSIBILITIES:

- Reviews real estate documents presented for recording according to Wisconsin State Statutes and makes a determination as to whether to accept or reject the documents, including the collection and proper accounting for fees.
- Records and files all deeds, mortgages, Lis Pendens and other real estate documents. There are over 100 types of documents that are recorded and indexed for real estate.
- Each document is reviewed, receipted, assigned a document number stamped with volume and page, recorded, and scanned; then documented in a daily log book, verified and returned to the customer.
- Index all associated documents to past related documents as required on each newly recorded document.
- Indexes real estate documents, i.e., grantor/grantee and tract.
- Reviews, receipts, records and verifies plat and subdivisions.
- Reviews, receipts, records and verifies corporation names, name changes, by-laws and by law changes.
- Maps and tracts all real estate descriptions to the proper plat or section, town and range tract indexes.
- Reviews and records Certified Survey Maps.
- Review and redacts social security numbers from recorded documents in compliance with state statutes.
- Back index and verify recorded documents currently not in the computer system.
- Receives mail, and compiles according to order received, per statute.
- Assist GIS in searching and rescanning old documents as requested.

- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Assumes the duties of the Register of Deeds in their absence.
- This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors, and public officials. Employee is expected to be presentable with work attire.
- Prepares informational mailings to local realtors, attorneys, funeral directors, and lending institutions.
- Register, files and indexes military discharges for Veteran's Service Office or Veteran.
- Processes Federal Tax Liens and releases submitted for recording by Internal Revenue Service.
- Conducts searches of Uniform Commercial Code filings on the computer Statewide UCC Lien System.
- Reviews vital records for death and marriage for accuracy and statutory requirements.
- Registers, files and indexes, as required by law, marriage, death and birth certificates.
- Proofread every death record for eligibility. Make contact with Funeral Directors/Coroner/Doctors with questions/clarifications. Accept record into State computer system. Monitor any rejected records.
- Assign a file number and date of acceptance, index and scan a copy of every marriage and domestic partnerships certificate.
- Maintain tickler of pending death certificates to ensure timely receipt.
- Contact Hospitals/Nursing Homes for proper paperwork that is missing regarding pending death certificates.
- Review lists to determine timeliness of death records which need to be received within 10 days. If not received, contact funeral director to discuss.
- Correct, amend or remove copies of vital records as instructed by state vital records office.
- Enter vital record transactions into Wisconsin's Statewide Vital Records Information System (SVRIS).
- Processes applications for certified copies of birth, death and marriage certificates.
- Processes vital record requests from State web base.
- Issues certified copies of legal documents.
- Maintains the daily and monthly bookkeeping system.
- Prepares monthly, annual and state agency reports.
- Prepares checks for distribution of any overpayments.
- Prepares daily deposit of receipted funds.
- Interacts directly with the Department of Revenue, State Vital Records Office, Fidar computer systems and other Register of Deeds Offices.
- Communicates with attorneys, surveyors, title company representatives and other customers regarding recording requirements.

- Reads and comprehends the Wisconsin Statutes pertaining to the Register of Deeds Office.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assists customer with inquiries in regard to procedures and specific information about recorded and filed documents.
- Scans all real estate documents.
- Makes digital backups of recorded and filed documents.
- Genealogy requests, provides customer service in person, phone, or email requests and inquiries.
- Registers in person searchers and provides them with a tutorial of our records.

SKILLS AND ABILITIES:

- Ability to operate Windows based PC
- Ability to efficiently operate Microsoft Office with emphasis in Excel and Word
- Ability to pass a written real estate aptitude exam.
- Ability to use general office equipment such as a calculator, fax machine and typewriter.
- Ability to make decisions in accordance with laws, regulations and established procedures.
- Ability to interpret state and local laws relating to legal records management.
- General knowledge of land descriptions and maps.
- General geographical knowledge of Green Lake County.
- Ability to maintain confidentiality of records.
- Ability to accurately type with good keyboarding skills.
- Knowledge of business correspondence format, grammar, English and Spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Perform related functions as assigned.
- Skill in the use of general office equipment including but not limited to: computer, duplex scanner, copy machine, telephone, calculator, fax machine, microfilm camera, microfiche reader and printer.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiates measure, assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as transfer returns, department indexes, monthly budget reports, land ownership records, vital records, a variety of maps, statutes, procedures, guidelines and non-routine correspondence.

QUALIFICATIONS:

EDUCATION: High School diploma or its equivalent, supplemented by post high school course work in office practice and real estate principles preferred. Or an Associate or business degree from an accredited vocational, college, or technical school in office management. supplemented by courses in real estate principles and laws

EXPERIENCE / JOB KNOWLEDGE: A minimum of two (2) years of responsible office experience and real estate principles, or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 35% of the time is spent sitting reading and writing and typing. About 30% of the time is spent lifting and carrying objects (volumes) weighing 20-25 pounds. 20% of the time is spent listening, talking and observing. About 15% is spent standing, stooping and climbing.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2013, August 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: LEGAL ASSISTANT/ADMINISTRATIVE ASSISTANT

DEPARTMENT: CORPORATION COUNSEL OFFICE/CHILD SUPPORT AGENCY
THIS IS A FULL TIME (40 HRS/WEEK) POSITION WITH 30
HRS/WEEK IN CORPORATION COUNSEL'S OFFICE AND 10
HRS/WEEK IN CHILD SUPPORT AGENCY.

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CORPORATION COUNSEL AND CHILD SUPPORT
ADMINISTRATOR

SUMMARY:

Provides administrative, secretarial, and reception support relevant to departments operations. Provides support services to the Corporation Counsel by performing a variety of complex administrative functions requiring knowledge of legal terminology and procedures.

DUTIES AND RESPONSIBILITIES:

- Answers telephone, directs inquiries to proper person, and serves the public in providing essential information relevant to specific department programs in Child Support and Corporation Counsel Offices.
- Processes mail; initiates correspondence as necessary, maintains daily log of client services and maintains client's records in Child Support and Corporation Counsel Offices.
- Data entry in Child Support case management.
- Receipts Child Support payments.
- Filing and scanning Child Support documents.
- Responsible for day-to-day operations of the Corporation Counsel's Office while ensuring confidentiality is strictly maintained.
- Performs work in the areas of; Guardianship and Protective Placements; Mental Health and Alcohol Detentions & Commitments; Termination of Parental Rights; Subrogation Investigations; Medical Assistance; Administrative Appeals; Labor Negotiations, Grievances and Arbitration; Contractual Matters; Zoning Matters; Garnishments; Budget Management; Sexual Harassment/Discrimination; Unemployment Compensation; Real Estate, and other issues as they may relate to Green Lake County as a corporation, subject to the approval of the Corporation Counsel including, but not limited to the following:
 - Initiate, develop, compose, draft, transcribe, and/or monitor the execution of appropriate legal documents, reports, and correspondence, while ensuring that all/any time limits are met. These include petitions, motions, orders,

- answers, subpoenas, jury instructions, in rem or tax deed documents, opinions, briefs, letters, memorandums, hearing notices, contracts, etc.
- Schedule court hearings, conferences, and meetings, and maintain calendar.
 - Confer in person, by telephone, and/or in writing, with other professionals (judges, attorneys, medical administrators, social workers, school administrators, law enforcement, etc.) on behalf of the Corporation Counsel in a professional and confidential manner.
 - Coordinate County matters/case management with department heads, County Board Supervisors, attorneys, social workers, and other county employees or parties to matters.
 - Be responsible for the creation and maintenance of all case files in a precise and efficient manner. This includes managing a filing system, (both computer files and paper files), in an efficient manner.
 - Maintain calendar system for contracts, lawsuits, and deadlines for filing legal documents (answers, petitions, notices, proofs of service, etc.)
- Perform administrative functions as requested by the Corporation Counsel or as necessary for the efficient operation of the Corporation Counsel's Office.
 - Perform limited research subject to the approval of the Corporation Counsel.
 - Provide or obtain information for inquiries and requests from County officials, County Board Supervisors, and the public; respond by providing explanations and/or interpretations; channels the request to the appropriate person or department.
 - Maintain and update all legal research resources in the Corporation Counsel's Office.
 - Performs other related duties as assigned.

SKILLS AND ABILITIES:

- Considerable ability with proficient skill in the use of a personal computer, Microsoft Office, as well as ability to learn new software applications.
- Ability to type and transcribe (approx. 60 wpm)
- Ability to maintain accurate, detailed records; establish priorities and meet tight deadlines.
- Ability to follow instructions, initiate work duties and be able to work with little or no supervision.
- Ability to multi-task under stressful circumstances.
- Ability to be decisive, resolve problems, prioritize and suggest improvements.
- Excellent communication skills, both oral and written.
- Solid knowledge of legal terminology and procedures.
- Ability to retain confidential information.
- Ability to perform legal administrative, secretarial and reception duties.
- Ability to maintain a positive, helpful and courteous attitude with co-workers and the public.
- Knowledge of child support laws as they pertain to collection, court procedures, rules and regulations.
- Must possess excellent organizational skills.

- Skill in the use of general office equipment including but not limited to telephone, copy machine, calculator, typewriter, personal computer and printer, dictation machine, fax machine, shredder and automobile.

QUALIFICATIONS:

EDUCATION: A minimum of a high school diploma and two years of post-high school education. Education or training as legal assistant or other legal course study desirable.

EXPERIENCE / JOB KNOWLEDGE: Previous legal office experience required OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Three to five years legal office experience preferred. Must have and maintain a valid driver's license and insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time is spent typing or keying on the computer while sitting; approximately 20% of the time is spent talking while seated or standing; approximately 20% of the time is spent listening while seated or standing; 10% of the time is spent reaching, stooping, kneeling, crouching and lifting/carrying objects up to 10 pounds. In unusual situations, kneeling, crouching, bending, twisting, reaching, ~~falling~~, high fingering and medium lifting (20-40 pounds), carrying and pushing may be required.

ENVIRONMENTAL DEMANDS: Over 90% of work is performed inside; 10% of the time may be spent doing independent investigation outside of the office

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2013, April 2015



GREEN LAKE COUNTY
OFFICE OF THE COUNTY TREASURER

Elizabeth A. Amend

Treasurer and Real Property Lister

Office: 920-294-4018

FAX: 920-294-4009

November 7, 2016

Memo to Administrative:

From: Betsy Amend

On September 1, 2016 the County Sale Book was printed. This is the book recording the certificates for all of the delinquent 2015 taxpayers. A comparison of delinquent 2014 taxpayers to 2015 is:

When the sale book was run on September 1, 2016, we had 570 delinquent taxpayers, with a balance of \$843,391.32 left to collect. That was 1.97% left to collect on the roll.

On September 1, 2015 the sale book was run and had 493 delinquent taxpayers, with a balance of \$701,954.85. This is 1.67% of the total roll unpaid.

Tax Deed Property Report: The Finance committee took three delinquent properties in tax deed from the 2012 tax year.

Two of the properties were sold.

I will be hosting the annual training meeting for the clerks and treasurers of our local municipalities on November 17th at 9:00 a.m. I will be handing out the pertinent material needed for tax time.

In November and December we will be very busy calculating and printing the tax bills for all towns, villages and cities in the county. Stef and Hannah are a great team during this time. Their efficiency is much appreciated. We will also be utilizing Nan Hanson during this busy time to help with the data entry.

I am requesting to carry over \$1000 to committed funds for the folding machine.

Respectfully submitted,

Betsy Amend
Green Lake County Treasurer



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

November 7, 2016

Memo to: Administrative Committee

From: Sarah Guenther, Register of Deeds

An update, our tract indexing is now available online. Several title companies and other local customers have commented how thrilled they are to have this resource available online. It is easy to use and saves many trips to our vault for our valued customers.

We are now live with the Official Records online. We are only one of three counties in the state of Wisconsin that currently offer this service. Our customers are now able to purchase their vital record online through this service. This service is especially valuable for those individuals that are out of state or need their vital record right away. Many customers need their birth certificate at the last minute for a license renewal or for a passport so they can go on a trip. This service offers them a convenient, safe and fast way to get their record.

I have been working with our association and the Attorney General's office on legislation that passed in the last legislative session. Act 356 was enacted to protect domestic abuse, sexual assault or stalking victims by creating a program to protect the confidentiality of the victim's address for records. The law requires the County Clerk, Register of Deeds and several other clerks to keep the victim's address private. However, there are still several ways to find the victim's information through the public record. As Co-Legislative Chair of the Wisconsin Register of Deeds Association I am working with the Department of Revenue, Department of Financial Institutions and the legislator to close these possible "loop holes" to obtain the victim information.

I have also been working with the Land Information Committee to help get a system that all internal departments could utilize and share data. As an example, we could have our data directly transfer to the real property lister through a software program called Monarch, a product of Fidlar. The committee has done a fabulous job pooling resources for the greater good, very proud to be part of that!

I have attached a quote to scan in our military records. This would be paid out of the restricted fund for the Register of Deeds Office and was part of my five-year plan for scanning projects.

Lastly I have attached updated job descriptions. The County Clerk asked for all departments to review their current descriptions. I have added a few minor changes to the current descriptions.

My thanks as always to this committee for their support to our office; I appreciate your partnership with me and my staff.

Respectfully Submitted,



Sarah Guenther
Green Lake County Register of Deeds



Proposal / Statement of Work

Date: 8/30/2016
Organization: Green Lake County
Contact Info: Ms. Sarah Guenther
 Register of Deeds
 571 County Road A
 PO Box 3188
 Green Lake, WI 54941
 (920) 294-4024
squenther@co.green-lake.wi.us

Project # GLC002: Military Discharges

Project Scope:

Green Lake County is interested in conversion services for Military Discharges.

Military Discharges

- **Index by Volume and Page**
- **Scan indexes in front of books**

- **Volumes 1, 1A, 2 & 3 (page size 11" x 11")**
 - Books come apart, positive images
- **Volumes 4-9 (page size 10-1/2" x 15")**
 - Books come apart, negative images (convert to black text with white background)
 - No manual crop (images will have black border)
- **Volumes 10 & 11 (about 175 aperture cards)**
 - 8 images per card, crop out to individual images
- **Volumes 12 & 13 (about 25 fiche cards)**
 - 48 images per fiche card, crop out to individual images
- **Volume 14 (loose paper)**
 - Mixture of 8-1/2" x 11" and 8-1/2" x 14" (also volume 13 pages 457-600 are paper not on fiche)
- **Veteran's Graves (1 Book, page size 5-1/2" x 8-1/2")**
 - Book comes apart, positive images
- **Registration of Deaths (1 Book, page size 11" x 7-1/2")**
 - Book comes apart, positive images

	Estimated Images	Cost per Image	Extended Price
Pick Up & Delivery Fee			\$500.00
Books, Aperature Cards & Fiche	11,000	\$0.35	\$3,850.00
Hard Drive			\$65.00
Total			\$4,415.00



Project Deliverables:

Project will have a 100% Quality Control check. We will review image quality and correct page orientation. On Q Solutions will provide Green Lake County with a Poor Quality Report (too light, too dark, blurred, and poor originals will be noted).

On Q Solutions will provide digital content on Hard Drive

Customer will be invoiced for actual images processed

Green Lake County may request documents from On Q Solutions during the conversion process. We will scan and send requested documents via e-mail as a password protected PDF at no additional cost. Two separate emails will be sent to the requestor (one containing PDF file and the other containing password). E-mail requests can be sent to support@onqsolution.com

Insurance:

On Q Solutions will provide a Certificate of Liability listing Green Lake County's Register of Deeds as additional insured. On Q Solutions will pick up and deliver Green Lake County's source materials in weather tight bins.



Acceptance of Proposal: # GLC002

Payment Terms:

- 50% down payment due at order signing, balance due upon project completion, net 10 days

Contract Cancellation Fee – A 25% Cancellation Fee will be invoiced if contract is cancelled after signing.

“Thank you for the opportunity to provide a proposal for your conversion project. We realize how important the success of this project is to you and your staff”

“We respectfully request you to accept this Proposal / Statement of Work”

“Thank You”

On Q Solutions L.L.C.
 100 N. 72nd Ave,
 Suite 106
 Wausau, WI 54401
 Phone (715) 370-1338

Green Lake County - Register of Deeds
 571 County Road A
 Green Lake, WI 54941
 Phone (920) 294-4024

By: _____

By: _____

Name: Rhonda Burish

Name: _____

Title: President

Title: _____

Date: _____

Date: _____

Pricing good for 6 months from date on proposal

**ADMINISTRATIVE COMMITTEE
CLERKS REPORT
November 7, 2016**

Elections:

My office continues to get ready for the November 8th General Election. Liz Otto and Samantha Stobbe provided municipal clerk/chief inspector training on October 24th. The two hour training was approved by the Wisconsin Election Commission allowing credit hours for those in attendance. My office is now tracking absentee ballots for 13 of the municipalities. This has required additional time required by staff. It is a new law that took effect starting with this election. A high election turnout is expected and I anticipate a late night on November 8th.

Budget:

The budget is complete based on approval from the Finance Committee and will be approved by the County Board on November 15th. Departments were asked to review their expenditures and revenues and reduce their levy as much as possible. The department heads were very cooperative in working with the Finance Committee to produce a final budget.

Other Activities

I continue to work with Liz Otto on transitioning County Clerk duties to her so she is prepared when I retire. I have also been in touch with Cathy Schmit and will help her as she starts in the position of Green Lake County Administrator. Her start date is scheduled for December 5th.

The auditors were here the week of October 31st to begin the 2016 audit. My office and HHS are working with the auditors on developing the Federal Awards Uniform Grant Guidance – Policies and Procedures which is now a requirement. This was discussed by Jon Trautman when the audit report was presented to the Board.

I have provided new supervisor orientation to both Dennis Mulder and Peter Wallace.

Submitted by Marge Bostelmann
November 3, 2016



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: November 1, 2016

RE: Quarterly Report July 22, 2016 through November 1, 2016

Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities from July 22, 2016 through November 1, 2016. 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 25 formal requests for legal services ranging from contract review, contract drafting, policy review, resolutions and ordinances, and legal opinions on various subjects. Of those 25 requests, we have completed 19, with 6 remaining open for various reasons. 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 a formal case file is not opened. These consultations often are resolved by either a telephone conversation or a response to an email request. And, so far this year, we have opened 140 formal case files for legal assistance and 33 remain open for various reasons, e.g. long-term project, bankruptcy filings, waiting on committee/county board action, etc.

During the period mentioned above, my office has also been involved in one guardianship case, 19 involuntary mental health commitments, and one zoning violation lawsuit which is pending. I continue to prosecute one outstanding termination of parental rights case which went to trial in September. There is also one more possible termination of parental rights case which may be filed soon. And, so far this year we have opened 60 litigation cases. Fifty-five cases have been for the Health and Human Services Department (mental commitments, guardianships and termination of parental rights), and five (5) have been for the Land Use Planning and Zoning Department (zoning and septic violations).

I successfully appealed an unemployment compensation case before the Department of Labor Industry Review Commission after the county received an unfavorable decision from an administrative law judge. The successful appeal means that the county does not have to pay the unemployment benefits to the terminated employee and we cannot be considered for future unemployment benefits.

I attended the WCA conference, the Wisconsin Association of County Corporation Counsels fall conference, the Wisconsin Child Support Enforcement Association fall conference and the Aegis Corporation Counsel/Defense Counsel conference all during the month of September. Each conference provided interesting information regarding representing a county, prosecuting child support orders and mandatory ethics credits.

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 will need to meet in the near future to discuss a procedure for mandatory e-filing of child support cases. Green Lake County will be a mandatory e-file county for child support on January 15, 2017.

Angie and I have also signed up our office for the Wisconsin Tax Intercept Program (TRIP). This will allow us to certify debts to the Wisconsin Department of Revenue for interception of income tax returns for money owed to the county. We expect to use this primarily for highway department repairs due to automobile accidents where the person is uninsured. This is a cost effective way (it's free to the county) to try to recoup these costs of repair, especially if the damage/invoice is less than the cost of a small claims summons and complaint. The TRIP program can be used for any debt \$25 or over owed to the county. Angie and I also continue to work with Land Use Zoning and Planning on sending out septic letters to property owners who have failed to pump their septic systems as required under state statute and county ordinance. Our letters seem to be effective as we haven't issued any citations for quite a while.

Finally, I am enrolled in the Introduction to Parliamentary Procedure: Dynamics of Leadership independent learning class through UW-Extension. I have twelve months 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.