



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/01/18

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on November 1, 2018:

- 1) Amended Agenda
- 2) Minutes from 08/06/2018
- 3) Budget Adjustments/Line Item Transfers
- 4) Department Reports
 - a. Corporation Counsel
 - b. County Administrator
 - c. County Clerk
 - d. IT
 - e. Register of Deeds
 - f. Treasurer



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: November 5, 2018 Time: 5:15 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA*

Committee Members

Harley Reabe, Chairman
Larry Jenkins
Dennis Mulder
Katie Mehn
Brian Floeter

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 08/06/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. *Budget Adjustments/Line Item Transfer
8. Resolutions
9. Ordinances
10. Department Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
11. Committee Discussion
 - Future Meeting Dates: February 4, 2019 at 6:00 pm
 - Future Agenda items for action & discussion
12. 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

August 6, 2018

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:15 PM on Monday, August 6, 2018 in the County Board Room, Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Dennis Mulder
Larry Jenkins

Absent: Katie Mehn
Brian Floeter

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Jason Jerome, HHS Director; Lori Evans, SO Admin Asst.; Tony Daley, Berlin Journal; various community members

MINUTES

Motion/second (Jenkins/Mulder) to approve the minutes of May 7, 2018 as presented with no errors or corrections. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

BUDGET ADJUSTMENTS

- County Clerk – request to transfer \$18,700.00 from the Public Liability insurance account to the Publications - Elections account due to unforeseen elections, referenda, and new requirements.

Motion/second (Mulder/Jenkins) to approve the budget adjustment and forward to Finance. All ayes. Motion carried.

- Corporation Counsel – request to purchase stand up desk for clerical position out of the office expense account.

Motion/second (Jenkins/Mulder) to approve the budget adjustment and forward to Finance. All ayes. Motion carried.

2019 BUDGETS

Discussion held on department budgets for Treasurer, Administrator, County Clerk, Corporation Counsel, Register of Deeds, and IT.

REQUEST FOR FEASIBILITY STUDY FOR COUNTY WIDE AMBULANCE SERVICE

City of Berlin Administrator Jodie Olson spoke to the committee requesting a comprehensive feasibility study by a third party professional to determine the needs for ambulance service within Green Lake County. Chairman Reabe informed the committee that the County Clerk's office has 7 resolutions on file from county municipalities and 2 from out of county municipalities in support of examining options for county wide ambulance service. Currently there are 3 services – Berlin EMS, Princeton EMS, and Southern Green Lake County. All are currently supported by ThedaCare but that funding is being eliminated and due to budget constraints the municipalities will not be able to support it. The lack of volunteers is another serious problem to consider due to the training and time involved. Various civic leaders including Doug Vrecheck from the Town of St. Marie, Allan Weckwerth from the Town of Princeton, Mike Wargula from the Town of Nepeuskun, and Charlie Wielgosh from the City of Princeton all spoke in support of a study to determine what options are available. *Motion/second (Mulder/Jenkins)* to forward this to the Health and Human Services committee on August 13 at 5:30

PM for further consideration. All ayes. Motion carried. Jodie Olson from the City of Berlin will provide some additional data for that committee including the number of calls, etc.

RESOLUTIONS

- **Relating to Dark Stores and Countywide Advisory Referendum**

Motion/second (Mulder/Jenkins) to approve the resolution Relating to Dark Stores and Countywide Advisory Referendum and forward to County Board for final approval.

- **Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area**

Motion/second (Mulder/Jenkins) to approve the Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area and forward to County Board for final approval.

ORDINANCES

- **Amending Chapter 60, Officers and Employees, Article I. Register of Deeds**

Corporation Counsel Dawn Klockow explained the ordinance to require parcel identification numbers on all conveyance documents.

Motion/second (Jenkins/Mulder) to approve the ordinance Amending Chapter 60, Officers and Employees, Article I. Register of Deeds and forward to County Board for final approval.

- **Amending Ordinance, No. 800-04 Adopted 8-17-2004, §74-6. Optical disk and electronic record storage**

Corporation Counsel Dawn Klockow explained the amendment to allow original documents to be destroyed after proper electronic storage unless otherwise mandated.

Motion/second (Mulder/Jenkins) to approve the ordinance Amending Ordinance, No. 800-04 Adopted 8-17-2004, §74-6. Optical disk and electronic record storage and forward to County Board for final approval.

CORPORATION COUNSEL E-FILING DEBIT ACCOUNT WITH GREEN LAKE COUNTY CLERK OF COURT

Corporation Counsel Dawn Klockow requested approval of a debit account set up with the Clerk of Court to be used for filing fees. *Motion/second (Jenkins/Mulder)* to approve the account with a deposit of \$300.00 to be transferred from another account. All ayes. Motion carried.

DEPARTMENT REPORTS

- Corporation Counsel
- County Administrator
- County Clerk
- IT
- Register of Deeds
- Treasurer

Discussion held and updates given on reports submitted.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting- November 5, 2018 at 5:15 PM

Future Agenda Items:

ADJOURNMENT

Chairman Reabe adjourned the meeting at 6:28 PM.

Submitted by,



Liz Otto
County Clerk

DRAFT

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 23, 2018
 Department: Corporation Counsel
 Amount: \$200.00
 Budget Year Amended: 2018

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

Please see attached sheet.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-48181-000-000	Training Revenue	\$ -	\$ 200.00	\$ 200.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 200.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-51320-330-000	Travel	\$ 1,126.00	\$ 92.11	\$ 1,218.11
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 92.11	

Department Head Approval: *Dawn N. Lockow 10/23/18*

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

Attachment to Green Lake County
Notice of Budgetary Adjustment

Date: October 23, 2018
Department: Corporation Counsel
Amount \$200.00
Budget Year Amended: 2018

Source of Increase/Decrease and effect on Program:

The Corporation Counsel Office has entered into an Agreement with the UW-Green Bay Behavioral Training Program to observe and comment on the training program relating to the legal aspects of Involuntary Mental Health Commitments. The Agreement requires Corporation Counsel to attend a training session to observe the training and to meet with the program director and comment on the training program. This Agreement includes a \$200.00 honorarium, paid to the County to offset the County's expenses for allowing the Corporation Counsel to attend. Those expenses include salary and mileage reimbursement.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 5, 2018
 Department: County Clerk (Committees & Boards)
 Amount: \$0.00
 Budget Year Amended: 2018

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

Budget shortfall in publishing County Board proceedings

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-01-51110-320-000	Publications-Board Proceedi	\$ 10,000.00	\$ 6,000.00	\$ 16,000.00
18-101-00-58000-000-000	Contingency		\$ (6,000.00)	\$ (6,000.00)
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ County Clerk
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-319	Ballots	\$ 9,000.00	\$ 100.00		\$ 8,900.00
18-100-04-51440-320	Publications-Elections	\$ 25,500.00	\$ 3,460.00		\$ 22,040.00
18-100-04-51930-154	Retiree's Insurance Premium	\$ 39,565.00	\$ 4,640.00		\$ 34,925.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 8,200.00		

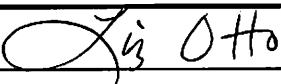
To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-320	Programing	\$ 40,000.00	\$ 8,200.00	\$ 48,200.00	\$ 48,200.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 8,200.00		

Explanation for Transfer:

Election programing costs were up this year due to 2 unforeseen elections and 2 municipalities buying additional voting machines.

Department Head Approval



Governing Committee Approval

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 31, 2018
 Department: Information Technology
 Amount: \$86,847.00
 Budget Year Amended: 2018

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


Purchase IT equipment in 2018 that is scheduled for replacement in 2019 in order to avoid the added
 Tariff costs = 10% effective 11/1/2018 (\$8,685) and/or
 additional Tariff costs = 15% effective 1/1/2019 (\$13,027)
 Avoiding total equipment cost increase of 25% in 2019 (\$21,712) due to effective Tariff

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-400-00-57100-025-000	Capital Outlay - IT	\$ 355,090.00	\$ 86,847.00	\$ 441,937.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 86,847.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____



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, 2018

RE: Report on Activity from August 1, 2018 – October 31, 2018

Honorable Members of the Administrative Committee:

I am pleased to report on my offices activities August 1, 2018 – October 31, 2018. My office has been busy with providing legal services to the Board, its committees, and County departments. I have attended committee meetings and County Board meetings. I continue to perform my contractual and statutory duties with the Child Support Agency and logged 19.3 hours in August, 31.8 hours in September, and 18.4 hours in October working on Child Support cases.

Other than providing legal services to County Departments and the Board, I engaged in the following activities this reporting period:

- Attended the Corporation Counsel/Defense Counsel forum on September 7.
- Attended the Wisconsin Bar Association Open Meetings/Open Records seminar on September 12.
- Attended the WCA conference on September 25.
- Attended the Wisconsin Child Support Enforcement Association Conference 9/26-9/28.
- Worked with the Chief Deputy to bring the Wisconsin Bar Association Wills for Heroes Clinic to the Sheriff's Department

I was also accepted into the Wisconsin Bar Association's G. Lane Ware Leadership Academy. It is a competitive application process and only 16 lawyers from across the state are admitted to each Academy. My first session was on November 2, 2018. I am

grateful to Cathy Schmit for allowing and encouraging me to apply, and for writing a letter of recommendation for me.

I attended a Crisis Stakeholders Meeting held on August 30, 2018, in conjunction with our Behavioral Health Unit. The UW-Green Bay Behavioral Health Partnership facilitated the program and it was a road mapping exercise. After the presentation, I was asked if I would be interested in being a trainer for them. After discussion with Cathy Schmit, we agreed that I could accept. As a result, I will be attending a training on December 4, 2018, and the County will be paid a stipend for my attendance. I anticipate entering into a contract in the near future, which will bring revenue into the County for my training activities.

Attached are the reports for August 1, 2018 to October 31, 2018 for assignment and litigation files.

The year-to-date totals for the services the Office of Corporation Counsel has provided to the County and its Departments are as follows:

1. Requests for legal assistance files opened:
 - a. Beginning balance on 1/1/18 = 30
 - b. Opened = 191
 - c. Completed = 206
 - d. Currently open as of 11/1/18 = 20

2. Litigation cases:
 - a. Beginning balance on 1/1/18 = 26
 - b. Opened = 78
 - c. Completed = 90
 - d. Currently open as of 11/1/18 = 14

It is a pleasure to continue serving the Green Lake County Board of Supervisors and its constituent departments.

If you have any questions, please do not hesitate to contact me.

Green Lake County
Assignments by Category and Type
Completed from From 8/1/2018 through 10/31/2018
All Staff

Category	Type	Assignments
CON-Contracts / Agreements	(NULL)	1
	CONP-Purchase Contract	1
	CONS-Contract for Services	19
	MOU-Memorandum of Understanding	1
	Sub Total :	<u>22</u>
INFO-Informational file	OA-Office Administration	3
	POL-Policy	1
	Sub Total :	<u>4</u>
MISC-unable to catogorize	EM-Employee Matters	1
	OA-Office Administration	1
	ORDA-Ordinance-Amendment	1
	Sub Total :	<u>3</u>
MOU-Memorandum of Understanding	MOU-Memorandum of Understanding	1
	Sub Total :	<u>1</u>
OPIN-Opinions	OPNF-Formal	4
	OPNI-Informal	4
	Sub Total :	<u>8</u>
	ORD-Ordinances	OPNF-Formal
	ORDA-Ordinance-Amendment	1
	ORDC-Ordinance-Create New	2
Sub Total :	<u>4</u>	
POL-Policy	EM-Employee Matters	1
	Sub Total :	<u>1</u>
REA-Real Estate	OTR-Other Real Estate	1
	Sub Total :	<u>1</u>
REC-Records Request	EM-Employee Matters	1
	OR-Open Records Request	4
	Sub Total :	<u>5</u>
RES-Resolutions	EM-Employee Matters	1
	HHZ-Human Health Hazzard	1
	POL-Policy	2
	RES-Resolution	6
	Sub Total :	<u>10</u>
Total :		<u>59</u>

Green Lake County
Activity By Staff and Category
From 8/1/2018 through 10/31/2018

Selected Staff

Staff	Cat	Beginning Balance	Received	Completed	Ending Balance
<hr/>					
Klockow, Dawn N.					
	CON	7	22	22	7
	INFO	4	1	4	1
	MISC	0	3	3	0
	MOU	0	1	1	0
	OPIN	4	5	8	1
	ORD	4	3	4	3
	POL	4	2	1	5
	REA	0	1	1	0
	REC	2	4	5	1
	RES	5	7	10	2
	Total	30	49	59	20

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
CON	Contracts / Agreements	7	22	22	7
INFO	Informational file	4	1	4	1
MISC	unable to categorize	0	3	3	0
MOU	Memorandum of Understanding	0	1	1	0
OPIN	Opinions	4	5	8	1
ORD	Ordinances	4	3	4	3
POL	Policy	4	2	1	5
REA	Real Estate	0	1	1	0
REC	Records Request	2	4	5	1
RES	Resolutions	5	7	10	2
	Total	30	49	59	20

Green Lake County
Activity By Staff and Category
From 8/1/2018 through 10/31/2018

Selected Staff

Staff	Cat	Beginning Balance	Received	Completed	Ending Balance
Klockow, Dawn N.					
	(Blank)	0	1	1	0
	BNK	0	2	0	2
	CLLE	0	1	0	1
	CLPI	0	1	0	1
	COLMIS	0	1	0	1
	COLPD	1	0	1	0
	COLRE	0	1	0	1
	FOREC	4	0	3	1
	GDN	2	0	2	0
	GDN&PP	1	1	2	0
	ME	11	19	26	4
	MISC	3	1	2	2
	TPR	1	0	1	0
	ZON	0	1	0	1
Total		23	29	38	14

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
(Blank)		0	1	1	0
BNK	Bankruptcy	0	2	0	2
CLLE	Claim - Law Enforcement	0	1	0	1
CLPI	Claim - Personal Injury	0	1	0	1
COLMIS	Collections - Miscellaneous	0	1	0	1
COLPD	Collections - Property Damage	1	0	1	0
COLRE	Collections - Real Estate taxes	0	1	0	1
FOREC	Foreclosure	4	0	3	1
GDN	Guardianship	2	0	2	0
GDN&PP	Guardianship with Protective Placement	1	1	2	0
ME	Involuntary Mental Commitment	11	19	26	4
MISC	Miscellaneous litigation	3	1	2	2
TPR	Termination of Parental Rights	1	0	1	0
ZON	Zoning	0	1	0	1
Total		23	29	38	14



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 – November 2018

Since my last quarterly report in August 2018, I have participated in the following tasks:

- Finalized 2019 Annual Budget process, presented to Finance Committee for publication by the statutory deadline and distributed to County Board at October County Board meeting
- Attended: ICC Meeting Aug 20th, Oct. 15th; WCA Annual Conference in La Crosse Sept. 23 – 25th; TREDC related meetings (multiple); DOT Hwy D Construction meeting Aug. 9th; UWEX Board of Visitors meeting in Madison Oct. 18th
- Monthly department head meetings
- Collaborated with the County Clerk in negotiation of 2019 Health Insurance Plan design and premiums, institute coverages for Dental and Vision insurance
- Collaborating with the County Board Chair and various departments in developing and implementing a vehicle capital lease program
- Collaborating with Emergency Management and Sheriff's Dept. on NextGen 911 system upgrade of obsolete equipment mandated to be completed by 2020
- Opioid Litigation discussion
- Coordinating with County staff and representatives on review of Government Center security study and related issues/concerns
- Organized management/leadership training series running periodically throughout the year
- Met with area ambulance service representatives and stakeholders regarding countywide ambulance service and funding
- Met with area library directors regarding 2019 budget
- Participated in Emergency Management tabletop exercise in the EOC Aug. 15th
- Spent significant time overseeing Highway Dept. functions during interim Commissioner vacancy
- Recruited new Highway Commissioner & 7 highway staff positions vacant through summer
- Coordinating with Regional UWEX Director Jay Dampier in recruitment of a 100% staffed and 75% County funded 4H Agent starting with 2019 contract
- Upcoming:
 - WPELRA meeting; Kimberly, WI November 6, 2018
 - Alio User Group Meeting; WI Dells, WI November 8, 2018
 - WCMA Women's Leadership conference; Fitchburg, WI November 16, 2018
 - GFOA Fraud Seminar; Oshkosh, WI November 28, 2018
 - WGFOA Conference; Oshkosh, WI November 29 – 30, 2018



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 – November 5, 2018

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

- ❖ Preparations for the November 6, 2018 General Election have been completed which includes ballot programming and printing, WisVote updates and applications, election notice publications, and general questions/problems with the 16 municipalities. We provide total WisVote services for 6 municipalities and partial service for the other 10. On election night I assume that my staff and myself will be in the office until approximately 12:00 PM. Post election activities include checking in of election materials from all municipalities, pre-canvass, and the County Canvass on Monday, November 12. Our office also enters in all voters into the WisVote system within 30 days of the election.
- ❖ My office provided an election security table top exercise for all of the municipal clerks on October 3. This was the first training of its kind that we have done and I would like to thank my deputy, Samantha Stobbe, for her work in putting this together. The training was well attended and is a good foundation to build on for future sessions.
- ❖ The budget process is complete for another year. I am responsible for the County Board, Committees, County Clerk, Election, Purchasing and Insurance budgets each year. Since there should only be a maximum of 2 elections next year that budget did decrease. However, there has been a marked increase in publication prices over the years so I had to increase both the County Board and Election budgets for those fees. I have been in talks with the Berlin Journal to decrease our publication costs and print all legal notices in the smallest legal size.
- ❖ I attended the Wisconsin Counties Association (WCA) conference in September in LaCrosse. The conference provides County Clerks statewide with training and education sessions geared to our positions through the WCCA (Wisconsin County Clerks Association). We had sessions on national and state election security, a session from the WEC (Wisconsin Elections Commission), and leadership training as well as roundtable discussions.
- ❖ I worked with the County Administrator on the health insurance plan for 2019 along with adding a dental/vision option for eligible employees for next year. I also set up employee meetings with our health care provider, Group Health Trust, and Fortifi Bank to help employees make the best choice for their health care.
- ❖ We have almost completed one year of mail service in the County Clerk's office. The transition has gone very well and the savings have been substantial. I will provide a full outline of the savings at the February meeting.
- ❖ With the end of the year coming up, I will be or already have attended seminars with Schenck and the Alio conference for payroll, a WRS (Wisconsin Retirement System) seminar, and a Worker's Compensation seminar put on by Aegis. The end of the year always proves challenging for payroll with benefit changes and setting up the new year.

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

Respectfully submitted,
Elizabeth Otto
Elizabeth Otto
County Clerk



Green Lake County Information Technology Department

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

October 29th, 2018

Memo to Administrative Committee:

Highlights of IT Department activity since August 2018:

- Worked on the Government Center's door access system's issues. Fixed its major problems.
- Migrated over 60 PCs to Windows 10. Required completion for all systems during upcoming year.
- Upgraded security protection software on 240+ systems.
- Upgraded 50+ smartphones and MDM.
- Continued weekly security and patching of all systems.
- Completed all work involving 2019 IT Budget planning.
- Treasurer's new software put into production.
- Continued with security training for employees, second campaign underway.
- Participated in building security meeting #2.
- Made available 15 new Toughbooks and new radio modems to Sheriff's Office.
- Participated in new 911 system with vendors and Sheriff's Office.
- Completed Spillman server migration and upgrades to all Sheriff's Office and Police Depts. clients.
- Continuing work on new County website.
- Held meetings with stakeholders to discuss and decide direction of Server room UPS.
- Upgraded HHS RMS system and client software.
- Setup and supported UWEX office's Fair operations.
- Worked with Highway during all of their new personnel changes and new needs.
- Switched to new State VPN for financial transmissions.
- Swapped out failed network switch in Dispatch.
- Assisted contractor with State's CCAP upcoming change over to fiber.
- Dispatch and Jail UPS maintenance completed – new batteries and capacitor kits installed.
- State mandated change to HOD print – ongoing work.
- Swapped out three failed switches in core network stack.
- Working to setup Treasurer with new electronic check deposit and ACH payment system for Administrator.
- Upgraded all components of County's financial software package.

Respectfully submitted,

Bill Hutchison
Information Technology Director



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

November 5, 2018

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

I have been working on the Register of Deeds 2019 budget that has been reviewed with County Administrator Cathy Schmit and am pleased with the completion of the budget.

Our office had a Laredo software upgrade that has new features for our local title companies that utilize the software. Some of the new features include: single field searching, saving searches, being able to view from mobile phone, new print options, just to name a few. I plan to have a user group meeting with our business partners in the near future. I would invite title companies, banks, attorneys, realtors and real estate appraiser's.

I attended the WCA conference in LaCrosse. I was one of the speakers for a break out session. Our presentation was Register of Deeds, the new E World. Our presentation highlighted the rapid changes in our offices and the money saving initiatives we have worked on. An example of that would be postage savings. We have one of the highest recording rates in the state at 46% recording documents. That saved \$1,312.76 in postage in 2017.

I had Excel Binding assist our office with yearly maintenance in our vault area to preserve our records. I had some tract books repaired and new binders on other regularly used books.

Lastly, I attended the Wisconsin Register of Deeds conference in October. I attended classes about title and deeds and how they relate to our office. Other presentations I attended were block chain, cyber-crimes attacking our industry and real property lister presentation working together with our respective departments. I learned a great deal from these educational sessions.

I want to thank this committee for your continued support of the Register of Deeds office and myself.

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

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Treasurer and Real Property Lister

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October 31, 2018

Memo to Administrative Committee:

I thought I would follow suit and try to make my report a little easier to read.

- On July 18th we hosted and attended a Pet Licensing Training for those municipalities that will be using Transcendent for the pet licensing.
- July 31st ended with unpaid 2017 taxes in the amount of \$527,880.76, which was 1.26% of the 2017 tax roll.
- All of the Treasurer's office staff worked the Land Information Booth during the Fair.
- On Monday August 20th we completed the August Settlement. This is the process where all of the taxing jurisdictions within the County received their final funds from the 2017 levied tax amount. The total of this disbursement was \$7,931,768.71
- On September 4th we issued certificate numbers to all parcels with delinquent 2017 taxes.
- On September 5th the office went live with Transcendent for tax collections.
- On September 12th we held a Levy and Special Assessment Training for all municipal clerks. In the past the clerks would forward their numbers to us. Then our office would enter them into the GCS system and then send them back to verify we entered them correctly. With Transcendent, the clerks can enter the levy and special assessment information on their own. They will then notify us when it is entered, we can log in and then verify the numbers with this.
- Scheduled and attended various meetings to explore the options the county has for automated boat launch payment stations.
- September 18th – 20th I attended the fall Wisconsin Real Property Lister (RPL) Conference in Lake Geneva.
 - The sessions included presentations on the WI Retirement System, WLTA Legal Descriptions and Searching, Election of Officers, Fun with Annexations, Subdivision Plats/Condo Plats/CSM's and Trusts. Since this was my first RPL Conference I was a bit overwhelmed with the subjects. The session that I was able to learn the most from was on Wills, Trusts and Transferring Real Estate. Since quite a bit of the property along the lake is held in a trust it was interesting for me to hear what the intention of the Trust really is. Next year I would love for Stefanie to be able to attend this conference.
- On September 26th, Chief Deputy Stefanie Meeker attended the Transcendent User Group Meeting in Neenah
- October 16th – 19th I attended the fall Wisconsin County Treasurer's Association Conference in Eagle River
 - This conference started out with our usual class from UWGB. This year it was on Ethical Conduct in Public Office and Accounts Payable/Payroll. I have a lot of take-away's from this class to discuss with our staff and possibly process changes. We also had sessions on Cash Management, the Difference between an Investment Advisor and a Broker, WI Department of Revenue, WI Department of Administration, Ag Use Conversion Charges and Reading and Understanding Legal Descriptions.
- We currently have 8 owners with 9 parcels who still have unpaid 2014 taxes. I am working with Finance on these properties. We have some situations that are new for the county with some of these properties.
- We have the annual Fall Treasurer/Clerk meeting scheduled for Thursday November 15, 2018 starting at 9:30 a.m. This year we will start with training for those municipalities that are using Transcendent for their tax collections. Then we will flow into the regular meeting with a timeline so everyone is on the same page for tax bill printing.
- In December, we will be busy calculating and printing the tax bills for all towns, villages and cities. This year we have picked up three more municipalities to collect their first installment payments. We are now at a total of 10 municipalities. This is the busiest time of year for this office and the county is blessed to have staff that is patient and courteous during this hectic time.

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