



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/23/2019

Amended Post Date: 02/12/19**

The following documents are included in the packet for the Administrative Committee on February 11, 2018:

- 1) **Amended Agenda***
- 2) Minutes from 11/05/2018
- 3) **Budget Adjustments/Line Item Transfers****
- 4) Resolution Relating to Closing Green Lake County Government for General Business Operations on July 5, 2019
- 5) Annual 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: February 11, 2019 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: 11/5/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Budget Adjustments/Line Item Transfer
8. Resolutions
 - *Closing Green Lake County Government for General Business Operations on July 5, 2019
9. Ordinances
10. Annual Department Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
11. Consider Motion to Convene into Closed Session:
 - The committee may convene into closed session pursuant to Wis. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This matter involves whether to file suit or recover fees paid for an animal quarantine.
 - Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility—this Closed Session is regarding performance evaluation of the County Administrator.
12. Reconvene into Open Session to take action, if appropriate, on matters discussed in closed session.
13. Committee Discussion
 - Future Meeting Dates: May 6, 2019 at 5:15 pm
 - Future Agenda items for action & discussion
14. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

ADMINISTRATIVE COMMITTEE MEETING

November 5, 2018

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:15 PM on Monday, November 5, 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
Katie Mehn

Absent: Brian Floeter

Also Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Sarah Guenther, Register of Deeds

MINUTES

Motion/second (Mulder/Jenkins) to approve the minutes of August 6, 2018 as presented with no errors or corrections. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

BUDGET ADJUSTMENTS

- Corporation Counsel – request to increase the Training revenue account by \$200 honorarium due to agreement with UW-Green Bay to provide legal comments on a mental health training program.
- County Clerk – request to transfer \$6,000 from the contingency fund to Publications – Board Proceedings account due to a shortfall in funds to publish County Board proceedings.
- Register of Deeds – request to increase the Laredo/Tap Fidler revenue account by \$3,420 due to a recently opened account.
- IT – transfer \$86,847.00 from the 2019 budget into the Capital Outlay-IT budget for 2018 to purchase scheduled equipment prior to January 1, 2019 to avoid additional tariffs. This will result in a savings of \$21,712.
- County Clerk – line item transfer in the amount of \$8,200 to transfer funds from Ballots, Publications- Elections, and Retiree's Insurance Premium to Programing due to unforeseen elections and additional voting machines.

Motion/second (Jenkins/Mehn) to approve the budget adjustments and line item transfer and forward to Finance. All ayes. Motion carried.

RESOLUTIONS - none

ORDINANCES - none

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- February 4, 2019 at 5:15 PM

Future Agenda Items:

ADJOURNMENT

Chairman Reabe adjourned the meeting at 5:55 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: January 3, 2019
 Department: Corporation Counsel
 Amount: \$3,834.00
 Budget Year Amended: 2019

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

Corporation Counsel will be co-teaching with the UW-GB Behavioral Health Training Partnership regarding mental health laws. The contract is for \$3,834.00 for for training sessions for time and travel expenses for four (4) training sessions. See the attached sheet for mileage calculations.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-48181-000-000	Training Revenue	\$ -	\$ 3,834.00	\$ 3,834.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,834.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-51320-330-000	Travel	\$ 471.00	\$ 333.27	\$ 804.27
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 333.27	

Department Head Approval: Tawni Klockow 1/3/19
 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: _____

Mileage for
UW-GB BHTP training

IRS milage rate 2019

\$0.58

Date	Destination	Miles to	Miles Back	Total miles	Mileage Cost
3/12/2019	Best Western Premier Resort, 1000 Cameron Way, Neenah WI	64.1	64.1	128.2	\$74.36
6/18/2019	Tundra Lodge, 865 Lombardi Avenue, Green Bay	93.4	73.6	167	\$96.86
9/10/2019	Best Western Premier Resort and Oshkosh Convention Center, 1 N. Main Street, Oshkosh, WI	46.3	46.3	92.6	\$53.71
12/3/2019	Tundra Lodge, 865 Lombardi Avenue, Green Bay	93.4	93.4	186.8	\$108.34

Total mileage cost

\$333.27

**Mileage is calculated from employee's home, except for 6/18/19 due to the County Board meeting,
where ending mileage is at the Government Center

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Corporation Counsel
 Budget Year Amended: _____ 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-03-51320-309-000	Office Expenses	\$ 807.00	\$ 32.00		\$ 775.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 32.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-03-51320-242-000	Print Management	\$ 250.00	\$ 32.00		\$ 282.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 32.00		

Explanation for Transfer:
 The \$32 from Office Expenses is for the fax toner cartridge budgeted for. With the new print management program, we no longer have a fax machine but money was not budgeted for the charges for faxing from the copy machines because that change happened after the budget was submitted.
 This transfer places funds in the print management account to ensure we have money to pay for the fax charges.

Department Head Approval

Downy Klebow 1/14/19

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

Revised 02/2017

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
18-100-04-51440-320	Publications - Elections	\$ 25,500.00	\$ 3,440.00		\$ 22,060.00
18-100-04-51930-154	Retiree's Insurance Premiums	\$ 39,565.00	\$ 4,640.00		\$ 34,925.00
18-100-04-51440-312	Election Supplies	\$ 675.00	\$ 370.00		\$ 305.00
18-100-04-51430-111	Postage	\$ 40,800.00	\$ 1,333.00		\$ 39,467.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 9,783.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-320	Programing	\$ 40,000.00	\$ 8,157.25		\$ 48,157.25
18-100-04-51440-319	Ballots	\$ 9,000.00	\$ 42.75		\$ 9,042.75
18-100-04-5144-140-0	Per Diem - Canvas Board	\$ 360.00	\$ 90.00		\$ 450.00
18-100-04-51430-225	Telephone	\$ 22,600.00	\$ 1,211.00		\$ 23,811.00
18-100-04-51430-303	Codification	\$ 4,000.00	\$ 262.00		\$ 4,262.00
					\$ -
Total Transfer			\$ 9,763.00		

Explanation for Transfer:
 Election programing, ballot costs, and canvas board per diems were up in 2018 due to 2 unforeseen elections. Telephone and general code costs were also up slightly so funds are being transferred from accounts which had excess funds left over.

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ TREASURER
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
18-100-08-51520-531-000	Forest Crop Land	\$ 500.00	\$ 500.00		\$ -
18-100-08-51520-310-000	Office Supplies	\$ 2,353.00	\$ 514.00		\$ 1,839.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,014.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	TD Expenditure	New Budget
18-100-08-51520-810-000	Capital Equipment	\$ 3,000.00	\$ 1,014.00		\$ 4,014.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,014.00		

Explanation for Transfer:

My original plan for funding for a new folder was to use the \$3K in the capital equipment account and then \$2K from my carry-over funds which were earmarked for a new folding machine. The \$2K carry-over funds are now unavailable so I was able to find some excess funds in the forest crop land and office supplies accounts to make up the difference.

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

Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Corporation Counsel
 Budget Year Amended: _____ 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-03-51320-326-000	Continuing Education	\$ 895.00	\$ 90.00	\$ -	\$ 805.00
19-100-03-51320-369-000	Discovery/Trial Prep	\$ 2,000.00	\$ 90.00	\$ 24.00	\$ 1,910.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 180.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-03-51320-390-000	Legal research	\$ 2,400.00	\$ 180.00		\$ 2,580.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 180.00		

Explanation for Transfer:
 After review of Westlaw contract and services, it was discovered that the plan the former representative recommended was not correct for the Office's research needs. Working with a new representative, a contract amendment with a \$20/month increase will meet the Office's research needs and return to the prior level of service before the new contract was signed.

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

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Administration
 Budget Year Amended: 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-22-51810-325-000	Registrations/Conventions	\$ 1,765.00	\$ 248.78	\$ 1,516.22	\$ 1,516.22
18-100-22-51810-324-000	Member Dues	\$ 2,070.00	\$ 108.36	\$ 1,856.50	\$ 1,961.64
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 357.14		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-22-51810-310-000	Office Supplies	\$ 1,100.00	\$ 357.14	\$ 1,457.14	\$ 1,457.14
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 357.14		

Explanation for Transfer:

Transfer of unexpended Conventions and Dues funds to cover overage in Office Supply account due to the unexpected cost related to purchase of checks. Previously included in the County Clerk's budget.

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

Revised 02/2017

RESOLUTION NUMBER -2019

**Closing Green Lake County Government for General Business Operations
on July 5, 2019**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February, 2019, does resolve as follows:

- 1 **WHEREAS**, during the year 2019 the 4th of July Holiday lands on a Thursday; and
- 2 **WHEREAS**, surveys performed by the County Administrator’s Office indicate the vast
- 3 majority of employees would like to have Friday, July 5th off of work to extend their
- 4 holiday weekend; and
- 5 **WHEREAS**, some operational cost savings could be realized through the close of
- 6 business on July 5th; and
- 7 **WHEREAS**, court is not scheduled to be in session and the general public may likely
- 8 assume we are closed for business for the weekend and any workload would likely be
- 9 extremely light.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th
day of February, 2019.

Harley Reabe, Chair

Larry Jenkins

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

11 **NOW THEREFORE BE IT RESOLVED** that Green Lake County Government
12 operations, with the exception of essential services, will be closed on July 5, 2019.

13 **BE IT FURTHER RESOLVED** non-essential staff will be required to use vacation,
14 personal day or time off without pay on July 5, 2019.

15 **BE IT FURTHER RESOLVED** personnel policy prohibiting the use of time off without
16 pay following a paid holiday shall be waived in this instance.

17 **BE IT FURTHER RESOLVED** that in future years should the July 4th holiday fall on a
18 Tuesday or Thursday the County Administrator, with the majority support of County
19 Department Heads and concurrence of the County Board Chair, shall have the
20 discretion to close Green Lake County Government business operations on the Monday
21 previous to or the Friday following the July 4th holiday in the manner as outlined herein.

22 **BE IT FURTHER RESOLVED** that in future years should the County Administrator
23 choose to close Green Lake County Government operations on the Monday previous to
24 or the Friday following the July 4th holiday, the personnel policy prohibiting the use of
25 time off without pay following a paid holiday shall be waived.



GREEN LAKE COUNTY **OFFICE OF CORPORATION COUNSEL**

Dawn N. Klockow
Corporation Counsel

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

2018 Annual Report to the Board

January 4, 2019

Dear Honorable Supervisors, Green Lake County:

I am pleased to present the 2018 Annual Report for the Office of Corporation Counsel. As you are aware, the Office of Corporation Counsel is an office created by the Green Lake County Board of Supervisors in accordance with Wisconsin Statutes. The Corporation Counsel provides legal services to the Board and County Departments in all civil litigation matters and other matters as assigned by either ordinance or statute.

I have provided a two-year comparison of the legal work performed in the Corporation Counsel Office for 2017 & 2018. Some of the numbers may be off as to ending balances in 2017 and beginning balances in 2018 due to the implementation of case management software in August 2017. Prior to then, Angie and I used an Excel spreadsheet to track cases. However, the numbers for 2018 are completely accurate as I ran reports from the case management software. My office saw an overall 22% increase in the number of non-litigation requests for legal assistance. Contracts, memorandums of understanding and agreements, ordinances and resolutions represent the most work for the office. Litigation cases, overall were down by 41%, which can be considered a desirable outcome. There were less involuntary commitments in 2018, but an increase in involuntary alcohol commitments. We also saw an increase in guardianship (125%) and protective placement (25%) as well as zoning violation cases (500%). Between 2017-2018 nine termination of parental rights cases were completed and the children were able to find permanency through adoption or subsidized guardianship. I continue to represent the State of Wisconsin as the contracted child support attorney and logged 194.9 hours, an average of 14.1 hours per month performing legal work for the County Child Support Agency.

I continue to have an open door policy and encourage Supervisors, Elected Officials and county staff to reach out with their legal questions. Thank you for the opportunity to continue serving the Green Lake County Board of Supervisors and the various County departments.

Please see the following pages for the breakdown of legal services provided for 2018 and the comparison to 2017.

Regards,

Dawn N. Klockow
Corporation Counsel

DNK

Enclosures (2)

Office of Corporation Counsel
Legal Work Performed
Two Year Comparison

Non-Litigation

Description	2017				2018				Percent Increase/Decrease
	Received 1/1/2017-6/30/2017	Received 7/1/2017 - 12/31/2017	Completed	Ending Balance	Beginning Balance	Received	Completed	Ending Balance	
Miscellaneous files	0	16	14	2	31	5	4	32	125%
County Code Amendment	0	6	4	2	2	2	4	0	-33%
Purchase Contract	0	1	0	1	1	3	4	0	300%
Contract for Services	35	20	50	5	4	83	79	8	58%
Employee matters	2	11	12	1	1	17	15	3	38%
Grievance-Employment	0	1	1	0	0	0	0	0	-100%
Human Health Hazard	0	4	2	2	1	3	3	1	0%
Lease Equipment	0	2	1	1	1	1	2	0	0%
Lease Real Estate	0	1	1	0	0	0	0	0	-100%
License	0	1	1	0	0	0	0	0	-100%
Miscellaneous Collection	0	1	1	0	0	2	0	2	100%
Memorandum of Agreement	0	1	0	1	1	0	0	1	0%
Memorandum of Understanding	0	4	3	1	0	3	3	0	-25%
Notice of Claim/Injury	0	2	1	1	2	1	2	1	50%
Office Administration	0	11	9	2	3	11	13	1	27%
Formal Opinion	5	15	17	3	5	12	15	2	-15%
Informal Opinion	10	26	35	1	2	27	29	0	-19%
Open Records Request Assistance	5	11	16	0	0	9	8	1	-44%
Ordinance Amendment	6	2	8	0	1	13	14	0	75%
Ordinance - Create New	3	1	3	1	1	4	3	2	25%
Other Real Estate	1	3	3	1	1	2	2	1	-25%
Policy	14	10	20	4	5	20	22	3	4%
Resolution	8	3	11	0	0	14	12	2	27%
Septic Code Violation	0	1	1	0	0	1	0	1	0%
Zoning Ordinance Text Amendment	0	0	0	0	0	1	1	0	*
Total	89	154	214	29	62	234	235	61	22%

* Cannot calculate a percentage change when the original number is zero

**Office of Corporation Counsel
Legal Work Performed
Two Year Comparison**

Litigation

Description	2017				2018				Percent Increase/Decrease
	Beginning Balance	Received	Completed	Ending Balance	Beginning Balance	Received	Completed	Ending Balance	
Blank description	0	0	0	0	0	1	1	0	*
Alcohol Commitment	0	1	1	0	0	3	2	1	200%
Bankruptcy	0	5	2	3	3	3	5	1	20%
Claim - Law Enforcement	0	1	0	1	1	1	1	1	100%
Claim- Personal Injury	0	0	0	0	0	1	0	1	*
Class Action Suit	0	1	1	0	0	0	0	0	-100%
Collections - Miscellaneous	0	1	1	0	0	2	1	1	100%
Collections - Property Damage	0	2	0	2	2	0	2	0	0%
Collections - Real Estate taxes	0	0	0	0	0	1	0	1	*
Foreclosure	0	0	0	0	0	6	4	2	*
Guardianship	0	4	2	2	2	7	8	1	125%
Guardianship/Protective Placement	0	4	3	1	1	4	5	0	25%
Human Health Hazard	0	3	2	1	1	1	2	0	-33%
Involuntary Mental Commitment	0	84	77	7	7	53	57	3	-29%
Miscellaneous Litigation	0	4	0	4	4	6	7	3	150%
Termination of Parental Rights	0	7	2	5	5	2	7	0	0%
Zoning	0	1	0	1	1	5	3	3	500%
Total	0	118	91	27	27	96	105	18	-41%

* Cannot calculate a percentage change when the original number is zero



GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

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

January 28, 2019

To: Green lake County Board of Supervisors

From: Catherine J. Schmit, County Administrator

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

During the first half of 2018 I collaborated with the Corporation Counsel and participated in numerous Administrative Committee meetings concentrating on updating the County Board Rules ordinance prior to the April 2018 election. Working with HR Coordinator Nicole Geschke we finalized the updated annual performance evaluation process utilizing new Halogen Employee Performance Management Software. Halogen end-user training for additional Halogen Software functionality was ongoing throughout the year. We also worked closely with the County Board to address wage parity issues present in the current employee wage plan. I collaborated with the County Board Chair and various departments in developing a vehicle capital lease program, stretching levy dollars for a safer and updated fleet of County vehicles. We are also saving money previously disbursed for personal vehicle mileage reimbursement by utilizing fleet lease vehicles for county travel. The department also collaborated with Emergency Management and Sheriff's Dept. on the NextGen 911 system upgrade of obsolete equipment mandated to be completed by 2020, with the new system now up and operating. Capital lease financing for the project was negotiated by the department and approved by the County Board to complete the project ahead of the deadline. I participated in several Opioid Litigation discussions throughout the year. I also participated in meetings with the City of Berlin Administrator, Northern and Southern Green Lake County area ambulance service representatives regarding concerns related to county ambulance service and funding. The County will be proceeding with a countywide ambulance service feasibility study in 2019. My office also coordinated with County staff and contracted representatives from Potter Lawson on review of Government Center security and related issues and concerns. The County will be updating security systems and physical layout of security area in 2019.

In June Budget Coordinator Angie Petruske and I also held our 2019 Annual Budget Kickoff meeting with Departments. This was the second year of using an entirely new detailed format and process. Training and budget development workshops were held to support staff in navigating the budget process. Department Heads have done a great job of taking ownership of and being accountable for their own departmental budget line items. Since relocating to the Administrator's Office Angie has done an exceptional job of coordinating budget development and monitoring budget compliance throughout the year. In November the County Board adopted the 2019 Green Lake County Annual Budget after a smooth and cooperative budget development process.

Angie also coordinates the County's annual audit working closely with staff and the auditors to ensure audit compliance requirements are met and we have a smooth audit process at the close of the year. Angie has also gone the extra mile in working with our audit firm to receive extra training in order to best facilitate audit compliance and develop end of year audit schedules for a smoother and cleaner annual audit process. The County achieved another clean audit report for 2017 and Angie is already working hard on pre-audit preparation for fiscal year 2018.

Also in June, Human Resources Coordinator Nicole Geschke celebrated her one year anniversary with Green Lake County. She has been instrumental in streamlining the recruitment and hiring process as well as being the lead on implementation and coordination of our new employee performance management software and evaluation process. Several mandatory training sessions were held for all staff and workshops were scheduled to assist staff with navigating the process and software. Nicole's efforts have vastly improved responses to our recruitment efforts.

With the June resignation of Highway Commissioner Amy Brooks, Nicole and I spent a significant amount of time during the second half of 2018 overseeing Highway Department operations and staffing. By the end of the summer we were recruiting for 7 highway staff vacancies as well as the new commissioner. Nicole not only rose to the challenge by recruiting 7 great staff, but worked closely with Highway Superintendent Jason Franke in developing a robust onboarding and training program to ensure the success of the new staff. Current highway personnel stepped up and developed training programs for the new staff and this approach was highly effective. Feedback from the new staff confirmed that they were really comfortable with the onboarding and training process and it contributed to their being successful in their new positions. They also communicated that they felt valued by the County and really appreciated the support of the more experienced highway staff. Other counties have reached out to us asking for our secret to success! We continue our search for a successful Highway Commissioner candidate into 2019.

During 2018 we welcomed Ben Jenkins, filling the long term UWEX Ag Agent position vacancy. We will be welcoming Morgan Martinez on February 1, 2019 as our new long awaited UWEX 4H Agent. Regional Director Jay Dampier accepted a state position with UWEX so we await the hiring of our new regional director. Jay continues to serve as our resource in the interim.

We are looking forward to having another exciting and productive year in 2019!

Respectfully submitted,

Catherine J. Schmit

Catherine J. Schmit

Green Lake County Administrator

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



ACCOUNTING

	<u>2018</u>	<u>2017</u>
Checks Sent:	5,066 \$ 13,109,769.35	5,853 \$ 17,760,504.67
Receipts (Cash & A/R):	\$ 48,520,734.09	\$ 51,801,543.65

PERSONNEL

	<u>2018</u>	<u>2017</u>
Retirements	2	3
Voluntary Resignation(s)	17	6
Involuntary Resignation(s)	4	1
Position(s) Eliminated:		
Full-Time	0	1
Part-Time	2	1
Position Reduction(s):		
Full to Part-Time	0	1
Internal Promotions/Transfers	12	
External Hires - Permanent	24	
External Hires - LTE	6	



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE COUNTY CLERK ANNUAL REPORT January 28, 2019

Activities in the County Clerk's office for 2018 included:

- ❖ Election administration is an essential and statutory function of the County Clerk's office. In 2018 we had four scheduled elections and 2 special elections. My office provides full WisVote services for 6 of the 16 municipalities along with providing ballots and programming services, election notice publication, training, and centralized election night reporting for all municipalities. We have a very good relationship with all of the municipal clerks and I encourage them to contact us with any election related questions or problems.
- ❖ Marriage license administration is another statutory function of the County Clerk. In 2018 we issued 142 marriage licenses which is quite an increase over previous years. The Heidel House is a popular destination wedding venue and with their remodeling project scheduled for 2019 we may see our numbers go down. We all enjoy providing this service and try to make each couple feel special and enjoy the experience.
- ❖ Passport application processing also increased in 2018. There was a slight increase in the required fees mandated by the federal government but I feel that we provide great customer service for this confusing process and I hope that has helped to increase our numbers as well. 2018 was the first year we offered photo service for new and renewal applications and I am pleased to say that our revenue of \$1,210 far exceeded our initial setup charges of \$505.39 for 2018. This has proven to be a good source of additional revenue for Green Lake County.
- ❖ Our office has now completed one full year of providing mail service for Green Lake County. I have reviewed the numbers and found that the savings add up to \$54,052.94 over 2017. Savings have been largely due to the elimination of the mail clerk position (\$49,441.74 in 2017), mileage to/from the post office (\$995.00), mail machine contract and ink (\$1,519.80), mail machine meter rental (\$648.00), mail machine purchase spread out over a 5 year life span (\$872.40), and yearly PO box rentals (\$576.00). We now solely use a mail pickup service and our mail is delivered directly to the Government Center via a daily route. In the past the mail pickup service, postage machine, and PO boxes were all being utilized which was a waste of time and money. I am very proud of my staff for taking this on and requiring no additional help in our office. Nan Hanson is the main mail contact. Prior to this year, she was considered a "float" to help out in other county offices. Her time is better utilized now and she is still available for some projects in other departments provided she can do the work in the County Clerk's office.
- ❖ Payroll services and benefits, insurance, phone service, purchasing, dog licenses, and most county meeting administration continues to be managed through our office as well. With a staff of 2 full time and 1 part time person, I am pleased with our ability to handle a large scope of duties while providing great customer service to both our coworkers as well as the general public.

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

Respectfully submitted,
Elizabeth Otto
Elizabeth Otto
County Clerk





GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

2018 ANNUAL REPORT
OFFICE OF THE COUNTY CLERK

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

		2017	2018
2018 FISH & GAME LICENSES	Gross License fees remitted to State	\$2,169.00	\$1,901.00
	License fees remitted to County	\$69.35	\$66.05
	Interest	\$.08	\$.15
2018 DOG LICENSES	License fees collected	\$9129.00	\$9,504.00
	License fees remitted to State	\$483.15	\$502.85
2018 MARRIAGE LICENSES	143 Marriage Licenses at \$75	\$7500.00	\$10,725.00
	Waivers 46 at \$25	\$500.00	\$1150.00
	Fees remitted to State (143 at \$25)	\$2500.00	\$3,575.00
2018 MAILINGS	Postage County Offices	\$37,186.85	\$43,821.86
	Municipal Mailings - Fees to County (Real Estate Tax Bills)	\$4,396.54	\$7,517.08
2018 PASSPORTS	179 Acceptance Fees Collected at \$25/\$35*	\$4650.00	\$5,675.00
	Passport Photo Fees Collected at \$10	--	\$1,210.00
2018 PAYROLL	Total County Payroll 219 employees (average) W2's (266)	\$9,875,233.48	\$10,171,221.51

*Passport Acceptance Fees increased from \$25 to \$35 as of April 2018.

Respectfully Submitted,

Elizabeth Otto, County Clerk



Green Lake County Information Technology Department

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

January 18th, 2019

Memo to Administrative Committee:

Highlights of IT Department activity since November 2018 committee report:

- Migrated more systems to latest versions of Windows.
- Built and installed two new servers to support and then perform two pending Jail software upgrades.
- Continued weekly security and patching of all systems.
- Continued with security training for employees, four campaigns published.
- Continuing work on new County website.
- Upgraded HHS systems and client software.
- Worked with Highway during all of their new personnel changes.
- Switched to new connection for State HOD print transmissions.
- Upgraded all components of County's financial software package.
- Worked to refresh or remove outdated software packages across all departments.
- Installed and set up new electronic check deposit scanner for Treasurer's office.
- Prep for two large financial software IT projects for 2019 – the move to Alio Cloud and Alio Time.
- Deb attended the annual Alio user group conference.
- Did a sweep and upgrade of all 50+ County issued smartphones.
- Worked out options for future IT personnel training and support resources.
- Debugged single Deputy's squad connectivity issues.
- Worked through backlog of systems to recycle.
- Research and prep for upcoming main server room UPS replacement in 2019.
- Built temperature-monitoring devices for CCAP equipment room and Coroner refrigerator.
- Employee evaluations completed.
- Simultaneously launched over twenty 2019 IT projects at the beginning of the new year.

Respectfully submitted,

Bill Hutchison
Information Technology Director

**Green Lake County
County Board Annual Report
2018
Information Technology Department**

Submitted to the Honorable Chairman and Board of Supervisors for Green Lake County

Highlights of the IT Departments accomplishments during 2018:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely whenever called upon.
2. For 2018, the IT department was responsible for all computers, servers, MFPs, network devices, smartphones, and extensive number of computing applications and software packages. All are located across different facilities and interconnected across all County departments, units, and agencies.
3. Mid-year we added a new third employee to our department, Jason Kerr.
4. Performed continuous software upgrades and patches to improve the efficiency of County employees and their response to other departments and the public.
5. Remote access provided to employees and their applications along with online services added for public access.
6. Continued protecting all PCs with on-site security patching services and anti-virus/malware protection.
7. Performed all the IT financial and IT purchasing needs for the County.
8. Maintained the data backup system's infrastructure and operation.
9. Continually manage and handle all departments' data resource needs and requirements.
10. Managed all computing accounts setup and tear down for all employee transitions.
11. Many desktop PC and smartphone hardware upgrades to improve reliability and employee's efficiency.

12. Completed work and planning to meet the IT needs of all departments for next year's budget. Gathered all the info, researched best options, and accumulated quotes and figures for a detailed budget.
13. Maintained and extended the life of all computing hardware and software used throughout the County. We purchase high-quality equipment upfront and run it for as long as possible. We continually maintain and are proactive with future needs. We perform most all repairs ourselves saving the County from expensive outsourcing costs.
14. Helped to facilitate increased usage by all departments of both the external and internal websites. All departments have direct, secure, access to their key areas so they can quickly and easily communicate to the public and internally to employees.
15. Continued maintaining key power protection for IT hardware at all sites.
16. Continued inventory and tagging of all new IT equipment.
17. On-going use of open-source alternatives to save future dollars. We use numerous open-source operating systems and software packages to save on both upfront licensing costs and future licensing and support costs.
18. Completed multiple major upgrades and changes to all departments' individual systems. All departments at the County have both separate and shared software systems.
19. Continued support of networking equipment at local police departments for inter-agency resource sharing.
20. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.

Respectfully submitted,
William R. Hutchison
Green Lake County - Information Technology Director



GREEN LAKE COUNTY REGISTER OF DEEDS 2018 ANNUAL REPORT

The office of the Register of Deeds was established in Wisconsin in 1836. Before that year, the Register in Probate handled land registration. In 1848 the Wisconsin Constitution established the Register of Deeds as a permanent element of the county-level government structure. Each county in Wisconsin has a Register of Deeds. The responsibilities of the office are set forth in the Wisconsin Statutes. The Register of Deeds serves a statewide purpose, although elected at a county level.

The Register of Deeds Office is responsible for the following duties:

To provide the official county repository for:

- **Real Estate Records** - Deeds, Land Contracts, Mortgages, UCC Filings, Subdivision Plats, Condominium Plats, Certified Survey Maps, Lis Pendens, Annexations, Resolutions, Miscellaneous Files.
- **Vital Records** - Birth, Death, Marriage, Divorce, and Military Discharges.

To provide safe archival storage and convenient access to these public records.

To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely service for our citizens and customers.



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





GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

January 10, 2019

Memo to County Board of Supervisors

From: Sarah Guenther, Register of Deeds

2018 has been a busy year for the Register of Deeds office. My deputies Renee Thiem-Korth and Jane Thomas have been busy with everyday customer service as well as document indexing. Our available index now dates back to 1981 fully indexed. This is 37 years' worth of data that is extremely valuable to Realtors, Banks, Attorneys and Title Companies, just name a few.

Another initiative that became a reality this year is parcel identification numbers being required for all conveyances. This is an integral part to help our business partners and more importantly the public. When a customer comes to our office they more than often identify their property by address, parcel number on their tax bill or their name. This is a useful tool to help our customers identify what document they may be looking for.

Our office implemented a new software piece called Monarch. The purpose of the software is to transfer data to the Treasurer's office, Real Property Lister. This is a great example of departments working together for the County and to create efficiencies.

Our website had quite a revamping this year with the help of Gerald Stanch. I created a user friendly site, including icons to find what service a customer may be looking for.

Another service we are now offering is issuance of divorce certificates. This function was only available through the State Vital Records, but now can be accessed at the county level for any divorce after 1/1/2016, and our office can issue the certificate.

Our revenues increased again this year, with the biggest increases in vital records. Deputy Jane Thomas does an outstanding job of personalized service in this area which shows in our increased numbers.

I look forward to 2019 by serving the citizens of Green Lake County with more services and personalized customer service from my staff and myself.


Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds

REGISTER OF DEEDS OFFICE

2018 ANNUAL REPORT

Submitted by Sarah Guenther



January 10, 2019

				GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES				\$356,029.00	
County Share	20%	\$71,700.00			\$71,700.00
WDOR Share	80%	\$286,803.00			
RECORDINGS					
Real Estate	3,795			\$116,522.00	\$90,006.00
County Land Records Fees	\$8 fee	\$30,304.00			
State Land Records Fees	\$7 fee	\$26,516.00			
County ROD Recording Fees	\$15 fee	\$59,702.00			
VITAL STATISTICS					
Births Certified - 1st Copy	595				
Add'l Certified copies	351			\$12,953.00	\$4,028.00
Fees Rmtd to State-Trust Fund	\$4,165.00				
Fees Remitted to State	\$4,760.00				
Deaths Certified - 1st Copy	390				
Add'l Certified copies	3,592				
Fees Remitted to State	\$5,070.00			\$18,576.00	\$13,506.00
Divorce Certified - 1st Copy	2				
Additional Certified copies	4.00				
Fees Remitted to State	\$26.00			\$52.00	\$26.00
Marriages Certified - 1st Copy	290				
Add'l Certified copies	432				
Fees Remitted to State	\$3,770.00			\$7,096.00	\$3,326.00
Official Records Online	42				
				\$105.00	\$105.00
TAPESTRY REVENUE				\$5,992.00	\$5,992.00
LAREDO COPY FEE				\$9,700.00	\$9,700.00
LAREDO REVENUE				\$24,836.00	\$24,836.00
COPIES				\$2,730.00	\$2,730.00
MISC. INCOME: Fax, Images, Overpayments, E>Returns				\$1.90	\$1.90
TOTAL GROSS REVENUE				\$554,592.90	
TOTAL COUNTY REVENUE					\$225,956.90

REGISTER OF DEEDS OFFICE

2017 ANNUAL REPORT

Submitted by Sarah Guenther _____

January 15, 2018

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



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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

January 23, 2019

2018 was a year of change for the Treasurer's office so I thought I would recap some of those changes along with some of the annual items that are done in this office.

- ✓ February Settlement was paid out at 61.55% of the total tax roll. This is a higher figure than in years past.
- ✓ We had two bond payments due in 2018. One on March 1st and the other on September 1st.
- ✓ On August 7, we officially ended the 2017 tax collections with unpaid 2017 taxes in the amount of \$527,880.76. This leaves 1.26% remaining due on the 2017 tax roll.
- ✓ We attended the following conferences: WCCO, WCTA, WRPL and the Transcendent User Group meeting.
- ✓ We have successfully migrated to the new Transcendent software. This has taken a lot of time and energy and I would like to commend Stefanie Meeker for her patience during this conversion. This not only affected our current process, in a good way, but it also the reports we generate, which then caused us to reconfigure a multitude of spreadsheets we use for record keeping purposes. This also affected our municipal Treasurer's as they needed to switch software for their tax collection, pet licensing and special assessment and levy entry.
- ✓ We completed our search for a part time Deputy Treasurer and Lindsey Machkovich officially started on Tuesday, May 29, 2018. Lindsey is a quick learner and definitely hit the ground running. She is doing an excellent job and the customers just love her.
- ✓ The interest rates continue to rise which obviously means that we are over budget in our interest income.
- ✓ In December we started the process of receiving mill rates and certified levy amounts. This process also changed with the new software. This year the clerks entered their own special assessment and levy amounts and we simply checked them on our end. Once we received final confirmation from the clerks that their numbers were correct we printed the tax bills, tax rolls and all pertinent information relating to the tax collection.
- ✓ The Treasurer's office has finished out 2018 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2018, our office has collected \$6,956,858.14 for the 2018 tax roll.

Coming up in 2019:

- ✓ With the start of the New Year, we begin to prepare assessment rolls for the next tax cycle. This involved "rolling over" the tax rolls in our tax assessment software, compiling the new assessment rolls, verifying that all new values are correct and distributing these to the assessors so they can start the new tax year. This is an intense period of verifying and compiling reports and distributing all of these forms to the municipalities.
- ✓ In February, the tax settlement process will be complete, at this time the municipal Treasurers turn their collection records over to the county. The percentage of all taxes collected paid by the first installment needs to be distributed to all districts within the 16 municipalities by February 20th. These calculations are done in this office.
- ✓ We are going to start using the In Rem process in place of the tax deed process for the collection of delinquent property taxes. This will allow for a clean title when all is said and done. This will be new

for this office and the county and I will be working with Dawn Klockow, Corporation Counsel, to get this process started.

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

The Treasurer's office staffs two full time employees, Stefanie Meeker and myself, and one part time employee, Lindsey Machkovich. As always, our goal for 2019 is to provide the same accurate and friendly customer service that we have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Amanda Toney, Lindsey Machkovich and Stef Meeker

Respectfully submitted,

Amanda R. Toney

County Treasurer/Real Property Lister

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

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2018 through December 31, 2018

Report on General Activity in County Treasurer's office for 2018:

	TOTAL AMOUNT 2017	TOTAL AMOUNT 2018
General Receipts	22,480,267.83	15,614,065.59
General Property Tax Receipts	10,128,104.71	7,986,991.12
Tax Settlement	14,130,813.46	14,671,902.31
Withdrawals related to tax settlement	9,365,000.00	7,934,882.22
Total Interest Received on Investments	232,897.76	256,234.17
Sales Tax Received	1,391,076.39	1,446,106.72
Withdrawal of Sales Tax funds for loan payment on bldg	948,599.69	990,540.00
Total Interest and Penalty Received on Delinquent Taxes	322,889.22	211,594.49
Total General Maintenance Checks	23,871,875.43	13,574,422.64
Total Payroll Disbursement	6,387,885.42	6,747,979.23
Total Outgoing Wire Transfers for Payroll and Fees	4,522,338.58	4,421,135.23
Real Estate Transfer Fees	268,774.55	292,001.02
Total Sales Tax Wires	1,396,635.44	1,456,269.54
Investment Wires	10,005,454.79	12,000,000.00
Tax Settlement	10,192,423.51	8,321,733.04
Repayment of Bond Loan +Interest on Loan	948,599.69	1,244,280.00
Direct Deposit HS Funds	1,389,415.49	1,598,653.64
Transfer to Flex/HRA Account	314,919.36	319,704.89
Outstanding Check Resolutions and Banks Fees	-5,695.49	-2,458.07

Report of activity by the Real Property Lister's Office for the Year 2018:

	2017	2018
Documents of transfer processed	1,443	1,745
Tax parcels affected by splits and/or combinations	172	125
911/Fire Numbers processed/issued in 2017	37	34

Report of Cash Balance on Hand
STATEMENT OF CONDITION OF GREEN LAKE COUNTY
From January 1, 2018 to December 31, 2018

Cash Balance 1-1-18	1,365,543.11	
Receipts - 2018	49,112,316.62	
	50,477,859.73	
Disbursements - 2018		49,973,721.16
Required Cash Balance 12-31-18		504,138.57
		50,477,859.73

Respectfully submitted,
Amanda R Toney, County Treasurer

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

	<u>31-Dec-16</u>	<u>31-Dec-17</u>	<u>31-Dec-18</u>
TOWN OF BERLIN	40,750.40	28,221.44	26,286.81
TOWN OF BROOKLYN	45,830.44	44,556.08	30,196.63
TOWN OF GREEN LAKE	236,172.47	140,183.52	175,787.76
TOWN OF KINGSTON	6,338.08	8,809.86	8,159.74
TOWN OF MACKFORD	13,929.75	21,959.54	24,778.77
TOWN OF MANCHESTER	10,174.10	8,755.17	9,904.21
TOWN OF MARQUETTE	19,041.99	23,470.65	26,707.02
TOWN PRINCETON	116,193.46	88,042.96	70,235.15
TOWN OF ST MARIE	7,042.39	7,628.94	12,549.20
TOWN OF SENECA	24,363.36	12,653.20	16,000.69
VILLAGE OF KINGSTON	20,063.90	22,680.83	22,818.07
VILLAGE OF MARQUETTE	11,218.36	12,392.39	12,900.07
CITY OF BERLIN	205,587.57	142,234.19	162,146.47
CITY OF GREEN LAKE	73,031.05	27,341.92	9,203.70
CITY OF MARKESAN	84,293.21	58,026.81	56,524.03
CITY OF PRINCETON	66,788.94	57,882.36	52,517.49
<u>TOTAL COUNTY DELINQUENT 12-31-2016</u>	<u>980,819.47</u> **		
	**\$99,562.71 in uncollected special assessments and charges included in figure		
<u>TOTAL COUNTY DELINQUENT 12-31-2017</u>		<u>704,839.86</u> **	
	**\$66,669.78 in uncollected special assessments and charges included in figure		
<u>TOTAL COUNTY DELINQUENT 12-31-2018</u>			<u>716,715.81</u> **
	**\$68,327.69 in uncollected special assessments and charges included in figure		

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

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2018

	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/17			1,611,670.78
2018 COLLECTIONS	1,456,269.54	21,214.95	1,477,484.49
Loan Payments	990,540.00		990,540.00
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/18	2,446,809.54	21,214.95	<u>2,098,615.27</u>

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
Bank Mutual			500,000.00		
L.G.I.P.			1,598,615.27		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2018	<u>2,098,615.27</u>		

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

Listing of Tax Certificates by Municipality

