



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 05/01/19

Amended* Post Date: 05/08/19

The following documents are included in the packet for the Administrative Committee on May 6, 2019:

- 1) Agenda
- 2) Minutes from 02/11/19
- 3) ***Budget Adjustment**
- 4) Department Related 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: May 6, 2019 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

Harley Reabe, Chairman
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: 02/11/2019
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: August 5, 2019 at 5:15 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

February 11, 2019

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:15 PM on Monday, February 11, 2019 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
Brian Floeter
Larry Jenkins
Katie Mehn

Absent: Dennis Mulder

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; Dawn Klockow, Corporation Counsel; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Sarah Guenther, Register of Deeds

MINUTES

Motion/second (Jenkins/Mehn) to approve the minutes of November 5, 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 \$3,834 for the UW-GB Behavioral Health Training Partnership, and to increase the Travel budget line by \$333.27 for travel to and from the training sessions.
- Corporation Counsel- line item transfer in the amount of \$180.00 to transfer funds from Continuing Education and Discovery/Trial Prep to Legal Research for amending the Westlaw contract.
- Corporation Counsel- line item transfer in the amount of \$32 from Office Expenses to Print Management for fax charges.
- County Clerk – line item transfer in the amount of \$9,763 to transfer funds from Publications-Elections, Retiree's Insurance Premiums, Election Supplies, and Postage to Programming, Ballots, Per Diem-Canvas Board, Telephone and Codification due to two unforeseen elections and telephone and General Code codification being up slightly from last year.
- Treasurer- line item transfer in the amount of \$1,014 from Forest Crop Land and Office Supplies to Capital Equipment for a new folding machine in the Treasurer's Office.
- Administration- line item transfer in the amount of \$357.14 from Registrations and Conventions and Member Dues to Office Supplies for purchasing of checks.

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

RESOLUTIONS

- **Resolution Relating to Closing Green Lake County Government for General Business Operations on July 5, 2019**

Motion/second (Jenkins/Mehn) to submit the resolution to County Board for final approval. All ayes. Motion carried.

ORDINANCES - none

ANNUAL DEPARTMENT REPORTS

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

Discussion held and updates given on reports submitted.

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.

Roll call vote:

Jenkins – Y, Mehn – Y, Floeter – Y, Reabe – Y

Committee moved into closed session at 5:50 PM.

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

Motion/second (Jenkins/Floeter) to return to open session.

Roll call vote:

Jenkins – Y, Mehn – Y, Floeter – Y, Reabe – Y

Moved into open session at 7:05 PM

Chair Reabe announced that the Corporation Counsel would proceed as advised by the Committee.

COMMITTEE DISCUSSION

Future Meeting Date: Regular Meeting- May 6, 2019 at 5:15 PM

Future Agenda Items:

ADJOURNMENT

Motion/Second (Mehn/Jenkins) to adjourn the meeting at 7:06 PM.

Submitted by,

Samantha Stobbe
Deputy County Clerk

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 1, 2019
 Department: REGISTER OF DEEDS
 Amount: \$2,360.00
 Budget Year Amended: 2019

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

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-07-41240--000-001	LAR/TAPESTRY FIDLAR	\$ 38,000.00	\$ (2,360.00)	\$ 35,640.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (2,360.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
19-100-07-51710-258-000	LAREDO FIDLAR EXP	\$ 9,060.00	\$ (824.00)	\$ 8,236.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (824.00)	

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
ATTORNEY/CLIENT PRIVILEGED
NOT A PUBLIC RECORD
DO NOT COPY – DO NOT REDISTRIBUTE

TO: Administrative Committee
FROM: Dawn N. Klockow
DATE: April 26, 2019
RE: Report of Office Activity from January 1 – March 31, 2019

Honorable Members of the Administrative Committee:

I am pleased to report on my office's activities from January 1 – March 31, 2019. I continue to provide legal services to the Board, its committees and County Departments. In addition to my duties of attending meetings, I continue to perform contractual and statutory duties with the Child Support Agency and logged 13.4 hours in January, 11.2 hours in February and 16.9 hours in March.

My other activities included:

- Completing the G. Lane Ware Leadership Academy with the Wisconsin Bar Association, for which I received a certificate of achievement. I attended the second and third sessions in January and April 2019.
- Co-teaching the UW Behavioral Health Mental Health Law on March 12, 2019.

I will be attending the Wisconsin County Mutual Insurance and Wisconsin Association of County Corporation Counsel's Spring conference on May 2-3, 2019 in Delevan Wisconsin.

Attached are the reports for the assignment and litigation files which show my activities for the last quarter.

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

Green Lake County
Activity By Staff and Category - Assignments
From 1/1/2019 through 3/31/2019

Staff	Cat	Beginning Balance	Received	Completed	Ending Balance
Klockow, Dawn N.					
	COL	2	1	3	0
	CON	7	18	18	7
	EMP	3	4	6	1
	INFO	1	1	1	1
	MISC	1	0	1	0
	NC/NI	1	0	1	0
	OPIN	2	4	5	1
	ORD	4	5	6	3
	POL	3	2	2	3
	REA	1	1	1	1
	REC	1	3	4	0
	RES	0	3	3	0
	ZON	0	1	0	1
Total		26	43	51	18

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
COL	Collections	2	1	3	0
CON	Contracts / Agreements	7	18	18	7
EMP	Employment	3	4	6	1
INFO	Informational file	1	1	1	1
MISC	unable to catogorize	1	0	1	0
NC/NI	Notice of Claim/Injury	1	0	1	0
OPIN	Opinions	2	4	5	1
ORD	Ordinances	4	5	6	3
POL	Policy	3	2	2	3
REA	Real Estate	1	1	1	1
REC	Records Request	1	3	4	0
RES	Resolutions	0	3	3	0
ZON	Zoning Enforcement	0	1	0	1
Total		26	43	51	18

Green Lake County
Activity By Staff and Category Litigation
From 1/1/2019 through 3/31/2019

Staff	Cat	Beginning Balance	Received	Completed	Ending Balance
Klockow, Dawn N.					
	(Blank)	0	1	1	0
	ALC	1	0	1	0
	BNK	1	2	2	1
	CLLE	1	0	0	1
	CLPI	1	0	0	1
	COLMIS	1	1	1	1
	COLPD	1	0	1	0
	COLRE	1	1	0	2
	FOREC	3	1	3	1
	GDN	3	0	2	1
	GDN&PP	0	1	1	0
	HHAZ	2	0	2	0
	ME	8	11	16	3
	MISC	3	2	2	3
	ZON	3	0	3	0
Total		29	20	35	14

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
(Blank)		0	1	1	0
ALC	Alcohol Commitment	1	0	1	0
BNK	Bankruptcy	1	2	2	1
CLLE	Claim - Law Enforcement	1	0	0	1
CLPI	Claim - Personal Injury	1	0	0	1
COLMIS	Collections - Miscellaneous	1	1	1	1
COLPD	Collections - Property Damage	1	0	1	0
COLRE	Collections - Real Estate taxes	1	1	0	2
FOREC	Foreclosure	3	1	3	1
GDN	Guardianship	3	0	2	1
GDN&PP	Guardianship with Protective Placement	0	1	1	0
HHAZ	Human Health Hazard	2	0	2	0
ME	Involuntary Mental Commitment	8	11	16	3
MISC	Miscellaneous litigation	3	2	2	3
ZON	Zoning	3	0	3	0
Total		29	20	35	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 – May 2019

Since my last quarterly/annual report in January 2019, I have participated in the following tasks:

- Monthly Department Head meetings
- Performed annual performance evaluations for Highway Dept. management and Department Head staff.
- Finalized annual performance evaluation and compensation processes utilizing Halogen Employee Performance Management Software. Pay increases effective January 1 were included in the 2nd payroll distribution of April. End-User training for additional Halogen Software functionality continues to be ongoing.
- Scheduling on-site Supervisory Management training through Moraine Park Technical College to be held Summer 2019.
- Attended: WCHA Highway Winter Road School in WI Dells, Jan. 14 – 16; WCA Legislative Exchange in Madison, WI, Feb. 5-6; UWEX Board of Visitors, Feb. 18 - 19; WCMA Winter Conference, Sheboygan, WI, Feb. 28 – March 1; Town's Assoc. Meeting, Berlin, WI, April 18th; Arbor Day Breakfast April 24th; WGFOA Conference, Elkhart Lake, WI April 25 – 26.
- Coordinating with County representatives and consultants on Government Center Structural and Electronic Security Upgrades including contracts, RFP's and design.
- Coordinating with Countywide Ambulance Service Committee, City of Berlin Administrator, Northern and Southern Green Lake County area ambulance service representatives, etc. regarding the feasibility study exploring countywide ambulance service.
- Successful 2018 annual audit completed in April; currently working on annual Indirect Cost Plan.
- Recruited and appointed the new Highway Commissioner Barry Mashuda with confirmation by the County Board.
- Onboarded our new UWEX 4-H Agent Morgan Martinez at the start of the year; UWEX continues the recruitment process at the state level for a new Regional Director replacing Jay Dampier who has accepted a new position within UWEX.
- Working with State and TREDC on Revolving Loan Fund close out process.
- Upcoming:
 - Vacation May 24 – 28, 2019, June 14, 2019, July 1 – 5, 2019
 - Kickoff 2019 Annual Budget process June 2019
 - WCA Annual Conference September 22 – 24, 2019; WI Dells, WI



GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE CLERK'S REPORT May 6, 2019

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

- ❖ The Spring Election was held on April 2, 2019 with a higher than anticipated turnout statewide. Green Lake County had a 27.4% turnout based on the approximate voting age population. Since a General Election in the fall only occurs in even numbered years, we have no more elections scheduled for 2019. My office will be offering a comprehensive training session in the fall for municipal clerks and election inspectors so that we are all ready for a busy election year in 2020! We are providing total WisVote services for 7 of the municipalities within the county and partial service for the remaining 9. My deputy, Samantha Stobbe, is the "go to" person for the municipal clerks on the WisVote system and does a great job staying up to date on the changes that are always taking place.
- ❖ Marriage licenses are currently on the same track as last year at this time. We have issued 16 licenses this year and had done 19 at this same time in 2018. Many other County Clerks are reporting a downturn in marriage license applications compared to last year. I am somewhat concerned with the effect the Heidel House closure will have on our bottom line this year since it was a very popular wedding venue, especially for out of state couples.
- ❖ Passport photos have proven to be a good source of additional revenue for our office. It's a nice option for the general public to offer a "one stop shop" for the entire application process instead of sending them elsewhere to have the picture taken. Nan Hanson does a great job of being the main point of contact for passport related issues.
- ❖ I have been working with the Parks Commission and Maintenance to implement the automated boat launch terminals on a trial basis. The terminals have been installed and should be ready for use soon. Only daily passes can be purchased at the boat launch sites – annual passes must be purchased in the County Clerk's office. We have had steady traffic from residents and non-residents alike to purchase the annual passes for the last month. 97 annual passes have been sold through April 30.
- ❖ In March I attended the WCCO (Wisconsin County Constitutional Officers) conference in Madison along with Sarah Guenther and Amanda Toney. This conference provides educational credits as well as meetings for our individual associations. This year I attended educational sessions on open meetings law and another on employment law. Both were very informative and well worth attending.
- ❖ At the April 19 County Board meeting, I scheduled Josh Dirkse of Aegis to give a short presentation on our Worker's Compensation policy. He provided a short informational update. If any of you have any ideas or questions regarding policies in general from insurance to open meeting laws, please contact me and I can schedule a speaker from the Wisconsin Counties Association (WCA) at any time for either a committee meeting or the entire County Board.

- ❖ The April 25, 2019 payroll was a challenge this year with raises and backpay to January 1 for most employees. The process went smoothly with no errors or corrections required. I am currently working closely with the IT department to implement the new AlioTime software which will require employees to record their work hours. The program should be ready for testing this summer.
- ❖ Recently I began gathering information to explore health insurance options for 2020. This will be an ongoing process working with Cathy Schmit and the County Board to ensure that Green Lake County provides a comprehensive and affordable plan.

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

April 23rd, 2019

Memo to Administrative Committee:

Highlights of IT Department activity since February 2019 report to the committee:

- Nearing completion of upgrades to all end-user systems to latest versions of Windows.
- Continued print management improvements by setting up and installing new MFP's in Dispatch, Jail, Booking, Circuit Court, Court Processing, Coroner, and FRI. Resulting in removal of old printers, scanners, copiers, and fax machines.
- Full Acrobat Pro available to all employees on the County system, enabling them to work with digital documents.
- Kicked off migration over to new network switches for GC. Bringing up in parallel to existing infrastructure.
- Continued weekly security updates and patching of all IT systems.
- Continued providing security training for employees, seven campaigns published to date.
- Critical County firewall systems upgraded to current, with old system as backup.
- Finished Laserfiche setup and upgrades for ESU usage direct from MFPs, ready once they complete training.
- Full network monitoring and management system brought online for all switching gear at GC.
- Upgraded and completed install of all new wireless network gear at GC.
- Migrated all components of County's financial software package to cloud.
- Continued work to refresh or remove outdated software packages across all departments.
- On-going work to prepare for main GC UPS replacement.
- Hosted AlioTime project moving forward.
- Setup and installed new wireless presentation system in EOC.
- All of HHS moved over to their new cloud hosted IN/OUT board.
- Built and installed temperature-monitoring device for West wing equipment room.
- Jan 31st, ran on UPS battery backup for full half hour before building generator could be manually started (-24° that morning)
- All signature pads installed for BH in HHS for Avatar use.
- Email spam/malware protection system upgraded to current.
- Upgraded all AV systems and MDM system.
- Reminded all employees of the extent of cyber threat related damages and outage potential.
- Moved some department virtual servers to new host hardware for improved performance and reliability.
- Participated in hosting Student Government day tour.

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

May 6, 2019

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

On January 16th I attended the Wisconsin Counties Association County Ambassador program in Madison for Human Service Day. County Board Chairman Harley Reabe, Director Jason Jerome and Sue Sleezer unit director attended. Please see attached report for our very successful day in Madison.

Currently in our office, my deputy Renee Thiem-Korth is working on gather information and indexing information to scan our plats into our software system. Plat maps are currently stored in three different ways. We have paper maps, microfiche and some are digitized. The goal is to have everything digitized by the end of the year.

Also this next month we are adding a function called WIDOR. This will eliminate the hand entry of electronic transfer receipts and the WIDOR system will connect with the state system to transfer this data. This will save time and possible errors during entry.

On March 26th the State Vital Records Office came and visit our office for an audit procedure. The State is visiting all 72 counties in the next three years to make sure the local vital records offices are complying with state statutes and state recommended procedures. Our office had a glowing review, and my deputy Jane Thomas did an outstanding job preparing for the audit.

Our office participated in County Government day and in both the morning and afternoon session we had extra students join use for information sessions. Deputy Renee Thiem-Korth demonstrated how a genealogy search is done in our office and the students really enjoyed it.

Lastly I want to thank Green Lake County, Chairman Harley Reabe and County Administrator Cathy Schmit for supporting me in my educational milestone. I graduated last week from the Certified Public Manager Program from the University of Madison. I have been working on this since I started as Register of Deeds in 2014. My education through this program has helped me tremendously as a department head and elected official.

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds

Wisconsin Counties Association

County Ambassador Program in Madison

April 2nd County Board Chairman Harley Reabe, Health & Human Service Director Jason Jerome, Children & Family Service unit manager Susan Sleezer and Register of Deeds Sarah Guenther attended the Wisconsin Counties Association County Ambassador program in Madison for Human Service Day at the Capitol.

Our mission was to speak with our Legislative Representatives in our district about the importance of several major objectives. We had the pleasure of sitting down with Representative Joan Ballweg, Senator Luther Olsen, and Representative Jon Plumer. Our three our Representatives spent a great deal of time listening to our concerns and needs for children and families in Green Lake County and the challenges our Human Service Department faces every day. We in Green Lake County are very fortunate to have our local Representatives as leaders on some very important committees. Representative Joan Ballweg chairs the committee for children and families and mental health. Representative Ballweg also chairs the Speaker's Task force on suicide prevention. Senator Luther Olsen, is the Vice-Chair of Finance, and the Vice Chair for Joint Finance. Representative Jon Plumer in the chair for substance abuse and prevention and on the committee for aging and long term care. To have all three of them on these committees is invaluable.

We had several important topics to discuss. The first being Children & Family Aids Allocation. The aids include money for child abuse & neglect, prevention, investigation and treatment. The child welfare system is in crisis in Wisconsin due to the opioids and methamphetamine usage by parents of these children.

The need for funds for these services are increasing drastically. Counties are funding 63% of services, when state statute requires 9.89%. There has been a 35% increase in county levy for child welfare services from 2011-2016. Our group requested a statewide increase for state funding by \$30,000 million annually to fund services for these children in need.

The second topic of discussion was children in long-term care. This program is for children with significant physical and developmental disabilities and severe emotional disturbance. The goal is to try and have as much “in home” care as possible, so the children can remain in their homes. The problem has been to get children and families these services in a timely basis. In Wisconsin 2,054 children were on a waiting list for services. The fiscal ask is \$2.1 million for 2020, and \$2.4 million in 2021 to provide additional staffing to be able to serve these children in need.

Our group also discussed Mental Health Services. State statute imparts counties with the primary responsibility for the well-being, treatment, and care of persons with mental illness and substance use disorders who reside in the county. In addition every county must establish an emergency mental health services program to serve persons in crisis situations within the county, regardless of their county of residence. Mental health and substance disorders are on the rise. In 2017, counties reported spending \$566 million dollars on mental health services and over \$74 million dollars on substance use disorders. The requested action was increasing funding over the biennium by \$39 million dollars.

Youth Justice Services are also a major concern for counties. Per ACT 285, Lincoln Hills and Copper Lake schools must be closed by January 1, 2021 and be replaced with two regional facilities. This is a huge undertaking to complete on this timeline. In addition the correctional system is re-thinking the way we treat juvenile offenders in particular, 17 year old offenders.

Requested action is to move 17 year old offenders back to the juvenile system. On its face that sounds like a good idea, however that change would shift a huge financial burden to the counties. In 2010 counties reported spending over \$217.6 million on juvenile justice services. Of that amount, \$100.6 million was funded by youth aids and \$116.9 million came from other county sources. \$5 million is requested to fund the costs of bringing the 17 year old offender back to the juvenile system.

The last topic of discussion was Income Maintenance Administration Allocation, this is a combination of state and federal funds provided to county income

maintenance consortia to perform the eligible for programs such as medical assistance and food share. In 2017, Wisconsin ACT 370 participants in these program must meet certain benchmarks to be able to participate in programming. An example of that would be requiring persons at least 19 years of age but have not attained the age of 50 to participate in qualifying community engagement activities in order to receive benefits. Additional funds were requested for these programs, asking for \$6.9 million dollars annually.

We were able to meet Emilie Amundson, the Wisconsin Department of Children & Families and Andrea Palm the Secretary for Wisconsin Department of Health services. They both spoke on the initiatives they are working on.

It was an incredible day having a presentation from The Wisconsin Counties Association staff about these very important issues that challenge our communities and those that serve our families and children every day. I heard firsthand the challenges that Green Lake County Human Service staffers encounter each day. It was an incredible honor to see the caring and dedication that Jason Jerome and Susan Sleezer give to our community every day. The job of serving families and children goes well beyond the 9-5 work week, and Green Lake County Human Services is making a difference in our citizen's lives, and I am thankful for their service.



GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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

April 24, 2019

The first months of the year in this office always seem to fly by. Below is a recap of the activities during the first quarter of 2019.

- ✓ Completed first installment collections for 10 of our 16 municipalities. I know I mention this a lot so I thought I would outline what exactly this means for the office.
 - Taxpayers can pay their taxes in multiple ways directly to the Treasurer's office.
 - In person, mail, drop box or online
 - Daily, if not multiple times a day, we balance the tax payments and we keep a spreadsheet of exactly what amount was collected for each municipality separately.
 - Every Friday, the funds collected for the week for each municipality are then transferred from the county account into the specific municipality accounts.
 - This process starts around the third week in December and goes thru the fifth business day in February.
- ✓ The January Settlement was completed by January 15th. This is the process where we settle with each municipality on the total funds collected in their municipality as of 12/31/2018. The responsibility of this task lies mainly with the municipal Treasurer to pay each district within their municipality by the January 15th deadline.
- ✓ The February Settlement was completed by February 20th. This year's collections were 66.22% of the total tax roll. We have from February 8th until the 20th to complete this process.
- ✓ Bond Payment was made on March 1st for the Government Center and the Communications Tower.
- ✓ Interest Rates continue to rise. I invested in short term CD's, Money Markets and the Local Government Investment Pool (LGIP). We will need access to a large sum of money for August settlement, which explains why the funds are invested in shorter term CD's.
- ✓ Restructured accounts to increase our average investment APY.
- ✓ Attended the WCCO Conference from March 4th – March 6th.
 - Monday: UWGB Education Course. I attended the open meetings/public records course in the morning and the electronic security course in the afternoon.
 - Tuesday: WCCO annual business meeting, which included speaker Jim Braughler, Jefferson County Board member on public speaking tips, followed by the WCTA business meeting and then a trip to the Capital to meet with our Legislators.
 - Wednesday: WCTA business meeting including a presentation from Sarah Godlewski, the new State Treasurer.
- ✓ Tested the Point & Pay integration into Transcendent so this process can be streamlined.
- ✓ Attended a general receipting demo with Kristy Wurzer and Leah Drewa from Transcendent.
- ✓ The 2019 assessment rolls are slowly coming in. Stef and I have been working on importing these figures.
- ✓ I continue to manage the county credit card portfolio, which included ordering and closing cards, increasing limits, downloading monthly statements for specific departments, exporting the monthly charges and formatting the file so Angie P can import into our ALIO software.

Respectfully submitted,

Amanda R Toney

County Treasurer/Real Property Lister