



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 10/30/19**

**Amended\* Post Date: 11/1/19**

**The following documents are included in the packet for the Administrative Committee on November 4, 2019:**

- 1) **\*Amended Agenda**
- 2) Minutes from 08/05/2019 and 08/28/2019
- 3) 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 4, 2019 Time: 5:30 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: \*08/05/2019 and \*08/28/19
5. Public Comments (3 Min. Limit)
6. \*\*Discussion and Possible Action on First Right of Refusal of Adjoining Properties to Government Center
7. Department Reports
  - Corporation Counsel
  - County Administrator
  - County Clerk
  - IT
  - Register of Deeds
  - Treasurer
8. Committee Discussion
  - Future Meeting Dates: February 4, 2020 at 5:30 pm
  - Future Agenda items for action & discussion
9. 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 5, 2019

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 6:00 PM on Monday, August 5, 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  
Dennis Mulder

Absent:

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Sarah Guenther, Register of Deeds; Sheriff Mark Podoll

### MINUTES

*Motion/second (Jenkins/Floeter)* to approve the minutes of May 6, 2019 as presented with no errors or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS – none

### BUDGET ADJUSTMENTS

- Corporation Counsel – additional revenue of \$1,100 added to Klockow's budget for an added training session with \$191.40 taken off for travel expense.

*Motion/second (Mulder/Mehn)* to approve the budget adjustment and forward to Finance. Motion carried with no negative vote.

### RESOLUTIONS

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

*Motion/second (Floeter/Jenkins)* to approve the resolution and forward to County Board for final approval. Discussion held. Motion carried with no negative vote.

### CORPORATION COUNSEL COUNTY LAW POLICY AND PROCEDURES

Corporation Counsel Dawn Klockow explained that this is an internal policy regarding the software currently used in her office.

*Motion/second (Mulder/Mehn)* to approve the policy as presented. Motion carried with no negative vote.

### REVIEW AND APPROVE DATA BREACH RESPONSE PLAN

Corporation Counsel Dawn Klockow stated that she worked with the County Administrator, Sheriff's Office, IT, and Emergency Management to develop a policy to deal with any possible data breaches in the County. Discussion held.

*Motion/second (Mehn/Jenkins)* to approve the data breach response plan as presented. Motion carried with no negative vote.

**DISCUSSION AND POSSIBLE ACTION ON CHAIRMAN SALARY AND SUPERVISOR PER DIEMS FOR 2020-2022 TERM**

County Clerk Liz Otto distributed a survey provided by County Clerks statewide with current chairman salaries and per diems in other counties. This item will be put on the agenda for a special meeting on August 28, 2019 @ 5:00 PM for possible action and discussion.

**2020 BUDGET DISCUSSION**

2020 budgets for all departments were presented and discussed.

**DEPARTMENT REPORTS**

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

All reports were reviewed and discussed by the Committee.

**COMMITTEE DISCUSSION**

**Future Meeting Date:** Special meeting on August 28, 2019 @ 5:00 PM

**Future Agenda Items:** discussion and possible action on Chairman Salary and Supervisor Per Diems for the 2020-2022 term

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 7:09 PM.

Submitted by,



Liz Otto  
County Clerk

## ADMINISTRATIVE COMMITTEE MEETING

August 28, 2019

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:00 PM on Wednesday, August 28, 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  
Larry Jenkins  
Katie Mehn  
Dennis Mulder

Absent: Brian Floeter

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel

**PUBLIC COMMENTS** – none

### **RESOLUTION RELATING TO CHAIRMAN SALARY AND SUPERVISOR PER DIEMS FOR 2020-2022 TERM**

Corporation Counsel Dawn Klockow drafted the resolution for the upcoming 2020-2022 term. Discussion held.

*Motion/second (Mulder/Jenkins)* to raise the Chairman salary to \$6,000 for the 2020-2022 term. Motion carried with no negative vote.

*Motion/second (Mehn/Mulder)* to amend the motion to strike Lines 12-15 of the proposed resolution pertaining to per diem pay. Motion carried with no negative vote.

*Motion/second (Jenkins/Mehn)* to amend the fiscal impact to \$236.32 and forward to Finance and County Board for final approval. Motion carried with no negative vote.

### **COMMITTEE DISCUSSION**

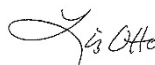
**Future Meeting Date:** November 4, 2019 @ 5:15 PM

**Future Agenda Items:**

### **ADJOURNMENT**

Chair Reabe adjourned the meeting at 5:17 PM.

Submitted by,



Liz Otto  
County Clerk



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

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

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**MEMORANDUM**

TO: Hon. Members Administrative Committee

FROM: Dawn N. Klockow

DATE: October 28, 2019

RE: Report of Office Activity from July 1 – September 30, 2019

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Honorable Members of the Administrative Committee:

I am pleased to report my office's activities from July 1 – September 30, 2019. In continue to provide legal services to the Board, its committee 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 6 hours in July, 17.3 hours in August, and 23.5 hours in September. Hours spend on Child Support activity vary monthly depending.

My other activities included:

- Attending TREC meetings with County Administrator and County Board Chair on July 17, October 16<sup>th</sup>.
- Attended webinar for Agenda and Minutes for County Board and Committee Meetings on July 22<sup>nd</sup>.
- Participated in telephone hearing on unemployment compensation on August 1<sup>st</sup>.
- Attended Aegis Corporation, Corporation Counsel/Defense Counsel forum on September 6<sup>th</sup>.
- Co-Trained with UW Green Bay Behavioral Health Training Partnership on September 10<sup>th</sup> (one remaining session to train this year).
- Participated in telephone conference on Opioid litigation with retained counsel in September.
- Attended Wisconsin Child Support Enforcement Association Conference on September 18, 19 and 20<sup>th</sup>.
- Attended WCA Conference on September 23<sup>rd</sup>.
- Attended Wisconsin Association of County Corporation Counsel's Fall Conference on September 24<sup>th</sup>. I was re-elected VP/Secretary for another one year term.
- Attended webinar on Legal Research Using Innovative Google Methods on September 25<sup>th</sup>.

- Attended a review of TREDDC loan at Fox River Family Dentistry on October 16th.
- Various meetings and consultation with County staff on issues relating to county business.

Included with this memorandum are the reports for the assignment and litigation files which show my activities for the last quarter as well as year-to-date numbers.

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

Green Lake County  
 Activity By Staff and Category  
 From 1/1/2019 through 9/30/2019  
 Selected Staff

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
COL	Collections	2	7	3	6
CON	Contracts / Agreements	7	49	50	6
EMP	Employment	3	5	8	0
INFO	Informational file	1	4	3	2
MISC	unable to catogorize	1	3	4	0
MOU	Memorandum of Understanding	0	3	2	1
NC/NI	Notice of Claim/Injury	1	2	1	2
OPIN	Opinions	2	16	15	3
ORD	Ordinances	4	10	13	1
POL	Policy	3	6	6	3
REA	Real Estate	1	2	3	0
REC	Records Request	1	14	15	0
RES	Resolutions	0	15	13	2
RSCH	Research	0	1	1	0
SEPT	Septic Violation	0	1	0	1
ZON	Zoning Enforcement	0	2	2	0
	<b>Total</b>	<b>26</b>	<b>140</b>	<b>139</b>	<b>27</b>



Green Lake County  
Activity By Staff and Category  
From 1/1/2019 through 9/30/2019  
Selected Staff

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
(Blank)		0	2	2	0
ALC	Alcohol Commitment	1	0	1	0
BNK	Bankruptcy	1	4	3	2
CLLE	Claim - Law Enforcement	1	0	0	1
CLPI	Claim - Personal Injury	1	0	1	0
COLMIS	Collections - Miscellaneous	1	2	3	0
COLPD	Collections - Property Damage	1	0	1	0
COLRE	Collections - Real Estate taxes	1	1	1	1
ELDER	Elder Abuse / Restraining Order	0	2	2	0
FOREC	Foreclosure	3	4	5	2
GDN	Guardianship	3	2	4	1
GDN&PP	Guardianship with Protective Placement	0	2	2	0
HHAZ	Human Health Hazard	2	1	3	0
INREM	In rem tax foreclosure	0	1	0	1
ME	Involuntary Mental Commitment	11	36	42	5
MISC	Miscellaneous litigation	3	6	4	5
TPR	Termination of Parental Rights	0	2	0	2
WATT	Watts Reviews	0	1	1	0
ZON	Zoning	3	0	3	0
	<b>Total</b>	<b>32</b>	<b>66</b>	<b>78</b>	<b>20</b>

Green Lake County  
 Activity By Staff and Category  
 From 7/1/2019 through 9/30/2019  
 Selected Staff

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
COL	Collections	0	6	0	6
CON	Contracts / Agreements	8	13	15	6
EMP	Employment	1	0	1	0
INFO	Informational file	3	1	2	2
MOU	Memorandum of Understanding	0	2	1	1
NC/NI	Notice of Claim/Injury	2	0	0	2
OPIN	Opinions	3	3	3	3
ORD	Ordinances	0	2	1	1
POL	Policy	5	0	2	3
REA	Real Estate	2	0	2	0
REC	Records Request	0	7	7	0
RES	Resolutions	0	8	6	2
SEPT	Septic Violation	0	1	0	1
	<b>Total</b>	<b>24</b>	<b>43</b>	<b>40</b>	<b>27</b>

Green Lake County  
 Activity By Staff and Category  
 From 7/1/2019 through 9/30/2019  
 Selected Staff

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
(Blank)		0	1	1	0
BNK	Bankruptcy	1	1	0	2
CLLE	Claim - Law Enforcement	1	0	0	1
COLMIS	Collections - Miscellaneous	1	0	1	0
COLRE	Collections - Real Estate taxes	1	0	0	1
FOREC	Foreclosure	2	0	0	2
GDN	Guardianship	0	1	0	1
INREM	In rem tax foreclosure	0	1	0	1
ME	Involuntary Mental Commitment	8	14	17	5
MISC	Miscellaneous litigation	2	4	1	5
TPR	Termination of Parental Rights	2	0	0	2
ZON	Zoning	1	0	1	0
	<b>Total</b>	<b>19</b>	<b>22</b>	<b>21</b>	<b>20</b>



# 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

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Administrative Committee – November 2019

Since my last quarterly report in August 2019, I have participated in the following tasks:

- Coordinated several staff budget workshops to facilitate development of the 2020 annual budget with one-on-one staff assistance available
- Finalized 2020 Annual Budget process, presented to Finance Committee for publication by the statutory deadline and distributed to County Board at October County Board meeting
- Attended: TREDC and RLF related meetings (multiple); 2020 Census meeting
- Monthly department head meetings
- Collaborated with the County Clerk in negotiation of 2020 Health Insurance Plan options
- 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. Gathered and reviewed proposals; contract awarded with work to start January 2020
- Met with area library directors regarding 2020 budget
- Participated in Emergency Management full scale tornado exercise in the EOC Aug. 14<sup>th</sup>
- Spent significant time performing Financial Manager functions during interim position vacancy
- Recruitment for IT position and Financial Manager position
- Coordinating with County representatives and consultants on Government Center Structural and Electronic Security Upgrades including design, award of contracts, kickoff construction
- Facilitate septic and storage building construction at Highway Shop 2 location
- Completed annual Indirect Cost Plan July 29 - 30
- 2019 Preliminary Audit week of October 28<sup>th</sup>
- Successful 2<sup>nd</sup> annual employee appreciation picnic held at Dodge Co. Park on August 29<sup>th</sup>
- Upcoming:
  - Do not plan to attend any upcoming conferences due to vacancy in the department



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY CLERK

*Elizabeth Otto*  
County Clerk

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

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### ADMINISTRATIVE COMMITTEE CLERK'S REPORT November 4, 2019

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

- ❖ On October 3, 2019 my office sponsored our annual election training for all Municipal Clerks and their pollworkers. It was very well attended with 48 people. The training covered updates and review of election practices and also included some scenarios of possible election day situations at the polls which I believe everyone felt was very informative. This training did count toward the WEC (Wisconsin Election Commission) training hours required for both Municipal Clerks and Chief Inspectors. Thanks to Samantha for putting the program together and to Nan for helping pitch in as well.
- ❖ Command Central provided a voting machine training here on October 24 which was open to all area Municipal Clerks and their poll workers to provide a refresher course on the current Edge and Insight voting machines.
- ❖ County Administrator Cathy Schmit and I spent many hours working on the employee health insurance options for 2020. Ultimately the County Board voted to change carriers for next year which will provide essentially the same coverage for employees at a lesser cost than our current provider. So far the transition has been a smooth one with employee meetings scheduled for November 11 with WEA Trust representatives.
- ❖ All employees are now using Alio Time to document their time electronically. It has been a huge adjustment for employees as well as to my payroll processes but things are starting to settle down. Departments were brought on to the system gradually so we could watch for problems as we went along. Thanks again to Deb Sweeney for all of her time and effort in pulling this all together!
- ❖ As predicted, the marriage license numbers are slightly down this year due in part to the closure of the Heidel House. We are currently at 96 licenses issued and we ended last year at 143 which was the highest number in many years.
- ❖ In November I will be attending the annual Alio Midwest Conference in Madison for our payroll processing software and also a conference in Stevens Point for Worker's Compensation insurance. I attended the WCA (Wisconsin Counties Association) conference in September which coincides with our County Clerk's association conference. Election security was the main topic of many of our sessions going into the 2020 election cycle.
- ❖ The busy 2020 election year kicks off on December 1, 2019 with the opportunity to distribute nomination papers for County Supervisors. There are 4 scheduled elections for next year – February 18, April 7, August 11, and November 3, 2020.

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

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October 22<sup>nd</sup>, 2019

Memo to Administrative Committee:

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

- To date, completed 9 of 11 planned capital projects budgeted for 2019.
- Continued weekly security updates and patching of all IT systems.
- Continued work to refresh or remove outdated software packages across organization.
- Alio Time programming and rollout to all departments completed.
- Completed and submitted 2020 IT budget on time.
- Aging Government Center door security systems cloned (4).
- Continued security trainings for August, September, and October for all employees.
- Upgraded Evidence room system.
- Working towards rollout of new County website next month.
- Emergency Management Command Truck systems upgraded.
- AV/MDM security systems upgraded to current.
- Child Support scanning project rolled out.
- Completed State required scanning upgrade for HHS.
- HHS RMS Avatar upgraded to current.
- Upgraded networking to Highway facility.
- Installed networking at Lake Steel facility.
- Completed CIB TIME audit.
- Upgraded Jail Lockdown app.
- Total number of managed iPhones/iPads up to 67.
- Joined CIS/MS-ISAC and their affiliated programs.
- First report from CISA cyber hygiene of our systems came back all clear, no vulnerabilities.
- Bringing new file servers online for GC.
- Moving Print and PaperCut over to new server.
- Wi-Fi online at FRI.

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

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November 4, 2019

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

The plat project that my deputy Renee Thiem-Korth has been working on is half way to completion to have online access to plats dating back to the 1800's.

I have been involved in several legislative matters. For the past year I have been working with Representative Ballweg and Senator Olsen on Condominium clean-up for the entire chapter. We had co-sponsorship for the bill last week and I look forward to it moving forward in the legislature. This bill clarifies requirements for expansion and mergers of condominiums, it clears up recording inconsistencies and helps with bylaws.

Another bill I am working on is to eliminate the need to buy an additional death certificate for the Termination of Decedents Interest form recorded in our office. This helps the public because the more recent death records are already in the State Vital Records System.

We recently adopted a "Safe At Home" procedure for persons who are working with the state of Wisconsin to protect their address information if they record a document in our office. I worked in collaboration with Columbia County Register to formulate a policy to protect participants in the program.

I attended the Wisconsin Register of Deeds conference last week and had education on the Sovereign citizen and Robert Rules of Order. The presentation on the Sovereign citizen was very informative, the presenter spoke about the ideology of the group and how they believe their birth certificate number is really a "secret" treasury account hidden by the federal government.

We been extremely busy with birth and marriage certificate requests due to the requirements for the Real Id, see brochure attached from DMV. The new law goes into effect next year on October 1, 2020.

Respectfully Submitted,

Sarah Guenther  
Green Lake County Register of Deeds



## About REAL ID



If you plan to fly within the U.S., visit a military base or other federal buildings, the Department of Homeland Security will require identification that is REAL ID compliant (or show another acceptable form of identification, such as a passport) beginning October 1, 2020. Wisconsin DMV issues REAL ID compliant products (marked with a ★) in accordance with the federal [REAL ID Act](#) of 2005. Don't get left behind without a REAL ID.

### What it means for you

- If it's time to renew your driver license or ID, you can upgrade to a REAL ID-compliant card for no additional fee (if the upgrade takes place at the same time as your renewal).
- If your current driver license or ID will not expire before 2020, and you wish to obtain a REAL ID-compliant card, the cost of a duplicate card will apply.
- Wisconsin offers both REAL ID-compliant and non-compliant driver licenses and ID cards. The [cards](#) look similar; REAL ID-compliant are marked with a ★, while non-compliant cards are marked "NOT FOR FEDERAL PURPOSES." Should you choose to continue to hold a non-compliant card, you will need another form of identification to board a plane or access federal sites.
- If you have a valid U.S. passport or another acceptable form of federal identification, you can use that for identification, in place of a REAL ID-compliant driver license or ID card. [View list of Transportation Safety Administration approved documents.](#)

### What should I bring to DMV to get a REAL ID?

To obtain a REAL ID-compliant driver license or ID card, you must present [additional documentation](#) when you apply. One original document or certified copy (not a photocopy, fax or scan) from each category is required. Some documents may be used for more than one category, whereas some will only satisfy the requirements of a single category. The document categories include:

- Proof of [Name and Date of Birth](#)
- Proof of [Legal Presence in the U.S.](#)
- Proof of [Identity](#)
- Proof of [Name Change](#) (if applicable)
- Proof of [Social Security Number](#)
- Proof of [Address](#)

Use DMV's [interactive driver licensing guide](#) to receive a personalized checklist of the required documents you will need to bring. It also allows you to pre-fill any required application(s), print and bring with you or submit electronically (if eligible). You may also be able to schedule an appointment for the DMV for faster service.



- [Documentation](#)
- [Renewal information](#)
- [Check your status](#)
- [Reinstatement eligibility and requirements](#)
- [Getting a driver license](#)
- [New residents](#)

**Driver Information Section**

P.O. Box 7983

Madison, WI 53707-7983

**Email** [Wisconsin DMV email service](#)

**Phone** (608) 264-7447

**Fax** (608) 267-3812





# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY TREASURER

*Amanda R Toney*  
*Treasurer and Real Property Lister*

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

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October 30, 2019

Below is an outline of the activity in the County Treasurer's office over the last 3 months:

- ✓ August 31<sup>st</sup> ended with unpaid 2018 taxes in the amount of \$463,800.41, which is 1.17% of the 2018 tax roll.
- ✓ Researched short-term lending options for the Repair and Reconstruction of County Trunk Highways.
- ✓ Worked the Land Information Booth during the Fair in August.
- ✓ Volunteered at the Senior Picnic on August 9<sup>th</sup>
- ✓ Participated in the full scale disaster exercise the morning of August 14<sup>th</sup>
- ✓ Finalized my 2020 budget
- ✓ On Tuesday August 20<sup>th</sup> we completed the August Settlement. This is the process where all of the taxing jurisdictions within the County received their final funds from the 2018 levied tax amount. The total of this disbursement was \$8,549,703.62
- ✓ On September 3<sup>rd</sup> we issued certificate numbers to 389 parcels with delinquent 2018 taxes.
- ✓ Worked the Wisconsin County Treasurer's Association booth at the Wisconsin Counties Association Conference on Monday September 23<sup>rd</sup>.
- ✓ September 25<sup>th</sup> – 27<sup>th</sup> I attended the fall Wisconsin Real Property Lister Association (WRPLA) Annual State Meeting in Wisconsin Dells.
  - The sessions included presentations on the following topics:
    - Various types of surveys that a surveyor does
    - What realtors look for when representing the buyer or seller
    - What title insurance actually is
    - Different types of conveyance documents
    - What the Register of Deeds office looks for when recording documents
    - Water Boundaries – did you know that we are missing a portion of Wisconsin's western boundary?
    - Lake Delton dam break
    - Department of Revenue update
    - Department of Transportation and Railroad lands
    - Adverse possession requirements
    - Everything you would need to know regarding Assessor work
  - I felt more comfortable at this conference. I understood the topics and was even able to answer a trivia question correctly in our Education session.
- ✓ We currently have 5 owners with 6 parcels who still have unpaid 2014 taxes. We also have 17 owners with 20 parcels who still have unpaid 2015 taxes.
- ✓ Coming up in the 4<sup>th</sup> quarter
  - We have the annual Fall Treasurer/Clerk meeting scheduled for Thursday, November 14, 2019 starting at 9:00 a.m.
  - In December, we will be busy calculating and printing the tax bills for all towns, villages and cities. We continue to collect first installment taxes for 10 of our 16 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