



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/24/20

Amended* Post Date: 01/29/20

The following documents are included in the packet for the Administrative Committee on January 29, 2020:

- 1) Agenda
- 2) Minutes from 11/4/19
- 3) Memorandum from Corporation Counsel Regarding Set Cash Deposit Amounts
- 4) Resolutions
 - a. Salary for County Clerk 2021-2024
 - b. Salary for Register of Deeds 2021-2024
 - c. Salary for County Treasurer 2021-2024
- 5) Department 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: Wednesday, January 29, 2020 Time: 11:00 AM
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: 11/4/19
5. Public Comments (3 Min. Limit)
6. Set cash deposit amounts for ordinance violations
7. Resolutions
 - Salary for County Clerk 2021-2024
 - Salary for Register of Deeds 2021-2024
 - Salary for County Treasurer 2021-2024
8. Department Annual Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
9. Committee Discussion
 - Future Meeting Dates: May 4, 2020
 - Future Agenda items for action & discussion
10. 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 4, 2019

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:41 PM on Monday, November 4, 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

MINUTES

Motion/second (Jenkins/Mulder) to approve the minutes of August 5 and August 28, 2019 as presented with no errors or corrections. Motion carried with no negative vote.

PUBLIC COMMENTS - none

DISCUSSION AND POSSIBLE ACTION ON FIRST RIGHT OF REFUSAL OF ADJOINING PROPERTIES TO THE GOVERNMENT CENTER

Corporation Counsel Dawn Klockow explained the process of first right of refusal for properties south of the Government Center. Long term strategic planning was discussed. This will be brought before the entire County Board in December.

DEPARTMENT REPORTS

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

All reports were reviewed and discussed by the Committee.

COMMITTEE DISCUSSION

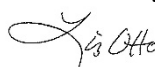
Future Meeting Date: February 3, 2020 at 5:30 PM.

Future Agenda Items:

ADJOURNMENT

Chair Reabe adjourned the meeting at 6:09 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

MEMORANDUM

TO: The Honorable members of the Administrative Committee

FROM: Dawn N. Klockow

DATE: December 4, 2019

RE: Cash deposits for citations, CR19-0978

Greetings,

As a result of consultation with a department head on the procedure to issue a citation for an ordinance violation for an ordinance under that department's supervision, I discovered that the County's ordinance adopting Wis. Stat. §66.0113 for issuing citations for County Ordinance violations is missing a provision required under the statute. Wis. Stat. s. 66.0113 (1)(c) requires that an ordinance "contain a schedule of cash deposits that are to be required for the various ordinance violations, plus costs, fees, and surcharges imposed under ch. 814, for which a citation may be issued. The ordinance shall also specify the court, clerk or court, or other official to whom cash deposits are to be made and shall require that receipts be given for cash deposits."

After reviewing the Ordinances under your supervision, I have found that a cash deposit has not been listed for the following ordinance:

Ordinance Section	Forfeiture	Cash Deposit
Road Names and building Numbers §217-5	Not less than \$50 nor more than \$250	

I respectfully request that the Administrative Committee set the cash deposit amount for each of the forfeitures listed in paragraphs 1-5, which I will integrate into an ordinance amendment for the Administrative Committee's consideration, since there are nine committees that will be involved in this process. A cash deposit is typically somewhere between the minimum and maximum forfeiture amount. It is an option for the person to pay the cash deposit in lieu of appearing in court to contest the citation.

I have attached the court forfeiture table to this memorandum for your reference. All forfeitures include costs, which are found on the circuit court forfeiture table.

Table 1: Filing fees - cost to file civil actions and other fees of the clerk of circuit court

Table 2: Civil forfeiture table - fees and surcharges for non-criminal offenses in circuit court

Table 3: Criminal fine table - fees and surcharges for criminal offenses in circuit court

Table 4: Surcharge table - description of court fees and surcharges, when they apply, and where the funds go

How to read tables 2 and 3

The left-hand column shows the amount of the base forfeiture or fine to be imposed. The total column shows the base amount plus the surcharges that apply in every case. The remaining columns show the effect of certain additional surcharges.

In table 2, a forfeiture of \$5 results in a total of \$143.80. If the offense is also subject to the natural resources surcharge, the final total of \$147.55 shows in the appropriate column. In Milwaukee, another \$3.50 is added for the Milwaukee special prosecution clerks surcharge.

In table 3, a fine of \$10 results in a total of \$465.60 for a misdemeanor and \$540.60 for a felony. If the offense is also subject to certain additional surcharges, the amount to be added is shown in the right-hand columns.

Notes to the tables

1. The summaries and tables are intended as guidance and do not replace the statutes as the source of authority. Court costs and fees are set out primarily in ch. 814 of the Wisconsin Statutes. The surcharges are listed in 814.75.
2. When a fine or forfeiture is suspended in whole or in part, the following surcharges are reduced proportionately: commercial fish protection, consumer protection, environmental, fishing net removal, fishing shelter removal, jail, natural resources, natural resources restitution, penalty, railroad crossing improvement, snowmobile registration restitution, supplemental food enforcement, truck driver education, uninsured employer, weapons, wild animal protection, wildlife violator compact.
3. The following surcharges are imposed for each count: clerk fees, crime lab and drug law enforcement, crime prevention funding board, domestic abuse program improvement, GPS tracking, jail, supplemental food enforcement, truck driver education, victim-witness, wild animal protection.
4. If restitution is ordered under 973.20, the court shall order payment of a 10% surcharge on the amount of restitution, 973.06(1)(g), and a 5% surcharge on the total amount of restitution, costs, attorney fees, fines and surcharges, including the 10% surcharge, 973.20(11)(a).
5. Certain offenses are subject to fewer costs:
 - For safety belt violations, smoking violations, and disability ID card violations, the clerk's fee is not imposed. The only surcharge is truck driver education surcharge if applicable.
 - For non-moving traffic violations, the clerk's fee is imposed. The only surcharges are court support services and justice information.
 - For failure to carry proof of insurance under 344.62(2), no clerk's fee or surcharges are imposed.
 - For smoking offenses, the only surcharges are justice information and court support services.
6. Electronically filed cases are subject to a fee of \$20 per case per party. See page 3.

WISCONSIN CIRCUIT COURT FEE, FORFEITURE, FINE AND SURCHARGE TABLES

Effective March 4, 2019

TOTAL WITH APPLICABLE SURCHARGE AMOUNTS															
	Clerk's Fee	Penalty Surcharge	Jail Surch	Crime Lab & Drug	Court Support	Justice Info*		Driver Imp, Safe Ride	Domestic Abuse	Victim-Witness if amended**	Natural Resources, Unins. Empl, Weapons	Environmental Surcharge			
FORF	\$25	26%	\$10/1%	\$13	\$68	\$21.50	TOTAL	+ \$485	+ \$100	MIS + 67	FEL + 92	75% Forf.	TOTAL	20% Forf.	TOTAL
0	25	0.00	0	0	68	\$21.50	114.50		214.50	181.50	206.50	0	114.50	0	114.50
5	25	1.30	10	13	68	21.50	143.80		243.80	210.80	235.80	3.75	147.55	1.00	144.80
10	25	2.60	10	13	68	21.50	150.10		250.10	217.10	242.10	7.50	157.60	2.00	152.10
15	25	3.90	10	13	68	21.50	156.40		256.40	223.40	248.40	11.25	167.65	3.00	159.40
20	25	5.20	10	13	68	21.50	162.70		262.70	229.70	254.70	15.00	177.70	4.00	166.70
25	25	6.50	10	13	68	21.50	169.00		269.00	236.00	261.00	18.75	187.75	5.00	174.00
30	25	7.80	10	13	68	21.50	175.30		275.30	242.30	267.30	22.50	197.80	6.00	181.30
35	25	9.10	10	13	68	21.50	181.60		281.60	248.60	273.60	26.25	207.85	7.00	188.60
40	25	10.40	10	13	68	21.50	187.90		287.90	254.90	279.90	30.00	217.90	8.00	195.90
45	25	11.70	10	13	68	21.50	194.20		294.20	261.20	286.20	33.75	227.95	9.00	203.20
50	25	13.00	10	13	68	21.50	200.50		300.50	267.50	292.50	37.50	238.00	10.00	210.50
55	25	14.30	10	13	68	21.50	206.80		306.80	273.80	298.80	41.25	248.05	11.00	217.80
60	25	15.60	10	13	68	21.50	213.10		313.10	280.10	305.10	45.00	258.10	12.00	225.10
65	25	16.90	10	13	68	21.50	219.40		319.40	286.40	311.40	48.75	268.15	13.00	232.40
70	25	18.20	10	13	68	21.50	225.70		325.70	292.70	317.70	52.50	278.20	14.00	239.70
75	25	19.50	10	13	68	21.50	232.00		332.00	299.00	324.00	56.25	288.25	15.00	247.00
80	25	20.80	10	13	68	21.50	238.30		338.30	305.30	330.30	60.00	298.30	16.00	254.30
85	25	22.10	10	13	68	21.50	244.60		344.60	311.60	336.60	63.75	308.35	17.00	261.60
90	25	23.40	10	13	68	21.50	250.90		350.90	317.90	342.90	67.50	318.40	18.00	268.90
95	25	24.70	10	13	68	21.50	257.20		357.20	324.20	349.20	71.25	328.45	19.00	276.20
100	25	26.00	10	13	68	21.50	263.50		363.50	330.50	355.50	75.00	338.50	20.00	283.50
125	25	32.50	10	13	68	21.50	295.00		395.00	362.00	387.00	93.75	388.75	25.00	320.00
150	25	39.00	10	13	68	21.50	326.50	811.50	426.50	393.50	418.50	112.50	439.00	30.00	356.50
175	25	45.50	10	13	68	21.50	358.00	843.00	458.00	425.00	450.00	131.25	489.25	35.00	393.00
200	25	52.00	10	13	68	21.50	389.50	874.50	489.50	456.50	481.50	150.00	539.50	40.00	429.50
225	25	58.50	10	13	68	21.50	421.00	906.00	521.00	488.00	513.00	168.75	589.75	45.00	466.00

*Milwaukee County only - collect \$25.00

**Victim-Witness Surcharge applicable if the original criminal complaint charged a crime that was later amended to a forfeiture

WISCONSIN CIRCUIT COURT FEE, FORFEITURE, FINE AND SURCHARGE TABLES

Effective March 4, 2019

								TOTAL WITH APPLICABLE SURCHARGE AMOUNTS							
	Clerk's Fee	Penalty Surcharge	Jail Surch	Crime Lab & Drug	Court Support	Justice Info*		Driver Imp, Safe Ride	Domestic Abuse	Victim-Witness if amended**		Natural Resources, Unins. Empl, Weapons		Environmental Surcharge	
FORF	\$25	26%	\$10/1%	\$13	\$68	\$21.50	TOTAL	+ \$485	+ \$100	MIS	FEL	75% Forf.	TOTAL	20% Forf.	TOTAL
250	25	65.00	10	13	68	21.50	452.50	937.50	552.50	519.50	544.50	187.50	640.00	50.00	502.50
275	25	71.50	10	13	68	21.50	484.00	969.00	584.00	551.00	576.00	206.25	690.25	55.00	539.00
300	25	78.00	10	13	68	21.50	515.50	1000.50	615.50	582.50	607.50	225.00	740.50	60.00	575.50
350	25	91.00	10	13	68	21.50	578.50	1063.50	678.50	645.50	670.50	262.50	841.00	70.00	648.50
400	25	104.00	10	13	68	21.50	641.50	1126.50	741.50	708.50	733.50	300.00	941.50	80.00	721.50
450	25	117.00	10	13	68	21.50	704.50	1189.50	804.50	771.50	796.50	337.50	1042.00	90.00	794.50
500	25	130.00	10	13	68	21.50	767.50	1252.50	867.50	834.50	859.50	375.00	1142.50	100.00	867.50
550	25	143.00	10	13	68	21.50	830.50	1315.50	930.50	897.50	922.50	412.50	1243.00	110.00	940.50
600	25	156.00	10	13	68	21.50	893.50	1378.50	993.50	960.50	985.50	450.00	1343.50	120.00	1013.50
650	25	169.00	10	13	68	21.50	956.50	1441.50	1056.50	1023.50	1048.50	487.50	1444.00	130.00	1086.50
700	25	182.00	10	13	68	21.50	1019.50	1504.50	1119.50	1086.50	1111.50	525.00	1544.50	140.00	1159.50
750	25	195.00	10	13	68	21.50	1082.50	1567.50	1182.50	1149.50	1174.50	562.50	1645.00	150.00	1232.50
800	25	208.00	10	13	68	21.50	1145.50	1630.50	1245.50	1212.50	1237.50	600.00	1745.50	160.00	1305.50
850	25	221.00	10	13	68	21.50	1208.50	1693.50	1308.50	1275.50	1300.50	637.50	1846.00	170.00	1378.50
900	25	234.00	10	13	68	21.50	1271.50	1756.50	1371.50	1338.50	1363.50	675.00	1946.50	180.00	1451.50
1000	25	260.00	10	13	68	21.50	1397.50	1882.50	1497.50	1464.50	1489.50	750.00	2147.50	200.00	1597.50
1100	25	286.00	11	13	68	21.50	1524.50	2009.50	1624.50	1591.50	1616.50	825.00	2349.50	220.00	1744.50
1200	25	312.00	12	13	68	21.50	1651.50	2136.50	1751.50	1718.50	1743.50	900.00	2551.50	240.00	1891.50
1300	25	338.00	13	13	68	21.50	1778.50	2263.50	1878.50	1845.50	1870.50	975.00	2753.50	260.00	2038.50
1400	25	364.00	14	13	68	21.50	1905.50	2390.50	2005.50	1972.50	1997.50	1050.00	2955.50	280.00	2185.50
1500	25	390.00	15	13	68	21.50	2032.50	2517.50	2132.50	2099.50	2124.50	1125.00	3157.50	300.00	2332.50
1600	25	416.00	16	13	68	21.50	2159.50	2644.50	2259.50	2226.50	2251.50	1200.00	3359.50	320.00	2479.50
1700	25	442.00	17	13	68	21.50	2286.50	2771.50	2386.50	2353.50	2378.50	1275.00	3561.50	340.00	2626.50
1800	25	468.00	18	13	68	21.50	2413.50	2898.50	2513.50	2480.50	2505.50	1350.00	3763.50	360.00	2773.50
1900	25	494.00	19	13	68	21.50	2540.50	3025.50	2640.50	2607.50	2632.50	1425.00	3965.50	380.00	2920.50
2000	25	520.00	20	13	68	21.50	2667.50	3152.50	2767.50	2734.50	2759.50	1500.00	4167.50	400.00	3067.50

*Milwaukee County only - collect \$25.00

**Victim-Witness Surcharge applicable if the original criminal complaint charged a crime that was later amended to a forfeiture

RESOLUTION NUMBER -2020

SALARY FOR COUNTY CLERK 2021 - 2024

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of February, 2020, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the county
- 3 . . . which officer is paid in whole or part from the county treasury, establish the total annual
- 4 compensation for services to be paid to the officer exclusive of reimbursements for
- 5 expenses out-of-pocket.”; and

- 6 **WHEREAS**, in 2018 the County reviewed wage comparables for the salary of the Sheriff
- 7 using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and
- 8 Columbia, and market data was developed by using the mid-point average of all counties.
- 9 Based on that data, it was recommended that elected official be brought to the averaged
- 10 comparable wage mid-point of the office in 2019, and

- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th
day of February 2020.

Harley Reabe, Chair

Larry Jenkins

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

Brian Floeter

13 **WHEREAS**, the internal Department Head increases excluding elected officials in Green
14 Lake County in 2019 were an average of 7.1% and in 2020 are budgeted at an average of
15 3.49%, and

16
17 **WHEREAS**, the annual salary increases for the County Clerk, Register of Deeds, and
18 Treasurer has been an average of 1.86% annually for the preceding 4 years, and

19
20 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2020, therefore
21 the salary for the Green Lake County Clerk must be set no later than that date.

22 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Clerk of Green
23 Lake County for the periods below shall be:

24				
25	January 7, 2021 to December 31, 2021	\$73,501.71		2.5%
26	January 1, 2022 to December 31, 2022	\$75,339.25		2.5%
27	January 1, 2023 to December 31, 2023	\$77,222.73		2.5%
28	January 1, 2024 to December 31, 2024	\$79,153.30		2.5%

29 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

30
31 Salary Increase:

32				
33	2021	\$1,792.72 increase	2023	\$1,883.48 increase
34	2022	\$1,837.54 increase	2024	\$1,930.57 increase

RESOLUTION NUMBER -2020

SALARY FOR REGISTER OF DEEDS 2021 - 2024

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of February, 2020, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the county
- 3 . . . which officer is paid in whole or part from the county treasury, establish the total annual
- 4 compensation for services to be paid to the officer exclusive of reimbursements for
- 5 expenses out-of-pocket.”; and
- 6 **WHEREAS**, in 2018 the County reviewed wage comparables for the salary of the Sheriff
- 7 using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and
- 8 Columbia, and market data was developed by using the mid-point average of all counties.
- 9 Based on that data, it is recommended that elected official be brought to the averaged
- 10 comparable wage mid-point of the office in 2019, and
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th day of February 2020.

Harley Reabe, Chair

Larry Jenkins

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

Brian Floeter

13 **WHEREAS**, the internal Department Head increases excluding elected officials in Green
14 Lake County in 2019 were an average of 7.1% and in 2020 are budgeted at an average of
15 3.49%, and

16
17 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2020, therefore
18 the salary for the Green Lake Register of Deeds must be set no later than that date.

19 **NOW THEREFORE BE IT RESOLVED** that the salary for the Register of Deeds of Green
20 Lake County for the periods below shall be:

21

22	January 5, 2021 to December 31, 2021	\$69,596.05	2.5%
23	January 1, 2022 to December 31, 2022	\$71,335.95	2.5%
24	January 1, 2023 to December 31, 2023	\$73,119.35	2.5%
25	January 1, 2024 to December 31, 2024	\$74,947.33	2.5%

26
27 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

28
29 Salary Increase:

30

31	2021	\$1,697.46 increase	2023	\$1,783.40 increase
32	2022	\$1,739.90 increase	2024	\$1,827.98 increase

RESOLUTION NUMBER -2020

SALARY FOR COUNTY TREASURER 2021 - 2024

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18th day of February, 2020, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the
- 2 earliest time for filing nomination papers for any elective office to be voted on in the county
- 3 . . . which officer is paid in whole or part from the county treasury, establish the total annual
- 4 compensation for services to be paid to the officer exclusive of reimbursements for
- 5 expenses out-of-pocket.”; and

- 6 **WHEREAS**, in 2018 the County reviewed wage comparables for the salary of the Sheriff
- 7 using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and
- 8 Columbia, and market data was developed by using the mid-point average of all counties.
- 9 Based on that data, it is recommended that elected official be brought to the averaged
- 10 comparable wage mid-point of the office in 2019, and

- 11 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th
day of February 2020.

Harley Reabe, Chair

Larry Jenkins

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Dennis Mulder

Corporation Counsel

Brian Floeter

13 **WHEREAS**, the internal Department Head increases excluding elected officials in Green
14 Lake County in 2019 were an average of 7.1% and in 2020 are budgeted at an average of
15 3.49%, and

16
17 **WHEREAS**, the annual salary increases for the County Clerk, Register of Deeds, and
18 Treasurer has been an average of 1.86% annually for the preceding 4 years, and

19
20 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2020, therefore
21 the salary for the Green Lake County Treasurer must be set no later than that date.

22 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Treasurer of Green
23 Lake County for the periods below shall be:

24

25	January 5, 2021 to December 31, 2021	\$69,596.05	2.5%
26	January 1, 2022 to December 31, 2022	\$71,335.95	2.5%
27	January 1, 2023 to December 31, 2023	\$73,119.35	2.5%
28	January 1, 2024 to December 31, 2024	\$74,947.33	2.5%

29
30 **FISCAL NOTE:** **Approved by Finance** **Disapproved by Finance**

31
32 Salary Increase:

33

34	2021	\$1,697.46 increase	2023	\$1,783.40 increase
35	2022	\$1,739.90 increase	2024	\$1,827.98 increase



GREEN LAKE COUNTY OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

2019 Annual Report to the County Board

January 10, 2020

Dear Honorable Supervisors, Green Lake County, Wisconsin:

I am pleased to present the 2019 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 for 2018 and 2019. The services performed have remained relatively stable, although the non-litigation files saw a decrease of 21%, while litigation cases increased only 2%. Despite the decrease in non-litigation files, my office continues to interact daily with the various County Departments.

In addition to legal services to the County, I began a contract as a Trainer with the UW-Green Bay Behavioral Health Partnership training crisis workers on mental health case law, statutes and procedures. I co-taught five seminars (they added an additional one to the original contract of four seminars) in 2019, which brought in revenue for the county. I am again contracted for 2020 for four seminars.

I was accepted to and completed the G. Lane Ware Leadership Academy sponsored by the Wisconsin Bar Association. I received a certificate of achievement in April 2019. The Leadership Academy is a competitive application process and only a few attorneys are selected to participate each year. I was featured in the Wisconsin Law Foundation's spring 2019 Magazine as an attendee.

In order to keep my law license, I am required to attend continuing legal education seminars and must earn 30 credits for each two-year reporting period, three of which must be in ethics. For 2019 I attended the following continuing legal education seminars:

- A webinar on Complex ADA Issues in the Workplace on April 23, 2019.
- The Wisconsin Municipal Mutual Insurance Co and Wisconsin Association of County Corporation Counsels seminar on May 3-4, 2019.
- A webinar on Cyber Security on May 20, 2019.

- The WINGS summit on guardianships and protective placements on May 22, 2019.
- A webinar on ethics and privileged communications on June 20, 2019.
- A webinar for Agenda and Minutes for County Board and Committee Meetings on July 22nd.
- Aegis Corporation, Corporation Counsel/Defense Counsel forum on September 6th.
- Wisconsin Child Support Enforcement Association Conference on September 18, 19 and 20th.
- WCA Conference on September 23rd.
- Wisconsin Association of County Corporation Counsel's Fall Conference on September 24th. I was re-elected VP/Secretary for another one year term.
- A webinar on Legal Research Using Innovative Google Methods on September 25th.
- A Webinar titled "Who let the dogs (cats, miniature horses, and mallard ducks) in: Navigating Service and Emotional Support Animal Accommodations on October 15th.

I also continue to act as the contracted attorney for the State of Wisconsin for Child Support and assist the Green Lake County Child Support agency with paternity adjudication and child support enforcement. I billed 152.8 hours to the Child Support Agency for reimbursement through state and federal child support programs, an average of 12.73 hours per month. This number is down from last year, but I attribute that the efficiency of the Child Support Specialists thereby leading to less court appearances.

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. In September, I will celebrate five years serving as your Corporation Counsel.

Please see the following pages for the breakdown of legal services provided for 2019 and the comparison to 2018.

Regards,

/s/ Dawn N. Klockow
Corporation Counsel

Litigation

Description	2018				Description	2019				Percent Increase/D decrease
	Beginning Balance	Received	Completed	Ending Balance		Beginning Balance	Received	Completed	Ending Balance	
Blank Description	0	1	1	0	Blank Description	0	2	2	0	100%
Alcohol Commitment	0	3	2	1	Alcohol Commitment	1	2	3	0	0%
Bankruptcy	3	3	5	1	Bankruptcy	1	4	3	2	-17%
Claim - Law Enforcement	1	1	1	1	Claim - Law Enforcement	1	0	0	1	-50%
Claim - Personal Injury	0	1	0	1	Claim - Personal Injury	1	0	1	0	0%
Collections - Miscellaneous	0	2	1	1	Collections - Miscellaneous	1	2	3	0	50%
Collections - Property Damage	2	0	1	1	Collections - Property Damage	1	0	1	0	-50%
Collections - Real Estate taxes	0	1	0	1	Collections - Real Estate taxes	1	1	1	1	100%
Elder Abuse / Restraining Order	0	0	0	0	Elder Abuse / Restraining Order	0	2	2	0	*
Foreclosure	0	6	3	3	Foreclosure	3	4	6	1	17%
Guardianship	2	7	6	3	Guardianship	3	2	5	0	-44%
Guardianship with Protective Placement	1	4	5	0	Guardianship with Protective Placement	0	4	3	1	-20%
Human Health Hazard	1	1	0	2	Human Health Hazard	2	1	3	0	50%
In rem tax foreclosure	0	0	0		In rem tax foreclosure	0	1	0	1	*
Involuntary Mental Commitment	7	53	49	11	Involuntary Mental Commitment	11	52	54	9	5%
Miscellaneous litigation	4	6	7	3	Miscellaneous litigation	3	8	8	3	10%
Septic System violation	0	0	0	0	Septic System violation	0	2	0	2	*
Termination of Parental Rights	5	2	7	0	Termination of Parental Rights	0	2	0	2	-71%
Watts Reviews	0	0	0	0	Watts Reviews	0	1	0	1	*
Zoning	1	5	3	3	Zoning	3	3	3	3	0%
Total	27	96	91	32	Total	32	93	98	27	2%

* Cannot calculate a percent change when the original number is zero.
2019 is the first year for in rem tax foreclosure. There will generally only be one case filed per year.

Non-Litigation

Description	2018				Description	2019				Percent Increase/D decrease
	Beginning Balance	Received	Completed	Ending Balance		Beginning Balance	Received	Completed	Ending Balance	
Collections	0	2	0	2	Collections	2	7	3	6	350%
Contracts / Agreements	6	88	87	7	Contracts / Agreements	7	66	65	8	-22%
Employment	2	8	7	3	Employment	3	5	8	0	-20%
Informational file	2	14	15	1	Informational file	1	5	3	3	-63%
unable to catogorize	0	7	6	1	unable to catogorize	1	5	6	0	-14%
Memorandum of Understanding	1	3	4	0	Memorandum of Understanding	0	4	3	1	0%
Notice of Claim/Injury	2	1	2	1	Notice of Claim/Injury	1	2	1	2	0%
Opinions	7	28	33	2	Opinions	2	19	17	4	-40%
Ordinances	6	23	25	4	Ordinances	4	14	15	3	-38%
Policy	3	17	17	3	Policy	3	10	9	4	-35%
Real Estate	0	2	1	1	Real Estate	1	4	4	1	150%
Records Request	0	12	11	1	Records Request	1	15	16	0	33%
Resolutions	1	25	26	0	Resolutions	0	19	19	0	-27%
Research	0	1	1	0	Research	0	1	1	0	0%
Septic Violation	0	0	0	0	Septic Violation	0	2	1	1	*
Zoning Enforcement	0	1	1	0	Zoning Enforcement	0	2	1	1	100%
Total	30	232	236	26	Total	26	180	172	34	-21%

* cannot calculate when the beginning number is zero.



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

MEMORANDUM

TO: Hon. Members Administrative Committee

FROM: Dawn N. Klockow

DATE: January 10, 2020

RE: Report of Office Activity from October 1, 2019 through December 31, 2019

Honorable Members of the Administrative Committee:

I am pleased to report my office's activities from October 1, 2019 through December 31, 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 11.9 hours in October, 9.6 hours in November, and 8.9 hours in December. Hours spend on Child Support activity vary monthly depending.

My other activities included:

- Attended a Webinar titled "Who let the dogs (cats, miniature horses, and mallard ducks) in: Navigating Service and Emotional Support Animal Accommodations on October 15th.
- I co-trained with the UW-Green Bay Behavioral Health Partnership on December 3rd in Green Bay, which was the last training for the 2019 contract. We have entered into another contract for four training sessions for 2020.
- I was re-elected as the Vice-President/Secretary for the Wisconsin Association of County Corporation Counsels.
- I attended the TREDC meeting on December 18th.
- I chaired the committee for the First Annual Holiday Door Decorating Contest
- 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.

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 10/1/2019 through 12/31/2019
 Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
ALC	Alcohol Commitment	0	2	2	0
BNK	Bankruptcy	2	0	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	1	1
GDN	Guardianship	1	0	1	0
GDN&PP	Guardianship with Protective Placement	0	2	1	1
INREM	In rem tax foreclosure	1	0	0	1
ME	Involuntary Mental Commitment	11	16	18	9
MISC	Miscellaneous litigation	5	2	4	3
SEPT	Septic System violation	0	2	0	2
TPR	Termination of Parental Rights	2	0	0	2
WATT	Watts Reviews	1	0	0	1
ZON	Zoning	0	3	0	3
	Total	28	27	28	27

Green Lake County
 Activity By Staff and Category
 From 10/1/2019 through 12/31/2019
 Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
COL	Collections	6	0	0	6
CON	Contracts / Agreements	5	17	14	8
INFO	Informational file	2	1	0	3
MISC	unable to catogorize	0	2	2	0
MOU	Memorandum of Understanding	1	1	1	1
NC/NI	Notice of Claim/Injury	2	0	0	2
OPIN	Opinions	3	3	2	4
ORD	Ordinances	2	3	2	3
POL	Policy	2	5	3	4
REA	Real Estate	0	2	1	1
REC	Records Request	0	1	1	0
RES	Resolutions	3	3	6	0
SEPT	Septic Violation	1	1	1	1
ZON	Zoning Enforcement	1	0	0	1
	Total	28	39	33	34



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 2020

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 2019 I participated in meetings with the City of Berlin Administrator, Northern and Southern Green Lake County area ambulance service representatives and committee regarding concerns related to county ambulance service and funding. The County will be proceeding with a countywide ambulance service feasibility study in 2020. My office also coordinated with County staff and contracted representatives from Potter Lawson on review of Government Center security and related issues and concerns. RFP's were developed and distributed at the close of 2019. The County will be updating security systems and physical layout of security area in 2020.

In June Financial Manager Angie Petruske and I also held our 2020 Annual Budget Kickoff meeting with Departments. This was the third year of using the 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. Angie has done an exceptional job of coordinating budget development and monitoring budget compliance throughout the year. Unfortunately, Angie's resignation in July caused some serious stress for the department during the position vacancy in the midst of budget season. However, with the assistance of HHS Financial Manager Kayla Yonke and the cooperation of all County staff we were able to cover all the necessary duties related to AP, Finance, Budget and Audit until the position was filled again in November 2019 when Ed Tetzlaff joined the team. In November the County Board adopted the 2020 Green Lake County Annual Budget after a smooth and cooperative budget development process.

Also in June, Human Resources Coordinator Nicole Geschke celebrated her two year anniversary with Green Lake County. She continues to be 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. 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. Nicole coordinated Supervisory Management Training session presented by MPTC. Nicole also coordinated the annual employee appreciation picnic at Dodge Memorial County Park and employee holiday pot luck.

With the December 2018 termination of Highway Commissioner Tyrone Johnson, Nicole and I spent a significant amount of time during the start of 2019 overseeing Highway Department operations and staffing. Effective March 20, 2019 Barry Mashuda was promoted to Highway Commissioner from within the Highway Department and he has done an exceptional job since. By fall Nicole had recruited for several highway staff vacancies as well as the new commissioner. Nicole again worked closely with Highway Superintendent Jason Franke in deploying their robust onboarding and training program to ensure the success of the new staff. Current highway personnel stepped up and assisted in training programs for the new staff and this approach has proven 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!

Throughout the year County Board Chair Harley Reabe, Corporation Counsel Dawn Klockow and I have attended numerous meetings regarding the State close out of the Revolving Loan Fund program as well as several meetings regarding TREDC operational and management concerns.

February 1, 2019 we welcomed Morgan Martinez, filling the long overdue 4-H Agent position vacancy. Our new UWEX Regional Director Adam Hady also came on board during 2019.

We are looking forward to having another exciting and productive year in 2020!

Respectfully submitted,

Catherine J. Schmit

Catherine J. Schmit

Green Lake County Administrator

Also, Human Resources Coordinator, Nicole Geschke
Financial Manager, Ed Tetzlaff



ACCOUNTING

	<u>2019</u>		<u>2018</u>		<u>2017</u>	
Checks Sent:	4,517	\$ 13,295,403.19	5,066	\$ 13,109,769.35	5,853	\$ 17,760,504.67
Receipts (Cash & A/R):		\$ 52,497,442.46		\$ 48,520,734.09		\$ 51,801,543.65

PERSONNEL

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Retirements	3	2	3
Voluntary Resignation(s)	16	17	6
Involuntary Resignation(s)	0	4	1
Position(s) Eliminated:			
Full-Time	0	0	1
Part-Time	1	2	1
Position Reduction(s):			
Full to Part-Time	0	0	1
Internal Promotions/Transfers	6	12	
External Hires - Permanent	25	24	
External Hires - LTE	4	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 29, 2020

Activities in the County Clerk's office for 2019 included:

- ❖ 2019 was our “off” year for elections with one scheduled election held in April of 2019. The Wisconsin Election Commission (WEC) used this time to stress the importance of election security going into 2020. Election security was a main topic at each of the 3 conferences I attended in 2019. Three of our municipalities, the Town of Mackford, Town of Manchester, and Town of St. Marie, took advantage of the state program to purchase updated computers and support through state grant funding. This is an important step to ensure better election security through updated technology in rural areas. Our IT department installed recommended election security monitoring software as well as we head into this year.
- ❖ My office continues to provide 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. My office provided election training in October for all of the area municipal clerks and poll workers and also hosted a training sponsored by our election programmer in that month as well.
- ❖ Automated boat launch terminals were installed at Dodge Memorial and Sunset Parks on a trial basis for the 2019 boating season. I worked closely with the Parks Commission, IPS Inc., and our maintenance department to implement this change in procedure from previous years and to work out the “bugs” in the system.
- ❖ Marriage licenses were down for 2019 as I predicted would happen with the closure of the Heidel House in Green Lake, a popular wedding venue. There is currently legislation proposed in Madison which would allow couples to apply for their license in any county of the state instead of requiring them to apply in the county that they reside in. If passed, this could affect our license sales. Since our fees are lower than some of the surrounding counties we may see an increase in applications if a couple chooses to “shop around”. We all enjoy providing this service and hope to see revenue increase.
- ❖ Passport application processing increased once again in 2019. With the loss of marriage license revenue this has proven to be an important service my office took over in 2017. Annual training is required to keep our certificates up to date and to provide accurate information for each situation and questions that arise. Both Nan and Sam do an excellent job of providing this service to area residents.
- ❖ Payroll challenges for 2019 included a new timekeeping system and a change in health insurance for our employees. I spent many hours working with Deb Sweeney in IT to enter all of our employees into the new system and ensure all of the different leaves and rules were set up correctly for the many different types of employees we have. I believe that most of the problems have been resolved now and I would like to thank Deb for her expertise in our payroll software system and working with me to get this done! With the change in health care coverage, I spent a good share of December entering employees and working with WEA Trust to ensure a smooth transition for our employees.

❖ I attended several meetings regarding the 2020 census in the last few months. We have posted information on the county website as well as in the government center vestibule to keep citizens informed on the census process. I will be working with the Berlin Journal as well to provide ongoing information to area residents so we can make sure everyone is counted!

❖ I continue to be proud of the my staff in their ability to adapt to many different duties and situations in our office. We are happy to serve our fellow employees and the general public in any way we can.

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
County Board Annual Report
2019
Information Technology Department**

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

Highlights of the IT Departments accomplishments during 2019:

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 2019, 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. Performed continuous software upgrades and patches to improve the efficiency of County employees and their response to other departments and the public.
4. Remote access provided to employees and their applications along with online services added for public access.
5. Continued protecting all PCs with on-site security patching services and anti-virus/malware protection.
6. Performed all the IT financial and IT purchasing needs for the County.
7. Maintained the data backup system's infrastructure and operation.
8. Continually manage and handle all departments' data resource needs and requirements.
9. Managed all computing accounts setup and tear down for all employee transitions.
10. Many desktop PC and smartphone hardware upgrades to improve reliability and employee's efficiency.

11. 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.
12. 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.
13. 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.
14. Continued maintaining key power protection for IT hardware at all sites.
15. Continued inventory and tagging of all new IT equipment.
16. 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.
17. Completed multiple major upgrades and changes to all departments' individual systems. All departments at the County have both separate and shared software systems.
18. Continued support of network connectivity to local police departments for inter-agency resource sharing.
19. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.
20. Gave a presentation to County Board on December 17th, 2019 outlining the major IT activities of 2019.

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



GREEN LAKE COUNTY REGISTER OF DEEDS 2019 ANNUAL REPORT

The office of the Register of Deeds was established in Wisconsin in 1836. The 1848 Wisconsin Constitution established the office as a constitutional office. It also established the register of deeds office as a permanent element of the county-level government structure. Each county in Wisconsin has a register of deeds with statutory duties outlined in Wis Stat 59.43 and Ch. 69, which define the duties regarding vital records. Other duties are dispersed throughout the statutes and/or are administrative.

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 COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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

January 21, 2020

It is my pleasure to present the 2019 annual report for the office of the Green Lake County Treasurer.

- ✓ 2019 February Settlement was paid out at 66.22% of the total tax roll. This is a higher figure than in years past.
- ✓ Two bond payments were made in 2019. One on March 1st and the other on September 1st.
- ✓ Completed a Point & Pay integration with our tax receipting software.
- ✓ Switched to a new online banking platform with Horicon Bank.
- ✓ Attended the following conferences: Wisconsin Counties Constitutions Officers (WCCO), Wisconsin County Treasurer's Association (WCTA), Wisconsin Real Property Lister's Association (WRPLA) and the Transcendent User Group meeting.
- ✓ At the March WCCO conference, I was elected Treasurer for this organization.
- ✓ Assisted in the implementation of the automated boat launch pass payment machines.
- ✓ Worked through the In-Rem process with Corporation Counsel for properties with unpaid 2015 taxes.
- ✓ On August 7, we officially ended the 2018 tax collections with a total of \$481,483.40 in unpaid 2018 taxes. This left 1.17% remaining due on the 2019 tax roll.
- ✓ The interest rates were climbing in the first half of the year and then we saw a decline in them for the second half of the year. We did manage to come in at 116% over budget for interest income.
- ✓ We were able to take advantage of a CD special in the last two months of the year. I have invested \$1 million of our sales tax dollars into two separate 11 month CD's and I am expecting to earn around \$22K in interest on these funds.
- ✓ Started to research additional investment options for the county.
- ✓ In December, we started the process of receiving mill rates and certified levy amounts. The clerks enter their own special assessment and levy amounts, which our office verifies. Once we received final confirmation from the clerks that all information was accurate, we printed the tax bills, tax rolls and all pertinent information relating to the tax collection.
- ✓ The Treasurer's office has finished out 2019 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2019, our office has collected \$6,722,265.94 for the 2019 tax roll. This figure reflects collection for ten of the sixteen municipalities.
- ✓ Reviewed all pertinent recorded documents regarding ownership changes. The number of ownership changes on properties is consistent with years past. However, we have seen an increase in the number of splits and/or combinations. These transfers require a more extensive review and create additional work at the end of the year when we need to manually create tax bills for each newly parcel created.

Coming up in 2020:

- ✓ With the start of the New Year, we begin to prepare assessment rolls for the next tax cycle. This involves "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.

In addition to collecting taxes, the Treasurer's office continues to be a central location for many important functions within the Government Center. Some of these functions include: receipting and depositing all monies, keeping daily balances of all bank accounts, distributing all checks for the county, investing excess funds, maintaining records of all unpaid and delinquent taxes, assisting 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 2020 is to continue to provide accurate and friendly customer service to county board supervisors and co-workers alike. Our office strives to be as transparent as possible with everyone that enters our doors. When people leave our office, our goal is to ensure they have a better understanding of the tax bill process, as well as the many other functions our office handles.

Respectfully submitted,

Amanda R. Toney

County Treasurer/Real Property Lister

Listing of Tax Certificates by Municipality

