



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/29/2020

Amended* Post Date: 10/30/20

The following documents are included in the packet for the Administrative Committee on November 2, 2020:

- 1) *Amended Agenda
- 2) Minutes from 08/03/2020
- 3) Resolution Amending Chapter 9. Board of Supervisors, Article III. – Appointed Committees and Renumber Article IV Committees Generally.
- 4) Resolution Implementing Countywide Ambulance Service for 2021
- 5) *Resolution Declaring State of Emergency in Green Lake County Regarding COVID-19 through February 19, 2021
- 6) Department Reports (6)
- 7) Credit Card Request
- 8) Budget Adjustments (3)



**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: Monday, November 2, 2020 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

Amended AGENDA **

**Committee
Members**

*Harley Reabe, Chairman
Keith Hess
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: 08/03/2020
5. Resolutions
 - Amending Chapter 9. Board of Supervisors, Article III. – Appointed Committees and Renumber Article IV Committees Generally.
 - *Resolution Implementing Countywide Ambulance Service for 2021
 - ** Resolution Declaring State of Emergency in Green Lake County Regarding COVID-19 through February 19, 2021
6. Department Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
7. *Credit Card Request
8. Budget Adjustments – Register of Deeds (3)
9. Committee Discussion
 - Future Meeting Dates: TBD
 - Future Agenda items for action & discussion
10. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/95986056423?pwd=cjIKYWVWME8vSXRvVWZab21jdVlKUT09>

Meeting ID: 959 8605 6423

Passcode: 890346

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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 3, 2020

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 4:30 PM on Monday, August 3, 2020 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Keith Hess
Katie Mehn
Dennis Mulder

Absent: Brian Floeter

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Bill Hutchison, IT Director (Zoom); Cathy Schmit, County Administrator; Corporation Counsel Dawn Klockow; Renee Thiem-Korth, Deputy Register of Deeds

MINUTES

Motion/second (Hess/Mehn) to approve the minutes of June 15, 2020 as presented with no errors or corrections. Motion carried with no negative vote.

DEPARTMENT REPORTS

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

All reports were reviewed and discussed by the Committee.

RESOLUTIONS

- **Emergency Declaration for Green Lake County**

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

2021 BUDGET DISCUSSION

Preliminary 2021 budget outlines were presented and explained for each department. Discussion held.

LINE ITEM TRANSFER

- **Corporation Counsel – Office Expenses**

Corporation Counsel Dawn Klockow explained her request to transfer \$460 from the travel account to the office expense account to purchase a new desk chair.

Motion/second (Hess/Mulder) to approve the line item transfer and forward to the County Administrator. Discussion held. Motion carried with no negative vote.

CLOSED SESSION

- **Consider motions to convene into Closed Session – 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 quarterly evaluation update of the County Administrator.**

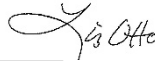
Motion/second (Mehn/Hess) to enter into Closed Session at 5:04 PM. Roll call vote – Ayes - 4, Nays – 0, Absent – 1 (Floeter). Motion carried.

County Clerk Liz Otto was excused.

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:55 PM.

Submitted by,



Liz Otto
County Clerk

ORDINANCE NO. -2020

Amending Chapter 9. Board of Supervisors, Article III. – Appointed Committees and Renumber Article IV Committees Generally.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 10th day of November 2020, does ordain as follows:

- 1 **WHEREAS**, The Green Lake County Board created a Land Information Council by
2 Resolution 28-2010 as an appointed committee; and
- 3 **WHEREAS**, The Green Lake County Board amended Chapter 9 by Ordinance 4-2017
4 to include the Land Information Counsel in Article III, Appointed Committees; and

$\frac{3}{4}$ Majority vote
No fiscal impact

Roll Call on Ordinance No. -2020

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 10th
day of November, 2020.

Harley Reabe, Chair

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

6 **WHEREAS**, When the County Board revised its rules of order, Chapter 9, by Ordinance
7 11-2018, the Land Information Council was inadvertently left out of the section on
8 appointed committees and no longer appears in the Code of Ordinances,

9 **WHEREAS**, This Ordinance is to correct the mistake and oversight and place the Land
10 Information Council in the appointed committee section of the County Board Rules.

11 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
12 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

13 Section 1. Green Lake County Ordinance, No. 11-2018, adopted by the Green Lake
14 County Board of Supervisors on April 17, 2018 is hereby amended as follows:

15 Renumber Article IV, §9-41 Committee membership and vacancies to §9-42

16
17 Renumber Article IV, §9-42 through §9-59. (Reserved) to §9-43 – 9-59 (Reserved).

18
19 Create §9-41, Land Information Council

20
21 §9-41. Land Information Council

22
23 A. The Land Information Council shall consist of not less than 8 members and shall
24 include the register of deeds, the treasurer/real property lister, and the following members
25 appointed by the County Board for a one-year term or until a successor has been
26 appointed and confirmed:

27 1. A member of the County Board.

28 2. A representative of the land information office.

29 3. A realtor or a member of the Realtors Association employed within the county.

30 4. A public safety or emergency communications representative employed within the
31 county.

32 5. The county surveyor or a professional land surveyor employed within the county.

33 6. Any other members of the County Board or public that the County Board designates.

34
35 B. Notwithstanding par. (A), if no person is willing to serve under par. (A) 3., 4., or 5., the
36 County Board may create or maintain the Land Information Council without the member
37 designated under par. (A) 3., 4., or 5.

38
39 C. The Land Information Council shall review the priorities, needs, policies, and
40 expenditures of the land information office established by the County Board and advise the
41 County Board on matters affecting the land information office.

42
43 Section 2. This ordinance shall become effective upon passage and publication.

44 Section 3. The repeal and recreation of any section herein shall not have any effect on
45 existing litigation and shall not operate as an abatement of any action or proceeding then
46 pending or by virtue of the repealed sections.

47 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
48 repealed.

RESOLUTION NUMBER -2020

Resolution Implementing a Countywide Ambulance Service

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 10th day of November 2020, does resolve as follows:

- 1 **WHEREAS**, in 2018 the Green Lake County Clerk received resolutions from the Towns
2 of Aurora in Waushara County and Nepeuskun in Winnebago County, the towns of
3 Princeton, Brooklyn, Seneca, St. Marie and Town of Berlin in Green Lake County,
4 Village of Kingston as well as the Cities of Berlin, Green Lake, and Princeton regarding
5 ambulance services in Green Lake County which asked for a comprehensive feasibility
6 study for a countywide ambulance service; and,
- 7 **WHEREAS**, Resolution 27-2018 authorized the retention of a consultant to conduct a
8 comprehensive feasibility study to explore the potential for a countywide ambulance
9 service to bring stability for emergency medical services within Green Lake County;
10 and,
- 11 Fiscal note is attached.
- 12 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 10th
day of November, 2020.

Harley Reabe, Chair

Dennis Mulder

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

13 **WHEREAS**, Strategic Management & Consulting was chosen to do a comprehensive
14 study of EMS services in Green Lake County and its report has been received and
15 distributed to the County Board of Supervisors; and,

16 **WHEREAS**, the Ambulance System and EMS Operations Evaluation, Review, Findings,
17 and Recommendations (“the Study”) of Strategic Management & Consulting contains
18 information vital to an understanding of the County’s ambulance system and EMS
19 needs; and,

20 **WHEREAS**, the Study states, in part,

- 21 • “Emergency Medical Services is a tough, demanding, and necessary service in
22 today’s society. Paramedics, Emergency Medical Technicians, Emergency
23 Medical Technicians Advanced, and Emergency Medical Responders are on-call
24 around the clock to respond to anything imaginable from broken bones to heart
25 attacks, car crashes and assaults, and everything in between, even COVID-19.”
- 26 • The demographics of volunteers has aged, and in rural communities the age
27 range of volunteers is between 45 and 65 years of age. “It is currently extremely
28 difficult for rural areas to bring the people needed to keep the ambulance service
29 going” with volunteers.
- 30 • The highest population group in the County is 50-69 years, the median age is
31 45.5, and the 50-69 and above 69 years of age groups represent the highest
32 EMS utilization of resources.

33 **WHEREAS**, regionalization of EMS services in Green Lake County will allow for the
34 combination of current resources and allow for better utilization of a dwindling workforce
35 and volunteers.

36 **WHEREAS**, A countywide operated EMS System can be efficient, cost effective and
37 create a stable and efficient ambulance model that is able to more efficient and timely
38 respond to the emergency calls within the County; and,

39 **WHEREAS**, Wisconsin Statute §66.0602(3)(e)6. allows the County to exceed levy limits
40 for a countywide emergency medical system; and,

41 **WHEREAS**, municipalities may not exceed levy limits to provide EMS services, thereby
42 levy limits complicate and limit municipalities’ ability to effectively manage their budgets
43 to address the increasing costs for EMS services; and,

44 **WHEREAS**, The Administrative Committee has reviewed the Study and recommends
45 that Green Lake County create a “County municipal-based EMS Delivery Model,

commonly known and recognized as a ‘Third Service Model’” and utilize the third option provided in the Study.

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Board of Supervisors hereby adopts “Option 3” in the Ambulance System and EMS Operations Evaluation, Review, Findings, and Recommendations of Strategic Management & Consulting.

BE IT FURTHER RESOLVED, that the effective date of this Resolution shall be July 1, 2021, which has a zero (\$0) dollar net impact on the County levy.

BE IT FURTHER RESOLVED, That a department, “Emergency Medical Services”, is hereby created, effective July 1, 2021. The department head/director shall be appointed by and report to the County Administrator. The governing committee shall be the Judicial Law/Emergency Management Committee.

BE IT FURTHER RESOLVED, that the budget contained in the Fiscal Note is hereby added to the 2021 County Budget.

BE IT FURTHER RESOLVED, the County Administrator shall create appropriate expense/revenue accounts for the Emergency Medical Services Department.

BE IT FURTHER RESOLVED, that Supervisory and administrative staff will be licensed Paramedics, with the intent that supervisory staff will fill in on shifts to maximize staffing and minimize overtime.

FISCAL NOTE:

2021 EMS Budget	
Income/Revenue	
Fees/Services Rendered	
Ambulance fees: 911 Calls	\$ 1,608,750.00
Ambulance fees: Inter-facility transports	\$ 122,500.00
Funding Assistance Program (FAP)	\$ 7,500.00
Other grants	\$ 10,000.00
Donations	\$ 10,000.00
Sub-total Income/Revenue	\$ 1,758,750.00
Minus Accepting Assignment/Write-offs (58%)	\$ 933,075.00
Total Income/Revenue	\$ 825,675.00

2021 EMS Budget Operations	
Wages and Expenses	
Administrative/Office Staff Wages	\$ 185,640.00
Field Staff Wages	\$ 876,690.00
Overtime Wages	\$ 33,500.00
Payroll Taxes	\$ 81,268.00
Wisconsin Retirement System	\$ 85,183.00
Employee Insurance Benefits	\$ 268,928.00
Sub-total Wages & Benefits	\$ 1,531,209.00
Expenses	
Staff continuing education	\$ 7,500.00
Public Relations	\$ 3,000.00
Vehicle Maintenance & Repair	\$ 35,000.00
Medical/Operating Supplies	\$ 50,000.00
Employee Hiring/recruitment/awards	\$ 5,000.00
Uniforms	\$ 10,000.00
Fuel	\$ 22,500.00
Building rents & leases	\$ 15,000.00
Utilities	\$ 15,000.00
Postage	\$ 750.00
Insurance for vehicles and worker's compensation	\$ 50,000.00
Professional Services	\$ 15,000.00
Billing Services	\$ 55,872.00
Service contracts	\$ 7,500.00
Office Supplies	\$ 3,500.00
Other expenses	\$ 5,000.00
Information Technology	\$ 7,500.00
Phones, pagers, & Office Equipment	\$ 10,000.00
Small equipment	\$ 50,000.00
Small equipment - maintenance & repair	\$ 10,000.00
Replacement Ambulance	\$ 180,000.00
Graphics/logo changes	\$ 7,500.00
Funding Assistance Program (FAP)	\$ 7,500.00
Subtotal expenses	\$ 573,122.00
Total Expenses	\$ 2,104,331.00

2021 EMS Budget Operations	
Tax Levy	
Total Wages & Expenses	\$ 2,104,331.00
total Revenue/Income	<u>\$ 825,675.00</u>
Total	\$ 1,278,656.00
EMS Tax Levy	\$ 1,278,656.00
EMS Per Capital Rate	\$ 68.00

RESOLUTION NUMBER -2020

**Resolution Declaring State of Emergency in Green Lake County
Regarding COVID-19 through February 19, 2021**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 10th day of November 2020, does resolve as follows:

- 1 **WHEREAS**, in December 2019, a novel strain of the coronavirus now named
- 2 Coronavirus Disease 2019 (COVID-19) was detected and has spread through many
- 3 countries, including the United States; and
- 4 **WHEREAS**, the World Health Organization declared a Public Health Emergency of
- 5 International Concern; and the United States Department of Health and Human
- 6 Services declared a Public Health Emergency; and
- 7 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 10th
day of November, 2020.

Harley Reabe, Chair

Keith Hess

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

WHEREAS, on March 13, 2020, President Donald Trump declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”).

WHEREAS, Green Lake County currently has 785 confirmed positive COVID-19 cases and 118 probable cases. The case rate is 1200 per 100,000 people, is considered to be very high, and cases are expected to continue rising. Cases have doubled from September to October. Thirteen percent (13%) of confirmed cases are currently active, and as of October 30, 2020, the County experienced four (4) deaths, all in the month of October. The rise of cases and the four deaths constitute a condition within the County posing an imminent threat of a disaster within the meaning of Chapter 323 of the Wisconsin Statutes that could impair medical care, health protection, and other critical systems of Green Lake County; and

WHEREAS, the following chart shows the confirmed cases from March through October 30, 2020; and



WHEREAS, declaring a state of emergency will facilitate and expedite the use of all available resources to protect persons from the impacts of the spread of COVID-19 while ensuring continuity of critical operations within Green Lake County.

NOW THEREFORE BE IT RESOLVED, the Green Lake County Board of Supervisors, under the power vested in it by Wis. Stat. §323.11, hereby declares a state of emergency in Green Lake County.

BE IT FURTHER RESOLVED, the state of emergency shall last until February 19, 2021, unless rescinded sooner by a Resolution of the County Board.

BE IT FURTHER RESOLVED, that if the Health and Human Services Department deems it necessary to make use of volunteer health care practitioners, the Health Office shall notify the state department of health services.

BE IT FURTHER RESOLVED, that the County Board Chair and County Administrator have joint authority to grant limited exceptions to current County policies and ordinances which deal with employment, daily operation and function of County facilities where it is the best interest of the county for the purpose of building and facility safety, employee policies and procedures, internal county operation and functions during the COVID-19 pandemic. All exceptions should be consistent with Wis. Ch. 323 (Emergency Management), any State or Federal legislation connected with the COVID-19 pandemic, and based on best practices as recommended by the CDC, WI DHS and the Green Lake County Health Department.

BE IT FURTHER RESOLVED, that the County Board Chair and County Administrator have joint authority to draft policies and procedures that are necessary to protect the public who enter and employees who work in County buildings and facilities from the spread of COVID-19, and shall consider all available state and federal guidance and recommendations for the County's facilities to continue providing government services to the public and protecting County employees.

BE IT FURTHER RESOLVED, if the County Board Chair is unable to perform the duties under this resolution, the power to make decisions shall lie with the County Board Vice-chair.

BE IT FURTHER RESOLVED, if the County Administrator is unable to perform the duties under this resolution, the power to make decisions shall lie with the Corporation Counsel.

BE IT FURTHER RESOLVED, so long as the meeting is consistent with the requirements of open meetings, the County Board or its committees may conduct electronic meetings for conducting County business.

BE IT FURTHER RESOLVED, that all policies and directives enacted under Resolution 04-2020, Resolution 09-2020, Resolution 13-2020 and Resolution 14-2020 shall continue in effect until the expiration of this declaration, unless the policy has a sunset date set by state or federal law, then the policy shall expire based on state or federal law.

FISCAL NOTE: all appropriations under all emergency declarations shall not exceed \$290,000 and shall be remitted from the contingency fund.



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: October 23, 2020

RE: Report of Office Activity from July 1, 2020 through September 30, 2020

Honorable Members of the Administrative Committee:

I am pleased to report my office's activities from July 1, 2020 through September 30, 2020. 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 10.6 hours in July, 4.7 hours in August and 14.3 hours in September. Child support case work has been reduced due to changes in the court's calendar and the COVID-19 virus. Child support hearings have resumed with in person appearances, but Zoom hearings are still allowed.

My other activities included:

- Attended meeting hosted by VonBriesen Roper regarding Health Officer Guidance Document for WCA on July 11th.
- Attended WCA Zoom meeting on Public Health Guidance document on July 19th.
- Attended COVID-19 Employment Law Issues hosted by Quarles and Brady, online on August 27th.
- Taught UW Green Bay Behavioral Health Training Partnership seminar, online on September 8th.
- Attended webinar on Marsy's Law hosted by vonBriesen Roper on September 10th.
- Attended TREDC meeting via Zoom on September 25th.

Included with this memorandum are the reports for the assignment and litigation files which show my activities for the third quarter of 2020, and also reports for year-to-date activities.

It is a pleasure to continue serving the Green Lake County Board of Supervisors and County Departments. I celebrated my five year anniversary with the County on September 1, 2020.



GREEN LAKE COUNTY OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator
cschmit@co.green-lake.wi.us

Office: 920-294-4166
FAX: 920-294-4135

Administrative Committee – November 2020

Since my last quarterly report in August 2020, I have participated in the following general routine tasks:

- Monthly Department Head meetings (via Zoom).
- Monthly report to County Board.
- Scheduled and coordinating several staff budget workshops to facilitate development of the 2021 annual budget with one-on-one staff assistance available.
- Finalized 2021 Annual Budget process, presented to Finance Committee for publication by the statutory deadline and distributed to County Board.
- Attended: Participated in numerous State of WI, WCA, WCMA and WCEA hosted meetings presented in a Zoom virtual format.
- Coordinating Government Center Structural and Electronic Security Upgrades currently in process.
- Continue to work with consultant and County Board regarding the countywide ambulance service feasibility study and recommendations.
- Following cancellation of the 2020 Green Lake County Fair and resignation of Fair Coordinator, Kathy Ninneman has filled vacancy as combined Fair/UWEX Program Coordinator position.
- Continue working with State and TREDC on Revolving Loan Fund close out process.
- Completed annual Indirect Cost Plan.
- Finalizing 2019 Annual Audit; preliminary 2020 Audit work.
- Prepping for kickoff of 2021 Pay for Performance Process.
- March to Present:
 - Worked closely with the County Board Chair and our Covid-19 Response Team to address the pandemic related emergency response and associated challenges.
 - Coordinate the County COVID-19 response in partnership with County departments.
 - Update and issue Green Lake County COVID-19 Plan Directives and coordinated temporary internal policy modifications in response to the pandemic.
 - Track and report COVID-19 related costs and report for FEMA, CARES, etc. funding.
 - Participate in numerous daily virtual meetings relating to the pandemic response.
- Upcoming:
 - Do not plan to attend any upcoming in-person conferences due to continuing spikes in COVID-19 cases.



GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE COUNTY CLERK REPORT November 2, 2020

Activities in the County Clerk's office in recent months include:

- ❖ The main focus in our office for the last few months has been the General Election taking place on November 3. My office is responsible for creating and ordering ballots, programming election machines, and providing supplies to the municipal clerks. We also offer support for any questions and/or issues that the municipal clerks need answers to along the way. Samantha Stobbe does the data input into WisVote for 6 of the 16 municipalities and helps the clerks that do their own entries if they have questions or problems. I would like to thank the municipal clerks for their tireless efforts to keep up with the huge amount of absentee ballots and their ongoing mission to provide a safe and accurate election experience for all voters!
- ❖ All 16 municipalities within Green Lake County have ordered a new voting machine, the ICE (Image Cast Evolution). The Town of Brooklyn has received theirs and will be using it for the November 3 election. All others will receive theirs by the end of the year. The best part is that all of them were able to pay for the machines through COVID funds under the Routes to Recovery grant. For many that covers the entire cost but since all municipalities received a different amount of funding, the County will be paying for the firmware and the delivery costs for those who don't have enough funding to cover it. This has all been added to the 2021 budget. New machines were needed due to the decommissioning of the Edge (touchscreen) machines that all of the municipalities were currently using.
- ❖ I was very excited to receive \$35,762.54 from the Wisconsin Elections Commission (WEC) for the Election Security Subgrant to upgrade security systems. I worked with IT Director Bill Hutchison and County Administrator Cathy Schmit to compile a "wish list" for the grant application and since the funds were received on August 18, we have implemented many of the items and are waiting for the final building security upgrades to spend the rest of the funds.
- ❖ As many of you may be aware, COVID has hit our office in the last month. I tested positive and was out of the office for 10 days and Nan Hanson also was out for the same amount of time. Although I was able to work from home during my quarantine, I want to thank Samantha for taking care of the office by herself and I also want to thank the Treasurer's office for helping out with the mail while we were shorthanded. Nan and I are both back and feeling great so Samantha will be working from home until her baby is born due to the high risk involved with COVID.
- ❖ I have been working with Green Lake Greenways to cover the costs of Phase I of the multi-use path. Once all of the invoices are paid, we will receive reimbursement through the DNR grants that were awarded to them. I have sent in all of the documentation up to this point.
- ❖ Passport application processing has resumed at the Chicago processing center so we have seen some increased activity with new applications. We have been advised that processing is estimated to take 10-12 weeks.

- ❖ Open enrollment for our health, dental and vision insurance will take place from November 1 – November 15. With the current COVID situation, our providers will not be coming in person but I am sending out virtual information and employees can feel free to contact me with any questions.
- ❖ Marriage licenses are down this year as we expected due to the Heidel House closure and COVID. As of today (October 27), we have issued 87 licenses. Last year we had a total of 101. Hopefully with the Heidel House property set to reopen and an optimistic outlook on a COVID vaccine, we will rebound on license applications in 2021.

As always, I welcome any comments or questions you may have.

Respectfully submitted,

Elizabeth Otto

Elizabeth Otto

County Clerk



Green Lake County Information Technology Department

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

October 27th, 2020

Memo to Administrative Committee:

Highlights of IT Department activity since the August 3rd 2020 report to this committee:

- To date, completed 10 of 15 planned capital projects budgeted for 2020.
- A spike in our work load of assisting employees with their additional COVID work changes and those working from home.
- Continued security trainings for all employees.
- On-going reports from CISA cyber hygiene of our outer systems continue to return all clear, no vulnerabilities.
- Continued weekly security updates and patching of all IT systems.
- Continued work to refresh or remove outdated software packages across organization.
- Work with all County Board Supervisors and their iPads.
- Moved 5 departments to date over to cloud based faxing.
- Multiple upgrades to numerous existing department applications software.
- Main Treasurer and Planning & Zoning department applications upgraded.
- Land Conservation new BMP software completed and placed into production.
- HHS's OrderConnect system placed online and into production.
- County's main financial software package upgraded to current.
- Moved of all County Department iPhones, iPads, phones and hotspots over to nation-wide public safety FirstNet carrier.
- Cut over to new MDM and business manager for all FirstNet devices.
- Center for Internet Security's network packet sensor brought online and active. Received first report showing no issues.
- Negotiated reduced price with managed print provider for majority of devices.
- Moved over to new cloud backup for server systems.
- Involved with debugging vendor issues with Health unit's temp monitors.
- Moved all County groups under one Facebook Business account for better management and archiving.

Respectfully submitted,

Bill Hutchison
Information Technology Director



GREEN LAKE COUNTY OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

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

November 2, 2020

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

I would like to start off by saying I have been blessed to have served Green Lake County since 1992, the first 20 years as a Sheriff's Deputy and the past 8 years as your Register of Deeds, for a total of 28 years of service. As Green Lake's Register of Deeds I made several promises to our citizens that I am proud to say I, along with my co-workers have realized these accomplishments include electronic recording, providing records online, back indexing over 50,000 records, modernizing the office, along with working with our business partners and the county board to provide the best services possible. We could not have accomplished so much without my great deputies by my side, Jane Thomas and Renee Thiem-Korth!

Since 2013 we have completed several scanning projects providing us the ability to offer our land records online. We can now search, view and print records dating back to 1870. A key element to searching is having the index data searchable. My staff has indexed and verified over 57, 000 records since 2013. This provides the ability to do a 40+ year search with full legal descriptions. Searching our records is an essential requirement for title companies and lending institutes to insure real estate transactions and keep Green Lake County's economy strong.

In 2013 we began offering our records online through programs such as Laredo and Tapestry, which allows computer access to our County's land records, creating additional revenues for our county. Next, we added eRecording which provides the ability to submit documents for recording electronically, again saving the county money in time and materials associated with paper documents.

Other services were added in the years to follow including Property Fraud Alert, a system to notify a citizen when a land record has been recorded in their name. We also implemented Official Records Online, an electronic service to purchase your birth, marriage, death or divorce record using your credit card. This product along with eRecording and online access to our records proved very useful during the recent pandemic.

Wisconsin legislature mandated the redaction of social security numbers from land records in 2010. When I took over as Registrar we still needed to redact over 163,000 social security numbers from our electronic records. The Register of Deeds team along with volunteers, including Donna Eury, and our software partner worked together to complete the project in less than 2 years.

Our office continued with several projects in 2018, including the digitizing of our military records providing data and image backup to these valuable documents stored in our office. We also digitized our tract books to assist in searching land records allowing us to provided free access to the tract index on our website. Our website received a much needed update with the help of Gerald Stanuch from Planning and Zoning; which allows customers the ability to easily navigate and find services within the Register of Deeds website. Green Lake County passed an ordinance in 2018 mandating parcel numbers for all conveyances tying into the statewide parcel mapping initiative.

In 2019 we added WIDOR a software program to link document numbers with transfer return information directly into the Wisconsin Department of Revenue's database. We also implemented Monarch, a software

program that provides conveyance information directly into the Real Property Lister in the Treasurer's office system for greater efficiencies. Renee Thiem-Korth indexed and scanned all of our plat maps into our system assuring all plats would be available online.

Our office has an ongoing project maintaining our bound real estate books which are securely stored in our vault; each year we have several books repaired or restored for statutory records preservation.

I have been involved at the State level as Legislative Chair for the Wisconsin Register of Deeds Association and successfully passed 9 bills in 4 years with the great support of Representative Ballweg and Senator Luther Olsen who sponsored all our bills. Of all the bills we successfully passed, the most important and beneficial to our citizens include statewide issuance of vital records in 2016 and Sheriff Deed legislation in 2018.

In 2016 I received the distinct honor of receiving the President's award through the Wisconsin Register of Deeds Association for outstanding contribution, I was again honored in 2018 by receiving the Wisconsin County Constitutional award and just weeks ago received the President award for a second time from the Wisconsin Register of Deeds Association for work I did on condominium legislation. I am extremely grateful to have worked with such a great group of people around the state to serve our citizens through legislation for the betterment of our constituent's lives.

I also have the pleasure to serve as a Wisconsin Counties Association Ambassador along with County Board Chairman Harley Reabe since 2016. As county representatives, together we have lobbied at the Capital for issues including broadband, child welfare, and 911 funding to name just a few.

Recently I have been working on a history of all past Register of Deeds since 1859 and will be putting a permanent record in our vault with pictures of the recent Register of Deeds. I wanted to show my appreciation for all the Registrars that came before me and hopefully of those to come. The Register of Deeds duties are a very valuable part of county government; we hold the history and future of Green Lake County's land and its people. The records we record and store for eternity are the basis of our county's economic future.

I have been privileged beyond words to have served as a public servant in law enforcement for the City of Green Lake, City of Princeton and Green Lake County Sheriff's Office and as Register of Deeds for the past 33 years. I have made so many cherished friends, throughout the county and I will forever be grateful. My guiding principle for my years in in public service has always been this,

Treat people with respect, be honest, talk from the heart, and always do the "right" thing, even when it's not popular. People will respect that because they know it is genuine.

I have always loved what I do, and I tried to emulate what Bush 41 so eloquently stated:

"Fulfillment of a complete life cannot be accomplished without service to others."

I have had a wonderful career because I was able to serve others. Thank you so much for the opportunity to do so. Thanks to my husband Karl and daughter Alesha for their unwavering support.

I again want to thank my staff, fellow colleagues, the County Board and our great citizens for all of their support! God Bless.

Respectfully Submitted,



Sarah Guenther
Green Lake County Register of Deeds



GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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

October 26, 2020

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

- ✓ August 31st ended with unpaid 2019 taxes in the amount of \$531,845.32, which was 1.31% of the 2019 tax roll.
- ✓ On Thursday August 20th we completed the August Settlement. This is the process where all of the taxing jurisdictions within the County received their final funds from the 2019 levied tax amount. The total of this disbursement was \$8,329,055.90.
- ✓ On September 1st we issued certificate numbers to 437 parcels with delinquent 2019 taxes.
- ✓ Finalized 2021 budget.
- ✓ Deputy Stef Meeker attended the virtual Real Property Listers Conference in September.
- ✓ Attended the virtual Wisconsin County Treasurer's Association Conference for two days in September.
- ✓ Attended the TTECH virtual user group meeting.
- ✓ Attended multiple online meetings for the Treasurer's Homeowners Task Force.
- ✓ Meetings with PFM and PMA regarding our current bond portfolio.
- ✓ Continue to monitor the county investments.
- ✓ Successfully sold two of the remaining three county owned properties.
- ✓ Started the In-Rem process on this parcels with delinquent 2016 taxes.
- ✓ With the housing market being so busy, there has been an increase in recorded documents which flow into our Real Property Listers tasks.
 - 2019 January to Sept 30 – approximately 1,122 documents
 - 2020 January to Sept 30 – approximately 1,679 documents
 - 21 In Progress (issues)
- ✓ Continue to process daily boat launch pass requests.
- ✓ Coming up in the 4th quarter
 - In November, we typically schedule our Fall Clerk/Treasurer meeting. Due to the pandemic, we are going to forego this year's in-person training and provide alternative methods of instruction.
 - 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

EMPLOYEE AGREEMENT

I, (employee name) Renee A. Thiem-Korth, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: Renee A. Thiem-Korth

Date: 10/27/2020

Department: Register of Deeds

Card # Issued: _____

Request for Credit Card Approval

Department: Register of Deeds
Committee: Administrative

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
<u>Renee A. Thiem-Horath</u>	<u>Register of Deeds</u>	<u>1500-</u>

Justification for Credit Card(s):

<u>Conferences, Hotels, Office Supplies</u>

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 1, 2020
Department: Register of Deeds
Amount: \$1,620.00
Budget Year Amended: 2020

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


The Register of Deeds office increased fees to Laredo user after 7 years. The county;s expenses have gone up and the access to the Register of Deeds Office has increase. Searches can find fully indexed data back to 1980, that is 40 years worth of data, the industry standard for title searching.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
20-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ 1,620.00	\$ 43,020.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,620.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
20-100-07-51710-258-000	laredo fidlar expense	\$ 10,900.00	\$ -	\$ 10,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

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

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 17, 2020
Department: Register of Deeds
Amount: -\$2,640.00
Budget Year Amended: 2021

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

Corelogic cancelled laredo plan for \$450 per month.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ (4,020.00)	\$ 37,380.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (4,020.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-51710-258-000	Lareco Fidar Expense	\$ 11,300.00	\$ (1,380.00)	\$ 9,920.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (1,380.00)	

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

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 17, 2020
Department: Register of Deeds
Amount: -\$440.00
Budget Year Amended: 2020

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

Corelogic cancelled laredo plan for \$450 per month.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
21-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ (670.00)	\$ 40,730.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (670.00)	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
21-100-07-51710-258-000	Lareco Fidar Expense	\$ 10,900.00	\$ (230.00)	\$ 10,670.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (230.00)	

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: _____