



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 2/4/22

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on February 8, 2022:

1. Amended Agenda
2. Minutes from 8/3/21 and 8/17/21
3. Resolutions (3)
4. Information regarding position in the Register of Deeds office
5. Credit Card Request Approvals
6. Annual Reports (6)



**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: Tuesday, February 8, 2022 Time: 3:00 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: 08/03/2021 and 8/17/21
5. Public Comment
6. Resolutions
 - Salary for County Sheriff 2023-2026
 - *Relating to Sick Leave Payout for Sheriff Mark Podoll
 - Salary for Clerk of Circuit Court 2023-2026
 - Salary for County Coroner 2023-2026
7. Discussion and Possible Action regarding Medical Examiner
8. *Discussion regarding position in Register of Deeds office
9. Discussion on Long Range Planning and the Comprehensive Plan
10. *Request for Credit Card Approvals
11. Annual Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
12. Committee Discussion
 - Future Meeting Dates:
 - Future Agenda items for action & discussion
13. 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:

Green Lake County Clerk is inviting you to a scheduled Zoom meeting.

Topic: Administrative Committee
Time: Feb 8, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81604411823?pwd=YzhzVG1YcFUwcFJJRjBNLzdDeVR2Zz09>

Meeting ID: 816 0441 1823

Passcode: 192450

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

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, 2021

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 10:00 AM on Tuesday, August 3, 2021 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. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Brian Floeter
Keith Hess (Zoom)
Katie Mehn
Dennis Mulder

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Cathy Schmit, County Administrator; Corporation Counsel Dawn Klockow; Renee Thiem-Korth, Register of Deeds; Dave Abendroth, Supervisor #4 (Zoom); Patti Garro, Supervisor #8; Bill Hutchison, IT Director; Sheriff Mark Podoll.

MINUTES

Motion/second (Mulder/Mehn) to approve the minutes of February 1, 2021; March 15, 2021; March 24, 2021; and March 31, 2021 as presented with no errors or corrections. Motion carried with no negative vote.

PUBLIC COMMENT

Sheriff Mark Podoll thanked the IT department and staff for all of their help in getting the Sheriff's Office body camera project implemented.

ORDINANCES

- **Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance**

Corporation Counsel Dawn Klockow explained the amendment to retain any meeting recordings for 120 days as well as changing the use of electronic meetings to be an option for all meetings instead of only in emergencies.

Motion/second (Floeter/Mulder) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

RESOLUTIONS

- **Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022**

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

Chair Reabe stated that the final resolution will be voted on at the end of the meeting.

DISCUSSION ON REDISTRICTING REQUEST

This was left on the agenda from a previous meeting. A redistricting committee will be appointed at the August County Board meeting.

COUNTY BOARD PER DEIM & SALARIES FOR 2022-2024

Discussion held on the current per diem rates and chair salary. Committee meetings are currently paid at \$45.00 per meeting and County Board is \$50.00 per meeting. The Chair's salary is set at \$6,000 annually.

Motion/second (Floeter/Mulder) to leave as is with no changes and forward to County Board. Motion carried with no negative vote.

2022 BUDGET DISCUSSION

Budgets from all departments were submitted to the Supervisors via email. No discussion.

REPORTS

Submitted written reports were reviewed and the following updates were given:

- Corporation Counsel – Klockow explained the MISC category
- County Administrator – discussion held on the pandemic policy (Attachment B in the Administrative Manual) and the termination language in Directive #6 online.
- County Clerk – Alio Time payroll software is working well with no issues
- IT – Bill Hutchison stated that the storm from last week proved to be a “non-event” for the IT Department due to the many procedures in place to prevent outages, etc. Discussion held on changing the Closing Notice on the home page of the county website.
- Register of Deeds – discussion held on the internal/external posting of open positions
- Treasurer – update given on ARPA funds and tax deed properties. Also a discussion on the audit situation.

RESOLUTIONS (continued)

- **Resolution Implementing a County Wide Ambulance Service**

Brian Floeter, Chair of the AdHoc Ambulance Committee, thanked all of the members and county administration for their input in developing this resolution. He encouraged all to support it and forward it to County Board.

Motion/second (Mulder/Floeter) to approve the resolution and forward to County Board. *Motion/second (Floeter/Mulder)* to amend Lines 89-91 to include that the contracts with outside service providers be approved by County Board. Discussion held. Deputy County Clerk Samantha Stobbe stepped in to finish meeting minutes at 11:18AM, County Clerk Liz Otto left the meeting. Floeter withdrew his motion to amend, Mulder withdrew his second. *Motion/second (Floeter/Mehn)* to amend lines 87-88 to add to the end of line 88 the following language: “and the bids shall be reviewed by the Judicial Law/Emergency Management Committee, who shall make a recommendation to the County Board. The County Board shall make the final decision on the winning bidders with a 2/3 majority vote”. Motion carried with no negative vote. *Motion/second (Floeter/Mulder)* to change “EAC” throughout the resolution to Emergency Management Services Committee. Motion carried with no negative vote. All ayes to approve the resolution as amended with no negative vote.

COMMITTEE DISCUSSION

Future Meeting Dates: Special meeting prior to County Board on August 17, 2021 at 5:30 PM for an IT budget adjustment.

Future Agenda items for action & discussion: annual review/quarterly feedback session regarding County Administrator

ADJOURNMENT

Chair Reabe adjourned the meeting at 11:33 AM.

Submitted by,



Liz Otto
County Clerk

ADMINISTRATIVE COMMITTEE MEETING

August 17, 2021

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 5:30 PM on Tuesday, August 17, 2021 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. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Harley Reabe
Brian Floeter
Keith Hess
Dennis Mulder

Absent: Katie Mehn

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Corporation Counsel Dawn Klockow; Gene Thom, Supervisor #19.

BUDGET ADJUSTMENTS

- **IT**

Transfer funds from Contingency to IT in the amount of \$31,860.00 for new case management software. Discussion held on training and implementation of the project.

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

COMMITTEE DISCUSSION

Future Meeting Dates: November 1, 2021

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:34 PM.

Submitted by,



Liz Otto
County Clerk

RESOLUTION NUMBER -2022

RELATING TO SALARY FOR COUNTY SHERIFF 2023-2026

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of February, 2022, does resolve as follows:

1 The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly
2 assembled at its regular meeting begun on the 15th day of February 2022, does resolve
3 as follows:

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

10
11 **WHEREAS**, in 2022 the County reviewed wage comparables for the salary of the
12 Sheriff using the Counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca
13 and Columbia.

14
15 **WHEREAS**, the 2022 mid-point wage average for those Counties for the position of
16 Sheriff is \$98,625.83 and
17

Roll Call on Resolution No. -2022

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 15th
day of February 2022.

Brian Floeter

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Keith Hess

Corporation Counsel

Katie Mehn

18 **WHEREAS**, the average increase in wages for the years 2019 through 2021 in Green
19 Lake County for all employees was 3.55%.

20
21 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Sheriff of Green
22 Lake County for the periods below shall be:

23
24 January 1, 2023 to December 31, 2023 \$ 102,127.05 3.55%
25 January 1, 2024 to December 31, 2024 \$ 105,752.74 3.55%
26 January 1, 2025 to December 31, 2025 \$ 109,506.77 3.55%
27 January 1, 2026 to December 31, 2026 \$ 113,394.26 3.55%

28
29 Salary Increase

30
31 2023 \$3,501.22 increase 2025 \$3,754.22 increase
32 2024 \$3,625.51 increase 2026 \$3,887.49 increase

33
34
35 Majority vote is needed to pass.

36

RESOLUTION NUMBER -2022

RELATING TO SICK LEAVE PAYOUT FOR SHERIFF MARK PODOLL

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of February, 2022, does resolve as follows:

1 **WHEREAS**, the wage for elected officials, including the Sheriff was presented to the
2 Administrative Committee at the February 20, 2018 meeting, and
3

4 **WHEREAS**, the Sheriff's term is for four years, and that salary is set almost a year
5 before the term begins, and
6

7 **WHEREAS**, in 2018 the Sheriff presented to the Administrative Committee his proposal
8 for wages for the years 2019 through 2022, and
9

10 **WHEREAS**, the Administrative Committee felt that the 11.25% raise that was needed to
11 bring the Sheriff up to the mid-point wage for the comparable Sheriff's for the term 2019
12 thru 2022 was not affordable, and
13

14 **WHEREAS**, the Sheriff received a 3.9% increase in salary which did not meet the
15 midpoint salary for the Sheriff's in the comparable Counties. and
16

Roll Call on Resolution No. -2022

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th
day of February 2022.

Harley Reabe, Chair

Brian Floeter

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Keith Hess

Corporation Counsel

Katie Mehn

17 **WHEREAS**, in 2019 the actual salary for the position of Green Lake County Highway
18 Commissioner which was budgeted for in 2018 was increased by 14.75%, and

19
20 **WHEREAS**, in 2019 the actual salary for the position of Director of Green Lake County
21 Human Services, which was budgeted for in 2018 was increased by 15.75%, and

22
23 **WHEREAS**, that during the term of 2019 through 2022 the Sheriff's salary was
24 \$11,103.17 less than the mid-point salary for the comparable Sheriff's.

25
26 **NOW THEREFORE BE IT RESOLVED** that \$11,103.17 be converted to hours at the
27 rate of \$47.18 per hour, which is equal to 235 hours, and

28
29 **Let it be further resolved** that 235 hour be added to the Old Sick Leave Bank for
30 Sheriff Podoll and

31
32 **Let it be further resolved** that Sheriff Mark Podoll will be granted all of the hours in
33 the Old Sick Leave Bank at his hourly salary rate at the time of his retirement,
34 resignation or death.

35 Majority vote is needed to pass.

36

RESOLUTION NUMBER -2022

SALARY FOR CLERK OF CIRCUIT COURT 2023 - 2026

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of February 2022, does resolve as follows:

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

WHEREAS, in 2022 the County reviewed wage comparables for the salary of the Clerk of Circuit Court using the counties of Adams, Marquette, Waushara, Fond du Lac, Waupaca and Columbia, and

WHEREAS, the 2022 midpoint wage average for those counties for the position of Clerk of Circuit Court is \$76,552.00, and

Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Administrative Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 15th day of February 2022.

Dennis Mulder, Vice Chair

County Board Chairman

Keith Hess

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

WHEREAS, the average increase in wages for years 2019 through 2021 in Green Lake County for all employees was 3.55%, and

WHEREAS, the earliest time for filing nomination papers is April 15, 2022, therefore the salary for the Green Lake County Clerk of Circuit Court must be set no later than that date.

NOW THEREFORE BE IT RESOLVED that the salary for the Clerk of Circuit Court of Green Lake County for the periods below shall be:

January 2, 2023 to December 31, 2023	\$76,554.28	9.44%
January 1, 2024 to December 31, 2024	\$79,271.96	3.55%
January 1, 2025 to December 31, 2025	\$82,086.12	3.55%
January 1, 2026 to December 31, 2026	\$85,000.18	3.55%

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

Salary Increase:

2023	\$6,603.37 increase	2025	\$2,814.16 increase
2024	\$2,717.68 increase	2026	\$2,914.06 increase



GREEN LAKE COUNTY

OFFICE OF THE REGISTER OF DEEDS

Renee Thiem-Korth
Register of Deeds

Office: 920-294-4021
FAX: 920-299-5075

February 4, 2022

RE: Position change from full-time to part-time

County Board Administrative Committee Members,

In August 2021 the Register of Deeds office had a full-time Deputy retire. At that time the vacant position was posted with a full-time position and the position was filled with a part-time employee from the Treasurer's office. The discussion never came up about taking this position to a part-time position.

On January 12, 2022, a deputy in the Register of Deeds Office was appointed to the Green Lake County Treasurer's position. This once again left a vacancy in the Register of Deeds office. I requested on January 13, 2022 this position be posted both internally and externally in an email to the County Administrator. I received a response from the County Administrator at this time she thinks this position should move towards the same staffing model as the County Clerk and Treasurer's office has. One full-time and one part-time employee. The County Administrator stated she and the County Board Chair discussed it and also discussed it with various other stakeholders.


I, as Register of Deeds, would respectfully request this position remain a fulltime position for the following reasons:

- 1) The Register of Deeds office has a much different workflow than the County Clerk and Treasurer's office. Our office cannot predict in advance when we will be busy. Our office is not based around tax time or election times. Our office is busy with real estate recordings and vital records all year long.
- 2) Our software system requires dual inputting of all our real estate records. We prep, process, stamp and audit each document before it leaves the office. All steps must be done before these documents can be mailed out. If these documents are not completed in a timely manner the title companies and attorneys cannot complete their work for the citizens of Green Lake County. This software requires a minimum of two people being hands on with each document. This helps to insure accuracy of all real estate recordings before they move on to the Treasurer's office and the Real Property Lister.
- 3) As you can see by the charts I have included with the ROD Annual report, the Register of Deeds office has had an increase in workload over the last two years. Real Estate experts are predicting 2022 to be another year of continued demand with regards to real estate sales. They are predicting a minimal slow down but still well above pre-pandemic levels.

- 4) Our issuance of vital records remains high. This is due in part to the statewide issuance. We now have funeral homes outside of our county coming to our office to purchase the death certificates. This is revenue for our office and the County. This is also additional work for our office. With the elimination of a fulltime position this will reduce our ability to accommodate the funeral homes.
- 5) Due to statewide issuance, we have also increased the issuance of all vital records.
- 6) In May of 2021, we stopped back indexing due to the internal server reaching a high capacity for storage of our documents. Our office now has cloud-based storage which now will allow us to start back indexing again. The back indexing is adding information required for our title searchers, attorneys and citizens to access the real estate records. The more documents back indexed, the more revenue the county could potentially receive. The Laredo chart shows the usage. The slight decrease from 2020 to 2021 was the loss of one Laredo customer who had 2 accounts and eliminated one. As more documents were back indexed the revenue has increased.
- 7) The back indexing project is something that was started by the past 2 Registers. The money and effort has been already put into this project with regards to scanning, digitizing and inputting the documents into our system. With the loss of a ½ time position we will not be able to continue this project.
- 8) In November 2017 our office staff was reduced by a ½ time position. As you can see from the charts the workflow has steadily increased since this time.
- 9) New office staff takes time to train and understand all the areas of the Register of Deeds office. By State Statutes each document must meet certain recording requirements. These documents are not just a one size fits all form. They are not all easy to understand and interpret. Legal descriptions are not always easy to read and each document takes time. With new staff this time is increased.
- 10) I have included letters from funeral homes, a title company and attorneys stating the importance of keeping the position fulltime to them.

Thank you for taking the time to review my concerns with regards to the filling of the Deputy position in the Register of Deeds office. If you have any concerns with regards to this letter or the annual report, I will do my best to answer them for you.

Respectfully,


Renee A. Thiem-Korth
Green Lake County
Register of Deeds

SONDALLE LAW OFFICE, LLC
Attorneys at Law

DANIEL D. SONDALLE
dsondalle@sondallelaw.com

JUSTIN M. SONDALLE
jsondalle@sondallelaw.com

February 4, 2022

GREEN LAKE COUNTY BOARD

RE: Register of Deeds

To Whom It May Concern:

It has been brought to my attention that the two full-time positions at the Register of Deeds office might be taken down to one full-time position and one part-time position. I believed this would not be a good idea as the Register of Deeds office is very efficiently run the way it is now.

We contact the Green Lake County Register of Deeds office quite a bit for real estate and probate matters in our office. The Green Lake County Register of Deeds office has been wonderful to work with. They are very efficient and so helpful when our office calls for assistance.

I believe the Green Lake County Register of Deeds office staff needs to be kept to two full-time positions for back indexing and support staff for the Registrar.

Thank you.

Yours truly,
SONDALLE LAW OFFICE, LLC.


DANIEL D. SONDALLE

DDS:kjg

Enc.

Law Office Of
JOHN C. KOCH
115-A SOUTH WISCONSIN STREET
BERLIN, WISCONSIN

(920) 361-3802
FAX (920) 361-3803

MAILING ADDRESS:
P.O. BOX 307
BERLIN, WISCONSIN 54923-0307

January 28, 2022

TO WHOM IT MAY CONCERN:

It has come to my attention that there is discussion at Green Lake County about reducing the two full time positions in the Register of Deeds office to one full time and one part time position.

I understand that those employees currently are responsible for doing "back indexing" of the documents, meaning that they are going back in time and making more documents available on line and indexing them.

I am a frequent user of the Tapestry system at all hours of the day and night. While I am not a big fan of the \$6.95 search fee, I do find that the farther back in time that the on-line documents are indexed, the more documents I can find to order and pay for. I believe the documents are now indexed back to August, 1979, and that 42 years of indexed documents is sometimes enough. However, in many cases, I need to go back into the 60's and 70's or earlier to find documents I need. If reducing the position in the Register of Deeds office to part time means that those earlier documents won't be indexed on-line anytime soon, then people like me won't find them and won't order copies of them.

I hope that the county will continue to keep both positions full time until they can complete the indexing project.

Very truly yours,



John C. Koch



Cindy Skipchak, Funeral Director
116 S. Adams Avenue
Berlin, WI 54923
(920) 361-2050 Fax: (920) 361-3920

February 1, 2022

To Whom It May Concern,

The Register of Deeds Office in Green Lake County is the most efficient, well-run office I am honored to work with.

As a Funeral Director, my responsibility to obtain a legal document error free and in a timely manner is extremely important to the families I serve.

These documents are the key for all personal, financial, and property issues that families are faced with at the loss of a family member.

The staff work very diligently to process the information I provide and dispatch the needed documents in a very timely manner. Which is so very important to families to obtain while they are together at the time of need.

It has come to my attention that one of the staff has gotten promoted to a position in a different department. A wonderful addition to our county.

However, I heard there is discussion of a loss of position in the register of deeds office. It has taken years of dedicated training and care to reach this level of expertise that this staff has achieved. It seems short sided to try to eliminate personnel and hours to achieve a fiscal result at the expense of our county residents.

Respectfully,

A handwritten signature in black ink, which appears to read "Cynthia Skipchak". The signature is written in a cursive style and is positioned below the word "Respectfully,".

Cynthia Skipchak

Wiecki-Skipchak Funeral Home



*Butzin-Marchant
Funeral Home, Inc.*

Rolanda Bjornstad Office Administrator

Mellisa Wipijewski F.D. & E.

Christopher Bjornstad F.D. & E.

www.butzinmarchant.com

920-748-2623

January 24, 2022

To Whom It May Concern:

I was asked to submit a letter stating the importance of how fast we receive death certificates from Green Lake County, Register of Deeds. We do all of our death certificate business with Green Lake County. The families we serve count on getting them in a timely matter as this is the document that they need to start finalizing the deceased's accounts. This is also important to us as well as usually the families need this document to pay their invoice with us. Green Lake County Register of Deeds does an amazing job at fulfilling the requests of the families we work with to get these documents in the hands of the families as quick as possible. I would be saddened if we had to inform our families they couldn't receive the death certificates in a timely matter because there have been cuts in hours in this department.

It is a full circle as to when families receive these, they pay their invoices and we put money into your county paying for them. So please remember the people that add those assets to your county. We are so lucky to have those people in our court as we deal with a lot of 3rd parties when it comes to funerals and it is people like the Register of Deeds employees that also keep our families able to put some closure behind them at their time of need.

Sincerely,

A handwritten signature in cursive script that reads "Mellisa Wipijewski".

Mellisa Wipijewski
Licensed Funeral Director

A handwritten signature in cursive script that reads "C. Bjornstad".

Christopher Bjornstad
Licensed Funeral Director



303 Harvard St. P.O. Box 115 Princeton, WI 54968-0115
Telephone: 920-295-6631 Fax: 920-295-0260
Email: info@wachholzandsons.com Website: www.wachholzandsons.com

February 2, 2022

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

To Green Lake County Board:

I am writing this letter in response to information I have received that the Board is considering reducing staffing hours for the Register of Deeds office. I am asking that the Board not reduce staffing hours for the Register of Deeds office. I am a 38 year licensed funeral director in the death care industry and filing and receiving death certificates in a timely manner is critical to funeral homes and grieving families that we serve. Death certificates are used for getting funds of the deceased back to the family. Some examples are life insurance, banking, retirement funds, and even changing titles for automobiles. Attorney offices also need those death certificates for living trusts, estates and other items. Some families are desperate to get at those funds and delays in receiving death certificates can and does make many issues for grieving families. Also, the Register of Deeds office does generate plenty of funds for the county and is nearly a self sufficient entity for the county. Just to pass along an old time saying "if it isn't broke don't fix it." Please leave the Register of Deeds office intact.

Respectfully,

A handwritten signature in black ink that reads "Todd Wachholz". The signature is written in a cursive, flowing style.

Todd Wachholz
Wachholz and Sons Funeral Home

Thiem-Korth, Renee

From: Karen Panten <kpanten@titleservice.com>
Sent: Wednesday, February 2, 2022 3:25 PM
To: Thiem-Korth, Renee
Subject: Letter

[CAUTION: EXTERNAL SENDER This email originated from outside your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

To whom it may concern:

We at Guaranty Closing and Title Services, are very appreciative of everything the Green Lake County Register of Deeds office has always done for us. Their level of service and expertise is something we have come to depend on.

Over the past several years, they have been able to provide the following services to us without fail:

1. Recording documents via SimpliFile in a timely fashion. We do not suffer delays due to a person being out of the office as we do in some other counties.
2. Completed back indexing of documents that has allowed for us as a Title Company to complete 40 year searches from the office or at home.
3. Redacted all of the recordings that were in need of it. They swiftly make changes if we happen upon a document that was over-looked in the redacting process.
4. Readily adjusts for any additional or omitted pages found in an indexed document when we bring it to their attention.
5. Quickly and efficiently makes changes to the tract if an error is located.
6. Has consulted with the Real Property Lister when that department is struggling with new or revised descriptions in land(s).

We are hopeful that they will be able to continue with their back indexing of documents. This will allow for greater access to older easements or miscellaneous documents of record that we would ordinarily have to ask for a copy from the Deeds or we would physically need to go to the Courthouse to obtain it.

Any reduction in staff would disrupt the efficiencies that they provide not only to us but to other businesses, in addition to the "walk-in" traffic that they have.

Karen S. Panten

Assistant Manager

Guaranty Closing & Title Services, Inc.
509 South Street, PO Box 565, Green Lake, WI 54941
P 920.294.3500 F 920.294.6088
www.titleservice.com



****Important Notice: Never trust wiring instructions sent via email. ALWAYS independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number. NEVER wire money without double-checking that the wire instructions are correct.****

Request for Credit Card Approval

Department: Administration
Committee: Administrative

Name of Card Holder	Title of Postion	Credit Card Limit
Carleen Rohde	Human Resources Coordinator	\$5,000.00

Justification for Credit Card(s):

Purchasing, subscriptions, travel, registrations

Department Head Approval: Catherine J. Schmit

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Administration

Committee: Finance

Name of Card Holder	Title of Position	Credit Card Limit
Shannon A. Barfknecht	Financial Manager	\$20,000.00

Justification for Credit Card(s):

Countywide purchasing / AP to maximize money back %
Dues, subscriptions, travel, registrations

Department Head Approval: Catherine J. Schmit

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Treasurer
Committee: Administrative

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
		\$5000

Justification for Credit Card(s):

Department Head Approval: *Jessica McLean*

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 OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

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

2021 Annual Report to the County Board

January 12, 2022

Dear Honorable Supervisors, Green Lake County, Wisconsin:

I am pleased to present the 2021 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 2020 and 2021. The services performed in 2021 show a slight increase over 2020.

In addition to legal services to the County, I continued 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 four seminars in 2021, which brought in revenue for the county. I am again contracted for 2022 for four seminars.

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 2021 I attended the following continuing legal education seminars:

- WCA Webinar – Redistricting – February 9th
- G. Lane Ware Leadership Academy Refresher session – February 12th
- WCA Webinar – Follow-up on redistricting issues – February 24th
- G. Lane Ware Leadership Academy Refresher session – March 12th
- Breakfast Briefing: Impact of the American Rescue Plan Act and Employee Handbook Updates – March 24th
- Webinar – American Recovery Act 2021 – von Briesen – April 7th
- WMMIC/Crivello Carlson – legal update – may 6th
- Wisconsin Association of County Corporation Counsel’s Spring Conference – May 7th
- Von Briesen webinar – Emerging topics on masking, vaccination policies and remote work and facility considerations – June 2, 2021
- Wisconsin Law Library seminar on advanced Google searching for lawyers – June 22nd

- August 1 – Conflicts of Interest and the Municipal Lawyer – webcast
- September 9 – Breakfast Briefing – Labor Law Changes on the Horizon – webcast
- September 23 – Conference on Child Welfare and the Courts – Lawyer responsibilities while working remotely – webcast
- September 21 – Legal Considerations and Future Vaccine Mandates – How to Start Preparing for the Federal Vaccine Mandate – webcast
- September 24 – Conference on Child Welfare and the Courts – Deep Dive into Termination of Parental Rights through a Legal Perspective – webcast
- September 27 – WCA Conference, La Crosse – in person
- September 28 – Wisconsin Association of County Corporation Counsels fall conference, La Crosse – in person
- October 8 – Aegis Corporation – Corporation Counsel/Defense Counsel Seminar, Stevens Point, in person
- October 20-21 – Wisconsin Child Support Enforcement Association Conference, La Crosse, in person
- November 11 – Quarles and Brady LLP – Annual Legal Ethics Seminar – Ethics and Attorney Client Privilege – webinar
- November 16 – Quarles and Brady LLP – Federal Vaccine Mandates: Key Takeaways and Action Steps for Employers - webinar
- November 30 – Von Briesen – Ethics seminar – webinar
- December 13 – Von Briesen – Ethics Issues for the Public Sector – webinar

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 92 hours to the Child Support Agency for reimbursement through state and federal child support programs. This number is up from last years' 77 hours.

Mid-year, I was informed that my case management software would have software issues that could cause a security risk. I worked with IT Director, Bill Hutchison, to find appropriate case management software. We signed a contract with Legal Files and began working on planning and discussions for migrating the data from the current program. We expect to be up and running in early to mid-February 2022. In December 2021, IT migrated the office to Office 365, and we are adjusting to the new software and received new email addresses.

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

Please see the following pages for the breakdown of legal services provided for 2020 and the comparison to 2021.

Regards,

/s/ Dawn N. Klockow
Corporation Counsel

Assignment files From 1/1/2020 through 12/31/2020				
Description	Beginning Balance	Received	Completed	Ending Balance
Collections	2	1	2	1
Contracts / Agreements	10	41	43	8
Employment	0	7	6	1
Informational file	4	5	4	5
unable to categorize	0	6	6	0
Memorandum of Understanding	1	5	5	1
Notice of Claim/Injury	2	0	0	2
Opinions	4	21	18	7
Ordinances	5	12	14	3
Policy	5	9	9	5
Presentation	0	1	1	0
Real Estate	1	9	7	3
Records Request	0	10	10	0
Resolutions	0	10	7	3
Septic Violation	1	1	2	0
Zoning Enforcement	1	2	3	0
Total	36	140	137	39

Assignment Files From 1/1/2021 through 12/31/2021				
Description	Beginning Balance	Received	Completed	Ending Balance
Collections	1	3	3	1
Contracts / Agreements	8	56	55	9
Employment	1	7	8	0
Informational file	5	3	6	2
unable to categorize	0	9	7	2
Memorandum of Understanding	1	4	5	0
Notice of Claim/Injury	2	4	3	3
Opinions	7	20	24	3
Ordinances	3	13	15	1
Policy	5	19	20	4
Presentation	0	0	0	0
Real Estate	3	15	17	1
Records Request	0	14	14	0
Resolutions	3	34	36	1
Research	0	1	1	0
Zoning Enforcement	0	3	2	1
Total	39	205	216	28

Litigation Files From 1/1/2020 through 12/31/2020				
Description	Beginning Balance	Received	Completed	Ending Balance
Alcohol Commitment	1	1	2	0
Bankruptcy	2	5	5	2
Claim - Law Enforcement	1	0	0	1
Class Action suit	1	0	1	0
Collections - Miscellaneous	1	1	2	0
Collections - Real Estate taxes	1	0	1	0
Foreclosure	2	1	3	0
Guardianship	0	13	11	2
Guardianship with Protective Placement	1	2	3	0
In rem tax foreclosure	1	1	1	1
Involuntary Mental Commitment	17	40	45	12
Miscellaneous litigation	4	4	6	2
Septic System violation	2	25	24	3
Termination of Parental Rights	2	1	2	1
Watts Reviews	1	2	1	2
Zoning	3	2	5	0
Total	40	98	112	26

Litigation files From 1/1/2021 through 12/31/2021				
Description	Beginning Balance	Received	Completed	Ending Balance
Alcohol Commitment	0	3	3	0
Bankruptcy	2	8	6	4
Claim - Law Enforcement	1	0	1	0
Claim - Personal Injury	0	1	0	1
Collections - Miscellaneous	0	1	1	0
Collections - Property Damage	0	2	2	0
Guardianship	2	16	13	5
Guardianship with Protective Placement	0	5	4	1
In rem tax foreclosure	1	1	1	1
Involuntary Mental Commitment	12	78	89	1
Miscellaneous litigation	2	5	6	1
Septic System violation	3	1	3	1
Termination of Parental Rights	1	3	2	2
Tax Refund Intercept Program	0	1	1	0
Watts Reviews	2	0	1	1
Zoning	0	2	2	0
Total	26	127	135	18

Total All Files for 2020	76	238	249	65
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Total All Files for 2021	65	332	351	46
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GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4147
cschmit@greenlakecountywi.gov FAX: 920-294-4135

January 2022

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 close of 2021 the County finalized implementation of a countywide ambulance service, an initiative that began in 2019. My office also coordinated with County staff and contracted representatives on finalizing the implementation of Government Center security systems upgrades, another initiative that had been kicked off in 2019.

In 2021 The Administrator's Office coordinated with the County Treasurer and financial advisers on the County bond rating with Moody's – affirming our strong Aa3 rating. We also collaborated on two refinancing processes of existing long-term debt, taking advantage of favorable interest rates.

In June Financial Manager Ed Tetzlaff and I held our 2022 Annual Budget Kickoff meeting with Departments via Zoom. This was the fifth 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. Integral to managing the escalating health insurance costs for the County and its impact on the annual budget, I worked closely with the County Clerk in navigating the proposed change to the State Health Insurance Plan. This resulted in a savings in excess of \$300K in 2022 and substantial ongoing savings into the future. In November the County Board adopted the 2022 Green Lake County Annual Budget after a smooth and cooperative budget development process.

With the resignations in September of the Financial Manager and HR Coordinator in the Administrator's Office, I also assumed those duties along with my regular duties for several weeks/months. I am very appreciative of the direct assistance provided by HHS Financial/Business Manger Kayla Yonke and the cooperation and support of all County staff during this stressful period of time.

The new Financial Manager, Shannon Barfknecht started 10/18/2021 fulfilling roles related to AP, Finance, Budget and Audit. She also works 8 hours per week in support of the Highway Department.

Our new Human Resources Coordinator Carleen Rohde came on board starting 1/10/2022. She is familiarizing herself with the recruitment and hiring processes as well as the Halogen employee performance management software and evaluation process. Carleen is also coordinating annual Supervisory Management Training sessions presented by MPTC for 2022. Unfortunately, we were unable to coordinate the annual employee appreciation picnic at Dodge Memorial County Park and employee holiday potluck events this year due to COVID-19 protocols.

Other employment related challenges in 2021 included the retirements of long-time Health Director Kathy Munsey and Highway Commissioner Barry Mashuda. We also navigated the resignation of the Coroner Willett and the untimely passing of newly appointed Coroner Krieser. Newly appointed Health Director Rachel Prellwitz and Highway Commissioner Derek Mashuda started their new positions in 2021. The Coroner position remains vacant as the Governor seeks interested candidates for appointment.

- 2021 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.
- Track and facilitate the administration and reporting of Federal ARPA Funds. Working with Finance Committee to establish priorities for utilization of the funds.

We are looking forward to having another exciting and productive year in 2022!

Respectfully submitted,

Cathy Schmit

Cathy Schmit
County Administrator



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 February 8, 2022

Activities in the County Clerk's office for 2021 included:

- ❖ 2021 was our "off" year for elections with only two elections – the Spring Primary in February and the Spring Election in April. We continue to deal with the pandemic, absentee ballot updates, and ongoing issues leftover from the 2020 general election. I feel that this continued scrutiny will cause many municipal clerks to give up their position in the future and it will become harder and harder to find anyone to step into those roles. I'm not sure where this will lead us down the road but I would like to publicly thank all of the municipal clerks in Green Lake County. Kudos to all of them for doing the best they can in an everchanging environment and under increased pressure.
- ❖ Marriage licenses were on the increase in 2021 over the previous year. We will see changes in 2022 to several marriage laws, one being that couples will be able to apply in any county in the state. This may affect our revenues but I'm hoping that since our fees are relatively low compared to other counties we may even see an uptick in our applications from neighboring counties.
- ❖ Passport application processing has been steadily increasing over the last few months. 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. We took over this process from the Clerk of Courts 5 years ago and it has proven to be a good source of revenue for our office.
- ❖ All of the tax reporting, W2's, and the annual retirement reconciliation have been completed for 2021.
- ❖ In November the County Board voted to change the employee health insurance coverage to the Employee Trust Funds (ETF) plan effective January 1, 2022. Due to the complexities of the plan, I coordinated with Cottingham & Butler as well as the County Administrator to provide in person informational sessions for employees. During the months of November and December, I fielded numerous questions and/or comments from employees and sent out countless emails to explain the new program. All of the new applications had to be entered into the ETF system in a timely manner to ensure January coverage. Each eligible employee has also been offered an HSA benefit as well so those accounts all had to be entered into our payroll system. I would like to thank Samantha Stobbe for her assistance in entering all of this new information.
- ❖ I began working with Cottingham & Butler in September 2021 to provide updated proposals for other county insurance coverage including workman's compensation, liability, and property. This has not been done for a number of years so it's a good idea to see how our current coverages compare with other carriers. In December the Property & Insurance Committee voted to remain with Wisconsin County Mutual due to their overall coverage package and pricing.

- ❖ Maintaining and tracking dog licenses is a statutory duty of this office each year. The municipal treasurer's issue the licenses to their residents after receiving the tags from our office. Each treasurer is required to submit a list of licensed dogs to our office each year along with the fees for us to manage. Some area counties are going to an online dog license program through the county which eliminates the need for the municipal treasurers to be involved. I am going to look into that further to see if that's a viable option for Green Lake County in 2023.
- ❖ Early in 2021 the security system throughout the Government Center was updated. As a result, my office now handles all of the security badges and permissions for all employees along with updating the locking system for the exterior and interior doors for meetings, closings, etc.
- ❖ Other services my office provides to the county include payroll, phone management (landline and cell phones), door and badge security, agendas and minutes, purchasing and distribution of office supplies, mail distribution, DNR license sales, snowmobile maintenance grant funding, and benefits administration.
- ❖ Each year I like to take the opportunity to thank my staff for their contribution to this office. Each of them provides much appreciated assistance to me and to the general public, including our fellow Green Lake County employees.

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

Respectfully submitted,

Elizabeth Otto

Elizabeth Otto
County Clerk



2021 ANNUAL REPORT

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

		2020	2021
FISH & GAME LICENSES	Gross license fees remitted to state	\$811.00	\$1,133.70
	License fees retained by County	\$47.50	\$66.30
	Interest	\$0.03	\$0.05
DOG LICENSES	License fees collected	\$8,750.50	\$8,647.98
	License fees remitted to state	\$462.30	\$481.53
MARRIAGE LICENSES	102 marriage licenses at \$75.00/each	\$7,425.00	\$7,650.00
	Waivers: 21 at \$25.00/each	\$550.00	\$525.00
	Fees remitted to state (102 @ \$25.00)	\$2,475.00	\$2,550.00
MAILINGS	Postage - county offices	\$47,468.68	\$48,176.36
	Municipal mailings - fees to the county (Real Estate tax bills)	\$6,750.42	\$7,441.21
PASSPORTS	139 Acceptance Fees collected at \$35.00/each	\$3,360.00	\$4,865.00
	110 Passport photo fees collected at \$10.00/each	\$740.00	\$1,100.00
ELECTION CHARGES	WisVote entry charges/supplies/S&H	\$6,989.82	\$2,598.50
ELECTION NOTICES	newspapers notices submitted by the county	\$4,480.00	\$2,997.80
COUNTY BOARD PROCEEDINGS	Berlin Journal publication fees for CB meetings	\$9,197.88	\$16,896.84
PAYROLL	Total county payroll W2's for 2021 - 264	\$11,800,028.94	\$11,603,818.70

Respectfully submitted,
Elizabeth A. Otto
Elizabeth A. Otto, County Clerk

**Green Lake County
County Board Annual Report
2021
Information Technology Department**

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

Highlights of the IT Departments accomplishments during 2021:

1. 2021 saw a continued increase in our workload as we had to adapt and change rapidly to a wide range of requests and new requirements from departments and employees. A few of them are listed here:
 - On-going large number of employees working at home
 - Employees to perform their jobs using IT from home securely and short time to setup.
 - New remote access management and accounts.
 - Supporting user equipment and their home network troubleshooting.
 - Laptops, cameras, and software additions.
 - VPN and interconnection additions.
 - Large expense of online meeting software to now support and backend requirements needed.
 - Increase in the number of County provided smartphones and the increased IT management needs for that.
2. 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 when called upon.
3. For 2021, the IT department was responsible for all computers, servers, MFPs, network devices, iPhones, iPads, and extensive number of computing applications and software packages. All are located across different facilities and interconnected across all County departments, units, and agencies.

4. Continued added work the IT Department was given with the building security system and its on-going support workload.
5. Performed continuous software upgrades and patches to improve the efficiency of County employees, security, and their response to other departments and the public.
6. Remote access provided to employees and their applications along with online services added for public access.
7. Continued protecting all PCs with on-site security patching services and anti-virus/malware protection.
8. Performed all the IT financial and IT purchasing needs for the County.
9. Maintained the data backup system's infrastructure and operation.
10. Continually manage and handle all departments' data resource needs and requirements.
11. Managed all computing accounts setup and tear down for all employee transitions.
12. Many device upgrades to improve reliability and employee's efficiency.
13. 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 with final approval for all by County Administrator and County Board.
14. 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.
15. 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.
16. Completed rollout migrations of major services to Cloud hosting.

17. Continued maintaining key power protection UPSs for IT hardware at all sites.
18. Continued inventory and tagging of all new IT equipment.
19. 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.
20. Completed multiple major upgrades and changes to all departments' individual systems. All departments at the County have both separate and shared software systems.
21. Continued support of network connectivity to local police departments for inter-agency resource sharing.
22. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.

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

WHAT IS THE REGISTER OF DEEDS OFFICE

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 Office with statutory duties outlined in Wisconsin Statutes Chapters 59.43 and 69. Other duties are dispersed throughout the Statutes and/or are administrative.

The Register of Deeds office not only serves the citizens of Green Lake County and the surrounding areas, the Register of Deeds office also serves the Health Department, Law Enforcement, the Treasurer Office, the Veteran's Service Office, Surveyors, Land Information Office, Land Conservation Offices, Appraisers, Assessors, Medical Examiners and Coroners, Zoning Offices, Real Property Listers, Attorneys, Wisconsin DNR, Realtors, and banks just to name a few.

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

To provide the official county repository for:

- Real Estate Records – Green Lake County has over 100 types of real estate documents in our recording software. Attorneys are continually creating new documents to record. Our office is responsible to make sure all recorded documents meet Statute recording requirements. A brief list of these document include: Warranty Deeds, Trustee's Deeds, Condominium Deeds, Administrator's Deeds, Land Contracts, Mortgages, Subdivision Plats, Condominium Plats, Certified Survey Maps, Lis Pendens and Releases of Lis Pendens, Annexations, Resolutions, Judgements, Orders and this list goes on.
- Vital Records – Birth, Death, Marriage and Divorce Certificates.
- File, index and maintain military discharges.
- Record Federal Tax liens, articles of incorporation, firm names and fixture filings.

The Register of Deeds office is to provide safe archival storage and convenient access to these public records. The Register of Deeds office is to implement statutory changes, system modernization, program and procedure evaluation and staff development, to assure a high level of timely service to our citizens and customers.

Green Lake County Register of Deeds Office Preps, Scans, Processes, Posts, Stamps and Audits every real estate document that is recorded in our office. Each document is Processed (Indexed with the title, Grantor/Grantee, recording date and time, parcel number, associated document(s) if required and the legal description). Of the real estate documents we record less than 25% of these documents then move to the Treasurer's office for tax information changes and mapping by the Real Property Lister. The other 75% of the documents go through the recording process and are returned directly to the customer listed on the document. No real estate document leaves the office before each step is complete.

Green Lake County Register of Deeds office processes Birth, Death, Marriage and Divorce certificates for these events in our county. Since the Statewide issuance of vital records our county has been extremely busy with printing vitals from other counties as well. Many funeral homes now come to our county for issuance of their death certificates because of the service we have provided them.

Green Lake County Register of Deeds also files and certifies Military Discharges. This service is done at no cost to our Military Servicemen and women. All counties certify these at no charge for the service our Military members have provided to us.

The Register of Deeds office is a vital office in our county and the State of Wisconsin. So much so in June 2020 Governor Evers' proclaimed June 7 – 13, 2020 as Register of Deeds week.



GREEN LAKE COUNTY

OFFICE OF THE REGISTER OF DEEDS

Renee Thiem-Korth
Register of Deeds

Office: 920-294-4021
FAX: 920-299-5075

2021 ANNUAL REPORT

To the Honorable Board of Supervisors of the County of Green Lake, State of Wisconsin

2021 has been a record-breaking year in the Register of Deeds Office. Our Wisconsin Real Estate Transfer Fees hit an all time high of over \$600,000.00 in 2021. Gross revenue was over \$25,000.00 more than in 2020.

Our office had staff changes in 2021. Deputy Jane Thomas retired after 18 years in the Register of Deeds office and almost 40 years of employment with Green Lake County. Susan Kiener now has one year in as Deputy and is becoming more knowledgeable with real estate documents and vital records. Jessica McLean briefly joined our office from the Treasurer's office but was recently appointed to be our new County Treasurer which immediately created a vacancy in our office. I am happy to announce Jane Thomas has agreed to return as an LTE until we are able to fill the vacancy.

As you can see from the charts I have provided, our office has been extremely busy the last two years. Throughout the pandemic the Register of Deeds Office continues to record documents and provide vital records to the citizens and businesses of Green Lake County and surrounding counties. Our staff has been in the office and has not worked from home. With Wisconsin being a race notice state, it is vital to the real estate industry that our documents are processed daily and in the order which they are received. Governor Evers' office did deem the Register of Deeds office essential and determined this office plays a critical role in the economy by timely recording the real estate transactions.

I was hoping to once again, start back indexing our documents this year. Due to lack of room on our county server before our upgrade, we halted this process temporarily. Back indexing is the process of inputting the Grantor, Grantee, recording information and the legal description in each document which has been scanned, digitized and imported into our system. This process is done manually just like each daily document. This is a very time-consuming process for everyone, and for new employees it is even more so. The past two Registers played a huge role in getting our old documents scanned, digitized and imported into our system. The money has been spent to do this, now our office staff needs to continue to move forward. Every document that is done could potentially lead to revenue for the county as it affords for more online searching abilities for title companies, attorneys, and the general public.

As shown on the attached chart, the online usage is continuing to increase (Laredo/Tapestry/Copies chart), this is why the back indexing is of such great importance. The more documents back indexed in the system the more available they are to the online users leading to more revenue to the County.

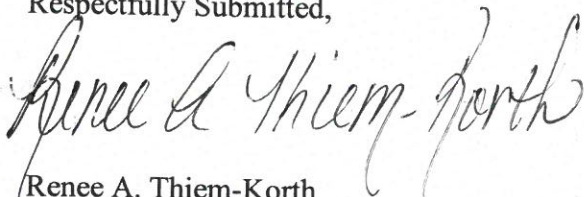
Our software upgrade to AVID was completed in August of 2021. This process went smoothly with the help of IT. We are continuing to learn new processes with this software.

With AVID we also implemented Laredo Connect for our escrow accounts. This allows the title companies with escrow accounts in our county to see a running total of their account and allows them to make electronic payments, which is an added convenience for them. Most of our customers using Laredo Connect are very happy about the change.

Vital record requests continue to be high in our county. The issuance of vital records remains high due in part to statewide issuance. Funeral homes not only from our county but from outlying counties have been utilizing our prompt service which has helped raise our revenue as well. Sue Kiener has done a remarkable job continuing to work with the funeral homes to insure the death certificates are processed in a timely manner so the families requesting them can finalize all of their needs.

I have included the 2019, 2020 and 2021 annual reports for your comparison. These annual reports clearly show the increased workload in the Register of Deeds office. I have also included graph charts for a comparison of the past 7 years to show how the Register of Deeds office has been increasingly busier over the last few years and how the office continues to provide increased service for all.

Respectfully Submitted,



Renee A. Thiem-Korth
Green Lake County Register of Deeds

REGISTER OF DEEDS OFFICE

2021 ANNUAL REPORT

Submitted by Renee A. Thiem-Korth

January 24, 2022

				GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES				\$605,707.00	
County Share	20%	\$121,141.40			\$121,141.40
WDOR Share	80%	\$484,565.60			
RECORDINGS					
Real Estate	5008 recordings & 5 plats *			\$150,490.00	\$115,434.00
County Land Records Fees	\$8 fee	\$40,064.00			
State Land Records Fees	\$7 fee	\$35,056.00			
County ROD Recording Fees	\$15 fee	\$75,370.00	* Plat fee \$50 each		
VITAL STATISTICS					
Births Certified - 1st Copy \$5	411				
Add'l Certified copies \$3	226			\$8,898.00	\$2,733.00
Fees Rmtd to State-Trust Fund \$7	\$2,877.00				
Fees Remitted to State \$8	\$3,288.00				
Deaths Cerified - 1st Copy \$7	454				
Add'l Certified copies \$3	4,433				
Fees Remitted to State \$13	\$5,902.00			\$23,379.00	\$16,477.00
Marriages Cert. - 1st Copy \$7	261				
Add'l Certified copies \$3	408				
Fees Remitted to State \$13	\$3,393.00			\$6,444.00	\$3,051.00
Divorce Certicate - 1st Copy \$7	4				
Add'l Certified copies \$3	4				
Fees Remitted to State \$13	\$52.00			\$92.00	\$40.00
Official Records Online \$2.50	56				
				\$140.00	\$140.00
TAPESTRY REVENUE				\$10,386.00	\$10,386.00
LAREDO COPY FEE				\$13,193.50	\$13,193.50
LAREDO REVENUE				\$28,534.30	\$28,534.30
COPIES				\$3,793.25	\$3,793.25
MISC. INCOME				\$11.00	\$11.00
TOTAL GROSS REVENUE				\$851,068.05	
TOTAL COUNTY REVENUE					\$314,934.45

REGISTER OF DEEDS OFFICE

2020 ANNUAL REPORT

Submitted by Renee A. Thiem-Korth _____

January 20, 2021

			GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES			\$573,145.50	
County Share	20%	\$114,629.10		\$114,629.10
WDOR Share	80%	\$458,516.40		
RECORDINGS				
Real Estate	5,205		\$158,150.25	\$121,715.25
County Land Records Fees	\$8 fee	\$41,640.00		
State Land Records Fees	\$7 fee	\$36,435.00		
County ROD Recording Fees	\$15 fee	\$80,075.25		
Included in the County ROD Recording Fees are Transportation plats (\$75) and copies (\$1925.25)				
VITAL STATISTICS				
Births Certified - 1st Copy \$5	473			
Add'l Certified copies \$3	309		\$10,387.00	\$3,292.00
Fees Rmtd to State-Trust Fund \$7	\$3,311.00			
Fees Remitted to State \$8	\$3,784.00			
Deaths Certified - 1st Copy \$7	490			
Add'l Certified copies \$3	4,768			
Fees Remitted to State \$13	\$6,370.00		\$24,104.00	\$17,734.00
Marriages Cert. - 1st Copy \$7	322			
Add'l Certified copies \$3	396			
Fees Remitted to State \$13	\$4,186.00		\$7,628.00	\$3,442.00
Divorce Certificate - 1st Copy \$7	2			
Add'l Certified copies \$3	2			
Fees Remitted to State \$13	\$26.00		\$46.00	\$20.00
Official Records Online \$2.50	68			
			\$170.00	\$170.00
TAPESTRY REVENUE			\$8,723.85	\$8,723.85
LAREDO COPY FEE			\$13,258.00	\$13,258.00
LAREDO REVENUE			\$30,005.00	\$30,005.00
COPIES - included in the County ROD Recording Fees			\$0.00	\$0.00
MISC. INCOME - included in the County ROD Recording Fees			\$0.00	\$0.00
TOTAL GROSS REVENUE			\$825,617.60	
TOTAL COUNTY REVENUE				\$312,989.20

REGISTER OF DEEDS OFFICE

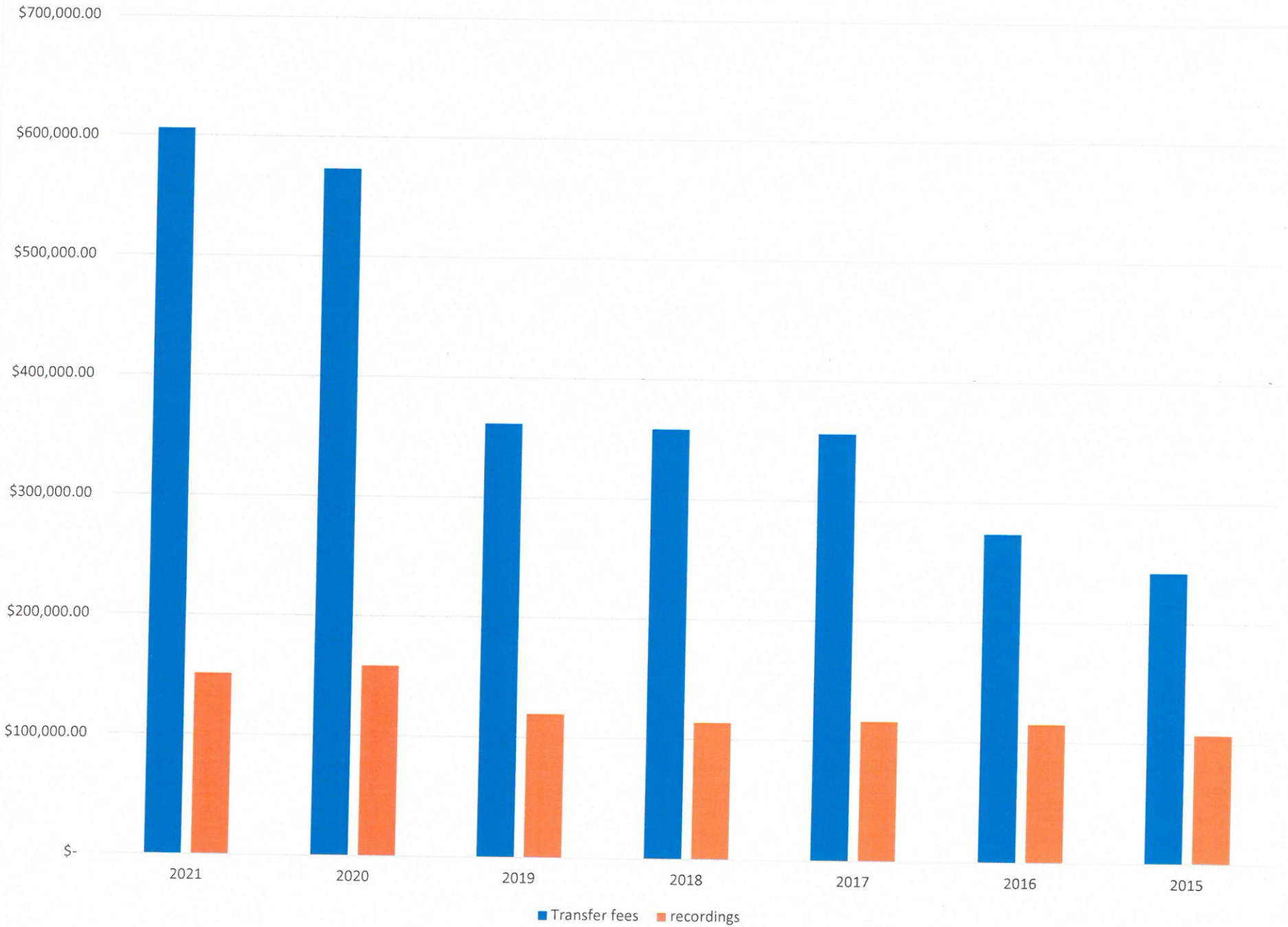
2019 ANNUAL REPORT

Submitted by Sarah Guenther _____

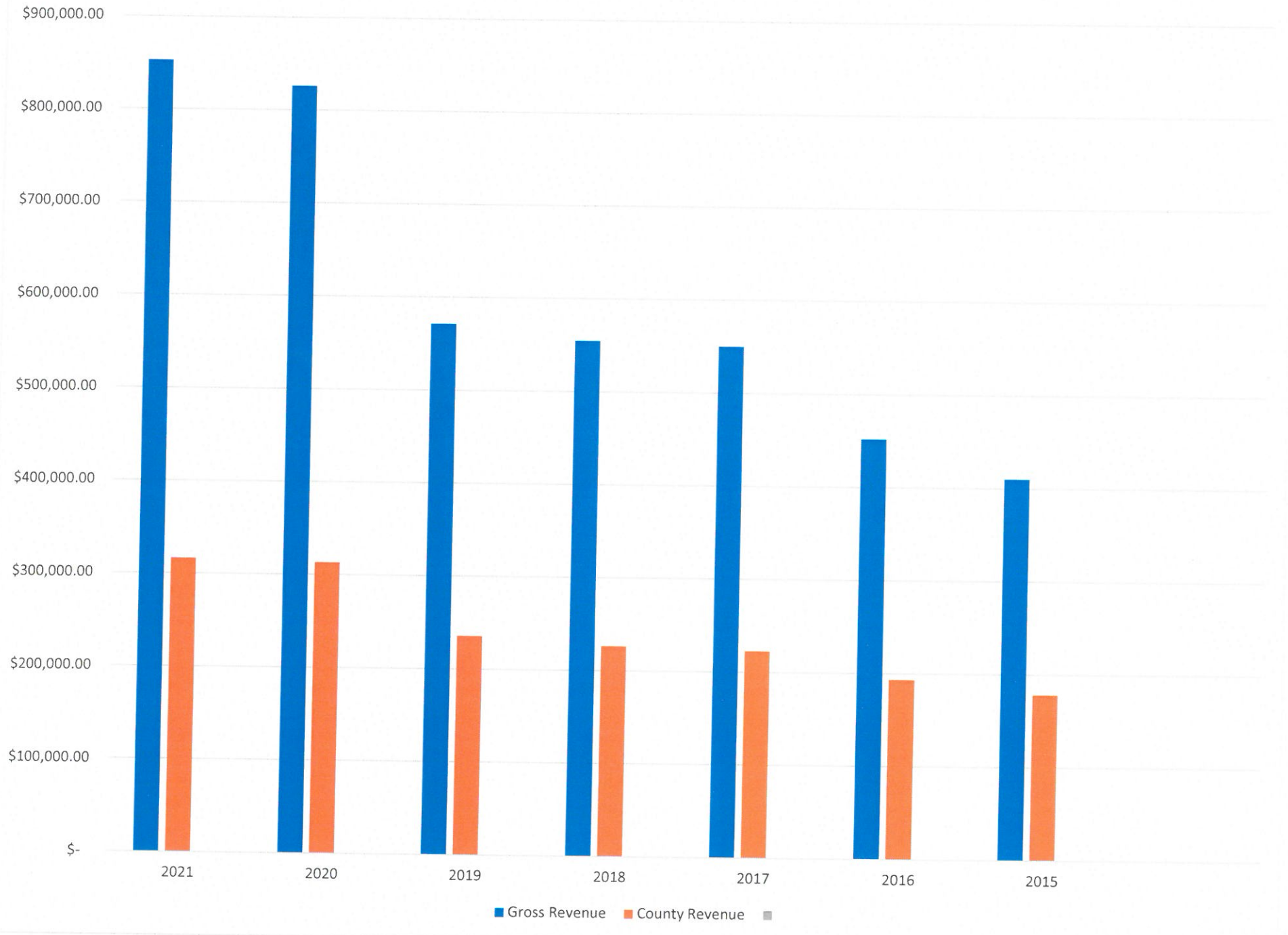
January 13, 2020

				GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES				\$361,636.00	
County Share	20%	\$72,327.00			\$72,327.00
WDOR Share	80%	\$289,309.00			
RECORDINGS					
Real Estate	3,904			\$119,541.00	\$92,269.00
County Land Records Fees	\$8 fee	\$31,168.00			
State Land Records Fees	\$7 fee	\$27,272.00			
County ROD Recording Fees	\$15 fee	\$61,101.00			
VITAL STATISTICS					
Births Certified - 1st Copy \$5	632				
Add'l Certified copies \$3	340			\$13,660.00	\$4,180.00
Fees Rmtd to State-Trust Fund \$7	\$4,424.00				
Fees Remitted to State \$8	\$5,056.00				
Deaths Certified - 1st Copy \$7	428				
Add'l Certified copies \$3	4,235				
Fees Remitted to State \$13	\$5,564.00			\$21,265.00	\$15,701.00
Marriages Cert. - 1st Copy \$7	318				
Add'l Certified copies \$3	398				
Fees Remitted to State \$13	\$4,134.00			\$7,554.00	\$3,420.00
Divorce Certificate - 1st Copy \$7	3				
Add'l Certified copies \$3	4				
Fees Remitted to State \$13	\$39.00			\$72.00	\$33.00
Official Records Online \$2.50	29				
				\$72.50	\$72.50
TAPESTRY REVENUE				\$6,594.00	\$6,594.00
LAREDO COPY FEE				\$10,246.00	\$10,246.00
LAREDO REVENUE				\$28,055.00	\$28,055.00
COPIES				\$2,502.00	\$2,502.00
MISC. INCOME				\$9.20	\$9.20
TOTAL GROSS REVENUE				\$571,206.70	
TOTAL COUNTY REVENUE					\$235,408.70

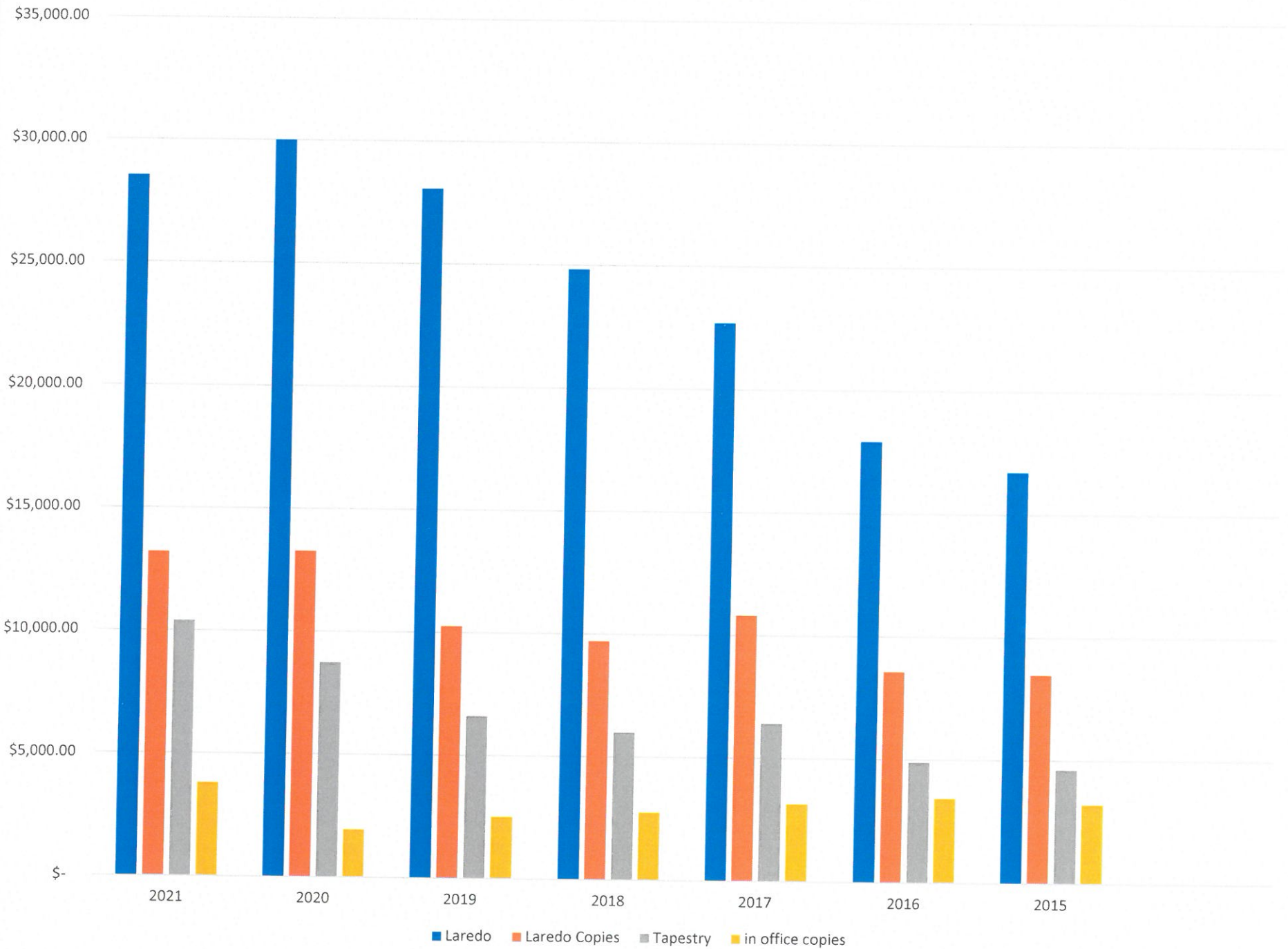
Transfer Fees and Recordings



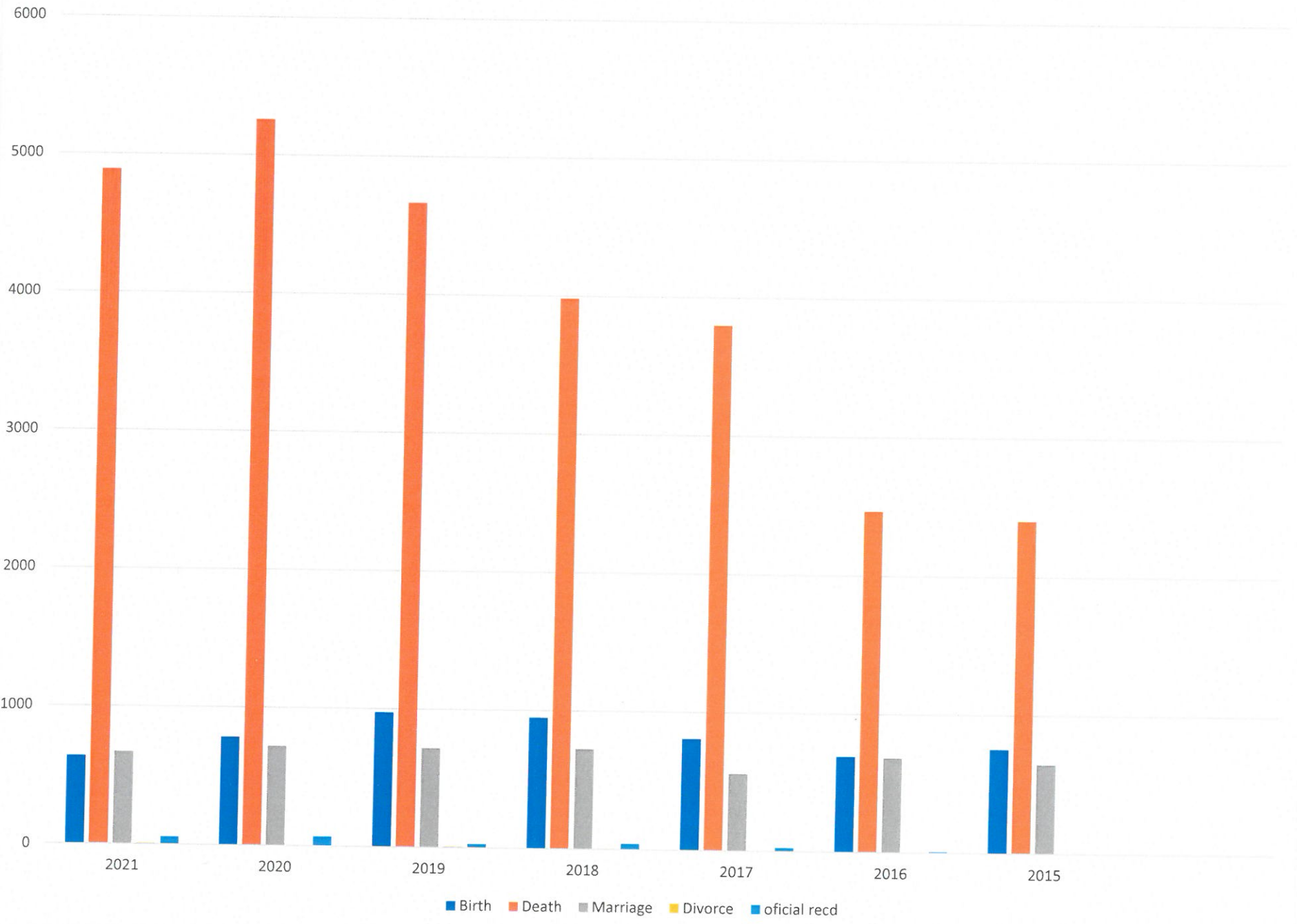
Gross Revenue / County Revenue



Laredo/Laredo Copies/Tapestry/In Office Copies



Vital Records





GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

Office: 920-294-4018
FAX: 920-299-5064

January 31, 2022

It is my pleasure to present the 2021 annual report for the office of the Green Lake County Treasurer.

- ✓ 2021 February Settlement was paid out at 69.22% of the total tax roll. This figure is slightly higher yet consistent with previous year's collection figures.
- ✓ We completed two bond refinances in the second half of 2021. These were done in an effort to save the county money on the interest payments and to ensure the payment schedule was more consistent.
- ✓ Attended the Fall Wisconsin County Treasurer's Association (WCTA) conference in October.
- ✓ Attended numerous meetings for the Treasurer's Homeowners Task Force.
- ✓ Continue to manage the credit card portfolio
- ✓ We live with the online text/email functionality within Transcendent in the summer of 2021.
- ✓ Continue to manage the issuance of the annual boat launch passes.
- ✓ Worked through the In-Rem process with Corporation Counsel for properties with unpaid 2017 taxes.
- ✓ On August 9, we officially ended the 2020 tax collections with a total of \$454,373.65 in unpaid 2020 taxes, which is 1.09% of the tax roll. This number is only slightly lower than last year.
- ✓ On August 20th the August Settlement was completed. The total of this disbursement was \$8,056,064.38.
- ✓ Completed the 2020 audit.
 - This took countless hours on my part. I came in early, stayed late and worked weekends to contribute to the finalization of this.
- ✓ Worked through some unanticipated hiccups with a conversion done in the Register of Deeds office. As a result, I was not able to update parcels until September 29, which was a little over a month from the beginning date of the conversion until the software in my office could convert us to be fully functioning on the web.
- ✓ Horicon Bank's servers went down as a result on a cyber-security incident on September 20. Some of the services were down for a rather lengthy amount of time. Just recently, their remote deposit software was back online.
- ✓ Interest rates continue to be at their lowest. Our funds continue to be in money market accounts
- ✓ Sold all of the 2016 properties and made a profit 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 2021 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2021, our office has collected \$6,592,294.15 for the 2021 tax roll. This figure reflects collection for ten of the sixteen municipalities.
- ✓ We had quite the year of turnover in the Treasurer's office. Stefanie Meeker's last day was August 1st, Jessica McLean's last day was on August 23rd. Jennifer Dimiceli started on September 27th as the Chief Deputy Treasurer and Brenda Sondalled started on December 1st. I submitted my letter of resignation on December 15th stating my intention to resign on January 31st, 2022.

Coming up in 2022:

- ✓ My last day as the County Treasurer is January 31, 2022. My replacement, Jessica McLean was appointed and started to learn as much as she could starting on January 13, 2022. I have the utmost of confidence in Jessica and I know she will do a tremendous job for the County.
- ✓ 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; Jennifer Dimiceli and Jessica McLean, and one part-time employee; Brenda Sondalle. As always, our goal for 2022 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

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

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2021 through December 31, 2021

Report on General Activity in County Treasurer's office for 2021:

	TOTAL AMOUNT	TOTAL AMOUNT
	2020	2021
General Receipts	21,350,045.50	15,158,703.68
General Property Tax Receipts	9,227,120.97	8,770,689.48
Tax Settlement	15,034,273.31	14,881,667.98
Withdrawals related to payroll/general maintenance checks	14,519,000.00	9,570,000.00
Total Interest Received on Investments	181,422.39	141,523.66
Sales Tax Received	1,630,022.32	1,928,870.31
Withdrawal of Sales Tax funds for loan payment on bldg	1,001,492.50	860,613.75
Total Interest and Penalty Received on Delinquent Taxes	177,781.03	187,508.94
ARPA Funds	0.00	1,836,814.50
Bond Refinance	0.00	8,691,597.29
Total General Maintenance Checks	16,814,009.92	14,871,332.32
Total Payroll Disbursement	7,636,085.15	7,527,972.41
Total Outgoing Wire Transfers for Payroll and Fees	5,126,525.83	8,500,000.00
Real Estate Transfer Fees	422,989.44	495,681.06
Total Sales Tax Wires	2,121,331.72	1,899,402.26
Investment Wires	18,510,311.72	5,143,997.78
Tax Settlement	8,908,525.15	8,569,522.92
Repayment of Bond Loan + Interest on Loan + Refinance	1,001,492.50	10,035,175.42
Direct Deposit HS Funds	2,733,306.56	3,026,980.55
Transfer to Flex/HRA Account	92,686.27	100,914.08
Outstanding Check Resolutions and Banks Fees	22,693.51	3,182.79
Monthly Boat Launch Charges	6,993.00	5,799.00
ARPA Funds Transfer	0.00	1,836,814.50

Report of Cash Balance on Hand

STATEMENT OF CONDITION OF GREEN LAKE COUNTY

From January 1, 2021 to December 31, 2021

Cash Balance 1-1-21	212,504.89	
Receipts - 2021	62,027,989.59	
Disbursements - 2021		62,016,775.09
Required Cash Balance 12-31-21		223,719.39

Respectfully submitted,
Amanda R Toney, County Treasurer