



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 4/29/2022**

**Amended\* Post Date:**

**The following documents are included in the packet for the Administrative Committee on May 2, 2022:**

- 1) Amended Agenda
- 2) Minutes from 2/8/2022, 3/2/2022, 3/10/2022
- 3) Resolution Authorizing the Electronic Publication of County Board Proceedings
- 4) Department Related Reports:
  - Corporation Counsel
  - County Administrator
  - County Clerk
  - IT
  - Register of Deeds
  - Treasurer



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## *Administrative Committee Meeting Notice*

**Date: Monday, May 2, 2022 Time: 3:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### Amended AGENDA\*

#### **Committee Members**

*Dave Abendroth- Chair*  
*Dennis Mulder*  
*Brian Floeter*  
*Gene Thom*  
*Ken Bates*

*Elizabeth Otto,*  
*Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Vice-Chair
5. Minutes: 02/08/22, 03/02/2022 and 03/10/2022
6. Public Comment
7. Resolutions
  - Resolution Authorizing the Electronic Publication of County Board Proceedings
8. Discussion regarding County Board Rules
9. Discussion on Long Range Planning and the Comprehensive Plan
10. \* Discussion regarding County Administrator evaluation
11. \* Discussion and possible action on ordinance and policy revisions
12. Department Related Reports
  - Corporation Counsel
  - County Administrator
  - County Clerk
  - IT
  - Register of Deeds
  - Treasurer
13. Committee Discussion
  - Future Meeting Dates:
  - Future Agenda items for action & discussion
14. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Administrative Meetings  
Time: May 2, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/82233484822?pwd=QTRVLD1VnA4VUVVQUXhOWW5qOGY4QT09>

Meeting ID: 822 3348 4822  
Passcode: 315636

Dial by your location  
+1 929 436 2866 US (New York)  
+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

February 8, 2022

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 3:00 PM on Tuesday, February 8, 2022 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  
Katie Mehn  
Dennis Mulder

Absent: Keith Hess

Other County Employees Present: Liz Otto, County Clerk; Jess McLean, Treasurer; Corporation Counsel Dawn Klockow; Renee Thiem-Korth, Register of Deeds; Bill Hutchison, IT Director; Sheriff Mark Podoll, Chief Deputy Matt Vandekolk; Gene Thom, Supervisor #19 (Zoom), Carleen Rohde, HR Coordinator; Shannon Barfknecht, Financial Manager; Amy Thoma, Clerk of Circuit Court

### MINUTES

*Motion/second (Mehn/Floeter)* to approve the minutes of August 3, 2021 and August 17, 2021 minutes. Motion carried with no negative vote.

PUBLIC COMMENT – Sheriff Mark Podoll thanked the IT Department for smooth transition to Office 365 in the Sheriff's Office.

### RESOLUTIONS

- **Relating to Sick Leave Payout for Sheriff Mark Podoll**

Discussion held. *Motion/second (Floeter/Mulder)* to suspend the rules and allow Sheriff Mark Podoll to speak. Motion carried with no negative vote. *Motion/second (Mulder/Floeter)* to delay action for further review not to exceed 30 days. Motion carried with no negative vote.

- **Salary for County Sheriff 2023-2026**

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

- **Salary for Clerk of Circuit Court 2023-2026**

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

- **Salary for County Coroner 2023-2026**

*Motion/second (Floeter/Mehn)* to defer the resolution to the special Administrative Meeting not to exceed 30 days. Motion carried with no negative vote.

### DISCUSSION AND POSSIBLE ACTION REGARDING MEDICAL EXAMINER

Corporation Counsel Dawn Klockow gave the committee background information on the current status of the Coroner versus Medical Examiner situation. Klockow stated that County Administrator Cathy Schmit, County Board Chair Harley Reabe, and herself have been in talks with Dodge County regarding an intergovernmental agreement for a Medical Examiner.

*Motion/second (Mulder/Floeter)* to recommend to the Judicial Law Committee to eliminate the Coroner position and create a Medical Examiner position. Motion carried with no negative vote.

### **DISCUSSION REGARDING POSITION IN REGISTER OF DEEDS OFFICE**

Chair Reabe stated that this item should be presented to the Personnel Committee for discussion and/or action.

*Motion/second (Mulder/Floeter)* to defer discussion and/or action on this item to the Personnel Committee with a recommendation that action be taken as soon as possible. Motion carried with no negative vote.

Supervisor Katie Mehn thanked Register of Deeds Renee Thiem-Korth for the research she has put into this request.

### **DISCUSSION ON LONG RANGE PLANNING AND THE COMPREHENSIVE PLAN**

Chair Reabe stated that this has been included in the annual county budget for the last two years and should be acted upon.

*Motion/second (Floeter/Mehn)* to defer discussion regarding strategic planning to the next regular quarterly meeting of the Administrative Committee. Motion carried with no negative vote.

### **REQUEST FOR CREDIT CARD APPROVALS**

*Motion/second (Mulder/Floeter)* to approve credit card requests for the following employees:

Carleen Rohde – HR Coordinator  
Shannon Barfknecht – Financial Manager  
Jessica McLean – County Treasurer

A discussion was held regarding the credit card approval process and the policy involved.

### **ANNUAL REPORTS**

All annual reports were submitted for the committee's review along with any updates from the Department Heads.

- Corporation Counsel
- County Administrator
- County Clerk
- IT – Supervisor Floeter requested a copy of the Work from Home policy
- Register of Deeds
- Treasurer – Supervisor Floeter welcomed newly appointed Treasurer Jessica McLean. Discussion held regarding the transition and the Real Property Lister duties.

### **COMMITTEE DISCUSSION**

#### **Future Meeting Dates:**

- **Special Meeting: March 2, 2022 @ 3:00 PM** Agenda items to include Resolution Regarding Sick Leave Payout for Sheriff Mark Podoll, Resolution Relating to Salary for the County Coroner for the Term 2023-2026
- **Regular Meeting: TBD** Agenda items to include annual County Administrator review, discussion on strategic/long range plan

### **ADJOURNMENT**

Chair Reabe adjourned the meeting at 4:11 PM.

Submitted by,



Liz Otto  
County Clerk

## ADMINISTRATIVE COMMITTEE MEETING

March 2, 2022

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 3:00 PM on Wednesday, March 2, 2022 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  
Katie Mehn (Zoom)  
Dennis Mulder (Zoom)

Absent:

Other County Employees Present: Liz Otto, County Clerk; Corporation Counsel Dawn Klockow; Renee Thiem-Korth, Register of Deeds (Zoom); Sheriff Mark Podoll

### **PUBLIC COMMENT** –

Cindy Skipchak and Todd Wachholz, two Green Lake County funeral directors, spoke in regard to the coroner position currently in place in Green Lake County. Both stated the need for an updated wage/salary scale and also requested that timely viewing of deaths be considered in regard to this position.

### **RESOLUTIONS**

#### • **Relating to Sick Leave Payout for Sheriff Mark Podoll**

*Motion/second (Floeter/Mulder)* to suspend the rules to allow Sheriff Mark Podoll to speak. Motion carried with no negative vote. Corporation Counsel Dawn Klockow addressed the letter she sent to all committee members regarding her legal opinion on this matter. *Motion/second (Floeter/Mehn)* to allow the legal opinion dated 02/27/2022 to be included in the packet for today's meeting. Motion carried with no negative vote. Sheriff Podoll stated that the elected officials in Green Lake County have not been treated fairly in regard to wages when compared to other employees and Department Heads. *Motion/second (Floeter/Mehn)* to suspend the rules and allow Dave Abendroth to speak. Motion carried with no negative vote. Abendroth stated that he has compiled a list of 8 counties as comparables to be used for wages for all employees based on population and budget size. Chair Reabe called for a motion to approve the resolution on the floor. No motion made – the resolution will not move forward.

#### • **Salary for County Coroner 2023-2026**

Discussion held. Committee instructed the County Administrator to provide comparables from other counties on the coroner position based on population and budget size and bring to a special Administrative meeting.

*Motion/second (Floeter/Mulder)* to defer action on this item to a date to be determined. Motion carried with no negative vote.

### **DISCUSSION AND POSSIBLE ACTION REGARDING MEDICAL EXAMINER**

*Motion/second (Floeter/Mulder)* to allow Todd Wachholz and Cindy Skipchak to speak in more detail regarding the position of coroner. Motion carried with no negative vote. Both Wachholz and Skipchak spoke in favor of moving to a Medical Examiner position in Green Lake County and outlined their reasons for this opinion.

### **COMMITTEE DISCUSSION**

#### **Future Meeting Dates: special meeting date to be determined**

• **Regular Meeting: TBD** Agenda items to include annual County Administrator review, discussion on strategic/long range plan

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 4:03 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

## ADMINISTRATIVE COMMITTEE MEETING

March 10, 2022

The special meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 3:00 PM on Thursday, March 10, 2022 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  
Katie Mehn (Zoom)  
Dennis Mulder (Zoom)

Absent:

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; Corporation Counsel Dawn Klockow; Sheriff Mark Podoll (Zoom); Dave Abendroth, Supervisor District 4 (Zoom)

### PUBLIC COMMENT –

None.

### RESOLUTIONS

- **Resolution Relating to Salary for the County Coroner for the Term 2023-2026**

Corporation Counsel Dawn Klockow explained the resolution. Discussion held.

*Motion/second (Mulder/Reabe)* to approve the resolution and forward to County Board for further action.

*Motion/second (Floeter/Mulder)* to suspend the rules to allow Supervisor Abendroth to speak. Motion carried with no negative vote. Supervisor Abendroth clarified a few questions pertaining to this resolution and the other resolution going forward regarding a County Medical Examiner at County Board next week.

Original motion to approve the resolution and forward to County Board carried with no negative vote.

### COMMITTEE DISCUSSION

**Future Meeting Dates: special meeting date to be determined**

- **Regular Meeting:**

### ADJOURNMENT

Chair Reabe adjourned the meeting at 3:17 PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

**RESOLUTION NUMBER -2022**

**Resolution Authorizing the Electronic Publication of County Board Proceedings**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of May 2022, does resolve as follows:

- 1 **WHEREAS**, Wisconsin Statute §59.14(3) allows the County Board to provide for the
- 2 publication of its duly certified proceedings for general distribution in pamphlet form by
- 3 the lowest and best bidder; and,
  
- 4 **WHEREAS**, Modern technology allows information to be readily ascertainable by the
- 5 general public and placing the County Board’s proceedings on the County website is
- 6 economical and environmentally friendly; and,
  
- 7 **WHEREAS**, The County Clerk is required to provide access to the Board’s records
- 8 without charge; and,
  
- 9 Fiscal note is not applicable.
  
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Administrative  
Committee

Ayes , Nays , Absent , Abstain

\_\_\_\_\_  
David Abendroth, Chair

Passed and Adopted/Rejected this 17th  
day of May, 2022.

\_\_\_\_\_  
Dennis Mulder

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Gene Thom

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Ken Bates

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Brian Floeter



11 **WHEREAS**, Attorney General Opinion, OAG-2-08, states that a county board may print  
12 its own proceedings or post them on its website.

13 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of  
14 Supervisors authorizes and approves the Green Lake County Clerk publishing the  
15 Proceedings of the Board of Supervisors in an electronic format rather than physical  
16 copies from this date forward.

17 **BE IT FURTHER RESOLVED**, that the Green Lake County Clerk shall provide a paper  
18 copy of the Proceedings of the Board of Supervisors to any person who requests one.

19 **BE IT FURTHER RESOLVED**, that the Green Lake County Clerk shall retain a copy of  
20 this resolution authorizing the change in policy and procedure regarding how the  
21 Proceedings of the Board of Supervisors is published.

22 **FISCAL NOTE:** none



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

*Dawn N. Klockow*  
*Corporation Counsel*

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

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**MEMORANDUM**

TO: Administrative Committee

FROM: Dawn N. Klockow

DATE: April 27, 2022

RE: Department Report – January – March 2022

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Honorable Members of the Administrative Committee:

This report will encompass my Office's activities from January through March 2022.

I continued my services to the Child Support Agency with advising the unit, appearing in court and drafting and reviewing documents. The Agency receives reimbursement for the time spent each month that I work with them on establishment, contempt and support enforcement. The table below shows the hours logged for the first quarter of 2022.

<b>Month</b>	<b>Hours billed</b>
January	6.5
February	5.1
March	9.4

Beginning on January 1, 2022, the Office of Corporation Counsel began to prosecute the Children in Need of Protection and Services (CHIPS) cases. We filed over 38 motions and orders to substitute counsel for the open CHIPS cases. Angie and I are working diligently to learn this new area of law and procedure. We are also able to bill for our time for grant reimbursement for these cases. The reimbursement is 26% of the amount billed. For the first quarter we billed \$5,590.04 and expect to be reimbursed \$1,452.21. For the first quarter we billed \$2,165.86 for termination of parental rights cases. These cases are reimbursed at the rate of 40% for 22. We expect to receive \$866.34 from the grant funding.

I volunteered as a judge for the High School Mock Trial tournament on February 13, 2022. It was held virtually again. I attended two meetings of the Government Lawyers Division Board, which I was elected to on July 1, 2021 for a two year term. The next meeting is in June 2022. I taught one seminar for UW-Green Bay Behavioral Health Training Partnership on mental health laws on March 1-2, 2022. I am contracted to teach four seminars this year.

I attended the following seminar and continuing education program: Reasonable Efforts: A Judicial Perspective, January 6, 2022.

I have attached reports showing the files and activity of my office from January 1 through March 31, 2022.

As always, my door is open to all supervisors and staff to discuss their legal needs and questions.

Green Lake County  
 Litigation Activity By Category  
 From 1/1/2022 through 3/31/2022

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
BNK	Bankruptcy	4	1	2	3
CHIPS	Child in Need of Protection or Services	0	46	12	34
CLPI	Claim - Personal Injury	1	0	0	1
GDN	Guardianship	7	2	7	2
GDN&PP	Guardianship with Protective Placement	1	0	1	0
INREM	In rem tax foreclosure	1	0	1	0
ME	Involuntary Mental Commitment	6	15	19	2
MISC	Miscellaneous litigation	1	2	1	2
SEPT	Septic System violation	1	0	1	0
TPR	Termination of Parental Rights	2	1	1	2
TRIP	Tax Refund Intercept Program	1	0	1	0
WATT	Watts Reviews	1	1	1	1
ZON	Zoning	0	1	0	1
	<b>Total</b>	<b>26</b>	<b>69</b>	<b>47</b>	<b>48</b>

Green Lake County  
Assignment Activity By Category  
From 1/1/2022 through 3/31/2022

<b>Cat</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Received</b>	<b>Completed</b>	<b>Ending Balance</b>
COL	Collections	1	0	0	1
CON	Contracts / Agreements	8	17	15	10
EMP	Employment	0	4	3	1
INFO	Informational file	1	0	0	1
MISC	unable to catogorize	2	1	2	1
NC/NI	Notice of Claim/Injury	3	1	1	3
OPIN	Opinions	3	1	1	3
ORD	Ordinances	2	5	3	4
POL	Policy	4	3	2	5
REA	Real Estate	1	2	0	3
REC	Records Request	0	7	7	0
RES	Resolutions	1	3	2	2
ZON	Zoning Enforcement	1	1	2	0
	<b>Total</b>	<b>27</b>	<b>45</b>	<b>38</b>	<b>34</b>



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY ADMINISTRATOR

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

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May 2022

To: Administrative Committee

From: Catherine J. Schmit, County Administrator

Since my last quarterly/annual report in January 2022, I have participated in the following general routine tasks:

- Monthly Department Head meetings (in person and via Zoom)
- Performed annual performance evaluations for UWEX support and Department Head staff.
- Finalized annual performance evaluation and compensation processes utilizing Halogen Employee Performance Management Software. Pay increases effective January 1 were included in the 2<sup>nd</sup> payroll distribution of April.
- Attended: Weekly WCA County Leadership Weekly Meeting via Zoom, ARPA regulatory and reporting workshops (online).
- Continue to facilitate finalizing the Government Center Structural and Electronic Security Upgrades final phase - courtrooms.
- Continue to coordinate with Corporation Counsel on finalizing implementation of a countywide ambulance service and getting contracts in place.
- Recruited and appointed the new Land Conservation Director Todd Morris. New HR Coordinator starting in the Administrator's Office in January. Working with new County Treasurer Jessica McLean to assist in getting her oriented in her new position. With the recent resignation of UWEX Ag Agent Ben Jenkins, beginning discussions with County and UWEX as to direction we will plan to go. After 40 years with the County the HHS - Aging/LTC Unit Manager Betty Bradley has announced her retirement effective June. We are currently recruiting to fill that critical position.
- Work with P & I Committee and staff in developing a countywide purchasing policy. Still a work in progress.
- Participated in New County Board Supervisor Orientation program and Student Government Day.
- Continue working Finance Committee, county stakeholders and County Board on planned utilization of ARPA Funds. Completed the required ARPA funds utilization report to Treasury Dept. ahead of the deadline of 4/30/2022.
- Facilitated process for County to transition from an elected Coroner position to an appointed Medical Examiner position at the end of the current term. Will continue to work with the County Board and county stakeholders on what that new Medical Examiner position and office may look like as far as staffing, management, etc.
- Our audit firm CLA was on site last week kicking off the 2021 annual audit; primarily concentrating on gathering data for the timely submission of the Single Audit due May 15<sup>th</sup>.
- I am extremely grateful for the unwavering support of the County Board, staff and community during the critical weeks of my husband's illness, time in hospice and ultimately his untimely passing. Words will never express how much the care and support meant to myself and my family.



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY CLERK

*Elizabeth Otto*  
County Clerk

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

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### ADMINISTRATIVE COMMITTEE

### COUNTY CLERK QUARTERLY REPORT

April 27, 2022

Activities in the County Clerk's office for first quarter of 2022 includes:

- ❖ The April 5, 2022 Spring election is complete and in the books! This election is the toughest one for municipal clerks and election workers due to the multitude of districts and wards. Our turnout of estimated voting age residents was 21.5% which was average for a spring election. Our next election will be the August 9 Primary followed by the November 8 General Election. With the large number of candidates joining the Governor's race, I expect a good turnout in August as well as November. Paperwork for our local Clerk of Court and Sheriff races is available in my office.
- ❖ My office provided election training for the municipal clerks and election inspectors on February 28. We try to provide one training per year which counts toward the continuing education requirements set by the Wisconsin Elections Commission (WEC). I send in our training agenda, the WEC approves it, and the Clerks and Chief Inspectors report it as 2 hours of training toward their 6 hours required every 2 years. One of the segments we did was common scenarios and a "what would you do in this situation" format. Everyone seemed to really like that and we will do more of that in the future.
- ❖ Marriage licenses are on the upswing this time of year. There are several changes going into effect in July of this year which could affect our license revenue. Changes taking place include the ability for the applicants to obtain their license in any county of the state instead of only the county in which one of them resides, a reduction of the 5 day waiting period down to 3 days, and less stringent rules regarding the identifying documentation required.
- ❖ I coordinated the County Board training for new and existing supervisors on April 12. The training was well attended this year – we had 11 supervisors! My thanks to Samantha for filling in for me last minute due to my voice issues. She did a great job with little preparation!! This training is provided at the start of each term to new supervisors and provides a beneficial refresher to existing supervisors.
- ❖ The auditors were here last week and kept me busy with requests regarding payroll samples, year end reports, and various grants for 2021. I work fairly closely with the auditors each time they are here on these select items.

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

Respectfully submitted,  
*Elizabeth Otto*  
Elizabeth Otto  
County Clerk



# Green Lake County Information Technology Department

Bill Hutchison, Information Technology Director  
bhutchison@greenlakecountywi.gov (920) 294-4160

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April 28<sup>th</sup>, 2022

Memo to Administrative Committee.

Highlights of Information Technology Department activity since the last report to this committee:

- To date, completed 5 of 11 capital projects budgeted for 2022.
- Still assisting employees with their additional COVID work changes and those working from home.
- Continued monthly security trainings for all employees.
- On-going reports from CISA monitoring cyber hygiene of our systems.
- Since last report, setup 16 new employees and decommissioned 23 accounts for those that left employment.
- Continued weekly security updates and patching of all IT systems.
- Continued work to refresh or remove outdated software packages across organization.
- Installed new tooling for both deploying and managing all IT end-user systems.
- Main Treasurer and Planning & Zoning department applications upgraded.
- On-going management work for growing iPhone and iPad fleet, increased to 132 total devices.
- Maintenance department confirmed replacement of GC's faulty building surge protection.
- Migrated all GC employees, departments, and Supervisors over to Office 365.
- Migrated all emails from @co.green-lake.wi.us to @greenlakecountywi.gov
- Upgraded the servers at Highway and at FRI.
- Built new server and moved SL over, also upgraded that as well.
- At present, moved 205 desktop/laptop and server systems over the CISA's ESS for next gen protection and monitoring.
- Working to correct a myriad of issues caused by State of WI failing to update their websites in time for MS's IE EOL.
- Moving departments over to 365 groups and calendars since MS is EOL'ing public folders in support of MS Teams.
- Involved in HHS's planned move and launch over to Avatar NX and myHealthPoint CareConnect online.
- Brought new Supervisors online with their required accounts and equipment to perform their roles.
- Reconfigured required systems for new Supervisors and role changes to Chairperson and Clerk's requests/changes.
- Waiting on LegalFiles vendor to bring Corp Counsel's new RMS online, vendor has missed their deadline.
- Setup and turned over 8 new iPads to Highway for them to starting using with their new RTvision system for road crews.
- Working on annual security certificate updates required on all systems the encrypt their network traffic.
- Moved off remaining physical fax machines and migrated their numbers over to cloud based faxing service.
- DA, Co Clerk, RoD, Treasurer, UWEX, and Highway offices all upgraded to new MFP's for their printing/copying/scanning.
- Completed all employee annual evaluations.
- Starting replacement and upgrade planning of all rugged MDC's used by the Sheriff's Office. Awaiting complete delivery.
- Upgrade to current software for PaperCut system that controls and audits all copying and printing.
- Upgrade to main RMS law enforcement software delayed until vendor corrects issues in their release.
- Ongoing work to remove and clear out the decommissioned hardware and software of systems replaced mentioned above.

Respectfully submitted,

Bill Hutchison  
Information Technology Director





# GREEN LAKE COUNTY

## OFFICE OF THE REGISTER OF DEEDS

**Renee Thiem-Korth**  
Register of Deeds

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

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April 27, 2022

Memo to the Administrative Committee:

RE: Register of Deeds Office January to March 2022

Once again, the Register of Deeds office has had staffing changes. The deputy hired in September 2021 was appointed to be the new County Treasurer in January 2022. With this appointment it once again left the Register of Deeds short staffed. Former Deputy Jane Thomas, who retired in August 2021, graciously agreed to come back as an LTE until we were able to hire. In April 2022, Pamela Weber was hired as the new Deputy in the Register of Deeds office. Pam is a welcomed addition to our office.

With both Deputies being new to the office we have had Fidar come in and do continuing training for our software. The Life Cycle contract we hold with Fidar, provides us this service at no added expense to our office or the County. This has been a huge benefit for software training with new employees, and with the new software which was installed in August 2021 this has been extremely helpful.

Our office is continuing to cross train. Both Deputies are learning more about real estate documents and vital records. The goal is for all to be comfortable with any position they may need to do. This is a slow process, but both are doing an amazing job.

Our first quarter recording revenues are down from 2021 but remain slightly above 2020 and 2019. This has kept our office very busy. Training can be a slow process with regards to land records. Legal descriptions are not something quickly learned. For new office staff this has been a busy and challenging year.

Deputy Sue Kiener has been very busy with our funeral homes and processing death certificates. With the issuance of Statewide vital records, we have seen an increase in our death certificates. Many out of county funeral homes have been using our services to allow them to provide families with immediate copies of death certificates.

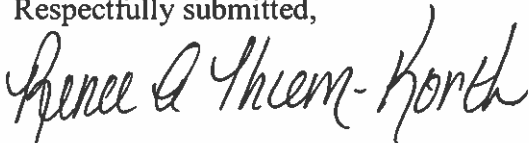
With new office staff I have not been able to attend any conferences, luckily many are still offering the zoom option. I have been able to attend a few meetings with this option.

I have been helping the new Treasurer and Real Property Lister with many items that were left when changes happened in that office. Legal descriptions are often challenging for new staff. I have been doing my best to be of service to them as time allows. Our offices have been working together to do the best we can for the citizens of Green Lake County.

Our office continues to back index the old documents which have been digitized and put into our real estate system as time allows. Each document that is back indexed allows title searchers, attorneys, real estate agents and the citizens of Green Lake County to access them easily online. This benefits our Laredo and Tapestry sales.

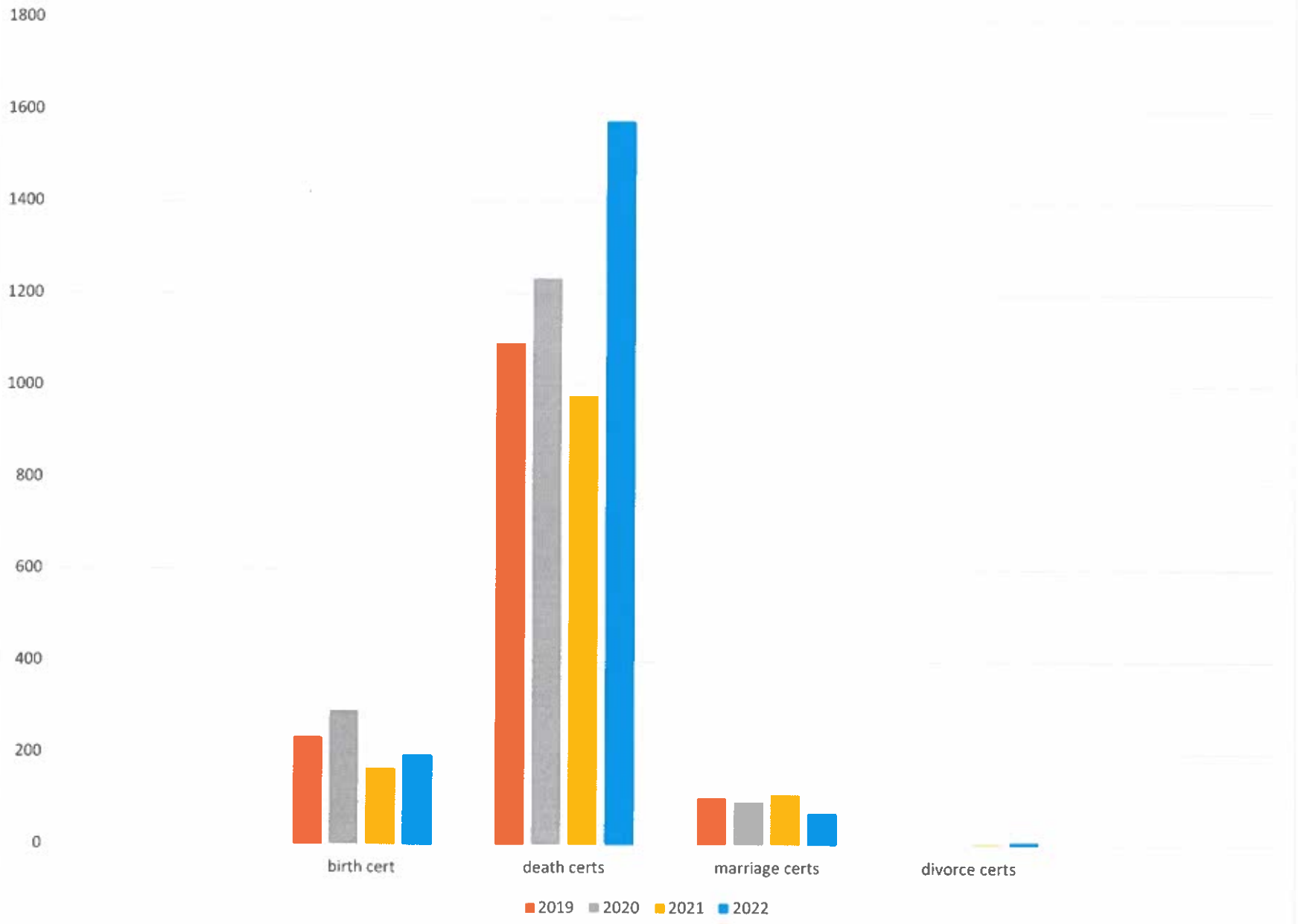
My first 15 months as Register of Deeds has definitely been a challenging time. There have been many changes in our office, but we have handled them and continue to provide the best possible service for the citizens we serve.

Respectfully submitted,

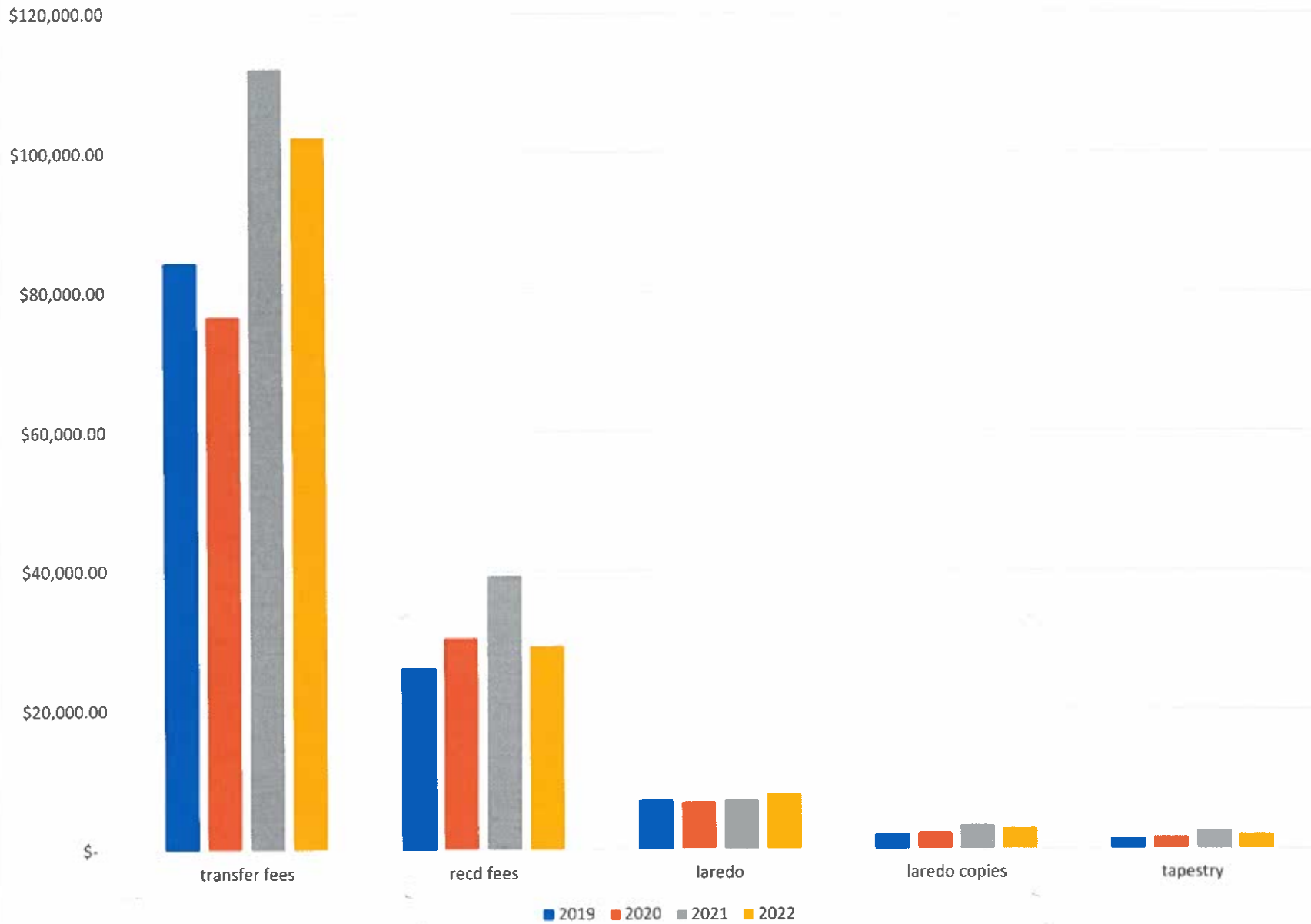


Renee A. Thiem-Korth  
Green Lake County Register of Deeds

Certificate Comparison 2019 through 2022 First Quarter



Recording Revenue 2019 through 2022 Comparison First Quarter





# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY TREASURER

Jessica McLean  
Treasurer and Real Property Lister

Office: 920-294-4018  
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Below is a recap of the activities during the first quarter of 2022.

- ✓ Completed first installment collections for 10 of our 16 municipalities. What this means for our office is:
  - Taxpayers can pay their taxes in multiple ways to the Treasurer's office.
    - In person, mail, drop box or online
  - Daily, if not multiple times a day, we balance the tax payments and we keep a spreadsheet of exactly what amount was collected for each municipality separately.
  - Every Friday, the funds collected for the week for each municipality are then transferred from the county account into the specific municipality accounts.
  - This process starts around the third week in December and goes thru the fifth business day in February.
- ✓ The January Settlement was completed by January 15<sup>th</sup>. This is the process where we settle with each municipality on the total funds collected in their municipality as of 12/31/2021. The responsibility of this task lies mainly with the municipal Treasurer to pay each district within their municipality by the January 15<sup>th</sup> deadline. I was just stepping into this role on February 1<sup>st</sup>, so I caught the tail end of this.
- ✓ The February Settlement was completed by February 11<sup>th</sup>. We have from February 8<sup>th</sup> until the 20<sup>th</sup> to complete this process. This went as smoothly as it could have.
- ✓ The Lottery Credit was received and distributed to the taxing entities on April 15<sup>th</sup>.
- ✓ We continue to work through some significant issues of the Real Property Lister duties and are seeking assistance to audit the documents that have been done in 2021. The Register of Deeds office has been helping with the documents that are being brought to our attention, but we have many that will need to be reviewed and fixed. We are hoping to find a solution to this real soon as we are getting closer to the processes of producing the 2022 tax roll.
- ✓ We have been doing some training with Transcendent the past couple months for some basic tax processing guidance.
- ✓ We are starting the In-Rem process on the parcels that have delinquent 2018 taxes. We currently have 56 parcels on our list.
- ✓ The 2022 assessment rolls are slowly coming in. Jen has been working on importing these figures.
- ✓ I attended my first Town's Association meeting in Manchester and learned some things from that experience.
- ✓ Boat Launch sales have once again started to pick up for the office and are slightly higher than the previous year thus far.

The Treasurers office would like to thank everyone for their patience during this time of transition. All the staff in our office is new, with Jen being the most senior staff member with 7 months of experience in our office. This office is smoothing out some bumps along the way and strive to provide the best customer service we can to everyone.

Respectfully submitted,

*Jessica McLean*

County Treasurer/Real Property Lister