



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/02/2023

Amended* Post Date:

**The following documents are included in the packet for the
Administrative Committee Meeting on February 6, 2023:**

- 1) Agenda
- 2) Minutes from 11/08/2022, 12/20/22, and 01/06/2023
- 3) Resolution to Request State to revise the current Real Estate Transfer Fees Revenue Sharing Formula
- 4) Department/Annual Reports (5)



**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, February 6, 2023 Time: 4:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

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. Minutes: 11/08/22, 12/20/22, 1/6/23
5. Public Comment (3 minute limit)
6. Resolutions
 - Request State to revise the current Real Estate Transfer Fees Revenue Sharing Formula
7. Discussion regarding the creation of an Executive Committee
8. Department/Annual Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
9. Committee Discussion
 - Future Meeting Dates:
 - Future Agenda items for action & discussion
10. Adjourn

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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 264 110 477 61

Passcode: pibk4S

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-515-0745,,319083996#](#) United States, Green Bay

Phone Conference ID: 319 083 996#

[Find a local number](#) | [Reset PIN](#)

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

ADMINISTRATIVE COMMITTEE MEETING

November 8, 2022

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:30 PM on Tuesday, November 8, 2022 in the County Board and via remote 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: Dave Abendroth
Ken Bates
Brian Floeter
Dennis Mulder
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel; Renee Thiem-Korth, Register of Deeds, Jessica McLean, Treasurer; Bill Hutchison, IT Director

MINUTES

Motion/second (Mulder/Bates) to approve the minutes from the 08/01/2022, 08/16/2022, 08/22/2022, 09/07/2022, 10/17/2022 and 10/25/2022 minutes.

PUBLIC COMMENT – none

DISCUSSION AND POTENTIAL RECOMMENDATION FOR REMOVAL OF BOARD OF ADJUSTMENT MEMBER

Supervisor Ken Bates recused himself at 4:32 PM.

Attorney Andy Phillips appeared via remote access as the special counsel representing the Board of Adjustment on a case currently under litigation. Phillips outlined the circumstances surrounding concerns regarding BOA member Ed Roepsch and his ability to continue serving as an impartial member of that board. Discussion held. Committee affirmed removal of Roepsch by the County Board Chair and to appoint a new member in 2023. Clerk Liz Otto will send a letter of removal via certified mail and post an ad on the county website.

Supervisor Ken Bates rejoined the meeting at 4:45 PM.

DISCUSSION ON AMENDING COUNTY ORDINANCE REGARDING THE APPOINTMENT AND SUPERVISION OF THE CORPORATION COUNSEL

Corporation Counsel Dawn Klockow sent a memo to all committee members. Klockow stated that she would advise against enacting any ordinance that contradicts state statute. She stated that the committee could provide a directive to the County Administrator that the Administrative Committee be informed and consulted on any Department Head appointments or issues.

DISCUSSION AND POSSIBLE ACTION REGARDING CORPORATION COUNSEL RECRUITMENT PROCESS

County Administrator Cathy Schmit asked the committee for guidance on the Corporation Counsel recruitment due to Dawn Klockow's resignation which takes effect on November 29, 2022. Klockow has provided an updated job description. Discussion held. *Motion/second (Thom/Mulder)* to proceed with the hiring process with an application deadline of 12/01/2022. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING JULY 3, 2023 CLOSING PER RESOLUTION 01-2019

Discussion held regarding closure of county buildings on Monday, July 3rd as outlined in Resolution 01-2019. ***Motion/second (Thom/Floeter)*** to follow the resolution as presented and close county buildings on July 3, 2023.

DEPARTMENT REPORTS

Department reports were reviewed and discussion held. Treasurer Jessica McLean provided information on the decision to no longer collect 1st installment tax payments on the county level. This will now revert back to the municipality as outlined in state statute.

COMMITTEE DISCUSSION

- **Future Meeting Dates:**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:29 PM.

Submitted by,

Liz Otto
County Clerk

SPECIAL ADMINISTRATIVE COMMITTEE MEETING

December 20, 2022

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:30 PM on Tuesday, December 20, 2022 in person and via remote format at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Ken Bates
Brian Floeter
Dennis Mulder
Gene Thom

Other County Employees Present: Liz Otto, County Clerk; County Administrator Cate Wylie; Interim Corporation Counsel Dan Sondalle, Sheriff Mark Podoll, Chief Deputy Matt Vandekolk, HHS Director Jason Jerome

ADMINISTRATOR'S REPORT

County Administrator Cate Wylie gave an overview of her first two weeks in this position. She requested monthly meetings of the Administrative Committee for the time being. Wylie stated she has met with all Department Heads and also gave an update on the Corporation Counsel. Wylie also informed the committee that she will be renegotiating the Medical Examiner contract with Marquette County in January.

UPDATE REGARDING RECRUITMENT FOR CORPORATION COUNSEL POSITION

County Administrator Cate Wylie stated that there are 3 solid candidates for the position and she has conducted phone interviews with all of them.

REQUEST ACTION FOR ON-SITE INTERVIEWS FOR CORPORATION COUNSEL WITH ADMINISTRATIVE COMMITTEE

County Administrator Cate Wylie requested onsite interviews on January 10, 2023 with input from the Administrative Committee. She will also be speaking with Department Heads to find out if they have specific questions for the candidates.

DISCUSSION AND STATUS UPDATE ON SHARED REVENUE FUNDING WITH EXPECTED IMPACT ON 2022 AND 2023 BUDGETS

County Administrator Cate Wylie informed the committee of an error made on the 2019 levy limit worksheet which resulted in a Department of Revenue shared revenue penalty. Discussion held.

PERSONNEL POLICY DISCUSSION:

- **Employee status – exempt**
- **Compensation for hours worked**

County Administrator Cate Wylie stated that there is currently no written policy in regard to flex time for exempt employees. Discussion held. **Motion/second (Floeter/Thom)** to allow Sheriff Mark Podoll to speak. Motion carried with no negative vote. Podoll referred to the ability to show appreciation for employees and compensate them for time worked. The committee agreed by general consensus to have Administrator Wylie look into this issue further and advised against developing a flex policy for the future.

COMMITTEE DISCUSSION

- **Future Meeting Dates: TBD**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:23 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

SPECIAL ADMINISTRATIVE COMMITTEE MEETING

January 6, 2023

The special meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 2:00 PM on Friday, January 6, 2023 in person at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Ken Bates
Brian Floeter
Dennis Mulder

Absent: Gene Thom

Other County Employees Present: Liz Otto, County Clerk; County Administrator Cate Wylie; Interim Corporation Counsel Dan Sondalle

CLOSED SESSION

- The Administrative Committee may convene into closed session under WI §19.85(1)(c) to consider employment, compensation or performance evaluation data of a specific public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding interview for the position of Corporation Counsel.

Motion/second (Bates/Mulder) to convene into Closed session at 2:04 PM. Roll call vote – Ayes - 4, Nays - 0, Absent - 1, Abstain - 0. Motion carried.

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second (Bates/Mulder) to reconvene into Open Session at 2:52 PM. Roll call vote – Ayes - 4, Nays - 0, Absent - 1, Abstain - 0. Motion carried.

COMMITTEE DISCUSSION

- **Future Meeting Dates:** TBD
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Abendroth adjourned the meeting at 2:53 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2023

**REQUEST STATE TO REVISE THE CURRENT REAL ESTATE TRANSFER FEES
REVENUE SHARING FORMULA**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this _____ day of _____ 2023, does resolve as follows:

- 1 **WHEREAS**, the collection of real estate transfer fees by counties was mandated by the
- 2 State of Wisconsin in 1969, and included a requirement that counties remit 50% of all
- 3 transfer fees collected to the State; and
- 4 **WHEREAS**, in 1981 the State changed the transfer fee formula to require counties to
- 5 remit 80% of all transfer fees collected to the State; and
- 6 **WHEREAS**, the county, through the Register of Deeds Office, assumes the annual
- 7 operating costs of recording all real estate transfers occurring in each county, including
- 8 the collection of real estate transfer fees; and
- 9 Majority vote is needed to pass.

Roll Call on Resolution No. -2023

Submitted by Administrative
Committee

Ayes , Nays , Absent , Abstain

David Abendroth, Chair

Passed and Adopted/Rejected this _____
day of _____ 2023.

Dennis Mulder

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Gene Thom

10 **WHEREAS**, Green Lake County real estate transfer fee collections over the past five
11 years totaled \$2,254,904, of which the county retained \$450,981 and \$1,803,923 was
12 remitted to the State; and

13 **WHEREAS**, using a 50/50 split, the County's share of fees collected on local real estate
14 transfers during that same five-year period would have provided an additional \$676,471
15 in support of local government; and

16 **WHEREAS**, in 2021 the State of Wisconsin had built up a budget surplus of
17 approximately \$2.5 billion dollars, while many Wisconsin counties continue to struggle
18 financially due to the ever-increasing costs of providing county government services in
19 an inflationary economy, coupled with the financial restrictions imposed by State
20 mandated levy limits; and

21 **NOW, THEREFORE, BE RESOLVED**, by the Green Lake County Board of Supervisors
22 that in an effort to assist all Wisconsin Counties requests, the State of Wisconsin to
23 revise the real estate transfer fee share formula to again allow Wisconsin Counties to
24 retain 50% of all real estate transfer fees collected, with the remaining 50% to be
25 remitted to the State.

26 **NOW THEREFORE BE FURTHER RESOLVED**, a copy of this resolution be sent to
27 Governor Tony Evers, all members of the State Legislature representing Green Lake
28 County, the Wisconsin Counties Association, and all other Wisconsin Counties

29
30 **FISCAL NOTE:** no immediate impact



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Daniel D Sondalle
Corporation Counsel

Office: 920-294-4068
FAX: 920-294-4069

MEMORANDUM

TO: Green Lake County Administrative Committee

CC: Cate Wylie, County Administrator

FROM: Daniel D Sondalle

DATE: 2/06/2023

RE: Fourth Quarter 2022 Report on Activity
2022 Administrative Committee Reports

Honorable members of the Administrative Committee,

Our office continues to provide legal services to the County Board, elected officials and County Departments. As Corporation Counsel for the remaining quarter of 2022, I continue to perform contractual and statutory duties with the child support agency. Attorney Dawn Klockow logged 22.7 hours in October with 4.3 hours logged for Corporation Counsel's paralegal, Tami Toth, 5.5 hours in November with 6.8 hours logged for Tami and upon my start as Corporation Counsel November 22, 2022, in December 3.0 hours were logged by myself, with 8.0 hours logged for Tami, for a total of 50.3 hours logged for the fourth (4th) quarter of 2022.

I also continued to perform my duties as the contracted attorney for HHS for Children in Need of Protection and Services cases (23 open), and Termination of Parental Rights cases (3 open). For the month of October, we billed \$873.00. For the Month of November, we billed \$2,727.00. For the month of December, we billed \$3,842.00 for a total of \$7,442.00 billed for the fourth (4th) quarter of 2022.

Regards,

Daniel D. Sondalle
Corporation Counsel



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 6, 2023

Activities in the County Clerk's office for 2022 included:

- ❖ 2022 was a busy year for elections. We had the April election which included County Board supervisors, the August primary, and the November general election. I serve as the Chief Election Official of Green Lake County by overseeing election administration, ballot preparation, programming, and certifying election results. Elections require much more work and attention to detail than in the past including WisVote entry, increased demand for absentee ballots, and keeping up with election law changes. I commend all of the municipal clerks willing to take on this daunting task and I appreciate all they do. I also appreciate Samantha's knowledge and her ability to manage the WisVote processes.
- ❖ Marriage licenses were on the increase in 2022 over the previous year. On July 1, 2022 we saw changes to a few marriage laws, one being that couples are able to apply in any county in the state. The 5 day waiting period changed to 3 days as well.
- ❖ Passport application processing increased dramatically in 2022! Apparently everyone wants to travel again after the pandemic! 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 have even had applicants come from quite a distance away because they heard we offer the best customer service in the area!
- ❖ All of the payroll tax reporting, W2's, and the annual retirement reconciliation have been completed for 2022.
- ❖ Maintaining and tracking dog licenses is a statutory duty of this office. There is no revenue involved with the process – all of the funds taken in are remitted to the state or paid back to the individual municipalities after expenses.
- ❖ I helped coordinate meetings and processes for the Administrative Committee and Public Administration Associates, LLC in their search for new County Administrator Cate Wylie in December of 2022.
- ❖ 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. Both 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



2022 ANNUAL REPORT

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

		<u>2021</u>	<u>2022</u>
FISH & GAME LICENSES	Gross license fees remitted to state	\$1,133.70	\$1,386.75
	License fees retained by County	\$66.30	\$51.20
	Interest	\$0.05	\$0.09
DOG LICENSES	License fees collected	\$8,647.98	\$9,220.50
	License fees remitted to state	\$481.53	\$485.90
MARRIAGE LICENSES (1 posted in 2021)	109 marriage licenses at \$75.00/each	\$7,650.00	\$8,175.00
	Waivers: at \$25.00/each	\$525.00	\$275.00
	Fees remitted to state (110 @ \$25.00)	\$2,550.00	\$2,750.00
MAILINGS	Postage - county offices	\$48,176.36	\$46,511.26
	Municipal mailings - fees to the county (Real Estate tax bills)	\$7,441.21	\$7,894.38
PASSPORTS	241 Acceptance Fees collected at \$35.00/each	\$4,865.00	\$8,435.00
	232 Passport photo fees collected at \$10.00/each	\$1,100.00	\$2,315.00
ELECTION CHARGES	WisVote entry charges/supplies/S&H (\$3,300 from T-Kingston for voting machine)	\$2,598.50	\$6,565.00
ELECTION NOTICES	newspapers notices submitted by the county	\$2,997.80	\$7,783.60
COUNTY BOARD PROCEEDINGS	Berlin Journal publication fees for CB meetings	\$16,896.84	\$11,355.68
PAYROLL	Total county payroll W2's for 2022 - 260	\$11,603,818.70	\$12,030,552.96

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

**Green Lake County
County Board Annual Report
2022
Information Technology Department**

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

Highlights of the IT Departments activities during 2022:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely when called upon.
2. 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.
3. Continued added work the IT Department was given with the building security system and its on-going support workload.
4. Performed continuous software upgrades and patches to improve the efficiency of County employees, security, and their response to other departments and the public.
5. Remote access provided to employees and their applications along with online services added for public access.
6. Continued protecting all PCs with on-site security patching services and anti-virus/malware protection.
7. Performed all the IT financial and IT purchasing needs for the County.
8. Maintained the data backup system's infrastructure and operation.
9. Continually manage and handle all departments' data resource needs and requirements.
10. Managed all computing accounts setup and tear down for all employee transitions.
11. Many device upgrades to improve reliability and employee's effectiveness.

12. 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.
13. 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.
14. 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.
15. Completed rollout migrations of major services to Cloud hosting.
16. Continued maintaining key power protection UPSs for all sites.
17. Continued inventory and tagging of all new IT equipment.
18. 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.
19. Completed multiple major upgrades and changes to all departments' specific systems. All departments at the County have both separate and shared software systems.
20. Continued support of network connectivity to local police departments for inter-agency resource sharing.
21. 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



GREEN LAKE COUNTY OFFICE OF THE REGISTER OF DEEDS

Renee Thiem-Korth
Register of Deeds

Office: 920-294-4024
FAX: 920-299-5075

February 6, 2023

2022 ANNUAL REPORT

To the Honorable Board of Supervisors of the County for Green Lake County

2022 was a year still well above normal recordings for the Register of Deeds Office. Although slightly less hectic than 2020 and 2021, at the end of 2022 we were still recording documents at an elevated level. In all we recorded 5039 documents, 3820 documents and 1219 transfer returns. Our Erecording of documents is now over 50%. Over half of our documents for recording are now delivered to our office via internet and not through the postal service. The Register of Deeds office is a roller coaster with our economy. I do expect recordings to drop over the next couple of years, but this is a normal pattern for the office. Please see the total of Recordings and Transfer Fees chart for dollar amounts.

The issuance of Statewide vital records has affected our sales slightly. We have seen an increase in printing of death certificates. Local, out of county funeral directors have been utilizing our services more, which has increased our sales of death certificates. Marriage and Birth certificates have remained somewhat steady over the last couple years. Please refer to the Copies of Vital Records Issued chart.

Partnered with Fidlar, our software company, we continue to provide online services for real estate and vital records. We are continuing to provide quick and efficient service to our customers in our office as well. While still learning and new to the office, both Deputies in the Register of Deeds office are cross trained, which allows for proficient service to customers at the counter and on the phone. Many callers and counter customers stress how they appreciate the in-person service, either by answering the phone directly or by the ease of getting documents needs from our office.

We are continuing to back index as time allows. This can be a very slow process because of the abbreviated and hard to read legal descriptions of the past.

If you have any questions about the Register of Deeds office, please feel free to stop in and learn more about all we do, from recording over 100 different types of documents, Military Discharges, Vital Records, to helping with genealogy.

Respectfully Submitted,

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

REGISTER OF DEEDS OFFICE

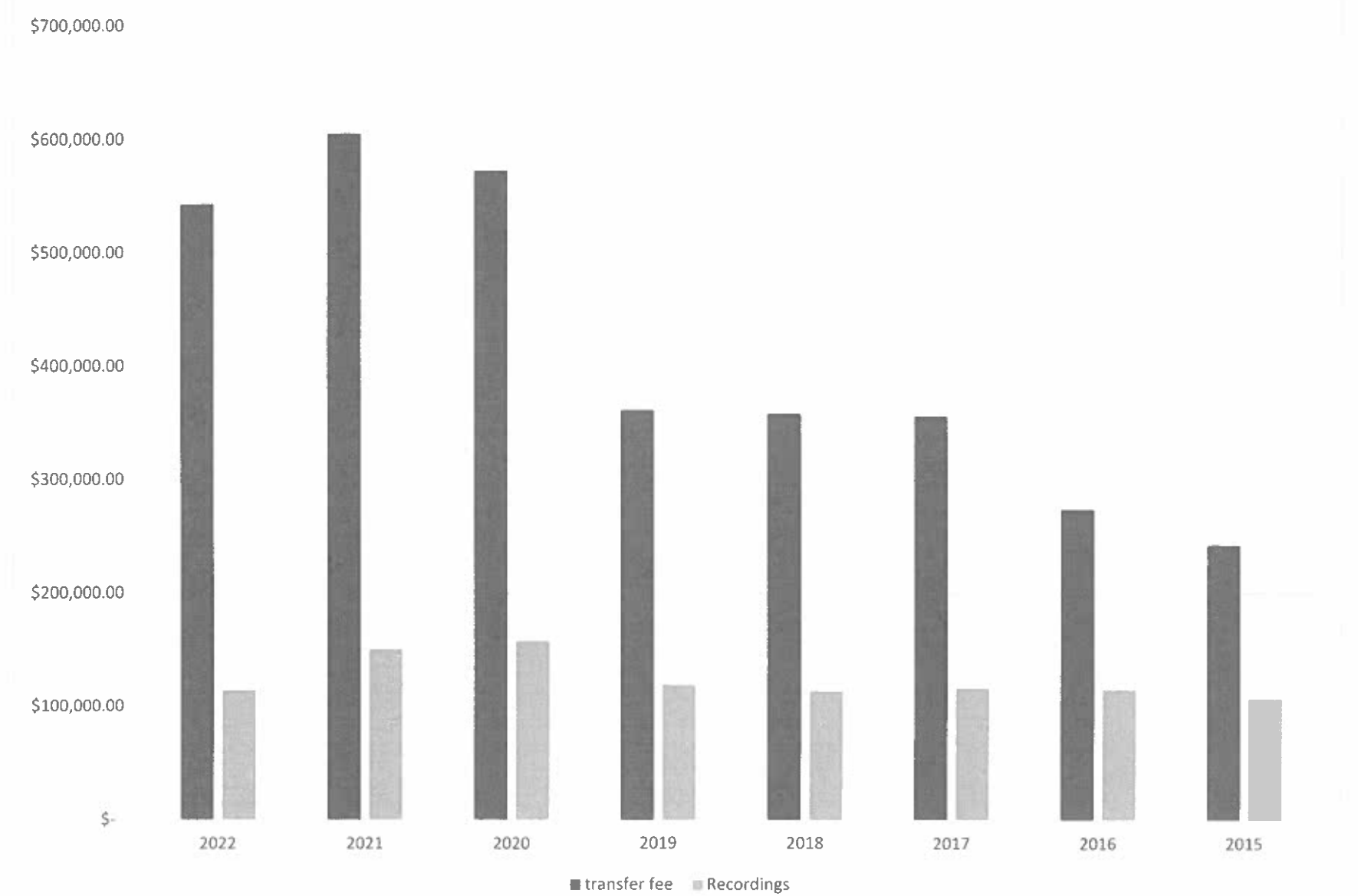
2022 ANNUAL REPORT

Submitted by Renee A. Thiem-Korth

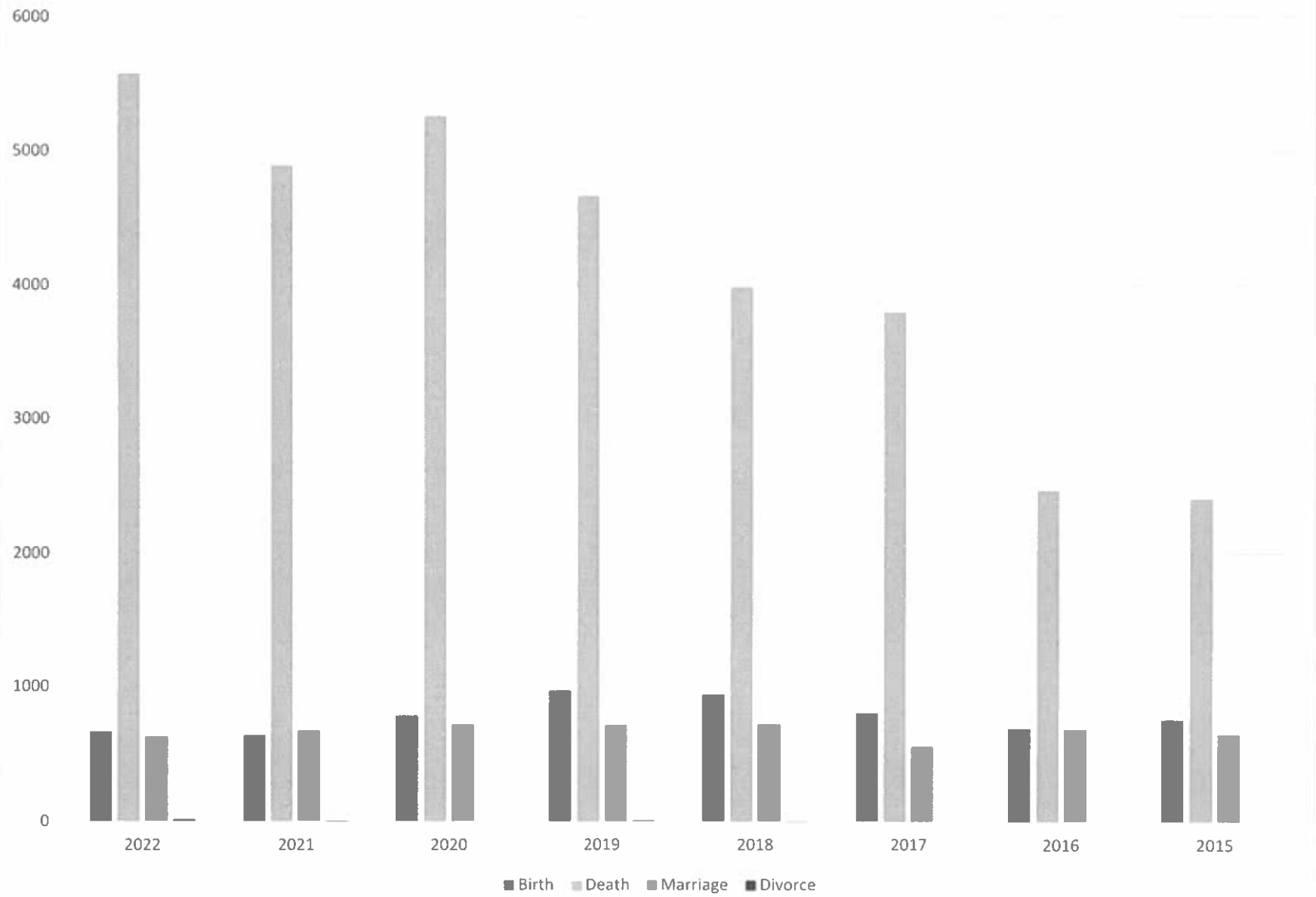
February 6, 2023

						GROSS REVENUE	CTY GROSS REV
WISCONSIN REAL ESTATE TRANSFER FEES						\$543,349.20	
County Share			\$108,669.84				\$108,669.84
WDOR Share			\$434,679.36				
RECORDINGS							
Real Estate		3,820				\$114,600.00	\$57,300.00
County Land Records Fees	\$8 fee		\$30,560.00				
State Land Records Fees	\$7 fee		\$26,740.00				
County ROD Recording Fees	\$15 fee		\$57,300.00				
VITAL STATISTICS							
Births Certified - 1st Copy \$5		418				2,090.00	
Add'l Certified copies \$3		247	\$	741.00		\$9,101.00	\$2,831.00
Fees Rmtd to State-Trust Fund \$7	\$2,926.00						
Fees Remitted to State \$8	\$3,344.00						
Deaths Cerified - 1st Copy \$7		454					
Add'l Certified copies \$3		4,433	\$	13,299.00			
Fees Remitted to State \$13	\$5,902.00					\$23,379.00	\$16,477.00
Marriages Cert. - 1st Copy \$7		213					
Add'l Certified copies \$3		413	\$	1,239.00			
Fees Remitted to State \$13	\$2,769.00					\$5,499.00	\$2,730.00
Divorce Certificate - 1st Copy \$7		13	\$	91.00			
Add'l Certified copies \$3		5	\$	15.00			
Fees Remitted to State \$13	\$169.00					\$275.00	\$106.00
Official Records Online \$2.50		42					
						\$105.00	\$105.00
TAPESTRY REVENUE						\$10,167.64	\$10,167.64
LAREDO COPY FEE						\$11,384.00	\$11,384.00
LAREDO REVENUE						\$30,935.65	\$30,935.65
COPIES						\$2,561.25	\$2,561.25
MISC. INCOME						\$109.00	\$109.00
					over payment \$2		unclaimed funds \$107
TOTAL GROSS REVENUE						\$751,465.74	
TOTAL COUNTY REVENUE							\$243,376.38

Total of Recordings and Transfer Fees



Copies of Vital Records Issued





GREEN LAKE COUNTY

OFFICE OF THE COUNTY TREASURER

Jessica McLean
Treasurer

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

January 31, 2023

It is my pleasure to present the 2022 annual report for the office of the Green Lake County Treasurer.

- ✓ Two bond payments were made in 2022. One on March 1st and the other on September 1st.
- ✓ Attended the following conference: WCTA
- ✓ Continue to manage the credit card portfolio.
- ✓ Researched and applied for the LATCF funds.
- ✓ Received the first installment of \$50,000.00 in LATCF funds.
- ✓ Jennifer Dimiceli's last day was May 16, 2022, and Stefanie Meeker started on August 16, 2022.
- ✓ Sold all of the 2017 properties.
- ✓ On August 5, we officially ended the 2021 tax collections with a total of \$564,117.28 in unpaid 2021 taxes, which is 1.03% of the tax roll. This number is slightly lower than last year.
- ✓ Interest rates started to drop in the first quarter. They have continued to trend upward since the third quarter and have leveled off in the 4th quarter.
- ✓ 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 2022 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2022, our office has collected \$10,226,314.80 for the 2022 tax roll. This figure reflects collection for ten of the sixteen municipalities.
- ✓ Stefanie reviewed all pertinent recorded documents regarding ownership changes. The number of ownership changes on properties has soared over the previous year's numbers. We processed more documents regarding ownership changes this year compared to last. We continue to see an increase in the number of splits and/or combinations. These transfers require a more extensive review and create additional work at the end of the year when we need to manually create tax bills for each newly parcel created. Stefanie had her hands full with the backlog and number of previous documents that were processed but needed a more thorough review.

Coming up in 2023:

- ✓ 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 21st. These calculations are done in this office.

In addition to collecting taxes, the Treasurer's office continues to be a central location for many important functions within the Government Center. Some of these functions include, receipting and depositing all monies, keeping daily balances of all bank accounts, distributing all checks for the county, investing excess funds, maintaining records of all unpaid and delinquent taxes, assisting local municipal clerks and treasurers with their tax collection and settlement as well as their tax and assessment rolls preparation and furnish complete and balanced tax settlements to the Department of Revenue, to name a few.

The Treasurer's office staffs two-full time employees; Stefanie Meeker and myself, and one part-time employee; Brenda Sondalle. As always, our goal for 2023 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,

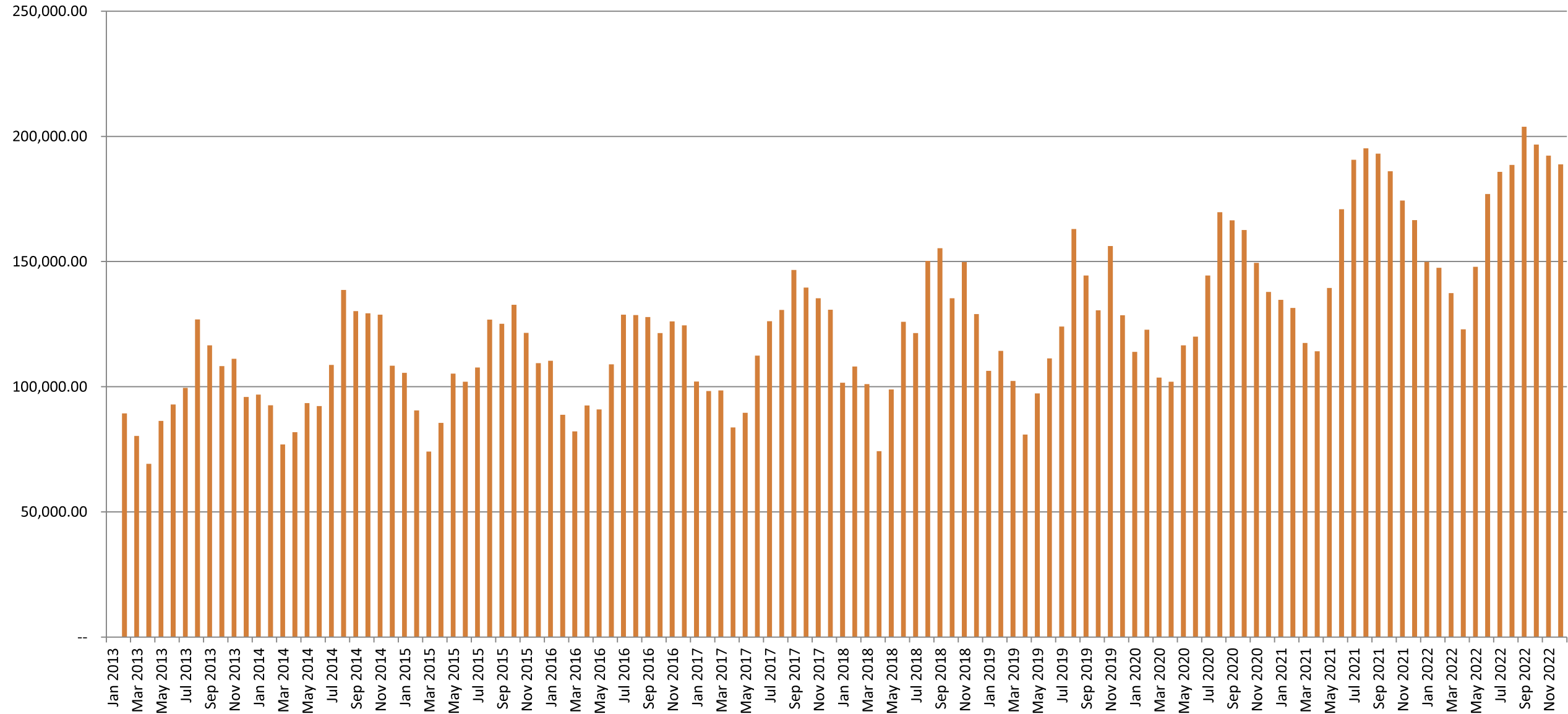
A handwritten signature in cursive script that reads "Jessica McLean".

County Treasurer

Monthly County Sales Tax Distributions Since 2013

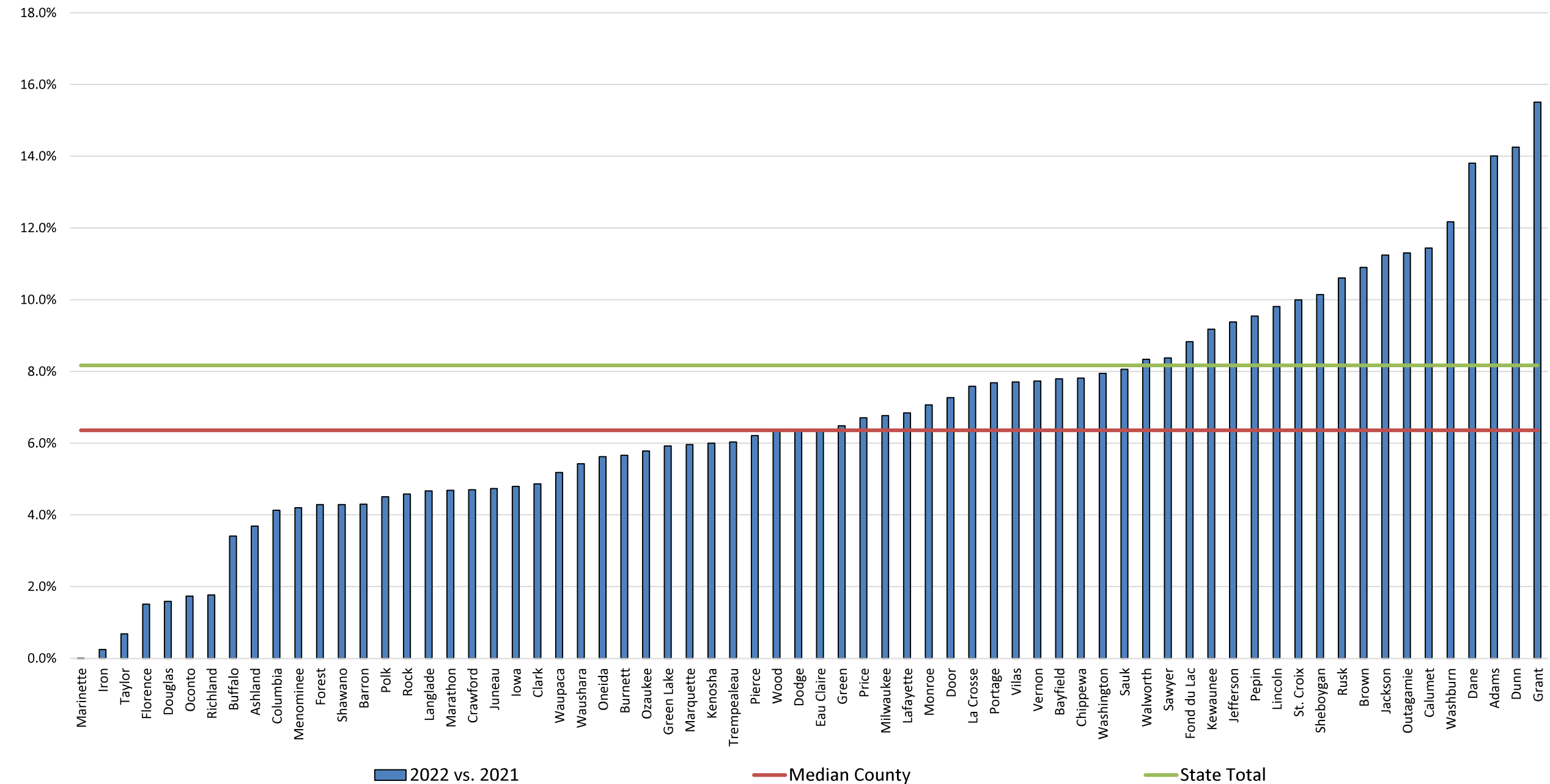
(2-month smoothing)

Green Lake County





Wisconsin County Sales Tax Distributions
(Percent Change 2022 vs 2021)



**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, 2022 through December 31, 2022

Report on General Activity in County Treasurer's office for 2022:

	TOTAL AMOUNT 2021	TOTAL AMOUNT 2022
General Receipts	15,158,703.68	15,455,982.55
General Property Tax Receipts	8,958,198.42	8,428,904.15
Tax Settlement	14,881,667.98	16,329,711.12
Withdrawals related to payroll/general maintenance checks	9,570,000.00	9,000,000.00
Total Interest Received on Investments	141,523.66	135,179.08
Sales Tax Received	1,928,870.31	2,043,043.25
Withdrawal of Sales Tax funds for loan payment on bldg	290,744.83	924,581.77
Total Interest and Penalty Received on Delinquent Taxes	187,508.94	150,260.41
ARPA Funds	1,836,814.50	1,836,814.50
Boat Launch		49,497.00
Bond Refinance	8,691,597.29	0.00
 Total General Maintenance Checks	 14,871,332.32	 13,714,696.30
Real Estate Transfer Fees	495,681.06	407,786.13
Total Sales Tax Wires	1,899,402.26	2,034,160.78
Tax Settlement	8,569,522.92	12,351,787.64
Repayment of Bond Loan +Interest on Loan	10,035,175.42	924,581.77
Direct Deposit HS Funds	3,026,980.55	3,343,025.45
Transfer to Flex/HRA Account	100,914.08	18,909.76
Outstanding Check Resolutions and Banks Fees	3,182.79	3,203.32
Monthly Boat Launch Charges	5,799.00	3,843.97
ARPA Funds Transfer	1,836,814.50	1,836,814.50

Report of Cash Balance on Hand

STATEMENT OF CONDITION OF GREEN LAKE COUNTY

From January 1, 2022 to December 31, 2022

Cash Balance 1-1-22	223,719.39	
Receipts - 2022	54,353,973.83	
	54,577,693.22	
Disbursements - 2022		53,280,964.41
Required Cash Balance 12-31-22		1,239,046.05
		54,520,010.46

Respectfully submitted,
Jessica McLean, County Treasurer