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Administrative Services Committee Agenda

DATE: Tuesday, August 11, 2020
TIME: 8:30 AM
PLACE: Room 025, Calumet County Courthouse

MEMBERS OF THE PUBLIC:

Due to COVID-19 and the need for social distancing, there is limited space in Room 025. If you wish to attend the Committee Meeting, you can do so via WebEx. The telephone number to call is **1-844-992-4726**. You will be asked to enter the following access code: **146 954 3184**. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
July 14, 2020 Meeting
- 3 - 22 4.1. [20200714 ADM SVCS - Minutes - Pdf](#)
- 5. COMMUNICATIONS**
- 6. PUBLIC PARTICIPATION (IF ALLOWED BY THE CHAIR)**

7. SUPERVISOR REPORTS

8. DEPARTMENTAL REPORTS

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8.1. FINANCE DEPARTMENT

- Presentation of the 2019 Audited Financial Statements by Bryan Grunewald of Clifton, Allen, Larson (CLA)
- Review of the 2nd Quarter General Fund Account Status Reports
- Review Investments Report[s]

[2nd Qtr General Fund Account Status Expense Report](#)

[2nd Qtr General Fund Account Status Revenue Report](#)

8.2. DEPARTMENT OF ADMINISTRATION

- Discuss Information Technology Department Operations and Structure
- Building Projects update
- Hiring Update

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8.3. REGISTER OF DEEDS

- Review Statistical Report

[Register of Deeds Report AUG 2020](#)

9. NEXT REGULAR MEETING DATE

September 8, 2020 at 8:30 AM

10. ADJOURNMENT

So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action based on the agenda.



**Administrative Services Committee Meeting
Minutes**

Tuesday, July 14, 2020

The Administrative Services Committee of Calumet County was called to order on Tuesday, July 14, 2020, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Members present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Staff and others present: John Anderson, Interim IT Director; Dan De Bonis, Finance Director; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; Mary Kohrell, Community Economic Development Director; Todd Romenesko, County Administrator; Mike Schlaak, County Treasurer, Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; and Carol Wirth, President of Wisconsin Public Finance Professionals, LLC.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Barribeau and seconded by Supervisor Dietrich to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the June 9, 2020 meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

- Letter from City of Kiel regarding action on Wisconsin Act 185, specific to property tax installment deferral.
- Letter from Town of New Holstein regarding action on Wisconsin Act 185, specific to property tax installment deferral.

6 SUPERVISOR REPORTS

- Supervisor Dietrich attended the Health and Human Services Board meeting on July 13th and would like to commend both the Health Department and Human Services Department on their exemplary work during the pandemic.

7 SPECIAL BUSINESS

- General discussion regarding Wisconsin Act 185, specific to Property Tax Installment Deferral. **Moved** by Supervisor Dietrich and seconded by Supervisor Karth to forward this matter to the full County Board at its July meeting for action. On the call of the ayes and nays, the following was the result: 7 votes cast: 2 ayes (Barribeau and Karth), 5 nays (Dietrich, Gentz,

Schwalenberg, Stier and Stoffel). Motion was defeated.

8 DEPARTMENTAL REPORTS

a) FINANCE DEPARTMENT

- Carol Wirth, President of Wisconsin Public Finance Professionals, reviewed the 2020 general obligation bond program with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the bond program as presented and to forward the bond resolution to the full county board at its September 15, 2020 meeting for action. Motion carried unanimously. A copy of Carol's presentation is attached to the Minutes and made a part of the record.
- Dan De Bonis, Finance Director, reviewed a resolution to amend the 2020 budget for the Routes to Recovery grant award with the Committee. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution and to forward it to the full county board at its July meeting for action.
- Dan reviewed the 2021 Budget Instructions and timetable with the Committee.
- Dan reviewed the City of Menasha TIF #12 plan amendment with the Committee.
- Dan reviewed the Village of Harrison TIF #3 plan with the Committee.
- Dan reviewed the June Investment Report with the Committee. A copy of the Investment Report is attached and made a part of the record.

[Presentation Administrative Services Committee July 2020](#)

[June 2020 INVESTMENT REPORT](#)

b) DEPARTMENT OF ADMINISTRATION

- Adam Hernke, Facilities Director, provided a building projects update to the Committee. A copy of the report is attached to the Minutes and made a part of the record.
- Todd Romenesko, County Administrator reviewed COVID-19 Policy/Staffing Updates with the Committee. A timeline of actions taken by Calumet County regarding COVID-19 Pandemic that was distributed to the Committee is attached to the minutes and made a part of the record.
- Michelle Wright, Human Resources Director, provided hiring updates to the Committee.

[Building Project Updates 7-9-20](#)

[2020 Timeline of actions taken by Calumet County regarding COVID](#)

[Hiring Updates](#)

c) ECONOMIC DEVELOPMENT

- **Calumet County Disaster Response Loan Fund update and consider program criteria changes** - Mary Kohrell, Community Economic Development Director, reviewed proposed changes to the Calumet County Disaster Response Loan Fund with the Committee. **Moved** by Supervisor Stoffel and seconded by Supervisor Dietrich to approve the changes as presented. Motion carried unanimously.

d) COUNTY TREASURER

- Mike Schlaak, Treasurer, updated the Committee on the status of the 2016 tax foreclosure process - 4 parcels remain - title searches are being updated; process will resume as normal.
- Update on property acquired through previous tax foreclosure (N3503 Hwy 55, T. of Stockbridge) - pursuing brownfield grants with the help of Mary Kohrell. An underground storage tank was found on the property.

e) COUNTY CLERK

- Beth Hauser, County Clerk, informed the Committee that Cheryl Heller was hired as

the new Deputy Clerk, with a start date of July 20, 2020. Cheryl is Town Clerk for the Town of New Holstein, and will continue being Town Clerk as well as serving as Deputy County Clerk.

- Beth provided an update on 2020 Elections - April election run with guidelines in place for COVID-19 and the help of National Guard. We have several polling locations that would not have been able to staff their polling place without the help of the Guard. The Wisconsin Elections Commission will be providing supplies for both the August and November elections as well, but its doubtful if we will be able to utilize the National Guard again, as they are deployed throughout the state for testing sites, etc.
- Possible \$46,000 grant for election cybersecurity - working with IT - grant due tomorrow to state. If we receive grant, we will come back in next couple of months to ask for budget adjustment for the grant award.

9 NEXT REGULAR MEETING DATE

August 11, 2020 at 8:30 AM

10 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:55 AM



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

CALUMET COUNTY, WISCONSIN
PRESENTATION TO
ADMINISTRATIVE SERVICES COMMITTEE
BONDING PROGRAM FOR
\$35 MILLION JAIL FACILITY AND COURTHOUSE RENOVATION
GENERAL OBLIGATION COUNTY BUILDING BONDS

DATED: JULY 14, 2020

PREPARED BY:
CAROL ANN WIRTH, PRESIDENT

MINUTES ITEM #a)

AGENDA ITEM #4.1.

Calumet County Bonding Program

- **Analyze Potential Tax Impact of Existing Debt and Future Debt Issues**

- Existing Debt – 5 Outstanding Issues:

	<u>Principal Balance</u>	<u>Interest Rates</u>	<u>Final Maturity</u>
2010 G.O. Notes – \$	910,000	2.95%	12/01/2020
2014 G.O. Notes – \$	1,650,000	2.00 – 2.30%	12/01/2023
2015 G.O. Notes – \$	3,780,000	2.00%	12/01/2025
2016 G.O. Notes – \$	4,465,000	2.00%	12/01/2025
2018 G.O. Notes – \$	2,845,000	3.00 – 3.50%	12/01/2027
2019 G.O. Bonds - \$	17,000,000	2.00 – 3.00%	12/01/2038

- Combined Existing Debt Annual Debt Service

2020	\$3,713,104	2030	\$1,568,038
2021	\$2,846,737	2031	\$1,580,537
2022	\$2,837,638	2032	\$1,566,538
2023	\$2,834,787	2033	\$1,576,787
2024	\$2,584,938	2034	\$1,575,538
2025	\$2,580,087	2035	\$1,580,469
2026	\$1,544,288	2036	\$1,599,656
2027	\$1,547,587	2037	\$1,565,906
2028	\$1,570,188	2038	\$1,305,281
2029	\$1,579,787		

- **Tax Base Growth Assumptions**

- Actual 2019 Equalized Valuation used for 2020 Budget Year - \$4,137,820,401
- 3% Growth Until 2023 – Flat Thereafter

- **\$35 Million County Building Bonds**

- Project Timeline – September 2019 through Spring 2022
- Three Phase Financing Plan – Long-Term Bonds – Final Maturity 12/01/2040
 - \$17 Million in 2019 – Actual TIC 2.24% (NonBank Qualified)
 - \$15 Million in September, 2020 – Est. @ 1.92% (NonBank Qualified)
 - \$ 3 Million in June, 2021 – Est. @ 3.00% (Bank Qualified)
- Potential Source of Revenue to Reduce Debt Service Impact
 - Estimated Investment Income Earned on Project Account
 - Premium from Investors from Sale of Bonds

- **County Board’s Authority to Borrow**

Initial Resolution 2019-08 Adopted by County Board on May 21, 2019
Approved unanimously by County Board members present (20)
Authority is in effect for five years from date of approval.

- **Levy Limits** - Do not apply to debt service on general obligation debt authorized after July 1, 2005

Levy Limits do apply to operating costs associated with new & existing facilities

Summary of \$35 Million Three-Phase Financing Plan

Three Phase - \$35 Million Debt Service Combined With Existing Debt Service

Calendar Year	Existing D/S Excluding \$35 Million Project	\$17 Million Actual 2019 Bonds Principal	\$17 Million Actual 2019 Bonds Interest	\$15 Million 2020 Bonds Principal	\$15 Million 2020 Bonds Est. Interest	\$3 Million 2021 Bonds Principal	\$3 Million 2021 Bonds Est. Interest	Total All Est. Debt Service
2019	2,661,978.00	-	-	-	-	-	-	2,661,978.00
2020	2,654,895.00	525,000.00	533,208.54	-	-	-	-	3,713,103.54
2021	2,422,950.00	-	423,787.50	-	408,358.26	-	45,000.00	3,300,095.76
2022	2,413,850.00	-	423,787.50	-	348,362.50	-	90,000.00	3,276,000.00
2023	2,411,000.00	-	423,787.50	-	348,362.50	-	90,000.00	3,273,150.00
2024	1,961,150.00	200,000.00	423,787.50	-	348,362.50	-	90,000.00	3,023,300.00
2025	1,960,300.00	200,000.00	419,787.50	-	348,362.50	-	90,000.00	3,018,450.00
2026	498,500.00	630,000.00	415,787.50	820,000.00	348,362.50	175,000.00	90,000.00	2,977,650.00
2027	494,400.00	650,000.00	403,187.50	840,000.00	323,762.50	180,000.00	84,750.00	2,976,100.00
2028	-	1,180,000.00	390,187.50	845,000.00	298,562.50	185,000.00	79,350.00	2,978,100.00
2029	-	1,225,000.00	354,787.50	860,000.00	273,212.50	190,000.00	73,800.00	2,976,800.00
2030	-	1,250,000.00	318,037.50	890,000.00	247,412.50	200,000.00	68,100.00	2,973,550.00
2031	-	1,300,000.00	280,537.50	910,000.00	220,712.50	205,000.00	62,100.00	2,978,350.00
2032	-	1,325,000.00	241,537.50	940,000.00	202,512.50	210,000.00	55,950.00	2,975,000.00
2033	-	1,375,000.00	201,787.50	950,000.00	183,712.50	215,000.00	49,650.00	2,975,150.00
2034	-	1,415,000.00	160,537.50	970,000.00	164,712.50	220,000.00	43,200.00	2,973,450.00
2035	-	1,450,000.00	130,468.76	985,000.00	145,312.50	230,000.00	36,600.00	2,977,381.26
2036	-	1,500,000.00	99,656.26	985,000.00	125,612.50	235,000.00	29,700.00	2,974,968.76
2037	-	1,500,000.00	65,906.26	1,035,000.00	105,912.50	245,000.00	22,650.00	2,974,468.76
2038	-	1,275,000.00	30,281.26	1,320,000.00	84,695.00	250,000.00	15,300.00	2,975,276.26
2039	-	-	-	2,650,000.00	56,975.00	260,000.00	7,800.00	2,974,775.00
2040	-	-	-	-	-	-	-	-
-	\$17,479,023.00	\$17,000,000.00	\$5,740,846.08	\$15,000,000.00	\$4,583,278.26	\$3,000,000.00	\$1,123,950.00	\$63,927,097.34

\$35 Million Financing Plan Estimated Tax Impact Combined with Existing Debt - 2020

Budget Year	Projected Equalized Valuations (TID OUT)	\$35 Million - 3 Phase Estimated Debt Service	Estimated Offsets		Estimated Mill Rate	Combined With Existing Actual Debt Service	Combined Estimated Mill Rate
			Premium	Est. Investment Earnings			
2019	3,900,630,100				0.000	2,661,978	0.682
2020	4,137,820,401	1,058,209	533,208		0.127	3,179,896	0.768
2021	4,261,955,013	877,146	408,358 *		0.110	2,891,738	0.679
2022	4,389,813,663	862,150	288,971 **		0.131	2,987,029	0.680
2023	4,521,508,073	862,150			0.191	3,273,150	0.724
2024	4,521,508,073	1,062,150			0.235	3,023,300	0.669
2025	4,521,508,073	1,058,150			0.234	3,018,450	0.668
2026	4,521,508,073	2,479,150			0.548	2,977,650	0.659
2027	4,521,508,073	2,481,700			0.549	2,976,100	0.658
2028	4,521,508,073	2,978,100			0.659	2,978,100	0.659
2029	4,521,508,073	2,976,800			0.658	2,976,800	0.658
2030	4,521,508,073	2,973,550			0.658	2,973,550	0.658
2031	4,521,508,073	2,978,350			0.659	2,978,350	0.659
2032	4,521,508,073	2,975,000			0.658	2,975,000	0.658
2033	4,521,508,073	2,975,150			0.658	2,975,150	0.658
2034	4,521,508,073	2,973,450			0.658	2,973,450	0.658
2035	4,521,508,073	2,977,381			0.658	2,977,381	0.658
2036	4,521,508,073	2,974,969			0.658	2,974,969	0.658
2037	4,521,508,073	2,974,469			0.658	2,974,469	0.658
2038	4,521,508,073	2,975,276			0.658	2,975,276	0.658
2039	4,521,508,073	2,974,775			0.658	2,974,775	0.658
2040	4,521,508,073	0			0.000	0	0.000
Total		46,448,074	-1,230,537	0		62,696,560	

* \$50,387 of excess premium from 2019 Issuance applied to 2021 Offset

** \$188,971 of excess premium from 2020 Issuance applied to 2022 Offset

\$35 Million Financing Plan Estimated Tax Impact Combined with Existing Debt – 2019*

Budget Year	Projected Equalized Valuations (TID OUT)	\$35 Million - 3 Phase Estimated Debt Service	Estimated Offsets		Estimated Mill Rate	Combined With Existing Actual Debt Service	Combined Estimated Mill Rate
			Premium	Investment Earnings @ 2.5%			
2019	3,900,630,100				0.000	2,661,978	0.682
2020	4,017,649,003	926,167	500,000		0.106	3,081,062	0.767
2021	4,138,178,473	1,171,417	300,000	120,000	0.182	3,174,367	0.767
2022	4,262,323,827	1,106,000	300,000		0.189	3,219,850	0.755
2023	4,390,193,542	1,106,000		150,000	0.218	3,367,000	0.767
2024	4,390,193,542	1,306,000			0.297	3,267,150	0.744
2025	4,390,193,542	1,300,000			0.296	3,260,300	0.743
2026	4,390,193,542	2,504,000			0.570	3,002,500	0.684
2027	4,390,193,542	2,504,000			0.570	2,998,400	0.683
2028	4,390,193,542	3,002,575			0.684	3,002,575	0.684
2029	4,390,193,542	2,999,750			0.683	2,999,750	0.683
2030	4,390,193,542	2,995,100			0.682	2,995,100	0.682
2031	4,390,193,542	2,998,512			0.683	2,998,512	0.683
2032	4,390,193,542	2,994,775			0.682	2,994,775	0.682
2033	4,390,193,542	2,993,963			0.682	2,993,963	0.682
2034	4,390,193,542	2,986,000			0.680	2,986,000	0.680
2035	4,390,193,542	2,990,987			0.681	2,990,987	0.681
2036	4,390,193,542	3,008,438			0.685	3,008,438	0.685
2037	4,390,193,542	2,997,887			0.683	2,997,887	0.683
2038	4,390,193,542	2,999,950			0.683	2,999,950	0.683
2039	4,390,193,542	2,999,200			0.683	2,999,200	0.683
2040	4,390,193,542	3,001,500			0.684	3,001,500	0.684
Total		50,892,221	-1,100,000	-270,000		67,001,244	

***As Presented July 9, 2019**

Phase 2 - \$15 Million General Obligation County Building Bonds - 2020

County Prepares to Access the Municipal Bond Market

Review and approve amortization schedule

Prepare Official Statement - SEC required disclosure document

Bond rating application - S&P Global Ratings (AA+ assigned in 2015, reaffirmed in 2019)

County also has outstanding rating from Moody's Investors Service (Aa2) on 2010 Notes only

Sources & Uses of Funds - Phase 2

Dated 09/29/2020 | Delivered 09/29/2020

Sources Of Funds

Par Amount of 2020 County Building Bonds	\$15,000,000.00
Estimated Premium from Sale of Bonds	732,941.75
Total Sources	\$15,732,941.75

Uses Of Funds

Est. Expenses Paid by Underwriter (Municipal Advisor, Bond Counsel, Rating, Underwriting)	186,000.00
Deposit to Project Construction Fund	15,000,000.00
Excess Premium Applied to Debt Service	546,941.75
Total Uses	\$15,732,941.75

\$15 Million General Obligation County Building Bonds Est. Debt Service - 2020

Calendar Year	Principal (12/01)	Rates	Estimated Interest	Total Est. Debt Service
2020	-	-	-	-
2021	-	-	408,358.26	408,358.26
2022	-	-	348,362.50	348,362.50
2023	-	-	348,362.50	348,362.50
2024	-	-	348,362.50	348,362.50
2025	-	-	348,362.50	348,362.50
2026	820,000.00	3.000%	348,362.50	1,168,362.50
2027	840,000.00	3.000%	323,762.50	1,163,762.50
2028	845,000.00	3.000%	298,562.50	1,143,562.50
2029	860,000.00	3.000%	273,212.50	1,133,212.50
2030	890,000.00	3.000%	247,412.50	1,137,412.50
2031	910,000.00	2.000%	220,712.50	1,130,712.50
2032	940,000.00	2.000%	202,512.50	1,142,512.50
2033	950,000.00	2.000%	183,712.50	1,133,712.50
2034	970,000.00	2.000%	164,712.50	1,134,712.50
2035	985,000.00	2.000%	145,312.50	1,130,312.50
2036	985,000.00	2.000%	125,612.50	1,110,612.50
2037	1,035,000.00	2.050%	105,912.50	1,140,912.50
2038	1,320,000.00	2.100%	84,695.00	1,404,695.00
2039	2,650,000.00	2.150%	56,975.00	2,706,975.00
-	\$15,000,000.00	TIC: 1.92%	\$4,583,278.26	\$19,583,278.26

\$15 Million General Obligation County Building Bonds Preliminary Pricing - Market July 2020

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
12/01/2026	Serial Coupon	3.000%	0.750%	820,000.00	113.545%	-	-	-	931,069.00
12/01/2027	Serial Coupon	3.000%	0.950%	840,000.00	114.180%	-	-	-	959,112.00
12/01/2028	Serial Coupon	3.000%	1.100%	845,000.00	114.809%	-	-	-	970,136.05
12/01/2029	Serial Coupon	3.000%	1.200%	860,000.00	115.588%	-	-	-	994,056.80
12/01/2030	Serial Coupon	3.000%	1.350%	890,000.00	115.632%	-	-	-	1,029,124.80
12/01/2031	Serial Coupon	2.000%	1.500%	910,000.00	104.699%	c 1.540%	12/01/2030	100.000%	952,760.90
12/01/2032	Serial Coupon	2.000%	1.650%	940,000.00	103.264%	c 1.702%	12/01/2030	100.000%	970,681.60
12/01/2033	Serial Coupon	2.000%	1.800%	950,000.00	101.850%	c 1.841%	12/01/2030	100.000%	967,575.00
12/01/2034	Serial Coupon	2.000%	1.900%	970,000.00	100.919%	c 1.926%	12/01/2030	100.000%	978,914.30
12/01/2035	Serial Coupon	2.000%	1.950%	985,000.00	100.458%	c 1.965%	12/01/2030	100.000%	989,511.30
12/01/2036	Serial Coupon	2.000%	2.000%	985,000.00	100.000%	-	-	-	985,000.00
12/01/2037	Serial Coupon	2.050%	2.050%	1,035,000.00	100.000%	-	-	-	1,035,000.00
12/01/2038	Serial Coupon	2.100%	2.100%	1,320,000.00	100.000%	-	-	-	1,320,000.00
12/01/2039	Serial Coupon	2.150%	2.150%	2,650,000.00	100.000%	-	-	-	2,650,000.00
Total	-	-	-	\$15,000,000.00	-	-	-	-	\$15,732,941.75

Bid Information

Par Amount of Bonds	\$15,000,000.00
Estimated Reoffering Premium	732,941.75
Gross Production	\$15,732,941.75
Est. Expenses Paid by Underwriter	\$(186,000.00)
Total Purchase Price	\$15,546,941.75
True Interest Cost (TIC)	1.9242741%

Method of Sale

Wisconsin Law allows General Obligation Notes and Refunding Bonds to be sold at Public or Negotiated Sale

County has used both Sale Methods

Wisconsin Law requires General Obligation Bonds to be sold at Public Sale

Public Sale – County Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time

Underwriter's Bid Dependent Upon:

Market Conditions on Day of Bid

Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day

Limited Ability to Pre-sell Bonds - Risk May be Built into Bid as Cost to County

Underwriting Cost Locked in on the Day of Sale

Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"

Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline

Local Banks Participate Through Their Broker/Dealer Relationships

County Has Flexibility to Change Maturity Amounts with Approval of Successful Bidder on Sale Date

Municipal Advisor (Wisconsin Public Finance Professionals, LLC) receives bids on behalf of County and verifies bids for compliance with Official Notice of Sale. Successful bidder is required to wire County a 2% good faith deposit on the day bids are received.

**Timeline for
\$15 Million General Obligation County Building Bonds - 2020**

July 14	Presentation to Administrative Committee - Motion to Proceed
	Coordinate Financing Team - Municipal Advisor, Bond Counsel, Rating Agency
	Prepare for Market Entry - Official Statement / S&P Rating Presentation
August 25	Official Statement Completed
August 31 – Sept 1	S&P Global Rating Call
September 9	Rating and Report Released
September 14	Receive and Verify Bids from Underwriters
September 15	County Board Adopts Final Award Resolution (Requires Majority Vote) Locks in Interest Rates and Tax Levy
September 29	Closing – Delivery of Funds

MINUTES ITEM #a)

**CALUMET COUNTY
INVESTMENT REPORT
June 30, 2020**

General Investments					
Financial Inst.	Dated	Due	Int Rate	Amount	
Nicolet National Bank - MM Acct		Jun. Rate	0.09%	145,514.27	
Nicolet National Bank - ICS Account		Jun. Rate	0.10%	3,552,357.97	
Local Gov Invest Pool		Jun. Rate	0.14%	13,218,607.35	
Associated Bank MM Acct*		Jun. Rate	0.15%	1,036,830.53	
BMO CDBG Planning Grant		Jun. Rate	0.00%	100.00	
BMO Savings Account*		Jun. Rate	0.20%	368,439.04	
BMO Harris Financial Advisors		Jun. Rate	1.46%	6,683,474.37	
Sub-Total General Investments				<u>\$ 25,005,323.53</u>	
 Bond Proceed Investments					
BMO Harris Savings Account*		Jun. Rate	0.20%	2,911,361.50	
BMO Harris Collateralized CD	09/09/19	7/9/2020	1.58%	1,300,000.00	
Sub-Total Bond Investments				<u>4,211,361.50</u>	
Total County Investments				<u>\$ 29,216,685.03</u>	

MINUTES ITEM #b)

Building Project Updates

7-9-20

L.E.C. Project

- Ruff ins for thermostats and duct work being placed in the block walls.
- Electricians have installed floor boxes in the E.O.C. and working on prepping area for generator and transformer.
- L.E.C. loading dock walls have been poured.
- Some roof drains and sprinkler piping have been installed
- The last of the basement footing are being worked on.
- Concrete floors are being poured in areas where ruff ins have been completed.

Third Floor Project

- Carpeting has been installed.
- Doors and door hardware are being installed.
- Areas that are finished have been cleaned.
- Reception desk and wood trim in Rotunda will be starting in middle of July.
- Painting will be done in the middle of July.
- New furniture will be installed in by first week of August.
- Looking to occupy the third floor in middle to end of August.

MINUTES ITEM #b)



Todd M. Romenesko, County Administrator

206 Court Street, Chilton, WI 53014

Office: (920) 849-1448

Toll Free: (833) 620-2730

Fax: (920) 849-1475

Email: county.admin@calumetcounty.org

Department of Administration

2020 Timeline of actions taken by Calumet County regarding COVID – 19 Pandemic

March 12

- Initial communication to All Employees re: Coronavirus and Flu Prevention
 - Encourage and adopt practices protecting the health of employees, customers, visitors and others.
 - Stay home if sick.
 - County providing cleaning supplies to departments to sanitize work areas.
 - Encourage the use of telephone and video conferencing instead of face-to-face meetings to limit contact.

March 13

- County Administrator Declares Public Health Emergency

March 16

- Memo to all Employees re Travel, Social Distancing, and Absences from work.
 - Travel
 - Canceled all work-related travel outside of Calumet County.
 - Asking staff to carefully consider their personal travel plans
 - Instructions on self-quarantine
 - Social Distancing
 - Limit face-to-face meetings; use email, phone conference or videoconference
 - Working remotely; departments asked to consider how staff may be able to work remotely
 - Essential/non-essential positions discussed
 - Absences from Work
 - When to stay home from work
- Memo to County Board Supervisors and Department Heads re: Committee Meetings postponed until further notice

March 18

- Memo to Department Heads re Remote Work, Public Access to Departments
- Established Mon – Wed – Fri meetings with County Admin., Finance Director, Corporation Counsel, Emergency Manager, Public Health Officer, Sheriff, and Human Resource Director to monitor COVID-19 situation. Changed to weekly meetings the end of May to present date.

March 19

- Press Release - First COVID-19 Case Confirmed in Calumet County, City of Appleton.

March 20

- County Operational Update provided
 - Emergency leave policy implemented
 - Non-essential staff will not experience loss of pay; record their hours using payroll code 79, paid-not-worked



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MINUTES ITEM #b)

- Essential functions
 - Departments determined minimum staffing level; which staff need to be onsite to perform their functions and which staff could work remotely; consider weekly rotation of essential onsite staff or use other creative scheduling methods to provide urgent/essential face-to-face services while following social distancing guidelines.
- Entrance to the Courthouse
 - Public only able to enter through West entrance
 - Staff posted at West entrance to ensure visitors only entering for urgent needs
 - Employees enter through the West or farthest Southeast entrance
 - Sanitizer and masks available at entrance
 - Signage posted for the public stating services are available in person for urgent services onsite – however if non-urgent, they are advised to call instead.
- Press Release from Parks Department regarding changes to office hours/services

March 23

- COVID 19 Supplies Accounts, Finance Department established list of accounts to be utilized for a potential FEMA reimbursement request.

March 24

- Governor Evers issued the Safer at Home Order, in effect until April 24, 2020, or until a superseding order is issued.

March 27

- Telecommuting Policy to All Employees & General Pay and Timecard Guidance During COVID-19 Emergency Leave

March 31

- Memo sent to all employees re: Families First Coronavirus Response Act (FFCRA)
 - Attached Calumet County Families First Coronavirus Response Act policies including the Emergency paid Sick Leave Act Policy and the Emergency Family and Medical Leave Expansion Act Policy.

April 8

- Stay Safe by Practicing Religion and Spirituality from Home
 - The order does not allow for gatherings of more than 10 people in a room or confined space at a time.

May 14

- Order #1 Local Health Plan for Calumet County issued

May 15

- Rescind Order #1

June 1

- Deadline for Department Plans for Returning to the Workplace

June 3

- Wisconsin Routes to Recovery Program information provided to Department Heads with instructions on what to charge against the COVID-19 supplies accounts, and review of departmental needs as it relates to operation activities, personal protective equipment and cleaning/sanitizing supplies and services.

June 8

Page 2 of 3

MINUTES ITEM #b)

- Reopening Calumet County – Public Health Recommendations

June 15

- Employee Face Covering Policy
- Policy for Employees with Symptoms or Exposure of COVID-19

June 18

- Calumet County COVID-19 Returning to the Workplace Plan- A Guide for Employees
- Employee Health Self-Check Questionnaire
- Compensatory Time Public Health On-Call

June 25

- Memo to All Staff advising staff that we recently had two employees test positive for COVID-19.

MINUTES ITEM #b)

Hiring Updates

Sourcing/Accepting Applications (Open until filled, unless noted):

Regular Full-time/Part-time:

- Behavioral Health Therapist
- Finance Director
- Home Health Care/Hospice Supervisor
- Human Services Professional (Child Welfare Unit) – Interviews also being conducted
- Public Health Nurse (LTE) (Full-time and/or Part-time) – Interviews also being conducted
- Secretary (HHS) (LTE) – 7/20/20

Casual:

- HHC/Hospice RN (Casual) – Interviews also being conducted
- Hospice Nurse Practitioner (Casual) – Interviews also being conducted
- Van Driver (PT)

Interviews:

- Child Welfare Supervisor – Held on 7/7/20 & 7/8/20
- Human Services Professional (Child Welfare Unit) – Held on 7/7/20
- Public Health Nurse (LTE) – 7/17/20
- Correctional Officer (Certified) (Casual) (Female) – 7/14/20
- Dispatcher (Certified) (Casual) – 7/22/20
- HHC/Hospice RN (Casual) – TBD
- Hospice Nurse Practitioner (Casual) – TBD

Offer Extended, Background & Pre-employment Checks:

Regular Full-time:

- ADRC Supervisor – Tentative Start Date 8/4/20

Hired:

- Deputy County Clerk (PT) – 7/20/20
- Highway Maintenance Worker – 6/29/20
- Human Services Professional (Behavioral Health Case Manager) – 7/15/20
- Human Services Professional (Behavioral Health Crisis Coordinator) – 6/25/20
- Human Services Professional (Information & Assistance) – 8/10/20
- Patrol Officer – 7/7/20
- Public Health Educator (LTE) – 7/20/20

**Calumet County, Wisconsin
General Fund Account Status
Expenses as of June 30, 2020**

Department	Program	Budget	Actual w/Accrued P/R	Encumbrances	Budget Balance	Percent Used
Circuit Court	502 Circuit Court	651,152.00	333,954.67	660.15	316,537.18	51.39%
Circuit Court	503 Register in Probate	161,003.00	68,607.03	-	92,395.97	42.61%
Circuit Court	558 Charitable/Penal	171.00	171.00	-	-	100.00%
Corporation Counsel	505 Law Library	5,500.00	2,369.46	-	3,130.54	43.08%
Corporation Counsel	562 Corporation Counsel	328,097.00	162,652.00	11.89	165,433.11	49.58%
County Administrator	501 County Board	167,485.00	42,439.97	3,292.00	121,753.03	27.31%
County Administrator	510 County Administrator	347,116.00	125,357.89	386.92	221,371.19	36.23%
County Administrator	529 Human Resources	672,790.00	289,534.63	1,117.90	382,137.47	43.20%
County Administrator	734 Community Development	1,693,324.00	194,688.62	-	1,498,635.38	11.50%
County Clerk	511 Clerk	147,908.00	55,808.96	-	92,099.04	37.73%
County Clerk	514 Elections	69,053.00	63,170.85	-	5,882.15	91.48%
County Clerk	570 Grants to Public Libraries	682,736.00	682,716.00	-	20.00	100.00%
County Clerk	578 Fairs & Exhibits	15,000.00	15,000.00	-	-	100.00%
District Attorney	507 District Attorney	241,404.00	102,488.95	-	138,915.05	42.46%
District Attorney	508 Victim/Witness Program	152,223.00	73,534.79	-	78,688.21	48.31%
Family Court Commissioner	504 Family Court Commissioner	77,281.00	40,273.22	-	37,007.78	52.11%
Finance	518 Contingent Fund	125,000.00	-	-	125,000.00	0.00%
Finance	519 Finance Department	562,576.00	284,213.79	441.66	277,920.55	50.60%
Finance	523 Sundry Unclassified	151,000.00	-	-	151,000.00	0.00%
Finance	527 Property & Liability Insurance	215,200.00	187,681.63	-	27,518.37	87.21%
Information Technology	515 Information Services	1,222,337.00	393,963.94	46,629.86	781,743.20	36.05%
Information Technology	516 Information Services Outlay	389,455.00	112,468.25	17,402.75	259,584.00	33.35%
Information Technology	517 Publishing & Records Management	147,616.00	69,808.91	725.50	77,081.59	47.78%
Land & Water Conservation	582 Land & Water Conservation	690,221.00	285,089.38	28,340.00	376,791.62	45.41%
Land & Water Conservation	583 CalMan Lake Project	50,000.00	-	-	50,000.00	0.00%
Land & Water Conservation	584 Malweg Grant Program	1,105.00	-	-	-	100.00%
Land & Water Conservation	585 Stormwater Erosion Control	10,200.00	1,908.50	-	8,291.50	18.71%
Land & Water Conservation	586 DNR Lake Planning Grant	20,000.00	10,000.00	-	10,000.00	50.00%
Land & Water Conservation	587 Targeted Runoff Management	1,895,107.00	240,173.06	-	1,654,933.94	12.67%
Land & Water Conservation	588 Wildlife Abatement	13,000.00	3,868.26	-	9,131.74	29.76%
Land & Water Conservation	590 LWRMP Cost Share	118,531.00	7,560.00	-	110,971.00	6.38%
Land & Water Conservation	700 GLRI Non Point Program	716,222.00	119,779.27	-	596,442.73	16.72%
Land & Water Conservation	706 Invasive Species Program	5,958.00	1,640.04	-	4,317.96	27.53%
Land & Water Conservation	709 Tree Sale Program	400.00	-	-	400.00	0.00%
Land & Water Conservation	710 Water Sampling Program	17,630.00	681.86	-	16,948.14	3.87%
Maintenance	524 Courthouse & Other County Bldgs	981,858.00	447,420.24	28,429.90	506,007.86	48.46%
Medical Examiner	506 Medical Examiner	98,548.00	53,314.88	265.51	44,967.61	54.37%
Parks	571 Parks	1,044,100.00	291,633.92	10,703.32	741,762.76	28.96%

Department	Program	Budget	Actual w/Accrued P/R	Encumbrances	Budget Balance	Percent Used
Parks	572 Trails	89,750.00	6,878.83	-	82,871.17	7.66%
Parks	573 Parks Development	79,460.00	-	-	79,460.00	0.00%
Parks	574 Ledgeview Park	412,939.00	174,109.47	47.54	238,781.99	42.17%
Parks	575 Stockbridge Harbor	23,830.00	4,268.98	-	19,561.02	17.91%
Parks	576 Becker's Lake	2,150.00	1,115.76	-	1,034.24	51.90%
Parks	702 Brothertown Harbor	7,185.00	1,209.33	1,932.86	4,042.81	43.73%
Parks	704 Courthouse Grounds Maintenance	4,768.00	-	-	4,768.00	0.00%
Planning & Zoning	589 WI fund Private Septic Expense	62,000.00	-	-	62,000.00	0.00%
Planning & Zoning	592 Clean Sweep Program	10,060.00	-	-	10,060.00	0.00%
Planning & Zoning	594 Planning	517,261.00	254,988.00	200.00	262,073.00	49.33%
Planning & Zoning	595 Regional Planning Commission	61,915.00	61,914.70	-	0.30	100.00%
Planning & Zoning	596 Zoning Board of Adjustments	2,630.00	1,038.13	-	1,591.87	39.47%
Planning & Zoning	731 Tourism Program	17,205.00	7,857.27	-	9,347.73	45.67%
Register of Deeds	525 Register of Deeds	383,005.00	113,682.56	-	269,322.44	29.68%
Sheriff's Department	530 Sheriff - Administration	767,972.00	379,263.74	90.90	388,617.36	49.40%
Sheriff's Department	531 Sheriff - Enforcement	2,847,328.00	1,380,353.56	6,215.80	1,460,758.64	48.70%
Sheriff's Department	532 Sheriff - Prevention Programs	14,165.00	7,682.47	-	6,482.53	54.24%
Sheriff's Department	533 Snow Safety Patrol	5,450.00	4,595.91	-	854.09	84.33%
Sheriff's Department	534 K-9 Unit	222,994.00	73,324.11	5,775.95	143,893.94	35.47%
Sheriff's Department	535 Water Safety Patrol	2,100.00	37.04	-	2,062.96	1.76%
Sheriff's Department	536 Sheriff Transport	74,820.00	20,016.25	-	54,803.75	26.75%
Sheriff's Department	537 Officer Training - Sheriff	22,250.00	4,381.35	164.00	17,704.65	20.43%
Sheriff's Department	539 Enforcement V. Harrison	436,139.00	176,633.57	5,713.00	253,792.43	41.81%
Sheriff's Department	540 Emergency Management	106,979.00	50,101.24	-	56,877.76	46.83%
Sheriff's Department	541 Local Emergency Planning Committee	42,269.00	15,891.00	-	26,378.00	37.59%
Sheriff's Department	542 Police Radio Operations	1,337,013.00	641,149.43	-	695,863.57	47.95%
Sheriff's Department	543 Correctional Institutions	1,907,444.00	939,690.80	277.00	967,476.20	49.28%
Sheriff's Department	703 Interoperability Council	28,000.00	-	-	28,000.00	0.00%
Sheriff's Department	705 Hazard Mitigation Program	27,223.00	-	-	27,223.00	0.00%
Sheriff's Department	711 WI Broadband Coordinator	50,000.00	-	-	50,000.00	0.00%
Treasurer	520 Treasurer	190,081.00	91,852.29	-	98,228.71	48.32%
Treasurer	522 Tax Refunds	7,500.00	5,289.03	-	2,210.97	70.52%
Treasurer	526 Real Property Lister	94,961.00	49,024.64	63.33	45,873.03	51.69%
University Extension	579 University Extension Program	144,684.00	62,401.27	-	82,282.73	43.13%
Veterans Service	559 Veterans Service Officer	171,539.00	76,584.14	778.00	94,176.86	45.10%
Veterans Service	560 Veterans Service Commission	9,195.00	700.00	-	8,495.00	7.61%
Total		24,072,571.00	9,370,008.84	159,665.74	14,541,791.42	39.59%

**Calumet County, Wisconsin
General Fund Account Status
Revenues as of June 30, 2020**

Department	Program	Budget	Actual	Budget Balance	Percent Used
Finance	401 Tax Levy	12,540,657.00	12,540,657.00	-	100.00%
Finance	404 Retained Sales Tax	120.00	60.00	60.00	50.00%
Finance	411 State Shared Revenue	1,101,606.00	79,556.49	1,022,049.51	7.22%
Finance	468 Landfill Tipping Fees	120,000.00	26,957.64	93,042.36	22.46%
Finance	483 Indirect Cost Revenue	107,874.00	67,110.46	40,763.54	62.21%
Finance	485 Interest on General Fund Investments	600,000.00	183,737.57	416,262.43	30.62%
Finance	495 Miscellaneous General Revenues	15,000.00	13,392.96	1,607.04	89.29%
Information Technology	481 Publishing & Records Revenues	58,000.00	30,003.16	27,996.84	51.73%
County Administrator	426 State Grant- Planning/Conservation	1,450,000.00	(8,853.75)	1,458,853.75	-0.61%
Circuit Court	413 State Grant - GAL Probate	14,345.00	-	14,345.00	0.00%
Circuit Court	414 State Grant - Courts Costs	57,886.00	31,748.00	26,138.00	54.85%
Circuit Court	446 Co. Ordinance/Forfeitures	80,000.00	22,602.97	57,397.03	28.25%
Circuit Court	447 Co. Share St. Fines/Forfeitures	40,000.00	15,892.46	24,107.54	39.73%
Circuit Court	453 Court Fees & Costs	90,000.00	50,746.22	39,253.78	56.38%
Circuit Court	455 Register in Probate Fees	10,200.00	4,433.81	5,766.19	43.47%
Circuit Court	486 Interest from all other sources	600.00	324.98	275.02	54.16%
District Attorney	412 State Grant - Victim/Witness	55,000.00	-	55,000.00	0.00%
District Attorney	456 Community Service Program Revenue	7,200.00	3,802.28	3,397.72	52.81%
Medical Examiner	459 Medical Examiner Revenue	9,500.00	5,525.00	3,975.00	58.16%
County Clerk	441 Clerks Fees	9,290.00	3,350.65	5,939.35	36.07%
Treasurer	402 Forest Crop Tax frm Districts	3,600.00	3,733.73	(133.73)	103.71%
Treasurer	403 Payment in Lieu of Taxes	27,000.00	27,756.05	(756.05)	102.80%
Treasurer	405 Interest on Taxes	225,000.00	103,970.10	121,029.90	46.21%
Treasurer	450 Treasurers Fees	30,000.00	3,889.72	26,110.28	12.97%
Register of Deeds	451 Register of Deeds Fees	379,800.00	208,058.56	171,741.44	54.78%
Veterans Service	428 State Grant - Veterans Service	11,500.00	12,546.08	(1,046.08)	109.10%
Veterans Service	735 Donations - Veterans Commission	3,000.00	6,234.02	(3,234.02)	207.80%
Planning Department	423 State Grant - Clean Sweep Program	10,000.00	-	10,000.00	0.00%
Planning Department	426 State Grant - Planning	62,000.00	-	62,000.00	0.00%
Planning Department	442 County Planning Fees	141,475.00	100,326.50	41,148.50	70.91%
Parks	429 State Grant - Snowmobile Trails	45,750.00	5,230.74	40,519.26	11.43%
Parks	430 State Grant - Parks Development	366,845.00	92,831.50	274,013.50	25.31%
Parks	474 County Park Revenues	231,550.00	138,860.12	92,689.88	59.97%
Parks	475 Stockbridge Harbor Revenues	12,500.00	5,677.71	6,822.29	45.42%
Parks	476 Brothertown Harbor Revenues	6,200.00	3,825.66	2,374.34	61.70%

**Calumet County, Wisconsin
General Fund Account Status
Revenues as of June 30, 2020**

Department	Program	Budget	Actual	Budget Balance	Percent Used
Parks	477 Ledgeview Park Revenues	69,985.00	24,564.45	45,420.55	35.10%
University Extension	478 University Extension Revenue	5,630.00	1,092.50	4,537.50	19.40%
Land & Water Conservation	426 State Grant - Planning Grants	54,000.00	1,000.00	53,000.00	1.85%
Land & Water Conservation	432 State Grant - Land Conservation	960,673.00	131,480.82	829,192.18	13.69%
Land & Water Conservation	436 State Grant - Non-Point Cost Sharing	1,895,107.00	309,550.81	1,585,556.19	16.33%
Land & Water Conservation	479 Land Conservation Revenues	134,911.00	54,863.00	80,048.00	40.67%
Maintenance Department	488 Rent - County Offices	32,918.00	16,458.84	16,459.16	50.00%
Maintenance Department	496 Vending Machine Receipts	3,300.00	524.50	2,775.50	15.89%
Sheriff Department	417 Law Enforcement Block Grant	25,000.00	-	25,000.00	0.00%
Sheriff Department	418 State Grant - CEASE Program	5,000.00	5,285.80	(285.80)	105.72%
Sheriff Department	420 State Grant - Emergency Mgmt	184,975.00	-	184,975.00	0.00%
Sheriff Department	421 State Grant - Patrol Enforcement	25,800.00	(6,356.33)	32,156.33	-24.64%
Sheriff Department	457 Radio Tower Rental	176,000.00	118,971.87	57,028.13	67.60%
Sheriff Department	461 Sheriff Fees	22,500.00	9,845.00	12,655.00	43.76%
Sheriff Department	462 Sale of Accident Photos & Rpts	1,500.00	780.09	719.91	52.01%
Sheriff Department	463 Traffic Police Revenues	138,700.00	12,023.78	126,676.22	8.67%
Sheriff Department	464 Board of Prisoners at Co. Jail	135,000.00	97,453.57	37,546.43	72.19%
Sheriff Department	465 Correctional Facility Revenue	25,000.00	19,122.88	5,877.12	76.49%
Sheriff Department	466 Secure Detention Refunds	2,000.00	590.00	1,410.00	29.50%
Sheriff Department	480 Police Protection Refunds	638,761.00	182,881.95	455,879.05	28.63%
Sheriff Department	492 Drug Prev. Task Force Revenue	2,000.00	672.57	1,327.43	33.63%
Total		22,462,258.00	14,764,794.49	7,697,463.51	65.73%

LIS PENDENS FILED	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	11	15	16	11	5	7	9	3	2	3	2
FEBRUARY	15	8	23	12	6	4	6	5	5	2	0
MARCH	10	14	10	8	2	3	4	6	4	7	4
APRIL	17	10	21	14	7	9	8	7	6	9	1
MAY	18	8	23	6	5	7	3	3	2	3	0
JUNE	16	7	11	4	4	7	6	3	4	2	2
JULY	15	14	10	11	6	1	3	6	9	5	0
AUGUST	17	11	11	6	8	7	6	6	6	4	
SEPTEMBER	15	11	18	9	5	3	3	11	2	4	
OCTOBER	19	9	7	8	7	7	8	6	4	6	
NOVEMBER	8	7	10	10	5	8	5	6	2	6	
DECEMBER	11	8	6	8	2	8	4	6	2	3	
TOTALS:	172	122	166	107	62	71	65	68	48	54	9
12 Month Average:	14	10	14	9	5	6	5	6	4	5	3

WARRANTY DEEDS	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	34	30	57	70	66	65	57	88	65	60	99
FEBRUARY	33	28	52	63	54	60	62	62	60	57	59
MARCH	56	42	48	67	53	78	72	62	85	71	80
APRIL	71	36	75	67	105	85	115	100	114	99	83
MAY	71	46	92	103	96	86	118	108	119	91	89
JUNE	87	78	84	109	118	157	159	144	127	111	88
JULY	67	60	85	120	87	142	122	111	117	95	115
AUGUST	50	69	79	89	97	115	133	125	120	112	
SEPTEMBER	46	59	75	99	95	115	122	122	105	86	
OCTOBER	42	46	94	95	85	78	97	104	125	102	
NOVEMBER	57	56	73	86	64	65	108	102	104	95	
DECEMBER	45	57	66	68	77	76	90	81	71	81	
TOTALS:	659	607	880	1036	997	1122	1255	1209	1212	884	613
12 Month Average:	55	51	73	86	83	94	105	101	101	88	91

MORTGAGES	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	234	298	255	306	139	171	135	211	184	123	219
FEBRUARY	221	180	283	265	129	160	166	163	125	131	172
MARCH	265	191	379	226	149	218	180	177	172	159	245
APRIL	276	200	331	306	188	273	236	210	198	207	325
MAY	228	266	294	295	196	249	248	229	231	185	338
JUNE	277	213	329	329	231	280	299	263	219	213	380
JULY	245	207	325	302	192	274	223	246	207	210	342
AUGUST	357	234	364	279	227	262	312	265	202	264	
SEPTEMBER	402	283	326	223	239	244	267	210	180	224	
OCTOBER	396	328	366	205	214	224	247	240	213	306	
NOVEMBER	468	341	327	204	156	173	274	229	168	237	
DECEMBER	355	281	311	168	205	200	218	200	130	230	
TOTALS:	3724	3022	3890	3108	2265	2728	2805	2643	2229	2022	2021
12 Month Average:	310	252	324	259	189	228	234	220	186	207	274



Tamara Alten
Register of Deeds

AGENDA ITEM #8.3.

DOCUMENT STATISTIC:	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
JANUARY	913	845	1,027	860	1,023	600	595	546	719	648	602	807
FEBRUARY	1,171	722	706	884	882	494	542	564	553	535	471	615
MARCH	1,218	872	700	1,065	834	535	687	593	603	616	488	732
APRIL	1,256	888	622	1,021	926	649	799	770	668	729	695	901
MAY	1,339	814	770	1,012	999	644	794	791	749	778	731	954
JUNE	1,486	1,005	768	970	999	744	952	955	794	790	788	1086
JULY	1,229	878	667	1,054	1,043	725	924	758	761	742	717	1063
AUGUST	973	1,218	770	1,109	929	708	835	913	836	720	786	
SEPTEMBER	951	1,105	764	973	827	782	833	822	740	640	698	
OCTOBER	947	1,126	944	1,123	744	742	764	754	798	772	912	
NOVEMBER	860	1,313	999	1,030	699	567	615	852	775	640	760	
DECEMBER	894	1,090	905	1,015	607	644	671	731	674	523	787	
TOTALS:	13,237	11,876	9,642	12,116	10,512	7,834	9,011	9,049	8,670	8,133	8,435	6,158
12 Month Average:	1,103	990	804	1,010	876	653	755	754	723	677	703	842