

## **OVERVIEW OF BARRON COUNTY GOVERNMENT SERVICES**

Department contact information is available on the Barron County website at [www.barroncountywi.gov](http://www.barroncountywi.gov). Directories available at the County Clerk's office.

### **ADMINISTRATION**

#### **County Administrator**

The County Administrator is charged with duties as outlined per Wis. State Statutes 59.18. These duties include acting as chief administrative officer for the County, ensuring that County Ordinances and State or Federal laws are observed, enforced and administered within the County. The County Administrator appoints and supervises the heads of all departments of the County except those elected by the people and those where State Statutes provide for an exception. The County Administrator appoints members of all boards and commissions, subject to the confirmation of the County Board, where statutes provide that such appointments shall be made by the County Board or Chairperson. The County Administrator is responsible for the submission of the annual budget to the County Board and to communicate, as they deem necessary, the condition of the County. The County Administrator is appointed to the position by the Board based solely on qualifications as outlined in the Statutes.

#### **Finance**

The Finance Department maintains the financial records for Barron County, including the general fund, special revenue funds, debt service, capital improvement, proprietary, enterprise and fiduciary funds. Finance provides accounting support to departments with Accounts Payable and Receivable, Payroll, Fixed Assets, Budgeting, and State and Federal Reporting. We annually compile the County Budget, as well as prepare for any audits, all the while ensuring the integrity of all Barron County Financials.

#### **Human Resources**

Human Resources is responsible for developing, implementing, directing and coordinating personnel policies and programs related to recruitment and selection, employment, employee relations, collective bargaining, classification and compensation, employee benefit programs, employee orientation and training, performance evaluations, affirmative action and equal employment opportunity and safety for county staff. Human Resources works closely with department heads related to any personnel issues.

### **AGING & DISABILITY RESOURCE CENTER (ADRC) of Barron, Rusk, & Washburn Counties**

Serving persons age 60+ and persons with disabilities (age 18 – 59), regardless of income.

- Provide general public with information on resources and issues affecting older people and people with disabilities;
- Offer personalized consultation and benefits counseling to understand and evaluate resource choices;
- Offer assistance with referrals and applications to connect with public and private resources;
- Enroll eligible persons in Family Care and IRIS (long term care programs) and maintain waiting list.

Offering service at three welcoming and convenient locations (Barron, Ladysmith, and Spooner), or through home visits, toll-free telephone, or email. Website: [www.adrcconnections.org](http://www.adrcconnections.org) Resource Service Directory is available on-line or in printed form. ADRCs are funded with State General Purpose Revenue and Federal Medicaid.

### **OFFICE ON AGING**

Providing prevention and early intervention programs that help people remain in their own homes and connected to their communities, including volunteer and employment opportunities. Program eligibility is generally based on age and need, without regard to income or assets. Participants are encouraged to donate toward service costs.

- Senior Dining at ten locations throughout the county
- Meals-On-Wheels and Liquid Nutritional Supplements (Ensure)
- Specialized Transportation Services
- Adult Day Care for persons with dementia (Daybreak)

- Early Dementia Screening
- Family Caregiver Support - education, consultation, support group, respite services
- In-home Help Program – supportive assistance with cleaning or personal care
- Loan Closet for adaptive and home medical equipment (walkers, bath benches, etc.)
- Barron County Senior Review - free monthly publication (outreach and education)

Aging programs are funded by participant and community donations, the federal Older Americans Act, the State of Wisconsin, and county levy. Hundreds of community volunteers donate their time.

**Mission:** The Aging & Disability Resource Center and the Office on Aging work collaboratively to promote independence and improve quality of life for older adults and adults with disabilities, while respecting their dignity and right to make their own decisions.

**Goals:**

- Enable people to make informed, cost effective decisions which conserve their personal resources, their health, and their independence.
- Reduce the demand for public funding for long term care by delaying or preventing the need for potentially expensive long term care services.
- Promote wellness and effective management of chronic illness and disability.
- Identify unmet needs and act as a catalyst for community prevention strategies and resource development.
- Reach out to people at risk for abuse and neglect, as well as over-burdened family caregivers, to help them connect with resources to avoid emergency or crisis situations.
- Empower people to advocate for themselves and assure that they have representation for grievances and appeals regarding services they receive or are entitled to receive.

**CHILD SUPPORT**

The Barron County Child Support Agency was created by Title IV-D of the Social Security Act of 1975 in response to the increased cost of welfare. The congressional focus was to make people responsible for the support of their own children. Services have expanded to all custodial parents in need of child and medical support, and paternity determination of non-marital children. The Child Support Agency is operated through the cooperative efforts of federal, state and local government to perform the following functions:

- Establish paternity on behalf of the children whose parents were not married at the time of birth.
- Establish court orders obligating parents to pay child support.
- Establish court orders for parents to provide health insurance coverage.
- Review and seek court approval to modify child support orders as appropriate.
- Take administrative and legal action necessary to enforce a support order when parents fail to pay the support they have been ordered to pay.
- Locate parents who are not pay support and locate their income and assets when necessary to establish or enforce a child support order.
- Refer cases to the District Attorney for prosecution of criminal non-support actions when appropriate.

**CIRCUIT COURT**

The Barron County Circuit Court consists of three elected Circuit Judges, each having a court reporter and judicial assistant. The courts are jointly funded by the State of Wisconsin and Barron County. The Circuit Court also oversees a Register in Probate and Community Service Coordinator. The circuit courts provide a forum for the adjudication of criminal and civil cases filed in Barron County. The judges preside over all criminal, civil, juvenile, and traffic cases occurring in this county.

### **Register in Probate**

The Register in Probate is an appointed position by the Circuit Court Judges of Barron County. The office of the Register in Probate coordinates the judicial duties and administrative functions of the Probate Court. The position is a multi-function position and assists in the probate of all estate proceedings:

- Manages all probate files and administrative proceedings, wills filed for safekeeping, trusts, guardianships, conservatorships, protective placements, mental, alcohol and drug abuse commitment records and adoptions;
- Provides assistance to the public and attorneys with court procedure for wills, probate, guardianship, conservatorship, protective placement, termination of parental rights and adoption cases;

### **Juvenile Court**

Juvenile Court has jurisdiction over all court cases involving children except for: 17 year olds who commit crimes; and 16 & 17 year olds who commit traffic offenses Juvenile Court proceedings are confidential under Wisconsin law. Only statutorily authorized individuals are granted access to records and proceedings.

### **Community Service**

The Barron County Community Service Program provides an alternative to incarceration and monetary penalties. The Program accepts adults and juveniles referred by the Circuit Court Judges, the District Attorney's Office, Department of Health and Human Services, Drug Court, and the Barron County Restorative Justice Program. The participants in the program are placed at volunteer placement sites in the community (non-profits, public and government organizations) to complete their assigned number of community service hours and are monitored for compliance.

### **Drug Court**

Drug Court employs a proven system of treatment, rewards, and sanctions to a group of felons who are drug and/or alcohol dependent. The Court, presided over by a Circuit Judge, is a collaboration of the following agencies: District Attorney's Office; Sheriff's Department; Department of Health and Human Services; State Public Defender's Office; State of Wisconsin, Department of Corrections and the St. Croix Tribe.

### **CLERK OF CIRCUIT COURT**

The Clerk of Court Office is described as the "custodian of the courts' records". The following reflect the majority of the case types filed in the Office of the Clerk of Circuit Court:

1. Civil - foreclosures, name changes, restraining orders, personal injury, etc.
2. Small Claims – evictions, money judgments under \$10,000, return of property, etc.
3. Family – divorce, annulments, legal separations, visitation/child support issues, etc.
4. Paternity
5. Criminal Felony – homicide, burglary, methamphetamine, fail to support, etc.
6. Criminal Misdemeanor – criminal damage to property, theft, disorderly conduct, etc.
7. Criminal Traffic – owi 2<sup>nd</sup>+, operating after revocation, etc.
8. Forfeiture traffic and DNR violations – seat belt, speeding, hunting w/o a license, etc.
9. County & State forfeitures – disorderly conduct, worthless check, underage drinking, etc.

Files are typically opened upon the District Attorney filing charges against an individual or a litigant paying a filing fee to begin an action. Clerks maintain the court record by entering all documents filed, clerk court hearings, prepare final disposition documents, etc.

Jury management is also a responsibility of the Clerk of Court Office. Annually approximately 1,700 prospective jurors are sent a juror qualification questionnaire for completion and return. Clerks accommodate jurors by excusing them for medical appointments, short vacations or move them to another month.

County and State fines and forfeitures are paid to the Clerk of Court Office. Along with receipting payments, defendants are assisted by staff to implement payment plans and wage assignments. Judgments are entered, State tax refunds are intercepted and driver's licenses are suspended for nonpayment.

Barron County Clerk of Court Office is an acceptance facility for passports and passport cards. For an additional charge, applicants can also conveniently have their passport photos taken at the Clerk of Court Office.

The Clerk of Court Office works directly with many agencies: Department of Corrections, Department of Transportation, State Vital Records, State and local law enforcement agencies, etc.

The Clerk of Circuit Court Office cannot give legal advice to the public, but does assist with court procedural questions and provides other informational resources.

### **CORPORATION COUNSEL**

The Corporation Counsel serves as in-house attorney for Barron County and provides legal advice and assistance to:

- The County Board of Supervisors
- County Administrator
- County Committees
- County Commissions
- County Agencies
- County Offices/Departments

The Office of Corporation Counsel is also responsible for representation and prosecution of all civil actions on behalf of Barron County for the following types of issues:

- Collection of Debts
- Contracts
- County Citations
- Guardianship and Protective Placements
- Mental Commitments
- Open Meeting and Public Records Law
- Ordinance and Resolution Drafting
- Zoning Enforcement (Land Use Ordinance)

### **COUNTY CLERK**

- Election Administration
  - Organize and distribute election materials & supplies to all 36 municipalities
  - Enter contests and candidates into SVRS for reliers, schools, all county level races
  - Coordinate programming and ballot order for all municipalities and schools
  - Coordinate with municipalities to publish ballots and legal notices for elections
  - Provide SVRS services for 25 of the 36 municipalities – enter new voter registration applications, record votes, maintain address ranges
  - Post election results to the County Website
  - Canvass and certify election results for county, state and federal races
- Recording Secretary for County Board
  - Take and prepare County Board minutes for publishing
  - Seek bids, compile and publish Official Proceedings
  - File all County Board and committee meeting minutes & agendas
  - Prepare resolutions and ordinances passed at County Board for publishing
  - Distribute resolutions and ordinances as assigned to State and County officials
  - Process County Board Supervisor time sheets for payroll
  - Take minutes for Executive Committee
- Issue Marriage Licenses
- Issue Domestic Partnership Declarations and Terminations

- Respond to general information requests/questions from the public.
- Issue intent to cut timber notices
- Seek bids, compile, publish and distribute County Directory
- Maintain database of officials and keep website current with changes
- Issue dog license tags to all municipalities and maintain records
- Process dog damage claims
- Legal custodian of contracts and leases
- Notify Corporation Counsel when claims are served against county
- Receive and file requests for Library Funding and submit to Finance for payment
- Assign meeting rooms for public in room reservation calendar
- Sort mail for Government Center
- Submit department vouchers for payment
- Distribute monthly expense report for copy and paper charges for all county departments
- Prepare and administer Oaths of Office
- File Farmland Preservation applications
- File Probate Claim notices

### **DISTRICT ATTORNEY**

The District Attorney's Office represents Barron County and the State of Wisconsin in prosecuting all felony, misdemeanor and traffic crimes, county ordinance violations, and all juvenile delinquency matters and Children in Need of Protection and Services (CHIPS) cases. The District Attorney's Office provides advice to all law enforcement agencies within the County as well as the Department of Human Services. The office coordinates investigations and prosecutions with law enforcement agencies and prosecutors from multiple Counties, States and Federally. Additionally, this office assists local, state and federal law enforcement agencies in the application for and execution of arrest warrants and search warrants, subpoenas for documents pertaining to an investigation and provides training to law enforcement agencies.

### **EXTENSION**

Services of the University of Wisconsin-Extension are the result of a partnership between the United States Department of Agriculture, the University of Wisconsin and Barron County to provide local citizens access to the land grant university system. Extension educators provide research-based information and are employed by the UW-System.

Agricultural/Natural Resources/Horticultural Educator conducts programs in:

- Dairy, Livestock and Crop Production
- Public Policy Issues in Agriculture
- Horticulture
- Farm Financial Management
- Bio Energy Alternatives in Agriculture

4-H Youth Development Educator focuses on:

- 4-H Community Club Program
- Youth and Adult Leadership Development
- Community Youth Development
- Youth Life Skills Development
- Youth-Adult Partnerships

Family Living Educator provides instruction and programming on:

- Family Financial Education
- Parenting Education
- Home & Community Education
- Financial Coaching & Consulting
- Community Partnerships for Strengthening Families
- Food Preservation and Food Safety

Nutrition Education is a federally funded nutrition education program assisting limited resource individuals choose healthful diets, purchase and prepare healthful food and become more food secure through:

- Long or short group sessions
- Collaborations with partners to plan nutrition education programs

## **FORESTRY**

Barron County forestry in cooperation with the Wisconsin Department of Natural Resources manages over 16,000 acres of county forestland. The forestry department issues permits to conduct a variety of activities on the forest. The county forest administrator is involved in the set-up and marking of timber sales, soliciting bids on the sale of timber, timber sale contract negotiation and overseeing harvest operations. The county forest typically conducts timber sale operations on approximately 450-500 acres per year. The county forest administrator works with the Barron Area Horse Trail Association in the administration of the equestrian trails in the Town of Bear Lake.

When approached, the county forest administrator in conjunction with property committee negotiates with interested sellers the purchase of future county forest lands. The forest administrator is responsible for maintaining the certification status from the two certification bodies (Sustainable Forestry Initiative / Forest Stewardship Council). Additionally, the county forest administrator provides forestry guidance on non-county forest lands as well, such as Kirby Lake Primitive Campground and the ATV recreation area.

## **HEALTH & HUMAN SERVICES**

### **Economic Support Services**

Services Provided: W-2 (contracted), Medicaid, BadgerCare, Food Share, Energy Assistance, Medicaid Transportation, Child Care Certification.

### **Behavioral Health/Adult Protection Services—(24/7 crisis line: 1-888-552-6642)**

Services Provided: Case Management and supportive services to those with mental health and alcohol and other drug abuse issues; Community Support Program (CSP) for those with chronic and persistent mental illness. Adult Protection and guardianship services.

### **Youth and Family Services**

Services provided: Child Protection Services, Juvenile Delinquency referrals, Domestic Abuse Victim Advocacy, Foster Care Coordination; Birth to Three services; Family Support program services, Children's Waiver services.

### **Public Health Services**

Services provided: WIC (Women, Infants and Children) nutrition program, Reproductive Health, environmental health services, communicable disease interventions, immunizations, Children with Special Health Care Needs, Prenatal Care Coordination, Well Woman Program, TB Services, Anti-Tobacco, Maternal Child Health, Bio-Terrorism preparedness.

## **HIGHWAY**

The Barron County Highway Department consists of a skilled group of employees motivated to provide a safe and efficient transportation system to the citizens of Barron County. The Highway department is structured to provide adequate resources (personnel and equipment) to meet the needs of the highway system and those that contract with us for services. The department provides maintenance and construction services on the county highway system, works with local municipalities on maintenance and construction projects and provides maintenance services to the State of Wisconsin highway system located in Barron County.

The maintenance activities include: Winter Maintenance; Snow and Ice Control; Pavement Preservation; Chip Sealing; Crack Filling; Wedging and Patching; Pavement Marking; Culvert Installation; Small drainage pipes; County Aid to Bridge (over 48" diameter pipe); Drainage Issues; Bridge Maintenance; Shouldering; Mowing/Vegetation Control of Right of Ways; Litter Removal; and Signing.

Construction/Reconstruction activities include: Total road reconstruction (includes required permitting); Pavement replacement; Pavement Overlay; and Crushing Gravel.

The highway system in Barron County touches each citizen on a daily basis as goods and services are delivered to Barron County on the highway system. Citizens travel for work, school, appointments, shopping and leisure. It is the highway department's responsibility to provide a safe and well maintained highway system to meet the needs of citizens.

## **LAND SERVICES**

The Land Services Department consists of three divisions: Land Information, Soil & Water Conservation and Zoning Administration. The three offices work together to assist land owners and users with a variety of activities such as conservation planning; land division reviews; permitting and inspection of septic systems; conservation practice design in agricultural and lakeshore settings; assigning house numbers; issuance of land use permits; parcel mapping; non-metallic mining reclamation plan review; and assistance to lake groups. Also, all facets of the County GIS data are maintained and GPS information is collected for GIS website, which is used by many Departments as well as the public.

Additionally, Land Information includes the Real Property Lister and the County Surveyor. The surveyor maintains section corners, marks County Forest boundaries and completes County surveys. The Real Property Lister maintains the database of property owners and coordinates with State and local officials on property tax assessment.

## **MAINTENANCE**

The Maintenance department maintains and repairs County buildings to include heating, cooling, plumbing, electrical and structural problems and/or upgrades. The department maintains the grounds at the Government Center and Justice Center along with 5 county owned parks and 40 boat landings to include mowing, cutting trees, improvements and repairs to structures. The department also maintains the Arland Rifle Range and over 100 miles of logging/forest roads.

## **MEDICAL EXAMINER**

The Medical Examiner's Office is a statutory office which is mandated to establish the cause and manner of death. The cause of death is the injury, disease, or combination of the two that was responsible for initiating the train of physiological disturbances (brief or prolonged), which produced the fatal termination. The manner of death refers to the circumstances in which the cause of death arose, i.e., suicide, accident, homicide, or natural causes.

### **Wisconsin Statute 979 Includes the Following Reportable Deaths:**

- \* All deaths in which there are unexplained, unusual (most home deaths) or suspicious circumstances
- \* All homicides and suicides
- \* All accidents, whether injury is or is not the primary cause of death, and regardless of time span when death occurred
- \* Maternal deaths following an abortion
- \* All deaths due to poisoning (toxicity), whether homicidal, suicidal, or accidental in nature
- \* When there was no physician or accredited practitioner, who has attended or treated the decedent within 30 days preceding death
- \* When the physician caring for the decedent refuses to sign the death certificate
- \* When, after reasonable efforts, a physician cannot be obtained to sign the death certificate

### **Sequence of a Death Investigation:**

- \* The on-call ME will determine whether it has the legal authority and statutory responsibility to assume jurisdiction over the death. The ME will make this determination after assessing the circumstances surrounding the death.
- \* The death scene is visited and investigated.
- \* Information is collected regarding the circumstances surrounding the death, as well as, the deceased's medical and social history. Collecting the necessary information may include, but not limited to, interviewing witnesses, family, friends, etc., speaking with personal physicians/other medical staff, reviewing medical records, and conferring with law enforcement.
- \* The body is moved to the funeral home where a more thorough exam of the body is done. Biological samples may be taken at this time or an autopsy arranged. Organ/tissue donation may be arranged at this time.
- \* Following examination and after all information has been collected and decisions of the cause of death have been made, an official report of findings is prepared.
- \* A cremation permit may be completed at this time.
- \* The death certificate is completed or a pending death certificate is prepared if more time is required to complete further testing necessary to determine the cause and manner of death.

\* Permanent records are kept for all cases investigated and examined. This information can be accessed in the future for use in criminal and civil trials, for use in the processing of insurance or worker's compensation claims, for statistical analysis, and other matters.

## **REGISTER OF DEEDS OFFICE**

### **REAL ESTATE**

- Throughout the day real estate documents are presented for recording. Documents are brought into the office via title companies, standard mail, and the general public. Prior to the recording process, a Register of Deeds (ROD) employee reviews the documents in order that they meet statutory recording requirements and required fees. Examples of these requirements include a standard document recording format, original signatures, a general location statement (legal description) and notarized signatures. It is important to note that the ROD office is solely a recording office and staff is required to record documents if they meet statutory recording requirements. ROD staff is not responsible to determine the validity or authenticity of the documents. Therefore, a situation may occur that requires a court to determine a document's legal significance.
- Once the document is deemed recordable by ROD staff, the document is receipted and partially indexed into the software system. Information such as Grantor/Grantee name (Buyer/Seller, Mortgagor/Mortgagee) is entered in the database and the document number, date and time of recording, fees paid, and page count are stamped electronically on the front of each document. As this information is receipted and partially indexed, outside customers are able to search document information on the two programs available on the internet as the general public computer searching tools. The document is then stamped and scanned and is viewable by Grantor and Grantee information at this point. When the rest of the indexing is completed documents can be viewed by many alternative searching options which include legal description, parcel number, associated document number and return document information. As this information is added to the database, customers can use these additional options.
- As documents are indexed, ROD staff verify the indexed document information. This process ensures that indexed document data matches the recorded document such as spelling of names, legal descriptions, associated documents, and parcel numbers. Once reviewing, receipting, stamping, scanning, indexing and verification have occurred the documents are sent back to the designated recipient on the document.

### **VITAL RECORDS**

- Birth, non-marital birth, marriage, domestic partnership, termination of domestic partnership, and death certificates are recorded daily in the ROD office. Documents are brought into the office by Judges, Funeral Directors, Attorneys, Ministers, the general public and general mail. Once required information is reviewed by ROD staff such as names, occurrence dates, place of birth, marriage or death, the document is signed, recorded and given a volume and page number. In addition, military discharges are also recorded with the authorization of the Veterans Service office. These documents are then indexed and verified in a manner similar to the real estate records. Birth, marriage, domestic partnership, termination of domestic partnership and death records are all viewable by the public. However, military discharges and non-marital birth records are neither viewable nor searchable by the general public. Once the vital records are recorded, customers are then able to obtain certified and non-certified copies of the documents in person or by standard mail.

### **CUSTOMER SERVICE**

- ROD staff provide assistance to title companies, attorneys, county employees, and the general public. An undetermined amount of time is dedicated to customer service by ROD staff daily. These duties include real estate document searching tutorials, retrieving customer real estate document copies, retrieving certified and non-certified copies of vital records and answering telephone questions.
- The above described processes are performed daily and must be completed before any additional tasks are started. Due to the need of document information accessibility and the importance of timely document recording for staff and customers, the real estate process is the main priority of ROD staff. The volume of real estate documents dictates the daily workflow of the ROD office.

## **SHERIFF**

Members of the Barron County Sheriff's Department are committed to excellence in service through teamwork and community involvement in order to promote a safe and secure environment. The Sheriff's department treats all people with courtesy and respect reflecting the highest ideals of professionalism while providing effective and efficient law enforcement services.

Law enforcement officers, in the most basic terms, have two primary responsibilities. The first is to use their statutory authority to prevent, detect, and apprehend those persons who violate the law. The other basic responsibility is to act as the "community caretaker." This means that a deputy has the duty to watch over and provide safety to the public while not interfering with an individual's rights to be free from governmental intrusion.

Along with the tremendous authority that a law enforcement officer has, comes great responsibility. If this authority is exercised with professional discretion, and if the officer has a genuine interest in the public's well being by assuming the role of community caretaker, the public will respond in a favorable way. It is this level of mutual respect that makes a law enforcement agency successful.

The Barron County 911 Center's primary responsibility is to enhance and protect the quality of life of every person in Barron County by receiving and processing 911 emergency calls and non-emergency calls and dispatching police, fire and medical services in a prompt, efficient, courteous and professional manner, thereby helping to save lives, protect property and assist the public; thus making Barron County a safer community.

The Barron County Jail's primary responsibility is to provide a safe, secure, and humane environment for those individuals committed to our custody by treating those individuals firmly, but with respect and dignity. The Sheriff of Barron County is authorized by State Statute 302.30 use of jails, to operate a jail in order to imprison persons committed pursuant to a sentence, or held in custody, for a cause authorized by law. The Barron County Jail system is designed to ensure public safety through prisoner incarceration. The jail will operate in a manner that treats all people humanely while respecting the constitutional rights of prisoners confined in the jail.

## **TECHNOLOGY**

The Technology Department has varied responsibilities to include:

- Workstation setup and support – Including desktop and laptops, printers, applications and help desk functions.
- Network infrastructure – Including servers, firewalls, switches, MS Active Directory, data backup, wireless network, VPN, data storage, application installation & maintenance, anti-malware applications.
- E-Mail System – Including MS Exchange, Archiving, SPAM and Virus, Encryption
- Application programming – Including Barron County internet site, DHHS eInfosys, automated billing systems, other ad-hoc applications.
- Telephone maintenance and support
- Miscellaneous Items – Including video conferencing, surveillance, multi-function machines and video signage
- Sheriff Department support – including mobile data computers, 24 hour on-call support for jail and dispatch, Stanley security system and dispatch voice recorder.

## **TREASURER**

The County Treasurer's office has the statutory responsibility for the proper handling of all monies belonging to, or in the custody of Barron County. These monies are represented by various sources of revenue to include: real estate taxes, state and federal aids and credits, grants, and various fees for services provided by all departments.

Duties include:

- Maintain a sufficient cash flow at all times.
- Monitor and evaluate investment opportunities allowed by County Board Resolution to maximize earnings while maintaining safety and liquidity.
- Receipt tax payments and revenues from all county departments along with any miscellaneous revenues.

- Mail accounts payable checks and distribute payroll advices.
- Maintain current mailing addresses for tax parcels
- Maintain Lottery and Gaming Credit Claims.
- Provide assistance to the Municipal Treasurers with the tax collection process.
- Calculate tax settlements and voucher payments to all taxing jurisdictions.
- Enforce the collection of delinquent taxes through the In Rem Tax Deed Process
- Initiate the sale of tax deed property.
- Provide Real Estate tax, assessment and payment information to banks, mortgage companies, title companies, realtors, and the general public via email and telephone.
- Reserve camping sites and park shelters at all the County Parks.

## **VETERANS SERVICE:**

- **Aid To Veterans**
- **Recently Discharged Veterans**
  - Registration of DD-214 provides permanent resource for certified copies when required in the future
  - Assistance with VA Medical and/or Service Connected Dental Application
  - SGLI Conversions to VGLI and Eligibility for home loans
  - Establish State of Wisconsin (WDVA) Eligibility
  - Local area information and referral
  - Assist with applications for Federal/State Certification and Service Connected Compensation claims
- **Education**
  - GI Bill (you must use your Federal GI Bill benefits within 10 years from date of discharge)
  - Tuition Fee Reimbursement Grants, State of Wisconsin program utilized at same time using Federal GI Bill (has 10-year "sunset clause"). Has a maximum annual income limit (combined family) of \$47,500.
  - Part Study Grant, State of Wisconsin education program (no "sunset" date, same income limit as TFRG).
  - Education Loans
- **Seniors**
  - Veterans Retirement Home and VA Healthcare Enrollment
  - Non-Service Connected Disability Pension
  - Assist in applying for special programs and awards and decorations
  - Assist in applying for military personnel/medical records and discharges
- **Health Care Benefits**
  - VA Medical Care for Veterans (open to all veterans). There are income and asset restrictions that apply.
  - Champus/Tricare Information
  - Champva claims for family members whose veteran died from Service Connected disabilities
  - Healthcare Aid Grant, program for low-income veterans with few assets to assist with healthcare needs.
  - Subsistence Aid Grant, program for low-income veterans and dependents that provides temporary emergency financial aid due to loss of income because of illness/disability/death
  - Referral for other State, Federal and County Programs.
- **Time of Death**
  - Burial Allowance for veterans who had service connected disabilities or were in receipt of VA Pension at the time of death, or died in a VA Facility, or the State Veterans Home at King, Wisconsin
  - Registration for interment to Federal and State Cemeteries
  - Burial markers for any veteran and Burial Flag coordinated through local Funeral Homes
  - Presidential Memorial Certificates and Flag holders
  - State of Wisconsin Veterans Cemeteries
  - Death Indemnity Compensation available to surviving spouse of veteran who died from Service Connected Disabilities
  - Death Pension available to the surviving spouse of a war-time veteran, who is also low income
- **Other Services**
  - Obtaining Military Records and Military Awards/Decorations
  - Grave Registrations and Homeless Veterans Programs
  - Liaison between veterans organizations and Speaking Engagements for Organizations
  - Ride Program for veterans to/from VA Medical Center Appointments