



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 06/15/18**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on June 19, 2018:**

- 1) Amended Agenda
- 2) Resolution Relating to 2019 Annual Budget Allocation for Pay for Performance
- 3) Budget Adjustments
- 4) Line Item Transfers



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Special Finance Committee Meeting Notice

**Date: June 19, 2018 Time: 5:30PM**

**The Green Lake County Government Center, County Board Room  
571 County Road A, Green Lake WI**

### Amended AGENDA\*

#### Committee Members

*Harley Reabe, Chairman  
Larry Jenkins, Vice-Chair  
Robert Lyon  
Dennis Mulder  
Brian Floeter*

*Elizabeth Otto, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Resolutions
  - Relating to 2019 Annual Budget Allocation for Pay for Performance
5. Ordinances
6. \*Budget Adjustments/Line Item Transfers
7. Committee Discussion
  - Future Meeting Dates: Regular Meeting to be determined
  - Future Agenda items for action & discussion:
8. Adjourn

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

Sincerely,  
Elizabeth Otto, County Clerk

**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.**

**RESOLUTION NUMBER -2018**

**Relating to 2019 Annual Budget Allocation for Pay for Performance**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of June, 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
  - 2 while minimizing the financial impact of county taxes on taxpayers, and
  - 3
  - 4 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
  - 5 constraints while providing mandated services, and
  - 6
  - 7 **WHEREAS**, Green Lake County has now established a policy and practice of
  - 8 compensating employees based on a competitive market salary rate, the quality of their
  - 9 performance, and future non-union wage adjustments shall be based on the merits of
  - 10 employee performance, and
  - 11
  - 12 **WHEREAS**, the County Administrator is developing the 2019 Proposed Annual Budget
  - 13 for review and adoption by the Green Lake County Board in November 2018, and wage
  - 14 costs must be incorporated into the budget as proposed and adopted.
- Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain 0

\_\_\_\_\_  
, Chair

Passed and Adopted/Rejected this 19th day of June, 2018.

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

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

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

15 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of  
16 Supervisors that for staff hired prior to July 1, 2018, each 2019 departmental budget  
17 shall include an amount equal to +/- 2.5% of gross wages to be allocated accordingly to  
18 staff based on the merits of employee performance as established during their individual  
19 annual performance review, and

20 **BE IT FURTHER RESOLVED** that any performance based wage increases will be  
21 effective January 1, 2019, with back pay distributed no later than the second payroll of  
22 April 2019 following finalization of the annual performance evaluation process with the  
23 funds being awarded strictly on the merits of each individual employee's performance,  
24 and

25 **BE IT FURTHER RESOLVED** that any departmental funds budgeted for these merit-  
26 based wage adjustments remaining after the annual performance review process has  
27 been completed shall be applied by the Account Budget Coordinator to any department  
28 merit pay line shortages and then transferred to the Non-Lapsing  
29 Retirement/Salary/Fringe Pool (Acct# 19-101-23-51820-999) to be available to cover  
30 budget variations that occur due to internal position postings, new position hires,  
31 retirements, merit pay variations, etc. that are unknown variables that impact budgeted  
32 salary/fringe benefits for the year, and

33 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive  
34 of the Green Lake County Board.  
35

36 **FISCAL NOTE:** For 2019 the levied general pay increase based on employee  
37 performance shall not exceed **\$219,800.00**. Budgeted proceeds not allocated as a  
38 merit increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool  
39 (Acct# 19-101-23-51820-999) to cover budget variations that occur due to internal  
40 position postings, new position hires, retirements, merit pay variations, etc. that are  
41 unknown variables that impact budgeted salary/fringe benefits for the year.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 25, 2018  
 Department: Circuit Court  
 Amount: \$1,796.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Funds to cover the cost of a maintenance agreement for courtroom video equipment that requires regular and routine maintenance in order to preserve the smooth function of the courts system.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-05-51230-206-000	Maintenance Contracts	\$ -	\$ 1,796.00	\$ 1,796.00
18-100-05-51230-212-000	Attorney Fees & GAL	\$ 25,304.52	\$ (1,796.00)	\$ 23,508.52
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerks Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 5, 2018  
 Department: County Clerk  
 Amount: \$13,079.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)


Take funds out of Contingency to cover the cost of increased premiums on Vehicle Comprehensive and Collision insurance due to change from Actual Cost to Replacement Cost for 2018

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-04-51930-513-000	Vehicle Comprehensive	\$ 14,140.00	\$ 12,305.00	\$ 26,445.00
18-100-04-51930-512-000	Vehicle Collision	\$ 10,560.00	\$ 774.00	\$ 11,334.00
18-101-00-58000-000-000	Contingency	\$ 429,573.35	\$ (13,079.00)	\$ 416,494.35
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 6/5/18

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

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 1, 2018  
 Department: Various  
 Amount: \$25,875.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Transfer funds from various departmental mileage budgets to fuel account budget for use in general use lease vehicle fleet program. By utilizing fleet vehicles, the county can realize significant cost savings in mileage reimbursement for personal use of vehicles while maintaining a more efficient, safe and less-aged fleet generating maintenance savings as well as maximizing trade-in value.

Some program lease vehicle costs will be offset by program reimbursements.

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-400-00-57400-539-000	Vehicle Lease	\$ 71,091.01	\$ 3,000.00	\$ 74,091.01
18-100-04-51430-351-000	Fuel - Lease Vehicles	\$ -	\$ 22,875.00	\$ 22,875.00
18-100-19-51250-330-000	Coroner Mileage	\$ 3,000.00	\$ (1,000.00)	\$ 2,000.00
18-100-22-51810-330-000	Admin Mileage	\$ 4,090.00	\$ (1,000.00)	\$ 3,090.00
18-100-01-51100-330-000	County Board Mileage	\$ 2,625.00	\$ (200.00)	\$ 2,425.00
18-100-02-51220-330-000	Clerk of Courts Mileage	\$ 400.00	\$ (100.00)	\$ 300.00
18-100-03-51320-330-000	Corp. Counsel Mileage	\$ 1,126.00	\$ (200.00)	\$ 926.00
18-100-04-51420-330-000	Co. Clerk Mileage	\$ 550.00	\$ (300.00)	\$ 250.00
18-100-04-51430-330-000	Mail Clerk Mileage	\$ 1,000.00	\$ (800.00)	\$ 200.00
18-100-04-51440-330-000	Election Mileage	\$ 275.00	\$ (175.00)	\$ 100.00
18-100-07-51710-330-000	ROD Mileage	\$ 2,505.00	\$ (500.00)	\$ 2,005.00
18-100-13-55620-330-000	UWEX Mileage	\$ 8,800.00	\$ (4,400.00)	\$ 4,400.00
18-100-14-56110-330-000	Land Con Mileage	\$ 375.00	\$ (200.00)	\$ 175.00
18-100-25-51450-330-000	IT Mileage	\$ 500.00	\$ (300.00)	\$ 200.00
18-207-30-54900-330-000	HHS Admin Mileage	\$ 8,000.00	\$ (3,000.00)	\$ 5,000.00
18-207-33-54521-330-413	HHA YA Comm Mileage	\$ 11,000.00	\$ (6,000.00)	\$ 5,000.00
18-207-33-54532-330-000	HHS Family Res. Mileage	\$ 7,000.00	\$ (1,500.00)	\$ 5,500.00
18-207-33-54544-330-607	HHS CTF Mileage	\$ 9,250.00	\$ (6,200.00)	\$ 3,050.00
Total Adjustment			\$ -	

Department Head Approval: Catherine J. Schmit  
 Date Approved by Committee of Jurisdiction: 6/5/18

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

Date Approved by Finance Committee: \_\_\_\_\_  
 Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 1, 2018  
 Department: County Administrator  
 Amount: \$182,000.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Moving \$ that is in department's budget to purchase vehicles and is now leasing vehicles.

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**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-10-53610-810-000	Capital Equipment-Vehicle F	\$ 25,000.00	\$ (25,000.00)	\$ -
18-100-14-56110-800-000	Capital Outlay Vehicle	\$ 39,000.00	\$ (39,000.00)	\$ -
18-400-00-57100-009-000	Capital Outlay - Sheriff	\$ 1,169,767.88	\$ (118,000.00)	\$ 1,051,767.88
18-400-00-57400-539-000	Vehicle Lease	\$ 71,091.01	\$ 182,000.00	\$ 253,091.01
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: Catherine J. Schmit  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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Date Approved by Finance Committee: \_\_\_\_\_  
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