

Original Post Date: 06/20/19

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on June 26, 2019:

- 1) Agenda
- 2) Minutes from 05/22/19
- 3) Treasurer's Report
- 4) Budget Adjustment



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto County Clerk *Office: 920-294-4005 FAX: 920-294-4009*

	Finance Committee Meeting Notice			
The Green L	Date: June 26, 2019 Time: 5:30PM ake County Government Center, County Board Room 571 County Road A, Green Lake WI			
	AGENDA			
Committee Members Harley Reabe, Chair Larry Jenkins, Vice-Chair Robert Lyon Dennis Mulder Brian Floeter Elizabeth Otto, Secretary	 Call to Order Certification of Open Meeting Law Pledge of Allegiance Minutes: 05/22/19 Public Comments (3 Min. Limit) Correspondence Credit Card Request Approvals Treasurer's Monthly Report Tax Collection Update May Financial Reports Sales Tax Update Tax Deed Update Reyes Special Administration Case Update Budget Adjustments/Line Item Transfers Supervisor/Lay People Monthly Claims Committee Discussion Future Meeting Dates: Regular Meeting 07/24/2019 Future Agenda items for action & discussion: Adjourn 			
Kin	dly 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.

FINANCE COMMITTEE May 22, 2019

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:30 PM on Wednesday, May 22, 2019, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present:	Harley Reabe	Absent:
	Larry Jenkins	
	Dennis Mulder	
	Brian Floeter (5:32)	
	Robert Lyon	
Other County		
Employees Present:	Liz Otto, County Clerk	Becky Pence, Hwy Admin Asst
1 2	Lori Evans, SO Admin Asst	Dawn Klockow, Corporation Counsel
	Kayla Yonke, HHS Financial Manage	r Angie Petruske, Acct Budget Coordinator
	Mark Putzke, Chief Deputy	Barry Mashuda, Hwy Commissioner

MINUTES

Motion/second (Mulder/Jenkins) to approve the minutes of the April 24, 2019 meeting with additions or corrections. All ayes. Motion carried.

PUBLIC COMMENTS – none

<u>CORRESPONDENCE</u> – none

CREDIT CARD REQUEST APPROVALS - none

TREASURER'S MONTHLY REPORT

- Tax Collection Update Treasurer Amanda Toney stated that reminders for the postponed 2nd half of unpaid property taxes will be mailed soon.
- April Financial Reports Toney stated she is currently discussing the possibility of short term bonds with several banks.
- Sales Tax Update The sales tax fund is approximately \$30,000 ahead of last year. Discussion held.

TAX DEED UPDATE

Toney stated there is no new information.

BUDGET REVIEW

April revenues and expenses were reviewed. Discussion held.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

• Register of Deeds – decrease Laredo/Fidlar revenue and expense accounts by \$1,536.00 due to decreased income from Fidlar.

Chair Reabe asked that Sarah Guenther provide a written explanation for the County Board.

Motion/second (Jenkins/Floeter) to approve budget adjustment as presented. All ayes. Motion carried.

SUPERVISOR'S MONTHLY CLAIMS

Supervisor's claims: \$4,137.15 Lay people: \$357.92 *Motion/second (Jenkins/Mulder)* to approve supervisor and lay people claims. All ayes. Motion carried.

COMMITTEE DISCUSSION

- Future meeting dates: Regular meeting June 26, 2019 @ 5:30 PM
- Future agenda items for action & discussion:

ADJOURNMENT

Chairman Reabe adjourned the meeting at 5:49 pm.

Submitted by,

Liz Otto County Clerk



GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

Amanda R. Toney Treasurer and Real Property Lister *Office: 920-294-4018 FAX: 920-294-4009*

June 19, 2019

Memo to Finance Committee:

The May sales tax deposit was \$118,471.32. At this point in the year, we are \$18,866.01 ahead of last year's sales tax amount.

Total boat launch fees collected as of May 31, 2019 was \$9,069.00. On May 31, 2018, the total fees collected were \$7,475.77. We are on track for a better year, mainly because of the increase in the annual and daily fees. At the July meeting I will report on the difference, if any, in the daily boat launch amounts. June is the first full month we will be using the newly installed automated boat launch machines.

TAX COLLECTION UPDATE:

As of 6-19-19: We have \$7,796,778.65 left to collect, which is 18% of the total 2018 Real Estate taxes. As of 6-21-18: We have \$6,795,308.57 left to collect, which is 16% of the total 2017 Real Estate taxes.

We mailed out second installment reminders in the first part of June. We have seen an increase in mail, phone calls and taxpayers coming into the office to pay their second installment amounts.

The Wisconsin County Treasurer's Association summer conference was held in Waupaca this year. Due to a family vacation, I decided to send Chief Deputy Treasurer, Stefanie Meeker, to the conference in my place. Below is a brief write-up from Stefanie.

The Round Table Topics I participated in were:

- What special processes do you use when a taxpayer is in bankruptcy? Any other bankruptcy related questions? There was a lot of discussion in this group. I took several notes to share with our office on this topic.
- Lottery Credit Audits process/procedures Again, there was much discussion on this topic. The Association would like to obtain a better timeline from the DOR on the audit process. They'd also like to have the DOR supply their reason for questioning a property owner's eligibility to receive the lottery credit, this could potentially save our office time in that we wouldn't be searching for something the DOR may already have the information on.

I attended the presentations on both tax deed and In Rem tax foreclosure processes. The In Rem tax foreclosure was a great presentation given by Teri Jacobson, Kenosha County Treasurer, who is a wealth of information. Again, I took several notes and have a lot of information to share with our office. The tax deed presentation was also good. This process is familiar to me since it is what our office has practiced in the past. There was good discussion amongst all who attended on both processes.

Two representatives from the Department of Revenue spoke on their areas of expertise. One being the Property Tax Assessment process, the other being the technical side of things. For example, the new MyGov program being initiated across the State for municipalities and counties. I found both sessions to be educational and was pleased to see both representatives were looking for feedback on how they can better assist municipalities and counties.

I would like to thank Mandy for suggesting I attend this conference in her absence. I thoroughly enjoyed the educational side of it and speaking with other professionals in this field.

As of the June credit card statement, we have 1,381,402 credit card points. This calculates to \$13,814.02.

Respectfully submitted, Amanda R. Toney

GREEN LAKE COUNTY TREASURER'S REPORT

<u>MAY 2019</u>

	CASH BALANCE: 04-30-2019	305,335.87
RECEIPTS:		
General:	695,052.22	
Redemption Tax - Principle:	35,624.92	
Redemption Tax - Interest	8,079.98	
Redemption Tax - Penalty	4,019.89	
Postponed & Delinquent Tax - Principle:	129,784.35	
Postponed & Delinquent Tax - Interest:	1,314.73	
Postponed & Delinquent Tax - Penalty	677.53	
Sales Tax Deposit from State	118,471.32	
Personal Property Aid	124,646.95	
Transfer from Farmers & Merchants Bank	600,000.00	
Transfer from Farmers & Merchants Bank	300,000.00	
TOTAL RECEIPTS:	2,017,671.89	2,323,007.76
DISBURSEMENTS:		
General Maintenance:	1,108,744.69	
Direct Deposit Payroll	535,735.58	
DHHS Deposit to LGIP	37,906.93	
Payroll deductions and taxes	359,556.20	
Sales Tax Money Transfer to LGIP	76,224.82	
Bank fees (Security Token)	8.00	
Real Estate Transfer Fees	13,685.52	
Transfer to Flex/HRA account	7,589.67	
Voided Check from Previous Month	-25.34	

TOTAL DISBURSEMENTS:	TOTAL DISBURSEMENTS:			
TREASURER'S CASH BALAN	CE:	05/31/19	183,581.69	
BANK RECONCILIATION				
Green Lake Horicon Bank-Checking:	690195	278,706.02		
Green Lake Horicon Bank - Money Market:	690224	<u>183,571.87</u>		
TOTAL		462,277.89		
Less Outstanding Checks		278,696.20		

Available Bank Balance

183,581.69

CASH BALANCE	
TREASURER'S CASH	
DIFFERENCE	

183,581.69
183,581.69
0.00

GREEN LAKE COUNTY TREASURER'S REPORT

MAY 2019

RECONCILIATION OF RECEIPTS & DE	EPOSITS	
Cash in Office	April 30, 2019	0.00
Total Receipts	MAY 2019	<u>0.00</u>
SUB TOTAL		0.00
Less Deposits for Month:		<u>0.00</u>
Cash in Office	5/31/2019	0.00
PROOF OF OUTSTANDING CHECKS		
Outstanding Checks	April 30, 2019	83,765.99
Total Disbursements	MAY 2019	2,139,426.07
	SUB TOTAL	2,223,192.06
Less Checks Cashed by Bank		1,707,507.43
DHHS Deposit to LGIP		37,906.93
Payroll deductions and taxes		115,259.01
Sales Tax transfer to LGIP		76,224.82
Bank fees (Security Token)		8.00
Transfer to Flex/HRA account		7,589.67

Outstanding Checks	5/31/2019		278,696.20
	2019 INTEREST REVENUE (PROJECTED BUDGET: \$153,000.00)		
 1/31/19 Money Markets 1/31/19 Certificate of Deposits 2/28/19 Money Markets 2/28/19 Certificate of Deposits 3/31/19 Money Markets 3/31/19 Certificate of Deposits 4/30/19 Money Markets 4/30/19 Certificate of Deposits 5/31/19 Certificate of Deposits 5/31/19 Money Markets 5/31/19 Certificate of Deposits 6/30/19 Money Markets 6/30/19 Certificate of Deposits 6/30/19 Money Markets 6/30/19 Certificate of Deposits 6/30/19 Certificate of Deposits 7/31/19 Money Markets 7/31/19 Money Markets 8/31/19 Certificate of Deposits 8/31/19 Money Markets 8/31/19 Certificate of Deposits 9/30/19 Money Markets 9/30/19 Certificate of Deposits 10/31/19 Money Markets 10/31/19 Money Markets 11/30/19 Money Markets 11/30/19 Certificate of Deposits 11/30/19 Money Markets 11/30/19 Certificate of Deposits 12/31/19 Certificate of Deposits 	January Interest January Interest February Interest February Interest March Interest March Interest April Interest April Interest May Interest June Interest June Interest July Interest July Interest July Interest August Interest September Interest September Interest October Interest November Interest December Interest		\$15,635.90 \$5,091.78 \$14,286.58 \$0.00 \$20,918.09 \$0.00 \$21,623.67 \$5,022.97 \$20,742.79 \$0.00
12/51/19 Certificate of Deposits	December Interest	TOTAL	\$103,321.78
HORICON BANK ACCOU	NTS Balance as of 05/31/19		

HORICON BANK ACCOUNTS

Flex/HRA Checking Account #2395 Flex/HRA Money Market Account #2366 Gelhar Escrow Account #8674

\$302,804.60 \$34,775.04

\$5,185.50

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GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS MAY 2019

	LOCAL GOVERNMENT INVESTMENT POO	L		#824000				
Da		-		<u></u>		Account #01		
04/30/1	9 Balance L.G.I.P.					2,304,323.36		
05/06/1	9 DCF Spare Pmt					24,033.93		
05/30/1	9 DCF Spare Pmt					13,873.00		
	9 Interest					4,848.27		
05/31/1	9 Balance L.G.I.P.					\$2,347,078.56		
Date Starte	d INSTITUTIONS					PRINCIPLE	YIELD RATE	DUE DATE
03/13/1	9 Fortifi Bank**(CDARS)	90 days		#1022383856		1,000,000.00	2.35%	06/13/19
03/11/1	9 Horicon Bank**	162 days		#79629		1,000,000.00	1.75%	08/20/19
03/11/1	9 Associated Bank**	162 days		#2911850242		1,000,000.00	2.40%	08/20/19
	8 Farmers & Merchants Bank CD** (CDARS)	12 month		#708494/#1021831219		1,000,000.00	2.22514%	10/20/19
	7 Farmers & Merchants Bank CD**	25 month		#704462		2,034,641.53	1.75%	01/01/20
	9 First Business Bank	12 month		702092899		52,750.25	2.80%	03/27/20
	9 Fortifi Bank**	12 month		#1022506303		1,000,000.00	2.10%	04/16/20
	9 Citizens Community Federal	13 month		40035669		163,555.78	2.35%	04/28/20
	1 Farmers & Merchants Bank**	Money Market		310818		2,366,037.60	1.75%	
	8 Farmers & Merchants Bank (ICS)	Money Market		310818		4,474,774.30	2.50% 0.50%	
	5 Horicon Retirement 3 Ripon Horicon Bank	Money Market Money Market		1424497 831744		16.01 5,216.77	0.50%	
08/03/1	ТОТ			031/44		\$14,096,992.24	0.13%	
	** Collateralized Investment					Ţ.,,,		
		SALES TAX						
BALANCE 12/31/18	2019 PRINCIPLE	2019 INTEREST		TOTAL SALES TAX 2,098,615.27		Retailer Collection	Period	
01/31/19	103,170.65	13,164.07		116,334.72		October, 2018		
02/28/19	109,509.43	3,362.75		112,872.18		November, 2018		
03/31/19	119,075.76	2,293.76		121,369.52		December, 2018		
04/30/19	85,550.74	2,413.38		87,964.12		January, 2019		
05/31/19	76,224.82	2,623.16		78,847.98 0.00		February, 2019		
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				
TOTAL COLLECTED IN 201	9 493,531.40	23,857.12		\$2,616,003.79				
TOTAL 2019 LOAN PAYMENTS				845,632.50				
BALANCE OF SALES TAX FUNDS				\$1,770,371.29				
		SALES TAX INVESTMEN		D I. I	T · D ·			
5/21/201	Institution	<u>C.D. #</u>	Term	Principle Invested	Int. Rate	Due Date		
5/31/201	9 LGIP Sales Tax Account #09 Associated Bank	2911684252	12 months	1,260,771.29 509,600.00	2.60%	1/25/2019		
	Total Funds Held in Tr			\$1,770,371.29	2.0070	1/23/2019		

2019 LOAN PAYMENT HISTORY					
PAYMENT DATE	LOAN PAYMENT AMOUNT		TOTAL		
03/01/19	845,632.50	Withdrawn from LGIP Acct on 2/28/19	845,632.50	Justice Center Loan Payment-DTC	
09/01/19			0.00		
			<u> </u>		
			\$845,632.50	Total Paid on Loan in 2019	

MAY 2019

EFFECTIVE INTEREST RATES - OVERALL

July 2019 August 2019 September 2019 October 2019 November 2019 December 2019

INSTITUTION	<u>AMOUNT</u>	ACCOUNT NUMBER	RATE
L.G.I.P.	3,613,245.06		2.45%
Fortifi Bank**(CDARS)	1,000,000.00	#1022383856	2.45%
Horicon Bank**	1,000,000.00	#79629	2.33% 1.75%
Associated Bank**	1,000,000.00	#2911850242	2.40%
		#708494/#1021831219	
Farmers & Merchants Bank CD**(CDARS)	1,000,000.00		2.23%
Farmers & Merchants Bank CD**	2,034,641.53	#704462	1.75%
First Business Bank	52,750.25	702092899.00	2.80%
Fortifi Bank**	1,000,000.00	#1022506303	2.10%
Citizens Community Federal	163,555.78	40035669	2.35%
Farmers & Merchants Bank**	2,366,037.60	310818	1.75%
Farmers & Merchants Bank (ICS)	4,474,774.30	310818	2.50%
Horicon Retirement	16.01	1424497	0.50%
Ripon Horicon Bank	5,216.77	831744	0.15%
Horicon Bank	<u>183,571.87</u>	690224	0.05%
	17,893,809.17	Average APY	1.79%
TOTAL INVESTED	17,705,004.52	Average Investment APY	2.19%
MONTHLY	AVERAGE		
January 2019	1.29%		
February 2019	1.29%		
March 2019	1.79%		
April 2019	1.80%		
May 2019	1.79%		
June 2019			

Date		Institution	Account #	Amount	
1/31/2019		Horicon	1000002366	49.15	
1/31/2019	MM	LGIP	Account #1	3,843.39	
1/31/2019		Citizens Community	20033645	34.71	
1/31/2019		Farmers & Merchants	310818	2,209.15	
1/31/2019		Farmers & Merchants ICS	310818	9,412.96	
1/31/2019		First Business Bank	7017-03210	1.16	
1/31/2019		Horicon Retirement	1424497	0.15	
1/31/2019	MM	Ripon Horicon Bank	831744	0.66	
1/31/2019	MM	Horicon	690224	66.76	
1/31/2019	MM	Horicon	690195	17.81	
			ONEY MARKET		\$15,635.90
1/25/2019	CD	Fortifi CD	8631292	5,091.78	
		TOTAL CERTIFICA	TE OF DEPOSIT	INTEREST	\$5,091.78
Date		Institution	Account #	Amount	
2/28/2019	MM	Horicon	1000002366	42.75	
2/28/2019	MM	LGIP	Account #1	3,503.35	
2/28/2019	MM	Citizens Community	20033645	31.36	
2/28/2019		Farmers & Merchants	310818	1,999.60	
2/28/2019		Farmers & Merchants ICS	310818	8,519.24	
2/28/2019		First Business Bank	7017-03210	1.06	
2/28/2019		Horicon Retirement	1424497	0.22	
2/28/2019		Ripon Horicon Bank	831744	0.22	
2/28/2019	MM	Horicon	690224	178.76	
2/28/2019	MM	Horicon	690195	9.64	
2/20/2013	IVIIVI				\$14 286 58
Data		Institution	Account #	Amount	<i>•••••••••••••••••••••••••••••••••••••</i>
Date	MM	Horicon		46.54	
3/31/2019		LGIP	1000002366		
3/31/2019 3/31/2019	MM MM	Citizens Community	Account #1 20033645	4,106.38 20.88	
3/31/2019		Farmers & Merchants	310818	7,149.60	
3/31/2019	MM	Farmers & Merchants ICS	310818	9,451.22	
3/31/2019	MM	First Business Bank	7017-03210	9,431.22 2.92	
3/31/2019	MM	Horicon Retirement	1424497	0.14	
3/31/2019		Ripon Horicon Bank	831744	0.14	
3/31/2019		Horicon	690224	126.14	
3/31/2019	MM	Horicon	690195	13.61	
3/31/2019	IVIIVI		ONEY MARKET		\$20 918 09
					ψ20,510.05
Date	N 4N 4	Institution	Account #	Amount	
4/30/2019	MM	Horicon	1000002366	42.66	
4/30/2019	MM	LGIP	Account #1	4,489.05	
4/30/2019		Farmers & Merchants Farmers & Merchants ICS	310818	7,894.10	
4/30/2019		Horicon Retirement	310818	9,165.39 0.15	
4/30/2019			1424497		
4/30/2019 4/30/2019	MM MM	Ripon Horicon Bank Horicon	831744 690224	0.65 20.39	
4/30/2019	MM	Horicon	690224 690195	20.39	
710012019	IVIIVI		ONEY MARKET		\$21 623 67
4/30/2019	CD	Fortifi CD	8631292	5,022.97	<i>ψ</i> 21,023.07
4/30/2019	00	TOTAL CERTIFICA			\$5,022.97
Dette					<i>\\$0,022.37</i>
Date		Institution	Account #	Amount	
5/31/2019	MM	Horicon	1000002366	39.75	
5/31/2019	MM	LGIP	Account #1	4,848.27	
5/31/2019		Farmers & Merchants	310818	6,345.92	
5/31/2019		Farmers & Merchants ICS	310818	9,490.78	
5/31/2019		Horicon Retirement	1424497	0.16	
5/31/2019		Ripon Horicon Bank	831744	0.66	
5/31/2019		Horicon	690224	7.43	
5/31/2019	MM	Horicon	690195	9.82	AAA = 46 = 5
		TOTAL M	ONEY MARKET		
				เล่ายากกา	

SALES TAX COMPARISON BY MONTH									
	2014	2015	2016	2017	2018	2019	Average	Highest	Lowest
JANUARY	89,312.33	105,571.74	121,542.69	85,317.33	89,933.78	109,509.43	91,457.31	121,542.69	62,321.73
FEBRUARY	104,416.66	105,479.13	99,233.57	111,261.11	126,251.39	119,075.76	86,919.45	126,251.39	60,255.84
MARCH	80,712.37	75,624.17	78,407.24	85,736.81	75,898.03	85,550.74	80,518.48	97,000.00	46,994.44
APRIL	73,173.51	72,497.15	85,833.61	81,759.61	72,655.36	76,224.82	68,954.86	85,833.61	36,804.46
MAY	90,583.91	98,626.84	99,231.51	97,374.20	125,227.50	118,471.32	76,309.89	125,227.50	41,257.94
JUNE	96,363.09	111,812.89	82,697.21	127,505.00	126,711.01		87,287.97	127,505.00	59,400.00
JULY	88,250.53	92,189.56	135,159.69	124,770.68	116,127.56		90,478.93	135,159.69	15,457.04
AUGUST	129,214.16	123,110.16	122,417.37	136,653.51	184,463.92		108,996.63	184,463.92	83,741.27
SEPTEMBER	148,091.79	130,471.59	134,873.04	156,626.71	126,122.19		112,346.63	156,626.71	1,077.35
OCTOBER	112,320.87	119,775.37	120,786.88	122,567.20	144,616.82		109,566.45	144,616.82	64,005.77
NOVEMBER	146,344.84	145,674.99	122,088.59	148,170.76	154,928.51		114,166.54	154,928.51	64,072.75
DECEMBER	111,257.56	97,273.70	130,117.99	113,333.47	103,170.65		101,603.14	130,117.99	64,039.26
21,776,530.39	1,270,041.62	1,278,107.29	1,332,389.39	1,391,076.39	1,446,106.72	508,832.07	1,118,734.92	1,391,076.39	931,953.00

GREEN LAKE COUNTY Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date:	June 5, 2019
Department:	Sheriff
Amount:	\$3,520.00
Budget Year Amended:	2019

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

Every other year our training budget increases approximately \$3,500 due to mandated. This year it was \$3520.

CPR/FIT/Hearing Testing. We budgeted for this in 2019, however our budget was reduced from

\$16,592 to \$10,000, which was insufficient to cover the CPR, etc. training costs. We were able to carry

over \$994.99 which we are asking to be transferred to the Staff Development account. We are asking that the balance come out of contingency.

Revenue Budget Lines Amended:

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

Expenditure Budget Lines Amended:

Account #	Account Name	Cu	rrent Budget	Budg	et Adjustment	F	inal Budget
19-101-09-52100-999-012	Carry-over Sheriff's Office	\$	3,711.61	\$	(994.99)	\$	2,716.62
19-100-09-52100-307-000	Staff Development	\$	10,000.00	\$	3,520.00	\$	13,520.00
19-101-00-58000-000-000	Contingency	\$	339,771.06	\$	(2,525.01)	\$	337,246.05
						\$	-
						\$	-
		<u> </u>				\$	-
Total Adjustment				\$	_		

Total Adjustment

Department Head Approval: _____ Mark A. Podoll June 5, 2019

Date Approved by Committee of Jurisdiction:

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: