



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 11/20/2018**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on November 28, 2018:**

- 1) Amended Agenda
- 2) Minutes from 10/24/2018
- 3) Credit Card Request
- 4) Treasurer's Monthly Report
- 5) Ordinance Amending Chapter 80 Fund Balance Policy, Ordinance 80-3
- 6) Budget Adjustments/Line Item Transfers



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Finance Committee Meeting Notice

**Date: November 28, 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, Chair*  
*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. Minutes: 10/24/18
5. Public Comments (3 Min. Limit)
6. Correspondence
7. Credit Card Request Approvals
8. Treasurer's Monthly Report
9. Tax Deed Update
10. \*Ordinance ~~Resolution~~
  - Amending Chapter 80 Fund Balance Policy, Ordinance 80-3
11. Budget Review
12. Budget Adjustments/Line Item Transfers
13. Supervisor's Monthly Claims
14. Committee Discussion
15. Future Meeting Dates: Regular Meeting 12/26/18
16. Future Agenda items for action & discussion:
17. 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.**

**FINANCE COMMITTEE**  
**October 24, 2018**

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:00 PM on Wednesday, October 24, 2018, 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  
Larry Jenkins  
Robert Lyon  
Dennis Mulder

Absent: Brian Floeter

Also Present: Liz Otto, County Clerk  
Becky Pence, Hwy Adm Asst  
Angie Petruske, Acct Budget Coord  
Sheriff Mark Podoll  
Kayla Yonke, HHS Financial Manager

Lori Evans, SO Admin Asst  
Jason Jerome, HHS Director  
Dawn Klockow, Corp Counsel  
Andrew Christianson, DA

**MINUTES**

*Motion/second (Lyon/Mulder)* to approve the minutes of the September 20, 2018 and October 11, 2018 meetings with no additions or corrections. All ayes. Motion carried.

**PUBLIC COMMENTS** - none

**CORRESPONDENCE** - none

**APPEARANCES** - none

**CREDIT CARD REQUEST APPROVALS** - none

**TREASURER'S MONTHLY REPORT**

Treasurer Amanda Toney summarized her submitted report and explained the CDARS account with Farmers & Merchants Bank.

**TAX DEED UPDATE**

Treasurer Amanda Toney stated that there are currently 8 owners with 9 parcels with a 2014 balance. Several are currently making payments. Two of the property owners are deceased so Corporation Counsel Dawn Klockow recommends special administrators be appointed to receive notices, etc.

**DISCUSSION AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO 2019 BUDGET**

County Administrator Cathy Schmit distributed a budget addendum in the amount of \$884.00. *Motion/second (Lyon/Mulder)* to approve the addendum. All ayes. Motion carried. Discussion held on the proposed 2019 budget.

**RESOLUTIONS**

- **Relating to 2019 Budget and 2018 Property Tax Levy**

*Motion/second (Jenkins/Lyon)* to approve the resolution and send to County Board for final approval. All ayes. Motion carried.

## **ORDINANCES**

- **Ordinance Electing to Proceed under §75.521 Wis. Stats. In Relation to the Enforcement of Collection of Tax Liens**

Corporation Counsel Dawn Klockow explained the in rem process to the committee. Klockow recommends the change to provide a cleaner title.

*Motion/second (Mulder/Lyon)* to approve the ordinance and send to County Board for final approval. All ayes. Motion carried.

## **BUDGET REVIEW**

Expenditures and revenues through September 2018 were reviewed and discussed.

## **BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS**

- Sheriff's Office – Budget adjustment in the amount of \$1,300 to increase both Safekeeper revenue and expenses for Jail Repair and Maintenance.
- Sheriff's Office – Budget adjustment in the amount of \$1,500 to increase both Huber revenue and expenses for blood draw.
- Sheriff's Office – Budget adjustment to increase General OT in the amount of \$21,000 and decrease Jail Salaries by that amount due to staffing changes.
- Sheriff's Office – Budget adjustment to increase Canine revenue and Canine expenses in the amount of \$14,000 each due to a donation from Shoot 'n for a Reason.
- UW-Extension – Budget adjustment to increase UWEX revenue and Educational Programs expenses in the amount of \$1,318.13 each due to 4-H Horse Council expenses.
- HHS Aging – Budget adjustment to increase various revenue accounts in the amount of \$12,066 due to grant money received.
- HHS Aging – Budget adjustment to increase Nutrition Services Incentive Program revenue and expense accounts in the amount of \$548.00 due to additional grant money received.
- HHS Behavioral Health – Budget adjustment to increase CLTS revenue and expense accounts in the amount of \$920.00 due to additional state funding.
- HHS Fox River Industries – Budget adjustment to increase Supported Employment revenue and Operating Supplies expenses for \$300 to purchase a new shredder.

*Motion/second (Mulder/Jenkins)* to approve budget adjustments as presented. All ayes. Motion carried.

- HHS Behavioral Health – Line item transfer to transfer travel funds from one program to another in the amount of \$2,000.
- HHS Fox River Industries – Line item transfer to transfer \$600.00 from Training-Supported Employment to Training-Production for production supervisor travel expenses.
- HHS Fox River Industries – Line item transfer to transfer \$1,500 from 5300 Travel Grant to Travel-Rep Payee and Travel-Production for unanticipated travel.
- HHS Child Support – Line item transfer to transfer \$1,500 from Travel/Training-Child Support to Laserfiche to cover fees.

*Motion/second (Jenkins/Mulder)* to approve line item transfers as presented. All ayes. Motion carried.

**SUPERVISOR'S MONTHLY CLAIMS**

Supervisor's claims: \$4,594.37

Lay people: \$374.95

*Motion/second (Lyon/Mulder)* to approve supervisor's and lay people monthly claims. All ayes. Motion carried.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular meeting – November 28, 2018 at 5:30 PM**
- **Future agenda items for action & discussion: Jon Trautman of Schenck, SC – 2017 audit**

**ADJOURNMENT**

Chairman Reabe adjourned the meeting at 5:56 PM.

Submitted by,



Liz Otto  
County Clerk

## Request for Credit Card Approval

**Department:** Lane Use Planning & Zoning

**Committee:** Land Use Planning & Zoning

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Matt E. Kirkman	Land Use Planning & Zoning Director	1,000

**Justification for Credit Card(s):**

Necessary for out of County Travel expenses including gas purchases.

**Department Head Approval:** 

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

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

**Date Approved By Finance Committee:** \_\_\_\_\_



# GREEN LAKE COUNTY

## OFFICE OF THE COUNTY TREASURER

*Amanda R. Toney*  
*Treasurer and Real Property Lister*

*Office: 920-294-4018*  
*FAX: 920-294-4009*

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11-20-2018

Memo to Finance Committee:

The October sales tax figure was \$144,616.82.

### TAX COLLECTION UPDATE:

We are once again entering our busy time of year. Stef and Lindsey have been busy entering amounts for sanitary districts charges, drainage district charges as well as state assessed lottery credit charges. We would like to have all special assessments and levy information entered, checked and signed off by the municipal clerks so that we can start to print some tax bills by Tuesday, December 4<sup>th</sup>.

We held the annual Treasurer-Clerk Fall Meeting on November 15<sup>th</sup>. We had so many new things to cover this year that I was thankful at the number of clerks and treasurers that attended. We started at 9:30a.m. in the UW-Extension Training Room so that the six remaining municipalities could be training on how to receipt taxes in the new software.

After that training was complete, we went thru the entire tax process from start to finish. We gave all of the municipal clerk's directions on where to go to find every form they need to complete the levy information. If possible, we even included the exact form they needed for this year to make it easier for them. We then covered the Treasurer responsibilities and ended with the dog license information.

The tax bills are going to have a new look to them starting this year. I am working with the Berlin Journal to get a sample tax bill in the paper for two weeks so that the taxpayers in the area are not shocked when they open their envelopes this year.

### TAX DEED UPDATE:

As of today, we have seven parcels, six owners, with unpaid 2014 property taxes. I will have an update at the meeting on some of the questions that came up during last month's meeting.

Respectfully submitted,  
Amanda R. Toney

**GREEN LAKE COUNTY TREASURER'S REPORT**

**OCTOBER 2018**

CASH BALANCE: 09-30-2018 **474,954.70**

**RECEIPTS:**

General:	1,309,819.87
Redemption Tax - Principle:	65,608.46
Redemption Tax - Interest	9,171.57
Redemption Tax - Penalty	4,585.80
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Sales Tax Deposit from State	144,616.82
Wire from Farmers & Merchants	1,000,000.00

**TOTAL RECEIPTS:** 2,533,802.52 **3,008,757.22**

**DISBURSEMENTS:**

General Maintenance:	691,317.75
Direct Deposit Payroll	518,431.87
DHHS Deposit to LGIP	102,841.30
Payroll deductions and taxes	424,787.31
Sales Tax Money Transfer to LGIP	126,122.19
Bank fees (Security Token)	8.00
Real Estate Transfer Fees	18,237.84
Transfer to Flex/HRA account	10,830.03
Voided Checks from a Previous Month	-168.75

**TOTAL DISBURSEMENTS:** 1,892,407.54

**TREASURER'S CASH BALANCE:** **1,116,349.68**

**BANK RECONCILIATION**

Green Lake Horicon Bank-Checking:	690195	73,635.98
Green Lake Horicon Bank - Money Market:	690224	<u>1,116,339.78</u>

**TOTAL** 1,189,975.76

Less Outstanding Checks 73,626.08

Available Bank Balance 1,116,349.68

Cash in Office 10/31/18 0.00

CASH BALANCE	<b>1,116,349.68</b>
TREASURER'S CASH	<u><b>1,116,349.68</b></u>
DIFFERENCE	<b>0.00</b>



**GREEN LAKE COUNTY TREASURER'S REPORT**

**OCTOBER 2018**

**RECONCILIATION OF RECEIPTS & DEPOSITS**

Cash in Office	September 30, 2018	0.00
Total Receipts	OCTOBER 2018	<u>2,533,802.52</u>
<b>SUB TOTAL</b>		<b>2,533,802.52</b>
Less Deposits for Month:		<u>2,533,802.52</u>
Cash in Office	10/31/2018	0.00

**PROOF OF OUTSTANDING CHECKS**

Outstanding Checks	September 30, 2018	331,039.02
Total Disbursements	OCTOBER 2018	1,892,407.54
<b>SUB TOTAL</b>		<b>2,223,446.56</b>
Less Checks Cashed by Bank		1,805,974.27
DHHS Deposit to LGIP		<b>102,841.30</b>
Payroll deductions and taxes		104,044.69
Sales Tax transfer to LGIP		126,122.19
Bank fees (Security Token)		8.00
Transfer to Flex/HRA account		10,830.03

**Outstanding Checks** **10/31/2018** **73,626.08**

**2018 INTEREST REVENUE**

*(PROJECTED BUDGET: \$70,000.00)*

1/31/18 Money Markets	January Interest	\$5,358.91
1/31/18 Certificate of Deposits	January Interest	\$3,205.48
2/28/18 Money Markets	February Interest	\$5,789.97
2/28/18 Certificate of Deposits	February Interest	\$0.00
3/31/18 Money Markets	March Interest	\$10,162.86
3/31/18 Certificate of Deposits	March Interest	\$0.00
4/30/18 Money Markets	April Interest	\$10,956.02
4/30/18 Certificate of Deposits	April Interest	\$3,145.68
5/31/18 Money Markets	May Interest	\$10,683.44
5/31/18 Certificate of Deposits	May Interest	\$9,325.22
6/30/18 Money Markets	June Interest	\$10,031.36
6/30/18 Certificate of Deposits	June Interest	\$0.00
7/31/18 Money Markets	July Interest	\$12,110.76
7/31/18 Certificate of Deposits	July Interest	\$4,988.90
8/31/18 Money Markets	August Interest	\$19,793.86
8/31/18 Certificate of Deposits	August Interest	\$6,321.14
9/30/18 Money Markets	September Interest	\$17,970.12
9/30/18 Certificate of Deposits	September Interest	\$13,870.91
10/31/18 Money Markets	October Interest	\$15,981.44
10/31/18 Certificate of Deposits	October Interest	\$5,066.25
Money Markets	November Interest	
Certificate of Deposits	November Interest	
Money Markets	December Interest	
Certificate of Deposits	December Interest	

**TOTAL** **\$164,762.32**

**HORICON BANK ACCOUNTS**

**Balance as of 10/31/18**

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$430,290.92
Gelhar Escrow Account #8674	\$34,744.76

**GREEN LAKE COUNTY TREASURER'S REPORT**

**INVESTMENTS SEPTEMBER 2018**

**LOCAL GOVERNMENT INVESTMENT POOL**

#824000

<u>Date</u>		<u>Account #01</u>
09/30/18	Balance L.G.I.P.	3,010,668.23
10/05/18	HFS Comm Aids	2,566.00
10/05/18	DCF Spare Pmt	38,568.32
10/30/18	DCF Spare Pmt	52,450.98
10/31/18	DCF Spare Pmt	9,256.00
10/31/18	Interest	5,686.29
10/31/18	Balance L.G.I.P.	<b>\$3,119,195.82</b>

Date Started **INSTITUTIONS**

			<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>
12/09/17	Farmers & Merchants Bank CD**	12 month	#703152	1,000,000.00	1.35% 12/09/18
04/14/18	Fortifi Bank** (f/k/a First National Bank)	12 month	#8631292	1,010,055.15	2.00% 04/14/19
09/27/18	Farmers & Merchants Bank CD** (CDARS)	12 month	#708494/#1021831219	1,000,000.00	2.22514% 10/20/19
12/01/17	Farmers & Merchants Bank CD**	25 month	#704462	2,000,000.00	1.75% 01/01/20
10/30/13	Citizens Community Federal	Money Market	20033645	163,400.55	0.25%
04/20/11	Farmers & Merchants Bank**	Money Market	310818	1,036,452.87	1.75%
09/26/18	Farmers & Merchants Bank (ICS)	Money Market	310818	4,411,871.82	2.25%
03/18/15	First Business Bank	Money Market	7017-03210	2,742.97	0.45%
11/01/15	Horicon Retirement	Money Market	1424497	14.60	0.50%
08/05/13	Ripon Horicon Bank	Money Market	831744	5,212.21	0.15%
<b>TOTAL</b>				<b>\$10,629,750.17</b>	

**SALES TAX**

	<u>2018 PRINCIPLE</u>	<u>2018 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
<b>BALANCE 12/31/17</b>			1,611,670.78	
01/01/18	113,333.47	1,587.62	114,921.09	October, 2017
02/01/18	89,933.78	1,531.20	91,464.98	November, 2017
03/01/18	126,251.39	802.09	127,053.48	December, 2017
04/01/18	75,898.03	974.52	76,872.55	January, 2018
05/01/18	72,655.36	1,165.20	73,820.56	February, 2018
06/01/18	125,227.50	1,367.30	126,594.80	March, 2018
07/01/18	126,711.01	1,671.52	128,382.53	April, 2018
08/01/18	116,127.56	1,902.08	118,029.64	May, 2018
09/01/18	184,463.92	1,929.90	186,393.82	June, 2018
10/01/18	126,122.19	2,406.35	128,528.54	July, 2018
<b>TOTAL COLLECTED IN 2018</b>	<b>1,156,724.21</b>	<b>15,337.78</b>	<b>\$2,783,732.77</b>	

**TOTAL 2018 LOAN PAYMENTS**

**990,540.00**

**BALANCE OF SALES TAX FUNDS**

**\$1,793,192.77**

**SALES TAX INVESTMENTS**

<u>Institution</u>	<u>C.D. #</u>	<u>Term</u>	<u>Principle Invested</u>	<u>Int. Rate</u>	<u>Due Date</u>
8/31/2018 LGIP Sales Tax Account #09			1,293,192.77		
Bank Mutual	7072041052	12 months	500,000.00	1.92%	1/11/2019
<b>Total Funds Held in Trust</b>			<b>\$1,793,192.77</b>		

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>2018 LOAN PAYMENT HISTORY</u>		<u>TOTAL</u>	
03/01/18	834,907.50	Paid on 03/01/18		834,907.50	Justice Center Loan Payment-DTC
09/01/18	155,632.50	Paid on 08/31/18		155,632.50	Justice Center Loan Payment-DTC
				<b>\$990,540.00</b>	<b>Total Paid on Loan in 2018</b>

\*\* Collateralized Investment

**OCTOBER 2018**

**EFFECTIVE INTEREST RATES - OVERALL**

<b><u>INSTITUTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCOUNT NUMBER</u></b>	<b><u>RATE</u></b>
L.G.I.P.	4,417,708.36		2.00%
Farmers & Merchants Bank CD**	1,000,000.00	#703152	1.35%
Fortifi Bank** (f/k/a First National Bank)	1,010,055.15	#8631292	2.00%
Farmers & Merchants Bank CD**(CDARS)	1,000,000.00	#708494/#1021831219	2.23%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	1.75%
Citizens Community Federal	163,400.55	20033645	0.25%
Farmers & Merchants Bank	1,036,452.87	310818	1.75%
Farmers & Merchants Bank (ICS)	4,411,871.82	310818	2.25%
First Business Bank	2,742.97	7017-03210	0.45%
GL Cty Retirement-Horicon	14.60	1424497	0.50%
Ripon Horicon Bank	5,212.21	831744	0.15%
Horicon Bank	<u>1,116,339.78</u>	690224	<u>0.05%</u>
	16,163,798.31	Average APY	1.23%
 <b><u>TOTAL INVESTED</u></b>	<b>15,042,231.72</b>	Average Investment APY	<b>1.56%</b>

<b><u>MONTHLY</u></b>	<b><u>AVERAGE</u></b>
January 2018	0.82%
February 2018	0.95%
March 2018	1.00%
April 2018	1.05%
May 2018	1.07%
June 2018	1.08%
July 2018	1.08%
August 2018	1.05%
September 2018	1.45%
October 2018	1.23%
November 2018	
December 2018	

Date	Institution	Account #	Amount
1/31/2018	MM Horicon	1000002366	73.52
1/31/2018	MM LGIP	Account #1	1,888.16
1/31/2018	MM Citizens Community	20033645	36.86
1/31/2018	MM Farmers & Merchants	310818	3,206.81
1/31/2018	MM First Business Bank	7017-03210	0.27
1/31/2018	MM Horicon Retirement	1424497	0.85
1/31/2018	MM Ripon Horicon Bank	831744	0.66
1/31/2018	MM Horicon	690195	22.08
1/31/2018	MM Horicon	690224	129.70
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$5,358.91</b>
1/12/2018	CD Fortifi CD	8631292	3,205.48

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,205.48**

2/28/2018	MM Horicon (Flex MM)	1000002366	66.42
2/28/2018	MM LGIP	Account #1	1,872.65
2/28/2018	MM Citizens Community	20033645	31.28
2/28/2018	MM Farmers & Merchants	310818	3,669.16
2/28/2018	MM First Business Bank	7017-03210	0.35
2/28/2018	MM Horicon Retirement	1424497	0.15
2/28/2018	MM Ripon Horicon Bank	831744	0.60
2/28/2018	MM Horicon	690195	6.97
2/28/2018	MM Horicon	690224	142.39
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$5,789.97</b>

3/31/2018	MM Horicon (Flex MM)	1000002366	71.48
3/31/2018	MM LGIP	Account #1	2,424.61
3/31/2018	MM Citizens Community	20033645	33.52
3/31/2018	MM Farmers & Merchants	310818	7,564.96
3/31/2018	MM First Business Bank	7017-03210	0.38
3/31/2018	MM Horicon Retirement	1424497	0.14
3/31/2018	MM Ripon Horicon Bank	831744	0.66
3/31/2018	MM Horicon	690195	10.36
3/31/2018	MM Horicon	690224	56.75
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,162.86</b>

4/30/2018	MM Horicon	1000002366	64.96
4/30/2018	MM LGIP	Account #1	2,767.09
4/30/2018	MM Citizens Community	20033645	34.64
4/30/2018	MM Farmers & Merchants	310818	8,040.70
4/30/2018	MM First Business Bank	7017-03210	0.40
4/30/2018	MM Horicon Retirement	1424497	0.62
4/30/2018	MM Ripon Horicon Bank	831744	0.65
4/30/2018	MM Horicon	690195	11.77
4/30/2018	MM Horicon	690224	35.19
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,956.02</b>

4/30/2018 CD Fortifi CD 8631292 3,145.68  
**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$3,145.68**

5/31/2018	MM Horicon	1000002366	64.46
5/31/2018	MM LGIP	Account #1	3,108.26
5/31/2018	MM Citizens Community	20033645	34.65
5/31/2018	MM Farmers & Merchants	310818	7,443.28
5/31/2018	MM First Business Bank	7017-03210	0.40
5/31/2018	MM Horicon Retirement	1424497	0.30
5/31/2018	MM Ripon Horicon Bank	831744	0.66
5/31/2018	MM Horicon	690195	12.30
5/31/2018	MM Horicon	690224	19.13
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,683.44</b>

5/31/2018 CD Horicon Bank 77035 3,229.33  
 5/31/2018 CD Fortifi Bank 9676645 6,095.89  
**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,325.22**

6/30/2018	MM Horicon	1000002366	60.68
6/30/2018	MM LGIP	Account #1	3,220.55
6/30/2018	MM Citizens Community	20033645	32.42
6/30/2018	MM Farmers & Merchants	310818	6,694.46
6/30/2018	MM First Business Bank	7017-03210	0.38
6/30/2018	MM Horicon Retirement	1424497	0.15
6/30/2018	MM Ripon Horicon Bank	831744	0.64
6/30/2018	MM Horicon	690195	9.88
6/30/2018	MM Horicon	690224	12.20
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,031.36</b>

Date	Institution	Account #	Amount
7/31/2018	MM Horicon	1000002366	60.57
7/31/2018	MM LGIP	Account #1	4,255.17
7/31/2018	MM Citizens Community	20033645	35.78
7/31/2018	MM Farmers & Merchants	310818	7,653.91
7/31/2018	MM First Business Bank	7017-03210	0.53
7/31/2018	MM Horicon Retirement	1424497	0.14
7/31/2018	MM Ripon Horicon Bank	831744	0.67
7/31/2018	MM Horicon	690195	10.77
7/31/2018	MM Horicon	690224	93.22
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$12,110.76</b>
7/31/2018	CD Fortifi	8631292-1	4,988.90

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$4,988.90**

8/31/2018	MM Horicon	1000002366	59.08
8/31/2018	MM LGIP	Account #1	4,636.33
8/31/2018	MM Citizens Community	20033645	34.67
8/31/2018	MM Farmers & Merchants	310818	14,958.97
8/31/2018	MM First Business Bank	7017-03210	0.51
8/31/2018	MM Horicon Retirement	1424497	0.14
8/31/2018	MM Ripon Horicon Bank	831744	0.66
8/31/2018	MM Horicon	690195	9.16
8/31/2018	MM Horicon	690224	94.34
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$19,793.86</b>

8/31/2018 CD Fortifi Bank 9676645 6,320.58  
 Correcting Temp. Inv. Acct. 0.56  
**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$6,321.14**

9/30/2018	MM Horicon	1000002366	55.13
9/30/2018	MM LGIP	Account #1	5,036.23
9/30/2018	MM Citizens Community	20033645	31.32
9/30/2018	MM Farmers & Merchants	310818	9,110.38
9/30/2018	MM Farmers & Merchants (ICS)	310818	3,677.29
9/30/2018	MM First Business Bank	7017-03210	0.87
9/30/2018	MM Horicon Retirement	1424497	0.22
9/30/2018	MM Ripon Horicon Bank	831744	0.64
9/30/2018	MM Horicon	690195	10.48
9/30/2018	MM Horicon	690224	47.56
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$17,970.12</b>

9/30/2018 CD Farmers & Merchants 708494 \$13,870.91  
**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$13,870.91**

10/31/2018	MM Horicon	1000002366	55.95
10/31/2018	MM LGIP	Account #1	5,686.29
10/31/2018	MM Citizens Community	20033645	36.92
10/31/2018	MM Farmers & Merchants	310818	1,976.84
10/31/2018	MM Farmers & Merchants (ICS)	310818	8,194.53
10/31/2018	MM First Business Bank	7017-03210	1.12
10/31/2018	MM Horicon Retirement	1424497	0.28
10/31/2018	MM Ripon Horicon Bank	831744	0.67
10/31/2018	MM Horicon	690195	9.90
10/31/2018	MM Horicon	690224	18.94
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$15,981.44</b>

10/31/2018 CD Fortifi CD 8631292 5066.25  
**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$5,066.25**



ORDINANCE NO. -2018

Amending Chapter 80 Fund Balance Policy, Ordinance 80-3

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of December, 2018, does ordain as follows:

1 WHEREAS, the Green Lake County Board adopted Resolution 11-2016 transferring  
2 general funds to and creating a Capital Outlay/Capital Projects Fund.

3 NOW, THEREFORE, BE IT ORDAINED, that Chapter 80, Fund Balance Policy shall be  
4 amended as follows (deletions are in ~~strikeout~~, additions are in bold face type):

5 § 80-3(A) Administration.

6 At fiscal year-end, Green Lake County will maintain a combined minimum unassigned  
7 general fund and capital outlay/capital projects fund reserve balance of not less than  
8 20% of the actual current year general fund expenditures, excluding refundable  
9 prepayments and GAAP-defined non-spendable, restricted, committed and assigned  
10 (designated) account balances.

11 BE IT FURTHER ORDAINED, all ordinances and parts of ordinances in conflict  
12 herewith are repealed.

13 BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage  
14 and publication.

Roll Call on Ordinance No. -2018

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Enacted/Rejected this 18th  
day of December, 2018.

\_\_\_\_\_  
Harley Reabe, Chair

\_\_\_\_\_  
Larry Jenkins

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

\_\_\_\_\_  
Robert Lyon

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

\_\_\_\_\_  
Dennis Mulder

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

\_\_\_\_\_  
Brian Floeter

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 5, 2018  
 Department: County Clerk (Committees & Boards)  
 Amount: \$0.00  
 Budget Year Amended: 2018

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

Budget shortfall in publishing County Board proceedings

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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
18-100-01-51110-320-000	Publications-Board Proceedi	\$ 10,000.00	\$ 6,000.00	\$ 16,000.00
18-101-00-58000-000-000	Contingency		\$ (6,000.00)	\$ (6,000.00)
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11/5/18

*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: October 23, 2018  
 Department: Corporation Counsel  
 Amount: \$200.00  
 Budget Year Amended: 2018

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

Please see attached sheet.

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**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-48181-000-000	Training Revenue	\$ -	\$ 200.00	\$ 200.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 200.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-03-51320-330-000	Travel	\$ 1,126.00	\$ 92.11	\$ 1,218.11
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 92.11	

Department Head Approval: *Dawn M. Lockwood 10/23/18*

Date Approved by Committee of Jurisdiction: 11/5/18

*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: \_\_\_\_\_



Attachment to Green Lake County  
Notice of Budgetary Adjustment

Date: October 23, 2018  
Department: Corporation Counsel  
Amount \$200.00  
Budget Year Amended: 2018

Source of Increase/Decrease and effect on Program:

The Corporation Counsel Office has entered into an Agreement with the UW-Green Bay Behavioral Training Program to observe and comment on the training program relating to the legal aspects of Involuntary Mental Health Commitments. The Agreement requires Corporation Counsel to attend a training session to observe the training and to meet with the program director and comment on the training program. This Agreement includes a \$200.00 honorarium, paid to the County to offset the County's expenses for allowing the Corporation Counsel to attend. Those expenses include salary and mileage reimbursement.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

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

Date: October 31, 2018  
 Department: Information Technology  
 Amount: \$86,847.00  
 Budget Year Amended: 2018

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


Purchase IT equipment in 2018 that is scheduled for replacement in 2019 in order to avoid the added  
 Tariff costs = 10% effective 11/1/2018 (\$8,685) and/or  
 additional Tariff costs = 15% effective 1/1/2019 (\$13,027)  
 Avoiding total equipment cost increase of 25% in 2019 (\$21,712) due to effective Tariff

**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
18-400-00-57100-025-000	Capital Outlay - IT	\$ 355,090.00	\$ 86,847.00	\$ 441,937.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 86,847.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 11/5/18

*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: November 2, 2018  
 Department: Register of Deeds  
 Amount: \$4,800.00  
 Budget Year Amended: 2019

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

Record Information Services inc opened an Laredo account

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**Revenue Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
19-100-07-41240-000-001	LAREDO/TAP FIDLAR	\$ 38,000.00	\$ 3,420.00	\$ 41,420.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,420.00	

**Expenditure Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
19-100-07-51710-258-000	LAREDO FIDLAR EXP	\$ 9,060.00	\$ 1,380.00	\$ 10,440.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,380.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 11/5/18

*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: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: \_\_\_\_\_ County Clerk  
 Budget Year Amended: \_\_\_\_\_ 2018

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-319	Ballots	\$ 9,000.00	\$ 100.00		\$ 8,900.00
18-100-04-51440-320	Publications-Elections	\$ 25,500.00	\$ 3,460.00		\$ 22,040.00
18-100-04-51930-154	Retiree's Insurance Premium	\$ 39,565.00	\$ 4,640.00		\$ 34,925.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 8,200.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-04-51440-320	Programing	\$ 40,000.00	\$ 8,200.00	\$ 48,200.00	\$ 48,200.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 8,200.00</b>		

**Explanation for Transfer:**  
 Election programing costs were up this year due to 2 unforeseen elections and 2 municipalities buying additional voting machines.

Department Head Approval \_\_\_\_\_ *Xi Otto* \_\_\_\_\_  
 Governing Committee Approval \_\_\_\_\_ *11/5/18* \_\_\_\_\_

**If < \$500:**  
 Send to County Administrator's Office  
 COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office  
 FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date \_\_\_\_\_ Revised 02/2017

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 14, 2018  
 Department: Sheriff  
 Amount: \$21,000.00  
 Budget Year Amended: 2018

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

We served more inmate meals this year than anticipated. Most of it was due to an increase in safekeepers.  
Revenues for Safekeepers were also more than anticipated this year.  
It is being requested to increase both line items.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-09-46213-288-000	Safekeeper revenue	\$ 1,300.00	\$ 21,000.00	\$ 22,300.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 21,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-100-09-52700-335-000	Inmate Meals	\$ 143,400.00	\$ 21,000.00	\$ 164,400.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 21,000.00	

Department Head Approval: MIA Pedoll

Date Approved by Committee of Jurisdiction: [Signature] November 14, 2018

*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: October 11, 2018  
 Department: Emergency Management  
 Amount: \$0.00  
 Budget Year Amended: 2018

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

To upgrade the mapping so each dispatch station can see each other's calls that are coming in.

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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
18-101-00-58000-000-000	Contingency		\$ (5,615.85)	\$ (5,615.85)
18-100-00-58300-000-000	911 Project	\$ 47,178.00	\$ 5,615.85	\$ 52,793.85
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction:  November 14, 2018

*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: \_\_\_\_\_



## Contract Change Order

		<b>Date:</b>	October 10, 2018
<b>Customer Name</b>	Green Lake E911 WI	<b>Revision of Agmt Dated:</b>	
<b>Customer #</b>		<b>Original Contract Amount (Pretax)</b>	\$196,475.06
<b>Oracle Job #</b>	200000912	<b>Previous Change Order (Pretax)</b>	\$11,093.20
<b>Change Order #</b>	3	<b>This Change Order (Pretax)</b>	\$5,615.85
<b>Scheduled Cutover Date:</b>	10/30/2018	<b>Revised Contract Amount (Pretax)</b>	\$213,184.11
<b>Change in Cutover Date:</b>	No must make the date	<b>Add to Lease?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Description of Revision:</b>	Replace Map Local base to premium		

Qty	Oracle	Item Description	Unit Price	Extended Price	Labor Hours	Extended Labor Price
<b>Parts Being Added / Changed / Removed</b>						
			\$0.00	\$0.00		
-3	809800-46010	VMAP LOCAL BASE SPT 5YR	\$2,616.28	-\$7,848.84		
-1	871399-40101.0	VMAP LOCAL BASE LIC-KEY/MED	\$2,906.98	-\$2,906.98		
-2	871391-40101.0	VMAP LOCAL BASE LIC ONLY	\$2,906.98	-\$5,813.96		
			\$0.00	\$0.00		
1	871399-50301.0	VMAP LOCAL PREM STRATEGIC LIC-KEY/MED	\$3,755.38	\$3,755.38		
2	871391-50301.0	VMAP LOCAL PREM STRATEGIC LIC	\$3,755.38	\$7,510.76		
3	809800-46005	VMAP LOCAL PREM SPT 5YR	\$3,639.83	\$10,919.49		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
<b>Configuration &amp; Training Being Added / Changed / Removed</b>						
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
<b>Support Being Added / Changed / Removed</b>						
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
<b>Total of this Revision:</b>			<b>\$5,615.85</b>	<b>0.00</b>	<b>\$0.00</b>	

**Configuration and Pricing**  
**Approved by:** Nancy Serafino Operations Dept.

Qwest Solutions and customer agree to the terms and conditions of the above stated revisions(s), and that payment for such revision(s) shall be due on date of next scheduled invoice point.

Qwest Solutions and customer further agree that such terms and conditions supercede any contrary terms and conditions contained in the Contract. All other terms and conditions of the Contract shall remain the same.

<b>Customer:</b> By: <u>Catharine J Schmit</u> Title: <u>COUNTY ADMINISTRATOR</u> Date: <u>10-11-18</u>	<b>CenturyLink Solutions:</b> By: _____ Title: _____ Date: _____
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# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

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

Date: October 29, 2018  
 Department: District Attorney's Office  
 Amount: \$720.00  
 Budget Year Amended: 2016 & 2017

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

Please see attached

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**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-101-00-58000-000-000	Contingency Fund		\$ 720.00	\$ 720.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 720.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-101-03-51310-999-003	Carryover DA Computer For	\$ 11,994.56	\$ 720.00	\$ 12,714.56
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 720.00	

Department Head Approval: Andrew Christman  
 Date Approved by Committee of Jurisdiction: 10-14-18  
*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: \_\_\_\_\_



## Budgetary Adjustment Explanation

The Computer Forensic Account was created as a protected account. When it was first established the deposits were being deposited directly into the Carryover Account. The auditors recommended that deposits not go into this account but rather a new account be created under the revenues.

In 2016 and 2017 funds were deposited into this account but were never transferred over into the carryover account.

The revenue for the Computer Forensic Examiner program comes from annual contributions from the five law enforcement agencies, donations from people who have been assisted by officers after being locked out of their vehicles, and any other donations made from community organizations. Donors are expressly informed that their donations will support the Computer Forensic Examiner program. The program and procedure for forwarding lockout donations to the program were developed during a chiefs' meeting with everyone in agreement. The DA's office had agreed to keep the account under our budget as we are a neutral party, so to speak. The account was to be protected, and it was never intended for any unspent funds to be transferred to the general fund of the county.

After the previous officer acting as Computer Forensic Examiner resigned in December 2015, there was no officer assigned to that role. From 2016 until 2018 the contributions from the law enforcement agencies ceased but the donations from lockouts continued. At the chiefs' meeting it was discussed and the understanding was that these donations would continue, from all of the agencies, to increase the account balance.

The total amount that should have been carried over is \$350.00 in the year 2017 and \$370.00 in the year 2016.

## **Budget Adjustment**

### Purpose

To comply with State Statute 65.90 (5)

### Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

### Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

Handed to Sam in Co. Clerk's ofc on 10-30-18