



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 07/30/2020

Amended Post Date: 07/31/2020**

The following documents are included in the packet for the Administrative Committee on August 3, 2020:

- 1)*Amended Agenda
- 2)Minutes from 06/15/20
- 3)Resolution Declaring State of Emergency in Green Lake County Regarding COVID-19
- 4)Department Reports (6)
- 5)Line Item Transfer – Corporation Counsel



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

Elizabeth Otto
County Clerk

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

Administrative Committee Meeting Notice

Date: Monday, August 3, 2020 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA**

**Committee
Members**

Harley Reabe, Chairman
Keith Hess
Dennis Mulder
Katie Mehn
Brian Floeter

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 06/15/2020
5. Department Reports
 - Corporation Counsel
 - County Administrator
 - County Clerk
 - IT
 - Register of Deeds
 - Treasurer
6. *Resolutions
 - *Emergency Declaration for Green Lake County
7. 2021 Budget Discussion
8. **Line Item Transfer-Corporation Counsel
9. Consider Motion to Convene into Closed Session:
 - *Wis. §19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility—this Closed Session is regarding quarterly evaluation update of the County Administrator.
10. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session.
11. Committee Discussion
 - Future Meeting Dates: TBD
 - Future Agenda items for action & discussion
12. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/93846514810?pwd=Q1RoWkptVnJaLzNaMmc1STRQVmljZz09>

Meeting ID: 938 4651 4810

Passcode: 115102

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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

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.

ADMINISTRATIVE COMMITTEE MEETING

June 15, 2020

The meeting of the Administrative Committee was called to order by Chairman Harley Reabe at 4:30 PM on Monday, June 15, 2020 in the County Board and via Zoom format at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Brian Floeter
 Keith Hess
 Katie Mehn
 Dennis Mulder
 Harley Reabe

Other County Employees Present: Liz Otto, County Clerk; Amanda Toney, Treasurer; Bill Hutchison, IT Director; Cathy Schmit, County Administrator; Corporation Counsel Dawn Klockow; Dave Abendroth, Supervisor #4; Sue Wendt, Supervisor #10

ELECTION OF VICE CHAIR

Chair Reabe called for nominations for Vice Chair. Supervisor Keith Hess nominated Dennis Mulder. Reabe called for nominations 3 times. Reabe declared Mulder as Vice Chair.

MINUTES

Motion/second (Floeter/Mulder) to approve the minutes of January 29, 2020; March 3, 2020; and March 19, 2020 as presented with no errors or corrections. Motion carried with no negative vote.

ORDINANCES

- **Ordinance Amending Chapter 15, Citations**

Corporation Counsel Dawn Klockow explained the ordinance and stated that each committee involved has approved the amounts set.

Motion/second (Hess/Mulder) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

RESOLUTIONS

- **Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area**

Motion/second (Mulder/Mehn) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

DEPARTMENT REPORTS

- Corporation Counsel
- County Administrator
- County Clerk
- IT
- Register of Deeds
- Treasurer

All reports were reviewed and discussed by the Committee.

BUDGET ADJUSTMENT

- **Corporation Counsel – Travel/Training**

Motion/second (Hess/Floeter) to approve the budget adjustment and forward to Finance. Discussion held. Motion carried with no negative vote.

COMMITTEE DISCUSSION


Future Meeting Date: August 3, 2020 @ 4:30 PM

Future Agenda Items: quarterly County Administrator review

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:04 PM.

Submitted by,



Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2020

**Resolution Declaring State of Emergency in Green Lake County
Regarding COVID-19**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 18th day of August 2020, does resolve as follows:

- 1 **WHEREAS**, in December 2019, a novel strain of the coronavirus now named
- 2 Coronavirus Disease 2019 (COVID-19) was detected and has spread through many
- 3 countries, including the United States; and
- 4 **WHEREAS**, the World Health Organization has declared a Public Health Emergency of
- 5 International Concern; and the United States Department of Health and Human
- 6 Services has declared a Public Health Emergency; and
- 7 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by: Administrative
Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 18th
day of August, 2020.

Harley Reabe, Chair

Keith Hess

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

8 **WHEREAS**, on March 13, 2020, President Donald Trump declared the ongoing
9 Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude
10 to warrant an emergency declaration for all states, tribes, territories, and the District of
11 Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and
12 Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”).

13 **WHEREAS**, the continued rise of confirmed cases of COVID-19 within Wisconsin,
14 Green Lake County, and counties surrounding Green Lake County, constitutes a
15 condition within the County posing an imminent threat of a disaster within the meaning
16 of Chapter 323 of the Wisconsin Statutes that could impair medical care, health
17 protection, and other critical systems of Green Lake County; and

18 **WHEREAS**, declaring a state of emergency will facilitate and expedite the use of
19 resources to protect persons from the impacts of the spread of COVID-19 while
20 ensuring continuity of critical operations within Green Lake County.

21 **NOW THEREFORE BE IT RESOLVED**, the Green Lake County Board of supervisors,
22 under the power vested in it by Wis. Stat. §323.11, hereby declares a state of
23 emergency in Green Lake County.

24 **BE IT FURTHER RESOLVED**, that the state of emergency shall last until November 17,
25 2020, unless rescinded sooner by a Resolution of the County Board.

26 **BE IT FURTHER RESOLVED**, that if the Health and Human Services Department
27 deems it necessary to make use of volunteer health care practitioners, the Health Office
28 shall notify the state department of health services.

29 **BE IT FURTHER RESOLVED**, that the County Board Chair and County Administrator
30 have joint authority to grant limited exceptions to current County policies and ordinances
31 which deal with employment, daily operation and function of County facilities where it is
32 the best interest of the county for the purpose of building and facility safety, employee
33 policies and procedures, internal county operation and functions during the COVID-19
34 pandemic. All exceptions should be consistent with Wis. Ch. 323 (Emergency
35 Management), any State or Federal legislation connected with the COVID-19 pandemic,
36 and based on best practices as recommended by the CDC, WI DHS and the Green
37 Lake County Health Department.

38 **BE IT FURTHER RESOLVED**, that the County Board Chair and County Administrator
39 have joint authority to draft policies and procedures that are necessary to protect the
40 public who enter and employees who work in County buildings and facilities from the
41 spread of COVID-19, and shall consider all available state and federal guidance and
42 recommendations for reopening the County’s facilities for the public and County
43 employees.

44 **BE IT FURTHER RESOLVED**, if the County Board Chair is unable to perform the duties
45 under this resolution, the power to make decisions shall lie with the County Board Vice-
46 chair.

47 **BE IT FURTHER RESOLVED**, if the County Administrator is unable to perform the
48 duties under this resolution, the power to make decisions shall lie with the Corporation
49 Counsel.

50 **BE IT FURTHER RESOLVED**, that public comment at County Board Meetings and
51 committee meetings is suspended until the emergency declaration is rescinded.

52 **BE IT FURTHER RESOLVED**, that so long as the meeting is consistent with the
53 requirements of open meetings, the County Board or its committees may conduct
54 electronic meetings for conducting County business.

55 **BE IT FURTHER RESOLVED**, that all policies and directives enacted under Resolution
56 04-2020 and Resolution 09-2020, shall continue in effect until the expiration of this
57 declaration, unless the policy has a sunset date set by state or federal law, then the
58 policy shall expire based on state or federal law.

59 **FISCAL NOTE:** all appropriations under all emergency declarations shall not exceed
60 \$290,000 and shall be remitted from the contingency fund.



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

Office: 920-294-4067
FAX: 920-294-4069

MEMORANDUM

TO: Hon. Members Administrative Committee

FROM: Dawn N. Klockow

DATE: June 1, 2020

RE: Report of Office Activity from April 1, 2020 through June 30, 2020

Honorable Members of the Administrative Committee:

I am pleased to report my office's activities from April 1, 2020 through June 30, 2020. I continue to provide legal services to the Board, its committees and County departments. In addition to my duties of attending meetings, I continue to perform contractual and statutory duties with the Child Support agency and logged 2.8 hours in April, 3.1 hours in May and 5.0 hours in June. Child support case work has been reduced due to changes in the court's calendar and the COVID-19 virus, and the court not holding unnecessary family court hearings. Child support hearings were held via Zoom with the court.

My other activities included:

- Attended webinar presented by Crivello Carlson "Guidance for Local Governments on COVID-19" on April 9th
- Attended webinar presented by FastCase "TheCOVID-19 Litigation Weekly Episode 6 – How to Conduct Complex Video Hearings" on April 24th.
- Attended WCA webinar "Redistricting" on April 28th
- Attended Wisconsin Bar webinar, "Keeping your cool in a crisis" on April 29th
- Attended WCA webinar/Zoom meeting on "Local Health Authority" on May 18th
- Taught UW-Green Bay Behavioral Health Partnership crises training on June 9th and second session on June 18th. This is the second seminar; two remain.
- Attended part of the TREDC meeting on June 26th due to having a court hearing scheduled at the same time.

Included with this memorandum are the reports for the assignment and litigation files which show my activities for the second quarter of 2020.

It is a pleasure to continue serving the Green Lake County Board of Supervisors and County Departments.

Green Lake County
 Activity By Staff and Category
 From 4/1/2020 through 6/30/2020
 Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
COL	Collections	1	0	0	1
CON	Contracts / Agreements	6	13	16	3
EMP	Employment	0	1	0	1
INFO	Informational file	3	2	1	4
MISC	unable to catogorize	0	5	2	3
MOU	Memorandum of Understanding	1	2	2	1
NC/NI	Notice of Claim/Injury	2	0	2	0
OPIN	Opinions	4	6	3	7
ORD	Ordinances	6	1	5	2
POL	Policy	3	2	2	3
REA	Real Estate	1	0	0	1
REC	Records Request	1	0	1	0
RES	Resolutions	3	0	2	1
SEPT	Septic Violation	1	0	1	0
ZON	Zoning Enforcement	0	1	1	0
	Total	32	33	38	27

Green Lake County
 Activity By Staff and Category
 From 4/1/2020 through 6/30/2020
 Selected Staff

Cat	Description	Beginning Balance	Received	Completed	Ending Balance
ALC	Alcohol Commitment	0	1	1	0
BNK	Bankruptcy	3	2	2	3
CLLE	Claim - Law Enforcement	1	0	0	1
COLPD	Collections - Property Damage	1	0	0	1
GDN	Guardianship	3	4	3	4
INREM	In rem tax foreclosure	1	0	1	0
ME	Involuntary Mental Commitment	3	10	11	2
MISC	Miscellaneous litigation	2	2	3	1
SEPT	Septic System violation	18	0	11	7
TPR	Termination of Parental Rights	2	0	2	0
WATT	Watts Reviews	1	0	0	1
ZON	Zoning	3	0	1	2
	Total	38	19	35	22



GREEN LAKE COUNTY

OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4166
cschmit@co.green-lake.wi.us FAX: 920-294-4135

Administrative Committee – August 2020

Since my last quarterly report in June 2020, I have participated in the following general routine tasks:

- Monthly Department Head/Budget Kick-Off meetings (via Zoom)
- Kicked off 2021 Annual Budget process, presented to County Board, distributed worksheets to departments
- Drafted Pay for Performance Resolution for adoption by the County Board prior to development of the 2021 Annual Budget
- Scheduled and coordinating several staff budget workshops to facilitate development of the 2021 annual budget with one-on-one staff assistance available
- Attended: Participated in numerous WCA and WCEA hosted meetings presented in a Zoom virtual format.
- Coordinating Government Center Structural and Electronic Security Upgrades currently in process.
- Coordinating with Countywide Ambulance Service Committee, City of Berlin Administrator, Northern and Southern Green Lake County area ambulance service representatives, etc. and continue to work with consultant regarding the feasibility study exploring countywide ambulance service.
- Following cancellation of the 2020 Green Lake County Fair received resignation of new Fair Coordinator Lindsey Machkovich. Working to fill the current vacancy.
- Continue working with State and TREDC on Revolving Loan Fund close out process.
- March to Present:
 - Worked closely with the County Board Chair and our Covid-19 Response Team to address the pandemic related emergency response and associated challenges.
 - Coordinated the COVID-19 response to Governor's Safer at Home Order including closing of County buildings and institution of telecommuting protocols.
 - Updated and issued Green Lake County COVID-19 Plan Directives and coordinated temporary internal policy modifications in response to the pandemic.
 - Track and report COVID-19 related costs and report for FEMA, CARES, etc. funding.
 - Plan and implement Green Lake County reopening timeline and protocols.
 - Participate in numerous daily virtual meetings relating to the pandemic response.
- Upcoming:
 - WCA Annual Conference September 20 – 22, 2020; WI Dells, WI – CANCELLED
 - WCA Annual Conference recorded Zoom presentation(s)
 - ICMA National Conference – Digital Event September 23 – 26, 2020



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

ADMINISTRATIVE COMMITTEE COUNTY CLERK REPORT August 3, 2020

Activities in the County Clerk's office for June and July include:

- ❖ Preparations are underway for the August 11, 2020 primary in my office including election packets, poll books, election notices, ballots, and WisVote services. And as always, tons of question! Once again, we are looking at in person voting during a major pandemic with concerns for pollworkers and voters alike on everyone's mind. The Wisconsin Elections Commission (WEC) is providing sanitation supplies for both August and November so we will be distributing those items to the municipalities after they are delivered here.
- ❖ The Wisconsin Elections Commission (WEC) is offering an Election Security Subgrant to each county to upgrade security systems. I worked with Bill Hutchison in IT and Cathy Schmit to compile a list of eligible items/services for Green Lake County and submitted the grant application on July 14. The election commission will be meeting soon to consider the applications. This could mean over \$35,000 for Green Lake County!
- ❖ The 2019-2020 snowmobile grant maintenance checks have been distributed to the 4 snowmobile clubs in Green Lake County. Each year I apply for the maintenance grant which totaled \$39,150 this year. The clubs are responsible for entering their maintenance costs into the DNR website and at the end of the fiscal year in June the county distributes the money based on their submissions. Once the checks are distributed, I apply for reimbursement from the DNR. This is an "in and out" process which involves coordinating the submissions, the checks, and the reimbursement from the DNR. The Markesan Sno-Drifters have also applied for a snowmobile bridge grant which will all be processed through my office as well.
- ❖ Phase 1 of the new multi-use path along Highway 23 has been completed and I also coordinate and distribute the grant money from the DNR to Green Lake Greenways and the vendors providing work on the trail. Phase 2 of the trail has been approved and grant money has been secured for that as well so construction will start next spring connecting the two ends.
- ❖ Marriage license applications have increased significantly over the last couple of months. Summer and fall are always the busy season but I was concerned about getting back to our usual numbers with the continued pandemic. This just goes to show – love still finds a way! ☺
- ❖ On July 8 I sponsored a demonstration meeting for all of the municipal clerks with Command Central, our election provider, to show two choices of voting machine replacement. Each of our 16 municipalities currently has a touchscreen voting machine and 9 of them also have paper ballot voting machines. The current touchscreen machines are being decommissioned by the WEC at the end of 2023. I am urging all of them to buy the paper ballot machine due to the national trend of returning to paper ballots. This machine is a more expensive initial investment for the municipalities but will provide faster results at the end of the night with fewer errors. It also will replace both machines some of them currently have. So far I have 10 municipalities that have agreed to purchase the ICE machine for \$6,600. The software, training, and installation will be paid for by the county.

- ❖ Passport application processing continues to be suspended at the Chicago processing center due to COVID-19. However, we have begun to process applications here in my office but make sure that all applicants know we can't guarantee a timeline for receiving their passports. We have even had a few applicants from other counties because we are willing to process applications when others still won't do it. Applicants seem to appreciate the fact that they are at least "in line" when the Chicago office starts processing again.
- ❖ We continue to provide the option to attend meetings via Zoom for all county related committee meetings. This has allowed us to improve our "tech" skills with the help of IT and suggestions from those attending. I did send out a reminder to all committee secretaries that they must provide this option until the emergency order is no longer in effect.

As always, feel free to contact me with any questions or comments you may have.

Respectfully submitted,

Elizabeth Otto

Elizabeth Otto

County Clerk



Green Lake County Information Technology Department

Bill Hutchison, Information Technology Director
bhutchison@co.green-lake.wi.us (920) 294-4160

August 3rd, 2020

Memo to Administrative Committee:

Highlights of IT Department activity since the June 15th 2020 report to this committee:

- To date, completed 7 of 15 planned capital projects budgeted for 2020.
- Still continue assisting employees with their additional COVID work needs, whether they are at home or at the office.
- Time spent on our involvement in the GC building security project.
- Continued security trainings for all employees.
- On-going reports from CISA cyber hygiene of our outer systems continue to return all clear, no vulnerabilities.
- Continued weekly security updates and patching of all IT systems.
- Continued work to refresh or remove outdated software packages across organization.
- Work with all County Board Supervisors and their iPads.
- County Board Roll Call system upgraded to current.
- Moving backup system to cloud.
- On-going research and cost gathering for 2021 IT budget.
- Preliminary 2021 budget provided to the committee.
- Moved all department and employee file shares from old to new storage servers.
- Project to move to cloud faxing in trials.
- Work with vendor on updates to Avatar Cloud products.
- Numerous webcams obtained and installed for departments requesting them.
- Participated with County Clerk and Administrator providing info to them for Elections grant application.
- Multiple upgrades to numerous existing department applications software.
- Reissued MDC to Maintenance Dept. for their use with maintaining HVAC system.
- Completing move of all Windows 10 systems to the stable feature update.

Respectfully submitted,

Bill Hutchison
Information Technology Director



GREEN LAKE COUNTY
OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

Office: 920-294-4024
FAX: 920-294-4009

August 3, 2020

Memo to Administrative Committee

From: Sarah Guenther, Register of Deeds

The 2021 budget process has started with Cathy. Our office is in transition and Renee Thiem-Korth is on the ballot to replace me in January 2021. Renee has been learning the monthly reports, Laredo billing and other administrative duties and budget. A copy of the budget is attached in case anyone has any questions.

We have had a record year for recording of documents. I have attached a graph reflecting recorded documents since 2008. As you can see we are on a record pace and most likely will exceed out totals for recorded documents since 2008 and 2009.

The increase in recorded documents is two-fold. The first being many people are refinancing their homes because of the historically low rates and secondly because many people are buying homes because of the low rates as well.

Renee and I have been working on converting to new software for 2021. We were told by Bill Hutchinson from Information Technology that our current software will soon not be supported because of its reliability on Windows 7, which is becoming obsolete. We are working with Bill to convert our software to AVID with a cloud based support from a product called Bastion. The cloud based support will assure us the access to our data no matter if we had a cyber-attack or disaster of any kind. This conversion will take place in the spring of 2021.

I have also volunteered to help Kathy Munsey for the Green Lake County response for Covid-19. Kathy asked me to chair the committee for churches and funeral homes and how those groups will re-open and follow best practices for safety. We have had some zoom meetings and email follow-up. The collaboration has been very helpful.

Many thanks to this committee of their continued support for the office of Register of Deeds.

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds

GREEN LAKE COUNTY RECORDING TOTALS

Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	435	501	346	431	307	422	236	301	297	291	313	293	401
February	488	496	301	352	392	363	256	229	266	282	299	298	251
March	430	480	443	415	478	367	218	283	253	307	246	282	367
April	520	521	366	298	408	410	264	269	252	237	333	290	435
May	467	515	324	314	436	413	345	290	300	395	372	348	407
June	437	518	390	296	450	378	297	353	336	329	313	296	513
July	404	507	381	289	453	414	372	381	364	287	376	300	
August	352	458	458	362	461	399	281	328	390	375	299	392	
September	375	406	478	356	370	366	327	290	362	341	327	348	
October	433	364	494	396	536	405	336	299	321	405	334	399	
November	336	378	449	405	445	304	264	247	348	299	326	323	
December	331	415	490	409	449	325	311	298	348	335	250	330	
	5008	5559	4920	4323	5185	4566	3,507	3568	3,837	3883	3788	3,904	2374



GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

Amanda R Toney
Treasurer and Real Property Lister

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

July 29, 2020

Below is an outline of the activity in the County Treasurer's office over the last 2 months:

- ✓ As of the end of the day on 07/28/2020, we still have a balance of \$3,156,652.90, roughly 7.50%, to collect for the 2019 tax roll
- ✓ The Summer WCTA Conference was cancelled. We were still able to get together via Zoom meetings to have some of our scheduled sessions.
- ✓ Attended two online meetings for the Treasurer's Homeowners Task Force, which is a taskforce that I am a member of. This taskforce is focusing on assisting Wisconsin residents when they buy a home, as well as helping them remain in their homes.
- ✓ Webinar on the online text/email functionality within Transcendent.
- ✓ Participated in new County Board Supervisor Training on June 25th, 2020
- ✓ Our office has imported 14 of the 16 municipalities' real estate and personal property assessed values. The assessors are a bit behind this year and we will not have the final values for the Town of Manchester and the Town of St. Marie until the middle of August.
- ✓ Continue to monitor the county investments.
- ✓ Our new part-time employee, Jessica McLean, started on June 8th.
- ✓ Our mail volume has increased compared to previous years so that has kept us busy.
- ✓ We still have a fair number of people coming in to make their payments in person during this COVID-19 pandemic.
- ✓ Successfully sold six of the three county owned properties.
- ✓ Started the In-Rem process on this parcels with delinquent 2016 taxes.
- ✓ With the housing market being so busy, there has been an increase in recorded documents which flow into our Real Property Listers tasks.
- ✓ Continue to process annual and daily boat launch pass requests.
- ✓ Started the In-Rem process for those taxpayers with delinquent 2016 taxes.
- ✓ Started to work on the 2021 budget. I have include a rough draft of my budget for your review.

Respectfully submitted,

Amanda R Toney

County Treasurer/Real Property Lister

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Corporation Counsel
 Budget Year Amended: _____ 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-03-51320-330-000	Travel	\$ 460.00	\$ 460.00		\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 460.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-03-51320-309-000	Office Expenses	\$ 530.00	\$ 460.00		\$ 990.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 460.00		

Explanation for Transfer:

Corporation Counsel requires an office chair with lumbar support. With all conferences being cancelled for the year, the tranferred funds were for hotel expenses which will not be used.

Department Head Approval _____ *Maureen Klockow*

Governing Committee Approval _____

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 _____