



GREEN LAKE COUNTY
571 County Road A, Green Lake, WI 54941

Original Post Date: 11/19/2020

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on November 24, 2020:

- 1) Amended Agenda
- 2) Minutes from 10/28/2020
- 3) Treasurer's Monthly Report
- 4) Credit Card Request
- 5) Budget Adjustments (3)
- 6) Line Item Transfers (3)



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 24, 2020 Time: 3:00PM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended AGENDA**

Committee Members

Harley Reabe, Chair
Brian Floeter, Vice-Chair
Don Lenz
David Abendroth
Dennis Mulder

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 10/28/20
5. Treasurer's Monthly Report
 - Tax Collection Update
 - October Financial Reports
 - Sales Tax Update
6. In-Rem Update and Discussion on Properties to be Removed from Default Judgement
7. Open and Take Action on In Rem Bids
8. Update on Delinquent Loans Held and Administered by TREDC
9. Credit Card Request
10. Budget Adjustment
 - Register of Deeds (3)
 - ~~Sheriff's Office (3)~~ *stricken from the agenda
11. *Line Item Transfers
 - *Sheriff's Department (4)
12. Supervisor/Lay People Monthly Claims
13. **Consider Motion to Convene into Closed Session per:
 - Wis. Stat. 19.85(1)(g)) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Estate of Wallace Clark claim.
14. **Reconvene into Open Session to take action, if appropriate, on matters discussed in closed session.
15. Committee Discussion
16. Future Meeting Dates: Regular Meeting 12/23/2020
17. Future Agenda items for action & discussion:
18. Adjourn

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

Topic: Finance Meeting

Time: Nov 24, 2020 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93991589785?pwd=N3JJSEtIN0JDWW1CV21xOEovaXhuZz09>

Meeting ID: 939 9158 9785

Passcode: 567808

Dial by your location

+1 312 626 6799 US (Chicago)

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 28, 2020

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Wednesday, October 28, 2020 at 4:30 PM, in the County Board Room and via Zoom format at the Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present (in person): Dave Abendroth
 Brian Floeter
 Don Lenz
 Dennis Mulder
 Harley Reabe

Other County Employees Present: Amanda Toney, Treasurer; Dawn Klockow, Corporation Counsel (Zoom); Jason Jerome, HHS Director; Sheriff Mark Podoll; Matt Vandekolk, Chief Deputy; Cathy Schmit, County Administrator (Zoom), various Department Heads (Zoom)

MINUTES

Motion/second (Lenz/Abendroth) to approve the minutes of the September 23, 2020 meeting and October 8, 2020 special meeting with no additions or corrections. Motion carried with no negative vote.

TREASURER'S MONTHLY REPORT

• **Tax Collection Update**

Treasurer Amanda Toney stated her office is preparing the 2020 tax roll. The annual clerk/treasurer in person meeting has been modified due to the pandemic and will be done on an individual basis as needed.

• **September Financial Reports** – discussed after resolutions

• **Sales Tax Update**

Treasurer Amanda Toney reported a new record of amount of sales tax as of the end of September at \$161,000. This is up 13% from 2019.

RESOLUTIONS

- **Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions (HHS)**

HHS Director Jason Jerome explained the need for the restructure within the department and the financial aspect of the resolution. Discussion held.

Motion/second (Floeter/Abendroth) to approve the fiscal note of the resolution. Motion carried with no negative vote.

- **Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan**

HHS Director Jason Jerome explained the need for the restructure within the department and the financial aspect of the resolution. Discussion held.

Motion/second (Lenz/Mulder) to approve the fiscal note of the resolution. Motion carried with no negative vote.

- **Relating to Cancellation of Outstanding Checks**

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

- **Resolution Relating to 2021 Budget and 2020 Property Tax Levy**

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

SEPTEMBER FINANCIAL REPORTS

September expenditures and revenues discussed and review. Financial Manager Ed Tetzlaff is working on a summary report for the committee.

IN REM UPDATE

Treasurer Amanda Toney reported 20 owners with 22 parcels from 2016 which are currently past due. November 12 is the deadline for payment before the process goes through the court process.

OPEN AND TAKE ACTION ON IN REM BIDS

One bid received and opened for \$5000.00 from DAMAK, LLC for the property at 122 W. Main St., Princeton, WI.
Motion/second (Abendroth/Lenz) to approve the bid as submitted. Motion carried with no negative vote.

UPDATE ON DELINQUENT LOANS HELD AND ADMINISTERED BY TREDC

Chair Reabe stated that Waushara County legal counsel is handling a past due account within Green Lake County.

BUDGET ADJUSTMENT

- **Emergency Management** – revenue and expense accounts adjusted due to a hazardous materials equipment grant received.

Motion/second (Abendroth/Lenz) to approve the budget adjustment and submit to County Board for final approval.
Motion carried with no negative vote.

SUPERVISOR'S/LAY PEOPLE MONTHLY CLAIMS

Supervisor's claims: \$3,276.14

Lay Person's claims: none

Motion/second (Floeter/Mulder) to approve supervisor claims. Motion carried with no negative vote.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – November 24, 2020 @ 3:00 PM.
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Reabe adjourned the meeting at 5:31 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

November 18, 2020

Memo to Finance Committee:

The October sales tax deposit was \$163,549.99. We are 12.85% ahead in sales tax dollars compared to this time last year.

TAX COLLECTION UPDATE:

We are entering our busy time of year. Our office is busy entering amounts for the sanitary districts charges as well as state assessed first dollar and lottery credit amounts. Stef has balanced the drainage district information and all special charges for the unpaid assessments have been added to the parcels. We would like to have all special assessments and levy information entered, checked and signed off by the municipal clerks so we can start to print tax bills by Monday, December 2nd.

Typically, our office would have held the annual Treasurer-Clerk Fall Meeting by now. As I stated last month, we opted to forego this year's in-person training and provide alternative methods of instruction. This year I tweaked the directions to be more in depth, including step-by-step instructions for all the Treasurer's and Clerk's.

IN-REM UPDATE

Below is a summary on the current parcels in the In-Rem process

Tax Year	Owners	Parcels	Delinquent Amount (excluding interest and penalty)
2014	2	3	\$2,011.75
2015	3	4	\$13,042.79
2016	11	13	\$8,171.39
TOTAL			\$23,225.93

Payments on the 2016 balances have been slowly coming in. The redemption date for these properties was November 12, 2020. That is the date we are telling property owners as the absolute last day to pay the 2014, 2015 and 2016 balances in full. Per the policy established last year the property owner has up until the 5th business day prior to the court date to make a final payment. At this time, we do not have a court date.

Respectfully submitted,

Amanda R Toney

GREEN LAKE COUNTY TREASURER'S REPORT

OCTOBER 2020

CASH BALANCE: 09-30-2020 227,200.61

RECEIPTS:

General:	2,059,099.51
Redemption Tax - Principle:	54,826.46
Redemption Tax - Interest	8,603.96
Redemption Tax - Penalty	4,301.96
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Sales Tax Deposit from State	163,549.99
Transfer from Farmers & Merchants Bank/LGIP	934,000.00
TOTAL RECEIPTS:	3,224,381.88 3,451,582.49

DISBURSEMENTS:

General Maintenance:	1,060,121.53
Direct Deposit Payroll	574,639.07
DHHS Deposit to LGIP	232,234.65
Payroll deductions and taxes	428,902.40
Sales Tax Money Transfer to LGIP	161,646.56
Bank fees (Security Token, RDC & Return Charges)	143.00
Real Estate Transfer Fees	41,203.20
Transfer to Flex/HRA account	7,557.32
Sales Tax CD - Farmers & Merchants Bank	510,311.72
Employee ACH Return	-221.46
Voided Checks from Previous Month	-4,440.00
TOTAL DISBURSEMENTS:	3,012,097.99

TREASURER'S CASH BALANCE: 10/31/20 **439,484.50**

BANK RECONCILIATION

Green Lake Horicon Bank - Checking:	690195	542,905.28
Green Lake Horicon Bank - Money Market:	690224	439,471.22
TOTAL		982,376.50

Less Outstanding Checks	542,892.00
Available Bank Balance	439,484.50

CASH BALANCE	439,484.50
TREASURER'S CASH	439,484.50
DIFFERENCE	0.00

2020 HIGHWAY ROAD REPAIR LOAN			TOTAL
DATE			
09/18/20	New Loan		500,000.00
10/12/20	Principal Payment	500,000.00	
10/12/20	Interest Payment	540.30	
			\$0.00

GREEN LAKE COUNTY TREASURER'S REPORT

OCTOBER 2020

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	September 30, 2020	0.00
Total Receipts	OCTOBER 2020	<u>0.00</u>
SUB TOTAL		0.00
Less Deposits for Month:		<u>0.00</u>
Cash in Office	10/31/2020	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	September 30, 2020	151,630.84
Total Disbursements	OCTOBER 2020	3,012,097.99
SUB TOTAL		<u>3,163,728.83</u>
Less Checks Cashed by Bank		1,589,268.44
DHHS Deposit to LGIP		232,234.65
Payroll deductions and taxes		119,896.60
Sales Tax transfer to LGIP		161,646.56
Bank fees (Security Token, RDC & Return Charges)		143.00
Transfer to Flex/HRA account		7,557.32
Sales Tax CD - Farmers & Merchants Bank		510,311.72
Employee ACH Return		-221.46
Outstanding Checks	10/31/2020	542,892.00

2020 INTEREST REVENUE

(PROJECTED BUDGET: \$246,000.00)

1/31/20 Money Markets	January Interest	\$9,365.54
1/31/20 Certificate of Deposits	January Interest	\$9,433.33
2/29/20 Money Markets	February Interest	\$9,229.90
2/29/20 Certificate of Deposits	February Interest	\$1,103.74
3/31/20 Money Markets	March Interest	\$11,758.68
3/31/20 Certificate of Deposits	March Interest	\$2,001.71
4/30/20 Money Markets	April Interest	\$10,781.12
4/30/20 Certificate of Deposits	April Interest	\$8,071.18
5/31/20 Money Markets	May Interest	\$8,855.16
5/31/20 Certificate of Deposits	May Interest	\$1,074.95
6/30/20 Money Markets	June Interest	\$15,893.44
06/31/20 Certificate of Deposits	June Interest	\$1,113.16
7/31/20 Money Markets	July Interest	\$10,079.23
7/31/20 Certificate of Deposits	July Interest	\$9,807.34
8/31/20 Money Markets	August Interest	\$11,844.97
8/31/20 Certificate of Deposits	August Interest	\$7,027.22
9/30/20 Money Markets	September Interest	\$9,519.05
9/30/20 Certificate of Deposits	September Interest	\$20,392.46
10/31/20 Money Markets	October Interest	\$9,567.20
10/31/20 Certificate of Deposits	October Interest	\$0.00

TOTAL **\$166,919.38**

HORICON BANK ACCOUNTS

Balance as of 10/31/20

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$162,041.47
Gelhar Escrow Account #8674	\$34,833.27

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS OCTOBER 2020

LOCAL GOVERNMENT INVESTMENT POOL

#824000

Date		<u>Account #01</u>
09/30/20	Balance L.G.I.P.	2,489,284.05
10/01/20	Transfer to General Checking	-54,000.00
10/05/20	HFS Comm Aids	150,014.00
10/05/20	DCF Spare Pmt	7,783.23
10/15/20	Transfer to General Checking	-5,000.00
10/29/20	Transfer to General Checking	-175,000.00
10/30/20	DCF Spare Pmt	12,364.57
10/30/20	DCF Spare Pmt	3,709.82
10/30/20	DCF Spare Pmt	58,363.03
10/31/20	Interest	224.48
10/31/20	Balance L.G.I.P.	\$2,487,743.18

Date Started INSTITUTIONS

			<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>
12/01/17	Farmers & Merchants Bank CD**	12 month	704462	2.00%	01/01/21
04/20/11	Farmers & Merchants Bank**	Money Market	310818	0.50%	
09/26/18	Farmers & Merchants Bank**(ICS)	Money Market	310818	0.50%	
02/13/20	ERGO Bank**	Money Market	70002620	1.31%	
03/01/20	Fortifi Bank** (ICS)	Money Market	4204930	1.80%	
11/01/15	Horicon Retirement	Money Market	1424497	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	0.15%	
	TOTAL		\$11,251,756.97		

** Collateralized Investment

SALES TAX

	<u>2020 PRINCIPLE</u>	<u>2020 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
BALANCE 12/31/19			2,606,244.32	
01/31/20	99,052.48	15,010.41	114,062.89	October, 2019
02/29/20	128,731.85	4,425.04	133,156.89	November, 2019
03/31/20	116,846.62	528.15	117,374.77	December, 2019
04/30/20	90,381.98	2,067.83	92,449.81	January, 2020
05/31/20	113,659.11	2,887.34	116,546.45	February, 2020
06/30/20	119,338.16	97.14	119,435.30	March, 2020
07/31/20	120,755.71	7,476.42	128,232.13	April, 2020
08/31/20	168,092.46	3,001.47	171,093.93	May, 2020
09/30/20	171,355.64	151.38	171,507.02	June, 2020
10/31/20	161,646.56	5,719.09	167,365.65	July, 2020
			0.00	
			0.00	
TOTAL COLLECTED IN 2020	1,289,860.57	41,364.27	\$3,937,469.16	
TOTAL 2020 LOAN PAYMENTS			1,001,492.50	
TOTAL PAID TOWARDS UPGRADES			290,185.79	
BALANCE OF SALES TAX FUNDS			\$2,645,790.87	

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>
10/31/2020	LGIP Sales Tax Account #09			1,626,219.81		
	Farmers & Merchants Bank	721791	11 months	510,311.72	0.65%	9/29/2021
	Fortifi Bank	1024325071	11 months	509,259.34	2.25%	11/27/2020
	Total Funds Held in Trust			\$2,645,790.87		

2020 LOAN PAYMENT HISTORY

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>TOTAL</u>
02/29/20	\$855,878.75	855,878.75
08/31/20	\$145,613.75	145,613.75
		\$1,001,492.50

Total Paid on Loan in 2020

2020 SECURITY UPGRADES

<u>PAYMENT DATE</u>	<u>PAYMENT HISTORY</u>	<u>TOTAL</u>
02/06/20	IMEG	45,256.58
02/27/20	Potter Lawson	2,723.68
03/12/20	Accurate Controls	5,992.58
05/07/20	The Samuels Group	84,740.00
06/04/20	McMaster-Carr	22.45
07/10/20	Pieper Electric, Inc	111,150.00
07/31/20	The Samuels Group	7,661.00
08/07/20	PDS	24,661.00
10/28/20	Potter Lawson	7,978.50
		\$290,185.79

Total Paid Towards Upgrades

OCTOBER 2020

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	4,119,449.62		0.10%
Farmers & Merchants Bank CD**	2,000,000.00	704462	2.00%
Farmers & Merchants Bank**	1,633,890.27	310818	0.50%
Farmers & Merchants Bank**(ICS)	2,556,440.46	310818	0.50%
ERGO Bank**	1,010,210.26	70002620	1.31%
Fortifi Bank** (ICS)	4,045,970.23	4204930	1.80%
Horicon Retirement	20.24	1424497	0.50%
Ripon Horicon Bank	5,225.51	831744	0.15%
Horicon Bank	<u>439,471.22</u>	690224	<u>0.05%</u>
	15,810,677.81	Average APY	0.77%
<u>TOTAL INVESTED</u>	<u>15,365,960.84</u>	Average Investment APY	<u>1.03%</u>

<u>MONTHLY</u>	<u>AVERAGE</u>
January 2020	1.63%
February 2020	1.64%
March 2020	1.56%
April 2020	1.35%
May 2020	1.30%
June 2020	1.30%
July 2020	1.02%
August 2020	0.91%
September 2020	0.77%
October 2020	0.77%
November 2020	
December 2020	

Date	Institution	Account #	Amount
1/31/2020	MM Horicon	1000002366	26.62
1/31/2020	MM LGIP	Account #1	2,396.08
1/31/2020	MM Farmers & Merchants	310818	94.47
1/31/2020	MM Farmers & Merchants ICS	310818	6,739.69
1/31/2020	MM Horicon Retirement	1424497	0.32
1/31/2020	MM Ripon Horicon Bank	831744	0.66
1/31/2020	MM Horicon	690224	82.82
1/31/2020	MM Horicon	690195	24.88

TOTAL MONEY MARKET INTEREST \$9,365.54

1/2/2020	CD First Business Bank	702123499	1,104.16
1/1/2020	CD Farmers & Merchants Bank	704462	3,077.01
1/14/2020	CD Fortifi Bank	1022506303	5,252.16

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,433.33

Date	Institution	Account #	Amount
2/29/2020	MM Horicon	1000002366	24.04
2/29/2020	MM LGIP	Account #1	2,322.18
2/29/2020	MM Farmers & Merchants	310818	244.07
2/29/2020	MM Farmers & Merchants ICS	310818	6,313.91
2/29/2020	MM ERGO Bank	2620	214.59
2/29/2020	MM Horicon Retirement	1424497	0.23
2/29/2020	MM Ripon Horicon Bank	831744	0.62
2/29/2020	MM Horicon	690224	95.36
2/29/2020	MM Horicon	690195	14.90

TOTAL MONEY MARKET INTEREST \$9,229.90

2/29/2020	CD First Business Bank	702123499	1,103.74
-----------	------------------------	-----------	----------

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,103.74

Date	Institution	Account #	Amount
3/31/2020	MM Horicon	1000002366	25.13
3/31/2020	MM LGIP	Account #1	1,937.66
3/31/2020	MM Farmers & Merchants	310818	1,145.91
3/31/2020	MM Farmers & Merchants ICS	310818	3,393.78
3/31/2020	MM ERGO Bank	2620	1,369.61
3/31/2020	MM Fortifi Bank	4204930	3,825.28
3/31/2020	MM Horicon Retirement	1424497	0.16
3/31/2020	MM Ripon Horicon Bank	831744	0.67
3/31/2020	MM Horicon	690224	45.24
3/31/2020	MM Horicon	690195	15.24

TOTAL MONEY MARKET INTEREST \$11,758.68

3/2/2020	CD First Business Bank	702123499	1,034.71
3/28/2020	CD CCF Bank	40035669	967.00

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$2,001.71

Date	Institution	Account #	Amount
4/30/2020	MM Horicon	1000002366	23.75
4/30/2020	MM LGIP	Account #1	884.60
4/30/2020	MM Farmers & Merchants	310818	607.09
4/30/2020	MM Farmers & Merchants ICS	310818	879.59
4/30/2020	MM ERGO Bank	2620	1,275.99
4/30/2020	MM Fortifi Bank	4204930	5,815.81
4/30/2020	MM Horicon Retirement	1424497	0.15
4/30/2020	MM Ripon Horicon Bank	831744	0.64
4/30/2020	MM Horicon	690224	961.47
4/30/2020	MM Horicon	690195	332.03

TOTAL MONEY MARKET INTEREST \$10,781.12

4/30/2020	CD First Business Bank	702123499	1,108.40
4/30/2020	CD First Business Bank	702092899	1,479.26
4/30/2020	CD CCF Bank	40035669	288.58
4/30/2020	CD Fortifi Bank	8631292	5,194.94

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$8,071.18

Date	Institution	Account #	Amount
5/31/2020	MM Horicon	1000002366	16.71
5/31/2020	MM LGIP	Account #1	357.17
5/31/2020	MM Farmers & Merchants	310818	362.45
5/31/2020	MM Farmers & Merchants ICS	310818	678.09
5/31/2020	MM ERGO Bank	2620	1,320.21
5/31/2020	MM Fortifi Bank	4204930	6,101.81
5/31/2020	MM Horicon Retirement	1424497	0.17
5/31/2020	MM Ripon Horicon Bank	831744	0.46
5/31/2020	MM Horicon	690224	3.92
5/31/2020	MM Horicon	690195	14.17

TOTAL MONEY MARKET INTEREST \$8,855.16

5/31/2020	CD First Business Bank	702123499	1,074.95
-----------	------------------------	-----------	----------

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,074.95

Date	Institution	Account #	Amount
6/30/2020	MM Horicon	1000002366	7.46
6/30/2020	MM LGIP	Account #1	237.72
6/30/2020	MM Farmers & Merchants	310818	6,448.74
6/30/2020	MM Farmers & Merchants ICS	310818	1,991.20
6/30/2020	MM ERGO Bank	2620	1,279.30
6/30/2020	MM Fortifi Bank	4204930	5,913.85
6/30/2020	MM Horicon Retirement	1424497	0.15
6/30/2020	MM Ripon Horicon Bank	831744	0.22
6/30/2020	MM Horicon	690224	4.81
6/30/2020	MM Horicon	690195	9.99

TOTAL MONEY MARKET INTEREST \$15,893.44

6/30/2020	CD First Business Bank	702123499	1,113.16
-----------	------------------------	-----------	----------

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,113.16

Date	Institution	Account #	Amount
7/31/2020	MM Horicon	1000002366	7.46
7/31/2020	MM LGIP	Account #1	278.96
7/31/2020	MM Farmers & Merchants	310818	422.82
7/31/2020	MM Farmers & Merchants ICS	310818	1,835.46
7/31/2020	MM ERGO Bank	2620	1,323.63
7/31/2020	MM Fortifi Bank	4204930	6,120.24
7/31/2020	MM Horicon Retirement	1424497	0.16
7/31/2020	MM Ripon Horicon Bank	831744	0.22
7/31/2020	MM Horicon	690224	76.20
7/31/2020	MM Horicon	690195	14.08

TOTAL MONEY MARKET INTEREST \$10,079.23

7/2/2020	CD First Business Bank	702123499	1,079.56
7/23/2020	CD First Business Bank	702123499	25.59
7/28/2020	CD Farmers & Merchants Bank	1022506303	8,702.19

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,807.34

Date	Institution	Account #	Amount
8/31/2020	MM Horicon	1000002366	7.35
8/31/2020	MM LGIP	Account #1	287.88
8/31/2020	MM Farmers & Merchants	310818	2,968.73
8/31/2020	MM Farmers & Merchants ICS	310818	1,136.79
8/31/2020	MM ERGO Bank	2620	1,235.72
8/31/2020	MM Fortifi Bank	4204930	6,129.55
8/31/2020	MM Horicon Retirement	1424497	0.72
8/31/2020	MM Ripon Horicon Bank	831744	0.22
8/31/2020	MM Horicon	690224	62.45
8/31/2020	MM Horicon	690195	15.56

TOTAL MONEY MARKET INTEREST \$11,844.97

8/31/2020	CD Associated Bank CD	2912997471	7,027.22
-----------	-----------------------	------------	----------

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$7,027.22

Date	Institution	Account #	Amount
9/30/2020	MM Horicon	1000002366	6.81
9/30/2020	MM LGIP	Account #1	252.37
9/30/2020	MM Farmers & Merchants	310818	1,167.81
9/30/2020	MM Farmers & Merchants ICS	310818	1,049.88
9/30/2020	MM ERGO Bank	2620	1,077.06
9/30/2020	MM Fortifi Bank	4204930	5,940.74
9/30/2020	MM Horicon Retirement	1424497	0.16
9/30/2020	MM Ripon Horicon Bank	831744	0.22
9/30/2020	MM Horicon	690224	6.51
9/30/2020	MM Horicon	690195	17.49

TOTAL MONEY MARKET INTEREST \$9,519.05

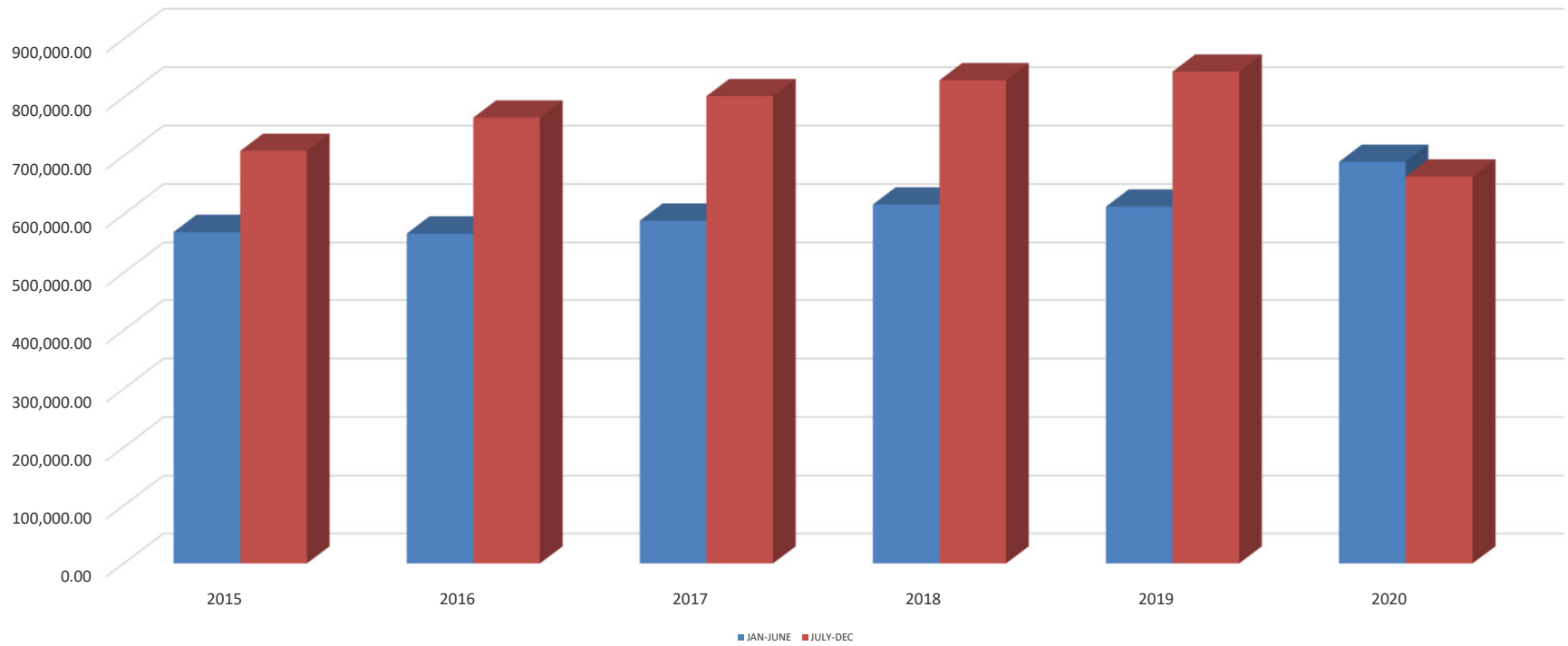
9/24/2020	CD Farmers & Merchants Bank	1023046241	20,392.46
-----------	-----------------------------	------------	-----------

TOTAL CERTIFICATE OF DEPOSIT INTEREST \$20,392.46

Date	Institution	Account #	Amount
10/31/2020	MM Horicon	1000002366	6.91
10/31/2020	MM LGIP	Account #1	224.48
10/31/2020	MM Farmers & Merchants	310818	964.85
10/31/2020	MM Farmers & Merchants ICS	310818	1,085.30
10/31/2020	MM ERGO Bank	2620	1,114.15
10/31/2020	MM Fortifi Bank	4204930	6,147.95
10/31/2020	MM Horicon Retirement	1424497	0.16
10/31/2020	MM Ripon Horicon Bank	831744	0.22
10/31/2020	MM Horicon	690224	9.90
10/31/2020	MM Horicon	690195	13.28

TOTAL MONEY MARKET INTEREST \$9,567.20

SALES TAX Q1/2 VS Q3/4



EMPLOYEE AGREEMENT

I, (employee name) Renee A. Thiem-Korth, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: Renee A. Thiem-Korth Date: 10/27/2020

Department: Register of Deeds

Card # Issued: _____

Request for Credit Card Approval

Department: Register of Deeds
 Committee: Administrative

Name of Card Holder	Title of Postion	Credit Card Limit
<u>Renee A Thiem-Horath</u>	<u>Register of Deeds</u>	<u>1500-</u>

Justification for Credit Card(s):

<u>Conferences, Hotels, Office Supplies</u>

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

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 1, 2020
 Department: Register of Deeds
 Amount: \$1,620.00
 Budget Year Amended: 2020

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

The Register of Deeds office increased fees to Laredo user after 7 years. The county's expenses have gone up and the access to the Register of Deeds Office has increase. Searches can find fully indexed data back to 1980, that is 40 years worth of data, the industry standard for title searching.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
20-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ 1,620.00	\$ 43,020.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,620.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
20-100-07-51710-258-000	laredo fidlar expense	\$ 10,900.00	\$ -	\$ 10,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: 

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: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 17, 2020
 Department: Register of Deeds
 Amount: -\$2,640.00
 Budget Year Amended: 2021

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

Corelogic cancelled laredo plan for \$450 per month.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ (4,020.00)	\$ 37,380.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (4,020.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-51710-258-000	Lareco Fidar Expense	\$ 11,300.00	\$ (1,380.00)	\$ 9,920.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (1,380.00)	

Department Head Approval: 
 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: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 17, 2020
 Department: Register of Deeds
 Amount: -\$440.00
 Budget Year Amended: 2020

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

Corelogic cancelled laredo plan for \$450 per month.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-41240-000-001	Laredo/Tapestry	\$ 41,400.00	\$ (670.00)	\$ 40,730.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (670.00)	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-100-07-51710-258-000	Lareco Fidar Expense	\$ 10,900.00	\$ (230.00)	\$ 10,670.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (230.00)	

Department Head Approval: 

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: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff's Office
 Budget Year Amended: 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-240-000	Jail Repair and Maintenance	\$ 8,304.00	\$ 3,400.00	\$ 1,781.08	\$ 4,904.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 3,400.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-810-000	Capital Equipment	\$ 5,000.00	\$ 3,400.00	\$ 4,702.00	\$ 8,400.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 3,400.00		

The chairs in Master Control in the jail didn't hold up as well as we had hoped and needed to be replaced. Since they could not be repaired economically and new chairs are a capital equipment cost, money was transferred from the jail repair and maintenance account to the jail capital equipment account to cover the cost of the new chairs.

Department Head Approval

Mark A. Pedell

Governing Committee Approval

Joe Ho 11/11/20

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

11-11-2020
 Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff's Office
 Budget Year Amended: 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-240-000	Jail Repair and Maintenance	\$ 8,304.00	\$ 1,279.00	\$ 1,781.08	\$ 7,025.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,279.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-356-000	Jail Phones	\$ 1,000.00	\$ 1,279.00	\$ 2,279.00	\$ 2,279.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,279.00		

Explanation for Transfer: We changed vendors in January and there are no longer any expenses incurred by the County for inmate phones. This expenditure was paid to the old vendor for services early in the year that were more than anticipated. Therefore, we are asking that funds be transferred from the Jail repair and maintenance account to the inmate phone account.

Department Head Approval

Mark A. Padell

Governing Committee Approval

Joe A. 11/11/20

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

11-11-2020
Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff's Office
 Budget Year Amended: 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-240-000	Jail Repair and Maintenance	\$ 9,644.00	\$ 1,340.00	\$ 1,781.08	\$ 8,304.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,340.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52700-242-000	Print Management	\$ 1,300.00	\$ 1,340.00	\$ 2,639.00	\$ 2,640.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,340.00		

Explanation for Transfer: Print management is a new account that we do not have much experience with. We did not budget enough to cover our costs in the print management account and are therefore requesting permission to transfer funds from the Jail Repair and Maintenance Account to cover those costs.

Department Head Approval

Mark A. Padell

Governing Committee Approval

Joe [Signature] 11/14/20

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

11-11-2020

 Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Sheriff's Office
 Budget Year Amended: 2020

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52100-310-000	Office Supplies	\$ 9,420.00	\$ 1,500.00	\$ 6,180.31	\$ 7,920.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
20-100-09-52100-242-000	Print Management	\$ 1,600.00	\$ 1,500.00	\$ 2,843.95	\$ 3,100.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer: Print management is a new account that we do not have much experience with. We did not budget enough to cover our costs in the print management account and are therefore requesting permission to transfer funds from the Office Supply Account to cover those costs.

Department Head Approval

Mark A. Padell

Governing Committee Approval

[Signature] 11/11/20

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

11-11-2020
Date