



# *GREEN LAKE COUNTY*

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

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**Original Post Date: 07/21/2022**

**Amended\* Post Date: 07/26/22**

**The following documents are included in the packet for the Finance Packet on July 27, 2022:**

- 1) Agenda
- 2) Minutes from 6/21/22\*, 6/22/22 and 7/19/22
- 3) Correspondence – Scott Mundro
- 4) \*Information regarding ARPA funding appearance: Sara Rutkowski
- 5) Information regarding ARPA funding appearance: Gary Podoll
- 6) Resolution to Utilize American Recovery Act (ARPA) Funds to Upgrade the Health & Human Services Electronic Health Record (EHR) Software
- 7) Resolution to Amend the Corporate By-Laws of the Economic Development Corporation
- 8) Treasurer's Report
- 9) Credit Card Policy and Procedures
- 10) Budget Adjustment



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Finance Committee Meeting Notice

**Date: July 27, 2022 Time: 3:00 PM**

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

### Amended\*\* AGENDA

#### Committee Members

Harley Reabe, Chair  
Luke Dretske  
Donald Lenz  
Dennis Mulder  
Brian Floeter, Vice Chair

Elizabeth Otto, Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: \*06/21/2022, 06/22/2022, \*07/19/2022
5. Public Comment (3 minute limit)
6. \*Correspondence
  - \*Scott Mundro, EDC President
7. \*Appearances
  - \*\*Sara Rutkowski, Berlin City Administrator- ARPA Fund Request
  - \*Gary Podoll, Emergency Management Director- ARPA Fund Request
  - \*\*Maury Phelan- Presentation and Demonstration of proposed 2023 Alio/LINQ ERP Software Upgrade
8. Resolutions
  - Resolution to Utilize American Recovery Act (ARPA) Funds to Upgrade the Health & Human Services Electronic Health Record (EHR) Software
  - \*Resolution to Amend the Corporate By-Laws of the Economic Development Corporation
9. Treasurer's Monthly Report
  - Tax Collection Update
  - June Financial Reports
  - Sales Tax Update
10. In-Rem Update
11. Open Bids for In-Rem Properties
12. Discussion Regarding Credit Card Policy
13. Discussion/Action on proposed use of ARPA Funds
14. Budget Review of Revenue and Expenditures
15. 2023 County Board and Committees Budgets
16. \*Budget Adjustment
  - \*Parks
17. Supervisor/Lay People Monthly Claims
18. Committee Discussion
  - Future Meeting Dates: Regular Meeting 08/24/2022
  - Future Agenda items for action & discussion
19. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Finance Meeting

Time: Jul 27, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84820169459?pwd=NUVRRTJqQUdBdWtWnXd3MEp1UGZQZz09>

Meeting ID: 848 2016 9459

Passcode: 761564

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

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

**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**  
**June 21, 2022**

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Tuesday, June 21, 2022 at 5:00 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:	Luke Drestke	Absent:	Don Lenz
	Brian Floeter		
	Dennis Mulder		
	Harley Reabe		

Other County Employees Present: Shannon Barfknecht, Financial Manager (Zoom); Dawn Klockow, Corporation Counsel; County Board Chair Dave Abendroth; Gene Thom, Supervisor #19; Liz Otto, County Clerk; Jason Jerome, HHS Director

**RESOLUTIONS**

- **Establishing 2023 Annual Budgeted Allocation for Pay for Performance**

County Administrator Cathy Schmit explained the current pay for performance process and the budget timeline. Discussion held.

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

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular Meeting- June 22, 2022 @ 3:00PM**
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 5:17 PM.

Submitted by,

Liz Otto  
County Clerk

**FINANCE COMMITTEE**  
**June 22, 2022**

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Wednesday, June 22, 2022 at 3:00 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:                    Luke Dretske  
                                 Brian Floeter  
                                 Don Lenz  
                                 Dennis Mulder  
                                 Harley Reabe

Other County Employees Present: Jess McLean, Treasurer; Kayla Yonke, HHS Business Manager; Liz Otto, County Clerk; Jason Jerome, HHS Director; Sheriff Mark Podoll; Shannon Barfknecht, Financial Manager (Zoom); Cathy Schmit, County Administrator; Gene Thom, Supervisor #19 (Zoom); Matt Kirkman, P&Z Director; Matt Vandekolk, Chief Deputy; Ken Bates, Supervisor #5 (3:35); Dave Abendroth, County Board Chair (Zoom); Joe Gonyo, Supervisor #16 (Zoom)

**MINUTES**

***Motion/second (Lenz/Dretske)*** to approve the minutes of the May 25, 2022 meeting with no additions or corrections. Motion carried with no negative vote.

**PUBLIC COMMENT** - none

**APPEARANCES**

- Jason Jerome, HHS Director and Matt Kirkman, P & Z Director

Jason Jerome provided further updates to his request for ARPA funding for 4 upgrades totaling \$322,970. The initial cost of the software implementation is \$108,434 with \$53,634 in annual maintenance and license fees for 4 years. Discussion held. ***Motion/second (Floeter/Mulder)*** to direct administration to draft a resolution to fund the initial HHS software with ARPA funding in the amount of approximately \$108,000. Motion carried with no negative vote.

Corporation Counsel Dawn Klockow stated that there is now a quorum of the Judicial Law and Health & Human Services Committees present. Supervisors Joe Gonyo and Gene Thom ended their Zoom participation.

Matt Kirkman, Planning & Zoning Director, provided further updates to his request for ARPA funding for cloud hosting of Ttech software and parcel file scanning for a total of \$97,200. Discussion held. No action taken on Kirkman's request at this time.

**RESOLUTIONS**

- **Relating to Use of General Fund Reserve Funds for Highway Property Improvements Related to the County Jr. Free Fair**

Ken Bates, Supervisor #5 and Chair of the Ag/Extension Committee, explained that since there was no Fair in 2020 due to COVID, the funds that were levied were not spent so this resolution is requesting those funds be transferred into the Highway Property Improvement budget for improvements at the fairgrounds. County Administrator Cathy Schmit stated that she would urge the committee to reconsider this resolution due to the precedence of transferring from the general fund. Discussion held. The committee advised the Highway Committee to request the \$34,000 in the 2023 budget instead. ***Motion/second (Floeter/Mulder)*** to forward the resolution on to County Board with no action. Motion carried with no negative vote.

## **TREASURER'S MONTHLY REPORT**

Treasurer Jessica McLean stated that sales tax was up again for May. Boat launch fees are down slightly from last year. She stated that there are no updates to her submitted written report.

## **IN REM UPDATE**

Treasurer Jessica McLean stated that there are currently 35 parcels in the in rem process.

## **OPEN BIDS FOR IN-REM PROPERTIES**

- 014-00164-0000 (Town of Marquette) – bid of \$800 received from Aimee Wachdorf-Henning. Minimum bid is \$2,737.59. This is the 2<sup>nd</sup> round of bids. *Motion/second (Floeter/Lenz)* to accept the bid in the amount of \$800. Motion carried with no negative vote.
- 016-01801-000 (Town of Princeton) – bid of \$1,000 received from Aimee Wachdorf-Henning. Minimum bid is \$5,533.75. This is the 2<sup>nd</sup> round of bids. *Motion/second (Floeter/Mulder)* to accept the bid in the amount of \$1,000. Motion carried with no negative vote.
- 016-01802-0000 (Town of Princeton) – bid of \$1,000 received from Aimee Wachdorf-Henning. Minimum bid is \$5,533.75. This is the 2<sup>nd</sup> round of bids. *Motion/second (Floeter/Dretzke)* to accept the bid in the amount of \$1,000. Motion carried with no negative vote.

## **DISCUSSION REGARDING ACH POLICY**

Treasurer Jessica McLean stated that she has been unable to find a policy from another county. County Administrator Cathy Schmit stated the same. Discussion held. Committee agreed by general consensus to proceed without a formal policy but follow the current process which includes exception notifications from the bank.

## **DISCUSSION REGARDING CREDIT CARD POLICY**

Supervisor Dretzke included a policy from Winnebago County in the packet. County Administrator Cathy Schmit had also submitted an updated policy which will be included in next month's packet and put on the agenda for finalization. Use of credit card points was discussed as well.

## **DISCUSSION/ACTION ON PROPOSED USES OF ARPA FUNDS**

County Administrator Cathy Schmit stated that the 2<sup>nd</sup> distribution of funds has been received. No new requests have been added to the list since last month.

## **CREDIT CARD APPROVALS**

- **Sheriff's Office**  
*Motion/second (Mulder/Dretzke)* to approve credit cards and limits for Connor Hunter and Zachary Shohoney. Motion carried with no negative vote.
- **Health and Human Services**  
*Motion/second (Lenz/Mulder)* to approve credit card and limit for Ryan Bamberg. Motion carried with no negative vote.

## **BUDGET ADJUSTMENTS**

- **ARPA Funds**  
*Motion/second (Mulder/Lenz)* to approve the recording of ARPA funds and designated expenditures in various accounts in the amount of \$3,673,629.00. Motion carried with no negative vote.
- **Treasurer**  
*Motion/second (Lenz/Dretzke)* to approve the transfer to \$3,000 from credit card points into Personnel Training for land records training. Motion carried with no negative vote.

**BUDGET REVIEW OF REVENUES AND EXPENDITURES**

No questions or discussion on May revenues and expenditures.

**SUPERVISOR'S/LAY PEOPLE MONTHLY CLAIMS**

Supervisor's claims: \$4,776.46

Lay Person's claims: \$313.29

*Motion/second (Mulder/Dretske)* to approve supervisor and lay people claims. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular Meeting – July 27, 2022 @ 3:00 PM**
- **Future agenda items for action & discussion: finalization of credit card policy**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 4:43 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

**FINANCE COMMITTEE**  
**July 19, 2022**

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Tuesday, July 19 at 5:00 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:                      Luke Dretske                      Absent:                      Don Lenz  
                                     Brian Floeter  
                                     Dennis Mulder  
                                     Harley Reabe

Other County Employees Present: Shannon Barfknecht, Financial Manager (Zoom); Dawn Klockow, Corporation Counsel; Gene Thom, Supervisor #19; Liz Otto, County Clerk; Jason Jerome, HHS Director

**RESOLUTIONS**

- **Final Resolution Regarding Unconditional County Guaranty of Its Pro Rata Share, Intergovernmental Agreement and Taxable Revenue Bond Financing for Bug Tussel 1, LLC Project**

*Motion/second (Floeter/Mulder)* to allow Steve Schneider to speak. Motion carried with no negative vote. Discussion held concerning future expansion and reinvestment of profits.

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

**CLOSED SESSION**

- Closed Session under Wis. §19.85(1)(g) to confer 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 involved. This matter relates to Green Lake County vs. Purdue Pharma L.P. et al.

*Motion/second (Dretske/Mulder)* to enter into Closed Session at 5:14 PM. Roll call vote – Ayes- 4, Nays- 0, Absent- 1 (Lenz), Abstain-0. Motion carried.

**RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION**

*Motion/second (Mulder/Dretske)* to reconvene into Open Session at 5:22 PM. Roll call vote – Ayes- 4, Nays- 0, Absent- 1 (Lenz), Abstain- 0. Motion carried.

*Motion/second (Floeter/Dretske)* to forward the securitization of opioid settlement payments to the full County Board. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular Meeting- July 27, 2022 @ 3:00PM**
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 5:23 PM.

Submitted by,

Liz Otto

DRAFT



Thursday, July 21, 2022

To the respected members of the Finance committee:

I write to you on behalf of the Green Lake County Economic Development Corporation as the EDC Chair. While I have only held this position for a few short months, I was recently reappointed to my third term. I am seeking guidance from the Finance Committee, whom EDC falls under, regarding the group's focus and direction moving forward so that it aligns with Green Lake County's overall direction.

For too long, EDC has been operating with no direction from the County, no budget and no authority to truly impact economic development in Green Lake County. Because of this, I believe our monthly meetings, while perhaps beneficial to some of the individual municipalities represented on EDC, provides no real benefit to Green Lake County as a whole.

Additionally at this time, I have no sense of whether or not County leadership has any interest in EDC's input regarding economic matters. I say this because unless an EDC member attends and speaks during public comments, no EDC report is ever given at Finance Committee meetings. If EDC's advising committee is not aware of what the EDC is doing, then how can the EDC move forward and in line with the County's goals and objectives?

Furthermore, in late June I was made aware of an upcoming meeting between Green Lake, Waushara and Marquette counties regarding the potential reforming of a tri-county collaboration that would focus on economic development and tourism. On Wednesday, June 29, 2022, I emailed County Board Chair Dave Abendroth, County Administrator Cathy Schmit, and County Board Supervisor and Finance Committee Chair Harley Reabe regarding the upcoming meeting, in addition to sending a carbon copy of the email to Green Lake County Clerk Liz Otto.

As the EDC Chair and a long-standing member of the Green Lake Country Visitor Bureau's Board of Directors, I asked to be included in this meeting. As I stated in that email, "If a multi-county economic development/tourism endeavor is to be undertaken, I would like to be involved to further ensure that the goals of the EDC stay in line with the goals of Green Lake County as well as the future goals of any potential future multi-county collaboration."

As of the date of this letter, I have received no response regarding the time and location of the meeting, which leaves me to question that if Green Lake County does not wish EDC to be involved in discussions about economic development, then is there any real reason for EDC to continue to meet?

During this morning's July 21 EDC meeting, the corporation came to a consensus to suspend the scheduling of future meetings until we receive further guidance and instruction from the Finance Committee and Green Lake County Leadership regarding EDC's direction and function. Should a need arise that requires EDC to meet, such a meeting will be called. Until such a time, we welcome the opportunity to discuss with you how EDC may best help Green Lake County moving forward.

Thank you.

Scott Mundro, Chair  
Green Lake County Economic Development Corporation

# All-Inclusive Playground Proposal

City Administrator Sara Rutkowski on behalf of City of Berlin Common Council

07/27/2022



- ◆ According to the US Census, the percentage of children in the US with a disability is on an upwards trend since 2008.
- ◆ According to the NRPA, 74 % of Americans say having play options for children of all abilities is extremely or very important.
- ◆ 5 to 16 % of children are affected with Sensory Processing Disorder.
- ◆ What is All-Inclusive? A universally designed, sensory-rich environment that enables all children to develop physically, socially and emotionally. An engaging place that provides the just-right level of challenge and offers opportunities to succeed. A well-designed place that addresses all levels of ability. A place that goes beyond minimum accessibility to create play experiences that meet a variety of needs and interests.
- ◆ Investing in an all-inclusive playground can be a strategic boost for any community. Playgrounds that truly welcome everyone will attract countless visitors to any area.
- ◆ Berlin Council would be happy to partner on this project to provide this amazing resource to our communities.



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

*Office: 920-361-5416*  
*FAX: 920-361-5405*

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**DATE:** July 19, 2022

**TO:** Green Lake County Finance Committee

**FROM:** Gary V. Podoll, Emergency Management Director

**SUBJECT:** Green Lake County Fire Departments ARPA Request

The early part of this year I was requested to help come up with ideas that would help fire departments in Green Lake County by using the Green Lake County ARPA funds. There was one area that is very important and fits in the ARPA fund use and that is Personnel Protective Equipment. The Personnel Protective Equipment for a fire fighter includes, their Bunker Pants, Bunker Coat, Helmet, Boots, Gloves, Hoods and Self-Contained Breathing Apparatus (SCBA). I sent out a survey and requested information back on quantity, age and condition of equipment, pricing and number of active members. It was stressed to them this is what they truly need and not what they want. I was very pleased to see the response back that really showed the need of each department on replacing existing very old and outdated equipment.

I had a meeting with the Fire Chief's on July 14, 2022 and went over their requests. I asked the fire departments that serve municipalities outside of Green Lake County to take whatever the percentage of their part off their request total. The funds will be for people that the fire departments only serve in Green Lake County. These are requests that I support because the funds will benefit everyone in Green Lake County.

If you have any questions, you can contact me at 920-361-5416.

Sincerely,

Gary V. Podoll  
Emergency Management Director  
Green Lake County

**GREEN LAKE COUNTY FIRE DEPARTMENTS  
ARPA FUND REQUEST**

**Dalton Fire Department**

Dalton Fire Department is requesting replacing their 25-year-old Protective Self-Contained Breathing Apparatus (SCBA) which is used so that fire fighters can breathe clean air when fighting a fire. This includes complete harness, 2 cylinders and a face piece. They have to be purchase all at onetime to keep SCBA's standardized for the department. The quantity is based on number seated positions on the vehicles and Dalton has 6. Dalton Fire is also requesting replacing their old Protective Fire Gear. Requests listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Bunker Coat	6	1,340.00	\$ 4,020.00
Bunker Pants	6	900.00	\$ 2,700.00
Boots	6	185.00	\$ 740.00
Helmet	6	270.00	\$ 1,620.00
Hoods	6	35.00	\$ 175.00
Fire Gloves	6	125.00	\$ 750.00
SCBA	6	7,600.00	\$45,600.00

**Dalton Fire Department Total Request:                   \$55,605.00**

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**Kingston Fire Department**

Kingston Fire is requesting replacing their 15-year-old Protective Fire Equipment and outdated air tanks for their Self-Contained Breathing Apparatus are listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Bunker Coat			
Bunker Pants	All Together 11 sets	x \$2,969.00	= \$32,659.00
Boots			
Helmet			
Air Tanks	12	555.00	<u>\$ 6,660.00</u>
<b>Kingston Fire Department Total Request:</b>			<b>\$39,319.00</b>

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**Marquette Fire Department**

Marquette Fire is requesting replacing their 15 year and older Protective Fire Gear and outdated air tanks for their Self-Contained Breathing Apparatus are listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Bunker Coat	8	1,500.00	\$12,000.00
Bunker Pants	8	1,000.00	\$ 8,000.00
Boots	8	425.00	\$ 3,400.00
Air Tanks	16	850.00	<u>\$13,600.00</u>
<b>Marquette Fire Department Total Request:</b>			<b>\$37,000.00</b>

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**Grand River/Markesan Fire Department**

Grand River/Markesan Fire is requesting replacing their 11 year and older Protective Fire Gear listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Bunker Coat Coat and Pants	25	3,000.00	\$75,000.00
Bunker Pants			
Boots	34	450.00	\$15,300.00
Helmet	30	350.00	\$10,500.00
Hoods	36	98.00	\$ 3,528.00
Fire Gloves	36	100.00	<u>\$ 3,600.00</u>

**Grand River Fire Department Total Request: \$107,928.00**

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**Princeton Fire Department**

Princeton Fire is requesting replacing their 15 year and older Protective Fire Gear listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Bunker Coat, Bunker Pants, Boots, Helmet and Gloves.	25 sets	3,768.56	<u>\$94,214.00</u>

Princeton Fire Department also serves one municipality outside of Green Lake County and the percentage that would be paid by those municipalities would be taken off above total, which would be \$19,879.00

**Princeton Fire Department Total Request: \$74,335.00**

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**Berlin Fire Department**

Berlin Fire Department is requesting replacing their 20-year-old Protective Self-Contained Breathing Apparatus (SCBA) which is used so that fire fighters can breathe clean air when fighting a fire. This includes complete harness, 2 cylinders and a face piece. They have to be purchase all at onetime to keep SCBA's standardized for the department. The quantity is based on number seated positions on the vehicles and Berlin has 19. Item is listed below:

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
SCBA	19	9,326.00	\$177,194.00

Berlin also serves other municipalities outside of Green Lake County and the percentage that would be paid by those municipalities would be taken off above total, which would be \$44,021.00

**Berlin Fire Department Total Request: \$133,173.00**

**Green Lake/Brooklyn Fire Department**

Green Lake/Brooklyn Fire is requesting replacing their outdated Mobile Radio's and pagers listed below. This is part of fire fighter safety, making sure they have good communications.

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Cost per</u></b>	<b><u>Total</u></b>
Mobile Radio	12	600.00	\$ 7,800.00
Pagers	25	400.00	\$10,000.00

**Green Lake/Brooklyn Fire Department Total Request: \$17,800.00**

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**Green Lake County Fire Departments Total ARPA Funds Request: \$465,160.00**

**RESOLUTION NUMBER -2022**

**Resolution to utilize American Recovery Act (ARPA) funds to upgrade the Health & Human Services Electronic Health Record (EHR) software.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 16th day of August 2022, does resolve as follows:

- 1 **WHEREAS**, the Health & Human Services Department utilizes the Netsmart product
- 2 myAvatar as their Electronic Health Record (EHR); and,
- 3 **WHEREAS**, over the last year representatives from Health & Human Services,
- 4 Information Technology and Netsmart have met to discuss the current software and
- 5 future needs; and,
- 6 **WHEREAS**, in the near future Netsmart's myAvatar software will no longer be
- 7 supported by the manufacturer; and,
- 8 Majority vote is needed to pass.

Roll Call on Ordinance No. -2022

Submitted by Finance Committee

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16<sup>th</sup>  
day of August, 2022.

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

\_\_\_\_\_  
Brian Floeter, Vice Chair

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

\_\_\_\_\_  
Donald Lenz

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

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

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

\_\_\_\_\_  
Luke Dretske



9 **WHEREAS**, upgrading to myAvatar NX will allow Health & Human Services to remain  
10 current and up to date on their EHR; and,

11 **WHEREAS**, including the myHealthpointe Client Portal, CareConnect Inbox and  
12 CareQuality software to the upgrade will improve the consumer experience while also  
13 creating efficiencies within Health & Human Services Department; and,

14 **WHEREAS**, the American Recovery Plan Act (ARPA) allows for the use of federal funds  
15 for government services; and,

16 **WHEREAS**, County governments are tasked with providing a wide array of human  
17 services to county residents, including but not limited to, mental health services which  
18 require the keeping of medical records protected under federal and state privacy laws;  
19 and,

20 **WHEREAS**, the federal CURES Act prohibits providers from engaging in the practices  
21 that would inhibit patients from receiving their own data or practices that inhibit patient  
22 data from flowing where patients would like it to go; and,

23 **WHEREAS**, the software proposed would ensure that the County can comply with the  
24 CURES Act; and,

25 **WHEREAS**, the software meets the standards for the American Recovery Plan Act  
26 requirement for the provision of governmental services.

27 **NOW THEREFORE BE IT RESOLVED**, that American Recovery Plan Act (ARPA)  
28 funds will be utilized to purchase the Electronic Health Record (EHR) software upgrades  
29 myAvatar NX, myHealthpointe Client Portal, CareConnect Inbox and CareQuality to be  
30 utilized by the Health & Human Services Department.

31 **FISCAL NOTE: \$108,430.00**

**RESOLUTION TO AMEND THE CORPORATE BY-LAWS  
OF THE ECONOMIC DEVELOPMENT CORPORATION**

July 21, 2022

The Board of Directors and Members of the Economic Development Corporation, Green Lake, Wisconsin, duly assembled at their regular meeting on the 21st day of July, 2022, does resolve as follows:

**WHEREAS**, a recommendation by the Board of Directors of the Economic Development Corporation was made to amend the By-Laws, in accordance with ARTICLE VI, Section 5, Amendments, on March 25, 2021; and

**WHEREAS**, the recommended change in the By-Laws may be adopted by the Board of Directors by an affirmative vote of not less than a majority of the Board of Directors present at any regular or special meeting at which a quorum is present.

**WHEREAS**, the Green Lake County Finance Committee must approve any change to the bylaws.

**NOW THEREFORE BE IT RESOLVED, that:**

A. The Purpose section of the Bylaws is amended to read:

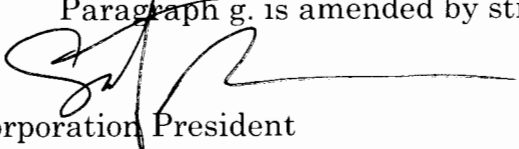
k. To collaborate with neighboring counties ~~through the Tri-county Economic Development Corporation (TREDC);~~

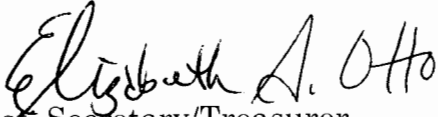
Paragraph "l" is deleted in its entirety. "~~l. Promote TREDC to County Board, communities, and businesses.~~"

B. **ARTICLE II – DUTIES, Section 1 – Board of Directors** is amended as follows:

Paragraph f. is deleted in its entirety.

Paragraph g. is amended by striking February and replacing with April.

/s/   
Corporation President

/s/   
Attest: Secretary/Treasurer

Approved by Finance Committee on: \_\_\_\_\_



**GREEN LAKE COUNTY**  
**OFFICE OF THE COUNTY TREASURER**

*Jessica McLean*  
*Treasurer and Real Property Lister*

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

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July 19, 2022

Memo to Finance Committee:

The June sales tax deposit was \$194,310.06. At this point in the year, we are ahead in sales tax dollars 2.00% compared to this time last year.

**TAX COLLECTION UPDATE:**

As of 6-30-21: We have \$6,284,820.66 left to collect, which is 18.00% of the total 2022 Real Estate taxes.

**IN-REM UPDATE**

We are now down to 34 parcels with delinquent 2018 taxes. The first publication is going to run in the local newspaper in August. I will be mailing certified letters to each property owner, as well as lien holders.

**CREDIT CARD UPDATE**

Per the July credit card statement, we have a balance of 1,545,052 credit card points. The county has earned an additional 31,014 points this statement. This calculates to \$15,450.52.

Respectfully submitted,

*Jessica McLean*

Jessica McLean

**GREEN LAKE COUNTY TREASURER'S REPORT**

**JUNE 2022**

TREASURER'S CASH BALANCE: 5/31/2022 1,607,809.92

**RECEIPTS:**

General:	1,135,923.40
Redemption Tax - Principle:	61,998.33
Redemption Tax - Interest	15,439.23
Redemption Tax - Penalty	8,546.98
Postponed & Delinquent Tax - Principle:	841,748.26
Postponed & Delinquent Tax - Interest:	2,818.21
Postponed & Delinquent Tax - Penalty	1,854.35
Postponed & Delinquent Tax - Principle: Specials	17,809.02
Interest Tax - Specials	2,545.13
Certificate Principle Tax - Specials	4,913.57
Sales Tax Deposit from State	194,310.06
Wire from F&M Bank	500,000.00
ARPA Funds	1,836,814.50

**TOTAL RECEIPTS:** 4,624,721.04 6,232,530.96

**DISBURSEMENTS:**

General Maintenance:	1,497,933.69
Direct Deposit Payroll	971,510.46
DHHS Deposit to LGIP	308,203.08
Payroll deductions and taxes	555,610.64
Sales Tax Money Transfer to LGIP	159,631.49
Bank fees (Security Token & RDC)	0.00
Real Estate Transfer Fees	54,302.88
Transfer Gen to Flex/HRA account	1,108.79
Voided Checks from previous month	-2,269.01
Fleetcore	1,133.13
Monthly Insurance	191,151.98
Transfer to ERGO Bank ARPA Funds	1,836,814.50
Delta Dental	6,204.53
<b>TOTAL DISBURSEMENTS:</b>	<b>5,581,336.16</b>

TREASURER'S CASH BALANCE: 06/30/22 651,194.80

**BANK RECONCILIATION**

Green Lake Horicon Bank - Checking:	195	488,237.98	Balanced Monthly
Green Lake Horicon Bank - Money Market:	224	<u>621,413.69</u>	Balanced Monthly

**TOTAL** 1,109,651.67

Less Outstanding Checks

Balanced with Bank &  
458,456.87 ALIO Monthly

Available Bank Balance

651,194.80

CASH BALANCE	<span style="border: 1px solid black; padding: 2px;">651,194.80</span>
TREASURER'S CASH	<span style="border: 1px solid black; padding: 2px;">651,194.80</span>
DIFFERENCE	<span style="border: 1px solid black; padding: 2px;">0.00</span>

<u>DATE</u>	2022 HIGHWAY ROAD REPAIR LOAN	<u>TOTAL</u>
Page 1 of 5		<span style="border: 1px solid black; padding: 2px;">\$0.00</span>

**GREEN LAKE COUNTY TREASURER'S REPORT**

**JUNE 2022**

**RECONCILIATION OF RECEIPTS & DEPOSITS**

Cash in Office	May 31, 2022	0.00
Total Receipts	JUNE 2022	4,624,721.04
<b>SUB TOTAL</b>		<b>4,624,721.04</b>
Less Deposits for Month:		<u>4,624,721.04</u>
Cash in Office	6/30/2022	0.00

**PROOF OF OUTSTANDING CHECKS**

Outstanding Checks	May 31, 2022	213,358.20
Total Disbursements	JUNE 2022	5,581,336.16
<b>SUB TOTAL</b>		<b><u>5,794,694.36</u></b>
Less Checks Cashied by Bank		2,911,837.37
DHHS Deposit to LGIP		308,203.08
Payroll deductions and taxes		118,642.26
Sales Tax transfer to LGIP		159,631.49
Bank fees (Security Token & RDC)		0.00
Transfer Gen to Flex/HRA account		1,108.79
Transfer to ERGO Bank ARPA		1,836,814.50

**Outstanding Checks** **6/30/2022** **458,456.87**

**2022 INTEREST REVENUE**

1/31/22 Money Markets	January Interest	\$5,492.37
1/31/22 Certificate of Deposits	January Interest	\$0.00
2/28/22 Money Markets	February Interest	\$4,968.94
2/28/22 Certificate of Deposits	February Interest	\$0.00
3/31/22 Money Markets	March Interest	\$6,050.78
3/31/22 Certificate of Deposits	March Interest	\$0.00
4/30/22 Money Markets	April Interest	\$7,263.78
4/30/22 Certificate of Deposits	April Interest	\$0.00
5/31/22 Money Markets	May Interest	\$8,514.31
5/31/22 Certificate of Deposits	May Interest	\$0.00
6/30/22 Money Markets	June Interest	\$10,071.91
6/30/22 Certificate of Deposits	June Interest	\$0.00

**TOTAL** **\$42,362.09**

**HORICON BANK ACCOUNTS**

**Balance as of 06/30/2022**

Flex/HRA Checking Account #2395	\$3,967.34
Flex/HRA Money Market Account #2366	\$102,577.84
Gelhar Escrow Account #8674	\$34,862.24

**GREEN LAKE COUNTY TREASURER'S REPORT**

**INVESTMENTS JUNE 2022**

**LOCAL GOVERNMENT INVESTMENT POOL**

#4000

<u>Date</u>		<u>Account #01</u>
06/30/22	Balance L.G.I.P.	1,759,854.06
06/30/22	HSF COMM AIDS	275,402.00
06/30/22	DCF SPARC PMT	17,804.95
06/30/22	DCF SPARC PMT	594.23
06/30/22	DCF SPARC PMT	12,693.90
06/30/22	DCF SPARC PMT	1,708.00
06/30/22	Interest	1,611.18
06/30/22	Balance L.G.I.P.	<b>\$2,069,668.32</b>

**Date Started INSTITUTIONS**

<u>Date Started</u>	<u>INSTITUTIONS</u>		<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>
04/20/11	Farmers & Merchants Bank**	Money Market	818	2,608,559.87	0.50%
02/13/20	ERGO Bank**	Money Market	2620	6,307,119.87	0.70%
03/01/20	Fortifi Bank** (ICS)	Money Market	4930	2,593,096.70	0.50%
11/03/20	Charles Schwab (Dana Investments)	Short-Term Bonds	9437	1,919,773.35	1.00%
05/21/21	ERGO Bank**(ARPA Funds)	Money Market	2833	3,689,202.34	0.70%
11/01/15	Horicon Retirement	Money Market	4497	118,667.49	0.50%
08/05/13	Ripon Horicon Bank	Money Market	1744	5,229.85	0.15%
	<b>TOTAL</b>			<b>\$17,241,649.47</b>	

\*\* Collateralized Investment

**SALES TAX**

	<u>2022 PRINCIPLE</u>	<u>2022 INTEREST</u>	<u>TOTAL SALES TAX</u>
<b>BALANCE 12/31/2021</b>			2,939,952.33
01/31/22	169,786.68	573.91	170,360.59
02/28/22	130,013.92	548.02	130,561.94
03/31/22	165,199.12	646.43	165,845.55
04/30/22	109,740.25	766.00	110,506.25
05/31/22	136,138.08	1,211.13	137,349.21
06/30/22	159,631.49	1,704.70	161,336.19
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>TOTAL COLLECTED IN 2022</b>	<b>870,509.54</b>	<b>5,450.19</b>	<b>\$3,815,912.06</b>
<b>TOTAL 2022 LOAN PAYMENTS</b>			<b>614,324.32</b>
<b>TOTAL PAID TOWARDS UPGRADES</b>			<b>0.00</b>
<b>BALANCE OF SALES TAX FUNDS</b>			<b>\$3,201,587.74</b>

**SALES TAX INVESTMENTS**

	<u>Institution</u>	<u>CD/MM #</u>	<u>Term</u>	<u>Principle Invested</u>	<u>Int. Rate</u>	<u>Due Date</u>
6/30/2022	LGIP Sales Tax Account #09			1,528,743.55	0.98%	
	ERGO Bank (Money Market)	2743		646,560.97	0.70%	
	Farmers & Merchants Bank (CD)	3497	13 months	513,354.52	0.40%	9/29/2022
	Fortifi Bank (Money Market)	8621		512,670.93	0.25%	
	<b>Total Funds Held in Trust</b>			<b>\$3,201,329.97</b>		

**2022 LOAN PAYMENT HISTORY**

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>TOTAL</u>
02/27/22	\$614,324.32	614,324.32
		<b>\$614,324.32</b>
		Total Paid on Loan in 2022

**2022 SECURITY UPGRADES**

<u>PAYMENT DATE</u>	<u>PAYMENT HISTORY</u>	<u>TOTAL</u>
		<b>\$0.00</b>
		Total Paid Towards Upgrades

JUNE 2022

**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.	3,603,912.79		0.98%
Farmers & Merchants Bank**	2,608,559.87	818	0.35%
ERGO Bank**	6,303,493.20	2620	0.70%
Fortifi Bank** (ICS)	2,582,035.43	4930	0.15%
Charles Schwab (Dana Investments)	1,918,198.31	9437	1.00%
ERGO Bank**(ARPA Funds)	1,851,000.62	2833	0.70%
Horicon Retirement	25.06	4497	0.05%
Ripon Horicon Bank	5,229.64	1744	0.05%
Horicon Bank	<u>1,593,189.87</u>	224	<u>0.05%</u>
	20,465,644.79		Average APY <b>0.45%</b>
<b><u>TOTAL INVESTED</u></b>	<b>18,867,200.22</b>	<i>Average Investment APY</i>	<b>0.64%</b>

Date	Institution	Account #	Amount
1/31/2022	MM Horicon	2366	4.58
1/31/2022	MM LGIP	Account #1	43.00
1/31/2022	MM Farmers & Merchants	818	346.45
1/31/2022	MM ERGO Bank	2620	1,955.64
1/31/2022	MM Fortifi Bank	4930	1,094.33
1/31/2022	MM Charles Schwab	9437	1,948.84
1/31/2022	MM Horicon Retirement	4497	0.76
1/31/2022	MM Ripon Horicon Bank	1744	0.22
1/31/2022	MM Horicon	224	72.16
1/31/2022	MM Horicon	195	26.39
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$5,492.37</b>

Date	Institution	Account #	Amount
2/28/2022	MM Horicon	2366	3.99
2/28/2022	MM LGIP	Account #1	58.88
2/28/2022	MM Farmers & Merchants	818	269.71
2/28/2022	MM ERGO Bank	2620	1,767.44
2/28/2022	MM Fortifi Bank	4930	988.87
2/28/2022	MM Charles Schwab	9437	1,691.72
2/28/2022	MM Horicon Retirement	4497	0.48
2/28/2022	MM Ripon Horicon Bank	1744	0.20
2/28/2022	MM Horicon	224	167.58
2/28/2022	MM Horicon	195	20.07
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$4,968.94</b>

Date	Institution	Account #	Amount
3/31/2022	MM Horicon	2366	4.40
3/31/2022	MM LGIP	Account #1	141.23
3/31/2022	MM Farmers & Merchants	818	298.69
3/31/2022	MM ERGO Bank	2620	2,993.46
3/31/2022	MM Fortifi Bank	4930	1,095.19
3/31/2022	MM Charles Schwab	9437	1,209.27
3/31/2022	MM Horicon Retirement	4497	0.16
3/31/2022	MM Ripon Horicon Bank	1744	0.22
3/31/2022	MM Horicon	224	291.39
3/31/2022	MM Horicon	195	16.77
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$6,050.78</b>

Date	Institution	Account #	Amount
4/30/2022	MM Horicon	2366	4.24
4/30/2022	MM LGIP	Account #1	337.14
4/30/2022	MM Farmers & Merchants	818	316.68
4/30/2022	MM ERGO Bank	2620	3,622.43
4/30/2022	MM Fortifi Bank	4930	1,060.37
4/30/2022	MM Charles Schwab	9437	1,677.66
4/30/2022	MM Horicon Retirement	4497	0.16
4/30/2022	MM Ripon Horicon Bank	1744	0.22
4/30/2022	MM Horicon	224	227.97
4/30/2022	MM Horicon	195	16.91
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$7,263.78</b>

Date	Institution	Account #	Amount
5/31/2022	MM Horicon	2366	4.36
5/31/2022	MM LGIP	Account #1	904.78
5/31/2022	MM Farmers & Merchants	818	1,513.45
5/31/2022	MM ERGO Bank	2620	3,745.33
5/31/2022	MM Fortifi Bank	4930	1,096.16
5/31/2022	MM Charles Schwab	9437	1,146.65
5/31/2022	MM Horicon Retirement	4497	0.17
5/31/2022	MM Ripon Horicon Bank	1744	0.22
5/31/2022	MM Horicon	224	83.83
5/31/2022	MM Horicon	195	19.36
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$8,514.31</b>

Date	Institution	Account #	Amount
6/30/2022	MM Horicon	2366	4.20
6/30/2022	MM LGIP	Account #1	1,611.18
6/30/2022	MM Farmers & Merchants	818	1,628.55
6/30/2022	MM ERGO Bank	2620	3,626.67
6/30/2022	MM Fortifi Bank	4930	1,061.27
6/30/2022	MM Charles Schwab	9437	2,087.91
6/30/2022	MM Horicon Retirement	4497	0.17
6/30/2022	MM Ripon Horicon Bank	1744	0.21
6/30/2022	MM Horicon	224	29.44
6/30/2022	MM Horicon	195	22.31
<b>TOTAL MONEY MARKET INTEREST</b>			<b>\$10,071.91</b>

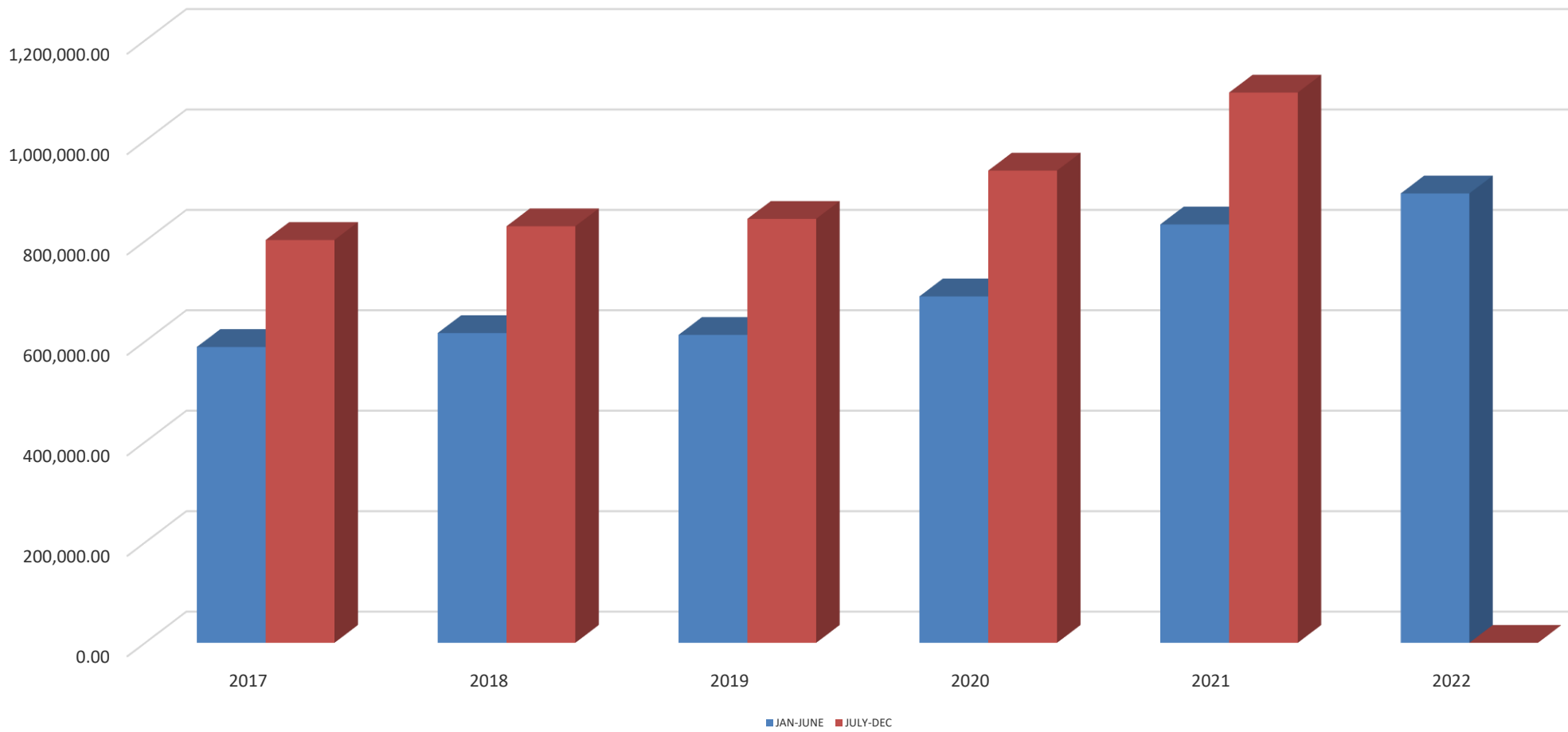


**SALES TAX COMPARISON BY MONTH**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Average</b>	<b>Highest</b>	<b>Lowest</b>	
JANUARY	85,317.33	89,933.78	109,509.43	128,731.85	129,049.30	129,910.32	96,384.25	129,910.32	62,321.73	
FEBRUARY	111,261.11	126,251.39	119,075.76	116,846.62	133,920.39	165,044.95	93,660.91	165,044.95	60,255.84	
MARCH	85,736.81	75,898.03	85,550.74	90,381.98	100,966.39	109,740.25	83,106.88	109,740.25	46,994.44	
APRIL	81,759.61	72,655.36	76,224.82	113,659.11	127,433.63	136,138.08	76,362.09	136,138.08	36,804.46	
MAY	97,374.20	125,227.50	118,471.32	119,338.16	151,450.22	159,631.49	85,070.33	159,631.49	41,257.94	
JUNE	127,505.00	126,711.01	104,210.27	120,755.71	190,264.84	194,310.06	98,609.23	194,310.06	59,400.00	
JULY	124,770.68	116,127.56	143,859.66	168,092.46	191,059.31		101,005.05	191,059.31	15,457.04	
AUGUST	136,653.51	184,463.92	182,104.04	171,355.64	199,478.15		119,266.99	199,478.15	83,741.27	
SEPTEMBER	156,626.71	126,122.19	106,728.23	161,646.56	186,737.85		117,480.23	186,737.85	1,077.35	
OCTOBER	122,567.20	144,616.82	154,381.89	163,549.99	185,341.04		117,156.60	185,341.04	64,005.77	
NOVEMBER	148,170.76	154,928.51	158,042.83	135,345.97	163,382.51		119,134.88	163,382.51	64,072.75	
DECEMBER	113,333.47	103,170.65	99,052.48	140,318.27	169,786.68		106,140.01	169,786.68	64,039.26	
	26,792,634.49	1,391,076.39	1,446,106.72	1,457,211.47	1,630,022.32	1,928,870.31	894,775.15	1,174,789.00	1,928,870.31	931,953.00
	4.40%	3.96%	0.77%	11.86%	18.33%	0.67%				

	2017	2018	2019	2020	2021	2022
JAN-JUNE	588,954.06	616,677.07	613,042.34	689,713.43	833,084.77	894,775.15
JULY-DEC	802,122.33	829,429.65	844,169.13	940,308.89	1,095,785.54	0.00

SALES TAX Q1/2 VS Q3/4



## GREEN LAKE COUNTY CREDIT CARD POLICY & PROCEDURES

### Purpose

To establish a method for use and define the limits of the use of County issued credit cards. These cards are provided to authorized staff in order to make purchases of goods and/or services on behalf of Green Lake County. All County transactions shall be traceable to an authorized employee.

### Procedure

1. The County Treasurer shall determine the financial institution offering the best credit card service value to the County and shall be responsible for establishing the County credit card account. The County ~~Administrator~~ **Treasurer** shall be designated the credit card account administrator for the purposes of online activity including, but not limited to, adding/deleting credit cards, monitoring transactions for fraud and electronic download of transaction statements. Monthly audit, reconciliation and payment of credit card statement(s) shall be performed by the County Clerk's Office.
2. A department head must submit the Credit Card Request Form to the County Clerk's Office to be included on the agenda for review and approval by their committee of jurisdiction. The request must include the person's name, credit limit, and justification for the credit card.
3. Upon approval by the committee of jurisdiction the Credit Card Request Form shall be forwarded to the County Clerk's office to be included on the agenda for review and approval by the Finance Committee.
4. The Finance Committee shall review the Credit Card Request Form and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out the Employee Agreement Form and forward it to the County Administrator's Office. The County ~~Administrator~~ **Treasurer** will apply for the credit card on the on line credit card website.
5. The County Administrator's Office shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
6. The Department Head shall monitor the use of the department's credit cards.
7. The following restrictions shall apply to credit cards and their use:
  - a. County credit cards are to be used only for County business. Personal use is not allowed.
  - b. Minimum credit card limit authorization is \$1,000 per individual, unless extenuating circumstances exist.
  - c. Credit card limits are not to exceed \$10,000; exceptions may be granted by the Finance Committee for the following:
    - Highway Department purchasing agent(s) and Highway Commissioner
    - County Clerk Department purchasing agent(s) and County Clerk
    - County Administrator purchasing agent(s) and County Administrator
    - Temporary individual card limit exceptions may be granted with the approval of both the County Administrator and County Treasurer.
  - d. Each credit card can only be used by the employee whose name is on the county credit card.

- e. Cash advances are not allowed.
  - f. Telephone calls are not allowed.
  - g. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the County Administrator's Office. The County Administrator's Office shall notify the County Treasurer of receipt and destruction of the card. The department head is responsible to notify the County Administrator's Office when a credit card holder leaves county employment or transfers. The County ~~Administrator~~ **Treasurer** shall cancel the card.
  - h. An Employee Agreement shall be signed and filed with County Administrator's Office before the card is assigned to the employee/department.
  - i. All credit card receipts and monthly statements must be presented for review and approval for payment. The Department management staff along with the County Clerk's Office will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee initiating that transaction.
  - j. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if not receiving mileage), lodging, registrations and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Green Lake County purchasing policies and practices.
  - k. **The credit cards will not be used for cash cards, gift certificates, meals or other reimbursable items.**
8. The departments shall not take out other credit cards other than those under this policy, unless otherwise authorized by the County Administrator and Finance Committee.
9. Reasons for cancellation for credit cards include, but are not limited to:
- a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
  - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being held responsible for reimbursement by action of the County Administrator.
  - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.
10. The County Treasurer shall be responsible for managing credit card issuance, cancellations, limits and redemption of credit card points earned on a timely basis.

## EMPLOYEE AGREEMENT

I, (employee name) \_\_\_\_\_, 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: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Card # Issued: \_\_\_\_\_

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 19, 2022  
 Department: Finance  
 Amount: \$32,988.74  
 Budget Year Amended: \_\_\_\_\_

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

Carryover adjustment to 2022 that was inadvertently not included in previous month's resolution.  
 Per GASB 54

**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
22-400-00-57100-012-190	Boat Launch Fees	\$ 237,928.63	\$ 32,988.74	\$ 270,917.37
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 32,988.74	

Department Head Approval: Catherine J. Schmit  
 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: \_\_\_\_\_