



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 10/08/2024**

**Amended Post Date:**

**The following documents are included in the packet for the Administrative Committee Meeting on October 10th, 2024:**

- 1) Agenda
- 2) Minutes for approval: 9/12/2024
- 3) Reports
  - County Administrator
  - Corporation Counsel
  - HR / County Clerk
- 4) 2025 Budget
  - Administrative
  - Corporation Counsel
  - Fair
  - HR
  - IT
  - Maintenance
- 5) Budget Request for Line Item Transfer



**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: Thursday, October 10th, 2024 Time: 4:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

**AGENDA**

Committee  
Members

*Dave Abendroth-  
Chair*  
*Dennis Mulder*  
*Brian Floeter*  
*Gene Thom – Vice  
Chair*  
*Bob Schweder*  
*Nancy Hoffmann*  
*Joe Gonyo*

*Elizabeth Otto,  
Secretary*

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

This agenda gives notice of a meeting of the Administrative Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 9/12/2024
5. Reports
  - County Administrator
  - Corporation Counsel
  - HR / County Clerk
6. 2025 Budgets
  - Administrative
  - Corporation Counsel
  - Fair
  - HR
  - IT
  - Maintenance
7. Personnel Policy Discussion
8. Line Item Transfer
  - Fair
9. Future Agenda Items for Action & Discussion
10. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link: Please accept at your earliest convenience. Thank you!

**Microsoft Teams** [Need help?](#)

**[Join the meeting now](#)**

Meeting ID: 215 929 156 150

Passcode: Dtcx4g

**Dial in by phone**

[+1 920-515-0745,,15795060#](#) United States, Green Bay

[Find a local number](#)

Phone conference ID: 157 950 60#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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

September 12, 2024

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:00 PM on Thursday, September 12, 2024 in person and via remote access 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: Dave Abendroth  
Gene Thom  
Dennis Mulder  
Bob Schweder  
Nancy Hoffmann

Absent: Brian Floeter  
Joe Gonyo

Other County Employees Present: Liz Otto, County Clerk; Cate Wylie, County Administrator; Ken Stephani, Finance Director; Jeffrey Mann, Corporation Counsel; Matt Kirkman, LUPZ Director; Sheriff Mark Podoll; Stacy Graff, Fair Coordinator

### APPROVAL OF MINUTES – 08/08/2024 MINUTES

*Motion/second (Schweder/Mulder)* to approve the minutes of the 08/08/2024 minutes as presented with no additions or corrections. Motion carried with no negative vote.

### REPORTS

- **County Administrator** – Cate Wylie stated she is currently working on the ambulance contract with the outgoing Berlin City Administrator and the construction manager contract with Attolles Law. She also informed the committee of the UWEX Human Development educator resignation, the employee appreciation cookout, and information on her activities at the WCA conference. Wylie stated that future items to consider by this committee will be the future of the Fair and the continuation of the Ambulance AdHoc Committee. Supervisor Thom requested a written report in the packet each month.
- **Corporation Counsel** – Jeff Mann expanded on his written report in the packet. Discussion held.
- **HR/County Clerk** – County Clerk Liz Otto stated that the property appraisal report has been received from Wisconsin County Mutual and has been reviewed by Maintenance Director Scott Weir and County Administrator Cate Wylie as well as herself. Health insurance decision guides should be available soon and will be distributed to employees for the 2025 open enrollment period which begins on September 30.
- **Fair Coordinator** – Stacy Graff gave a final report on the 2024 Green Lake County Fair. She stated that the track events were very well attended except for Thursday night which was cancelled due to rain. Exhibitors continue to grow and barn capacity is at maximum each year. Graff is looking at revamping some of the contracts and processes for 2025. Positive feedback received from Administrator Cate Wylie, Supervisor Hoffmann, and Supervisor Schweder.

### DISCUSSION ON SUPERVISOR REPLACEMENT

Chair Abendroth stated that Keith Hess, former Supervisor #17, is willing to be reinstated to that position for the duration of the term due to Luke Dretske's resignation. Corporation Counsel Jeff Mann stated that per Chapter 9-1(D) of the County Code the appointment will take place at the September 17 County Board meeting with the full approval of the Board.

### DISCUSSION AND POSSIBLE ACTION ON COUNTY SURVEYOR REQUEST FOR PROPOSAL

County Administrator Cate Wylie stated that Don Lenz and Green Lake Surveying Company contract has expired as of April 2022. Wylie recommended that the County go out for bid for surveying services. Discussion held. *Motion/second Schweder/Mulder* to direct Wylie to move forward with an RFP for surveying services. Motion carried with no negative vote.

**FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION**

**Future Agenda Items** – none

**Next Meeting Date** – October 10, 2024

**ADJOURNMENT**

Chair Abendroth adjourned the meeting at 4:37 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

## Overview of Administrative Activities September 2024

- **2025 Budget**
- **Ransomware Tabletop Exercise (10/15/2024)**
- **Ambulance Contract**
- **Employee Appreciate Cookout:**
  - Directors cook for employees at FRI, Service Building and Highway
- **City of Green Lake Joint Review Board**
  - Approval of a TIF District
- **WPPA Contract Negotiation**
- **Wage Scale:**
  - Market Study Completed
  - County Comps completed
  - Wage Scale created
  - Place our employees on scale – In Process
    - Recommendations to brought forward next month
- **WCA Conference:**
  - Taken over the Presidency of WCEA.
  - WCA Panelist for WCA/UW Extension Contract
  - Room Moderator
    - Monday:
      - Creating Leaders from Within – strategic planning for future leadership.
      - Preparing for Capital Improvement Projects
      - Creating a County Youth Commission (room moderator)
    - Tuesday:
      - Combating Human Trafficking
      - Partnering with Extension (panelist)
- **SHRM Conference**
  - Labor Law Updates

### **Voting Leave Policy**

Green Lake County encourages all employees to exercise their right and responsibility to vote in elections. Employees are expected to vote outside of their regular work hours, either before or after their shifts. However, if work schedules prevent this, department heads are authorized to grant up to three hours of leave during the workday for voting, in accordance with Wisconsin Statute 6.76.

This absence from regularly scheduled work will be unpaid but without penalty. Employees may choose to use vacation or personal time if they wish to be compensated for this time off.



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Jeffrey A. Mann*  
*Corporation Counsel*

*Office: 920-294-4068*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Administrative Committee  
FROM: Jeffrey A. Mann  
DATE: October 8, 2024  
RE: September 2024 Report

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Members of the Administrative Committee:

Please accept the following as a review of activities within the Office of Corporation Counsel for September, 2024. While this is not an exhaustive list, it summarizes some recent highlights and is further broken down into three categories: Court Activities; Training; and Interdepartmental Activities.

**Court Activities**

This office took legal action in a variety of Children in Need of Protection or Services (CHIPS) and Termination of Parental Rights (TPR) cases, with the following table illustrating the hours logged from September 1, 2024 through September 30, 2024.

<b>Corporation Counsel Dept.</b>	<b>Hours billed</b>
Corp Counsel	8.8
Legal Assistant	32.62

Child Support cases also required a significant amount of Corporation Counsel's time, and the following table highlights this office's hours logged from September 1, 2024 through September 30, 2024.

<b>Month</b>	<b>Hours billed</b>
Corp Counsel	5.8
Legal Assistant	30

**Training**

Corporation Counsel attended the annual Wisconsin Counties Association Fall Conference on September 23 & 24 in LaCrosse, WI. As part of said conference, the Wisconsin Counties Corporation Counsel Association also convened for a day of training whereat topics covered included legal updates and suggestions on appellate brief writing.

**Interdepartmental Activities**

Corporation Counsel and the Department of Land Use, Planning & Zoning visited a residence located in the Town of Kingston and spoke with the owner about several persisting zoning violations. The owner assured the Department that said violations would be corrected within 60 days.

Corporation Counsel also successfully obtained a 6-month civil commitment for a local resident in much need of mental health treatment. Later in the month, this case and several others were discussed amongst members of the county's behavioral health unit at its monthly meeting which Corporation Counsel also attended. The level of dedication and talent which these behavioral health workers continually demonstrate cannot be overstated.

Lastly, this office assisted our county's District Attorney in concluding a case wherein the Court found that a criminally charged defendant was not competent and not likely to regain competency. These are particularly complicated matters because our Constitution does not permit such individuals to be prosecuted; however, these same individuals nonetheless require a great deal of attention and monitoring based upon their past actions. Through the cooperation of the two departments, along with a third (adult protective services), efforts are underway to ensure that the individual will receive effective treatment and adequate monitoring in a secure setting.

Respectfully submitted this 8<sup>th</sup> Day of October, 2024



Jeffrey A. Mann  
Green Lake County Corporation Counsel



## HR Update

### October Updates:

- Open Enrollment for 2025 health insurance coverage started on September 30, 2024 and goes through October 24, 2024. All eligible employees have received information regarding this along with dental/vision insurance renewal for 2025.
- I will be sending out information for our FSA (flex spending) option for 2025 as soon as I receive the information from Diversified Benefits Services (DBS). They are the third party administrator that handles this program for us.
- Employment statistics through September 2024:
  - New hires – 18
  - Exits – 14
  - LTE hires – 6 (all were seasonal summer employees and are done for the year)

**GREEN LAKE COUNTY 2025 BUDGET**

		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>ADMINISTRATOR</b>						
25-100-22-51810-110-000	SALARIES	235,912	222,778	57,360	124,289	127,387
	BENEFITS	65,734	54,554	10,115	20,152	19,102
25-100-22-51810-151-000	SOCIAL SECURITY	17,265	16,714	4,804	9,510	9,746
25-100-22-51810-153-000	RET EMPLOYER SHARE	14,587	14,809	4,278	8,576	8,790
25-100-22-51810-154-000	HEALTH INSURANCE	32,985	22,115	750	1,500	0
25-100-22-51810-155-000	LIFE INSURANCE	897	916	283	566	566
25-100-22-51810-210-000	LABOR LAW / legal services change				1,000	500
25-100-22-51810-213-000	SPECIAL ACCOUNTING	34,867	86,340	-		
25-100-22-51810-225-000	TELEPHONE	5	322	262	525	516
25-100-22-51810-242-000	PRINT MANAGEMENT	312	452	139	360	340
25-100-22-51810-307-000	TRAINING	125	535	2,070	5,000	1,500
25-100-22-51810-310-000	OFFICE SUPPLIES	2,673	1,227	341	1,000	1,120
25-100-22-51810-324-000	MEMBER DUES	2,046	438	264	2,225	1,825
25-100-22-51810-325-000	REGISTRATIONS & CONVENTIONS	1,088	1,257	100	1,825	1,775
25-100-22-51810-330-000	TRAVEL	1,271	1,074	545	2,280	2,270
25-100-22-51820-790-000	EMPLOYEE INCENTIVE PROGRAMS		-	334	5,000	5,000
	TOTAL EXPENDITURES	344,033	368,977	71,529	163,656	161,335
<b>FINANCING PROPOSAL</b>						
25-100-22-48600-000-000	CREDIT CARD POINTS REDEEMED	2649	0	4500	4500	4500
	COUNTY APPROPRIATION	341,384	368,977	67,029	159,156	156,835

**GREEN LAKE COUNTY 2025 BUDGET**

		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>CORPORATION COUNSEL</b>						
25-100-03-51320-110-000	SALARIES	139,429	130,582	66,157	127,998	132,096
Various	BENEFITS	55,863	43,085	25,057	73,790	78,646
25-100-03-51320-151-000	SOCIAL SECURITY	10,736	10,528	6,174	12,515	12,829
25-100-03-51320-153-000	RET. EMPLOYER SHARE	9,267	9,463	5,635	11,289	11,572
25-100-03-51320-154-000	HEALTH INSURANCE	35,567	22,938	13,160	49,639	54,066
25-100-03-51320-155-000	LIFE INSURANCE	294	157	88	347	179
25-100-03-51320-212-000	SPECIAL ATTORNEY FEES	8,814	9,830	1,160	3,000	3,000
25-100-03-51320-218-000	SERVICE OF PROCESS	526	235	60	700	700
25-100-03-51320-242-000	PRINT MANAGEMENT	227	294	115	300	300
25-100-03-51320-309-000	OFFICE EXPENSES	667	519	134	500	470
25-100-03-51320-324-000	MEMBERSHIP	535	603	60	922	603
25-100-03-51320-325-0005	CONFERENCE/SEMINARS	404	686	498	830	749
25-100-03-51320-326-000	CONTINUING EDUCATION	(83)	297	88	200	200
25-100-03-51320-330-000	TRAVEL	466	233	253	500	500
25-100-03-51320-369-000	DISCOVERY/TRIAL PREP	622	300	46	1,500	400
25-100-03-51320-390-000	LEGAL RESEARCH	3,317	2,840	1,875	4,400	4,340
	<b>TOTAL EXPENDITURES</b>	<b>210,788</b>	<b>189,504</b>	<b>95,503</b>	<b>214,640</b>	<b>222,003</b>

		----- ACTUAL 12/31/22 -----	----- ACTUAL 12/31/23 -----	----- ACTUAL 06/30/24 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>CORPORATION COUNSEL</b>						
<b>FINANCING PROPOSAL</b>						
25-100-03-46644-000-000	DISCOVERY/TRIAL PREP REIMBURSEM	-	-	-	-	-
25-100-03-46755-000-000	AWARDED ATTORNEY'S FEES	1,100	100	100	500	500
25-100-03-47410-000-000	INTERDEPT BILLED FEES		-	-		35,594
25-100-03-48164-000-000	TPR STATE GRANT	3,011	-	-	750	750
25-100-03-48165-000-000	CHIPS STATE GRANT		-	-	2,500	2,500
25-100-03-48181-000-000	TRAINING REVENUE	3,325	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>7,436</b>	<b>100</b>	<b>100</b>	<b>3,750</b>	<b>39,344</b>
	<b>COUNTY APPROPRIATION</b>				<b>210,890</b>	<b>182,659</b>

Corporation Counsel represents Green Lake County in legal issues.

**GREEN LAKE COUNTY 2025 BUDGET**

		ACTUAL 12/31/2022	ACTUAL 12/31/2023	ACTUAL 6/30/2024	2024 REVISED	2025 PROPOSED
<b>COUNTY FAIR</b>						
25-100-13-55460-110-000	SALARIES	32,071	32,274	13,460	32,306	33,112
Various	BENEFITS	14,567	9,585	2,768	4,827	4,178
25-100-13-55460-151-000	SOCIAL SECURITY	2,105	2,424	1,153	2,473	2,535
25-100-13-55460-153-000	RET. EMPLOYER SHARE	1,725	1,660	859	1,590	1,629
25-100-13-55460-154-000	HEALTH INSURANCE	10,584	5,417	750	750	-
25-100-13-55460-155-000	LIFE INSURANCE	154	84	7	14	14
25-100-13-55460-115-000	COMPENSATION	3,144	2,944		2,175	3,200
25-100-13-55460-120-000	JUDGES	2,450	2,750	150	3,000	3,000
25-100-13-55460-220-000	UTILITIES	2,157	1,992	552	1,500	1,500
25-100-13-55460-242-000	PRINT MANAGEMENT	-	-	-	400	400
25-100-13-55460-293-000	FAIR PREMIUMS	8,722	9,262	1,856	7,500	7,500
25-100-13-55460-294-000	SPECIAL ACTS, FEATURES, CONT	18,010	20,510	1,500	11,700	11,700
25-100-13-55460-310-000	OFFICE SUPPLIES	42	4	-	95	95
25-100-13-55460-311-000	POSTAGE	704	874	362	850	850
25-100-13-55460-323-000	ADVERTISING	2,393	2,205	663	2,000	2,000
25-100-13-55460-324-000	MEMBER DUES	506	506	545	535	535
25-100-13-55460-325-000	REGISTRATIONS & CONVENTIONS	1,154	886	206	350	350
		ACTUAL 12/31/22	ACTUAL 12/31/23	ACTUAL 6/30/24	2024 REVISED	2025 PROPOSED
25-100-13-55460-340-000	OPERATING SUPPLIES	5,793	3,440	506	4,000	4,000
25-100-13-55460-350-000	REPAIR & MAINT SUPPLIES/SERVICE	50,360	48,945	2,155	50,260	73,260
25-100-13-55460-359-000	FAIR EXPENSES	-	-	-		
25-100-13-55460-359-999	FAIREST OF THE FAIR PROGRAM EXPENSE			2,185	2,550	
25-100-13-55460-530-000	RENTS/LEASES	10,941	10,925	7,630	10,000	10,300
	<b>TOTAL EXPENDITURES</b>	<b>153,013</b>	<b>147,100</b>	<b>34,538</b>	<b>134,048</b>	<b>155,980</b>
<b>FINANCING PROPOSAL</b>						
25-100-13-43549-000-000	STATE AID - COUNTY FAIR	4,138	4,392	4,882	4,500	4,500
25-100-13-46740-000-000	COUNTY FAIR REVENUE	22,037	25,943	1,870	22,500	22,500
25-100-13-46741-000-000	DONATIONS - FAIR	14,668	15,957	14,900	15,000	15,000
25-100-13-46741-359-990	FAIREST OF THE FAIR DONATIONS			200		
25-101-13-49320-002-000	APPLIED FUNDS - FAIR DONATIONS	-	-	-	5,757	-
25-100-13-46742-000-000	FAIR GRANTS	4,000	-	4,000	2,000	2,000
25-100-13-46743-000-000	VENDOR REVENUE	12,638	9,400	-	5,000	5,000
25-100-13-48500-000-000	FAIR PROMOTION DONATION	-	225	-	-	-
	<b>TOTAL REVENUES</b>	<b>57,481</b>	<b>55,916</b>	<b>25,852</b>	<b>54,757</b>	<b>49,000</b>
COUNTY APPROPRIATION		95,533	91,183	8,686	79,291	106,980

## GREEN LAKE COUNTY 2025 BUDGET

	----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>PERSONNEL / HR</b>					
25-100-23-51820-160-000 FLEX PLAN	2,246	218	1,064	2,000	2,200
25-100-23-51820-161-000 EMPLOYEE ASSISTANCE PROGRAM		5,197	2,730	5,600	6,000
25-100-23-51820-210-000 LABOR LAW	199	95		-	-
25-100-23-51820-242-000 PRINT MANAGEMENT	-	-		-	-
25-100-23-51820-244-000 TESTING	494	8,572		-	-
25-100-23-51820-293-000 EMPLOYEE RECOGNITION AWARDS			375	500	500
25-100-23-51820-307-000 TRAINING	8,856	64		-	-
25-100-23-51820-310-000 OFFICE SUPPLIES	-	-	-	100	100
25-100-23-51820-323-000 EMPLOYMENT ADVERTISING	6,305	8,328		400	400
25-100-23-51820-382-000 PRE-EMPLOYMENT PHYSICALS	4,311	6,452	1,773	3,500	3,000
25-100-23-51820-382-070 DRUG TESTING/SCREENING	2,662	2,103	1,026	2,625	3,000
25-100-23-51820-390-000 BACKGROUND CHECKS	327	600		700	700
25-100-23-51820-790-000 EMPLOYEE INCENTIVE PROGRAMS	3,616	2,246	334	-	-
TOTAL EXPENDITURES	29,016	33,875	7,302	15,425	15,900
<hr/>					
<b>FINANCING PROPOSAL</b>					
25-100-23-46900-000-000 PAYROLL FEES (COBRA admin, wage levies)		0	0	300	300
TOTAL REVENUES	-	-	-	300	300
COUNTY APPROPRIATION	<u>29,016</u>	<u>33,875</u>	<u>7,302</u>	<u>15,125</u>	<u>15,600</u>

**GREEN LAKE COUNTY 2025 BUDGET**

		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>INFORMATION TECHNOLOGY</b>						
25-100-25-51450-110-000	SALARIES	234,175	241,238	114,631	246,714	254,847
25-100-25-51450-125-000	OVERTIME		539			
Various	BENEFITS	71,980	77,372	40,679	81,738	86,978
25-100-25-51450-151-000	SOCIAL SECURITY	17,292	17,931	9,186	18,876	19,498
25-100-25-51450-153-000	RET. EMPLOYER SHARE	15,181	16,431	8,572	17,025	17,587
25-100-25-51450-154-000	HEALTH INSURANCE	38,910	42,226	22,495	44,990	49,016
25-100-25-51450-155-000	LIFE INSURANCE	597	784	426	847	877
25-100-25-51450-206-000	MAINTENANCE CONTRACTS	353,300	382,074	421,693	547,862	553,104
25-100-25-51450-214-000	SOFTWARE/HARDWARE	29,295	48,506	19,709	45,055	38,510
25-100-25-51450-219-000	SUPPORT	1,180	1,601	800	5,000	2,000
25-100-25-51450-233-000	INTERNET	25,958	24,778	6,789	24,200	23,000
25-100-25-51450-234-000	NETWORKING	12,844	15,546	9,215	16,668	16,468
25-100-25-51450-307-000	TRAINING	776	1,069	-	1,717	1,550
25-100-25-51450-310-000	OFFICE SUPPLIES	1,086	21	149	430	430
25-100-25-51450-324-000	MEMBER DUES	10	150	150	175	175
25-100-25-51450-329-000	SUBSCRIPTIONS	798	-	399	800	800
25-100-25-51450-330-000	TRAVEL/MILEAGE	117	54	87	100	100
	TOTAL EXPENDITURES	731,520	792,949	614,300	970,459	977,962
		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----

**FINANCING PROPOSAL**

25-100-25-45190-000-000	MISCELLANEOUS FEES	12,525	11,748	504	11,921	8,500
25-100-25-49211-000-000	CHILD SUPPORT - LASERFICHE	-	-	-	5,810	5,810
	TOTAL REVENUE	12,525	11,748	504	17,731	14,310

COUNTY APPROPRIATION 952,728 963,652

**GREEN LAKE COUNTY 2025 BUDGET**

		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
<b>MAINTENANCE</b>						
25-100-06-51600-110-000	SALARIES	288,869	306,047	165,965	328,610	334,623
25-100-06-51600-123-000	SHIFT DIFFERENTIAL	592	608	371	624	624
25-100-06-51600-125-000	OVERTIME		136	-		
Various	BENEIFTS	119,634	126,673	85,341	136,259	174,512
25-100-06-51600-151-000	SOCIAL SECURITY	21,226	22,210	12,823	25,189	25,651
25-100-06-51600-153-000	RET. EMPLOYER SHARE	18,878	19,647	12,234	22,722	23,137
25-100-06-51600-154-000	HEALTH INSURANCE	78,339	83,865	59,820	87,262	124,619
25-100-06-51600-155-000	LIFE INSURANCE	1,191	950	464	1,087	1,105
25-100-06-51600-206-000	SERVICE CONTRACTS	22,832	24,569	13,955	21,485	22,336
25-100-06-51600-209-000	CONTRACTED SERVICES	11,256	9,754	4,624	13,300	13,300
25-100-06-51600-225-000	TELEPHONE	1,473	1,183	606	1,600	1,600
25-100-06-51600-242-000	PRINT MANAGEMENT	29	42	13	65	65
25-100-06-51600-245-000	GROUNDS & GROUND IMPROVEMENTS	7,747	4,395	980	6,030	6,030
25-100-06-51600-247-000	MAINTENANCE GENERAL	5,245	5,150	2,432	5,700	5,700
25-100-06-51600-247-004	MAINTENANCE LAKE STEEL ST	1,245	2,709	1,020	4,122	4,122
25-100-06-51600-247-006	MAINTENANCE 571 COUNTY ROAD A	22,933	20,898	13,726	20,876	24,376
25-100-06-51600-247-847	MAINTENANCE FRI	-	75	22	160	160
25-100-06-51600-307-000	TRAINING	-	-	-	500	500
		----- ACTUAL 12/31/2022 -----	----- ACTUAL 12/31/2023 -----	----- ACTUAL 6/30/2024 -----	----- 2024 REVISED -----	----- 2025 PROPOSED -----
25-100-06-51600-310-000	OFFICE SUPPLIES	48	54	8	100	100
25-100-06-51600-344-000	JANITORIAL SUPPLIES	12,434	10,635	5,130	10,950	10,950
25-100-06-51600-350-000	REPAIR & MAINTENANCE	6,640	2,709	204	3,250	3,250
25-100-06-51600-352-000	VEHICLE MAINTENANCE	956	498	14	1,000	2,760
25-100-06-51600-811-002	Capital Improvement Sheriff/Jail	-	75,320	-	-	-
	TOTAL EXPENDITURES	501,933	591,454	294,410	554,631	605,008
<hr/>						
<b>FINANCING PROPOSAL</b>						
25-100-06-49220-000-000	FAIR REIMBURSEMENT	-	-	-	2,000	2,000
	TOTAL REVENUES	-	-	-	2,000	2,000
COUNTY APPROPRIATION		501,933	591,454	294,410	552,631	603,008

# GREEN LAKE COUNTY

## BUDGET REQUEST FOR LINE ITEM TRANSFER

Date: 9/20/2024  
 Department: Fair  
 Amount: \$ 60.00  
 Budget Year Amended: 2024

Recording information
Batch no: _____
Date: _____

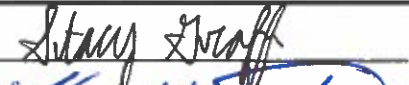
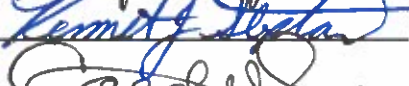

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24-100-13-55460-350-000	Repair & Maintenance Supplies	\$ 50,260.00	\$ 60.00	\$ 19,071.91	\$ 50,200.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 60.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24-100-13-55460-359-990	Fairest of the Fair	\$ 2,550.00	\$ 60.00	\$ 2,384.99	\$ 2,610.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 60.00</b>		

**Explanation for Transfer:**  
 The estimated cost for the fairest of the fair was lower than what is actually needed. This year the time of crowning was changed from March to April, accounting to two crownings in one year. This meant purchasing of double the amount of crowns and sashes. Also the entry fee for the Wisconsin State Fairest of the Fair Competition was increased for this year. We have the State Fairest Competition as a requirement for our Fairest of the Fair to compete in. The only purchase left to make for this year is the entry fee for the Competition, totalling \$225. To fulfill this \$225, I am asking to transfer the remaining \$60.

Department Head Approval:		Date: <u>9/23/24</u>
Finance Director Approval:		Date: <u>9/23/2024</u>
County Administrator Approval:		Date: <u>9/25/2024</u>
Governing Committee Approval:	_____	Date: _____



# **Transfer**

## **Purpose**

To transfer budgeted expense/revenue amounts from one line item to another within the same budget so as not to exceed the adopted budget. This form can be used to transfer funds from other related departments with their governing board's approval.

## **Recommended Practice**

No transactions should be posted to any budget line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

In the event a department has insufficient line item budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual line item within that department's budget to cover those transactions may be initiated with prior approval. If sufficient funds are not available within the department's budget to cover the budgetary needs, please use the Notice of Budgetary Adjustment to transfer funds from another department or ask for use of Contingency Funds.

## **Procedure**

To initiate the line item transfer process, the department head shall complete and sign this document. Gain the approval of the Finance Director and County Administrator as evidenced by their signatures. Then notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.