



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 02/18/2016

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on February 25, 2016:

- 1) Agenda
- 2) Draft minutes from 01/28/2016 the meeting
- 3) IT Quote for Software



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Finance Committee Meeting Notice

Date: February 25, 2016 Time: 4:30 PM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended* AGENDA

Committee Members

Harley Reabe, Chairman
Ben Moderow, Vice-Chair
Debra Schubert
Jack Meyers
Joanne Guden

Margaret R. Bostelmann,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 01/28/15
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Open Tax Deed Bids
9. Treasurer's Monthly Report
10. Resolutions/Ordinances
 - Resolution Related to Capital Outlay/Capital Projects
11. Budget Adjustments
12. Capital Outlay/Projects
 - *IT Request for Software
13. Supervisor's Monthly Claims
14. Monthly Vouchers
15. Clerk's Report
 - Relating to Agenda Items
16. Committee Discussion
 - Future Meeting Dates: Regular Meeting March 31, 2016 at 4:30 pm
 - Future Agenda items for action & discussion:
17. Adjourn

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

Sincerely,
Margaret R. Bostelmann, 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
January 28, 2016

The meeting of the Finance Committee was called to order by Chairman, Harley Reabe at 4:30 PM on Thursday, January 28, 2016, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe
Joanne Guden
Ben Moderow
Jack Meyers
Debra Schubert

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Betsy Amend, Treasurer Sheriff Podoll
Amy Brooks, Highway Becky Pence, Highway
Paul Vander Sande, HHS Kathy Munsey, HHS
Sue Sleezer, HHS Joy Waterbury, Supervisor
Tony Daley, Berlin Journal

AGENDA

Motion/second (Guden/Meyers) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Schubert/Moderow) to approve the minutes of December 30, 2015 noting Joanne Guden was absent. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

OPEN TAX DEED BIDS – None

TREASURER'S MONTHLY REPORT

The Treasurer sent her report to the Committee. Sales tax received in February was \$99,233.57. As of January 28th the Treasurer's office has collected \$8.3 million for the five municipalities that contract with the County. Amend set up a new escrow account at Horicon Bank that relates to the Agreement between Green Lake County and the Gelhar Company. She also requested a new revenue account in 2016 for payments from the Drainage Board for assistance in billing the taxpayers in the drainage district. Stef Meeker, Deputy Treasurer, has been assisting and is keeping track of her time to bill the Drainage Board.

Motion/second(Guden/Meyers) to accept the Treasurer's Report. Motion carried.

RESOLUTION/ORDINANCES – None

BUDGET ADJUSTMENTS

Sheriff's Office

Sheriff Podoll requested a revenue and expenditure account for the Central Wisconsin Drug Task Force. GLC will be the financial administrator for the grant:

CWDTF – Opioids Expense	16-100-09-52128-209-000	\$46,400
CWDTF – Opioids Revenue	16-100-09-48326-000-002	\$46,400
Firearms range revenue	16-100-09-46238-000-000	\$2,000
Increase existing expenditure account	16-100-09-52100-306-000	by \$2,000

Land Conservation

Paul Gunderson, County Conservationist requested a revenue and expense account for security deposits as allowed by the Construction Site Erosion Control and Storm Water Management Ordinance. The deposits are used to assure completion of required Best Management Practices.

Security Deposit – Revenue	16-100-14-43596-000-000	\$4,000.00
Security Deposit Refund – Expense	16-100-14-56110-358-000	\$4,000.00

Health & Human Services

Bostelmann presented new revenue and expenditure accounts for Health and Human Services Department that have been developed by representatives from Schenck which will streamline grant reporting in the future.

Motion/second(Meyers/Guden) to approve the budget adjustments from the Sheriff’s Office, Land Conservation and HHSD as presented. Motion carried.

BUDGET REVIEW

Revenue and expenditures were discussed.

No questions on revenues.

Expense questions:

ADRC breakdown, HHS administration and management account breakdown costs and AODA Services health insurance line is over budget. Linda Van Ness will be asked to answer the questions at the next meeting.

CAPITAL OUTLAY/PROJECTS

Reabe presented a spread sheet Bostelmann created indicating the minimum unassigned balance per ordinance for the General Fund and HHS Fund, the total unassigned funds and a proposed capital outlay/project amount for discussion.

Discussion was held. This will be discussed next month.

ADDENDUM TO SCHENCK ENGAGEMENT LETTER

An email and addendum to the Schenck engagement letter was presented. Because of the retirement and resignation of several HHS staff, additional hours were needed by Schenck staff to complete the project. The increase requested is \$7,000 for an additional 50 hours of work.

Motion/second(Guden/Meyers) to approve the addendum to the engagement letter for an additional \$7,000. Motion carried.

SUPERVISOR’S MONTHLY CLAIMS

Supervisors' claims: \$5,677.73

Lay People claims: \$666.36

MONTHLY VOUCHERS

Finance Departments: 2015: \$4,175.40 and 2016: \$30,001.46

IT: 2015: \$14,140.23 and 2016: \$88,166.98

Schubert questioned lodging costs that were not the state rate.

Motion/second (Guden/Moderow) to approve the Finance and IT vouchers and supervisors' and lay people's claims. Motion carried.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

- **Future meeting dates: Regular meeting on February 25, 2016 at 4:30 PM.**
- **Future Agenda:**

ADJOURNMENT

Motion/second (Schubert/Meyers) to adjourn at 5:23 PM. Motion carried.

Submitted by,

Marge Bostelmann
County Clerk



Pricing Proposal
Quotation #: 10841618
Created On: 1/6/2016
Valid Until: 1/29/2016

County of Green Lake WI

Inside Account Executive

Deb Sweeney

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United States
Phone: (920) 294-4160
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Ryan Baicher

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Piscataway, NJ 08854
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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus 2016 - License - 1 PC - Select Plus - Win - Single Language Microsoft - Part#: 79P-05582	190	\$329.02	\$62,513.80
2 Microsoft Exchange Server 2016 Standard - License - 1 server - Select Plus - Win - Single Language Microsoft - Part#: 312-04372	1	\$458.22	\$458.22
3 Microsoft Exchange Server 2016 Standard CAL - License - 1 device CAL - Select Plus - Win - Single Language Microsoft - Part#: 381-04438	220	\$43.67	\$9,607.40
		Total	\$72,579.42

Additional Comments

505ENT-M16-VARSOFTWARE-00 WI STATE CONTRACT

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.