



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/16/2017

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on November 22, 2017:

- 1) Agenda
- 2) Draft minutes from 10/24/2017
- 3) Treasurer's Monthly Report
- 4) Resolution relating to Creation of One chief Deputy Position and eliminate one Court Records Clerk Position in the Clerk of courts Office
- 5) Budget Adjustments



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 22, 2017 Time: 10:00 AM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

AGENDA

Committee Members

Harley Reabe, Chairman
Larry Jenkins, Vice-Chair
Robert Lyon
Dennis Mulder
Joanne Guden

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 10/24/17
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Appearances
9. Credit Card Request Approvals
10. Treasurer's Monthly Report
11. Resolutions/Ordinances
 - Creating one Chief Deputy position and Eliminating one Court Records Clerk position in the Clerk of Circuit Court Office
12. Budget Review
13. Budget Adjustments
14. Supervisor's Monthly Claims
15. Committee Discussion
 - Future Meeting Dates: Regular Meeting December 27, 2017 at 10:00 am
 - Future Agenda items for action & discussion:
16. Adjourn

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 24, 2017**

The meeting of the Finance Committee was called to order by Chairman Harley Reabe at 10:00 AM on Tuesday, October 24, 2017, 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
Larry Jenkins
Joanne Guden
Dennis Mulder

Absent: Robert Lyon

Also Present: Liz Otto, County Clerk
Becky Pence, Hwy Admin Asst
Cathy Schmit, County Administrator
Angie Petruske, Acct Budget Coord
Lori Evans, SO Admin Asst

Amanda Toney, Treasurer
Kayla Yonke, Account Specialist
Nicole Geschke, HR Coordinator
Various Department Heads/Unit Managers

AGENDA

Motion/second (Mulder/Guden) to approve the amended agenda. All ayes. Motion carried.

MINUTES

Motion/second (Guden/Jenkins) to approve the minutes of September 27, October 10, and October 12, 2017 with one correction to the October 10, 2017 minutes. All ayes. Motion carried.

PUBLIC COMMENTS – none

CORRESPONDENCE – none

APPEARANCES – none

DISCUSSION AND POSSIBLE ACTION ON 2018 BUDGET

Chairman Reabe moved this item up on the agenda to allow the Department Heads and Unit Managers the option to return to work. County Administrator Cathy Schmit explained the 2018 budget amendments and corrections that she handed out to the committee. Discussion held. Schmit also explained the changes to the carryovers and applied funds. *Motion/second (Guden/Mulder)* to approve the amendments as presented and to forward the 2018 budget to County Board for final approval. All ayes. Motion carried.

Chairman Reabe thanked all of the Department Heads and Managers for their work on the 2018 budget and praised the new process that has been implemented.

RESOLUTIONS/ORDINANCES

- Resolution Relating to 2018 Budget and 2017 Tax Levy

Motion/second (Jenkins/Mulder) to approve the resolution and send it to County Board for final approval. All ayes. Motion carried.

CREDIT CARD REQUEST APPROVALS - none

TREASURER'S MONTHLY REPORT

Treasurer Amanda Toney explained the changes she made on the reports for interest revenue to reflect more accurate reconciliation. Sales tax figures have increased over last year. The Treasurer's office will be collecting the first installment of property taxes from 7 municipalities this year which is an increase of 2 more from last year.

ACQUISITION OF TAX DEED PROPERTY

- W2611 Park Road – Town of Green Lake

Chairman Reabe and Treasurer Amanda Toney informed the committee that the property owner paid off the 2013 amount owed with interest and penalties prior to the meeting. No further action is required.

BUDGET ADJUSTMENTS

- Food Pantry Donation account – separate the Food Pantry Donation account from other HHS donation accounts.
Motion/second (Guden/Jenkins) to approve budget adjustment and forward to County Board. All ayes. Motion carried.

SUPERVISOR'S MONTHLY CLAIMS

Supervisor's claims: \$4,486.22

Lay people: \$276.36

Motion/second (Guden/Mulder) to approve supervisor's monthly claims and lay people. All ayes. Motion carried.

COMMITTEE DISCUSSION

- **Future meeting dates:** Regular meeting – November 22, 2017 at 10:00 AM
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chairman Reabe adjourned the meeting at 10:27 AM.

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

11-16-2017

Memo to Finance Committee:

The October sales tax figure was \$122,567.20. The year to date figures show that we are ahead in our sales tax income by \$49,389.35.

TAX COLLECTION UPDATE:

We are busy entering data, such as sanitary district charges, municipal delinquent utility charges and drainage district charges, needed to calculate the 2017 tax bills. We are aiming to have information and bills ready to be printed by Friday December 8th. At this time of the year we are like Santa Claus: "Making our lists and checking them twice!"

We held the annual Treasurer-Clerk fall informational meeting on the 15th and I was surprised at how many attended. We reviewed the mailing requirement, assessment and taxation cycle, January and February settlement deadlines as well as the usual reminders to make sure everyone is on the same page to allow for a smooth collection process. We also held a brief discussion on the Transcendent conversion. I am praying this will be a smooth transition for all municipalities.

TAX DEED UPDATE:

I know that it seems like we just finished discussing the 2013 tax deed properties but we are getting ready to start the tax deed process for the delinquent 2014 taxes. At the beginning of December, the Treasurer's Office will send letters to all property owners with 2014 delinquent real estate taxes asking them to please pay in full by December 31, 2017. This will eliminate them from the process and the first step of publishing their name in the paper in January 2018. After running a delinquent report today, the total 2014 delinquent taxes are \$120,430.24 for 83 parcels (without interest and penalty).

As promised, I wanted to give a brief update on the Fall Conference in Lake Delton. As I stated at the last Finance meeting this conference was excellent. The conference was jam packed with wonderful classes that were of great benefit to me, and ultimately the County. We started out on Wednesday and these classes allowed the Treasurer's that are enrolled in the UWGB Public Management Essentials class to earn continuing education credits towards completion of this course. The classes offered towards this certification were Understanding Banks Financial Data and Performance, Tax Settlement and What is going on in the World of Banking.

On Thursday we started out with the Annual WCTA meeting, which spans throughout the length of the conference. We then jumped right into Brownfields and Tax Delinquent Remediation and Redevelopment where all of the different resources, databases, statutes and ways to improve the

communities we live and work in were discussed. Then we rolled right into Chapter 13 Bankruptcy. While Dawn does these filings for our office it was interesting to learn the different types of bankruptcies that would apply to our office as well as key points when electronically filing a new record. After lunch the Department of Revenue discussed the updated calendar dates for the remainder of this year and into 2018. They also discussed the electronic filing updates and law changes. We spent quite a bit of time discussing the updated tax bill requirement for the 2017 bills due to the elimination of the state forestation tax as well as the plans for the elimination of personal property.

We ended Thursday with cyber security and compliance. Luckily, there were no overly technical terms in this session but there was a quote that stuck with me. It is “We are never going to be 100% safe but our goal should be to build our wall so high that is not going to be worth the effort”. We finished the conference with workplace active on-going violence trends, causes and actions where I was able to take away some simply lockdown solutions.

Respectfully submitted,

Amanda R. Toney

GREEN LAKE COUNTY TREASURER'S REPORT

OCTOBER 2017

CASH BALANCE: 09-30-2017 **1,186,309.56**

RECEIPTS:

General:	730,249.45
Redemption Tax - Principle:	129,360.76
Redemption Tax - Interest	27,889.57
Redemption Tax - Penalty	13,905.41
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Sales Tax Deposit from State	122,567.20
4th Quarter Highway Aids	179,950.06
CD from First National Bank	1,006,287.67
Check Returned from HHS Deposit	-275.00

TOTAL RECEIPTS: 2,209,935.12 **3,396,244.68**

DISBURSEMENTS:

General Maintenance:	971,270.87
Direct Deposit Payroll	492,572.54
DHHS Deposit to LGIP	125,303.08
Payroll deductions and taxes	363,220.29
Sales Tax Money Transfer to LGIP	156,626.71
Bank fee	8.00
Real Estate Transfer Fees	30,486.24
Transfer to Flex/HRA account	8,798.00
NSF Fee	10.00
Voided Checks from Previous Month	-8.85

TOTAL DISBURSEMENTS: 2,148,286.88

TREASURER'S CASH BALANCE: **1,247,957.80**

BANK RECONCILIATION

Green Lake Horicon Bank-Checking:	690195	57,310.85
Green Lake Horicon Bank - Money Market:	690224	<u>1,247,945.59</u>

TOTAL 1,305,256.44

Less Outstanding Checks 57,298.64

Available Bank Balance 1,247,957.80

Cash in Office 10/31/17 0.00

10/31/17 CASH BALANCE	1,247,957.80
TREASURER'S CASH	<u>1,247,957.80</u>
DIFFERENCE	0.00

GREEN LAKE COUNTY TREASURER'S REPORT

OCTOBER 2017

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	September 30, 2017	0.00
Total Receipts	OCTOBER 2017	<u>2,209,935.12</u>
SUB TOTAL		2,209,935.12
Less Deposits for Month:		<u>2,209,935.12</u>
Cash in Office	10/31/2017	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	September 30, 2017	565,198.16
Total Disbursements	OCTOBER 2017	2,148,286.88
SUB TOTAL		<u>2,713,485.04</u>
Less Checks Cashed by Bank		2,244,328.96
DHHS Deposit to LGIP		125,303.08
Payroll deductions and taxes		121,111.65
Sales Tax transfer to LGIP		156,626.71
Bank fee		8.00
Transfer to Flex/HRA account		8,798.00
NSF Fee		10.00
Outstanding Checks	10/31/2017	57,298.64

2017 INTEREST REVENUE

(PROJECTED BUDGET: \$70,000.00)

1/31/17 Money Markets	January Interest	\$3,150.16
1/31/17 Certificate of Deposits	January Interest	\$4,388.68
2/28/17 Money Markets	February Interest	\$3,401.78
2/28/17 Certificate of Deposits	February Interest	\$0.00
3/31/17 Money Markets	March Interest	\$5,485.05
3/31/17 Certificate of Deposits	March Interest	\$0.00
4/30/17 Money Markets	April Interest	\$3,662.97
4/30/17 Certificate of Deposits	April Interest	\$4,310.06
5/31/17 Money Markets	May Interest	\$3,084.72
5/31/17 Certificate of Deposits	May Interest	\$526.68
6/30/17 Money Markets	June Interest	\$2,265.12
6/30/17 Certificate of Deposits	June Interest	\$0.00
7/31/17 Money Markets	July Interest	\$2,674.28
7/31/17 Certificate of Deposits	July Interest	\$9,852.22
8/31/17 Money Markets	August Interest	\$7,708.10
8/31/17 Certificate of Deposits	August Interest	\$6,425.59
9/30/17 Money Markets	September Interest	\$5,207.08
9/30/17 Certificate of Deposits	September Interest	\$25,929.42
10/31/17 Money Markets	October Interest	\$4,591.93
10/31/17 Certificate of Deposits	October Interest	\$9,483.08
Money Markets	November Interest	
Certificate of Deposits	November Interest	
Money Markets	December Interest	
Certificate of Deposits	December Interest	
	TOTAL	<u>\$102,146.92</u>

HORICON BANK ACCOUNTS

Balance as of 10/31/17

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$419,689.92
Gelhar Escrow Account #8674	\$34,692.68

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS OCTOBER 2017

LOCAL GOVERNMENT INVESTMENT POOL

#824000

<u>Date</u>		<u>Account #01</u>
09/30/17	Balance L.G.I.P.	1,387,935.71
10/05/17	DCF SPARC PMT	25,543.27
10/30/17	DCF SPARC PMT	76,013.85
10/31/17	DCF SPARC PMT	9,995.00
10/31/17	DCF SPARC PMT	13,750.96
10/31/17	Interest	1,256.56
10/31/17	Balance L.G.I.P.	\$1,514,495.35

Date Started **INSTITUTIONS**

<u>Date Started</u>	<u>INSTITUTIONS</u>	<u>Term</u>	<u>Account #</u>	<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>
12/01/15	Farmers & Merchants Bank CD**	24 month	#704462	2,026,006.03	1.30%	12/01/17
09/09/14	Farmers & Merchants Bank CD**	39 month	#703152	2,060,546.11	1.00%	12/09/17
04/14/17	First National Bank - CD**	12 month	#8631292	1,017,391.73	1.10%	04/14/18
05/01/17	Horicon Bank**	12 month	#100000077035	500,000.00	1.25%	05/01/18
09/20/17	Farmers & Merchants Bank CD**	12 month	#708494	1,000,000.00	1.35%	09/20/18
10/30/13	Citizens Community Federal	Money Market	20033645	162,986.62	0.25%	
04/20/11	Farmers & Merchants Bank**	Money Market	310818	3,769,460.42	1.00%	
03/18/15	First Business Bank	Money Market	7017-03210	2,737.54	0.45%	
11/01/15	Horicon Retirement	Money Market	1424497	15,998.19	0.50%	
08/05/13	Ripon Horicon Bank	Money Market	831744	5,204.39	0.15%	
TOTAL				\$10,560,331.03		

SALES TAX

<u>BALANCE 12/31/16</u>	<u>2017 PRINCIPLE</u>	<u>2017 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
			2,644,895.49	
01/01/17	118,892.52	543.84	119,436.36	October, 2016
02/02/17	85,317.33	593.90	85,911.23	November, 2016
03/03/17	111,261.11		111,261.11	December, 2016
03/31/17	8,693.98	574.71	9,268.69	Remaining Sales Tax Funds
04/30/17	85,736.81	405.30	86,142.11	January, 2017
05/31/17	81,759.61	506.79	82,266.40	February, 2017
06/30/17	97,374.20	598.08	97,972.28	March, 2017
07/31/17	127,505.00	799.66	128,304.66	April, 2017
08/31/17	124,770.68	1,006.82	125,777.50	May, 2017
09/30/17		882.29	882.29	June, 2017
10/31/17	293,280.22	1,177.44	294,457.66	July, 2017
TOTAL COLLECTED IN 2017	1,134,591.46	7,088.83	\$3,786,575.78	
TOTAL 2017 LOAN PAYMENTS			2,448,599.69	
BALANCE OF SALES TAX FUNDS			\$1,337,976.09	

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>
10/31/2017 LGIP Sales Tax Account #09			1,337,976.09		
Total Funds Held in Trust			\$1,337,976.09		

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>2017 LOAN PAYMENT HISTORY</u>	<u>TOTAL</u>	
03/01/17	294,318.75	Paid on 2/28/2017	294,318.75	Justice Center Loan Payment-DTC
04/01/17	497,431.25	Paid on 3/31/2017	497,431.25	Justice Center Loan Payment-DTC
04/01/17	1,500,000.00	Paid on 3/31/2017	1,500,000.00	Sales Tax CD for Bond Refinance
09/01/17	156,849.69	Paid on 08/31/2017	156,849.69	Justice Center Loan Payment-DTC
			\$2,448,599.69	Total Paid on Loan in 2017

** Collateralized Investment

OCTOBER 2017

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	2,857,702.31		0.58%
Farmers & Merchants Bank CD**	2,026,006.03	#704462	1.30%
Farmers & Merchants Bank CD**	2,060,546.11	#703152	1.00%
First National Bank - CD**	1,017,391.73	#8631292	1.10%
Horicon Bank**	500,000.00	#100000077035	1.25%
Farmers & Merchants Bank CD**	1,000,000.00	#708494	1.35%
Citizens Community Federal	162,986.62	20033645	0.25%
Farmers & Merchants Bank	3,769,460.42	310818	1.00%
First Business Bank	2,737.54	7017-03210	0.45%
GL Cty Retirement-Horicon	15,998.19	1424497	0.50%
Ripon Horicon Bank	5,204.39	831744	0.15%
Horicon Bank	<u>1,247,945.59</u>	690224	<u>0.05%</u>
	14,665,978.93	Average APY	0.75%
<u>TOTAL INVESTED</u>	<u>13,396,830.76</u>	Average Investment APY	<u>0.92%</u>

<u>MONTHLY</u>	<u>AVERAGE</u>
January 2017	0.73%
February 2017	0.73%
March 2017	0.75%
April 2017	0.74%
May 2017	0.74%
June 2017	0.74%
July 2017	0.74%
August 2017	0.76%
September 2017	0.76%
October 2017	0.75%
November 2017	
December 2017	

Date	Institution	Account #	Amount
1/31/2017	MM Horicon	1000002366	58.45
1/31/2017	MM LGIP	Account #1	115.86
1/31/2017	MM Citizens Community	20033645	64.14
1/31/2017	MM Farmers & Merchants	310818	2,795.69
1/31/2017	MM First Business Bank	7017-03210	0.12
1/31/2017	MM Horicon Retirement	1424497	0.54
1/31/2017	MM Ripon Horicon Bank	831744	0.67
1/31/2017	MM Horicon	690195	21.83
1/31/2017	MM Horicon	690224	92.86
TOTAL MONEY MARKET INTEREST			\$3,150.16
1/31/2017	CD Markesan State Bank	1103782	1,600.77
1/31/2017	CD First National Bank	8631292	2,787.91
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$4,388.68

Date	Institution	Account #	Amount
7/31/2017	MM Horicon (Flex MM)	1000002366	58.90
7/31/2017	MM LGIP	Account #1	575.07
7/31/2017	MM Citizens Community	20033645	34.58
7/31/2017	MM Farmers & Merchants	310818	1,881.32
7/31/2017	MM First Business Bank	7017-03210	0.12
7/31/2017	MM Horicon Retirement	1424497	0.00
7/31/2017	MM Ripon Horicon Bank	831744	0.67
7/31/2017	MM Horicon	690195	16.20
7/31/2017	MM Horicon	690224	107.42
TOTAL MONEY MARKET INTEREST			\$2,674.28
7/31/2017	CD Farmers & Merchants	708244	5,454.79
7/31/2017	CD Horicon Bank	76765	1,246.57
7/31/2017	CD First National Bank	8631292	3,150.86
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$9,852.22

2/28/2017	MM Horicon (Flex MM)	1000002366	64.56
2/28/2017	MM LGIP	Account #1	148.97
2/28/2017	MM Citizens Community	20033645	56.14
2/28/2017	MM Farmers & Merchants	310818	3,024.51
2/28/2017	MM First Business Bank	7017-03210	0.11
2/28/2017	MM Horicon Retirement	1424497	0.21
2/28/2017	MM Ripon Horicon Bank	831744	0.59
2/28/2017	MM Horicon	690195	8.91
2/28/2017	MM Horicon	690224	97.78
TOTAL MONEY MARKET INTEREST			\$3,401.78

8/31/2017	MM Horicon (Flex MM)	1000002366	56.11
8/31/2017	MM LGIP	Account #1	888.64
8/31/2017	MM Citizens Community	20033645	34.59
8/31/2017	MM Farmers & Merchants	310818	6,596.70
8/31/2017	MM First Business Bank	7017-03210	0.12
8/31/2017	MM Horicon Retirement	1424497	0.00
8/31/2017	MM Ripon Horicon Bank	831744	0.66
8/31/2017	MM Horicon	690195	11.30
8/31/2017	MM Horicon	690224	119.98
TOTAL MONEY MARKET INTEREST			\$7,708.10
8/31/2017	CD First National Bank	8845716	2,194.86
8/31/2017	CD Horicon Bank	76869	2,095.89
8/31/2017	CD Bank Mutual	7072040889	2,134.84
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$6,425.59

3/31/2017	MM Horicon (Flex MM)	1000002366	69.93
3/31/2017	MM LGIP	Account #1	1,489.28
3/31/2017	MM Citizens Community	20033645	61.29
3/31/2017	MM Farmers & Merchants	310818	3,680.98
3/31/2017	MM First Business Bank	7017-03210	0.11
3/31/2017	MM Horicon Retirement	1424497	0.19
3/31/2017	MM Ripon Horicon Bank	831744	0.67
3/31/2017	MM Horicon	690195	13.36
3/31/2017	MM Horicon	690224	169.24
TOTAL MONEY MARKET INTEREST			\$5,485.05

9/30/2017	MM Horicon (Flex MM)	1000002366	53.34
9/30/2017	MM LGIP	Account #1	1,141.82
9/30/2017	MM Citizens Community	20033645	32.36
9/30/2017	MM Farmers & Merchants	310818	3,936.38
9/30/2017	MM First Business Bank	7017-03210	0.11
9/30/2017	MM Horicon Retirement	1424497	0.00
9/30/2017	MM Ripon Horicon Bank	831744	0.64
9/30/2017	MM Horicon	690195	12.61
9/30/2017	MM Horicon	690224	29.82
TOTAL MONEY MARKET INTEREST			\$5,207.08
9/30/2017	CD Farmers & Merchants	703152	20,384.21
9/30/2017	CD Farmers & Merchants	708494	5,545.21
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$25,929.42

4/30/2017	MM Horicon (Flex MM)	1000002366	64.88
4/30/2017	MM LGIP	Account #1	265.30
4/30/2017	MM Citizens Community	20033645	31.21
4/30/2017	MM Farmers & Merchants	310818	3,246.03
4/30/2017	MM First Business Bank	7017-03210	0.11
4/30/2017	MM Horicon Retirement	1424497	0.47
4/30/2017	MM Ripon Horicon Bank	831744	0.75
4/30/2017	MM Horicon	690195	9.77
4/30/2017	MM Horicon	690224	44.45
TOTAL MONEY MARKET INTEREST			\$3,662.97
4/30/2017	CD First National Bank	8631292	2,734.87
4/30/2017	CD Markesan State Bank	1103782	1,575.19
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$4,310.06

10/31/2017	MM Horicon (Flex MM)	1000002366	54.35
10/31/2017	MM LGIP	Account #1	1,256.56
10/31/2017	MM Citizens Community	20033645	35.72
10/31/2017	MM Farmers & Merchants	310818	3,198.74
10/31/2017	MM First Business Bank	7017-03210	0.12
10/31/2017	MM Horicon Retirement	1424497	0.00
10/31/2017	MM Ripon Horicon Bank	831744	0.66
10/31/2017	MM Horicon	690195	12.21
10/31/2017	MM Horicon	690224	33.57
TOTAL MONEY MARKET INTEREST			\$4,591.93
10/31/2017	CD First National Bank	8631292	3,195.41
10/31/2017	CD First National Bank	8769374	6,287.67
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$9,483.08

5/31/2017	MM Horicon (Flex MM)	1000002366	64.01
5/31/2017	MM LGIP	Account #1	377.90
5/31/2017	MM Citizens Community	20033645	36.79
5/31/2017	MM Farmers & Merchants	310818	2,576.16
5/31/2017	MM First Business Bank	7017-03210	0.12
5/31/2017	MM Horicon Retirement	1424497	0.00
5/31/2017	MM Ripon Horicon Bank	831744	0.66
5/31/2017	MM Horicon	690195	10.84
5/31/2017	MM Horicon	690224	18.24
TOTAL MONEY MARKET INTEREST			\$3,084.72
5/31/2017	CD Markesan State Bank	1103782	526.68
TOTAL CERTIFICATE OF DEPOSIT INTEREST			\$526.68

6/30/2017	MM Horicon (Flex MM)	1000002366	59.67
6/30/2017	MM LGIP	Account #1	435.08
6/30/2017	MM Citizens Community	20033645	33.46
6/30/2017	MM Farmers & Merchants	310818	1,702.87
6/30/2017	MM First Business Bank	7017-03210	0.11
6/30/2017	MM Horicon Retirement	1424497	0.00
6/30/2017	MM Ripon Horicon Bank	831744	0.64
6/30/2017	MM Horicon	690195	9.30
6/30/2017	MM Horicon	690224	23.99
TOTAL MONEY MARKET INTEREST			\$2,265.12

5/31/2017	MM Horicon (Flex MM)	1000002366	59.67
5/31/2017	MM LGIP	Account #1	435.08
5/31/2017	MM Citizens Community	20033645	33.46
5/31/2017	MM Farmers & Merchants	310818	1,702.87
5/31/2017	MM First Business Bank	7017-03210	0.11
5/31/2017	MM Horicon Retirement	1424497	0.00
5/31/2017	MM Ripon Horicon Bank	831744	0.64
5/31/2017	MM Horicon	690195	9.30
5/31/2017	MM Horicon	690224	23.99
TOTAL MONEY MARKET INTEREST			\$2,265.12

RESOLUTION NUMBER -2017

Creation of One Chief Deputy Position and eliminate one Court Records Clerk Position in the Clerk of Courts Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of December 2017, does resolve as follows:

- 1 **WHEREAS**, the Clerk of Circuit Court has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Clerk position will
- 3 enhance the management of the Clerk of Courts Office; and,
- 4 **WHEREAS**, the position of Chief Deputy Clerk is recommended by District Court
- 5 Administration; and,
- 6 **WHEREAS**, the position of Chief Deputy Clerk will have additional supervisory and
- 7 financial duties, and in the absence of the Clerk of Court would have the statutory
- 8 authority to act as the Clerk of Court until the Clerk of Court returns.

Fiscal note is attached. Approved by Finance Disapproved by Finance

Approved by Personnel Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Judicial/Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 19th day of December 2017.

Michael Starshak, Chair

Larry Jenkins, Vice-chair

County Board Chairman

Sue Wendt

ATTEST: County Clerk
Approve as to Form:

Peter Wallace

Corporation Counsel

9 **WHEREAS**, the Chief Deputy Clerk, in addition to supervisory duties, will still perform
10 the duties of a Court Records Clerk; and,

11 **WHEREAS**, the job description for Chief Deputy Clerk is attached hereto and approved.

12 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
13 Supervisors hereby eliminates one position of Court Records Clerk, effective December
14 31, 2017.

15 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors hereby
16 creates one position of Chief Deputy Clerk effective January 1, 2018.

**GREEN LAKE COUNTY
PERSONNEL COSTS**

DEPARTMENT: CLERK OF COURT

*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
NEW POSITION PROPOSED - Pay Group 12:										
CLERK OF COURT CHIEF DEPUTY	22.05	2080	\$ 45,864		\$ 3,073	\$ 3,509	\$ 17,441	\$ 111	\$ 24,133	\$ 69,997
OLD POSITIONS VACATED - Pay Group 13:										
CRT RECORDS CLERK	20.77	2080	\$ 43,202		\$ 2,895	\$ 3,305	\$ 17,441	\$ 111	\$ 23,751	\$ (66,953)
Grand Total										\$ 3,044

Wisconsin Retirement

General Employee - 0.0670

Social Security

0.0765

2018 Health Insurance

	<u>% CoShare</u>
Single	\$8,446.27
Limited	\$17,440.50
Family	\$22,484.18

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 2, 2017
 Department: Land use Planning & Zoning
 Amount: \$3,785.00
 Budget Year Amended: 2017

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

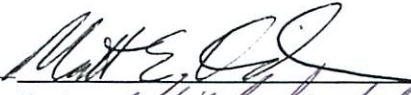
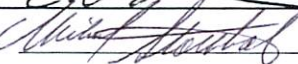
2017 yielded more survey activity than forecasted in budget. Consequently, contracted County Suvveyor expenditures need to be increased. Fortunately, the increase survey activity yielded enough additional revenue to offset these unforeseen expenditures.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
17-100-10-46762-000-00	Certified Survey Maps	\$ 4,000.00	\$ 3,785.00	\$ 7,785.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,785.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
17-100-10-53610-210-002	Professional Services-SRV	\$ 5,000.00	\$ 3,785.00	\$ 8,785.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,785.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  11/2/17

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: October 4, 2017
 Department: Maintenance (Safety & Securities)
 Amount: \$9,300.00
 Budget Year Amended: 2017

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

Transfer funds from Contingency to cover the cost of a four part security study by architectural firm Potter Lawson. The proposed study is to assist in addressing a multitude of security concerns in the West Wing of the Government Center. The results of the proposal will provide possible options to the County for addressing the security related concerns.

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
17-100-06-51600-206-000	<i>Service Contracts</i>		\$ 9,300.00	\$ 9,300.00
17-101-00-58000-000-000	Contingent Funds	\$ 403,746.03	\$ (9,300.00)	\$ 394,446.03
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: *Catherine J. Schmit*
 Date Approved by Committee of Jurisdiction: 11/7/17

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: _____