

## 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 28<sup>th</sup> 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