



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 01/20/16**

**Amended\* Post Date: 01/25/2016**

**The following documents are included in the packet for the Finance Committee on January 28, 2016:**

- 1) Agenda\*
- 2) Draft minutes from the 12/30/15 meeting
- 3) Letter from the Treasurer
- 4) Accounts from Sheriff
- 5) Capital Outlay Project Calculations



# 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: January 28, 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 12/30/15
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Open Tax Deed Bids
9. Treasurer's Monthly Report
10. Resolutions/Ordinances
11. Budget Adjustments
12. Budget Review
  - Amy Brooks, Highway
  - Sheriff Podoll, Sheriff's Department
  - Health and Human Services
13. \*Capital Outlay/Projects
14. \*\*Addendum to Schenck Engagement Letter
15. Supervisor's Monthly Claims
16. Monthly Vouchers
17. Clerk's Report
  - Relating to Agenda Items
18. Committee Discussion
  - Future Meeting Dates: Regular Meeting February 25, 2016 at 4:30 pm
  - Future Agenda items for action & discussion:
19. 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**  
**December 30, 2015**

The meeting of the Finance Committee was called to order by Chairman, Harley Reabe at 4:30 PM on Wednesday, December 30, 2015, 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  
Sheriff Podoll Tony Daley, Berlin Journal

**AGENDA**

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

**MINUTES**

*Motion/second (Schubert/Meyers)* to approve the minutes of November 25, 2015 correcting typographical error in the name "Tony". Motion carried.

**PUBLIC COMMENTS** – None

**CORRESPONDENCE** – None

**OPEN TAX DEED BIDS** – None

**TREASURER'S MONTHLY REPORT**

The Treasurer sent her report to the Committee. Total sales tax for 2015 is \$1,278,107.29. This is the highest year total recorded to date. Tax bills for the 16 municipalities have been printed and mailed, and collection has started. Courtesy letters have been sent out to all property owners with 2012 delinquent taxes. Discussion was held on the charge back for the city of Berlin.

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

**RECOMMENDATION OF DATE FOR CANCELLATION OF OUTSTANDING CHECKS**

Discussion was held on when the outstanding check resolution should be sent to the County Board.

*Motion/second(Schubert/Meyers)* that the resolution for the cancellation of outstanding checks be sent to the County Board after one year. Motion carried.

**RESOLUTION/ORDINANCES** – None

**BUDGET ADJUSTMENTS**

Bostelmann presented new accounts for payroll and the Economic Support Unit that have been developed by representatives from Schenck which will streamline grant reporting in the future.

*Motion/second(Moderow/Schubert)* to approve the new account numbers submitted by Schenck. Motion carried.

**BUDGET REVIEW**

Revenue and expenditures were discussed.

The Committee would like the Highway Commissioner to explain the highway expenditures next month.

**SUPERVISOR’S MONTHLY CLAIMS**

Supervisors’ claims: \$6,878.49

Lay People claims: \$705.60

**MONTHLY VOUCHERS**

Finance Departments: \$20,102.81

IT: \$9,263.51

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

**CLERK’S REPORT**

Amazon Prime: Bostelmann explained that being an Amazon Prime member would reduce the shipping costs to the County.

*Motion/second(Schubert/Moderow)* to approve Amazon Prime. Motion carried.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular meeting on January 28, 2016 at 4:30 PM.**
- **Future Agenda:**

**ADJOURNMENT**

*Motion/second (Schubert/Meyers)* to adjourn at 4:54 PM. Motion carried.

Submitted by,

Marge Bostelmann  
County Clerk



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

*Elizabeth A. Amend*

*Treasurer and Real Property Lister*

*Office: 920-294-4018*

*FAX: 920-294-4009*

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January 19, 2016

Memo to Finance Committee:

I will report the sales tax deposit at the meeting. It is not posted to the State website yet.

As of today, we have collected over \$6.4 million for the five municipalities we collect the first installment for.

The tax deed listing is being published the last two weeks of January 2016 for the 2012 tax year. The listing included 50 property owners and 60 parcels. Last year our list included 42 property owners and 49 parcels.

It is a very busy time for our office. As well as collecting taxes for the five municipalities, we are at the start of a New Year. We are preparing assessment rolls for the next tax cycle.

I have received the Veribanc report, and all our bank's ratings look good.

A new escrow bank account was created at Horicon Bank to hold the money that the Highway Department receives from the Gelhar Company to maintain the construction of part of County Highway S.

My deputy Stef Meeker assists the Drainage Board with the billing of the taxpayers in the district. She keeps track of her hours and is annually reimbursed by the Drainage Board. In order to receipt the revenue, I have created a new revenue account called "Treasurer Reimbursement Revenue Account" (#YR-100-08-46127-000-000). This will be effective in 2016.

Respectfully submitted,

Betsy Amend

January 14, 2016

Finance Committee  
571 County Road A  
Green Lake, WI 54941

Re: Establishment of Accounts-Drug Grant

Dear Committee Members,

The State of Wisconsin has just established a new grant with additional funds available to the Central Wisconsin Drug Task Force for fighting illegal drug use. Since Green Lake County is the current financial administrator for the CWDTF, we have been asked to oversee the funding for this new grant.

In order to do that we will need to have two additional accounts established, one for revenue and one for expenses. The accounts will have to be completely separate from the current CWDTF grant.

Therefore we would ask that you allow us to create the following accounts with a starting balance of \$46,400 in each account:

CWDTF-Opioids Expense	16-100-09-52128-209-000
CWDTF-Opioids Revenue	16-100-09-48326-000-002

If you have any questions or concerns please let me know. Thank you for your assistance in this matter.

Sincerely,

\s\ Mark A. Podoll

Mark A. Podoll  
Sheriff

January 14, 2016

Finance Committee  
571 County Road A  
Green Lake, WI 54941

Re: Establishment of Account

Dear Committee Members,

The Sheriff's Office in conjunction with the local Police Departments has found that it is more economically feasible to purchase firearms related equipment such as ammunition in bulk to get a far better purchase price. In doing so the Sheriff's Office would purchase the products and the Police Departments would contribute to the Green Lake County firearms fund.

As you know we can no longer deposit funds into an expense account even if it is for reimbursement. Therefore we would ask that you allow us to create a firearms (range) revenue account.

We would recommend that account number to be 16-100-09-46238-000-000. We would ask that the starting balance for this account be \$2,000, with an equal amount of \$2,000 being placed in the expenditure account number 16-100-09-52100-306-000.

If you have any questions or concerns please let me know. Thank you for your assistance in this matter.

Sincerely,

\s\ Mark A. Podoll

Mark A. Podoll  
Sheriff

2015

**General fund**

**HHS**

<b>Total Expenditures</b>	10,762,720.00	<b>Total Expenditures</b>	5,880,949.00
<b>% of Minimum Unassigned Balance per Ordinance</b>	20%	<b>% of Minimum Unassigned Balance per Ordinance</b>	15%
<b>Minimum Unassigned</b>	2,152,544.00	<b>Minimum Unassigned</b>	882,142.35

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<b>2015 Unassigned Minimum Unassigned Balance over 20%</b>	3,350,742.00 2,152,544.00 1,198,198.00	<b>2015 Unassigned Minimum Unassigned Balance over 15%</b>	4,243,276.00 882,142.35 3,361,133.65
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<b>Amount Available for Capital Projects/Outlay</b>	1,198,198.00	<b>Amount Available for Capital Projects/Outlay</b>	3,361,133.65
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**Total Available for  
Capital Projects/Outlay** 4,559,331.65

**Proposed Capital Outlay**  
    **General Fund** 1,100,000.00  
    **Highway** 2,000,000.00

**Unused for Capital Outlay  
Balance Available** 1,459,331.65