



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/23/16

Amended* Post Date:

The following documents are included in the packet for the Finance Committee on June 30, 2016:

- 1) Agenda
- 2) Draft minutes from the 05/28/16 meeting
- 3) Treasurer's Monthly Report
- 4) Budget Guidelines
- 5) Ordinance Regarding Treasurer's Fees
- 6) Budget Adjustments



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: June 30, 2016 Time: 4:30 PM

**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
Ben Moderow
Joanne Guden*

*Margaret R. Bostelmann,
Secretary*

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 05/28/16
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Open Tax Deed Bids
9. Treasurer's Monthly Report
10. Department Head Report- HHS, Linda Van Ness
11. 2017 Budget Directive
12. Resolutions/Ordinances
 - Ordinance regarding Treasurer's Fees
13. Budget Adjustments
14. Budget Review
15. Supervisor's Monthly Claims
16. Monthly Vouchers
17. Clerk's Report
 - Relating to Agenda Items
18. Committee Discussion
 - Future Meeting Dates: Regular Meeting July 28, 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
May 26, 2016

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 4:30 PM on Thursday, May 26, 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 Absent: Ben Moderow
Larry Jenkins
Joanne Guden
Robert Lyons

Also Present: Marge Bostelmann, County Clerk Dawn Klockow, Corporation Counsel
Betsy Amend, Treasurer Linda Van Ness, HHS
Becky Pence, Highway Lori Evans, Sheriff's Office
Tony Daley, Berlin Journal

AGENDA

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

MINUTES

Motion/second Guden/Jenkins) to approve the minutes of April 28, 2016. Motion carried.

PUBLIC COMMENTS – None

CORRESPONDENCE – None

OPEN TAX DEED BIDS – None

TREASURER'S MONTHLY REPORT

Amend stated that the sales tax deposited on May 1st was \$99,231.51 and June 1st was \$82,697.21. The Treasurer's office is at the midpoint of the tax deed process. Currently 39 parcels still owe 2012 taxes compared to 26 at this time last year. Second installment reminder notices are being generated and will be mailed to tax payers on June 1st.

The committee thanked Amend for the report.

DEPARTMENT HEAD REPORT – HIGHWAY, AMY BROOKS

Expenses should be at 33.33% at end of April. Highway expenses are at 30.82% so the department is 2.51% under budget. Revenues are at 28.39% so 4.94% under budget. This leaves the department at 2.43% over where the department should be at this time. Brooks also presented a document explaining the Highway Department charges for services.

CAPITAL OUTLAY/PROJECTS – No action

RESOLUTION/ORDINANCES – None

BUDGET ADJUSTMENTS – None

BUDGET REVIEW

The Committee reviewed the revenues and expenditures. A question was brought up on public health expenditures. This will be explained next month.

SUPERVISOR'S MONTHLY CLAIMS

Supervisors' claims: \$4,750.91

Lay People claims: \$00

MONTHLY VOUCHERS

Finance Departments: \$27,849.72

IT: \$73,657.94

Motion/second (Guden/Jenkins) to approve the Finance and IT vouchers and Supervisors' claims.
Motion carried.

CLERK'S REPORT – None

COMMITTEE DISCUSSION

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

ADJOURNMENT

Reabe adjourned the meeting at 4:54 PM.

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

6-22-16

Memo to Finance Committee:

The new sales tax figure to be deposited July 1, 2016: \$135,159.69. The report shows that this July deposit is the highest ever collected for the month. It is \$48,000 more than the average for July. The sales tax amount is for sales that occurred in April 2016. This number puts the County ahead of last year by over \$40,000 to date.

Total boat launch fees collected as of June 22, 2016 is \$13,091.65.

A comparison of this year's Real Estate tax collection to last year's:

As of 6-22-16: \$8,437,081.97 left to collect, which is 22% of total 2015 Real Estate taxes.

As of 6-22-15: \$8,241,699.42 left to collect, which was 22% of the total 2014 Real Estate taxes. So as you can see, we are right on track with tax collections.

The office will be much busier in July with the tax collection picking up. As you know, the deadline for the second installment of taxes is July 31, 2016.

I just returned from my Summer WCTA Conference. It was held in Walworth County in Lake Geneva. This is a beautiful area. We were able to take a boat tour of the Lake. Amazing houses (or should I say mansions). At the conference, we met with the Wisconsin Department of Revenue and they updated all the Treasurers on any new Local Government Services and Law changes. Overall, the conference was informative, and we had great speakers and topics.

As of June 21, 2016, 8 property owners have not signed for the certified letters or the letters have been returned. These owners and their properties will be published in the newspaper that the certified letters were not delivered as a class 3 notice. This ad will run in the paper for 3 consecutive weeks. There are 35 parcels yet that have delinquent 2012 Real Estate Taxes.

I received the Veribanc, Inc. bank watch list. All the banks we are associated with are in good standings.

Respectfully submitted,

Elizabeth A. Amend
Green Lake County Treasurer

		SALES TAX COMPARISON BY MONTH																				
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Average	Highest	Lowest	
JANUARY		81,080.93	85,137.60	92,773.80	98,200.00	78,532.01	94,003.75	115,957.65	79,652.50	62,321.73	70,005.42	86,471.69	92,361.26	103,131.31	88,329.30	89,312.33	105,571.74	121,542.69	90,846.22	121,542.69	62,321.73	
FEBRUARY		68,569.02	72,147.72	76,111.74	80,500.00	87,743.38	90,716.11	75,926.66	69,605.70	74,202.13	82,259.51	60,255.84	71,765.73	75,157.47	87,710.39	104,416.66	105,479.13	99,233.57	81,282.40	105,479.13	60,255.84	
MARCH		46,994.44	64,224.92	94,168.87	97,000.00	83,439.91	86,220.70	79,818.25	88,633.79	89,190.41	72,300.21	72,152.97	76,308.78	87,017.88	90,969.15	80,712.37	75,624.17	78,407.24	80,187.30	97,000.00	46,994.44	
APRIL		36,804.46	71,321.55	62,445.49	58,900.00	67,359.77	62,075.91	69,155.24	63,058.88	74,718.21	67,312.51	71,854.87	72,557.03	69,736.35	69,652.92	73,173.51	72,497.15	85,833.61	67,556.32	85,833.61	36,804.46	
MAY		41,257.94	64,384.28	57,646.77	59,600.00	71,526.44	65,946.26	69,607.47	71,223.18	68,787.41	60,622.65	56,705.39	67,613.35	73,036.07	68,725.33	90,583.91	98,626.84	99,231.51	69,713.22	99,231.51	41,257.94	
JUNE		117,836.13	67,289.04	70,454.12	59,400.00	75,727.67	67,163.29	81,571.85	76,373.54	78,852.20	73,034.18	72,141.40	68,423.66	101,139.24	103,975.93	96,363.09	111,812.89	82,697.21	82,603.26	117,836.13	59,400.00	
JULY		69,553.41	75,069.62	87,945.03	15,457.04	99,086.18	96,568.35	84,067.17	86,994.29	81,091.22	80,499.08	87,412.37	109,454.06	107,586.75	81,817.15	88,250.53	92,189.56	135,159.69	86,953.03	135,159.69	15,457.04	
AUGUST		83,741.27	90,262.79	102,579.92	92,813.93	102,675.77	96,595.81	97,164.10	97,420.59	105,528.07	93,922.66	100,176.69	105,846.56	89,052.80	117,295.88	129,214.16	123,110.16		101,712.57	129,214.16	83,741.27	
SEPTEMBER	1,077.35	93,595.76	105,008.70	97,448.95	80,520.37	124,177.76	114,411.51	110,465.93	113,065.86	119,494.72	100,310.21	92,638.54	120,204.89	141,872.33	136,454.46	148,091.79	130,471.59		107,606.51	148,091.79	1,077.35	
OCTOBER	64,005.77	111,335.18	103,948.33	113,534.17	113,496.95	110,766.62	105,148.26	123,002.66	103,608.10	100,856.72	97,986.10	108,380.25	110,151.59	108,468.31	96,572.83	112,320.87	119,775.37		106,079.89	123,002.66	64,005.77	
NOVEMBER	64,072.75	99,993.06	93,751.32	104,469.28	117,012.11	114,890.01	106,956.90	100,446.29	102,398.01	122,825.01	98,204.96	107,994.98	104,560.23	108,705.00	119,843.27	146,344.84	145,674.99		109,302.53	146,344.84	64,072.75	
DECEMBER	64,039.26	81,191.40	88,451.96	81,475.34	100,291.21	102,840.69	106,157.03	110,606.12	116,320.49	98,374.21	89,218.90	99,252.75	114,693.33	121,546.98	102,449.78	111,257.56	97,273.70		99,143.57	121,546.98	64,039.26	
	9,593,507.50	193,195.13	931,953.00	980,997.83	1,041,053.48	973,191.61	1,118,766.21	1,091,963.88	1,117,789.39	1,068,354.93	1,076,242.04	985,676.39	1,015,437.74	1,113,940.47	1,186,450.49	1,163,796.39	1,270,041.62	1,278,107.29	702,105.52			
Sales Tax earned is collected for retail sales period of the third month prior																						

2017 BUDGET GUIDELINE DATES

First 2 weeks of July – each department submits preliminary budget to governing committee

As soon as possible but no later than July 31st – departments must submit budgets to Angie

August – prepare budget for Finance Committee

August 25th – hand out preliminary budget to Finance

September @ – Special Budget Finance meeting

September 29th – Final Levy Approval at Finance

October 15th – Publish 2016 budget in paper

November 8th – budget approved at County Board

November 15th – apportionments must be final

ORDINANCE NO. -2016

Relating to Worthless payments, Overpayment and Underpayments

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of August 2016, does ordain as follows:

Create: Section 10 - MISCELLANEOUS COUNTY OPERATIONAL PROVISIONS

10.01 WORTHLESS PAYMENTS, OVERPAYMENTS, AND UNDERPAYMENTS.

(1) Pursuant to the authority of Wis. Stat. §§ 20.905(3) and 59.54(24), all Green Lake County officers, departments, and agencies may impose and collect the sum of Thirty Dollars (\$30.00) from any person who issues a worthless payment to Green Lake County.

(2) Nothing contained in Subsection (1) above shall preclude Green Lake County from referring the issuer to the Green Lake County District Attorney for prosecution as provided by law.

(3) If any license has been granted based on the issuance of such worthless payment, the license shall be subject to cancellation until payment is made in full together with the sum required in Subsection (1) above.

(4) Any Green Lake County office, department, or agency that receives overpayment of fees, licenses, or other charges may retain the overpayment when the overpayment is Five Dollars (\$5.00) or less, unless the overpayment is specifically requested in writing.

(5) Any Green Lake County office, department, or agency may waive an underpayment of Two Dollars (\$2.00) or less for a fee, license, or other charge upon a determination that the administration cost of collection would exceed the amount of underpayment.

Roll Call on Ordinance No. - 2016

Submitted by Finance Committee

Aye____, Nay____, Absent____, Abstain____

Harley Reabe, Chair

Passed & Enacted/Rejected this 16th
day of August, 2016

Larry Jenkins

County Board Chairman

Robert Lyon

Attest: County Clerk
Approved as to Form:

Joanne Guden

Corporation Counsel

Ben Moderow



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

Office: 920-294-4067
FAX: 920-294-4069

June 16, 2016

Green Lake County
Finance Committee

Re: Creation of Revenue Account

Dear Honorable Members of the Finance Committee:

I am requesting the Committee's approval for a revenue account be created for the Corporation Counsel's office. This account would be 16-100-03-48000-000-000 and called Reimbursements. My office on occasion is able to recoup service of process fees from the defendant in a court action and therefore requires an account to deposit those funds back in to the budget.

Thank you for your consideration.

Sincerely,

/s/ Dawn N. Klockow

Dawn N. Klockow
Corporation Counsel

DNK/ads