



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 03/23/17**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on March 29, 2017:**

- 1) Agenda
- 2) Draft minutes from 2/21/2017
- 3) Draft minutes from 2/22/2017
- 4) Treasurer's Report
- 5) Resolution Relating to Cancellation of Outstanding Checks
- 6) Ordinance Amending Chapter 80 Fund Balance Policy,  
Ordinance 80-3
- 7) Carryovers/Committed Funds
- 8) 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: March 29, 2017 Time: 10:00 AM**

**The Green Lake County Government Center, County Board Room  
571 County Road A, Green Lake WI**

### Amended\* 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 02/21/2017 and 02/22/2017
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Open Tax Deed Bids
9. Vande Lake & Land, LLC Property Update
10. Treasurer's Monthly Report
11. Tax Deed Update
12. Resolutions/Ordinances
  - \*Resolution Relating to Cancellation of Outstanding Checks
  - \*Ordinance Amending Chapter 80 Fund Balance Policy, Ordinance 80-3
13. Carryovers/Committed Funds
14. \*Discussion and Possible Action regarding Credit Cards
15. Budget Adjustments
16. Budget Review
17. Supervisor's Monthly Claims
18. Clerk's Report
  - Relating to Agenda Items
19. Committee Discussion
  - Future Meeting Dates: Regular Meeting April 26, 2017 at 10:00 am
  - Future Agenda items for action & discussion:
20. 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**  
**February 21, 2017**

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 5:00 PM on Tuesday, February 21, 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  
Joanne Guden  
Larry Jenkins  
Robert Lyon  
Dennis Mulder (Absent)

Also Present: Liz Otto, County Clerk Dawn Klockow, Corporation Counsel  
Cathy Schmit, County Administrator

**AGENDA**

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

**RESOLUTIONS/ORDINANCES**

*Motion/second (Guden/Lyon)* to approve the Resolution Authorizing the Issuance and Sale of \$4,830,000 General Obligation Promissory Notes, Series 2017 and send to County Board for final approval. All ayes. Motion carried.

**ADJOURNMENT**

Reabe adjourned the meeting at 5:09 PM.

Submitted by,

Liz Otto  
County Clerk

**FINANCE COMMITTEE**  
**February 22, 2017**

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 10:00 AM on Wednesday, February 22, 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	Absent:	Joanne Guden
	Larry Jenkins		Dennis Mulder
	Robert Lyon		

Also Present:	Liz Otto, County Clerk	Amanda Toney, Treasurer
	Becky Pence, Hwy Adm Asst	Dawn Klockow, Corporation Counsel
	Jason Jerome, HHS Director	Sheriff Podoll (10:10)
	Cathy Schmit, County Administrator	Kayla Yonke, HHS Acct Specialist
	Lori Evans, Adm. Asst.	

**AGENDA**

*Motion/second (Jenkins/Lyon)* to approve the agenda. Motion carried.

**MINUTES**

*Motion/second (Jenkins/Lyon)* to approve the minutes of January 25, 2017. Motion carried.

**PUBLIC COMMENTS** - None

**CORRESPONDENCE** – None

**OPEN TAX DEED BIDS** – None

**VANDE LAKE & LAND, LLC PROPERTY DISCUSSION**

Treasurer Amanda Toney informed the committee that the February payment was made on time. This item will be kept on the agenda each month.

**TREASURER’S MONTHLY REPORT**

Treasurer Toney explained the new interest report that she has added. She also pointed out the new CD’s and interest rates from the January settlement funds. She is currently getting quotes for the February settlement. Chairman Reabe suggested that she consolidate the low paying CD’s into higher yielding ones when they come due. Toney stated she is looking into that.

*Motion/second (Jenkins/Lyon)* to accept the treasurer’s report. All ayes. Motion carried.

**TAX DEED UPDATE**

Treasurer Toney stated that 46 of the 51 parcels published are still open at this point.

**RESOLUTIONS/ORDINANCES**

- Resolution Relating to Updated WIPFLI Study and Base Wage Review  
County Administrator Cathy Schmit explained her request for approximately \$55,000 from undesignated funds to bring the WIPFLI study up to date. She also recommended that the scale be updated annually on July 1<sup>st</sup> using the CPI-U index.

Chairman Reabe stated that the committee does not need to approve the resolution. This was informational only and it will go before the Personnel committee on February 23rd for approval to send to County Board.

### **BUDGET ADJUSTMENTS**

- Treasurer Amanda Toney has requested a revenue account for \$250.00 annually for Treasurer Reimbursement. This is due to the reimbursement of staff wages for work done on behalf of the Green Lake County Drainage Board.
- HHS has requested budget adjustments for the Aging unit. \$4,500.00 will be taken out of Contracted Services-Supported Home Care and put into Contracted Services-Food Pantry. This is due to a food pantry helper who is no longer covered by grant funds.

*Motion/second (Jenkins/Lyon)* to approve budget adjustments. Motion carried.

### **BUDGET REVIEW**

Year end 2016 and January 2017 revenues and expenses were reviewed. Discussion held.

### **SUPERVISOR'S MONTHLY CLAIMS**

Supervisors' claims: \$1,855.34

*Motion/second (Jenkins/Lyon)* to approve supervisor's monthly claims. Motion carried.

### **CLERK'S REPORT** - None

### **COMMITTEE DISCUSSION**

- **Future meeting dates:** Regular meeting – March 29, 2017 at 10:00 AM
- **Future Agenda:**

### **ADJOURNMENT**

*Motion/second (Jenkins/Lyon)* to adjourn the meeting at 10:35 AM. All ayes. Motion carried.

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*

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March 22, 2017

Memo to Finance Committee:

The sales tax deposit figure for February was \$111,261.11. The March sales tax deposit figure is \$85,736.81 for a year to date total of \$282,315.25.

On April 1, 2017, the County will make a loan payment to the Depository Trust Company for \$497,431.25

Justice Center: Principal - \$380,000.00

Justice Center: Interest - \$117,431.25

The Bond reissuance will be final on April 1, 2017. We received a good faith deposit of \$48,600.00 on 02/22/2017. We also received the balance of the bond in the amount of \$4,792,348.35 on 03/14/2017. These funds, along with designated sales tax funds, will be used to purchase the new bond.

On March 27, 2017 we will receive the Lottery and Gaming Credit payment from the state and will be distributing it to the municipalities in April.

I have enclosed the outstanding check list resolution to remove the checks from the past year.

I have made some recent investments with the February Settlement Funds and will report these exact investment amounts at the meeting.

I am watching the Veribanc reports and do not have anything new to report at this time.

Respectfully submitted,

Amanda R. Toney

**GREEN LAKE COUNTY TREASURER'S REPORT**

**FEBRUARY 2017**

CASH BALANCE: 01-31-2017 1,593,440.98

**RECEIPTS:**

General:	916,569.97
Redemption Tax - Principle:	99,701.49
Redemption Tax - Interest	18,913.84
Redemption Tax - Penalty	9,456.98
Postponed & Delinquent Tax - Principle:	394,381.47
Postponed & Delinquent Tax - Interest:	2,852.79
Postponed & Delinquent Tax - Penalty	1,426.40
Sales Tax Deposit from State	111,261.11
Wire from LGIP for Justice Center Payment	294,318.75
February Settlement Collections	4,608,539.50

**TOTAL RECEIPTS:** 6,457,422.30 8,050,863.28

**DISBURSEMENTS:**

General Maintenance:	1,058,737.06
Direct Deposit Payroll	475,149.04
DHHS Deposit to LGIP	5,993.15
Payroll deductions and taxes	332,621.73
Sales Tax Money Transfer to LGIP	85,317.33
Bank fee	8.00
Real Estate Transfer Fees	7,917.36
Transfer to Flex/HRA account	3,659.50
Annual Sales Tax Payment	459.78
Good Faith Bond Deposit	48,600.00
Justice Center Principal Payment	175,000.00
Justice Center Loan Payment	119,318.75
Communication Tower Principal Payment	245,000.00
Communication Tower Interest Payment	3,197.50
Voided Checks from Previous Months	0.00

**TOTAL DISBURSEMENTS:** 2,560,979.20

**TREASURER'S CASH BALANCE:** 5,489,884.08

**BANK RECONCILIATION**

Green Lake Horicon Bank-Checking:	690195	162,301.29
Green Lake Horicon Bank - Money Market:	690224	5,490,005.17

**TOTAL** 5,652,306.46

Less Outstanding Checks 162,292.38

DEPOSIT IN TRANSIT 60.00  
ROSEBROOK PAYMENT 70.00

Available Bank Balance 5,489,884.08

Cash in Office 02/28/17 0.00

02/28/17 CASH BALANCE	<span style="border: 1px solid black; padding: 2px;">5,489,884.08</span>
TREASURER'S CASH	<span style="border: 1px solid black; padding: 2px;">5,489,884.08</span>
DIFFERENCE	<span style="border: 1px solid black; padding: 2px;">0.00</span>

**GREEN LAKE COUNTY TREASURER'S REPORT**

**FEBRUARY 2017**

**RECONCILIATION OF RECEIPTS & DEPOSITS**

Cash in Office	January 31, 2017	0.00
Total Receipts	FEBRUARY 2017	<u>6,457,422.30</u>
<b>SUB TOTAL</b>		<b>6,457,422.30</b>
Less Deposits for Month:		<u>6,457,422.30</u>
Cash in Office	2/28/2017	0.00

**PROOF OF OUTSTANDING CHECKS**

Outstanding Checks	January 31, 2017	2,109,878.88
Total Disbursements	FEBRUARY 2017	2,560,979.20
SUB TOTAL		<b><u>4,670,858.08</u></b>
Less Checks Cashed by Bank		3,723,113.99
Payroll deductions and taxes	(from 690224 account)	99,357.48
Bank fee		8.00
Transfer to Flex/HRA account		3,659.50
Sales Tax transfer to LGIP		85,317.33
DHHS Deposit to LGIP		5,993.15
Good Faith Bond Deposit		48,600.00
Justice Center Principal Payment		175,000.00
Justice Center Loan Payment		119,318.75
Communication Tower Principal Payment		245,000.00
Communication Tower Interest Payment		3,197.50
<b>Outstanding Checks</b>	<b>2/28/2017</b>	<b>162,292.38</b>

**2017 INTEREST REVENUE**

*(PROJECTED BUDGET: \$70,000.00)*

1/31/17 Money Markets	January Interest	\$3,586.07
2/28/17 Money Markets	February Interest	\$3,895.19
Money Markets	March Interest	
Money Markets	April Interest	
Money Markets	May Interest	
Money Markets	June Interest	
Money Markets	July Interest	
Money Markets	August Interest	
Money Markets	September Interest	
Money Markets	October Interest	
Money Markets	November Interest	
Money Markets	December Interest	
<b>TOTAL</b>		<b><u>\$7,481.26</u></b>

**HORICON BANK ACCOUNTS**

**Balance as of 01/31/2017**

Flex/HRA Checking Account #2395	\$5,700.50
Flex/HRA Money Market Account #2366	\$569,953.97
Gelhar Escrow Account #8674	\$34,653.79



**GREEN LAKE COUNTY TREASURER'S REPORT**

**INVESTMENTS JANUARY 2017**

**LOCAL GOVERNMENT INVESTMENT POOL**

#824000

<u>Date</u>		<u>Account #01</u>
01/31/17	Balance L.G.I.P.	322,112.85
02/06/17	HFS Comm Aids	643.00
02/15/17	DWD Core Payment	153.00
02/16/17	DWD Core Payment	180.15
02/22/17	Good Faith Bond Deposit	48,600.00
02/28/17	DWD Core Payment	5,017.00
01/31/17	Interest	148.97
	Balance L.G.I.P.	<b>\$376,854.97</b>

**INSTITUTIONS**

<u>Date Started</u>			<u>PRINCIPLE</u>	<u>YIELD RATE</u>	<u>DUE DATE</u>
04/14/16	First National Bank - CD**	12 month	#8631292	1,000,000.00	1.10% 04/14/17
04/01/15	Markesan State Bank CD	25 month	#1103782	509,461.61	1.25% 05/01/17
01/27/17	Horicon Bank CD	6 month	#10000076765	500,000.00	0.50% 07/28/17
01/31/17	Farmers & Merchants Bank CD**	6 month	#708244	1,000,000.00	1.10% 07/31/17
09/15/16	Farmers & Merchants Bank CD**	12 month	#707263	650,000.00	1.00% 09/15/17
01/31/17	First National Bank - CD**	9 month	#8769374	1,000,000.00	0.85% 10/28/17
12/01/15	Farmers & Merchants Bank CD**	24 month	#704462	2,000,000.00	1.30% 12/01/17
09/09/14	Farmers & Merchants Bank CD**	39 month	#703152	2,000,000.00	1.00% 12/09/17
07/17/12	American Deposit Mgt - Baylake	Money Market	CGRENLK1	34.42	0.38%
10/30/13	Citizens Community Federal	Money Market	20033645	162,692.62	0.45%
04/20/11	Farmers & Merchants Bank**	Money Market	310818	3,945,691.70	1.00%
03/18/15	First Business Bank	Money Market	7017-03210	2,736.62	0.45%
11/01/15	Horicon Retirement	Money Market	1424497	2,010.23	0.50%
08/05/13	Ripon Horicon Bank	Money Market	831744	5,199.04	0.15%
	<b>TOTAL</b>			<b>\$12,777,826.24</b>	

**SALES TAX**

	<u>2017 PRINCIPLE</u>	<u>2017 INTEREST</u>	<u>TOTAL SALES TAX</u>	<u>Retailer Collection Period</u>
<b>BALANCE 12/31/16</b>			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	
<b>TOTAL COLLECTED IN 2017</b>	<b>204,209.85</b>	<b>1,137.74</b>	<b>\$2,850,243.08</b>	
<b>TOTAL 2017 LOAN PAYMENTS</b>			<b>294,318.75</b>	
<b>BALANCE OF SALES TAX FUNDS</b>			<b>\$2,555,924.33</b>	

**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>
10/13/16 Farmers & Merchants Bank CD**	#707405	5 months	1,500,000.00	0.75%	03/13/17
1/31/2017 LGIP Sales Tax Account #09			1,055,924.33		
<b>Total Funds Held in Trust</b>			<b>\$2,555,924.33</b>		

**2017 LOAN PAYMENT HISTORY**

<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</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			0.00	Justice Center Loan Payment-DTC
09/01/17			0.00	Justice Center Loan Payment-DTC
10/01/07			0.00	Justice Center Loan Payment-DTC
			<b>\$294,318.75</b>	<b>Total Paid on Loan in 2017</b>

\*\* Collateralized Investment

**FEBRUARY 2017**

**EFFECTIVE INTEREST RATES - OVERALL**

<b><u>INSTITUTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCOUNT NUMBER</u></b>	<b><u>RATE</u></b>
L.G.I.P.	1,437,980.87		0.58%
Farmers & Merchants Bank CD**	1,500,000.00	#707405	0.75%
First National Bank - CD**	1,000,000.00	#8631292	1.10%
Markesan State Bank CD	509,461.61	#1103782	1.25%
Horicon Bank CD	500,000.00	#100000076765	0.50%
Farmers & Merchants Bank CD**	1,000,000.00	#708244	1.10%
Farmers & Merchants Bank CD**	650,000.00	#707263	1.00%
First National Bank - CD**	1,000,000.00	#8769374	0.85%
Farmers & Merchants Bank CD**	2,000,000.00	#704462	1.30%
Farmers & Merchants Bank CD**	2,000,000.00	#703152	1.00%
American Deposit Mgt - Baylake	34.42	CGRENLK1	0.38%
Citizens Community Federal	162,692.62	20033645	0.45%
Farmers & Merchants Bank	3,945,691.70	310818	1.00%
First Business Bank	2,736.62	7017-03210	0.45%
GL Cty Retirement-Horicon	2,010.23	1424497	0.50%
Ripon Horicon Bank	5,199.04	831744	0.15%
Horicon Bank	<u>5,490,005.17</u>	690224	<u>0.05%</u>
	21,205,812.28		0.73%

**TOTAL INVESTED**      **15,715,807.11**

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

<b>Date</b>	<b>Institution</b>	<b>Account #</b>	<b>Amount</b>
1/31/2017	Horicon	1000008674	4.42
1/31/2017	Horicon	1000002366	58.45
1/31/2017	LGIP	Account #1	115.86
1/31/2017	LGIP	Account #9	543.84
1/31/2017	LGIP	Account #11	2.34
1/31/2017	Citizens Community	20033645	64.14
1/31/2017	Farmers & Merchants	310818	2,795.69
1/31/2017	First Business Bank	7017-03210	0.12
1/31/2017	Horicon Retirement	1424497	0.54
1/31/2017	Ripon Horicon Bank	831744	0.67
<hr/>			
2/28/2017	Horicon (Gelhar Esc.)	1000008674	<b>3.89</b>
2/28/2017	Horicon (Flex MM)	1000002366	64.56
2/28/2017	LGIP	Account #1	<b>148.97</b>
2/28/2017	LGIP	Account #9	<b>593.90</b>
2/28/2017	LGIP	Account #11	<b>2.31</b>
2/28/2017	Citizens Community	20033645	<b>56.14</b>
2/28/2017	Farmers & Merchants	310818	<b>3,024.51</b>
2/28/2017	First Business Bank	7017-03210	<b>0.11</b>
2/28/2017	Horicon Retirement	1424497	<b>0.21</b>
2/28/2017	Ripon Horicon Bank	831744	<b>0.59</b>
			<b>\$3,895.19</b>

**Resolution Number -2017**

**Relating to Cancellation of Outstanding Checks**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 18<sup>th</sup> day of April, 2017, does resolve as follows:

**WHEREAS**, Fifteen checks issued by the Treasurer of Green Lake County, drawn against the County's account at Horicon Bank have not been presented for payment by the payees of said checks in excess of one (1) year since said checks were issued;

**NOW, THEREFORE BE IT RESOLVED**, that said outstanding checks as listed below be cancelled, and the amounts represented thereby be restored to the County's general account:

<u>Check Number</u>	<u>Date of Check</u>	<u>Amount</u>	<u>Payee</u>
175150	05/27/2015	\$37.98	Heidi Weishaar
175580	06/24/2015	\$31.30	Herschel Martin
176378	08/14/2015	\$100.00	Dean and Karen Sales
176576	08/26/2015	\$30.04	David Santee
177384	10/16/2015	\$25.18	Kristin Boe
178472	12/30/2015	\$36.40	Richard Berndt
179149	02/03/2016	\$90.98	Alishia Napier
179323	02/12/2016	\$30.00	Southern Child Welfare Training
179462	02/12/2016	\$37.30	Jessica Hansen
179508	02/12/2016	\$23.53	Susan Kukla
179519	02/12/2016	\$19.60	Michael Thorson
179655	02/17/2016	\$26.98	Tamara Thiel
179733	03/02/2016	\$15.00	Darin Arellano
179741	03/02/2016	\$15.00	Miranda Hiemstra
179799	03/09/2016	\$53.00	Office Max Credit Plan

**BE IT FURTHER RESOLVED**, that a copy of this resolution be furnished to the Horicon Bank.

**NOTE:** The above checks contain the notation "Void after six months"

Roll Call on Resolution No. -2017

Aye , Nay , Absent , Abstain

Submitted by Finance Committee

Passed & Adopted/Rejected-this 18<sup>th</sup> day  
of April, 2017.

\_\_\_\_\_  
Harley Reabe, Chairman

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Larry Jenkins, Vice Chairman

\_\_\_\_\_  
Attest: County Clerk  
Approved as to Form:

\_\_\_\_\_  
Robert Lyon

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Dennis Mulder

\_\_\_\_\_  
Joanne Guden

**ORDINANCE NO.        -2017**

**Amending Chapter 80 Fund Balance Policy, Ordinance 80-3.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of April, 2017, does ordain as follows:

**NOW, THEREFORE, BE IT ORDAINED**, that Chapter 80, Fund Balance Policy, Ordinance 80-3 is hereby amended as follows (deletions are in ~~strikeout~~, **additions are in bold face type**):

§80-3 Administration.

At fiscal year-end, Green Lake County will maintain a minimum unassigned general fund reserve balance of not less than 20% of the actual current year general fund expenditures, ~~with a minimum of 15% for health and human services, 10% of the minimum unassigned general fund balance to be used as contingency for the following fiscal year~~ **excluding refundable prepayments and GAAP defined non-spendable, restricted, committed and assigned (designated) account balances.**

**At fiscal year-end, Green Lake County will maintain a minimum unassigned Health and Human Services (HHS) fund reserve balance of not less than 15% of the actual current year HHS fund expenditures excluding refundable prepayments and GAAP defined non-spendable, restricted, committed and assigned (designated) account balances.**

Roll Call on Ordinance No.        - 2017

Aye____, Nay____, Absent____, Abstain____		Submitted by Finance Committee
Passed & Enacted/Rejected this 18th day of April, 2017		_____ Harley Reabe, Chair
_____ County Board Chairman		_____ Larry Jenkins, Vice-Chair
Attest: County Clerk		_____ Joanne Guden
Approved as to Form: _____ Corporation Counsel		_____ Robert Lyon
		_____ Dennis Mulder

**In addition, in order to maximize County operations subsidized by tax levy, the annual Contingency Fund balance shall be designated as non-lapsing with the following exception provision: If on December 31 of any given fiscal year, the General Fund reserve balance shall fall below the General Fund Policy amount as established herein, the December 31 Contingency Fund balance shall lapse to the General Fund, in entirety or in an amount as determined by the Finance Committee, sufficient to bring the General Fund reserve balance into compliance with this policy.**

**BE IT FURTHER ORDAINED**, All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage and publication

Capitol Outlay/Carryover Funds

Dept.	Account Name	TOTAL Designated 12/31/2016	Budget or Revenue from 2016	2016 Remaining Balance	Budget 2017	Difference
911	Upgrade 911 Equipment	53,582.73	0.00	53,582.73	53,582.73	0.00
	Carryover 911 User Fee	10,880.00	0.00	10,880.00	10,880.00	0.00
PERS	Carryover Labor Law Issues	1,882.04	0.00	1,882.04	1,882.04	0.00
EDC	Carryover Economic Dev Corp	0.00	0.00	0.00	0.00	0.00
COC	Carryover Clerk of Courts Jury Expense	20,000.00	0.00	20,000.00	20,000.00	0.00
DA	Carryover Expert Witness	10,478.76	0.00	10,478.76	10,478.76	0.00
	Carryover DA Symposium	2,050.42	0.00	2,050.42	2,050.42	0.00
	Carryover DA Computer Forensic Exam Training	11,994.56	0.00	11,994.56	11,994.56	0.00
	Carryover VINE	10,000.00	0.00	10,000.00	10,000.00	0.00
	Carryover Prosecution Services	4,027.47	0.00	4,027.47	4,027.47	0.00
Corp Coun	Discovery/Trial Prep	2,999.25	0.00	2,999.25	2,999.25	0.00
CC	Carryover Copy Machines	11,560.13	-226.00	11,786.13	11,786.13	-226.00
	Carryover County Clerk Election	12,913.07	7,306.96	5,606.11	5,606.11	7,306.96
	Carryover Loss Control	3,183.14	370.40	2,812.74	2,812.74	370.40
	Carryover Circuit Ct Ctroom Upgrade	0.00	0.00	0.00	0.00	0.00
Maint	Carryover Maintenance ADA/Security	117.94	0.00	117.94	117.94	0.00
	Carryover Maint Capital Improvements	64,170.67	887.33	63,283.34	63,283.34	887.33
	Carryover Sale of Recyclable Material	391.92	0.00	391.92	391.92	0.00
	Carryover Maintenance Capital Equipment	27,698.79	5,364.04	22,334.75	22,334.75	5,364.04
ROD	Carryover Redacting Expenses (RESTRICTED)	62,980.77	0.00	62,980.77	62,980.77	0.00
Treas	Carryover Folding Machine	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Sheriff	Carryover ICAC (RESTRICTED)	40.19	0.00	40.19	40.19	0.00
	CTU Replacement Vehicle & Equipment	188.91	0.00	188.91	188.91	0.00
	Carryover Emergency Medical Dispatching	303.44	0.00	303.44	303.44	0.00
	Anti Drug Program	14,820.70	2,856.60	11,964.10	11,964.10	2,856.60
	Carryover Staff Development	6,933.24	0.00	6,933.24	6,933.24	0.00
	Boat and Snowmobile Related	9,191.86	3,400.00	5,791.86	5,791.86	3,400.00
	Squads/Squad Equipment & Officer Equipment	77,445.85	13,405.03	64,040.82	64,040.82	13,405.03
	Carryover Sherriff Dept Jail Assmt (RESTRICTED)	74,072.55	22,197.00	51,875.55	51,875.55	22,197.00
	Carryover Juvenile Prisoner Board	28,747.35	0.00	28,747.35	28,747.35	0.00
	Carryover Inmate Commissary (RESTRICTED)	56,852.73	0.00	56,852.73	56,852.73	0.00
	Inmate Programs	176,324.83	14,393.38	161,931.45	161,931.45	14,393.38
	Jail & Sheriff Office Capital Equipment & Maintenance	346,059.06	16,278.95	329,780.11	329,780.11	16,278.95
	Crime Prevention	58,860.15	5,730.27	53,129.88	53,129.88	5,730.27
	K9 Donations	10,891.88	3,004.43	7,887.45	7,887.45	3,004.43
	Emergency Situation Fund	28,932.54	0.00	28,932.54	28,932.54	0.00
	Carryover Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00
	Carryover Storage and Towing	2,297.77	714.00	1,583.77	1,583.77	714.00
	Carryover Defibrillator	6,502.00	0.00	6,502.00	6,502.00	0.00
	Carryover Inmate Meals	27,624.83	3,072.40	24,552.43	24,552.43	3,072.40
	Carryover Squad Fuel	36,392.76	36,392.76	0.00	0.00	36,392.76
LUPZ	Carryover Code Enforcement Vehicle Purchase	25,907.20	0.00	25,907.20	25,907.20	0.00
	Professional Services - Land Development	43,532.00	17,389.00	26,143.00	26,143.00	17,389.00
	Professional Services - Surveyor	79,009.93	2,700.00	76,309.93	76,309.93	2,700.00
	Carryover Non-Metallic Mining (RESTRICTED)	77,162.00	14,300.00	62,862.00	62,862.00	14,300.00
	Carryover A-1 Conversion Fees (RESTRICTED)	0.00	0.00	0.00	0.00	0.00
	Carryover Land Information (RESTRICTED)	108,383.78	79,607.76	28,776.02	28,776.02	79,607.76
Parks	Carryover Parks Project	47,316.92	0.00	47,316.92	47,316.92	0.00
	Carryover Boat Launch Projects	110,863.33	35,183.11	75,680.22	75,680.22	35,183.11
	Carryover Parks Donations	10,370.63	3,520.63	6,850.00	6,850.00	3,520.63
	Carryover Parks Equipment	1,130.09	1,130.09	0.00	0.00	1,130.09
	Carryover Green Lake Trail Project (RESTRICTED)	54,585.92	54,585.92	0.00	0.00	54,585.92
Fair	*Fair Donations	11,218.38	16,962.50	-5,744.12	-5,744.12	16,962.50
UWEX	Carryover Capital Equipment UWEX	2,806.23	1,270.38	1,535.85	1,535.85	1,270.38
	*UWEX Program Donations	5,031.12	4,555.97	475.15	475.15	4,555.97
	UWEX Grants (RESTRICTED)	6,414.45	4,305.71	2,108.74	2,108.74	4,305.71
LCC	Carryover LC Conservation Fund	280,966.97	11,072.00	269,894.97	269,894.97	11,072.00
	Carryover LC Lake & River Fund	22,453.20	5,607.37	16,845.83	16,845.83	5,607.37
	Carryover LC Clean Sweep	13,361.39	18,365.00	-5,003.61	-5,003.61	18,365.00
	Carryover LC Truck	45,183.81	995.00	44,188.81	44,188.81	995.00
	Carryover LC Part-Time Staff	0.00	0.00	0.00	0.00	0.00
IT	Carryover IT UPS Batteries	3,321.41	1,420.50	1,900.91	1,900.91	1,420.50
HHS/VS0	Carryover Economic Support W-2	33,126.81	0.00	33,126.81	33,126.81	0.00
	*HHS Donations	40,365.68	35,735.86	4,629.82	4,629.82	35,735.86
	Carryover FRI Building Maint	7,604.00	0.00	7,604.00	7,604.00	0.00
	Carryover Veterans Donations	2,274.78	1,000.00	1,274.78	1,274.78	1,000.00
	Carryover Veterans Transportation (Restricted)	112.11	112.11	0.00	0.00	112.11
	Carryover Community Health Imp Plan	20,400.00	4,821.00	15,579.00	15,579.00	4,821.00
FRI	Carryover FRI Vehicle Outlay	33,762.00	10,000.00	23,762.00	23,762.00	10,000.00
TOTAL		2,362,058.44	460,787.46	1,901,270.98	1,901,270.98	460,787.46
NEW						

**From:** [Petruske, Angie](#)  
**To:** [Stobbe, Samantha](#); [Otto, Liz](#)  
**Subject:** FW: New Account Numbers  
**Date:** Thursday, March 02, 2017 9:49:11 AM

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Below are two accounts that need to be created for a new grant. Please send to Finance.

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**From:** Petruske, Angie  
**Sent:** Thursday, March 02, 2017 8:59 AM  
**To:** Yonke, Kayla <[kyonke@co.green-lake.wi.us](mailto:kyonke@co.green-lake.wi.us)>  
**Subject:** RE: New Account Numbers

Expenditure Acct # 17-207-33-54549-290-361 Other – IHSS  
Revenue Acct# 17-207-33-43563-361-000 CORE - IHSS

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**From:** Yonke, Kayla  
**Sent:** Wednesday, March 01, 2017 3:58 PM  
**To:** Petruske, Angie <[apetruske@co.green-lake.wi.us](mailto:apetruske@co.green-lake.wi.us)>  
**Subject:** New Account Numbers

Hello-

I am requesting two new account Numbers a Revenue and Expenditure for a new grant we received called In Home Safety Services

They can be called IHSS and can you please make them so the last three numbers on the expense line are 612 please as that is the reporting number.

I will then proceed to get the budget adjustment form approved.

Thank you,

*Kayla Yonke*  
Green Lake County  
Account Specialist



# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 6, 2017  
 Department: Economic Support/ DHHS  
 Amount: \$20,243.57  
 Budget Year Amended: 2017

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

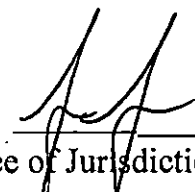
We received Enhanced Medicaid Funding from the state.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
207-34-43564-730-000	MA Enhanced Fed Funding	\$ -	\$ 20,243.57	\$ 20,243.57
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,243.57	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
207-34-54402-730-000	MA Enhanced Fed Funding	\$ -	\$ 20,243.57	\$ 20,243.57
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,243.57	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 3/13/16  
*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: \_\_\_\_\_

# **Budget Adjustment**

## Purpose

To comply with State Statute 65.90 (5)

## Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

## Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action. Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action. Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board. A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 2, 2017  
 Department: Children and Families  
 Amount: \$17,600.00  
 Budget Year Amended: 2017

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

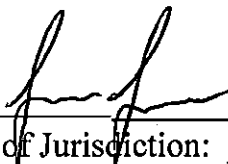
In-Home Safety Service is a Newly awarded Grant for the Children and Families Unit through the CORE/SPARC State reporting System.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-207-33-43563-361-000	CORE-IHSS	\$ -	\$ 17,600.00	\$ 17,600.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,600.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-207-33-54549-290-361	Other-IHSS	\$ -	\$ 17,600.00	\$ 17,600.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,600.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 3/13/16

*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: \_\_\_\_\_

# **Budget Adjustment**

## Purpose

To comply with State Statue 65.90 (5)

## Policy

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Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

**From:** [Petruske, Angie](#)  
**To:** [Stobbe, Samantha](#); [Otto, Liz](#)  
**Subject:** FW: Feb JEs  
**Date:** Thursday, March 02, 2017 12:51:01 PM

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Some more new accounts for Finance

**From:** Pence, Becky  
**Sent:** Thursday, March 02, 2017 11:33 AM  
**To:** Petruske, Angie <apetruske@co.green-lake.wi.us>  
**Subject:** Feb JEs

There are 3 new account numbers for our reconstruction:

17-701-29-53313-258-000	CTH DD (CTH D-Marquette Co. Line)
17-701-29-53313-289-000	CTH Y (STH 73-Losinski Rd)
17-701-29-53313-290-000	CTH YY (CTH Y-CTH D)

**Becky Pence**  
**Administrative Assistant**  
**Green Lake County**  
**Highway Department**  
**920-294-4060**