



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 02/22/2018**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on February 28, 2018:**

- 1) Agenda
- 2) Draft minutes from 01/24/18
- 3) Credit Card Request Approvals
- 4) Treasurer's Monthly Report
- 5) Resolutions:
  - a. Salary for County Coroner
  - b. Salary for Clerk of Circuit Court
  - c. Resolution Relating to Creating a Program Aide Position
- 6) Budget Adjustments/Line Item Transfers



# 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: February 28, 2018 Time: 6:00PM**  
**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: 01/24/2018
6. Public Comments (3 Min. Limit)
7. Correspondence
8. Appearances
9. Credit Card Request Approvals
10. Treasurer's Monthly Report
11. Resolutions/Ordinances
  - Salary for County Coroner 2019-2022
  - Salary for Clerk of Circuit Court 2019-2022
  - Resolution Relating to Creating a Program Aide Position
12. Budget Review
13. Budget Adjustments/Line Item Transfer
14. Supervisor's Monthly Claims
15. Committee Discussion
  - Future Meeting Dates: Regular Meeting March 28, 2018 at 6:00 pm
  - 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**  
**January 24, 2018**

The meeting of the Finance Committee was called to order by Chair Harley Reabe at 10:00 AM on Wednesday, January 24, 2018, 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  
Robert Lyon  
Joanne Guden

Absent: Dennis Mulder  
Larry Jenkins

Also Present: Liz Otto, County Clerk  
Becky Pence, Hwy Admin Asst  
Dawn Klockow, Corp Counsel  
Amy Brooks, Hwy Comm  
Angie Petruske, Acct Budget Coord  
Nicole Geschke, HR Coordinator

Amanda Toney, Treasurer (10:02)  
Kayla Yonke, Account Specialist  
Mark Podoll, Sheriff  
Cathy Schmit, Cty Administrator  
Mark Putzke, Chief Deputy

**AGENDA**

Chairman Reabe stated that he would be removing 3 resolutions from the agenda: Salary for County Coroner 2019-2022, Salary for County Clerk of Courts 2019-2022, and Salary for County Sheriff 2019-2022.

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

**MINUTES**

*Motion/second (Guden/Lyon)* to approve the minutes of December 27, 2017 with changes made to committee member attendance errors. All ayes. Motion carried.

**PUBLIC COMMENTS** – none

**CORRESPONDENCE** – none

**APPEARANCES** – none

**CREDIT CARD REQUEST APPROVALS** – none

**TREASURER'S MONTHLY REPORT**

Treasurer Amanda Toney stated that tax collections are going well with heavy mail payments.

**RESOLUTIONS/ORDINANCES**

- **Create One Full-time Deputy Patrol Position**

*Motion/second (Lyon/Guden)* to approve the fiscal note for the resolution to Create One Full-Time Deputy Patrol Position and forward to County Board for final approval. All ayes. Motion carried.

**BUDGET REVIEW**

Discussion held.

**BUDGET ADJUSTMENTS** - none

**SUPERVISOR'S MONTHLY CLAIMS**

Supervisor's claims: \$521.66

Lay people: \$213.72

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

**COMMITTEE DISCUSSION**

- **Future meeting dates:** Regular meeting – February 28, 2018 2018 at 6:00 PM
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

*Motion/second (Guden/Lyon)* to adjourn the meeting at 10:13 AM. All ayes. Motion carried.

Submitted by,

Liz Otto  
County Clerk

## Request for Credit Card Approval

Department: ADMINISTRATION  
 Committee: ADMINISTRATIVE

Name of Card Holder	Title of Position	Credit Card Limit
Angie Petruske	Budget Account Coord.	1,000.00

**Justification for Credit Card(s):**

Routine online purchases, registrations, and travel.

Department Head Approval: Catherine Schmit  
 Date Approved by Committee of Jurisdiction: 2/5-18 Angie Petruske  
 Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: \_\_\_\_\_

## Request for Credit Card Approval

Department: Sheriff's

Committee: Jud/Law

Name of Card Holder	Title of Position	Credit Card Limit
michael Majeskie	Deputy Sheriff	\$1,500

**Justification for Credit Card(s):**

Fuel & other expenses when out of county
wipers, headlamps, other immediately needed supplies

Department Head Approval: Mark A Pedall

Date Approved by Committee of Jurisdiction: 2-14-18

*Following this acceptance please forward to the County Clerk's Office.*

Date Approved By Finance Committee: \_\_\_\_\_



**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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February 22, 2018

Memo to Finance Committee:

The sales tax deposit figure for February is \$126,251.39 and will be deposited into our account on February 28, 2018. This is the highest reported sales tax figure for the month of February to date which is sales tax from November of 2017 sales.

**TAX COLLECTION UPDATE:**

As of today, we have collected and settled for \$29,028,759.82 in Real Estate and Personal Property taxes, out of \$41,599,290.31.

**Yearly Collection Comparison**

Date	Amount Left to Collect	Percentage of Tax Roll
01/31/18	12,570,297.87	30.22%
01/31/17	13,916,197.55	33.03%
01/31/16	14,849,675.03	34.72%

We have now completed the February Settlement process. We have also created the assessment rolls for the 2018 tax cycle.

On March 1, 2018, the County will make a loan payment to the Depository Trust Company for \$1,087,308.75

Justice Center Principle – \$675,000.00

Justice Center Interest – \$159,907.50

Communication Tower Principle – \$250,000.00

Communication Tower Interest – \$2,401.25

I have also enclosed my annual report from 2017.

Respectfully submitted,

Amanda R. Toney

**GREEN LAKE COUNTY TREASURER'S REPORT**

**JANUARY 2018**

CASH BALANCE: 12-31-2017 **1,365,543.11**

**RECEIPTS:**

General:	858,066.16
Redemption Tax - Principle:	66,435.50
Redemption Tax - Interest	10,966.29
Redemption Tax - Penalty	5,467.64
Postponed & Delinquent Tax - Principle:	0.00
Postponed & Delinquent Tax - Interest:	0.00
Postponed & Delinquent Tax - Penalty	0.00
Transfer from LGIP into a 1 year CD	500,000.00
Sales Tax Deposit from State	89,933.78
January Settlement Collections	5,746,553.76
NSF Checks from January	-75.00

**TOTAL RECEIPTS:** 7,277,348.13 **8,642,891.24**

**DISBURSEMENTS:**

General Maintenance:	2,562,805.86
Direct Deposit Payroll	505,228.13
DHHS Deposit to LGIP	102,385.92
Payroll deductions and taxes	398,916.75
Sales Tax Money Transfer to LGIP	113,333.47
Bank fees	110.88
Real Estate Transfer Fees	29,522.88
Transfer to Flex/HRA account	221,078.07
Voided Checks from Previous Month	0.00
Sales Tax Annual Remittance	203.40

**TOTAL DISBURSEMENTS:** 3,933,585.36

**TREASURER'S CASH BALANCE:** **4,709,305.88**

**BANK RECONCILIATION**

Green Lake Horicon Bank-Checking:	690195	409,928.34
Green Lake Horicon Bank - Money Market:	690224	<u>4,501,955.13</u>

**TOTAL** 4,911,883.47

Less Outstanding Checks 193,083.40

Point & Pay from January - Done in January, receipted in February 9,494.19

Available Bank Balance 4,709,305.88

Cash in Office 01/31/18 0.00

01/31/18 CASH BALANCE	<span style="border: 1px solid black; padding: 2px;"><b>4,709,305.88</b></span>
TREASURER'S CASH	<span style="border: 1px solid black; padding: 2px;"><b>4,709,305.88</b></span>
DIFFERENCE	<span style="border: 1px solid black; padding: 2px;"><b>0.00</b></span>



**GREEN LAKE COUNTY TREASURER'S REPORT**

**JANUARY 2018**

**RECONCILIATION OF RECEIPTS & DEPOSITS**

Cash in Office	December 31, 2017	0.00
Total Receipts	JANUARY 2018	<u>7,277,348.13</u>
<b>SUB TOTAL</b>		<b>7,277,348.13</b>
Less Deposits for Month:		<u>7,277,348.13</u>
Cash in Office	1/31/2018	0.00

**PROOF OF OUTSTANDING CHECKS**

Outstanding Checks	December 31, 2017	229,918.95
Total Disbursements	JANUARY 2018	3,933,585.36
<b>SUB TOTAL</b>		<b><u>4,163,504.31</u></b>
Less Checks Cashed by Bank		3,429,656.38
DHHS Deposit to LGIP		102,385.92
Payroll deductions and taxes		103,856.19
Sales Tax transfer to LGIP		113,333.47
Bank fees		110.88
Transfer to Flex/HRA account		221,078.07

**Outstanding Checks** **1/31/2018** **193,083.40**

**2018 INTEREST REVENUE**

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

1/31/18 Money Markets	January Interest	\$5,358.91
1/31/18 Certificate of Deposits	January Interest	\$3,205.48
Money Markets	February Interest	
Certificate of Deposits	February Interest	
Money Markets	March Interest	
Certificate of Deposits	March Interest	
Money Markets	April Interest	
Certificate of Deposits	April Interest	
Money Markets	May Interest	
Certificate of Deposits	May Interest	
Money Markets	June Interest	
Certificate of Deposits	June Interest	
Money Markets	July Interest	
Certificate of Deposits	July Interest	
Money Markets	August Interest	
Certificate of Deposits	August Interest	
Money Markets	September Interest	
Certificate of Deposits	September Interest	
Money Markets	October Interest	
Certificate of Deposits	October Interest	
Money Markets	November Interest	
Certificate of Deposits	November Interest	
Money Markets	December Interest	
Certificate of Deposits	December Interest	
	<b>TOTAL</b>	<b><u>\$8,564.39</u></b>

**HORICON BANK ACCOUNTS**

**Balance as of 01/31/18**

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$582,696.28
Gelhar Escrow Account #8674	\$34,705.80



**JANUARY 2018**

**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>
<i>L.G.I.P.</i>	2,957,276.67		1.35%
<i>First National Bank - CD**</i>	1,017,391.73	#8631292	1.10%
<i>Horicon Bank**</i>	503,167.80	#100000077035	1.25%
<i>Farmers &amp; Merchants Bank CD**</i>	1,000,000.00	#708494	1.35%
<i>Farmers &amp; Merchants Bank CD**</i>	1,000,000.00	#703152	1.35%
<i>Farmers &amp; Merchants Bank CD**</i>	2,000,000.00	#704462	1.75%
<i>Citizens Community Federal</i>	163,095.35	20033645	0.25%
<i>Farmers &amp; Merchants Bank</i>	3,778,969.51	310818	1.00%
<i>First Business Bank</i>	2,738.03	7017-03210	0.45%
GL Cty Retirement-Horicon	12.46	1424497	0.50%
Ripon Horicon Bank	5,206.36	831744	0.15%
Horicon Bank	<u>4,501,955.13</u>	690224	<u>0.05%</u>
	16,929,813.04		Average APY 0.88%
<b><u>TOTAL INVESTED</u></b>	<b><u>12,422,639.09</u></b>		Average Investment APY <b><u>1.09%</u></b>

**MONTHLY**  
 January 2018  
 February 2018  
 March 2018  
 April 2018  
 May 2018  
 June 2018  
 July 2018  
 August 2018  
 September 2018  
 October 2018  
 November 2018  
 December 2018

**AVERAGE**  
 0.82%

<b>Date</b>	<b>Institution</b>	<b>Account #</b>	<b>Amount</b>
1/31/2018	MM Horicon	1000002366	73.52
1/31/2018	MM LGIP	Account #1	1,888.16
1/31/2018	MM Citizens Community	20033645	36.86
1/31/2018	MM Farmers & Merchants	310818	3,206.81
1/31/2018	MM First Business Bank	7017-03210	0.27
1/31/2018	MM Horicon Retirement	1424497	0.85
1/31/2018	MM Ripon Horicon Bank	831744	0.66
1/31/2018	MM Horicon	690195	22.08
1/31/2018	MM Horicon	690224	129.70
		<b>TOTAL MONEY MARKET INTEREST</b>	<b>\$5,358.91</b>
1/12/2018	CD Fortifi CD	8631292	3,205.48
		<b>TOTAL CERTIFICATE OF DEPOSIT INTEREST</b>	<b>\$3,205.48</b>





# **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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January 29, 2018

Memo to Administrative Committee:

In December we started our normal process of receiving mill rates and certified levy amounts from the local clerks and entered those into our tax collection system. Once this was completed, Stef and I checked and rechecked these values and rates carefully and received confirmation by the local clerks. We then printed the tax bills, tax rolls and all pertinent information relating to the tax collection. With the office down by a part-time employee, Stef and I put in many long hours ensuring that the bills were mailed in the same timeline as they always have been.

The Treasurer's office has finished out 2017 with our highest number of tax dollars collected to date for the current tax year. As of December 31, 2017, our office had collected \$5,650,156.39 for the 2017 tax roll. This number is higher than December 31, 2016 by \$1,561,399.25. As of today, our office has collected over nine million in real estate and personal property taxes. There are a few factors that we feel have contributed to this. First and foremost, we are collecting for two additional municipalities this year. Secondly, we have seen a large increase in the number of taxpayers paying their full tax bill rather than just the first installment amount due to the new federal tax law that is capping the 2018 tax deductions.

Typically at the start of the New Year, we begin to prepare assessment rolls for the next tax cycle. This involves "rolling over" the tax rolls in our tax assessment software, compiling the new assessment rolls, verifying that all new values are correct and distributing these to the assessors so they can start the new tax year. This is also an intense period of verifying and compiling reports and distributing all of these forms to the municipalities. We are behind in this process this year due to staffing changes. Our goal is to be ready to start to work on this the first part of February. There is no statutory deadline for this but we do not want to fall behind on it.

In February, the tax settlement process will be complete, at this time the local treasurers turn their collection records over to the county. The percentage of all taxes collected paid by the first installment needs to be distributed to all of the districts within the 16 different municipalities by February 20<sup>th</sup>. These calculations are done in this office. This process requires a lot of checking and rechecking by this office to ensure accuracy.

I published the tax deed listing for the 2014 tax year the first two weeks in February, 2018.

This year our list included:

**39** people, owning **49** parcels

Last year our list included:

**45** people, owning **51** parcels

Anyone on this list will have until the end of August 2018 to pay their delinquent 2014 taxes or the county can take the property.

We are currently working with Transcendent on the migration of our data from our GCS program into the new Transcendent program. All of our data is in the test database for Transcendent and at this time they are working on computing the 2017 tax bills to verify all values and figures have been converted correctly. We do have a meeting scheduled on February 27<sup>th</sup> for those municipal clerks/treasurers that collect the first installments on their own. This meeting will be an overview so they know what to expect with the conversion. After that meeting we will begin testing in the software and in late summer we plan to be live on Transcendent with the Real Property Lister portion of the program. Then on September 1<sup>st</sup>, we plan on going live with the Treasurer piece.

The Treasurer's office continues to be a central location for many important functions within the Government Center in addition to collecting taxes. Some of these functions include: receipt and deposit all money, keep daily balances of bank accounts, distribute all checks for the county, invest excess funds, maintain records of all unpaid and delinquent taxes, assist local municipal clerks and treasurers with their tax collection and settlement as well as their tax and assessment rolls preparation and furnish complete and balanced tax settlements to the Department of Revenue to name a few.

The Treasurer's office currently staffs two full time employees, which include Stefanie Meeker, and myself. I would like to have the vacant part-time Deputy Treasurer position filled within the next two months. Our goal for 2018 is the same as 2017. It is to continue to provide the accurate and friendly customer service that we have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Amanda Toney and Stef Meeker

Respectfully submitted,  
Amanda R. Toney  
County Treasurer/Real Property Lister

**RESOLUTION NUMBER -2018**

**SALARY FOR COUNTY CORONER 2019 - 2022**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the  
2 earliest time for filing nomination papers for any elective office to be voted on in the  
3 county . . . which officer is paid in whole or part from the county treasury, establish the  
4 total annual compensation for services to be paid to the officer exclusive of  
5 reimbursements for expenses out-of-pocket.”

6 **WHEREAS**, in 2017 the County conducted a wage study comparing the salary of the  
7 Coroner using the counties of Marquette, Fond du Lac and Columbia; and

8 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative  
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 20th  
day of March, 2018.

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Harley Reabe, Chair

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Nick Toney

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County Board Chairman

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Robert Lyon

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ATTEST: County Clerk  
Approve as to Form:

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Michael Starshak

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Corporation Counsel

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Paul Schwandt



9 **WHEREAS**, the Green Lake County Coroner requests that Green Lake County also  
10 permit the Green Lake County Coroner to participate in the Wisconsin Retirement  
11 System (WRS); and

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore  
13 the salary for the Green Lake County Coroner must be set no later than that date.

14 **NOW THEREFORE BE IT RESOLVED** that the salary for the County Coroner of Green  
15 Lake County for the periods below shall be:

16	January 7, 2019 to December 31, 2019	\$16,710.00	67%
17	January 1, 2020 to December 31, 2020	\$16,960.65	1.5%
18	January 1, 2021 to December 31, 2021	\$17,215.06	1.5%
19	January 1, 2022 to December 31, 2022	\$17,473.29	1.5%

21 **BE IT FURTHER RESOLVED**, that the Green Lake County Coroner shall be allowed  
22 to participate in the Wisconsin Retirement System (WRS) at the same rate and manner as  
23 all other Green Lake County elected officials and at a rate and manner as established by  
24 WRS annually.

25 **BE IT FURTHER RESOLVED**, Coroner shall be further compensated at the rate of  
26 \$65.00 per call up to 6 hours, and any additional call if needed would be reimbursed at  
27 \$65.00 per hour, plus reimbursement for mileage and expenses in accordance with  
28 County policies. Compensation for all duly appointed Deputy Coroners per call shall be the  
29 same as the Coroner with the exception that they shall not be eligible to participate in the  
30 Wisconsin Retirement System (WRS).

31 **FISCAL NOTE:**  **Approved by Finance**  **Disapproved by Finance**

27 Salary Increase:

28	2019	\$6,662.68 increase	2020	\$250.65 increase
29	2021	\$254.41 increase	2022	\$258.23 increase

31 Estimated annual County cost for WRS \$1,120

**RESOLUTION NUMBER -2018**

**SALARY FOR CLERK OF CIRCUIT COURT 2019 - 2022**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of March 2018, does resolve as follows:

1 **WHEREAS**, Wisconsin Statute §59.22(1)(a)1. requires that “the board shall, before the  
2 earliest time for filing nomination papers for any elective office to be voted on in the  
3 county . . . which officer is paid in whole or part from the county treasury, establish the  
4 total annual compensation for services to be paid to the officer exclusive of  
5 reimbursements for expenses out-of-pocket.”

6 **WHEREAS**, in 2013 the County conducted a wage study comparing the salary of the  
7 Clerk of Circuit Court using the counties of Adams, Marquette, Waushara, Fond du Lac,  
8 Waupaca and Columbia, and market data was developed by using the mid-point average  
9 of all counties. Based on that data, elected officials were brought to the mid-point of their  
10 office in 2015.

11 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Administrative  
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th  
day of March 2018.

\_\_\_\_\_  
Harley Reabe, Chair

\_\_\_\_\_  
Nick Toney

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

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

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Michael Starshak

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

\_\_\_\_\_  
Paul Schwandt

12 **WHEREAS**, the earliest time for filing nomination papers is April 15, 2018, therefore  
13 the salary for the Green Lake County Clerk of Circuit Court must be set no later than  
14 that date.

15 **NOW THEREFORE BE IT RESOLVED** that the salary for the Clerk of Circuit Court of  
16 Green Lake County for the periods below shall be:

17	January 7, 2019 to December 31, 2019	\$66,895.24	1.5%
18	January 1, 2020 to December 31, 2020	\$67,898.67	1.5%
19	January 1, 2021 to December 31, 2021	\$68,917.15	1.5%
20	January 1, 2022 to December 31, 2022	\$69,950.91	1.5%

21 **FISCAL NOTE:**  **Approved by Finance**  **Disapproved by Finance**

22

23 Salary Increase:

24	2019	\$ 988.60 increase	2020	\$1,003.43 increase
25	2021	\$1,018.48 increase	2022	\$1,033.76 increase

**RESOLUTION NUMBER -2018**

**RESOLUTION RELATING TO CREATING A PROGRAM AIDE POSITION**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of March 2018, does resolve as follows:

1 **WHEREAS**, Fox River Industries is a unit of Green Lake County Department of Health  
2 & Human Services; and,

3 **WHEREAS**, Fox River Industries is a current provider of Adult Day Services and  
4 Prevocational Services funded through Family Care; and,

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. -2018

Submitted by Health and Human  
Services Board:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20<sup>th</sup>  
day of March, 2018.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
John Gende

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

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Nancy Hoffman

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

\_\_\_\_\_  
Richard Trochinski

\_\_\_\_\_  
Nick Toney, Vice-chair

\_\_\_\_\_  
Harley Reabe

\_\_\_\_\_  
Tom Reif

\_\_\_\_\_  
Brian Floeter

5 **WHEREAS**, Fox River Industries currently has two additional Family Care funded  
6 consumers requesting full-time Day Services immediately, covering 87% of this cost;  
7 and,

8 **WHEREAS**, Fox River Industries currently has one additional Prevocational Services  
9 consumer funded through Adams County long-term supports requesting full time  
10 services immediately, covering more than the remaining 13% of this cost; and,

11 **WHEREAS**, Demand for Adult Day Services will continue to grow as recent legislation  
12 guides graduating students away from center-based employment and into Adult Day  
13 Services and community employment; and,

14 **WHEREAS**, this additional position will be fully funded through additional Family Care  
15 and Adams County long-term supports revenues.

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of  
17 Supervisors authorizes the creation of an additional Program Aide position within the  
18 Department of Health & Human Services at Fox River Industries.

19 **BE IT FURTHER RESOLVED**, that this position will be fully funded by the combined  
20 increased revenues from Family Care and Adams County long-term supports.

21 **BE IT FINALLY RESOLVED**, that if the funding is no longer available, this position will  
22 be eliminated once the available to cover the cost of this position are depleted,  
23 withdrawn or otherwise unavailable.

1/22/2018  
2018 Wage

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES					ACCOUNT #:				
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	H&A INS	L-INS	TOTAL	
HSFRI	Program Aide	*Vacant	14.99	1,820.00	27,281.80	2,087.06	0.00	0.00	22,484.00	25.00	51,877.86

100% of the \$51,877.86 will be generated from the additional revenues from 3 new funded consumers starting in January 2018. 2 new consumers are full-time Day Services which will generate 30 hours per week (1560 hours per year) at a rate of \$14.52/hour for a revenue total of \$22,651 per year for each, or \$45,302 for both combined. These two individuals are both Family Care funded. 1 additional new consumer is full-time Prevocational Services (Production) which will generate 30 hours per week (1560 hours per year) at a rate of 8.50/hour for a total of \$13,260 per year. This individual is funded directly through Adams County long-term supports. The total revenue increase from these three additional full-time consumers will be \$58,562. The additional Program Aide position will split time as needed between Production and Day Services, with any additional available time to be spent assisting with Supportive Home Care (SHC) services as we strive to meet a large increase Family Care funded demand for SHC services.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

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

Date: January 24, 2018  
 Department: Information Technology  
 Amount: \$9,850.00  
 Budget Year Amended: 2018

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

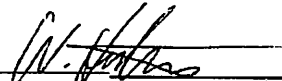
Apply additional Capital Outlay Reserve Funds for PaperCut Print Management Software. This is part of our Print Management system and will have a payback in reduction in department print jobs, department accountability for their prints, reduced equipment and reduced maintenance costs and well as securing prints on shared devices.

**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
18-400-00-57100-025-000	Capital Outlay Reserve - IT	\$ 499,910.00	\$ (9,850.00)	\$ 490,060.00
18-400-00-57100-025-000	Capital Outlay - IT	\$ 355,090.00	\$ 9,850.00	\$ 364,940.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: 2-5-2018 (IT Comm. Hec)

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

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Land Use Planning & Zoning  
 Budget Year Amended: 2018

No. _____
Date: _____

**From Account**


Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-10-53610-310	Office Supplies	\$ 3,605.00	\$ 600.00		\$ 3,005.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 600.00</b>		

**To Account**

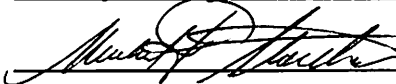
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-10-53610-307	Training	\$ 450.00	\$ 466.00		\$ 916.00
18-100-10-53610-352	Vehicle Maintenance	\$ 700.00	\$ 34.00		\$ 734.00
18-100-10-53610-330	Travel	\$ 400.00	\$ 100.00		\$ 500.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 600.00</b>		

**Explanation for Transfer:** WCCA (Wisconsin County Code Administrators) developed a POWTS (Private Onsite Wastewater Treatment System) training that took place in January 2018. This training costed \$78 plus an \$82 hotel stay. They have also developed a CST (Certified Soil Tester) training that will occur at MPTC in FDL this February. This training will cost \$153 per person. This training is close enough that hotel stays are not required. One staff member has already attended the POWTS training and I would like two staff members to attend the CST training in February. Based on my calculations, with fuel costs (vehicle maintenance), these trainings will cost \$500. There is not a major concern related to depleting the office supplies expense account as our printer is now on a maintenance plan. These trainings seldom are offered and will be advantageous for our new staff member to obtain and existing staff to maintain certifications to issue sanitary permits.

Department Head Approval

  
\_\_\_\_\_

Governing Committee Approval

  
\_\_\_\_\_

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 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

\_\_\_\_\_ Date

Revised 02/2017