



# **GREEN LAKE COUNTY**

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

---

**Original Post Date: 10/23/2020**

**Amended\* Post Date:**

**The following documents are included in the packet for the Finance Committee on October 28, 2020:**

- 1) Amended Agenda
- 2) Minutes from 09/23/2020 and 10/08/2020
- 3) Treasurer's Monthly Report
- 4) Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions (HHS)
- 5) Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan
- 6) Relating to Cancellation of Outstanding Checks
- 7) Resolution Relating to 2021 Budget and 2020 Property Tax Levy
- 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: October 28, 2020 Time: 4:30PM**  
**The Green Lake County Government Center, County Board Room**  
**571 County Road A, Green Lake WI**

### Amended AGENDA\*

#### Committee Members

Harley Reabe, Chair  
Brian Floeter, Vice-  
Chair  
Don Lenz  
David Abendroth  
Dennis Mulder

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 09/23/20 and \*10/08/20
5. Treasurer's Monthly Report
  - Tax Collection Update
  - September Financial Reports
  - Sales Tax Update
6. Resolutions
  - Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions (HHS)
  - Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan
  - Relating to Cancellation of Outstanding Checks
  - Resolution Relating to 2021 Budget and 2020 Property Tax Levy
7. In-Rem Update
8. Open and Take Action on In Rem Bids
9. Update on Delinquent Loans Held and Administered by TREDC
10. Budget Adjustment
  - Emergency Management
11. Supervisor/Lay People Monthly Claims
12. Committee Discussion
13. Future Meeting Dates: Regular Meeting 11/25/2020
14. Future Agenda items for action & discussion:
15. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Finance Meeting

Time: Oct 28, 2020 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94729282618?pwd=RXJBamhhbk9jVzBseUEyQ3ZEUDFLQT09>

Meeting ID: 947 2928 2618

Passcode: 789633

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 947 2928 2618

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**  
**September 23, 2020**

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Wednesday, September 23, 2020 at 4:30 PM, in the County Board Room and via Zoom format at the Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present (in person):     Dave Abendroth  
                                  Brian Floeter  
                                  Don Lenz  
                                  Dennis Mulder  
                                  Harley Reabe

Other County Employees Present: Amanda Toney, Treasurer; Ed Tetzlaff, Financial Manager (Zoom), Dawn Klockow, Corporation Counsel (Zoom); Jason Jerome, HHS Director; Kayla Yonke, HHS Financial Manager; Sheriff Mark Podoll (4:52); Lori Evans, Administrative Asst. to the Sheriff (Zoom) Samantha Stobbe, Deputy County Clerk, Cathy Schmit, County Administrator

**MINUTES**

*Motion/second (Mulder/Abendroth)* to approve the minutes of the August 26, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

**TREASURER'S MONTHLY REPORT**

• **Tax Collection Update**

Treasurer Amanda Toney stated that the August settlement was paid out at \$8,300,000 to the municipalities and districts within the county.

• **July Financial Reports**

No updates provided from written submitted report. No discussion.

• **Sales Tax Update**

Treasurer Amanda Toney stated that the sales tax figures are approximately \$90,000 above last year's figures.

**IN REM UPDATE**

Treasurer Amanda Toney stated that uncollected taxes from 2016 are currently at 26 parcels (23 owners).

**POSSIBLE MOTION TO RECONSIDER ACCEPTANCE OF BID FROM KAVANAUGH FAMILY LLC FOR PURCHASE OF PROPERTY AT 122 W. MAIN STREET, PRINCETON, WI**

Corporation Klockow advised the committee on the rectification of the Main Street property.

*Motion/second (Abendroth/Lenz)* reconsider bid from Kavanaugh Family LLC. Motion carried with no negative vote.

*Motion/second (Floeter/Lenz)* to accept the original bid from the Kavanaugh Family, LLC. All nayses. Motion failed.

**OPEN AND TAKE ACTION ON IN REM BIDS**

No bids at this time.

**UPDATE ON DELINQUENT LOANS HELD AND ADMINISTERED BY TREDC**

Chair Reabe stated there are no updates at this time.

**2021 BUDGET DISCUSSION**

Discussion held 2021 budget process.

**2021 ECONOMIC DEVELOPMENT CORPORATION BUDGET**

None.

**BUDGET REVIEW**

August revenues and expenditures were reviewed and discussed by the committee. Supervisor Floeter stated that Ed was working on a consolidated report for next month.

**BUDGET ADJUSTMENT**

**Highway Administrative Assistant**

*Motion/second (Abendroth/Floeter)* to approve budget adjustment. Discussion held. Motion carried with no negative vote.

**County Clerk Print Management**

*Motion/second (Abendroth/Lenz)* to approve budget adjustment. Motion carried with no negative vote.

**SUPERVISOR'S/LAY PEOPLE MONTHLY CLAIMS**

Supervisor's claims: \$4,399.85

Lay Person's claims: \$351.65

*Motion/second (Mulder/Lenz)* to approve supervisor and lay person's claims. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future meeting dates:** Special budget meeting – October 8, 2020 @ 4:30 PM.  
Regular meeting – October 21, 2020 @ 4:30 PM.
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 5:09 PM.

Submitted by,

Samantha Stobbe  
Deputy County Clerk

**FINANCE COMMITTEE**  
**October 8, 2020**

The special meeting of the Finance Committee was called to order by Chair Harley Reabe on Thursday, October 8, 2020 at 4:30 PM in the County Board Room and via Zoom format at the Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present (in person):     Dave Abendroth  
                                  Brian Floeter  
                                  Don Lenz  
                                  Dennis Mulder  
                                  Harley Reabe

Other County Employees Present: Dawn Klockow, Corporation Counsel (Zoom); Sheriff Mark Podoll; Cathy Schmit, County Administrator; Keith Hess, Supervisor #17 (Zoom); Matt Vandekolk, Chief Deputy; Jason Jerome, HHS Director (Zoom)

**APPROVE 2021 BUDGET FOR PUBLICATION**

County Administrator Cathy Schmit provided the committee with the publication notice for the 2021 budget along with the proposed full budget.

*Motion/second (Mulder/Lenz)* to approve the 2021 budget for publication. Motion carried with no negative vote.

**COMMITTEE DISCUSSION**

- **Future meeting dates: Regular meeting – October 28, 2020 @ 4:30 PM.**
- **Future agenda items for action & discussion:**

**ADJOURNMENT**

Chair Reabe adjourned the meeting at 4:36 PM.

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

---

October 21, 2020

Memo to Finance Committee:

The September sales tax deposit was \$161,646.56. At this point in the year, we are \$145,073.82 ahead in sales tax dollars compared to this time last year.

We are slowly winding down with the collection of the boat launch fees. Total fees collected as of September 30, 2020 was \$61,686.73.

### Tax Collection Update

There is nothing new to report on the 2019 tax collection since we issued all of the certificates on September 1<sup>st</sup>. Now it is simply a waiting game for these taxes to be paid.

Annually, in November, our office holds a training for the municipality Clerks and Treasurer's to kick off the tax season. Due to the pandemic, we are going to forego this year's in-person training and provide alternative methods of instruction. Through a survey, we have found some Clerks prefer one on one training, which we will schedule individually. Others are looking forward to receiving the instructional binder our office prepares and provides yearly, while some would like to receive short instructional videos on how to complete their data entry information in the software. We feel this training is important to ensure a smooth start to the tax process. Our office will accommodate each Clerk and Treasurer requests so that they are equipped with the necessary training and are comfortable in their role during the tax bill preparation process.

### In-Rem Update

Below is a summary on the current parcels in the In-Rem process

	Owners	Parcels
2014	2	3
2015	3	4
2016	21	23

Payments on the 2016 balances have been slowly coming in. The redemption date for these properties is November 12, 2020. This is the date we are telling property owners as the absolute last day to pay the 2014, 2015 and 2016 balances in full.

Per the October credit card statement, we have a balance of 2,281,064 credit card points. The county has earned an additional 81,472 points this statement. This calculates to \$22,810.64.

Respectfully submitted,

Amanda R Toney

**GREEN LAKE COUNTY TREASURER'S REPORT**

**SEPTEMBER 2020**

CASH BALANCE: 08-31-2020 430,181.66

**RECEIPTS:**

General:	1,018,475.97
Redemption Tax - Principle:	117,598.48
Redemption Tax - Interest	13,300.91
Redemption Tax - Penalty	96.15
Postponed & Delinquent Tax - Principle:	2,746.85
Postponed & Delinquent Tax - Interest:	192.28
Postponed & Delinquent Tax - Penalty	96.15
Sales Tax Deposit from State	161,646.56
Transfer from Farmers & Merchants Bank/LGIP	1,940,000.00

**TOTAL RECEIPTS:** 3,254,153.35 3,684,335.01

**DISBURSEMENTS:**

General Maintenance:	1,624,441.34
Direct Deposit Payroll	577,622.05
DHHS Deposit to LGIP	543,863.66
Payroll deductions and taxes	479,694.07
Sales Tax Money Transfer to LGIP	171,355.64
Bank fees (Security Token, RDC & Return Charges)	58.00
Real Estate Transfer Fees	52,792.32
Transfer to Flex/HRA account	7,307.32

**TOTAL DISBURSEMENTS:** 3,457,134.40

**TREASURER'S CASH BALANCE:** 09/30/20 227,200.61

**BANK RECONCILIATION**

Green Lake Horicon Bank - Checking:	690195	151,648.33
Green Lake Horicon Bank - Money Market:	690224	<u>227,183.12</u>

**TOTAL** 378,831.45

Less Outstanding Checks 151,630.84

Available Bank Balance 227,200.61

CASH BALANCE	<span style="border: 1px solid black; padding: 2px;">227,200.61</span>
TREASURER'S CASH	<u>227,200.61</u>
DIFFERENCE	<b>0.00</b>

<b><u>DATE</u></b>		<b>2020 HIGHWAY ROAD REPAIR LOAN</b>	<b><u>TOTAL</u></b>
09/18/20	New Loan		500,000.00
			<span style="border: 1px solid black; padding: 2px;"><b>\$500,000.00</b></span>

**GREEN LAKE COUNTY TREASURER'S REPORT**

**SEPTEMBER 2020**

**RECONCILIATION OF RECEIPTS & DEPOSITS**

Cash in Office	August 31, 2020	0.00
Total Receipts	SEPTEMBER 2020	<u>0.00</u>
<b>SUB TOTAL</b>		<b>0.00</b>
Less Deposits for Month:		<u>0.00</u>
Cash in Office	9/30/2020	0.00

**PROOF OF OUTSTANDING CHECKS**

Outstanding Checks	August 31, 2020	459,913.47
Total Disbursements	SEPTEMBER 2020	3,457,134.40
<b>SUB TOTAL</b>		<b><u>3,917,047.87</u></b>
Less Checks Cashed by Bank		2,926,802.39
DHHS Deposit to LGIP		543,863.66
Payroll deductions and taxes		116,030.02
Sales Tax transfer to LGIP		171,355.64
Bank fees (Security Token, RDC & Return Charges)		58.00
Transfer to Flex/HRA account		7,307.32

**Outstanding Checks** **9/30/2020** **151,630.84**

**2020 INTEREST REVENUE**

*(PROJECTED BUDGET: \$246,000.00)*

1/31/20 Money Markets	January Interest	\$9,365.54
1/31/20 Certificate of Deposits	January Interest	\$9,433.33
2/29/20 Money Markets	February Interest	\$9,229.90
2/29/20 Certificate of Deposits	February Interest	\$1,103.74
3/31/20 Money Markets	March Interest	\$11,758.68
3/31/20 Certificate of Deposits	March Interest	\$2,001.71
4/30/20 Money Markets	April Interest	\$10,781.12
4/30/20 Certificate of Deposits	April Interest	\$8,071.18
5/31/20 Money Markets	May Interest	\$8,855.16
5/31/20 Certificate of Deposits	May Interest	\$1,074.95
6/30/20 Money Markets	June Interest	\$15,893.44
06/31/20 Certificate of Deposits	June Interest	\$1,113.16
7/31/20 Money Markets	July Interest	\$10,079.23
7/31/20 Certificate of Deposits	July Interest	\$9,807.34
8/31/20 Money Markets	August Interest	\$11,844.97
8/31/20 Certificate of Deposits	August Interest	\$7,027.22
9/30/20 Money Markets	September Interest	\$9,519.05
9/30/20 Certificate of Deposits	September Interest	\$20,392.46

**TOTAL** **\$157,352.18**

**HORICON BANK ACCOUNTS**

**Balance as of 09/30/20**

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$163,677.43
Gelhar Escrow Account #8674	\$34,831.80



**GREEN LAKE COUNTY TREASURER'S REPORT**

**INVESTMENTS SEPTEMBER 2020**

**LOCAL GOVERNMENT INVESTMENT POOL**

#824000

Date		Account #01
08/31/20	Balance L.G.I.P.	2,385,168.02
09/08/20	HFS Comm Aids	168,792.00
09/08/20	DCF Spare Pmt	7,492.40
09/10/20	Transfer to General Checking	-440,000.00
09/10/20	DCF Spare Pmt	324,517.00
09/17/20	DCF Spare Pmt	30,520.00
09/18/20	DCF Spare Pmt	12,542.26
09/30/20	Interest	252.37
09/30/20	Balance L.G.I.P.	<b>\$2,489,284.05</b>

Date Started **INSTITUTIONS**

			PRINCIPLE	YIELD RATE	DUE DATE
12/01/17	Farmers & Merchants Bank CD**	12 month	704462	2.00%	01/01/21
04/20/11	Farmers & Merchants Bank**	Money Market	310818	0.50%	
09/26/18	Farmers & Merchants Bank**(ICS)	Money Market	310818	0.50%	
02/13/20	ERGO Bank**	Money Market	70002620	1.31%	
03/01/20	Fortifi Bank** (ICS)	Money Market	4204930	1.80%	
11/01/15	Horicon Retirement	Money Market	1424497	20.08	
08/05/13	Ripon Horicon Bank	Money Market	831744	5.225.29	0.15%
<b>TOTAL</b>			<b>\$12,442,984.64</b>		

\*\* Collateralized Investment

**SALES TAX**

	2020 PRINCIPLE	2020 INTEREST	TOTAL SALES TAX	Retailer Collection Period
<b>BALANCE 12/31/19</b>			2,606,244.32	
01/31/20	99,052.48	15,010.41	114,062.89	October, 2019
02/29/20	128,731.85	4,425.04	133,156.89	November, 2019
03/31/20	116,846.62	528.15	117,374.77	December, 2019
04/30/20	90,381.98	2,067.83	92,449.81	January, 2020
05/31/20	113,659.11	2,887.34	116,546.45	February, 2020
06/30/20	119,338.16	97.14	119,435.30	March, 2020
07/31/20	120,755.71	7,476.42	128,232.13	April, 2020
08/31/20	168,092.46	3,001.47	171,093.93	May, 2020
09/30/20	171,355.64	151.38	171,507.02	June, 2020
			0.00	
			0.00	
			0.00	
<b>TOTAL COLLECTED IN 2020</b>	<b>1,128,214.01</b>	<b>35,645.18</b>	<b>\$3,770,103.51</b>	
<b>TOTAL 2020 LOAN PAYMENTS</b>			<b>1,001,492.50</b>	
<b>TOTAL PAID TOWARDS UPGRADES</b>			<b>282,207.29</b>	
<b>BALANCE OF SALES TAX FUNDS</b>			<b>\$2,486,403.72</b>	

**SALES TAX INVESTMENTS**

Institution	C.D. #	Term	Principle Invested	Int. Rate	Due Date
9/30/2020 LGIP Sales Tax Account #09			1,472,408.44		
Fortifi Bank	8526203	11 months	508,416.93	2.25%	10/14/2020
Fortifi Bank	1023967312	11 months	505,578.35	2.25%	11/30/2020
<b>Total Funds Held in Trust</b>			<b>\$2,486,403.72</b>		

**2020 LOAN PAYMENT HISTORY**

PAYMENT DATE	LOAN PAYMENT AMOUNT	TOTAL
02/29/20	\$855,878.75	855,878.75
08/31/20	\$145,613.75	145,613.75
		<b>\$1,001,492.50</b>
		<b>Total Paid on Loan in 2020</b>

**2020 SECURITY UPGRADES**

PAYMENT DATE	PAYMENT HISTORY	TOTAL
02/06/20	IMEG	45,256.58
02/27/20	Potter Lawson	2,723.68
03/12/20	Accurate Controls	5,992.58
05/07/20	The Samuels Group	84,740.00
06/04/20	McMaster-Carr	22.45
07/10/20	Pieper Electric, Inc	111,150.00
07/31/20	The Samuels Group	7,661.00
08/07/20	PDS	24,661.00
		<b>\$282,207.29</b>
		<b>Total Paid Towards Upgrades</b>

**SEPTEMBER 2020**

**EFFECTIVE INTEREST RATES - OVERALL**

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	3,967,178.64		0.13%
Farmers & Merchants Bank CD**	2,000,000.00	704462	2.00%
Farmers & Merchants Bank**	2,833,465.72	310818	0.50%
Farmers & Merchants Bank**(ICS)	2,555,355.16	310818	0.50%
ERGO Bank**	1,009,096.11	70002620	1.31%
Fortifi Bank** (ICS)	4,039,822.28	4204930	1.80%
Horicon Retirement	20.08	1424497	0.50%
Ripon Horicon Bank	5,225.29	831744	0.15%
Horicon Bank	<u>227,183.12</u>	690224	<u>0.05%</u>
	16,637,346.40	Average APY	0.77%
 <b><u>TOTAL INVESTED</u></b>	 <b><u>16,404,917.91</u></b>	 Average Investment APY	 <b><u>1.04%</u></b>

<u>MONTHLY</u>	<u>AVERAGE</u>
January 2020	1.63%
February 2020	1.64%
March 2020	1.56%
April 2020	1.35%
May 2020	1.30%
June 2020	1.30%
July 2020	1.02%
August 2020	0.91%
September 2020	0.77%
October 2020	
November 2020	
December 2020	

Date	Institution	Account #	Amount
1/31/2020	MM Horicon	1000002366	26.62
1/31/2020	MM LGIP	Account #1	2,396.08
1/31/2020	MM Farmers & Merchants	310818	94.47
1/31/2020	MM Farmers & Merchants ICS	310818	6,739.69
1/31/2020	MM Horicon Retirement	1424497	0.32
1/31/2020	MM Ripon Horicon Bank	831744	0.66
1/31/2020	MM Horicon	690224	82.82
1/31/2020	MM Horicon	690195	24.88

**TOTAL MONEY MARKET INTEREST \$9,365.54**

1/2/2020	CD First Business Bank	702123499	1,104.16
1/1/2020	CD Farmers & Merchants Bank	704462	3,077.01
1/14/2020	CD Fortifi Bank	1022506303	5,252.16

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,433.33**

Date	Institution	Account #	Amount
2/29/2020	MM Horicon	1000002366	24.04
2/29/2020	MM LGIP	Account #1	2,322.18
2/29/2020	MM Farmers & Merchants	310818	244.07
2/29/2020	MM Farmers & Merchants ICS	310818	6,313.91
2/29/2020	MM ERGO Bank	2620	214.59
2/29/2020	MM Horicon Retirement	1424497	0.23
2/29/2020	MM Ripon Horicon Bank	831744	0.62
2/29/2020	MM Horicon	690224	95.36
2/29/2020	MM Horicon	690195	14.90

**TOTAL MONEY MARKET INTEREST \$9,229.90**

2/29/2020	CD First Business Bank	702123499	1,103.74
-----------	------------------------	-----------	----------

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,103.74**

Date	Institution	Account #	Amount
3/31/2020	MM Horicon	1000002366	25.13
3/31/2020	MM LGIP	Account #1	1,937.66
3/31/2020	MM Farmers & Merchants	310818	1,145.91
3/31/2020	MM Farmers & Merchants ICS	310818	3,393.78
3/31/2020	MM ERGO Bank	2620	1,369.61
3/31/2020	MM Fortifi Bank	4204930	3,825.28
3/31/2020	MM Horicon Retirement	1424497	0.16
3/31/2020	MM Ripon Horicon Bank	831744	0.67
3/31/2020	MM Horicon	690224	45.24
3/31/2020	MM Horicon	690195	15.24

**TOTAL MONEY MARKET INTEREST \$11,758.68**

3/2/2020	CD First Business Bank	702123499	1,034.71
3/28/2020	CD CCF Bank	40035669	967.00

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$2,001.71**

Date	Institution	Account #	Amount
4/30/2020	MM Horicon	1000002366	23.75
4/30/2020	MM LGIP	Account #1	884.60
4/30/2020	MM Farmers & Merchants	310818	607.09
4/30/2020	MM Farmers & Merchants ICS	310818	879.59
4/30/2020	MM ERGO Bank	2620	1,275.99
4/30/2020	MM Fortifi Bank	4204930	5,815.81
4/30/2020	MM Horicon Retirement	1424497	0.15
4/30/2020	MM Ripon Horicon Bank	831744	0.64
4/30/2020	MM Horicon	690224	961.47
4/30/2020	MM Horicon	690195	332.03

**TOTAL MONEY MARKET INTEREST \$10,781.12**

4/30/2020	CD First Business Bank	702123499	1,108.40
4/30/2020	CD First Business Bank	702092899	1,479.26
4/30/2020	CD CCF Bank	40035669	288.58
4/30/2020	CD Fortifi Bank	8631292	5,194.94

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$8,071.18**

Date	Institution	Account #	Amount
5/31/2020	MM Horicon	1000002366	16.71
5/31/2020	MM LGIP	Account #1	357.17
5/31/2020	MM Farmers & Merchants	310818	362.45
5/31/2020	MM Farmers & Merchants ICS	310818	678.09
5/31/2020	MM ERGO Bank	2620	1,320.21
5/31/2020	MM Fortifi Bank	4204930	6,101.81
5/31/2020	MM Horicon Retirement	1424497	0.17
5/31/2020	MM Ripon Horicon Bank	831744	0.46
5/31/2020	MM Horicon	690224	3.92
5/31/2020	MM Horicon	690195	14.17

**TOTAL MONEY MARKET INTEREST \$8,855.16**

5/31/2020	CD First Business Bank	702123499	1,074.95
-----------	------------------------	-----------	----------

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,074.95**

Date	Institution	Account #	Amount
6/30/2020	MM Horicon	1000002366	7.46
6/30/2020	MM LGIP	Account #1	237.72
6/30/2020	MM Farmers & Merchants	310818	6,448.74
6/30/2020	MM Farmers & Merchants ICS	310818	1,991.20
6/30/2020	MM ERGO Bank	2620	1,279.30
6/30/2020	MM Fortifi Bank	4204930	5,913.85
6/30/2020	MM Horicon Retirement	1424497	0.15
6/30/2020	MM Ripon Horicon Bank	831744	0.22
6/30/2020	MM Horicon	690224	4.81
6/30/2020	MM Horicon	690195	9.99

**TOTAL MONEY MARKET INTEREST \$15,893.44**

6/30/2020	CD First Business Bank	702123499	1,113.16
-----------	------------------------	-----------	----------

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$1,113.16**

Date	Institution	Account #	Amount
7/31/2020	MM Horicon	1000002366	7.46
7/31/2020	MM LGIP	Account #1	278.96
7/31/2020	MM Farmers & Merchants	310818	422.82
7/31/2020	MM Farmers & Merchants ICS	310818	1,835.46
7/31/2020	MM ERGO Bank	2620	1323.63
7/31/2020	MM Fortifi Bank	4204930	6,120.24
7/31/2020	MM Horicon Retirement	1424497	0.16
7/31/2020	MM Ripon Horicon Bank	831744	0.22
7/31/2020	MM Horicon	690224	76.20
7/31/2020	MM Horicon	690195	14.08

**TOTAL MONEY MARKET INTEREST \$10,079.23**

7/2/2020	CD First Business Bank	702123499	1,079.56
7/23/2020	CD First Business Bank	702123499	25.59
7/28/2020	CD Farmers & Merchants Bank	1022506303	8,702.19

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$9,807.34**

Date	Institution	Account #	Amount
8/31/2020	MM Horicon	1000002366	7.35
8/31/2020	MM LGIP	Account #1	287.88
8/31/2020	MM Farmers & Merchants	310818	2,968.73
8/31/2020	MM Farmers & Merchants ICS	310818	1,136.79
8/31/2020	MM ERGO Bank	2620	1,235.72
8/31/2020	MM Fortifi Bank	4204930	6,129.55
8/31/2020	MM Horicon Retirement	1424497	0.72
8/31/2020	MM Ripon Horicon Bank	831744	0.22
8/31/2020	MM Horicon	690224	62.45
8/31/2020	MM Horicon	690195	15.56

**TOTAL MONEY MARKET INTEREST \$11,844.97**

8/31/2020	CD Associated Bank CD	2912997471	7,027.22
-----------	-----------------------	------------	----------

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$7,027.22**

Date	Institution	Account #	Amount
9/30/2020	MM Horicon	1000002366	6.81
9/30/2020	MM LGIP	Account #1	252.37
9/30/2020	MM Farmers & Merchants	310818	1,167.81
9/30/2020	MM Farmers & Merchants ICS	310818	1,049.88
9/30/2020	MM ERGO Bank	2620	1,077.06
9/30/2020	MM Fortifi Bank	4204930	5,940.74
9/30/2020	MM Horicon Retirement	1424497	0.16
9/30/2020	MM Ripon Horicon Bank	831744	0.22
9/30/2020	MM Horicon	690224	6.51
9/30/2020	MM Horicon	690195	17.49

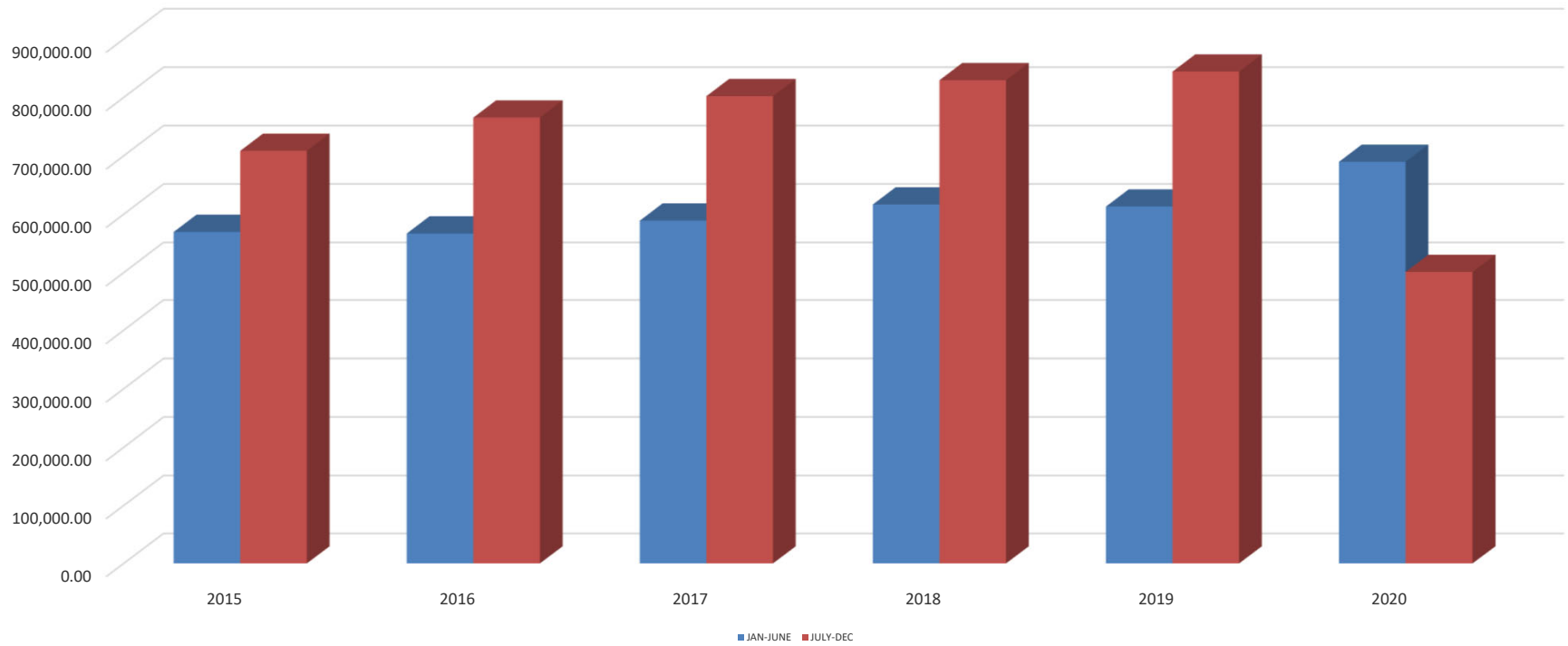
**TOTAL MONEY MARKET INTEREST \$9,519.05**

1/12/2153	CD Farmers & Merchants Bank	1023046241	20,392.46
-----------	-----------------------------	------------	-----------

**TOTAL CERTIFICATE OF DEPOSIT INTEREST \$20,392.46**



SALES TAX Q1/2 VS Q3/4



RESOLUTION NUMBER -2020

RELATING TO ELIMINATING THE HHS ADMINISTRATIVE ASSISTANT, THE HHS FINANCIAL MANAGER AND THE BILLING SPECIALIST POSITIONS AND CREATING A FINANCIAL/BUSINESS MANAGER AND BILLING SPECIALIST/ADMINISTRATIVE UNIT COORDINATOR POSITIONS (HHS)

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 10th day of November 2020, does resolve as follows:

- 1 **WHEREAS**, the current Administrative Assistant retired on September 30, 2020; and,
- 2 Fiscal note is attached.
- 3 Majority vote is needed to pass.

- Approved by Personnel       Disapproved by Personnel
- Approved by Finance       Disapproved by Finance

Roll Call on Ordinance No. -2020

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 10th day of November, 2020.

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

\_\_\_\_\_  
Harley Reabe, Vice-chair

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

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

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

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

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

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

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

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

4 **WHEREAS**, upon the retirement of the Administrative Assistant, a study of the current  
5 needs of the HHS Administrative Unit and overall HHS operations revealed that  
6 streamlining several positions within the Administrative Unit would best fit the needs of  
7 the Health and Human Services Department and County stakeholders; and,

8 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the  
9 Administrative Unit within the Health and Human Services Department, creating  
10 efficiencies while also providing staff supervisor and program oversight; and,

11 **WHEREAS**, the HHS Director, in conjunction with input from the management team,  
12 has determined that establishing a Financial/Business Manager position to oversee  
13 HHD financial and business systems creates efficiencies and helps ensure all possible  
14 revenue streams are optimized; and,

15 **WHEREAS**, the HHS Director, in conjunction with input from the Administrative Unit  
16 staff, has determined that establishing a Billing Specialist/Administrative Unit  
17 Coordinator position to provide day-to-day oversight and supervision to the  
18 Administrative Unit, ensures support for staff and that the day-to-day operations of the  
19 department run smoothly and effectively; and,

20 **WHEREAS**, the HHS Director has met with the County Administrator to discuss  
21 consolidation of duties and the attached job descriptions, which have been approved by  
22 the County Administrator.

23 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of  
24 Supervisors does hereby approve modification to the HHS Administrative Unit team  
25 model by eliminating one (1) HHS Administrative Assistant, one (1) HHS Financial  
26 Manager, one (1) Billing Specialist position and establishing one (1) HHS  
27 Financial/Business Manager position and one (1) Billing Specialist/Administrative Unit  
28 Coordinator position creating a department that is more efficient and cost effective.

29 **BE IT FURTHER RESOLVED** that the new HHS Financial/Business Manager and  
30 position is created effective January 1, 2021. This position shall be placed in pay group  
31 7.

32 **BE IT FURTHER RESOLVED** that the new Billing Specialist/Administrative Unit  
33 Coordinator position is created effective January 1, 2021. This position shall be placed  
34 in pay group 10.

35 **BE IT FURTHER RESOLVED** that the HHS Director shall place the new HHS  
36 Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator  
37 positions into the 2021 County Budget as shown in the fiscal note in this Resolution.

38 FISCAL NOTE:

Current For 2021							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Admin Assistant	\$ 29.41	\$ 61,172.80	\$ 4,129.16	\$ 4,679.72	\$ 25,295.00	\$ 34,103.88	\$ 95,276.68
Billing Specialist #13	\$ 22.22	\$ 46,217.60	\$ 3,119.69	\$ 3,535.65	\$ 25,295.00	\$ 31,950.33	\$ 78,167.93
Financial Manager #12	\$ 25.14	\$ 52,291.20	\$ 3,529.66	\$ 4,000.28	\$ 25,295.00	\$ 32,824.93	\$ 85,116.13
							<b>\$ 258,560.75</b>
Potential for 2021							
	Wage (90% of Midpoint)	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Admin Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Billing Specialist/ Admin Coordinator #10	\$ 27.71	\$ 57,636.80	\$ 3,890.48	\$ 4,409.22	\$ 25,295.00	\$ 33,594.70	\$ 91,231.50
Financial/Business Manager #7	\$ 34.45	\$ 71,660.16	\$ 4,837.06	\$ 5,482.00	\$ 25,295.00	\$ 35,614.06	\$ 107,274.22
							<b>\$ 198,505.72</b>
		Total Cost Savings		\$ 60,055.03			



**RESOLUTION NUMBER -2020**

**Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of October 2020, does resolve as follows:

- 1 **WHEREAS**, on February 19, 2019, the County Board created the position of
- 2 Representative Payee Specialist position; and,
- 3 **WHEREAS**, the employee who holds the position will be retiring in December 2020;
- 4 and,
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

- Approved by Personnel       Disapproved by Personnel
- Approved by Finance       Disapproved by Finance

Roll Call on Ordinance No. -2020

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20<sup>th</sup> day of October, 2020.

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

\_\_\_\_\_  
Harley Reabe, Vice-chair

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

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

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

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

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

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

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

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

7 **WHEREAS**, upon a vacancy in a position County Administrative Policy Manual requires  
8 the Department Head to review the position “to ensure the position is properly  
9 designated within the County’s pay structure”; and,

10 **WHEREAS**, when the position was created in 2019, the job description was developed  
11 using the Social Security Administration’s representative payee guide for collective  
12 accounts. The guide is the handbook for collective accounts serving consumer who are  
13 beneficiaries of Social Security, Supplemental Security and Wisconsin supplemental  
14 security funds; and,

15 **WHEREAS**, the Representative Payee Specialist oversees a large monthly checking  
16 account and acts as a representative payee, handling daily financial transactions and  
17 personal budget decisions for over 80 member consumers; and,

18 **WHEREAS**, the Representative Payee Specialist ensures all Social Security  
19 Administration fund balance eligibility standards are met and all Social Security  
20 Administration recordkeeping and reporting requirements are completed on-time for  
21 each member consumer; and,

22 **WHEREAS**, a review of the position shows that the above job duties require a high level  
23 of skill and accuracy when assisting consumers with their budgets and balancing  
24 numerous accounts and those duties compare to other Health and Human Services  
25 Department positions such as Economic Support and Child Support Specialists which  
26 are found in pay grade 14 on the County Wage Plan.

27 **NOW THEREFORE BE IT RESOLVED**, that effective January 1, 2021, the position of  
28 Representative Payee Specialist shall be placed in pay grade 14 on the County Wage  
29 Plan.

30 **BE IT FURTHER RESOLVED**, that the County Administrator and the Health and  
31 Human Services Department Director shall place in the 2021 budget the salary and  
32 fringes reflected in the increase to pay grade 14 for the Representative Payee Specialist  
33 position in the 2021 county budget.

34 **FISCAL NOTE:** Savings are realized from downgrading the Book Keeper and  
35 Supported Employment Coordinator positions in the Wage Plan due to impending  
36 retirements and review of the job descriptions and their placement within the County  
37 wage structure as required by the Administrative Policy Manual.

2021 Fox River Industries Restructure Fiscal Note

Committee: Human Service Board

Current For 2021								
Pay Group	Position Title	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
13	Book Keeper #13	\$ 24.67	\$ 51,313.60	\$ 3,463.67	\$ 3,925.49	\$ 26,613.00	\$ 34,002.16	\$ 85,315.76
11	Supported Employment Coordinator #11	\$ 28.15	\$ 58,552.00	\$ 3,952.26	\$ 4,479.23	\$ 26,613.00	\$ 35,044.49	\$ 93,596.49
16	Representative Payee Specialist #16	\$ 19.80	\$ 41,184.00	\$ 2,779.92	\$ 3,150.58	\$ 26,613.00	\$ 32,543.50	\$ 73,727.50
	<b>Total</b>		\$ 151,049.60	\$ 10,195.85	\$ 11,555.29	\$ 79,839.00	\$101,590.14	\$ <b>252,639.74</b>
Proposed for 2021								
Pay Group	Position Title	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
14	Book Keeper #14	\$ 20.73	\$ 43,112.16	\$ 2,910.07	\$ 3,298.08	\$ 26,613.00	\$ 32,821.15	\$ 75,933.31
13	Supported Employment Coordinator #13	\$ 22.29	\$ 46,369.44	\$ 3,129.94	\$ 3,547.26	\$ 26,613.00	\$ 33,290.20	\$ 79,659.64
14	Representative Payee Specialist #14	\$ 20.73	\$ 43,118.40	\$ 2,910.49	\$ 3,298.56	\$ 26,613.00	\$ 32,822.05	\$ 75,940.45
	<b>Total</b>		\$ 132,600.00	\$ 8,950.50	\$ 10,143.90	\$ 79,839.00	\$ 98,933.40	\$ <b>231,533.40</b>
			<b>Total Cost Savings</b>	<b>\$ 21,106.34</b>				
* All Wages are based on 7-1-2020 Wage Plan								

Resolution Number

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 10th day of November, 2020, does resolve as follows:

WHEREAS, Fourteen 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:

CHECK DATE	CHECK NUMBER	PAYEE	AMOUNT
04/18/19	196981	GAIL CRAFT	\$8.50
06/13/19	197778	ROBERT N GALLAGHER	\$34.56
06/27/19	197964	WADE S LAUNDERVILLE	\$28.76
07/03/19	198053	DESTINY MARTOGLIO	\$25.74
07/03/19	198077	WADE S LAUNDERVILLE	\$28.76
07/18/19	198215	MEN'S HEALTH	\$29.97
07/18/19	198260	RICHARD WURTZ	\$75.24
		TOTAL	\$231.53

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. -2020

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

Harley Reabe, Chair

Passed and Adopted/Rejected this 10th day of November, 2020.

Brian Floeter, Vice- Chair

County Board Chairman

Dave Abendroth

ATTEST: County Clerk Approve as to Form:

Dennis Mulder

Corporation Counsel

Don Lenz

**RESOLUTION NUMBER \_\_\_\_-2020**

**Relating to 2021 Budget and 2020 Property Tax Levy**

1 The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly  
2 assembled at its annual meeting begun on the 10th day of November 2020, does resolve  
3 as follows:

4  
5 **WHEREAS**, the several departments of Green Lake County Government have prepared  
6 estimates of revenues and expenditures for their respective departments for 2021 in  
7 coordination with their governing committees; and

8  
9 **WHEREAS**, the County Administrator has reviewed each of these estimates in detail and  
10 made such adjustments as deemed necessary and appropriate; and

11  
12 **WHEREAS**, the County Administrator along with the Finance Committee of the County  
13 Board of Supervisors has reviewed each of these estimates in detail and made such  
14 additional adjustments as deemed necessary and appropriate.

15  
16 **NOW, THEREFORE, BE IT RESOLVED**, that the attached budget for Green Lake County  
17 for 2021 be adopted; and

18  
19 **BE IT FURTHER RESOLVED**, that the allowable unused levy from previous years in the  
20 amount of \$0 be included in the full property tax levy below; and

21  
22 **BE IT FURTHER RESOLVED**, that a property tax of \$15,006,433 be apportioned among  
23 the sixteen (16) municipalities in accordance with ratios provided by the Wisconsin  
24 Department of Revenue.

Majority vote is needed to pass.

Roll Call on Resolution No. \_\_\_\_-2020

Submitted by Finance Committee:

Ayes , Nays , Absent , Abstain

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

Passed and Adopted/Rejected this 10th  
day of November 2020.

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

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

\_\_\_\_\_  
David Abendroth

\_\_\_\_\_  
ATTEST: County Clerk

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

\_\_\_\_\_  
Approve as to Form: Corporation Counsel

\_\_\_\_\_  
Don Lenz

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 5, 2020  
 Department: Emergency Management  
 Amount: \$7,336.00  
 Budget Year Amended: 2020

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

State Hazardous Materials Equipment Grant. Equipment used for hazardous material incident emergency response.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
20-100-18-43528-000-000	Computer & Hazmat Respor	\$ -	\$ 7,336.00	\$ 7,336.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,336.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
20-100-18-52812-533-000	Computer & Hazmat Respor	\$ -	\$ 7,336.00	\$ 7,336.00
		\$ -		\$ -
		\$ -		\$ -
				\$ -
				\$ -
Total Adjustment			\$ 7,336.00	

Department Head Approval: *Dany V. Podball*  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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