



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/13/2024

Amended Post Date:

The following documents are included in the packet for the Special Finance & Insurance Committee Meeting on December 17, 2024:

1) Agenda

2) Budget Adjustments

- IT/Fair
- Administrative
- Maintenance



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Special Finance & Insurance Committee
Meeting Notice

Date: Tuesday, December 17, 2024 Time: ***3:00 PM**
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

AGENDA

<p>Committee Members</p> <p>Harley Reabe - Chair Charlie Wielgosh Donald Lenz Dennis Mulder Brian Floeter – Vice Chair</p> <p>Elizabeth Otto, Secretary</p> <p>Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.</p> <p>This agenda gives notice of a meeting of the Finance Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).</p>	<ol style="list-style-type: none">1. Call to Order2. Certification of Open Meeting Law3. Pledge of Allegiance4. Public Comment (3 minute limit)5. Discussion with Jon Trautman, CLA6. Budget Adjustments<ul style="list-style-type: none">• IT/Fair• Administrative• Maintenance7. Closed Session<ul style="list-style-type: none">• Move into Closed Session per WI Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session8. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session9. Adjourn <p>Microsoft Teams meeting</p> <p>Microsoft Teams Need help?</p> <p>Join the meeting now</p> <p>Meeting ID: 224 701 758 356</p> <p>Passcode: 8mA7CJ2N</p> <p>Dial in by phone</p> <p>+1 920-515-0745,,706337055# United States, Appleton</p> <p>Find a local number</p> <p>Phone conference ID: 706 337 055#</p> <p>For organizers: Meeting options Reset dial-in PIN</p> <p>Please accept at your earliest convenience. Thank you!</p> <p>Org help Privacy and security</p>
<p>Kindly arrange to be present, if unable to do so, please notify our office. Elizabeth Otto, County Clerk</p>	

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.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: December 3, 2024
Department: Fair (IT)
Amount: \$843.00
Budget Year Amended: 2025

Recording information

Batch no: _____
Date: _____

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

The past fair software used has made notice to us that they are closing down the company. I have looked into other softwares available and deemed FairEntry the lowest price while having very similar capabilities. A software for fair entries is crucial to the operation of the fair. Total cost for the software is \$1250, currently \$407 in the budget.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO
If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

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
25-100-25-51450-206-000	Maintenance Contracts	\$ 553,104.00	\$ 843.00	\$ 553,947.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 843.00	

Section #2

Department Head Approval: *Litany Staff* Date: 12/3/2024
Finance Director Approval: *Tenax Hyslop* Date: 12/3/2024
County Administrator Approval: N/A Date: _____
Bill: *[Signature]* Inform your Governing Committee Date: _____

Section #3

Governing Committee Approval: Approved by Administrative Date: 12/12/24
Following this approval please forward to the County Clerk's Office.
Finance Committee Approval: _____ Date: _____
County Board Approval: _____ Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 65.90 (5)

Recommended Practice

Actual spending should not exceed the authorized budget spend for any account in your budget. If you anticipate spending more than the budgeted amount, you need to locate funding and revise the budgets so that you will not exceed budgeted spending. Use this form if you do not have enough funds within your department's budget. If you need to use a portion of the county's contingency dollars to fund your need, make certain that you have the necessary discussions with the County Administrator, Finance Director and your oversight committee prior to approval by the Finance Committee and the County Board.

This form may also be used to process a budgetary adjustment after your department receives a grant award. If the grant and related expenditures do not require any Contingency Funds, then you need to inform your governing committee, but you do not need to evidence their approval and the budgetary adjustment does not need to go to the Finance Committee or County Board.

Procedure

To initiate the Budgetary Adjustment process, the department head shall complete and sign this document. Gain the approval of the Finance Director and County Administrator as evidenced by their signatures. Then notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Budgetary Adjustment will use Contingency Funds, then you need the approval of your governance committee, Finance Committee and the County Board. After approval by your governing committee the signed copy of this form along with a copy of the meeting minutes shall be forwarded 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.

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

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.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: December 6, 2024

Department: Administrator

Amount: -\$250.00

Budget Year Amended: 2025

Recording Information

Batch no: _____

Date: _____

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

WI Stat. 757.40 indicates that the circuit judge may purchase law books not to exceed \$1,500 in each year, unless the board of supervisors of the county authorizes a larger sum. Green Lake County had budgeted \$1,250. Cate Wylie had asked the Finance Director to move these funds from Administrator Training budget as soon as the budget was approved by County Board.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO

If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

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
25-100-02-51220-327-000	Law Books	\$ 1,250.00	\$ -	\$ 1,250.00
25-100-22-51810-307-000	Training - Administrator	\$ 1,000.00	\$ (250.00)	\$ 750.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (250.00)	

Section #2

Department Head Approval: _____

Date: _____

Finance Director Approval: _____

Date: 12/9/2024

County Administrator Approval: _____

Date: _____

Inform your Governing Committee

Date: _____

Section #3

Governing Committee Approval: _____

Date: 12/12/2024

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

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 65.90 (5)

Recommended Practice

Actual spending should not exceed the authorized budget spend for any account in your budget. If you anticipate spending more than the budgeted amount, you need to locate funding and revise the budgets so that you will not exceed budgeted spending. Use this form if you do not have enough funds within your department's budget. If you need to use a portion of the county's contingency dollars to fund your need, make certain that you have the necessary discussions with the County Administrator, Finance Director and your oversight committee prior to approval by the Finance Committee and the County Board.

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

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.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: November 25, 2024

Department: Maintenance

Amount: \$5,500.00

Budget Year Amended: 2024

Recording information

Batch no: _____

Date: _____

Source of Increase / Decrease and affect on Program:

(If needed attached separate brief explanation.)

On November 25, 2024, one of the three water heaters for the building at 571 County Road A began leaking such that it is no longer operable. The two remaining water heaters will service the building at normal capacity. This water heater should be replaced so that it is already when needed. The cost is \$10,884.31. Maintenance acct is currently over budget.

Are Green Lake County contingency funded needed to fund this budget adjustment? YES ~~NO~~

If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

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
24-100-06-51600-247-006	Maintenance 571 County A	\$ 20,876.00	\$ 11,600.00	\$ 32,476.00
24-100-06-51600-209-000	Contracted Services	\$ 13,300.00	\$ (4,800.00)	\$ 8,500.00
24-100-06-51600-247-000	Maintenance General	\$ 5,700.00	\$ -	\$ 5,700.00
24-100-06-51600-247-004	Maintenance Lake Steel	\$ 4,122.00	\$ (1,300.00)	\$ 2,822.00
				\$ -
				\$ -
Total Adjustment			\$ 5,500.00	

Section #2

Department Head Approval: 

Date: 10/12/24

Finance Director Approval: 

Date: 11/25/2024

County Administrator Approval: _____

Date: _____

Inform your Governing Committee

Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

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

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

Notice of Budgetary Adjustment

Purpose

To comply with State Statute 65.90 (5)

Recommended Practice

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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.

Green Lake County
Research concerning Replacing a Broken Water Heater
2024 Maintenance Spending to date
11/25/2024

Purpose: The Maintenance Directors has reported that one of our three water heaters has sprung a leak and needs to be replaced. We have three water heaters and run two of them at a time. We run two fo the three water heaters and allow the third one to sit idle and cylce through the three water heaters one week at a time. We could wait until 2025 to replace the water heater if needed for budget purposes. However, if a second water heater fails, then we would be short of hot water in the building. The Jail is the largest user of hot water.

Scott Weir is working to get a quote for me.

Here are the funds that we have available in the Maintenance budget at this time in 2024.

Acct	Acct Name	Available
24-100-06-51600-206-000	Service Contracts	(1,568.71)
24-100-06-51600-209-000	Contracted Services	5,694.59
24-100-06-51600-247-000	Maintenance General	2,414.97
24-100-06-51600-247-003	Maintenance Courthouse	-
24-100-06-51600-247-004	Maintenance Lake Steel	1,546.44
24-100-06-51600-247-005	Maintenance Highway	-
24-100-06-51600-247-006	Maintenance 571 County A	(798.49)
24-100-06-51600-247-847	Maintenance Fox River Ind.	138.01
24-100-06-51600-350-000	Repairs & Maintenance	<u>2,680.51</u>
	Available Today	10,107.32

*\$16,100 from
Sale of Kubota*

Expected spending for balance of the year 2024

24-100-06-51600-206-000	Service Contracts	2000	
24-100-06-51600-209-000	Contracted Services	900	2000
24-100-06-51600-247-000	Maintenance General	150	
24-100-06-51600-247-003	Maintenance Courthouse	0	
24-100-06-51600-247-004	Maintenance Lake Steel	200	
24-100-06-51600-247-005	Maintenance Highway	0	
24-100-06-51600-247-006	Maintenance 571 County A	1000	
24-100-06-51600-247-847	Maintenance Fox River Ind.	0	
24-100-06-51600-350-000	Repairs & Maintenance	<u>400</u>	
		<u>4650</u>	
	Expected Available	<u>5,457.32</u>	
	Quote	10820.15	
	Needed from Contingency	5,362.83	

Severson, Ron

From: Steven Beyer - 467 OHVAL <steven.beyer@ferguson.com>
Sent: Tuesday, November 26, 2024 9:39 AM
To: Severson, Ron
Subject: Email Order# 9310640

[CAUTION: EXTERNAL SENDER This email originated from outside Green Lake County. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

Order Confirmation # 9310640

FERGUSON ENTERPRISES LLC #448

2300 North Sandra Street
Appleton, WI 54911

Phone : 920-830-8000
Fax : 920-830-8010

Order No...: 9310640
Order Date: 11/26/24
Writer.....: SMB
Sold To.....: GREEN LAKE COUNTY MAINTENANCE
571 COUNTY RD A
GREEN LAKE, WI 54941
Req Date: 12/03/24
Ship Via...: OUR TRUCK
Terms.....: CASH ON DEMAND
Ship To....: GREEN LAKE COUNTY MAINTENAN
571 COUNTY RD A
RON SEVERSON 920-299-0522
GREEN LAKE, WI 54941

Cust PO#...: 571 CNTY RD A BLDG

Job Name.:

Item	Description	Quantity	Net Price	UM	Total
BEF100T250E3N2	CCY 100G 250 MBH 293.9 RECV WHTR	1	10820.150	EA	10820.15
PFXCCS66	LF 1-1/2 FIP X SWT DIELEC UNION	2	32.080	EA	64.16

Subtotal: \$10884.31

Inbound Freight: \$0.00

Tax: \$0.00

Order Total: \$10884.31

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. Complete Terms and Conditions are available upon request