



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING

**TIME:** 9:00 a.m.

**PLACE:** Justice Center  
Monroe County Board Assembly Room  
*\*South Side/Oak Street Entrance\**  
112 South Court St./1<sup>st</sup> Floor Rm 1200  
Sparta, WI 54656

**DATE:** Wednesday, July 21, 2021

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of June 16, 2021 and June 23, 2021
4. Public Comment
5. Notice of Budgetary Adjustment – Discussion/Action
  - a. Health Department / WIC
  - b. Personnel
6. Request for Credit Card Approval(s) – Discussion/Action
  - a. Highway
  - b. Dispatch
  - c. Sheriff
7. Fiscal Note on Resolution – Discussion/Action
  - a. Resolution Authorizing the Selection of a Vendor to Complete the Wage and Benefit Study For Monroe County
8. Resolution Approving Coronavirus State and Local Fiscal Recovery Funds Policy and Procedure – Discussion/Action
9. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review
10. Finance
  - a. Monthly Financial Report
  - b. Other Post-Employment Benefits Actuarial Study - Discussion
  - c. Finance Department Monthly Report Review
11. Rolling Hills Builders Risk Insurance Update

**FINANCE MEETING  
July 21, 2021 Agenda**

12. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
13. Items for next month's agenda
14. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: July 15, 2021

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

***PLEASE NOTE:*** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee  
June 16, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Deb Carney, Lynn Kloety, Tiffany Giesler, Alison Elliott, Wes Revels  
WebEx: Adrian Lockington

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – Wednesday, July 21, 2021 regular meeting in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by David Pierce second by Mark Halverson to approve the May 19 & May 20, 2021 minutes. Carried 5-0.
- Public Comment – None
- Sheriff Request for Credit Card Approval. Motion by Wallace Habegger second by Mark Halverson to approve credit card request. Wes Revels, Sheriff explained request for two Patrol Deputies and Administrative Assistant in the amount of \$1,000.00 each. Carried 5-0.
- Solid Waste Line Item Transfer – Motion by Mark Halverson second by Wallace Habegger to approve line item transfer pending Committee of Jurisdiction approval. 2021 request in the amount of \$10,390.08 for Junco Road culvert. Carried 5-0.
- Notice of Budgetary Adjustment(s) -
  - a. Sheriff's Office – Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Wes Revels, Sheriff explained 2021 budget adjustment in the amount of \$29,799.00 for scanner, security system camera and video upgrades. Carried 5-0.
  - b. Health Department – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Tiffany Giesler, Health Director explained 2021 budget adjustment in the amount of \$534,726.00 for Epidemiology and Laboratory Capacity enhancing Detection Supplement Award to support COVID 19 response. Carried 5-0.
- Fiscal Note on Resolution –
  - a. Resolution Authorizing an Additional Sanitation & Zoning Officer Position in Monroe County. Motion by Mark Halverson second by Wallace Habegger to approve fiscal note. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained that portion of the position will be funded by an increase in fees with the remainder of funding through tax levy. Carried 5-0.
  - b. Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office. Motion by Wallace Habegger second by Toni Wissestad to approve fiscal note. Lynn Kloety, District Attorney Office Manager explained the request to adjust one Legal Secretary for a new Paralegal Position. Carried 5-0.
- Treasurer
  - a. Debra Carney provided the Monthly Treasurers Report.
  - b. Treasurer Department Monthly Report.
- Work Comp Rates-2022 Budget. Diane Erickson, Finance Director provided past work comp history to members. Discussion. Motion by Wallace Habegger second by David Pierce to set the 2022 work comp rate at 30%. Carried 4-1.
- Finance
  - a. Diane Erickson provided the Monthly Financial Report.
  - b. Finance Department Monthly Report.

- American Rescue Funds Request Process. Tina Osterberg, County Administrator explained the need to set a process, timetable and guidelines for American Rescue Funds requests. Discussion. Motion by Toni Wissestad second by David Pierce to develop guidelines for the American Rescue Funds Request process. Carried 5-0.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habhegger second by David Pierce to approve notice of donations/user fees received budget adjustment. Carried 5-0.
  - b. Monthly Disbursement Journal – Motion by Wallace Habhegger second by Toni Wissestad to approve disbursement journal. Carried 5-0.
  - c. Monthly Per Diems and Vouchers - Motion by Toni Wissestad second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda – American Rescue Funds Request Process.
- Motion by Wallace Habhegger second by Toni Wissestad to adjourn the meeting at 10:03 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

Finance Committee  
June 23, 2021

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Mark Halverson, Toni Wissestad  
Others: Tina Osterberg, Diane Erickson, Mary Von Ruden, Adam Balz, Rick Folkedahl, Alan McCoy,  
Garlynn Brookshaw, Linda Smith, Brent Flaten, James Kuhn, Member of the Public

The meeting was called to order at the Sparta American Legion at 5:30 p.m. by Chair Cedric Schnitzler.

- Resolution Approving Bid Package #2 for Monroe County Nursing Home and Senior Care Facility Project  
– Motion by Toni Wissestad second by Mark Halverson to approve fiscal note. Tina Osterberg, County Administrator explained bid package #2 in the amount of \$3,856,560. Discussion. Carried 5-0.
- Rolling Hills Builders Risk Insurance – No Discussion.
- Motion by David Pierce second by Toni Wissestad to adjourn the meeting at 5:34 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: July 6, 2021  
 Department: WIC  
 Amount: -\$5,435.00  
 Budget Year Amended: 2021

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

DHS released actual grant funding for 2021. New partnership/program work with ADRC in 2021; updated anticipated expenses from work completed thus far this year. WIC Coordinator/Nutritionist position will return to .8 FTE starting August 2021 (had been increased to full-time last year due to staff retirement and need for clinic coverage).

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 194,181.00	\$ (12,759.00)	\$ 181,422.00
24120000	465900		WIC Other	\$ 1,676.00	\$ (676.00)	\$ 1,000.00
24120000	435505		WIC Interpreters	\$ -	\$ 4,000.00	\$ 4,000.00
24120000	461900		WIC ADRC	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
Total Adjustment					\$ (5,435.00)	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 160,067.00	\$ (2,456.00)	\$ 157,611.00
24120000	515005		Retirement	\$ 10,436.00	\$ (425.00)	\$ 10,011.00
24120000	515010		Social Security	\$ 9,926.00	\$ (154.00)	\$ 9,772.00
24120000	515015		Medicare	\$ 2,324.00	\$ (38.00)	\$ 2,286.00
24120000	515020		Health Insurance	\$ 15,716.00	\$ (997.00)	\$ 14,719.00
24120000	515025		Dental Insurance	\$ 526.00	\$ 489.00	\$ 1,015.00
24120000	515030		Life Insurance	\$ 54.00	\$ (1.00)	\$ 53.00
24120000	522025		Telephone	\$ 520.00	\$ 780.00	\$ 1,300.00
24120000	533010		Conferences/Seminars	\$ 500.00	\$ (300.00)	\$ 200.00
24120000	531200		Mileage	\$ 960.00	\$ (707.00)	\$ 253.00
24120000	534150		Nutr Ed Supplies	\$ 2,230.00	\$ (2,030.00)	\$ 200.00
24120000	534250		Medical Supplies	\$ 3,337.00	\$ (2,937.00)	\$ 400.00
24120000	539070		Program Outreach	\$ -	\$ 3,341.00	\$ 3,341.00
Total Adjustment					\$ (5,435.00)	

Department Head Approval: \_\_\_\_\_

*Diffany E. [Signature]*

Date Approved by Committee of Jurisdiction: Paul Abuea 7-6-21

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

Date Approved by Finance Committee: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

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

Date: July 23, 2021  
 Department: Personnel  
 Amount: \$500,000.00  
 Budget Year Amended: 2021

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

Claims for the Self-Funded Health Insurance are higher than anticipated and additional funds are needed to cover the claims. Requesting \$300,000 from the Contingency Fund and \$200,000 from the General Fund. Please note there is a resolution on the floor this evening for \$78,908 from Contingency to fund a wage/benefit study. If this Budget Adjustment and the Resolution pass, the Contingency Fund balance will be at \$15,484.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71730000	499999		Self Funded Ins Transfer In	\$ -	\$ 500,000.00	\$ 500,000.00
10000001	493000		General Funds applied		\$ 200,000.00	\$ 200,000.00
						\$ -
						\$ -
Total Adjustment					\$ 700,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 394,392.00	\$ (300,000.00)	\$ 94,392.00
10000000	599999		Transfer Out	\$ 554,645.00	\$ 500,000.00	\$ 1,054,645.00
71730000	573010		Claims Expense	\$ 4,098,350.00	\$ 500,000.00	\$ 4,598,350.00
						\$ -
						\$ -
Total Adjustment					\$ 700,000.00	

Department Head Approval: \_\_\_\_\_

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: \_\_\_\_\_

## Request for Credit Card Approval

Department: Highway  
 Committee: Highway

Name of Card Holder	Title of Position	Credit Card Limit
Bradley Marx	Inventory Specialist	\$ 5,000.00

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

Inventory Specialist retired July 2020 and had a credit card for purchasing purposes-This would be replacing the previous credit card that the department had in place.

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 6/17/2021

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

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



EMPLOYEE AGREEMENT

I, (employee name) Bradley Marx, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Monroe County and will strive to obtain the best value for the County.
- I understand that Monroe County is liable for all charges made on the card. However I will be responsible for charges without proper documentation.
- I agree to use this card exclusively for legitimate approved purchases only and agree not to charge personal purchases. I understand that the Finance Department will audit the use of this card and report and take appropriate action on any discrepancies.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Monroe County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- ***I agree to return any credit card that has been canceled or expired to the Finance Department as soon as possible for audit review.***
- If the card is lost or stolen, I agree to notify the Finance Department and Department Head immediately.

Employee Signature: Bradley Marx

Date: 6/8/2021

Department: Highway

Card # Issued: \_\_\_\_\_

Meeting called to order at 9:00 a.m. by Vice Chairperson David Pierce.

Members present: David Pierce, Alan McCoy, Wally Habegger and Nodji VanWychen.

Members absent: Remy Gomez

Others present: Office Manager – Becky Pitel and Highway Commissioner - David Ohnstad.

1. Period of Public Comment –None at this time.
2. Last Meeting Minutes-Motion to approve the minutes of the May 20, 2021 regular meeting made by Nodji VanWychen, seconded by Alan McCoy. All ayes, motion carried.
3. Vouchers presented as follows:  
 Month Vouchers - \$240,480.85

#### 4. Credit Card Approval (Discussion & Decision)

**Motion made by David Pierce to approve a credit card for Inventory Specialist Bradley Marx for \$5,000, seconded by Alan McCoy. All ayes, motion carried.**

#### 5. CP Railroad Crossing Over CTH ET (Discussion & Decision)

Highway Commissioner David Ohnstad explained that the department previously applied for a Build Grant and did not receive award. After the fact, he found out that our grant application was highly recommended. Mr. Ohnstad has also tried applying for funding connected to the road project and was unsuccessful. The bridge itself is estimated to cost about \$7 million to replace. Ohnstad does not feel that the Union Pacific Railroad will fund the replacement either. He is proposing that the county apply for a Raise Grant. This grant application will likely cost \$5,000 and will be administered by Jewell & Associates. David Pierce inquired if we can place the bridge into our present funding. Ohnstad stated "no" and does not feel that we would have received the funding for the road if we placed the bridge within the scope of the road project. **Motion made by Wally Habegger to approve applying for the Raise Grant, seconded by Alan McCoy. All ayes, motion carried.**

#### 6. Special Highway Committee Meeting (Discussion & Decision)

Highway Commissioner David Ohnstad proposed having a special meeting to discuss proposals for the facilities site assessment. The proposals are due back Friday, June 25<sup>th</sup>. **Motion made by Nodji VanWychen to hold a special meeting on Wednesday, June 30<sup>th</sup> at 9:00 a.m., seconded by Wally Habegger. All ayes, motion carried.**

#### 7. Commissioner Report (Discussion)

- We finally received the timber funds from Fort McCoy via the Department of Administration. This amounted to over \$103k dating back to 2014.
- There is a bid opening on June 24<sup>th</sup> for the CTH Z and CTH M bridges.
- Bids for performing a site assessment at our sand pit/dog pound location are due back by the end of the day on June 25<sup>th</sup>.
- The STP Rural road right of way has been acquired. Utility locations will start taking place soon.
- Highway Commissioner David Ohnstad has spoken to the Senator in regards to escalating an agreement between the Bureau of Harbor and Rails, the DOT and the Union Pacific Railroad.
- The section of CTH ET from Nicholas Street to US Highway 12 is in the design process.
- CTH PP, Highway Risk Rural came in slightly over the estimate but under the allowance with the DOT. This project is fully funded. We have approved and executed an agreement. Mathy Construction received the bid award. This should be done in July or August.
- The CTH N Bridge and paving projects have both been awarded. We are realigning a couple of intersections and widening a couple of spots on CTH N as well. We will be adding surface aggregate before we turn the project over to the contractor.
- We opened bids for the WDOT Rest Area Improvements project. An award will be going to Fowler and Hammer for around \$12k. This is fully funded by the WDOT, but we are administering the contract. We will also be removing and replacing the shoulder as well.
- There was a double fatal on I90/94 just west of Oakdale on May 25<sup>th</sup>. The WDOT is going to hold an after action review this next Wednesday June 23<sup>rd</sup> at our building. There has been some questions raised

in regards to traffic control to the accident that need to be addressed by the emergency response services there the date of the accident.

- 2021 Bituminous Surface Contract has been executed with a change order adding 6 miles of CTH B. This is going to cost about \$580k. Looking to have this done in late July to early August.
- We have gained an employee and lost an employee. The employee was here with the department for 2 weeks and went back to his previous employer. We are going to backfill the position but will need to interview a new hiring pool at this time.
- Highway Commissioner Ohnstad stated that he will be advocating from the American Rescue Act for premium pay for the essential workers. This funding is only for a limited time and does allow for a salary increase or one-time bonus. Ohnstad feels that this could bridge the gap of pay issues between now and the wage study being fully funded. He feels that employee compensation should be on the top of the list. Ohnstad stated that throughout the COVID virus, the department employees did not miss a beat on coming to work unless they themselves had the virus or exposure.
- The CTH U Bridge public hearing took place this last week. There were no additional attendees other than himself and the Village of Norwalk board members.

**8. Set Next Month Meeting Date (Discussion & Decision)**

July 15, 2021 at 9 a.m.

**9. Future Agenda Items**

Continue discussion about alternative funding. Possibly scheduling a road tour to include the new committee member.

Motion to adjourn at 10:08 a.m. by Nodji VanWychen, seconded by Wally Habhegger. All ayes, motion carried.

## Request for Credit Card Approval


**Department:** Dispatch

**Committee:** Public Safety & Justice

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Michael Thompson	Communications Center Administrator	\$ 1,000.00

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

Credit card for conference/training registrations and lodging expenditures. This credit card may also be used where it is not feasible to use the regular purchasing procedure due the need for expedited purchases.

**Department Head Approval:** 

**Date Approved by Committee of Jurisdiction:** 7/12/21

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

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

# Request for Credit Card Approval


Department: Sheriff

Committee: Public Safety

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
David Heckman #34	Patrol Deputy	\$1,000

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

Office Supplies/Training and Education

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 7/12/21

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

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

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE SELECTION OF A VENDOR TO COMPLETE THE WAGE AND BENEFIT STUDY FOR MONROE COUNTY

1 WHEREAS, there are concerns that Monroe County is not retaining or recruiting staff based on  
2 compensation and benefits in contrast to surrounding counties; and  
3

4 WHEREAS, there is a wide and varied set of needed skills throughout the various positions in  
5 Monroe County which makes it difficult to accurately pinpoint competitive compensation rates; and  
6

7 WHEREAS, the Monroe County Administration and Personnel Committee recommends  
8 approval of the selection of McGrath Human Resources Group as the vendor to complete a wage and  
9 benefit study including a thorough analysis of all the compensation and benefits for Monroe County to  
10 give an accurate depiction of where compensation should align amongst other industries in the Monroe  
11 County area; and  
12

13 WHEREAS, this would allow Monroe County to ensure wages are comparable to the market in  
14 an effort to increase retention and to be a favorable employer for applicants in the area; and  
15

16 WHEREAS, the current compensation schedule for Monroe County has been in place for over  
17 eight years and has not remained current given inflation and other market related circumstances.  
18

19 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they  
20 do hereby approve the selection of McGrath Human Resources Group as the vendor to complete the wage  
21 and benefit study including thorough analysis of all the compensation and benefits on behalf of Monroe  
22 County in 2021.  
23

24 Offered this 28<sup>th</sup> day of July, 2021 by the Administration & Personnel Committee  
25

26 Purpose: To select a vendor to complete a wage and benefit study to help Monroe County remain  
27 competitive within the current job market by doing a thorough analysis of all full and part time positions  
28 within Monroe County.  
29

30 Fiscal note: To approve transfer of funds from the 2021 Contingency Fund account 10010000 539200 of  
31 \$78,908 to Personnel Professional Services account 11430000 521000, to complete the thorough wage  
32 and benefit study analysis. Potential additional costs may be necessary, if further evaluation above the  
33 scope of the initial process are added. Request for any additional costs would be approved at a future  
34 date. The 2021 Contingency Fund currently has a balance of 394,392.00.  
35

Drafted by: Personnel Director, Ed Smudde

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: <u>July 13, 2021</u> <u>3 Yes, 0 No</u>
Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

**RESOLUTION APPROVING CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS POLICY AND PROCEDURE**

1       **WHEREAS**, The American Recovery Plan Act (“ARPA”) appropriated Monroe County  
 2       \$8,984,103 in Coronavirus State and Local Fiscal Recovery Funds (Fiscal Recovery Funds); and  
 3

4       **WHEREAS**, The funds will be received in two separate payments, 50% was received in May of  
 5       2021 and remaining 50% to be paid at least 12 months after the first payment; and  
 6

7       **WHEREAS**, Funds will be available through December 31, 2024, and may cover costs from  
 8       March 3, 2021, through December 24, 2024; and  
 9

10       **WHEREAS**, All funds must be incurred and obligated by December 31, 2024, with funds  
 11       expended to cover obligations and all work completed by December 31, 2026; and  
 12

13       **WHEREAS**, Funds not incurred or obligated by December 31, 2024 must be returned to the  
 14       United States Treasury; and  
 15

16       **WHEREAS**, The Fiscal Recovery Funds provide a substantial infusion of resources to help turn  
 17       the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable  
 18       recovery in Monroe County; and  
 19

20       **WHEREAS**, use of these funds should be reviewed in an equitable manner to determine the most  
 21       advantageous long term sustainable use in Monroe County; and  
 22

23       **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they  
 24       do hereby approve the proposed Coronavirus State and Local Fiscal Recovery Funds Policy and Procedure as  
 25       set out in the attached document.  
 26

27       Offered this 28<sup>h</sup> day of July, 2021 by the Finance Committee  
 28

29       Purpose: To create and execute an equitable review of all Fiscal Recovery Fund Requests. Request in  
 30       compliance to policy implemented will be reviewed by Finance Committee with recommendations  
 31       forwarded in resolution form to full county board.  
 32

33       Fiscal note: The policy would set out the procedure to request and award funds from the Fiscal Recovery  
 34       Funding. All Recommendations brought forward in Resolution Form by Finance Committee would be  
 35       reviewed and approved by full county board.  
 36

37       Drafted by: County Administrator, Tina Osterberg

Finance Vote (If required): ____ Yes    ____ No    ____ Absent	Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes    ____ No    ____ Absent
Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel	Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes    ____ No    ____ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.

# CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS POLICY AND PROCEDURE

## Policy

Monroe County Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF or Fiscal Recovery Funds)

## Introduction

The American Recovery Plan Act (“ARPA”) appropriated Monroe County \$8,984,103 in Coronavirus State and Local Fiscal Recovery funding. The funds will be received in two separate payments, 50% in May of 2021 and remaining 50% to be paid at least 12 months after the first payment. Funds will be available through December 31, 2024, and may cover costs from March 3, 2021, through December 24, 2024. All funds must be incurred and obligated by December 31, 2024, with funds expended to cover obligations and all work completed by December 31, 2026. Funds not incurred or obligated by December 31, 2024 must be returned to the United States Treasury.

## Purpose

To create and execute an equitable review of all Fiscal Recovery Fund Requests.

## Categories of Eligible Uses

- Replace Public Sector Revenue Loss – Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- Broadband Infrastructure – Make necessary investments to provide unserved or underserved locations with new or expanded broadband access.
- Support Public Health Response – Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- Address Negative Economic Impacts – Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector.

## Objective

1. Requested Fiscal Recovery Funds shall have a positive impact to Monroe County citizens.
2. Program/project shall be a one-time use of funds with no new future expenditure requirements.
3. Shall meet all obligation and completion deadlines.
4. Shall be an eligible use of funds. (It is the responsibility of the requesting party to provide proof of eligibility).



### Criteria for Requests

The following information shall be included in all requests for fiscal recovery funds.

1. Program/project title/name.
2. Total Funding amount requested. What is the funds for?
3. What is the timeline of the program/project? Begin/End.
4. What is the timeline of the use of funds? Please explain.
5. Will Monroe County staff time be needed? If Yes, please estimate hours and staffing needs.
6. Eligible uses - how will you meet compliance regulations? Please explain.
7. Will the program/project create savings or future income? Please explain.
8. Is there matching funds to extend impact of the program/project? What source of matching funds?
9. Will the program/project create efficiencies? If so, in what way?
10. Does the use of funds increase quality of life? If so, how?
11. What population does the program help?
12. Does the use of funds promote Economic Development in Monroe County?
13. Will the program/project create jobs in Monroe County? If yes, please estimate number of job opportunities? Will the positions be temporary or permanent?

### Request for Use Process

1. All requests for Fiscal Recovery Funds shall be submitted to the Finance Director, Diane Erickson 124 N Court Street, Sparta, WI 54665 or [diane.erickson@co.monroe.wi.us](mailto:diane.erickson@co.monroe.wi.us) no later than XX/XX/202X
2. Finance Director shall make available all requested uses to the Finance Committee.
3. All requests shall be reviewed by the Finance Committee for compliance with policy.
4. Requests in compliance with policy requirements will be reviewed at a future date to be set by the Finance Committee.
5. Any requestor shall be in attendance to present the request at said meeting for request to be eligible for consideration, absent any extenuating circumstance.
6. Recommendations by the Finance Committee will be forwarded in resolution form to the Monroe County Board for consideration.
7. Monroe County Board approval. Requestor shall be in attendance to present the request at said meeting for request to be eligible for consideration, absent any extenuating circumstance.

### Reporting

The Finance Department with the assistance of the requestor shall provide to the Secretary of the United States Treasury periodic reports providing detailed accounting of the uses of funds. In addition to regular reporting requirements, the requestor may be required to provide other additional information as may be necessary or appropriate.



**CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**  
**REQUEST FORM**

**Policy Form**

To request Monroe County Coronavirus State and Local Fiscal Recovery Funds (CSFRF/CLFRF or Fiscal Recovery Funds) complete the form and attach additional information as necessary.

**Objective**

1. Requested Fiscal Recovery Funds shall have a positive impact to Monroe County citizens.
2. Program/project shall be a one-time use of funds with no new future expenditure requirements.
3. Shall meet all obligation and completion deadlines.
4. Shall be an eligible use of funds. (It is the responsibility of the requesting party to provide proof of eligibility).

**Criteria for Requests**

The following information shall be included in all requests for fiscal recovery funds.

1. Program/project title/name. \_\_\_\_\_  
\_\_\_\_\_

2. Total Funding amount requested. \$ \_\_\_\_\_  
What is the funds for?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the timeline of the program/project? Please Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Begin Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

4. What is the timeline of the use of funds? Please Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Begin Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_



**CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**  
**REQUEST FORM**

5. Will Monroe County staff time be needed? Yes  No   
If yes, please estimate hours and staffing needs.

Estimated Hours \_\_\_\_\_

Estimated Staff \_\_\_\_\_

6. Eligible uses - how will you meet compliance regulations? Please attach Proof of Eligible Use.

Select Category of Eligible Uses

- Replace Public Sector Revenue Loss – Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- Broadband Infrastructure – Make necessary investments to provide unserved or underserved locations with new or expanded broadband access.
- Support Public Health Response – Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- Address Negative Economic Impacts – Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector.

How will you meet compliance regulations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will the program/project create savings or future income? Please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is there matching funds to extend impact of the program/project? What source of matching funds? Please attach additional information if necessary \_\_\_\_\_

\_\_\_\_\_

9. Will the program/project create efficiencies? If so, in what way? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
REQUEST FORM**

10. Does the use of funds increase quality of life? If so, how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What population does the program help? \_\_\_\_\_

12. Does the use of funds promote Economic Development in Monroe County? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Will the program/project create jobs in Monroe County? Yes  No   
If yes, please estimate number of job opportunities? \_\_\_\_\_

Please explain what type of workforce the jobs created will fall under \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the positions be? (Select One)

Temporary

Permanent

**Request for Use Process**

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**CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**  
**REQUEST FORM**

**Reporting**

The Finance Department with the assistance of the requestor shall provide to the Secretary of the United States Treasury periodic reports providing detailed accounting of the uses of funds. In addition to regular reporting requirements, the requestor may be required to provide other additional information as may be necessary or appropriate.

**Submission**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Internal Use Only**

Finance Director Signature \_\_\_\_\_

Date Received \_\_\_\_\_

Finance Committee Vote Approved Yes  No

Finance Committee Chair Signature \_\_\_\_\_

County Board Vote Approved Yes  No

County Board Chair Signature \_\_\_\_\_