

MONROE COUNTY BOARD OF SUPERVISORS



NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, May 16, 2018

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Election of Finance Vice-Chair – Discussion/Action
3. Establishment of Monthly Meetings Date/Time – Discussion/Action
4. Minutes approval April 11, 2018
5. Public Comment
6. Nursing Home Building Project
 - a. Update
 - b. Voucher Approval – Discussion/Action
7. Credit Card Approval - Discussion/Action
 - a. Human Services
 - b. Personnel
8. Budget Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Justice Center/Maintenance
 - c. Maintenance
 - d. Health Department(2)
9. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Sheriff's Office
 - b. Rolling Hills
10. Fund Raising Policy for K9 in Sheriff's Department
11. Resolution Establishing 2019 Annual Budgeted Allocation for Pay for Performance – Discussion/Action
12. Register of Deeds Customer Payment Types – Discussion/Action
13. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
14. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. Finance Procedure & Policy Manual – Discussion
15. Animal Shelter Donation Policy – Discussion/Action

**FINANCE MEETING
May 16, 2018 Agenda**

16. 2019 Liability/Property Insurance Renewal, Request for Proposal – Discussion/Action
17. Finance Committee Duties – Discussion/Action
18. 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
 - d. Justice Center Voucher Approval
19. Items for next month's agenda
20. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: May 10, 2018

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
April 11, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path; Wallace Habhegger joined the meeting at 10:28 a.m.

Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Garry Spohn, Mary Von Ruden, Deb Brandt, Scott Perkins, Linda Anderson, Garlynn Brookshaw, Chad Ziegler, Bob Janovick

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

- Next meeting date – May 16, 2018 in the Monroe County Board Assembly Room at 9:00 a.m.
- Minutes Approval – Motion by Mark Halverson second by Pete Peterson to approve the 03/29/18 minutes. Carried 4-0.
- Public Comment – One member of the public addressed the committee.
- Nursing Home Project Update – Linda Anderson explained that information has been sent to Wipfli for the market and feasibility study. It is the hope that study numbers will be available the 23rd of April.
- Nursing Home Voucher Approval – Linda Anderson provided vouchers in the amount of \$72,750.03 for Community Living Solutions, it was explained that \$5,305.44 was over budget. Discussion. Motion by Pete Peterson second by Mark Halverson to approve vouchers in the amount of \$67,444.59, pending Rolling Hills Approval. Carried 4-0.
- Sheriff's Office Budget Adjustment – Scott Perkins explained the 2018 budget adjustment in the amount of \$2,246.00 for a grant to assist the Ho-Chunk Nation for the State Tribal Enforcement Program. Motion by Douglas Path second by Mark Halverson to approve budget adjustment. Discussion. Carried 4-0.
- Solid Waste Re-Purpose of Funds - 2018 re-purpose of funds in the amount of \$22,000.00 for truck scale. Motion by Pete Peterson second by Mark Halverson to approve re-purpose of funds. Discussion. Carried 4-0.
- Maintenance Re-Purpose of Funds – Garry Spohn explained the 2018 re-purpose of funds in the amount of \$10,000.00 for flooring replacement in the courthouse remodel and \$10,000.00 for electrical repairs in the courthouse remodel. Motion by Douglas Path second by Mark Halverson to approve both re-purpose of funds pending committee of jurisdiction of approval. Discussion. Carried 4-0.
- Register of Deeds –
 - a. Customer Payment Types – Deb Brant explained that the Register of Deeds currently allows checks and cash as payments. She would like customers to utilize debit cards and or credit cards. Fee charges were discussed. A convenience fee would be charged to each individual. Discussion. Shelley Bohl, County Clerk is in the process of checking with insurance as regards to liability. It was a consensus of the committee to accept credit cards upon approval of insurance and review of contract by the County Administrator.
 - b. Register of Deeds Recording System Software – Deb Brandt explained that she is interested in looking at vendors for Register of Deeds recording system software. Discussion. It was a consensus of the committee to move forward with exploration.
- Forestry/Parks Potential Forestry Land Acquisition Update – Chad Ziegler, Forestry/Parks Administrator explained that there is a property with 160 acres in the Town of New Lyme that is currently for sale. The property is currently enrolled in the Managed Forest Law Program until 2042. The committee of jurisdiction has asked to move forward with negotiation. Financing options are to apply for a stewardship grant in which up to half of the purchase price could be covered through the grant. Also, the county would

qualify for an interest free project loan for the remainder which would be paid back at 20% of the annual timber sale. Discussion. Chad will keep the committee updated.

- Monroe County Board Lawsuit Litigation Cost, Case 18 CV 72 – Chair Schnitzler explained that the current deductible is \$50,000.00. There is potential that a transfer from the contingency fund may have to occur to cover costs. Shelley Bohl, County Clerk anticipated that funds would not need to be transferred until year end. Discussion.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review

Wallace Habegger joined the meeting at 10:28 a.m.

- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.
 - b. Finance Department Monthly Report Review.
 - c. Fleet Card – Tina Osterberg explained that our current fuel contract is up. Lisa Hanson is looking into different options for vendors/fleet cards.
- Justice Center Project Fund Update – Tina Osterberg provided members with pending obligations through April 6, 2018. Discussion. It was recommended for the remaining funds to be transferred to the Maintenance Budget for final change orders. For amounts above the remaining funds, a budget adjustment should occur from the Contingency Fund.
- Animal Shelter Donation Policy – None.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Douglas Path to approve Monthly Notice of Donations/User Fees Received. Carried 5-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Wallace Habegger second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 5-0.
 - d. Justice Center Voucher Approval – None.
- Items for next month's agenda – Forestry/Parks land acquisition update, Justice Center Budget Adjustment, Maintenance Budget Adjustment, Animal Shelter Donation Policy.
- Adjournment - Motion by Pete Peterson second by Mark Halverson to adjourn at 10:54 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Elise Anderson	Social Worker	\$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval:



Date Approved by Committee of Jurisdiction: 5/1/18

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Personnel

Committee: Admin & Personnel

Name of Card Holder	Title of Position	Credit Card Limit
Edward Smudde	Personnel Director	\$1,000.00

Justification for Credit Card(s):

Need for conferences for reservations and payments. Also, use for advertising payments with new online methods that are used and will not accept a check as payment.

Department Head Approval:  5-7-18

Date Approved by Committee of Jurisdiction: 5-7-18

Following this acceptance 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: _____
 Department: Land Records
 Amount: \$15,417.96
 Budget Year Amended: 2018

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

THE LAND INFORMATION COUNCIL APPROVED FOR ME TO SPEND UP TO 15,000 ON
GNSS RELATED EQUIPMENT FOR OUR SECTION CORNER COORDINATE PROJECT
AND AN ASSET MANAGEMENT PROJECT INVOLVED WITH THE COUNTY HWY DEPT.
ALSO I AM ON PACE TO EXCEED MY ED AND TRAINING BUDGET AND MILEAGE.
THESE ARE NON LEVY FUNDS FOR USE OF ANYTHING WITHIN OR LAND INFO PLAN.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC FUND BAL APP	\$ -	\$ 15,417.96	\$ 15,417.96
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,417.96	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 515700	EMP. EDUCATION & TRAIN	\$ 146.00	\$ 308.88	\$ 454.88
11750000 521415	COMPUTER OPERATION	\$ 27,170.00	\$ 15,000.00	\$ 42,170.00
11750000 533200	MILEAGE	\$ 417.00	\$ 109.08	\$ 526.08
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,417.96	

Department Head Approval: *Jeremiah Erikson*

Date Approved by Committee of Jurisdiction: 05/08/18

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.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 4, 2018
 Department: Justice Center/Maint.
 Amount: \$46,839.72
 Budget Year Amended: 2018

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

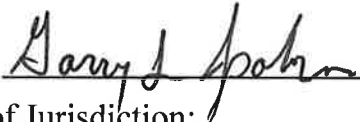
This budget adjustment will close out the Justice Center Project under Capital Projects and move the remaining funds to the Maintenance Justice Center Building Repairs and Maintenance account to use towards needed updates.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
47200000	493000		Fund Balance Applied	\$ -	\$ 46,839.72	\$ 46,839.72
10000000	499999		General Fund - Transfer In		\$ 46,839.72	\$ 46,839.72
						\$ -
						\$ -
Total Adjustment					\$ 93,679.44	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
47200000	599999		Cap Projects - Transfer Out		\$ 46,839.72	\$ 46,839.72
11630610	524505		Bldg Repairs & Maint.	\$ 33,000.00	\$ 46,839.72	\$ 79,839.72
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 93,679.44	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 4, 2018
 Department: Maintenance
 Amount: 107,224.28
 Budget Year Amended: 2018

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

This budget adjustment is to cover needed repairs to the Justice Center from the Contingency Fund. The Contingency Fund's current balance of \$231,008.00 can cover this adjustment.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 231,008.00	\$ (107,224.28)	\$ 123,783.72
11630610	524505		Bldg Repairs & Maint.	\$ 79,839.72	\$ 107,224.28	\$ 187,064.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: *Gary J. Pohn*

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 3, 2018
 Department: Health
 Amount: \$5,000.00
 Budget Year Amended: 2018

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

Received funding from Remembering Jesse Parker, Inc. for the purpose of providing infant and toddler car seats, Pack N Play Cribs for Kids and books for the RED program for Monroe County income eligible children/ families. The funding supports the goal of decreasing childhood injuries and death, assuring a safe sleep environment for infants, as well as improving literacy rate by educating parents on the importance of reading to their children.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	432205		DOT - Car seat	\$ 3,573.84	\$ 1,667.00	\$ 5,240.84
24110000	485000	HS410	Cribs for Kids	\$ -	\$ 1,666.00	\$ 1,666.00
24110000	485000	HS423	RED Program	\$ -	\$ 1,667.00	\$ 1,667.00
Total Adjustment					\$ 5,000.00	\$ -

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 16,822.84	\$ 5,000.00	\$ 21,822.84
Total Adjustment					\$ 5,000.00	\$ -

Department Head Approval: *Mauro Wilson*

Date Approved by Committee of Jurisdiction: *Wendy A. Pucia 5-1-18*

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 3, 2018
 Department: Health Department
 Amount: \$4,500.00
 Budget Year Amended: 2018

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

Communicable diseases funding was passed in the 2017-2019 Biennial Budget. The biennial budget allocated \$500,000 in GPR funding per year as a continuing appropriation to local and tribal health departments for communicable disease control and prevention, (WI State Statue Chapter 252.185). Division of Public Health established a funding methodolgy for funding, with a base amount of \$2500 plus area population. This funding reflects all local and health department responsibilities under WI State Statute, Chapter 252.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -	\$ 4,500.00	\$ 4,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,500.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
					\$ 4,500.00	\$ 4,500.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 4,500.00	

Department Head Approval: *Margaret Nelson*
 Date Approved by Committee of Jurisdiction: *David A. Reine* 5-1-18
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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 04/18/2018
 Department: Monroe County Sheriff's Office
 Amount: \$1124.75 + Shipping
 Budget Year Amended: 2018

Explanation/Reason funds are being re-purposed and affect on Program:
 (If needed attached separate brief explanation.)

We are in need of slings for our squad rifles (and Bailiff ones when we get them). During the process of budgeting for the pre named equipment, we used the price quote for what we wanted then. Since then we were able to find the products we needed cheaper. We are now asking to use the excess money that it left for slings + shipping.
 We are not asking for any additional funding.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17210210	581000		Capital Equipment	Lights and Slide Mounts for Rifles	Lights, Slide Mounts and Rifle Slings	\$ 5,250.00
Total Adjustment						\$ -
Total Adjustment						\$ 5,250.00

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: _____

MONROE COUNTY

Notice of Re-Purpose of Funds

Unanticipated Change of What Funds Were Labeled For

Date: 4/23/2018
 Department: ROLLING HILLS
 Amount: \$13,805.44
 Budget Year Amended: 2018

Explanation/Reason funds are being re-purposed and affect on Program:
 (If needed attached separate brief explanation.)

Request to re-purpose budgeted money in our Capital and Furniture Replacement accounts to make up the shortage of funds in the Construction in Progress fund. This does not change the bottom line of the budget.

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	Amount to Re-Purpose
64210990.581060	Capital Outlay	Lifts	\$ 10,000.00
64210710.539910	Furniture Replacement	3-Drawer Dressers	\$ 3,805.44
Total Adjustment			\$ 13,805.44

New Budgeted Line's Purpose:

Account #	Account Name	Amount Re-Purposed
64210990.589000	Construction in Progress	Redesign Services by CLS (Tomah) \$ 5,305.44
64210990.589000	Construction in Progress	Market Study & Financial Modeling (Tomah) \$ 8,500.00
Total Adjustment		\$ 13,805.44

Department Head Approval: *Anda Adams*
 Date Approved by Committee of Jurisdiction: 4/23/2018

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: _____

RESOLUTION No. _____

ESTABLISHING 2019 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the financial impact of County taxes on taxpayers, and

WHEREAS, the State imposed budgetary constraints while providing mandated services to be provided by the County, and

WHEREAS, WITH THE ENACTMENT OF ACT 10 the County has reviewed and updated the Monroe County Employee Handbook, adopted the WIPFLI Non-Union Compensation Plan and has established an enhanced employee annual performance review process, and

WHEREAS, Monroe County has a policy and practice of compensating employees based on a competitive market salary rate, the quality of their performance, and future non-union wage adjustments shall be based on the merits of employee performance, and

WHEREAS, the County Administrator will be developing the 2019 Proposed Annual Budget for review and adoption by the Monroe County Board in November 2019, and wage costs must be incorporated into the budget as proposed and adopted.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each departmental 2019 budget shall include an amount equal to four percent (4%) of gross wages to be available for allocation based on the merits of employee performance as established during their individual annual performance review; and

BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second payroll of April 2019 and the funds shall be awarded based strictly on the merits of the employees performance; and

BE IT FURTHER RESOLVED that effective January 1 2019 any non-union, non-elected staff who have held their current position for 5 years or more and have had satisfactory (Score 3.0 or higher) performance evaluations for the past two years we be compensated at a minimum rate of 98% (100% equals market rate) of their current pay group; and

BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage adjustments, which remain after the annual performance review process has been completed, shall be applied by the Finance Department to any department merit pay line shortages and then transferred to the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget variations that occur due to internal position postings, new position hires, retirements, and the like that are unknown variables that impact budgeted salary/fringe benefits for the year; and

BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the County Board.

Offered by the Administration & Personnel Committee on this 30th day of May 2018.

PURPOSE: To establish 2019 budget for merit-based pay adjustments and fund the Non-Lapsing Retirement/Fringe Pool.

Fiscal Note: For 2019 the levied general pay increase based on employee performance shall not exceed \$585,000. 00. Budgeted proceeds not allocated as a merit increase shall be transferred to the Non-Lapsing Retirement/Fringe Pool (Acct # 11435000.515200) to cover budget variations that occur do to internal position postings, new position hires, retirements, etc. that are unknown variables that impact budgeted salary/fringe benefits for the year.

Drafted by County Administrator, Jim Bialecki

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p> <p>*****</p> <p>Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>May 8</u>, 20<u>18</u></p> <p>VOTE: <u>4</u> Yes <u>1</u> No <u>0</u> Absent</p> <p>Committee Chair: <u><i>Rob Peterson</i></u> <u><i>Nick Halverson</i></u> <u><i>Sharon Fulcey</i></u> <u><i>Collette</i></u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>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 _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>