



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

NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Monroe County
County Board Assembly Room
210 W. Oak Street - Room 1200
Sparta, WI 54656
DATE: Wednesday, March 20, 2024

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of February 21, 2024
4. Public Comment
5. Request for Credit Card Approval(s) – Discussion/Action
 - a. Sheriff's Office (2)
6. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Sheriff - Dispatch
 - b. Sheriff
 - c. Solid Waste
 - d. Rolling Hills (2)
7. Solid Waste Landfill New Cell Construction Funding Through Letter of Credit for Long Term Closure – Discussion/Action
8. Resolution Approving Loan to Solid Waste Department for Phase 5 New Cell Construction Project – Discussion/Action
9. ATC Proposals – Discussion/Action
 - a. Highway
 - b. Forestry & Parks
 - c. Land Conservation
10. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. In-Rem Discussion
 - d. Treasurer Office Updates
11. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
12. ARPA Fund Accrued Interest Use – Discussion/Action
13. NACO LATCF Contribution – Discussion/Action

**FINANCE MEETING
March 20, 2024 Agenda**

14. Credit Card Approval Process – Discussion/Action
15. Monroe County Grant Administration Policy – Discussion/Action
16. FICA Payroll Tax Error – Discussion/Action
17. 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
18. Next Month's Agenda Items
19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: March 15, 2024

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
February 21, 2024

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, and Toni Wissestad
Others: Diane Erickson, Mindy Hemmersbach, Linda Anderson, Deb Brandt, Stan Hendrickson, Wes Revels, Derek Pierce, Rick Folkedahl, Tracy Thorsen, Lisa Aldinger Hamblin, Pam Pipkin, Bob Smith, Tiffany Giesler, Chad Ziegler, David Ohnstad, David Hesper, Eric Weihe, and Bob Micheel.

The meeting was called to order at the Monroe County Board Assembly Room at 9:02 a.m. by Chair Cedric Schnitzler.

- Next Meeting Date:
 - a) March Monthly Meeting – Wednesday, March 20, 2024 in the Monroe County Assembly Room at 9:00 a.m.
 - b) April Monthly Meeting – Friday, April 12 2024 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Toni Wissestad second by David Pierce to approve the January 17, 2024 minutes. Carried 5-0.
- Public Comment – No individuals spoke to the Finance Committee.
- Highway Re-Purpose Funds:
 - a) Motion by David Pierce, second by Toni Wissestad to approve re-purpose of funds explained by David Ohnstad. \$506,687.50 is needed for CTH BC Putnam Ridge reconstruction. Motion carried 5-0.
 - b) Motion by David Pierce, second by Wallace Habegger to approve re-purpose of funds explained by David Ohnstad. \$650,164.13 is needed for storage building project. Motion carried 5-0.
- Credit Card Approval
 - a) Justice Programs: Motion by David Pierce, second by Toni Wissestad to approve credit card increase of \$5,000 explained by Eric Weihe. Carried 5-0
 - b) Human Services: Motion by David Pierce, second by Toni Wissestad to approve credit card in the amount of \$5,000 for two positions explained by Tracy Thorsen. Carried 5-0
 - c) Parks Department: Motion by Toni Wissestad, second by David Pierce to approve credit card in the amount of \$3,000 explained by Chad Ziegler. Carried 5-0
 - d) Solid Waste: Motion by Wallace Habegger, second by James Kuhn to approve credit card increase of \$2,500 explained by David Hesper pending Solid Waste Committee approval. Carried 5-0
- Budget Adjustments:
 - a) Information Technology – Motion by David Pierce, second by Wallace Habegger approve budget adjustment explained by Richard Folkedahl for the 2024 budget in the amount of \$1,000.00 for transfer a portion of IT Pool budget to the Highway Department budget. Carried 5-0.
 - b) Rolling Hills – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment explained by Linda Smith for the 2024 budget in the amount of \$503,705.00 for WI DHS rates, pending committee approval. Discussion. Carried 5-0.
 - c) Maintenance – Motion by David Pierce second by Toni Wissestad to approve budget adjustment explained by Derek Pierce for \$44,600.00 for water and sewer to the farmhouse. Carried 5-0.
 - d) Human Services – Motion by David Pierce, second by Wallace Habegger to approve budget adjustment explained by Tracy Thorsen for the 2024 budget in the amount of \$76,541 for bariatric vehicle. Discussion. Carried 5-0.
 - e) Health Department:
 - Motion by David Pierce, second by Wallace Habegger to approve budget adjustment explained by Tiffany Giesler for the 2024 budget in the amount of \$5,000 from an anonymous donation. Carried 5-0

- Motion by David Pierce, second by Wallace Habhegger to approve budget adjustment explained by Tiffany for the 2024 budget in the amount of \$66,269.24 for unexpended grant dollars not used in 2023 to carry over to 2024. Carried 5-0
 - Motion by David Pierce, second by Toni Wissestad to approve budget adjustment explained by Tiffany for the 2024 budget in the amount of \$23,350.75 for the Immunize WI grant. Carried 5-0
 - Motion by Toni Wissestad, second by David Pierce to approve budget adjustment explained by Tiffany for the 2024 budget in the amount of \$3,500 from the Kindness Community Grant. Carried 5-0
 - f) Child Support – Motion by Wallace Habhegger, second by David Pierce to approve budget adjustment explained by Pamela Pipkin for the 2023 budget in the amount of \$3,786.16 for state aid revenues. Carried 5-0.
 - g) Medical Examiner – Motion by Toni Wissestad, second by Wallace Habhegger to approve budget adjustment explained by Bob Smith for the 2023 budget in the amount of \$65.85 for reclassifying funds to take it out of the correct account. Carried 5-0.
 - h) Jail – Motion by David Pierce, second by James Kuhn to approve budget adjustment explained by Stan Hendrickson for the 2023 budget in the amount of \$35,088.77 for jail medical expenses due to the cost of hospitalization and required specific medications for inmates. Carried 5-0.
 - i) Dispatch – Motion by Wallace Habhegger, second by Toni Wissestad to approve budget adjustment explained by Wes Revels for the 2024 budget in the amount of \$202,000.00 for radio system projects. Discussion. Carried 5-0.
 - j) Forestry – Motion by Wallace Habhegger, second by David Pierce to approve budget adjustment explained by Chad Ziegler for the 2023 budget in the amount of \$3,435.38 for Forest Administration Grant revenue. Carried 5-0.
 - k) County Clerk/Elections – Motion by Toni Wissestad, second by David Pierce to approve budget adjustment explained by Shelley Bohl for \$410.00 because the election budget was exceeded in 2023. The county will receive full reimbursement from municipalities for their share of the expense. Carried 5-0.
 - l) Treasurer – Motion by Toni Wissestad, second by Wallace Habhegger to approve budget adjustment explained by Mindy Hemmersbach for 2023 budget in the amount of \$18,298.00 for health insurance. Carried 5-0.
 - m) Finance – Motion by David Pierce, second by Wallace Habhegger to approve budget adjustment explained by Diane Erickson for 2023 budget in the amount of \$1,102,631.07 for reimbursement from stop loss carrier. Discussion. Motion by David Pierce, second by Wallace Habhegger. Carried 5-0.
- Solid Waste New Cell Funding – David Pierce spoke about the original resolution that is on the floor. Discussion. Tabled for next month's agenda, Motion by David Pierce, second by Toni Wissestad. Carried 5-0.
 - Fiscal Note Review
 - a) Resolution Setting Change Order Levels for Solid Waste Phase 5 New Cell Construction Project – Motion by James Kuhn, second by David Pierce to approve fiscal note. Discussion. Pending Committee Jurisdiction Approval. Carried 5-0.
 - b) Resolution Authorizing the Establishment of a Forest Maintenance and Development Account – Motion by David Peirce, Second by James Kuhn to approve fiscal note. Discussion. Carried 4-1.
 - c) Resolution Setting Salaries for County Clerk, Register of Deeds, and county Treasurer for the 2025-2028 Term of Office – Motion by Wallace Habhegger, second by James Kuhn to approve fiscal note. Carried 5-0.
 - Treasurer –
 - a) Mindy Hemmersbach, Treasurer provided the Monthly Treasurers Report. Discussion.
 - b) Treasurer Department Monthly Report Review
 - c) In-Rem Update – Courtesy Letter January 22nd 2024. Checking on tax parcels that are delinquent.

- d) Chargeback – The Town of Greenfield received a letter from the State. Unamin is looking to appeal their 2021-2022 taxes.
- e) Growing states – Behind on payments, the last payment was on February 9th 2024.
- f) Treasurer Office Updates:
 - New Chief Deputy Treasurer is Dawn Rickert
 - New Office Layout in Treasurer's office
- Finance
 - a) Diane Erickson provided the monthly Financial Report.
 - b) Finance Department Monthly Report.
- ARPA Fund Interest –
 - a) 2 million for wage modification for 2024
 - b) Private well testing
 - c) County Sheriff Wes Revels expressed that the extra funds could be used to buy two AED. Budget adjustment pending committee approval. Motion by Wallace Habhegger, second by Toni Wissestad. Carried 5-0.
- Additional ATC Funds Designation
 - a) Land Conversation: Bob Spoke regards a project
 - b) Forestry: Chad spoke regards a project
 - c) Highway: David spoke regards a project
 - d) Discussion amongst the board members – Tabled for next month. Motioned by David Peirce, second by Toni Wissestad, Carried 5-0.
- NACO LATCF Contribution:
 - a) Voluntary contribution of \$1,700. Where would the funds come from? Monroe County is a member of NACO. Discussion. Table to next month's meeting. Motion by Wallace Habhegger, second by David Peirce. Carried 5-0.
- Monroe County Grant Administration Policy – County Board members had a discussion. Policy will be provided to department heads for feedback. Policy will be brought back to committee to discuss the results from department heads in March.
- Monthly Approvals –
 - a) Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Toni Wissestad, second by James Kuhn to approve notice of donations/user fees received budget adjustments. Carried 5-0.
 - b) Monthly Disbursement Journal – Motion by David Pierce second by James Kuhn to approve disbursement journal. Carried 5-0.
 - c) Monthly Per Diems and Vouchers – Motion by James Kuhn second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Items for next month's agenda:
 - a) Credit Card approval level change
 - b) Phase 5 to be tabled for next month's agenda
 - c) Additional ATC Funds Designation
 - d) NACO LATCF
- Motion by James Kuhn second by David Pierce to adjourn meeting at 11:16 a.m. Carried 5-0.

Rachel Kreighbaum, Chief Deputy County Clerk
Recorder

Request for Credit Card Approval


Department: Monroe County Sheriff's Office

Committee: Public Safety

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
David Jones	Bailiff	\$1,000

Justification for Credit Card(s):

Training and Education / Office Supplies

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Adam Balz 3/14/24

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval


Department: Monroe County Sheriff's Office

Committee: Public Safety

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Seth Phillips	Bailiff	\$1,000

Justification for Credit Card(s):

Training and Education / Office Supplies

Department Head Approval: 
Date Approved by Committee of Jurisdiction: Adam Bais 3/14/24

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: March 4, 2024
 Department: Sheriff - Distpatch
 Amount: \$10,000.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: Funds received as a donation.

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

Sheriff's Office received donation from Monroe County Emergency Services Association to pay for part of PulsePoint program in the county.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
12110000	462900		Other Sheriff Revenue	\$ 5,500.00	\$ 10,000.00	\$ 15,500.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 10,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17260260	581000		Capital Equipment-Dispatch	\$ 294,393.00	\$ 10,000.00	\$ 304,393.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 10,000.00	

Department Head Approval: *Wesley D. Goveal*

Date Approved by Committee of Jurisdiction: Adam Balz 3/14/24

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

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: March 5, 2024
 Department: Sheriff
 Amount: \$2,084.66
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No Explain: American Rescue Plan (ARP) Act funds are not allowed to reduce debt service.

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

Sheriff's Office was approved 16 Automated External Defibrillators during the initial application period.
Sheriff's Office has 17 front line cars. This budget adjustment will allow us to purchase an additional
AED and a training AED to allow our personnel to practice. Heart attack is increasingly common due to
COVID-19 infection, which makes this a good fit for ARP Act funds. This budget adjustment would
use interest earned on ARP Act funds.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	435528		COVID 19 ARP Funds	\$ 119,600.00	\$ 2,084.66	\$ 121,684.66
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,084.66	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17210210	581000		Capital Outlay <\$5000 SH	\$ 41,374.00	\$ 2,084.66	\$ 43,458.66
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 2,084.66	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Adam Balz

3/14/24
Date

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: March 11, 2023
 Department: Sollid Waste
 Amount: \$50,000.00
 Budget Year Amended: 2024

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?
 Yes or No? No. Explain: Contingency Funds do not roll forward for use towards future debt service payments.

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

Funds are being requested for coverage of future professional service expenditures for Sand Creek.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63300000	499999		Transfer In - Solid Waste	\$ 5,156.25	\$ 50,000.00	\$ 55,156.25
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 50,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 169,914.00	\$ (50,000.00)	\$ 119,914.00
10000000	599999		Transfer Out-General Fund	\$ 244,557.25	\$ 50,000.00	\$ 294,557.25
63690000	521000		Professional Services	\$ 5,156.25	\$ 50,000.00	\$ 55,156.25
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 50,000.00	

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

Date _____

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 Approving Loan to Solid Waste Department for Phase 5 New Cell Construction Project

1 **WHEREAS**, the Monroe County Board of Supervisors, under Resolution 03-23-02, approved continuing
2 operations of a Monroe County Solid Waste Landfill; and
3

4 **WHEREAS**, Monroe County strives to provide maximum and efficient service to its residents while minimizing the
5 financial impact of County taxes on tax payers; and
6

7 **WHEREAS**, the Monroe County Board of Supervisors, under Resolution 09-11-06, adopted a contingency fund
8 and general fund balance policy; and
9

10 **WHEREAS**, the Monroe County Board of Supervisors, under Resolution 06-13-02, established a year end
11 provision for funds in excess of the minimum fund balance policy to lapse to the Committed Debt Service Fund to
12 be applied annually toward debt service principle and interest installments as adopted and approved by the
13 Monroe County Board of Supervisors as part of the annual budget; and
14

15 **WHEREAS**, the Monroe County Board of Supervisors, under Resolution 05-17-08 and 12-20-03 adopted
16 amendments to resolutions 09-11-06 and 06-13-02; and
17

18 **WHEREAS**, the Minimum Fund Balance Policy states that the county will review and adjust fund balance annually
19 to appropriate levels by:

- 20 a. Planned use of fund balance in excess of General and Special Revenue Fund cash reserves; and
- 21 b. Requiring a minimum unassigned designated cash balance of 20% of the adopted operating budget for
- 22 the General and Special Revenue Funds at fiscal year-end; and
- 23 c. The annual Contingency Fund year-end balance shall be designated a non-lapsing fund. If on
- 24 December 31st of any given fiscal year, should the cash balance percentage not be met, the contingency
- 25 fund balance shall lapse to the General Fund in its entirety or in an amount, as determined by the Finance
- 26 Committee, to bring General Fund Balance into compliance with this Minimum Fund Balance Policy; and
- 27 d. Planned use of fund balance for defined purposes, including property tax relief; funding for major
- 28 capital projects or time-limited projects; or designating fund balance in excess of 20% for future debt
- 29 service expenditures; and
30

31 **WHEREAS**, item d. above includes property tax relief and funding for major capital projects; and
32

33 **WHEREAS**, using \$2,100,000 of General Fund Cash Reserves, which a portion of the funds preliminarily
34 estimated to be \$1,485,000 Million is in excess of the Minimum Fund Balance Policy, as estimated by the Finance
35 Director on December 31, 2023, for a Phase 5 Solid Waste New Cell Construction Project reduces the overall tax
36 burden to tax payers by not paying loan or bonding closing costs on borrowed funds; and
37

38 **WHEREAS**, by charging interest to the Solid Waste Department in the amount of 4% APY ensures that County
39 tax payers will recoup interest on the borrowed funds as if the funds were invested with local banking institutions;
40 and
41

42 **WHEREAS**, total interest payments on a \$2,100,000 loan, at 4% APY, with 5 equal annual payments would be
43 \$258,584.69.-
44

45 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors that effective this date they
46 do hereby authorize a one-time waiver of the contingency fund and general fund balance policy and direct the
47 County Administrator and Finance Director to transfer funds as needed by the Solid Waste Department up to
48 \$2,100,000 for the construction of the Phase 5 New Cell Construction Project.
49

50 **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisors that an interest rate of 4% APY be
51 charged to the Solid Waste Department on borrowed funds until paid in full.

52 **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisors that 2025 debt service principle and
 53 interest installments for the Justice Center and Radio Tower Projects shall be budgeted above the levy cap as
 54 part of the annual budget.

Dated this 24th day of January, 2024

Offered by Finance Committee.

Fiscal Note: The above recommendation directs the Finance Director to transfer up to \$2,100,000 to account 63630000 580150 Solid Waste Land Improvements from the General Fund. These borrowed funds will accrue interest at a rate of 4% APY, to be paid back at time of principle payments to the General Fund annually. In addition, the County Administrator is to include the debt service principle and interest installments for the Justice Center and Radio Tower Projects in the 2025 budget above the levy cap. Approval of this resolution will require a 2/3rd's vote of the entire membership of the Monroe County Board of Supervisors for approval.

Statement of purpose: To authorize a one-time waiver to borrow funds at a rate of 4% APY in excess of the minimum fund balance policy and additional general fund balance up to \$2,100,000 to the Solid Waste Department for Phase 5 New Cell Construction.

Drafted by: County Administrator, Tina Osterberg

<p>Finance Vote (If required): ___ Yes ___ No ___ Absent </p> <p>Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>January 17, 2024</u> VOTE: <u>4</u> Yes <u>0</u> No <u>1</u> Absent Committee Chair: <u>Dawn Kulore</u> <u>SK</u> <u>Madje Van Wyck</u> <u>RSS</u></p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ___ Yes ___ No ___ 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>

CTH ET / WEST VETERANS STREET RECONSTRUCTION PROJECT

County Trunk Highway (CTH) ET extends from State Highway (STH) 21 in the Town of LaGrange to CTH N in the Town of Byron. CTH ET is the primary east/west residential, commercial, freight and commuter corridor in the northern half of the City of Tomah. CTH ET is also known as Veterans Street (East and West) within the City of Tomah.

The CTH ET corridor has long suffered from serious design and condition deficiencies that impact the many thousands of varied interests that travel the highway every day.

CTH ET has a Local Road Freight Score of 60 - 79. The highway provides direct access to important agricultural lands and facilities, city and school district recreational facilities, long-established residential neighborhoods and substantial new residential development. CTH ET provides access to schools, public parks, recreational fields, professional, retail and commercial shops and the community food bank. CTH ET provides access to the Lake Tomah Recreation Area and the numerous community events hosted there each year. CTH ET also provides direct access to the 173-acre U.S. Veterans Administration facility east of U.S. Highway 12 including the Tomah VA Medical Center that provides critical health care services to over 24,000 military veterans each year.



In 2019 the City of Tomah and Monroe County entered into a unique interlocal agreement to pursue improvements to the CTH ET corridor through collaboration.

Along with the Wisconsin Department of Transportation and the reconstruction of the intersection of CTH ET and U.S. Highway 12, several projects over the course of its 9.7 mile length are designed to transform CTH ET and provide modern, accommodating, safe and effective multi-modal transportation opportunities to the Tomah community and the entire region.

CTH ET / West Veterans Street between Noth Avenue and U.S. Highway 12 in the City of Tomah is functionally classified as a Minor Arterial highway with an ADT of 5306 (2018) and a Pavement Rating of 2.

The driving surface is 20 feet wide with severe surface deformation and pavement deterioration. The existing design is a random combination of rural and urban.

Design of this critical 0.72-mile segment has been completed and is now scheduled for reconstruction. Bids on the \$3.7 million project were opened on January 31, 2024 and a contract has been executed.



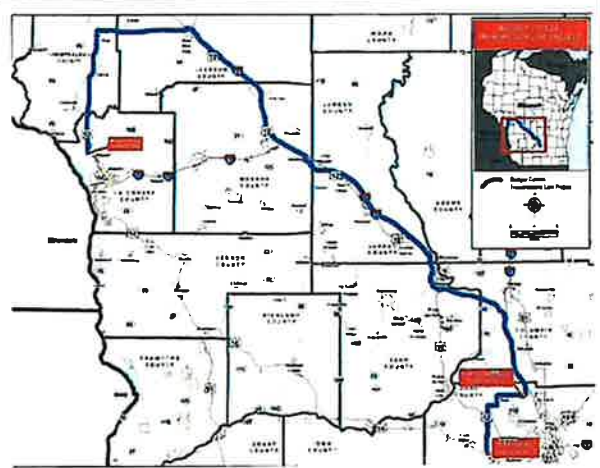
The project will include HMA pavement, concrete curb, gutter and sidewalk, ADA-compliant curb ramps, designated bicycle lanes, pavement markings and traffic control devices. The city will also replace municipal utility facilities underlying the highway.

The cost of all utility work, curb & gutter, sidewalks, storm drains and landscaping will be the responsibility of the city. The roadway construction items total \$2,010,855.38 and will be assigned to the city and county based upon the interlocal agreement.

The Highway Department has secured a \$1,000,000.00 County Highway Improvement Program (Supplemental) award towards the roadway construction items. The county's share of the design costs have been paid out of a separate line item. The anticipated balance of \$435,380.00 has been included in the department's 2024 operating budget.

In 2017 the American Transmission Company (ATC) constructed the Badger Coulee Project, a 180-mile long 345kV transmission line between the Briggs Road Substation near Holmen and the Cardinal Substation in Dane County.

The Badger Coulee Project extends 23.36 miles through Monroe County along the IH 90/94 corridor. Beginning in 2017 the Highway Department coordinated with ATC and the Wisconsin Department of Transportation on the review and approval of access permits, traffic control plans and site restoration.



As a condition of the Public Service Commission of Wisconsin (PSC) approval of the project, ATC was required to make Environmental Impact Assessment (EIA) payments to counties and local jurisdictions through which the project extends. Guidance on the use of Environmental Impact Assessments is found in §16.969, Wisconsin Statutes.

16.969 Fees for certain high-voltage transmission lines.

(1) In this section:

(a) "Commission" means the public service commission.

(b) "High-voltage transmission line" means a high-voltage transmission line, as defined in s. [196.491 \(1\) \(f\)](#), that is designed for operation at a nominal voltage of 345 kilovolts or more.

(2) The department shall promulgate rules that require a person who is issued a certificate of public convenience and necessity by the commission under s. [196.491 \(3\)](#) for a high-voltage transmission line to pay the department the following fees:

(a) An annual impact fee in an amount equal to 0.3 percent of the cost of the high-voltage transmission line, as determined by the commission under s. [196.491 \(3\) \(gm\)](#).

(b) A one-time environmental impact fee in an amount equal to 5 percent of the cost of the high-voltage transmission line, as determined by the commission under s. [196.491 \(3\) \(gm\)](#).

(3)

(a) The department shall distribute the fees that are paid by a person under the rules promulgated under sub. (2) (a) to each town, village and city that is identified by the commission under s. [196.491 \(3\) \(gm\)](#) in proportion to the amount of investment that is allocated by the commission under s. [196.491 \(3\) \(gm\)](#) to each such town, village and city.

(continued)

- (b) The fee that is paid by a person under the rules promulgated under sub. (2) (b) shall be distributed as follows:
1. The department shall pay 50 percent of the fee to each county that is identified by the commission under s. 196.491 (3) (gm) in proportion to the amount of investment that is allocated by the commission under s. 196.491 (3) (gm) to each such county.
 2. The department shall pay 50 percent of the fee to each town, village and city that is identified by the commission under s. 196.491 (3) (gm) in proportion to the amount of investment that is allocated by the commission under s. 196.491 (3) (gm) to each such town, village and city.
 - (4) A county, town, village, or city that receives a distribution under sub. (3) (b) may use the distribution only for park, conservancy, wetland or other similar environmental programs, unless the commission approves a different use under this subsection. A county, town, village, or city that receives a distribution may request in writing at any time that the commission approve a different use. The commission shall make a decision no later than 14 days after receiving such a request. The commission shall approve a request if it finds that the request is in the public interest.

History: 1999 a. 9; 2003 a. 89.

Cross-reference: See also Adm 46, Wis. adm. code.

An EIA payment to Monroe County of \$1,327,296.00 was received on 08 May 2017. The Highway and Land Conservation departments offered proposals for use of the payment.

The Highway Department proposed applying the payment to the CTH EW Rehabilitation and the CTH A Reconstruction projects to offset the match requirement of the County Highway Improvement Program (CHIP) awards that had been secured for the projects.

On 23 August 2017 the Monroe County Finance Committee approved, 3-0-2, a resolution dedicating the EIA payment to the CTH EW and CTH A projects and to the Land Development & Management and Conservation Programs accounts. Pursuant to the provisions of §16.969(4), Wisconsin Statutes, approval of the PSC was required for the use of the EIA payment for the highway improvement projects. On 23 August 2017, the Monroe County Board of Supervisors approved, 16 - 0, Resolution 08-17-03 approving the use of the EIA as proposed by the departments and recommended by the committee.

On 01 December 2023 the Wisconsin Department of Administration issued payment of \$173,852.00, a remnant ATC EIA payment, to Monroe County. At its 20 March 2024 meeting, the Monroe County Finance Committee discussed the potential dedication of the funds and postponed action until the committee meeting scheduled for 20 March 2024.

Given the previous action by of the Board of Supervisors and subsequent concurrence of the PSC, given the immediate and demonstrated need for matching funds for the CTH ET / West Veterans Street Reconstruction Project, and given the substantial local and regional impact of the CTH ET / West Veterans Street Reconstruction Project, the Highway Department respectfully requests the dedication of the **\$173,852.00** ATC EIA remnant payment to the **CTH ET / West Veterans Street Reconstruction Project**.

Upon Finance Committee approval, a resolution will be drafted and submitted for consideration by the Board of Supervisors. Attached is copy of 1) the 12/01/2023 Notice from the Department of Administration, 2) Resolution 08-17-03, Monroe County Board of Supervisors, and 3) the Project Engineer's summary of the estimated CTH ET project costs.

Thank you for your consideration.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Jana Steinmetz, Administrator

December 1, 2023

RE: Reimbursement for Construction of Badger-Coulee Transmission Line

Dear Monroe County Treasurer:

The American Transmission Company (ATC) has completed construction of the Badger-Coulee Transmission Line Project. Construction of this high voltage transmission line results in the payment of impact fees to local units of government in which the transmission line is constructed.

The fees include a one-time Environmental Impact Fee. This fee consists of 5% of the total cost of construction, distributed among the impacted local units of government based on the total length of the transmission line located in each local unit of government. Within an impacted county, 50% of the fee is paid to the county and 50% to the towns, villages and cities within that county. The fee is originally paid based on estimated construction costs and an estimate of the amount of line to be constructed in each impacted local unit of government. Subsequently, an adjustment to this fee is calculated when construction is complete, reflecting final construction costs and the actual length of line in each impacted local unit of government.

The original, one-time environmental impact fee paid to Monroe County was \$1,327,296.00. The adjusted final fee is \$1,501,148.00. This results in an additional payment to Monroe County of \$173,852.00.

Please refer to the Guidelines included with this mailing for information on how this one-time additional fee may be utilized.

If you have any questions about the payment, please contact Cindy Frankiewicz in the Bureau of Financial Management at cindy.frankiewicz@wisconsin.gov. If you have questions about the Badger Coulee Transmission Line, please contact the Public Service Commission of Wisconsin at PSCDLDERAGeneral@wisconsin.gov.

Sincerely,

Colleen Holtan, Director
Bureau of Financial Management

HIGH-VOLTAGE TRANSMISSION LINE ENVIRONMENTAL IMPACT FEE DISTRIBUTIONS

GUIDELINES FOR ENVIRONMENTAL IMPACT FEE PROGRAMS

Under s. 16.969 (4) A county, town, village or city that receives a distribution under sub.(3) (b) may use the distribution only for parks, conservancy, wetland or other similar environmental programs.

The use of High-Voltage Transmission Line environmental impact fees by municipalities is limited by the Statutes to environmental programs. The guiding principle to be used for eligible programs is that the fee is to be used to mitigate any adverse environmental impacts due to the presence of the new high voltage transmission line.

The Statutes references as examples: Park, Conservancy, and Wetland Programs. Specific examples of programs could include: Park improvement projects, purchase of property for conservancy of environmentally significant sites, improvement of Wetlands, purchase of additional Wetlands or return of land to Wetland designation. Additional programs could prevent the introduction of or limit the spread of invasive species of plants or animals or other such programs to limit adverse impacts of high voltage transmission lines or compensate for adverse impacts or such lines.

State of Wisconsin

53895736

Check Date: 12/1/2023

Supplier Number: 0000071933

Check No: 1002911102 H.C. AP

AP Unit	Voucher ID	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Paid Amount
DOA	00210918 FY24 Imp Adjust	FY24 Erv Imp Adjustment	11/27/2023	\$173,852.00	\$0.00	\$173,852.00

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with check and amt

Check Number	Date	Total Gross Amount	Total Discounts	Total Paid Amount
1002911102	12/1/2023	\$173,852.00	\$0.00	\$173,852.00

1002911102
Dept of Administration - State Controller
PO Box 7932
Madison WI 53707-7932



State of Wisconsin
General Operations

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

1002911102
US Bank, Milwaukee N.A. 12-2750

Void one year after date
December 1, 2023

Pay to the order of: MONROE COUNTY TREASURER

Pay Exactly: ****ONE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED FIFTY-TWO AND XX/100 DOLLAR

\$ *** 173,852.00

001401
MONROE COUNTY TREASURER
202 SOUTH K STREET STE 3
SPARTA WI 54656-2187

Kathy K. Shumanfeld

Secretary of Administration

John Leiker
State Treasurer

53895736

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

100 29 11 10 21 07 50000 2 21 18 238058 140 11

1 RESOLUTION NO. 08-17-03

2
3 ALLOCATING AMERICAN TRANSMISSION COMPANY (ATC) ENVIRONMENTAL IMPACT
4 FEE FUNDS
5

6 WHEREAS, Monroe County received a one-time payment of \$1,327,296 from ATC on May 8, 2017 for
7 the portion of the Badger Coulee Project construction activities to take place in Monroe County; and
8

9 WHEREAS, a county that receives a distribution under sub. (3)(b) may use the distribution only for
10 park, conservancy, wetland or other similar environmental programs, unless the commission approves a
11 different use. A county that receives a distribution may request in writing at any time that the
12 commission approve a different use that is in the public interest; and
13

14 WHEREAS, the Highway Department has two project agreements one with the Local Roads
15 Improvement "discretionary" Program for \$625,000 and one with the Local Roads "County Highway
16 Improvement" Program for \$163,256.98 through the Wisconsin Department of Transportation which
17 require local (county) match (equal amount) of state funding. The first road project with an estimated
18 costs of \$985,000 would be to use \$492,500.98 of county funding for rehabilitating four miles of
19 pavement on CTH EW from the Village of Warrens to Augusta Avenue and the second road project
20 would be to use \$295,756 of County funding to make pavement rehabilitation and safety improvements
21 on the existing alignment of CTH A between Ironwood Road and Jungle Road. Total required local
22 (county) match to receive the State funding would be \$788,256.98. These agreements sunset in 2019 if
23 approved projects are not completed; and
24

25 WHEREAS, the Forestry and Land Conservation Departments meet the definition of sub. (3)(b) "park,
26 conservancy, wetland or other similar environmental programs"; where these funds are preferred to be
27 used in the public interest by the Public Service commission. After much discussion a combined
28 objective of these two departments is to create a non-lapsing land development/management account
29 that would benefit the county forest and overall watershed management.
30

31 WHEREAS, the Land Conservation Department would also request a non-lapsing account for future
32 conservation program expenses.
33

34 THEREFORE, BE IT RESOLVED by the Monroe County Board that it supports allocating \$1,297,296
35 of the ATC Environmental Impact Fees to the Monroe County Highway Department in 2017 to assist in
36 covering the costs of CTH EW and CTH A road projects in order to collect 50% match up to
37 \$788,256.98 from the State towards these projects. This will allow the Highway Department to pay all
38 expenses incurred towards completing these projects in 2017 and 2018. When reimbursement is
39 received from the State for the 50% match \$290,000 would be returned to the non-lapsing land
40 development/management account and \$220,000 would be returned to the non-lapsing conservation
41 programs account; and
42

43 THEREFORE, BE IT RESOLVED The remaining \$30,000 ATC Environmental Impact Fee would be
44 allocated to the Land Conservation Department into a non-lapsing conservation program account for
45 stream restoration repairs needed due to the July 2017 flood; and
46

47 THEREFORE, BE IT RESOLVED the Monroe County Board gives the County Administrator
48 authorization to send a request in writing to the Public Service Commission for approval as to the use of
49 these funds provided in this resolution.

50
51 Dated this 23rd day of August, 2017.

52
53 Offered by the Finance Committee.

54
55 Purpose: To allocate American Transmission Company Environmental Impact fee funds and request
56 approval of the allotted use of the funds. These funds will not be distributed until final approval is granted
57 by the Public Service Commission.

58
59 Fiscal Note: The ATC funds would be allocated in 2017 to the Highway Department for \$1,297,296 and
60 Land Conservation non-lapsing conservation program for \$30,000. Upon reimbursement from the State
61 for the 50% match \$290,000 would be transferred from the Highway Department to the Forestry and Land
62 Conservation non-lapsing land development/management account and \$210,000 would be transferred to
63 the Land Conservation non-lapsing conservation programs account. \$220,000

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>.....</p> <p>Approved as to form on <u>8-23-17</u> <u>Andrew C. Kaftan</u> Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>August 16</u>, 20<u>17</u></p> <p>VOTE: <u>3</u> Yes <u>0</u> No <u>2</u> Absent</p> <p>Committee Chair <u>Walter W. Heppner</u> <u>Cate Peterson</u></p>
<p><input checked="" type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input checked="" type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: <u>Aug 23 2017</u> <u>16</u> Yes <u>0</u> No <u>0</u> 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 # <u>08-17-03</u> acted on by the Monroe County Board of Supervisors at the meeting held on <u>August 23, 2017</u></p> <p><u>Shelley R. Bohl</u> SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

February 3, 2024

Mr. David Ohnstad, Highway Commissioner
Monroe County
803 Washington Street
Sparta, WI 54656

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2024 CTH ET/West Veterans Street - Street and Utility Improvements; City of Tomah

Bid Deadline: January 31, 2024 at 1:00 p.m. local time

Dear David:

The purpose of this letter is to analyze the bids received for the 2024 CTH ET/West Veterans Street project and to recommend award of a contract. This project involves street and utility reconstruction on CTH ET/West Veterans Street from the frontage road to the sharp bend approximately 3,800 feet to the west, ditch grading and fill work along two stormwater easements and along the north-south portion of CTH ET, an alternate bid for recycled base course, and supplemental bid items for existing property corner replacement and removal and replacement of unsuitable trench backfill.

The work is part of a cooperative effort between the County and the City of Tomah. The two parties will be splitting costs for the street and storm sewer work, while the City will be entirely funding the sanitary sewer and water construction.

The pre-bid estimate for the base bid was \$3,474,813.10. Nine general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. One contractor submitted a bid.

A summary of the bid is as follows:

Contractor	Base Bid	Alternate Bid Total	Supplemental Bid Total	Cumulative Total
Gerke Excavating Inc.	\$3,207,187.43	\$(43,789.25)	\$26,393.80	\$3,189,791.98

Gerke's bid was properly submitted. While it is desirable to obtain several bids for evaluation, we have seen similar single-bid projects for work of this type throughout the state due to a large number of projects in the marketplace.

Gerke Excavating, Inc. of Tomah, Wisconsin, an experienced utility and street contractor that completed several similar projects in the past for both the County and City. The bid prices are in-line with the original budget. We recommend that Gerke Excavating, Inc. be awarded a contract for the base bid, plus the alternate bids and supplemental bids, for a total of \$3,189,791.98.

The project is partially funded by a \$1 million CHIP grant, which will be pro-rated between the City and County. The program reimburses after costs are incurred, so

there will be a need to complete final payment for the entire project before receiving grant funds. A summary of the current projected costs is below:

	Subtotal Cost	City Portion	County Portion
Construction			
Street/Storm Sewer Work	\$2,010,855.38	\$1,135,371.90	\$875,483.48
Water Main Work	\$664,017.24	\$664,017.24	
Sanitary Sewer Work	\$514,919.36	\$514,919.36	
Construction Subtotal	\$3,189,791.98	\$2,314,308.50	\$875,483.48
Street/Storm Engineering	\$282,000.00	\$166,098.00	\$115,902.00
Sewer/Water Engineering	\$106,000.00	\$106,000.00	
5% Contingency	\$159,489.60	\$115,715.42	\$43,774.17
TOTAL (w/o grant)	\$3,737,281.57	\$2,702,121.92	\$1,035,159.65
Offsetting State Grant	(\$1,000,000.00)	(\$564,621.36)	(\$435,378.64)
TOTAL (incl. grant)	\$2,737,281.57	\$2,137,500.56	\$599,781.01

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry a recommended 5% contingency for budgetary purposes.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
 TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
 President

cc: Mr. Kirk Arity, Director of Public Works, City of Tomah (via email)