



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 02/20/2017**

**Amended\* Post Date:**

**The following documents are included in the packet for the Special Finance Committee on April 12, 2017:**

- 1) Agenda
- 2) Budget Adjustment



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Special Finance Committee Meeting Notice

**Date: April 12, 2017 Time: 4:45PM**

**The Green Lake County Government Center, County Board Room  
571 County Road A, Green Lake WI**

### AGENDA

#### **Committee Members**

*Harley Reabe, Chairman  
Larry Jenkins, Vice-Chair  
Robert Lyon  
Dennis Mulder  
Joanne Guden*

*Elizabeth Otto, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Budget Adjustment
6. Committee Discussion
  - Future Meeting Dates: Regular Meeting April 26, 2017 at 10:00 am
  - Future Agenda items for action & discussion:
7. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office.

Sincerely,  
Elizabeth Otto, County Clerk

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
Director

Office: 920-361-5416  
FAX: 920-361-5405

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**DATE:** April 4, 2017

**TO:** Green Lake County Judicial/Law Enforcement and Emergency Management Committee & Green Lake County Finance Committee

**FROM:** Gary V. Podoll, Emergency Management Director

**SUBJECT:** County All Hazard Mitigation Plan Update

The Green Lake County All Hazard Mitigation Plan is a plan that shows all the hazardous which have occurred and has the possibility of occurring in Green Lake County. It addresses areas in the county that if funding is available after a disaster certain projects could be eligible for disaster mitigation funds. The Plan which was completed in 2012 and is required by FEMA to be updated every 5 years is now needed to be updated. The plan cost would be picked up by a grant 75% Federal and 25% local. The original plan was put together by Lenora Borchardt of EPTEC along with my help. Lenora is great to work with and I know will do a good job in updating our plan. Lenora advised me that we could use in-kind matches of 25% to cover our share. I would recommend that we have Lenora Borchardt of EPTEC update the Green Lake County All Hazard Mitigation Plan. I have talked to Administrator Schmit and she has approved Lenora updating the plan. I have also received approval from Corporation Council Klockow in regards to the Wisconsin Mitigation Agreement. Attached you will find the memo sent to me from the state in regards to the grant and agreement.

If you have any questions you can phone me at (o) 920-361-5416 or (c) 920-290-2275.

Sincerely,

Gary V. Podoll  
Emergency Management Director  
Green Lake County



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

Brian M. Satula  
Administrator

Scott Walker  
Governor

February 7, 2017

Mr. Gary Podoll, Director  
Green Lake County Emergency Management  
Courthouse  
108 North Capron Street  
PO Box 272  
Berlin, WI 54923

Dear Mr. Podoll:

**SUBJECT:** PDMC-PL-05-WI-2016-013

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved a planning subaward for Green Lake County in the amount of \$27,427.40 through the FFY16 Pre-Disaster Mitigation program. Through this office, FEMA will provide 74.8% of the funds or \$20,514.40. The remaining 25.2% or \$6,913.00 is the required local match.

Enclosed are two originals of the State-Local Pre-Disaster Mitigation (PDM) Program Assistance Agreement that must be signed prior to any funds being disbursed to the County. Please review, sign, and return one copy, keeping the other copy for your records. The subaward performance period began March 15, 2016, and will end on August 30, 2019. Per the work schedule in your application the draft plan will be due in our office by **April 1, 2018**, with the final plan completed and approved by FEMA by **September 1, 2018**. All costs must be incurred during the performance period. This assistance agreement is for updating the countywide all-hazards mitigation plan. Subaward funds may be used for those items identified in the County's approved application and may not be used for any other purposes.

FEMA's period of performance for the FFY 2016 PDM subawards began nearly ten months before the subawards were approved. The 36-month period of performance began more than four months before the subawards were approved. FEMA is aware of this discrepancy. If you will need an extension to the period of performance, **the request must be received in writing by WEM no later than 90 days prior to the end of the approved period of performance, or May 31, 2019**. While FEMA may be somewhat lenient in granting time extensions, keep in mind that these extensions will not be approved automatically. Please refer to pages 86-87 of FEMA's 2015 Hazard Mitigation Assistance Guidance for further information on the requirements for requesting a time extension: <https://www.fema.gov/media-library/assets/documents/103279>.

Mr. Podoll  
February 7, 2017  
Page 2

The County may request reimbursement of planning expenses up to 90% of the federal share of the subaward or \$18,462.96 as work progresses on the update of the plan. The enclosed Request for Reimbursement of Expenses form must be completed and submitted to this office along with documentation to support the costs claimed. The remaining funds will not be paid until the plan update is completed and approved, and adequate documentation for the total costs incurred for the subaward has been submitted. All costs must be incurred during the performance period, and the final request for reimbursement must be submitted to this office no later than 30 days after the end of the performance period.


The County is required to submit quarterly reports. The enclosed Quarterly Status Report form will need to be completed and submitted to this office no later than 15 days after the end of each quarter. Reports are due **October 15, January 15, April 15, and July 15.**

In updating the plan, please refer to the "Local Mitigation Planning Handbook" dated March 2013 and the "Local Mitigation Plan Review Guide" dated October 1, 2011. Both documents can be downloaded from FEMA's website, <https://www.fema.gov/media-library/resources-documents/collections/451>. When the draft update is complete, submit one electronic copy along with a completed "Local Mitigation Plan Review Tool" to this office for review. We will also need one electronic copy of the final plan.

The mitigation staff looks forward to working with you through the all-hazards mitigation planning process.

Again, please return one copy of the signed State-Local Agreement as soon as possible. If you have any questions, please call me at (608) 242-3222, or Roxanne Gray at (608) 242-3211.

Sincerely,



Katie Sommers, CFM  
State Hazard Mitigation Officer  
Wisconsin Emergency Management

Enclosures

Cc: Steve Fenske, East Central Regional Emergency Management Director  
Becky Powers, East Central Regional Emergency Management Office Operations  
Associate

**EPTEC, INC**  
 7027 Fawn Lane  
 Sun Prairie, WI 53590-9455

# Proposal

**Proposal Date:** 5/6/2016  
**Proposal #:** 177  
**Project:**

**Bill To:**

Green Lake Co. Emergency Mgmt.  
 Gary Podoll  
 486 Hill Street  
 Green Lake, WI 54941-9999

Description	Est. Hours/Qty.	Rate	Total
Planning services - Research frequency of occurrence	40	75.00	3,000.00
Planning services - Determine vulnerability to chosen disasters	40	75.00	3,000.00
Planning services - Workgroup meeting, preparation and communication time	25	75.00	1,875.00
Planning services - Develop the general community profile	40	75.00	3,000.00
Planning services - Create, update and revise hazmit strategies	60	75.00	4,500.00
*Please note that planning services time is inclusive of all travel expenses, administrative costs and supplies built into the planning rate by the contractor.			
<b>Total</b>			<b>\$15,375.00</b>

Thank you for your consideration.

## Gary Podoll

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**From:** Lenora Borchardt <lenoraborchardt@hotmail.com>  
**Sent:** Wednesday, March 22, 2017 2:35 PM  
**To:** Gary Podoll  
**Subject:** PDM proposal

Per our conversation, the proposal and budget that I sent to you as part of your grant application is still current.

Please contact me with any questions. Thanks...Lenora

Sent from my iPhone

**GREEN LAKE COUNTY PDM 2016 BUDGET SUMMARY**  
 100 % SUBAWARD DOLLARS

	SALARY & FRINGE	TRAVEL	IN-KIND	SUPPLIES	CONTRACTUAL	TOTAL
BUDGET	\$ 3,000.00	\$ 864.00	\$ 6,894.40	\$ 1,294.00	\$ 15,375.00	\$ 27,427.40
REQUEST 1 BALANCE						
REQUEST 2 BALANCE						
REQUEST 3 BALANCE						
DISBURSED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REMAINING	\$ 3,000.00	\$ 864.00	\$ 6,894.40	\$ 1,294.00	\$ 15,375.00	\$ 27,427.40

FEDERAL	LOCAL	TOTAL	
\$ 20,514.40	\$ 6,913.00	\$ 27,427.40	OBLIGATION
			REQUEST 1 BALANCE
			REQUEST 2 BALANCE
			REQUEST 3 BALANCE
\$ -	\$ -	\$ -	0%
\$ 20,514.40	\$ 6,913.00	\$ 27,427.40	

No amount over 10% of the total subaward may be transferred among budget cost categories without prior FEMA approval.



**WISCONSIN DIVISION OF EMERGENCY MANAGEMENT**  
**State-Local Pre-Disaster Mitigation Program Assistance Agreement**  
**(PDMC-PL-05-WI-2016-013 Green Lake County)**  
**Planning**

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and Green Lake County (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Pre-Disaster Mitigation (PDM) program assistance provided by or through WEM to the subrecipient.

The purpose of this agreement is to formally recognize the goals of the PDM program and to establish guidelines by which PDM funds are to be used. This agreement is in addition to the requirements outlined in DMA Form 1017A, Assurances for Construction and Non-Construction Projects, which was signed by the above-mentioned subrecipient and submitted with the PDM subapplication.

Be it resolved by the subrecipient, that the individual named below:

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*(Name and Title)*

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining PDM funds.

The subrecipient hereby assures and certifies that the plan will comply with the applicable State of Wisconsin and FEMA regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$27,427.40 will serve as the contract between WEM and the subrecipient for the purpose of updating an all-hazards mitigation plan. 74.8% or \$20,514.40 is the federal share funded through FEMA. The remaining 25.2% or \$6,913.00 is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG). If there is a cost under-run for the project, final reimbursement for the federal share of the project costs will be adjusted based on actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.
2. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the planning process and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses form with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

The recipient may pursue all available remedies for the recoupment of any payments that have been inadequately documented or determined by the recipient to have been improperly made or expended for any reason.

The subrecipient may request reimbursement of planning expenses up to 90% of the federal share of the subaward or \$18,462.96 as work progresses on the update of the plan. The remaining funds will not be paid until the plan is completed and approved by FEMA, and adequate documentation for the total costs incurred for the subaward has been submitted.

FEMA will recoup mitigation planning subaward funds for subawards that do not meet the deliverable criteria of an adopted, FEMA-approved, all-hazards mitigation plan by the end of the period of performance. The amount recouped will be based on the following guidelines:

- Jurisdictions with plans that FEMA has deemed Approvable Pending Adoption, but are not yet formally adopted (in accordance with FEMA regulations) by the end of the period of performance must return a minimum of 10% of the subaward.
  - Jurisdictions with plans that have been reviewed by FEMA, but require revisions to meet requirements must return a minimum of 25% of the subaward if the required revisions have not been completed by the end of the period of performance.
  - Jurisdictions with plans that have not been submitted to FEMA for review by the end of the period of performance must return 100% of the subaward.
3. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) no later than 15 days after the end of each quarter (January 15, April 15, July 15, and October 15 each year). Said report will include the status of the plan including anticipated completion date and financial information.
  4. The subrecipient will submit a copy of their draft plan that meets the planning criteria found in 44 CFR Part 201.6 or 201.7 along with a completed FEMA or state Plan Review Tool or Crosswalk to WEM by April 1, 2018, for review. The final plan must be completed and approved by FEMA prior to September 1, 2018. If the subrecipient is delayed in their completion of the project by an event beyond their control, a request for an extension must be received in writing no later than 90 days prior to the completion date.
  5. The performance period for the HMGP project subaward will be March 15, 2016 to August 30, 2019.
  6. The final request for reimbursement and a final report will be due 30 days after plan completion or 30 days after the end of the period of performance, whichever is sooner.
  7. The subrecipient will use PDM funds solely for the purpose for which they are provided.
  8. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.

9. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the PDM program.
10. The subrecipient will comply with all applicable federal, state, and local codes and standards as pertain to this plan update.
11. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
  - Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
  - Cost-sharing requirements found in 2 CFR Part 200.306.
  - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
12. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
13. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflect FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.
14. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the PDM plan update.
15. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
16. Records shall be retained three years following the date Wisconsin's FFY 2016 PDM award is closed in accordance with 2 CFR Part 200.333.

**SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Name (printed)

\_\_\_\_\_ Title

\_\_\_\_\_ Jurisdiction

**SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):**

*K. Hornes*

\_\_\_\_\_ Date: *2/7/2017*

State Hazard Mitigation Officer

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 31, 2017  
 Department: Emergency Management  
 Amount: \$17,533.00  
 Budget Year Amended: 2017

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

Received new grant

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-100-18-46915-000-000	Terrorism Consequence Mgt	\$ -	\$ 17,533.00	\$ 17,533.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,533.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-100-18-52812-206-000	Contract - Hazmat Team	\$ 3,600.00	\$ 15,375.00	\$ 18,975.00
17-100-18-52812-310-000	Office Supplies	\$ -	\$ 1,294.00	\$ 1,294.00
17-100-18-52812-330-000	Travel	\$ -	\$ 864.00	\$ 864.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,533.00	

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: \_\_\_\_\_

Rev 2/17

## **Budget Adjustment**

### Purpose

To comply with State Statute 65.90 (5)

### Policy

A budget adjustment should be made when increasing ((decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

### Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action. Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

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