



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 1/28/21

Amended* Post Date: 2/3/22

The following documents are included in the packet for the Property and Insurance Committee on February 1, 2022:

- 1) Agenda
- 2) Minutes from 12/7/21 & 12/16/21
- 3) * Draft Purchasing Policy
- 4) Maintenance Monthly Reports – December and January



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Property & Insurance Committee Meeting Notice

Date: February 1, 2022 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI

AGENDA

Committee Members

David Abendroth, Chair
Charles Buss
Patti Garro
Richard Trochinski
Keith Hess

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 12/7/2021 and 12/16/21
5. Public Comment (3 Minute Limit)
6. Purchasing Policy Discussion
7. Maintenance Report
 - Buildings and Grounds Report
 - Monthly Activities
8. Committee Discussion
 - Future Meeting Dates: Regular Meeting 03/01/2022 at 4:30 PM
 - Future Agenda items for action & discussion
9. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks are required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Property and Insurance Meeting
Time: Feb 1, 2022 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89278350265?pwd=MW93ajNvQzdVbXJiZz09>

Meeting ID: 892 7835 0265
Passcode: 160441

Dial by your location

+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

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.

PROPERTY AND INSURANCE COMMITTEE
December 7, 2021

The meeting of the Property and Insurance Committee was called to order by Chair Abendroth on Tuesday, December 7, 2021 at 4:00 PM in the Green Lake County Board Room, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The meeting was held both in person and via Zoom. Requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
 Chuck Buss
 Patti Garro
 Richard Trochinski
 Keith Hess

Other County employees present: Scott Weir, Maintenance Supervisor; Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel (Zoom); Jason Jerome, HHS Director; Matt Vandekolk, Chief Deputy

MINUTES

Motion/second (Hess/Trochinski) to approve the minutes of November 2, 2021 with no corrections or updates. Motion carried with no negative vote.

PUBLIC COMMENT - none

APPEARANCES

- **Buck Krueger, Cottingham and Butler – Update on 2022 insurance other than health insurance**

Buck Krueger and Jacob Heins appeared via Zoom to give a presentation and overview of the bids received for the property and casualty coverage for 2022. The best quote received so far is from EMC with a 25% flat dividend for the work comp coverage and no deductible fund required. Heins stated he would like to negotiate further and will have firm figures for the committee in the next week. A special meeting will be called when the figures are available.

RESOLUTIONS

- **Resolution to Change Insurance Carrier**

No action taken until the final quotes are received.

PURCHASE OF EQUIPMENT – HHS Freezer

HHS Director Jason Jerome stated that the freezer is for the food pantry and will be paid for through grant funding. HHS is recommending the purchase through Moriarty Refrigeration at a cost of \$5,573 which includes delivery and setup.

Motion/second (Hess/Garro) to approve the purchase of a freezer from Moriarty Refrigeration Sales & Service for \$5,573. Motion carried with no negative vote.

MAINTENANCE REPORT

- Buildings and Grounds Report – No updates
- Monthly activities

COMMITTEE DISCUSSION

Future Meeting Date: TBD determined based on property & casualty quotes, next regular meeting will be January 4, 2022 at 4:30 PM

Future Agenda items for action & discussion:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:01 PM.

Submitted by,

Liz Otto
County Clerk

PURCHASING POLICIES AND PROCEDURES

OVERVIEW

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY GREEN LAKE COUNTY. THIS POLICY ASSUMES THAT ALL PURCHASES HERUNDER WILL BE BUDGETED IN A DEPARTMENT'S ANNUAL BUDGET. PURCHASE PROCEDURES OF VARIOUS MATERIALS AND SERVICES FOR GREEN LAKE COUNTY ARE EXPLAINED IN THIS SECTION.

Green Lake County requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

RESPONSIBILITY FOR PURCHASING

ALL Department Head have the authority to initiate purchases on behalf of their department, within the guidelines described here. Department Head shall inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Financial Manager(s) shall maintain a current list of all authorized purchasers for proper setup in the purchasing system.

The County Administrator has approval authority over all purchases and contractual commitments according to the approved authorization thresholds, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

CODE OF CONDUCT IN PURCHASING

(2 CFR Part 200.318 (c)(1))

Ethical conduct in managing the County's purchasing activities is absolutely essential. Staff must always be mindful that they represent the County Board and share a professional trust with other staff and funding sources.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his or her immediate family, his or her spouse or partner, or a County that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.
- Unsolicited gifts with a value of \$25 or less may be accepted with the approval of the Department Heads.

COMPETITION

(2 CFR Part 200.319)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among vendors that may restrict, eliminate, or restrain trade.
- Not permit vendors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the County's best interest.
- Not give preference to state or local geographical areas unless such preference is mandated by Federal statute. *(200.319(b))*
- "Name brand or equivalent" description may be used as a means to define the performance or requirements *(200.319(c)(1))*

NONDISCRIMINATION POLICY

All vendors who are the recipients of County funds or who propose to perform any work or furnish any goods under agreements with Green Lake County, shall agree to these important principles:

1. Vendors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors.
2. Vendors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

PROCUREMENT PROCEDURES

The following are Green Lake County's procurement procedures:

1. Green Lake County shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d))*
2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d))*. This analysis should only be made when both lease and purchase alternatives are available to the program.
3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e))*
4. Purchasers are encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f))*
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold (\$150,000) shall be retained in the procurement files pertaining to each federal award. *(2 CFR Part 200.323)*

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. (2 CFR Part 200.319(d))
7. Green Lake County will maintain records sufficient to detail the history of procurement, including: (2 CFR Part 200.318(i))
 - a. Rationale for the method of procurement;
 - b. Selection of contract type;
 - c. Vendor selection or rejection; and
 - d. The basis for the contract price.
8. Green Lake County shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.
9. Green Lake County shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. (2 CFR Part 200.323(d))

CAPITAL OUTLAY PURCHASES

Capital outlay is an expenditure of \$10,000 or greater and having a useful life of not less than three years. This includes real property acquisition, construction, equipment, and repairs, or updating of an existing capital item which extends the life and value of the item, as opposed to normal recurring operating maintenance and repairs. The costs that are considered outlay are:

- The cost of the item itself
- Preservation costs
- Additions
- Improvements
- Ancillary cost (freight, etc.)

Outlay is determined by expenditure level, regardless of funding source. If an item is paid for fully by grants there must still be an expenditure for the full amount of cost, with an equal revenue for the funds provided by the grant.

Capital outlay items must be on a capital outlay list approved during the budget process. Changes to the list must be approved by the oversight committee, Finance Committee and County Board through a Budget Adjustment, Repurpose of Funds or Line Item Transfer form. Requests to spend incurred savings or to substitute items on the approved outlay list must be authorized through an approved Budget Adjustment, Repurpose of Funds or Line Item Transfer action.

Computer hardware or software purchases shall be made by the Information Technology (IT) Department in cooperation with the department requesting the items. Departments who can receive reimbursement for these purchases through grants or other means shall inform the IT Department. Costs of the equipment or software and ongoing maintenance may be charged back to the user department.

LEVY OUTLAY PURCHASES

All Levy-funded outlay expenditures must be for item on the approved outlay list as adopted in the annual budget. Oversight Committee, Finance Committee and County Board approval must be obtained for any other expenditure of appropriated outlay dollars.

AUTHORIZATIONS AND PURCHASING LIMITS

1. County Purchases and Authorization (pg. ??)
2. Federal Grant Authorization (pg. ??)

The following table summarizes the required approval levels and solicitation processes:

COUNTY PURCHASES AND AUTHORIZATION:	
Threshold	Procedures
Less than \$5,000	Department Head are authorized to spend up to \$5,000 for any line items that is part of their approved budget subject to the availability of funds.
\$5,000 - \$9,999	<p>Three documented price quotes are required. The quotes are to be provided to the Department Head. As part of the quotes shall be retained by the appropriate designated County staff for future reference by the Department Head, County Administrator, County Board or Auditors). Once a purchase request has been submitted and received the appropriate approvals the appropriate designated County staff can order/award the purchase.</p> <p>If the circumstances are such that the purchaser is unable to obtain three price quotes, the circumstances shall be documented and reported to the County Administrator.</p>
Over \$10,000 <i>(Capital Asset Threshold)</i>	Sealed Bids will be required and there is to be a class 1 public notice published in the County's official newspaper. Upon the deadline of the sealed bids the department head shall open the sealed bids with at least one other Green Lake County staff member present and create a bid sheet to be submitted to the oversight committee. As part of the review process the Staff member requesting the expenditure shall state his/her recommendation to the oversight committee for which quote to accept, why, and identify the line item of the budget from which funds will be drawn when the County is invoiced for the purchases. Upon recommendation of the most advantageous bid by the department head the oversight committee will make a decision to award the bid.
Exceptions	Approved by County Board resolution or ordinance, or Statute. Bid is covered by state contract pricing.

When the procurement involves the expenditure of federal assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any County employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

FEDERAL GRANT AUTHORIZATION:			
Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$3,500 (micro-purchase limit (≤ \$2,000 for purchases subject to Davis-Bacon))	Department Head	<ul style="list-style-type: none"> • Price must be considered reasonable based on similar purchases in the past • Purchase can be made from a vendor successfully used in the past • If a vendor used in the past cannot be used, at least 2 price quotes are required • As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price comparable 	<ul style="list-style-type: none"> • Receipt approved by Department Head • Evidence of price comparison, if not using past vendor
\$3,501 ≤ \$4,999	Department Head County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$5,000 ≤ \$25,000	Department Head County Administrator	3 written bids (catalogue, Internet, written)	<ul style="list-style-type: none"> • Documentation of bids received • How decision was made • Procurement checklist
\$25,001 ≤ \$150,000	Department Head County Administrator Oversight Committee and/or P & I Committee Finance Committee	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bid • Procurement checklist
> \$150,000	Department Head County Administrator Oversight Committee Finance Committee County Board	3 written bids (Request for Bids or Request for Proposals)	<ul style="list-style-type: none"> • Copy of RFB or RFP • Proposal scoring grids including who participated in the scoring • Proposal and contract of winning bidder • Procurement checklist

NOTE: The limit is \$2,000 if the purchase is subject to the requirements of the Davis Bacon Act. (pg. 81)

Department Heads are authorized to enter into a contract on behalf of Green Lake County. Contracts of \$5,000 or less must be reviewed and approved by the Department Head and Corporation Counsel. Contracts in excess of this amount also require the review and approval of the Committee of Jurisdiction and the County Administrator. These policies shall also apply to renewals of existing contracts. Per ordinance, contract shall be signed by the County Administrator once fully approved.

PRE-QUALIFIED VENDORS

Green Lake County encourages departments to develop lists of approved vendors (qualified suppliers) that can be used throughout the year. The process to identify an approved vendor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single vendor (e.g. office supplies).
2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.
4. Compare the quotes.
5. The vendors with lowest prices, including shipping, will be approved for use during the year.
6. This process could result in multiple approved vendors if the prices are within 5% of each other.

This process should be repeated annually, with the approved list produced by January 15 and shared with all departments. Vendors may be added throughout the year, but all vendors will be reevaluated January 1.

NON COMPETITIVE PURCHASES (SOLE SOURCE)

EMERGENCIES:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of County property is involved. If a levy-funded outlay item is purchased under the emergency procedure, and is not included on the outlay list approved at budget time, a revision of that department's outlay list must be approved through a subsequent Budget Adjustment, Repurpose of Funds or Line Item Transfer action. The reasons for such purchases will be documented and filed.

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To meet emergencies that may cause a financial harm to public property of other public assets
3. To meet emergencies that may cause financial harm to people or private assets
4. To stay an immediate threat to the health or safety of the public and employees

Emergency purchases specific to those outlined in this section are to be approved by the County Administrator or the County Board Chair.

SINGLE DISTRIBUTOR/SOURCE:

Sole source purchases may be made when one or more of the following circumstances apply: (2 CFR 200.320(f))

- The item or service is only available from a single source
- The situation is an emergency and will not permit a delay resulting from competitive solicitation
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required.

REQUIRED SOLICITATION OF QUOTATIONS FROM VENDORS

Solicitations for goods and services (requests for proposals or RFPs) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1))*
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See the next section entitled Evaluation of Alternative Vendors for required criteria.) *(2 CFR Part 200.319(c)(2))*
3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1))*
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1))*
5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.
6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.
8. Clear indications of the quantity(ies) requested and unit(s) of measure.

EXTENSION OF DUE DATES AND RECEIPT OF LATE PROPOSALS

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted by the County Administrator or County Board Chair if a prospective offeror so requests.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

EVALUATION OF ALTERNATIVE PROPOSERS

Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the department responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the Department Head, the final selection shall be approved by others according to Green Lake County's purchasing approval policies.

AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

(2 CFR Part 200.321)

NOTE: A Labor Surplus Area (LSA) is designated by the US Department of Labor (DOL). An LSA is a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period.

A list of labor surplus areas can be found at this link. www.doleta.gov/programs/lisa.cfm

Positive efforts shall be made by Green Lake County to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. *(2 CFR Part 200.321)*
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises and labor surplus area firms. *(2 CFR Part 200.321(b)(4))*
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)(6))*
4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. *(2 CFR Part 200.321(b)(3))*
5. Use the services and assistance, as appropriate, of such entities as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises. *(2 CFR Part 200.321(b)(5))*

AVAILABILITY OF PROCUREMENT RECORDS

(2 CFR Part 200.324(b))

Green Lake County shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. *(2 CFR Part 200.324(b)(1))*
- The procurement is expected to exceed the federally-defined simplified acquisition threshold (\$150,000) and is to be awarded without competition or only one bid is received. *(2 CFR Part 200.324(b)(2))*
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. *(2 CFR Part 200.324(b)(3))*
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. *(2 CFR Part 200.324(b)(4))*

- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5))

PROVISIONS INCLUDED IN ALL FEDERAL AWARD CONTRACTS

(2 CFR Part 200 Appendix II)

Green Lake County includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with vendors and subgrants to grantees:

1. **Contracts for more than the simplified acquisition threshold**, currently set at \$150,000, must address administrative, contractual, or legal remedies in instances where vendors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All **contracts in excess of \$10,000**, must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. **Equal Employment Opportunity**: All contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)**: When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by Green Lake County and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").
5. The contracts must also include a provision for compliance with the **Copeland "Anti-Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
7. **Rights to Inventions Made Under a Contract or Agreement**: If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit County regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit County and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the award agency.
8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended**: Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

NOTE: A list of excluded parties can be found at www.sam.gov. Note that some federal grants require evidence that a search for debarment or suspension status was completed for every purchase.

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors the apply or bid for an award exceeding \$100,000 must file the required certification that it will not and has not used federal appropriated funds to pay any person or County for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

RIGHT TO AUDIT CLAUSE

Green Lake County requires a "Right to Audit" clause in all contracts between the County and vendors that either:

1. Take any form of temporary possession of assets directed for the County
2. Process data that will be used in any financial function of the County.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor's operations that apply to Green Lake County, as well as all documents maintained or processed on behalf of Green Lake County, for a period of three years. The clause shall state that such audit procedures may be performed by Green Lake County employees or any outside auditor or vendor designated by the County.

VERIFICATION OF NEW VENDOR

New vendors are required to submit a W-9 to the Department that will be utilizing the vendor. The Department Head then forwards the W-9 to the Financial Manager that sets up the vendor in the financial software. The Financial Manager retains the documentation for the Vendor record. **A vendor record and/or payment remittance will not be processed until a W-9 is received** to comply with IRS 1099 rules.

VENDOR FILES AND REQUIRED DOCUMENTATION

Documentation retained by the Financial Manger for each vendor from whom Green Lake County purchases goods or services.

Information scanned for vendors shall have the following information:

1. Completed and signed Form W-9. Vendors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.
2. Vendors with a post office (PO) box shall provide a physical location address for the master file. The PO Box number may be used for postal purposes. The vendor name and physical address will be verified by performing an online search, mailing of vendor forms that are required to be returned.

The following procedures will be performed prior to creating or re-activating all vendor files to help ensure that each vendor only has one master file (some vendors will have more than one master file due to different 1099 statuses):

1. Search for existence of the tax ID number in the master file.
2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe).

3. Search for matching or similar addresses.
4. Perform an online search of the vendor and the physical address to determine validity.
5. Search for matches against the employee master file.

VENDOR MASTER FILE MAINTENANCE

Green Lake County will monitor the vendor master file on a regular basis, with a full review of the master listing completed every year, prior to year-end.

The Financial Manager will periodically review the master file for:

1. Duplicate vendors. Vendors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate vendors may be merged, inactivated if appropriate.
2. Vendors with a post office (PO) box address. Vendors with only a PO Box will be required to provide a physical location address for the master file.
3. Vendors without activity in the past year will be inactivated. Inactivated vendors must go through the vendor creation process before being re-activated.
4. Add additional maintenance procedures.

PROCUREMENT GRIEVANCE PROCEDURES

Any bidder may file a grievance with Green Lake County following a competitive bidding process. Once a selection is made, bidders must be notified in writing of the results. The written communication mailed to bidders must also inform them that they may have a right to appeal the decision. Information on the County's appeal procedures must be made available to all prospective vendors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the County to follow its own procurement policies.

RECEIPT AND ACCEPTANCE OF GOODS

A Receiving Department or designated individual shall inspect all goods received. Upon receipt of any item from a vendor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with vendors.

CONTRACT ADMINISTRATION

Green Lake County is required to have policies and procedures on contract administration. (2 CFR Part 200.318(b)) Therefore, all contract managers/administrators will adhere to the following procedures.

1. Contract administration files shall be maintained:
 - a. For each contract greater than \$10,000 a separate file shall be maintained.
 - b. For contracts less than \$10,000, contract records may be combined in a single file, filed by grant or other funding source.

2. Contract administration files shall contain:
 - a. The required documentation specified in the Authorizations and Purchasing Limits table for the original scope of work and for all amendments.
 - b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.

3. Authorization of work:
 - a. No work shall be authorized until the contract for the work has been approved and fully executed.
 - b. No change in the work shall be authorized until an amendment to the contract for the work has been approved and fully executed.
 - c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorizations and Purchasing Limits table and, where required by the terms of the grant award or budget, approval by the funding source.

4. Conformance of work:
 - a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Director shall establish and maintain a system to reasonably assure vendor:
 - i. Conformance with the terms, conditions, and specifications of the contract, and
 - ii. Timely follow-up of all purchases to assure such conformance and adequate documentation.

5. The Program/Department/Grant Manager will authorize payment of invoices to contracts after final approval of work products.

SUBRECIPIENTS

MAKING OF SUBAWARDS

From time to time, Green Lake County may find it practical to make subawards of federal funds to other entities. All subawards in excess of the simplified acquisition threshold (\$150,000) shall be subject to the conflict of interest policies described in this section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

Green Lake County is required to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as: (2 CFR Part 200.331(b))

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel, or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

In addition, Green Lake County shall obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200.500 – 521, if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget
7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

MONITORING OF SUBRECIPIENTS

When Green Lake County utilizes federal funds to make subawards to subrecipients, Green Lake County is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of Federal funds made by Green Lake County to subrecipients:

The following required information will be provided to all subrecipients:

1. Federal Award Identification.
 - a. Subrecipient name (which must match the name associated with its unique entity identifier);
 - b. Subrecipient's unique entity identifier;
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward Period of Performance Start and End Date;
 - f. Amount of Federal funds obligated by this action;
 - g. Total Amount of Federal funds obligated to the subrecipient;

- h. Total Amount of the Federal award;
 - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
 - k. Catalogue of Federal Domestic Assistance (CFDA) Number and Name. Green Lake County must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Identification of whether the award is research and development (R & D); and
 - m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per 2 CFR Part 200.414 Indirect (F&A) costs).
2. All requirements imposed by Green Lake County on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
 3. Any additional requirements that Green Lake County imposes on the subrecipient in order for Green Lake County to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
 4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between Green Lake County and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in 2 CFR Part 200.414(f), Indirect costs.
 5. A requirement that the subrecipient permit Green Lake County and auditors to have access to the subrecipient's records and financial statements as necessary for Green Lake County to meet the monitoring requirements of 2 CFR Part 200; and
 6. Appropriate terms and conditions concerning closeout of the subaward.
 7. Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
 8. Subawards shall require that subrecipients submit financial and program reports to Green Lake County on a basis no less frequently than monthly.
 9. Green Lake County will follow up with all subrecipients to determine whether all required audits have been completed. Green Lake County will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with 2 CFR Part 220.501. For subrecipients that properly obtain an audit in accordance with 2 CFR Part 200.501, Green Lake County shall obtain and review the resulting audit reports for possible effects on Green Lake County's accounting records or audit.
 10. Green Lake County shall assign a staff member the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.
 11. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
 - b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
 - c. Monitoring subrecipient budgets.
 - d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.

- e. Offering subrecipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
12. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.
13. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with Green Lake County, responsive actions by the County shall be determined by the appropriate Department Head and the Finance Director. Such actions may consist of any of the following actions:
- a. Increasing the level of supporting documentation that the subrecipient is required to submit to Green Lake County on a monthly or periodic basis.
 - b. Requiring the subrecipient prepare a formal corrective action plan for submission to Green Lake County.
 - c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.
 - d. Requiring documentation of changes made to policies or forms used in administering the subaward.
 - e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the Green Lake County accounting or grant administration staff.
 - f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
 - g. Arranging with an outside party (such as Green Lake County's own independent auditors) for periodic on-site monitoring visits.
 - h. Reimbursing the subrecipient for allowable expenses and not providing advance of grant funds.
 - i. Requiring review and approval for each disbursement and all out-of-area travel.
 - j. As a last resort, terminating the subaward relationship and seeking an alternative.

LOBBYING

LOBBYING ACTIVITIES DEFINED

Lobbying activities conducted by the County may be either direct or indirect. Direct lobbying activities consist of attempts to influence legislation through communication with any member or employee of a legislative body (federal, state, or local levels) or, if the principal purpose of the communication is lobbying, with any government official or employee who may participate in the formulation of the legislation. Direct lobbying occurs when employees of the County or paid lobbyists communicate directly in attempts to influence legislation. Lobbying is distinguishable from advocacy activities, which involve efforts to advocate certain positions which may have legislative implications, as long as a nonpartisan analysis of the relevant facts is performed.

Lobbying occurs only when there is a specific piece of legislation or legislative proposal pending that the County is attempting to influence. Therefore, lobbying is considered to have taken place only if both of the following elements are present:

1. The communication refers to specific legislation (legislation that has been introduced or a specific legislative proposal that the County supports or opposes), and
2. The communication reflects a view on the legislation (supporting or opposing it).

Indirect lobbying involves communications with the general public (rather than directly with legislators, etc.) where the communication includes the same two preceding characteristics, plus it encourages the recipient of the communication to take action with respect to the specific legislation (by contacting legislators, etc.).

SEGREGATION OF LOBBYING EXPENDITURES

No lobbying expenditures may be charged directly or indirectly to any federal award (i.e., the County must have a nonfederal source of funds to which such lobbying costs can be charged).

Accordingly, Green Lake County segregates all direct and indirect lobbying expenditures in a separate section of the chart of accounts in the general ledger. Where appropriate, lobbying expenditures shall also be allocated their fair and reasonable share of employee benefits and other allocated costs in accordance with cost allocation policies described elsewhere in this manual.

CHARGING COSTS TO FEDERAL AWARDS

OVERVIEW

Green Lake County charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

SEGREGATING UNALLOWABLE FROM ALLOWABLE COSTS

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Grant managers and finance personnel shall be familiar with the allowability of costs provisions (2 CFR Part 200.400 – 475, Cost Principles), particularly:
 - a. The list of specifically unallowable costs found in 2 CFR Part 200.421 – 475, Selected Items of Cost, such as alcoholic beverages, bad debts, contributions, fines and penalties, etc.
 - b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with 2 CFR Part 200.407, Prior Written Approval, such as participant support costs, equipment purchases, etc.
3. No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200.400 – 475, Cost Principles.
4. For each federal award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.
5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a federal award or to activity associated with a federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

CRITERIA FOR ALLOWABILITY

All costs must meet the following criteria from 2 CFR Part 200.402 – 406, Basic Considerations, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be “reasonable” for the performance of the award, considering the following factors:

- a. Whether the cost is of a type that is generally considered as being necessary for the operation of the County or the performance of the award.
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award.
 - c. Whether the individuals concerned acted with prudence in the circumstances.
 - d. Consistency with established policies and procedures of the County, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award,
 - b. The cost benefits both the federal award and other work and can be distributed in reasonable proportion to the benefits received, or
 - c. The cost is necessary to the overall operation of the County, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
 3. The cost must conform to any limitations or exclusions of 2 CFR Part 200 Subpart E, Cost Principles, or the federal award itself.
 4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the County.
 5. Costs must be consistently treated over time.
 6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).
 7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
 8. The cost must be adequately documented.

DIRECT COSTS

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal Award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (*2 CFR Part 200.413(a)*). Green Lake County identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate Grant Manager.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets shall serve as the basis for charging salaries directly to federal awards and nonfederal functions.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award (i.e., Hazmat equipment shall not be capitalized and depreciated for grant purposes, but will be capitalized and depreciated at year-end for financial statement purposes).

INDIRECT COSTS

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or that are necessary for the overall operation of Green Lake County (management and general costs).

After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefitting cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost that was incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Green Lake County maintains an annual indirect cost budget. Each year a new indirect cost rate proposal is prepared and submitted to Green Lake County's cognizant agency for approval.

Green Lake County's will allocate indirect costs using its negotiated indirect cost or elected de minimis rate.

SHARED OR JOINT COSTS

Shared or joint costs are those that have been incurred for common or shared objectives and are not easily identifiable with a particular grant or programs, but are necessary to the operation of these grants or programs. Shared or joint costs will be allocated fairly to all objectives benefiting from the costs as described in Green Lake County's approved cost allocation plan. Indirect costs, but not shared or joint costs, will be allocated to benefitting grants through the use of an indirect cost rate.

Examples of Green Lake County's shared or joint costs are:

- Payroll Processing
- Voucher Check Processing
- IT Staff Time: County Wide, Software Maintenance, Safeguarding Network, etc.

Per Federal guidelines, each grant will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to corporate or other funds that may cover indirect or shared or joint costs after the allocation process is complete.

DIRECT COSTING PROCEDURES

Direct and shared or joint costs are allocated to the benefitting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.
2. As much as possible, costs will first be charged directly to benefitting programs.
3. All remaining shared or joint costs will be allocated on the most meaningful measures, as determined in the County's approved cost allocation plan. This document is filed under separate cover.
4. Program-related costs will be allocated based on relevant activity measures, such as number of meals served, number of children or clients.

INDIRECT COST RATE

Green Lake County maintains an annual indirect cost budget. Each year the County prepares an indirect cost rate proposal and submits it to its cognizant agency for negotiation and approval.

CENTRAL SERVICES COST ALLOCATION PLAN

Green Lake County prepares and maintains a Central Service Cost Allocation Plan to identify, accumulate, and allocate or develop billing rates based on the allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies.

The plan documents the County's method and processes of fairly and equitably allocating the central service costs that will be claimed (either as a billed or an allocated cost) under Federal awards. Costs and other data used to distribute the costs included in the plan will be supported by formal accounting and other records that will support the propriety of the costs assigned to Federal awards. Central service costs not included in the plan will not be reimbursed.

The County's central service cost allocation plan will be prepared and finalized six months prior to the beginning of each fiscal year in which it proposes to claim central service costs.

APPENDIX – FORMS

- Budget Adjustment
- Repurpose of Funds
- Line Item Transfer
- Procurement Checklist

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: _____
 Department: _____
 Amount: _____ \$0.00
 Budget Year Amended: _____

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

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

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: _____

Notice of Re-Purpose of Funds

GREEN LAKE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: _____
Department: _____
Amount: \$ - \$ -
Budget Year Amended: _____

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

Original Budgeted Line's Purpose:

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
Total Adjustment				\$ -

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 LINE ITEM TRANSFER

Office Use Only

Department: _____
 Budget Year Amended: _____

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ -		

Explanation for Transfer:

Department Head Approval _____
 Governing Committee Approval _____



If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____
Date

January 04, 2021
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Replaced expired 2'x2' fluorescent light fixture with 2'x2' LED fixture Unit E shower area – Corrections
Replaced expired 2'x2' fluorescent light fixture with 2'x2' LED fixture Unit D dayroom area – Corrections
Replaced 1 lamp in light fixture kitchen area – Corrections
Converted 3 lamp fluorescent fixture to LED fixture sink area pre book – Corrections
Replaced vac breaker staff toilet master control - Corrections
Replaced 1 Lamp in 4' fixture kitchen sally port kitchen – Corrections
Changed 2'x2' fluorescent fixture to LED Rec. #4 - Corrections
Painted over graffiti upper bunk by wall cell B9-B10 per request – Corrections
Replaced 1 lamp in light fixture above stairway master control - Corrections
Unplugged staff restroom sink drain – Corrections
Repaired toilet flush button Rec #6 cell - Corrections
Tighten lock nut on toilet flush handle staff restroom – Communications
Converted secure water supply fixture to single ball valve operation- staff was having difficulty turning T-handle– SO garage
3 office name plate changes request - SO
Replaced power pak for lighting system corp. counsel receptionist office - CC
Repaired desk bulletin board room #1148 – HHS
Inspection/Maintenance performed on ROD vault fire suppression system 12/10/21 - ROD
Installed updated 3 phase surge protector for entire facility 12/07/21
Delivered UWEX Christmas decorations for HCE to first floor vestibule
Converted 2 4' 2 bulb expired fluorescent light fixture to LED - LL Maintenance Rec.
Request to repair ADA door assist button main entrance east door/checked/found by bypassing security relay all ADA assist operational/We accessed security system failure/ forward-discussed findings with IT/results security systems failure see IT for technical repair/results
General Maintenance performed
Scheduled Maintenance performed

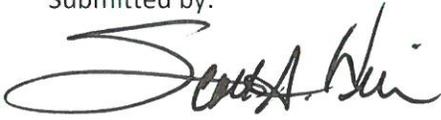
500 Lake Steel Street

General Maintenance performed
Scheduled Maintenance performed

Maintenance Department

Seasonal equipment maintenance ongoing
Yearly staff evaluations completed 12/02/21-12/06/21

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and "W".

Scott A. Weir
Maintenance Director/Parks & Recreation Director
Green Lake County

February 01, 2022
Property & Insurance Committee
Monthly Report
Green Lake County Maintenance Department

571 County Road A

Cleaned drain line for lower steamer jail kitchen – Corrections
Unplugged sink unit a - Corrections
Repaired high water float (stuck in high position) CRU #3 – Communications
Installed a vent for condensate for CRU3-CRU4 condensate drain pan/lines- nothing was ever installed -
Communications
Installed wall anchor and screw per request hall area - Communications
Replaced expired light fixture with 2'x2' LED fixture first shower area Unit K – Corrections
Moved filing cabinet to HHS storage per request – HHS
Disposed of small freezer per request from room #1157 – HHS
Unplugged sink drain in 2nd floor women's staff restroom – HHS
Moved filing cabinet to storage per request – HHS
Adjusted staff entrance door 2nd floor per request closing to fast – HHS
Moved 2 banquet tables to storage per request of health clinic – HHS
Placed a partial desk mod in room #2150 per request – HHS
Picked lock on cabinet per request cannot find keys - HHS
Replaced expired bulb in task light – TRES
Moved file containers to storage – COC
Replaced 1 lamp in light fixture recep. area – CC
Replaced expired emergency exit light unit Courtroom A jury area - CRTS
General Maintenance performed
Scheduled Maintenance performed

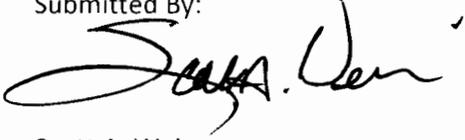
500 Lake Steel Street

All circuits/panels in shop area being coded and updated
General Maintenance performed
Scheduled Maintenance performed

Tower Sites

Princeton- Notified s.o./communications regarding access not being snow plowed-01/03/22-01/11/22
Markesan- Notified s.o./communications dept. regarding access not being plowed-01/03/22-01/11/22
Kingston – Access plowed (4)
Green Lake – Access plowed (4)
Berlin- Notified s.o./ communications dept. regarding access not being snow plowed-01/03/22
General Maintenance performed
Scheduled Maintenance performed

Submitted By:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is fluid and cursive, with a large initial "S" and a distinct "W" at the end.

Scott A. Weir
Maintenance Director/Parks & Recreation Director
Green Lake County