



AGENDA  
City of Milton  
Policy Ad Hoc Committee  
Tuesday September 18, 2018  
5:30 PM  
MILTON CITY HALL  
Council Chambers, 710 S. Janesville Street

**1. Call to Order and Confirmation of Appropriate Meeting Notice.**

**2. Approval of Agenda**

**3. Approval of Meeting Minutes - August 28, 2018**

Documents:

[Minutes - Council Policy Ad Hoc Committee 8-28-18.pdf](#)

**4. Continued Discussion, Direction, and Possible Action on Funding of Non-Profit Entities Through the Annual Budget**

Documents:

[Village of Elm Grove Donation Policy.pdf](#)  
[Rock County - 2018 Budget Administrator Comments - Community Initiatives.pdf](#)  
[Rock County - Policy 2.19 Community Agency Initiatives Policy.pdf](#)  
[Donation Policy.pdf](#)

**5. General Items**

**6. Set Future Meeting Date(s)**

**7. Motion to Adjourn**

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

Posted by: Leanne Schroeder, September 17, 2018



**City of Milton**  
**Council Policy Ad Hoc Committee**  
**August 28, 2018**

**Call to order and confirmation of appropriate meeting notice**

Ald. Ryan Holbrook called the August 28, 2018 meeting of the Council Policy Ad Hoc Committee to order at 5:03 p.m.

Present: Ald. Ryan Holbrook, Herb Stinski, Pam Bostwick, and Maxine Striegl.

Also Present: Mayor Anissa Welch, City Administrator Al Hulick, and Administrative Services Director Inga Cushman.

**Approval of Agenda**

M. Striegl motioned to approve the agenda. P. Bostwick seconded, and the motion carried.

**Introductions**

The committee members introduced themselves.

**Discussion and direction on funding of non-profit entities through the annual budget**

Mayor Welch and Administrator Hulick provided an overview of the task for the committee. The committee decided to focus on the first question: Should the City of Milton provide funding to nonprofits through the annual budget process? If the answer is yes, then the committee will develop a policy recommendation for the Council to consider. The committee will be conducting research on their own prior to the next meeting to discuss.

**General Items**

There were no general items.

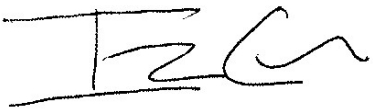
**Set Future Meeting Date(s)**

The next meeting of the Council Policy Ad Hoc Committee will take place on September 10, 2018 at 5 p.m.

**Motion to Adjourn**

M. Striegl motioned to adjourn the August 28, 2018 meeting of the Common Council at 6:22 p.m. P. Bostwick seconded, and the motion carried.

Respectfully Submitted,



Inga Cushman  
Administrative Services Director

# Donation Policy

**Purpose:** To define donations for donating to outside organizations and for accepting donations and use of donated funds to the Village of Elm Grove

**Definition of donation:** A donation is any item or service of value including any legal tender. A donation is a gift given by physical or legal persons, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash offering, services, new or used goods, food, and vehicles.

## Policy

Giving Donations:

All Village Departments will not donate monies or services to outside organizations unless previously approved by the Village Board. Any services or goods of the Village to be donated for local charitable events must be approved prior to donation by either previously approved policy or by specific action by committee or the Village Board except if such donation is of nominal value, less than \$100 staff time or machine time, and approved by the Village Manager.

Receiving donations:

All donations of monies accepted by any department must be placed in the proper segregated donation account. All monies that are specifically directed to a project or ongoing program must be so designated at time of receipt to the Finance Director. Expenditure of donated funds must follow the standard procurement process of the Village. Any items funds to be donated for specific items must have the items approved prior to seeking funds by the Village Manager for the purpose of review of recurring expenses and need. If, in the Manager's discretion, the item is of significant impact on ongoing expense or operation the Manager may require the item to be approved by the Village Board.

Approved: Village Board 1/26/15

## ADMINISTRATOR'S COMMENTS

### COMMUNITY AGENCY INITIATIVES

2018

#### Budget Highlights

- In July 2017, the County Board Staff Committee established the Community Agency Initiatives Policy (Policy 2.19) regarding contributions to nonprofit organizations.
  - Funding for these organizations was pulled out of departmental budgets and consolidated in the Countywide section of the budget under the Finance Committee.
  - Organizations were asked to submit formal requests detailing the amount they were requesting, how it would be used, how it would help County clients (particularly those with low to moderate incomes), and how it would reduce County costs.
- In September 2017, the Wisconsin Attorney General issued a formal opinion (OAG-01-17) in response to a request from Shawano County regarding whether the County had statutory authority to provide a contribution to a local food pantry.
  - The Attorney General opined that Shawano County did not have authority to provide this contribution because food pantries are not listed in Chapter 59, Wis. Stats., as something the Legislature has given counties authority to fund.
  - As a result of the Attorney General's opinion, there are other nonprofit agencies and purposes that are likewise not specifically listed in Chapter 59, Wis. Stats., that may no longer be able to receive funding from counties.

#### Revenue

- Per the County's policy, Community Agency Initiatives are to be funded with tax levy.

## Expenditures

- In 2017, in various departmental accounts, Rock County provided \$248,015 to 14 programs in 11 organizations for what were considered contributions to nonprofit agencies.
- For the 2018 budget, Rock County received requests totaling \$316,015 from these same agencies.
- The following is a list of nine programs in seven nonprofit agencies for which I am recommending funding in 2018, with the amount requested, amount recommended, and the citation of statutory authority to provide funding:
  - Retired and Senior Volunteer Program (RSVP)
    - Requested and recommended \$26,094 for the Intergenerational Program, the same as 2017.
    - Requested and recommended \$24,803 for the Seniors Volunteering for Seniors Program, the same as 2017.
    - Authority: s. 59.53(11)(a), Wis. Stats. (“to promote and assist...senior citizen clubs and organizations within the county in their organization and activities”)
  - YWCA of Rock County
    - Requested \$64,000 and recommended \$10,000 for the CARE House, an increase of \$5,000 from 2017.
    - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2017.
    - Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
  - Family Services of Southern Wisconsin and Northern Illinois
    - Requested and recommended \$10,000 for the domestic violence shelter, the same as 2017.

- Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
- Court Appointed Special Advocates (CASA)
  - Requested \$15,000 and recommended \$10,000 to provide volunteers that assist the Circuit Court in ensuring children in the child welfare system are receiving appropriate services and advocacy. This is an increase of \$4,000 from 2017.
  - Authority: s. 59.53(3), Wis. Stats. (“making payments to a nonprofit organization...that has as a primary purpose providing assistance to individuals who are victims of domestic violence and related crimes”)
- Heritage Rock County
  - Requested and recommended \$22,546 for funding to be disbursed among the County’s several historical societies. This is the same amount as 2017.
  - Authority: s. 59.56(5), Wis. Stats. (“to any local historical society...located in the county for the purpose of collecting and preserving the records of the early pioneers, the life of the Indians, the experience of persons in the military, and salient historical features of the County”)
- Rock County Tourism Council
  - Requested and recommended \$5,500 for general operations and tourism promotion activities, the same as 2017.
  - Authority: s. 59.56(10)(a) (“to advertise the advantages, attractions and resources of the county.... The county may cooperate with any private agency or group in this work.”)
- Rock County 4-H Fair Board
  - Requested and recommended \$1,500 for publication of the annual 4-H Fair booklet, the same as 2017.

- Authority: s. 59.56(10)(a) (“to advertise the advantages, attractions and resources of the county.... The county may cooperate with any private agency or group in this work”) and s. 59.56(14)(e)2, Wis. Stats. (“appropriate funds to properly equip, manage and control the fair”)
- The following is a list of five programs in four agencies that have been funded in prior years but, due to the Attorney General’s opinion, I am not recommending funding in 2018 because of a lack of explicit statutory authority:
  - HealthNet of Rock County
    - Requested \$57,867 to offset costs associated with the clinic’s nursing positions, case management positions, patient supplies, and rent. This was the same amount provided in 2017.
  - Rock Valley Community Programs (RVCP)
    - Requested \$60,755 for the Alternative Service Program, the same amount that was provided 2017. This program arranges for community service opportunities in lieu of jail or fines. In the 2017 budget, the County Board approved six months of funding for this program, with the remaining six months of funding contingent on efforts to coordinate use of the Sheriff’s Office Workender program for community service placements. These efforts are still ongoing. These funds will be redeployed to other efforts, in the Evidence Based Decision Making (EBDM) account, as the County considers how best to provide justice system programming.
    - Requested \$12,750 for the Residential Re-Entry Program, the same amount that was provided in 2017. County funding dedicated to this program purchased incidental items, such as clothing, medication, and bus passes, for individuals in RVCP’s residential program returning to the community from prison. These funds are also being redeployed to the EBDM account.
  - United Way Blackhawk Region
    - Requested \$4,000 to fund the United Way’s 2-1-1 information line, which is a 24-hour operation that provides information to Rock County residents regarding services such as housing, health care, food, mental health, and utility assistance that may be available to meet their needs.



- o Neighbor Works
  - Requested \$1,200 to offset costs of providing a first-time homebuyer program, the same amount as 2017.

Personnel

- Not applicable

Summary

- The recommended tax levy for the Community Agency Initiatives account is \$120,443.

# Policy 2.19 Community Agency Initiatives Policy

Administrative Policy & Procedure Manual  
Section: AFP  
Policy: Community Agency Initiatives Policy  
Policy No: 2.19  
Effective: 8/1/2017

## I. Scope:

This policy addresses the County's allocation of financial resources to programs provided by outside agencies.

## II. Areas Excluded:

This policy does not address nor affect:

1. The County receiving contributions/donations which is governed by Wis. Stat. Sec. 59.52 (19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.
2. Incidental allocation of, or donation of resources of minimum value and consistent with the County's mission/purpose, subject to County Ordinance 2.217 - Disposal of Unsuitable or Unusable Goods. Example: the Land Conservation Department donates unsold tree stock to local schools with a value of approximately \$400.
3. In-kind services provided by a County staff person to an agency subject to approval by department head and may be for a time-limited basis.
4. Rock County contracts for services with the organization.
5. A Rock County department participates in a conference sponsorship as part of a community collaboration
6. The organization receives county funding as a condition of a grant that requires community collaboration.

## III. Criteria:

1. The organization making the request is a non-profit.
2. Rock County and the organization serve the same client base, primarily but not exclusively targeted towards low to moderate income.
3. Allocation of resources furthers the County's Mission.
4. The allocation would be provided primarily with tax levy funding.

#### **IV. Process for Requesting County Resources:**

The County's budget process would be used for agencies requesting county funding.

Requests will be placed in a separate allocation section of the budget and would not be part of a particular department or governing committee section.

The agency would submit the following minimum information along the annual budget process timeline:

- A. Amount requested
- B. Proposed use of county funds
- C. Number of and type of clients served
- D. Description of how county funding will improve service to county clients
- E. Description of how county funding will decrease county costs
- F. If the agency received funding in the prior year, the agency would submit a written report on services provided for the funds allocated.

#### **V. Process for Determining Resource Allocation:**

1. County Administrator reviews all requests and will seek input from department heads and other county staff as appropriate.
2. County Administrator will advise County Board Staff Committee of tentative funding recommendations in advance of submission of Recommended Budget.
3. County Administrator will include funding recommendations in Recommended Budget for consideration by the County Board of Supervisors.
4. Amounts provided in prior years are subject to change and not a guarantee of future funding. Any funding is contingent on availability of funds and competing priorities.

<b>Village of Rothschild FINANCIAL POLICY MANUAL</b>		
<b>ISSUE DATE</b> 10/9/17	<b>POLICY TITLE:</b>	<b>POLICY NO.</b>
<b>REVISION DATE</b>	<b><i>Donation and Grant Policy</i></b>	

**PURPOSE**

The provision of donations and grants provided by the Village can be advantageous for all parties, however the Village Board must ensure that the provision of such does not compromise or question the integrity of Village operations or its reputation. This Policy outlines the Village of Rothschild’s approach to donation and grant requests from organizations.

**DEFINITIONS**

**Grants provided by the Village:**

The Village describes the assistance it provides to community organizations as ‘grants’. A grant is normally understood as a form of financial assistance that funds an individual or organization to develop a specific project. A grant is a one-time funding request that may also include in-kind assistance such as the provision of Village facilities or services. A grant is generally given with the Village providing directions concerning the administration of the funds.

**Donations provided by the Village:**

The Village describes requests from organizations as a donation when there is not a set provision for a specific project. A donation request is one where a dollar amount is requested without the Village having the ability to give direction about the administration of how the funds will be utilized.

**PROCESS**

The requesting entity will need to complete a Grant/Donation Request Form. The form will need to be received by the Village by August 31<sup>st</sup> in any given year to be eligible for funding as of January 1 of the new year. Grants or donations will be approved during the budget process. Only the grants and donations approved during the budget process will be awarded.

The Village Board will award requests based on the following criteria:

- Is the request for an event or activity that could be funded using Room Tax funds? Does the event or activity promote tourism?
- Is the request one that will directly benefit the residents or businesses within the Village?
- Does the request help to provide facilities that will directly benefit the residents or businesses within the Village?
- If none of the above applies, how does the request indirectly benefit or influence residents and/or businesses in the Village?

## Village of Rothschild Grant or Donation Request Form

The following form is required for an organization to receive funding from the Village of Rothschild. The form is due by August 31<sup>st</sup> to be considered by the Board. Funding will then be approved by the Village Board during their budget meetings. Those entities awarded funding will then receive the funds after January 1<sup>st</sup>.

Organization's Name: \_\_\_\_\_

Organization's Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

1.) Amount Requested: \_\_\_\_\_

A request is a **Grant** if the funding request is for a specific project and is usually only a one-time funding request. A grant can include money, in-kind assistance such as the provision of Village facilities or services. A grant is generally given with the Village providing directions concerning the administration of the funds.

A request is a **Donation** when there is not a set provision for a specific project. A donation request is one where a dollar amount is requested without the Village having the ability to give direction about the administration of how the funds will be utilized.

2.) Is this request a donation or a grant per definitions above: \_\_\_\_\_

3.) Please provide a description of what the Grant/Donation will be used for:

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

4.) Does the purpose of the funding request promote tourism? \_\_\_\_\_

If yes, please provide an explanation of how your request will promote tourism:

\_\_\_\_\_

5.) Is the request one that will directly benefit the residents or businesses within the Village? \_\_\_\_\_

If yes, please provide an explanation of how your request will benefit residents or businesses within the Village?

---

---

6.) How many residents will be positively impacted by the Village providing this funding (a number or percentage can be used): \_\_\_\_\_

7.) Does this request help to provide facilities that will directly benefit the residents or businesses within the Village? \_\_\_\_\_

If yes, please provide an explanation of how your request will help to provide facilities that will directly benefit residents or businesses within the Village?

---

8.) If none of the above applies, how does the request indirectly benefit or influence residents and/or businesses in the Village?

---

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