



SECTION: LG
TOPIC: RESOL 02
FORMAT
OCTOBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RESOLUTIONS – FORMAT OF

1. All Resolutions should be on letter-size (8 1/2 x 11) paper.
2. Numbering of Resolutions: The numbering of Resolutions starts at one (1) beginning with each new Board year (April to April). The Resolution number, assigned by the County Clerk's office, should be centered directly above the title and include the Board year in the following format:

RES.____, 2002-03

ACCEPTING INCREASED REVENUE IN THE TRANSIENT NON-COMMUNITY WELL PROGRAM
- PUBLIC HEALTH DIVISION

3. The title of the Resolution shall:
 - A. Be limited to one line if possible
 - B. Be in all Caps.
 - C. Include the term "contract" if a Resolution is dealing with a contract award.
 - D. Include the names of the departments involved in the resolution.
 - E. Explain all abbreviations if they are not explained in the body of the resolution.
 - F. Be succinct - should not specify too many details if they will be covered in the body, but should give enough information to be meaningful.
4. The Preamble (Introduction) shall:
 - A. Be short and to the point, briefly stating the substance of the Resolution and the reason (whys and wherefores) for the proposal.
 - B. Identify any previous action taken by the County Board that affects the proposed resolution.
 - C. Not use "Whereas."
 - D. Not contain any pompous or verbose language.
 - E. Not include long real estate descriptions.
5. Resolve Clauses:
 - A. Explains what is to be approved or adopted. Each position, policy, stand and/or action to be taken will be identified in separate resolve clauses.
 - B. Resolve clauses will appear as follows:
 - 1) First clause:
"NOW, THEREFORE, BE IT RESOLVED..."
 - 2) Second clause:
"BE IT FURTHER RESOLVED..."



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5. Resolve Clauses (Continued)
 - B.
 - 3) Third and succeeding clauses:
"BE IT STILL FURTHER RESOLVED..."
 - 4) Last clause:
"BE IT FINALLY RESOLVED..."
 - C. When a Resolution is to award a contract, it shall include separate resolve clauses for each of the following:
 - 1) Amount of money involved
 - 2) Name and address of the contractor
 - 3) Term of the contract, if not covered in the Preamble
 - 4) Reasonable informative description of the goods or services or other items to be provided, if not covered in the Preamble.
 - D. When the expenditure of money is involved, the Resolution shall include provision for appropriation. Account names, dollar amounts, and revenue accounts shall be included. (Contact the Controller's Office for account information.)

For example: Res. 7, 2002-03

"NOW, THEREFORE, BE IT RESOLVED that the Dane County Division of Public Health be authorized to accept increased revenue from Wisconsin Department of Natural Resources in the amount of \$2,920 for the period from January 1, 2002 through December 31, 2002."

BE IT FURTHER RESOLVED that the following 2002 Revenue Account be increased and the revenue be credited to the Public Health General Fund:

REVENUE ACCOUNT

Program:	Env. Health	Dept. No.:	510	Dept. Name:	Human Services
Fund No.:	436	Fund Name:	Public Health	Program No.:	6105
Line No.:	2377	Line Name:	DNR Non-Com Well	Line Amt.:	\$2,920

- E. Shall include authorization statement as to who is authorized to execute the agreement.
For real estate documents:

"THEREFORE, BE IT RESOLVED that the Dane County Clerk is authorized to execute said deed."



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6. Signatures/Initials

A. All resolutions:

- 1) Shall be signed by at least one supervisor. The signature line for the sponsors should be at the RIGHT side of the page and the first line should be labeled "PRIMARY SPONSOR." The FIRST signature is the primary sponsor of the resolution.
- 2) May be signed by supervisors only.

B. The initials of sponsor/developer/typist should appear in the bottom left-hand corner.

7. Substitute Resolutions/Amendments

If changes to an original resolution are desirable, the following options are available:

A. A *substitute* means that changes are extensive and/or throughout. Substitutes are identified as follows:

- 1) The original title and number of the resolution is retained but a substitute number is added. For example: Sub. No. 1 to Res. 1, 2002-03.
- 2) The supervisor or committee initiating the substitute is identified above the title of the resolution to the right.

B. A *committee amendment* means that one or two sentences or less are changed in the resolution. The amendment is recorded as a motion in the minutes of the committee meeting.

END OF FORMAT



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RES. 292, 2001-02

AUTHORIZATION TO ACCEPT FUNDS FROM MADISON COUNTRY DAY SCHOOL
AND CITY OF VERONA FOR DANE COUNTY LAND ACQUISITION

Res. 18, 1999-2000, authorized Dane County to lease 38 acres of upland to the Madison Country Day School located near Cherokee Marsh. The leased lands are used by the School for playfields and outdoor recreation. The lease provides Madison Country Day School with the right to purchase the land during the lease period, with payments credited toward the purchase price. Dane County Conservation Fund dollars were used to purchase this property. Madison Country Day School has recently made the 2002 lease payment of \$20,000.

Res. 282, 2000-2001, authorized Dane County to lease approximately 18 acres of County parkland in the Ice Age Junction Area to the City of Verona. The leased lands are to be used for City park and open space purposes only. The City of Verona has the right to purchase the land during the lease period, and lease payments will be credited toward the purchase price, with the County retaining a right of first refusal. The City of Verona has recently made the 2002 lease payment of \$1,948.

This resolution authorizes that the lease payments from both the Madison County Dane School and the City of Verona be returned to the Conservation Fund for the acquisition of additional parkland, per Wisc. Stats. Chapter 27.05(3).

NOW, THEREFORE, BE IT RESOLVED that \$21,948 from the City of Verona and Madison Country Day School be set up as revenue in the Parks, Land Acquisition and Property Management Program Lease/Sale revenue account #111-696-7770-4833 and be credited to the General Fund and that \$21,948 be transferred from the General Fund to the Parks, Land Acquisition & Property Management Program, Old Conservation Fund expenditure account #111-696-7770-7273.

PRIMARY SPONSOR: _____

To authorize the signing of a contract or lease, the following would be added to resolution:

BE IT FURTHER RESOLVED that the Dane County Clerk and County Executive are hereby authorized to execute the described (*insert either "lease" or "contract"*) on behalf of Dane County.



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SUB. 1 to RES. 316, 2001-02

GRANTING EASEMENT TO WAUNAKEE TELEPHONE COMPANY AT SCHUMACHER COUNTY PARK IN TOWN OF WESTPORT

Waunakee Telephone Company requests that Dane County convey as easement along the west lot line of Schumacher County Park abutting the Schumacher Road right-of-way in Section 4, Town of Westport. The purpose of the easement is to lay underground communications cable along Schumacher Road to accommodate development north of Waunakee.

The requested easement is 16.5 feet wide and approximately 840 feet long. Waunakee Telephone Company will pay Dane County \$198 for the easement.

NOW, THEREFORE, BE IT RESOLVED that the County of Dane does hereby approve and authorize the conveyance of the above-described easement to the Waunakee Telephone Company, and

BE IT FURTHER RESOLVED, that Dane County requests that Waunakee Telephone Company make an additional donation in connection with this Easement.

BE IT FINALLY RESOLVED that the Dane County Clerk and the County Executive are hereby authorized to execute the Conveyance of Easement on behalf of the County of Dane.

[EXPLANATION OF SUBSTITUTE: Substitute contains request for additional donation.]