



## **AGENDA**

### **Finance and Insurance Committee**

Monday, April 13, 2015

9:00 a.m.

**COUNTY BOARD ROOM**

**Third Floor, Marinette County Courthouse**

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes March 16, 2015
5. Discuss/consider recommend County Board approve funding two (2) additional Sheriff Deputy positions effective January 1, 2016, action if any
6. IT Report
7. Discuss/consider approve agreement with Center for Internet Security with Multi State Information Sharing and Analysis Center (MS-ISAC), action if any
8. Discuss/consider approve a one year ad-hoc Statement of Work with CDW for limited short term break/fix services, action if any
9. Discuss/consider approve changing Information Services PC Technician hours from 8:00 a.m. to 5:00 p.m. to 7:30 a.m. to 4:30 p.m., action if any
10. Discuss/consider confirming that the Marinette County Treasurer and Deputy Treasurer are authorized to be the signers for funds invested on behalf of Marinette County d.b.a. the Mar-Oco Landfill, action if any
11. Discuss/consider recommending County Board approve appropriating \$80,080 of Highway Fund Balance for the purchase of a service truck, action if any
12. Discuss/consider recommending County Board approve appropriating \$44,500 of Highway Fund Balance for the reconditioning of unit #69 sign truck, action if any
13. Discuss/consider recommending County Board approve transfer of funds for the elimination of three (3) HHSD Long Term Services Case Manager positions and creating three (3) Human Services Case Manager positions, action if any

14. Discuss/consider recommending County Board approve transfer of funds for eliminating one (1) HHSD Long Term Service Manager position and creating one (1) Comprehensive Community Services Manager, action if any
15. Discuss/consider approve funding transfer for LTE Enrollment Counselor position for Family Care enrollment process, effective immediately, action if any
16. Discuss/consider Twin County Airport Commission Quarterly allocation request, action if any
17. Discuss/consider establishing 2016 and beyond Capital Improvement Plan debt levels with recommendation to County Board, action if any
18. Discuss/consider 2014 year end budget adjustments, action if any
19. Discuss/consider approving Memorandum of Understanding between Michigan Works and Marinette County for usage of County telephone and photo copy equipment, action if any
20. Discuss/consider recommend County Board approve Resolution 437-15 Creating a Capital Improvement Plan Working Group (CIPWG), action if any
21. Discuss/consider recommend County Board approve Resolution 439-15 Opposing The County Wide Assessment Initiative Contained in the Proposed State Budget, action if any
22. Discuss/consider Finance Director's Report
  - Investment Report
  - Report on Park Receipting – Discussion only.
  - Quarterly Report
23. Discuss/consider Schedule of Appropriation Entries, action if any
24. Discuss/consider Schedule of Paid Invoices, action if any
25. Future agenda items
26. Closed session per Wisconsin Statute 19.85(1) (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to-wit: Anonymous Financial Complaints

27. Open session per Wisconsin Statute 19.85 (2), action if any
28. Set next meeting date
29. Adjournment

Addendum(s) when applicable

cc:	Melissa Christiansen	Finance Director
	Kathy Just	County Board Chair
	Don Pazynski	County Administrator
	Don Phillips	Corporation Counsel
	Vilas Schroeder	County Clerk

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



## MINUTES

### Finance and Insurance Committee

March 16, 2015  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Melissa Christiansen, Kathy Just, Don Pazynski, Don Phillips, and Vilas Schroeder

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Finance Director Pat Kass, Laura Mans, HR Director Jennifer Holtger, IT Director Kevin Solway, Eagle Herald and Peshtigo Times

#### 1. Call to order

Chair Schroeder called the meeting to order at 9:00 a.m.

#### 2. Agenda

Motion (Christiansen/Just) to approve agenda. Motion carried.

#### 3. Public Comment

None

#### 4. Minutes

Motion (Phillips/Pazynski) to approve minutes of February 16, 2015. Motion carried.

#### 5. IT Report

- Upgrades completed to Law enforcement Mobile Data Browser, Field Reporting and Message Switch's
- Configured and currently testing new mobile tablet and communications option for law enforcement
- Installing/configuring new redundant data backup appliances
- Staff training on Cisco switching and routing equipment
- Continuing efforts to resolve ongoing, intermittent courtroom video system issues

#### 6. Resolution 431-15 Continuation of Self-Insured Worker's Compensation Program

Motion (Pazynski/Just) to recommend County Board approve Resolution 431-15 Continuation of Self-Insured Worker's Compensation Program. Motion carried.  
Exhibit A

**7. Health Insurance and Employee Clinic Update – Discussion only.**

**8. Wire Transfers with Farmers & Merchants Bank & Trust**

Motion (Christiansen/Phillips) to approve Agreement with Farmers & Merchants Bank & Trust for wire transfers. Motion carried. Exhibit B

**9. Resolution 434-15 Creating a Nonmetallic Mine Reclamation Fund**

Motion (Phillips/Just) to recommend County Board approve Resolution 434-15 Creating a Nonmetallic Mine Reclamation Fund. Motion carried. Exhibit C

**10. Service Agreement with Tyler Technologies for Financial Software**

Motion (Phillips/Pazynski) to recommend County Board approve License and Services Agreement with Tyler Technologies for new financial software and annual support through June 30, 2020 at a cost of \$605,437. Motion carried. Exhibit D

**11. Finance Director's Report**

February Monthly Investment Report – \$34,477,031.35.

**12. Appropriation Entries**

Motion (Just/Christiansen) to approve Schedule of Appropriation Entries. Motion carried. Exhibit E

**13. Schedule of Paid Invoices**

Committee reviewed February Schedule of Paid Invoices totaling \$147,656.15.

**14. Future Agenda Items**

**15. Adjournment**

Motion (Pazynski/Phillips) to adjourn at 10:18 a.m. Motion carried.

Next meeting date: Monday, April 13, 2015 at 9:00 a.m.

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY  
POSITION REQUEST FORM

MAR 10 2015

**Administration Completes and returns to the Department**

Applicable dates:  
Governing Committee L.E. 4/13/15  
Personnel Committee 4/10/15  
Finance Committee 4/13/15  
County Board 4/21/15

Permission to proceed: Approved - on file  
(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Sheriff  
Department Head: Sheriff, Jerome T. Sauve  
Supervisor: Sheriff  
Position Title: Deputy Sheriff (Requesting 2)  
Old Position Title: N/A  
Hours per Week/Year: 40/2208 per year  
Requested Start Date: 01/01/2016  
Account Number(s): 100-52-52120-111  
Funding taken from: \_\_\_\_\_ (i.e. salaries with or without fringes)

New Positions:  Permanent  
 Seasonal  
 Project  
 LTE  
 Addition of Current Position  
Changes to:  Hours of Work  
Existing:  Title Change  
 Location Change

Justification for request: **Please attach**

**Human Resources Completes and submits to Finance**

Wage Scale WPPA  
Pay Rate/Salary: \$ 24.62 - July 1, 2015 \$25.11  
Pay Level: Deputy

Human Resources Initials: KG

**Finance Completes and returns to Administration**

Cost of Request:  
Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_

Total Cost: \$ 187,877 see Attached Finance Initials: PK 3/16/2015

Finance Committee approval?  Yes  No - 2016 Budget Process

**Approval\***

Department Head: [Signature] 3/25/15  
County Administrator: [Signature] 3/23/15

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



OFFICE OF  
**MARINETTE COUNTY SHERIFF**



Jerome T. Sauve, Sheriff  
James M. Hansen, Chief Deputy

**RECEIVED**  
**FEB 27 2015**

February 27, 2015

Interim County Administrators: Pat Kass, Gale Mattison and Jennifer Holtger  
Marinette County  
1926 Hall Avenue  
Marinette, WI 54143

HR  
(KA)

Dear Pat Kass, Gale Mattison and Jennifer Holtger:

Please consider this letter and attachments as my formal request for two additional Deputy Sheriff positions. For all the reasons we have discussed, I feel it is my duty to make this request.

Although we could absorb six more deputies and provide the much needed assistance in the courts, investigations and patrol, I am mindful of all the costs involved and impact to the tax levy. Two more deputies is a "need" and I believe possible with proper planning with assistance from your offices and Finance.

I look forward to being present to discuss this request at every step in the process as you prepare the 2016 budget. I trust we can work cooperatively in this process to make this request become a reality.

In the interest of public safety I remain,

Jerome Sauve, Sheriff  
Marinette County

JS/fo

Attachments



## **Job Title: Deputy Sheriff**

**Department:** Sheriff  
**Position Reports to:** Sheriff or Designee  
**Pay Grade Level:** Deputy  
**FLSA Status:** Non-Exempt  
**Position Status:** Full Time

### **JOB ANALYSIS**

Responsibilities include patrolling and enforcing all county, state and federal laws. Additional duties include apprehending suspects, preparing investigation reports and overall protection of the citizens of Marinette County.

### **ESSENTIAL JOB FUNCTIONS**

- A. Serve the public.
- B. Apprehend offenders and suspects using restraining devices, force or weapons.
- C. Prepare investigative reports including sketches, appropriate symbols, grammar and mathematical computations.
- D. Perform routine patrol functions and respond to emergency calls for service.
- E. Transmit vital information to Dispatch in emergency situations.
- F. Conduct investigative interviews and interrogations using methods effective to gather statements from suspects, victims, confidential informants and witnesses.
- G. Testify in Court when necessary.
- H. Process arrests according to departmental procedures.
- I. Serve legal papers to parties involved.
- J. Collect and preserve evidence and substances that provide basis for infractions and offenses.
- K. Notify Dispatch of dangerous weather and road conditions.
- L. Transport prisoners, inmates or mental patients to various jails and locations according to departmental procedures.
- M. Search vehicles, individuals, buildings and large outdoor areas.
- N. Investigate domestic disputes.
- O. Advise individuals of their rights of processes.
- P. Pursue fleeing subjects by foot or vehicle.
- Q. Read and comprehend legal and non-legal documents including preparing and processing citations, affidavits and warrants.
- R. Operate a firearm with precision and according to guidelines.
- S. Enforce all Wisconsin traffic laws.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Work as team player in the absence of or with minimal supervision.
- D. Communicate effectively orally and in writing.
- E. Memorize and retain information over long and short periods of time.
- F. Work efficiently and accurately under time constraints, pressure or emotional strain.
- G. Plan and monitor assigned activities effectively.
- H. Apply procedures and interpret instructions accurately.
- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- J. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- K. Exercise independent judgment in determining when there is reasonable suspicion to detain and when probable cause exists to use search and arrest procedures.

### **QUALIFICATIONS**

- A. Requires United States citizenship.
- B. Requires established residency in Marinette County within 60 days of hire.
- C. Requires one of the following:

1. Associate's Degree in Police Science, Criminal Justice, Corrections, Security or Law Enforcement from an accredited college or university.
  2. Sixty fully accredited college level credits.
- D. Must be twenty-one years of age or older.
  - E. Must not have been convicted of a felony, unless the judgment of conviction has been reversed or a complete pardon has been granted.
  - F. Possess and maintain an insurable valid driver's license.
  - G. Must be certifiable, having completed Department of Justice Training and Standards requirement for law enforcement officers.
  - H. Must successfully pass State of Wisconsin Entry Level Law Enforcement Exam.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Wear a gas mask when harmful chemicals are present.
- F. Work under hostile conditions including verbal and physical abuse from suspects and people encountered in an antagonistic environment.
- G. Dress in full uniform attire.
- H. Operate a police vehicle using high speeds, in heavy traffic and in unsafe road conditions with due regard.

**PHYSICAL DEMANDS**

- A. Lift and/or carry up to 50 pounds frequently, occasionally in excess.
- B. Crawl into, under or around confined spaces.
- C. Carry or drag heavy objects.
- D. Walk for long periods of time.
- E. Balance on uneven or narrow surfaces.
- F. Use body force to gain entrance through barriers.
- G. Bend, squat, stretch and twist frequently.
- H. Lift, jump or carry self over obstacles when necessary.

**ADDITIONAL DUTIES**

- A. Attend training conferences and seminars when necessary.
- B. Travel as needed.
- C. Maintain all certification and training standards as required by Training and Standards.
- D. Conduct visual and audio surveillance for extended periods of time.
- E. Extinguish small fires using a fire extinguisher or other appropriate means.
- F. Perform rescue functions during emergency and disaster situations.
- G. Direct traffic for long periods of time, when needed.
- H. Administer emergency medical aid.
- I. Secure and/or evacuate people from hazardous or dangerous areas.
- J. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared:	12/01	Approved: 04/18/2005
Approved:	04/02	Revised: 03/07
Revised:	09/03	Approved: 03/13/2007
Revised:	12/04	Revised: 03/09 & 04/09
Approved:	01/05	Approved: 05/05/2009
Revised:	03/05	
Revised:	04/05	

10/03/13

**Estimated "startup" costs for the first year to equip a new Deputy from scratch.**

**A. Permanent or semi fixed asset essentials associated with setting up a squad car.**

1. New all-wheel drive SUV	28,100.00
2. Mobile radio, siren speaker, printer & radar	8,805.00
3. Laptop with GPS & docking station	6,400.00
4. Flashlight, phone, PBT, AED, power inverter & crash camera	3,110.00
5. Dividers, grill guard, and decals	2,675.00
6. Light bar, gun lock, console, switch deck	2,260.00
7. Installation of hard mounted equipment	1,650.00
8. Fire extinguisher, traffic cones, recorder, Rollo tape & FP kit	500.00

**53,500.00**

**B. Officer specific duty items needed**

1. Portable radio with holder	4,900.00
2. AR-15 patrol rifle with accessories	1,600.00
3. Handgun with holster, extra mags & accessories	1,350.00
4. Taser with holster	1,200.00
5. Bullet proof vest	800.00
6. Other duty belt items with cuffs, O.C. & baton	325.00
7. Traffic vest, blankets and miscellaneous patrol supplies	250.00
8. 3 badges	200.00
9. Ammo for immediate Department qualification	185.00

**10,810.00**

**C. Estimated vehicle related necessities for 1<sup>st</sup> year**

1. 1,920 gallons of fuel @ 3.65	7,008.00
2. Squad maintenance	1,750.00

**8,758.00**

**A + B + C = \$73,068.00**

**2014 - POSITION REQUEST  
Sheriff Deputy**

2014 Rates  
 New Position Start \$23.67 per hour  
 7/1/14 \$24.14 per hour  
 12 Month Analysis

	ANNUAL HRS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	12.00% RETIREMENT	Family H&D Non-HRA	2.50% WORKER'S COMP	TOTAL
<b>DEPUTY (Starting w/ Family H&amp;D)</b>	2208	\$ 52,782	\$ -	\$ 4,038	\$ 6,334	\$ 28,900	\$ 1,320	\$ 93,373

**Average Deputy Cost 2014 Budget**

**TOTAL**  
\$ 92,743

**2016 - POSITION REQUEST  
Sheriff Deputy**

12 Month Analysis

	<u>ANNUAL HRS</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>7.65% SOCIAL SECURITY</u>	<u>9.63% RETIREMENT</u>	<u>Family H&amp;D Non-HRA</u>	<u>2.50% WORKER'S COMP</u>	<u>TOTAL</u>
<b>DEPUTY (Starting w/ Family H&amp;D)</b>	2208	\$ 55,443	\$ -	\$ 4,241	\$ 5,339	\$ 27,529	\$ 1,386	\$ 93,938

**Average Deputy Cost 2016 Budget** \$ 93,938

**Cost (2) Deputies 2016 Budget:** \$ 187,877  
(No OT calculation)

New Position Start rate July 1st 2015 -\$25.11per hour  
Current contract expires December 31st 2015  
Retirement, H&D, W/C based on 2015 rates



## CIS Membership for MS-ISAC Members

The Center for Internet Security (CIS) is a nonprofit organization focused on enhancing the cyber security readiness and response of public and private sector entities, with a commitment to excellence through collaboration.

The Multi-State Information Sharing and Analysis Center (MS-ISAC) is a voluntary and collaborative effort based on a strong partnership with the Office of Cybersecurity and Communications within the U.S. Department of Homeland Security (DHS). The MS-ISAC has been designated by DHS as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal (SLTT) governments. Through its state-of-the-art 24/7 Security Operations Center, the MS-ISAC serves as a central resource for situational awareness and incident response for SLTT governments.

### There is no cost to be a Member

"The Multi-State Information Sharing and Analysis Center (MS-ISAC)...allows the Federal Government to quickly and efficiently provide critical cyber threat, risk, vulnerability, and mitigation data to state and local governments."

*U.S. DHS Secretary Janet Napolitano, March 2013*



- 24/7 security operations center
- Incident response resources
- Cyber security advisories
- Cyber event notifications
- Daily cyber tips
- Network monitoring
- Secure portals for communication and document sharing
- Alert status map
- Malicious Code Analysis Platform (MCAP)
- Top attacking sites
- Monthly newsletters
- Bi-monthly webcasts
- Monthly webcast meetings
- Monthly threat briefings
- Cyber security exercises
- Awareness/education materials
- Training discounts
- Nationwide Cyber Security Review
- Discounts on CIS Security Benchmarks
- Vulnerability assessment services

Center for Internet Security, Inc.  
31 Tech Valley Drive  
East Greenbush, NY 12061  
Phone: 518-880-0699  
Email: [info@msisac.org](mailto:info@msisac.org)

William F. Pelgrin, Chair

# Frequently Asked Questions

## ***Who can join the Center for Internet Security's MS-ISAC?***

Membership is open to all state, local, territorial, and tribal government entities involved in cyber security and/or critical infrastructure protection.

## ***Who are the members?***

The MS-ISAC currently includes representatives from all 50 states, all 50 state capitals, hundreds of local governments, several tribal governments and U.S. territories.

## ***What does it cost to join the MS-ISAC?***

There is no cost to join the MS-ISAC. It is primarily supported by the U.S. Department of Homeland Security to serve as the central cyber security resource for the nation's state, local, territorial and tribal governments. The MS-ISAC is a division of the national not-for-profit Center for Internet Security.

## ***Can the Center for Internet Security's MS-ISAC help me with a cyber incident?***

Yes. The Center for Internet Security's Computer Emergency Response Team (CIS CERT) comprises highly trained staff who are able to assist you with a cyber security incident. CIS CERT can provide malware analysis, reverse engineering, log analysis, and forensics analysis.

## ***Can other members of my organization join?***

Yes. Each organization designates a "Primary Member" who is then responsible for authorizing additional individuals in their organization to become members.

## ***Are there any requirements to joining?***

The only requirement is the completion of a membership agreement, which sets forth the responsibilities of members to protect information that is shared.

## ***Are there any educational or training resources available?***

Yes. In addition to advisories and information bulletins regarding the latest cyber threats and vulnerabilities, the MS-ISAC provides a variety of educational, awareness, and training resources and opportunities.

## ***Does the MS-ISAC work with federal agencies, private sector groups, and the other ISACs?***

Yes. The MS-ISAC works closely with federal partners at DHS, along with FBI, Secret Service and others to better share information on emerging threats. The MS-ISAC also has strong relationships with major ISPs, cyber security firms, researchers, and software developers.

## ***How do I join?***

Contact the CIS MSISAC at [info@msisac.org](mailto:info@msisac.org) or visit [www.msisac.org](http://www.msisac.org) to learn more.

**CENTER FOR INTERNET SECURITY**  
**MULTI-STATE ISAC**  
Member Agreement

This Agreement ("Agreement") is made between Marinette County, WI and the Multi-State Information Sharing and Analysis Center of the United States (MS-ISAC), a division of the Center for Internet Security.

The MS-ISAC will enable information sharing, analysis, gathering and distribution in a secure manner using facilities and methods designed to permit individual Members to submit information about security threats, vulnerabilities, incidents, and solutions securely. Only MS-ISAC members have access to review and retrieve this information. When submitting information to the MS-ISAC, Primary Custodians will identify information to the MS-ISAC in the following categories:

**Category A:** information that is provided only to the MS-ISAC and will not be shared with the MS-ISAC members or others except as authorized by the Primary Custodian. Category A information also consists of any non-categorized information provided to the MS-ISAC and/or pre-cleansed category B information.

**Category B:** information which is shared with the MS-ISAC and in consultation with the Primary Custodian is cleansed by the MS-ISAC of all identifying information and then, consistent with applicable laws, will be shared only with MS-ISAC members, or the Department of Homeland Security consistent with paragraph six (6).

**Category C:** information which is shared with the MS-ISAC and does not need to be cleansed and may be shared within the MS-ISAC and outside the MS-ISAC as appropriate.

MS-ISAC members acknowledge that Primary Custodian has certain cyber and/or critical infrastructure information and material that is exempt from disclosure to the public or other unauthorized persons under federal or state laws including the Homeland Security Act of 2002 (6 U.S.C. § 133). MS-ISAC members may provide access to this information and material in order to facilitate interstate communication regarding cyber and/or critical infrastructure readiness and response efforts. These efforts include, but are not limited to, disseminating early warnings of physical and cyber system threats, sharing security incident information between U.S. states, territories, the District of Columbia, tribal nations and local governments, providing trends and

other analysis for security planning, and distributing current proven security practices and suggestions. As a participating member of the MS-ISAC, Primary Custodian agrees that when sharing this information with MS-ISAC members it will do so through the MS-ISAC in accordance with the categories established in this document. MS-ISAC members agree to the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the above promises recited herein, the parties agree to the following:

**Definitions:**

1. Primary Custodian – the entity that developed or owns the Data. Each collection of Data (database, file, etc.) shall have a single Primary Custodian.
2. MS-ISAC members – the members (U.S. states, territories, the District of Columbia, tribal nations and local governments) who may be in possession or use of Data acquired from the Primary Custodian or from the MS-ISAC.

**Purpose:**

3. MS-ISAC members acknowledge that the protection of Category A information is essential to the security of Primary Custodian and the mission of the MS-ISAC. The purpose of this Agreement is to enable Primary Custodian to make disclosures of Category A information to MS-ISAC while still maintaining rights in, and control over, Category A information. The purpose is also to preserve confidentiality of the Category A information and to prevent its unauthorized disclosure. It is understood that this Agreement does not grant MS-ISAC or members an express or implied license or an option on a license, or any other rights to or interests in the Category A information, or otherwise. If Primary Custodian retracts any information it sent to the MS-ISAC, then, upon notification by the Primary Custodian, the MS-ISAC will destroy such information and all copies thereof, and notify MS-ISAC members to destroy the information. If an MS-ISAC member is unable to destroy the information based on applicable law, then the member will continue to maintain the confidentiality of the information consistent with this agreement. Upon receiving such notification,

MS ISAC members will destroy such information and all copies thereof.

**MS-ISAC and Member Duties:**

4. MS-ISAC and members who are authorized by the Primary Custodian to receive Category A information shall, and shall cause their contractors, subcontractors, agents or any other entities acting on their behalf (hereinafter referred to as the "Affiliates") to:
  - (a) copy, reproduce or use Category A information only for the purposes of the MS-ISAC mission and not for any other purpose unless specifically authorized to do so in writing by Primary Custodian; and
  - (b) not permit any person to use or disclose the Category A information for any purpose other than those expressly authorized by this Agreement; and
  - (c) implement physical, electronic and managerial safeguards to prevent unauthorized access to or use of Category A information.

Such restrictions will be at least as stringent as those applied by the MS-ISAC and/or members to their own most valuable and confidential information.

MS-ISAC agrees to promptly notify Primary Custodian of any unauthorized release of Category A information.

5. MS-ISAC and members will not remove, obscure or alter any notice of patent, copyright, trade secret or other proprietary right from any Category A information without the prior written authorization of Primary Custodian.

**Multi-State ISAC Duties:**

6. The MS-ISAC and members may share with the Department of Homeland Security (DHS) pursuant to 6 U.S.C. § 133, Category A, B, and C information, unless the Primary Custodian has designated in writing that the information in question cannot be shared with our federal partners. All other information is voluntarily submitted and may be shared with the Federal Government with expectation of protection from disclosure as provided by the provisions of the Critical Infrastructure Information Act of 2002.
7. If any third party makes a demand for any Category A or B information, the MS-ISAC or member shall

immediately forward such request to the Primary Custodian and consult and cooperate with the Primary Custodian and will make reasonable efforts, consistent with applicable law to protect the confidentiality of the information. Primary Custodian will, as needed, have the opportunity to seek judicial or other appropriate avenues of redress to prevent any release.

8. In non-emergency situations, as part of its multi-state communication sharing efforts, the MS-ISAC may prepare written reports. For such reports, the Primary Custodian shall be provided a period of time to review such reports, papers, or other writings and has the right to edit out its Category A information, correct factual inaccuracies, make recommendations and comments to the content of the report, and append comments to the final version of the report. The MS-ISAC members and Primary Custodian agree to work together in good faith to reach mutually agreed upon language for the report. If the parties are unable to reach agreement on an issue, Primary Custodian has the right to edit out its Category A information.

**General Terms:**

9. Should any court of competent jurisdiction consider any provision of this Agreement to be invalid, illegal, or unenforceable, such provisions shall be considered severed from this Agreement. All other provisions, rights, and obligations shall continue without regard to the severed provision(s).
10. The term of the Agreement shall continue so long as Primary Custodian remains a member of the MS-ISAC, and paragraph 3 the obligations of confidentiality as provided herein shall survive the expiration of this Agreement.
11. This Agreement will be construed and enforced in all respects in accordance with United States (U.S.) federal law or other applicable laws as addressed herein.
12. This Agreement contains the entire understanding between the parties with respect to the proprietary information described herein and supersedes all prior understandings whether written or oral. Any modification, amendment, assignment or waiver of the terms of this Agreement shall require the written approval of the authorized representative of each party.

The foregoing has been agreed to and accepted by the authorized representatives of each party whose signatures appear below:

AGREED BY:

**Primary Custodian:**

**Center for Internet Security  
Multi-State ISAC Division**

---

*Signature*

*Date*

*Signature*

*Date*

---

*Print or Type Name/Title*

**MS-ISAC Chair**

# STATEMENT OF WORK

<b>Project Name:</b>	Ad Hoc Services	<b>Seller Representative:</b>
<b>Customer Name:</b>	Marinette County (WI)	AJ Lucci
<b>CDW Affiliate:</b>	CDW Government LLC	262.521.5590
<b>SOW Effective Date:</b>	February 13, 2015	ajlucci@cdwg.com
<b>Version:</b>	1.0	<b>Solution Architect:</b>
		Dan Reddy

This statement of work (“**Statement of Work**” or “**SOW**”) is made and entered into this February 13, 2015 (the “**SOW Effective Date**”) by and between the undersigned, CDW Government LLC (“**Provider**”, “**Seller**” and “**we**”) and Marinette County (WI) (“**Customer**” and “**you**”).

## PROJECT DESCRIPTION

### PROJECT SCOPE

This SOW can be used for small installation projects or scheduled maintenance for up to, but not to exceed 24 hours per call. This SOW is valid for a 12-month period from the date of signature and cannot exceed \$75,000.00 in a calendar year without a new SOW or Change Order.

Subject to the other provisions of this SOW, Seller will perform the following services:

1. Unscheduled and/or Break/Fix engineering and consulting services.

### CUSTOMER RESPONSIBILITIES

Customer is responsible for the following:

1. Assign work to Seller’s team as required.

### PROJECT ASSUMPTIONS

1. Administrative access will be provided to all devices required to complete tasks.

### OUT OF SCOPE

Tasks outside this SOW include, but are not limited to:

1. Removal of packing materials.

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

### ITEM(S) PROVIDED TO CUSTOMER

The following will be provided to Customer by the completion of this project.

Table 1 – Item(s) Provided to Customer

Item	Description	Format
Documentation	Created/update documents as assigned by Customer	Visio/Work/Excel/PDF

## PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“**Anticipated Schedule**”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

## TOTAL FEES

The total fees due and payable under this SOW (“**Total Fees**”) include both fees for Seller’s performance of work (“**Services Fees**”) and any other related costs and fees specified in the Expenses section (“**Expenses**”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

## SERVICES FEES

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoice amount of Services Fees will equal the hours actually worked (“**Consultant Hours**”) multiplied by the rate applicable for the consultant (“**Hourly Rate**”) (see Table 2 below).

Table 2 – Services Fees

<b>Consultant</b>	<b>Function</b>	<b>Hourly Rate</b>
Principal Consulting Engineer	Security & Network Infrastructure, Wireless, Unified Communications, Microsoft-Exchange/O365 and Systems & Storage	\$200.00
Senior Consulting Engineer	Security & Network Infrastructure, Wireless, Unified Communications, Microsoft-Exchange/O365 and Systems & Storage	\$190.00
Consulting Engineer	Security & Network Infrastructure, Wireless, Unified Communications, Microsoft-Exchange/O365 and Systems & Storage	\$180.00
Associate Engineer	Security & Network Infrastructure, Wireless, Unified Communications, Microsoft-Exchange/O365 and Systems & Storage	\$145.00
Project Manager	Security & Network Infrastructure, Wireless, Unified Communications, Microsoft-Exchange/O365 and Systems & Storage	\$165.00

The rates presented in Table 2 apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

When Services are performed at any Customer-Designated Location(s) (as defined below), Consultant Hours will be measured in one (1) hour increments with a minimum of four (4) hours billed for each day. When Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the “Expenses” section below).

When Services are performed remotely, time will be calculated in one (1) hour increments with a minimum of one (1) hour each day.

Upon notice to Customer, Seller may adjust the rates above, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The rates above only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

## EXPENSES

When Seller’s personnel are located more than 30 miles from the Customer-Designated location, travel charges will apply. Seller will invoice Customer for the time Seller’s personnel spend traveling to and/or from the Customer-Designated Location(s) (or otherwise, as necessary) at a rate of \$85/hour. Seller will make efforts to schedule appropriate personnel from Seller’s offices located nearest to the Customer-Designated Location(s) in order to minimize such expenses. Seller’s ability to do so may depend on various factors (e.g., specialized project skills needed, personnel availability, and changes to, or challenges inherent in, the Anticipated Schedule).

Seller will invoice Customer for Seller’s reasonable, direct costs incurred in performance of the Services. Direct expenses include, but may not be limited to: airfare, lodging, mileage, meals, shipping, lift rentals, photo copies, tolls and parking. Seller will charge actual costs for these expenses. Any projected expenses set forth in this SOW are estimates only.

Two (2) weeks’ advance notice from Customer is required for any necessary travel by Seller personnel.

## CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit (“**Customer-Designated Locations**”).

## PROJECT-SPECIFIC TERMS

1. Customer is responsible for providing all physical and communications access, privileges, environmental conditions, properly functioning hardware and software, qualified personnel, project details, material information, decisions/directions, and personnel and stakeholder interviews that are reasonably necessary to assist and accommodate Seller’s performance of the Services (“**Customer Components**”).
2. Seller is not responsible for delays in performance directly caused by the unavailability of the Customer Components and will have the right to invoice Customer, with prior written notice, for time Seller personnel is thereby idled or to reassign Seller personnel to work unrelated to this SOW and the services hereunder.
3. Customer will provide in advance and in writing, and Seller will follow, all applicable Customer safety and security rules and procedures.
4. Customer will secure and maintain the confidentiality of all Seller personnel information.
5. When Services are performed at a Customer-Designated Location, the site will be secure; Seller is not responsible for lost or stolen equipment.
6. This SOW can be terminated by either party without cause upon at least fourteen (14) days’ advance written notice.

# SOW TERMS AND CONDITIONS

## CONTACT PERSON(S)

Each Party will appoint a person to act as that Party's point of contact ("**Contact Person**") as the time for performance nears, and will communicate that person's name and information to the other Party's Contact Person.

The Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

## PAYMENT TERMS

Except as otherwise agreed by the Parties, Customer will pay invoices containing amounts authorized by this SOW within thirty (30) days of receipt. Any objections to an invoice must be made to the Seller Contact Person within fifteen (15) days after the invoice date.

## EXPIRATION AND TERMINATION

This SOW expires and will be of no force or effect unless it is signed by Customer, transferred in its entirety to Seller so that it is received within thirty (30) days from the date written on its cover page, and then signed by Seller, except as otherwise agreed by Seller.

## CHANGE ORDERS

This SOW may be modified or amended only in a writing drafted by Seller, generally in the form provided by Seller and signed by both Customer and Seller ("**Change Order**"). Each Change Order will be of no force or effect until signed by Customer, transferred in its entirety to Seller so that it is received within thirty (30) days from the date on its cover page and then signed by Seller, except as otherwise agreed by Seller.

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

## MISCELLANEOUS

This SOW shall be governed by Seller's "Terms and Conditions of Product Sales and Service Projects", accessed via the "Terms & Conditions" link at [www.cdwg.com](http://www.cdwg.com) (the "**Agreement**"). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW. This SOW and any Change Order may be signed in separate counterparts, each of which shall be deemed an original and all of which together will be deemed to be one original. Electronic signatures on this SOW or on any Change Order (or copies of signatures sent via electronic means) are the equivalent of handwritten signatures. This SOW is the proprietary and confidential information of Seller.

# SIGNATURES

In acknowledgement that the parties below have read and understood this Statement of Work and agree to be bound by it, each party has caused this Statement of Work to be signed and transferred by its respective authorized representative.

## CDW Government LLC

By: \_\_\_\_\_  
signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Mailing Address:

230 N. Milwaukee Ave.

Vernon Hills, IL 60061

- A purchase order for payment hereunder is attached.
- A purchase order is not required for payment hereunder.
- The following PSM has given approval:  
Dale Draeger

## Marinette County (WI)

By: \_\_\_\_\_  
signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Mailing Address:

Street: \_\_\_\_\_

City/ST/ZIP: \_\_\_\_\_

### Billing Contact:

Street: \_\_\_\_\_

City/ST/ZIP: \_\_\_\_\_

120813 Standard

# EXHIBIT A.

## CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations (“**Customer-Designated Locations**”).

Table 3 – Customer-Designated Locations

Location(s)	Service(s)		
Marinette County 1926 Hall Ave. Marinette, WI 54143	<input type="checkbox"/> Assessment <input type="checkbox"/> Configuration <input type="checkbox"/> Design <input type="checkbox"/> Implementation	<input type="checkbox"/> Knowledge Transfer <input type="checkbox"/> Project Management <input type="checkbox"/> Reconfiguration <input type="checkbox"/> Reinstallation	<input type="checkbox"/> Staff Augmentation <input type="checkbox"/> Support <input type="checkbox"/> Training <input checked="" type="checkbox"/> Custom Work

**2015 2 x 4 12,000# PAYLOAD CHASSIS CAB DUALY SERVICE TRUCK WITH  
CRANE AND BODY**

<b>BIDDER</b>	<b>UTILITY SALES &amp; SERVICE</b>
	APPLETON, WI
<b>YEAR</b>	2015
<b>MAKE</b>	DODGE
<b>MODEL</b>	5500 4X2
<b>TRIM PACKAGE</b>	TRADESMAN
<b>TRADE IN 1996 DODGE 350 W/ UTILITY BOX</b>	\$4,000
<b>NET PRICE</b>	\$84,080.00
<b>NET PRICE AFTER TRADE IN</b>	<b>\$80,080.00</b>
<b>CONTACT</b>	BRUCE PIRKEL 920-788-2699
<b>DELIVERY DATE</b>	<b>180 Days from Receipt of P.O.</b>
<b>Warranty</b>	<b>Knanpheide 6108D54J Service Gody - 6 yrs, Venturo ET-8K Crane - 1 yr, Ross Air Compressor Series 35 - 2 yrs, Deweze Clutch Pump 1 Yr</b>
DSL ENGINE	Complies
State Horse Power	325 hp
(2) 12-volt heavy-duty batteries	NO Single from Factory
Largest capacity single fuel tank	
All standard manufacturer features	Complies
Air Conditioning	Complies
Power windows/locks	Complies
Power brakes	Complies
Power steering	Complies
Cruise control	Complies
Tilt wheel	Complies
Auto trans w/overdrive # _____ speeds	Complies 6 speed
Transmission oil cooler	Complies
Skid plates, transmission & fuel	Complies
Front tow hooks (2)	Complies
All-terrain radials - (steel rims)	Complies
Full size spare tire with steel rim	Complies
40/20/40 bench seat/cloth	Complies
Inside rearview mirror w/compass and temp	Complies
AM/FM stereo	Complies
Intermittent wipers w/delay	Complies
Dome light	Complies
Courtesy light package	Complies
Auxiliary power outlet	Complies
Outside LH & RH below eye level mirrors	Complies
3 sets of keys w/keyless remote	Complies
Standard front bumper	Complies
Title & registration	Complies
Service manual & parts manual	Complies
Axle Ratio	Complies
Maximum Payload	7,250 Frt. 13,500 Rear
EPA estimated MPG	Not Published
Passenger air bag	Complies
Limited slip rear axle	Complies
Daytime running lamps	Complies

**2015 2 x 4 12,000# PAYLOAD CHASSIS CAB DUALY SERVICE TRUCK WITH  
CRANE AND BODY**

<b>BIDDER</b>	<b>UTILITY SALES &amp; SERVICE</b>
	APPLETON, WI
Body Shell	Complies
Floor 3/16" steel treadplate w/ a 1 3/8" flange	Complies
Understructure 50,000 PSI	Complies
Doors 20-guage two-sided gal.	Complies
Hinges corrosion resistant	Complies
Door Latches stainless steel	Complies
Door Strikers	Complies
Door Seals	Complies
Door Retainers	Complies
Shelving 18-gauge bright galv. Steel	Complies
Interior Paint	Complies
Exterior Paint	Complies
Undercoating	Complies
Light Wire Retention	Complies
Lighting	Complies
Rear Bumper with Receiver Tube	Complies
Tailgate	Complies
Wheel Chock Holder	Complies
Grab Handles	Complies
Crane Venturo ET-8K Electric Crane or Equiv.	Complies
Outrigger	Complies
Installation of crane, boom support & outrigger leg	Complies
Wiring	Complies
Training	Complies
Compressor System	Complies
Back up alarm	Complies
Mud flaps	Complies
Towing Package	Complies
Diesel Transfer/Auxiliary Fuel Tank with Hose	Complies
Air Hose Reel	Complies
Tank Rack	Complies
Welder/Generator Mount	Complies
Light Bar	Complies
Front and Rear Strobes	Complies

**2015 RECONDITION UNIT #69 SIGN TRUCK**

**BID TABS**

<b>VENDOR</b>	<b>Price of New Equipment and Installation</b>	<b>Price of Option 1</b>	<b>Price of Option 2</b>	<b>Delivery Date</b>
<b>UTILITY SALES &amp; SERVICE</b>	\$44,500.00	\$450.00		7/15/2015
<b>APPLETON, WI</b>				
Dennis Rasiel 920-788-2699				
<b>STATE WARRANTY</b>	New parts = 90 days. Workmanship = 1 year			



MARINETTE COUNTY  
POSITION REQUEST FORM

received  
3-4-15 KL

Administration Completes and returns to the Department

Applicable dates:  
Governing Committee 4/9/15 HHS  
Personnel Committee 4/10/15  
Finance Committee 4/13/15  
County Board 4/21/15

Permission to proceed: Approved-on file  
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services  
Department Head: Robin Elsner  
Supervisor: CCS Manager/CSP Supervisor  
Position Title: Human Services Case Manager (3)  
Old Position Title: Long Term Services Case Manager (3)  
Hours per Week/Year: 40  
Requested Start Date: April 2015  
Account Number(s): 205-54-54553-111-40%/205-4-54700-111-%40/205-62-54311-111-%20  
205-62-54319-111-%75/205-62-54390-111-%25 2 Positions

New Positions:  Permanent  
 Seasonal  
 Project  
 LTE  
 Addition of Current Position  
Changes to  Hours of Work  
Existing:  Title Change  
 Location Change

Funding taken from: From 2015 Budget + Salaries (i.e. salaries with or without fringes) PK  
Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Marinette County Pay Scale (with Hi)  
Pay Rate/Salary: \$ 40,120 - \$ 50,150 - \$ 60,180  
Pay Level: 11  
Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:  
Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost: \$ 262,645.<sup>10</sup> Finance Initials: PK

Finance Committee approval?  Yes  No FOR TRANSFER

Approval\*

Department Head: Robin Elsner  
County Administrator: John Conant 3/25/15  
3,4,15  
3,18,15  
3,23,15

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



## **Job Title: Human Services Case Manager**

**Department:** Health and Human Services  
**Position Reports to:** CCS Manager/CSP Supervisor  
**Pay Grade Level:** 11  
**FLSA Status:** Exempt  
**Position Status:** Full Time

### **JOB ANALYSIS**

This position is responsible to provide ongoing case management to adults and children with a qualifying disability to receive Supportive Home Care services, Medical Assistance (MA) Personal Care services or Children's Long Term services. Additional duties include providing services to adults with serious persistent mental illness through the Community Options Program.

### **ESSENTIAL JOB FUNCTIONS**

- A. Provide ongoing services to adults and children eligible for Supportive Home Care, Personal Care Program Children's Long Term Services and adults diagnosed with a serious persistent mental illness eligible for the Community Options Program.
- B. Determine participant eligibility for various programs and services using current program standards and tools.
- C. Establish and implement a case plan in order to provide services which enable the participant to remain in a community living arrangement of their choice.
- D. Perform specifically timed mandated telephone, written and face-to-face contacts with consumers and collateral contact.
- E. Develop and document a bi-annual review of the Individual Service Plan (ISP) for all participants.
- F. Provide ongoing case management services as assigned and report time on a daily basis.
- G. Participate in respective unit meetings to provide input related to ongoing services.
- H. Communicate any unusual changes in client behavior or physical problems to mental health case managers as necessary.
- I. Attend in-service meetings and trainings related to CSP/CCS programs.
- J. Perform representative payee functions for consumers to develop budgeting skills and coordinate payment of bills.
- K. Investigate Elder Abuse/Neglect allegations as assigned by the supervisor.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate orally and in writing effectively.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Respond effectively to the most sensitive inquires or complaints.
- I. Define problems, collect data, establish facts and draw valid conclusions.
- J. Add, subtract, multiply and divide.
- K. Process information derived from numbers.
- L. Memorize and retain information over long and short periods of time.
- M. Apply attention to detail.
- N. Apply procedures and interpret instructions accurately.
- O. Perform effectively under tight time frames and demanding schedules.
- P. Plan and monitor assigned activities.
- Q. Prioritize multiple tasks and meet scheduled deadlines.
- R. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- S. Work as team player in the absence of or with minimal supervision.
- T. Work independently and exercise sound professional judgment.
- U. Demonstrate knowledge of community resources.

## **QUALIFICATIONS**

- A. Requires a Bachelor's Degree in Social Work, human services or related field from an accredited college or university.
- B. Requires one year of related experience working with individuals with disabilities or mental illness.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Must Qualify under the Wisconsin Caregivers Law, Wisconsin Act 27.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work with long periods of solitary work.
- C. Deal with challenges and criticism on a regular basis.
- D. Work in client homes and the community as needed.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.
- H. May be exposed to body fluids and communicable diseases.

## **PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally in excess.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 03/2015  
Approved: 03/18/2015 Administration

03/18/2015 – Administration approved job description only. Position pending Administration, Committees and County Board approvals.

Justification for Request: The Marinette County Health & Human Services Department will be transitioning to Family Care in October 2015, which will provide services to individuals with long term care needs including frail elderly, developmentally disabled and physically disabled adults. Currently, the Long Term Services Unit within the department provides these services, which will be eliminated with the transition to Family Care. The department has determined that three (3) case managers will need to remain in the department to provide services to adults that qualify for the Personal Care Program, Supportive Home Care Program, Targeted Case Management, Children's Long Term Services and the Community Options Program for mentally ill adults. Therefore, the department would like to eliminate three (3) Long Term Services Case Manager positions and create three (3) Human Services Case Manager positions, to provide ongoing services for the above identified services. The department would like to complete this process immediately, since the current staff are considering employment with the Family Care Managed Care Organizations and would like to retain experienced staff to remain working within the Health & Human Services Department. The department will eliminate an additional six (6) Long Term Case Manager positions when the Family Care rollout is completed.

**Marinette County Health & Human Services  
 Fiscal Impact - Human Services Case Managers  
 Using 2015 Budget Figures**

Staff	Hours	6.80%						Total Benefits	Total S&B
		112 2015 WAGES	151 S.S.	152 RET	154 H&D	155 LIFE	159 W/C		
Human Services Case Manager #1	2080	\$ 50,150.00	\$ 3,836.48	\$ 3,410.20	\$ 29,079.69	\$ 69.00	\$ 1,003.00	\$ 37,398.37	\$ 87,548.37
Human Services Case Manager #2	2080	\$ 50,150.00	\$ 3,836.48	\$ 3,410.20	\$ 29,079.69	\$ 69.00	\$ 1,003.00	\$ 37,398.37	\$ 87,548.37
Human Services Case Manager #3	2080	\$ 50,150.00	\$ 3,836.48	\$ 3,410.20	\$ 29,079.69	\$ 69.00	\$ 1,003.00	\$ 37,398.37	\$ 87,548.37
		\$ 150,450.00	\$ 11,509.43	\$ 10,230.60	\$ 87,239.07	\$ 207.00	\$ 3,009.00	\$ 112,195.10	\$ 262,645.10

Assumptions:

- \*Hourly Wage - Level 11 Midpoint
- \*Family Health & Dental HRA

Received 03/03/2015  
KEA



# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:  
 Governing Committee 4/9/15 HHS  
 Personnel Committee 4/10/15  
 Finance Committee 4/13/15  
 County Board 4/21/15

Permission to proceed: Approved-on file  
 (County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: Health & Human Services  
 Department Head: Robin Elsner  
 Supervisor: Robin Elsner  
 Position Title: Comprehensive Community Services Manager  
 Old Position Title: Long Term Services Manager  
 Hours per Week/Year: 40  
 Requested Start Date: April 2015  
 Account Number(s): 205-62-54390-111 85%  
205-62-54319-111 5%  
205-62-54317-111 10%  
 Funding taken from: 205-54-54700-111/205-62-54312-111/205-62-54319-111 (i.e. salaries with or without fringes)  
*From 2015 Budget Salaries*

New Positions:  Permanent  
 Seasonal  
 Project  
 LTE  
 Addition of Current Position

Changes to  Hours of Work  
 Existing:  Title Change  
 Location Change

Justification for request: **Please attach**

### Human Resources Completes and submits to Finance

Wage Scale Marinette County Pay Scale (w/ptli)  
 Pay Rate/Salary: \$ 49,079 - \$62,348 - \$74,018  
 Pay Level: B  
 Human Resources Initials: KEA

### Finance Completes and returns to Administration

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost: \$ 101,856.02 Finance Initials: pk

Finance Committee approval?  Yes  No For Transfer

### Approval\*

Department Head: *Robin Elsner* 3/25/15  
 County Administrator: *[Signature]* 3/18/15  
3/23/15

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



## **Job Title: Comprehensive Community Services Manager**

**Department:** Health & Human Services

**Position Reports to:** Health & Human Services Director

**Pay Grade Level:** 8

**FLSA Status:** Exempt

**Position Status:** Full Time

### **JOB ANALYSIS**

This position is responsible to supervise the Multi-County Comprehensive Community Services (CCS) Program staff and program delivery of services for consumers experiencing mental health or Alcohol or Other Drug Abuse (AODA) disorders. Responsibilities include providing services to consumers, co-supervise the Crisis Program, chair weekly clinical staff meetings, chair quarterly CCS committee meetings and review and approve schedule requests of clinical staff. Further duties include assisting the Director with implementing and monitoring the CCS Program to maintain program compliance and certification. Decisions regarding daily activities are made independently within the context of established policies and procedures.

### **ESSENTIAL JOB FUNCTIONS**

- A. Provide weekly clinical supervision to CCS staff in Marinette and Oconto Counties.
- B. Participate in the annual planning process for the CCS Program.
- C. Monitor client satisfaction and recommend necessary changes in service provision.
- D. Assure quality assurance for the CCS Program and complete an annual report to the CCS committee with recommendations for service delivery improvement.
- E. Monitor staff performance to ensure necessary completion of paperwork to comply with program certification guidelines. Provide information about services available in the community and make appropriate referrals.
- F. Provide emergency or telephone crisis counseling as needed.
- G. Provide treatment recommendations on an individual, group or family need.
- H. Provide case consultation and coordination including other agencies and resources.
- I. Complete all necessary paperwork including assessments, diagnosis, correspondence, insurance forms, treatment plans and prior authorizations.
- J. Provide community education as needed.
- K. Maintain medical records and process record requests according to designated parameters.
- L. Serve as the backup for the Child & Family Services Manager to screen child abuse and neglect reports and assign investigations if required.
- M. Perform supervisory duties including guidance/direction and discipline.
- N. Prepare an operating budget and monitor all expenditures for the CCS division.
- O. Enforce current policies and procedures within the department.
- P. Direct, assign and supervise all work activities for the CCS Program including hiring staff, conducting performance evaluations, scheduling work hours for staff, assigning workloads and conducting disciplinary procedures.
- Q. Review the inventory and condition of the department equipment.
- R. Recommend the purchase of new equipment, the repairs of present equipment and utilization of rental equipment when necessary.
- S. Assure staff compliance of all Wisconsin Department of Safety & Professional Services safety standards.
- T. Review, recommend and implement management practices to insure optimum use of county resources.
- U. Assist the CCS committee at scheduled meetings as needed.
- V. Research issues of concern and submit the results to the County Board and/or its committees when required.
- W. Assure care and custody of all county property/facilities associated with the job.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Communicate orally and in writing effectively.
- E. Present information to management, small groups and individuals.

- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Apply excellent trouble shooting skills.
- H. Respond effectively to the most sensitive inquires or complaints.
- I. Add, subtract, divide and multiply.
- J. Memorize and retain information over long and short periods of time.
- K. Plan and monitor assigned activities.
- L. Prioritize multiple tasks and meet scheduled deadlines.
- M. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- N. Work as team player in the absence of or with minimal supervision.
- O. Utilize authority effectively.
- P. Plan, organize and direct the work of others.
- Q. Demonstrate strong management skills and ability to delegate responsibility as necessary.

**QUALIFICATIONS**

- A. Requires a Master’s degree from an accredited school in the social work or related field.
- B. Requires one year of experience in the social work field with one year of supervisory experience.
- C. Possess and maintain an insurance acceptable driver’s license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires a WI License as an Independent Clinical Social Worker, Professional Counselor or Marriage & Family Therapist at time of hire.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work outdoors but in the confines of a vehicle.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. May be exposed to body fluids and communicable diseases.

**PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

**ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Assist in planning annual budget for the department.
- D. Assist Deputy Director and/or Director in contract development and monitoring of clinical services.
- E. Assist in monitoring grant requirements and budgets.
- F. Travel as needed.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 03/2015  
 Approved: 03/11/2015 Administration Team

03/18/2015 – Job Description approved by Administration team. Position pending approval from Administration, Committees and County Board.

Justification for Request: The Health & Human Services Department will be moving all Long Term Services provided by the department to Family Care in October 2015. The current Long Term Services Manager position will be eliminated with the expansion of Family Care. The current Long Term Services Manager has indicated resignation from the position and will be leaving employment with Marinette County April 3, 2015. I am requesting elimination of the Long Term Services Manager position effective April 3, 2015 and creating a Comprehensive Community Services Manager position. The Comprehensive Community Services Manager position is necessary for the continued expansion of the Multi-County Comprehensive Community Services Program expansion with Oconto County. The department will utilize funding in the budget from the eliminated Long Term Services Manager position, but anticipates that the newly created Comprehensive Community Services Manager position will attain 100% reimbursement for the position, once the Multi-County CCS Program obtains program certification as a multi-county entity.

3/03/15  
14:13:33

Marinette County  
Staff Account Percentages

M8HM0074  
FMT002

Staff Number: 0002273

Name: [REDACTED]

<u>%</u>	<u>Account Number</u>			
50.00	205	54	54700	111
45.00	205	62	54312	111
5.00	205	62	54319	111
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Current Long Term  
Services Manager  
Breakdown*

*KH  
03/03/2015*

More...

% Total: 100.00

F1=Return, F3=Delete

10% 205-62-54317-111 CRISIS  
5% 205-62-54319-111 CLTS  
85% 205-62-54390-111 CCS

**Marinette County Health & Human Services  
 Fiscal Impact - CCS Manager  
 Using 2015 Budget Figures**

		112	151	152	154	155	159	Total	
Staff	Hours	2015 WAGES	S.S.	RET	H&D	LIFE	W/C	Benefits	Total S&B
CCS Manager	2080	\$ 62,348.00	\$ 4,769.62	\$ 4,239.66	\$ 29,079.69	\$ 172.08	\$ 1,246.96	\$ 39,508.02	\$ 101,856.02

Assumptions:  
 \*Hourly Wage - Level 8 Midpoint  
 \*Family Health & Dental HRA



MARINETTE COUNTY  
POSITION REQUEST FORM

**received**  
KL 3/27/15

**Administration Completes and returns to the Department**

Applicable dates:  
Governing Committee 4/9/15  
Personnel Committee 4/10/15  
Finance Committee 4/13/15  
County Board 4/21/15

Permission to proceed: Approved-on file  
(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Health & Human Services  
Department Head: Robin Elsner  
Supervisor: Pam Daye  
Position Title: Enrollment Counselor  
Old Position Title: ADRC Specialist  
Hours per Week/Year: 29  
Requested Start Date: May 2015

Account Number(s): 205-55-54510-112

Funding taken from: 2015 Department Budgeted Salaries (i.e. salaries with or without fringes)

Justification for request: Please attach

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

**Human Resources Completes and submits to Finance**

Wage Scale: Marinette County (WIPFLI)  
Pay Rate/Salary: \$ 13,440 - 16,020  
Pay Level: 75% of 12

Human Resources Initials: KG

**Finance Completes and returns to Administration**

Cost of Request:  
Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_

Total Cost: \$ 13,848

Finance Initials: PK

Finance Committee approval?  Yes  No

**Approval\***

Department Head: Robin Elsner 3/13/15  
County Administrator: [Signature] 4/1/15  
[Signature] 4/1/15

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for Request: Northeast Wisconsin, which includes Marinette County, will be moving in to the Family Care Program to serve elderly, physically disabled and developmentally disabled individuals in 2015. The Aging and Disability Resource Center of Marinette County Health & Human Services will be required to provide enrollment counseling for all current and eligible consumers that will be served through the Family Care program. The ADRC is recommending the creation of a second Limited Term Employee to assist in the enrollment counseling process for eligible consumers being enrolled in Family Care. The Health & Human Services Department is requesting to create a second Limited Term Employee position totaling 696 hours to complete enrollment counseling for Family Care expansion in Marinette County. Attached is the budget for the requested position with a total fiscal impact of \$7,671.11. The tax levy amount applied to this position is in the 2015 department budget associated with current position vacancies in the Long Term Services Unit.

**Marinette County Health & Human Services**  
**Fiscal Impact - ADRC Family Care Enrollment Postions**  
**Using 2015 Budget Figures**

Staff	Hours	Per Hour	112 2014 WAGES	151 S.S.	0.00% 152 RET	154 H&D	159 W/C	Total Benefits	Total S&B
I&A LTE - #1(29 hrs wk)	696	\$ 16.75	\$ 11,660.00	\$ 891.99	\$ -	\$ -	\$ 233.20	\$ 1,125.19	\$ 12,785.19
6 months			\$ 11,660.00	\$ 891.99	\$ -	\$ -	\$ 233.20	\$ 1,125.19	\$ 12,785.19

\*Hourly Wage - 75% Level 12 Midpoint

40% Fed Match \$ 5,114.08  
**Max Fiscal Impact \$ 7,671.11**

Potential Offsets: 2014 Carry Over  
 Increase Fed Match %

**2015 PROPOSAL FOR  
ADRC SPECIALIST - LTE**

LTE Position-75% Grade 12 WIPFLI  
16.75

	75% Pay Rate	Hours	SALARY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	2.00% WORKER'S COMP	TOTAL
<b>ADRC Specialist - LTE</b>	\$ 16.75	754	\$ 12,629.50	\$ 966.16	\$ -	\$ 252.59	\$ 13,848

6 months = 52 wks/2 \* 29 hrs wk = 754 hrs

# Marinette County, Wisconsin

November 14, 2013

## Estimated Levy impact - 5 Year Capital Project Borrowing Plan

Actual  $\$9,435,000$   $\$5,945,000$

Date	Existing Debt Service*	\$9,435,000 Borrowing @ 3.25% - 3/01/14	\$6,625,000 Borrowing @ 3.75% - 9/01/15	\$6,000,000 Borrowing @ 4.00% - 9/01/16	\$1,000,000 Internal Loan @ 3.00% -	\$4,890,000 Borrowing @ 4.00% - 9/01/17	\$14,465,000 Borrowing @ 4.50% - 9/01/18 ***	Total Debt Service	Property Tax	Net Cash Flow (Levy Required)	Est. Levy Required ***
2013	2,291,800	-	-	-	-	-	-	2,291,800	2,384,959	93,159	-
2014	2,346,725	-	-	-	-	-	-	2,346,725	2,604,869	258,144	-
2015	2,094,600	1,168,031	-	-	120,000	-	-	3,382,631	2,664,966	(717,665)	0.20
2016	2,144,100	768,238	423,438	-	122,300	-	-	3,458,075	2,726,266	(731,809)	0.20
2017	2,133,600	717,475	376,875	240,000	79,450	-	-	3,547,400	2,788,791	(758,609)	0.20
2018	2,197,600	497,850	321,813	279,200	122,800	195,600	-	3,614,863	2,852,567	(762,296)	0.20
2019	2,159,600	244,888	233,625	238,400	19,800	195,600	650,925	3,742,838	2,917,618	(825,219)	0.21
2020	2,160,100	244,888	233,625	238,400	59,800	195,600	650,925	3,783,338	2,983,971	(799,367)	0.20
2021	2,066,600	319,888	248,625	238,400	123,600	210,600	650,925	3,858,638	3,051,650	(806,988)	0.20
2022	1,950,000	242,450	253,063	238,400	120,450	210,000	929,513	3,943,875	3,120,683	(823,192)	0.20
2023	-	527,450	827,313	507,900	222,300	614,400	1,322,350	4,021,713	3,191,097	(830,616)	0.20
2024	-	518,188	880,000	590,000	206,000	612,600	1,320,175	4,126,963	3,262,919	(864,044)	0.20
2025	-	1,368,925	694,875	550,700	-	615,200	969,638	4,199,338	3,336,177	(863,161)	0.20
2026	-	1,451,713	745,750	502,600	-	612,000	970,963	4,283,025	3,410,900	(872,125)	0.20
2027	-	1,455,600	899,000	691,100	-	363,200	971,388	4,380,288	3,487,118	(893,169)	0.20
2028	-	1,663,025	905,688	508,800	-	228,600	1,146,863	4,452,975	3,564,861	(888,114)	0.19
2029	-	1,662,325	971,063	328,200	-	209,000	1,376,875	4,547,463	3,644,158	(903,304)	0.19
2030	-	-	1,462,875	1,237,300	-	215,000	1,722,038	4,637,213	3,725,041	(912,171)	0.19
2031	-	-	-	2,550,000	-	680,600	1,521,575	4,752,175	3,807,542	(944,633)	0.19
2032	-	-	-	-	-	2,012,400	2,872,088	4,884,488	3,891,693	(992,795)	0.20
2033	-	-	-	-	-	-	4,969,350	4,969,350	3,977,527	(991,823)	0.19
<b>Total</b>	<b>21,544,725</b>	<b>12,850,931</b>	<b>9,477,625</b>	<b>8,939,400</b>	<b>1,196,500</b>	<b>7,170,400</b>	<b>22,045,588</b>	<b>83,225,169</b>	<b>67,395,372</b>	<b>(15,829,797)</b>	

Net Interest Cost  $2.62\%$   $2.32\%$

\* Est. annual growth in County sales tax revenue (Less: \$400,000 for Annual CIP) = 2.00%  
 \*\* Represents an advance from the General Fund for a portion of the repayment of the 2006 Loan.  
 \*\*\* 2018 Borrowing includes \$9,000,000 cost for jail project.  
 \*\*\*\* Est. annual growth in County Equalized Value = 2.00%



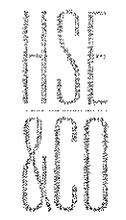
July 30, 2014

# Marinette County, Wisconsin

## Estimated Levy impact - 5 Year Capital Project Borrowing Plan

Date	Existing Debt Service*	\$6,270,000 Borrowing @ 2.75% - 9/01/15	\$6,725,000 Borrowing @ 4.00% - 9/01/16	\$1,000,000 Internal Loan @ 3.00% -	\$4,830,000 Borrowing @ 4.00% - 9/01/17	\$6,175,000 Borrowing @ 4.50% - 9/01/18	\$13,345,000 Borrowing @ 4.50% - 9/01/19	Total Debt Service	Estimated Equalized Value	Net Cash Flow (Levy Required)	Est. Levy Required ***
2013	2,291,800	-	-	-	-	-	-	2,291,800	2,384,959	93,159	-
2014	2,346,725	-	-	-	-	-	-	2,346,725	2,604,869	258,144	-
2015	3,099,994	-	-	230,000	-	-	-	3,329,994	2,664,966	(665,028)	0.19
2016	3,084,975	237,425	-	224,000	-	-	-	3,546,400	2,726,266	(820,134)	0.22
2017	2,664,475	340,638	371,900	218,000	-	-	-	3,595,013	2,788,791	(806,221)	0.22
2018	2,623,475	235,963	421,600	212,000	200,600	-	-	3,693,638	2,852,567	(841,071)	0.22
2019	2,531,975	164,038	371,100	206,000	200,400	307,200	-	3,780,713	2,917,618	(863,094)	0.22
2020	2,529,475	164,038	253,800	-	200,200	305,850	600,525	4,053,888	2,983,971	(1,069,917)	0.27
2021	2,432,788	164,038	253,800	-	215,000	309,388	615,188	3,990,201	3,051,650	(938,551)	0.23
2022	2,300,000	189,038	268,500	-	214,200	410,450	614,513	3,996,700	3,120,683	(876,017)	0.21
2023	775,000	813,350	370,800	-	618,400	409,038	1,117,250	4,103,838	3,191,097	(912,741)	0.22
2024	750,000	870,475	513,000	-	616,400	407,400	1,015,200	4,172,475	3,262,919	(909,556)	0.21
2025	1,000,000	680,538	918,700	-	618,800	410,425	633,275	4,261,738	3,336,177	(925,561)	0.21
2026	1,300,000	735,275	474,400	-	615,400	408,113	844,725	4,377,913	3,410,900	(967,012)	0.22
2027	1,300,000	788,088	664,500	-	371,400	405,575	953,413	4,482,975	3,487,118	(995,857)	0.22
2028	1,300,000	893,975	478,900	-	236,400	979,538	665,475	4,554,288	3,564,861	(989,427)	0.21
2029	1,500,000	961,425	300,100	-	216,400	979,325	702,713	4,659,963	3,644,158	(1,015,804)	0.21
2030	-	986,400	1,720,600	-	222,000	977,538	845,450	4,751,988	3,725,041	(1,026,946)	0.21
2031	-	-	2,519,400	-	687,200	979,063	687,963	4,873,625	3,807,542	(1,066,083)	0.22
2032	-	-	-	-	1,913,600	978,788	2,140,100	5,032,488	3,891,693	(1,140,795)	0.23
2033	-	-	-	-	-	981,600	4,145,675	5,127,275	3,977,527	(1,149,748)	0.22
2034	-	-	-	-	-	-	5,214,750	5,214,750	4,065,077	(1,149,673)	0.22
<b>Total</b>	<b>33,830,682</b>	<b>8,224,700</b>	<b>9,901,100</b>	<b>1,090,000</b>	<b>7,146,400</b>	<b>9,249,288</b>	<b>20,796,213</b>	<b>90,238,382</b>	<b>71,460,450</b>	<b>(18,777,932)</b>	

\* Est. annual growth in County sales tax revenue (Less: \$400,000 for Annual CIP) = 2.00%  
 \*\*\* 2019 Borrowing includes \$9,000,000 cost for jail project.  
 \*\*\*\* Est. annual growth in County Equalized Value = 2.00%



Governmental Fund Types  
December 31, 2014  
Department Activities Over Budget

Department	Account Number	Amount Over Budget	Less Excess Revenue/Under Expenditures	Applied From Account Number	Contingency 100-99-51901-498	From Unassigned Fund Balance 100-00-34290	Comment
Court Commission/Probate	100-26-51240	\$ 15,144.72	\$ 3,535.47	100-06-51330	\$ -	\$ -	Child support allocation
			\$ 11,609.25	100-06-51330 (029)	\$ -	\$ -	Child support (co-op)
Victim Witness	100-22-51315	2,265.35	2,265.35	100-22-51310	-	-	Mainly OT
Human Resources	100-41-51430	7,395.63	5,163.75	100-41-48601	2,231.88	-	Adv & Employment Exp
Courthouse	100-34-51640	18,423.78			18,423.78	-	Additional maintenance
Retiree Health Insurance	100-04-51960	10,131.70	10,131.70	100-04-51961-291	-	-	
Information Services	100-04-51995-498	48,955.40	48,955.40	100-04-51510	-	-	Between Fds - Inventory
Sheriff - MEG unit	100-52-52124	7,460.39	7,460.39	100-52-52120	-	-	OT
Civil Service	100-08-52190	1,362.97			1,362.97	-	
Finance - Fire suppression	100-04-52220	2,236.25	1,036.25	100-04-51510	-	-	
			1,200.00	100-04-51511	-	-	
Emergency Gov't - Incident	100-24-52512	242.55	242.55	100-24-52510	-	-	
Water recreation	100-40-55470	498.15	498.15	100-40-55210	-	-	Insurance premiums
UW extension	100-66-55621	24.84	-		24.84	-	Salaries - Retirement
Hazardous Mitigation	100-28-56151	3,737.08	3,737.08	100-28-47262	-	-	Budget correction
Forestry - Roads	100-28-56163	171,755.34	57,883.74	100-28-56110	-	-	Budget correction
			113,871.60	100-28-47262	-	-	
<b>TOTAL:</b>		<b>289,634.15</b>	<b>267,590.68</b>	-	<b>22,043.47</b>	-	

# Memorandum of Understanding

Between

**Marinette County**  
**1926 Hall Avenue**  
**Marinette WI 54143**  
and

**Michigan Works! The Job Force Board**  
**2950 College Avenue**  
**Escanaba MI 49829**

This Memorandum of Understanding (MOU) sets for the terms and understanding between Marinette County and Michigan Works for usage related to telephone and photo copy equipment located at the Job Center of Wisconsin, 1605 University Drive, Marinette Wisconsin, 54143.

## **Background**

Along with Marinette County, several partner agencies including Michigan Works, occupy space located in the Job Center of Wisconsin. All telephone and computer equipment used by each partner along with related services are owned by and the responsibility of Marinette County. Each month, Marinette County invoices each partner agency their share of the cost.

## **Purpose**

This MOU will set the user fees for telephone and photocopy usage and related service that will be invoiced monthly by Marinette County and paid within 30 days by Michigan Works.

Photocopies/Scans – Determined each year during the Marinette County budget process. Current 2015 amount is \$.03 each.  
Equipment – Actual cost allocated by number of partner agencies. Current 2015 amount is \$77.17 per month.  
Telephone – Line and Long distance charges per monthly billing from CenturyLink.

## **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Marinette County and Michigan Works. This MOU shall become effective upon signature by the authorized officials of each entity and will remain in effect until modified or terminated by any one of the partners by mutual consent.

## **Contact Information**

Marinette County  
Patrick Kass, Finance Director  
1926 Hall Avenue  
Marinette WI 54143  
715-732-7422  
pkass@marinettecounty.com

Michigan Works! The Job Force Board  
Deb Doyle, COO  
2950 College Avenue  
Escanaba MI 49829  
906-789-0558, ext. 245  
ddoyle@joborce.org

\_\_\_\_\_ Date:  
Kathy Brandt, County Clerk  
Marinette County

\_\_\_\_\_ Date:  
Deb Doyle, COO  
Michigan Works! The Job Force Board

## RESOLUTION NO. 437 - 15

### CREATING A CAPITAL IMPROVEMENT PLAN WORK GROUP (CIPWG)

WHEREAS, the process of allocation of capital for various road and capital purchases is an essential part of developing the County's annual budget and maintaining the County's capital assets; and

WHEREAS, establishing a CIPWG is seen as a benefit to streamline and improve the process of selecting projects to be included within the annual Capital Improvement Plan (CIP); and

WHEREAS, the County Administrator will develop procedures which describe the process for selecting projects for inclusion in the Capital Improvement Plan; and

WHEREAS, all departments shall in April of each year submit to the Administrator all anticipated capital improvement projects requiring action for the next budget year and the ensuing four years; and

WHEREAS, the Administrator shall call the CIPWG together and the CIPWG shall consider the relative need, impact, timing and cost of the expenditures in the CIP and the effect each will have on the financial position of the County; and

WHEREAS, in June of each year the Administrator will present the CIP along with the CIPWG recommendations to the Finance Committee for possible recommendation to the County Board for consideration within the annual budget; and

WHEREAS, no appropriation shall be voted upon by the County Board unless the proposed capital improvement is considered in a CIP or if not in the CIP the CIPWG has submitted a report to the Finance Committee and County Board explaining the omission of the project or purchase; and

WHEREAS, funding for the CIP will be comprised of a mix of non-tax levy revenues, debt, and tax levy with the composition of such funds to be recommended by the County Administrator based upon the financial condition of the County; and

WHEREAS, the County Board will need to issue the appropriate amount of General Obligation bonds/notes to fund the CIP.

THEREFORE BE IT RESOLVED, a workgroup shall be created to be known as the Capital Improvement Plan Working Group (CIPWG), composed of the Sheriff or Designee, Highway Commissioner, Facilities Director, Forestry and Parks Administrator, Emergency Management Director, Communications Director, Information Services Director and Finance Director.

THEREFORE BE IT RESOLVED, the CIPWG recommendations will be followed as closely as possible by the approving authorities, understanding that the ultimate decision for all funding is vested within the Administrator and County Board as part of the annual budget process.

---

Vilas Schroeder, Chairperson

Recommended – Finance Committee April 13, 2015

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Kathy K. Brandt, County Clerk

Marinette County Finance Department

Fiscal Impact Statement

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Number 437 - 15

Ordinance

Resolution

***CREATING A CAPITAL IMPROVEMENT PLAN WORK GROUP (CIPWG)***

Fiscal Impact Statement:

*No fiscal impact.*

*Patrick Kass*

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Patrick Kass  
Finance Director

April 7, 2015

---

Date

**RESOLUTION No. 439-15**

**OPPOSING THE COUNTY WIDE ASSESSMENT INITIATIVE CONTAINED IN THE PROPOSED STATE BUDGET**

WHEREAS, assessments of property values are currently undertaken by the individual municipalities wherein the properties are contained; and

WHEREAS, contained within the State Budget as proposed by Governor Walker is a change in the law which would impose a system of county assessment for all but cities of the first and second classes; and

WHEREAS, under this proposal property assessments would be handled at the county level for all of Marinette County; and

WHEREAS, despite an increase in responsibility and duties, including a requirement for annual assessments, no additional monies are allocated in the proposed State Budget; and

WHEREAS, the proposal instead suggests that these new responsibilities be funded by the county billing the effected municipalities an amount no greater than 95% of what the municipality paid to conduct its own assessments; and

WHEREAS, not all municipalities conduct yearly assessments and therefore it is highly unlikely that 95% of any municipalities historic costs would be sufficient to support county wide assessment; and

WHEREAS, such a program could therefore result in a mandated program without a sufficient means for funding it.

NOW THEREFORE BE IT RESOLVED, that the County Board of Supervisors does formally oppose any plan which would impose new requirements upon Marinette County without an accompanying credible and sufficient means for funding; and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to Governor Walker, the Joint Finance Committee of the Wisconsin Legislature, and the legislators for Marinette County.

Adopted this 21<sup>st</sup> day of April 2015 by a majority of a quorum of the Marinette County Board.

\_\_\_\_\_  
Vilas Schroeder, Chairperson

\_\_\_\_\_  
Katherine Brandt, County Clerk

Submitted By: Marinette County Land Information Committee – 4/13/2015

Marinette County Finance Department  
Fiscal Impact Statement

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Number 439-15

Ordinance

Resolution

***RESOLUTION OPPOSING THE COUNTY WIDE ASSESSMENT  
INITIATIVE CONTAINED IN THE PROPOSED STATE BUDGET***

Fiscal Impact Statement:

*The resolution itself has no fiscal impact. If the proposed initiative were to become part of the States 2015-2017 Budget, the fiscal impact to the County is unknown at this time. The resolution list possible unfunded cost while the State Department of Revenue is estimating cost savings at the local level due to economies of scale in the property assessment functions.*

***Patrick Kass***

Patrick Kass  
Finance Director

April 8, 2015

Date

**Marinette County Portfolio Holdings**  
**Finance Director's Monthly Report With % of Portfolio**  
**3/31/2015**

Report Format: By CUSIP/Ticker

Group By: Security Type

Average By: Cost Value

Description	CUSIP/Ticker	Maturity Date	YTM @ Cost	Cost Value	Market Value	% of Portfolio
<b>Certificate Of Deposit</b>						
American Deposit Management 1.49 3/25/2018	CDSTARION6	3/25/2018	1.49	245,000.00	245,000.00	0.71
Bank North 0.902 5/17/2016	CD11780-16	5/17/2016	0.902	198,373.84	198,373.84	0.57
Bank North 1.153 10/22/2015	CD8051-15	10/22/2015	1.153	187,871.36	187,871.36	0.54
Farmers & Merchants Bank 1.25 7/18/2015	CD113077623-15	7/18/2015	1.25	203,351.83	203,351.83	0.59
First Merit 1.09 8/8/2017	CD1020571345-17	8/8/2017	1.09	107,362.11	107,362.11	0.31
First Merit 1.12 12/29/2016	CD4534026648-16	12/29/2016	1.12	49,293.48	49,293.48	0.14
First Merit 1.14 12/5/2016	CD1020196254-16	12/5/2016	1.14	227,468.85	227,468.85	0.66
First National Bank of Niagara 1.2 8/23/2017	CD24504-17	8/23/2017	1.2	221,088.89	221,088.89	0.64
Nicolet National Bank 0.6 2/18/2017	CD6097529-17	2/18/2017	0.6	320,917.17	320,917.17	0.93
Nicolet National Bank 1 9/29/2015	CD605724-12	9/29/2015	1	410,096.45	410,096.45	1.19
Nicolet Ntl Bank 1.2 1/28/2017	CD6122435-17	1/28/2017	1.2	364,339.49	364,339.49	1.05
Peshtigo National Bank 0.45 1/31/2016	CD14105441-16	1/31/2016	0.45	209,144.14	209,144.14	0.61
Peshtigo National Bank 0.45 7/4/2015	CD12306-15	7/4/2015	0.45	192,555.75	192,555.75	0.56
Peshtigo National Bank 0.45 7/4/2015	CD12306-15	7/4/2015	0.45	21,124.21	21,124.21	0.06
Peshtigo National Bank 0.95 5/18/2017	CD14105441-17	5/18/2017	0.95	204,909.77	204,909.77	0.59
Peshtigo National Bank 1 1/25/2017	CD11741-17	1/25/2017	1	162,342.30	162,342.30	0.47
Peshtigo National Bank 1 8/18/2017	CD11627-17	8/18/2017	1	218,573.21	218,573.21	0.63
Peshtigo National Bank 1.05 3/21/2016	CD14105441	3/21/2016	1.05	255,277.56	255,277.56	0.74
Stephenson National Bank 0.5 12/21/2015	CD100436922-15	12/21/2015	0.5	205,310.03	205,310.03	0.59
Stephenson National Bank 1 1/22/2018	CD100431428-18	1/22/2018	1	61,170.21	61,170.21	0.18
<b>Sub Total / Average</b>			<b>0.971</b>	<b>4,065,570.65</b>	<b>4,065,570.65</b>	<b>11.77</b>
<b>Compound CD</b>						
Bank Mutual 0.85 5/11/2017	CDAR1016638214	5/11/2017	0.85	1,007,503.35	1,007,503.35	2.92
Bank Mutual 0.87 5/4/2017	CDAR1016614803	5/4/2017	0.87	503,924.38	503,924.38	1.46
Farmers & Merchants Bank 0.75 9/21/2015	CD0113078489-15	9/21/2015	0.75	110,430.29	110,430.29	0.32
Laona State Bank 1.51 4/15/2016	CD26168-16	4/15/2016	1.51	169,948.32	169,948.32	0.49
Stephenson National Bank & Trust 0.68 10/27/20	CDAR1015960031	10/27/2016	0.68	1,065,348.01	1,065,348.01	3.08
<b>Sub Total / Average</b>			<b>0.826</b>	<b>2,857,154.35</b>	<b>2,857,154.35</b>	<b>8.27</b>
<b>Corporate Bond</b>						
Barclays Bank PLC MTN Var. Corp 9/12/2017	06738KSZ5	9/12/2017	2.267	1,020,000.00	1,023,630.00	2.95
GE CAP CORP MTN BE 5.625 9/15/2017	36962G3H5	9/15/2017	1.656	892,893.59	829,342.50	2.59
Westpac Bkg Corp 2.55 6/15/2016	9612BAA5	6/15/2016	1.5	1,033,952.00	1,006,250.00	2.99
<b>Sub Total / Average</b>			<b>1.813</b>	<b>2,946,845.59</b>	<b>2,859,222.50</b>	<b>8.53</b>
<b>FHLMC Bond</b>						
FHLMC 2 5/1/2028	3128MMQU0	3/30/2018	2.003	839,496.90	840,436.53	2.43
FHLMC 2783 PD REMIC MBS 5 1/15/2033	VS31394X4G8	7/1/2015	4.677	20,137.56	19,291.85	0.06
FHLMC MBS 1 5/26/2017	3134G6EW9	5/26/2017	1	1,000,000.00	1,001,130.00	2.9
FHLMC MBS 2 9/15/2041	3137AM2T3	10/1/2018	1.474	696,425.60	683,726.06	2.02
FHLMC MBS 2.5 4/15/2038	3137A0UL7	4/23/2015	3.295	478,303.44	504,524.42	1.38
FHLMC MBS 2.5 7/15/2032	3137B15Z1	9/4/2018	2.205	840,263.52	849,880.29	2.43
FHLMC MBS 3.5 10/15/2028	3137AACT8	8/22/2015	2.402	50,316.62	50,945.67	0.15
FHLMC Pool # 18469 MBS 2 6/1/2028	3128MMQX4	1/25/2019	2.6	815,612.18	841,654.99	2.36
FHR 3835 BA MBS 4 8/15/2038	3137A9VR4	5/29/2015	2.803	639,742.85	656,817.78	1.85
<b>Sub Total / Average</b>			<b>2.094</b>	<b>5,380,298.67</b>	<b>5,448,407.59</b>	<b>15.58</b>
<b>FNMA Bond</b>						
FNMA MBS 1.25 4/25/2028	3136ADEN5	8/22/2016	1.25	731,785.83	713,733.32	2.12
FNMA MBS 2 12/25/2039	3136A93M8	5/25/2017	1.599	830,417.82	820,466.30	2.4
FNMA MBS 2 2/25/2041	3136A2R39	8/23/2017	3.307	798,554.29	828,669.76	2.31
FNMA MBS 2 7/25/2041	3136A75F5	2/1/2019	3.552	308,281.19	331,350.19	0.89
FNMA MBS 2 8/25/2041	3136A5GF7	2/1/2019	3.695	260,476.75	281,666.22	0.75
FNMA MBS 2.5 1/25/2042	3136A7RJ3	9/1/2018	2.772	362,856.71	375,040.99	1.05
FNMA MBS 2.5 5/25/2039	3136AHAZ3	12/1/2017	2.474	1,722,171.22	1,765,327.11	4.99
FNMA MBS 2.5 7/25/2043	3136AF3R3	1/7/2017	2.6	747,784.47	782,037.03	2.16
FNMA MBS 3 1/25/2040	31398SP80	4/27/2015	3.399	421,511.80	443,302.56	1.22
FNMA MBS 4 2/25/2039	31397SE83	6/1/2016	2.54	813,777.27	800,306.29	2.36
FNMA MBS 5 2/25/2038	31396YHT2	7/1/2017	2.156	73,620.50	72,763.10	0.21
FNMA MBS 5 7/25/2050	31398THK0	9/16/2015	4.635	482,471.26	490,657.32	1.4
<b>Sub Total / Average</b>			<b>2.654</b>	<b>7,553,709.11</b>	<b>7,705,320.19</b>	<b>21.87</b>
<b>GNMA Bond</b>						
GNMA MBS 3.5 7/20/2036	38378DX91	5/1/2017	1.244	380,094.82	372,955.57	1.1
GNMA MBS 4.25 2/16/2041	38377VFU5	5/1/2019	3.061	765,482.78	763,351.87	2.22
GNMA MBS 4.5 9/20/2039	38377TG70	8/1/2016	3.704	368,998.78	374,632.32	1.07
GNMA REMIC 2009-54 PH MBS 5 7/20/2039	38374VC98	1/1/2019	2.186	452,993.91	439,333.31	1.31
GNR 09-14 ND MBS 5 3/20/2039	38374XAE5	11/13/2023	4.896	166,506.34	198,069.16	0.48
<b>Sub Total / Average</b>			<b>2.806</b>	<b>2,134,076.63</b>	<b>2,148,342.23</b>	<b>6.18</b>
<b>Local Government Investment Pool</b>						
Local Government Investment Pool LGIP	LGIP		0.12	4,478,660.59	4,478,660.59	12.97
<b>Sub Total / Average</b>			<b>0.12</b>	<b>4,478,660.59</b>	<b>4,478,660.59</b>	<b>12.97</b>
<b>Money Market</b>						
American Deposit Mgmt Co MM	7653751		0.17	1,380,095.75	1,380,095.75	4
Department of National Resources MM	DNR		0.12	699,117.81	699,117.81	2.02
<b>Sub Total / Average</b>			<b>0.153</b>	<b>2,079,213.56</b>	<b>2,079,213.56</b>	<b>6.02</b>
<b>Municipal Bond</b>						
NEW YORK NY CITY TRANS FIN 4.75 2/1/2020	64971ML34	2/1/2020	2.52	268,984.80	267,326.40	0.78
<b>Sub Total / Average</b>			<b>2.52</b>	<b>268,984.80</b>	<b>267,326.40</b>	<b>0.78</b>
<b>Negotiable Certificate Of Deposit</b>						
Ally Bank 1.15 9/26/2016	02006LAE3	9/26/2016	1.15	240,000.00	240,000.00	0.69
Connectone Bank 0.9 5/30/2017	20786AAR6	5/30/2017	0.9	240,000.00	240,000.00	0.69
Discover Bank 0.55 4/6/2015	CD254671MC1	4/6/2015	0.55	240,000.00	240,000.00	0.69
First Niagara Bank NY 0.9 2/24/2017	33583CMW6	2/24/2017	0.9	249,000.00	249,000.00	0.72
GE Capital Retail 1.05 4/11/2017	36830KH73	4/11/2017	1.05	240,000.00	240,000.00	0.69
Goldman Sachs Bank USA 1 2/27/2017	38148JLM1	2/27/2017	1	250,000.00	250,000.00	0.72
Sallie Mae Bank 1.5 10/30/2017	795450UF0	10/30/2017	1.5	250,000.00	250,000.00	0.72
<b>Sub Total / Average</b>			<b>1.009</b>	<b>1,709,000.00</b>	<b>1,709,000.00</b>	<b>4.95</b>
<b>SBA</b>						
SBA DEV PART CERT MBS 2.76 10/1/2031	83162CUH4	2/14/2019	1.706	838,207.82	813,186.57	2.43
SBIC 2005-10B MBS 4.941 9/10/2015	831641DZ5	7/4/2015	3.77	228,031.86	217,829.78	0.66
<b>Sub Total / Average</b>			<b>2.147</b>	<b>1,066,239.68</b>	<b>1,031,016.35</b>	<b>3.09</b>
<b>Total / Average</b>			<b>1.578</b>	<b>34,539,753.63</b>	<b>34,649,234.41</b>	<b>100</b>

**MARINETTE COUNTY  
 QUARTERLY REVIEW  
 PERIOD ENDING MARCH, 2015**

**By Activity Total**

<b>DEPARTMENT</b>	<b>Activity</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>% Spent</b>	<b>Comments</b>
<b>Fund 100</b>						
Illegal taxes	Operational expenditures	2,000.00	58,309.33	(\$56,309)	2915.47%	Levy limit adjustment
Sheriff	Jail - OT	\$20,000	\$18,550	\$1,450	92.75%	From salaries
<b>Fund 201</b>						
Highway	Snow & Ice Removal	\$997,077	\$502,320	\$494,757	50.38%	Last year at 75%
<b>Revenues:</b>	Sales tax					Gas price per gallon

Prepared by Finance:



REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	165867	02550	03/26/15	00000	06459	AEGIS CORPORATION	INV1187 - POLICY 4/1/15 TO 4/1/16			
00000	165867	02550	03/26/15	00000	06459	AEGIS CORPORATION	CRIME POLICY #CCP0051956 14	705-04-51930-511-000		1,936.00
00000	000000	01877	03/09/15	00000	02640	COMPTON, DONNA				
00000	000000	01877	03/09/15	00000	02640	COMPTON, DONNA	CHECK SIGNING	100-99-54610-498-000		73.60
00000	165629	02110	03/12/15	00000	03795	CONTINGENCY PLANNING SOLUTIONS	INV. #4661 2015 PAYMENT #1 UPGRADE			
00000	165629	02110	03/12/15	00000	03795	CONTINGENCY PLANNING SOLUTIONS	INV. #4661 RC833 VAULT UPGRADE	702-20-51450-468-000	14,166.52	
00000	165629	02109	03/12/15	00000	03795	CONTINGENCY PLANNING SOLUTIONS	INV. #4662 2015 PAYMENT #1 -UPGRADE SYST			
00000	165629	02109	03/12/15	00000	03795	CONTINGENCY PLANNING SOLUTIONS	INV. #4662 2015 PAYMENT #1	702-20-51450-468-000	15,166.52	29,333.04
00000	165862	02547	03/26/15	00000	02573	COUNTRY MILE	JAIL & COURTHOUSE SHRED DOCUMENTS 3/12			
00000	165862	02547	03/26/15	00000	02573	COUNTRY MILE	INVOICE #20655	100-34-51640-444-000		232.98
00000	165789	02341	03/19/15	00000	00387	DEPT OF ADMINISTRATION	INV. #065847			
00000	165789	02341	03/19/15	00000	00387	DEPT OF ADMINISTRATION	INVOICE #065847	702-20-51450-468-000		3,060.00
00000	000000	01843	03/09/15	00000	03771	DJUPSTROM, LINDA				
00000	000000	01843	03/09/15	00000	03771	DJUPSTROM, LINDA	FEBURARY WELLNESS YOGA	810-99-51432-405-000	25.00	
00000	000000	02116	03/16/15	00000	03771	DJUPSTROM, LINDA	FEB HEALTH CLUB REIMBURSEMENT DJUPSTROM			
00000	000000	02116	03/16/15	00000	03771	DJUPSTROM, LINDA	FEB HEALTH CLUB REIM DJUPSTROM	810-99-51432-406-000	15.00	
00000	000000	02549	03/27/15	00000	03771	DJUPSTROM, LINDA	MARCH 2015 YOGA			
00000	000000	02549	03/27/15	00000	03771	DJUPSTROM, LINDA	YOGA 3/17/15	810-99-51432-402-000	25.00	65.00
00000	000000	02112	03/16/15	00000	07039	EMPLOYEE RESOURCE CENTER, INC	INV. #ERC-0215-1176 MONTHLY EAP SERVICES			
00000	000000	02112	03/16/15	00000	07039	EMPLOYEE RESOURCE CENTER, INC	INV. #ERC-0215-1176 MONTHLY	100-04-51961-291-000		910.00
00000	165525	01833	03/05/15	00105	00011	ENERGY CONTROL & DESIGN				
00000	165525	01833	03/05/15	00105	00011	ENERGY CONTROL & DESIGN	#72865IN REPL GAS REGULATOR	100-64-55630-467-000*	1,001.04	
00000	165525	01834	03/05/15	00102	00011	ENERGY CONTROL & DESIGN	#72864IN REPL 2GAS REGULATORS	100-64-55630-467-000*	1,015.00	
00000	165525	01835	03/05/15	00103	00011	ENERGY CONTROL & DESIGN	#72928IN SS MESH BURNER-BOILR	100-64-55630-467-000*	5,160.00	
00000	165525	01836	03/05/15	00104	00011	ENERGY CONTROL & DESIGN	#72927IN NEW HOT WATER HEATER	100-64-55630-467-000*	9,382.00	
00000	165525	01837	03/05/15	00108	00011	ENERGY CONTROL & DESIGN	#72929IN INSTALL BAKFLOW BOIL	100-64-55630-467-000*	1,470.00	18,028.04
00000	165800	02350	03/19/15	00000	01414	FEDERAL EXPRESS CORPORATION	INV. #2-956-83442			
00000	165800	02350	03/19/15	00000	01414	FEDERAL EXPRESS CORPORATION	COUNTY BOARD	100-16-51110-411-000		33.22
00000	000000	02361	03/23/15	00000	02956	GOSPODAREK, SARAH	COA MEETING PER DIEM 3/11/15			
00000	000000	02361	03/23/15	00000	02956	GOSPODAREK, SARAH	COA MEETING PER DIEM 3/11/15	100-99-54610-498-000		63.65
00000	165627	02114	03/12/15	00000	03686	GUSEK, MIMI	FEB HEALTH CLUB REIMBURSEMENT			
00000	165627	02114	03/12/15	00000	03686	GUSEK, MIMI	FEB HEALTH CLUB REIMBURSEMENT	810-99-51432-406-000		15.00
00000	000000	02132	03/16/15	00000	02371	JP MORGAN CHASE	A RIFKIN CO			
00000	000000	02132	03/16/15	00000	02371	JP MORGAN CHASE	CANVASS CARTRIDGE BAGS	100-18-51440-410-000	365.36	

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	000000	02648	03/27/15	00000	02371	JP MORGAN CHASE	ACE HARDWARE			
00000	000000	02648	03/27/15	00000	02371	JP MORGAN CHASE	HHS SMALL TOOLS	100-34-51640-462-000	29.98	
00000	000000	02206	03/16/15	00000	02371	JP MORGAN CHASE	ALADDIN FIRE PROTECTION L			
00000	000000	02206	03/16/15	00000	02371	JP MORGAN CHASE	HHS ANNUAL FIRE ALARM INSPECT	100-34-51640-291-000	191.25	
00000	000000	02207	03/16/15	00000	02371	JP MORGAN CHASE	LIB ANNUAL FIRE ALARM INSPECTI	100-34-51640-291-000	170.00	
00000	000000	01657	03/02/15	00000	02371	JP MORGAN CHASE	AMAZON.COM, INC.			
00000	000000	01657	03/02/15	00000	02371	JP MORGAN CHASE	CABLE CONNECTOR	702-20-51450-468-000	5.29	
00000	000000	01665	03/02/15	00000	02371	JP MORGAN CHASE	ETHERNET CABLES	702-20-51450-468-000	59.94	
00000	000000	01685	03/02/15	00000	02371	JP MORGAN CHASE	CABLES	702-20-51450-468-000	172.32	
00000	000000	01941	03/09/15	00000	02371	JP MORGAN CHASE	OFFICE SUPPLIES	702-20-51450-468-000	104.65	
00000	000000	02122	03/16/15	00000	02371	JP MORGAN CHASE	BACKUP TAPES	702-20-51450-468-000	220.49	
00000	000000	02137	03/16/15	00000	02371	JP MORGAN CHASE	MICROPHONE COVERS	702-20-51450-468-000	2.28	
00000	000000	02190	03/16/15	00000	02371	JP MORGAN CHASE	2014 QUICKBOOKS PREMIER SOFTWA	100-04-51510-410-000	373.98	
00000	000000	02452	03/23/15	00000	02371	JP MORGAN CHASE	CH BELT SANDER TAXES FIXED	100-34-51640-462-000	11.92CR	
00000	000000	02221	03/16/15	00000	02371	JP MORGAN CHASE	AUTOMATED LOGIC CONTRACT			
00000	000000	02221	03/16/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	1,085.00	
00000	000000	01938	03/09/15	00000	02371	JP MORGAN CHASE	CDW CORPORATION			
00000	000000	01938	03/09/15	00000	02371	JP MORGAN CHASE	CISCO SMART NET	702-20-51450-468-000	32,218.91	
00000	000000	02630	03/27/15	00000	02371	JP MORGAN CHASE	RENEW 1/2 VMWARE SUPPORT	702-20-51450-495-000	5,110.00	
00000	000000	02688	03/27/15	00000	02371	JP MORGAN CHASE	CENTURYLINK COMMUNICATION			
00000	000000	02688	03/27/15	00000	02371	JP MORGAN CHASE	PHONE	702-00-13800-000-000	712.18	
00000	000000	02626	03/27/15	00000	02371	JP MORGAN CHASE	COLUMBIA PIPE & SUPPLY			
00000	000000	02626	03/27/15	00000	02371	JP MORGAN CHASE	LIB BOILER ISOLATION VALVE	100-34-51640-467-125	108.41	
00000	000000	01674	03/02/15	00000	02371	JP MORGAN CHASE	DAN'S FASTER LUBE			
00000	000000	01674	03/02/15	00000	02371	JP MORGAN CHASE	MP #34 2014 FORD FUSION	704-34-51480-458-000	46.00	
00000	000000	01721	03/02/15	00000	02371	JP MORGAN CHASE	MP 2014 FORD FUSION	704-34-51480-458-000	28.00	
00000	000000	01943	03/09/15	00000	02371	JP MORGAN CHASE	#24 MAINTENANCE	704-34-51480-458-000	48.84	
00000	000000	01945	03/09/15	00000	02371	JP MORGAN CHASE	#11 MAINTENANCE	704-34-51480-458-000	2.00CR	
00000	000000	01946	03/09/15	00000	02371	JP MORGAN CHASE	#12 09-CHEVY 1500	704-34-51480-458-000	32.84	
00000	000000	01955	03/09/15	00000	02371	JP MORGAN CHASE	#28 MAINTENANCE	704-34-51480-458-000	96.00	
00000	000000	01970	03/09/15	00000	02371	JP MORGAN CHASE	#21 2010 FORD ESCAPE	704-34-51480-458-000	28.00	
00000	000000	01979	03/09/15	00000	02371	JP MORGAN CHASE	#26 2011 FORD FUSION	704-34-51480-458-000	28.00	
00000	000000	02011	03/09/15	00000	02371	JP MORGAN CHASE	# 30 MAINTENANCE	704-34-51480-458-000	48.53	
00000	000000	02161	03/16/15	00000	02371	JP MORGAN CHASE	# 89 FORD VAN	704-34-51480-458-000	28.00	
00000	000000	02445	03/23/15	00000	02371	JP MORGAN CHASE	#26 MAINTENANCE	704-34-51480-458-000	30.84	
00000	000000	02631	03/27/15	00000	02371	JP MORGAN CHASE	#25	704-34-51480-458-000	30.84	
00000	000000	02682	03/27/15	00000	02371	JP MORGAN CHASE	#36	704-34-51480-458-000	28.00	
00000	000000	02615	03/27/15	00000	02371	JP MORGAN CHASE	DELL MARKETING L.P.			
00000	000000	02615	03/27/15	00000	02371	JP MORGAN CHASE	LIFEBOOK STYLUS	702-20-51450-468-000	31.49	
00000	000000	01671	03/02/15	00000	02371	JP MORGAN CHASE	ELIZABETH MARIE EBSCH			
00000	000000	01671	03/02/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	134.27	
00000	000000	01972	03/09/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	49.99	
00000	000000	02517	03/23/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES FOR ALL BU	100-34-51640-444-000	303.94	
00000	000000	02252	03/16/15	00000	02371	JP MORGAN CHASE	FLUID HANDLING INC			
00000	000000	02252	03/16/15	00000	02371	JP MORGAN CHASE	LIB PARTS	100-34-51640-467-125	26.11	
00000	000000	01908	03/09/15	00000	02371	JP MORGAN CHASE	GLOBAL KNOWLEDGE TRAINING			
00000	000000	01908	03/09/15	00000	02371	JP MORGAN CHASE	SQL SERVER TRAINING	702-20-51450-424-000	1,705.25	
00000	000000	02609	03/27/15	00000	02371	JP MORGAN CHASE	GRAESE ELECTRIC			
00000	000000	02609	03/27/15	00000	02371	JP MORGAN CHASE	LIB BUILDING MAINTENANCE	100-34-51640-467-125	342.05	
00000	000000	01765	03/02/15	00000	02371	JP MORGAN CHASE	GRAYBAR ELECTRIC COMPANY			
00000	000000	01765	03/02/15	00000	02371	JP MORGAN CHASE	ANNEX BUILDING SUPPLIES	100-34-51640-467-121	59.31	
00000	000000	02186	03/16/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	117.39	

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	000000	02205	03/16/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	361.04	
00000	000000	02622	03/27/15	00000	02371	JP MORGAN CHASE	J F AHERN CO			
00000	000000	02622	03/27/15	00000	02371	JP MORGAN CHASE	ANNUAL EXTINGUISHER MAINT	100-34-51640-291-000	41.95	
00000	000000	02569	03/27/15	00000	02371	JP MORGAN CHASE	JET INDSTRL & CNSTRCTN SP			
00000	000000	02569	03/27/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINT SUPPLIES RE	100-34-51640-467-122	36.90	CR
00000	000000	02573	03/27/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	14.95	
00000	000000	02589	03/27/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	21.95	
00000	000000	02189	03/16/15	00000	02371	JP MORGAN CHASE	JIM HOFER LLC			
00000	000000	02189	03/16/15	00000	02371	JP MORGAN CHASE	COURTROOM / CONFERENCE ROOM SI	702-44-51460-291-000	49.36	
00000	000000	01744	03/02/15	00000	02371	JP MORGAN CHASE	JOHNSON CONTROLS INC			
00000	000000	01744	03/02/15	00000	02371	JP MORGAN CHASE	LIB EQUIPMENT	100-34-51640-468-125	219.47	
00000	000000	01965	03/09/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	504.00	
00000	000000	02156	03/16/15	00000	02371	JP MORGAN CHASE	CH BUILDING MAINTENANCE	100-34-51640-467-120	5,957.10	
00000	000000	02230	03/16/15	00000	02371	JP MORGAN CHASE	CH BUILDING MAINTENANCE	100-34-51640-467-120	900.00	
00000	000000	02587	03/27/15	00000	02371	JP MORGAN CHASE	KALAHARI RESORT-WI			
00000	000000	02587	03/27/15	00000	02371	JP MORGAN CHASE	RESERVATION - KJ WPHA CONFEREN	100-16-51110-435-000	70.00	
00000	000000	01991	03/09/15	00000	02371	JP MORGAN CHASE	KROLL FACTUAL DATA, INC.			
00000	000000	01991	03/09/15	00000	02371	JP MORGAN CHASE	1/2 MAINT FEE FOR CDBG/RLF	208-99-56720-568-000	12.50	
00000	000000	01991	03/09/15	00000	02371	JP MORGAN CHASE	1/2 MAINT FEE FOR CDBG/RLF	209-99-56720-568-000	12.50	
00000	000000	02458	03/23/15	00000	02371	JP MORGAN CHASE	L A BUSSE INC			
00000	000000	02458	03/23/15	00000	02371	JP MORGAN CHASE	LEC KITCHEN MAINTENANCE	100-34-51640-468-122	326.18	
00000	000000	01705	03/02/15	00000	02371	JP MORGAN CHASE	MENARD INC			
00000	000000	01705	03/02/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	24.85	
00000	000000	01759	03/02/15	00000	02371	JP MORGAN CHASE	WH BUILDING SUPPLIES	100-34-51640-467-126	34.98	
00000	000000	01782	03/02/15	00000	02371	JP MORGAN CHASE	LEC KITCHEN GAS LINES	100-34-51640-467-122	21.90	
00000	000000	01920	03/09/15	00000	02371	JP MORGAN CHASE	CH BULBS	100-34-51640-467-120	43.86	
00000	000000	01921	03/09/15	00000	02371	JP MORGAN CHASE	25" PUSHER	100-34-51640-469-000	59.96	
00000	000000	01921	03/09/15	00000	02371	JP MORGAN CHASE	MP EQUIPMENT REPAIR	704-34-51480-468-000	28.44	
00000	000000	01949	03/09/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	45.02	
00000	000000	01956	03/09/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	7.43	
00000	000000	02172	03/16/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	173.27	
00000	000000	02223	03/16/15	00000	02371	JP MORGAN CHASE	OLD LEC BUILDING SUPPLIES	100-34-51640-467-123	73.90	
00000	000000	02463	03/23/15	00000	02371	JP MORGAN CHASE	ANNEX BUILDING MAINT - CLOCKS	100-34-51640-467-120	19.87	
00000	000000	02479	03/23/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE (H2O	100-34-51640-467-122	87.37	
00000	000000	02496	03/23/15	00000	02371	JP MORGAN CHASE	SMALL TOOLS	100-34-51640-462-000	50.25	
00000	000000	02499	03/23/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	24.95	
00000	000000	02505	03/23/15	00000	02371	JP MORGAN CHASE	LEC JANITORIAL SUPPLIES	100-34-51640-444-000	135.86	
00000	000000	02598	03/27/15	00000	02371	JP MORGAN CHASE	LEC INMATE PAINTING	100-34-51640-467-122	245.38	
00000	000000	02599	03/27/15	00000	02371	JP MORGAN CHASE	CH BUILDING MAINTENANCE	100-34-51640-467-120	53.94	
00000	000000	02620	03/27/15	00000	02371	JP MORGAN CHASE	SMALL TOOLS	100-34-51640-462-000	142.53	
00000	000000	02680	03/27/15	00000	02371	JP MORGAN CHASE	LEC INMATE PAINTING	100-34-51640-467-122	39.55	
00000	000000	02698	03/27/15	00000	02371	JP MORGAN CHASE	CH CHILD SUPPORT SHELF	100-34-51640-467-120	5.55	
00000	000000	01919	03/09/15	00000	02371	JP MORGAN CHASE	MGL FITNESS INC			
00000	000000	01919	03/09/15	00000	02371	JP MORGAN CHASE	REPAIRS AT CTHS & LEC	810-99-51432-980-000	759.62	
00000	000000	02602	03/27/15	00000	02371	JP MORGAN CHASE	MIKE SANDMAN ENTERPRISES			
00000	000000	02602	03/27/15	00000	02371	JP MORGAN CHASE	LEC REC. CELL PHONE SWITCH	100-34-51640-468-122	66.55	
00000	000000	01978	03/09/15	00000	02371	JP MORGAN CHASE	MILLER'S ACTION OFFICE SU			
00000	000000	01978	03/09/15	00000	02371	JP MORGAN CHASE	CALCULATOR FOR KG	100-04-51510-410-000	90.89	
00000	000000	02194	03/16/15	00000	02371	JP MORGAN CHASE	RECEIPT BOOK & COMMAND STRIPS	100-04-51510-410-000	11.54	
00000	000000	01716	03/02/15	00000	02371	JP MORGAN CHASE	NASSCO INC			
00000	000000	01716	03/02/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	390.18	
00000	000000	02633	03/27/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	226.83	

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	000000	02140	03/16/15	00000	02371	JP MORGAN CHASE	NEW-CELL, INC.			
00000	000000	02140	03/16/15	00000	02371	JP MORGAN CHASE	CELLCOM	100-34-51640-225-000	143.12	
00000	000000	02616	03/27/15	00000	02371	JP MORGAN CHASE	CELLCOM INVOICE	702-20-51450-225-000	149.60	
00000	000000	02123	03/16/15	00000	02371	JP MORGAN CHASE	NKS TIRE & SERVICE INC			
00000	000000	02123	03/16/15	00000	02371	JP MORGAN CHASE	#21 2010 FORD ESCAPE	704-34-51480-468-000	249.60	
00000	000000	02200	03/16/15	00000	02371	JP MORGAN CHASE	#26 EQUIP MAINTENANCE	704-34-51480-468-000	432.00	
00000	000000	02476	03/23/15	00000	02371	JP MORGAN CHASE	#88 - 2006 FORD ECONOLINE E350	704-34-51480-468-000	144.00	
00000	000000	01772	03/02/15	00000	02371	JP MORGAN CHASE	NORTHEAST WISCONSIN TECH			
00000	000000	01772	03/02/15	00000	02371	JP MORGAN CHASE	PROJECT MANAGEMENT TRAINING -	100-34-51640-424-000	350.00	
00000	000000	02612	03/27/15	00000	02371	JP MORGAN CHASE	NSD HOTEL ASSOCIATES LLC			
00000	000000	02612	03/27/15	00000	02371	JP MORGAN CHASE	GOV. CONF. ON TOURISM-MANS&BAN	100-16-51110-435-000	339.97	
00000	000000	02670	03/27/15	00000	02371	JP MORGAN CHASE	LODGING FOR GOVCONFONTOURISM (	100-16-51110-435-000	229.98	
00000	000000	02430	03/23/15	00000	02371	JP MORGAN CHASE	OFFICE SUPPLY GROUP			
00000	000000	02430	03/23/15	00000	02371	JP MORGAN CHASE	MBM INVOICE	702-44-51460-291-000	3,816.11	
00000	000000	02239	03/16/15	00000	02371	JP MORGAN CHASE	PARK HOTEL INC.			
00000	000000	02239	03/16/15	00000	02371	JP MORGAN CHASE	LODGING - WCCO CONF	100-18-51420-435-000	240.00	
00000	000000	02462	03/23/15	00000	02371	JP MORGAN CHASE	PARK UNIVERSITY			
00000	000000	02462	03/23/15	00000	02371	JP MORGAN CHASE	5/18 CONF - MANAGE CONFLICT	100-04-51510-424-000	99.00	
00000	000000	01987	03/09/15	00000	02371	JP MORGAN CHASE	PAYPAL			
00000	000000	01987	03/09/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE	100-34-51640-467-122	226.12	
00000	000000	02121	03/16/15	00000	02371	JP MORGAN CHASE	CH BUILDING MAINTENANCE	100-34-51640-467-120	260.05	
00000	000000	02129	03/16/15	00000	02371	JP MORGAN CHASE	PESHTIGO TIMES PRINTERS			
00000	000000	02129	03/16/15	00000	02371	JP MORGAN CHASE	UNCLAIMED FUNDS DISPLAY AD	100-60-51520-426-000	532.95	
00000	000000	02242	03/16/15	00000	02371	JP MORGAN CHASE	SUBSCRIPTION	100-18-51420-429-000	29.00	
00000	000000	02472	03/23/15	00000	02371	JP MORGAN CHASE	ADS FOR UM LIBRARY ROOFING RFP	100-34-51640-426-000	51.10	
00000	000000	02124	03/16/15	00000	02371	JP MORGAN CHASE	PRESTIGE AUTOBODY & TRUCK			
00000	000000	02124	03/16/15	00000	02371	JP MORGAN CHASE	2011 DODGE CARAVAN VEHICLE EQU	704-34-51480-468-000	7,746.75	
00000	000000	02144	03/16/15	00000	02371	JP MORGAN CHASE	2010 FORD FUSION	704-34-51480-468-000	100.80	
00000	000000	01681	03/02/15	00000	02371	JP MORGAN CHASE	RUBER DUCKY ENTERPRISES L			
00000	000000	01681	03/02/15	00000	02371	JP MORGAN CHASE	MP # 34	704-34-51480-468-000	12.00	
00000	000000	02490	03/23/15	00000	02371	JP MORGAN CHASE	#35-26-28-30-20-21 EQUIP MAINT	704-34-51480-468-000	89.00	
00000	000000	01680	03/02/15	00000	02371	JP MORGAN CHASE	S & O LOCK SERVICE			
00000	000000	01680	03/02/15	00000	02371	JP MORGAN CHASE	CH LOCK SERVICE	100-34-51640-467-120	69.99	
00000	000000	01680	03/02/15	00000	02371	JP MORGAN CHASE	LEC LOCK SERVICE	100-34-51640-467-122	54.00	
00000	000000	01680	03/02/15	00000	02371	JP MORGAN CHASE	OLD LEC LOCK SERVICE	100-34-51640-467-123	150.00	
00000	000000	01761	03/02/15	00000	02371	JP MORGAN CHASE	KEYS FOR WELLNESS ROOM	100-34-51640-467-123	30.00	
00000	000000	02419	03/23/15	00000	02371	JP MORGAN CHASE	CH LOCK SERVICE	100-34-51640-467-120	159.00	
00000	000000	02419	03/23/15	00000	02371	JP MORGAN CHASE	OLD LEC LOCK SERVICE	100-34-51640-467-123	150.00	
00000	000000	02509	03/23/15	00000	02371	JP MORGAN CHASE	TRIFLOW FOR LOCKS	100-34-51640-467-000	59.70	
00000	000000	02669	03/27/15	00000	02371	JP MORGAN CHASE	HHS BUILDING KEYS	100-34-51640-467-124	4.00	
00000	000000	01990	03/09/15	00000	02371	JP MORGAN CHASE	SAFELITE GROUP INC			
00000	000000	01990	03/09/15	00000	02371	JP MORGAN CHASE	#28 MINI VAN EQUIPMENT MAINTEN	704-34-51480-468-000	242.90	
00000	000000	02212	03/16/15	00000	02371	JP MORGAN CHASE	#21 EQUIP MAINTENANCE	704-34-51480-468-000	74.94	
00000	000000	02597	03/27/15	00000	02371	JP MORGAN CHASE	SHERWIN WILLIAMS CO			
00000	000000	02597	03/27/15	00000	02371	JP MORGAN CHASE	LEC INMATE PAINTING	100-34-51640-467-122	158.53	
00000	000000	02676	03/27/15	00000	02371	JP MORGAN CHASE	LEC INMATE PAINTING	100-34-51640-467-122	185.35	
00000	000000	02468	03/23/15	00000	02371	JP MORGAN CHASE	SHOOBY S TROPHIES AWARDS			
00000	000000	02468	03/23/15	00000	02371	JP MORGAN CHASE	NAME PLATE	702-44-51460-291-000	12.00	
00000	000000	02684	03/27/15	00000	02371	JP MORGAN CHASE	CH SIGNS	100-34-51640-467-120	20.00	
00000	000000	02197	03/16/15	00000	02371	JP MORGAN CHASE	SQUARE, INC.			
00000	000000	02197	03/16/15	00000	02371	JP MORGAN CHASE	#76 PLOW SHOES	704-34-51480-468-000	43.68	
00000	000000	01758	03/02/15	00000	02371	JP MORGAN CHASE	ST PAUL STAMP WORKS INC			
00000	000000	01758	03/02/15	00000	02371	JP MORGAN CHASE	STAMPS	702-44-51470-291-000	120.22	

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	000000	02164	03/16/15	00000	02371	JP MORGAN CHASE	CUSTOM SIGN	702-44-51460-291-000	18.71	
00000	000000	01773	03/02/15	00000	02371	JP MORGAN CHASE	STAPLES INC			
00000	000000	01773	03/02/15	00000	02371	JP MORGAN CHASE	OFFICE SUPPLIES	100-01-51410-410-000	16.92	
00000	000000	01773	03/02/15	00000	02371	JP MORGAN CHASE	OFFICE SUPPLIES	100-34-51640-410-000	46.65	
00000	000000	02581	03/27/15	00000	02371	JP MORGAN CHASE	TANNER BOLT & NUT INC.			
00000	000000	02581	03/27/15	00000	02371	JP MORGAN CHASE	LEC INMATE PAINTING	100-34-51640-467-122	330.92	
00000	000000	01678	03/02/15	00000	02371	JP MORGAN CHASE	THE BELSON COMPANY, INC.			
00000	000000	01678	03/02/15	00000	02371	JP MORGAN CHASE	SUPPLIES	100-34-51640-444-000	34.34	
00000	000000	01771	03/02/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	426.05	
00000	000000	02133	03/16/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	50.25	
00000	000000	02152	03/16/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	39.81	
00000	000000	02438	03/23/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	81.66	
00000	000000	02575	03/27/15	00000	02371	JP MORGAN CHASE	JANITORIAL SUPPLIES	100-34-51640-444-000	84.04	
00000	000000	01996	03/09/15	00000	02371	JP MORGAN CHASE	THE MOTOR COMPANY INC			
00000	000000	01996	03/09/15	00000	02371	JP MORGAN CHASE	EQUIPMENT MAINTENANCE	704-34-51480-468-000	269.30	
00000	000000	02426	03/23/15	00000	02371	JP MORGAN CHASE	THE WEBSTAIRANT STORE INC			
00000	000000	02426	03/23/15	00000	02371	JP MORGAN CHASE	LEC BUILDING KITCHEN STEAMER	100-34-51640-467-122	202.52	
00000	000000	02641	03/27/15	00000	02371	JP MORGAN CHASE	TIME WARNER CABLE ENTERPR			
00000	000000	02641	03/27/15	00000	02371	JP MORGAN CHASE	INTERNET SERVICE	702-20-51450-225-000	675.00	
00000	000000	02451	03/23/15	00000	02371	JP MORGAN CHASE	TRI-CITY PLUMBING INC			
00000	000000	02451	03/23/15	00000	02371	JP MORGAN CHASE	PO#11 INSTALL 3/4" RPZ	100-64-55630-467-000	495.00	
00000	000000	01730	03/02/15	00000	02371	JP MORGAN CHASE	UNISOURCE WORLDWIDE INC			
00000	000000	01730	03/02/15	00000	02371	JP MORGAN CHASE	PAPER STOCK	702-44-51470-418-000	1,980.00	
00000	000000	02442	03/23/15	00000	02371	JP MORGAN CHASE	UNITED PARCEL SERVICE, IN			
00000	000000	02442	03/23/15	00000	02371	JP MORGAN CHASE	UPS 03-05-15	702-20-51450-411-000	13.15	
00000	000000	02176	03/16/15	00000	02371	JP MORGAN CHASE	UNITED TELEPHONE SOUTHEAS			
00000	000000	02176	03/16/15	00000	02371	JP MORGAN CHASE	PHONE FEB 17 2015	702-00-13800-000-000	2,709.36	
00000	000000	02508	03/23/15	00000	02371	JP MORGAN CHASE	VIKING ELECTRIC SUPPLY, I			
00000	000000	02508	03/23/15	00000	02371	JP MORGAN CHASE	HHS BUILDING MAINTENANCE	100-34-51640-467-124	161.42	
00000	000000	01723	03/02/15	00000	02371	JP MORGAN CHASE	WAL-MART STORES			
00000	000000	01723	03/02/15	00000	02371	JP MORGAN CHASE	BUILDING SUPPLIES	100-34-51640-467-000	24.23	
00000	000000	02165	03/16/15	00000	02371	JP MORGAN CHASE	WEIGHTWATCHERS.COM, INC.			
00000	000000	02165	03/16/15	00000	02371	JP MORGAN CHASE	JANUARY 2015 SUBSIDY	810-99-51432-403-000	44.04	
00000	000000	01706	03/02/15	00000	02371	JP MORGAN CHASE	WESTERN STATES ENVELOPE &			
00000	000000	01706	03/02/15	00000	02371	JP MORGAN CHASE	PAPER STOCK	702-44-51460-418-000	326.70	
00000	000000	02158	03/16/15	00000	02371	JP MORGAN CHASE	WITT AUTO SALES INC			
00000	000000	02158	03/16/15	00000	02371	JP MORGAN CHASE	2014 FORD FOCUS - TOW	704-34-51480-291-000	85.00	
00000	000000	02245	03/16/15	00000	02371	JP MORGAN CHASE	WM EZPAY			
00000	000000	02245	03/16/15	00000	02371	JP MORGAN CHASE	LEC	100-34-51640-444-000	198.36	
00000	000000	02249	03/16/15	00000	02371	JP MORGAN CHASE	CH	100-34-51640-444-000	283.21	
00000	000000	02464	03/23/15	00000	02371	JP MORGAN CHASE	WW GRAINGER			
00000	000000	02464	03/23/15	00000	02371	JP MORGAN CHASE	LIB EQUIP MAINTENANCE (DAMPER)	100-34-51640-468-125	50.05	
00000	000000	02506	03/23/15	00000	02371	JP MORGAN CHASE	ZORO TOOLS INC			
00000	000000	02506	03/23/15	00000	02371	JP MORGAN CHASE	LEC BUILDING MAINTENANCE (ELEC	100-34-51640-467-122	584.31	81,484.84
00000	000000	01842	03/09/15	00000	05939	MARCIULIONIS, MARY				
00000	000000	01842	03/09/15	00000	05939	MARCIULIONIS, MARY	JAN HLTH CLUB REIMB	810-99-51432-406-000	15.00	
00000	000000	02115	03/16/15	00000	05939	MARCIULIONIS, MARY	FEB HEALTH CLUB REIMBURSEMENT-MARCIULION			
00000	000000	02115	03/16/15	00000	05939	MARCIULIONIS, MARY	MARCIULIONIS FEB HEALTH REIMB	810-99-51432-406-000	15.00	30.00
00000	165791	02401	03/19/15	00000	00666	MARINETTE WATER UTILITY	WATER BILL DATE 2/28/15			
00000	165791	02401	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 59070.00	100-34-51640-229-000	292.96	

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	165791	02401	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 59061.00	100-34-51640-229-000	350.30	
00000	165791	02401	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 19927.00	100-34-51640-229-000	2,219.53	
00000	165791	02401	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 19928.00	100-34-51640-229-000	81.91	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7817600.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7817900.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7853800.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7839300.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7839200.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7872300.00	100-34-51640-229-000	9.55	
00000	165791	02402	03/19/15	00000	00666	MARINETTE WATER UTILITY	ACCT: 7836000.00	100-34-51640-229-000	9.55	3,011.55
00000	000000	02376	03/23/15	00000	91461	MATELSKI, JOHN R	MEETING 3/11/15			
00000	000000	02376	03/23/15	00000	91461	MATELSKI, JOHN R	MEETING 3/11/15 PER DIEM	100-99-54610-498-000		69.40
00000	165812	02360	03/19/15	00000	02953	MEYERS, RON	MARINETTE COUNTY ELDERLY SERVICE MTG			
00000	165812	02360	03/19/15	00000	02953	MEYERS, RON	MEETING PER DIEM 3/11/15	100-99-54610-498-000		64.80
00000	000000	02358	03/23/15	00000	02875	NOWAK, ROSEMARY	MONTHLY MEETING PER DIEM 3/11/15			
00000	000000	02358	03/23/15	00000	02875	NOWAK, ROSEMARY	MONTHLY MEETING PER DIEM	100-99-54610-498-000		64.80
00000	165552	01881	03/05/15	00000	03724	PRIDE BUILDERS II, LLC	LEC HEATED STORAGE APP#5	401-99-57000-755-000	35,820.98	
00000	165552	01882	03/05/15	00000	03724	PRIDE BUILDERS II, LLC	LEC HEATED STORAGE APP#6	401-99-57000-755-000	15,606.12	51,427.10
00000	000000	02095	03/16/15	00000	01439	SUN LIFE ASSURANCE COMPANY	LIFE INSURANCE MAR 2015, CLIENT #094082			
00000	000000	02095	03/16/15	00000	01439	SUN LIFE ASSURANCE COMPANY	CLIENT #094082, BILLING GRP001	705-04-51970-511-000		1,435.89
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	INVOICE #126805 - FEB. 2 - 27, 2015			
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	ADMINISTRATOR	100-01-51410-411-000	7.62	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	FINANCE	100-04-51510-411-000	42.70	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	CORP COUNSEL	100-14-51320-411-000	34.98	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	COUNTY BOARD	100-16-51110-411-000	42.70	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	COUNTY CLERK	100-18-51420-411-000	51.15	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	ELECTION	100-18-51440-411-000	7.62	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	MAINTENANCE	100-34-51640-411-000	7.62	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	TREASURER	100-60-51520-411-000	1,371.67	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	IN REM	100-60-51911-411-000	127.58	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	INFORMATION SERVICES	702-20-51450-411-000	3.28	
00000	165787	02395	03/19/15	00000	00096	UNITED MAILING SERVICES INC	WORKMANS COMP	705-04-51950-411-000	3.28	1,700.20
00000	000000	02545	03/27/15	00012	01481	VILLAGE OF COLEMAN TREASURER	2013 PP TAX CHARGEBK STATE & CTY SHARE			
00000	000000	02545	03/27/15	00012	01481	VILLAGE OF COLEMAN TREASURER	2013 PP TAX CHARGEBK	100-60-51912-553-000	1.49	
00000	000000	02545	03/27/15	00012	01481	VILLAGE OF COLEMAN TREASURER	2013 PP TAX CHARGEBK	100-60-51912-553-000	37.32	38.81
00000	000000	02394	03/23/15	00000	00899	VOYAGER FLEET SYSTEMS INC	INVOICE #869156877510			
00000	000000	02394	03/23/15	00000	00899	VOYAGER FLEET SYSTEMS INC	INV. #869156877510	704-34-51480-458-000		1,362.18

REF NBR	CHECK NBR	VOUCH NBR	DATE PAID	PO NBR	VENDOR NBR	PAYEE	DESCRIPTION	ACCOUNT NUMBER	SUB-TOTAL	TOTALS
00000	000000	02544	03/27/15	00000	01190	WCA GROUP HEALTH TRUST	WCA GRP HEALTH TRUST APRIL 2015	INS PREM		
00000	000000	02544	03/27/15	00000	01190	WCA GROUP HEALTH TRUST	APR 2015 (RENEW/WS IN)	100-04-51510-291-000		250.00
00000	165626	02104	03/12/15	00000	03675	WILLIAM WINNEKINS ELECTRICAL	INV. #133 - CH BUILDING MAINTENANCE			
00000	165626	02104	03/12/15	00000	03675	WILLIAM WINNEKINS ELECTRICAL	INVOICE #133	100-34-51640-467-120		256.30
00000	000000	02113	03/16/15	00000	02149	YMCA	FEB HEALTH CLUB REIMBURSEMENT (16)			
00000	000000	02113	03/16/15	00000	02149	YMCA	FEB HEALTH CLUB REIMBURSEMENT	810-99-51432-406-000		240.00
									REPORT TOTALS	195,186.40
									ACH PAYMENTS	
									ELECTRONIC PAYMENTS	
									DISBURSEMENTS	

NOTE: AN ASTERISK (\*) FOLLOWING THE ACCOUNT NUMBER INDICATES THE ACCOUNT IS TO BE APPLIED TO THE PRIOR YEAR.