



## AGENDA

### Finance and Insurance Committee

Friday, November 5, 2010

9:00 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of October 18, 2010
5. Discuss/consider blanket agreement for collection of 2010 property taxes on a one-year trial basis, action if any (Attachment)
6. Discuss/consider recommendation to Personnel Committee to amend Personnel Policies and Procedures Section 1.26 Conditions of Employment (p) Cell Phones, action if any (Attachment)
7. Discuss/consider Finance Director's Report
  - Monthly Investment Report
8. Discuss/consider Schedule of Appropriation Entries, action if any
9. Discuss/consider Schedule of Invoices, action if any
10. Closed session per Wisconsin Statute 19.85 (1) (i) considering any and all matters related to acts by businesses under s. 560.15 which, if discussed in public, could adversely affect the business, its employees or former employees; to-wit: Anonymous Financial Complaints
11. Open session per Wisconsin Statute 19.85 (2), action if any
12. Set next meeting date –
13. Adjournment

cc:	Bob Fraik	Finance Director
	John Guarisco	County Board Chair
	Kathy Just	County Administrator
	Connie Seefeldt	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)

**TAX COLLECTION AGREEMENT BETWEEN  
MARINETTE COUNTY AND \_\_\_\_\_**

**1. TAX BILLING**

Marinette County (County) will prepare the annual tax bills specifying installment payments and/or full payment of current real estate property taxes, special charges and special assessments. The County will be responsible to load the tax roll data to the county's server for access by \_\_\_\_\_ (Financial Institution).

**2. COLLECTIONS**

- A. Financial Institution will collect the first half, full payments and second installments of current real estate taxes, special charges and special assessments. Additionally, Financial Institution will collect personal property taxes thru January 31<sup>st</sup> of each year.
- B. Collections will be deposited daily into an account established by County. The account will be owned by County, will be an interest bearing account and will carry FDIC insurance.
- C. Financial Institution will collect taxes at any location it chooses.

**3. RECEIPTS and RECONCILIATION**

- A. Financial Institution will provide the taxpayer with a receipt.
- B. Financial Institution will reconcile collections to the payments posted. Each day a reconciled batch deposit report will be generated by Financial Institution and transmitted to County. In the event of technology failure, Financial Institution is responsible for supplying reconciled batch deposit reports to the County within 1 Business Day. Reconciled batch deposit reports must contain the following information: Payment Code, Parcel Number, Bill Number, Receipt Number, Receipt Date, Amount Paid, Refund Amount, Check Number, Paid By, Operator Initials, Batch Number, Tax Year, Bank Code in a fixed-length text file or compatible format.
- C. All funds will be available to County on the second day after receipt by Financial Institution.

**4. CHARGES FOR SERVICES RENDERED**

Financial Institution will provide the described tax collection services at no charge to County.

**5. TERMS OF AGREEMENT FOR TAX COLLECTION**

This Agreement may be terminated by either party with 30 (thirty) days written

notice.

**6. MISCELLANEOUS**

- A. This Agreement shall be governed by the laws of the State of Wisconsin, and the parties agree venue shall lie in Marinette County Circuit Court, Marinette, WI.
  
- B. Financial Institution agrees to indemnify County for all claims arising from negligent acts, errors or omissions of Financial Institution in the performance of services under this agreement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Financial Institution

Marinette County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



AMENDMENT 17  
**MARINETTE COUNTY**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**  
**SECTION 1.26 CONDITIONS OF EMPLOYMENT**

This section shall be amended to read as follows:

**1.26 Conditions of Employment**

...

**(p) Cell Phones**

...

(6) The Finance Department ~~may~~ shall conduct audits to ensure cell phone accounts are not used for personal use. Unauthorized use of cell phones shall be considered a violation to *Section 1.23 – Misconduct-Unacceptable Performance; (b) Violation of County Rules of Conduct; (5) The employee has used County-owned equipment, supplies, uniforms or vehicle for personal use without supervisor approval* and the employee may be subject to disciplinary action.

**DRAFT**

**Approved by Personnel Committee:**

**Approved by County Board:**