



## AGENDA

### ADMINISTRATIVE COMMITTEE

Thursday, June 13, 2019  
9:00 a.m.  
Annex Conference Room  
Courthouse Annex

1. Call to meeting to order
2. Approval of agenda and amendment
3. Approval/correction of minutes – May 15, 2019
4. Public Comment – Speaker will be limited to 5 minutes
5. Correspondence
6. Reports of outside agencies and others
7. Human Resources Director's Report
8. Discussion only – IT Department monthly report
9. Discuss/consider recommending County Board approve CenturyLink agreement, action if any
10. Discuss/consider renewal of TrendMicro Antivirus package for 1 year at a cost of \$9,300, action if any
11. Discuss/consider approve renewal of Varonis data classification and security package support for 1 year at a cost of \$7,705, action if any
12. Consider/approve purchase of replacement FAX server software and elimination of FAX ATA (analog telephone adapter) units at a total cost of \$13,141 to include 1 year of support and maintenance, action if any
13. Consider/approve purchase 1 Cisco B200M5 blade unit for replacement of courts video system servers and elimination of four video expressway units at a total cost of \$17,319.01 to include 1 year of support, upgrades and maintenance, action if any
14. Discuss/consider recommending County Board approve Tyler-Munis support renewal at a cost of \$67,446.60, action if any
15. Review Marinette County December 31, 2018 Fund Balance, discussion only

16. Discuss/consider December 31, 2018 Unassigned General Fund Contingency, action if any
17. Discuss/consider Marinette County Fund Balance Policy, action if any
18. Discuss/consider Investment Policy per annual review requirement, action if any
19. Finance Director's Report – none
20. Discuss/consider Schedule of Appropriation Entries, action if any
21. Presentation of paid invoices
22. Discuss/consider recommending County Board approve Consent Resolution related to dissolution of UW-Extension Associated County Extension Committee (WACEC) and the creation of Wisconsin Extension Association (WEXA) and authorize County Development Committee members who wish to sign to do so, action if any
23. Discuss/consider recommendation to County Board approval of 2020 employee pay adjustments as identified in polices and procedure manual effective January 1, 2020, action if any  
*Summary: All employees below step 11 without a step 2 or higher discipline within the proceeding 2 years shall advance one step. P & P Manual Reference 1.105 (c)*
24. Discuss/consider County Board Supervisor attendance at WCA conferences for budget purposes, action if any
25. Future agenda items
26. Identify next meeting date
27. Adjournment

#### Attachments

- 2019/2020 Meeting Calendar

#### Addendum(s) when applicable

Mark Anderson  
Tricia Grebin  
John Guarisco  
Don Pazynski  
Rick Polzin  
Vilas Schroeder

Supervisors present at this meeting may constitute an unintended quorum of other County Board committees. Supervisors appointed to the committee shall participate in action. Others may be present to listen and observe.

**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

## **PUBLIC COMMENT PROCEDURE**

Marinette County Code of Ordinances

Chapter 2 – COUNTY GOVERNMENT

Section 2.04 - COUNTY BOARD RULES OF PROCEDURES

**(7)(k) Rules of Order.** Any person not a member of the Board/Committee, desirous of addressing the Board/Committee under public comment on any subject, shall first obtain permission from the Board/Committee Chairperson. All such addresses shall be limited to 5 minutes unless otherwise extended by the Board/Committee Chairperson.

**(10)(a) Suspending, Changing and Interpreting the Rules.** These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.



## MINUTES

### Administrative

May 15, 2019  
Annex Conference Room  
Marinette County Courthouse

MEMBERS PRESENT: Supervisors Mark Anderson, Tricia Grebin, John Guarisco, Don Pazynski, Rick Polzin, and Vilas Schroeder

MEMBERS EXCUSED:

OTHERS PRESENT: County Clerk Kathy Brandt, County Administrator John Lefebvre, Corporation Counsel Gale Mattison, Finance Director Laura Mans, Assistant Finance Director Hollie Viestenz, Network Administrator Jennifer Fifarek, Bob Holley and Eagle Herald

#### 1. Call to Order

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

#### 2. Agenda

Motion (Polzin/Guarisco) to approve agenda. Motion carried. No negative votes.

#### 3. Minutes

Motion (Grebin/Anderson) to approve Administrative minutes of April 11, 2019. Motion carried. No negative votes.

#### 4. Public Comment - None

#### 5. Correspondence – None

#### 6. Reports of Outside Agencies and Others - None

#### 7. IT Report – Exhibit A

#### 8. Renewing Firewall Software with CDWG

Motion (Anderson/Pazynski) to approve renewing firewall software with CDWG at a cost of \$8,996.00. Motion carried. No negative votes. Exhibit B

**9. Finance Director's Report**

March Monthly Investment Report - \$ 43,100,440.96

April Monthly Investment Report - \$ 42,148,223.26

**10. Appropriation Entries**

Motion (Polzin/Grebin) to approve Schedule of Appropriation Entries. Motion carried. No negative votes. Exhibit C

**11. Schedule of Paid Invoices**

Committee reviewed May Schedule of Paid Invoices totaling \$1,419,916.17.

**12. 2020 Budget Policy/Budget Schedule**

Motion (Anderson/Guarisco) to recommend County Board approve 2020 Budget Policy and 2020 Budget Schedule. Motion carried. No negative votes. Exhibit D

**13. Assembly Bill 5 and Senate Bill 5**

Motion (Guarisco/Schroeder) to authorize County Administrator and Corporation Counsel draft a resolution regarding Assembly Bill 5 and Senate Bill 5 classifying county jailers as protective occupation participants in WRS and forward to County Board without recommendation. Motion carried. Voting No – Supervisors Anderson and Polzin Exhibit E

**14. Ordinance No. 422-19 – Finance and Taxation**

Motion (Guarisco/Grebin) to recommend County Board approve Ordinance No. 422-19 Amending Chapter 3 – Finance and Taxation, Section 3.04 User Fee Schedule. Motion carried. No negative votes. Exhibit F

**15. Amendment 99 to Personnel Policies and Procedures Manual**

Motion (Guarisco/Pazynski) to recommend County Board approve Amendment 99 to Personnel Policies and Procedures Manual Section 1.29 Benefits. Motion carried. No negative votes. Exhibit G

**16. Amendment 100 to Personnel Policies and Procedures Manual**

Motion (Anderson/Guarisco) to recommend County Board approve Amendment 100 to Personnel Policies and Procedures Manual Section 1.27 Excused Absences. Motion carried. No negative votes. Exhibit H

**17. Amendment 101 to Personnel Policies and Procedures Manual**

Motion (Grebin/Guarisco) to recommend County Board approve Amendment 101 to Personnel Policies and Procedures Manual Section 1.26 Conditions of Employment. Motion carried. No negative votes. Exhibit I

**18. Amendment 102 to Personnel Policies and Procedures Manual**

Motion (Guarisco/Polzin) to recommend County Board approve Amendment 102 to Personnel Policies and Procedures Manual Section 1.105 Compensation Plan. Motion carried. No negative votes. Exhibit J

**19. Amendment 103 to Personnel Policies and Procedures Manual**

Motion (Grebin/Anderson) to recommend County Board approve Amendment 103 to Personnel Policies and Procedures Manual Section 1.10 Classification Plans. Motion carried. No negative votes. Exhibit K

**20. Amendment 104 to Personnel Policies and Procedures Manual**

Motion (Polzin/Grebin) to recommend County Board approve Amendment 104 to Personnel Policies and Procedures Manual Section 1.11 Travel, Meal and Lodging Allowances. Motion carried. No negative votes. Exhibit L

**21. Health and Dental Coverage**

Motion (Guarisco/Polzin) to recommend County Board authorize the Human Resource Privacy Officer to establish same or like health and dental coverage as was in the previous plan or if unavailable same or like coverage will come from health insurance account. Motion carried. No negative votes.

**22. Future Agenda Items**

- Fund Balance Policy

**23. Adjournment**

Motion (Polzin/Guarisco) to adjourn 10:31 a.m. Motion carried. No negative votes.

Next meeting date – Thursday, June 13, 2019 – 9:00 a.m.

Bobbie Borkowski  
Deputy County Clerk

Date approved/corrected:



# MARINETTE COUNTY INFORMATION SERVICES

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## Summary Monthly Report June 2019

In addition to the daily operational and support tasks, the following activities are notable:

**Updated:** Data Center UPS replacement – installation Saturday June 15, 2019 with startup shortly thereafter.

**Updated:** IP Telephony and video system upgrade: Phone portion completed with a couple of minor outstanding issues. Several new features in place, more to come. Phase 2 will be the “back-end” portion of the courts video system. Agenda item today.

**Updated:** Peshtigo Highway upgrade – Wireless access points added, now awaiting phone circuit upgrade (60 days or so). Contract on agenda today.

**No change:** Redundant Fiber Circuits: Engineering work completed – bid documents being put together for RFP. Completion due 12/31/19 or sooner.

**No Change:** Public Safety Software training and configuration began June 4, 2019 and continuing all of this month. 2 ½ months to complete configurations and system testing begins in September.

**No Change:** TCM browser based migration setup and startup – installed latest update into test environment – HHSD currently testing and working with portions of the browser based software.

**Ongoing:** Server upgrades – approximately **50 35** servers to upgrade to new operating system. Developing data migration split plan.

**Ongoing:** Migrated two additional department data sets to newly built server cluster for added security and performance. Several moves still to be completed as time allows.

Completed approximately 32 hours of staff training this month.

### Upcoming Projects of Significance

Syslog Server

eFAXing

Imaging system demonstrations

County Boardroom technology cleanup and refresh

Annex UPS replacement and rewiring to generator

Department/Data Center Relocation – network core redesign

Windows 10 upgrades to approximately 100 desktops

Access point site review and mapping

# QUOTE CONFIRMATION



**DEAR KEVIN SOLWAY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KQLM521	5/21/2019	KQLM521	6626929	<b>\$9,300.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Trend Micro Enterprise Security and Data Protection - maintenance (renewal)</a> Mfg. Part#: EARA0014 UNSPSC: 43233205 Electronic distribution - NO MEDIA Contract: MARKET	300	3130701	\$31.00	\$9,300.00

PURCHASER BILLING INFO		SUBTOTAL	\$9,300.00
<b>Billing Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 <b>Phone:</b> (715) 732-7480 <b>Payment Terms:</b> Master Card		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	<b>\$9,300.00</b>
		DELIVER TO	
<b>Shipping Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 <b>Phone:</b> (715) 732-7480 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION			

Need Assistance? CDW•G SALES CONTACT INFORMATION		
	<b>Amanda Fischer (Government Sales)</b>	(877) 213-7831   amanfis@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager  
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# QUOTE CONFIRMATION



DEAR KEVIN SOLWAY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



**ACCOUNT MANAGER NOTES:**

Hi Kevin  
 hope you are enjoying the warmer weather! Here is a quote for your Varonis that is up for renewal in June. Let me know if you have any questions

Thanks!  
 Amanda

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KMDP778	3/12/2019	KMDP778	6626929	<b>\$7,705.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Varonis Software Subscription and Support - technical support - for Varonis</a> Mfg. Part#: DAW-251-500MS UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	300	4759402	\$13.35	\$4,005.00
<a href="#">VARONIS COLLECT S&amp;S 1U 1Y</a> Mfg. Part#: CL-1-5MS Electronic distribution - NO MEDIA Contract: MARKET	1	4745318	\$1,075.00	\$1,075.00
<a href="#">VARONIS DATA CLASS FW S&amp;S 400U 1Y</a> Mfg. Part#: DCF-251-500MS Electronic distribution - NO MEDIA Contract: MARKET	300	4759404	\$8.75	\$2,625.00

PURCHASER BILLING INFO	SUBTOTAL	\$7,705.00
<b>Billing Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 <b>Phone:</b> (715) 732-7480 <b>Payment Terms:</b> Master Card	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$7,705.00</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 <b>Phone:</b> (715) 732-7480 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		



Amanda Fischer (Government  
Sales)

| (877) 213-7831

| amanfis@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# QUOTE CONFIRMATION



**DEAR INFORMATION SERVICES,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KPSD922	5/6/2019	KPSD922	6626929	<b>\$13,141.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">SAGEM XMF EXPRESS 4CHANNEL/100U</a> Mfg. Part#: XM-EXP-100 Contract: MARKET	1	1682165	\$1,700.00	\$1,700.00
<a href="#">SAGEM XMF ONE FOIP CHANNEL</a> Mfg. Part#: XM-EXP-CH-FOIP Electronic distribution - NO MEDIA Contract: MARKET	4	3261036	\$903.00	\$3,612.00
<a href="#">SAGEM MICROSOFT EXCHANGE</a> Mfg. Part#: XM-EXP-EXCH Contract: MARKET	1	1697391	\$500.00	\$500.00
<a href="#">SAGEM WEB-ENABLED FAX CLIENT</a> Mfg. Part#: XM-EXP-WEB Contract: MARKET	1	1819396	\$1,129.00	\$1,129.00
<a href="#">SAGEM-PHONE SUPP W/SW UPGRADE</a> Mfg. Part#: SUP-REG-XM-EXP- Contract: MARKET	3	2130294	\$1,500.00	\$4,500.00
<a href="#">XMEDIUS REMOTE INSTALL UPVERSION UPD</a> Mfg. Part#: INST-REMOTE-FULL Contract: MARKET	1	2345511	\$1,700.00	\$1,700.00

PURCHASER BILLING INFO	SUBTOTAL	\$13,141.00
<b>Billing Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 Phone: (715) 732-7480 Payment Terms: Master Card	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$13,141.00</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 Phone: (715) 732-7480 Shipping Method: DROP SHIP-GROUND	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		



Amanda Fischer (Government  
Sales)

| (877) 213-7831

| amanfis@cdwg.com

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# PRICE QUOTE

5520 Research Park Drive  
Madison, WI 53711-5377

Project: Marinette County Estimate  
Attention: Accounts Payable  
Prepared for: Marinette County  
1926 Hall Ave  
Marinette, WI  
54143-1717

QUOTE ID: 467842  
Revision: 1  
CUSTOMER ID: 1917657  
QUOTE DATE: 05/06/2019  
QUOTE EXPIRES: 06/06/2019  
PAYMENT TERMS: Net 30 Days  
FOB: Port of Origin

Sales Person: Mike Sasada  
Phone: (608) 298-1014  
Email: mikasasa@cdw.com  
ISR: Kathryn Calibeo  
Phone: (248) 223-4506  
Email: kathfos@cdw.com

Qty	Part Number	EDC	Description	Customer Price	Customer Extended Price
<b>UCS-SP-B200M5-CA4</b>					
1	UCS-SP-B200M5-CA4	4887589	SP B200 M5 w/2x6140,6x32GB mem,VIC1340 - CWOM	\$ -	\$ -
1	UCS-SP-B200M5-A4	4727012	SP B200 M5 w/2x6140,6x32GB mem,VIC1340	\$ 16,762.09	\$ 16,762.09
1	CON-SSC4P-B200M5A4	NEED EDC	SOLN SUPP 24X7X4OS SP B200 M5 w/2x6140,6x32GB mem,VIC1340	\$ 556.92	\$ 556.92
2	UCS-CPU-C140	4727016	2 3 GHz 6140/140W 18C/24 75MB Cache/DDR4 2666MHz	\$ -	\$ -
6	UCS-MR-X32G2RS-H	4695456	32GB DDR4-2666-MHz RD.MM/PC4-21300/dual rank/x4/1.2v	\$ -	\$ -
1	UCSB-MLOM-40G-03	3474968	Cisco UCS Vic 1340 modular LCM for blade servers	\$ -	\$ -
1	UCS-SID-WKL-OW	NEED EDC	Other Workload	\$ -	\$ -
1	UCS-SID-INFR-OI	NEED EDC	Other Infrastructure	\$ -	\$ -
18	UCS-DIMM-BLK	5006627	UCS DIMM Blanks	\$ -	\$ -
2	UCSB-LSTOR-BK	3526044	FlexStorage blanking panels w/o controller, w/o drive bays	\$ -	\$ -
1	UCSB-HS-M5-F	4755558	CPU Heat Sink for UCS B-Series M5 CPU socket (Front)	\$ -	\$ -
1	UCSB-HS-M5-R	5486534	CPU Heat Sink for UCS B-Series M5 CPU socket (Rear)	\$ -	\$ -

Quote Total: \$ 17,319.01

MARINETTE COUNTY FUNDS SCHEDULE - 2018

File:fundschr

											6/6/2019		
ACCOUNT DESCRIPTION	FUND	ACCT NO.	BALANCE 1/1/2018	APPROP	Long-term Debt Proceeds	OTHER REVENUE	Prior Yeay Audit Adj	TRANSFERS		TOTAL AVAIL.	EXPEND.	BALANCE 12/31/2018	Change
								IN	OUT				
<b>SPECIAL REVENUE FUNDS</b>													
Human Services	Committed	205	34290	(455,073.86)	3,741,457.41	9,786,170.88		742,918.16		13,815,472.59	13,743,186.57	72,286.02	527,359.88
Library - Nicolet County Library	Restricted	204	34290	13,778.47		7,711.97				21,490.44	6,194.52	15,295.92	1,517.45
Solid Waste Long Term Care	Committed	210	34290	268,543.91		2,083.67				270,627.58	3,151.38	267,476.20	(1,067.71)
Dog Licenses	Restricted	202	34290	1,000.00		5,938.40				6,938.40	5,938.40	1,000.00	0.00
Library Donations	Restricted	214	34290	139,359.67		12,811.95				152,171.62	27,189.74	124,981.88	(14,377.79)
Peshtigo Library - McCauley Trust	Restricted	215	34290	182,338.42		1,984.01				184,322.43	5,870.73	178,451.70	(3,886.72)
Peshtigo Library - Falkenberg Trust	Restricted	216	34290	19,254.96		214.35				19,469.31	76.48	19,392.83	137.87
Forestry & Parks Development	Committed	217	34290	402,249.28		176,586.18				578,835.46	170,567.95	408,267.51	6,018.23
Jail Assessment	Restricted	218	34290	97,179.03		44,182.97				141,362.00	40,770.21	100,591.79	3,412.76
Land Records Modernization	Restricted	219	34290	214,492.66		217,790.00				432,282.66	144,596.44	287,686.22	73,193.56
Revolving Loan Fund	Committed	208	34290	808,859.92		204,214.08				1,013,074.00	33,315.21	979,758.79	170,898.87
Teen Court	Restricted	212	34290	659.90		105.00				764.90	1,038.88	(273.98)	(933.88)
Employee Wellness		810	N/A	12,850.21		24,592.00				37,442.21	19,816.68	17,625.53	4,775.32
Comm. Development Block Grant	Restricted	209	34290	469,857.75		136,025.32				605,883.07	353,813.06	252,070.01	(217,787.74)
			<b>2,175,350.32</b>	<b>3,741,457.41</b>	<b>0.00</b>	<b>10,620,410.78</b>	<b>0.00</b>	<b>742,918.16</b>	<b>0.00</b>	<b>17,280,136.67</b>	<b>14,555,526.25</b>	<b>2,724,610.42</b>	
<b>DEBT SERVICE FUNDS</b>													
Sales Tax		300	34400	<b>628,112.28</b>	<b>928,296.00</b>	<b>3,506,768.42</b>		<b>0.00</b>	<b>1,056,821.00</b>	<b>4,006,355.70</b>	<b>3,171,475.00</b>	<b>834,880.70</b>	206,768.42
<b>CAPITAL PROJECTS</b>													
2016		403	34290	972,356.95		17,361.01			191,471.28	798,246.68	225,902.96	572,343.72	(400,013.23)
			<b>972,356.95</b>	<b>0.00</b>	<b>0.00</b>	<b>17,361.01</b>	<b>0.00</b>	<b>0.00</b>	<b>191,471.28</b>	<b>798,246.68</b>	<b>225,902.96</b>	<b>572,343.72</b>	<b>(400,013.23)</b>
<b>ENTERPRISE FUNDS</b>													
MAROCO (Mar. Co. Share - 50%)			33900	<b>876,388.83</b>		<b>1,115,359.62</b>	<b>876,388.82</b>			<b>2,868,137.27</b>	<b>1,149,708.08</b>	<b>1,718,429.19</b>	842,040.36
<b>INTERNAL SERVICE FUNDS</b>													
Information Services		702	34290	1,693,629.18		1,666,210.87				3,359,840.05	1,656,064.50	1,703,775.55	10,146.37
Central Motor Pool		704	34290	253,173.86		191,502.86				444,676.72	161,937.49	282,739.23	29,565.37
Self Insurance Fund		705	34290	645,396.34	92,749.00	586,831.38		100,000.00	0.00	1,424,976.72	623,186.47	801,790.25	156,393.91
			<b>2,592,199.38</b>	<b>92,749.00</b>	<b>0.00</b>	<b>2,444,545.11</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>	<b>5,229,493.49</b>	<b>2,441,188.46</b>	<b>2,788,305.03</b>	
<b>HIGHWAY FUNDS</b>													
Special Revenue		201	34290	2,254,892.83	2,405,177.00	1,608,198.66		191,471.28		6,459,739.77	4,386,849.48	2,072,890.29	(182,002.54)
Internal Service		601	33900	7,908,219.72		7,852,336.95				15,760,556.67	7,218,904.37	8,541,652.30	633,432.58
			<b>10,163,112.55</b>	<b>2,405,177.00</b>	<b>0.00</b>	<b>9,460,535.61</b>	<b>0.00</b>	<b>191,471.28</b>	<b>0.00</b>	<b>22,220,296.44</b>	<b>11,605,753.85</b>	<b>10,614,542.59</b>	

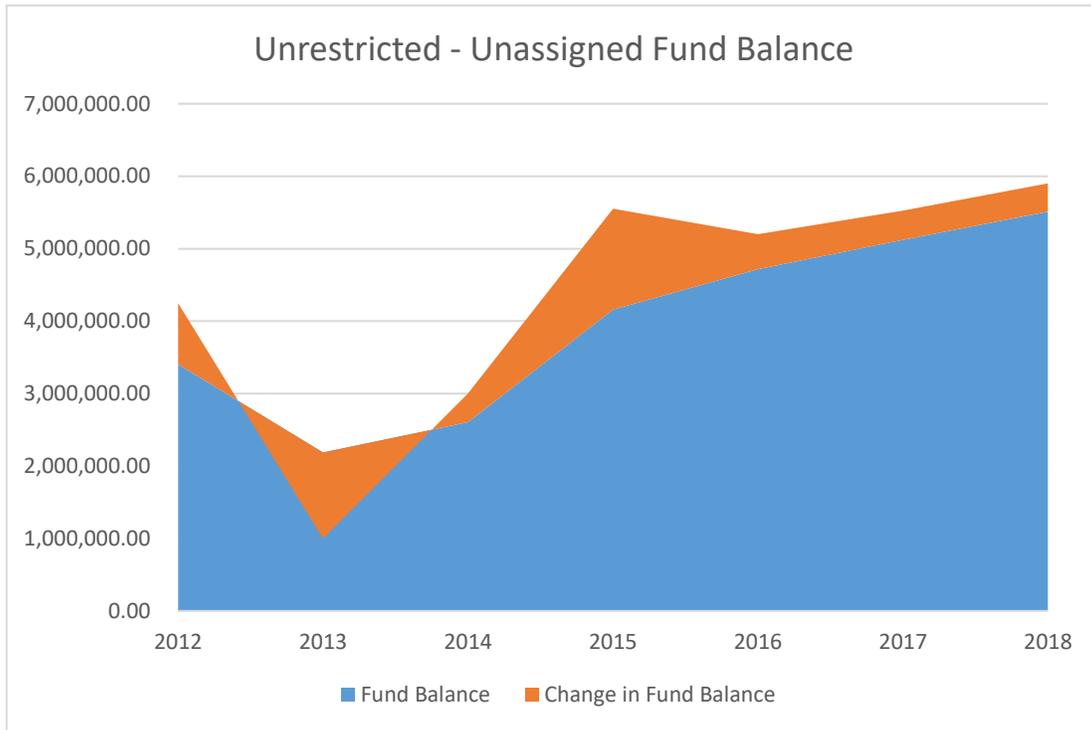
MARINETTE COUNTY FUNDS SCHEDULE - 2018

File:fundschr

6/6/2019

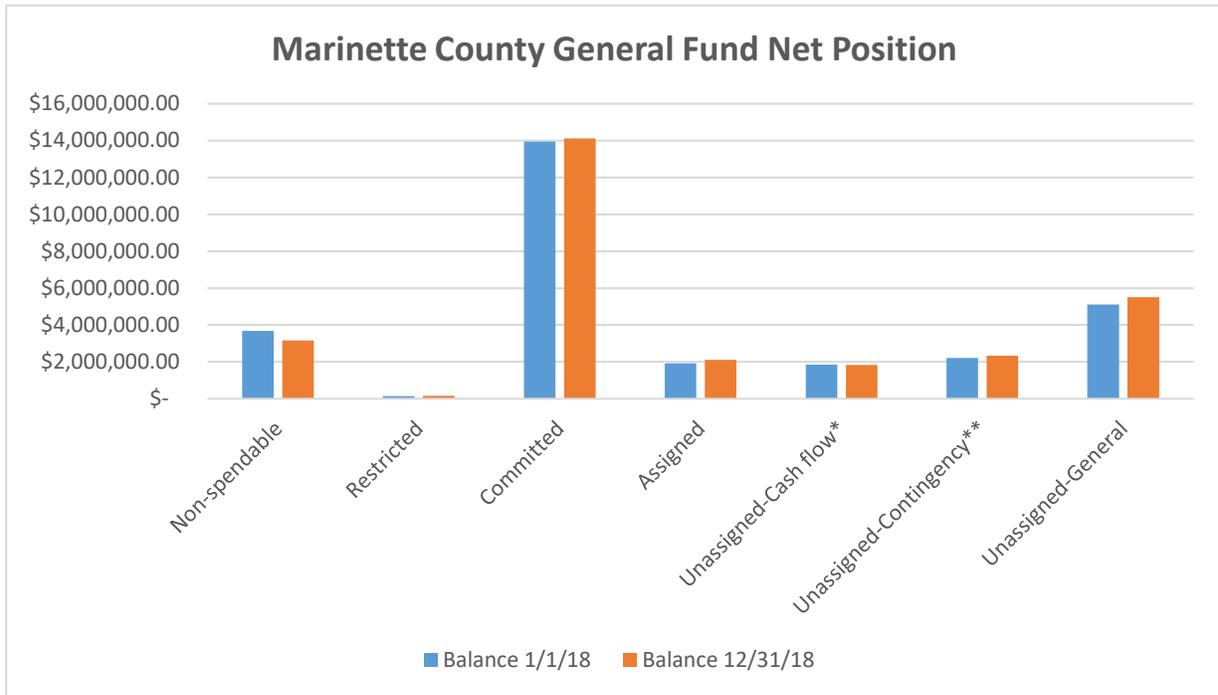
ACCOUNT DESCRIPTION	FUND	ACCT NO.	BALANCE 1/1/2018	APPROP	Long-term Debt Proceeds	OTHER REVENUE	Prior Yeay Audit Adj	TRANSFERS		TOTAL AVAIL.	EXPEND.	BALANCE 12/31/2018	Change
								IN	OUT				
<b>GENERAL FUND (100)</b>													
<b>NONSPENDABLE</b>													
Tax Deeds		34180	118,886.18					22,631.67		141,517.85		141,517.85	22,631.67
Tax Certificates - less 60 days		34181	2,515,313.18						54,811.15	2,460,502.03		2,460,502.03	(54,811.15)
Loans Receivable		34186	835,455.36						633,529.86	201,925.50		201,925.50	(633,529.86)
Inventories/prepays (Include Postage)		34187	202,720.87					148,826.81		351,547.68		351,547.68	148,826.81
			<b>3,672,375.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>171,458.48</b>	<b>688,341.01</b>	<b>3,155,493.06</b>	<b>0.00</b>	<b>3,155,493.06</b>	<b>(516,882.53)</b>
<b>RESTRICTED</b>													
Sheriff Dept Honor Gd Unifrms	Gen Gov	34211	2,160.94			1,505.00				3,665.94		3,665.94	1,505.00
Canine	Gen Gov	34228	16,584.90			12,550.00				29,134.90	21,027.01	8,107.89	(8,477.01)
Family Counseling	Health	34224	29,485.94			8,540.00				38,025.94	10,000.00	28,025.94	(1,460.00)
Veteran's Transportation	Health	34243	44,547.34			3,414.00				47,961.34		47,961.34	3,414.00
Veterans Emergency Assistance	Health	34244	9,000.64			6,136.00				15,136.64		15,136.64	6,136.00
Wildlife Habitat	Con&Dev	34219	36,564.69			10,777.68				47,342.37	6,679.81	40,662.56	4,097.87
County Forest Ld Acquisition	Con&Dev	34220	8,692.87							8,692.87	1,900.00	6,792.87	(1,900.00)
			<b>147,037.32</b>	<b>0.00</b>	<b>0.00</b>	<b>42,922.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>189,960.00</b>	<b>39,606.82</b>	<b>150,353.18</b>	<b>3,315.86</b>
<b>COMMITTED</b>													
Property Tax Reduction Fund	Gen Gov	34215	11,558,907.50					150,000.00		11,708,907.50		11,708,907.50	150,000.00
Service level stabilization	Gen Gov	34292	2,000,000.00							2,000,000.00		2,000,000.00	0.00
Forestry :Heavy Equipment	Forestry	34216	247,770.29			151,668.03				399,438.32	184,245.02	215,193.30	(32,576.99)
Tourism	Con&Dev	34223	18,903.57	128,103.00		0.00				147,006.57	102,956.44	44,050.13	25,146.56
Land Information	Con&Dev	34245	102,108.92					34,891.20		137,000.12		137,000.12	34,891.20
Environmental site assessment	Con&Dev	34285	23,661.29							23,661.29		23,661.29	0.00
			<b>13,951,351.57</b>	<b>128,103.00</b>	<b>0.00</b>	<b>151,668.03</b>	<b>0.00</b>	<b>184,891.20</b>	<b>0.00</b>	<b>14,416,013.80</b>	<b>287,201.46</b>	<b>14,128,812.34</b>	<b>177,460.77</b>
<b>ASSIGNED</b>													
Capital Maintenance	Gen Gov	34205	820,288.52	67,829.20						888,117.72	19,764.04	868,353.68	48,065.16
Applied to Subsequent Budget	Gen Gov	34286	230,000.00					250,000.00	230,000.00	250,000.00		250,000.00	20,000.00
Design for subq year (Carryovers)	Gen Gov	34286	873,998.54					982,075.16	873,998.54	982,075.16		982,075.16	108,076.62
			<b>1,924,287.06</b>	<b>67,829.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,232,075.16</b>	<b>1,103,998.54</b>	<b>2,120,192.88</b>	<b>19,764.04</b>	<b>2,100,428.84</b>	<b>176,141.78</b>
<b>UNASSIGNED</b>													
General government		34290	5,119,933.96	9,473,565.80		12,436,868.29		2,854,843.55	2,560,211.60	27,325,000.00	21,814,593.90	5,510,406.10	390,472.14
Contingencies		34291	2,210,574.00					128,868.60		2,339,442.60		2,339,442.60	128,868.60
Cash Flow Requirements		34500	1,842,145.00						5,683.00	1,836,462.00		1,836,462.00	(5,683.00)
			<b>9,172,652.96</b>	<b>9,473,565.80</b>	<b>0.00</b>	<b>12,436,868.29</b>	<b>0.00</b>	<b>2,983,712.15</b>	<b>2,565,894.60</b>	<b>31,500,904.60</b>	<b>21,814,593.90</b>	<b>9,686,310.70</b>	<b>513,657.74</b>
General Fund - Only			<b>28,867,704.50</b>	<b>9,669,498.00</b>	<b>0.00</b>	<b>12,631,459.00</b>	<b>0.00</b>	<b>4,572,136.99</b>	<b>4,358,234.15</b>	<b>51,382,564.34</b>	<b>22,161,166.22</b>	<b>29,221,398.12</b>	<b>353,693.62</b>
Total County			<b>46,275,224.81</b>	<b>16,837,177.41</b>	<b>0.00</b>	<b>39,796,439.55</b>	<b>876,388.82</b>	<b>5,606,526.43</b>	<b>5,606,526.43</b>	<b>103,785,230.59</b>	<b>55,310,720.82</b>	<b>48,474,509.77</b>	<b>1,002,489.17</b>
				16,837,177.41		23,357,778.00			0.00		23,216,747.88	29,221,398.12	
				0.00		(9,669,498.00)					(842,918.16)		
						(12,631,459.00)							
						(1,056,821.00)					22,373,829.72		
											(212,663.50)	35,569,194.27	
													(0.00)

Unrestricted



### General Fund Unrestricted - Unassigned

Year	Fund Balance	Change in Fund Balance
2012	3,404,764.19	840,882.93
2013	2,188,696.86	(1,189,132.00)
2014	2,604,940.39	393,974.00
2015	4,158,489.78	1,390,707.00
2016	4,716,301.56	483,107.00
2017	5,119,933.96	403,632.00
2018	5,510,406.10	390,472.14



### Marinette County General Fund Net Position - December 31, 2018

Classification		Balance 1/1/18	Balance 12/31/18	Change
	Non-spendable	\$ 3,672,375.59	\$ 3,155,493.06	\$ (516,882.53)
	Restricted	147,037.32	150,353.18	3,315.86
Unrestricted	Committed	13,951,351.57	14,128,812.34	177,460.77
	Assigned	1,924,287.06	2,100,428.84	176,141.78
	Unassigned-Cash flow*	1,842,145.00	1,836,462.00	(5,683.00)
	Unassigned-Contingency**	2,210,574.00	2,339,442.60	128,868.60
	Unassigned-General	5,119,933.96	5,510,406.10	390,472.14
			<u>\$ 28,867,704.50</u>	<u>\$ 29,221,398.12</u>

\*Amount to be determined based on 1/12 of general fund operating budget

\*\*Amount to be determined based on 10% of general fund operating budget

Notes:

Timber sales \$981,460 under budget

Investment revenues \$130,186 under budget

\$35,061 remaining in contingency - Early purchase of 2019 squad cars

HHS \$72,286 fund balance; compared -\$455,074 in 2017 and -\$33,357 in 2016

General fund revenues \$139,790 over expenses

Debt service favorable sales tax collections; \$206,768 increase 12/31/18 in addition to \$400,000 early retirement of loan from general fund

### Calculation of Contingency and Cash Flow Funds per Fund Balance Policy

#### Calculation of General Fund Operating Expenditure Budget:

2019 Budget Summary	
General Government	8,223,292.00
Public Protection	8,558,685.00
Health	1,144,687.00
Culture & Recreation	2,326,816.00
Education	252,516.00
Forestry	1,966,415.00
Conservation & Development	1,695,505.00
Special Purpose	547.00
Sub-Total	<u>24,168,463.00</u>
Less adjustment for Wellness	(4,550.00)
Less Capital Outlay Expenditures	<u>(1,385,438.00)</u>
General Fund Operating Budget	<u>\$ 22,778,475.00</u>
Check: Budget Central General Fund	<u>\$ 22,778,475.00</u>

#### Calculation of Cashflow:

General fund operating budget	22,778,475.00
1/12 of general fund operating budget per policy	<u>0.0833</u>
Cashflow requirement	<u>\$ 1,898,206.25</u>
12/31/18 Actuals	1,836,462.00
Increase (Decrease)	61,744.25
	<u>\$ 1,898,206.25</u>

#### Calculation of Contingency:

General fund operating budget	22,778,475.00
5% of general fund operating budget	<u>\$ 1,138,923.75</u>
10% of general fund operating budget	<u>\$ 2,277,847.50</u>
12/31/18 Actuals	2,339,442.60
Increase (Decrease)	(61,595.10)
	<u>\$ 2,277,847.50</u>

#### Minimum Fund Balance Policy Unrestricted-Unassigned

General fund operating budget	22,778,475.00
No less than 17% of general fund operating expenses	<u>17%</u>
	<u>\$ 3,872,340.75</u>
Total unassigned general fund balance 12/31/18	9,686,310.70
	42.52%

# Marinette County Fund Balance Policy

## General Fund Reserve (Ending Balance)

The Governmental Accounting Standards Board (GASB) has defined and the Marinette County Board has adopted the following categories for fund balances and the following policies regarding those fund balances:

**Non-spendable fund balance** – amounts that are not in spendable form (such as inventory and prepaid expenses) or are required to be maintained intact.

**Restricted fund balance** – amounts constrained to specific purposes by external providers (such as grantors, bondholders, and higher levels of government).

**Unrestricted fund balance** – amounts that are not Non-spendable or Restricted which are divided into three categories: Committed, Assigned, and Unassigned. In the County's Financial Statements, the Committed and Assigned amounts are shown as Reserves.

## General Fund Reserves (Committed and Assigned Fund Balance)

**Committed fund balance** – amounts constrained to specific purposes by the County Board. To be reported as committed, amounts cannot be used for any other purpose unless the County Board approves the change.

**Assigned fund balance** – amounts the County intends to use for a specific purpose. Intent can be expressed by the governing body or by the Finance Director with Administrator approval. The essential differences between committed fund balance and an assigned fund balance is that a committed fund balance requires action by the highest approval level – the County Board.

### Specific Committed and Assigned Reserves:

- A Fund Balance for Service Level Stabilization (Unrestricted – Committed) will be established in the General Fund not to exceed \$2,000,000. Additions to the Service Level Stabilization Account, from excess revenues over expenditures, will occur when the balance is below the \$2,000,000 level. The Service Level Stabilization Account may be spent to maintain budgeted governmental service levels when legislation limits the County's generation of revenues and other governmental funding sources are reduced or eliminated.

- Other Committed Fund Balances (Unrestricted – Committed) have been and will be established by County Board resolution for specific purposes.
- Other Assigned Fund Balances (Unrestricted – Assigned) have been and will be established per recommendation of the Finance Director and Administrator with Administrative Committee approval.

Use of Reserves:

Unrestricted:

- Committed – Fund Balances may be used only the specific purposes per the County Board resolution
  - Assigned – Fund Balances may be used for authorized specific purposes within the assigned categories as recommended by the Finance Director and Administrator with Administrative Committee approval
- ~~• Unrestricted – Committed Fund Balances may be used only for the specific purposes per the County Board resolution.~~
- ~~○ Unrestricted – Assigned Fund Balances may be used for authorized specific purposes within the assigned categories as recommended by the Finance Director and Administrator with Administrative Committee approval.~~

Restoration of General Fund Reserves:

- If General Fund Reserves are depleted below the levels established by this policy, the County Administrator will develop a plan to restore the balances over a period time with Board approval.
- The restoration plan should include such recommendations for rate/fee adjustments and/or expenditure reductions as may be appropriate.
- The plan for restoration will be reviewed and updated on an annual basis until the policy level guidelines are achieved.

## General Fund – Unrestricted Unassigned Fund Balance

**Unassigned fund balance** – The General Fund, as the principal operating fund of the government, often will have net resources in excess of the categories already described. If there are additional net resources, the surplus is presented as unassigned fund balance. Other funds, by their nature, are established to account for revenues that are expended for specific purposes and therefore do not have unassigned fund balances.

- General Fund Balance in excess of that which is Non-spendable, Restricted, Committed and Assigned at the end of the fiscal year shall be designated as Unassigned.
- Unassigned Fund Balance should be used for non-recurring purposes whenever possible.
- Preference should be given to expenditures that will result in future efficiencies or other cost savings.

- In the event of severe financial stress resulting from unanticipated revenue decreases or expenditure increases, Unassigned Fund Balance may be used to mitigate the negative impact on public services on a short term basis.
- The total General Fund Unassigned fund balance is to be maintained at a level of no less than 17% of total regular general fund operating expenditure **to include:**
  - Within the Unassigned Fund Balance an amount for Contingencies ~~shall be budgeted at a minimum of~~ is to be maintained at a level of no less than 5% general fund operating expenditures ~~and shall not exceed 10% of such expenditures.~~
  - Within the Unassigned Fund Balance a reserve for cash flows ~~shall be budgeted at~~ is to be maintained at a level of no less than one-twelfth of general fund operating expenditures.

#### Other Operating Fund Reserves

- At a minimum, the Reserves (Unrestricted Balance) of Enterprise Funds should be budgeted at a level of 5 to 15% of regular operating revenues, or no less than one to two months of operating expenditures.
- Similar Reserve (Unrestricted Balance) amounts should be budgeted in other funds (i.e. 1 – 2 months of operating expenditures or an adequate working capital reserve) on a case-by-case basis.
- Fund reserve policy should be linked to a potential increase or decrease of rates/fees if reserve levels reach certain thresholds.

Recommended to County Board by Finance Committee: June 20, 2011

Revision recommended to County Board by Finance Committee: December 11, 2011

Approved County Board: June 28, 2011

Revision approved: December 20, 2011

Finance to Administrative Committee change: April 24, 2018

# MARINETTE COUNTY INVESTMENT POLICY

## I. Governing Authority

### *Legality*

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute §66.0603.

## II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

### *1. Pooling of Funds*

Except for cash in certain restricted and special funds, Marinette County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

### *1. Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### a. Credit Risk

Marinette County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Marinette County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

Marinette County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short-term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Marinette County may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

## IV. Standards of Care

### 1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

### 2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Marinette County.

### 3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director and County Treasurer, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

### *1. Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with Marinette County’s investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officers .

### *2. Minority and Community Financial Institutions*

From time to time, the investment officers may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The administrative committee must approve these types of investment purchases.

## **VI. Safekeeping and Custody**

### *1. Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### *2. Safekeeping*

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in Marinette County’s name. The

safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

### *3. Internal Controls*

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the administrative committee and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Marinette County.

## **VII. Suitable and Authorized Investments**

### *1. Investment Types*

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of deposit and other evidences of deposit at financial institutions,
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate bonds, rated in the highest or 2<sup>nd</sup> highest rating category assigned by a nationally recognized rating agency
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Marinette County Administrative Committee.

2. *Collateralization*

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. *Repurchase Agreements*

Repurchase agreements, if used, shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

**VIII. Investment Parameters**

1. *Diversification*

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than 75 percent of the portfolio may be invested beyond 12 months.

**Default risk:** To avoid over-concentration in securities from a specific issuer or business sector. In general, no limits are necessary for U.S. Treasury securities: no more than 25 percent of the overall portfolio may be invested in a single government agency issuer; no more than 20 percent of the portfolio may be invested in a single money market; no more than 30% in corporate bonds; no more than 30% in commercial paper; no more than 4% in a single issuer of corporate bonds; and no more than 4% in single issuer of commercial paper. In no case should the combined corporate bond/commercial paper holdings exceed 30% of the overall portfolio.

- **Liquidity risk:** At least 10 percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be sold to raise cash in one day's notice.

2. *Maximum Maturities*

To the extent possible, Marinette County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Marinette County will not directly invest in securities maturing more than six (6) years from the date of purchase or in accordance with state and local statutes and ordinances. Marinette County shall adopt weighted average maturity limitations (which range from 90 days to 6 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

### *3. Competitive Bids*

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases greater than \$1,000,000 face value of investment instruments purchased on the secondary market.

The investment officer may purchase instruments from any authorized broker equal to or less than \$1,000,000 face value without competitive bid with approval of one of the following: County Administrator, County Treasurer, or County Administrative Committee Chair.

## **IX. Reporting**

### *1. Methods*

The finance director shall provide a monthly report listing all individual securities held at the end of each month.

The finance director shall prepare a detailed investment report semi annually. The investment report will be prepared in a manner, which will allow Marinette County to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the administrative committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that is not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

### *2. Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the

actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

*3. Marking to Market*

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

**X. Policy Considerations**

*1. Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

*2. Amendments*

This policy shall be reviewed annually at the June meeting of the Administrative Committee. All changes recommended by the investment officers must be approved by the Administrative Committee and County Board.

**XI. Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the governing body of Marinette County and reviewed as deemed appropriate.

**XII. Supporting Documentation**

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances,
- Investment Procedures and Internal Controls
- Glossary
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Recommended Policies.

Finance Committee Adopted: November 10, 2008  
County Board Adopted: November 12, 2008  
Finance Committee Reviewed: June 22, 2009  
Finance Committee Reviewed and Adopted: June 21, 2010  
County Board Approved: June 29, 2010  
Finance Committee Reviewed and Adopted: June 18, 2012  
County Board Approved: June 26, 2012  
Finance Committee Reviewed and Adopted: September 14, 2017  
County Board Approved: September 19, 2017  
Finance Committee changed to Administrative Committee: April 24, 2018

ADMINISTRATIVE COMMITTEE  
SCHEDULE OF APPROPRIATION ENTRIES  
JUNE 13, 2019

Department	County Board	2018 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
Finance	N	Carry forward funds for purchase of (7) squad cars from 2018 to 2019 per auditor adjustment; possession of squad cars did not occur until 2019	1056	12	212,663.50	Decrease	52120000	Sheriff Patrol	53890	Outlay
					(212,663.50)	Increase	100	General Fund	34290	Fund Balance
Department	County Board	2019 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
Highway	Y	Increase funding for chip seal of County I, County S, County P and County W and decrease funding CTH P, with remaining increase coming from fund balance	08	6	680,000.00	Increase	53301000	County Routine Maintenance	52498	Operation expenditures
					(320,000.00)	Decrease	53308000	County Road Construction	52498	Operation expenditures
Forestry	Y	Increase captial outlay expense \$83,000 for purchase of 40 acre parcel from Forestry and Parks Development fund	09	6	83,000.00	Increase	56115000	County Forest Land Acquisition	53890	Outlay
					(83,000.00)	Decrease	217	Forestry and Paks Development	34290	Fund Balance
Finance	N	Carry forward funds for purchase of (7) squad cars from 2018 to 2019 per auditor adjustment; possession of squad cars did not occur until 2019	10	6	212,663.50	Increase	52120000	Sheriff Patrol	53890	Outlay
					(212,663.50)	Decrease	100	General Fund	34290	Fund Balance
HHSD	N	To increase SNAP-ED (Fit Families) Grant Supplies account by \$625.00 to purchase incentives per the Grant requirements. To be taken from WIC Equipment and Materials account per MB.	03	6	\$ 625.00	Increase	54143000	Snap-Ed Fit Families Grant	52490	Supplies & Expense
					\$ 625.00	Decrease	54140000	Women, Infants & Children	52980	Equip & Materials Acq.

**Administrative Committee Schedule of Paid Invoices  
June 13, 2019 Meeting**

YEAR	2019
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT	
<b>CDW GOVERNMENT</b>		0	51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	04/24/2019	WHOLESALE COMPUTERS/ - fiber	\$ 21.82
			51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/01/2019	WHOLESALE COMPUTERS/ - ribbon for id badge	\$ 108.90
			51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/15/2019	WHOLESALE COMPUTERS/ - headset IS	\$ 250.50
			51520000	COUNTY TREASURER	OFFICE SUPPLIES	05/22/2019	WHOLESALE COMPUTERS/ - toner for Treasurer	\$ 174.71
	<b>0 Total</b>						<b>\$ 555.93</b>	
<b>CELLCOM</b>		0	51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/01/2019	01530082 040519	\$ 49.98
			51450000	INFORMATION SERVICES	TELEPHONE	05/01/2019	01530082 040519	\$ 49.66
	<b>0 Total</b>						<b>\$ 99.64</b>	
<b>CENTURYLINK</b>		0	51110000	COUNTY BOARD	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 1.71
			51110000	COUNTY BOARD	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 5.22
			51320000	CORPORATION COUNSEL	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 4.73
			51320000	CORPORATION COUNSEL	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 7.82
			51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 1.52
			51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 7.82
			51420000	COUNTY CLERK	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 3.70
			51420000	COUNTY CLERK	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 13.04
			51450000	INFORMATION SERVICES	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 34.60
			51450000	INFORMATION SERVICES	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 48.29
			51510000	FINANCE DEPARTMENT	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 5.50
			51510000	FINANCE DEPARTMENT	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 18.25
			51520000	COUNTY TREASURER	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 3.58
			51520000	COUNTY TREASURER	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 10.43
			51430000	HUMAN RESOURCES	TELEPHONE	05/08/2019	85447735 INV 1465470201 3/31/19 & 4/30/19 PAID ON	\$ 2.85
			51430000	HUMAN RESOURCES	TELEPHONE	05/08/2019	TELECOM SVC/CRED CRD CALL	\$ 10.43
	<b>0 Total</b>						<b>\$ 179.49</b>	
<b>FARMERS &amp; MERCHANTS</b>	<b>22448</b>	51520000	COUNTY TREASURER	OTHER CONTRACTUAL SERVICES	05/09/2019	APR 2019 SERVICE CHARGES	\$ 1,007.44	
	<b>22448 Total</b>						<b>\$ 1,007.44</b>	
<b>KOSEWSKI DIANNE</b>	<b>22339</b>	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/06/2019	MARCH 2019 USEAGE	\$ 20.00	
	<b>22339 Total</b>						<b>\$ 20.00</b>	

**Administrative Committee Schedule of Paid Invoices  
June 13, 2019 Meeting**

YEAR	2019
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
UNITED MAILING SERVI	22397	51320000	CORPORATION COUNSEL	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 13.12
		51410000	COUNTY ADMINISTRATOR	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 21.56
		51420000	COUNTY CLERK	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 4.68
		51510000	FINANCE DEPARTMENT	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 33.73
		51520000	COUNTY TREASURER	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 369.42
		51911000	TAX DEED EXPENSE	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 0.93
		51430000	HUMAN RESOURCES	POSTAGE	05/08/2019	MAIL SERVICES 04/01-04/30/19	\$ 0.93
<b>22397 Total</b>							<b>\$ 444.37</b>
PESHTIGO TIMES	0	51110000	COUNTY BOARD	ADV BIDS NOTICES	05/08/2019	PT Co Brd Minutes Ord 421	\$ 96.89
		51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/15/2019	Positon ads	\$ 221.20
<b>0 Total</b>							<b>\$ 318.09</b>
WI DEPT OF JUSTICE	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/01/2019	Background checks	\$ 140.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/22/2019	Background check	\$ 10.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/15/2019	Background check	\$ 17.00
<b>0 Total</b>							<b>\$ 167.00</b>
CHECK BEFORE HIRE, L	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	04/24/2019	Background checks	\$ 60.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/08/2019	Background checks	\$ 111.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/01/2019	Background checks	\$ 116.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/15/2019	Background check	\$ 206.00
<b>0 Total</b>							<b>\$ 493.00</b>
MILLERS ACTION OFFIC	0	51420000	COUNTY CLERK	OFFICE SUPPLIES	04/24/2019	Miller's - Rubberbands	\$ 8.38
		51510000	FINANCE DEPARTMENT	OFFICE SUPPLIES	05/08/2019	WHOLESALE PHOTO EQPT	\$ 205.20
		51510000	FINANCE DEPARTMENT	OFFICE SUPPLIES	05/22/2019	WHOLESALE PHOTO EQPT	\$ 8.42
<b>0 Total</b>							<b>\$ 222.00</b>
22154	51510000	FINANCE DEPARTMENT		OFFICE SUPPLIES	04/24/2019	0145541-001	\$ 105.60
					04/26/2019	0145563-001	\$ 111.48
<b>22154 Total</b>							<b>\$ 217.08</b>
STAPLES - PCARD	0	51430000	HUMAN RESOURCES	OFFICE SUPPLIES	04/24/2019	Office Sup	\$ 51.85
<b>0 Total</b>							<b>\$ 51.85</b>

**Administrative Committee Schedule of Paid Invoices  
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YEAR	2019
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VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
ERC INC.	22393	51961000	HEALTH & DENTAL EXP	PURCHASE OF SERVICE	03/31/2019	MONTHLY EAP SERVICES	\$ 1,066.41
	<b>22393 Total</b>						<b>\$ 1,066.41</b>
	22310	51961000	HEALTH & DENTAL EXP	PURCHASE OF SERVICE	04/30/2019	MONTHLY EAP SERICES PER EMPLOYEE	\$ 1,066.41
	<b>22310 Total</b>						<b>\$ 1,066.41</b>
VZWRLLS*MY VZ VB P	0	51450000	INFORMATION SERVICES	TELEPHONE	04/24/2019	TELECOM SVC/CRED CRD CALL - verizon invoice	\$ 84.42
		51450000	INFORMATION SERVICES	TELEPHONE	04/24/2019	TELECOM SVC/CRED CRD CALL -verizon invoice	\$ 14.09
		51450000	INFORMATION SERVICES	TELEPHONE	05/22/2019	TELECOM SVC/CRED CRD CALL - verizon invoice	\$ 221.82
	<b>0 Total</b>						<b>\$ 320.33</b>
AMAZON - PCARD VENDO	0	51320000	CORPORATION COUNSEL	FURNITURE AND FIXTURES	05/08/2019	BOOK STORES	\$ 55.95
		51450000	INFORMATION SERVICES	OFFICE SUPPLIES	05/15/2019	BOOK STORES - rubberbands	\$ 8.13
		51450000	INFORMATION SERVICES	OFFICE SUPPLIES	05/15/2019	BOOK STORES - telephone shoulder rest	\$ 14.15
		51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/15/2019	BOOK STORES - 3 phones for highway, 7 phones for l	\$ 980.00
		51950000	WORKER'S COMPENSATION INS.	OFFICE SUPPLIES	05/15/2019	Replacement Filters	\$ 36.96
<b>0 Total</b>						<b>\$ 1,095.19</b>	
P-CARD ONE TIME PAY	0	51450000	INFORMATION SERVICES	PAPER STOCK	04/24/2019	BUSINESS SERVICES - OTHER - checks for county	\$ 577.70
	<b>0 Total</b>						<b>\$ 577.70</b>
DMI* DELL K-12/GOVT	0	51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/15/2019	WHOLESALE COMPUTERS/ - Dell laptop - Jason - Infor	\$ 1,356.27
		51510000	FINANCE DEPARTMENT	EQUIP & MATERIALS ACQUISITION	05/08/2019	WHOLESALE COMPUTERS/	\$ 69.99
		51510000	FINANCE DEPARTMENT	EQUIP & MATERIALS ACQUISITION	05/08/2019	WHOLESALE COMPUTERS/ - finance pc Hollie	\$ 935.29
	<b>0 Total</b>						<b>\$ 2,361.55</b>
WAL-MART #2545	0	51110000	COUNTY BOARD	OFFICE SUPPLIES	05/01/2019	Walmart - Creamer	\$ 1.88
	<b>0 Total</b>						<b>\$ 1.88</b>
WI REVENUE, DEPT OF	22543	59210000	OTHER REVENUE SOURCES	RETAINED SALES TAX	05/16/2019	MONTHLY WI SALES TAX PD	\$ (10.00)
	<b>22543 Total</b>						<b>\$ (10.00)</b>
EAGLE-HERALD PUBLISH	0	51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/15/2019	Position Ads	\$ 442.24
	<b>0 Total</b>						<b>\$ 442.24</b>
AURORA BAYCARE MEDIC	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/15/2019	Pre employ drug and randoms	\$ 752.00
	<b>0 Total</b>						<b>\$ 752.00</b>

**Administrative Committee Schedule of Paid Invoices  
June 13, 2019 Meeting**

YEAR	2019
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VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
STATE BAR OF WISCONS	0	51320000	CORPORATION COUNSEL	DUES REGISTRATION & TUITION	05/22/2019	MANDATED ASSESSMENTS & STATE BAR DUES	\$ 496.00
	<b>0 Total</b>						<b>\$ 496.00</b>
PHILLIPS, DON E	22409	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/08/2019	05/08/19 PER DIEM & TRAVEL	\$ 116.20
	<b>22409 Total</b>						<b>\$ 116.20</b>
RISNER, COLLEEN	22414	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/08/2019	05/08/19 PER DIEM & TRAVEL	\$ 97.64
	<b>22414 Total</b>						<b>\$ 97.64</b>
MULTIMEDIA COMMUNICA	22315	51450000	INFORMATION SERVICES	OUTLAY	05/02/2019	2019 REDUNDANCY & UW CONNECTION PROJECT	\$ 21,568.61
	<b>22315 Total</b>						<b>\$ 21,568.61</b>
ROCQUE, JOAN L	22408	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/08/2019	05/08/19 PER DIEM	\$ 35.00
	<b>22408 Total</b>						<b>\$ 35.00</b>
GLOBALKNOWLEDGETRAIN	0	51450000	INFORMATION SERVICES	DUES/REGISTRATION & TUITION	05/15/2019	VOCATIONAL AND TRADE SCHOOLS - training	\$ 895.00
	<b>0 Total</b>						<b>\$ 895.00</b>
BENEFIT ADVANTAGE	22419	51961000	HEALTH & DENTAL EXP	ADMINISTRATION	04/08/2019	MARCH COBRA	\$ 288.00
		51961000	HEALTH & DENTAL EXP	ADMINISTRATION	05/09/2019	APRIL COBRA	\$ 288.00
	<b>22419 Total</b>						<b>\$ 576.00</b>
THE ADVERTISER	0	51430000	HUMAN RESOURCES	ADV BIDS NOTICES	04/24/2019	Position Ads	\$ 73.60
		51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/15/2019	Position Ads	\$ 1,171.70
	<b>0 Total</b>						<b>\$ 1,245.30</b>
THE FOREST REPUBLICA	0	51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/08/2019	Position Ads	\$ 77.50
	<b>0 Total</b>						<b>\$ 77.50</b>
DIGGERS HOTLINE INC	22572	51450000	INFORMATION SERVICES	TELEPHONE	04/30/2019	APRIL 2019 ACTIVITY	\$ 15.92
		51452000	MOCAN ESCROW	PURCHASE OF SERVICE	04/30/2019	APRIL 2019 ACTIVITY	\$ 3.98
	<b>22572 Total</b>						<b>\$ 19.90</b>
ANTHEM BLUE CROSS	22445	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/01/2019	ADMIN FEES AND CLAIMS	\$ 1,287.46
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/01/2019	ADMIN FEES AND CLAIMS	\$ 85,645.18
	<b>22445 Total</b>						<b>\$ 86,932.64</b>
	22446	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/01/2019	ADMIN FEES AND CLAIMS	\$ 1,436.61
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/01/2019	ADMIN FEES AND CLAIMS	\$ 49,140.74
	<b>22446 Total</b>						<b>\$ 50,577.35</b>

**Administrative Committee Schedule of Paid Invoices  
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VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
ANTHEM BLUE CROSS	22540	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/15/2019	ADMIN FEES AND CLAIMS	\$ 334.50
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/15/2019	ADMIN FEES AND CLAIMS	\$ 47,954.97
	<b>22540 Total</b>						<b>\$ 48,289.47</b>
	22541	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/15/2019	ADMIN FEES AND CLAIMS	\$ 413.14
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/15/2019	ADMIN FEES AND CLAIMS	\$ 27,710.55
	<b>22541 Total</b>						<b>\$ 28,123.69</b>
	22762	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/22/2019	ADMIN FEES AND CLAIMS	\$ 60,750.43
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/22/2019	ADMIN FEES AND CLAIMS	\$ 46,489.14
	<b>22762 Total</b>						<b>\$ 107,239.57</b>
	22763	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/22/2019	ADMIN FEES AND CLAIMS	\$ 35,591.73
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/22/2019	ADMIN FEES AND CLAIMS	\$ 48,802.45
	<b>22763 Total</b>						<b>\$ 84,394.18</b>
	22764	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/30/2019	ADMIN FEES AND CLAIMS	\$ 1,401.18
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/30/2019	ADMIN FEES AND CLAIMS	\$ 107,292.61
	<b>22764 Total</b>						<b>\$ 108,693.79</b>
	22765	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/30/2019	ADMIN FEES AND CLAIMS	\$ 636.50
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/30/2019	ADMIN FEES AND CLAIMS	\$ 69,698.98
	<b>22765 Total</b>						<b>\$ 70,335.48</b>
	22443	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/08/2019	ADMIN FEES AND CLAIMS	\$ 1,220.54
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/08/2019	ADMIN FEES AND CLAIMS	\$ 61,979.38
	<b>22443 Total</b>						<b>\$ 63,199.92</b>
	22444	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/08/2019	ADMIN FEES AND CLAIMS	\$ 741.25
		51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	05/08/2019	ADMIN FEES AND CLAIMS	\$ 73,332.85
	<b>22444 Total</b>						<b>\$ 74,074.10</b>
SMART CHOICE MRI LLC	22353	51962000	HEALTH & DENTAL SELF INS FUND	PROVIDED SERVICES	04/18/2019	041819 WORKERS COMPENSATION FUND	\$ 800.00
	<b>22353 Total</b>						<b>\$ 800.00</b>
AON RISK SERVICES	22418	51962000	HEALTH & DENTAL SELF INS FUND	ADMINISTRATION	05/01/2019	INSTALLMENT 6 OF 12	\$ 3,333.33
	<b>22418 Total</b>						<b>\$ 3,333.33</b>

**Administrative Committee Schedule of Paid Invoices  
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YEAR	2019
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VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
GROSSO LYNN	22340	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/06/2019	MARCH 2019 USEAGE	\$ 20.00
	<b>22340 Total</b>						<b>\$ 20.00</b>
MARCIULIONIS, MARY	22309	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/06/2019	USEAGE	\$ 20.00
	<b>22309 Total</b>						<b>\$ 20.00</b>
WI COUNTIES ASSOCIAT	0	51110000	COUNTY BOARD	DUES/REGISTRATION & TUITION	05/08/2019	WCA CONF REG VS	\$ 280.00
		51110000	COUNTY BOARD	DUES/REGISTRATION & TUITION	05/22/2019	WCA CONF REG - RHOLLEY	\$ 280.00
	<b>0 Total</b>						<b>\$ 560.00</b>
KALAHARI RESORT CONV	0	51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL VS	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL RHOLLEY	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL MA	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL BP	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL JS	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL CW	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL GB	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL RP	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL PC	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL GD	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL AM	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL RHOYER	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL GE	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL CG	\$ 126.85
		51110000	COUNTY BOARD	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL MB	\$ 126.85
		51410000	COUNTY ADMINISTRATOR	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL KL	\$ 126.85
		51420000	COUNTY CLERK	MEALS AND LODGING	05/08/2019	WCA CONF HOTEL KB	\$ 126.85
	<b>0 Total</b>						<b>\$ 2,156.45</b>
HUSCH BLACKWELL	22178	51320000	CORPORATION COUNSEL	PURCHASE OF SERVICE	04/24/2019	REF#0806102-0000003 ADVOCATE AURORA	\$ 9,253.00
	<b>22178 Total</b>						<b>\$ 9,253.00</b>
MARINETTE CO CLERK	22184	51320000	CORPORATION COUNSEL	POSTAGE	04/29/2019	04302019 POSTAGE DUE	\$ 0.55
	<b>22184 Total</b>						<b>\$ 0.55</b>

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YEAR	2019
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
CASSIDY, MICHAEL D	22490	51410000	COUNTY ADMINISTRATOR	SALARIES-PER DIEM	05/20/2019	05/15/19 PER DIEM & MILEAGE	\$ 116.20
	<b>22490 Total</b>						<b>\$ 116.20</b>
STAPLS72175219990000	0	51410000	COUNTY ADMINISTRATOR	OFFICE SUPPLIES	05/01/2019	OFFICE SUPPLIES	\$ 23.54
	<b>0 Total</b>						<b>\$ 23.54</b>
WALMART.COM	0	51420000	COUNTY CLERK	EQUIP & MATERIALS ACQUISITION	05/15/2019	Walmart - Wheelchair	\$ 309.99
	<b>0 Total</b>						<b>\$ 309.99</b>
STAPLS71493054120000	0	51430000	HUMAN RESOURCES	OFFICE SUPPLIES	05/08/2019	Office supplies	\$ 113.18
	<b>0 Total</b>						<b>\$ 113.18</b>
STATE OF MICHIGAN	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/08/2019	Background checks	\$ 20.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/22/2019	IRS compliance background check	\$ 20.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/15/2019	Background check	\$ 10.00
	<b>0 Total</b>						<b>\$ 50.00</b>
FIELDPRINT INC	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/22/2019	IRS compliance fingerprinting	\$ 38.75
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/15/2019	Fingerprinting	\$ 15.50
	<b>0 Total</b>						<b>\$ 54.25</b>
MOTOR VEHICLE DIVISI	22186	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	04/30/2019	APPLICANT DRIVER RECORD	\$ 7.21
	<b>22186 Total</b>						<b>\$ 7.21</b>
TWIN COUNTY RESEARCH	22424	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	04/30/2019	108 CURRENT OWNER SEARCHES	\$ 4,320.00
	<b>22424 Total</b>						<b>\$ 4,320.00</b>
FIRST AMERICAN TITLE	22431	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	04/30/2019	120 LETTER REPORTS	\$ 4,800.00
	<b>22431 Total</b>						<b>\$ 4,800.00</b>
BAY TITLE & ABSTRACT	22432	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	04/30/2019	122 TAX LIEN SEARCHES	\$ 4,880.00
	<b>22432 Total</b>						<b>\$ 4,880.00</b>
TOWN OF PESHTIGO TRE	22311	51912000	PERSONAL PROPERTY CHARGE BACK	PROPERTY TAXES	05/06/2019	2017 PERSONAL PROPERTY TAX CHARGEBACKS	\$ 159.15
	<b>22311 Total</b>						<b>\$ 159.15</b>
VILLAGE OF WAUSAUKEE	22187	51912000	PERSONAL PROPERTY CHARGE BACK	PROPERTY TAXES	04/26/2019	2017 PERSONAL PROPERTY TAX CHARGEBACK	\$ 357.43
	<b>22187 Total</b>						<b>\$ 357.43</b>
CITY OF MARINETTE TR	22368	51912000	PERSONAL PROPERTY CHARGE BACK	PROPERTY TAXES	05/06/2019	2017 PERSONAL PROPERTY TAX CHARGEBACKS	\$ 476.51
	<b>22368 Total</b>						<b>\$ 476.51</b>

**Administrative Committee Schedule of Paid Invoices  
June 13, 2019 Meeting**

YEAR	2019
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
DOWNNS, RICK F.	22422	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/08/2019	05/08/19 PER DIEM & MILES	\$ 67.48
	<b>22422 Total</b>						<b>\$ 67.48</b>
DAMAGE PREVENTION	22177	51450000	INFORMATION SERVICES	TELEPHONE	03/31/2019	MARCH 2019 LOCATES	\$ 9.60
		51450000	INFORMATION SERVICES	TELEPHONE	04/29/2019	APRIL 2019 LOCATES	\$ 26.40
		51452000	MOCAN ESCROW	PURCHASE OF SERVICE	04/29/2019	APRIL LOCATES	\$ 4.80
	<b>22177 Total</b>						<b>\$ 40.80</b>
SQ-APPLEPAY	0	51450000	INFORMATION SERVICES	SOFTWARE	05/08/2019	COMPUTER AND DATA PROCESS - social media archiving	\$ 4,200.00
	<b>0 Total</b>						<b>\$ 4,200.00</b>
DRV TECHNOLOGIES INC	22406	51450000	INFORMATION SERVICES	SOFTWARE	05/01/2019	ANNUAL SOFTWARE SUPPORT 06/01/19-05/31/20	\$ 1,845.50
	<b>22406 Total</b>						<b>\$ 1,845.50</b>
<b>Grand Total</b>							<b>\$ 796,401.51</b>

## MEMORANDUM

**TO:** Wisconsin County Extension Committee Members

**FROM:** Chelsea Fibert, Government Affairs Assistant

**DATE:** May 20, 2019

**SUBJECT:** Dissolution of WACEC/Creation of WEXA

In September of 2018, following the significant restructuring undertaken by UW-Extension, the Wisconsin Associated County Extension Committees (WACEC) approached the Wisconsin Counties Association (WCA) requesting that WCA assume the administrative responsibilities associated with WACEC that were formerly performed by UW-Extension. WCA has agreed to provide these administrative services, which include meeting logistics, preparation and distribution of agendas and minutes, as well as act as fiscal agent.

As part of this process, the current WACEC board recommended modifications to the WACEC bylaws. WCA and WACEC engaged the services of legal counsel to review the bylaws and make recommendations.

WACEC is currently incorporated as a 501(c)(3) entity, requiring annual corporate filings and tax returns. Legal counsel recommends the dissolution of WACEC as a 501(c)(3) entity, and its recreation as a tax-exempt entity under Chapter 184 of the Wisconsin State Statutes, eliminating the burden and expense of an IRC 501(c)(3) association. The current WACEC board recommends the dissolution of WACEC and its recreation under Ch. 184 of the Wisconsin State Statutes. The new organization would take on a new identity, known as Wisconsin Extension Association (WEXA).

Due to the fact that WACEC is an incorporated entity, state laws governing the corporate dissolution process must be adhered to. In order to accomplish the dissolution of WACEC, allowing for the creation of WEXA, 80% of the individual members of county extension committees must sign and return a "Consent Resolution of the Members of Associated County Extension Committees, Inc." A copy of the resolution is included for your review and signature.

To ensure county extension committee members understand what needs to occur and what the new association, WEXA, will look like, a number of documents are included for your review:

- Plan for Dissolution of WACEC
- **Consent Resolution of the Members of Associated County Extension Committees, Inc. (This is the document you need to sign)**
- Bylaws for the newly-created Wisconsin Extension Association (WEXA)
- Map of current Extension districts
- Funds Transfer Agreement
- Fiscal Agency Agreement

To assist extension committee members in understanding the documents and the transformation of WACEC into WEXA, WCA, in conjunction with legal counsel, will be hosting a webinar on **May 30, 2019 at 10:00 a.m.** in order for legal counsel to walk through the documents and answer specific questions that you may have. The webinar can be accessed utilizing the following link: <https://wicounties.adobeconnect.com/wexa/>.

If you have questions prior to the webinar, please send them over to Chelsea Fibert ([fibert@wicounties.org](mailto:fibert@wicounties.org)) so the attorneys can address your concerns specifically when the webinar begins.

**The WACEC board, along with WCA, requests that all counties undertake the following actions to ensure the smooth transition of WACEC into WEXA:**

- **Hold a meeting of your county extension committee prior to June 30, 2019 to ensure committee members execute the consent form.**
- **Provide copies of these documents, including the consent form, to members of your committee who are not county board members (WCA does not have contact information for your public members).**
- **Collect the consent forms following the meeting and send the forms to the WCA office in one of the following manners:**
  - **Mail: Wisconsin Counties Association, 22 E. Mifflin Street, Suite 900, Madison, WI 53703**
  - **Fax: 608.663.7189**
  - **Email: [fibert@wicounties.org](mailto:fibert@wicounties.org)**

**It is imperative that all counties return the signed consent form by June 30, 2019.**

If you have any questions about the transition of WACEC to WEXA, please do not hesitate to contact the WCA office.

## PLAN FOR DISSOLUTION OF WACEC

In September of 2018, following the significant restructuring undertaken by UW-Extension, the Associated County Extension Committees (WACEC) approached the Wisconsin Counties Association (WCA) to request that WCA assume the administrative responsibilities associated with WACEC that were formerly performed by UW-Extension. Going forward, in an effort to streamline the administration and otherwise reduce the financial burden of administration, Wisconsin Counties Association (WCA) has agreed to provide the administrative services and support to meet the needs of the organization.

Given WCA's assumption of these responsibilities, WACEC and WCA have developed the following plan, in consultation with legal counsel, to dissolve WACEC in its current form and reorganize the association in a more streamlined fashion:

1. Distribute this Plan and the attached member resolution to the members of WACEC, who are the individual members of the county extension committees.
2. Create an unincorporated nonprofit association named Wisconsin Extension Association (WEXA). WEXA will have the same mission as WACEC, but will be organized in a way that avoids the burden of tax return and corporate filings that are required of an entity classified as a IRC 501(c)(3) nonprofit such as WACEC. Chapter 184 of the Wisconsin Statutes allows WEXA to be tax-exempt at both the federal and state level, without the added administrative burden and expense.
3. WACEC will transfer its remaining funds to WEXA. These funds will be restricted for use only in accordance with WACEC's purpose.
4. WEXA will contract with WCA for WCA to act as fiscal agent to hold and disburse the funds at the direction of WEXA. WCA will also assist with administration in terms of meeting planning and arrangements, which will result in cost-savings because of WCA's existing relationships.
5. File articles of dissolution with the State of Wisconsin Department of Financial Institutions to dissolve WACEC. WACEC needs to discontinue in its corporate form so as to avoid continuing obligations under Wisconsin law.
6. File final Form-990 with the IRS and include notification of dissolution. This step is necessary to avoid future nonprofit tax filing requirements and will reduce the administrative burdens associated with the operation of WEXA.

In order to accomplish the above, 80% of the individual members of county extension committees must sign and return the attached resolution.

**IF YOU ARE A MEMBER OF A WISCONSIN COUNTY EXTENSION COMMITTEE AND AGREE WITH THIS PLAN, THEN PLEASE SIGN AND RETURN THE ATTACHED RESOLUTION TO GIVE YOUR CONSENT TO DISSOLVE WACEC AND OTHERWISE IMPLEMENT THIS PLAN.**

**BYLAWS**  
**WISCONSIN EXTENSION ASSOCIATION**

**ARTICLE I**  
**NAME**

The name of the association shall be the WISCONSIN EXTENSION ASSOCIATION, an unincorporated nonprofit association pursuant to Chapter 184 of the Wisconsin Statutes (the "Association").

**ARTICLE II**  
**PURPOSE**

The Association is organized as an unincorporated nonprofit association pursuant to Chapter 184 of the Wisconsin Statutes. The primary nonprofit purpose of the Association is to provide a forum for the consideration of issues affecting the committee of each Wisconsin County Board responsible for oversight and policy related to UW-Extension (commonly referred to as extension committees), including those programs carried out under Section 59.87 (section 59.56, under revised statutes) and Chapter 92 of the Wisconsin Statutes, and other general assistance to such extension committees. Without limiting the foregoing, this purpose includes, but is not limited to:

- Providing a forum for discussion on issues relating to the relationship between counties and UW-Extension;
- Providing leadership and extension programming;
- Serving as a liaison between the counties and the UW system;
- Providing advice to the state of Wisconsin relevant to UW-Extension programming;
- and
- Elevating and educating an understanding of extension.

**ARTICLE III  
MEMBERS**

A. Eligibility. The members of the Association shall be all counties in the state of Wisconsin that are considered to be current on annual dues as established herein. All annual dues are due on or before January 31 of each calendar year. The rights of the members shall be only as explicitly granted in these Bylaws.

B. Restrictions. The members shall have no rights to hold or direct funds, amend these Bylaws, or make any determination regarding the dissolution of the Association.

C. Districts. The members shall be divided into the following zones and districts, as identified on the map retained in the Association's record book:

Extension Northern Zone

District 1	Extension Multi County Areas 1, 2, 4
District 2	Extension Multi County Areas 5, 6, 9
District 3	Extension Multi County Areas 3, 7, 8

Extension Southern Zone

District 4	Extension Multi County Areas 10, 12, 15
District 5	Extension Multi County Areas 13, 14, 16
District 6	Extension Multi County Areas 17, 19, 22
District 7	Extension Single County Areas 11, 18, 20, 21

D. Biennial Meeting. Each district shall hold a biennial meeting before June 30 of each even-numbered year. Such meetings shall include the county board supervisors or county executives duly designated by member counties within each district. In compliance with the foregoing, the meetings shall be held at such time and such place as shall be agreed upon by the member counties in each district. The purpose of the biennial meeting in each of the districts shall be to discuss matters of mutual interest and to elect Directors of the Association. Each district is

entitled to elect two (2) Directors of the Association. Each county member shall be entitled to one (1) vote on all matters coming before a district meeting. The districts shall hold an organizational meeting in July of 2019 and elect Directors to serve until the July of 2020 biennial meeting.

E. Special Meetings. Districts may choose to hold special meetings from time to time. The Directors from a district may call a special meeting of a district at any time and elect a chairperson to preside over the special meeting, to discuss any issues related to the district and its participation in the Association.

#### **ARTICLE IV BOARD OF DIRECTORS**

A. Number. The operations and activities of the Association shall be under the care and management of a Board of Directors consisting of fifteen (15) persons, consisting of two (2) Directors from each of the seven (7) districts (as identified in Article III), and the immediate past President of the Association as an ex-officio Director (but only if qualified under Article IV.B).

B. Qualifications. All Directors must be a current county board supervisor or county executive in the state of Wisconsin.

C. Powers of Directors. The Board of Directors shall have complete discretion, responsibility, and power to manage the affairs of the Association. The Board of Directors shall also have specific responsibilities as defined from time to time by the Board of Directors, in addition to the authority granted to manage the Association by these Bylaws and to the extent provided by Wisconsin law.

D. Removal. A Director may be removed from office by an affirmative vote of two-thirds (2/3) of all Directors; said vote taken at a special meeting of the Directors called for that purpose. A Director may resign at any time. A Director is automatically and immediately removed if the Director at any time does not fulfill the qualifications required in Article IV.B. In the event of

a vacancy on the Board of Directors, for any reason, the successor Director shall be elected in a manner consistent with Article III.

E. Annual Meeting. The Board of Directors shall meet at least annually, at such time and place as may be fixed by the Board of Directors, for the purpose of setting dues, adopting a budget, and conducting such other business as may come before the Board of Directors.

F. Biennial Meeting. The Board of Directors shall hold a biennial meeting between July 1 and July 31 of each even-numbered year, for the purpose of electing officers of the Association, setting dues, adopting a budget and conducting such other business as may come before the Board of Directors. A biennial meeting occurring in each even-numbered year satisfies the requirement of an annual meeting set forth in subsection E. above. For the first year of the Association's existence, the Association's Board of Directors shall hold an organizational meeting in July of 2019.

G. Special Meetings. Special meetings may be called by or at the request of the President or any three (3) Directors. Notice of the time and place of all special meetings of the Board of Directors shall be given to each Director as far in advance as practical, by letter, telephone, or email. Email and telephone ballots may be used when no Director objects and special meetings may be held by telephone conference call if circumstances warrant.

H. Quorum and Manner of Acting. Except as otherwise provided, a majority of the Directors of the Association shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but a majority of the Directors present, though less than such quorum, may adjourn the meeting to another time without further notice. The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of greater number is required by law or these Bylaws.

I. Compensation. Compensation for Directors and Officers of the Association shall be established through a policy of the Board of Directors adopted at a meeting.

J. Indemnification. Directors shall be entitled to indemnification for actions as Directors to the extent permitted by Wisconsin law.

## **ARTICLE V OFFICERS**

A. Generally. The officers of the Association shall be a President, Vice President, and Secretary. The initial officers shall be established by resolution of the Board of Directors. The Association will contract with the Wisconsin Counties Association to be the Association's fiscal agent in lieu of naming a Treasurer. The duties of the officers shall include, but not be limited to, the following:

1. President. The President shall generally manage the day-to-day operations of the Association subject to the direction of the Board of Directors. The President is the chief executive officer of the Association, charged with its general supervision and management. The President shall preside at all meetings of the Board of Directors and shall act in a capacity typically provided for a President. The President is authorized, to the extent of the authority granted by the Board of Directors, to requisition funds from the Association's fiscal agent for use by the Association.

2. Vice President. The Vice President shall exercise the duties of the President in the absence or incapacity of the President. If the President should die, resign, or be removed from office, the Vice President shall succeed to the office of the President.

3. Secretary. The Secretary shall maintain all records of the Association and shall prepare minutes of all meetings of the Board of Directors. The Secretary may delegate these responsibilities.

B. Election and Term. The officers shall be elected by the Board of Directors at its biennial meeting. Each officer shall serve until a successor is qualified and seated. An officer may be removed by a two-thirds (2/3) vote of all Directors. Any vacancy in an office shall be filled by affirmative vote of a quorum of the Board of Directors.

C. Qualification. Officers are required to be members of the Board of Directors.

D. Multiple Offices. One person may hold not more than one (1) of the above offices.

E. Compensation. Except to the extent expressly permitted under a compensation policy adopted by the Board of Directors, all officers shall serve without compensation.

**ARTICLE VI  
MISCELLANEOUS**

A. Fiscal Year. The fiscal year of the Association shall end on December 31.

B. Amendment. These Bylaws may be amended by an affirmative two-thirds (2/3) vote of all Directors.

C. Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order – Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

These Bylaws have been adopted and approved as of this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

# Wisconsin Extension Association (WEXA) Districts



- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

## FISCAL AGENCY AGREEMENT

This Fiscal Agency Agreement (“Agreement”) effective as of \_\_\_\_\_, 2019, is entered into by and between Wisconsin Extension Association, a Wisconsin unincorporated association (“WEXA”), and Wisconsin Counties Association, a Wisconsin unincorporated association (“WCA”).

WHEREAS, WEXA holds certain funds pursuant to a Funds Transfer Agreement between WEXA and the Associated County Extension Committees, Inc., dated concurrent with this Agreement (“Funds Transfer Agreement”), which restricts WEXA from using or distributing the funds in certain respects;

WHEREAS, WEXA may, from time to time, receive additional funds to be utilized by WEXA in the course of WEXA’s business (together with the funds identified by the Funds Transfer Agreement, the “Funds”); and

WHEREAS, WEXA desires for WCA to act as its fiscal agent with respect to the holding and disbursement of the Funds.

NOW, THEREFORE, in consideration of these premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Extent of Agency. It is the intent and purpose of the parties that WCA, on behalf of WEXA, administer and disburse the Funds as directed by WEXA. The Funds shall be held by WCA in trust as fiscal agent for WEXA in a segregated account. WCA shall not be required to take any action or refuse to take any action beyond the scope of the agency set forth herein.

2. Limitations of Liability. Notwithstanding any provision hereof to the contrary: (a) WCA undertakes to perform as fiscal agent on behalf of WEXA only such duties as are specifically set forth herein, and no implied covenants or obligations shall be read into this Agreement against WCA; and (b) in all events, WCA shall not be liable to WEXA for any action taken or omitted to be taken by it under this Agreement in good faith.

3. Indemnification. WEXA agrees to indemnify, defend and hold harmless WCA and WCA’s employees, directors, officers, subcontractors, agents or other members of its workforce from any costs, damages, expenses, judgments, losses, and attorneys’ fees arising from any of WCA’s actions related to its obligations under this Agreement, except to the extent of WCA’s willful misconduct. WEXA’s indemnification obligation shall survive the expiration or termination of this Agreement for any reason.

4. Costs. WCA shall not be required to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties as fiscal agent for WEXA hereunder, other than those costs and expenses incurred by WCA in the ordinary course of performing its duties described in this Agreement. If WEXA requests WCA to take certain actions, and if WCA determines that the taking of such action would reasonably be expected to cause WCA to incur additional costs or financial liability beyond its ordinary operating costs,

then WCA shall not be required to take such actions absent an agreement from WEXA to pay the costs.

5. Accounting. WCA shall provide to WEXA, on or about the beginning of each calendar year, an accounting of the Funds, including all Funds received and disbursed during the course of the prior calendar year. WEXA may audit such report at its own expense upon request.

6. Termination of Fiscal Agency. Notwithstanding anything in this Agreement to the contrary, the fiscal agency created by this Agreement shall terminate as soon as reasonably practicable following the earliest to occur of the following events: (a) WEXA ceases doing business as a going concern; (b) the Funds are exhausted; or (c) 120 days prior written notice from either party of an intent to terminate this Agreement. Upon the termination of this Agreement, WCA shall promptly return the Funds to WEXA.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and delivered by their proper and duly authorized officers as of the day and year first above written.

WISCONSIN EXTENSION  
ASSOCIATION

WISCONSIN COUNTIES  
ASSOCIATION

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

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

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

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

## FUNDS TRANSFER AGREEMENT

This Funds Transfer Agreement (“Agreement”) effective as of \_\_\_\_\_, 2019, is entered into by and between Wisconsin Extension Association, a Wisconsin unincorporated association (“WEXA”), and Associated County Extension Committees, a Wisconsin non-stock corporation (“WACEC”).

WHEREAS, WACEC desires to transfer certain funds to WEXA to be held by WEXA and restricted in their use in a manner set forth in this Agreement.

NOW, THEREFORE, in consideration of these premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Funds. Promptly after the execution of this Agreement, WACEC shall transfer all funds as stated in WACEC’s most recent Treasurers Report to WEXA (the “Funds”). WEXA shall only use the Funds in furtherance of WACEC’s following stated purpose:

- a. Providing a forum for the consideration of problems and policies of concern to the committee of each Wisconsin County Board responsible for extension programs (commonly referred to as extension committees), including those programs carried out under Section 59.87 (Section 59.56, under revised statutes) and Chapter 92 of the Wisconsin Statutes, and other general assistance to such extension committees (the “Purpose”).

2. Fiscal Agent. WEXA may contract with a fiscal agent to hold, administer, and disburse the Funds, provided that any such agreement obligates the fiscal agent to perform such duties in accordance with the Purpose.

3. Limitations of Liability. Notwithstanding any provision hereof to the contrary: (a) WEXA undertakes to perform only such duties as are specifically set forth herein, and no implied covenants or obligations shall be read into this Agreement or otherwise implied; and (b) in all events, WEXA shall not be liable to WACEC for any action taken or omitted to be taken by it under this Agreement in good faith.

4. Costs. WEXA shall not be required to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, other than those costs and expenses incurred by WEXA in the ordinary course of performing its duties described in this Agreement.

5. Termination of Responsibility. This Agreement shall terminate upon the exhaustion of the Funds in accordance with the terms herein.

*[Signature page follows.]*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and delivered by their proper and duly authorized officers as of the day and year first above written.

WISCONSIN EXTENSION  
ASSOCIATION

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

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

ASSOCIATED COUNTIES  
EXTENSION COMMITTEES

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

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

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**CONSENT RESOLUTION OF THE MEMBERS OF  
ASSOCIATED COUNTY EXTENSION COMMITTEES, INC.**

The undersigned, being at least 80% of the members of Associated County Extension Committees, Inc., a Wisconsin non-stock corporation (the “**Corporation**”), does, pursuant to the provisions of Sections 181.0704 of the Wisconsin Statutes, hereby consent to and adopt the following recitals and resolutions:

**WHEREAS**, the undersigned members desire to dissolve the Corporation;  
and

**WHEREAS**, Section 181.1401 requires two-thirds of the members of a non-stock corporation to approve dissolution; and

**WHEREAS**, Section 181.0704 requires 80% of the members of a non-stock corporation to approve a resolution without a meeting; and

**WHEREAS**, the undersigned members have examined and hereby approve the attached Plan of Dissolution for the Corporation (the “**Plan**”).

**NOW, THEREFORE, BE IT RESOLVED**, that the Plan is hereby adopted and approved in all respects, and that the officers of the Corporation are authorized to perform all acts and execute all documents necessary or appropriate to execute the Plan and to carry out the intent thereof; and

**BE IT FURTHER RESOLVED**, that the officers of the Corporation are empowered, authorized and directed to execute and file articles of dissolution with the Wisconsin Department of Financial Institutions in accordance with the Wisconsin Statutes, and that the execution thereof by any officer shall be the act and deed of the Corporation; and

**BE IT FURTHER RESOLVED**, that the officers of the Corporation are empowered, authorized and directed to carry out the provisions of these resolutions that may be necessary in liquidating and dissolving the Corporation in accordance with the expressed intent of the members hereunder and under the Plan; and

**BE IT FURTHER RESOLVED**, that the Board of Directors is authorized to adopt any further resolutions that may be necessary in liquidating and dissolving the Corporation.

This consent resolution may be executed in separate counterparts, each of which shall be deemed to be an original, and all counterparts shall constitute one instrument. Signatures transmitted by facsimile, portable document format (“**.pdf**”) or other electronic means shall be deemed to be original signatures for all legal and other purposes.

*[Signature page follows.]*

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

Print: \_\_\_\_\_

32688555\_2.DOC

# 2019 - 2020

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		