



## **AGENDA**

### **ADMINISTRATIVE COMMITTEE**

Thursday, April 16, 2020

9:00 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call to meeting to order
2. Approval of agenda and amendment
3. Approval/correction of minutes – March 19, 2020
4. Public Comment – Suspended until further notice
5. Correspondence
6. Reports of outside agencies and others
7. Finance Director's Report
  - a) Investment Report – March
  - b) Investment Report by Security Type
  - c) Quarterly YTD Maturity Range Report
  - d) Summary of Matured Debt Held for Cash
  - e) Loan Summary
  - f) Year-End Budget Transfers
8. Discuss/consider County Board of Supervisors attendance at the 2020 WCA Annual Conference, September 20-22 at Kalahari in Wisconsin Dells, action if any
9. Discuss/consider recommending County Board approve Amendment 106 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences, action if any
10. Discuss/consider recommending County Board approve Telecommuting Policy, action if any
11. Discuss County Board Re-Organization meeting – information only
12. Discuss/consider Schedule of Appropriation Entries, action if any
13. Human Resources Director's Report
14. Presentation of paid invoices

15. Addendum(s) when applicable

16. Future agenda items

17. Identify next meeting date – May 14, 2020

18. Adjournment

Attachments

- 2020 Meeting Calendar

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 48 hours prior to the meeting to make suitable arrangements. Thank you.

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

March 19, 2020  
Jury Assembly Room  
Marinette County Courthouse

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

**MEMBERS EXCUSED:**

**OTHERS PRESENT:** County Clerk Kathy Brandt, County Administrator John Lefebvre, Corporation Counsel Gale Mattison, Treasurer Bev Noffke, IT Director Kevin Solway, Network Administrator Jennifer Fifarek, Assistant HHS Director Glenn Sartorelli, Eagle Herald, Bay Cities Radio and Peshtigo Times  
Participating via telephone: Finance Director Laura Mans and Assistant Finance Director Hollie Viestenz

#### 1. Call to Order

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

#### 2. Agenda

Motion (Polzin/Pazynski) to approve agenda with the removal of item #10. Motion carried. No negative vote.

#### 3. Minutes

Motion (Anderson/Grebin) to approve Administrative minutes of February 13<sup>th</sup> and 25<sup>th</sup>, 2020. Motion carried. No negative vote.

#### 4. Public Comment - None

#### 5. Correspondence - None

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

#### 7. IT Report – Exhibit A

## **8. Human Resources Director's Report**

On behalf of the Human Resources Director, the County Administrator the fluid situation concerning COVID-19 and the effect on employees and department operations.

## **9. FLSA Classification change for Child and Family Social Worker Positions**

Motion (Polzin/Guarisco) to recommend County Board approve changing the FLSA classification for Child and Family Social Worker positions from salaried exempt to hourly non-exempt effective April 5, 2020. Motion carried. No negative vote. Exhibit B

## **~~10. Terminate Human Resources Support Services with City of Marinette~~**

## **11. Resolution No. 530-20 Compensation for Constitutionally Elected Officials**

Amendment 1: Motion (Anderson/Pazynski) to amend Resolution #530-20 to read for each position:

2021 - \$70,309

2022 - \$70,309

2023 - \$71,715

2024 - \$71,715 for each position.

Roll Call Vote: Motion failed 3 yes; 3 no. Voting yes: Supervisors Anderson, Grebin and Pazynski

Amendment 2: Motion (Polzin/Grebin) to amend Resolution #530-20 to read for each position:

2021 - \$66,700

2022 - \$68,372

2023 - \$70,044

2024 - \$71,715

Motion carried. No negative vote.

Motion (Guarisco/Polzin) to recommend County Board approve Resolution No. 530-20 Establishing Compensation for Constitutionally Elected Officials for 2021 – 2024 per Amendment 2. Motion carried. No negative vote. Exhibit C

## **12. Ordinance No. 432-20 – Committees of the County Board**

Motion (Anderson/Grebin) to recommend County Board approve Ordinance No. 432-20 Amending Section 2.07 (5) of the Marinette County Code of Ordinances – “Committees of the County Board”. Motion carried. No negative vote. Exhibit D

### **13. Ordinance No. 433-20 – Sale of Delinquent Real Estate**

Motion (Polzin/Guarisco) to recommend County Board approve Ordinance No. 433-20 Amending Section 3.06 (3) of the Marinette County Code of Ordinances – “Sale of Delinquent Real Estate”. Motion carried. No negative vote. Exhibit E

### **14. Finance Director’s Report – Exhibit F**

- February Monthly Investment Report - \$37,866,769.28
- Investment Report by Security Type
- YTD Maturity Range Report
- Loan Summary
- Debt Retirement Scenario
- Anticipated Reinvestment of Matured Securities

### **15. Transfer from Contingency Fund for Purchase of Land**

Motion (Anderson/Polzin) to recommend County Board approve the transfer of \$80,000 from Contingency Fund to Account #56115000-53890 for the purchase of approximately 123 acres of land in Sections 15, 16 and 21 T30N R23E Town of Peshtigo from the Wisconsin Department of Transportation. Motion carried. Voting no – Supervisor Pazynski. Exhibit G

### **16. Amendments to Marinette County Procurement Policy**

Motion (Guarisco/Schroeder) to recommend County Board approve proposed amendments to the Marinette County Procurement Policy effective April 1, 2020. Motion carried. No negative vote. Exhibit H

### **17. Annual Review of Investment Policy**

Motion (Polzin/Pazynski) to approve Investment Policy per annual review requirement. Motion carried. No negative vote. Exhibit I

### **18. Appropriation Entries**

Motion (Anderson/Grebin) to approve Schedule of Appropriation Entries. Motion carried. No negative vote. Exhibit J

### **19. 2019 Year-end Budget Transfers**

Motion (Pazynski/Guarisco) to approve 2019 Year-end budget transfers. Motion carried. No negative vote. Exhibit K

## **20. Other Post-Employment Benefits (OPEB) Actuarial Valuation Report**

Discussion only.

## **21. Schedule of Paid Invoices**

Committee reviewed February Schedule of Paid Invoices totaling \$701,466.33.

## **22. Future Agenda Items**

## **23. Adjournment**

Motion (Guarisco/Pazynski) to adjourn 10:39 a.m. Motion carried. No negative vote.

Next meeting date – April 16, 2020 – 9:00 a.m.

Kathy Brandt  
County Clerk

Date approved/corrected:

**Marinette County Portfolio Holdings**  
**Finance Director's Monthly Report With % of Portfolio**  
**3/31/2020**

Report Format: By CUSIP/Ticker

Group By: Security Type

Average By: Cost Value

Description	CUSIP/Ticker	Maturity Date	YTM @ Cost	Cost Value	Book Value	Market Value	% of Portfolio
<b>Certificate Of Deposit</b>							
Associated Trust 2.8 9/24/2021	CD0057-65-2	09/24/2021	2.800	207,094.74	207,094.74	207,094.74	0.52
Farmers & Merchants Bank 1.05 9/21/2020	CD0113081225-20	09/21/2020	1.050	115,177.93	115,177.93	115,177.93	0.29
Peshtigo National Bank 1 7/4/2020	215CD12306-20	07/04/2020	1.000	171,455.75	171,455.75	171,455.75	0.43
Peshtigo National Bank 1 7/4/2020	216CD12306-20	07/04/2020	1.000	16,369.52	16,369.52	16,369.52	0.04
Peshtigo National Bank 1.6 1/25/2023	CD11741-23	01/25/2023	1.600	171,427.41	171,427.41	171,427.41	0.43
Stephenson National Bank & Trust 1.25 1/22/202	CD0100431428-21	01/22/2021	1.250	61,170.21	61,170.21	61,170.21	0.15
Stephenson National Bank & Trust 1.7 2/21/2021	CD0130068240	02/21/2021	1.700	40,000.00	40,000.00	40,000.00	0.10
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	05/26/2022	2.250	50,955.21	50,955.21	50,955.21	0.13
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	10/21/2021	2.890	204,099.72	204,099.72	204,099.72	0.51
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	12/21/2020	1.260	208,151.06	208,151.06	208,151.06	0.52
Sub Total / Average Certificate Of Deposit			1.825	1,245,901.55	1,245,901.55	1,245,901.55	3.12
<b>Corporate Bond</b>							
APPLE INC 2.1 9/12/2022-22	037833DC1	09/12/2022	2.152	997,573.26	998,806.28	1,014,736.00	2.50
BANK OF NOVA SCOTIA 2.8 7/21/2021	064159FL5	07/21/2021	3.270	987,389.45	994,172.12	1,011,172.00	2.47
Bank of NY Mellon Corp 3.5 4/28/2023	06406RAG2	04/28/2023	3.405	502,160.89	501,331.63	521,934.00	1.26
BERKSHIRE HATHAWAY INC DEL 2.75 3/15/2023	084670BR8	03/15/2023	2.990	504,350.44	506,660.48	527,698.53	1.26
Chevron Corp New 2.355 12/5/2022-13	166764AB6	12/05/2022	2.600	991,664.81	993,766.39	1,013,697.00	2.48
NATIONAL AUSTRALIA BANK NEW YORK 3.375 9/20/2021	63254AAZ1	09/20/2021	3.238	1,003,951.56	1,001,898.62	1,014,840.00	2.51
Toronto Dominion Bank 1.8 7/13/2021	89114QBL1	07/13/2021	3.210	482,740.53	491,379.59	502,317.50	1.21
Sub Total / Average Corporate Bond			2.920	5,469,830.94	5,488,015.11	5,606,395.03	13.70
<b>FHLMC Bond</b>							
FHLMC MBS 2 5/1/2028	3128MMQU0	12/29/2021	2.003	360,244.47	360,378.86	370,317.57	0.90
FHLMC MBS 2 9/15/2041	3137AM2T3	02/01/2023	1.474	192,687.73	189,599.03	192,223.87	0.48
FHLMC MBS 2.5 10/1/2036	3128P8DD0	05/25/2025	2.101	843,460.88	842,064.30	864,025.62	2.11
FHLMC MBS 2.5 4/15/2038	3137A0UL7	07/26/2020	3.295	70,977.83	73,211.31	74,200.11	0.18
FHLMC MBS 2.5 7/15/2032	3137B15Z1	01/13/2022	2.205	310,913.42	307,918.91	316,473.93	0.78
FHLMC Pool # 18469 MBS 2 6/1/2028	3128MMQX4	06/23/2022	2.600	342,330.91	350,379.21	362,733.52	0.86
FHR 3835 BA MBS 4 8/15/2038	3137A9VR4	06/17/2020	2.803	59,726.13	57,281.44	58,140.26	0.15
FHR 4466 NL MBS 3.5 8/26/2021	3137BHXY0	08/26/2021	2.350	484,700.90	472,525.95	495,127.67	1.21
FHR 4784 PA MBS 3.5 3/15/2043	3137F5G52	07/25/2022	2.793	834,569.32	829,453.29	845,452.09	2.09
Sub Total / Average FHLMC Bond			2.350	3,499,611.59	3,482,812.30	3,578,694.64	8.77
<b>FNMA Bond</b>							
FNMA MBS 1.25 4/25/2028	3136ADEN5	10/14/2020	1.250	238,463.44	238,627.89	239,946.64	0.60
FNMA MBS 1.8 8/21/2020	3136G4LA9	08/21/2020	1.800	1,000,000.00	1,000,000.00	1,005,859.00	2.51
FNMA MBS 2 12/25/2039	3136A93M8	12/17/2020	1.599	239,122.73	235,766.93	240,046.38	0.60
FNMA MBS 2 2/25/2041	3136A2R39	09/20/2021	3.307	234,374.20	242,686.71	250,913.66	0.59
FNMA MBS 2.5 5/25/2039	3136AHAZ3	07/17/2020	2.474	361,949.86	361,949.86	371,419.19	0.91
FNMA MBS 2.5 7/25/2043	3136AF3R3	09/18/2020	2.600	198,213.08	199,026.80	205,375.92	0.50
FNMA MBS 2.5 9/1/2034	31418DFE7	04/18/2024	2.101	916,917.34	915,243.45	937,045.79	2.30
Sub Total / Average FNMA Bond			2.067	3,189,040.65	3,193,301.64	3,250,606.58	7.99
<b>GNMA Bond</b>							
GNMA MBS 4.25 2/16/2041	38377VFU5	12/06/2022	3.061	189,403.76	181,464.11	196,519.41	0.47
Sub Total / Average GNMA Bond			3.061	189,403.76	181,464.11	196,519.41	0.47
<b>Local Government Investment Pool</b>							
Local Government Investment Pool LGIP	LGIP		1.140	16,899,799.83	16,899,799.83	16,899,799.83	42.33
Sub Total / Average Local Government Investment Pool			1.140	16,899,799.83	16,899,799.83	16,899,799.83	42.33
<b>Money Market</b>							
Department of National Resources MM	DNR		1.140	739,477.24	739,477.24	739,477.24	1.85
Huntington Bank MM	1087228306		0.330	7,085.91	7,085.91	7,085.91	0.02
Sub Total / Average Money Market			1.132	746,563.15	746,563.15	746,563.15	1.87
<b>Municipal Bond</b>							

**Marinette County Portfolio Holdings**  
**Finance Director's Monthly Report With % of Portfolio**  
**3/31/2020**

Report Format: By CUSIP/Ticker

Group By: Security Type

Average By: Cost Value

Energy Northwest Wash Elec Rev 2.653 7/1/2020	29270CYN9	07/01/2020	1.805	513,665.00	501,033.02	501,780.00	1.29
Sioux Falls SD Sales Tax Revenue 2.15 11/15/2021	829594KJ8	11/15/2021	2.810	122,820.00	123,719.20	126,682.50	0.31
Stratford Conn Taxable Go UT 4.137 8/15/2021	8628113W4	08/15/2021	2.602	638,232.00	611,891.24	620,862.00	1.60
Sub Total / Average Municipal Bond			2.301	1,274,717.00	1,236,643.46	1,249,324.50	3.19
<b>Negotiable Certificate Of Deposit</b>							
Affinity Federal Credit Union 2.65 4/3/2020	00832KAW9	04/03/2020	2.650	243,000.00	243,000.00	243,034.02	0.61
Allegiance Bank Texas 2.2 11/3/2022	01748DAY2	11/03/2022	2.200	248,000.00	248,000.00	252,986.54	0.62
Barclays Bank Delaware 3.05 10/12/2021	06740KME4	10/12/2021	3.050	214,000.00	214,000.00	219,655.59	0.54
BLC Community Bank 2.85 10/9/2020	05549CGT1	10/09/2020	2.850	249,000.00	249,000.00	251,337.11	0.62
Capital One Natl Assn VA CD 2.1 8/14/2024	14042RMW8	08/14/2024	2.100	249,000.00	249,000.00	255,107.47	0.62
Citibank National Assoc 3 9/7/2021	17312QS67	09/07/2021	3.000	248,000.00	248,000.00	254,034.09	0.62
Comenity Cap Bk Utah 2.55 5/16/2022	20033AW44	05/16/2022	2.550	249,000.00	249,000.00	255,197.11	0.62
Connectone Bank Englewood 3.2 12/28/2021	20786ACM5	12/28/2021	3.200	248,000.00	248,000.00	256,016.35	0.62
Discover Bank 3 9/7/2021	254673TH9	09/07/2021	3.000	248,000.00	248,000.00	254,034.09	0.62
Eaglebank 2.85 3/8/2021	27002YDY9	03/08/2021	2.850	248,000.00	248,000.00	251,786.46	0.62
East Boston Savings Bank 1.95 9/28/2021	27113PCA7	09/28/2021	1.950	248,000.00	248,000.00	250,386.01	0.62
Firstbank Puerto Rico 2.25 9/1/2022	33767A4T5	09/01/2022	2.250	248,000.00	248,000.00	253,058.46	0.62
Goldman Sachs Bank USA 2.35 8/30/2022	38148PNS2	08/30/2022	2.350	248,000.00	248,000.00	253,652.66	0.62
GREAT NORTH BANK 2.8 2/26/2021	39103QAG1	02/26/2021	2.800	248,000.00	248,000.00	251,580.13	0.62
JP Morgan Chase Bank NA 2.6 4/30/2022-20	48128HTD0	04/30/2022	2.600	246,000.00	246,000.00	246,294.95	0.62
Merrick Bank South Jordan Utah 3.05 10/12/2021	59013J3X5	10/12/2021	3.050	214,000.00	214,000.00	219,671.00	0.54
Morgan Stanley Bank NA 2.45 1/25/2021	61747MG96	01/25/2021	2.450	248,000.00	248,000.00	250,636.74	0.62
Morgan Stanley PVT Bank 3.05 2/14/2024	61760AVS5	02/14/2024	3.050	248,000.00	248,000.00	262,484.94	0.62
PCSB Bank 2.7 6/8/2020	69324MAF2	06/08/2020	2.700	249,000.00	249,000.00	249,814.98	0.62
PINNACLE BANK TN 2 9/21/2021	72345SFV8	09/21/2021	2.000	248,000.00	248,000.00	250,543.24	0.62
Sallie Mae Bank 2.6 1/17/2023	79545OJ30	01/17/2023	2.600	248,000.00	248,000.00	255,933.27	0.62
State Bank of India 2.9 3/29/2023	856285KL4	03/29/2023	2.900	245,000.00	245,000.00	255,414.70	0.61
Synchrony Bank 3.2 5/25/2023	87165ERZ2	05/25/2023	3.200	246,000.00	246,000.00	259,158.54	0.62
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8-602	09/15/2021	2.000	161,000.00	161,000.00	162,968.22	0.40
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8	09/15/2021	2.000	248,000.00	248,000.00	250,527.37	0.62
TIAA FSB 2.2 9/14/2022	87270LAT0	09/14/2022	2.200	248,000.00	248,000.00	252,834.76	0.62
UBS Bank USA 3.15 5/30/2023	90348JCR9	05/30/2023	3.150	249,000.00	249,000.00	262,028.68	0.62
United Prairie Bank 2.5 12/28/2020	91134CBL4	12/28/2020	2.500	245,000.00	245,000.00	247,538.20	0.61
Wells Fargo Bank National Association 3.2 12/28/20	949763WE2	12/28/2021	3.200	248,000.00	248,000.00	256,016.35	0.62
Sub Total / Average Negotiable Certificate Of Deposit			2.638	7,027,000.00	7,027,000.00	7,183,732.03	17.60
<b>SBA</b>							
SBA DEV PART CERT MBS 2.76 10/1/2031	83162CUH4	04/19/2024	1.706	377,653.37	364,978.34	369,462.45	0.95
Sub Total / Average SBA			1.706	377,653.37	364,978.34	369,462.45	0.95
Total / Average			1.901	39,919,521.84	39,866,479.49	40,326,999.17	100

**Marinette County  
Investment Portfolio - by Security Type, Totals  
As of 3/31/2020**

Description	CUSIP/Ticker	Cost Value	Book Value	Market Value	% of Portfolio
Certificate Of Deposit		1,245,901.55	1,245,901.55	1,245,901.55	3.13
Corporate Bond		5,469,830.94	5,488,015.11	5,606,395.03	13.84
FHLMC Bond		3,499,611.59	3,482,812.30	3,578,694.64	8.66
FNMA Bond		3,189,040.65	3,193,301.64	3,250,606.58	7.99
GNMA Bond		189,403.76	181,464.11	196,519.41	0.45
Local Government Investment Pool		16,899,799.83	16,899,799.83	16,899,799.83	42.44
Money Market		746,563.15	746,563.15	746,563.15	1.87
Municipal Bond		1,274,717.00	1,236,643.46	1,249,324.50	3.08
Negotiable Certificate Of Deposit		7,027,000.00	7,027,000.00	7,183,732.03	17.65
SBA		377,653.37	364,978.34	369,462.45	0.90
Total / Average		39,919,521.84	39,866,479.49	40,326,999.17	100

Maturity Range Report by Amortization End Date  
3/31/2020

Description	CUSIP/Ticker	Security Type	Maturity Date	Amortization End Date	Book Value	Market Value
Affinity Federal Credit Union 2.65 4/3/2020	00832KAW9	Negotiable Certificate Of Deposit	04/03/2020	04/03/2020	243,000.00	243,034.02
PCSB Bank 2.7 6/8/2020	69324MAF2	Negotiable Certificate Of Deposit	06/08/2020	06/08/2020	249,000.00	249,814.98
FHR 3835 BA MBS 4 8/15/2038	3137A9VR4	FHLMC Bond	08/15/2038	06/17/2020	57,281.44	58,140.26
Energy Northwest Wash Elec Rev 2.653 7/1/2020	29270CYN9	Municipal Bond	07/01/2020	07/01/2020	501,033.02	501,780.00
Peshtigo National Bank 1 7/4/2020	215CD12306-20	Certificate Of Deposit	07/04/2020	07/04/2020	171,455.75	171,455.75
Peshtigo National Bank 1 7/4/2020	216CD12306-20	Certificate Of Deposit	07/04/2020	07/04/2020	16,369.52	16,369.52
FNMA MBS 2.5 5/25/2039	3136AHAZ3	FNMA Bond	05/25/2039	07/17/2020	361,949.86	371,419.19
FHLMC MBS 2.5 4/15/2038	3137A0UL7	FHLMC Bond	04/15/2038	07/26/2020	73,211.31	74,200.11
FNMA MBS 1.8 8/21/2020	3136G4LA9	FNMA Bond	08/21/2020	08/21/2020	1,000,000.00	1,005,859.00
FNMA MBS 2.5 7/25/2043	3136AF3R3	FNMA Bond	07/25/2043	09/18/2020	199,026.80	205,375.92
Farmers & Merchants Bank 1.05 9/21/2020	CD0113081225-20	Certificate Of Deposit	09/21/2020	09/21/2020	112,751.57	112,751.57
Farmers & Merchants Bank 1.05 9/21/2020	CD0113081225-20	Certificate Of Deposit	09/21/2020	09/21/2020	1,206.72	1,206.72
Farmers & Merchants Bank 1.05 9/21/2020	CD0113081225-20	Certificate Of Deposit	09/21/2020	09/21/2020	1,219.64	1,219.64
BLC Community Bank 2.85 10/9/2020	05549CGT1	Negotiable Certificate Of Deposit	10/09/2020	10/09/2020	249,000.00	251,337.11
FNMA MBS 1.25 4/25/2028	3136ADEN5	FNMA Bond	04/25/2028	10/14/2020	238,627.89	239,946.64
FNMA MBS 2 12/25/2039	3136A93M8	FNMA Bond	12/25/2039	12/17/2020	235,766.93	240,046.38
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	203,019.74	203,019.74
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	630.75	630.75
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	646.77	646.77
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	648.83	648.83
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	643.81	643.81
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	638.74	638.74
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	654.96	654.96
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	654.96	654.96
Stephenson National Bank 1.26 12/21/2020	CD0100436922-20	Certificate Of Deposit	12/21/2020	12/21/2020	612.50	612.50
United Prairie Bank 2.5 12/28/2020	91134CBL4	Negotiable Certificate Of Deposit	12/28/2020	12/28/2020	245,000.00	247,538.20
					\$ 4,164,051.51	\$ 4,199,646.07
Stephenson National Bank & Trust 1.25 1/22/2021	CD0100431428-21	Certificate Of Deposit	01/22/2021	01/22/2021	61,170.21	61,170.21
Morgan Stanley Bank NA 2.45 1/25/2021	61747MG96	Negotiable Certificate Of Deposit	01/25/2021	01/25/2021	248,000.00	250,636.74
Stephenson National Bank & Trust 1.7 2/21/2021	CD0130068240	Certificate Of Deposit	02/21/2021	02/21/2021	40,000.00	40,000.00
GREAT NORTH BANK 2.8 2/26/2021	39103QAG1	Negotiable Certificate Of Deposit	02/26/2021	02/26/2021	248,000.00	251,580.13
Eaglebank 2.85 3/8/2021	27002YDY9	Negotiable Certificate Of Deposit	03/08/2021	03/08/2021	248,000.00	251,786.46
Toronto Dominion Bank 1.8 7/13/2021	89114QBL1	Corporate Bond	07/13/2021	07/13/2021	491,379.59	502,317.50
BANK OF NOVA SCOTIA 2.8 7/21/2021	064159FL5	Corporate Bond	07/21/2021	07/21/2021	994,172.12	1,011,172.00
Stratford Conn Taxable Go UT 4.137 8/15/2021	8628113W4	Municipal Bond	08/15/2021	08/15/2021	611,891.24	620,862.00
FHR 4466 NL MBS 3.5 8/26/2021	3137BH0Y0	FHLMC Bond	08/26/2021	08/26/2021	472,525.95	495,127.67
Citibank National Assoc 3 9/7/2021	17312QS67	Negotiable Certificate Of Deposit	09/07/2021	09/07/2021	248,000.00	254,034.09
Discover Bank 3 9/7/2021	254673TH9	Negotiable Certificate Of Deposit	09/07/2021	09/07/2021	248,000.00	254,034.09
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8-602	Negotiable Certificate Of Deposit	09/15/2021	09/15/2021	161,000.00	162,968.22
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8	Negotiable Certificate Of Deposit	09/15/2021	09/15/2021	248,000.00	250,527.37
NATIONAL AUSTRALIA BANK NEW YORK 3.375 9/20/2021	63254AAZ1	Corporate Bond	09/20/2021	09/20/2021	1,001,898.62	1,014,840.00
FNMA MBS 2 2/25/2041	3136A2R39	FNMA Bond	02/25/2041	09/20/2021	242,686.71	250,913.66
PINNACLE BANK TN 2 9/21/2021	72345SFV8	Negotiable Certificate Of Deposit	09/21/2021	09/21/2021	248,000.00	250,543.24
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	200,000.00	200,000.00
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	72.50	72.50
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	1,390.46	1,390.46
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	1,396.99	1,396.99
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	1,431.57	1,431.57
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	1,367.55	1,367.55
Associated Trust 2.8 9/24/2021	CD0057-65-2	Certificate Of Deposit	09/24/2021	09/24/2021	1,435.67	1,435.67
East Boston Savings Bank 1.95 9/28/2021	27113PCA7	Negotiable Certificate Of Deposit	09/28/2021	09/28/2021	248,000.00	250,386.01
Barclays Bank Delaware 3.05 10/12/2021	06740KME4	Negotiable Certificate Of Deposit	10/12/2021	10/12/2021	214,000.00	219,655.59
Merrick Bank South Jordan Utah 3.05 10/12/2021	59013J3X5	Negotiable Certificate Of Deposit	10/12/2021	10/12/2021	214,000.00	219,671.00
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	195,805.35	195,805.35
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,057.04	1,057.04
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,407.80	1,407.80
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,433.68	1,433.68
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,459.97	1,459.97
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,470.64	1,470.64
Stephenson National Bank & Trust 2.89 10/21/20	CDAR1021919167	Certificate Of Deposit	10/21/2021	10/21/2021	1,465.24	1,465.24
Sioux Falls SD Sales Tax Revenue 2.15 11/15/2021	829594KJ8	Municipal Bond	11/15/2021	11/15/2021	123,719.20	126,682.50
Connectone Bank Englewood 3.2 12/28/2021	20786ACM5	Negotiable Certificate Of Deposit	12/28/2021	12/28/2021	248,000.00	256,016.35
Wells Fargo Bank National Association 3.2 12/28/20	949763WE2	Negotiable Certificate Of Deposit	12/28/2021	12/28/2021	248,000.00	256,016.35
FHLMC MBS 2 5/1/2028	3128MMQJ0	FHLMC Bond	05/01/2028	12/29/2021	360,378.86	370,317.57
					\$ 7,880,016.96	\$ 8,032,453.21
FHLMC MBS 2.5 7/15/2032	3137B15Z1	FHLMC Bond	07/15/2032	01/13/2022	307,918.91	316,473.93
JP Morgan Chase Bank NA 2.6 4/30/2022-20	48128HTD0	Negotiable Certificate Of Deposit	04/30/2022	04/30/2022	246,000.00	246,294.95
Comenity Cap Bk Utah 2.55 5/16/2022	20033AW44	Negotiable Certificate Of Deposit	05/16/2022	05/16/2022	249,000.00	255,197.11
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	Certificate Of Deposit	05/26/2022	05/26/2022	50,000.00	50,000.00
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	Certificate Of Deposit	05/26/2022	05/26/2022	98.72	98.72
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	Certificate Of Deposit	05/26/2022	05/26/2022	284.92	284.92
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	Certificate Of Deposit	05/26/2022	05/26/2022	286.54	286.54
Stephenson National Bank & Trust 2.25 5/26/202	CDAR1022652458	Certificate Of Deposit	05/26/2022	05/26/2022	285.03	285.03
FHLMC Pool # 18469 MBS 2 6/1/2028	3128MMQX4	FHLMC Bond	06/01/2028	06/23/2022	350,379.21	362,733.52
FHR 4784 PA MBS 3.5 3/15/2043	3137F5G52	FHLMC Bond	03/15/2043	07/25/2022	829,453.29	845,452.09
Goldman Sachs Bank USA 2.35 8/30/2022	38148PNS2	Negotiable Certificate Of Deposit	08/30/2022	08/30/2022	248,000.00	253,652.66
Firstbank Puerto Rico 2.25 9/1/2022	33767A4T5	Negotiable Certificate Of Deposit	09/01/2022	09/01/2022	248,000.00	253,058.46
APPLE INC 2.1 9/12/2022-22	037833DC1	Corporate Bond	09/12/2022	09/12/2022	998,806.28	1,014,736.00
TIAA FSB 2.2 9/14/2022	87270LAT0	Negotiable Certificate Of Deposit	09/14/2022	09/14/2022	248,000.00	252,834.76
Allegiance Bank Texas 2.2 11/3/2022	01748DAY2	Negotiable Certificate Of Deposit	11/03/2022	11/03/2022	248,000.00	252,986.54
Chevron Corp New 2.355 12/5/2022-13	166764AB6	Corporate Bond	12/05/2022	12/05/2022	993,766.39	1,013,697.00
GNMA MBS 4.25 2/16/2041	38377VFU5	GNMA Bond	02/16/2041	12/06/2022	181,464.11	196,519.41
					\$ 5,199,743.40	\$ 5,314,591.64
Sallie Mae Bank 2.6 1/17/2023	79545OJ30	Negotiable Certificate Of Deposit	01/17/2023	01/17/2023	248,000.00	255,933.27
Peshtigo National Bank 1.6 1/25/2023	CD11741-23	Certificate Of Deposit	01/25/2023	01/25/2023	171,427.41	171,427.41
FHLMC MBS 2 9/15/2041	3137AM2T3	FHLMC Bond	09/15/2041	02/01/2023	189,599.03	192,223.87
BERKSHIRE HATHAWAY INC DEL 2.75 3/15/2023	084670BR8	Corporate Bond	03/15/2023	03/15/2023	506,660.48	527,698.53
State Bank of India 2.9 3/29/2023	856285KL4	Negotiable Certificate Of Deposit	03/29/2023	03/29/2023	245,000.00	255,414.70
Bank of NY Mellon Corp 3.5 4/28/2023	06406RAG2	Corporate Bond	04/28/2023	04/28/2023	501,331.63	521,934.00

Maturity Range Report by Amortization End Date  
3/31/2020

Synchrony Bank 3.2 5/25/2023	87165ERZ2	Negotiable Certificate Of Deposit	05/25/2023	05/25/2023	246,000.00	259,158.54
UBS Bank USA 3.15 5/30/2023	90348JCR9	Negotiable Certificate Of Deposit	05/30/2023	05/30/2023	249,000.00	262,028.68
					<b>\$ 2,357,018.55</b>	<b>\$ 2,445,819.00</b>
Morgan Stanley PVT Bank 3.05 2/14/2024	61760AVS5	Negotiable Certificate Of Deposit	02/14/2024	02/14/2024	248,000.00	262,484.94
FNMA MBS 2.5 9/1/2034	31418DFE7	FNMA Bond	09/01/2034	04/18/2024	915,243.45	937,045.79
SBA DEV PART CERT MBS 2.76 10/1/2031	83162CUH4	SBA	10/01/2031	04/19/2024	364,978.34	369,462.45
Capital One Natl Assn VA CD 2.1 8/14/2024	14042RMW8	Negotiable Certificate Of Deposit	08/14/2024	08/14/2024	249,000.00	255,107.47
					<b>1,777,221.79</b>	<b>1,824,100.65</b>
FHLMC MBS 2.5 10/1/2036	3128P8DD0	FHLMC Bond	10/01/2036	05/25/2025	842,064.30	864,025.62
					<b>842,064.30</b>	<b>864,025.62</b>
Department of National Resources MM	DNR	Money Market		N/A	739,477.24	739,477.24
Huntington Bank MM	1087228306	Money Market		N/A	7,085.91	7,085.91
Local Government Investment Pool LGIP	LGIP	Local Government Investment Pool		N/A	16,899,799.83	16,899,799.83
					<b>17,646,362.98</b>	<b>17,646,362.98</b>

**GRAND TOTAL: \$ 39,866,479.49 \$ 40,326,999.17**

Summary Matured Debt Held for Cash  
04.08.20

Matured Debt - Held in LGIP for Cash Flow			
3133EGWF8	1,000,000.00	5,850.00	1,005,850.00
3133EGA62	1,000,000.00	5,800.00	1,005,800.00
46176PFT7	249,000.00	1,577.57	250,577.57
55275FKK3	249,000.00	317.22	249,317.22
928066ARO	250,000.00	273.97	250,273.97
966594AW3	248,000.00	2,148.43	250,148.43
94974BGF1	1,000,000.00	10,750.00	1,010,750.00
64971ML34	240,000.00	5,700.00	245,700.00
961214DJ9	500,000.00	5375.00	505,375.00
40434Y GK7 (early call)	248,000.00	3,457.05	251,457.05
00832KAW9	243,000.00	6,421.86	249,421.86
	<b>\$ 5,227,000.00</b>	<b>\$ 47,671.10</b>	<b>\$ 5,274,671.10</b>

Remaining Funds Needed Using Full Resource Center Budget:	
Old LEC Renovation	6,250,000.00
YTD Matured Investments Held for Cash	\$ (5,274,671.10)
Estimated Remaining Funds Required	<b>\$ 975,328.90</b>

Remaining Funds Needed Using Estimated Resource Center Budget:	
Old LEC Renovation	5,250,000.00
YTD Matured Investments Held for Cash	\$ (5,274,671.10)
Estimated Remaining Funds Required	<b>\$ (24,671.10)</b>

Anticipated Maturing Debt - To be Held in LGIP for Cash Flow			
	Book Value	Mature Date	
69324MAF2	249,000.00	6/8/2020	
29270CYN9	502,054.80	7/1/2020	
3136G4LA9	1,000,000.00	8/21/2020	Full Costs
05549CGT1	249,000.00	10/9/2020	
91134CBL4	245,000.00	12/28/2020	
	<b>\$ 2,245,054.80</b>		

**Loan Summary Report  
Balances As Of 4/9/20**

	<b>General Ledger Account</b>	<b>Original Loan Amount</b>	<b>Loan Date</b>	<b>Interest Rate</b>	<b>Length of Loan in Years</b>	<b>YTD 2020 Principal Payments</b>	<b>YTD 2020 Interest Payments</b>	<b>Balance</b>
Loan to Group Home Anthony House	100-17133	483,057.00	7/1/2015	2.50%	17.75	9,832.10	1,478.10	163,022.81
Loan to City of Marinette	100-17134	7,500,000.00	6/1/2017	1.52%	20.00	-	-	<u>7,100,000.00</u>
								<b>\$ 7,263,022.81</b>

Governmental Fund Types  
December 31, 2019  
Department Orgs Over Budget

Department	Dept-Org Number	Amount Over Budget	Less Excess Revenue or Under Expenditures	Applied From Dept-Org Number	From Contingency 51901000-52498	From Treasurer Investment Interest 51520000- 48111	Comment	
Forest Road	25-56153000-52498	\$ 24,554.14	\$ 24,554.14	25-56110000-46811	\$ -		Operation expenditure - internal charge from Forestry to Forest Road for equipment used to maintain forest roads in 2019	
Sheriff Patrol	52-52120000-53890	11,624.82	11,624.82	52-52140000-52468	-		Squad total revenue received from insurance carrier deferred into 2020; asset not replaced yet	
	52-52133000-52980	537.59	537.59	52-52140000-52468	-		Bullet proof vest grant expenditure for 2019	
					-			
<b>TOTAL:</b>		<u>\$ 36,716.55</u>	<u>\$ 36,716.55</u>		<u>\$ -</u>	<u>\$ -</u>		
					2019 Contingency:	4,656.78		
					Treasurer - Investment Income:	122,547.20		
					Balance:	4,656.78	122,547.20	

**AMENDMENT 106**  
**MARINETTE COUNTY**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**  
**SECTION 1.27 EXCUSED ABSENCES**

The Policies & Procedures Manual Section 1.27 Excused Absences (AA) Declaration of Emergency shall be created to read as follows:

**1.27 Excused Absences**

**(AA) Declaration of Emergency**

- (1) Upon a Declaration of Emergency the County Administrator may at his/her discretion terminate, suspend or may utilize this section for up to 30 calendar days after the declaration of emergency has ended. The policies and procedures identified in this section shall be in addition to all other policies and procedures. However in the event the policies and procedures in this Declaration of Emergency section are in conflict with other policies or procedures, the policies and procedures under (AA) Declaration of Emergency shall control.
- (2) Employees may use sick leave during a declaration of emergency for child/family care and quarantine of self, in addition to, other uses identified in section 1.27 (d).
- (3) Employees may telework or modify work schedule upon approval of the department head in accordance with the Telecommuting Policy. County Administrator may at his/her discretion rescind or modify any department head approved telework arrangement or work schedule deviation.
- (4) Employees may take unpaid leave on an intermittent or fulltime basis upon depletion of all paid leave banks with approval of the department head. Department head shall direct and confirm with Human Resources employee has notified Human Resources employee is taking a voluntary lay off.
- (5) Employees on unpaid leave during a declared emergency may receive donated vacation or sick time. Employees may gift to one or any number of employees any portion of earned vacation or sick time by completing a 'Gifted Time Authorization Form'. The completed form shall be submitted to Human Resources. The recipient employee continues to accrue benefits while using donated time. The recipient employee shall not use or be eligible for donated time until the recipient employee's sick leave, vacation, personal leave and compensation time all have been exhausted. If an employee receiving donated time during a declaration of emergency returns to work prior to benefit bank exhaustion, the donated vacation time shall be returned to the donating employees on a pro rata basis .
- (6) Employees who believe they may need donated time shall contact Human Resources and may remain an anonymous recipient of donated time or may request to have their name added to the in need of donated time list. Upon a signed employee authorization to release information, the employee's name may be released to prospective donors of time.
- (7) Employees shall not be entitled to pay for holidays in a pay period if intermittent or fulltime unpaid leave of absence is utilized.
- (8) Taking time off as an unpaid leave of absence shall not result in any penalty to the employee.

***This amendment became effective on March 16, 2020 under emergency authority given to County Administrator and County Board Chairperson.***

**Approved by Administrative Committee:**

**Approved by County Board:**



# MARINETTE COUNTY

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## Telecommuting Policy

### I. OVERVIEW

Marinette County is committed to creating a work environment that protects the health and well-being of employees and the public while meeting the needs of clients, employees, and public. Marinette County offers employees the ability to perform certain job duties away from the central work site. This policy refers to the option of having employees work from a remote work area on a temporary basis. This policy and/or any approval of employee telecommuting may be suspended or discontinued at the discretion of the County Administrator.

### II. ELIGIBILITY

The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department head's discretion. Departments should evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. The telecommuting arrangements if permitted may be intermittent. Generally, requests to telecommute should be considered when:

- The employee's duties can be fulfilled within the telecommuting structure.
- Telecommuting fits with the needs of the department.
- Telecommuting provides for social distancing, space savings or increased productivity.
- The employee-and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- The department can maintain quality of service for clients, employees, and members of the community.

Generally, requests to telecommute should not be considered when:

- The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
- The employee does not have the required equipment or technology available to allow for telecommuting.
- The employee's current job duties require frequent supervision, direction or input from others who are onsite.
- The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.

### III. SCOPE

- An employee requesting to telecommute should complete the Telecommuting Request Form
- The employee's direct supervisor and/or department head must review and approve the request prior to the employee telecommuting. The department head must also advise the County Administrator as to any telecommuting employees.

- Completed request forms shall be sent to the Human Resources Department whether approved or denied.

#### IV. EXPECTATIONS

- Telecommuting is not intended to permit staff to have time to work at other jobs or run their own businesses. Anytime not spent completing productive work while telecommuting shall not be counted as work hours.
- Employees who telecommute must comply with all Marinette County policies, procedures, and department work rules if applicable, as well as conditions set forth in this policy Telecommuting Request Form.
- Employees who telecommute are expected to have to be fully accessible during work hours, and to attend necessary meetings and appointments remotely or in person, if requested.
- Employees who are telecommuting shall track and report work hours and any other information required by the employee's direct supervisor and/or department head.
- Meetings with clients and or visitors conducting business with Marinette County will not be held in the employee's telecommuting location.
- The county reserves the right to terminate telecommuting at any time for any reason.
- An employee's failure to comply with any requirements set forth in this policy, referenced policies, and exhibits may result in telecommuting privileges being modified or terminated.
- The employee shall not use any County provided equipment for private purposes, including, but not limited to, allowing family or friends to use or access the equipment.
- Employees may, at the discretion of their department head, be called to work at their centrally located worksite on their regular telecommute day during their regular work hours to meet workload requirements.
- Employees shall have no expectation of privacy when using County equipment and/or systems and employee's use and access may be monitored.
- Employees who are working with confidential, protected, or privileged information shall restrict access to such information including but not limited to working in private setting, and locking computer screen.

#### V. RESOURCES AND REQUIREMENTS

- Before telecommuting will be approved, the employee shall ensure the resources, technology, and capabilities stated on the Telecommuting Request Form are available and will be maintained during the duration of the telecommuting.
- Employees telecommuting must have a safe and ergonomically correct workspace in order to telecommute.
- Employees will work at the designated locations as stated on the request form.
- Employees must provide internet access at their own expense.
- The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- All equipment provided by Marinette County will remain the property of Marinette County and is subject to the same business use restrictions as if located at the organization's on-site work location.
- The telecommuter agrees to take appropriate action to protect county items from damage or theft.
- All Marinette County property will be returned to the County within 24 hours upon the termination of any telecommuting arrangement.
- The minimum technological resources and equipment is required to telecommute:

- Employee must use only County provided equipment unless other arrangements are approved by the County Administrator.
- Wired network connection only for employee desktop systems. County provided laptops can connect via a wireless or wired network. County owned Cisco telephones may not be taken off premises.
- Internet router is secured with password protection. Wi-Fi, if used is secured with WPA or greater encryption.
- Recommended minimum of 10 Mbps internet connection for stability and efficiency.
- Marinette County VPN access utilizing Cisco Any-Connect or NetMotion (County Provided).

## VI. HIPAA/PROTECTED HEALTH INFORMATION

- Employees in a telecommuting arrangement must comply with all Marinette County policies and procedures concerning the handling of protected health information as well as use of computers, internet and email.
- It is expected employees fully review and are familiar with these policies.
- Employees will limit consumer specific information in their possession outside of County offices to the minimum amount necessary to perform their duties.
- All Marinette County Policies, and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting.

## VII. LIABILITY

- The County will not be liable for damages to the employee’s property resulting from participation in telecommuting. The County may seek reimbursement from employee for any damage to County property.
- Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Marinette County’s workers’ compensation policy.
- Telecommuting employees are responsible for notifying the employer of such injuries or illness as required in the Marinette County Employee Handbook and Administrative Manual.
- The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors conducting business with Marinette County at the employee’s telecommuting location.
- By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

### Policy History

Version	Date	Description	Approved By
1.0	4/2/2020	Initial policy release with request form	County Administrator

In consideration of others, please mute all electronic devices.



**AGENDA  
MARINETTE COUNTY BOARD OF SUPERVISORS**

Tuesday, April 21, 2020

9:00 a.m.

UW Green Bay – Marinette Campus

Herbert L. Williams Theatre

750 W Bayshore Street

Marinette, Wisconsin

**DRAFT**

Re-organization

- A. Call of the roll
- B. Pledge of Allegiance and moment of silence
- C. Administration of Oath of Office
- D. Adoption of Chapter 2 County Government 2.04 County Board Rules of Procedure
- E. Election of Chairperson, 2-year term – paper ballot
- F. Election of Vice-Chairperson, 2-year term – paper ballot
- G. **Motion** to confirm appointment of Committee on Committees - Committee exists until such time as the County Board confirms appointments to standing committees – *Chair may request motion to suspend rules of order to dispense with Committee on Committees*
- H. Recess for the purpose of Committee on Committees meeting
- I. **Motion** to confirm recommendation of *Chair* or Committee on Committees appointments

9:30 a.m. - Regular Meeting

- 1. Approval of agenda and amendments
- 2. Public Comment – suspended until further notice
- 3. Announcements
  - a) WCA Annual Conference – September 20 - 22, 2020 WI Dells

b) 2020 Miscellaneous Appointments – confirmation to follow on future County Board agenda

4. Proclamations

5. Reports of outside agencies and others – discussion

6. Administrator Report – update on county matters7409

7. Reports of Department Heads and Elected Officials – discussion.

8. Resignations

9. Appointment(s) by Board Chairperson– discussion, action if any

10. Appointment(s) by County Administrator – discussion, action if ay

a) Aging and Disability Resource Center Governing Board (ADRC) – Advocate or Consumer, all terms expiring 04/30/2023:

Yvonne Ann Brault, Mary Margis, Linda Schultz, and Patricia Weddel

11. Petitions – discussion, action if any

12. Study Recommendations – discussion, action if any

13. Ordinances – discussion, action if any

14. Resolutions – discussion, action if any

15. Motions – discussion, action if any

**Development**

- a) Approve Land Information Director apply for, accept if awarded and administer Targeted Runoff Management pass through grants for the following parcels with no cost to Marinette County:

a. Parcel 014-01245.001	NW1/4 SW1/4 S32 T30N R22E	\$103,926
b. Parcel 014-00979	SW1/4 SE1/4 S19 T30N R22E	\$225,000
c. Parcel 020-01013	SW1/4 SW1/4 S29 T38N R21E	\$225,000
d. Parcel 028-00166	SE1/4 SW1/4 S12 T30N R20E	\$225,000

*This includes authorization to:*

- *Sign grant agreements between Marinette County and the WDNR;*
  - *Enter into cost share agreements with landowners/operators to install best management practices;*
  - *Make cost-share payments to landowners/operators after payment is requested, evidence of contractor payment by landowners/operators has been received, and grantee has verified proper BMP installation;*
  - *Sign and submit reimbursement claims along with necessary supporting documentation;*
  - *Sign and submit interim and final reports and other documentation as required by the grant agreement;*
  - *Sign and submit Environmental Hazards Assessment forms, if required, and;*
  - *Take necessary action to undertake, direct and complete the approved projects.*
- b) Approve agreement with Lake Noquebay Rehabilitation District for the purposes implementing the Lake Noquebay Nutrient Study ~ Phase II (Project Number LPL174420) in the amount of \$33,800.00, pending Corporation Counsel's approval

**Health and Human Services**

- c) Approve the Vernon County Department of Human Services revenue contract, for Share Academy services provided to their clients in the amount of \$67,122
- d) Approve the DHS – 2020 Children's Long Term Support Waiver Program Modification Increase of \$188,412.00 for a new total of \$386,421

## **Administrative**

e) Approve Amendment 106 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences

f) Approve Telecommuting Policy

16. Addendum(s) – if applicable

17. Reports of committees – discussion

18. Correspondence

19. Adjournment

## **Attachments**

- 2020 Meeting Calendar
- Compensation Schedule

Next Meeting Date – Tuesday, May 26, 2020

DRAFT

ADMINISTRATIVE COMMITTEE  
SCHEDULE OF APPROPRIATION ENTRIES  
APRIL 16, 2020

Department	County Board	2019 ENTRIES								
		JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description	
Information Services	N	To carry forward remaining 2019 budgeted funds to 2020 budget for Fiber Optic Project	13		\$ 70,932.94	Decrease	51451000	Fiber Optic Project	53890	Outlay
					\$ 70,932.94	Increase	702	Information Services	34290	Fund Balance
Department	County Board	2020 ENTRIES								
Department	County Board	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description	
Sheriff	N	To reallocate 2020 budget to reflect anticipated actual revenues and expenditures for bullet proof vest grant	04		\$ 8,522.82	Increase	52133000	Bullet Vest	52980	Equipment and Materials
					\$ (2,261.41)	Increase	52133000	Bullet Vest	43545	Other grant awards
					\$ (6,261.41)	Decrease	52120000	Sheriff Patrol	52980	Equipment and Materials
Information Services	N	To carry forward remaining 2019 budgeted funds to 2020 budget for Fiber Optic Project	04		\$ 70,932.94	Increase	51451000	Fiber Optic Project	53890	Outlay
					\$ 70,932.94	Decrease	702	Information Services	34290	Fund Balance
Information Services	N	To establish 2020 budget for MOCAN escrow account; this is a non-lapsing account with funds held by the County for all participants	04		\$ 1,000.00	Increase	51452000	MOCAN Escrow	57321	Local Government
					\$ 1,000.00	Increase	51452000	MOCAN Escrow	52291	Purchase of Service

**Schedule of Monthly Paid Invoices - Administrative**

**From 2/16/2020 to 3/15/2020**

<b>Vendor Name</b>	<b>Vendor Total</b>	<b>Full Description</b>
ACTUARIAL & HEALTH C	\$ 6,500.00	OPEB ACTUARIAL VALUATION & REPORT
AMAZON - PCARD VENDO	\$ 180.94	BOOK STORES - memory sticks; DISINFECTING WIPES FOR ALL WELLNESS ROOMS; Yellow Copy Paper for Elections
ANTHEM BLUE CROSS	\$ 561,615.95	RECORD ADMN FEES & CLMS PD FOR WK 01/31/20; RECORD ADMN FEES & CLMS PD FOR WK 1/31/20; RECORD ADMN FEES & CLMS PD FOR WK 2/14/20; RECORD ADMN FEES & CLMS PD FOR WK 2/7/20; RECORD ADMN FEES & CLMS PD WK 02/21/20; RECORD ADMN FEES & CLMS PD FOR WK 01/31/20; RECORD ADMN FEES & CLMS PD FOR WK 1/31/20; RECORD ADMN FEES & CLMS PD FOR WK 2/14/20; RECORD ADMN FEES & CLMS PD FOR WK 2/7/20; RECORD ADMN FEES & CLMS PD WK 02/21/20
ARCHAMBAULT, REBECCA	\$ 18.00	CANVASS - FEB 18 - SPRING PRIMARY
AURORA HEALTHCARE, I	\$ 407.00	Pre employ drug screen/physicals
BAUMGART, DEBRA	\$ 37.88	2/19/20 COA MEETING; 2/19/20 COA MEETING
BELLIN	\$ 575.00	JAN 2020 BELLIN FASTCARE INV# MB4206
BENEFIT ADVANTAGE	\$ 260.25	FEB 2020 COBRA INV# 174559 CUST# 63909
CDW GOVERNMENT LLC	\$ 64,788.27	INV# AP2000157 CLIENT# 1917657; INV#AP2000114 CLIENT#1917657; WHOLESALE COMPUTERS/ - cisco smartnet; WHOLESALE COMPUTERS/ - cube license (Century Link/; WHOLESALE COMPUTERS/ - hp LJ Ent M608n - has an RM; WHOLESALE COMPUTERS/- cisco sfp+ transceiver - 20; WHOLESALE COMPUTERS/- copper twinax cable
CELLCOM	\$ 99.64	ACCT# 1530082 BILL DATE: 02/05/20; ACCT# 1530082 BILL DATE: 02/05/20
CENTURYLINK	\$ 354.10	ACCT# 301525991 BILL DATE: 02/17/20; ACCT# 301525991 BILL DATE: 02/17/20
CHRISTIANSEN, MELISS	\$ 18.00	CANVASS - FEB 18 2020 SPRING PRIMARY
COMMAND CENTRAL LLC	\$ 6,894.95	ELECTION CODING INV#26926
D M STAMPS AND SPECI	\$ 36.90	office supply - refund of sales tax; Office Supply - stamp
DIGGERS HOTLINE INC	\$ 5.97	JAN 2020 INV#200167551; JAN 2020 INV#200167651
DMI* DELL K-12/GOVT	\$ 10,742.27	WHOLESALE COMPUTERS/ - 10 dell pcs; WHOLESALE COMPUTERS/ - pc
DOWNS, RICK F.	\$ 59.15	2/19/20 COA MEETING; 2/19/20 COA MEETING
DUDA CHIROPRACTIC, S	\$ 2,700.00	JAN 2020 CHIROPRACTIC SERVICES
EAGLE-HERALD PUBLISH	\$ 208.00	Position ads
EDLEBECK, MARY	\$ 20.00	FEB 2020 FITNESS CLUB USAGE
ERC INC.	\$ 1,066.41	NOV 2019 SERVICES INV# ERC-1119-3143
FARMERS & MERCHANTS	\$ 2,159.80	JAN 2020 SERVICE CHARGES
LEDVINA, MARY	\$ 450.00	FEB 2020 PROGRAMMING SERVICES INV#20200201
LEVEL 3 FINANCING, I	\$ 4,711.76	ACCT# 5-KCSHRH8N INV# 90119887; ACCT#5-KCSHRH8N INV#89156444

Vendor Name	Vendor Total	Full Description
MADISON CONCOURSE HO	\$ 1,301.00	Hotel for Leg Ex and WEDA Conf RH; Hotel for Leg Ex and WEDA Conf RP; Refund for taxes charged - RH Conf Lodging; Refund for taxes charged RP Conf Lodging
MARCIULIONIS, MARY	\$ 20.00	JAN 2020 FITNESS CLUB REIMBURSEMENT
MILLERS ACTION OFFIC	\$ 45.98	office supplies - calendars
NORTHERN CHIROPRACTI	\$ 905.00	JAN 2020 CHIROPRACTIC SERVICES
PESHTIGO TIMES	\$ 2,445.06	2019 Position Ads; Position Ads; PT - Dog Not, Dec Min, Type E Not, Ballots; PT - Dog Not, Dec Min, Type E Not, Ballots; PT - Dog Not, Dec Min, Type E Not, Ballots; PT - Dog Not, Dec Min, Type E Not, Ballots
PHILLIPS, DON E	\$ 63.75	2/19/20 COA MEETING; 2/19/20 COA MEETING
ROCQUE, JOAN L	\$ 92.50	02/19/20 COA MEETING; 02/19/20 COA MEETING
SHEPARD, DIANE RUTH	\$ 25.00	2/18/20 WELLNESS YOGA
SMART CHOICE MRI LLC	\$ 650.00	011620RCSP MRI FEES
STALHEIM CHIROPRACTI	\$ 3,390.00	JAN 2020 CHIROPRACTOR FEE
STANEK, CHARLES D.	\$ 18.00	CANVASS - FEB 18 2020 SPRING PRIMARY
STAPLES - PCARD	\$ 168.19	Office Supplies; office supply - toner; Office Supplies
STAR MEDICAL CLINIC	\$ 180.00	Pre employ drug/physcl
THE CAFE GREEN LLC	\$ 58.98	WELLNESS MEETING LUNCH
TYLER BUSINESS FORMS	\$ 800.75	BUSINESS SERVICES - OTHER - checks
UNITED MAILING SERVI	\$ 508.94	FEB 2020 MAILING INV# 175470 CUST# MARINET001; FEB 2020 MAILING INV# 175470 CUST# MARINET001
VERIZON	\$ 56.30	TELECOM SVC/CRED CRD CALL - verizon invoice; TELECOM SVC/CRED CRD CALL - verizon invoice
WI ASSOC COUNTY CORP	\$ 35.00	2020 WACCC MEMBERSHIP DUES
WI COUNTY MUTUAL INS	\$ 139,458.00	ADDITIONAL INSURED ENDORSEMENTS INV#10114 CUST#138; IN000010152 CUST# 138 1/1/20-1/1/21 PREMIUM
WI DEPT OF ADMINISTR	\$ 2,142.00	INV# 505-0000045798 CUST# MUNI000410
WI REVENUE, DEPT OF	\$ -10.00	JAN 2020 WI SALES TAX PAID
<b>Grand Total</b>	<b>\$ 816,264.69</b>	

9:00 - COUNTY BOARD

9:00 - ADMINISTRATIVE

WCA

2020

9:00 DEVELOPMENT & 1:30 PUBLIC SERVICES

9:00 INFRASTRUCTURE & 1:30 HUMAN SERVICES

### January

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
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26	27	28	29	30	31	

### February

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23	24	25	26	27	28	29

### March

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29	30	31				

### April

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### May

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24	25	26	27	28	29	30
31						

### June

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28	29	30				

### July

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26	27	28	29	30	31	

### August

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23	24	25	26	27	28	29
30	31					

### September

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27	28	29	30			

### October

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**\*Meetings Subject to change\***