



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 13th and 25th, 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 INFORMATION SERVICES

Summary Monthly Report March 2020

In addition to our day-to-day operations and support requests:

Updated: Camera Corner Connecting Point here on 3/12/2020 to go over specifications for the new datacenter.

Updated: Entering phase two of our CenturyLink circuits on the fourth floor.

Updated: MC&E fiber is in place and they are splicing now.

Updated: Eaton UPS arrived.

Updated: Cisco Switches are on order, some items have arrived.

Updated: Approximately 50 Windows 7 machines left to upgrade

Updated: Call Handler up and running for HHSD

Updated: Training new employee at LEC



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee HHSB 3-11-2020
Administrative Committee 3-19-2020
County Board 3-31-2020

Permission to proceed:

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health and Human Services
Department Head: Robin Elsner
Supervisor: Stephanie Marcks
Position Title: Child and Family Social Work positions
Old Position Title: Same
Hours per Week/Year: 40
Effective Date: 04 / 05 / 20

Account Number(s): 54502000-50111
54554000-50111
54555000-50111
55119000-50111

New Positions:	<input type="checkbox"/> Permanent
(check all that apply)	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input type="checkbox"/> Eliminate/Create
Changes to Existing:	<input checked="" type="checkbox"/> Hours of Work / <i>FLSA classification</i>
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale _____
Pay Rate/Salary: \$ Pay Grades remain the same
Pay Level: _____

Human Resources Initials: KA 03/03/2020

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____ \$ _____

Total Cost: \$ See attached

Finance Initials: LM 3-4-20

Approval*

Department Head: Robin Elsner
County Administrator: [Signature]

2/27/20
3/4/2020

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

Justification for Request: The Health and Human Services Department is recommending moving the Child and Family Unit social workers to hourly non-exempt status, due to the shortage covering after-hour crisis for child welfare. Social Workers will be scheduled for after-hours crisis coverage to fulfill this function after normal work hours. Crisis coverage for child welfare is a statutory 24/7 per day requirement. Hourly non-exempt staff can be paid for hours worked in excess of 40 hours per week, which cannot occur under the workers current exempt status. Therefore, the department is requesting to move the social workers to hourly non-exempt status from their current exempt salaried status. This change will allow better control over the child welfare crisis schedule to meet statutory requirements. Changing the staff status from exempt to non-exempt will move all unit social workers to 40 hours per week. Currently, there are 2 unit social workers that work a 35-hour work week.

These two unit social workers hourly rate will be based on their annual salary divided by 2080 hours per year. This hourly rate will be used to place them in the step in their current pay grade, which is closest to the calculated pay rate but not below. Since these two employees, as 35 hour per week employees, were not eligible for a 2020 pay grade increase, effective upon being classified as a 40 hour/week non-exempt employee they shall receive a 2020 step increase.

The positions affected by this change include: 1 Social Work Coordinator, 1 Access Social Worker, 3 Initial Assessment Social Workers, 5 CPS Ongoing Social Workers, 3 Juvenile Court Social Workers, and 1 Foster Care Coordinator.

**Marinette County Health & Human Services
Fiscal Impact - 2 C&F SW's from 35 to 40
Using 2020 Budget Figures**

Staff	Current Rate	Revised Grade/Step	Revised Rate	6.75%			.17% or 2%			Total Benefits	Total S&B	
				111 SALARY	151 S.S.	152 RET	154 H&D	155 LIFE	159 W/C			
SP-40 Hours		H/8	\$ 28.07	\$ 58,385.60	\$ 4,466.50	\$ 3,941.03				\$ 1,167.71	\$ 9,575.24	\$ 67,960.84
SP-35 Hours	30.99			\$ (56,402.71)	\$ (4,314.81)	\$ (3,807.18)				\$ (1,128.05)	\$ (9,250.04)	\$ (65,652.75)
				\$ 1,982.89	\$ 151.69	\$ 133.85	\$ -	\$ -	\$ 39.66	\$ -	\$ 325.19	\$ 2,308.08
SH-40 Hours		H/6	\$ 26.74	\$ 55,619.20	\$ 4,254.87	\$ 3,754.30				\$ 1,112.38	\$ 9,121.55	\$ 64,740.75
SH-35 Hours	29.42			\$ (53,539.85)	\$ (4,095.80)	\$ (3,613.94)				\$ (1,070.80)	\$ (8,780.54)	\$ (62,320.39)
				\$ 2,079.35	\$ 159.07	\$ 140.36	\$ -	\$ -	\$ 41.59	\$ -	\$ 341.01	\$ 2,420.36

Total Fiscal Impact(Levy Increase) \$ 4,728.45

Assumptions:

Move two Child & Family Unit Social Workers from 35 hours per week to 40 hours per week.

Use Current Salary divided by 2080 to establish rate.

Place in closest step in Grade H(no decrease)

Increase one step further for 2020

	Priority	Preferred	HRA
Single/Single	\$ 8,465.74	\$ 8,679.69	\$ 300.00
Family/Family	\$ 25,365.51	\$ 26,011.43	\$ 600.00
Emp/Sp	\$ 18,324.23	\$ 18,782.18	\$ 300.00
Emp/Ch	\$ 14,641.32	\$ 15,001.04	\$ 600.00

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Marinette County Finance Department
Fiscal Impact Statement

Number 530-20

Ordinance Resolution

ESTABLISHING ANNUAL COMPENSATION FOR ELECTED OFFICIALS

Fiscal Impact Statement:

Total fiscal impact using current fringe benefit rates for the four year period is \$68,169.

Laura Mans

Laura Mans
Finance Director

Date

ORDINANCE No. 432 - 20

**AMENDING SECTION 2.07 (5) OF THE MARINETTE COUNTY CODE OF
ORDINANCES – “COMMITTEES OF THE COUNTY BOARD”**

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Sections 2.07 (5) Duties of Committees of Marinette County Code of Ordinances, is amended to read as follows:

(5) Duties of All Committees.

- (a) All committees shall be required to act on all matters prescribed by law or directed by the County Board of Supervisors.
- (b) Each standing committee of the County Board shall have the authority to examine all bills, claims, and accounts after payment has been processed.
- (c) Each committee shall be provided the opportunity to review and comment on ~~participate, with the County Administrator and Finance Department in the preparation of the annual budget for all departments under the committee’s jurisdiction~~ prior to the budget being presented to the County Board for adoption.
- (d) All agreements that bind the County shall be subject to Corporation Counsel review. Agreements totaling \$25,000.00 or greater to which the County is a party shall be submitted to the appropriate Committee of jurisdiction for review and approval ~~prior to signing~~, except those which the Highway Commissioner is by statute authorized to sign. Absent specific Committee authority, as set forth in duties of committees, agreements that bind the County for amounts totaling ~~\$125,000.00~~ \$25,000.00 or greater shall be forwarded to the full County Board for approval. Prior to entering into agreements that bind the County in a manner not requiring compensation on behalf of the County and potentially create County liability, such agreements shall be approved by the County Administrator ~~submitted to the appropriate Committee of Jurisdiction.~~
(Ord #297 1/31/06, Ord #329 7/28/09, Ord #343 7/27/10, Ord #385-16 3/29/16, Ord #387-16 6/28/2016, Ord 398 2/27/18)

Section Two: This ordinance shall be effective on upon passage and publication.

Approved by a majority of a quorum of the Marinette County Board of Supervisors this 31st day of March 2020.

ADOPTED:

Mark Anderson, Chairperson

Kathy Brandt, County Clerk

Recommended – Administrative Committee – March 19, 2020

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Marinette County Finance Department
Fiscal Impact Statement

Number 432 - 20

Ordinance Resolution

*AMENDING SECTION 2.07 (5) OF THE MARINETTE COUNTY CODE OF ORDINANCES
– “COMMITTEES OF THE COUNTY BOARD”*

Fiscal Impact Statement:

No fiscal impact

Laura Mans

Laura Mans
Finance Director

March 11, 2020

Date

ORDINANCE No. 433 - 20

AMENDING SECTION 3.06 (3) OF THE MARINETTE COUNTY CODE OF ORDINANCES – “SALE OF TAX DELINQUENT REAL ESTATE”

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: Section 3.06 (3) of the Marinette County Code of Ordinances, entitled, “Sale of tax Delinquent Real Estate” is amended to read as follows:

(3) Sale of Tax Delinquent Real Estate.

(a) Pursuant to 75.35 (2) (d) Wis. Statutes the Infrastructure Committee shall manage and sell properties taken by County through the in rem foreclosure procedure tax deed lands with exception of properties rehabilitated under the revolving rehabilitation fund which shall be managed and sold by Marinette County Industrial Development Corporation (MCIDC). The Infrastructure Committee is authorized to engage licensed real estate brokers and salespersons to assist in selling such lands and pay a commission for such service and to advertise such sale in such manner as it deems proper. The Forestry Administrator, subject to Committee approval, may establish minimum sale price for these properties ~~land only parcels.~~

(b) Pursuant to 75.69 Wis. Statutes, no tax delinquent real estate acquired by the county may be sold unless the sale price and appraised value of such real estate has first been advertised by publication of a class 3 notice, under Chapter 985. Marinette County may accept the bid most advantageous to it but every bid less than the appraised value of the property shall be rejected. Marinette County is authorized to sell for an amount equal to or above the appraised value, without re-advertising, any land previously advertised for sale. Additionally, no tax delinquent real estate may be sold unless notice of such sale is mailed to the clerk of the municipality in which the real estate is located at least three (3) weeks prior to the time of the sale. Any county may sell tax delinquent real estate by open or closed bid. (Ord #280 6/29/04)

Section Two: This ordinance shall be effective on upon passage and publication.

Approved by a majority of a quorum of the Marinette County Board of Supervisors this 31st day of March 2020.

ADOPTED:

Mark Anderson, Chairperson

Kathy Brandt, County Clerk

Recommended – Administrative Committee – March 19, 2020

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Marinette County Finance Department
Fiscal Impact Statement

Number _____

Ordinance

Resolution

**AMENDING SECTION 3.06 (3) OF THE MARINETTE COUNTY CODE OF ORDINANCES
– “SALE OF TAX DELINQUENT REAL ESTATE”**

Fiscal Impact Statement:

No fiscal impact

Laura Mans

Laura Mans
Finance Director

March 11, 2020

Date

Marinette County
Portfolio Holdings
Investment Portfolio - by Security Type, Totals
As of 2/29/2020

Description	CUSIP/Ticker	Cost Value	Book Value	Market Value	% of Portfolio
Certificate Of Deposit		1,493,151.28	1,493,151.28	1,498,276.20	4.00
Corporate Bond		5,969,830.94	5,986,822.62	6,160,125.61	16.09
FHLMC Bond		3,581,125.42	3,564,887.99	3,640,738.77	9.45
FNMA Bond		3,244,103.83	3,248,594.02	3,290,486.40	8.67
GNMA Bond		193,455.17	185,426.48	198,651.03	0.49
Local Government Investment Pool		13,538,030.52	13,538,030.52	13,538,030.52	36.25
Money Market		746,534.61	746,534.61	746,534.61	2.00
Municipal Bond		1,274,717.00	1,237,655.67	1,251,466.75	3.28
Negotiable Certificate Of Deposit		7,026,000.00	7,026,000.00	7,167,115.03	18.81
SBA		377,653.37	365,141.56	375,344.36	0.96
Total / Average		37,444,602.14	37,392,244.75	37,866,769.28	100

Marinette County
Portfolio Holdings
Maturity Range - by Amortization Date
As of 2/29/2020

Description	CUSIP/Ticker	Security Type	Maturity Date	Amortization End Date	Book Value	Market Value
Same as Cash						
Department of National Resources MM	DNR	Money Market	N/A		739,477.24	739,477.24
Huntington Bank MM	1087228306	Money Market	N/A		7,057.37	7,057.37
Local Government Investment Pool LGIP	LGIP	Local Government Investment Pool	N/A		13,538,030.52	13,538,030.52
Total / Average 0-1 Month					14,284,565.13	14,284,565.13
0-1 Month						
Westpac Bkg Corp 2.15 3/6/2020	961214DJ9	Corporate Bond	03/06/2020	03/06/2020	500,000.00	500,032.50
Total / Average 0-1 Month					500,000.00	500,032.50
1-3 Months						
Affinity Federal Credit Union 2.65 4/3/2020	00832KAW9	Negotiable Certificate Of Deposit	04/03/2020	04/03/2020	243,000.00	243,259.77
Total / Average 1-3 Months					243,000.00	243,259.77
3-6 Months						
Energy Northwest Wash Elec Rev 2.653 7/1/2020	29270CYN9	Municipal Bond	07/01/2020	07/01/2020	501,381.10	502,160.00
FNMA MBS 1.8 8/21/2020	3136G4LA9	FNMA Bond	08/21/2020	08/21/2020	1,000,000.00	1,003,119.00
PCSB Bank 2.7 6/8/2020	69324MAF2	Negotiable Certificate Of Deposit	06/08/2020	06/08/2020	249,000.00	249,819.46
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
Total / Average 3-6 Months					1,938,206.37	1,942,923.73
6-9 Months						
BLC Community Bank 2.85 10/9/2020	05549CGT1	Negotiable Certificate Of Deposit	10/09/2020	10/09/2020	249,000.00	251,080.15
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
Total / Average 6-9 Months					364,177.93	366,258.08
9-12 Months						
GREAT NORTH BANK 2.8 2/26/2021	39103QAG1	Negotiable Certificate Of Deposit	02/26/2021	02/26/2021	248,000.00	251,294.43
Morgan Stanley Bank NA 2.45 1/25/2021	61747MG96	Negotiable Certificate Of Deposit	01/25/2021	01/25/2021	248,000.00	250,234.73
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
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
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	247,122.44
Total / Average 9-12 Months					1,050,321.27	1,057,972.87
1-2 Years						
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
BANK OF NOVA SCOTIA 2.8 7/21/2021	064159FL5	Corporate Bond	07/21/2021	07/21/2021	993,775.32	1,020,295.00
Barclays Bank Delaware 3.05 10/12/2021	06740KME4	Negotiable Certificate Of Deposit	10/12/2021	10/12/2021	214,000.00	219,468.13
Citibank National Assoc 3 9/7/2021	17312QS67	Negotiable Certificate Of Deposit	09/07/2021	09/07/2021	248,000.00	253,766.00
Connectone Bank Englewood 3.2 12/28/2021	20786ACM5	Negotiable Certificate Of Deposit	12/28/2021	12/28/2021	248,000.00	255,835.56
Discover Bank 3 9/7/2021	254673TH9	Negotiable Certificate Of Deposit	09/07/2021	09/07/2021	248,000.00	253,766.25
Eaglebank 2.85 3/8/2021	27002YDY9	Negotiable Certificate Of Deposit	03/08/2021	03/08/2021	248,000.00	251,530.28
East Boston Savings Bank 1.95 9/28/2021	27113PCA7	Negotiable Certificate Of Deposit	09/28/2021	09/28/2021	248,000.00	249,936.38
FHR 4466 NL MBS 3.5 8/26/2021	3137BHDY0	FHLMC Bond	08/26/2021	08/26/2021	478,055.95	496,135.66
Merrick Bank South Jordan Utah 3.05 10/12/2021	59013JX5	Negotiable Certificate Of Deposit	10/12/2021	10/12/2021	214,000.00	219,477.12
NATIONAL AUSTRALIA BANK NEW YORK 3.375 9/20/2021	63254AAZ1	Corporate Bond	09/20/2021	09/20/2021	1,002,013.47	1,030,750.00
PINNACLE BANK TN 2 9/21/2021	72345SFV8	Negotiable Certificate Of Deposit	09/21/2021	09/21/2021	248,000.00	250,104.03
Sioux Falls SD Sales Tax Revenue 2.15 11/15/2021	829594KJ8	Municipal Bond	11/15/2021	11/15/2021	123,649.01	126,938.75
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

**Loan Summary Report
Balances As Of 3/11/20**

	General Ledger Account	Original Loan Amount	Loan Date	Interest Rate	Length of Loan in Years	YTD 2020 Principal Payments	YTD 2020 Interest Payments	Balance
Loan to Group Home Anthony House	100-17133	483,057.00	7/1/2015	2.50%	17.75	4,905.82	715.12	167,949.09
Loan to City of Marinette	100-17134	7,500,000.00	6/1/2017	1.52%	20.00	-	-	<u>7,100,000.00</u>
								\$ 7,267,949.09

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
Stratford Conn Taxable Go UT 4.137 8/15/2021	8628113W4	Municipal Bond	08/15/2021	08/15/2021	612,625.56	622,368.00
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8-602	Negotiable Certificate Of Deposit	09/15/2021	09/15/2021	161,000.00	161,659.30
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8	Negotiable Certificate Of Deposit	09/15/2021	09/15/2021	248,000.00	250,075.02
Toronto Dominion Bank 1.8 7/13/2021	89114QBL1	Corporate Bond	07/13/2021	07/13/2021	490,782.51	502,677.50
Wells Fargo Bank National Association 3.2 12/28/20	949763WE2	Negotiable Certificate Of Deposit	12/28/2021	12/28/2021	248,000.00	255,835.56
Total / Average 1-2 Years					6,683,631.04	6,830,347.76
2-3 Years						
Allegiance Bank Texas 2.2 11/3/2022	01748DAY2	Negotiable Certificate Of Deposit	11/03/2022	11/03/2022	248,000.00	252,484.83
APPLE INC 2.1 9/12/2022-22	037833DC1	Corporate Bond	09/12/2022	09/12/2022	998,762.92	1,019,952.00
Chevron Corp New 2.355 12/5/2022-13	166764AB6	Corporate Bond	12/05/2022	12/05/2022	993,559.47	1,024,643.00
Comenity Cap Bk Utah 2.55 5/16/2022	20033AW44	Negotiable Certificate Of Deposit	05/16/2022	05/16/2022	249,000.00	254,860.96
Firstbank Puerto Rico 2.25 9/1/2022	33767A4T5	Negotiable Certificate Of Deposit	09/01/2022	09/01/2022	248,000.00	252,601.14
Goldman Sachs Bank USA 2.35 8/30/2022	38148PNS2	Negotiable Certificate Of Deposit	08/30/2022	08/30/2022	248,000.00	253,192.13
HSCB BANK USA 2.45 3/21/2022	40434YGK7	Negotiable Certificate Of Deposit	03/21/2022	03/21/2022	248,000.00	248,094.98
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	246,414.26
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
Sallie Mae Bank 2.6 1/17/2023	79545OJ30	Negotiable Certificate Of Deposit	01/17/2023	01/17/2023	248,000.00	255,477.70
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
TIAA FSB 2.2 9/14/2022	87270LAT0	Negotiable Certificate Of Deposit	09/14/2022	09/14/2022	248,000.00	252,341.74
Total / Average 2-3 Years					4,197,419.98	4,282,160.33
3-4 Years						
Bank of NY Mellon Corp 3.5 4/28/2023	06406RAG2	Corporate Bond	04/28/2023	04/28/2023	501,368.88	531,701.50
BERKSHIRE HATHAWAY INC DEL 2.75 3/15/2023	084670BR8	Corporate Bond	03/15/2023	03/15/2023	506,560.05	530,074.11
Morgan Stanley PVT Bank 3.05 2/14/2024	61760AVS5	Negotiable Certificate Of Deposit	02/14/2024	02/14/2024	248,000.00	261,977.78
State Bank of India 2.9 3/29/2023	856285KL4	Negotiable Certificate Of Deposit	03/29/2023	03/29/2023	245,000.00	254,977.14
Synchrony Bank 3.2 5/25/2023	87165ER22	Negotiable Certificate Of Deposit	05/25/2023	05/25/2023	246,000.00	258,791.26
UBS Bank USA 3.15 5/30/2023	90348JCR9	Negotiable Certificate Of Deposit	05/30/2023	05/30/2023	249,000.00	261,636.50
Total / Average 3-4 Years					1,995,928.93	2,099,158.29
4-5 Years						
Capital One Natl Assn VA CD 2.1 8/14/2024	14042RMW8	Certificate Of Deposit	08/14/2024	08/14/2024	249,000.00	254,124.92
Total / Average 4-5 Years					249,000.00	254,124.92
5-10 Years						
FHLMC MBS 2 5/1/2028	3128MMQU0	FHLMC Bond	05/01/2028	12/29/2021	366,784.28	375,538.00
FHLMC Pool # 18469 MBS 2 6/1/2028	3128MMQX4	FHLMC Bond	06/01/2028	06/23/2022	356,709.19	368,061.25
FNMA MBS 1.25 4/25/2028	3136ADEN5	FNMA Bond	04/25/2028	10/14/2020	243,757.49	243,152.86
Total / Average 5-10 Years					967,250.96	986,752.11
10+ Years						
FHLMC MBS 2 9/15/2041	3137AM2T3	FHLMC Bond	09/15/2041	02/01/2023	191,574.87	193,842.17
FHLMC MBS 2.5 10/1/2036	3128P8DD0	FHLMC Bond	10/01/2036	05/25/2025	853,795.30	867,606.74
FHLMC MBS 2.5 4/15/2038	3137A0UL7	FHLMC Bond	04/15/2038	07/26/2020	75,577.01	76,220.40
FHLMC MBS 2.5 7/15/2032	3137B15Z1	FHLMC Bond	07/15/2032	01/13/2022	316,267.58	322,754.09
FHR 3835 BA MBS 4 8/15/2038	3137A9VR4	FHLMC Bond	08/15/2038	06/17/2020	66,183.00	66,913.64
FHR 4784 PA MBS 3.5 3/15/2043	3137F5G52	FHLMC Bond	03/15/2043	07/25/2022	859,940.81	873,666.82
FNMA MBS 2 12/25/2039	3136A93M8	FNMA Bond	12/25/2039	12/17/2020	243,587.80	245,860.53
FNMA MBS 2 2/25/2041	3136A2R39	FNMA Bond	02/25/2041	09/20/2021	247,377.62	253,489.15
FNMA MBS 2.5 5/25/2039	3136AHAZ3	FNMA Bond	05/25/2039	07/17/2020	372,316.22	381,283.08
FNMA MBS 2.5 7/25/2043	3136AF3R3	FNMA Bond	07/25/2043	09/18/2020	205,048.00	215,162.34
FNMA MBS 2.5 9/1/2034	31418DFE7	FNMA Bond	09/01/2034	04/18/2024	936,506.89	948,419.44
GNMA MBS 4.25 2/16/2041	38377VFU5	GNMA Bond	02/16/2041	12/06/2022	185,426.48	198,651.03
SBA DEV PART CERT MBS 2.76 10/1/2031	83162CUH4	SBA	10/01/2031	04/19/2024	365,141.56	375,344.36
Total / Average 10+ Years					4,918,743.14	5,019,213.79
Total / Average					37,392,244.75	37,866,769.28

Scenario Highlights

Use sales tax revenues to fund economic development and tourism (2021)

Early calls are scheduled when funds available, no withdrawal from fund balance

Early call in 2021 partial - only \$3,150,000 of \$7,150,000 called

Early call in 2022 partial - remaining \$4,000,000 of \$7,150,000 called; Estimated \$60,000 interest cost to split

When debt service no longer operates in negative, use funds for capital projects (2022)

2022: \$250,000

2023: \$350,000

2024: \$598,350.27

\$0.25/1000 not eliminated until debt is eliminated

2019

Debt Service Balance:

	1/1/2018	628,112.28	
	12/31/2018	834,880.70	
Estimated budget for economic development and tourism from sales tax		-	
	Increase (Decrease)	206,768.42	

Budget - 2019

Expense			
Principal Payments Due	2,350,000.00		
Interest Payments Due	711,975.00		
Total	3,061,975.00		
Revenue			
Levy .25/1000	957,406.00		
Estimated Sales Tax	3,778,503.57		
Total	4,735,909.57		
Increase (Decrease)	1,673,934.57		
Increase (Decrease)		(3,778,503.57)	
Estimated Debt Service Balance 12/31/19		\$ 2,508,815.27	

	12/31/2019 actual
	January, 2020 actual
	February, 2020 estimated

2020

Debt Service Balance:

Estimated 1/1/2020 Balance	2,508,815.27
Increase (Decrease)	(2,063,717.00)
Estimated budget for economic development and tourism from sales tax	-
Estimated 12/31/20 Balance	<u><u>\$ 445,098.27</u></u>

Budget - 2020

Expense

Principal Payments Due	2,400,000.00
Interest Payments Due	653,475.00
Early Call 3/15/12 Refunding Bonds	3,790,000.00
Total	<u>6,843,475.00</u>

Revenue

Levy .25/1000	979,758.00
Estimated Sales Tax	<u>3,800,000.00</u>
Total	<u>4,779,758.00</u>

Increase (Decrease)	(2,063,717.00)
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2021

Debt Service Balance:

	Estimated 1/1/2021 Balance	445,098.27
	Increase (Decrease)	815,166.00
	Estimated budget for economic development and tourism from sales tax	(331,000.00)
	Estimated 12/31/21 Balance	\$ 929,264.27

Budget - 2021

Expense		
Principal Payments Due	450,000.00	
Interest Payments Due	434,187.00	
Early Call 2/12/14 CIP 2014	3,150,000.00	
Total	4,034,187.00	
Revenue		
Levy .25/1000	999,353.00	
Estimated Sales Tax	3,850,000.00	
Total	4,849,353.00	
Increase (Decrease)	815,166.00	

Estimated Increase
979,758.00 102% 999,353.16

2022

Debt Service Balance:

Estimated 1/1/2022 Balance	929,264.27	
Increase (Decrease)	407,340.00	
Use in 2022 budget for capital projects	(250,000.00)	
Estimated budget for economic development and tourism from sales tax	(331,000.00)	
Estimated 12/31/22 Balance	\$ 755,604.27	

Budget - 2022

Expense		
Principal Payments Due	300,000.00	
Interest Payments Due	212,000.00	
Early Call	4,000,000.00	
Total	4,512,000.00	

Revenue		Estimated Increase
Levy .25/1000	1,019,340.00	999,353.00 102% 1,019,340.06
Estimated Sales Tax	3,900,000.00	
Total	4,919,340.00	

Increase (Decrease) 407,340.00

2023

Debt Service Balance:

Estimated 1/1/2023 Balance	755,604.27	
Increase (Decrease)	83,726.00	
Use in 2023 budget for capital projects	(350,000.00)	
Estimated budget for economic development and tourism from sales tax	(331,000.00)	
Estimated 12/31/23 Balance	\$ 158,330.27	

Budget - 2023

Expense	
Principal Payments Due	700,000.00
Interest Payments Due	206,000.00
Early Call 3/10/15 CIP 2015	4,000,000.00
Total	4,906,000.00
Revenue	
Levy .25/1000	1,039,726.00
Estimated Sales Tax	3,950,000.00
Total	4,989,726.00
Increase (Decrease)	83,726.00

Estimated Increase
1,019,340.00 102% 1,039,726.80

2024

Debt Service Balance:

	Estimated 1/1/2024 Balance	158,330.27	
	Increase (Decrease)	771,020.00	
	Use in 2023 budget for capital projects	(598,350.27)	
	Estimated budget for economic development and tourism from sales tax	(331,000.00)	
	Estimated 12/31/24 Balance	\$ 0.00	

Budget - 2024

Expense			
Principal Payments Due		200,000.00	
Interest Payments Due		89,500.00	
Early Call 4/13/16 CIP 2016		4,000,000.00	
Total		4,289,500.00	
Revenue			
Levy .25/1000		1,060,520.00	
Estimated Sales Tax		4,000,000.00	
Total		5,060,520.00	
Increase (Decrease)		771,020.00	

Estimated Increase
1,039,726.00 102% 1,060,520.52

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
			-
			-
			-
	\$ 4,236,000.00	\$ 32,417.19	\$ 4,268,417.19

Remaining Funds Needed Using Full Resource Center Budget:

Old LEC Renovation	6,250,000.00
YTD Matured Investments Held for Cash	<u>\$ (4,268,417.19)</u>
Estimated Remaining Funds Required	<u>\$ 1,981,582.81</u>

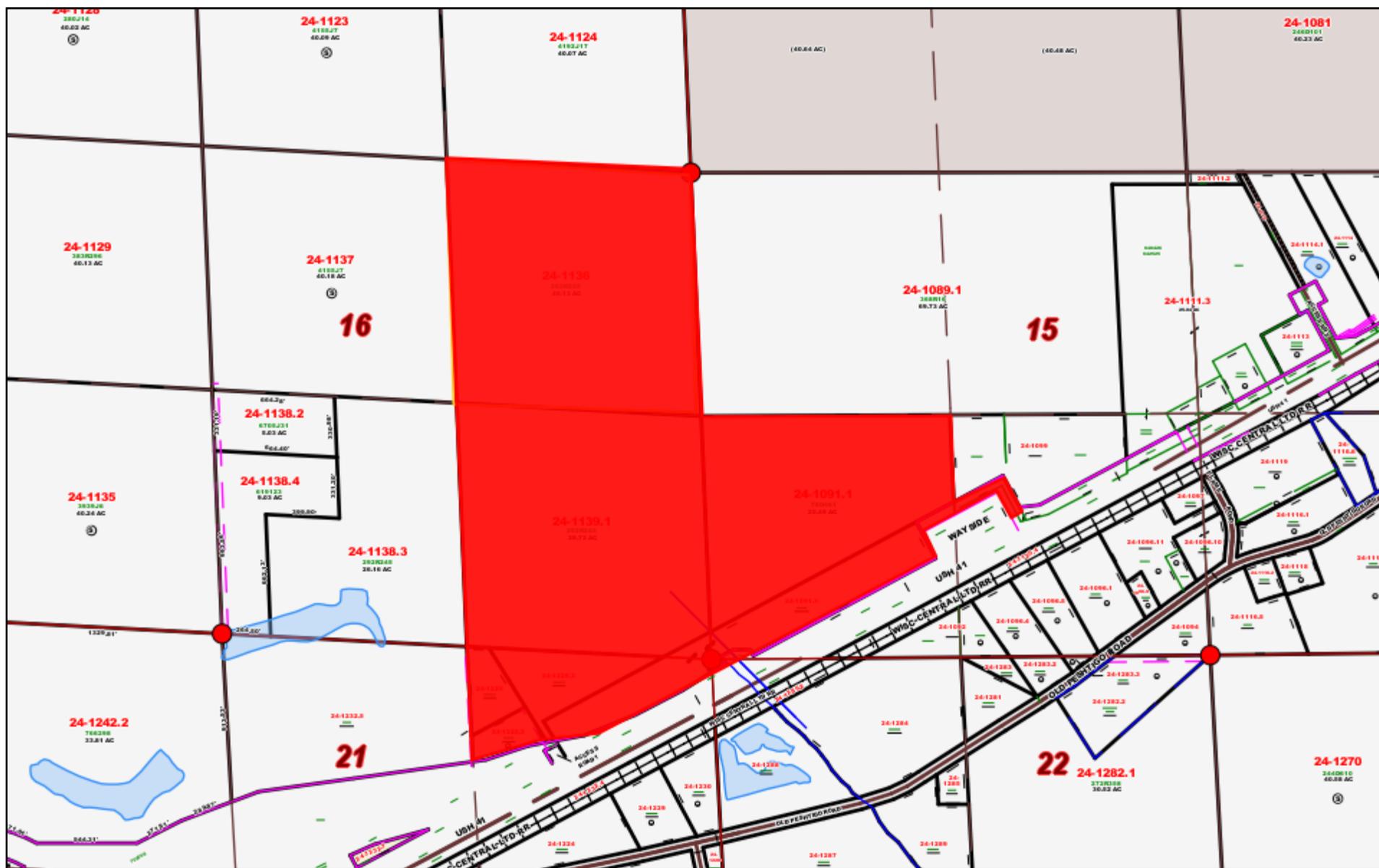
Remaining Funds Needed Using Estimated Resource Center Budget:

Old LEC Renovation	5,250,000.00
YTD Matured Investments Held for Cash	<u>\$ (4,268,417.19)</u>
Estimated Remaining Funds Required	<u>\$ 981,582.81</u>

Anticipated Maturing Debt - To be Held in LGIP for Cash Flow

	Book Value	Mature Date	
961214DJ9	500,000.00	3/6/2020	
00832KAW9	243,000.00	4/3/2020	
69324MAF2	249,000.00	6/8/2020	Estimated Costs
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	
	<u>\$ 2,988,054.80</u>		

WI DOT Property

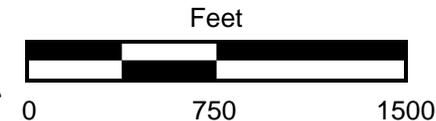


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MARINETTE COUNTY



PROCUREMENT POLICY

(EFFECTIVE DATE: JANUARY 30, 2018)

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MARINETTE COUNTY PROCUREMENT POLICY

Sec. 1.01 - Application

This Policy applies to contracts for the procurement of supplies, services, and construction entered into by this County. When the procurement involves the expenditure of Federal or State assistance or contract funds, in addition to this procurement policy, the procurement shall be conducted in accordance with the County's Uniform Grant Guidance Policies and Procedures (UGGPP) and any applicable Federal or State law or regulations which are not reflected in the County's policies. Nothing in the policy shall prevent the County from complying with the terms and conditions of any grant, gift or bequest which are otherwise consistent with law. In addition, deviations from this policy may occur as a result of the authority granted to the Highway Commissioner by the State Statutes and the authority granted to the Mar-Oco Landfill Committee in the § 66.30 agreement between the Counties.

Sec. 1.02 - Purchasing agents

(1) Designated Purchasing Agent.

- (a) *Appointment.* The purchasing agents shall be the department head of each County department or his/her designee, unless others are appointed by the County Administrator.

(2) Authority.

- (a) *Principal public purchasing official.* The purchasing agents shall serve as the principal purchasing official of each department in accordance with this policy.
- (b) *Duties.* In accordance with this subchapter and subject to the supervision of the County Administrator, the purchasing agents shall:
 1. Purchase or supervise the purchasing of all supplies, materials, equipment, services and construction needed by each department.
 2. Prepare a listing of supplies, material, and equipment considered surplus and provide the list to the Infrastructure Committee for approval of disposal and method of disposal.
 3. Insure proper use of all supplies, services, and materials in accordance with County Policies.
 4. Ensure all procurement contracts are in accordance with County Ordinance 3.01 (2) – Agreements.
 5. Ensure the funds have been appropriated prior to any purchases.

Sec. 1.03 - Source selection and contract formation

(1) Sealed bid.

- (a) *Conditions for use.* All contracts of this County shall be awarded by sealed bidding, except as otherwise provided in subsections (2), (3), (4), (5) and § 1.07(1) of this subchapter.
- (b) *Proof of responsibility.* Proof of responsibility may be required of all bidders under § 66.0901(2), (3) and (4), Wis. Stats.

- (c) *Invitation for bids.* An invitation for bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.
- (d) *Public notice.* A minimum public notice of not less than 10 calendar days shall be given for sealed bids. Such notice shall, when required by law, include publication in the ~~*Peshtigo Times*~~ which has been designated the official newspaper of the County. The public notice shall state the date, time and place of bid deadline in addition to bid specifications.
- (e) *Bid opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The name of each bidder, amount of each bid and such other relevant information as the purchasing agent deems appropriate shall be recorded. This information shall be open to public inspection.
- (f) *Bid acceptance and bid evaluation.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used, such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose, as well as compatibility with existing property, equipment, inventory, and/or maintenance costs. Purchases ~~over \$25,000.00~~ or greater shall be approved by the Purchasing Agents Committee of Jurisdiction and the County Board.
- (g) *Withdrawal or modification of bids.* Bids may be withdrawn or modified any time prior to the time of opening bids. No bid may be withdrawn or modified after the bids have been opened unless the bidder can show by clear and convincing evidence that a mistake was made, and the nature of the mistake and the bid price actually intended.
- (h) *Rejection of bids.* The County reserves the right to reject any or all bids or parts thereof, and to award to the bidder who, in the judgment of the County, will best serve the County. A bid which has not been prepared according to the instructions set forth in the invitation for bids or which does not include a price which is both adequate and reasonable on each and every item named in the bid may be subject to rejection.
- (i) *Award.* The bid shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. The bid shall be approved by the purchasing agent's committee of jurisdiction and ~~if greater than \$25,000 the~~ county board.
- (j) *Multi-step sealed bidding.* When it is considered impractical to initially prepare a bid request to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

(2) *Sealed proposals.*

- (a) *Conditions for use.* When the purchasing agents determine that the use of sealed bidding is not practicable because of complexity of the project/bidding documents or the determination that sealed bids may not be advantageous to the County, ~~a contract may be entered into by use of the sealed proposals may be accepted provided in compliance method as is consistent with State law.~~
- (b) *Request for proposals.* Proposals shall be solicited through a request for proposals.

- (c) *Public notice.* Public notice of the request for proposals shall be given in the same manner as provided in subsection (1)(d) Sealed Bid, Public Notice, ~~provided the minimum time shall be 10 calendar days.~~
- (d) *Receipt of proposals.* Proposals shall be opened publicly in the presence of one or more witnesses at the time and place designated in the request for proposals. The name of each offeror, amount of each proposal and such other relevant information as the purchasing agent deems appropriate shall be recorded. This information shall be open to public inspection. ~~No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award. The register of proposals shall be in the custody of the purchasing agent who shall maintain same.~~
- (e) *Evaluation factors.* The request for proposals shall set forth the evaluation factors to be used with the County reserving the right to accept or reject proposals if deemed in the best interest of the County.
- (f) *Discussion with responsible offerors and revisions to proposals.* As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the request for proposals solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the information derived from proposals submitted by competing offerors.
- (g) *Award.* Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County taking into consideration past performance, price and the evaluation factors set forth in the Request for Proposals, as well as the criteria set forth in Section 1.04(1)(f) of this Code. ~~Any~~ The proposals contract shall be approved by the purchasing agent's committee of jurisdiction and if greater than \$25,000 the county board.
- (3) *Small purchases procedure.* Any purchase ~~contract~~ which is less than not exceeding \$25,000.00 may be made in accordance with the following small purchase procedure; however, purchases shall not be artificially divided so as to constitute a less than \$25,000 purchase small purchase under this section. All public work contracts \$5,000 or greater or For purchases over \$5-10,000.00 shall require notice a request for quotes will be published on the County website and through a class one notice of the details of the contract and/or purchase and the opportunity to submit a quote. ,if possible, at least three businesses shall be solicited to submit quotations Regardless of dollar amount of any purchase every effort shall be made to obtain multiple quotes and/or compare prices between vendors a minimum of three quotes from which the lowest acceptable quotation shall be selected. The name of the business, the date, amount of each quotation shall be recorded and maintained as a public record. In addition, by the purchasing agent, shall maintain a list of all businesses from which quotations were sought. Small purchase contracts over \$5,000 shall be approved by the purchasing agent's committee of jurisdiction.
- (4) *Sole source procurement.* A purchase contract may be warranted awarded without competition when the purchasing agent determines after conducting a good faith review of available source

information that there is only one source for the required supply, service or construction item and when allowed by law. The reasons for the sole source procurement shall be documented. The County Administrator shall approve any sole source procurement. The purchasing agent shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of sole source procurements shall be maintained by the purchasing agent that lists contractor's name, amount, and item or service purchased along with the sole source procurement documentation. Any purchase ~~contract~~ related to the sole source procurement ~~over \$25,000 or greater~~ shall be approved by the committee of jurisdiction and ~~if greater than \$25,000.00~~ the County Board.

- (5) *Emergency procurements.* After approval from either the County Administrator or the County Board Chairperson, a purchasing agent may make or authorize others to make non-appropriated emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety. The procurement must be allowed by the Wisconsin Statutes. Emergency procurements shall be made with such competition as is practicable under the circumstances. The basis for the emergency, reason for the selection of the particular contractor, type of contract, and a listing of items/services procured shall be reported to the Purchasing Agent's Committee of Jurisdiction, ~~County's Administrative Committee~~ and County Board, if applicable as soon as practicable.
- (6) *Cancellation of invitations for bids or requests for proposals.* An invitation for bids, a request for proposals or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when same is in the best interests of the County. The reasons thereof shall be made part of the contract file. Each solicitation issued by the County shall state that the solicitation may be cancelled and that any bid or proposal rejected in whole or in part when in the best interest of the County. Written notice of cancellation shall be sent to all businesses solicited.
- (7) *County procurement records.*
 - (a) *Contract file.* All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the County in a contract file by the purchasing agent.
 - (b) *Retention of procurement records.* All procurement records shall be retained for seven years. If a contract is being funded in whole or in part by assistance from a federal or State agency, then all procurement records pertaining to that contract shall be maintained for seven years from the closeout date of the assistance agreement or the final disposition of any controversy arising out of the assistance agreement.
- (8) *Purchase of used items.* If the Purchasing Agent and the County Administrator concur that the purchase of used property, equipment, or supplies would be in the best financial interest of the County, nothing herein shall prevent said purchase provided that the procedure set forth in Section 1.05(1) and (2) are complied with. The advertisement or solicitation shall set forth, as far as practicable, the minimum standards for the item to be purchased.

Sec. 1.04 - Specifications

- (1) *Maximum practicable competition.* All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage maximum free and open competition in satisfying the County's needs and shall not be unduly restrictive. The section applies to all specifications including those prepared for the County by architects, engineers, designers and draftsmen.

- (2) *Buy American*. If a contract is being funded in whole or in part by assistance from a federal agency, then the County shall adhere to the appropriate "Buy American" requirements of the federal agency providing the assistance. In all other cases, the purchasing agent shall make every

reasonable effort to purchase products manufactured in the United States, as is not inconsistent with lowest responsible bidder statutory requirements.

Sec. 1.05 - Bonds and bid security

(1) Bid security.

- (a) *Requirement for bid security.* Bid security shall be required for sealed bids for construction projects estimated to exceed \$100,000. Bid security shall be a bond provided by a surety company authorized to do business in this State, the equivalent in cash or otherwise supplied in a form satisfactory to the County.
- (b) *Amount of bid security.* Bid security shall be in an amount equal to at least ten percent of the amount of the bid.
- (c) *Rejection of bids for noncompliance with bid security requirements.* When the invitation for bids requires security, noncompliance requires that the bid be rejected.
- (d) *Withdrawal of bids.* If a bidder is permitted to withdraw its bid before award as provided in section 1.04(1)(f), no action shall be taken against the bidder or the bid security.

(2) Contract performance and payment bonds.

- (a) *When required—Amounts.* When a construction project is awarded, the following bonds or security shall be delivered to the County and shall become binding on the parties upon the execution of the contract:
 - 1. A performance bond satisfactory to the County, executed by a surety company authorized to do business in this State or otherwise secured in a manner satisfactory to the County, in an amount equal to 100 percent of the price specified in the contract; or
 - 2. A payment bond satisfactory to the County, executed by a surety company authorized to do business in this State or otherwise in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be in an amount equal to 100 percent of the price specified in the contract.

Sec. 1.06 – Architect, Engineer or Land Surveying Services

- (1) *Applicability.* Architect, Engineer and Land Surveying services shall be procured as provided in this section except as authorized by Sections 1.04(3) (Small Purchases), 1.04(4) (Sole Source) and 1.04(5) (Emergency Procurements).
- (2) *Public announcement.* It is the policy of this County to publicly announce all requirements for architect-engineer and land surveying services and to negotiate such contracts on the basis of demonstrated competence and qualifications and past performance with existing contracts as determined in prequalifying procedures. In the procurement of architect-engineer and land surveying services, the purchasing agent shall request firms to submit a statement of qualifications and performance data.
- (3) *Selection process.* The purchasing agent and/or the County Administrator shall conduct discussions with no less than three firms regarding the contract and shall select from among them the firm

deemed most qualified to provide the required services. The selection shall be made in order of preference, based on criteria established and published by the purchasing agent and/or the County Administrator.

- (4) *Negotiation.* The purchasing agent and/or County Administrator shall negotiate a contract with the highest qualified firm for architect, engineer or land surveying services at compensation which the purchasing agent or County Administrator determines to be fair and reasonable to the County. In making this decision, the purchasing agent shall take into account the estimated value, scope, complexity, extension of existing contracts and the professional nature of the services to be rendered. Should the purchasing agent or County Administrator be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the purchasing agent and/or County Administrator determines to be fair and reasonable to the County, negotiations with that firm shall be formally terminated. The purchasing agent and/or County Administrator shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the purchasing agent and/or County Administrator shall formally terminate negotiations. The purchasing agent and/or County Administrator shall then undertake negotiations with the third most qualified firm. Should the purchasing agent and/or County Administrator be unable to negotiate a contract at a fair and reasonable price with any of the selected firms, the purchasing agent and/or the County Administrator shall select additional firms in order of their competence and qualifications, and the purchasing agent and/or County Administrator shall continue negotiations in accordance with this section until an agreement is reached. Any contract shall be approved by the purchasing agent's committee of jurisdiction and if greater than \$25,000 the county board.

Sec. 1.07 - Debarment or suspension

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the County Administrator in consultation with the Corporation Counsel is authorized to debar or suspend a person for cause from consideration for award of contracts. The debarment shall not be for a period of more than three years.

After consultation with the Corporation Counsel, the County Administrator is authorized to suspend a person from consideration for award of a contract if there is probable cause to believe that the person engaged in any activity which might lead to debarment.

The causes for debarment include:

- (1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
- (2) Conviction under State and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business honesty which currently, seriously and directly affects responsibility as a County contractor.
- (3) Conviction under State or federal antitrust statutes arising out of the submission of bids or proposals.
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the purchasing agent to be so serious as to justify debarment action:

- (a) Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (b) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
- (5) Any other cause the purchasing agent determines to be so serious and compelling as to affect responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this subchapter.
- (6) For violation of the standards set forth in the County's Uniform Grant Guidance Policy.

Sec. 1.08 - Assistance to small and disadvantaged businesses

- (1) *Solicitation of small and disadvantaged businesses.* The purchasing agents shall assure that both small and disadvantaged businesses are solicited whenever funding is received from a federal agency.

Sec. 1.09 - Application

- (1) This subchapter applies to all departments, officers, and committees of the County, as well as all entities directly or indirectly using County funds.
- (2) Should any provision of this subchapter be held invalid or unenforceable by a court of competent jurisdiction, or appear to be so based upon review by authorized legal counsel of County, the remainder of this subchapter, or the application of such term or provision to persons and circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby and each provision of this subchapter shall be valid and shall be enforceable to the fullest extent provided and permitted by law.
- (3) It is intended that this subchapter shall be interpreted in a manner consistent with and applied in harmony with current and future State and Federal statutes, rules and regulations.

Sec. 1.10 – Cooperative Purchasing under contract negotiated by the State of Wisconsin

- a) *Conditions for use.* When the purchasing agent determines that it is advantageous for the County to use a purchasing contract previously negotiated by the State of Wisconsin as allowed by State Statute.
- b) *Factors to consider:*
- Time required to research specification
 - Minimization of bidding requirements
 - Time required to identify new vendors
 - Quality and Price
- c) *Authorization.* Any procurement by Cooperative Purchasing shall be approved by the County Administrator.

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 2nd 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.

	Individual Threshold	% of Portfolio	Additional Information:
Certificate of Deposit	\$250,000	No limit	FDIC insured up to \$250,000
Commercial Paper	< 4% < 10%	< 30%	Rated in highest tier of national rate agency
Corporate Bond	< 4% < 10%	< 30% < 50%	Rated in 2 highest tiers of national rate agency
FAMCA, FFCB, FHLB, FHLMC, FNMA Bond	< 10%	< 25% No limit	US Government Agency backed
GNMA Bond	< 10%	< 30%	Mortgage backed securities by FHA
LGIP	< 20%	< 20% No limit	Same as cash, FDIC insured up to \$250,000 and State of Wisconsin Public Deposit Guarantee up to additional \$400,000
Money Market	< 20%	< 30%	Same as cash, FDIC insured up to \$250,000
Municipal Bond	< 10%	< 50%	State/Local Government backed

Negotiable CD	\$250,000	No limit	FDIC insured up to \$250,000
SBA	< 10%	<30%	
US Treasury	< 10%	No limit	US Government backed

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

County Board Approved: June 25, 2019

ADMINISTRATIVE COMMITTEE
 SCHEDULE OF APPROPRIATION ENTRIES
 MARCH 19, 2020

Department	County Board	2019 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
HHSD	N	Transfer to carry forward public health donation revenue from 2019 to 2020 budget		12	\$ 5,082.07	Decrease	54110000	Public Health	48511	Donations
					\$ 5,082.07	Decrease	54110000	Public Health	52980	Equipment & Material Acquisition
District Attorney	N	Transfer to carry forward unspent 2019 budget funds for costs associated with LTE prosecutor anticipated in 2020		12	\$ 6,600.00	Decrease	51310000	District Attorney	52361	Trial Expense
					\$ 6,600.00	Increase	100	General Fund	34290	Fund Balance
Law Enforcement	N	Transfer to carry forward unspent 2019 budget funds to 2020 for costs associated with Spillman software		12	\$ 163,862.00	Decrease	52110000	Sheriff Administration	53890	Outlay
					\$ 163,862.00	Increase	100	General Fund	34290	Fund Balance
Library	N	Transfer unspent 2019 budget funds to 2020 budget for purchase of outdated Windows 7 PCs and those not able to handle Windows 10 upgrade		12	\$ 19,834.00	Decrease	551100000	Stephenson Library Operations	52980	Equipment & Material Acquisition
					\$ 19,834.00	Increase	100	General Fund	34290	
Forestry	N	To carry forward and redistribute investment interest revenue funds from 2019 to 2020 budget for purchase of 123 acres for recreational purposes		12	\$ 80,000.00	Increase	51520000	Treasurer	48111	Interest General
					\$ 80,000.00	Increase	51901000	Contingency	52498	Operation Expenditures
					\$ 80,000.00	Decrease	51901000	Contingency	52498	Operation Expenditures
					\$ 80,000.00	Increase	100	General Fund	34290	Fund Balance
Department	County Board	2020 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
Land Information	N	Recognize additional revenue and expenditures in AIS Herbicide Enclosure grant to reflect anticipated actuals		03	\$ (5,970.59)	Increase	56190000	AIS Herbicide Enclosure Grant	43545	Other Grant Awards
					\$ 2,198.78	Increase	56190000	AIS Herbicide Enclosure Grant	50111	Salaries
					\$ 142.34	Increase	56190000	AIS Herbicide Enclosure Grant	50112	Sales Without Retirement
					\$ 11.45	Increase	56190000	AIS Herbicide Enclosure Grant	51133	Longevity
					\$ 198.61	Increase	56190000	AIS Herbicide Enclosure Grant	51151	County Share of Social Security
					\$ 133.70	Increase	56190000	AIS Herbicide Enclosure Grant	51152	County Share of State Retirement
					\$ 884.84	Increase	56190000	AIS Herbicide Enclosure Grant	51154	Health and Dental
					\$ 0.79	Increase	56190000	AIS Herbicide Enclosure Grant	51155	Life Insurance
					\$ 44.80	Increase	56190000	AIS Herbicide Enclosure Grant	51159	Worker Compensation
					\$ 3,444.00	Increase	56190000	AIS Herbicide Enclosure Grant	52291	Purchase of Service
					\$ (220.00)	Decrease	56190000	AIS Herbicide Enclosure Grant	52439	Other Travel
					\$ 25.00	Increase	56190000	AIS Herbicide Enclosure Grant	52498	Operation Expenditures
					\$ 30.00	Increase	56190000	AIS Herbicide Enclosure Grant	52411	Postage
					\$ (923.72)	Decrease	56270000	Land Conservation	50111	Salaries
					Land Information	N	Recognize additional grant revenue and expenditures in Bass Lake Monitoring grant to reflect anticipated actuals		03	\$ (141.57)
\$ 1,445.13	Increase	56189000	Bass Lake Monitoring	50111						Salaries
\$ 219.67	Increase	56189000	Bass Lake Monitoring	50112						Salaries Without Retirement
\$ 7.22	Increase	56189000	Bass Lake Monitoring	51133						Longevity
\$ 148.24	Increase	56189000	Bass Lake Monitoring	51151						County Share of Social Security
\$ 83.53	Increase	56189000	Bass Lake Monitoring	51152						County Share of State Retirement
\$ 557.85	Increase	56189000	Bass Lake Monitoring	51154						Health and Dental
\$ 0.20	Increase	56189000	Bass Lake Monitoring	51155						Life Insurance
\$ 31.40	Increase	56189000	Bass Lake Monitoring	51159						Worker Compensation
\$ (810.00)	Decrease	56189000	Bass Lake Monitoring	52291						Purchase of Service
\$ (200.00)	Decrease	56189000	Bass Lake Monitoring	52411						Postage
\$ (330.00)	Decrease	56189000	Bass Lake Monitoring	52439						Other Travel

ADMINISTRATIVE COMMITTEE
SCHEDULE OF APPROPRIATION ENTRIES
MARCH 19, 2020

				\$	(1,011.67)	Decrease	56270000	Land Conservation	50111	Salaries
Land Information	N	Recognize reduction in grant revenue and expenditures in Dolan Lake grant to reflect anticipated actuals	03	\$	977.27	Decrease	56188000	Dolan Lake EWM	43585	Other Grant Revenue
				\$	(1,413.42)	Decrease	56188000	Dolan Lake EWM	50111	Salaries
				\$	407.96	Increase	56188000	Dolan Lake EWM	50112	Salaries Without Retirement
				\$	(12.08)	Decrease	56188000	Dolan Lake EWM	51133	Longevity
				\$	(50.77)	Decrease	56188000	Dolan Lake EWM	51151	County Share of Social Security
				\$	(105.97)	Decrease	56188000	Dolan Lake EWM	51152	County Share of State Retirement
				\$	(725.00)	Decrease	56188000	Dolan Lake EWM	51154	Health and Dental
				\$	(2.52)	Decrease	56188000	Dolan Lake EWM	51155	Life Insurance
				\$	(20.61)	Decrease	56188000	Dolan Lake EWM	51159	Worker Compensation
				\$	1,285.00	Increase	56188000	Dolan Lake EWM	52291	Purchase of Service
				\$	5.00	Increase	56188000	Dolan Lake EWM	52429	Other Travel
				\$	350.00	Increase	56188000	Dolan Lake EWM	52498	Operation Expenditures
				\$	35.00	Increase	56188000	Dolan Lake EWM	52411	Postage
				\$	(729.86)	Decrease	56270000	Land Conservation	50111	Salaries
Land Information	Y	To recognize and establish 2020 budget for Beecher Lake EWM anticipated revenues and expenditures	03	\$	(3,175.00)	Increase	56174000	Beecher Lake EWM	43585	Other Grant Revenue
				\$	1,740.54	Increase	56174000	Beecher Lake EWM	50111	Salaries
				\$	11.91	Increase	56174000	Beecher Lake EWM	51133	Longevity
				\$	134.06	Increase	56174000	Beecher Lake EWM	51151	County Share of Social Security
				\$	114.01	Increase	56174000	Beecher Lake EWM	51152	County Share of State Retirement
				\$	774.38	Increase	56174000	Beecher Lake EWM	51154	Health and Dental
				\$	34.81	Increase	56174000	Beecher Lake EWM	51159	Worker Compensation
				\$	365.29	Increase	56270000	Land Conservation	50111	Salaries
Land Information	N	Recognize reduction in grant revenue and expenditures in Lake Noquebay Nutrient Study Phase I grant to reflect anticipated actuals	03	\$	529.00	Decrease	56180000	Lake Noquebay Nutrient Study	43585	Other Grant Revenue
				\$	240.72	Increase	56180000	Lake Noquebay Nutrient Study	50111	Salaries
				\$	(0.41)	Decrease	56180000	Lake Noquebay Nutrient Study	51133	Longevity
				\$	29.18	Increase	56180000	Lake Noquebay Nutrient Study	51151	County Share of Social Security
				\$	9.17	Increase	56180000	Lake Noquebay Nutrient Study	51152	County Share of State Retirement
				\$	79.94	Increase	56180000	Lake Noquebay Nutrient Study	51154	Health and Dental
				\$	(0.77)	Decrease	56180000	Lake Noquebay Nutrient Study	51155	Life Insurance
				\$	3.43	Increase	56180000	Lake Noquebay Nutrient Study	51159	Worker Compensation
				\$	(29.00)	Decrease	56180000	Lake Noquebay Nutrient Study	52439	Other Travel
				\$	(200.00)	Decrease	56180000	Lake Noquebay Nutrient Study	52498	Operation Expenditures
				\$	(661.26)	Decrease	56270000	Land Conservation	50111	Salaries
Land Information	Y	To recognize and establish 2020 budget for Lake Noquebay Nutrient Study Phase II anticipated revenues and expenditures	03	\$	(11,630.00)	Increase	56191000	Lake Noquebay Nutrient Study II	43585	Other Grant Revenue
				\$	5,810.92	Increase	56191000	Lake Noquebay Nutrient Study II	50111	Salaries
				\$	38.22	Increase	56191000	Lake Noquebay Nutrient Study II	51133	Longevity
				\$	447.46	Increase	56191000	Lake Noquebay Nutrient Study II	51151	County Share of Social Security
				\$	380.62	Increase	56191000	Lake Noquebay Nutrient Study II	51152	County Share of State Retirement
				\$	2,585.33	Increase	56191000	Lake Noquebay Nutrient Study II	51154	Health and Dental
				\$	5.14	Increase	56191000	Lake Noquebay Nutrient Study II	51155	Life Insurance
				\$	116.22	Increase	56191000	Lake Noquebay Nutrient Study II	51159	Worker Compensation
				\$	200.00	Increase	56191000	Lake Noquebay Nutrient Study II	52411	Postage
				\$	830.00	Increase	56191000	Lake Noquebay Nutrient Study II	52439	Other Travel
				\$	1,216.09	Increase	56270000	Land Conservation	50111	Salaries
Maintenance	N	Reduce 2020 budget to reflect actual balance carry forward from 2019 to 2020; Anticipated carry forward was \$627,356.65; Actual carry forward was \$585,810.82	03	\$	41,545.83	Decrease	51641000	Maintenance Capital Expenditure	53890	Outlay
				\$	41,545.83	Increase	100	General Fund	34290	Fund Balance
HHSD	N	Transfer to carry forward public health donation revenue from 2019 to 2020	03	\$	5,082.07	Increase	54110000	Public Health	48511	Donations

ADMINISTRATIVE COMMITTEE
SCHEDULE OF APPROPRIATION ENTRIES
MARCH 19, 2020

		budget		\$	5,082.07	Increase	54110000	Public Health	52980	Equipment & Material Acquisition
Medical Examiner	N	To move copy fee revenues from intergovernmental revenues to miscellaneous revenues in 2020 budget	03	\$	20.00	Decrease	51270000	Medical Examiner	47413	Central Duplicating
				\$	20.00	Increase	51270000	Medical Examiner	48601	Miscellaneous Revenues
Forestry	N	To establish and reallocate sustainable forestry grant revenue to individual Org code in 2020 budget	03	\$	7,650.00	Decrease	56110000	County Forestry	43589	Sustainable Forestry Grant
				\$	7,650.00	Increase	55430000	Sustainable Forestry Grant	43545	Other Grant Awards
Forestry	N	To establish and reallocate Forestry Administrator grant revenue to individual Org code in 2020 budget	03	\$	55,000.00	Decrease	56110000	County Forestry	43587	Forestry Administrator Grant
				\$	55,000.00	Increase	55420000	Forestry Administrator Grant	43545	Other Grant Awards
District Attorney	N	Transfer to carry forward unspent 2019 budget funds for costs associated with LTE prosecutor anticipated in 2020	03	\$	6,600.00	Increase	51310000	District Attorney	52361	Trial Expense
				\$	6,600.00	Decrease	100	General Fund	34290	Fund Balance
Law Enforcement	N	Transfer to carry forward unspent 2019 budget funds to 2020 for costs associated with Spillman software	03	\$	163,862.00	Increase	52110000	Sheriff Administration	53890	Outlay
				\$	163,862.00	Decrease	100	General Fund	34290	Fund Balance
Library	N	Transfer unspent 2019 budget funds to 2020 budget for purchase of outdated Windows 7 PCs and those not able to handle Windows 10 upgrade	03	\$	19,834.00	Increase	551100000	Stephenson Library Operations	52980	Equipment & Material Acquisition
				\$	19,834.00	Decrease	100	General Fund	34290	
				\$	19,834.00	Decrease	551100000	Stephenson Library Operations	52980	Equipment & Material Acquisition
				\$	19,834.00	Increase	51453000	County PC Program	52980	Equipment & Material Acquisition
Forestry	N	To carry forward and redistribute investment interest revenue funds from 2019 to 2020 budget for purchase of 123 acres for recreational purposes	03	\$	80,000.00	Increase	51901000	Contingency	52498	Operation Expenditures
				\$	80,000.00	Decrease	100	General Fund	34290	Fund Balance
				\$	80,000.00	Decrease	51901000	Contingency	52498	Operation Expenditures
				\$	80,000.00	Increase	56115000	County Forest Land Acquisition	53890	Outlay

**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
Administrator	01-51410000-51154	\$ 1,120.98	\$ -		\$ 1,120.98		Salary/fringe expense
Child Support	06-51337000-51154	1,293.37	1,293.37	06-51336000-52291	-		All lines over budget; staff allocation changes in early 2019
Clerk of Courts	10-51210000-52210	31,070.61	133.51	10-51250000-52362	30,937.10		GAL and attorney fees over budget
Clerk of Courts	10-51211000-52210	995.44	15.00	10-54591000-52291	980.44		GAL fees over budget
Clerk of Courts	10-51212000-52210	39,083.01			39,083.01		GAL and attorney fees over budget
Clerk of Courts	10-51214000-52210	19,849.15			19,849.15		GAL fees over budget
Clerk of Courts	10-51220000-50111	27,913.45			27,913.45		Revenue short of anticipated budgeted amounts
Medical Examiner	12-51270000-52219	2,393.94			2,393.94		\$21k transfer from H&D earlier in year, over spent remainder year
Victim Witness	22-51315000-50111	3,127.64	3,127.64	22-51310000-52361	-		Salary/fringe expense
Emergency Management	24-52510000-50111	493.93	493.93	24-52504000-50111	-		Salary/fringe expense
Hazardous Mitigation	25-56151000-52498	3,194.29	3,194.29	25-56110000-52291	-		Grant reimburseable maximum reached
Family Court Commissioner	26-51240000-50111	67,055.63			67,055.63		Salary/fringes
Land Information	33-56300000-50111	35,648.00	32,340.19	33-56170000-50111/33-56173000-52498/33-56270000-50111/100-34245	3,307.81		100-34245 50% apply from fund balance
Land Information	33-56174000-50111	(179.39)	(179.39)	33-56270000-50111	-		Apply to Land Conservation
Land Information	33-56180000-50111	(1,828.44)	(1,828.44)	33-56270000-50111	-		Apply to Land Conservation
Land Information	33-56186000-50111	2,051.41	2,051.41	33-56270000-50111	-		Apply from Land Conservation
Land Information	33-56210000-52291	41.12	41.12	33-56270000-52498	-		Apply from Land Conservation
Maintenance	34-51640000-52468	70,042.01		60-51520000-48111	-	70,042.01	Fires in data center and UW-Extension offices; chiller breakdowns
Human Resources	41-51430000-50111	8,240.36			8,240.36		Salary/fringe expense
Sheriff Administration	52-52110000-50111	47,288.10	43,125.93	52-52124000-50111/52126000-52377/52140000-50111/52141000-52435/52142000-52458/60-51520000-48111	(0)	4,162.17	Revenue short of anticipated budgeted amounts; salary/fringe expense
Sheriff Patrol	52-52120000-50111	260,839.35	81,474.70	52-52121000-50111/52130000-50111/60-51520000-48111	-	179,364.65	Salary/fringe expense
Sheriff Patrol Recreation	52-52122000-50111	1,474.71		60-51520000-48111	-	1,474.71	Salary/fringe expense
Sheriff Investigations	52-52125000-50111	37,516.01		60-51520000-48111	-	37,516.01	Salary/fringe expense
Sheriff Speed Grant	52-52134000-50111	3,376.46		60-51520000-48111	-	3,376.46	Salary/fringe expense - over spent grant funds available
Cease Grant	52-52145000-50114	415.12		60-51520000-48111	-	415.12	
Jail	52-52710000-50114	182,274.70		60-51520000-48111	-	182,274.70	
Jail Commissary	52-52713000-46245	9,556.20		60-51520000-48111	-	9,556.20	
Dispatch	53-52155000-52291	22,053.79	1,612.44	53-52150000-52468	20,441.35		
Personal Property Charge Back	60-51912000-52553	1,678.26	1,678.26	04-51510000-52424	-		Non-budgeted item
Veterans Service Office	68-54720000-51154	315.24	315.24	68-54730000-52498	-		
Loans - C. Marinette	99-56700000-46870	1,267.00			1,267.00		
Other Revenue Sources	99-59210000-43411	77,072.34			-	77,072.34	Decrease in shared utility tax from State
TOTAL:		\$ 956,733.79	\$ 168,889.20		\$ 222,590.22	\$ 565,254.37	
				2019 Contingency:	227,247.00		
				Treasurer - Investment Income:		635,089.97	
				Balance:	4,656.78	69,835.60	