



## AGENDA

### Finance and Insurance Committee

Wednesday, October 4, 2017

1:45 p.m.

County Board Room

Third Floor, Courthouse

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Discuss proposed 2018 budget
  - 2018 Budget – Summary
  - 2018 Budget – Funds Applied
  - 2018 Budget – Administrator Proposed

[2018 Budget as of 09/28/17](#)
5. Discuss/consider recommending County Board increase 2017 County Levy, collected 2018, for adjustment for prior year's unused levy carryforward totaling \$57,816, action if any
6. Discuss/consider 2018 budget recommendation to the County Board, action if any
7. Approve minutes September 14, 2017
8. Discuss/consider approving sale of 25 iPads to Gazelle, Inc at a price of \$860.00, action if any
9. Discuss/consider proposal from Schenck for a two/three year extension of the independent auditing contract for recommendation to County Board, action if any
10. Discuss/consider transferring \$250,000 from the 2016 CIP Facilities/Maintenance to the Public Safety Software Package, action if any
11. Discuss/consider closing the 12/31/2017 balance in 2015 CIP Fund to the County Road and Debt Service Funds, action if any
12. Discuss/consider closing the 12/31/2017 balance in 2014 CIP Fund to the Debt Service Fund, action if any
13. Discuss/consider authorizing payment of per diem and travel expense for Executive Committee members in attendance, action if any

14. Discuss/consider the creation of an Administrative Assistant III position at the Law Enforcement Center and the elimination of an Accounting Clerk position at the Law Enforcement Center upon hire of the Administrative Assistant III, action if any (handout)
15. Discuss/consider a proposal from DMI Studios to create a website for Marinette County Tourism at a cost of \$18,930 with funding to come from the County Administrator's 2017 budget, action if any
16. Adjournment

Addendum(s) when applicable

cc: Vilas Schroeder - Chair  
Don Pazynski – Vice  
Tricia Grebin  
Don Phillips  
Rick Polzin

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

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

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)
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1926 Hall Avenue, Marinette, WI 54143-1717

**ADMINISTRATOR PROPOSED  
2018 BUDGET SUMMARY**

<b>OPERATING LEVY</b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
OPERATIONAL EXPENDITURES	\$ 64,813,079	\$ 58,961,210	\$ 52,882,816
ADD: CONTINGENT FUND	250,000	600,000	575,000
TOTAL EXPENDITURES	<u>65,063,079</u>	<u>59,561,210</u>	<u>53,457,816</u>
REVENUE ALL SOURCES OTHER THAN PROPERTY TAX	48,083,167	42,574,775	34,929,041
TRANSFER FROM SALES TAX FUND	321,353	400,000	1,056,821
LESS: NON LAPSING FUND REVENUE IN EXCESS OF EXPENDITURES	29,106	51,881	40,386
TOTAL REVENUE ALL SOURCES OTHER THAN PROPERTY TAX	<u>48,375,414</u>	<u>42,922,894</u>	<u>35,945,476</u>
TOTAL TAX BEFORE SURPLUS FUNDS APPLIED	16,687,665	16,638,316	17,512,340
LESS: SURPLUS FUNDS APPLIED			
NON-LAPSING	1,160,026	911,884	1,473,540
UNASSIGNED GENERAL FUND	230,000	250,000	230,000
TOTAL SURPLUS APPLIED	<u>1,390,026</u>	<u>1,161,884</u>	<u>1,703,540</u>
COUNTY OPERATING TAX LEVY	<u>\$ 15,297,639</u>	<u>\$ 15,476,432</u>	<u>\$ 15,808,800</u>
OPERATING TAX RATE PER \$1,000	<u>\$4.364</u>	<u>\$4.322</u>	<u>\$4.257</u>
<b>DEBT SERVICE LEVY</b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
TOTAL EXPENDITURES	<u>\$ 3,970,718</u>	<u>\$ 3,957,725</u>	<u>\$ 4,428,296</u>
TOTAL REVENUES	3,050,000	3,250,000	3,500,000
SURPLUS FUNDS APPLIED (EXCESS)	<u>\$ 42,442</u>	<u>\$ (145,521)</u>	<u>\$ -</u>
NET COUNTY DEBT SERVICE TAX LEVY	<u>\$ 878,276</u>	<u>\$ 853,246</u>	<u>\$ 928,296</u>
DEBT SERVICE TAX RATE PER \$1,000	<u>\$0.251</u>	<u>\$0.238</u>	<u>\$0.250</u>
<b>OPERATING LEVY &amp; DEBT SERVICE LEVY RATE TOTAL</b>	<b><u>\$ 4.615</u></b>	<b><u>\$ 4.560</u></b>	<b><u>\$ 4.507</u></b>
<b>SPECIAL PURPOSE LEVIES</b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
EXPENDITURES - STATE SPECIAL CHARGES FOR CHARITABLE & PENAL	\$ -	\$ 700	\$ 1,832
SPECIAL PURPOSE TAX RATE PER \$1,000	<u>\$0.0000</u>	<u>\$0.0002</u>	<u>\$0.0005</u>
PROPERTY TAXES CHARGED BACK - SEC 74.41(5) WIS. STATS.	\$ 57,024	\$ 1,805	\$ -
SPECIAL PURPOSE TAX RATE PER \$1,000	<u>\$0.0163</u>	<u>\$0.0005</u>	<u>\$0.0000</u>
EXPENDITURES - BRIDGE AND CULVERT AID	\$ 49,913	\$ 112,042	\$ 98,249
SPECIAL PURPOSE TAX RATE PER \$1,000	<u>\$0.019</u>	<u>\$0.042</u>	<u>\$0.036</u>
EQUALIZED VALUATION - ALL COUNTY DISTRICTS	3,505,162,600	3,581,047,200	3,713,184,900
EQUALIZED VALUATION - TOWNS	2,593,810,600	2,660,269,000	2,750,705,200
	16,232,939	16,331,483	16,737,096

**MARINETTE COUNTY  
2018 BUDGET**

**FUNDS APPLIED:**

	<b>GENERAL FUND</b>	
54591000	FAMILY MEDIATION SERVICES	\$ 1,500
51641000	CAPITAL MAINTENANCE	584,280
56115000	RECREATIONAL LAND ACQUISITION	5,000
56120000	FORESTRY HEAVY EQUIPMENT	91,617
56150000	WILDLIFE HABITAT MANAGEMENT	10,000
100 34290	UNASSIGNED FUND BALANCE	<u>230,000</u>
	<b>TOTAL G.F. NON LAPSING FUNDS APPLIED</b>	<b><u>\$922,397</u></b>
	<b>SPECIAL REVENUE FUNDS</b>	
201 34290	COUNTY ROADS AND BRIDGES	\$ 122,503
208 34290	REVOLVING LOAN FUND	281,600
209 34290	COMMUNITY DEVL P BLOCK GRANT	150,790
212 34290	TEEN COURT	2,000
214 34290	LIBRARY DONATIONS	28,250
215 34290	LIBRARY MCCAULEY TRUST	4,000
217 34290	FORESTRY AND PARKS DEVELOPEMENT	<u>22,000</u>
	<b>TOTAL SPECIAL REVENUE FUNDS APPLIED</b>	<b><u>\$ 611,143</u></b>
	<b>INTERNAL SERVICE FUND</b>	
702 34290	INFORMATION SERVICES	<u>\$ 170,000</u>
	<b>TOTAL FUNDS APPLIED</b>	<b><u>\$ 1,703,540</u></b>

**NON LAPSING FUND REVENUES IN EXCESS OF EXPENDITURES:**

	<b>GENERAL FUND</b>	
54710000	VETERAN'S TRANSPORTATION	<u>\$ 1,500</u>
	<b>SPECIAL REVENUE FUNDS</b>	
218 34290	JAIL ASSESSMENT	\$ 2,178
219 34290	LAND RECORDS MODERNIZATION	<u>36,708</u>
	<b>TOTAL SPECIAL REV. IN EXCESS OF EXPENDITURES</b>	<b><u>\$ 38,886</u></b>
	<b>TOTAL N.L.F. REV. IN EXCESS OF EXPENDITURES</b>	<b><u>\$ 40,386</u></b>
	<b>Total - Net</b>	<b><u>\$ 1,663,154</u></b>

**Marinette County  
2018 BUDGET SUMMARY**

2017 BUDGET				2018 PROPOSED BUDGET				
EXPEND.	REVENUES	FUND ADJUST.	TAX LEVY	ACTIVITY	EXPEND.	REVENUES	FUND ADJUST.	TAX LEVY
<b>GENERAL FUND</b>								
<b>GENERAL GOVERNMENT</b>								
\$ 204,417	\$ -	\$ -	\$ 204,417	COUNTY BOARD	\$ 204,184	\$ -	\$ -	\$ 204,184
223,382	-	-	223,382	COUNTY ADMINISTRATOR	237,344	-	-	237,344
191,215	6,500	-	184,715	COUNTY CLERK	231,456	6,500	-	224,956
272,229	1,136,500	-	(864,271)	COUNTY TREASURER	286,066	1,357,250	-	(1,071,184)
2,206,646	179,158	-	2,027,488	FINANCE DEPARTMENT	2,189,452	174,426	-	2,015,026
42,113	42,113	-	-	PROPERTY MANAGEMENT	38,643	38,643	-	-
195,286	11,000	-	184,286	HUMAN RESOURCES	216,849	25,700	-	191,149
291,042	58,000	-	233,042	DISTRICT ATTORNEY	297,751	58,000	-	239,751
162,056	6,471	-	155,585	CORPORATION COUNSEL	163,504	6,471	-	157,033
907,483	591,099	(1,500)	314,884	CLERK OF COURTS/CIRCUIT COURTS	840,763	600,099	(1,500)	239,164
192,908	2,400	-	190,508	CT COMMISSIONER/REG IN PROBATE	201,592	2,400	-	199,192
121,127	40,020	-	81,107	CORONER	117,244	40,020	-	77,224
252,415	285,100	-	(32,685)	REGISTER OF DEEDS	237,487	310,100	-	(72,613)
1,593,998	908,752	-	685,246	LAND INFORMATION	1,547,730	928,210	-	619,520
1,493,492	451,129	(226,000)	816,363	COURTHOUSE FACILITIES	1,913,146	451,129	(584,280)	877,737
600,000	2,459,029	(250,000)	(2,109,029)	OTHER GENERAL	575,000	3,106,896	(230,000)	(2,761,896)
<b>8,949,809</b>	<b>6,177,271</b>	<b>(477,500)</b>	<b>2,295,038</b>		<b>9,298,211</b>	<b>7,105,844</b>	<b>(815,780)</b>	<b>1,376,587</b>
<b>PUBLIC PROTECTION</b>								
7,274,683	767,180	-	6,507,503	SHERIFF	7,193,372	945,936	-	6,247,436
1,277,732	3,303	-	1,274,429	CENTRAL DISPATCH	1,869,804	3,303	-	1,866,501
1,775	-	-	1,775	CIVIL SERVICE COMM.	1,775	-	-	1,775
1,500	-	-	1,500	FIRE SUPPRESSION	1,500	-	-	1,500
144,819	81,155	-	63,664	EMERGENCY GOVERNMENT	188,340	81,197	-	107,143
32,050	-	-	32,050	RESCUE SQUADS	32,050	-	-	32,050
<b>8,732,559</b>	<b>851,638</b>	<b>-</b>	<b>7,880,921</b>		<b>9,286,841</b>	<b>1,030,436</b>	<b>-</b>	<b>8,256,405</b>
<b>HEALTH</b>								
144,479	-	-	144,479	COMMITTEE ON AGING	144,479	-	-	144,479
658,766	553,051	-	105,715	CHILD SUPPORT	686,981	578,028	-	108,953
171,373	13,700	1,500	159,173	VETERANS' SERVICE	169,918	13,700	1,500	157,718
19,706	19,706	-	-	EMPLOYEE WELLNESS PROGRAM	19,550	19,550	-	-
<b>994,324</b>	<b>586,457</b>	<b>1,500</b>	<b>409,367</b>		<b>1,020,928</b>	<b>611,278</b>	<b>1,500</b>	<b>411,150</b>
<b>CULTURES AND RECREATION</b>								
1,108,178	34,000	-	1,074,178	LIBRARY	1,103,594	34,000	-	1,069,594
10,000	-	-	10,000	FAIR	10,000	-	-	10,000
322,447	320,718	-	1,729	SNOWMOBILE/ATV TRAILS	321,342	320,718	-	624
794,852	299,600	-	495,252	PARKS	798,809	407,250	-	391,559
5,000	-	(5,000)	-	REC. LAND ACQUISITION FUND	5,000	-	(5,000)	-
<b>2,240,477</b>	<b>654,318</b>	<b>(5,000)</b>	<b>1,581,159</b>		<b>2,238,745</b>	<b>761,968</b>	<b>(5,000)</b>	<b>1,471,777</b>
<b>EDUCATION</b>								
56,000	-	-	56,000	U.W. MARINETTE	86,000	-	-	86,000
308,486	15,451	-	293,035	U.W. EXTENSION	252,846	16,883	-	235,963
<b>364,486</b>	<b>15,451</b>	<b>-</b>	<b>349,035</b>		<b>338,846</b>	<b>16,883</b>	<b>-</b>	<b>321,963</b>
<b>FORESTRY</b>								
1,234,195	3,393,693	-	(2,159,498)	COUNTY FORESTRY	1,270,651	3,665,836	-	(2,395,185)
148,000	143,000	(5,000)	-	FORESTRY HEAVY EQUIPMENT	255,000	163,383	(91,617)	-
<b>1,382,195</b>	<b>3,536,693</b>	<b>(5,000)</b>	<b>(2,159,498)</b>		<b>1,525,651</b>	<b>3,829,219</b>	<b>(91,617)</b>	<b>(2,395,185)</b>
<b>CONSERVATION AND DEVELOPMENT</b>								
17,902	17,902	-	-	WILDLIFE HABITAT MANAGEMENT	17,698	7,698	(10,000)	-
21,487	-	-	21,487	REGIONAL PLANNING COMM.	22,280	-	-	22,280
83,070	7,825	-	75,245	ECONOMIC DEVELOPMENT	82,826	8,240	-	74,586
123,738	-	(4,000)	119,738	TOURISM	128,103	-	-	128,103
<b>246,197</b>	<b>25,727</b>	<b>(4,000)</b>	<b>216,470</b>		<b>250,907</b>	<b>15,938</b>	<b>(10,000)</b>	<b>224,969</b>

**Marinette County  
2018 BUDGET SUMMARY**

2017 BUDGET				2018 PROPOSED BUDGET				
EXPEND.	REVENUES	FUND ADJUST.	TAX LEVY	ACTIVITY	EXPEND.	REVENUES	FUND ADJUST.	TAX LEVY
<b>SPECIAL REVENUE FUNDS</b>								
3,131,166	1,374,705	(67,200)	1,689,261	HWY SPECIAL REVENUE	4,067,569	1,638,138	(122,503)	2,306,928
7,000	7,000	-	-	DOG LICENSES	7,000	7,000	-	-
4,650	4,650	-	-	LIBRARY GRANTS	4,650	4,650	-	-
31,750	3,500	(28,250)	-	LIBRARY DONATIONS	31,750	3,500	(28,250)	-
4,925	925	(4,000)	-	LIBRARY TRUSTS	5,210	1,210	(4,000)	-
2,500	2,500	-	-	LANDFILL LONG TERM CARE	2,500	2,500	-	-
13,599,288	10,408,297	(77,359)	3,113,632	HEALTH & HUMAN SERVICES	14,152,634	10,411,177	-	3,741,457
218,075	101,000	(117,075)	-	COMMUNITY DEVELOPMENT BLK GRT	218,140	67,350	(150,790)	-
358,000	82,500	(275,500)	-	REVOLVING LOAN FUND	354,000	72,400	(281,600)	-
2,500	500	(2,000)	-	TEEN COURT	2,500	500	(2,000)	-
111,019	150,000	38,981	-	LAND RECORDS MODERIZATION	113,292	150,000	36,708	-
153,500	144,500	(9,000)	-	FOREST AND PARK DEVELOPMENT	193,500	171,500	(22,000)	-
28,600	40,000	11,400	-	JAIL ASSESSMENT	47,822	50,000	2,178	-
<b>17,652,973</b>	<b>12,320,077</b>	<b>(530,003)</b>	<b>4,802,893</b>		<b>19,200,567</b>	<b>12,579,925</b>	<b>(572,257)</b>	<b>6,048,385</b>
<b>CAPITAL OUTLAY</b>								
5,910,000	5,910,000	-	-	CAPITAL IMPROVEMENTS	-	-	-	-
<b>ENTERPRISE FUNDS</b>								
10,580,459	10,580,459	-	-	HWY ENTERPRISE FUND	7,763,747	7,763,747	-	-
<b>INTERNAL SERVICES</b>								
1,580,545	1,490,545	(90,000)	-	INFORMATION SERVICES	1,619,399	1,449,399	(170,000)	-
193,075	193,075	-	-	CENTRAL MOTOR POOL	166,000	166,000	-	-
734,111	633,064	-	101,047	INSURANCE	747,974	655,225	-	92,749
<b>2,507,731</b>	<b>2,316,684</b>	<b>(90,000)</b>	<b>101,047</b>		<b>2,533,373</b>	<b>2,270,624</b>	<b>(170,000)</b>	<b>92,749</b>
<b>59,561,210</b>	<b>42,974,775</b>	<b>(1,110,003)</b>	<b>15,476,432</b>	<b>TOTAL OPERATION LEVY</b>	<b>53,457,816</b>	<b>35,985,862</b>	<b>(1,663,154)</b>	<b>15,808,800</b>
<b>DEBT SERVICE</b>								
2,700,000	1,846,754	-	853,246	PRINCIPAL	2,600,000	1,739,933	-	860,067
857,725	803,246	(54,479)	-	INTEREST	771,475	703,246	-	68,229
400,000	600,000	200,000	-	TRANSFER OUT	1,056,821	1,056,821	-	-
<b>3,957,725</b>	<b>3,250,000</b>	<b>145,521</b>	<b>853,246</b>	<b>TOTAL DEBT SERVICE LEVY</b>	<b>4,428,296</b>	<b>3,500,000</b>	<b>-</b>	<b>928,296</b>
<b>SPECIAL PURPOSES</b>								
700	-	-	700	ST SPEC CHRGS-CHAR/PENAL	1,832	-	-	1,832
112,042	-	-	112,042	HIGHWAY BRIDGE AID	98,249	-	-	98,249
1,805	-	-	1,805	REFUNDED TAXES	-	-	-	-
<b>114,547</b>	<b>-</b>	<b>-</b>	<b>114,547</b>	<b>TOTAL SPECIAL PURPOSE LEVY</b>	<b>100,081</b>	<b>-</b>	<b>-</b>	<b>100,081</b>
<b>\$63,633,482</b>	<b>\$ 46,224,775</b>	<b>\$ (964,482)</b>	<b>\$ 16,444,225</b>		<b>\$ 57,986,193</b>	<b>\$ 39,485,862</b>	<b>\$(1,663,154)</b>	<b>\$ 16,837,177</b>

Year 2017	County MARINETTE	Co-muni Code 38999	Account No. 1050	Report Type
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**Section A: Determination of 2017 Payable 2018 Allowable Levy Limit**

1	2016 payable 2017 actual county levy	\$16,329,678
2	Exclude prior year levy for unreimbursed expenses related to an emergency	\$0
3	Exclude 2016 levy for new general obligation debt authorized after July 1, 2005	\$853,246
4	2016 payable 2017 adjusted actual county levy (Line 1 minus Lines 2 and 3)	\$15,476,432
5	0.00% growth plus terminated TID% ( 0 ) applied to 2016 adjusted actual levy	\$15,476,432
6	Net new construction % ( 1.774 ) + terminated TID% ( 0 ) applied to 2016 adjusted actual levy	\$15,750,984
7	2017 levy limit before adjustments (greater of Line 5 or Line 6)	\$15,750,984
8	Total adjustments (from Sec. D, Line P)	\$0
9	2017 payable 2018 allowable levy (sum of Lines 7 and 8)	\$15,750,984

**Section B: Adjustment for Previous Year's Unused Levy (Sec. 66.0602(3)(f), Wis. Stats.)**

1	Previous year's allowable levy	\$16,331,483
2	Previous year's actual levy	\$16,329,678
3	Previous year's unused levy (Line 1 minus Line 2)	\$1,805
4	Previous year's actual levy \$16,329,678 x 0.015	\$244,945
5	Allowable increase (Lesser of Line 3 or Line 4)	\$1,805

**Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)**

1	2016 unused percentage	0.000%
2	2015 unused percentage	0.375%
3	2014 unused percentage	0.000%
4	PY unused percentage	0.000
5	PY unused percentage	0.000
6	Total unused percentage (sum of lines 1 through 5)	0.375%
7	Previous year actual levy due to valuation factor	\$15,417,603
8	Allowable increase (line 6 multiplied by line 7)	\$57,816

# 2017 County Levy Limit Worksheet

## Form SL-202C

COUNTY of MARINETTE  
38999

Due Date:  
December 15, 2017

Report Type:  
ORIGINAL

Back

Section C: Adjustment for Prior Years' Unused Levy Carryforward

Next

### Adjustment for Prior Years Unused Levy Carryforward (Sec. 66.0602(3)(fm), Wis. Stats.)

1. 2016 unused percentage	0.000 %
2. 2015 unused percentage	0.375 %
3. 2014 unused percentage	0.000 %
4. PY unused percentage	0.000 %
5. PY unused percentage	0.000 %
6. Total unused percentage (sum of lines 1 through 5)	0.375 %
7. Previous year actual levy due to valuation factor	\$ 15,417,603
8. Allowable increase (line 6 multiplied by line 7)	\$ 57,816

- Line 8 - provides your county's allowable increase based on the prior 5 years unused levy carryforward, not before 2014
- To use the allowable increase:
  - Your county must approve by 2/3 majority vote
  - Your current year outstanding general obligation debt service must be less than or equal to prior year
  - Enter the amount in Sec. D, Line O
- Each year, you can use the allowable increase calculated in Sec. B or Sec. C.



## MINUTES

### Finance and Insurance

September 14, 2017  
1:00 p.m.  
Jury Assembly Room  
Lower Level, Courthouse Annex

**MEMBERS PRESENT:** Supervisors Tricia Grebin, Don Pazynski, Don Phillips, Rick Polzin and Vilas Schroeder

**MEMBERS EXCUSED:**

**OTHERS PRESENT:** Deputy County Clerk BobbieJean Borkowski, Finance Director Pat Kass, Assistance Finance Director Laura Mans, County Administrator John Lefebvre, IT Director Kevin Solway, Treasurer Bev Noffke, MCABI Ann Hartnell, Eagle Herald, Peshtigo Times, and Bay Cities Radio

#### 1. Call to order

Chair Schroeder called the meeting to order at 1:00 p.m.

#### 2. Agenda

Motion (Phillips/Pazynski) to approve agenda. Motion carried.

#### 3. Public Comment - None

#### 4. Minutes

Motion (Polzin/Phillips) to approve minutes of August 21, 2017. Motion carried.

#### 5. IT Report –

- Wisnet - some fiber is not up to standard that is necessary for our use, the project is extended out for two weeks
- Waiting to schedule phone upgrades
- State of WI project, no cost to the county, fiber cable is currently being placed underground around courthouse
- Sale of old iPads will be on next agenda for action

#### 6. Amending Marinette County Investment Policy, Section VIII – Parameters

Motion (Polzin/Grebin) to recommend County Board approve amending Marinette County Investment Policy, Section VIII - Investment Parameters. Motion carried.  
Exhibit A

**7. Transfer Funds from 2016 CIP to 2017 Road Construction Budget for CTH J**

Motion (Pazynski/Polzin) approve transfer \$200,000 from 2016 CIP funding to the 2017 road construction budget for CTH J (CTH M to South County Line). Motion carried.

**8. Housing Study for Marinette County BLRPC**

Motion (Polzin/Grebin) to recommend County Board approve transfer of \$2,500 from Administration Purchase of Service account, as part of an estimated \$9,445.25 cost to complete a Housing Study for Marinette County as defined in the BLRPC proposal dated June 28, 2017, with the remainder of the cost to be funded by MCABI. Motion carried. Exhibit B

**9. Procurement Policy**

Motion (Pazynski/Phillips) to authorize County Administrator, Corporation Counsel and Finance Director to review the Procurement Policy and bring draft back to the November Finance meeting. Motion carried.

**10. Uniform Grant Guidance Policy**

Motion (Polzin/Grebin) to authorize County Administrator, Corporation Counsel and Finance Director to review Uniform Grant Guidance Policy and bring draft back to the November Finance meeting. Motion carried.

**11. Amend General Code of Ordinances of Marinette County – Sections 3.01 & 3.02 (County Procurement/Agreements)**

No action at this time.

**12. Procurement of County Independent Auditing Services**

Motion (Pazynski/Polzin) to authorize County Administrator and Finance Director to negotiate with Schenck LLC for a 2-3 year auditing services. Motion carried.

**13. Finance Director's Report**

August Monthly Investment Report – \$36,531,610.83

**14. Appropriation Entries**

Motion (Phillips/Pazynski) to approve Schedule of Appropriation Entries. Motion carried. Exhibit C

**15. Schedule of Paid Invoices**

Committee reviewed July Schedule of Paid Invoices totaling \$141,409.52.

**16. Future Agenda Items**

**17. Adjournment**

Motion (Pazynski/Grebin) to adjourn at 2:25 p.m. Motion carried.

Next meeting date: October 4, 2017 at 1:45 p.m. – Budget & Regular Meeting in  
County Board Room

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:

## BobbieJean Borkowski

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**From:** Kevin Solway  
**Sent:** Tuesday, September 12, 2017 2:38 PM  
**To:** BobbieJean Borkowski  
**Subject:** iPad Sale

They pay shipping and handling

Gazelle Inc.

Device	Grade	Quote	Quantity	Total
iPad 2 16GB WiFi	GOOD	\$ 35	23	\$ 805
iPad 2 16GB WiFi	POOR	\$ 15	1	\$ 15
iPad 2 32GB WiFi	GOOD	\$ 40	1	\$ 40
			25	\$ 860

Kevin Solway  
Marinette County Information Services  
1926 Hall Ave  
Marinette, WI 54143  
(715) 732-7480  
[www.marinettecounty.com](http://www.marinettecounty.com)

*"Think Before You Click"*





September 18, 2017

Pat Kass, Finance Director  
John Lefebvre, County Administrator  
Marinette County  
1926 Hall Avenue  
Marinette, WI 54143

Dear Pat and John:

In accordance with our discussions, set forth below are proposed fees for a three year extension of our auditing services contract. This extension would extend to Marinette County and Schenck SC the same conditions and requirements included in the previous contract.

**Proposed Fees for Auditing Services**

	2017	2018	Option 2019
Audit of Basic Financial Statements and Supplemental Information; including federal and state programs as required by Uniform Guidance	\$46,500	\$46,750	\$46,950

The annual audits will be completed in accordance with the provisions of the "Request for Proposal" and our "Proposal for Audit Services" dated September 26, 2012.

In accordance with professional standards Schenck SC will submit annual engagement letters to the County to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the County. If you have any questions or desire any additional information, please don't hesitate to contact us.

Sincerely,

Jon Trautman, CPA

The above proposed fees are accepted for the 2017 & 2018 audits with an option year of 2019.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

2016 Facilities & Maintenance CIP Worksheet

2016 CIP	Budget	Comments
<b>UWM:</b>		
Fieldhouse Parking Lot & Lighting	\$ 200,000.00	Spring 2018
RCCP Dectron Replacement	\$ 300,000.00	Late summer/early fall 2017
Fieldhouse Dehumidification	\$ 125,000.00	Late summer/early fall 2017
Library Tuck Point	\$ 65,000.00	Summer 2017
HVAC Control System	✓ \$ 135,000.00	Remove from CIP
Administration Roof	✓ \$ 25,000.00	Remove from CIP
<b>COURTHOUSE:</b>		
Courthouse Membrane Roof System	✓ \$ 100,000.00	Remove from CIP
Courthouse Tuck Point & Masonry	\$ 80,000.00	Fall 2017/Spring 2018
Courthouse Window Replacement	\$ 80,000.00	Fall 2017/Spring 2019
Annex Driveway Repairs	\$ 50,000.00	Fall 2017/Spring 2020
<b>OLD LEC:</b>		
Ella Court Membrane Roof Replacement	✓ \$ 125,000.00	Remove from CIP, pending future building plans

Fall 2017/Spring 2018  
 Remove from CIP  
 To be completed in 2017  
 To be completed in 2018

0.\*  
 ✓ \$  
 135,000.+  
 25,000.+  
 100,000.+  
 125,000.+  


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 385,000.\*  


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2015 CIP BY Project

	Budget	Transfers	Amd Budget	2015	2016	2017	Balance
<b>Facilities</b>							
Niagara Senior Center Phase II	\$ 75,000		\$ 75,000		\$ 75,000		\$ -
UWM:Library Building Roof	100,000	(29,215)	70,785	70,785			-
UWM: Heat Exchangers - Library	700,000	(648,857)	51,143	60,030	(8,887)		-
UWM: Refurbish Adm Bld Elevator	150,000	(31,622)	118,378	78,634	39,744		-
Courtroom furniture	20,000	(1,844)	18,156	17,966	190		-
Fairground improvements	130,000		130,000		21,498	27,091	81,411
<b>Highway</b>	<b>4,358,290</b>	<b>(42,737)</b>	<b>4,315,553</b>	<b>4,262,188</b>	<b>758</b>	<b>-</b>	<b>52,607</b>
<b>IS</b>							
Redundance Virtual Network	130,000	(13)	129,987	129,987			-
AC Computer Room	50,000	40,735	90,735	90,735			-
<b>Interest</b>		<b>(4,991)</b>	<b>(4,991)</b>	<b>(4,562)</b>	<b>(3,983)</b>	<b>(743)</b>	<b>4,297</b>
Budget change squads to sales tax	227,850	(227,850)	-				-
Bond rounding		(3,860)	(3,860)	(3,860)			-
Highway Scale work reimbursement		(3,860)	(3,860)		(3,860)		-
Transfers Out ( to 2016 for Debt reduction)		961,500	961,500		961,500		-
	<u>\$ 5,941,140</u>	<u>\$ 7,386</u>	<u>\$ 5,948,526</u>	<u>\$ 4,701,903</u>	<u>\$ 1,081,960</u>	<u>\$ 26,348</u>	<u>\$ 138,315</u>
		Balance per G/L		<u>\$ 1,246,623</u>	<u>\$ 164,663</u>		<u>\$ 138,315</u>

12/31/2017

To County Roads 2018 Budget 52,607  
 Balance to Debt Service XXXXX

**2014 CIP BY Project**

	Budget	Transfers	Amd Budget	2014	2015	2016	2017	Balance
Emg Mng - Security Cameras	\$ 140,200		\$ 140,200	\$ 137,689	\$ -	\$ -	\$ -	\$ 2,511
Facilities								
UWM: Library Roof	100,000	(100,000)	-					-
UWM: Lift Station	100,000	(47,000)	53,000	19,485		-	-	33,515
UWM:Heat Exchanger (2015 CIP)	-	-	-	33,350	(33,350)			-
Finance Software	500,000	140,000	640,000		419,168	134,895	6,281	79,656
Highway	8,138,000	(100,000)	8,038,000	7,578,462	359,157	-	100,381	-
IS - ROD software	180,000	(180,000)	-					-
Sheriff - LEC storage	277,000	47,000	324,000	248,274	67,000	-	-	8,726
Transfer to 2016 CIP (\$200,000 UW parking lot, \$40,000 IS Door Security Project)		240,000	240,000			240,000		-
Interest				(5,032)	(1,474)	(1,444)	(821)	8,771
	<u>\$ 9,435,200</u>	<u>\$ -</u>	<u>\$ 9,435,200</u>	<u>\$ 8,012,228</u>	<u>\$ 810,501</u>	<u>\$ 373,451</u>	<u>\$ 105,841</u>	<u>\$ 133,179</u>

Ok to Balance Sheet

\$ 133,179

*12/31/2017 Ending Balance  
to Debt Service*



J0711

# WEBSITE CREATION PROPOSAL

## CLIENT INFORMATION

<b>Company Name</b>	<b>Marinette County - Tourism</b>		
	<i>(Company Name as it should appear on invoice)</i>		
<b>Billing Address</b>	1926 Hall Ave		
	<i>(Street Address)</i>		<i>( P.O. Box, if applicable)</i>
	Marinette	MI	54143
	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
<b>Billing Contact</b>	Kevin Solway		Director
	<i>(Name)</i>		<i>(Title)</i>
	715-732-7559		Kevin.Solway@marinettecounty.com
	<i>(Phone #)</i>	<i>(Fax #)</i>	<i>(Email Address)</i>
<b>Assigned #s</b>			
	<i>(Client Purchase Order #)</i>		<i>(DMI Studios Project #)</i>

## PROJECT SCOPE

<b>Description</b>	<b>Marinette County – Tourism Website Design Project</b>
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<b>I. Website Design and Implementation</b>	<b>\$6,800.00</b>
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A. Creation and implementation of one (1) custom responsive design website, based on marketing collateral, and/or direction provided to DMI Studios by the Marinette County IT/Tourism contacts. The Marinette County IT/Tourism (shortened to MCIT-T in contract) may make one (1) round of changes to the design. Any additional changes after the initial rounds are outside the scope of this contract and will be invoiced on a Track and Bill basis.

**Site Design to include:**

1. Overall Website Homepage design for browsing devices in the sizes of 1200px - 768px width (full site design), 768px - 480px width (Tablet width design) and 480px - 320px width (Mobile Device width design)
2. Website design would have (3) seasonal Color/Designs – for: Spring/Summer, Fall and Winter customization.
3. Homepage to include Event Feed window (Fed from Event calendar section)
4. Current Weather widget embed (TBD)
5. Integrated Interactive Presentation (see CMT in contract)
6. Embedded Promotion Video (Youtube)
7. ADA Compliance elements – Text Enlargement function/Image Alt tag fields
8. Interactive Guide (linked from Resources Nav (opens in new browser window to view online version of guide)
9. Additional elements to be included and determined at Design meeting.

B. Once DMI and MCIT-T have agreed upon the final design, a Design Approval Agreement will be put into place and production on the site will begin.

C. The final design will be implemented to all sections of the site listed in the breakouts below. In addition, DMI will incorporate static text/elements into the new design where required.

D. To assure site is ADA compliant, DMI will build functionality that allows site users to increase the font size on the page. Font size will default to the "small" setting and can be increased to "medium" and "large." As much as possible, DMI will ensure that the design of the page remains consistent at all font sizes. Additionally website will contain ALT tag fields in CMT's for additional ASA compliance.

<b>II. Social Media Home page Optimization/Integration</b>	<b>\$395.00</b>
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A. MCIT-T site administrators will utilize social media website (Facebook) interfaces to post promotion information about MCIT-T. DMI will integrate HTML Feed (code) into website homepage designs to display latest FB posts.

B. DMI will integrate social media "Share this" toolbar into website internal pages, allowing for browser to easily share information, events, news via their social media efforts.

## PROJECT SCOPE, CONTINUED

<p><b>III. Homepage Image Interactive Presentation w/CMT (to manage images)</b></p> <p>A. DMI Studios will create up to five (5) images that will automatically rotate into a pre-designated area of the Home Page. Each image can link to internal page, designated by client. This piece will be built in Java to create movement and speed up load time.</p> <p>B. The Homepage Interactive Presentation will be managed with a CMT that allows MCIT-T administrators to upload images that will automatically rotate into a pre-designated area of the Home Page.</p> <p>C. CMT will provide the ability to title each image uploaded and place web link to an internal page.</p>	<b>\$750.00</b>
<p><b>IV. Events Calendar Section(s) and Content Management Tool (CMT)</b></p> <p>A. The Events Calendar CMT allows MCIT-T administrators to add, edit, and delete any Event on calendars for their site sections. Each event will include the event date, date(s), time(s) (if applicable) URL link for more information and a description of the event.</p> <p>B. The Events Section will display information about upcoming events and give users the opportunity to review information on past events. As the date of an event passes, it will automatically be removed from upcoming events and added to past events.</p> <p>C. The Events Sections will contain a narrow your search based on month/date search tool. Can be viewed in calendar or Event list by month.</p>	<b>\$695.00</b>
<p><b>V. Submit an Event – Admin Integration into Content Management Tool (CMT)</b></p> <p>A. Event Calendar navigation will have a public submission form to allow for the general public (non-administrators), to submit Event information onto the event calendar. Submitted event information will enter into a hold queue until approved by MCIT-T administrators. Each submitted event to trigger an alert e-mail to MCIT-T administrators to review, approve and add to Calendar or reject submission.</p>	<b>\$295.00</b>
<p><b>VI. Custom Pages &amp; Content Management Tool (CMT)</b></p> <p>A. The MCIT-T website will include multiple custom informational pages, controlled by one Custom Page CMT Tool. CMT to allow for MCIT-T administrators to manage informational pages about Marinette County Tourism. Custom Page CMT to allow for management of a large text box for content population (containing a formatting tool for page creation/layout including PDF document upload), and a main image upload field.</p> <p>a. Included the following pages:</p> <ol style="list-style-type: none"> <li>1. Homepage Text/Image</li> <li>2. Tourism – County Overview</li> <li>3. Resources – Location (Maps/Driving Distances/Directions)</li> <li>4. Resources - Visitor Guides/Maps (listing of available materials – description and downloadable PDF files available)</li> </ol> <p>B. The fields in this CMT are as follows: Page Title, Body Content (includes a formatting palette that controls page layout including the addition of documents, images, and links), and Image upload.</p>	<b>\$750.00</b>
<p><b>VII. Tourism - Activities Directory Section and (CMT)</b></p> <p>A. The Activities Directory section will be driven by a CMT that allows MCIT-T administrators to create activity categories and venue profiles for locations in Marinette County. Activities venue listings will identify venue name, address, Business Phone/Fax numbers, website URL website address/link, include a picture/logo and brief description of the venue.</p> <p>B. Upon entering the Activities Directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Venues will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.</p>	<b>\$495.00</b>

## PROJECT SCOPE, CONTINUED

<b>VIII. Tourism - Dining Directory Section and (CMT)</b> A. The Dining Directory section will be driven by a CMT that allows MCIT-T administrators to create Dining categories and profiles for locations in Marinette County. Dining venue listings will identify Restaurant/Business name, address, Business Phone/Fax numbers, website URL website address/link, include a picture/logo and brief description of the restaurant/business. B. Upon entering the Dining Directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Dining businesses will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.	<b>\$495.00</b>
<b>IX. Tourism - Lodging Directory Section and (CMT)</b> A. The Lodging Directory section will be driven by a CMT that allows MCIT-T administrators to create Lodging categories and Lodging profiles for locations in Marinette County area. Lodging listings will identify Lodging name, address, Business Phone/Fax numbers, website URL website address/link, include a picture/logo and brief description of the Lodging venue. B. Upon entering the Lodging Directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Lodging venues will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.	<b>\$495.00</b>
<b>X. Tourism - Recreation Directory Section and (CMT)</b> A. The Recreation Directory section will be driven by a CMT that allows MCIT-T administrators to create Recreational categories and listings in Marinette County. Recreation listings will identify venue name, address, business phone/fax numbers, website URL website address/link, include a picture/logo and brief description of the Recreation venue. For natural listings (that do not contain physical addresses, CMT to offer ability to enter Latitude & Longitude into fields for mapping listings of natural attractions. B. Upon entering the Recreation directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Recreation venues will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.	<b>\$495.00</b>
<b>XI. Tourism – Business Directory Section and (CMT)</b> A. The Business Directory section will be driven by a CMT that allows MCIT-T administrators to create Business categories and listings in Marinette County. Recreation listings will identify venue name, address, business phone/fax numbers, website URL website address/link, include a picture/logo and brief description of the Business venue. B. Upon entering the Business directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Business venues will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.	<b>\$495.00</b>
<b>XII. Tourism – Resources Directory Section and (CMT)</b> A. The Resource Directory section will be driven by a CMT that allows MCIT-T administrators to create listing of additional Resource categories and listings in Marinette County. Resource listings will identify resource name, address, phone/fax numbers, website URL website address/link, include a picture/logo and brief description of the Resource. B. Upon entering the Resource directory section, the user will see a listing of the categories to choose from, laid out in the order designated by the CMT. Resource venues will be listed in alphabetical order – within each category. Actual Layout is to be determined by the final design.	<b>\$495.00</b>
<b>XIII. Media - Photo Gallery Section and Content Management Tool (CMT)</b> A. MCIT-T may post Tourism imagery in the Photo Gallery Section in the website. This section will be populated by MCIT-T using a Photo Gallery CMT. This CMT will be used to populate Image Galleries by categories. B. The Photo Gallery will display images in a Shadow box style Photo Gallery viewer window. C. The Photo Gallery CMT will allow the administrator to upload, edit and delete images, image description, metas, alt tags per image. If applicable, administrators will choose a category for each image.	<b>\$995.00</b>

## PROJECT SCOPE, CONTINUED

<b>XIV. Media - News/PR Section (CMT)</b> A. The "News" Section CMT will allow MCIT-T administrators to add, edit, and delete Marinette County News and promotional stories/PR announcements and to database received media articles or stories, promoting Marinette County. Administrators will be able to specify the article/story title, author, source, and text, and add an image, web link, embedded a YouTube video, upload MP3 and/or upload pdf files for download. MCIT-T administrators may also create categories and organize updates and articles within the proper category. B. Articles/Stories added via the CMT will appear in the News/PR Section of the site in chronological order by date posted. The landing page will display article dates, title, and summary. A user may click into an article for full story. Title, date and summary can be fed to homepage display if MCIT-T prefers display.	<b>\$695.00</b>
<b>XV. Media - Video Gallery Page (You Tube) (CMT)</b> A. This CMT will allow MCIT-T administrators to create video listings of individual Marinette County Videos in a Video Gallery section, allowing You Tube video clips will be available to be viewed while embedded on MCIT-T website – Video Gallery page. B. Video profiles to include: Video title, description, image, post date/time and expiration date and ability to designate video as featured video. (displayed at the top of page). C. The Video Gallery Page will display one top Video Playback window. The user will have the option to click on Video segment title, and browser will be jumped up to top of page/viewer window. D. DMI Studios will integrate "Featured Video" into homepage design – Where the client will be able to manage/designate embedded Video on homepage viewer window with Video Gallery CMT. Video display area will promote/link to internal Video Gallery page – for browser to view additional promotional Marinette County videos.	<b>\$695.00</b>
<b>XVI. Contact Us Form</b> A. In order to provide customers the ability to contact MCIT-T contacts, DMI will create a Contact Page/Form that includes fields for name, address, city, state, phone, e-mail address and comment field. Each Contact Us form will also contain pull down menu to determine reason for submission and subject field. B. Once Form is filled out and submitted, the information will be e-mailed to a pre-designated person(s) e-mail at MCIT-T. An acknowledgement message will be displayed for the user. C. The Main Contact Us page will contain check boxes for submitter to order Tourism materials available (Client will manage these Tourism Material listings with Brochure/Guide Materials CMT listed below). D. Page to also contain any and all additional means to contact MCIT-T, including phone, Fax numbers and list Information Center locations, address and usable Google maps.	<b>\$350.00</b>
<b>XVII. Brochure/Guide Order Materials CMT (located on Contact Us page bottom)</b> A. DMI studios will integrate a content management tool that will allow MCIT-T to control Informational materials (Guides, maps and brochures) that are available for ordering via the bottom of the Contact Us page form. CMT will allow for management of materials listed on bottom of Contact Us page, including: <ol style="list-style-type: none"> <li>a. Adding or Deleting guide/map materials</li> <li>b. Activating or de-activating listed materials</li> <li>c. Ordering of materials/guides/maps as to the order they display on page.</li> </ol>	<b>\$495.00</b>
<b>XVIII. Tourism - Activity Reports - Resources CMT</b> A. The Activity Reports page gives the ability for MCIT-T admin to list Reports by Activity or Season, however the admin decides to categories reports. CMT to allow for MCIT-T administrators to create categories to organize report listing within. Including fields for Activity Report title, text/description, image/logo upload and URL web link field. (Examples of Activity Report listings: Fall Colors, ATV Trail Reports, Snowmobile Trail reports, Cross Country Skiing Trail reports, Fishing reports etc). B. CMT will allow for MCIT-T administrators to order categories and order listings within categories, and to determine the order of how they display on the web page. Thus Winter Activity Reports category can be moved to the top page position in Winter, and the bottom of the page in Summer.	<b>\$595.00</b>

PROJECT SCOPE, CONTINUED

<b>XIX. Site Search</b>	<b>\$500.00</b>
<p>A. This function allows a user to perform a Site Search based on keywords. The search will review all sections of the site and content contained within displaying results that match the keyword searched upon.</p>	
<b>XX. Meta Tag Creation and Integration</b>	<b>\$250.00</b>
<p>A. Properly created Meta Tags are a must when building a site to be Search Engine-friendly. They allow Search Engines to “read” your sites at a glance and index it accordingly.</p> <p>B. DMI will research industry and searching trends to draw up recommendations.</p> <p>C. Create Meta Titles, Descriptions, and Keywords will be created for MCIT-T for approval.</p> <p>D. Upon approval, the Metas will be appropriately integrated into the sites.</p>	
<b>XXI. XML Site Map Creation and Submission</b>	<b>\$250.00</b>
<p>A. DMI will create an XML Site Map that updates automatically as new pages are added and old ones removed.</p> <p>B. As part of submission process, DMI will submit this XML Site Map to Google and Bing for easier crawling by Googlebot and Bingbot.</p> <p><b>URLs for Submission:</b>  <a href="https://www.therealnorth.com/sitemap.xml">https://www.therealnorth.com/sitemap.xml</a></p>	
<b>XXII. Hosting</b>	
<p>A. This Website will be hosted under the existing Hosting agreement already in place with DMI Studios. This includes Google Analytics integration for the unique website URL for reporting capabilities.</p>	
<b>XXIII. Content Management Tool (CMT) Training</b>	<b>No Charge</b>
<p>A. DMI will provide training sessions for any MCIT-T Staff who will be using the CMTs. Due to the large number of users that may fall into this category, training session may be conducted with large groups in a classroom manner or DMI will train a trainer who will then educate the other employees. Instructional documentation will be included on screen with each CMT.</p> <p>B. As part of this training, Administrators will begin to populate their site sections by migrating the existing data from the current sites. This allows users to “clean house” while learning how to use the tools.</p>	

MARINETTE COUNTY INVESTMENT	<b>\$ 17,480.00</b>
PAYMENT TERMS	50% invoiced upon Contract Approval (due Net 30)
	Remaining balance due prior to site launch
ESTIMATED TIMELINE	12-13 weeks from design approval**
<p><i>** Estimated timeline has been calculated with the assumption that Client will have all content to DMI prior to the applicable Phase for implementation. In the event Client runs into delay with submitting content, DMI will apply a 2-day completion date push for each day content is delayed</i></p>	

TERMS & CONDITIONS

1. Project will begin upon contract approval and receipt of first payment.
2. DMI Studios is not liable for any problems associated to the delivered Project as a direct result of code or program modifications by the Client and/or Third Party persons working on behalf of the Client.
3. If any programming malfunction is discovered after project sign-off is secured, DMI Studios will perform troubleshooting to determine the cause of the problem. If DMI Studios is found to be at fault, DMI Studios will correct the problem at no charge. If the client is found to be at fault, the client will be charged for time spent troubleshooting and DMI Studios will make necessary repairs. DMI will quote any work to be preformed if client is to be charged for DMI Studios services.
4. DMI Studios is not responsible for any unforeseeable changes or advances in technology that may affect the future performance of this project including but not limited to browser upgrades, and operating systems changes.
5. DMI Studios cannot guarantee third party costs, terms and conditions, or timeframes. Therefore, in the event DMI Studios would utilize a third party vendor for project execution, associated costs, terms/conditions and timeframes are subject to change. DMI Studios will promptly notify Client if such changes would occur.
6. This contract is based on inclusions listed above under Project Scope. In the event the direction or description of the project changes, an addendum will be submitted outlining additional charges. Additional charges outside original contract will be invoiced upon project completion (payment due Net 10).
7. In the event project is delayed 30 days or more due to Client request, or Client content delay, DMI Studios reserves the right to invoice Client prior to site launch for remainder of project balance (payment due Net 10).
8. Upon contract approval by Client, contract pricing is guaranteed for project timeline as indicated. In the event project is delayed in excess of 90 days due to Client request or content delay, DMI Studios reserves the right to increase contract price by up to 15%. Client will be required to pay overage prior to site launch.
9. In the event Client decides to cancel project, Client is responsible for notifying DMI Studios Account Executive and Project Manager in writing. Client will be responsible for hard-line cost and time invested in project up until date of written notification. DMI Studios will submit a summary of actual time invested. Client will receive an invoice to reconcile the amount due. Payment is due Net 10 upon invoice receipt.
10. Upon project completion, Client is granted full License Use Rights to project source code. Client may update, modify, and supplement the source code. In the event the relationship between Client, and DMI Studios is severed, Client will retain the right to use all code in the site. However, Client may not resell or give away source code to any other party. DMI Studios remains the owner of all Content Management Tool (CMT) and Custom code and reserves the right to market it to additional clients.
11. CONFIDENTIALITY. Both DMI Studios and Client agree not to disclose any information in this contract.

I have reviewed the Contract in its entirety, and agree to all associated Terms and Conditions.

CLIENT APPROVAL

<i>(Client Signature)</i>	<i>(Date)</i>
<b>John Lefebvre</b>	<b>County Administrator</b>
<i>(Client Printed Name)</i>	<i>(Title)</i>

DMI STUDIOS APPROVAL

<i>(DMI Studios Signature)</i>	<i>(Date)</i>
<b>Brad Gegare</b>	<b>Account Executive</b>
<i>(DMI Studios Printed Name)</i>	<i>(Title)</i>

## C O N T R A C T   O P T I O N S / A D D - O N S

- Website Banner Advertising Program addition w/Content Management Tool (CMT) \$1,200.00**
- A. DMI will add a Banner advertising area to all internal pages on TAofDCA website to accommodate banners to be displayed. Banners sizes included:
- 300 x 250 banner ad (1 displaying at a time)
  - 300 x 100 banner ad (1 displaying at a time)
  - 120 X 90 Banner ad (2 displaying at a time)
- Banners to rotate on refresh on changing of page. No revolving programming.
- B. Banner Ad CMT will be included on admin page, allowing TAofDCA to upload banners in predetermined sizes, program banners and designate the banner to be displayed on the website pages.
- C. These banners will display in "Run of Site" fashion on internal pages. Sections will be determined by the final design. The CMT will ask Administrators to assign a Section for each banner, sections TBD.
- D. The CMT will also allow Administrators to set duration for the campaign for each banner (i.e. 6 months, 1 year, etc.) When the campaign end is drawing near, the system will send an automated e-mail to Administrators reminding them to contact the client for renewal. Upon reaching the campaign end-date, the banner will be deactivated. If the agreement is renewed, the banner can be turned back on.
- E. Banners location on site will be determined by the final site design. Only one banner will appear at a time (except 120 x 90 banners, two can display at a time). Upon clicking on a banner, the client's site will appear in a new browser window.
- F. TAofDCA will be able to create client-ready reports detailing out the following information: Client name, campaign begin and end date, and an image of the banner. Impressions and clicks will be broken out by month with totals at the bottom.



## WEB POSITIONING CAMPAIGN CONTRACT

CLIENT INFORMATION			
<b>Company Name</b>	<b>Marinette County Tourism</b>		
	<small>(Company Name as it should appear on invoice)</small>		
<b>Billing Address</b>	<b>1926 Hall Ave</b>		
	<small>(Street Address)</small>		<small>( P.O. Box, if applicable)</small>
	<b>Marinette</b>	<b>MI</b>	<b>54143</b>
	<small>(City)</small>	<small>(State)</small>	<small>(Zip Code)</small>
<b>Billing Contact</b>	<b>Kevin Solway</b>		<b>Director</b>
	<small>(Name)</small>		<small>(Title)</small>
	<b>715-732-7559</b>		<b>Kevin.Solway@marinettecounty.com</b>
	<small>(Phone #)</small>	<small>(Fax #)</small>	<small>(Email Address)</small>
<b>Assigned #s</b>			
	<small>(Client Purchase Order #)</small>		<small>(DMI Studios Project #)</small>

CAMPAIGN SCOPE	
<b>Campaign Title:</b>	<b>Marinette County - Tourism Web Positioning Campaign 2018-19</b>
<b>I. Search Engine Submission Service</b>	<b>\$1,450.00*</b>
<ul style="list-style-type: none"> <li>A. Create/revise Page Description for Search Engine Submission when applicable</li> <li>B. Identify appropriate Search Engine Category for Submission when applicable</li> <li>C. Submission to primary Search Engines and Networks</li> <li>D. Verification to ensure submission has been accepted</li> </ul>	
<b>Domains for Submission:</b>	
http://www.therealnorth.com	
<b>Included Search Engines:</b>	
<ul style="list-style-type: none"> <li style="width: 50%;">1. Google</li> <li style="width: 50%;">3. Google Webmaster</li> <li style="width: 50%;">2. Yahoo!/Bing</li> <li style="width: 50%;">4. Bing Webmaster</li> </ul>	

C A M P A I G N S C O P E , C O N ' T .

**II. Search Engine Rank Reporting**

**Inc.\***

Quantity: **Four (4)** Rank Reports per Domain over Campaign Duration\*

- A. DMI Studios Online Marketing Consulting Session  
(Teleconference with Client for presentation of Campaign Rank Report and Recommendations)
- B. Ranking Report Includes:
  1. Position and Page Rank results for up to fifty (50) Search Terms in three (3) of the most popular Search Engines
  2. Identification of the URL(s) that rank on each of the three (3) Search Engines and their associated Search Terms
  3. Recommendations for ranking improvement through changes to page content, or website architecture, links and social media strategy.

**Domains for Reports:**

<http://www.therealnorth.com>

*\* Client may purchase additional Rank Reports @ \$275.00/each throughout campaign duration*

C A M P A I G N I N V E S T M E N T	<b>\$1,450.00</b>
P A Y M E N T T E R M S	(1) payment due of \$1,450.00 due net 30 from original invoice date
E S T I M A T E D C A M P A I G N D A T E S	TBD By Site Launch Date
C A M P A I G N D U R A T I O N	12 months from Submission Date

# WEB POSITIONING CAMPAIGN CONTRACT

## C O N T R A C T   T E R M S   &   C O N D I T I O N S

- 1) Campaign will begin upon contract approval and receipt of payment.
  
- 2) DMI Studios cannot guarantee third party costs, terms and conditions, or timeframes. Therefore, in the event DMI Studios would utilize a third party vendor for campaign execution, associated costs, terms/conditions and timeframes are subject to change. DMI Studios will promptly notify Client if such changes would occur and will pass any additional third party costs to Client without a mark-up.
  
- 3) DMI Studios does not guarantee and is not held liable for Web Positioning results however, DMI Studios will work with Client to improve Web Positioning results whenever possible.
  
- 4) This contract is based on inclusions listed above under Contract Campaign Scope. In the event Client decides to expand upon original Contract Campaign Scope, a Contract Addendum will be submitted.
  
- 5) Campaign Duration is described as 12 Months from Search Engine Submission. Therefore, campaign will be launched upon approval of contract. However, Campaign Duration will not begin until client consents to "Meta Tag Keyword Recommendations".
  
- 6) In the event Client decides to cancel Web Positioning Campaign, Client is responsible for notifying DMI Studios Account Executive and Project Coordinator in writing. Client will be responsible for hard-line cost and time invested in Campaign up until date of written notification. DMI Studios will submit a credit on account if a portion of the Campaign was not consumed.
  
- 7) CONFIDENTIALITY. Both DMI Studios and Client agree not to disclose any information in this contract.

I have reviewed the Contract in its entirety, and agree to all associated Terms and Conditions.

### C L I E N T   A P P R O V A L

<i>(Client Signature)</i>	<i>(Date)</i>
<b>Kevin Solway</b>	<b>Director</b>
<i>(Client Printed Name)</i>	<i>(Title)</i>

### D M I   S T U D I O S   A P P R O V A L

<i>(DMI Studios Signature)</i>	<i>(Date)</i>
<b>Brad Gegare</b>	<b>Account Executive</b>
<i>(DMI Studios Printed Name)</i>	<i>(Title)</i>