AGENDA

FINANCE AND INSURANCE COMMITTEE

Monday, December 11, 2017
9:00 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes November 6, 2017
5. Discuss/consider recommending County Board approve the renewal of the Wireless Telecommunications Equipment Service Agreement with New-Cell LLC (d.b.a. Cellcom) for an additional two year term, subject to a reduction in the minimum number of accounts from 125-100 accounts, contingent upon Corporation Counsel's approval of the agreement, action if any
6. Discuss/consider recommending County Board approve 2017 coverage of liability insurance with a $25,000 deductible, excess workers' compensation, and property insurance, various deductibles, through Wisconsin County Mutual Insurance Corporation, action if any
7. Health Insurance update – discussion only
8. Discuss/consider recommending County Board approve 2017 position bond schedule insurance through Aegis Corporation, action if any
9. Discuss/consider 2018 renewal of United Mailing Services, Inc. agreement, pending Corporation Counsel's approval, action if any
10. IT Report
11. Discuss/consider recommending County Board approve entering into agreement with Spillman Technologies for the purchase of a Public Safety Software package and three (3) years of extended support for a total cost of $907,488 with $190,550 (Marinette County final cost is $716,938) reimbursed by the City of Marinette over a three (3) year period, pending Corporation Counsel's approval of agreement, action if any
12. Discuss/consider annual Sales and Use Tax Agreement between Wisconsin Department of Revenue and Marinette County, action if any

13. Discuss/consider Finance Director's Report
    - Investment Report
14. Discuss draft County Procurement Policy– Discussion only, no action
15. Discuss draft Uniform Grant Guidance Policy – Discussion only, no action
16. Discuss/consider Schedule of Appropriation Entries, action if any
17. Discuss/consider Schedule of Paid Invoices, action if any
18. Future agenda items
19. Set next meeting date
20. 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)

1926 Hall Avenue, Marinette, WI 54143-1717

MINUTES

Finance and Insurance

November 6, 2017
9:00 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT:	Supervisors Tricia Grebin, Don Pazynski, Don Phillips, and Rick Polzin
MEMBERS EXCUSED:	Supervisor Vilas Schroeder
OTHERS PRESENT:	Deputy County Clerk BobbieJean Borkowski, Finance Director Pat Kass, Assistant Finance Director Laura Mans, IT Director Kevin Solway, HR Director Jennifer Holtger, Treasurer Bev Noffke, Eagle Herald and Peshtigo Times

1. Call to order

Vice Chair Pazynski called the meeting to order at 9:00 a.m.

2. Agenda

Motion (Polzin/Philips) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Grebin/Polzin) to approve minutes of October 4, 2017. Motion carried.

5. WCA GHT Health and Dental Benefits for 2018

Motion (Polzin/Grebin) to recommend County Board approve entering into a contract with WCA GHT for health and dental benefits effective January 1, 2018, pending Corporation Counsel's approval of agreement. Motion carried. Exhibit A

6. IT Report – Exhibit B

7. Agreement with MBM to Replace Leased Copy Machines

Motion (Grebin/Polzin) to recommend County Board approve agreement with MBM to replace leased copy machines, pending Corporation Counsel's approval of agreement. Motion carried. Exhibit C

AGENDA

8. Agreement with CDWG Ad Hoc Statement of Work

Motion (Polzin/Grebin) to recommend County Board approve agreement with CDWG Ad Hoc Statement of Work, pending Corporation Counsel's approval of agreement. Motion carried. Exhibit D

9. 2018 Tax Collection Agreement

Motion (Phillips/Grebin) to approve 2018 Tax Collection Agreement. Motion carried. Exhibit E

10. Change to Marinette County Investment Procedures/Internal Controls

Motion (Phillips/Polzin) to approve change to Marinette County Investment Procedures/Internal Controls to Farmers and Merchants Bank through Bank of Oklahoma as new security safekeeping custodian. Motion carried. Exhibit F

11. Issue of County Purchasing Card to UW Marinette Maintenance Supervisor

Motion (Phillips/Pazynski) to authorize the issuance of a County Purchasing Card to the UW Marinette Maintenance Supervisor. Motion carried. Voting no – Supervisor Polzin

12. Renewal of Wireless Telecommunications Equipment and Service Agreement with New-Cell LLC (Cellcom) – No action taken at this time.

14. Finance Director's Report

- September Monthly Investment Report – $37,357,135.59
- Quarterly Report – Exhibit G

15. Appropriation Entries

Motion (Polzin/Grebin) to approve Schedule of Appropriation Entries. Motion carried. Exhibit H

16. Schedule of Paid Invoices

Committee reviewed September Schedule of Paid Invoices totaling $169,690.23 and October Schedule of Paid Invoices totaling $342,059.10.

17. Future Agenda Items

- Renewal of Wireless of Telecommunications Equipment and Service Agreement with New-Cell LLC (Cellcom)

AGENDA

18. Adjournment

Motion (Grebin/Polzin) to adjourn at 10:10 a.m. Motion carried.

Next meeting date: Monday, December 11, 2017 at 9:00 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

AGENDA

WIRELESS TELECOMMUNICATIONS EQUIPMENT AND SERVICE AGREEMENT

THIS WIRELESS TELECOMMUNICATIONS EQUIPMENT AND SERVICE AGREEMENT ("Agreement") is made, entered into, and effective this 1st day of January 2018, by and between **NEW-CELL, LLC.,** a Wisconsin limited liability company, doing business as Cellcom, ("Cellcom"), and **MARINETTE COUNTY**, ("Customer").

Section 1 – Provision of Telecommunications Services and Related Equipment

A. Services. Cellcom shall make available to Customer, its employees, representatives and other designees, an unlimited number of service lines ("Line" or "Lines") through which Cellcom shall provide wireless telecommunications services. As a condition to Cellcom's offer to provide services and equipment identified herein at the rates and charges identified below, Customer shall maintain a minimum of 100 Lines ("Line Minimum") on rate plans identified in Exhibit A at all times during the Term of this Agreement. In addition, Customer shall execute a Cellular Telephone Equipment and Service Agreement in the form attached as Exhibit B which shall also govern the availability of the services on each Line.

B. Additional Features. The Customer may add additional features to any or all Accounts with the additional charges for such additional features set forth on Exhibit A.

C. Equipment. Special pricing on handsets, other hardware and accessories are in the form attached as Exhibit C.

Section 2 – Rates and Charges

A. Monthly Service Charges. Each Line maintained by Customer pursuant to this Agreement shall incur a monthly service charge as identified in Exhibit A.

B. Additional Air Time, Text, Data and Roaming Charges. Each Line maintained by Customer pursuant to this Agreement shall include the allotment of included air time, text messages and data packages, if applicable, for use in the "home" area as set forth in Exhibit A. Customer shall incur an additional charge for services used in excess of such allotment for each Line, with each Line considered individually for these purposes. Additionally, Customer shall incur additional roaming charges for services utilized outside the "home" area identified in Exhibit A.

C. Payment. Cellcom shall invoice Customer for the aggregated total of the monthly service and associated charges for using Cellcom service, including, but not limited to, additional air time, text messages, data usage, roaming charges and additional equipment expenses incurred by all Lines maintained by Customer pursuant to this Agreement. Customer shall pay each such invoice within 30 days of receipt of each invoice. Unpaid invoices shall accrue interest at the monthly rate of 1.5 %, or the highest amount allowed by law, whichever is lower.

AGENDA

Section 3 – Term, Renewal and Termination

A. Initial Term. The Initial Term of this Agreement shall be two years, commencing on the date first written above and ending on the second anniversary thereof.

B. Renewal Term. Upon the expiration of the Initial Term, Customer may renew this Agreement for one consecutive two-year Renewal Term(s) by providing to Cellcom written notice of its intent to renew this Agreement no later than sixty (60) days prior to the end of the Initial Term.

C. Termination. This agreement may be terminated prior to the end of the Initial Term, or Renewal Term if applicable, as follows:

i. Automatic Termination. This Agreement will automatically terminate if either party: (a) makes an assignment for the benefit of creditors; or, (b) becomes a party to any receivership, bankruptcy, or similar proceeding, and such proceedings are not dismissed within 90 days of commencement.

ii. Default. In the event of a material breach of this Agreement, the non-breaching party may provide written notice of the breach and may terminate this Agreement at any time after a reasonable opportunity to cure the breach. For purposes of this Agreement, a reasonable opportunity to cure is deemed to be 10 days for a monetary default and 30 days for a non-monetary default. If the breaching party, prior to the expiration of the cure period, has cured the breach, this Agreement will remain in effect, provided the breaching party promptly reimburses the non-breaching party for any reasonable damages the non-breaching party may have incurred.

D. Early Termination of Lines and Effect of Non-Renewal of Agreement.

i. Termination of Lines. Customer may, at any time during the Initial Term, or Renewal Term if applicable, terminate one or more Lines maintained pursuant to this Agreement, while not terminating this Agreement generally, by delivering to Cellcom advance written notice of such termination. In the event any such termination causes Customer to thereafter maintain fewer active Lines than the Line Minimum, Customer must also pay to Cellcom a "Termination Fee," as detailed below in this subsection, for each terminated Line below the Line Minimum. The Termination Fee shall be payable at the time Customer delivers its notice of termination, and shall be determined by reference to the devices activated on the terminated Line(s) falling below the Line Minimum.

a. For each Standard Device activated on the terminated Line(s), the Termination Fee is $175.00, which amount shall be reduced by $5.00 for each completed month of the term of this Agreement; and

b. For each "Smart Device" activated on the terminated Line(s), the Termination Fee is $350.00, which amount shall be reduced by $10.00 for each completed month of the term of this Agreement.

Notwithstanding any such termination of one or more Lines, this Agreement shall remain in effect as to all other Lines maintained by Customer; provided, however, Cellcom reserves the right to revise the amount of the line allowance provided to Customer based on the number of remaining Lines and the remaining time left in the then-current Term.

ii. Effect of Non-Renewal of Agreement. In the event Customer does not renew this Agreement at the end of the Initial Term, Customer shall pay to Cellcom $175.00 for each Standard Device and $350.00 for each "Smart Device" activated within the final 90 days of the Initial Term. Upon the expiration of the Initial Term, or Renewal Term if applicable, Customer may maintain Lines established pursuant to this Agreement on a month-to-month basis thereafter; provided, however, the terms and conditions (including rates and charges) applicable to all such Lines shall be determined by reference to Cellcom's then-current rate plans generally made available to the public (without regard to the terms and conditions of this Agreement).

AGENDA

Section 4 – Miscellaneous

A. Entire Agreement. This Agreement, together with all exhibits and other attachments and other documents referenced herein, shall constitute the entire agreement between the parties and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom.

B. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment is due.

C. Notices. All notices permitted or required to be given under the terms of this Agreement shall be deemed to have been given when delivered personally or deposited in the United States mail, certified, postage pre-paid, and addressed as follows:

If to Cellcom:
New-Cell, LLC
d/b/a Cellcom
1580 Mid-Valley Drive
De Pere, WI 54115

If to Customer:
Finance Department Marinette County
1926 Hall Avenue
Marinette, WI. 54157

D. Conflict of Terms and Conditions. In the event that there is a conflict between the terms and conditions of this Agreement and those as set forth in the Cellular Telephone Equipment and Service Agreement found in Exhibit B, the terms and conditions of this Agreement shall prevail.

IN WITNESS WHEREOF, Cellcom and Customer, by their duly-authorized and empowered representatives, have executed this Agreement as of the date and year first written above.

NEW-CELL, LLC

By: _____

_____ Its _____

CUSTOMER

By: _____

_____ Its _____

AGENDA

EXHIBIT A

Rate Plan and Line Features

AGENDA

Marinette County Lines of Service

Account 209525	Account 221888	Account 1530086	Account 1530084	Account 1530102
715-923-0616	715-923-0144	715-923-2430	715-923-8780	715-923-0321
715-923-1005	715-923-4910	715-923-2432	715-923-8781	715-923-0999
715-923-1260	715-923-4913	715-923-4791	715-923-8784	715-923-3122
715-923-1336	715-923-4919	715-923-4792	715-923-8789	715-923-5071
715-923-1870	715-927-4915	715-938-5684	715-923-8790	715-923-5072
715-923-4138	715-927-4916	715-938-5685	715-923-8891	715-923-6086
715-923-4150	715-927-4917	715-938-5686	715-927-1483	715-923-6873
715-923-4157	715-927-4918	715-938-5687	715-927-1484	715-923-6874
715-923-4158	715-938-0653	715-938-5688	715-927-1485	715-923-6875
715-923-4161	**Account 1530089**	715-938-5689	715-927-1489	715-923-6890
715-923-4170	715-508-0180	715-938-5690	**Account 1530103**	**Account 1530080**
715-923-4177	715-508-0792	715-938-5691	715-923-2640	715-923-3068
715-923-5520	715-923-0225	**Account 1530076**	715-938-3181	715-923-5788
715-923-9815	715-923-0368	715-923-3080	**Account 1530082**	
715-923-9817	715-923-0457	715-923-3081	715-508-0212	
715-923-9818	715-923-0658	715-923-3082	715-923-0807	
715-938-7514	715-923-0780	715-923-3083	715-923-1238	
715-938-7515	715-923-0781	715-923-4795	715-923-4500	
715-938-7516	715-923-0939	**Account 1530081**	715-923-4794	
715-938-7517	715-923-1617	715-923-0941		**Total Lines: 123**
715-938-7518	715-923-1819	715-923-3485		
715-938-7519	715-923-2281	715-923-3490		
715-938-7522	715-923-3041	715-923-3494		
715-938-7523	715-923-3052	715-923-3495		
715-938-7524	715-923-3207			
715-938-7525	715-923-3276			
715-938-7526	715-923-3563			
715-938-7527	715-923-3973			
715-938-7528	715-923-3976			
715-938-7529	715-923-5528			
715-938-7530	715-923-5776			
715-938-7531	715-938-2185			
715-938-7532	715-938-2403			
715-938-7533	715-938-2442			
715-938-7534	715-938-2455			
	715-938-2520			
	715-938-3184			
	715-938-3186			

AGENDA

Business Plan Add-Ons

Available on select calling plans. Charges are per line per month unless otherwise noted.

Cellcom® Clearly The Best.® Built For You

Messaging

Quik|TxT Messaging

Sometimes you just don't feel like chatting. So send a Quik|TxT instead. There's no need to opt-in or sign up, you're ready to text right away!

Domestic - Individual Plan Options

Incoming Messages	FREE
Outgoing Messages	15¢/msg
Quik|TxT 100 (100 outgoing messages)	$3.95
Quik|TxT 300 (300 outgoing messages)	$5.95
Quik|TxT Unlimited	$9.95

Domestic - Share Plan Options

Quik|TxT 50 (50 outgoing messages)	$1.95
Quik|TxT 150 (150 outgoing messages)	$4.95
Quik|TxT 500 (500 outgoing messages)	$8.95

Best Value: Subscribe to a Value Pack for unlimited messaging.

International

Use your handset to send and receive text messages with colleagues overseas. Text message non-U.S. numbers of participating carriers with no additional setup required. Refer to www.cellcom.com for complete instructions and to view the list of supported countries.

International 100 (100 outgoing messages, free incoming)	$9.95
Incoming International Messages	20¢/msg
Outgoing International Messages	20¢/msg

Picture Messaging

25¢/msg (in addition to data charges)

Take pictures. Take videos. Capture all the memories you can on your phone and send them back to the office.

Best Value: Subscribe to a Value Pack for unlimited messaging.

Data Services

Packages Include

Prices are per line per month, unless otherwise noted.

	Pricing	Data Overage	Quik|TxT Domestic	Picture◆ Messaging	LBS*	Wi-Fi Hotspot +	BlackBerry®
Individual Data Pack							
Pay-As-You-Go^	$0	2¢/KB	15¢/msg	25¢/msg	$1	NA	NA
75MB Data Pack^	$10	$10/75MB					
300MB Data Pack	$20	$10/300MB				$20	
2GB Data Pack	$30	$10/1GB					
5GB Data Pack	$50	$10/1GB					
Individual Value Pack							
75MB Value Pack^	$15	$10/75MB	Unlimited	Unlimited	Included	Included	NA
300MB Value Pack	$30	$10/300MB					
2GB Value Pack	$40	$10/1GB					Included
5GB Value Pack	$65	$10/1GB					

All Smartphone and BlackBerry® devices must subscribe to a corresponding data service while the handset is active on the account. All 4G devices must subscribe to a 300MB, 2GB or 5GB Data or Value Pack.
*Access to the Location Based Services(LBS) platform is available on select feature packs and devices. Consult www.cellcom.com for LBS-compatible devices and an application store(i.e. BlackBerry AppWorld, Android Market, etc.) to find applications compatible with your device.
+Service not available on all devices. While in tethering/Wi-Fi hotspot mode, phone features such as calling, messaging, or browsing may be disabled. Use of tethering/Wi-Fi hotspot deducts from data allowance.
^ Pay-as-you-go and 75MB features available for basic devices only.
◆ Data consumed while sending or receiving picture messages will be deducted from data allowance, which may result in an overage charge.

Important Information: Plan add-ons vary by calling plan. Charges are per line per month unless otherwise noted. Pricing not applicable on prepaid calling plans. Please see your sales associate or visit www.cellcom.com for more information.

Messaging and Data Services: Use of Quik|TxT Messaging, Picture Messaging, Video Messaging and other data services is subject to the Data Acceptable Use Policy located at www.cellcom.com/AUP. Any messages sent to or received from "011 + Country Code + Mobile Number" are considered to be an international message. After reaching the international maximum on packages, addtional outgoing international messages are $0.20 for each message sent, forwarded or replied. BlackBerry® Enterprise Server software and licenses sold separately. Services not available on all devices.

Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability.

Prices do not include taxes, fees, or other charges. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See Cellcom retail location or www.cellcom.com/fees for details. Research In Motion, the RIM logo, BlackBerry, the Blackberry logo and SureType are registered with the U.S. Patent and Trademark Office and may be pending or registered in other countries - these and other marks of Research In Motion Limited are used under license.

AGENDA

Business Plan Add-Ons

Available on select calling plans. Charges are per line per month unless otherwise noted.

Cellcom® Built For You™

Voice Services

Basic Voice Mail Allows a caller to leave a message Save up to 35 messages in your inbox	FREE on most calling plans
Visual Voice Mail App on your iPhone or Android 2.2 + smartphone that allows you to view your messages in a list and listen to them in any order.	FREE
Caller ID See the phone number of the caller. If it's a contact you already have programmed into your phone, you'll see the caller's name as well.	$3.95
MultiRing Hand out one phone number that rings all your phones at the same time. Whether you're in the office, at home or on the go, just answer the call on the most convenient phone. Select up to eight wireless or other phone lines as your group.	$6.95
Nquire/411 Directory Assistance Call for directions. Call for movie times. Just dial 411 for assistance. All calls are charged any appropriate airtime and long distance. Allowed up to three requests per call.	$1.99 per use
Detail Billing Provides access to call detail on your bill or online.	99¢
Call Forwarding Forward your calls to another phone number (ex. home, office). Includes 60 minutes of forwarding to a non-Cellcom exchange per month. Additional minutes are $0.25/minute.	99¢
Call Waiting Be alerted another call is coming in, while you're on a call.	99¢
Three Way Calling Talk to two people at the same time on your wireless phone.	99¢

Handset Protection

Protect your device against loss, theft or damage.

Total Coverage

Tier	Device Retail Price	Premium	Insurance Deductible	Extended Warranty Deductible
1	$0-$224.99	$4.99	$50	$50
2	$225-$524.99	$6.99	$100	$50
3	$525-$999.99	$9.99	$175	$50
4	$1,000-$1,500	$10.99	$250	$50

AppleCare+	One Time Fee	Service Fee
	$99	$49-$79

CarePlus for AppleCare+ Customers

Tier	Device Retail Price	Premium	Deductible
2	$225 - $524.99	$4.49	$100
3	$525 - $999.99	$5.99	$175
4	$1,000 - $1,500	$6.99	$250

Additional Minutes

Nationwide Roam Minutes If you're traveling out of your home calling area, but want to keep in touch, simply add roaming minutes for the month, or a couple of months.	
100 Nationwide Roam Minutes	$9.95
300 Nationwide Roam Minutes	$29.95
500 Nationwide Roam Minutes	$49.95
Shared among all lines on same rate plan.	
7 p.m. Night & Weekend Minutes Talk longer on nights and weekends by starting them at 7 p.m. *Access will be charged to all primary lines on the same calling plan tier.*	$5.95 Statewide Business
Unlimited Incoming Minutes Get unlimited incoming minutes from anywhere in your home calling area. Answer all the calls you want and you don't have to pay a single cent.	$5.95 Statewide Business $7.95 US America
Unlimited Cellcom-to-Cellcom Minutes Talk to other Cellcom users all you want.	$9.95

International Long Distance

Make international calls from the United States on a Cellcom wireless phone to many international destinations.

International Dialing ..... pay per minute

Pay the standard per minute long distance rate based on the country you are dialing. Refer to www.cellcom.com for current long distance rates by country.

International Dialing Package ..... $3.95 per month

Pay a monthly fee and receive a discount on your per minute long distance rate. Both a monthly fee and a reduced per minute rate will apply. Refer to www.cellcom.com for current long distance rates by country.

Roadside Assistance ..... $3.95 per month

Need a tow? Out of gas? Stuck in a ditch? You can be sure help is only a phone call away!

Important Information: Plan add-ons vary by calling plan. Charges are per line per month unless otherwise noted. Pricing not applicable on prepaid calling plans. Please see your sales associate or visit www.cellcom.com for more information.

Additional Minutes: Airtime is billed in 60 second increments. Additional minute features only apply when you are in your calling plan's designated home area. See your calling plan brochure for details. The Nationwide Roam Feature must stay on your account for a minimum of one month, based on your cycle end date. Due to delayed reporting by other carriers, wireless usage may be billed a month or more after the actual usage. 7 p.m. Night & Weekend Minutes are applicable Monday through Friday 7:00 p.m. to 6:59 a.m. and all day Saturday and Sunday. Unlimited Incoming Minutes apply when receiving calls in the designated home calling area and are not deducted from included plan minutes. International long distance calls cannot be placed without adding an international feature on your account. To place an international call, you must dial 011, the country code and the number for the international call. International long distance rates apply in addition to plan minutes or airtime charges when calling from your home calling plan area. See your calling plan brochure for details. While roaming, international long distance rates apply in addition to standard long distance and roaming charges. Rates are subject to change without notice. The International Dialing Discount Package has a monthly feature charge in addition to reduced international long distance rates.

Voice Services: Voicemail – Cellcom reserves the right to deactivate any mailbox that has not been initialized within 60 days of activation or any mailbox that has not had any messages for over 60 days. Voice Mail subscribers receive two call forwarding features at no additional charge. Minutes used checking voice mail are deducted from Cellcom-to-Cellcom Minutes while within the Cellcom to Cellcom designated area. Call Forwarding includes 60 minutes of forwarding to a non-Cellcom exchange per month.

Roadside Assistance: You must have your wireless phone with you at the time service is delivered. Your service covers light-duty passenger cars and trucks only—Rvs, motorcycles, boats, trailers, commercial or heavy-duty vehicles are not covered. Not valid when operating off-road. See Roadside Assistance brochure for terms and conditions.

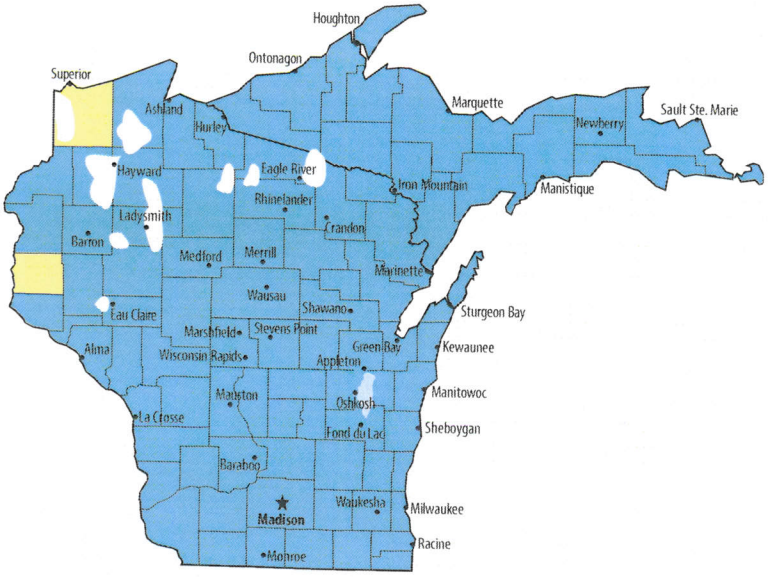
AGENDA

Preferred Regional Government Plan

Unlimited Domestic Incoming Messages

connect employee made easy Included

Cellcom®
Built For You™



Home Area
Nationwide roam at $.75 per minute

Included Features

- FREE Nationwide Long Distance
- FREE Voicemail
- FREE Caller ID
- FREE Call Waiting
- FREE 3-Way Calling
- FREE Domestic Incoming Quik|TxT Messages
- FREE Detail Billing

Monthly Rate	$0.00
Additional Airtime	$0.05

Take advantage of great savings. Call 877-611-0008 or visit any authorized Cellcom location.

Important Information: Eligible municipalities include counties, cities, villages, towns, school districts, board of school directors, sewer districts, drainage districts, technical collage districts or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts.

An E911 compliant-CDMA phone, compatible with Cellcom's network, is required. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. See sales representative for details. Calls originating outside of the home area are subject to roaming and long distance charges. See sales representative for details.

Cellcom reserves the right to deactivate any voice mailbox that has not been initialized within 60 days of activation or any mailbox that has not had any messages for over 60 days. Voice Mail subscribers receive two call forwarding features at no additional charge.

Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Rate maps indicate where rates apply and may not depict actual service availability or wireless coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographical area, contact Cellcom's Customer Service at (800) 236-0055. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability.

Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A $25 line set-up fee will be charged on all new line activations. A Regulatory and Other Recovery Fee will be charged on all rate plans. This charge is associated with the cost of administering and complying with government-mandated programs such as Wireless Number Pooling, TTY (Text Telephone), CALEA (Communication Assistance for Law Enforcement Act) and Wireless Number Portability. A USF (Universal Service Fund) will be charged on all service lines. An E911 or Police and Fire Protection fee will be charged on all service lines. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See a Cellcom retail location or www.cellcom.com/fees for details. Early termination fees may apply and, if applicable, may be reduced proportionately to the remaining months of the term of the agreement.

AGENDA

Business Select Share Plan

A simple, easy to understand plan.

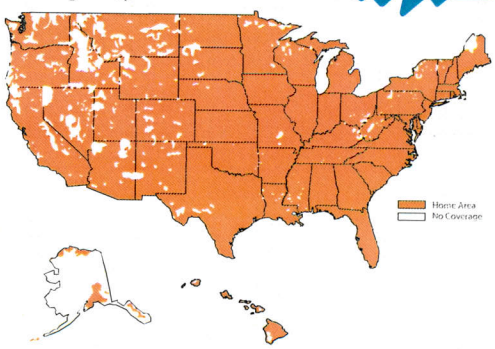
Enjoy unlimited nationwide talk, unlimited messaging and share a pool of data with all lines on your account.

Included Benefits:

- Mobile Hotspot, FREE Basic or Visual Voicemail*, FREE Caller ID, FREE Call Waiting, FREE 3-Way Calling, and Unlimited Domestic and International Messaging.**
- Shareable Data for all devices on your account on the same plan.

*Visual Voicemail available on select devices.
**See cellcom.com for international messaging details.

Coverage Map



STEP 1: Choose your Discounted Data Packages

Plan Options for up to 10 devices per package											
Shared Data	100MB*	300MB	1GB	2GB	3GB	4GB	6GB	8GB	10GB	15GB	20GB
Monthly Data Charge	$10	$13.50	$27	$36	$45	$54	$63	$72	$81	$108	$135

Plan Options for up to 25 devices per package				
Shared Data	1.5 GB*	30GB	40GB	50GB
Monthly Data Charge	$40.50	$202.50	$270	$337.50

Plan Options for up to 50 devices per package				
Shared Data	3.5 GB*	60GB	80GB	100GB
Monthly Data Charge	$81	$405	$540	$675

Cellcom recommends 1-2GB per Smartphone on your account. Each primary line must subscribe to a shared data package. Data is shared among all lines on the same calling plan on the same account.
* For accounts with basic devices only.
Data overage is charged at $10/100MB on the 100MB plan, $15/300MB on the 300MB plan, and $15/GB on 1GB+ plans.

STEP 2: Add Phones to Your Plan

Smartphones

Agreement	Less than 10GB Plans	10GB & More Plans
Flex Installment*	$25/mo.	$15/mo.
2 Year	$40/mo.	$40/mo.
Month to Month**	$25/mo.	$15/mo.

Basic Phones

Agreement	Less than 10GB Plans	10GB & More Plans
Flex Installment*	$25/mo.	$15/mo.
2 Year	$30/mo.	$30/mo.
Month to Month**	$25/mo.	$15/mo.

* Flex line access does not include monthly device installments. Price varies by device. See cellcom.com for details.
** Month to month discount is available upon completion of a 2-year service agreement, paying full price for device or bringing own device. Paying full price for device or bringing own device requires a new line activation or completion of existing 2-year service agreement.

STEP 3: Add Other Devices to Your Plan

Device Type	Access Charge
Connected Device	$5/mo.
4G LTE Tablets	$10/mo.
Mobile Broadband & USB Modems	$20/mo.

Manage and monitor your data usage:

- To help you decide how much data you need, use the data usage calculator at http://www.cellcom.com/calculator.html
- Change your data allowance at any time without extending your contact.

Add Ons for Share Plans (per line)

Delphi Connect	$5.00/month
Fleet for Vehicles	$15.00/month
Fleet for Smartphone	$15.00/month
Fleet Mobile Worker	$25.00/month
MultiRing	$6.95/month
Nquire/411 Directory Assistance	$1.99/per use
Call Forwarding	$0.99/month
Detail Billing	$0.99/month
Handset Protection	refer to eSecuritel brochure

International Long Distance & Text

International Dialing	pay per minute
International Dialing Discount Package	$3.95/month

Refer to cellcom.com for current long distance rates by country and international roaming options.

Important Information: An E911 compliant CDMA phone, compatible with Cellcom's network, is required. Customer must maintain a billing address within Cellcom's licensed market to be eligible for service. Cellcom reserves the right to terminate service if less than fifty percent (50%) of the customer's overall minutes of airtime are used in Cellcom's licensed market during any three month period during the term of this Agreement. Voice calls originating from or terminating to broadband or tablet devices are billed at a rate of $.69 per minute. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. Calls originating outside of the home area are subject to roaming and long distance charges. Cellcom reserves the right to deactivate any mailbox that has not been initialized within 60 days of activation or any mailbox that has not had any messages deposited for over 60 days. Minutes used checking voicemail are deducted from Nationwide Minutes while within the Cellcom designated area. Call Forwarding includes 60 minutes of forwarding to a non-Cellcom exchange per month. Voice services, including 911, are not available on mobile broadband nor tablet devices. See sales representative for details. To place an international call, you must dial 011, the country code and the number for the international call. International long distance rates apply in addition to plan minutes or airtime charges when calling from your home calling plan area. While roaming, international long distance rates apply in addition to standard long distance and roaming charges. Rates are subject to change without notice. The International Dialing Discount Package has a monthly feature charge in addition to reduced international long distance rates. Unlimited Voice services are for live dialog between two individuals, voicemail, and automated services without additional charges. Unlimited voice service may not be used for conference calling, call forwarding, monitoring services, data transmission, transmission of broadcasts, or transmission of recorded material. Additional situations may apply. If you are using unlimited voice service for anything other than stated as appropriate, Cellcom reserves the right to terminate your service. Messaging and Data Services: Shared data monthly charge and overages will be charged to the primary line on a Share Plan. Use of text messaging, picture messaging, video messaging and other data services is subject to the Data Acceptable Use Policy located at www.cellcom.com/AUP. Sending and receiving picture messages may deduct from your data allowance. Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Rate maps indicate where rates apply and may not depict actual service availability or wireless coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographical area, contact cellcom's Customer Service at (800) 236-0955. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability. Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A line set up fee and early termination fee may apply. If applicable, the early termination fees may be reduced proportionately to the remaining months of the term of the agreement. Universal Service Fund (USF) and regulatory and other recovery fees charged on all service lines. An E911 fee or Police & Fire Protection fee charged on all service lines. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See retail location or www.cellcom.com/ fees for details.

AGENDA

EXHIBIT B

Cellular Telephone Equipment and Service Agreement

AGENDA

TERMS AND CONDITIONS OF SERVICE

These terms and conditions for Wireless Service ("Services"), Cellular Telephone Equipment, and/or Wireless Devices ("Equipment") is between Nsighttel Wireless, LLC., a Wisconsin corporation with its principal place of business at 1580 Mid Valley Drive, PO BOX 5370, De Pere, Wisconsin 54115 (d/b/a and hereinafter referred to as "Cellcom"), and the party whose name(s) appear on the agreement (the "Customer").

1. EFFECTIVE DATES.

These terms and conditions shall become effective on the date the agreement is signed.

2. EQUIPMENT AND SERVICES.

A. Equipment. Delivery of the Equipment ordered hereunder shall be made in a reasonable length of time. Cellcom is not responsible for loss or expense arising from delays in delivery thereof attributable to matters outside its direct control. If Customer is dissatisfied with the quality or quantity of the goods received, Customer shall make Customer's objections thereto in writing and mail by certified or registered, return receipt requested mail, addressed to Cellcom at its address as set forth above, within fifteen (15) days of delivery of such Equipment. Absent provision of such notice of dissatisfaction by Customer, Customer hereby agrees and acknowledges that the quantity and quality of the goods provided by Cellcom conform to terms of this Agreement and are satisfactory.

B. . Services. Services hereunder shall only be available to Equipment properly equipped and installed to accept such Services. Such Services are also subject to transmission limitations caused by atmospheric or geographic conditions. The Services may be temporarily refused or limited because of the cellular system's capacity limitations. Services to any or all customers may be temporarily interrupted or curtailed, without notice, due to Equipment modifications, upgrades, relocations, repairs or similar activities necessary for the proper or improved operations of the system.

C. Common Provisions. Each financially responsible individual, business, or entity identified on the agreement hereof shall be jointly and severally responsible for payment of all Equipment purchase charges, all service charges and all toll charges recorded to Customer's access number. A service charge is made for each use of the cellular system, whether the call is incoming or outgoing and whether made in or out of Cellcom's service area. Neither the Equipment nor the Services shall be used by Customer for any purpose that is in violation of federal, state or local law, nor shall the same be used in such manner as to unreasonably interfere with the use of the Services by one or more other customers.

3. LIABILITY DISCLAIMER AND INDEMNIFICATION.

A. EQUIPMENT. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS NEITHER THE MANUFACTURER NOR THE AGENT OF THE MANUFACTURER OF THE EQUIPMENT PROVIDED HEREUNDER. CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM MAKES NO WARRANTY OR REPRESENTATION OF ANY KIND REGARDING THE EQUIPMENT AND THAT CELLCOM DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES CAUSED IN WHOLE OR IN PART BY AN EQUIPMENT MALFUNCTION OR FAILURE, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OR REVENUE, COST OF RENTING REPLACEMENTS, AND OTHER ADDITIONAL EXPENSES, EVEN IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

B. EQUIPMENT REPAIRS. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS UNDER NO DUTY OR OBLIGATION TO PERFORM ANY SERVICE, MAINTENANCE, OR REPAIR (COLLECTIVELY, "REPAIRS") OF THE EQUIPMENT PROVIDED HEREUNDER, NOR DOES THIS AGREEMENT CREATE SUCH A DUTY OR OBLIGATION. NOTWITHSTANDING, CELLCOM MAY PERFORM SUCH REPAIRS AT CUSTOMER'S REQUEST AND PURSUANT TO THE TERMS AND CONDITIONS OF AN AGREEMENT FOR SUCH REPAIRS. IN THE EVENT CELLCOM PERFORMS SUCH REPAIRS, AND NOTWITHSTANDING THE TERMS OR CONDITIONS OF SUCH SUBSEQUENT AGREEMENT, CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM'S LIABILITY, AND CUSTOMER'S SOLE REMEDY FOR ANY DEFECTS IN REPAIRS PERFORMED BY CELLCOM SHALL BE LIMITED TO THE COST OF SUCH REPAIRS; AND, UNDER NO CIRCUMSTANCES, SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OF REVENUE, COST OF RENTING REPLACEMENTS, AND OTHER ADDITIONAL EXPENSES, EVEN IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. MOREOVER, CELLCOM WILL NOT BE LIABLE FOR ANY DAMAGES, LOSSES, OR EXPENSES RESULTING, IN WHOLE OR IN PART, FROM CUSTOMER'S NEGLIGENCE, WHETHER DEEMED ACTIVE OR PASSIVE. IN ADDITION, THE WARRANTIES SPECIFIED HEREIN SHALL NOT APPLY TO ANY EQUIPMENT THAT HAS BEEN REPAIRED OR ALTERED BY ANYONE OTHER THAN CELLCOM OR THE MANUFACTURER OF SUCH EQUIPMENT, OR TO ANY EQUIPMENT NOT OPERATED IN ACCORDANCE WITH THE MANUFACTURER'S OR CELLCOM'S DIRECTIONS REGARDING SUCH USE.

C. ADDITIONAL LIMITATIONS. It is further specifically agreed as to the Equipment and Services provided hereunder that Cellcom shall NOT be liable to Customer or any other party for:
1) Any injury to person or damage to property resulting from any negligent or unintentional acts or omissions of Cellcom, its employees, agents or others.
2) Any damage or loss by Customer as a result of any partial or complete interruption in the operation of its business or for any failure of any of its goods, products or Services.
3) Any direct, indirect, special, incidental or consequential damages of any kind sustained by Customer or any other person or entity for any failure of Customer's Equipment, for the inability of Cellcom to promptly or properly repair Customer's Equipment, for any interruption of any Service now or hereafter provided by Cellcom or for the loss of any transmission or the information contained therein.

D. INDEMNIFICATION. Customer agrees to indemnify and hold Cellcom harmless from all claims, actions, suits, demands and judgments, including actual attorney's fees and costs, which Cellcom may incur in defending itself against any of the aforesaid arising from Customer's use or possession or other relationship to the Equipment, goods or Services supplied, worked on, or provided by Cellcom or its employees, agents or designers, including, but not limited to, any expenses arising from actions brought under the Occupational Safety and Health Act or other governmental regulations or laws.

4. TERMINATION OF SERVICE.

A. Customer may terminate this Agreement prior to the expiration of the Agreement term specified on the agreement hereof by delivering written notice to Cellcom of Customer's intention to terminate this Agreement and the effective date of such termination (which shall be no less than ten (10) business days after Cellcom's receipt of Customer's notice). Notwithstanding any such termination, Customer shall be responsible for payment of all outstanding charges on Customer's account at the time of such termination and shall pay to Cellcom a "Service Cancellation Charge" prior to the effective date of Customer's termination. If Customer obtained a "Smart Phone" for use on Customer's account, the Service Cancellation Charge shall be Three Hundred and Fifty Dollars ($350.00), reduced by Ten Dollars ($10.00) per month for each completed month of the term of this Agreement. If Customer obtained a standard device for use on Customer's account, the Service Cancellation Charge shall be One Hundred Seventy-Five Dollars ($175.00), reduced by Five Dollars ($5.00) for each completed month of the term of this Agreement. If Customer purchased Equipment via a Flex agreement, Customer shall pay to Cellcom any balance remaining due for any Equipment purchased upon termination of service. Customer acknowledges and agrees that Cellcom will suffer damages as a result of Customer's early termination of this Agreement and that the Service Cancellation Charge is a reasonable estimation of these damages and shall be construed as liquidated damages, and not a penalty.

B. Cellcom may, after giving prior written notice to Customer, terminate or temporarily discontinue or restrict Customer's Service if: (1) Customer fails to pay any charge due or otherwise violates any term of this Agreement, (2) Customer fails to maintain a billing address within Cellcom's licensed market, or (3) Customer utilizes less than fifty percent (50%) of Customer's overall minutes of airtime within Cellcom's licensed market during any three (3)-month period during the term of this Agreement. In addition, Cellcom may discontinue Customer's Service without prior notice if: (4) Customer's Service is reasonably suspected of being used in an illegal or other manner that causes or is likely to cause any form of harm to Cellcom or any other person, or (5) Customer commits or assists a third party in committing cellular or subscriber fraud. "Cellular fraud" is defined as the unauthorized use, tampering, or manipulation of Equipment or service and specifically includes acts of cloning (i.e., the manipulation of Equipment to reprogram the Equipment to transmit the electronic serial number and telephone number belonging to other devices). "Subscriber fraud" is defined as the initialization or use of wireless services using fraudulently obtained customer information or false identification.

C. In the event Cellcom, in its sole discretion, undertakes litigation or collection efforts against Customer to enforce the terms of this Agreement, and Cellcom prevails in such efforts, Customer shall be responsible to reimburse Cellcom for all costs and expenses, including actual attorneys' fees, incurred by Cellcom relative to such efforts, unless otherwise precluded by law. Further, in the event such litigation or collection effort arises from, or results in, the termination of this Agreement prior to the expiration of its term, Customer shall be liable to Cellcom for the Service Cancellation Charge (in addition to all outstanding charges on Customer's account at the time of such termination).

D. The term of this Agreement shall be tolled, and its expiration date extended, for any periods during which Customer's Service is suspended due to nonpayment or other violations of the terms of this Agreement by Customer. Upon Customer's cure of such violation, Cellcom may, acting in its sole discretion, reactivate Customer's Service and shall be entitled to charge Customer a reasonable reactivation fee.

AGENDA

5. ACCESS NUMBER.

A. Cellcom reserves the right, in its sole discretion, to change Customer's access number upon notice to the Customer. Customer acknowledges that Customer has no proprietary or ownership rights or interest in or to Customer's number(s), except as allowed for by law, and cannot acquire such rights or interest through usage, publication or otherwise.

B. Customer may request that Customer's access number(s) be transferred to or from another service provider within the same local geographic area.

C. If Customer transfers the access number(s) to Cellcom, all activation requirements and charges, including credit approval, apply. Customer remains liable for charges (including cancellation fees) incurred with a former service provider. If a transfer is unsuccessful and the request is cancelled, and Customer does not ask Cellcom to assign a new number, Customer shall be required to return to Cellcom all Equipment and/or goods supplied hereunder.

D. If Customer requests to transfer the access number(s) to another service provider, this request will be considered a notice of Customer's intention to terminate Service; and the terms of the Agreement set forth in the Termination of Service paragraphs will apply. Upon request, all amounts then owed to Cellcom (including the Service Cancellation Charge and any amounts that appear on the final invoice) shall become immediately due. If a transfer is unsuccessful for any reason, Customer's Service will not terminate, and Customer will continue to be responsible for all Service or other charges (not the Service Cancellation Charge).

E. When transferring access numbers to another service provider, voice mail, phone book or other Services will be lost.

F. Cellcom does not guarantee, in any way, that such access number transfers to or from Cellcom will be successful.

6. RATES AND CHARGES.

A. Customer acknowledges that it is responsible to pay to Cellcom all charges resulting from the use of the Service for calls, incoming or outgoing, either within or outside Cellcom's service area. Customer must also pay for all charges on calls billed to Customer's access number. Such charges are in addition to the charges for Service usage. Each partial minute of airtime shall be billed as a full minute unless otherwise noted for Customer's billing plan. Payment of the Service bill is due on the date when indicated on said bill. A balance which remains unpaid as of the next billing date shall accrue interest at the monthly rate of 1 1/2%, or the highest amount allowable by law, whichever is lower, from the original due date until such balance is paid in full.

B. Except as may be prohibited by law, Cellcom reserves the right to amend the terms and conditions of the agreement the Customer has signed, including, but not limited to, Customer's rate plan and rates charged to Customer under applicable rate plans, upon notice to Customer and the expiration of a thirty (30)-day objection period afforded to Customer. If, after receiving any such notice from Cellcom, Customer desires to terminate the Agreement due to the proposed amendment(s), Customer shall, within thirty (30) days of receipt of Cellcom's notice, deliver written notice of termination to Cellcom; and the Agreement and Customer's ability to utilize the Services shall terminate on the fifth (5th) day following Cellcom's receipt of Customer's notice of termination. Notwithstanding, if Customer utilizes the Services or makes payment to Cellcom therefor after Customer's receipt of Cellcom's notice, Customer shall be deemed to have agreed to Cellcom's proposed amendment(s) and shall not thereafter have any right to terminate the Agreement due to such amendment(s).

C. There may be added to any charges incurred by Customer amounts equal to any industry-wide surcharges and/or fees and any surcharge, duty, levy, tax, or withholding, including, but not limited to, sales, property, ad valorem, excise and use taxes, or any tax in lieu thereof or in addition thereto, imposed by any local, state, or federal government or governmental agency with respect to the Services, or with respect to services provided to customers, excepting only taxes on the income of Cellcom. In addition, there may be added to any charges, additional charges to reimburse Cellcom for its reasonable and necessary costs and expenses incurred in maintaining compliance with regulatory requirements imposed by any local, state, or federal government or governmental agency having jurisdiction over Cellcom.

D. In the event Customer accesses or uses Cellcom's messaging or data services, Customer shall be responsible for all charges and the prompt payment of these services regardless of who initiates the activity or whether the Customer's Equipment actually received the data. This includes, but is not limited to, the amount of data associated with a particular service (applications, messaging etc.), additional data usage in accessing, transporting and routing this service on Cellcom's network, data from partial or interrupted downloads, re-sent data, and data associated with unsuccessful attempts to reach websites or use applications. The charges for Customer's access to or use of the messaging or data services shall be in addition to any charges specified in Customer's rate plan. Messaging and data usage may be charged against a feature package or on a fixed price per unit. Customer may not utilize airtime or any other benefit specified in Customer's rate plan as payment or credit towards Customer's access to or utilization of Cellcom's messaging or data services. Downloads cannot be transferred if Equipment is returned, upgraded or exchanged or lost. Estimates of data usage may not be an accurate predicator of actual usage. Data usage is measured and billed in kilobyte increments. Partial kilobyte increments of use will be rounded to the next full kilobyte. Unused kilobytes may not be carried over to subsequent monthly billing cycles. Customer may not receive voice calls while using data services. Customer may have access to "Premium Services" that are available for an additional charge (e.g., applications + other items). Customer will be billed for Premium Service purchases based on the charges as specified at purchase. Subject to the terms of the content purchased, Cellcom may delete premium and non-premium items downloaded to any storage areas Cellcom may provide, including any pictures, games and other content. We may limit the amount of Premium Services you may purchase in a specific timeframe (month, week, day or other period). We may terminate services without notice for any misuse. Customer's access to, and use of, Cellcom's messaging and data services is further governed by Cellcom's "Data Acceptable Use Policy" which can be found at www.cellcom.com/AUP. Among other things, the Data Acceptable Use Policy provides that Cellcom may terminate Customer's access or use of Cellcom's messaging or data services at any time and without notice to Customer in the event Customer violates any term or condition of the Data Acceptable Use Policy.

E. When Customer provides a check as payment, Customer authorizes Cellcom to make a one-time electronic funds transfer from Customer's account. Therefore, funds may be withdrawn from Customer's account on the same day Customer's payment is received. Customer may not receive Customer's check back from Customer's financial institution.

7. MISCELLANEOUS PROVISIONS.

A. Entire Agreement. These terms and conditions, together with all agreements and any other documents referenced herein, shall constitute the entire agreement between the parties; and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom. The acceptance by Cellcom of any payment after it shall become due shall not constitute or be construed as a waiver of any or all of Cellcom's rights hereunder.

B. Assignment and Interpretation. These terms and conditions shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto; provided, however, that Customer may not assign this Agreement, or any or all rights or obligations hereunder, to any third party without the prior written consent of Cellcom. The interpretation of this Agreement shall be subject to the laws of the State of Wisconsin.

C. Severability. The invalidity of any portion of any provision of these terms and conditions shall not affect the validity of the remainder of the provisions hereof.

D. Service Fee. Customer will be billed monthly for Service pursuant to the terms of Cellcom's current Service price list pursuant to the applicable pricing package. Customer may change to other pricing plans available to existing customers, but the term of this Agreement will remain unchanged unless such term is otherwise extended under the terms of another pricing package selected by Customer.

E. Cellcom, in its sole discretion, may require Customer to provide a security deposit as a precondition to Service activation in an amount determined by Cellcom. Upon termination or expiration of this Agreement, Cellcom shall have the right to apply all or any part of the security deposit to the outstanding balance on Customer's account. If any surplus remains, such surplus shall be refunded to Customer. If Customer so requests, in writing delivered prior to the expiration or termination of this Agreement, Cellcom shall refund the security deposit to Customer if the following conditions are met:
1.) Customer paid to Cellcom Customer's monthly invoices in a full and timely fashion in accordance with the terms of this Agreement and Cellcom's invoices for a period of not less than twelve (12) consecutive months; and
2.) Customer's most recent bill has likewise been paid in a full and timely fashion.
3.) Cellcom has received a verbal or written request for the refund. If Customer terminates service with Cellcom at any time, the deposit will be applied toward Customer's final bill. If any surplus remains, the balance will be refunded to Customer.

F. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen Equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost Equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment for such charges is due.

G. Technology Enhancements. Cellcom reserves the right to change your Equipment's software or programming, over the air, without notice.

EXHIBIT C

Cellular Telephone Equipment

ATTACHMENT B-2
RFP#15-054-04
Wireless Phone and Data Services
PRICE PROPOSAL SHEET – PHONE EQUIPMENT

Proposing Firm: Cellcom Price Proposal # 6

Primary Phones(s) Proposed (make, model, description, features and price for each model

Description	**Price**
Apple iPhone 8 Plus 256GB (description & features see Addenda B)	$499.95
Apple iPhone 8 Plus 64GB (description & features see Addenda B)	$349.95
Apple iPhone 8 256GB (description & features see Addenda B)	$399.95
Apple iPhone 8 64GB (description & features see Addenda B)	$249.95
Apple iPhone 7 Plus 256GB (description & features see Addenda B)	$449.95
Apple iPhone 7 Plus 128GB (description & features see Addenda B)	$319.95
Apple iPhone 7 Plus 32GB (description & features see Addenda B)	$219.95
Apple iPhone 7 256GB (description & features see Addenda B)	$349.95
Apple iPhone 7 128GB (description & features see Addenda B)	$199.95
Apple iPhone 7 32GB (description & features see Addenda B)	$99.95
Apple iPhone 6s Plus 32GB (description & features see Addenda B)	$99.95
Apple iPhone 6s 32GB (description & features see Addenda B)	$0.95
Apple iPhone SE 128GB (description & features see Addenda B)	$0.95
Apple iPhone SE 32GB (description & features see Addenda B)	$0.95
Samsung Galaxy Note 8 (description & features see Addenda B)	$399.95
Samsung Galaxy S8+ (description & features see Addenda B)	$399.95
Samsung Galaxy S8 (description & features see Addenda B)	$299.95
Samsung Galaxy S7 (description & features see Addenda B)	$99.95
Samsung Galaxy J3 (description & features see Addenda B)	$.01
Moto Z2 Force (description & features see Addenda B)	$299.95
Moto Z2 Play (description & features see Addenda B)	$29.95
LG G6 (description & features see Addenda B)	$199.95
LG K20 (description & features see Addenda B)	$.01
Kyocera DurXA E4510 (description & features see Addenda B)	$49.95
LG Fluid 2 (description & features see Addenda B)	$.01
Novatel Wireless MiFi 7700 (description & features see Addenda B)	$.01
Huawei (description & features see Addenda B)	$.01

Standard accessories included in above price Wall Charger

AGENDA

Marinette County

Smartphones (make & model)	2 Yr Contract Price	Customer's Price	Model of Case	Retail Price	Customer's Cost
Apple iPhone 8 Plus 256GB	$ 499.95	$ 499.95	Otterbox Defender	$ 59.95	$ 50.96
Apple iPhone 8 Plus 64GB	$ 349.95	$ 349.95	Otterbox Commuter	$ 49.95	$ 42.46
Apple iPhone 8 256GB	$ 399.95	$ 399.95	Fre Lifeproof Waterproof Case	$ 89.95	$ 76.46
Apple iPhone 8 64GB	$ 249.95	$ 249.95	Otterbox Defender	$ 49.95	$ 42.46
Apple iPhone 7 Plus 256GB	$ 449.95	$ 449.95	Fre Lifeproof Waterproof Case	$ 89.95	$ 76.46
Apple iPhone 7 Plus 128GB	$ 319.95	$ 319.95	Naked Tough Case	$ 34.95	$ 29.71
Apple iPhone 7 Plus 32GB	$ 219.95	$ 219.95	Otterbox Defender	$ 59.95	$ 50.96
Apple iPhone 7 256GB	$ 349.95	$ 349.95	Otterbox Defender	$ 49.95	$ 42.46
Apple iPhone 7 128GB	$ 199.95	$ 199.95	Otterbox Commuter	$ 39.95	$ 33.96
Apple iPhone 7 32GB	$ 99.95	$ 99.95	Naked Tough Case	$ 34.95	$ 29.71
Apple iPhone 6s Plus 32GB	$ 99.95	$ 99.95	Otterbox Defender	$ 59.95	$ 50.96
Apple iPhone 6s 32GB	$ 0.95	$ 0.95	Design Cases	$ 29.95	$ 25.46
Apple iPhone SE 128GB	$ 0.95	$ 0.95	Otterbox Defender	$ 49.95	$ 42.46
Apple iPhone SE 32GB	$ 0.95	$ 0.95	Otterbox Commuter	$ 39.95	$ 33.96
Samsung Galaxy Note 8	$ 399.95	$ 399.95	Otterbox Defender	$ 59.95	$ 50.96
			Otterbox Symmetry	$ 49.95	$ 42.46
			Incipio Case	$ 29.95	$ 25.46
Samsung Galaxy S8+	$ 399.95	$ 399.95	Fre Lifeproof Waterproof Case	$ 89.95	$ 76.46
			Otterbox Defender	$ 59.95	$ 50.96
			Otterbox Symmetry	$ 54.95	$ 46.71
Samsung Galaxy S8	$ 299.95	$ 299.95	Otterbox Defender	$ 49.95	$ 42.46
			Otterbox Symmetry	$ 44.95	$ 38.21
			Piccadilly Clear Case	$ 39.95	$ 33.96
Samsung Galaxy S7	$ 99.95	$ 99.95	S-View Flip Cover	$ 59.95	$ 50.96
			Otterbox Defender	$ 49.95	$ 42.46
			Otterbox Symmetry	$ 39.95	$ 33.96
Samsung Galaxy J3	$ 0.01	$ 0.01	Casemate Tough Stand	$ 29.95	$ 25.46
Moto Z2 Force	$ 299.95	$ 299.95	Otterbox Defender	$ 49.95	$ 42.46
			Speck Clear Case	$ 39.95	$ 33.96
Moto Z2 Play	$ 79.95	$ 29.95	Otterbox Commuter	$ 39.95	$ 33.96
			Speck Clear Case	$ 39.95	$ 33.96
LG G6	$ 199.95	$ 199.95	Otterbox Defender	$ 59.95	$ 50.96
			Otterbox Symmetry	$ 49.95	$ 42.46
LG K20	$ 0.01	$ 0.01	Esquire	$ 34.95	$ 29.71
			Otterbox Achiever	$ 29.95	$ 25.46
*** Most smartphone models have a tough glass screen protector for the display.**				$34.95 - $39.95	$29.71 - $33.96

Standard Phones (make & model)	2 Year Contract Price	Price	Model of Case	Retail Price	Customer's Cost
LG Fluid 2	$0.01	$0.01	Cargo Clip Case	$ 19.95	$ 16.96
Kyocera DurXA E4510	$99.95	$49.95	Cargo Clip Case	$ 19.95	$ 16.96

Mobile Broadband Units (make & model)	2 Year Contract Price	Price
Novatel Wireless MiFi 7700	$ 0.01	$ 0.01

AGENDA

County Mutual

Wisconsin County Mutual Insurance Corporation

Insured Marinette County **Policy Year** 2018

PREMIUM SUMMARY

Ratable Operating Expenditures $42,421,132

Wisconsin County Mutual Premium Summary	
General Liability Premium	$76,003
Automobile Liability Premium	$76,003
Personal Injury Extension (Nursing Home or Airport)	$0
Special Exposures	
0	$0
Net County Mutual Premium	$152,006
Non Subject Premium	
General Liability Premium	$30,543
Automobile Liability Premium	$30,543
Total Non Subject Premium	$61,086
Total County Mutual Premium	**$213,092**

Deductible Summary		
Deductible	$25,000	
Deductible Discount	$121,138	
Loss Control Credit	$7,709	
Deductible Aggregate		$100,000
Deductible Fund Balance – as of 9/30/2017		49,927
Deductible Fund Deposit		**$50,073**

This premium indication includes a full package rate credit as a result of consolidating the Liability, Excess Workers' Compensation & Property coverage with WCMIC for 2018. Full package savings: $23,215

AGENDA

AEGIS CORPORATION

DEDUCTIBLE DECLARATION DOCUMENT

2018

COUNTY: MARINETTE

CURRENT DEDUCTIBLE: $25,000

Available Deductible Options:	County Decision:
$ 1,000	____
$ 2,500	____
$ 5,000	____
$ 10,000	____
$ 25,000	____
$ 50,000	____
NO CHANGE IN DEDUCTIBLE	____

For Coverage effective January 1, 2018, the County Board accepts and authorizes issuance of the Wisconsin County Mutual Insurance Corporation Custom Liability Policy incorporating the above-indicated deductible option.

_____
Authorized County Officer

_____
Position

WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

AGENDA

EXCESS WORKERS' COMPENSATION RENEWAL PROPOSAL

PROPOSAL FOR: Marinette County

EXCESS WORKERS COMPENSATION & CLAIMS ADMINISTRATION

County Mutual
Wisconsin County Mutual Insurance Corporation

BUNDLED EXCESS WORKER'S COMPENSATION

	POLICY TERM	PREMIUM
EXCESS WORKER'S COMPENSATION PREMIUM	1/1/2018 - 1/1/2019	$53,573

EXCESS WORKER'S COMPENSATION POLICY - **INCLUDED**
REINSURANCE / ADMINISTRATION / SERVICE - **INCLUDED**
LOSS FUND - **REPLENISHED AS NEEDED TO PAY CLAIMS**

SELF-INSURED RETENTION: **$300,000 Occurrence / $500,000 Aggregate**

SERVICES INCLUDED:
PROGRAM ADMINISTRATION & ACCOUNT MANAGEMENT
FULL THIRD PARTY CLAIMS ADMINISTRATION (NO PER CLAIM FEE)
RISK CONTROL SERVICES & EMPLOYEE TRAINING

ANNUAL CHARGE - **NOT AUDITED**

Those counties that consolidate General Liability and Full Service or "Bundled" Excess Workers' Compensation Insurance Policy with the County Mutual, are eligible for a 5% Liability Rate Credit which equals $11,813.

PLEASE SIGN BELOW TO INDICATE ACCEPTANCE TO BIND COVERAGE AND RETURN A COPY TO AEGIS CORPORATION.

ACCEPTED BY **DATED**

AGENDA

County Mutual

Wisconsin County Mutual Insurance Corporation

WORKING TOGETHER,
WE TRULY ARE
A MUTUAL EFFORT

Insured: MARINETTE COUNTY

Policy Year: 2018
Renewal Term: 1/1/2018 to 1/1/2019

PROPERTY INSURANCE PROGRAM PREMIUM SUMMARY

Coverage Type	Limits*	Deductible**
Property		
Buildings	89,171,765 *	25,000
Contents	7,247,453	25,000
Property in the Open	3,862,888	25,000 *
(*Specific Limit Property $2,032,000)		
Total Real Property Limits	**100,282,106**	
Contractor's Equipment - RC	**7,072,751**	1,000
Miscellaneous Endorsements:		
Special Use Animal	17,600	1,000
Property Premium		**$71,081**
Auto Physical Damage: RC		
Comprehensive	8,606,488	1,000
Collision	8,606,488	2,500
Auto Physical Damage Premium:		**$80,420**
Total Property Package Premium:		**$151,501**

The County Mutual offers a liability rate credit for consolidating property, Workers' Compensation and liability coverage. Please refer to the Liability Premium Summary for savings amounts.

* Based on property values from county.
** Per occurrence.

ORDER TO BIND

Sign, date and return to: Jackie Zarnoth
Fax: 262-783-6091 or Email: jzarnoth@aegis-wi.com

Yes, please bind coverage with the WCMIC, effective 1/1/2018

Signature: _____ Date: _____

AGENDA

Aegis CORPORATION

18550 WEST CAPITOL DRIVE
BROOKFIELD, WI 53045
PHONE: (262) 781-7020
FAX: (262) 783-6091

Number:	INV3278
Date:	11/10/2017
Due Date:	12/10/2017

Customer ID: MARINETTE

Customer Name and Address:
Marinette County
1926 Hall Ave.
Marinette, WI 54143

Invoice

Payment Term: 30 Days Unless Otherwise Stated

Policy Period	Description	Amount
EFF 1/1/2018 - 1/1/2019	POSITION SCHEDULE BOND -#POB855687220	2,044.00
	Total:	2,044.00

Please return duplicate with payment

AGENDA

We Appreciate Your Business

POSITION SCHEDULE BOND #08556872
1/1/2018– 1/1/2019

COUNTY: MARINETTE

NAME	POSITION	CURRENT LIMIT
Kathy Brandt	County Clerk	$2,000
Beverly Ann Noffke	Treasurer	$500,000
Jerome T. Sauve	Sheriff	$5,000
George Smith	Coroner	$10,000
Sheila M. Dudka	Clerk of Court	$100,000
Renee Miller	Register of Deeds	$3,000
Thomas Doyle	Vet Service Comm.	$3,000
Michael McGowan	Vet Service Comm.	$3,000
Dean Schoen	Vet Service Comm.	$3,000
Kenneth Shaffer	Vet Service Comm.	$3,000
Richard Rickaby	Highway Commissioner	$100,000
	Total Limits	**$732,000.00**

AGENDA

Fidelity and Deposit Company of Maryland

Home Office: P.O. Box 1227, Baltimore, MD 21203-1227

Bond Number: 08556872

PUBLIC OFFICIAL POSITION SCHEDULE BOND RIDER

To be attached to and form a part of PUBLIC OFFICIAL POSITION SCHEDULE BOND, Bond Number: 08556872 dated the 1st day of January, 2002 issued by the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, as Surety, is held and firmly bound unto Marinette County as Obligee, in the penal sum equal to the aggregate of the amounts set opposite the positions listed in the attached Schedule, as Principals, or added thereto by acceptance as hereinafter set forth.

In consideration of the premium charged for the attached bond, it is hereby agreed that the attached bond be amended as follows:

THE FOLLOWING SCHEDULE IS DELETED:

Name	Position	Number in Position	Amount Per Person	Total Per Position
WILLIAM KOWALSKI	VET SERVICE COMM.	1	3,000	3,000
THEODORE VERHAAGH	VET SERVICE COMM.	1	3,000	3,000
JEROME NAST	VET SERVICE COMM.	1	3,000	3,000
JEROME REILLY	VET SERVICE COMM.	1	3,000	3,000
RAYMOND G. PALONEN	HIGHWAY COMMISSIONER	1	100,000	100,000

THE FOLLOWING SCHEDULE IS ADDED:

Name	Position	Number in Position	Amount Per Person	Total Per Position
THOMAS DOYLE	VET SERVICE COMM.	1	3,000	3,000
MICHAEL MCGOWAN	VET SERVICE COMM.	1	3,000	3,000
DEAN SCHOEN	VET SERVICE COMM.	1	3,000	3,000
KENNETH SHAFFER	VET SERVICE COMM.	1	3,000	3,000
RICHARD RICKABY	HIGHWAY COMMISSIONER	1	100,000	100,000

Provided, However, that the attached bond shall be subject to all its agreements, limitations and conditions except as herein expressly modified, and further that the liability of the Surety under the attached bond and the attached bond as amended by this rider shall not be cumulative.

This rider shall become effective as of the 1st day of January, 2018.

Signed, sealed and dated this 9th day of November, 2017.

FIDELITY AND DEPOSIT COMPANY OF MARYLAND, Surety

By: Karen Flynn
Attorney-in-Fact

Lori Heacock
Witness

AGENDA

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **JAMES M. CARROLL, Vice President,** in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Karen M. FLYNN, of Brookfield, Wisconsin,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings,** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 23rd day of January, A.D. 2013.

ATTEST:

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: _____
Assistant Secretary
Gregory E. Murray

_____
Vice President
James M. Carroll

State of Maryland
City of Baltimore

On this 23rd day of January, A.D. 2013, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **JAMES M. CARROLL, Vice President, and GREGORY E. MURRAY, Assistant Secretary**, of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

_____
Constance A. Dunn, Notary Public
My Commission Expires: July 14, 2015

POA-F 184-2459A

AGENDA

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 9th day of November, 20 17.

Thomas O. McClellan, Vice President

AGENDA

Aegis CORPORATION

18550 WEST CAPITOL DRIVE
BROOKFIELD, WI 53045
PHONE: (262) 781-7020
FAX: (262) 783-6091

Number:	INV3278
Date:	11/10/2017
Due Date:	12/10/2017

Customer ID: MARINETTE

Customer Name and Address:
Marinette County
1926 Hall Ave.
Marinette, WI 54143

Invoice

Payment Term: 30 Days Unless Otherwise Stated

Policy Period	Description	Amount
EFF 1/1/2018 - 1/1/2019	POSITION SCHEDULE BOND -#POB855687220	2,044.00
	Total:	2,044.00

Please return duplicate with payment

We Appreciate Your Business

AGENDA

POSITION SCHEDULE BOND #08556872
1/1/2018– 1/1/2019

COUNTY: MARINETTE

NAME	POSITION	CURRENT LIMIT
Kathy Brandt	County Clerk	$2,000
Beverly Ann Noffke	Treasurer	$500,000
Jerome T. Sauve	Sheriff	$5,000
George Smith	Coroner	$10,000
Sheila M. Dudka	Clerk of Court	$100,000
Renee Miller	Register of Deeds	$3,000
Thomas Doyle	Vet Service Comm.	$3,000
Michael McGowan	Vet Service Comm.	$3,000
Dean Schoen	Vet Service Comm.	$3,000
Kenneth Shaffer	Vet Service Comm.	$3,000
Richard Rickaby	Highway Commissioner	$100,000
	Total Limits	**$732,000.00**

AGENDA

Fidelity and Deposit Company of Maryland

Home Office: P.O. Box 1227, Baltimore, MD 21203-1227

Bond Number: 08556872

PUBLIC OFFICIAL POSITION SCHEDULE BOND RIDER

To be attached to and form a part of PUBLIC OFFICIAL POSITION SCHEDULE BOND, Bond Number: 08556872 dated the 1st day of January, 2002 issued by the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, as Surety, is held and firmly bound unto Marinette County as Obligee, in the penal sum equal to the aggregate of the amounts set opposite the positions listed in the attached Schedule, as Principals, or added thereto by acceptance as hereinafter set forth.

In consideration of the premium charged for the attached bond, it is hereby agreed that the attached bond be amended as follows:

THE FOLLOWING SCHEDULE IS DELETED:

Name	Position	Number in Position	Amount Per Person	Total Per Position
WILLIAM KOWALSKI	VET SERVICE COMM.	1	3,000	3,000
THEODORE VERHAAGH	VET SERVICE COMM.	1	3,000	3,000
JEROME NAST	VET SERVICE COMM.	1	3,000	3,000
JEROME REILLY	VET SERVICE COMM.	1	3,000	3,000
RAYMOND G. PALONEN	HIGHWAY COMMISSIONER	1	100,000	100,000

THE FOLLOWING SCHEDULE IS ADDED:

Name	Position	Number in Position	Amount Per Person	Total Per Position
THOMAS DOYLE	VET SERVICE COMM.	1	3,000	3,000
MICHAEL MCGOWAN	VET SERVICE COMM.	1	3,000	3,000
DEAN SCHOEN	VET SERVICE COMM.	1	3,000	3,000
KENNETH SHAFFER	VET SERVICE COMM.	1	3,000	3,000
RICHARD RICKABY	HIGHWAY COMMISSIONER	1	100,000	100,000

Provided, However, that the attached bond shall be subject to all its agreements, limitations and conditions except as herein expressly modified, and further that the liability of the Surety under the attached bond and the attached bond as amended by this rider shall not be cumulative.

This rider shall become effective as of the 1st day of January, 2018.

Signed, sealed and dated this 9th day of November, 2017.

FIDELITY AND DEPOSIT COMPANY OF MARYLAND, Surety

By: Karen Flynn

Attorney-in-Fact

Lori Heacock

Witness

AGENDA

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **JAMES M. CARROLL, Vice President,** in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Karen M. FLYNN, of Brookfield, Wisconsin,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings,** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND,** this 23rd day of January, A.D. 2013.

ATTEST:

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: _____
Assistant Secretary
Gregory E. Murray

_____
Vice President
James M. Carroll

State of Maryland
City of Baltimore

On this 23rd day of January, A.D. 2013, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **JAMES M. CARROLL, Vice President, and GREGORY E. MURRAY, Assistant Secretary,** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

_____
Constance A. Dunn, Notary Public
My Commission Expires: July 14, 2015

POA-F 184-2459A

AGENDA

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 9th day of November, 20 17.

Thomas O. McClellan, Vice President

AGENDA

UNITED MAILING SERVICES, INC.

CUSTOMER AGREEMENT

This agreement sets forth the responsibilities and procedures with respect to mail sorting services provided by United Mailing Services, Inc., hereinafter referred to as UMS.

1. UMS shall provide service for. Marinette County hereinafter referred to as customer, located at 1926 Hall Ave. Marinette, WI 54143 on a mutually accepted schedule for daily or occasional mailings. UMS will comply with all Postal regulations related to the Postal discounts achieved, and will accept all mail meeting Postal regulations.

2. UMS shall barcode automation compatible mail, label, tray/sack and deliver mail to the nearest USPS-SCF (Sectional Center Facility), on the same day it is received.

3. The above services will be performed by your nearest UMS facility located in Green Bay

4. UMS shall provide an invoice reflecting total pieces submitted and any additional services rendered for that invoice period. All charges are due net TEN DAYS unless prior arrangements are made.

5. Customer will pay UMS to process mail, at the following rates:

.035	Letter Pieces	Meter Letters	.05/ Piece
Included	Reject Processing	Meter Flats	.075 / Piece
.44	Flats	Parcel Processing	.25 / Piece
.005	Move Comply Service	Departmentalization	$25.00
5.00	Transportation Fee	**Monthly Invoice**	

6. Customer Meter Rate: .403 AADC all letter mail. This includes one, two and three ounce.

7. Any additional postage required, to adhere to Postal regulations, will be affixed and paid for by UMS, then billed back to customer on next invoice.

8. UMS accepts responsibility for customers mail from pickup to delivery to USPS. In the event of loss due to our negligence, reasonable reconstruction charges will be met, the total of which shall not exceed $1.00 per envelope. No other liability is implied or accepted.

9. If UMS is unable to provide this mail sorting service due to an act of God or any other reason whatsoever, customer will be notified immediately for proper action. UMS shall not be held responsible for postage discounts while unable to perform sorting functions.

10. This agreement shall remain in effect until December 31, 2018 The agreement will automatically renew at the end of date shown unless a SIXTY DAY advance notice is received. Customer further agrees not to employ another service bureau during this period, without prior approval by UMS.

11. Any future presort discounts will have to be re-negotiated between UMS and customer.

The aforementioned is our entire understanding and agreement.

Accepted for: Marinette County

UNITED MAILING SERVICES, INC.

Accepted by: _____ Date: _____

Signature: _____ Signature: _____

Contact: Kathy Brandt Phone: (715)732-7407 Start Date: _____ Branch Phone: (920)-662-1316

3625 N. 126th St., Brookfield, WI 53005 Phone (262) 783-7868 FAX (262) 783-7869

AGENDA

MARINETTE COUNTY
INFORMATION SERVICES

Information Services Monthly Report
December 2017

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

Updated: Public Safety Software RFP – On agenda.

Updated: LEC to Courthouse microwave link – being configured/installed. Initial install date delayed by weather.

Updated: Branch II video system acting up again, vendor was on site and made some changes – has been o.k. since.

Updated: Tourism web site design meeting completed – awaiting initial mock-up of site.

Completed: Web site upgrade – some small issues, majority of feedback is positive.

Completed: WiscNet (Fiber Internet) including addition of City/County firewall.

Completed: LEC interview video recording system installation in progress.

No Change: Parks web site upgrade – underway at vendor.

New/Completed: LEC and Annex UPS batteries replaced. Had to replace circuit board in LEC UPS (16 years old). Both LEC and Data Center UPS will need future replacement (2019/2020).

Completed approximately 12 hours of staff training.

Upcoming Projects of Significance

Server O/S upgrades
LEC Storage Replacement
DATA Analysis/Audit System
Policy/Procedure Updates
Public Safety Software

1926 Hall Avenue • Marinette, Wisconsin 54143-1717 • Phone 715-732-7480 • FAX 715-732-7559
www.marinettecounty.com

AGENDA

AGENDA

Top 5

- Redundancy
- Efficiency
- Safety
- Integration
- Modernization

AGENDA

Redundancy

- Current
  - Single System
    - Power 7 (AS/400)
  - No Backup System
    - Manual process
  - Downtime
    - Updates
    - Patches
    - Problems
    - Some Backups
  - Limited Knowledge

- Spillman Technologies
  - Multiple Systems
    - Windows Technologies
  - Redundant
    - Virtually No Downtime
      - Updates/Patches
      - Most Problems
      - Backups
  - Mainstream Support
  - Redundant EMS/Fire

Efficiency

- Current
  - Multiple Entries
    - Crash
    - Citation
    - 9-1-1 Incidents
  - Name Entries
  - Property Entries
  - No Remote Access
  - No Citizen Access

- Spillman Technologies
  - Import/Export
  - Integrated Database
    - Name
    - Property
    - Address...
  - Updated Response Recommendations
  - Browser Based Access
  - Citizen Enabled
  - Self Reporting

AGENDA

Safety

- Current
  - No AVL
  - Limited Premise
  - Limited Alerts
  - No Online Pre-plan
  - No Photo Integration
  - Manual processes
    - Warrants/Stolen…
- Spillman Technologies
  - AVL
    - Police/Fire/EMS
  - Full Access
    - Premise
    - Alerts
    - Wants/Stolen
    - Photo's
  - Automated Wants etc.

AGENDA

Integration

- Current
  - Limited Cross Check
    - Names
    - Addresses
    - Stolen
  - No Data Sharing
  - Lack of Consistency
  - Manual Reporting
  - Repeated Entries

- Spillman Technologies
  - Master Database
    - Consistency
      - Names
      - Address…
  - Controlled Sharing
    - Local
    - Other Agencies
  - Shared Reporting
  - Single Entries

AGENDA

Modernization

- Current
  - AS/400
    - Text Based
    - Limited Customization
    - Unfamiliar
  - Limited Development
  - Started in 1985
  - Limited in Wisconsin
  - Limited Functionality
- Spillman Technologies
  - Windows
    - Graphical Presentation
    - Common Technology
    - Locally Customizable
  - Current Software
  - Widely Used
    - 28 Wisconsin Counties
    - Shared Knowledge
    - Regional User Groups
  - Common Interfaces

AGENDA

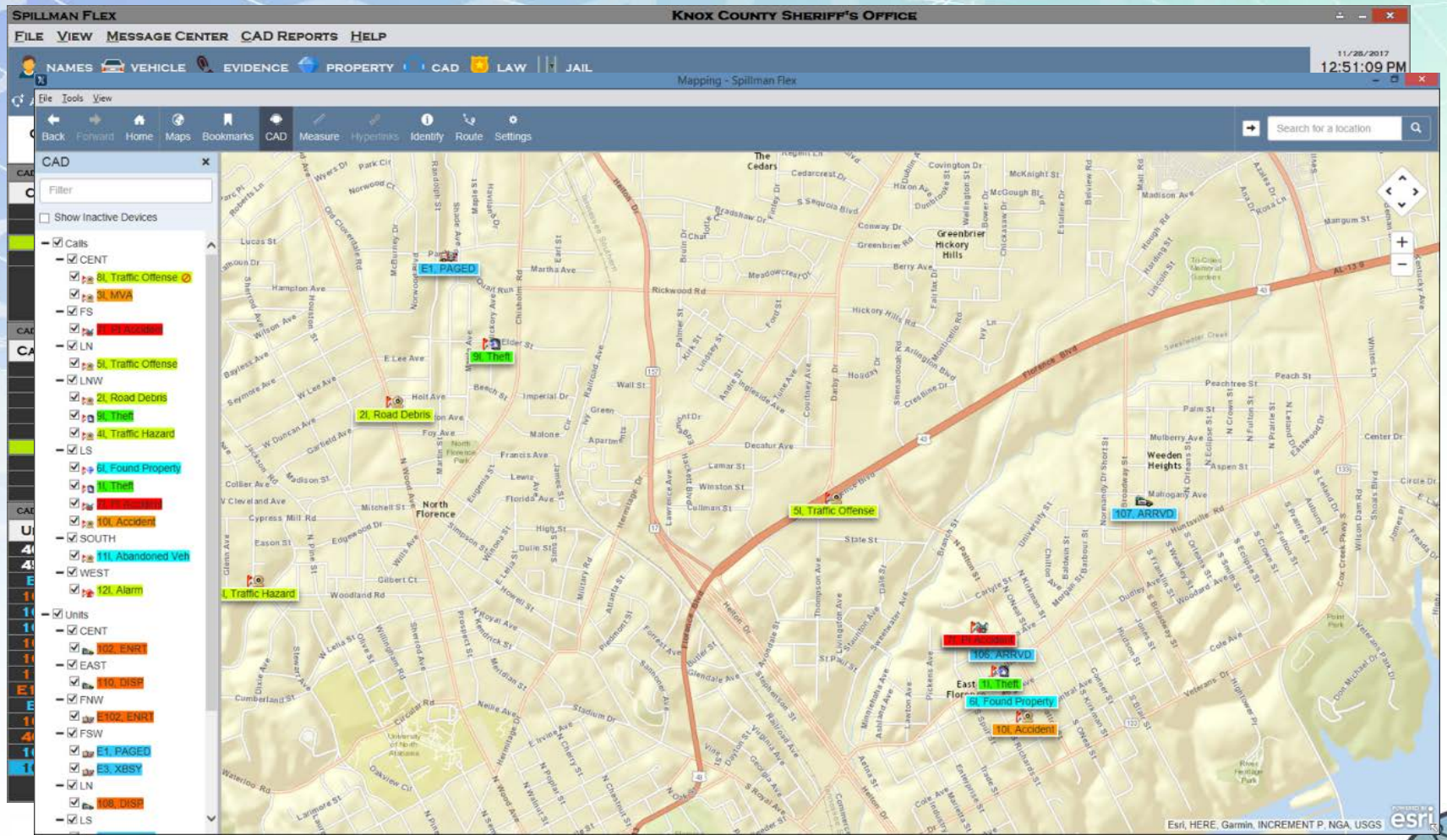
CAD

```
Call# Type of Call      Address Of Call          Time     ---- Units -----
C74   2FRAUD      1 VILLAGE OF CRIVITZ           12:51 TX 897     M          P
                  VILLAGE OF CRIVITZ          N
C79   JUVTRBL  SI CARNEY AVE/RIDGE ST         N 13:12 AS 870     M          P
C30   21
```

```
Call# Type of Call      Address of Call          Time     ---- Units -----
C74   2FRAUD      1 VILLAGE OF CRIVITZ           12:51 TX 897     M
C35   2C                VILLAGE OF CRIVITZ          N
C66   Lu
C73   21: Person Type.: SUSP     Suspect                    173320075     1 of   1
C75   2E: Race..: _   Sex: _   Age...: __ - __    Hgt....: ___ - ___    Wgt.: ___ - ___
          Weapon: _________  Build.: _________  Hair...: _________  Eyes: _________
C77   FI: Hat...: _________  Jacket: _________  Shirt..: _________  Pants: _________
          Shoes.: _________  Facial: _________  Glasses: _________   SSN: 000000000
          Flight: ___________________  Mode: ________  OL#: ____________________ __

          Name: LN _______________ FN _______________ MN _______________ DOB 00000000
Command:        _____ __ ____________________________ ____ Apt _________
          City: ___________________ __ Phn ___________ _____ Alt ___________ _____
          State MKE.: ____                        Last Changed.:  0/00/00  0:00:00
                                                  Dispatcher ID: KSOLWAY
          Additional: ____________________________________________________________
          Info......: ____________________________________________________________
```

AGENDA

CAD


SPILLMAN FLEX
KNOX COUNTY SHERIFF'S OFFICE
FILE VIEW MESSAGE CENTER CAD REPORTS HELP
NAMES VEHICLE EVIDENCE PROPERTY CAD LAW JAIL
11/28/2017
12:51:09 PM
Mapping - Spillman Flex
File Tools View
Back Forward Home Maps Bookmarks CAD Measure Hyperlinks Identify Route Settings
Search for a location
CAD
Filter
Show Inactive Devices
Calls
CENT
8I, Traffic Offense
3I, MVA
FS
11, Accident
LN
5I, Traffic Offense
LNW
2I, Road Debris
9I, Theft
4I, Traffic Hazard
LS
6I, Found Property
1I, Theft
10I, Accident
SOUTH
11I, Abandoned Veh
WEST
12I, Alarm
Units
CENT
102, ENRT
EAST
110, DISP
FNW
E102, ENRT
FSW
E1, PAGED
E3, XBSY
LN
108, DISP
LS
E1, PAGED
9I, Theft
2I, Road Debris
4I, Traffic Hazard
5I, Traffic Offense
107, ARRVD
106, ARRVD
1I, Theft
6I, Found Property
10I, Accident
Esri, HERE, Garmin, INCREMENT P, NGA, USGS

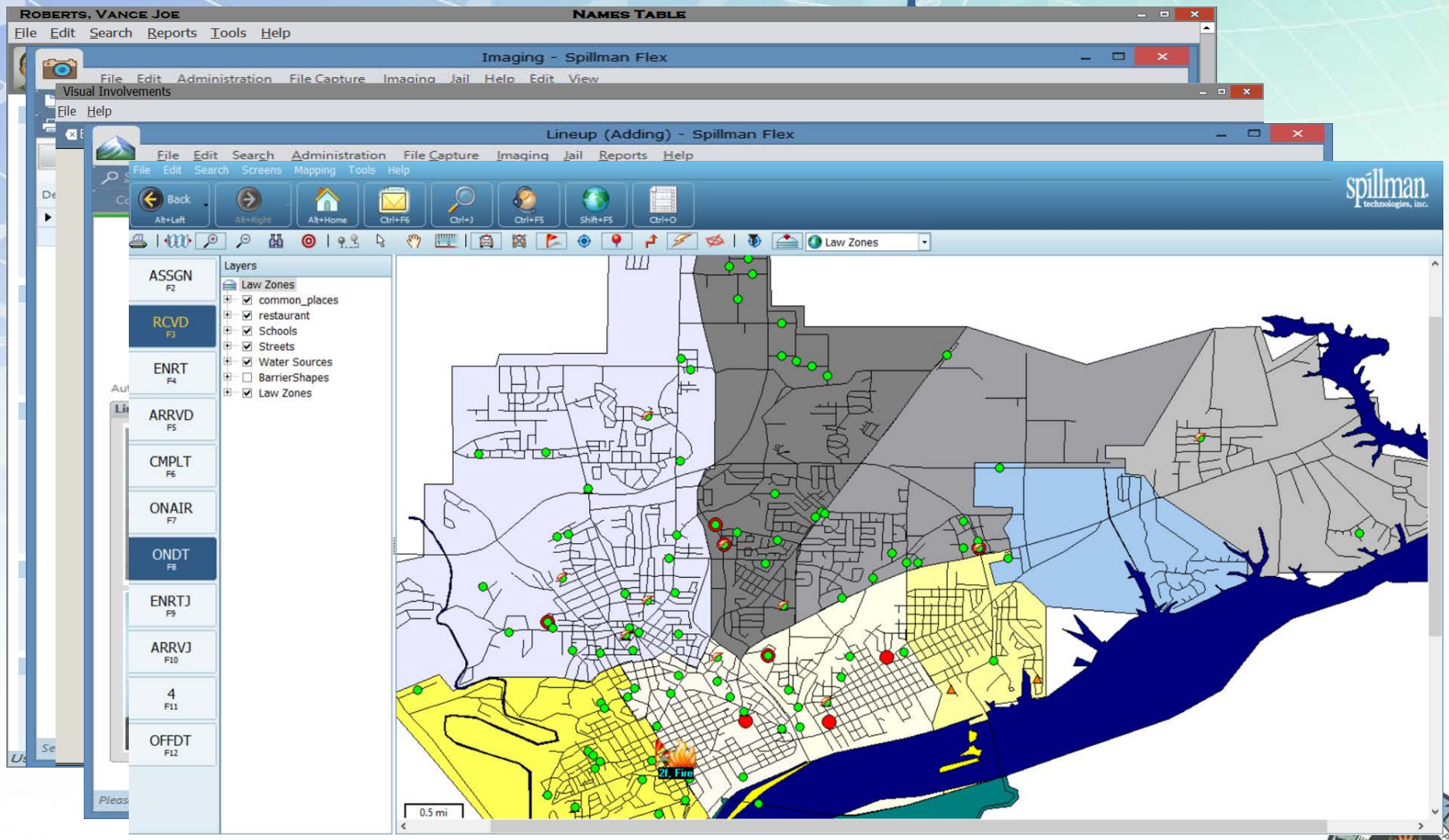
AGENDA

Incident Reports

```
Inquiry                    Incident Information                    13:31:

Inquiry    Supplement        0001 / ORIGINAL REPORT          2-17-001526

                             Select Records
                                   Display Spooled File
     File  . . . . . :    CMS701BP
     Control . . . . .    _________
     Find  . . . . . .    ____________________________________
     *...+....1....+....2....+....3....+....4....+....5....
      1/31/17 21:16  Drug Equipment Violations

      2/01/17  0:01  Theft - All Other
      2/01/17  1:53  Operating While Under The Influence

      2/02/17 19:43  Probation/Parole Violation
      2/04/17 15:25  Burglary/Breaking and Entering

     Date/Time:  11/28/17 / 13:23:23
     ------------------------------------------------------------

     Progrm:  CMS701B
     ------------------------------------------------------------
     Area 1
       Date     Time  State Classification

     F3=Exit    F12=Cancel    F19=Left    F20=Right    F24=More
```

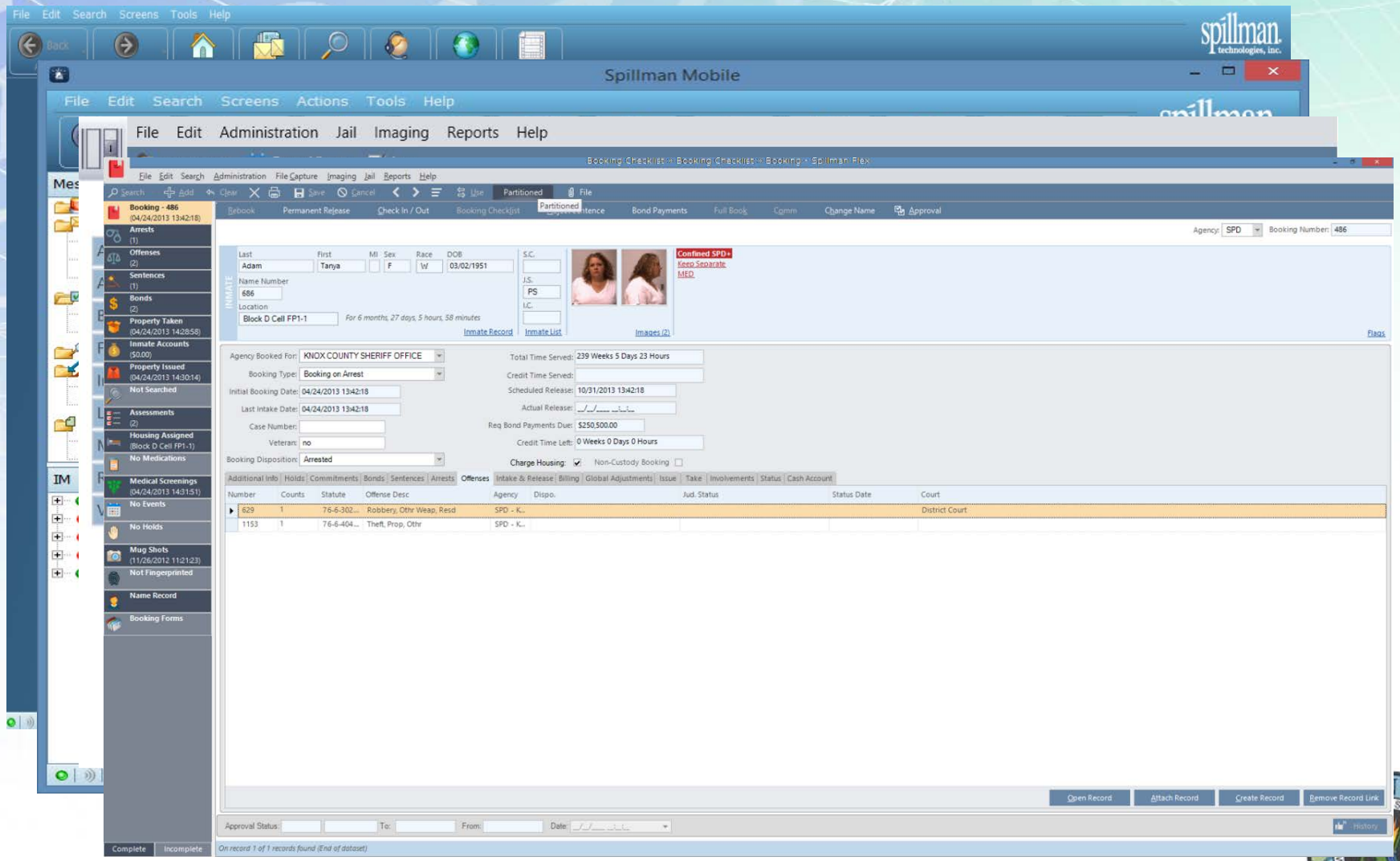
AGENDA

Incident Reports



AGENDA

Mobile and Corrections



AGENDA

Cost Summary

Public Safety Software Implementation

City- County Breakdown

	Total	County Portion	City Portion
Records Module (1/2 City)	$260,592	$130,296	$130,296
CAD Module	$181,312	$181,312	$0
Jails Module	$43,661	$43,661	$0
Barcoding Hardware (1 County - 1 City)	$8,251	$4,125.50	$4,125.50
Implementation Costs (25% City)	$150,900	$113,175	$37,725
Conversion Costs (33% City)	$55,210	$36,807	$18,403.33
Totals	**$699,926**	**$509,376**	**$190,550**
County Purchase (County - City)	$509,376		
Prepaid Support (3 years)	$223,185		
Prepaid Support Discount (7%)	$15,623		
Final Total (Software plus 3 years Support)	**$716,938**		

AGENDA

State of Wisconsin • DEPARTMENT OF REVENUE

2135 Rimrock Rd. • MS 6-40 • P.O. BOX 8933 • MADISON, WISCONSIN 53708-8933
PHONE (608) 261-5282 • FAX (608) 261-6240 • rebecca.haines@wisconsin.gov

November 24, 2017

MARINETTE COUNTY BOARD CHAIR
C/O MARINETTE COUNTY CLERK
1926 HALL AVENUE
MARINETTE WI 54143-1717

Dear Marinette County Board Chair:

Our records indicate that Marinette County currently has in effect an "Agreement of Examination of County Sales and Use Taxes Reported Between Wisconsin Department of Revenue and Marinette County" (the "Agreement").

The Department of Revenue annually renews the Agreement. The purpose of the renewal process is to verify your county's desire for continued access to the monthly reports, update the list of persons authorized to view the reports, and to remind those individuals authorized to view the reports of the confidentiality requirements associated with obtaining confidential taxpayer information.

Our records indicate that Pat Kass and John Lefebvre currently authorized to view the detailed Marinette County sales and use tax report.

For continued access to the reports after December 31, 2017, **complete and return the following documents by December 29, 2017:**

1. The signed agreement.

2. A letter, signed by you, indicating the names of those persons (including yourself, if applicable) who you authorize to examine the report information beginning January 1, 2018.

3. A "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer For 2018" form completed and signed by each person authorized to examine the report information beginning January 1, 2018.

The new agreement is effective upon our receipt of your signed agreement, but not earlier than January 1, 2018. A copy of the executed agreement will be returned to the Marinette County Clerk's Office for your records.

If you choose to no longer receive access to the reports, the existing agreement will terminate on December 31, 2017.

AGENDA

Authorization of a person to inspect the report is effective upon our receipt of your list of authorized persons and a "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer" form signed by that person, but not earlier than January 1, 2018.

Included with the "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer" form is a printout of a PowerPoint slide presentation. This is provided for review purposes and need not be returned.

If you have any questions or concerns regarding this request, please feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

Becky Haines
Revenue Tax Specialist
(608) 261-5282

Enclosures

AGREEMENT OF EXAMINATION OF COUNTY SALES AND USE TAXES REPORTED BETWEEN WISCONSIN DEPARTMENT OF REVENUE AND MARINETTE COUNTY FOR 2018

The Wisconsin Department of Revenue and Marinette County, pursuant to ss. 77.79, 77.76 (3), and 77.61 (5) and (6) of the Wisconsin Statutes, hereby agree to permit designated Marinette County personnel, during the calendar year 2018, to examine Marinette County sales and use taxes reported by each taxpayer in accordance with the procedures set forth in this agreement.

Procedures:

1. As a prerequisite to the examination of Marinette County sales and use taxes reported by each taxpayer, the Marinette County Board Chairperson agrees to furnish to the Administrator, Income, Sales and Excise Tax Division, Wisconsin Department of Revenue, a list of Marinette County personnel designated to examine the Marinette County sales and use taxes reported by each taxpayer. Additions to or deletions from this list will be furnished by the Marinette County Board Chairperson to the Administrator as they occur.

2. Each person authorized by the Chairperson to examine Marinette County sales and use taxes reported by each taxpayer shall sign the attached statement indicating the person understands the confidentiality provisions of s. 77.61 (5) and (6), Wis. Stats.

The provisions of this agreement are subject to the provisions of the Wisconsin Statutes and Rules, and this agreement may be terminated or modified at the discretion of the Administrator, Income, Sales and Excise Tax Division, Wisconsin Department of Revenue, on account of changes in Wisconsin Statutes and Rules.

Any unauthorized use or disclosure of the Marinette County sales and use taxes reported by each taxpayer furnished to Marinette County personnel pursuant to this agreement, or inadequate procedures for safeguarding the confidentiality of such information, constitute grounds for immediate termination of this agreement.

APPROVED:

_____	_____
Administrator Income, Sales and Excise Tax Division Wisconsin Department of Revenue	Chairperson Marinette County Board
Signed at Madison, Wisconsin this _____ day of _____, 2017.	Signed this _____ day of _____, 2017.

This agreement must be renewed annually.

AGENDA

CONFIDENTIALITY OF COUNTY SALES AND USE TAXES REPORTED BY EACH TAXPAYER FOR 2018

A. Information May Not Be Disclosed to Another Person

Section 77.79, Wis. Stats., provides that the provisions of the state general sales and use tax law also apply to the county sales and use tax law. Section 77.76(3), Wis. Stats., states in part that the Wisconsin Department of Revenue shall indicate to the county the county sales and use taxes reported by each taxpayer. This statute further states that "any county receiving a report under this subsection is subject to the duties of confidentiality to which the department of revenue is subject under s. 77.61(5) and (6)."

Section 77.61(5), Wis. Stats., provides that it is unlawful for the Department of Revenue or any person having any administrative duty under the sales and use tax statutes to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any retailer or any other person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, expenditures or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by such person.

Section 77.61(5), Wis. Stats., as it applies to the county, means that a person authorized by the county board chairperson to examine the county sales and use taxes reported by each taxpayer, may not disclose such information to any person not authorized by the chairperson to examine such information.

B. Information May Only Be Inspected While Performing Official Duties

Section 77.61(6)(a), Wis. Stats., provides that no person, except the person who filed the return or claim, may inspect a return or claim, or any information derived from a return or claim, that is filed under Subch. III of Ch. 77, Wis. Stats., unless that person does so in performing the duties of his or her position and that violation of this provision is grounds for dismissal.

Section 77.61(6)(a), Wis. Stats., as it applies to the county, means that a person who has been authorized by the county board chairperson to access or view such information may only do so in the performing the duties of his or her position.

C. Criminal Penalty for Illegal Disclosure

Section 77.61(5)(g), Wis. Stats., provides that any person illegally disclosing the county sales and use taxes reported by any taxpayer to a person not authorized to examine or receive such information, may be fined not less than $100 nor more than $500, or imprisoned not less than one month nor more than 6 months, or both.

D. Criminal Penalty for Illegal Inspection

Section 77.61(6)(d), Wis. Stats., provides that any person illegally inspecting the county sales and use taxes reported by each taxpayer may, upon conviction, be fined not less than $100 nor more than $500 or imprisoned for not less than one month nor more than 6 months or both.

In addition, sec. 77.61(6)(c), Wis. Stats., provides that a person who has been notified of illegal inspection of tax return information may bring an action to recover damages in regards to the illegal inspection.

AGENDA

E. Signature of Person Authorized to Examine County Sales and Use Taxes Reported by Each Taxpayer

I have been informed of Wisconsin confidentiality laws and will abide by those laws.

I understand that I may not disclose or circulate any confidential taxpayer information unless authorized to do so.

I understand that I may not inspect confidential taxpayer information outside of the performance of the duties of my position.

I understand that I must safeguard confidential taxpayer information and dispose of it properly.

I understand that if I have any questions or concerns as to whether any access or inspection is authorized, or in regard to any other confidential issue, it is my responsibility to ask my supervisor or to contact the Department of Revenue's Disclosure Officer at (608) 266-8474.

I declare that I have examined this form and I fully understand the confidentiality provisions of s. 77.61(5) and (6), Wis. Stats., relating to the disclosure and inspection of information pertaining to county sales and use taxes reported by each taxpayer.

_____
Name

_____
Signature Job Title

Employer _____

Date _____

AGENDA

WISCONSIN DEPARTMENT OF REVENUE

Safeguarding Taxpayer Information For Counties 2018

An electronic version of this information is available.
Email your request to: rebecca.haines@wisconsin.gov

Confidential Tax Information

- Confidential tax information includes *any* information provided to counties from DOR that includes:
  - Taxpayer's name, address or other identifying information
  - Sales tax information identified with a taxpayer
- **The detailed monthly sales and use tax report to be furnished to your county contains confidential tax information.**

AGENDA

5

Open Records Request

- Section 19.35(1), provides that "except as otherwise provided by law, any requestor has a right to inspect any record"…
- One of the exceptions to the Open Records Law is sales and use tax records under sec. 77.61(5).
- Tax records or information are **NOT** subject to the provisions of the Wisconsin Open Records Law or Federal Freedom of Information Act.
- Remember – **No Third Party Disclosure is Allowed**

6

Disposing of Confidential Taxpayer Information

- Any paper or other memory device containing confidential taxpayer information must be disposed of in a manner as to NOT disclose any information derived from or related to a tax return or related record.

AGENDA

9

Notification of Disclosure or Access

- If a County employee or any other person discovers a possible improper disclosure or access of Wisconsin tax information, the person or the person's supervisor should contact:

  Jeff Hanson, DOR IS&E Disclosure Officer
  jeffrey.hanson@wisconsin.gov
  608-266-8474

10

Questions on Safeguarding Taxpayer Information

- Ask your supervisor.
- Contact:

  Jeff Hanson, DOR IS&E Disclosure Officer
  jeffrey.hanson@wisconsin.gov
  608-266-8474

AGENDA

Marinette County Portfolio Holdings
Finance Director's Monthly Report With % of Portfolio
10/31/2017

Report Format: By CUSIP/Ticker
Group By: Security Type
Average By: Cost Value

Description	CUSIP/Ticker	Maturity Date	YTM @ Cost	Cost Value	Book Value	Market Value	% of Portfolio
Certificate Of Deposit							
American Deposit Management 1.49 3/25/2018	CDCTZNS02	03/25/2018	1.490	245,000.00	245,000.00	245,000.00	0.65
Farmers & Merchants Bank 1.05 9/21/2020	CD0113081225-20	09/21/2020	1.050	112,751.57	112,751.57	112,751.57	0.30
Laona State Bank 1.26 4/19/2018	CD30922-18	04/19/2018	1.260	175,587.03	175,587.03	175,587.03	0.47
Nicolet National Bank 1.3 9/29/2018	CD6057524-18	09/29/2018	1.300	423,023.37	423,023.37	423,023.37	1.13
Peshtigo National Bank 0.6 7/4/2018	215CD12306-18	07/04/2018	0.600	179,455.75	179,455.75	179,455.75	0.48
Peshtigo National Bank 0.6 7/4/2018	216CD12306-18	07/04/2018	0.600	19,074.21	19,074.21	19,074.21	0.05
Peshtigo National Bank 1.15 1/25/2020	CD11741-20	01/25/2020	1.150	167,050.90	167,050.90	167,050.90	0.45
Stephenson National Bank & Trust 1 10/22/2018	CD0130055403-18	10/22/2018	1.000	193,864.85	193,864.85	193,864.85	0.52
Stephenson National Bank 0.75 12/21/2017	CD0100436922-17	12/21/2017	0.750	202,645.01	202,645.01	202,645.01	0.54
Stephenson National Bank 1 1/22/2018	CD100431428-18	01/22/2018	1.000	62,401.42	62,401.42	62,401.42	0.17
Sub Total / Average			**1.109**	**1,780,854.11**	**1,780,854.11**	**1,780,854.11**	**4.76**
Corporate Bond							
APPLE INC 2.1 9/12/2022-22	037833DC1	09/12/2022	2.152	997,573.26	997,627.46	990,620.00	2.67
Berkshire Hathaway Fin Corp 1.45 3/7/2018	084664CE9	03/07/2018	1.004	503,188.17	500,772.52	500,020.00	1.34
Wells Fargo & Company 2.15 1/30/2020	94974BGF1	01/30/2020	1.640	1,017,777.23	1,011,079.95	1,002,720.00	2.72
Westpac Bkg Corp 2.15 3/6/2020	961214DJ9	03/06/2020	2.150	500,000.00	500,000.00	501,345.00	1.34
Sub Total / Average			**1.788**	**3,018,538.66**	**3,009,479.93**	**2,994,705.00**	**8.07**
FFCB Bond							
FFCB 1.16 11/1/2019-17	3133EGA62	11/01/2019	1.184	999,300.00	999,532.47	990,460.00	2.67
FFCB 1.17 10/3/2019-17	3133EGWF8	10/03/2019	1.170	1,000,000.00	1,000,000.00	989,230.00	2.67
FFCB 1.22 4/30/2019	3133EA6M5	04/30/2019	1.139	1,252,911.21	1,251,478.93	1,243,212.50	3.35
FFCB 1.25 3/29/2019-17	3133EFV38	03/29/2019	1.250	1,000,000.00	1,000,000.00	994,140.00	2.67
Sub Total / Average			**1.183**	**4,252,211.21**	**4,251,011.40**	**4,217,042.50**	**11.36**
FHLMC Bond							
FHLMC 1.2 9/28/2018-16	3134G8UN7	09/28/2018	1.200	1,000,000.00	1,000,000.00	997,180.00	2.67
FHLMC MBS 2 5/1/2028	3128MMQU0	05/01/2028	2.003	563,564.52	563,805.95	555,410.86	1.51
FHLMC MBS 2 9/15/2041	3137AM2T3	09/15/2041	1.474	346,714.95	340,207.91	333,127.62	0.93
FHLMC MBS 2.5 4/15/2038	3137A0UL7	04/15/2038	3.295	203,538.71	209,016.17	211,807.41	0.54
FHLMC MBS 2.5 7/15/2032	3137B15Z1	07/15/2032	2.205	525,651.56	520,311.27	524,670.35	1.40
FHLMC Pool # 18469 MBS 2 6/1/2028	3128MMQX4	06/01/2028	2.600	541,475.52	554,657.49	550,065.14	1.45
FHR 3835 BA MBS 4 8/15/2038	3137A9VR4	08/15/2038	2.803	232,623.39	224,668.61	229,273.61	0.62
FHR 4466 NL MBS 3.5 8/26/2021	3137BHDY0	08/26/2021	2.350	775,917.79	775,373.38	772,370.70	2.07
Sub Total / Average			**2.042**	**4,189,486.44**	**4,188,040.78**	**4,173,905.69**	**11.19**
FNMA Bond							
FNMA 1.35 8/26/2019-16	3136G3BF1	08/26/2019	1.350	1,000,000.00	1,000,000.00	985,530.00	2.67
FNMA MBS 1.25 4/25/2028	3136ADEN5	10/14/2020	1.250	427,521.91	427,714.34	414,003.12	1.14
FNMA MBS 1.8 8/21/2020	3136G4LA9	08/21/2020	1.800	1,000,000.00	1,000,000.00	997,580.00	2.67
FNMA MBS 2 12/25/2039	3136A93M8	05/25/2018	1.599	471,194.30	463,945.16	460,168.65	1.26
FNMA MBS 2 2/25/2041	3136A2R39	08/23/2018	3.307	403,623.58	421,401.45	417,747.90	1.08
FNMA MBS 2 7/25/2041	3136A75F5	02/01/2019	3.552	160,166.41	168,460.52	171,175.92	0.43
FNMA MBS 2 8/25/2041	3136A5GF7	02/01/2019	3.695	82,669.53	86,924.37	87,964.57	0.22
FNMA MBS 2.5 1/25/2042	3136A7RJ3	09/01/2018	2.772	222,084.61	224,141.81	225,779.47	0.59
FNMA MBS 2.5 5/25/2039	3136AHAZ3	12/01/2017	2.474	799,489.30	799,489.30	802,799.19	2.14
FNMA MBS 2.5 7/25/2043	3136AF3R3	09/18/2020	2.600	336,613.98	337,489.25	337,558.95	0.90
FNMA MBS 3 1/25/2040	31398SP80	12/08/2019	3.399	183,690.86	186,165.55	189,815.76	0.49
FNMA MBS 4 2/25/2039	31397SE83	12/30/2017	2.540	114,352.50	108,182.81	108,557.11	0.31
FNMA MBS 5 2/25/2038	31396YHT2	07/01/2018	2.156	28,685.86	26,614.89	27,421.58	0.08
FNMA MBS 5 7/25/2050	31398THK0	09/15/2020	4.635	216,188.37	216,188.37	219,781.20	0.58
Sub Total / Average			**2.221**	**5,446,281.21**	**5,466,717.82**	**5,445,883.42**	**14.55**
GNMA Bond							
GNMA MBS 3.5 7/20/2036	38378DX91	05/01/2018	1.244	22,840.81	21,509.89	21,578.51	0.06
GNMA MBS 4.25 2/16/2041	38377VFU5	05/01/2019	3.061	312,126.77	298,299.84	313,612.28	0.83
GNMA MBS 4.5 9/20/2039	38377TG70	07/05/2018	3.704	12,903.95	12,460.06	12,460.06	0.03
GNMA REMIC 2009-54 PH MBS 5 7/20/2039	38374VC98	01/01/2019	2.186	214,048.00	195,185.36	205,264.39	0.57
GNR 09-14 ND MBS 5 3/20/2039	38374XAE5	11/13/2023	4.896	166,506.34	166,506.34	192,616.50	0.44
Sub Total / Average			**3.178**	**728,425.87**	**693,961.49**	**745,531.74**	**1.95**
Local Government Investment Pool							
Local Government Investment Pool LGIP	2015CIP		1.040	138,554.05	138,554.05	138,554.05	0.37
Local Government Investment Pool LGIP	2014CIP		1.040	116,676.76	116,676.76	116,676.76	0.31
Local Government Investment Pool LGIP	2016CIP		1.040	1,647,409.78	1,647,409.78	1,647,409.78	4.40
Local Government Investment Pool LGIP	LGIP		1.040	4,912,633.27	4,912,633.27	4,912,633.27	13.13
Sub Total / Average			**1.040**	**6,815,273.86**	**6,815,273.86**	**6,815,273.86**	**18.21**
Money Market							

AGENDA

American Deposit Mgmnt Co MM	7653751		0.000	3,655.20	3,655.20	3,655.20	0.01
Department of National Resources MM	DNR		1.040	703,067.85	703,067.85	703,067.85	1.88
Huntington Bank MM	1087228306		0.330	483.22	483.22	483.22	0.00
Sub Total / Average			**1.034**	**707,206.27**	**707,206.27**	**707,206.27**	**1.89**
Municipal Bond							
Energy Northwest Wash Elec Rev 2.653 7/1/2020	29270CYN9	07/01/2020	1.805	513,665.00	510,936.49	508,155.00	1.37
Galveston Cnty Tex 4.708 2/1/2019	364195BH9	02/01/2019	1.450	405,131.50	384,692.54	383,860.20	1.08
NEW YORK NY CITY TRANS FIN 4.75 2/1/2020	64971ML34	02/01/2020	2.520	268,984.80	251,126.87	255,040.80	0.72
Stratford Conn Taxable Go UT 4.137 8/15/2021	8628113W4	08/15/2021	2.602	638,232.00	632,783.82	637,584.00	1.71
Sub Total / Average			**2.110**	**1,826,013.30**	**1,779,539.72**	**1,784,640.00**	**4.88**
Negotiable Certificate Of Deposit							
Admirals Bank RI 1.1 8/27/2018	007220AM8	08/27/2018	1.100	249,000.00	249,000.00	249,000.00	0.67
Ally Bank Midvale Utah 1.3 9/30/2019	02006LN66	09/30/2019	1.300	250,000.00	250,000.00	250,000.00	0.67
American Exp Fed Svgs Bnk Instl 1.7 7/23/2018	02587CDW7	07/23/2018	1.700	249,000.00	249,000.00	249,000.00	0.67
American Expr Centurion 1.1 4/30/2018	02587DXH6	04/30/2018	1.100	249,000.00	249,000.00	249,000.00	0.67
Barclays Bank Delaware 1.6 9/17/2018	06740KJH1	09/17/2018	1.600	249,000.00	249,000.00	249,000.00	0.67
BMW BANK NORTH AMERICA 1.3 3/18/2019	05580ADW1	03/18/2019	1.300	249,000.00	249,000.00	249,000.00	0.67
Captial One Bk USA Natl Assn 1.65 7/30/2018	140420TV2	07/30/2018	1.650	249,000.00	249,000.00	249,000.00	0.67
Captial One Natl Assn 1.6 7/16/2018	14042E4R8	07/16/2018	1.600	249,000.00	249,000.00	249,000.00	0.67
Clayton Bank & Trust 1 4/23/2018	184027AP5	04/23/2018	1.000	249,000.00	249,000.00	249,000.00	0.67
Comenity Cap Bank Utah 1.6 7/20/2018	20033ALR5	07/20/2018	1.600	249,000.00	249,000.00	249,000.00	0.67
Compass Bank 1.15 5/7/2018	20451PKP0	05/07/2018	1.150	249,000.00	249,000.00	249,000.00	0.67
Discover Bank 1.15 4/9/2018	254672LF3	04/09/2018	1.150	240,000.00	240,000.00	240,000.00	0.64
East Boston Savings Bank 1.95 9/28/2021	27113PCA7	09/28/2021	1.950	248,000.00	248,000.00	248,000.00	0.66
ENERBANK USA 1.5 12/24/2018	29266NW78	12/24/2018	1.500	248,000.00	248,000.00	248,000.00	0.66
Firstbank Puerto Rico 2.25 9/1/2022	33767A4T5	09/01/2022	2.250	248,000.00	248,000.00	248,000.00	0.66
FLUSHING BANK 1.5 12/17/2018	34387ABS7	12/17/2018	1.500	248,000.00	248,000.00	248,000.00	0.66
Goldman Sachs Bank USA 2.35 8/30/2022	38148PNS2	08/30/2022	2.350	248,000.00	248,000.00	248,000.00	0.66
HSBC BANK USA 2.45 3/21/2022	40434YGK7	03/21/2022	2.450	248,000.00	248,000.00	248,000.00	0.66
Investors Bank/Short Hills 1.25 11/29/2019	46176PFT7	11/29/2019	1.250	249,000.00	249,000.00	249,000.00	0.67
Israel Discount Bk of NY 1.3 9/16/2019	465076JL2	09/16/2019	1.300	250,000.00	250,000.00	250,000.00	0.67
KEY BANK NA 1.5 12/24/2018	49306SVW3	12/24/2018	1.500	248,000.00	248,000.00	248,000.00	0.66
MBank Manitisque MI 1.55 12/30/2019	55275FKK3	12/30/2019	1.550	249,000.00	249,000.00	249,000.00	0.67
Medallion Bank Utah 1.55 7/20/2018	58403BY26	07/20/2018	1.550	249,000.00	249,000.00	249,000.00	0.67
PINNACLE BANK TN 2 9/21/2021	72345SFV8	09/21/2021	2.000	248,000.00	248,000.00	248,000.00	0.66
THIRD FED SVGS & LN ASSN 2 9/15/2021 (Mar-Oco)	88413QBR8	09/15/2021	2.000	161,000.00	161,000.00	161,000.00	0.43
THIRD FED SVGS & LN ASSN 2 9/15/2021	88413QBR8	09/15/2021	2.000	248,000.00	248,000.00	248,000.00	0.66
TIAA FSB 2.2 9/14/2022	87270LAT0	09/14/2022	2.200	248,000.00	248,000.00	248,000.00	0.66
Virginia Partners Bank 1.25 1/27/2020	928066AR0	01/27/2020	1.250	250,000.00	250,000.00	250,000.00	0.67
Washington Trst Westerly 1.2 8/30/2019	940637HS3	08/30/2019	1.200	250,000.00	250,000.00	250,000.00	0.67
Webster Bank 1.15 4/15/2019	94768NKM5	04/15/2019	1.252	248,253.00	248,637.76	249,000.00	0.66
Wells Fargo Bank NA 1.5 12/17/2018	9497482Z9	12/17/2018	1.500	248,000.00	248,000.00	248,000.00	0.66
Wex Bank Midvale Utah 1.2 8/12/2019	92937CEG9	08/12/2019	1.200	250,000.00	250,000.00	250,000.00	0.67
Whitney Bank/MS 1.7 1/27/2020	966594AW3	01/27/2020	1.700	248,000.00	248,000.00	248,000.00	0.66
Sub Total / Average			**1.562**	**8,112,253.00**	**8,112,637.76**	**8,113,000.00**	**21.68**
SBA							
SBA DEV PART CERT MBS 2.76 10/1/2031	83162CUH4	02/14/2019	1.706	546,620.28	523,996.32	524,548.46	1.46
Sub Total / Average			**1.706**	**546,620.28**	**523,996.32**	**524,548.46**	**1.46**
Total / Average			**1.620**	**37,423,164.21**	**37,328,719.46**	**37,302,591.05**	**100**

AGENDA

MARINETTE COUNTY

PROCUREMENT POLICY

(EFFECTIVE DATE: _____)

DRAFT

AGENDA

Table of Contents

Sec. 1.01 - Application 3
Sec. 1.02 - Purchasing agents 3
Sec. 1.03 - Source selection and contract formation 4
Sec. 1.04 - Specifications 7
Sec. 1.05 - Bonds and bid security 7
Sec. 1.06 – Architect, Engineer or Land Surveying service 8
Sec. 1.07 - Debarment or suspension 9
Sec. 1.08 - Assistance to small and disadvantaged businesses 10
Sec. 1.09 - Application 10
Sec. 1.10 – Cooperative Purchasing under contract negotiated by the State of Wisconsin 10

DRAFT

AGENDA

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 Building and Property 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.

DRAFT

AGENDA

(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.

(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 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 method as is consistent with State law.

(b) *Request for proposals.* Proposals shall be solicited through a request for proposals.

AGENDA

(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.* 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 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 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 contract not exceeding $25,000.00 may be made in accordance with the small purchase procedure; however, purchases shall not be artificially divided so as to constitute a small purchase under this section. For purchases over $5,000.00 a request for quotes will be published on the County website and through a class one notice, If possible, at least three businesses shall be solicited to submit quotations 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, 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 contract may be 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 contract related to the

DRAFT

AGENDA

sole source procurement over $5,000 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 Finance 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

DRAFT

AGENDA

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

AGENDA

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:

AGENDA

(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 Statue.

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.

DRAFT

AGENDA

DRAFT

MARINETTE COUNTY

UNIFORM GRANT GUIDANCE POLICIES AND PROCEDURES

(EFFECTIVE DATE: _____)

AGENDA

TABLE OF CONTENTS:

I. PURPOSE 5

II. COUNTY WIDE INTERNAL CONTROLS 5

1. BUDGET 5
2. CASH RECEIPTING 5
3. GENERAL BILLING 5
4. GENERAL LEDGER 5
5. PURCHASING 5
6. ACCOUNTS PAYABLE 5

III. POLICY ON MANAGEMENT OF GRANT FUNDS 6

IV. ALLOWABLE COSTS 6

1. POLICY 6
2. DETERMINING ALLOWABLE COSTS 7
   - A. FRAMEWORK FOR ANALYZING ALLOWABLE COSTS 7
   - B. ALLOWABLE COSTS 7
   - C. COSTS FORBIDDEN BY FEDERAL LAW 8
   - D. UNALLOWABLE COSTS UNDER THE OMNI-CIRCULAR 8
   - E. ALLOWABLE/UNALLOWABLE COSTS FOR STATE PROGRAMS 8
   - F. PROGRAM ALLOWABILITY 8
   - G. FEDERAL COST PRINCIPLES 8
   - H. PROGRAM SPECIFIC FISCAL RULES 9
   - I. APPROVED PLANS, BUDGET, AND SPECIAL CONDITIONS 9
   - J. REVISION OF BUDGET AND PROGRAM PLANS 9
   - K. TRAINING 10

V. PROCEDURE VIOLATIONS 10

VI. PURCHASING 10

1. POLICY 10
2. PROCEDURES 10
3. ACCOUNTS PAYABLE 11

VII. CONFLICT OF INTEREST 11

1. EMPLOYEE CONFLICT OF INTEREST 12

AGENDA

2. ORGANIZATIONAL CONFLICT OF INTEREST 12
3. DISCLOSING CONFLICT OF INTEREST 12
VIII. CASH MANAGEMENT 12
1. POLICY 12
2. PROCEDURES: CASH/CHECKS RECEIVED 12
A. DAILY CASH MANAGEMENT 12
B. BANK ACCOUNT RECONCILIATION 12
3. ADVANCE PAYMENTS 13
A. DEFINITIONS 13
B. ADVANCE PAYMENT PROCEDURE 13
IX. DOCUMENTATION OF PERSONNEL EXPENSES TIME AND EFFORT REPORTING AND APPROVAL PROCESS 13
1. POLICY 13
2. DEFINITIONS 14
3. PROCEDURES 14
A. STANDARDS FOR DOCUMENTATION OF PERSONNEL EXPENSES 14
B. RECONCILE ANNUALLY 14
C. DOCUMENTATION RETENTION 14
D. EMPLOYEE ACCOUNTABILITY AND SANCTIONS 15
X. EQUIPMENT AND SAFEGUARDING ASSETS 15
1. POLICY 15
2. PROCEDURES 15
3. DISPOSAL 15
XI. MATCHING 15
1. POLICY 15
2. PROCEDURES 15
XII. ELIGIBILITY 15
1. POLICY 15
2. PROCEDURES 16
XIII. REPORTING 16
1. POLICY 16
2. PROCEDURES 16

AGENDA

XIV. PERIOD OF PERFORMANCE 16

1. POLICY 16

2. PROCEDURES 16

XV. SUBRECIPIENT AND CONTRACTOR DETERMINATION AND MONITORING 16

1. POLICY 16

2. REQUIREMENTS FOR PASS THROUGH 17

3. SUBRECIPIENT MONITORING 17

AGENDA

I. PURPOSE

Documentation of County's Policies and Procedures related to the Federal grants is required under the U.S. Office of Management and Budget's (OMB) Uniform Grant Guidance applicable to any new Federal grants (including pass-through federal funds) issued after December 26, 2014. The December 31, 2015 audit was the first one subject to the new requirements. This policy is also intended to provide guidance to all grants received by the County in addition to Federal Grants.

II. COUNTY WIDE INTERNAL CONTROLS

The County has in place a system of internal controls used to process its various financial transactions. The internal controls are documented and contain various approval levels and segregation of duties. All Grants are subject to the County wide internal controls and the applicable policies and procedures in addition to the OMB requirements. A brief summary of the County wide internal controls follows:

1. **BUDGET**
   The County's original budget is prepared by the County Administrator and submitted to the County Board for approval. Each department head is responsible for their part of the budget. Budget amendments are requested at the department level and depending on type are either ultimately approved by the County Administrator, Finance Committee and/or County Board.

2. **CASH RECEIPTING**
   Departments receiving monies have access to the financial software's cashiering module. All funds received are entered into cashiering and a receipt is produced. Cash drawers are settled weekly and verified to the deposit by the Treasurer's office before being posted to the general ledger. Electronic deposits are entered and reconciled by the Finance Department.

3. **GENERAL BILLING**
   Invoices are entered into the County's financial software and payments are received through Cashiering by the Department's or Treasurer's office. Outstanding receivables are reviewed and balanced to supporting documentation. Invoices outstanding after three months are written-off after being approved by the committee of jurisdiction and forwarded to the Finance Department for collection.

4. **GENERAL LEDGER**
   Monthly bank to general ledger reconciliations are performed by the Finance Department. Journal entries are processed by Finance personnel and posted when approved. Entries contain interdepartmental billings, redistributions, revenue recognition and other auditing adjustments. Supporting documentation is attached to the posted journal entries.

5. **PURCHASING**
   Each department head serves as purchasing agent for their department. Funds must be available in the budget before purchase.

6. **ACCOUNTS PAYABLE**
   Department Heads or their authorized representative acknowledge acceptance of the service or product and approve the invoice for payment. Invoices are reviewed and processed for payment by the Finance Department. Payments are processed in the County Clerk's office and

AGENDA

distributed by the County Treasurer. Electronic payments are entered and reconciled by the Finance Department.

III. POLICY ON MANAGEMENT OF GRANT FUNDS

The following sets forth a policy on the management of grant funds received by Marinette County (sometimes referred to hereinafter as "the County). This policy is designed to provide financial accountability and compliance with specific federal requirements applicable to each federal program.

- A **Grant Information Form** (Form) will be completed for each award received by the County. The County department receiving the grant will be responsible for completion of the Form. Assistance in completing the Form is available from the Purchasing/Grant Accountant in the Finance Department if requested.

- Applicable federal compliance requirements will be obtained from the latest Matrix of Compliance Requirements included in federal supplements. The Matrix is included in the compliance supplement for OMB A-133 which can be found at cfda.gov. Each applicable compliance requirement will contain documentation on the specific procedures and controls that are in place to assure compliance and shall be indicated on Page 2 of the Form.

- Forms will be completed prior to March 1 of each year for all grants included in the County's annual budget. For grants awarded after the start of the year, the Form will be completed prior to grant expenditures being expended.

- Completed Forms with all relevant documentation and attachments will be retained by the administering department. A copy of the Form will be submitted to the Purchasing/Grant Accountant in the Finance Department.

IV. ALLOWABLE COSTS

1. POLICY

ALLOWABLE USE OF FUNDS

The County will only charge costs for allowed activities to each grant. All costs charged to grants will conform to applicable cost principles and/or will be allowable costs under the grant provisions.

DEFINITIONS:

- Allowable cost: A cost that complies with all legal requirements that applies to a particular program including statutes, regulations, guidance, applications and approved grant awards.
- Omni Circular: OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- CFR: Code of Federal Regulations
- 2CFR 200s: Federal cost principles that provide standards for determining whether costs may be charged to Federal grants. All grantees and sub-grantees are required to follow the cost principles set out in 2 CFR 200s http://cfda.gov.

AGENDA

- Advance Payment: A payment that an awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the entity disburses the funds for program purposes.

2. DETERMINING ALLOWABLE COSTS

A. FRAMEWORK FOR ANALYZING ALLOWABLE COSTS

Grant programs are governed by a variety of rules including statutes, regulations, and non-regulatory guidance. To determine whether a cost may be paid with grant funds, i.e. whether the cost is permissible, staff must be familiar with these rules and how they work together.

Generally, when analyzing whether a particular cost is permissible, it is useful to perform the following analysis:

- Is the cost specifically included in the County's approved grant budget?
- Is the cost forbidden by Federal laws such as 2 CFR 200s? (see below for examples)
- Is the cost permissible under the relevant Federal/State program?
- Is the cost consistent with the Federal cost principles in 2 CFR 200s?
- Is the cost consistent with program specific fiscal rules?
- Is the cost consistent with an approved program plan and budget, as well as any special conditions imposed on the grant?

While there are other important considerations County staff must take into account when analyzing whether a specific proposed cost is permissible, the above questions can provide a useful framework for the analysis.

B. ALLOWABLE COSTS

Costs that may be allowable under 2 CFR 200s under specific conditions:

- Advisory councils
- Audit costs and related services
- Bonding costs
- Communication costs
- Compensation for personal services
- Depreciation and use allowances
- Employee morale, health, and welfare costs
- Equipment and other capital expenditures
- Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs
- Insurance and indemnification
- Maintenance, operations, and repairs
- Materials and supplies costs
- Meetings and conferences
- Memberships, subscriptions, and professional activity costs
- Security costs
- Professional service costs
- Proposal costs
- Publication and printing costs
- Rearrangement and alteration costs

AGENDA

- Rental costs of building and equipment
- Training costs
- Travel costs

C. COSTS FORBIDDEN BY FEDERAL LAW

2 CFR 200s identifies certain costs that may never be paid with Federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with Federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. There are other important restrictions that apply to Federal funds, such as those detailed in 2 CFR 200s; thus, this list is not exhaustive.

D. UNALLOWABLE COSTS UNDER THE OMNI-CIRCULAR

- Advertising and public relations costs (with limited exceptions) are prohibited, includes promotional items and memorabilia, including models, gifts and souvenirs
- Alcoholic beverage
- Bad debts
- Contingency provisions (with limited exceptions)
- Fundraising and investment management costs (with limited exceptions)
- Donations
- Contributions
- Entertainment (amusement, diversion, and social activities and any associated costs)
- Fines and penalties
- General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs))
- Goods or services for personal use
- Interest

E. ALLOWABLE/UNALLOWABLE COSTS FOR STATE PROGRAMS

State guidelines will be followed for allowable and unallowable costs.

F. PROGRAM ALLOWABILITY

Any cost paid with grant funds must be permissible under the grant program that would support the cost.

Many programs detail specific required and/or allowable uses or activities of funds. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis related to allowable costs.

G. FEDERAL COST PRINCIPLES

The Omni-Circular defines the parameters for the permissible uses of Federal funds. While there are many requirements contained in it, it includes five core principles that serve as an important guide for effective grants management. These core principles require all costs to be:

- **Necessary** for the proper and efficient performance or administration of the program.

AGENDA

- **Reasonable.** In other words, it should be clear to an outside observer why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- **Allocable** to the Federal program that paid for the cost. This means that a program must benefit in proportion to the amount charged to the Federal program—for example, if a worker is paid 50% with funds from Program A, the worker must work in Program A at least 50% of the time. This also means that recipients need to be able to track items or services purchased with Federal funds so they can prove they were used for Federal program purposes.
- **Authorized** under state and local rules. This means that all actions carried out with Federal funds must be authorized and not prohibited by state and local laws and policies.
- **Adequately documented.** A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spend over the lifecycle of the grant.

The Omni-Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with Federal funds.

H. PROGRAM SPECIFIC FISCAL RULES

All programs have specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc. have an important impact when analyzing whether a particular cost is permissible.

Many state administered programs require grantees to use Federal program funds to supplement the amount of state, local (and in some cases other Federal) funds they spend on program costs, and not to supplant – or replace – those funds. Generally, the "supplement, not supplant" provision means that Federal funds must be used to supplement the level of funds from non-Federal sources by providing additional services, staff, programs, or materials. In other words, Federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and in some cases with other Federal funds).

I. APPROVED PLANS, BUDGETS, AND SPECIAL CONDITIONS

All costs must be consistent with approved program plans and budgets. Costs must also be consistent with all terms and conditions of grant awards, including any special conditions imposed on the County's grants. All grants must be included in the County's budget per procedures detailed in County Ordinance Chapter 3 Finance and Taxation, Section 3.17 Grants and Donations.

J. REVISION OF BUDGET AND PROGRAM PLANS

The budget plan is the financial expression of the project or program as approved during the grant application process. It shall be related to performance for program evaluation purposes whenever appropriate.

During the year, funding strategies may change for a variety of reasons. If an allowable cost is not in the original budget, a budget amendment must be submitted.

AGENDA

Grant guidance should be referenced to determine if approval shall be obtained whenever any of the following changes is anticipated under a non-construction award:

- Revision which would result in the need for additional funding.
- Cumulative transfers among direct cost categories or among separately budgeted programs, projects, functions, or activities.

K. TRAINING

Each county department will ensure training on the allowable use of grant funds to all staff involved in the program(s) through activities such as:

- Distributing guidance documents;
- Distributing County policies and procedures;
- Developing templates, checklists and other guidance documents as appropriate;
- Internal training sessions;
- Routine staff meetings; and
- Informal technical assistance.

The county department will promote coordination between all staff involved in grant programs through activities such as:

- Routine staff meetings;
- Joint training sessions;
- Policies and procedures that address all aspects of grants management;
- Sharing information that has cross-cutting impact such as single audits, monitoring reports, letters from oversight entities, etc.

V. PROCEDURE VIOLATIONS

Any County employee who violates this Procedure will be subject to appropriate discipline as defined in the Marinette County Personnel Policies and Procedures.

VI. PURCHASING

1. POLICY

The purpose of a procurement policy is to ensure the County's funds are appropriately spent in the most cost effective manner and that the purchase has been approved by the required administrative hierarchy. The policy will also assist County employees in understanding the procurement process.

2. PROCEDURES

<u>ACCEPTABLE METHODS OF PROCUREMENT</u>

The following five methods are acceptable methods of procurement per the uniform grant guidance. The County Procurement Policy (County Ordinance 3.01) shall be followed when more stringent.

AGENDA

A. **Micro-purchases** of supplies and services $3,000 or less ($2,000 for purchases subject to Davis-Bacon) do NOT require quotes to be received and effort should be made to distribute evenly these purchases to qualified suppliers.

B. **Small purchases** from supplies or other property and services in excess of $3,000 and not exceeding $150,000 do require quotes but NO pricing analysis. If used, price or rate quotations must be obtained from an adequate number of qualified sources.

C. **Sealed bids** are required for purchases of $150,000 or greater. Sealed bids are publicly solicited. Bids will be opened publicly and awarded based on firm-fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest price.

D. **Competitive proposals** used for projects over $150,000 and may be fixed price or cost reimbursement

   a. This method is typical for architectural/engineering professional services and price is not used. Instead contract is awarded to most qualified competitor with compensation subject to negotiation.

   b. Section 200.320(d) contains specific requirements for competitive proposals

E. **Noncompetitive proposals** (sole source) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

   a. Item is only available from a single source;

   b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

   c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

   d. After solicitation of a number of sources, competition is determined inadequate.

3. ACCOUNTS PAYABLE

Accounts payable shall be processed in accordance with the procedures documented in the Finance Department Manual.

VII. CONFLICT OF INTEREST

In compliance with the uniform grant guidance implementation the following conflict of interest policies must be followed.

AGENDA

1. **EMPLOYEE CONFLICT OF INTEREST**
   The County must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The officers, employees, and agents of the County may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. These written standards are included in the Marinette County Code of Ordinance Chapter 2 County Government and Chapter 3.01 Finance and Taxation.

   The standards include the following provisions: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by an award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

2. **ORGANIZATIONAL CONFLICT OF INTEREST**
   Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a procurement action involving the related organization.

3. **DISCLOSING CONFLICT OF INTEREST**
   The County must disclose in writing any potential conflict of interest to the granting agency in accordance with applicable awarding agency policy.

VIII. CASH MANAGEMENT

1. **POLICY**
   The drawdown of grant funds will, in most cases, only be made to request reimbursement of incurred costs. If advances on grant funds are received, assurance will be made to follow applicable grant limitations and requirements.

2. **PROCEDURES: CASH/CHECKS RECEIVED**
   Incoming cash receipts shall be processed in accordance with Marinette County Finance Department Manual.

   A. **DAILY CASH MANAGEMENT**
      The Marinette County Treasurer is charged with the daily management of the bank accounts and cash reserves of the County.

   B. **BANK ACCOUNT RECONCILIATION**
      The Finance Department is responsible for reconciling the bank account with the County's general ledger in accordance with Marinette County Finance Department Manual.

AGENDA

3. ADVANCE PAYMENTS

A. DEFINITIONS

Advance payment means a payment that an awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-granting entity disburses the funds for program purposes.

B. ADVANCE PAYMENT PROCEDURE

If the County receives payment in advance it must maintain or demonstrate the willingness to maintain both written procedures that: 1) minimize the time elapsing between the receipt of funds and disbursement of said funds through grant activities and 2) maintain a financial management system that meet the standards for fund control and accountability.

Non-granting entities must be authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act.

Advance payments received:

- Must be deposited and maintained in insured accounts whenever possible
- Must be maintained in interest-bearing accounts, unless the following apply:
- The County receives less than $120,000 in awards per year.
- The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on cash balances. Interest earned amounts up to $500 per year may be retained by the County for administrative expense. If the County earns any additional interest on advance payments deposited in interest-bearing accounts, it must be remitted to grantor.

IX. DOCUMENTATION OF PERSONNEL EXPENSES TIME AND EFFORT REPORTING AND APPROVAL PROCESS

1. POLICY

All employees whose compensation is paid, in full or in part, with grant funds (including those used to meet a match/cost share requirement) must maintain time and effort records in accordance with the grant standards. Employees must provide the information required on a timely basis and in accordance with all procedures. Time and effort records must be maintained in order for the County to charge employee compensation costs to grant; thus, compliance with these procedures prevents disallowance of salary and wages charged to a grant.

Compensation for employees engaged in work on grant awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the County. In cases where similar work for grant awards is not found in other activities of the County, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the County competes for the kind of similar work involved.

AGENDA

2. **DEFINITIONS**

Cost Objective: Costs that require the County to track expenditure information to ensure it spends a specific amount for a specific purpose.

Employee Compensation: Compensation paid to an employee including salaries, and other benefits paid to an employee for services rendered during the grant period. The County may require specific groups of employees to complete additional time records as verification of services rendered during an award period.

Multiple Cost Objectives Employees: Employees who work on multiple cost objectives such as:

- More than one award or funding source;
- More than one activity within an award that is separately tracked by the County including match and in-kind contributions.

Single Cost Objective Employees: Employees who work exclusively on one cost objective.

3. **PROCEDURES**

All employees paid with grant funds must adhere to the following procedures to complete the appropriate time and effort records. These procedures also apply to employees paid with non-grant funds that are used as a match (or in-kind contribution) in a grant program.

A. STANDARDS FOR DOCUMENTATION OF PERSONNEL EXPENSES

Charges to grant awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the County;
- Reasonably reflect the total activity for which the employee is compensated by the County, not exceeding 100% of compensated activities.
- Encompass both grant assisted and all other activities compensated by the County on an integrated basis, but may include the use of subsidiary records.
- Comply with the established accounting policies and practices of the County.
- Support the distribution of the employee's salary or wages among specific activities or cost objectives.

Budget estimates alone do not qualify as support for charges to grant awards, but may be used for interim accounting purposes, provided that:

B. RECONCILED ANNUALLY

When it is the County's practice to charge employee compensation costs to grant programs based on budget estimates that reasonably approximate how an employee will work during the year, the County will reconcile the payroll charges annually to actual.

If the County/Department identifies a variance between how an employee's salary was charged and how the employee actually worked, the Finance Department will be notified and an adjustment will be made through payroll so that the amount charged to grant funds reflects the employee's actual time and effort.

C. DOCUMENT RETENTION

Time and effort records must be maintained for a period of seven (7) years.

AGENDA

D. EMPLOYEE ACCOUNTABILITY AND SANCTIONS

Failure to follow the established provisions of time and effort reporting may subject the individuals or departments responsible to disciplinary actions in accordance with the County's disciplinary procedures.

X. EQUIPMENT AND SAFEGUARDING ASSETS

1. POLICY

The maintenance of accurate records of County-owned fixed assets is essential. The Finance Department is responsible for establishing and maintaining an inventory system which will account for these assets on an annual basis. Such fixed-asset management shall be done in accordance with the Marinette County Finance Department Manual.

2. PROCEDURES

All employees must adhere to the County procedures to ensure goods are maintained in a properly controlled and secured environment.

3. DISPOSAL

All County property and equipment deemed surplus shall be disposed of at the discretion of the Buildings and Property Committee.

Disposition of the equipment that is no longer used, that was purchased under a grant program, will be made in accordance with the awarding agency disposition instructions.

XI. MATCHING

1. POLICY

Any matching, local level of effort or earmarking requirements of any grant award will be met using only allowable funds or costs which are properly calculated and valued.

2. PROCEDURES

A cost claimed for reimbursement or used to meet cost sharing or matching requirements in any grant (including in-kind contributions) cannot be claimed for reimbursement or used to meet cost sharing or matching requirements in another grant (unless otherwise permitted in the grant agreement).

XII. ELIGIBILITY

1. POLICY

Only eligible individuals and organizations will receive assistance under grant programs. Sub-awards of grant funds will only be made to eligible sub-recipients. In addition, amounts provided to eligible individuals and organizations will be calculated in accordance with program requirements and restrictions.

AGENDA

2. PROCEDURES

Specific procedures regarding eligibility for each program will be developed based on criteria established by the program.

XIII. REPORTING

1. POLICY

Reports of grant awards required to be submitted to the awarding agency or pass-through entity will be prepared with all activity of the reporting period, be supported by underlying accounting or performance records, and be fairly presented in accordance with grant requirements.

2. PROCEDURES

Personnel assigned to prepare, review, and approve reports will possess the required knowledge, skills and abilities necessary to adequately complete the task.

The underlying accounting and other performance records used to prepare the reports will be monitored and reviewed for completeness prior to the reports being submitted. The basis of accounting method required by the grant award will be used in the preparation of the data and report.

Supervisory review of reports will be completed to assure accuracy and completeness of data and information included in the reports.

Each department will be responsible to ensure that reports are submitted when due. The Finance Department will monitor for compliance on an annual basis.

XIV. PERIOD OF PERFORMANCE

1. POLICY

The County will only incur expenditures during the grant period of performance. Management is committed to complying with the period of performance as specified in the grant agreement.

2. PROCEDURES

County management responsible for complying with grant requirements will communicate the grant period of performance to the employees approving expenditures and processing disbursements for payment. All applicable employees will be made aware of the grant period of performance.

XV. SUB-RECIPIENT AND CONTRACTOR DETERMINATION AND MONITORING

1. POLICY

In determining whether a purchase for service contract providers are considered sub-recipients or contractors, the substance of the relationship is more important than the form of the agreement. Determination of whether a purchase of service provider is a sub-

AGENDA

recipient or a contractor is the responsibility of the Department Head (or his/her designee) of the department receiving the grant.

The Department Head (or his/her designee) must complete the "Checklist for Federal Sub-recipient and Contractor Determination" form at the beginning of each award period when there are service contract providers involved. The checklist can apply to multiple years as long as the determination does not begin or end after the project period of the applicable funding. If an organization engages in multiple contracts or has multiple encumbrance documents and a difference in the relationship exists, a new determination checklist should be completed. (Please refer to the "Guide for Completing the Sub-recipient and Contractor Determination" Checklist for more information.)

2. REQUIREMENTS FOR PASS THROUGH

The Uniform Grant Guidance expanded the elements that are required to be included in each sub-recipient agreement. The County will ensure that our standard sub-recipient agreements contain all the required data elements (please refer to 2 CFR § 200.331 for an all-inclusive list of the 15 specific data elements). These requirements include the following:

Must clearly identify the agreement as a sub-award, must provide the following information, and if not available provide the best available information:

- Federal award identification
- Sub-recipient's name and DUNS number
- Federal award identification number and date
- Sub-award period of performance, start and end
- Amount of Federal funds obligated and total amount of Federal funds obligated to the sub-recipient
- Federal award project description
- Name of Federal awarding agency, and other Past Through Entities (PTE)s
- CFDA number and name for each payment at the time of disbursement
- Identify whether the award is R&D
- Indirect cost rate (ICR)
- Approved federally recognized ICR
- Rate negotiated between the PTE and sub-recipient
- A De Minimis ICR

3. SUBRECIPIENT MONITORING

To comply with the Uniform Grant Guidance, the County is required to do the following:

- Perform risk assessments to determine appropriate sub-recipient monitoring
- Perform appropriate and ongoing monitoring of each sub-recipient. On-site reviews, training, technical assistance, and contracting for an agreed-upon procedure engagement for monitoring are all examples of various monitoring efforts that may be employed
- Review reports that the pass-through entities require of the sub-recipient
- Review sub-recipient's audits, as considered necessary
- Consider how to address sub-recipient noncompliance
- Issue a management decision for audit findings of the sub-recipient within six months

AGENDA

Some examples of items the County may consider when performing these risk assessments include:

General Assessment
Does the sub-recipient have the maturity to manage the grant funds?
Has there been staff turnover at the sub-recipient, either in the fiscal or programmatic areas?
To what extent has the sub-recipient developed or implemented new or substantially changed systems?
How long has the sub-recipient been in business?

Monitoring & Audit Assessment
What did prior audits report with respect to internal control or noncompliance findings?
Has any on-site monitoring been performed in the recent years and, if so, what were the results of those monitoring visits?

Financial System Assessment
Does the sub-recipient have an effective financial management system in place?
Does the accounting system identify the receipts and expenditures of program funds separately for each award?

Overall Fiscal Assessment
How material is our funding in terms of overall funding for the sub-recipient?
Has the sub-recipient been untimely in the drawdown of funds?

Financial Stability Assessment
What does the current and prior year financial statements report as far as financial strength?
Has the sub-recipient been able to meet its cash needs?

Program Assessment
What is the program manager's assessment of the services from a programmatic perspective?
Has the sub-recipient been meeting its current reporting requirements?
Does the sub-recipient also subcontract funds to other providers?

The aforementioned risk considerations are not all inclusive; additional considerations may be necessary to document key risks, the assessment of these risks, and how the identified risks affect the extent of monitoring to be performed.

AGENDA

FINANCE COMMITTEE MEETING
APPROPRIATION ENTRIES DECEMBER 11, 2017

Department	2017 ENTRIES	JE#/Period	Amount	Increase/Decrease	Org	FROM
HHSD	Transfer to increase revenue and expenses for monies received from the Lakes	59/2017/12	75.00	Increase	54326000	48511
	District to be used for the Treatment Drug Court program client incentives		75.00	Increase	54326000	52980
	(PENDING HHSD COMMITTEE APPROVAL 12/13/17)					
	(Note: Shaded items use contingency funds.)					
	County Board Approval:					
	(Note: Shaded items use contingency funds.)					

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
ACE HARDWARE	**0**	51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/24/2017**	ACE HDWE - office tools	$ 33.98
	0 Total						**$ 33.98**
ALADDIN FIRE PROTECT	**12595**	51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/14/2017**	QRTLY INSP SPRINKLER RISER - MARINETTE COURTHOUSE	$ 150.00
		51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/14/2017**	QTRLT INSP SPRINKLER - LAW ENF CNTR MARINETTE	$ 450.00
		51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/14/2017**	QTRLY INSP SPRINKLER - STEPH PUB LIB MARINETTE	$ 300.00
	12595 Total						**$ 900.00**
	12180	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**10/16/2017**	SEMI-ANNUAL INSP OF KITCHEN FIRE SUPPR SYSTEM	$ 104.85
	12180 Total						**$ 104.85**
ALDI 64002	**0**	51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	ALDI 64002	$ 61.82
	0 Total						**$ 61.82**
AMAZON MKTPLACE PMTS	**0**	51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**10/27/2017**	AMAZON MKTPLACE PMTS - office supplies/phones	$ 785.51
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**10/27/2017**	AMAZON MKTPLACE PMTS - cisco side car	$ 170.00
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/10/2017**	AMAZON MKTPLACE PMTS - wireless keyboard, projecto	$ 1,124.99
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/10/2017**	AMAZON MKTPLACE PMTS - cables	$ 70.15
		51450000	**INFORMATION SERVICES**	OFFICE SUPPLIES	**10/27/2017**	AMAZON MKTPLACE PMTS - office supplies/phones	$ 24.99
		51450000	**INFORMATION SERVICES**	OFFICE SUPPLIES	**11/03/2017**	AMAZONPRIME MEMBERSHIP	$ 99.76
		51450000	**INFORMATION SERVICES**	SOFTWARE	**11/17/2017**	AMAZON MKTPLACE PMTS - amphenol telco gender chang	$ 16.95
		51450000	**INFORMATION SERVICES**	SOFTWARE	**11/17/2017**	AMAZON MKTPLACE PMTS - RJ11 cord extension	$ 10.49
		51520000	**COUNTY TREASURER**	OFFICE SUPPLIES	**11/17/2017**	AMAZON MKTPLACE PMTS - amphenol telco gender chang	$ 130.00
	0 Total						**$ 2,432.84**
AMAZON.COM	**0**	51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/03/2017**	AMAZON.COM - projector screen training room	$ 79.90
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/17/2017**	AMAZON.COM - 4 mice	$ 79.80
	0 Total						**$ 159.70**
BADGER AUTO REPAIR	**0**	51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**11/17/2017**	#41 Oil Change	$ 55.72
	0 Total						**$ 55.72**
BALL AUTO PARTS 0002	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	GROUNDS MAINTENANCE	**11/24/2017**	STEINER PARTS	$ 85.96
	0 Total						**$ 85.96**
BATTERIES PLUS BULBS	**0**	51640000	**COURTHOUSE**	TELEPHONE	**10/27/2017**	REPLACEMENT PHONE BATTERY	$ 24.50
	0 Total						**$ 24.50**
BELSON COMPANY	**0**	51640000	**COURTHOUSE**	JANITORIAL SUPPLIES	**11/17/2017**	Janitorial	$ 23.82
		51640000	**COURTHOUSE**	JANITORIAL SUPPLIES	**11/17/2017**	Janitorial Supplies Jail	$ 1,664.68
		51640000	**COURTHOUSE**	JANITORIAL SUPPLIES	**11/24/2017**	Janitorial	$ 136.52
	0 Total						**$ 1,825.02**
BRITE COMPUTERS	**0**	51450000	**INFORMATION SERVICES**	SOFTWARE	**10/27/2017**	BRITE COMPUTERS - LEC 2FA	$ 4,200.00
		51450000	**INFORMATION SERVICES**	SOFTWARE	**11/03/2017**	BRITE COMPUTERS - netmotion license and support	$ 1,740.70
	0 Total						**$ 5,940.70**
CAPP USA	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	EQUIPMENT MAINTENANCE	**11/24/2017**	JAIL KITCHEN	$ 196.77
	0 Total						**$ 196.77**
CDW GOVERNMENT	**0**	51420000	**COUNTY CLERK**	OFFICE SUPPLIES	**10/27/2017**	CDW GOVT #KQB6545 - laserjet printer	$ 143.79
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/03/2017**	CDW GOVT #KQR8826 - fiber patch cables	$ 67.05
		51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/17/2017**	CDW GOVT #KTT4217 - monitors	$ 151.69
		51450000	**INFORMATION SERVICES**	EQUIP & MATERIALS ACQUISITION	**10/27/2017**	CDW GOVT #KPN2644 - city rebill	$ 11,976.50
		51450000	**INFORMATION SERVICES**	OTHER TRAVEL EXPENSE	**10/27/2017**	CDW GOVT #KNR1585 - city rebill	$ 107.12
		51520000	**COUNTY TREASURER**	OFFICE SUPPLIES	**11/17/2017**	CDW GOVT #KTQ0546 - adobe licenses for Treasurer	$ 622.16
	0 Total						**$ 13,068.31**
	12342	51450000	**INFORMATION SERVICES**	PURCHASE OF SERVICE	**11/03/2017**	CLIENT # 1917657	$ 270.00
	12342 Total						**$ 270.00**
CELLCOM	**0**	51410000	**COUNTY ADMINISTRATOR**	TELEPHONE	**11/03/2017**	CELLCOM 1530082 10/5/17 Bill	$ 39.54
		51450000	**INFORMATION SERVICES**	TELEPHONE	**11/17/2017**	CELLCOM - internet service invoice	$ 110.07
		51640000	**COURTHOUSE**	TELEPHONE	**11/03/2017**	OCTOBER CELL PHONE SERVICE	$ 158.75
	0 Total						**$ 308.36**
CENTURYLINK	**0**	51110000	**COUNTY BOARD**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 10.29
		51110000	**COUNTY BOARD**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 1.06
		51320000	**CORPORATION COUNSEL**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 15.44
		51320000	**CORPORATION COUNSEL**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 1.76
		51410000	**COUNTY ADMINISTRATOR**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 15.44
		51410000	**COUNTY ADMINISTRATOR**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 0.76
		51420000	**COUNTY CLERK**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 25.73

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
CENTURYLINK	**0**	51420000	**COUNTY CLERK**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 2.87
		51450000	**INFORMATION SERVICES**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 128.66
		51450000	**INFORMATION SERVICES**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 56.45
		51470000	**PRINTING**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 15.44
		51510000	**FINANCE DEPARTMENT**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 25.73
		51510000	**FINANCE DEPARTMENT**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 6.12
		51520000	**COUNTY TREASURER**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 20.58
		51520000	**COUNTY TREASURER**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 3.77
		51640000	**COURTHOUSE**	TELEPHONE	**10/27/2017**	CENTURYLINK/SPEEDPAY	$ 128.66
		51640000	**COURTHOUSE**	TELEPHONE	**11/10/2017**	CENTURYLINK/SPEEDPAY	$ 1.79
	0 Total						**$ 460.55**
CMS COMMUNICATIONS I	**0**	51450000	**INFORMATION SERVICES**	EQUIPMENT MAINTENANCE	**11/17/2017**	CMS COMMUNICATIONS INC - Cisco GBIC	$ 142.39
	0 Total						**$ 142.39**
COUNTRY MILE DOCUMEN	**12603**	51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/19/2017**	DOCUMENT SHREDDING - COMPANY UNIT # 111	$ 178.93
	12603 Total						**$ 178.93**
CPO COMMERCE, LLC	**0**	51640000	**COURTHOUSE**	SMALL TOOLS	**11/17/2017**	Core Bit	$ 102.99
	0 Total						**$ 102.99**
D M STAMPS AND SPECI	**0**	51470000	**PRINTING**	PURCHASE OF SERVICE	**10/27/2017**	CUSTOM SIGN	$ 15.50
	0 Total						**$ 15.50**
DMI STUDIOS	**12348**	51410000	**COUNTY ADMINISTRATOR**	PURCHASE OF SERVICE	**11/01/2017**	WEB PRODUCTION SERVICES PROJ# 347-1-1 ACT# 347	$ 17,480.00
		51410000	**COUNTY ADMINISTRATOR**	PURCHASE OF SERVICE	**11/01/2017**	WEB POSITIONING CAMPAIGN PROJ 347-904-1 ACT# 347	$ 1,450.00
		51450000	**INFORMATION SERVICES**	PURCHASE OF SERVICE	**10/31/2017**	WB PRODUCTION SERVICES PROJ #67-1-9 ACT# 67-1	$ 175.00
	12348 Total						**$ 19,105.00**
DMI* DELL K-12/GOVT	**0**	51510000	**FINANCE DEPARTMENT**	EQUIP & MATERIALS ACQUISITION	**11/24/2017**	DMI* DELL HIGHER EDUC - pcs	$ 2,143.11
	0 Total						**$ 2,143.11**
EDLEBECK, MARY	**12344**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS CLUB REIMB	**11/01/2017**	OCTOBER 2017 HEALTH CLUB REIMBURSMENT	$ 20.00
	12344 Total						**$ 20.00**
EMPLOYEE RESOURCE CE	**12329**	51961000	**HEALTH & DENTAL EXP**	PURCHASE OF SERVICE	**10/31/2017**	MONTHLY EAP SERVICES OCT 2017	$ 959.40
	12329 Total						**$ 959.40**
ERMIS, KASEY	**12444**	51432000	**GHT WELLNESS GRANT FUNDS**	CORP CHALLENGE/YOGA	**11/09/2017**	COURTHOUSE YOGA	$ 25.00
	12444 Total						**$ 25.00**
FABICK RENTS	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/10/2017**	LIFT RENTAL / LOBBY SMOKES / HEATS	$ 461.50
	0 Total						**$ 461.50**
FARMERS & MERCHANTS	**12614**	51520000	**COUNTY TREASURER**	OTHER CONTRACTUAL SERVICES	**11/13/2017**	MONTHLY ACCOUNT ANALYSIS OCTOBER 2017	$ 992.42
	12614 Total						**$ 992.42**
FAUCETT, CHRIS	**12355**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS CLUB REIMB	**11/01/2017**	OCTOBER 2017 HEALTH CLUB REIMBURSMENT	$ 20.00
	12355 Total						**$ 20.00**
FEDEX 431256706	**0**	51320000	**CORPORATION COUNSEL**	POSTAGE	**11/03/2017**	FEDEX postage	$ 29.83
	0 Total						**$ 29.83**
FERGUSON WATERWORKS	**0**	51646000	**MAINTENANCE - HHSD**	BUILDING MAINTENANCE	**11/10/2017**	ADRC FAUCET REPAIR	$ 119.69
	0 Total						**$ 119.69**
FIRST SUPPLY - GREEN	**12168**	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**06/12/2017**	CUST# 8090407	$ 467.64
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**09/21/2017**	CUST# 8090407	$ 154.08
	12168 Total						**$ 621.72**
FORMS FULFILLMENT CH	**0**	51510000	**FINANCE DEPARTMENT**	PURCHASE OF SERVICE	**11/17/2017**	FORMS	$ 180.86
	0 Total						**$ 180.86**
FOX VALLEY TECHNICAL	**12552**	51450000	**INFORMATION SERVICES**	DUES/REGISTRATION & TUITION	**11/20/2017**	10150145 - IP TELEPHONY - STUDENT ID# 500153078	$ 297.80
		51450000	**INFORMATION SERVICES**	DUES/REGISTRATION & TUITION	**11/20/2017**	10150145 - IP TELEPHONY - STUDENT ID# 500160555	$ 297.80
	12552 Total						**$ 595.60**
GENERAL PARTS, LLC	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	EQUIPMENT MAINTENANCE	**11/24/2017**	JAIL KITCHEN	$ 523.63
	0 Total						**$ 523.63**
GORDMANS #6116	**0**	51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	GORDMANS #6116	$ 83.34
	0 Total						**$ 83.34**
GRAINGER	**12163**	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**10/18/2017**	ACT # 803728930	$ 169.35
	12163 Total						**$ 169.35**

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
HASHIMOTO ENTERPRISE	**12447**	51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**11/06/2017**	FIELD HOUSE DRAIN CLEANING	$ 450.00
	12447 Total						**$ 450.00**
HOMEDEPOT.COM	**0**	51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**11/03/2017**	NIAGARA HHSD BUILDING SUPPLIES	$ 36.31
	0 Total						**$ 36.31**
HYDRO-FLO PRODUCTS I	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/10/2017**	PLUMBING REPAIR PARTS	$ 1,407.84
	0 Total						**$ 1,407.84**
INDIANA STAMP CO INC	**0**	51470000	**PRINTING**	PURCHASE OF SERVICE	**11/03/2017**	NOTARY SEAL EMBOSSER	$ 25.89
		51470000	**PRINTING**	PURCHASE OF SERVICE	**11/17/2017**	Custom Stamp	$ 64.52
	0 Total						**$ 90.41**
JOHNSON CONTROLS INC	**0**	51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/10/2017**	NOVEMBER PLANNED SERVICE	$ 3,282.69
		51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/10/2017**	TROUBLESHOOT DOMESTIC HOT WATER ISSUES	$ 1,314.00
		51644000	**MAINTENANCE - LEC UNIV DRIVE**	EQUIPMENT MAINTENANCE	**11/10/2017**	AIR FILTER STOCK	$ 1,229.04
	0 Total						**$ 5,825.73**
	12315	57002753	**2016 CAPITAL PROJECTS**	BUILDING MAINTENANCE	**10/27/2017**	RCCP DECTRON REPLACEMENT, JCI CONTRACT 7N070083	$ 130,192.64
	12315 Total						**$ 130,192.64**
KALLGREN, NANCY J	**12313**	51911000	**TAX DEED EXPENSE**	ATTORNEYS FEES	**10/26/2017**	2017-CV-84 FORCLOSURE TAX LEINS	$ 482.05
	12313 Total						**$ 482.05**
KOEHNE INC	**0**	51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**10/27/2017**	#34 OIL CHANGE / TIRE ROTATION	$ 9.27
		51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**10/27/2017**	#21 OIL CHANGE / INSPECTION / TIRE ROTATION	$ 81.27
		51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**11/03/2017**	#30 OIL CHANGE / TIRE ROTATION	$ 12.45
		51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**10/27/2017**	#34 OIL CHANGE / TIRE ROTATION	$ 39.50
		51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**10/27/2017**	#21 OIL CHANGE / INSPECTION / TIRE ROTATION	$ 37.50
		51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**11/10/2017**	#38 OIL CHANGE	$ 34.92
		51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**11/03/2017**	#30 OIL CHANGE / TIRE ROTATION	$ 29.82
	0 Total						**$ 244.73**
KOHL'S #0099	**0**	51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	KOHL'S #0099	$ 41.58
	0 Total						**$ 41.58**
LITHOCRAFTERS PRINTI	**0**	51470000	**PRINTING**	PURCHASE OF SERVICE	**10/27/2017**	LAMINATE SIGNS	$ 42.00
	0 Total						**$ 42.00**
MARCIULIONIS, MARY	**12328**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS CLUB REIMB	**11/01/2017**	OCTOBER 2017 HEALTH CLUB REIMBURSMENT	$ 20.00
	12328 Total						**$ 20.00**
MARINETTE CO CLERK	**12207**	51320000	**CORPORATION COUNSEL**	POSTAGE	**10/31/2017**	POSTAGE DUE OCTOBER 2017	$ 0.49
	12207 Total						**$ 0.49**
MARINETTE CO TREASUR	**12581**	51911000	**TAX DEED EXPENSE**	POSTAGE	**11/13/2017**	IN REM POSTAGE - REPLENISH PETTY CASH	$ 6.59
	12581 Total						**$ 6.59**
MARINETTE FARM & GAR	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/17/2017**	Softener Salt	$ 355.95
		51647000	**MAINTENANCE - STEPHENSON LIB**	GROUNDS MAINTENANCE	**10/27/2017**	ICE MELT SALT	$ 711.90
		51647000	**MAINTENANCE - STEPHENSON LIB**	GROUNDS MAINTENANCE	**11/10/2017**	ICE MELT - ALL BUILDINGS	$ 894.46
		51646000	**MAINTENANCE - HHSD**	GROUNDS MAINTENANCE	**11/03/2017**	T-POST REPLACEMENT	$ 12.86
	0 Total						**$ 1,975.17**
MARINETTE WATER UTIL	**12616**	51640000	**COURTHOUSE**	UTILITIES	**11/20/2017**	MARINETTE WATER 09/21/17-10/23/17	$ 3,507.95
	12616 Total						**$ 3,507.95**
MARK ANDY PRINT PROD	**0**	51470000	**PRINTING**	MULTILITH SUPPLIES	**11/17/2017**	Printer supplies	$ 528.66
	0 Total						**$ 528.66**
MCDONALD'S F2778	**0**	51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	MCDONALD'S F2778	$ 15.00
	0 Total						**$ 15.00**
MENARDS MARINETTE WI	**0**	51640000	**COURTHOUSE**	JANITORIAL SUPPLIES	**11/17/2017**	Janitorial	$ 36.11
		51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/24/2017**	CAMERA MOUNTING	$ 2.97
		51644000	**MAINTENANCE - LEC UNIV DRIVE**	EQUIPMENT MAINTENANCE	**11/24/2017**	BOILER REPAIR	$ 12.16
		51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**10/27/2017**	CLOCK BATTERIES / COMPUTER INSTALL SUPPLIES COC	$ 157.29
		51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**11/10/2017**	MISC BUILDING REPAIR	$ 5.59
		51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**11/03/2017**	MISC BUILDING SUPPLIES	$ 19.56
		51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**11/17/2017**	Misc. Building Supplies	$ 25.69
		51643000	**MAINTENANCE - ANNEX COURTHOUSE**	BUILDING MAINTENANCE	**11/03/2017**	SCREEN REPAIR	$ 33.42
		51643000	**MAINTENANCE - ANNEX COURTHOUSE**	BUILDING MAINTENANCE	**11/17/2017**	Hand Truck for County Clerk	$ 79.99
		51643000	**MAINTENANCE - ANNEX COURTHOUSE**	GROUNDS MAINTENANCE	**11/03/2017**	ANNEX GROUNDS SUPPLIES	$ 47.89
		51646000	**MAINTENANCE - HHSD**	BUILDING MAINTENANCE	**11/10/2017**	SINK REPAIR	$ 9.96
		51646000	**MAINTENANCE - HHSD**	BUILDING MAINTENANCE	**11/17/2017**	Misc. Building Repair Supplies	$ 29.08

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
	0	51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**11/03/2017**	NIAGARA HHSD BUILDING SUPPLIES	$ 25.08
	0 Total						**$ 484.79**
	12341	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/03/2017**	ACT# 31620257 TRANSACTION #8746	$ 316.40
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**10/31/2017**	ACT# 31620257 TRANSACTION #9118	$ 15.48
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**10/31/2017**	ACT #31620257 TRANSACTION # 9218	$ 14.98
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**10/30/2017**	ACT#31620257 TRANSACTION#7499	$ 493.66
	12341 Total						**$ 840.52**
	12530	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/13/2017**	ACCOUNT 31620257, TRANSACTION NUMBER 8585, REG #7	$ 65.39
	12530 Total						**$ 65.39**
	12582	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/17/2017**	ACT# 31620257 TRANS# 1780	$ 95.42
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/14/2017**	ACT# 31620257 TRANS# 8717	$ 517.03
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/21/2017**	ACT# 31620257 TRANS# 3717	$ 12.34
	12582 Total						**$ 624.79**
MIDAMERICA ADMIN & R	**12154**	51961000	**HEALTH & DENTAL EXP**	HRA COUNTY CONTRIBUTION	**10/26/2017**	HRA DEPOSIT-PLAN ID: MARINETTEG5	$ 250.00
	12154 Total						**$ 250.00**
	12575	51961000	**HEALTH & DENTAL EXP**	HRA COUNTY CONTRIBUTION	**11/28/2017**	HRA DEPOSIT- PLAN ID MARINETTEG5 (ACTIVE)	$ 150.00
	12575 Total						**$ 150.00**
MILLERS ACTION OFFIC	**0**	51520000	**COUNTY TREASURER**	OFFICE SUPPLIES	**11/10/2017**	Office Supplies	$ 181.37
		51640000	**COURTHOUSE**	OFFICE SUPPLIES	**11/10/2017**	CHAIRMAT / FOLDERS	$ 147.79
		51911000	**TAX DEED EXPENSE**	OFFICE SUPPLIES	**11/10/2017**	Office Supplies	$ 142.76
	0 Total						**$ 471.92**
MOTION INDUSTRIES WI	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	EQUIPMENT MAINTENANCE	**11/10/2017**	AIR HANDLER 5 REPAIR	$ 119.59
		51642000	**MAINTENANCE - COURTHOUSE**	EQUIPMENT MAINTENANCE	**11/10/2017**	RETURNED BELT	$ (15.36)
		51642000	**MAINTENANCE - COURTHOUSE**	EQUIPMENT MAINTENANCE	**11/03/2017**	BOILER ROOM AHU REPAIR	$ 30.44
		51647000	**MAINTENANCE - STEPHENSON LIB**	EQUIPMENT MAINTENANCE	**10/27/2017**	AIR HANDLER BELT REPLACEMENT	$ 53.98
	0 Total						**$ 188.65**
NACCTFO	**12446**	51520000	**COUNTY TREASURER**	DUES/REGISTRATION & TUITION	**11/10/2017**	MEMBERSHIP DUES STATEMENT 2017-2018 FISCAL YEAR	$ 75.00
	12446 Total						**$ 75.00**
NKS TIRE AND SERVICE	**0**	51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**10/27/2017**	#83 BRAKES AND WIPER BLADES	$ 361.90
		51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**11/03/2017**	#37 TIRE REPLACEMENT / ALIGNMENT	$ 455.04
		51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**11/03/2017**	#42 TIRE REPLACEMENT	$ 683.92
	0 Total						**$ 1,500.86**
PERFECT PAINTING	**12370**	51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**10/18/2017**	HEALTH & HUMAN SERVICES - NIAGARA LOBBY PAINTING	$ 1,190.00
	12370 Total						**$ 1,190.00**
PHC INC	**12335**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**10/27/2017**	TEMP CONTROL VALVE REPAIR, CUST # 0002078	$ 631.87
	12335 Total						**$ 631.87**
POWER 4 U, INC. UPSM	**0**	51450000	**INFORMATION SERVICES**	SOFTWARE	**11/17/2017**	POWER 4 U INC - batteries for UPS	$ 11,089.05
	0 Total						**$ 11,089.05**
PRECISION ROLLER	**0**	51470000	**PRINTING**	EQUIPMENT MAINTENANCE	**11/03/2017**	PRINTER PARTS	$ 32.30
	0 Total						**$ 32.30**
SANS INSTITUTE	**0**	51450000	**INFORMATION SERVICES**	DUES/REGISTRATION & TUITION	**11/10/2017**	SANS INSTITUTE - training package	$ 5,395.60
	0 Total						**$ 5,395.60**
SHELL OIL 574249518Q	**0**	51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**11/17/2017**	Motor Pool Car washes	$ 100.00
	0 Total						**$ 100.00**
SHERWIN WILLIAMS	**12580**	55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/08/2017**	ACCT# 3126-2842-3 TRC# 653357 - 5 GAL PM 200	$ 133.75
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/09/2017**	ACT# 3126-2842-3 TRC# 563357 2XL CUB PCRYLIC	$ 34.96
		55630000	**UW MARINETTE**	BUILDING MAINTENANCE	**11/16/2017**	ACT# 3126-2842-3 TRC# 563357	$ 42.92
	12580 Total						**$ 211.63**
SHERWIN WILLIAMS COM	**0**	51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**11/10/2017**	CREDIT - PAINT REFUND	$ (10.00)
		51642000	**MAINTENANCE - COURTHOUSE**	BUILDING MAINTENANCE	**11/10/2017**	PAINT	$ 179.65
	0 Total						**$ 169.65**
SMARTSIGN	**0**	51470000	**PRINTING**	PURCHASE OF SERVICE	**10/27/2017**	CUSTOM SIGN	$ 114.10
	0 Total						**$ 114.10**
SQ-APPLEPAY	**0**	51480000	**CENTRAL MOTOR POOL**	EQUIPMENT MAINTENANCE	**11/17/2017**	Replacement Cutting edge for #76 Plow	$ 200.00
	0 Total						**$ 200.00**

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
STEVE'S FENCE & FAB	**12192**	57002753	**2016 CAPITAL PROJECTS**	BUILDING MAINTENANCE	**10/28/2017**	RCCP DECTRON REPLACEMENT	$ 2,900.00
	12192 Total						**$ 2,900.00**
SUBWAY 032605	**0**	51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	SUBWAY - Wellness Walk	$ 67.56
		51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	SUBWAY 03128170	$ 15.00
	0 Total						**$ 82.56**
TASC	**12640**	51961000	**HEALTH & DENTAL EXP**	ADMINISTRATION	**11/30/2017**	FSA ADMIN FEES 12/1/17-12/31/17	$ 310.50
	12640 Total						**$ 310.50**
TECHMEIER, ELLEN	**12351**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS CLUB REIMB	**11/01/2017**	OCTOBER 2017 HEALTH CLUB REIMBURSMENT	$ 20.00
	12351 Total						**$ 20.00**
TOWN OF NIAGARA TREA	**12460**	51910000	**ILLEGAL TAXES**	OPERATION EXPENDITURES	**11/10/2017**	CHARGEBACK PERSONAL PROPERTY TAXES	$ 448.72
	12460 Total						**$ 448.72**
TOWN OF PORTERFIELD	**12461**	51910000	**ILLEGAL TAXES**	OPERATION EXPENDITURES	**11/10/2017**	CHARGEBACK REAL PROPERTY TAXES	$ 149.15
	12461 Total						**$ 149.15**
TRI-CITY PLUMBING IN	**0**	51647000	**MAINTENANCE - STEPHENSON LIB**	BUILDING MAINTENANCE	**11/10/2017**	PLUMBING REPAIR PARTS	$ 398.14
	0 Total						**$ 398.14**
	12556	57002753	**2016 CAPITAL PROJECTS**	BUILDING MAINTENANCE	**11/14/2017**	RCCP DECTRON REPLACEMENT	$ 1,025.00
	12556 Total						**$ 1,025.00**
TWC*TIME WARNER CABL	**0**	51450000	**INFORMATION SERVICES**	TELEPHONE	**11/10/2017**	TWC*TIME WARNER CABLE - internet invoice	$ 1,168.00
	0 Total						**$ 1,168.00**
ULINE INC	**0**	51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**11/10/2017**	FIELDHOUSE LOCKER ROOM BENCH	$ 134.78
		51648000	**MAINTENANCE - OTHER BUILDINGS**	BUILDING MAINTENANCE	**11/17/2017**	Benches for Fieldhouse Locker Rooms	$ 304.79
	0 Total						**$ 439.57**
UNITED MAILING SERVI	**12415**	51110000	**COUNTY BOARD**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 12.78
		51320000	**CORPORATION COUNSEL**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 14.42
		51410000	**COUNTY ADMINISTRATOR**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 7.87
		51420000	**COUNTY CLERK**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 32.37
		51450000	**INFORMATION SERVICES**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 7.87
		51510000	**FINANCE DEPARTMENT**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 32.37
		51520000	**COUNTY TREASURER**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 286.17
		51640000	**COURTHOUSE**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 7.87
		51440000	**ELECTIONS**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 5.23
		51911000	**TAX DEED EXPENSE**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 87.56
		51950000	**WORKER'S COMPENSATION INS.**	POSTAGE	**11/06/2017**	CUSTOMER ID: MARINET001 - POSTAGE	$ 7.87
	12415 Total						**$ 502.38**
UNIVERSITY OF WISCON	**0**	51510000	**FINANCE DEPARTMENT**	DUES/REGISTRATION & TUITION	**11/03/2017**	WGFOA Winter 17 Conf	$ 95.00
	0 Total						**$ 95.00**
VORPAHL FIRE & SAFET	**12587**	51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/01/2017**	CUSTOMER ID 15405 - FE INSPECTION	$ 43.00
	12587 Total						**$ 43.00**
VOYAGER FLEET SYSTEM	**12319**	51480000	**CENTRAL MOTOR POOL**	GAS OIL FLUIDS ETC	**11/01/2017**	OCT MOTORPOOL FUEL ACT 86915-6877	$ 1,469.33
		51644000	**MAINTENANCE - LEC UNIV DRIVE**	GROUNDS MAINTENANCE	**11/01/2017**	OCT MOTORPOOL FUEL ACT 86915-6877	$ 50.07
	12319 Total						**$ 1,519.40**
WAUGUS, SANDRA	**12325**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS CLUB REIMB	**11/01/2017**	OCTOBER 2017 HEALTH CLUB REIMBURSMENT	$ 20.00
	12325 Total						**$ 20.00**
WELLS FARGO FINANCIA	**12347**	51460000	**CENTRAL DUPLICATING**	PURCHASE OF SERVICE	**10/26/2017**	ACT# 603-0141329 10/23/17-11/22/17 COPIERS	$ 1,096.38
	12347 Total						**$ 1,096.38**
WESTERN DETENTION PR	**0**	51644000	**MAINTENANCE - LEC UNIV DRIVE**	BUILDING MAINTENANCE	**11/10/2017**	LOCK PARTS / REPLACEMENT	$ 968.50
	0 Total						**$ 968.50**
WESTERN STATES ENVEL	**0**	51470000	**PRINTING**	MULTILITH SUPPLIES	**11/24/2017**	ENVELOPE STOCK	$ 435.63
	0 Total						**$ 435.63**
WI DEPT OF REVENUE	**12561**	59210000	**OTHER REVENUE SOURCES**	RETAINED SALES TAX	**11/20/2017**	MONTHLY SALES TAX OCTOBER 2017	$ (11.40)
	12561 Total						**$ (11.40)**
WI PUBLIC SERVICE	**12566**	51640000	**COURTHOUSE**	UTILITIES	**10/26/2017**	ACT 0426629380-00001-00007, 00010	$ 19,101.49
	12566 Total						**$ 19,101.49**
WILLIAM WINNEKINS EL	**12203**	51641000	**MAINTENANCE CAPITAL EXPEND.**	OUTLAY	**10/28/2017**	COURT HOUSE & ANNEX LIGHTING UP-GRADE	$ 544.92
	12203 Total						**$ 544.92**

AGENDA

Finance Committee Schedule of Paid Invoices

YEAR	2017
PERIOD	11

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
WISCNET	**12445**	51450000	**INFORMATION SERVICES**	TELEPHONE	**11/13/2017**	FY 2017-2018 MEMBERSHIP FEE NETWORK ACCESS FEE	$ 5,799.45
		51450000	**INFORMATION SERVICES**	OUTLAY	**11/13/2017**	CISCO ME3400E INTERNET SWITCH	$ 2,445.47
	12445 Total						**$ 8,244.92**
WM EZPAY	**0**	51640000	**COURTHOUSE**	PURCHASE OF SERVICE	**11/10/2017**	WASTE MGMT OCTOBER TRASH / RECYCLE	$ 530.44
	0 Total						**$ 530.44**
WM SUPERCENTER #2545	**0**	51432000	**GHT WELLNESS GRANT FUNDS**	FITNESS INCENTIVES	**11/24/2017**	WAL-MART #2545	$ 108.62
		51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	WAL-MART #2545	$ 6.62
		51433000	**EMPLOYEE WELLNESS PROGRAM**	OPERATION EXPENDITURES	**11/03/2017**	WM SUPERCENTER #2545	$ 11.84
	0 Total						**$ 127.08**
Grand Total							**$ 261,231.99**

AGENDA