



MINUTES

Finance and Insurance Committee

February 18, 2013
Jury Assembly Room
Lower Level, Courthouse

MEMBERS PRESENT: Supervisors Melissa Christiansen, Kathy Just, Don Pazynski, and Connie Seefeldt
MEMBERS EXCUSED: Supervisor Vilas Schroeder
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Finance Director Pat Kass, HHSD Director Robin Elsner, Land Information Director John Lefebvre, IT Director Larry Schultz, Hollie Viestenz, and Peshtigo Times

1. Call to order

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

2. Agenda

Motion (Just/Pazynski) to approve agenda as amended. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Just/Seefeldt) to approve minutes of January 21, 2013. Motion carried.

5. Onsite Leachate Treatment System at Marinette County North Landfill

Motion (Seefeldt/Just) to recommend County Board approve appropriating up to \$50,000 from the Land Information Non-Lapsing Fund for an onsite Leachate Treatment System at the Marinette County North County Landfill. Motion carried.

6. Marinette County Group Home Association Inc. Promissory Note

Motion (Just/Pazynski) to recommend County Board approve promissory note authorizing a twenty-year loan of \$409,600 at 2.5% interest rate, to refinance existing debt due to the County of \$260,943.03, allow for a building addition to house additional residents at \$128,056.97, and to reimburse the County the original \$20,600 Association startup advance. Motion carried. Abstain Supervisor Seefeldt. Exhibit A

7. Removal of the Restriction on Capital Subsidy Monies Paid to Marinette County Group Home Association

Motion (Just/Pazynski) to recommend County Board approve removal of the restriction on capital subsidy monies paid to Marinette County Group Home Association, Inc. for Anthony House capital improvement in the amount of \$144,628 retroactive to establishment of the account. Motion carried. Abstain Supervisor Seefeldt

8. IT Report

- Areal fiber maintenance
- County board media is being worked on, trying to get cable in floor
- Virtualization training went well and maybe in the future possibility to replace our desktop computers with a cost-savings to the county
- Looking into office version for ipads

9. Phone Audit

Accountant Hollie Viestenz presented the phone audit and cost savings results for long distance services

10. Pilot Test with iPads

Discussion only.

11. Creation of IS System Analyst Position

Motion (Seefeldt/Pazynski) to recommend Personnel Committee and County Board approve creation of an IS System Analyst position. Motion carried. Exhibit B

12. Eliminate Programmer/Analyst Position and Create Assistant Manager/Programmer Position

Motion (Just/Pazynski) to recommend Personnel Committee and County Board approve elimination of the Programmer/Analyst position and creation of an Assistant Manager/Programmer position. Motion carried. Exhibit C

13. Contract with MidAmerica Administrative & Retirement Solutions, Inc.

Motion (Seefeldt/Christiansen) to approve entering into a contract with Mid America Administrative & Retirement Solutions, Inc. to administer the retiree HRA (Health Reimbursement Account) effective immediately, contingent upon Corporation Counsel's approval. Motion carried. Exhibit D

14. Forestry and Parks Relocation

Motion (Pazynski/Seefeldt) to approve Contingency Fund transfer not to exceed \$15,000 for relocation of the Forestry/Parks and Finance Department offices.
Motion carried. Exhibit E

15. Human Resource Department Remodeling

Motion (Seefeldt/Just) to approve Contingency Fund transfer not to exceed \$13,000 for the Human Resource Department remodeling (privacy wall). Motion carried.

16. Finance Director's Report

January Monthly Investment Report – \$35,681,732.41

17. Appropriation Entries

Motion (Pazynski/Seefeldt) to approve Schedule of Appropriation Entries. Exhibit F

18. Schedule of Invoices

Committee reviewed January Schedule of Invoices.

19. Future Agenda Items

Cellcom Contract audit report
Plan of action for Ipad pilot test

20. Adjournment

Motion (Seefeldt/Pazynski) to adjourn at 10:15 a.m. Motion carried.

Next meeting date: March 18, 2013 at 9:00 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

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Finance/Pat

Anthony
House

Community Based Residential Facility

"Making a House a Home"

900 Wells Street

Marinette, WI 54143

Ellen Sorensen, Administrator
Marinette County Health and Human Services
2500 Hall Ave
Marinette, WI 54143

January 23, 2013

Dear Ms. Sorensen,

The Marinette County 12 bed CBRF, known as Anthony House, houses the counties chronically mentally ill and those individuals who have been diverted to a crisis bed. Anthony House has been in existence for close to nine years. As you know, Anthony House has been instrumental in saving Marinette County millions of dollars by diverting those who would have otherwise been hospitalized.

Anthony House originated with eight long term beds and four crisis beds in ten bedrooms. Upon the need and request of Marinette County Health and Human Services, we have converted three of our long term beds into crisis beds. Of the now seven crisis beds, four of those beds are in double rooms. This does not give us the flexibility needed to provide the proper housing for those residents and their needs. In addition, Health and Human Services would like to service those individuals that have a higher acuity level, due to drug and alcohol issues. To better accommodate the needs of Health and Human Services, Marinette County Group Home Association would like build an addition to the existing facility. The addition would include two new bedrooms and a much needed second sitting room to accommodate the various needs and interests of up to twelve individuals. The present office would be expanded to provide space for the house manager to be located on the same floor as the clients and staff.

The quote we have for the addition is estimated at \$124,000, the balance on the current loan that we have with the county at this time is \$265,000, and additionally we owe Health and Human Services \$20,600 for the original start up. As we would like to roll this all together in to one loan, we are asking to borrow \$409,600 from Marinette County.

Thank you for your time and consideration on this matter. I look forward to hearing from you in the near future.

Sincerely,



Pamela Losinski, Administrator
Marinette County Group Home Association

PROMISSORY NOTE

Executed in the City of Marinette, County of Marinette, State of Wisconsin on the ____ day of _____ for a principal amount of \$409,600.00.

FOR VALUE RECEIVED, Marinette County Group Home Association, Incorporated, the undersigned ("Maker"), a not for profit Wisconsin corporation, Marinette, WI, 54143, unconditionally promises to pay to the order of Marinette County ("Holder"), a government entity, 1926 Hall Avenue, Marinette, WI 54143, the principal sum of \$ 409,600.00 together with interest at an annual percentage rate of 2 ½ (two and one-half) percent.

Maker has agreed to reimburse Marinette County \$409,600.00 plus interest by making monthly payments, said payments to commence April 1, 2013 and continue for a period of twenty years with interest to accrue from March 1, 2013.

An amortization schedule is attached as Exhibit A and incorporated by reference. Maker agrees to make monthly payments minimally by the scheduled date of payment. All payments under this Note shall be in lawful money of the United States.

Maker agrees to pay to Holder all costs, expenses and reasonable attorney's fees incurred in the collection of sums due hereunder, whether through legal proceedings or otherwise, to the extent permitted by law.

This Note is secured by a Mortgage dated March 1, 2013, and executed by the Marinette County Group Home Association, Incorporated, with respect to the following property located in Marinette County, WI:

Lot 1 of Certified Survey Map No. 658, recorded in Volume 4 of Certified Survey Maps as Document No. 493423, said map being a part of lots 9,10, 11 and 12 of N. Ludington Company's first Addition to the City of Marinette, Marinette County, Wisconsin, according to the recorded plat thereof.

At the option of the Holder, this entire Note shall become immediately due and payable, without demand or notice, upon the occurrence of any one of the following events:

- a. failure of the Maker to pay any installment hereunder when due, which shall continue for 15 days;
- b. any misrepresentation or omission of or on behalf of Maker made to the holder in connection with this loan;
- c. insolvency or failure of Maker or any guarantor to generally pay its debts as they become due;
- d. assignment for the benefit of creditors of, or appointment of a receiver or other officer for, all or any part of Maker's or any Guarantor's property;
- e. adjudication of bankruptcy, or filing of a petition under any bankruptcy or debtor's relief law by or against Maker or any guarantor;
- f. dissolution of Maker;
- g. sale or transfer, whether voluntary or involuntary, of all or any interest in the property which is security for this Note; or
- h. default under any mortgage, trust deed, security agreement or other instrument securing this Note.

The Maker expressly waives presentment, demand, notice, protest, and all other demands and notices in connection with this Note. No renewal or extension of this Note, nor release of any collateral or party liable hereunder, will release the liability of Maker.

Failure of the Holder to exercise any right or option shall not constitute a waiver, nor shall it be a bar to the exercise of any right or option at any future time. If any provision of this Note shall be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

This Note shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, this Promissory Note is executed under seal on the day and year first above written.

MARINETTE COUNTY GROUP HOME ASSOCIATION, INCORPORATED

Dennis Dieck, President

CORPORATE ACKNOWLEDGMENT

STATE OF WISCONSIN
MARINETTE COUNTY

On the _____ day of _____ 2013, before me, the undersigned Notary Public, personally appeared _____, Marinette County Group Home Association, Incorporated and known to me to be an authorized agent of the corporation that executed this Note and acknowledged the Note to be the free and voluntary act and deed of the corporation, by authority of the Bylaws or by resolution of the board of directors for the uses and purposes therein mentioned and on oath stated that He/she is authorized to execute this Note and in fact executed the Note on behalf of the corporation.

Notary Public, State of Wisconsin
My Commission Expires: _____



Job Title: Assistant Manager/Programmer Analyst

Department: Information Services

Position Reports to: Information Services Director

Pay Grade Level: 12

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to assist with managerial duties within the department, to program various applications for departments and to assist departments with computer related issues.

ESSENTIAL JOB FUNCTIONS

- A. Assist with directing, assigning and coordinating/supervising all work activities of the department including hiring staff, conducting performance evaluations, scheduling work hours for staff, assigning workloads and conducting disciplinary procedures.
- B. Assist with the development of the departmental budget.
- C. Enforce current policies and procedures within the department.
- D. Provide support to Marinette County departments, assisting users in resolving problems and crisis situations on a 24-hour basis.
- E. Coordinate the daily, weekend and monthly system backup procedures.
- F. Analyze, design and implement new software application requests.
- G. Design computer-training programs for County AS/400 applications.
- H. Develop, document and implement modifications to all existing software applications.
- I. Determine reasonable time estimates of projects and their components after analysis of the complexity of the project.
- J. Coordinate with the Information Services Director regarding evaluation and recommendations with the AS/400 and Personal Computer (PC) hardware as well as software programs.
- K. Manage AS/400 operator functions including system printer functions, data file backups, system messages and system jobs.
- L. Process customized information requests from the public in report form and magnetic media.
- M. Mainstream problems to effectively resolve file errors.
- N. Retrieve information from network for requests made by general public within guidelines of the County.
- O. Plan workloads and establish priorities with contractors when necessary.
- P. Schedule and create procedures to ensure County and system configuration information is securely backed up and retrievable.
- Q. Design forms for new or modified systems.
- R. Assist Department Heads and Principle Representatives in the evaluation of current manual and computerized operations.
- S. Order, install and apply all PTF's and/or system upgrades when necessary.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate modern office equipment.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate effectively verbally and in writing.
- E. Present information to management, small groups and individuals.
- F. Respond to inquiries, complaints or questions from a group or individual setting.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- I. Apply excellent trouble shooting skills.
- J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- K. Interpret complex documents.
- L. Respond effectively to the most sensitive inquires or complaints.
- M. Define problems, collect data, establish facts and draw valid conclusions.

- N. Process information derived from numbers.
- O. Apply charts, diagrams, or contemplate logical steps in a process.
- P. Apply attention to detail.
- Q. Perform effectively under tight time frames and demanding schedules.
- R. Plan and monitor assigned activities.
- S. Prioritize multiple tasks and meet scheduled deadlines.
- T. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- U. Work as team player in the absence of or with minimal supervision.
- V. Work independently and exercise sound professional judgment.
- W. Utilize authority effectively.

QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in a computer programming field.
- B. Requires five years of computer related experience with two years of programming experience.
- C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work in frequently quiet environment without significant interaction with others.
- C. Work in an environment with few distractions.
- D. Work with long periods of solitary work.
- E. Deal with challenges and criticism on a regular basis.
- F. Travel to all county workstations on an as needed basis.
- G. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Work in a confined workspace.
- E. Stoop, kneel, crouch or crawl frequently.
- F. Bend, squat, stretch, and twist frequently.
- G. Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 01/2013
 Approved: 02/08/2013

02/13/2013 Position pending Finance Committee, Personnel Committee and County Board Approval.

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MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 2/18/13
 Personnel Committee 3/8/13
 Finance Committee 2/18/13
 County Board 3/26/13

Permission to proceed:

(County Administrator initials and dates)

[Signature]
1/25/13

Department Completes and submits to Human Resources

Department: Information Services
 Department Head: Larry Schultz
 Supervisor: Director of Information Services
 Position Title: Assistant Manager/Programmer Analyst
 Old Position Title: Programmer Analyst
 Hours per Week/Year: 40
 Account Number(s): _____

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

_____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Management
 Pay Rate/Salary: \$ 107,741
 Pay Level: 12

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

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

Total Cost: \$ \$1,074 See Attached

Finance Initials: OK 2/14/2013

Approval*

Department Head: [Signature]
 County Administrator: [Signature]

1/25/13
2/14/13

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

Position Justification:

The Assistant Manager position was eliminated in the 2013 budget. In order to ensure continuity of operations in an efficient manner, Information Services is requested the elimination of the Programmer Analyst position and the creation of an Assistant Manager/Programmer Analyst position. This position provides redundancy and continuity of department management.

2013 - COST OF REQUEST
Assistant Manager / Programmer Analyst Replacing Programmer Analyst

New Position Start \$31.72 per hour
 3% rule applies
 Moving from Pro to Non-Rep position
 9 month Analysis

		7.65%	6.65%	Family		0.17%	
		SOCIAL	SECURITY	H&D	LIFE INS	WORKER'S	TOTAL
		LONGEVITY	RETIREMENT			COMP	
\$	48,119	\$ 165	\$ 3,694	\$ 23,558	\$ 69	\$ 82	\$ 78,897

CURRENT BUDGET (2088 Hours)
Programmer / Analyst

BUDGET CHANGE (2088 Hours)
Assistant Manager / Programmer
Analyst

\$	49,673	\$ 165	\$ 3,813	\$ 22,778	\$ 143	\$ 85	\$ 79,971
\$	(1,554)	\$ -	\$ (119)	\$ (103)	\$ (74)	\$ (3)	\$ (1,074)

SAVINGS (COST) WITH CHANGE

50



Job Title: Systems Analyst

Department: Information Services

Position Reports to: Information Services Director

Pay Grade Level: Systems Analyst

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to design, support and trouble-shoot Marinette County's computer systems. Additional duties include, but are not limited to managing backups, licensing, archiving, working with vendors and providing back up to other positions within the department.

ESSENTIAL JOB FUNCTIONS

- A. Develop and maintain computer systems and networks.
- B. Design, support and trouble shoot for County-wide support of systems.
- C. Manage county backups, licensing, daily backup, archiving and vaulting.
- D. Develop, maintain and audit back-up and recovery methods for all systems.
- E. Provide guidance and assistance in selection of network systems.
- F. Work with vendors in maximizing support services for computer systems and networks.
- G. Manage virus protection including maintenance, updates, policies, and licensing.
- H. Manage installation of network system upgrades and preventive maintenance programs.
- I. Prepare and maintain documentation as it relates to the systems of Marinette County.
- J. Provide back-up support for other information systems services personnel.
- K. Perform related work as assigned.
- L. Follow proper procedure to perform appropriate system upgrades.
- M. Configure hardware devices, test new software and design the structure of the network.
- N. Test operating system software, networking software and hardware.
- O. Install servers and configure through the use of physical and virtual environments.
- P. Maintain an operational and stable network system both hardware and software.
- Q. Coordinate efficiencies with present systems to a more LEAN methodology.
- R. Trouble-shoot and propose solutions and track progress of solution.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate modern office equipment.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate effectively verbally and in writing.
- E. Write documents and/or articles using original or innovative techniques or styles.
- F. Present information to management, small groups and individuals.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- I. Apply excellent trouble shooting skills.
- J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- K. Interpret complex documents.
- L. Process information derived from numbers.
- M. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- N. Apply attention to detail.
- O. Apply procedures and interpret instructions accurately.
- P. Perform effectively under tight time frames and demanding schedules.
- Q. Prioritize multiple tasks and meet scheduled deadlines.

- R. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- S. Work as team player in the absence of or with minimal supervision.
- T. Manage unexpected changes within job duties.
- U. Work independently and exercise sound professional judgment.
- V. Plan, organize and direct the work of others.

QUALIFICATIONS

- A. Requires an Associate’s degree from an accredited school in a related field, Bachelors preferred.
- B. Requires three years of experience in a related field.
- C. Possess and maintain an insurance acceptable driver’s license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work in frequently quiet environment without significant interaction with others.
- C. Work with long periods of solitary work.
- D. Deal with challenges and criticism on a regular basis.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch, and twist frequently.
- H. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- I. Lift and/or carry up to 50 pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary, including on call after hours.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

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Prepared: 01/2013
 Approved: 01/25/2013

01/25/2013 – Position pending Finance Committee, Personnel Committee and County Board approval.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 2/18/13
 Personnel Committee 3/18/13
 Finance Committee 2/18/13
 County Board 3/26/13

Permission to proceed: PK
 (County Administrator initials and dates) 1/25/13

Department Completes and submits to Human Resources

Department: Information Services
 Department Head: Larry Schultz
 Supervisor: Director of Information Services
 Position Title: Systems Analyst
 Old Position Title: _____
 Hours per Week/Year: 40
 Account Number(s): _____

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Professional
 Pay Rate/Salary: \$ 25.87
 Pay Level: Systems Analyst

Human Resources Initials: KA

Finance Completes and returns to Administration

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

Total Cost: \$ SEE Attached

Finance Initials: PK 1/30/2013

Approval*

Department Head: [Signature]
 County Administrator: [Signature]

1/25/13
1/30/13

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

Position Justification:

The Systems Analyst position was created in the 2013 budget to help ensure continuity of operations in Information Services. This position will analyze and help determine efficiencies to improve operations at Marinette County. In addition this position will serve as a backup to the network coordinator for support operations.

2013 - COST OF REQUEST
Information Systems - Systems Analyst

New Position Start \$25.89 per hour
 Full Year Analysis

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	0.17% WORKER'S COMP	TOTAL
Original Budget (2088 Hours) Estimated salary	\$ 64,000	\$ -	\$ 4,896	\$ 4,384	\$ 30,371	\$ 177	\$ 109	\$ 103,937
Revised Budget (2088 Hours) Revised with \$25.89 per hour	\$ 54,058	\$ -	\$ 4,135	\$ 3,595	\$ 31,410	\$ 149	\$ 92	\$ 93,440
SAVINGS (COST) WITH CHANGE	\$ 9,942	\$ -	\$ 761	\$ 789	\$ (1,039)	\$ 28	\$ 17	\$ 10,497

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Health Reimbursement Arrangement Service Agreement for

The undersigned Employer, _____, hereby appoints MidAmerica Administrative & Retirement Solutions, Inc. to provide all administrative services on behalf of the Plan, including processing Participant claims for eligible health care expense reimbursements.

MidAmerica shall at all times adhere to the terms and conditions of the Employer's Health Reimbursement Arrangement.

This Service Agreement may be cancelled by the Employer at any time upon written notice to MidAmerica. In the event of such termination, MidAmerica shall complete claims that are in process, but shall otherwise follow the instructions of the Employer with respect to the transition of claims processing.

Hold Harmless Agreement and Indemnity. MidAmerica and the Employer agree that they will each be responsible for the prompt and complete performance of the services each has agreed to provide under this Agreement, as set forth above. In addition to these undertakings, the parties assume the following responsibilities:

(a) **Hold Harmless Agreement of MidAmerica:** MidAmerica shall indemnify and hold harmless the Employer, any member of the governing board, and Employees from every claim, demand or suit which may arise out of, be connected with, or be made due to the negligence of MidAmerica or failure of MidAmerica to meet the requirements of this Agreement. However, this indemnification shall not cover any claim, demand, or suit based on erroneous information provided by the Employer or Employees or their willful misconduct or negligence. MidAmerica's liability hereunder shall be limited to actual damages and out-of-pocket legal fees and expenses only.

(b) **Other Providers:** If the services provided by MidAmerica under this Agreement were previously provided by the Employer or a third party, the Employer agrees that MidAmerica shall not be responsible for any failure of the prior plan document or administrative services to comply with the requirements for employer-provided medical reimbursement plan under Code Sections 105 and 106 and regulations issued thereunder, and as a health reimbursement arrangement as described in IRS Notice 2002-45 and Revenue Ruling 2002-41, other applicable law, or the prior Plan. This does not exempt or diminish MidAmerica's responsibility as the active administrator and other responsibilities as described herein and required under IRS regulations. MidAmerica is also not responsible for the accuracy and completeness of participant and payroll data provided by the Employer or any third party provider. Employer agrees that MidAmerica and its affiliates and employees will be indemnified by any responsible third parties from any claim asserted against any of them for any of these reasons, and will further be indemnified from any cost and expense they incur, including reasonable attorney's fees, due to the assertion of such a claim, or by the Employer if not adequately indemnified by third parties. Nothing herein will prevent the assertion of any claim directly against any third party by MidAmerica or the Employer.

By the signature of its authorized agent below, MidAmerica Administrative & Retirement Solutions, Inc. hereby agrees to provide all administrative services called for under the herein referenced Plan for the Employer and charge only those fees permitted under the Plan.

Name of Employer: _____

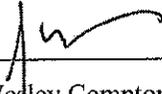
Signature: _____

Print Name: _____

Title: _____

Date: _____

MidAmerica Administrative & Retirement Solutions, Inc.

Signature: _____ 

Print Name: J. Wesley Compton, CPA, CEBS

Title: President

Date: _____

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Proposed Relocation of Departments - 2013 (Option 4)

Option 4 is:

Forestry & Parks moves to Highway office in Peshtigo
 Finance moves to "Forestry & Parks"
 Office space for MCABI in Admin area
 Relocate County Clerk office and possibly Board office
 Remodel HR space to include present Clerk's office

Included in all options:

Demountable walls around HR to include Clerk's present office.
 Adjust Clerk's and Treasurer's work space for HR walls
 Wall off storage area at Highway, create office space for Assistant Parks Director
 Superintendent moves into office across from rest rooms
 F&P Director moves into present Superintendent's office
 Relocate Clerk and County Board office space
 Provide office space for MCABI in Admin
 Recycle furniture from Clerk's office
 Recycle cubes from Finance

Option "4A": "Closer to Permanent", higher cost, more research and design = longer time frame

- > Build 2 new Offices at Highway
- F&P Administrator's furniture: new work station
- Assistant Park's Administrator's furniture: new work station
- > Assistant Forestry Administrator's furniture: new work station
- > Public Works Accountant's furniture: new work station
- Superintendent's furniture: from existing office
- > Public Works Accountant's cube goes to Finance for future
- Reuse Finance cubes in "F&P", convert meeting area into work spaces
- Clerk's work station for Payroll Clerk
- New work station for General Ledger Accountant

Option "4B": Temporary solution but low cost, quick, allows for planning and budgeting

Public Works Accountant's cube stays in place, for now
 Assemble a cube for Assistant Forestry & Parks Administrator from Finance cubes
 Assistant Forestry Administrator's furniture: from present office

Option	F&P Move	Finance Move	HR Remodel	Total
4A	\$37,696	\$6,370	\$12,065	\$56,131
4B	\$14,781	\$6,370	\$12,065	\$33,216

2/11/2013

February 18, 2013
FINANCE COMMITTEE MEETING
APPROPRIATION ENTRIES

FINANCE:	2012 ENTRIES	AMOUNT	FROM	AMOUNT	TO
Sheriff	Carryforward 2012 unused restricted donations from St. Vincent & Walmart for inmate education	3,345.00	100-52-52710-290	3,345.00	100-00-34286-000
Sheriff	Carryforward 2012 Unspent Funds from Jail Camera/DVR project to 2013	229,101.00	218-52-52710-890	229,101.00	100-00-34286-000
Emergency Mgmt	Carryforward EMPG unexpended 2012 funds to 2013	4,021.42	100-24-52510-XXX	4,021.42	100-24-43525-000
Emergency Mgmt	Carryforward EPCRA unexpended 2012 funds to 2013	290.13	100-24-52510-XXX	290.13	100-24-43530-000
Emergency Mgmt	Carryforward Hazard Mitigation Plan Grant unexpended 2012 funds to 2013	19,527.75	100-24-52510-XXX	19,527.75	100-24-43532-000
Emergency Mgmt	Carryforward Port Security Grant unexpended 2012 funds to 2013	40,000.00	100-24-52510-291-000	52,647.00	100-24-43529-000
		12,647.00	100-24-52510-980-020		
Tourism	Carryforward 2012 Unspent Tourism Funds to 2013	17,321.42	100-59-56710-XXX	17,821.42	100-00-34223
		500.00			
FINANCE:	2013 ENTRIES	AMOUNT	FROM	AMOUNT	TO
Sheriff	Carryover 2012 unused restricted donations from St. Vincent & Walmart for inmate education	3,345.00	100-00-34286-000	3,345.00	100-52-52710-290
Sheriff	Carryover 2012 Unspent Funds from Jail Camera/DVR project	229,101.00	218-00-34290-000	229,101.00	218-52-52710-890
Emergency Mgmt	Carryover EMPG unexpended 2012 funds to 2013	4,021.42	100-24-43525-000	4,021.42	100-24-52510-XXX
Emergency Mgmt	Carryover EPCRA unexpended 2012 funds to 2013	290.13	100-24-43530-000	290.13	100-24-52510-XXX
Public Health	Increase revenue and expenditures to reflect 2013 Prevention Grant	4,798.00	205-38-43553-000	4,798.00	205-38-54110-XXX
Public Health	Decrease revenue & expenses to match 2013 DOT Car Seat Grant	1,500.00	205-38-54110-980-004	1,500.00	205-38-43553-000
Public Health	Decrease revenue & expenses to match 2013 WWMP Grant	1,614.00	205-38-54110-xxx-005	1,614.00	205-38-43553-000
Public Health	Decrease revenue & expenses to match 2013 Lead Grant	2,227.00	205-38-54110-xxx-006	2,227.00	205-38-43553-000
Public Health	Decrease revenue & expenses to match 2013 Immunization Grant	1,747.00	205-38-54110-xxx-007	1,747.00	205-38-43553-000
Public Health	Decrease revenue & expenses to match 2013 Immunization Grant	698.00	205-38-54110-xxx-008	698.00	205-38-43553-000
Public Health	Decrease revenue & expenses to match 2013 MCH Grant	14,499.00	205-38-54110-xxx-002	14,499.00	205-38-43553-000
Public Health	Increase revenue & expenses to recognize M & M Area Community Foundation Grant monies for breast-feeding education	500.00	205-38-46511-000	500.00	205-38-54110-980-001
Tourism	Carryover 2012 Unspent Tourism funds to 2013	17,321.42	100-00-34223-000	17,821.42	100-59-56710-426-XXX
		500.00	100-59-56710-426-104		
Emergency Mgmt	Carryover Hazard Mitigation Plan Grant unexpended 2012 funds to 2013	19,527.75	100-24-43532-000	19,527.75	100-24-52510-XXX-XXX
Emergency Mgmt	Carryover Port Security Grant unexpended 2012 funds to 2013	52,647.00	100-24-43529-000	52,647.00	100-24-52510-XXX-XXX
	County Board Approval:				
	See Separate Agenda Items				
	(Note: Shaded items use contingency funds.)				