



MINUTES

Finance and Insurance Committee

June 16, 2014
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Melissa Christiansen, Kathy Just, Don Pazynski, Don Phillips, and Vilas Schroeder

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, County Administrator Ellen Sorensen, Finance Director Pat Kass, HR Director Jennifer Holtger, IT Director Larry Schultz, Communications Director Kirsten Bellisle, Sheriff Jerry Suave, Lieutenant Jason Ducane, and Peshtigo Times

1. **Call to order**

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

2. **Agenda**

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

3. **Public Comment**

4. **Minutes**

Motion (Christiansen/Phillips) to approve minutes of May 19, 2014. Motion carried.

5. **Extend IS/Human Resources WRS LTE through End of the Year**

IS/Human Resources WRS LTE will continue through the end of 2014. Discussion only, no action needed.

6. **CenturyLink Agreement – Crivitz/Pembin Highway Shops and Courthouse**

Motion (Just/Pazynski) to approve three year agreement with CenturyLink for circuits connecting Pembin and Crivitz highway shops with courthouse at a cost of \$4,509.72, subject to Corporation Counsel's review. Motion carried. Exhibit A

7. **Tax Collection Options for Local Municipalities**

Information only.

8. December 31, 2013 Unassigned Fund Balance

Motion (Phillips/Just) to approve December 31, 2013 Unassigned Fund Balance contingency amount of \$22,200,003. Motion carried. Exhibit B

9. Funding for Two (2) Dispatcher Positions

Motion (Pazynski/Phillips) to recommend County Board approve transfer of \$43,875.00 from Contingency Fund for two (2) 40-hour Dispatcher Positions. Motion carried. Exhibit C

Break 9:56 a.m. to 10:00 a.m.

Supervisor Phillips excused at 10:46 a.m.

10. Five Year CIP

Motion (Pazynski/Christiansen) to forward without recommendation to the County Board the Debt Service items of the Five-year Capital Improvement Plan (CIP) for 2015. Motion Carried. Exhibit D

11. Funding for Five Year CIP

Motion (Christiansen/Just) to forward without recommendation to the County Board the preliminary funding analysis of the Five-year Capital Improvement Plan (CIP) for 2015 as presented. Motion carried. Exhibit D

12. 2015 Budget Policy

Motion (Just/Pazynski) to recommend County Board approve 2015 Budget Policy as presented. Motion carried. Exhibit E

13. Financial Software Evaluation Working Group

Information only.

14. Smoke Damper Actuator at LEC

Motion (Just/Pazynski) to transfer up to \$8,900 from the Jail Assessment Fund for smoke damper actuator replacement at LEC and related RFP advertising. Motion carried. Exhibit F

15. Investment Policy

Motion (Pazynski/Christiansen) to approve Marinette County's Investment Policy as presented. Motion carried. Exhibit G

16. Finance Director's Report

May Monthly Investment Report – \$38,509,651.33

17. Appropriation Entries

Motion (Christiansen/Just) to approve Schedule of Appropriation Entries and recommend to the County Board approval of those indicated. Exhibit H

18. Schedule of Invoices

Committee reviewed May Schedule of Invoices totaling \$385,712.80.

19. Future Agenda Items

- Audit report

20. Adjournment

Motion (Christiansen/Pazynski) to adjourn at 11:18 a.m. Motion carried.

Next meeting date: July 21, 2014 at 9:00 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:

Contract No. 130300653121

Products and Services Agreement

This Products and Services Agreement ("Agreement") between **CENTURYLINK SALES SOLUTIONS, INC.**, as contracting agent on behalf of the applicable affiliated entities providing the Products and Services ("CenturyLink") and County Of Marinette ("Customer") sets forth the terms and conditions for CenturyLink's provision of those Products and Services to Customer. Electronic signatures on this Agreement will be accepted only in the form and manner prescribed by CenturyLink.

1. **SERVICES.** CenturyLink will sell to Customer the Services listed on the Services List, attached and incorporated by this reference. This Agreement is effective on the date all parties have signed below ("Effective Date") and continues for the longest Order Term listed on the Services List.
2. **PURCHASE ORDERS.** This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.
3. **UNIFORM RESOURCE LOCATORS (URLS).** References to URLs in this Agreement include any successor URLs designated by CenturyLink.
4. **ENTITY.** For an interim period until all work is completed to update systems and platforms related to the combination of EMBARQ and CenturyTel, and the acquisition of Qwest, the names EMBARQ and CenturyTel may be used in association with the products and services provided by CenturyLink in this Agreement and Qwest products and services will be sold under a separate agreement.

AGREED:

CENTURYLINK SALES SOLUTIONS, INC.

County Of Marinette

By: _____
 Printed: _____
 Title: _____
 Date: _____

By: _____
 Printed: _____
 Title: _____
 Date: _____

Address for Notices: Sales Administration
 665 Lexington Avenue
 Mailstop: OHMANB0107
 Mansfield, OH 44907

Customer Address: 1926 HALL AVE
 MARINETTE, WI 54143-1717

And if related to a dispute to:
 CenturyLink – Attn: Sr. Assistant
 General Counsel, Commercial Law
 5454 W. 110th Street
 Overland Park, KS 66211

Address for Notices (if different from above):

Sales Rep: Randy Zingler
 Sales Rep Phone: (715) 732-6520

SERVICES LIST

1. **SERVICES.** CenturyLink will provide to Customer those Services identified in the CenturyLink Price Quotes, attached and incorporated by this reference (each, a "Price Quote"). The name of the local operating company providing Services to Customer is listed on each Price Quote. Services are purchased on either a month-to-month basis or for a specific term for the particular Service ordered (each, an "Order Term"), as listed in each Price Quote. Each Order Term begins on the later of the first day of the first billing month after the Effective Date or the date that CenturyLink installs and makes that Service available to Customer. If Customer continues to receive a Service after expiration of the Service's applicable Order Term, CenturyLink will provide that Service on a month-to-month basis at its then-current list pricing and then-current terms and conditions, unless the parties otherwise agree in writing. CenturyLink will make the Services available only after its compliance with any state-specific regulatory filing requirements.

CenturyLink Price Quote Number(s): 13-010794 Attachment A
Marquette - Crivitz T-1

2. **PRICING.**
 - 2.1 **Monthly Recurring Charges ("MRC") or Monthly Recurring Rates ("MRRs").** CenturyLink will charge Customer the MRCs or MRRs for the Services described in each Price Quote. For purposes of this Agreement, MRCs and MRRs have the same meaning and may be used interchangeably.
 - 2.2 **Non-recurring Charges ("NRC") or Non-recurring Rates ("NRRs").** CenturyLink will charge Customer NRCs or NRRs related to the Services described in each Price Quote. For purposes of this Agreement, NRCs and NRRs have the same meaning and may be used interchangeably.
 - 2.3 **Additional Charges.** Rates do not include applicable local, state, or federal taxes, fees, or surcharges that CenturyLink may bill Customer.
 - 2.4 **Additional Payment Requirements.** If Customer is not able to establish a satisfactory credit rating with CenturyLink, CenturyLink, in its sole discretion, may require Customer to submit a deposit or make an advance payment in connection with obtaining or maintaining the Services.
3. **TERMS AND CONDITIONS.** CenturyLink provides Services under the applicable terms and conditions listed and incorporated by reference on each Price Quote. Except for Services provided under Tariffs, in the event of any inconsistencies or conflicts between this Agreement and the applicable terms and conditions, this Agreement will take precedence.
4. **TERMINATION.** If Customer gives notice of cancellation or termination, disconnects any portion of a Service or otherwise breaches this Agreement resulting in the termination of a Service prior to the end of the applicable Order Term, termination liability will apply as calculated and set forth in the applicable terms and conditions listed and incorporated by reference on each Price Quote. If no termination liability is specified for Services in these terms and conditions, Customer will be liable for 50% of the monthly payments that would otherwise remain in the applicable Order Term.
5. **RELATED PRODUCT PURCHASES.** Customer may purchase Products related to the Services at the CenturyLink then-current list pricing and subject to the then-current Standard Terms and Conditions for Communications Services, the Equipment Sales Product Annex, and other applicable annexes based on Customer's selection of Products, all as posted to http://about.centurylink.com/legal/rates_conditions.html.

County Of Marinette
Proposal For CenturyLink Private Line Services
Proposal Date: 5/28/2014
Expire Quote Date: 7/27/2014
Customer Copy - Quote #: 13-010794



Customer Contact Information:

Company Name: County Of Marinette
Billing Address: 1926 HALL AVE
Billing City, State, Zip: MARINETTE WI 54143-1717
BAN ID: New BAN ID
Customer Contact Name: Larry Schultz
Customer Contact Phone: 715-732-7463
Customer Contact E-mail:

CenturyLink Contact Information:

Sales Person: Randy Zingler [1088000]
Email: randy.m.zingler@centurylink.com
Sales Contact Number: 715-732-6520
Dealer Code: 1088000

Teaming Sales Person: Kim Mattison []
Email: kim.mattison@CenturyLink.com
Teaming Sales Contact Number: 715-856-9107

Engineer: N/A
Email: N/A
Engineer Contact Number: N/A

Service Description:

Type of Service: CenturyLink Private Line Services
Total # of sites included in this quote: 2

Term Options:

Term (In months)	Monthly Recurring Revenue	One-Time Charges	Non-Recurring Revenue
36 Month	\$125.27	\$875.00	\$0.00

36 month total - \$4,509.72

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Customer Contact Information:

Company Name: County Of Marinette
Billing Address: 1926 HALL AVE
Billing City, State, Zip: MARINETTE WI 54143-1717
BAN ID: New BAN ID
Customer Contact Name: Larry Schultz
Customer Contact Phone: 715-732-7463
Customer Contact E-mail:

CenturyLink Contact Information:

Sales Person: Randy Zingler [1088000]
Email: randy.m.zingler@centurylink.com
Sales Contact Number: 715-732-6520
Dealer Code: 1088000

Teaming Sales Person: Kim Mattison []
Email: kim.mattison@CenturyLink.com
Teaming Sales Contact Number: 715-856-9107

Engineer: N/A
Email: N/A
Engineer Contact Number: N/A

Service Description:

Type of Service: CenturyLink Private Line Services
Term Agreement: 36 month
Total # of sites included in this quote: 2

County Of Marinette
Proposal For CenturyLink Private Line Services
 Proposal Date: 5/28/2014
 Expire Quote Date: 7/27/2014
 Customer Copy - Quote #: 13-010794



Customer Service Location:

Primary Location Name: County Of Marinette
Address: 1925 Ella Court
City, State, Zip: MARINETTE, WI, 54143
NPA-NXX:
On Site Contact Name: Larry Schultz
Work TN: 715-732-7463

Telco Central Office Information:

Telco: CenturyTel of the Midwest-Wisconsin, LLC
Serving Central Office Address: MRNTWI01 (1727 STEPHENSON MARINETTE, WI 54143)
TCompany / Submarket: T162 / W1141

Service Description:

Type of Service: CenturyLink Private Line Services, 36 month term

Site	Qty	Price Plan	Feature Code	Item	MRR	OTC	NRR
A	1			Channel Mileage Facility (per C.O. to C.O.)	\$27.97		
A	1			Channel Mileage Termination (per C.O.)	\$4.70		
A	0			Channel Mileage Termination (per C.O.)	\$0.00		
A	1			Channel Termination (per end)	\$46.30		
A	1		936	Channel Termination (per end)		\$400.00	
A	1		936	Service Order		\$75.00	
TOTAL					\$78.97	\$475.00	\$0.00

Optional Features:

Site	Qty	Price Plan	Feature Code	Item	MRR	OTC	NRR
TOTAL					\$0.00	\$0.00	\$0.00

Additional Terms and Conditions:

- At http://about.centurylink.com/legal/rates_conditions.html, the following information will direct you to the applicable terms and conditions for the Services:

Entity: CenturyTel of the Midwest-Wisconsin, LLC
 Service: CenturyLink Private Line Services

- The prices quoted apply only to the sites included in the Quote and will not apply if Customer adds, changes, or moves site locations. Rates, charges, and discounts for Service elements not

County Of Marinette
Proposal For CenturyLink Private Line Services
Proposal Date: 5/28/2014
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Customer Copy - Quote #: 13-010794



identified appear in the applicable terms and conditions identified above. Prices do not include taxes or applicable surcharges that CenturyLink may bill Customer. Unless this Quote is incorporated into a signed agreement, it is non-binding. Except for charges described in this Quote, the applicable CenturyLink terms and conditions identified above will control over any inconsistencies or conflicts between the Quote and the terms and conditions.

County Of Marinette
Proposal For CenturyLink Private Line Services
 Proposal Date: 5/28/2014
 Expire Quote Date: 7/27/2014
 Customer Copy - Quote #: 13-010794



Customer Service Location:

Primary Location Name: Marinette County Highway Dept
Address: 101 Henrietta
City, State, Zip: Crivitz, WI, 54114
NPA-NXX:
On Site Contact Name: Larry Schultz
Work TN: 715-732-7463

Telco Central Office Information:

Telco: CenturyTel of the Midwest-Wisconsin, LLC
Serving Central Office Address: CRVTWIXA (713 SARAH CRIVITZ, WI 54114)
TCompany / Submarket: T157 / WI106

Service Description:

Type of Service: CenturyLink Private Line Services, 36 month term

Site	Qty	Price Plan	Feature Code	Item	MRR	OTC	NRR
B	1			Channel Termination (per end)	\$46.30		
B	1		936	Channel Termination (per end)		\$400.00	
				TOTAL	\$46.30	\$400.00	\$0.00

Optional Features:

Site	Qty	Price Plan	Feature Code	Item	MRR	OTC	NRR
				TOTAL	\$0.00	\$0.00	\$0.00

Additional Terms and Conditions:

- At http://about.centurylink.com/legal/rates_conditions.html, the following information will direct you to the applicable terms and conditions for the Services:

 Entity: CenturyTel of the Midwest-Wisconsin, LLC
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- The prices quoted apply only to the sites included in the Quote and will not apply if Customer adds, changes, or moves site locations. Rates, charges, and discounts for Service elements not identified appear in the applicable terms and conditions identified above. Prices do not include taxes or applicable surcharges that CenturyLink may bill Customer. Unless this Quote is incorporated into a signed agreement, it is non-binding. Except for charges described in this Quote, the applicable CenturyLink terms and conditions identified above will control over any inconsistencies or conflicts between the Quote and the terms and conditions.

**MARINETTE COUNTY GENERAL FUND NET POSITION
2013**

UNAUDITED

CLASSIFICATION	BALANCE 1/1/2013	BALANCE 12/31/2013	CHANGE
Non- spendable	\$ 3,361,597	\$ 3,255,058	\$ (106,539)
Restricted	91,693	103,718	12,025
Committed	21,429,040	21,331,981	(97,059)
Assigned	1,625,662	757,145	(868,517)
Unassigned			
Unassigned-Cashflow	1,837,759	1,850,003	12,244
Unassigned-Contingencies	2,205,311	2,220,003	14,692
Unassigned-General	3,404,764	2,188,697	(1,216,067)
TOTAL	<u>\$ 33,955,826</u>	<u>\$ 31,706,605</u>	<u>\$ (2,249,221)</u>

* December 31, 2013 amount to be determined, estimated at 10% of 2013 general fund operating expenditures.

Notes:

- 1). 2014 Budget Applied funds
 \$255,033 Unassigned
 \$190,000 Uncompleted Courthouse & HHS Building Outlay
- 2). HHS fund decrease of \$770,777 to \$747,597
- 3). County Roads
 2013 Fund Balance Down \$327,143 even after \$762,700 transfer from GF
 2014 Winter Maintenance Budget - 87 % expended - Up \$331,645
 2014 General Maintenance Budget up \$93,314
- 4). Litigation Settlement ?
- 5). 2014 Unexpected
 Chiller LEC - \$48,000 from Capital Maintenance Funds
 Cisco Switches/Network - \$350,000 from IS fund balance (Recouped through IS user charges)
 IS Network Infrastructure - \$85,000
- 5). Investment revenue - Will it recover?
- 6). Future Health Insurance Cost?
- 7). PY GF decreases 2011 (\$654,697) 2012 (\$730,606)

TAX LEVY RATES

	Operating - 2014	Debt Service (Est)	Debt Service (Max)
Equalized valuation - 2014	\$ 3,517,700,700	\$ 3,517,700,700	\$ 3,517,700,700
Levy	15,045,207	539,460	816,060
Rate per \$1,000	<u>\$ 4.28</u>	<u>\$ 0.15</u>	<u>\$ 0.23</u>

Note: Debt levy estimates include \$189,335 in debt issuance premium available for 2015 interest debt service requirement.

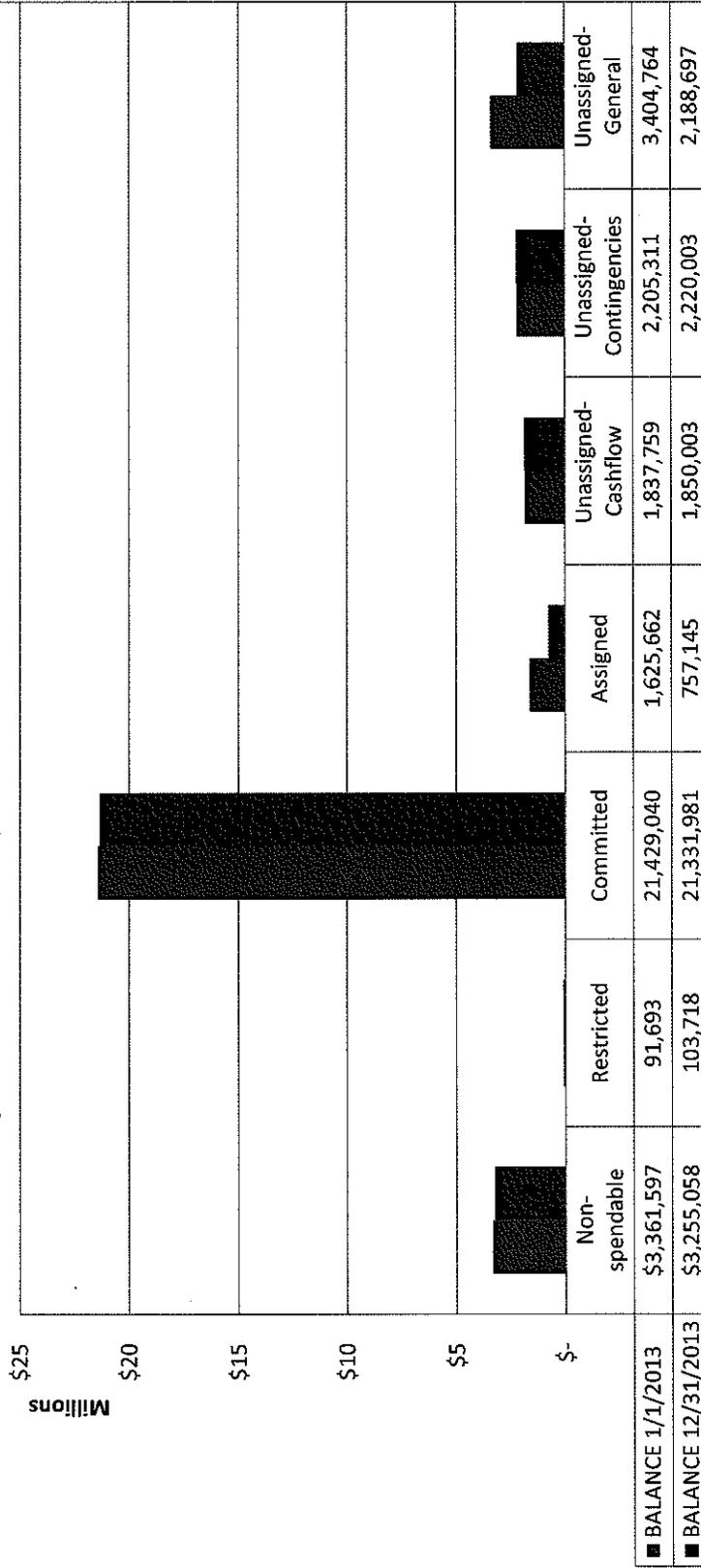
2013 TAX LEVY WORKSHEET
FUND 100 GENERAL FUND

ACCOUNT	SALARIES & FRINGES	GENERAL EXPENSES	OUTLAY	TOTAL EXPENSES	TOTAL REVENUE	FUND BAL APPLIED	CURRENT TAX LEVY	PRIOR TAX LEVY	CHANGE IN TAX LEVY	NON LAPSING DESCRIPTION	CURRENT ALLOWABLE LEVY	DIFF BETWEEN ALLOW & REQ
40-55442 S-3710 HWY 64 BRIDGE/TRAIL	3,230	142,033		145,263	139,585		5,678	6,124	446**		6,124	446
40-55443 ATV YR ROUND TRAIL MAINT.												
40-55444 SNOW BRIDGE REHAB. GRANT #15												
40-55445 ATV WINTER TRAIL MAINT.												
40-55447 ATV-1499 TRAIL SYSTEM MAPS		35,130		35,130	35,130							
40-55448 ATV-GASSET ROAD BYPASS												
40-55450 ATV-1709 TRAIL REHAB												
40-55451 SNOW-HWY 141 AMBERG TO BEECHER												
40-55453 SNOWMOBILE REHAB S-3686												
40-55454 SNOWMOBILE HWY 64 REC LANE												
40-55470 WATER RECREATION												
40-56130 CAMP BIRD												
** DEPARTMENT TOTAL **	108,814	37,580	12	146,394	60,000		12	87,209	12		87,209	12
41-51430 HUMAN RESOURCES	703,869	655,349	1,339,218	1,339,218	727,753		631,965	618,047	815		618,047	815
** DEPARTMENT TOTAL **	138,536	18,370	156,906	156,906	7,500		149,406	150,291	885**		150,291	885
50-51710 REGISTER OF DEEDS	218,670	73,355	292,025	292,025	354,100		62,075	61,490	585**		61,490	585
52-52110 SHERIFF ADMINISTRATION	426,347	127,059	553,406	553,406	114,300		439,106	422,434	16,672*		422,434	16,672*
52-52120 SHERIFF PATROL	2,300,856	374,040	2,674,896	2,674,896	14,900		2,904,678	2,770,655	134,033*		2,770,655	134,033*
52-52121 ATV LAW ENFORCEMENT	20,024	2,220	22,244	22,244	10,795		17,449	13,282	4,167*		13,282	4,167*
52-52124 M.E.G. UNIT	101,682	6,000	107,682	107,682	2,000		100,282	94,826	5,456*		94,826	5,456*
52-52126 SHERIFF - CRIMINAL INVEST.	404,521	27,275	431,796	431,796	9,280		431,796	403,414	28,382*		403,414	28,382*
52-52130 SHERIFF - TRAINING	41,200	4,200	45,400	45,400	31,820		31,820	13,829	18,091*		13,829	18,091*
52-52130 SNOWMOBILE LAW ENFORCEMENT	11,890	3,515	15,505	15,505	11,078		4,427	2,845	1,582*		2,845	1,582*
52-52140 SHERIFF - WATER PATROL	11,890	8,750	20,640	20,640	12,000		8,640	8,333	307*		8,333	307*
52-52160 SHERIFF - CANINE SERVICES	4,800	4,800	9,600	9,600	500		4,300	6,100	1,800**		6,100	1,800**
52-52710 JAIL	2,162,013	484,101	2,646,114	2,646,114	543,548		2,102,766	2,108,620	5,854**		2,108,620	5,854**
52-52713 JAIL - COMMISSARY	5,439,223	1,073,660	6,512,883	6,512,883	30,000		30,000	22,000	8,000**		22,000	8,000**
** DEPARTMENT TOTAL **	5,439,223	1,073,660	6,512,883	6,512,883	748,201		6,015,364	5,822,328	193,036*		5,822,328	193,036*
53-52150 CENTRAL DISPATCH	1,098,116	105,465	1,203,581	1,203,581	2,550		1,254,031	1,214,598	39,433*		1,214,598	39,433*
53-52155 COMMUNICATIONS	144,500	144,500	289,000	289,000	14,500		144,500	141,000	3,500**		141,000	3,500**
53-52660 EMERGENCY "911" SYSTEM	1,098,116	249,965	1,348,081	1,348,081	2,550		1,398,531	1,355,598	42,933*		1,355,598	42,933*
** DEPARTMENT TOTAL **	31,001	63,999	95,000	95,000	95,000		95,000	95,000	0**		95,000	0**
59-56710 ADVERTISING AND PROMOTION	200,590	37,080	237,670	237,670	1,281,100		1,043,430	996,341	47,089**		996,341	47,089**
60-51520 COUNTY TREASURER	28,250	28,250	56,500	56,500	28,250		28,250	28,250	0**		28,250	0**
60-51911 TAX DEED EXPENSE	2,000	2,000	4,000	4,000	3,200		800	1,000	200**		1,000	200**
60-51912 PERSONAL PROPERTY CHARGE BACK	200,590	67,330	267,920	267,920	1,310,550		1,042,630	995,341	47,289**		995,341	47,289**
** DEPARTMENT TOTAL **	56,000	56,000	112,000	112,000	56,000		56,000	56,000	0**		56,000	0**
64-55430 UW MARINETTE	10,000	10,000	20,000	20,000	10,000		10,000	10,000	0**		10,000	0**
66-55460 PAIR & EXHIBITS	295,989	295,989	591,978	591,978	20,652		275,337	279,531	4,194**		279,531	4,194**
66-55621 UW EXT. ADMINISTRATION	180,776	180,776	361,552	361,552	305,989		385,337	389,531	4,194**		389,531	4,194**
** DEPARTMENT TOTAL **	700	3,820	4,520	4,520	3,900		2,120	2,320	200**	VETERANS DONATION	2,320	200
68-54710 VETERANS RELIEF	156,767	8,535	165,302	165,302	10,000		155,302	156,886	1,584**		156,886	1,584**
68-54720 VETERANS SERVICE OFFICE	3,000	3,000	6,000	6,000	3,000		3,000	3,000	0**		3,000	0**
68-54730 VET-GRAVES/SURIALS/HEADSTONES	157,467	15,355	172,822	172,822	13,900		160,422	162,206	1,784**		162,206	1,784**
** DEPARTMENT TOTAL **	450,000	450,000	900,000	900,000	450,000		450,000	420,800	29,200**		420,800	29,200**
99-51501 CONTINGENCY	2,000	2,000	4,000	4,000	2,000		2,000	2,000	0**		2,000	0**
99-52720 JUVENILE GROUP SHELTER HOME	32,650	32,650	65,300	65,300	32,650		32,650	32,650	0**		32,650	0**
99-51910 ILLEGAL TAXES	305,019	305,019	610,038	610,038	133,783		171,236	171,236	0**		171,236	0**
99-54193 ST. SPEC. CHGS. - INSTIT.	17,941	17,941	35,882	35,882	17,941		17,941	17,766	175**		17,766	175**
99-54610 COMMITTEE ON AGING	83,436	83,436	166,872	166,872	66,436		66,436	66,436	0**		66,436	0**
99-56155 COUNTY SPORTSMAN'S COUNCIL	17,941	17,941	35,882	35,882	17,941		17,941	17,766	175**		17,766	175**
99-56310 REGIONAL PLANNING COMMISSION	83,436	83,436	166,872	166,872	66,436		66,436	66,436	0**		66,436	0**
99-56720 ECONOMIC DEVELOPMENT	15,355	15,355	30,710	30,710	15,355		15,355	15,355	0**		15,355	0**
99-59210 TRANSFER OUT	15,355	15,355	30,710	30,710	15,355		15,355	15,355	0**		15,355	0**
99-59220 TRANS. TO SPECIAL REV. FUND	890,446	890,446	1,780,892	1,780,892	890,446		890,446	890,446	0**		890,446	0**
99-59230 TRANS. TO DEBT SERV. FUND	15,125,604	7,074,429	22,200,033	22,200,033	12,005,323		10,460,264	9,784,955	675,309		9,784,955	675,309
** DEPARTMENT TOTAL **	890,446	890,446	1,780,892	1,780,892	890,446		1,740,965	2,423,983	683,018*		2,423,983	683,018*
** FUND TOTAL **	15,125,604	7,074,429	22,200,033	22,200,033	12,005,323		10,460,264	9,784,955	675,309		9,784,955	675,309

Contingency
Cash flow

\$22,200,033 X 10% = \$2,220,003
 22,200,033 X 1/12 = \$1,850,003

Marinette County General Fund Net Position





MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 6-9-14
Personnel Committee 6-13-14
Finance Committee 6-16-14
County Board 6-24-14

Permission to proceed:

(County Administrator initials and dates)

JA PK gm

Department Completes and submits to Human Resources

Department: Dispatch
Department Head: Kirsten Bellisle
Supervisor: _____
Position Title: 40 hour full - Dispatcher
Old Position Title: 50% part-time dispatcher
Hours per Week/Year: 40/2080

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

Account Number(s): Current - (3) 50% positions

requesting * (2) 40-hour positions
* eliminate all 50%

KA

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

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Wipfl
Pay Rate/Salary: \$ 18.57 - 23.27
Pay Level: 14

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

Approval*

Department Head: *Kirsten Bellisle* 5/16/14
County Administrator: _____ 1/1

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

Marinette County Dispatch is respectfully requesting to eliminate three 50% Dispatcher positions and create two 40-hour full positions. This will result in a net .5 increase in full time dispatchers.

The reasons justifying and supporting the need for this increase are stated below:

Eight (8) dispatchers have left Marinette County for retirements, terminations, and new employment since January of 2011. This department has not been fully staffed since then. All new hires for the departing dispatchers are hired in the 50% positions. Past experience is the 50 % dispatchers have a high turnover rate, leaving to find other permanent employment with full time benefits. The most qualified applicants often do not accept the position because of not having guaranteed hours and having to pay ½ the cost of health insurance; if elected. 50% employees were reduced to working a maximum of 30 hours per week as a result of the Affordable Care Act. If these positions were full time it would reduce the amount of money spent on recruiting, hiring, and training. It will also create more flexibility in scheduling.

The estimated training cost is about \$6,500 per dispatcher; additional amounts are spent on overtime to provide relief for vacations/sick time during training. In 2013, \$505.00 was spent on background checks on three different people, only one was hired; then resigned less than a year later. So far in 2014, \$485.00 has been spent on backgrounds and no one has been hired. This does not include administrative or HR time spent on the hiring process.

50 % employees were originally hired to fill vacation, sick, personal, and compensatory time. Even with three part time positions; this analysis is incorrect. Current employees receive a combined vacation hourly total of: 3072. The three 50%-time positions cover a total of 3120 hours. The remaining (48) hours are used for additional training/office meetings throughout the year. Any additional sick time usage would result in overtime.

Budgeted overtime (\$13,000) for 2014 has already been consumed. As of May 14th, dispatch is \$2,955.77 over budget. This will continue to accrue for the following reasons; one 50% position still vacant, one employee will

be on FMLA, 28 hours short in staffing as Assistant position vacant and will be revised to take out scheduled dispatching duties. In 2013, dispatch was \$39,505 over budget. (\$52,505.35 total) The dispatcher's schedules have been changed two times; shift coverage reduced to reduce overtime. In 2013, the amount of overtime was actually reduced as a result of the Assistant/Director working 40 hours dispatching. Other reductions were as a result of pre-Affordable Care Act and one 50% position working at 78%.

Dispatchers have been working consistent overtime since 2011. The dispatchers have reported they are tired of all the overtime and frequently do not sign for it; resulting in being forced to take shifts. We are fortunate the dispatchers have remained healthy physically and mentally. There are many articles on dispatcher burnout from understaffing and forced overtime. In 2014, overtime was paid for an employee on an unforeseen FMLA leave; two dispatchers are reporting the need for potential surgeries.

It is not feasible to hire an LTE to assist in filling in. This is a specialized field and requires a minimum of 420 hours to a maximum of 640 hours in training.

Although the Director and Assistant Director are capable of performing dispatcher duties it should not be standard practice or expected. We should be assisting in emergency situations only.

Cost Analysis:

Current with wages:

Dispatcher 50% - \$23,874

Dispatcher 50% - \$17,392

Vacant Dispatcher 50% - \$17,392

Total \$ 58,658 plus health & dental; if elected

Proposal with wages:

Full Time 100 % - \$36,928.93* plus H&D

Full Time 100 % - \$51,046* plus H&D

*This was calculated at the current rate of a 50% employee moving to 100%

Total: \$ 87,975.71 plus H&D

The estimated wage cost is an additional \$29,317.71 plus H&D; if elected.
Again, overtime in 2013 was \$39,505 over the budgeted \$13,000.

Shift Staffing

The most common question among comm center administrators is, "How many dispatchers do I need?" This question focuses on the tasks, number of consoles and other issues, and **cannot** be condensed to a single math formula. One would have to perform a time study of the work now being performed at your center, determine the workload for each hour of the day, and consider the agency's performance goals (answer all calls within 10 seconds, etc.) in order to determine how many dispatchers to staff on each shift.

However, in many cases, the number of required personnel can be figured pretty simply from the required tasks of an ordinary time period, for an ordinary day:

- you have two radio channels that need constant and individual attention (2 persons) *Marinette Dispatch= Two: Sheriff & Marinette Police*
- you have a warrant/teletype position that handles field requests via radio, enters stolen vehicles, etc. (1 person) *Marinette= This is shared by all dispatchers on duty*
- you have six in-coming 911 lines and 8 administrative lines, have an automated attendant that filters out most administrative calls, and you want to be able to handle 3 simultaneously 911 calls (3 persons) *Marinette Dispatch= same phone lines = 1 person 10am to 2am. All other calls are answered by Radio Dispatchers*
- you have an alternate radio channel that needs constant monitoring for officers requesting tows, callbacks, etc. (1 person) *Marinette Dispatch= This is shared by all dispatchers to listen to all frequencies.*

This means you'll need seven persons on-duty to physically handle tasks. With this figure, you can then factor in several variables:

- some periods of an ordinary day are busier than others, and you may need additional telephone support
- some days of the week are busier than others, and you may need additional telephone support
- during busy periods, you may need additional radio support.
- to account for breaks, you may need an additional full-time or part-time person during each 24-hour period.
- to account for a 24-hour operation, you'll need more staff *Marinette= 24 hour operation*
- to account for sick leave, vacation and other leave, you'll need more staff *Marinette= shortage for sick/comp use*

All of this will lead you to learn that it takes 25 (or more) persons to fill seven seats every hour of every day.

You can use much more complicated time-study techniques to determine how many different and simultaneous tasks a dispatcher can perform, and how busy they typically are. However, for most comm centers, the basic tasks are pretty obvious. It's the variable workload and leave factors that are often tough to determine. (Source: <http://www.911dispatch.com/shifts/index.html>)

According to the above formula; Marinette County Dispatch is understaffed. Dispatch operates with three dispatchers on duty at a time from 10am to 2am. This leaves the center very vulnerable when only two are on duty. Extra responsibilities are being added: answer after hours for Adapt; Alarm for Public Health refrigeration; VINE restraining order notification; central phone service for Niagara Police, Crivitz Police after hours, Peshtigo Police after hours, Marinette Police. The list is increasing with no extra staff; we will shortly be giving CPR instructions to callers in need.

New Dispatcher

Full time 100%

	85% County Share	15% Employee Share	Total Premium per yr
120 Single Health	9,210.80	1,625.44	10,836.24
121 Family Health	27,807.55	4,907.21	32,714.76
122 Employee/Spouse	19,715.78	3,479.26	23,195.04
123 Employee/Child	15,483.50	2,732.38	18,215.88
500 Single Dental	367.20	40.80	408.00
501 Family Dental	945.00	105.00	1,050.00

HEALTH PLANS				PREMIUM PER PAY PERIOD	
<i>PART TIME 50%</i>					
120 Single Health	9,210.80	1,625.44	10,836.24		
	50.0%				
	4,605.40	1,625.44		6,230.84	\$ 239.65
121 Family Health	27,807.55	4,907.21	32,714.76		
	50.0%				
	13,903.78	4,907.21		18,810.99	\$ 723.50
122 Employee/Spouse	19,715.78	3,479.26	23,195.04		
	50.0%				
	9,857.89	3,479.26		13,337.15	\$ 512.97
123 Employee/Child	15,483.50	2,732.38	18,215.88		
	50.0%				
	7,741.75	2,732.38		10,474.13	\$ 402.85
DENTAL PLANS					
500 Single Dental	367.20	40.80	408.00		
	50.00%				
	183.60	40.80		224.40	\$ 8.63
501 Family Dental	945.00	105.00	1,050.00		
	50.00%				
	472.50	105.00		577.50	\$ 22.21

**COST OF REQUEST
DISPATCHER - FT**

20-May-14

ANNUAL COSTS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	7.00% 2014 RETIREMENT	FAMILY H&D	LIFE INS	0.17% WORKER'S COMP	TOTAL
Dispatcher - FT (Minimum) (2) 40 hr. positions at Minimum	\$ 32,385		\$ 2,477	\$ 2,267	\$ 28,753	\$ -	\$ 55	\$ 65,937 \$ 131,874
Dispatcher - FT (Midpoint) (2) 40 hr. positions at Midpoint	\$ 40,486	\$ -	\$ 3,097	\$ 2,834	\$ 28,753	\$ -	\$ 69	\$ 75,239 \$ 150,478

CURRENT - ELIMINATE

Dispatcher - PT 50%	\$ 16,192		\$ 1,239	\$ -	\$ -	\$ -	\$ 28	\$ 17,459
Dispatcher - PT 50%	\$ 16,192		\$ 1,239	\$ -	\$ -	\$ -	\$ 28	\$ 17,459
Dispatcher - PT 50%	\$ 21,653		\$ 1,656	\$ -	\$ 473	\$ -	\$ 37	\$ 23,818
								<u>\$ 58,736</u>
				Annual increase at minimum				<u>\$ 73,138</u>
				Annual increase at midpoint				<u>\$ 91,742</u>

Single Health & Dental \$ 9,578
 Family Health & Dental \$ 28,753
 Emp/Sp Health & Family Dental \$ 20,661
 Emp/Ch Health & Family Dental \$ 16,429

91,742.00/2 =
 45,871.00
 rounded up

2015 Capital Project 5-Year Outlook Summary
As of May 31, 2014

DRAFT

Key for Funding Source:
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2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
DISPATCH	D		Replace existing four position dispatch console	0	0	0	500,000	-	500,000
Dispatch Total				0	0	0	500,000	0	500,000
FACILITIES AND MAINTENANCE	D	Med	Niagara Senior Center Phase II: Replace front walk, Replace windows, remove five doors, replace one door, repair vestibule floor, replace ceiling tile & remove insulation.	75,000	-	-	-	-	75,000
	D	Med	UWM: Library Building Roof	100,000	-	-	-	-	100,000
	D	Med	UWM: replace eight heat exchangers on Library roof	700,000	-	-	-	-	700,000
	D	Med	UWM: Refurbish Admin Building elevator	150,000	-	-	-	-	150,000
	D		Replace Courtroom furniture	60,000	-	-	-	-	60,000
	D	Med	UWM: Field house parking lot and lighting	200,000	-	-	-	-	200,000
	D	Med	Fairground Cattle barn	150,000	-	-	-	-	150,000
	D	Low	Clt: Replace internally insulated ducts	-	350,000	-	150,000	-	150,000
Facilities and Maintenance Total				1,085,000	350,000	0	150,000	0	1,585,000
FORESTRY	O*		Replace 1952 John Deere 444E Loader	-	160,000	-	-	-	160,000
	O*		Replace four 2011 Chevy Colorado Crew Cab 4-WD Pickups	-	-	112,000	-	-	112,000
	O*		Replace 1990 Trail King Lowboy Trailer	-	-	-	103,000	-	103,000
	O*		Replace 2002 John Deere 450H Dozer	-	-	-	-	105,000	105,000
Forestry Total				0	160,000	112,000	103,000	105,000	480,000
PARKS	O*		Bridge for new camping loop at Twin Bridges Park	75,000	-	-	-	-	75,000
	O*		Development of new camping loop at Twin Bridges Park	-	70,000	-	-	-	70,000
	O*		Construct a 2nd flush toilet building at Twin Bridges Park	-	-	75,000	-	-	75,000
	O*		Replace Two Toro Lawnmowers	-	-	-	50,000	-	50,000
Parks Total				75,000	70,000	75,000	50,000	0	270,000
TOTAL FORESTRY/PARKS				75,000	230,000	187,000	153,000	105,000	750,000

* Forestry & Parks Development Fund (55290)

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2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
HIGHWAY	D		CTH BB (Curve 2.7 Miles SE of B to Pond Road) - Recondition	820,000	-	-	-	-	820,000
	D		CTH BB Little River Bridge Replacement	60,000	-	-	-	-	60,000
	D		CTH B (Belgium Road to CTH W) - Recondition	1,022,077	-	-	-	-	1,022,077
	D		CTH Q (Pound Eastward to STH "64") - Overlay	594,000	-	-	-	-	594,000
	D		CTH Q (USH 141 Westward to STH "64") - Overlay	725,000	-	-	-	-	725,000
	D		CTH X (Wasco Road to Old Rail Road) - Overlay	976,000	-	-	-	-	976,000
	O		Crivitz Shop Concrete Floor And Drain Repairs	75,000	-	-	-	-	75,000
	D		CTH "U" (USH 8 to North County Line)	2,690	-	-	-	-	2,690
	O		Equipment Purchases	635,000	-	-	-	-	635,000
	D		CTH B (West Co. Line to USH 141) - Recondition	-	644,000	-	-	-	644,000
	D		CTH B (Dahl Road to CTH T) - Recondition	-	624,000	-	-	-	624,000
	D		CTH F (Oconto Co. Line to CTH C) - Recondition	-	663,000	-	-	-	663,000
	D		CTH N (City of Niagara to Florence Co. Line) - Recondition	-	507,000	-	-	-	507,000
	D		CTH R (USH 141 to Mine Road) - Overlay	-	1,113,000	-	-	-	1,113,000
	D		CTH W (STH "64" to UTH "141") - Recondition	-	2,243,000	-	-	-	2,243,000
	D		CTH "U" (USH 8 to North County Line)	-	91,400	-	-	-	91,400
	O		Equipment Purchases	-	610,000	-	-	-	610,000
	D		CTH G (CTH W to East Spur Road) - Recondition	-	-	936,000	-	-	936,000
	D		CTH P (CTH S to USH "141") - Recondition	-	-	1,560,000	-	-	1,560,000
	D		CTH S (STH 64 to CTH P) - Recondition	-	-	897,000	-	-	897,000
	D		CTH W (Osmani Road to Parkway Rd.) - Recondition	-	-	1,084,000	-	-	1,084,000
	O		Equipment Purchases	-	-	430,000	-	-	430,000
	D		CTH C (CTH "F" to CTH "A") - Recondition	-	-	-	1,697,000	-	1,697,000
	D		CTH H (USH 8 to Forest Co. Line) - Overlay	-	-	-	859,000	-	859,000
	D		CTH P (USH "141" to CTH W) - Recondition	-	-	-	1,034,000	-	1,034,000
	D		CTH W (Reif Road to STH "64") - Recondition	-	-	-	1,365,000	-	1,365,000
	O		Equipment Purchases	-	-	-	735,000	-	735,000
	D		CTH "J" (CTH "M" - South Co. Line) - Recondition	-	-	-	-	195,000	195,000
	D		CTH "RW" (Peshtigo Limits - STH "64") - Recondition	-	-	-	-	546,000	546,000
	D		CTH "M" (USH "41" - STH "141") - Overlay	-	-	-	-	1,669,500	1,669,500
	D		CTH "O" (USH "8" - CTH "OO") - Recondition	-	-	-	-	1,345,500	1,345,500
	O		Equipment Purchases	-	-	-	-	650,000	650,000
Highway Total				4,909,767	6,495,400	4,837,000	5,696,000	4,406,000	26,338,167

¹ Denotes net cost after Grant funds applied
 CTH BB Little River Bridge Replacement (Federal Bridge Aid)
 CTH B (Belgium Road to CTH W) - Recondition (CHIP Funding)
 CTH "U" (USH 8 to North County Line) (HARRRH Funding)
² \$195,000.00 Cost/Mile Average Used For Project Cost Calculation
³ \$159,000.00 Cost/Mile Average Used For Project Cost Calculation

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As of May 31, 2014

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2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
INFORMATION SERVICES									
D	High	Second	Complete Redundance Virtual Network at LEC	130,000	-	-	-	-	130,000
D	High	Second	Door Security Courthouse, HHSD	150,000	-	-	-	-	150,000
O			Air Conditioner Computer Room	50,000	-	-	-	-	50,000
O			Deployment of VDI System or PC Upgrades Courthouse	-	200,000	-	-	-	200,000
O			Upgrade Entire County to Uniform Version of Microsoft Office	-	-	130,000	-	-	130,000
O			Upgrade Cisco Phone System	-	-	45,000	-	-	45,000
D			Treasurer Receipting	-	-	174,000	-	-	174,000
O			Refresh Virtual Server Network	-	-	-	200,000	-	200,000
D			New County Fiber	-	-	-	-	300,000	300,000
Information Services Total				330,000	200,000	349,000	200,000	300,000	1,379,000
LAND INFORMATION									
G	High	Mod	Acquisition of Digital Orthophotography	75,000	-	-	-	-	75,000
G	High	Mod	Remonumentation of Public Land Survey System	-	75,000	75,000	75,000	-	225,000
Land Information Total				75,000	75,000	75,000	75,000	0	300,000
LAW ENFORCEMENT									
D			Bearcat Vehicle	280,000	-	-	-	-	280,000
D			Replace carpet in all Jail Pods	-	60,000	-	-	-	60,000
D			Replace old Security Cameras on Jail System	-	170,000	-	-	-	170,000
D			Mobiles 30 @ 6K	-	-	-	180,000	-	180,000
D			Portables 33 @ 4K	-	-	-	132,000	-	132,000
D			Jail Pod	-	-	-	-	9,000,000	9,000,000
D			Radios for Quarter Bonding (if Feds require it)	-	-	-	-	-	-
S			Patrol Cars	224,000	196,000	140,000	196,000	140,000	896,000
S			Investigator Vehicle	-	28,000	56,000	28,000	28,000	140,000
S			Changeovers, Decals, Lightbars, Dividers, Grill Guards etc	79,800	35,000	30,000	30,000	30,000	204,800
Law Enforcement Total				583,800	489,000	226,000	566,000	9,198,000	11,062,800
MAR-OCO LANDFILL									
O	High		Phase III Increments A Liner Construction	850,000	-	-	-	-	850,000
O	High		Phase II Increment B Closure	-	-	-	-	600,000	600,000
Mar-Oco Landfill Total				850,000	0	0	0	600,000	1,450,000
TWIN COUNTY AIRPORT									
P			Runway 14/32 Rehabilitation (Pavement and Lighting)	-	-	33,950 *	-	-	33,950
D			Rehabilitate Tailways A, B, E & F	-	-	-	-	89,750 *	89,750
Twin County Airport Total				-	-	33,950 *	-	89,750 *	123,700
TOTAL CAPITAL IMPROVEMENT REQUESTS									
Total				\$ 7,908,567	\$ 7,839,400	\$ 5,727,950	\$ 7,334,000	\$ 14,698,750	\$ 43,508,667

* This denotes half of local contribution. The remaining half will be provided by Menominee County.

2015 Capital Project 5-Year Outlook Summary
As of May 31, 2014

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2015 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2015	2016	2017	2018	2019	TOTAL
Preliminary Funding Analysis									
			Property Tax Levy	-	-	33,950	-	-	33,950
			Sales Tax	303,800	259,000	226,000	254,000	198,000	1,240,800
			Debt	5,844,767	6,465,400	4,601,000	5,917,000	13,145,750	35,973,917
			Highway Restricted Cash	635,000	610,000	490,000	735,000	650,000	3,060,000
			Forestry & Parks Fund	75,000	70,000	75,000	50,000	-	270,000
			Grant and Aids	75,000	75,000	75,000	75,000	-	300,000
			Operating Revenue	975,000	200,000	175,000	200,000	600,000	2,150,000
			Fund Balance	-	-	-	-	-	-
			Forestry Heavy Equipment Fund	-	160,000	112,000	103,000	105,000	480,000
			TOTAL	\$ 7,908,567	\$ 7,839,400	\$ 5,727,950	\$ 7,394,000	\$ 14,698,750	\$ 43,508,667

BUDGET POLICY FOR FISCAL YEAR 2015

It is the legal responsibility of the County Administrator to communicate to the County Board of Supervisors the condition of the county, recommend policy and fiscal matters to them for their consideration, and submit to them the annual budget for consideration and adoption.

The County Administrator has determined that the annual budget be considered an operational guide, the county's financial plan, a support mechanism for policy and an avenue of communication.

In order to plan, compile, and complete a budget document for the County Board, it is necessary for the Administrator and administrative support staff of the county to have certain guidelines and policies to follow.

The following 2015 Budget Policy shall be the guideline and policy of the Marinette County Board of Supervisors. The Marinette County Administrator and Finance Director shall apply this policy to all Marinette County Departments/Agencies for the preparation and review of the county's 2015 budget.

(1) COUNTY SERVICES

- (a) New county services shall be considered only if:
 - (1) State or Federal laws specifically mandate such action with corresponding financial commitment; or
 - (2) The Finance Committee recommends and the County Board approves the proposed new services and/or implementation of certain changes based upon the analysis of existing programs.
- (b) The county should continue to reorganize departments as well as enter cooperative agreements with other municipalities to maintain a tax levy while still attempting to maintain adequate county services.

(2) REVENUES

- (a) **Tax levy.** State levy limits provide that the County may only increase the tax levy for the percentage change in new construction less improvements removed from the assessment roll in the last year. The limit can't go below zero. These levy limits are permanent per the 2011-13 state's budget.
- (b) **State aid.** As we are in the second year of State's 2014-15 budget, I am anticipating state aid to be consistent with 2014 estimates.
- (c) **Sales Tax.** The County's sales tax collections are committed by ordinance for payment of principal and interest on debt service resulting in no debt service tax levy. In prior year budgets, the County Board approved using surplus sales tax collections to fund tourism and capital outlay expenditures. The usage of surplus sales tax collections will be needed to be fund a portion of tourism and capital outlay expenditures in the 2015 budget as a means of continuing services at the levels currently available to taxpayers.

(d) **User Fees and Charges.** Every effort shall be made to identify and/or establish appropriate user fees or charges, as authorized by State law, for appropriate public services as recommended in the 2015 Schedule of Marinette County User Fees. This User Fee Schedule will be presented to the County Board for approval in September 2014.

(e) **Intergovernmental Revenues (Grants and Aids)**

- (1) There shall be no new grant applications accepted in 2015 that require new county tax levy for funding unless the Finance Committee recommends and the County Board approves the grant application.
- (2) All existing grants shall be identified in the budget process indicating the various governmental participants, i.e., state, federal, and county, comparing 2014 with 2015 funding levels.

(3) **FUND BALANCES**

The Finance Committee and County Board approved an amended Fund Balance Policy in December of 2011. The policy is in accordance with Governmental Accounting Standards Board (GASB) statement #54 (Fund Balance Reporting and Governmental Fund Type Definitions). Required balances for specific funds are defined in the new policy as approved by the Finance Committee and County Board.

Under the policy, the General Fund Unassigned Fund Balance is to be maintained at a level of no less than 17% of total regular budgeted general fund operating expenditures. That amount for 2014 is \$3,774,006. The County's General fund Unassigned Fund Balance on December 31, 2013 totaled \$6,258,703.

(4) **CONTINGENCY**

For 2015 there will be a \$250,000 appropriation in the General Fund for contingencies. The contingency funds will be administered pursuant to the State Statutes and County Policy.

(5) **CAPITAL IMPROVEMENT/REPLACEMENT FUND**

Recognizing the need for the county to plan for future capital improvement projects and the replacement, restoration and maintenance of the county's infrastructure, the budget shall reflect the appropriate level of funding as indicated in the county's Five Year Capital Improvement Plan (CIP) for calendar years 2015 - 2019. The approval of the capital projects for calendar year 2015 shall precede the annual operating budget.

(6) **INDIRECT COST PLAN**

The County Board realizes that certain departments, i.e., Finance, Human Resources, Administration, Corporation Counsel and others, are providing essential administrative services to all county departments and are an important part of county government. The Board also recognizes that these administrative services have no available revenue sources, but also recognizes that State and Federal government allows for the partial reimbursement of expenditures associated with the operation of these administrative

departments. Therefore, it shall be the policy of the County Board to continue to prepare and submit a county indirect cost plan for the purpose of recovering these funds. This shall remain in effect as long as revenues received exceed the cost of the production of the plan, or until changed by county policy.

(7) **PERSONNEL POLICY**

(a) Staffing Levels

- (1) All departmental staffing shall be identified in the proposed 2015 budget.
- (2) Additional personnel requests and/or personnel changes must comply with the process stated in the Personnel Policies and Procedures Manual.
- (3) Should any existing Federal or State grant funds be eliminated or grants are reduced below the 2014 level of funding, affected positions will be subject to review for future continuation by the Committee of Jurisdiction, Personnel Committee, Finance Committee and County Board.

(b) Employee Compensation

Salary and fringe compensation will be included in the 2015 budget as follows:

- (1) Increases as approved in WPPA bargaining unit contract for 2015.
- (2) The Wipfli Study implementation as approval by the County Board.
- (3) Elected officials will be budgeted as approved on resolution #374 2/28/2012 and resolution #416 2/25/2014.

(8) **EXPENDITURES**

(a) It shall be the policy of Marinette County that all departments of Marinette County shall operate within the approved 2015 budget. The Marinette County Finance Committee and the Marinette County Board of Supervisors shall authorize any transfers from the general fund for departmental budget shortfalls as individually determined on a case-by-case basis.

(b) General expenditures and outlay - Increases will be considered if the department can meet its overall departmental tax levy goal as defined by the County Administrator. If it becomes necessary to request additional funds above the departments/agencies 2015 operational budget, documentation and justification for such increases shall be presented to the County Administrator for consideration during the budget process.

(9) **COMPLIANCE WITH BUDGET PROCEDURES**

(a) All county departments/agencies 2015 budget requests shall be prepared and submitted in accordance with the 2015 budget schedule.

(b) Failure to provide the information in the required format or follow the identified deadline will result in the department's 2015 budget remaining as the actual 2014 budget subject to adjustment by the County Administrator and Finance Director.

(10) **2015 BUDGET ADOPTION**

Pursuant to State law the County Administrator shall submit the 2015 budget and message to the County Board for their consideration and adoption in accordance with the budget schedule.

(11) **COUNTY OPERATING TAX LEVY FOR THE YEAR 2015**

The county's operating tax levy for 2014 was set at \$15,045,207 which was an increase of \$153,238 over 2013. Marinette County's net new construction growth for the 2014 budget was 1.029 percent. Considering prior year growth rates, we are anticipating the allowable 2015 levy increase will be around the 1.00 percent level. This will allow for an operating tax levy increase of \$150,452 for a total operating levy of approximately \$15,195,659.

As result of Capital Improvement Plan approved in 2013 and included in the 2014 budget, the County will be required to implement a debt service levy for 2015 to meet its debt service requirements. This budget policy does include the anticipated use of some to the sales tax collections to fund tourism promotion and some level of 2015 capital outlay. All other sales tax funds will be used for debt service. The County Board will need to authorize the use of sales tax funds for the tourism and capital outlay expenditures.

The County's adopted fund balance policy is an excellent tool to insure the County's strong financial position is maintained. This budget policy was drafted to meet the requirements of the fund balance policy and maintain a high level of service to the population of Marinette County.

2015 BUDGET SCHEDULE DOCUMENT

March 26, 2014	Distribution to department heads of the Five Year Capital Improvement (CIP) documents for completion.
April 28, 2014	CIP documents completed and referred to Administrator for approval.
May 2014	Department heads place their CIP requests on their committee of jurisdiction agendas. Upon committee approval, they are forwarded to Finance Committee for final approval prior to County Board approval. The Finance Committee will consider funding alternatives for the CIP.
June 16, 2014	Budget Policy to Finance Committee for review and recommendation to County Board.
June 24, 2014	County Board approval of the Finance Committee recommendations on the Budget Policy. The committee directs the County Administrator to formulate budget guidelines for use by departments and agencies in preparation of the county's fiscal year budget for 2015.
June 25, 2014	Finance will send letters to non-departmental agencies.
July 14-18, 2014	Initial meeting dates for the Highway, Sheriff, and Health and Human Service Departments to discuss needs with Finance Director.
August 4, 2014	Department/Agency computer printouts distributed along with revenue/expenditure justification sheets. (Worksheets will be distributed early when available).
August 15, 2014	Last day for department heads and/or staff to key in departmental budget requests into the computer system. All funding requests shall be in accordance with the budget policy/guidelines established by the County Board and County Administrator.
August 18- 29, 2014	Department heads, along with other pertinent department staff shall meet with the County Administrator and Finance Director to present and review their 2014 budget request.
September 2014	Department Heads share their budgets with their Committee of Jurisdiction.
Sept 4- 30, 2014	County Administration (Finance Director) to make any final adjustments to budget.
September 30, 2014	County Board consideration of proposed 2015 User Fee Schedules .
October 8, 2014	Finance Committee to conduct budget hearings on the 2015 county budget. Executive Committee is present to provide input.
October 22, 2014*	Official publication of the proposed 2015 county budget as required by Wis. Stat (65.90) (4).
October 28, 2014	County Administrator's submittal and budget message to the County Board.
November 12, 2014	Budget public hearing and adoption of the 2015 county budget by the County Board of Supervisors.

*Not less than 15 days before public hearing.

ATTACHMENT A

Actuator Maintenance Response Summary Sheet

Cost

Purchase & Installation of 16 Smoke Damper Actuators \$ 6,400.00

Removal and replacement of smoke damper above ceiling in Huber Cell A \$ 2,200.00

Length of time from executing contract to completion of work Within 35 number of days

Warranties provided

Warranty Type

Manufacturer JCI

Terms

Materials only 1 year Labor and materials 90 days

Comments

Price based on work being done during standard working hours (7:00 am - 3:30 pm) with an employee from the law enforcement center assisting in accessing secured areas of the building.

Johnson Controls Inc

Business Name

866-854-4713 866-348-3796 leif.p.nygaard@jci.com

Phone Fax Email

Leif Nygaard / Service Branch Manager

Name of Proposer / Title

Signature Date 05/29/2014

ATTACHMENT B
Actuator Maintenance

Statement of Understanding of Proposal

Johnson Controls Inc

Vendor name

N961 Tower View Drive

Vendor's address

Greenville WI 54942

City

State

Zip code

Leif Nygaard / Service Branch Manager

Contact person's name / Position

866-854-4713

866-348-3796

leif.p.nygaard@jci.com

Vendor's Phone number

Vendor's Fax Number

Vendor's Email

We have read the County's Request for Proposals (RFP) to maintenance smoke damper actuators located at the Marinette County Law Enforcement Center and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed;
- (e) We acknowledge and accept all the terms and conditions included in the RFP; and
- (f) I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.


Signature of Duly Authorized Individual *L.N.*

05/29/2014

Date

MARINETTE COUNTY INVESTMENT POLICY

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute §66.0603.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds, Marinette County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

Marinette County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Marinette County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

Marinette County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short-term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Marinette County may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Marinette County.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director and County Treasurer, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with Marinette County’s investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officers .

2. Minority and Community Financial Institutions

From time to time, the investment officers may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The finance committee must approve these types of investment purchases.

VI. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in Marinette County’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. Internal Controls

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the finance committee and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Marinette County.

VII. Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of deposit and other evidences of deposit at financial institutions,
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate bonds, rated in the highest or 2nd highest rating category assigned by a nationally recognized rating agency
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Marinette County Finance Committee.

2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be

required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. *Repurchase Agreements*

Repurchase agreements, if used, shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

VIII. Investment Parameters

1. *Diversification*

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than 75 percent of the portfolio may be invested beyond 12 months.

Default risk: To avoid over-concentration in securities from a specific issuer or business sector. In general, no limits are necessary for U.S. Treasury securities: no more than 25 percent of the overall portfolio may be invested in a single government agency issuer; no more than 20 percent of the portfolio may be invested in a single money market; no more than 10% in corporate bonds; no more than 10% in commercial paper; no more than 3% in a single issuer of corporate bonds; and no more than 3% in single issuer of commercial paper. In no case should the combined corporate bond/commercial paper holdings exceed 10% of the overall portfolio.

- **Liquidity risk:** At least 10 percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be sold to raise cash in one day's notice.

2. *Maximum Maturities*

To the extent possible, Marinette County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Marinette County will not directly invest in securities maturing more than six (6) years from the date of purchase or in accordance with state and local statutes and ordinances. Marinette County shall adopt weighted average maturity limitations (which range from 90 days to 6 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight

repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases greater than \$1,000,000 face value of investment instruments purchased on the secondary market.

The investment officer may purchase instruments from any authorized broker equal to or less than \$1,000,000 face value without competitive bid with approval of one of the following: County Administrator, County Treasurer, or County Finance Committee Chair.

IX. Reporting

1. Methods

The finance director shall provide a monthly report listing all individual securities held at the end of each month.

The finance director shall prepare a detailed investment report semi annually. The investment report will be prepared in a manner, which will allow Marinette County to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the finance committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that is not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Marking to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

X. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed annually at the June meeting of the Finance Committee. All changes recommended by the investment officers must be approved by the finance committee and County Board.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of Marinette County and reviewed as deemed appropriate.

XII. Supporting Documentation

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances,
- Investment Procedures and Internal Controls
- Glossary
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Recommended Policies.

Finance Committee Adopted: November 10, 2008

County Board Adopted: November 12, 2008

Finance Committee Reviewed: June 22, 2009

Finance Committee Reviewed and Adopted: June 21, 2010

County Board Approved: June 29, 2010

Finance Committee Reviewed and Adopted: June 18, 2012

County Board Approved: 6/26/12

FINANCE COMMITTEE MEETING					
APPROPRIATION ENTRIES June 16, 2014					
Department	2014 ENTRIES		FROM	AMOUNT	TO
		AMOUNT			
Parks	Grant Awarded by WI DNR for creating a well & installing pump sys at Dun Good ATV Club	2,306.25	100-40-43602	2,306.25	100-40-55443-291
HHSD	Transfer of funds to increase SS Shelter Care & decrease SS Youth Aids Lincoln Hill	25,000.00	205-54-54559-320	25,000.00	205-54-54539-291
Finance	WVPLI - Review of six elected official positions and placement of all positions into the structure	2,800.00	100-99-51901-498	2,800.00	100-04-51510-291
Dispatch	Fund two (2) full time dispatchers	43,875.00	100-99-51901-498	43,875.00	100-53-52150-111
	(Note: Shaded items use contingency funds.)				
	County Board Approval:				
Jail Assessment	Smoke damper actuator replacement at LEC	8,900.00	218-00-34290	8,900.00	218-52-52710-980
	(Note: Shaded items use contingency funds.)				
		82,881.25		82,881.25	