

Notice of Public Meeting
Monday, June 19, 2017
2:00 p.m.

FINANCE COMMITTEE

Door County Government Center
 Chambers Room, 1st floor
 421 Nebraska Street, Sturgeon Bay, WI

Oversight for Finance Department and County Treasurer

AGENDA

1. **Call Meeting to Order**
 2. **Establish a Quorum ~ Roll Call**
 3. **Adopt Agenda / Properly Noticed**
 4. **Approve Minutes of the May 15, 2017 Regular Meeting and the May 23, 2017 Special Meeting**
 5. **Communications**
 6. **Public Comment**
 7. **Old Business**
 - A. PACE Program Resolution Ordinance
 - B. General Duties of Committees and Rules of Finance Committee – Review/Revise and/or Reaffirm
 8. **County Treasurer**
 - A. Monthly Report – May 2017
 9. **Finance Director Department Update**
 - ◆ Investment Report
 - ◆ Checking Account Summary
 - ◆ Comparison of Sales Tax Revenues
 - ◆ Unassigned Fund Balance & Contingency Fund Status
 - ◆ Health Insurance & Workers Comp
 10. **New Business (Review / Action)**
 - A. Sale of Tax Delinquent Real Estate
 1. Bid Opening/Consideration/Award
 - B. First Review of Proposed 2018-2022 Capital Improvements Program (C.I.P.)
 - C. Review/Approve Investment Opportunity – Promissory Notes issued by the School District of Sturgeon Bay
 - D. Review Rate Sheet--FYI
2. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
 3. **Vouchers, Claims and Bills**
 4. **Next Meeting Date:**
 - Regular Monthly Meeting – Monday, July 17, 2017 – 2:00 p.m.
 5. **Meeting Per Diem Code**
 6. **Adjourn**

Deviation from the order shown may occur

MINUTES
Monday, May 15, 2017

FINANCE COMMITTEE

*Door County Government Center
 Chambers Room, 1st floor
 421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Finance Department and County Treasurer

Call Meeting to Order

The Monday, May 15, 2017 Finance Committee meeting was called to order by Chairperson Schultz at 2:00 p.m.

Establish a Quorum ~ Roll Call

Committee members present: Kathy Schultz, Mark Moeller, David Englebert, Ken Fisher, Roy Englebert, Susan Kohout, and David Enigl.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, Assistant Finance Director Steve Wipperfurth, CC Grant Thomas, ES Interim Director Jeff Roemer, ES Deputy Director Aaron LeClair, County Clerk Jill Lau, Media Rep Peter Devlin, and League of Women Voters Rep Betsy Rossberg.

“These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”

Adopt Agenda / Properly Noticed

Motion by Moeller, seconded by Kohout to adopt the agenda. Motion carried by unanimous voice vote.

Approve Minutes of the April 17, 2017 Regular Meeting

Motion by Fisher, seconded by R. Englebert to approve the minutes of the April 17, 2017 regular meeting. Motion carried by unanimous voice vote.

Communications

No communications presented.

Public Comment

No one from the public commented.

Old Business

PACE Program Resolution Ordinance

Administrator Pabich explained CC Thomas drafted a sample resolution and related documents from boilerplate samples provided by Wisconsin Counties Association. No rush to move forward or take any action. CC Thomas summarized the information included in the meeting packet. Thomas noted there are a lot of positives to joining the PACE Program; however, there are concerns also. No county dollars are being used up front as part of the loan or in the administration of the loan. The county becomes active in the event of default of the loan. Administrator Pabich noted specific questions can be answered and the draft resolution ordinance will be forwarded to PACE legal counsel for review and approval of the changes incorporated by CC Thomas and all will be brought back at next month's committee meeting.

Motion by D. Englebert, seconded by Enigl to bring this agenda item back next month. Motion carried by unanimous voice vote.

County Treasurer

Monthly Report – April 2017

The report in the meeting packet was reviewed. Current In Rem properties reviewed.

Finance Director Department Update

Investment Report

Finance Director Janiak reviewed the report included in the meeting packet. Status of bond proceeds were included this month.

Checking Account Summary

Finance Director Janiak reviewed the report included in the meeting packet.

Comparison of Sales Tax Revenues

Finance Director Janiak reviewed the report included in the meeting packet.

Unassigned Fund Balance & Contingency Fund Status

Finance Director Janiak reviewed the reports included in the meeting packet. Numbers are unaudited. Unassigned Fund Balance as of April 30th is \$13,177,125.10

General Contingency Balance is \$219,507.49.

Payroll Contingency Balance is \$1,488,843.82.

Health Insurance & Workers Comp

Finance Director Janiak reviewed the reports included in the meeting packet.

Medical Funds Balance, unaudited, is \$6,163,211.92.

Workers Comp Balance, unaudited, is \$967,163.41.

New Business (Review / Action)

County Board Rules of Order and Duties of Committees – Review/Revise and/or Reaffirm

Rules included in the meeting packet were reviewed. Administrator Pabich noted the general rules will be edited specifically to approving vouchers and rules related to contracts. Discussion regarding striking Rule 16 - maintaining appraisal of all county equipment. Several rules were reviewed and discussed. Administrator Pabich will draft revisions and bring the changes back for committee review.

Review/Approve Request from Emergency Services Department to Order Two Ambulances

ES Interim Director Jeff Roemer explained a second ambulance purchase was planned for next year. Through this year's ordering process it was discovered the ambulance this year won't be delivered until the end of the year. Savings can be obtained ordering both ambulances at the same time. There is money in the vehicle account and the second ambulance won't be received or paid for until after January 1, 2018. It was noted the ES Committee has not reviewed or made a recommendation on the second ambulance purchase. Supervisor Fisher questioned the process used in making the request noting it should have gone through the oversight committee first with a recommendation forwarded to the Finance Committee. Administrator Pabich explained there wasn't a specific rule or procedure defining this particular situation where money is budgeted. This is a request to approve ordering the vehicle in an effort to be transparent.

Motion by D. Englebert, seconded by Enigl to reserve action until after the EMS Committee meeting and if necessary hold a special Finance Committee meeting before County Board. Motion carried by voice vote with R. Englebert voting no.

Resolution No. 2017__-Request Authorization for Transfer of Non-Budgeted Funds – Payment to Wisconsin Retirement System/ETF for Prior Years

Finance Director Janiak reviewed information included in the meeting packet. Janiak explained the County became aware of a situation in November that an employee believed he was due time back to 2009-2010 during which he was working on-call hours. On-Call hours are not included as credible hours for WRS. Upon investigation the hours were not true on-call hours, the employees were on-site and working and the hours were misclassified and mislabeled. All employees in the ES Department were reviewed. Following review it was found that twelve employee's hours and earnings needed to be adjusted. Adjusted employer contributions, employee contributions, and interest total \$78,451.85. The County needs to pay now and the employees will be put on a reasonable reimbursement plan to pay back the employee share. If the employees refuse to payback their share the County does have the ability to contact WRS. WRS will pay back the County and then handle the issue themselves. All reasonable efforts will be used to collect the employee share.

Motion by Moeller, seconded by Kohout to approve the transfer of \$78,451.85 from the Payroll Contingency Fund to pay WRS and pass the resolution on to County Board and to repay the Payroll Contingency Fund with the reimbursements from the employees. Janiak noted that the review can only be as far back as seven years. Motion carried by unanimous voice vote.

Discuss Procedures for Accepting Donations from Door County Community Foundation, Inc. and Paying Expenses for Door County Sheriff's Department K-9 Program

Administrator Pabich explained this is the first time the County has had a community foundation collecting funds for the county. Therefore, no policies exist to address the handling of the funds. Proposing to send a resolution to county board next month supporting the K-9 Unit with hopes to obtain approximately \$25,000 through the Community Foundation. Going forward there will be a revenue account and sub-department for expenses for the K-9 Program. Attempting to make things transparent and efficient by making this part of the budget without the need to run the donations through committees and county board every time funds are received. Reports will be generated itemizing the activities in the K-9 program.

Review Rate Sheet—FYI

Information included in the meeting packet was reviewed. The committee requested the rate sheets be included each month in the meeting packet.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

- PACE Program Resolution Ordinance
- Review/Approve Request from Emergency Services Department to Order Two Ambulances
- Procedures for Accepting Donations from Door County Community Foundation, Inc. and Paying Expenses for Door County Sheriff's Department K-9 Program
- Rate Sheet - FYI

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date

Regular Monthly Meeting – Monday, June 19, 2017 – 2:00 p.m.

Meeting Per Diem Code

423

Adjourn

Motion by Enigl, seconded by R. Englebert to adjourn. Time: 3:52 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES
Tuesday, May 23, 2017

FINANCE COMMITTEE

Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Finance Department and County Treasurer

Call Meeting to Order

The Tuesday, May 23, 2017 Finance Committee meeting was called to order by Chairperson Schultz at 9:45 a.m.

Establish a Quorum ~ Roll Call

Committee members present: Kathy Schultz, Mark Moeller, David Englebert, Ken Fisher, Roy Englebert, Susan Kohout, and David Enigl.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

Motion by Moeller, seconded by Enigl to adopt the agenda. Motion carried by unanimous voice vote.

Public Comment

N/A.

Old Business

Review/Approve Request from Emergency Services Department to Order Two Ambulances

Motion by Fisher, seconded by Kohout to approve the request. The ES Committee reviewed and approved the request. Motion carried by unanimous voice vote.

New Business (Review / Action)

No new business was presented.

Adjourn

Motion by Moeller, seconded by R. Englebert to adjourn. Time 9:47 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

“These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”

JOINT EXERCISE OF POWERS AGREEMENT

relating to

WISCONSIN PACE COMMISSION

a Joint Powers Commission under Section 66.0301 of the Wisconsin Statutes

THIS AGREEMENT (“*Agreement*”), dated as of _____, 2016 among the parties hereto (all such parties, except those which have withdrawn as provided herein, being referred to as the “*Members*” and those parties initially executing this Agreement being referred to as the “*Initial Members*”):

WITNESSETH

WHEREAS, pursuant to Section 66.0301 of the Wisconsin Statutes (as in effect as of the date hereof and as the same may from time to time be amended or supplemented, the “*Joint Powers Law*”), two or more municipalities of the State of Wisconsin (the “*State*”), may by contract create a commission for the joint exercise of any power or duty required or authorized by law; and

WHEREAS, each of the Members is a “municipality” as that term is defined in the Joint Powers Law and a political subdivision located in the State; and

WHEREAS, each of the Members is empowered by law to promote economic, cultural and community development, including, without limitation, the promotion of opportunities for the creation or retention of employment, the stimulation of economic activity, the increase of the tax base, and the promotion of opportunities for education, cultural improvement and public health, safety and general welfare, which may be accomplished by various means; and

WHEREAS, Section 66.0627(8) of the Wisconsin Statutes (as the same may from time to time be amended or supplemented, the “*PACE Statute*”) authorizes a city, a village, a town (a “*Municipality*”) or a county (a “*County*”) in this State to, among other things, make a loan to or otherwise arrange, participate in or facilitate the financing of an energy efficiency improvement, a water efficiency improvement or a renewable resource application to a real property within its jurisdiction and to provide for such financing through the imposition of a special charge against the property benefitted by the energy or water efficiency improvement or renewable resource project; and

WHEREAS, such financings are commonly referred to as “Property Assessed Clean Energy” or “PACE” financings; and

WHEREAS, the Members have determined that it is in the public interest to provide real property owners, lessees, lenders and other transaction parties (collectively, “*Participants*”) in their respective jurisdictions with access to a uniformly-administered program for PACE financing; and

[FINAL]

WHEREAS, each Member has authorized entering into this Agreement by its governing body.

NOW, THEREFORE, the Members, for and in consideration of the mutual promises and agreements herein contained, do agree as follows:

Section 1. Creation. Pursuant to the Joint Powers Law, there is hereby created a commission to be known as the “**Wisconsin PACE Commission**” (the “*Commission*”).

Section 2. Purpose. This Agreement is a contract entered into pursuant to the provisions of the Joint Powers Law. The purpose of this Agreement is to establish a joint powers commission for the joint exercise of any power or duty of the Members under applicable law. In particular, the purpose of the Commission is to adopt, implement and administer a uniform program for the qualification for, and approval, granting, administration and collection of, PACE loans (the “*PACE Program*”). Such purposes shall be accomplished in the manner provided in this Agreement.

Section 3. Effectiveness; Term. This Agreement shall become effective and be in full force and effect and a legal, valid and binding agreement of each of the Members on the date that the Board shall have received from at least two of the Initial Members an executed counterpart of this Agreement, together with a certified copy of a resolution of the governing body of each such Initial Member approving this Agreement and the execution and delivery hereof. This Agreement shall continue in full force and effect until such time as it is terminated by written instrument executed by all of the Members.

Section 4. Powers. The Commission shall have the power, in its own name, to exercise any powers or duties of the Members required or authorized by law and to exercise all additional powers given to a joint powers commission under any law, including, but not limited to, the Joint Powers Law, for any purpose authorized under this Agreement. Such powers shall include the power to make loans or otherwise arrange, participate in or facilitate the financing of energy or water efficiency improvement projects or renewable resource applications as provided in the PACE Statute including, without limitation, the exercise of the power and authority, without further action by the Member, to impose special charges pursuant to the PACE Statute on real property within the Members’ jurisdictions. The Commission is hereby authorized to do all acts necessary or convenient for the exercise of such power and authority, including, but not limited to, any or all of the following: (i) to make and enter into contracts; (ii) to employ agents and employees; (iii) to acquire, construct, provide for maintenance and operation of, or maintain and operate, any buildings, works, improvements, equipment or furnishings; (iv) to acquire, hold or dispose of property wherever located; (v) to incur debts, liabilities or obligations; (vi) to receive gifts, contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations or any governmental entity; (vii) to sue and be sued in its own name; (viii) to make grants to governmental and nonprofit organizations to accomplish any of its purposes; (ix) to establish and collect fees; and (x) generally to do any and all things necessary or convenient to accomplish its purposes.

[FINAL]

Section 5. Contractors and Subcontractors. The Commission may enter into a contract with a third-party contractor for the provision of services related to the PACE Program. Such contractor shall be a nonstock corporation organized under Ch. 181 of the Wisconsin Statutes with its principal place of business located in the State of Wisconsin. The participant fee schedule established by the Board (as defined below) shall make provision for reasonable compensation and payment of the expenses of such contractor as may be set forth in the contract. A contractor may subcontract for any of its services to the extent permitted by the contract. The Board is also authorized to hire counsel or other consultants or advisers as it deems necessary in carrying out his functions.

Section 6. Members' Obligations. Each Member by its execution hereof acknowledges and agrees that it shall do all things necessary and appropriate in respect of the collection of special charges (or installments thereof), the certification of special charges on the tax rolls, the remittance of special charges collected as directed by the Commission and otherwise as such Member would perform in connection with special charges imposed by it on real property within its jurisdiction; and further shall cooperate with the Commission in respect of the enforcement of the liens of special charges on such properties.

Section 7. Governance; Administration

(a) Board of Directors. The Commission shall be governed by a Board of Directors (the "Board"). The Board shall oversee all functions of the Commission under this Agreement and, as such, shall be vested with the powers set forth herein, shall administer this Agreement in accordance with the purposes and functions provided herein and shall otherwise exercise all powers set forth in the Joint Powers Law on the Commission's behalf.

(b) Classes of Directors. The Board shall be divided into two classes known as the "Representative Director Class" and the "Nominee Director Class" consisting of the number of members (each a "Director") serving for the terms as provided in this Section 7. In this Agreement, the term "Board" shall mean the entire Board (comprising all Representative Directors and Nominee Directors) and the term "Director" shall be used to refer generally to either a Representative Director or a Nominee Director).

(1) *Representative Directors.* The number of Representative Directors shall correspond to the number of Members of the Commission from time to time. Each Member of the Commission shall designate, by name or *ex officio*, one public official to serve as its representative on the Board. The term "public official" means an individual who holds a local public office, as that term is defined in Section 19.42(7w) of the Wisconsin Statutes, for the Member of the Commission designating him or her as its Representative Director. Each Representative Director shall serve at the pleasure of the Member designating him or her to such position; *provided*, that a Representative Director shall be deemed to have resigned upon withdrawal from the Commission of the Member designating him or her to such position. A majority of the Directors shall at all times be Representative Directors ex-

[FINAL]

cept that such requirement shall not apply until the Commission has at least four (4) Members.

(2) *Nominee Directors.*

(i) The number of Nominee Directors shall initially be three (3), nominated one each by the Wisconsin Counties Association, the League of Wisconsin Municipalities and the Green Tier Legacy Communities (the “*Supporting Organizations*”). Thereafter, so as to insure that at all times Representative Directors comprise a majority of the Board, at such time as the Commission has at least seven (7) Members, the number of Nominee Directors shall be increased to six (6) and at such time as the Commission has at least ten (10) Members, the number of Nominee Directors shall be increased to nine (9), in each case with the additional directors nominated by the Sponsoring Organizations as provided above.

(ii) Nominee Directors may but need not be public officials.

(iii) Each Nominee Director shall serve for an initial term expiring at the first annual Board meeting held after December 31, 2016. The successors to such Nominee Directors shall be selected by majority vote of the entire Board consistent with a nomination process to be established by the Board. Thereafter, Nominee Directors shall serve staggered three (3) year terms expiring at the Annual Board Meeting in every third year or until their respective successors are appointed. Any appointment to fill an unexpired term, however, shall be for the remainder of such unexpired term. The term of office specified herein shall be applicable unless the term of office of a Nominee Director is terminated as hereinafter provided, and provided that the term of any Nominee Director shall not expire until a successor thereto has been appointed as provided herein.

(iv) The number of Nominee Directors may be increased or decreased by resolution adopted by the Board from time to time, *provided*, that any decrease in the number of Nominee Directors shall not decrease the term of any current director at the time of such decrease.

(v) A Nominee Director may be removed and replaced at any time by a majority vote of the Board.

(3) *Executive Committee.* The Board shall by resolution create an Executive Committee which shall be charged with carrying out the supervisory functions of the Board in such manner as the Board so directs. A majority of the members of the Executive Committee shall be Representative Directors.

[FINAL]

(4) *Expenses.* Directors shall be entitled to reimbursement for any actual and necessary expenses incurred in connection with serving as a Director, if the Board shall determine that such expenses shall be reimbursed and there are unencumbered funds available for such purpose. The Board may establish a per diem and/or expense reimbursement policy by resolution.

(c) Meetings of the Board.

(1) *Meetings Generally.* All meetings of the Board, including, without limitation, regular, adjourned regular, special, and adjourned special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Wisconsin Open Meetings Law, Wis. Stat. § 19.81 *et seq.* (the “*Open Meetings Law*”). To the extent permitted by the Open Meetings Law, Board meetings may be held by telephone conference or other remote access technology as approved by the Board. A director shall be “present” at any regular or special meeting if he or she participates in person or telephone conference or other remote access technology as approved by the Board.

(2) *Proxy Voting.* Directors may not vote by proxy.

(3) *Regular Meetings.* The Board shall from time to time establish a schedule for its regular meetings; *provided, however,* it shall hold at least one regular meeting each year. The date, hour and place of the holding of regular meetings shall be fixed by resolution of the Board.

(4) *Special Meetings.* Special meetings of the Board may be called in accordance with the provisions of the Open Meetings Law. The date, hour and place of the holding of special meetings shall be fixed by resolution of the Board

(5) *Minutes.* The Secretary of the Commission shall cause to be kept minutes of the regular, adjourned regular, special, and adjourned special meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director.

(6) *Quorum and Voting, Generally.* Except as provided in Sub. 6, below: (i) a majority of the Directors shall constitute a quorum for the transaction of business; (ii) Representative Directors and Nominee Directors shall vote as a single class on all matters to come to a vote of the Board; and (iii) no action may be taken by the Board except upon the affirmative vote of a majority of the Directors present (or, with respect to any matter, such greater number as may be provided by the By-Laws or resolution of the Board), except that less than a quorum may adjourn a meeting to another time and place.

(7) *Special Quorum and Voting Requirements.* With respect to any vote to approve the imposition of a special charge on real property pursuant to the PACE Statute, the following shall apply:

[FINAL]

(i) A quorum with respect to such vote shall exist only if (A) a majority of the Directors are present, and (B) a majority of the Directors who are present are Representative Directors.

(ii) No imposition of a special charge on real property shall be approved except upon the affirmative vote of (A) a majority of the Directors present and (B) a majority of the Representative Directors present.

(d) Officers; Duties; Official Bonds. The officers of the Commission shall be the Chair, Vice-Chair, Secretary and Treasurer, such officers to be elected by the Board from among the Directors, each to serve until such officer is re-elected or a successor to such office is elected by the Board. Each officer shall have the following general duties and responsibilities in addition to any further specific duties and responsibilities set forth herein, in the By-Laws or by resolution of the Board.

(1) The Chair shall be the chief executive officer of the Commission and shall be responsible for the calling of, and shall preside at, meetings of the Board.

(2) The Vice-Chair shall exercise the duties and functions of the Chair in the Chair's absence.

(3) The Secretary shall cause to be kept minutes of the regular, adjourned regular, special, and adjourned special meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director.

(4) The Treasurer shall be the depository of the Commission to have custody of all money of the Commission, from whatever source derived and shall have the powers, duties and responsibilities specified in by-laws or by resolution, and is designated as the public officer or person who has charge of, handles, or has access to any property of the Commission.

(e) Committees; Officers and Employees. The Board shall have the power to appoint such other committees, officers and employees as it may deem necessary.

(f) Delegation of Authority. The Board shall have the power, by resolution, to the extent permitted by the Joint Powers Law or any other applicable law, to delegate any of its functions to one or more of the Directors or officers, employees, administrators or agents of the Commission (including, without limitation, the contactor and any counsel or consultant hired or appointed pursuant to Section 5) and to cause any of said Directors, officers, employees or agents to take any actions and execute any documents or instruments for and in the name and on behalf of the Board or the Commission.

[FINAL]

(g) By-Laws. The Commission may adopt, from time to time, by resolution of the Board such by-laws for the conduct of its meetings and affairs as the Board may determine to be necessary or convenient.

Section 8. Fiscal Year. The Commission's fiscal year shall be the period from January 1 to and including the following December 31, except for the first fiscal year which shall be the period from the date of this Agreement to December 31, 2016.

Section 9. Disposition of Assets. At the end of the term hereof or upon the earlier termination of this Agreement as set forth in Section 3, after payment of all expenses and liabilities of the Commission and provision for the continuing administration of all PACE financings that have been completed and are outstanding at the time of such termination, all property of the Commission both real and personal shall automatically vest in the Members in the manner and amount determined by the Board in its sole discretion and shall thereafter remain the sole property of the Members; *provided, however*, that any surplus money on hand shall be returned in proportion to any contributions made by the Members and not previously repaid.

Section 10. Accounts and Reports; Audits. All funds of the Commission shall be strictly accounted for. The Commission shall establish and maintain such funds and accounts as may be required by good accounting practice. The books and records of the Commission shall be open to inspection at all times by each Member. The Treasurer of the Commission shall cause an annual audit to be made of the books of accounts and financial records of the Commission by a certified public accountant or public accountant. Any costs of the audit, including contracts with, or employment of, certified public accountants or public accountants in making an audit pursuant to this Section 10, shall be borne by the Commission and shall be a charge against any unencumbered funds of the Commission available for that purpose.

Section 11. Funds. The Treasurer shall receive, have the custody of and disburse Commission funds pursuant to the accounting procedures developed under Section 10, and shall make the disbursements required by this Agreement or otherwise necessary to carry out any of the provisions of purposes of this Agreement.

Section 12. Notices. Notices and other communications hereunder to the Members shall be sufficient if delivered to the clerk of the governing body of each Member.

Section 13. Additional Members; Withdrawal of Members.

(a) Counties. Any County in this State may be added as a party to this Agreement and become a Member upon: (i) the filing by such County with the Commission an executed counterpart of this Agreement, together with a certified copy of the resolution of the governing body of such County approving this Agreement and the execution and delivery hereof; (ii) adoption by the County of the Model PACE Ordinance in accordance with Section 14(a) hereof and a certified copy of the resolution adopting same; and (iii) adoption of a resolution of the Board approving the addition of such County as a Member. Upon satisfaction

[FINAL]

of such conditions, the Board shall file such executed counterpart of this Agreement as an amendment hereto, effective upon such filing.

(b) Municipalities. Any Municipality in this State may be added as a party to this Agreement and become a Member upon: (i) the filing by such Municipality with the Commission an executed counterpart of this Agreement, together with a certified copy of the resolution of the governing body of such Municipality approving this Agreement and the execution and delivery hereof; and (ii) adoption of a resolution of the Board approving the addition of such Municipality as a Member. Upon satisfaction of such conditions, the Board shall file such executed counterpart of this Agreement as an amendment hereto, effective upon such filing.

(c) Withdrawal. A Member may withdraw from this Agreement upon written notice to the Board; *provided, however*, that no such withdrawal shall reduce the number of Members to fewer than two (2). Any such withdrawal shall be effective only upon receipt of the notice of withdrawal by the Secretary which shall acknowledge receipt of such notice of withdrawal in writing and shall file such notice as an amendment to this Agreement effective upon such filing. Withdrawal by a Member shall not affect any outstanding PACE loans within such Member's jurisdiction or the Member's obligations, if any, with respect to the certification, collection and remittance of special charges in accordance with the PACE Program, nor shall withdrawal entitle any former Member to impose a tax, fee or charge prohibited to the remaining Members under Section 17.

Section 14. Model PACE Ordinance for County Members.

(a) As a condition to membership in the Commission, each County Member shall have adopted an ordinance (the "*Model PACE Ordinance*") in substantially the form, and substantively to the effect, set forth in EXHIBIT A to this Agreement.

(b) As a condition to continued membership in the Commission, a County Member shall not have repealed its Model PACE Ordinance or amended its Model PACE Ordinance unless such amendment has been submitted to and approved by the Board (a "*Conforming Amendment*") prior to its adoption. The Board shall not unreasonably withhold approval of such an amendment but shall not approve any amendment to a County Member's Model PACE Ordinance that, in the opinion of the Board, would frustrate or unreasonably interfere with the uniform application and administration of the PACE Program. Approvals or non-approvals by the Board shall be final and conclusive.

(c) The repeal of or adoption of an amendment (other than a Conforming Amendment) to a County Member's Model PACE Ordinance shall be deemed to be a voluntary withdrawal by such County Member with the effects set forth in Section 13(c).

Section 15. Indemnification. To the fullest extent permitted by law, the Board shall cause the Commission to indemnify any person who is or was a Director or an officer, employee of other agent of the Commission, and who was or is a party or is threatened to be

[FINAL]

made a party to a proceeding by reason of the fact that such person is or was such a Director or an officer, employee or other agent of the Commission, against expenses, including attorneys' fees, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith in a manner such person reasonably believed to be in the best interests of the Commission and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Commission, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The Board may purchase a policy or policies of insurance in furtherance of any indemnification obligation created.

Section 16. Contributions and Advances. Contributions or advances of public funds and of the use of personnel, equipment or property may be made to the Commission by Members for any of the purposes of this Agreement. Payment of public funds may be made to defray the cost of any such contribution or advance. Any such advance may be made subject to repayment, and in such case shall be repaid, in the manner agreed upon by the Commission and the Member making such advance at the time of such advance. It is mutually understood and agreed to that no Member has any obligation to make advances or contributions to the Commission to provide for the costs and expenses of administration of the Commission or otherwise, even though any Member may do so.

Section 17. Prohibition on Charges. No Member may impose upon or demand or collect from any Participant any tax, fee, charge or other remuneration as a condition to a Participant's obtaining PACE financing through or with the assistance of the Commission, except that Members may be permitted to do so pursuant to a uniform participant fee schedule established from time to time by the Board as part of the PACE Program.

Section 18. Immunities. To the fullest extent permitted by law, all of the privileges and immunities from liabilities, exemptions from laws, ordinances and rules, and other benefits which apply to the activity of officers, agents or employees of Members when performing their respective functions, shall apply to the same degree and extent to the Directors, officers, employees, agents or other representatives of the Commission while engaged in the performance of any of their functions or duties under this Agreement.

Section 19. Amendments.

(a) Amendments to the Agreement may be proposed by the Board or by any two Members. Except as provided in Section 13 and in Subsection (c), below, this Agreement shall not be amended, modified, or altered, without the affirmative approval of the Board and the affirmative written consent of each of the Members; *provided*, that if the number of Members exceeds ten (10) in number, this Agreement may also be amended with the affirmative approval of the Board and negative consent of each Member. To obtain the negative consent of the Members, the following procedure shall be followed: (i) the Commission shall provide each Member with a notice at least sixty (60) days prior to the date such proposed

[FINAL]

amendment is to become effective explaining the nature of such proposed amendment and this negative consent procedure; (ii) the Commission shall provide each Member who did not respond a reminder notice at least thirty (30) days prior to the date such proposed amendment is to become effective; and (iii) if no Member objects to the proposed amendment in writing within sixty (60) days after the initial notice, the proposed amendment shall become effective with respect to all Members. No amendment may impose a direct financial obligation on any Member without that Member's affirmative written consent.

(b) The Board may, without the consent of the Members, amend this Agreement if, in its reasonable opinion and upon the advice of counsel, if deemed appropriate, upon which advice the Board may rely, such amendment is technical or clarifying in nature and does not substantively affect the rights and responsibilities of the Members. Notice of such amendment shall be provided to the Members at least twenty (20) but not more than sixty (60) days prior to the date such proposed amendment is to become effective explaining the nature of such proposed amendment and, upon the written request of any two (2) Members, the Board shall submit the proposed amendment for ratification by the Members in accordance with the procedure otherwise set forth in this Section 19.

Section 20. Partial Invalidity. If any one or more of the terms, provisions, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants and conditions of this Agreement shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law.

Section 21. Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto. Except to the extent expressly provided herein, no Member may assign any right or obligation hereunder without the consent of the other Members.

Section 22. Miscellaneous.

(a) This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

(b) The Section headings herein are for convenience only and are not to be construed as modifying or governing the language in the Section referred to.

(c) Wherever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

(d) This Agreement shall be governed under the laws of the State of Wisconsin.

[FINAL]

(e) Any future amendments to the Joint Powers Laws shall be automatically incorporated into the terms of this Agreement and any terms of this Agreement inconsistent with future amendments to the Joint Exercise of Powers Laws shall, only to the extent necessary, be reformed in a manner consistent with the amendments.

(f) This Agreement is the complete and exclusive statement of the agreement among the Members, which supersedes and merges all prior proposals, understandings, and other agreements, whether oral, written, or implied in conduct, between and among the Members relating to the subject matter of this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

[FINAL]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their duly authorized representatives as of the day and year first above written.

<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>	<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>
<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>	<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>
<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>	<p>On behalf of _____ COUNTY / CITY / VILLAGE / TOWN:</p> <p>By: _____</p> <p>Its: _____</p>

Joint Exercise of Powers Agreement

relating to

WISCONSIN PACE COMMISSION

EXHIBIT A
Model Pace Ordinance



DOOR COUNTY

Wisconsin Property Assessed Clean Energy ("PACE") Commission **Draft**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Pursuant to § 66.0301, *Wis. Stats.* two or more municipalities of the State of Wisconsin,
2 may **agree to** create a commission for the joint exercise of any power or duty required or authorized by
3 law; and

4
5 **WHEREAS**, Door County is a "municipality" as that term is defined in § 66.0301, *Wis. Stats.* and a
6 political subdivision located in the State; and

7
8 **WHEREAS**, Door County is empowered by law to promote economic, cultural and community
9 development, including, without limitation, the promotion of opportunities for the creation or retention of
10 employment, the stimulation of economic activity, the increase of the tax base, and the promotion of
11 opportunities for education, cultural improvement and public health, safety and general welfare, which
12 may be accomplished by various means; and

13
14 **WHEREAS**, § 66.0627(8), *Wis. Stats.* authorizes a city, a village, a town and a county in this State
15 to, among other things, **make a loan, or enter into an agreement regarding loan repayments to a 3rd party**
16 **for owner-arranged or lessee-arranged financing, to an owner or lessee of a premises located in the**
17 **political subdivision for making or installing an energy efficiency improvement, a water efficiency**
18 **improvement, or a renewable resource application to the premises and collect the loan repayment as a**
19 **special charge on the property that benefits from the improvement or application; and**

20
21 **WHEREAS**, Such financings are commonly referred to as "Property Assessed Clean Energy" or
22 "PACE" financings; and

23
24 **WHEREAS**, Door County has determined that it is in the public interest to provide real property
25 owners, lessees, lenders and other transaction parties in Door County with access to a uniformly-
26 administered program for PACE financing; and

27
28 **WHEREAS**, Door County and other counties, with the support and counsel of the Wisconsin
29 Counties Association, League of Wisconsin Municipalities, Green Tier Legacy Communities and other
30 stakeholders, have studied the possibility of creating a commission pursuant to § 66.0301, *Wis. Stats.* to
31 be known as the Wisconsin PACE Commission ("Commission"); and

32
33 **WHEREAS**, The Wisconsin PACE Commission **has been** formed and **will be** operated in
34 accordance with a Joint Exercise of Powers Agreement Relating to Wisconsin PACE Commission
35 (**hereafter "Commission Agreement"...a draft of which is attached to this Resolution**); and

36
37 **WHEREAS**, It is in Door County's best interests to join the Wisconsin PACE Commission and
38 authorize the execution of the Commission Agreement; and

39
40 **WHEREAS**, In accordance with § 66.0627, *Wis. Stats.* and the provisions of the Commission
41 Agreement, Door County must **enact** an Ordinance relating to the administration of PACE financings in
42 Door County and throughout the State; and

43
44 **WHEREAS**, Attached to this Resolution is proposed Ordinance No. 2017- **Property Assessed**
45 **Clean Energy Funding ("PACE") Financing (hereafter "PACE Ordinance")** which will be considered at the
46 same meeting at which this Resolution is being considered; and

47
48



DOOR COUNTY

Wisconsin Property Assessed Clean Energy ("PACE") Commission

Table with 4 columns: Board Members, Aye, Nay, Exc. Rows include names like AUSTAD, BACON, D. ENGLEBERT, etc.

1 WHEREAS, Enactment of the PACE Ordinance is a necessary
2 condition to Door County entering into the Commission Agreement; and
3
4 WHEREAS, It is the intent of this Resolution to authorize Door
5 County to become a member of the Commission.
6
7 NOW, THEREFORE, BE IT RESOLVED: That the Door County
8 Board of Supervisors supports the PACE Program and authorizes the Door
9 County Administrator and County Clerk to execute the Commission
10 Agreement when such is in final form (i.e., after review and preliminary
11 approval by: 1) all the other participating municipalities, 2) the Door County
12 official duly-appointed to serve as Door County's representative on the
13 Commission's Board of Directors, and 3) the Door County Corporation
14 Counsel); and
15
16 BE IT FURTHER RESOLVED: That the County Administrator is
17 hereby authorized and directed to: 1) appoint a Door County official to serve
18 as Door County's representative on the Commission's Board of Directors;
19 and 2) otherwise take all action necessary to effectuate the intent of this
20 Resolution.
21

BOARD ACTION
Vote Required: Majority Vote of Total Membership
Motion to Approve Adopted []
1st _____ Defeated []
2nd _____
Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel
Reviewed by: _____, Administrator
FISCAL IMPACT: Since all loans made under the PACE program are made by private lenders, without any financial participation by Door County, there is no direct fiscal impact associated with the adoption of this resolution. MEJ

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 27th day of June, 2017 by the Door County Board of Supervisors.

SUBMITTED BY: FINANCE COMMITTEE

Kathy Schultz, Chairman

David Englebert

Roy Englebert

David Enigl

Ken Fisher

Susan Kohout

Mark Moeller



Property Assessed Clean Energy (“PACE”) Financing

DOOR COUNTY

Draft

1 The County Board of Supervisors of the County of Door does ordain as follows:

2
3 Chapter 37 of the Door County Code is hereby created, consistent with § 66.0627, Wis. Stats. (as amended),
4 and reads as follows:

5
6 Chapter 37
7 Property Assessed Clean Energy (“PACE”) Financing
8

9 (1) PURPOSE.

10 Door County (“County”) finds that renovations or additions to premises located in the County made to
11 improve energy efficiency, improve water efficiency, and/or use renewable resource applications, increase
12 property values, stimulate local economic activity, provide local and global environmental benefits, and
13 promote the general welfare of County residents. The purpose of this Chapter is to facilitate loans arranged
14 by property owners or lessees to make such improvements by treating loan principal and interest, fees,
15 and other charges as special charges eligible for inclusion on the tax roll for these properties.
16

17
18 (2) STATUTORY AUTHORITY.

19 This ordinance is enacted pursuant to § 66.0627, Wis. Stats., which authorizes a County to make a loan
20 or enter into an agreement regarding loan repayments to a 3rd party for owner-arranged or lessee-
21 arranged financing, to an owner or a lessee of a premises located in the County for making or installing
22 an energy efficiency improvement, a water efficiency improvement or a renewable resource application to
23 a premises.
24

25
26 (3) DEFINITIONS. In this Chapter:

- 27 (a) “Annual installment” means the portion of the PACE loan that is due and payable for a particular year
28 under the supplemental agreement.
- 29 (b) “Borrower” means the property owner or lessee of the subject property that borrows the proceeds of
30 a PACE loan.
- 31 (c) “Default loan balance” means the outstanding balance, whether or not due, of a PACE loan at the
32 time that the County receives foreclosure proceeds.
- 33 (d) “Foreclosure proceeds” means the proceeds received by the County from the disposition of a subject
34 property through an *In Rem* property tax foreclosure and subsequent sale.
- 35 (e) “Loan amount” means the principal, interest, administrative fees (including the Program
36 Administrator’s fees) and other allowable loan charges to be paid by the borrower under the PACE
37 loan.
- 38 (f) “PACE” is an acronym for Property Assessed Clean Energy.
- 39 (g) “PACE default provisions” means:
 - 40 1. The delinquent annual installment(s) due when the County initiates the *In Rem* property tax
41 foreclosure on the subject property;
 - 42 2. Any additional annual installment(s) that become due between the time that the County initiates
43 *In Rem* property tax foreclosure on the subject property and the date the County receives the
44 foreclosure proceeds;
 - 45 3. Any default interest charges applied to unpaid annual installments referenced in subs. (1.) and
46 (2.) above, as provided in the supplemental agreement; and
 - 47 4. Any default loan balance.



DOOR COUNTY

Ordinance No. 2017.____

Property Assessed Clean Energy (“PACE”) Financing

- 1
- 2 (h) “PACE lender” means any person that makes a PACE loan, and which may include an affiliate of the
- 3 borrower.
- 4
- 5 (i) “PACE loan” means a loan made by a PACE lender to a borrower under this Chapter for energy
- 6 efficiency improvements, water efficiency improvements, or renewable resource applications made
- 7 to or installed on a subject property.
- 8
- 9 (j) “Person” means any individual, association, firm, corporation, partnership, limited liability company,
- 10 trust, joint venture or other legal entity, or a political subdivision as defined in § 66.0627, Wis. Stats.
- 11
- 12 (k) “Program Administrator” means the person retained by the Wisconsin PACE Commission as provided
- 13 in subsection (5)(b).
- 14
- 15 (l) “Subject property” means any premises located in the County on which an energy efficiency
- 16 improvements, water efficiency improvements, or renewable resource applications are being or have
- 17 been made and financed through an outstanding PACE loan.
- 18
- 19 (m) “Supplemental agreement” means a written agreement among a borrower, a PACE lender and the
- 20 County, as provided for in subsection (7).
- 21
- 22 (n) “Wisconsin PACE Commission” means the Wisconsin PACE Commission formed under § 66.0301,
- 23 Wis. Stats., (as amended), by the County and one or more other political subdivisions as defined in
- 24 § 66.0627, Wis. Stats., pursuant to a Joint Exercise of Powers Agreement relating to the Wisconsin
- 25 PACE Commission.
- 26

27 (4) PACE LOANS AS SPECIAL CHARGES; DELINQUENT AMOUNTS AS LIENS.

- 28
- 29 (a) A PACE loan made and secured under this Chapter shall, as permitted under §66.0627, Wis. Stats.,
- 30 be considered a special charge on the subject property.
- 31
- 32 (b) A special charge imposed under paragraph (3)(a) may be collected in installments and may be
- 33 included in the current or next tax roll for collection and settlement under Ch. 74, Wis. Stats. (as
- 34 amended) even if the special charge is not delinquent as permitted under §66.0627, Wis. Stats.
- 35
- 36 (c) An installment payment of a PACE loan authorized under this Chapter that is delinquent becomes a
- 37 lien on the subject property as of the date of delinquency as permitted under §66.0627, Wis. Stats.
- 38

39 (5) WISCONSIN PACE COMMISSION.

- 40
- 41 (a) Any of the powers and duties of the County under this Chapter, except for those under subsection
- 42 (9) may (but are not required to) be delegated to the Wisconsin PACE Commission.
- 43
- 44 (b) The Wisconsin PACE Commission is further authorized to retain a Program Administrator to act as
- 45 its agent and administer the PACE program, subject to adherence with PACE program requirements
- 46 set forth in this Chapter and in § 66.0627, Wis. Stats.
- 47

48 (6) LOAN APPROVAL.

- 49
- 50 (a) A prospective borrower applying for a PACE loan shall comply with the loan application process set
- 51 forth in the program manual approved by the County.
- 52
- 53 (b) The County may approve financing arrangements between a borrower and PACE lender.
- 54



Property Assessed Clean Energy (“PACE”) Financing

DOOR COUNTY

(7) SUPPLEMENTAL AGREEMENT.

(a) The County, the borrower and the PACE lender shall execute the supplemental agreement which, without limitation:

- 1. Shall inform the participants that the PACE loan amount shall be imposed as and considered a special charge, and each year’s annual installment may be included on the property tax roll of the subject property as a special charge and an annual installment that is delinquent shall be a lien against the subject property pursuant to § 66.0627, Wis. Stats.;
2. Shall recite the amount and the term of the PACE loan;
3. Shall provide for the amount, or a method for determining the amount, of the annual installment due each year;
4. Shall provide whether default interest may be applied to unpaid annual installments;
5. Shall require the PACE lender and the borrower to comply with all federal, state and local lending and disclosure requirements;
6. Shall provide for any fees payable to the County and/or Program Administrator;
7. Shall recite that the supplemental agreement is a covenant that runs with the land;
8. May provide for prepayments of annual installments by the borrower with a resulting reduction in the special charge for the prepayment, subject to any prepayment premium charged by the PACE lender, if any; and
9. May allow for amendment by the parties.

(b) Prior to executing the supplemental agreement, the owner of the subject property, if different from the borrower, and any existing mortgage holder(s) on the subject property must have executed a separate writing acknowledging the borrower’s use of PACE financing for the subject property and the special charge that will be imposed under this Chapter and its consequences, including the remedies for collecting the special charge.

(c) Each PACE loan shall be amortized over the term of the PACE loan as provided in the supplemental agreement.

(d) The annual payments of a PACE loan may be payable in installments as authorized by § 66.0627, Wis. Stats.

(8) ANNUAL INSTALLMENTS ADDED TO TAX ROLLS.

Upon the request of the Program Administrator the County shall place each year’s annual installment on the tax roll for the subject property if and as permitted under § 66.0627, Wis. Stats.

(9) REMITTANCE OF SPECIAL CHARGES.

The County shall promptly remit to the Wisconsin PACE Commission any payment(s) for a special charge imposed under this Chapter, including penalties and charges thereon, it may receive from any taxing district or the County treasurer pursuant to Ch. 74, Wis. Stats.

(10) PROPERTY TAX FORECLOSURE PROCEDURES.

(a) The County elects to utilize the provisions of § 75.521, Wis. Stats. (as amended) for the purpose of enforcing tax liens if a subject property owner fails to pay any special charges imposed on the subject property under this Chapter as required. .



DOOR COUNTY

Property Assessed Clean Energy (“PACE”) Financing

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
VLIES WOTACHEK			
WAIT			

BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 27th day of June, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Countersigned

David Lienau, Chairman
Door County Board of Supervisors

Effective Date Upon enactment and publication.

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b) The County shall begin an *In Rem* property tax foreclosure proceeding on the subject property **as** allowed under Wisconsin Statutes, unless the County determines, **in its sole and absolute discretion**, that the subject property is a “brownfield” (as defined in § 75.106, *Wis. Stats.* as amended) or that *In Rem* property tax foreclosure is not **otherwise** in the best interests of the County.

(c) If the County has determined that it will not commence an *In Rem* property tax foreclosure proceeding, then the PACE lender may request that the County, **if and as permitted under § 75.106, Wis. Stats.**, assign the County’s right to take judgment against the subject property. **In the event assignment is authorized**, the PACE lender and the County shall fully comply with all provisions of § 75.106, *Wis. Stats.*, concerning the subject property and, the PACE lender **shall** pay the amounts required by §§ 75.36(3)(a)1 & 1m, *Wis. Stats.* (as amended).

(11) DISPOSITION OF FORECLOSED PROPERTY.

(a) If the County prevails in an *In Rem* property tax foreclosure action against a subject property, the County **shall diligently proceed to dispose of the subject property in a manner it considers, in good faith, to be most advantageous to the County, as allowed under Wisconsin Statutes.**

(b) Post-foreclosure sale of the subject property shall be as set forth in § 75.69, *Wis. Stats.* (as amended). Distribution of proceeds of any sale shall be as set forth in § 75.36, *Wis. Stats.* (as amended).

(12) EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after the date of its enactment and publication as required by law

SUBMITTED BY: DOOR COUNTY FINANCE COMMITTEE

_____ Kathy Schultz, Chairman	_____ Ken Fisher
_____ David Englebert	_____ Susan Kohout
_____ Roy Englebert	_____ Mark Moeller
_____ David Enigl	

DUTIES OF COMMITTEES

2017 (as proposed at CB re-organizational meeting 4/18/17)

PREAMBLE

The principal purpose here is to delineate, without limitation by reason of enumeration herein, the primary roles, responsibilities, and authority of Door County's committees, commissions, and boards.

In any county that has a county administrator:

- The county administrator is the chief administrative officer of the county, and coordinates and directs all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in elected officers (See: Section 59.18 Wisconsin Statutes).
- The various county committees, commissions, and boards are policy making bodies only, determining the broad outlines and principles governing such administrative and management powers.

One objective here is to define and strike a balance between the administrative and management functions and policy making function of county government.

References to the Wisconsin Statutes or Wisconsin Administrative Code are to those in full force and effect on the date this document is approved or as thereafter amended or revised

This document is subject and subordinate to the Wisconsin Statutes and Wisconsin Administrative Code.

FISCAL MATTERS APPLICABLE TO ALL COMMITTEES

1. Annual Budget

The County Administrator and Finance Director will, annually, prepare a proposed budget for submission to the Finance Committee. The Finance Committee will review and approve or modify and approve the proposed budget, and then refer the same (in relevant part) to each departmental oversight committee. The oversight committees will review and approve or modify and approve the proposed budget, and refer the same to the Finance Committee. The Finance Committee will report the final proposed budget to County Board for consideration and action in accordance with Section 65.90 Wisconsin Statutes.

2. Capital Improvements ("C.I.P.")

Each oversight committee is responsible for reviewing and approving all capital item requests, those that pertain to the CIP, prior to the departments submitting them for inclusion in the proposed CIP.

3. Payment Vouchers ("PV")

Each oversight committee is empowered to review ~~and authorize payment for~~ all proper claims and expenses for the departments.

4. Contracts / Agreements

Contracts with a term greater than 1 year shall be approved by the oversight committee. Contracts with terms over 3 years or that were not part of the approved budget shall be recommended for approval to Finance Committee and the County Board.

(7) Finance Committee

Oversight for Finance Department and Treasurer.

1. To serve as the standing finance committee for all purposes, including those set forth in Section 65.90 Wisconsin Statutes.
2. To carry out the financial policy of the County as established in the County Budget, Board Ordinance and Resolutions; and make recommendations as to the interpretation and administration of such policy.
3. To receive and direct financial audits in conjunction with information from the Finance Director and County Administrator. Committees are to be informed of any special audits. The Finance Committee has the authority to request audits of all departments at any time. The Finance Committee further has the authority to accept the recommendations from the Finance Director and County Administrator in selecting who will conduct an audit.
- ~~4. To review, on a monthly basis, several key financial reports for Door County. These reports shall include the current status of Door County's investments, its unassigned fund balance, its contingency accounts, its health benefits fund, its workers compensation fund, and such other reports as the Finance Committee shall from time to time request. Examine the financial condition of the County each month and provide a monthly consolidated financial statement to County Board for their information.~~
- ~~5. Confer with the Finance Director concerning investments and cash management for the County.~~
- 6.4. The annual budget, prepared by the County Administrator and Finance Director, shall be presented to the Finance Committee by the County Administrator. The Finance Committee shall then approve or deny modify budgetary provisions and pass the proposal on to the Oversight Committees. The Oversight Committees shall then be able to make changes to the proposed budget before passing it back to the Finance Committee. The Finance Committee must then send the final proposed document to the County Board for adoption.
- ~~7. Recommend to County Board, depositories of County funds and the amount to be spent for social, industrial and economic development.~~
- 8.5. To manage and dispose of delinquent real estate acquired by the County pursuant to Chapter 75 Wisconsin Statutes and applicable County Code.
- 9.6. ~~To confer with and advise~~ Oversee the County Treasurer regarding collection of delinquent taxes including recovery of delinquent taxes and other costs against persons as provided in Section 74.53 Wisconsin Statutes, foreclosure of tax liens by action In Rem under Section 75.521 Wisconsin Statutes, and sale of tax delinquent real estate pursuant to Section 75.69 Wisconsin Statutes.
- ~~10. Through the Real Property Lister and the County Treasurer, the committee shall consider, examine and report to County Board its findings in all matters of unlawful or excessive taxes, assessments or charges, delinquent taxes, assessments, or taxes and tax delinquent real estate that may come before County Board for action.~~
- ~~11. Shall have supervision over and make an equalization of the assessment of all property in the County for taxes between the several towns, villages and cities and make a detailed report thereof to the County Board.~~
- ~~12. Secure all bonds for all County officers and employees entrusted with public funds.~~
- ~~13. Make arrangements for an annual audit of all departments.~~
- ~~7. Serve as liaison between the Door County Economic Development Corporation and County Board.~~
- ~~8. General oversight of dog licenses and fees and humane society or other organization designated to provide a pound for collecting, caring for, and disposing of dogs as provided in Chapter 174 Wisconsin Statutes.~~
9. ~~Serve as liaison between the Economic Development Committee and County Board when carrying out the duties and responsibilities of the committee.~~
- ~~14. Secure insurance for buildings, vehicles, equipment and liability.~~
- ~~15. Maintain current appraisal of all County owned equipment.~~
- ~~16. General oversight of dog licenses and fees and humane society or other organization designated to provide a pound for collecting, caring for, and disposing of dogs as provided in Chapter 174 Wisconsin Statutes.~~

(7) Finance Committee

Oversight for Finance Department and Treasurer.

1. To serve as the standing finance committee for all purposes, including those set forth in Section 65.90 Wisconsin Statutes.
2. To carry out the financial policy of the County as established in the County Budget, Board Ordinance and Resolutions; and make recommendations as to the interpretation and administration of such policy.
3. To receive and direct financial audits in conjunction with information from the Finance Director and County Administrator. Committees are to be informed of any special audits. The Finance Committee has the authority to request audits of all departments at any time. The Finance Committee further has the authority to accept the recommendations from the Finance Director and County Administrator in selecting who will conduct an audit.
4. To review, on a monthly basis, several key financial reports for Door County. These reports shall include the current status of Door County's investments, its unassigned fund balance, its contingency accounts, its health benefits fund, its workers compensation fund, and such other reports as the Finance Committee shall from time to time request. The annual budget, prepared by the County Administrator and Finance Director, shall be presented to the Finance Committee by the County Administrator. The Finance Committee shall then approve or modify budgetary provisions and pass the proposal on to the Oversight Committees. The Oversight Committees shall then be able to make changes to the proposed budget before passing it back to the Finance Committee. The Finance Committee must then send the final proposed document to the County Board for adoption.
5. To manage and dispose of delinquent real estate acquired by the County pursuant to Chapter 75 Wisconsin Statutes and applicable County Code.
6. Oversee the County Treasurer regarding collection of delinquent taxes including recovery of delinquent taxes and other costs against persons as provided in Section 74.53 Wisconsin Statutes, foreclosure of tax liens by action In Rem under Section 75.521 Wisconsin Statutes, and sale of tax delinquent real estate pursuant to Section 75.69 Wisconsin Statutes.
7. Serve as liaison between the Door County Economic Development Corporation and County Board.
8. General oversight of dog licenses and fees and humane society or other organization designated to provide a pound for collecting, caring for, and disposing of dogs as provided in Chapter 174 Wisconsin Statutes.



DOOR COUNTY TREASURER

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

JAY ZAHN
DOOR COUNTY TREASURER
 (920) 746-2286
 zahn@co.door.wi.us

TREASURER'S REPORT.....May 2017

	<u>May 2016</u>	<u>May 2017</u>
DELINQUENT TAXES	\$729,822.87 .51% of levy	\$ 668,881.58 .50% of levy
DELINQUENT SPECIAL ASSESSMENTS	\$210,100.34	\$ 248,469.76
DELINQUENT COLLECTIONS (month)	\$ 150,808.11	\$ 45,921.70
DELINQUENT SPECIALS (month)	\$ -0-	\$ -0-
INTEREST COLLECTED (month)	\$ 35,327.14	\$ 15,793.57
INTEREST COLLECTED (year)	\$ 101,967.50	\$ 74,287.00
PENALTY COLLECTED (month)	\$ 17,726.31	\$ 7,904.43
PENALTY COLLECTED (year)	\$ 51,070.43	\$ 37,185.77
DELINQUENT PARCELS	811 (45)(63)(78)(276)(349)	723 (45)(45)(48)(78)(182)(325)
CURRENT YEAR COLLECTIONS	\$488,976.27	\$391,220.54

Cancelled Payment agreements: Delia Bennon, April 2016 to May 2017. Total collected: \$3400.00 Michael & Carina Helm, May 2016 to May 2017. Total collected: \$2400.00

New Payment agreement: Christopher Harteau, \$300 per month.

Current In Rem action: Filed on 36 parcels. 16 redeemed. 19 un-redeemed. 1 taken by U.S. Government and will pay taxes current in July.

Court date will be set after redemption period ends June 26th.

Jay Zahn
 Door County Treasurer

County of Door Investment Summary

As of May 31, 2017

Updated June 13, 2017 by Mark Janiak, Door County Finance Department

	Tax Costs	Market Value	Maturity Date	Interest Rate	
Local Government Investment Pool (LGIP) - General Fund	19,173,212.12	19,173,212.12	N/A	0.71%	
Local Government Investment Pool (LGIP) - Highway DK Jurisdictional Transfer	111,821.56	111,821.56	N/A	0.71%	
American Deposit Management Co. - Money Market Account	1,547,669.00	1,547,669.00	N/A	0.65%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	9/10/2017	1.24%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	3/11/2018	0.87%	*
American Deposit Management Co. - Certificate of Deposit (16 mos.)	245,000.00	245,000.00	8/29/2017	0.87%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	71.34	71.34	8/12/2017	0.55%	*
American Deposit Management Co. - Certificate of Deposit (14 mos.)	245,000.00	245,000.00	10/19/2017	0.98%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	1/25/2018	0.80%	*
American Deposit Management Co. - Certificate of Deposit (19 mos.)	245,000.00	245,000.00	10/22/2017	1.03%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	9/6/2017	1.14%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	6/14/2017	1.06%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	4/26/2018	0.97%	*
American Deposit Management Co. - Certificate of Deposit (13 mos.)	245,000.00	245,000.00	11/1/2017	0.82%	*
American Deposit Management Co. - Certificate of Deposit (13 mos.)	200,000.00	200,000.00	11/17/2017	0.75%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	7/18/2018	1.06%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	7/12/2017	0.95%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	12/4/2017	1.12%	*
American Deposit Management Co. - Certificate of Deposit (19 mos.)	245,000.00	245,000.00	7/13/2017	1.19%	*
American Deposit Management Co. - Certificate of Deposit (21 mos.)	120,000.00	120,000.00	8/20/2018	0.93%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	6/7/2018	1.15%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	1/13/2018	1.19%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	9/29/2017	0.90%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	3/22/2018	0.98%	*
American Deposit Management Co. - Certificate of Deposit (30 mos.)	245,000.00	245,000.00	4/21/2019	0.94%	*
American Deposit Management Co. - Certificate of Deposit (15 mos.)	245,000.00	245,000.00	6/30/2017	0.81%	*
American Deposit Management Co. - Certificate of Deposit (18 mos.)	245,000.00	245,000.00	7/2/2018	0.90%	*
American Deposit Management Co. - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	9/24/2017	1.15%	*
American Deposit Management Co. - Certificate of Deposit (23 mos.)	245,000.00	245,000.00	12/20/2018	1.14%	*
American Deposit Management Co. - Certificate of Deposit (25 mos.)	245,000.00	245,000.00	4/30/2018	1.13%	*
American Deposit Management Co. - Certificate of Deposit (12 mos.)	245,000.00	245,000.00	4/19/2018	1.00%	*
American Deposit Management Co. - Certificate of Deposit (14 mos.)	245,000.00	245,000.00	11/14/2017	0.83%	*
American Deposit Management Co. - Certificate of Deposit (30 mos.)	245,000.00	245,000.00	5/2/2018	1.38%	*
Associated Bank - Tax Collections Checking Account	1,124.54	1,124.54	N/A	0.00%	
Associated Bank - Money Market Account	12,617,376.75	12,617,376.75	N/A	0.65%	
Bank Mutual - Money Market Account	1,310,537.79	1,310,537.79	N/A	0.66%	
Johnson Bank - Certificate of Deposit (24 mos.)	248,697.29	248,697.29	12/23/2017	0.60%	
Nicolet National Bank - Sweep Account	2,143,617.13	2,143,617.13	N/A	0.15%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	665,052.43	665,052.43	12/5/2019	1.04%	
Nicolet National Bank/CDARS - Sr. Res. Center Cert. of Deposit (12 mos.)	96,356.10	96,356.10	2/22/2018	0.55%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	532,793.09	532,793.09	1/30/2020	1.43%	
Nicolet National Bank/CDARS - Certificate of Deposit (36 mos.)	1,000,000.00	1,000,000.00	4/26/2018	1.09%	
Nicolet National Bank - Certificate of Deposit (24 mos.)	252,767.09	252,767.09	3/7/2018	0.90%	
Nicolet National Bank/CDARS - Certificates of Deposit (36 mos.)	642,657.67	642,657.67	11/16/2017	0.87%	
North Shore Bank - Tax Collections Checking Account	13.51	13.51	N/A	0.00%	
Wisconsin Investment Series Cooperative (WISC) - Investment Series Account	27,239.86	27,239.86	N/A	0.89%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	248,482.51	248,055.80	7/17/2017	1.05%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	2/9/2018	1.00%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	245,000.00	245,000.00	10/25/2018	1.00%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	248,480.09	248,102.42	7/31/2017	1.10%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (36 mos.)	249,364.25	249,154.38	3/16/2020	1.75%	
Wisconsin Investment Series Cooperative (WISC) - Certificate of Deposit (24 mos.)	190,369.67	190,165.49	11/6/2017	1.05%	
Dana Investment Account (Mortgage -Backed Securities)	347,536.61	368,129.67	N/A	1.31%	**
Investment Total	49,080,240.40	49,099,615.03			
* THIS IS THE MONTH-END BALANCE FROM THE PREVIOUS MONTH, SINCE THIS STATEMENT HAD NOT YET BEEN					
** YEAR-TO DATE AVERAGE YIELD (NET OF INVESTMENT MANAGEMENT FEES) ON AVERAGE COST.					
Investment Percentage Distribution: LGIP	19,285,033.68	39.28%			
Sweep/Money Market Accounts	17,647,578.58	35.94%			
Certificates of Deposit	11,798,873.10	24.03%			
DANA	368,129.67	0.75%			
Total	49,099,615.03	100.00%			
Revenues from General Fund Investments	2017 Budget	2017 YTD	% Received		
Interest on Investments	220,200.00	102,417.60	46.51%		
Return on Mortgage-Backed Securities	4,500.00	2,658.37	59.07%		
Totals	224,700.00	105,075.97	46.76%		
	Market Value	Total Return YTD, Net of Fees			
Solid Waste Escrow -Long-Term Care (Fund 209)	1,205,084.25	1,020.26			
	Market Value	Total Return YTD, Net of Fees			
2017A Bond Issue Proceeds (Fund 403)	9,336,289.40	9,453.02			

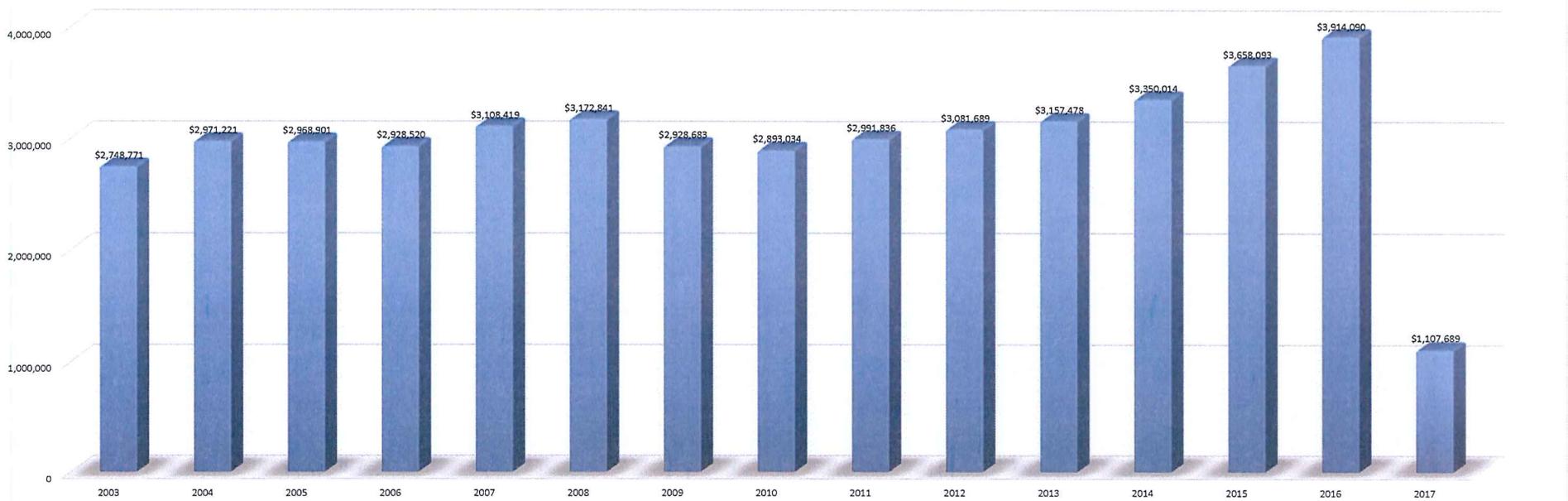
DOOR COUNTY BANK ACCOUNTS IN TRUST						
Month Ending: May 31, 2017						
Updated June 13, 2017 by Mark Janiak, Door County Finance Department						
	Beginning	Add:	Less:	Add:	Less:	Ending Bank
	Balance Per		Cancelled		Fees/Other	Statement
	Statement	Deposits *	Checks	Interest	Deductions **	Balance
<u>Sheriff:</u>						
Jail Inmate Trust (Nicolet)	63,144.73	45,365.12	(83,093.90)	-	-	25,415.95
Drug Enforcement (North Shore) ***	6,835.60	-	-	-	-	6,835.60
<u>Human Services</u>						
Representative Payee Acct. (Nicolet)	41,682.65	23,244.49	(23,873.66)	8.71	-	41,062.19
Senior Center Nutrition (Nicolet)	618.00	924.00	(618.00)	-	(22.00)	902.00
Senior Center Nutrition (Associated)	2,793.02	3,388.76	(2,793.02)	-	-	3,388.76
District Attorney Trust Account (Nicolet)	15,538.98	12,377.00	(11,669.58)	-	-	16,246.40
Clerk of Courts-Summary (Nicolet)	258,646.22	87,849.07	(84,731.78)	83.68	-	261,847.19
Less: Clerk of Courts-Held in Trust	(176,988.39)	(3,435.90)	-	-	-	(180,424.29)
Sunshine Fund (Nicolet)	1,349.06	54.03	-	-	-	1,403.09
Veterans Service Council (Nicolet)	6,505.63	1,450.00	(1,608.19)	-	-	6,347.44
Library (Nicolet)	729.70	900.00	(1,048.47)	-	-	581.23
TOTALS	220,855.20	172,116.57	(209,436.60)	92.39	(22.00)	183,605.56
* The amount shown in this column for "Clerk of Courts-Held in Trust" is the net change in the trust account balance during the month.						
** Any positive amounts shown in the column labeled "Fees/Other Deductions" represent service charges from a previous month that were refunded or paid for by the department (in the case of orders for checks or deposited tickets).						
*** This is the month-end balance from the previous month, since this statement was not available at the time that this report was prepared.						

DOOR COUNTY WISCONSIN

0.5% Sales Tax Rebate Collection History, January, 2003 thru May, 2017

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	(Collected)
Jan	\$ 171,200	\$ 202,568	\$ 184,436	\$ 192,699	\$ 164,664	\$ 166,954	\$ 194,133	\$ 197,464	\$ 172,867	\$ 150,070	\$ 190,692	\$ 222,760	\$ 234,126	\$ 262,179	\$ 211,998	(Nov)
Feb	\$ 207,500	\$ 198,820	\$ 221,403	\$ 210,999	\$ 242,547	\$ 227,617	\$ 175,000	\$ 144,826	\$ 212,513	\$ 234,896	\$ 192,825	\$ 200,069	\$ 182,565	\$ 204,410	\$ 266,561	(Dec)
March	\$ 149,100	\$ 165,110	\$ 139,717	\$ 175,440	\$ 169,046	\$ 213,385	\$ 172,535	\$ 161,230	\$ 161,906	\$ 155,129	\$ 162,310	\$ 182,416	\$ 171,130	\$ 195,203	\$ 211,766	(Jan)
April	\$ 147,600	\$ 147,138	\$ 158,899	\$ 149,963	\$ 160,198	\$ 149,969	\$ 141,624	\$ 164,071	\$ 155,243	\$ 124,272	\$ 154,690	\$ 169,317	\$ 218,027	\$ 287,266	\$ 185,464	(Feb)
May	\$ 127,500	\$ 150,766	\$ 155,857	\$ 174,779	\$ 175,761	\$ 186,724	\$ 174,329	\$ 138,257	\$ 140,806	\$ 209,173	\$ 203,393	\$ 205,490	\$ 217,611	\$ 185,645	\$ 231,900	(March)
June	\$ 109,705	\$ 205,199	\$ 223,661	\$ 221,297	\$ 235,315	\$ 199,943	\$ 195,264	\$ 215,690	\$ 213,900	\$ 216,350	\$ 180,364	\$ 187,608	\$ 236,927	\$ 304,099		(April)
July	\$ 292,379	\$ 257,375	\$ 248,624	\$ 253,161	\$ 279,391	\$ 270,198	\$ 292,858	\$ 278,796	\$ 304,873	\$ 253,695	\$ 317,710	\$ 338,410	\$ 370,861	\$ 358,121		(May)
Aug	\$ 266,857	\$ 314,694	\$ 347,523	\$ 353,162	\$ 366,325	\$ 416,177	\$ 278,877	\$ 281,811	\$ 343,137	\$ 422,498	\$ 426,927	\$ 457,286	\$ 412,462	\$ 438,177		(June)
Sept	\$ 355,624	\$ 382,785	\$ 370,347	\$ 362,264	\$ 374,740	\$ 362,360	\$ 392,082	\$ 438,668	\$ 400,437	\$ 392,873	\$ 369,808	\$ 352,942	\$ 467,420	\$ 492,873		(July)
Oct	\$ 394,883	\$ 383,438	\$ 333,084	\$ 312,668	\$ 334,617	\$ 391,602	\$ 369,776	\$ 353,927	\$ 310,984	\$ 364,323	\$ 389,095	\$ 444,035	\$ 457,574	\$ 449,303		(Aug)
Nov	\$ 298,390	\$ 296,224	\$ 316,127	\$ 363,243	\$ 369,611	\$ 334,516	\$ 276,142	\$ 247,201	\$ 329,297	\$ 350,025	\$ 350,974	\$ 323,406	\$ 345,890	\$ 418,609		(Sept)
Dec	\$ 228,033	\$ 267,104	\$ 269,223	\$ 234,724	\$ 236,204	\$ 228,102	\$ 240,769	\$ 245,800	\$ 245,873	\$ 208,385	\$ 218,690	\$ 266,275	\$ 343,500	\$ 318,205		(Oct)
Annual				\$ (75,879)	\$ -	\$ 25,294	\$ 25,294	\$ 25,293	\$ -							
Total	\$ 2,748,771	\$ 2,971,221	\$ 2,968,901	\$ 2,928,520	\$ 3,108,419	\$ 3,172,841	\$ 2,928,683	\$ 2,893,034	\$ 2,991,836	\$ 3,081,689	\$ 3,157,478	\$ 3,350,014	\$ 3,658,093	\$ 3,914,090	\$ 1,107,689	\$ (27,014)
% to Budget	105.72%	114.28%	114.19%	108.46%	107.19%	105.76%	97.62%	96.43%	103.88%	104.46%	102.46%	106.50%	112.90%	116.15%	32.11%	Year-to-Date
Budgeted	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,700,000	\$ 2,900,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,880,000	\$ 2,950,000	\$ 3,081,590	\$ 3,145,590	\$ 3,240,000	\$ 3,370,000	\$ 3,450,000	2017 vs 2016
Levy Offset	\$ 148,771	\$ 371,221	\$ 368,901	\$ 228,520	\$ 208,419	\$ 172,841	\$ -	\$ -	\$ 111,836	\$ 131,689	\$ 75,888	\$ 204,424	\$ 418,093	\$ 544,090		

Ahead (behind) same month in prior year	\$ 46,255
Average % to Date for this time period should be	41.67%



DOOR COUNTY
UNASSIGNED FUND BALANCE (located within the General Fund)
As of May 31, 2017

The following information on the General Fund is being provided to the Door County Board of Supervisors pursuant to Rule 19:

Unassigned Fund Balance--General Fund as of 12/31/2015		<i>Audited</i>	
		\$	12,525,797.99
<u>2016 Changes to Unassigned Fund Balance:</u>	<u>Additions To:</u>		<u>Reductions From:</u>
2016 Portion of Dark Optic Fiber Project-Resolution 2015-88		\$	(812,550.00)
Increase for 2016 Portion of Dark Optic Fiber Project-Resolution 2016-06; Portion Expended in 2016		\$	(118,700.00)
Transfer 2016 Vehicle Replacement Fund Reserve/Purchases	\$ 254,086.62	\$	(466,654.00)
Transfer from Tower Project Reserve	\$ 67,262.13		
Transfer from/(to) Reserve for Inventory and Prepaid Expenses	\$ 476,114.94	\$	(457,612.30)
Transfer from Reserves for EMS Central Station/Human Services Center	\$ 1,043,298.67		
Transfer to Cana Island Preservation Reserve		\$	(32,338.05)
Transfer Museum Expansion Donations to Reserve		\$	(2,100.00)
Transfer from Museum Expansion Reserve for Consultant	\$ 30,514.60		
Transfer to LIO Reserve		\$	(29,718.66)
Transfer to SWCD Reserves		\$	(3,612.48)
Adjust Sales Tax Reserve		\$	(125,997.41)
Transfer to Boat Launch Reserve		\$	(71,136.13)
Carryforwards from 2016 to 2017		\$	(638.42)
Transfer from Reserve for Delinquent Taxes	\$ 219,903.27		
Transfer to Payroll Reserve		\$	(482,346.33)
Transfer from Human Services and Senior Center Funds	\$ 882,402.83		
Net 2016 Operations to Date	<u>\$ 1,222,397.83</u>		
	\$ 4,195,980.89	\$	<u>(2,603,403.78)</u>

Unassigned Fund Balance 12/31/2016 **\$ 14,118,375.10** *Unaudited*

<u>2017 Changes to Unassigned Fund Balance:</u>			
2017 Portion of Dark Optic Fiber Project-Resolution 2016-69		\$	(100,000.00)
Increase for 2016 Portion of Dark Optic Fiber Project-Resolution 2016-06; Portion <u>Not</u> Expended in 2016		\$	(41,250.00)
South Ambulance Station-Resolution 2016-40		\$	(800,000.00)
Transfer 2017 Vehicle Replacement Fund Reserve/YTD Purchases	\$ 71,995.27	\$	(621,873.00)
Transfer from Reserve for Inventory & Prepaid Expenses	\$ 457,612.30		
Transfer to Building Replacement Reserve and IS Equipment Reserve, per 2017 Budget		\$	(200,000.00)
	<u>\$ 529,607.57</u>	\$	<u>(1,763,123.00)</u>

Unassigned Fund Balance 5/31/2017 **\$ 12,884,859.67** *Unaudited*

Mark E. Janiak

Mark E. Janiak, Finance Director

	<u>As of 12/31/2015</u>	<u>As of 12/31/2016</u>	<u>As of 5/31/2017</u>
Unassigned Fund Balance	\$12,525,797.99	\$ 14,118,375.10	\$ 12,884,859.67

Unassigned Fund Balance is designed to serve as a measure of the fund's financial resources available for appropriation and has a direct impact on bond ratings and borrowing power of the county.

Current Unassigned Fund Balance	\$ 12,884,859.67
General Fund Budgeted Expenditures - 2017	\$ 28,967,270.00
All Other Budgeted Funds Requiring Tax Levy - 2017	\$ 24,845,035.00

The County's current unassigned fund balance of \$12,884,859.67 represents approximately **23.94408%** of its governmental funds budgeted expenditures. This level of funding is above the 12%-15% reserve funding levels set forth in Resolution 72-03 adopted August 26, 2003.

From the policy: 12% is the base per County Board Policy at which point the County would never want to let the unassigned fund balance reserved for working capital go below.

Note:

The amount above (below) the upper limit of 15% which, if above, could be a consideration for unforeseen expenditures	\$ 4,813,013.92
15% Upper Limit would equate to an unassigned fund balance of	\$ 8,071,845.75
12% Lower Limit would equate to an unassigned fund balance of	\$ 6,457,476.60

Door County Contingency Accounts

May 31, 2017

General Contingency

#100.06.1161.59103		<u>Unaudited</u>
2016 Contingency Balance Carryforward	\$	205,910.29
2017 Budget for Contingency Expense	\$	<u>150,000.00</u>
Total General Contingency	\$	355,910.29

Uses - 2017

Temporary Office Space for ADRC -- Resolution 2014-99 (\$75,000 approved; to be transferred as invoices are vouchered for payment; \$23,263.36 used in 2015; \$11,281.24 used in 2016; remaining \$40,455.40 available in 2017)	\$	(40,455.40)
Expenses Related to Hosting Badger State Sheriffs Conference in Door County	\$	(1,500.00)
Expenses Related to Hosting Wisconsin D.A.R.E. Officers Conference in Door County	\$	(1,500.00)
Expenses Related to Door/Kewaunee Counties Legislative Days	\$	(2,500.00)
Expenses for Repairing Gabel Ends on Door County Museum Building	\$	(20,868.00)
Expenses Related to Moving the Rolling File Cabinets in Planning Department	\$	(6,038.37)
Additional Funds for Purchase of New Computing Platform Equipment--Res. 2017-32	\$	(47,341.00)
Additional Funds for Year 1 of a Five-Year Maintenance Agreement for New Computing Platform Equipment--Resolution 2017-32	\$	(14,738.40)
Subtotal	\$	<u>(134,941.17)</u>
Balance--General Contingency Expense	<u>Unaudited</u>	<u>\$ 220,969.12</u>

Payroll Contingency

Payroll Reserve - #100.32106		<u>Unaudited</u>
2016 Payroll Contingency Balance Carryforward, per Resolution 2008-69	\$	657,732.49
2017 Budget for Payroll Contingency - #100.06.1161.59101	\$	<u>482,346.33</u>
Total Payroll Contingency	\$	<u>622,296.00</u>
		\$ 1,762,374.82

Uses - 2017

<u>Estimated</u> Cost for 2017 of Compensation Plan Aging and Increases for General Municipal Employees (Resolution 2016-67), Collective Bargaining Agreement with Door County Deputy Sheriff's Association (Resolution 2015-100), Collective Bargaining Agreement with Emergency Medical Service Employees (Resolution 2015-99)	\$	(273,531.00)
Payment to Wisconsin Retirement System/Employee Trust Fund for Prior Years (Resolution 2017-35)	\$	<u>(78,451.85)</u>
Subtotal		\$ (351,982.85)
Balance--Payroll Contingency Expense/Payroll Reserve	<u>Unaudited</u>	<u>\$ 1,410,391.97</u>

Door County Medical Benefits Fund For Period thru May 31, 2017

2016 Ending Balance		<u>Unaudited</u>	\$ 5,972,128.54
Revenues:			
Retired Employees Medical	\$ 47,485.81		
Employee Share Medical	\$ 362,048.89		
Pro-rated Employee Dental (part-time)	\$ 2,902.52		
County Share Medical	\$ 2,123,624.36		
County Share Dental	\$ 131,170.52		
Miscellaneous	\$ -		
Sub-Total All Contributions	\$ 2,667,232.10		
Insurance Reimbursements	\$ 83,607.47		
Total Revenues to Date			\$ 2,750,839.57
Expenditures:			
Claims Paid Medical	\$ 1,603,345.82		
Claims Paid Dental	\$ 140,389.71		
Prescription/Drug Claims	\$ 350,495.67		
Total Claims	\$ 2,094,231.20		
Specific Premium (Stop Loss Insurance)	\$ 424,011.27		
Administrative and Miscellaneous Fees	\$ 45,668.90		
Transfers to Other Funds			
Total Expenditures to Date			\$ 2,563,911.37
Net Gain/(Loss) to Date			\$ 186,928.20
Current Fund Balance to Date		<u>Unaudited</u>	\$ 6,159,056.74
Notes:			
2016 -- Same Time Period Net Gain or (Loss)	\$ 59,469.13		
Difference between same time period-- current year verses prior year	\$ 127,459.07		
Target Reserve to be maintained--based on consultant's recommendations 6/30/13.	\$ 2,700,000.00		

Door County Workers' Compensation Fund For Period thru May 31, 2017
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2016 Ending Fund Balance		<u>Unaudited</u>
		<u>\$ 1,172,877.86</u>
Revenues	\$ 249,709.70	
Insurance Reimbursements/Dividends	<u>\$ 31,292.00</u>	
Total Revenues to Date	\$ 281,001.70	
Expenditures	<u>\$ (440,716.00)</u>	
Total Expenditures and Transfers Out to Date	<u>\$ (440,716.00)</u>	
Net Gain/(Loss) to Date		<u>\$ (159,714.30)</u>
Current Fund Balance, to Date		<u>Unaudited</u> <u>\$ 1,013,163.56</u>

Notes: The Workers' Compensation Modification Rate decreased from 0.93 in 2014 to 0.79 for 2015; it decreased again for 2016, to 0.76; it increased slightly to 0.78 for 2017.

Table 1
Cost Summary by Funding Source and Year
FY 2018

Project No.	2018 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
<i>*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)</i>								
Airport								
1-53-01	North/South Runway Reconstruction ("Other" is unused C.I.P. funding for Airport Runway Reconstruction not used in 2016-2017)	-	-	-	-	-	150,000	150,000
1-53-02	Snow Removal Equipment Building/Maintenance Shop ("Other" is carryover from prior years)	-	-	-	-	-	75,000	75,000
1-53-03	Replace Airport/Parks Fuel Tanks	-	-	-	-	75,000	-	75,000
		-	-	-	-	75,000	225,000	300,000
Highway								
1-33-01	CTH J (CTH XC-Mill Road)	-	-	-	125,000	633,132	-	758,132
1-33-02	CTH C (STH 42/57-Elm Road)	-	-	1,890,000	-	210,000	-	2,100,000
1-33-03	CTH T (600' N of Deer Path Lane-Glidden Drive)	-	-	-	-	989,986	-	989,986
1-33-04	CTH G (STH 42-STH 42 (Egg Harbor)	-	-	-	-	785,091	-	785,091
1-33-05	CTH D (CTH Y-Truway Road)	-	-	-	-	201,678	-	201,678
1-33-06	CTH Q (S.Dane Street-STH 57)	-	-	-	-	402,855	-	402,855
		-	-	-	-	-	-	-
	Federal funding included in Fund #205.	-	-	1,890,000	125,000	3,222,742	-	5,237,742
Sheriff								
1-28-01	Jail Audio Upgrade	-	-	-	-	250,000	-	250,000
Information Systems								
1-13-01	Land Records Software Upgrade ("Other is funds from the Land Modernization Reserve)	-	-	-	-	-	225,000	225,000
1-13-02	Upgrade FOB System	-	-	-	-	76,400	-	76,400
1-13-03	Firewall Upgrade	-	-	-	-	91,000	-	91,000

Table 1 - Continued
Cost Summary by Funding Source and Year
FY 2018

Project No.	2018 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
<i>*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)</i>								
Information Systems - Continued								
1-13-04	Storage for Video	-	-	-	-	375,000	-	375,000
1-13-05	Simulcast Ops & Reprogramming	-	-	-	-	320,000	-	320,000
		-	-	-	-	862,400	225,000	1,087,400
Library								
1-36-01	Replace Roof on Sturgeon Bay Library ("Other" is funds from City of Sturgeon Bay and carryover from prior year)	-	-	-	-	27,558	122,442	150,000
Maintenance								
1-37-01	County Facility Evaluation-Software Program	-	-	-	-	51,000	-	51,000
1-37-02	John Miles Park Stage	-	-	-	-	100,000	-	100,000
1-37-03	John Miles Park Paving Midway ("Other" is unused Non C.I.P. funding for John Miles Park not used in 2017)	-	-	-	-	165,200	35,000	200,200
		-	-	-	-	316,200	35,000	351,200
Administration								
1-49-01	Remodel Government Center	-	-	-	-	1,000,000	-	1,000,000
Parks								
1-34-01	Forestville Dam Millpond Improvement	-	-	-	-	50,000	-	50,000
1-34-02	Cana Island Restoration Project ("Other" is funds from the Cana Island Reserve Fund)	-	-	-	-	-	100,000	100,000
		-	-	-	-	50,000	100,000	150,000
TOTAL - 2018 C.I.P.		-	-	1,890,000	125,000	5,803,900	707,442	8,526,342
2017 Adopted C.I.P.		800,000	-	2,115,000	-	4,158,458	705,271	7,778,729
2018 Over (Under) 2017 Adopted		(800,000)	-	(225,000)	125,000	1,645,442	2,171	747,613
% Increase 2018 over 2017		-100%	0%	100%	-100%	40%	0%	10%

Table 2
Cost Summary by Funding Source and Year
FY 2019

Project No.	2019 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
<i>*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)</i>								
Airport								
1-53-03	Replace Airport/Parks Fuel Tanks	-	-	-	-	75,000	-	75,000
		-	-	-	-	75,000	-	75,000
Highway								
1-33-07	CTH J (STH 42-CTH O)	-	-	-	-	207,261	-	207,261
1-33-08	CTH C (Stevenson Pier-CTH PD)	-	-	-	-	1,563,612	-	1,563,612
1-33-09	CTH HH (Dunn Road-Old County OR)	-	-	-	-	345,419	-	345,419
1-33-10	CTH XC (CTH X-CTH J)	-	-	-	-	202,498	-	202,498
1-33-11	CTH A (CTH E-CTH F)	-	-	-	-	759,308	-	759,308
1-33-12	CTH V (CTH A-STH 57)	-	-	-	-	112,110	-	112,110
1-33-13	CTH X (CTH XC-Forest Drive)	-	-	-	-	379,511	-	379,511
		-	-	-	-	3,569,719	-	3,569,719
Finance								
1-48-01	Replace Time & Attendance/Payroll Processing Software	-	-	-	-	75,000	-	75,000
Information Systems								
1-13-06	Egg Harbor/Carlsville Tower Project	-	-	-	-	300,000	-	300,000
EMS								
1-29-01	Washington Island Station	-	-	-	-	500,000	-	500,000
Library								
1-36-02	New Chiller ("Other" is funds from City of Sturgeon Bay)	-	-	-	-	42,920	42,920	85,840
Maintenance								
1-37-02	John Miles Park Stage	-	-	-	-	88,000	-	88,000
Parks								
1-34-01	Forestville Dam Millpond Improvement	-	-	-	-	50,000	-	50,000
1-34-02	Cana Island Restoration Project ("Other" is funds from the Cana Island Reserve Fund)	-	-	-	-	-	100,000	100,000
		-	-	-	-	50,000	100,000	150,000
TOTAL		-	-	-	-	4,700,639	142,920	4,843,559

Table 3
Cost Summary by Funding Source and Year
FY 2020

Project No.	2020 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other*	TOTAL
*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)								
Airport								
1-53-02	Snow Removal Equipment Building/Maintenance Shop	-	-	-	460,000	40,000	-	500,000
		-	-	-	460,000	40,000	-	500,000
Highway								
1-33-14	CTH J (Carnot Road-CTH U)	-	-	-	-	370,610	-	370,610
1-33-15	CTH A (CTH E-CTH V)	-	-	1,357,753	-	452,584	-	1,810,337
1-33-16	CTH U (Salona Road-City Limits)	-	-	-	-	1,001,643	-	1,001,643
1-33-17	CTH SB (May Road-CTH M)	-	-	-	-	259,534	-	259,534
1-33-18	CTH K (CTH N-CTH C)	-	-	-	-	506,244	-	506,244
1-33-19	CTH C (Stevenson Pier-Charleys Road)	-	-	-	325,000	735,025	-	1,060,025
1-33-20	CTH M (CTH C-Hainesville Road)	-	-	-	125,000	165,038	-	290,038
		-	-	1,357,753	450,000	3,490,678	-	5,298,431
Sheriff								
1-28-02	Replacement of Mobile & Portable Radios	-	-	-	-	236,190	-	236,190
Library								
1-36-03	New Boiler ("Other" is funds from City of Sturgeon Bay)	-	-	-	-	28,500	28,500	57,000
Parks								
1-34-01	Forestville Dam Millpond Improvement	-	-	-	-	75,000	-	75,000
1-34-02	Cana Island Restoration Project ("Other" is funds from the Cana Island Reserve Fund)	-	-	-	-	-	100,000	100,000
		-	-	-	-	75,000	100,000	175,000
TOTAL		-	-	1,357,753	910,000	3,870,368	128,500	6,266,621

Table 4
Cost Summary by Funding Source and Year
FY 2021

Project No.	2021 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other	TOTAL
<i>*Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)</i>								
Highway								
1-33-21	CTH C (CTH PD-N.Duluth Ave)	-	-	-	-	339,296	-	339,296
1-33-22	CTH A (CTH F-STH 42)	-	-	-	-	579,787	-	579,787
1-33-23	CTH MM (STH 42/57-CTH C)	-	-	-	-	427,173	-	427,173
1-33-24	CTH C (CTH DK-East Gardner Road)	-	-	-	-	553,674	-	553,674
1-33-25	CTH S (Maplewood Road-Wilson Road)	-	-	-	-	753,103	-	753,103
1-33-26	CTH Q (Sunset Drive-Winding Lane)	-	-	-	-	978,272	-	978,272
		-	-	-	-	3,631,305	-	3,631,305
TOTAL		-	-	-	-	3,631,305	-	3,631,305

Table 5
Cost Summary by Funding Source and Year
FY 2022

Project No.	2022 Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other	TOTAL
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**Other funding could be Unassigned Fund Balance, Carryovers from Prior Years, DK funding, C.I.P. Excess Funds, City Share, County Roads & Bridges Fund, Donations. (see table 8)*

Airport

1-53-01	North/South Runway Reconstruction	-	-	3,800,000	-	50,000	-	3,850,000
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Highway

1-33-27	CTH X (Forest Road-STH 42)	-	-	-	125,000	374,405	-	499,405
1-33-28	CTH B (White Cedar Road-CTH G)	-	-	-	-	1,077,752	-	1,077,752
1-33-29	CTH U (S.of Lake Lane-Salona Road)	-	-	-	-	714,168	-	714,168
1-33-30	CTH V (CTH T-CTH A)	-	-	-	-	654,654	-	654,654
1-33-31	CTH Q (STH 42-Winding Lane)	-	-	-	-	684,029	-	684,029
		-	-	-	125,000	3,505,008	-	3,630,008

EMS

1-29-02	Jacksonport/Egg Harbor EMS Station	-	-	-	-	500,000	-	500,000
	TOTAL	-	-	3,800,000	125,000	4,055,008	-	7,980,008

Table 6
Capital Project Cost Summary by Year

Project No.	Project Name	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT TOTAL
Airport							
1-53-01	North/South Runway Reconstruction	150,000	-	-	-	3,850,000	4,000,000
1-53-02	Snow Removal Equipment Building/Maintenance Shop	75,000	-	500,000	-	-	575,000
1-53-03	Replace Airport/Parks Fuel Tanks	75,000	75,000	-	-	-	150,000
		300,000	75,000	500,000	-	3,850,000	4,725,000
Highway							
1-33-01	CTH J (CTH XC-Mill Road)	758,132	-	-	-	-	758,132
1-33-02	CTH C (STH 42/57-Elm Road)	2,100,000	-	-	-	-	2,100,000
1-33-03	CTH T (600' N of Deer Path Lane-Glidden Drive)	989,986	-	-	-	-	989,986
1-33-04	CTH G (STH 42-STH 42 (Egg Harbor)	785,091	-	-	-	-	785,091
1-33-05	CTH D (CTH Y-Truway Road)	201,678	-	-	-	-	201,678
1-33-06	CTH Q (S.Dane Street-STH 57)	402,855	-	-	-	-	402,855
1-33-07	CTH J (STH 42-CTH O)	-	207,261	-	-	-	207,261
1-33-08	CTH C (Stevenson Pier-CTH PD)	-	1,563,612	-	-	-	1,563,612
1-33-09	CTH HH (Dunn Road-Old County OR)	-	345,419	-	-	-	345,419
1-33-10	CTH XC (CTH X-CTH J)	-	202,498	-	-	-	202,498
1-33-11	CTH A (CTH E-CTH F)	-	759,308	-	-	-	759,308
1-33-12	CTH V (CTH A-STH 57)	-	112,110	-	-	-	112,110
1-33-13	CTH X (CTH XC-Forest Drive)	-	379,511	-	-	-	379,511
1-33-14	CTH J (Carnot Road-CTH U)	-	-	370,610	-	-	370,610
1-33-15	CTH A (CTH E-CTH V)	-	-	1,810,337	-	-	1,810,337
1-33-16	CTH U (Salona Road-City Limits)	-	-	1,001,643	-	-	1,001,643
1-33-17	CTH SB (May Road-CTH M)	-	-	259,534	-	-	259,534
1-33-18	CTH K (CTH N-CTH C)	-	-	506,244	-	-	506,244
1-33-19	CTH C (Stevenson Pier-Charleys Road)	-	-	1,060,025	-	-	1,060,025
1-33-20	CTH M (CTH C-Hainesville Road)	-	-	290,038	-	-	290,038
1-33-21	CTH C (CTH PD-N.Duluth Ave)	-	-	-	339,296	-	339,296
1-33-22	CTH A (CTH F-STH 42)	-	-	-	579,787	-	579,787
1-33-23	CTH MM (STH 42/57-CTH C)	-	-	-	427,173	-	427,173
1-33-24	CTH C (CTH DK-East Gardner Road)	-	-	-	553,674	-	553,674

Table 6
Capital Project Cost Summary by Year

Project No.	Project Name	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT TOTAL
Highway - Continued							
1-33-25	CTH S (Maplewood Road-Wilson Road)	-	-	-	753,103	-	753,103
1-33-26	CTH Q (Sunset Drive-Winding Lane)	-	-	-	978,272	-	978,272
1-33-27	CTH X (Forest Road-STH 42)	-	-	-	-	499,405	499,405
1-33-28	CTH B (White Cedar Road-CTH G)	-	-	-	-	1,077,752	1,077,752
1-33-29	CTH U (S.of Lake Lane-Salona Road)	-	-	-	-	714,168	714,168
1-33-30	CTH V (CTH T-CTH A)	-	-	-	-	654,654	654,654
1-33-31	CTH Q (STH 42-Winding Lane)	-	-	-	-	684,029	684,029
		5,237,742	3,569,719	5,298,431	3,631,305	3,630,008	21,367,205
Sheriff							
1-28-01	Jail Audio Upgrade	250,000	-	-	-	-	250,000
1-28-02	Replacement of Mobile & Portable Radios	-	-	236,190	-	-	236,190
		250,000	-	236,190	-	-	486,190
Emergency Services							
1-29-01	Washington Island Ambulance Station	-	500,000	-	-	-	500,000
1-29-02	Jacksonport/Egg Harbor EMS Station	-	-	-	-	500,000	500,000
		-	500,000	-	-	500,000	1,000,000
Finance							
1-48-01	Replace Time & Attendance/Payroll Processing Software	-	75,000	-	-	-	75,000
		-	75,000	-	-	-	75,000
Information Systems							
1-13-01	Land Records Software	225,000	-	-	-	-	225,000
1-13-02	Upgrade FOB System	76,400	-	-	-	-	76,400
1-13-03	Firewall Upgrade	91,000	-	-	-	-	91,000
1-13-04	Storage for Video	375,000	-	-	-	-	375,000
1-13-05	Simulcast Ops & Reprogramming	320,000	-	-	-	-	320,000
1-13-06	Egg Harbor/Carlsville Tower Project	-	300,000	-	-	-	300,000
		1,087,400	300,000	-	-	-	1,387,400

Table 6
Capital Project Cost Summary by Year

Project No.	Project Name	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT TOTAL
Library							
1-13-01	Replace Roof on Sturgeon Bay Library	150,000	-	-	-	-	150,000
1-13-02	New Chiller	-	85,840	-	-	-	85,840
1-13-03	New Boiler		-	57,000	-	-	57,000
		150,000	85,840	57,000	-	-	292,840
Maintenance							
1-37-01	County Facility Evaluation-Software Program	51,000	-	-	-	-	51,000
1-37-02	John Miles Park Stage	100,000	88,000	-	-	-	188,000
1-37-03	John Miles Park Paving Midway	200,200	-	-	-	-	200,200
		351,200	88,000	-	-	-	439,200
Administration							
1-49-01	Remodel Government Center	1,000,000	-	-	-	-	1,000,000
Parks							
1-34-01	Forestville Dam Millpond Improvement	50,000	50,000	75,000	-	-	175,000
1-34-02	Cana Island Restoration Project	100,000	100,000	100,000	-	-	300,000
		150,000	150,000	175,000	-	-	475,000
TOTAL		8,526,342	4,843,559	6,266,621	3,631,305	7,980,008	31,247,835

Table 7
Capital Project Cost Summary by Funding Source
All Years

Project No.	Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other/ Undesig.	TOTAL COST
Airport								
1-53-01	North/South Runway Reconstruction	-	-	3,800,000	-	50,000	150,000	4,000,000
1-53-02	Snow Removal Equipment Building/Maintenance Sho	-	-	-	460,000	40,000	75,000	575,000
1-53-03	Replace Airport/Parks Fuel Tanks	-	-	-	-	150,000	-	150,000
		-	-	3,800,000	460,000	240,000	225,000	4,725,000
Highway								
1-33-01	CTH J (CTH XC-Mill Road)	-	-	-	125,000	633,132	-	758,132
1-33-02	CTH C (STH 42/57-Elm Road)	-	-	1,890,000	-	210,000	-	2,100,000
1-33-03	CTH T (600' N of Deer Path Lane-Glidden Drive)	-	-	-	-	989,986	-	989,986
1-33-04	CTH G (STH 42-STH 42 (Egg Harbor)	-	-	-	-	785,091	-	785,091
1-33-05	CTH D (CTH Y-Truway Road)	-	-	-	-	201,678	-	201,678
1-33-06	CTH Q (S.Dane Street-STH 57)	-	-	-	-	402,855	-	402,855
1-33-07	CTH J (STH 42-CTH O)	-	-	-	-	207,261	-	207,261
1-33-08	CTH C (Stevenson Pier-CTH PD)	-	-	-	-	1,563,612	-	1,563,612
1-33-09	CTH HH (Dunn Road-Old County OR)	-	-	-	-	345,419	-	345,419
1-33-10	CTH XC (CTH X-CTH J)	-	-	-	-	202,498	-	202,498
1-33-11	CTH A (CTH E-CTH F)	-	-	-	-	759,308	-	759,308
1-33-12	CTH V (CTH A-STH 57)	-	-	-	-	112,110	-	112,110
1-33-13	CTH X (CTH XC-Forest Drive)	-	-	-	-	379,511	-	379,511
1-33-14	CTH J (Carnot Road-CTH U)	-	-	-	-	370,610	-	370,610
1-33-15	CTH A (CTH E-CTH V)	-	-	1,357,753	-	452,584	-	1,810,337
1-33-16	CTH U (Salona Road-City Limits)	-	-	-	-	1,001,643	-	1,001,643
1-33-17	CTH SB (May Road-CTH M)	-	-	-	-	259,534	-	259,534
1-33-18	CTH K (CTH N-CTH C)	-	-	-	-	506,244	-	506,244
1-33-19	CTH C (Stevenson Pier-Charleys Road)	-	-	-	325,000	735,025	-	1,060,025
1-33-20	CTH M (CTH C-Hainesville Road)	-	-	-	125,000	165,038	-	290,038
1-33-21	CTH C (CTH PD-N.Duluth Ave)	-	-	-	-	339,296	-	339,296
1-33-22	CTH A (CTH F-STH 42)	-	-	-	-	579,787	-	579,787
1-33-23	CTH MM (STH 42/57-CTH C)	-	-	-	-	427,173	-	427,173
1-33-24	CTH C (CTH DK-East Gardner Road)	-	-	-	-	553,674	-	553,674

Table 7
Capital Project Cost Summary by Funding Source
All Years

Project No.	Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other/ Undesig.	TOTAL COST
Highway - Continued								
1-33-25	CTH S (Maplewood Road-Wilson Road)	-	-	-	-	753,103	-	753,103
1-33-26	CTH Q (Sunset Drive-Winding Lane)	-	-	-	-	978,272	-	978,272
1-33-27	CTH X (Forest Road-STH 42)	-	-	-	125,000	374,405	-	499,405
1-33-28	CTH B (White Cedar Road-CTH G)	-	-	-	-	1,077,752	-	1,077,752
1-33-29	CTH U (S.of Lake Lane-Salona Road)	-	-	-	-	714,168	-	714,168
1-33-30	CTH V (CTH T-CTH A)	-	-	-	-	654,654	-	654,654
1-33-31	CTH Q (STH 42-Winding Lane)	-	-	-	-	684,029	-	684,029
		-	-	3,247,753	700,000	17,419,452	-	21,367,205
Sheriff								
1-28-01	Jail Audio Upgrade	-	-	-	-	250,000	-	250,000
1-28-02	Replacement of Mobile & Portable Radios	-	-	-	-	236,190	-	236,190
		-	-	-	-	486,190	-	486,190
Emergency Services								
1-29-01	Washington Island Ambulance Station	-	-	-	-	500,000	-	500,000
1-29-02	Jacksonport/Egg Harbor EMS Station	-	-	-	-	500,000	-	500,000
		-	-	-	-	1,000,000	-	1,000,000
Finance								
1-48-01	Replace Time & Attendance/Payroll Processing Software	-	-	-	-	75,000	-	75,000
		-	-	-	-	75,000	-	75,000
Information Systems								
1-13-01	Land Records Software	-	-	-	-	-	225,000	225,000
1-13-02	Upgrade FOB System	-	-	-	-	76,400	-	76,400
1-13-03	Firewall Upgrade	-	-	-	-	91,000	-	91,000
1-13-04	Storage for Video	-	-	-	-	375,000	-	375,000
1-13-05	Simulcast Ops & Reprogramming	-	-	-	-	320,000	-	320,000
1-13-06	Egg Harbor/Carlsville Tower Project	-	-	-	-	300,000	-	300,000
		-	-	-	-	1,162,400	225,000	1,387,400

Table 7
Capital Project Cost Summary by Funding Source
All Years

Project No.	Project Name	Eligible for Long Term Financing	Eligible for Short Term Financing	Federal	State	Levy	Other/ Undesig.	TOTAL COST
Library								
1-13-01	Replace Roof on Sturgeon Bay Library	-	-	-	-	27,558	122,442	150,000
1-13-02	New Chiller	-	-	-	-	42,920	42,920	85,840
1-13-03	New Boiler	-	-	-	-	28,500	28,500	57,000
		-	-	-	-	98,978	193,862	292,840
Maintenance								
1-37-01	County Facility Evaluation-Software Program	-	-	-	-	51,000	-	51,000
1-37-02	John Miles Park Stage	-	-	-	-	188,000	-	188,000
1-37-03	John Miles Park Paving Midway	-	-	-	-	165,200	35,000	200,200
		-	-	-	-	404,200	35,000	439,200
Administration								
1-49-01	Remodel Government Center	-	-	-	-	1,000,000	-	1,000,000
Parks								
1-34-01	Forestville Dam Millpond Improvement	-	-	-	-	175,000	-	175,000
1-34-01	Cana Island Restoration Project	-	-	-	-	-	300,000	300,000
		-	-	-	-	175,000	300,000	475,000
TOTAL		-	-	7,047,753	1,160,000	22,061,220	978,862	31,247,835

Table 8
General Funding Summary by Year and Source

<i>Source of Funds</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>TOTAL</i>
Long Term Financing Eligible	-	-	-	-	-	-
Short Term Borrowing Eligible	-	-	-	-	-	-
Federal Revenues	1,890,000	-	1,357,753	-	3,800,000	7,047,753
State Revenues	125,000	-	910,000	-	125,000	1,160,000
Tax Levy	5,803,900	4,700,639	3,870,368	3,631,305	4,055,008	22,061,220
Undesignated Fund Balance	-	-	-	-	-	-
Other Revenue-CIP Carryover	272,442	-	-	-	-	272,442
Other Revenue-Non-CIP Carryover	35,000	-	-	-	-	35,000
Other Revenue-Co Rds & Bridges	-	-	-	-	-	-
Other Revenue-City Share	75,000	42,920	28,500	-	-	146,420
CIP Designated	-	-	-	-	-	-
Canal Island Reserve Fund	100,000	100,000	100,000	-	-	300,000
Land Modernization Reserve	225,000	-	-	-	-	225,000
Total Summary by Funding	8,526,342	4,843,559	6,266,621	3,631,305	7,980,008	31,247,835

JANIAK, MARK

From: Michele Wiberg <MWiberg@pmanetwork.com>
Sent: Tuesday, June 13, 2017 11:42 AM
To: JANIAK, MARK
Subject: School District of Sturgeon Bay || Potential Investment

Mark,

As a follow-up to our call on Friday, below are bullet points related to the potential issue for the School District of Sturgeon Bay ("District").

- \$220,000 G.O. Promissory Notes ("Notes")
- Notes will be non-referendum debt and will require approval only by the School Board. In Wisconsin, school districts are able to have up to \$1,000,000 of debt outstanding under revenue limits with Board authorization. No referendum or petition period is necessary.
- Currently, the District has \$300,000 of outstanding non-referendum debt; the District has \$0 outstanding referendum debt
- The Notes will be non-rated
- Sale Date = July 19, 2017 (final approval by the School Board; interest rates locked in)
- Settlement Date = August 1, 2017 (funds wired from County to the District)
- Call (prepayment) Date = noncallable
- 5-year Notes, Maturity Dates = April 1, 2018-2022

If this type of transaction is of interest to the County, we would welcome the opportunity to continue the conversation. Based on the timing above, we would be looking for a firm commitment from the County, which would include your proposed yields, around the first week of July.

Please let me know if you have questions or would like to discuss further.

Thank you,

Michele

MSRB Rule G-42 requires municipal advisors to provide disclosures regarding all material conflicts of interest and any legal or disciplinary events material to a client's evaluation of the firm or the integrity of the firm's management or advisory personnel. A link to the PMA Securities, Inc. Municipal Advisor Disclosure Statement can be found [here](#).

Michele A. Wiberg
 Senior Vice President
 Director, Wisconsin Office

PMA Securities, Inc.
 770 N. Jefferson Street, Suite 200
 Milwaukee, Wisconsin 53202

D 414.225.0099 ext. 1505

M 414.640.5580

F 414.225.0057

www.pmanetwork.com

Integrity. Commitment. Performance.™

PMA Financial Network, Inc., PMA Securities, Inc., and Prudent Man Advisors, Inc. (hereinafter "PMA") operate under common ownership. PMA Securities, Inc. is an SEC and MSRB registered broker-dealer and a member of FINRA and SIPC. Prudent Man Advisors, Inc. is an SEC registered

JANIAK, MARK

From: Sara Schnoor <sschnoor@pmanetwork.com>
Sent: Tuesday, June 13, 2017 8:12 AM
To: JANIAK, MARK
Subject: WISC Fund Weekly Rate Sheet

[Click here](#) to view this message in a browser window.

800.783.4273 | www.investwisc.com



**WISC
WEEKLY RATE SHEET**

As of 6/12/17

FIXED INCOME INVESTMENT INDICATIONS

Term to maturity

	60 Days	90 Days	120 Days	180 Days	270 Days	1 Year	18 Months	2 Years	3 Years	4 Years	5 Years
Top Ten Certificates of Deposit (\$250K)	0.40% to 0.80%	0.80% to 0.95%	0.80% to 1.00%	1.00% to 1.08%	1.10% to 1.12%	1.20% to 1.20%	1.25% to 1.35%	1.35% to 1.45%	0.90% to 1.54%	*	*
U.S. Government Agency	0.87%	0.89%	0.90%	0.99%	0.98%	1.07%	1.15%	1.22%	1.36%	1.53%	1.70%
U.S. Government Treasury	*	*	*	0.95%	1.04%	1.09%	1.13%	1.19%	1.35%	1.51%	1.61%

*Rates Available Upon Request

WISCONSIN INVESTMENT SERIES COOPERATIVE

Local Government Investment Pool (LGIP)

Interest Rates 5/2013 thru 5/2017

<u>Month</u>	<u>Interest Rate</u>
May, 2017	0.71%
May, 2016	0.42%
May, 2015	0.13%
May, 2014	0.09%
May, 2013	0.09%

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JUNE, 2017

Vendor #	Date Paid	Vendor Name	Description	Amount
15761	05/16/17	Boston Mutual Life Ins	April premiums	2,103.46
12318	05/16/17	Capital Credit Union	Union dues	1,001.16
17625	05/16/17	Ceridian	Payroll fees	1,474.72
6370	05/16/17	Culligan	ADRC water for trailer	14.00
22276	05/16/17	Daniel Stolarick	Over pmt of taxes	67.88
7470	05/16/17	DWDUI	April premiums	2,926.29
2607	05/16/17	FedEx	Ceridian paychecks	54.37
5238	05/16/17	Great West	Deferred comp	12,673.07
21372	05/16/17	Nationwide	Deferred comp	11,540.72
15069	05/16/17	Staples	Finance office supplies	90.59
29925	05/16/17	State of WI	April court fines due state	45,035.06
502	05/16/17	United Way	Employee contributions	77.00
35170	05/16/17	Village of Sister Bay	Personal Property payment	26.70
36270	05/16/17	Washington Island Ferry	Ferry charges	360.50
15904	05/18/17	Gannett WI Media	Newspaper renewal	56.35
15069	05/18/17	Staples	Finance office supplies	103.01
22277	05/18/17	Susan Rutz	Over pmt of taxes	341.32
22018	05/18/17	Tyler Technologies	NWS software-project management	4,000.00
13278	05/18/17	Wisconsin Media	In rem advertising	4,427.56
15069	05/26/17	Staples	Finance office supplies	78.25
20951	05/30/17	Brown Cty C-Lec	refund for error in paying invoice 40013294	2,136.99
5238	05/30/17	Great West	Deferred comp	12,673.07
21372	05/30/17	Nationwide	Deferred comp	30,541.77
21712	05/30/17	Peter Hermans	Refund overpayment of taxes	17.14
32920	05/30/17	Village of Egg Harbor	Personal Property payment	154.79
4308	05/30/17	Steve Chomeau	Refund overpayment of taxes	558.33
17625	05/30/17	Ceridian	Payroll fees	1,255.15
10741	05/30/17	Door Cty Deputy Sheriff's Assoc	Union dues	1,643.00
2607	05/30/17	FedEx	Ceridian paychecks	53.97
22093	05/30/17	Superior Vision	May premiums	1,620.60
7397	05/30/17	United States Treasury	PCORI Fee form 720	1,566.18
21282	06/01/17	Shred-it	paper shredding	113.58
5999	06/01/17	Wisconsin Doc Imaging	Finance copies	1,205.16
22232	06/08/17	Ehlers	May Invest. Management Fees Bond Proceed	819.53
5238	06/08/17	Great West	Deferred comp	12,573.07
21372	06/08/17	Nationwide	Deferred comp	25,024.95
100	06/08/17	Schenck Business Solutions	Second Interim Billing Audit 2016	24,000.00
29925	06/08/17	State of WI	Court fines due State May 2017	47,385.12
129	06/08/17	WDOR	In rem advertising	240.00
37951	06/08/17	Wi Dept of Natural Resources	Forest Crop due to State	67,591.85
11363	06/08/17	WPS	In REM Expense	22.47
15303	06/08/17	Nina Martel	Guardian Ad Litem for in REMs	168.00
18650	06/08/17	Peninsual Pulse	In rem advertising	391.87

PRE-PAID VOUCHER LISTING - FINANCE COMMITTEE - JUNE, 2017

Vendor #	Date Paid	Vendor Name	Description	Amount

	318,208.60
Date	
Kathy Schultz, Chairman Finance Committee	

VOUCHER
STATE OF WISCONSIN
Door County

Submitted By:

 April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

VENDOR # 9776 New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

Added to Voucher Listing

↓ This Area to be Completed by Finance Department

PAID BY _____
 CHECK # _____

Date _____
 Paid _____

Voucher Listing Signed/Approved
 Meeting Date _____
 Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	Amount	Invoice Date	Vendor Invoice Number
100	44	1132	59119	Degree verifications		\$ 67.30		HR
100	44	1114	54103	Supervisor/manager training lunch		\$ 242.50		HR
240	47	3900	54102	JAK1 Tax credit		\$ (3.28)		Human Services
240	47	3950	52742	Statue books for CPS/JJ workers		\$ 692.08		Human Services
240			16101.gascd	5 gas cards for department		\$ 125.00		Human Services
240			16101.gascd	5 gas cards for department		\$ 125.00		Human Services
240	47	3900	54102	JAK1 hotel stay		\$ 82.13		Human Services
240	47	3900	54102	AL01 Youth services lodging		\$ 82.00		Human Services
240	47	3923	59153	B-3 equipment		\$ 99.95		Human Services
240	47	3924	52813	B-3 video/book		\$ 42.57		Human Services
240	47	3958	54101	ES03 CCS state mtg lodging		\$ 82.00		Human Services
240	47	3900	54102	SF01 GIPAW conf lodging		\$ 82.00		Human Services
240	47	3931	52815	CSP mens group lunch		\$ 25.03		Human Services
204	23	3612	53115	Kitchen equipment		\$ 80.89		Senior Center
204	23	3613	53115	Kitchen equipment		\$ 93.47		Senior Center
204	23	3609	53101	ADRC file cabinet keys		\$ 14.00		ADRC
204	23	3611	53101	Sr Center file cabinet keys		\$ 14.00		Senior Center
100	11	1101	54102	Legislative days lodging		\$ 2,541.00		County Board
100	49	1115	54102	Legislative days lodging		\$ 258.00		County Administrator
100	31	6107	54102	WLWCA conf lodging		\$ 82.00		Soil & Water
100	31	6107	54102	WI Lakes conf loding		\$ 91.00		Soil & Water
100	18	3180	54102	WPHA conf lodging		\$ 82.00		Health
100	18	3180	54102	WPHA conf lodging		\$ 82.00		Health
100	18	3180	54101	WPHA conf fee		\$ 425.00		Health
100	18	3180	54101	WPHA conf fee		\$ 425.00		Health
100	18	3178	53101	Sun Safety supplies		\$ 853.88		Health
100	18	3158	53101	Education Materials		\$ 31.95		Health
100	27	1302	54102	Directors Dialogue lodging		\$ 164.00		Child Support
100	34	5202	52315	Stamps boat launch annual permits		\$ 98.00		Parks
100	37	1120	52312.6501	Impact bits		\$ 2.39		Maintenance
100	37	1120	52312.6501	Metric grease fittings		\$ 5.99		Maintenance
100	37	1120	52304	Brush motor for scrubber		\$ 305.99		Maintenance
100	37	1120	52304	Master cylinder kit		\$ 216.97		Maintenance
100	37	1139	52304	Capacity plate		\$ 104.00		Maintenance
100	37	1120	53133.6501	Ceiling duster		\$ 29.97		Maintenance

VOUCHER TOTAL

\$ 7,745.78

VOUCHER TOTAL

VOUCHER
STATE OF WISCONSIN
Door County

Submitted By: April Geisel
Approved by: Department Head:
Approved by: Committee Chair:

VENDOR # 9776 New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

VENDOR NAME: Cardmember Services

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-0408

Added to Voucher Listing

↓ This Area to be Completed by Finance Department

PAID BY _____
 CHECK # _____

Date _____
 Paid _____

Voucher Listing Signed/Approved

Meeting Date _____

Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	Amount	Invoice Date	Vendor Invoice Number
100	34	5202	53102	Mail water samples		\$ 16.50		Parks
100	34	5202	54102	Meals-Erik/Keith		\$ 13.73		Parks
100	34	4201	54102	Meals-Erik/Keith		\$ 16.75		Airport
100	34	4201	53140	Fuel from conference		\$ 7.21		Airport
100	34	4201	53102	2nd qtr water sample mailed		\$ 15.15		Airport
100	34	4201	54102	Lodging for conference		\$ 198.00		Airport
100	34	4201	53140	Kwik trip credit		\$ (0.07)		Airport
240	47	3900	53140	Gas for county vehicle		\$ 20.54		Human Services
100	25	1310	53106	Daytime calendars		\$ 104.43		Circuit Court
100	31	6107	53106	Notary stamp-Forest		\$ 25.95		Soil & Water
100	31	6107	52462	Notary stamp application		\$ 20.00		Soil & Water
100	37	1120	53133.6501	20" pad driver		\$ 68.85		Maintenance
100	37	1120	52304.6501	Motor for kitchen jail oven		\$ 540.98		Maintenance
100	37	1120	52306.6501	Fan cart, rigid/swivl casters		\$ 84.29		Maintenance
100	37	1139	52304	Service & operators manuals		\$ 250.98		Maintenance
100	37	1120	52303	Poly wafers for kubota		\$ 333.18		Maintenance
100	37	1120	52303	Tractor condensor		\$ 434.50		Maintenance
100	37	1120	54101	CPR services, aerial operator training		\$ 400.00		Maintenance
100	11	1101	54102	Kalahari WCA lodging		\$ 1,853.00		County Board
100	49	1115	54102	Kalahari WCA lodging		\$ 109.00		County Administrator
100	18	3101	53101	Public health book		\$ 29.95		Public Health
100	18	3158	53101	Childrens books		\$ 90.00		Public Health
100	18	3111	53101	Childrens books		\$ 90.00		Public Health
701			16101.06121	Fleet Farm		\$ 4.99		Highway
701			16101.06121	Fleet Farm		\$ 59.98		Highway
701			16101.06121	Fleet Farm		\$ 81.94		Highway
701			16101.06112	Fleet Farm		\$ 25.78		Highway
701			16101.06112	Fleet Farm		\$ 10.77		Highway
701			16101.06112	Fleet Farm		\$ 14.97		Highway
701			16101.06112	Fleet Farm		\$ 19.95		Highway
701	33	3331	59140	Road inspection		\$ 23.00		Highway
701	33	3110	53140	WCHA mtg and sand samples		\$ 29.70		Highway
204	23	3612	54101	Serve safe training AT		\$ 61.23		Senior Center
204	23	3613	54101	Serve safe training AT		\$ 70.77		Senior Center
204	23	3611	54102	WAND spring conf JE		\$ 164.00		Senior Center
VOUCHER TOTAL						\$ 5,290.00	VOUCHER TOTAL	

VOUCHER
STATE OF WISCONSIN
Door County

Submitted By: **58 of 58**
 April Geisel

Approved by: Department Head:

Approved by: Committee Chair:

VENDOR # 14532 New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

VENDOR NAME: WalMart

VENDOR ADDRESS:

VENDOR ADDRESS: PO Box 530934

VENDOR ADDRESS: Atlanta, GA 30353-0934

Added to Voucher Listing

↓ This Area to be Completed by Finance Department

PAID BY
 CHECK # _____

Date
 Paid _____

Voucher Listing Signed/Approved
 Meeting Date _____
 Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	Amount	Invoice Date	Vendor Invoice Number
100	34	5202	53133	Janitorial supplies		\$ 83.84		Parks
100	34	5202	53110	Camera		\$ 89.00		Parks
100	37	1120	53133.6501	Lysol spray		\$ 42.16		Maintenance
100	37	1120	53133.6501	Air freshener		\$ 19.58		Maintenance
204	23	3612	53161.05178	Salad bar supplies		\$ 29.54		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 1.17		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 1.52		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 8.70		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 11.25		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 15.96		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 20.65		Senior Center
204	23	3612	53161.05178	Salad bar supplies		\$ 39.77		Senior Center
204	23	3611	53101	Coffee supplies		\$ 34.71		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 12.98		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 16.78		Senior Center
204	23	3612	53161.05178	Salad bar supplies		\$ 20.94		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 12.08		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 15.62		Senior Center
204	23	3612	53161.05178	Salad bar supplies		\$ 29.15		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 1.04		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 1.35		Senior Center
204	23	3612	53161	Raw food-kitchen		\$ 4.31		Senior Center
204	23	3613	53161	Raw food-kitchen		\$ 5.57		Senior Center
204	23	3612	53161.05178	Salad bar supplies		\$ 4.15		Senior Center
100	18	3101	53101	Office materials		\$ 12.91		Health
240	47	3950	52742	1496 clothes		\$ 100.16		Human Services

VOUCHER TOTAL →

\$ 634.89

← **VOUCHER TOTAL**