

July 29, 2016

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, August 4, 2016, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Please call the Chair or County Clerk's Office (715-395-1483) if you are unable to attend.

MEMBERS:	Jim Paine, Chair	Alan Jaques, Vice Chair	Nick Baker
	Mary Lou Bergman	Marvin Finendale	Douglas Finn
	Rosemary Lear	Pat Ryan	Larry Quam

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes of the June 2, 2016, and June 16, 2016, meetings (attached).
3. Departmental financial reports and goals/objectives for 2016 (budget reports attached; all areas will be listed, although there may not be additional report from each):
 - a. Administration/Human Resources;
 - b. Buildings & Grounds;
 - c. Corporation Counsel;
 - d. County Clerk;
 - e. Finance/Information Services;
 - f. Register of Deeds; and
 - g. Treasurer.
4. Action items/referrals:
 - a. Referendum language authorizing Better City Initiative (attached);
 - b. Financial impact of Parkland Tower relocation (attached);
 - c. State Department of Administration request for early termination of lease at Highway Department garage;
 - d. Request for Proposals – Finance Advisor Services (attached); and
 - e. Budgetary transfers (attached).
5. Informational:
 - a. Replacement of courthouse sign after Belknap Street reconstruction project (attached);
 - b. Health Insurance:
 - (1) Renewal rates;
 - (2) Health Savings Account report (attached);
 - c. Assignment of duties during County Administrator's absence from work; and
 - d. Employee 2nd quarter 2016 report (attached).
6. Future agenda items.

ecopy: County Board Supervisors Department Managers S. Nelson (Telegram) K. Lundgren – website

NOTE: Agenda and attachments are available in County Clerk's Office for viewing or at www.douglascountywi.org. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521.

Posted: Courthouse, Government Center, D.C. website



Pamela A. Tafelski 07-29-16

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 2, 2016, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

ROLL CALL: Present – Alan Jaques, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Absent – Nick Baker. Others present – Joan Finckler, Andy Lisak, Carol Jones, Candy Holm-Anderson, Christine Ostern, Linda Corbin, Keith Kesler, Michele Wick, Lisa Johnson, Tom Dalbec, James Anderson, Tracy Ruppe, Sue Sandvick, Pamela Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Bergman, second Quam, to approve May 5, 2016, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2016: Budget reports attached/reviewed. **Administration/Human Resources:** Progress report on economic development goals included fairground parking lot RFQ, Superior Business Center appraisal, Parkland site confidentiality agreement, Better City Initiative options. Sales tax revenue down. Budget planning meeting June 14, 5:00 p.m. **Buildings & Grounds:** Projects completed and capital projects reviewed. **Corporation Counsel:** New employees doing well; discussions continue with Duluth hospitals regarding mental health commitment process. **County Clerk:** Candidates turned in nomination papers yesterday/awaiting state certification for ballot development; staff to work on tax deeded properties. **Finance:** Audit completed April 20 – no adjustments to financial report; single audit report may require more grant oversight; planning end-user training; integration of Finance and Information Services on-going; succession planning continues. **Information Services:** Training continues; cooperating with city's IT staff; keeping current with JD Edwards. **Treasurer:** Tax deed properties down to 70; transfer returns on each now required; working with property owners to avoid delinquency.

ACTION ITEMS/REFERRALS:

New Positions/Reclassifications Recommendations: Sixteen requests submitted; nine recommended for approval (3 new positions; 9 reclassifications); three denials. Will include new positions in Compensation Plan and fund at budget time. Reclassification of Account Specialist III, Clerk of Courts, awaiting additional information – recommendation forthcoming.

ACTION (RESOLUTION): Motion by Quam, second Bergman, to approve three new positions as presented and forward to County Board. Motion carried unanimously.

ACTION (RESOLUTION): Motion by Jaques, second Lear, to approve reclassification recommendations and denials (with stipulations) as submitted by Administrator. Motion carried unanimously.

Financial Match Commitment for Ecofootprint Grant: Explanation attached/reviewed.

ACTION (RESOLUTION): Motion by Ryan, second Finn, to amend Fiscal Note of Resolution #8-16 to reflect \$200,000 cash match to come from Pictometry and Lidar Processing capital projects funding, 2016 and 2017. Motion carried unanimously.

Policy Amendments:

Capital Improvement Plan - Process for Approval: Attached/reviewed.

ACTION (RESOLUTION): Motion by Lear, second Bergman, to approve with amendment as presented and forward to County Board. Motion carried unanimously.

Declaration of Unassigned General Fund Prior Year Surplus - Percentage Allocated to Courthouse/Government Center Maintenance Reserve Fund and Authorization to Access Funds: Attached/reviewed.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to amend B.2.c. establishing 15% Courthouse/Government Center Reserve Fund from the 15% allocated to Courthouse/Government Center Maintenance Fund with cap of \$500,000 for emergency-related repairs and forward to County Board. Motion by Ryan, second Bergman, to amend action adding access authorization granted to County Administrator, County Board Chair, and Buildings and Grounds Director. Motion carried. Motion to approve, as amended, carried unanimously.

Budgetary Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Lear, second Ryan, to approve budgetary transfers as presented and forward to County Board. Motion carried unanimously.

Establish Administration Committee 2017 Budget Meeting Dates: Attached/reviewed.

ACTION) Motion by Ryan, second Jaques, to set September 22-23, 2016, for budget meetings. Motion carried.

2016 Audit Report: Rob Ganchow, Wipfli, CPA's & Consultants, unable to attend.

ACTION: Motion by Ryan, second Lear, to refer 2016 Audit Report to next meeting. Motion carried.

NEW POSITIONS/RECLASSIFICATION RECOMMENDATIONS: Motion by Jaques, second Lear, to revisit agenda item 4.a., new position Jail Lieutenant. Motion carried. Dalbec explained Jail Lieutenant is reinstated position and will be filled by current employee with no additional hire, so cost needs to be corrected on B-5, and reflected for County Board resolution.

FUTURE AGENDA ITEMS: No July meeting anticipated. Health insurance renewal and Health Savings Account reports will be on August agenda.

ADJOURNMENT: Motion by Ryan, second Quam, to adjourn. Motion carried. Adjourned at 10:48 a.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk

ADMINISTRATION COMMITTEE – SPECIAL MEETING
Douglas County Board of Supervisors
Thursday, June 16, 2016, 4:45 p.m., Government Center Room 204
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Jim Paine.

ROLL CALL: Present – Alan Jaques, Nick Baker, Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Pat Ryan, Larry Quam, Jim Paine. Others present – Dan Corbin, Char Kastern, Sue Sandvick, Tracy Ruppe, Andy Lisak, Rob Ganchow, Carol Jones, Candy Holm-Anderson, Jerry Moe, Pamela Tafelski (Committee Clerk).

ACTION ITEMS/REFERRALS:

2015 Audit Report: Report distributed and reviewed by Rob Ganchow, Wipfli, CPA's & Consultants. All three financial statement opinions were unmodified. Government-wide statement of net position reflected total net position increased by \$8,917,668. Government-wide statement of activities reflected increases in net position from operations, program revenues, general revenues and expenses. Statement of revenues, expenditures and changes in Fund Balance reflected overall net increase of \$406,739 (governmental funds). Overall increase in net position of \$5,569,661; Forestry \$1,484,963 and Internal service \$4,084,698 (majority is highway). WRP net pension amount assumption explained. Required disclosure letter indicates 2015 was basically a good year for Douglas County, and the county is in good financial position. Ganchow will provide definitions for "IBNR - incurred but not remitted" estimates, and for "deferred inflows and outflows" for purposes of clarity. Timing of receipt of grant dollars on budget reports can skew the bottom line until the revenue is actually received.

Administration Committee accepted the audit report.

ADJOURNMENT: Motion by Ryan, second Lear, to adjourn. Motion carried. Adjourned at 5:30 p.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
DEPARTMENT SUMMARY
2016**



**Transactions posted as of printing date
7/28/2016**

Department	Prior Year Actual	Amended Budget	Budget through Current Month	Actual Amount	Variance Amount
COUNTY BOARD OF SUPERVISORS	162,120.33	181,991.00	106,161.42	99,726.08	6,435.34
ADMINSTRATION	356,215.96	358,280.00	208,996.67	206,225.56	2,771.11
CORPORATION COUNSEL	52,589.40	104,060.00	60,701.67	35,729.40	24,972.27
REGISTER OF DEEDS	5,765.04	(34,847.00)	(20,327.42)	(40,097.56)	19,770.14
COUNTY CLERK	202,102.34	237,378.00	138,470.50	134,799.74	3,670.76
COUNTY TREASURER	186,563.63	203,971.00	118,983.08	107,488.23	11,494.85
FINANCE	394,018.20	403,114.00	235,149.83	234,795.79	354.04
BUILDING AND GROUNDS	226,772.54	278,332.00	162,360.33	147,638.02	14,722.31
INFORMATION SERVICES	300,317.50	(34,000.00)	(19,833.33)	136,957.03	(156,790.36)



DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY BOARD OF SUPERVISORS
 Transactions posted as of printing date
 7/28/2016



	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	-	-	-	100.00	(100.00)
Other Financing Sources	-	-	-	-	-
Revenues	-	-		100.00	(100.00)
Expenditures					
Personnel Services	108,932.26	110,541.00	64,482.25	60,941.67	3,540.58
Contractual Services	206.40	900.00	525.00	50.16	474.84
Supplies & Expense	50,651.39	65,500.00	38,208.33	36,562.42	1,645.91
Intra Country Charges	-	-	-	-	-
Fixed Charges	709.00	2,000.00	1,166.67	700.50	466.17
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	1,621.28	3,050.00	1,779.17	1,571.33	207.84
Expenditures	162,120.33	181,991.00	106,161.42	99,826.08	6,335.34
Net Cost	\$ 162,120.33	\$ 181,991.00	\$ 106,161.42	\$ 99,726.08	\$ 6,435.34



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
ADMINISTRATION**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	1,511.40	3,000.00	1,750.00	902.85	(847.15)
Intergovt. Charges For Serv.	42,998.87	69,000.00	40,250.00	-	(40,250.00)
Miscellaneous Revenues	166.46	-	-	-	-
Other Financing Sources	-	-	-	-	-
Revenues	44,676.73	72,000.00	42,000.00	902.85	(41,097.15)
Expenditures					
Personnel Services	344,928.81	359,169.00	209,515.25	193,501.08	16,014.17
Contractual Services	26,538.70	31,070.00	18,124.17	10,399.48	7,724.69
Supplies & Expense	36,418.33	66,841.00	38,990.58	17,240.94	21,749.64
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,051.00	1,100.00	641.67	1,304.00	(662.33)
Debt Service	-	-	-	-	-
Grants & Contributions	600.00	600.00	350.00	300.00	50.00
Capital Outlay	-	-	-	-	-
Department Allocation	(8,644.15)	(28,500.00)	(16,625.00)	(15,617.09)	(1,007.91)
Expenditures	400,892.69	430,280.00	250,996.67	207,128.41	43,868.26
Net Cost	\$ 356,215.96	\$ 358,280.00	\$ 208,996.67	\$ 206,225.56	\$ 2,771.11



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
BUILDING AND GROUNDS**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	5,983.02	5,000.00	2,916.67	-	(2,916.67)
Miscellaneous Revenues	316,518.22	306,600.00	178,850.00	145,097.58	(33,752.42)
Other Financing Sources	-	-	-	-	-
Revenues	322,501.24	311,600.00	181,766.67	145,097.58	(36,669.09)
Expenditures					
Personnel Services	363,113.94	382,243.00	222,975.08	222,807.55	167.53
Contractual Services	732,104.55	760,500.00	443,625.00	347,256.28	96,368.72
Supplies & Expense	53,802.05	61,130.00	35,659.17	23,196.86	12,462.31
Fixed Charges	49,731.83	62,000.00	36,166.67	61,294.00	(25,127.33)
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	(649,478.59)	(675,941.00)	(394,298.92)	(361,819.09)	(32,479.83)
Expenditures	549,273.78	589,932.00	344,127.00	292,735.60	51,391.40
Net Cost	\$ 226,772.54	\$ 278,332.00	\$ 162,360.33	\$ 147,638.02	\$ 14,722.31



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
CORPORATION COUNSEL**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	-	-	-	-	-
Intergovt. Charges For Serv.	170,212.72	157,500.00	91,875.00	110,287.66	18,412.66
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Revenues	170,212.72	157,500.00	91,875.00	110,287.66	18,412.66
Expenditures					
Personnel Services	199,655.26	242,365.00	141,379.58	139,041.27	2,338.31
Contractual Services	13,757.83	6,550.00	3,820.83	1,756.33	2,064.50
Supplies & Expense	3,697.77	6,745.00	3,934.58	1,851.50	2,083.08
Intra Country Charges	-	-	-	-	-
Fixed Charges	719.00	900.00	525.00	791.00	(266.00)
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	4,972.26	5,000.00	2,916.67	2,576.96	339.71
Expenditures	222,802.12	261,560.00	152,576.67	146,017.06	6,559.61
Net Cost	\$ 52,589.40	\$ 104,060.00	\$ 60,701.67	\$ 35,729.40	\$ 24,972.27



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY CLERK**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	12,790.00	11,250.00	6,562.50	5,950.00	(612.50)
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	12,731.81	14,100.00	8,225.00	11,036.05	2,811.05
Intergovt. Charges For Serv.	20,172.62	32,300.00	18,841.67	13,561.16	(5,280.51)
Miscellaneous Revenues	35,885.89	20,870.00	12,174.17	26,698.71	14,524.54
Other Financing Sources	-	-	-	-	-
Revenues	81,580.32	78,520.00	45,803.33	57,245.92	11,442.59
Expenditures					
Personnel Services	221,402.43	226,109.00	131,896.92	128,818.33	3,078.59
Contractual Services	13,148.16	20,940.00	12,215.00	14,252.00	(2,037.00)
Supplies & Expense	36,390.96	51,884.00	30,265.67	39,973.27	(9,707.60)
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,080.04	1,800.00	1,050.00	1,191.69	(141.69)
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	11,661.07	15,165.00	8,846.25	7,810.37	1,035.88
Expenditures	283,682.66	315,898.00	184,273.83	192,045.66	(7,771.83)
Net Cost	\$ 202,102.34	\$ 237,378.00	\$ 138,470.50	\$ 134,799.74	\$ 3,670.76



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
FINANCE**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ 120.09	\$ -	\$ -	\$ 70.00	\$ 70.00
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	759.00	-	-	15.00	15.00
Intergovt. Charges For Serv.	243,529.96	251,696.00	146,822.67	146,823.92	1.25
Miscellaneous Revenues	98.28	-	-	3.00	3.00
Other Financing Sources	-	-	-	-	-
Revenues	244,507.33	251,696.00	146,822.67	146,911.92	89.25
Expenditures					
Personnel Services	527,309.74	536,913.00	313,199.25	310,904.97	2,294.28
Contractual Services	64,840.82	67,110.00	39,147.50	51,415.36	(12,267.86)
Supplies & Expense	22,899.04	29,287.00	17,084.08	7,642.75	9,441.33
Intra Country Charges	-	-	-	-	-
Fixed Charges	1,271.00	2,500.00	1,458.33	1,954.00	(495.67)
Debt Service	-	-	-	-	-
Grants & Contributions	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	22,204.93	19,000.00	11,083.33	9,790.63	1,292.70
Expenditures	638,525.53	654,810.00	381,972.50	381,707.71	264.79
Net Cost	\$ 394,018.20	\$ 403,114.00	\$ 235,149.83	\$ 234,795.79	\$ 354.04



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
INFORMATION SERVICES**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	242.60	100.00	58.33	-	(58.33)
Intergovt. Charges For Serv.	855,116.48	911,898.00	531,940.50	400,843.95	(131,096.55)
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	34,000.00	19,833.33	-	(19,833.33)
Revenues	855,359.08	945,998.00	551,832.17	400,843.95	(150,988.22)
Expenditures					
Personnel Services	174,519.72	162,759.00	94,942.75	71,284.13	23,658.62
Contractual Services	409,140.96	524,364.00	305,879.00	396,503.15	(90,624.15)
Supplies & Expense	108,362.10	85,475.00	49,860.42	9,371.21	40,489.21
Fixed Charges	129,288.01	139,400.00	81,316.67	60,642.49	20,674.18
Debt Service	-	-	-	-	-
Grants & Contributions	334,365.79	-	-	-	-
Capital Outlay	-	-	-	-	-
Department Allocation	-	-	-	-	-
Expenditures	1,155,676.58	911,998.00	531,998.83	537,800.98	(5,802.15)
Net Cost	\$ 300,317.50	\$ (34,000.00)	\$ (19,833.33)	\$ 136,957.03	\$ (156,790.36)



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
REGISTER OF DEEDS**



**Transactions posted as of printing date
7/28/2016**

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ 99,338.63	\$ 157,906.00	\$ 92,112	\$ 95,045.28	\$ 2,933.45
Intergovernmental Revenues	-	-	-	-	-
Licenses & Permits	3,621.00	4,580.00	2,671.67	2,327.00	(344.67)
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	190,557.61	175,000.00	102,083.33	101,991.71	(91.62)
Intergovt. Charges For Serv.	-	-	-	-	-
Miscellaneous Revenues	3.70	120.00	70.00	2.10	(67.90)
Other Financing Sources	-	-	-	-	-
Revenues	293,520.94	337,606.00	196,936.83	199,366.09	2,429.26
Expenditures					
Personnel Services	252,913.67	261,320.00	152,436.67	147,659.77	4,776.90
Contractual Services	23,768.89	18,204.00	10,619.00	2,260.73	8,358.27
Supplies & Expense	7,906.31	9,770.00	5,699.17	1,937.07	3,762.10
Intra Country Charges	-	-	-	-	-
Fixed Charges	2,936.21	3,100.00	1,808.33	2,107.64	(299.31)
Debt Service	-	-	-	-	-
Grants & Contributions	5.00	75.00	43.75	-	43.75
Capital Outlay	-	-	-	-	-
Department Allocation	11,755.90	10,290.00	6,002.50	5,303.32	699.18
Expenditures	299,285.98	302,759.00	176,609.42	159,268.53	17,340.89
Net Cost	\$ 5,765.04	\$ (34,847.00)	\$ (20,327.42)	\$ (40,097.56)	\$ 19,770.14



**DOUGLAS COUNTY ADMINISTRATION COMMITTEE
SCHEDULE OF REVENUES AND EXPENDITURES
COUNTY TREASURER**



Transactions posted as of printing date
7/28/2016

	Prior Year Actual	2016 Amended Budget	Budget through Current Month	2016 Actual Amount	Variance Amount
Revenues					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenues	27,478.44	27,700.00	16,158.33	16,760.80	602.47
Licenses & Permits	-	-	-	-	-
Fines Forfeits & Penalties	-	-	-	-	-
Public Charges For Services	21,980.69	23,000.00	13,416.67	17,853.04	4,436.37
Intergovt. Charges For Serv.	12,091.23	12,000.00	7,000.00	-	(7,000.00)
Miscellaneous Revenues	1,571.41	-	-	1,994.71	1,994.71
Other Financing Sources	-	-	-	-	-
Revenues	63,121.77	62,700.00	36,575.00	36,608.55	33.55
Expenditures					
Personnel Services	180,903.24	185,686.00	108,316.83	111,561.72	(3,244.89)
Contractual Services	15,238.43	15,520.00	9,053.33	1,912.49	7,140.84
Supplies & Expense	10,816.63	17,900.00	10,441.67	4,494.02	5,947.65
Intra Country Charges	-	-	-	-	-
Fixed Charges	14,883.44	21,200.00	12,366.67	12,701.23	(334.56)
Debt Service	-	-	-	-	-
Grants & Contributions	-	200.00	116.67	(51.15)	167.82
Capital Outlay	-	-	-	-	-
Department Allocation	27,843.66	26,165.00	15,262.92	13,478.47	1,784.45
Expenditures	249,685.40	266,671.00	155,558.08	144,096.78	11,461.30
Net Cost	\$ 186,563.63	\$ 203,971.00	\$ 118,983.08	\$ 107,488.23	\$ 11,494.85



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 4/30/16**



ACCOUNT	PRINCIPAL 2016	PRINCIPAL 2015	INTEREST 2016	INTEREST 2015
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 25,645	\$ 17,157		
Petty Cash	8,115	8,289		
Checking:				
General Fund--M & I	\$ 1,499,875	\$ 1,022,302	1,547	2,018
Payroll--NBC	5,103	4,827		
Forestry--NBC	227,837	190,427	18	49
Short Term Investments				
State Trust Fund	9,005,288	270	5,017	
General Fund CDs	10,521,561	8,722,993	31,456	20,588
StepUps CDs	2,165,079	4,439,454	5,931	10,300
General Fund Savings Account	68	68	-	-
General Fund Money Markets	4,969,653	13,529,511	5,968	9,145
Rural Housing	20,158	17,994		
CASH AND INVESTMENTS	\$ 28,448,382	\$ 27,953,292	\$ 49,937	\$ 42,100
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 40,299	\$ 34,654		
Clerk of Court Trust	23,042	14,784		
Short Term Investments:				
State Trust Fund - Health Insurance	1,215,688	1,213,093	1,006	777
Clerk of Courts	521,837	431,258	167	224
Drug Investigation	209,351	219,157		
Land Conservation	105,411	103,974	18	34
Long Term Investments:				
Money-Market - Workers' Compensation	899,821	897,901	745	575
CD-Land Conservation	250,000	250,000	1,433	953
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,265,449	\$ 3,164,821	\$ 3,369	\$ 2,563
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 27,088,731	\$ 25,930,195		
Note Payable-(Unfunded Pension Liability)	5,297,511	5,535,709		
Liability Accrued Compensated Absences	2,142,214	2,134,247		
OUTSTANDING LONG-TERM DEBT	\$ 34,528,456	\$ 33,600,151		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 4/30/16
(Continued)



ACCOUNT	2016	2015
RECEIVABLES		
Tax Certificates and Deeds:		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	35,125
Delinquent Real Estate Taxes 2010-Sale of 2011	1,571	72,900
Delinquent Real Estate Taxes 2011-Sale of 2012	5,125	217,489
Delinquent Real Estate Taxes 2012-Sale of 2013	125,956	706,990
Delinquent Real Estate Taxes 2013-Sale of 2014	618,797	1,360,070
Delinquent Real Estate Taxes 2014-Sale of 2015	1,036,179	
Forest and Cropland Taxes	2,467	5,390
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing		
Real Estate-Charge Backs		-
Tax Deeds Receivable	69,577	78,685
Allowance for Uncollectable Tax Deeds	(68,839)	(91,479)
Tax Certificates and Deeds	1,782,443	2,375,961
Property Tax	16,946,281	17,521,465
Assessments	678,240	1,072,237
Accounts	8,878,148	8,209,390
Tax Installment Contracts	(3,600)	(13,506)
Due from other Governments	11,578,909	10,238,526
Accrued Interest	127,196	115,142
RECEIVABLES	\$ 39,987,617	\$ 39,519,215



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 5/31/16**



ACCOUNT	PRINCIPAL 2016	PRINCIPAL 2015	INTEREST 2016	INTEREST 2015
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 17,854	\$ 20,831		
Petty Cash	8,115	8,289		
Checking:				
General Fund--M & I	\$ 1,368,709	\$ 1,352,928	1,905	2,404
Payroll--NBC	5,558	3,882		
Forestry--NBC	103,719	358,629	19	58
Short Term Investments				
State Trust Fund	9,008,493	270	8,222	
General Fund CDs	11,268,006	8,724,193	40,521	26,231
StepUps CDs	2,165,079	4,439,454	7,476	13,589
General Fund Savings Account	68	68	-	-
General Fund Money Markets	4,111,187	12,520,394	6,894	11,874
Rural Housing	20,158	17,994		
CASH AND INVESTMENTS	\$ 28,076,946	\$ 27,446,932	\$ 65,037	\$ 54,156
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 20,401	\$ 35,568		
Clerk of Court Trust	41,363	15,906		
Short Term Investments:				
State Trust Fund - Health Insurance	1,216,120	1,213,294	1,439	978
Clerk of Courts	536,289	381,209	214	270
Drug Investigation	209,368	220,966		
Land Conservation	105,415	103,983	22	42
Long Term Investments:				
Money-Market - Workers' Compensation	900,142	898,049	1,065	724
CD-Land Conservation	250,000	250,000	1,433	953
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,279,098	\$ 3,118,975	\$ 4,173	\$ 2,967
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 27,088,731	\$ 25,930,195		
Note Payable-(Unfunded Pension Liability)	5,297,511	5,535,709		
Liability Accrued Compensated Absences	2,142,214	2,134,247		
OUTSTANDING LONG-TERM DEBT	\$ 34,528,456	\$ 33,600,151		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 5/31/16
(Continued)



ACCOUNT	2016	2015
RECEIVABLES		
Tax Certificates and Deeds:		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	35,125
Delinquent Real Estate Taxes 2010-Sale of 2011	1,571	72,900
Delinquent Real Estate Taxes 2011-Sale of 2012	4,927	169,168
Delinquent Real Estate Taxes 2012-Sale of 2013	62,370	676,770
Delinquent Real Estate Taxes 2013-Sale of 2014	586,575	1,312,029
Delinquent Real Estate Taxes 2014-Sale of 2015	987,561	
Forest and Cropland Taxes	2,467	5,185
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing		
Real Estate-Charge Backs		-
Tax Deeds Receivable	69,577	74,731
Allowance for Uncollectable Tax Deeds	(68,839)	(91,479)
Tax Certificates and Deeds	1,637,819	2,245,220
Property Tax	16,557,651	17,082,943
Assessments	634,145	1,049,618
Accounts	9,017,540	7,940,655
Tax Installment Contracts	(1,000)	(43,253)
Due from other Governments	11,440,525	10,360,378
Accrued Interest	133,028	122,476
RECEIVABLES	\$ 39,419,708	\$ 38,758,037



**DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 6/30/16**



ACCOUNT	PRINCIPAL 2016	PRINCIPAL 2015	INTEREST 2016	INTEREST 2015
CASH AND INVESTMENTS				
Cash:				
Cash on Hand	\$ 451,631	\$ 25,105		
Petty Cash	7,965	8,365		
Checking:				
General Fund--M & I	\$ 1,144,771	\$ 1,446,580	2,272	2,752
Payroll--NBC	532,273	5,198		
Forestry--NBC	233,361	212,623	20	64
Short Term Investments				
State Trust Fund	9,011,622	270	11,352	
General Fund CDs	10,620,006	9,099,193	48,985	31,964
StepUps CDs	2,165,079	2,715,079	8,972	16,866
General Fund Savings Account	68	68	-	-
General Fund Money Markets	3,725,498	13,334,760	7,682	14,433
Rural Housing	20,158	17,994		
CASH AND INVESTMENTS	\$ 27,912,432	\$ 26,865,235	\$ 79,283	\$ 66,079
RESTRICTED CASH AND INVESTMENTS				
Checking:				
Huber Law Trust	\$ 27,800	\$ 24,254		
Clerk of Court Trust	41,363	15,956		
Short Term Investments:				
State Trust Fund - Health Insurance	1,216,543	1,213,488	1,861	1,173
Clerk of Courts	1,043,193	451,130	265	313
Drug Investigation	211,219	206,858		
Land Conservation	105,420	102,491	27	51
Long Term Investments:				
Money-Market - Workers' Compensation	900,454	898,193	1,378	868
CD-Land Conservation	250,000	250,000	1,433	953
Certificates of Deposit - Worker's Comp	-	-	-	-
RESTRICTED CASH AND INVESTMENTS	\$ 3,795,992	\$ 3,162,370	\$ 4,964	\$ 3,358
OUTSTANDING LONG-TERM DEBT				
General Obligation Debt Payable	\$ 27,088,731	\$ 25,930,195		
Note Payable-(Unfunded Pension Liability)	5,297,511	5,535,709		
Liability Accrued Compensated Absences	2,142,214	2,134,247		
OUTSTANDING LONG-TERM DEBT	\$ 34,528,456	\$ 33,600,151		



DOUGLAS COUNTY, WISCONSIN
TREASURER'S MONTHLY REPORT
ACCOUNT BALANCES
As of 6/30/16
(Continued)



ACCOUNT	2016	2015
RECEIVABLES		
Tax Certificates and Deeds:		
Tax Certificate - Current Year		
Delinquent Real Estate Taxes 2008-Sale of 2009	791	791
Delinquent Real Estate Taxes 2009-Sale of 2010	819	33,627
Delinquent Real Estate Taxes 2010-Sale of 2011	866	71,010
Delinquent Real Estate Taxes 2011-Sale of 2012	2,432	81,406
Delinquent Real Estate Taxes 2012-Sale of 2013	14,098	629,233
Delinquent Real Estate Taxes 2013-Sale of 2014	536,868	1,266,266
Delinquent Real Estate Taxes 2014-Sale of 2015	943,545	
Forest and Cropland Taxes	2,467	4,466
Allowance for Uncollectable Taxes	(10,000)	(10,000)
Tax Clearing		
Real Estate-Charge Backs		-
Tax Deeds Receivable	123,018	100,915
Allowance for Uncollectable Tax Deeds	(68,839)	(91,479)
Tax Certificates and Deeds	1,546,065	2,086,235
Property Tax	15,723,965	16,302,700
Assessments	602,732	1,025,440
Accounts	8,365,520	8,052,149
Tax Installment Contracts	(1,000)	-
Due from other Governments	10,731,793	10,723,568
Accrued Interest	127,590	117,037
RECEIVABLES	\$ 37,096,665	\$ 38,307,129

INVESTMENTS

MONTH/YEAR- MAY 2016

BANK	RATE	BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%	57.86	0.00	0.00	57.86
HFCU Savings	0.000%	10.00	0.00	0.00	10.00
BMO BANK CKG2 - ANALYSIS CHARGES	0.250%	0.00	738.98	738.98	-
BMO BANK MM	0.250%	4,681,524.74	250,828.84	992,000.00	3,940,353.58
NBC MM	0.090%	136,328.63	227,840.98	345,161.78	19,007.83
TIMBERWOOD MM	0.200%	151,799.16	26.62	0.00	151,825.78
ST POOL GENERAL	0.420%	9,005,287.78	3,205.11	0.00	9,008,492.89
ST POOL HIGHWAY BOND	0.420%	2.62	0.00	0.00	2.62
SUBTOTAL		13,975,010.79	482,640.53	1,337,900.76	13,119,750.56
CD - CITZ12-1	8/14/16 1.200%	1,000,000.00	0.00	0.00	1,000,000.00
CD - CVB14-1	2/18/17 0.850%	250,000.00	0.00	0.00	250,000.00
CD - CVB14-2	8/18/16 0.850%	250,000.00	0.00	0.00	250,000.00
CD - 1stMERIT15-1	8/17/17 0.700%	1,014,066.97	0.00	0.00	1,014,066.97
CD - NBC13-2	6/4/19 can call 6/4/16 0.850%	2,000,000.00	0.00	0.00	2,000,000.00
CD - NBC12-4	3/14/16 0.500%	0.00	0.00	0.00	-
CD - NBC15-2	10/26/18 callable quart 1.200%	500,000.00	0.00	0.00	500,000.00
CD - NBC16-1	9/14/17 0.650%	512,657.56	0.00	0.00	512,657.56
CD - SCCU	4/9/17 0.750%	247,836.12	0.00	0.00	247,836.12
CD-TIMBERWOOD1	1/23/17 0.6500%	250,000.00	400.68	400.68	250,000.00
CD-TIMBERWOOD3	5/24/16 0.6516%	250,000.00	252,445.18	250,000.00	252,445.18
CD's SubTotals		6,274,560.65	252,845.86	250,400.68	6,277,005.83
SUBTOTAL		20,249,571.44	735,486.39	1,588,301.44	19,396,756.39
CD-BMO15-1 (1-16) 1/22/16 1 year CD	0.4500%	0.00	0.00	0.00	-
CD-BMO15-2 (7-16) 7/28 & 1/28 Interest 1-1/2 year CD	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-3 (1-18) 7/28 & 1/28 Interest 3 year CD	1.3500%	248,000.00	1,566.99	249,566.99	-
CD-BMO15-4 (7-16) 7/28 & 1/28 Interest 1-1/2 year CD	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-5 (4-16) 7/28 & 1/28 Interest 15 month CD	0.5500%	0.00	0.00	0.00	-
CD-BMO15-6 (1-17) 7/28 & 1/28 Interest 2 year CD	0.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-8 (1-17) 7/29 & 1/29 Interest 2 year CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-11 (8/17) 8/13 & 2/13 Interest 2-1/2 year CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-12 (6-17) 12/17 & 6/17 Interest 2 year CD	1.1000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-13 (12/17) 12/24 & 6/24 Interest 2-1/2 year CD	1.2500%	127,000.00	0.00	0.00	127,000.00
CD-BMO15-14 (6/16) 1 year CD	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-15 (7/16) 1 year CD	0.6000%	248,000.00	122.30	122.30	248,000.00
CD-BMO15-16 (10/16) 15 month CD	0.7000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-17 (8/17) 2 year CD	1.2000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-18 (9/17) 2 year CD	1.1000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-19 (10/17) 2 year CD	1.2000%	248,000.00	244.60	244.60	248,000.00
CD-BMO15-20 (11/17) 3/28 & 9/28 Interest 3/29/18 2 year 5 m	1.1230%	400,000.00	0.00	0.00	400,000.00
CD-BMO16-1 2/18 2/8 & 8/3 Interest 2 year CD	1.1500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-2 10/17 4/6 & 10/6 Interest 18 month CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-3 05/19/2017 12 month CD	0.7500%	0.00	248,000.00	0.00	248,000.00
CD-BMO16-4 11/19/16 6 month CD	0.5000%	0.00	248,000.00	0.00	248,000.00
CD-BMO16-5 05/11/18 5/11 & 11/11 Interest 2 year CD	1.0000%	0.00	248,000.00	0.00	248,000.00
CD-BMO16-6 05/23/18 2 year CD	1.0000%	0.00	248,000.00	0.00	248,000.00
BMO CD's SubTotals		4,247,000.00	993,933.89	249,933.89	4,991,000.00
SUBTOTAL	Next Call Maturity	24,496,571.44	1,729,420.28	1,838,235.33	24,387,756.39
BMO STEP UP AGCY BOND 13-3 cusip*3D3 2/27/18 (2)	1.0000%	715,079.44	0.00	0.00	715,079.44
BMO STEP UP AGCY BOND 15-5 cusip*WG2 CALLED 3/28	1.3000%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 15-6 cusip*1R78 01/29/16 (4/25)	0.7500%	600,000.00	0.00	0.00	600,000.00
BMO STEP UP AGCY BOND 15-7 cusip*4B4 01/27/16 (7/25)	0.5000%	600,000.00	0.00	0.00	600,000.00
BMO STEP UP AGCY BOND 16-1 cusip*1Y5 1X09/30/17 (6/25)	1.4200%	250,000.00	0.00	0.00	250,000.00
StepUps SubTotals		2,165,079.44	-	-	2,165,079.44
SUBTOTAL		26,661,650.88	1,729,420.28	1,838,235.33	26,552,835.83
ST POOL W/C	0.420%	899,821.28	320.26	0.00	900,141.54
ST POOL HLTH INS	0.420%	1,215,687.69	432.68	0.00	1,216,120.37
MERIT BANK - W/C MM	0.190%	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.190%	0.00	0.00	0.00	-
TOTAL		28,777,159.85	1,730,173.22	1,838,235.33	28,669,097.74

INTEREST ON INVESTMENTS

MONTH/YEAR- MAY 2016

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
HFCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	358.32	358.32	-
BMO BANK MM	0.00	894.95	894.95	-
NBC MM	0.00	4.43	4.43	-
TIMBERWOOD MM	0.00	26.62	26.62	-
ST POOL GENERAL	0.00	3,205.11	3,205.11	0.00
ST POOL HIGHWAY BOND	0.00	0.00	0.00	-
SUBTOTAL	0.00	4,489.43	4,489.43	0.00
CD - CITZ12-1	44,547.97	1,019.18	0.00	45,567.15
CD - CVB14-1	3,051.40	180.48	0.00	3,231.88
CD - CVB14-2	3,615.42	180.48	0.00	3,795.91
CD - 1stMERIT15-1	4,998.10	602.88	0.00	5,600.98
CD - NBC13-2	8,265.88	1,698.63	0.00	9,964.51
CD - NBC12-4	(0.00)	0.00	0.00	(0.00)
CD - NBC15-2	49.31	509.59	0.00	558.90
CD - NBC16-1	429.09	283.02	0.00	712.11
CD - SCCU	10.85	157.87	0.00	168.72
CD-TIMBERWOOD1	298.26	138.01	400.68	35.58
CD-TIMBERWOOD3	2,441.23	145.84	2,445.18	141.90
CD's SubTotals	67,707.51	4,916.00	2,845.86	69,777.63
SUBTOTAL	67,707.51	9,405.43	7,335.29	69,777.63
CD-BMO15-1	0.00	0.00	0.00	-
CD-BMO15-2	347.57	115.85	0.00	463.42
CD-BMO15-3	843.87	723.12	1,566.99	0.00
CD-BMO15-4	347.56	115.85	0.00	463.41
CD-BMO15-5	(0.00)	0.00	0.00	(0.00)
CD-BMO15-6	468.83	157.97	0.00	626.79
CD-BMO15-8	525.57	179.04	0.00	704.62
CD-BMO15-11	444.72	179.04	0.00	623.76
CD-BMO15-12	964.13	231.69	0.00	1,195.82
CD-BMO15-13	556.72	134.83	0.00	691.55
CD-BMO15-14	1,143.54	115.85	0.00	1,259.39
CD-BMO15-15	12.23	126.38	122.30	16.31
CD-BMO15-16	324.11	147.44	0.00	471.54
CD-BMO15-17	635.97	252.76	0.00	888.74
CD-BMO15-18	231.69	231.69	0.00	463.38
CD-BMO15-19	171.21	252.76	244.60	179.38
CD-BMO15-20	430.65	382.19	0.00	812.83
CD-BMO16-1	671.98	242.22	0.00	914.19
CD-BMO16-2	144.38	179.04	0.00	323.42
CD-BMO16-3	0.00	107.01	0.00	107.01
CD-BMO16-4	0.00	71.34	0.00	71.34
CD-BMO16-5	0.00	142.68	0.00	142.68
CD-BMO16-6	0.00	61.15	0.00	61.15
BMO CD's SubTotals	8,264.73	4,149.87	1,933.89	10,480.73
SUBTOTAL	75,972.24	13,555.30	9,269.18	80,258.36
BMO STEP UP AGENCY BOND 13-3	1,296.56	607.33	0.00	1,903.90
BMO STEP UP AGENCY BOND 15-5	0.00	0.00	0.00	0.00
BMO STEP UP AGENCY BOND 15-6	43.15	382.19	0.00	425.33
BMO STEP UP AGENCY BOND 15-7	45.44	254.79	0.00	300.24
BMO STEP UP AGENCY BOND 16-1	301.51	301.51	0.00	603.01
StepUps SubTotals	1,686.66	1,545.82	0.00	3,232.48
SUBTOTAL	77,658.90	15,101.12	9,269.18	83,490.84
ST POOL W/C	(0.00)	320.26	320.26	(0.00)
ST POOL HLTH INS	0.00	432.68	432.68	0.00
MERIT BANK - W/C MM	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.00	0.00	0.00	-
TOTAL	77,658.90	15,854.06	10,022.12	83,490.84

INVESTMENTS

MONTH/YEAR- JUNE 2016

BANK	RATE	BEG BALANCE	PURCHASE	RETIRE	END BALANCE
SCCU Savings	0.000%	57.86	0.00	0.00	57.86
HFCU Savings	0.000%	10.00	0.00	0.00	10.00
BMO BANK CKG2 - ANALYSIS CHARGES	0.250%	0.00	712.71	712.71	-
BMO BANK MM	0.250%	3,940,353.58	1,153,993.74	1,650,000.00	3,444,347.32
NBC MM	0.130%	19,007.83	2,113,884.59	2,003,592.60	129,299.82
TIMBERWOOD MM	0.200%	151,825.78	24.96	0.00	151,850.74
ST POOL GENERAL	0.420%	9,008,492.89	3,129.29	0.00	9,011,622.18
ST POOL HIGHWAY BOND	0.420%	2.62	0.00	0.00	2.62
SUBTOTAL		13,119,750.56	3,271,745.29	3,654,305.31	12,737,190.54
CD - CITZ12-1	8/14/16 1.200%	1,000,000.00	0.00	0.00	1,000,000.00
CD - CVB14-1	2/18/17 0.850%	250,000.00	0.00	0.00	250,000.00
CD - CVB14-2	8/18/16 0.850%	250,000.00	0.00	0.00	250,000.00
CD - 1stMERIT15-1	8/17/17 0.700%	1,014,066.97	0.00	0.00	1,014,066.97
CD - NBC13-2	6/4/19 can call 6/4/16 0.850%	2,000,000.00	10,150.68	2,010,150.68	-
CD - NBC12-4	3/14/16 0.500%	0.00	0.00	0.00	-
CD - NBC15-2	10/26/18 callable quart 1.200%	500,000.00	0.00	0.00	500,000.00
CD - NBC16-1	9/14/17 0.650%	512,657.56	0.00	0.00	512,657.56
CD - NBC16-2	6/04/19 1.210%	0.00	2,000,000.00	0.00	2,000,000.00
CD - SCCU	4/9/17 0.750%	247,836.12	0.00	0.00	247,836.12
CD-TIMBERWOOD1	1/23/17 0.6500%	250,000.00	0.00	0.00	250,000.00
CD-TIMBERWOOD3	5/24/18 0.6516%	252,445.18	0.00	0.00	252,445.18
CD's SubTotals		6,277,005.83	2,010,150.68	2,010,150.68	6,277,005.83
SUBTOTAL		19,396,756.39	5,281,895.97	5,664,455.99	19,014,196.37
CD-BMO15-1 (1-16) 1/22/16 1 year CD	0.4500%	0.00	0.00	0.00	-
CD-BMO15-2 (7-16) 7/28 & 1/28 Interest 1-1/2 year CD	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-3 (1-18) 7/28 & 1/28 Interest 3 year CD	1.3500%	0.00	0.00	0.00	-
CD-BMO15-4 (7-16) 7/28 & 1/28 Interest 1-1/2 year CD	0.5500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-5 (4-16) 7/28 & 1/28 Interest 15 month CD	0.5500%	0.00	0.00	0.00	-
CD-BMO15-6 (1-17) 7/28 & 1/28 Interest 2 year CD	0.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-8 (1-17) 7/29 & 1/29 Interest 2 year CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-11 (8/17) 8/13 & 2/13 Interest 2-1/2 year CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-12 (6-17) 12/17 & 6/17 Interest 2 year CD	1.1000%	248,000.00	1,367.74	1,367.74	248,000.00
CD-BMO15-13 (12/17) 12/24 & 6/24 Interest 2-1/2 year CD	1.2500%	127,000.00	795.92	795.92	127,000.00
CD-BMO15-14 (6/29/16) 1 year CD	0.5500%	248,000.00	1,367.74	249,367.74	-
CD-BMO15-15 (7/29/16) 1 year CD	0.6000%	248,000.00	126.38	126.38	248,000.00
CD-BMO15-16 (10/31/16) 15 month CD	0.7000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-17 (8/17) 2 year CD	1.2000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-18 (9/17) 2 year CD	1.1000%	248,000.00	0.00	0.00	248,000.00
CD-BMO15-19 (10/17) 2 year CD	1.2000%	248,000.00	252.76	252.76	248,000.00
CD-BMO15-20 (11/29/15) 3/28 & 9/28 Interest 3/28/15 2 year 5 m	1.1250%	400,000.00	1,125.00	401,125.00	-
CD-BMO16-1 2/18 2/3 & 8/3 Interest 2 year CD	1.1500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-2 10/17 4% & 10% Interest 18 month CD	0.8500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-3 05/10/2017 12 month CD	0.7500%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-4 11/10/16 6 month CD	0.5000%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-5 05/11/18 5/11 & 11/11 Interest 2 year CD	1.0000%	248,000.00	0.00	0.00	248,000.00
CD-BMO16-6 05/23/18 2 year CD	1.0000%	248,000.00	210.63	210.63	248,000.00
BMO CD's SubTotals		4,991,000.00	5,246.17	653,246.17	4,343,000.00
SUBTOTAL	Next Call Maturity	24,387,756.39	5,287,142.14	6,317,702.16	23,357,196.37
BMO STEP UP AGCY BOND 13-3 cusip*3D3 2/27/18 02	1.0000%	715,079.44	0.00	0.00	715,079.44
BMO STEP UP AGCY BOND 15-5 cusip*WG2 CALLED 3/28	1.3000%	0.00	0.00	0.00	-
BMO STEP UP AGCY BOND 15-6 cusip*R78 01/29/16 (4/28)	0.7500%	600,000.00	0.00	0.00	600,000.00
BMO STEP UP AGCY BOND 15-7 cusip*4B4 01/27/16 (7/27)	0.5000%	600,000.00	0.00	0.00	600,000.00
BMO STEP UP AGCY BOND 16-1 cusip*TY5 1X03/30/17 (5/30)	1.4200%	250,000.00	0.00	0.00	250,000.00
StepUps SubTotals		2,165,079.44	-	-	2,165,079.44
SUBTOTAL		26,552,835.83	5,287,142.14	6,317,702.16	25,522,275.81
ST POOL W/C	0.420%	900,141.54	312.68	0.00	900,454.22
ST POOL HLTH INS	0.420%	1,216,120.37	422.44	0.00	1,216,542.81
MERIT BANK - W/C MM	0.190%	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.190%	0.00	0.00	0.00	-
TOTAL		28,669,097.74	5,287,877.26	6,317,702.16	27,639,272.84

MONTH/YEAR- JUNE 2016

INTEREST ON INVESTMENTS

BANK	BEG BALANCE	EARNED	RECEIVED	END BALANCE
SCCU Savings	0.00	0.00	0.00	-
HFCU Savings	0.00	0.00	0.00	-
BMO BANK CKG2 - INTEREST EARNED	0.00	366.39	366.39	-
BMO BANK MM	0.00	747.57	747.57	-
NBC MM	0.00	15.39	15.39	-
TIMBERWOOD MM	0.00	24.96	24.96	-
ST POOL GENERAL	0.00	3,129.29	3,129.29	0.00
ST POOL HIGHWAY BOND	0.00	0.00	0.00	-
SUBTOTAL	0.00	4,283.60	4,283.60	0.00
CD - CITZ12-1	45,567.15	986.30	0.00	46,553.45
CD - CVB14-1	3,231.88	174.66	0.00	3,406.54
CD - CVB14-2	3,795.90	174.66	0.00	3,970.57
CD - 1stMERIT15-1	5,600.98	583.44	0.00	6,184.42
CD - NBC13-2	9,964.51	186.17	10,150.68	0.00
CD - NBC12-4	(0.00)	0.00	0.00	(0.00)
CD - NBC15-2	558.90	493.15	0.00	1,052.05
CD - NBC16-1	712.10	273.89	0.00	986.00
CD - NBC16-2	0.00	1,591.23	0.00	1,591.23
CD - SCCU	168.72	152.78	0.00	321.50
CD-TIMBERWOOD1	35.59	133.56	0.00	169.14
CD-TIMBERWOOD3	141.90	165.99	0.00	307.89
CD's SubTotals	69,777.63	4,915.84	10,150.68	64,542.78
SUBTOTAL	69,777.63	9,199.44	14,434.28	64,542.78
CD-BMO15-1	0.00	0.00	0.00	-
CD-BMO15-2	463.41	112.11	0.00	575.53
CD-BMO15-3	(0.00)	0.00	0.00	(0.00)
CD-BMO15-4	463.40	112.11	0.00	575.52
CD-BMO15-5	(0.00)	0.00	0.00	(0.00)
CD-BMO15-6	626.80	152.88	0.00	779.67
CD-BMO15-8	704.61	173.26	0.00	877.88
CD-BMO15-11	623.75	173.27	0.00	797.03
CD-BMO15-12	1,195.82	224.22	1,367.74	52.30
CD-BMO15-13	691.55	130.48	795.92	26.11
CD-BMO15-14	1,259.38	108.36	1,367.74	0.00
CD-BMO15-15	16.31	122.30	126.38	12.23
CD-BMO15-16	471.55	142.68	0.00	614.22
CD-BMO15-17	888.73	244.60	0.00	1,133.34
CD-BMO15-18	463.38	224.22	0.00	687.60
CD-BMO15-19	179.37	244.60	252.76	171.22
CD-BMO15-20	812.84	312.16	1,125.00	(0.00)
CD-BMO16-1	914.20	234.41	0.00	1,148.60
CD-BMO16-2	323.42	173.26	0.00	496.68
CD-BMO16-3	107.01	152.88	0.00	259.89
CD-BMO16-4	71.34	101.92	0.00	173.26
CD-BMO16-5	142.68	203.84	0.00	346.52
CD-BMO16-6	61.15	203.84	210.63	54.36
BMO CD's SubTotals	10,480.73	3,547.39	5,246.17	8,781.96
SUBTOTAL	80,258.36	12,746.83	19,680.45	73,324.74
BMO STEP UP AGENCY BOND 13-3	1,903.90	587.74	0.00	2,491.64
BMO STEP UP AGENCY BOND 15-5	0.00	0.00	0.00	0.00
BMO STEP UP AGENCY BOND 15-6	425.33	369.86	0.00	795.19
BMO STEP UP AGENCY BOND 15-7	300.24	246.58	0.00	546.81
BMO STEP UP AGENCY BOND 16-1	603.02	291.78	0.00	894.80
StepUps SubTotals	3,232.49	1,495.96	0.00	4,728.44
SUBTOTAL	83,490.85	14,242.79	19,680.45	78,053.18
ST POOL W/C	(0.00)	312.68	312.68	(0.00)
ST POOL HLTH INS	0.00	422.44	422.44	0.00
MERIT BANK - W/C MM	0.00	0.00	0.00	-
MERIT BANK - HEALTH INS MM	0.00	0.00	0.00	-
TOTAL	83,490.85	14,977.91	20,415.57	78,053.18

Potential November Referendum Question for Douglas County voters:

“Should the Wisconsin State Legislature pass legislation authorizing the Better City Initiative to further economic development in Douglas County by attracting new businesses, providing job opportunities for residents, reducing unemployment, growing business activity within the County, expanding the local tax base, encouraging tourism, and bringing needed capital into the County for the benefit and welfare of residents by implementing a Local Exposition District tax on tourist related items (hotel/motel room, food and beverage, rental car) for the purpose of acquiring and managing exposition center facilities and related Better City development?”

Verizon Lease Summary for Parkland Tower

Here is a quick summary of what this lease contains. The old tower needs to be removed to make way for future development at the Parkland Industrial Park. This agreement is cooperative agreement between Douglas County and Verizon to construct a new tower on the south west corner of the property out of the way of future development.

- Verizon will build the new tower at Parkland at no cost to Douglas County.
- Tower will be constructed with the capacity to hold a total of three cell carriers and all our public safety communications equipment and microwave.
- Verizon will deed the tower to Douglas County on the completion of construction.
- Verizon will have use of the tower for 114 months (9.5 years) at no charge, Rent Abatement.
- At the end of the 114 month Rent Abatement period Verizon will pay the county \$2,200 per month (\$26,400.00 per year) rent till the end of the 25th year of this agreement
- Over the term of this agreement it will provide the county with approximately \$409,200.00 in revenue in addition to the original construction cost estimated to be \$250,000.00 which Verizon paid.
- Verizon and Douglas County will negotiate rent based on current market rates for year 26 and beyond.
- Verizon will pay their own utility expense. Their operation at the site will cost Douglas County nothing.
- After construction is completed and the tower is deeded over to Douglas County the county will be able to retain all rent from other users under the terms of this agreement.
- Douglas County will be responsible to move our Public Safety Communications Equipment and equipment shelter from the old site to the new tower site. \$140,000 in capital project funds has been allocated for this project with the remainder of funding to come next year.
- Douglas County will have to work with AT&T to relocate their cellular equipment from the old tower to the new tower. AT&T built the current tower and deeded it to Douglas County in 1996 and has a rent abatement lease with us running through 2021 that we are required to honor. It is my belief we will be able to negotiate their move with them paying the cost by providing them an extension to their current rent abatement on the new tower.

Douglas County Court House
1313 Belknap Street, Room 206H
Superior, WI 54880
(715) 395-1622

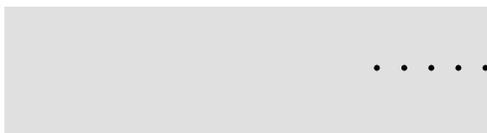


Candace Anderson, Finance Director (715) 395-1405
Brenda Ostrander, IS Manager (715) 395-1672
Tracy Ruppe, Assistant Finance Director (715) 395-1362
Judy Nicoski, Accountant (715) 374-2604
Renee Middleton, Payroll (715) 395-1344
Karin Holmstrand, Accounts Payable (715) 395-1338

Douglas County Finance Department

The Administration Department and Finance Department have developed a request for proposal to advertise for and select a firm to provide Financial Advisor services. We are asking for the Administration Committee's approval to submit the attached proposal, with the understanding that the dates will be modified to the appropriate time frame.

Historically, Douglas County has utilized the services of an underwriter for the issuance of debt and our bonds have been issued as a "negotiated" sale. The Government Finance Officers Association suggests that if a jurisdiction plans to issue debt regularly the preferred method, or best practice, would be to utilize "competitive" sales. This involves the services of a Financial Advisor to guide us through the planning and sales of the bonds.





Request for Proposals

For

County of Douglas, Wisconsin

Administration Department
Financial Advisor Services

**Proposals must be received
no later than
2:00p.m., August 15, 2016**

SPECIAL INSTRUCTIONS:

1. Label the lower left corner of your sealed submittal envelope as follows:
Financial Advisor Services
2:00pm, August 15, 2016
2. Mail or Deliver to:
DOUGLAS COUNTY CLERK
1313 BELKNAP STREET, ROOM 101
SUPERIOR, WI 54880

For further information regarding this proposal,
contact Candace Holm-Anderson at
715-395-1405

Issued by
Douglas County
Administration Department

July 15, 2016

LATE, FAXED, AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

TABLE OF CONTENTS

- 1.1 GENERAL INFORMATION
 - 1.2 Introduction and background
 - 1.3 Scope of the Project
 - 1.4 Procuring and contracting department/division
 - 1.5 Definitions
 - 1.6 Clarification of the specifications
 - 1.7 Reasonable accommodations
 - 1.8 Calendar of events
 - 1.9 Contract term and funding
- 2.1 PREPARING AND SUBMITTING A PROPOSAL
 - 2.2 General instructions
 - 2.3 Proprietary Information
 - 2.4 Incurring costs
 - 2.5 Submitting the proposal
 - 2.6 Proposal organization and format
 - 2.7 Multiple proposals
 - 2.8 Oral presentations and site visits
- 3.1 PROPOSAL SELECTION AND AWARD PROCESS
 - 3.2 Preliminary evaluation
 - 3.3 Proposal scoring
 - 3.4 Right to reject proposals
 - 3.5 Evaluation criteria
 - 3.6 Award and final offers
 - 3.7 Notification of intent to Award
- 4.1 GENERAL PROPOSAL REQUIREMENTS
 - 4.2 Introduction
 - 4.3 Organization capabilities
 - 4.4 Staff qualifications
- 5.1 TECHNICAL REQUIREMENTS
 - 5.2 Scope of Services
 - 5.3 Bond Rating
 - 5.4 Project Approach
 - 5.5 Innovation
 - 5.6 Financial Management Services
 - 5.7 References
- 6.1 COST PROPOSAL
 - 6.2 General instructions on submitting cost proposals
 - 6.3 Format for submitting cost proposals
 - 6.4 Fixed Price Period

7.1 REQUIRED FORMS
ATTACHMENTS

- A. Signature Affidavit
- B. Vendor Data Sheet
- C. Reference Data Sheet
- D. Designation of Confidential and Proprietary Information
- E. Cost Summary Page

1.1 GENERAL INFORMATION

1.2 Introduction and Background

The County of Douglas, Wisconsin, (the “County”) is inviting proposals for the purpose of selecting a firm to serve as financial advisor to the County (the “Financial Advisor”). The County plans to contract one general obligation financing each year to finance a portion of the County’s capital project budget. The annual planned borrowing is approximately \$2.5 million. This amount may be increased or decreased depending on annual budget and capital project planning

Douglas County’s most recent borrowing issue received an “Aa3” rating from Moody’s Investors Service.

The County, as represented by the Administrator’s Office, intends to use the results of this process to award a contract for providing financial advisory services to Douglas County.

1.3 Scope of the Project

1.3.1 Project Description

The Financial Advisor will assist the County in the analysis, structure, issuance and management of debt. The Financial Advisor may also be called upon to provide other financial advisory services. A detailed description of the scope of services is included in Section 4 below.

1.3.2 Current Operations

1.4 Procuring and Contracting Department/Division

This Request for Proposal (RFP) is issued by Douglas County, Administration Department which is the sole point of contact for the County during the selection process. The person responsible for managing the procurement process is Candace Holm-Anderson, Finance Director.

The contract resulting from this RFP will be administered by Douglas County, Administration Department. The contract administrator will be Andrew Lisak, Administrator

1.5 Definitions

The following definitions are used throughout the RFP.

County means Douglas County, Administration Department

Vendor means a firm submitting a proposal in response to this RFP

Contractor means Vendor awarded the contract.

1.6 Clarification and/or revisions to the specifications and requirements

Any questions concerning this RFP must be submitted in writing by mail, e-mail or fax on or before July 29, 2016 at 4:00 p.m. to:

Candace Holm-Anderson, Finance Director
Douglas County, Room 206H
1313 Belknap Street
Superior, WI 54880
(715) 395-1405 phone
(715) 395-7643 fax

Vendors are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided via publication of the RFP Addendum on the Douglas County website at <http://douglascountywi.org>. Vendors are responsible for obtaining such information from the website.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.7 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening contact the Douglas County Clerk's office at (715) 395-1341 the day prior to such opening.

1.8 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Douglas County web site at www.douglascountywi.org. There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
July 15, 2016	Date of issue of the RFP
July 29, 2016, 4:00p.m.	Last day for submitting written inquiries
August 5, 2016	Post supplements or revisions to the RFP from written inquiries on Douglas County website www.douglascountywi.org
August 15, 2016, 2:00 p.m.	Proposals due from vendors
late August 2016	Oral presentation by invited vendors, if needed
mid-September 2016	Notification of intent to award sent to vendors
October 2016	Contract Finalized
October 2016	Contract start date

1.9 **Contract Term and Funding**

The contract shall be effective on the contract execution date and shall run for three years from that date, with an option by mutual agreement between the County and the Vendor to renew for an additional two-year period.

2.1 **PREPARING AND SUBMITTING A PROPOSAL**

2.2 **General Instructions**

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate a proposal (e.g. expensive artwork) beyond that is sufficient to present a complete and effective proposal, are not necessary or desired.

2.3 **Proprietary Information**

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Douglas County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Douglas County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

2.4 **Incurring Costs**

Douglas County is not liable for any cost incurred by any Vendor in replying to this RFP.

2.5 **Submitting the Proposal**

Each Vendor must submit an original and three copies of all materials required for acceptance of their proposal by August 15, 2016 at 2:00 p.m. to:

DOUGLAS COUNTY CLERK
DOUGLAS COUNTY COURTHOUSE ROOM 101
1313 BELKNAP STREET
SUPERIOR, WI 54880

Proposals must be received in the above office by the specified time stated above. All proposals must be time-stamped in by the County Clerk by the stated time. Proposals not so stamped will not be accepted.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Vendor's name and address
- Request for proposal title
- Proposal due date

2.6 **Proposal Organization and Format**

Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

- Introduction (See Section 4 of this RFP)
- Response to general requirements (See Section 4 of this RFP)
 - Organizational qualifications
 - Staff qualifications and Facilities
 - References
- Response to technical requirements (See Section 5 of this RFP)
- Cost proposal (See Section 6 of this RFP)
- Required forms (See Section 8 of this RFP)

Attachment A	Signature Affidavit
Attachment B	Vendor Data Sheet
Attachment C	Reference Data Sheet
Attachment D	Designation of Confidential and Proprietary Information
Attachment E	Cost Summary Page

- Appendices (Additional Information the Vendor submits)

2.7 Multiple Proposals

Multiple proposals from a vendor will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

2.8 Oral Presentations and Site Visits

Selected vendors may be required to make oral presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the Vendor. Failure of a Vendor to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

3.1 PROPOSAL SELECTION AND AWARD PROCESS

3.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references and request oral presentations and use the results in scoring the proposals.

3.3 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected Vendor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Vendor, the County may negotiate a contract with the next highest scoring Vendor.

3.4 **Evaluation Criteria**

The proposals will be scored using the following criteria:

<u>Description</u>	<u>Percentage Weight</u>
1. General Requirements	30
a. Organization, size and structure of the firm. (Sections 4.1, 4.2, 4.3, 5.6)	10
b. Availability and qualifications of staff to be assigned to this engagement. (Sections 4.3)	10
c. The firm’s past experience and performance. (Sections 4.2, 5.6)	10
2. Technical Requirements	30
a. Scope of services (Section 5.1)	10
b. Bond rating (Section 5.2)	10
c. Project approach (Section 5.3)	10
3. Cost of Services	40 percent
The lowest bid will be awarded the maximum number of points. Subsequent proposals will use the lowest dollar bid amount as a constant numerator and the dollar amount of the firm being scored as the denominator times the maximum number of points to be awarded for the cost of services.	

3.5 **Award and Final Offers**

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible Vendor. Alternatively, the highest scoring Vendor or Vendors may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring Vendor.

3.6 **Notification of Intent to Award**

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

4.1 GENERAL REQUIREMENTS

4.2 Introduction

Describe the firm's organization and size (local, regional, national or international) in relation to providing Financial Advisory Services. State the location of the office, from which this engagement will be serviced and the range of activities performed at that office.

4.3 Firm Experience

Describe your firm's experience as a financial advisor. Indicate the number of and par amount of financings your firm has participated in during the last three years. Limit your presentation to only those where your firm acted as an independent financial advisor. These data should be presented for the firm as a whole and for those financings conducted from the office your firm will use to service the County. Do not include data on financings where your firm acted as the underwriter on a negotiated sale.

4.4 Staff Qualifications

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project. Identify the staff person who will serve as manager and primary contact on County financings. Education, position in the firm and years of experience are key factors to be considered.

5.1 TECHNICAL REQUIREMENTS

5.2 Scope of Services

The following is a listing of the services that the County expects to receive from its Financial Advisor. The proposal should include a discussion of how the services are to be provided; experience in providing such services to governmental entities; and innovative methodologies or presentations to be used.

- A. Assist the County in evaluating alternative mechanisms for financing capital improvements and/or economic development projects.
- B. Make recommendations to the County for structuring proposed debt issues in light of relevant factors, such as current indebtedness, available revenue support, anticipated market response and statutory constraints. The recommendations should include a discussion of the term of the debt, amortization ~~schedule~~ and amount of discount, call provision and credit enhancement.
- C. Prepare a calendar of events for the issuance of debt instruments.
- D. Develop and prepare the preliminary official statement, an official bid form and the final official statement.
- E. Prepare and publish an official notice of sale.
- F. Assist the County in developing and maintaining strategies that promote the best

possible bond rate for the County.

- G. Coordinate the debt issuance process with bond counsel and other Participants.
- H. Market the debt issue to solicit the maximum number of bids.
- I. Act as the agent of the County to accept telephone and written bids for each debt issue.
- J. Evaluate, verify and make recommendations to the County regarding acceptance or rejection of bids including being available to answer questions raised by County staff, the Administration Committee and the County Board.
- K. Attend meetings of both the Administration Committee and the County Board on the date of each bond sale.
- L. Coordinate the steps required to close the debt issue and deliver funds to the County, including, where necessary, the printing of bonds, preparation of closing documents, selection of registrar/paying agent, and ongoing reporting requirements.
- M. Provide on-going debt planning and management assistance to the County including analysis of opportunities for refunding existing debt.
- N. Maintain separate accounting and billing for each debt issue.

5.3 Bond Rating -

Describe your firm's experience in dealing with Moody's Investors Service, FITCH Ratings and/or Standard & Poor's. Discuss how this experience would benefit the County.

5.4 Project Approach –

Describe your approach to advising the County on both existing and proposed debt issues for 2016. Describe how your firm will act as the County's independent agent in this financing using a competitive sale.

5.5 Innovation

Provide examples of up to three (3) projects that will demonstrate the ability of your firm to develop and implement creative financing alternatives to governmental entities. Describe the problem encountered and the solution, including the staff for each example.

5.6 Financial Management Services

Describe any non-debt financing services that your firm can provide.

5.7 Vendor References

Each Vendor must include in their proposal, a list of organizations, including points of contact (name, address, and telephone number), with similar governmental engagements out of the office to be assigned this engagement, which can be used as references for work performed in the area of service required. Selected organizations may be

contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

6.1 **COST PROPOSAL**

6.2 **General Instructions on Submitting Cost Proposals**

The cost proposal should be submitted in a separate envelope with the written proposal. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest cost.

Cost proposals should be quoted as a minimum base fee and amounts per \$1,000 of debt issued if any. Fees quoted should include all expenses necessary for the sale including travel, telephone, copying and other out-of-pocket expenses. Expenses for printing of the official statements should be shown separately with a not-to-exceed cost. Cost proposals should quote separately any costs for travel and staff time for in-person rating agency presentations.

6.3 **Format for Submitting Cost Proposals**

The sealed dollar proposal should contain all pricing information relative to providing financial advisory services as described in the RFP. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses. The cost proposal shall include all costs to be billed to the County including the services to be rendered in relation to a debt issue as well as costs for other services provided in relation to capital financing matters.

6.4 **Fixed Price Period**

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for the five-year term of the contract.

7.1 **REQUIRED FORMS**

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Data Sheet
Attachment C	Reference Data Sheet
Attachment D	Designation of Confidential and Proprietary Information
Attachment E	Cost Summary Page

ATTACHMENT A

SIGNATURE AFFIDAVIT

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other Vendor competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other Vendor or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declare that the attached proposal and pricing are in conformity therewith.

Name (Type or Print)

Title

Signature

Firm

Address: (Street, City, State, Zip Code)

Telephone

Fax

E-Mail

Date

ATTACHMENT B
VENDOR DATA SHEET

1. Proposing Company Name _____

Telephone _____ Toll Free Telephone _____ Fax _____

Address: _____

City: _____ State: _____ Zip + Four: _____

2. Contact Person in the event there are questions about your proposal

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

3. All vendors that are awarded \$20,000 or more on this contract will be Required to Submit Affirmative Action Information to the Department. Please list the Person in your Company we can contact about this plan.

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

4. Mailing address where County contracts are to be mailed and person the Department can contact concerning orders and billing.

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone _____

Address: _____

City: _____ State: _____ Zip + Four: _____

ATTACHMENT C

REFERENCE DATA SHEET

FOR VENDOR:

Provide a current list of comparable municipal references for which your firm is providing or has recently provided Financial Advisor Services including dates, a specific contact person, and their title and telephone number. The references provided should be for services provided from the office that would be servicing this contract.

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

Governmental Unit: _____
Address: _____
Telephone: _____ Contact Person: _____

ATTACHMENT D

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

Section	Page Number	Topic

Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

Company Name

Signature-Authorized Representative

Print Name-Authorized Representative

Date

ATTACHMENT E
COST SUMMARY SHEET

Base Fee

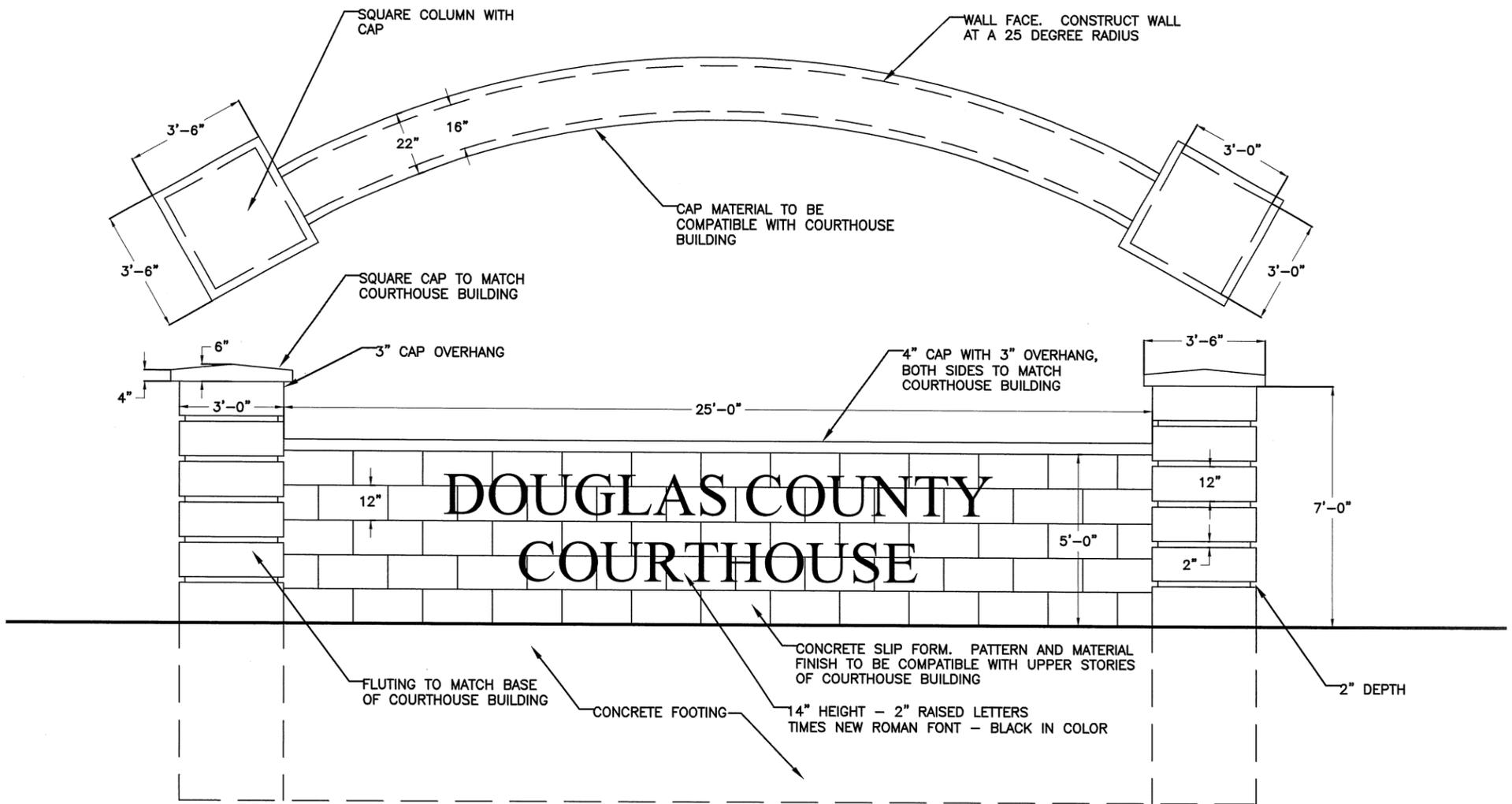
Cost per \$1,000 of Bonds Issued

Not to Exceed

Other Expenses

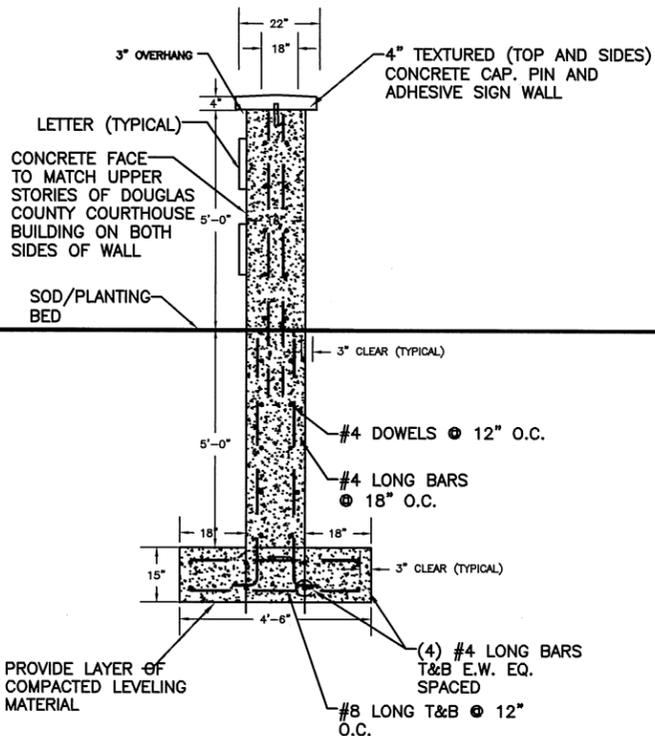
**Douglas County, WI
Budgetary/Actual Transfers
June Administration Meeting**

Department	Amount	Explanation	BX/JE #	Fiscal Note
Land Records	\$ 118,335	Release capital project funds for Pictometry	193418	Increase Land Records assets; decrease Capital Projects Reserve
Land Records	\$ 31,000	Release capital project funds for LIDAR	193418	Increase Land Records assets, decrease Capital Projects Reserve
Land Conservation	\$ 250	Release funds from Land Conservation Reserve for camp scholarship to North Lakeland Discovery Center	193419	Increase general fund expenditures; decrease Land Conservation Reserve fund.



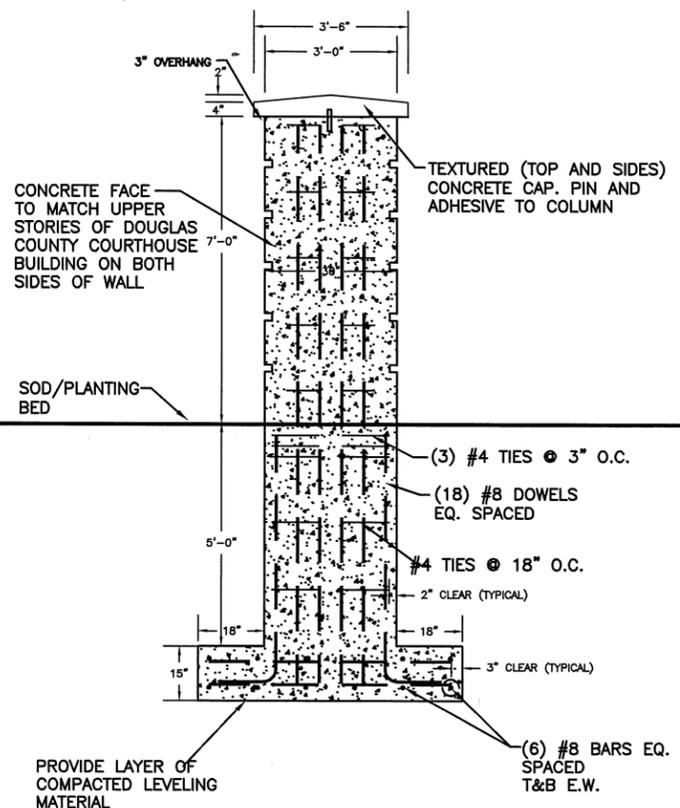
DOUGLAS COUNTY COURTHOUSE SIGN ELEVATION AND PLAN VIEWS

NOTE: CONTRACTOR TO PROVIDE SHOP DRAWING TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION

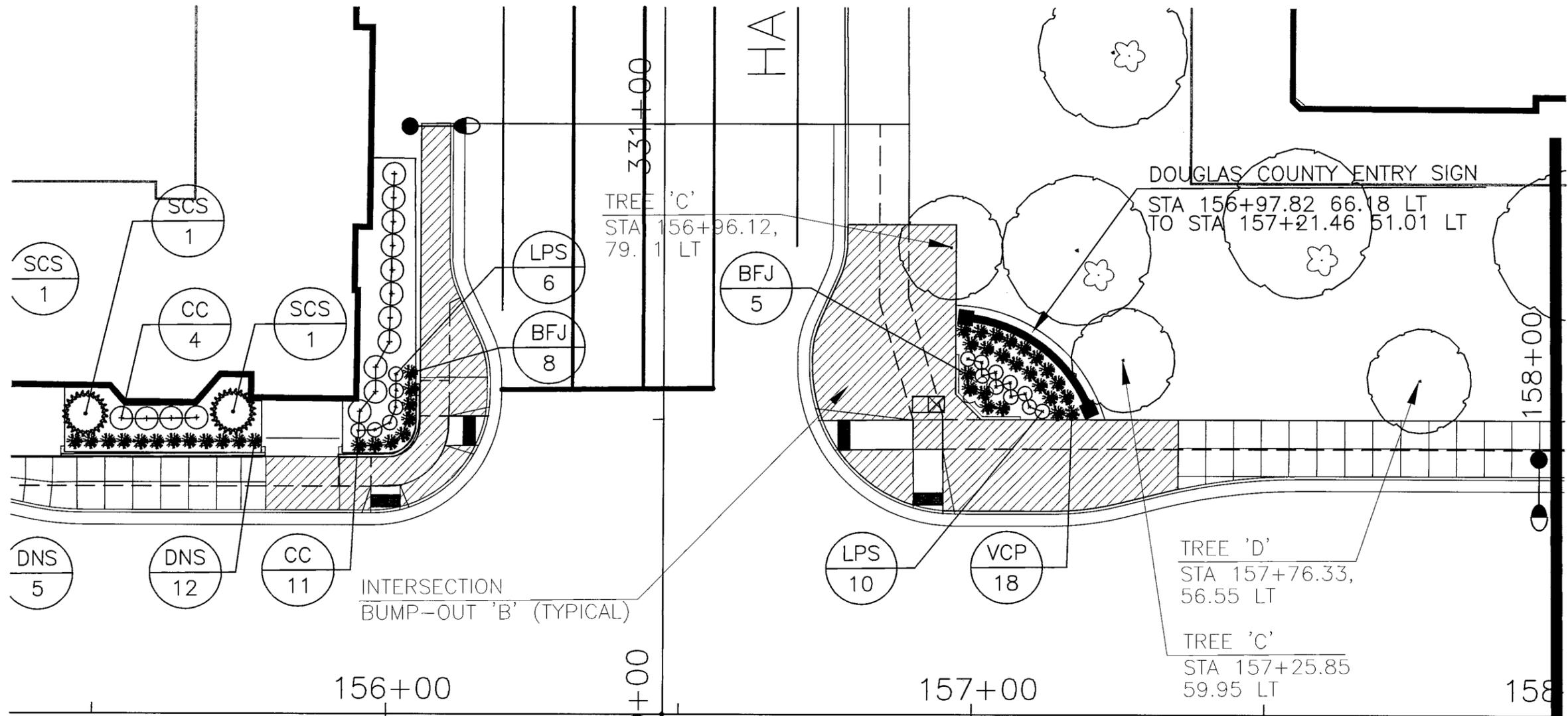


DOUGLAS COUNTY COURTHOUSE SIGN WALL SECTION

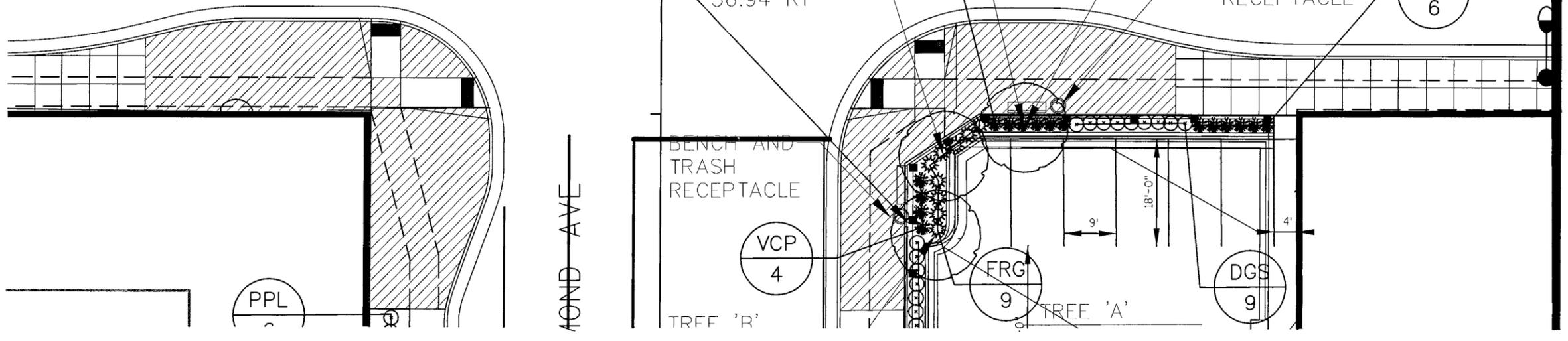
NOTE: CONTRACTOR TO PROVIDE SHOP DRAWING TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION



DOUGLAS COUNTY COURTHOUSE SIGN WALL COLUMN



ORNAMENTAL FENCE AND COLUMN
 STA 328+82.27 TO STA 329+41.65 43.15 RT
 STA 329+41.65 43.15 RT TO STA 157+02.11 50.65 RT
 STA 157+02.11 TO STA 157+51.61 50.65 RT



ENGINEER'S ESTIMATE
 DOUGLAS COUNTY COURTHOUSE
 CONST. I.D.: 8680-00-71
 TITLE: C SUPERIOR, BELKNAP STREET
 LIMITS: BANKS AVE TO HILL AVE
 HIGHWAY: USH 2
 COUNTY: DOUGLAS

CONSTRUCTION COSTS: DOUGLAS COUNTY COURTHOUSE sign walls

BID ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	COST
205.0100	EXCAVATION COMMON	160	CY	\$6.00	\$960
SPV.0105.XX	Concrete Sign Wall, Douglas County, (above ground with	1	LS	\$25,000.00	\$25,000
SPV. 0090.XX	Concrete Wall Foundation	32	LF	\$469.00	\$15,008
SPV. 0090.XX	TEXTURED CONCRETE CAP	40	LF	\$100.00	\$4,000
SPV.0105.XX	SIGN LETTERS, Douglas County	1	LS	\$2,500.00	\$2,500
SPV.0105.XX	SIGN LIGHTING, Douglas County (INCLUDES WIRING)	1	LS	\$4,500.00	\$4,500
	CONTINGENCY 5%				\$2,598
	Construction Delivery 8%				\$4,289
Douglas County sign walls Total Reconstruction Estimate =					\$58,855

** SOIL QUANTITIES ARE BASED ON WORSE CASE SCENARIO, ACTUAL COST WILL BE DETERMINED BY ACTUAL QUANTITY REMOVED IN CONSTRUCTION.



**STATE/MUNICIPAL
AGREEMENT FOR A STATE-
LET HIGHWAY PROJECT**

Date: July 22, 2016

LOCATION: HAMMOND AVENUE

ID: 8680-00-01(71)

Hwy: US 2

Road: CITY OF SUPERIOR, BELKNAP STREET

County: DOUGLAS

The signatory, DOUGLAS COUNTY, hereinafter called the COUNTY, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the WisDOT, to initiate and effect the improvement hereinafter described.

The Wisconsin Department of Transportation (WisDOT) and the COUNTY have created an agreement for the purpose of replacing Douglas County Courthouse sign. The purpose of the Memorandum of Agreement (MOA) is to clarify the responsibilities of the agencies for the creation of Douglas County Courthouse sign wall directly adjacent to/within the US 2, Belknap Street Reconstruction project, and to document the commitment of the COUNTY to provide funding for this project.

Background

WisDOT, in coordination with the City of Superior (CITY), is in the process of final design for the reconstruction of US 2, Belknap Street, from Banks Avenue to Hill Avenue. This proposed project includes improvements on most of the connecting side streets north and south of US 2, Belknap Street, back to the respective alleys. Aesthetic treatments and amenities would be provided in accordance with the State Community Sensitive Design policy and State/Municipal Agreements with the City of Superior, in place since August of 2012.

WisDOT and the CITY have followed the appropriate public involvement process and have involved the COUNTY in discussions regarding the pedestrian spaces and aesthetic treatments at and near the Douglas County Courthouse/City of Superior Complex. It was determined that it would be beneficial for consistency of the aesthetic, and for conservation of design and construction costs, for the Douglas County Courthouse sign wall to be created with the US 2, Belknap Street project.

Objectives

The objectives of the project are:

1. Replace the existing Douglas County Courthouse sign with a new Douglas County Courthouse sign wall.
2. Design Douglas County Courthouse sign wall including foundation structure.
3. During US 2, Belknap Street roadway reconstruction, remove the existing Douglas County Courthouse sign and structure, entry sign lighting and corresponding electrical work, at Hammond Avenue and US 2, Belknap Street.
4. During US 2, Belknap Street roadway reconstruction, construct new sign wall and foundation structures including removal and disposal of contaminated soils. Construction of new sign walls will include entry sign lighting and corresponding electrical work.
5. Placement of trees and shrubs consistent with the WisDOT and CITY determined planting plan for US 2, Belknap Street roadway.
6. Return the surrounding green space in the area of the removed and replaced signs back to finished lawn surface in the condition prior to construction.

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	COUNTY Funds	%
8680-00-71					
Construction: Non-Participating					
sign wall, lighting w/oversight	\$ 59,000	\$ -	0%	\$ 59,000	100%
Total Cost Distribution	\$ 59,000	\$ -		\$ 59,000	

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated COUNTY and upon signature by the WisDOT and delivery to the WisDOT shall constitute agreement between the COUNTY and the WisDOT. No term or provision of neither the State/Municipal agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Douglas County (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the Wisconsin Department of Transportation (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The work will be administered by the WisDOT and the initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The COUNTY shall pay to the WisDOT all costs incurred by the WisDOT in connection with the improvements requested by the COUNTY and not necessitated by the project improvement.
3. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and WisDOT review services.
 - (b) Real estate necessitated for the improvement.
 - (c) Construction engineering incidental to inspection and supervision of actual construction work, except for final inspection and acceptance of the above work.
 - (d) Replacement of existing sidewalks necessitated by construction and construction of new

sidewalk at the time of construction.

4. Work necessary to complete the improvement to be financed entirely by the COUNTY or Facility Owner includes the following items:
 - (a) New installations or alteration of sign walls and foundation structures including removal and disposal of contaminated soils. Construction of new sign wall will include sign lighting and corresponding electrical work. Alteration may include salvaging and replacement of existing components.
 - (b) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (c) Construction engineering incidental to inspection and supervision of actual construction work, except for final inspection and acceptance of the above work
5. As the work progresses, the COUNTY will be billed for work completed which is not chargeable to WisDOT/CITY funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the COUNTY should withdraw the project, it shall reimburse WisDOT for any costs incurred by WisDOT in behalf of the project.
7. The COUNTY shall at its own cost and expense:
 - (a) Maintain all portions of the project that lie within its property and make ample provision for such maintenance each year including but not limited: to sidewalks, sign wall, pedestrian features, landscaping features and amenities.
 - (b) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the entry sign wall lighting system.
8. Basis for participation:
 - a) Douglas County Courthouse sign replacement and foundation structures including removal and disposal of contaminated soils, construction of new sign wall, sign lighting and corresponding electrical work street lighting are at the request of the COUNTY and will be non-participating and are at 100% COUNTY cost.
 - b) Estimated costs shown on page 2 of this document are based on preliminary data and may change significantly when based on actual plans and bid documents. Actual COUNTY costs shall be determined by utilizing the stated cost share percentages applied to the actual total cost.

[END]

**Douglas County, Wisconsin
 HDHP/HSA Plan (1500/3000)
 2016 Plan Year**

Douglas County contributes \$1,000 for single and \$2,000 for E+1 and Family if employee completes wellness assessment and program. \$750 and \$1,500 respectively if wellness assessment and program not completed.

Plan	Initial 2016 Participants*	Level of Contribution	County Contributions
Single	1	\$ 750.00	\$ 750.00
Single	26	\$ 1,000.00	\$ 26,000.00
Family/E+1	3	\$ 1,500.00	\$ 4,500.00
Family/E+1	43	\$ 2,000.00	\$ 86,000.00
Total	73		\$ 117,250.00

***Three HDHP/HSA enrolled employees have left employment in 2016, one remains in the COBRA plan and continues to pay the insurance premium.**

HDHP/HSA - High Deductible Health Plan/Health Savings Account

Employee Staffing Report (April through June)

2st Quarter - 2016

Department	Date	Position	FT/PT	Comments
Comm. Center	4/11/2016	Dispatcher	FT	New Hire
Highway	4/11/2016	Equipment Operator	FT	New Hire
HHS	4/18/2016	Econ. Supp. Spec.	FT	New hire
Sheriff/Jail Divsion	4/19/2016	Jailer	FT	New Hire
HHS	5/2/2016	Social Worker	FT	New Hire
HHS	5/2/2016	Econ. Supp. Spec.	FT	New Hire
Forestry	5/2/2016	Seasonal Equipment Operator	FT	Seasonal Hire
Forestry	5/2/2016	Lead Park Worker	FT	Seasonal Hire
Forestry	5/2/2016	Lead Park Worker	FT	Seasonal Hire
Forestry	5/2/2016	Park Worker	FT	Seasonal Hire
Forestry	5/2/2016	Park Worker	FT	Seasonal Hire
Highway	5/9/2016	Laborer	FT	Seasonal Hire
Highway	5/9/2016	Laborer	FT	Seasonal Hire
Highway	5/9/2016	Laborer	FT	Seasonal Hire
Highway	5/16/2016	Laborer	FT	Seasonal Hire
Highway	5/16/2016	Laborer	FT	Seasonal Hire
Highway	5/16/2016	Laborer	FT	Seasonal Hire
Forestry	5/31/2016	Forest Inventory Worker	FT	Seasonal Hire
Sheriff/Jail Divsion	6/1/2016	Jailer	FT	New Hire
Health & Human Services	6/13/2016	Public Health Nurse	FT	New Hire
Sheriff	6/20/2016	Deputy	FT	New Hire

Department	Retired	Position	FT/PT	Comments
Highway	4/4/2016	Equipment Operator	FT	Retirment
Recycling	4/28/2016	Recycling Coordinator	PT	Retirment

Department	Resign/Term	Position	FT/PT	Comments
Comm. Center	3/31/2016	Dispatcher	FT	Voluntary Resignation
Sheriff/Jail Division	4/8/2016	Jailer	FT	probation release
Zoning	4/15/2016	Surveyor	FT	Voluntary Resignation
Comm. Center	4/28/2016	Dispatcher	FT	Voluntary Resignation
HHS	5/19/2016	Social Worker	FT	Voluntary Resignation
HHS	5/18/2016	Econ. Supp. Spec	FT	Voluntary Resignation
Highway	5/19/2016	Laborer	FT	Seasonal Release
Highway	5/16/2016	Laborer	FT	Voluntary Resignation
Forestry	6/3/2016	Forester	FT	Voluntary Resignation
Sheriff/Jail Division	5/26/2016	Jailer	FT	Voluntary Resignation
HHS	6/9/16	Social Worker	FT	Voluntary Resignation
HHS	6/22/2016	Social Worker	FT	Voluntary Resignation
Sheriff/Jail Division	6/20/2016	Jailer	FT	probation release