WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

October 18, 2022 6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

- 1. Call Meeting to Order Chair Mackie
- 2. Moment of Silent Meditation and Pledge of Allegiance Supv. D. Wilson
- 3. Notice of Meeting County Clerk Olson
- 4. Roll Call County Clerk Olson
- 5. Approval of September 27, 2022 County Board Proceedings
- 6. Update from Mosaic on Broadband Projects
- 7. Concerned Citizens

8. Consent Agenda Resolutions:

- A. Rezone Petition and Amendatory Ordinance September 2022
- B. Resolution to Approve Update to A-5 Investment Policy
- C. Resolution Supporting Operation Green Light for Veterans

9. Closed Session

- A. Closed Session under Wis. Stat. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and, 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; in regard to Building E bid.
- B. Return to Open Session and act on items from closed session, if deemed necessary and appropriate, and continue with additional agenda items.

10. Other Resolutions and Ordinances:

- A. Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the "Wisconsin Investment Series Cooperative" and Authorizing Participation in the Investment Programs of the Fund Supv. S. Smith
- B. Resolution to Increase the 2022 Unit on Aging Dept Budget re: Dairy Farmers of America Contribution Supv. S. Smith
- C. Resolution to Increase the 2022 Unit on Aging Dept Budget re: WalMart Grant 2022 Supv. S. Smith
- D. Resolution to Amend the 2022 Capital Project Fund Budget for an Updated 911 Jail Recording System Supv. S. Smith
- E. Resolution Approving Hiring of Public Administration Associates, LLC for Recruitment of Administrative Coordinator/HR Director Chair Mackie
- 11. Committee Reports
- **12.** Chair Appointments Bill Johnson to Traffic Safety Committee; Campground Ordinance Ad Hoc Committee appointments
- 13. Chair Comments
- 14. Possible Future Agenda Items
- 15. Audit Per Diems
- 16. Adjourn

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES

September 27, 2022 6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

- 1. Call Meeting to Order at 6:00 p.m. by Chair T. Mackie.
- 2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. D. Wilson.
- 3. Notice of Meeting was read by County Clerk Olson.
- **4.** Roll Call was done by County Clerk Olson. Board members present: (19), Excused: (2) Radzak, Villella; No Youth Present.
- **5.** Approval of August 16, 2022 County Board Proceedings on motion by Supv. S. Smith, 2nd by Supv. J. Hoy.
- 6. Bill Johnson, new Washburn County Corporation Counsel, was introduced.
- 7. Register of Deeds, Renee Bell, is retiring effective October 1st; this position will be appointed by the Governor.
- **8.** Concerned Citizens none at this time.
- **9. Consent Agenda Resolutions**: on motion to approve by Supv. D. Wilson, 2nd by Supv. G. Cusick; request by Supv. S. Smith to pull item B; MC.
 - A. Rezone Petition and Amendatory Ordinance August 2022
 - B. Resolution 2022-70 for Public Private Partnership Board Resolution Mosaic Technologies on motion to approve by Supv. S. Smith, 2nd by Supv. B. Olsgard. Questions by Supv. T. Kessler regarding Mosaic potentially being a sole provider; Supv. S. Smith stated that there are no other providers that have shown any interest in partnering with Washburn County. This grant is with USDA vs the PSC and just requires a letter of support. We are a Broadband Forward County per previous resolution which indicates the county will waive fees for future broadband permits. Mosaic will have a right to challenge any maps which reflect incorrect broadband coverage. Motion carried via unanimous voice vote.

10. Other Resolutions and Ordinances:

- A. Resolution 2022-71 to Approve \$68,000 of ARPA Funds for Secure Door Access Project on motion by Supv. L. Featherly, 2nd by Supv. S. Johnson. Roll Vote: Yes (19), No (0); MC.
- 11. Committee Reports FINANCE getting ready for budget week; about 1.7 million requests need to be cut. HHS – did not meet; open position for CCS, things are on track, will look at programs for 2023 after budget. IT – board system is working, Mosaic resolution presented. PERSONNEL – have tentative agreement with union, will be looking at handbook changes in November; in recruitment for Admin Coord/HR Director. AG/LCC - writing grants for Healthy Lakes, tree/shrub sale is still being planned for next year. FORESTRY - tour was taken of Minong Rifle Range, Totogatic expansion, Wild River Trail operating agreement, toured youth camp (Leisure Lake); recognized Eagle Scout Project – Birchwood Canoe Portage Routes in recognition of Eagle Scout Service Project completed by Kyle Patrick Burmesch for Sawmill Park Portage Trails Improvements performed; HWY/DAM - 10% increase in salt/sand this year, 30-37% increase for other items; new DEF system installed; high capacity brine system has been installed at no cost to the county, brine house is there now for filling 6000 gallons per hour, dispensing is quicker and more efficient; DNR has sent information out to townships regarding brine use and there may be a potential to purchase brine from the highway in the future; use of brine could reduce the chloride use by almost 70%; updated safety policy with Highway Safety Officer Chris Olson and Commissioner Danielsen, last truck has been delivered; dam and water drawdowns have started. LAW ENFORCEMENT - Law Enforcement Assistant Michelle Parenteau is retiring, phase 2 done of comm system, jail inspection done last month, jail study report expected soon. PUBLIC PROPERTY - open RFPs on Bldg E in October, hope to also have final plans for the Annex and Court Room; maintenance will hire a structural engineer to look at roofing at fairgrounds; working on lease agreement with Minong Flowage Assoc re maintenance of Sand Island; Moria Mining project fell through. UW EXTENSION - looked at organizational structure and learned that we have one county employee (others are State); several vacant state positions which the state will hire; potentially sharing the 4H person with

Burnett County; not much we can control as they are state employees. VETERANS – the office is fully staffed with 2.49 FTEs currently and is a work in progress. AGING/ADRC – had a busy year so far, restructuring the ADRC to be a standalone but depends on the staffing plans, budget and grants; the van may be built in December (depending on parts). ZONING – met today; Chapter 38, Division 24 Campgrounds potential ordinance revision has been moved forward to Exec Committee. TRANSIT – updating the operating agreement between Transit Commission and Wisconsin Great Northern Railroad and DOT and have made progress; every 20 years this has to be updated; has no fiscal impact for the county. SOLID WASTE – need to continue discussion on a fair way to treat towns in regard to available funding for cleanup days.

- 12. Chair Appointments David Dodge, 2nd Alternate to BOA motion to approve appointment by Supv. C. Masterjohn, 2nd by Supv. D. Wilson, MC.
- 13. Chair Comments updated expense forms have been handed out. Supv. D. Wilson commented on Michelle Parenteau's approximate (32) years of service to the county; Renee Bell has 37 years of service. Comments we shared by board members regarding the WCA Conference workshops.
- 14. Possible Future Agenda Items none at this time.
- 15. Audit Per Diems by Supv. C. Masterjohn, 2nd by Supv. D. Wilson; MC.
- 16. Adjourn at 7:01 p.m. on motion by Supv. C. Masterjohn, 2nd by Supv. D. Wilson; MC.

REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on September 27, 2022.

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

Minong Township: Thomas Carroll, Minong WI. PROPERTY: Tax ID#20686 – 4.49 acres, PT NE NE LYING E OF CTY RD, in Section 35-42-12, town of Minong, to rezone 4.49 acres from Agricultural to Residential Recreational 2 to bring into compliance for the number of acres.

The Zoning Committee recommends APPROVAL of the request to rezone 4.49 acres of Agricultural to Residential Recreational 2.

Minong Township: Robin Nelson, Minong WI. PROPERTY: Tax ID#33873 – 4.010 acres, PT NE NE, in Section 27-42-12, town of Minong, to rezone 4.010 acres from Commercial to Residential Recreational 2 to be able to have 2 dwellings and it has not been used as commercial.

The Zoning Committee recommends APPROVAL of the request to rezone 4.010 acres of Commercial to Residential Recreational 2.

Interested persons were given the opportunity to be heard.		
Dated	Jocelyn Ford, Chairman	
	Washburn County Zoning Committee	

Rezonepetitions092722

AMENDATORY ORDINANCE

WHEREAS, the Washburn County Board of Supervisors has heretofore been petitioned to amend the Washburn County Zoning Ordinance and Maps; and

WHEREAS, the rezoning petitions have been referred to the zoning district boundaries, pursuant to Wisconsin Statute Chapter 59.69, and;

THEREFORE BE IT RESOLVED that the Washburn County Zoning Ordinance and maps, adopted in 1977 are hereby amended and designated as;

Minong Township: Thomas Carroll, Minong WI. PROPERTY: Tax ID#20686 – 4.49 acres, PT NE NE LYING E OF CTY RD, in Section 35-42-12, town of Minong, to rezone 4.49 acres from Agricultural to Residential Recreational 2 to bring into compliance for the number of acres.

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Interested persons were given the oppo	rtunity to be heard.	
Supervisorsecond by	_move to	rezonings,
Supervisor	, motion carried.	
Dated	Thomas Mackie, Chairman	
Washburn County Board of Supervisor	'S	

Rezonepetitions092722

Resolution	
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RESOLUTION APPROVING UPDATES TO A-5 WASHBURN COUNTY INVESTMENT POLICY

WHEREAS, Policy A-5 has recently been reviewed by the Washburn County Finance Committee; and,

WHEREAS, it was determined that the policy language and definitions needed to be updated; and,

WHEREAS, the updated rules indicate changes being made, as per the attached document.

THEREFORE, BE IT RESOLVED that A-5, Washburn County Investment Policy, as attached, is approved and effective upon adoption by the Washburn County Board of Supervisors.

Fiscal Impact - none

Submitted for adoption by the Executive Committee on the 12th day of October, 2022 and approved by the Washburn County Board of Supervisors this 18th day of October, 2022.

Thomas J. Mackie, Chair

Linda Featherly, 2nd Viçe Chair

Hank Graber, Member

David Wilson, 1st Vice Chair

Mark Radzak, Member

WASHBURN COUNTY INVESTMENT POLICY

1.0 **Policy:**

Washburn County shall invest public funds in a manner which will provide maximum security while meeting the daily cash flow demands of Washburn County and conforming to all State and Federal Laws and County ordinances governing the investment of public funds while earning the highest investment return.

2.0 **Scope:**

This investment policy applies to all financial assets of the County not otherwise restricted. These funds are accounted for in the County's General Purpose Financial Statement and include:

2.1 **Funds:**

- 2.1.1 General Fund
- 2.1.2 Special Revenue Funds
- 2.1.3 Capital Project Funds
- 2.1.4 Non Lapsing Funds

3.0 **Prudence:**

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

3.1 **Standard:** The standard of prudence to be used by investment officials shall be the **Prudent Person** standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 **Objectives:**

The primary objectives, in priority order, of the County's investment activities shall be:

4.1 **Safety**: Safety of principal is the foremost objective of the investment program. Investments of the County shall be underwritten in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do

not exceed the income generated from the remainder of the portfolio.

- 4.2 **Liquidity:** The County's investment portfolio shall remain sufficiently liquid to meet all operational requirements that may reasonably be anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet the anticipated demands. A portion of the portfolio may also be placed in local government investment pools that offer same day liquidity for short-term funds.
- 4.3 **Yield:** The investment portfolio shall be designed with the objective of attaining the market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investments is of secondary importance compared to safety and liquidity objectives described above. The core of investments are limited to low risk investments in anticipation of earning a fair return relative to the risk being assumed. Investments shall not be sold prior to maturity date with the following exceptions:
 - ❖ A security swap would improve the quality, yield or target duration of the portfolio.
 - Liquidity needs of the portfolio require that the investment security be sold.

5.0 **Delegation of Authority:**

Authority to manage the County's investment program is derived from Sections 66.04 and 59.62 (1), Wisconsin Statutes. Management responsibility for the investment program has been delegated to the Washburn County Treasurer, the Washburn County Administrative Coordinator and the County Accountant (or the Finance Director if such a position exists,) who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms on this policy and the procedures established for the County Treasurer, County Administrative Coordinator and County Accountant Finance Director. The County Treasurer, County Administrative Coordinator and County Accountant Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the subordinate officials.

<u>Cash management:</u> By December 1st annually, a calendar shall be developed by the County Treasurer, County Administrative Coordinator and the <u>County Accountant Finance Director</u> for the ensuing year. This calendar shall manage and reflect the county's cash requirements and anticipated revenues with their identifiable sources.

6.0 Ethics and Conflicts of Interest:

Officers, agents and employees conducting business under this policy shall comply at all times with County Code Section 2, Article III (as it may be amended) entitled "Ethics."

7.0 Authorized Financial Dealers, and Institutions:

The County Treasurer, County Administrative Coordinator, and the County Accountant Finance Director will maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as established by State laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer, Administrative Coordinator, and County Accountant Finance Director with audited financial statements and/or other documents requested by the County.

8.0 Authorized and Suitable Investments:

Washburn County is empowered by Statute but not limited to invest in the following types of securities: **time deposits** in a bank, savings bank, trust company, or savings and loan association which is located in Wisconsin, such time deposits maturing in not more than three years.

The County Treasurer is authorized to invest surplus funds in the **local government pooled investment fund** or the **local government trust investment fund** (Local Government Investment Pool).

8.1 **Criteria for Investment Decisions:** The County Treasurer, County Administrative Coordinator, and the County Accountant Finance Director shall make all recommendations to the Finance Committee concerning the investment of surplus funds based upon the following criteria:

Except for funds placed in the Local Government Investment Pool, when the County directly invests surplus funds in investment instruments, a competitive "bid" process shall be conducted.

- A. Bids will be solicited from at least two (2) institutions meeting the requirements outlined in this policy. Bidders are required to bid a firm price or yield.
- B. If a specific maturity date is required, bids will be requested for instruments which meet the maturity requirements. If no maturity date is required, the most advantageous market trend yield will be selected.
- C. Awards will be given to the bidder offering the highest effective yield

consistent with policy restrictions; however, transaction cost (i.e. wire transfer costs) and investment experience may be considered when awarding investments.

9.0 Collateralization:

Collateralization may be required on certificates of deposits. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be equal to market value of principal and accrued interest. Collateral is required for amounts in excess of the \$100,000 \$250,000 coverage provided by Federal or State deposit insurance and the \$400,000 provided by the Public Deposit Recovery Statute (Chapter 34) This collateralization is required whenever deposits in an institution exceed \$500,000 \$650,000.

Collateral will always be held by an independent third party with whom the County has acurrent custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the County and retained. The right of collateral substitution is granted.

Deposits with banking institutions in excess of \$500,000 must be collateralized with pledged bank securities or secured by insurance or a deposit guarantee bond up to the total deposit in excess of \$500,000 \$650,000.

10.0 Safekeeping and Custody:

All security transactions entered into by the County shall be conducted on a **delivery-versus-payment** (DVP) BASIS.

Securities will be held by a third party custodian designated by the Treasurer, Administrative Coordinator, and the County Accountant Finance Director and evidenced by safekeeping receipts.

11.0 <u>Diversification: (Reserved)</u>

12.0 Maximum Maturities:

To the extent possible, the County will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the County will not directly invest in securities maturing more than 3 years from the date of purchase.

13.0 Internal Control:

The County Treasurer, County Administrative Coordinator and the County Accountant Finance Director shall participate in the annual independent audit by the external auditor. This audit will

provide internal control by assuring compliance with policies and procedures.

14.0 **Performance Standards:**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 **Market Yield (Benchmark):** The County's investment strategy is active. Given this strategy, the basis used by the County Treasurer, County Administrative Coordinator and the County Accountant Finance Director determine whether market yields are being achieved shall be to exceed the State of Wisconsin Investment Pool rate.

15.0 **Reporting:**

The County Treasurer, County Administrative Coordinator and County Accountant Finance Director shall report to the Finance Committee on no less than a quarterly basis on investment activity and returns. Reports will include performance, market sector breakdown, number of trades, interest earnings and such other detail as may be from time to time requested.

EFFECTIVE: Immediately	LAST REVISED: 10/06/22
APPROVAL:	
/s/	

(Note: Entities are encouraged to include a glossary as part of the investment policy. All words of a technical nature should be included. Following is an <u>example</u> of common treasury terminology.)

AGENCIES: Federal agency securities

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid). *See offer*.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Largedenomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

FINANCIAL REPORT (CAFR): The official annual report for Washburn County. It includes 5 combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to

demonstrate compliance with financial

COMPREHENSIVE ANNUAL

related legal & contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (B) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT:

There are 2 methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U. S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES:

Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g. S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 \$250,000 per entity.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open market regulations.

FEDERAL HOME LOAN BANKS

(FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD), it is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder owned corporation. The

corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET
COMMITTEE (FOMC): Consists of seven
members of the Federal Reserve Board and
five of the twelve Federal Reserve Bank
Presidents. The President of the New York
Federal Reserve Bank is a permanent
member, while the other Presidents serve on
a rotating basis. The Committee
periodically meets to set Federal Reserve
guidelines regarding purchases and sales of
Government Securities in the open market as
a means of influencing the volume of bank
credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a sever member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL
MORTGAGE ASSOCIATION (GNMA
OR GINNIE MAE): Securities
influencing the volume of bank credit
guaranteed by GNMA and issued by
mortgage bankers, commercial banks,
savings and loan associations, and other
institutions. Security holder is protected by

full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term

passthroughs is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The

aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE

AGREEMENT: A written contract covering all future transactions between the parties to repurchase - reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc) are issued and traded.

OFFER: The price asked by a seller of

securities. (When you are buying securities, you ask for an offer.) See Asked & Bid

OPEN MARKET OPERATIONS:

Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks and a few unregulated firms.

PRUDENT PERSON RULE: An

investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state - the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES:

A financial institution which does not claim

exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security buyer in effect lends the seller money for the period of the agreement and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation. **SEC RULE 153-1:** See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U. S. Treasury to finance the national debt. Most bills are issued to mature in 3 months, 6 months or 1 year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more then 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U. S. Treasury to finance the national debt. Most bills are issued to mature in 3 months, 6 months or 1 year.

UNIFORM NET CAPITAL RULE:

Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (A) INCOME YIELD is obtained by dividing the current dollar income by dividing the current dollar income by the current market price for the security.

(B) NET YIELD OR YIELD TO

MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

WASHBURN COUNTY INVESTMENT PROCEDURES

I. GENERAL

The Finance Committee and the Washburn County Board of Supervisors, authorized the Administrative Coordinator to establish written procedures for operation of the County's investment program, consistent with the adopted County investment policy. Management of investments by municipalities in the State of Wisconsin are also regulated by State statute; in particular Section 66.04(2) (Investments), Section 67.10 (Fiscal and Administrative Regulations), Section 67.11 (Debt Service Fund), and Chapter 34 (Public Deposits). These procedures outline the tasks necessary to ensure that the County's invested funds are properly safeguarded and managed consistently with legal requirements and the County's stated policies and objectives.

II. SCOPE

These procedures apply to all funds invested by the County. This includes funds allocated to portfolios managed by outside investment advisors, the State of Wisconsin Local Government Investment Pool, money market funds, and any working bank balances maintained by the County. Both general operating funds and debt issue proceeds funds are covered by these procedures.

III. OBJECTIVES

As stated in the Washburn County Investment policy, the primary objectives of County investment activities shall be the following in order of importance:

- (1) Safety: Safety of principal is the foremost objective of the investment program. Investments of the County shall be underwritten in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- (2) **Liquidity:** The County's investment portfolio shall remain sufficiently liquid to meet all operational requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet the anticipated demands. Furthermore since all possible cash needs cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio may also be placed in local government investment pools that offer same day liquidity for short-term funds.
- (3) Yield: The investment portfolio shall be designed with objective of attaining the market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investments is of secondary importance compared to safety and liquidity objectives described above. The core of investments are limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity date with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield or target duration of the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

IV. DELEGATION OF AUTHORITY

- The primary responsibility for managing investments rests with the Finance Committee. The Department of Administration, along with the accountant Finance Director, assists the Finance Committee in the areas of record keeping, development of investment data and statistics, preparation of reports and supporting calculations, and recommendations to the Treasurer in support of investment decisions. The Department of Administration is also responsible for monitoring the performance and composition of the investment portfolio, and alerting the Treasurer, Finance Committee, to potential problems or risks.
- (2) In accordance with a formal competitive request for proposal process (as prescribed in the next section), the County may contract with one or more investment managers or advisors with authority to make investment commitments consistent with the formal investment policy. It should be noted that the County may hold individual investment advisors or managers to higher standards of prudence or due diligence than those strictly required by State law or County policy. Likewise, in allocating funds to different managed portfolios, the County always has the option to restrict the manager or advisor to specific security categories or maturities more narrowly than the overall County policy would permit.

V. <u>LIQUIDITY MANAGEMENT</u>

- (1) The County has two primary reasons for investing funds. The first is to have the cash available to meet general operating expenses. In most cases, the inflow of revenues (taxes, State grants, etc.) does not coincide with the outflows related to expenditures for the various County programs and services. By maintaining the funds necessary to overcome this "timing difference", the County insures continuity in its operations. The second reason for investing funds is to hold the proceeds of County debt issues until the expenses related to the capital projects they are intended to fund are incurred.
- The responsibility for meeting the County's day-to-day liquidity needs resides with the Treasurer, with direction provided by the Administrative Coordinator and financial support staff. This is generally done through a combination of the working bank account, money market funds, and the Local Government Investment Pool (LGIP). The LGIP and money market funds are appropriate vehicles for short-term liquidity needs due to their orientation toward short-term, low-risk securities, and the capability to wire transfer funds the same day requested. The Treasurer will monitor the balances in the working bank account, the money market funds and the LGIP on a daily basis, making transfers as needed to meet projected expenses while at the same time not exceeding the collateralized limit of the working bank account. The Department of Administration, and financial support staff, assists the Treasurer by providing advance notice of the totals of each check run, and by providing as much notice as possible of any large upcoming expenses of which it is aware.
- (3) For amounts not expected to be required in the immediate future (about one year), the County invests reserve funds in longer-term securities in order to achieve higher yields. The allocation of funds to these portfolios is directed by the Finance Committee. The Administrative Coordinator and financial support staff also reviews the investment accounts in the context of the total balance sheet, and makes recommendations to the Treasurer and Finance Committee on such strategic issues as early repayment of debt,

defeasance of pension obligations, or the incorporation of fund balance appropriations into the annual budget process.

- (4) As a matter of policy, Washburn County will maintain a minimum target ratio of unrestricted governmental (general and special revenue) fund balance to governmental expenditures ratio of 11%. This balance is used to earn interest income, provide necessary working capital, and maintain the County's investment grade bond rating.
- operating funds, and will be paid out only for the purposes for which the funds were borrowed (usually capital projects). For each borrowing, the Treasurer and Administrative Coordinator jointly execute an arbitrage certificate pursuant to the Internal Revenue Code. The certificate will include a schedule of percentages of project costs, which must be expended over time in order to avoid arbitrage penalties. The Department of Administration and financial support staff will monitor the applicable capital project accounts to determine if arbitrage expenditure thresholds are being met.
- (6) A critical element of liquidity management is the continual assessment of the risk associated with the County's overall portfolio. The Administrative Coordinator and financial support staff will be primarily responsible for reviewing the portfolio for the various elements of risk, and report any concerns raised along with recommendations for appropriate solutions.
- (7) The three main categories of risk and means of limiting them that the Administrative Coordinator and financial support staff will review for are as follows:

<u>Principal Risk:</u> (The risk that a security the County invests in will experience a permanent drop in value.) This risk can be limited through investments in securities guaranteed by the full faith and credit of the US government or by agencies of the federal government. In the case of the working bank account, this risk can be limited through the use of Federal or State deposit insurance and collateral agreements.

<u>Interest Rate Risk:</u> (The risk that a security will decline in value as a result of a rise in interest rates.) This risk can be reduced through the use of adjustable rate securities, for which rates change in proportion to some market-based index at stated intervals. It can also be controlled limiting average portfolio and individual maturities for fixed-rate securities. Because of the often extreme volatility of the rates earned and principal values, derivative securities are not considered appropriate for the County's portfolio.

<u>Liquidity or Extension Risk:</u> (The risk that funds will not be available to meet cash flow needs without selling securities at a loss.) The primary safeguard against this risk is to hold substantial portions of the County's reserves in the highly liquid Local Government Investment Pool or working bank account. Only funds not required for near term needs (defined here as one year or less) will be placed in other vehicles. In longer-term fixed-rate portfolios, this risk can be reduced through "laddering". This involves constructing a portfolio with staggered maturities so that some securities will always be coming due in the near future. This strategy is also a partial hedge against interest rate risk.

VI. CONTRACTED INVESTMENT MANAGEMENT

- (1) The County has not developed the staff resources to research and select individual investment securities. This expertise is obtained from outside sources. This is accomplished through participation in the Local Government Investment Pool, investment in private-sector money market funds or certificates of deposit, and by contracting with private-sector investment advisors. In contracting for investment advisory services, a formal competitive request for proposal (RFP) process will be followed.
- (2) The process will follow the County's procedures for procurement of professional services. The RFP will require proposers to submit (at minimum) the following information:
 - (A) Full name and address of firm and nature or form of ownership.
 - (B) Length of time the firm has been in existence, as well as the length of time the firm has been involved in public sector investment management services.
 - (C) A description of the firm's business base in terms of the magnitude of assets under management and client type.
 - (D) A listing of clients gained and lost over the preceding five years whose policies are similar to Washburn County's.
 - (E) A description of the firm's investment philosophy and objectives.
 - (F) A discussion of the type of investments with which the firm has experience relative to the County's investment requirements.
 - (G) The years of experience with the types of investments mentioned in (F) above.
 - (H) A list of the firm's municipal clients (if any).
 - (I) Any available analysis of the firm's performance provided from an independent source.
 - (J) A discussion of the firm's ability to work with an independent trust company acting as custodian for the portfolio funds.
 - (K) Historical performance of assets under management stated annually over the last five calendar years. The performance report should include annual rate of return and compound rate of return.
 - (L) A list of references (preferably governments of similar size).
 - (M) A description of the steps which would be taken to ensure meeting Washburn County's objectives of safety, liquidity and yield.

- (N) Resumes indicating the qualifications of all persons to be assigned to the County's portfolio; including position in the firm, total years and types of experience. A description should also be included of current assigned responsibilities and fixed-income experience.
- (O) A schedule of fees, including all management charges stated in either absolute dollars or as a percentage of total assets managed and the period for which these fees are guaranteed. To discourage account "churning" per-trade fee schedules will not be accepted.
- (3) The proposals will be evaluated in two ways. A panel composed of Department of Administration personnel, the Treasurer and Finance Committee members will evaluate the technical portion of the proposals using a point scoring system. The cost portion will not be made available to this panel until after the technical evaluation is complete. A composite score weighted 75/25 technical/cost will be calculated. If the panel so decides, the top scorers can be brought in for interviews before a contract is awarded.
- (4) The contract for investment management services will include, at minimum, the following provisions:
 - (A) The firm will **not** act as custodian for the account, and will at no time have physical control over the account's funds or securities. All trades will be executed by a third-party custodian.
 - (B) The County may at any time limit the types of investments made for the account.
 - (C) The standard of care imposed on the firm will be to act with care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in a like capacity as investment advisor and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.
 - (D) The County's investment policy will be incorporated into the contract.
 - (E) The contract will be governed by the laws of the State of Wisconsin.

VII. WORKING ACCOUNT

The contract for the County's working bank account will include yield on the balance as a factor in the evaluation of proposals. The contract will also incorporate the County's investment policy. The provisions for collateral outlined in the policy is especially critical.

VIII. SAFEGUARDING OF FUNDS

(1) Under the County's investment policy, all financial institutions acting as depository for the County must enter into a "depository agreement" requiring the depository to pledge collateral to secure amounts over and above those guaranteed by the Federal Deposit Insurance Corporation and the State Deposit Guarantee Fund. This collateral is limited to certain types of securities and must either be fully insured or held by a third party as outlined in the Code. The Treasurer is responsible for reviewing account balances on a daily basis to ensure that they do not exceed collateralized amounts. The Department of Administration will review the monthly third party collateral statements to ensure that the

- securities being held are of an acceptable type and that their current market value represents adequate collateral.
- (2) For portfolios with outside investment advisors, the County will use a third party bank trust custodian to segregate the functions of choosing investments from physical custody and record keeping. The custodian shall keep possession of all funds and securities; collect income and the proceeds of sales, maturities and redemptions; transact purchases; and distribute funds as directed by the County. The custodian will also provide the Department of Administration with a monthly report of all account transactions.
- (3) No funds will be deducted from any account held by a custodian for any fee or expense without the prior consent of the Department of Administration.
- (4) The transfer of funds into or out of any investment account can be performed only by the Treasurer. The Administrative Coordinator and financial support staff provides direction to the Treasurer for the reallocation of funds between accounts consistent with investment goals and projected liquidity requirements. The Administrative Coordinator and financial support staff and Treasurer will be jointly responsible for notifying the investment advisors and custodians as necessary.

IX. MAINTAINING COMPLIANCE WITH POLICIES AND OBJECTIVES

- (1) The County's overall investment objectives are included in the Washburn County Investment Policy, and require a vote of the County Board for their modification. The Finance Committee of the County Board monitors compliance of the portfolio with the adopted policy on an ongoing basis. Once per quarter, the Department of Administration will provide the Finance Committee with a portfolio performance report. The report will include portfolio performance on both a cost and market basis for each account and the total portfolio for each of the four most recent quarters, and for the year ending at each of the four most recent quarters. For comparability purposes, the performance results will be net of all applicable costs and fees.
- (2) For portfolios with outside advisors, presettlement statements will be provided to the Department of Administration and financial support staff in advance of any new security purchase. The Department will review the purchase for the appropriateness of the security type and maturity for that particular account. If the purchase appears to be inconsistent with objectives for that account, the Administrative Coordinator make a decision as to whether or not to cancel the purchase, and if necessary will notify the investment advisor and custodian.
- (3) The Department of Administration will conduct periodic reviews with the various investment advisors to discuss past performance relative to designated benchmarks (generally set at some increment over the Local Government Investment Pool Yield for the comparable period or based on a comparable index agreed upon with the investment advisor), the overall composition of the portfolio, and any other issues relevant to the management of the account.
- (4) Once annually, the contracted auditor will review the County's investment records to confirm that the securities held are in conformity with County investment policy; and to review the calculations used in performance reporting and journal entries. These

procedures will also be reviewed at that time for possible improvements to the system of internal controls.

X. RECORD KEEPING AND ACCOUNTING

Primary responsibility for record keeping related to management of the County's portfolio of investments rests with the Department of Administration. This will include but not be limited to the following:

- (1) Maintaining a summary schedule of each investment account's transactions and balances, making the necessary calculations to allocate expenses, amortize premiums and discounts, and returns of principal to the relevant time periods.
- (2) Preparation of amortization schedules for fixed-rate securities.
- (3) Calculation of average maturities for fixed-rate portfolios.
- (4) For mortgage-backed securities, preparation of estimates in advance of settlement for interest and principal payments, and any other accrued items.
- (5) Calculation of gains or losses on the sale of any securities not held to maturity.
- (6) Preparation of quarterly interest revenue allocations to general ledger accounts where required by State law, County Code, or grant or trust provisions.
- (7) Preparation of annual reconciliations of investment balances to the appropriate general ledger accounts.
- (8) Preparation of the quarterly portfolio performance reports for review by the Treasurer and Finance Committee.
- (9) Development of investment-related schedules and supplementary information for the Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principals.
- (10) Provide special reports as necessary for use by the Treasurer, Finance Committee, bond rating agencies, and internal or external auditors.
- (11) Maintain files of all relevant documentation.

XI. PROCEDURE CHANGES AND UPDATES

These procedures may be changed or updated at the discretion of the Finance Committee. Notification of all material changes will be made in writing to the Administrative Coordinator and financial support staff, Treasurer, Finance Committee and the County's auditing firm.

Resolution Supporting Operation Green Light for Veterans

WHEREAS, the residents of Washburn County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Washburn County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Washburn County appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, the Washburn County Board of Supervisors hereby declares from this day through Veterans Day, November 11th 2022 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, the Washburn County Board of Supervisors encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.



RESOLUTION TO PARTICIPATE IN THE FUND

A RESOLUTION AUTHORIZING ENTRY INTO AN INTERGOVERNMENTAL COOPERATION AGREEMENT RELATING TO THE "WISCONSIN INVESTMENT SERIES COOPERATIVE" AND AUTHORIZING PARTICIPATION IN THE INVESTMENT PROGRAMS OF THE FUND

WHEREAS, Wisconsin school districts, technical college districts, cities, villages, counties and towns may invest their monies as authorized by Wisconsin Statutes, Section 66.0603 (1m); and

WHEREAS, Wisconsin Statutes, Section 66.0301 (the "Intergovernmental Cooperation Act") provides, among other things, that municipalities may contract with other municipalities for the joint exercise of any power or duty required or authorized by law, including investment of their monies; and

WHEREAS, the Wisconsin Investment Series Cooperative (formerly known as the Wisconsin School District Liquid Asset Fund) (the "Fund") was formed as of June 23, 1988 pursuant to the Intergovernmental Cooperation Act by the adoption of an Intergovernmental Cooperation Agreement relating to the Wisconsin School District Liquid Asset Fund by Oregon School District and Sheboygan Area School District, as the initial participants of the Fund, which Agreement was amended as of July 15, 1994 and July 12, 2002 (the "Intergovernmental Cooperation Agreement"); and

WHEREAS, the Fund is governed by the Wisconsin Investment Series Cooperative Commission (the "Commission") in accordance with the terms of the Intergovernmental Cooperation Agreement; and

• WHEREAS, the Intergovernmental Cooperation Agreement has been presented to this governing body (the "Governing Body"); and

WHEREAS, the Intergovernmental Cooperation Agreement authorizes municipalities to adopt and enter into the Intergovernmental Cooperation Agreement and become participants of the Fund; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality (the "Municipality") to adopt and enter into the Intergovernmental Cooperation Agreement and become a participant of the Fund for the purpose of exercising jointly with other municipalities the power to invest their monies, so as to enhance the investment earnings accruing to each; and

WHEREAS, this Governing Body deems it to be advisable for this Municipality to make use from time to time, in the discretion of the officials of the Municipality identified in Section 2 of this Resolution, of the Fixed Rate Investment Program available to participants of the Fund; and

WHEREAS, this Governing Body deems it advisable for this Municipality to make use of, from time to time, the services provided by PMA Financial Network, Inc., PMA Securities, Inc., U. S. Bank National Association, and/or their affiliates and successors, in connection with the Municipality's utilization of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. This Municipality shall join with other Wisconsin municipalities in accordance with the Intergovernmental Cooperation Act by becoming a participant of the Fund and adopting and entering into the Intergovernmental Cooperation Agreement. A copy of the Intergovernmental Cooperation Agreement shall be filed in the minutes of the meeting at which this Resolution was adopted. The President (Chairperson) (Mayor) and the Clerk (Secretary) are authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of this Municipality into the Intergovernmental Cooperation Agreement and to utilize Fund programs through PMA Financial Network, Inc., PMA Securities, LLC. U. S. Bank National Association, and/or their affiliates and successors.

Section 2. This Municipality is authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Intergovernmental Cooperation Agreement, including investment in the fixed-income program of the Fund through the intermediaries PMA Financial Network, LLC and PMA Securities, LLC. The following officers and officials of this Municipality and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies of this Municipality from time to time in accordance with the Intergovernmental Cooperation Agreement and pursuant to the Fixed Rate Investment Program available to participants of the Fund: (List the name(s) and title(s) of the officer(s) and official(s) who will be authorized to invest and withdraw monies in and from the Fund and pursuant to the Fixed Rate

Investment Program. You may have any number of Authorized Officials; attach an additional list if necessary.)

Name:_	Thomas J.	Mackie	Position: Board Chair	Signature:
Name:	Nicole M.	Tims	Position: County Treasurer	Signature:
Name:	Lolita 01	son	Position: County Clerk	Signature:
Name:			Position:	Signature:
		y) shall advise the Co. hed by the Commission	mmission of any changes in Authorized n.	Officials in accordance with
		Commission from time to	ng Body and officials of this Municipality are o time if selected as such pursuant to the provi	
Section 4. This Municipality may open depository accounts, enter into wire transfer agreements, safekeeping agreements, and lockbox agreements, or other applicable or related documents with U. S. Bank National Association, and any other institutions participating in the Fund programs or programs of PMA Financial Network, LLC and PMA Securities, LLC, pursuant to Wisconsin Statutes, Section 34.05, Wisconsin Statutes, Section 120.12(7) (if applicable) and, when directed by one of the Authorized Officials, Wisconsin Statutes, Section 66.0603. PMA Financial Network, LLC and/or PMA Securities, LLC are authorized to act on behalf of this Municipality as its agent with respect to such accounts and agreements.				
Section 5. Credit unions, banks, savings banks, trust companies and savings and loan associations authorized to transact business in the State of Wisconsin which qualify as depositories under Wisconsin law and are included on a list approved and maintained for such purpose by the Administrator of the Fund are designated as depositories of this Municipality pursuant to Wisconsin Statutes, Section 120.12(7) (if applicable) and Wisconsin Statutes, Section 34.05. Monies of this Municipality may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Investment Program available to participants of the Fund through the intermediary PMA Financial Network, LLC.				
It is hereby certified that (insert name of the Municipality)				
Washburn County				
duly adopted the Model Resolution at a duly convened meeting of the Governing Body of the Municipality held on the <u>18th</u> day of <u>October</u> , 20 22, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.				
Signa	ature of Clerk	(Secretary)		Date
It is only necessary to adopt this resolution for the first account (master account) opened by your entity.				

Attach original signed Resolution to Master Account Application and mail to: PMA Financial Network, LLC • 2135 CityGate Lane, 7th Floor • Naperville, IL 60563 Toll-Free 800.783.4273 • Fax: 630.718.8701

RESOLUTION #	#
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RESOLUTION TO INCREASE THE 2022 UNIT ON AGING DEPARTMENT BUDGET - Dairy Farmers of America (DFA) Cares Foundation Monetary Contribution

WHEREAS, the DFA Cares Foundation is a 501(c)(3), and serves as the community giving arm of Dairy Farmers of America, a cooperative owned by 12,500 dairy farmers across the country. Through public, private and corporate donations, DFA Cares provides disaster relief through product and monetary donations and donates nutritious dairy and food products for those in need; and

WHEREAS, the Unit on Aging received a \$2,000 monetary contribution from the DFA Cares Foundation to be used for purchasing dairy items for the Washburn County Nutrition Program; and

WHEREAS, the \$2,000 monetary donation was not previously budgeted for 2022; and

THEREFORE, BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends to increase the 2022 Unit on Aging budget for the \$2,000 monetary contribution received from DFA Cares Foundation;

THEREFORE, BE IT FURTHER RESOLVED, that the Washburn County 2022 budget shall be increased \$2,000 for the monetary contribution from DFA Cares Foundation using revenue account 240.62555.48901 and expense account 240.62555.50272.

FISCAL IMPACT: \$2,000

Recommended for adoption by the W	Washburn County Finance Committee this 6th day of	
October, 2022 and approved by the V	Washburn County Board of Supervisors this 18th day	of
October 2022		

Stephen Smith, Chair

Linda Featherly, Member

Dave Wilson, Vice-Chair

Cristina Masteriohn, Member

Scott Roppe, Member

RESOLUTION TO INCREASE THE 2022 UNIT ON AGING DEPARTMENT BUDGET - Wal-Mart Grant 2022

WHEREAS, the Unit on Aging applied for and was awarded a grant through Wal-Mart Rice Lake in 2022; and

WHEREAS, the total Wal-Mart grant amount received was \$2,000; and

WHEREAS, the grant was not previously budgeted in the 2022 Unit on Aging budget; and

THEREFORE, BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends increasing the 2022 Unit on Aging budget for \$2,000 for the Wal-Mart grant.

THEREFORE, BE IT FURTHER RESOLVED, that the 2022 Unit on Aging budget shall be increased \$2,000 for the Wal-Mart grant using the revenue account 240.69101.48501 and Operating Supply expense account 240.69101.50340.

FISCAL IMPACT: \$2,000

Recommended for adoption by the Washburn	n County Finance Committee this 6th day of
October, 2022 and approved by the Washbur	n County Board of Supervisors this 18th day of
October, 2022.	D_d hund
Stephen Smith, Chair	Dave Wilson, Vice-Chair
Linda Featherly, Member	Cristina Masterjohn, Member

Scott Roppe, Member

RESOLUTION #	

RESOLUTION TO AMEND THE 2022 CAPITAL PROJECT FUND BUDGET FOR A UPDATED 911 JAIL RECORDING SYSTEM.

WHEREAS, the Washburn County Law Enforcement has a need to upgrade the 911 Jail recording system.

WHEREAS, funding for the 911 Jail Recording System has not been budgeted through the jail budget for 2022; and

WHEREAS, the Finance Committee, met, discussed, and approved going forth with the upgrade of the 911 Jail Recording System on October 3, 2022; and,

WHEREAS, the scope of services will include a updated secure and maintained recording system for the 911 phone calls , EMS, Fire and Law Enforcement radio traffic; and

THEREFORE, BE IT RESOLVED that NORTHLAND BUSINESS SYSTEM provided a quote not to exceed \$21, 640.00 valid for 180 days from May 13, 2022 and to be funded through the Washburn County Capital Projects Funds (Fund 400.57141).

FISCAL IMPACT: Not to exceed \$ 21, 640.00

Recommended for adoption by the Washburn County Finance Committee this 6th of October, 2022 and approved by the Washburn County Board of Supervisors this 18th day of October,

Stephen Smith, Chair

David Wilson, Member

Linda Featherly, Member

Scott Roppe, Member

Cristina Masterjohn, Member

Resolution	

RESOLUTION APPROVING CONTRACTING WITH PUBLIC ADMINISTRATION ASSOCIATES, LLC FOR ADMINISTRATIVE COORDINATOR RECRUITMENT

WHEREAS, Washburn County needs assistance with professional recruitment for the Administrative Coordinator/HR Director position; and,

WHEREAS, Public Administration Associates, LLC (PAA) has expertise in professional recruitment; and

WHEREAS, Executive Committee recently met and has approved entering into a Service Agreement with PAA as proposed in the attached project summary and attachments; and,

WHEREAS, the anticipated cost of \$15,900, less price reductions, will be absorbed within the 2022 County Board budget.

THEREFORE, BE IT RESOLVED that the Services Agreement, as shown as Attachment 4, is hereby approved by the Washburn County Board of Supervisors.

Fiscal Impact - \$15,900

Submitted for adoption by the Executive Committee on the 12th day of October, 2022 and approved by the Washburn County Board of Supervisors this 18th day of October, 2022.

Thomas J. Mackie, Chair	David Wilson, 1 st Vice Chair
Linda Featherly, 2 nd Vice Chair	Mark Radzak, Member
Hank Graber, Member	



October 17, 2022

Via Email
Lolita Olson, County Clerk/ Administrative Coordinator
10 4th Avenue
Shell Lake, WI 54871

Re: Administrative Coordinator Recruitment

Dear Ms. Olson,

Thank you for providing us with an opportunity to submit our proposal for your upcoming Administrative Coordinator search. Public Administration Associates, LLC (PAA) has been serving local governments since 1998. We have a team of county government experts that can bring value to your county at this time of transition. Jon Hochkammer, who recently retired from the WCA, joined our firm after serving county, state and municipal governments for more than 40 years and would be an integral part of our team. My last assignment in local government was as County Administrator and Corporation Counsel for Walworth County, a position I held for nearly 20 years. I will be the lead consultant on this assignment.

PAA specializes in public sector executive recruitment and interim management. During the past two years, we have successfully recruited Administrators in Sauk, Ashland, Waushara, Sawyer, Dodge and Oconto counties in addition to recruitments in numerous municipalities and towns. We are currently concluding a search for Green Lake County. We are in contact with a significant number of qualified candidates in both Wisconsin and the Midwest. Both Jon and I have served in interim roles at County Administrators. We would challenge any recruiting firm to match our experience in Wisconsin county government. Our pricing typically compares favorably to our competitors. Information about our firm and the consultants that would be working on your projects is contained in Attachment 1. Our proposal and methodology are set forth in Attachment 2. Attachment 3 is an example of a position profile that we recently prepared for another client, Dodge County. Attachment 4 is a draft of our services agreement. We pride ourselves on "what you see is what you get" pricing. Our services agreement sets forth the total cost of this project. You will not be billed separately for expenses such as consultant travel and lodging. If we are not successful in our initial recruitment, we will do it again at our quoted price. In that case, Washburn County will only be responsible for the actual cost of advertising and consultant mileage.

Thank you for your consideration. We agree to hold this pricing for 30 days. Please reach out to me at (414) 350-3328 with any questions about this proposal.

Very truly yours.

David Bretl

Public Administration Associates, LLC

David Bretl 414-350-3328 bretld.paa@gmail.com

QUALIFICATIONS

Public Administration Associates, LLC, "PAA" is recognized among the most trusted and effective local government consultants in Wisconsin and the Midwest. All of our consultants are highly skilled former and current public sector practitioners, each of whom has served many years in top-level leadership roles in town, village, city and county governments. We achieve excellent results through an unparalleled commitment to public service, high standards and the efficient use of client time and resources.



Since 1998 PAA has conducted over 325 executive searches. A significant amount of our work repeat business from satisfied clients who have trusted our firm over the past three decades.

PAA was founded in 1998 by partners William (Bill) Frueh, Denise Frueh and Dr. Stephen (Steve) Hintz. Bill and Denise had served in local government for many years while Steve was a professor for over thirty years in the MPA program at the University of Wisconsin-Oshkosh. A core principle of the start-up company then was to improve communities through professional municipal management by providing quality and affordable consulting services to local government. Service was a priority over profit. Although our company has grown over the years, our commitment to returning value to the profession that we served remains our top priority.

Today, PAA is comprised of seventeen associate consultants in addition to the shareholder owners Kevin Brunner, Chris Swartz and Dave Bretl. We are based in Whitewater, Wisconsin, however, our consultants live throughout the State of Wisconsin. PAA is a comprehensive consulting firm.













COMPREHENSIVE GOVERNMENT CONSULTING SERVICES

EXECUTIVE RECRUITMENT

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.

INTERIM MANAGEMENT SERVICES

Providing skilled and experienced administrators on a full-time or parttime basis for a limited period of time.

ORGANIZATION & MANAGEMENT STUDIES

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.

CLASSIFICATION & COMPENSATION STUDIES

Analyzing and developing classification and compensation plans using internal and external equity standards.

ECONOMIC DEVELOPMENT SERVICES

Assisting communities in the establishment and implementation of economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.

STRATEGIC PLANNING & IMPLEMENTATION

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

RFFFRFNCFS

We are proud of the relationships that we have created over the years. Feel free to contact any of the following references who can attest to the quality of service that we provide.

JACK ANDERSON

Village President
Village of Greenville, WI
920-757-5181 (cell)

BARBARA DAUS

City Council President
City of Platteville, WI
608-348-3365 (cell)

SUSAN SANABRIA

President
Village of Wind Point, WI
262-994-0733 (cell)

MICHAEL BABLICK

Mayor City of Park Falls, WI **715-762-2436** Ext. 229

DR. BILL DUNCAN

Village President
Village of Williams Bay, WI
262-245-2700

JOHN SCHUEPBACH

Former President
Village of Marshall, WI
608-655-4017 (office)

MARTY BECKER

Former Mayor City of Port Washington, WI **262-707-1464** (cell)

RICH O'CONNOR

MayorCity of Hudson, WI **715-386-4765** (Ext. 120) (cell)

RYAN SCHROEDER

Mayor City of Delavan, WI 262-728-5585 ext. 11 (office)

MASON BECKER

City Council President
City of Fort Atkinson, WI
920-723-4924 (cell)

JOE OSTERMAN

Chair

Town of Lisbon, WI **262-246-6100** (Ext. 1200) (office)

JOHN SWISHER

President
Village of Johnson Creek, WI
414-659-6105 (cell)

DAVID BENFORADO

Village President
Village of Shorewood Hills, WI
608-535-2960

THOMAS PAVLIC

Mayor City of Cudahy, WI **414-769-2222** (office)

MICHAEL THOM

Former Mayor City of Columbus, WI **920-623-5900** (cell)

JEANNE CARPENTER

Former Village President Village of Oregon, WI 608-358-7837 (cell)

HARLEY REABE

County Board Chair Green Lake County, WI 920-294-0824 (cell)

DR. LANNY TIBALDO

Chair Town of Lawrence, WI 920-619-6257 (cell)

ROGER TRUTTMAN

President

Village of New Glarus, WI **608-212-6785** (cell)

GERALD DEWOLFE

President,

Village of Ellsworth, WI **715-821-1097** (cell)

MARK MCANDREWS

Former Chair

Town of Buchanan, WI **920-734-8599** (office)

DAVID VARNEM

Mayor

City of Lancaster, WI **608-723-4109** (cell)

STEVE GENISOT

Mayor

City of Marinette, WI **906-399-8854** (cell)

TIM MCCUMBER

County Board Chair Sauk County, WI

608-963-6581 (cell)

JIM WEISS

Chair

Town of Linn, WI **262-245-2700** (cell)

THEODORE GRANT

Mayor

City of Ripon, WI **920-896-6900** (office)

MARK MILLIREN

Mayor

City of Durand, WI **715-672-8770** (office)

DALE YURS

President

Village of Belleville, WI 608-577-9502 (cell)

TOM HARTZ

Former Mayor City of Lake Geneva, WI 262-374-9127 (cell)

LAURA NELSON

Former President
Village of Suamico, WI
920-246-8212 (cell)

YOUR PROIECT TEAM

If selected, three PAA consultants would work on your project. The project lead and your point of contact will be Dave Bretl. Biographical information follows.

DAVID BRETL

Vice President/Shareholder

David Bretl has as served local governments in Wisconsin for twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation



Counsel for Walworth County, Wisconsin, a combined position that he held since 2003. He began working as a consultant for PAA in 2018 and joined as a shareholder in in 2020. During his eighteen years at Walworth County, Dave was involved in the two board down-sizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave helped organize and moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments). In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award. In addition to conducting studies and recruitments at PAA, Dave served as the Interim Administrative Coordinator for Sauk County, Wisconsin and the Interim Village Administrator in Williams Bay, Wisconsin. Dave earned a Master's Degree in Public Administration and a Law Degree from the University of Wisconsin-Madison.

ION HOCHKAMMER

Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He recently retired from his twenty-one-year employment with the Wisconsin Counties



Association (WCA). While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association. Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities.

Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018.

Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board.

PAA CHENTS

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the interactive map on our website for the work that we have performed for these communities.

CITIES

Abbotsford (2)
Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin (2)
Brillion
Chilton (2)

Chippewa Falls (2)
Clintonville (2)
Columbus (3)
Crystal River Florid

Crystal River Florida
Delavan (2)
DePere (3)
Durand (3)
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)

Fond du Lac Fort Atkinson (2) Fox Lake (3) Geneseo, Illinois Hartford

Hartford Hillsboro (3) Horicon (2) Hudson

Independence, Iowa

Jefferson (4) Kewaunee Lake Geneva (2)

Lancaster (4)
Marinette (2)
Marquette, Iowa
Marshfield (2)
Mauston (3)

Menominee, Michigan Mequon

Menasha Merrill Middleton Milton

Mineral Point Minonk, Illinois (3) Monona (3)

Monroe (2) New Lisbon New London (3) Niagara

Oak Park Heights, MN

Oconto (2)
Omro
Park Falls
Pine Island, MN
Platteville (5)
Prairie du Chien (2)

Princeton (2) Port Washington

Racine
Reedsburg (2)
Rhinelander
Rice Lake
Richland Center

Ripon Shawano (4) South Haven, MI St. Croix Falls St. Francis

Sturgeon Bay (5)

Thorp
Tomah (2)
Verona (3)

Washburn (2)

Waukesha Waupaca Waupun

Wautoma
Wauwatosa (2)

Weyauwega (3)

Whitewater (3)

VILLAGES

Ashwaubenon
Bayside (3)
Bellevue
Belleville
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Denmark(2)
DeForest
East Troy

Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)

Maple Bluff McFarland (2) Merton New Glarus (3) North Fond du Lac (3) Oregon (2) Osceola (3) Paddock Lake (2) Palmyra Pardeeville Port Edwards Poynette Prairie du Sac Pulaski Rothschild Sherwood Slinger (2)

Spring Green Suamico (3) Stanley Sussex Thiensville (2) Turtle Lake Twin Lakes (2) Union Grove (2) Waterford Waunakee W. Milwaukee (3) Williams Bay (2) Wind Point (2) Winneconne (4) Whitefish Bay (2) Wrightstown (3)

TOWNS

Egg Harbor (2)

Elkhart Lake

Edgar

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire

Fox Crossing (Menasha) (4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)
Lawrence (2)

Marshall (2)

Ledgeview
Linn
Lisbon
Oconto
Osceola
Rib Mountain

Somerset

Richfield (2) Sevastopol Shorewood Hills Weston

COUNTIES

Ashland
Chippewa (3)
Dodge
Door

Green Lake

Iowa Monroe Oconto (2) Polk (3)

Price Sauk Sawyer Shawano Wabasha, MN (2) Waushara Washburn

ATTACHMENT 2 Services to be Provided by PAA Washburn County Administrative Coordinator Recruitment

Cost: \$15,400 to \$15,900

Project Overview:

1. Kick-off Meeting with Selection Committee and Appropriate Staff

What we do: This meeting ensures that there is a "meeting of minds" in terms of the overall methodology of the recruitment including the schedule and key milestones. It also helps PAA prepare documents for the recruitment. During this meeting, we explore the characteristics you seek in the next Administrative Coordinator. We will share with you a survey that we recommend be distributed to elected officials and management staff to learn the key skills and attributes that your organization values most. This survey is completed and returned to PAA. We will review with you the relevant ordinances and job description, prepare revisions, if needed, and seek your input into the position profile, which will be a key document in our recruitment process. We will discuss your salary expectations for the position as well as key terms of an employment contract. This would be a virtual meeting.

<u>Timing:</u> We have included dates in this proposal to give you a sense of the timing of the recruitment. Actual dates are determined by the County. Approval of a contract with PAA will begin the recruitment. Strictly for illustration purposes, we will assume a contract with PAA is approved and the Kick-off Meeting could be held on October 21, 2022. You may delay the start date of our engagement as necessary based on availability of County personnel and your recruitment goals. The dates of deliverables set forth in this proposal would be modified accordingly. We have based our pricing on two virtual meetings (the kick-off meeting and approval of recruiting documents).

2. Approval of Recruitment Documents and Plan

What we do: With the benefit of information we receive at our first meeting, PAA will conduct another virtual meeting with the County. The purpose of this meeting is to obtain your final approval of the recruitment schedule, position description, position profile and advertising plan. We will discuss with you and learn your preferences as to what separates an ideal or highly qualified candidate from one which simply meets the minimum qualifications for the position. This will be important to help PAA and the County focus attention on the most viable candidates. We would like to lock in dates for the rest of the recruitment at this meeting. This will reduce the chances of a candidate not being able to attend the final assessment.

<u>Timing</u>: If the Kick-off meeting is held on October 21, 2022, this second meeting (approval of recruiting documents) could be held on **November 4, 2022**.

This would be a virtual meeting.

3. Recruitment Opens

What we do: Following approval of key documents, PAA will place advertisements in appropriate publications and online resources. We will share that advertising plan with you if we are hired.

<u>Timing</u>: If the County approves the recruitment documents on November 4, 2022, we can begin posting the position on **November 4, 2022**.

4. Application Period is Open

<u>What we do</u>: During the application period, PAA will be encouraging candidates to apply and responding to applicant inquiries. We will conduct recorded Zoom interviews with candidates who we deem most qualified for the position and conduct detailed reference reports on those candidates which will be shared with the selection committee.

<u>Timing</u>: If the position is posted on November 4, 2022, we recommend that the recruitment period be open until **December 2, 2022**.

5. Candidate Report

What we do: PAA will furnish the selection committee with a confidential candidate report that will provide a summary of all applicants for the position classified as "Well-qualified," "Qualified," and "Not Qualified." That report will also identify our recommendation of finalists for the position. Depending upon the quality of candidates in the recruitment, we will recommend that up to five finalists participate in the assessment.

<u>Timing</u>: If the recruitment closes on December 2, 2022, we can furnish this report to the County by **December 9, 2022**.

6. Selection of Finalists

What we do: PAA will meet with the selection committee in closed session to present the candidate report described above. This is the opportunity for the County to review PAA's recommendations of the candidates and select finalists. PAA will seek input into final

interview questions and discuss the parameters of reimbursement of candidate travel and lodging expenses (if any are to be provided). Details of the final candidate assessment will be discussed and approved.

<u>Timing</u>: If the recruitment closes on December 2, 2022, we can conduct the finalist selection meeting as early as **December 14, 2022**. This would be an in-person meeting.

7. Assessment

What we do: Finalists will be invited to Washburn County to participate in an assessment. PAA facilitates this process and works with the selection committee. Depending upon the assessment activities selected by the County, this will either be a one day or one-and-a-half-day exercise.

<u>Options</u>: Each client approaches the assessment differently. Some simply hold two interviews; one with the selection committee and another with management staff. Others include a tour of county facilities, a community "meet and greet" session, and a writing exercise.

- A. PAA is prepared to conduct a one-and-a-half-day assessment, which would be comprised of a brief tour of county facilities (led by county personnel), a written exercise, a community input session, an interview with the selection committee as well as a meeting with management staff. The staff meeting will be moderated by PAA and staff impressions will be shared with the selection committee by a PAA consultant.
- B. Should the County wish to conduct the assessment in a single day with only the following activities: selection committee interview, management staff interview, and a written exercise, there would be a \$500 deduction from the quoted \$15,900 contract amount.

<u>Timing</u>: Assuming finalists are selected on December 14, 2022, the assessment could take place as early as December 19, 2022.

8. Contract Negotiation

<u>What we do</u>: Normally, PAA receives instructions from the client and negotiates an employment agreement for review and approval by the Board. We will work with your Corporation Counsel or outside employment attorney. PAA does not provide legal services so review of the contract by the County's attorney is essential.

<u>Timing</u>: Assuming a finalist is selected on December 20, 2022, it could be possible to complete a contract (assuming a meeting of the minds) no later than **December 23, 2022**.

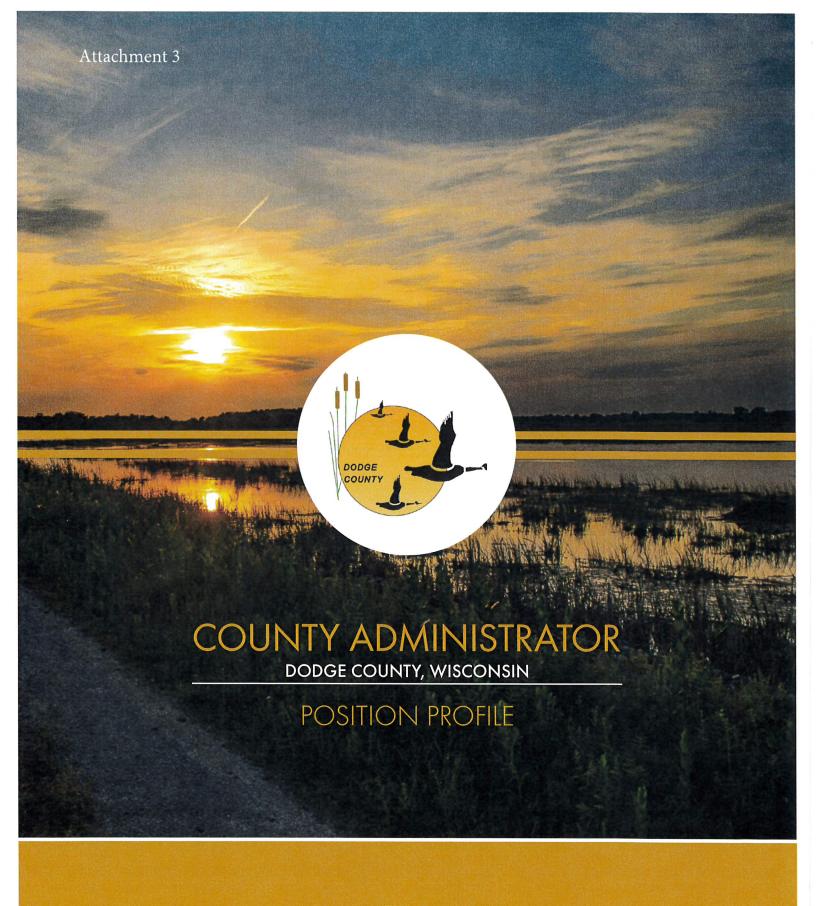
9. Board Confirmation

Assuming a contract is completed by **December 23, 2023** PAA recommends that the Board meet as quickly as possible after that date to confirm the candidate as the next Administrative Coordinator in order to minimize the possibility that the candidate will withdraw from consideration. PAA would not attend that meeting in person but would be available via Zoom if requested by the County. Confirmation is typically contingent upon a background check that is acceptable to the County as well as physical or psychological exams that the County might require and/or drug testing. The background check is the responsibility of the County. Most municipal clients normally utilize law enforcement, such as a police department or Sheriff's Office, to conduct the background check.

10. Start Date of New Administrative Coordinator

An employed candidate will typically require a minimum of 30 days notice to leave his or her current employer in a professional manner. The County Board's meeting schedule, as well as time it takes law enforcement to complete the background check, will start the clock running. A candidate is not likely to resign his or her employment until a contract is approved and all contingencies (the background check) have been resolved. Realistically, with the above-stated methodology, the most likely start date for a new Administrative Coordinator would be end of January/early February.

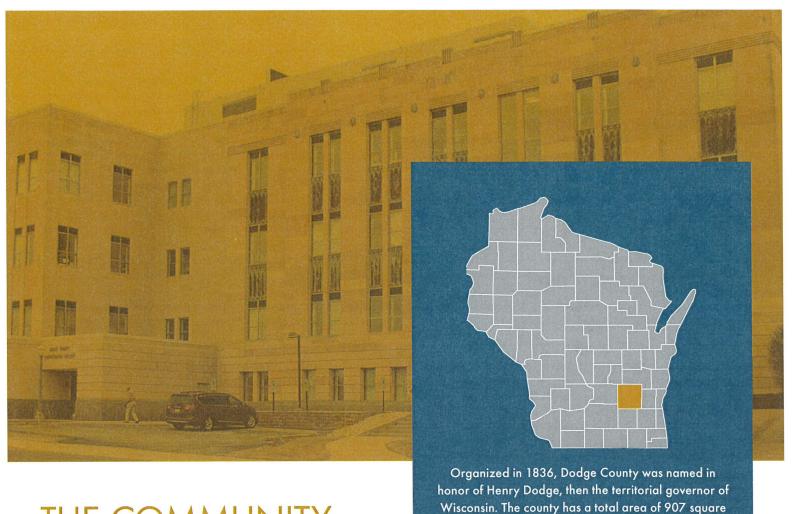
Many clients are surprised by the time it takes to get a new administrative coordinator on board. A consultant will tell you what you want to hear, but a minimum of 60-70 days are "baked" into this process in a normal recruitment (advertising, background check, and candidate notice). We would be happy to discuss a more aggressive timetable; however, steps would need to be modified (such as a reduced period of advertising or a shorter list of finalists) to make it more likely that your next Administrative Coordinator can be on board by February. Given the importance of this decision to the County, finding the right fit for a long-term relationship with your next Administrative Coordinator needs to be the primary goal.





Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



THE COMMUNITY

Located in southeast Wisconsin, 89,393 residents call Dodge County home. Dodge County offers the best of both worlds, a small town quality of life, of life within a one-hour drive of the metropolitan areas of Milwaukee, Madison and the Fox Cities. Dodge County's many peaceful communities, offer a variety of housing options, quality schools, growing businesses and job opportunities. The County boasts year-round recreational activities including boating and fishing on its many lakes and rivers. Thousands of acres of parks and public land are available for hiking, skiing and hunting with trails for biking, snowmobiling and ATVs. The County is home to the 32,000-acre Horicon Marsh, the largest freshwater cattail marsh in the country.

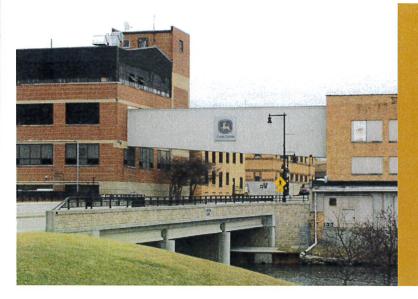
Dodge County is comprised of 24 towns, 11 villages and nine cities. Major cities within Dodge County and their populations include Beaver Dam (16,345), Mayville (8,895) and Horicon (3,620). Other major cities, a portion of which is located in Dodge County, include Watertown (23,633), Hartford (14,977), Waupun (11,276) and Columbus (5,058).

Economy

Major employers include Quad/Graphics, Wisconsin Department of Corrections, Wal-Mart, Wal-Mart Distribution Center, John Deere Horicon Works, Beaver Dam Community Hospital, Grande Cheese Co, Watertown Regional Medical Center, Mayville Engineering Co., Michels Corporation, Beaver Dam Public Schools and Seneca Foods Corp. Quad/Graphics is the world's second largest print and multi-media provider. With approximately 25,000 full-time equivalent employees worldwide and \$4.7 billion in annual sales, the company operates two facilities in Dodge County, employing nearly 2,700 persons in the County. John Deere Horicon Works and the Beaver Dam Community Hospital account for over 2,000 jobs.

miles, of which 31 square miles is water.

The County Administration Building, pictured (above), is located in the county seat of Juneau and houses many county departments. You can learn more about Dodge County by visiting its website.



Dodge County has a strong manufacturing base, but its economy is diversified. It is a leader in the production of cheese, barley, alfalfa, hay and peas for canning. Local manufacturers produce a variety of goods including wood products, metal products, lawn care equipment, stainless steel equipment and ice fishing gear. According to recent data, average monthly employment in the largest three was as follows: Manufacturing 30.20%, Education and Health Services 18.35% and Trade, Transportation and Utilities 16.96 percent. Shown on the left is the John Deere plant in Horicon.





Friendly small towns, farm markets, orchards, antique and craft shops and cheese factories can be found throughout the County. In addition to many small town festivals, the Dodge County Fairgrounds hosts a variety of events including stock car and harness racing as well as the annual fair. Other cultural opportunities include numerous community theaters (Beaver Dam Act is shown above) as well as the Dodge County Center for the Arts (above).

Education

Dodge County is served by nine different school districts, with most students attending schools located in the Beaver Dam School District. The County is also home to two campuses of the Wisconsin Technical College System. The Moraine Park Technical College (MPTC) campus in Beaver Dam offers more than 100 associate degrees, technical diplomas and certificates. The Madison Area Technical College (MATC) has a campus located in Watertown. MATC is dedicated to providing accessible, high quality instruction and technical experience to meet the needs of its students, community and area employers. More than 90% of MPTC and MATC graduates are hired shortly after graduation. The University of Wisconsin, with campuses in Madison and Milwaukee, is nationally acclaimed as an outstanding center of higher learning.

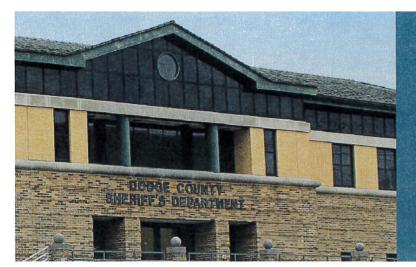




DODGE COUNTY GOVERNMENT

Dodge County government provides a diverse range of services in areas including public safety, human services, health, land use and highway maintenance, among many others. A \$168.5 M total annual (expense) budget supports 678.5 full-time equivalent employees. Dodge County is governed by a thirty-three member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The County Administrator is appointed by and reports to the Board. Other elected officials include the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds and the District Attorney. Much of the work for the County Board is conducted by standing committees.

The Dodge County Courthouse, constructed in 1999, houses four circuit court branches. Providing civil and criminal justice services to county residents is the responsibility of numerous stakeholders including the independently elected judiciary, Sheriff, District Attorney and Clerk of Circuit Court. The ability to work, collaboratively, with these Constitutional officers is a critical skill set for the next County Administrator to possess.



The Dodge Sheriff's Office is responsible for performing a number of critical services. In addition to patrolling the County and investigating crimes, the Sheriff's Office operates a secure detention facility, secures the courts, serves civil process and provides 911 dispatch services for all law enforcement, fire and EMS agencies in the County. The Sheriff's 911 center answered over 92,000 calls for service in 2021.

MAJOR SERVICES AND PROGRAMS

Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office and the Offices of the District Attorney and Medical Examiner. In addition, the County maintains a detention facility with a bed capacity of 358 beds.

Health and Human Services

The County provides health and human services in a wide variety of areas including public health, aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, job skills training (W-2 program), child abuse and neglect, child support enforcement and long-term care.

Highway

Dodge County maintains and replaces county roads and contracts with the State and certain municipalities to maintain State and municipal roads. With 539 miles of county road miles, Dodge County ranks second among Wisconsin counties in the number of county road miles.

Clearview

The County operates the Clearview health care facility. Constructed in 2012, Clearview houses skilled nursing care, behavioral health and rehabilitation programs as well a brain injury center. The County operates two assisted living Adult Family Homes, as well. With its mission statement, "Compassion is the Heart of our Exceptional Care," Clearview provides a unique variety of services for either long or short-term care.

Culture, Recreation and Education

The County operates five parks totaling 382 acres, and maintains 34 miles of the Wild Goose State Trail. The County also supports the University of Wisconsin Extension in its educational outreach mission.

Conservation and Development

The County provides land and water conservation and economic development services. These services include land use planning and zoning regulation and enforcement.

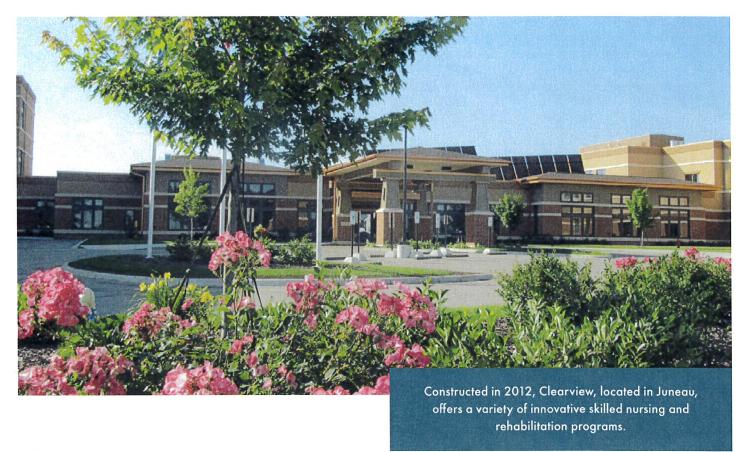
Airport

Wisconsin Aviation provides services to the Dodge County Airport, located in Juneau. The Dodge County Airport is home to approximately 60 aircraft ranging from light sport aircraft to business jets. The Airport serves approximately 24,000 take-offs and landings a year.





Ledge Park (above), features camping, picnicking and hiking. It is one of five parks operated by Dodge County.



FINANCES

Dodge County enjoys a strong financial position with healthy reserves and low debt. The County's outstanding debt is approximately 6.5% of its statutory debt limit and is rated Aa2 by Moody's Investors Service. Overall leverage from pensions is modest.

Charges for services and property taxes are the two largest revenue sources that support the annual budget. Wisconsin counties administer many state programs; as a result, state grants comprise a major source of revenue, although this funding is not spread equally among the departments. Health and human service programs receive the "lion's share" of state funding, while other programs, such as the Sheriff's Office rely more heavily on the property tax levy. A more detailed breakdown of Dodge County revenues and expenses is set forth on the following page.

One challenge facing all Wisconsin counties is a state-imposed tax levy cap. A county's ability to increase the tax levy is limited to the value of new construction ("net new construction") that took place during the previous year. Operating expenses often rise at a faster rate than net new construction. For example, in 2021, net new construction accounted

for less than one percent (.86%) of the growth of equalized value in the County. To proactively address this challenge, it will be important for the next County Administrator to have a solid foundation in budgeting, capital improvement planning as well as the ability to "think outside of the box" in terms of funding operations. Budgeting skills were identified by County stakeholders as the single most important skill that the next Administrator should possess. It is the County Administrator's responsibility to prepare the first draft of the annual budget. Being able to foster teamwork among Supervisors and the management team to prioritize programs in order to continue to deliver quality services to residents will be essential. Dodge County is currently recruiting its next Finance Director. The County is timing these recruitments so the next County Administrator can have input into the selection of the Finance Director.

Dodge County is transparent in its budgeting and financial reporting. To view the current and past budgets as well as Comprehensive Annual Financial Reports (CAFR) visit the County's finance department page.

REVENUE SOURCES

BUDGET YEAR 2022



Revenue Sources	Percent
Charges for Services - Public	23.8%
Property Taxes	21.2%
Grants - State	9.9%
Charges for Services - Departments	9.1%
Charges for Services - Indirect	6.3%
Bond Proceeds	5.5%
Transfer in - Sales Tax	5.2%
Sales Tax	4.5%
All Other Revenues	3.4%
Charges for Services - Federal	3.2%
Fund Balance / Net Position Applied	2.4%
Charges for Services - State	2.1%
Grants - State Shared Revenues	2.0%
Charges for Services - Local Gov't	0.8%
Transfer In- Other	0.7%

DODGE COUNTY

EXPENSES/EXPENDITURES CATEGORIES

BUDGET YEAR 2022



Expenses/Expenditures Cat.	Percent
Operating Expenses/Expend.	30.1%
Wages	29.7%
Benefits	11.9%
Capital Outlay - Roads & Bridges	8.5%
Indirect Cost Allocation	6.3%
Transfers Out - Sales Tax	5.2%
Capital Outlay - Other	2.5%
Depreciation	2.4%
All Other Expenses/Expend.	2.3%
Debt Related	1.0%

THE POSITION

POSITION SUMMARY

The County Administrator is the chief administrative officer of the County under section 59.18 of the Wisconsin statutes, appointed by and accountable to the County Board. The County Administrator provides sound information recommendations to the County Board for policy decisions in the best interest of the County. The County Administrator then administers and coordinates the policies of the County and manages the overall County operations in a fiscally responsible manner through department heads, in accordance with laws and ordinances, policies, goals and objectives established by the County Board.

COMPENSATION

The salary for the position is \$141,190 to \$151,944 plus excellent benefits.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Providing leadership in attracting, retaining and developing an engaged workforce and in the delivery of superior services to County residents and businesses.
- Providing supervision, direction, administration and coordination of all affairs of the County except those conducted by other elected officials of the County.
- Ensuring effectiveness and efficiency in the operations of the County government functions.
- With input from the department heads and Constitutional officers, preparing and submitting the County's annual budget for review and approval by the Board.
- Researching and recommending the establishment of modification of County policies; interpreting for and advising department heads concerning board policies, directives and expectations.

- Appointing and supervising all the department heads of the County other than the constitutional officers. Appointments are subject to County Board approval.
- Ensuring all finances and resolutions adopted by the County Board are faithfully executed.
- Attending and participating in meetings of the County Board's standing committees as needed and attending all meetings of the County Board, except as excused.
- Evaluating, on a continuing basis, levels of service provided by County departments and recommends the establishment and/or modification of policies, procedures or operating standards.
- Serving as the County's risk manager, by maintaining proper insurance coverages and coordinating the response to claims filed against the County.





Under Wisconsin law, the administration of County government is to be provided in one of three ways:

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator.

The difference between the Administrator and Administrative Coordinator is that the former position has additional responsibilities and authority established by state law. Dodge County created the position of County Administrator in 2008. The current Administrator, who is retiring, was appointed to the position in September of that year.

The County Highway Department shop in Juneau is pictured above.

THE IDEAL CANDIDATE

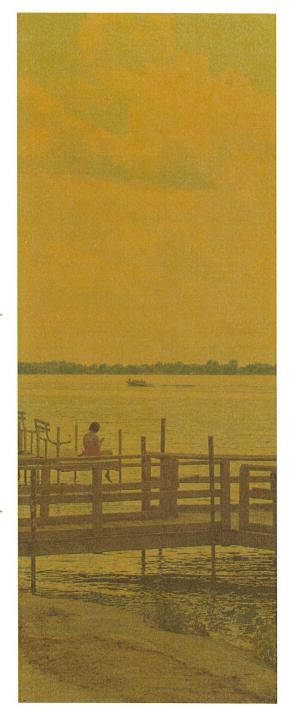
The ideal candidate for the Dodge County Administrator position will be an approachable leader of high integrity with a demonstrated passion for public service. The next County Administrator must be a collaborative problem-solver who possesses exceptional listening and communication skills. Flexibility to react to changing conditions and the ability to cultivate positive and productive relationships with citizens, county board supervisors, staff and business community will be critical to success.

SKILLS & EXPERIENCE

A strong background in financial management is imperative including skills in budget development/monitoring, capital improvement planning as well as strategic planning. A proven track record of success in maintaining positive and productive relationships with other units of government and among elected officials and staff is a priority. A sound knowledge in the area of human resources is important.

QUALIFICATIONS

Requires a Bachelor's Degree in public or business administration, business planning, finance, accounting or related field with a Master's degree strongly preferred. Seven years of progressively responsible experience in government administration with five years of supervisory experience is required. ICMA Certified Manager is preferred. Candidates from the private sector, who have led organizations of similar size and complexity will be considered. Strong leadership, communication, negotiation and relationship building skills are needed.



HOW TO APPLY

Email cover letter, résumé, five professional references and salary history as a single PDF to Dave Bretl, Public Administration Associates, LLC at **nhill.paa@gmail.com**. Include Dodge County, WI, Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Bretl at (414) 350-3328. The deadline for applications is

May 9, 2022. Finalists should be available to participate in assessment activities, in person, in Juneau, WI on June 2 and 3. Dates are subject to change.

Confidentiality must be requested by applicant and cannot be provided for finalists.

SERVICES AGREEMENT

Administrative Coordinator Recruitment

This Services Agreement is entered into as of this__ day of _____, 2022 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, ("PAA"), Washburn County, Wisconsin, "County".

Whereas, County needs assistance with professional recruitment of an Administrative Coordinator; and

Whereas, PAA has expertise in professional recruitment;

Therefore, the parties agree as follows:

- 1. **Services**. At County's request, PAA will provide services listed on Exhibit A to County.
- 2. **Term**. PAA anticipates that this recruitment will take approximately twelve weeks to complete, depending upon the availability of the County to conduct key meetings.
- 3. **Payment**. For these services, County will pay PAA \$15,900, less price reductions selected by the County as set forth on Exhibit A, as follows:
 - A. One-third (1/3) upon approval of recruitment documents;
 - B. One-third (1/3) upon the selection of the finalists for the position; and
 - C. One-third (1/3) upon confirmation of the Administrative Coordinator by the County Board.
 - D. If County terminates this contract prior to the conclusion of services by PAA, County will immediately pay PAA for the next one-third (1/3) of services due. For example, if County has paid PAA one-third (1/3) upon approval of recruitment documents and terminates the contract prior to the selection of the finalist candidates, then the County will immediately pay PAA another one-third (1/3) of the agreed payment.
 - E. PAA may terminate this agreement at any time if County has not made payment within 45 days of invoicing.

- F. Included in the above-stated payment are the costs for advertising as well as consultant mileage and lodging, copies and postage. The following expenses are not included in the above-stated price and are the responsibility of the County: Candidate travel and lodging if authorized by the County, final candidate physical or psychological exam or drug testing if required by the County, candidate background check (normally conducted by law enforcement).
- 4. **Professional Conduct**. PAA will provide the services to County in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of County.
- 5. Cooperation, Conduct and County Responsibilities. Similarly, County and its representatives will communicate at all times in a professional manner, provide its full cooperation to PAA in PAA's search on behalf of County. County agrees to assist PAA in distribution of documents to County Board members and staff, furnish PAA photographs (if available) and documents to assist in the preparation of recruitment materials and coordinate meeting/ testing rooms. County is responsible for properly noticing all meetings. PAA does not provide legal services. PAA will comply with all Federal, State, and local laws, regulations, rules and ordinances, anti-discrimination laws, including regulations, rules and ordinances.
- 6. **Liability Insurance**. PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.
- 7. Hold Harmless & Indemnity. To the extent permitted by law, County agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or County for County's negligent or intentional conduct resulting in damages to a candidate or third party.

Similarly, PAA agrees to hold harmless, indemnify, and defend County from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA

and/or County for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

- 8. **PAA Guarantees:** If the initial search is not successful, PAA will conduct an additional search until the Washburn County Administrative Coordinator position is filled. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search. In either case, PAA will waive its consulting fee. County would be responsible for advertising costs and consultant mileage for subsequent searches.
- 9. **Authorized Signatory**. The person signing this contract on behalf of County warrants and represents that she/he/they have the authority to do so.
- 10. **No Assignment**. Neither party may assign this contract without the written consent of the other party.
- 11. **Entire Agreement**. This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.
- 12. **Disclosure of Attorney**. PAA discloses to County that one of PAA's members is an attorney; however, PAA will not provide County with legal advice. County must seek legal advice from its own counsel.
- 13. **Governing Law**. This agreement is governed by the laws of the State of Wisconsin.

Dated thisday of, 2022.
PUBLIC ADMINISTRATION ASSOCIATES, LLC
By
DAVID A BRETL, Vice President
WASHBURN COUNTY
Ву