

AGENDA
(THURSDAY) JANUARY 22, 2026 – 9:00 A.M.
OCONTO COUNTY BOARD OF SUPERVISORS' MEETING
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153

This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.ocontocountywi.gov

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Invocation – Supervisor Pillsbury
4. Statement of County Mission and Vision
5. Presentation of Awards and Recognition
6. Presentation of Communications and Petitions
7. Consent Agenda
 - 7.1. Removal of Items from Consent Agenda
 - 7.2. Approval of Consent Agenda
 - 7.2.1.A2026-01-01 Zoning Change – Town of Chase (Gazella) – L&W Resources Com. (2)
 - 7.2.2.A2026-01-02 Zoning Change – Town of Lakewood (Lakewood Heritage Trust – L&W Resources Com. (4)
 - 7.2.3.A2026-01-03 Zoning Change – Town of Little Suamico (Yatsenko & Umentum) – L&W Resources Com. (6)
 - 7.2.4.A2026-01-04 Zoning Change – Town of Morgan (Kardoskee) – L&W Resources Com. (8)
 - 7.2.5.A2026-01-05 Zoning Change – Town of Townsend (Mike Maass Trust, etal) – L&W Resources Com. (10)
 - 7.2.6.R2026-01-01 Approval of Sworn Non-Union Employment Agreement – Admin. Com. & Public Safety Com. (12)
 - 7.2.7.Appointment – Lena Library County Representative (Marquardt) – Co. Admin. (16)
8. Regular Agenda
 - 8.1. Change in Sequence
 - 8.2. Removal of Items
 - 8.3. Approval of Regular Agenda
9. Approval of Previous Meeting Proceedings (17)
10. Committee and Departmental Reports (No Action to be taken)
 - 10.1. Report – Health & Human Services Update
 - 10.2. Report – Human Resources Update (20)
 - 10.3. Report – TEDCOR (Tourism & Economic Development Corporation of the Oconto Region) Update
 - 10.4. Report – Highway Facilities Update
11. **R2026-01-02** Approval of 2026 Financial Management Policy Revisions – Admin. Com. (21)
12. **R2026-01-03** Approval of Contract with Oconto County Economic Development Corporation (OCEDC) DBA “TEDCOR” for Economic Development and Tourism Services for 2026 – Admin. Com. (55)
13. **R2026-01-04** Approve Funding of Talent Attraction Efforts – Admin. Com. (58)
14. **CLOSED SESSION:** The Board will convene into closed session, pursuant to §19.85(1)(d), (e), (f) & (g), Wis. Stats. to discuss confidential (offender and other) information and any appropriate residential option(s) related to the pending case per Sec. 980.08, Wis. Stats.
15. **OPEN SESSION:** The Board will return to open session, to discuss further legal business, if any.
16. **R2026-01-05** Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats. – Supervised Release Placement Com. & Administration Com. (79)
17. **R2026-01-06** Approve Bid for Courtroom A, B & Hearing Room Audio & Video Refresh – Property & Tech. Com. (80)
18. **Announcements/General Information** (No Action to be taken)
19. **Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made. Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body. Courthouse Bldg. “A” is located at the corner of Washington Street & Arbutus Avenue Ramp Access from Washington Street Parking Lot Entrance

c. Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Department Heads, external requests), Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 01/19/2026

February Invocation by Supervisor Scanlan

To responsibly serve, support, and protect the people and places throughout our community.

AMENDATORY ORDINANCE – A2026-01-01

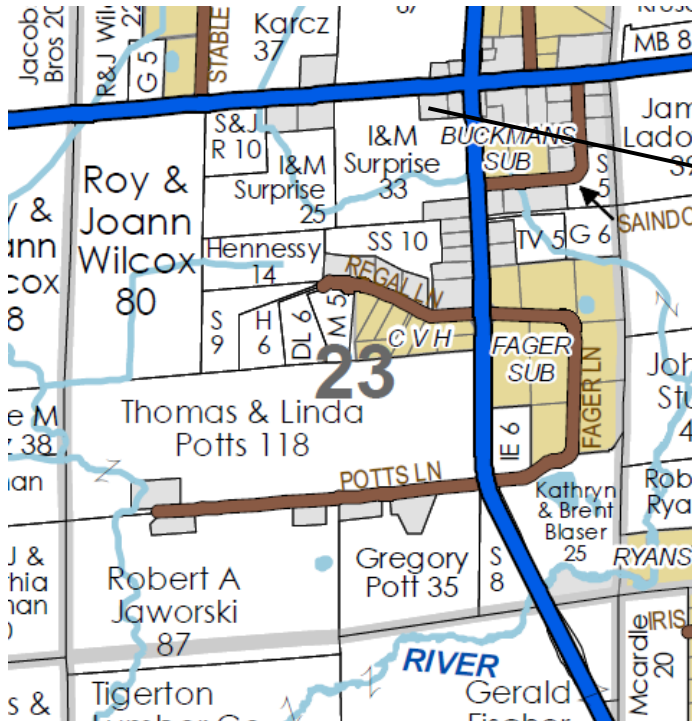
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250068, filed December 10, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Rural Residential District to General Commercial District on property described as:

PROPERTY INFORMATION: Tax Parcel # 012-232301012B
Part of Section 23, T26N, R19E, Town of Chase
Existing Zoning: Rural Residential District
Proposed Zoning: General Commercial District
PROPERTY OWNER: Hunter Gazella

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 1.99 acres to General Commercial District in order to bring the parcel into compliance for a future commercial retail project; and

WHEREAS: the acreage is currently being utilized as a residential lot; and

WHEREAS: the parcel is located along County Road S near the intersection of County Road S & County RC and is in an area planned for mixed land use; and

WHEREAS: the Town of Chase held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

56 WHEREAS: the Land & Water Resources Committee held a public hearing on 1/12/2026 and after
57 listening to testimony for and against, and after reviewing the application staff report, the standards for
58 rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has
59 recommended approval.

60
61 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
62 FOLLOWS: Petition: RZ-20250068

63
64 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall
65 be and are hereby repealed as far as any conflict exists.

66
67 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by
68 a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

69
70 Section 3: Rezone petition RZ-20250068 is hereby adopted amending the Oconto County Zoning District
71 Map, by changing the zoning classification from Rural Residential District to General Commercial District
72 for the above noted description.

73
74 Section 4: The ordinance shall take effect the day after passage and publication as required by law.
75
76

77
78 Submitted this 22nd day of January, 2026.

79
80 By: LAND AND WATER RESOURCES COMMITTEE

81
82 Tim Cole, Chair
83 Patrick J. Scanlan
84 Keith Schneider
85 Wayne Kaczrowski
86 Mike Beyer
87 Dennis Kroll, Alternate
88 David Parmentier, Alternate
89
90

91 *Electronically Reviewed by Corporation Counsel on 01.14.26 - BLE*

92
93 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

AMENDATORY ORDINANCE – A2026-01-02

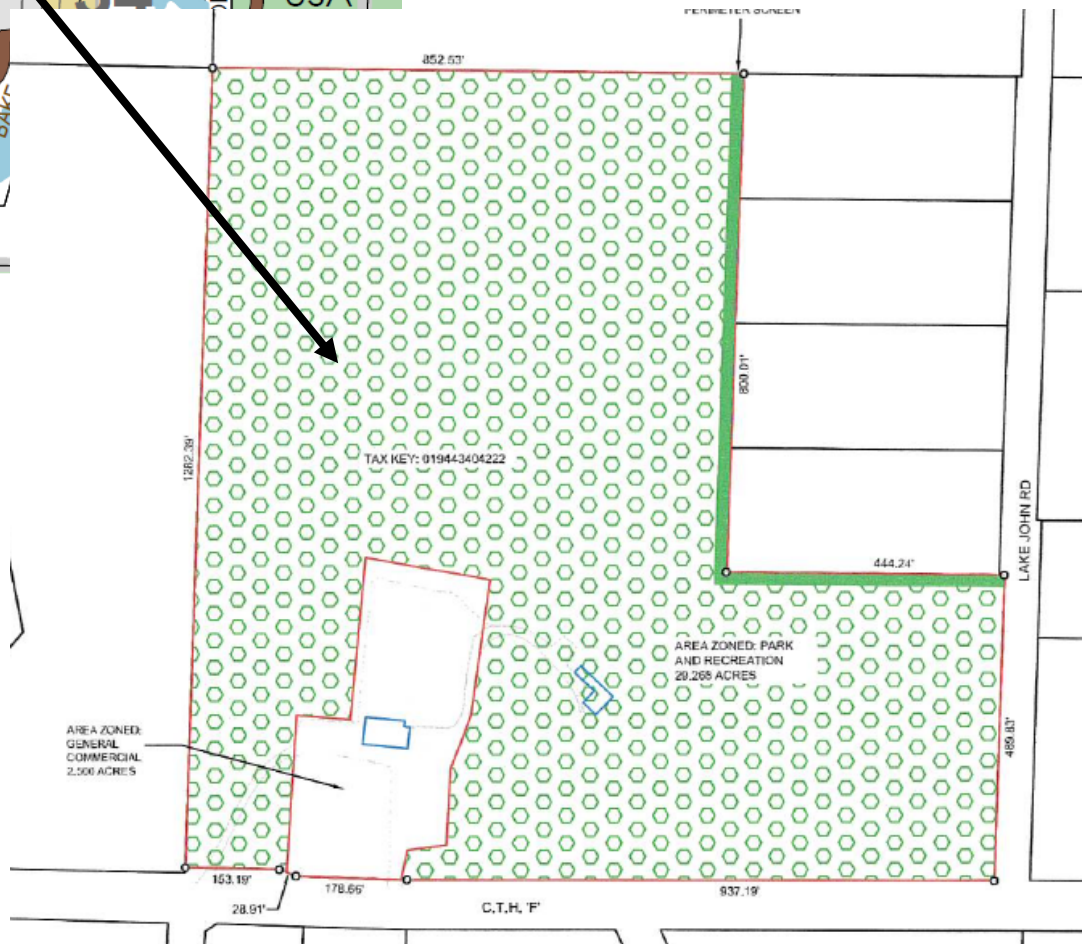
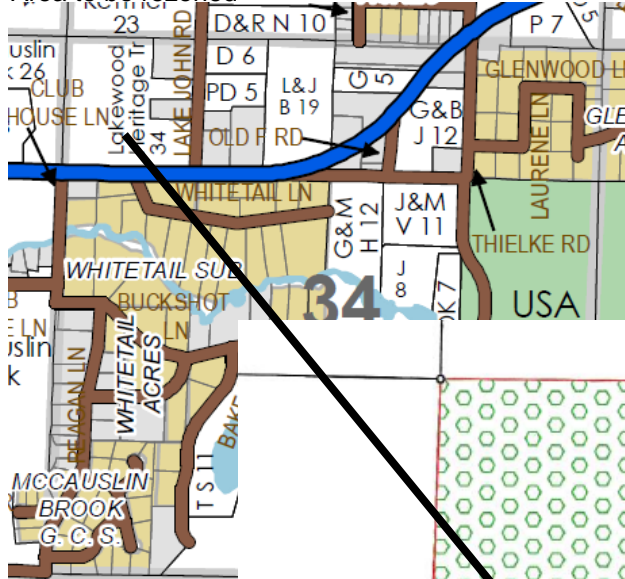
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250066, filed December 8, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Forest District and General Commercial District to Park and Recreation District and General Commercial District on property described as:

PROPERTY INFORMATION: Tax Parcel # 019-443404222
Part of Section 34, T33N, R16E, Town of Lakewood
Existing Zoning: Forest District and General Commercial District
Proposed Zoning: Park and Recreation District and General Commercial District
PROPERTY OWNER: Lakewood Heritage Trust

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 29.268 acres to Park and Recreation District and 2.5 acres to General Commercial District in order to bring the parcel into compliance for commercial & recreational use associated with a small golf course and fitness based outdoor recreational activities; and

WHEREAS: the acreage was being utilized as a former greenhouse; and

WHEREAS: the parcel is located along County Road F and is in an area planned for recreational uses; and

WHEREAS: the Town of Lakewood held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

WHEREAS: the Land & Water Resources Committee held a public hearing on 1/12/2026 and after listening to testimony for and against, and after reviewing the application staff report, the standards for rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has recommended approval.

NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS: Petition: RZ-20250066

Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3: Rezone petition RZ-20250066 is hereby adopted amending the Oconto County Zoning District Map, by changing the zoning classification from Forest District and General Commercial District to Park and Recreation District and General Commercial District for the above noted description.

Section 4: The ordinance shall take effect the day after passage and publication as required by law.

Submitted this 22nd day of January, 2026.

By: LAND AND WATER RESOURCES COMMITTEE

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczrowski
Mike Beyer
Dennis Kroll, Alternate
David Parmentier, Alternate

Electronically Reviewed by Corporation Counsel on 01.14.2026 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

AMENDATORY ORDINANCE – A2026-01-03

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250063, filed November 7, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Agricultural District to Residential Single Family District on property described as:

PROPERTY INFORMATION: Tax Parcel # 024-202603444, 024-202602643A & 024-202603844G

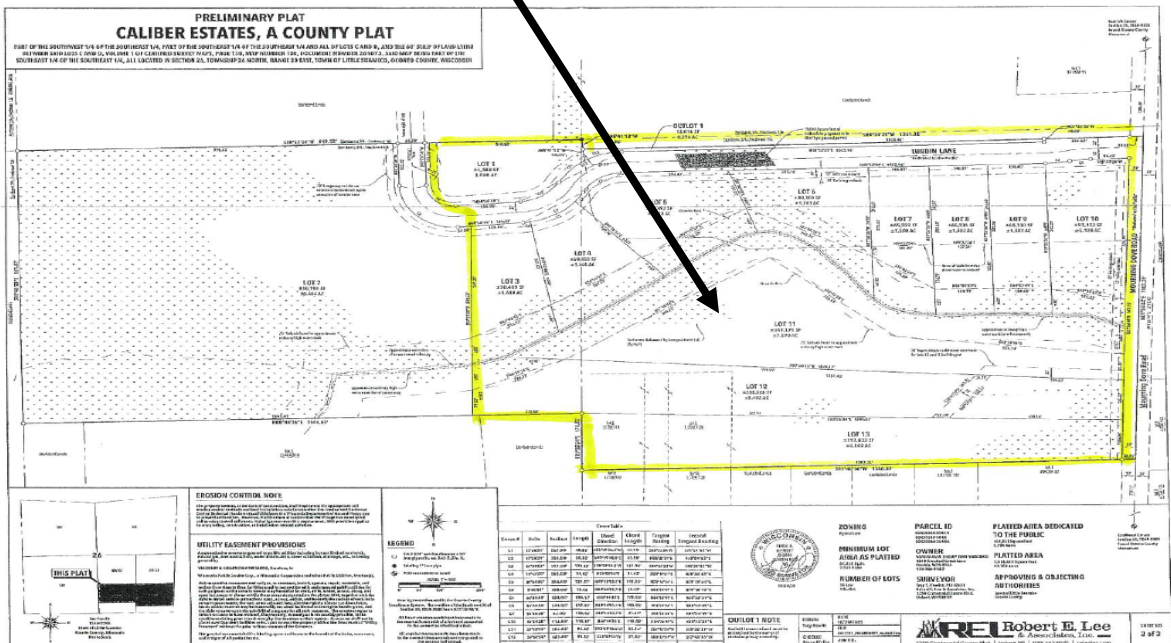
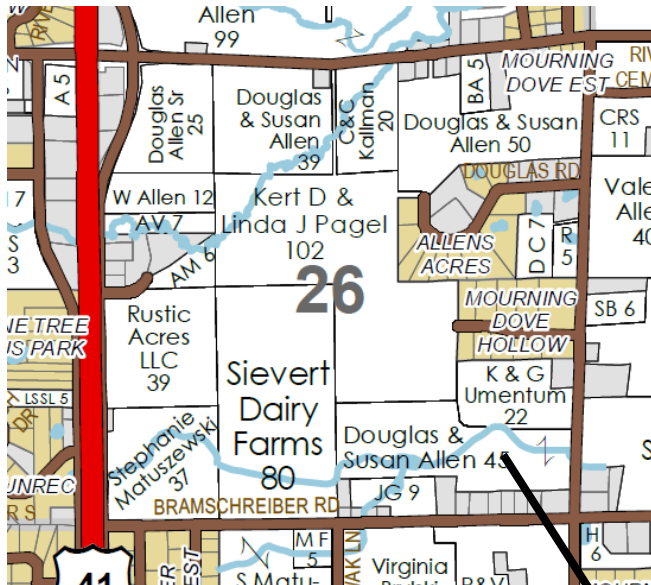
Part of Section 26, T26N, R20E, Town of Little Suamico

Existing Zoning: Agricultural District

Proposed Zoning: Residential Single Family District

PROPERTY OWNER: Vlad Yatsenko & Kenneth & Gina Umentum

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 34.45 acres to Residential Single Family District in order to bring the parcel into compliance for a future subdivision; and

WHEREAS: the acreage is currently being utilized as vacant agricultural fields and;

WHEREAS: the parcel is located along Morning Dove Rd and is in an area planned for residential development; and

WHEREAS: the Town of Little Suamico held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

WHEREAS: the Land & Water Resources Committee held a public hearing on 1/12/2026 and after listening to testimony for and against, and after reviewing the application staff report, the standards for rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has recommended approval with a condition that should the plat not be approved within 12 months, the lands will revert back to the original zoning as referenced in Section 14.3315 (e) (1).

NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS: Petition: RZ-20250063

Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall be and are hereby repealed as far as any conflict exists.

Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

Section 3: Rezone petition RZ-20250063 is hereby adopted amending the Oconto County Zoning District Map, by changing the zoning classification from Agricultural District to Residential Single Family District for the above noted description.

Section 4: The ordinance shall take effect the day after passage and publication as required by law.

Submitted this 22nd day of January, 2026.

By: LAND AND WATER RESOURCES COMMITTEE

Tim Cole, Chair
Patrick J. Scanlan
Keith Schneider
Wayne Kaczowski
Mike Beyer
Dennis Kroll, Alternate
David Parmentier, Alternate

Electronically Reviewed by Corporation Counsel on 01.14.2026 - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____

AMENDATORY ORDINANCE – A2026-01-04

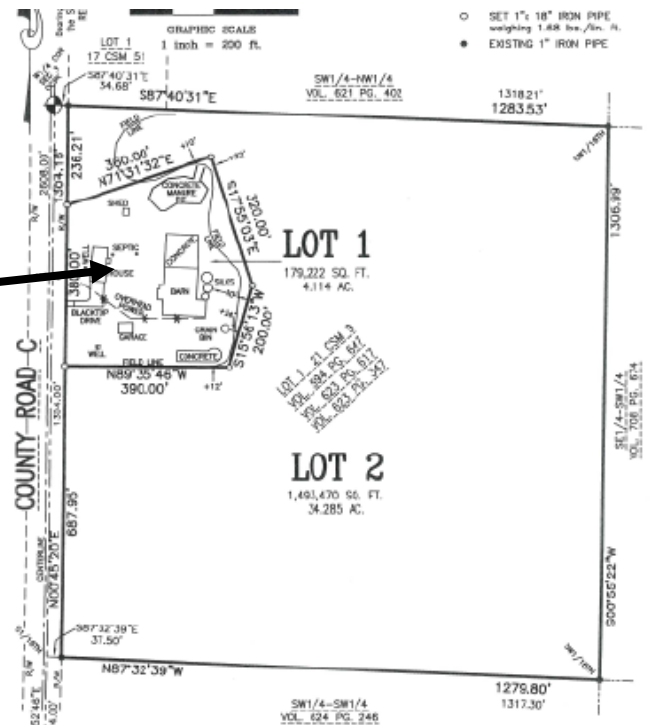
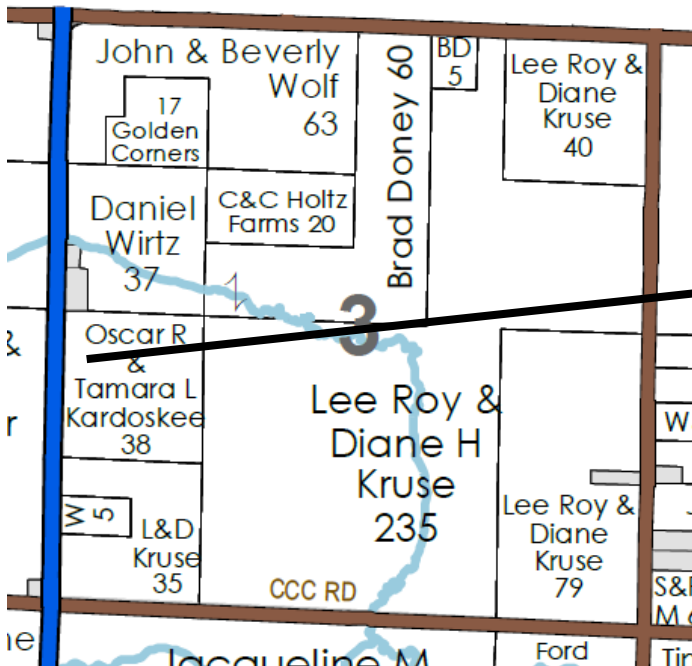
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250067, filed December 9, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Agricultural District to Rural Residential District on property described as:

PROPERTY INFORMATION: Tax Parcel # 028-0360301632
Part of Section 3, T27N, R19E, Town of Morgan
Existing Zoning: Agricultural District
Proposed Zoning: Rural Residential District
PROPERTY OWNER: Oscar & Tamara Kardoskee

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 4.114 acres to Rural Residential District in order to bring the parcel into compliance to split the improvements from the tillable lands; and

WHEREAS: the acreage is currently being utilized as a residence and outbuildings; and

WHEREAS: the parcel is located along County Road C and is in an area planned for low impact-low density residential development; and

56 WHEREAS: the Town of Morgan held a board meeting to consider the change in zoning for
57 consistency with their Town Comprehensive Plan and voted to recommend approval; and
58

59 WHEREAS: the Land & Water Resources Committee held a public hearing on 1/12/2026 and after
60 listening to testimony for and against, and after reviewing the application staff report, the standards for
61 rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has
62 recommended approval.
63

64 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
65 FOLLOWS: Petition: RZ-20250067
66

67 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall
68 be and are hereby repealed as far as any conflict exists.
69

70 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by
71 a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.
72

73 Section 3: Rezone petition RZ-20250067 is hereby adopted amending the Oconto County Zoning District
74 Map, by changing the zoning classification from Agricultural District to Rural Residential District for the
75 above noted description.
76

77 Section 4: The ordinance shall take effect the day after passage and publication as required by law.
78
79

80
81 Submitted this 22nd day of January, 2026.
82

83 By: LAND AND WATER RESOURCES COMMITTEE
84

85 Tim Cole, Chair
86 Patrick J. Scanlan
87 Keith Schneider
88 Wayne Kaczrowski
89 Mike Beyer
90 Dennis Kroll, Alternate
91 David Parmentier, Alternate
92

93
94 *Electronically Reviewed by Corporation Counsel on 01.14.2026 - BLE*
95

96 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

AMENDATORY ORDINANCE – A2026-01-05

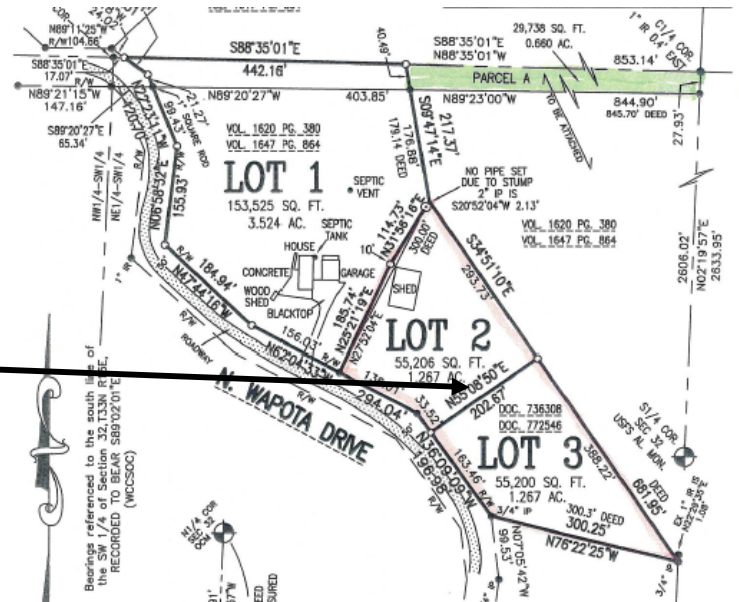
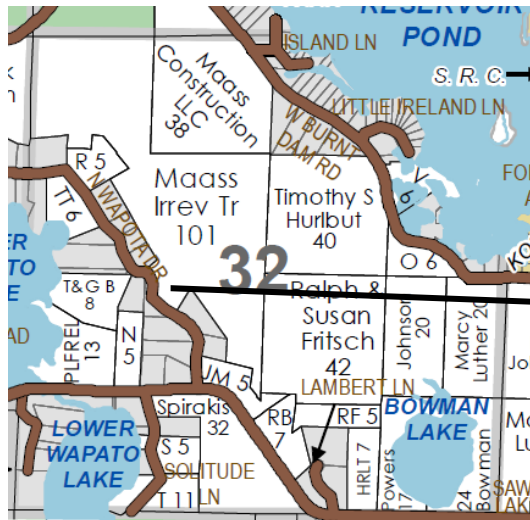
To: The Honorable Chair and Members of the Oconto County Board of Supervisors

WHEREAS: The Land & Water Resources Committee, having considered Rezone Petition RZ-20250065, filed December 4, 2025, to amend the Oconto County Zoning District Map, and having given notice thereof as provided by law and having held a public hearing thereon pursuant to S. 59.69(5), Wisconsin Statutes, and having been informed of the facts pertinent to the changes as follows:

To rezone land from Rural Residential District to Forest District and Residential Single Family District on property described as:

PROPERTY INFORMATION: Tax Parcel # 042-323206331K
Part of Section 32, T33N, R15E, Town of Townsend
Existing Zoning: Rural Residential District
Proposed Zoning: Forest District and Residential Single Family District
PROPERTY OWNER: Mike Maass Trust, etal

Area to be rezoned



And being duly advised of the wishes of the people in the area affected as follows:

WHEREAS: the applicant desires to rezone 2.472 acres to Forest District (Parcel A) and Residential Single Family District (Lots 2 &3) in order to bring the parcel into compliance to divide the lot; and

WHEREAS: the acreage is currently being utilized for residential use; and

WHEREAS: the parcel is located along N. Wapota Drive and is in an area planned for residential development; and

WHEREAS: the Town of Townsend held a board meeting to consider the change in zoning for consistency with their Town Comprehensive Plan and voted to recommend approval; and

WHEREAS: the Land & Water Resources Committee held a public hearing on 1/12/2026 and after listening to testimony for and against, and after reviewing the application staff report, the standards for rezoning lands under 14.3315 and consistency with the Oconto County Comprehensive Plan has recommended approval.

57 NOW THEREFORE, THE OCONTO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
58 FOLLOWS: Petition: RZ-20250065
59

60 Section 1: Any existing ordinances, codes, resolutions, or portion thereof in conflict with this ordinance shall
61 be and are hereby repealed as far as any conflict exists.
62

63 Section 2: If any claims, provisions, or portions of this ordinance are adjudged unconstitutional or invalid by
64 a court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.
65

66 Section 3: Rezone petition RZ-20250065 is hereby adopted amending the Oconto County Zoning District
67 Map, by changing the zoning classification from Rural Residential District to Forest District and Residential
68 Single Family District for the above noted description.
69

70 Section 4: The ordinance shall take effect the day after passage and publication as required by law.
71
72

73
74 Submitted this 22nd day of January, 2026.

75
76 By: LAND AND WATER RESOURCES COMMITTEE
77

78 Tim Cole, Chair
79 Patrick J. Scanlan
80 Keith Schneider
81 Wayne Kaczrowski
82 Mike Beyer
83 Dennis Kroll, Alternate
84 David Parmentier, Alternate
85
86

87 *Electronically Reviewed by Corporation Counsel on 01.14.2026 - BLE*
88

89 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

1 **RESOLUTION – R2026-01-01**

2
3 To: The Honorable Chair and Members of the Oconto County Board of Supervisors

4
5 Re: **Approval of Sworn Non-Union Employment Agreement**

6
7 WHEREAS, the County Board approved resolutions creating salaried sworn supervisory positions
8 within the Sheriff's Office that are excluded from the collective bargaining; and

9
10 WHEREAS, the creation of the salaried positions resulted in a disparity between benefits provided to
11 sworn non-union supervisory positions and the general County benefit structure; and

12
13 WHEREAS, the purpose of the Sworn Non-Union Employment Agreement is to address and bridge
14 the benefit gap associated with the newly established Lieutenant positions while maintaining internal equity
15 and consistency with County compensation and benefit practices; and

16
17 WHEREAS, it is recommended that the County establish a Sworn Non-Union Agreement to clearly
18 define hours and benefits, and terms of employment for sworn non-union supervisory positions; and

19
20 WHEREAS, the Public Safety Committee at its January 14, 2026 meeting, and the Administration
21 Committee at its January 15, 2026 meeting, approved recommending the sworn non-union employment to the
22 Oconto County Board of Supervisors; and

23
24 WHEREAS, there is no fiscal impact.

25
26 NOW, THEREFORE, BE IT RESOLVED, the Oconto County Board of Supervisors approves the
27 attached Sworn Non-Union Employment Agreement.

28
29 Submitted this 22nd day of January, 2026.

30
31 BY: PUBLIC SAFETY COMMITTEE

ADMINISTRATION COMMITTEE

32
33 Dennis Kroll, Chair
34 David Parmentier
35 Don Bartels, Jr.
36 Tracy S. Ondik
37 Al Schreiber

Alan Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

38
39
40
41 *Electronically Reviewed by Corporation Counsel 01.16.2026 – BLE*

42
43 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*

Sworn Non-Union Employment Agreement

Oconto County Sheriff's Office

This Employment Agreement ("Agreement") is entered into as of XXX, by and between Oconto County by and through the Oconto County Sheriff's Office (the "Employer"), and XXX (the "Employee").

1. Position and Duties

1.1 The Employer agrees to employ the sworn officer in a full-time exempt position within the Sheriff's Office, which is under no Collective Bargaining agreement and are considered General Employees of the County. All provisions and benefits will be those outlined in the employee handbook with the exceptions that are outlined below in this agreement.

1.2 The Employee agrees to perform all duties and responsibilities as assigned by the Sheriff or their designee, including but not limited to supervising personnel, managing Sheriff's Office operations, and maintaining compliance with applicable laws, policies, and procedures.

1.3 The employee will be scheduled on a 12-hour Pitman rotation, which is a repeating two-week cycle consisting of two consecutive shifts on duty, followed by two consecutive days off duty, then three consecutive shifts on duty, followed by two consecutive days off duty, then two consecutive shifts on duty, followed by three consecutive days off duty. This schedule provides an average of 42 hours per week over the cycle. As salaried, exempt employees, Lieutenants are expected to work this rotation, along with any additional hours reasonably necessary to fulfill the duties of their position, including but not limited to training, meetings, staffing needs, emergency response, or large community events. Overtime pay and compensatory time are not applicable to this position.

3. Sick Leave

3.1 The Employee shall accrue sick leave at the same rate and under the same terms as general non-union county employees.

3.2 The Employee may accumulate sick leave up to a maximum of 758 hours. Upon retirement, any unused accrued sick leave will be paid out in full at the Employee's current rate of pay.

4. Holiday and Personal Days

4.1 The Employee shall be entitled to 10 paid holidays per calendar year to be awarded January 1st of each year.

4.2 The Employee shall be entitled to 2 paid personal days per calendar year, in accordance with County policy.

4.3 Both holiday and personal days must be used in full-day increments. These days do not carry over from year to year, nor is there a payout at year end or upon separation from employment. For Employees working a Pitman rotation, a full day shall be considered 12 hours for the purposes of this section.

5. Vacation

5.1 The Employee shall accrue and be entitled to vacation leave in accordance with the vacation schedule outlined in the general employee handbook for exempt employees based on their years of service with Oconto County. Vacation time will be based on a 48 hour work week; except the Court Security and Investigative Lieutenant will be based on 42 hours per week.

5.2 All requests for vacation leave are subject to supervisory approval and operational needs.

6. Uniform Allowance

6.1 The Employee shall receive a uniform allowance equivalent to that provided under the Deputy Union CBA, including any changes that may be adopted during the term of this Agreement.

7. Benefits

7.1 The Employee shall be entitled to participate in the county's benefit programs available to full-time exempt employees, including health insurance, life insurance, retirement plans, and any other benefit offerings under applicable county policy. The cost sharing of these benefits will be the same as the published rates for the general employees.

7.2 Sworn officers, no matter what their title, will be considered protective status for WRS purposes.

8. At-Will Employment

8.1 The Employee understands and agrees that employment under this Agreement is at-will, and may be terminated by either party at any time, with or without cause, and with appropriate notice as required by county policy.

9. Confidentiality and Conduct

9.1 The Employee agrees to maintain confidentiality regarding all departmental matters and to conduct themselves in accordance with applicable policies, procedures, and professional standards set forth by Oconto County as well as the Oconto County Sheriff's Office.

10. Entire Agreement and Amendments

10.1 This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings regarding the subject matter.

10.2 Any amendments to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

Oconto County Sheriff's Office

By: _____

Name: _____

Title: _____

Date: _____

Employee:

Signature: _____

Date: _____

1 **APPOINTMENT**

2
3 To: The Members of the Oconto County Board of Supervisors
4

5 **Re: Appointment – Lena Public Library Board County Representative**
6

7 I have formally appointed Jodi Marquardt to the Lena Public Library Board as the County
8
9 Representative to fill the unexpired term of Kris Verduzco, for a term ending July 1, 2027, and
10
11 hereby ask for confirmation.
12
13
14

15 Submitted this 22nd day of January 2026

16
17 **By: Richard Heath, County Administrator**
18
19
20
21
22

23 *Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant*
24

**PROCEEDINGS – (THURSDAY) DECEMBER 18, 2025 – 9:00 A.M.
OCONTO COUNTY BOARD OF SUPERVISORS MEETING**

1. Call to Order and Roll Call

County Board Chair, Al Sleeter, called the meeting to order at 9:00 a.m. the County Board Room #3041, located at the Oconto County Courthouse, 301 Washington St., Oconto, WI by stating "This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least 24 hours prior to the meeting by forwarding the complete agenda to the newspapers and to all news media who have requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the office of the County Clerk." County Clerk, Kim Pytleski, recorded the attendance, with 28 members present: Supervisors Barkhaus, Bartels, Behrend, Beyer, Bitters, Christianson, Cole, Dhuey, Gooding, Heise, Holman, Kaczrowski, Kobylarczyk, Kroll, Lavarda, Matravers, Ondik, Parmentier, Pillsbury, Ragen, Scanlan, Schindel, Schneider, Schreiber, Sleeter, Winkler, Wittkopf, Wolf; 2 absent: Meier, Willems; 1 vacancy: District 29

2. Pledge of Allegiance

3. Invocation was given by Supervisor Heise

4. Statement of Oconto County Mission and Vision

Richard Heath, County Administrator, recited the Oconto County Mission and Vision statement.

5. Presentation of Awards and Recognition

Jon and Laurie Rakowski, foster parents licensed in Oconto County, were presented with the 2025 Governor's Outstanding Families Award. This honor was bestowed by the Wisconsin Department of Children and Families at the Governor's Outstanding Families Awards ceremony. The Rakowski's were one of 10 families in Wisconsin selected for their compassionate, trauma-informed foster care and unwavering advocacy for children, teens, and families.

6. Presentation of Communications and Petition

There were 2 communications:

- Richard Heath, County Administrator, reminded supervisors to complete the CESA #8 Strategic Planning Survey by December 31, 2025; treated as information to the board.
- 2025 Bridge Aid Payments: Petition for Town of Morgan, Valentine Road (emergency replacement), for a total cost of \$10,485.09 and payment \$5,242.54 in accordance with WI State Stat. §81.38; treated as information to the board.

7. Consent Agenda

7.1. Removal of Items from Consent Agenda

Supervisor Parmentier requests Item #7.2.4. R2025-12-01 Approval to Purchase North Bay Shore Campground Utility Vehicle be removed from the consent agenda.

7.2. Approval of Consent Agenda

- 7.2.1. A2025-12-01 Zoning Change – Town of Abrams (Herzog) – L&W Resources Com.
- 7.2.2. A2025-12-02 Zoning Change – Town of Abrams (Stueber) – L&W Resources Com.
- 7.2.3. A2025-12-03 Zoning Change – Town of Little River (Van Den Bogart), Town of Little River (Dumke), Town of Stiles (Potter) and Town of Stiles (Spaulding)
- ~~7.2.4. R2025-12-01 Approval to Purchase North Bay Shore Campground Utility Vehicle – L&WR Com.~~
- 7.2.5. R2025-12-02 Approve 2026 Forestry Work Plan – L&W Resources Com.
- 7.2.6. R2025-12-03 Support of Oconto County for the 2026-2030 Snowmobile Friendly Community Program – L&W Resources Com.
- 7.2.7. R2025-12-04 Approval of Opioid Remediation Funded Initiative – Admin. Com.
- 7.2.8. Appointment – Gillett Library Board County Representative (McQuillan) – Co. Admin.
- 7.2.9. Appointment – Opioid Abatement Ad-Hoc Steering Committee – Co. Admin.
- 7.2.10. Re-Appointment – Broadband Taskforce for the BEAD Planning Grant – Co. Admin.
- 7.2.11. Re-Appointment – Oconto County Library Services Board (Sleeter) – Co. Admin.

Motion by Schneider/Wolf to approve the consent agenda as amended. The motion to approve carried by a unanimous electronic vote.

8. Regular Agenda

8.1. Change in Sequence – None.

8.2. Removal of Items – None.

8.3. Approval of Regular Agenda

Motion by Scanlan/Dhuey to approve agenda as amended. The motion was voted on and carried.

9. Approval of Previous Meeting Proceedings

Motion by Winkler/Cole to approve the proceedings from the 11/20/2025 meeting. The motion was voted on and carried.

10. Committee and Departmental Reports

10.1. Report – Health & Human Services

Scott Shackelford, Health & Human Services Director, presented the Health & Human Services report. Discussion followed.

10.2. Report – Human Resources

Shelly Schultz, Human Resource Director, presented the Human Resources report.

10.3. Report – TEDCOR (Tourism & Economic Development Corporation of the Oconto Region)

Jayme Sellen, TEDCOR Director, presented the Tourism & Economic Development Corporation of the Oconto Region report.

10.4. Report – Land Sale Bid Acceptance Report

Nikki Tolzman, Treasurer, presented the Land Sale Bid Acceptance Report.

10.5. Report – Highway Facilities Update – Kurt Berner – Samuel's Group, Jeff Belongia-Huntington Securities, Inc.

Brandon Hytinen, Highway Commissioner; Kurt Berner, Samuel's Group; Jeff Belongia, Huntington Securities, Inc.; and Richard Heath, County Administrator, presented the Highway Facilities Update report. Discussion followed.

11. R2025-12-01 Approval to Purchase North Bay Shore Campground Utility Vehicle – L&W Resources Com

Motion by Parmentier/Lavarda to adopt R2025-12-01 Approval to Purchase North Bay Shore Campground Utility Vehicle. Following an explanation by Chris Figgins, Forest, Park & Rec Administrator, motion by Barkhaus/Parmentier to amend lines 16 and 17 to read "WHEREAS, the fiscal impact of this project is less than \$25,000 which will be paid out of ~~excess~~ sales tax funds in account 100-36-57620-58260, and". The motion to amend was voted on and carried. The motion to adopt R2025-12-01, as amended, carried by a unanimous electronic vote.

12. R2025-12-05 Approval of Revisions to Public Facilities Handbook – Property & Technology Com.

Motion by Pillsbury/Winkler to adopt R2025-12-05 Approval of Revisions to Public Facilities Handbook. Following an explanation by Scott Krueger, Maintenance Engineer, and discussion, motion by Barkhaus/Cole to amend the Facility Handbook and strike the line on page 13, Section IX.D.3., that reads "No food or beverages in County Board room with the exception of water.". Following discussion, the motion to amend carried on an electronic vote 24 ayes, 4 nays (Bitters, Kobylarczyk, Pillsbury, Wittkopf). The motion to adopt, as amended, carried by a unanimous electronic vote.

13. R2025-12-06 Approval to Proceed to Phase II of New Highway Facility – Highway Com. & Admin. Com.

Motion by Matravers/Lavarda to adopt R2025-12-06 Approval to Proceed to Phase II of New Highway Facility. Following an explanation by Brandon Hytinen, Highway Commission, and discussion, the motion to adopt carried by an electronic vote 27 ayes, 1 nay (Dhuey).

14. R2025-12-07 Contract Award and County Sales Tax – County Highway Road Improvement Project – Administration Com. & Highway Com.

Motion by Behrend/Schneider to adopt R2025-12-07 Contract Award and County Sales Tax – County Highway Road Improvement Project. Following an explanation by Brandon Hytinen, Highway Commission, the motion to adopt carried by a unanimous electronic vote.

Recess called at 10:28 a.m. – 10:46 a.m.

15. CLOSED SESSION: The Board will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(e) to discuss the terms of Sheriff Deputies Union contract.

Motion by Lavarda/Winkler to go into closed session at 10:47 a.m. with the following in attendance 28 County Board members, Richard Heath, County Administrator; Beth Ellingson, Corporation Counsel; Kim Pytleski, County Clerk; Kathy Goldschmidt, Chief Deputy Clerk; Shelly Schultz, Human Resources Director; Betty Bickel, Finance Director; Todd Skarban, Sheriff. The motion was voted on and carried by a unanimous electronic vote. Chair Sleeter announced Sheriff's Deputies would monitor the doors.

16. OPEN SESSION: The Board will return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct further legal business, if any.

Motion by Gooding/Kobylarczyk to enter into open session at 11:14 a.m. The motion was voted on and carried.

17. R2025-12-08 Approval of Sheriff Deputies Union Working Agreement 2025-2028 – Admin. Com. (42)

Motion by Winkler/Schneider to adopt R2025-12-08 Approval of Sheriff Deputies Union Working Agreement 2025-2028. The motion to adopt carried by a unanimous electronic vote.

18. CLOSED SESSION: The Board will convene into closed session, pursuant to §§19.85(1)(d), (e), (f) & (g), Wis. Stats. to discuss confidential (offender and other) information and any appropriate residential option(s) related to the pending case per Sec. 980.08, Wis. Stats.

Motion by Bitters/Schindel to go into closed session at 11:18 a.m. with the following in attendance 28 County Board members, Richard Heath, County Administrator; Beth Ellingson, Corporation Counsel; Scott Shackelford, Health & Human Services Director; Brandon Daul, Deputy HHS Director; Todd Skarban, Sheriff; Pat Virtues, Zoning Administrator; Kim Pytleski, County Clerk; Kathy Goldschmidt, Chief Deputy Clerk. The motion was voted on and carried by a unanimous electronic vote.

Chair Sleeter instructed supervisors to monitor the doors.

19. OPEN SESSION: The Board will return to open session, to discuss further legal business, if any.

Motion by Schindel/Kobylarczyk to enter into open session at 12:54 p.m. The motion was voted on and carried.

Motion by Barkhaus/Behrend to refer R2025-12-09 back to the Health & Human Services Board. Following discussion, motion by Kobylarczyk/Barkhaus to amend and refer R2025-12-09 back to the 980 Committee was voted on and carried. The motion, as amended, carried by an electronic vote 26 ayes, 2 nays (Bitters/Matravers).

20. R2025-12-09 Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats. – Health and Human Services Board – Referred back to the 980 Committee.

21. Announcements/General Information (No Action to be taken)

- Supervisors not seeking reelection are reminded non-candidacy forms are due by 5:00 p.m. Friday, December 26, 2025.
- Candidate filings for the April 7, 2026 election are due by 5:00 p.m. on Tuesday, January 6, 2026.

22. Adjournment

Chair Sleeter declared the meeting adjourned at 1:00 p.m.

The next meeting of the Oconto County Board of Supervisors will be on January 22, 2026.

Proceedings of County Board meeting may be viewed in its entirety at www.ocontocountywi.gov

Kim Pytleski, Oconto County Clerk

kp/Date Posted: ~~12/29/2025~~ **01/05/2026**

Employee Update

December 2025

Retirements/Resignations/Terminations

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment/Yrs.</u>
NONE					

Promotions/Transfers/Re-Hired

Steve Kessler	Sheriff	Deputy	12/29	\$32.48	rehired
Jess Keplinger	Sheriff	Lieutenant	12/21	\$39.96	promoted from SRO
Ethan Rosenberg	TS	Support Specialist	12/01	\$27.16	promoted within dept

New Hires

<u>Employee</u>	<u>Dept.</u>	<u>Position</u>	<u>Date</u>	<u>Wage</u>	<u>Comment</u>
Danima DeBenedetto	HHS	PT-Admin	12/01	\$22.18	
Amanda Penzel	Sheriff	C.O.	12/01	\$25.37	
Dave Pusick	Sheriff	Deputy	12/29	\$32.10	

Current External Recruitments

<u>Dept.</u>	<u>Position</u>	<u>Date Apps Due</u>	<u>Advertised Wage</u>	<u>Comment</u>
Sheriff Office	Dispatch	Ongoing	\$23.17	Interviewing
HWY	Operator III	Ongoing	\$28.01	Reposted 01/07
F& P	Forester	12/26	\$32.62	Interviewing
Clerk of Court	Deputy Clerk 1	01/23	\$23.27	
Veterans	Deputy VSA	01/16	\$25.37	
HHS-New View	Vocation Support Spec	01/09	\$22.18	Reposted

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2

Re: **Approval of 2026 Financial Management Policy Revisions**

WHEREAS, after a review of the proposed changes, the Administration Committee is recommending the attached revisions to the policy be made; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does hereby approve the revised Financial Management Policy.

By: ADMINISTRATION COMMITTEE

Alan Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

**OCONTO COUNTY
FINANCIAL MANAGEMENT POLICY**



Revised Rev. January 23, 2025

OCONTO COUNTY FINANCIAL MANAGEMENT POLICY

TABLE OF CONTENTS

Sec. 1.1	PURPOSE	3
Sec. 1.2	AUTHORITY	3
Sec. 1.3	AUTHORIZED EXPENDITURES	3
Sec. 1.4	STANDARDS OF ACCOUNTING	3
Sec. 1.5	PURCHASE ORDERS	3
Sec. 1.6	PAYMENT OF INVOICES; GENERALLY	3
Sec. 1.7	SPECIFIC PAYMENT POLICIES	5
Sec. 1.8	PURCHASING	6
Sec. 2.0	ADMINISTRATIVE PROCEDURES	10
Sec. 2.1	DISPOSAL OF SURPLUS PROPERTY	12
Sec. 2.2	CONFLICT OF INTEREST	14
Sec. 2.3	VENDOR PROTEST	14
Sec. 2.4	UNCLAIMED FUNDS/PROPERTY	15 <u>15</u> 14
Sec. 2.5	ADMINISTRATIVE BUDGET ADJUSTMENTS	15 <u>15</u> 15
Sec. 3.0	FUND BALANCE POLICY	18 <u>18</u> 17
Sec 4.0	TRAVEL, EXPENSE AND OTHER REIMBURSEMENT POLICIES	19 <u>19</u> 18
Sec 4.1	ELIGIBILITY	19 <u>19</u> 18
Sec 4.2	TRAVEL – VEHICLE TRANSPORTATION	20 <u>20</u> 19
Sec. 4.3	TRAVEL – PUBLIC TRANSPORTATION	22 <u>22</u> 21
Sec. 4.4	LODGING	22 <u>22</u> 21
Sec. 4.5	MEALS	22
Sec. 4.6	CONVENTIONS, CONFERENCE, SEMINARS AND TRAINING	23 <u>23</u> 22
Sec. 4.7	COMPENSATION	24 <u>24</u> 23
Sec. 4.8	PAYMENT OF COMPENSATION AND REIMBURSEMENTS	25 <u>25</u> 24
Sec. 4.9	CONFLICTS	25 <u>25</u> 24
Sec. 5.0	CAPITAL ASSET MANAGEMENT POLICY	25 <u>25</u> 24
Sec. 5.1	REVENUE RECOGNITION	25
Sec. 5.2	LEASE AND SBITA REPORTING	25
Sec. 6.0	FIDUCIARY (CUSTODIAL) ACCOUNTS	27 <u>27</u> 26
Sec. 7.0	CASH AND CASH MANAGEMENT	27 <u>27</u> 26
Sec. 8.0	COUNTY LIBRARY TAX EXEMPTION	29 <u>29</u> 28
Sec. 9.0	COUNTY DISASTER RELIEF AID TO LOCAL MUNICIPALITIES	30 <u>30</u> 28

Sec. 1.1 PURPOSE

This policy is created to provide consistency among the various Oconto County Departments, including elected officials, to improve financial management of County programs and services. This policy is under the administration of the Finance Director who may promulgate policies via an Accounting Procedure Handbook to specify the administration of this section, with the direction and approval of the Administration Committee.

Commented [BB1]: Add Elected Officials in language

Sec. 1.2 AUTHORITY

The Administration Committee shall recommend to the County Board any modifications to this policy. The County Board has full authority to modify and update this policy as necessary.

Sec. 1.3 AUTHORIZED EXPENDITURES

No funds may be expended, obligated, or encumbered by any department, board, office, agency, commission, or entity of Oconto County except pursuant to a lawful appropriation of the Oconto County Board of Supervisors contained in the annual budget or as amended for the current year or as otherwise allowed under this policy.

Commented [BB2]: Added language

Sec. 1.4 STANDARDS OF ACCOUNTING

1. Oconto County shall account for its receipts and uses of funds according to Generally Accepted Accounting Principles (GAAP) adopted as Government Accounting Auditing and Financial Reporting (GAAFR) and endorsed for government agencies by the Governmental Accounting Standards Board (GASB) as such standards are embodied in the latest edition of financial accounting standards issued by GASB.
2. The Oconto County Finance Director shall be vested with responsibility to determine compliance by the County and its departments with these accounting standards. The Finance Director may vary from the requirements of these standards where the unique circumstances of Oconto County so dictate, but no variance may be made if its effects would be to falsely represent the actual financial condition of the County. Variations will be reported to the Administration Committee at the next meeting.

Sec. 1.5 PURCHASE ORDERS

The use of County purchase orders is optional in most cases and their use is at the department head's discretion. A purchase order may be used, when requested by a vendor to place an order, to have as a record on file of an order placed by the department or any other use deemed appropriate by the department head. A County purchase order may be used when requesting lodging reservations, the purchase order being the authorization for the lodging establishment to direct bill the county. A copy of the electronic purchase order can be found on the Intranet, Form 202.

Sec. 1.6 PAYMENT OF INVOICES; GENERALLY

Refer to Internal Control Procedures Manual – Vouchers & Cash Disbursements – Processing Vouchers – Sec. 3-1-1 to 3-1-4 for policies and procedures.

1. Receipt and Approval of Invoices

Invoices may be received through the mail or electronically, and should be date stamped when received. All invoices must be scanned into BS&A accounts payable module for processing.

This can be done at the department level or in the Finance Department. Invoices should include the vendor name and address, date, items/services purchased, and the cost per item/service. Statements showing only a "Balance due" are not acceptable. All vendors (except one-time vendors) must have a completed Form W-9 on file in the Finance Department before payment will be made.

Department Heads, or their designee, are notified electronically of all invoices needing approval. Department Heads, or their designee, should then review the invoice for accuracy and reasonableness, assign a g/l number(s), and approve for payment. Department heads should note the due date of the invoice to avoid any late charges.

If no invoice exists and payment to a vendor is warranted, the Department Head must provide written documentation noting the name and address of the vendor, date, item (s) or services purchased, cost per item/service, and any other notes needed to ascertain the reason for the payment. This written documentation should then be scanned into BS&A for processing.

Invoices older than 30 days should be reviewed to confirm they have not already been paid. Those exceeding 6 months require investigation by the Department Head to ascertain the cause of the delay and determine the necessity of payment. The relevant committee must be informed of any invoices over 6 months old and the reasons for the delay at the next meeting.
~~Invoices greater than 30 days old should be checked to ensure that they have not already been paid. Invoices greater than 6 months old should be investigated by the Department Head to determine the delay and if payment should be made.~~

Oconto County is ~~tax-exempt~~tax-exempt. Any applicable taxes should be deducted from the invoice. A ~~tax-exempt~~tax-exempt certificate (Form 217) is available on the Intranet.

All invoices shall be reviewed and processed for payment in a manner that is prudent with sound financial management.

Formatted: Normal

Formatted: Font: (Default) Arial, 12 pt

Commented [B83]: We are looking to decrease the number of past due invoices. If this doesn't work, we would like to have all invoices emailed to the SM-FIN email address.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

2. Invoice Processing

Once an invoice is approved at the department level, it then moves onto the Finance level, through the BS&A workflow. Approved invoices are paid weekly, typically on Friday, with a cut-off date of Wednesday 10:00 am, in most cases. Approved invoices are batched and totaled, and a report then given to the Finance Director. The Finance Director, or designee, then reviews the invoices for accuracy, reasonableness, appropriate g/l number(s), proper documentation, etc. The Finance Director then completes the final approval of the invoices.

3. Payment

Payment is completed in the Treasurer's Office. Invoices approved for payment shall be paid either by check, signed by the County Clerk, County Treasurer, and the County Board Chair, ~~or~~or by ACH, or by electronic funds transfer (EFT). In the event of an office vacancy or emergency, only two signatures are required. Only the Finance Department is authorized to subscribe to any electronic service from a vendor, which involves payment of invoices.

Remittances should be included with payment when it is deemed necessary in order for the vendor to post the payment correctly. Remittances are due to the Finance Department by noon on Wednesday. If payment is made via ACH, an electronic remittance will be sent to the vendor via email. All accounts payable checks shall be mailed by the Treasurer's office. In rare, extraordinary circumstances, an accounts payable check may be returned to a department. Form 210 – Request for Return or Hold of Accounts Payable Check or a written request must be completed and forwarded to the Finance Department for approval prior to processing the payment. The "Do Not Mail" box should also be checked in BS&A.

Upon receiving a request to reissue a check, the Treasurer and Finance Department will first verify that the original check has not been cleared. A new check will then be issued 30 days following the date of the original check, and the original check will be marked as void.

Commented [BB4]: 1.6 (3) added in language that says a check will not be reissued until 30 days after the original check date.

Formatted: Font: (Default) Arial, 12 pt

4. Home Committee/Administration Committee Approval

All invoices, or report of invoices, shall ~~be~~ reviewed by the respective home committee on a monthly basis. In addition, the Administration Committee shall review and approve a report of all invoices paid on a monthly basis.

Sec. 1.7 SPECIFIC PAYMENT POLICIES

Refer to Internal Control Procedures Manual – Vouchers & Cash Disbursements – Sec. 3-5 – Paying Invoices for policies and procedures

All budgeted invoices shall be ordered for payment by the County Clerk upon receipt of a claim for payment, except all disputed invoices, which require County Board approval prior to payment. All invoices up to \$10,000 can be approved by the Department Head.

All invoices between \$10,000 and \$25,000 require approval by the County Administrator, (except Technology Services, see Section 2.0(3).

All invoices over \$25,000.00 require County Administrator, Home Committee, and County Board approval prior to payment except for the following:

- a. Court ordered and/or statutory payments including GAL fees, jury and witness fees and mileage, transcript fees, garnishments, special counsel fees, judgements and court ordered claims against the county, and any other type payment ordered by a court or required by state statute.
- b. Payments due by provision of the state statues to a federal or state government or any of their subdivision, agencies or departments.
- c. Payroll, upon receipt of ~~a properly~~properly prepared and certified time records for the various departments, and payments resulting from payroll deductions and fringe benefits including, but not limited to federal and state taxes, health, dental and life insurance, garnishments, deferred compensation, retirement and union dues.

- d. All program accounts and claims processed for payment by the Health & Human Services Department in accordance with the authority conferred upon the Health & Human Services Board, except capital outlay, equipment purchases, or general operating expenses
- e. All claims processed for payment by the Highway Commissioner in accordance with the authority conferred to the County Highway Committee per Wis. Stats. Sec. 83.015 and County Board Rule 2.124.
- f. All claims for payments which have been approved by specific action of the County Board.
- g. Recurring and budgetary approved utility services including: electrical, telephone, water, sewer, and waste management.
- h. Payments involving discounts on approved delivery contracts, purchase orders, etc., which have been approved for payment by a statutory board, commission or committee of the County Board.
- i. Prepayment of reservations and registrations for conventions, conferences, and seminars that have been approved by a statutory board, commission, or committee of the County Board.
- j. Payment of liability, workers compensation, property, and all other types of county insurance premiums that have been budgeted and approved for payment by ~~the Administration~~[the Administration](#) Committee.
- k. Payments on debt service that have been included in an approved annual budget by the County Board.
- l. Lease payments of reoccurring nature, if a current lease contract copy is on file with the County Clerk and if such payments have been authorized for routine payment by the home committee.
- m. Contracted service payments of a reoccurring nature if a current service contract copy is on file with the County Clerk and if such payments have been authorized for routine payment by the home committee.
- n. ~~Computer-related~~[Computer-related](#) hardware and software, including GIS software, annual maintenance agreements/contracts, if such agreements/contracts have been adequately budgeted for and specifically approved for payment by the Property & Technology Services Committee or other home committee. (see Section 2.0(3))
- o. Invoices for Forestry & Parks Dept operating expenses and Highway Dept operating expenses as noted in Section 1.8(2) and 1.8(3).

Sec. 1.8 PURCHASING

Refer to Internal Control Procedures Manual – Inventory – Sec. 7-1 for policies and procedures.

1. Departments

Department Heads may purchase needed items that are approved in their budget up to \$10,000.00 except technology purchases pursuant to Sec. 2.0(3).

2. County Administrator

Purchases between \$10,000.00 and \$25,000.00 (\$50,000 for Forestry/Parks Dept operating expenses and \$100,000 for Highway Dept operating expenses) require County Administrator approval. Operating expenses do not include equipment.

3. Home Committee/County Board

Any payment over \$25,000.00 (\$50,000 for Forestry/Parks Dept operating expenses and \$100,000 for Highway Dept operating expenses) not listed in Sec. 1.7, or otherwise provided, must be approved by the Home Committee and County Board prior to purchase. The sequence of steps for approval of these types of purchases will be Department Head, County Administrator, Home Committee and County Board.

4. General Procurement Procedure (Non Public Works)

Procurement of equipment, goods or services shall comply with Wis. Stats. §59.52(29), and meet the following requirements:

- a. Goods or services that are under \$10,000 (\$25,000 for Highway Department) may be procured by obtaining at least one verbal quote, preferably three.
- b. Goods or services that are between \$10,000 and \$25,000 (\$100,000 for Highway Department) may be procured by obtaining, at minimum, one written quotation, preferably three, if available. Any procurement where the contract is estimated to exceed \$5,000 requires advertising on the county website and other ~~web-based~~ web-based platforms, like DemandStar, used by the county.
- c. Procurement of goods or services that are over \$25,000 (\$100,000 for Highway Department) shall be procured by a sealed Request for Bids process. Request for Bids shall be posted pursuant to Wis. Stats. §985, and on the county's website. All notices must contain information on the date, time and location of the bid opening. Sealed bids shall be received by the County Clerk until the date and time of the bid opening. The County Clerk shall stamp the date and time each bid is received. The County Clerk shall keep the original sealed bids and retain per the records retention policy.
- d. Following the bid opening, the department head shall review bids for sufficiency and compliance with specifications of the Request for Bid. The department head may work with other staff members to review bids. A summary of the bids is to be prepared by the department head, or designee, for the Home Committee to review. The Home Committee shall then prepare a recommendation to the County Board at the earliest possible time.

Commented [BB5]: Adding in the software used by the county

- e. All requests for quotes, bids or RFP's shall be in writing and reviewed by Corporation Counsel prior to awarding a contract to vendor to ensure that all specifications are met.
- f. Departments may choose more restrictive procedures, if deemed necessary.
- g. Departments are not to break down a total project in order to circumvent these procedures unless approved by the Administration Committee.
- h. Procurement using State Purchasing Contracts satisfies above requirements except for public works projects.
- i. All quotes that exceed \$25,000 must identify the owners and principal officers of the responding vendor who will be responsible for the project. Departments are responsible for ensuring that the vendor company, owner and principal officers are not barred from Federal contracting. **A hard copy (screen shot) of this verification must be kept for audit purposes.**
- j. The County Administrator has the authority to waive any requirements under Sec 1.8 (45), on a case-by-case basis, when:
 - a. It is impossible or impractical to draw specifications satisfactorily to permit competitive bidding, including the purchase of used equipment, where specifications can vary on each item, making a competitive bid impractical.
 - b. The material, supply, equipment, or service:
 - i. Can be furnished from only one source
 - ii. Constitutes special adaptation for a special purpose
 - iii. Is of a technical or experimental nature
 - iv. Requires creative or individual talents, scientific knowledge, special skills or training, artistic or professional skills
 - v. Can be obtained by a unique or opportune buying condition
 - c. An immediate procurement is necessary in an emergency situation
 - d. After unsuccessful competitive sealed bidding.
 - e. In the County Administrator's discretion, when the administrator reasonably believes that such determination is in the best interests of the county due to a lack of qualified vendors, supply chain issues, or a lack of materials.

At all times when granting an exception, the County Administrator shall comply with all State laws and local ordinances related to purchasing. The County Administrator shall report to the Standing Committee expectations under this policy that have been granted.

5. Public Works Projects Procurement

Public works projects shall comply with Wis. Stats. §66.0901 which requires all public works projects over \$25,000 to be by sealed bid process. Public works projects include any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind. This does not include equipment or professional services.

Commented [BB6]: While reviewing the financial policy, we noticed a typo. Under Purchasing, section 4(j) on page 8:

j. The County Administrator has the authority to waive any requirements under Sec 1.8 (5), on a case-by-case basis, when:

I think this should say (4)

If the estimated cost of any public work is between \$5,000 and \$25,000, a Class 1 notice under Wis. Stats. § 985 shall be inserted into the official newspaper(s). All requests for bids shall have a date, time and location for the bid opening included in the notice.

Sealed bids shall be received by the County Clerk until the date and time of the bid opening. The County Clerk shall stamp the date and time each bid is received. The County Clerk shall keep the original sealed bids and retain per the records retention policy.

6. Procurement of Professional Services /Client Services

Contracted professional services for under \$25,000 shall be exempt from Sec. 1.8(2) as stated above. Responses to County RFP's under \$25,000 only require Department Head Approval. Responses to County RFP's by professional services agencies for services over \$25,000 shall be approved by the County Board except for Highway Department which shall be approved by the County Board for services of \$100,000 or over, and Health & Human Services Department which shall be approved by the County Board for services of \$100,000 or over; Health & Human Services Department shall be exempt from this procedure for client services.

7. County Credit Card

The County shall maintain a credit card program. This program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. The County Finance Director shall be the Administrator of the credit card program and shall develop, maintain, monitor and review all policies and procedures relating to the program. The Finance Department will monitor the usage of the credit card program to insure proper authorization, accounting and security in the use of this program.

All purchases made using the credit card program must be in the conformance with all applicable sections of the Oconto County Financial Management Policy. The county credit card may not be used to purchase non-overnight meals. The county credit card may not be used to purchase services from a vendor who would meet the requirements to receive a Form 1099 at year end.

All County credit cards are to be kept in a secured area.

When a charge is made:

- a. Write the account number to be charged on receipt or order confirmation.
- b. Submit receipt or order confirmation to Finance Department as soon as possible. Finance will ask 2 times for detailed receipts. If it is not provided, access to a county credit card could be terminated. If the charge is for an overnight meal, the employee will be responsible to reimburse the county.

c. Late fees are not acceptable.

-Elan Financial Services will charge interest for each late account. The credit card bill is received on or about the 15th of the month. A copy of the bill will be emailed to you for your records. The

Commented [BB7]: This change is to save the time of Finance employees asking for detailed receipts to verify expenses.

email will indicate the date the documentation is due to Finance Department and the date the bill will be paid.

Any use of credit card rewards, points, or promotional offers will be the responsibility of the Finance Dept.

8. Governmental Status/Personal Use

Employees are prohibited from making any purchases for personal use through the County's financial system or any financial instrument governed by the County. Employees are prohibited from using the County's governmental status to avoid paying sales tax on purchases/services for personal use or from using the County's governmental status to obtain reduced/special rates for any purchases /services for personal use.

9. End of Year Purchases

Items purchased must be received by Dec 31st in order to be charged to prior year, regardless of when the order was placed. Items ordered prior to Dec 31st, but received in the following calendar year, must be charged to the new year. If a prepayment is made, prior to delivery of that item(s), the invoice must be charged to a Prepaid Expenditure account.

Sec. 2.0 ADMINISTRATIVE PROCEDURES

1. Administration Committee

The Administration Committee is responsible for reviewing all invoices, after they have been paid, for final approval (except in Sec. 1.7). They are also responsible for monitoring the purchasing habits of various County Departments.

2. Requisition for Office Supplies

Requests for all books, forms, office ~~supplies, and~~ supplies, and office equipment by all departments of the County shall be made by the Department Head, or designee, from the current office supply vendor or another vendor if economically advantageous to the county. A requisition may be generated only if there are sufficient funds within the departmental budget for the specified purpose.

3. Technology Purchases

All technology services and equipment purchases shall go through the Technology Services Department. The Technology Services Director can approve any budgeted purchase under \$25,000. Any non-budgeted purchase must be approved by Home Committee and Property & Technology Services Committee. Any purchase over \$25,000 is subject to section 1.8(5). This is to ensure that equipment, services, and software purchased is compatible with current equipment and software and in line with the technology trend that the County is trying to establish. This will provide the Technology Services Department an opportunity to research prices and service agreements to give the County the best possible deal. Annual contract and

copier lease renewals, if no more than 5% increase in cost from previous lease agreement, shall be approved by Technology Services Director and does not require Committee approval.

4. Emergency Purchases

Emergency purchases involve conditions adversely affecting the health, safety, or welfare of any person or substantial damage to property. If an emergency arises, the Department Head shall contact the Home Committee Chair, or County Administrator, or County Board Chair concerning the need for the purchase and explain the emergency and receive approval. The Home Committee Chair shall, if appropriate, contact the County Administrator and, if appropriate, the County Board Chair to inform them of the emergency and consult with them on a possible decision. Payment of these will be processed through the normal procedure.

5. Contracts/Credit Applications

All contracts/agreements and credit applications shall be reviewed and approved by Corporation Counsel for legal review and insurance purposes. This also includes contract changes and terminations. Once reviewed, except for Highway Department and Health & Human Services, the original shall be forwarded to the County Clerk who shall then be responsible to ensure compliance with this section.

Contracts/agreements over \$25,000 shall be reviewed and approved by the Home Committee and shall be signed by the Home Committee Chair or a designee, and the County Clerk or a designee, except for the Highway Department. If the Contract/agreement involves work on any courthouse complex, jail building and grounds, the Property & Technology Committee shall be contacted and in charge of procuring the service. The original contract and all contract renewals shall be filed with the County Clerk, except for Health & Human Services client contracts.

All vendor contracts over \$25,000, must be approved by the County Board, except for:

- f. Contract renewals that are 5% or less than the current contract price with the same vendor name, except as noted in Section 3 above.
- g. All vendor contracts for Highway
- h. All client contracts for Health & Human Services

6. Fees & Fee Schedules

Departments are to establish fees for goods and services to cover the materials, supplies and labor costs associated for providing a good or service that are not otherwise funded through revenues allocated to department. Fees must follow statutory or regulatory requirements where applicable. Departments are to provide a fee schedule to their home committees for approval no later than the December meeting each year, and post a fee schedule in a publicly accessible location at the department or on the official county website. A copy of the fee schedule should be sent to the Finance Department.

7. Over/Under Payments

Unless otherwise authorized by law, County departments , but also including the Office of District Attorney, may retain overpayment of licenses, fees and any other charges when overpayment is five dollars (\$5) or less, unless such refund is specifically requested in writing within 60 days of the date of the original payment. Underpayment of not more than five dollars (\$5) may be waived when the administrative cost of collection would exceed the amount of the underpayment. No over/under payments are required when the payer or responsible party cannot be identified.

8. Electronic Distribution of Payroll Paystubs

Refer to Internal Control Procedures Manual – Making Payroll Changes – Sec. 6-5-1 to 6-5-4 for policies and procedures.

The bi-weekly and monthly payroll paystubs for all employees shall be distributed electronically. Paper paystubs may be distributed for special circumstances as approved by the Finance Director. Electronic paystubs shall contain all information required by state and federal regulations, including employee vacation, sick and other applicable leave balances.

9. Accounts Receivable/Bad Debt Expense

Department heads, or their designee, shall be responsible for timely collection of revenue. If, after repeated attempts and notifications, an account is not collected, delinquent accounts should be sent to an approved collection agency, tax intercept, and/or the State Debt Collection (SDC) agency. Documentation of attempts and notifications to collect payment is to be retained by the department. Attempts to collect past due accounts should not extend more than 12 months from the time the product or service is provided, unless prohibited by regulations or if a repayment plan has been established.

If a delinquent account is not appropriate for further collection efforts, the account should be written off and charged as a bad debt expense. All delinquent accounts over \$100 that are written off and charged as a bad debt expense need approval by the County Administrator. All delinquent accounts over \$10,000 that are written off and charged as a bad debt expense need approval by the County Administrator and the Administration Committee.

10. Gifts/Goods, Gift Cards, and/or Gift Certificates

The purchase of gifts/goods, gift cards, and/or gift certificates to be given to **employees** is strictly prohibited, unless written approval is received **in advance** by the County Administrator and Human Resources Director. This includes any purchases/offsite events that are funded by grants/programs. If the purchase of gifts, gift cards and/or gift certificates is approved, then gifts over \$25, and gift cards and/or gift certificates of any value are considered compensation and subject to all applicable payroll taxes and reported on the employee's Form W-2.

Commented [B88]: We still need clarification regarding offsite/grant funded events.

The purchase of gifts/goods, gift cards, and/or gift certificates given to **non-employees** in an aggregate amount of \$600 or more per calendar year, must be reported to the IRS on Form 1099-Misc, unless the gifts/goods, gift cards, and/or gift certificates are given as part of a tax exempt program. Departments are required to keep supporting documentation of the tax exemption on file. Departments are required to keep a log of all gifts/goods, gift cards, and/or gift certificates given to all non-employees (including name, date, value of gift) and are

responsible for obtaining a Form W-9 for all recipients receiving \$600 or more in a calendar year. Form W-9's are to be sent to the Finance Department by January 10th, along with the listing of recipients and the value of gifts/goods, gift cards, and/or gift certificates received. Gifts/goods, gift cards, and/or gift certificates given to non-employees must be approved by the Department Head.

Any inventory of gifts/goods, gift cards, and/or gift certificates must be safeguarded and locked in a secure location.

Sec. 2.1 DISPOSAL OF SURPLUS PROPERTY

Refer to Internal Control Procedures Manual – Property & Equipment – Retiring Property & Equipment – Sec. 4-5 for policies and procedures.

1. Departments with general (non-computer) equipment or supplies which have become unsuitable or unnecessary for their needs and which will not be traded in or applied on any purchase, shall notify the ~~Facilities Manager~~County Administrator. The ~~Facilities Manager~~County Administrator shall inform other County Departments via the myOconto intranet of the equipment or supplies to determine if they can use those items. If there is no need for "general" equipment or supplies, the information for the "general" equipment shall be given to the Property & Technology Services Committee and disposed of by one of the following methods as determined by the Property & Technology Services Committee.
 - a. Sale of item via internet coordinated by ~~Facilities Manager~~Technology Services Director and/or County Administrator or via online auction service providers.
 - b. Declared as junk and property disposed of at the direction of the Property & Technology Services Committee.
 - c. The ~~Facilities Manager~~Property & Technology Services Committee shall contact local units of government with the information regarding the surplus "general" equipment and disposal process.
 - d. If the items are sold via the internet, the proceeds from the sale shall be paid to the County Treasurer and deposited into accounts as determined by the Administration Committee.
2. Law Enforcement vehicles shall be disposed of according to the Public Safety Committee. Proceeds from any sales shall be accounted for as a revenue in the Sheriff's Office budget under sale of vehicle account.
3. Highway equipment under \$20,000 shall be disposed of according to the Highway committee per County board rule 2.123(d). Proceeds shall be accounted for as a revenue in the Highway Department budget. Equipment over \$20,000 shall be disposed of per State Statute.
4. Technology equipment, such as computers, printers and phone, which become excess shall be returned to the Technology Services Department for inventory, parts, and/or disposal. The Technology Services Director will determine if the ~~computer-related~~computer-related

Commented [BB9]: The new Building Maintenance Technician can assist with administrative duties.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

equipment can be used elsewhere within the County or disposed of via a contracted recycling company.

Any items disposed of using any of the above means shall be reported to the Property & Technology Services Committee at their next meeting.

If the equipment or supplies are transferred from one department to another, it shall be noted in the Technology Services hardware inventory. The Technology Services department shall maintain a listing of all retired and sold equipment.

5. County employees and County Board members shall follow the same procedures as the public in purchasing surplus county property.
6. Forest, Parks & Recreation/Land Information Systems Department equipment or supplies not stored or used at the courthouse shall be disposed of according to the Land & Water Resources committee. Proceeds shall be accounted for as revenue in their appropriate budgets.
7. Solid Waste Department equipment or supplies not stored or used at the courthouse shall be disposed of according to the Land & Water Resources Committee. Proceeds shall be accounted for as revenue in their appropriate budgets

Sec. 2.2 CONFLICT OF INTEREST

No officials (including board members) or personnel of the County may participate in any activities having the potential to undermine impartiality due to a possible clash between the person's self-interest, professional interest and/or public interest. Individuals with or who acquire a personal or financial interest in any activity associated with the County must immediately disclose the interest to Oconto County in writing. Conflicts of Interest statements should be updated annually during employee evaluations.

See Wisconsin Statutes 19.59 and 946.13

Sec. 2.3 VENDOR PROTEST

The term vendor protest shall mean an allegation that there has been a breach, misinterpretation, or improper application of the County Financial Management Policy. Prompt and just settlement of the protest is in the mutual interest of the County and Vendor. Therefore, a structure procedure has been developed to consider these protests.

Step 1: The vendor shall present the complaint orally to the applicable Department Head for resolution.

Step 2: If the protest is not settled at Step 1, the protest shall be presented in writing to the Home Committee with a copy sent to the County Administrator [and Corporation Counsel](#) within 10 calendar days after answer to Step 1. The written protest shall include the following:

- a. Name, address, and telephone number of protestor.
- b. Signature of protestor or its representative.
- c. Identification of Financial Management Policy that was breached.

d. Form of relief being sought.

Step 3: If the protest is not settled at Step 2, the vendor may file a written protest to the County Board of Supervisors within 10 calendar days of answer to Step 2. The County Board of Supervisors will take the protest up, within sixty (60) days, at their next regularly scheduled meeting. The decision of the County Board of Supervisors is final.

Sec. 2.4 UNCLAIMED FUNDS/PROPERTY

All unclaimed funds/property shall follow the process outlined in Statute 59.66 for both the Clerk of Courts and general Public Treasury. The Treasurer shall oversee the process. The Finance Director shall maintain a record of unclaimed funds, until such funds are permanently transferred to the county's general fund or returned to the owner.

Sec. 2.5 ADMINISTRATIVE BUDGET ADJUSTMENTS

Refer to Internal Control Procedures Manual – Budgetary Controls – Sec. 5-1 for policies and procedures.

See Budget Adjustment Request Form (Attachment 2) for additional budget adjustment classifications and approval levels.

1. Department Authority

Every department may reallocate funds between similar activity areas. Budget adjustments between different activity areas (personnel, operations, and capital) ~~and budget adjustments to increase "carryover" accounts~~ require County Administrator, Finance Director, and home committee approval when the amount is \$5,000 or less.

Amounts above \$5,000 require the approval of the Administration committee. In addition to the approvals noted, the Department Head shall submit a written request to the Finance Director for the reallocation, specifying the amount of the transfer and the items involved (Form 201). If the Finance Director determines the request may cause the department to exceed the total appropriation for an activity or which he/she concludes will adversely impact the overall County budget he/she may deny the request. Home Committee shall review determinations of adverse impact. The Department Head may appeal the Finance Director's decision to the Administration Committee.

2. Administration Committee Authority

The Administration Committee may request supplementing the appropriations for a particular office, department, or line item by transfers from the contingency account. Such transfers shall not exceed the amount set up in the contingency account as adopted in the annual budget. Required publication provisions shall apply to all transfers from the contingency account. Nothing in this subsection authorizes the funding of new positions unless those positions have been properly created.

3. County Board Authority

The approval of two-thirds (2/3) of the County Board in attendance is required for all transfers from the contingency fund.

4. Continuing Appropriations

It is the policy of the County to close all accounts and funds at year's end, except for those that may be required by law and/or for sound financial administration. Those departments that have a need for funds appropriated in the current budget year in an account to be carried forward to the next fiscal year must submit a request ~~to the Administration Committee.~~ Such request will be made using form 204 prescribed by the Finance Department, which will indicate the account, the reason for the carry-over and the department's home committee approval. The request must be forwarded to the Finance Department for review no later than the last working day in January of the ensuing year. The Finance Department will submit the request to the Administration Committee for approval. Non-lapsing accounts that historically have been carried over from year to year require County Administrator and Finance Director approval only, however department heads should report all carryforward accounts to their ~~H~~home ~~C~~committee.

5. Budget Compliance

This section outlines procedures to be used by departments and agencies for maintaining compliance with the county's adopted budget:

- a. The County budget is a formal document adopted annually by the county board of supervisors, which becomes a legal appropriation. As a segment of this document, a department's budget consists of one or more expenditure accounts and those accounts are comprised of one or more detailed line items. Financial reports for all departments and funds are available through the BS&A General Ledger module. Each department is responsible for monitoring and managing their resources to ensure that expenditures do not exceed the legal appropriation for their department.
- b. The process for maintaining budgetary and financial compliance shall be as follows:
 1. Line items – If an individual expense category line item becomes expended more than its adopted budget by 50% or less, or by less than \$150 no adjustment is required unless it would cause the entire account to become over-expended. If the line item is greater than 150% of its budget and can be covered by another line item (or items) within the same account, then the department head shall submit a line item budget transfer request, approved by their Home Committee, to the Finance Department detailing the line items and amounts and an explanation why the particular line item has become over-expended and why the source line item(s) can be used. If additional department revenues have been collected that would offset the expense overage, then no budget adjustment is needed. The Health & Human Services Department is exempt from this section, as the department maintains account compliance by the following Section 1.8(5b2).
 2. Department Account(s) – If an account within a department becomes over-expended, or appears that it will become over-expended, and the department head believes that funds are available in another account within the department to cover the expenditures, then the Department Head shall prepare a budget transfer request detailing the amounts and an explanation why the particular account has become over-expended and why the source account(s) can be used for the transfer. The account transfer request must be

approved by the department's Home Committee if over \$10,000. The transfer request is then to be forwarded to the Finance Department (or maintained on file in the Health & Human Services Department for Human Services accounts). If additional department revenues have been collected that would offset the expense overage, then no budget adjustment is needed. If the department only has one account or does not believe funds are available from other accounts within the department, then the department shall use the process in Sec 1.8 (5b3).

3. Total Department – If the total expenditures for a department (or fund, in the case of Health & Human Services and Highway/Co Road & Bridge) exceed or appear they will exceed the legal appropriation for the department as a whole, then the department head must, in consultation with their Home Committee and the County Administrator, submit a report to the Administration Committee detailing the situation and a plan to correct the deficit. If additional department revenues have been collected that would offset the expense overage, then no budget adjustment is needed.
- c. These procedures need not apply to those accounts which are expenditure reimbursed accounts deriving funds entirely from federal, state and local sources, including highway fund cost pool, state and local districts road and bridge accounts.
- d. Non-compliance with the above procedures may result in delays in the processing of payments to vendors and other payees. Any additional or related costs due to delays are the responsibility of the department.

6. Capital Improvement Projects Spending Policy

1. Budget Approval - Specific Capital Improvement Projects are approved as part of the annual budget process. Allocations are designated for specific projects based on the approved plan.
2. Underspending Guidelines - Departments are prohibited from repurposing funds allocated to underspent item/projects. Any leftover funds remain tied to the original CIP purpose, and will roll back to the original designated fund.
3. Overspending Guidelines – Any item/project that comes in over the approved amount must go through home committee, Administration committee, and County board. If this is not done, the department/office must cover the overage within their approved budget.
4. Additional Requests
 4. Procedure for New Requests - Departments must submit any new funding requests, regardless of amount, to their home committee. Following committee approval, the request will be brought to the Administration Committee, and then to the county board for final authorization.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 1"

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Font: 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.75", Left + 6", Left + Not at 1"

Formatted: Tab stops: 0.5", List tab + 1", Left

Formatted: Tab stops: 0.5", List tab + 1", Left

Formatted: Normal, Outline numbered + Level: 2 + Numbering Style: Bullet + Aligned at: 1.25" + Tab after: 1.5" + Indent at: 1.5"

Commented [BB10]: This is a request from a department head. There wasn't clear language about repurposing leftover capital project funds (County Sales Tax).

Formatted: Font: (Default) Arial, 12 pt

Sec. 3.0 FUND BALANCE POLICY

NON-SPENDABLE FUND BALANCE

The amount of fund balance that cannot be spent because it is either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

1. At year end, the Finance Director will record the portion of fund balance that is not in spendable form or required to remain intact.

RESTRICTED FUND BALANCE

The amount of fund balance that is constrained for specific purposes by external parties, state statutes, grant requirements, or other enabling legislation.

1. At year end, the Finance Director will record the portion of fund balance that is restricted. A subsidiary ledger will be maintained as to the type and purpose of the restricted funds.

COMMITTED FUND BALANCE

The amount of fund balance that is constrained for specific purposes by action of the County Board. These constraints can only be removed or changed by the County Board using the same action that was used to create them.

1. Any specific purpose identified to be committed by the County Board will be set forth by County Board resolution stipulating the purpose and the amount of fund balance to be committed.
2. Committed fund balances approved in prior years, will be carried forward until changed by a subsequent resolution or until the funds identified for the specific purpose have been expended.

ASSIGNED FUND BALANCE

The amount of fund balance that is constrained for specific purposes by action of the Administration Committee and/or county management. By practice, the County Administrator and Finance Director recommend assigned fund balances to the Administration Committee for their approval.

1. An assigned fund balance is to be maintained at a minimum of \$2,500,000 to provide an adequate reserve for unforeseen costs.
2. In addition, at year end, the Finance Director will record the portion of fund balance that is assigned for other specific purposes. A subsidiary ledger will be maintained as to the department and purpose of the assigned funds.

UNASSIGNED FUND BALANCE

The amount of fund balance that is available for any purpose and has not been assigned to other funds or fund classifications (restricted, committed, assigned). The County will maintain unassigned fund balances to provide necessary working capital to avoid cash flow interruptions and/or short-term borrowing to fund daily operations. These fund balance reserves are used to generate interest income and to assist in maintaining an investment grade bond rating.

1. The general fund designated, unassigned (working capital) balance is to be maintained at a minimum of \$5,000,000 to provide an adequate cash flow.

2. In addition, the Finance Director will record an unassigned fund balance for the amount budgeted in the subsequent year.

HIGHWAY FUND

The following classifications are Unrestricted Retained Earnings for financial statement reporting. An Assigned classification is designated for internal reporting and record-keeping purposes.

1. The internal service (Highway) fund Retained Earnings-Assigned shall be maintained at a minimum of one months (8.3%) equivalent of the fund's annual operating expenses (prior year audited), to provide an adequate cash flow for working capital.
2. The internal service (Highway) fund Retained Earnings-Assigned shall maintain an amount equal to the prior year's depreciation charge (as reported in the Highway closing Exhibit A Schedule 8). This reserve is available to fund capital asset purchases in the subsequent years.
3. The internal service (Highway) fund Retained Earnings-Assigned shall maintain an Inventory Reserve equal to the amount of net inventory assets at end of year.
4. In addition, the Finance Director will record an Assigned fund balance for the amount budgeted in the subsequent year.

Sec 4.0 TRAVEL, EXPENSE AND OTHER REIMBURSEMENT POLICIES

See Section 1.9 (8) for County Credit Card policy/procedure. No non-overnight meals shall be charged to County credit cards. Employees will pay for non-overnight meals and submit a reimbursement form to the Finance Department.

Sec 4.1 ELIGIBILITY

Members of the County Board, County Elected Officials and their deputies, members of Committees, Boards and Commissions, Department Heads and such other employees or other authorized persons as are expressly authorized by their respective department heads and governing committee shall be entitled to reimbursement for travel expenses and other expenses as provided herein. This section is subject to the terms of any labor agreement entered into by the County.

Individuals traveling on official County business may require a reasonable accommodation, as required by Federal Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1972. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while on travel status.

Sec 4.2 TRAVEL – VEHICLE TRANSPORTATION

All employees traveling on county business are expected to exercise reasonable judgement when incurring travel costs, using the most direct and cost-effective means possible. Although not every scenario can be addressed in this policy, reason and logic should be applied when determining reimbursable mileage.

1. Calculation

Mileage for attendance at conventions, conferences, seminars, or other authorized business travel shall be calculated using the distance from the person's home to the business location or the distance from the person's permanent work site to the business location, whichever distance is less. These same rules apply to eligible persons "working from home" due to illness, quarantine, etc. Reimbursement shall be calculated using the distance from home or the person's usual worksite, whichever is less.

No mileage will be allowed for travel between an employee's home and work site. Therefore, if an employee is working from home or if an employee begins and/or ends their work day from home, all miles driven that day must be reduced by the number of miles of their commute between their home and official work site. If a client is being transported for official business during the commute, those specific miles while the client is in the vehicle will be reimbursable.

2. County-Owned Vehicles/Reimbursement Rates

Employees traveling for official business are required to use a county-owned vehicle if one is available, except in situations that would involve an excessive loss of time/cost or an increase in OT costs, emergencies, inclement weather events, or surveillance. Reasons for such exemptions must be noted on the reimbursement form (Form 213 or similar form) and approved by the Department Head. Employees shall be reimbursed for business mileage at the IRS rate, if a county-owned vehicle is not available or for one of the above mentioned exemptions.

An employee choosing not to use a county-owned vehicle when available, which results in a measurable increase of time or costs, will be denied reimbursement for mileage.

County-owned vehicles should not be used for personal use. However, if a county-owned vehicle is used for personal mileage, its use must be reported and paid for at the discounted rate of 15 cents below the IRS rate.

As a general rule, employees are not allowed to take county-owned vehicles home, except in situations where vehicles are "assigned" to a specific employee or a specific department (ex, Highway, Emergency Mgmt, LIS, etc.) or for unique/unusual circumstances where taking the vehicle home is the most logical and cost-effective decision. In these situations, employees are to complete Form 221 and submit it to the Finance Department. Per IRS regulations, these trips are considered a taxable fringe benefit and will be taxed accordingly.

Vehicles can be reserved using the fillable reservation form and keys may be picked up at the Health & Human Services office. If a vehicle reservation is made and not used or cancelled at

the last minute, employees who used their personal vehicle on this day(s) should note this on their reimbursement form along with verification in order to claim reimbursement at the IRS rate.

Department heads should establish priority use guidelines in order to maximize county-owned vehicle use.

3. Vehicle Sharing

In the event more than one eligible person is traveling to the same destination, such persons shall, whenever reasonably possible, share a vehicle, or vehicles to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the vehicle transportation. In the event one or more persons claim mileage in violation of this vehicle-sharing policy, for any type of personal reason, no reimbursement will be allowed.

4. Call-Out Mileage

Department Heads and employees (excluding County Board members and others as specified in employment contracts) otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for normal, daily work, overtime work, ~~attendance at County Board meetings, Committee, Board and Commission meetings.~~ Persons who are eligible for after-~~hours call-out~~-pay, shall be eligible for reimbursement of mileage between their home and work site when **called in** outside of their normal working hours. Employees should note these miles separately on their reimbursement form as "call-out miles", as such payment may be considered a taxable fringe benefit under IRS guidelines. Call-out miles will be reimbursed at the IRS rate.

5. Other Reimbursement

Eligible persons shall receive full reimbursement of parking charges and/or tolls upon presentation of original receipts or actual cost expended for meters. No reimbursement will be made for traffic citations or parking tickets or fines.

Any other employee reimbursement for extraordinary or unusual circumstances will be considered on a case-by-case basis. Approval by the County Administrator and Home Committee is required.

6. Reimbursement Procedure

All mileage reimbursement requests must be submitted on Form 213 (or similar form), detailing starting address, ending address, purpose for trip, and number of miles. Each trip should be listed separately. The reduction of commuting miles (as per Section 4.2(1)) should also be noted.

The County Administrator has the authority to approve/deny any other mileage reimbursement situations, on a case-by-case basis, not specifically addressed in this policy.

Sec. 4.3 TRAVEL – PUBLIC TRANSPORTATION

1. Reimbursement for commercial air travel shall generally be limited to the least costly coach fare that uses a regularly scheduled commercial carrier.
2. A rental vehicle may be used in situations where it is the most cost-effective means of transportation or when the efficient conduct of County business precludes the use of other means of transportation.
3. Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical.

Sec. 4.4 LODGING

1. Eligible persons are expected to seek standard lodging accommodations that are comfortable, convenient, and safe; meet the business needs and offer good value. Reimbursement is limited to the rates established by the lodging establishments associated with the event or if no established rate, a reasonable rate as allowed by the respective home committee. When making reservations, the governmental rate must be requested.
2. Room reservations must be made in advance, using a County purchase order, department credit card or the employee may use their own credit card. The purchase order is available from the Finance Department. It indicates to the lodging facility that the County is exempt from state and local room taxes. The purchase order also provides the information that the establishment needs for direct billing to the County for room costs. Any cancellation fees as part of the lodging establishment official policy will be paid by the county. The Wisconsin Sales/Use Tax Exemption Certificate (Form 217) is available on the Intranet and should be provided to all lodging establishments when making lodging reservations.
3. No additional room charges will be allowed.
4. Employees are prohibited from using the County's governmental status in order to obtain a reduced lodging rate/state rate for personal use or to avoid paying sales tax on purchases/services for personal use.
5. Reimbursement for lodging within 50 miles of Oconto County Courthouse is not permitted unless specially authorized in advance by home committee or County Board action.

Sec. 4.5 MEALS

See Section 1.9 (8) for County Credit Card policy/procedure. No non-overnight meals shall be charged to the County credit cards. Employees will pay for non-overnight meals and submit a reimbursement form to the Finance Department.

1. Eligible persons shall be reimbursed for the cost of meals, including tax, credit card fees, and tip of not to exceed 2045% based on cost of the meal when the eligible person is on County business-related activities outside of Oconto County.
2. Eligible persons shall be reimbursed for the cost of meals-, including tips and credit card fees at the following rates:
 - a. Maximum of \$40 per day for two or less meals
 - b. Maximum of \$50 per day for three meals (breakfast, lunch, and dinner only)
 - c. Maximum of \$60 per day for out of state meals (see Sec 4,6 (1) also)

Commented [BB11]: Looking to update the tip to 20% as that is the standard.

Detailed receipts are required for all meals. Credit card receipts that do not provide an itemized detail of purchases will not be accepted.

3. Eligible persons shall not be reimbursed for the cost of meals when the eligible person is on County Business-related activities in Oconto County, except in the following circumstances:
 - a. when the business activity involves conferences/sessions with outside agencies, such as other governmental units, in which case reimbursement for meals shall be pre-approved by the appropriate Department Head and/or Governing Committee/Board,
 - b. County Board members attending regional or district meetings of local, state, or federal officials having similar responsibilities or duties.
 - c. Meals provided to employees by departments for occasional in-house, department wide training purposes are allowed, if budgeted and cost effective, as opposed to outside training. Prior approval is required from the County Administrator and/or Human Resources Director. A request must be sent with the reason for the training, and which staff will be attending.
4. Eligible persons shall not be reimbursed for cost of meals included in the cost of registration for any conference, seminar, training sessions or meeting unless specifically authorized by the Administration Committee.
5. Expenditures for alcoholic beverages are not reimbursable-.
6. Per IRS regulations, reimbursements for meals not overnight are considered a fringe benefit and may be taxable to the employee.

Commented [BB12]: Due to the number of meals purchased for trainings, we would like to add in that the County Administrator approval is needed ahead of time.

Sec. 4.6 CONVENTIONS, CONFERENCE, SEMINARS AND TRAINING

1. Registration fees and tuition are reimbursable with evidence of payment (receipt). Department Heads and staff may attend those conventions; conference, seminars, and training that are appropriate and approved by the Department Head if budgeted. Home Committee approval is needed for unbudgeted training and training of \$10,000 or over. All out-of-state training must be approved by the County Administrator and the Home Committee.
2. Conference/Seminar/Convention/Training is defined as an overnight event that per the agenda for that event states it is Conference/Seminar/Convention/Training. County Board members

shall obtain prior authorization from the respective committees and attend these events in order to be eligible for a meeting per diem.

Sec. 4.7 COMPENSATION

1. Per diem compensation and salary will be established by the County Board at the annual meeting in odd numbered years.
2. Standing Committee and Board Members shall be paid per diem for actual meeting days attended with a maximum of two paid meetings for any given day. Standing meetings held within an hour before the County Board meeting are not eligible for a per diem. In the event any meeting of the Board of Adjustment exceeds five (5) hours, members in attendance shall be entitled to 2.0 per diem for that meeting. For attending meetings more than 150 miles from the County seat, which require leaving the day before, committee and board members shall be paid the non-standing committee per diem for the day traveling to the meeting and for the day returning from the meeting unless the return trip occurs on the same day as the meeting in which case the member shall be paid only one per diem. For attending meetings less than 150 miles from the County seat, Committee and Board Members shall not be paid per diem for the day traveling to the meeting and for the day returning from the meeting unless travel day occurs on the same day as the meeting in which case the member shall be paid only one per diem.
3. Standing Committee and Board Members are allowed meetings in excess of the limits set forth in Sec. 59.13(2) (b), Wis. Stats., and the compensation for such meetings except for meetings of Highway Committee, shall be as is established in Section 4.7(4).
4. The Highway Committee when acting in performance of their duties as Highway Committee members shall be paid per diem in excess of the amount set forth in Sec. 83.015, Wis. Stats., and shall be paid the same amount as is paid members of other standing committees and boards of the Oconto County Board of Supervisors, provided that such annual compensation shall not exceed \$5,000.
5. Attendance by Board and Standing Committee members at seminars or conferences for which a per diem may be paid shall be limited as follows: County Board Supervisors may attend a maximum of 3 (three) Seminars/Conference per year in addition to the WCA Conferences/District Meetings. County Board Supervisors may attend additional seminars or conferences when funded and budgeted by a county department, and directly related to the standing committee on which the supervisor serves ~~on~~. The standing committee shall approve the supervisor's attendance.
6. County Board members shall be paid a non-standing committee meeting per diem for attending the tour conducted by the County Clerk~~Administrator~~ for newly elected or appointed County Board Members.
7. With the exception of the Chair and Vice-Chair, County Board Members shall be paid ½ of the non-standing per diem for attending a standing Committee meeting that they are not a member of and have authorization from a Committee to attend on behalf of that committee,

Sec. 4.8 PAYMENT OF COMPENSATION AND REIMBURSEMENTS

1. Board, Committee and Commission members shall file their monthly claims in accordance with Rules of Board 2.120(7).
2. All other employees shall file their expense claims within 60 days of the end of the month the claim was incurred. Claims, with required documentation attached, must be prepared on the forms approved by the Finance Department. All claims must be approved by the Department Head prior to submitting to the Finance Department for processing.
3. BYOD Cellphone reimbursement rates are established as follows: \$10 for a basic phone and \$35 for a smartphone. To receive reimbursement, the BYOD form must be completed and submitted with the first reimbursement request each year. The County Administrator, Human Resource Director, and Finance Director will make the final decision on which positions are eligible for reimbursement. Employees are entitled to only one reimbursement. If an employee is assigned a county phone or another phone financed by the county, the BYOD program will not apply.
4. Claims will be processed monthly and payment made on or about the 20th of each month.
5. Use of personal funds (cash, checks, credit cards) for the purchase/payment of County related items/services is discouraged except for de minimis purchases (under \$25) and work related travel costs (lodging, meals, parking, tolls).
6. Employees will be subject to taxation on any significant benefit, such as a ticket or event exceeding \$50 in value, even if it is program/grant funded.

Sec. 4.9 CONFLICTS

In the event the terms of this policy conflict with the terms of any ordinance or resolution adopted by the Board prior to the adoption of this policy, the terms of this policy shall control the outcome of any such conflict.

Sec. 5.0 CAPITAL ASSET MANAGEMENT POLICY

1. **General:** ~~With:~~ With the implementation of Governmental Accounting Standards Board (GASB) Pronouncement #34, Oconto County is required to report all capital assets in its Government Wide Financial Statements. The recording of these capital assets is guided by this Capital Asset Management Policy. The essence of such a policy is the establishment of a capitalization (cost) threshold that will determine if an item is to be recorded as a capital asset.
2. **Definition:** ~~Oconto:~~ Oconto County defines a capital asset as a tangible item which has an estimated useful life of at least two years following the date of acquisition and has a significant value (capitalization threshold).

3. Asset Categories and Thresholds

CATEGORY	THRESHOLD*
Land	ALL

Formatted: Font: (Default) Arial, 12 pt

Formatted: Left, Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.75" + 1"

Commented [BB13]: We were lacking BYOD reimbursement guidelines. Clarification were needed as to who is monitoring reimbursements.

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Justified, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.75", Left + 1", Left

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt, Not Superscript/ Subscript

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Commented [BB14]: There have been multiple occasions of "grant funded" purchases.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Arial, 12 pt

Buildings	\$100,000
Building Improvements	\$ 50,000
Improvements Other Than Buildings	\$ 25,000
Machinery & Equipment	\$ 5,000
Motor Vehicles	\$ 5,000
Other Assets	\$ 5,000
Infrastructure	\$250,000

*except where federal/state regulations require a different amount

4. **Application:** The above definition applies to an *Individual item*. When similar items of an asset group that are individually less than the capitalization threshold but when added together exceed the capitalization threshold, that group may be capitalized.
5. **Valuation and Depreciation:** Assets are valued at cost or estimated cost when original cost is not determinable. The straight-line depreciation method is used, unless an alternative method is required for a federal/state program. Depreciation is computed based on an Asset Service Life Expectancy Table compiled by the County Finance Department. Land is not depreciated. A 15% salvage value may be used to arrive at an asset's depreciable value if applicable, except that buildings, building improvements, and improvements other than buildings (land improvements) get fully depreciated.
6. **Responsibility:** The Finance Department is responsible for developing and implementing the procedures for recurring and capitalization of the County's capital assets and for maintaining the Capital Asset Management System.

Sec 5.1 REVENUE RECOGNITION

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

The County considers all grant revenues to be available if they are collected within 180 days of the end of the current fiscal period. The County considers all other revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Sec 5.2 LEASE AND SBITA (Subscription-Based Information Technology Arrangements) REPORTING

Guidance for GASB 87 Leases and GASB 96 SBITA's require tracking and reporting for contracts that convey control to use another party's nonfinancial asset or IT software, as specified in the contract, for a period of time in an exchange or exchange-like transaction. The Finance department is responsible for tracking and reporting these contracts.

All departments must submit a copy of all contracts to the Finance department for determination of GASB 87 and GASB 96 compliance.

Sec. 6.0 FIDUCIARY (CUSTODIAL) ACCOUNTS

Fiduciary activity occurs when a governmental entity controls plan assets and has a fiduciary relationship with the plan beneficiary. Oconto County has identified several custodial accounts that meet this definition. Fiduciary (custodial) funds are maintained at the department head level and must be used in accordance with the specific plan benefits. Fiduciary accounts must follow all GAAP principals and be in accordance with GASB 84.

All fiduciary accounts must be reported to the Finance Director, who will track the activity for audit purposes.

All fiduciary (custodial) funds collected at the department level must be brought to the Treasurer's office, along with a completed deposit ticket (if necessary), for deposit into the proper custodial fund.

Sec. 7.0 CASH AND CASH MANAGEMENT

Refer to Internal Control Procedures Manual – Revenue & Cash Receipts – Sec. 2 for policies and procedures.

1. Purpose

Cash, which includes negotiable items (checks, money orders, certified checks and any other similar instrument), is the County's most sensitive asset and as such, proper cash management requires solid internal controls and strict adherence to cash management and deposit policies. This section defines policies and procedures related to cash, cash handling and cash management.

2. Cash Collections at Various Sites

For cash collected at the various sites within the County, including departments within the courthouse complex and off-site collection points, the following procedures are to be followed:

- a. Cash collections received should be receipted daily using pre-numbered receipts or an electronic receipting system.
- b. Cash should be immediately secured in a lockable cash drawer, cash box, safe or other secure receptacle.
- c. Cash in an office, other than a "petty cash" fund, is to be deposited with the County Treasurer on a daily basis or an authorized financial institution on a weekly basis, or more often if accumulated cash exceeds \$100.
- d. The prompt deposit of collections with the County Treasurer helps ensure the safety of cash, eliminates idle cash balances, allows for expedited cash flow and provides interest earnings.

3. Petty Cash Funds

Petty cash funds are provided to enable departments to make cash conveniently available for making change at the counter and/or for very minor purchases or reimbursements. The establishment and use of petty cash funds by departments is intended to be very limited. (See Attachment 1 for a listing of approved petty cash funds).

- a. A written request for the establishment of a petty cash fund or to increase the amount of a petty cash fund, must be submitted by the Department Head, approved by the department's Home Committee and forwarded to the Finance Department for approval by the Administration Committee.
- b. The amount of a petty cash fund should be such that replenishment of the fund, if and when needed, should be limited to what is needed for short period of time (one to three months).
- c. One member of the department should be designated as the petty cash custodian. Any transactions from the petty cash fund should be handled through this custodian.
- d. Any disbursement from a petty cash fund, other than making change, must be supported with a receipt or a pre-numbered petty cash withdrawal slip which indicates the date, amount and purpose of the transaction.
- e. The replenishment of the fund should be made by submitting an accounts payable voucher with the petty cash receipts/withdrawal slips attached supporting the requested reimbursement amount. The voucher should be made payable to Petty Cash, with the specific department listed in the description.
- f. Any petty cash fund which is determined to no longer be needed should be promptly returned to the County Treasurer and notification given to the Finance Director.
- g. Petty cash funds are subject to periodic, unannounced verification by the Finance Department.
- h. Loans and/or advances to employees are prohibited.
- i. Cashing checks for anyone is prohibited.
- j. No other cash funds are allowed, except approved petty cash funds.

4. Banking Accounts

All banking accounts must be authorized by the Administration Committee. The bank accounts shall be recorded on the County's general ledger and are subject to appropriate procedures for internal controls including performance of monthly reconciliations.

All banking accounts must be established by the Treasurer's office. Only the Treasurer's office is authorized to withdraw cash from any county banking account. The only exception are the following approved fiduciary/custodial accounts held by departments: Clerk of Courts account, Inmate Trust account, HHS Representative Payee account(s), and Jail Canteen account.

- a. If a separate banking account is needed to be established, a department must request approval from their home committee and forward the request to the Finance Department which in turn will forward it to the Administration Committee.
- b. One employee of the department will be designated as the bank account custodian. That person is responsible (either through performance or delegation) for maintaining a record of

transactions, deposits, performing monthly bank reconciliations and safeguarding any check stock.

- c. The monthly bank statements are to be sent directly by the banking institution to the Finance Department, which will make a copy of the statement and forward the original statement and any enclosures to the department.
- d. Reconciliations of the bank statement are to occur monthly by the department. A copy of the reconciliation shall be forwarded to the Finance Department. Failure to perform and forward monthly reconciliations on a timely basis may result in a recommendation by the Finance Department to terminate the account.

Sec. 8.0 COUNTY LIBRARY TAX EXEMPTION

The following provides a process and procedure for a municipality which may file an application for exemption from the County library tax levy. It also indicates the County's actions regarding an application for exemption.

LIBRARIES Wis. Stats. 43.64 (County Tax):

Upon written application to the County Board, a municipality shall be exempt from the library tax if the district levies a tax for public library service and appropriates and expends for a library fund during the year for which the County Library Tax is made, a sum at least equal to an amount calculated in accordance with state statute.

To verify compliance with the statutes requiring that the municipality levies, appropriates and expends the required amount calculated, the municipality must furnish all of the following to the Office of the County Clerk by September 1 of each year.

1. A written application to the County Board of the County requesting exemption and signed by a municipal official; and
2. A copy of the municipality's budget showing the Library Service tax levy when the budget is adopted; or
3. A copy of documentation showing the subsequent payment of that amount to the library in the next year.

If a municipality does not maintain a public library that is located within its borders, then documentation which indicates an agreement for maintenance with a Joint Library Board with another municipality (65 Atty. Gen. 182) must be approved by the county board and on file with the County Clerk.

The Application will be approved if it meets all the conditions in Sec. 43.64(2), Wis. Stats.

An application For Exemption must be submitted annually by the municipality. It is not the responsibility of the County to initiate any application.

Sec. 9.0 COUNTY DISASTER RELIEF AID TO LOCAL MUNICIPALITIES POLICY

In the event of a widespread disaster, Oconto County would consider providing financial assistance to municipalities for damage clean-up efforts.

Eligibility would be based on the following criteria:

1. Disaster affects a widespread area.
2. County Emergency Operations Center (EOC) was activated due to the disaster.
3. County issued a Declaration of Emergency.
4. State issues a Declaration of Emergency.

Financial assistance may be in a form of a grant or loan.

County Administration Committee is responsible to review any request and provide a recommendation to the full County Board.

Attachment 1

Petty Cash [1/17/202501/15/2026](#)

Department	
County Clerk	300
Clerk of Courts	200
Circuit Court	100
Land Conservation	100
Land/Water Resources	400
Chute Pond Campground	500
Register of Deeds	200
Sheriff	100
Treasurer	1,000
	<u>\$2,400</u> \$2,900
	100-00-10110-10110
	213-50-10110-10110
HHS	100
	213-50-10110-14005
New View Industries	100
	213-50-10110-14005
NVI Summer Program	900
	(May thru Sept only)
	<u>\$1,100</u>
Canteen (huber laundry)	\$10
	207-44-10110-10110

Formatted Table

Commented [BB15]: Removing Chute Pond Campground Petty Cash \$500. Receipted in in December.

Formatted: Left

Highway	\$100	702-70-10110-10110
---------	-------	--------------------

Attachment 2

BUDGET ADJUSTMENT REQUEST FORM (attach all written documentation)		Highest Approval Level
CATEGORY		
1	Reallocation from one account/line item to another between similar activity areas (personnel, operations, capital/outlay)	1
2	Reallocation due to a technical correction or accounting purposes ex. Correcting a mistake or oversight, reallocation due to new or additional line items or accounts, increased clarification or transparency	2
3	Change in expenses with offsetting change in department revenue ex. Increase/decrease in grant or state aid funding	3
4	Reallocation from one account/line item to another between different activity areas (personnel, operations, capital/outlay)	4
5	Any allocation from a department's fund balance	5
6	Carryover accounts or transfer of funds from one budgeted year to the next	5
7	Reallocation between two or more departments	5
8	Transfer from one fund to another or transfer from Contingency fund ex. Transfer from County Sales Tax, ARPA, etc.	6
9	Any allocation from the General Fund Balance	6
10	Any other action/resolution from the County Board	6

Notes/Justification

Approval Levels	
1	Dept Head
2	Finance Director
3	Home Committee
4	County Administrator
5	Admin Committee County
6	Board

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9

Re: **Approval of Contract with Oconto County Economic Development Corporation (OCEDC)
DBA “TEDCOR” for Economic Development and Tourism Services for 2026**

WHEREAS, Oconto County is a county of the State of Wisconsin that desires to promote economic development, support the expansion and retention of existing businesses, increase the level of business investment and job creation, and increase tax revenues to support public services toward the benefit of its citizens; and

WHEREAS, Oconto County requires economic development marketing, business recruitment, business expansion, and tourism related promotion services for the growth and development of Oconto County; and

NOW, THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors here by approves the 2026 contract with the Oconto County Economic Development Corporation (OCEDC) DBA "TEDCOR" for economic development services and tourism promotion services; and

Submitted this 22nd day of January, 2026.

Alan Sleeter, Chair
Dennis Kroll, Vice Chair
Carol Heise
John Matravers
Char Meier
Theresa Willems

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain

AGREEMENT BETWEEN

OCONTO COUNTY ECONOMIC DEVELOPMENT CORPORATION DBA "TEDCOR" AND OCONTO COUNTY FOR ECONOMIC DEVELOPMENT AND TOURISM PROMOTION SERVICES

This Agreement is made this ____ day of _____, 2026, effective during the 12-month period from January 1, 2026 through December 31, 2026, by and between Oconto County, Wisconsin, hereinafter called "County", and the Oconto County Economic Development Corporation, d/b/a TEDCOR, hereinafter called "TEDCOR".

1. A. General Goals.

TEDCOR shall use its capabilities to promote and enhance economic development and employment opportunities in the service area of the County in accordance with the mission and goals established by TEDCOR's Board of Directors. TEDCOR shall use its resources to jointly market the facilities and capabilities within the jurisdiction of the County to new and existing businesses with the goal of increasing County revenues and general employment opportunities for Oconto County and its residents. TEDCOR shall also use its capabilities to promote all aspects of tourism within Oconto County.

B. Economic Development & Tourism Components.

(1)(a) TEDCOR shall serve as a general economic development research and reference service for the County, and in this capacity shall perform such functions to grow the tax base of Oconto County.

(1)(b) TEDCOR shall serve as a general tourism promotion service provider for the County, and in this capacity shall perform such functions to market and grow tourism within Oconto County.

(2) TEDCOR shall, upon request, consult with and assist the County at reasonable times and in a reasonable manner to provide services in the development and execution of programs aimed at enhancing economic development and promoting tourism within Oconto County.

(3) TEDCOR shall maintain and enhance working relations with the business community in the County to assist with business start-up and expansion needs, technical assistance, access to consulting services, and identification of financing resources including aid and assistance to at-risk businesses.

(4) TEDCOR shall provide monthly activity reports and annual reports. The activity reports will be provided to the Oconto County Board of Supervisors. Updates as needed to appropriate County staff regarding economic development and tourism promotion activities will be provided along with follow up actionable items.

(5) TEDCOR shall hold two (2) positions on its Board of Directors for representatives from the County.

2. Performance by County.

For the services rendered by TEDCOR, for calendar year 2026, the County will provide annual payments in the amount of Three Hundred Twenty-five Thousand Six Hundred Eighty-One Dollars (\$325,681) for economic development and tourism promotion. Funds will be disbursed in four quarterly payments for calendar year 2026.

3. Term.

This Agreement shall commence January 1, 2026 and end on December 31, 2026.

4. Assignment

This Agreement may not be assigned by either party.

5. Breach

In the event of either party's material breach of the terms or conditions of this Agreement, the non-breaching party reserves the right to withhold payments or services until corrective action has been taken or completed. However, the party shall not exercise this right until they have given written notice of such material breach to the breaching party and ten days have passed since the receipt of such notice. This option is in addition to and not in lieu of the parties' right to terminate this Agreement or any other right that State law offers for breach of contract.

If either party shall materially breach any of the covenants undertaken herein or any of the duties imposed upon it by this Agreement, such material breach shall entitle the other party to terminate this Agreement, provided that the party desiring to terminate for such cause shall give the offending party at least twenty days' written notice, specifying the particulars wherein it is claimed that there has been a violation hereof, and if at the end of such time the party notified has not removed the cause of complaint, or remedied the purported violation, then the termination of this Agreement shall be deemed complete.

6. Non-Discrimination.

TEDCOR shall conduct its business in a manner which assures fair, equal, and nondiscriminatory treatment of all persons without respect to race, creed, or national origin, and in particular:

TEDCOR shall maintain open hiring and employment practices, and will welcome applications for employment in all positions from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,

TEDCOR shall comply with all requirements of applicable federal, state, and local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, color, religion, sex, Vietnam era veterans' status, disabled veteran condition, physical or mental handicap, or national origin.

7. Hold Harmless and Indemnification.

TEDCOR shall protect, defend, save harmless, and indemnify County, its officers, agents, and employees from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees, occurring, arising, or resulting from supplying work, services, materials, or supplies in connection with the performance of this Agreement.

OCONTO COUNTY BOARD
OF SUPERVISORS

OCONTO COUNTY ECONOMIC DEVELOPMENT
CORPORATION, d/b/a TEDCOR

AL SLEETER COUNTY BOARD CHAIR

DAVID HONISH, PRESIDENT

KIM PYTLESKI, COUNTY CLERK

JAYME SELLEN, EXECUTIVE DIRECTOR

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3

Re: **Approve Funding of Talent Attraction Efforts**

WHEREAS, the attraction of new households is a strategic priority to support local employers, schools, housing market and overall community sustainability; and

WHEREAS, TEDCOR is proposing partnering with www.MakeMyMove.com, a relocation program marketplace, to attract 10 households from outside of the State of Wisconsin to live in Oconto County; and

WHEREAS, the remaining 20% (\$29,455.00) local match requirement would come from 2027 county sales tax; and

WHEREAS, the return on Oconto County's investment would be \$15.23 for every dollar invested.

BE IT FURTHER RESOLVED, that sales tax funds in the amount of \$29,455.00 are appropriated to TEDCOR for the purpose of funding the 20% local match requirement for the WEDC Talent Attraction Grant; and

Submitted this 22nd day of January, 2026.

Alan Sleeter, Chair
Dennis Kroll, Vice Chair
Carol Heise
John Matravers
Char Meier
Theresa Willems

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain



MakeMyMove

Introduction

Background

Cities and towns across the U.S. are facing unprecedented growth challenges in the form of labor shortages and declining population growth. States and municipalities spend **\$70B** annually to grow their economies, but most of these dollars are focused on attracting more employers, not people.

The Wisconsin Department of Administration projects that Wisconsin's population will **decrease by almost 200,000 by 2050**. An aging population and decreasing fertility rates have put an additional strain on the state's workforce.

Every year, over 7 million Americans move to a new state. This is a large opportunity for communities grow their workforce and population.

Workers are mobile, and many will move in the coming years driven by preference rather than profession. They are in search of quality of life, and a place they feel like they can belong.

Grant Framework

The WEDC will provide financial support to communities to recruit new residents.

These support grants will help cover the costs of the programming and incentives, marketing, and fulfillment services.

In turn, the communities would provide the local support to recruit, convert, and welcome their new residents.

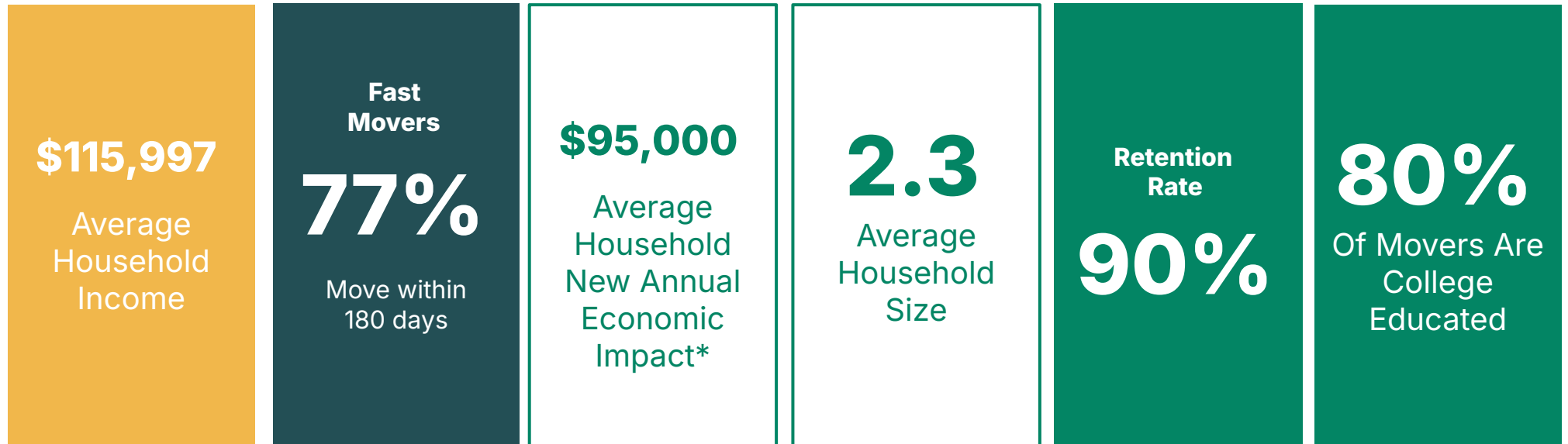


MakeMyMove

MakeMyMove is a platform that makes it easy for a community to grow by recruiting talented people and their families.

- **Proven approach-** We've helped move thousands of people to communities across the country.
- **Sustainable-** New programs can start within 60 days, and pay for themselves.
- **Efficient-** Measure for every dollar spent the expected economic returns and impact on the community.

Our Movers

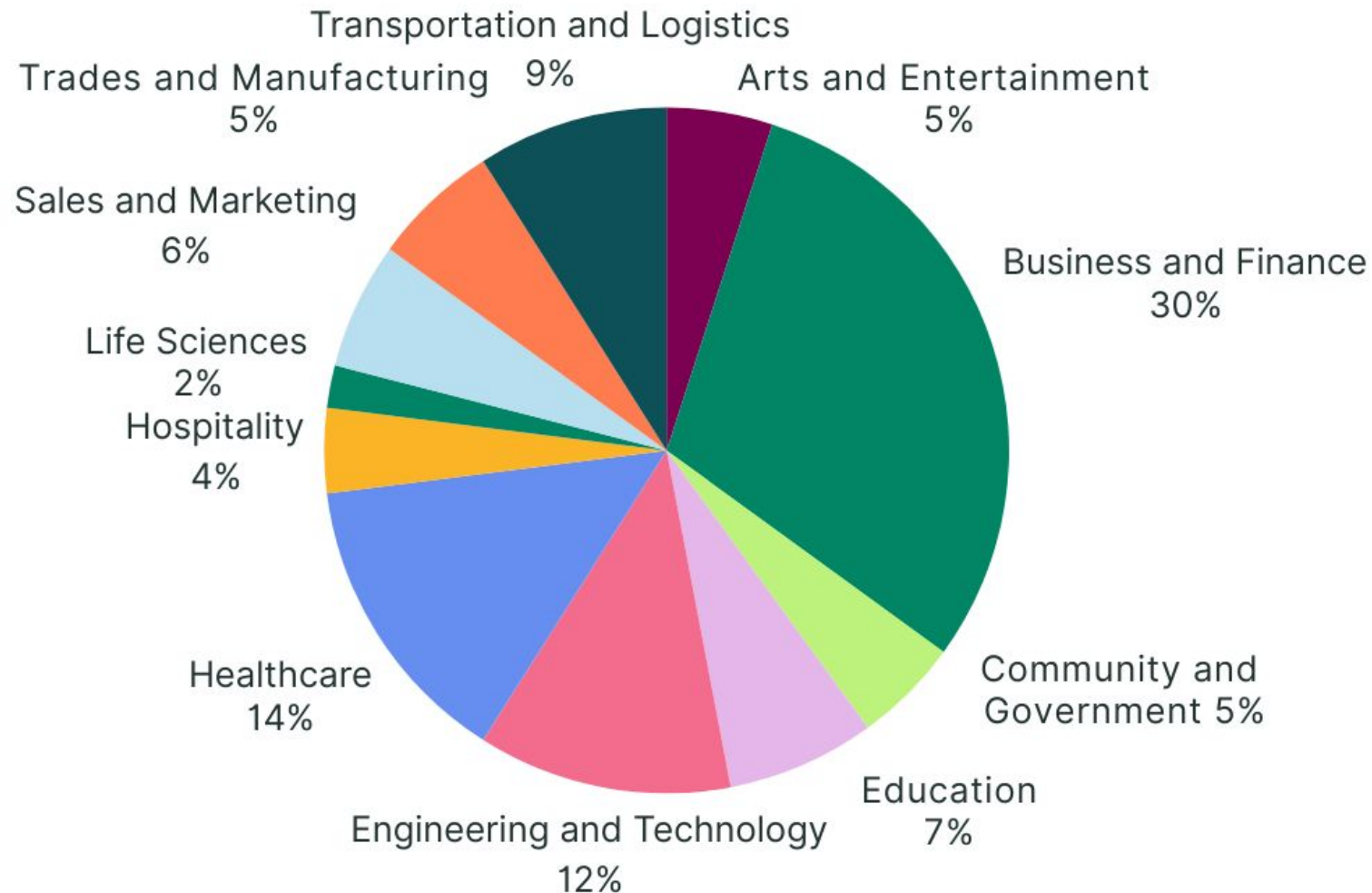


**Economic Outputs generated
by IMPLAN*



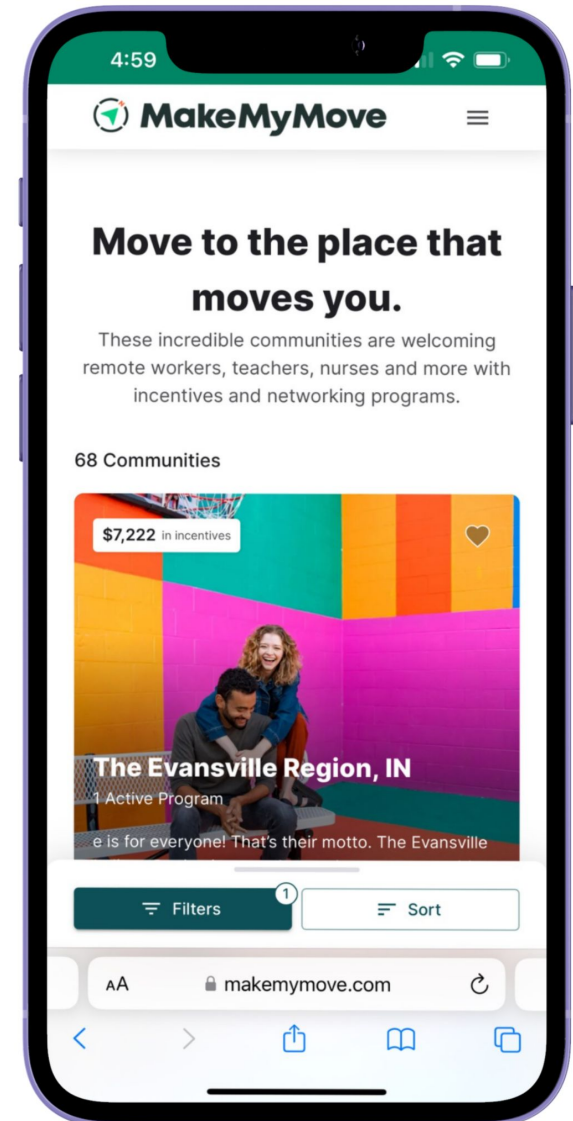
Over **1,500,000** people visit MakeMyMove each year to find a new place to live.

Applicant Professions



How It Works

- 1) Reach the right audience
- 2) Turn that audience into qualified leads
- 3) Convert leads into movers with our Mover Recruitment Studio
- 4) Get real-time data and insights into campaign performance and results.

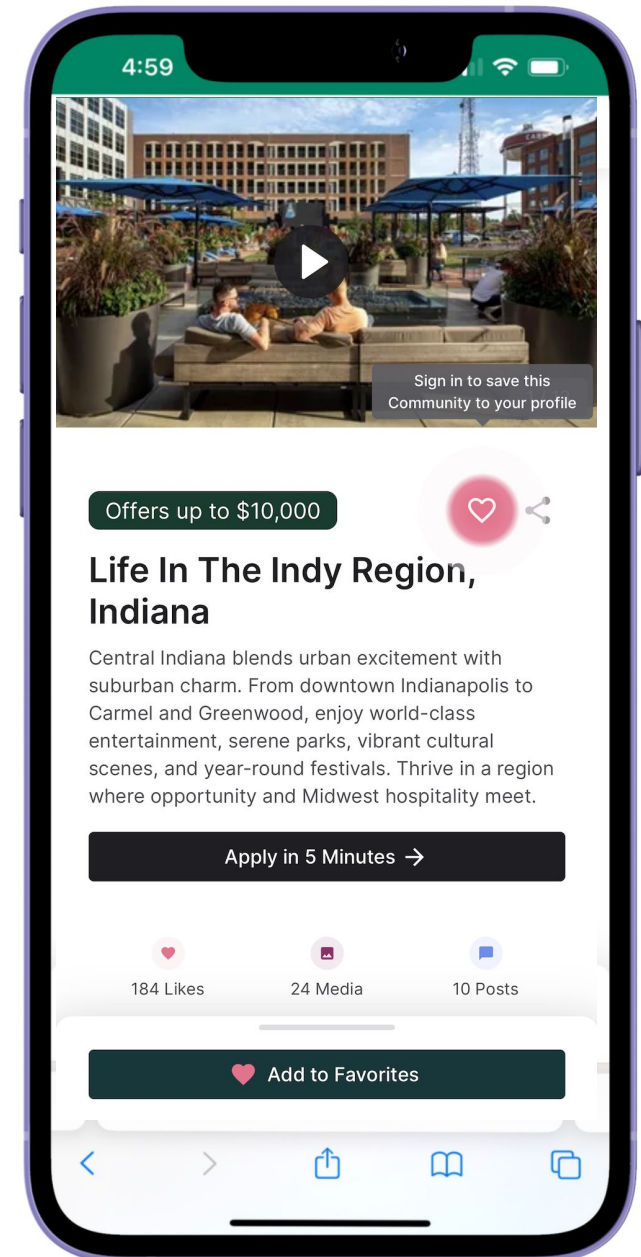


Audience

Each year, a million and a half people visit MakeMyMove to find a new community. We'll promote you to this pre-qualified audience, and share what makes your people, places, and program special.

Key Features:

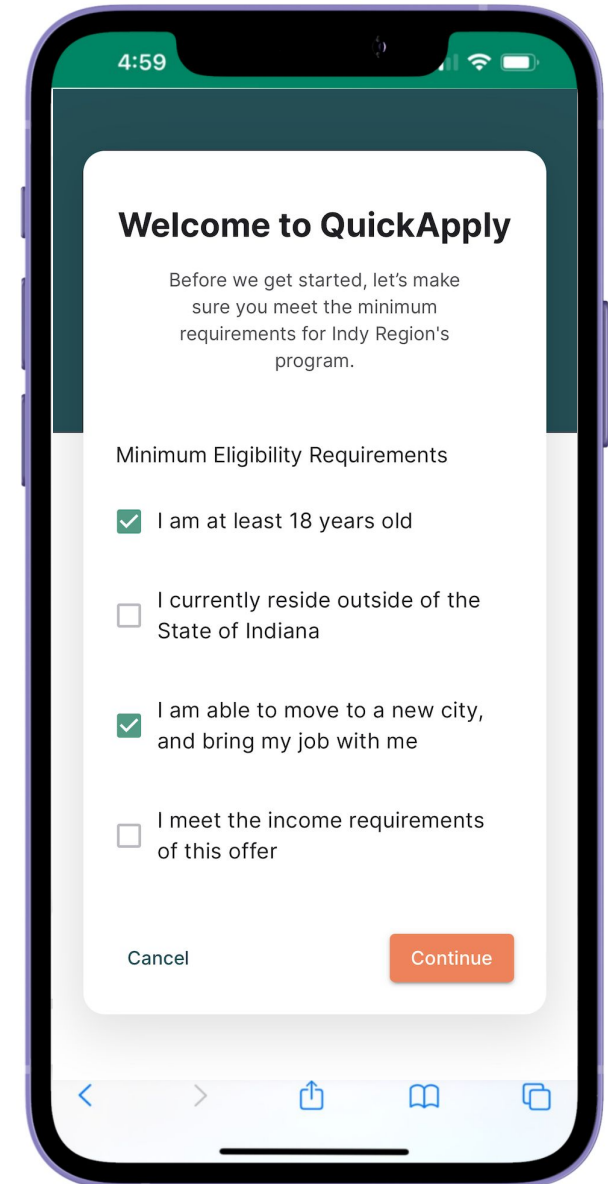
- Preferred placement for your community on MakeMyMove.com
- Get matched with movers who are looking for communities like yours and meet your criteria
- Upload videos and photos of your community
- Showcase your housing options and local realtors



Lead Qualification

Our application is designed to capture interest in your community, and to turn interested people into pre-qualified leads for your recruitment effort.

- Customize your community's application
- Setup filters to ensure your applicants meet your community's eligibility criteria
- 30-point applicant verification
- Collect data from your applicants including:
 - Household Income and Profession
 - Household Size
 - Current city and state
 - What they're looking for in a new community



4:59

Welcome to QuickApply

Before we get started, let's make sure you meet the minimum requirements for Indy Region's program.

Minimum Eligibility Requirements

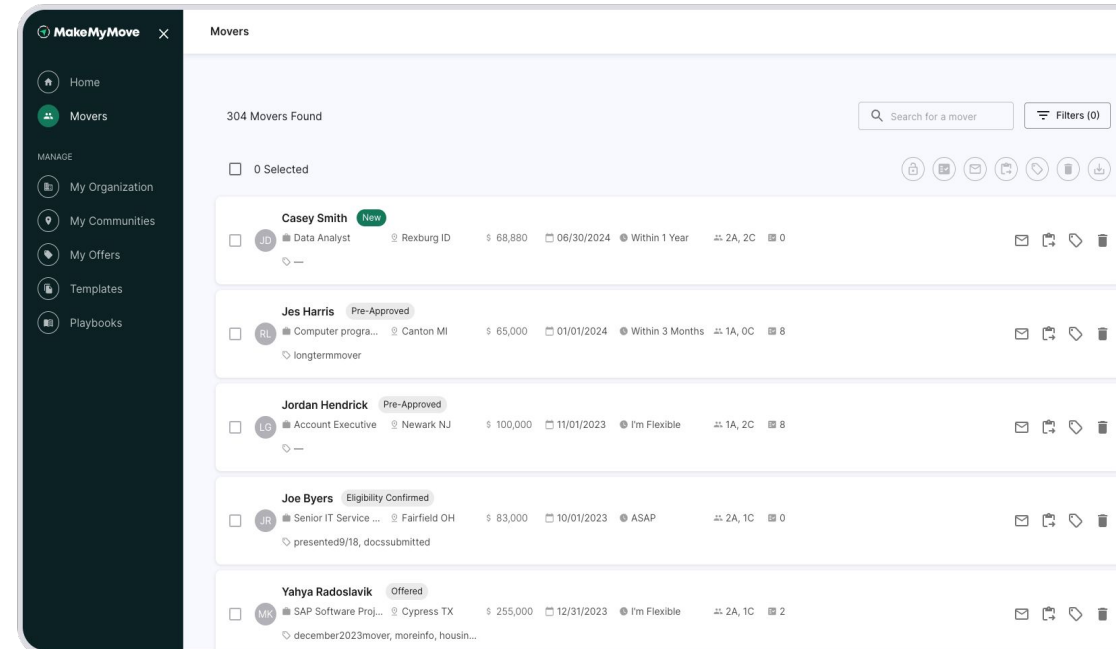
- ☒ I am at least 18 years old
- ☐ I currently reside outside of the State of Indiana
- ☒ I am able to move to a new city, and bring my job with me
- ☐ I meet the income requirements of this offer

Cancel Continue

Convert to Movers

Our CRM and integrated support team handle all the hard work of recruitment, freeing you up to do the fun part: welcoming your new neighbors.

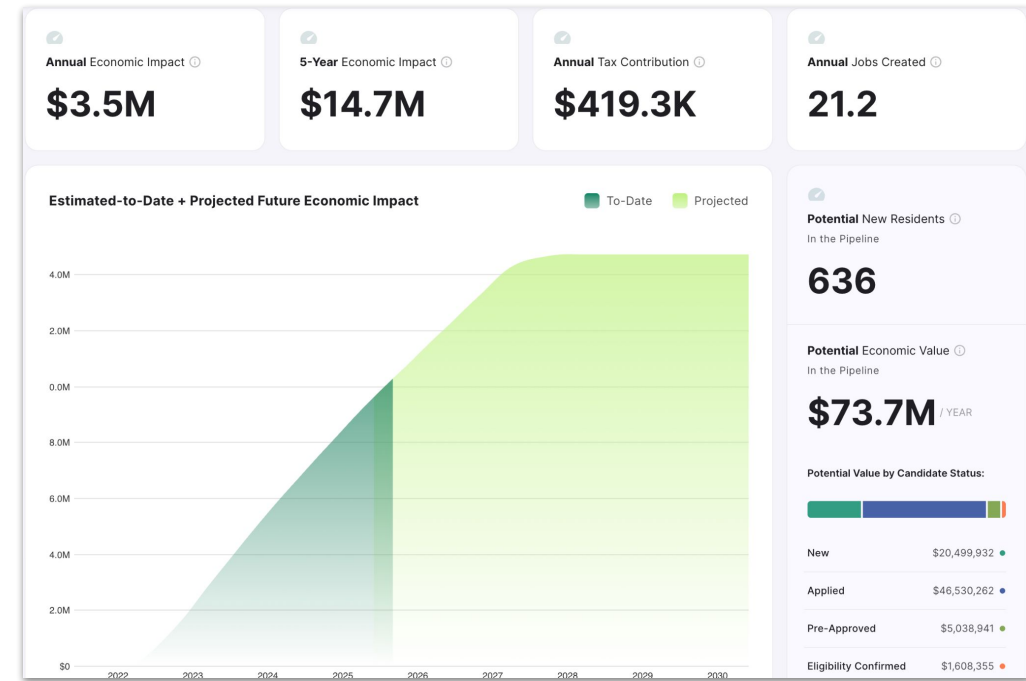
- Automated and customizable nurture campaigns
- Built-in email and texting
- Application status and task management
- Document signing and storage
- Integrated MakeMyMove Mover Support Team



ROI and Impact Dashboard

Get a real-time view into how your campaign is performing. Our dashboard is packed with insights into your recruitment pipeline, and economic impact to your community.

- Economist-Backed Economic Impact Model
- Program reach & effectiveness
- Applicant and mover demographics
- Actionable insights into your pipeline of candidates



Economic Development:

"What MakeMyMove is to me, It's like Match.com for economic development directors. You are connecting 1:1 with people who have an interest in you and you have an interest in them." --Kelly Gourley

Executive Director Lincoln County, KS Economic Development, Stand Up Rural America 2024

Workforce Growth:

"We have to have the workforce of the future and we have to do it without a mountain range, without an ocean, but we have great amphitheaters we have quality schools we have low cost of living and awesome quality of life, and that's why we've partnered with MakeMyMove."

-Mayor of Noblesville, IN Chris Jensen (taken from his State of the City, 2024)

Population Growth:

"When I along with our other Board of Directors looked at what the demographics had become in recent years, we found that it was time to shift our focus from just focusing on how to attract businesses to move the area, to also targeting high-income talent. The working population is shifting and the folks from MakeMyMove are helping us stay ahead of these changes." -Jeff Quyle, Southern Indiana (paraphrased testimonial given to us)



MakeMyMove

Grant Structure

Wisconsin Grant Framework

Grant Structure:

- 80% of total cost covered by state grant funds. 20% of total program cost covered by local investment.
- Up to \$500,000 annually per community.
- Grant funds delivered in two tranches to the community- 50% of total grant allocation upon execution of grant agreement and remaining 50% of grant funding provided once a community has successfully relocated half of the stated program's mover goal.
- Grant funds can be used for administrative, programming, and incentives for a new resident recruitment program.

Wisconsin Grant Timeline

Grant Timeline:

- An eligible entity meets with MakeMyMove to discuss grant structure and a program specifically for their community.
- MakeMyMove will put together a proposal to show the scope and return of the program discussed.
- Once the proposal is approved, the eligible entity will share the proposal internally with stakeholders for additional approval.
- In the meantime, the MakeMyMove will put together and send a conditional contract to the eligible entity outlining the proposed campaign to be run if funding is approved.
- Once the conditional contract has been executed, MakeMyMove will put together a grant application for the required funds.
- The grant application will be submitted to the Wisconsin Economic Development Corporation, and upon approval, MakeMyMove will begin work for the approved campaign.



MakeMyMove

Partnership Proposal

Cost Breakdown

Households Moved	10
MakeMyMove - Platform, Products, Services	\$177,275
Incentive Cost (assumes \$7k/mover)	\$70,000
Oconto County In-Kind Contributions	\$25,000
Total Program Cost	\$272,275
Cost per Household	\$27,228
State of Wisconsin's 80% Match	\$217,820
Oconto County's 20% Cost	\$54,455
<u>Oconto County's 20% Cost (Minus Admin In-Kind)</u>	<u>\$29,455</u>

ROI Breakdown

Households Moved	10
New Economic Output	\$448,460
New State and Local Taxes Generated	\$79,567
<u>Cost to Oconto County</u>	<u>\$29,455</u>
ROI for every dollar spent	\$15.23

*Using our average household income of \$100k.

Payment Structure

	1st Payment Date - January 30, 2026	2nd Payment Date - June 15, 2026	Additional Mover Payouts - January 15, 2027	Additional Mover Payouts - June 15, 2027	Additional Mover Payouts - January 15, 2028	Total
WEDC Grant Amount	\$108,910	\$108,910	\$0	\$0	\$0	\$217,820
Payment Due to MMM	\$88,638	\$88,638	\$0	\$0	\$0	\$177,275
Paid to Movers	\$0	\$17,500	\$17,500	\$17,500	\$17,500	\$70,000
Cash Needed	\$0	\$0	\$0	\$11,955	\$17,500	\$29,455

Year	Actual Funding Needed	Category	Ballpark Date Funding Will be Needed
2026 Cash Needed	\$0	Payment to MMM	6/15/26
2027 Cash Needed	\$11,955	Payment to MMM & Movers	1/31/27
2028 Cash Needed	\$17,500	Remaining Payment to Movers	1/31/28
Total	\$29,455		

This payment structure is based on the 2 Year - 44 Household campaign referenced on slides 12 & 13.

Thank You



THANK YOU



Mike Rutz

CEO MakeMyMove

Mike@MakeMyMove.com

(317) 698-6599

Ben Ledo

VP of Enterprise Sales

Ben@MakeMyMove.com

(317) 509-4639

Peter Lazarz

Community Engagement

Peter@MakeMyMove.com

(317) 374-6883

Scott McCauley

Senior Sales Executive

Scott@MakeMyMove.com

[illegible]

Re: **Development of Residential Option(s) for Sexually Violent Persons on Supervised Release Per 980 Wis. Stats.**

WHEREAS, the SVP's county of residence must submit its report, identifying an appropriate residential option within the county for the SVP, to WDHS within 120 days following the court order; and

WHEREAS, for many reasons, including strictures imposed by 980.08(4)(dm), Wis. Stats. on the location, it has been and continues to be very challenging to identify appropriate residential options in Oconto County that meet the statutory requirements; and

WHEREAS, it is considered prudent and necessary for Oconto County to develop an appropriate residential option in Oconto County for SVP's while on supervised release (the "Project"); and

WHEREAS, the Health and Human Services Board at its December 3, 2025 meeting recommends that the project proceed, with a not to exceed cost of \$250,000 related to the Project; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does hereby approve the utilization of up to \$250,000 from the Health and Human Services Department's fund balance account for the capital outlay expenses for the Project.

By: HEALTH AND HUMAN SERVICES BOARD ADMINISTRATION COMMITTEE

Al Sleeter, Chair
Dennis Kroll
Carol Heise
John Matravers
Char Meier
Theresa Willems

Adopted by an electronic vote: Ayes, Nays, Absent, Abstain, Vacant

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9

Re: **Approve Bid for Courtroom A, B & Hearing Room Audio & Video Refresh**

WHEREAS, the current audio & video equipment has become increasingly unreliable to use in the courtrooms prompting the Judge's to request equipment refresh in courtrooms A, B & the Hearing Room; and

Vendor	Price
Camera Corner Connecting Point (CCCP)	\$193,830.01
CTI	\$199,919.51
Heartland Business Systems (HBS)	\$202,313.36

WHEREAS, CTI bid has CTI Complete for 1 year, includes Cynap Core Pro, is used by Marinette County and the municipal judges preferred this set-up for their courtrooms; and

NOW, THEREFORE, BE IT RESOLVED, that the Oconto County Board of Supervisors does hereby waive the Financial Management Policy and approve the bid for the Audio & Visual refresh in courtroom A, B & Hearing room to CTI, Milwaukee, WI. in the amount of \$199,919.51 to refresh the audio & visual equipment & software in for Courtroom A, B & Hearing room.

By: PROPERTY AND TECHNOLOGY COMMITTEE

Guy Gooding, Chair
Brandon Dhuey
Wesley Kobylarczyk
Richard Pillsbury
John Wittkopf

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

AV - Codec Rooms

Quote #382446 v3

Prepared For:

Oconto County

 Melissa Schwaller
 301 Washington Street
 Oconto, WI 54153

P: (920) 834-6870

E: melissa.schwaller@co.oconto.wi.us

Prepared by:

Heartland Business Systems

 Joanna Thoms
 1700 Stephen Street
 Little Chute, WI 54140

P: (920) 585-3995

E: jthoms@hbs.net

Date Issued:

09.22.2025

Expires:

10.01.2025

* Optional

Courtroom A	Price	Qty	Ext. Price
Componenets	\$46,376.25	1	\$46,376.25
Owner Furnished Items			
2 Post rack space in 2nd floor IDF			
Gooseneck mics, DAR system, and FTR system			
Ceiling mounts for displays			
LG Commercial 75" display - 3 yr warranty		2	
Adjustable Column - 18" to 24" - Black		2	
4.5" Two-way low-profile zero bezel ceiling speaker		12	
Eight Channel Low and High Impedance Amplifier 75 Watts Per Channel - 8 Ohm		1	
Medium Audio DSP with 24 local audio I/O channels and 8x8 GPIO. 24 AEC channels. Includes Scripting/UCI functionality.		1	
Q-SYS peripheral providing 2 RJ11 POTS telephone interfaces		1	
Rack mount tray and blanks for up to 4 QIO units in a 1U space		1	
DM NVX® 4K60 4:2:0 Network AV Encoder		4	
DM NVX® 4K60 4:2:0 Network AV Decoder		6	
DM NVX® 4K60 4:2:0 Network AV Encoder, Wall Plate, Black		1	
USB Converter with HDMI® and Analog Audio Input		1	
Rack Mount Crestron Control Processor Series 4		1	
10-32 Rackscrew Truss-Head - 100 Piece		1	

Courtroom A	Price	Qty	Ext. Price
Williams AV IR SYS32 Commercial-Grade, Medium-Area IR Assistive Listening System:\$1,265.84		1	
(1) IR T2 Medium-area Infrared Transmitter			
(3) WIR RX22-4 Four-channel Infrared Receivers			
(3) HED 021 Mono Folding Headphones			
(2) NKL 001 18? Mono Neckloops			
(3) BAT 001-2 AA Alkaline Batteries			
(1) BKT 024 Wall/Ceiling Mount			
(1) IDP 008 ADA wall plaque			
(1) TFP 057 Power Supply			
Netgear AV Line 26 port network switch - 300 watts PoE budget		1	
Cisco Room Kit EQ, Room Vision PTZ		1	
STD 8X5XNBD Cisco Room Kit EQ, Room Vision PTZ		1	
Power Cord for United States of America 2m 10A		1	
Cisco Room Vision PTZ Camera, Carbon Black		1	
Cisco Room Navigator Table Stand, First Light (White)		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black		1	
Rack ears for the Codec EQ - for mounting in rack		1	
Cisco Codec EQ unit		1	
Antennas for Cisco Codec EQ		1	
Cisco Room Vision PTZ Camera, Carbon Black - SPARE		1	
SNTC-8X5XNBD Cisco Room Vision PTZ Camera, Carbon Bla		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black-SPARE		1	
Remote monitoring options for TelePresence Endpoints		1	
Remote monitoring options for TelePresence Endpoints SNTC-8X		1	
Remote monitoring option for Cisco ROOM Systems		1	
Collaboration Flex Plan 3.0 -		1	
Cisco Support Standard -		1	
Cloud Device Registration -		1	
Prem to Webex Calling / UCM Cloud -		1	
Cloud Device Registration Entitlement -		1	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 3 ft Category 6		10	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 10 ft Category 6		10	
Cat6 RJ45 UTP Keystone Jack - Blue		10	
1-Port Keystone Jack Surface Mount Box		5	
24 port Patch Panel - 1RU		1	

* Optional

Courtroom A	Price	Qty	Ext. Price
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 6'		10	
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 10'		1	
Kramer High-Speed Flexible HDMI - 15'		1	
6 ft USB-C® to USB-A SuperSpeed USB 5Gbps Cable		2	
USB 2.0 A male to B male - 10'		1	
Commscope CAT6 Cable Plenum, 1000 ft box, Black		1	
Liberty 16/2 Speaker Wire, Plenum, Black		1	
Liberty 22/2 Shielded Wire, Plenum, Black		1	
15A Advanced Remote Smart Sequencer, 9 Outlets 10Ft Cord		1	
Panamax 4 AC Outlet Surge Protector		3	
Panamax 8 AC Outlet Surge Protector		1	
MaxBlox D-SUB Termination System Female DB9		2	
MaxBlox D-SUB Termination System Male DB9		1	
MaxBlox D-SUB Termination System Hood		3	
2 Gang Trim Ring (Black)		1	
3/8" Label tape - Nylon		1	
1/2" Black Lineal VELCRO Brand ONE-WRAP - 25YD roll		1	
Mounting Hardware, Bulk Cable, Specialized AV Connectors		1	
Crestron Tariff		1	
Estimated Shipping		1	

* Optional

Courtroom A	Price	Qty	Ext. Price
Fixed Fee Project HBS Responsibilities: <ul style="list-style-type: none"> • Install new 75" displays onto existing ceiling mounts • Install Cisco codec to host meetings in courtroom to replace current Poly system • Install (2) cameras one at the front of room and one at back of room • Install (12) total speakers with six separate zones and install new amplifier • Install AV over IP system • Install HDMI wall plate for doc cam / attorney and HDMI connection to Clerk PC • Install USB connection at location TBD in courtroom for additional camera view in meetings via 2nd joined meeting attendee (usually clerk or judge) • Install Cisco room control touch panel and program - add custom programming as needed • Install hearing assistance system • Install new control processor and audio processor • Install CAT6 Data, shielded CAT6, audio, and control point-to-point cables as required • Program control system • Commission AV system • Test system • System training (including a custom QRC instruction sheet). One hour training session scheduled at the end of the installation. Additional training is available but is out of scope and will be billed T&M accordingly. HBS Assumptions: <ul style="list-style-type: none"> • The AV system may have an uplink to the customer network • The content inputs for the room will be: 1) HDMI wall plate, 2) Clerk PC Customer Responsibilities: <ul style="list-style-type: none"> • Install A-C receptacles and data jacks or drops per HBS direction and/or drawings • Provide access to the room for the duration of the installation • Provide (1) data connection to the system switch in IDF • Provide receptacles for garbage and recyclables created from onsite work 	\$21,370.00	1	\$21,370.00
* Optional Subtotal:			\$67,746.25

* Optional

Courtroom B	Price	Qty	Ext. Price
Components	\$46,087.08	1	\$46,087.08
Owner Furnished Items			
2 Post rack space in 2nd floor IDF			
Gooseneck mics, DAR system, and FTR system			
Ceiling mounts for displays			
LG Commercial 75" display - 3 yr warranty		2	
Adjustable Column - 18" to 24" - Black		2	
4.5" Two-way low-profile zero bezel ceiling speaker		12	
Eight Channel Low and High Impedance Amplifier 75 Watts Per Channel - 8 Ohm		1	
Medium Audio DSP with 24 local audio I/O channels and 8x8 GPIO. 24 AEC channels. Includes Scripting/UCI functionality.		1	
Q-SYS peripheral providing 2 RJ11 POTS telephone interfaces		1	

Courtroom B	Price	Qty	Ext. Price
Rack mount tray and blanks for up to 4 QIO units in a 1U space		1	
DM NVX® 4K60 4:2:0 Network AV Encoder		4	
DM NVX® 4K60 4:2:0 Network AV Decoder		6	
DM NVX® 4K60 4:2:0 Network AV Encoder, Wall Plate, Black		1	
USB Converter with HDMI® and Analog Audio Input		1	
Rack Mount Crestron Control Processor Series 4		1	
10-32 Rackscrew Truss-Head - 100 Piece		1	
Williams AV IR SYS32 Commercial-Grade, Medium-Area IR Assistive Listening System:\$1,265.84 (1) IR T2 Medium-area Infrared Transmitter (3) WIR RX22-4 Four-channel Infrared Receivers (3) HED 021 Mono Folding Headphones (2) NKL 001 18? Mono Neckloops (3) BAT 001-2 AA Alkaline Batteries (1) BKT 024 Wall/Ceiling Mount (1) IDP 008 ADA wall plaque (1) TFP 057 Power Supply		1	
Netgear AV Line 26 port network switch - 300 watts PoE budget		1	
Cisco Room Kit EQ, Room Vision PTZ		1	
STD 8X5XNBD Cisco Room Kit EQ, Room Vision PTZ		1	
Power Cord for United States of America 2m 10A		1	
Cisco Room Vision PTZ Camera, Carbon Black		1	
Cisco Room Navigator Table Stand, First Light (White)		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black		1	
Rack ears for the Codec EQ - for mounting in rack		1	
Cisco Codec EQ unit		1	
Antennas for Cisco Codec EQ		1	
Cisco Room Vision PTZ Camera, Carbon Black - SPARE		1	
SNTC-8X5XNBD Cisco Room Vision PTZ Camera, Carbon Bla		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black-SPARE		1	
Remote monitoring options for TelePresence Endpoints		1	
Remote monitoring options for TelePresence Endpoints SNTC-8X		1	
Remote monitoring option for Cisco ROOM Systems		1	
Collaboration Flex Plan 3.0 -		1	
Cisco Support Standard -		1	
Cloud Device Registration -		1	

* Optional

Courtroom B	Price	Qty	Ext. Price
Prem to Webex Calling / UCM Cloud -		1	
Cloud Device Registration Entitlement -		1	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 3 ft Category 6		10	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 10 ft Category 6		10	
Cat6 RJ45 UTP Keystone Jack - Blue		10	
1-Port Keystone Jack Surface Mount Box		5	
24 port Patch Panel - 1RU		1	
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 6'		10	
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 10'		1	
Kramer High-Speed Flexible HDMI - 15'		1	
6 ft USB-C® to USB-A SuperSpeed USB 5Gbps Cable		2	
USB 2.0 A male to B male - 10'		1	
Commscope CAT6 Cable Plenum, 1000 ft box, Black		1	
Liberty 16/2 Speaker Wire, Plenum, Black		1	
15A Advanced Remote Smart Sequencer, 9 Outlets 10Ft Cord		1	
Panamax 4 AC Outlet Surge Protector		3	
Panamax 8 AC Outlet Surge Protector		1	
MaxBlox D-SUB Termination System Female DB9		2	
MaxBlox D-SUB Termination System Male DB9		1	
MaxBlox D-SUB Termination System Hood		3	
2 Gang Trim Ring (Black)		1	
3/8" Label tape - Nylon		1	
1/2" Black Lineal VELCRO Brand ONE-WRAP - 25YD roll		1	
Mounting Hardware, Bulk Cable, Specialized AV Connectors		1	
Crestron Tariff		1	
Estimated Shipping		1	

* Optional

Courtroom B	Price	Qty	Ext. Price
Fixed Fee Project HBS Responsibilities: <ul style="list-style-type: none"> • Install new 75" displays onto existing ceiling mounts • Install Cisco codec to host meetings in courtroom to replace current Poly system • Install (2) cameras one at the front of room and one at back of room • Install (12) total speakers with six separate zones and install new amplifier • Install AV over IP system • Install HDMI wall plate for doc cam / attorney and HDMI connection to Clerk PC • Install USB connection at location TBD in courtroom for additional camera view in meetings via 2nd joined meeting attendee (usually clerk or judge) • Install Cisco room control touch panel and program - add custom programming as needed • Install hearing assistance system • Install new control processor and audio processor • Install CAT6 Data, shielded CAT6, audio, and control point-to-point cables as required • Program control system • Commission AV system • Test system • System training (including a custom QRC instruction sheet). One hour training session scheduled at the end of the installation. Additional training is available but is out of scope and will be billed T&M accordingly. HBS Assumptions: <ul style="list-style-type: none"> • The AV system may have an uplink to the customer network • The content inputs for the room will be: 1) HDMI wall plate, 2) Clerk PC Customer Responsibilities: <ul style="list-style-type: none"> • Install A-C receptacles and data jacks or drops per HBS direction and/or drawings • Provide access to the room for the duration of the installation • Provide (1) data connection to the system switch in IDF • Provide receptacles for garbage and recyclables created from onsite work 	\$21,370.00	1	\$21,370.00
* Optional Subtotal:			\$67,457.08

* Optional

Hearing Room	Price	Qty	Ext. Price
Components	\$41,885.03	1	\$41,885.03
Owner Furnished Items <div> 2 Post rack space in 2nd floor IDF </div> <div> Gooseneck mics, DAR system, and FTR system </div>			
LG Commercial 75" display - 3 yr warranty		1	
Chief Medium Thinstall Articulating Wall Mount - Dual Stud - 25in Extension		1	
4.5" Two-way low-profile zero bezel ceiling speaker		8	
Eight Channel Low and High Impedance Amplifier 75 Watts Per Channel - 8 Ohm		1	
Medium Audio DSP with 24 local audio I/O channels and 8x8 GPIO. 24 AEC channels. Includes Scripting/UCI functionality.		1	
Q-SYS peripheral providing 2 RJ11 POTS telephone interfaces		1	
Rack mount tray and blanks for up to 4 QIO units in a 1U space		1	
DM NVX® 4K60 4:2:0 Network AV Encoder		4	

Hearing Room	Price	Qty	Ext. Price
DM NVX® 4K60 4:2:0 Network AV Decoder		5	
DM NVX® 4K60 4:2:0 Network AV Encoder, Wall Plate, Black		1	
USB Converter with HDMI® and Analog Audio Input		1	
Rack Mount Crestron Control Processor Series 4		1	
10-32 Rackscrew Truss-Head - 100 Piece		1	
Netgear AV Line 26 port network switch - 300 watts PoE budget		1	
Cisco Room Kit EQ, Room Vision PTZ		1	
STD 8X5XNBD Cisco Room Kit EQ, Room Vision PTZ		1	
Power Cord for United States of America 2m 10A		1	
Cisco Room Vision PTZ Camera, Carbon Black		1	
Cisco Room Navigator Table Stand, First Light (White)		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black		1	
Rack ears for the Codec EQ - for mounting in rack		1	
Cisco Codec EQ unit		1	
Antennas for Cisco Codec EQ		1	
Cisco Room Vision PTZ Camera, Carbon Black - SPARE		1	
SNTC-8X5XNBD Cisco Room Vision PTZ Camera, Carbon Bla		1	
Ceiling-Wall Bracket EH RoomVision PTZCam-Carbon Black-SPARE		1	
Remote monitoring options for TelePresence Endpoints		1	
Remote monitoring options for TelePresence Endpoints SNTC-8X		1	
Remote monitoring option for Cisco ROOM Systems		1	
Collaboration Flex Plan 3.0 -		1	
Cisco Support Standard -		1	
Cloud Device Registration -		1	
Prem to Webex Calling / UCM Cloud -		1	
Cloud Device Registration Entitlement -		1	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 3 ft Category 6		10	
Black Box Slim-Net Cat.6 Patch UTP Network Cable - 10 ft Category 6		10	
Cat6 RJ45 UTP Keystone Jack - Blue		10	
1-Port Keystone Jack Surface Mount Box		5	

* Optional

Hearing Room	Price	Qty	Ext. Price
24 port Patch Panel - 1RU		1	
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 6'		10	
C2G Flexible HDMI® Cable w/ Low Profile Connectors - 10'		1	
Kramer High-Speed Flexible HDMI - 15'		1	
6 ft USB-C® to USB-A SuperSpeed USB 5Gbps Cable		2	
USB 2.0 A male to B male - 10'		1	
Commscope CAT6 Cable Plenum, 1000 ft box, Black		1	
Liberty 16/2 Speaker Wire, Plenum, Black		1	
Liberty 22/2 Shielded Wire, Plenum, Black		2	
Neutrik XLR Female Cable Connector		6	
Neutrik XLR Male Cable Connector		6	
15A Advanced Remote Smart Sequencer, 9 Outlets 10Ft Cord		1	
Panamax 4 AC Outlet Surge Protector		2	
Panamax 8 AC Outlet Surge Protector		1	
MaxBlox D-SUB Termination System Female DB9		1	
MaxBlox D-SUB Termination System Male DB9		1	
MaxBlox D-SUB Termination System Hood		2	
2 Gang Trim Ring (Black)		1	
3/8" Label tape - Nylon		1	
1/2" Black Lineal VELCRO Brand ONE-WRAP - 25YD roll		1	
Mounting Hardware, Bulk Cable, Specialized AV Connectors		1	
Crestron Tariff		1	
Estimated Shipping		1	

Hearing Room	Price	Qty	Ext. Price
Fixed Fee Project HBS Responsibilities: <ul style="list-style-type: none"> • Install new 75" displays onto existing ceiling mounts • Install Cisco codec to host meetings in courtroom to replace current Poly system • Install (2) cameras one at the front of room and one at back of room • Install (8) total speakers with six separate zones and install new amplifier • Install AV over IP system • Install HDMI wall plate for doc cam / attorney and HDMI connection to Clerk PC • Install USB connection at location TBD in courtroom for additional camera view in meetings via 2nd joined meeting attendee (usually clerk or judge) • Install Cisco room control touch panel and program - add custom programming as needed • Install new control processor and audio processor • Install CAT6 Data, shielded CAT6, audio, and control point-to-point cables as required • Program control system • Commission AV system • Test system • System training (including a custom QRC instruction sheet). One hour training session scheduled at the end of the installation. Additional training is available but is out of scope and will be billed T&M accordingly. HBS Assumptions: <ul style="list-style-type: none"> • The AV system may have an uplink to the customer network • The content inputs for the room will be: 1) HDMI wall plate, 2) Clerk PC Customer Responsibilities: <ul style="list-style-type: none"> • Install A-C receptacles and data jacks or drops per HBS direction and/or drawings • Provide access to the room for the duration of the installation • Provide (1) data connection to the system switch in IDF • Provide receptacles for garbage and recyclables created from onsite work 	\$25,225.00	1	\$25,225.00
* Optional Subtotal:			\$67,110.03

*Optional Expenses	One-Time
Courtroom A	\$67,746.25
Courtroom B	\$67,457.08
Hearing Room	\$67,110.03
Optional Subtotal:	\$202,313.36

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 20% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote and any attached agreement are not subject to termination without cause or for convenience. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2021.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over any conflicting terms in the version on the website. If a current master services agreement does not cover the purchase of products, the ST&Cs located on the website shall govern the purchase of products. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2024.v2.0

Acceptance

Heartland Business Systems

Oconto County

Joanna Thoms

Signature / Name

09/22/2025

Date

Melissa Schwaller

Signature / Name

Initials

Date



PROPOSAL

Oconto County

Upgrade AV

DATE

Tuesday, 02 December 2025

PREPARED BY

Samuel Fitzhenry

Design Consultant

Scope of Work

Proposal Number: J24120270

Proposal Date: 12/2/2025

Prepared for: Oconto County

Attn: Melissa Schwaller

Phone: 9208346870

Email: melissa.schwaller@ocontocountywi.gov

Prepared by: Samuel Fitzhenry

Phone: 920-312-8569

Email: samuel.fitzhenry@cti.com

Bill to: Oconto County

301 WASHINGTON ST

OCONTO, WI

54153-1620

Ship to: Oconto County

301 WASHINGTON ST

OCONTO, WI

54153-1620

Oconto County Courts Scope of Work

Branch 1 & 2 Cynap Core Pro Dedicated UC Device

Control:

- CTI will install a new QSYS Core DSP and control processor.
This will replace the existing Crestron control processor, Clear One DSP and Crestron touch panels.
- All connections will be network based, connecting to a Netgear AV switch in the IDF for easy management and deployment.
- Conferencing will be handled by a client provided PC in the rack or in the court room. This allows the clerk to use any meeting platform managed from a standard windows desktop.

Video:

- CTI will install new AV over IP encoders. The following sources will be an available source on the touch panel to be selected for presentation in the courtroom and to the meeting.
 - Clerk PC
 - Defense
 - Plaintiff
- CTI will install new AV over IP decoders.
 - 2 new Sony 65" displays, re-use existing mounting location and hardware
 - Content share into the meeting + Multicamera view
 - Multicamera view in overflow rooms (See LEC and Jury assembly)
- CTI will install 4 Marshall cameras. These will be static shot cameras that will be combined into a 4-way multi-view for the video conference and overflow video feeds.
 - Judge
 - Plaintiff
 - Defense
 - Witness

Audio:

- CTI will work with CCAP to tie in existing microphones. Speakers and mics will be re-used but shall be re-tuned for better audio clarity and stability.
 - Judge
 - Plaintiff (x2)
 - Defense (x2)
 - Witness
 - Clerk
 - Recorder
- CTI will install new XLR output wall plates near the back of the courtroom for press audio feeds. Audio will include a mix of all microphones, presentation audio, and conferencing audio.

Cynap Core Pro Dedicated UC Device

- CTI will install the AV system listed above for Branch 1 & 2
- CTI recommends using a dedicated PC that allows the court to use any meeting platform needed for each case.

- A Cynap Core Pro will be mounted in the rack and utilized as the main UC/Conferencing device.

Summary: The Cynap Core Pro uses a companion application that would be installed on the Clerk PC. Once opened, it will allow users to select the preferred platform to host a call or enter in a preset join number. Once the call is initiated, the layout is the same as a desktop PC. The camera and audio feeds from the room will automatically tie into the meeting and content being shared in the court can also be sent directly to the conference call for far-side viewers to see.

Special considerations: Before installation, CTI will send a Demo Unit to be tested. End-User training, network compatibility and system function is critical to fully utilizing the capabilities of the Cynap Core Pro. This step will be required as the project moves forward.

Hearing Room

Control:

- CTI will install a new QSYS Core DSP and control processor.
 - This will replace the existing Crestron control processor, Clear One DSP and Crestron touch panels.
- All connections will be network based, connecting to a Netgear AV switch in the IDF for easy management and deployment.
- Conferencing will be handled by a client provided PC in the rack or in the court room. This allows the clerk to use any meeting platform managed from a standard windows desktop.

Video:

- CTI will install new AV over IP encoders. The following sources will be an available source on the touch panel to be selected for presentation in the courtroom and to the meeting.
 - Clerk PC
 - Defense
 - Plaintiff
- CTI will install new AV over IP decoders.
 - 1 new Sony 65" display, re-use existing mounting location and hardware
 - Content share into the meeting + Multicamera view
 - Multicamera view in overflow rooms (See LEC and Jury assembly)
- CTI will install 4 Marshall cameras. These will be static shot cameras that will be combined into a 4-way multi-view for the video conference and overflow video feeds.
 - Judge
 - Plaintiff
 - Defense
 - Witness

Audio:

- CTI will work with CCAP to tie in existing microphones. Speakers and mics will be re-used but shall be re-tuned for better audio clarity and stability.

- Judge
- Plaintiff
- Defense
- Witness
- Clerk
- Recorder

- CTI will install new XLR audio output wall plates near the back of the courtroom for press audio feeds. Audio will include a mix of all microphones, presentation audio, and conferencing audio.

Jury Assembly (overflow)

- CTI will install AV over IP decoders behind a new 65" Sony Display
- Video feed will have multi-camera view with in-room audio
- CTI will install a new amplifier and in-room speakers for better audio coverage
- CTI will install XLR audio output wall plates in the back of the room for press audio feeds.

Timeframe

To complete the work outlined in the project scope, we will need approximately 6 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

Phase	Week
Notice to Proceed & Project Kickoff	1
Engineering	2
Procurement	3
Programming & Rack Fabrication	4
Onsite Installation	5
Commissioning & Training	6

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	\$88,026.11
Implementation Services	\$93,474.00
IMaterials	\$6,744.14
Travel	\$500.00
Freight	\$3,862.67
CTI Complete	\$7,312.59
Subtotal	\$199,919.51
Tax	\$0.00
Grand Total	\$199,919.51

Recommended

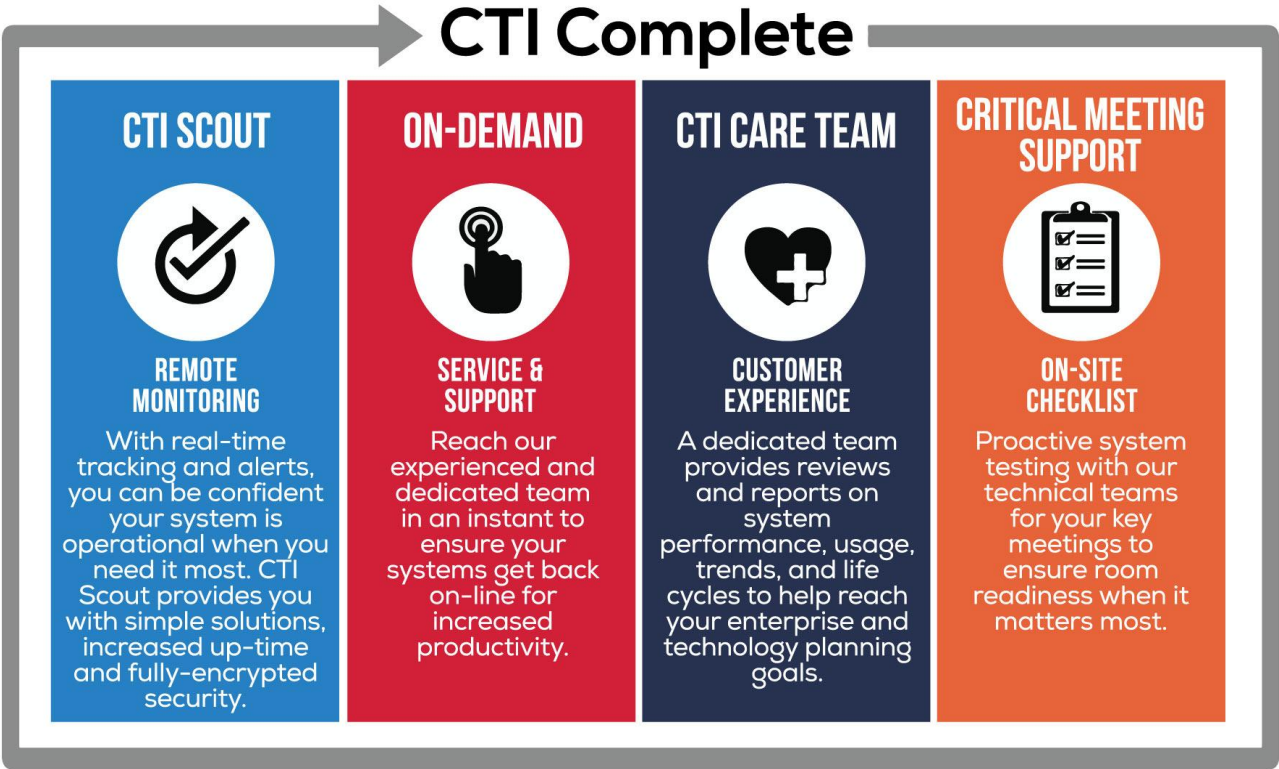
Description	Price
2 Additional Years CTI Complete Service Agreement	\$17,388.01
4 Additional Years CTI Complete Service Agreement	\$34,776.02

Down Payment Requirements

Down payment of 60% required to initiate order.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Branch 1 - Cynap Core Pro

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$29,951.55					
Inogeni	4KX-Plus	Inogeni HDMI to USB Capture Card Cisco	1	\$610.06	\$610.06
Visionary Solutions	DuetE-5	A/V Encoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante	5	\$994.44	\$4,972.20
WolfVision	102029.01	Cynap Core Pro	1	\$2,923.96	\$2,923.96
RDL	DB-XLR2M	Dual XLR 3-pin Male Jacks on D Plate - Terminal block connections - Black	2	\$23.20	\$46.40
Panavise		Panavise Marshall Camera Mounts	4	\$35.28	\$141.12
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	2	\$325.35	\$650.70
QSC	TSC-70-G3	Q-SYS 7Â" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	2	\$1,333.33	\$2,666.66
Netgear	GSM4230PX-100NAS	M4250-26G4XF-POE+ MNGD SWITCH PERP	1	\$1,503.26	\$1,503.26
Middle Atlantic	RLNK-915R	15A,9 OUT,IP CTRL POWER	1	\$397.50	\$397.50
Marshall	CV-0622-5MP	6~22mm F1.6 M12 5MP Varifocal	4	\$33.34	\$133.36
QSC	MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1	\$1,430.01	\$1,430.01
Listen	LS-100-01-WH-D	ListenIR iDSP Standard System (Dante)	1	\$2,939.33	\$2,939.33
QSC	CORE 24f	Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for	1	\$3,600.00	\$3,600.00

		network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.			
OFE		Client Provided Rack PC	1	\$0.00	\$0.00
Sony	FW65EZ20L	65 inch Professional Display	2	\$894.67	\$1,789.34
Visionary Solutions	DuetE5-WP-H-BLACK	A/V Encoder (Wall Plate), 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE; AES67/Dante, HDMI Only	1	\$1,194.44	\$1,194.44
Black Magic Design	BMD-HDL-MULTIP6G/04	Blackmagic MultiView 4	1	\$568.85	\$568.85
Marshall	CV504	Miniature 3GSDI Camera	4	\$350.26	\$1,401.04
OFE	OFE Speakers	OFE Speakers	1	\$0.00	\$0.00
Visionary Solutions	DuetD-5	A/V Decoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Single Port AES67/Dante	3	\$994.44	\$2,983.32

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Installation Onsite	100.00	\$114.00/hour	\$11,400.00
Travel Labor	4.00	\$81.00/hour	\$324.00
Commissioning In House	12.00	\$163.00/hour	\$1,956.00
Build/Mock Up In House	12.00	\$114.00/hour	\$1,368.00
Programming In House	24.00	\$163.00/hour	\$3,912.00
Commissioning Onsite	16.00	\$163.00/hour	\$2,608.00
Touch Panel	12.00	\$114.00/hour	\$1,368.00
Project Management	24.00	\$163.00/hour	\$3,912.00
Engineering	20.00	\$163.00/hour	\$3,260.00
Administration	8.00	\$81.00/hour	\$648.00
Labor: \$30,756.00			

Bill of Materials

Branch 2 - Cynap Core Pro

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$29,951.50					
Visionary Solutions	DuetE5-WP-H-BLACK	A/V Encoder (Wall Plate), 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE; AES67/Dante, HDMI Only	1	\$1,194.44	\$1,194.44
Panavise		Panavise Marshall Camera Mounts	4	\$35.28	\$141.12
Visionary Solutions	DuetD-5	A/V Decoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Single Port AES67/Dante	3	\$994.44	\$2,983.32
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	2	\$325.33	\$650.66
Netgear	GSM4230PX-100NAS	M4250-26G4XF-POE+ MNGD SWITCH PERP	1	\$1,503.26	\$1,503.26
Inogeni	4KX-Plus	Inogeni HDMI to USB Capture Card Cisco	1	\$610.06	\$610.06
Visionary Solutions	DuetE-5	A/V Encoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante	5	\$994.44	\$4,972.20
QSC	TSC-70-G3	Q-SYS 7Â" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	2	\$1,333.33	\$2,666.66
Sony	FW65EZ20L	65 inch ProfessionalDisplay	2	\$894.67	\$1,789.34
Black Magic Design	BMD-HDL-MULTIP6G/04	Blackmagic MultiView 4	1	\$568.85	\$568.85
Marshall	CV504	Miniature 3GSDI Camera	4	\$350.26	\$1,401.04

WolfVision	102029.01	Cynap Core Pro	1	\$2,923.96	\$2,923.96
Listen	LS-100-01-WH-D	ListenIR iDSP Standard System (Dante)	1	\$2,939.33	\$2,939.33
OFE	OFE Speakers	OFE Speakers	1	\$0.00	\$0.00
RDL	DB-XLR2M	Dual XLR 3-pin Male Jacks on D Plate - Terminal block connections - Black	2	\$23.20	\$46.40
Middle Atlantic	RLNK-915R	15A,9 OUT,IP CTRL POWER	1	\$397.50	\$397.50
Marshall	CV-0622-5MP	6~22mm F1.6 M12 5MP Varifocal	4	\$33.34	\$133.36
QSC	CORE 24f	Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual Ethernet ports for network redundancy plus two auxiliary Ethernet ports, two RS232 ports, 8x8 GPIO, 24 next-generation AEC processors, 1RU. Includes Scripting/UCI functionality.	1	\$3,600.00	\$3,600.00
OFE		Client Provided Rack PC	1	\$0.00	\$0.00
QSC	MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1	\$1,430.00	\$1,430.00

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Travel Labor	4.00	\$81.00/hour	\$324.00
Installation Onsite	100.00	\$114.00/hour	\$11,400.00
Administration	8.00	\$81.00/hour	\$648.00
Build/Mock Up In House	12.00	\$114.00/hour	\$1,368.00
Project Management	24.00	\$163.00/hour	\$3,912.00
Engineering	20.00	\$163.00/hour	\$3,260.00
Commissioning Onsite	16.00	\$163.00/hour	\$2,608.00
Touch Panel	12.00	\$114.00/hour	\$1,368.00
Commissioning In House	12.00	\$163.00/hour	\$1,956.00
Programming In House	24.00	\$163.00/hour	\$3,912.00
Labor: \$30,756.00			

Bill of Materials

Hearing Room - Cynap Core Pro

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$24,686.64					
QSC	CORE 8 FLEX	Q-SYS Core Processor with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU. Includes Scripting/UCI functionality.	1	\$2,350.00	\$2,350.00
QSC	TSC-70-G3	Q-SYS 7Â" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	\$1,333.33	\$1,333.33
Black Magic Design	BMD-HDL-MULTIP6G/04	Blackmagic MultiView 4	1	\$568.85	\$568.85
OFE		Client Provided Rack PC	1	\$0.00	\$0.00
INOGENI	U-BRIDGE 3	Inogeni U-BRIDGE USB 3 EXTENDER	1	\$738.88	\$738.88
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	1	\$325.33	\$325.33
Visionary Solutions	DuetE5-WP-H-BLACK	A/V Encoder (Wall Plate), 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE; AES67/Dante, HDMI Only	1	\$1,194.44	\$1,194.44
Panavise		Panavise Marshall Camera Mounts	4	\$35.28	\$141.12
Sony	FW65EZ20L	65 inch ProfessionalDisplay	1	\$894.67	\$894.67
Inogeni	4KX-Plus	Inogeni HDMI to USB Capture Card Cisco	1	\$610.06	\$610.06
QSC	MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1	\$1,430.00	\$1,430.00

Visionary Solutions	DuetD-5	A/V Decoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Single Port AES67/Dante	2	\$994.44	\$1,988.88
QSC	AD-C6T-ZB-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16?bypass, zero bezel design, 150° conical DMT coverage, includes C-rign and rails for blind mount installation. Priced individually, sold in pairs. White only.	8	\$216.67	\$1,733.36
Visionary Solutions	DuetE-5	A/V Encoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality, Expansion Ethernet Port; POE+; Single Port AES67/Dante	5	\$994.44	\$4,972.20
WolfVision	102029.01	Cynap Core Pro	1	\$2,923.96	\$2,923.96
Middle Atlantic	RLNK-915R	15A,9 OUT,IP CTRL POWER	1	\$397.50	\$397.50
Netgear	GSM4230PX-100NAS	M4250-26G4XF-POE+ MNGD SWITCH PERP	1	\$1,503.26	\$1,503.26
Marshall	CV-0622-5MP	6~22mm F1.6 M12 5MP Varifocal	4	\$33.34	\$133.36
RDL	DB-XLR2M	Dual XLR 3-pin Male Jacks on D Plate - Terminal block connections - Black	2	\$23.20	\$46.40
Marshall	CV504	Miniature 3GSDI Camera	4	\$350.26	\$1,401.04

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Administration	8.00	\$81.00/hour	\$648.00
Installation Onsite	80.00	\$114.00/hour	\$9,120.00
Travel Labor	4.00	\$81.00/hour	\$324.00
Engineering	16.00	\$163.00/hour	\$2,608.00
Commissioning In House	12.00	\$163.00/hour	\$1,956.00
Commissioning Onsite	12.00	\$163.00/hour	\$1,956.00
Project Management	20.00	\$163.00/hour	\$3,260.00
Programming In House	24.00	\$163.00/hour	\$3,912.00
Build/Mock Up In House	12.00	\$114.00/hour	\$1,368.00
Touch Panel	10.00	\$114.00/hour	\$1,140.00
Labor: \$26,292.00			

Bill of Materials

Jury Assembly - Over Flow

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: \$4,865.02					
QSC	AD-C6T-ZB-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16?bypass, zero bezel design, 150Å° conical DMT coverage, includes C-rign and rails for blind mount installation. Priced individually, sold in pairs. White only.	6	\$216.67	\$1,300.02
RDL	DB-XLR2M	Dual XLR 3-pin Male Jacks on D Plate - Terminal block connections - Black	1	\$23.20	\$23.20
Chief	LTM1U	Micro-Adjust Tilt Wall Mount, Large	1	\$247.34	\$247.34
QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	\$1,060.00	\$1,060.00
Chief	FCAV1U	FUSION PULLOUT	1	\$345.35	\$345.35
Visionary Solutions	DuetD-5	A/V Decoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; Expansion Ethernet Port; POE+; Single Port AES67/Dante	1	\$994.44	\$994.44
Sony	FW65EZ20L	65 inch ProfessionalDisplay	1	\$894.67	\$894.67

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Programming In House	2.00	\$163.00/hour	\$326.00
Build/Mock Up In House	2.00	\$114.00/hour	\$228.00
Engineering	4.00	\$163.00/hour	\$652.00
Commissioning Onsite	4.00	\$163.00/hour	\$652.00
Installation Onsite	16.00	\$114.00/hour	\$1,824.00
Commissioning In House	2.00	\$163.00/hour	\$326.00
Travel Labor	2.00	\$81.00/hour	\$162.00
Labor: \$4,170.00			

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 30% upon substantial completion, and 10% upon completion, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Taxes and Tariffs

Oconto County is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location. These charges are not included in the product price or freight and must be paid by Oconto County. The Seller will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of Oconto County for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at samuel.fitzhenry@cti.com or 920-312-8569.
3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J24120270 - \$199,919.51

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date



2 Courtrooms and FCC Hearing Room

Oconto County

301 Washington Street
Oconto, WI 54153 United States



Our Mission:

To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!















ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)










529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
<http://www.cccp.com>

Number: OPP142135-B
Modified: 9/16/2025
Revision: 4
Act Manager: Christopher Lecher

Quantity Manufacturer Description

Courtroom A 1222

	12	Cables To Go 10ft Cat6 Snagless Unshielded (UTP) Network Patch Ethernet Cable
	540	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.
	2100	CCCP CAT. 6 Plenum
	600	CCCP 2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	8	Crestron Certified HDMI 2.1 Cable, 48 Gbps, 6 ft (1.8 m)
	2	Philips 65" 500 nit 24/7
	1	Cables To Go 10ft USB 3.0 USB-C to USB-A Cable M/M - Black
	20	CCCP Control Cable. 22AWG shielded twisted pair with ground wire.
	2	Chief HARDWARE KIT
	4	Crestron Certified HDMI® 2.1 Cable, 48 Gbps, 1.5 ft (0.5 m)
	2	Liberty AV Solutions DSUB JACK 9PIN SOLDER NKL(V2)
	2	Liberty AV Solutions DSUB PLUG 9PIN SOLDER NKL(V3)
	2	Liberty AV Solutions HOOD DSUB 9PIN TIN PLATED
	1	Liberty AV Solutions LOW VOLT MT/BRKT SG RETRO

	Quantity	Manufacturer	Description
	4	PTZOptics	Move SE, a third generation PTZ camera, featuring 20X Optical Zoom, 1080 Resolution at 60fps and a 72.5 HFOV. Supports simultaneous IP Video (NDI HX Upgradeable, SRT, RTMP, RTSP), USB3.0, HDMI2.0 and 3G-SDI as outputs -White
	4	PTZOptics	Small Universal Ceiling Mount for PTZ Camera, white
	1	RDL	Single Cover Plate - white
	1	RDL	XLR 3-pin Male Jack on D Plate - Terminal block connections
	28	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	2	Visionary Solutions	AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	7	Visionary Solutions	AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1	Williams AV	SoundPlus® T3 Medium-Area Infrared System with PoE
	1	Yealink	Conferencing AI PC with Touch Controller

Equipment: \$22,525.60












Labor: \$20,258.30

Courtroom A 1222

Total: \$42,783.90















Quantity Manufacturer Description











Courtroom A 1222: Closet I 2118

	1	Middle Atlantic 1SP RACKSHELF 11DP
	1	Netgear 24x1G PoE+ 480W 2x1G and 4xSFP+ Managed Switch
	1	INOGENI HDMI to USB 3.0 video converter
	1	Middle Atlantic Premium+ PDU with RackLink™
	1	QSC LLC Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included
	1	QSC LLC 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.
	1	Visionary Solutions AV-over-IP blank plate for rack mount kits
	1	Visionary Solutions 4RU AV-over-IP rack mount kit, 3 encoders/decoders
	1	Visionary Solutions AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions IP Multiviewer

Equipment:	\$16,506.00
Labor:	\$632.50
Total:	\$17,138.50

Courtroom A 1222: Closet I 2118

Quantity	Manufacturer	Description
Courtroom B 1169		
	13	Cables To Go 10ft Cat6 Snagless Unshielded (UTP) Network Patch Ethernet Cable
	540	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.
	2100	CCCP CAT. 6 Plenum
	600	CCCP 2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	8	Crestron Certified HDMI 2.1 Cable, 48 Gbps, 6 ft (1.8 m)
	2	Philips 65" 500 nit 24/7
	1	Cables To Go 25ft Cat6 Snagless Unshielded (UTP) Ethernet Network Patch Cable - Black
	1	Cables To Go 10ft USB 3.0 USB-C to USB-A Cable M/M - Black
	20	CCCP Control Cable. 22AWG shielded twisted pair with ground wire.
	2	Chief HARDWARE KIT
	4	Crestron Certified HDMI® 2.1 Cable, 48 Gbps, 1.5 ft (0.5 m)
	2	Liberty AV Solutions DSUB JACK 9PIN SOLDER NKL(V2)
	2	Liberty AV Solutions DSUB PLUG 9PIN SOLDER NKL(V3)
	2	Liberty AV Solutions HOOD DSUB 9PIN TIN PLATED

	Quantity	Manufacturer	Description
	1	Liberty AV Solutions	LOW VOLT MT/BRKT SG RETRO
	4	PTZOptics	Move SE, a third generation PTZ camera, featuring 20X Optical Zoom, 1080 Resolution at 60fps and a 72.5 HFOV. Supports simultaneous IP Video (NDI HX Upgradeable, SRT, RTMPS, RTSP), USB3.0, HDMI2.0 and 3G-SDI as outputs -White
	4	PTZOptics	Small Universal Ceiling Mount for PTZ Camera, white
	1	RDL	Single Cover Plate - white
	1	RDL	XLR 3-pin Male Jack on D Plate - Terminal block connections
	28	Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	2	Visionary Solutions	AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	7	Visionary Solutions	AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1	Williams AV	SoundPlus® T3 Medium-Area Infrared System with PoE
	1	Yealink	Conferencing AI PC with Touch Controller

Equipment: \$22,552.60












Labor: \$20,304.30

Courtroom B 1169

Total: \$42,856.90

Quantity Manufacturer Description

Courtroom B 1169: Closet I 2118















	1	Middle Atlantic 1SP RACKSHELF 11DP
	1	Netgear 24x1G PoE+ 480W 2x1G and 4xSFP+ Managed Switch
	1	INOGENI HDMI to USB 3.0 video converter
	1	Middle Atlantic Premium+ PDU with RackLink™
	1	QSC LLC Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included
	1	QSC LLC 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.
	1	Visionary Solutions AV-over-IP blank plate for rack mount kits
	1	Visionary Solutions 4RU AV-over-IP rack mount kit, 3 encoders/decoders
	1	Visionary Solutions AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions IP Multiviewer










Equipment:	\$16,506.00
Labor:	\$632.50
Total:	\$17,138.50

Courtroom B 1169: Closet I 2118

Quantity Manufacturer Description

FCC Hearing Room 1174

	12	Cables To Go 10ft Cat6 Snagless Unshielded (UTP) Network Patch Ethernet Cable
	340	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.
	1950	CCCP CAT. 6 Plenum
	600	CCCP 2 Cond 16 Unshielded Raw Cable, Non-Plenum, Per Foot
	7	Crestron Certified HDMI 2.1 Cable, 48 Gbps, 6 ft (1.8 m)
	1	Philips 65" 500 nit 24/7
	1	Cables To Go 25ft Cat6 Snagless Unshielded (UTP) Ethernet Network Patch Cable - Black
	1	Cables To Go 10ft USB 3.0 USB-C to USB-A Cable M/M - Black
	10	CCCP Control Cable. 22AWG shielded twisted pair with ground wire.
	1	Chief HARDWARE KIT
	4	Crestron Certified HDMI® 2.1 Cable, 48 Gbps, 1.5 ft (0.5 m)
	1	Liberty AV Solutions DSUB JACK 9PIN SOLDER NKL(V2)
	1	Liberty AV Solutions DSUB PLUG 9PIN SOLDER NKL(V3)
	1	Liberty AV Solutions HOOD DSUB 9PIN TIN PLATED

Quantity	Manufacturer	Description
	1 Liberty AV Solutions	LOW VOLT MT/BRKT SG RETRO
	4 PTZOptics	Move SE, a third generation PTZ camera, featuring 20X Optical Zoom, 1080 Resolution at 60fps and a 72.5 HFOV. Supports simultaneous IP Video (NDI HX Upgradeable, SRT, RTMPS, RTSP), USB3.0, HDMI2.0 and 3G-SDI as outputs -White
	4 PTZOptics	Small Universal Ceiling Mount for PTZ Camera, white
	1 RDL	Single Cover Plate - white
	1 RDL	XLR 3-pin Male Jack on D Plate - Terminal block connections
	26 Sentinel	Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	1 Visionary Solutions	AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	7 Visionary Solutions	AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1 Yealink	Conferencing AI PC with Touch Controller

Equipment: \$18,742.00












Labor: \$20,199.65

FCC Hearing Room 1174

Total: \$38,941.65

Quantity Manufacturer Description

FCC Hearing Room 1174: Closet I 2118

	1	Middle Atlantic 1SP RACKSHELF 11DP
	1	Netgear 24x1G PoE+ 480W 2x1G and 4xSFP+ Managed Switch
	1	INOGENI HDMI to USB 3.0 video converter
	1	Middle Atlantic Premium+ PDU with RackLink™
	1	QSC LLC Q-SYS Core Processor with 24 local audio I/O channels, 160x160 total network I/O channels with 8x8 Software-based Dante license included
	1	QSC LLC 800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.
	1	Visionary Solutions AV-over-IP blank plate for rack mount kits
	1	Visionary Solutions 4RU AV-over-IP rack mount kit, 3 encoders/decoders
	1	Visionary Solutions AV-over-IP decoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions AV-over-IP encoder, 4K60 4:4:4, ultra-low latency
	1	Visionary Solutions IP Multiviewer














Equipment: **\$16,506.00**

Labor: **\$632.50**

FCC Hearing Room 1174: Closet I 2118 Total: **\$17,138.50**









Quantity Manufacturer Description

Jury Assembly 1166

	170	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.
	150	CCCP CAT. 6 Plenum
	1	Crestron Certified HDMI 2.1 Cable, 48 Gbps, 6 ft (1.8 m)
	1	Philips 65" 500 nit 24/7
	100	CCCP 2 Cond 16 Unshielded Raw Cable, Plenum, Per Foot
	1	Chief HARDWARE KIT
	1	Crestron X-Series Amplifier, 75 W
	1	Liberty AV Solutions LOW VOLT MT/BRKT SG RETRO
	4	Martin Audio 2-Way Ceiling Loudspeaker. 4" LF, 0.75" HF. WHITE. , Priced EACH, Sold as PAIR
	1	RDL Single Cover Plate - white
	1	RDL XLR 3-pin Male Jack on D Plate - Terminal block connections
	2	Sentinel Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")
	1	Visionary Solutions Duet Surface Mount Decoder Gigabit Ethernet for 4K60 4:4:4 Video, AES67/Dante® and Control Expansion Ethernet Port Outputs: HDMI, USB-C, Stereo Analog Audio

Quantity	Manufacturer	Description		
			Equipment:	\$3,450.20
			Labor:	\$1,173.00
		Jury Assembly 1166	Total:	\$4,623.20

LEC South 1389B

	20	CCCP Mic/Line audio cable. 22AWG shielded twisted pair with ground wire.		
	300	CCCP CAT. 6 Plenum		
	2	Crestron Certified HDMI 2.1 Cable, 48 Gbps, 6 ft (1.8 m)		
	200	CCCP 2 Cond 16 Unshielded Raw Cable, Plenum, Per Foot		
	1	Crestron X-Series Amplifier, 75 W		
	8	Martin Audio 2-Way Ceiling Loudspeaker. 4" LF, 0.75" HF. WHITE. , Priced EACH, Sold as PAIR		
	4	Sentinel Category 6A and 6 RJ45 Plug For Larger Size Conductors (.044"-.048")		
	2	Visionary Solutions Duet Surface Mount Decoder Gigabit Ethernet for 4K60 4:4:4 Video, AES67/Dante® and Control Expansion Ethernet Port Outputs: HDMI, USB-C, Stereo Analog Audio		
			Equipment:	\$3,821.20
			Labor:	\$1,299.50
		LEC South 1389B	Total:	\$5,120.70

Quantity Manufacturer Description

Shipping and Misc.



1 **CCCP**
Miscellaneous installation hardware



1 **CCCP**
Ground Shipping and Handling Estimate

1 **Crestron**
Tariff Surcharge

Equipment: \$8,088.16

Labor: \$0.00

Shipping and Misc. Total: \$8,088.16

Equipment Subtotal: \$128,697.76

Labor Subtotal: \$65,132.25

Project Subtotal: \$193,830.01



Pricing Summary

Equipment:	\$128,697.76
Labor:	\$65,132.25

Grand Total:	\$193,830.01
---------------------	---------------------

Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	\$96,915.01	
Equipment Delivery	\$77,532.00	
Final Acceptance	\$19,383.00	

Project Acceptance

Client: Wayne Sleeter

Date

Contractor: ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)

Date

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.