



MARATHON COUNTY

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA

Date & Time of Meeting: **Wednesday, April 12, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Committee Members: John Robinson, Chair; Alyson Leahy, Vice-Chair; Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)

Committee Mission Statement: Provide leadership for the implementation of the County Strategic Plan, monitor outcomes, review, and recommend to the County Board policies related to human resources initiatives, finance and property of the County.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone#: 1-408-418-9388 Access Code: 146 235 4571

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcasted on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** (Any person who wishes to address the committee during the "Public Comment" portion of the meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later the five minutes before the start of the meeting. All comments must be germane to the jurisdiction of the committee.)
4. **Approval of the March 21, 2023, Human Resources, Finance and Property Committee Meeting Minutes**
5. **Policy Issues Discussion and Potential Committee Determination**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. Disallowance of Claims
 - a. Al Steiner
 - b. Secondlook (Erie Insurance / Trent Clark)
 2. Approval of Claims and Questioned Costs
 3. Authorization of MOUs for Opioid Litigation Settlements
 - B. Discussion and possible Action by HRFC to Forward to County Board for Consideration
 1. Acceptance of Grant funding for Health Department Anti-Tobacco/Vaping Activity
 2. Creation of Section 2.02(6)(b) of Marathon County Code of Ordinances – Election Administration Grants
 3. Resolution of Support for Utilization of State Surplus Funding to Offset Supplemental Payment Decrease – From NCCSP Board
 4. Acceptance of Funding (\$78,300) from Department of Energy – Energy Efficiency and Conservation Block Grant Program
 5. Support of Operational Plan for Future Use of Lakeview Drive Campus A & B Buildings
 6. Process for Evaluating TIF and its Impact on the County
 7. Amending the 2023 Capital Improvement Budget for the Marathon County Jail Kitchen Project (23SH-03C) in the Amount of \$64,205 (Phase I) Transfer from American Rescue Plan Act
 8. Amending the 2023 Capital Improvement Budget for the East Gate Hall Boiler Replacement Project (23PO-08C) in the Amount of \$179,300 Transfer from the 2023 Contingency Fund
 9. Resolution to Consider In Rem Foreclosure for Tax Delinquent Properties
 - C. **Motion to go into Closed Session (roll call vote suggested), pursuant to Wis. Stat. s. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: review of appraisals for, and discussion of strategy regarding, the potential sale of certain county property located at 616 Forest Street in the City of Wausau, and the potential purchase of private property adjacent to county-owned properties.**
 - D. Motion to Return to Open Session (Roll call Vote NOT required)
 - E. Discussion and Possible Action Resulting from Closed Session Discussion.

SIGNED s/s John Robinson
Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups

EMAILED BY: _____

DATE & TIME: _____

NOTICE POSTED AT THE COURTHOUSE

BY: _____

DATE & TIME: _____

- 7. **Educational Presentations and Committee Discussion**
- 8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, April 25, 2023 at 3:00pm

9. **Adjournment**

*Any Person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261.1500 or email countyclerk@co.marathon.wi.us one business day before the meeting.

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups
EMAILED BY: _____
DATE & TIME: _____

SIGNED s/s John Robinson
Presiding Officer or Designee
NOTICE POSTED AT THE COURTHOUSE
BY: _____
DATE & TIME: _____



MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA

Date & Time of Meeting: **Tuesday, March 21, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

John Robinson	Present
Alyson Leahy	Present
Kurt Gibbs	Present
Gayle Marshall	Tardy – 3:50 p.m.
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Absent

Staff Present: Lance Leonhard, Mike Puerner, Kim Trueblood, Chris Holman, Molly Adzic, Kristi Palmer
Others Present: Supervisor Baker, William Faltz (Wisconsin Surplus) via WebEx

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the Tuesday, March 8, 2023, Human Resources, Finance and Property Committee Mtg Minutes**
– Motion by Lemmer, Second by Leahy to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination** - None
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. How to begin review of employee benefits and employment policies to ensure Marathon County Government is an employer of choice and we meet the proposed outcome measure in Strategic Plan relative to retention?
Human Resources Director Molly Adzic gave a presentation on HR trends nationwide and in the county as it relates to the worker shortage. Discussion was had and questions were asked and answered. Presentation was provided to committee members via email. Potential changes that will affect the 2024 budget will be looked at, in addition to opportunities to attract new employees. Motion by Gibbs, Second by Leahy to direct staff to provide recommendations as far as opportunities for improvement to our employment practices. Motion carried on a voice vote unanimously.
 2. Discussion of Tax Deed Sales Process ([Ordinance section 3.20](#))
 - A. William (Bill) Faltz, Manager at Wisconsin Surplus (attending remotely)
Deputy Administrator Chris Holman introduced Bill Faltz from Wisconsin Surplus, who gave an overview of the services they provide to approximately half of the Wisconsin counties. This is a potential option available for our tax deed properties that have not sold. Discussion was had and questions were asked and answered. Motion by Gibbs, Second by Hart to direct the deputy administrator, clerk, and corp counsel look at our current ordinance and bring back recommendations for updates to our ordinance and policies to accommodate using this process for our tax delinquent properties. Motion carried on a voice vote unanimously.
 3. Amending the 2023 Capital Improvement Budget for South Courthouse EPDM Roof Replacement (23BM-04C) and UWSP-Wausau Concourse Roof Replacement (23UM-02C) in the amount of \$375,096 from the Courthouse North Envelope Replacement (23BM-02C)
Deputy Administrator Chris Holman gave an overview of the budget transfer request. This is not new money and not new projects, it's simply a re-allocation of funds. Motion by Gibbs, Second by Lemmer to approve the budget transfers as presented. Motion carried on a voice vote unanimously.
 - B. Discussion and possible Action by HRFC to Forward to County Board for Consideration
 1. Acceptance of Funding (\$78,300) from Department of Energy – Energy Efficiency and Conservation Block Grant Program – Administrator Leonhard described this grant. His ask at this point is for the committee to take action authorizing the county to accept the funds, and then the committee will work to designate the funds appropriately at a later time. The deadline to accept the funds is the end of April. Action will be deferred to the April 12 meeting, so the acceptance and potential intended use can be discussed all together.

2. Potential Revisions to the 2024 Budget Process Timeline – Chair Gibbs stated that the proposed Committee of the Whole meeting for April would instead be an extension of the April 20 Educational County Board meeting starting at 4:30 until 6:30, then a break until the 7:00 meeting with discussion of the April 25 agenda items. If necessary, the same thing could be done at the April 25 voting meeting, with additional education being provided from 4:30 to 6:30. Motion by Gibbs, Second by Hart to delete the Committee of the Whole meetings for April and October and replace those meetings as described above. Motion carried on a voice vote unanimously.

Chair Robinson addressed the concerns regarding the tight schedule towards the end of the budget process. The process as presented may need to be changed due to circumstances beyond the control of the county, i.e. how the state budget process plays out. Changes will be made along the way as necessary.

7. **Educational Presentations and Committee Discussion**

A. Ongoing efforts to identify funding opportunities for projects

1. Applications for Congressionally Directed Spending – Administrator Leonhard highlighted two recent projects for which the county has presented application. The first is the Regional Forensic Science Center. That was a \$10.6 million request. The second is the Highway Department Relocation project, which carries a price tag request of approximately \$55 million. Both requests were submitted to Senator Baldwin's office.

B. Update from staff on conceptual plan relative to Lake View Drive Campus A & B building utilization

Administrator Leonhard talked through pages 13 & 14 in the packet as an overview of the projects going at the Lakeview Drive campus. Administration will be looking for action to be taken at the next meeting once a plan is more completely developed. Discussion was had and questions were asked and answered.

C. Request from North Central Health Care for funding to cover Mount View Care Center losses caused by state reduction of supplemental payments

NCHC is not requesting funds as of yet, as they are waiting for state funds to become available. This item is offered as an informational item that the request may be coming in the future.

8. **Next Meeting Date & Time, Announcements and Future Agenda Items**

A. Committee members are asked to bring ideas for future discussion. Some items from this agenda will be carried over until the next meeting – Energy Grant, Lakeview Drive Campus. Additional topics will include the TIF discussion and possible recommendations for employee attraction and retention. Chair Gibbs requested an update on advantages / disadvantages of in rem foreclosure vs tax deed process.

B. Next meeting: Wednesday, April 12, 2023, at 3:00 pm

9. **Adjournment** – Motion by Hart, Second by Lemmer to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 4:48 p.m.

Minutes prepared by Kim Trueblood, County Clerk



Kim Trueblood, Marathon County Clerk

Marathon County Courthouse
500 Forest Street
Wausau, WI 54403
715.261.1500 (Telephone)
715.261.1515 (Fax)
Kim.Trueblood@co.marathon.wi.us



MEMORANDUM

TO: Michael Puerner, Corporation Counsel
FROM: Kim Trueblood, County Clerk
DATE: March 1, 2023
RE: Claim – Al Steiner
=====

A handwritten signature in black ink that reads "Kim".

The attached claim was received via email on February 27, 2023

kjt
c: Risk Management

Kim Trueblood

From: AL STEINER <retirewithal@yahoo.com>
Sent: Monday, February 27, 2023 5:29 PM
To: Kim Trueblood
Subject: [EXTERNAL] Highway 52 concrete problem
Attachments: Stolze quote for Mercury.pdf

RECEIVED

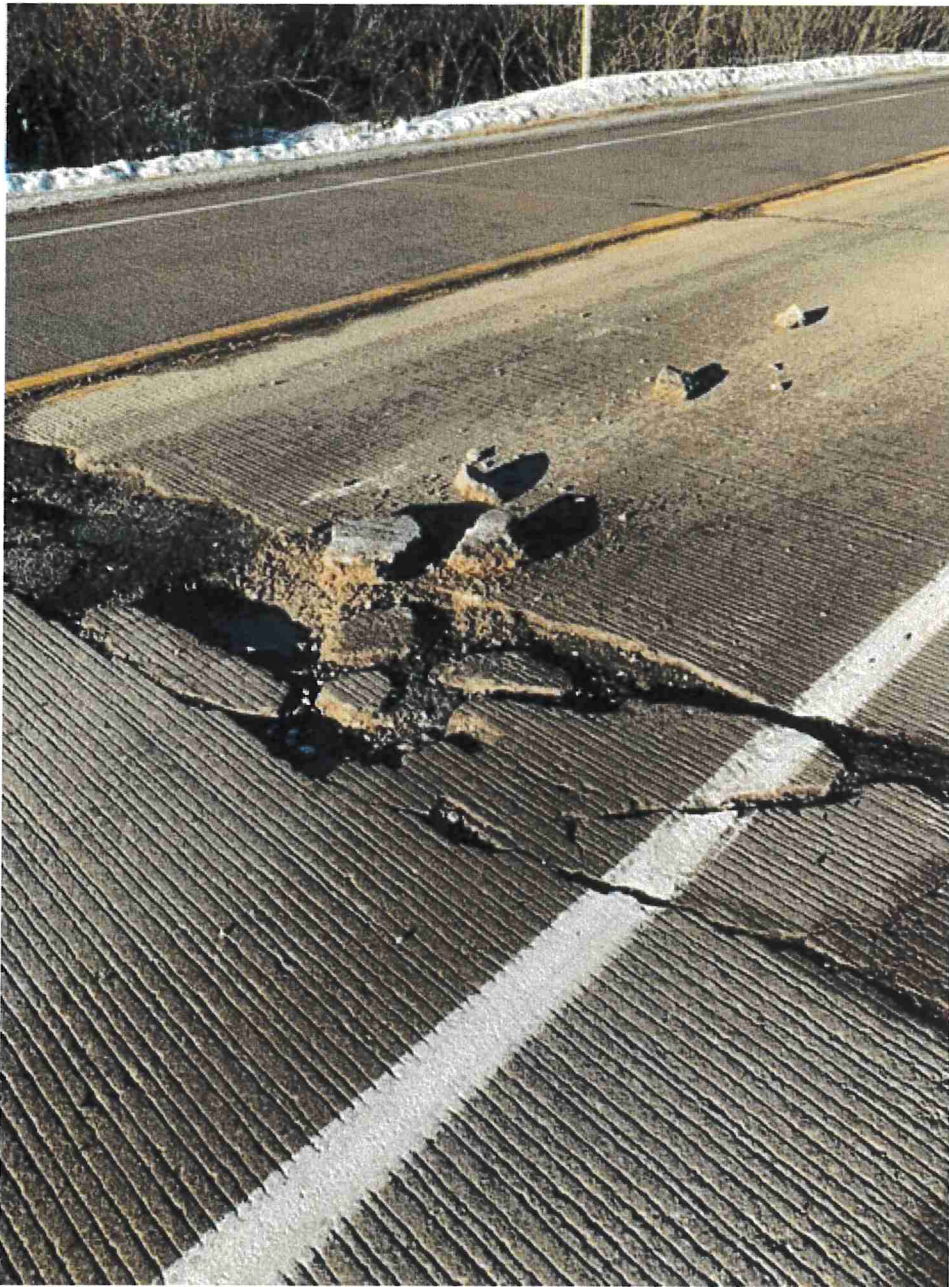
FEB 27 2023

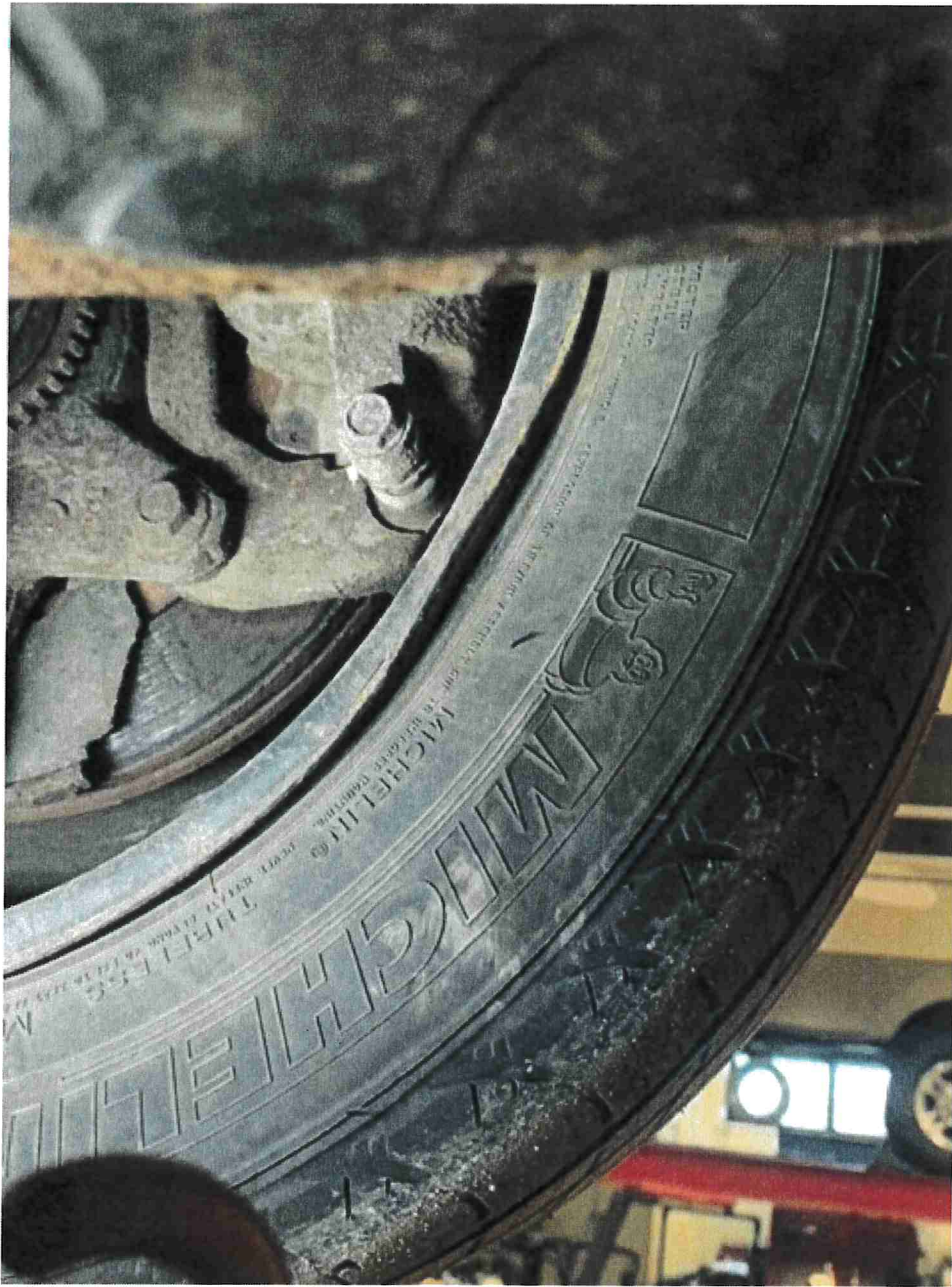
**MARATHON COUNTY
CLERKS OFFICE**

To whom it may concern.

I live on Highway 52. While traveling home the other day. I struck a piece of concrete approximately 30 inches wide by 35 inches long. It was dislodged and standing up in the road. Unfortunately it was on a blind corner I could not break and I could not go around. After I struck the concrete I took a picture and removed it off the road and called a friend of mine on the highway department and he was very happy that I removed it. It was fixed the very next day. Kudos to them. However, it did do some damage to my vehicle. I have attached pictures and the estimate for damages. Feel free to contact me at your earliest convenience.

Thank you





Alan Steiner
715-573-8494

Stolze's Wausau Auto Repair

201 Central Bridge St
Wausau, WI 54401
(715) 845-0005

Work Order Authorization

Bill To Steiner, Al
Wisconsin

Plate WI NA
Description 2007 Mercury Milan Base L4 2.3L 140CID VIN Z
VIN
Odometer 0

Mobile (715) 573-8494
Email

Work Order # 1943
Service Advisor Mike G
Technician NA

Service

Steering & Suspension Inspection

Hit a block of concrete

Labor

0.3 Hour

Sub \$29.99

Alignment, Four Wheel

Inspect steering and suspension system components. Connect alignment equipment to verify and adjust front and rear wheel alignment settings for caster, camber, and toe in/out settings, thrust angle where applicable and center steering wheel. Some vehicles may require installation of alignment shims at additional charges. Adjust to meet manufacturers' specifications. Perform final road test where applicable.

Labor

1 Hour

Sub \$119.95

Mount & Balance 1 Tire

Install tire and new valve stem where applicable, clean and seal tire to wheel seat, set tire pressure to proper inflation. Computer spin balance tire and wheel. Mount and torque wheel lug nuts to manufacturers torque specifications. Perform final road test as required.

Mount and Balance 1 Tire - Labor

0.25 Hour

used wheel

1 Unit

Sub \$155.00

Please Note

Return after 100 miles to re-torque lug nuts. - No Charge.

Total Parts	\$125.00
Total Labor	<u>\$179.94</u>
Total Before Taxes & Miscellaneous Charges	\$304.94
(*) Shop Supplies	\$10.50 S
(T1) Tire Disposal Fee (One Tire)	\$5.00 Each \$3.50 S
(S) State Sales Tax	5.5 % <u>\$17.54</u>
Grand Total	\$336.48

I hereby authorize the repairs to be done along with the required materials and agree that you are not responsible for loss or damage to the vehicle or contents in the case of fire or theft or causes beyond your control. I hereby grant you and your employees' permission to operate the vehicle on the streets and highways or elsewhere for the purpose of testing and or inspection. I acknowledge my indebtedness for the amount of this invoice and acknowledge and agree that in the event of non-payment that the repairer is entitled to liens under any available Repair Liens or Storage Liens Legislation. This information and any other information we have in our data base is restricted to authorized personnel only. This information will be used solely for the current and future service of your vehicle, warranty registration, and any other use required by law. You have a right to a written estimate. A repairer may not charge an amount that is more than ten (10) per cent above that estimate. If you waived your right to an estimate, the repairer must have your authorization of the maximum amount that you will pay for the repairs. The repairer may not charge more than the maximum amount you authorized. In either case, the repairer may not charge for any work you did not authorize.

Customer Signature: _____

Authorization(s)

2/24/2023 11:18 AM	\$336.48	Steering & Suspension Inspection Alignment, Four Wheel Mount & Balance 1 Tire
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WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Mary Jo Maly
500 Forest Street
Wausau, Wisconsin 54403

March 21, 2023

RE: Claimant: Al Steiner
 Claim number: GLMA00002585
 Our Insured: Marathon County
 Date of Loss: 2/27/2023

Dear Mary Jo Maly,

The above referenced claim was filed on 2/27/2023. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Cheyenne MacKenzie
Senior Claims Representative
Wisconsin Municipal Mutual Insurance Company
(680) 721-7189
cmackenzie@wmmic.com



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Mary Jo Maly
500 Forest Street
Wausau, Wisconsin 54403

March 23, 2023

RE: Claimant: Second Look Inc
 Claim number: GLMA00002616
 Our Insured: Marathon County
 Date of Loss: 9/7/2022

Dear Mary Jo Maly,

The above referenced claim was filed on 2/21/2023. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

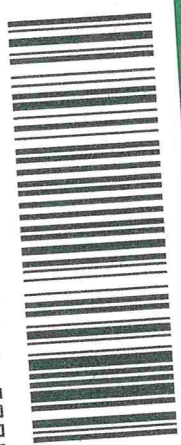
Sincerely,

Brandon Johnson
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com

CENTRAL JEWELRY

Secondlook

360 Motor Parkway, Suite 500 • Hauppauge, NY 11788



7013 0600 0001 2858 5094



FP **US POSTAGE**
\$007.82
First-Class - **MM**
ZIP 11788
12/02/2022
0368 0011814695

Marathon County Clerk

Attn: Mary-Joe
500 Forest Street
Wausau, WI 54403

5440385588 0008



Phone #: (631) 850-3787
Fax #: (631) 585-8360

Date: 11/29/2022

- Our Client: Erie Insurance
- Insured(s): Trent Clark
- File #: 3355251
- Date of Loss: 09/07/2022
- Claim Amount: pending

RECEIVED

DEC - 9 2022

**MARATHON COUNTY
EMPLOYEE RESOURCES DEPT.**

Marathon County Clerk ATTN Mary-Joe:

Please be advised that we have been retained by the above client to recover pending monies to be paid out to their insured for damages incurred in the above referenced incident.

On the date of the incident our insured was directed by road crew through construction. During this direction, our insured's vehicle sustained damage caused by driving through tar, but not limited to being sprayed with tar. This incident occurred heading eastbound on Highway Z just past Highway X in Wausau, WI.

Please review and contact me to discuss future payment arrangements and to establish a claim. I look forward to hearing from you and the claim handler.

Sincerely,

Kaitlyn Graham
Second Look Inc., Subrogation Representative

Phone #: (631) 850-3787

Fax #: (631) 585-8360

Date: 02/21/2023

- Our Client: Erie Insurance
- Insured(s): Trent Clark
- File #: 3355251
- Date of Loss: 09/07/2022
- Claim Amount: \$5,314.64

Marathon County Clerk:

This letter will serve as our request for settlement of this claim and we look to you for immediate resolution.

On the above date of loss your road crew directed our insured to drive through tar on Highway Z in Wausau, WI. This direction resulted in the damage to our insured's vehicle and we are asserting our rights to subrogation.

We did place you on notice of our pending claim previously via certified mail. Our claim has now been paid and enclosed you will find our supporting documents for review and payment.

Payment should be made out the Second Look Inc. and mailed to 360 Motor Parkway Ste 500, Hauppauge, NY 11788. Feel free to reach out to me to discuss further. My direct dial is 631-850-3787.

Sincerely,

Kaitlyn Graham
Second Look Inc., Subrogation Representative

YACH'S BODY & CUSTOM INC
2011 Wausau Region Chamber Small Business of
the Year
152746 Menton Lane, WAUSAU, WI 54401
Phone: (715) 359-0482

Workfile ID: 3b9c999c
PartsShare: 6XP2j4
Federal ID: 39-1313046

Supplement of Record 2 with Summary

RO Number: 1729

Written By: Leslie Barkley, 1/6/2023 7:55:44 AM
Adjuster: LENK, BRIAN, (262) 457-3309 Business

Insured: CLARK, TRENT
Type of Loss: 145CP - Other
Point of Impact: 19 All Over

Date of Loss: 9/7/2022 8:26 AM

Claim #: A00004429932-1
Days to Repair: 9

Owner:
CLARK, TRENT
231433 SUMMER WHEAT RD
WAUSAU, WI 54403-7400
(715) 842-7038 Evening

Inspection Location:
YACH'S BODY & CUSTOM INC
152746 Menton Lane
WAUSAU, WI 54401
Repair Facility
(715) 359-0482 Business

Insurance Company:
ERIE INSURANCE GROUP
waukesha staff

VEHICLE

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

VIN: 1V2UR2CAXKC582194 Interior Color: Mileage In: 34,544 Vehicle Out: 12/27/2022
License: 293LFL Exterior Color: Black Mileage Out:
State: WI Production Date: 6/2019 Condition: Job #:

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Privacy Glass
Console/Storage
Overhead Console

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Alarm

Message Center

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Dual Air Condition

Backup Camera

Remote Starter

Intelligent Cruise

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

CD Player

Auxiliary Audio Connection

Satellite Radio

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

Communications System

Hands Free Device

Xenon or L.E.D. Headlamps

Blind Spot Detection

Lane Departure Warning

ROOF

Luggage/Roof Rack

SEATS

Bucket Seats

Leather Seats

Heated Seats

3rd Row Seat

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Fog Lamps

Rear Spoiler

Signal Integrated Mirrors

TRUCK

Power Trunk/Liftgate

Supplement of Record 2 with Summary

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FENDER					
2	S01	Repl RT Fender liner	3CN-805-912-C	1	86.67	0.4	
3	S01	Repl LT Fender liner	3CN-805-911-C	1	81.67	0.4	
4	*	S01 Repl RT Wheel opng mldg black	3CN-853-718-B-9B9	1	<u>88.43</u>	0.3	
5	*	S01 Repl LT Wheel opng mldg black	3CN-853-717-B-9B9	1	<u>83.02</u>	0.3	
6	*	S01 Repl RT Trim	3CN-853-794-GRU	1	<u>92.50</u>		
7	*	S01 Repl LT Trim	3CN-853-793-GRU	1	<u>87.06</u>		
8		FRONT DOOR					
9	*	S01 Repl LT Lower molding satin black	3CN-854-939-F-9B9	1	<u>186.81</u>	0.3	
10	*	S01 Repl RT Lower molding satin black	3CN-854-940-F-9B9	1	<u>186.81</u>	0.3	
11		REAR DOOR					
12	*	S01 Repl RT Lower molding satin black	3CN-854-950-F-9B9	1	<u>186.81</u>	0.3	
13		S01 Repl LT Lower molding satin black	3CN-854-949-F-9B9	1	186.44	0.3	
14		QUARTER PANEL					
15	*	S01 Repl RT Wheelhouse liner	3CN-810-972-A	1	<u>133.95</u>	0.3	
16	*	S01 Repl LT Wheelhouse liner	3CN-810-971-A	1	<u>133.95</u>	0.3	
17	#	Rpr Clean entire vehicle				10.0	
		Note: FRONT AND REAR BUMPERS, ALL WHEELS, ALL DOORS, GATE, ROOF					
18	#	Touch up polish and buff		1		4.0	
19	*	S01 Repl RT Wheel opng mldg	3CN-853-818-B-9B9	1	<u>88.88</u>	Incl.	
20	*	S01 Repl LT Wheel opng mldg	3CN-853-817-B-9B9	1	<u>83.43</u>	Incl.	
21		REAR LAMPS					
22	**	S01 Repl A/M CAPA RT Tail lamp	3CN945096B	1	218.00	0.2	
23	**	S01 Repl A/M CAPA LT Tail lamp	3CN945095B	1	<u>254.29</u>	0.2	
24		S01 Repl RT Backup lamp	3CN-945-094-A	1	215.00	0.2	
25	**	S01 Repl Opt OEM LT Backup lamp	3CN945093A	1	160.00	0.2	
26		REAR BUMPER					
27		S01 R&I R&I bumper cover				2.2	
28	*	S01 Repl Lower cover w/o R line model, w/o park sensors w/o tow pkg	3CN-807-521-9B9	1	<u>379.09</u>	0.5	
29		S01 R&I Lower panel w/o R line model				0.3	
30		S01 R&I Center molding				0.1	
31		S01 R&I RT Diffuser tips				0.1	
32		S01 R&I LT Diffuser tips				0.1	
33		MISCELLANEOUS OPERATIONS					
34	#	S02 Subl Hazardous waste removal		1	5.00 T		
35	#	S01 Subl Glass coat entire vehicle		1	749.94		
SUBTOTALS					3,687.75	21.3	0.0

NOTES

Estimate Notes:
 Performed By Yach's Body & Custom, INC.
 Shop will provide Documentation

Supplement of Record 2 with Summary

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

Contacted Vehicle Owner on:9/20

Estimated Days to Repair:3

Estimate to Owner How/When: in person 9/26

Scheduled Date of Repair on:10/25

Unrelated Prior Damage Details: No notes

DTP Form Attached

FINAL supplement

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			3,682.75
Body Labor	21.3 hrs @	\$ 68.00 /hr	1,448.40
Miscellaneous			5.00
Subtotal			5,136.15
Sales Tax	\$ 5,136.15 @	5.5000 %	282.49
Grand Total			5,418.64
Deductible			150.00
CUSTOMER PAY			150.00
INSURANCE PAY			5,268.64

Supplement of Record 2 with Summary

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

SUPPLEMENT SUMMARY

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
Changed Items							
34	#	S01 Subl	Hazardous waste removal	1	-8.00 T		
34	#	S02 Subl	Hazardous waste removal	1	5.00 T		
SUBTOTALS					-3.00	0.0	0.0

TOTALS SUMMARY

Category	Basis	Rate	Cost \$
Parts			0.00
Miscellaneous			-3.00
Subtotal			-3.00
Sales Tax	\$ -3.00 @	5.5000 %	-0.17
Additional Supplement Taxes			0.01
Total Supplement Amount			-3.16
NET COST OF SUPPLEMENT			-3.16

CUMULATIVE EFFECTS OF SUPPLEMENT(S)

Estimate	1,560.85	Leslie Barkley
Supplement S01	3,860.95	Leslie Barkley
Supplement S02	-3.16	Leslie Barkley
Job Total:	\$ 5,418.64	
CUSTOMER PAY:	\$ 150.00	
INSURANCE PAY:	\$ 5,268.64	

Estimate subject to change based on hidden damage or part price changes.

THIS IS NOT AN AUTHORIZATION TO REPAIR. The vehicle owner must authorize all repairs. Erie Insurance reserves the right to reinspect all supplements before payment is made. Costs above the appraisal amount may be the responsibility of the vehicle owner. There is NO requirement to use any specified repair shop. Information regarding repair facilities which will be able to repair the vehicle for the appraised amount may be available from Erie Insurance upon request.

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATCP 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911.

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide ERA9265, CCC Data Date 01/03/2023, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2023 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

Supplement of Record 2 with Summary

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Supplement of Record 2 with Summary

RO Number: 1729

2019 VW Atlas SE 4MOTION w/Technology Pkg 4D UTV 6-3.6L Gasoline Gasoline Direct Injection Black

PARTS SUPPLIER LIST

Line	Supplier	Description	Price
15	Broadway Chevrolet and Volkswagen 2700 S Ashland Ave Green Bay WI 54304	#3CN-810-972-A RT Wheelhouse liner Quote: 1323760154 Expires: 10/26/22	\$ 133.95
16	Broadway Chevrolet and Volkswagen 2700 S Ashland Ave Green Bay WI 54304	#3CN-810-971-A LT Wheelhouse liner Quote: 1323760193 Expires: 10/26/22	\$ 133.95
22	Keystone 5050 N WREN DRIVE APPLETON WI 54913 (920) 731-3030	#VW2805127C A/M CAPA RT Tail lamp Quote: 1520348462 Expires: 01/21/23	\$ 218.00
23	Keystone 5050 N WREN DRIVE APPLETON WI 54913 (920) 731-3030	#VW2804127C A/M CAPA LT Tail lamp Quote: 1520349028 Expires: 01/21/23	\$ 254.29
24	Broadway Chevrolet and Volkswagen 2700 S Ashland Ave Green Bay WI 54304	#3CN-945-094-A RT Backup lamp Quote: 1387207088 Expires: 01/06/23	\$ 215.00
25	PAM's Auto Inc - ARO 7505 Ridgewood Road St. Cloud MN 56303	#452429-54401 Opt OEM LT Backup lamp Quote: 98090821 Expires: 12/14/22	\$ 160.00



Front

Claim Reference Id: A00004429932-1

File Name: PHOTO26

File Date: 09/26/2022

Label: Front

Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



GATE

Claim Reference Id: A00004429932-1

File Name: PHOTO27

File Date: 09/26/2022

Label: GATE

**Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Clai
mRepresentative:LENK|ShopName:**

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



GATE TRIM

Claim Reference Id: A00004429932-1

File Name: PHOTO24

File Date: 09/26/2022

Label: GATE TRIM

**Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Clai
mRepresentative:LENK|ShopName:**

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



LF

Claim Reference Id: A00004429932-1

File Name: PHOTO22

File Date: 09/26/2022

Label: LF

Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



Photo 29

Claim Reference Id: A00004429932-1

File Name: PHOTO36

File Date: 10/31/2022

Label: Photo 29

**Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Clai
mRepresentative:LENK|ShopName:**

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: S01



Rear

Claim Reference Id: A00004429932-1

File Name: PHOTO4

File Date: 09/26/2022

Label: Rear

Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



rear bumper

Claim Reference Id: A00004429932-1

File Name: PHOTO16

File Date: 09/26/2022

Label: rear bumper

Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



Rear bumper lower cover

Claim Reference Id: A00004429932-1

File Name: PHOTO6

File Date: 09/26/2022

Label: Rear bumper lower cover

**Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre**

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01



rear skid plate exhaust

Claim Reference Id: A00004429932-1

File Name: PHOTO21

File Date: 09/26/2022

Label: rear skid plate exhaust

Note: Owner:TRENT,CLARK|Style:2019,VW,Atlas SE
4MOTION w/Technology
Pkg|Insured:TRENT,CLARK|LossDate:09/07/2022|Poli
cyNumber:Q021915600|ClaimRepre

Photo Location: YACH'S BODY & CUSTOM INC

Photo Taken By: Leslie Barkley

Estimate Indicator: E01

<https://nationalopioidsettlement.com/executive-summary/>

Executive Summary of National Opioid Settlements

[2.03.2023. Subject to ongoing corrections and updates]

In 2021, nationwide settlements were reached to resolve all opioids litigation brought by states and local political subdivisions against the three largest pharmaceutical distributors—McKesson, Cardinal Health, and AmerisourceBergen (“Distributors”)—and against manufacturer Janssen Pharmaceuticals, Inc. and its parent company Johnson & Johnson (collectively, “J&J”). These “2021 National Settlements” have been finalized, and payments have already begun. In all, the Distributors will pay up to \$21 billion over 18 years, and J&J will pay up to an additional \$5 billion over no more than nine years.

In late 2022, agreements were announced with three pharmacy chains—CVS, Walgreens, and Walmart—and two additional manufacturers—Allergan and Teva. In January 2023, each of those pharmacy chains and manufacturers confirmed that a sufficient number of states had agreed to the settlements to move forward. As with the 2021 National Settlements, states and local governments that want to participate in the 2022 National Settlements now will have the opportunity to “opt in.” The greater the level of subdivision participation, the more funds will ultimately be paid out for abatement. Assuming maximum participation, the 2022 National Settlements require:

- Teva to pay up to \$3.34 billion over 13 years and to provide either \$1.2 billion of its generic version of the drug Narcan over 10 years or \$240 million of cash in lieu of product, as each state may elect;
- Allergan to pay up to \$2.02 billion over 7 years;
- CVS to pay up to \$4.90 billion over 10 years;
- Walgreens to pay up to \$5.52 billion over 15 years; and
- Walmart to pay up to \$2.74 billion in 2023, and all payments to be made within 6 years.

(These figures include amounts attributable to prior settlements between the Defendants and certain states/subdivisions and amounts for attorneys’ fees and costs.)

Under both the 2021 and 2022 National Settlements, at least 85% of the funds going directly to participating states and subdivisions must be used for abatement of the opioid epidemic, with the overwhelming bulk of the proceeds restricted to funding future abatement efforts by state and local governments.

In addition to providing billions of dollars for abatement, the settlements also impose changes in the way the settling defendants conduct their business. For example:

- The Distributors will create a groundbreaking clearinghouse through which they will be required to account not only for their own shipments, but also the shipments of the other distributors, in order to detect, stop, and report suspicious opioids orders;
- J&J (which ceased marketing Opioids in 2015 and ceased selling Opioids in 2020) will not market or sell any opioid products in the next ten years and has agreed to cease lobbying concerning prescription opioids for ten years;
- Teva and Allergan have agreed to strict limitations on their marketing, promotion, sale, and distribution of opioids, including a ban on: (1) promotion and lobbying; (2) rewarding or disciplining employees based on volume of opioid sales; and (3) funding or grants to third parties; and
- Walmart, CVS, and Walgreens are required to implement changes in how they handle opioids, including requirements addressing their compliance structures, pharmacist judgment, diversion prevention, suspicious order monitoring, and reporting on red-flag processes, as well as blocked and potentially problematic prescribers.

The 2021 and 2022 National Settlements are the culmination of many years of intense negotiations among representatives of the State Attorneys General, the court-appointed Plaintiffs' Executive Committee and Negotiation Committee, which are comprised of lawyers in the National Prescription Opiate MDL who represent subdivisions, and counsel to the Settling Defendants. These negotiations were facilitated by Judge Dan Polster (who oversees the federal MDL litigation), by the Special Masters appointed by the MDL Court, and by experienced, neutral mediators.

The agreements do not settle or release any claims brought by Tribes or by private parties, including private individuals, private hospitals, or private third-party payers.

Additional information, including answers to FAQs, can be found at nationalopioidsettlement.com/news.

Key Dates

Note: Notice of the 2022 National Opioid Settlements has already been provided to all eligible states, and there has been sufficient state-level participation to proceed to the second phase of these settlements. Key dates for the second phase of these settlements are set forth below.

TEVA	ALLERGAN	WALGREENS	WALMART	CVS
January 25, 2023 Notice to subdivisions to begin rolling out	January 25, 2023 Notice to subdivisions to begin rolling out	January 25, 2023 Notice to subdivisions to begin rolling out	January 25, 2023 Notice to subdivisions to begin rolling out	January 25, 2023 Notice to subdivisions to begin rolling out
April 18, 2023 "Initial Participation Date" - Deadline to submit participation forms	April 18, 2023 "Initial Participation Date" - Deadline to submit participation forms	April 18, 2023 "Initial Participation Date" - Deadline to submit participation forms	April 18, 2023 "Threshold Subdivision Participation Date" - Deadline to submit participation forms	April 18, 2023 "Initial Subdivision Participation Date" - Deadline to submit participation forms
		May 2, 2023 Deadline for Settling States to inform Walgreens whether they agree to proceed with the settlement		May 2, 2023 Deadline for Settling States on the Enforcement Committee to determine whether to proceed with the settlement
May 18, 2023 "Reference Date" - Deadline for Teva to decide whether to proceed with the settlement	May 18, 2023 "Reference Date" - Deadline for Allergan to decide whether to proceed with the settlement	May 18, 2023 "Reference Date" - Deadline for Walgreens to decide whether to proceed with the settlement		May 18, 2023 "Reference Date" - Deadline for CVS to decide whether to proceed with the settlement
July 17, 2023 "Effective Date" of settlement [60 days after Reference Date]	July 17, 2023 "Effective Date" of settlement [60 days after Reference Date]	July 17, 2023 "Effective Date" of settlement [60 days after Reference Date]; Date of first payment by Walgreens	June 2, 2023 "Effective Date" of settlement [assuming certain "Subdivision Participation Thresholds" are achieved]	June 2, 2023 "Effective Date" of settlement [15 days after Reference Date]
August 16, 2023 Date of First Payment by Teva	August 16, 2023 Date of First Payment by Allergan	August 16, 2023 First payment transferred from Settlement Fund Escrow Fund to Settlement Fund	July 15, 2023 Date of first payment by Walmart	June 30, 2023 Date of First Payment by CVS
Payments to subdivisions on a rolling basis	Payments to subdivisions on a rolling basis	Payments to subdivisions on a rolling basis	Payments to subdivisions on a rolling basis	Payments to subdivisions on a rolling basis

For informational purposes only. Executed settlement agreements control.



MEMORANDUM

Date: March 9, 2023
To: Wisconsin Counties
From: Erin K. Dickinson, Crueger Dickinson LLC
Re: Ramifications Associated with any County's Refusal to Join Settlements

Defendants Teva, Allergan, CVS, Wal-Mart, and Walgreens (collectively, "Settlement Defendants") have announced global settlements with "Participating Subdivisions," subject to sign-on periods and final approvals by the Parties. Your County has been provided with the information about these settlements, which is public and available at: <https://nationalopioidsettlement.com/>

It is important in each County's decision to participate in this Settlement (as it was in the last round of Settlements) that each of you understand the ramifications both to your individual County and to the overall Settlement payments to Wisconsin state and local governments if your County chooses *not* to participate. These ramifications are as follows:

First, and most obviously, your County will not receive any money to help combat the opioid epidemic.

Second, anything less than 100% participation in Wisconsin will negatively impact the total funds that flow into Wisconsin to combat the opioid epidemic. The Settlements are structured based on the participation level with 100% participation paying 100% of the available funds. If your County does not participate, then Wisconsin will not achieve 100% participation and will not be eligible to receive 100% of the available funds.

Third, the stay issued by the Court in its April 11, 2018, Case Management Order (docket no. 232) will be lifted for your County's case and your County will immediately be placed back into the "Litigation Track." This means that your County will immediately be in active litigation against Wal-Mart, CVS, Walgreens, Allergan, and Teva with immediate deadlines that include completing an updated Plaintiff Fact Sheet, and disclosing expert reports and damage opinions, followed



Crueger Dickinson

4532 N OAKLAND AVE
WHITEFISH BAY, WI 53211
414.210.3868 OFFICE

by discovery and potentially a trial.

We strongly recommend that you join these Settlements. We firmly believe your County will not receive a better settlement offer than this short of spending additional years, millions of dollars, and significant use of county resources. And, as with any litigation, we cannot guarantee the outcome of such a litigation effort even if the County was to undertake it.

We are happy to discuss our recommendation with any County at any time.

**ADDENDUM TO WISCONSIN LOCAL GOVERNMENT
MEMORANDUM OF UNDERSTANDING**

WHEREAS, the Local Governments entered into the MOU for purposes of memorializing their agreement surrounding, among other things, allocation of the proceeds of the settlements with McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho- McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc.;

WHEREAS, the settlement discussions with Walgreens, Walmart, CVS, Teva, and Allergan resulted in tentative agreements as to settlement terms (“Settlement Agreements”) pending agreement from the State of Wisconsin, the Local Governments and other parties involved in the Litigation; and

WHEREAS, the Local Governments intend this Addendum to the MOU to effectuate the terms of the Settlement Agreements and allocate the proceeds of the Settlement Agreements to each of the Local Governments in the same manner and same percentages as set forth in the MOU and Exhibit A thereto.

NOW, THEREFORE, the Local Governments enter into this Addendum to the MOU upon the terms described herein.

1. The Local Governments ratify, confirm and agree in all respects to the MOU. By this Addendum, the Local Governments agree that any and all proceeds of the Settlement Agreements defined herein shall be distributed, allocated and otherwise disposed of in the same manner as set forth in the MOU and Exhibit A thereto.
2. Nothing in this MOU is intended to alter or change any Local Government’s right to pursue its own claim. Rather, the intent of this MOU is to provide a mechanism for the receipt and expenditure of Opioid Funds.
3. This MOU may be executed in counterparts. Electronic signatures shall in all respects be considered valid and binding.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereby execute this Addendum as of the date set forth below.

ON BEHALF OF THE LOCAL GOVERNMENTS:

Adams County
Printed: _____

Date: _____

Ashland County
Printed: _____

Date: _____

Barron County
Printed: _____

Date: _____

Bayfield County
Printed: _____

Date: _____

Brown County
Printed: _____

Date: _____

Buffalo County
Printed: _____

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Burnett County
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Calumet County
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Chippewa County
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Clark County
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Columbia County
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Crawford County
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Dane County
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Dodge County
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Date: _____

Door County
Printed: _____

Date: _____

Douglas County
Printed: _____

Date: _____

Superior, City of
Printed: _____

Date: _____

Dunn County
Printed: _____

Date: _____

Eau Claire County
Printed: _____

Date: _____

Florence County
Printed: _____

Date: _____

Fond Du Lac County
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Forest County
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Grant County
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Green County
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Green Lake County
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Iowa County
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Iron County
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Jackson County
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Jefferson County
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Date: _____

Juneau County
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Date: _____

Kenosha County
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Date: _____

Kenosha, City of
Printed: _____

Date: _____

Pleasant Prairie, City of
Printed: _____

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Kewaunee County
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Date: _____

La Crosse County
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Lafayette County
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Langlade County
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Lincoln County
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Manitowoc County
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Marathon County
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Marinette County
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Marinette, City of
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Marquette County
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Menominee County
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Milwaukee County
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Cudahy, City of
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Franklin, City of
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Greenfield, City of
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Milwaukee, City of
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Oak Creek, City of
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South Milwaukee, City of
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Wauwatosa, City of
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West Allis, City of
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Monroe County
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Oconto County
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Oneida County
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Outagamie County
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Ozaukee County
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Pepin County
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Pierce County
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Portage County
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Price County
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Racine County
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Mount Pleasant, City of
Printed: _____

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Sturtevant, City of
Printed: _____

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Union Grove, City of
Printed: _____

Date: _____

Yorkville Town
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Richland County
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Rock County
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Rusk County
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Sauk County
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Sawyer County
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Shawano County
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Sheboygan County
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Date: _____

St. Croix County
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Taylor County
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Trempealeau County
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Vernon County
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Vilas County
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Walworth County
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Washburn County
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Date: _____

Washington County
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Date: _____

Waukesha County
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Waupaca County
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Date: _____

Waushara County
Printed: _____

Date: _____

Winnebago County
Printed: _____

Date: _____

Wood County
Printed: _____

Date: _____

**WISCONSIN STATE-LOCAL GOVERNMENT MEMORANDUM OF
UNDERSTANDING FOR THE ALLOCATION OF
OPIOID SETTLEMENT PROCEEDS**

WHEREAS, the State of Wisconsin (“State”), its communities, and their people have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities that engage in or have engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, specifically related to the covered conduct by Defendants *In re: Opioid Litigation*, MDL 2804 pending in the United States District Court for the Northern District of Ohio (“Litigation”);

WHEREAS, certain Wisconsin local governments identified on the attached Exhibit A (“Local Governments”), through their counsel, and the State of Wisconsin, through its Attorney General, are separately engaged in investigations, litigation, and settlement discussions seeking to hold the Defendants in the Litigation accountable for the damage caused by their misfeasance, nonfeasance and malfeasance;

WHEREAS, the State of Wisconsin and the Local Governments share a common desire to abate and alleviate the impacts of the misfeasance, nonfeasance and malfeasance described above throughout the State of Wisconsin and in its local communities;

WHEREAS, the settlement discussions with Walgreens, Walmart, CVS, Teva, and Allergan (“Settling Defendants”) resulted in tentative agreements as to settlement terms (“Settlement Agreements”) pending agreement from the State of Wisconsin, the Local Governments and other parties involved in the Litigation;

WHEREAS, while the Local Governments and the State recognize that the sums which may be available from the aforementioned Settlement Agreements will likely be insufficient to fully abate the public health crisis caused by the Opioid epidemic, they share a common interest in dedicating the most resources possible to the abatement effort;

WHEREAS, the State of Wisconsin enacted Wis. Stat. § 165.12 which provides for an allocation of opioid settlement proceeds;

WHEREAS, the State and the Local Governments intend this Memorandum of Understanding (“MOU”) to effectuate the terms of future Settlement Agreements arising out of the Litigation in a manner consistent with Wis. Stat. § 165.12(2); and

WHEREAS, this MOU does not supersede or alter any previously agreed upon MOU between the State and Local Governments related to the Litigation.

NOW, THEREFORE, the State and the Local Governments, enter into this MOU upon the terms described herein.

1. As used in this MOU, the term “Opioid Settlement Proceeds” shall mean all funds allocated by a Settlement Agreement (“Settlement Payments”) to the State or Local

Governments for purposes of opioid remediation activities, as well as any repayment of those funds and any interest or investment earnings that may accrue as those funds are temporarily held before being expended on opioid remediation strategies. "Opioid Settlement Proceeds" do ***not*** include the "Additional Restitution Amount" (also known as additional remediation, or any other fund, proceed, or amount paid to States who did not utilize outside counsel), reimbursement of the United States Government, or separate funds identified in Settlement Agreements as direct or indirect compensation for a Party's litigation fees, expenses, and/or costs.

2. The Settlement Administrator shall directly distribute the Opioid Settlement Proceeds to the State and to Local Governments in such proportions and for such uses as set forth in this MOU.
3. Opioid Settlement Proceeds shall be allocated as follows: (i) 30% to the State of Wisconsin ("State Share"); and (ii) 70% to Local Governments ("LG Share"). Opioid Settlement Proceeds shall not be considered funds of the State or any Local Government unless and until such time as each annual distribution is made.
4. 100% of the "Additional Restitution Amount" shall be paid to the State and deposited with the Department of Health Services.
5. Except for Opioid Settlement Funds expended in payment of attorney fees as provided in Wis. Stat. § 165.12(6), all Opioid Settlement Proceeds, regardless of allocation, and the entire "Additional Restitution Amount," shall, consistent with Wis. Stat. § 165.12(3) and (4), and except as provided in Wis. Stat. § 165.12(5), be utilized only for purposes identified as approved uses for abatement in a Settlement Agreement.
6. If any portion of the LG Share is used for the payment of owed attorney fees as authorized under Wis. Stat. § 165.12(6), the Local Governments shall report to the Attorney General and the Joint Committee on Finance the amount of the payment(s) and provide the contract(s) under which the attorney fees are purportedly owed.

Notwithstanding any limitations or characterization of funds herein to the contrary, any payments for attorneys' fees and expenses may only be paid for out of the owing Local Governments' share.

7. The parties agree to comply with the terms of the Settlement Agreements, including but not limited to (a) a requirement that a certain percentage of the Settlement Payment be spent on remediation, and (b) that at least 70% of a Settlement Payment be used solely for future Opioid Remediation as defined by the Settlement Agreements.
8. The LG Share shall be paid to each Local Government by the Settlement Administrator based on the allocation created and agreed to by the Local Governments which assigns each Local Government a percentage share of the LG Share, less any applicable attorney fees as authorized under Wis. Stat. § 165.12(6) and referenced above.

9. Nothing in this MOU is intended to alter or change any Local Government's right to pursue its own claim. Rather, the intent of this MOU is to provide a mechanism for the receipt and expenditure of Opioid Settlement Proceeds. Notwithstanding the foregoing, only Local Governments who are Participating Subdivisions under a Settlement Agreement, and who agree to the terms of this MOU may directly receive Opioid Settlement Proceeds.
10. Notwithstanding any limitations or characterization of funds herein to the contrary, any payments for Local Government attorney's fees and expenses may be applied only to the LG Share or any Local Government share of the LG Share. The State shall have no responsibility for payment of attorneys' fees or litigation expenses.
11. The parties understand that the United States may claim a portion of the Opioid Settlement Proceeds for Medicaid reimbursement. The parties agree that, to the extent a claim for Medicaid reimbursement is made, the parties shall bear the liability for the reimbursement on a pro rata basis based upon the particular claims made by the United States related to the Medicaid reimbursement. The parties agree to meet, confer, and cooperate in good faith concerning the allocation of any such liability.
12. The Attorney General may extend this MOU to apply to future settlements with other entities who engage in or have engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, specifically related to the covered conduct by Defendants in the Litigation. To exercise this option, the Attorney General shall send written notice to counsel for the Local Governments. The Local Governments shall have 30 days from the date of the notice to express in writing any objection(s) to the extension of the MOU to the settlement(s). If any Local Government objects to the extension of the MOU to the settlement(s), it shall not be extended.

Notice to the Local Governments shall be sent via regular U.S. Mail or email to:

Andrew Phillips
Attolles Law, s.c.
222 E. Erie Street
Suite 210
Milwaukee, WI 53202
aphillips@attolles.com

Erin Dickinson
Crueger Dickinson LLC
4532 N. Oakland Ave.
Milwaukee, WI 53211
ekd@cruegerdickinson.com

Burton LeBlanc
2600 CitiPlace Drive
Suite 400
Baton Rouge, LA 70809
bleblanc@baronbudd.com

Shayna Sacks
360 Lexington Avenue
Eleventh Floor
New York, NY 10017
ssacks@napolilaw.com

Christopher Smith
von Briesen & Roper, s.c.
411 E. Wisconsin Ave.
Suite 1000
Milwaukee, WI 53202
christopher.smith@vonbriesen.com

Steven Nelson
von Briesen & Roper, s.c.
411 E. Wisconsin Ave.
Suite 1000
Milwaukee, WI 53202
steven.nelson@vonbriesen.com

Any objection(s) by a Local Government shall be sent via regular U.S. Mail or email to:

Laura E. McFarlane
Assistant Attorney General
Wisconsin Department of Justice
17 W. Main Street
Post Office Box 7857
Madison, Wisconsin 53707-7857
mcfarlanele@doj.state.wi.us

and

R. Duane Harlow
Assistant Attorney General
Wisconsin Department of Justice
17 West Main Street
Post Office Box 7857
Madison, Wisconsin 53707-7857
harlowrd@doj.state.wi.us

13. This MOU may be executed in counterparts. Electronic signatures shall in all respects be considered valid and binding.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereby execute this MOU as of the date set forth below.

ON BEHALF OF THE STATE OF WISCONSIN:

Attorney General Josh Kaul

Date: _____

ON BEHALF OF THE LOCAL GOVERNMENTS:

Adams County
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Winnebago County
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Wood County
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Date: _____

EXHIBIT A
Litigating Local Governments

Adams County
Ashland County
Barron County
Bayfield County
Brown County
Buffalo County
Burnett County
Calumet County
Chippewa County
Clark County
Columbia County
Crawford County
Dane County
Dodge County
Door County
Douglas County
City of Superior
Dunn County
Eau Claire County
Florence County
Fond Du Lac County
Forest County
Grant County
Green County
Green Lake County
Iowa County
Iron County
Jackson County
Jefferson County

Juneau County
Kenosha County
City of Kenosha
Village of Pleasant Prairie
Kewaunee County
La Crosse County
Lafayette County
Langlade County
Lincoln County
Manitowoc County
Marathon County
Marinette County
City of Marinette
Marquette County
Menominee County
Milwaukee County
City of Cudahy
City of Franklin
City of Greenfield
City of Milwaukee
City of Oak Creek
City of South Milwaukee
City of Wauwatosa
City of West Allis
Monroe County
Oconto County
Oneida County
Outagamie County
Ozaukee County

Pepin County
Pierce County
Portage County
Price County
Racine County
Village of Mount Pleasant
Village of Sturtevant
Village of Union Grove
Town of Yorkville
Richland County
Rock County
Rusk County
Sauk County
Sawyer County
Shawano County
Sheboygan County
St Croix County
Taylor County
Trempealeau County
Vernon County
Vilas County
Walworth County
Washburn County
Washington County
Waukesha County
Waupaca County
Waushara County
Winnebago County
Wood County



JUUL Settlement Fund in Marathon County

Prepared March 15, 2023

Marathon County has been granted \$29,675 as the fiscal agent to the Nicotine Prevention Alliance of Central WI, a tri-county prevention alliance that serves Marathon, Wood, and Portage Counties. Funds allocated to the Alliance will be used to implement strategies that prevent and address harm caused by Electronic Nicotine Delivery Systems to Marathon County residents under the age of 24. Serving this age group will allow for assistance to all individuals that were youth at the time of the declaration of the e-cigarette epidemic in 2018.

Background

- WI Department of Health Services plans to receive at least \$14.7 mill over the next 5 to 10 years from the JUUL Settlement Funds. This is a result of an investigation that found JUUL accountable for targeted marketing towards youth. Should JUUL declare bankruptcy, there is no guarantee of the money coming to the State.
- Agencies that have existing contracts with WI DHS TCP had the opportunity to request settlement funds to implement projects in their local communities focused on preventing the use of or addressing the harm caused by Electronic Nicotine Delivery Systems.

Electronic Nicotine Delivery Systems are a concern in Marathon County

- The 2022 County Health Rankings data reported adult smoking rates of 17%, 18%, and 17% in Marathon, Wood, and Portage County respectively. To reach the young adult population (age 18-24) the Alliance will promote and support 100% smoke free college campuses. A smoke free campus means that there is policy implemented to prohibit the use of all tobacco products including Electronic Nicotine Delivery Systems in campus buildings, vehicles, and on all campus property.
- According to the 2021 Youth Risk Behavior Survey Data, 24% of high school students in Marathon County ever tried vaping and 11% used an Electronic Nicotine Delivery System (Electronic Nicotine Delivery Systems) in the past 30-days. Twenty-eight percent of Wood County high school students have ever tried vaping and 14% used an Electronic Nicotine Delivery Systems in the past 30 days. Lastly, 32% of Portage County high school students ever tried vaping and 16% used Electronic Nicotine Delivery Systems in the past 30 days.
- In 2022, the sales rate of tobacco products to underage youth in Marathon County was 9%. Increased efforts to educate tobacco retailers will ensure this rate remains as low.

Marathon County Health Department Activities

This is a tri-county initiative; therefore, Wood County Health Department and Portage County Health and Human Services will receive \$4,500 each to carry out this work on the college campuses in their respective counties. Health Educators, Jenna Flynn and Laura Fischer, will carry out this work in Marathon County.

- **Promotion of cessation resources** will assist the colleges in maintaining a smokefree environment while supporting students that experience addiction to nicotine products. The WI Tobacco Quitline is a free call and text service that assists all WI adults to quit smoking, using Electronic Nicotine Delivery Systems, and other tobacco products. Adults also have access to an 8-week supply of nicotine replacement therapy (nicotine patch, gum, or lozenge) to assist them in quitting. Promotional activities will include displaying Quitline resources digitally on campus TVs, printed in campus restrooms, and printed in the entry way of campus buildings. Additionally, advertising content will be delivered within a defined geographic boundary to those who meet specified criteria and implemented during campus “welcome weeks.”

- **Electronic Nicotine Delivery Systems (ENDS) disposal kits** will be provided to high schools, junior high schools, and middle schools in Marathon County. Kits will be used to assist school districts in ensuring proper disposal of Electronic Nicotine Delivery Systems found in schools to reduce the schools' burden of holding and securing them.
- **Educational outreach to retailers** serves a dual purpose: maintaining non-compliance sales rates below 20% (the federal standard) and reminding retailers of their responsibilities. Materials will be based on the State of Wisconsin's Tobacco 21 Initiative, and include personal letters to retailers paired with window clings displaying 21 as the purchasing age, reference cards displaying proper selling, and age calculators.

ORDINANCE #O-__-23

**CREATION OF SECTION 2.02(6)(b) OF MARATHON COUNTY CODE OF ORDINANCES –
ELECTION ADMINISTRATION GRANTS**

WHEREAS, Wis. Stat. § 59.52(19) allows the Marathon County Board of Supervisors to accept donations, gifts or grants for any public governmental purpose within the powers of the county, and allows the County Board of Supervisors to enact rules related to the receipt of such grant funds; and

WHEREAS, voters within Marathon County need to be able to trust their election officials are acting free of undue influence relative to the administration of elections; and

WHEREAS, Marathon County, and other counties in Wisconsin, previously received grant funds relative to the funding of elections or purchase of election-related materials. The source of these funds has created an appearance that election outcomes may be influenced by their receipt; and

WHEREAS, on DATE, the Human Resources, Finance and Property Committee recommended creation Section 2.02(6)(b) of the Marathon County General Code as follows:

(b) *Election Administration Grants*. No donation or grant may be accepted from any person or non-governmental entity for the purpose of funding elections or elections administration, including, but not limited to, collection of ballots or voter registration, without approval of the Marathon County Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marathon does hereby ordain as follows:

1. To create Section 2.02(6)(b) of the Marathon County General Code of Ordinances as follows:

(b) *Election Administration Donations or Grants*. No donation or grant may be accepted from any person or non-governmental entity for the purpose of funding elections or elections administration, including, but not limited to, collection of ballots or voter registration, without approval of the Marathon County Board.

BE IT FURTHER RESOLVED that this ordinance shall take effect upon passage and publication as required by law.

Dated the ____ day of March, 2023.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Impact: None. The code amendment has no fiscal impact. The creation of this subsection would require the County Board to approval receipt of any donation or grant related to funding elections or elections administration.

Sec. 2.02. - Fiscal impact; Bills; Claims; Appropriations.

(1) Fiscal Impact Estimate.

- (a) *Fiscal Impact Estimate Required.* Every motion, resolution or ordinance which makes an appropriation or which increases or decreases an existing appropriation, fiscal liability or anticipated revenue shall, before any vote is taken on the same by the County Board, have attached to it a reliable written fiscal impact estimate of the anticipated changes in related appropriations, fiscal liabilities or anticipated revenues for the current County budget or budgets to which it relates, along with any known or reasonably ascertainable projections for the impact of such changes in future similar budgets.
- (b) *Exceptions.* The annual County budget, when under consideration during the regular annual review period, shall be exempt from this requirement. Amendments to the Human Resources, Finance and Property Committee's proposed Annual Budget must be presented and voted upon as individual items by the County Board.
- (c) *Board May Not Act.* Any proposed report, resolution or ordinance which fails to contain such reliable written fiscal impact estimate may not be affirmatively acted upon by the County Board until such estimate is presented to the full County Board unless a two-thirds majority of the County Board membership present and voting, affirmatively votes to waive the requirement.
- (d) *Role of County Administrator.* The County Administrator or their designee shall work with appropriate department heads and County Board committees in providing such fiscal impact estimates where required.

(2) Bills or Claims Against County. All bills or claims against the County, except claims or bills of the County Board members, and all matters requiring action by the County Board shall be filed with the County Clerk at least five days before the meeting of the County Board and all bills against the County or claims for services rendered shall be itemized fully and completely.

(3) Non-budgeted Appropriations. All reports or resolutions appropriating any money or dealing with expenditures of money not provided for in the adopted County budget shall be passed on a two-thirds vote of the membership of the County Board.

(4) All bills or summary shall be referred to the proper committee without reading but before final allowance, a summary of the bill together with a report of the committee to whom same was referred shall be read by the Clerk.

(5) It shall be in order for any member to call for the reading of any accounts by items and on request a separate vote shall be had on the allowance of any account or item, unless the Board shall be under operation of the previous question.

(6) Receipt of Grants. Grant funds that are not provided for in the adopted County budget shall be

approved by the Human Resources, Finance and Property Committee. Receipt and approval of such grant funds shall begin with the completion of a budget transfer form that is forwarded for review and approval.

- (a) *Grant-funded Position.* If new grant funds are proposed to be utilized to fund a new position, the County Board must approve the use of non-budgeted grant funds to create and fund the position.

(O-12-20; O-10-22)

Resolution R-_____-23

Resolution of Support for Utilization of State Surplus Funding to Offset Supplemental Payment Decreases in Fiscal Year 2022/23 and to Continue Future CPE Award Disbursements to County Owned Nursing Homes

WHEREAS, North Central Community Services Program d/b/a North Central Health Care (“NCHC”), established as a Multicounty Department of Community Programs for the purpose of administering a community mental health, alcoholism and drug abuse services program pursuant to Wis. Stat. §§ 51.42, 59.52(7) and 66.0301, administers and operates two nursing homes, Mount View Care Center (“MVCC”) and Pine Crest Nursing Home (“PCNH”), on behalf of Marathon and Lincoln Counties, respectively; and

WHEREAS, in fiscal year 2022/23, Wisconsin Department of Health Services (“DHS”) had approximately \$39.1 million dollars in funding at its disposal, which funding must be allocated for disbursement to county owned nursing homes in order for the State of Wisconsin to maintain eligibility for Medicaid funding; and

WHEREAS, in addition to Supplemental Payments to county owned nursing homes as described in the aforementioned paragraph, county run nursing homes traditionally received Certified Public Expenditure (“CPE”) Award funds from DHS; and

WHEREAS, NCHC budgeted revenue necessary for the administration and operation of MVCC and PCNH is based on DHS’ historical Supplemental Payment and Excess CPE Award disbursement amounts; and

WHEREAS, for fiscal year 2022/23, and without advance notice, DHS significantly decreased the amount of the Supplemental Payment and Excess CPE Award funding that was traditionally available to NCHC for the administration and operation of county owned nursing homes; and

WHEREAS, the total reduction in Supplemental Payment and Excess CPE Award funding is summarized as follows:

<u>Mount View Care Center</u>	<u>Pine Crest Nursing Home</u>	<u>Total</u>	<u>Explanation</u>
\$1,084,000	\$833,300	\$1,917,300	Supplemental Payment Decrease
<u>892,341</u>	<u>730,590</u>	<u>1,622,931</u>	Excess CPE Award Decrease
\$1,976,341	\$1,563,890	\$3,540,231	Total

WHEREAS, in addition to Marathon and Lincoln counties, twenty-one (21) other Wisconsin counties also experienced significant decreases in supplemental payment funding, leading to budget deficits in those counties, while Dane and Rock counties received a significant increase in supplemental payment funding resulting in budget surpluses; and

WHEREAS, although both MVCC and PCNH will receive a much needed increase in Medicaid rates for standard services provided, any benefit from this Medicaid rate increase is essentially nullified as a result of DHS reduction in Supplemental Payment and CPE funding; and

Resolution # R-____-23

**A RESOLUTION APPROVING THE DESIGN CONCEPT FOR THE LAKEVIEW DRIVE
CAMPUS A&B BUILDING**

WHEREAS, the Board of Supervisors of Marathon County approved the 2023-2027 Capital Improvement Program (CIP) and Budget; and

WHEREAS, the Board of Supervisors of Marathon County has previously approved the Design and Construction Management Project (23BM-03C) for this space in 2022 and ; and

WHEREAS, the Design and Construction Management Project (23BM-03C) is part of the ongoing remodeling project, including replacing the A&B Building roof (22BM-05C) and comprehensive HVAC upgrades (22BM-01C), with the stated intent to move Marathon County departments to the Lakeview Drive Campus; and

WHEREAS, Facilities & Capital Management (FCM) issued requests for proposals for design and construction management services, which led to the engagement of Venture Architects as the lead design firm and Miron Construction as the construction manager; and

WHEREAS, FCM staff in conjunction with Venture Architects and Miron Construction have completed an inventory and review of all available spaces in the A & B Building on the Lakeview Drive Campus and met with county leadership and each department identified in the proposed design concept to review preliminary plans; and

WHEREAS, approving the move of the identified departments to the Lakeview Drive Campus will finalize the design concept and move the project to a schematic design phase focused on minimal renovation; and

WHEREAS, the proposed design concept will help Marathon County consolidate its building footprint and move closer to a two campus concept; and

WHEREAS, the 2024 CIP will include a funding request for the completion of this renovation project; and

WHEREAS, the Human Resources and Finance and Property Committee has reviewed the proposed design concept and has recommended approval.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve and ordain to approve the proposed design concept including the move of identified departments to the Lakeview Campus as indicated above.

Dated this 25th day of April, 2023.

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE
April 12th, 2023

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

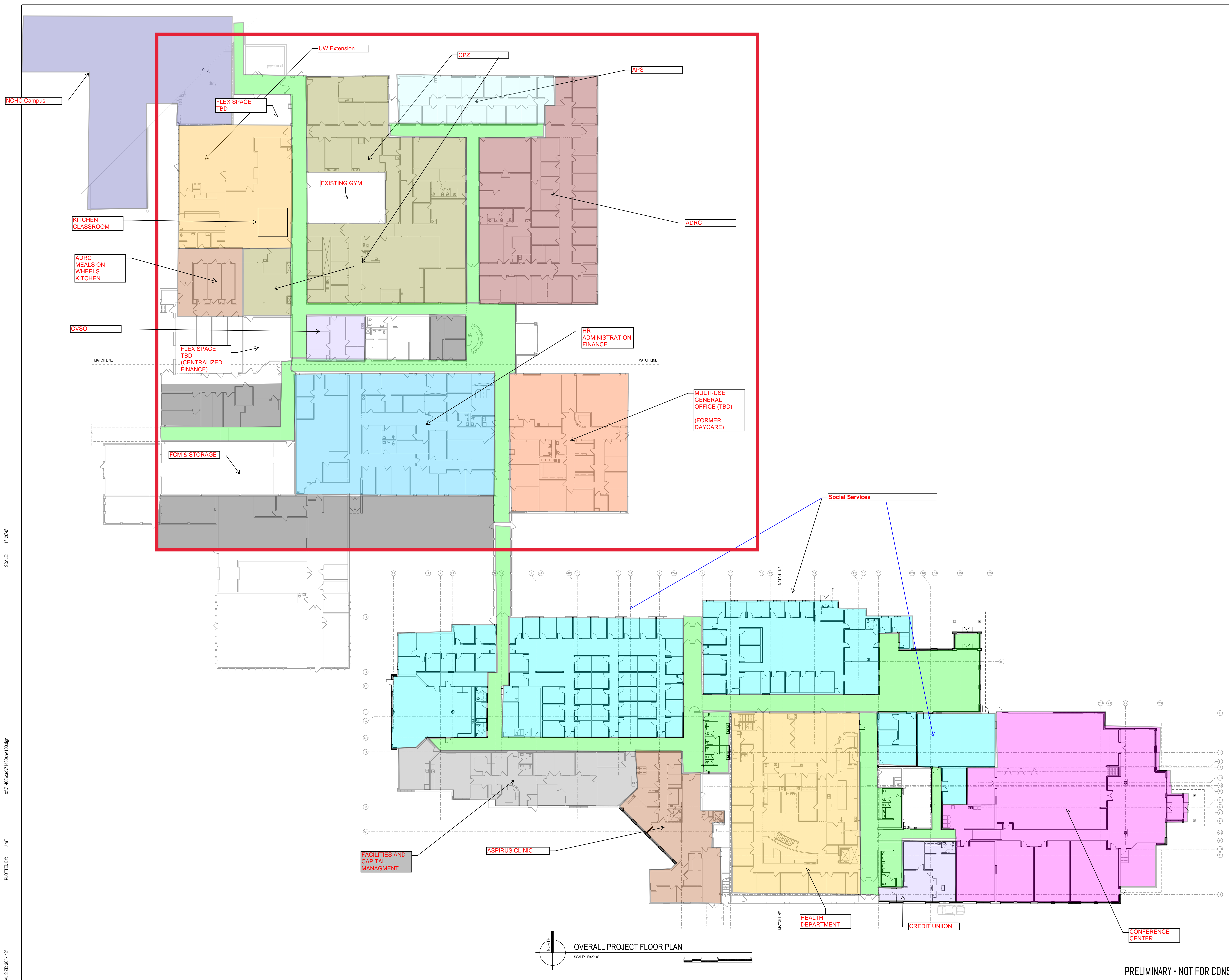
/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Fiscal Impact: This resolution has no fiscal impact, but a 2024 funding request will be forthcoming as part of the 2024 Capital Improvement Program.



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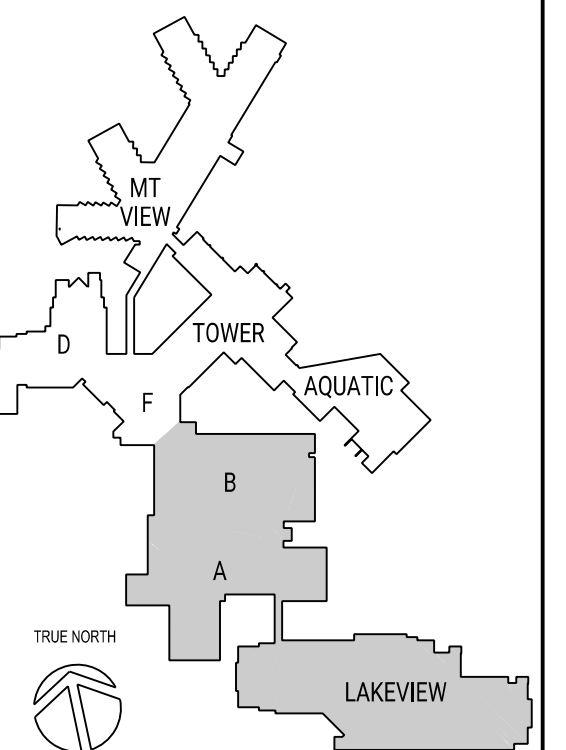
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OVERALL PROJECT FLOOR PLAN

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ISSUANCES / REVISIONS		
NO.	DESCRIPTION:	DATE:
01	Prepared Floor Plans	20211008
02	Review Meeting / Design	20211015
03	Plan Updates / Revisions	20211112
04	Plan Update / Progress Meeting	20211119

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 ANGUS-YOUNG ASSOCIATES, INC.
 Copyright © 2021 All Rights Reserved

PROJECT NUMBER	71400
APPROVED BY	TAT
REVIEWED BY	JCT
DRAWN BY	AYA

Overall Floor Plan

Resolution # R-____-23

A RESOLUTION AMENDING THE 2023 CAPITAL IMPROVEMENT BUDGET FOR THE MARATHON COUNTY JAIL KITCHEN PROJECT (23SH-03C) IN THE AMOUNT OF \$64,205 (PHASE I) TRANSFER FROM AMERICAN RESCUE PLAN ACT

- WHEREAS,** The Board of Supervisors of Marathon County approved the 2023-2027 Capital Improvement Program (CIP) and Budget; and
- WHEREAS,** the Capital Improvement Program is a dynamic process and subject, pursuant to Resolution R-89-91, to periodic review and/or amendment; and
- WHEREAS,** there is currently a need to amend the 2023 CIP to obtain funding for a Sheriff's Office Jail Kitchen Project (23SH-03C) in the 2023 CIP; and
- WHEREAS,** the total amount for Phase I of the project will be \$64,205; and
- WHEREAS,** the American Rescue Plan Act (ARPA) includes funds for Capital Improvements to Public Facilities that respond to the COVID-19 public health emergency (EC1.7) or revenue replacement (6.1) as allowable uses of the fund; and
- WHEREAS,** there is a request to use ARPA funds in the amount of \$64,205 to cover Phase I costs of the Sheriff's Office Jail Kitchen Project; and
- WHEREAS,** the Human Resources and Finance and Property Committee has reviewed the request and has recommended approval of the use of ARPA funds in the amount of \$64,205; and
- WHEREAS,** the Human Resources and Finance and Property Committee has reviewed the request and has recommended approval to amend the 2023 CIP for the Sheriff's Office Jail Kitchen Project (23SH-03C); and
- WHEREAS,** the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County recommends amending the 2023 Capital Improvement Program for the Jail Kitchen Project (23SH-03C) and transferring the funds from the County's ARPA allocation: Amend the 2023 CIP and fund \$64,205 from the County's ARPA allocation to the Jail Kitchen Project (23SH-03C).

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve and ordain to amend the 2023 Capital Improvement Program as indicated above.

Dated this 25th day of April, 2023.

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE
April 12th, 2023

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Fiscal Impact: This resolution funds Phase I of the Jail Kitchen Project (23SH-03C). A future funding request for Phase II will be forthcoming upon the completion of Phase I.



MEMORANDUM

TO: Human Resources, Finance, and Property Committee

FROM: Chris Holman, Deputy County Administrator

DATE: April 12, 2023

RE: Marathon County Jail Kitchen Project (23SH-03C)

Members of the Committee,

In early 2023, the Marathon County Jail found itself in an unanticipated scenario where the costs for providing jail meals were going to increase dramatically. This led to the decision to move away from the cost increases and toward a more fiscally and organizationally sustainable approach.

The initial steps that were taken focused on looking internally to have North Central Health Care's (NCHC) kitchen staff—with some of the staff who had been working under the previous contract—provide the meals. The goal was to shift the county's approach to one that was supported internally. The shift to NCHC was made quickly out of necessity, but as personnel, kitchen space, and transportation challenges began to mount it became clear that this was not going to be sustainable for the long-term. Nevertheless, NCHC continues to provide jail meals at this time and will continue to do so until we complete the work needed to provide a better alternative. The project team is grateful for this partnership and assistance in providing the bridge to a better outcome.

The more sustainable alternative is to re-engage a vendor to prepare and provide jail meals within a newly installed jail kitchen along with the renovations needed to allow meals to be prepared on-site. This has required a lot of work from staff at the Jail, NCHC, and Facilities & Capital Management (FCM) and will ultimately take three distinct phases that can be accomplished before the end of the year. The goal is to engage a vendor in a long-term contract to provide up to 800 meals per day in the jail kitchen.

Phase I of the project is to perform all preliminary work (i.e., concept development and schematic design) so that design development can get the project to a point where a request for proposal (RFP) can be issued for the construction and equipping of the new jail kitchen space. A RFP was issued by FCM in March 2023 and two proposals were scored by FCM staff. The winning proposal was from Angus-Young, which is the current firm the county is working with on several NCHC campus projects. Their proposal was to complete all necessary work, including the use of a kitchen consultant, for \$64,205.

Phase II of the project will require an additional funding request once schematic designs are complete, accurate estimates can be obtained by FCM staff, and a request for proposals to complete the construction in the new space is completed. Concurrent to Phase I and II, Jail staff will complete a RFP to secure a vendor to provide the meals within the new jail kitchen. This will allow that vendor to provide key insight and guidance to the project team as it progresses. The project and required processes are anticipated to take approximately six months with a start date some time in November.

The request today is to amend the 2023 CIP program to include the Jail Kitchen Project (23SH-03C) so that the project can be added and all costs can be appropriately accounted for.

Thank you for your time and consideration.

Respectfully,

Chris Holman
Deputy County Administrator

Resolution # R-____-23

A RESOLUTION AMENDING THE 2023 CAPITAL IMPROVEMENT BUDGET FOR THE EAST GATE HALL BOILER REPLACEMENT PROJECT (23PO-08C) IN THE AMOUNT OF \$179,300 FROM THE 2023 CONTINGENCY FUND

- WHEREAS,** The Board of Supervisors of Marathon County approved the 2023-2027 Capital Improvement Program (CIP) and Budget; and
- WHEREAS,** the Capital Improvement Program is a dynamic process and subject, pursuant to Resolution R-89-91, to periodic review and/or amendment; and
- WHEREAS,** there is currently a need to amend the 2023 CIP to obtain funding for the East Gate Hall Boiler Replacement Project (23PO-08C) in the 2023 CIP; and
- WHEREAS,** the total amount for the project will be \$179,300; and
- WHEREAS,** there is a request to use contingency funds in the amount of \$179,300 to cover the costs of the East Gate Hall Boiler Replacement Project; and
- WHEREAS,** the Human Resources and Finance and Property Committee has reviewed the request and has recommended approval of the use of contingency funds in the amount of \$179,300; and
- WHEREAS,** the Human Resources and Finance and Property Committee has reviewed the request and has recommended approval to amend the 2023 CIP for the East Gate Hall Boiler Replacement Project (23PO-08C); and
- WHEREAS,** the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County recommends amending the 2023 Capital Improvement Program for the East Gate Hall Boiler Replacement Project (23PO-08C) and transferring the funds from the County's 2023 contingency fund: Amend the 2023 CIP and fund \$179,300 from the County's 2023 contingency fund to the East Gate Hall Boiler Replacement Project (23PO-08C).

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve and ordain to amend the 2023 Capital Improvement Program as indicated above.

Dated this 25th day of April, 2023.

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE
April 12th, 2023

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Fiscal Impact: This resolution funds Phase I of the Jail Kitchen Project (23SH-03C). A future funding request for Phase II will be forthcoming upon the completion of Phase I.

IN-REM #50
FORECLOSURE CHECKLIST

Failure to pay property taxes will result in the County instituting a tax foreclosure proceedings. This process begins annually on September 1 of the Sale Year. The County Treasurer issues a Tax Certificate to the county which includes all parcels of real property included in the tax roll for which real property taxes, special charges, special taxes and special assessments remain unpaid at the close of business on August 31.

Issuance of a Tax Certificate commences the redemption period on all real property included in the Tax Certificate. The earliest date upon which the County may be entitled to a tax deed or equivalent evidence of title is no earlier than (2) years after issuance of the Tax Certificate.

Fond du Lac County elected the In-Rem procedure by County Ordinance effective April 21, 1948.

- _____ Mail Courtesy Letter – May 1 (Notifies owners with taxes more than 2yrs old that property is going into foreclosure)
- _____ Begin Tax Intercept Process – July – Delay mailing to In Rem parcels until after court (Notifies owners that the county will tax intercept their income tax return) Barb
- _____ Mail Owner Letter #1 – September 1 (Notifies owners that foreclosure process has begun and F/C Fees)
- _____ Run Foreclosure Properties Report and assign In-Rem numbers – October 1 Shelly
- _____ Create Updates & Notes Excel file for each parcel assigned an In-Rem number Shelly
- _____ Prepare Blanket Purchase Order for Letter Reports – Mid October Brenda
- _____ Mail letter to title company conducting letter reports – Mid October Brenda
- _____ Enter detail from letter reports in appropriate worksheets – November thru February Deb
- _____ Final Date for Letter Reports to be completed by Title Company – December 1
- _____ Prepare Petition, List of Tax Liens and Notice of Commencement (Court & Newspaper) – October thru February
- _____ **Foreclosure Fee \$200 – March 1** (*Postage, Certified Mail, TRIP, Notice of Commencement-Publication*)
- _____ Add flags in LRS to each parcel with “Foreclosure Fees” due – March 1 Shelly
- _____ Add parcels with “Foreclosure Fees” due to Excel worksheet – March 1 Shelly
- _____ Run Foreclosure Properties Report – March 1 Shelly
- _____ File Petition, List of Tax Liens and Notice of Commencement in Clerk of Courts – March 1
- _____ Schedule Hearing CC – March 1
- _____ File application for Appointment of Guardian Ad Litem with the Clerk of Courts CC - March 1
- _____ Publish a Class 3 legal notice in local newspaper – March 1
- Redemption Date = Eight (8) weeks from the date of first publication**
- Payments required in the form of cash, cashier’s check or money order from this point forward**
- Certificates of Redemption are processed from this point forward and filed in court**
- _____ Mail Letter #2 (Certified) to Owners, Municipal Clerks, Mortgage Holders, Judgments, Lien Holders, WI Dept of Revenue, Dept of Workforce Development and the Internal Revenue Service – March 1
- _____ Mail letter to title company requesting a second complete letter report on remaining parcels – May 1
- _____ File Affidavit of Mailing, Affidavit of Posting & Affidavit of Publication in Clerk of Courts – May 1
- _____ Mail Owner Letter #3 (Final Notice-Informs owners of the court date) – May 1
- _____ Email Code Enforcement (Property Inspection Reports-All parcels) - May 1

_____ Email Land Conservation, Highway & Planning/Parks (land conservation concerns, highway projects & upcoming park plans) - May 1

Within 30 days after the redemption date, any person having an interest in or lien upon a parcel may serve an answer to the petition upon the County Treasurer objecting to the proposed foreclosure and must also file the answer in Circuit Court.

The only allowed defense to the petition:

1. *Parcel was tax exempt*
2. *Taxes were already paid*
3. *Tax lien is barred by the statute of limitations*

_____ In-rem advisory committee meeting, if needed – June 1

_____ Finance, Personnel & Economic Development Committee meeting for approval of the Final List – June 1

_____ File Notice of Voluntary Dismissal, Affidavit of Default, Affidavit of Inability to Determine Military Status and Judgment of Foreclosure of Tax Liens – CC (Due in court one week prior to hearing)

_____ Prepare Notice of Entry of Judgment – Take to court and have Judge sign after hearing - CC

_____ Court Hearing (County enters judgment in default cases to county) – End of June/Early July

_____ Transfer Taxes to Tax Deed

AFTER HEARING

_____ File E-Return

_____ Record Judgment and E-Return receipt with Register of Deeds

_____ Notify Purchasing to place insurance on the properties – July

_____ Mail letter, Judgment and Notice of Entry of Judgment to former owners

_____ Notify Maintenance to secure non-homestead properties and check utilities

_____ Notify Tom Palmer to conduct a structural analysis on non-homestead properties

_____ Notify Utility Companies.

_____ Email and call Chuck Fields to maintain property – vacant lots and non-homestead property only

_____ Mail Notice of Sale to Municipal Clerks (3) weeks prior to sale of property – July

IF HOMESTEAD APPLIES – SEE HOMESTEAD REPURCHASE PROCEDURES

_____ Mail (registered or certified) Repurchase and Proceed letters, Judgment and Notice of Entry of Judgment and §75.36(2) to former owner(s)

By County Ordinance, 60-day repurchase period during which former owners of homestead property can request in writing to repurchase their property, pay all outstanding taxes & charges and meet with the Finance, Personnel & Economic Development Committee for final approval. Properties are titled back to owners as they stood prior to Judgment and all liens are restored as well.

_____ Received Homestead forms

_____ Payment of all delinquent taxes, specials, interest, penalty and \$200 foreclosure fee

_____ Notify Maintenance to secure homestead properties and check utilities

_____ Notify Tom Palmer to conduct a structural analysis of homestead properties

_____ Notify Utility Companies.

_____ Email and call Chuck Fields to maintain property – homestead properties

AFTER PROPERTIES ARE SECURED

- _____ Schedule meeting with Finance, Personnel and Economic Development Committee to establish the minimum bid
- _____ Email and call Chuck Fields to install "For Sale" signs – July
- _____ Mail Letters to contiguous property owners (300 ft.)
- _____ Publish a Class 3 Legal Notice **DATES:** _____
- _____ Post the list of properties for sale on the website and on the bulletin boards
- _____ Bid deadline and public opening **TIME:** _____
- _____ Municipal Purchase

IF NO BID(S) REC'D or BID(S) NOT ACCEPTED

- _____ Schedule meeting with Finance, Personnel and Economic Development Committee to consider reduction of the minimum bid
- _____ Mail Letters to contiguous property owners (300 ft.)
- _____ Publish a Class 1 Legal Notice **DATE:** _____
- _____ Update and replace the list of properties for sale on the website and on the bulletin boards
- _____ Bid deadline and public opening **TIME:** _____

AFTER PUBLICATION OF SALE AND BID OPENING

- _____ Obtain bid approval from the Finance, Personnel and Economic Development Committee – September
- _____ Mail Letters to successful and unsuccessful bidders – September

AFTER COUNTY RECEIVES FULL PAYMENT

- _____ Payment received in full
- _____ Notify Corporation Counsel to prepare Quit Claim Deed – September
- _____ File E-Return
- _____ Record Quit Claim Deed and E-Return Receipt with Register of Deeds
- _____ Update and replace the list of properties for sale on the website and on the bulletin boards
- _____ Email Purchasing Department to remove parcel from insurance policy – September
- _____ Email and call Chuck Fields to inform him to discontinue maintenance of the property and retrieve 'for sale' sign
- _____ Notify Utility Companies of the change in ownership, if applicable
- _____ Mail Municipal Clerk, Treasurer and Assessor information on the new property ownership – September
- _____ Finalize Notes, Expense Sheet and balance with the Finance Department
- _____ Distribute proceeds to municipality (specials/int.) and owner (Homestead), if applicable – September & October
- _____ Update Tax Deed Account Workbook (PDF) and prepare Tax Deed Worksheet (Black Book) for individual property
- _____ Return folder to Treasurer for review

IN REM PROCEDURES

s. 74.57(1)(2) Failure to pay property taxes will result in the county instituting a tax foreclosure proceeding. This process begins annually, on September 1. The county treasurer issues a tax certificate to the county which includes all parcels of real property included in the tax roll for which real property taxes, special charges, special taxes and special assessments remain unpaid at the close of business on August 31.

s. 74.59(1) Issuance of a tax certificate commences the redemption period on all real property included in the tax certificate. The earliest date upon which the County may be entitled to a tax deed or equivalent evidence of title is no earlier than (2) years after issuance of the tax certificate.

s. 74.59(3) An Affidavit of Mailing is signed after completing the mailing attesting the treasurer has complied with the mailing requirements.
s. 75.521(9)

s. 74.59(4) **Failure to receive a notice does not affect the ability of a county to acquire ownership of property for which a tax certificate has been issued.**

There are two processes to foreclose on properties: Tax Deed-Wis. Stats.75.14 and In Rem-Wis. Stats. 75.521.

On April 21, 1948, Fond du Lac County elected to adopt provisions of Wis. Stats. 75.521 for enforcing tax liens in the county.

In-Rem proceedings remove all liens of any mortgage or lien holder, including the ability for a municipality to collect deferred specials or add deferred assessments to future tax bills. Failure of the owner, mortgage company, lien holder or municipality to pay the taxes and redeem the parcel forecloses the right or lien on the property.

May 1 **Mail Courtesy Letter** with Delinquent Statement of Taxes Due for those properties that will be subject to foreclosure September 1 for that particular year with the exception of bankruptcy properties. (PDF/In-Rem/In-Rem Masters/Letters to Owners/Courtesy Letter-May)

Letter informs owner of record that full payment must be made one the In-Rem year taxes on or before May 31 or the county will certify to the Wisconsin Department of Revenue that the owner is indebted to the county for delinquent property taxes.

June 1 Begin Tax Intercept Process (See Tax Intercept Notes)

If an owner is deceased, while researching in LexisNexis and you find an open probate case:

- Contact the attorney of record to let them know of the delinquency
- Make sure the mail is being sent to the personal representative's attention, per Probate-Brenda W (Ex. C/O personal representative's name)
- Send the mail address change to Land Information

September 1 **Mail Letter #1** with Notice of Issuance or Statement of Taxes Due for those properties that are subject to foreclosure for that particular year.

Scan a signed copy of letter in the Letter #1 in PDF/In-Rem/Yr/Letters to Owners.

This letter states that the In-Rem process has begun and the county is in the process of commencing tax foreclosure proceedings on properties having taxes that are delinquent for at least two (2) years. It alerts the owner(s) to the process and potential loss of ownership rights. The letter states that interest, penalty and costs prior to and throughout the foreclosure process will accrue if payment is not made by September 30th.

We do not foreclose on owners in bankruptcy and do not mail them Letter #1. They are, however mailed the Notice of Issuance.

Update average expense sheet using detail from the previous in-rem to do so.

September 15

Mail Letter Report request to local title companies. Provide each title company with an approximate number of letter reports to be completed. Inform title companies that we require the letter to be a uniform format indicating current owner(s) or vendor (seller) and vendee (buyer) and correct legal description. Letter reports and supporting documentation must be submitted to our office via e-mail, in a workable PDF format.
(PDF/In-Rem/In-Rem Masters/Title Search/Title Search Bid Request)

It is not necessary to request quotes annually.

September 25

Final date for letter report bids to be submitted by title companies.

October 1-Shelly

Run Foreclosure Properties Report. Save copy in PDF/In-Rem/Yr/Foreclosure Properties Reports. (LRS/Reports/Tax Sale/Foreclosure Tab/Foreclosure Properties/Next/Select Correct Sale Year/Next). Print a copy of this report.

Mark parcels that are in Bankruptcy on the Foreclosure Properties Report. We do not include owners in bankruptcy.

Number non-bankruptcy parcels on Foreclosure Report with current year In-Rem number. **Scan and save the marked report in the PDF/In-Rem/Year/Foreclosure Reports.**

Make five copies of completed report (1-title company, 1-Deb, 1-Shelly, 1-Barb D, 1-Treasurer). Original is to be filed in the Foreclosure Properties folder. Scan original marked copy and save in PDF.

Create Updates & Notes files for each property using the Foreclosure Properties Report. Save each one as owner name followed by the in-rem number.

If the owner should change sometime along the way but the in rem taxes are not paid, show the prior and current owner information.

October 1-Deb

Prepare Blanket Purchase Order for Letter Reports. File a copy in Letter Report folder.

Mail Acceptance Letter to successful title company for letter reports. Include a copy of the Foreclosure Properties Report. Place copy of letter and report in the letter report folder.

Mail letters to unsuccessful bidders. Place copies of letters in the title search folder.

Create Physical File Folders for each parcel using the Foreclosure Property Report, keeping them in numeric order. The label includes the in-rem number assigned to that property, parcel number and owner's name. If any of the taxes get paid in full that you are foreclosing on, remove the physical file.

Begin making note of any properties that go to sheriff sale in Updates & Notes file.

Continue to do so throughout the foreclosure process. Obtain mailing addresses from the sheriff sale. Things may be directed to an attorney's office, even if the property went back to a bank. If the owner of record changes along the way, but the in rem taxes do not get paid, keep prior and current owner information in the Mailing Record and the Notes file.

Ltr Rpts-Debs. 75.521(3)

Create a PDF Letter Report Invoice folder. Save copies of all invoices in this folder. Print two copies of each invoice (One-Owner File and One-Treasurer). Give Brenda invoices 1x per week to be paid.

Contains a list of the properties on the Foreclosure Property Report as well as the following information: In-Rem #, Owner's name, parcel #, date title search was completed and sent to Corp Counsel/Purchasing, date title search was paid and the receipt #. As the In-Rem taxes are being paid and as the letter reports come in, you will fill in the dates needed and the receipt information.

Copy owner of record detail from letter report to the mail record in PDF for each parcel.

We do not need to list husband and wife separately unless they have two different addresses. (ex. divorced or separated)

List both the Vendee (buyer) and Vendor (seller) for Land Contracts. Make note of all mortgages, liens, judgments, warrants, etc.

If a parcel is listed on the Letter Report with a Lis Pendens, make note of it in the "Notes" tab. Follow up with the mortgage company to check on status. We prefer the mortgage company foreclose on it rather than the county but in-rem tax year taxes need to be paid first.

If ownership changes during the foreclosure process and they do not make full payment on the in-rem foreclosure year taxes, a new letter report will need to be done on the new owner.

Save each letter report in PDF/current in rem folder/letter reports file.

(Treasurer)

Forward copies of Letter Report Invoices to Purchasing with copy of blanket purchase order. Purchasing will process and forward to Finance for payment.

Mail Records

(This process can be done only if time allows) Begin contacting mortgage companies and owners to make payment arrangements and gather information on the properties. Offer Consumer Counseling Services, Senior Services, etc. to individuals. Contact municipalities (Chairperson, assessor, Clerk and/or Treasurer) via email requesting other information that may pertain to the parcel and the foreclosure process. (ie Action taken by municipality on a parcel. Cities and Villages may have phone numbers available through their utility departments.

City of Fond du Lac Water Utility (920) 322-xxxx
City of Ripon Utilities (920) 748-4926

Record information in Notes/Mail/Expense files.

Verify that all information in mail records and information provided in letter reports are accurate.

Mail Records provides detail for certified mailings in March.

December 31

Final date for title searches to be completed by the title companies.

February 15

s. 75.521 (3)(6)

Prepare Detail for the Notice of Commencement

The Notice of Commencement for Courts contains the name of the municipality, the in-rem #, the parcel #, the owner or if a land contract, the vendor(s) and vendee(s). It also includes the abbreviated property description the year we are foreclosing on as well as the taxes owed for that year. Real estate taxes and specials are listed separately without P&I. In addition, it includes each lien, warrant, judgment, mortgage, etc. Amounts are not included for each but we do include the city, state, what type it is and who filed it. Templates can be found in PDF, in-rem masters folder, court documents.

Bankruptcy Check?

Print Mailing Page (from U/N) and put in binder with Letter Reports for Chelsea to review

Redemption Date

s. 75.521(6)

Eight (8) weeks from the date of first publication.

As the taxes get paid for the year we are foreclosing on, remove parcels from the property listings on the Notice of Commencement and Petition for Commencement of Proceedings. Before printing the final copies of both, verify for accuracy by printing another Foreclosure Properties report and comparing the detail.

Occasionally a real estate transfer occurs and property taxes do not get paid. If this type of transfer occurs, be sure the owner's name is updated in our records and a new letter report is conducted. Make sure the lien, warrant, judgment, mortgage, etc. information is updated as well. If there are prior years other than the in-rem year, be sure all prior years are listed on the commencements as well as the in-rem year.

75.521 (3)(6)

Prepare Notice of Commencement for the newspaper.

The Notice of Commencement for the newspaper contains the name of the municipality, the in-rem #, the parcel #, the owner, if a land contract, list the vendor(s) and vendee(s). It also includes the abbreviated property description; the year we are foreclosing on as well as the taxes owed for that year. Real estate taxes and specials are listed separately. Templates can be found in PDF, in-rem master folder, court documents.

s. 75.521(3)(5)(c)

Copy all mail label information from the Mail Records to the Affidavit of Mailing. Include detail (ex. Owner, a mortgage, lien, warrant, judgment, etc.). A template can be found in PDF/in-rem masters folder, court documents folder.

February 20

Review Notice of Commencement, List of Tax Liens and Petition of Commencement of

s. 75.521(3)

Proceedings In-Rem for accuracy.

Prepare the Notice of Commencement and the Petition for Commencement of Proceedings In-Rem. Make **3** copies, sign and send to Corporation Counsel. **Corp Counsel will file in the Clerk of Courts.**

The Clerk of Courts (Civil) will assign a case number and file stamp both copies. The stamp includes the date they were filed in court and the name of the Judge assigned to the case. **ALSO GET COURT DATE AT THIS TIME? (AVOID THE LAST 2 WEEKS IN JULY AND THE 1ST WEEK IN AUGUST)** Clerk of Courts keeps one copy on file and gives us one copy for our files.

New in 2014, the case number is no longer a CV (Civil) file but rather a GF (General File) file. (Easier to access in CCAP)

Make three (3) copies of the Notice of Commencement and Petition for Commencement of Proceedings In-Rem, after they are filed in court. One (1) copy of the Notice of Commencement of Proceedings and Petition for Commencement of Proceedings In-Rem is posted on the bulletin board (counter) in the County Treasurer’s office, One (1) is posted on the bulletin board in the hallway and one (1) copy is for the County Treasurer. The original stamped printout is filed with the corresponding in-rem detail.

s. 75.521 (6)

Email Notice of Commencement Publication to the Reporter at fon-legals@gannett.com and copy the Purchasing Department on the email for billing purposes.

Indicate in the email, to publish the legal notice as a Class 3 Display Legal in the Box Ad Classified section of the paper, and the dates of the three Sundays that we want it published. The deadline for Sunday’s paper is Wednesday at 4 p.m.

Corporation Counsel
s. 75.521(12)

Corporation Counsel prepares Application for Appointment of Guardian Ad Litem Order and Consent to Act. They request to schedule a hearing no less than 31 days after the final redemption date and take care of filing it in court.

The court appoints a Guardian Ad Litem to serve minors and incompetents. Corporation Counsel will send us a copy of the paperwork after it has been filed in court, file in Guardian Ad Litem folder.
Clerk of Courts sends Corporation Counsel a copy of the Notice of Hearing. Corporation Counsel sends us a copy. File copy in the Notice of Hearing folder.

February 20
s.75.521(3)

The county treasurer must mail a copy of the Notice of Commencement, Petition and list of tax liens by certified mail to the last known post office address of each owner and mortgage of record, the state of Wisconsin and to each municipality.

February 20-Shelly

Run Foreclosure Properties Report. Save in PDF/In-Rem/Yr/Foreclosure Property Reports. (LRS/Reports/Tax Sale/Foreclosure Tax/Foreclosure Properties/Next/Select Correct Sale Year/Next). Print a copy of this report.

Mark parcels that are in Bankruptcy on the Foreclosure Properties Report. We do not include owners in bankruptcy.

Compare current Foreclosure Properties Report to the previous report processed on October 1st and **give each parcel the same in-rem number as was previously given on October 1st**. Use the report to determine how many letters we need to print for owners.

Make four copies of completed report (1-Deb, 1-Shelly, 1-Barb, 1-Treasurer). Original is filed in the Foreclosure Properties folder. Scan original marked copy and save in PDF.

s. 75.521(3)(5)
s. 75.521(6)

Prepare Letter #2-Owners. *This letter includes the parcel number, final redemption date (8 weeks from first publication of notice) and notifies the owner of record that the county foreclosure has been filed in the Clerk of Courts.*

It also notifies the owner that future payments must be made in the form of cash, cashier's check or a money order and if they have not yet paid their foreclosure fee, the fee must be paid prior to funds being applied to taxes.

The letter is sent **certified mail with the March delinquent notice**, a copy of the Notice of Commencement of Proceedings, a copy of the Petition for Commencement of Proceedings In Rem and list of tax liens.

Before folding Letter #2, make a copy for the person's In-Rem folder.

Prepare Letter to Municipal Clerks. *The letter informs the clerk to have the appropriate official(s) and/or committee(s), review the parcel detail and the final redemption date (8 weeks from first publication of notice).*

If the municipality or taxing district has any right, title or interest in the land or in the tax liens or in the proceeds thereof, they must notify the Treasurer and take action to protect their claim.

If they have special assessments, special charges or special taxes due, they should certify to the County the amount due their municipality or taxing district to be eligible for a share of the proceeds from the sale of tax deed property.

s.75.35(f) 1-4
75.36 (3)(1)(1m)
Deferred Specials
s.75.36
s.66.0715 (2)(b)(c)
75.521(5)

If they have deferred special assessments due, they must take action under Wis. Stats.

66.0715 (2) and certify to the County the amount due their municipality or taxing district to be eligible for a share of the proceeds from the sale of tax deed property under Wis. Stats. 75.36.

The letter is sent certified mail with a copy of the Notice of Commencement of Proceedings, Petition for Commencement of Proceedings In-Rem and the list of tax.

File a signed copy of Letter to Municipal Clerks in corresponding in rem folder (in file drawer).

Prepare Letter to Mortgage Holders, Judgments, Lien Holders, Wisconsin Department of Revenue, Department of Workforce Development (DWD) and the Internal Revenue Service

(IRS). *This letter informs them that their name appeared as an owner, mortgage, judgment, lien, etc. in the letter report that Fond du Lac County had received from the title company. It also informs them of the final redemption date (8 weeks from first publication of notice).*

Include a copy of the Notice of Commencement of Proceedings, Petition for Commencement of Proceedings In-Rem and the list of tax liens.

File a signed copy of Letter to Municipal Clerks in corresponding in rem folder in file drawer.

February 20-Deb

Create labels for certified mailing of letter #2 to owners, letter to municipal clerks, letters to mortgage holders, judgments and lien holders

Copy names and addresses from the Mailing Records to a label form. Print a set on plain paper. Use the plain paper copy to write each In Rem number next to the address that pertains to it. Also, use this list to create the attachment that will go with letter #2 (the certified mailing).

Certified Mail

Our mailroom does the Certified Mailing. Make sure the envelopes are sealed. Maximum of 6 sheets per #10 envelope. Green Certified Mailing cards are used for the envelopes. 3 sets of mailing labels are needed. 1 label on the envelope, 1 label on the "Green Certified Mailing Card" and 1 on the "Certified Mail Receipt".

Use the following addresses for certified mail to:

Serving/Noticing the Wisconsin Department of Revenue ("WDOR") regarding foreclosures and bankruptcies

Admission of Service in Lieu of Personal Service

As an alternative to personal service of state and federal court foreclosure Summons and Complaints (which requires service on the Attorney General), the WDOR will accept service, provided that you send the document to the address below, along with an Admission of Service form and a self-addressed, stamped envelope.

Wisconsin Department of Revenue
Office of General Counsel
PO Box 8907
Madison, WI 53708-8907
Attn. Collection Attorney

Addresses to use when noticing WDOR where no Personal Service is required;

Bankruptcies

Special Procedures Unit
Wisconsin Department of Revenue
PO Box 8901
Madison, WI 53708-8901

Foreclosure pleadings (other than the Summonses and Complaints)

Wisconsin Department of Revenue
Office of General Counsel
PO Box 8907
Madison, WI 53708-8907

Attn. Collection Attorney

State: Wisconsin Department of Revenue
PO Box 8901
Madison WI 53708-8901
Phone: 1-608-266-7879
(Address Confirmed 3/8/16)

Federal: Centralized Lien Operation
PO Box 145595
Cincinnati OH 45250-5595
Phone: 1-800-913-6050
(Address Confirmed 3/8/16)

DWD: Department of Workforce Development
PO Box 7946
Madison WI 53707-7946
(F/K/A DILHR – Dept of Industry/Labor/Human Relations)
Phone: 1-608-261-4582
(Address Confirmed 3/8/16)

Child Support Lien: Department of Children & Families
201 E Washington Ave 2nd FL
PO Box 8916
Madison WI 53708-8916

US Department of Justice
950 Pennsylvania Ave NW
Washington DC 20530-0001

Mail could be returned for various reasons:

FOE – Forwarding Order Expired	UTF – Unable to Forward
UTD – Unable to Deliver	FWD – Forwarding Address
NSS – No Such Street	NSA – No Such Address
Unclaimed	

Record detail of returned mail in the appropriate mail record. If it is returned unclaimed and there is not a change in the address, resend it via regular mail. Make note of this in the mail record. If we receive detail on a new address (owner only), resend it certified mail to the new address and make note of it in the mail record.

March 1-Shelly

Foreclosure Fee \$200 (TRIP, Lexis Nexus, Letter Reports, Postage, Certified Mail, Notice of Commencement-Publication)

Create Foreclosure Fee Worksheet using the Foreclosure Properties Report and copying information from the PDF-Flagged Fees worksheet. Sort in Alpha order.

Add flags in Land Records System (LRS) to each parcel for “Foreclosure Fees”.

s. 75.521(3) **Mail Letter #2 to Owners** (include 3/1 Delq Notices), **Letters to Municipal Clerks, Letters to Mortgage Holders** (Judgments, Lien Holders, Wisconsin Department of Revenue, DWD, and the IRS).

Review legal notice after first publication. Clip copy of legal notice and file in the Notice of Commencement folder.

Redemption Date At least eight (8) weeks from the date of first publication.
s. 75.521(6)

Answers Within 30 days after the redemption date, any person having an interest in or lien upon
s. 75.521 a parcel may serve an answer to the petition upon the county treasurer objecting to the
(5)(10) (13) proposed foreclosure and must also file the answer in circuit courts s. 75.521(7)

The only allowed defense to the petition:

1. The parcel was tax exempt
2. The taxes were already paid
3. The tax lien is barred by the statute of limitations s 75.20

Send copies of Answers to Corporation Counsel and retain a copy for our records.

March 1 **Payments from this point forward are required in the form of cash, cashier’s check or**
Staff **money order or credit carr** to remove parcel from foreclosure action. Certificates of
Redemption are processed from this point forward and filed in court.

Instructions
The **Notes Tab** is used to record any verbal contacts, payment detail, phone numbers and other information related to the property or the taxes. Copy important notes from previous in-rems to the current in-rem notes file.

Staff Instructions **Process Foreclosure Fee** referring to detail in the Foreclosure Fee Worksheet
Processing Payments (PDF/In-Rem/Current In-Rem/Foreclosure Fee Worksheet)

Foreclosure fee is processed in AS-400/General Receipts/Department Code TREAS/
Acct # 1511.46539/Memo=Foreclosure Fee / parcel number / In-Rem #.

The letter report can be released to anyone who asks for it but a per page fee will be charged

When payment pays F/C fee and partial taxes, pay the F/C fee first and excess to the oldest year taxes. Make 4 copies of the Foreclosure Fee receipt and 4 of the tax receipt. Both receipts go to the payor, Deb (In-Rem folder), Barb D (TRIP) and in the daily work.

If payment pays both the fee and In-Rem year taxes in full, you will need 4 copies of the Foreclosure Fee receipt (though foreclosure fee might already have been paid). One to payor,

Deb (In-Rem folder), Barb D (TRIP) and daily work. Print 6 copies of the LRS receipt. One each to payor (or with mail backup), Barb D (TRIP), Deputy (who will pass it to Treasurer) and 3 to Barb H (In-Rem folder and 2 for Cert of Redemption).

Updates & Notes (PDF/In-Rem/Rem#/Updates & Notes) Record payment information (date paid and receipt #).

Move folder to appropriate "Property Redeemed Folder".

Update F/C worksheet if F/C fee was paid.

Shelly takes "Flagged Fee" off the parcel in LRS.

Certificate of Redemption s.75.521(3)(5)

Full payments (foreclosure fee & taxes) require a Certificate of Redemption to be completed and filed in Court. The Certificate of Redemption can be found in the In-Rem Masters folder.

Create **Certificate of Redemption** (PDF/In-Rem/Rem #/Court Documents/Certificate of Redemption)

- Open Certificate of Redemption Master, Save As in the Certificate of Redemption Folder, In-Rem #, Last Name

- Once saved, change the parcel # and the date (twice in the document)

- Delete current description of property and copy from the "Notice of Commencement" (PDF/In-Rem/Rem #/Court Documents/Notice of Commencement)

--Needs to be Unprotected – Click on File/Protect Document/Restrict Editing/Stop Protection (right side)

---Scroll and find In-Rem # that you are working on/ copy the description/paste in Certificate of Redemption

---Make sure you "Start Enforcing Protection" again on the Notice of Commencement (no password is needed to start protection again)

-Print 2 copies of the Certificate of Redemption.

Attach the Paid in Full LRS Receipts (2) to the Certificate of Redemption (2) and give to Brenda for review and signature. (If Treasurer not here, Deputy will sign) Treasurer stamps the original and copy of the Certificate of Redemption with the "Treasurer Seal"

File Certificate of Redemption s.75.01(b) s.75.04, s.75.05(5)

Once Brenda gives the documents back, take them up to the Clerk of Courts. Clerk of Courts will stamp them and give 1 copy back. They have a folder in which we write, "Redeemed 1/1/11" next to the property.

Update Notice of Commencement on the bulletin board in the hallway and on the Treasurer board. (Redeemed date).

File the Certificate of Redemption in the file drawer in the Redemption folder. Also file a copy of the receipt, foreclosure fee receipt and anything else you may want to keep in the individual folder.

Update the Following
Case Number

Where information is found
Notice of Commencement

Tax Foreclosure Year(s)	Notice of Commencement
In Rem Number	Notice of Commencement
Parcel Number	Notice of Commencement/Paid Receipt
List Number	Notice of Commencement
Legal Description	Notice of Commencement
Tax Foreclosure Year(s)	Notice of Commencement
Day, Month Year	Paid Receipt

April 25-Shelly

Letter #3 is prepared. *This letter notifies the owner that Fond du Lac County has entered the final step in the foreclosure process. It notifies them of the date and time of the hearing for default judgment. It also reminds them that future payments must be made in the form of cash, cashier's check or a money order.*

Courtesy Letter-Shelly

A Courtesy Letter and delinquent notice is sent to owners that will be included in the **next** In-Rem foreclosure process beginning September 1. Scan a copy of this generic letter into the Letters to Owners folder in PDF's. **Do not send courtesy letters to owners in the current year In-Rem**

The letter notifies the property owner that Fond du lac County will begin foreclosure on their property, September 1. It also informs them of the process. We encourage them to contact the Treasurer's Office to make payment arrangements. If full payment is not received by May 31, the county will certify to the Wisconsin Department of Revenue (TRIP) that the owner is indebted to the county for delinquent property taxes.

May 1st

Mail Letter #3 Include a copy of the Notice of Hearing for current in-rem. Scan all the letters as Letter #3 in PDF / In-Rem / Yr / Letters to Owners before mailing.

Mail Courtesy Letter and delinquent notice for next year's in-rem parcels, if not in current year In-Rem. Scan a signed copy of letter as Courtesy Letter in PDF/In-Rem/Year/Letters to Owners

After Redemption Period Expires s. 74.59(3) 75.521(3)(9)

Prepare Affidavit of Mailing. Copy all mailing label detail from Mail Records to the Affidavit of Mailing. Also, include the following detail: mortgage, lien, warrant, judgment, etc.

A template can be found in PDF/in-rem masters folder/court documents.
The affidavit of mailing includes the date and list of individuals that the certified mailing of the Notice of Commencement and List of Tax Liens were mailed to as well as alternate and forwarding mail detail.

In 2019, Chelsea asked for the mailings only for the ones we were taking to court. Printed the mailing sheet from each parcel.

Prepare Affidavit of Posting. *The affidavit of posting includes the date that the Notice of Commencement and List of Tax Liens was posted in the County Treasurer's office and the redemption date. (Notice must remain posted through the redemption date).*

Prepare Affidavit of Publication. After the final day of publication, the newspaper will provide the Purchasing Department with an Affidavit of Publication. Contact the Purchasing Department for the original copy.

The affidavit of publication includes the dates the Notice of Commencement and Petition for Commencement of Proceedings In-Rem were published in the paper. It also includes a hard copy of the legal notices that was published in the newspaper. The original is filed in court accompanied by the Affidavit of Publication and a copy is filed in the Affidavit of Publication folder, in our office

Prepare Affidavit of Inability to Determine Military Status. *The affidavit states that the County Treasurer was unable to determine military status of any individuals listed in the affidavit of default.*

Access the Service members Civil Relief Act (SCRA) website.

<https://scra.dmdc.osd.mil/>

The county's website restrictions do not like this site, but you can accept the "non-recommended" option and continue through to it. Click on "Single Record Request" tab.

Once there, enter the Social Security # or birthdate. The Social Security # provides more accurate results. Enter last name and active duty status date (will default to current date). Do not put in the first name, because it tends to restrict the search. Submit it and the system creates a PDF file/report for you to open.

The report will indicate if the individual is:

- On Active Duty & Date
- Left Active Duty Within 367 days of Active Duty Status & Date
- The Member or his/her Unit was Notified of a Future Call-Up to Active Duty & Date

Review Affidavit of Mailing, Affidavit of Posting, Affidavit of Publication and Affidavit of Inability to Determine Military Status

Email a copy of all to Corporation Counsel for review. Corporation Counsel reviews and notifies Treasurer of their approval.

Print two (2) copies of the Affidavit of Mailing, Affidavit of Posting, Affidavit of Publication and Affidavit of Inability to Determine Military Status.

The Affidavit of Publication must include a hard copy of the legal notices that was published in the newspaper. The original is filed in court and a copy is kept in our file.

s. 75.521(9)

File affidavits in the Clerk of Courts (Civil). Clerk of Courts date stamps all copies. They keep one copy on of each affidavit on file in court and give us back our copies to file in corresponding in-rem folders.

Make two (2) copies of the following "filed" court documents: Notice of Commencement, Current List of Tax Liens, Petition for Commencement, Affidavit of Mailing, Affidavit of Posting, Affidavit of Mailing and Affidavit of Inability to Determine Military Status for Corporation Counsel and the Guardian Ad Litem.

Prepare Letter to Guardian Ad Litem. Make one copy of the letter for Corporation Counsel.

Send original letter, Notice of Commencement, Current List of Tax Liens, Petition for Commencement, Affidavit of Mailing, Affidavit of Posting, Affidavit of Mailing and Affidavit of Inability to Determine Military Status to the Guardian Ad Litem.

The Guardian Ad Litem sends letters to the owners requesting that they contact him in the event that they or the person reading the letter on behalf of the property owner, are aware that the owner is either a minor or incompetent. He also meets with the Register of Probate to determine if any of the individuals are subject to a current Chapter 51 commitment, Chapter 54 guardianship, or minor beneficiaries in any estate proceedings involving an owner in the current list of tax liens.

Send copy of letter, Notice of Commencement, Current List of Tax Liens, Petition for Commencement, Affidavit of Mailing, Affidavit of Posting and Affidavit of Mailing to the Corporation Counsel.

**Property
Inspections
s. 75.377**

Email memo and current list of “linked” (see below) tax liens to Dan Hanks – Code Enforcement.

Dan will inspect the parcels to see if there are any potential problems. He will provide the Treasurer’s office with a list of his findings. He will take notes and pictures of all entrances or potential problems that will need to be addressed with the securing and insuring of the properties at a later date. We may need to get a warrant to inspect the buildings for mold and condition issues prior to going to court.

Email memo and current list of “linked” (see below) tax liens to Dan Hanks - Code Enforcement.

Dan will inspect the parcels to see if there are any potential problems. They will provide the Treasurer’s office with a list of their findings. They will take notes and pictures of all entrances or potential problems that will need to be addressed with the securing and insuring of the properties at a later date. We may need to get a warrant to inspect the buildings for mold and condition issues prior to going to court.

Link Parcel Number to the GIS Mapping System

- Pull up any parcel in the LRS system and go to GIS mapping - “View Interactive Map”
- Once you are on the map, at the top in the address line, highlight everything from the “http” to the “=”. Right click and Copy
- Go to the document where the parcel is listed, highlight the parcel number, right click, click on “Hyperlink”
- A box will come up. At the bottom in the “Address” line, right click and paste. After the “=” type in the parcel number with dashes. The parcel can be found in the “Text to display” line also. Enter
- The parcel number in your document should turn blue.
- When using this link, hover over the parcel number. This will give you a little box which tells you to “Ctrl + Click to follow link”

Note: s. 299.01 Defines environmental pollution as contamination of the air, land, waters or causing injury to public health, fish, bird, animal, or plant life.

s. 59.69(8)

Email memo and current list of “linked” tax liens to Planning/Parks Department, Highway Department and Land Conservation.

Planning/Parks and the Highway Department will review the list and determine if any of the properties are needed for upcoming park plan or highway projects.

Land and Water Conservation Department will review the list and determine if there are any concerns with drainage or erosion control issues.

**Mid-May
Brief Ltr Rpt**

Run Foreclosure Properties Report. Save copy in PDF/In-Rem/Yr/Foreclosure Properties Reports. (LRS/Reports/Tax Sale/Foreclosure Tab/Foreclosure Properties/Next/Select Correct Sale Year/Next). Print a copy of this report and compare to the report ran on October 1 to determine how many properties require an updated letter report.

Prepare Letter for the title company requesting an updated letter report on remaining parcels. Include a copy of the Foreclosure Properties Report. Place copy of the letter and report in the Letter Report folder.

The title company will check on changes since the original search was conducted.

Mid-May

Schedule an In Rem Committee meeting with Corporation Counsel, County Executive, Director of Administration, Purchasing/Risk Manager, Code Enforcement Director & Assistant Director, Planning/Parks Director, Land Information Director, Highway Commissioner, Land Conservation Director, County Clerk, prior to court and prior to the Finance, Personnel & Economic Development Committee meeting to determine the list of parcels they recommend the county should take judgment to.

Have a map of the property available, recent tax bill, taxes and expenses to date, pictures and inspection reports.

Place in-rem parcels on agenda for discussion with the Finance, Personnel and Economic Development Committee.

**June
Two Weeks Prior
To The Hearing**

Prepare Motion & Order to Voluntarily Remove Parcels. The notice contains parcels that the county voluntarily wishes to remove from the foreclosure proceedings. Notice includes in rem number, name of municipality, parcel number, property address and property description.

s. 75.521(8)

Prepare Affidavit of Default and Exhibit “A”(list of parcels). The affidavit contains parcels that no defendant has redeemed. List the in rem number, name of the municipality, parcel number, property address and property description. Exhibit “A” contains a list of the parcels.

Motion and Order to Hold Open Disposition - Payment of Taxes An order may be granted for an extension of time for payment of taxes on a parcel. If granted, send copy of document and a letter explaining the extension (via certified mail) to the owner. Retain a copy for our records.

If granted, send a copy (certified mail) of the document and a letter explaining the extension.

If taxes are paid on or before the extension expires, we simply file the Certificate of Redemption in Clerk of Courts. Send Corporation a copy of COR.

Motion and Order to Hold Open Disposition - An Order may be granted on a specific parcel, to hold open pending the completion of the circumstances that are described with that particular parcel in the Order. If granted, send copy of document and a letter explaining the extension (via certified mail) to the owner. Retain a copy for our records.

(ie. 60 day extension to complete a real estate sale. County has a copy of closing papers in hand before request is made for the extension, County requests extension to obtain estimates and make preliminary arrangements for razing a structure.) If the Judge considers it to be a reasonable request, he will sign the Order to Hold Open Disposition.

Motion and Order to Hold Open Disposition - An order may be granted on a parcel to allow Fond du Lac County additional time to consider taking judgment on the parcel.

Request copy of the recorded Report and Recommendation of the Guardian Ad Litem.

Review Motion and Order to Voluntarily Remove Parcels, Affidavit of Default, Order to Hold Open Disposition, and Report and Recommendation of the Guardian Ad Litem.

Scan/Email copies of all reports to Corporation Counsel.

Check for Bankruptcies & Sheriff's Sales. Do not include these parcels in Exhibit "A" if they occur before court date.

One Week Prior To Hearing

After Corporation Counsel approves the following documents, print two (2) copies of each Motion & Order to Voluntarily Remove Parcels, Affidavit of Default, Order to Hold Open Disposition and Report and Recommendation of the Guardian Ad Litem. Corporation Counsel should review them prior to the hearing.

After Corporation Counsel approves, file the Notice of Voluntary Dismissal and Affidavit of Default in the Clerk of Courts. Clerk of Courts keeps (1) one copy and one (1) copy is for our records.

Scan/email copies of the recorded documents to Corporation Counsel and Guardian Ad Litem. File our copies in corresponding in rem files.

Orders to Hold Open Disposition will be presented to the Judge the day of the hearing.

If payments are received after this point, process receipts and Certificates of Redemption.

Certificates of Redemption will be held until the date of the hearing and presented to the Judge at the hearing with an updated copy of the Affidavit of Default.

s. 75.521(12)

Prepare Judgment of Foreclosure of Tax Liens. Include a copy of Exhibit "A", the list includes municipality, in rem number, parcel number, owner name, property address and property description.

Prepare Notice of Entry of Judgment. Include a copy of Exhibit A (list of the default parcels)

Scan/email copies of the Judgment of Foreclosure of Tax Liens and Notice of Entry of Judgment to Corporation Counsel to review.

After Corporation Counsel approves them, make two (2) copies of each. Corporation will sign all four copies and file in the Clerk of Courts after the hearing.

Date of Hearing

Take in-rem files with you as well as individual file folders for each owner. Have the following information ready in case there are questions. Prior year tax bill, map, pictures, inspection information, notes, mail, expense detail as well as a statement of taxes due for each parcel and foreclosure fees, if applicable.

Take Two (2) copies of the following to the hearing: Judgment of Foreclosure of Tax Liens, Order to Hold Open Disposition, Motion & Order to Voluntarily Remove Parcels and Notice of Entry of Judgment.

Corporation Counsel will sign the Motion & Order Voluntarily Remove Parcels prior to hearing. Corporation will present the Motion & Order to Voluntarily Remove Parcels, Judgment of Foreclosure of Tax Liens and Exhibit "A" as well as the Order to Hold Open Disposition to the Judge.

The Judge will review all during the hearing and if he approves, he will sign both copies of each, after the hearing.

Corporation Counsel will sign the Motion & Orders as well as the Judgment of Foreclosure of Tax Liens, Exhibit "A" and Notice of Entry of Judgment and file with the Clerk of Courts (Civil).

Clerk of Courts keeps one copy of each and Corporation Counsel gives us the other copies. Scan/email a "filed" copy of the Judgment of Foreclosure of Tax Liens, Order to Hold Open Disposition and Notice of Entry of Judgment to Corporation Counsel and the Guardian Ad Litem.

After Hearing

Give copy of "filed" Judgment to Account Clerk for removal of TRIP from those parcels.

All persons with rights, title, and interest in the parcels are forever barred and foreclosed of such rights, title and interests. No personal judgment shall be entered against any person s. 75.521(8)

E-Return

File eRETR with the Department of Revenue. See eRETR folder for further details.

The Department of Revenue (based on WI ACT45) determined they would allow up to 30 grantors/50 parcels to be reported on a single Retr (maximum allowed) with the respective conveyances of real estate. If there are more than 30 grantors or 50 parcels the judgment will have to be recorded more than once to split up the grantors/parcels so they will fit on the Retr (i.e. 55 grantors & 75 parcels would require the judgment to be recorded twice so all of the grantors/parcels can be split between two RETR's)

Make a copy of the eRETR Public View Receipt.

Prepare Document Coversheet for filing the Judgment of Foreclosure of Tax Liens and "Exhibit A" in the Register of Deeds.

File copy of eRETR Public View Receipt, Document Coversheet, "Filed" copy of the Judgment of Foreclosure of Tax Liens and Exhibit A (list of tax liens) in the Register of Deeds. Include \$30

(from petty cash) filing fee and a note that you would like a receipt for the \$30. Register of Deeds will provide us with a copy once it is recorded.

Make two (2) copies of the recorded document. File original one (1) in corresponding in-rem file, send one (1) to Corporation Counsel.

Make additional copies of the recorded document for the all property owners affected by the court documents.

Prepare Letter to Owners. Send copy of Judgment and Notice of Entry of Judgment with letter (via certified mail) to the owner. File one (1) copy in corresponding in-rem folder and file another copy in the Judgment of Foreclosure folder.

Notifies previous owner that judgment was entered, the effect of the judgment, that the county is now the owner and anyone occupying these premises must vacate the premises and remove all personal belongings.

Homestead Properties may be entitled to Repurchase Procedures. An additional letter is sent (via certified mail) included. The letter explains that the former owner has up to sixty days of receiving the letter to exercise the privilege of repurchasing the tax deeded lands. To do so, the former owner must pay the full amount of taxes, interest, and penalty due on all years for the parcel as well as one percent of the assessed value of the property. The amount due is provided in the letter as well as on an enclosed statement.

The letter also references Wis. Stats. §75.36(2m) under which the former owner may be entitled to a share of the proceeds of a future sale if requested in writing within the same sixty days of receiving the letter. Failure to respond to either within 60 days results in a forfeiture to the proceeds, if applicable.

IF HOMESTEAD APPLIES, SEE HOMESTEAD REPURCHASE PROCEDURES

Prepare Letter to Owners. Send copy of Motion and Order to Hold Open Disposition with letter (via certified mail) to the owner. File one (1) copy in corresponding in-rem folder and file another copy in the Order to Hold Open Disposition folder.

Notifies previous owner that an extension was granted. If taxes are paid on or before that extension expires, we simply file the Certificate of Redemption with the courts.

If the county decides to move forward with a Judgment on a property that was previously included in a Motion and Order to Hold Open Disposition, we need to provide Corporation Counsel with the parcel information including the legal description of the parcel. Corporation Counsel prepares a Motion to Amend Order for Judgment, Affidavit and Amended Order for Judgment.

Corporation Counsel will prepare 2 (two) copies of the **Motion to Amend Order for Judgment, Affidavit and Amended Order for Judgment.**

Corporation Counsel files both copies in court. One (1) document remains in the court files and the other is sent to the Treasurer's office.

Treasurer's Office files an e-return and documents with Register of Deeds. .

Make (three) 3 copies of the recorded document. One (1) copy of the document is sent to Corporation Counsel, send one (1) copy and a letter (via certified mail) to the former owner AND one (1) copy is filed in corresponding in-rem folder.

**Eviction Notice
(if applicable)**

Send a list of properties of former owners of business, residential and/or parcels with improvements to Corporation Counsel or the Attorney. See Homestead Repurchase Procedures if Homestead applies.

**Ordinance 50-3
s. 75.521 3(m)**

The Eviction Notice should be prepared and mailed by the Corporation Counsel's Office.

Corp Counsel send us a copy of each Eviction Notice for each owner's file.

This Notice notifies the previous owner that they must vacate the premises within 30 days. Failure to surrender the premises by the time and date mentioned, shall entitle Fond du Lac County all remedies available for their removal from the property.

**Sheriff Department
Assistance**

Sheriff's Department will assist us in the foreclosure process if needed. Contact Captain Ryan Waldschmidt at (920) 929-3378. The Sheriff's Department prefers to have a few days advance notice when assistance is needed. Also, give them a rough estimate as to how long they will be needed so they can adjust their staffing levels.

**Transfer Taxes to
Tax Deed Account**

At this time, we transfer the taxes to the tax deed account by removing them from the tax collection system, sending Finance a memo and by giving a copy of the memo to Deb to add information to the expense sheet. Print future statement of taxes due for coming months if Homestead property.

Email Purchasing/Risk Manager to place insurance on the properties. Include a copy of the Judgment and/or Amended Order of Judgment.

Email Maintenance to coordinate securing the properties and checking utilities while at the property with Dan Hanks. Request that Maintenance turns off the gas outside at the customer valve when they secure the property. Maintenance staff will also winterize properties, if necessary.

Copy Dan Hanks on the email above. Dan will conduct a structural analysis on the property. He inspect the parcels to see if there are any potential problems. He provides the Treasurer's office with a report and pictures of potential problems that will need to be addressed with the property.

After properties are secured, email Chuck Fields at tuna100862@hotmail.com to notify him of the properties that he should add to his maintenance list for yard care and snow removal.

Call him as well and notify him that you emailed him detail on additional properties to maintain. Chuck requested this as a reminder to check his emails.

s. 75.69(4)

A county may not sell tax delinquent real estate unless notice of sale is mailed to the municipal clerk where the property is located (3) weeks prior to the time of the sale. .

Mail Municipal Clerk Notice of Upcoming Sale and a note to share this information with departments or individuals within their municipality who may be interested in the property.

Include a copy of the Judgment and Exhibit A Current List of Tax Liens. Highlight parcel(s) specific to each municipality.

Each taxing jurisdiction shall certify to the County Treasurer of their unpaid special assessments, special charges and special taxes, including deferred specials.

Municipalities are given the opportunity to purchase such parcels, within their jurisdiction, prior to the sealed bid process. Committee typically establishes purchase price based upon taxes, interest, penalty and expenses prior to the publication of sale.

Contact Alliant Energy to inquire if gas and/or electric have been turned off at the property. See information posted in PDF/Phone Number Folder (Asbestos-Utilities)

Contact City or Village to inquire if the water has been turned off and inquire on any outstanding water bills. See information posted in PDF/Phone Number Folder (Asbestos-Utilities)

Contact WE Energies to inform them that Fond du lac County has taken temporary ownership of each parcel and to inquire if gas and/or electric has been turned off at the property. See information posted in PDF/Phone Number Folder (Asbestos-Utilities)

s. 75.69(1)

Notify the Finance Committee of the properties we will be selling by sealed bid. Send a copy of the listing, Exhibit "A". The Committee is given the duty of evaluating and placing a value on the properties that will be for sale. Be sure to include miscellaneous expenses in the minimum bid amount.

Prepare the Publication of Sale Notice for the recently acquired parcels.

Assemble and prepare any maps with the information for bidding and file in the In Rem Bid folders.

Neighbors are notified that the property is now owned by the County. *The letter informs them of the sale because they own property contiguous to one of the parcels and informs them where additional information for bidding can be found.*

Maps are created and included with each letter.

- Create folder in PDF/In-Rem/Neighbors
- Look up property in LRS/Tax Parcel.
- Click on the map symbol
- Click on "Select on Map" tab
 - Put a checkmark in the box to add a buffer distance , ten (10) feet.
 - "Features" should be within ten (10) feet also.
- Under "Create a New Selection", choose "Add to Selected"
- Click on each parcel you want notified. A box containing all the information will appear at the bottom of the screen.
- Click on "Print"
- Click on "Export"
- Save in PDF/In-Rem #/Neighbors/

Mail letters to surrounding neighbors and adjacent parcels, include a copy of the map. Make a copy of the labels and a copy of each map and place in "Notice to Neighbors" file so we have a record of who we mailed them to. Be sure the map highlights the parcel/property that is for sale.

**Publication
of Sale-Class 3
s. 75.69(1)**

Email Reporter to publish property for sale, (3) consecutive Sundays in the paper with bid opening the following Thursday. Copy the Purchasing Department on the email for billing purposes.

Place sale information on website.

Sealed bids are accepted at the office of the County Treasurer until the date and time indicated in the Legal Notice of Sale. All bids are subject to final acceptance by the Fond du Lac County Finance, Personnel and Economic Development Committee.

In accordance with Wisconsin Statute 75.69, no bid will be considered for less than the advertised minimum appraised value.

The county reserves the right to reject any and all bids, or accept the bid most advantageous to Fond du Lac County.

All payments must be in the form of cash, cashier's check or a money order. The purchaser is responsible for any costs associated with recording the quit claim deed with the Register of Deeds.

Bidders pay a minimum of 10% down when submitting their bids.

Prepare Deposit Slip. The Memo Description should read "**Bid Deposit**, the In-Rem # and parcel number. The account number is **101.29892**. Receipt is filed in individual in-rem folder and sent to Ann B in finance.

Notify the Finance, Personnel and Economic Development Committee of the bid proposals.

Notify individuals of the bid acceptance. Successful bidders pay the remaining bid balance within 30 days of the notification of being the successful bidder. Include information regarding the recording fee. See Bid Information folder for necessary letters. Add information to the in-rem notes file.

Prepare Deposit Slip. The Memo Description should read "Tax Deed, the In-Rem # and parcel number. The account number is **101.12129**.

Notify unsuccessful bidders and individuals that did not meet the bid requirements. See Bid Information folder in Word for necessary letters.

If a parcel is not sold by bid at the first date offered for sale, the treasurer may sell the parcel at anytime thereafter to any person making an offer at or exceeding the minimum bid amount. This occurs no earlier than the day after the bid opening. The individual must submit a completed Bid Form as well as a completed Question of Intent form. The same criteria on payments applies as well as the review process for those bids received after a scheduled bid opening.

**Publication
Of Sale (Class 1)
s. 75.69(1)**

If someone wishes to purchase a piece of property on the list and does not want to pay the suggested minimum bid amount, they may submit a completed bid form as well as Question of Intent form after a Class 3 Legal Notice has been published and the initial bid opening has taken place.

If approved, a Class 1 Notice will be published, (1) Sunday in the paper with bid opening the following Thursday.

Quit Claim Deeds are prepared by Corporation Counsel. Prepare memo with the information necessary for the preparation of the Quit Claim Deed. Memo is in the Corporation Counsel folder. The deed needs to be signed by the County Clerk, County Board Chair and needs to be notarized as well.

File E-Return (See binder for further details). File Quit Claim Deed with the Register of Deeds after tax deed balance is paid in full. The new owner is responsible for the recording fee. Register of Deeds will send a certified copy of the Quit Claim Deed to the new owner and will give the Treasurer's Office a copy of the recorded deed.

Make a copy of the recorded deed. One copy is filed in the individual in-rem folder and send the other copy to Corporation Counsel. Add recording information to the notes file.

Update listing of the properties for sale for on the website. File is located in Website/Current Year/ Notice of Sale. Print two copies, 1 for Treasurer and 1 for the bulletin board (Treasurer's counter).

Replace listing of "Property For Sale" on website. File is located in the Website file/Current Year/xxxxxxxxxx.

Email Purchasing Department when properties are sold. Purchasing will then remove them from the County Insurance Policy. Memo can be found in the In-Rem Masters file/ Purchasing/Memo-Purchasing Notice of Sale. Add information to notes file.

Email and call Chuck Fields at tuna100862@hotmail.com and (920) 251-1637 to inform him of the email and that he no longer needs to maintain the property. Memo is in the In-Rem Master File/Property Maintenance /Notice-Property Maintenance Removal or Removals for multiple properties. Add information to the notes file.

**s. 75.69(4)
s. 75.36(b)**

Mail Municipal Clerk, Treasurer and Assessor the information for the new property owner(s). Memo is in the In-Rem Master file/Letters & Notices to Local Clerks/Notice of Sale. Add information to the notes file.

Contact Utility Company to inform them of the sale.

Finalize Expense Sheet and calculate proceeds from the sale. (Work with Ann B in Finance)

If there is a profit with the sale, the proceeds are distributed accordingly. Specials certified to the county would be paid to the taxing jurisdiction.

s. 74.29

If there is a loss in the sale, prorate the loss based on the ratio of taxes and specials to the total of taxes and specials settled under.

Prepare check request for proceeds to municipalities and owners, if applicable.

Make copies of the general receipts for the bid deposit and remaining bid balance.

Treasurer reviews all, signs and send copies of the general receipt(s), expense sheet and check request to Finance (Ann B.) for verification. Make two (2) copies of the check request before forwarding to Finance. One (1) copy will be filed in individual in-rem folder and the other will be filed in the AP Check Attachment folder, after Ann verifies with her records.

Finance, Ann B. will notify treasurer when everything balances and forwards the check request to Finance.

Distribute Proceeds to municipality and owner, if applicable.

Update Yearly Tax Deed Account Workbook (PDF).

Prepare Tax Deed Worksheet (Black Book) for individual property.

Finalize the Notes - place copy in the owner in-rem physical folder.

s. 75.36

s. 75.36(2)(3)(b)

s. 75.05(5)

If Homestead applies, see Homestead Procedures s. 75.36.

If the county's title to the lands taken by tax deed is adjudged to be void, the county shall reinstate any canceled taxes and any liens previously merged under 75.36 (2)(a).

If the county plans to raze a structure, we must have a proper asbestos investigation conducted before the raze takes place.

****In Rem Tax Foreclosure Records are retained for 15 years plus current year****