

Wisconsin Indianhead Technical College  
Board Proceedings  
October 18, 2010

The regular meeting of the Wisconsin Indianhead Technical College Board was held on Monday, October 18, 2010, at 8:30 a.m., at the WITC-Administrative Office, located at 505 Pine Ridge Drive, Shell Lake, Wisconsin 54871.

**CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**

Chairperson, James Beistle, called the meeting to order at 8:30 a.m. and asked Kim Olson, Administrative Assistant to the President, to take the roll call. The following Board members were present: James Beistle, Hal Helwig, Dave Minor, Dan Olson, James Schultz, Jean Serum, and Morrie Veilleux. Lorraine C. Laberee participated in the meeting via telephone conference. Chair Beistle announced that a quorum was established with 8 members present. Susan Wojtkiewicz arrived at 8:31 a.m.

The following WITC employees were also in attendance at this meeting: Becka Cusick, Frank Braswell, Lenore Knock, Bob Meyer, Kim Olson, and John Will.

**OPEN MEETING**

Ms. Olson read the following open-meeting statement: "The October 18, 2010, meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on October 15 in an attempt to make the general public of Wisconsin aware of the time, place, and agenda of the meeting."

**APPROVAL OF AGENDA**

Hal Helwig moved, seconded by Dan Olson, to approve the agenda. Upon a unanimous vote, motion carried.

**AUDIENCE RECOGNITION ANNOUNCEMENT**

Time was reserved for Chair Beistle to make an announcement about this agenda. Ms. Olson informed the Board that Ms. Cusick was in attendance today to observe the meeting and prepare herself to support Ms. Olson if needed in the future. The Audience Recognition Board policy (II.M.) was included in the Board book as a reference.

**BOARD ORGANIZATION**

**Appointments to WTCS District Boards Association Standing Committees**

A list of WITC Board representatives currently serving on the Wisconsin Technical College (WTC) District Boards Association standing committees was provided. A description of each committee was also provided for the Board's review.

Time was reserved for new Board members to identify the committee they were interested in serving on. Jean Serum will serve on the Program Committee, and Morrie Veilleux will serve on the Human Resources Committee. Dan Olson stated that he would not have time to be on a committee. According to the WTC District Boards Association, there is no limit on terms served on the standing committees. If a district Board member cannot attend a meeting, he/she is requested to designate another district Board member to attend the quarterly meeting. Ms. Olson will inform the District Boards Association about updates that were made to the standing committee and will also revise the WITC Board Members Contact list that was provided.

## **MEETING MINUTES**

Hal Helwig moved, seconded by Dave Minor, to approve the September 20, 2010, regular meeting minutes as printed. Last month's signed lists of contracts and resolutions were attached to the official September meeting minutes.

## **BUDGET CONSIDERATIONS**

### **1. 2009-2010 Budget Modification Approvals**

Summaries were provided for the following budget modifications, which will be publicly noticed within 10 days of Board approval per Wisconsin Statutes §65.90 (5). It was noted that a two-thirds majority of the full Board is required to approve budget modifications.

#### **A. Approval to Increase the Internal Service Fund for 2009-2010:**

Mr. Will recommended increasing the Internal Service Fund expense budget by \$87,000. The increase recognizes additional costs associated with higher than anticipated claims experience in the self-funded insurance program.

James Schultz moved, seconded by Morrie Veilleux, to approve the increase to the Internal Service Fund for 2009-2010 as presented. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

#### **B. Approval to Increase the Special Revenue/Non-Aidable Fund for 2009-2010:**

Mr. Will recommended increasing the Special Revenue - Non-aidable revenue and expense budgets by \$100,000. The increase recognizes additional revenue and expense associated with receipt of scholarship funds.

Morrie Veilleux moved, seconded by James Schultz, to approve the increase to the Special Revenue/Non-Aidable Fund for 2009-2010 as presented. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

#### **C. Approval to Adjust the General Fund for 2009-2010:**

Mr. Will recommended reallocating the General Fund Physical Plant expense budget for a total of \$100,000 to the Student Services budget and General Institutional budget at \$50,000 each. The increase reflects additional costs of the Blackboard maintenance contract in the Instructional Resources budget and duplication supplies and postage costs in the General Institutional budget.

Dan Olson moved, seconded by Dave Minor, to approve the adjustment to the General Fund for 2009-2010 as presented. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

### **2. 2010-2011 Tax Levy**

Supplemental schedules were included under a cover letter from Mr. Will, and were included in the Board packet. It was noted that adopting a tax levy that is different from the budgeted amount requires a two-thirds vote of the full Board and will be publicly noticed within 10 days of Board approval per Wisconsin Statute §65.90 (5).

#### **A. Financial Forecast Model Update**

John Will, Chief Operating Officer/Vice President, Administrative Services, presented three initial forecast scenarios of WITC's financial position for 2011-12 through 2015-16. Each forecast model highlighted the impact of tax levy changes for the College.

Handouts were provided at the meeting. Time was reserved for the Board to ask questions and give their guidance to administration on the tax levy for next October. President Meyer will provide the Board with tax levy information from the other technical colleges when it is available.

**B. Approval of Resolution 10-18, District Tax Levy for 2010-2011**

*(per Wisconsin Statute §65.90)*

Administration recommended approving Resolution 10-18 (see attached) with a tax levy of \$37,035,868, an increase of 2.8% over the prior year. Hal Helwig moved, seconded by James Schultz, to approve Resolution 10-18, District Tax Levy for 2010-2011 as presented. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

*The Board recessed at 9:25 a.m. and reconvened the meeting at 9:35 a.m.*

**CONSENT AGENDA**

Chairperson Beistle asked if there were any items to be pulled off the consent agenda and acted on separately; however, there were none. Morrie Veilleux moved, seconded by Hal Helwig, to approve the consent agenda. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

1. Personnel:

- A. **Retirement:** Debra King, Dean of Students, Superior; effective December 31, 2010. President Meyer noted that Ms. King has worked at the College for 6 years.
- B. **Retirement:** Colleen Manecke, Custodian, Rice Lake; effective January 28, 2011. *Note: Administration recommends the six-month waiver for Ms. Manecke.* President Meyer noted the Ms. Manecke has worked at the College for 18 years.

2. Contracts

The listing of contracts was approved (see attached list).

3. Financial/Cash Position Report

The college's Financial and Cash Position Report, as of September 30, 2010, was approved.

4. Approval of Bills

Expenditures and revenue from the budget, covering check numbers 109300 through 110410 and electronic transfer payments totaling \$11,310,257 were approved.

5. Bids/Purchases

- A. **3D Printer – Rice Lake:** The Board approved the low bid meeting specifications for a 3D printer from First Technologies of Mukwonago, WI, for Bid # 606-910 in the amount of \$26,000. The 3D printer creates prototyped solid models that are currently used throughout industry. This specialized printer will be used in the Mechanical Design Technology Program at the Rice Lake Campus.
- B. **Career Impact Magazine Printing – Collegewide:** The Board accepted the low bid received for bid number CIFALL10 from Johnson Lithographics of Eau Claire, WI, in the amount of \$31,015. The bid represents the cost of printing 279,000 Career Impact magazines to potential WITC customers.
- C. **Copiers – Shell Lake, Ladysmith, and Hayward:** The Board approved the purchase of three copiers in the amount of \$15,621 from EO Johnson of Eau Claire, WI, under state contract #15-60042-511. These copiers will be used to replace current leased copiers at the Shell Lake, Ladysmith, and Hayward locations.

- D. **Microsoft License Agreement – Collegewide:** The Board approved payment to Northeast Wisconsin Technical College (NWTC) in the amount of \$39,439 for WITC's share of the annual Microsoft License agreement. NTC acts as the fiscal agent for the Wisconsin Technical College System in its procurement of Microsoft products.
- E. **New Richmond Addition and Remodeling Change Orders – New Richmond:** The Board approved Change Orders #015 & #016 for the New Richmond Campus addition and remodeling project. The change orders included work related to upgrading to match addition roof's metal edging to existing roof and demolition work to remove a wall and additional flooring in the Power Equipment Center. Derrick Commercial Contracting of New Richmond, WI, will perform the work. A financial summary was also provided.
- F. **Series25 Scheduling Software Suite – Collegewide:** The Board approved the purchase of Series25 scheduling software from CollegeNet of Portland, Oregon, in the amount of \$150,000. A Request for Proposal was completed at Northeast Wisconsin Technical College (NWTC) and WITC is able to utilize the result of this process per the Financial Accounting Manual (Section 6.1.3). Currently WITC schedules using a manual process by inputting the instructor and room schedules into Microsoft Word. Series25 scheduling software is a class and event management system that makes it easy to schedule and manage academic and non-academic events, from simple, one-time meetings to those with complex, multi-occurrence time patterns. Planning and training costs will be shared between NWTC and WITC in an effort to reduce project costs.
- G. **Third Party Administrator Plan – Collegewide:** The Board approved a proposal for third party administration of WITC's self-funded medical and dental insurance plans from UMR of Wausau, for a three-year agreement, who has been the current provider for the last five years. The effective date for this proposal is January 1, 2011. The Third Party Administrator Plan proposals were evaluated using a Request for Proposal (RFP) process. Proposals were received from five providers with two others declining to submit a proposal. The table summarizing the scoring was included in the Board book.
- H. **WiscNet Network Annual Fee – Collegewide:** The Board approved payment to WiscNet in the amount of \$57,510 for WITC's annual membership and services fee. WiscNet is a research and education consortium whose ultimate goal is to empower members to use the full power of the network to enhance instruction, research, and public service across the state. Membership includes most of Wisconsin's colleges and universities, around 75 percent of the state's K12 school districts, most library systems, the State of Wisconsin, many local and municipal governments, hospitals and several nonprofit affiliated organizations.

#### **OTHER ITEMS REQUIRING BOARD ACTION**

##### **1. Approval of New Richmond Counselor Position**

Administration requested Board approval to add a full-time counselor position at the New Richmond Campus effective November 1, 2010. Hal Helwig moved, seconded by Morrie Veilleux, to approve the addition of a full-time counselor at the New Richmond Campus, effective November 1, 2010, as presented. Upon a roll-call vote, all members present voted yes (9-0); motion carried.

2. Second Reading and Approval of Board Governance Process–Board Officer Policy (II.E.)

In September, the Board requested that the recommended “360 degree survey” language in item 2.C. of this policy be changed to “annual evaluation” and brought back in October for a second reading. Board approval was requested of the revised District Board Officer Policy (II.E.). Dan Olson moved, seconded by Dave Minor, to approve the revised Board Office Policy as presented. Upon a unanimous voice vote of all members present, motion carried. Ms. Olson will update the Web site.

3. Approval of UW/WITC in Scotland Pilot Program – Fall 2011

Time was reserved for President Meyer to update the Board on the proposed UW/WITC in Scotland Pilot Program. The pilot involves appointing a teacher-ambassador to teach at Dalkeith in the fall 2011. This teacher-ambassador will live with students, deliver coursework, collaborate with other faculty at the Dalkeith House and work with a nearby technical college (Jewel & Esk) to explore and evaluate future collaborative learning activities and internships for WITC students. Lenore Knock and Frank Braswell noted that the intent is to also have students participate in the program; however, the students would be responsible for their expenses. Ms. Knock stated that 14 of the 16 technical colleges have active international programs.

Board approval was requested for one faculty member to participate in the Fall 2011 pilot (16 weeks) to teach two courses in Scotland and WITC online courses, and explore possible future collaborative learning activities. At the meeting, administration provided the Board with an estimate of \$1,625 for this pilot program for the instructor’s airfare and reimbursement of a passport.

There was some concerned about how many international programs we will have, since we recently had the Germany exchange. A 5-year International Educational plan with expenses was requested by a Board member. Frank Braswell stated that it is hard to project dollars because everything is exploratory. The Board had previously approved the \$10,000 budget. Mr. Minor asked Mr. Will to find out from the other technical colleges what their costs are. It was noted that the instructor will be selected through an application process.

Dave Minor moved, seconded by Jean Serum, to approve one faculty member to participate in the UW/WITC in Scotland Pilot Program in the Fall of 2011, to include the budget, as presented. Upon a roll-call vote, eight members voted yes and Mr. Schultz voted no (8-1); motion carried. Mr. Braswell noted that if there is student interest, the student could be sent to Scotland with the faculty member.

The International Education Plan was provided for Board members at the meeting.

## CORRESPONDENCE AND INFORMATION

### 1. Meeting Information Sharing

Board members shared information from the meetings they attended.

#### A. **German Exchange Visit Update**

Chair Beistle was present when the German students were welcomed. He also attended the dinner cruise, which reunited the students with their host families. Lenore Knock and Frank Braswell also provided an update to the Board on the German Exchange visit, noting that 14 people (3 faculty members and 11 students) visited from Germany. They were able in to interact with our students at New Richmond and Rice Lake Campuses across all programs by participating in many WITC courses. This was an opportunity for our students to get exposure to the German culture. It was noted that we were under budget for this exchange.

Ms. Laberee attended the WITC Foundation meeting last Wednesday. She talked about the Board Leadership Scholarship that was previously established by the WITC Board, noting that if we are able to get the endowment to \$5,000 over the remaining 4 years, the WITC Board will be able to give a \$250 scholarship to students based on leadership. The Board is half way there to meeting the \$5,000 goal.

## 2. Travel Sign Up

Time was reserved for the Board to update administration on their plans for upcoming Board events. Chair Beistle requested that the Board report any changes on the *Board Events Schedule* to Ms. Olson. It was noted that WITC-Superior is planning year-round festivities in 2012 to celebrate their 100 year anniversary. It was suggested that Ms. Olson check with WITC-Superior about their plans and dates and that the Board Chair send the District Boards Association and the State Board a letter requesting that they hold their meeting in Superior during that time to celebrate WITC's 100 years. This item will be brought back to the November meeting.

## 3. Monitoring Schedule

Time was reserved for the Board to review the *Board Monitoring Schedule* for next month's agenda items.

### A. **Board Forward and New/Old Board Member Orientation Planning**

Time was reserved to review the plans for the upcoming November 14 Board Forward meeting. A draft agenda and information on the True Colors training and facilitator were provided at the meeting. The facilitator fee is \$500.

The Board consensus was to have lunch available at 11:45 a.m. so that the meeting can start at 12 noon (working lunch). It was suggested that Ms. Olson might set up the Board's self-evaluation by using the "Survey Monkey" tool. It was requested that the new Board member orientation be held at the beginning or end of the meeting to allow for the veteran Board members to opt out if needed.

## 4. President's Updates

Time was reserved for President Meyer to provide the following updates:

### A. **New Richmond Building Project Update**

Mr. Will provided an update on the New Richmond Campus addition.

### B. **Ashland and Rice Lake Forum Updates**

Time was reserved for President Meyer, Dave Minor, and James Schultz to debrief with the Board about the forums that took place in Ashland and Rice Lake. President Meyer thanked Mr. Minor for attending the Ashland forums and Mr. Schultz for attending the Rice Lake forums. One theme that is emerging is misinformation about online courses; however, President Meyer has had the opportunity to discuss and dispel the myths that are out there. He noted that administration will probably meet with the Student Senate after the forums to make sure they are clear about what we are doing with online courses.

President Meyer reviewed the next steps for the forum process (themes, goals, and bringing the goals to the Board for their approval). Board members were directed to the WITC home page where forum comments have been posted and online/paper surveys can be completed. Ms. Olson explained the online survey information will be posted at a later date.

**C. 2010 Forum Planning Update**

Time was reserved to review the list of forum dates/times and the Board members who will attend to welcome the stakeholder groups and introduce President Meyer. Chair Beistle and Mr. Veilleux will determine which forum each can attend New Richmond. Dan Olson was invited to attend the WITC-Superior forums if he is able to do so.

**D. Council for Resource Development Award Update**

President Meyer provided the Board with a copy of the nomination letter for Congressman Dave Obey as well as the selection committee's letter of rejection for the Council for Resource Development Award. Representative Raúl Grijalva of Arizona's 7<sup>th</sup> District was selected for this award.

**5. District Boards Association: Goals, Action Plan, and Measures of Success for 2011**

As requested, the District Boards Associations' *Goals, Action Plans, and Measures of Success - 2011* document was provided for the Board's review.

**ESTABLISH BOARD AGENDA ITEMS FOR FUTURE MEETINGS**

**1. Selection of Meeting Dates, Times, and Locations**

The Board confirmed their plans for the next regular meeting scheduled on Monday, November 15, 2010, beginning at 8:30 a.m., at the WITC-Administrative Office in Shell Lake. The November 14, 2010, Board Forward meeting location will also be held at the WITC-Administrative Office in Shell Lake beginning at 12 noon. A Board dinner reservation will be made for members staying in Shell Lake.

**2. Review/Add Agenda Items**

Board agenda items for the regular meeting on **November 15** and the Board Forward meeting on **November 14** were listed on the Board's Monitoring Schedule. Paul Gabriel, Executive Director of the WTC District Boards Association, will confirm his plans in November to give his annual report to the WITC Board in January. *Note: Board members who wish to add additional items to next month's Board agenda can do so by contacting the Board Chair before **Thursday, October 28, 2010.***

**MEETING EVALUATION**

PLUS +	DELTA ^
+ Mr. Will did a really good job on the budget review and summary; and there was good Board discussion on this item.	^ None

Dan Olson moved, seconded by James Schultz, to adjourn the meeting. The meeting adjourned at 11:15 a.m.

Respectfully submitted,



Lorraine Laberee  
Board Secretary

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*Note: A Board luncheon followed the Board meeting; however, no action was taken. In addition, the Board Chair met with administration about items needed in the Board Member Orientation booklet in preparation for the Board Forward meeting on November 14.*

9/30/2010  
8:45:07  
AM

Wisconsin Indianhead Technical College  
Contract Estimated Full Cost Report

Fiscal Year:  
2011

The Board is requested to ratify the President's action in entering into a contractual arrangement with the following agencies:

State Designated Indirect Cost Factors:  
On Campus = 39.48% Off Campus = 32.59%

\*-----ESTIMATED-----  
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Contract Number	Service Recipient	Location	On/Off	Contract Revenue	Est.Salary/ Fringe Cost	+ Indirect	= Full Cost	Difference +/-
236*	Workforce Resource	New Richmond	On	3,171.00	2,757.00	1,089.00	3,845.00	(675.00)
	Nursing Assistant training							
251	Stresau Laboratory Inc	R. Stresau Laboratory, Inc.	Off	1,610.00	1,400.00	-	1,400.00	210.00
	Technical assistance in Advanced Manufacturing Wisconsin Sector Strategies grant in blue print reading.							
379	REM Arrowhead	REM Arrowhead Inc.	Off	610.00	222.00	73.00	294.00	316.00
	American Heart Association CPR and First Aid recertification for REM Arrowhead employees.							
380	Red Cedar Canyon Assisted Living	Hudson	Off	1,312.00	741.00	120.00	861.00	452.00
	Teach CBRF Fire Safety to employees.							
381	Luck High School	WITC Rice Lake Campus	On	3,833.00	3,333.00	-	3,333.00	500.00
	Deliver a two credit class in auto fundamentals							
382	Bad River Housing Authority	Bad River Housing	Off	1,157.00	1,006.00	289.00	1,295.00	(138.00)
	Three Medic First Aid classes							
383	Barron Police Department	Barron Police Department range	Off	200.00	174.00	57.00	231.00	(31.00)
	Patrol Weapons Training							
384	Ladysmith Police Department	Rusk County Sheriff Department	Off	220.00	191.00	63.00	254.00	(34.00)
	Active Shooter response							
385	Rice Lake Police	Rice Lake range	Off	320.00	278.00	91.00	369.00	(49.00)



Department								
Patrol Weapons training								
386	Rusk County Sheriff Department	Rusk County Sheriff Department	Off	240.00	209.00	68.00	277.00	(37.00)
Active Shooter Response								
387	Columbia Forest Products	WITC Ashland	On	733.00	383.00	151.00	534.00	200.00
MS Excel Basic and Intermediate training for Columbia Forest Products employees.								
388	Northern Clearing Inc	Off Campus	Off	3,526.00	1,477.00	482.00	1,958.00	1,569.00
Safety training for employees of Northern Clearing, Inc.								
389	Midwest Energy Resources Company	Midwest Energy Resources	Off	1,948.00	915.00	217.00	1,131.00	817.00
Mobile Crane Training								
390	Conwed Designscape	Conwed - Ladysmith	Off	683.00	293.00	85.00	378.00	306.00
Certify and recertify employees in Medic First Aid with the AED and Bloodborne Pathogens Books to be billed separately at \$9.13 per book.								
391	Sappi Fine Paper LLC	WITC Superior Room 118	On	5,251.00	3,385.00	1,337.00	4,721.00	530.00
Employees of Saapi Fine Paper, LLC will receive welding skills upgrade training.								
392	Burkwood Treatment Center	Hudson - Burkwood Treatment Center	Off	731.00	431.00	59.00	490.00	242.00
CBRF Fire Safety class								
393	Walmart	Walmart - St. Croix Falls	Off	403.00	193.00	49.00	241.00	162.00
Provide Responsible Beverage course to employees.								
394	Barron Police Department	Arland Range - Barron County	Off	177.00	154.00	50.00	204.00	(27.00)
Long Gun Training -Patrol Rifle								
395	Barron Police Department	Arland Range - Barron County	Off	45.00	39.00	13.00	51.00	(7.00)
Handgun Training - Patrol weapon training								
396	Prairie Run Dental	Heartwood Convention Center - Minong	Off	375.00	175.00	43.00	217.00	159.00
Recertify employees in CPR for Healthcare Provider course								

397	Monroe Manor	Monroe Manor	Off	460.00	258.00	52.00	309.00	151.00
	Portable Fire Extinguisher Training 47-503-435							
398	Isle Vista Casino	Red Cliff Bingo Hall	Off	526.00	458.00	121.00	578.00	(52.00)
	Pediatric Medic First Aid							

\*\*\* End Of Report \*\*\*

\* indicates an amended contract

  
 Board Secretary

10-18-10  
 Date

## RESOLUTION NO. 10-18

### RESOLUTION LEVYING DISTRICT TAX FOR FISCAL YEAR 2010-11

WHEREAS, the district board of this district, pursuant to §65.90, Wis. Stats., has heretofore formulated a budget and adopted a budget as required by said section;

WHEREAS, said budget requires a tax levy in the sum of \$31,279,929 for the purpose of district operations for the fiscal year 2011 and whereas said tax does not exceed 1.5 mills on the full value of the taxable property of the district;

WHEREAS, additional taxes in the aggregate sum of \$5,757,939 has heretofore been levied and is necessary for the purpose of paying principle and interest on valid bonds or notes heretofore issued pursuant to Chapter 67, Wis. Stats., and now outstanding and whereas it is the practice of this board to confirm such previous levies for bond or note payments by including such previous levies each year as a part of the total levy;

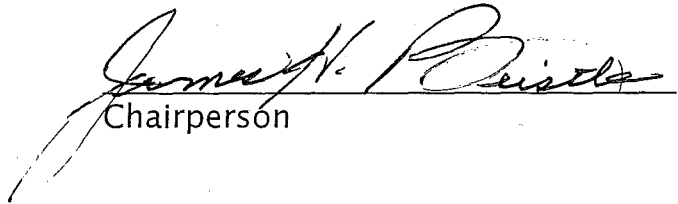
WHEREAS, a total aggregate tax for the fiscal year 2011 in the sum of \$37,035,868 is required to cover the amounts for each of the above purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF WISCONSIN INDIANHEAD TECHNICAL COLLEGE AS FOLLOWS, TO WIT:

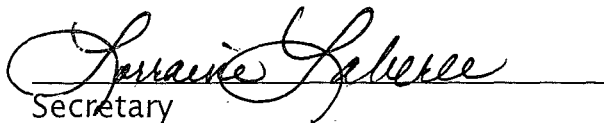
1. That the district board of said technical college district pursuant to s. 38.16, Wis. Stats., hereby levies upon the full value of the taxable property of the district for FY 2011 a tax in the amount of \$37,035,868 for the purposes set forth in the preamble hereto.
2. That the district board secretary of said district is hereby directed pursuant to and as required by said s. 38.16, Wis. Stats., to file with the clerk of each city, village and town, any part of which is located in the district, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village and town. Such proportion shall be ascertained on the basis of the ratio of full value of the taxable property of that part of the city, village or town located in the district to the full value of all taxable property in the district, as certified to the district board secretary by the department of revenue.

3. Upon the receipt of the certified statement from the district board secretary, the clerk of each city, village and town is hereby ordered pursuant to said s. 38.16, Wis. Stats., and other applicable Wisconsin law to spread the amounts thereof upon the tax rolls for collection and said taxes certified to each said clerk shall be extended and collected by each of said cities, each of said villages and each of said towns in the same manner and at the same time as taxes for general city, general village and general town purposes are extended and collected.
4. That when such taxes are collected, such amounts shall be paid by the treasurer of each city, village and town to the district board treasurer of this district at the times and in the manner as required by law.

Adopted and approved this 18<sup>th</sup> day of October 2010.

  
Chairperson

ATTEST:

  
Secretary