

**CONTRACT FORM** 1684 R6 See procedures in: Notes below (hover over red triangle) and [Forms Library/Contracts](#)

Check one:  Preliminary Form *Print this completed form as a pdf. Upload the pdf to DocuSign when circulating any contract or amendment for signatures.*  
 Corrected Form *Date of correction: \_\_\_\_\_ Upload corrections to DocuSign.*

**CONTRACT TYPE** (select from one dropdown box below) Next step (depending on the Type you selected):  
**PROFESSIONAL SERVICES** Enter as a Service Contract in Infor. Circulate the Contract in DocuSign with this 1684 form.  
 (Procurement Contract Types) Enter as a Requisition in Infor. Circulate the Contract in DocuSign with this 1684 form.  
 (payments tracked in another system) Tracking system may interface with Infor. Circulate the Contract in DocuSign with this form.  
 (no transaction) No commitment is needed in Infor. Circulate the Contract in DocuSign with this 1684 form.  
 (only revenue transaction) No commitment is needed in Infor. Circulate the Contract in DocuSign with this 1684 form.

**CONTRACT SUBTYPE** (select from dropdown box below) **INFOR CONTRACT NO.** if applicable  
 CONSULTING 2699

**CONTRACT CLASSIFICATION & AGENCY NAME** (select from dropdown box below) **ADVANTAGE CONTRACT NO.** if applicable  
 450 DISTRICT ATTORNEY

**CONTRACT SUBCLASSIFICATION (LOW ORG.)** (select from dropdown box below) **DEPARTMENT'S INTERNAL CONTRACT NO.** if applicable  
 4501 DISTRICT ATTY - GENERAL MMDEG 2024 (18546) - 1

**SUPPLIER or other party to the contract** **SUPPLIER'S or other party's ADDRESS**  
 City of Milwaukee Police Department 749 West State Street, Room 375

SUPPLIER TAX I.D.	SUPPLIER #	COMMODITY CODE (or list by Line below)	NEW or	AMEND	
39-6005532	5258	92-10-15	X		Milwaukee, WI 53233

EFFECTIVE DATES:	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
effective date expiration date			
01/01/24 12/31/24	12		\$ 180,264.00

**ACCOUNTING INFORMATION**

Year to be Committed or Earned	Line No.	Commodity Code	Agency	Org.	Account	Activity	Function	Reporting Category	Project / Job / Grant	Fund	Item Description	Item Description 2	Amount to be Committed or Earned
2024	01	92-10-15	450	4501	60111	1D1DG				10001	2024 Encumbrance Original Agreement	Intergovernmental Agreement - MPD MMDEG	\$ 180,264.00

**NAME OF CONTRACT**  
 2024 Intergovernmental Agreement between the MCDAO and MPD for MMDEG Task Force Reimbursement

**DESCRIPTION (PURPOSE OF CONTRACT)**  
 2024 agreement to reimburse the Milwaukee Police Department for a portion of the the 2024 salary and fringe costs of MPD officers assigned to the Milwaukee Metropolitan Drug Enforcement Group (MMDEG) task force, up to a maximum of \$180,264, provided that WIDJ grant funds are available in that amount. Payments are 100 percent grant-funded. [DocuSign Envelope b8fc232e-8178-479c-a246-b5d91b251bfa]

Was Board approval or passive review received prior to contract execution or contract amendment or extension? Check one:  
 If YES, attach and list County Board File No. or Mental Health Board Agenda Item: 2024 County Budget Approved or Reviewed: \_\_\_\_\_  
 If NO, why is Board approval not required? \_\_\_\_\_

Does this contract require payment before services are rendered?  YES  NO  
*The County does not prepay for services. Draft the contract to require the Contractor to invoice the County once services are provided.*

Will this contract be fully signed before work is performed?  YES  NO

Is Supplier certified as:  YES MBE?  YES WBE?  YES SBE?  YES

Karen Loebel	12/26/23	Deputy District Attorney
Prepared By	Date	Title
<i>Karen Loebel</i>	12/26/2023	Deputy District Attorney
Signature of County Administrator	Date	Title



**OFFICE OF THE DISTRICT ATTORNEY**  
*Milwaukee County*

**JOHN T. CHISHOLM · District Attorney**

Chief Deputy Kent L. Lovern, Deputies Lovell Johnson, Jr., Jeffrey J. Altenburg, Karen A. Loebel,  
Elisabeth Mueller, Matthew J. Torbenson, Megan M. Newport

**2024 Intergovernmental Agreement between the Milwaukee County District Attorney's  
Office and the Milwaukee Police Department**

**2024 Reimbursement Procedure for MMDEG Task Force Participation**

In November of 2004, the Supervisory Commission of the Milwaukee Metropolitan Drug Enforcement Group (MMDEG) voted to transfer administrative and fiscal responsibility for the MMDEG grant from the Sheriff's Office to the District Attorney's office, effective January 1, 2005. The Sheriff's Office had served as the fiscal and administrative director of the MMDEG grant from 1999-2004, succeeding the District Attorney's Office, which served in that role from 1989-98.

This intergovernmental agreement, under Wis. Stat. § 66.0301 and the 2024 county budget, authorizes the District Attorney's office to reimburse municipal police departments for the salaries and fringe benefits of police officers assigned full-time to MMDEG. This reimbursement to municipal police departments is offset entirely by federal and state revenue from the 2021 and 2022 JAG Drug Task Force Grants (Grant ID numbers 17874 and 18546, for calendar years 2023 and 2024, respectively) from the Wisconsin Department of Justice (WIDJ); it has no tax levy effect.

In 2024, the Milwaukee Police Department will assign a police sergeant and two police officers to work full-time in the MMDEG police unit. The sergeant will serve as the director of the MMDEG police unit. The District Attorney's Office will reimburse the Milwaukee Police Department for approximately 50 percent of the straight-time salary and fringe benefits of the sergeant, and approximately 34 percent of the straight-time salaries and fringe benefits of two police officers, up to a maximum reimbursement of \$180,264.00, provided MMDEG grant funds are available in that amount, as authorized in the 2024 county budget, and as contained in the 2024 MMDEG grant budget, which was approved by the MMDEG Supervisory Commission on November 7, 2022.

The obligations under this agreement are contingent upon the award of a grant by the WIDJ in the amount of \$543,365 in connection with an application identified as "2022 JAG Drug Task Force, Grant ID 18546." That award, which is for calendar year 2024, is comprised of funds from two sources: federal funds from the US Department of Justice, Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) Program, and state penalty assessment dollars. The federal portion, \$321,147, comprises approximately 60 percent of the grant award; the state penalty assessment portion, \$222,218, makes up approximately 40 percent. WIDJ will not receive the FY 2024 Byrne JAG award from the U.S. Department of Justice (USDJ) until about May of 2024. WIDJ will make the state penalty assessment portion of the grant award available on January 1, 2024. The parties anticipate that the penalty assessment portion of the award will fund the MMDEG project until mid-to-late May 2024. However, funding under this contract, and District Attorney reimbursement for the costs of the Milwaukee officers assigned to MMDEG, will end in the event that WIDJ does not receive the federal Byrne JAG award by the point that the state penalty

assessment funds run out.

The Milwaukee Police Department will submit monthly claims to the District Attorney's office for reimbursement of one-twelfth of the amount authorized for reimbursement for the straight-time salary and fringe benefits of its officers, provided MMDEG grant funds are available for the entire year. The monthly claim will be \$15,022.00 ( $\$180,264.00 / 12 = \$15,022.00$ ). The claims will be reviewed and approved by the MMDEG police director to verify the hours worked by the officers before payment by the District Attorney's office.

MMDEG is not a legal entity or governmental body corporate; rather, it is a multi-jurisdictional task force, comprised of the Milwaukee County District Attorney's Office and the Milwaukee, South Milwaukee, and West Allis Police Departments. Therefore, financial responsibility for claims or damages arising out of the wrongful, intentional, reckless, or negligent acts or omissions of the Milwaukee officers assigned to MMDEG, while the officers are performing or engaged in MMDEG task force activities, shall rest solely with the Milwaukee Police Department and the city of Milwaukee.

In the performance of work under this contract, the Milwaukee Police Department ("Contractor") shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap. The Contractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

The Contractor, its officers, directors, agents, partners and employees shall allow the County Audit Services Division and department contract administrators (collectively referred to as Designated Personnel) and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of the Contractor, Lessee, or other party to the contract, related to the terms and performance of the contract for a period of up to three years following the date of last payment, the end date of this contract, or activity under this contract, whichever is later. Any subcontractors or other parties performing work on this contract will be bound by the same terms and responsibilities as the Contractor. All subcontracts or other agreements for work performed on this contract will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. The Contractor, Lessee, or other party to the contract, and any subcontractors understand and will abide by the requirements of Section 34.09 (Audit) and Section 34.095 (Investigations Concerning Fraud, Waste, and Abuse) of the Milwaukee County Code of General Ordinances.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.]

The following Parties hereby execute this Agreement:

**FOR MILWAUKEE COUNTY:**

BY: Karen Loebel DATE: 12/26/2023

NAME: Karen Loebel

TITLE: Deputy District Attorney

DEPARTMENT: District Attorney Office

**FOR Milwaukee Police Department :**

BY: Jeffrey Norman DATE: 1/22/2024

NAME: Jeffrey Norman

TITLE: Chief of Police

**REVIEWED AS TO INSURANCE REQUIREMENTS:**

BY: Adam J. Abelson DATE: 12/27/2023

**Risk Manager**  
Office of Risk Management

**APPROVED WITH REGARDS TO COUNTY ORDINANCE CHAPTER 42:**

BY: Lamont Robinson DATE: 12/27/2023

**Office of Economic Inclusion**

**APPROVED AS TO FUNDS AVAILABLE PER WISCONSIN STATUTES §59.255(2)(e):**

BY: [Signature] DATE: 1/11/2024

**Milwaukee County Comptroller**  
Office of the Comptroller

**APPROVED REGARDING FORM AND INDEPENDENT CONTRACTOR STATUS:**

BY: William G. Davidson DATE: 12/28/2023

**Corporation Counsel**  
Office of Corporation Counsel

**REVIEWED AND APPROVED BY THE COUNTY EXECUTIVE:**

BY: [Signature] DATE: 1/12/2024

**David Crowley, County Executive**  
Office of the County Executive

**APPROVED AS COMPLIANT UNDER §59.42(2)(b)5, STATS.:**

BY: Scott F. Brown DATE: 1/18/2024

**Corporation Counsel**  
Office of Corporation Counsel



## COMMUNITY BUSINESS DEVELOPMENT PARTNERS

## MILWAUKEE COUNTY

DBE Participation Recommendation

## FUNDING SOURCE

\_\_\_ Local  State  Federal  Grant If Federally Funded, what percentage? 60 %  
 Federal Source of Funds: \_\_\_ FAA \_\_\_ FTA \_\_\_ DOT (includes WisDOT) \_\_\_ Other: Byrne JAG 18546

## CONTACT INFORMATION

Contract Administrator: Karen Loebel Phone: 414 278-4626 Date: December 26, 2023  
 Email Address karen.loebel@da.wi.gov Fund: 10001 Agency: 450 Org No. 4501

## PROJECT INFORMATION

Project Name: 2024 Milwaukee Metropolitan Drug Enforcement Group (MMDEG) Project No.: MMDEG 2024 (18546-1)

Contract Scope/Project Description (**attach scope/description of work or estimating sheet**):

MMDEG is a multi-jurisdictional drug task force. The contractor, the Milwaukee Police Department, is a municipality providing investigative services to the task force pursuant to a federal Byrne-JAG grant administered by the Wisconsin Department of Justice, under the terms of the Intergovernmental Agreement which is included with this submission.

Contracting Opportunities (List NAICS codes): \_\_\_\_\_

RFP/BID will be used (Yes/No) No Advertising Date: N/A Bid/Proposal Due Date: N/A

## TYPE OF PROJECT

<u>Professional Services</u>	<u>Estimated Amount</u>	<u>Estimated Reimbursable</u>	<u>Recommended Participation</u>
	\$ <u>180,264.00</u>	\$ <u>0</u>	<u>0</u> %
<u>Construction Related</u>	<u>Estimated Amount</u>	<u>Estimated Allowance</u>	<u>Recommended Participation</u>
	\$ _____	\$ _____	_____ %
	\$ _____	\$ _____	_____ %

## APPROVALS

Is county board approval required? Budget Yes \_\_\_ No Resolution #: 2024 Budget (**attach resolution**)

## WAIVER REQUEST

**Request for a goal of 0% requires signature of department head, a full scope of project and explanation.**

Explanation: The consultant is a municipality providing investigative services to the Milwaukee Metropolitan Drug Enforcement Group task force

Karen Loebel  
 Department/Division Administrator Name

Karen Loebel  
 Signature

12/26/2023  
 Date

## CBDP USE ONLY

Concur with Recommendation \_\_\_\_\_, or provide the following goals: \_\_\_\_\_ %

This contract is exempt from a participation goal: \_\_\_ Yes \_\_\_ No

Approved: Lamont Robinson Date: 12/27/2023

**Certificate Of Completion**

Envelope Id: B8FC232E8178479CA246B5D91B251BFA

Status: Completed

Subject: Please DocuSign: 2024 Intergovernmental Agreement MCDAO - MPD; MMDEG Task Force Reimbursement

Source Envelope:

Document Pages: 5

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 1

Karen Loebel

AutoNav: Enabled

633 W. Wisconsin Ave.

Enveloped Stamping: Enabled

Suite 901

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Milwaukee, WI 53203

karen.loebel@da.wi.gov

IP Address: 165.189.75.1

**Record Tracking**

Status: Original

Holder: Karen Loebel

Location: DocuSign

12/26/2023 9:33:36 AM

karen.loebel@da.wi.gov

**Signer Events****Signature****Timestamp**

Karen Loebel

karen.loebel@da.wi.gov

Deputy District Attorney

State of Wisconsin

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 165.189.75.1

Sent: 12/26/2023 10:08:11 AM

Viewed: 12/26/2023 10:08:26 AM

Signed: 12/26/2023 10:08:53 AM

**Electronic Record and Signature Disclosure:**

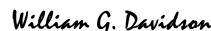
Accepted: 10/2/2019 1:52:50 PM

ID: 4102e017-a313-4bf0-a66d-36413483da02

William G. Davidson

William.Davidson@milwaukeecountywi.gov

Signing Group: Corporation Counsel

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 204.194.251.5

Sent: 12/26/2023 10:08:55 AM

Viewed: 12/27/2023 10:12:41 AM

Signed: 12/28/2023 7:01:58 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Lamont Robinson

lamont.robinson@milwaukeecountywi.gov

Director, CBDP

Milwaukee County

Signing Group: Office of Economic Inclusion

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 204.194.251.3

Sent: 12/26/2023 10:08:56 AM

Viewed: 12/27/2023 7:54:27 AM

Signed: 12/27/2023 7:54:38 AM

**Electronic Record and Signature Disclosure:**

Accepted: 3/11/2022 1:45:06 PM

ID: be35eacc-f2fa-4b7c-8e88-b25355c2d517

Comptroller

comptrollersignature@milwaukeecountywi.gov

Comptroller

Milwaukee County

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 204.194.251.3

Sent: 12/26/2023 10:08:57 AM

Viewed: 1/11/2024 3:07:25 PM

Signed: 1/11/2024 3:10:02 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Adam J. Abelson  Adam.Abelson@milwaukeecountywi.gov  Director of Risk Management  Signing Group: Risk Management  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Adam J. Abelson</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 204.194.251.5</p>	<p>Sent: 12/26/2023 10:08:57 AM  Viewed: 12/27/2023 10:28:55 AM  Signed: 12/27/2023 10:29:03 AM</p>
<p>County Executive David Crowley  David.Crowley@milwaukeecountywi.gov  Milwaukee County Executive  Milwaukee County  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Uploaded Signature Image  Using IP Address: 174.194.98.198  Signed using mobile</p>	<p>Sent: 1/11/2024 3:10:04 PM  Viewed: 1/12/2024 2:35:01 PM  Signed: 1/12/2024 2:35:07 PM</p>
<p>Scott F. Brown  scott.brown@milwaukeecountywi.gov  Deputy Corporation Counsel  Milwaukee County  Signing Group: Corporation Counsel  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Scott F. Brown</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 204.194.251.5</p>	<p>Sent: 1/12/2024 2:35:09 PM  Viewed: 1/18/2024 2:34:37 PM  Signed: 1/18/2024 2:34:45 PM</p>
<p>Amy Bartol  abarto@milwaukee.gov  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>AB</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 216.183.234.222</p>	<p>Sent: 1/18/2024 2:34:48 PM  Viewed: 1/18/2024 2:36:08 PM  Signed: 1/18/2024 2:37:00 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 1/18/2024 2:36:08 PM  ID: 43e6fc00-9489-4e6c-a882-a1028f0c15fe</p>		
<p>Jeffrey Norman  jnorma@milwaukee.gov  Chief of Police  Milwaukee Police Department  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 1/22/2024 10:36:50 AM  ID: ed4c8a15-3e0a-4eb2-acce-c68b2b943632</p>	<p><i>Jeffrey Norman</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 216.56.88.6</p>	<p>Sent: 1/18/2024 2:37:03 PM  Viewed: 1/22/2024 10:36:50 AM  Signed: 1/22/2024 10:37:56 AM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
<p>Amy Bartol  abarto@milwaukee.gov  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 1/18/2024 2:36:08 PM  ID: 43e6fc00-9489-4e6c-a882-a1028f0c15fe</p>	<b>COPIED</b>	Sent: 1/22/2024 10:37:59 AM
<p>AP Copy  APcontracts@milwaukeecountywi.gov  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 6/1/2021 7:49:55 AM  ID: 277c9bf9-4872-4c44-b14a-76b235e8006d</p>	<b>COPIED</b>	Sent: 1/22/2024 10:37:59 AM
<p>Joseph Lamers  Joseph.Lamers@milwaukeecountywi.gov  Director, Milwaukee County Office of Strategy, Budget and Performance  Milwaukee County  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<b>COPIED</b>	Sent: 1/22/2024 10:37:59 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/26/2023 10:08:11 AM
Certified Delivered	Security Checked	1/22/2024 10:36:50 AM
Signing Complete	Security Checked	1/22/2024 10:37:56 AM
Completed	Security Checked	1/22/2024 10:37:59 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **CONSUMER DISCLOSURE**

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Wisconsin Milwaukee County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [plee@milwcnty.com](mailto:plee@milwcnty.com)

**To advise Wisconsin Milwaukee County of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [plee@milwcnty.com](mailto:plee@milwcnty.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Wisconsin Milwaukee County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [plee@milwcnty.com](mailto:plee@milwcnty.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Wisconsin Milwaukee County**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [plee@milwcnty.com](mailto:plee@milwcnty.com) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>• Allow per session cookies</li><li>• Users accessing the internet behind a Proxy Server must enable HTTP</li></ul>

1.1 settings via proxy connection
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.