

DODGE COUNTY FINANCE COMMITTEE

December 8, 2015, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Adelmeyer, Frohling, Gohr, Schaefer, and Uttke.

Member absent: None.

Others present: County Board Chairman Russell Kottke, County Administrator Jim Mielke, Finance Director Julie Kolp, Deputy County Clerk Christine Kjornes, Information Technology Director Ruth Otto, Chief Deputy Sheriff Scott Smith, Physical Facilities Director Russ Freber, Highway Commissioner Brian Field, Clearview Administrator Jane Hooper, Assistant Finance Director Eileen Lifke, County Board Supervisor Jeff Berres, Human Services and Health Director Janet Wimmer, Human Resources Director Sarah Eske, Clearview Director of Finance Bill Wiley, and TAD Director Jay Westhuis.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Uttke, seconded by Gohr to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Schaefer, seconded by Uttke to approve the October 27, 2015 and the November 3, 2015, minutes as presented. Motion carried.

Finance Director Julie Kolp provided an oral report to the Committee regarding a Resolution to hire Government Finance Officers Association (GFOA) as a consultant. Ms. Kolp reported that Dodge County will be implementing a new Enterprise Resource Planning (ERP) system to replace the current JD Edwards system, and the new ERP will improve the work flows and efficiencies of Dodge County. Ms. Kolp further reported that GFOA will evaluate the current processes of Dodge County, and assist Dodge County in implementing all best practices. Ms. Kolp reported that GFOA assisted Dunn County, Wisconsin, with the implementation of a financial system, and that she contacted the Dunn County Finance Director who praised the service that GFOA has offered to Dunn County. Information Technology Director Ruth Otto stated that GFOA has an expertise in government, and GFOA will assist Dodge County in understanding the full potential of the new ERP system. Funding for the consultant fee, estimated at \$323,000 was discussed. Administrator Mielke reported an option would be to re-appropriate the Simulcast funds of \$309,000 earmarked for 2016 and seek to implement the remaining three (3) emergency channels Fire 1 channel (DOFIRE1), Dodge County Highway Department 1 channel, and the Dodge EM5 channel, in 2017. A second option would be to implement Fire 1 at an estimated cost of \$187,000 2016 and utilize the remaining budgeted Simulcast funds of \$122,000 for the GFOA proposal. It was the consensus of the Committee to have a conference call with Mike Mucha from GFOA to answer some of the Committees questions regarding the GFOA proposal. Supervisor Frohling asked Mr. Mucha what type of reports are included in the \$7,100 per month proposal. Mr. Mucha responded that the monthly

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fee does not just include the reports, this fee also includes such services as project management assistance and hourly services if issues occur. Mr. Mucha reported that the proposal includes one (1) visit each month and off site work. Supervisor Frohling stated that the 2016 budget is complete, and asked Mr. Mucha if \$120,000 could be paid in 2016, and the remainder paid in 2017. Mr. Mucha responded that GFOA is willing to work with Dodge County. Ms. Kolp and Ms. Otto stated that they had some concerns that each department would not be evaluated by GFOA, but Mr. Mucha stated that the business processes will be reviewed and some departments may be doing the same thing, and if there are unique circumstances, those departments will meet with focus groups to address the needs of their department, and additional meetings can be scheduled if needed. Supervisor Frohling reported that GFOA will be in Dodge County one to two hours each month, and each additional hour is billable at \$200.00. Ms. Kolp asked the Committee if the GFOA proposal should be modified to include the \$120,000, and Ms. Kolp stated that Corporation Counsel John Corey has not reviewed the proposed contract with GFOA. Motion by Uttke, seconded by Gohr to allow for negotiations on the terms of the contract with GFOA, and to allow Corporation Counsel John Corey to review the contract and present his findings to the Finance Committee at a future date. Motion carried.

Ms. Kolp provided an oral report to the Committee regarding a Resolution to authorize amendments to the 2015 Budgets of the Sheriff's Department and Clearview. Ms. Kolp reported that the Sheriff's Department budget and the Clearview budget need to be amended to reflect the amounts submitted. Chief Deputy Sheriff Scott Smith reported that the Sheriff's department worked with Ms. Kolp to fine tune their budget. Mr. Smith further reported that some factors that contributed to the need to request business unit transfers and a General Fund transfer was wage increases, decrease in revenues for service of civil process, decrease in revenues in water patrol, decrease in Immigrations and Customs Enforcement (ICE) and Federal detainees and inmates, and a decrease in the amount spent on New World Systems Maintenance agreement. Clearview Director of Finance Bill Wiley distributed to the Committee a document entitled *Dodge County, Wisconsin, Finance Department, Fund Transfer Form*. Mr. Wiley reported that some factors that contributed to the need to adjust the Clearview 2015 budget are an increase in occupancy in several households, increase in private pay residents, increase in Medicare residents, increase in ancillary services, such as vendors and transportation, the addition of an object line for Managed Care Organizations revenue, increase in specialized staffing, and an increase in supplies and medications due to the increase in occupancy. Mr. Wiley further reported that Clearview was assessed a penalty by the Wisconsin Department of Health Services from a 2014 survey citation, and the citation was not included in the 2015 budget, but has been paid. Ms. Kolp reported that the Fiscal Note Impact in the amount of \$522,760 set forth in this Resolution is incorrect, and the correct amount of the Fiscal Note Impact to the 2015 adopted Budget is \$510,289. Motion by Schaefer, seconded by Adelmeyer to amend the Resolution to reflect the Fiscal Note Impact in the amount of \$510, 289. Motion carried. Motion by Uttke, seconded by Gohr to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

County Board Chairman Russell Kottke provided an oral report to the Committee regarding the Resolution to purchase Wireless Voting and Microphone Systems for the Dodge County Board

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Room. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Mr. Kottke reported that this Resolution was approved by the Executive Committee, and the purchase of the Wireless Voting and Microphone Systems is included in the 2016 Budget. Mr. Kottke further reported that the pricing is valid until January 31, 2016. Motion by Uttke, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Maintenance Director Russ Freber provided an oral report to the Committee regarding Resolution 15-63 to rehabilitate the roof of the Administration Building. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Mr. Freber reported that the Administration Building roof needs to be replaced, and a satellite dish on the south side of the Administration will be removed because it is no longer in use. Mr. Freber further reported that the Henry Dodge Office Building has the same type of roofing materials that will be placed on the Administration Building, and it will have a thirty (30) year warranty. Mr. Freber reported that the winning bid was awarded to Pioneer Roofing, LLC. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution 15-61 – Purchase of Computer Hardware, Computer Software, Maintenance Services, and Support Services for Upgrading the Existing Secured Electronics Systems at the Dodge County Detention Facility and in the Dodge County Justice Facility. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Motion by Adelmeyer, seconded by Uttke to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution 15-62 – Purchase of Computer Hardware, Computer Software, Maintenance Services, and Support Services for the Purpose of Storing Surveillance Video generated in the Dodge County Detention Facility and in the Dodge County Justice Facility. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Motion by Uttke, seconded by Gohr to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to Purchase five (5) Vehicles for the Dodge County Sheriff's Department. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Motion by Schaefer, seconded by Adelmeyer to approve the Fiscal Note as

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presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to Purchase three (3) 66,000 lb. GVW Tandem Dump Truck Chassis. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Motion by Adelmeyer, seconded by Uttke to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Resolution to Purchase two (2) Quad Axle Dump Trucks. The Fiscal Note set forth in this Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of zero (0) on the 2016 adopted Budget. Supervisor Uttke asked why the lowest bid was not accepted, and what factors are considered when determining which bid to accept. Highway Commissioner Brian Field responded that the buyback proposal was a factor in choosing Madison Truck Sales, Madison, Wisconsin, as the bid winner. Mr. Field further reported that tire wear, total mileage, and body damage are factors that are considered at the time of buyback. Motion by Uttke, seconded by Schaefer to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

Ms. Eske provided a brief oral report on the purchase of Employee ID Badges. Ms. Eske reported that 500 employee badges will need to be ordered from SGTS Inc, located in Verona, Wisconsin, in the amount of \$3,997.15, and Employee ID Badges are ordered every two years. Motion by Schaefer, seconded by Adelmeyer to approve the purchase of 500 Employee ID Badges from SGTS Inc, located in Verona, Wisconsin, in the amount of \$3,997.15. Motion carried.

TAD Director Jay Westhuis provided an oral report to the Committee regarding the purchase of furniture for his office. Mr. Westhuis reported that he has a large office that only has two (2) chairs, he needs more furniture to conduct meetings in his office, and the TAD Grant funds will be used to purchase furniture for his office from Brothers Business Interiors, located in Milwaukee, Wisconsin, in the amount of \$3,194.00. Human Services and Health Director Janet Wimmer reported that the TAD Grant funds are available and need to be used. Motion by Uttke, seconded by Schaefer to approve the purchase of office furniture from Business Interiors, located in Milwaukee, Wisconsin, in the amount of \$3,194.00. Motion carried.

Mr. Freber provided an oral report to the Committee regarding the purchase of a replacement part for the emergency generator located in the Administration Building. Mr. Freber reported that the replacement part has been ordered from Total Energy Systems, LLC, located in De Pere, Wisconsin, in the amount of \$4,167.22, and that the defective part was obsolete so the replacement part is a digital controller. Mr. Freber further reported that he has monies in his budget to cover the cost of the replacement part. Motion by Uttke, seconded by Schaefer to approve the purchase of the digital controller for the emergency generator located in the

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Administration Building, from Total Energy Systems, LLC, located in De Pere, Wisconsin, in the amount of \$4,167.22. Motion carried.

Mr. Wiley provided an oral report to the Committee regarding Clearview Balance Reconciliation. Mr. Wiley reported that Clearview had two (2) material weakness findings in the year 2014, 2014-001 and 2014-002. Mr. Wiley further reported that Clearview has a billing software issue and he will be meeting with Ms. Hooper to discuss the replacement of this billing software. Supervisor Uttke asked if an internal audit is completed after corrections are made to resolve issues, and Mr. Wiley responded that he monitors each account to make sure the accounts balance.

Mr. Mielke reported that the information in the Committee packet entitled *Johnson Block Company, Inc., Schedule of Findings for 2014*, was included for the Committee to review. Ms. Wimmer reported that each one of the findings has been addressed, checks and balances have been implemented, and managers are drafting policies with procedural steps to review files and reports. Ms. Wimmer reported that the final policies can be forwarded to the Finance Committee for their review. Supervisor Uttke stated that each finding should have an auditable trail, with short term and long term actions taken to resolve the issue, and a final audit to make sure the issue has been resolved.

Ms. Kolp provided a brief update to the Committee on Kronos. Ms. Kolp reported that the Sheriff's Department is in the process of switching from Telestaff to Advanced Scheduler, and that Ms. Eske is working on implementing the employee performance evaluations portion of Kronos.

Supervisor Frohling provided an update to the Committee regarding the External Audit Review Oversight Committee. Supervisor Frohling reported that the External Audit Review Oversight Committee met yesterday, and County Board Supervisor Donna Maly, Ms. Kolp, and Ms. Wimmer will be meeting for further discussions, and the next meeting will be March 15, 2016.

Ms. Kolp reported that the contract with Johnson^Block and Company for auditing services is not due until 2017, and this item will be placed on a Finance Committee agenda at the end of 2016.

Ms. Kolp provided a brief update to the Committee regarding an Internal Revenue Service (IRS) penalty. Ms. Kolp reported that the IRS did receive the letter sent via certified mail from Attorney Matthew McLaughlin from Zetley Law Offices, S.C., located in Milwaukee, Wisconsin, regarding Dodge County's appeal to the denial of its Request for Abatement of Penalties, and that the IRS is researching our appeal.

The next regular meeting is scheduled on Tuesday, January 12, 2016, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:35 a.m.

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Gerald Adelmeyer,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.


REQUISITION FOR SHERIFF'S DEPARTMENT

Vendor Name Kiesler's Police Supply Inc.

Date 12/24/2015

Qty	Description	Unit Price	TOTAL
5	Cases of Federal Tactical .45ACP Duty Ammo	\$ 428.10	\$ 2,140.50
22	Cases of Federal American Eagle .45ACP Practice Ammo	\$ 296.50	\$ 6,523.00
1	Case of Federal Premium 9mm 147gr HST JHP Duty Ammo	\$ 243.60	\$ 243.60
1	Case of Federal American Eagle 9mm 147gr FMJ Practice Ammo	\$ 195.90	\$ 195.90
		SubTotal	\$ 9,103.00
		Shipping	
		TOTAL	\$ 9,103.00

Requested By J. Ketchem
 Charge To 2001.5347 & 2041.5347

APPROVED BY DEPT. HEAD 

Please give approved requisition to Diane Dahl for submitting to Finance. Thank you.

REQUISITION FOR SHERIFF'S DEPARTMENT


Vendor Name Kiesler's Police Supply Inc.

Date 12/24/2015

Qty	Description	Unit Price	TOTAL
14	Cases of Federal Tactical .223 55gr Duty Ammo	\$ 217.00	\$ 3,038.00
12	Cases of Federal XM193 .223 55gr Practice Ammo	\$ 148.25	\$ 1,779.00
3	Cases of Federal Tactical .223 62gr Bonded Soft Point Duty Ammo	\$ 127.08	\$ 381.24
3	Cases of Federal GM308M .308 168gr Sniper Ammo	\$ 137.68	\$ 413.04
2	Cases of Federal 12ga Tactical Slug Duty Ammo	\$ 116.50	\$ 233.00
		SubTotal	\$ 5,844.28
		Shipping	
		TOTAL	\$ 5,844.28

Requested By J. Ketchem

Charge To 2061.5347 & 2041.5347

APPROVED BY DEPT. HEAD 

Please give approved requisition to Diane Dahl for submitting to Finance. Thank you.

Kolp, Julie

From: Freber, Russell
Sent: Thursday, January 7, 2016 9:09 AM
To: Kolp, Julie
Subject: Jail Improvement Fund

Julie,

Please provide the Finance Committee the following:

I would like to use the Jail Improvement Fund for a quote from DK's Electrostatic Painting for repair painting of railings and stairwells in the Detention Facility. Asking for them to consider the proposal and then to process and o.k. the voucher when the invoice has been submitted.

Russ Freber

DK'S Electrostatic Painting

David Kroening
Owner

262-695-9154

12-31-15

To: Dodge County Physical Facilities

Maintenance Dept. Justice Facility

Attn: John Nehls

Railings & Stairways of PODS D & C taped & painted \$ 6400.00

As per our conversation, Dodge Co. Justice Facility will clean railings and stairways, as well as providing ventilation in areas being painted.

Please call Dave with any questions. His cell number is 414-588-8220.

Thank You,

Lisa Kroening

D.K.'S Electrostatic Painting, LLC



Dodge County Medical Examiner

Dodge County Administration Building

127 East Oak Street

Juneau, WI 53039-1329

(920) 386-3941

Fax: (920) 386-3998

January 12, 2016

To the Honorable Members of the Dodge County Finance Committee:

I would like to request a contingency fund transfer to Medical Examiner's Business unit 2501 not to exceed \$10,000 for the 2015 budget year.

The excess expenses were incurred primarily in the following line items:

2501.5211 Autopsy Services

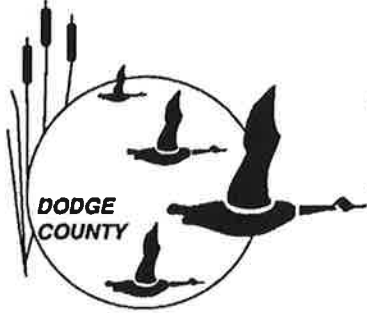
2501.5291.07 Forensic Testing

Sincerely,

Patrick J. Schoebel
Medical Examiner

DODGE COUNTY, WISCONSIN
 REVENUE AND EXPENDITURE REPORT
 FOR Medical Examiner BU 2501
 For the Twelve Months Ending December 31, 2015

DESCRIPTION	Y-T-D ACTUALS	ANNUAL BUDGET	UNEXPENDED BUDGET
00100 GENERAL FUND			
2501 MEDICAL EXAMINER			
R REVENUE			
4511 Service Fees	78,975.00-	61,450.00-	17,525.00-
4513 Document Certifica Fee	9,600.00-	8,200.00-	1,400.00-
4542 Record Copying	1,580.50-	750.00-	830.50-
4722 Public Safety	48,837.86-	62,250.00-	13,412.14
4732 Public Safety	2,415.00-	500.00-	1,915.00-
R REVENUE	141,408.36-	133,150.00-	8,258.36-
X EXPENSE			
5121 Wages-Permanent-Regula	78,683.38	81,486.00	2,802.62-
5131 Non-Productive Pay	7,090.24	.00	7,090.24
5133 Longevity Pay	.00	120.00	120.00-
5141 Social Security/Medica	11,422.22	11,849.00	426.78-
5142 WI Retirement-Employer	5,435.94	5,549.00	113.06-
5144 Hospital\Health Insura	15,899.51	16,561.00	661.49-
5145 Life Insurance	18.96	19.00	.04-
5146 Worker's Compensation	1,086.40	2,232.00	1,145.60-
5148 Unemployment Comp Bene	1,069.89	73.00	996.89
5149 Dental Insurance	1,027.44	1,027.00	.44
5154 Officers Fees	63,506.62	73,035.00	9,528.38-
5211 Medical and Dental Ser	170,844.03	159,000.00	11,844.03
5241 Motor Vehicles	1,496.03	1,500.00	3.97-
5249 Computer Maint & Repai	209.35	150.00	59.35
5279 Other Purchased Servic	52.85	90.00	37.15-
5291 Ambulance, Clinic & Ho	21,160.49	20,000.00	1,160.49
5312 Office Supls & Small E	2,347.60	1,100.00	1,247.60
5325 Registration Fees & Tu	1,235.00	1,500.00	265.00-
5332 Automobile Allowance	1,350.96	1,750.00	399.04-
5335 Meals	1.15	250.00	248.85-
5336 Lodging	.00	750.00	750.00-
5349 Other Operating Suppli	2,726.77	3,500.00	773.23-
5351 Fuel	7.78	300.00	292.22-
5391 Body Removal Expenses	.00	500.00	500.00-
5421 Co. Radio Maint & Repa	.00	250.00	250.00-
5432 Co. Vehicle Fuel Servi	1,928.12	3,500.00	1,571.88-
5471 Co. Mail Services	259.40	450.00	190.60-
5473 Co. Reproduction Servi	99.05	400.00	300.95-
5475 Co.Telephone Services	4,980.72	6,500.00	1,519.28-
5512 Vehicles & Equip Liab.	467.00	481.00	14.00-
5513 General Liability Insu	243.00	267.00	24.00-
5517 Equipment & Vehicles	4.00	10.00	6.00-
5521 Officials & Agents BON	100.00	100.00	.00
5818 Computer Equipment	2,890.32	4,925.00	2,034.68-
X EXPENSE	397,644.22	399,224.00	1,579.78-
2501 MEDICAL EXAMINER	256,235.86	266,074.00	9,838.14-
00100 GENERAL FUND	256,235.86	266,074.00	9,838.14-



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Finance Committee
From: Jim Mielke
Date: January 6, 2016

Re: Draft Request for Borrowing Proposals

For Committee discussion, please review the draft outline –

February 12, 2016

To: Dodge County Lenders

Re: Dodge County Borrowing Proposals

Dodge County is soliciting proposals to borrow up to \$2.0 million dollars for the construction of a satellite Highway Shop in Neosho. Funding for the construction of the 18,000 square foot facility is scheduled to be considered by the Dodge County Board of Supervisors on March 15th.

The borrowing proposal(s) shall include: Term of Loan
Interest Rate
Principal / Interest Payments (annual /semi- annual)

Borrowing proposals must be received by 4:00 p.m. Thursday February 25, 2016.

Please direct your proposals to: Karen Gibson,
Dodge County Clerk
127 E. Oak Street
Juneau, WI 53039

Questions related to the borrowing should be directed to Dodge County Finance Director, Julie Kolp at 920-386-3287. Questions regarding the construction project should be directed to Dodge County Highway Commissioner Brian Field at 920-386-3653.

Neosho Shop Contract and Funding Timeline

Highway Committee Meeting 1-7

Review Timeline

Finance Committee Meeting 1-12

Review Local Lenders RFP and release

Finance Committee Meeting 2-9

Updates

Open Bids 2-11

Maas Bros review and recommend

Highway Committee Meeting 3-3

Award Contracts contingent on funding

Finance Committee Meeting 3-8

Review RFPs and recommend

County Board Meeting 3-15

Consider Funding options



DODGE COUNTY FINANCE DEPARTMENT

127 E Oak Street, 4th floor, Juneau WI 53039-1309
(920) 386-3520 (phone) (920) 386-4088 (fax)

FINANCE DIRECTOR

Julie Kolp
jkolp@co.dodge.wi.us

DODGE COUNTY FINANCE COMMITTEE

David Frohling, Chair
district23@co.dodge.wi.us
Gerald Adelmeyer
district12@co.dodge.wi.us
Thomas J. Schaefer
district10@co.dodge.wi.us
Phillip Gohr
district14@co.dodge.wi.us
Wayne Uttke
district11@co.dodge.wi.us

ASSISTANT FINANCE DIRECTOR

Eileen Lifke
ellifke@co.dodge.wi.us

ADMINISTRATIVE ASSISTANTS

Carie Lagerman
carie.lagerman@co.dodge.wi.us
Mary Muskovitz
mmuskovitz@co.dodge.wi.us
Makenzie Drays
mdrays@co.dodge.wi.us

To: Dodge County Finance Committee

Date: December 29, 2015

From: Julie Kolp, Dodge County Finance Director
John Corey, Corporation Counsel

Subject: Proposed Policy Regarding Review of Separate Claims Against Dodge County in Amounts of \$10,000 or More

1. All separate claims against Dodge County in amounts of \$10,000 or more will be reviewed by the Dodge County Finance Department prior to payment.
2. The Finance Department is authorized to approve payment, deny approval of payment, or defer approval of payment.
3. In the event that the Finance Department denies approval of payment or defers approval of payment, then, in that event, the Finance Department shall contact the Dodge County Department/Office from which the claim for payment originated, and shall attempt to resolve with the Dodge County Department/Office, the basis or bases for the Finance Department's denial of approval of payment or deferment of approval of payment.
4. In the event that the Finance Department is unable to resolve with the Dodge County Department/Office the basis or bases for the Finance Department's denial of approval of payment or deferment of approval of payment, then, in that event, the Finance Director shall contact the Dodge County Administrator, and request the Administrator to assist the Finance Department to resolve with the Dodge County Department/Office, the Finance Department's denial of approval of payment or deferment of approval of payment.
5. This policy shall apply to all Dodge County Departments/Offices.
6. The Finance Department shall compile a list of all claims against Dodge County in amounts of \$10,000 or more that were reviewed by the Finance Department and approved for payment, and shall submit these lists to the Dodge County Finance Committee each month.
7. The Finance Committee shall review these lists of claims at its meetings.

Information Technology Committee

<p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No</p> <p>Fiscal Impact on the adopted 2016 Budget: \$ _____</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2015.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Wayne Uttke:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Phillip Gohr:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Gerald Adelmeyer:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting
Thomas J. Schaefer:	_____ Aye	_____ No	_____ Abstain	_____ Absent from Meeting

To: Finance Committee
From: Jim Mielke
Date: January 6, 2016

Based on recent County Board Discussion, is it appropriate to eliminate the *“Vote by Finance Committee Members to Recommend Approval of this Resolution?”*

The FISCAL NOTE box would remain, indicating whether the expenditure is in the adopted budget / amount of the fiscal impact / Date Reviewed by the Finance Committee along with the signature of the Finance Committee Chair.

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, Julie Kolp, Dodge County Finance Director, and Ruth Otto, Dodge County Information Technology Director, recently solicited a proposal from the Government Finance Officers Association (GFOA), 203 North LaSalle Street, Suite 2700, Chicago, Illinois, to provide consulting services, described as Business Process Improvement and Enterprise Resource Planning (ERP) Advisory Services, to Dodge County, for a period of time of approximately 24 months; and,

WHEREAS, on **December 2, 2015**, Finance Director Kolp received a proposal from the GFOA to provide consulting services, described as Business Process Improvement and ERP Advisory Services, to Dodge County, for a period of time of approximately 24 months at a cost of \$300,000 (GFOA proposal), a copy of which GFOA proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, at a meeting of the Finance Committee that was held on **February 9, 2016**, the Finance Committee reviewed and studied the GFOA proposal and the Finance Committee has formed the considered conclusion that it is in the best interests of Dodge County to approve and accept the GFOA proposal; and,

WHEREAS, the payment terms are a payment in the amount of \$114,000 in 2016, based on deliverables and milestones completed, and payment of the remaining balance of \$186,000 in 2017 and 2018 based on deliverables and milestones completed; and,

WHEREAS, no funds have been budgeted in the 2016 Dodge County Budget to pay for the proposed consulting services as set forth in the GFOA proposal; and,

WHEREAS, there are sales and uses tax receipts accounted for in Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), in the amount of \$114,000, available for transfer to Business Unit 1300, Independent Auditing, Account No. 3309-131, Financial Procedures Review, and sufficient to pay \$114,000 in 2016, for the purchase of consulting services from GFOA as set forth in the GFOA proposal, as deliverables and milestones are completed in 2016; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget and the 2018 Dodge County Budget, required to pay the remaining balance of \$186,000 in 2017 and in 2018, based on deliverables and milestones completed in 2017 and in 2018; and,

WHEREAS, the Finance Committee recommends to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors:

1. Authorize and approve the purchase of the consulting services as set forth in the GFOA proposal;
2. Authorize and direct the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to complete the purchase of consulting services from GFOA as set forth in the GFOA proposal; and,

3. Authorize and direct the Dodge County Finance Director to transfer the sum of \$114,000 from Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), to Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review, to be used to pay \$114,000 in 2016, for the purchase of consulting services from GFOA as set forth in the GFOA proposal, as deliverables and milestones are completed in 2016;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and approves the purchase of consulting services, described as Business Process Improvement and Enterprise Resource Planning (ERP) Advisory Services, from the Government Finance Officers Association (GFOA), 205 North LaSalle Street, Suite 2700, Chicago, Illinois, to be provided to Dodge County for a period of time of approximately 24 months, at a cost of \$300,000, as set forth in the proposal dated **December 2, 2015**, submitted to Dodge County by GFOA (GFOA proposal), a copy of which GFOA proposal has been marked for identification as Exhibit "A" and has been attached hereto;
2. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to complete the purchase of consulting services from GFOA as set forth in the GFOA proposal; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$114,000 from Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), to Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review, to be used to pay \$114,000 in 2016, for the purchase of consulting services from GFOA as set forth in the GFOA proposal, as deliverables and milestones are completed in 2016; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Finance Director in 2016, in a total amount not to exceed \$114,000, representing the purchase of consulting services from GFOA, in 2016, as set forth in the GFOA proposal, as deliverables and milestones are completed in 2016, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1305, Independent Auditing, Account No. .5219.131, Financial Procedures Review.

All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Phillip Gohr

Thomas J. Schaefer

Wayne Uttke

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffry Duchac

Janice K. Bobholz

James Houchin

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2016 Budget:

\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Cohn: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adameyer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Thomas J. Schaefer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Dodge County, Wisconsin County Sales Tax Remittances

1/4/2016

Remittance Period	Collection Period	2009	2010	2011	2012	2013	2014	2015	Previous Year	
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change
Jan	Nov	\$387,883	\$374,923	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	(\$24,263)	-5.0%
Feb	Dec	399,078	328,040	410,423	491,041	464,668	465,644	419,112	(\$46,532)	-10.0%
Mar	Jan	324,058	343,455	351,889	334,316	378,875	346,135	399,718	\$53,582	15.5%
Apr	Feb	359,105	344,008	347,948	376,618	380,068	433,718	469,683	\$35,966	8.3%
May	Mar	386,540	313,820	333,146	470,113	481,241	534,851	515,569	(19,282)	-3.6%
Jun	Apr	388,683	412,100	479,438	459,467	399,631	422,574	407,861	(14,713)	-3.5%
Jul	May	405,941	430,212	412,277	339,517	510,392	589,725	524,613	(65,112)	-11.0%
Aug	Jun	375,691	367,346	410,118	525,156	552,835	672,406	500,849	(171,557)	-25.5%
Sep	Jul	395,882	460,303	443,711	402,754	413,028	461,485	486,051	24,566	5.3%
Oct	Aug	412,145	437,649	421,047	457,675	505,310	565,940	580,603	14,663	2.6%
Nov	Sep	342,730	386,048	466,361	502,994	458,782	490,439	417,286	(73,154)	-14.9%
Dec	Oct	402,449	418,154	442,259	387,671	370,028	484,997	548,922	63,925	13.2%
		\$4,580,187	\$4,616,056	\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	(\$221,910)	
Monthly Average		381,682	384,671	407,904	423,022	442,499	496,174	477,681	(18,493)	
Highest Monthly Amt		\$412,145	\$460,303	\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$63,925	
		Oct/Aug	Sept/July	June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	Dec/Oct	
Lowest Monthly Amt		\$324,058	\$313,820	\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	(\$171,557)	
		Mar/Jan	May/March	May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Aug/Jun	
% Of Year Completed								100.0%		
Estimated Year End								\$5,732,174		

2015 Budget	Monthly Budget
\$4,322,765	360,230

	Nov-15	Dec-15	Previous Month	
			\$ Change	% Change
State	\$26,092,336	\$31,988,650	\$5,896,314	22.6%
Dodge	417,286	548,922	131,637	31.5%