

DODGE COUNTY FINANCE COMMITTEE

January 12, 2016, 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, Physical Facilities Director Russ Freber, Dodge County Medical Examiner PJ Schoebel, Captain of the Dodge County Sheriff's Department Trace Frost, Highway Commissioner Brian Field, Clearview Administrator Jane Hooper, Human Services and Health Director Janet Wimmer, Fiscal Support Services Division Manager Ken Kamps, Clearview Director of Finance Bill Wiley, and County Treasurer Patti Hilker.

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 Adelmeyer to approve the December 8, 2015 minutes as presented. Motion carried by a vote of 3 yes and 2 noes (Gohr and Uttke). Supervisor Uttke requested an amendment to the December 8, 2015 minutes, as follows: On Page 5 of 6 of the December 8, 2015 minutes, the 3rd line down from the top of the 3rd paragraph, that states: "Ms. Wimmer reported that each one of the findings has been addressed, checks and balances have been implemented", Mr. Uttke would also like to include: "Supervisor Uttke took exception to Ms. Wimmer's statement that checks and balances have been implemented because they have been addressed, but not all implemented". Motion by Gohr, seconded by Uttke to amend the minutes to include the statement that Supervisor Uttke took exception to Ms. Wimmer's statement that checks and balances have been implemented because they have been addressed, but not all implemented. Motion carried. Motion by Uttke, seconded by Gohr to approve amended minutes as presented. Motion carried.

The Committee had a brief discussion on the request from the Sheriff's Department to purchase ammunition from Kiesler's Police Supply Inc, in the total amount of \$14,947.28. Supervisor Gohr requested that future purchase requests need to include the case quantity. Motion by Gohr, seconded by Uttke to approve the purchase of ammunition from Kiesler's Police Supply Inc., in the total amount of \$14,947.28. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding the use of the Jail Improvement Fund for the purchase of services from DK'S Electrostatic Painting, LLC, for the painting of railings and stairwells located in the Dodge County Detention Facility. Mr. Freber reported he has received a quote from DK'S Electrostatic Painting, LLC, in the

DODGE COUNTY FINANCE COMMITTEE

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amount of \$6,400.00, for the taping and painting of the railings and stairwells, located in Pod D & Pod C, in the Dodge County Detention Facility. Mr. Freber further reported that the maintenance department has sanded and repainted the railings and stairwells in Pod D & Pod C, but cannot find a high quality paint that can withstand the damage done by inmates. Mr. Freber reported that the maintenance department will perform prep work on the railings and stairwells prior to DK'S Electrostatic Painting LLC arrival. Supervisor Adelmeyer asked if the railings and stairwells need to be painted. Mr. Freber answered that the railings and stairwells may rust because they are not stainless steel. Motion by Uttke, seconded by Schaefer to approve the use of the Jail Improvement Fund, in the amount of \$6,400.00, for the purchase of services from DK'S Electrostatic Painting, LLC, for the painting of railings and stairwells located in the Dodge County Detention Facility. Motion carried.

Captain of the Dodge County Sheriff's Department Trace Frost appeared before the Committee and reported that the case quantity for pistol ammunition to be purchased from Kiesler's Police Supply Inc. is 1,000, and the case quantity to be purchased from Kiesler's Police Supply Inc. for rifle ammunition is 500. Supervisor Gohr requested that future purchase requests include the case quantity.

Dodge County Medical Examiner PJ Schoebel provided an oral report to the Committee regarding a Contingency Fund Transfer request, in an amount not to exceed \$10,000.00, to be used for Autopsy Services and Forensic Testing. Mr. Schoebel reported that there was an increase in the number of non-reimbursable autopsies in the year 2015, but there was a decrease in the number of reimbursable autopsies, which includes autopsies performed on prisoners. Mr. Schoebel reported that the price of autopsies and forensic testing has increased, but he does not anticipate going over the \$10,000.00. Motion by Schaefer, seconded by Uttke to approve the Contingency Fund Transfer to Business Unit 2501, in an amount not to exceed \$10,000.00, for Autopsy Services and Forensic Testing, for the 2015 budget year. Motion carried.

Administrator Mielke provided an oral report to the Committee regarding the Request for Proposals (RFP) for borrowing, in the amount not to exceed \$2.0 million dollars, for the construction of a satellite Highway Shop in Neosho, Wisconsin. Mr. Mielke reviewed the document entitled *Neosho Shop Contract and Funding Timeline* that was included in the Finance Committee meeting packet materials. Mr. Mielke reported that \$1.9 million is included in the budget, bids would be submitted to Dodge County Clerk Karen Gibson. The project bid opening is scheduled for February 11, 2016. Mr. Mielke further reported that a full presentation related to the project will take place at the March 15, 2016 County Board meeting. The Committee had a discussion regarding the details of the borrowing proposal that should be included in the letter to Dodge County Lenders. Motion by Uttke, seconded by Schaefer to require the proposal submitted by Dodge County Lenders to include a three year term, five year term, and seven year term; level principle in annual payments; a fixed interest rate; and a no pre-payment penalty. Motion carried.

Ms. Kolp provided an oral report to the Committee regarding the Financial Plan for Petroleum Environmental Cleanup Fund Award (PECFA). Ms. Kolp reported that Dodge County has had a PECFA cleanup site, located in the City of Mayville, since 1993. Ms. Kolp further reported that

DODGE COUNTY FINANCE COMMITTEE

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Dodge County is still liable for this property, even though we have sold this property. Ms. Kolp contacted BMO Harris Bank because Dodge County had a line of credit with the bank, but a representative for BMO Harris Bank stated that the line of credit had been closed due to the lack of use. Ms. Kolp reported that she has had discussions with County Treasurer Patti Hilker and Assistant Highway Commissioner Peter Thompson, and Dodge County is temporarily paying the bills for the property, and then the County is reimbursed. Ms. Kolp further reported that Dodge County will not seek another line of credit because the program will be ending in the year 2020, and line item number 1337 has been created for PECFA in the Dodge County Budget.

Mr. Mielke provided an oral update to the Committee regarding Clearview Balance Reconciliation. Mr. Mielke reported that Clearview Director of Finance Bill Wiley, Ms. Kolp, a representative from Johnson Block, held a conference call on January 5, 2016 to review material weakness 2014-001. Ms. Kolp stated that the conference call was for accounts receivables only and they have many other balance sheet accounts that need to be looked at, evaluated, documented, and reconciled. Supervisor Uttke requested monthly written updates from Mr. Wiley. Mr. Mielke reported that an update will be provided at the February Finance Committee meeting.

Human Services and Health Director Janet Wimmer provided an oral report to the Committee regarding the 2015 Johnson Block Audit Findings. Ms. Wimmer distributed to the Committee members a document entitled *Human Services and Health Department, Documentation of the Review of Processes to Ensure Policy Compliance and Compliance with the 2015 Johnson Block Single Audit Findings*, and a document entitled *Human Services and Health Department Policies and Procedures*. Ms. Wimmer reported that there is a policy for each one of the audit findings, and the policy outlines the steps, has a sign off sheet, and additional reports. Ms. Wimmer further reported that a review will be performed prior to any annual audits, and she anticipates that all of the policies will be finalized and implemented in eight to ten weeks. Supervisor Uttke asked if there is documentation that employees have been trained on the policies. Ms. Wimmer responded that yes, there will be employee training records. Ms. Wimmer reported that presently the policies are in the testing phase, and once the department goes through the policy to make sure it works, the policy will be finalized and implemented.

Ms. Kolp provided an oral report to the Committee regarding a proposed policy to review separate claims (invoices) against Dodge County in amounts of \$10,000 or more. Ms. Kolp reported that Corporation Counsel John Corey drafted a policy regarding the review of claims exceeding \$10,000. Ms. Kolp further reported that in reviewing the draft policy, dated January 11, 2016, she added the following statement to item number one: “The purpose of review by the Dodge County Finance Department is to verify compliance with the Dodge County Budget Control Policy, a copy of which is attached hereto”. Ms. Kolp stated that a claim is any bill or any accounts payable. Ms. Kolp reported that the Finance Department reviews the claims over \$10,000, and if there are any concerns, she forwards the claim to the respective department, then the claim is reviewed by Mr. Mielke, and then the claim would be forwarded to the Finance Committee for their approval. Motion by Uttke, seconded by Adelmeyer to approve the amended proposed policy regarding the review of separate claims against Dodge County in amounts of \$10,000 or more, dated January 11, 2016. Motion carried. Dodge County Highway

DODGE COUNTY FINANCE COMMITTEE

January 12, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

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Commissioner Brian Field stated that the Highway Department has never had to have a review of purchases of \$10,000 or more, and all bills go to the Highway Committee for review. Supervisor Frohling stated that the policy states that the review of purchases of \$10,000 or more applies to all Dodge County Departments/Offices, and that it is important that the Finance Department reviews the claims.

Supervisor Frohling provided an oral report to the Committee regarding the language following the fiscal note on Resolutions. Supervisor Frohling reported that there has been discussions on eliminating the “Vote by Finance Committee Members to Recommend Approval of this Resolution.” statement from Resolutions. Supervisor Frohling further reported that the Finance Committee reviews the fiscal impact. Motion by Schaefer, seconded by Uttke to keep the Fiscal Note box, but eliminate the “Vote by Finance Committee Members to Recommend Approval of this Resolution” statement from Resolutions. Motion carried.

Ms. Kolp provided an oral update to the Committee regarding a Resolution to hire Government Finance Officers Association (GFOA) as a consultant. Ms. Kolp reported that Mr. Mielke, Information Technology Director Ruth Otto, Supervisor Dave Frohling, and herself participated in a conference call with Mike Mucha from GFOA to review terms of the proposal. Corporation Counsel John Corey has also reviewed the proposal. Ms. Kolp further reported that she has included in the Finance Committee meeting packet materials a memo dated January 11, 2016, from Mr. Corey, in which Mr. Corey provides his findings in the review of the revised proposal to Dodge County, Wisconsin, for Business Process Improvement and Enterprise Resource Planning (ERP) Advisory Services originally dated November 2, 2015, and revised December 2, 2015 submitted GFOA. Ms. Kolp reported that the draft Resolution will be discussed at the Information Technology meeting that is scheduled for January 13, 2016. Ms. Otto stated that GFOA is a consulting service that will gather information, look at the system Dodge County will be purchasing, and then meet with departments to show them how the new ERP system will work. The Committee had a discussion on the importance of designating individuals that would have the responsibility and authority to make decisions regarding the implementation process. Supervisor Frohling suggested that a paragraph could be added to the Resolution to include this designation of responsibility and authority regarding the implementation process.

County Treasurer Patti Hilker provided an oral report to the Committee regarding County Investments. Ms. Hilker reported that a new tax and settlement program has been implemented, and money is coming in on settlements. Ms. Hilker further reported that there were no big changes in investments in October of 2015, but in November of 2015, Ms. Hilker invested in a CD through Wells Fargo, and interest added will be seen going forward. Ms. Hilker reported that in December of 2015, Dodge County received \$1.0 million including interest, and she will re-invest that amount with Landmark Credit Union.

Supervisor Frohling reported that the estimated year end of the County Sales Tax Remittances was \$5,732,174.

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, the

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talent acquisition portion is still being worked on, which will allow job applications to be submitted electronically, and Ms. Eske is working on implementing the employee performance evaluations portion of Kronos. Ms. Kolp further reported that the Highway Department will not be implementing activities, but the Maintenance Department will.

Mr. Mielke provided an oral report to the Committee regarding the Dodge County Leaders Consortium. Mr. Mielke reported that on January 4, 2016, County Board Chairman Russell Kottke, Supervisor Donna Maly, Supervisor MaryAnn Miller, Supervisor Jeff Berres, and himself attended a meeting in the City of Beaver Dam, that was chaired by the City of Beaver Dam Mayor Tom Kennedy. Mr. Mielke reported that sales tax sharing was discussed at the meeting, and the Consortium will meet again in April.

Mr. Mielke provided an oral update to the Committee regarding the External Audit Review Oversight Committee. Mr. Mielke reported that Ms. Kolp, Supervisor Maly, Ms. Wimmer, Fiscal Support Services Division Manager Ken Kamps, and himself met on January 5, 2016, to discuss the status of the Baker Tilly findings, and provide feedback from the December 7, 2015 meeting.

Ms. Kolp provided an oral report to the Committee regarding unclaimed funds. Ms. Kolp reported that in 2007, the Clerk of Courts did an assessment of old unclaimed funds which totaled in the amount of \$24,000, and recently, it was \$40,000. Ms. Kolp further reported that Clerk of Courts Deputy Pam Knapp researched the Wisconsin State Statutes, and Ms. Knapp found out that unclaimed funds need to be held for ten years, and after that, the unclaimed funds can be turned over to the County Treasurer if there is no claim against those funds.

Ms. Kolp provided a brief update to the Committee regarding an Internal Revenue Service (IRS) penalty. Ms. Kolp reported that the IRS has received Dodge County's appeal to the denial of its Request for Abatement of Penalties, and the appeal has been forwarded to another department within the IRS. Ms. Kolp further reported that a teleconference will be scheduled between Attorney Matthew McLaughlin from Zetley Law Offices, S.C., and the IRS to discuss the appeal by Dodge County.

The next regular meeting is scheduled on Tuesday, February 9, 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 10:05 a.m.

Gerald Adelmeyer,
Secretary

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

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Finance Committee has set forth in a document entitled *Requests To Carry Over Funds From Budget Year 2015 To Budget Year 2016*, a list of requests that it has recently received from department heads/managers/directors to carry over unexpended funds and related revenues from Budget Year 2015 to Budget Year 2016; and,

WHEREAS, a copy of the document entitled *Requests To Carry Over Funds From Budget Year 2015 To Budget Year 2016*, has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, in connection with each of these requests by department heads/managers/directors to carry over funds, the Finance Committee has:

1. Confirmed with the department heads/managers/directors that the funds will be used in Fiscal Year 2016 for the same purpose or purposes for which the funds were originally appropriated;
2. Received a recommendation from the committee of jurisdiction of each department that has made a request; and,
3. Received a recommendation from the county administrator; and,

WHEREAS, the Finance Committee has considered the requests by department heads/managers/directors, the recommendations of the committees of jurisdiction and the recommendations of the county administrator, and has formed the considered conclusion that it is in the best interests of Dodge County for the Dodge County Board of Supervisors to carry over funds from Budget Year 2015 to Budget Year 2016, as requested;

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

1. Carries over funds from the 2015 Dodge County Budget, from those business units and in those amounts set forth in Exhibit "A", attached hereto, in a total amount of \$596,234, and appropriates those funds to the 2016 Dodge County Budget;
2. Appropriates to the 2016 Dodge County Budget the funding necessary to cover the carry over expenditures by appropriating to the 2016 Dodge County Budget the related 2015 fund balances in the amount of \$596,234; and,
3. Authorizes and directs the Dodge County Finance Director to make all necessary adjustments to the 2016 Dodge County Budget arising from the adoption of this Resolution by the Dodge County Board of Supervisors.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas J. Schaefer

Phillip Gohr

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

Requests To Carry Over Funds from Budget Year 2015 to Budget Year 2016

1.

Human Services and Health				
Business Unit	Original Amount	Carryover Amount	Project/Specific Purpose	Justification
A. 4855	\$ 194,212	100,962	Netsmart Technologies myEvolv software	County Board resolution 15-29 allocated this funding. We are in the midst of software implementation to be completed in 2016

2.

Information Technology				
Business Unit	Original Amount	Carryover Amount	Project/Specific Purpose	Justification
A. 1811	\$ 40,000	\$ 30,000	F5 Load Balancer	Project was started late in the year and is not completed.
B. 1811	\$138,200	\$27,000	Ironport / Firewall replacement	Devices are installed and paid for but engineering fees were withheld until a bug is fixed. Fix is expected April 2015.

3.

Land Resources and Parks				
Business Unit	Original Amount	Carryover Amount	Project/Specific Purpose	Justification
A. 7863	\$ 6,000	\$ 6,000	North Pavilion Concrete	Pavilion needs to be moved to better soils/higher ground for increased longevity and use. Working around park reservations, activities & contractor schedule prevented work from getting done.
B. 7865	\$79,509	\$ 57,476	Danville Camping Area Rehab	Permitting and scheduling delays were further disrupted with the wind storm damage and clean up. Some of the work was started prior to snowfall in December by Hwy Dept.
C. 7866	\$2,000	\$ 2,000	Replace a collapsing culvert	Water regulation permitting delayed the project and then lack of sufficient ground freeze before the snow cover prevented work at end of the year
D. 811	\$180,000	\$ 60,000	Land Information Management System Software (LIMS)	Implementation of new land information management system to integrate land records (tax, assessment, public access, permits) was not completed in 2015 as anticipated; will be completed in 2016

4.

Sheriff				
Business Unit	Original Amount	Carryover Amount	Project/Specific Purpose	Justification
A. 2032	\$ 89,206	\$ 89,206	Radio Communication dispatch console	Delivery and installation changed to the early months of 2016

5.

County Building/Maintenance				
Business Unit	Original Amount	Carryover Amount	Project/Specific Purpose	Justification
A. 1901	\$10,000	\$10,000	Boulevards	Numerous options are being considered to make sure it's done right and acceptable to the City of Juneau
B. 1905	\$11,000	\$4,745	Thermostats	Purchased the amount that our staff had time to do last year, sent some of the old ones in for repairs for cost savings. Will need to purchase more this year.
C. 1905	\$375,000	\$173,620	Air Conditioner Replacement	Project started last fall not finished will be working to finish for 2016 cooling season
D. 1906	\$1,000	\$1,000	Motorola Radio	Replaced non- functioning radio's in 2015. Budgeted for 9 in 2016 but can get a discount if we purchase quantity of 10 because of special promotion.
E. 2901	\$22,000	\$22,000	Flooring	Had other projects going on didn't have staff to commit to do this project in the Courthouse last year.
F. 2902	\$10,000	\$6,810	Counter Top Replacement	Do to Security Electronics' Project starting in 2016 the counter tops could not be repaired until all new equipment is installed on them.
G. 2902	\$6,000	\$5,415	Counter Top Replacement	Do to Security Electronics' Project starting in 2016 the counter tops could not be repaired until all new equipment is installed on them.

Total Amount of Funds Requested to be Carried Over:

\$ 596,234

RESOLUTION NO. 15-_____

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

WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee (the Committee) has studied and analyzed the current Dodge County Compensation Plan, also known as the Dodge County labor grade structure; and,

WHEREAS, as a result of this study and analysis, the Committee is concerned about the continuing market competitiveness and the internal and external consistency of the Dodge County labor grade structure, and has formed the considered conclusion that it is necessary to engage a compensation consultant to provide compensation consulting services to study and analyze the Dodge County labor grade structure, and to make and submit a written report, including recommendations, to the Committee; and,

WHEREAS, the Committee has received a proposal from Carlson Dettmann Consulting, LLC, 6733 Frank Lloyd Wright Avenue, Middleton, Wisconsin (Carlson Dettmann), a compensation consultant, to provide compensation consulting services to study and analyze the Dodge County labor grade structure, and make and submit a written report, including recommendations, to the Committee, at a total cost not to exceed \$17,500, (the Carlson Dettmann proposal); and,

WHEREAS, a copy of the Carlson Dettmann proposal has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, the Committee has reviewed and considered the Carlson Dettmann proposal, and has formed the considered conclusion that it is in the best interests of Dodge County to accept the Carlson Dettmann proposal; and,

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

WHEREAS, there are funds in the amount of \$17,500 in the 2015 Budget for the Dodge County Human Resources Department, in various wages and fringe benefits object expenditure accounts in Business Unit 901 and Business Unit 921, available for carryover to the 2016 Budget for the Human Resources Department and available for transfer to Business Unit 901, Human Resources, Account No. .5219.0901, Compensation Assessment Services, and sufficient to pay for the purchase of compensation consulting services as set forth in the Carlson Dettmann proposal; and,

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

1. Authorize and approve the purchase of the compensation consulting services as set forth in the Carlson Dettmann 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 compensation consulting services as set forth in the Carlson Dettmann proposal; and,

3. Authorize and direct the Dodge County Finance Director to carry over funds in the amount of \$17,500 in the 2015 Budget for the Dodge County Human Resources Department, in various wages and fringe benefits object expenditure accounts in Business Unit 901 and Business Unit 921, to the 2016 Budget for the Human Resources Department, and transfer these funds in the amount of \$17,500 to Business Unit 901, Human Resources, Account No. .5219.0901, Compensation Assessment Services, to be used to pay for the purchase of compensation consulting services as set forth in the Carlson Dettmann proposal;

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

1. Authorizes and approves the purchase of compensation consulting services from Carlson Dettmann Consulting, LLC, 6733 Frank Lloyd Wright Avenue, Middleton, Wisconsin (Carlson Dettmann), at a total cost not to exceed \$17,500, to study and analyze the current Dodge County Compensation Plan, also known as the Dodge County labor grade structure, and to make and submit a written report, including recommendations, to the Dodge County Human Resources and Labor Negotiations Committee (the Committee), as set forth in a proposal that the Committee has received from Carlson Dettmann (the Carlson Dettmann proposal), a copy of which Carlson Dettmann 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 compensation consulting services as set forth in the Carlson Dettmann proposal; and,
3. Authorizes and directs the Dodge County Finance Director to carry over funds in the amount of \$17,500 in the 2015 Budget for the Dodge County Human Resources Department, in various wages and fringe benefits object expenditure accounts in Business Unit 901 and Business Unit 921, to the 2016 Budget for the Human Resources Department, and transfer these funds in the amount of \$17,500 to Business Unit 901, Human Resources, Account No. .5219.0901, Compensation Assessment Services, to be used to pay for the purchase of compensation consulting services as set forth in the Carlson Dettmann proposal; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Finance Director, in a total amount not to exceed \$17,500, representing the purchase of compensation consulting services from Carlson Dettmann, as set forth in the Carlson Dettmann proposal, 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 901, Human Resources, Account No. .5219.0901, Compensation Assessment Services.

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

Dodge County Human Resources and Labor Negotiations Committee:



Joseph Marsik



Jeffrey Duchac



David Frohling



Dennis Schmidt



Richard Greshay

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

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
THE COUNTY OF DODGE, WI
AND
CARLSON DETTMANN CONSULTING, LLC**

This professional service agreement (hereinafter the "Agreement") is made and entered into by and between Dodge County, WI (hereinafter "the County") and Carlson Dettmann Consulting, LLC, a Wisconsin limited-liability company (hereinafter "Consultant").

WHEREAS, Consultant assisted the County in developing its current pay plan; and

WHEREAS, labor markets in the region have changed substantially, and the County is concerned about continuing market competitiveness; and

WHEREAS, the County wishes to enter into an agreement with Consultant to provide professional consulting services for market measurement and pay plan management services.

THEREFORE, the County and Consultant agree to the following:

1. Term. The term of this Agreement shall be from date of signing until terminated by the County or the Consultant. The parties agree that, barring any unforeseen circumstances, the Consultant's findings and recommendations will be delivered to the County on or before July 1, 2016.
2. Scope of Services. The Consultant shall provide to the County consulting services as follows:
 - a) Market study update. Consultant will measure labor markets for the County using the benchmark jobs and public sector organizations measured in the most recent study, as well as an expanded list of market matches so that the County can make the most appropriate choice on its market comparisons.
 - b) Consultant will include data that reflect private sector benchmarks from its data library for those jobs that it can match. All data will be provided in summary form.
 - c) Consultant will review turnover, current hiring practices and internal policy controls on recruitment and recommend policy adjustments as appropriate.
 - d) Consultant will provide a revised pay plan structure based upon the market study.
 - e) Consultant will conduct job evaluation reviews as requested by the County for positions it concludes have experienced a substantial change in duties since the most recent pay study and recommend pay plan placement.
3. Fees. The County shall pay the Consultant at the following rates for services agreed upon:
 - a) Base Project Fee. Excepting 3. b) below, the professional fee for the market review portion of the project shall be performed at a cost not-to-exceed \$17,500, and includes:
 - i) The review of revised or new documentation for up to 25 jobs.
 - ii) Onsite meetings to include:
 - (1) An initial meeting with the County to ascertain issues, concerns, and to properly identify the data requirements of the project; and
 - (2) Meetings, to be scheduled over the course of two (2) days, with the County's department heads to discuss matters relating to the scope of this project; and

- (3) Up to two (2) committee meetings to discuss the status of the project and/or review the findings of the project; and
- (4) Up to two (2) meetings with the County Board of Supervisors to review the findings of the project and/or aide with the adoption of said project.

b) Additional Fees:

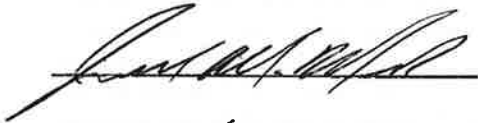
- i) Consultant services agreed upon that are greater than the scope of this Agreement (e.g. consulting on merit pay allocation alternatives; onsite meetings in excess of those defined above; etc.) shall be at Consultant's normal rates unless agreed upon otherwise by the County and Consultant. However, subject to scheduling and mutual agreement, meetings conducted by telephone and/or web conference are not subject to any additional fee.
 - ii) Jobs submitted to Consultant for job evaluation in excess of 25 shall be charged at \$250 per evaluation.
 - iii) For meetings in excess of those defined above, the County will reimburse Consultant for travel time and "out-of-pocket" expenses for mileage, meals, or lodging.
4. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports upon request by the County.
 5. Performance Requirements of County. The County shall provide and make available to the Consultant access to its human resources and related systems of record as necessary to fulfill said services.
 6. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of the County under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to County employees shall accrue to the Consultant or its employees performing services under this Agreement.
 7. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless the County, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the County, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees. The County agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the County, its officers or employees.
 8. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Management System, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. Client

(including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.

9. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin in effect on the date of this Agreement.
10. Assignment. Neither party to this Agreement may assign or transfer this Agreement, or any part thereof, without the written consent of the other party.
11. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
12. Binding Effect. This Agreement shall extend to and be binding upon and inure to the benefit of the parties.
13. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by the County and the Consultant.

DODGE COUNTY, WI

By:



Date:

1/14/2012

CARLSON DETTMANN CONSULTING, LLC

By:

Charles E. Carlson, Partner

Date:

RESOLUTION NO. _____

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

WHEREAS, there are funds in the amount of \$3,500 in the 2015 Budget for the Dodge County Clerk in Business Unit 1204, Elections, Account No. .5313, Ballot Printing and Duplication, which funds were appropriated for the purpose of paying for the printing of ballots, available to carry over to the 2016 Budget for the County Clerk, and available for transfer to Business Unit 1204, Elections, Account No. .5312, Office Supplies and Small Equipment, which funds are proposed to be used in 2016 to pay for the purchase of office supplies and small equipment; and,

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

1. Authorize and direct the Dodge County Finance Director to carry over funds in the amount of \$3,500 in the 2015 Budget for the Dodge County Clerk in Business Unit 1204, Elections, Account No. .5313, Ballot Printing and Duplication, and transfer these funds in the amount of \$3,500 to Business Unit 1204, Elections, Account No. .5312, Office Supplies and Small Equipment, to be used in 2016 to pay for the purchase of office supplies and small equipment; and,

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

1. Authorizes and directs the Dodge County Finance Director to carry over funds in the amount of \$3,500 in the 2015 Budget for the Dodge County Clerk in Business Unit 1204, Elections, Account No. .5313, Ballot Printing and Duplication, to the 2016 Budget for the Dodge County Clerk, and transfer these funds in the amount of \$3,500 to Business Unit 1204, Elections, Account No. .5312, Office Supplies and Small Equipment, to be used in 2016 to pay for the purchase of office supplies and small equipment.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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RESOLUTION NO. _____

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

WHEREAS, there are funds in the amount of \$25,000 in the 2015 Budget for the Dodge County Physical Facilities Maintenance Department (Maintenance Department) in Business Unit 2901, Courts Building Maintenance, which funds were appropriated for the purpose of paying for the installation of an air conditioner in Room B010 in the basement of the Dodge County Courthouse, available to carry over to the 2016 Budget for the Physical Facilities Maintenance Department, and available for transfer to Business Unit 1903, Legal Services Building, which funds are proposed to be used in 2016 to pay costs associated with the installation of two air conditioning units in the Dodge County Legal Services Building; and,

WHEREAS, there are funds in the amount of \$7,810 in the 2015 Budget for the Maintenance Department in Business Unit 2901, Courts Building Maintenance, which funds were appropriated for the purpose of paying for pipe insulation at the Dodge County Courthouse, available to carry over to the 2016 Budget for the Maintenance Department, which funds are proposed to be used in 2016 to pay for the removal and replacement of countertops in the Courtroom of Branch I of the Dodge County Circuit Court; and,

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

1. Authorize and direct the Dodge County Finance Director to carry over funds in the amount of \$25,000 in the 2015 Budget for the Maintenance Department in Business Unit 2901, Courts Building Maintenance, to the 2016 Budget for the Maintenance Department, and to transfer these funds in the amount of \$25,000 to Business Unit 1903, Legal Services Building, to be used in 2016 to pay costs associated with the installation of two air conditioning units in the Legal Services Building; and,
2. Authorize and direct the Finance Director to carry over funds in the amount of \$7,810 in the 2015 Budget for the Maintenance Department in Business Unit 2901, Courts Building Maintenance, to the 2016 Budget for the Maintenance Department, to be used in 2016 to pay for the removal and replacement of countertops in the Courtroom of Branch I of the Dodge County Circuit Court;

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

1. Authorizes and directs the Dodge County Finance Director to carry over funds in the amount of \$25,000 in the 2015 Budget for the Dodge County Physical Facilities Maintenance Department (Maintenance Department) in Business Unit 2901, Courts Building Maintenance, to the 2016 Budget for the Maintenance Department, and to transfer these funds in the amount of \$25,000 to Business Unit 1903, Legal Services Building, to be used in 2016 to pay costs associated with the installation of two air conditioning units in the Dodge County Legal Services Building; and,

2. Authorizes and directs the Finance Director to carry over funds in the amount of \$7,810 in the 2015 Budget for the Maintenance Department in Business Unit 2901, Courts Building Maintenance, to the 2016 Budget for the Maintenance Department, to be used in 2016 to pay for the removal and replacement of countertops in the Courtroom of Branch I of the Dodge County Circuit Court.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

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



HIGHWAY DEPARTMENT

DODGE COUNTY HIGHWAY COMMISSION

211 East Center Street
Juneau WI 53039-1309
(920) 386-3650 (phone)
(920) 386-3525 (fax)



AIRPORT TERMINAL BUILDING

COMMISSIONER
Brian Field
bfield@co.dodge.wi.us

MEMO TO: Finance Committee

FROM: Brian Field, Commissioner

**DODGE COUNTY
HIGHWAY
COMMITTEE**
Harold J. Johnson,
Chair
Jeff Berres
Chester Caine
Randy Grebel
William T. Muche

DATE: January 29, 2016

SUBJECT: 2015 Budget Amendment Summary

**ASSISTANT
COMMISSIONER**
Peter L. Thompson
pthompson@co.dodge.wi.us

We submit these proposed budget amendments to account for additional revenues received from the Wisconsin Department of Transportation through the performance based maintenance contracts. The additional revenues were utilized primarily to cover costs incurred to provide the services. The net gain was applied to the purchase of additional equipment and to fund two additional full-time positions in the department.

**PATROL
SUPERINTENDENTS**
Nate Minnig
nminnig@co.dodge.wi.us

We also received a rebate from US Bank for our credit card purchases in 2015. The revenue helped to fund additional equipment purchased.

**SHOP
SUPERINTENDENT**
John Haase
jhaase@co.dodge.wi.us

A combination of unspent CTH Maintenance money and unspent Snow and Ice money is being proposed to cover the cost overrun experienced in our Capital Projects Highway Reconstruction Business Unit.

**OPERATIONS
SUPERINTENDENT**
Steve Pett
spett@co.dodge.wi.us

When our final 2015 year end accounting is completed, any remaining funds will be considered unreserved retained earnings in the Highway Commission fund.

OFFICE MANAGER
Lori M. Fett
lfett@co.dodge.wi.us

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget on November 12, 2014; and,

WHEREAS, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Highway Department, as set forth in Exhibit "A", which has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Highway Department, as set forth in Exhibit "A", which has been attached hereto.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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**Dodge County, Wisconsin
Finance Department
Fund Transfer Form**

Resolution Number:

Department: Highway

For Finance Department use only

Project# _____

Batch# _____

GL Date: _____

Description of Adjustment:

Please see Memo to: Finance Committee From: Brian Field, Commissioner
Dated: January 29, 2016 RE: 2015 Budget Amendment Summary

Budget Amendments			Account Title	Amount
Business Unit Number	Account Object Number			
Revenue Decreases				
3321	4723		STHS Maintenance Servs-Routine	350,860
Revenue Increases				
3111	4895	142	Hwy Administration-US Bank Rebate	(16,901)
3312	4723	06	CTHS Snow & Ice-Salt Storage	(13,704)
3322	4723	01	STHS Road/Bridge Const-Services	(341,132)
3322	4723	02	STHS Road/Bridge Const-Rec/Rep	(9,728)
3328	4723	01	STHS Other-Services	(124,267)
3328	4723	02	STHS Other-Rec/Rep	(5,369)
Expenditure Increases				
3281	5494		Capital Asset Acq-Materials & Sup	81,891
3313	5121		CTHS Road Const-Labor	34,580
3313	5122		CTHS Road Const-Overtime	21,668
3313	5491		CTHS Road Const-Employee Benefits	73,155
3313	5492		CTHS Road Const-Field Small Tools	6,906
3313	5493		CTHS Road Const-Machinery & Equip	141,906
3313	5494		CTHS Road Const-Materials & Sup	27,685
3322	5121		STHS Road/Bridge Const-Wages	42,412
3322	5122		STHS Road/Bridge Const-Wages OT	68
3322	5491		STHS Road/Bridge Const-EE Benefits	31,330
3322	5492		STHS Road/Bridge Const-Field Sm TI	1,845
3322	5493		STHS Road/Bridge Const-Mach/Equip	81,039
3322	5494		STHS Road/Bridge Const-Materials	68,491
3328	5121		STHS Other- Wages	21,962
3328	5122		STHS Other- Wages OT	3,093
3328	5491		STHS Other - Benefits	18,032
3328	5492		STHS Other-Field Small Tools	1,096
3328	5493		STHS Other-Mach/Equip	18,276
3328	5494		STHS Other-Materials	61,808
Expenditure Decreases				
3311	5493	11	CTHS Westside Maint-Mach/Equip	(75,200)
3311	5493	12	CTHS Eastside Maint-Mach/Equip	(50,550)
3311	5493	01	CTHS Centerline Marking-Mach/Equip	(7,360)
3311	5493	02	CTHS Westside Sealcoat Maint-Mach/Equip	(13,950)
3311	5493	03	CTHS Eastside Sealcoat Maint-Mach/Equip	(11,180)
3311	5494	02	CTHS Eastside Sealcoat-Materials	(49,650)
3312	5493		CTHS Snow & Ice Control-Mach/Equip	(19,660)
3321	5121		STHS Maintenance-Wages	(64,374)
3321	5122		STHS Maintenance-Wages-OT	(3,161)
3321	5491		STHS Maintenance-Benefits	(49,362)
3321	5492		STHS Maintenance-Field Small Tools	(2,941)
3321	5493		STHS Maintenance-Mach/Equip	(99,315)
3321	5494		STHS Maintenance-Materials	(130,299)
Funds Applied				
				0.00



Human Services & Health Department

Memo

To: Finance Committee
From: Kenneth Kamps, Division Manager – Fiscal and Support Services
CC: Janet Wimmer, Julie Kolp, Jim Mielke
Date: January 28, 2016
Re: 2015 Budget Amendments

Pursuant to a thorough review of the current 2015 revenues and expenditures we hereby request our department's 2015 budget be amended. We have increased revenues in certain areas due to modification of State contracts and increased Wisconsin Medical Assistance Program Cost Report payments. Secondly, there are some business units where expenditures are exceeding budgeted levels due to increased Mental Health and Children's out of home placements and services. Division Managers and Supervisors made a conscientious effort to decrease expenditures in a number of areas by reducing services and not refilling some positions funded in the 2015 budget. The specific business units and accounts impacted by this budget amendment are detailed on the attachment to this memorandum.

Overall the expenditure increase equals the expenditure decrease and revenue increase thus creating no overall budget impact. We are not requesting any general fund transfer related to these 2015 budget amendments.

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget on November 12, 2014; and,

WHEREAS, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Human Services and Health Department, as set forth in Exhibit "A", which has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Human Services and Health Department, as set forth in Exhibit "A", which has been attached hereto.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
--



Dodge County, Wisconsin Finance Department Fund Transfer Form

Resolution Number:

Department: Health and Human Services Fund

For Finance Department Use Only

Doc# _____

Batch# _____

GL Date: _____

Description of Adjustment:

Please see the attached memo To: Finance Committee, From: Kenneth Kamps, Division Manager-Fiscal Support Services
CC: Janet Wimmer, Julie Kolp, Jim Mielke, Date: January 28, 2016 Re: 2015 Budget Amendments

Budget Amendments			Account Title	Amount
Business Unit Number	Account-Object Number	Subsidiary Number		
Revenue Increases				
4801	4578	01	MA-Deficit Reduction	(56,987)
4804	4578	01	MA-Deficit Reduction	(131,470)
4807	4575	05	CSP-Medicaid	(30,375)
4808	4578	01	MA-Deficit Reduction	(153,173)
4047	4224	404	WIC Grant Funding	(57,912)
5732	4225	568	Advocac Volunteer	(9,102)
Expenditure Increases				
4807	5279		Other Professional Service	58,584
4809	5279	401	Daybreak - Horicon	92,950
4809	5279	446	Daybreak - Waupun	58,000
4809	5279	476	Evergreen Manor	36,000
4811	5279	03	Psychiatric evals	27,600
4855	5279	131	Financial Procedure	10,000
4855	5279		Computer Maint & Repair	12,700
4855	5813		Computer Equipment	88,850
4882	7331		Volunteer travel	7,569
5010	5273	02	Children residential services	100,000
5031	5799		Sundry Contractual Service	52,000
5732	5275		Dietary Services	11,000
Expenditure Decreases				
4809	5279	464	Golden Years Living Center	(36,234)
4809	5279	468	Other CBRF	(69,000)
5742	5275		Dietary Services	(11,000)

Exhibit "A"

Memorandum

Clearview Budget Adjustment Request January 28, 2016

Revenue Adjustments:

Clearview has seen higher than budgeted revenue in several miscellaneous ancillary accounts. These include Cable / Telephone revenue, therapies, and other private pay charges.

Clearview has collected old assessments that were due from other counties. The increase in the amount of the collections exceeded our budgeted amount for the 2015.

Collections from various payer sources such as Managed Care Organizations, Medicaid, and private pay residents have exceeded budget projections.

Expense Adjustments:

The Nursing Home, Behavioral Health, Community Group Home, Physician Services, Activities, and Dietary areas have additional salary and fringe benefits costs. This is due to higher than budgeted census in most areas of Clearview.

Additional expenses due to higher than budgeted census are medical and resident supplies, medications, therapies, and ancillary services.

Additional expenses are; bad debts expense and increased licensed staff insurance due to the addition of a doctor. Bad debts expense increased slightly in some areas of the facility due to the change in Clearview's method of estimating the allowance for doubtful accounts.

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget on November 12, 2014; and,

WHEREAS, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

1. In Clearview, as set forth in Exhibit "A", which has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

1. In Clearview, as set forth in Exhibit "A", which has been attached hereto.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

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



**Dodge County, Wisconsin
Finance Department
Fund Transfer Form**

Resolution Number:

Department: Clearview Fund: 645

For Finance Department Use Only

Doc# _____

Blat# _____

CL Date _____

Description of Adjustment:

Memorandum - Clearview Budget Adjustment Request - January 28, 2016

Budget Amendments			Account Title	Amount
Business Unit Number	Account Object Number	Subsidiary Number		
Revenue Increases				
4519	4697		Other Revenue	(67,881)
4520	4613		PVT-Ancillary	(798)
4520	4652		MA MCO Revenue	(29,205)
4520	4734	451	MCHA Assessme	(100,000)
4521	4696		Medicaid-ICF MR	(175,000)
4524	4802		Private Pay Revenue	(100,000)
4524	4794	02	Clrv-DD-Unifi	(50,316)
4525	4652		MA MCO Revenue	(39,000)
4525	4734	45	CV Other Coun	(115,000)
4527	4602		Private Pay Revenue	(25,150)
Expenditure Increases				
4520	5100		Salary & Fringe Benefits	475,000
4520	5211	30	MC-Occup Thrp	5,000
4520	5211	32	MC-Phys Thrpy	5,000
4520	5211	36	MC-Laboratory	7,500
4520	5341		Incontinent Supplies	4,600
4520	5571	01	Bad Debt-Medi	1,500
4520	5571	02	Bad Debt-Medi	4,200
4520	5571	03	Bad Debt-Comm	7,250
4521	5349		MA-Other Supplies	2,250
4525	5100		Salary & Fringe Benefits	105,000
4525	5571	01	Bad Debt-Medi	2,900
4527	5100		Salary & Fringe Benefits	14,000
4528	5349		Other Supplies	11,250
4532	5100		Salary & Fringe Benefits	4,000
4538	5100		Salary & Fringe Benefits	14,500
4541	5100		Salary & Fringe Benefits	30,000
4582	5514		Ins-Professional Liabi	8,400
Funds Applied				

STEVEN G. BAUER, CIRCUIT JUDGE
DODGE COUNTY CIRCUIT COURT, BRANCH FOUR
Dodge County Justice Facility
210 West Center Street
Juneau, Wisconsin 53039-1091
920) 386-4050 FAX (920) 386-3587

Doreen Strebblow, RPR
(920) 386-4049
Court Reporter

Barbara N. Brandt
(920) 386-4050
Judicial Assistant

MEMORANDUM

To: Dodge County Finance Committee
James Mielke, County Administrator

From: Steven G. Bauer, Circuit Judge



Date: February 1, 2016

Re: Budget Adjustment – Circuit Courts

Attached you will find a fund transfer request to move funds among budget units to cover an increase in expenditures for psychiatric evaluations. The main adjustment is a \$49,500 increase in the Court's budget for psychiatric evaluations. As you might remember, an additional \$14,000 was added to this line item during 2015 to cover an anticipated deficit. Unfortunately, the \$14,000 was insufficient. The total costs for psychiatric evaluations was approximately \$129,500. The 2015 budget for this line item was \$66,000.

The increased costs for psychiatric evaluations was primarily the result of an increase in mental commitments. Under the law, when someone is taken into custody, and the Court has found probable cause that he or she suffers from a treatable mental illness and are a substantial risk of anger to either themselves or others, the Court must order two psychiatric evaluations. The Court has no control over the number of these commitments. They are kind of like snowstorms.

There were two other revenue decreases related to the Circuit Court grant (\$8,000) and Guardian ad litem grant (\$5,800) to reflect the amount actually received from the State.

Fortunately, there were positive surprises in the budget. We collect more money for attorney's fees (\$29,000) and guardian ad litem fees (\$15,000) than what was budgeted. Moreover, there was money left in other line items that were not expended this year (I was concerned with the uncertainty of the budget), with the largest being fill-in court commissioner pay (\$6,000.)

I can inform you that I, with the assistance of Julie Kolp, have put in place some accounting measures that should help me make the estimate for psychiatric expenses more accurate. I respectfully ask you to approve this budget amendment.

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget on November 12, 2014; and,

WHEREAS, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2015 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Courts, as set forth in Exhibit "A", which has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2015 Dodge County Budget at the time it was adopted:

- 1. In the Courts, as set forth in Exhibit "A", which has been attached hereto.

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

Dodge County Finance Committee:

David Frohling

Gerald Adelmeyer

Wayne Uttke

Thomas Schaefer

Phillip Gohr

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
--



**Dodge County, Wisconsin
Finance Department
Fund Transfer Form**

Resolution Number:

Department: Courts

For Finance Department use only

Doc#: _____

Batch#: _____

GL Date: _____

Description of Adjustment:

Please see Memorandum To: Dodge County Finance Committee and James Mielke, County Administrator
From: Steven G. Bauer, Circuit Judge, Date: February 1, 2016, RE: Budget Adjustment - Circuit Courts

Budget Amendments				
Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
Revenue Decreases				
301	4224	031	Circuit Court Grant	8,000
308	4224	032	Guardian Ad Litem Grant	5,800
Revenue Increases				
307	4524	033	Attorney Fee Recoupment	(29,000)
308	4524	031	Guardian Ad Litem Recoupment	(15,000)
401	4512		Document Filing Fees	(2,000)
Expenditure Increases				
307	5214	03	Psychiatric Evaluations	49,500
Expenditure Decreases				
301	5124		Wages and Fringe Benefits	(4,000)
301	5156		Court Commissioner Pay	(6,000)
301	9312		Office Supplies	(3,000)
301	9312		Furniture & Furnishing	(1,500)
401	5124		Wages and Fringe Benefits	(2,800)
Funds Applied				
				0.00

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Information Technology Committee (Committee) has determined that it is necessary to purchase computer software and support services for the purposes of supporting the Dodge County computer system backbone and the Voice Over Internet Protocol telephone system; and,

WHEREAS, the Committee has received a proposal, dated December 4, 2015, from Meridian IT Inc., 9 Parkway North, Deerfield, Illinois (Meridian IT Inc.), for the purchase of computer software and support services at a purchase price of \$420,616.85 (the Meridian proposal); and,

WHEREAS, copies of the Meridian proposal documents are on file in the Office of the Dodge County Clerk and may be reviewed there during normal business hours; and,

WHEREAS, the purchase option is a Master Installment Payment Agreement - Software and/or Support Only (No Hardware) (Master Installment Payment Agreement) with zero percent financing, to be entered into by and between Dodge County, Wisconsin, and Cisco Systems Capital Corporation (Cisco), and the payment structure is one payment equal to \$140,205.62, due at the signing of the Master Installment Payment Agreement, which signing is reasonably anticipated to occur on or about February 18, 2016, followed by a payment equal to \$140,205.62, due on or about January 1, 2017, and followed by a payment equal to \$140,205.61, due on or about January 1, 2018; and,

WHEREAS, pursuant to the terms and conditions of the Master Installment Payment Agreement:

1. Dodge County will grant to Cisco a first priority security interest in the computer software, and, to the extent legally available, in the support services;
2. The Master Installment Payment Agreement will terminate after Dodge County has timely made the first payment, the second payment, and the third payment;
3. Thereafter, Cisco will terminate its security interest in the computer software and its security interest, if any, in the support services; and,
4. Dodge County will then own the computer software and support services free and clear of the security interest of Cisco; and,

WHEREAS, the Dodge County Board of Supervisors has appropriated funds in the 2016 Dodge County Budget in the amount of \$140,205.62 in Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Software Maintenance, which are now available, to make the first payment in the amount of \$140,205.62; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget, in the amount of \$140,205.62, in order that funds will be available to make the second payment in January of 2017, and it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget, in the amount of \$140,205.61, in order that funds will be available to make the third payment in January of 2018; and,

WHEREAS, the Committee recommends that the Dodge County Board of Supervisors approve and accept the Meridian proposal; and,

WHEREAS, the Committee recommends that the Dodge County Board of Supervisors authorize and direct the Dodge County Director of Information Technology and the Dodge County Clerk to execute, on behalf of Dodge County, all documents necessary to complete the purchase of computer software and support services as set forth in the Meridian proposal;


SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and approves the purchase by the Information Technology Committee of computer software, and support services as set forth in a proposal, dated December 4, 2015, submitted by Meridian IT Inc., 9 Parkway North, Deerfield, Illinois, at a purchase price of \$420,616.85 (the Meridian proposal); and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Director of Information Technology and the Dodge County Clerk to execute, on behalf of Dodge County, all documents necessary to complete the purchase of computer software and support services as set forth in the Meridian proposal; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk in January of 2016, of an invoice properly approved by the Dodge County Director of Information Technology in the amount of \$140,205.62, representing the first payment for the purchase of computer software and support services as set forth in the Meridian proposal, the County Clerk is hereby authorized and directed to draw an order upon the Dodge County Treasurer for payment of such invoice, and that funds in the amount of \$140,205.62, for payment of such invoice, shall be taken from Business Unit 1811, Desktop and Network Infrastructure, Account No. .5249, Software Maintenance.

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

Dodge County Information Technology Committee:



Donna Maly



Mary J. Bobholz



Jeffrey Duchaz

Janice K. Bobholz

James Houchin

Information Technology Committee

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 _____, 2015.

David Frohling, Chairman
Dodge County Finance Committee

Otto, Ruth

From: Brigid Poplar -X (bpoplar) <bpoplar@cisco.com>
Sent: Monday, December 28, 2015 12:29 PM
To: Otto, Ruth
Cc: Pete Kiron (pkiron); mblankenship@meridianitinc.com; jrice@meridianitinc.com; Kim Brown (kimbrown); Nick Ferrari -X (nferrari); Joy Williams -X (joywill)
Subject: Cisco Capital- Dodge County, Wisconsin TFV 105074
Attachments: Dodge County Doc Package.pdf; Dodge County Wisconsin TFV 105074.pdf; Customer Billing Info Sheet.pdf; Cisco Vendor Info - PA Office (002).pdf; Cisco W9.pdf

Importance: High

Good Afternoon Ruth,

Thank you for choosing Cisco Capital for your financing needs.

Attached are the finance documents for your SMARTnet maintenance. Below are instructions for you reference, if you have any questions or concerns, please do not hesitate to contact me, I am here to assist you!

There are two Corporate Officers required to sign the Agreement

Master Installment Payment Agreement: Please have a **Corporate Officer** fill out all fields marked with a yellow X.

Certificate of the Secretary- This document requires two corporate officers. The second corporate officer will be authorizing the signer

Fiscal Funding Addendum- Please have a corporate officer sign, print, and title.

Opinion of Counsel- Please have your legal counsel sign, print, and title.

Invoice- Your first payment is due at signing in the amount of \$140,205.62. I've attached a copy of our W9 for you. Please advise of payment is coming via ACH or check. If payment is coming via check, please make checks payable to:



Cisco Systems Capital Corporation
1111 Old Eagle School Rd.
Wayne, PA 19087

When completed please send a copy back to me via email to **bpoplar@cisco.com** and put your wet ink touched copies in the mail along with your first payment (if it is not coming via ACH).

Thank you,

Brigid Poplar
Sales Support Rep
(610)386-2885
bpoplar@cisco.com

Cisco Systems Capital Corporation
1111 Old Eagle School Road
Wayne, PA 19087

 Happy Holidays 



Master Installment Payment Agreement — Software and/or Support Only (No Hardware)

PHONE: (866) 247-2680 • FAX: (877) 247-2690

This Master Installment Payment Agreement ("MIPA"), dated as of 12/28/2015, is by and between **CISCO SYSTEMS CAPITAL CORPORATION**, its successors and assigns ("Payee"), a Nevada corporation having a business office located at 1111 Old Eagle School Road, Wayne, Pennsylvania 19087, and DODGE COUNTY, WISCONSIN ("Obligor"), a **WISCONSIN CORPORATION**, with a principal place of business at 127 E. OAK STREET JUNEAU, WI 53059. Obligor agrees that a facsimile copy of this Agreement with facsimile signatures, or an electronic version of this MIPA and/or any Schedule hereunder with electronic signatures, may be treated as an original and will be admissible as evidence of the Agreement. IF THIS MIPA AND/OR ANY SCHEDULE HEREUNDER HAS BEEN PROVIDED TO OBLIGOR ELECTRONICALLY AND OBLIGOR WISHES TO ENTER INTO THIS MIPA AND/OR ANY SCHEDULE HEREUNDER ELECTRONICALLY, OBLIGOR'S ELECTRONIC SIGNATURE WILL CONSTITUTE OBLIGOR'S ACKNOWLEDGEMENT AND AGREEMENT TO DO BUSINESS AND RECEIVE ALL RELATED RECORDS ELECTRONICALLY.

TERMS & CONDITIONS

1. FINANCING. Obligor hereby agrees to pay to Payee, subject to the terms and conditions of this MIPA and each Master Installment Payment Agreement Schedule executed by Payee and Obligor from time to time (individually, a "Schedule") in the form of Exhibit A annexed hereto, for any software products ("Software"), and the right to receive consulting or other services ("Support") (collectively, the "System Software/Support") identified in each Schedule. Each Schedule shall constitute a separate and independent payment agreement and contractual obligation of Obligor, and shall incorporate the terms and conditions of this MIPA. In the event of a conflict between the terms and conditions of this MIPA and a Schedule, the terms and conditions of the Schedule shall control, and in the event of a conflict between the terms and conditions of this MIPA and/or any Schedule and the Supplier Agreement (defined in Section 9.3), the terms and conditions of this MIPA and/or Schedule, as applicable, shall prevail. Upon the execution of a Schedule by Payee, Payee shall pay to the Supplier identified in the Schedule ("Supplier"), or its designee, all amounts owing to Supplier under the Supplier Agreement identified in the Schedule.

2. PAYMENT OBLIGATIONS. All installment payments ("Installment Payments") and other payments and amounts (individually, a "Payment", and collectively, "Payments") under each Schedule shall be made to Payee at its address shown above, or such to other payee or at such other address as Payee (or any Assignee (defined in Section 9.5 below)) may designate, in the amounts and on the dates set forth in each Schedule, in immediately available funds in such coin or currency of the United States of America which at the time of payment shall be legal tender for the payment of public and private debts. OBLIGOR'S OBLIGATION TO PAY ALL INSTALLMENT PAYMENTS AND OTHER PAYMENTS UNDER EACH SCHEDULE SHALL BE ABSOLUTE, UNCONDITIONAL AND NONREFUNDABLE, AND SHALL NOT BE SUBJECT TO ANY ABATEMENT, REDUCTION, SETOFF, DEFENSE, CLAIM, COUNTERCLAIM, INTERRUPTION, DEFERMENT OR RECOURPMENT, FOR ANY REASON WHATSOEVER, INCLUDING, WITHOUT LIMITATION, ANY CLAIM THAT SUPPLIER FAILED TO PERFORM AND/OR DELIVER AND/OR INSTALL THE SYSTEM SOFTWARE/SUPPORT, OR HAS BREACHED ANY OF ITS REPRESENTATIONS OR WARRANTIES OR COVENANTS, UNDER THE SUPPLIER AGREEMENT OR OTHERWISE OR THE EXPIRATION, REVOCATION OR TERMINATION IN WHOLE OR IN PART OF THE SUPPLIER AGREEMENT FOR ANY REASON OR ANY LICENSE OR THE LICENSES GRANTED UNDER THE SUPPLIER AGREEMENT AND/OR WITH RESPECT TO ANY SOFTWARE OR ANY RELATED SUPPORT AND/OR OTHER SERVICES AGREEMENT HAVE BEEN REVOKED OR OTHERWISE TERMINATED FOR ANY REASON. Accordingly, Obligor shall have no remedy against Payee in the event of any breach or default under the Supplier Agreement by Supplier. Obligor acknowledges and agrees that the license fee(s) for the Software specified in Supplier Agreement were or will be fully earned by Supplier when the System Software is or was delivered and that fees for Support, if any, specified in Supplier Agreement will be fully earned in advance on the applicable payment due date set forth in the Supplier Agreement or related services agreement. Obligor hereby assumes liability for, and shall pay when due, and on a net after-tax basis shall indemnify and defend Payee, and, as applicable, any Assignee, against, all import, warehouse and other fees, sales, use, property, value added, withholding and other taxes and governmental charges (including, without limitation, customs and other duties and interest and penalties) of any nature imposed upon or in any way relating to Payee, Assignee, Obligor, the System Software/Support, and/or the Supplier Agreement (including without limitation the purchase, licensing, ownership, shipment, transportation, delivery, installation, leasing, possession, use, operation, storage and return of Software and the purchase and use of the Support) or any Schedule, except state, local or federal taxes on or measured by Payee's and any Assignee, as applicable, net income (collectively, "Taxes"). If any Payment due under a Schedule is not received on the due date thereof, Obligor agrees to pay a late charge on such overdue amount (calculated from the due date to and including the date of payment in full) as set forth in such Schedule. Obligor may prepay Payments under a Schedule only with Payee's prior written consent.

3. REPRESENTATIONS, WARRANTIES AND COVENANTS. Obligor represents and warrants to Payee, and any Assignee, as applicable, on the date hereof and on the date of each Schedule, that (a) the Obligor is, as applicable, a corporation, partnership, limited liability company or proprietorship duly organized, validly existing and in good standing under the applicable laws of its jurisdiction of organization; (b) this MIPA and the Schedule are genuine, legal, valid and binding obligations of Obligor, enforceable against Obligor in accordance with their terms, subject to applicable bankruptcy and other similar laws affecting creditor's rights generally, and the execution, delivery and performance of the MIPA and, as applicable, the Schedule, will not violate or create a default under any law (including any applicable usury law, regulation, judgment, order, instrument, agreement or charter document binding on Obligor or its property); (c) this MIPA and, as applicable, the Schedule have been duly authorized, executed, and delivered by Obligor; (d) the individual or individuals executing this MIPA and, as applicable, the Schedule have the authority to bind Obligor to this MIPA and, as applicable, the Schedule and (e) any and all financial information furnished to Payee, and any Assignee, as applicable, by Obligor is and will be true and correct in all material respects and prepared in accordance with generally accepted accounting principles. Obligor acknowledges that (a) it has independently ordered the Software and Support specified in each Schedule, constituting the System Software/Support, from Supplier based on its own judgment, and expressly disclaims any reliance upon statements made to Obligor by Payee or any Assignee, if any, with respect to such System Software/Support; and (b) this MIPA and, as applicable, each Schedule are separate and distinct from the Supplier Agreement with Supplier, and the terms and conditions of such Supplier Agreement are not incorporated into nor made a part hereof.

4. SECURITY INTEREST. To secure the prompt payment of all amounts due and payable under this MIPA and each Schedule, Obligor hereby grants to Payee, and each Assignee, if any, a first priority security interest in the Software, and to the extent legally available, in the Support described in each Schedule, together with all attachments, replacements, substitutions and additions thereto, whenever acquired, the proceeds thereof (including any insurance proceeds) and any other property described in any applicable financing statement filed in connection with each such Schedule, and, in this regard, authorizes, as applicable, Payee, and each Assignee, if any, to file a financing statement or other documents deemed necessary to protect and continue Payee's, or, as applicable, Assignee's, right and interest with respect to the Software. Although any equipment related to the Software may become attached to real estate, it remains personal property and Obligor agrees, due to the attachment or otherwise, not to permit a lien, security interest, claim, or encumbrances to be placed upon the System Software/Support. If Payee, or any Assignee, deems it is necessary, Obligor agrees to provide Payee, or such Assignee, with waivers of interest or liens, claims or encumbrances from anyone claiming an interest in the real estate on which any item of Software is located. Obligor will not move the Software from the location listed above without Payee's or Assignee's prior written consent. Payee, and its Assignees, also have the right, at reasonable times, to inspect the Software. Obligor's financial condition or operations.

5. DEFAULT. Each of the following events shall constitute an "Event of Default": (i) Obligor fails to pay all or any portion of any Installment Payment when due or any other amounts payable under any Schedule when due and within five (5) days following receipt by Obligor of a written notice from Payee, or Assignee, as applicable, of such failure; (ii) any representation or warranty made by Obligor or any guarantor of Obligor's obligations under any Schedule ("Guarantor") proves to be false in any material respect when made; (iii) a material breach by Obligor of any provision of this MIPA or any Schedule (other than a breach covered by (i) above) where Obligor fails to correct such breach within thirty (30) days of its receipt of written notice thereof; (iv) an event of default occurs and is continuing under any other related agreement, including, without limitation, the Supplier Agreement, after the giving of any required notice and the expiration of any applicable cure period; (v) Obligor or any Guarantor or any material subsidiary of Obligor or Guarantor ("Subsidiary") shall be in default with respect to any other agreement with Payee or

any other obligation for the payment of borrowed money or rent; (vi) Obligor, any Guarantor or any Subsidiary shall commit an act of bankruptcy or become or be adjudicated insolvent or bankrupt or make an assignment for the benefit of creditors or become unable or admit in writing its inability to pay its debts as they become due, or a trustee receiver or liquidator shall be appointed for Obligor, any Guarantor or any Subsidiary, or for a substantial part of its property, with or without its consent, or bankruptcy, arrangement, reorganization, composition, readjustment, liquidation, insolvency, dissolution or similar proceedings under any present or future statute, law or regulation shall be instituted by or against Obligor, any Guarantor or any Subsidiary, or Obligor, any Guarantor or any Subsidiary shall file an answer admitting the material allegations of a petition filed against it in any such proceeding, or Obligor, any Guarantor or any Subsidiary shall cease doing business as a going concern, or Obligor, any Guarantor or any Subsidiary shall, without Payee's prior consent, sell, transfer, pledge or otherwise dispose of all or any substantial part of its assets, or consolidate or merge with any other entity (unless Obligor or such Guarantor is the surviving entity); (vii) Obligor or any Guarantor has more than fifty percent (50%) of its voting shares acquired by another person or entity or Obligor or any Guarantor otherwise experiences a change in control; (viii) Obligor or any Guarantor defaults on any obligation that it owes to Cisco Systems, Inc. or any of its affiliates, including without limitation Cisco Systems Capital Corporation (collectively, "Cisco") or any Assignee; (ix) if any Guarantor or Obligor is an individual, any such Guarantor or Obligor dies; or (x) any Guarantor terminates, revokes or limits, or purports to terminate, revoke or limit, its guaranty of this Agreement.

6. RIGHTS AND REMEDIES. If an Event of Default has occurred and is continuing, then Payee may (at its option and without notice to Obligor or any other person (except as otherwise provided in Section 4): (a) require the outstanding balance of any or all Schedule Installment Payments and any other Schedule Payment amounts immediately due and payable (including, without limitation accrued but unpaid interest) of any or all Schedules, plus the present value (discounted to the date of default at the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Payment term, all as reasonably determined by Payee, or (B) 3% per annum ("Discount Rate")) of the remaining unpaid balance of the Installment Payments and other Payments to become due to become immediately due and payable by Obligor; and (b) terminate or cause the termination of (i) any or all licenses for the Software with respect to one or more Schedules and (ii) any or all Support or other services provided under or in connection with the Software with respect to one or more Schedules, and Obligor acknowledges that Cisco and any other applicable Supplier, as third party beneficiary of this Agreement provision, may terminate Obligor's right to use any or all Software or Support under the Supplier Agreement; and (c) pursue any rights or remedies available at law or in equity, including without limitation, the rights granted a secured party under the Uniform Commercial Code as enacted in the applicable jurisdiction(s). In the event Payee, or any Assignee, as applicable, shall institute any action for the enforcement of the collection of all or any portion of the Installment Payments or any other indebtedness under any Schedule or to protect, preserve or enforce its rights, there shall be immediately due from Obligor, in addition to the amounts due above, all costs and expenses of such action, including, without limitation, attorneys' fees and expenses. No failure or delay on the part of Payee, or any Assignee, as applicable, to exercise any right or remedy hereunder shall operate as a waiver thereof of such right or of any other right under this MIPA or any Schedule or under any other document or instrument executed or delivered in connection with this MIPA or any Schedule. All remedies are cumulative and not exclusive. Except as expressly provided herein, Obligor hereby waives grace, demand, presentment for payment, notice of non-payment, protest and notice of protest, notice of dishonor or default, notice of intent to accelerate, notice of acceleration and diligence in collecting and bringing of lawsuit and/or other enforcement action. To the extent permitted by law, Obligor agrees that neither Payee nor any Assignee or Supplier shall be required to, as applicable, license, lease, transfer or use any System Software/Support item, including, without limitation, any item of Software or Support, in mitigation of any damages resulting from Obligor's default. Payee may require that Obligor return, on behalf of Payee or Supplier, the Software to Supplier and in the event Obligor fails to return the Software as required by Payee, enter upon the premises peaceably with or without legal process where the Software is located and repossess the Software. Such return or repossession of the Software will not constitute a termination of this Agreement unless Payee expressly notifies Obligor in writing. Obligor is also required to pay (i) all expenses incurred by Payee in connection with enforcement of any remedies, including all expenses of repossessing, storing, shipping, repairing, selling, relicensing or other disposition, as applicable, with respect to the System Software/Support, and (ii) reasonable attorneys' fees. Notwithstanding any other provisions of this MIPA or any Schedule or any document or instrument executed or delivered in connection with this MIPA or any Schedule, interest, fees and the like shall not exceed the maximum rate permitted by applicable law.

7. NOTICES. Each notice or other communication required or permitted to be given or delivered hereunder or under any Schedule shall be in writing and shall become effective when delivered, or if mailed, when deposited in the United States mail with proper postage prepaid for registered or certified mail, return receipt requested and addressed to such other party at the address set forth herein or, if such holder is not Payee, at the last address designated by Payee or such holder to Obligor.

8. GOVERNING LAW. This MIPA and each Schedule, and the rights and obligations with respect hereto and thereto, and all related controversies, shall in all respects be governed by, and construed in accordance with, the internal laws of the state of New York, without giving effect to New York choice of law principles, and, as applicable, the Electronic Signatures in Global and National Commerce Act. Each party to this MIPA and each Schedule hereby (a) submits to the non-exclusive jurisdiction of the courts of New York County, New York, and the Federal courts of the United States sitting in the state of New York for the purpose of any action or proceeding arising out of or relating to this MIPA and each Schedule, (b) agrees that all claims in respect of any such action or proceeding may be heard and determined in such courts, (c) irrevocably waives (to the extent permitted by applicable law) any objection which it now or hereafter may have to the laying of venue of any such action or proceeding brought in any of the foregoing courts, and any objection on the ground that any such action or proceeding in any such court has been brought in an inconvenient forum and (d) agrees that a final judgment in any such action or proceeding shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner permitted by law. EACH OF THE PARTIES HERETO HEREBY WAIVES ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO ANY ACTION OR PROCEEDING ARISING OUT OF OR IN ANY MANNER RELATING TO THIS MIPA AND EACH SCHEDULE.

9. MISCELLANEOUS.

9.1 Entire Agreement. This MIPA and each Schedule shall constitute the complete and exclusive agreement of Obligor and Payee with respect to the payment of the amounts owing hereunder and thereunder and supersedes all prior oral or written understandings, including, without limitation any inconsistent terms set forth in the Supplier Agreement. No term or provision of this MIPA or any Schedule may be amended, waived, discharged, or terminated except by a written instrument signed by Obligor and Payee, or, as applicable, Assignee thereof.

9.2 Severability. If any term, provision, covenant or restriction of this MIPA or any Schedule is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this MIPA or Schedule, as applicable, will remain in full force and effect and in no way will be affected, impaired or invalidated.

9.3 Supplier Agreement. Each Schedule has been entered into in connection with an agreement between Obligor and Supplier as described in the Schedule (as amended, extended or replaced from time to time, each a "Supplier Agreement"). The terms of the Supplier Agreement remain unchanged and in full force and effect, except as otherwise provided for herein. In the event that Software from Supplier does not perform as warranted or Support is not provided as represented or warranted or in the event of any other dispute or default under the Supplier Agreement or otherwise with respect to the Software or Support, Obligor shall be entitled to pursue against Supplier all of Obligor's rights and remedies arising under or with respect to the Supplier Agreement, and nothing in this MIPA or any Schedule shall diminish or waive any rights and remedies which Obligor may have against Supplier under or with respect to the Supplier Agreement. All obligations under this MIPA and each Schedule shall survive any termination of the licenses, rights and services relating to the Software and Support.

9.4 Business Purposes. Obligor shall use the System Software/Support solely in the conduct of its business.

9.5 Transfers by Payee. The undersigned Obligor hereby acknowledges and agrees that Payee and any Assignee may sell, grant a security interest in, transfer, assign or otherwise transfer (collectively "Transfer"), in whole or in part, this MIPA, one or more Schedules, or any of its interests (including without limitation a participation interest), rights or obligations with respect thereto, including without limitation any or all Installment Payments and other sums due or to become due under any Schedule, to such third party as Payee or such Assignee, as applicable, in its discretion may select (each Payee transferee or assignee, together with any subsequent transferees or assignees, herein referred to as "Assignee") without notice to or consent from Obligor. Each Assignee shall have, to the extent provided in any Transfer document, Payee's rights, powers, privileges and remedies with respect thereto, but shall not be obligated to Obligor to observe or perform any duty, covenant or condition required to be observed or

performed by Payee or Supplier. No Transfer shall relieve Payee from any of its obligations to Obligor. Obligor agrees that, upon receipt of notice from Payee, or Assignee, as applicable, (i) it shall be bound by such Transfer, (ii) Payments shall be made to Assignee, (iii) Obligor shall promptly comply with, and (if requested) acknowledge in writing, such instructions, (iv) Assignee shall have and be entitled to exercise any and all rights and remedies of Payee hereunder, and (v) all references herein to Payee shall include Assignee; provided, however, Assignee, unless otherwise provided for in a notice from Payee, may not exercise any Right and/or Remedies set forth in Section 6 hereof and incorporated in a Schedule, as to any Schedule that has not been transferred to Assignee.

9.6 Obligor Waivers. OBLIGOR SHALL NOT ASSERT AGAINST ASSIGNEE ANY CLAIMS, DEFENSE, COUNTERCLAIM OR SETOFF THAT OBLIGOR MAY AT ANY TIME HAVE AGAINST PAYEE OR SUPPLIER AND SHALL PURSUE ANY CLAIMS UNDER ANY SUPPLIER AGREEMENT AGAINST ONLY SUPPLIER. OBLIGOR WAIVES ALL RIGHTS TO MAKE ANY CLAIM AGAINST ASSIGNEE FOR ANY LOSS OR DAMAGE TO THE SYSTEM SOFTWARE/SUPPORT, AS APPLICABLE, OR BREACH OF ANY WARRANTY, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO THE SOFTWARE AND SUPPORT SERVICE PERFORMANCE, FUNCTIONALITY, FEATURES, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS OF BUSINESS. IN THE EVENT THIS AGREEMENT INCLUDES PAYMENTS FOR SUPPORT SERVICES BEING PROVIDED BY SUPPLIER, OBLIGOR SPECIFICALLY ACKNOWLEDGES THAT PAYEE IS NOT RESPONSIBLE FOR PROVIDING ANY SUPPORT SERVICES AND OBLIGOR WILL MAKE ALL CLAIMS FOR SUPPORT SERVICE SOLELY TO SUPPLIER AND SUCH CLAIMS WILL NOT AFFECT OBLIGOR'S OBLIGATION TO MAKE ALL REQUIRED PAYMENTS UNDER THIS AGREEMENT AND THE SCHEDULES, IT BEING AGREED THAT OBLIGOR SHALL PAY PAYEE, OR ASSIGNEE, AS APPLICABLE, ALL AMOUNTS DUE AND PAYABLE UNDER THIS MIPA AND EACH SCHEDULE.

9.7 Use, Enjoyment, Assignment and Liens. Unless an Event of Default has occurred and is continuing, neither Payee nor its Assignees will interfere with Obligor's quiet enjoyment or use of the System Software/Support. Obligor shall not lease, transfer possession, sublicense or otherwise relinquish possession or control of, or assign, pledge, hypothecate or otherwise transfer, dispose of or encumber, any Software or Support, this MIPA or any Schedule or any part thereof or interest therein, or any right or obligation with respect thereto or cause or suffer to exist any lien, claim or encumbrance upon this MIPA or any Schedule or System Software/Support.

9.8 Risk of Loss. Obligor is responsible for the risk of loss or destruction of, or damage to the Software. No such loss or damage relieves Obligor from any obligation under this Agreement or the related Schedule.

9.9 Indemnity. Payee is not responsible for any losses or injuries caused by the manufacture, acquisition, deliver, installation, ownership, use, possession, maintenance, operation or rejection of any System Software/Support or defects in any System Software/Support, or portion thereof, including, without limitation, for the performance of any Support. Obligor agrees to reimburse Payee for and to defend Payee against any claim for losses or injuries related to the System Software/Support or this Agreement. This indemnity will continue even after the termination of this Agreement.

9.10 Warranties. PAYEE AND ASSIGNEE, IF ANY, MAKE NO WARRANTIES EXPRESS, OR IMPLIED OR STATUTORY, CONCERNING THE SOFTWARE OR SUPPORT, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR OF MERCHANTABILITY OR OF THE DESIGN OR CONDITION OF THE SOFTWARE, ITS DURABILITY, OR NON-INFRINGEMENT, THE QUALITY OF THE SUPPORT SERVICES, THE MATERIAL OR WORKMANSHIP OF THE SOFTWARE, OR THE CONFORMITY OF THE SOFTWARE OR SERVICES TO THE PROVISIONS OR SPECIFICATIONS OF ANY PURCHASE ORDER OR ACQUISITION AGREEMENT RELATING THERETO, AND PAYEE HEREBY SPECIFICALLY DISCLAIM ANY AND ALL SUCH REPRESENTATIONS AND WARRANTIES. OBLIGOR HEREBY WAIVES ANY CLAIM (INCLUDING ANY CLAIM BASED ON STRICT OR ABSOLUTE LIABILITY IN TORT) THAT IT MAY HAVE AGAINST PAYEE OR ASSIGNEE, IF ANY, FOR ANY LOSS, DAMAGE (INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF DATA OR SPECIAL, PUNITIVE INCIDENTAL OR CONSEQUENTIAL DAMAGE) OR EXPENSE CAUSED BY THE SOFTWARE OR ANY SUPPORT COVERED BY THE SUPPLIER AGREEMENT OR OTHERWISE, EVEN IF PAYEE OR ASSIGNEE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE, LOSS, EXPENSE OR COST. Should Payee or any Assignee be responsible for any direct damages, then the total of all such damages wherever occurring shall not exceed the payments actually paid by Obligor under the Schedule relating to the particular System Software/Support; it being agreed that Obligor's sole remedy shall be against the applicable Supplier(s) and shall not be against Payee or any Assignee. OBLIGOR ACKNOWLEDGES WITH RESPECT TO EACH SCHEDULE THAT PAYEE AND/OR ASSIGNEE DID NOT (i) SELECT, MANUFACTURE, DISTRIBUTE OR LICENSE THE

SOFTWARE, NOR (ii) SELECT NOR PROVIDE OR AGREE TO PROVIDE THE SUPPORT SERVICES THEREUNDER AND OBLIGOR HAS MADE THE SELECTION OF SUCH SOFTWARE AND SUPPORT SERVICES BASED UPON ITS OWN JUDGMENT AND EXPRESSLY DISCLAIMS ANY RELIANCE ON STATEMENTS MADE BY PAYEE, ANY ASSIGNEE OR THEIR AGENTS.

9.11 Further Assurances. The parties hereto agree that, on demand of the other party, each shall execute and deliver any instrument, furnish any information or perform any other act reasonably necessary or convenient to carry out the provisions of this MIPA and/or any Schedule.

OBLIGOR	Obligor DODGE COUNTY, WISCONSIN	
	Signature X	Date X
	Print Name	
	Title X	
PAYEE	Payee CISCO SYSTEMS CAPITAL CORPORATION	
	Signature X	Date
	Print Name	
	Title	

12CSC203v2

CERTIFICATE OF THE SECRETARY OF X

I, X, Secretary of X
a X corporation (the "Company"), do hereby certify that (a) the following persons are duly qualified and acting officers of the Company, duly elected or appointed to the offices set forth opposite their respective names, (b) each such person, as an officer of Company, is authorized to sign (i) that certain Master Installment Payment Agreement No. X by and between Cisco Systems Capital Corporation and Company (the "Agreement"), and (ii) any other document delivered in connection with the Agreement, (c) each such officer and was duly elected or appointed, qualified and acting as such officer at the time of such signing and delivery, and (d) the signatures below are genuine specimen signatures of each such person and the signatures of such persons appearing on such documents are their genuine signatures.

NAME	TITLE	SIGNATURE
<u>X</u>	<u>X</u>	<u>X</u>
<u>X</u>		
<u>X</u>		

CISCO SYSTEMS CAPITAL CORPORATION IS AUTHORIZED TO ACT AND RELY ON THE FOREGOING UNTIL IT RECEIVES WRITTEN NOTICE FROM THE COMPANY OF THE REVOCATION OR MODIFICATION THEREOF.

IN WITNESS WHEREOF, I have hereunto signed my name this X day of X, 20 .

SIGNATURE	Signature <u>X</u>
	Print Name <u>X</u>
	Title <u>X</u>

12CSC205v2

DATE: 12/28/2015

Cisco Systems Capital Corporation
1111 Old Eagle School Road
Wayne, PA 19087

Gentlemen/Ladies:

Reference is made to that certain Master Installment Payment Agreement dated 12/28/2015, Schedule # 1 between Cisco Systems Capital Corporation ("Payee"), and Dodge County, Wisconsin ("Obligor") (the "Agreement") for the financing of that certain software support identified therein (the "Support"). Capitalized terms not defined herein shall have the meanings set forth in the Agreement.

The undersigned is counsel for the Obligor in connection with the negotiation, execution and delivery of the Agreement, and as such I am able to render a legal opinion as follows:

1. The Obligor is a public body corporate and politic of the State of Florida and is authorized by the Constitution and laws of such State to enter into the transactions contemplated by the Agreement and to carry out its obligations thereunder.

2. The Agreement has been duly authorized, executed and delivered by the Obligor and constitutes a valid, legal and binding agreement, enforceable in accordance with its terms.

3. No further approval, consent or withholding of objections is required from any federal, state or local governmental authority with respect to the entering into or performance by the Obligor of the Agreement or the transactions contemplated thereby.

4. The entering into and performance of the Agreement and the other related documents will not violate any judgment, order, law or regulation applicable to the Obligor or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance upon any assets of the Obligor or the Support pursuant to any indenture, mortgage, deed of trust, bank loan, credit agreement or other instrument by which the Obligor is a party or by which it or its assets may be bound.

5. There are no actions, suits or proceedings pending or, to the knowledge of the Obligor, threatened against or affecting the Obligor in any court or before any governmental commission, board or authority, which, if adversely determined, will have a material adverse effect on the ability of the Obligor to perform its obligations under the Agreement.

6. All required public bidding procedures regarding the award of the Agreement have been followed by the Obligor.

7. Except as provided in the Agreement, Obligor has no authority (statutory or otherwise) to terminate the Agreement prior to the end of its term for any reason other than the non-appropriation of funds to pay the Agreement payments for any fiscal period during the term of the Agreement.

Very truly yours,

BY: _____

PRINT NAME: _____

TITLE: _____

FISCAL FUNDING ADDENDUM

OBLIGOR INFORMATION

Full Legal Name: DODGE COUNTY, WISCONSIN
Billing Address: 127 E. OAK STREET
City: JUNEAU State: WI Zip: 53059
Agreement: MASTER INSTALLMENT PAYMENT AGREEMENT DATED 12/28/2015 SCHEDULE 1

SYSTEM INFORMATION

System Location: 127 E. OAK STREET
City: JUNEAU State: WI Zip: 53059

The above described Obligor ("Obligor") warrants that it has funds available to pay rents ("Payments") until the end of its current appropriation period. In the event Obligor's legislative body or funding authority does not appropriate funds to be paid to Payee for the above described Equipment/Software/Support ("System"), Obligor may, upon prior written notice to Payee, effective 60 days after the giving of such notice or upon the exhaustion of the funding authorized for the then current appropriation period, whichever is later, return the System to Payee, at Obligor's expense; and thereupon, be released of its obligation to make all rental payments (Payments) to Payee due thereafter, provided: (1) The System is returned to Payee as provided for in the above described Master Installment Payment Agreement ("Agreement"), (2) the foregoing notice states the failure of the legislative body or funding authority to appropriate the necessary funds as reason for cancellation, and (3) the notice is accompanied by payment of all amounts then due to Payee under the Agreement.

In the event Obligor returns the System pursuant to the terms of this Addendum, Payee shall retain all sums paid hereunder by Obligor, including the Security Deposit (if any) specified in the Agreement.

This Addendum will not be construed so as to permit the Obligor to terminate the Agreement in order to acquire any other equipment/software/support or obtain funds directly or indirectly to perform essentially the same application for which the System is intended.

Obligor:
By: x _____
Name: x _____
Title: x _____

Name: _____
Title: _____

Payee: Cisco Systems Capital Corporation
By: _____



Master Installment Payment Agreement — Software and/or Support Only (No Hardware)

Schedule Number 1

This MASTER INSTALLMENT PAYMENT AGREEMENT SCHEDULE No. 1 ("Schedule"), pursuant to that certain Master Installment Payment Agreement dated as of 12/28/2015 ("Agreement") between Cisco Systems Capital Corporation ("Payee") and DODGE COUNTY, WISCONSIN ("Obligor"). Upon acceptance of this Schedule by Payee, Payee shall pay to Supplier the total fees as provided in Section 3 herein.

1. SUPPORT DESCRIPTION

SEE QUOTE 20151111JM3

2. SUPPLIER INFORMATION

Supplier Name: MERIDIAN IT Phone: _____
Street Address: _____ City: _____ State: _____ Zip: _____

SUPPLIER AGREEMENT DESCRIPTION

3. TOTAL SUPPLIER FEES PAYABLE: \$ 420,616.85

Support cost: \$ _____

(consisting of:

a fee for _____ services: \$ _____

a fee for _____ services: \$ _____

4. PAYMENT INFORMATION

Agreement Term: 36 month(s)

Payment: \$140,205.62

If checked here the Payment includes charges for services provided by Supplier under a separate agreement.

Support Payment: \$ _____

Payment Frequency: Monthly Quarterly Other ANNUAL-first payment due at signing

In addition to the Payments referenced above, and any Interim Payment required under Section 8 below, Obligor agrees to pay all applicable sales and use taxes, unless (a) Obligor provides Payee a valid tax exempt certificate; or (b) the sales and/or use tax is financed as a part of the System Software/Support cost. Obligor shall be responsible for all other Taxes. Obligor authorizes Payee to adjust the Payments by not more than fifteen percent (15%) if the cost of the System Software/Support or taxes financed by Payee is more or less than the Supplier's quoted estimate to allow Payee to maintain its economic return. The Installment Payments are based on like term SWAP interest rates as published in the Federal Reserve daily update (<http://www.federalreserve.gov/releases/h15/>). Unless Payee has provided Obligor with a written commitment to the contrary, Obligor hereby authorizes Lessor to adjust the Installment Payments, on or before the date on which Payee accepts this Agreement, in accordance with any change in the like term SWAP rate, to preserve Payee's implicit finance rate as of the date the Installment Payment was quoted.

5. PAYMENT INFORMATION: Payments shall be made to Payee at P.O. Box 41602, or to such other address or as Payee shall notify Obligor. In the event any Payment is not paid when due and an Event of Default has occurred, Obligor shall pay Payee, or any Assignee, as applicable, interest on such overdue Payment equal to 18% per annum, or the maximum interest rate permitted by law, whichever is lower.

6. LATE CHARGES. Whenever any payment is not made when due, Obligor agrees to pay Payee, within one month, a late charge of five percent (5%) of the amount past due, with a minimum of \$10.00, but only to the extent permitted by law.

7. TERMS OF SCHEDULE: Obligor and Payee agree that this Schedule shall constitute a payment obligation for the financing of the System Software/Support described in Section 1 above subject to the terms and conditions of this Schedule and of the Agreement, the terms and conditions of which are hereby incorporated by reference in this Schedule and made a part hereof to the same extent as if such terms and conditions were set forth in full herein. Capitalized terms used in this Schedule and not otherwise defined herein shall have the meanings set forth in the Agreement.

8. COMMENCEMENT DELIVERY AND ACCEPTANCE. This Schedule goes into effect upon acceptance and execution by Payee. The term ("Term") of this Schedule shall consist of (i) a primary term commencing on the first day of the calendar month ("Commencement Date") following the date of the execution by Payee the ("Execution Date"), and shall thereafter continue as provided in this Schedule ("Primary Term"), and (ii) a period of time, if any, from the Execution Date to the Commencement Date ("Interim Term"). Obligor is responsible for and, upon demand, shall pay to Payee an additional Payment for the Interim Term ("Interim Payment") on the Commencement Date. The Interim Payment will be the prorated portion of the interest portion of the regular Installment Payment for the Interim Term. All Payments for the Primary Term will be due on the first day of the payment period indicated in this Schedule and on the same day of each successive payment period thereafter until the balance of the Payments and any additional Payments or expenses chargeable under this Schedule are paid in full. Notwithstanding anything to the contrary, including, without limit, any failure with respect to the delivery, installation, performance, support or servicing of the System Software/Support as of the Execution Date, (i) Obligor shall be deemed to have unconditionally and irrevocably accepted the System Software/Support, and (ii) Obligor's obligation to pay and, as applicable, perform, the Interim Payment, if any, Payments and other obligations under this Schedule is absolute and unconditional and is not subject to defense, cancellation, reduction, set-off or counterclaim. **THIS SCHEDULE IS NON-CANCELABLE. TIME IS OF THE ESSENCE UNDER THIS SCHEDULE.**

PAYEE	Payee CISCO SYSTEMS CAPITAL CORPORATION	
	Signature X	Date
	Print Name	
	Title	

OBLIGOR	Obligor DODGE COUNTY, WISCONSIN	
	Signature X	Date X
	Print Name	
	Title	

12CSC204v1



Customer Name: DODGE COUNTY



Quote Number: 2015111JM3-Dodge County 3 yr Cisco Renewal
Date Quoted: December 4, 2015
Valid Until: February 2, 2016

Account Manager: Jennifer Rice
Maintenance Sales Specialist: Julie Miller

Maintenance Total: **420,616.85**

TERMS: Payment due upon receipt of invoice

Ln	Contract Number	Service Level	Address	City/State/Zip	Qty	Product Part Number	Serial Number	Contract End Date	Renewal Start Date	Renewal End Date	EOI Date	Customer Sale Price
1	94659273	SWMGT	127 E OAK ST	JUNEAU, WI	53039-1329	950	SMA-WMGT-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	8,478.75
2	94659273	SEMGT	127 E OAK ST	JUNEAU, WI	53039-1329	800	SMA-EMGT-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	10,930.00
3	94659273	ESAMP	127 E OAK ST	JUNEAU, WI	53039-1329	800	ESA-AMP-PR-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	14,035.00
4	94607016	ECMU - Ess SW	127 EAST OAK STREET	JUNEAU, WI	53039	500	UNITYCN8-USR		26-Oct-16	27-Oct-2016	31-Aug-2017	5,334.00
5	94659435	WAMP	127 E OAK ST	JUNEAU, WI	53039-1329	950	WSA-AMP-PR-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	31,397.50
6	NEW	ECMU - Ess SW	127 EAST OAK STREET	JUNEAU, WI	53039	60	ER90-USR-10-ADD		25-Dec-15	26-Dec-2015	31-Dec-2018	3,952.49
7	94659273	ESESP	127 E OAK ST	JUNEAU, WI	53039-1329	800	ESA-ESP-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	44,705.00
8	NEW	ECMU - Ess SW	127 EAST OAK STREET	JUNEAU, WI	53039	500	LIC-CUCM-USR-A		25-Dec-15	26-Dec-2015	31-Dec-2018	45,290.70
9	94659953	AMPEP	127 E OAK ST	JUNEAU, WI	53039-1329	750	FP-AMP-LIC=		24-Jun-16	25-Jun-16	31-Dec-18	56,714.06
10	94659273	WWSP	127 E OAK ST	JUNEAU, WI	53039-1329	950	WSA-WSP-LIC=		29-Feb-16	01-Mar-2016	31-Dec-2018	88,462.81
11	94607017	SAU - SW + UPG	127 EAST OAK STREET	JUNEAU, WI	53039	2	FS-VMW-2-SW-K9	7371J2CEA5B	29-Feb-16	01-Mar-2016	31-Dec-2018	476.85
12	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	SMA-M170-K9	FTX1907M000	29-Feb-16	01-Mar-2016	31-Dec-2018	585.06
13	94607013	SNT - 24x7x4	127 EAST OAK STREET	JUNEAU, WI	53039	1	UCSC-C220-M3S	FCH1903V1VK	29-Feb-16	01-Mar-2016	31-Dec-2018	991.84
14	94607013	SNT - 24x7x4	127 EAST OAK STREET	JUNEAU, WI	53039	1	UCSC-C220-M3S	FCH1903V22B	29-Feb-16	01-Mar-2016	31-Dec-2018	991.84
15	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725POND	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
16	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725POM9	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
17	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725R0H4	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
18	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725W02B	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
19	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725PON3	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
20	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725POLZ	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
21	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-L	FDO1725POM4	31-Dec-15	01-Jan-2016	31-Dec-2018	1,469.16
22	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-S	FDO1728Z04Z	31-Dec-15	01-Jan-2016	31-Dec-2018	1,806.84
23	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-S	FDO1728Z051	31-Dec-15	01-Jan-2016	31-Dec-2018	1,806.84
24	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-S	FDO1728R07M	31-Dec-15	01-Jan-2016	31-Dec-2018	1,806.84
25	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-S	FDO1728Z033	31-Dec-15	01-Jan-2016	31-Dec-2018	1,806.84
26	94607013	SW - Software Mainte	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	WS-C3750X-48PF-S	FDO1728Z053	31-Dec-15	01-Jan-2016	31-Dec-2018	1,806.84
27	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	WS-C3850-48U-L	FOC1841X0WY	14-Jan-16	15-Jan-2016	31-Dec-2018	1,786.23
28	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	WS-C3850-48U-L	FOC1838U14N	14-Jan-16	15-Jan-2016	31-Dec-2018	1,786.23
29	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	UCS-C210M2-VCD2	QC11528AE1F	10-Oct-16	11-Oct-2016	31-Aug-2017	560.21
30	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	UCS-C210M2-VCD2	QC11528AE1D	10-Oct-16	11-Oct-2016	31-Aug-2017	560.21
31	NEW	SAU - SW + UPG	127 EAST OAK STREET	JUNEAU, WI	53039	1	WCS-PLUS-UPG-50		31-Dec-15	01-Jan-2016	31-May-2018	1,667.12
32	NEW	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	CISCO2821-V/K9	FTX0915A1UB	31-Dec-15	01-Jan-2016	31-Oct-2016	588.91
33	94607016	ECMU - Ess SW	127 E OAK ST	JUNEAU, WI	53039	1	L-W-P112-50-M		31-Dec-15	01-Jan-2016	31-May-2018	2,147.13
34	94607016	ECMU - Ess SW	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	L-P112-LF-50		31-Dec-15	01-Jan-2016	31-May-2018	2,147.13
35	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	ASA5525-FPWR-K9	FTX1907106N	29-Feb-16	01-Mar-2016	31-Dec-2018	2,744.24
36	94607013	SNT - 8x5xNBD	127 EAST OAK STREET	JUNEAU, WI	53039	1	ASA5525-FPWR-K9	FTX1907106Q	29-Feb-16	01-Mar-2016	31-Dec-2018	2,744.24
37	NEW	SNT - 24x7x4	127 EAST OAK STREET	JUNEAU, WI	53039	1	CISCO2821-V/K9	FTX0915A1U4	31-Dec-15	01-Jan-2016	31-Oct-2016	942.10
38	94607017	SAU - SW + UPG	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	DCNM-N7K-K9-SBUN		31-Dec-15	01-Jan-2016	31-Dec-2018	3,528.00
39	94607017	SAU - SW + UPG	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	DCNM-N7K-K9-SBUN		31-Dec-15	01-Jan-2016	31-Dec-2018	3,528.00
40	94607016	ECMU - Ess SW	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	L-P112-AS-50	5671J68FCB5	31-Dec-15	01-Jan-2016	31-May-2018	4,778.84
41	94659953	ASAFP	127 E OAK ST	JUNEAU, WI	53039-1329	2	L-ASA5525-TA=		29-Feb-16	01-Mar-2016	31-Dec-2018	8,958.56
42	94607013	SNT - 8x5xNBD	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	N7K-C7009-B2S2	JAF1721AFAP	31-Dec-15	01-Jan-2016	31-Dec-2018	22,559.04
43	94607013	SNT - 8x5xNBD	ATTN RUTH OTTO-ADMIN BLDG	JUNEAU, WI	53039	1	N7K-C7009-B2S2	JAF1721AECP	31-Dec-15	01-Jan-2016	31-Dec-2018	22,559.04
44	CON-SNT-9372PX	SNT-8X5XNBD				2	N9K-C9372PX-E	Nexus 9300 with 48p	NEW	01-Jan-2016	31-Dec-2018	5,387.40

Applicable sales tax not included. Prices, terms, and conditions are subject to change without notice. Freight, installation, configuration, and data migration are not included in the above prices.
All pre-paid Cisco subscription services contracts are non-cancellable.

Terms of Payment: Due upon receipt of invoice.

Meridian IT's liability for damages, regardless of form of action, is limited to the fees received hereunder. Under no circumstances shall Meridian IT Inc. be liable for incidental, indirect, special, consequential, punitive or exemplary damages (including without limitation damages for the lost profits, business interruption, lost business information, lost goodwill or work stoppage), regardless of theory of recovery and regardless of whether client has been advised of that possibility and notwithstanding any failure of essential purposes of any limited remedy or warranty.



Customer Name: DODGE COUNTY



Quote Number: 20151111JM3-Dodge County 3 yr Cisco Renewal
Date Quoted: December 4, 2015
Valid Until: February 2, 2016

Account Manager: Jennifer Rice
Maintenance Sales Specialist: Julie Miller

420,616.85

TERMS: Payment due upon receipt of invoice

Table with columns: Ln, Contract Number, Service Level, Address, City/State/Zip, Qty, Product Part Number, Serial Number, Contract End Date, Renewal Start Date, Renewal End Date, EDI Date, Customer Site Price. Contains 44 rows of contract details.

Applicable sales tax not included. Prices, terms, and conditions are subject to change without notice. Freight, installation, configuration, and data migration are not included in the above prices.

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RESOLUTION NO. 15-74

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

WHEREAS, the Dodge County Executive Committee has considered the radio communications equipment needs of Dodge County and has determined that it is necessary to undertake and complete Phase III of the Simulcast Expansion of the existing Dodge County fire radio communications channel, known as DOFIRE1 (Simulcast Phase III project); and,

WHEREAS, upon completion of the Simulcast Phase III project, all radio communications messages on the existing Dodge County fire radio communications channel, known as DOFIRE1 will be broadcast simultaneously from all nine of the Dodge County Central Communications tower sites; and,

WHEREAS, the Simulcast Phase III project will consist of the purchase of new radio communications equipment and the installation and optimization of performance of that radio communications equipment at the following Dodge County Central Communications tower sites: Juneau Highway Shop Tower; St. Helena Tower; Mayville Water Tower; Knowles Tower; Rubicon Tower; Ashippun Tower; Reeseville Water Tower; Beaver Dam Fire Department Tower; and, Fox Lake Tower; and,

WHEREAS, the Dodge County Emergency Management Department has solicited and received a price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694, a copy of which price quotation is on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

WHEREAS, the Dodge County Executive Committee has considered the radio communications equipment needs of Dodge County and has determined that it is necessary to undertake and complete additional optimization on the existing Dodge County interagency fire emergency radio network radio communications channel, known as IFERN (IFERN project); and,

WHEREAS, upon completion of the IFERN project, all radio communications messages on the existing Dodge County interagency fire emergency radio network radio communications channel, known as IFERN will be broadcast from the St. Helena Tower; and,

WHEREAS, the IFERN project will consist of moving the existing base station from the Juneau Tower to the St. Helena Tower and the purchase of new radio communications equipment and the installation and optimization of performance of that radio communications equipment at the St. Helena Tower; and,

WHEREAS, the Dodge County Emergency Management Department has solicited and received a price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883, a copy of which price quotation is on file in the Office of the Dodge County Clerk and may be viewed there during normal business hours; and,

WHEREAS, in reasonable anticipation of the receipt in late 2015 of Assistance to Firefighters Grant funds in the amount of \$236,000, from FEMA, by the Emergency Management Department, \$309,000 of County Sale and Use Tax Proceeds were appropriated to Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, \$59,000 of which was appropriated to pay for the required 20% Assistance to Firefighters Grant local match, and \$250,000 of which was appropriated to pay for the addition of Simulcasting capabilities for Dodge County Highway Channel 1, known as DOHWY1; and,

WHEREAS, because the Emergency Management Department did not receive any Assistance to Firefighters Grant funds from FEMA in 2015, and because a change was made in the priority of projects that Dodge County will fund in 2016, it is the considered conclusion of the Executive Committee that the remaining funds in the amount of \$115,423 (\$309,000 less \$183,694 and less \$9,883 equals \$115,423) that were appropriated to Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, should be reappropriated to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund; and,

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

1. Authorize and direct the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the Simulcast Phase III project;
2. Approve and accept the price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694;
3. Authorize and direct the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the IFERN project;
4. Approve and accept the price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883;

5. Authorize and direct the Director of the Dodge County Emergency Management Department to execute on behalf of Dodge County, all documents necessary to complete the purchase of new radio communications equipment and professional services to install it and to optimize its performance as set forth in the price quotations for the Simulcast Phase III project and the IFERN project, submitted by Communications Service Wisconsin LLC of Portage, Wisconsin; and,
6. Reappropriate funds in the amount of \$115,423 from Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund;

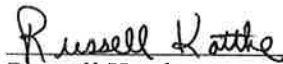
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the Simulcast Phase III project;
2. Approves and accepts the price quotation for the Simulcast Phase III project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$183,694;
3. Authorizes and directs the Executive Committee to proceed forthwith to take all actions necessary to undertake and complete the IFERN project;
4. Approves and accepts the price quotation for the IFERN project, for the purchase of new radio communications equipment and professional services to install it and to optimize its performance, from Communications Service Wisconsin LLC of Portage, Wisconsin, in the amount of \$9,883;
5. Authorizes and directs the Director of the Dodge County Emergency Management Department to execute on behalf of Dodge County, all documents necessary to complete the purchase of new radio communications equipment and professional services to install it and to optimize its performance as set forth in the price quotations for the Simulcast Phase III project and the IFERN project, submitted by Communications Service Wisconsin LLC of Portage, Wisconsin; and,
6. Reappropriates funds in the amount of \$115,423 from Business Unit 2801, Central Communications, Account No. .5819, Other Capital Equipment, in the 2016 Budget of the Emergency Management Department, to Business Unit 100.3415, County Sale and Use Tax – Assigned General Fund; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Director of the Emergency Management Department in a total amount not to exceed \$193,577 (\$183,694 plus \$9,883 equals \$193,577), representing the costs of the purchase of new radio communications equipment and professional services to install it and to optimize its performance, for the Simulcast Phase III project and the IFREN project, from Communications Service Wisconsin LLC, the County Clerk is authorized to issue 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 2801, Central Communications, Account No. .5819, Other Capital Equipment.

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

Dodge County Executive Committee:



Russell Kottke



Harold Johnson



Donna Maly



Joseph M. Marsik



Mary Ann Miller



Jeff Berres



David Frohling

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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MOTOROLA SOLUTIONS

Radio Solutions Channel Partner



Communications Service Wisconsin LLC

Quotation

305 East Albert Street
Portage, WI 53901
phone: (608) 745-3300 fax: (608) 445-0300

Prepared for: Dodge County
Attn: Joe Meagher
Address: 124 West Street
Juneau WI 53039
Phone: 920-386-3993

Fax 920-386-3994

Qty.	Item ID	Description	Unit Price	Total
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Analog Simulcast Upgrade for the Dodge County Fire Channel

Add IP simulcast transmit and IP voted receive for the Fire Channel at nine (9) sites. Includes integration into the voting display system at dispatch. Adds a second aluminum cabinet at the Mayville and Reeseville water towers. Includes modifications to use existing 2-transmit antenna TXRX filtering in a single-antenna configuration at Beaver Dam, Fox Lake, Knowles, Reeseville and Rubicon. FCC licensing to be completed by Dodge County. Turn-key installed and optimized by Communications Service

1	1	Analog Simulcast Upgrade for the Fire Channel <i>Equipment and Services purchased directly from Communications Service. Single purchase order to Communications Service Wisconsin LLC</i>	\$77,974.00	\$77,974.00
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1	1	Analog Simulcast Upgrade for the Fire Channel <i>Equipment Purchased from Motorola on the Wisconsin Counties Association Contract</i>	\$105,720.00	\$105,720.00
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Purchase order directly to Motorola Solutions Inc. Payment is due in full 30 days after shipment of equipment to Communications Service. Quoted at the WSCAWCA state contract price as of November 12, 2015

Item Total:	\$183,694.00
Shipping:	included
Sub Total:	\$183,694.00
Tax:	exempt

Price quoted is for payment by check or ACH bank transfer

Price valid until May 31, 2016

Total: \$183,694.00

Quoted by: Steve

Date: 21-Dec-2015

Accepted by: _____

Date: _____



Communications Service Wisconsin LLC

Quotation

305 East Albert Street
 Portage, WI 53901
 phone: (608) 745-3300 fax: (608) 445-0300

Prepared for: Dodge County
 Attn: Joe Meagher
 Address: 124 West Street
 Juneau WI 53039
 Phone: 920-386-3993

Fax 920-386-3994

Qty.	Item ID	Description	Unit Price	Total
------	---------	-------------	------------	-------

Move IFERN Base Station from Juneau to St. Helena Tower

Moves the IFERN Quantar base station from the Juneau tower to the St. Helena tower to rectify IFERN interference. New RFS 340-1 antenna and 6 foot side arm mount. Uses existing 7/8" cable from retired 960 MHz Ashippun dish and existing spare dual-bandpass filtering at St. Helena

1	1	New RFS 340-1 6 dB Gain 4-bay Folded Dipole, 6-foot Sidearm Mount, 7/8" Connectors and Heliax jumpers	\$ 2,227.00	\$2,227.00
2	2	Eaton Powerwave 2KVA UPS with Relay Interface Card	\$ 2,153.00	\$4,306.00
1	3	Installation and Optimization <i>Move the IFERN Quantar base station from the Juneau tower to the St. Helena. Re-route audio via existing Harris multiplexers to connect to dispatch console. Remove existing 960 MHz dish at 160 feet. Move mount to opposite leg and install new RFS 340-1 antenna and 6-foot sidearm. Connect with jumper cable to 7/8" line from 960 MHz dish, replace top 7/8" connector if necessary. Retune existing dual-bandpass filters at St. Helena and re-mount in the TXRX rack. Tower climbing by Wave Communications, installed and optimized by Communications Service.</i>	\$ 3,350.00	\$3,350.00

Item Total: **\$9,883.00**
 Shipping: included
 Sub Total: **\$9,883.00**
 Tax: exempt

Price quoted is for payment by check or ACH bank transfer

Price valid for 90 days from date below

Total: \$9,883.00

Quoted by: Steve

Date: 14-Jan-2015

Accepted by: _____

Date: _____

RESOLUTION NO. 15-73

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

WHEREAS, on November 13, 1990, the Dodge County Board of Supervisors adopted Resolution No. 90-64 and Resolution No. 90-65, and thereby created a Dodge County Hazardous Response Unit, which has developed into the Dodge County Hazardous Materials Response Team, also known as the Dodge County HAZMAT Team (HAZMAT Team); and,

WHEREAS, the HAZMAT Team is a county-wide responder team, consisting of approximately 30 specially-trained responders from communities throughout Dodge County; and,

WHEREAS, since November 13, 1990, up to the present time, due to increasingly higher-level standards for hazardous materials response agencies, HAZMAT Team members have become subject to more extensive and intensive regulation, including increases in the number of regulations pertaining to qualification and training; and,

WHEREAS, at the present time, HAZMAT Team members attend and participate in an average of 24 hours of training each year, in order to remain proficient in their hazardous materials response knowledge and skills, and in order to increase their hazardous materials response knowledge and skills; and,

WHEREAS, due to increases in qualification and training requirements for HAZMAT Team members, and the need for Dodge County to retain these specially trained, skilled, knowledgeable, and dedicated HAZMAT Team members, funds in the amount of \$3,000 were included in the 2016 Emergency Management Department Budget to be used in 2016 to pay a stipend in the amount of \$100 to each of the 30 HAZMAT Team members; and,

WHEREAS, in the past, HAZMAT Team members were considered independent contractors, rather than Dodge County employees, with the result that HAZMAT Team members were paid only for deployments, and not for training hours; and,

WHEREAS, recently, the Dodge County Director of Human Resources determined that current Internal Revenue Service rules and regulations require that HAZMAT Team members be classified as Dodge County employees, rather than as independent contractors; and,

WHEREAS, the Dodge County Executive Committee has formed the considered conclusion that 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder*, in the Emergency Management Department, should be created, effective immediately; and,

WHEREAS, a DRAFT job description for the proposed position of *Hazardous Materials Responder* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, due to the change in status of HAZMAT Team members, from independent contractors to Dodge County employees, additional funds are needed in the 2016 Emergency Management Department Budget to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the proposed positions of *Hazardous Materials Responder* for the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive; and,

WHEREAS, there are funds in Business Unit 1390, Contingent Appropriation, in the amount of \$4,994, available for transfer and sufficient to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the proposed positions of *Hazardous Materials*

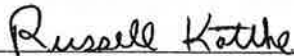
Responder during the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates 30 new, non-benefited, occasional part-time, miscellaneous, positions of *Hazardous Materials Responder* in the Dodge County Emergency Management Department, effective February 17, 2016; and,


BE IT FINALLY RESOLVED, that the Dodge County Finance Director is hereby authorized and directed to transfer funds in the amount of \$4,994 from Business Unit 1390, Contingent Appropriation, to various wages and fringe benefits object expenditure accounts and to other object expenditure accounts, as required, in Business Unit 2825, HAZMAT, to be used to pay for wages, payroll taxes, drug testing, and reimbursement of mileage for miles traveled to and from deployments, for the 30 newly-created positions of *Hazardous Materials Responder* during the period of time commencing on February 17, 2016, and ending on December 31, 2016, both inclusive.

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

Dodge County Executive Committee:



Russell Kottke



Harold Johnson



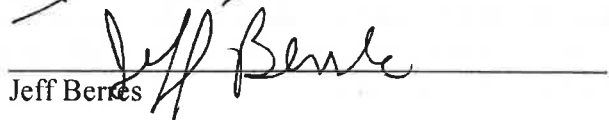
Donna Maly



Joseph M. Marsik



Mary Ann Miller



Jeff Berres



David Frohling

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

DODGE COUNTY JOB DESCRIPTION

Current Wages: \$7.25/hr Trainings/Meetings; \$35/hr HazMat Call out

JOB TITLE:	Hazardous Materials Responder	FLSA STATUS: Non-exempt
DEPARTMENT:	Emergency Management	REPORTS TO: Emergency Management Director
LOCATION:	Law Enforcement Building	DATE: DRAFT
LABOR GRADE:	Non-Union Miscellaneous	REVISED:

OVERALL PURPOSE/SUMMARY

Under the general Direction of the Emergency Management Director, serves as a resource to Dodge County response agencies in protecting the citizens by providing specialized equipment, training, and personnel for Hazardous Materials Response in order to contain, confine, and mitigate a hazardous material spill or leak. Operates under regulations CFR 29, CFR 40, and CFR 49, and Wisconsin Statute 323 under the supervision of the Emergency Management Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responds to chemical emergencies occurring in Dodge County as the result of a spill, leak, release, fire, uncontrolled reaction, abandoned receptacles, and/or mishandling of material(s) as requested by the local Incident Commander through Dodge County Central Communications.
2. Reports to scene/staging area, determined by the Incident Commander or Emergency Management.
3. Coordinates efforts with other agencies to mitigate the situation.
4. Employs the use of the Incident Command System (ICS) as defined by the National Incident Management System (NIMS).
5. Assists Incident Commander and Team Coordinator in assessing hazardous or potentially hazardous conditions and rapidly identifies the immediate hazards that may affect the public, response personnel, and the environment including: contamination, weather observations, referencing of materials, hazmat control zones, evacuation, air sampling, containment, and Incident Action Plan (IAP).
6. Utilizes proper protective equipment in accordance to incident level criteria.
7. Follows contamination control procedures to minimize the transfer of hazardous substances from the scene by establishing control zones and decontaminating people and equipment.
8. Implements Incident Action Plan (IAP) by providing support to the Incident Commander or designee in one or more of the following roles: Team Coordinator (HazMat Group Supervisor), Platoon Officer, HAZMAT Safety Officer, and/or Team member.
 - a) Team Coordinator (HazMat Group Supervisor):
 - i. Reports to Incident Commander.
 - ii. Organizes, assigns, and responsible overall HAZMAT operations during deployments.
 - iii. Provides incident documentation.
 - iv. Recommends equipment needs and budget requests.
 - b) Platoon Officer:
 - i. Reports to HazMat Group Supervisor.
 - ii. Assumes the duties of the HAZMAT Team Coordinator in his/her absence.
 - iii. Sets up, initiates, conducts, and documents all training exercises.
 - iv. Maintains equipment, inventory and record keeping including: equipment manuals, inventory records, warranty data, safety inspection records, replacement needs, and equipment acquisition.
 - v. Maintains a safety inspection record of the HAZMAT Team vehicle.
 - c) HAZMAT Safety Officer:
 - i. Assists incident command and the HAZMAT team to assure a safe response and to ensure proper mitigation.
 - ii. Monitors and assesses HAZMAT operations for safety compliance. Mitigates unsafe situations and develops measures to assure personnel safety, which may include: recommending levels of protection, monitoring safety conditions, implementing on-site safety and health plan, and monitoring physical health of the team members during operations.
 - iii. Provides safety activities during training sessions.
 - iv. Authorizes to stop operations or activities due to unsafe or unstable conditions.
 - d) Team Members:
 - i. Reports to Platoon Officer
 - ii. Performs duties, as assigned, to an entry team to assist with assessing degree of hazard, identifying products, identifying containment needs, and performing necessary actions to mitigate the incident as identified in the Incident Action Plan.
 - iii. Performs duties, as assigned, to a rescue team to remain on standby outside the contaminated area and in an emergency, assists the entry team.
 - iv. Performs duties, as assigned, as reference or recorder, to provide information and documentation to formulate the action plan.
 - v. Performs duties, as assigned, to Decontamination Leader to ensure proper decontamination procedures are followed to prevent the transmigration of contaminants.
 - i. Performs duties, as assigned, to Decontamination Zone Team Member to set up and operate the decontamination system for decontaminating personnel and equipment leaving the contaminated area.

9. Maintains confidentiality during and after deployments.
10. Attends training, meetings and conferences and maintains current knowledge of methods and procedures through professional literature, publications, internet, etc.
11. Follows all safety practices and regulations including Incident Safety Plan.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of National Incident Management System (NIMS) and Incident Command.
 Knowledge of hazardous materials/contaminations classifications and their effects.
 Knowledge of decontamination methods and procedures.
 Knowledge of Emergency Planning and Community Right-to-Know (EPCRA)
 Knowledge of State and Federal regulations including: CFR 29, CFR 40, and CFR 49, and Wisconsin Statue 323.
 Knowledge of Atmospheric Hazard Guide.
 Ability to utilize communication system including radios and standard hand signals.
 Ability to determine the potential for contact with hazardous materials.
 Ability to gather facts and data and draw logical conclusions from such data.
 Ability to prepare accurate records and reports in accordance with State and County regulations.
 Ability to establish and maintain effective relations and working relationships with local, State, and Federal response agencies.
 Ability to exercise judgment, decisiveness and creativity required in situations involving directions, control, and planning of an entire program or multiple programs.
 Ability to communicate effectively orally and in writing, and interact effectively with co-workers and the general public.
 Must meet requirements of Dodge County Driver Qualification Program.
 Must attend at least two (2) of the four (4) quarterly training meetings.
 Must attend annual eight (8) hour refresher course.

EDUCATION AND EXPERIENCE

Must be trained at the Operations or Technician Level and possess a current certificate in compliance with 29 CFR 1910.120 (q), as referenced in Comm 30/NFPA 472, Chap 6.
 Operations level team members shall successfully complete: ICS-700, ICS-100, and Hazardous Materials Operations Training (Operations Certificate required). Technical College Fire Service Training, preferred.
 Technician level team members shall successfully complete: ICS-700, ICS-100, ICS-200, and Technician Training (Technician Certificate required). Certified Firefighter I, preferred.
 Team Officers (Team Coordinator, Safety Officer, Platoon Officer) shall successfully complete: ICS-700, ICS-100, ICS-200, ICS-300, ICS-400, Technician Training (Technician Certificate required.) Certified Fire Fighter II and Certified Fire Officer I, preferred.
 A combination of educations and experience that provides the necessary knowledge, skills and abilities may be considered. Must be at least 21 years of age. Must be able to communicate effectively using clear and concise language.
 Valid Wisconsin Driver's license and access to reliable transportation required. Must be available twenty-four (24) hours a day, seven (7) days a week.

WORKING CONDITIONS

Works in extreme working conditions including exposure to hazardous materials and various environmental factors/weather conditions, including wearing protective equipment. Works in extreme temperatures (both high and low). The physical demand level for this job is medium to heavy. Must lift and carry objects up to approximately 50 pounds without assistance. Must stand, sit and walk for long periods and at times on uneven terrain. Must use near and far vision. Must constantly hear. Must use hand-eye coordination.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 15-84

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

WHEREAS, the Dodge County Building Committee has considered the equipment needs of Dodge County and has determined that it is necessary to purchase a new Gehl R135 skid loader with accessories, and a snow brush, snow blower, forks, and bucket; and,

WHEREAS, the Building Committee has obtained a quotation for the purchase of these items of equipment from Waupun Equipment Co., Inc., N9695 Frohling Lane, Watertown, Wisconsin (Waupun Equipment Co., Inc.), in the amount of \$32,500, less a trade-in allowance of \$16,000, for a 2005 Model Year 4410 John Deere tractor with attachments (mower deck, snow brush, snow blower, and loader with bucket and forks), and a quotation for the purchase of these items of equipment from Farmers' Implement, LLC, 1200 Maple Avenue, Columbus, Wisconsin (Farmers' Implement, LLC), in the amount of \$38,875, less a trade-in allowance of \$15,000, for a 2005 Model Year 4410 John Deere tractor with attachments (mower deck, snow brush, snow blower, and loader with bucket and forks); and,

WHEREAS, a copy of the quotation submitted by Waupun Equipment Co., Inc., has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a copy of the quotation submitted by Farmers' Implement, LLC, has been marked for identification as Exhibit "B", and has been attached hereto; and,

WHEREAS, the quotation for these items of equipment most advantageous to Dodge County is the quotation received from Waupun Equipment Co., Inc., in the amount of \$32,500, less a trade-in allowance of \$16,000, for a 2005 Model Year 4410 John Deere tractor with attachments as set forth above; and,

WHEREAS, monies sufficient for the purchase of these items of equipment are included in the 2016 Budget for the Dodge County Physical Facilities Department, in Business Unit 1901, County Buildings, Account No. .5819, Other Capital Equipment;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and accepts the quotation from Waupun Equipment Co., Inc., N9695 Frohling Lane, Watertown, Wisconsin (Waupun Equipment Co., Inc.), in the amount of \$32,500, less a trade-in allowance of \$16,000, for a 2005 Model Year 4410 John Deere tractor with attachments (mower deck, snow brush, snow blower, and loader with bucket and forks), for the purchase of a new Gehl R135 skid loader with accessories, and a snow brush, snow blower, forks, and bucket, and hereby authorizes and directs the Dodge County Physical Facilities Director, on behalf of the Dodge County Building Committee, to purchase these items of equipment; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Physical Facilities Director, in the amount of \$16,500 (\$32,500 purchase price less trade-in allowance of \$16,000 equals \$16,500), representing the purchase of a new Gehl R135 skid loader with accessories, and a snow brush, snow blower, forks, and bucket, from Waupun Equipment Co., Inc., the County Clerk is hereby authorized and directed to issue an order on the Dodge County Treasurer for payment for such invoice, and that funds for payment for such invoice shall come from Business Unit 1901, County Buildings, Account No. .5819, Other Capital Equipment.

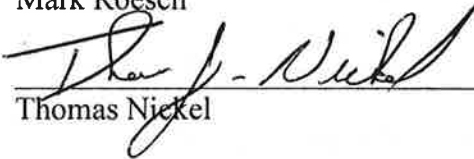
All of which is respectfully submitted this 17th day of February, 2016.

Dodge County Building Committee:


Rodger Mattson


Mark Roesch

Chester Caine


Thomas Nickel


Dennis Schmidt

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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SALES QUOTATION
FARMERS' IMPLEMENT, LLC
1200 MAPLE AVE. COLUMBUS, WI 53925
(262) 629-4104 (800) 729-0199 FAX: (262) 629-4030

Date: 3/31/2015

Customer Name: DODGE COUNTY PHYSICAL FACILITIES Quote Valid for: _____ Days

Address: 127 EAST OAK STREET Customer Phone: 920-386-3665 (RUSS)

City: JUNEAU State: MI Zip Code: 49859

Salesman: John Raemisch CELL (608)-220-6169

DESCRIPTION	PRICE (\$)
R135 GEHL SKID STEER	
CAB HEAT AIR RIDE SEAT POWER A TACH SWITCHABLE SELF LEVELING	
REAR COUNTER WEIGHT BACK UP ALARM ENGINE BLOCK HEATER	
AM-FW-WB RADIO ROTATING BEACON SOUND REBUCTION PACKAGE	
10.00 X 16.5 8-PLY TITAN HD TIRES SEAT BELT DOOR SAFETY SWITCH	
Pallet Forks MANUFACTURE LOFTLAN	
BUCKET 60in MANUFACTURE VIRNIG	
SNOW BLOWER 60in MANUFACTURE IS FFC/SWEEPSTER	<i>2115h</i>
BROOM W/HYD ANGLE KIT 60in MANUFACTURE IS SWEEPSTER <i>SB 22 50 poly/150</i>	<i>AB 60 poly wire</i>
<i>Correct hydraulic angle complete harness</i>	TOTAL LIST PRICE
	\$56,463.00
	MUN. DISCOUNT
	\$17,563.00
<i>We will trade the base machine for \$7.00 per hour on a yearly schedule.</i>	
<i>We will not be able to trade if the machine is ordered with hand and foot controls because of the resale ability of the controls.</i>	
TOTAL SELLING PRICE	\$ 38,875.00
TRADE-IN	TRADE ALLOWANCE
JOHN DEERE 4410 W/ COZY CAB	
PALLET FORKS 60" BROOM 59" SNOW BLOWER	
72" BUCKET GRILL GUARD 72" MOWER DECK	
WEIGHT BOX 430 LOADER	
	TRADE ALLOWANCE
	\$ 15,000.00
	TOTAL DIFFERENCE
	\$ 23,875.00

RESOLUTION NO. _____

AUTHORITY TO PURCHASE ONE

TWIN PUMP CRACKFILLING MELTER/APPLICATOR

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, it is the opinion of the Highway Committee that the Highway Department pavement maintenance fleet should be upgraded through the replacement of one new twin pump crackfilling melter/applicator to better meet the demands of the Department, and

WHEREAS, the Highway Department received a quotation for one twin pump crackfilling melter/applicator Crafc Model #1500 from Sherwin Industries, and

WHEREAS, Crafc is the only vendor that makes a twin pump crackfilling melter/applicator, and

WHEREAS, the Highway Committee has determined the quotation from Sherwin Industries is in the best interest of Dodge County, and

WHEREAS, this unit will replace a 17-year-old Crafc melter/applicator that will be sold at auction when the replacement unit is put into service, and

WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 14-17 adopted at the May 20, 2014 County Board Session, and

WHEREAS, funds for the purchase of this unit are included in the 2016 Highway Department Budget.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors does hereby approve the purchase of one 2016 Crafc0 Model #1500 twin pump melter/applicator from Sherwin Industries in the amount of \$90,569.59.

THEREFORE BE IT FURTHER RESOLVED, that the purchase cost of this twin pump melter/applicator shall be charged to Business Unit 3281, Capital Asset Acquisition.

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

Harold J. Johnson - Chairman

Vote on Foregoing Resolution

Chester Caine - Vice Chairman

Ayes _____ Noes _____ Absent _____

Randy Grebel - Secretary

RESOLUTION

Jeff Berres

COUNTY CLERK

William T. Muche

DODGE COUNTY HIGHWAY
COMMITTEE

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

RESOLUTION NO. _____

AUTHORITY TO PURCHASE EQUIPMENT

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
Members:

WHEREAS, the following quotations were received for an equipment package consisting of one new 2016 rubber tire skid steer loader, one new 2016 rubber track skid steer loader, and one new 2016 rubber track mini excavator with annual exchange and buyback options to be considered:

<u>VENDOR</u>	<u>PACKAGE PRICE</u>	
Aring Equipment Company	\$154,500.00	Does not meet specs
Bobcat Plus	No Quotation	
Fabick CAT	\$200,500.00	
Farmers' Implement, LLC	\$155,600.00	Does not meet specs
L. F. George, Inc.	\$181,581.00	Does not meet specs
Mid-State Equipment	\$148,264.13	Does not meet specs
Mid-State Equipment	\$135,881.83	Does not meet specs
Miller-Bradford & Risberg	\$184,020.00	Does not meet specs
Service Motor Company	\$182,158.00	Does not meet specs
Service Motor Company	\$175,687.00	
St. Lawrence Equipment, Inc.	\$145,000.00	

WHEREAS, the quotation received from Fabick CAT meets the specifications and is in the best interest of Dodge County, and

WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 14-17 adopted at the May 20, 2014 County Board Session, and

WHEREAS, funds for the purchase of this equipment package are included in the 2016 Highway Department Budget.

THEREFORE BE IT RESOLVED, that the Highway Committee is hereby authorized to purchase one equipment package consisting of one new 2016 rubber tire skid steer loader, one

new 2016 rubber track skid steer loader, and one new 2016 rubber track mini excavator from Fabick CAT in the amount of \$200,500.00.

THEREFORE BE IT FURTHER RESOLVED, that the purchase cost is to be charged to Acquisition of Capital Assets, Account Number 3281.

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

Harold J. Johnson - Chairman

Vote on Foregoing Resolution

Chester Caine - Vice Chairman

Ayes _____ Noes _____ Absent _____

Randy Grebel - Secretary

RESOLUTION

Jeff Berres

COUNTY CLERK

William T. Muche

DODGE COUNTY HIGHWAY
COMMITTEE

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

REQUISITION FOR SHERIFF'S DEPARTMENT

Vendor Name Kiesler's Police Supply Inc.

Date _____

Qty	Description	Unit Price	TOTAL
5	Glock 21 GEN 4 with Glock Night Sights	\$ 469.00	\$ 2,345.00
5	Glock 30 GEN 4 with Glock Night Sights	\$ 469.00	\$ 2,345.00

SubTotal \$ 4,690.00

Shipping

TOTAL \$ 4,690.00

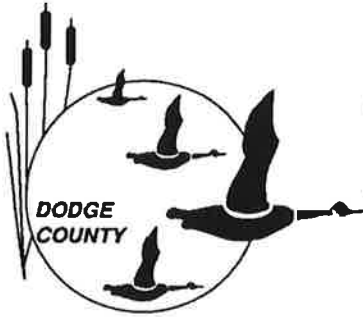
Requested By J. Ketchem

Charge To 2021.5819

APPROVED BY DEPT. HEAD _____



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



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

Working Draft

Date: February 12, 2016
To: Dodge County Lenders
From: Jim Mielke – Dodge County Administrator

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: 3, 5 and 7 year
- Interest Rate: Fixed for Loan Term
- Level Principal Payments
- Annual Payments of Principal and Interest
- No Pre-Payment Penalty
- Itemization of all fees and or closing cost related to issuance of the debt

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.



OFFICE OF THE INSPECTOR GENERAL

1 WEST WILSON STREET
P O BOX 309
MADISON WI 53701-0309

Telephone: 608-266-2521
FAX: 608-267-3380
TTY: 711 or 800-947-3529
dhs.wisconsin.gov

Scott Walker
Governor

Kitty Rhoades
Secretary

State of Wisconsin
Department of Health Services

February 3, 2016

Julie Kolp, Finance Director
Dodge County
127 East Oak Street
Juneau, WI 53039

Dear Ms. Kolp:

I am writing on behalf of the Internal Audit Section (IAS) within the State of Wisconsin's Department of Health Services' (DHS) Office of the Inspector General (OIG). The IAS recently created an Audit Resolution Group that is comprised of managers and staff members throughout DHS. Our group's primary goal is to resolve current audit findings and minimize the likelihood of those audit findings from recurring in future audit periods.

With Title 2 Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance) now in effect for Federal Awards as of December 26, 2013, DHS is required to expand its oversight monitoring role of sub-recipients to ensure that its sub-recipients correct identified audit findings. Per §200.331 (d)(2), "pass-through entities are required to follow-up and ensure that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means."

In accordance with our increased oversight responsibilities, the OIG is taking a more proactive approach in the resolution of internal control audit findings. Of primary importance are those systemic internal control audit findings that tend to be repeated in subsequent audit periods. The OIG strongly encourages counties to explore alternative methods they may not have previously considered to rectify audit findings. In order to achieve our desired and required impact, OIG needs a collaborative effort from our network of county partners and accounting firms to impact positive change. We are confident that this goal of eliminating internal control audit findings can be realized through a unified and concentrated effort among DHS, its providers and auditing firms. Other DHS program personnel may contact you to address audit findings pertaining to their specific programs.

The OIG will now require county agencies to provide detailed information regarding each internal control audit finding prior to closing your 2014 audit. The OIG requests a reply from your management team within thirty days of receiving this letter that addresses the implementation of each corrective action plan from your county's 2014 audit report. Any measurable improvements, employee oversight or effective policy changes are to be disclosed


that enhances your county's internal control structure and minimizes the recurrence of audit findings in future audit periods.

To assist your county in formulating its response to the OIG, please consider the following information:

- Please review the authoritative guidance for a governmental agency's internal control structure. The United States Government Accountability Office's "Standards for Internal Control in the Federal Government" (the "Green Book") and the Committee of Sponsoring Organizations of the Treadway Commission's "Internal Control - Integrated Framework" provide detailed information to improve your county's internal control structure to mitigate and, possibly, eliminate internal control issues that result in audit findings.
- Management is required to prepare a corrective action plan for each audit finding. If the corrective action plan for a previous audit year did not eliminate the audit finding, then the corrective action plan was not effective and needs modification.
- Use the expertise and experience of your independent auditing firm. Your auditors are an excellent resource to provide recommendations and assist your county in designing a sound internal control framework to eliminate your agency's internal control audit findings.
- Discuss internal control audit findings with your county peers. Many Wisconsin counties have similar internal control audit findings. You may form a partnership and share resources with other counties to mitigate internal control audit findings.
- Utilize the Internet to research internal control issues. Many organizations and accounting firms provide articles and information on how to implement internal controls to strengthen your agency's overall internal control structure.

Attached to this cover letter you will find the specific 2014 audit findings that OIG requires a response from your county's management team prior to closing your 2014 audit. If you have questions or concerns regarding OIG's request for information about each audit finding, you may directly contact me or send an email to DHSAuditors@Wisconsin.gov. Thank you for your time and consideration.

Sincerely,



Lori Cretney, Auditor-Senior
Wisconsin Department of Health Services
lori.cretney@dhs.wisconsin.gov
(608) 266-7107

**Wisconsin Department of Health Services
Office of the Inspector General
Dodge County 2014 Audit Report Findings
Request for Information**

Dodge County's December 31, 2014 audit report contained the following audit findings related to internal controls. Please provide the OIG with specific internal control procedures and processes that have been implemented to specifically address each audit finding. You may enter your responses directly in this document. Please send your county's responses to DHSAuditors@dhs.wisconsin.gov or lori.cretney@dhs.wisconsin.gov by March 16, 2016.

Finding 2014-001 Clearview Accounts Receivable

Condition: The County did not perform regular reconciliations of Clearview's detailed accounts receivable records and other subsidiary account details to the general ledger.

Corrective Action Plan: Management agrees with the recommendations and Clearview will require monthly reconciliation of accounts receivable to the general ledger. Clearview is pursuing initiatives to strengthen reconciliation of all balance sheet accounts and will formalize written procedures that are fully documented and understood. The reconciliation of accounts receivable will be done monthly and implement appropriate supervisory review process. The Clearview Finance Director will monitor activities being performed is executed competently and accurately.

DHS' Expectations: Accounts receivable track payments expected from customers for services delivered. It is essential to know how much is in total receivables. This will help ascertain the agency's solvency even if the accounts are not yet paid. The reconciliation of accounts receivable is the procedure of matching the detailed amounts to unpaid customer billings to the account receivable total in the general ledger. This matching process is essential, because it shows that the general ledger figure for receivables is justified.

Some additional recommendations that may be useful in addressing this audit issue include:

- All transactions have been recorded for a reporting period and all subsidiary ledger balances have been posted to the general ledger, the resulting ending balance in the receivables account is the summary total to be confirmed through reconciliation.
- The detailed listing of unpaid customer billings that ought to match the ending balance in the general ledger is recorded in the subsidiary ledger. For reconciliation purposes, review the aged accounts receivable report as of the final day of the reporting period. Compare the totals to the receivable total in the general ledger.

County's Required Response: Please provide the OIG with all measures implemented by your county to mitigate or eliminate this identified internal control deficiency.

Finding 2014-002 Clearview Accounts Receivable

Condition: The County's procedures used to estimate Clearview's uncollectible accounts receivable did not provide a reasonable estimate of uncollectible amounts at year end.

Corrective Action Plan: Management agrees with the recommendations and Clearview will apply a calculation of recording a percentage of monthly gross receivables and an estimate of uncollectible accounts. The initial percentage is based on industry average and will be analyzed based on Clearview's actual experience. The analysis will be done on a semi-annual basis to determine if the estimate will be adjusted. Clearview is pursuing initiatives to strengthen this estimate and will formalize written procedures that are fully documented and understood. The Clearview Finance Director will monitor activities being performed is executed competently and accurately.

DHS' Expectations: It is essential that estimates are accurate so the financial statements depict a fair account of the financial position of the agency. The uncollectible accounts receivable is an example of an important estimate made by management.

Some additional recommendations that may be useful in addressing this audit issue include:

- Base the uncollectible accounts receivable on historic data and then apply a certain percentage of accounts receivable to the uncollectible account using the percentage rate determined by analyzing the historical data.
- It is essential the uncollectible accounts receivable be recorded through the year to ensure that the expense is recorded as it is incurred.

County's Required Response: Please provide the OIG with all measures implemented by your county to mitigate or eliminate this identified internal control deficiency.

Finding 2014-003 Reconciliation Procedures of Schedule of Federal and State Awards

Condition: The County is responsible for the preparation of the schedule of expenditures of federal awards in accordance with OMB A-133. The information in the schedule of awards should be derived from the accounting records used to prepare the financial statements. During our testing of the schedule of federal awards it was noted that expenditures reported in the general ledger did not, in some instances, reconcile with the expenditures reported in the schedule of awards. We also noted instances where amended expenditure claims were submitted but were not reflected in the general ledger. This resulted in a variance between the financial statements and the schedule of awards. We also noted allocations between the federal and state awards schedules that required adjustments/reclassifications.

Corrective Action Plan: The current practice for preparing and entering the schedule of expenditures of federal awards is conducted by a supervisor in the Fiscal and Support Division. In order to maintain a segregation of duties, the reconciliation of the expenditures recorded in the federal awards and the input into the general ledger is conducted by the Division Manager of Fiscal and Support Services.

DHS' Expectations: Many Wisconsin counties have a financial reporting audit finding related to the preparation of the financial statements and the Schedule of Expenditures of Federal and State Awards (SEFSA) by its independent auditor. Independent auditors frequently assist their clients in the preparation of schedules and financial statements. This practice is permissible *only* if the audit firm provides this service out of convenience rather than necessity.

Some additional recommendations that may be useful in addressing this audit issue include:

- Hire outside financial accounting expertise throughout the audit year to assist you in the preparation of the financial statements, schedules and footnote disclosures. Please be aware that your county is already paying for this function as part of your current audit fees.
- County finance and accounting personnel can obtain the additional financial expertise that is required to prepare the financial statements and schedules through continuing education, training and experience.
- At a minimum, continue to document that county management has reviewed and approved the financial statements, disclosures and schedules if prepared by your auditing firm. Best practices require that county management possess the financial expertise necessary to perform this function.

County's Required Response: Please provide the OIG with all measures implemented by your county to mitigate or eliminate this identified internal control deficiency.

Finding 2014-008 Purchase of Care and Services (2.8.2)

Condition: Federal and state rules require the County to monitor subrecipient activities and to ensure that required audits are performed in accordance with federal standards and that corrective action is taken. At the date of the audit, the County had not properly documented review of an audit report for 2013 and 2014 to ensure compliance with federal and state rules.

Corrective Action Plan: In compliance with the Uniform Grant Guidance (UGG) requirements, a risk-assessment tool has been developed to review each subrecipient to determine risk factors and to ensure audits are performed in compliance with federal standards, among other requirements, and if not provided, that corrective action is taken. In addition, a spreadsheet/checklist has been developed to be utilized annually to review each Department Subrecipient to ensure they are in compliance with all federal and state rules. If a Subrecipient is not in compliance with applicable federal and state rules, a corrective action notice will be sent requiring all deficiencies be corrected and if corrections are not completed, the contract will be suspended until the subrecipient is in compliance with applicable state and federal rules. These tasks will be performed by the Audit and Compliance Officer and reviewed by the Fiscal and Support Services Division Manager.

Finding 2014-009 Purchase of Care and Service (2.8.2)

Condition: Federal and state rules require the County to monitor subrecipient activities and to ensure that required audits are performed in accordance with federal standards and that corrective action is taken. At the date of the audit the County had received a provider agency audit report that did not appear to be in compliance with Government Auditing Standards.

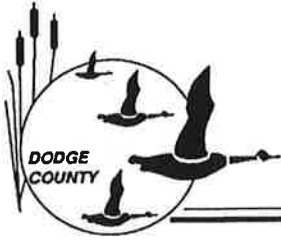
Corrective Action Plan: In compliance with the Uniform Grant Guidance (UGG) requirements, a risk-assessment tool has been developed to review each subrecipient to determine risk factors and to ensure audits are performed in compliance with federal standards, among other requirements, and if not provided, that corrective action is taken. In addition, a spreadsheet/checklist has been developed to be utilized annually to review each Department Subrecipient to ensure they are in compliance with all federal and state rules. If a Subrecipient is not in compliance with applicable federal and state rules, a corrective action notice will be sent requiring all deficiencies be corrected and if corrections are not completed, the contract will be suspended until the subrecipient is in compliance with applicable state and federal rules. These tasks will be performed by the Audit and Compliance Officer and reviewed by the Fiscal and Support Services Division Manager.

DHS' Expectations: The State Single Audit Guidelines, Wisconsin Statute 46.036 (4) (c) and Uniform Grant Guidance requires that the county receive audit reports from all providers who

are obligated to submit an audit report six months from the end of the provider's fiscal year. These provider audit reports are to be reviewed within six months of receipt by a responsible individual.

- Develop a tracking system for provider audits. This can be an excel spreadsheet or database.
- Determine information to capture, such as agency, type of audit required, auditor information, date audit was submitted, concerns, resolution of findings and follow up.
- Collect and review audit reports. Determine if the audit report reflects applicable standards, any findings affecting a county program, is the agency in good financial condition, costs allowable and meeting program objectives. Decide on how findings will be resolved.

County's Required Response: Please provide the OIG with all measures implemented by your county to mitigate or eliminate this identified internal control deficiency.



Clearview

February 4, 2016

From: Bill Wiley, Director of Financial Services, Clearview
 To: Dodge County Finance Committee

Subj: 2014 Audit Findings Update

Members of the Finance Committee,

You will recall that Clearview received two material weakness findings in the 2014 annual audit. The two findings dealt with five issues. The current status of each are listed below:

Finding	Issue	Status	Action Taken
2014-001	Clearview did not perform regular reconciliations of detailed resident receivables to the general ledger	Awaiting Verification	Analysis has been performed on the Clearview accounts receivable. Two previous receivables processes have been modified or eliminated. Reconciliation for the last quarter of 2015 has been completed and balances. Clearview Director of Finance will review with the Dodge County Finance Director and Johnson & Block to verify the method.
	Prepaid room charges were not included in the summary accounts receivable reports. An adjustment of approximately 275,000 was made and included in the financial statements	Completed	2015 prepaid room charges have been analyzed and reconciled. Monthly journal entries to this account equal to the monthly prepaid room charge transactions in the billing system.
	Medicaid adjustments were made in 2015. An estimate of 1 million liability was made since Medicaid adjustments subsequent to year-end were reducing charges relating to 2014	Completed	Medicaid rates are analyzed and if required and liability will be established for any prior year recoupments.
	The undeposited cash clearing account required an adjustment related to BAB receipts not posted to the revenue account	Completed	Reconciliation of the undeposited cash clearing account is required as part of Clearview's year end procedures.
2014-002	Clearview's estimate for uncollectible account receivable did not provide a	Completed	An estimate is calculated based upon an industry method. This estimate is

	reasonable estimate of uncollectible amounts at the year end		calculated monthly and the appropriate journal entry is posted. Write off procedures are in place requiring write offs, or committee updates, at a minimum of twice per year.
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Balance Sheet Accounts:

Account	Action Taken
645.18XX – Depreciation	An analysis was performed to determine the correct accrual entries for the monthly depreciation expense to be posted.
645.2141.XX – Bond Interest Payables	An analysis was performed to determine the appropriate monthly interest expense entries to be made. The County debt spreadsheet was used to determine the amounts.
645.2621 - Prepaid Room Charges	An analysis was performed to reconcile the NTT Solutions (Billing System) prepaid room charge amounts to JD Edwards. The analysis was performed by facility and combined to determine the appropriate entry to be made on a monthly basis. The balance now in JD Edwards matches the balance of the of the NTT report as of 12/31/15.
645.1664 – Prepaid Insurance & Services	An analysis has been completed for 2015. Services have been reconciled and adjustments made to the expense account. Insurance accounts have been reconciled and adjustments made to the monthly expense entries.
645.1665 – Prepaid Workers Compensation	An analysis was performed for 2015. Previous monthly entries were adjusted to reflect the correct monthly amount. Entries are being made monthly and the next date that an adjustment to the monthly entry has been noted.
645.1424.451 – Supplemental Funds	An analysis has been completed in respect to Medicaid supplemental funds received from the state. The monthly entry posting to the revenue account has been adjusted to match the receipts for the year.

All balance sheet accounts above have been flagged to note the next time a reassessment needs to be performed to adjust the monthly expense entries. For instance, liability insurance for Clearview doctors run from November through October. Therefore the Clearview Finance Department will re-evaluate the monthly insurance expense entry in October to revise the new amount, if needed, and begin posting it in November.

Please let me know if you require further information on this subject. Thank you.

Bill Wiley



Certified Public Accountants

406 Science Drive, Suite 100 ▲ Madison, Wisconsin 53711-1097 ▲ TEL 608-274-2002 ▲ FAX 608-274-4320

January 13, 2016

Dodge County
Jim Mielke, County Administrator
127 E. Oak Street
Juneau Wisconsin 53039

The County's December 31, 2015 audit is part of a multiyear engagement letter. Attached is a copy of the original engagement letter. New auditing standards require us to remind management of the terms of the engagement letter on an annual basis. Our responsibilities and the County's responsibilities are outlined in the letter. No circumstances have come to our attention that would require the terms of the audit engagement be revised. Please review the engagement letter and let us know if you have any questions or concerns.

Additional Services

The County has expressed interest in having Johnson Block and Company, Inc. prepare a set of Clearview full accrual financial statements separate from the audited financial statements. Our anticipated fee for this service is a range between \$3,000 and \$5,000 annually.

Sincerely,

A handwritten signature in cursive script that reads 'Johnson Block & Company, Inc.'.

Johnson Block & Company, Inc.
Certified Public Accountants
Madison, WI

County Acknowledgement:

Signature

Title

Date



Certified Public Accountants

406 Science Drive, Suite 100 • Madison, Wisconsin 53711-1097 • TEL 608-274-2002 • FAX 608-274-4320

January 2, 2014

To the County of Dodge Finance Director and Finance Committee
127 E. Oak Street
Juneau, Wisconsin 53039

We are pleased to confirm our understanding of the services we are to provide County of Dodge ("County") for the years ended December 31, 2014, 2015 and 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the County as of and for the years ended December 31, 2014, 2015 and 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary to actual comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal and state awards.
- 2) Combining financial statements for the entities that make up the Clearview fund.
- 3) Department of Revenue Form A.



Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, the *State Single Audit Guidelines*, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.



Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on December 31 of each year to be audited.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.



You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the County's major programs. The purpose of these procedures will be to express an opinion on the County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.



At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Wisconsin Department Health Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to issue our reports no later than June 30 each year. We expect to issue our reports on the Single Audit no later than August 31. Kevin Krysiniski is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs.

Our fees for the services described in this letter will not exceed the amounts shown below for each year being audited.

2014	\$ 42,000
2015	43,000
2016	44,000

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



We appreciate the opportunity to be of service to the County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth the understanding of The County of Dodge.

Management signature: *Julia A. Kay*

Title: *Finance Director*

Date: *01/14/14*

Governance signature: *David Furlong*

Title: *Fin. Chr*

Date: *1/14/2014*



Certified Public Accountants

406 Science Drive, Suite 100 ▲ Madison, Wisconsin 53711-1097 ▲ TEL 608-274-2002 ▲ FAX 608-274-4320

Dodge County
Jim Mielke, County Administrator
127 E. Oak Street
Juneau Wisconsin 53039

Based on conversations with County management and administration it was requested that we follow up on our extended procedures performed at Dodge County Department of Human Services by expanding our procedures again for the 2015 audit.

The additional procedures will include, but not be limited to, the following:

1. Review 2015 budget to actual comparisons at the program and line item level of detail with an emphasis on areas with budget overruns.
2. Make inquiries of staff at DHS and Finance about variances from budget and other operational issues.
3. Make inquiries of county management and board supervisors about their concerns regarding DHS.
4. Conduct further tests of selected transactions for compliance with county policies and state requirements.
5. Report to the Dodge County Finance Committee on the results of these additional audit procedures.

The cost of these additional procedures will depend on the time required to complete them. We estimate the cost at between \$2,500 and 3,000. We will inform you if we encounter problems and if we expect that our fees will exceed these amounts.

If you have any questions, please feel free to contact me.

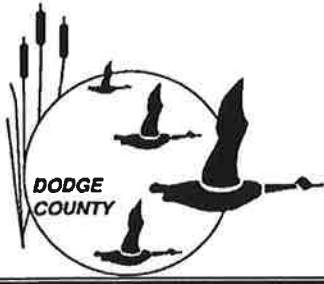
Kevin Krysinski, CPA Partner
Johnson Block & Company, Inc.
Madison, Wisconsin

County Acknowledgement:

Signature

Title

Date



FINANCE COMMITTEE

127 East Oak Street • Juneau WI • 53039-1329 • (920) 386-3520 • Fax: (920) 386-3545

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

Adopted February 9th, 2016

Effective January 1st, 2016

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. The purpose of review by the Dodge County Finance Department is to verify compliance with the *Dodge County Budget Control Policy*, a copy of which is attached hereto.
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.
8. The only exception to this policy is expenditures related to wages, fringe benefits, payroll taxes and Dodge County Treasurer Investments.

Dodge County Budget Control Policy

Presented to the Dodge County Board of Supervisors on July 21, 2015.

Adopted by the Dodge County Board of Supervisors on: July 21, 2015.

Effective Date of Policy: January 01, 2016.

Policy Background

Municipal budgets in Wisconsin are governed by Section 65.90, of the *Wisconsin Statutes*. As a governmental unit, Dodge County is obligated to comply with these statutory requirements. The Budget Control Policy, as outlined below, meets the obligations of Section 65.90, of the *Wisconsin Statutes*.

The Dodge County Annual Budget is prepared under a major fund accounting basis and meets Governmental Accounting Standards Board (GASB) – GASB Statement 34 standards. Each department has business units which designate a county activity that accounts for revenues, other resources and expenditures. All Departmental Business Units as identified in the Adopted 2015 Dodge County Budget are retained.

Department Heads shall monitor their respective operations, revenues, expenditures, obligations and overall budgets throughout the year. The Finance Department shall update and make available monthly Revenue & Expenditure Reports for each operational area.

Policy Requirements

1. Department Heads shall timely notify the County Administrator and the Finance Director of all intra-departmental fund transfers between Business Units.
2. Department Heads shall complete and submit the attached *Intra-Departmental Fund Transfer* form to the County Administrator and Finance Director to document the intra-departmental fund transfers.
3. Department Heads shall timely report to their respective Committees of Jurisdiction and the Finance Committee all intra-departmental fund transfers between Business Units. The County Administrator shall timely report intra-departmental fund transfers to the County Board of Supervisors.
4. The County Administrator and/or the Finance Director can present any intra-departmental fund transfers to the County Board of Supervisors for consideration and action.
5. Substitution of capital items requiring County Board approval shall follow County Board Rule Number 30 as it relates to a \$50,000 limit for Clearview, Highway, Information Technology and Physical Facilities Maintenance Department. Substitution of capital items in the amount of \$25,000 and over shall be presented to the County Board of Supervisors for consideration and action for all other departments.
6. Department Heads shall not request fund transfers between county departments.
7. Departments are not authorized to spend funds in excess of funds available in their respective budgets.
8. Amendments for Revenue and or Expenditures adjustments that exceed adopted county funding (levy and or sales tax) shall be reviewed by the Committee of Jurisdiction, and the Finance Committee prior to consideration and action by the Dodge County Board of Supervisors. Adjustments shall be presented timely by department heads upon a determination that such adjustments are necessary.

RESOLUTION NO. _____

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

WHEREAS, implementing a new Enterprise Resource Planning (ERP) system (also known as a financial software package) provides Dodge County an essential replacement to an aging system to analyze and improve the way Dodge County manages its financial information, improves business practices, implements strong internal controls, and automates workflow to facilitate the day-to-day management of Dodge County operations; and,

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 January 22, 2016, Finance Director Kolp received a revised 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 \$296,125 (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 Dodge County 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 \$182,125 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 1305, Independent Auditing, Account No. .5219.131, 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 \$182,125 in 2017 and in 2018, based on deliverables and milestones completed in 2017 and in 2018; and,

WHEREAS, the Finance Committee and the Information Technology Committee recommend 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;
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;
4. Appoint the Dodge County Finance Director as the Dodge County ERP Project Manager; and,
5. Create the Dodge County ERP Project Oversight Committee which will consist of the following members: The Dodge County Administrator, the Dodge County Finance Director, the Dodge County Director of Information Technology, one member of the Dodge County Information Technology Committee, and one member of the Dodge County Finance Committee; and require that the Dodge County ERP Project Oversight Committee shall meet monthly;

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), 203 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 \$296,125, as set forth in the revised proposal dated January 22, 2016, 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;
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;
4. Appoints the Dodge County Finance Director as the Dodge County ERP Project Manager; and,
5. Creates the Dodge County ERP Project Oversight Committee which will consist of the following members: The Dodge County Administrator, the Dodge County Finance Director, the Dodge County Director of Information Technology, one member of the Dodge County Information Technology Committee, and one member of the Dodge County Finance Committee; and the Dodge County ERP Project Oversight Committee shall meet monthly; 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

<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 _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
--

REVISED PROPOSAL TO:

Dodge County, WI



FOR:

Business Process Improvement and ERP Advisory Services

**Government Finance Officers Association
(GFOA)**



Research and Consulting Center

November 2, 2015
REVISED – December 2, 2015
REVISED – January 22, 2016
REVISED – February 1, 2016

Note: This proposal and description of GFOA methodologies is for the entity listed above. All information herein is confidential and proprietary to GFOA.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, IL 60601-1210

312.977.9700 fax: 312.977.4806

February 1, 2016

Julie Kolp
Finance Director, Dodge County
4th Floor, Dodge County Administration Building
127 E. Oak St.
Juneau, WI 53039

EMAIL: jkolp@co.dodge.wi.us

Dear Julie,

The Government Finance Officers Association (GFOA) is pleased to present this revised proposal to Dodge County (the County) for business process improvement and overall advisory services related to the County's ERP project. Our proposal and services are based on discussions with the County and include a focus on the following:

- ERP project readiness
- Business process improvement
- ERP project oversight

All changes suggested in your email from January 14, 2016, have been included.

Over 400 governments have found value in our experienced, expertise, and detailed approach to ERP projects. As one of the premier membership associations for public-sector professionals, GFOA can offer independent, objective, and best practice focused consulting services consistent with our mission to improve government management.

If there are any questions or if you would like to further discuss the proposal, please let me know.

Sincerely,

Mike Mucha
Director, Research and Consulting Center
Government Finance Officers Association

TABLE OF CONTENTS

Project Overview..... 4

Task 1: Project Readiness 5

Task 2: Business Process Improvement..... 6

Task 3: Project Oversight 9

 Training Planning and Development..... 9

 Formal Acceptant / Project Close..... 10

 Ongoing Project Oversight 10

Pricing..... 12

Project Staffing..... 13

Project Notes..... 15

Glossary 16





Project Overview

GFOA brings the expertise gained from our work with hundreds of public sector organizations. We combine this experience with a deep understanding of industry best practices, ERP implementation, project oversight, and organizational change management. In most projects, we typically assume the role of providing independent quality assurance, business process and public sector process subject matter expertise, risk identification, and contract compliance. Many of those projects begin as our client is going through initial the initial planning stages for an ERP project. With the County, we understand that the County has selected Tyler Technologies as its software vendor and is in the process of negotiating a contract with that vendor. This proposal provides services to help the County in negotiating that contract while also preparing for and executing the project. However, the majority of GFOA's services will focus on business process improvement and ensuring that a process is in place for analyzing current business processes, making decisions consistent with industry best practices, and working to apply those new business processes to the system. Specific services include:

- Independent quality assurance
- Risk Identification
- ERP Project Readiness
- Project Planning and Oversight
- Business Process Improvement
- Business Process Decision Making consistent with Industry Best Practices
- Configuration Testing
- Acceptance / Close Out

Throughout the project, GFOA would assign a small project team of two to three consultants that would be able to understand the County, its goals, policies, and unique concerns, become knowledgeable with the County project, be able to identify risks and issues, and provide specific recommendations.

GFOA consultants would have prior experience working with other ERP projects in similar organizations. GFOA is planning on assigning Rob Roque, GFOA's Technology Solutions Manager as the GFOA project lead. He is currently serving as GFOA project lead at Kenosha County, WI and Dunn County, WI on similar engagements.





Task 1: Project Readiness

Successful ERP projects utilize a detailed project plan and effective project management structure to set expectations, communicate to stakeholders, and manage project resources, timelines, and outcomes. GFOA will work with the County to develop a project plan for successful implementation of its ERP system *and* implementation of improved business processes to best leverage the system (and adhere to recognized industry guidelines). GFOA would also work to establish important project quality control points and a reporting format to communicate key issues, risks, and progress throughout the project. GFOA will establish an initial high level project plan to help with ongoing planning efforts and then be involved working with the County and Tyler to ensure that the software implementation considers the steps necessary to fully transition the County's business processes.

GFOA will also work with the County to establish the necessary governance structures and project teams necessary to carry out the project. This will include working with the County to identify key resources for the project and establishing a project charter that defines roles, project goals, and key guidelines/principles for the project.

As part of ongoing oversight, GFOA expects to be involved with review of the current County/ERP vendor contract and suggest edits that the County will negotiate with Tyler Technologies. In the past 5 years, GFOA has negotiated many contracts with Tyler Technologies and other software vendors and has been able to successfully negotiate protections for our clients not found in the vendors' standard agreements. These protections are critical for ongoing quality assurance and accountability with the project. GFOA understands that the County would like to negotiate its own contract; however we expect that the following terms will be part of the County's agreement.

- Tyler's response to detailed functional requirements and a warranty that covers the configuration and implementation of those requirement responses
- Pre and post live acceptance testing with sufficient testing periods
- Detailed statement of work with defined roles and project expectations
- Definition of critical deliverables
- Milestones and control points

Task 1: Project Planning		
Phase Duration:	TBD	
On-Site Presence	2-3 trips expected	
Deliverables	Description	Amount
1	Project Planning Documents <ul style="list-style-type: none"> • Initial Project Plan • Project Governance Structure • Project Charter Development 	\$20,150
2	Contract Review and Comment	\$6,000
3	Complete Project Plan Development (<i>to be completed with Tyler</i>)	\$9,275
	Total	\$35,425



Deliverable Expectations:

- 1) *GFOA will work with the County's project manager and key members of the County's steering committee to develop an initial project plan for the project. The plan will focus on identifying critical tasks for business process improvement and approximate timeframes for the software implementation.*
- 2) *GFOA will provide one review of the County's contract document provided by Tyler and GFOA will provide a report and facilitate a conference call identifying any issues and GFOA recommendations. If the County would like GFOA to provide any additional work on the contract GFOA would bill hourly at \$200/hour.*
- 3) *GFOA will work with the County and Tyler to help prepare the software implementation project plan. GFOA expects to be working primarily in a quality assurance role to make sure statement of work requirements are worked into the project plan and that sufficient time is allocated for business process improvement work.*



Task 2: Business Process Improvement

For each of the identified processes (a listing is provided below), GFOA will facilitate process improvement services. Initially, this will include the development of a process map (also called a process flow diagram or value stream map). These documents provide a visual tool to analyze a given business process, and facilitates the discovery of improvement opportunities. GFOA uses Microsoft Visio to develop the maps, and documents an accompanying narrative in Microsoft Word. All maps will be provided to the County in a format accessible for the County (example PDF or word document).

The GFOA mapping process is a highly collaborative one and will involve participation of a wide variety of stakeholders. This step is extremely important to the success of the project and allows various stakeholders to better understand existing processes (including limitations and inefficiencies). As part of this process, GFOA will also begin to discuss improvement opportunities. ***In addition to focus group meetings for the processes listed below, GFOA will schedule one-on-one meetings with each department head to allow for further discussion and conformation of department processes.*** All maps will be accompanied by GFOA's initial analysis and recommendations.

Process List	
Process	Task / Topics*
Accounting	<ul style="list-style-type: none"> • Chart of Accounts • General Ledger Transactions • Internal Service Charges • Activity Costing • Grant / Project Tracking • Financial Reporting
Budget	<ul style="list-style-type: none"> • Operating Budget • Capital Improvement Planning (CIP) • Capital Budget • Budget Adjustments / Amendments
Procure – Pay	<ul style="list-style-type: none"> • Vendors

Process List	
	<ul style="list-style-type: none"> • Purchase Requisitions • Purchase Orders • Contract Management • Change Order • Receiving • Inventory • Accounts Payable • P-Cards • Employee Expense Reimbursement • Vendor Self Service
Customer Billing	<ul style="list-style-type: none"> • Customer File • Billing • Accounts Receivable
Treasury	<ul style="list-style-type: none"> • Cash Receipts • Interest Allocation • Bank Reconciliation • Investments
Asset Management	<ul style="list-style-type: none"> • Asset Acquisition • Asset Lifecycle <ul style="list-style-type: none"> ○ Work Order / Fleet Management • Depreciation • Transfer / Disposal / Retirement
Time Entry – Payroll	<ul style="list-style-type: none"> • Interface to Kronos

** Note: Not all topics/processes will have maps. For some processes, such as the chart of accounts, mapping is not applicable. In these cases, GFOA will provide alternate documentation and analysis.*

In addition to the maps, GFOA will work with County staff to prepare a comprehensive system inventory. GFOA utilizes several methods of identifying systems including: business process maps, surveys, focus groups, departmental staff interviews, and system observations. Often the exercise of developing a system inventory is an ongoing task as new systems are continually identified. Included in the system inventory, GFOA includes all commercial applications, home grown applications, shadow/silo systems, stand-alone spreadsheets or databases, forms, records, notes, or other tools that either store information or are used for business process transactions. From experience, GFOA has found that identification of a comprehensive system inventory is an effective way of identifying business process improvement options (especially those that relate to elimination of redundant tasks) and a vital ERP implementation readiness activity. GFOA will assist the County in preparing a system inventory by providing templates and guidance, but GFOA expects that the County will take a lead role in documenting current systems.

Once maps are developed, GFOA consultants will conduct an analysis to compare the existing processes identified in the table under Task 1 as in scope for to-be design against recognized local government and public sector best practices (*Note: part of this analysis will occur during the mapping sessions*). It is our experience that some processes are heavily dependent on system features and the design process can be delayed until the implementation project. For other business processes, that occur both inside and outside of a system (such as the organizational process to process purchase requisitions), it is best to develop a to-be design process prior to engaging specific software capabilities.

With many processes, GFOA assumes that the County will be making significant changes from what has occurred in the past. GFOA will lead business process design sessions to ensure that the County will deploy best business practices rather than “re-creating the old system.” As part of this task, GFOA would take a lead role in facilitating a change to the County’s chart of accounts.

GFOA will provide recommended to-be process maps based on our analysis and the County’s feedback during the mapping sessions. All to-be maps will be discussed with the County and this will provide county project team members an opportunity to review, validate and ultimately make decisions on the high-level to-be process definition.

GFOA consultants will bring best practice expertise from a number of sources including: past consulting experience, best practice research, and will conduct benchmark research with other leading comparable organizations if necessary. Overall, GFOA will focus on attempting to simplify and standardize processes, apply best practices, and implement a more efficient way of doing business for the County.

Along with the to-be process design, GFOA will work to develop functional requirements for each major step in the process. GFOA focuses functional requirements development on business process. At each step in the business process we will determine both the system requirements and implementation requirements and document those using a Microsoft Excel template that will be sent to Tyler Technologies. Tyler Technologies will respond to each requirement and validate that it is included in the scope of the project. Requirements development focus on functional requirements that define “what” needs to be completed (such as tasks, outputs, interfaces, calculations, processing, etc.) and not on “how” the system or the organization handles tasks currently. This allows for future improvement and full utilization of the system tools and built in processes to make the County more efficient.

Note: GFOA expects that the County will make decisions. GFOA will provide recommendations, but the County must make decisions in a timely manner.

Task 2: Business Process Improvement		
<i>Phase Duration:</i>	3 months	
<i>On-Site Presence</i>	5-8 trips expected	
<i>Deliverables</i>	Description	Amount
4	Current Process Documentation and Analysis	\$60,650
5	To Be Processes	\$28,925
6	Functional Requirements	\$20,000
	Total	\$109,575

Deliverable Expectations:

- 4) *Current process documentation and analysis will be by functional area and include a process map and related analysis. GFOA assumes that all departments from across the County would be included in the same functional discussions around each process.*
- 5) *GFOA will create to be recommendations and document to-be processes for the County’s review and decision making. GFOA expects that any further modification be done by County staff. After the recommendation, GFOA feels strongly that the County project team or steering committee must own process decisions for them to be adopted and accepted.*



- 6) *The functional requirements that are developed will be similar to those that GFOA would insert into an RFP for ERP software. Functional requirements will be organized by business process and allow the project scope to be communicated to the vendor in detail. They will also serve as the final acceptance criteria. GFOA expects over 500 requirements.*



Task 3: Project Oversight

GFOA will also provide a project oversight role throughout the County's project. A project oversight role with GFOA will enable the County to leverage the presence that GFOA has in the public sector technology industry, and will allow the County to benefit from ERP implementation experience and research along with access to our nationwide membership network.

Essentially, GFOA's role could be to provide an early warning mechanism and guide, to your project manager and steering committee at various points in the implementation process by tracking the progress of activities within the project plan and identifying risk areas.

While GFOA is familiar with most ERP systems, our consultants are not implementers and we would not be qualified to actually configure the system. Many projects fail to keep focus on the "big picture" and the traceability from requirements to process to system. GFOA's role would be to help ensure that this connection for the County is a visible part of the project.

While this is occurring, GFOA will develop test scripts and will help oversee the overall testing of the configured system. GFOA would also be available to take a lead role in helping to resolve any training issues.

Training Planning and Development

Training end users on both business process and new system features is a critical part of an ERP project. GFOA is proposing to help the County prepare an organization wide training plan to sufficient reach all users with the knowledge to be effective within the County's new business processes and new system. The training process also provides an opportunity to identify and address any resistance or change management issues with the new system. GFOA's proposed training plan will put in place the timelines, roles, and processes for the County to manage the overall training effort.

GFOA can also assist the County with training material development. County end users will need to be trained on both system features as well as business process changes. GFOA assumes that Tyler Technology has templates and standard training documentation for the system processes that can be adopted to include the County's business processes. GFOA would be available to assist the County's project team in developing training documentation and delivering training on the processes listed below (note: these processes were selected due to the impact on a wide range of end users):

- 1) Chart of accounts
- 2) Project / Grant tracking
- 3) Procure to pay process
- 4) Billing and AR process



- 5) Fixed asset process
- 6) Budget
- 7) Financial Reporting
- 8) Treasury
- 9) Payroll Interface
- 10) Highway (work order, fleet, and inventory)

Formal Acceptant / Project Close

In addition to project oversight activities, GFOA will take a lead role in facilitating a formal acceptance and project close out process. The requirements developed in Task 2 will be used as the primary criteria for determining if the system configuration is complete. In addition, GFOA expects that the statement of work to the contract between the County and its ERP vendor will clearly identify an overall acceptance process.

Tracking implementation of functional requirements (rather than “modules”) is critical to ensure that the system scope has been fulfilled. Many times, vendors will only implement what is minimally necessary and the County is left without a complete system (often, for which it paid a large amount). GFOA has worked with many organizations to help manage the system acceptance process and can provide an independent perspective to project completion.

Ongoing Project Oversight

GFOA consultants will maintain an ongoing presence throughout the project to provide oversight, risk identification, recommendations, and other advisory services throughout the implementation. With this role, GFOA will remain active in monitoring the implementation of the business process improvements and can be used to resolve any issues or change management hurdles – including working with individual departments to work through functional or system obstacles.

GFOA also regularly provides guidance at the steering committee level to make sure that the project is accomplishing goals, the governance structure is working properly, and that all stakeholders on the project are held accountable. When issues arise, we are often used to facilitate resolution.

For 10 months, GFOA will plan on being onsite for 10 months. For months, to be determined mutually between GFOA and the County, GFOA will provide ongoing project oversight services remotely and will stay informed of the project.

Task 3: Project Oversight		
Phase Duration:	15 months (expected)	
On-Site Presence	1 trip per month (plus as necessary) for 10 months (5 months w/ no visit)	
Deliverables	Description	Amount
7	System Design Review	OUT OF SCOPE
8	Training Planning	\$13,950
9	Training Development Assistance	\$55,375
10	Phase Closure Review	\$9,175
M_?	Monthly Status Reports (10 months at \$ 7,263 per month) (5 months at \$0)	\$72,625
	Total	\$151,125

Deliverable Expectations:

- 7) After the Tyler and County project teams complete the system design / configuration documents, GFOA will provide a quality review of the documentation to ensure that it is consistent with the business process documentation. GFOA will also review for any other issues. Issues will be communicated to the County through a report*
- 8) GFOA will prepare a training plan focusing on change management concerns, organizational issues, and unique considerations that the County will need to take into consideration with its training effort. If possible, GFOA would coordinate training planning with Tyler's project team.*
- 9) GFOA will develop training manuals using Tyler documentation and the County's business process documentation to facilitate end user learning.*
- 10) GFOA will document that all contract requirements (including functional requirements) are met at the close of the project.*
- M) GFOA will provide monthly status reports that identify risks, provide recommendations, and communicate other issues to the County's steering committee and project manager. Status reports will be based on GFOA's ongoing involvement in the project (through completion of the deliverables identified in this proposal) and its planned one trip per month of project oversight for 10 of the planned 15 months.*



Pricing

- All pricing is provided as a fixed fee, inclusive of all travel costs, for the scope described within this proposal.
- GFOA will invoice the County for any deliverables/milestones completed in the previous month
- In calendar year 2016, GFOA agrees to accept maximum payment of \$114,000. In the event that GFOA provides more than \$114,000 of services related to this proposal, GFOA will invoice for such services in calendar year 2017.

Phase/Deliverable	Milestone	Price
1	Project Planning	
1	Project Planning Documents	\$20,150
2	Contract Review and Comment	\$6,000
3	Complete Project Plan Development (<i>to be completed with Tyler</i>)	\$9,275
2	Business Process Improvement	
4	Current Process Documentation and Analysis	\$60,650
5	To Be Processes	\$28,925
6	Functional Requirements	\$20,000
3	Project Oversight	
7	System Design Review	OUT OF SCOPE
8	Training Planning	\$13,950
9	Training Development Assistance	\$55,375
10	Project Closure Review	\$9,175
M	Monthly Status Reports (10 months at \$7,263 per month)	\$72,625
TOTAL		\$296,125



Project Staffing

GFOA has included short bios for all key staff proposed to be a part of this project.

Rob Roque joined GFOA in 1998, and is now the Technology Services Manager for the Research and Consulting Center. He has significant experience with both large and small governments, having served as the Project Manager for Cook County, IL, Fairfax County, VA, Montgomery County, MD, the City of Philadelphia, PA, along with a number of small municipalities and counties. Rob also has provided ongoing ERP advisory services and governance support to a few local governments software from Tyler Technologies. Rob's primary responsibilities with GFOA are to serve on implementation advisory service projects, ERP selection service projects, and technology needs assessments. Rob also assists with GFOA's ERP and project management training curriculum and assists with testing technology for the GFOA organization.

Prior to joining GFOA he was a Senior Budget Analyst with the City of Pittsburgh, PA where he was responsible for the budgetary structure/general ledger design and design of the management reports for the implementation of the City's PeopleSoft implementation.

Education:

M.U.R.P., University of Pittsburgh, Pittsburgh, PA
B.A., University of Pittsburgh, Pittsburgh, PA

Certification:

Project Management Professional (PMP)
SAP: Integrator of mySAP Public Sector

Mike Mucha joined GFOA in 2006 and is now GFOA's Deputy Executive Director and the Director of the Research and Consulting Center. In this role, Mike oversees GFOA consulting projects, research activities, the *Government Finance Review*, planning for GFOA training and conference, the GFOA website, and other strategic initiatives for GFOA. Mike also leads GFOA's consulting practice and focuses on providing guidance to local governments on how to use technology more effectively, improve business processes and administrative practices, and implement best practices in financial management. Mike has managed projects for both large and small governments, including many projects with governments implementing Tyler Technologies software, regularly speaks at GFOA training events, and has written numerous articles on public sector enterprise technology applications, budgeting, performance management, and strategic planning.

Education:

B.B.A in Economics, University of Iowa
M.S. in Public Policy and Management, Carnegie Mellon University





Mark is a consultant in the GFOA's Research and Consulting Center. Prior to joining GFOA, He worked in municipal government and higher education. Mark supports government jurisdictions through various finance related consulting projects and technology acquisitions such as Enterprise Resources Planning (ERP) systems. He also conducts research and writes on various topics impacting public sector finance. Mark has publications on topics such as financial transparency, citizen engagement, performance management, process improvement, and healthcare cost control in the public sector. He also writes for GFOA's newsletter which highlights innovations in public sector finance. The application of Lean principles to improve government finance is also an area of focus for him. In addition to research and consulting, Mark also staffs various finance and budget related professional development trainings.

Education:

BBA, Barry University – Miami Shores, FL

MPPA, Northwestern University – Evanston, IL



Project Notes

- ❖ GFOA will complete tasks in this proposal with a combination of on-site and off-site work. Work performed off site will include review of project deliverables, the development of other GFOA reports. However, to be effective with project oversight, some work will occur on-site and GFOA has included expected travel costs in this proposal. On site trips will be approximately 2 days in length and include 1 or 2 GFOA consultants. Where GFOA has identified its on-site presence as “TBD,” GFOA expects that this would not include more than 2 trips per month.
- ❖ GFOA will be provided access to the ERP implementation effort, including access to the ERP system, when on-site and in a remote fashion when off-site, including the project team network and any project management tools (example: SharePoint site). This access will be the same as that afforded to the implementation team. It will also include access to the proprietary tools used by the project team members for implementation of the ERP application.
- ❖ GFOA will bill at the end of each month for any deliverables / milestones completed in the previous month.
- ❖ If it becomes necessary for the County to request additional resources or expand scope beyond what is listed in this proposal, such additional work shall be secured as an amendment to the contract between the County and the GFOA, and the work will be performed at an hourly rate of \$200 per hour. Alternatively, GFOA and the County can develop a fixed-fee price for a discrete deliverable.
- ❖ As an educational, nonprofit, professional membership association, GFOA reserves the right to publish non-confidential documents describing the results of, or created during, the services described in this scope of work. GFOA will not publish any item with the name of the County without obtaining prior written consent of the government.
- ❖ GFOA is a nonprofit membership association made up of members representing organizations like the County. GFOA’s liability and indemnification under any agreement reached with your organization will be limited to the extent of fees paid by insurance coverage currently in force. This limitation applies to all exposures under this engagement.
- ❖ The County recognizes that GFOA’s role is to provide information, project management support, analysis, and oversight. As such, GFOA bears no responsibility for the performance of the software, hardware, or implementation service suppliers.





Glossary

The following acronyms are used in this proposal.

CIP – Capital Improvement Program or Capital Improvement Plan is a multi-year plan to address an organization's capital needs. A CIP typically includes an assessment of needs, proposed projects, and funding.

ERP – Enterprise Resource Planning systems are centralized database software systems that are used to facilitate the County's administrative functions such as finance, procurement, human resources, payroll, work orders, and others.

GFOA – Government Finance Officers Association of the United States and Canada is a 501(c)3 non-profit organization. Consulting services described in this proposal will be provided by GFOA.

P-Cards – Purchasing Cards provide a method of payment and can be used as part of a larger procurement strategy along with purchase orders. P-cards are often used for small dollar purchases or to earn a rebate.

PDF – Portable Document Format refers to a file format that is generally accessible and can be viewed, printed, and electronically transmitted.

TBD – To Be Determined. At this time, this information is unknown. GFOA and the County will mutually agree on this term at a later date.

STATEMENT OF THE DODGE COUNTY TREASURER

December 31, 2015

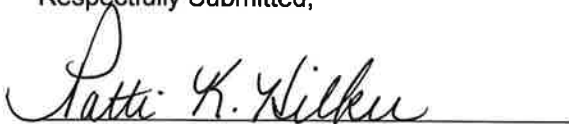
Following is a condensed statement of cash received and disbursed
by Dodge County during the month of DECEMBER 2015:

Balance NOVEMBER 30, 2015	\$590,570.76	
Receipts DECEMBER 2015	\$4,580,859.52	
Investments Redeemed	\$3,475,000.00	
Cancelled Checks	\$0.00	
JE Bank credit IRS	\$150.00	
Interest "SWEEP" Account	\$154.75	
DECEMBER J.E.	\$761,275.32	
	\$0.00	
Disbursements DECEMBER 2015		\$8,268,545.68
Investments Purchased		\$300,000.00
Balance DECEMBER 31, 2015		\$777,807.68
DECEMBER J.E.		\$61,656.99
	<u>\$9,408,010.35</u>	<u>\$9,408,010.35</u>

Landmark Credit Union # 9001133707 (GENERAL FUND)	\$500,471.86
Landmark Credit Union # 9001133703 (SWEEP)	\$557,045.17
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00

	<u>\$1,057,517.03</u>
Less outstanding checks	\$279,709.35
Cash Balance DECEMBER 2015	\$777,807.68

Respectfully Submitted,



Patti K. Hilker
Dodge County Treasurer

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

JANUARY 2016

INVESTMENT TYPE	BALANCE BEFORE INVESTING	% INVEST	AVG. YIELD RATE	AMOUNT INVESTING	AMOUNT SOLD	AVG. YIELD RATE	BALANCE AFTER INVESTING	% INVEST	1/31/2015
CERTIFICATES OF DEPOSITS	\$3,000,000.00	8.2%	0.747%	\$0.00	\$0.00	0.747%	\$3,000,000.00	6.8%	3,000,000.00
STATE INVEST. POOL RAILROAD	\$562,316.44	1.5%	0.190%	\$92.55	\$0.00	0.190%	\$562,408.99	1.3%	552,010.50
STATE INVEST. POOL GENERAL	\$4,292,793.81	11.7%	0.190%	\$12,018,519.68	\$4,832,000.00	0.190%	\$11,479,313.49	25.8%	14,960,142.53
EHLERS -GENERAL FUNDS	\$9,114,794.61	24.8%	0.430%	\$534,499.71	\$419.06	0.430%	\$9,648,875.26	21.7%	3,742,689.47
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	5,191,044.25
LANDMARK CREDIT UNION GF INVESTMENTS	\$1,255,937.21	3.4%	1.150%	\$0.00	\$18,013.40	1.150%	\$1,237,923.81	2.8%	1,997,446.02
WELLS FARGO INVESTMENTS	\$251,380.00	0.7%	1.644%	\$0.00	\$392.50	1.644%	\$250,987.50	0.6%	-
DODGE CTY DRAINAGE BRD UNSEC LOAN	\$0.00	0.00%	3.500%	\$0.00	\$0.00	3.500%	\$0.00	0.0%	150,000.00
FIXED INCOME CUSTODY (DANA)	\$18,247,434.00	49.7%	1.760%	\$0.00	\$0.00	1.760%	\$18,247,434.00	41.1%	18,217,406.96
	<u>\$36,724,656.07</u>	<u>100.0%</u>		<u>\$12,553,111.94</u>	<u>\$4,850,824.96</u>		<u>\$44,426,943.05</u>	<u>100.0%</u>	<u>47,810,739.73</u>
							<u>\$18,289,887.56</u>		
							<u>\$44,469,396.61</u>		

January Yield Rate		
	2015	2016
CD	0.70%	0.75%
State Pool	0.08%	0.19%
Fixed Income	1.70%	1.76%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

DAVID FROHLING
FINANCE COMM. CHAIRMAN

Dodge County, Wisconsin County Sales Tax Remittances

12/1/2015

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			
		\$4,580,187	\$4,616,056	\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,183,252	(\$285,835)	

Monthly Average	381,682	384,671	407,904	423,022	442,499	496,174	471,205	(25,985)
Highest Monthly Amt	\$412,145	\$460,303	\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$53,582
	Oct/Aug	Sept/July	June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	Mar/Jan
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/June

% Of Year Completed	91.7%
Estimated Year End	\$5,654,456

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

	Oct-15	Nov-15	Previous Month	
			\$ Change	% Change
State	\$34,519,882	\$26,092,336	(\$8,427,546)	-24.4%
Dodge	580,603	417,286	(163,318)	-28.1%



**Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form**

Effective Date: _____

Date: January 18, 2016

Department: Information Technology

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

The COOP Cloud solution was offered at a great discount if purchased for 3 years (\$30,000 for one year or \$35,995 for 3 years). Moving money over to bring the account back so another item in the BU will also have funds

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1819	5249		Computer Maint & Repair	\$7,395

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1811	5249		Computer Maint & Repair	\$7,395

Note the increases must balance with the decreases

Department Head Signature *Russ M. Otto* Date: 1/18/16

County Administrator Signature *Jane Muelhe* Date: 1/18/16

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
 Effective Date: 01/01/2016

Date: 01/27/16

Department: _____ Treasurer

For Finance Department use only	
Doc#	<u>74987</u>
Batch#	<u>181756</u>
GL Date:	<u>1/31/16</u>

Description of Adjustment:

Dana Investment Investment Advisor Fee and Interest were assigned new account numbers. Budget was passed for the old account numbers. Budget amounts in 1493.4811.06 (Interest) and 1493.4811.061 (Investment Advisor) would need to be re-appropriated to 1493.4811.09 (Interest) and 1493.4811.091 (Investment Advisor).

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1493	4811	09	Interest	(250,000)
1493	4811	091	Investment Advisor	(45,000)

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1493	4811	06	Interest	250,000
1493	4811	061	Investment Advisor	45,000

Note the increases must balance with the decreases

Department Head Signature _____

Patti K. Wilker

Date: 1-27-16

County Administrator Signature _____

James Muelhe

Date: 1/27/16

Committee of Jurisdiction Chairman
Signature _____

Date: _____

Finance Committee Chairman
Signature _____

Date: _____

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
100.1661.151	22982	US Postal Service (Postage by Phone)	01/25/16	Postage for mail machine	PV	423419	00100	20,000.00	P
101.5324	15254	Wisconsin Counties Association	01/05/16	Membership Dues	PV	422203	00100	11,312.00	P
101.5818	49213	Current Works, Inc	01/11/16	RESOLUTION 15-65	PV	422431	00100	33,100.00	P
808.5527	15352	Wisconsin Municipal Mutual Insurance Co	01/08/16	2016 Premium	PV	422554	00100	252,423.00	P
809.5527	15352	Wisconsin Municipal Mutual Insurance Co	01/08/16	2016 Premium	PV	422554	00100	51,695.99	P
813.5249	13609	ESRI	12/24/15	Computer maint/repair	PV	422755	00100	12,700.00	P
1326.5829	13885	Hooper Corporation	08/21/15	Jail Water Heater Project	PV	422256	00100	49,167.88	P
1326.5829	32875	K-W Electric, Inc.	12/31/15	Refeed Panel LL, Install Brake	PV	423139	00100	13,900.00	P
1493.4811.091	13440	Dana Investment Advisors Inc.	02/05/16	1st QTR 16 Management Fee	PV	423654	00100	11,042.46	P
1811.5249	15319	Integrated Imaging, Inc.	01/04/16	File Director user licenses	PV	423137	00100	11,875.00	P
1811.5249	47880	Microsoft Services	01/31/16	Microsoft Premier Support ser	PV	422268	00100	45,536.00	P
1811.5818	32122	Unitrends Company	01/08/16	& 3yrs support	PV	422606	00100	99,393.00	P
1811.5818	45666	Meridian IT Inc.	01/05/16	Computer Equipment	PV	422809	00100	34,202.70	P
1814.5818	14079	Kronos Inc.	12/31/15	Computer Equipment	PV	422806	00100	15,333.60	P
1814.5818	47134	Kronos Inc.	02/01/16	February Lease Payment	PV	422038	00100	22,344.56	P
1819.5249	29742	Contingency Planning Solutions Inc	01/02/16	Unitrends Clous DR Service	PV	423190	00100	35,995.00	P
1905.5829	14002	Johnson Controls, Inc.	12/23/15	Chiller Replace contract HDOB	PV	422257	00100	23,277.00	P
2031.5249.03	33010	Word Systems Inc.	01/31/16	Main.Agree.iRecord Video	PV	422920	00100	22,496.00	P
2031.5819	49003	Walters Buildings	12/31/15	Const. Impound Storage Bldg	PV	422072	00100	92,155.10	P
2056.5299	38938	Emergency Communications Network, Inc.	01/01/16	Code Red Software for 2016	PV	422213	00100	10,000.00	P
2061.5275	22827	Aramark Chicago Lockbox	12/31/15	Inmate Meals 12/17-23	PV	422263	00100	10,227.67	P
2061.5275	22827	Aramark Chicago Lockbox	12/31/15	Inmate Meals 12/24-30	PV	422265	00100	10,647.58	P
2061.5291.02	43241	Correctional Healthcare Companies, Inc.	02/28/16	Feb 2016 Jail Monthly Medical	PV	422267	00100	51,897.76	P
2501.5211.01	34299	Fond du Lac County Treasurer	12/31/15	Autopsies	PV	423405	00100	12,820.00	P
2901.5222	15074	Juneau Utilities	12/15/15	Electric	PV	422259	00100	10,112.48	P
2901.5246	14490	Otis Elevator Company	01/31/16	Elevator Ser. Contract	PV	422258	00100	14,794.37	P
2902.5222	15074	Juneau Utilities	12/15/15	Electricity	PV	422259	00100	15,168.71	P
2902.5224	35937	Constellation Energy Services	12/31/15	Natural gas	PV	423140	00100	11,626.17	P
Fund			00100	GENERAL FUND				1,005,244.03	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
4005.5299	38938	Emergency Communications Network, Inc.	01/01/16	Code Red Software for 2016	PV	422213	00100	10,000.00	P	
4809.5279,401	13459	Daybreak Inc-Waupun	11/30/15	Flour,Jauet,Kulhanek,McCabe	PV	422254	00100	18,731.18	P	
4825.5299	13771	Green Valley Enterprises Inc.	12/31/15	Birth to 3	PV	423348	00100	31,000.00	P	
4855.5818	48736	Netsmart Technologies	12/22/15		PV	422269	00100	10,000.00	P	
4855.5818	48736	Netsmart Technologies	12/31/15	Implementation Software	PV	423565	00100	11,977.50	P	
5010.5273.02	12436	Northwest Passage, LTD	12/31/15	Prairieview (Girls)	PV	422976	00242	10,292.00	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	12/31/15	Main Program	PV	422984	00242	11,478.06	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	12/31/15	Cheryl House Intensive	PV	422984	00242	13,850.18	P	
5016.5291.03	12426	Lutheran Social Services-WI & Upper MI	12/31/15	Safety services	PV	423184	00100	48,108.48	P	
Fund 00242								HEALTH & HUMAN SERVICES FUND	165,437.40	

DODGE COUNTY, WISCONSIN
 Vouchers \$10,000 or more
 Vouchers paid in January

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C P	
645.1864	13511	Direct Supply, Inc.	12/30/15	Equipment repairs	FV	422893	00100	18,346.68	P	
645.2141.02	42205	Bond Trust Services Corporation	01/31/16	\$16,090,000 GO BOND INT PYMT	FV	423548	00100	149,292.50	P	
4520.5211.30	39490	Achieve Solutions	12/31/15	MED A/MED B THERAPIES DEC 201	FV	422533	00100	11,937.70	P	
4520.5211.32	39490	Achieve Solutions	12/31/15	MED A/MED B THERAPIES DEC 201	FV	422533	00100	13,497.12		
4520.5211.39	39490	Achieve Solutions	12/31/15	MED A/MED B THERAPIES DEC 201	FV	422533	00100	13,128.80		
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	01/31/16	MA BED LICENSES-JAN 2016	FV	422531	00100	23,800.00		
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	01/31/16	MA BED LICENSES-JAN 2016	FV	422531	00100	41,860.00		
4528.5211.11	39490	Achieve Solutions	12/31/15	CBIC THERAPY CHGS DEC 2015	FV	422532	00100	27,739.96		
4528.5211.13	39490	Achieve Solutions	12/31/15	CBIC THERAPY CHGS DEC 2015	FV	422532	00100	28,201.40		
4528.5211.15	39490	Achieve Solutions	12/31/15	CBIC THERAPY CHGS DEC 2015	FV	422532	00100	27,145.65		
4528.5345	44091	Omnicare Inc	12/31/15	PHARMACY CHARGES 2015	FV	422534	00100	10,049.52		
4556.5222	15074	Juneau Utilities	12/31/15	ELE/WTR/SWR/FIRE 11/17-12/15	FV	422530	00100	18,576.25		
Fund 00645								CLEARVIEW LTC & REHAB	383,575.58	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C P
872.2371.12	49258	Dried Up Drainage LLC	12/31/15	District 12 Tree Removal, etc	PV	423629	00100	18,935.00	
		Fund 00872		DRAINAGE DISTRICTS FUND				18,935.00	
Grand Total								1,573,192.01	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
730.2121	14439	Compass Minerals	01/15/16	MS001	PV	423154	00730	35,329.86	P	
730.2121	14439	Compass Minerals	01/20/16	MS001	PV	423264	00730	43,120.59	P	
730.2121	14439	Compass Minerals	01/21/16	MS001	PV	423265	00730	28,626.67	P	
730.2121	14439	Compass Minerals	01/28/16	MS001	PV	423693	00730	36,698.69	P	
730.2121	38048	Angus Young Associates	01/05/16	Materials, Jnls & Vchrs	PV	423225	00730	30,742.83	P	
730.2121	42205	Bond Trust Services Corporation	01/28/16	HWY 08/04/11	PV	423474	00730	81,937.50	P	
Fund 00730								HIGHWAY AND AIRPORT FUND	256,456.14	
Grand Total									256,456.14	



Clearview

January 5, 2016

From: Bill Wiley, Director of Financial Services, Clearview
To: Dodge County Finance Committee

Subj: Final 2015 Clearview Write Offs

Members of the Finance Committee,

Jane Hooper, the Administrator of Clearview, today authorized the write off of uncollectible receivables in the amount of 80,761.63. Some of the reasons these receivables were uncollectible are:

Deceased – no estate
Indigent
No prior authorization for services
Untimely filing of bills
State appeal denied

Yearly Summary:

Clearview wrote off a total of 213,579.97 in uncollectible receivables in 2015. This amounts to 0.8% of the 27,604,158.43 billed during 2015.

Please let me know if you require further information on this subject. Thank you.

Bill Wiley

Clearview Write Off's 1/5/16

Reason	Percentage	Description
Appeal	36.6%	State appeal denied Initially on Medicaid-unaware had enrolled in an MCO, no auth for oxygen, initially with Care WI-not aware was replaced with Medicare, denied portable-only concentrator was
Auth	32.9%	authorized
Benefits	1.4%	Exhausted benefits, out of network denial - cannot bill Medicaid with this denial
Deceased	6.4%	No estate Care giver misappropriated funds, patient liability changed after discharge, no funds
Indigent	16.8%	available to pay.
Level of Care	0.1%	No level of care for transportation Husband misappropriated funds, Clearview now rep-payee, balances are unpaid patient
Misappropriation	3.8%	liabilities
Untimely	2.0%	Did not know resident enrolled with Care WI, denied as untimely
TOTAL	100%	

Nursing Home	61.0%	49,258.73
IID	0.1%	82.20
CBIC	1.9%	1,518.00
Assisted Living	0.0%	0.00
CBH	37.0%	29,902.70
TOTAL	100.0%	80,761.63