

Finance Committee Regular Meeting
Minutes of the November 7, 2017

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:30 a.m. on Tuesday, November 7, 2017 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following were present: Frohling, Schaefer, Benter, Fink and Guckenberger.

Also present: County Board Chairman Russ Kottke, Supervisor Donna Maly, Jeff Caine, and Joe Marsik, Jim Mielke, Julie Kolp, Patti Hilker, Becky Bell, Kim Nass, Monica Hooper, Bill Wiley, Jane Hooper, Brian Field, Lori Fett, Scott Smith, Russ Freber, Karen Gibson, and Eileen Lifke.

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

Motion by Benter and 2nd by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried with unanimous approval.

Motion by Schaefer and 2nd by Guckenberger to approve September 26, 27, and 28 and October 24, 2017 special committee meeting minutes and October 10, 2017 regular committee meeting minutes as presented. Motion carried with unanimous approval.

Resolution – Transfer Funds from 2017 Information Technology Department Budget to Various 2017 Department Budgets. Julie Kolp, Finance Director presented information on this resolution. According to Kolp, Kronos licenses were part of Information Technology's (IT) 2017 budget. Recent Office of Management and Budget (OMB) guidance allows costs directly related to programs to be directly charge to those programs. Users identify each Kronos license which makes them eligible for direct charge and compliance with OMB guidelines. Supervisor Guckenberger questioned how this was handled for 2018's budget. Kolp was unsure but IT's budget will be reviewed. Motion by Guckenberger and 2nd by Benter to approve Resolution to Transfer Funds from 2017 Information Technology Department Budget to Various 2017 Department Budgets. Motion carried with unanimous approval.

Resolution – Clearview 2017 Dodge County Budget Amendment – Health Facilities Committee. The Fiscal Note set forth in Resolution – Clearview 2017 Dodge County Budget Amendment – Health Facilities Committee was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact of \$106,100. According to Bill Wiley, Clearview's Finance Director, the resolution is for unbudgeted excess revenue from assisted living and behavioral health. The excess revenue will offset expenditure line items that are currently or may in the future exceeding current 2017 budgeted amounts. Areas of concern involve various household operations and utility charges. This budget amendment will affect both revenues and expenditures. Motion by Schaefer and 2nd by Guckenberger to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution – Clearview 2017 Dodge County Budget Amendment – Health Facilities Committee to the County Clerk. Motion carried with unanimous approval.

Jim Mielke, County Administrator requested clarification on the two amendments presented and passed at October 24, 2017's Budget Review meeting. According to Mielke, the first amendment referenced Sales Tax and the second referenced Fund Balance. Mielke questioned if Highway will be gaining \$80,000 because of both amendments passing.

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Kim Nass, Corporation Counsel Director stated the first amendment resulted in an amended 2018 Dodge County Budget Appropriation and Revised Financial Plan resolution. The amended resolution added \$40,000 tax levy to Emergency Management and Fund Balance Applied increased by \$40,000. The summarized 2018 Dodge County Budget (lines 32 – 41) did not change with the passage of the second amendment. Supervisor Maly stated her understanding of the second amendment was a \$40,000 Fund Balance transfer to highway maintenance. Mielke requested a concise explanation of the amendments to be present at November's County Board meeting.

Supervisor Maly requested clarification on the format for budget amendment submittals. County Board Chairman Russ Kottke clarified that amendments presented on the County Board floor must be in writing. There is no documentation regarding formats of resolution amendments presented at committee meetings. Nass stated that since the Finance Chair did not deny the verbal amendment at the October 24, 2017 meeting, it should stand. Nass also recommended that amendments presented at County Board meetings be addressed and voted on individually.

Updating the "2018 County Administrator's Budget to the County Board of Supervisors" was questioned. Kolp stated the amended resolution will affect the first part of the budget book. It was suggested to leave the budget book as is until after the budget is passed. Kolp also requested clarification on the type of Fund Balance referenced in the amended budget. Assigned Fund Balance goes directly to the department. Unassigned Fund Balance is used to balance the budget as a whole.

Chairman Frohling suggested a simple memorandum to the County Board supervisors identifying the net effects of the two budget amendments passed at the October 24, 2017 meeting. Overall, the levy increased \$40,000 and Fund Balance will be used to balance the budget. The bottom line will not change. Supervisor Maly was concerned about Resolution 17-45 which included \$40,000 for water rescue equipment. Maly voiced concern about the fire chiefs proceeding with budget plans to purchase the equipment based on the passed resolution. Mielke clarified the chiefs knew that the funding would not be final until November's adoption of the budget. Mielke, Kolp and Nass will work on the memorandum to go out in the November County Board packet.

Brian Field, Highway Commissioner appeared to address the proposed highway equipment purchases identified in 2018's budget. The handout he provided listed asset purchase cost and budgeted auction recovery. The "Difference" column represented the net cost of listed equipment. According to Field, grass mowers had been leasing but after review for the past two years, it was decided to purchase this equipment. The decision was based on resale value and Department of Transportation (DOT) reimbursement criteria. Field clarified that three quad axles will be replaced in 2018, however only two will be put up for auction.

Kolp reviewed Jail Improvement Fund balance. Beginning 2017, \$221,080 was available with \$67,091 assigned to 2017's budget and an additional \$24,529 added during 2017. Current total expenditures for 2017 is \$91,620 leaving \$129,460 available. According to Russ Freber, Physical Facilities Director, jail improvement requests for this meeting are around \$58,000; some of them are not-to-exceed amounts.

Freber continued with water softener related requests. According to Freber, when the original water softeners were installed, by-pass valves were not installed. In order to install the new softeners, the

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jail will need to run hard water for a while until installation is complete. The by-pass valves are required to redirect the water supply. Costs for labor and materials to install new by-pass valves and piping are an amount not-to-exceed \$19,188. Costs for labor and materials to reinsulate the piping for the new softeners is an amount not-to-exceed \$2,634. The purchase costs for new water softeners is an amount not-to-exceed \$12,891.23. Freber stated that he requested the not-to-exceed pricing opposed to actual quotes because he felt it was to the county's advantage. Motion by Schaefer and 2nd by Fink to approve jail improvement expenditures and pay invoices when received for new water softeners and related installation expenditures. Motion carried with unanimous approval.

Freber provided information on funds requested for the Law Enforcement Center. Concrete repair at the J-Pod was completed for \$6,975. According to Freber, there was a problem at the J-Pod with individuals hiding contraband and/or tripping over raised bricks. Motion by Guckenberger and 2nd by Benter to approve the jail improvement expenditure and pay invoice when received for concrete repair at the Law Enforcement Center (J-Pod). Motion carried with unanimous approval.

Freber requested \$6,975 of jail improvement funds to shorten pipes and reinstall vibration isolators at the Detention Facility. According to Freber, the bill actually was for \$3,995; less than quoted. The original quote was for two days but with the help of maintenance staff, it was completed in one day. Motion by Benter and 2nd by Schaefer to approve the jail improvement expenditure and pay invoice when received for shortening pipes and reinstalling vibration isolators at the Detention Facility. Motion carried with unanimous approval.

Freber addressed the request to repair the Sally Port Doors. According to Freber, the original quote to repair the door for salt damage was for \$8,000. The original plan was to replace the outer skin with stainless steel, which will hold up better to salt damage. Removal of the door's outer skin revealed additional damage. It was decided the best approach to repair would be to take the doors to the shop, add stainless steel channels to the inside structure, install four feet of stainless steel to the bottom and have them painted with high quality paint to protect them better and prevent salt damage. Freber anticipates doing the north Sally Port doors in spring. Motion by Schaefer and 2nd by Benter to approve the jail improvement expenditure and pay invoice when received for repair to the Sally Port doors. Motion carried with unanimous approval.

Kolp presented information on General Fund balances at the October Finance Committee meeting. Kolp requested Highway and Clearview to provide information on their fund balances at November's Finance Committee meeting.

Wiley provided a handout showing fund balance categories for Clearview. According to Wiley, Non-spendable are inventories and prepaid insurances and services. Assigned is Marsh County Health Alliance (MCHA) with the remainder being the balance of year-end net gains. According to Wiley, counties who join MCHA must pay a one-time \$5,000 fee. Assigned fund balance relating to MCHA is \$35,000. This fee is used for consortium's operation expenses. In 2017, Clearview received \$60,000 as part of the siding settlement. The Health Facility Committee requested the settlement amount be set aside for future siding replacements. This will also be part of 2017's year-end Assigned fund balance. According to Wiley, some siding has been replace but more replacement is needed. A final settlement check is anticipated by 2020.

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Field presented a document regarding Highway's fund balance. According to Field, Non-spendable is inventory such as fuel, salt, automotive parts, and other encumbered funds. Assigned is savings from business units throughout the year. During the budgeting process, based on remaining expenditures, a conservative balance is forecasted for the upcoming year and that amount is the beginning of the following year's budget. Past fund balances have been as high as \$7 million and as low as 200,000. When asked why balances are not used by year-end, Field commented that it is more efficient to carry over to ensure proper planning for future projects.

Monica Hooper, Human Services and Health (HSHD) Fiscal Support Services Division Manager reviewed NetSmart billing progress. According to M. Hooper, by day-end, all billing should be completed for August. Billing for a number of areas has been completed through September. Unposted revenue is around \$1.3 million, however write-offs and denials have not been considered in this number. After a full month's closing, HSHD will have a better idea of the amount. M. Hooper is waiting for confirmation from NetSmart that open ticket items will be resolved if a hard close is performed. To request NetSmart to open a month after it has been closed could be very costly to Dodge County. Supervisor Guckenberger recognized Becky Bell, Health and Human Services Director, M. Hooper and HSHD staff for all of their hard work with addressing NetSmart issues and the progress they have made.

Kolp reported on the status of combining payrolls. Kolp stated the process of creating the white paper with recommendations was placed on hold per Jim Mielke and Sara Hinze, Human Resource Director. However, as of yesterday (November 6, 2017), Kolp was directed to resume creating the white paper with a recommendation due in February 2018.

The County Treasurer provided committee members copies of September 2017's Statement of Cash. October 2017's County Investment holdings were presented for review. Patti Hilker, Treasurer commented that interest rates are going up. As Ehlers investment come due, they are being redeemed and deposited in the Local Government Investment Pool (LGIP). This week a 3 year Landmark CD with 2 years remaining was sold at 19%. The county made over \$48,000 on the sale.

The monthly county state sales tax remittance report was reviewed. October 2017's remittance for August was \$524,810 compared to \$522,952 from the same period in 2016. The fiscal year remittance to date is \$5,454,130 compared to \$4,878,192 the same period in 2016.

Intra-Department Fund Transfers were reviewed and approved by consensus.

Vouchers \$10,000 or more was reviewed. It was noted the report included an error in posting. A voucher was created for 2018 and was included on the report. Kolp verified that the posted check had the correct date. Finance is in the process of correcting the voucher date.

Kolp reported on the Enterprise Resource Planning (ERP) system. The contract is in the process of being finalized. According to Kolp, there is a security concern. Tyler is requesting access to the network and the county will not be able to control what they are accessing or downloading. Language is being incorporated in the contract regarding Tyler's access to the network. Other ERP highlights include:

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- Contract's payment schedule is to align with statement of work and milestones. Payment schedules are addressed for the first phase but not the second phase. Government Finance Officer Association (GFOA) and Dodge County are requesting clarity on the payment schedule and not assumptions.
- Corporation Counsel continues to review the contract.
- Andrew Miller, Veteran Services Director will replace the recently vacated IT position. Miller has prior experience with IT projects. He will be coming on board as IT experience opposed to IT replacement.
- Implementation slotted to begin in January.

Nass provided an overview of the Internal Revenue Service (IRS) penalty. According to Nass, the payment was an overpayment opposed to no payment. The IRS penalty is for sending the IRS a check. The county is working with an attorney who is familiar with IRS penalties. On October 10, 2017, the county received denial for the request to waive the penalty. According to Nass, this is expected. The attorney submitted a second level of appeal on October 31, 2017. It is believed that the front line of the IRS did not realize two payments were received and a waiver for the penalty is anticipated. A response to the appeal is not expected for another two months. Attorney cost are capped at \$1,600.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:51 a.m.

December 12, 2017 at 8:00 a.m. in Room H & I – Auditorium on the 1st floor of the Dodge County Administration Building.

Edward Benter

Secretary

**2017 Dodge County Human Services and Health Department Budget Amendment
State Targeted Response to the Opioid Crisis Grant**

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

WHEREAS, in 2017, Dodge County applied for the State Targeted Response to the Opioid Epidemic Waitlists and Unmet Needs Grant from the State of Wisconsin Department of Health Services; and,

WHEREAS, based on criteria established by the State of Wisconsin, Dodge County was awarded a grant in the amount of \$84,879 to be used beginning on July 1, 2017, through April 30, 2018; and,

WHEREAS, Dodge County has been identified by the State of Wisconsin as a high priority county due to the number of opioid overdose deaths; and,

WHEREAS, the Dodge County Human Services and Health Department will allocate these grant funds for day treatment services, detoxification services, medication assisted treatment, and residential care; and,

WHEREAS, due to the high demand for these services, Dodge County anticipates utilizing in excess of \$50,000 in grant funding in 2017, and may exhaust the entire allocation of \$84,879 in 2017; and,

WHEREAS, due to the grant award and utilization, the Human Services and Health Department will have excess revenue and increased expenditures that will need to be recognized in the 2017 Dodge County Budget;

SO, NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors, that the budget amendment to the 2017 Dodge County Human Services and Health Department Budget, as reflected on Exhibit "A", attached hereto, and incorporated herein, is hereby approved; and,

BE IT FINALLY RESOLVED, that the Dodge County Finance Director is hereby authorized to amend the amount of the appropriations in the 2017 Dodge County Budget by applying \$84,879 in expenditures and revenues to Business Unit 4803, MI-Opioid STR Grant.

All of which is respectfully submitted this 19th day of December, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: ___ Yes X No ___ N/A.

Budget Impact: \$84,879. Finance Committee review date: December 12, 2017. Chair initials: ____.

Vote Required: 2/3 of Members elect.

Resolution Summary: A Resolution to amend the 2017 Dodge County Human Services and Health Department Budget – State Targeted Response to the Opioid Crisis Grant.



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

**Doc = BX
Ledger = BA**

Effective January 1st, 2016

Date: 11/28/17

Department: Human Services & Health Department

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

Description of Adjustment:

The department applied for and was awarded funding from the State of Wisconsin in the amount of \$84,879.
 This grant was awarded to Dodge County based on criteria established by the state. The State determined Dodge County is a high priority county based on the number of opioid overdose deaths.
 These grant funds are being utilized for day treatment services, detoxification services, medication assisted treatment, and residential care.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4803	4225		Opioid STR Grant	-84879
4803	5499		Cost Allocation	41240
4803	5279		Other CBRF	28414
4803	5346		Medication	15225

Note the total Budget Adjustment must balance

Exhibit "A"

2
3 **AUTHORITY TO PURCHASE THREE QUAD AXLE DUMP TRUCKS**

4
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
6 MEMBERS,

7
8 **WHEREAS**, the Dodge County Highway Committee has determined that it is necessary
9 to purchase three quad axle dump trucks to better meet the summer and winter demands of the
10 Dodge County Highway Department; and,

11
12 **WHEREAS**, the Highway Department has received quotations from the following vendors
13 for the purchase of three quad axle dump trucks:

Vendor	Quotation
Truck Country – Freightliner	\$494,140
V&H Truck – Western Star	\$506,409
Scaffidi Truck – Mack	\$516,000
Kriete Truck Center – Mack	\$520,500
Nuss Truck – Mack	\$548,553

14
15 ; and,

16
17 **WHEREAS**, copies of the quotations are on file in the Office of the Dodge County Clerk
18 and may be viewed during normal business hours; and,

19
20 **WHEREAS**, the Highway Committee recommends that the Dodge County Board of
21 Supervisors approve and accept the quotation from Truck Country, in the amount of \$164,713
22 per truck, and authorize and direct the Highway Committee to purchase three quad axle dump
23 trucks from Truck Country, at a total purchase price of \$494,140;

24
25 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
26 Supervisors hereby approves and accepts the quotation from Truck Country, in the amount of
27 \$164,713 per truck, and authorizes and directs the Dodge County Highway Commissioner to
28 purchase three quad dual axle dump trucks from Truck Country; and,

29
30 **BE IT FURTHER RESOLVED**, that the purchase cost of these three quad axle dump
31 trucks shall be charged to Business Unit 3281, Capital Asset Acquisition; and,

32
33 **BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of an
34 invoice properly approved by the Dodge County Highway Commissioner, in a total amount not
35 to exceed \$494,140, the County Clerk is hereby authorized and directed to issue an order on the
36 Dodge County Treasurer for payment of such invoice, and that funds for payment of such
37 invoice shall come from Business Unit 3281, Capital Asset Acquisition.

All of which is respectfully submitted this 19th day of December, 2017.

Dodge County Highway Committee:

Harold Johnson

William Muche

Jeffrey Caine

Jeff Berres

Ed Nelson

FISCAL NOTE:

The revenue/expenditure is contained in the 2018 budget: X Yes No N/A.

Budget Impact: \$494,140. Finance Committee review date: December 12, 2017.

Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: Resolution authorizing the purchase of three quad axle dump trucks.

1
2 RESOLUTION NO. _____

3
4 **AUTHORITY TO PURCHASE FOUR 66,000 POUND**
5 **GVW TANDEM DUMP TRUCK CHASSIS**

6
7 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
8 MEMBERS,

9
10 **WHEREAS**, the Dodge County Highway Committee has determined that it is necessary
11 to purchase four 66,000 pound GVW tandem dump truck chassis to better meet the summer and
12 winter demands of the Dodge County Highway Department; and,

13
14 **WHEREAS**, the Highway Department has received quotations from the following vendors
15 for the purchase of four 66,000 pound GVW tandem dump truck chassis:

16

Vendor	Quotation
Kriete Group of Madison	\$488,000
Scaffidi of Stevens Point	\$488,000
Nuss Truck of Eau Claire	\$527,656

17 ; and,

18
19 **WHEREAS**, copies of the quotations are on file in the Office of the Dodge County Clerk
20 and may be viewed during normal business hours; and,

21
22 **WHEREAS**, the Highway Committee recommends that the Dodge County Board of
23 Supervisors approve and accept the quotation from Kriete Group of Madison, Wisconsin, in the
24 amount of \$122,000 per truck, and authorize and direct the Highway Committee to purchase four
25 66,000 pound GVW tandem dump truck chassis from Kriete Group of Madison, Wisconsin, at a
26 total purchase price of \$488,000;

27
28 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
29 Supervisors hereby approves and accepts the quotation from Kriete Group of Madison,
30 Wisconsin, in the amount of \$122,000 per truck, and authorizes and directs the Dodge County
31 Highway Commissioner to purchase four 66,000 pound GVW tandem dump truck chassis from
32 Kriete Group of Madison, Wisconsin; and,

33
34 **BE IT FURTHER RESOLVED**, that the purchase cost of these four 66,000 pound
35 GVW tandem dump truck chassis shall be charged to Business Unit 3281, Capital Asset
36 Acquisition; and,

37
38 **BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of an
39 invoice properly approved by the Dodge County Highway Commissioner, in a total amount not
40 to exceed \$488,000, the County Clerk is hereby authorized and directed to issue an order on the
41 Dodge County Treasurer for payment of such invoice, and that funds for payment of such
42 invoice shall come from Business Unit 3281, Capital Asset Acquisition.

All of which is respectfully submitted this 19th day of December, 2017.

Dodge County Highway Committee:

Harold Johnson

William Muche

Jeffrey Caine

Jeff Berres

Ed Nelson

FISCAL NOTE:

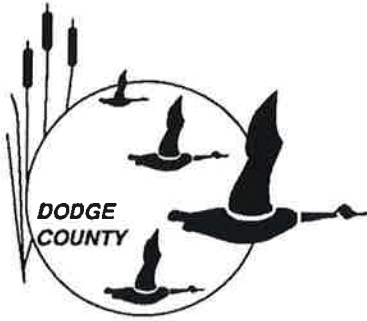
The revenue/expenditure is contained in the 2018 budget: X Yes No N/A.

Budget Impact: \$488,000. Finance Committee review date: December 12, 2017.

Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: Resolution authorizing the purchase of four 66,000 pound GVW tandem dump truck chassis.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

To: Dodge County Information Technology Committee
Dodge County Finance Committee

From: Jim Mielke

Date: December 7, 2017

Re: County Board Resolution - Information Technology Committee

The following information is the result of conversations with current employees of the Dodge County Information Technology Department. The information was presented to me for awareness and to provide a collaborative approach to correct existing vulnerabilities to the Dodge County network infrastructure.

Background Dodge County Data Center: The main data center for the Dodge County network is located in the Courthouse. During the design phase of the Clearview facility a decision was made to incorporate a disaster recovery room at Clearview which would be connected to the data center by fiber optics. The connection is through a “ring” of fiber optics which is designed to provide uninterrupted flow of data in the event the fiber optic line is damaged at a single point. The goal was to provide a secure backup site to eliminate any loss of data if there was an issue of operability at the main data center (i.e. fire, water damage).

In 2014 there was an upgrade to the Storage Area Network (SAN) located at the Courthouse. At the time due to financial limitations a decision was made by the Information Technology Director to purchase a redundant SAN for the Clearview site in 2015. During this time period, Dodge County purchased the current Mayville Highway satellite shop building. Internal discussions were held involving Information Technology, Administration and Emergency Management to use the location as a site for county continuity of operations (COOP) in the event operations in Juneau were unable to continue due to a catastrophic event.

Unknown to the Administrator and the Information Technology Committee a decision was made to abandon the original plan of utilizing Clearview as a true redundant data center site and focused on utilizing the Mayville Highway Shop as a combined redundant data center location and a COOP site. However for a variety of reasons the alternative plan has not been implemented which creates significant vulnerability to Dodge County if the main data center is compromised. If there is a loss of the main data center without having a redundant data backup, the Dodge County network would be down for an extended period of time, potentially measured in weeks. This would result in county operations being conducted manually (paper and pen) without access to existing data and related forms or documents.

Mayville Continuity of Operations Site: As noted above, the current Continuity of Operations Plan is to relocate County operations to Mayville in the event of a catastrophic event impacting Juneau. A test exercise of the COOP plan was held on June 20, 2016. The exercise involved many county departments.

Employees reported to the Mayville location and were able to access the network and data from the site. Unfortunately the exercise was not as it appeared. The original planned “cloud” based system for accessing the network data was not a successful option. Information Technology department staff were told to provide the illusion that the cloud based system was operable. The reality was, access at Mayville was being provided through the network in Juneau. At this time there is not a viable means to access the network data and provide redundancy in the event Juneau is not accessible. The current situation is contrary to what has been portrayed to county departments and the Information Technology Committee. The goal is to add replication of mission critical servers to the Mayville site. There is capacity and ability to add additional servers as needed dependent on the severity and duration of the event

Information regarding the status of the courthouse data center and the Mayville COOP site were presented to the Information Technology Committee on November 15th. The Committee was advised that efforts are being made to determine the proper solution for addressing the deficiencies at the Clearview disaster recovery room and at the Mayville COOP site.

Corrective Measures: Since being told of the risk and exposure faced by the County by Information Technology Network Administrators Josh Kohlhoff and Shane Van Loenen in early November options for addressing the vulnerabilities have been researched. Contact was made to an outside data specialist firm by the name of Sirius. Company information can be found at Siriuscom.com. Local representatives are located in Port Washington. A Sirius team consisting of three representatives have met with Information Technology staff to obtain information regarding the current status of the data center to assist in providing a response to meet the needs and eliminate the existing vulnerabilities.

A proposal has been received to implement the proper corrective measures to address both issues. The attached Resolution provides a summary of the proposal along with cost information. The goal is to obtain County Board approval on December 19th. If approval is obtained, equipment will need to be ordered and installed. A tentative timeline calls for completion of the upgrades by March 1, 2018.

1 RESOLUTION NO. _____
2

3 **Resolution Authorizing the Purchase of Computer Equipment and Services for the Data High**
4 **Availability and Disaster Recovery Project**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
7 MEMBERS,
8

9 **WHEREAS**, the Dodge County Information Technology Committee (Committee) has evaluated
10 the current Information Technology infrastructure and system redundant capabilities, including replicating
11 and storing Dodge County system information and Dodge County data; and,
12

13 **WHEREAS**, the Committee has also evaluated the current disaster recovery and continuity of
14 operations needs as related to county systems and data; and,
15

16 **WHEREAS**, the Committee has determined that it is necessary to purchase computer hardware,
17 software, professional services, and support services for the purpose of archiving and storing Dodge
18 County system information and Dodge County data to address Dodge County's disaster recovery, system
19 redundancy, and data storage needs; and,
20

21 **WHEREAS**, the Information Technology Committee has received a proposal from Sirius
22 Computer Solutions for the Data High Availability and Disaster Recovery Project (Project), a summary of
23 which is attached hereto and incorporated herein as Exhibit "A"; and,
24

25 **WHEREAS**, a copy of the proposal documents for the Project from Sirius Computer Solutions
26 are on file in the Office of the Dodge County Clerk and may be viewed during normal business hours;
27 and,
28

29 **WHEREAS**, funding for the Project is available through a combination of appropriations in the
30 approved 2017 and 2018 Information Technology Budgets and 2017 County Sales Tax Revenues in the
31 Business Units and Accounts as set forth on Exhibit "B", attached hereto and incorporated herein; and,
32

33 **WHEREAS**, the Committee has formed the considered conclusion that it is necessary to
34 implement the Project and recommends that the Dodge County Board of Supervisors approve and accept
35 the written proposal from Sirius Computer Solutions for the Project and authorize the purchase of
36 computer hardware, software, professional services, and support and maintenance services from Sirius
37 Computer Solutions, at a purchase price not to exceed \$427,110;
38

39 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
40 hereby approves and accepts the written proposal from Sirius Computer Solutions, in the amount not to
41 exceed \$427,110, for the Project and authorizes the Dodge County Administrator to purchase the
42 equipment and services necessary to complete the Project; and,
43

44 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes
45 and directs the Dodge County Finance Director to carry over funds in the 2017 Budget of the Dodge
46 County Information Technology Department to the 2018 Budget of the Information Technology
47 Department as set forth in Exhibit "B"; and,
48
49

1 **BE IT FINALLY RESOLVED**, that upon properly presented invoices, in a total amount not to
2 exceed \$430,000, the Dodge County Administrator is authorized to make payment of such invoices, as
3 appropriate, from the Business Units and Accounts reflected on Exhibit "B", attached hereto.
4

5
6 All of which is respectfully submitted this 19th day of December, 2017.

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffrey Duchac

Janice K. Bobholz

Jeremy Bartsch

FISCAL NOTE:

The revenue/expenditure is contained in the 2018 budget: ___ Yes X No ___ N/A.

Budget Impact: \$427,110. Finance Committee review date: December 12, 2017.

Chair initials: ____.

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: A resolution authorizing the purchase of computer equipment and services from Sirius Computer Solutions for the Data High Availability and Disaster Recovery Project.

Pricing Proposal Combined HA and DR Gold

Product	HA Gold	DR Gold	Total
EMC Unity + PP	\$209,750	NA	\$209,750
Isilon	\$59,425	NA	\$59,425
Zerto	NA	\$45,600	\$45,600
SFPs	\$2552	NA	\$2552
HPE Servers	\$55,873	NA*	\$55,873
Services	\$25,000	\$21,000	\$46,000
VNX Support	NA	\$7910	\$7910
Total	\$352,600	\$74,510	\$427,110

* - Implies reutilization of existing spare servers

13



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

**Doc = BX
Ledger = BA**

*For County Board Presentation
Effective January 1st, 2016*

Date: 12/6/17

Department: Information Technology

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

Description of Adjustment:

Carry over 2017 Funds, Re-appropriated 2018 Budget and Appropriation of Sales Tax Fund Balance.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Description	Amount
2017 Carry over Funds				
1801	5121		Wages and Benefits	(19,000)
1801	5214		Data Processing Service	(45,000)
1801	5225	112	Mobile Services	(2,000)
1801	5249		Computer Maint, Lic & Repair	(5,000)
1801	5475		Co. Telephone Services	(10,000)
1811	5249		Computer Maint, Lic & Repair	(63,000)
1811	5818		Computer Equipment	(13,000)
1811	5332		Automobile Allowance	(1,500)
1811	5336		Lodging	(1,000)
1816	5226		Internet Service	(4,000)
1819	5249		Computer Maint, Lic & Repair	(36,500)
1491			Sales Tax Remittance	(100,000)
			2017 Sub-Total	(300,000)

2018 Re-appropriated Budget

1801	5214		Clean Up Group Policy	(12,110)
1811	5818		Expanded Data Capacity	(65,000)
1811	5818		Brocade Switches	(20,000)
1811	5818		Computer Equipment	(30,000)
			2018 Sub-Total	(127,110)
			Total Dollars to Fund this Project	(427,110)

Budget Amendment Posted As:

1811	4932		Fund Balance Forward	(300,000)
1801	5214		Data Processing Services	(12,110)
1811	5818		Computer Equipment	312,110

STATEMENT OF THE DODGE COUNTY TREASURER

October 31, 2017

Following is a condensed statement of cash received and disbursed
by Dodge County during the month of OCTOBER 2017:

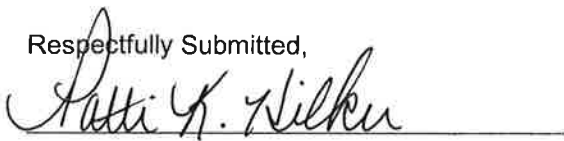
Balance SEPTEMBER 30, 2017	\$823,876.59	
Receipts OCTOBER 2017	\$4,414,137.10	
Investments Redeemed	\$4,269,000.00	
Cancelled Checks	\$0.00	
JE Bank credit IRS	\$60.00	
Interest "SWEEP" Account	\$203.39	
OCTOBER J.E.	\$1,296,660.55	
Disbursements OCTOBER 2017		\$7,824,720.84
Investments Purchased		\$2,225,000.00
Balance OCTOBER 31, 2017		\$697,202.48
OCTOBER J.E.		\$57,014.31
	<u>\$10,803,937.63</u>	<u>\$10,803,937.63</u>

Landmark C Landmark Credit Union # 9001133707 (GENERAL	\$500,869.05
Landmark C Landmark Credit Union # 9001133703 (SWEEP)	\$356,256.37

Month End Bank Balance	\$857,125.42
Less Outstanding Checks	\$159,922.94

Cash Balance OCTOBER 2017	\$697,202.48
---------------------------	--------------

Respectfully Submitted,



Patti K. Hilker

Dodge County Treasurer

**Dodge County, Wisconsin
County Sales and Use Tax Revenue**

Remittance Period	Collection Period	2011	2012	2013	2014	2015	2016	2017	Previous Year	
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change
Jan	Nov	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	\$512,301	\$429,376	(\$82,925)	-16.2%
Feb	Dec	410,423	491,041	464,668	465,644	419,112	440,663	686,238	\$245,575	55.7%
Mar	Jan	351,889	334,316	378,875	346,135	399,718	414,299	497,670	\$83,371	20.1%
Apr	Feb	347,948	376,618	380,068	433,718	469,683	321,749	396,375	\$74,626	23.2%
May	Mar	333,146	470,113	481,241	534,851	515,569	407,852	522,150	\$114,298	28.0%
Jun	Apr	479,438	459,467	399,631	422,574	407,861	638,989	587,195	(51,794)	-8.1%
Jul	May	412,277	339,517	510,392	589,725	524,613	578,159	470,957	(107,203)	-18.5%
Aug	Jun	410,118	525,156	552,835	672,406	500,849	510,100	717,294	207,194	40.6%
Sep	Jul	443,711	402,754	413,028	461,485	486,051	531,127	622,065	90,937	17.1%
Oct	Aug	421,047	457,675	505,310	565,940	580,603	522,952	524,810	1,858	0.4%
Nov	Sep	466,361	502,994	458,782	490,439	417,286	545,035	648,274	103,239	18.9%
Dec	Oct	442,259	387,671	370,028	484,997	548,922	484,606			
		\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	\$5,907,833	\$6,102,404	\$679,177	
Monthly Average		407,904	423,022	442,499	496,174	477,681	492,319	554,764	61,743	
Highest Monthly Amt		\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$638,989	\$717,294	\$245,575	
		June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	June/April	Aug/June	Feb/Dec	
Lowest Monthly Amt		\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	\$321,749	\$396,375	(\$107,203)	
		May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Apr/Feb	Apr/Feb	July/May	
% Of Year Completed								91.7%		
Estimated Year End								\$6,657,168		

2017 Budget	Monthly Budget
\$4,409,653	\$367,471.08

	Previous Month		\$ Change	% Change
	Oct-17	Nov-17		
State	31,455,847	38,097,706	6,641,859	21.1%
Dodge	524,810	648,274	123,464	23.5%



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

Effective January 1st, 2016

Date: November 06, 2017

Office: Sheriff

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

Description of Adjustment:

Request to apply unbudgeted revenue, FY 2017 Sheriff's budget, from BU 2021.4222.206 (Traffic Safety Grant)
, to cover cost of shared grant funds with other participating local law enforcement agencies.
BU 2021.4222.206, FY 2017 was budgeted at (\$20,000). Grant reimbursement totaled (\$42,177.72).
Shared grant funding with other local agencies totals \$24,205.00. Will need to adjust BU2021.5727 to
\$24,205.00 allowing shared funds to flow form Dodge County to those other local agencies.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2021	4222	206	Grant Program	(\$24,205)
2021	5727		Grants - Municipal	\$24,205

Note the total Budget Adjustment must balance

Department Head Signature *[Signature]* Date: 11-06-17

County Administrator Signature *[Signature]* Date: 11/7/17

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**
Effective January 1st, 2016

Date: November 06, 2017

Office: Sheriff

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

Description of Adjustment:

Sheriff's Office received donation from organization (Demential Concerns Coalition or DCC) in amount of (\$6,000). October, 2017. Request to apply that unbudgeted revenue toward specific Project Lifesaver Expenses (BU2032 Law Enforcement Fund).

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2032	4851		Donation from Organization	(\$6,000)
2021	5819		Other Capital Equipment	\$3,800
2021	5349		Other Operating Supplies	\$2,200

Note the total Budget Adjustment must balance

Department Head Signature *Dal Gohl* Date: 11-06-17

County Administrator Signature *James Mielke* Date: 11/7/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
Effective January 1st, 2016**

Date:08/10/2017

Office:_Sheriff

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

Description of Adjustment:

BU2061.5291.02 (Jail - Outpatient/Clinical Services) expenses are currently projected to exceed the 2017 budget by approximately \$30,000. This overage is the result of unplanned out of facility medical expenses for DCDF county inmates.

Unbudgeted revenue funds exist in BU2061.4712.201. We project end of year revenue total \$7,051,875.00 This adjustment will show end of year FY2017 BU2061.4712.201 at \$6,930,201.00

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2061	4712	202	Boarding Fed Inmate	(\$30,000.00)
2061	5291	2	Outpatient Clinical Services	\$30,000.00

Note the total Budget Adjustment must balance

Department Head Signature *Dick J...* Date: 11-22-17

County Administrator Signature *James Mielke* Date: 11/28/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
Effective January 1st, 2016**

Date: December 1, 2017

Office: Sheriff

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

Description of Adjustment:

Request to apply unbudgeted revenue, FY 2017 Sheriff's budget, from BU 2062.4571.205 (Inmate Phone Use), and 2062.4722.207 (DOC Short Term Sanctions) and allocate to 2021.5819 (Patrol-Capital Equipment), for the purchase of seven (7) mobile radios. The Sheriff's Office has more than twenty mobile radios that are between 8 and 15 years old and many were acquired with homeland security grants years ago. Most will reach end of life in terms of maintenance support between 2018 and 2020.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2062	4571	205	Inmate Phone Use	(\$20,000)
2062	4722	207	DOC Short Term Sanctions	(\$20,000)
2021	5819		Other Capital Equipment	\$40,000

Note the total Budget Adjustment must balance

Department Head Signature Dale J. Sal Date: 12-01-17

County Administrator Signature James Mielha Date: 12/1/17

Committee of Jurisdiction Chairman Signature Miguel M... Date: 1/1/17

Finance Committee Chairman Signature _____ Date: _____



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
Effective January 1st, 2016**

Doc = BX
Ledger = BA

Date: 11/6/17

Department: Human Services and Health Department

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

Description of Adjustment:

The department was awarded a 2017 contract ammendment for Energy Services. The ammendment was dated for September. The business unit revenue and expense object lines need to be updated to reflect the new contracted amounts.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5063	4225	5004	WHEAP Outreach	11942
5063	5299	5004	LIHEAP Outreach	-11942

Note the total Budget Adjustment must balance

Department Head Signature Burley Reed Date: 11/7/17

County Administrator Signature James Mielke Date: 11/7/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

Date: 11/28/17

Department: Human Services & Health Department

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

Description of Adjustment:

To account for excess expenditures in the CCS program

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4807	5219		Other Professional Services	315,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4808	5332		Automobile Allowance	10,000
4809	5279	476	Crisis Beds	19,000
4831	5793	04	Supportive Services	20,000
4809	5279	633	High Cost Client Care	40,000
4812	5291	430	St Agnes Hospital	8,000
4813	5279	444	Green Valley Enterprises	9,000
4842	5279	468	Other CBRF	40,000
4812	5291	426	Mendota	10,000
4822	5279	420	DD Centers	9,000
4856	5419		Co Bldg Maint & Utili	150,000

Note the increases must balance with the decreases

Department Head Signature Beeley Bell Date: 11/29/17

County Administrator Signature James Mielke Date: 11/29/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

11/9/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds for Time & Material

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5247		Building Maint. & Repair	\$2,473.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5238		Snow Removal	\$2,473.00

Note the increases must balance with the decreases

Department Head Signature *Russell Z. Fisher* Date: 11/9/2017

County Administrator Signature *James Muelhe* Date: 11/9/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____

11/9/2017

Doc = BX

Ledger = BA



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

11/9/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds for Service Repairs to Data Aire Unit

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2903	5247		Building Maint. & Repair	\$11,660.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1911	5121		Wages	\$11,660.00

Note the increases must balance with the decreases

Department Head Signature *Russell Z Fisher* Date: 11/9/2017

County Administrator Signature *James Muelhe* Date: 11/9/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

11/28/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds for Stone Replacement of 4 Stones and Resurfacing of 10 Stones on the East Elevation of the Dodge County Administration Building. (Statz Restoration)

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5247		Building Maint. & Repair	10,527.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5238		Snow Removal	\$5,527.00
1901	5353		Machinery & Equip.	\$5,000.00
			Parts	

Note the increases must balance with the decreases

Department Head Signature Bernard J. Finkbeiner Date: 11-28-17

County Administrator Signature James Mielke Date: 11/28/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

11/15/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds for Roof Repair, and for Boiler Repairs

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2903	5247		Building Maint. & Repair	\$12,000.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1902	5247		Building Maint. & Repair	\$1,500.00
1902	5355		Plumbing & Electrical Sup.	\$1,500.00
1902	5812		Furniture & Furnishings	\$1,000.00
1902	5815		Shop Equipment	\$1,500.00
1902	5819		Other Capital Equip.	\$1,500.00
1904	5431		Hwy. Depart. Services & Supplies	\$2,000.00
1905	5353		Machinery & Equip. Parts	\$3,000.00

Note the Increases must balance with the decreases

Department Head Signature *Richard Zuber* Date: 11/15/2017

County Administrator Signature *James Mielke* Date: 11/15/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

12/5/2017

Department: Physical Facilities

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

Description of Adjustment:

- (1) Transfer of Fund to pay for Blacktop Sidewalk at the Henry Dodge Building.
- (2) Transfer of Funds to pay for Lightning Damaged NAE at the Henry Dodge Office Building.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5431		Hwy. Dept. Services & Supplies	\$11,200.00
1905	5247		Building Maint. & Repair	\$9,800.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5224		Natural Gas Services	\$9,500.00
1905	5235		Tree & Weed Control	\$2,500.00
2902	5224		Natural Gas Services	\$9,000.00

Note the increases must balance with the decreases

Department Head Signature Russell Z Fisher Date: 12/5/2017

County Administrator Signature James Mielhae Date: 12/5/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

11/13/2017

Department: _____

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

Description of Adjustment:

Transfer of Funds to pay Maas Brothers for Doors at Henry Dodge Office Building

 Transfer of Funds to pay for Work Done at the Cemetery by the Highway Department

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5247		Building Maint. & Repair	\$2,000.00
1905	5431		Hwy. Depart Services & Supplies	\$9,000.00
1905	5247		Building Maint. & Repair	\$3,000.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5355		Plumbing & Electrical	\$2,000.00
1905	5819		Supplies	\$9,000.00
1905	5829		Other Capital Equipment	\$3,000.00
			Other Capital Improve.	\$3,000.00

Note the increases must balance with the decreases

Department Head Signature Russell J. Fisher Date: 11/13/2017

County Administrator Signature Jana Mielke Date: 11/15/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

11/30/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds to Pay Maas Brothers Invoice for the Removal and Replacement of Doors
at the Henry Dodge Office Building.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5247		Building Maint. & Repair	\$9,000.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5224		Natural Gas Services	\$5,000.00
1902	5224		Natural Gas Services	\$2,000.00
1905	5829		Other Capital Improvements	\$2,000.00

Note the increases must balance with the decreases

Department Head Signature Russell Zuber Date: 11/30/2017

County Administrator Signature Janet Mueller Date: 12/1/17

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



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

Doc = BX
Ledger = BA

11/30/2017

Department: Physical Facilities

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

Description of Adjustment:

Transfer of Funds to Cover Cost Over and Above Budget Amounts.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5239		Other Grounds Improve. Maint. & Repair	\$3,500.00
1901	5819		Other Capital Equip.	\$1,740.00
2901	5353		Machinery & Equip. Parts	\$7,000.00
2902	5247		Building Maint. & Repair	\$2,000.00
2901	5819		Other Capital Equip.	\$4,000.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1905	5235		Tree & Weed Control	\$3,500.00
1901	5325		Registration Fees & Tuition	\$1,740.00
2901	5224		Natural Gas Services	\$7,000.00
2901	5233		Grounds Maint. & Repair	\$2,000.00
2902	5224		Natural Gas Services	\$4,000.00

Note the increases must balance with the decreases

Department Head Signature *Trancee Fisher* Date: 11/30/2017

County Administrator Signature *James Mielke* Date: 12/1/17

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	
100.1123.082	15352	Wisconsin Municipal Mutual Insurance Co	11/10/17	SIR REPLENISHMENT	PV	457967	00100			
100.1661.99	14079	Kronos Inc.	11/17/17	Software, licenses, support,	PV	457604	00100	32,691.28	P	
100.1661.99	14362	M3 Insurance Solutions, Inc.	11/16/17	18/19 Agency Fee	PV	457966	00100	81,959.15	P	
100.1661.99	48349	GCS Software, Inc.	11/20/17	J MIELKE PR APPROVED #64	PV	457974	00100	11,550.00	P	
1905.5222	15074	Juneau Utilities	10/27/17	ELECTRICITY SERVICES	PV	456998	00100	17,150.00	P	
2021.5727	13059	Beaver Dam Police Dept	10/31/17	SEATBELT ENFORCMENT TASK FORCE	PV	457661	00100	11,289.74	P	
2061.5275	22827	Aramark Chicago Lockbox	10/31/17	INMATE MEALS 10/12-18	PV	457569	00100	16,038.40	P	
2061.5275	22827	Aramark Chicago Lockbox	10/31/17	INMATE MEALS 10/19-25	PV	457571	00100	10,564.65	P	
2061.5275	22827	Aramark Chicago Lockbox	11/30/17	INMATE MEALS 10/26-11/1	PV	458266	00100	11,250.09	P	
2061.5275	22827	Aramark Chicago Lockbox	11/30/17	INMATE MEALS 11/2-8	PV	458268	00100	11,375.55	P	
2501.5211.01	34299	Fond du Lac County Treasurer	11/02/17	AUTOPSIES	PV	457638	00100	11,251.62	P	
2901.5222	15074	Juneau Utilities	10/27/17	ELECTRICITY SERVICES	PV	456997	00100	11,095.00	P	
2902.5222	15074	Juneau Utilities	10/27/17	ELECTRICITY SERVICES	PV	456997	00100	16,334.74	P	
2903.5247	47548	Masters Building Solution	10/27/17	ELECTRICITY SERVICES	PV	456997	00100	24,502.11	P	
6801.5181	22630	Board of Regents of UW System	10/27/17	BUILDING MAINT & REPAIR	PV	458154	00100	11,660.00	P	
			10/24/17	DODGE CO SUPPORT OF EXT EDUC	PV	457002	00100	85,549.00	P	
Fund 00100								GENERAL FUND	364,261.33	

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	10/16/17	MS001	PV	456992	00730	34,317.87	P	
730.2121	14439	Compass Minerals	10/17/17	MS001	PV	456993	00730	19,406.93	P	
730.2121	14439	Compass Minerals	10/18/17	MS001	PV	456994	00730	11,418.09	P	
730.2121	14439	Compass Minerals	11/07/17	MS001	PV	457488	00730	10,588.64	P	
730.2121	14439	Compass Minerals	11/16/17	MS001	PV	458215	00730	28,431.72	P	
730.2121	15273	Wisconsin Dept of Transportation	11/09/17	Materials, Jnls & Vchrs	PV	458273	00730	741,435.77	P	
730.2121	15273	Wisconsin Dept of Transportation	11/09/17	Materials, Jnls & Vchrs	PV	458275	00730	172,013.36	P	
730.2121	15273	Wisconsin Dept of Transportation	11/09/17	Materials, Jnls & Vchrs	PV	458277	00730	11,569.42	P	
730.2121	18077	Northeast Asphalt, Inc.	11/02/17	Materials, Jnls & Vchrs	PV	457478	00730	11,215.42	P	
730.2121	18077	Northeast Asphalt, Inc.	11/09/17	Materials, Jnls & Vchrs	PV	457925	00730	11,990.78	P	
730.2121	23242	Mid-State Equipment, Inc	10/03/17	Materials, Jnls & Vchrs	PV	457223	00730	77,030.14	P	
730.2121	23242	Mid-State Equipment, Inc	10/03/17	Materials, Jnls & Vchrs	PV	457223	00730	14,625.18	P	
730.2121	23242	Mid-State Equipment, Inc	10/03/17	Materials, Jnls & Vchrs	PV	457223	00730	12,400.00	P	
Fund 00730								HIGHWAY AND AIRPORT FUND	1,156,443.32	

Grand Total 1,156,443.32

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C	
242.1664.48	48736	Netsmart Technologies	11/09/17	CLINICAL	PV	457383	00100	15,899.52	P	
4807.5219	12426	Lutheran Social Services-WI & Upper MI	10/31/17	SEE ATTACHED - CCS	PV	457586	00100	49,920.64	P	
4807.5219	39482	Family Youth Interaction Zone	10/31/17	SEE ATTACHED	PV	457669	00100	17,437.75	P	
4807.5219	49006	Shannon L. Yang Counseling Services LLC	09/30/17	CCS-SEE ATTACHED	PV	457672	00100	11,165.00	P	
4807.5219	50222	UnMasked Expressive Therapies	09/30/17	CCS	PV	457012	00100	10,062.50	P	
4807.5219	50314	Seasons Counseling LLC	09/30/17	CCS	PV	457013	00100	27,755.00	P	
4809.5279.468	40455	Evergreen Manor II Inc.	10/31/17		PV	457596	00100	11,150.70	P	
4812.5291.428	34580	Fond du Lac County	10/31/17		PV	457667	00100	21,484.00	P	
4825.5299	13771	Green Valley Enterprises Inc.	10/31/17	BIRTH TO 3	PV	457588	00100	31,541.67	P	
4846.5299	47338	JusticePoint, Inc.	09/30/17	DOJ GRANT	PV	457008	00100	14,121.00	P	
4846.5299	47338	JusticePoint, Inc.	10/31/17	DOJ GRANT	PV	458160	00100	16,393.00	P	
5010.5273.02	12436	Northwest Passage, LTD	10/31/17	30 Day Clinic Asses	PV	457500	00242	11,480.00	P	
5010.5273.02	19821	Clinicare Corporation	10/31/17	Residential	PV	457504	00242	11,001.90	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	10/31/17	Main Program	PV	457507	00242	11,287.41	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	10/31/17	Main Program	PV	457507	00242	11,287.41	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	10/31/17	Cheryl House Intensive	PV	457507	00242	13,619.54	P	
5063.5299.5004	13606	Energy Services, Inc.	09/30/17	SEPT 2017	PV	458140	00100	11,942.00	P	
Fund 00242								HEALTH & HUMAN SERVICES FUND	297,549.04	

DODGE COUNTY, WISCONSIN
 DC Paid Vouchers \$10,000 Or More
 Vouchers paid in November

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
645.1349	17870	Washington County Human Services	10/31/17	Refund Overpayment BD	PV	457366	00100	11,656.00	P
645.1349	17870	Washington County Human Services	10/31/17	Refund Overpayment TJ	PV	457367	00100	13,702.00	P
645.1349	45751	Dane County Human Services	10/31/17	Refund Payment JS	PV	457365	00100	11,280.00	P
4520.5211.30	39490	Achieve Solutions	10/31/17	Med A,B & PVT Therapies Oct17	PV	457368	00100	10,897.40	P
4520.5211.32	39490	Achieve Solutions	10/31/17	Med A,B & PVT Therapies Oct17	PV	457368	00100	11,765.69	P
4520.5211.39	39490	Achieve Solutions	10/31/17	Med A,B & PVT Therapies Oct17	PV	457368	00100	12,775.52	P
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	11/30/17	MA Bed Licenses CLV Nov 2017	PV	457362	00100	22,100.00	P
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	11/30/17	MA Bed Licenses IID Nov 2017	PV	457363	00100	41,860.00	P
4528.5211.11	39490	Achieve Solutions	10/31/17	CBIC Therapy Charges Oct 2017	PV	457361	00100	30,207.84	P
4528.5211.13	39490	Achieve Solutions	10/31/17	CBIC Therapy Charges Oct 2017	PV	457361	00100	30,881.46	P
4528.5211.15	39490	Achieve Solutions	10/31/17	CBIC Therapy Charges Oct 2017	PV	457361	00100	29,468.30	P
4528.5345	44091	Omnicare Inc	10/31/17	Pharmacy Charges Oct 2017	PV	458374	00100	19,270.04	P
4556.5222	15074	Juneau Utilities	10/31/17	Electric CLV 9/15-10/15/17	PV	457364	00100	26,657.29	P
Fund		00645	CLEARVIEW LTC & REHAB					272,521.54	
Grand Total								934,331.91	



PROJECT PROGRESS AND STATUS REPORT

November 1 – November 30, 2017

A - General information	
Project Name	Dodge County Munis ERP Software Implementation
Report Prepared by	GFOA
Project Director:	Julie Kolp
Date	Monday, 4-December, 2017
Reporting Period	From 1-November to 30-November 2017

B - Executive Summary				
Overall Status				
	Controlled	Caution	Critical	Reason for Deviation (Comments)
Project Planning:	☒			
Business Process Improvement	☒			
Contract Negotiations:	☒			Contract acceptance pushed to December. Negotiations taking longer than expected.
Project Oversight/ Implementation	☒			

C – Scheduled Milestones / Deliverables			
Milestone / Deliverable	Expected On	Actual On	Status
Contract Review	December 2017		IN PROGRESS
Complete Project Plan Development	TBD		Not Started
Training Planning	TBD		Not Started
Training Development Assistance	TBD		Not Started
Phase Closure Review	TBD		Not Started
Monthly Status Reports (10 Months)	Monthly		IN PROGRESS



PROJECT PROGRESS AND STATUS REPORT

November 1 – November 30, 2017

D – Open Action Items

#	Title	Expected Delivery	Owner / Approver	Status
1	Basecamp Homework	Ongoing	County	IN PROGRESS
2	Contract with Tyler	December 2017	GFOA/County	IN PROGRESS
3	Update the Charter	November 2017	County	Complete
4	Spillman (Inventory & Fleet Management)	August 2017	County	IN PROGRESS
5	Banking RFP	February 2018	County	IN PROGRESS
6	Combined Payroll Project	February 2018	County	IN PROGRESS
7	Kronos Integration	December 31, 2018	County	IN PROGRESS
8	R.A. Smith and GIS Project	June 1, 2018	County	IN PROGRESS

E - Issues, Risks, Challenges and discussion items

#	Title	Description	Owner	Status
1	Manage Department Head expectations	Department Directors wanted more information about meeting objectives and monthly plans	GFOA/County	IN PROGRESS
2	JD Edwards Retirement	Need to define how historical data will be handled. Impacts IT budget request	County	IN PROGRESS
3	Kronos	Interface to reports, particularly since HR/Payroll is out of scope	County	IN PROGRESS
4	Communication	Lack of effective communication dramatically increases the risks this project will face and the likelihood that the project will fall short of the project's vision. The Steering committee, leads, GFOA and others will continue to promote good communication.	County/GFOA	IN PROGRESS

*Note: "Project Considerations" list (which includes project risks) are on Basecamp under "To Do" List.



PROJECT PROGRESS AND STATUS REPORT

November 1 – November 30, 2017

F - Accomplishments / Plans

Accomplishments during *this Reporting Period* : 11/01/2017 – 11/30/2017

- Contract Negotiations
 - Contract
 - Tyler updating contract based on County review
 - Security issues addressed
- Implementation Readiness
 - Meeting with Project Team twice per month (First on-site; second via conference call two weeks later)
 - GFOA and PMO participate in a weekly conference call to discuss weekly activities and assignments
 - County ERP Team continued work to close parking lot items and homework assignments to prepare for implementation

Plans during the *next Reporting Period* : 12/01/2017 – 12/31/2017

- Implementation Readiness
 - GFOA will continue to work with County on closing issues logged during preparation
 - GFOA will work with County on gathering the following design data:
 - JDE Table Headers
 - Conversion history requirements
 - Revenue charge codes
 - AP Vendor data
 - AR Customer data
 - GFOA will discuss with the GFOA Treasury Department options to transport the cash to the bank
 - Research Tyler VPN issues
- Add System Design Review to the scope of the GFOA project
- Contract Negotiations
 - Final contract to be approved by County
- Continue work on future state Chart of Accounts
 - GFOA continues to monitor progress
- Continue to work on Policies and Procedures Documents
 - Accounts Receivable
 - Contract management
- Work with process improvement teams on details supporting business process concepts
- Integration with Geographical Information System (GIS)
 - Review R.A. Smith proposal
- Winnebago site visit (12/13)
- Project to shut down during holidays (12/25 – 12/29)



PROJECT PROGRESS AND STATUS REPORT

November 1 – November 30, 2017

G – Budget GFOA / Tyler

Name	Budget Amount	Invoiced Amount	Percent Invoiced	Invoices Paid	Variance Over/Under	Budget Status
GFOA	\$308,125	\$147,725	48%	\$129,725	\$0.00	On Target
Tyler	NA	NA	NA	NA	NA	Not Started

H - Project Status Report / Signatures

I have reviewed the information contained in this Project Progress And Status Report and agree:

Name / Title	Company	Approved	Date
Julie Kolp	Dodge County	Yes	December 4, 2017
Rob Roque	GFOA	Yes	December 4, 2017

ERP Program Portfolio

Mapping	Business Improvement	Design	Negotiations	Change Management
<ul style="list-style-type: none"> • As-Is Map Validation • As-Is Notes Validation • Department Notes Validation 	<ul style="list-style-type: none"> • Highway Report Requirements • Cost Report Requirements • Form A Requirements • Documentation of Procurement Policies • Budget Preparation Process Design • Fleet Mileage data collection 	<ul style="list-style-type: none"> • Chart of Account Design • Fund Analysis 	<ul style="list-style-type: none"> • Functional/Technical Requirements 	<ul style="list-style-type: none"> • Department Visits • Policies/Procedures