

SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

Tuesday August 21, 2018 at 6:00 p.m. in Room 4B Located on the 4th Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present: Frohling, Benter, Schaefer, Caine, Guckenberger

Absent: None

Others Present: County Board Chairman Russ Kottke, Supervisors: Mary Bobholz, Joe Marsik, Richard Greshay, Kira Sheahan-Malloy, Dan Hilbert, Dennis Schmidt, and Cathy Houchin. County Administrator Jim Mielke, Department Heads: Julie Kolp, Sarah Hinze, Kim Nass, Sheriff Schmidt, Becky Bell, and Russ Freber, Staff: Scott Mittelstadt, Lori Fett, and Eileen Lifke

The consensus of the committee is no per diem for this meeting.

Non-Member Supervisor Attendance: none

Public Comment - none

County Administrator, Jim Mielke share information on the Preliminary 2019 Budget with a suggestion to schedule a special meeting next week to allow committee members time to consider options presented.

Finance Director, Julie Kolp reviewed the Budget Summary for the third phase (Administrator) of the budgeting cycle.

- Total Appropriations including \$150,000 Contingent Appropriation (same amount as 2018) are \$113,026,339.
- Total Revenues are \$68,168,942, Applied General Fund Balance is \$1.1.
- Total Sales Tax used is \$4.518 million Sales Tax from current year's remittance and \$2,025,000 Sales Tax Fund Balance (Applied Non-lapsing Fund Balance) with \$1,173,090 Sales Tax being returned from internal borrowings.
- Levy requirement is \$36,238,366, resulting in a 5.750 tax rate, per \$1,000 Equalized Value.

Mielke stated the county has not levied for Debt Service in the past. Mielke worked with Kolp, Corporation Counsel Director Kim Nass and financial advisors from Ehlers regarding levying for debt in order to get more funds for additional highway projects (potentially \$2 million). Mielke commented that the figures presented are after adjustments to a number of departments and asking department heads to reduce their budgets by another \$2 million would not be possible without cutting employees. Five levy options using a debt service adjustment being considered are:

- Current levy that includes eight miles of road would require a debt adjustment of \$2,036,067 and result in a tax rate of 5.750. General Funds Applied would be \$1.1 million.
- An additional four miles of road would require a debt adjustment of \$3,164,356 and result in a tax rate of 5.929 per \$1,000 Equalized Value. General Funds Applied would remain at \$1.1 million.
- An additional two miles of road would require a debt adjustment of \$2,586,067 and result in a tax rate of 5.837 per \$1,000 Equalized Value. General Funds Applied would remain at \$1.1 million.

- The current levy with an additional \$1 million of General Funds Applied (\$2.1 million total) would require a debt adjustment of \$1,036,067 and result in a tax rate of 5.591 per \$1,000 Equalized Value.
- An additional two miles of road with an additional \$1 million more of General Funds Applied (\$2.1 million total) would require a debt adjustment of \$1,586,067 and result in a tax rate of 5.679 per \$1,000 Equalized Value.

Discussion continued with changes to department budgets between 2018 and 2019 and implemented reductions for 2019. Capital improvement projects that have been put on hold but will need to be addressed were also noted. Mielke stated the importance of the county investing in its infrastructure and mentioned the possibility of an internal borrowing for Information Technology infrastructure. It was noted 2019 is the last year of repayment for the Neosho borrowing and 2020 will be the last year for the Pipe Project repayment.

A Special Meeting is scheduled Wednesday, August 29th at 6:00 pm on the first floor of the Administration Building. Room number is pending availability verification.

The next regular meeting is scheduled for Tuesday, September 11, 2018, 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 6:47pm.

Ed Benter

Secretary

SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

Tuesday August 29, 2018 at 6:00 p.m. in Room 1H & 1I Located on the ground Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present: Frohling, Benter, Schaefer, Caine, Guckenberger

Absent: None

Others Present: County Board Chairman Russ Kottke, Supervisors: Kira Sheahan-Malloy, Mary Bobholz, Dennis Schmidt, Jeff Berres, Donna Maly, and Cathy Houchin; County Administrator Jim Mielke, Department Heads: Julie Kolp, and Kim Nass; Staff: Josh Kohlhoff, Scott Mittelstadt, Dustin Beck, Pete Thompson, Lori Fett, and Eileen Lifke and WBEV Reporter, Kevin Haugen

Non-Member Supervisor Attendance: Kira Sheahan-Malloy, Mary Bobholz, Dennis Schmidt, and Donna Maly

Public Comment - none

Jim Mielke, County Administrator requested a recommendation for the Capital Improvement Plan (CIP) for the September 11, 2018 Finance Committee meeting. Mielke requested any adjustments made regarding Information Technology (IT) and Highway following discussion this evening be reflected in the CIP presented in September.

- Highway equipment was reduced \$1.8 million and the county road miles designated for rehabilitation is at 20.5 miles. Mielke requested a recommendation from the Finance Committee regarding the number of rehab miles the Highway should include in their budget.
- Further discussion will be had regarding a proposed internal borrowing for Information Technology (IT) infrastructure that will increase proposed Information Technology CIP projects in 2019 and 2021.
- Mielke proposed to continue the CIP discussion following the discussion on other agenda items.

Mielke proposed an internal borrowing for investment in the County's Information Technology infrastructure. The proposed investment will improve the infrastructure as well as provide savings if included in 2019's Budget opposed to waiting until 2021's Budget. The proposed borrowing would be for \$1.285 million with a five-year level payback. Infrastructure investment relating strictly to Clearview and Highway will be repaid by Clearview and Highway. Interest will be 1.1%. This proposed action would reduce IT's 2019 budget as well as provide infrastructure needs prior to 2021. According to Mielke, the borrowing plan is supported by the IT Committee. An amortization schedule was also provided.

Items noted for the borrowing include the firewall replacement (\$200,000) and Isilon replacement (\$400,000). Both projects had been proposed for 2021's CIP but with approval of the borrowing, will move to 2019 CIP. Mielke state a document with the breakdown of IT projects involving the borrowing will be provided. It was also noted that by replacing the Isilon in 2019, the county would save almost \$500,000 in maintenance cost; the cost of Isilon is \$400,000. Mielke added that not only would it be a savings for the county but also provide stable storage support.

Consensus of Finance Committee to direct Corporation Counsel Director, Kim Nass to proceed with preparing a resolution for the Information Technology internal borrowing for September's Finance Committee meeting.

Information from the Adopted Budget Summary (aka Rainbow sheet) was present, however it is not reflective of the proposed IT borrowing. The Levy increase for 2019 is reflective of net new construction, the only means of increasing levy if Debt Service adjustment is not used. Mielke requested input and direction to move forward with the Proposed 2019 Budget. Items noted during discussion include:

- Proposed Budget reductions were made to County Board and Highway to show minimal department increase.
- According to Ehlers, allowable maximum adjustment is equal to principal and interest of external borrowings and even though they say the adjustment should not have a negative impact to the county, they advised not to take the maximum adjustment.
- Fund Balances Applied are based on historically look back at prior year Fund Balance Applied and returns to Fund Balance at year-end. Goal is not to erode Fund Balance.
- Levy by department was discussed and current budget includes \$2,036,067 Debt Service Adjustment.
- Discussion on Sheriff's \$2.7 million budget increase in respect to closing J Pod. Sheriff proposed budget is reflective of reduced number of vehicles, a reduction in over-time and dietary, and an increase to eight unfunded jail positions.
- Committee member requested budget numbers showing staff needed to operate the jail, the number requested for current funded positions in the jail and number of staff to management. According to Mittelstadt, there are 88 full-time employees.
- Mielke requested direction on the 2019 Budget that will be supported by the Finance Committee and County Board.
- Committee member Benter supported changing the debt service adjustment to \$1.3 million with the other \$1 million reduction taking place in the Sheriff's Office. Mielke state a reduction of that size will not be accomplish without eliminating people.

Mielke presented information on how Sales Tax is proposed to be applied in 2019:

o From current year remittance (\$4,518,090)		
▪ Clearview Debt		\$845,000
▪ Clearview/Highway Debt		\$1,500,000
▪ Neosho Shop Intergovernmental Borrowing		\$593,090
▪ Pipe Project Intergovernmental Borrowing		\$580,000
Subtotal		\$3,518,090
▪ Additional Highway		\$1,000,000
▪ Subtotal 2019		\$4,518,090
o From Sales Tax Fund Balance		
▪ Security		\$85,000
▪ Replace Courts sound system		\$650,000
▪ Additional Highway/roads		\$1,300,000
Subtotal		\$2,035,000
Total budget		\$6,553,090

Committee members recommended reducing budgeted expenditures by \$1 million and levy \$1.050 million for Debt Service Adjustment. This adjustment will create a tax rate of 5.594. General Fund Applied will stays at \$1.1 million. Based on a Debt Service Adjustment of \$1,050 million, a budget adjustment of \$986,067 would be required. Mielke will be looking across the county for the reduction. Some committee members recommended that most of the reduction should come from the Sheriff's Office. Mielke state the Highway will most likely be impacted

as well as Human Services and Health because they are the largest budgeters. All departments will be reviewed for potential adjustments.

Next meeting Wednesday, September 5, 2018 at 5:00 p.m. in Room 1H & 1I Located on the ground Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

The next regular meeting is scheduled for Tuesday, September 11, 2018, 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 8:52pm.

Ed Benter
Secretary

SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

Wednesday, September 5, 2018 at 5:00 p.m. in Room 1H & 1I Located on the ground Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present: Frohling, Schaefer, Caine, Guckenberger and Benter. Benter arrived at approximately 5:10 p.m.

Absent: None

Others Present: County Board Chairman Russ Kottke, Supervisors: Kira Sheahan-Malloy, Jeff Berres, Joe Marsik, Larry Bischoff, Jeff Schmitt, Dennis Schmidt, William Hoekstra, MaryAnn Miller, Dan Hilbert, Kevin Burnett, and Cathy Houchin, County Administrator: Jim Mielke, Department Heads: Julie Kolp, Jane Hooper, Becky Bell, Sheriff Schmidt, Russ Freber, Sarah Hinze, Brian Field, and Patti Hilker, Staff: Monica Hooper, Dustin Beck, Pete Thompson, Tony Brugger, Jason Hundt, Scott Mittelstadt, Lori Fett, and Eileen Lifke and Watertown Daily Times Reporter, Ed Zagorski.

Non-Member Supervisor Attendance: Jeff Schmitt, Dennis Schmidt, William Hoekstra, Dan Hilbert, Kevin Burnett, and Cathy Houchin.

Public Comment - none

Jim Mielke, County Administrator presented the revised Proposed 2019 Dodge County Budget. After consultation with Supervisors Dave Frohling and Joe Marsik and the assistance of Finance Director, Julie Kolp and Human Resource Director, Sarah Hinze adjustments were made to 2019's wages and benefit across the county. With the help of Department Heads and staff, additional reductions were made to Highway, Human Services and Health, and Sheriff's Office operating budgets to achieve the \$986,067 budget reduction directive from September 29, 2018's Special Finance Committee meeting. The presented revision was reduced an additional \$261,731 for a total reduction of \$1,247,798. The across-the-county adjustment exceeds the directive and reduces additional funding needed for a balanced budget to \$788,269.

Mielke reviewed changes made to the previously presented Preliminary Proposed 2019 – 2023 Capital Improvement Plan (CIP). Mielke stated the CIP is a plan and Department Heads understand that without funding, projects on the plan will not proceed. The plan is presented and adopted annually by County Board. Mielke proceeded with a focus on 2019's projects. Items noted were:

- Highway will rehab/resurface 8.36 miles of roads with \$2.3 million Sales Tax. In addition, an itemized list of the \$1.46 million equipment replacement will be provided and dollars were included for potential land acquisition for future Reeseville Shop replacement.
- Land Resources and Parks will replace a tractor mower in 2019.
- Nothing was included in 2019 for Physical Facilities regarding J Pod but razing costs were included in 2020.
- Information Technology Infrastructure increased as a result of the internal borrowing. The Treasurer proposed an interest rate of 1.9% for this borrowing.

Mielke reviewed the Adopted Budget Summary (aka Rainbow Sheet). From an operations standpoint, the proposed 2019 Budget falls short of \$109 million. The reductions collectively met the goal of reducing the budget by \$986,067. The overall Net County Property Tax Levy would be \$34,990,568; a \$1.15 million increase over 2018's adopted budget. Mielke continued with a request on how to fund the remaining \$788,269. Three options were presented to committee members.

Option 1: Unassigned General Funds would stay at \$1,100,000. The maximum \$1,050,000 of Debt Service Adjustment would be applied. However, using the maximum of Debt Service Adjustment is not encouraged by Financial Advisors, Ehlers. For this option, the Net County Property Tax Levy would be \$35,252,299 with a tax rate of \$5.594 per \$1,000 Equalized Value, a \$0.090 increase from 2018.

Option 2: Unassigned General Funds would stay at \$1,100,000. A Debt Service Adjustment of \$788,269 would be applied to balance the budget. This would result in a Net County Property Tax Levy of \$34,990,568 with a tax rate of \$5.552 per \$1,000 Equalized Value, a \$0.048 increase from 2018.

Option 3: Unassigned General Funds would increase to \$1,888,269 and no Debt Service Adjustment would be needed. This would result in a Net County Property Tax Levy of \$34,202,299 with a tax rate of \$5.427 per \$1,000 Equalized Value, a \$0.077 decrease from 2018. In reference to a question, Mielke thought the Applied Fund Balance of \$1,888,269 could be recovered within a year. He also added that the goal is not to apply more than what could be recovered in the year.

Mielke provided information on the history of Fund Balance Applied. Kolp provided information on the current Fund Balance. In summary, the current Fund Balance is the Unassigned January 1, 2018 Fund Balance (\$15,048,183) minus the amount applied to 2018's Budget (\$1,153,202), minus the amount applied during 2018 (\$0), plus the amount of Highway (\$666,667) and Pipe Project (\$540,000) borrowing payback. From this amount (\$15,101,648), 10% of 2018's total appropriations less debt and Capital Projects (\$10,830,729) is removed to comply with the Fund Balance Policy. Adjustment for General Fund borrowings (\$2,793,090) would bring the amount available while maintaining minimum fund balance to \$7,064,009. When factoring in the Adjustment for General Fund Borrowings, the actual available Fund Balance is \$4,270,919.

Mielke requested clarification on how to handle the additional \$788,269 funding needed to balance 2019's Budget and if it is acceptable to proceed with the revised proposed budget as presented. Mielke state two resolutions are being prepared for next Tuesday's Finance Committee and September 18, 2019 County Board meetings. One is the Proposed Financial Plan for 2019 County Budget which currently includes \$6,553,090 Sales Tax dollars (\$2.3 million for Highway and \$735,000 for Courts and county buildings) and a not-to-exceed \$1.1 million Unassigned General Funds. The other resolution is the Proposed 2019 – 2023 Capital Improvement Plan presented.

Motion made by Benter to fund the additional \$788,269 with Option B (Debt Service Adjustment) of the 2019 Budget Tax Levy/Rate Options – updated 08/31/18. There was not a second so the motion failed.

Motion by Schaefer, seconded by Caine to fund the additional \$788,269 with Option C (additional Unassigned General Funds) of the 2019 Budget Tax Levy/Rate Options – updated 08/31/18. Motion carried with unanimous approval.

The next regular meeting is scheduled for Tuesday, September 11, 2018, 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 5:37 pm.

Ed Benter

Secretary

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

September 11, 2018, 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: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; Dodge County Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Dodge County Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Human Resources Director Sarah Hinze; Physical Facilities Director Russ Freber; ERP Project Director Ross Winklbauer; County Board Supervisor Joseph Marsik, County Board Supervisor Dennis R. Schmidt; County Board Supervisor Jeff Berres; County Board Supervisor Kira Sheahan-Malloy; County Board Chairman Russell Kottke; and Watertown Daily Times Reporter Ed Zagorski.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Marsik, Schmidt, and Sheahan-Malloy.

There was no public comment.

Motion by Caine, seconded by Benter to approve the August 14, 2018 minutes, as presented. Motion carried.

ERP Project Director Ross Winklbauer provided an update on the ERP Project:

- Chart of Accounts (COA) has been reviewed with departments;
- Data can be converted into Tyler Munis, and will begin in December of 2018;
- The September 2018 and October 2018 schedules have changed due to a staff change at Tyler Munis, and Dodge County will now be working with Sidney Woods;
- The ERP kickoff meeting was held on March 8, 2018, and the go live date is scheduled for May 29, 2019;
- Segment number scheme for departments was included in the packet materials;
- Dashboard Administration Testing for the Information Technology Department that was scheduled on September 19, 2018 was cancelled and will be rescheduled.

A Resolution Authorizing Dodge County's Participation in an Intergovernmental Agreement for Joint Purchase of Health Insurance. The Resolution was presented to the Finance Committee for its review and approval. Human Resources Director Sarah Hinze reported that the Resolution mimics the Resolution that Jefferson County will be presenting to their County Board of Supervisors at their September 11, 2018 meeting. Ms. Hinze explained that some reasons why an intergovernmental agreement was chosen instead of a consortium is that an intergovernmental agreement is more flexible, does not require bylaws, and Dean Health did not require a formation of a consortium. Ms. Nass reported that the Resolution includes the municipalities that are cooperating with Dodge County in the intergovernmental agreement, but these municipalities are

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not required to sign an agreement. Supervisor Marsik commented that the consortium was a more involved document. Motion by Benter, seconded by Schaefer to approve and forward to the County Board for consideration at its September 18, 2018 meeting, a Resolution to Authorizing Dodge County's Participation in an Intergovernmental Agreement for Joint Purchase of Health Insurance. Motion carried.

A Resolution Authorizing Dodge County to Enter into a Multi-Year Contract with Dean Care for Health Insurance. There was no Committee discussion on this Resolution. Motion by Caine, seconded by Benter to approve and forward to the County Board for consideration at its September 18, 2018 meeting, a Resolution Authorizing Dodge County to Enter into a Multi-Year Contract with Dean Care for Health Insurance. Motion carried.

A Resolution to Withdraw as a County Employer participant in the Wisconsin Public Employers Group Health Insurance Program of the State of Wisconsin Group Insurance Board, as of January 1, 2019. The Resolution was presented to the Finance Committee for its review and approval. There was no Committee discussion on this Resolution. Motion by Benter, seconded by Caine to approve and forward to the County Board for consideration at its September 18, 2018 meeting, a Resolution to Withdraw as a County Employer participant in the Wisconsin Public Employers Group Health Insurance Program of the State of Wisconsin Group Insurance Board, as of January 1, 2019. Motion carried.

Supervisor Frohling reported that the Resolution to Abolish the position of Counselor I, II, III – AODA and Create the Position of Psychiatric Therapist II – Outpatient has been postponed until the October 2018 Human Services and Health Board meeting, and no action is needed by the Finance Committee at this time.

Finance Director Julie Kolp provided an oral report to the Committee that Physical Facilities Director Russ Freber has requested the use of Jail Improvement funds for the purpose of purchasing countertops for the Dodge County Detention Facility. Ms. Kolp reported that a proposal has been received which was included in the packet materials, and jail improvement funds are available. Motion by Schaefer, seconded by Caine to authorize the use of Jail Improvement Funds for the purchase of countertops for the Dodge County Detention Facility, and authorize the payment of vouchers. Motion carried.

Ms. Monica Hooper reported on Client Billing and Collection. Ms. Monica Hooper reported the following:

- Human Services and Health Department continues to work with the Joxel Group on testing;
- July 2018 billing run has been completed, and the August 2018 billing run and self-pay statements will be worked on this month.

Ms. Kolp provided an update on the Internal Revenue Service (IRS) penalty. Ms. Kolp reported that Dodge County has recently reached out to Zetley Law Office, and since reaching out to them, Dodge County has received a letter from the IRS stating that money is still owed. Ms. Kolp further reported that it has been requested by Zetley Law Office that Dodge County does

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not pay the outstanding balance. Supervisor Sheahan-Malloy asked for the amount of the outstanding balance. Ms. Kolp commented that she does not have the exact amount owed, but would provide this amount to Supervisor Sheahan-Malloy.

Ms. Kolp commented that she believes the US Bank implementation is going well.

There was no discussion on the Statement of the Dodge County Treasurer, County Investments, or the County Sales and Use Tax Report.

Ms. Kolp provided an oral report to the Committee regarding the County Schedule of Expenditures of Federal and State Awards. Ms. Kolp reported that a new format of reporting only expenditures was proposed several years ago, and Dodge County has now implemented this format. Ms. Kolp provided a handout entitled *Dodge County Schedule of Federal and State Awards, Allowable Expenditures*. Ms. Kolp reviewed the handout and this handout includes a comparison of federal and state awards from the years 2012-2017. Ms. Kolp reported that the total federal awards for the year 2017 was \$5,257,840, and the total state awards for the year 2017 was \$5,786,166. Ms. Kolp further reported that there was no similar findings or new findings in the year 2017.

The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests:

- Private Well Testing – Land and Water Conservation Department;
- Other Facilities – Human Services and Health Department;
- Crisis Revenue – Human Services and Health Department;
- Reservation Fees – Land Resources and Parks Department;
- New Account Number – Human Services and Health Department;
- New Account Number – Human Services and Health Department;
- Change Maker Health Grant – Human Services and Health Department;
- Roof Repairs – Physical Facilities Department. Supervisor Guckenberger asked what building the roof repairs occurred on. Ms. Kolp answered the Dodge County Justice Facility. Supervisor Schmidt commented that the roof repair was to fix a leak in the locker room.

There was no discussion on the Dodge County Vouchers \$10,000 or More Report.

Ms. Kolp provided an oral report to the Committee regarding a Resolution Adopting the Capital Improvement Program for 2019-2023. The Resolution was presented to the Finance Committee for its review and approval. Ms. Kolp reported that the Capital Improvement spreadsheet will accompany the Resolution, but was not included in the packet materials. Motion by Caine, seconded by Schaefer to approve the Resolution as presented, and forward to the County Clerk. Motion carried

Ms. Kolp provided an oral report to the Committee regarding a Resolution Adopting the Financial Plan for the 2019 Dodge County Budget. Ms. Kolp reported that on Friday, September

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7, 2018, the levy limit worksheet was released, and after meeting with Corporation Counsel Kimberly Nass to review the worksheet, it was determined that an adjustment needs to be made to cover a shortfall. Ms. Kolp reviewed the following documents that were distributed at the start of the meeting: *2018 Levy Limit Worksheet for Payable 2019*; and *2018 County Levy Limit Worksheet*.

- The Total Net County Levy Adopted in 2018 was **\$33,840,280**;
- The Required Other Taxes, which includes Charitable and Penal; Library; and County Bridge Aid was **\$929,452**;
- \$929,452 is reduced from the Total Net County Levy to equal the Actual County Levy amount of **\$32,910,829**;
- The Actual County Levy amount of **\$32,910,829** plus the Net New Construction 2018 of **\$361,361** equals **\$33,272,190**, which is the Total Net County Levy 2018 Payable 2019;
- Allowed to add a revenue (Personal Property Aid) in the amount of **\$353,196** to reduce the 2018 Payable 2019 Allowable Levy amount to **\$32,918,993**;
- The prior year's allowable unused levy amount is **\$101,716**, and Dodge County can use this amount if a Resolution is passed by 2/3 vote of the County Board;
- The adjusted Proposed 2019 Levy amount is **\$33,763,562,90**;
- The required additional amount needed to adopt the 2019 Budget is **\$168,510.00**;

The Committee continued with a discussion on the best option to cover the shortfall in the amount of \$168,510.00. It was a consensus of the Committee to direct Ms. Nass to draft a Resolution to use the prior year's allowable unused levy in the amount of \$101,716 to go towards covering the shortfall, and bring back the draft Resolution to the October 2018 Finance Committee meeting for discussion. Motion by Caine, seconded by Schaefer to approve the Resolution to Adopt the Financial Plan for the 2019 Dodge County Budget, and authorize Finance Director Julie Kolp to use Unassigned General Funds in 2019 in an amount not to exceed \$2,100,000 to balance the budget. Motion carried.

The Committee continued with a discussion on Resolution 18-38 Authorizing a General Fund Transfer for Courtroom Audio/Visual Technology Consulting and Design Services. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$70,000. Ms. Kolp reported that it is a responsibility of the Finance Committee to sign a Resolution when General Fund monies are used. Motion by Guckenberger, seconded by Schaefer to approve the Fiscal Note as presented, authorize the Finance Committee's Chairman to sign the Fiscal Note, approve and forward the Resolution to the County Board for consideration at its September 18, 2018 meeting. Motion carried.

Supervisor Guckenberger stated that he has contacted County Administrator Jim Mielke by email regarding a request to evaluate the Dodge County Sheriff's Office Budget. Supervisor Guckenberger reviewed information he compiled from the Jefferson County Sheriff's Office and compared the information to the Dodge County Sheriff's Office. County Board Chairman Russell Kottke commented that he has spoken to Mr. Mielke, and the recommendation is to hire

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a private consultant to conduct an audit of the Sheriff's Office. Mr. Kottke further commented that this request will be presented to the Executive Committee for discussion.

Special Mini Budget Presentations meetings are scheduled on Wednesday, September 26, 2018, and Thursday, September 27, 2018, at 4:00 p.m., in the Auditorium, located on the first floor of the Administration Building.

The next regular meeting is scheduled for Tuesday, October 9, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:45 a.m.

Ed Benter,
Secretary

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



Enterprise Resource Planning (ERP) Project Publication

Chart of Accounts (COA)

The ERP Project Team has been testing the newly created Chart of Accounts (COA). Additionally the Project Team has met with many of the Dodge County Department Heads to review the new COA and their departments. Many good ideas were generated from the COA testing and review sessions.

The ERP Project Team is now analyzing the data and feedback and updating the Dodge County COA. After this update is completed there will be more COA testing and review sessions with the Department Heads.

Project and Grant Ledger

In the Tyler Munis Enterprise Resource Planning System there is a Project and Grant Ledger. The Project and Grant Ledger will track the needed transaction details for Dodge County. The details from the Project and Grant Ledger will then flow to the Dodge County General Ledger.

Kronos Integration:

The ERP Payroll Project Team is scheduling a call with Kronos the week of October 15th to discuss the Kronos Statement of Work (SOW). The call will include the Dodge County team, Governmental Finance Officers Association (GFOA), Kronos, and Tyler Munis. The goal of the call is to finalize the SOW for Kronos data exports. The next steps will be to design the Kronos exports to be imported into Munis. In September, the Tyler Munis Implementation Consultant ran some sample data imports which will be used for the Kronos export/Munis import process.

Enterprise Asset Maintenance (EAM)

On the schedule for October 2-4, Sid Wood from Tyler Munis will be onsite to validate the EAM Module specific to the Highway Department (Previously known as Tyler Work Orders). The Functional Leads have created workflow scenarios and forwarded them to Sid to prepare for the validation sessions. The goal of the sessions is to learn how Munis will handle the day to day activities in the Highway Department.

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 EAM System Design Validation Testing (All Day)	3 EAM System Design Validation Testing (All Day)	4 Inventory System Design Validation Testing (All Day)	5	6	
7	8	9 Module Analysis Review Session (All Day)	10 Module Analysis Review Session (All Day)	11 Module Analysis Review Session (All Day)	12 Module Analysis Review Session (AM)	13
14	15	16 General Ledger Chart of Accounts Training Session (All Day)	17 Budget Processing and Configuration Training Session (All Day)	18 Purchase Processing and Configuration (AM) Contract Processing and Configuration (PM)	19 Open Lab with Munis Consultant (AM)	20
21	22	23 Inventory Processing and Configuration Training Session (All Day)	24 EAM Processing and Configuration Training Session (All Day)	25 EAM Processing and Configuration Training Session (All Day)	26	27
28	29	30 Accounts Payable Processing and Configuration Training Session (All Day)	31 Cashiering / General Billing / Accounts Receivable Processing and Configuration Session (All Day)	1 Cashiering / General Billing / AR (AM) Cash Management Processing Session (PM)	2 Open Lab with Munis Consultant (AM)	

1 RESOLUTION NO. _____
2

3 **Allowable Levy Limit Adjustment – Unused Levy**
4

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

8 **WHEREAS**, on November 14, 2017, the Dodge County Board of Supervisors adopted
9 Resolution 17-64, constituting the 2018 Dodge County Budget; and,
10

11 **WHEREAS**, the adopted 2018 Dodge County Budget levied a net county tax levy amount of
12 \$33,840,280, and a resulting county tax rate of \$5.504/\$1,000 of Equalized Valuation; and,
13

14 **WHEREAS**, Dodge County has an unused levy carryforward from 2016 in the amount of
15 \$101,716 (“Unused Levy”) which can be used for the 2019 operating budget; and,
16

17 **WHEREAS**, pursuant to §66.0602(3)(fm), Wis. Stats., Dodge County may make an
18 adjustment to its allowable levy limit in the amount of the Unused Levy which is calculated as a
19 percentage of the previous year actual levy; specifically, the 2016 unused percentage (0.310%); and,
20

21 **WHEREAS**, the Dodge County Finance Committee recommends increasing the levy limit for
22 2019 Dodge County Budget by the amount of Unused Levy;
23

24 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
25 Supervisors hereby approves increasing the allowable levy limit for 2019 Dodge County Budget,
26 pursuant to §66.0602(3)(fm), Wis. Stats., by the Unused Levy, in the amount of \$101,716; and,
27

28 **BE IT FINALLY RESOLVED**, that the Unused Levy shall be budgeted in the 2019 Dodge
29 County Budget.

All of which is respectfully submitted this 23rd day of October, 2018.

Dodge County Finance Committee:

David Frohling

Ed Benter

David Guckenberger

Jeffrey Caine

Thomas J. Schaefer

Vote Required: Two-thirds of members elect.

Resolution Summary: A resolution increasing the allowable levy limit pursuant to §66.0602(3)(fm), Wis. Stats., by the Unused Levy.

2018 Levy Limit Worksheet for Payable 2019

Dodge County, Wisconsin - County Levy Limit Worksheet - Analysis

Net County Property Tax Levy (Adopted 2018) 33,840,280

Less Required "Other Taxes"

Charitable and Penal (BU 1340)	1,505	900
Library (BU 6001)	848,847	898,832
County Bridge Aid (BU 3182)	79,100	113,348
	929,452	1,013,080
	Change in "Other Taxes"	83,628

2017 Payable 2018 Actual County Levy 32,910,828

0.000%	Terminated TID Districts	-
1.098%	Net New Construction 2018	361,361
	2019 Allowable Levy Limit (Section A - #7)	33,272,189

Dodge County, Wisconsin-County Levy Limit Worksheet Analysis

Net County Property Tax Levy (Adopted 2018)	33,840,280	
Charitable and Penal (BU 1340)	1,505	
Library (BU 6001)	848,847	
County Bridge Aid (BU 3182)	79,100	
2017 Payable 2018 Actual County Levy (Section A - #1)	32,910,828	

Terminated TID	0	
Net New Construction	361,361	
2019 Allowable Levy Limit (Section A - #7)	33,272,189	
Less personal property aid (Section A - #8)	353,196	
2018 payable 2019 Allowable Levy (Section A - #10)	32,918,993	

Prior Years Unused Levy Carryforward (Section C - #8)	101,716	2/3 majority vote
2018 payable 2019 Allowable Levy	33,020,709	

Add "Other taxes"

Charitable and Penal (BU 1340)	900	
Library (BU 6001)	898,832	
County Bridge Aid (BU 3182)	113,348	
Proposed 2019 Net County Property Tax Levy	34,033,789	

Equalized Valuation	6,302,273,200	
Net County Property Tax Rate	5.400	

Year 2018	County DODGE	Co-muni Code 14999	Account No. 0441	Report Type
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Section A: Determination of 2018 Payable 2019 Allowable Levy Limit

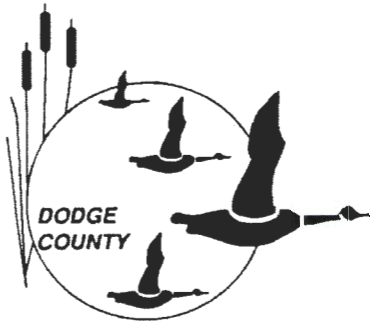
1	2017 payable 2018 actual county levy	\$32,910,828
2	Exclude prior year levy for unreimbursed expenses related to an emergency	\$0
3	Exclude 2017 levy for new general obligation debt authorized after July 1, 2005	\$0
4	2017 payable 2018 adjusted actual county levy (Line 1 minus Lines 2 and 3)	\$32,910,828
5	0.00% growth plus terminated TID% (0) plus TID subtraction % (0) applied to 2017 adjusted actual levy	\$32,910,828
6	Net new construction % (1.098) plus terminated TID% (0) plus TID subtraction % (0) applied to 2017 adjusted actual levy	\$33,272,189
7	Greater of Line 5 or Line 6	\$33,272,189
8	2018 levy limit before adjustments less 2019 personal property aid (\$353,196.1)	\$32,918,993
9	Total adjustments (from Sec. D, Line P)	\$0
10	2018 Payable 2019 Allowable Levy (sum of Lines 8 and 9)	\$32,918,993

Section B: Adjustment for Previous Year's Unused Levy (sec. 66.0602(3)(f), Wis. Stats.)

1	Previous year's allowable levy	\$32,910,829
2	Previous year's actual levy	\$32,910,828
3	Previous year's unused levy (Line 1 minus Line 2)	\$1
4	Previous year's actual levy \$32,910,828 x 0.015	\$493,662
5	Allowable Increase (lesser of Line 3 or Line 4)	\$1

Section C: Adjustment for Prior Years Unused Levy Carryforward (sec. 66.0602(3)(fm), Wis. Stats.)

1	2017 unused percentage	0.000%
2	2016 unused percentage	0.310%
3	2015 unused percentage	0.000%
4	2014 unused percentage	0.000%
5	PY unused percentage	0.000
6	Total unused percentage (sum of Lines 1 through 5)	0.310%
7	Previous year actual levy due to valuation factor	\$32,811,500
8	Allowable Increase (Line 6 multiplied by Line 7)	\$101,716



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

To: Finance Committee

From: Jim Mielke

Date: October 3, 2018

A handwritten signature in blue ink, consisting of the letters "J" and "M" connected together.

Re: Update – Intergovernmental Borrowing Resolution

The Information Technology Committee reviewed the proposed Resolution at their October 2nd meeting. The Committee supports the proposed Internal Borrowing; however questions were raised on the following issues:

- Timing – Should the proposed budget amendment be related to the 2018 budget or the 2019 budget? Finance Director Julie Kolp was in attendance – having the amendment related to the 2018 budget is doable and may be more straightforward than attempting to amend the 2019 budget when it has not been adopted.
- Amortization Schedule: Questions were asked regarding the proposed loan term with the focus on perhaps a shorter term – 3 years?

The Information Technology Committee officially made a recommendation in support of the borrowing with a recommendation that the amendment be related to the adopted 2018 budget and deferring the loan term to the Finance Committee. Julie will provide amortization schedules based on a term of 3, 4, and 5 years. The proposed interest rate would remain at 1.9% upon recommendation of the Dodge County Treasurer.

**Authorizing a General Fund Transfer-Internal Borrowing for
Information Technology 2019 Infrastructure Upgrades**

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

WHEREAS, the Dodge County Information Technology Committee (Committee) has considered the current county information technology infrastructure and the maintenance and upgrades needed to prevent data loss, enhance user productivity and provide data and system securities; and,

WHEREAS, as proposed by the Information Technology Department (Department), the Committee has considered the following infrastructure upgrades: network switches, a new backup solution, a new hypervisor solution, a firewall and security suite, replacement storage device for video storage and vital records, and a solution for hardware data replication ("2019 Infrastructure Upgrades"); and,

WHEREAS, the Committee included the Infrastructure Upgrades amounting to \$1,285,000 in the Dodge County Capital Improvement Plan for 2019-2023 (CIP) which was adopted on September 18, 2018; and,

WHEREAS, the Committee proposes to fund the 2019 Infrastructure Upgrades by an internal borrowing on the terms as specified on the *Loan Summary*, attached hereto and incorporated herein as Exhibit "A"; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate sufficient funds in the Information Technology Budget and the affected county department budgets to repay the borrowed funds, consistent with the repayment schedules set forth in Exhibit "A"; and,

WHEREAS, the Finance Committee has reviewed the proposed internal borrowing and has determined that sufficient funds are available in the General Fund to finance the 2019 Infrastructure Upgrades; and,

WHEREAS, the Dodge County Information Technology Committee and the Dodge County Finance Committee recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors authorize the use of Dodge County funds in the amount of not to exceed \$1,285,000 on the following terms and conditions:

1. The loan shall be made on January 15, 2019;
2. The principal amount shall not exceed \$1,285,000;
3. The source of the funds will be Business Unit 100, Account No. 3429, Unassigned General Fund;
4. The interest rate will be 1.9 percent per annum;
5. The financing term will be 5 years beginning January 15, 2020 and ending January 15, 2024, both inclusive;

1 6. The IT Department and the affected county department budgets shall budget sufficient sums
2 in the operating budgets in years 2020 through 2024 to cover the established annual
3 payment; and,
4

5 7. The annual principal payment shall be used to replenish Business Unit 100, Account No.
6 .3429;
7

8 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors
9 hereby authorizes the 2019 Infrastructure Upgrades as proposed by the Information Technology
10 Committee; and,
11

12 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors authorizes the
13 use of Dodge County funds from Business Unit 100, Account No. .3429 for the funding of the 2019
14 Infrastructure Upgrades and the repayment thereof consistent with the *Loan Summary* as set forth on
15 Exhibit "A", on the recommendation of the Finance Committee, on the following terms and conditions:
16

- 17 1. The loan shall be made on January 15, 2019;
- 18 2. The principal amount shall not exceed \$1,285,000;
- 19 3. The source of the funds will be Business Unit 100, Account No. 3429, Unassigned General
20 Fund;
- 21 4. The interest rate will be 1.9 percent per annum;
- 22 5. The financing term will be 5 years beginning January 15, 2020 and ending January 15, 2024,
23 both inclusive;
- 24 6. The IT Department and the affected county department budgets shall budget sufficient sums
25 in the operating budgets in years 2020 through 2024 to cover the established annual
26 payment; and,
27
- 28 7. The annual principal payment shall be used to replenish Business Unit 100, Account No.
29 .3429.
30
31
32

33 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors approves the
34 2019 Infrastructure Upgrades and directs the Dodge County Finance Director to make the necessary
35 budget amendments to the 2019 IT Department and other affected county departments budgets.
36
37
38
39

All of which is respectfully submitted this 18th day of September, 2018.

Dodge County Information Technology Committee:

Donna Maly

Timothy Kemmel

Mary Bobholz

Kevin Burnett

David Guckenberger

Dodge County Finance Committee:

David Frohling

Jeffrey Caine

David Guckenberger

Thomas J. Schaefer

Ed Benter

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: A resolution authorizing a general fund transfer-internal borrowing for Information Technology infrastructure upgrades.

Loan Summary

Loan Amount:	\$1,285,000.00	Number of Payments:	5
Annual Interest Rate:	1.9000%	Periodic Payment:	\$281,415.00
Loan Date:	01/15/2019	1st Payment Due:	01/15/2020
Payment Frequency:	Annually	Last Payment Due:	01/15/2024
Total Interest Due:	\$73,245.00	Total All Payments:	\$1,358,245.00

Payment Schedule

#/Year	Date	Payment	Interest	Principal	Balance
Loan:	01/15/2019	0.00	0.00	0.00	1,285,000.00
1:1	01/15/2020	281,415.00	24,415.00	257,000.00	1,028,000.00
	Running Totals:	281,415.00	24,415.00	257,000.00	
2:2	01/15/2021	276,532.00	19,532.00	257,000.00	771,000.00
	Running Totals:	557,947.00	43,947.00	514,000.00	
3:3	01/15/2022	271,649.00	14,649.00	257,000.00	514,000.00
	Running Totals:	829,596.00	58,596.00	771,000.00	
4:4	01/15/2023	266,766.00	9,766.00	257,000.00	257,000.00
	Running Totals:	1,096,362.00	68,362.00	1,028,000.00	
5:5	01/15/2024	261,883.00	4,883.00	257,000.00	0.00
	Running Totals:	1,358,245.00	73,245.00	1,285,000.00	

No rounding adjustment necessary

Calculation method: Normal, 360 days per year

financial-calculators.com

Exhibit "A"

1 RESOLUTION NO. _____
2

3 **Abolish the Position of *Counselor I, II, or III – AODA* and**
4 **Create the Position of *Psychiatric Therapist II – Outpatient***
5

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

8 **WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed
9 staffing needs at the Dodge County Human Services and Health Department; and,
10

11 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
12 recommends that the Dodge County Board of Supervisors abolish the following position in the
13 Human Services and Health Department, effective October 24, 2018:
14

15 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
16

17 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
18 also recommends that the Dodge County Board of Supervisors create the following position in the
19 Human Services and Health Department, effective October 24, 2018:
20

21 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
22

23 **WHEREAS**, job descriptions for each of the *Counselor I, II, or III - AODA* positions have
24 been marked for identification as Exhibits “A”, “B”, and “C”, respectively, and have been attached
25 hereto; and,
26

27 **WHEREAS**, a job description for the proposed position of *Psychiatric Therapist II -*
28 *Outpatient* has been marked for identification as Exhibit “D” and has been attached hereto; and,
29

30 **WHEREAS**, there are funds in the 2018 Budget of the Human Services and Health
31 Department to fund the proposed position of *Psychiatric Therapist II – Outpatient* during the period
32 of time commencing on October 24, 2018, and ending on December 31, 2018, both inclusive;
33

34 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
35 Supervisors hereby abolishes the following position in the Human Services and Health Department,
36 effective October 24, 2018:
37

38 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
39

40 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
41 creates the following position in the Human Services and Health Department, effective October 24,
42 2018:
43

44 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
45

1 **BE IT FINALLY RESOLVED**, that funds in the 2018 Budget of the Human Services and
2 Health Department shall be used to fund the position of *Psychiatric Therapist II - Outpatient* during
3 the period of time commencing on October 24, 2018, and ending on December 31, 2018, both
4 inclusive.

All of which is respectfully submitted this 23rd day of October, 2018.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Kira Sheahan-Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Timothy J. Kemmel

FISCAL NOTE:

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

Budget Impact: \$20,811 (Net Surplus). Finance Committee review date: October 2, 2018. Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Counselor I, II, or III – AODA* and create the position of *Psychiatric Therapist II – Outpatient*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Counselor I - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/15/10; 3/20/13; 7/06/16

OVERALL PURPOSE/SUMMARY
 Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
 2. Provides individual or group therapy to assigned clients.
 3. Provides telephone/TDD crisis intervention services.
 4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
 5. Provides community outreach to increase awareness of available agency resources.
 6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
 7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
 8. Functions as member of multi-disciplinary team for case planning and review.
 9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
 10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
 11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
 12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
 13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
 14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
 15. Serves as contact person to other treatment agencies or organizations.
 16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
 17. Participates in staff trainings as deemed appropriate by supervisor.
 18. Maintains required and related paperwork in an accurate and timely manner.
 19. Regular attendance and punctuality required.
 20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE
 A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and no experience.

WORKING CONDITIONS
 Office and field working environment. Potential to work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Counselor II - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY
 Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
 2. Provides individual or group therapy to assigned clients.
 3. Provides telephone/TDD crisis intervention services.
 4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
 5. Provides community outreach to increase awareness of available agency resources.
 6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
 7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
 8. Functions as member of multi-disciplinary team for case planning and review.
 9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
 10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
 11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
 12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
 13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
 14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
 15. Serves as contact person to other treatment agencies or organizations.
 16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
 17. Participates in staff trainings as deemed appropriate by supervisor.
 18. Maintains required and related paperwork in an accurate and timely manner.
 19. Regular attendance and punctuality required.
 20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE
 A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and two (2) years directly related experience and 5 C.E.U.'s.

WORKING CONDITIONS
 Office and field working environment. Potential to work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Counselor III - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of individual/group counseling techniques and theories.
- Knowledge of pharmacology/psychopharmacology.
- Knowledge of assessment & treatment planning.
- Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
- Knowledge of counselor ethics/conduct.
- Skill in working with chronic alcohol and other drug abuse cases and special populations.
- Ability to work with chemically dependent individuals/families.
- Ability to communicate effectively.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and five (5) years directly related experience and ten (10) C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

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.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Psychiatric Therapist II-Outpatient	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	July 7, 1998
LABOR GRADE:	Dodge County Nine (9)	REVISED:	11/15/10; 3/18/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides/coordinates services, through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment and social planning using developed skills and methodology. Plans and carries out prevention/rehabilitative treatment programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides individual, family or group therapy to assigned clients, scheduling client appointments as required.
2. Provides psycho-social assessments, including impressions of mental status and diagnosis.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Refers clients to appropriate agency staff or other agencies for evaluation and diagnosis.
6. Monitors client's progress on ongoing basis.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Suggests need for new programs or services to meet unfulfilled client needs to administration's attention.
14. Provides consultative services to other agency staff on an as needed basis.
15. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
16. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
17. Prepares articles/presentations for various media sources.
18. Participates in staff trainings as deemed appropriate by supervisor.
19. Maintains required and related paperwork in an accurate and timely manner.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psycho-social assessments/diagnosis and appropriate courses of treatment.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Knowledge of individual/group therapy and crisis intervention techniques.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of professional ethics/conduct codes.
 Ability to communicate effectively.
 Ability to work with multi-problem clients and their families.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field, and 3000 hours of supervised clinical experience, and/or Medical Assistance Certified for billing. Wisconsin State Certified or certifiable as Licensed Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor Certification is of additional benefit.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
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.

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

SEPTEMBER 2018

INVESTMENT TYPE	SEPTEMBER			2018			BALANCE		% INVESTED
	BEFORE INVESTING	% INVESTED	AVG. YIELD RATE	AMOUNT INVESTING	AMOUNT SOLD	AVG. YIELD RATE	AFTER INVESTING		
CERTIFICATES OF DEPOSITS	\$1,000,000.00	2.0%	0.000%	\$0.00	\$1,000,000.00	0.000%	\$0.00	0.0%	
STATE INVEST. POOL RAILROAD	\$629,947.75	1.3%	2.000%	\$149,067.96	\$0.00	2.000%	\$779,015.71	1.8%	
STATE INVEST. POOL GENERAL	\$14,249,596.47	28.8%	2.000%	\$983,873.40	\$5,390,000.00	2.000%	\$9,843,469.87	22.3%	
STATE INVEST. POOL HSN PROJECT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
EHLERS -GENERAL FUNDS	\$7,485,977.56	15.1%	1.760%	\$11,142.24	\$150,539.07	1.760%	\$7,346,580.73	16.7%	
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
MISC TREAS INVESTED	\$1,008,781.53	2.0%	2.097%	\$0.00	\$11.78	2.097%	\$1,008,769.75	2.3%	
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$3,198,635.29	6.5%	0.000%	\$0.00	\$0.00	0.000%	\$3,198,635.29	7.3%	
WELLS FARGO INVESTMENTS	\$1,230,508.37	2.5%	2.850%	\$0.00	\$138.21	2.850%	\$1,230,370.16	2.8%	
4-H LEADERS ASSOCIATION NOTE	\$0.00	0.00%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	
DODGE CTY DRAINAGE BOARD UNSECURED LOAN	\$0.00	0.00%	3.500%	\$0.00	\$0.00	3.500%	\$0.00	0.0%	
FIXED INCOME CUSTODY (DANA)	\$16,736,720.72	33.8%	3.580%	\$46,802.70	\$78,923.74	3.580%	\$16,704,599.68	37.9%	
NEOSHO SHOP - INTERNAL BORROWING	\$1,299,757.00	2.6%	1.000%	\$0.00	\$0.00	1.000%	\$1,299,757.00	2.9%	
PIPE PROJECT - INTERNAL BORROWING	\$2,700,000.00	5.5%	1.600%	\$0.00	\$0.00	1.600%	\$2,700,000.00	6.1%	
	<u>\$49,539,924.69</u>	<u>100.0%</u>		<u>\$1,190,886.30</u>	<u>\$6,619,612.81</u>		<u>\$44,111,198.19</u>	<u>100.0%</u>	

July Yield Rates		
	2018	2017
CD	0.00%	0.65%
State Pool	2.00%	1.00%
Fixed Income	3.58%	1.94%
Misc Treas Invested	2.10%	N/A%
Wells Fargo Investments	2.85%	0.93%
Ehlers-General Funds	1.76%	0.98%
Pipe Project-Internal	1.60%	1.60%
Neosho Shop-Internal	1.00%	1.00%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

DAVID FROHLING
FINANCE COMM. CHAIRMAN

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

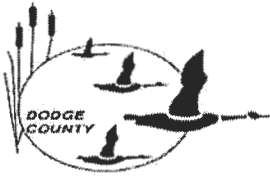
Remittance Period	Collection Period	2012	2013	2014	2015	2016	2017	2018	Previous Year	
		Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	Remittance	\$ Change	% Change
Jan	Nov	\$328,944	\$395,130	\$486,170	\$461,907	\$512,301	\$429,376	\$392,621	(\$36,755)	-8.6%
Feb	Dec	491,041	464,668	465,644	419,112	440,663	686,238	720,097	\$33,858	4.9%
Mar	Jan	334,316	378,875	346,135	399,718	414,299	497,670	453,560	(\$44,109)	-8.9%
Apr	Feb	376,618	380,068	433,718	469,683	321,749	396,375	401,653	5,278	1.3%
May	Mar	470,113	481,241	534,851	515,569	407,852	522,150	625,667	\$103,517	19.8%
Jun	Apr	459,467	399,631	422,574	407,861	638,989	587,195	635,147	47,952	8.2%
Jul	May	339,517	510,392	589,725	524,613	578,159	470,957	545,288	\$74,331	15.8%
Aug	Jun	525,156	552,835	672,406	500,849	510,100	717,294	745,510	\$28,216	3.9%
Sep	Jul	402,754	413,028	461,485	486,051	531,127	622,065	491,180	(\$130,884)	-21.0%
Oct	Aug	457,675	505,310	565,940	580,603	522,952	524,810			
Nov	Sep	502,994	458,782	490,439	417,286	545,035	648,274			
Dec	Oct	387,671	370,028	484,997	548,922	484,606	518,044			
		\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	\$5,907,833	\$6,620,448	\$5,010,723	\$81,403	

Monthly Average	423,022	442,499	496,174	477,681	492,319	551,704	556,747	9,045
Highest Monthly Amt	\$525,156 Aug/June	\$552,835 Aug/June	\$672,406 Aug/June	\$580,603 Oct/Aug	\$638,989 June/April	\$717,294 Aug/June	\$745,510 Aug/June	\$103,517 May/March
Lowest Monthly Amt	\$328,944 Jan/Nov	\$370,028 Dec/Oct	\$346,135 Mar/Jan	\$399,718 Mar/Jan	\$321,749 Apr/Feb	\$396,375 Apr/Feb	\$392,621 Jan/Nov	(\$130,884) Sep/Jul

% Of Year Completed	75.0%
Estimated Year End	\$6,680,963

2018 Budget	Monthly Budget
\$4,453,750	\$371,145.83

	Previous Month		\$ Change	% Change
	Aug-18	Sep-18		
State	48,361,131	32,840,648	(15,520,484)	-32.1%
Dodge	745,510	491,180	(254,329)	-34.1%



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

Doc = BX
Ledger = BA

9/10/2018

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

Department: Physical Facilities

Budget Year: 2018

Description of Adjustment:

Transfer of funds to pay Invoice from Otis Elevator to Replace Oil in Elevator at Courthouse

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2901	5247		Building Maint. & Repair	6567.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2901	5822		Buildings	6567.00

Note the increases must balance with the decreases

Department Head Signature Russell Z. Fisher Date: 9/10/2018

County Administrator Signature Russell Kattke County Board Chairman Date: 9-11-2018

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____


OTIS

One Farm Springs
Farmington, CT 06032

CUSTOMER NO. 617935	DATE 09/06/18	INVOICE NO. CMM17145001
		AMOUNT DUE 6,567.00

INVOICE

PAYMENT DUE UPON RECEIPT

MAIL PAYMENT TO: 
 OTIS ELEVATOR COMPANY
 P.O. BOX 73579
 CHICAGO IL 606737579

DODGE COUNTY WI
 127 E OAK ST
 JUNEAU 53039

ENCLOSE THIS COUPON WITH YOUR PAYMENT.
 MAKE CHECK PAYABLE TO: OTIS ELEVATOR COMPANY

INVOICE

DETACH RETURN DOCUMENT ALONG PERFORATION

OTIS ELEVATOR COMPANY
 ** INVOICE CHARGES **

BUILDING REFERENCE
 DODGE COUNTY JUSTIC FAC
 216 CENTER STREET

CUSTOMER NO.
 617935

DATE
 09/06/18

INVOICE NO.
 CMM17145001

JUNEAU WI
 53039

100% DOWN PAYMENT: OIL REPLACEMENT ONLY- D76129,
 ELV B

RECEIVED

SEP 10 2018

DODGE COUNTY
 PHY. FAC. MAINT. DEPT.

SUBTOTAL	6,567.00
TAX	.00
FREIGHT	.00
TOTAL AMOUNT DUE	6,567.00

ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS

AT: (608-249-3322)

WE CERTIFY THAT GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.

OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1 1/2%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.



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

Doc = BX
 Ledger = BA

Date: 9/24/18

Department: Human Services & Health Department

Budget Year:

Description of Adjustment:

The Department of Children and Families has determined the amount of funds for the Kinship Care Program for 2018. The funding is less than originally budgeted for. This budget amendment is to update the 2018 budget.

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5028	4235	377	Kinship Care	12,515
5028	5793		Client Benefits	-12,515

Note the increases must balance with the decreases

Department Head Signature Becky Bell Date: 10-1-18

County Administrator Signature Jane Mielke Date: 10/1/18

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**

Doc = BX
Ledger = BA

Date: 9/7/18

Department: Human Services & Health Department

Budget Year: 2018

Description of Adjustment:

Department of Health Services has issued a modification and is moving the remaining funds for 2017 to the 2018 contract year. When the 2018 budget was created this was unknown at the time.

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

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5040	4235	560203	Dementia Innovation	-22,477
5040	5332		Automobile Allowance	2,000
5040	5399		Advertising	15,477
5040	5499		Cost Allocations	5,000

Note the total Budget Adjustment must balance

Department Head Signature Becky Bell Date: 10-1-18

County Administrator Signature Jane Meithe Date: 10/1/18

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

9/20/2018

Department:

Budget Year: 2018

Description of Adjustment:

Transfer of Funds to Pay Statz Restoration for Stone Repair at the Dodge County Administration Building

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
1901	5247		Building Maint. & Repair	\$6,000.00

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
2901	5822		Buildings	\$6,000.00

Note the increases must balance with the decreases

Department Head Signature Russell Z Fisher Date: 9/20/2018

County Administrator Signature James Mielke Date: 9/25/18

Committee of Jurisdiction Chairman Signature Dennis R Schmidt Date: 9/26/18

Finance Committee Chairman Signature _____ Date: _____

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

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
811.5289	42554	Woolpert, Inc	09/10/18	PV	472618	00100	50,000.00	P	
1901.5222	15074	Juneau Utilities	08/31/18	PV	472770	00100	10,939.85	P	
1905.5222	15074	Juneau Utilities	08/31/18	PV	472771	00100	13,457.24	P	
2061.5275	22827	Aramark Chicago Lockbox	08/31/18	PV	471945	00100	11,709.06	P	
2061.5275	22827	Aramark Chicago Lockbox	08/31/18	PV	471947	00100	11,534.23	P	
2061.5275	22827	Aramark Chicago Lockbox	08/31/18	PV	471950	00100	11,161.15	P	
2061.5275	22827	Aramark Chicago Lockbox	08/31/18	PV	472774	00100	11,079.98	P	
2061.5275	22827	Aramark Chicago Lockbox	09/30/18	PV	472776	00100	10,816.17	P	
2061.5275	22827	Aramark Chicago Lockbox	09/30/18	PV	472778	00100	11,437.45	P	
2061.5291.02	50252	Correct Care Solutions, LLC	09/30/18	PV	471957	00100	73,362.92	P	
2901.5222	15074	Juneau Utilities	08/31/18	PV	472772	00100	19,736.51	P	
2902.5222	15074	Juneau Utilities	08/31/18	PV	472772	00100	29,604.77	P	
2902.5246	44743	FJA Christiansen Roofing Co., Inc.	08/31/18	PV	472783	00100	13,020.00	P	
2902.5247	44743	FJA Christiansen Roofing Co., Inc.	08/29/18	PV	471955	00100	12,003.00	P	
2902.5247	46871	Monona Plumbing & Fire Protection, Inc	05/31/18	PV	471845	00100	11,740.62	P	
Fund							00100	GENERAL FUND	301,602.95

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

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
4805.5299	47338	JusticePoint, Inc.	08/31/18	PV	473274	00100	18,174.00	P	
4807.5219	12426	Lutheran Social Services-WI & Upper MI	08/31/18	PV	473163	00100	39,076.97	P	
4807.5219	39482	Family Youth Interaction Zone	08/31/18	PV	472617	00100	48,445.00	P	
4807.5219	39482	Family Youth Interaction Zone	08/31/18	PV	472709	00100	50,160.00	P	
4807.5219	50222	UnMasked Expressive Therapies	07/31/18	PV	472445	00100	11,287.25	P	
4809.5279.468	40455	Evergreen Manor II Inc.	08/31/18	PV	472445	00100	11,287.25	P	
4809.5279.633	15685	Trempealeau County Health Care Center	08/31/18	PV	472386	00100	11,150.70	P	
4825.5299	13771	Green Valley Enterprises Inc.	08/31/18	PV	473266	00100	10,328.60	P	
4846.5299	47338	JusticePoint, Inc.	08/31/18	PV	472472	00100	31,541.67	P	
5004.5273.02	29288	Adult Care Consultants, Inc	08/31/18	PV	472715	00100	16,583.00	P	
5010.5273.02	12436	Northwest Passage, LTD	08/31/18	PV	473269	00100	10,846.68	P	
5010.5273.02	12438	Tomorrows Children	08/31/18	PV	472494	00242	10,166.00	P	
5010.5273.02	13296	Chileda Institute Inc	08/31/18	PV	472495	00242	10,137.00	P	
5010.5273.02	19821	Clinicare Corporation	08/31/18	PV	472497	00242	16,022.04	P	
5010.5273.02	19821	Clinicare Corporation	08/31/18	PV	472499	00242	12,174.94	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	08/31/18	PV	472499	00242	11,865.25	P	
5010.5273.02	24982	Oconomowoc Developmental Training Center	08/31/18	PV	472503	00242	14,095.08	P	
5010.5273.02	50352	Youth Villages Inc	08/31/18	PV	472503	00242	11,816.27	P	
5010.5273.02	52597	Mille Lacs Academy	08/31/18	PV	472542	00242	13,950.00	P	
5742.5275	39203	Feil's Supper Club/Catering	08/31/18	PV	472565	00242	15,014.85	P	
5742.5275	39203	Feil's Supper Club/Catering	08/31/18	PV	472616	00100	11,442.36	P	
Fund							00242	HEALTH & HUMAN SERVICES FUND	374,277.66

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

Page Number 3
Date 10/03/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount	P C	
4520.5211.32	39490	Achieve Solutions	08/31/18	PV	472671	00100	11,917.10	P	
4520.5211.39	39490	Achieve Solutions	08/31/18	PV	472671	00100	16,247.11	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	09/30/18	PV	472373	00100	20,400.00	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	09/30/18	PV	472370	00100	41,860.00	P	
4528.5211.11	39490	Achieve Solutions	08/31/18	PV	472670	00100	30,327.32	P	
4528.5211.13	39490	Achieve Solutions	08/31/18	PV	472670	00100	32,275.05	P	
4528.5211.15	39490	Achieve Solutions	08/31/18	PV	472670	00100	27,918.15	P	
4528.5345	44091	Ommicare Inc	08/31/18	PV	472704	00100	17,841.87	P	
4556.5222	15074	Juneau Utilities	08/31/18	PV	472667	00100	29,511.34	P	
Fund 00645							CLEARVIEW LTC & REHAB	228,297.94	
Grand Total								904,178.55	

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

Page Number 1
Date 10/03/18

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount	P C	
730.2121	13208	Burke Truck & Equipment	09/04/18	PV	472571	00730	11,950.00	P	
730.2121	13208	Burke Truck & Equipment	09/04/18	PV	472571	00730	11,950.00	P	
730.2121	13208	Burke Truck & Equipment	09/04/18	PV	472571	00730	11,950.00	P	
730.2121	13208	Burke Truck & Equipment	09/04/18	PV	472571	00730	12,056.13	P	
730.2121	15356	E.H. Wolf & Sons Inc.	09/12/18	PV	472581	00730	12,971.34	P	
730.2121	15356	E.H. Wolf & Sons Inc.	09/18/18	PV	472980	00730	14,810.97	P	
730.2121	32429	Caspers' Truck Equipment	07/27/18	PV	472580	00730	34,995.00	P	
730.2121	32429	Caspers' Truck Equipment	07/27/18	PV	472580	00730	34,995.00	P	
730.2121	32429	Caspers' Truck Equipment	07/27/18	PV	472580	00730	34,995.00	P	
730.2121	32429	Caspers' Truck Equipment	07/27/18	PV	472580	00730	34,995.00	P	
730.2121	40879	Potters Industries Inc.	09/11/18	PV	472463	00730	12,320.00	P	
Fund 00730							HIGHWAY AND AIRPORT FUND	227,988.44	
Grand Total								227,988.44	