

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

March 12, 2019, 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; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; ERP Project Director Ross Winklbauer; Tyler Technologies Implementation Consultant for Financials Mary Stimbert; Tyler Technologies Project Manager Lindsey Fulton (by phone); Clearview Executive Director Deanna Wilson; Clearview Director of Financial Services Bill Wiley; Fiscal Support Services Division Manager Monica Hooper; Highway Commissioner Brian Field; Information Technology Director Justin Reynolds; County Clerk Karen Gibson; County Board Supervisor Donna Maly; and County Board Chairman Russell Kottke.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Supervisor Guckenberger requested the following sentence from the February 8, 2019 minutes, be removed from page 2, first paragraph, the last five (5) sentences containing the motion by the Judicial and Public Protection Committee: *Motion by Judicial and Public Protection Committee Member Nickel, seconded by Judicial and Public Protection Committee Member Schraufnagel to approve the Budget Impact in the amount of \$496,597, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the February 19, 2019 meeting. Motion carried.* Supervisor Guckenberger commented that another Committee should not have the authority to direct the Finance Committee to sign a Resolution: *Motion by Guckenberger, seconded by Caine to approve the February 8, 2019 minutes, as amended. Motion carried. Motion by Guckenberger, seconded by Caine to approve the February 19, 2019 minutes, as presented. Motion carried.*

ERP Project Director Ross Winklbauer introduced Tyler Technologies Implementation Consultant for Financials Mary Stimbert, and Tyler Technologies Project Manager Lindsey Fulton (by phone). Mr. Winklbauer reported that the Project Publication, which was included in the packet, contains the March 2019 calendar, and Quick Guides with instructions on how to log into Munis. Mr. Winklbauer further reported that the log in instructions are for reference only. Ms. Fulton provided a highlight of the Dodge County, WI Financial Status Report, dated March 5, 2019:

- The overdue tasks are color coded – Green, Yellow, and Red.
- The Green Overdue Tasks can be completed at any time.
- She would like to see the Yellow Overdue Tasks completed in the next two (2) weeks.

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- Currently the ERP Project Team is in the process of determining who will be involved in the Red Overdue Tasks, and the deadline to complete the Red Overdue Tasks is two (2) weeks. Once these are completed, testing and validations can begin.
- There will be no parallel testing with Financials between the current system and the new system once Dodge County goes live on July 1, 2019. Ms. Stimbert commented that accounts will be condensed in the new system, therefore, it will be difficult to parallel test.

Mr. Winklbauer reported the following:

- The Go Live date is July 1, 2019 for EAM, Financials, Budgeting, and Payroll.
- Phase 3 includes Work Orders.
- Payroll is run through Kronos, not Tyler Munis.
- Yellow Overdue Tasks are almost completed.
- Dodge County is currently working with GFOA on the roles of users.
- Ms. Stimbert will be onsite the week that Dodge County goes live.

Clearview Executive Director Deanna Wilson provided a Clearview Certified Nursing Assistant Recruitment and Retention power point presentation. Ms. Wilson highlighted the following:

- According to a 2016 report, 10,600 caregivers had left their jobs for better pay, benefits and hours.
- The number of Certified Nursing Assistants (CNA) not renewing their certifications is continuing to decline.
- According to a February 16, 2019 Channel 3000 article, twenty-nine (29) Skilled Nursing Facilities (SNF) have closed since 2016, with nine (9) more announced for closure in 2019. Ms. Wilson commented some reasons causing the closures are the decrease in Medicaid reimbursements and the shortage of skilled workers.
- Clearview has CNA staffing issues, despite advertising in local newspapers, participating in career fairs, advertising on Facebook, and offering referral bonuses to current employees.
- Clearview currently has 234 CNA positions, and the p.m. and night shifts are the most difficult to fill.
- Clearview CNA's have a pay scale of \$14.30-\$18.61 per hour, which is comparable to the Madison area.
- There are often vacant shifts to fill once the schedule is prepared, therefore, the CNA's, housekeepers, and activity staff are asked to pick up extra shifts, which are frequently overtime shifts. Housekeeping staff are required to be CNA certified.
- Requested vacations are being denied to allow for adequate staffing to care for residents.
- Clearview does not want to deny or be selective with admissions because of staffing concerns.
- Ms. Wilson stated that she held a meeting for her staff on February 11, 2019, to discuss ways to improve staffing issues and employee morale. Forty-five (45) attended this meeting, and some issues discussed were employees not getting their requested vacation time off, and wanting a higher monetary incentive for picking up extra shifts. Current employees suggested that new hires obtain more training.

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- Clearview has a CNA training program onsite – a class started in February 2019 and will end in mid-March 2019. The goal is to hold the CNA class four (4) times a year.
- Some recommendations to improve recruitment and retention of CNA's:
 1. Continuation of 90-day extension for vacation beyond 12 months.
 2. Increase the p.m. and night shift differential from \$1.00 to \$2.00 per hour, and the weekend shift differential from \$1.50 to \$3.00 per hour.
 3. Offer a Friday-Sunday, 12 hour shift position. The employee would work thirty-six (36) hours, but get paid forty (40) hours. If the employee would not work the full weekend, they would lose the four (4) hour pay incentive. If implemented on March 20, 2019, the cost would be \$12,726.
- CNA staff from Clearview have been covering shifts at Northview Heights.
- The added costs for the increase in shift differential, and the 12 hour shift position will be funded by:
 1. Unbudgeted revenue in the amount of \$321,373, from the increase in Medicaid Rates.
 2. 2019 Budgeted Funds in the amount of \$396,663, to be applied to the Fund Balance.
 3. Total available revenue/fund balance applied in the amount of \$718,036.
- Clearview is requesting the creation of a Certified Community Based-Residential Facility Assistant position at Northview Heights.
- Ms. Wilson commented that a few things that are currently being done to reward employees are: if an employee works a holiday or picks up a shift with no notice, a meal is provided, and an employee name is being entered into a drawing for such things as working extra shifts or perfect attendance.

Ms. Wilson provided an oral report to the Committee regarding a Resolution to Create a Position of *Certified Community Based Residential Facility Assistant*. The Resolution was presented to the Finance Committee for its review and approval of the Fiscal Note. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Ms. Wilson reported that the creation of a *Certified Community Based Residential Facility Assistant* would fill an existing position in the Certified Community Based Residential Facility, and this employee will only be allowed to work at Northview Heights. Motion by Guckenberger, seconded by Benter to authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Clearview Director of Financial Services Bill Wiley provided an oral report to the Committee regarding a Resolution amending the 2019 Dodge County Clearview Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval of the Fiscal Note. The Fiscal Note sets forth a Budget Impact in the amount of \$356,908. Mr. Wiley reported that the increase in wage differentials, and the offer of a weekend-only schedule for CNA's will be offset by increases in Medicaid reimbursements. Motion by Caine, seconded by Schaefer to authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

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Finance Director Julie Kolp provided an oral report to the Committee regarding a preliminary 2018 Year-End Budget Summary. Ms. Kolp provided a two (2) page document entitled *Preliminary 2018 Budget to Actual Analysis, Initial estimate of 2018 returns to General Fund*. Ms. Kolp reported that this document is the same document that was handed out at the February 8, 2019 Finance Committee meeting, but it has been updated with some actions that were taken at the February 19, 2019 County Board meeting and other yearend transactions. The first page includes more current information, but the second page shows the changes made between February 5, 2019-March 7, 2019. Ms. Kolp further reported that some of the changes were a County Board Contingency Appropriation that was approved at the February 19, 2019 County Board meeting, Land Resources and Parks Grants, and invoices being paid.

Mr. Wiley reported that some of the highlights of the 2018 Year End Clearview Budget are revenue exceeded the budget by almost \$200,000, and there was an increase in Medicaid, Medicare, Family Care, and private pay. Mr. Wiley further reported that there was a decrease in personnel expenses, services and supplies. Mr. Wiley commented that Clearview transitioned some beds from skilled nursing to behavioral health which provided an increase in revenue.

Highway Commissioner Brian Field provided a memo to the Committee regarding the 2018 Highway Department Budget. Mr. Field reported that the 2018 Highway Operations Annual Report is currently being printed. Mr. Field further reported that the Initial Fund Balance was \$457,770.00, and with a \$233,000.00 deduction to cover the 2019 General Transportation Aid short fall, it left an unreserved fund balance in the amount of \$224,770.00.

Mr. Field provided an oral report to the Committee regarding the 2018-2019 Winter Highway Snow and Ice Expenditures. Mr. Field provided a document to the Committee entitled *2019 BU3312 CTHS Snow & Ice Control*. Mr. Field reported that \$2.2 million was budgeted for snow & ice control, and as of March 4, 2019, \$1,787,284.54 has been expended, leaving a balance of \$412,715.46. Mr. Field further reported that adjustments will need to be made throughout the remainder of the year to allow for funds to be available during November 2019 and December 2019 for snow and ice control.

County Administrator Jim Mielke provided an oral report to the Committee regarding the process of budget carryover requests at the February County Board meetings. Mr. Mielke requested feedback from the Committee on the budget carryover request process that occurs at the February County Board meeting. Supervisor Caine commented that the timeline is appropriate to continue the budget carryover requests at the February meeting. Supervisor Guckenberger commented that extraordinary circumstances must be dealt with on an individual basis. The Committee continued with a discussion on the Dodge County Budget Monitoring Process. Mr. Mielke reported that in 2019, certain benchmarks at the Sheriff's Office, such as the number of contracted beds and the amount of overtime incurred, are being monitored on a monthly basis.

Mr. Mielke provided an oral report to the Committee regarding the Preliminary 2020 Budget timeline. The Committee continued with a discussion on the mini budget sessions. It was a consensus of the Committee to provide the budget books to the County Board Supervisors at the

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October 15, 2019 County Board meeting, and change the date of the Finance Committee Budget Review to October 29, 2019, which would allow the County Board Supervisors adequate time to review the budget book. It was a consensus of the Committee to hold the mini budget sessions on September 18-19, 2019, from 5:00 p.m. - 7:00 p.m. Mielke posed the question regarding printing the mini-budget books, the directive from the Committee is to print copies only for Committee members as the document will be available on-line.

Supervisor Frohling reported that the 2019-21 State Biennial Budget Summary was included in the packet materials. Mr. Mielke reported that this summary will also be include in the County Board packet materials for the March 19, 2019 meeting. Supervisor Frohling commented that the Wisconsin Counties Association staff has reviewed the proposed 2019-21 State Biennial Budget to determine how counties will be impacted, and this will be discussed at the Wisconsin Counties Association Board of Directors meeting that will be held on March 15, 2019.

Ms. Kolp reported that a request has been submitted by the Dodge County Sheriff's Office to use Jail Improvement Funds for the purchase of AED (defibrillator) pads, and this is a joint purchase with the Emergency Management Department. Ms. Kolp further reported that there was a change to Wisconsin Statute 302.46(2) allowing the use of funds from Jail Assessment to go towards medical services to inmates. Motion by Guckenberger, seconded by Benter to authorize the use of Jail Improvement Funds for the purchase of AED (defibrillator) pads from Aoss Medical Supply, LLC, in the amount of \$266.28, and authorize the payment of vouchers. Motion carried.

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

Ms. Kolp reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests. There were no discussions on the following requests:

- i. DATCP Farmer Led Grant – Land and Water Conservation
- ii. Redistribute Social Service Aide Position – Human Services and Health Department
- iii. Redistribute Printing from Interdepartmental to Services – Multiple Departments
- iv. Heart Health Initiative – Human Services and Health Department

There were no discussions on the Dodge County Vouchers \$10,000 and more Report.

The next regular meeting is scheduled for April 9, 2019, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

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With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:48 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



Newsletter Date: April 2, 2019

Volume #33

Schedule Update

The schedule for the Highway Department Work Order Module has been extended. The Highway Department will go-live with work orders on January 1st, 2020.

The schedule change will not impact the other go-live dates. Financials will go-live July 1st, 2019. Work Orders for departments other than Highway will still go-live September 4th, 2019.

The Highway Extension will allow the Highway Department to onboard new personnel to fill key vacancies related to the retirement of Lori Fett, Office Manager and Jaime Field, Accounting Technician. (Final day April 22nd for both team members)

The Highway schedule extension will allow for a clean transition to Munis. The partial year work order details will not need to be converted from the legacy system (JD Edwards) for reporting purposes to the state. It is acknowledged that there will be some duplication during the 6 month extension and there is a plan how to proceed.

The Highway extension will allow for additional analyzing, table building, testing, and training for the phase 3 work order implementation (Non-Highway Department). Phase 3 includes Physical Facilities, Sheriff, Land Resources & Parks, Clearview, HSHD...

It was acknowledged and understood by the Dodge County Team that this is the first time a Wisconsin Highway work order function has been implemented by Munis. Risks associated were previously identified and evaluated.

The January 1st 2020 Highway Department go-live will be reevaluated in quarter four of 2019.

APRIL 2019

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|--|
| 1 Steering Committee Meeting 1:30pm Rob Roque (GFOA) Onsite | 2 Asset Management Set-up Review & Entry (Highway Specific) | 3 Asset Management & Inventory Processing (Highway Specific) | 4 Asset Management & Inventory Processing (Highway Specific) | 5 Project Management Office (PMO) Meeting 2:00pm 56 Weeks / 12 Weeks |
| 8 Dodge County Blackout Week | 9 | 10 | 11 | 12 57 Weeks / 11 Weeks |
| 15 Craig Lesner (GFOA) Onsite | 16 General Ledger Training and Review Session (AM) Budget Training and Review Session (PM) | 17 Purchasing Training and Review Session (AM) Contract Management Training and Review Session (PM) | 18 Accounts Payable Training and Review Session (All Day) | 19 Dodge County is Closed 58 Weeks / 10 Weeks |
| 22 | 23 Employee Expense Reimbursement Training and Review Session (AM) Activity Accounting Training and Review Session (PM) | 24 Capital Assets Training and Review Session (All Day) | 25 Accounts Receivable Training and Review Session (All Day) | 26 Security and Workflow Training and Review Session (AM) Project Management Office (PMO) Meeting 2:00pm 59 Weeks / 9 Weeks |
| 29 | 30 Project and Grant Training and Review Session (All Day) | 1 Project and Grant Training and Review Session (AM) Workflow Training and Review Session (PM) | 2 Workflow Training and Review Session (All Day) | 3 Project Management Office (PMO) Meeting 2:00pm 60 Weeks / 8 Weeks |

The numbers found in the lower part of the cell for Friday represent the ERP Project Time line. In the lower left corner are the weeks completed. In the lower right corner are the weeks to the Phase #1 Financials go-live.

RESOLUTION NO. _____

**Award Courthouse Audio Visual Project to Conference Technologies, Inc.
and Approve Total Project Budget**

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

WHEREAS, Dodge County began planning for upgrades to audio visual technology in the courtrooms in 2018; and,

WHEREAS, through a competitive Request for Proposals process in July of 2018, Dodge County selected Professional Audio Designs, Inc., for consulting and design services; and,

WHEREAS, the Dodge County Board of Supervisors approved hiring Professional Audio Designs, Inc., to evaluate needs, design and assist in the preparation of bid documents per Resolution No. 18-38, adopted on September 18, 2018; and,

WHEREAS, the Dodge County Board of Supervisors established a project budget by the adoption of the Capital Improvement Plan 2019-2023, in the amount of \$650,000 and approved said amount in the 2019 Dodge County Budget; and,

WHEREAS, Request for Bids Courtroom A/V Installation, RFB #CR19-01, was developed and released on February 20, 2019; and,

WHEREAS, a mandatory pre-bid meeting was conducted on March 8, 2019, with bids due by March 20, 2019; and,

WHEREAS, on March 20, 2019, bids were opened for the Courtroom Audio Visual Project with the following vendors submitting bids:

| Vendor | Quotation |
|-------------------------------|--------------|
| Automation Arts | \$685,833.64 |
| AVI | \$676,971.32 |
| Conference Technologies, Inc. | \$508,500.00 |
| Infocor | \$682,709.14 |
| Marco | \$668,428.97 |
| SKC | \$506,111.91 |
| Tierney | \$617,567.11 |

WHEREAS, with the assistance of Professional Audio Designs, Inc., bids were reviewed, references were checked, and a recommendation was made to award the Courtroom Audio Visual Project to Conference Technologies, Inc.; and,

WHEREAS, the Information Technology Committee met on April 2, 2019, to consider the recommendation and the proposed project costs, including contingency and owner's costs, in the amount of \$669,075, as reflected on the Project Cost Itemization, marked as Exhibit "A", attached hereto and incorporated herein; and,

1 **WHEREAS**, the Judicial and Public Protection Committee met on April 5, 2019, to
2 consider the recommendation and the proposed project costs, including contingency and owner's
3 costs, in the amount of \$669,075, as reflected on the Project Cost Itemization, marked as Exhibit
4 "A", and attached hereto and incorporated herein; and,
5

6 **WHEREAS**, the Information Technology Committee and the Judicial and Public Protection
7 Committee ("Committees") jointly recommend to the Dodge County Board of Supervisors that the
8 project be awarded to Conference Technologies, Inc., in the amount not to exceed \$508,500; and,
9

10 **WHEREAS**, the Committees further recommend that the Total Project Budget be increased
11 to \$669,075 with the source of the additional funds provided by available Sales Tax Fund Balance
12 as reflected on the Project Cost Itemization, marked as Exhibit "A", and attached hereto and
13 incorporated herein; and,
14

15 **WHEREAS**, the Finance Committee met on April 9, 2019 to consider the use of sales and
16 use tax receipts (Sales Tax Fund Balance) in the amount of \$19,075 to cover the additional funds
17 potentially needed for the Total Project Budget; and,
18

19 **WHEREAS**, the Finance Committee recommends to the Dodge County Board of
20 Supervisors that the Sales Tax Fund Balance be used to achieve the Total Project Budget, not to
21 exceed, \$669,075, as reflected on the Project Cost Itemization, marked as Exhibit "A", and attached
22 hereto and incorporated herein;
23

24 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
25 Supervisors approve the award for the Courtroom Audio Visual Project to Conference
26 Technologies, Inc.; and,
27

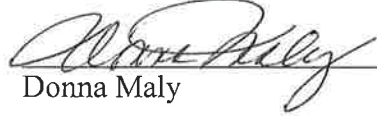
28 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the Total
29 Project Budget as reflected on the Project Cost Itemization, marked as Exhibit "A", and attached
30 hereto, is hereby approved; and,
31


32 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that the
33 Dodge County Finance Director is authorized and directed to transfer up to \$19,075 from Sales Tax
34 Fund Balance, to Business Unit 301, Circuit Court, Account No. .5819, Other Capital Equipment;
35 and,
36

37 **BE IF FINALLY RESOLVED**, by the Dodge County Board of Supervisors that the Dodge
38 County Board Chairman and County Clerk are authorized to enter into an agreement with
39 Conference Technologies, Inc., the selected firm for the Courtroom Audio Visual Project, subject to
40 the review and approval of the Dodge County Corporation Counsel.
41

All of which is respectfully submitted this 16th day of April, 2019.

Dodge County Information Technology Committee:


Donna Maly


Timothy Kemmel

Mary Bobholz


Kevin Burnett


David Guckenberger

Dodge County Judicial and Public Protection Committee:

MaryAnn Miller

Eugene Wurtz

Larry Schraufnagel

Dan Hilbert

Thomas Nickel

Dodge County Finance Committee:

David Frohling

Jeffrey Caine

David Guckenberger

Thomas J. Schaefer

Ed Benter

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: (2019 Budget includes revenue/expenditures of \$650,000): X Yes ___ No ___ N/A.

Budget Impact: \$19,075. Finance Committee review date: April 9, 2019. Chair initials: _____.

Vote Required: 2/3 Majority of Members Elect.

Resolution Summary: A resolution awarding the Courthouse Audio Visual Project to Conference Technologies, Inc., and approving the Project Budget from \$650,000 to \$669,075.

PROJECT COST ITEMIZATION FOR COURTROOM A/V PROJECT

April 16, 2019

Project Cost

| | | |
|--|----------|------------------|
| • Bid Award to Conference Technologies, Inc..... | | \$508,500 |
| • Project Contingency (15% of Bid Award)..... | | \$ 76,275 |
| • Owner Direct Purchases..... | | \$ 84,300 |
| HVAC modifications/cooling unit | \$ 7,000 | |
| Courtroom bench countertops | \$20,000 | |
| Portable AV Conference Unit complete | \$ 5,300 | |
| Computers (Evidence, AV Support and Courtroom) | \$15,000 | |
| AV Switches | \$30,000 | |
| Zoom Subscription Cost (annual subscription fee) | \$ 7,000 | |
| Subtotal Owner Direct Purchases..... | \$84,300 | |
| Total Project Cost..... | | \$669,075 |

Project Budget

| | | |
|----------------------------------|--|------------------|
| • 2019 Dodge County Budget..... | | \$650,000 |
| • Sales Tax Fund Balance..... | | \$ 19,075 |
| Total Project Budget..... | | \$669,075 |

RESOLUTION NO. _____

**Resolution to Abolish the Position of *Detective*
And Create the Position of *Sergeant***

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

WHEREAS, the Dodge County Judicial and Public Protection Committee has studied and analyzed staffing needs of the Sheriff's Office; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee recommends that the Dodge County Board of Supervisors abolish the following position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

One vacant, funded, full-time, benefited position of *Detective*; and,

WHEREAS, as a result of these studies and analyses, the Judicial and Public Protection Committee also recommends that the Dodge County Board of Supervisors create the following position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

One new, full-time, benefited position of *Patrol Sergeant*; and,

WHEREAS, a job description for the position of *Detective* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Patrol Sergeant* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are funds in the 2019 Sheriff's Office Budget to fund the proposed position of *Patrol Sergeant*;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

One vacant, funded, full-time, benefited position of *Detective*; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

One new, full-time, benefited position of *Patrol Sergeant*; and,

BE IT FINALLY RESOLVED, that funds in the 2019 Sheriff's Office Budget, which were budgeted for the Detective position, shall be used to fund the position of *Patrol Sergeant*.

All of which is respectfully submitted this 16th day of April, 2019.

Dodge County Judicial and Public Protection Committee:

MaryAnn Miller

Eugene Wurtz

Larry Schraufnagel

Dan Hilbert

Thomas Nickel

FISCAL NOTE:

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

Budget Impact: \$0.00. Finance Committee review date: April 9, 2019. Chair initials: ____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Detective* and create the position of *Patrol Sergeant*.

DODGE COUNTY JOB DESCRIPTION

1/1/19 Wage Range: \$30.79 - \$34.70

| | | | |
|---------------------|------------------------|---------------------|----------------------------|
| JOB TITLE: | Detective | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Sheriff | REPORTS TO: | Lieutenant |
| LOCATION: | Law Enforcement Center | DATE: | May 17, 1996 |
| LABOR GRADE: | Sworn – Six (6) or (7) | REVISED: | 6/19/06; 10/25/11; 12/4/17 |

OVERALL PURPOSE/SUMMARY

Under the general direction of Lieutenant, acts as criminal and incident investigator, report writer, and assistant to Patrol Division as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Investigates criminal cases in County, including detection and arrest of criminal offenders.
2. Locates missing persons, property, etc. as related to criminal activities.
3. Prepares, conducts, and completes accurate investigation of complaints and/or other assigned duties.
4. Maintains and preserves evidence collected in investigation process.
5. Prepares accurate and complete investigation notes and reports.
6. Completes assigned case investigation in timely manner and keeps departmental supervisor and other court officials informed of progress.
7. Prepares evidence and testifies in court cases as necessary as related to criminal or other investigations.
8. Assists other department divisions as needed.
9. Provide guidance and training when appropriate to patrol or detectives in areas of specialty.
10. Assist with educating the public in crime prevention techniques and participate in problem solving efforts of the organization.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Complete knowledge of criminal statutes.
 Working knowledge of civil statutes.
 Excellent communication skills.
 Highly skilled in interviewing/questioning.
 Proficient ability in criminal and incident investigation and report writing.
 Must meet requirements of Civil Service Commission.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Certified by Law Enforcement Board, and three (3) or more years of experience as law enforcement officer. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Before commencing employment on any basis as law enforcement position, that individual must have met recruit qualifications established by Law Enforcement Standards Board. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant work under distractions. Frequent time pressure. Minimal 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

1/1/2019 Wages: \$32.07 - \$34.70

| | | | |
|--|------------------------|-------------------------------|-------------------|
| JOB TITLE: | Sergeant - Patrol | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Sheriff | REPORTS TO: | Patrol Lieutenant |
| LOCATION: | Law Enforcement Center | DATE: | May 17, 1996 |
| LABOR GRADE: | Sworn – Eight (8) | REVISED: | 2/20/08, 12/19/17 |
| OVERALL PURPOSE/SUMMARY | | | |
| Under the general direction of a Patrol Lieutenant, supervises activities and duties of patrol deputies. | | | |
| PRINCIPAL DUTIES AND RESPONSIBILITIES | | | |
| <ol style="list-style-type: none"> 1. Issues daily assignments to patrol deputies. 2. Acts as Officer in Charge of major crime scene, serious incidents, or accidents until relieved by superior officer. 3. Enforces criminal and traffic laws. 4. Investigates complaints and traffic accidents. 5. Performs special assignments as directed. 6. Writes reports. 7. Prepares cases for court and testifies. 8. Maintains working knowledge of state statutes, county ordinances, department policies, rules, and procedures. 9. Issues expendable equipment as needed. 10. Sets personal example for subordinates. 11. Informs superiors about observations/perceptions aiding management in achieving the office's mission. 12. Conducts random inspection of subordinates personal appearance and equipment. 13. Maintains appropriate level of discipline. 14. Enforces all office rules and regulations. 15. Recommends to superior officer any training or disciplinary action needed for subordinates. 16. Immediately suspends subordinate, with pay for just cause and notifies superior officer of action. 17. Attends and participates in staff meetings as required. 18. Grants, processes, and logs time off requests. 19. Reviews and recommends additions to daily briefing reports. 20. May periodically check performance of subordinates in court or other assigned duties. 21. Shall take charge of patrol shifts and confer with superior officer as needed. 22. Regular attendance and punctuality required. 23. Performs related duties as may be required or assigned. 24. Conducts daily shift briefings to patrol staff and others as required. 25. Participates in the subordinate evaluation process by providing relevant information to shift Lieutenant. 26. Frequently reviews subordinate reports to ensure agency standards are met. 27. Actively involved with coaching and mentoring subordinates on a daily basis. | | | |
| JOB SPECIFICATION | | | |
| KNOWLEDGE, SKILLS, AND ABILITIES | | | |
| Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures. | | | |
| Ability to supervise others. | | | |
| Ability to communicate effectively. | | | |
| Ability to function effectively and prioritize functions under stressful conditions. | | | |
| Ability to explain and enforce federal, state, and county laws clearly and courteously. | | | |
| Must meet requirements of Civil Service Commission. | | | |
| Must meet requirements of Dodge County Driver Qualification Policy. | | | |
| EDUCATION AND EXPERIENCE | | | |
| Three (3) years Law Enforcement experience in which two (2) years are germane to patrol division, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities. Before commencing employment on any basis as law enforcement or jail officer position, that individual must have met recruit qualifications established by Law Enforcement Standards Board. Must pass written, oral and physical examinations as required by the Commission and Sheriff. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Requirements of the current labor agreement apply where pertinent. | | | |
| WORKING CONDITIONS | | | |
| Occasional time pressure (35% of work time). Occasional work under distractions (20% of work time). Minimal work in hazardous conditions (15% of work time). Minimal repetitive activities (10% of work time). | | | |
| 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.

RESOLUTION NO. _____

**Abolish Equipment Operator Position and
Create Building Maintenance Technician Position**

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

WHEREAS, the Dodge County Highway Committee has studied and analyzed staffing needs at the Dodge County Highway Department; and,

WHEREAS, as a result of these studies and analyses, the Highway Committee recommends that the Dodge County Board of Supervisors abolish one vacant, funded, full-time, benefited position of *Equipment Operator*, and create one new, full-time, benefited position of *Building Maintenance Technician*; and,

WHEREAS, a job description for each of the above-listed positions have been marked for identification as Exhibits "A" and "B", respectively, and have been attached hereto; and,

WHEREAS, the 2019 Budget of the Highway Department has funds sufficient for the proposed position of *Building Maintenance Technician*, during the period of time commencing on April 17, 2019, and ending on December 31, 2019, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one vacant, funded, full-time, benefited position of *Equipment Operator*, and creates one new, full-time, benefited position of *Building Maintenance Technician*; and;

BE IT FINALLY RESOLVED, that funds in the 2019 Budget of the Highway Department shall be used to fund the position of *Building Maintenance Technician*, during the period of time commencing on April 17, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 16th day of April, 2019.

Dodge County Highway Committee:

Jeffrey Caine

David Frohling

William Muche

Richard Fink

Jeff Berres

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A.
Budget Impact: \$0.00. **Finance Committee review date:** April 9, 2019. **Chair initials:** _____

Vote Required: Majority of members present

Resolution Summary: Resolution abolishing *Equipment Operator* position and create *Building Maintenance Technician* position.

DODGE COUNTY JOB

Wage Range: \$20.75 - \$26.98

| | | | |
|---------------------|-----------------------|---------------------|--|
| JOB TITLE: | Equipment Operator | FLSA STATUS: | Non-Exempt |
| DEPARTMENT: | Highway | REPORTS TO: | Superintendent(s) |
| LOCATION: | Highway Building | DATE: | June 22, 1994 |
| LABOR GRADE: | Dodge County Five (5) | REVISED: | 11/22/04; 1/16/06; 10/09/06; 1/19/09; 5/9/11, 7/29/14 |

OVERALL PURPOSE/SUMMARY

Under the general director of the Superintendents, operates heavy motorized equipment used in construction and maintenance of streets, roads, highways, bridges, and drainage.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates heavy motorized equipment including motor graders, bulldozers, scrapers, large capacity loaders, large roller compactors, large snow plows, large trucks, tractors, oil distributors, semi tractor, and trailer, and other similar equipment of comparable size and complexity.
2. Performs winter highway maintenance including plowing, salting etc., and applying anti-icing materials.
3. Ensures equipment is serviced with fuel, oil, water, and lubricants.
4. Performs or assists mechanics with minor repairs and maintenance to tools and equipment.
5. Ensures equipment is in safe working condition.
6. Assists with signing and traffic control.
7. Performs some manual labor in conjunction with equipment operation.
8. Regular attendance and punctuality required.
9. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic and safety regulations applying to the operation of heavy motorized construction and maintenance equipment.
- Knowledge of methods, materials, and equipment used in construction, maintenance, and repair of asphalt, concrete, and gravel roads.
- Knowledge of staking and grading to required elevations.
- Knowledge of and ability to use common hand and power tools.
- Knowledge of operation of specialized hydraulically operated equipment.
- Ability to operate heavy equipment such as those used for moving earth, grading, rolling road surfaces, and shoulder maintenance.
- Ability to recognize limits of machines and not operate outside those limits.
- Ability to perform manual work, clean culvert ends and install culverts.
- Ability to service and make minor mechanical repairs/adjustments and routine preventative maintenance to equipment.
- Ability to work without close supervision and be innovative.
- Ability to work effectively, cooperatively, and safely with other persons.
- Ability to communicate with coworkers and supervisors.
- Ability to accurately follow instructions.
- Ability to recognize and work around existing utilities.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, and two (2) years experience in construction of highways. Equivalent combinations of knowledge, skills, and abilities to accomplish all of the principal duties and responsibilities listed above may be considered. Must hold and maintain a valid CDL with A, B, D and N endorsement.

SPECIAL REQUIREMENT: Must be available for emergency call-in 24 hours a day/7 days a week as requested by supervisor.

WORKING CONDITIONS

Works outside in various weather conditions. Works in extreme temperatures (both high and low). Works in heavy traffic.

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

Wage Range: \$18.59 - \$24.19

| | | | |
|---------------------|---------------------------------|---------------------|---------------------|
| JOB TITLE: | Building Maintenance Technician | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Highway | REPORTS TO: | Shop Superintendent |
| LOCATION: | Juneau Shop | DATE: | DRAFT |
| LABOR GRADE: | Dodge County Four (4) | | |

OVERALL PURPOSE/SUMMARY

Under the general direction of the Shop Superintendent, operates, maintains, and repairs the electrical, plumbing, and HVAC systems. Also installs new equipment, paints, cares for lawn, performs custodial work, and performs other assigned work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Monitors, services and maintains all mechanical equipment including boilers, air handlers, automated truck washes, water softeners, ice maker, overhead doors, power gates, automated lighting systems, air compressors and other equipment.
2. Inspect and maintain fuel island including trash and recycling collection, supplying wash stations and cleaning.
3. Maintains inventory and distributes employee coveralls.
4. Performs general custodial work. Includes, but not limited to sweeping, mopping, dusting, and waste management.
5. Performs floor maintenance like stripping, scrubbing, and refinishing.
6. Performs grounds maintenance. Includes, but not limited to lawn care and snow removal.
7. Inspects and maintains building exteriors including roofs, gutters, and windows.
8. Inspects and maintains fire extinguishers and necessary records.
9. Prepares and maintains records and reports as required.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to use common hand and power tools.
 Knowledge of and ability to operate trucks and other motorized equipment.
 Considerable knowledge of electrical, plumbing, and HVAC systems.
 Considerable knowledge of methods used to operate buildings and equipment.
 Knowledge of safety related to electricity, cleaning chemicals, and general maintenance work.
 Ability to follow prints and drawings.
 Ability to work in a safe manner.
 Ability to accurately follow instructions.
 Ability to work with moderate supervision and be innovative.
 Ability to work effectively and cooperatively with others.
 Must have forklift certification or obtain within 6 months.
 Ability to work flexible work schedules and hours.
 Must meet the requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, three (3) years minimum building operation, maintenance, and custodial work.
 Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities to accomplish all of the duties and responsibilities of this position.

WORKING CONDITIONS

Works inside and outside in various weather conditions. Highway Department environment with exposure to toxic chemicals and machinery.

PHYSICAL DEMANDS

The physical demand level for this job is medium to heavy.
 Must lift and carry objects up to approximately 50 pounds without assistance.
 Must stand, sit and walk for long periods and at times on uneven terrain.
 Must use near and far vision.
 Must constantly hear.
 Must use hand-eye coordination.
 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.

Approve an Amendment to the *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership*

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

WHEREAS, in February of 2017, Dodge County entered into an agreement with the Jefferson County Economic Development Consortium (hereinafter the "JCEDC") and Glacial Heritage Development Partnership ("GHDP") titled *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership* (hereinafter the "Partnership Agreement"); and,

WHEREAS, GHDP is now known as ThriveEd; and,

WHEREAS, ThriveEd contracts with the JCEDC and Dodge County for staff to manage implementation of a five-year strategic plan for economic development throughout the region; and,

WHEREAS, Dodge County has benefited from the services of ThriveEd and has determined that additional benefits would be gained by increasing services by having a 3/4 time ThriveEd Business Development staff in Dodge County; and,

WHEREAS, ThriveEd is willing to provide additional economic development services and JCEDC is willing to increase its staffing allocation to Dodge County beginning July 1, 2019; and,

WHEREAS, the Dodge County Executive Committee recommends amending the Partnership Agreement to provide for an on-site 3/4 time Business Development position for Dodge County, beginning July 1, 2019; and,

WHEREAS, the Dodge County Executive Committee recommends an increase in funding to support the additional services in alignment with Jefferson County's level of funding; and,

WHEREAS, based on Dodge County's 2018 population of 89,949, funding the Partnership Agreement consistent with Jefferson County's rate of \$1.50 per capita, results in annual funding in the amount of \$134,923.50; and,

WHEREAS, a draft of a proposed Amendment to the Partnership Agreement has been marked for identification as Exhibit "A", and has been attached hereto; and,

1 **WHEREAS**, the Executive Committee recommends to the Dodge County Board of
2 Supervisors that the Dodge County Board of Supervisors:

- 3
4 1. Approve an amendment to the Partnership Agreement to add a 3/4 time ThriveEd
5 Business Development staff, which staff would be allocated to and on-site at Dodge
6 County beginning July 1, 2019;
7
8 2. Increase funding beginning July 1, 2019, at a rate of \$1.50 per capita, which is
9 consistent with Jefferson County’s level of funding for the Partnership Agreement;
10
11 3. Fund the amendment to the Partnership Agreement for additional staff through the
12 2019 Land Resources and Parks Department Budget based on \$1.50 per capita
13 beginning July 1, 2019, in the amount of \$24,961.75, as reflected on the attached
14 *Intra-Department Fund Transfer Form*, Exhibit “B”; and,
15
16 4. Authorize and direct the Chairman of the Dodge County Board of Supervisors and
17 the Dodge County Clerk to sign the amendment to the Partnership Agreement;
18

19 **SO, NOW, THEREFORE, BE IT RESOLVED**, that, upon the recommendation of the
20 Executive Committee, the Dodge County Board of Supervisors hereby:

- 21
22 1. Approves an amendment to the Partnership Agreement to add a 3/4 time ThriveEd
23 Business Development staff, which staff would be allocated to and on-site at Dodge
24 County beginning July 1, 2019;
25
26 2. Increases funding beginning July 1, 2019, at a rate of \$1.50 per capita, which is
27 consistent with Jefferson County’s level of funding for the Partnership;
28
29 3. Funds the amendment to the Partnership Agreement for additional staff through the
30 2019 Land Resources and Parks Department Budget based on \$1.50 per capita
31 beginning July 1, 2019, in the amount of \$24,961.7, as reflected on the attached *Intra-*
32 *Department Fund Transfer Form*, Exhibit “B”; and,
33
34 4. Authorizes and directs the Chairman of the Dodge County Board of Supervisors and
35 the Dodge County Clerk to sign the amendment to the Partnership Agreement.

All of which is respectfully submitted this 16th day of April, 2019.

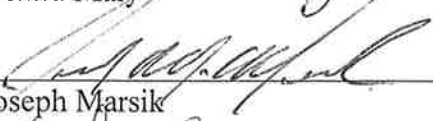
Dodge County Executive Committee:



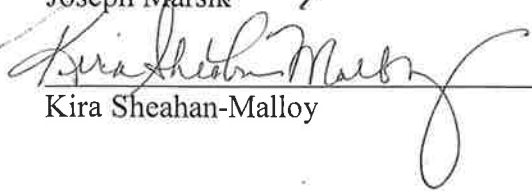
Russell Kottke



Donna Maly



Joseph Marsik



Kira Sheahan-Malloy

David Frohling



Dennis R. Schmidt



Jeff Berres

FISCAL NOTE:

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

Budget Impact: \$24,961.75. Finance Committee review date: April 9, 2019. Chair initials: .

Vote Required: Majority of members present.

Resolution Summary: Approve amendment to the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership.

Amendment to the Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership

This **Amendment** to the Partnership Agreement is entered into by and between Dodge County, Wisconsin, and the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership (and shall modify the Partnership Agreement as follows:

WHEREAS, in February of 2017, Dodge County entered into an agreement with the Jefferson County Economic Development Consortium (hereinafter the "JCEDC") and Glacial Heritage Development Partnership ("GHDP" now known as "ThriveED") titled *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership* (hereinafter the "Partnership Agreement") ; and,

WHEREAS, pursuant to Dodge County Resolution No. _____, Dodge County will increase its contribution to the commencing July 1, 2019, will be provided with additional economic development services from ThriveEd in the form of a ¾ time on-site Business Development staff and will be permitted an additional position on the JDEDC Board; and,

NOW THEREFORE, it is hereby agreed by and between the Parties, that the Partnership Agreement is amended as follows:

[Modifications consistent with resolution and negotiations to be added]

All provisions of the Partnership Agreement not addressed in this Amendment shall remain in full force and effect.

Dated this _____ day of April, 2019.

Glacial Heritage Development Partnership

By: _____
Matt Mauthe, Chair
Glacial Heritage Development Partnership

Date: _____

Jefferson County Economic Development Consortium

By: _____
John David, Chair
Jefferson County Economic
Development Consortium

Date: _____

Jefferson County, Wisconsin

By: _____
James Schroeder, Chairperson
Jefferson County Board of Supervisors

Date: _____

Dodge County, Wisconsin

By: _____
Russell Kottke, Chairman
Dodge County Board of Supervisors

Date: _____

By: _____
Karen Gibson
Dodge County Clerk

Date: _____



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

Doc = BX
 Ledger = BA

Date: _____

Department: LAND RESOURCES AND PARKS

Budget Year: 2019

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

Description of Adjustment:

The proposed increase to funding of the ThriveEd partnership is just under \$25,000 which is the amount budgeted for the proposed housing study. The housing study would be a joint project under ThriveEd but has not yet been started and the actual cost and timeline is uncertain at this time. Therefore use of housing study funds for for ThriveEd increase is proposed. Funding needs for the housing study will be determined and addressed at a later date when more about the study scope and timing is known.

Increase to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|----------------------------|--------|
| 7877 | 5219 | | Other Professional Service | 25,000 |
| | | | | |
| | | | | |

Decrease to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|-----------------------------|--------|
| 7877 | 5299 | | Sundry Contractual Services | 25,000 |
| | | | | |
| | | | | |

Note the increases must balance with the decreases

Department Head Signature Wm J. Ehlbeck Date: 3/26/2019

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



Dodge County Maintenance Dept.

Physical Facilities
127 E. Oak Street
Juneau, WI 53039-1329
(920) 386-3665 FAX: (920) 386-3264

Russ Freber
Director

DATE: March 20, 2019

TO: David Frohling, Chairman
Dodge County Finance Committee

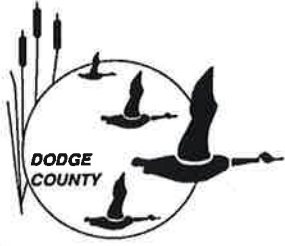
From: Russell L. Freber, Director
Physical Facilities Maintenance

RE: Jail Improvement Funds

The Dodge County Building Committee has made a motion to recommend to the Finance Committee to use Jail Improvement Funds to replace a garbage disposal unit located in the kitchen at the Dodge County Detention Facility. The purchase was paid with a purchase card and recommend payment when the statement is received in the amount of \$ 2,544.00.

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

cc: Julie Kolp, Finance Director



Dodge County Maintenance Dept.

Physical Facilities
127 E. Oak Street
Juneau, WI 53039-1329
(920) 386-3665 FAX: (920) 386-3264

Russ Freber
Director

DATE: March 28, 2019

**TO: David Frohling, Chairman
Dodge County Finance Committee**

**From: Russell L. Freber, Director
Physical Facilities Maintenance**

RE: Jail Improvement Funds

The Dodge County Building Committee has made a motion to recommend to the Finance Committee to use Jail Improvement Funds to replace the existing door knobs in the Administration area with Access Control door knobs, located in the Dodge County Detention Facility. It also recommends payment of such invoice in the amount of \$ 2,869.01 to Accurate Controls when such invoice is received.

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

cc: Julie Kolp, Finance Director



ACCURATE CONTROLS, INC.
SECURITY AUTOMATION SYSTEMS

420 E. Oshkosh Street
Ripon, WI 54971
Phone: 920.748.6603
FAX: 920.748.9397

Quotation # 190314DC

Sold To:
Ien Dodge
Dodge County Detention Center
216 W. Center St.
Juneau, WI 53039
Phone: 920-386-3817 Fax: 0 Email: idodge@co.dodge.wi.us

Date: 3/14/2019
Quoted By: Jeromy Dahlke

Description:
This quotation is for Accurate Controls to provide (4) NDE-custom locks (NDE-80-L-SPA-626-13-247-10-130). Dodge County will be responsible for installation and programming of the locks into the Identcard system. Accurate Controls will provide remote assistance if needed.

| Parts Description: | Quantity: | Unit Price: | Amount: |
|--------------------------------|-----------|-------------|-------------------|
| NDE-80-L-SPA-626-13-247-10-130 | 4 | \$657.86 | \$2,631.44 |
| 0 | 0 | \$0.00 | \$0.00 |
| 0 | 0 | \$0.00 | \$0.00 |
| 0 | 0 | \$0.00 | \$0.00 |
| 0 | 0 | \$0.00 | \$0.00 |
| 0 | 0 | \$0.00 | \$0.00 |
| 0 | 0 | \$0.00 | \$0.00 |
| | | | \$2,631.44 |

Shipping & Handling: \$131.57

| Labor Description: | Hours: | Unit Price: | Amount: |
|--------------------------------|--------|-------------|-----------------|
| Field Technician | 0 | \$137.00 | \$- |
| Programming | 0 | \$180.00 | \$- |
| Project Management | 1 | \$106.00 | \$106.00 |
| Engineering | 0 | \$180.00 | \$- |
| CAD | 0 | \$106.00 | \$- |
| Manufacturing / Testing | 0 | \$94.00 | \$- |
| Testing Certification/Training | 0 | \$137.00 | \$- |
| | | | \$106.00 |

| Subcontract Services: | Subcontractor: | Amount: |
|-------------------------|----------------|------------|
| Subcontractor materials | 0 | \$- |
| Subcontractor labor | | \$- |
| | | \$- |

Travel & Per Diem: \$-

Total Quotation: \$2,869.01

Exceptions
All work to be completed on 1st shift, Monday thru Friday 7:00 am - 4:30 pm. excluding weekends and federally observed holidays. Some work may require the disruption of normal operations. No sales tax or overtime wages are included in this quotation. Please allow 8 to 10 weeks for completion of this work once a signed copy of this quotation or purchase order is returned to Accurate Controls.

Warranty: 1 year

Accurate Controls, Inc. shall guarantee equipment to be free from defects during the warranty period. We shall send replacement parts for defective equipment in a timely fashion after diagnosis by our service department and receipt of a signed quotation or purchase order. If it is determined that the equipment to be replaced is defective, no invoice will be sent. ACI does not warranty equipment that is damaged due to negligence, acts of God or vandalism.

Respectfully:

Jeromy Dahlke

Director of Customer Service
0

Thank you for your business!

Please accept this signature as an approval of this quotation and an authorization to proceed.

PO#: _____
Date: _____

Authorized Signature _____

Print Name _____

Title _____

Quotation valid for 30 days, subject to change thereafter.

TREASURER'S PETTY CASH CHECKS

4/3/2019

| <u>CHECK NUMBER</u> | <u>CHECK DATE</u> | <u>WHO</u> | <u>CHECK AMOUNT</u> | <u>TAX RECEIPT NUMBER</u> | |
|---------------------|-------------------|--------------------------|---------------------|---------------------------|-------------|
| 1425 | 8/10/2017 | Karen Krause | \$10.00 | 20804 | (no letter) |
| 1429 | 8/10/2017 | Michael/Julie Gaugert | \$155.60 | 21625 | |
| 1477 | 4/3/2018 | Phyllis Wagner Living Tr | \$61.51 | 23846 | |
| | | | \$227.11 | | |

| <u>REISSUED CHECK DATE</u> | <u>REISSUED CHECK NUMBER</u> | <u>ORIGINAL CHECK NUMBER</u> | <u>ORIGINAL CHECK DATE</u> | <u>NEW CHECK ISSUED TO</u> | <u>AMOUNT OF REISSUE</u> | <u>GEN RECEIPT NUMBER</u> |
|---------------------------------------|------------------------------|------------------------------|----------------------------|----------------------------|--------------------------|---------------------------|
| <u>*Reissue of checks written off</u> | | | | | | |

| <u>WRITE OFF JE:</u> | | |
|----------------------|--------------|-----------|
| DB | 100.2129 | \$227.11 |
| CR | 1494.4899.01 | -\$227.11 |

2017-2018 CHECK WRITE OFFS THRU 10/0130/2017-08/20/2018

| CHECK NO. | DATE | AMOUNT | NAME |
|------------|------------|-----------|-------------------------------|
| AP 1640512 | 10/12/2017 | \$ 625.00 | NAMI Dodge County Inc |
| AP 1640766 | 10/17/2017 | \$ 47.34 | Fred roy Walte |
| AP 1641452 | 11/16/2017 | \$ 20.40 | Karlene M Yelk |
| AP 1641459 | 11/16/2017 | \$ 22.40 | Heather Barnes |
| AP 1641461 | 11/16/2017 | \$ 38.00 | Michael D Andrekopolous |
| AP 1641462 | 11/16/2017 | \$ 42.40 | Benjamin Brandl |
| AP 1641762 | 12/1/2017 | \$ 36.12 | Debby E Powell |
| AP 1642275 | 12/26/2017 | \$ 37.29 | Katherine L Hinz |
| AP 1642936 | 1/22/2018 | \$ 40.20 | Alexander Theodore Kiser |
| AP 1642963 | 1/22/2018 | \$ 40.20 | Kelsey Elayne Fritche |
| AP 1643287 | 1/30/2018 | \$ 36.94 | Jeffrey Joseph Clutterbuck |
| AP 1643833 | 2/20/2018 | \$ 25.60 | Floribeth Hernandez Gonzalez |
| AP 1644018 | 2/22/2018 | \$ 15.00 | Breastfeeding Coalition South |
| AP 1644156 | 2/27/2018 | \$ 39.18 | Teri A Weiland |
| AP 1644232 | 3/2/2018 | \$ 40.20 | Julie A Straseske |
| AP 1644907 | 3/29/2018 | \$ 39.18 | Paul David Kuphall |
| AP 1644908 | 3/29/2018 | \$ 38.16 | Devin Matthew Larson |
| AP 1644924 | 3/29/2018 | \$ 31.02 | Steven Martin Sobczak |
| AP 1644972 | 4/5/2018 | \$ 100.80 | Lee Porter Jesse |
| AP 1645447 | 4/18/2018 | \$ 49.38 | Debra Ciepluch |
| AP 1645996 | 5/10/2018 | \$ 16.00 | Ben Schmid |
| AP 1646358 | 5/24/2018 | \$ 34.08 | Sadie Lee Odell |
| AP 1646433 | 5/29/2018 | \$ 46.32 | Jacob Patrick Nelson |
| AP 1646574 | 6/11/2018 | \$ 9.00 | Jeff A Berres |
| AP 1646575 | 6/11/2018 | \$ 5.00 | Tim & Debra Finn |
| AP 1647648 | 7/26/2018 | \$ 50.95 | Piggly Wiggly #141 |

| | |
|--------------|--------------------|
| Total | \$ 1,526.16 |
|--------------|--------------------|

| STOP PAYS REISSUED | | | | |
|--------------------|------------|-----------|--------------------|---------------------------|
| ORIG CHK | ORIG CK | REISSUE | | |
| NUMBER | DATE | DATE | | |
| AP 1641308 | 11/10/2017 | 2/1/2019 | \$ 90.00 | Chris Ackley |
| AP 1647990 | 8/9/2018 | 2/14/2019 | \$ 1,350.00 | J&R Line Painters |
| AP 1645908 | 5/10/2018 | 2/21/2019 | \$ 42.29 | Precision Auto Repair Inc |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | \$ 1,482.29 | |

| | |
|----------------------------|--------------------|
| Total check Amounts | \$ 1,526.16 |
| Stop Pay Cks | \$ 1,482.29 |
| Write off Checks | \$ 3,008.45 |

JE:
 1494.4899.01 \$1,526.16 CR
 100.1111 \$1,526.16 DB

Internal Controls Seminar

Seminar

Thursday, May 9, 2019, 8:30 AM–4:30 PM

Radisson Hotel and Conference Center, 200 S. Bell School Road, Rockford, Illinois 61108 [Map »](#)

MEMBERS

\$125.00

Before May 2, 2019

\$135.00

Between May 2, 2019 and May 8, 2019

GOVERNMENT / PARTNER COLLEAGUES

\$125.00

Before May 2, 2019

\$135.00

Between May 2, 2019 and May 8, 2019

NON-MEMBERS

\$125.00

Before May 2, 2019

\$135.00

Between May 2, 2019 and May 8, 2019

Register

Save to your calendar

Description

A strong system of internal controls is not only a deterrent to fraud but also supports greater efficiency and legal compliance within the government business function. This seminar addresses the importance of internal controls as defined through the COSO framework. It equips the participant to understand the components of a superior system and how to apply these principles to improve the current control environment within their organization. The seminar is organized around the five interrelated components of COSO: control environment, risk assessment, control activities, information and communication and monitoring and will specifically address issues of separation of duties and controls implementation related to accounts payable/cash disbursements, cash receipts, payroll and capital spending including procurement and receiving. The seminar is presented in lecture, panel discussion and workshop formats.

Speakers:

Anthony Cervini, CPA, CFE Partner, Sikich LLP

Mary O'Connor, ASA, CFE Partner, Forensic and Valuation Services, Sikich LLP

Jodie Hartman, Director of Finance, Village of Lake Zurich

Lise Valentine, Ph.D., CPA, CIA, CIGA, Deputy Inspector General, City of Chicago Office of Inspector General (OIG)

Learning Objectives: *Participants completing this session will be able to:*

- Define internal control and understand the five components of an effective internal control system.
- Enhance your control documentation over significant transaction classes by using COSO as a guide to the internal control framework.
- Understand the principle of separation of duties and the functions it means to separate.
- Understand risk assessment and the role of the finance and management professionals and elected officials in the process.
- Develop a monitoring plan using internal audit concepts.
- Work with other local government finance professionals to apply COSO standards to your government's current control system.

Intended Audience: Finance Professionals

Delivery Method: Group-Live

Program Level: Overview

Prerequisites: No prerequisites required

Advanced Preparation: No advanced preparation required

Field of Study: Auditing (Governmental) - Technical

Earn About 8.0 CPE credit

HOTEL ACCOMMODATIONS

Radisson Hotel and Conference Center Rockford

200 S. Bell School Road
Rockford, IL 61108

<https://www.radisson.com/rockford-hotel-il-61108/ilrockfo/rooms>

IGFOA reserves the right to modify the agendas and/or speakers, cancel the trainings due to low enrollment, or to close registration if full.

CPE hours: 8.00

FOR MORE INFORMATION

IGFOA

info@igfoa.org

630-942-6587

REGISTRATION AND CANCELLATION POLICY

By submitting this registration, the applicant agrees to the registration and cancellation policy below.

Registrations are accepted on a first-in, first registered basis. Payments by check should be mailed in advance or made at time of registration by credit card.

Cancellation of an event registration is subject to the following policy:

- No refunds will be given for cancellations the day of the event and no shows.
- For IGFOA event registration cancellations five (5) business days or more prior to an event, refunds will be offset by a \$20

cancellation fee.

- For IGFOA event registration cancellations within five (5) business days of the training, refunds will be offset by a cancellation fee of 50% of the registration fee.
- A substitute attendee may be designated provided that the payment has been made and the IGFOA office has been notified in advance.
- A written request for a refund must be emailed to the IGFOA prior to the event.

IGFOA reserves the right to modify the agenda and/or speakers, cancel the training due to low enrollment, or to close registration if full.

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By submitting this registration, the applicant agrees to the registration and cancellation policy above.

APPROVED BY THE NATIONAL REGISTRY OF CPE SPONSORS



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Illinois Government Finance Officers Association

800 Roosevelt Road, Building C, Suite 312 Glen Ellyn, IL 60137 (630) 942-6587

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**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

MARCH 2019

| INVESTMENT TYPE | MARCH | | | 2019 | | | MARCH | |
|---|--------------------------------|---------------|-----------------------|------------------------|------------------------|-----------------------|-------------------------------|---------------|
| | BALANCE BEFORE INVESTING | % INVESTED | AVG. YIELD RATE | AMOUNT INVESTING | AMOUNT SOLD | AVG. YIELD RATE | BALANCE AFTER INVESTING | % INVESTED |
| CERTIFICATES OF DEPOSITS | \$0.00 | 0.0% | 0.000% | \$0.00 | \$0.00 | 0.000% | \$0.00 | 0.0% |
| STATE INVEST. POOL RAILROAD | \$448,967.82 | 0.8% | 2.460% | \$845.97 | \$0.00 | 2.460% | \$449,813.79 | 0.8% |
| STATE INVEST. POOL GENERAL | \$21,440,511.08 | 39.6% | 2.460% | \$4,961,405.27 | \$9,500,899.02 | 2.460% | \$16,901,017.31 | 29.4% |
| STATE INVEST. POOL HSN PROJECT | \$0.00 | 0.0% | 0.000% | \$0.00 | \$0.00 | 0.000% | \$0.00 | 0.0% |
| EHLERS -GENERAL FUNDS | \$5,716,174.51 | 10.6% | 2.072% | \$21,871.81 | \$0.00 | 2.072% | \$5,738,046.32 | 10.0% |
| EHLERS -TREASURY ACCT | \$0.00 | 0.0% | 0.000% | \$0.00 | \$0.00 | 0.000% | \$0.00 | 0.0% |
| MISC TREAS INVESTED | \$1,122,112.21 | 2.1% | 2.338% | \$8,575,803.28 | \$0.00 | 2.338% | \$9,697,915.49 | 16.9% |
| LANDMARK CREDIT UNION GEN FUND INVESTMENTS | \$2,939,122.15 | 5.4% | 0.000% | \$5,617.50 | \$749,000.00 | 0.000% | \$2,195,739.65 | 3.8% |
| WELLS FARGO INVESTMENTS | \$1,252,495.96 | 2.3% | 2.585% | \$7,597.76 | \$0.00 | 2.585% | \$1,260,093.72 | 2.2% |
| 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) | \$17,134,864.62 | 31.7% | 3.000% | \$103,864.63 | \$0.00 | 3.000% | \$17,238,729.25 | 30.0% |
| INFORMATION TECHNOLOGY - INTERNAL BORROWING | \$1,285,000.00 | 2.4% | 1.900% | \$0.00 | \$0.00 | | \$1,285,000.00 | 2.2% |
| NEOSHO SHOP - INTERNAL BORROWING | \$593,091.00 | 1.1% | 1.000% | \$0.00 | \$0.00 | 1.000% | \$593,091.00 | 1.0% |
| PIPE PROJECT - INTERNAL BORROWING | \$2,160,000.00 | 4.0% | 1.600% | \$0.00 | \$0.00 | 1.600% | \$2,160,000.00 | 3.8% |
| | <u>\$54,092,339.33</u> | <u>100.0%</u> | | <u>\$13,677,006.22</u> | <u>\$10,249,899.02</u> | | <u>\$57,519,446.53</u> | <u>100.0%</u> |

| March Yield Rates | | |
|---------------------------|--------|--------|
| | 2019 | 2018 |
| CD | N/A | 0.650% |
| State Pool / EWCR | 2.460% | 1.400% |
| Fixed Income (DANA) | 3.000% | 1.940% |
| Misc Treas Invested | 2.338% | N/A |
| Wells Fargo Investments | 2.585% | 1.637% |
| Ehlers-General Funds | 2.072% | 1.520% |
| Information Tech-Internal | 1.900% | N/A |
| Pipe Project-Internal | 1.600% | 1.600% |
| Neosho Shop-Internal | 1.000% | 1.000% |

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 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | Previous Year | |
|---------------------|-------------------|-----------------------|-----------------------|----------------------|-------------------------|-----------------------|-----------------------|----------------------|------------------------|----------|
| | | Remittance | Remittance | Remittance | Remittance | Remittance | Remittance | Remittance | \$ Change | % Change |
| Jan | Nov | \$395,130 | \$486,170 | \$461,907 | \$512,301 | \$429,376 | \$392,621 | \$579,474 | \$186,853 | 47.6% |
| Feb | Dec | 464,668 | 465,644 | 419,112 | 440,663 | 686,238 | 720,097 | 600,995 | (\$119,102) | -16.5% |
| Mar | Jan | 378,875 | 346,135 | 399,718 | 414,299 | 497,670 | 453,560 | 456,212 | \$2,651 | 0.6% |
| Apr | Feb | 380,068 | 433,718 | 469,683 | 321,749 | 396,375 | 401,653 | | | |
| May | Mar | 481,241 | 534,851 | 515,569 | 407,852 | 522,150 | 625,667 | | | |
| Jun | Apr | 399,631 | 422,574 | 407,861 | 638,989 | 587,195 | 635,147 | | | |
| Jul | May | 510,392 | 589,725 | 524,613 | 578,159 | 470,957 | 545,288 | | | |
| Aug | Jun | 552,835 | 672,406 | 500,849 | 510,100 | 717,294 | 745,510 | | | |
| Sep | Jul | 413,028 | 461,485 | 486,051 | 531,127 | 622,065 | 491,180 | | | |
| Oct | Aug | 505,310 | 565,940 | 580,603 | 522,952 | 524,810 | 606,792 | | | |
| Nov | Sep | 458,782 | 490,439 | 417,286 | 545,035 | 648,274 | 698,710 | | | |
| Dec | Oct | 370,028 | 484,997 | 548,922 | 484,606 | 518,044 | 530,674 | | | |
| | | \$5,309,989 | \$5,954,084 | \$5,732,174 | \$5,907,833 | \$6,620,448 | \$6,846,899 | \$1,636,680 | \$70,402 | |
| Monthly Average | | \$442,499 | \$496,174 | \$477,681 | \$492,319 | \$551,704 | \$570,575 | \$545,560 | \$23,467 | |
| Highest Monthly Amt | | \$552,835 Aug/June | \$672,406 Aug/June | \$580,603 Oct/Aug | \$638,989 June/April | \$717,294 Aug/June | \$745,510 Aug/June | \$600,995 Feb/Dec | \$186,853 Jan/Nov | |
| Lowest Monthly Amt | | \$370,028 Dec/Oct | \$346,135 Mar/Jan | \$399,718 Mar/Jan | \$321,749 Apr/Feb | \$396,375 Apr/Feb | \$392,621 Jan/Nov | \$456,212 Mar/Jan | (\$119,102) Feb/Dec | |
| | | | | | | | | % Of Year Completed | 25.0% | |
| | | | | | | | | Estimated Year End | \$6,546,720 | |

| 2019 Budget | Monthly Budget |
|-------------|----------------|
| \$4,518,090 | \$376,508 |

| | Feb-19 | Mar-19 | Previous Month | |
|-------|--------------|--------------|----------------|----------|
| | | | \$ Change | % Change |
| State | \$39,945,716 | \$29,590,234 | (\$10,355,482) | -25.9% |
| Dodge | \$579,474 | 456,212 | (\$123,262) | -21.3% |

**Wisconsin Department of Revenue
Division of Enterprise Services**

County Sales Tax Distributions

January-December 2019

The following worksheet shows county sales tax distributed to the counties that have enacted the 0.5% local sales tax

| Counties | January | February | March | Total |
|--------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Adams County | \$ 111,858.77 | \$ 127,365.76 | \$ 104,448.03 | \$ 343,672.56 |
| Ashland County | \$ 129,296.19 | \$ 126,530.65 | \$ 87,904.14 | \$ 343,730.98 |
| Barron County | \$ 383,326.13 | \$ 381,287.10 | \$ 296,042.24 | \$ 1,060,655.47 |
| Bayfield County | \$ 93,890.53 | \$ 88,023.62 | \$ 81,317.93 | \$ 263,232.08 |
| Brown County | \$ 2,397,977.01 | \$ 2,555,931.54 | \$ 1,831,321.52 | \$ 6,785,230.07 |
| Buffalo County | \$ 69,259.81 | \$ 63,324.95 | \$ 57,573.31 | \$ 190,158.07 |
| Burnett County | \$ 86,845.02 | \$ 97,004.63 | \$ 66,493.54 | \$ 250,343.19 |
| Calumet County | \$ 327,831.01 | \$ 359,823.06 | \$ 277,703.34 | \$ 965,357.41 |
| Chippewa County | \$ 452,141.21 | \$ 586,754.26 | \$ 364,507.60 | \$ 1,403,403.07 |
| Clark County | \$ 162,022.51 | \$ 180,579.66 | \$ 135,016.30 | \$ 477,618.47 |
| Columbia County | \$ 382,910.51 | \$ 414,099.67 | \$ 327,004.70 | \$ 1,124,014.88 |
| Crawford County | \$ 126,020.81 | \$ 142,417.94 | \$ 100,041.70 | \$ 368,480.45 |
| Dane County | \$ 5,394,756.37 | \$ 5,658,201.54 | \$ 4,226,102.49 | \$ 15,279,060.40 |
| Dodge County | \$ 579,473.75 | \$ 600,994.75 | \$ 456,211.58 | \$ 1,636,680.08 |
| Door County | \$ 273,069.84 | \$ 290,851.60 | \$ 211,336.73 | \$ 775,258.17 |
| Douglas County | \$ 357,602.29 | \$ 394,574.18 | \$ 309,263.29 | \$ 1,061,439.76 |
| Dunn County | \$ 278,774.17 | \$ 288,148.87 | \$ 212,083.88 | \$ 779,006.92 |
| Eau Claire County | \$ 950,827.63 | \$ 1,069,954.23 | \$ 704,797.55 | \$ 2,725,579.41 |
| Florence County | \$ 23,583.68 | \$ 22,601.94 | \$ 16,153.68 | \$ 62,339.30 |
| Fond Du Lac County | \$ 708,905.30 | \$ 764,697.37 | \$ 598,893.95 | \$ 2,072,496.62 |
| Forest County | \$ 47,506.90 | \$ 50,317.36 | \$ 29,540.89 | \$ 127,365.15 |
| Grant County | \$ 309,469.54 | \$ 326,713.94 | \$ 237,478.81 | \$ 873,662.29 |
| Green County | \$ 241,157.95 | \$ 269,030.10 | \$ 188,930.94 | \$ 699,118.99 |
| Green Lake County | \$ 109,509.43 | \$ 119,075.76 | \$ 85,550.74 | \$ 314,135.93 |
| Iowa County | \$ 160,871.93 | \$ 155,931.09 | \$ 121,589.52 | \$ 438,392.54 |
| Iron County | \$ 44,388.98 | \$ 48,853.55 | \$ 29,477.06 | \$ 122,719.59 |
| Jackson County | \$ 127,367.11 | \$ 125,015.77 | \$ 99,567.19 | \$ 351,950.07 |
| Jefferson County | \$ 557,251.60 | \$ 598,555.88 | \$ 443,667.61 | \$ 1,599,475.09 |
| Juneau County | \$ 139,291.81 | \$ 153,136.14 | \$ 121,944.16 | \$ 414,372.11 |
| Kenosha County | \$ 1,359,445.00 | \$ 1,500,306.27 | \$ 1,104,837.38 | \$ 3,964,588.65 |
| Kewaunee County | \$ 103,825.26 | \$ 125,225.62 | \$ 76,012.65 | \$ 305,063.53 |
| La Crosse County | \$ 1,100,878.88 | \$ 1,208,738.98 | \$ 871,316.33 | \$ 3,180,934.19 |
| Lafayette County | \$ 95,293.29 | \$ 82,415.69 | \$ 58,676.37 | \$ 236,385.35 |
| Langlade County | \$ 153,682.16 | \$ 133,361.00 | \$ 120,144.14 | \$ 407,187.30 |
| Lincoln County | \$ 195,737.71 | \$ 181,226.83 | \$ 147,480.24 | \$ 524,444.78 |
| Marathon County | \$ 1,142,431.09 | \$ 1,256,386.48 | \$ 908,398.75 | \$ 3,307,216.32 |
| Marinette County | \$ 301,534.89 | \$ 311,642.92 | \$ 229,464.75 | \$ 842,642.56 |
| Marquette County | \$ 78,200.43 | \$ 81,150.44 | \$ 67,406.59 | \$ 226,757.46 |
| Milwaukee County | \$ 6,716,295.88 | \$ 7,721,256.94 | \$ 5,748,313.33 | \$ 20,185,866.15 |
| Monroe County | \$ 286,864.42 | \$ 333,606.14 | \$ 339,595.04 | \$ 960,065.60 |
| Oconto County | \$ 177,185.93 | \$ 170,874.92 | \$ 121,976.57 | \$ 470,037.42 |
| Oneida County | \$ 362,580.08 | \$ 380,990.39 | \$ 271,088.53 | \$ 1,014,659.00 |
| Ozaukee County | \$ 847,021.48 | \$ 835,787.66 | \$ 566,611.94 | \$ 2,249,421.08 |
| Pepin County | \$ 45,050.64 | \$ 46,284.28 | \$ 30,284.81 | \$ 121,619.73 |
| Pierce County | \$ 206,039.06 | \$ 219,861.34 | \$ 137,566.79 | \$ 563,467.19 |
| Polk County | \$ 282,783.57 | \$ 292,199.82 | \$ 231,286.90 | \$ 806,270.29 |
| Portage County | \$ 579,544.93 | \$ 633,392.58 | \$ 448,348.27 | \$ 1,661,285.78 |
| Price County | \$ 79,938.57 | \$ 94,072.20 | \$ 62,111.20 | \$ 236,121.97 |
| Richland County | \$ 102,699.41 | \$ 107,110.07 | \$ 77,695.96 | \$ 287,505.44 |
| Rock County | \$ 1,241,763.39 | \$ 1,377,645.88 | \$ 1,093,250.26 | \$ 3,712,659.53 |
| Rusk County | \$ 73,111.31 | \$ 87,069.98 | \$ 63,443.95 | \$ 223,625.24 |
| Saint Croix County | \$ 698,899.60 | \$ 784,361.27 | \$ 534,809.22 | \$ 2,018,070.09 |
| Sauk County | \$ 691,162.38 | \$ 764,150.14 | \$ 572,392.20 | \$ 2,027,704.72 |
| Sawyer County | \$ 139,230.66 | \$ 144,564.77 | \$ 122,882.58 | \$ 406,678.01 |
| Shawano County | \$ 233,655.90 | \$ 230,679.70 | \$ 177,437.64 | \$ 641,773.24 |
| Sheboygan County | \$ 851,790.85 | \$ 945,684.28 | \$ 706,641.56 | \$ 2,504,116.69 |
| Taylor County | \$ 104,003.96 | \$ 111,184.76 | \$ 78,198.18 | \$ 293,386.90 |
| Trempealeau County | \$ 177,058.15 | \$ 184,351.43 | \$ 158,238.74 | \$ 519,648.32 |
| Vernon County | \$ 151,561.35 | \$ 158,443.76 | \$ 120,577.50 | \$ 430,582.61 |
| Vilas County | \$ 183,196.88 | \$ 206,008.27 | \$ 145,053.80 | \$ 534,258.95 |
| Walworth County | \$ 851,216.51 | \$ 877,010.80 | \$ 689,905.74 | \$ 2,418,133.05 |
| Washburn County | \$ 106,979.46 | \$ 97,873.17 | \$ 81,699.64 | \$ 286,552.27 |
| Washington County | \$ 1,093,551.33 | \$ 1,129,682.45 | \$ 830,141.21 | \$ 3,053,374.99 |
| Waupaca County | \$ 307,677.69 | \$ 330,424.25 | \$ 256,612.76 | \$ 894,714.70 |
| Waushara County | \$ 115,295.19 | \$ 137,275.44 | \$ 103,903.88 | \$ 356,474.51 |
| Wood County | \$ 498,897.31 | \$ 603,618.11 | \$ 414,463.90 | \$ 1,516,979.32 |
| Total CST | \$ 36,763,272.39 | \$ 39,945,715.94 | \$ 29,590,233.72 | \$ 106,299,222.05 |



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

Doc = BX
Ledger = BA

Date: 3/13/19

Department: Human Services and Health Department

Budget Year: 2019

Description of Adjustment:

In 2019 CARS has broken the traditional profile 570 into two additional profiles for funding on the CARS reports.
 The department is making the modification in the current budget to make sure that the revenues and expenditures are being reflected accordingly.

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

Increase to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|-------------------------|---------|
| 4842 | 4234 | 545 | AODA Treatment Services | -69,419 |
| 4842 | 5279 | 545 | CBRF | 69,419 |
| 4842 | 4234 | 546 | AODA Womens Treatment | -13,436 |
| 4842 | 5279 | 546 | CBRF | 13,436 |

Decrease to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|------------------|------------|
| 4842 | 4234 | 570 | AODA Block Grant | 82,855 |
| 4842 | 5279 | 468 | Other CBRF | 82,855 (-) |
| | | | | |
| | | | | |

Note the increases must balance with the decreases

Department Head Signature Beehy Bell Date: 3/15/19

County Administrator Signature James Malhe Date: 3/15/19

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:

18-Mar-19

Department: LAND RESOURCES AND PARKS

Budget Year: 2019

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

Description of Adjustment:

The retirement of County Surveyor left work on 22 section corners started but not unfinished. Refill of Surveyor position will be delayed until later in the year, therefore to address the need to complete the documentation of the unfinished corners contracting with a Registered Land Surveyor will be needed.

Increase to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|----------------------------|--------|
| 1004 | 5219 | | Other Professional Service | 8000 |
| | | | | |
| | | | | |
| | | | | |

Decrease to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|-------------------------|--------|
| 1004 | 5121 | | Wages-Permanent-Regular | 8000 |
| | | | | |
| | | | | |
| | | | | |

Note the increases must balance with the decreases

Department Head Signature Wm J. Schaefer Date: 3/18/2019

County Administrator Signature J. Mueller Date: 3/18/19

Committee of Jurisdiction Chairman Signature Thomas Schaefer Date: 3/18/19

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: 3/28/19

Department: Human Services and Health Department

Budget Year: 2019

Description of Adjustment:

The department has an individual who has been placed at inpatient facility. Therefore, we need to make a transfer in order to be able to pay the invoices.

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

Increase to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|------------------|--------|
| 4812 | 5291 | 466 | Other Facilities | 20,000 |
| | | | | |
| | | | | |

Decrease to Budget

| Business Unit Number | Account Object Number | Subsidiary Number | Account Title | Amount |
|----------------------|-----------------------|-------------------|------------------|--------|
| 4809 | 5279 | 468 | Other CBRF | 10,000 |
| 4809 | 5279 | 633 | High Cost Client | 10,000 |
| | | | | |
| | | | | |

Note the increases must balance with the decreases

Department Head Signature Betty Boel Date: 3/28/19

County Administrator Signature James Mielke Date: 3/28/19

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____

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

| Account Number | Address Number | Alpha Name | G/L Date | Do Ty | Document Number | Doc Fd | Amount | P C | |
|----------------------|----------------|---|----------|-------|-----------------|--------|--------------|--------------|--|
| 100.1112.034 | 53353 | BMO Harris Bank | 03/07/19 | PV | 481025 | 00100 | 12,000.00 | P | |
| 100.1113.07 | 53353 | BMO Harris Bank | 03/07/19 | PV | 481025 | 00100 | 8,000,000.00 | P | |
| 100.1113.08 | 53442 | Spring Bank | 03/26/19 | PV | 482099 | 00100 | 250,000.00 | P | |
| 100.1117.12 | 53352 | US Bank | 03/07/19 | PV | 481024 | 00100 | 312,575.07 | P | |
| 100.1123.082 | 15352 | Wisconsin Municipal Mutual Insurance Co | 03/18/19 | PV | 482106 | 00100 | 45,663.69 | P | |
| 100.1381.1401 | 13754 | Gordon Flesch Co., Inc. | 02/22/19 | PV | 481564 | 00100 | 12,629.00 | P | |
| 100.1661.092 | 43954 | Dean Health Plan | 03/01/19 | PV | 480856 | 00100 | 734,924.67 | P | |
| 100.2122 | 25157 | Government Finance Officers Association | 12/31/18 | PV | 481565 | 00100 | 14,525.00 | P | |
| 100.2153.04 | 53204 | Employee Benefits Corporation | 03/08/19 | PV | 481023 | 00100 | 13,892.14 | P | |
| 100.2153.04 | 53204 | Employee Benefits Corporation | 03/22/19 | PV | 481898 | 00100 | 13,823.68 | P | |
| 1811.5249 | 50304 | SHI International Corp | 01/23/19 | PV | 481792 | 00100 | 152,198.20 | P | |
| 1811.5818 | 53421 | Vanguard Computers Inc | 02/20/19 | PV | 481632 | 00100 | 12,150.41 | P | |
| 1821.5249 | 45666 | Meridian IT Inc. | 02/08/19 | PV | 481033 | 00100 | 25,588.25 | P | |
| 2056.5249.03 | 34214 | West Safety Solutions Corp | 12/31/18 | PV | 481031 | 00100 | 10,092.00 | P | |
| 2056.5249.03 | 34214 | West Safety Solutions Corp | 01/31/19 | PV | 481032 | 00100 | 30,277.00 | P | |
| 2061.5275 | 22827 | Aramark Chicago Lockbox | 02/28/19 | PV | 481028 | 00100 | 11,593.65 | P | |
| 2061.5275 | 22827 | Aramark Chicago Lockbox | 02/28/19 | PV | 481029 | 00100 | 11,595.32 | P | |
| 2061.5275 | 22827 | Aramark Chicago Lockbox | 02/28/19 | PV | 481030 | 00100 | 11,419.76 | P | |
| 2061.5275 | 22827 | Aramark Chicago Lockbox | 03/31/19 | PV | 481790 | 00100 | 11,045.23 | P | |
| 2061.5291.02 | 50252 | Correct Care Solutions, LLC | 03/31/19 | PV | 481034 | 00100 | 74,817.08 | P | |
| 2902.5222 | 15074 | Juneau Utilities | 02/28/19 | PV | 481233 | 00100 | 14,781.46 | P | |
| 2903.5829 | 53436 | The Glacier Group LLC | 03/11/19 | PV | 482123 | 00100 | 15,608.00 | P | |
| Fund 00100 | | | | | | | GENERAL FUND | 9,791,199.61 | |

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

| Account Number | Address Number | Alpha Name | G/L Date | Do Ty | Document Number | Doc Fd | Amount | P C | |
|----------------------|----------------|--|----------|-------|-----------------|--------|------------------------------|------------|--|
| 242.2644 | 52974 | Forward Health | 03/25/19 | PV | 482122 | 00100 | 161,335.24 | P | |
| 4805.5299 | 47338 | JusticePoint, Inc. | 02/28/19 | PV | 482116 | 00100 | 27,585.00 | P | |
| 4807.5219 | 12426 | Lutheran Social Services-WI & Upper MI | 02/28/19 | PV | 482102 | 00100 | 43,120.83 | P | |
| 4807.5219 | 29288 | Adult Care Consultants, Inc | 02/28/19 | PV | 482111 | 00100 | 18,686.96 | P | |
| 4807.5219 | 39482 | Family Youth Interaction Zone | 02/28/19 | PV | 481239 | 00100 | 62,921.75 | P | |
| 4807.5219 | 40615 | Anu Family Services | 02/28/19 | PV | 482115 | 00100 | 14,004.44 | P | |
| 4807.5219 | 48475 | Orion Family Services | 02/28/19 | PV | 482118 | 00100 | 15,815.25 | P | |
| 4807.5219 | 50222 | UnMasked Expressive Therapies | 02/28/19 | PV | 482119 | 00100 | 10,407.50 | P | |
| 4807.5219 | 50314 | Seasons Counseling LLC | 02/28/19 | PV | 482120 | 00100 | 29,130.00 | P | |
| 4809.5279.468 | 40455 | Evergreen Manor II Inc. | 02/28/19 | PV | 481240 | 00100 | 10,071.60 | P | |
| 4825.5299 | 13771 | Green Valley Enterprises Inc. | 02/28/19 | PV | 482103 | 00100 | 31,541.67 | P | |
| 4846.5299 | 47338 | JusticePoint, Inc. | 02/28/19 | PV | 482117 | 00100 | 16,418.00 | P | |
| 4855.5818 | 48736 | NetSMART Technologies | 03/01/19 | PV | 480915 | 00100 | 19,000.00 | P | |
| 5001.5818 | 13754 | Gordon Flesch Co., Inc. | 03/04/19 | PV | 481675 | 00100 | 12,370.00 | P | |
| 5010.5273.02 | 12436 | Northwest Passage, LTD | 02/28/19 | PV | 481257 | 00242 | 10,780.00 | P | |
| 5010.5273.02 | 12441 | Rawhide | 02/28/19 | PV | 481259 | 00242 | 11,477.20 | P | |
| 5010.5273.02 | 13296 | Chileda Institute Inc | 02/28/19 | PV | 481261 | 00242 | 15,587.04 | P | |
| 5010.5273.02 | 19821 | Clinicare Corporation | 02/28/19 | PV | 481263 | 00242 | 10,875.76 | P | |
| 5010.5273.02 | 24982 | Oconomowoc Developmental Training Center | 02/28/19 | PV | 481267 | 00242 | 13,152.72 | P | |
| 5010.5273.02 | 24982 | Oconomowoc Developmental Training Center | 02/28/19 | PV | 481267 | 00242 | 11,292.40 | P | |
| 5010.5273.02 | 52597 | Mille Lacs Academy | 02/28/19 | PV | 481327 | 00242 | 15,811.60 | P | |
| 5742.5275 | 39203 | Feil's Supper Club/Catering | 01/31/19 | PV | 480914 | 00100 | 12,620.79 | P | |
| 5742.5275 | 39203 | Feil's Supper Club/Catering | 02/28/19 | PV | 482114 | 00100 | 12,648.93 | P | |
| Fund 00242 | | | | | | | HEALTH & HUMAN SERVICES FUND | 586,654.68 | |

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

| Account Number | Address Number | Alpha Name | G/L Date | Do Ty | Document Number | Doc Fd | Amount | P C | |
|-----------------------|----------------|--|----------|-------|-----------------|--------|-----------------------|---------------|--|
| 4520.5211.30 | 39490 | Achieve Solutions | 02/28/19 | PV | 481209 | 00100 | 10,277.34 | P | |
| 4520.5211.32 | 39490 | Achieve Solutions | 02/28/19 | PV | 481209 | 00100 | 10,612.09 | P | |
| 4520.5211.39 | 39490 | Achieve Solutions | 02/28/19 | PV | 481209 | 00100 | 17,511.51 | P | |
| 4520.5591.20 | 15271 | Wisconsin Dept. of Health & Family Serv. | 03/31/19 | PV | 481169 | 00100 | 20,400.00 | P | |
| 4521.5591.20 | 15271 | Wisconsin Dept. of Health & Family Serv. | 03/31/19 | PV | 481162 | 00100 | 41,860.00 | P | |
| 4528.5211.11 | 39490 | Achieve Solutions | 02/28/19 | PV | 481228 | 00100 | 22,606.44 | P | |
| 4528.5211.13 | 39490 | Achieve Solutions | 02/28/19 | PV | 481228 | 00100 | 24,040.20 | P | |
| 4528.5211.15 | 39490 | Achieve Solutions | 02/28/19 | PV | 481228 | 00100 | 22,943.25 | P | |
| 4528.5345 | 44091 | Omnicare Inc | 02/28/19 | PV | 482137 | 00100 | 22,232.64 | P | |
| 4556.5222 | 15074 | Juneau Utilities | 02/28/19 | PV | 481200 | 00100 | 17,033.76 | P | |
| Fund 00645 | | | | | | | CLEARVIEW LTC & REHAB | 209,517.23 | |
| Grand Total | | | | | | | | 10,587,371.52 | |

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

| Account Number | Address Number | Alpha Name | G/L Date | Do Ty | Document Number | Doc Fd | Amount | P C | |
|-----------------------|----------------|--------------------------------|----------|-------|-----------------|--------|--------------------------|------------|--|
| 730.2121 | 13465 | Decker Supply Co. Inc. | 03/07/19 | PV | 481766 | 00730 | 18,600.00 | P | |
| 730.2121 | 14363 | Morton Salt | 02/25/19 | PV | 480878 | 00730 | 44,912.77 | P | |
| 730.2121 | 15356 | E.H. Wolf & Sons Inc. | 03/08/19 | PV | 481111 | 00730 | 13,364.80 | P | |
| 730.2121 | 23218 | Ewald Motors of Oconomowoc LLC | 03/01/19 | PV | 481846 | 00730 | 33,440.50 | P | |
| Fund 00730 | | | | | | | HIGHWAY AND AIRPORT FUND | 110,318.07 | |
| Grand Total | | | | | | | | 110,318.07 | |