

PROCEEDINGS OF THE DODGE COUNTY BOARD

AMENDED AGENDA

Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, December 21, 2010, at 7:30 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Appointment of Richard Greshay, County Board Supervisor District Number 34 to fill vacancy and Oath of Office

Minutes from November 9, 2010, County Board Session

Special Orders of Business:

Election

1. Re-elect Ken Herren and Donald Hillard to the Civil Service Commission for a five year term commencing on January 1, 2011 to December 31, 2016, both inclusive

Confirm Appointment made by County Administrator

1. Juanita Schultz as a member of the Mid-Wisconsin Federated Library Service Board for a three year term commencing on December 31, 2010 to December 30, 2013, both inclusive

Confirm Appointments made by County Board Chairman

1. **Remove John Fabisch from Human Services and Health Board and appoint him to Human Resources Committee to fill vacancy.**
2. **Appoint Richard Greshay to the Aging Disability Resource Center Governing Board, Community Options Committee and Human Services and Health Board to fill vacancy.**
3. Appoint Jeff Duchac, Rodger Mattson and Marianne Zastrow to the Friends of Clearview Committee for one year terms commencing on January 1, 2011 to December 31, 2012 and Judge Daniel Klossner, Roger Gorst and Harold Zastrow to the Friends of Clearview Committee for two year terms commencing on January 1, 2011 to December 31, 2013.

Mark Grams, Veterans Service Officer

Wisconsin Board of Veterans Affairs Veteran Lifetime Achievement Proclamation

DECEMBER SESSION

Resolutions on File:

- 10-57 Appoint Richard L. Greshay to the Position of Member of the Local Committee to Negotiate with Veolia Environmental Services – Executive Committee
- 10-58 Abolish One Full-Time Position of Typist I and Create One New Full-Time Position of Typist II in the UW-Extension Department – UW-Extension Education Committee
- 10-59 Use Unexpended Appropriations of \$9,960 to Pay for Technical Consulting Services – Information Technology Committee
- 10-60 Authority to Purchase One Tandem Dump Truck – Highway Committee
- 10-61 Authority to Purchase Two Tandem Dump Trucks – Highway Committee

Ordinance on File:

- 1. Ordinance No. 873 – An Ordinance to Amend Section 4.4 of Ordinance No. 786, an Ordinance to Restrict and Regulate Access onto County Highways – Highway Committee

Set Next Meeting Date & Time

Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

PROCEEDINGS OF THE DODGE COUNTY BOARD

| COMMITTEE NAME | | COUNTY BOARD | | | | | | | | |
|----------------|-------------------|-------------------|---------|---------|-------|------------------------|----------|----------------|------|------------|
| MEETING DATE | | December 21, 2010 | | | | | | | | |
| | | | | | | | Approval | RK | Date | 12-23-2010 |
| | | | | | | | Chair | Russell Kibler | | |
| VENDOR | NAME | PRESENT | ABSENT | PERDIEM | MILES | AMOUNT | MEALS | AMOUNT | | |
| 10023 | Adelmeyer, Gerald | ✓ | | 40.00 | 43 | 21.50 | | | | |
| 27814 | Ballweg, Robert | ✓ | | 40.00 | 20 | 10.00 | | | | |
| 10067 | Becker, Dean | ✓ | | 40.00 | 12 25 | 6.25 12.50 | | | | |
| 11994 | Behl, Allen | ✓ | | 40.00 | 32 | 16.00 | | | | |
| 19566 | Berres, Jeff | ✓ | | 40.00 | 21 42 | 10.50 21.00 | | | | |
| 11970 | Bischoff, Larry | ✓ | | 40.00 | 20 | 10.00 | | | | |
| 10068 | Borchardt, Ernest | ✓ | | 40.00 | 42 | 21.00 | | | | |
| 10008 | Caine, Chester | ✓ | | 40.00 | 17 | 8.50 | | | | |
| 38934 | David, Aaron | ✓ | | 40.00 | 33 | 16.50 | | | | |
| 10195 | Duchac, Jeffry | | excused | 40.00 | 30 | 15.00 | | | | |
| 37968 | Fabisch, John | ✓ | | 40.00 | 20 | 10.00 | | | | |
| 28760 | Frohling, David | ✓ | | 40.00 | 29 | 14.50 | | | | |
| 37722 | Fuller, Dean | ✓ | | 40.00 | 34 | 17.00 | | | | |
| 16723 | Grebel, Randy | ✓ | | 40.00 | 13 | 6.50 | | | | |
| 41853 | Greshay, Richard | ✓ | | 40.00 | 14 | 7.00 | | | | |
| 36015 | Guenther, Delwyn | ✓ | | 40.00 | 16 | 8.00 | | | | |
| 10026 | Gunderson, Donald | ✓ | | 40.00 | 50 | 25.00 | | | | |
| 10010 | Hoelzel, Clem | ✓ | | 40.00 | 0 32 | 0.00 16.00 | | | | |
| 25412 | Johnson, Harold | ✓ | | 40.00 | 54 | 27.00 | | | | |
| 16348 | Kottke, Russell | ✓ | | 40.00 | 30 | 15.00 | | | | |
| 10015 | Kriewald, Howard | ✓ | | 40.00 | 20 | 10.00 | | | | |
| 25627 | Layman, James | ✓ | | 40.00 | 17 34 | 8.50 17.00 | | | | |
| 29374 | Maly, Donna | | excused | 40.00 | 20 | 10.00 | | | | |
| 14216 | Marose, Paul | ✓ | | 40.00 | 0 | 0.00 | | | | |
| 10313 | Mattson, Rodger | ✓ | | 40.00 | 20 | 10.00 | | | | |
| 34243 | Miller, MaryAnn | ✓ | | 40.00 | 0 22 | 0.00 11.00 | | | | |
| 10065 | Nass, William | ✓ | | 40.00 | 25 | 12.50 | | | | |
| 36482 | Nelson, Ed | ✓ | | 40.00 | 32 | 16.00 | | | | |
| 21401 | Neumann, Kenneth | | excused | 40.00 | 20 | 10.00 | | | | |
| 10018 | Pollesch, Darrell | ✓ | | 40.00 | 38 | 19.00 | | | | |
| 10016 | Qualmann, Edwin | ✓ | | 40.00 | 22 | 11.00 | | | | |
| 10009 | Ready, Joe | ✓ | | 40.00 | 0 | 0.00 | | | | |
| 30697 | Schaefer, Thomas | ✓ | | 40.00 | 30 | 15.00 | | | | |
| 28630 | Schmitt, Jeffrey | ✓ | | 40.00 | 18 | 9.00 | | | | |
| 40990 | Smith, Robert | ✓ | | 40.00 | 28 | 14.00 | | | | |
| 26089 | Stousland, Glenn | | excused | 40.00 | 20 | 10.00 | | | | |
| 10021 | Wurtz, Eugene | ✓ | | 40.00 | 25 | 12.50 | | | | |

split mileage for Becker Busse & Layman
same day meeting with Taxation

DECEMBER SESSION

**Dodge County Board of Supervisors
December 21, 2010 – 7:30 p.m.
Administration Building - Juneau, Wisconsin**

The December session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:30 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Duchac, Maly, Neumann and Stousland, who had previously asked to be excused.

The Chairman appointed Mr. Richard Greshay to the County Board to represent District Number 34 which was vacant due to the resignation of Ray Seaholm. A motion was made by Supervisor Berres and seconded by Supervisor Pollesch to approve this appointment. The motion carried by acclamation with no negative votes cast, thereby approving the appointment. Supervisor Greshay was then sworn in by the County Clerk. Supervisor Grebel escorted Supervisor Greshay to his chair and welcomed him to the County Board.

A motion was made by Supervisor Adelmeyer and seconded by Supervisor Schaefer to approve the minutes of the November 9, 2010, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Chairman Kottke called for the First Special Order of Business: Election: A motion to nominate Ken Herren and Donald Hillard to the Civil Service Commission was made by Supervisor David and seconded by Supervisor Ready. There being no more nominations the Chairman declared nominations are closed. The motion to re-elect Ken Herren and Donald Hillard passed by acclamation with no negative votes cast, thereby re-electing Ken Herren and Donald Hillard to the Civil Service Commission with a term to expire on December 31, 2016.

Chairman Kottke then called for the Second Special Order of Business: Appointment: County Administrator, James Mielke appointed Juanita Schultz to the Mid-Wisconsin Federated Library Service Board for a three year term commencing on December 31, 2010 to December 30, 2013, both inclusive. A motion to accept the appointment was made by Supervisor Smith and seconded by Supervisor Miller. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then called for the Third Special Order of Business. Appointments: Chairman Kottke removed John Fabisch from the Human Services and Health Board and appointed him to the Human Resources Committee to fill a vacancy and appointed Richard Greshay to the Aging Disability Resource Center Governing Board, Community Options Committee and the Human Services and Health Board to fill the vacancies. A motion to accept the removal and appointments was made by Supervisor Nass and seconded by Supervisor Grebel. The motion passed by acclamation with no negative votes cast, thereby approving the removal and appointments. Chairman Kottke then appointed Jeff Duchac, Rodger Mattson and Marianne Zastrow to the Friends of Clearview Committee for one year terms commencing on January 1, 2011 to December 31, 2011 and appointed Judge Daniel Klossner, Roger Gorst and Harold Zastrow to the Friends of Clearview Committee for two year terms commencing on January 1, 2011 to December 31, 2012. A motion to accept the appointments was made by Supervisor Fabisch and seconded by Supervisor Frohling. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Chairman Kottke then called for the Fourth Special Order of Business: Sheriff Nehls talked about the Wisconsin Board of Veterans Affairs Veteran Lifetime Achievement Award. Sheriff Nehls introduced and

PROCEEDINGS OF THE DODGE COUNTY BOARD

honored Supervisor Chester Caine who received the Wisconsin Board of Veterans Affairs Veteran Lifetime Achievement Award. Mark Grams, Veterans Service Officer read the Lifetime Achievement Award proclamation. Supervisor Caine talked about the individuals and events that greatly influenced his life. He expressed his appreciation for his family and many friends and the support they have given him.

The following Resolutions and Ordinance were read by the Clerk and acted upon by the Board:

Resolution No. 10-57 Appoint Richard L. Greshay to the Position of Member of the Local Committee to Negotiate with Veolia Environmental Services – Executive Committee. A motion for adoption was made by Supervisor Qualmann and seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 10-58 Abolish One Full-Time Position of Typist I and Create One New Full-Time Position of Typist II in the UW-Extension Department – UW-Extension Education Committee. A motion for adoption was made by Supervisor Nass and seconded by Supervisor Kriewald. Questions by Supervisor Wurtz were answered by Kathy Hetzel, Family Living Educator. Comments were made by Supervisor Wurtz and James Mielke, County Administrator. The vote was cast with 32 ayes and 1 no, thereby adopting the Resolution.

Ayes: Miller, Mattson, Fabisch, Ballweg, Guenther, Becker, Schmitt, Berres, Caine, Ready, David, Frohling, Nass, Behl, Bischoff, Borchardt, Schaefer, Kriewald, Qualmann, Grebel, Marose, Adelmeyer, Gunderson, Johnson, Fuller, Hoelzel, Layman, Smith, Greshay, Kottke, Pollesch, Nelson. Total 32.

Noes: Wurtz. Total 1.

Absent: Maly, Stousland, Neumann, Duchac. Total 4.

Resolution No. 10-59 Use Unexpended Appropriations of \$9,960 to Pay for Technical Consulting Services – Information Technology Committee. A motion for adoption was made by Supervisor Guenther and seconded by Supervisor Schaefer. Question by Supervisor Berres was answered by James Mielke, County Administrator. Question by Supervisor Smith was answered by Karen Pursley, Information Technology Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 10-60 Authority to Purchase One Tandem Dump Truck – Highway Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Schmitt. Questions by Supervisors Ballweg and Nelson were answered by Brian Field, Highway Commissioner. The vote was cast with 32 ayes and 1 no, thereby adopting the Resolution.

Ayes: Miller, Mattson, Fabisch, Ballweg, Guenther, Becker, Schmitt, Berres, Caine, Ready, David, Frohling, Nass, Behl, Bischoff, Borchardt, Schaefer, Kriewald, Qualmann, Grebel, Marose, Adelmeyer, Gunderson, Johnson, Fuller, Hoelzel, Layman, Smith, Greshay, Kottke, Pollesch, Nelson. Total 32.

Noes: Wurtz. Total 1.

Absent: Maly, Stousland, Neumann, Duchac. Total 4.

Resolution No. 10-61 Authority to Purchase Two Tandem Dump Trucks – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Qualmann. Questions by Chairman Kottke, Supervisors Wurtz and Berres were answered by Brian Field, Highway Commissioner.

DECEMBER SESSION

Comments were made by Chairman Kottke, Supervisors Schmitt, Smith, Johnson, Berres and Grebel. The vote was cast with 32 ayes and 1 no, thereby adopting the Resolution.

Ayes: Miller, Mattson, Fabisch, Ballweg, Guenther, Becker, Schmitt, Berres, Caine, Ready, David, Frohling, Nass, Behl, Bischoff, Borchardt, Schaefer, Kriewald, Qualmann, Grebel, Marose, Adelmeyer, Gunderson, Johnson, Fuller, Hoelzel, Layman, Smith, Greshay, Kottke, Pollesch, Nelson. Total 32.

Noes: Wurtz. Total 1.

Absent: Maly, Stousland, Neumann, Duchac. Total 4.

Ordinance No. 873 An Ordinance to Amend Section 4.4 of Ordinance No. 786, an Ordinance to Restrict and Regulate Access onto County Highways – Highway Committee. A motion for adoption was made by Supervisor Ballweg and seconded by Supervisor Schaefer. Question by Supervisor Berres was answered by Supervisor Johnson. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

The Clerk noted the following had been placed on the Supervisor's desks: memo from Jane Hooper, Clearview Administrator, memo from James Mielke, County Administrator and the newsletter from the Sheriff's Department. The Chairman ordered these be placed on file.

At 8:25 p.m. Supervisor Frohling made a motion to recess until January 18, 2011 at 7:30 p.m. Supervisor David seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

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

PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 10-57

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

WHEREAS, on February 18, 2010 the Dodge County Board of Supervisors adopted Resolution No. 09-79 wherein it appointed County Board Supervisor Raphael Seaholm as a member of the local committee to negotiate with Veolia Environmental Services (Veolia) with respect to the proposed expansion of its current solid waste facility located in Dodge County, Wisconsin; and,

WHEREAS, effective October 31, 2010 County Board Supervisor Raphael Seaholm resigned from the Dodge County Board of Supervisors and from the local committee to negotiate with Veolia; and,

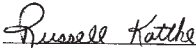
WHEREAS, the Dodge County Executive Committee recommends that the Dodge County Board of Supervisors appoint County Board Supervisor Richard L. Greshay to the position of member of the local committee to negotiate with Veolia, to fill the vacancy created by the resignation of Raphael Seaholm;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby appoints County Board Supervisor Richard L. Greshay to the position of member of the local committee to negotiate with Veolia Environmental Services with respect to the proposed expansion of its current solid waste facility located in Dodge County, Wisconsin; and,

BE IT FINALLY RESOLVED, that Richard L. Greshay is directed to comply with the requirements of Wis. Stat. §289.33(7)(b) in order to qualify as a representative of Dodge County.

All of which is respectfully submitted this 21st day of December, 2010.

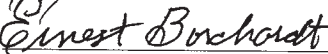
Dodge County Executive Committee:




Russell Kottke



Maryann Miller




Ernest Borchardt



Kenneth Neumann

Harold Johnson



David Frohling



Larry Bischoff

ADOPTED
BY DODGE COUNTY BOARD

DEC 21 2010

AYES 33 NOES 0
ABSENT 4
ABSTAIN 0

Raren J. Litsen, County Clerk

DECEMBER SESSION

RESOLUTION NO. 10-58

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

WHEREAS, the Dodge County UW-Extension Education Committee has studied staffing needs of the UW-Extension Department; and,

WHEREAS, as a result of these studies, the UW-Extension Education Committee has formed the considered conclusion that one funded, benefited, full-time position of *Typist I* in the UW-Extension Department should be abolished and that one new, benefited, full-time position of *Typist II* in the UW-Extension Department should be created, effective January 1, 2011; and,

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

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

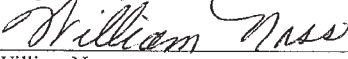
WHEREAS, there are monies in the 2011 Budget of the UW-Extension Department sufficient to fund the proposed position of *Typist II* for the calendar year of 2011;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one funded, benefited, full-time position of *Typist I* in the UW-Extension Department and hereby creates one new, benefited, full-time position of *Typist II* in the UW-Extension Department, effective January 1, 2011; and,

BE IT FINALLY RESOLVED, that monies from the 2011 Budget of the UW-Extension Department shall be used to fund the position of *Typist II* for the calendar year of 2011.

All of which is respectfully submitted this 21st day of December, 2010.

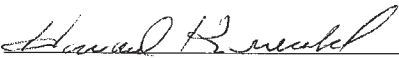
Dodge County UW-Extension Education Committee:



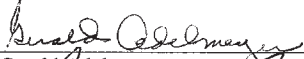
William Nass



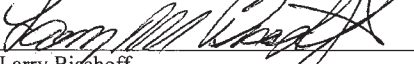
Allen Behl



Howard Kriewald



Gerald Adelmeyer

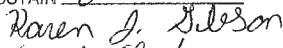


Larry Bischoff

**ADOPTED
BY DODGE COUNTY BOARD**

DEC 21 2010

AYES 32 NOES 1
ABSENT 4
ABSTAIN 0


County Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$13.18 - \$15.98

| | |
|---|--|
| JOB TITLE: Typist I | FLSA STATUS: Non Exempt |
| DEPARTMENT: UW - Extension | REPORTS TO: Supervisor UW Extension |
| LOCATION: UW - Extension | DATE: November 25, 1996 |
| LABOR GRADE: Technical and Support - Three (3) | REVISED: |
| OVERALL PURPOSE/SUMMARY | |
| Under the general direction of Supervisor UW-Extension, performs typing/word processing, clerical work, and other work following established procedures or detailed instructions given. | |
| PRINCIPAL DUTIES AND RESPONSIBILITIES | |
| <ol style="list-style-type: none"> 1. Receives telephone/TDD and visitor inquiries and gives information or directs inquiry to proper source of information or service. 2. Creates/maintains and pulls files. 3. Enters various reports, documents, correspondence on the computer as required. 4. May sort and deliver mail. 5. May perform data calculations. 6. Regular attendance and punctuality required. 7. Performs related duties as may be required or assigned. | |
| JOB SPECIFICATION | |
| KNOWLEDGE, SKILLS, AND ABILITIES | |
| Ability to answer inquiries and complaints effectively with tact and courtesy. | |
| Ability to establish and maintain effective public/working relationships. | |
| Working knowledge of business English and spelling. | |
| Working knowledge of modern office methods and procedures. | |
| Working knowledge of word processing. | |
| Ability to initiate and complete variety of work assignments independently or with brief instruction. | |
| Ability to accurately enter information into computer/word processor at rate equivalent to 50 wpm. | |
| Ability to set up and enter simple tabular statements using computer/word processing equipment. | |
| Ability to make simple computations and tabulations with reasonable skill and accuracy. | |
| Ability to communicate effectively. | |
| Ability to maintain accurate and complete records. | |
| Ability to understand and effectively carry out instructions. | |
| Ability to work under pressure and meet deadlines. | |
| EDUCATION AND EXPERIENCE | |
| High school diploma or GED equivalent, including/supplemented by courses in typing/word processing and some office experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. | |
| WORKING CONDITIONS | |
| Repetitive activities (70% of work time). Time pressure (20% of work time). Normal office environment. | |
| 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.

Exhibit "A"

DECEMBER SESSION

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.10 - \$16.93

| | | | |
|---|----------------------------------|-------------------------------|-----------------|
| JOB TITLE: | Typist II | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | UW Extension | REPORTS TO: | Department Head |
| LOCATION: | Office Building | DATE: | June 6, 1996 |
| LABOR GRADE: | Technical and Support – Five (5) | REVISED: | 11/22/10 |
| OVERALL PURPOSE/SUMMARY | | | |
| Under the general direction of the Department Head(s), advises clients on availability of services and assists them in application procedures. Provides assistance and technical services for County Extension Agents. Performs a variety of computer operations. | | | |
| PRINCIPAL DUTIES AND RESPONSIBILITIES | | | |
| <ol style="list-style-type: none"> 1. Performs receptionist responsibilities such as receiving telephone/TDD and customer inquiries, providing information or redirects inquiries to various county and state agencies, sorting mail and greeting walk-in clientele. 2. Maintains computerized records, files, reports, and inventories. 3. Performs computer operations to enhance County Extension agent function. 4. Utilizes computer to design handouts, visuals, brochures, and bulletins to promote Extension activities. 5. Composes correspondence, memos, and reports; coordinates countywide bulk mailings using multiple computer software programs. 6. Uses technical skills to transmit information electronically. 7. Maintains records for purchase and issuance of supplies/equipment necessary for operation of agency. 8. Completes reports for Extension staff as required. 9. Performs duties related to programs including: registration fee collection, material organization, and correspondence. 10. Maintains and develops rapport with Extension clientele. 11. Remains proficient in office computer software programs as required by Extension agents. 12. Regular attendance and punctuality required. 13. Performs related duties as may be required or assigned. | | | |
| JOB SPECIFICATION | | | |
| KNOWLEDGE, SKILLS, AND ABILITIES | | | |
| Thorough knowledge of modern office methods and procedures. | | | |
| Thorough knowledge of business English and spelling. | | | |
| Working knowledge of computers. | | | |
| Ability to treat matters confidentially. | | | |
| Ability to establish and maintain effective public/working relationships. | | | |
| Ability to maintain accurate and complete records. | | | |
| Ability to answer inquiries and complaints effectively with tact and courtesy. | | | |
| Ability to initiate and complete variety of work assignments independently or with brief instruction. | | | |
| Ability to accurately enter computer information at rate equivalent to 50 wpm. | | | |
| Ability to communicate effectively. | | | |
| Ability to understand and effectively carry out instructions. | | | |
| Ability to work under pressure and meet deadlines. | | | |
| Basic bookkeeping skills. | | | |
| EDUCATION AND EXPERIENCE | | | |
| High school diploma or GED equivalent plus three (3) years office experience, including operation of computer equipment. | | | |
| Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. | | | |
| WORKING CONDITIONS | | | |
| Normal office environment. Work under nearly constant distractions. Occasional time pressure. | | | |
| 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.

Exhibit "B"

PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 10-59

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

WHEREAS, in the 2010 Budget for the Dodge County Information Technology Department funds in the amount of \$130,800 were appropriated to Business Unit 1814, AS 400 Platform, Account No. .5214, Data Processing Services, for the purchase of technical consulting services to assist Dodge County in upgrading the JD Edwards World computer software which operates on Dodge County's IBM iSERIES mainframe computer, from the A7.3 version to the A9.2 version (the computer software upgrade project); and,

WHEREAS, on February 18, 2010 the Dodge County Board of Supervisors adopted Resolution No. 09-80 wherein it authorized and approved the purchase by the Dodge County Information Technology Committee from Oracular, Inc., of technical consulting services for the computer software upgrade project, at a total cost of \$89,520; and,

WHEREAS, it became necessary during the execution of the computer software upgrade project to expand the scope of the project and to purchase additional technical consulting services from Oracular, Inc., in the amount of \$9,960 in order to meet the additional requirements for accrual amounts and annual pay grade step increases; and,

WHEREAS, the Dodge County Information Technology Committee has reviewed the expansion in scope of the computer software upgrade project and the purchase of additional technical consulting services from Oracular, Inc., and has formed the considered conclusion that the expansion in scope of the project and the purchase of additional consulting services from Oracular, Inc., were necessary and reasonable; and,

WHEREAS, there are unexpended appropriations in Business Unit 1814, AS 400 Platform, Account No. .5214, Data Processing Services, available and sufficient to pay for the additional technical consulting services that were purchased from Oracular, Inc., and it is the considered recommendation of the Information Technology Committee that \$9,960 of these unexpended appropriations be used for that purpose;


SO, NOW, THEREFORE, BE IT RESOLVED, that unexpended appropriations in the amount of \$9,960 in Business Unit 1814, AS 400 Platform, Account No. .5214, Data Processing Services, shall be used to pay for the purchase by the Dodge County Information Technology Committee from Oracular, Inc., of additional technical consulting services required to assist Dodge County in upgrading the JD Edwards World computer software which operates on Dodge County's IBM iSERIES mainframe computer, from the A7.3 version to the A9.2 version; and,

DECEMBER SESSION


BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Administrator in the amount of \$9,960, representing the purchase by the Information Technology Committee of additional technical consulting services from Oracular, Inc., 300 Ohio Street, Oshkosh, Wisconsin, the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 1814, AS 400 Platform, Account No. .5214, Data Processing Services.

All of which is respectfully submitted this 21st day of December, 2010.

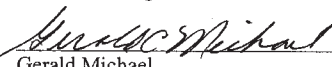
Dodge County Information Technology Committee:




 Jeff Durhan



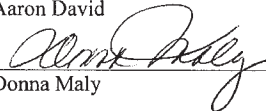
 Robert Ballweg



 Gerald Michael



 Aaron David



 Donna Maly

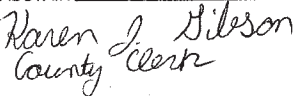
Dodge County – JD Edwards World Computer Software Upgrade Project Summary

| 2010 IT Budget for JD Edwards Version Upgrade Project (1814.5214) | Project Scope Cost (Per County Board Resolution 09-80) | Project Expansion Cost | Actual Project Cost to Include Additional Oracular Hours |
|---|--|------------------------|--|
| \$130,500 | \$89,520 | \$9,960 | \$99,480 |

**ADOPTED
 BY DODGE COUNTY BOARD**

DEC 21 2010

AYES 33 NOES 0
 ABSENT 4
 ABSTAIN 0


 County Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 10-60
AUTHORITY TO PURCHASE ONE
66,000 LB. GVW TANDEM DUMP TRUCK

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, it is the opinion of the Highway Committee that the Highway Department truck fleet should be upgraded through the addition of one 66,000 lb. GVW tandem truck to better meet the summer and winter demands of the Department, and

WHEREAS, the Highway Committee received quotations for one 66,000 lb. GVW tandem dump truck chassis from Madison Truck Sales for \$113,650.00 and from LaCrosse Truck Center for \$112,985.54, and

WHEREAS, the Highway Committee has determined the proposal from Madison Truck Sales is in the best interest of Dodge County, and

WHEREAS, this truck will replace Unit #17, a 1991 Mack with approximately 390,000 miles, that will be sold through the Wisconsin Surplus on-line auction when the replacement is put into service, and

WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 80-1 adopted at the April 15, 1980 County Board Session.

WHEREAS, funds for the purchase of this truck are included in the 2011 Highway Department Budget.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors does hereby approve of the purchase of one 2012 Mack GU713 66,000 lb. GVW tandem axle truck from Madison Truck Sales for \$113,650.00.

THEREFORE BE IT FURTHER RESOLVED, that the purchase cost of this new truck shall be charged to Business Unit 3281, Capital Asset Acquisition.

All of which is respectfully submitted this 21st day of December, 2010.

Vote on Foregoing Resolution

Ayes 32 Noes 1 Absent 4

Adopted 12/21/10
RESOLUTION

Karen J. Gibson
COUNTY CLERK

Harold J. Johnson
Harold J. Johnson - Chair

Chester Caine
Chester Caine - Vice Chair

Edwin J. Qualmann
Edwin J. Qualmann - Secretary

Randy Greber
Randy Greber

Jeffrey C. Schmitt
Jeffrey C. Schmitt

DODGE COUNTY HIGHWAY
COMMITTEE

DECEMBER SESSION

RESOLUTION NO. 10-61
AUTHORITY TO PURCHASE TWO
60,000 LB. GVW TANDEM DUMP TRUCKS

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, it is the opinion of the Highway Committee that the Highway Department truck fleet should be upgraded through the addition of two 60,000 lb. GVW tandem trucks to better meet the summer and winter demands of the Department, and

WHEREAS, the Highway Committee received quotations for two 60,000 lb. GVW tandem dump truck chassis from Madison Truck Sales for \$224,000.00 and from LaCrosse Truck Center for \$224,201.16, and

WHEREAS, the Highway Committee has determined the proposal from Madison Truck Sales is in the best interest of Dodge County, and

WHEREAS, these trucks will replace Unit #42, a 1995 International with approximately 275,000 miles, and Unit #45, a 1995 International with approximately 240,000 miles, that will be sold through the Wisconsin Surplus on-line auction when the replacements are put into service, and


WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 80-1 adopted at the April 15, 1980 County Board Session, and.

WHEREAS, funds for the purchase of these trucks are included in the 2011 Highway Department Budget.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors does hereby approve of the purchase of two 2012 Mack GU713 60,000 lb. GVW tandem axle trucks from Madison Truck Sales for \$224,000.00.

THEREFORE BE IT FURTHER RESOLVED, that the purchase cost of these two new trucks shall be charged to Business Unit 3281, Capital Asset Acquisition.

All of which is respectfully submitted this 21st day of December, 2010.



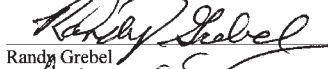
Harold J. Johnson - Chair



Chester Caine - Vice Chair



Edwin J. Qualmann - Secretary



Randy Grebel



Jeffrey C. Schmitt

DODGE COUNTY HIGHWAY
COMMITTEE

Vote on Foregoing Resolution

Ayes 32 Noes 1 Absent 4

Adopted 12-21-10
RESOLUTION



KAREN J. WILSON
COUNTY CLERK

PROCEEDINGS OF THE DODGE COUNTY BOARD

ORDINANCE NO. 873

AN ORDINANCE TO AMEND SECTION 4.4 OF ORDINANCE NO. 786,
AN ORDINANCE TO RESTRICT AND REGULATE ACCESS ONTO COUNTY HIGHWAYS

WHEREAS, Ordinance No. 786, *An Ordinance To Restrict And Regulate Access Onto County Highways*, was enacted by the Dodge County Board of Supervisors on March 20, 2007; and,

WHEREAS, the Dodge County Highway Committee recommends that Section 4.4 of Ordinance No. 786 be amended;

SO, NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1: Section 4.4 of Ordinance No. 786 is hereby amended to read as follows:

Section 4.4 Fees.

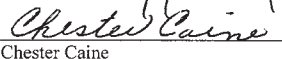
Installation of the access by the Dodge County Highway Department shall require all fees to be paid for by the applicant upon billing by the Commission based on the current fee schedule. Payment in full for all fees is required prior to installation. Payment for a required culvert pipe shall be through a Town order. Installation of the access by Private Contractor or Owner shall require the payment of the Access Permit fee and Prepaid Owner Deposit prior to issuance of the Access Permit. **Requests for reimbursement of the Prepaid Owner Deposit shall occur within one year of date of issuance of the Access Permit, unless an extension of the Access Permit is requested and approved by the Commission. If no written request for reimbursement of the Prepaid Owner Deposit is received by the Commission within either one year of the date of issuance of the Access Permit, or within one year of the date of approval of an extension of the Access Permit, the Prepaid Owner Deposit shall be retained permanently by the Commission.**

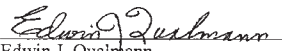
Section 2: This Ordinance shall be in full force and effect upon enactment and publication as provided by law.

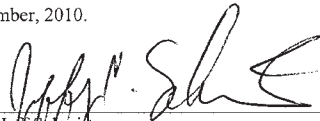
Respectfully submitted this 21st day of December, 2010.

Dodge County Highway Committee:


Harold Johnson


Chester Caine


Edwin J. Quaimann

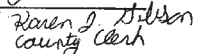

Jeff Schmitt


Randy Grebel

ADOPTED
BY DODGE COUNTY BOARD

DEC 21 2010

AYES 33 NOES 0
ABSENT 4
ABSTAIN 0

Additions in text are indicated by **underline and bold-faced type; deletions by ~~double strike through~~. **

Karen J. Wilson
county clerk