

**Dodge County, State of Wisconsin
Information Technology
Monday, August 7, 2017**

Minutes of the July 10, 2017 Information Technology meeting held in the Dodge County Administration Building, in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 6:00 PM.

Members Present: Maly, Duchac, Bartsch, M. Bobholz, J. Bobholz

Members Excused: None

Also Present: Ruth M. Otto, Director of Information Technology; Julie Kolp, Finance Director; Karen Gibson, County Clerk.

Meeting called to order at 6:00 PM by Supervisor Maly.

Supervisor Maly acknowledges that sufficient members of the Information Technology Committee are present and therefore there is a quorum at start of meeting.

Supervisor Maly confirms compliance with open meetings law following brief posting report by IT Director.

Motion by J. Bobholz, seconded by M. Bobholz, to approve Information Technology Committee agenda as presented and to grant permission for IT Committee Chair to deviate from agenda as needed. Motion carried.

No Public Comments

Committee Member Report – Donna Maly shared her attendance of a WCA meeting on the subject of NextGen. An RFP is being put together to hire a solution for the State to install NextGen. Inventory of the departments throughout the State has not been completed yet as well as staff needs.

Motion by Duchac, seconded by M. Bobholz to approve minutes from July 10, 2017 of the Information Technology Committee meeting. Motion carried. J. Bobholz abstained.

Motion by Bartsch, seconded by Duchac to approve per diem for PMO meetings on July 12, July 19 and July 25 and Steering Committee meeting on August 1, 2017. Motion carried. Maly abstained.

Discussion on the Resolution for HRIS / Payroll Systems Administrator position was had. J. Bobholz expressed her concerns on the position, its needs and why it was not brought before the Finance Director prior to bringing to the committee. It was explained the position is a technical position in IT and is not required to be approved by finance. It was also explained the amount of work being handled by one of the current DBAs, Erin Roberts, and 80% of her time is spent on

Kronos leaving 20% of her time to handle the other systems of the County. Otto did comment that this position is not in the 2018 budget but is looking for approval of the position for the future. J. Bobholz questioned why the position could not wait until next year. Maly stated it can only be approved in August each year and its unknown what may happen between now and August. Motion by M. Bobholz, seconded by Duchac to approve the resolution. J. Bobholz voted no, Bartsch abstained. Motion carried.

Discussion on the Resolution for SAN purchase was had. Otto explained the SAN is being purchased to fulfill three needs – Sheriff Office Body Cameras, ERP and overall storage for the County. All is budgeted. Motion by M. Bobholz, seconded by Bartsch to approve the resolution. Motion carried.

Karen Gibson spoke to the committee on the election equipment intended for purchase. Current equipment was purchased in 2000 with no parts available. Both vendors provided a demo and all municipalities were invited and about half attended. ES&S is the vendor of choice. The County will pay \$6200 towards each municipality and they will pay the balance. Karen has a signed agreement from all of the municipalities. If a contract can be signed and equipment can be delivered by end of September, the County can look at free maintenance through 2019. Karen is working to make that happen. The pickup of the old equipment is also being work out with the IT Department.

Combining of the payrolls was discussed. Julie Kolp and Otto shared with the committee the move to eventually one payroll. There are four payrolls at this time and Julie Kolp is putting together a White Paper on the direction of the County for which payroll cycle to move to. Employees will be notified of the change and this change will not put anyone in the position of not getting a paycheck but rather a temporary adjustment moving from one cycle to the other. No decision has been made yet on what payroll cycle the County will move to.

Policy change for security access for non-employees was discussed. Otto talked about how the current policies in place are specifically directed at employees only but there are many non-employees who require security for the County such as vendors, volunteers, interns, contracted employees. This security can everything from a system to doors and computers. The committee agreed to have Otto present a draft of a policy to consider at a future meeting.

Otto presented a copy of the proposed 2018 budget for Information Technology. The budget as presented retains the same amount, as is the 2017 budget, even with the increase of salaries and benefits being proposed for 2018. The IT department worked hard to reduce where it could and present only what had to be completed due to issues, such as replacement of network switches that are experiencing failures.

Under the IT Director's report the following were summarized and reviewed:

- ERP Project – Areas of discussion included the changes to the charter to include standardization and the business case, the evaluation of the county credit card processors, the importance of SME, the status of the Tyler contract, the Purchasing Agent, the engagement with RA Smith for GIS and the Banking Services RFP.

- NetSmart – Open billing issues with CCS, Private Pay, billing under a supervisor, and Crisis rendering provider missing. There are incomplete receipts, JDE export for the GL is an open issue and PPS report is making progress.
- Kronos – Version 8 testing is moving forward.
- Reviewed the latest Help Desk report.

Suggested next committee meeting date: Monday, September 11, 2017 at 6:00 PM in Room 2A, 2nd floor in the Dodge County Administration Building, 127 E. Oak St. Juneau, Wisconsin.

Meeting adjourned by Supervisor Maly at 7:58 PM.

Janice Bobholz, Secretary

Date

**Authorization to Acquire Election Voting System
and Related Products and Services**

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

WHEREAS, Dodge County desires to procure new election voting equipment including hardware, software and related products and services (hereafter “voting system project”) in 2017 to replace the equipment currently in use; and,

WHEREAS, in 1999, the Dodge County Board of Supervisors authorized the purchase of the components of the Accu-Vote ES 2000 electronic election voting system from Governmental Business Systems, Inc., and this system has been in use throughout Dodge County since that time; and,

WHEREAS, the Accu-Vote ES 2000 voting system parts and components are no longer being manufactured and the system has reached its useful life; and,

WHEREAS, the Dodge County Clerk has studied and evaluated alternatives to the current system and has reached the considered conclusion that it is desirable to replace the voting system in all municipalities in Dodge County for use in the first election in 2018 by acquiring suitable election voting equipment, services and related products from Election Systems and Software; and,

WHEREAS, Election Systems and Software will provide equipment, hardware, software, related products, services and training as described on the *Voting System Project Cost Itemization*, attached hereto and incorporated herein as Exhibit “A”; and,

WHEREAS, Election Systems and Software will provide support and maintenance in 2018 and 2019 at no cost to Dodge County or Dodge County municipalities; and,

WHEREAS, third party equipment and components including items purchased through Dodge County Information Technology Department are necessary to complete the voting system and are described on the *Voting System Project Cost Itemization*, attached hereto and incorporated herein as Exhibit “A”; and,

WHEREAS, in order to facilitate the uniform and simultaneous implementation of an electronic election voting system in all municipalities in Dodge County in the year 2018, it is necessary for Dodge County to fund the costs of the new voting system and have Dodge County municipalities reimburse the County for a portion of the costs; and,

WHEREAS, Dodge County’s purchase of an election voting system to be used countywide serves a public purpose and is in the public interest and is deemed to be reasonable and necessary; and,

WHEREAS, sales tax in the amount of \$400,000 for municipal election equipment was budgeted in the *Financial Plan for the 2017 Dodge County Budget* and Dodge County municipalities were expected to budget \$150,000; and,

WHEREAS, the Dodge County Finance Committee met on June 14, 2017, and authorized the use of 2017 sales tax dollars to fund up to \$6,200 per polling place for the cost of the tabulating unit, requiring Dodge County municipalities to be responsible for the balance of the cost of tabulating unit per polling

1 place to be repaid to Dodge County in 2017 pursuant to an Agreement between Dodge County and each
2 municipality, a copy of the template *Election Voting Equipment Agreement*, is attached hereto as Exhibit
3 “B”; and,
4

5 **WHEREAS**, each Dodge County municipality has entered into the *Election Voting Equipment*
6 *Agreement* with Dodge County; and,
7

8 **WHEREAS**, the Dodge County Information Technology Committee met on September 11, 2017 to
9 evaluate the Information Technology Department’s relationship to the voting system project and has
10 formed the considered conclusion that the Information Technology Department will assist in acquiring the
11 needed third party equipment to support the voting system project; and,
12

13 **WHEREAS**, at its meeting on September 12, 2017, the Dodge County Finance Committee
14 reviewed the *Voting System Project Cost Itemization*, the *Election Voting Equipment Agreement*, and the
15 *Financial Plan for the 2017 Dodge County Budget*, and has formed the considered conclusion that 2017
16 sales tax dollars in the amount of \$394,454 are a planned allocation in 2017 for the voting system project,
17 and recommends approval of the voting system project as described herein;
18

19 **SO, NOW, THEREFORE, BE IT RESOLVED**, that by the Dodge County Board of Supervisors,
20 the Dodge County Clerk is authorized to purchase the election voting system from Election System and
21 Software as described herein, and adopts the *Voting System Project Cost Itemization*, set forth on Exhibit
22 “A”, and authorizes the Chairman of the Dodge County Board of Supervisors and the Dodge County Clerk
23 to execute those documents and agreements that are necessary to acquire the voting system, upon receipt of
24 agreements and contracts with terms and conditions acceptable to Dodge County; and,
25

26 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby funds the
27 *Voting System Project Cost Itemization* with 2017 sales tax dollars as planned, in an amount not to exceed
28 \$394,454, with reimbursement from the Dodge County municipalities in an amount of \$135,125, for a net
29 sales tax expenditure of \$259,329.

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

The Dodge County Finance Committee:

David Frohling

Thomas J. Schaefer

Ed Benter

Richard W. Fink

David Guckenberger

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffry Duchac

Janice K. Bobholz

Jeremy Bartsch

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? **Yes**

Fiscal Impact on the adopted 2017 Budget:
\$400,000 Sales & Use Tax & \$150,000 Municipality Share. Actual: \$259,329 Sales and Use Tax & \$135,125 Municipality Share. Total project savings as a whole: \$155,546. Total savings to Dodge County \$140,671.

Fiscal Impact reviewed by the Dodge County Finance Committee on **September 12, 2017.**

David Frohling, Chairman
Dodge County Finance Committee

Vote Required: Majority of Members present.

Resolution Summary: A Resolution authorizing the acquisition of a new countywide election voting system and related services and products.

VOTING SYSTEM PROJECT COST ITEMIZATION

September, 2017

Proposed Tabulating Equipment

- Forty-eight (48) Model DS200 Digital Image Tabulators with Ballot Box, Paper Roll, 4 GB Jump Drive @ \$5,750.00 each \$276,000.00
- Forty-eight (48) Express Vote Ballot Marking Devices with ADA Keypad, Headphones, 4 GB Jump Drive @ \$3,325.00 each \$159,600.00

Total Tabulating Equipment Cost.....\$435,600.00

Appurtenant Equipment

- Wireless Modems (48) @ \$300.00 \$14,400.00
- Additional Jump Drives (48) @ \$105.00..... \$5,040.00
- Soft-Sided Carrying Case (48) @ \$175.00 \$8,400.00

Total Appurtenant Equipment..... \$27,840.00

Software \$8,270.00

Third Party Items

- Data Communication Server Cerberus FPT Pro, EMS Workstation Pro IPSwitch, Miscellaneous Components \$1,520.00
- Items from Dodge County Information Technology \$8,904.00

Total Third Party Items..... \$10,424.00

Ballot on Demand/Balotar Software & Printer \$5,500.00

Network Installation & Training \$25,710.00

Election Day On-Site Support \$4,525.00

Shipping & Handling..... \$6,972.00

TOTAL PROJECT COST\$524,841.00

Trade-in Allowance (\$8,400.00)

Customer Discount..... (\$121,987.00)

Total upfront cost to Dodge County.....\$394,454.00

Municipality Share of Tabulating Equipment Costs
(47 units @ \$2,875 each; reimbursed to County by Municipality by 12/29/17) (\$135,125.00)

TOTAL NET PROJECT COST TO DODGE COUNTY \$259,329.00

EXHIBIT "A"

**ELECTION VOTING EQUIPMENT AGREEMENT
(County/Municipal Cost Share)**

THIS AGREEMENT is made between Dodge County, hereinafter referred to as COUNTY, and the Name of Municipality, hereinafter referred to as MUNICIPALITY.

RECITALS

WHEREAS, it is the intent of the County and Municipality to procure new election voting equipment (hardware, software and certain supplies), hereinafter "voting equipment," in the year 2017 that meets statutory requirements to replace the current voting equipment within the County.

WHEREAS, Section 5.68(1), Wis. Stats., requires the cost of voting equipment to be borne by the Municipality.

WHEREAS, the County and Municipality recognize the importance for both fiscal and quality reasons, to have all municipalities in the County use the same voting equipment.

WHEREAS, in recognition of the importance of a uniform system of voting equipment, the County is planning for the allocation of funds to make an initial purchase of new voting equipment on a county-wide basis, which will defray the costs to be borne by the municipalities in the County.

IT IS HEREBY AGREED between the County and Municipality as follows:

COUNTY OBLIGATIONS

1. The County will procure and the Municipality will receive new voting equipment based upon the current number of polling locations as of April 5, 2016; that being one (1) voting system per current polling location.

2. Initially, the County will pay 100% of the purchase cost in 2017. The actual cost to the Municipality will be determined by the per unit cost minus the Dodge County contribution of \$6,200 (approximately 70%) and the Municipality paying the remaining balance (approximately \$2,800 or 30%).

MUNICIPALITY OBLIGATIONS

1. The Municipality agrees to repay the County for its share (approximately 30% of the total purchase cost) by no later than December 29, 2017.

2. Municipality shall use any and all voting equipment purchased by the County on behalf of the Municipality continuously by the Municipality through at least the year 2022, unless mutually agreed upon in writing between the County and Municipality. If the Municipality does not continue to use the equipment through 2022, the Municipality will repay

the County for the County's portion of the purchase cost of the Municipality's unit(s), including shipping, installation, and training, and will relinquish ownership of said equipment and return it to the County.

3. After the County-wide purchase in 2017, Municipality agrees to purchase, at its own expense, additional voting equipment that is compatible with the county-wide purchase in 2017 for any additional polling locations or any additional voting equipment needs.

4. Municipality may purchase a back-up (spare) or additional machine(s) at the time of the county-wide purchase. Any additional voting equipment will require 100% payment by the Municipality at the time of purchase in 2017.

5. The Municipality shall be the sole owner of the new voting equipment purchased on behalf of the Municipality.

6. The Municipality will be required to fully insure the voting equipment for loss and damage and provide the County with evidence of insurance, upon request.

7. Municipality shall enter into any and all available maintenance agreements following the expiration of the warranty period with the vendor selected to provide the voting equipment.

8. Municipality shall be responsible for all annual licensing fees associated with the voting equipment owned by the Municipality.

9. Municipality shall be responsible for upkeep, maintenance, repair and/or use of the Municipal owned voting equipment, including but not limited to: memory devices, paper rolls, jump drives, security keys, ADA peripheral devices, batteries, and costs for repair or loaner equipment.

GENERAL PROVISIONS

1. The County's offer to subsidize a portion (\$6,200) of the purchase cost of voting equipment is only valid for the above listed 2017 county-wide purchase in the quantities set forth in paragraph one (1) of County Obligations and will not be available if the Municipality chooses not to participate in the county-wide voting equipment purchase, or if it decides to purchase equipment from a vendor not selected for the County-wide voting equipment purchase.

2. In the event the Municipality declines participation in the county-wide voting equipment purchase in 2017, or purchases equipment from a vendor not selected for the County-wide purchase, the County may discontinue support for the current voting equipment, and may not provide future support for equipment obtained from a vendor not selected for the county-wide purchase.

3. Governing law. This Agreement shall be governed and interpreted in accordance with the laws of the State of Wisconsin. Any legal action or suit brought to enforce this Agreement shall be filed in the Circuit Court for Dodge County, State of Wisconsin.

4. Entire Agreement. It is agreed and understood that this document constitutes the entire Agreement between the parties, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral representations and negotiations between the parties relating to the subject matter contained herein. No revision or amendment to this agreement shall be valid unless the revision or amendment is reduced to writing and signed by authorized representatives of the parties.

5. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect or limit the validity or enforceability of any other provision hereof which shall remain valid and enforceable to the fullest extent permitted by law.

6. This Agreement, when fully executed, shall be binding upon the parties hereto. Each party represents and warrants that it has the right, power and legal authority to enter into and perform the respective obligations set forth herein.

NAME OF MUNICIPALITY

DODGE COUNTY:

(Authorized Signature)

Russell Kottke, Chairperson

Printed Name

Date

Title

Karen J. Gibson, County Clerk

Date

Date