

Infrastructure Committee

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 112
Jefferson, WI 53549

July 18, 2012

10:30 a.m.

Committee Members

Richard Jones, Rick Kuhlman, Vice Chair, Russell Kutz, Don Reese, Chair, Dick Schultz, Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the June 19, 2012 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action on Resolution No. 2012-22 amending the County Grounds Use and Weapons Policy
9. Discussion and possible action on Highway Facility Project
10. Courthouse Parking Structure Project Update
11. Discussion and possible action on addition of new courthouse security entrance
12. MIS Audit Update
13. Discussion and possible action on Resolution 2012-18 "Establishing policy for commemorative personal signs or plaques on county property"
14. Discussion and possible action on the purchase of services and software for the updating of the MIS Disaster Recovery Plan and integration with the County's Continuity of Operations Plan
15. Discussion and possible action on 2013 MIS Department Budget
16. Discussion and possible action on 2013 Central Services Department Budget
17. Discussion and possible action on 2013 Capital Projects
18. Potential items for the Committee's next meeting
19. Set tentative next committee meeting time and date.
20. Adjourn

2012	2013
August 15 th	January 16 th
September 19 th	February 20 th
October 16 th	March 20 th
November 21 st	April 17 th
December 19 th	

All meetings in Room 112 at 10:30 a.m. unless noted

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

Jefferson County Board
Committee Minutes

Item #6

June 19, 2012
Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Reese at 1:30 p.m.

2. Roll call of Committee Members

Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese, and Dick Schultz.

Others Present: Gary Petre – County Administrator; Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Karyn Spory, Reporter – Jefferson Daily Union; Tammie Jaeger – Administrative Assistant-Confidential; Mike Marasch – Central Services; Dennis Heling – Economic Development Director; Roger Kylmanen – Fair Park Supervisor; David Diestler – Fair Park Director; Bill Kern – Highway Commissioner; Joe Nehmer – Parks Director; Len White Bear – Cordes Lakes, AZ; Bill Buglass – Payne & Dolan; Barry Block – Highway Department; Supervisor Walt Christensen.

3. Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made.

5. Public Comment

Barry Block from the Highway Department expressed his concerns with the weapons policy regarding pocket knives etc. Highway staff uses these items for their job on a day to day basis.

6. Approval of the May 30, 2012 Infrastructure Committee meeting minutes

Motion made by Supervisors Jones; Second by Supervisor Schultz to approve the May 30, 2012 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

7. Communications

- Emails from Pete Weston, The Design Alliance Architects, regarding a new security entrance
- Information on "Site G" at 1425 Wisconsin Drive, Jefferson (Old Countryside Home property)
- Information on "Site G" from Supervisor Christensen

8. Discussion and possible action on Highway Facility Project

Several handouts were distributed for the committee to review with information on "Site G" the old Countryside Home facility property. Gary gave the committee an update on that site. Currently, there is an offer on the property. The plan is to remodel the facility and create senior housing with retail space on the lower level. The property is now zoned residential. The committee discussed how they should proceed. The committee will postpone this item until they have more information on the status of the current offer on the property.

Motion made by Supervisor Schultz; Second by Supervisor Jones to postpone this item until the next meeting. Ayes-All (Motion Carried)

9. Discussion and possible action on Resolution 2012-17 "Establishing a decision making procedure for selecting the site for new Highway Department Facility"

No action taken.

10. Discussion and possible action on the Courthouse bathrooms remodeling projects

Mike Marasch informed the committee that Barrientos Design will initiate a code assessment for the replacement of the restroom fixtures for the courthouse bathrooms. This item will be discussed at the July meeting.

No action taken.

11. Courthouse Parking Structure Project Update

Mike Marasch gave the committee an update. This project will begin on June 26th with an anticipated completion date of September 14th. It was suggested to store unused sheriff's department vehicles at the annex building to free up parking spaces during construction.

12. Discussion and possible action on addition of new courthouse security entrance

Gary was in contact with Pete Weston. Information on the redesign of the security entrance was distributed for the committee to review. A member of the committee expressed their concern with going ahead with this security entrance project while the highway facility project is still in process. Other committee members and the Courthouse Security & Facilities Committee support proceeding with the new courthouse security entrance.

Motion made by Supervisor Kuhlman; Second by Supervisor Reese to move forward with Design Alliance and the addition of a new courthouse security entrance. Ayes-4; Schultz – No (Motion Carried)

13. Discussion and possible action on Resolution No. 2012-22 referred back to the Committee, amending the County Grounds Use and Weapon Policies

Phil Ristow and the committee members discussed the policies.

Motion made by Supervisor Schultz; Second by Supervisor Kuhlman to add the following to Section III Prohibitions (c) - A person using a knife or similar cutting implement in the normal course of business, as an employee or contractor of Jefferson County. Ayes-All (Motion Carried)

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to include #16 "No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures. Wood, metal or rigid objects used as sign standards will not be permitted inside the building" in the Grounds Use Policy under the recommendation of the Sheriff's Department. The motion was withdrawn. The committee will discuss this at their July meeting.

Motion made by Supervisor Reese; Second by Supervisor Kuhlman to retain this resolution until they have enough information from the Sheriff's Department to properly understand their concerns. Ayes-All (Motion Carried)

14. Potential items for the Committee's next meeting

- Discussion and possible action on Highway Facility Project
- Discussion and possible action on the Courthouse bathrooms remodeling projects
- Discussion and possible action on addition of new courthouse security entrance
- Courthouse Parking Structure Project Update
- MIS Audit Update
- Discussion and possible action on 2013 MIS Department Budget
- Discussion and possible action on 2013 Central Services Department Budget
- Discussion and possible action on 2013 Capital projects

15. Set tentative next committee meeting time and date (July 18, 2012)

16. Adjourn

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Jones at 2:47 p.m. Ayes – All (Motion Carried)

**REFERRED BACK TO INFRASTRUCTURE COMMITTEE
AT 06/12/12 COUNTY BOARD MEETING**

RESOLUTION NO. 2012-22

Resolution amending County Grounds Use and Weapon Policies

WHEREAS, Resolution No. 2012-03 proposing various changes to the County Grounds Use and Weapon policies was referred to the Infrastructure Committee to address concerns arising in the normal course of business at Fair Park, and

WHEREAS, the Infrastructure Committee has reviewed those concerns and proposes adding III 4 below to address the Fair Park issue which would result in adding all of the changes from the original resolution and the above described new section for a recommended amendment to the two policies as shown:

JEFFERSON COUNTY WEAPON POLICY

II. Definitions

G. "Weapon" includes, without limitation, any firearm (including a handgun), air guns, an electric weapon (as defined in Section 941.295(1c)(a) Wisconsin Statutes), a knife, including a box cutter or other sharp object, ~~(except a pocket knife with a blade less than 2.5 inches)~~, a switchblade (as defined in Section 941.24(1) Wisconsin Statutes), a billy club, oleoresin capsicum (OC) spray devices (also known as pepper spray or pepper mace), metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, ammunition, explosives, batons or similar wood, metal or rigid objects like sign standards, or any device designed or ~~used~~ capable of use as a weapon and capable of producing great bodily harm or death.

...

III. Prohibitions

...

C. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County.

This prohibition does not apply to:

1. Certified law enforcement officers, entitle to carry a weapon, while acting in their official capacity and with lawful authority.
2. A person who leases residential or business premises in the building.
3. A person *if* a firearm is in a vehicle driven or parked in the parking facility, or to any part of the building used as a parking facility.
4. A person using a knife or similar cutting implement in the normal course of business in a Fair Park structure outside of office areas.

GROUNDS USE POLICY

(16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures. Wood, metal or rigid objects used as sign standards will not be permitted inside the building, nor embedded in the ground.

NOW, THEREFORE, BE IT RESOLVED that the two previously adopted policies shall be and are hereby amended as set forth above.

Fiscal Note: No fiscal impact.

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Requested by
Infrastructure Committee

06-12-12

Philip Ristow: 04-12-12; 05-22-12; 06-06-12

Jefferson County
MIS Operational Audit Recommendations (23)
Status as of July 10, 2012

STATUS LEGEND

C	COMPLETE (11)
O	ONGOING (9)
I	IN PROGRESS (0)
N	NO ACTION (2)
H	HOLD INDEFINITELY (1)

#	CATEGORY	RECOMMENDATION	User-Defined Priority	GFOA-Defined Priority	Cost Estimate (Low)	Cost Estimate (High)	Status	Comments
1.1	Org Structure	Combine the two groups into a single department with a single manager.	Medium	High	\$0	\$125,000	H	° Placed on hold indefinitely, due to fiscal constraints
1.2	Org Structure	Perform a cost/benefit analysis on outsourcing the desktop and network support function. Optionally, the County can consider outsourcing the entire MIS department, but we doubt that this will be feasible operationally.	Medium	Medium	\$0	\$5,000	C	° It was decided to fund and fill staff positions to support desktop and network functions. ° Outsourcing is done as needed to supplement staff support and for specific technical needs.
1.3	Org Structure	Implement a help desk structure to centralize and standardize customer service. Include an escalation process to ensure more timely resolution of issues.	Medium	Medium	\$0	\$0	C	° Advisory Group assisted in selection of help desk software ° Implemented in February, 2010
1.4	Org Structure	Establish an MIS advisory committee, comprised of key department directors, to improve communications and alignment between MIS and County departments.	Low	High	\$0	\$0	C	° Advisory Group has been established and is meeting regularly
1.5	Org Structure	Invest in physical plant improvements for the MIS building (minor structural items such as doors and windows, security system, and plumbing repairs to reduce risk from flooding).	Low	Medium	\$5,000	\$20,000	C	° Physical plant improvements have been completed ° Entrances have been secured ° Due to fiscal constraints, additional security system enhancements will not be made

#	CATEGORY	RECOMMENDATION	User-Defined Priority	GFOA-Defined Priority	Cost Estimate (Low)	Cost Estimate (High)	Status	Comments
2.1	Planning & Communications	Develop an MIS strategic plan that enables better alignment between user needs and MIS resources and establishes long term goals and priorities for MIS and the County's technology structure as a whole.	Medium	High	\$0	\$0	N	<ul style="list-style-type: none"> ° Not yet developed ° Pending review of user operational priorities
2.2	Planning & Communications	Provide more transparency into MIS resource allocation and project planning and ensure that resources are allocated based on business priority. This will enable users to understand staffing constraints within MIS.	High	High	\$0	\$0	O	<ul style="list-style-type: none"> ° This is an ongoing function of the Advisory Group
2.3	Planning & Communications	Develop service-level agreements with departments to set expectations for various types of work requests. In conjunction with recommendation 1.3, this would ensure that users fully understand when their issues or projects will be worked on and would enable MIS to prioritize work.	High	Medium	\$0	\$0	C	<ul style="list-style-type: none"> ° MIS Staff and the Advisory Group developed a service-level agreement
2.4	Planning & Communications	Formalize the process for budget, technology, and project requests from users.	Low	Medium	\$0	\$0	C	<ul style="list-style-type: none"> ° Formal process for requesting equipment and services is in place
3.1	Technical Competencies	Invest in project management training for MIS staff.	Medium	High	\$0	\$20,000	O	<ul style="list-style-type: none"> ° Staff training is ongoing
3.2	Technical Competencies	Develop systems and business analysis skills in current staff or create new positions to respond to this need.	Medium	High	\$0	\$30,000	O	<ul style="list-style-type: none"> ° Staff training is ongoing

#	CATEGORY	RECOMMENDATION	User-Defined Priority	GFOA-Defined Priority	Cost Estimate (Low)	Cost Estimate (High)	Status	Comments
3.3	Technical Competencies	Provide increased training for MIS personnel in desktop applications.	Medium	Medium	\$0	\$10,000	O	° MIS PC staff training opportunities are explored on an as-needed basis
3.4	Technical Competencies	Provide training for MIS personnel on network administration.	High	Medium	\$0	\$10,000	O	° MIS PC staff training opportunities are explored on an as-needed basis
3.5	Technical Competencies	Develop a formal program for end user training that includes basic, intermediate, and advanced levels. If MIS staff cannot conduct those classes, contract with a local firm for those services.	High	High	\$0	\$10,000	C	° Training class schedules have been published ° No additional funding is anticipated to be needed
3.6	Technical Competencies	Provide cross-training opportunities for all MIS staff.	High	Medium	\$0	\$0	O	° This is an ongoing training effort
4.1	Software Applications	Develop a long-range plan for upgrades/support of GIS, JD Edwards, and other enterprise applications.	High	High	\$0	\$0	N	° This will be addressed as part of an MIS Strategic Plan
4.2	Software Applications	Develop website policy that describes how and when departmental content is updated.	High	High	\$0	\$0	C	° Department website policies have been developed
4.3	Software Applications	If departments update their own web content, provide tools and training to enable them to do so.	High	High	\$0	\$10,000	C	° Department staff have been provided necessary tools and training

#	CATEGORY	RECOMMENDATION	User-Defined Priority	GFOA-Defined Priority	Cost Estimate (Low)	Cost Estimate (High)	Status	Comments
5.1	Security and Controls	Develop internal procedures for controlling and monitoring access to user PCs by MIS staff.	High	High	\$0	\$0	C	° Procedures are in place and in process of being put in writing
5.2	Security and Controls	Update existing security and usage policies for all IT equipment, software, and services.	High	High	\$0	\$0	C	° Policies have been updated by staff ° Approved by HR Committee and in updated Personnel Ordinance
5.3	Security and Controls	Review policies to ensure alignment with departmental operating procedures and goals.	Low	High	\$0	\$0	O	°Policies are continually revised and updated based on departmental procedures.
6.1	System and Integration	Assess and prioritize the need for business intelligence applications or data warehousing.	Low	Low	\$0	\$0	O	° The needs for systems applications is revised on an ongoing basis.
6.2	System and Integration	Ensure that future software selection efforts include an assessment of integration ability.	Low	Low	\$0	\$0	O	° This will be an ongoing task whenever new software is considered

Item# 14



Mr. Roland Welsch
Jefferson County MIS
402 S. Center Ave.
Jefferson, WI 53549

June 8, 2012

Roland:

Thank you for taking the time to visit with me. With our experience, we can tailor a concise plan for all county facilities and departments that can be managed by your existing staff.

I agree with you that the COOP/COG just touched the surface and probably caused additional thoughts and concerns. We also know about the HIPPA concerns and this will address these issues as well. I think that the immediate goal should include the infrastructure teams and the business units (departments) to address **MOST** Jefferson County Facilities and Business Units (departments). As I stated when I was there, we worked with other Government agencies to complete a Business Continuation Plan (BCP) that meet the Homeland Security and HIPPA requirements. This will meet the **COOP/COG LEGAL REQUIREMENTS** as well as giving the departments, employees and the County Board peace of mind that an executable plan is in place. Each facility is somewhat different because the base functions (Sheriff departments, Highway, Courthouse, MIS, Human Services, etc). However, each is important and should have a plan created that is documented and executable. The BCP would cover an **EVENT** occurring at either of the facilities; we generally do not use the assumption of multiple facilities destroyed unless they are in a very close campus situation. All departments would have a relocation Alternate Work site named and each person would know when to report and what Functions they would be completing.

I am not sure if you currently own all of your building or rent/lease space. Either requires different strategy that will need to include the repair/destruction/rebuilding, location changes to Alternate Work Sites/temporary Sites and startup that would not be a noticeable impact on the public. This is a complicated problem, but with adequate planning it can be accomplished. After an **EVENT**, you really need to know where people are going, when people are arriving, what they will be doing, where they will sit, when/how they will do their functions, etc. What resources they will require (PC's, laptops, printers, scanners, telephones, etc). Service to the public is always a priority, they feel that you are there to serve them and they do not understand emergencies or disasters. Manual procedures are very important during the first days of a declaration. It's easy to say that we can relocate to another facility, but this takes planning...what about all the important workstations, production equipment, reference materials, vital/transaction records and forms that have just been destroyed? You have completed some parts of the COOP/COG and we will determine what can be transferred.

1400 S. Van Dyke Rd.
Appleton, WI 54914-7916
Ph: 920-734-0241
Fax: 920-734-0268
www.contingencyplans.com



Tomorrow's Survival Depends on Today's Planning

Our solution will utilize the CPSI software using the team concept, where each team/business unit is responsible for separate planning and recovery duties as defined within the manual. This software can be loaded on your server and **USED BY ALL WITHOUT ANY USER FEES. UPDATES FOR THE SOFTWARE ARE ALSO FREE OF CHARGE.** This software uses Word (table formats) or Excel templates; you can import any other formats into the plan folders for applicable information. Being that it is on your servers, updates can be completed on a daily basis—documents should be part of the normal daily workflow.

The infrastructure teams include Executive, Project, Facilities, Telecommunications, Salvage/Disaster Assessment, Transportation and MIS. I think the team names generally describe their normal roles. The Business Units are usually the same as your departments; however, the name Business Unit also allows combining of departments under one manual. We have also constructed a Business Function Review Team (to assist business units with business functions, Start Day/Priorities and recovery procedures) and a Record Recovery Review team (to assist business units with vital records, retention periods, recreate procedures, forms, reference materials, books & manuals). The two review teams will review data that has been gathered by each of the business units and approves/disapproves of the business unit plans. We will assist, but we need guidance from your department heads for final approvals.

Each Team/Business Unit will have its own folder, planning roles, recovery roles and support schedules. When executing the planning duties phase, certain roles are defined and team members will be requested to fill out schedules to record information, which has been gathered. At this time we are assuming that each team/business unit will complete their own entries. Deliverable end product will be a separate manual for each team/business unit primary and alternate plus master manuals for management. If a disaster should occur they now have their own separate manual (stored off-site) to utilize, which includes the schedules and recovery procedures for only their team or business unit. They are responsible to construct or update their manual. This manual will also be used for training purposes and updates. This means that they can use these files for normal daily work, keeping the data for the manual updated daily.

We would need to start with a final strategy meeting with the proposed Executive and Project team members, or additional managers you may want involved to determine what is in place and what CPSI will transfer.

The results of the strategy meeting would:

1. Determine Assumptions/Recovery Time Objectives
2. Determine a recovery strategy
3. Name/Review business unit involvement.
4. Set initial priorities.
5. Identify issues that must be resolved for effective plan development.
6. Define a team structure to support Plan/Recovery development-Teams/Business Units
7. Set project beginning and ending dates.
8. Outline ideas concerning how facilities, phones & MIS equipment may be replaced

The BCP plans for each facility would include and address at a minimum:

****Please see Your BCP will Include document attached. These are stated by individual team or Business Unit. We would end the project with a Mock Disaster exercise.**

I would like to propose that you **purchase Software (\$3495-covers all County Facilities) and 250 hours** of CPSI support/supplies for \$27,805—total estimated cost for both would be **\$31,000**. This would include expenses (travel, lodging, binders, copies, etc). We expect that we will work with Donna to determine items that can be transferred to the CPSI BCP. We also expect that the team leaders that will be assigned will assist with the data gathering and decision-making per the team/business unit planning roles.

Our support will include:

1. Start-up meeting (assumptions, strategy, teams, dates, etc)
2. Transfer of data from your current BCP to CPSI BCP
3. Training meeting
4. Disburse work packets & instructions
5. Assist teams/business units as required
6. Time working with the teams (3 meetings with each team & business unit)
7. Audit progress (2 audits of each team & business unit)
8. Clean-up and assembly into a readable plan (your final review)
9. Assembly of manuals
10. Mock disaster testing

Your support will be to supply knowledgeable individuals to work with CPSI in gathering information for formulating the plan, data entry and project management. With our starter sets and guidance, this time is usually 10-30 hours of work time (elapsed time objective about 4-5 months) per team/business unit. Just in case you have questions, we also allow 20 hours of email/phone support per year. We are planning on 5 trips to Jefferson so that each team/business unit will basically be assisted throughout the project. You set the goals and we will do our best to meet each of them. Being that we set dates for each phase we can adjust dates for the project to get the plan completed, but your people would need to supply the time. We will lead you through this entire project—from start-up to Mock Disaster Exercises. The final product will be a Certified Business Continuation Plan that will meet the **LEGAL REQUIREMENTS of COOP/COG AND BE EXECUTABLE.**

Initially we will need a signed Order Confirmation - receiving this will set all gears into motion. After this is signed, we will require payment for the software (\$3,495 and a \$10,00 deposit). Other billings will be monthly as work is performed. Next we need legal documents signed; License, Consulting Agreement & Statement of Work. We will then have the Start-up meeting to develop the strategy that details the development of the total plan including personnel and dates. At the start-up meeting we will review and choose those that need to be completed for the current objectives/strategy and set dates for each and determine what should be transferred for the plans. I would like to start with the Court House & MIS first and then do Human Services and Sheriff's Department after those have been completed. We may find ways to shorten the timelines for the second set.

CPSI has the experience, dedication, and successful recoveries from disaster incidents to guide you through a successful Business Continuation Planning project. We look forward to working with you on this very important project. I'm sure that our experience with other government agencies will give us somewhat of a head start on your plan. If you need additional information, please call or e-mail us.

Sincerely,



Les Spindler, CBCP
Certified Business Continuation Planner

Budget Work Sheet 2013 Business Unit 8501 Pc group

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
00750									
008 COUNTY ADMINISTRATOR									
8501 PC GROUP									
R REVENUE									
421001 STATE AID	0	0	0	0	0	0	0	0	0
442010 RESTITUTION	-30,134	0	0	0	0	0	0	0	0
451200 RECORDS & REPORTS	0	0	0	0	0	0	0	0	0
474180 MIS BILLED	-533,534	-592,346	-592,346	-246,811	-734,697	-651,240	-58,894	-60,013	-652,359
486010 REBATES	-4,250	0	0	-1,986	-1,986	0	0	0	0
R REVENUE	-567,918	-592,346	-592,346	-248,797	-736,683	-651,240	-58,894	-60,013	-652,359
O OTHER FINANCING SOURCE									
611101 TRANSFER TO/FROM GENERAL	34,384	0	0	0	0	0	0	0	0
611103 OPERATING TRANSFER IN	0	0	0	0	0	0	0	0	0
611104 OPERATING TRANSFER OUT	0	0	0	0	0	0	0	0	0
611107 HEALTH INSURANCE TRANSFE	0	0	0	0	0	0	0	0	0
611108 DENTAL INSURANCE TRANSFE	0	0	0	0	0	0	0	0	0
621101 RESID EQUITY TRANS OUT	0	0	0	0	0	0	0	0	0
691100 OPER REV ADJUST	0	20,000	20,000	0	0	0	-20,000	-20,000	0
691200 CAP REV ADJUST	0	-20,000	-20,000	0	0	0	20,000	20,000	0
699700 RESV APPLIED OPERATING	0	-34,427	-34,427	0	0	0	34,427	34,427	0
699992 BAL FWD PRIOR YEAR	0	0	34,427	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
699998 ACCOUNT BAL APPLIED BUDG	0	0	0	0	0	0	0	0	0
699999 BUDGETARY FUND BALANCE	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	34,384	-34,427	0	0	0	0	34,427	34,427	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	67,572	84,872	84,872	34,846	84,872	80,629	-4,243	-4,243	80,629
511210 WAGES-REGULAR	95,221	129,583	129,583	48,456	124,000	126,621	-2,962	-2,962	126,621
511220 WAGES-OVERTIME	1,701	1,488	1,488	1,224	4,824	1,398	-90	-90	1,398
511230 WAGES-REGULAR OVERTIME	1,186	0	0	31	31	0	0	0	0
511240 WAGES-TEMPORARY	6,938	5,761	5,761	7,066	13,998	5,921	160	160	5,921

Budget Work Sheet 2013 Business Unit 8501 Pc group

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
511290 WAGES-OTHER WAGES	0	0	0	750	1,600	1,600	1,600	1,600	1,600
511310 WAGES-SICK LEAVE	8,912	0	0	4,227	0	0	0	0	0
511320 WAGES-VACATION PAY	14,466	0	0	7,139	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	589	626	626	24	535	518	-108	-108	518
511340 WAGES-HOLIDAY PAY	7,859	0	0	3,058	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	5,967	0	0	3,016	0	0	0	0	0
511380 WAGES-BEREAVEMENT	857	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	16,161	16,696	16,696	8,383	16,696	16,532	-164	-164	16,532
512142 RETIREMENT (EMPLOYER)	11,605	13,118	13,118	6,461	13,118	14,356	1,238	1,238	14,356
512143 RETIREMENT (EMPLOYEE)	8,576	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	20,006	21,257	21,257	1,771	4,724	7,627	-13,630	-13,630	7,627
512145 LIFE INSURANCE	56	104	104	33	104	102	-2	-2	102
512148 UNEMPLOYMENT COMPENSATIO	0	0	0	0	0	0	0	0	0
512173 DENTAL INSURANCE	1,324	3,780	3,780	1,710	3,780	3,353	-427	-427	3,353
521220 CONSULTANT	40,438	51,000	83,000	15,583	83,000	51,000	0	0	51,000
521296 COMPUTER SUPPORT	60,557	66,426	66,426	62,513	66,426	64,626	-1,800	-1,800	64,626
529299 PURCHASE CARE & SERVICES	19,080	2,900	20,900	3,920	20,900	0	-2,900	-2,900	0
531243 FURNITURE & FURNISHINGS	0	1,000	1,000	0	1,000	1,000	0	0	1,000
531301 OFFICE EQUIPMENT	27	600	600	0	600	600	0	0	600
531303 COMPUTER EQUIPMT & SOFTW	11,203	15,858	17,258	2,324	17,258	11,000	-4,858	-4,858	11,000
531307 MICROSOFT OFFICE UPGRADE	0	90,000	90,000	0	90,000	31,380	-58,620	-58,620	31,380
531312 OFFICE SUPPLIES	4,997	6,000	6,000	6,333	9,000	7,000	1,000	1,000	7,000
531313 PRINTING & DUPLICATING	0	100	100	0	100	100	0	0	100
531314 SMALL ITEMS OF EQUIP	0	0	0	0	0	0	0	0	0
531322 SUBSCRIPT NEWSPAPERS&PER	299	300	300	299	300	300	0	0	300
531324 MEMBERSHIP DUES	50	50	50	0	50	50	0	0	50
531326 ADVERTISING	37	0	0	20	0	0	0	0	0
531351 GAS/DIESEL	15	0	0	0	0	0	0	0	0
532325 REGISTRATION	294	1,000	1,000	1,573	4,500	4,500	3,500	3,500	4,500
532332 MILEAGE	671	1,000	1,000	502	1,000	1,100	100	100	1,100
532335 MEALS	0	100	100	0	100	100	0	0	100

Budget Work Sheet 2013 Business Unit 8501 Pc group

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
532336 LODGING	0	200	200	0	200	200	0	0	200
532339 OTHER TRAVEL & TOLLS	2	0	0	0	0	0	0	0	0
532350 TRAINING MATERIALS	5,893	8,000	8,000	417	8,000	24,150	16,150	16,150	24,150
533225 TELEPHONE & FAX	301	0	0	0	0	0	0	0	0
533228 INTERNET	28,586	23,375	23,375	14,208	23,375	32,000	8,625	8,625	32,000
533236 WIRELESS INTERNET	0	0	0	0	0	0	0	0	0
535242 MAINTAIN MACHINERY & EQU	20,059	18,500	18,500	14,704	18,500	18,500	0	0	18,500
535247 BLDG REPAIR & MAINT	0	0	0	0	0	0	0	0	0
535355 PLUMBING & ELECTRICAL	0	1,000	1,000	350	1,000	1,000	0	0	1,000
535450 NONCAPITAL REMODELING	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	1,769	2,224	2,224	1,076	2,224	2,224	0	0	2,224
571008 MIS OVERHEAD ALLOCATION	19,516	12,990	12,990	0	16,656	26,389	13,399	12,662	25,652
591519 OTHER INSURANCE	1,213	1,220	1,220	464	1,220	1,220	0	0	1,220
591520 LIABILITY CLAIMS	0	0	0	0	0	0	0	0	0
593007 LATE FEES	0	0	0	0	0	0	0	0	0
593015 FUTURE EQUIPMENT RESERVE	0	25,645	0	0	0	0	-25,645	-25,645	0
593256 BANK CHARGES	25	0	0	0	0	0	0	0	0
593391 PRIOR YEAR EXPENDITURES	0	0	0	0	0	0	0	0	0
594810 CAP EQUIP	14,587	7,500	7,500	11,746	11,746	10,000	2,500	2,500	10,000
594813 CAP OFC EQUIP	14,206	12,500	12,500	12,425	12,425	0	-12,500	-12,500	0
594818 CAP COMPUTER	11,139	0	70,127	78,821	78,821	0	0	0	0
594819 CAP OTHER EQUIP	0	0	0	0	0	30,000	30,000	30,000	30,000
594820 CAP OTHER	9,575	0	0	0	0	76,000	76,000	76,000	76,000
594822 CAP IMPRV BLDG	0	0	0	0	0	0	0	0	0
E EXPENDITURES	533,535	626,773	722,655	355,473	736,683	653,096	26,323	25,586	652,359
8501 PC GROUP	1	0	130,309	106,676	0	1,856	1,856	0	0

Budget Work Sheet 2013 Business Unit 8501 Pc group

Detail Information

COMPUTER SUPPORT	8501.521296
Xroads	1,992
Shavlik	4,198
GeoTrust	800
Sergeant Lab	4,166
Fortinet	7,172
Commvault	9,281
Qualys Inc	2,063
Mcafee	4,552
Hyena	100
Ghost	2,545
Cybernetics SAN	3,875
Spam filter/business continuity/email interruption	5,702
tape drive	2,400
Whats Up Pro	2,764
Dameware	1,122

**Budget Work Sheet 2013
Business Unit 8501 Pc group**

Intradyme Email Archiving	1,400
Wisc net Int Subscription fee	8,000
UPS	1,294
Misc Small renewals < \$100	1,200

MICROSOFT OFFICE UPGRADE	8501.531307	
Finish Office 2010 implementation	31,380	

64,626

Budget Work Sheet 2012 Business Unit 8501 Pc group

Detail Information

CONSULTANT	8501.521220
Increased by \$10,000 for updating disaster recovery plan, dpe, 6/9/11	
COMPUTER SUPPORT	8501.521296
Xroads	1,992
Shavlik	4,198
GeoTrust	800
Sergeant Lab	4,166
Fortinet	7,172
Commvault	9,281
Qualys Inc	2,063
Mcafee	4,552
Hyena	100
Ghost	2,545
Cybernetics SAN	3,875
Spam filter/business continuity/email interruption	5,702
Left Hand SAN software only	1,800

Budget Work Sheet 2012 Business Unit 8501 Pc group

tape drive	2,400
Whats Up Pro	2,764
Dameware	1,122
Intradyne Email Archiving	1,400
Wisc net Int Subscription fee	8,000
UPS	1,294
Misc Small renewals < \$100	1,200

66,426

MICROSOFT OFFICE UPGRADE 8501.531307
 Begin Office 2010 implementation originally listed as
 capital item, actually multiple software licenses,
 6/10/11, dpe

SUBSCRIPT NEWSPAPERS&PERIODICA 8501.531322
 Information Tech Advisor publication \$299 per year,
 dpe, 6/9/11

MEMBERSHIP DUES 8501.531324
 GIPAW \$50 each year, 6/9/11, dpe 50

CAP EQUIP 8501.594810
 Script Logic Password Reset--Transferred to A/C
 8501.531303, dpe, 6/9/11

**Budget Work Sheet 2012
Business Unit 8501 Pc group**

Power Management

7,500

7,500

CAP COMPUTER

8501.594818

Begin Office 2010 Implementation -- multiple software
licenses, not a capital item, 6/10/11, dpe

Budget Work Sheet 2013 Business Unit 8502 Isis group

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
00750									
008 COUNTY ADMINISTRATOR									
8502 ISIS GROUP									
R REVENUE									
451200 RECORDS & REPORTS	-2,067	-1,000	-1,000	-652	-1,000	-1,000	0	0	-1,000
474028 DEPT PROGRAMMING CHARGES	0	0	0	0	0	0	0	0	0
474099 DEPT CAP PROGRAM CHARGES	-21,021	-81,874	-81,874	0	-81,874	-69,628	12,246	12,246	-69,628
474180 MIS BILLED	-337,630	-291,167	-291,167	-155,434	-291,167	-378,798	-87,631	-88,501	-379,668
R REVENUE	-360,718	-374,041	-374,041	-156,086	-374,041	-449,426	-75,385	-76,255	-450,296
O OTHER FINANCING SOURCE									
611101 TRANSFER TO/FROM GENERAL	0	0	0	0	0	0	0	0	0
611104 OPERATING TRANSFER OUT	0	0	0	0	0	0	0	0	0
611107 HEALTH INSURANCE TRANSFE	0	0	0	0	0	0	0	0	0
611108 DENTAL INSURANCE TRANSFE	0	0	0	0	0	0	0	0	0
621101 RESID EQUITY TRANS OUT	0	0	0	0	0	0	0	0	0
691100 OPER REV ADJUST	0	0	0	0	0	0	0	0	0
691200 CAP REV ADJUST	0	0	0	0	0	0	0	0	0
699700 RESV APPLIED OPERATING	0	-67,700	-67,700	0	0	-50,413	17,287	17,287	-50,413
699992 BAL FWD PRIOR YEAR	0	0	67,700	0	0	0	0	0	0
699993 A/C BAL FWD 2008	0	0	0	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
699997 A/C BAL FWD 2009	0	0	0	0	0	0	0	0	0
699999 BUDGETARY FUND BALANCE	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	0	-67,700	0	0	0	-50,413	17,287	17,287	-50,413
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	130,597	149,909	149,909	69,005	149,909	151,547	1,638	1,638	151,547
511210 WAGES-REGULAR	45,693	55,064	55,064	24,729	55,064	103,836	48,772	48,772	103,836
511220 WAGES-OVERTIME	0	393	393	0	393	405	12	12	405
511240 WAGES-TEMPORARY	0	0	0	194	0	0	0	0	0
511310 WAGES-SICK LEAVE	3,184	0	0	1,361	0	0	0	0	0
511320 WAGES-VACATION PAY	13,496	0	0	3,942	0	0	0	0	0

**Budget Work Sheet 2013
Business Unit 8502 Isis group**

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
511330 WAGES-LONGEVITY PAY	608	652	652	0	652	698	46	46	698
511340 WAGES-HOLIDAY PAY	6,847	0	0	1,979	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	3,923	0	0	1,112	0	0	0	0	0
511380 WAGES-BEREAVEMENT	409	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	15,645	15,063	15,063	7,758	15,063	19,352	4,289	4,289	19,352
512142 RETIREMENT (EMPLOYER)	11,061	12,155	12,155	6,037	12,155	16,992	4,837	4,837	16,992
512143 RETIREMENT (EMPLOYEE)	7,637	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	48,243	42,514	42,514	14,172	42,514	45,760	3,246	3,246	45,760
512145 LIFE INSURANCE	66	66	66	34	66	80	14	14	80
512148 UNEMPLOYMENT COMPENSATIO	0	0	0	0	0	0	0	0	0
512173 DENTAL INSURANCE	2,923	3,240	3,240	1,620	3,240	3,888	648	648	3,888
521220 CONSULTANT	118	10,000	20,000	0	20,000	5,000	-5,000	-5,000	5,000
521296 COMPUTER SUPPORT	1,000	4,500	7,000	5,455	7,000	3,000	-1,500	-1,500	3,000
529160 INTERPRETER FEE	0	0	0	0	0	0	0	0	0
529299 PURCHASE CARE & SERVICES	0	0	0	0	0	0	0	0	0
531303 COMPUTER EQUIPMT & SOFTW	1,254	16,000	16,000	1,054	16,000	5,000	-11,000	-11,000	5,000
531307 MICROSOFT OFFICE UPGRADE	0	0	0	0	0	0	0	0	0
531312 OFFICE SUPPLIES	10	150	150	43	150	50	-100	-100	50
531313 PRINTING & DUPLICATING	0	0	0	0	0	0	0	0	0
531322 SUBSCRIPT NEWSPAPERS&PER	149	150	150	0	150	150	0	0	150
531324 MEMBERSHIP DUES	280	375	375	156	375	375	0	0	375
532325 REGISTRATION	2,070	2,400	2,400	1,730	2,400	2,400	0	0	2,400
532332 MILEAGE	306	200	200	50	200	200	0	0	200
532334 COMMERCIAL TRAVEL	0	400	400	389	400	500	100	100	500
532335 MEALS	9	100	100	202	200	250	150	150	250
532336 LODGING	855	1,000	1,000	1,018	1,700	1,800	800	800	1,800
532339 OTHER TRAVEL & TOLLS	0	0	0	42	0	0	0	0	0
532350 TRAINING MATERIALS	0	300	300	0	300	500	200	200	500
533228 INTERNET	0	0	0	0	0	0	0	0	0
535242 MAINTAIN MACHINERY & EQU	42,367	41,700	51,619	30,905	41,700	43,800	2,100	2,100	43,800
571004 IP TELEPHONY ALLOCATION	1,278	1,606	1,606	777	1,606	1,606	0	0	1,606

Budget Work Sheet 2013 Business Unit 8502 Isis group

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
571008 MIS OVERHEAD ALLOCATION	19,516	12,990	12,990	0	12,990	26,389	13,399	12,662	25,652
571010 MIS ISIS GROUP ALLOCATIO	0	0	0	0	0	0	0	0	0
591519 OTHER INSURANCE	1,176	1,100	1,100	430	1,100	1,122	22	22	1,122
593008 FUTURE iSERIES PURCHASE	0	35,000	35,000	0	0	10,000	-25,000	-25,000	10,000
593009 FUTURE MAINT CONTRACT	0	25,332	15,413	9,919	9,919	21,746	-3,586	-3,586	21,746
593015 FUTURE EQUIPMENT RESERVE	0	9,382	0	0	0	0	-9,382	-9,382	0
594813 CAP OFC EQUIP	0	0	0	0	0	0	0	0	0
594818 CAP COMPUTER	0	0	13,000	0	0	35,000	35,000	35,000	35,000
594819 CAP OTHER EQUIP	0	0	0	0	0	0	0	0	0
594820 CAP OTHER	0	0	0	0	0	0	0	0	0
E EXPENDITURES	360,720	441,741	457,859	184,113	395,246	501,446	59,705	58,968	500,709
8502 ISIS GROUP	2	0	83,818	28,027	21,205	1,607	1,607	0	0

Budget Work Sheet 2013 Business Unit 8502 Isis group

	Detail Information	
DEPT CAP PROGRAM CHARGES	8502.474099	
hs billed for project		69,961
CONSULTANT	8502.521220	
new p520 install		5,000
COMPUTER SUPPORT	8502.521296	
v7r2 upgrade		1,800
web site spell checker		1,200
		3,000
COMPUTER EQUIPMT & SOFTWARE	8502.531303	
new adobe suite		3,200
computer equipment		1,800
		5,000
TRAINING MATERIALS	8502.532350	
lynda .com training center		350
MAINTAIN MACHINERY & EQUIPMT	8502.535242	
vertex tax tables		6,800
Oracle (jdedwards)		22,000
Accom (form software)		5,000
Rocket (j-walk software)		4,000

**Budget Work Sheet 2013
Business Unit 8502 Isis group**

NEW GENERATION (query software)	5,000	
SITEIMPROVE INC	1,000	
		43,800
FUTURE iSERIES PURCHASE	8502.593008	
purchase of new system i	10,000	
FUTURE MAINT CONTRACT	8502.593009	
p520 + i720 maintenance	6,333	
Balance of unexpended 2012 reserve to be C.O. to 2013 (\$25,332-\$9,919)	15,413	
		21,746

Budget Work Sheet 2012 Business Unit 8502 Isis group

Detail Information

DEPT PROGRAMMING CHARGES	8502.474028	
director/webpage integration 320 hours		-12,300
County Clerk		
comprehensive billing system		-55,600
Human Services		

-67,900

SOCIAL SECURITY	8502.512141	
2011 estimated reduced for FICA on health insurance		
deduction, dpe, 6/8/11		

RETIREMENT (EMPLOYEE)	8502.512143	
2011 estimate assumes July 1st employee payroll		
deduction, dpe 6/8/11		

HEALTH INSURANCE	8502.512144	
2011 estimate assumes July 1st employee payroll deduct		
at 12%, dpe, 6/8/11		

CONSULTANT	8502.521220	
2011 carry over for project powerha		10,000

COMPUTER SUPPORT	8502.521296	
system i		2,000
carry over for v7r1		2,500

Budget Work Sheet 2012 Business Unit 8502 Isis group

MAINTAIN MACHINERY & EQUIPMT	8502.535242	
vertex tax tables		6,500
Oracle (jdedwards)		21,000
Accom (form software)		4,500
Rocket (j-walk software)		3,700
NEW GENERATION (query software)		5,000
SITEIMPROVE INC		1,000
		41,700
 IP TELEPHONY ALLOCATION	 8502.571004	
Per allocation calculations 6/8/11, dpe		
 MIS OVERHEAD ALLOCATION	 8502.571008	
Per allocation calculations, 6/8/11, dpe		
 OTHER INSURANCE	 8502.591519	
Based upon current standard entries, 6/8/11, dpe		
 FUTURE ISERIES PURCHASE	 8502.593008	
add to purchase of new system i 2011 25000 add 10000 for 2012 for purchase 2015		10,000
 FUTURE MAINT CONTRACT	 8502.593009	

Budget Work Sheet 2012 Business Unit 8502 Isis group

add of both i520 maintenance 2011 18999 + 6333, contracts 2013	6,333
TRANSFER TO/FROM GENERAL 8502.611101	
consultant monies not spent on JDE project	-23,000
future iseries purchase	-25,000
future maintenance contract iseries	-18,999
v7r1	-2,500
Estimated remaining 2011 funds transfered back to General Fund at year end and assumed to be requested as non-lapsing request into 2012 for future equipment purchases	-48,867

-118,366

Budget Work Sheet 2013 Business Unit 8510 Mis overhead

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
00750									
008 COUNTY ADMINISTRATOR									
8510 MIS OVERHEAD									
R REVENUE									
474180 MIS BILLED	0	0	0	0	0	0	0	0	0
483002 MISC SALE/MATERIAL & SUP	0	0	0	0	0	0	0	0	0
R REVENUE	0	0	0	0	0	0	0	0	0
O OTHER FINANCING SOURCE									
611101 TRANSFER TO/FROM GENERAL	0	0	0	0	0	0	0	0	0
611102 TRANSFER FR CONTINGENT A	0	0	0	0	0	0	0	0	0
611104 OPERATING TRANSFER OUT	0	0	0	0	0	0	0	0	0
621101 RESID EQUITY TRANS OUT	0	0	0	0	0	0	0	0	0
691100 OPER REV ADJUST	0	0	0	0	0	0	0	0	0
691200 CAP REV ADJUST	0	0	0	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	0	0	0	0	0	0	0	0	0
E EXPENDITURES									
521296 COMPUTER SUPPORT	487	0	0	0	0	0	0	0	0
529299 PURCHASE CARE & SERVICES	5,274	3,000	3,000	2,384	4,440	4,900	1,900	1,900	4,900
531298 UNITED PARCEL SERVICE UP	563	400	400	383	600	600	200	200	600
531311 POSTAGE & BOX RENT	4	10	10	0	10	10	0	0	10
531314 SMALL ITEMS OF EQUIP	11	0	0	80	320	320	320	320	320
533221 WATER	201	300	300	133	380	380	80	50	350
533222 ELECTRIC	6,269	5,700	5,700	2,833	7,468	7,468	1,768	1,300	7,000
533223 SEWER	227	300	300	175	524	524	224	224	524
533224 NATURAL GAS	2,531	4,500	4,500	1,132	4,408	4,600	100	0	4,500
533225 TELEPHONE & FAX	2,827	4,500	4,500	2,107	5,872	5,872	1,372	500	5,000
533228 INTERNET	0	0	0	0	0	0	0	0	0
533235 STORM WATER UTILITY	143	160	160	78	208	208	48	48	208
533236 WIRELESS INTERNET	912	1,000	1,000	1,005	2,172	3,132	2,132	2,132	3,132
535242 MAINTAIN MACHINERY & EQU	0	1,000	1,000	1,175	1,500	1,500	500	500	1,500

Budget Work Sheet 2013
Business Unit 8510 Mis overhead

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
535246 BUILDING SERVICE & MAINT	0	0	0	0	0	0	0	0	0
535247 BLDG REPAIR & MAINT	0	2,500	2,500	498	2,500	2,500	0	0	2,500
535297 REFUSE COLLECTION	293	250	250	153	404	404	154	146	396
535349 OTHER SUPPLIES	277	0	0	0	0	0	0	0	0
571003 HOUSEKEEPING	2,200	2,200	2,200	1,100	2,200	2,200	0	0	2,200
571008 MIS OVERHEAD ALLOCATION	-39,032	-25,980	-25,980	0	-33,312	-52,778	-26,798	-25,324	-51,304
591519 OTHER INSURANCE	157	160	160	146	160	160	0	4	164
594810 CAP EQUIP	0	0	0	0	0	13,000	13,000	13,000	13,000
594813 CAP OFC EQUIP	0	0	0	0	0	5,000	5,000	5,000	5,000
594820 CAP OTHER	0	0	0	0	0	0	0	0	0
594821 CAP IMPRV LAND	16,655	0	0	146	146	0	0	0	0
594822 CAP IMPRV BLDG	0	0	0	0	0	0	0	0	0
E EXPENDITURES	-1	0	0	13,528	0	0	0	0	0
8510 MIS OVERHEAD	-1	0	0	13,528	0	0	0	0	0

Budget Work Sheet 2013 Business Unit 8510 Mis overhead

Detail Information

CAP EQUIP	8510.594810	
Replacement boiler at MIS Building per Mark Miller		13,000

CAP OFC EQUIP	8510.594813	
Replace Outside trim, replace outside door, paint exterior trim, replace light fixtures/electrical per Energy study		5,000

Budget Work Sheet 2012
Business Unit 8510 Mis overhead

Detail Information

UNITED PARCEL SERVICE UPS 8510.531298
changed by dpe, 6/8/11

POSTAGE & BOX RENT 8510.531311
Changed by dpe, 6/8/11

WATER 8510.533221
changed by dpe, 6/8/11

ELECTRIC 8510.533222
changed by dpe, 6/8/11

NATURAL GAS 8510.533224
changed by dpe, 6/8/11

TELEPHONE & FAX 8510.533225
changed by Welsch, 6/8/11

WIRELESS INTERNET 8510.533236
changed by dpe, 6/8/11

MAINTAIN MACHINERY & EQUIPMT 8510.535242
changed by Welsch, 6/8/11

Budget Work Sheet 2013 Business Unit 8520 Ip-telephony

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
00750									
008 COUNTY ADMINISTRATOR									
8520 IP-TELEPHONY									
R REVENUE									
474190 IP-TELEPHONY BILLED	-61,582	-77,335	-77,335	-38,783	-77,335	-76,337	998	331	-77,004
R REVENUE	-61,582	-77,335	-77,335	-38,783	-77,335	-76,337	998	331	-77,004
O OTHER FINANCING SOURCE									
611101 TRANSFER TO/FROM GENERAL	0	0	0	0	0	0	0	0	0
611102 TRANSFER FR CONTINGENT A	0	0	0	0	0	0	0	0	0
611104 OPERATING TRANSFER OUT	0	0	0	0	0	0	0	0	0
621101 RESID EQUITY TRANS OUT	0	0	0	0	0	0	0	0	0
691100 OPER REV ADJUST	0	0	0	0	0	0	0	0	0
691200 CAP REV ADJUST	0	0	0	0	0	0	0	0	0
699800 RESV APPLIED CAPITAL	0	-12,500	-12,500	0	0	0	12,500	12,500	0
699992 BAL FWD PRIOR YEAR	0	0	12,500	0	0	0	0	0	0
699994 A/C BAL FWD 2010	0	0	0	0	0	0	0	0	0
R OTHER FINANCING SOURCE	0	-12,500	0	0	0	0	12,500	12,500	0
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	0	0	0	0	0	4,244	4,244	4,244	4,244
511210 WAGES-REGULAR	7,216	26,055	26,055	0	15,499	21,667	-4,388	-4,388	21,667
511220 WAGES-OVERTIME	140	601	601	0	400	490	-111	-111	490
511230 WAGES-REGULAR OVERTIME	100	0	0	0	0	0	0	0	0
511240 WAGES-TEMPORARY	0	0	0	0	0	0	0	0	0
511290 WAGES-OTHER WAGES	0	0	0	0	0	0	0	0	0
511310 WAGES-SICK LEAVE	904	0	0	0	0	0	0	0	0
511320 WAGES-VACATION PAY	2,211	0	0	0	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	114	121	121	0	24	16	-105	-105	16
511340 WAGES-HOLIDAY PAY	418	0	0	0	0	0	0	0	0
511350 WAGES-MISCELLANEOUS (COMP	0	0	0	0	0	0	0	0	0
511380 WAGES-BEREAVEMENT	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	849	1,968	1,968	0	1,216	1,976	8	8	1,976

Budget Work Sheet 2013 Business Unit 8520 Ip-telephony

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
512142 RETIREMENT (EMPLOYER)	573	1,580	1,580	0	938	1,750	170	170	1,750
512143 RETIREMENT (EMPLOYEE)	657	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	4,945	7,086	7,086	0	3,500	7,627	541	541	7,627
512145 LIFE INSURANCE	14	34	34	0	34	37	3	2	36
512148 UNEMPLOYMENT COMPENSATIO	0	0	0	0	0	0	0	0	0
512173 DENTAL INSURANCE	2,168	540	540	0	300	534	-6	-5	535
521220 CONSULTANT	1,428	9,000	9,000	2,264	9,000	7,000	-2,000	-2,000	7,000
521296 COMPUTER SUPPORT	17,841	27,705	27,705	140	27,705	27,223	-482	-482	27,223
531303 COMPUTER EQUIPMT & SOFTW	3,393	0	0	698	79	0	0	0	0
531307 MICROSOFT OFFICE UPGRADE	0	0	0	0	0	380	380	380	380
531312 OFFICE SUPPLIES	253	200	200	0	200	200	0	25	225
531314 SMALL ITEMS OF EQUIP	0	0	0	0	0	0	0	0	0
532325 REGISTRATION	0	50	50	96	1,000	1,000	950	950	1,000
532332 MILEAGE	0	50	50	0	50	50	0	0	50
532350 TRAINING MATERIALS	0	0	0	0	0	0	0	0	0
535242 MAINTAIN MACHINERY & EQU	1,483	2,035	2,035	2,059	2,035	2,500	465	465	2,500
591519 OTHER INSURANCE	220	310	310	202	280	310	0	-25	285
593391 PRIOR YEAR EXPENDITURES	0	0	0	0	0	0	0	0	0
594810 CAP EQUIP	0	0	0	0	0	0	0	0	0
594813 CAP OFC EQUIP	0	12,500	12,500	0	12,500	0	-12,500	-12,500	0
594818 CAP COMPUTER	0	0	0	0	0	0	0	0	0
594819 CAP OTHER EQUIP	0	0	0	0	0	0	0	0	0
594820 CAP OTHER	0	0	0	0	0	0	0	0	0
594821 CAP IMPRV LAND	16,655	0	0	0	0	0	0	0	0
E EXPENDITURES	61,582	89,835	89,835	5,459	74,760	77,004	-12,831	-12,831	77,004
8520 IP-TELEPHONY	0	0	12,500	-33,324	-2,575	667	667	0	0

Budget Work Sheet 2013 Business Unit 8520 Ip-telephony

Detail Information

COMPUTER SUPPORT	8520.521296	
Shavlik		777
Sergeant Lab		772
Cisco Routers		10,400
Cisco Call Manager and Unity software subscriptions		6,300
Veramark		4,170
Fortinet		1,328
Commvault		1,719
Qualys		624
Hyena		100
Ghost		377
Cybernetics SAN		125
Whats up Pro		531

27,223

Budget Work Sheet 2012 Business Unit 8520 Ip-telephony

Detail Information

COMPUTER SUPPORT	8520.521296	
Shavlik		777
Sergeant Lab		772
Cisco Routers		10,400
Cisco Call Manager and Unity software subscriptions		6,300
Veramark		4,170
Fortinet		1,328
Commvault		1,719
Qualys		624
Hyena		100
Ghost		377
Cybernetics SAN		125
Whats up Pro		531

27,223

OTHER INSURANCE

8520.591519

Figures for Other Insurance adjusted by DPE based upon standard entries

**Budget Work Sheet 2012
Business Unit 8520 Ip-telephony**

TRANSFER TO/FROM GENERAL	8520.611101	
50% of tape drive/backup replacement		
OPERATING TRANSFER OUT	8520.611104	
As of 6/7/11		
Allocated budget to departments		81,131
Non-lapsing request		11,947
Less anticipated expenditures for 2011		-81,430
Plug figure to leave estimated year end 2011 figure for Bus Unit at \$12,500 for 50% of tape drive backup		-553
Equals amount to transfer to Bus Unit 8501 for equirement reserve		

11,095

Budget Work Sheet 2013 Business Unit 8525 Central duplication

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
00750									
008 COUNTY ADMINISTRATOR									
8525 CENTRAL DUPLICATION									
R REVENUE									
451002 PRIVATE PARTY PHOTOCOPY	-2,548	-1,000	-1,000	-1,405	-1,000	-1,000	0	0	-1,000
451029 SALE OF MISC ITEMS	-7	0	0	0	0	0	0	0	0
471002 ST/FEDERAL COPYING & PRI	0	0	0	0	0	0	0	0	0
472003 MUNICIPALITY COPIES & PR	-1,180	-500	-500	-130	-200	-200	300	300	-200
474180 MIS BILLED	-13,945	-13,699	-13,699	-7,774	-22,442	-79,399	-65,700	-65,788	-79,487
474200 COPYING & PRINTING INTER	-31,150	-21,000	-21,000	-18,667	-32,000	-33,000	-12,000	-12,000	-33,000
474240 PHYSICAL INV ADJUSTMENT	0	0	0	0	0	0	0	0	0
R REVENUE	-48,830	-36,199	-36,199	-27,976	-55,642	-113,599	-77,400	-77,488	-113,687
E EXPENDITURES									
511110 SALARY-PERMANENT REGULAR	0	0	0	0	0	0	0	0	0
511210 WAGES-REGULAR	1,199	0	0	6,133	13,435	14,030	14,030	14,030	14,030
511220 WAGES-OVERTIME	0	0	0	0	0	0	0	0	0
511240 WAGES-TEMPORARY	11,891	13,435	13,435	0	0	0	-13,435	-13,435	0
511310 WAGES-SICK LEAVE	0	0	0	0	0	0	0	0	0
511320 WAGES-VACATION PAY	0	0	0	0	0	0	0	0	0
511330 WAGES-LONGEVITY PAY	0	0	0	0	0	0	0	0	0
511340 WAGES-HOLIDAY PAY	0	0	0	0	0	0	0	0	0
512141 SOCIAL SECURITY	1,001	1,028	1,028	469	1,028	1,073	45	45	1,073
512142 RETIREMENT (EMPLOYER)	706	792	792	362	792	930	138	138	930
512143 RETIREMENT (EMPLOYEE)	495	0	0	0	0	0	0	0	0
512144 HEALTH INSURANCE	0	0	0	0	0	0	0	0	0
512145 LIFE INSURANCE	2	3	3	1	3	3	0	0	3
512173 DENTAL INSURANCE	0	0	0	0	0	0	0	0	0
531298 UNITED PARCEL SERVICE UP	7	20	20	0	20	20	0	0	20
531303 COMPUTER EQUIPMT & SOFTW	0	0	0	271	271	700	700	700	700
531311 POSTAGE & BOX RENT	6	10	10	0	10	10	0	0	10
531312 OFFICE SUPPLIES	8,813	7,000	7,000	4,059	9,000	9,000	2,000	2,000	9,000

Budget Work Sheet 2013
Business Unit 8525 Central duplication

Description	2011 ACTUAL	2012 ADOPTED	2012 AMENDED	2012 ACTUAL 6 MTH	2012 ESTIMATED	2013 REQUESTED	(+/-) ADOPTED	(+/-) ADM VS ADOPT	2013 ADMIN
531314 SMALL ITEMS OF EQUIP	439	500	500	0	500	500	0	0	500
531326 ADVERTISING	0	0	0	0	0	0	0	0	0
531349 OTHER OPERATING EXPENSES	27	800	800	0	800	800	0	0	800
533225 TELEPHONE & FAX	42	80	80	25	80	90	10	10	90
535242 MAINTAIN MACHINERY & EQU	3,853	4,500	4,500	1,813	6,172	5,000	500	500	5,000
535252 PRINTING EQUIP MAINTENAN	17,170	4,500	4,500	6,594	20,000	18,000	13,500	13,500	18,000
571002 MIS ALLOCATION	0	0	0	0	0	0	0	0	0
571004 IP TELEPHONY ALLOCATION	98	118	118	60	118	118	0	0	118
571009 MIS PC GROUP ALLOCATION	2,769	3,062	3,062	1,276	3,062	3,062	0	0	3,062
571010 MIS ISIS GROUP ALLOCATIO	347	271	271	147	271	271	0	0	271
591519 OTHER INSURANCE	75	80	80	28	80	80	0	0	80
593392 PRIOR YR WI RETIREMENT	-114	0	0	0	0	0	0	0	0
594810 CAP EQUIP	0	0	0	0	0	10,000	10,000	10,000	10,000
594817 CAP PRINT EQUIP	0	0	0	0	0	50,000	50,000	50,000	50,000
594819 CAP OTHER EQUIP	0	0	0	0	0	0	0	0	0
E EXPENDITURES	48,826	36,199	36,199	21,238	55,642	113,687	77,488	77,488	113,687
8525 CENTRAL DUPLICATION	-4	0	0	-6,738	0	88	88	0	0

Budget Work Sheet 2013
Business Unit 8525 Central duplication

Detail Information

CAP EQUIP	8525.594810	
Color copier replacement		10,000

CAP PRINT EQUIP	8525.594817	
Black and White large copier replacement		50,000

Budget Work Sheet 2012

Business Unit 8525 Central duplication

Detail Information

PRIVATE PARTY PHOTOCOPY 8525.451002
Discussed change with Welsch, 6/10/11, dpe

MUNICIPALITY COPIES & PRINTING 8525.472003
Predominantly 4th qtr, discussed change with Welsch,
dpe, 6/10/11

COPYING & PRINTING INTERDEPA 8525.474200
Discussed change with Welsch, 6/10/11, dpe

RETIREMENT (EMPLOYEE) 8525.512143
Assume July 1 employee contribution, 6/10/11, dpe

OTHER OPERATING EXPENSES 8525.531349
Discussed change with Welsch, 6/10/11, dpe

TELEPHONE & FAX 8525.533225
Discussed change with Welsch, 6/10/11, dpe

MAINTAIN MACHINERY & EQUIPMT 8525.535242
Appears two accounts for maintenance contracts,
adjusted as per Petre, 6/27, dpe

PRINTING EQUIP MAINTENANCE 8525.535252

Budget Work Sheet 2012
Business Unit 8525 Central duplication

Appears to be two accounts for maintenance contracts,
adjusted as per Petre, 6/27/11, dpe

Jefferson County

Capital Finance Plan

For the Years 2014 - 2018

For Capital Assets Over \$5,000 Per Unit

Department: MIS

Page 1 of 1

Year	Priority	Replacement or New Item	Item Description/Project	Quantity	Unit Price	Estimated Cost	Funding Source
Business unit 8501							(80.6%)
2014	1	Replacement	PC virtualization project	1	75,000	75,000	County Tax Levy
2014	1	Replacement	Air conditioning system-Courthouse Data Center	1	35,000	35,000	County Tax Levy
2015	1	Replacement	SAN Replacement	2	80,000	160,000	County Tax Levy
2016	1	Replacement	Email archive/eDiscovery	1	45,000	45,000	County Tax Levy
2016	1	Replacement	Email version upgrade	1	40,000	40,000	County Tax Levy
2017	1	Replacement	Server virtualization server replacement	5	25,000	125,000	County Tax Levy
2018	1	Replacement	Switch Replacement	12	25,000	300,000	County Tax Levy
Business unit 8510							
2014	1	Replacement	MIS Building Repairs	1	15000	15,000	County Tax Levy
2015	1	Replacement	MIS Building Repairs	1	15000	15,000	County Tax Levy
2016	1	Replacement	MIS Building Repairs	1	15000	15,000	County Tax Levy
2017	1	Replacement	MIS Building Repairs	1	15000	15,000	County Tax Levy
2018	1	Replacement	MIS Building Repairs	1	15000	15,000	County Tax Levy
Business unit 8520							
2014	1	Replacement	Phone system upgrades	1	40000	40,000	County Tax Levy
2017	1	Replacement	County Wide phone system	1	150000	150,000	County Tax Levy
Business unit 8525							
2015	1	Replacement	Color copier	1	10000	10,000	County Tax Levy
2017	1	Replacement	Black and white copier	1	50000	50,000	County Tax Levy
2018	1	Replacement	Color copier	1	10000	50,000	County Tax Levy
Total						1,155,000	

Priority: Prioritize the items listed above with One (1) being highest priority, Two (2) next highest, etc.

Funding Source Examples: grant, levy, contributions

Round all amounts to nearest whole dollar.

WHEREAS, various other alternates and unit prices have been obtained from the bidders, which may lead to additional replacement or repair when the underground components are available for inspection after removal of the slab, which additional costs may be as much as \$100,000 depending upon the level of deterioration discovered during the project,

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to contract with Tri-North Builders for the base bid and alternate AB-01 for a total of \$250,000, recognizing that various change orders may be necessary when the condition of the subsurface structure is exposed.

Fiscal Note: The engineering for this project will cost approximately \$33,000. There is \$440,652 in the 2012 budget for this project. Even if all subsurface conditions require maximum repair, the budgeted funds should be adequate to pay for the project and engineering with some substantial savings available.

Mr. Reese moved that Resolution No. 2012-21 be adopted. Seconded and carried: Ayes 28, Noes 0, Absent 2 (Kuhlman, Babcock).

Board recessed at 9:06 p.m.; resumed at 9:16 p.m.

Mr. Reese presented Resolution No. 2012-22.

WHEREAS, Resolution No. 2012-03 proposing various changes to the County Grounds Use and Weapon policies was referred to the Infrastructure Committee to address concerns arising in the normal course of business at Fair Park, and

WHEREAS, the Infrastructure Committee has reviewed those concerns and proposes adding III 4 below to address the Fair Park issue which would result in adding all of the changes from the original resolution and the above described new section for a recommended amendment to the two policies as shown:

JEFFERSON COUNTY WEAPON POLICY

II. Definitions

G. "Weapon" includes, without limitation, any firearm (including a handgun), air guns, an electric weapon (as defined in Section 941.295(1c)(a) Wisconsin Statutes), a knife, including a box cutter or other sharp object, ~~(except a pocket knife with a blade less than 2.5 inches)~~, a switchblade (as defined in Section 941.24(1) Wisconsin Statutes), a billy club, oleoresin capsicum (OC) spray devices (also known as pepper spray or pepper mace), metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, ammunition, explosives, batons or similar wood, metal or rigid objects like sign standards, or any device designed or used capable of use as a weapon and capable of producing great bodily harm or death.

...

III. Prohibitions

...

C. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County.

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. A person who leases residential or business premises in the building.
3. A person *if* a firearm is in a vehicle driven or parked in the parking facility, or to any part of the building used as a parking facility.

4. A person using a knife or similar cutting implement in the normal course of business in a Fair Park structure outside of office areas.

GROUNDS USE POLICY

(16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures. Wood, metal or rigid objects used as sign standards will not be permitted inside the building, nor embedded in the ground.

NOW, THEREFORE, BE IT RESOLVED that the two previously adopted policies shall be and are hereby amended as set forth above.

Fiscal Note: No fiscal impact.

Mr. Reese moved that Resolution No. 2012-22 be adopted. Seconded.

Mr. Schultz moved to strike paragraph (16) of the Grounds Use Policy. Seconded and carried: Ayes 25, Noes 4 (Buchanan, Reese, Schroeder, Christensen), Absent 1 (Kuhlman).

Mr. Schroeder moved to refer Resolution No. 2012-22 back to committee. Seconded and carried: Ayes 24, Noes 5 (Jones, Nass, Molinaro, Kutz, Schultz), Absent 1 (Kuhlman).

Mr. Christensen read Resolution No. 2012-23.

WHEREAS, the Jefferson County Land & Water Conservation Committee has oversight responsibility for the County Farm property, and

WHEREAS, the most recent consultant's report recommends locating a new Highway Department main facility on County Farm property near the new Jefferson Highway 26 south interchange for various reasons including the limited size of the current parcel on Puerner Street, and estimated remodeling costs that approach the price of a new structure, amongst others, and

WHEREAS, several nearby counties operate main highway facilities on parcels of comparable size as Jefferson County's (18-20 acres) including Walworth County, 20.5 acres; Washington County, 15 acres; Waukesha County, 17 acres; Dodge County, 21.8 acres; Dane County's Fitchburg facility, 10.8 acres; Rock County, 12 acres, (SEE Appendix B), and

WHEREAS, in 2010 and 2011, Dodge County remodeled its existing facility and added a 68,000 square foot vehicle storage building for \$6,077,000 (SEE Appendix A) (not including salt storage and fuel), and

WHEREAS, Dodge County maintains approximately 1,530 lane miles of state and county road with 80 employees; Jefferson County maintains 911 lane miles of state and county road with 54 employees as of December 31, 2011; and Rock County maintains 945 lane miles of state and county roads with 86 employees (Rock also plows 1,370 lane miles of town road), and

WHEREAS, various studies over the years have looked at different facets of the highway operation and facilities, but cost questions remain concerning location options, and

GROUNDS USE POLICY

The Jefferson County Board of Supervisors has adopted the following policies and procedures for non-governmental use of courthouse grounds and other county facilities in order to protect the interest of Jefferson County government, the courthouse, citizens of Jefferson County and the public.

Use. Primary use of courthouse and other county facilities is for the conduct of county government business. Consequently, groups that are part of Jefferson County government will have the sole use of most facility space, and priority to use meeting rooms and other public facility space. Such priority shall be determined by the County Administrator on a case by case basis. Any disputes between various branches of county government shall be resolved by the Infrastructure Committee, time permitting. Otherwise, the determination of the Administrator shall be final.

Non-governmental Use. Nonprofit Jefferson County citizen groups may be allowed to use public areas as long as their use does not interfere with county government functions, operations or business.

Permits. Any person who wishes to use public space must apply for a permit at least four weeks prior to the proposed use. Scheduling is on a "first come, first serve" basis. The applicants are encouraged to apply as far in advance as possible. Applications shall be in a form approved by the Infrastructure Committee and must explain the nature of the proposed activity, display or event. An application fee of \$50 shall be submitted with the application.

All permits shall be subject to the following terms of use:

(1) The use of any county facility by profit-making groups or for profit-making purposes is generally prohibited. No business, non-profit, or personal organization shall be allowed to solicit business or sell items for profit without the prior permission of the Jefferson County Infrastructure Committee.

(2) No admission or use fee can be collected by a non-Jefferson County entity for any event conducted on county property.

(3) No alcoholic beverages shall be served, or consumed in county facilities listed in this policy. No person(s) impaired by alcohol shall be permitted in county facilities.

(4) Smoking of tobacco products is prohibited in any enclosed building as provided in Wisconsin Statutes §101.123. In addition, the smoking of tobacco products and the use of smokeless tobacco products is prohibited by the Jefferson County Smoke Free Air Act.

(5) Weapons and firearms are prohibited in all county facilities except as otherwise permitted by the County Weapon Policy.

(6) Functions occurring in county facilities shall not violate any applicable City of Jefferson, Jefferson County, State of Wisconsin or federal laws, ordinances or regulations.

(7) The permit holder is responsible for paying all costs in connection with a proposed activity, display, or event, including any costs incurred by the County for services that are in excess of the costs that would be incurred by the County in the absence of the activity, display or event.

(8) The permit holder assumes responsibility for all activities conducted in connection with the permitted use, including supervision and control to prevent injury or damage; maintenance of the premises in connection with the permitted use; and coordination with the County Administrator.

(9) The permit holder agrees that any unattended display will be accompanied at all times by a sign clearly stating the name of the permit holder and that the display is a private display that is not sponsored, maintained, or funded by Jefferson County.

(10) The permit holder agrees that it will not in any way, directly or indirectly discriminate against any person because of ancestry, age, color, creed, disability, family status, handicap, income, marital status, national origin, race, religion, sex, sexual orientation or any other status protected by federal, state, county, and city ordinances, policies, procedures, regulations, rules and statutes.

(11) The permit holder agrees to indemnify, hold harmless, and defend Jefferson County and its agents, employees, officers, and officials against any and all damages or claims that arise because of the issuance of a permit, the permitted use, or the placement of any display, equipment, or other item in connection with the permitted use.

(12) The permit holder must meet with the County Administrator prior to the commencement of the permitted use to determine the specific placement of any display, equipment, or other item.

(13) The permit holder is responsible for any damage to the courthouse, courthouse grounds, or county property that arises in connection with the permitted use. The County Administrator will notify the permit holder of any such damage and the cost of repairs.

(14) The permit holder shall supply a Certificate of Insurance to the County at least three weeks in advance of the permitted use showing coverage of at least \$1,000,000 per occurrence for bodily injury and \$250,000 per occurrence for property damage.

(15) The permit holder shall pay any extra personnel costs incurred by the County in connection with the permitted use including cleanup after the permitted use ends, or security

during the period of use. A \$50 deposit will be required in addition to the application fee to guarantee payment for cleanup costs.

(16) No signs, emblems, banners, pennants, etc. may be affixed to any building surfaces, steps, walls or light fixtures. *UNLESS APPROVED BY CO ADMIN!!*

(17) The County Administrator or Committee may establish other permit conditions as may be, in their discretion, necessary to protect the County's interest.

ADDITIONAL RULES

(1) Parks shall be rented/used in accordance with the Parks Ordinance.

(2) Rooms at the Workforce Development Center may be rented at the rate of \$41 per day to local non-profit citizen groups.

~~(3) Large gatherings outside at the courthouse will be assigned a particular area within which to congregate. No electric power will be supplied. No amplified sound systems will be permitted.~~

(4) Notwithstanding the issuance of a permit, the County reserves the right to cancel, move or preempt scheduled use of a county facility and further reserves the right to access and enter the reserved space at any time.

(5) The Fair Park Committee may establish alternate rules for use of its buildings or grounds.

Adopted by Jefferson County Board of Supervisors on 10/11/2011

Jefferson County
Highway Facility
Building Cost Estimates
7/18/2012

Architect Report	Site Location	Building Cost	Site Cost	Total Cost
Barrientos Design (6-30-11)	Old Countryside	\$13,607,654	\$1,171,388	\$14,779,042
Bray Assoc. (5-30-12)	County Farm	\$12,339,400	\$2,246,444	\$14,485,844

NOTES:

Both estimates include a \$700,000 credit (offset) from the sale of the current Highway facility site.

The Barrientos report estimated that an additional \$780,207 would be needed if the County chose to include "Green Initiatives" in the new building construction. This is not included in the above total costs. I would suggest adding it to both of the above cost estimates when calculating options for a bond issue.

SUMMARY APPRAISAL OF
COUNTRYSIDE HOME PROPERTY

1425 WISCONSIN DRIVE

CITY OF JEFFERSON, WI

FOR EVERGREEN STATE BANK

3162 COUNTY HIGHWAY "B"

STOUGHTON, WI

BY MCKINNEY APPRAISAL SERVICES

BIG BEND, WI

MCKINNEY APPRAISAL SERVICES

George D. McKinney, Jr.
Associate Member of the Appraisal Institute, #39046
Wisconsin Certified General Appraiser #729-10
S. 9080 Mt. Carmel Road, Big Bend, WI 53103
262-662-5642 (office/fax)
414-507-2068 (cell)
gmckinney@wi.rr.com

November 14, 2010

Mr. Mark Schubring
Evergreen State Bank
3162 County Highway "B"
Stoughton, WI 53589

Dear Mr. Schubring:

As requested, I have provided an appraisal of the real property, which basically includes a 60-acre tract of land located between County Highways "J" and "W" on the City of Jefferson's southwest side. The former Countryside Skilled Nursing Facility (known as Countryside Home) is the southern parcel situated on 15.83 acres; the subject's northern parcel (identified as "excess land" throughout this report) contains 44.17 acres. The subject is located at 1425 Wisconsin Drive in the City of Jefferson, Jefferson County, Wisconsin. I submit this letter along with the attached summary report relative to my findings.

The appraised property consists of a total of 160,714 SF of institutional facility space originally built in 1941, with additions in 1951-53; 1966 and 1973. As discussed later in the Building Description section of this report, there was an HVAC update/renovation performed by Gremmer, Ohm, Twohig & Due Architects and Engineers in 1995.

The appraisal was prepared for the purpose of expressing the Market Value of the building and land improvements only, under market conditions existing on October 18, 2010. The intended user is Evergreen State Bank, and the intended use of the appraisal is to provide a value basis for internal decision making purposes.

The appraised property is the fee simple interest in the land and improvements only. Furniture and fixtures, and any other tangible or intangible assets are excluded from consideration in this report.

Evergreen State Bank

November 14, 2010

My investigation included a personal inspection of the property on October 18, 2010, as well as several subsequent inspections throughout the month of October 2010, a study of demographics and supply and demand forces impacting the subject property, a review of building sketches, and an analysis of recent sales of comparable properties in the area.

All segments of this appraisal are to be used in conjunction with the full report, which is subject to the assumptions and limiting conditions found later in this report. Based on my analysis of the property as outlined herein, it is my opinion that the Market Value of the subject property under market conditions existing on October 18, 2010, is equitably stated as follows:

**SEVEN HUNDRED THOUSAND DOLLARS
(\$700,000)**

With respect to title of the subject property, I have not investigated any liens, liabilities, or other encumbrances against the property. I certify that neither McKinney Appraisal Services nor any of its assigns has a financial interest in the subject property and that compensation for this appraisal report is not contingent on any stated conclusions.

The preparation of this appraisal is in conformance with both the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, and within the guidelines set forth in Title 11 of the Federal Financial Institutions Reform, Recovery and Enforcement Act (FFIREA) of 1989.

It must be noted that I am not an expert with matters related to environmental issues and McKinney Appraisal Services does not conduct environmental impact evaluations or assessments. Unless specific monetary assessments of such liabilities are provided, the opinions relating to the valuation of the subject property do not reflect any actual or potential environmental liabilities.

Further, it is noted that if or when I am provided with such assessments I will not verify, nor make any warranties or representations as to the accuracy or integrity of the assessment.

Evergreen State Bank

November 14, 2010

Finally, I am not qualified to evaluate the subject property's compliance with the Americans with Disabilities Act of 1990, and this appraisal assumes compliance with this law.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. McKinney, Jr.", with a large, sweeping flourish extending to the right.

George D. McKinney, Jr.
McKinney Appraisal Services
Wisconsin Certified General Appraiser, #790-10
Associate Member of the Appraisal Institute, #39088

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INTRODUCTION

SUMMARY OF SALIENT FACTS AND CONCLUSIONS

Subject Property:	1425 Wisconsin Drive Jefferson, Jefferson County, WI
Property Rights Appraised:	Fee Simple Ownership of Real Estate
Owner of Record:	Evergreen State Bank
Land Area:	60 Acres
Zoning:	R-1, Single-family Residential District M-U, Mixed-Use District (proposed)
Tax Reference:	#241-0614-1521-000; and -1034-006
Improvements:	The subject improvements consist of basically one multi-story Spancrete style skilled nursing facility (SNF) formerly known as the Countryside Home. The 160,714+/- SF facility was originally built in 1941 with additions in 1951-53; 1966 and 1973
Highest and Best Use:	Hold for Future Development (See Highest & Best Use Section)
Date of Inspection:	October 18, 2010
Date of Valuation:	October 18, 2010
Estimated Marketing Time:	12 to 18 Months

Market Values

Land Value (Entire 60 Acres):	\$700,000
Sales Comparison Approach:	\$700,000
Final Value Estimate:	\$700,000

IDENTIFICATION OF SUBJECT PROPERTY

The appraised property is identified as two contiguous tax parcels containing a total of 60 acres. These legally subdivided parcels are identified as #241-0614-1521-000 ("southern parcel"); and #241-0614-1034-006 (northern parcel). The southern parcel contains 15.83 acres and is improved with an approximate 160,714 square foot multi-story former skilled nursing facility (SNF); the northern parcel basically 44.17 acres of vacant land. The southern parcel extends along County Highway "W" or Wisconsin Drive; the northern parcel extends along both County Highway "J", as well as Collins Road.

The appraised property is the fee simple interest in the building and land improvements only. Furniture, fixtures, and any other tangible or intangible assets are excluded from consideration in this report.

Both the abbreviated and full, extended legal descriptions of the underlying land are provided as part of the Exhibit following the Site Description section (Certified Survey Maps) and Appendix 1, respectively.

INTENDED USE / USER OF THE APPRAISAL

The appraisal was made for the purpose of expressing an opinion of the Market Value of the property under market conditions existing on October 18, 2010. The intended user is Evergreen State Bank. The intended use of the appraisal is to provide a value basis for internal decision making purposes.

SCOPE OF THE APPRAISAL

My investigation included a personal inspection of the subject property on October 18, 2010, a study of the demographic as well as supply/demand forces impacting the subject property, a review of provided site data, building data, and an analysis of recent sales and rentals of comparable properties in the area.

The data gathered and the sources that were used include:

- 1) A personal inspection of the Subject Property and Neighborhood
- 2) Demographic Data
 - a. Chamber of Commerce / County Web Sites
 - b. Municipal Authorities
 - c. State and County Authorities
- 3) Site and Building Physical Data
 - a. Physical Inspection
 - b. Assessor's Office / City and County Facilities
- 4) Sales Data
 - a. Various Sites including Co-Star; MLS
 - b. Assessor's Office
 - c. Real Estate Brokers and Appraisers
- 5) Confirmation of Data
 - Attempted to Verify Data Uses in this Report with Minimum of One Source

PROPERTY RIGHTS APPRAISED

The property rights appraised that bundle of rights afforded to the most complete form of property ownership; fee simple absolute. Fee simple absolute ownership allows the owner to use, dispose of, and exclude others from using the property. Fee Simple ownership is further defined as follows:

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power and escheat.

*Source: The Dictionary of Real Estate Appraisal, Third Ed.
American Institute of Real Estate Appraisers, 1993*

DEFINITION OF MARKET VALUE

The definition of Market Value as used in this report is:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus.

Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

Buyer and seller are typically motivated;

Both parties are well informed or well advised, and acting in what they consider their own best interest;

A reasonable time is allowed for exposure in the open market;

Payment is made in terms of cash in U. S. dollars, or in terms of financial arrangements comparable thereto; and

The price represents the normal consideration for the property sold unaffected by special or creative financing and sales concessions granted by anyone associated with the sale.

Source: Volume 12, Code of Federal Regulations, Part 34, Subpart C

DATE OF VALUATION

I have appraised the property under market conditions prevailing as of October 18, 2010, the date of inspection. Analysis of available building and site data, the immediate vicinity and the City of Jefferson surveys, plat maps and

physical inspection of the property were conducted between October 15 and November 13, 2010.

HISTORY AND STATEMENT OF OWNERSHIP

The subject is owned by Evergreen State Bank. According to representatives of Evergreen, the subject was acquired via Sherriff's Sale in September 2007. The previous owner, Brian Johnson, purchased the subject property from Jefferson County for a recorded price of \$550,000 in July 2005 according to Phil Ristow of the Jefferson County Corporation Council. Incidentally, Mr. Ristow provided an appraisal completed on the subject property in June 2005 indicating a market value of \$6.7 million.

The July 2005 sale basically included a vacant, former skilled nursing facility (SNF), with no licensed beds, on 60 acres that consisted of the main 160,000+/- square foot building as well as numerous outbuildings. Some portions of the subject's main facility as well as some outbuildings were razed between 2006 and 2008 according to representatives of the City and County of Jefferson, as well as local real estate brokers.

Mr. Ristow indicated Jefferson County had plans to build a new County-owned SNF just to the east of the subject after the sale of the subject. This facility (see subject and neighborhood photographs provided later in this report) was built around 2003-04 and is located at the NEC of Collins Road and Wisconsin Drive across from the subject. Incidentally, the approximate 150-bed facility known as

Alden Estates / Countryside was recently sold from Jefferson County to a private operator / investor for about \$67,000/bed.

Mr. Johnson reportedly intended to remodel / renovate the subject's multi-story, Spancrete-style former SNF to basically a multi-family residential (condo / apartment) facility, with the remaining 44+/- acres consisting of 60+/- single-family lots and 30+/- lots proposed for two-, four- and six-unit residential dwellings; the property would be known as Kaden Estates. For purposes of visualization, I have included the concept plan proposed by Mr. Johnson and submitted to city officials within the Highest & Best Use section provided later in this report. This concept plan was reportedly submitted around January 2006 to the Plan Commission.

At any rate, just prior to the economic downturn of September / November 2008, the subject was given to Gary Myers of Shorewest Realty with the aforementioned concept plan using an asking price of \$2.2 million. Evergreen real estate consultant Mr. Todd Schultz indicated that the \$2.2 million asking price was actually based on an agreement of sale by the Simon Group of Brookfield to purchase a similar-sized portion of the St. Coletta facility in Jefferson for \$1.2+/- million; the subject's remaining 44+/- acres were being marketed at \$1.0+/- million or about \$23,000 / acre (see Comparable #3 in the forthcoming Sales Comparison Approach). The proposed St. Coletta sale did not occur.

Despite spending approximately \$330,000 in asbestos abatement, and the aforementioned proposed development plans, Mr. Johnson reportedly began having financial difficulties. Consequently, the aforementioned foreclosure

process took place and the current owners acquired the property in the September 2007 Sherriff Sale.

According to representatives of Evergreen State Bank, demolition costs are estimated at \$200,000 for removal of the existing improvements. The demolition estimates were obtained after the subject property began active marketing with Gary Myers of Shorewest. It must be noted that estimates from some existing demolition companies including Pitzka Wrecking and Great Lakes Excavating have estimated demolition / removal costs of between \$650,000 and \$750,000. Mr. Myers reportedly marketed the property from January 2008 to December 2009; Mr. Schultz indicated he worked with Evergreen from February 2008 to July 2009. Mr. Myers indicated that some of the potential buyers wanted to demolish the existing improvements; at any rate, according to former subject property consultant Todd Schultz, the only serious offers on the property were in "the \$500,000 to \$800,000 range".

The current marketing firm for the subject property is Inland Companies. The current listing broker is Mike Herl, who indicated the asking price is \$2.2 million which is based on an appraisal completed in early 2010 for \$2.7 million. Mr. Herl indicated he has been working with the subject property for about six to nine months and "most of the inquiries, if not all potential buyers, have indicated they would want to remove the existing improvements". Mr. Herl also indicated he has been negotiating with the City of Jefferson for their acquisition of the subject property; he indicated they would want to remove the existing 160,000+/- SF facility as well.

Finally, with the exception of the current marketing history there have been no reported agreements of sale, and no other transactions have occurred within the past three years to my knowledge.

MARKETING TIME AND REASONABLE EXPOSURE PERIOD

A limited number of properties such as the subject have sold in the current market. However, based on a review of recent comparable sales and listings (see Exhibit in Sales Comparison Approach), as well as numerous discussions with local brokers and other real estate professionals, I have determined that a range of marketing time from 12 to 18 months should be expected for a fair priced 60-acre tract of land that includes an approximate 160,000 SF institutional facility on 16+/- acres; plus a 44+/- acre parcel of vacant excess land.

Therefore, I have concluded a 12 to 18 month marketing period as being reasonable for the subject. My value conclusion is thus predicated on a 15-month reasonable exposure period.

HYPOTHETICAL CONDITIONS OR EXTRAORDINARY ASSUMPTIONS

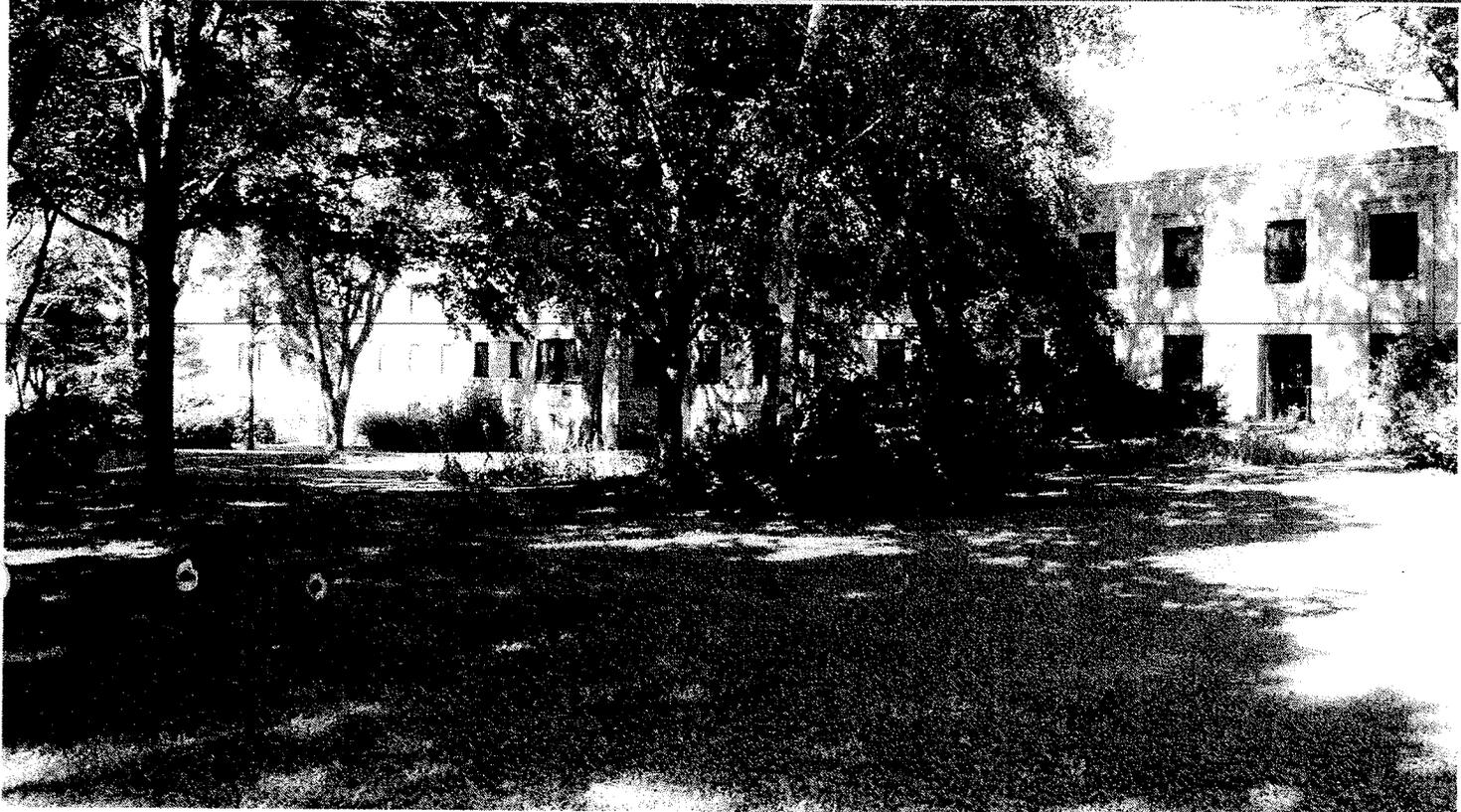
The Uniform Standards of Professional Appraisal Practice (USPAP), Standards Rule 1-2 9 (g) and (h) requires that any Hypothetical Conditions or Extraordinary Assumptions necessary in the assignment be identified. These are understandings or assumptions that are contrary to, or unclear, but are assumed to be true or exist for the purposes of the appraisal assignment.

FOR SALE > NURSING HOME/LAND

Former Country Side

1425 Wisconsin Dr, Jefferson WI 53549

Colliers
INTERNATIONAL



Building Details

- > Total Size: 200,000 sqft
- > Lot Size: 60 acres
- > Year Built: 1980
- > Zoning: R-1 (rural)

Mike Herl
608-828-8804 direct
608-212-4623 cell
Mike.herl@colliers.com

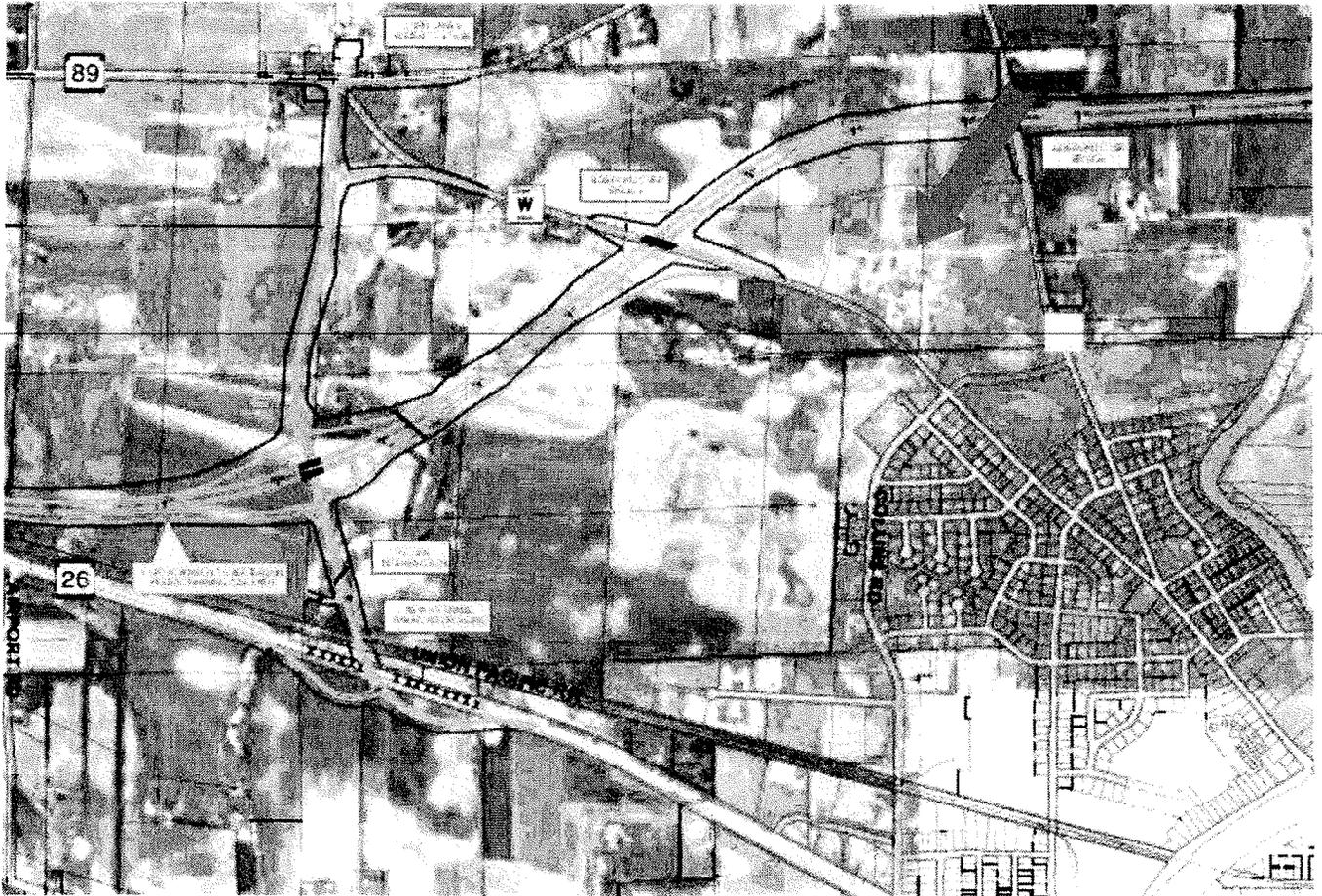
COLLIERS INTERNATIONAL
1001 Fourier Drive Suite 100
Madison, WI 53717

www.colliers.com

FOR SALE > NURSING HOME/LAND

Former Country Side

1425 Wisconsin Dr, Jefferson WI 53549



Property Highlights

- > Frontage and exit on the new Highway 26!
- > Corner of County Hwy W, Collin Rd, & County Hwy J
- > Over 4,530 Vehicles Per Day!
- > Mature trees, shrubs, and courtyard garden
- > Appraised at \$2.7 million in 2010!
- > Bank owned and priced to sell!

Sale Price

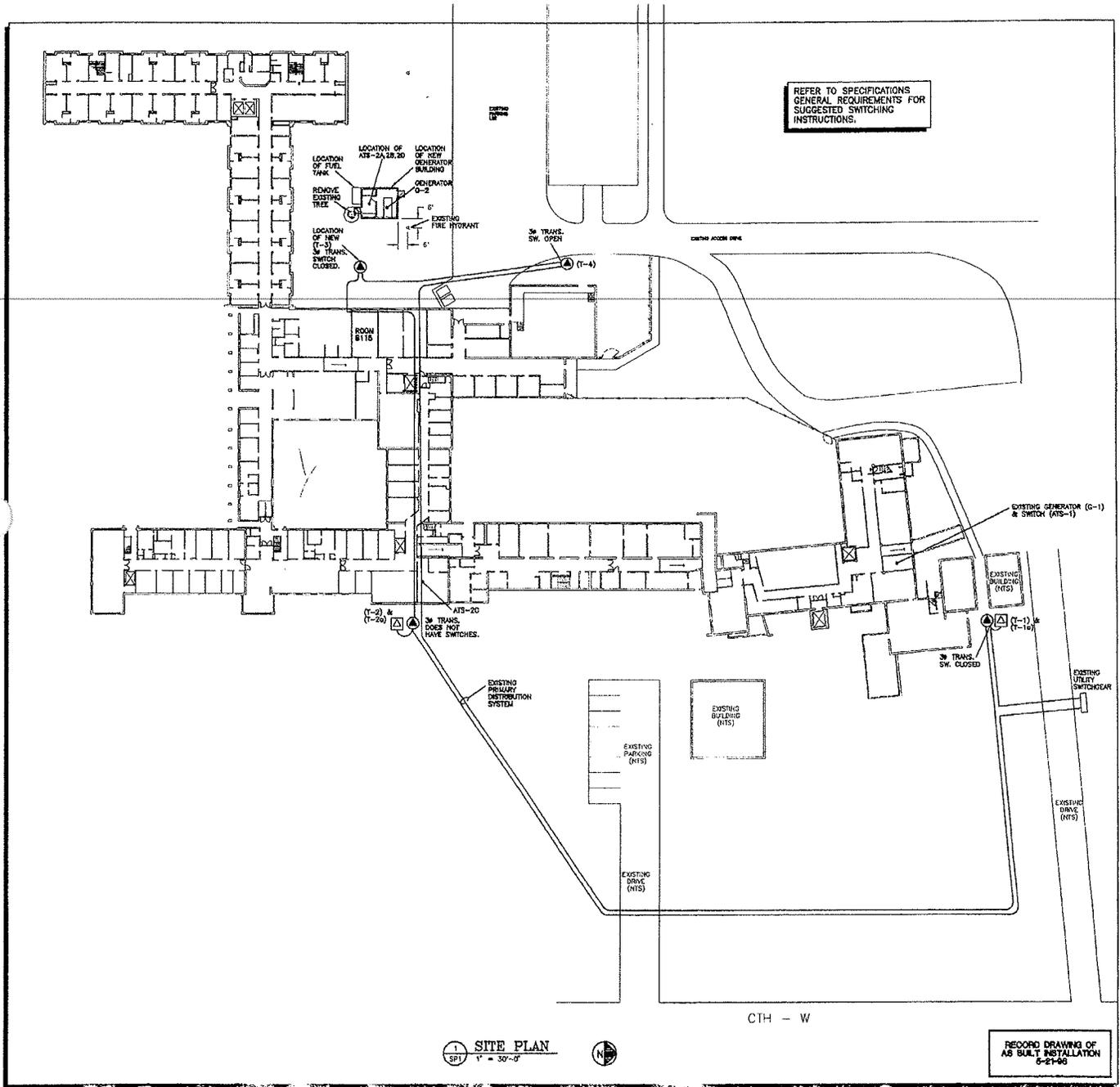
\$200,000

Mike Herl
608-828-8804 direct
608-212-4623 cell
Mike.herl@colliers.com

COLLIERS INTERNATIONAL
1001 Fourier Drive Suite 100
Madison, WI 53717

www.colliers.com

Site Plan



LANG
 Incorporated
 Mechanical, Electrical,
 Plumbing, Engineering
 Electrical and Automation Specialists
 444 S. Adams Street
 Madison, WI 53701
 (608) 261-1131
 (608) 261-1133
 (608) 261-1134

COUNTRYSIDE HOME
 EMERGENCY ELECTRICAL SYSTEM UPGRADE
 JEFFERSON, WISCONSIN

SITE PLAN

DATE: MAY 1997
 SCALE: 1" = 30'-0"
 PLAN FILE # 87020
 DRAWN BY: RLS
 DESIGNED BY: RLS
 CHECKED BY: LLS
 REVISED:

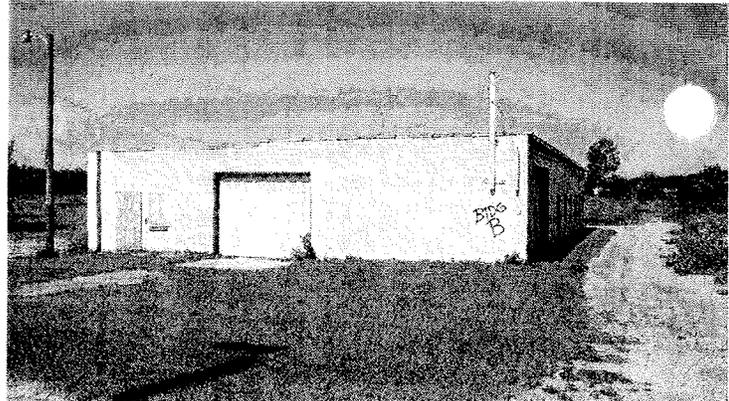
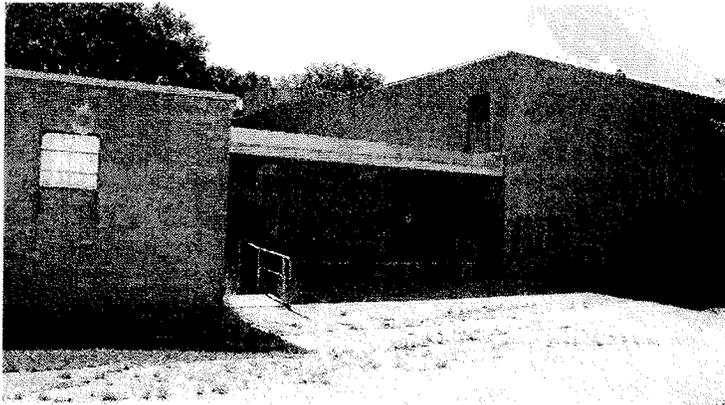
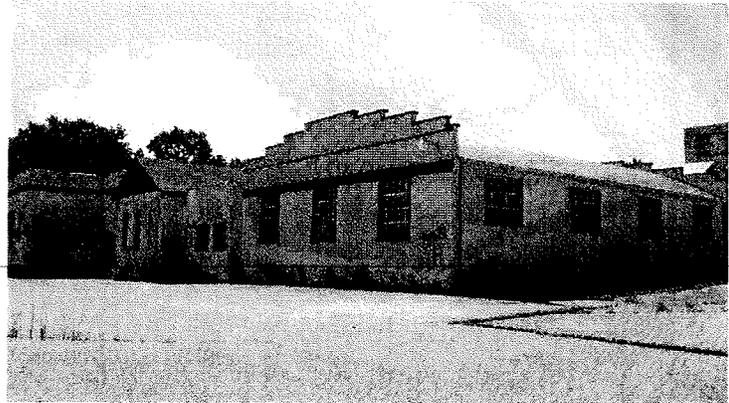
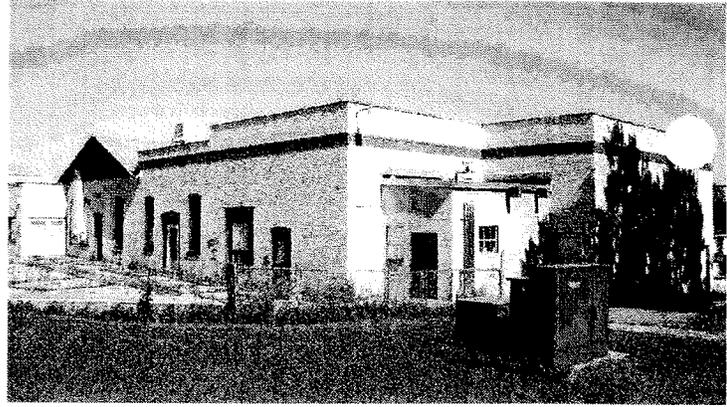
SP1

RECORD DRAWING OF
 AS BUILT INSTALLATION
 6-21-96

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 Madison, WI 53717

Information shown herein was provided by the Seller/Lessor and/or other third parties and has not been verified by the broker

www.colliers.com

BROKER DISCLOSURE TO NON-RESIDENTIAL CUSTOMERS

1 Prior to negotiating on your behalf the Broker must provide you the following disclosure statement:

2 **BROKER DISCLOSURE TO CUSTOMERS**

3 You are a customer of the broker. The broker is either an agent of another party in the transaction or a subagent of another broker
4 who is the agent of another party in the transaction. The broker, or a salesperson acting on behalf of the broker, may provide
5 brokerage services to you. Whenever the broker is providing brokerage services to you, the broker owes you, the customer, the
6 following duties:

- 7 ■ The duty to provide brokerage services to you fairly and honestly.
- 8 ■ The duty to exercise reasonable skill and care in providing brokerage services to you.
- 9 ■ The duty to provide you with accurate information about market conditions with a reasonable time if you request it, unless
10 disclosure of the information is prohibited by law.
- 11 ■ The duty to disclose to you in writing certain material adverse facts about a property, unless disclosure of the information is
12 prohibited by law (See Lines 47-55).
- 13 ■ The duty to protect your confidentiality. Unless the law requires it, the broker will not disclose your confidential information or the
14 confidential information of other parties (See Lines 22-39).
- 15 ■ The duty to safeguard trust funds and other property the broker holds.
- 16 ■ The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the advantages and
17 disadvantages of the proposals.

18 Please review this information carefully. A broker or salesperson can answer your questions about brokerage services, but if you
19 need legal advice, tax advice, or a professional home inspection, contact an attorney, tax advisor, or home inspector.
20 This disclosure is required by section 452.135 of the Wisconsin statutes and is for information only. It is a plain-language summary of
21 A broker's duties to a customer under section 452.133 (1) of the Wisconsin statutes.

22 **CONFIDENTIALITY NOTICE TO CUSTOMERS**

23 BROKER WILL KEEP CONFIDENTIAL ANY INFORMATION GIVEN TO BROKER IN CONFIDENCE, OR ANY INFORMATION
24 OBTAINED BY BROKER THAT HE OR SHE KNOWS A REASONABLE PERSON WOULD WANT TO BE KEPT CONFIDENTIAL,
25 UNLESS THE INFORMATION MUST BE DISCLOSED BY LAW OR YOU AUTHORIZE THE BROKER TO DISCLOSE PARTICULAR
26 INFORMATION. A BROKER SHALL CONTINUE TO KEEP THE INFORMATION CONFIDENTIAL AFTER BROKER IS NO LONGER
27 PROVIDING BROKERAGE SERVICES TO YOU.

28 THE FOLLOWING INFORMATION IS REQUIRED TO BE DISCLOSED BY LAW:

- 29 1. MATERIAL ADVERSE FACTS, AS DEFINED IN SECTION 452.01 (5g) OF THE WISCONSIN STATUTES (SEE LINES 47-55).
- 30 2. ANY FACTS KNOWN BY THE BROKER THAT CONTRADICT ANY INFORMATION INCLUDED IN A WRITTEN INSPECTION
31 REPORT ON THE PROPERTY OR REAL ESTATE THAT IS THE SUBJECT OF THE TRANSACTION.
- 32 TO ENSURE THAT THE BROKER IS AWARE OF WHAT SPECIFIC INFORMATION YOU CONSIDER CONFIDENTIAL, YOU MAY LIST
33 THAT INFORMATION BELOW (SEE LINES 35-36). AT A LATER TIME, YOU MAY ALSO PROVIDE THE BROKER WITH OTHER
34 INFORMATION YOU CONSIDER TO BE CONFIDENTIAL.

35 **CONFIDENTIAL INFORMATION:** _____

36 _____
37 **NON-CONFIDENTIAL INFORMATION** (The following information may be disclosed by Broker): _____

38 _____
39 *(INSERT INFORMATION YOU AUTHORIZE THE BROKER TO DISCLOSE SUCH AS FINANCIAL QUALIFICATION INFORMATION.)*

40 **CONSENT TO TELEPHONE SOLICITATION**

41 I/We agree that the Broker and any affiliated settlement service providers (for example, a mortgage company or title company) may
42 call our/my home or cell phone numbers regarding issues, goods and services related to the real estate transaction until I/we
43 withdraw this consent in writing. **List Home/Cell Numbers:** _____

44 **SEX OFFENDER REGISTRY**

45 *Notice: You may obtain information about the sex offender registry and persons registered with the registry by contacting the*
46 *Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public/> or by phone at 608-240-5830.*

47 **DEFINITION OF MATERIAL ADVERSE FACTS**

48 A "material adverse fact" is defined in Wis. Stat. § 452.01 (5g) as an adverse fact that a party indicates is of such significance, or that
49 is generally recognized by a competent licensee as being of such significance to a reasonable party, that it affects or would affect
50 the party's decision to enter into a contract or agreement concerning a transaction or affects or would affect the party's decision
51 about the terms of such a contract or agreement. An "adverse fact" is defined in Wis. Stat. § 452.01 (1e) as a condition or occurrence
52 that a competent licensee generally recognizes will significantly and adversely affect the value of the property, significantly reduce
53 the structural integrity of improvements to real estate, or present a significant health risk to occupants of the property; or information
54 that indicates that a party to a transaction is not able to or does not intend to meet his or her obligations under a contract or
55 agreement made concerning the transaction.