

Dane County Contract Addendum Cover Sheet

Res 216
significant

Revised 06/2021

Contract # Admin will assign	12160B
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Dept./Division	Administration	Vendor Name	Tracy Herold
Brief Addendum Title/Description	Extension to Employee Services Agreement	Vendor MUNIS #	25341
		Addendum Term	1/12/25 - 1/11/30
		Amount (\$)	

Department Contact Information		Vendor Contact Information	
Contact	Michelle Goldade	Contact	
Phone #		Phone #	
Email		Email	
Purchasing Officer			



Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed PO#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted Req#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	1/12/15-1/11/20		<input type="checkbox"/> None	Res# 421
	A	1/12/20 - 1/11/25		<input type="checkbox"/> None	Res# 402
	B	1/12/25 - 1/11/30		<input type="checkbox"/> None	Res# 2024 Res- 216
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 0.00		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Goldade, Michelle	Digitally signed by Goldade, Michelle Date: 2024.11.26 15:10:02 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 11/25/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, November 26, 2024 3:17 PM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #12160B
Attachments: 12160B.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 11/27/2024 9:16 AM	Approve: 11/27/2024 9:16 AM
	Rogan, Megan	Read: 12/2/2024 8:52 AM	Approve: 12/2/2024 8:54 AM
	Gault, David	Read: 11/26/2024 3:31 PM	Approve: 11/26/2024 4:14 PM
	Cotillier, Joshua	Read: 11/27/2024 8:50 AM	Approve: 11/27/2024 8:50 AM
	Stavn, Stephanie	Read: 11/26/2024 3:19 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #12160B
Department: Administration
Vendor: Tracy Herold
Contract Description: Addendum to Employee Services Agreement (Res 216)
Contract Term: 1/12/25 -1/11/30
Contract Amount: \$--

Thanks much,
Michelle

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

1
2
3 **2024 RES-216**

4 **EXTENDING TRACY HEROLD'S EMPLOYEE SERVICE AGREEMENT**
5 **AS DIRECTOR OF LIBRARY SERVICES**

6 A previously negotiated Employee Service Agreement for Tracy Herold to serve as Director of
7 Library Services expires on January 11, 2025. An extension of Tracy Herold's Employee
8 Service Agreement has been negotiated and the President of the Dane County Library Board
9 supports this extension.

10
11 The contract addendum updates the terms and conditions of employment. This contract
12 addendum requires confirmation by the County Board.

13
14 **THEREFORE, BE IT RESOLVED** that the County Executive and the President of the Dane
15 County Library Board are authorized to execute on the behalf of Dane County the attached
16 agreement with Tracy Herold to serve as Director of the Dane County Library Services, with an
17 annual salary of \$133,952 subject to any cost-of-living adjustments granted to unrepresented
18 managerial employees.

1 **COUNTY OF DANE**

2 **Second Addendum to Employment Services Agreement**

3
4 This Second Addendum, made and entered into by and between the County of Dane (hereinafter referred to as
5 "EMPLOYER") and Tracy Herold (hereinafter, "EMPLOYEE"),

6
7 WITNESSETH:

8
9 **WHEREAS**, the EMPLOYER and the EMPLOYEE have by a separate document entitled Employment Services Agreement
10 (hereinafter the "Original Agreement") previously entered into a contractual relationship, and

11
12 **WHEREAS**, the EMPLOYER and the EMPLOYEE entered into an Addendum to Agreement ("First Addendum") which
13 extended the Original Agreement for five years ending January 11, 2025, and

14
15 **WHEREAS**, the EMPLOYER and the EMPLOYEE now wish to extend the term of the Original Agreement for an additional five
16 years.

17
18 **NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth,
19 the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

- 20
21 1. The Original Agreement and the First Addendum shall remain in full force and effect unchanged in any manner by
22 this Second Addendum to Employment Services Agreement except for those changes expressly set forth herein.
23 This Second Addendum to Employment Services Agreement shall control only to the extent of any conflict
24 between the terms of the Original Agreement and the First Addendum.
25
26 2. Paragraph 5 of the Original Agreement is replaced with the following:

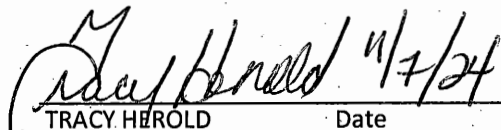
27
28 **TERM OF AGREEMENT.** The term of this agreement shall be a period of five (5) years, commencing at 12:01 a.m.
29 on January 12, 2025 and expiring as of 11:59 p.m. on January 11, 2030, unless earlier terminated under other
30 provisions of this agreement or by operation of law.

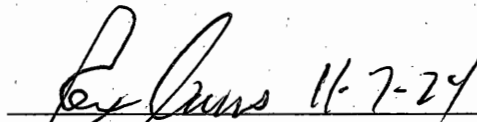
31
32 **IN WITNESS WHEREOF**, EMPLOYER and EMPLOYEE have executed this Addendum to Employment Services Agreement
33 effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their
34 respective signatures, as indicated below:

35
36 FOR THE EMPLOYER:

BY THE EMPLOYEE:

37
38
39
40 _____ Date
41 JAMIE KUHN
42 County Executive

43
44
45  11/7/24
46 TRACY HEROLD Date

47
 11-7-24
48 REX OWENS Date
49 Dane County Library Board President