

Dane County Contract Cover Sheet

Res 402
Significant

Dept./Division	Administration
Vendor Name	Tracy Herold
Vendor MUNIS #	25341
Brief Contract Title/Description	Extension to Tracy Herold's Employee Services Agreement to serve as the Dane County Library Service Director
Contract Term	1/12/2020 to 1/11/2025
Total Contract Amount	\$ 107,640

Contract # <small>Admin will assign</small>	12160A
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	Obj Code	Amount	\$
Req #	Org Code	Obj Code	Amount	\$
Year	Org Code	Obj Code	Amount	\$

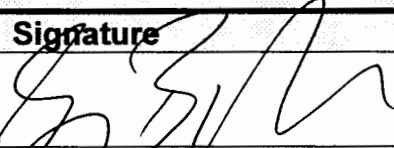
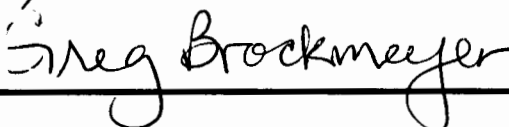
Resolution	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.			
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.			
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.			Res #
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.			Year

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	12/5/19		
mk	Controller	12/5/19	12/5/19	
PCP	Purchasing	12/6/19	12/6/19	
	Corporation Counsel	12/5/19	12/5/19	
	Risk Management	12/5/19	12/5/19	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Nick Bubb	Name	
Phone #	608-266-8477	Phone #	
Email	bubb.nicholas@countyofdane.com	Email	
Address	Room 425, City-County Bldg	Address	

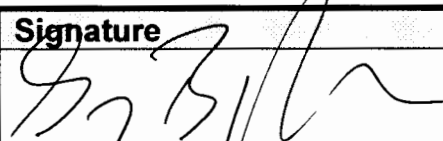
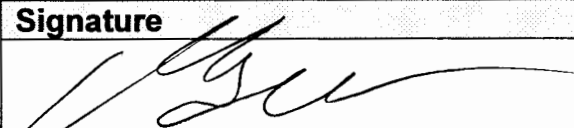
Certification: The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Department Approval of Contract		
Dept. Head / Authorized Designee	Signature	Date
		12.5.19
	Printed Name	
		

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
		12.5.19
	Comments	
Corporation Counsel	Signature	Date
		12/5/19
	Comments	

Extending Library Service Director Tracy Herold's Employee Services Agreement

A previously negotiated Employee Services Agreement for Tracy Herold to serve as Director of the Dane County Library Service expires on January 11, 2020. An extension of Tracy Herold's Employee Services Agreement has been negotiated. The contract addendum updates the terms and conditions of employment. This contract addendum requires confirmation by the County Board.

NOW, THEREFORE, BE IT RESOLVED that the County Executive and the President of the Dane County Library Board are authorized to execute on the behalf of Dane County the attached agreement with Tracy Herold to serve as Director of the Dane County Library Service with an annual salary of \$107,640 subject to any cost of living adjustments granted to unrepresented managerial employees.

1 **COUNTY OF DANE**

2 **Addendum to Employment Services Agreement**

3
4 This Addendum to the Employment Services Agreement dated November 21, 2014 and numbered 12160 is made
5 between the County of Dane (hereinafter referred to as "EMPLOYER") and Tracy Herold (hereinafter, "EMPLOYEE").
6

7
8 WITNESSETH:
9

10
11 **WHEREAS**, the EMPLOYER and the EMPLOYEE have by a separate document entitled Employment Services
12 Agreement (hereinafter the "Original Agreement") previously entered into a five-year contractual relationship, and
13

14 **WHEREAS**, the EMPLOYER and the EMPLOYEE now wish to extend the term of the Original Agreement for five (5)
15 additional years commencing at the expiration of the Original Agreement's term on January 12, 2020 and ending at 11:59
16 p.m. on January 11, 2025, and to amend other provisions of the Original Agreement.
17

18 **NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set
19 forth, 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 shall remain in full force and effect unchanged in any manner by this Addendum to
22 Employment Services Agreement except for those changes expressly set forth herein. This Addendum to
23 Employment Services Agreement shall control only to the extent of any conflict between the terms of the Original
24 Agreement and this Addendum.
25

26 2. Paragraph 5 of the Original Agreement is deleted and 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, 2020 and expiring as of 11:59 p.m. on January 11, 2025, unless earlier terminated under other
30 provisions of this agreement or by operation of law.
31

32 3. Paragraph 6 of the Original Agreement shall be deleted and replaced with the following:
33

34 6. **NONRENEWAL OF AGREEMENT.** At its expiration, this Agreement shall not be considered renewed unless
35 extended in writing by mutual agreement of the parties. If it is the Library Board's intention not to renew this
36 Agreement, the Library Board will attempt to give EMPLOYEE three (3) months advance written notice of the
37 intent not to renew this Agreement, provided, however, that failure to give such notice shall create no obligation
38 on EMPLOYER to continue EMPLOYEE's employment beyond the expiration date of this Agreement. If a resolution
39 to renew or extend this Agreement has been introduced to the county board, the Library Board may extend
40 EMPLOYEE's employment on a month-to-month basis for a period not to exceed 3 months, pending county board
41 action on the resolution.
42

43 4. Paragraph 18 of the Original Agreement shall be deleted and replaced with the following:
44

45 **VACATION.** EMPLOYEE shall be entitled to such number of vacation hours as are provided unrepresented
46 managerial employees not under an employment agreement who have years of service equal to the years of
47 service of EMPLOYEE. Prior civil service and time under this Agreement shall both be included in calculating
48 EMPLOYEE's years of service, provided that in any event EMPLOYEE shall receive no less than the number of weeks
49 of vacation, on an annual basis, to which she is entitled at the time she executes this Agreement. In addition to the
50 foregoing number of weeks of vacation, EMPLOYEE shall also receive eighty (80) vacation hours annually, the same
51 being prorated for any partial calendar year.
52

53 **IN WITNESS WHEREOF**, EMPLOYER and EMPLOYEE have executed this Addendum to Employment Services Agreement
54 effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their
55 respective signatures, as indicated below:
56

57 **FOR EMPLOYER:**

58
59 Date: _____

JOSEPH PARISI, County Executive

60
61
62
63
64
65 Date: 12/5/19

REX OWENS, President
Dan County Library Board

66
67
68
69
70
71
72 **BY EMPLOYEE:**

73
74
75 Date: 12/3/2019

TRACY HEROLD