

# Dane County Contract Cover Sheet

Res 242

Revised 01/2024

|   |   |                |      |
|---|---|----------------|------|
| <b>Dept./Division</b>                   | Sheriff's Office - Field Services Division  |                |      |
| <b>Vendor Name</b>                      | WI Department of Justice  | <b>MUNIS #</b> | 2155 |
| <b>Brief Contract Title/Description</b> | Authorizing acceptance of grant funding to support reimbursement of overtime hours conducting heroin, opiate, and methamphetamine investigations. |                |      |
| <b>Contract Term</b>                    | 1/1/2025 - 12/31/2025   |                |      |
| <b>Contract Amount</b>                  | \$30,000  |                |      |

|  |                      |
|--|----------------------|
| <b>Contract #</b><br>Admin will assign | 15664                |
| <b>Type of Contract</b>                |                      |
| <input type="checkbox"/>               | Dane County Contract |
| <input type="checkbox"/>               | Intergovernmental    |
| <input type="checkbox"/>               | County Lessee        |
| <input type="checkbox"/>               | County Lessor        |
| <input type="checkbox"/>               | Purchase of Property |
| <input type="checkbox"/>               | Property Sale        |
| <input checked="" type="checkbox"/>    | Grant                |
| <input type="checkbox"/>               | Other                |

| Department Contact Information |                              | Vendor Contact Information |                     |
|--------------------------------|------------------------------|----------------------------|---------------------|
| <b>Name</b>                    | Lillian Radivojevich         | <b>Name</b>                | Brian Okeefe        |
| <b>Phone #</b>                 | (608) 284-4801               | <b>Phone #</b>             | (608) 266-1671      |
| <b>Email</b>                   | radivojevich@danesheriff.com | <b>Email</b>               | dic@doj.state.wi.us |
| <b>Purchasing Officer</b>      | Pete Patten                  |                            |                     |

|                             |  |                  |
|-----------------------------|--|------------------|
| <b>Purchasing Authority</b> | <input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)                              |                  |
|                             | <input type="checkbox"/> Between \$13,000 – \$44,000 (\$0 – \$25,000 Public Works) (3 quotes required)     |                  |
|                             | <input type="checkbox"/> Over \$44,000 (\$25,000 Public Works) (Formal RFB/RFP required)                   | <b>RFB/RFP #</b> |
|                             | <input type="checkbox"/> Bid Waiver – \$44,000 or under (\$25,000 or under Public Works)                   |                  |
|                             | <input type="checkbox"/> Bid Waiver – Over \$44,000 (N/A to Public Works)                                  |                  |
|                             | <input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other |                  |

| MUNIS Req. | Req # | <b>Org:</b> SHRFFLD | <b>Obj:</b> Personnel Services | <b>Proj:</b> | \$ 15,000.00 |
|------------|-------|---------------------|--------------------------------|--------------|--------------|
|            | Year  | <b>Org:</b> SHRFFLD | <b>Obj:</b> 30924 & 20023      | <b>Proj:</b> | \$ 15,000.00 |
|            |       | <b>Org:</b> SHRFFLD | <b>Obj:</b> 81568 & 80023      | <b>Proj:</b> | \$ 30,000.00 |

| 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. |

|   |   |              |      |
|---|---|--------------|------|
| <b>Resolution</b><br>Required if contract exceeds \$100,000 | <input type="checkbox"/> Contract does not exceed \$100,000   | <b>Res #</b> | 242  |
|   | <input type="checkbox"/> Contract exceeds \$100,000 – resolution required.                            |              |      |
|   | <input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet. | <b>Year</b>  | 2024 |

| CONTRACT MODIFICATIONS – Standard Terms and Conditions |   |   |
|--|---|---|
| <input type="checkbox"/> No modifications.             | <input type="checkbox"/> Modifications and reviewed by: | <input checked="" type="checkbox"/> Non-standard Contract |

| APPROVAL                                |   |
|---|---|
| <b>Dept. Head / Authorized Designee</b> |   |
| Nygaard, Christopher                    | Digitally signed by Nygaard, Christopher<br>Date: 2024.12.09 11:59:16 -06'00' |

| APPROVAL – Contracts Exceeding \$100,000 |                            |
|--|----------------------------|
| <b>Director of Administration</b>        | <b>Corporation Counsel</b> |
|  |                            |

| APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached |                          |                        |   |
|--|--------------------------|------------------------|---|
| <b>DOA:</b>  | <b>Date In:</b> 12/10/24 | <b>Date Out:</b> _____ | <input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management |

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Thursday, December 12, 2024 3:11 PM  
**To:** Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15664  
**Attachments:** 15664.pdf

| <b>Tracking:</b> | <b>Recipient</b>           | <b>Read</b>              | <b>Response</b>             |
|------------------|----------------------------|--------------------------|-----------------------------|
|                  | Hicklin, Charles           | Read: 12/12/2024 4:05 PM | Approve: 12/12/2024 4:06 PM |
|                  | Patten (Purchasing), Peter | Read: 12/12/2024 4:10 PM | Approve: 12/12/2024 4:18 PM |
|                  | Gault, David               | Read: 12/12/2024 3:22 PM | Approve: 12/12/2024 3:24 PM |
|                  | Cotillier, Joshua          | Read: 12/13/2024 9:36 AM | Approve: 12/13/2024 9:38 AM |
|                  | Stavn, Stephanie           | Read: 12/13/2024 9:47 AM |                             |
|                  | Oby, Joe                   |                          |                             |

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

Contract #15664  
Department: Sheriff  
Vendor: WI Dept of Justice  
Contract Description: Accept 2025 COPS Office Anti-Heroin & Anti-Methamphetamine Grants (Res 242)  
Contract Term: 1/1/25 -12/31/25  
Contract Amount: \$30,000.00

### *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.

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**2024 RES-242**

**AUTHORIZING ACCEPTANCE OF WISCONSIN DEPARTMENT OF JUSTICE, 2025 COPS OFFICE, ANTI-HEROIN AND ANTI- METHAMPHETAMINE TASK FORCE GRANTS**

The Wisconsin Department of Justice (WDOJ) has awarded the Dane County Narcotics Task Force (DCNTF), COPS Office Anti-Heroin and Anti-Methamphetamine Grants totaling \$30,000; Anti-Heroin Grant \$25,000, Anti-Methamphetamine Grant \$5,000, to be utilized in calendar year 2025. The Dane County Task Force has been allotted \$30,000 funds to be utilized in calendar year 2025 with the same allotted amount for 2026 should both grants be extended for an additional year by COPS Grants. This grant funding will support overtime expenses associated with the development and investigation of narcotics cases that target the illicit trafficking of heroin/opiates (Anti-Heroin Grant) and the manufacture and/or distribution of methamphetamine (Anti-Methamphetamine Grant).

Members of the Dane County Task Force are comprised of deputies, officers, detectives, clerical staff and supervisors from the Madison Police Department, Dane County Sheriff's Office, and the University of Wisconsin, Madison, Police Department. Grant funding will reimburse Task Force salary overtime hourly costs only, other grant funding shall reimburse benefit costs incurred as part of these grants.

**NOW, THEREFORE, BE IT RESOLVED** that the Sheriff's Office is hereby authorized to accept from WDOJ, \$30,000 in calendar year 2025, with the same allotted amount for 2026 should both grants be extended for an additional year by COPS Grants and, the County Executive is authorized to execute the COPS Grant Memorandum of Understanding; and

**BE IT FURTHER RESOLVED** \$30,000 is appropriated in the 2025 budget as additional revenue in the Sheriff's Office Field Services Division account lines, and is credited to the General Fund:

|   |          |
|---|----------|
| DCNTF Heroin Initiative Rev (SHRFFLD 81568) | \$25,000 |
| DCNTF Meth Initiative Rev (SHRFFLD 80023)   | \$5,000  |

**BE IT FURTHER RESOLVED** that \$30,000 is transferred from the General Fund to the following account lines:

|  |          |
|--|----------|
| Overtime – DCNTF Heroin Initiative (SHRFFLD 10054) | \$12,500 |
| DCNTF Heroin Initiative Exp (SHRFFLD 30924)        | \$12,500 |
| Overtime – DCNTF Meth Initiative (SHRFFLD 10128)   | \$2,500  |
| DCNTF Meth Initiative Exp (SHRFFLD 20023)          | \$2,500  |

**BE IT FINALLY RESOLVED** that any grant funds not expended as of December 31, 2025 be carried forward until fully expended.



## COPS Grants MEMORANDUM OF UNDERSTANDING

Through the COPS Anti-Heroin and Anti-Methamphetamine (CAMP) Grants, the Wisconsin Department of Justice, Division of Criminal Investigation (DCI) will, as funds allow, provide reimbursement to each participating County/Task Force/Agency for overtime expenses associated with the development and investigation of narcotics cases that target the illicit trafficking of heroin/fentanyl (Anti-Heroin Grant) or the manufacture and/or distribution of methamphetamine (Anti-Methamphetamine Grant). As a condition of receiving funds and other benefits under this program, the undersigned hereby agrees:

1. To appoint a COPS Grant Agency Coordinator to administer the COPS Grants within the jurisdiction accepting the funds;
2. To compile and report information as required by the COPS Grant on a monthly basis, as follows:
  - a. By utilizing ACISS as the investigative case management system if available or, if ACISS is unavailable, by providing copies of case investigative reports, to document the following information for heroin/opiate or methamphetamine-related investigations: the number of cases opened, search warrants obtained, and heroin/opiate or methamphetamine arrests generated, in addition to other statistics as requested by DCI;
  - b. Related investigative telephone communication records from telephone downloads, call detail records, pen registers/trap and traces, or other records from service providers (Facebook, e-mail, etc.) to WSIC for entry into the Penlink database;
3. To comply with the guidelines of the COPS Grants as outlined in the COPS Grants Owner's Manuals and view materials provided by DCI;
4. To use grant funding for personnel overtime expenses associated with an investigation focused on the illicit trafficking of heroin/opiates or methamphetamine, as applicable.
  - a. The funding is designated ONLY for reimbursement of overtime expenses related to these kinds of narcotics investigations and must be tracked separately from any existing federal or state grant funded overtime or additional local agency funding. Overtime Reimbursement Forms must be submitted to the appropriate email address listed below no later than 15-days after the end of the month during which the expense was incurred.  
 Submit Anti-Heroin Overtime Reimbursement Forms to [HeroinGrant@doj.state.wi.us](mailto:HeroinGrant@doj.state.wi.us)  
 Submit Anti-Methamphetamine Overtime Reimbursement Forms to [MethGrant@doj.state.wi.us](mailto:MethGrant@doj.state.wi.us)
  - b. The total overtime payments for an individual officer for a 12-month period in the federal fiscal year 2024, including ALL federal sources (i.e. OCDETF, HIDTA, Byrne JAG, CEASE, COPS Grants) are not to exceed 25 percent of the current federal salary rate in effect at the time the overtime was performed. This amount is \$21,740.50 as of 10/1/2024.
5. Dane County Narcotics Task Force has been allotted the following funds to be utilized in calendar year 2025 with the same allotted amount for 2026 should both grants be extended for an additional year by COPS Grants.

Anti-Heroin Grant:

\$25.000

Anti-Methamphetamine Grant:

\$5.000

### Agency Coordinator

Title/Name: Lt. Kipp Hartman

Email: khartman@cityofmadison.com

Office Phone: 608-242-2301

Address: 211 S. Carroll St., Madison, WI 53703

### Agency Approval

Agency Head Signature: \_\_\_\_\_

Print Title & Name: Dane County Executive Melissa Agard

### COPS Grant Approval

Approved By: \_\_\_\_\_  
WI DOJ Deputy Attorney General Eric J. Wilson

Revised 12/2024

**SUBMIT BY EMAIL**