MEETING OF THE DODGE COUNTY FINANCE COMMITTEE
December 12, 2017, 8:00 A.M.
FIRST FLOOR AUDITORIUM – ROOMS H and I
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Fink, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Dodge County Chief Deputy Sheriff Scott Smith; Dodge County Sheriff Operations Captain Scott Mittelstadt; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Network Administrator Josh Kohlhoff; County Board Chairman Russell Kottke; County Board Supervisor Joseph Marsik; and County Board Supervisor Dennis Schmidt.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Benter, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Fink, seconded by Benter to approve the November 7, 2017 minutes, as presented. Motion carried.

Human Services and Health Department Director Becky Bell provided an oral report to the Committee regarding a Resolution to amend the 2017 Dodge County Human Services and Health Department Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of $84,879. Ms. Bell reported that Dodge County was awarded the State Targeted Response to the Opioid Crisis Grant in the amount of $84,879, and has been identified by the State of Wisconsin as a high priority due to the number of opioid overdose deaths. Ms. Bell further reported that due to the high demand for services, she anticipates exceeding $50,000 or more in grant funding in 2017. Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper commented that if the full grant funding in the amount of $84,879 is not used in the year 2017, the Human Services and Health Department will request the remaining amount be carried over to the 2018 budget. Finance Director Julie Kolp stated that the grant funding in the amount of $84,879 was not included in the 2018 budget. Motion by Schaefer, seconded by Benter to approve the Fiscal Note as presented, and to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Kolp reported to the Committee that a change has been made to the Highway Department Resolution regarding the Authority to Purchase Three Quad Axle Dump Trucks and the Highway Department Resolution regarding the Authority to Purchase Four 66,000 Pound GVW Tandem

Dump Truck Chassis. Ms. Kolp further reported that the change made to these Resolutions is that copies of the quotations are on file in the Office of the Dodge County Highway Commissioner, not the Office of the Dodge County Clerk. The Committee continued with a discussion on the Resolution regarding the Authority to Purchase Three Quad Axle Dump Trucks. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of $494,140. Supervisor Guckenberger questioned why these Highway Department purchases of greater than $50,000 were not identified on the adopted 2018-2022 Capital Improvement Plan. County Administrator Jim Mielke answered that these purchases were approved in the 2018 Budget and are itemized in the 2018 Budget Book starting on page 364. Mr. Mielke commented that the roll of the Finance Committee today is to approve the Fiscal Note as presented. Supervisor Frohling commented that the topic of purchases $50,000 or more on the Capital Improvement Plan can be an item of discussion on a future Finance Committee agenda. Supervisor Frohling reported that the funds in the amount of $494,140 were included in the 2018 Dodge County Budget. Mr. Mielke reported that it is anticipated that the dump trucks will be ordered, the purchase will be a 2018 expenditure, and this Resolution is being presented now because there is the possibility that there will not be a January 2018 County Board meeting. Motion by Benter, seconded by Schaefer to approve the Fiscal Note as presented, and to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Resolution Authorizing the Purchase of Four 66,000 Pound GVW Tandem Dump Truck Chassis. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of $488,000. Motion by Schaefer, seconded by Benter to approve the Fiscal Note as presented, and to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding a Resolution Authorizing the Purchase of Computer Equipment and Services for the Data High Availability and Disaster Recovery Project. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of $427,110. Mr. Mielke reported that the funding for this project will be a combination of monies in the approved 2017 and 2018 Information Technology Budgets and 2017 County Sales Tax Revenues. Supervisor Guckenberger voiced his concerns with all of the large expenditure projects all occurring at the same time. Mr. Mielke commented that the Data High Availability and Disaster Recovery Project is a high priority project, and it will not have a negative effect on the Enterprise Resource Planning Project (ERP) or the Spillman Project. Mr. Mielke reported that if the Resolution is approved by the County Board at their December 19, 2017 meeting, the estimated completion date of the Data High Availability and Disaster Recovery Project is March of 2018. Supervisor Guckenberger asked if Dodge County has any type of back-up of information. Network Administrator Josh Kohlhoff answered that Dodge County does have back-up in B10 and at Clearview, but if something happens to B10, there is no way to retrieve the lost data.

Supervisor Frohling reported that this expenditure is not in the adopted 2018 budget. Motion by Benter, seconded by Fink to approve the Fiscal Note as presented, and to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Kolp provided an oral update to the Committee regarding the combining of four (4) payroll cycles into one (1) payroll cycle. Ms. Kolp reported that meetings have been held with Committees, Department Heads, and some departments including the Highway Department, and a meeting is scheduled at Clearview on December 14, 2017. Ms. Kolp further reported that a document with recommendations is being prepared for providing information to Committees and Department Heads.

Mr. Mielke provided an oral report to the Committee regarding the 2017 Budgetary Carryover Request Format for County Board Presentation. Mr. Mielke reported that there has been two (2) different formats used: A single Resolution with individual exhibits, and individual Resolutions for each carryover request. Mr. Mielke asked for feedback from the Finance Committee on which format they recommend. A discussion by Committee members followed. Ms. Nass commented that amendments can easily be made on a single Resolution. Motion by Benter, seconded by Schaefer to choose the single Resolution with individual exhibits as the method for requesting a budgetary carryover. Motion carried.

Ms. Monica Hooper provided an oral update to the Committee regarding Client Billing and Collection. Ms. Monica Hooper reported that the Human Services and Health Department bills out every Thursday, invoices are billed out through the end of November 2017, and self-pay invoices will be billed out by the end of this week. Ms. Monica Hooper further reported that JD Edwards is working properly, and Human Services and Health Department will have a scope of work assessment to determine what tasks still need to be accomplished.

There was no discussion on the Statement of the Dodge County Treasurer, the County Investments, and the County Sales and Use Tax Report.

The Finance Committee reviewed the following Intra-Department Fund Transfers and Unbudgeted/Excess Revenue Appropriation Request:

1. Traffic Safety Grant – Sheriff Office - Dodge County Chief Deputy Sheriff Scott Smith reported that the Unbudgeted/Excess Revenue Appropriation Request is to apply unbudgeted revenue to cover cost of shared grant funds with other participating local law enforcement agencies - $24,205.00;
2. Project Lifesaver – Sheriff Office – Mr. Smith reported the Sheriff's Office received a donation from an organization (Demential Concerns Coalition or DCC) and that the Unbudgeted/Excess Revenue Appropriation Request is to apply unbudgeted revenue towards specific Project Lifesaver Expenses - $6,000.00;
3. Medical Costs – Sheriff Office – Mr. Smith reported that the Unbudgeted/Excess Revenue Appropriation Request is to cover an excess in Outpatient/Clinical Services

resulting from unplanned out of facility medical expenses for Dodge County Detention Facility inmates - $30,000.00;

4. Radios – Sheriff Office – Mr. Smith reported that the Unbudgeted/Excess Revenue Appropriation Request is to apply unbudgeted revenue for the purpose of purchasing seven (7) mobile radios to replace older radios. Mr. Smith further reported that this purchase was not included in the 2018 budget - $40,000.00;
5. Radios – Emergency Management – An Unbudgeted/Excess Revenue Appropriation Request to use 2016 redistribution funds for the purpose of purchasing interoperability radios - $12,938.00;
6. Energy Services – Human Services and Health Department – Ms. Monica Hooper reported that the Unbudgeted/Excess Revenue Appropriation Request is to update revenue and expense object lines to reflect a 2017 contract amendment for Energy Services - $11,942.00;
7. CCS Program – Human Services and Health Department – Ms. Monica Hooper reported that the Intra-Department Fund Transfer Request is to account for excess expenditures in the CCS Program. Ms. Monica Hooper further reported that there is a high number of participants in this program, and in researching, she discovered that there are two (2) business units from when there were two (2) Human Services Buildings, and one (1) should be eliminated. Supervisor Guckenberger requested a follow-up by Ms. Monica Hooper regarding the two (2) business units - $315,000.00;
8. KW Electric Time and Material – Physical Facilities – Physical Facilities Director Russ Freber reported that the Intra-Department Fund Transfer Request is to cover work done on the Administration Building - $2,473.00;
9. Data Aire Unit – Physical Facilities – Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover costs due to the repair of the air conditioning/heating unit at the Dodge County Dispatch Center that was struck by lightning in June of 2017. Mr. Freber further reported that an insurance claim has been submitted - $11,660.00;
10. Stone Replacement – Physical Facilities – Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover the cost of stone replacement of four (4) stones and resurfacing of ten (10) stones on the east elevation of the Dodge County Administration Building - $10,527.00;
11. Roof and Boiler Repair – Physical Facilities - Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover the cost of roof and boiler repairs at the Legal Services Building - $12,000.00;
12. Black Top Sidewalk and Lightning Damaged NAE – Physical Facilities - Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover costs for repairing a black top sidewalk on the southwest side of the Henry Dodge Office Building. Mr. Freber further reported that there was an issue with water freezing on the sidewalk, therefore, the sidewalk was moved and re-graded. Mr. Freber reported that a NAE at the Henry Dodge Office Building was struck by lightning, and the NAE was replaced with a newer version - $21,000.00;
13. Service Door and Cemetery Work – Physical Facilities - Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover costs associated with door replacements, due to rust, by Maas Brothers at the Henry Office Building, and to pay for work performed at the cemetery by the Highway Department - $14,000.00;

14. Gym Doors – Physical Facilities - Mr. Freber reported that the Intra-Department Fund Transfer Request is to cover costs associated with the removal and replacement of gym doors (due to rust) at the Henry Dodge Office Building - $9,000.00;
15. Cover Cost over and above budget amounts – Physical Facilities - Mr. Freber reported that the Intra-Department Fund Transfer Request is to transfer funds to cover over and above budget amounts, so there were no line items with negative amounts - $18,240.00.

Motion by Schaefer, seconded by Benter to approve the Unbudgeted/Excess Revenue Appropriation Requests and the Intra-Department Fund Transfer Requests. Motion carried.

There was no discussion on the Dodge County Vouchers $10,000 or More.

There were no Committee Reports.

Ms. Kolp provided a brief oral update to the Committee regarding the Enterprise Resource Planning (ERP) Project. Ms. Kolp reported that a signed contract was received from Tyler, and Dodge County is reviewing the contract. Ms. Kolp further reported that a site visit to Winnebago County will take place on December 13, 2017.

Ms. Kolp and Ms. Nass reported that she has no new information regarding the Internal Revenue Service (IRS) penalty.

The next regular meeting is scheduled for Tuesday, January 9, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

Mr. Mielke reported that the January 9, 2018 meeting will be a joint meeting with the Human Services and Labor Negotiations Committee starting at 9:00 a.m., to review and discuss. No action is being requested regarding the combining of payrolls. Then at the next regular individual meetings the committees can take action.

Mr. Mielke reported that there probably will not be a January 2018 County Board meeting, and the February 2018 County Board meeting date may change if there is a Spring Primary Election.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:49 a.m.

Ed Benter

Ed Benter,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.