

**DODGE COUNTY EXECUTIVE COMMITTEE**

February 2, 2015, 2:00 P.M.

FOURTH FLOOR CONFERENCE ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 2:00 p.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Johnson, Kottke, Maly, and Marsik.

Member absent and excused: Miller.

Others present: County Administrator Jim Mielke, Deputy Emergency Management Director Joe Meagher, County Clerk Karen Gibson, Deputy County Clerk Christine Kjornes, Corporation Counsel John F. Corey, Dodge County Sheriff Dale Schmidt, Dodge County Chief Deputy Sheriff Scott Smith, District Attorney Office Manager Bob Barrington, Dodge County Highway Commissioner Brian Field, UW-Extension Director Jeff Hoffman and WBEV Radio Station Reporter John Muir.

Motion by Maly, 2<sup>nd</sup> by Marsik to approve the January 5, 2015 minutes as presented. Motion carried.

Motion by Maly, 2<sup>nd</sup> by Johnson to authorize out-of-state travel for District Attorney Office Manager Bob Barrington, to attend a conference of the Association of Free Community Papers in Savannah, Georgia, from April 9-11, 2015. Mr. Barrington reported that the out-of-state travel will be at no expense to Dodge County. Motion carried.

Motion by Frohling, 2<sup>nd</sup> by Berres to authorize out-of state travel for Dodge County Highway Commissioner Brian Field, and Supervisor William Muche, a member of the Dodge County Highway Committee, to attend the annual Transportation Development Authority Legislative Fly-In in Washington, D.C., on March 25-26, 2015. Motion carried.

Motion by Marsik, 2<sup>nd</sup> by Frohling to authorize out-of state travel for Emergency Management Director Amy Nehls and Deputy Emergency Management Director Joe Meagher to attend the Making Disasters Less Disastrous Conference in Chicago, Illinois, on March 24, 2015. Motion carried. Supervisor Johnson asked Mr. Meagher who will be available to be contacted in case of an emergency when both the Emergency Management Director and the Deputy Emergency Management Director are absent from Dodge County. Mr. Meagher responded that during their absence from Dodge County, both he and Amy Nehls will be available to be contacted on their cell phones, and that Dodge County's Sheriff's Office dispatch and local authorities will be available to respond to emergencies until he and Amy Nehls return to Dodge County.

County Clerk Karen Gibson reviewed agenda items for the Tuesday, February 17, 2015 County Board meeting. Ms. Gibson reported that the agenda will include Resolutions from the Finance Committee, Highway Committee, Human Services and Health Board, Information Technology Committee, and the Law Enforcement Committee. Ms. Gibson further reported that Special Orders of Business will include the presentation of a plaque to the Watertown Area Arts Council by Judge John Storck and Supervisor MaryAnn Miller, and a presentation by Judge John Storck, Human Services and Health Director Janet Wimmer, and District Attorney Kurt Klomberg on the Dodge County Alcohol Court.

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Page 2 of 4

Ms. Gibson provided an oral report to the Committee regarding the Wisconsin Counties Association Regional Legislative Meeting dates. Ms. Gibson reported that the Southern District meeting will be held on March 9, 2015 in DeForest, Wisconsin, pre-registration is not required, and the agenda for the meeting is available for review on the website of the Wisconsin Counties Association.

Dodge County Sheriff Dale Schmidt provided an oral report to the Committee regarding New World Records Management Software. Sheriff Schmidt reported that there are many unresolved critical issues regarding this software, and that the Sheriff's Office is working with New World to attempt to resolve them.

Administrator Mielke provided an oral report to the Committee regarding the Dodge County City Leaders Consortium. Administrator Mielke reported that, at the invitation of City of Beaver Dam Mayor Tom Kennedy, he and Russell Kottke and Julie Kolp attended a meeting of the Dodge County City Leaders Consortium on February 2, 2015, to discuss the one-half of one percent county sales tax, and that more discussions may be forthcoming.

Administrator Mielke provided an oral report to the Committee regarding a request for a contingent appropriation for the County Board Budget. Mr. Mielke reported that meeting pay has exceeded the amount that was budgeted in the 2014 County Board Budget because of per diem increases and additional meetings, and an overall deficit exists in the amount of \$9,779.14. Motion by Johnson, 2<sup>nd</sup> by Maly to recommend to the Dodge County Finance Committee that the Finance Committee transfer funds in the amount of \$9,779.14 from the Contingency Fund to the 2014 County Board Budget. Motion carried.

Administrator Mielke reported that there are no new claims against Dodge County, and that there are no new reports of incidents that may give rise to claims against Dodge County.

Corporation Counsel John Corey provided an oral update to the Committee regarding records retention policies and a proposed records retention/disposition ordinance. Mr. Corey reported that the proposed records retention/disposition schedule will be reviewed by the Public Records Board on February 19, 2015, he is in the process of drafting an ordinance to create a County Records Committee, and he will bring a draft of the ordinance to create a County Records Committee to the March, 2015, meeting of the Executive Committee, for consideration and discussion.

Mr. Corey provided an oral update to the Committee regarding the former MetalFab property located at 401 Madison Street, in the City of Beaver Dam. Mr. Corey reported that on January 29, 2015, the Taxation Committee and Russell Kottke toured the former MetalFab property, and that Mr. Corey has reviewed a proposed Lease Termination Agreement by and between MacFab Metal Products, LLC, and Dodge County, that had been presented to him by the President and CEO of MacFab Metal Products, LLC. Mr. Corey further reported that the City of Beaver Dam Fire Department has directed Dodge County to maintain the fire sprinkler system located in the interior of the former MetalFab building in an operable condition, and, therefore, in order to prevent the fire sprinkler system from freezing, Dodge County will be required to heat the interior of the former MetalFab building during the heating seasons.

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Page 3 of 4

Mr. Corey provided an oral update to the Committee regarding four county-owned vacant lots located in the City of Fox Lake. Mr. Corey reported that he has prepared a bid form and a form for solicitation of bids, has received a written report on the record title to the four vacant lots, and has scheduled a meeting with Highway Commissioner Brian Field on February 10, 2015.

Mr. Corey provided an oral report to the Committee regarding the Wisconsin Department of Revenue State Debt Collection Initiative. Mr. Corey reported that the Wisconsin Department of Revenue is lawfully authorized to intercept tax refunds and to undertake other efforts to collect debts, including debts owed to Wisconsin counties, and that the Department of Revenue debt collection fee is 15 percent of the unpaid balance of the debt or \$35, whichever is larger.

Mr. Corey provided an oral report to the Committee regarding Dodge County Drainage Board meeting per diem payments. Mr. Corey reported that Dodge County has paid per diems of \$50 to members of the Drainage Board, that Section 88.17(7), of the *Wisconsin Statutes*, limits per diem payments to members of drainage boards to not more than \$40, the County Board lacks lawful authority to pay per diems that exceed the amount prescribed by Section 88.17(7), of the *Wisconsin Statutes*, and that per diems to be paid to members of the Drainage Board will be \$40.

Emergency Management Deputy Director Joe Meagher provided an oral update to the Committee regarding the Dodge County Administration Building Emergency Planning Committee. Mr. Meagher reported that the Committee has discussed deficiencies in the PA system, the need for CPR Defibrillator training for staff, and the capability of dispatch paging through the PA system during severe weather. Administrator Mielke reported that discussions regarding the opening and closing times of the entrances to the Administration Building have taken place.

Mr. Meagher provided an oral report to the Committee regarding a 2014 Budget carryover request for the Continuity of Operations Plan. Mr. Meagher reported that there were delays in 2014, and therefore the Continuity of Operations Plan was not completed, his request is to carryover \$8,228.50 from Budget Year 2014 to Budget Year 2015. Motion by Frohling, 2<sup>nd</sup> by Maly to recommend to the Dodge County Finance Committee that the Emergency Management Department be allowed to carryover \$8,228.50 from Budget Year 2014 to Budget Year 2015 to be used for the Continuity of Operations Plan. Motion carried.

Supervisor Maly reported that on January 21, 2015, she attended a meeting of the County Organization and Personnel Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin.

Supervisor Frohling reported that on January 22, 2015, he attended a meeting of the Taxation and Finance Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin.

Supervisor Frohling reported that he recently met with staff members of the Office of State Senator Scott Fitzgerald to discuss the State of Wisconsin 2015-2017 biennial budget.

The Committee briefly considered and discussed Wisconsin Transportation Fund issues.

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Page 4 of 4

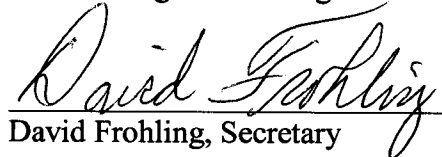
Supervisor Frohling reported that Governor Scott Walker is scheduled to speak at the Wisconsin Counties Association Legislative Exchange meeting on February 4, 2015 in Madison, Wisconsin.

Supervisor Maly provided an oral report to the Committee regarding County Board Rule Number 30 pertaining to departmental purchases of equipment and supplies and departmental leases of equipment. Supervisor Maly requested that the County Board Rules be amended to require that contracts for purchases of service by Dodge County be reviewed by Corporation Counsel and Administrator Mielke. Mr. Corey stated that the County Board is not limited to changing its Rules only at organizational meetings, but can change its Rules at any meeting. Administrator Mielke stated that it is his intention to include in the 2016 Dodge County Budget, that he will submit to the County Board in October of 2015, funding for one, new full-time, benefited position of Assistant Corporation Counsel. Supervisor Berres asked what law firms are available to assist Corporation Counsel in reviewing contracts in the event that the Corporation Counsel is unable to review contracts due to heavy workloads. The Committee directed Mr. Corey to draft a proposed County Board Rule to require that contracts for purchases of service by Dodge County be reviewed by Corporation Counsel and Administrator Mielke and to present the proposed County Board Rule to the Committee at its March, 2015, meeting for discussion and consideration.

UW-Extension Educator Jeff Hoffman provided an oral report to the Committee regarding strategic planning. Mr. Hoffman suggested that a Steering Committee be established that would develop the logistics of the Strategic Plan. Mr. Hoffman recommended that Administrator Mielke function as the Project Manager, who will work with the Steering Committee to assist it in creating a Strategic Planning Committee consisting of at least 15 individuals, including County Board Supervisors and department heads. Mr. Hoffman distributed to the Committee a handout defining a Strategic Issue and an Operational Issue. Mr. Hoffman also distributed to the Committee a document entitled *Jefferson County Government Strategic Plan, Executive Summary*. Supervisor Frohling suggested that the Strategic Planning Committee consist of 10 members, including 5 county board supervisors, 2 department heads, 2 county employees, and 1 citizen member. The goal of the Executive Committee is to have the Strategic Plan in place to assist with the development of the 2016 Dodge County Budget. It was the consensus of the Committee to continue discussion of the Strategic Plan at the March, 2015, meeting of the Executive Committee, and to direct Mr. Hoffman to facilitate discussion, at that meeting, of the development of the Dodge County Strategic Planning Initiative.

Meeting adjourned at 4:35 p.m. by the order of the Chairman.

The next regular meeting is scheduled for Monday, **March 2, 2015 at 8:30 a.m.**

  
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David Frohling, Secretary

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