

DODGE COUNTY EXECUTIVE COMMITTEE

March 2, 2015, 8:30 A.M.

FOURTH FLOOR CONFERENCE ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

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

Members absent: None.

Others present: County Administrator Jim Mielke, Emergency Management Director Amy Nehls, Deputy County Clerk Christine Kjornes, Corporation Counsel John F. Corey, Dodge County Chief Deputy Sheriff Scott Smith, Land Resources and Parks Director Joyce Fiacco, UW-Extension Director Jeff Hoffman, and WBEV Radio Station Reporter John Muir.

Motion by Maly, 2nd by Johnson to approve the February 2, 2015 minutes as presented. Motion carried.

Motion by Johnson, 2nd by Miller to authorize out-of-state travel for Senior GIS Specialist Jesse O'Neill, to attend the annual ESRI International Geographic Information Systems (GIS) User Conference in San Diego, California, from July 20-24, 2015. Land Resources and Parks Director Joyce Fiacco stated that attendance at this conference will be beneficial for keeping up with the rapid advancements in GIS, and the cost of the conference is \$2,000. Motion carried.

Chairman Kottke reviewed a memo dated February 24, 2015, issued by County Clerk Karen Gibson regarding agenda items for the Tuesday, March 17, 2015 County Board meeting, wherein Ms. Gibson stated that the agenda will include as Special Orders of Business the confirmation of appointments by the County Administrator, a presentation by Kati Kindschuh, 2014-2015 State Reporter, Wisconsin Association of FFA, a presentation by Dodge County Sheriff Dale Schmidt on New World Systems, a presentation of a Commendation Plaque to Bob Goetsch for his service on the Dodge County Drainage Board, Resolutions from the Executive Committee, the Planning, Development and Parks Committee, and the Building Committee, and wherein Ms. Gibson requested Committee members to consider whether or not they will attend the 2015 Wisconsin Counties Association Conference to be held on September 20-22, 2015 in La Crosse, Wisconsin.

Administrator Mielke provided an oral report to the Committee regarding the air barrier remediation project in the Administration Building. Administrator Mielke reported that Maas Brothers Construction Co., Inc., submitted a bid, with a base amount of \$618,000, to remediate construction conditions that allow air leakage through exterior wall assemblies on each floor of the Administration Building, and that it has been reasonably estimated that Mass Brothers Construction Co., Inc., will begin work on the air barrier remediation project in April of 2015.

Administrator Mielke provided an oral report to the Committee regarding the security electronic upgrade for the Dodge County Detention Facility and Courthouse. Administrator Mielke reported that the project will consist of the upgrade of the electronic security systems in the Dodge County Detention Facility and the Courthouse, the greatest need for update is in the Detention Facility, the estimated cost of this project is \$1.6 million, the estimated cost of this project will be included in the 2016 budget, and that preparations for solicitation of bids will begin in the summer of 2015.

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Administrator Mielke provided an oral report to the Committee regarding an elevator at the Henry Dodge Office Building located at 199 County Road DF, in the City of Juneau. Administrator Mielke reported that there is a minor issue with one of the five elevators located there, and this matter will be placed on the agendas for the March 2015 meetings of the Building Committee and the Finance Committee.

Administrator Mielke provided an oral report to the Committee regarding a class action lawsuit involving the premature failure of cement fiber siding located on the exterior of the Clearview facility which is located at 198 County Road DF, in the City of Juneau. Administrator Mielke reported that Corporation Counsel John Corey, Clearview Administrator Jane Hooper, and he are working with Boldt Construction to determine the amount of cement fiber siding that has been applied to the exterior of the Clearview facility, and the matter of the class action lawsuit involving the premature failure of the cement fiber siding located on the exterior of the Clearview facility will be placed on the agenda for the March 2015 meeting of the Heath Facilities Committee.

Administrator Mielke provided a brief oral report to the Committee regarding an incident that involved a Dodge County Sheriff's Department squad vehicle and a vehicle owned by a private party.

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 was reviewed by the State Records Management Committee on February 10, 2015, and will be reviewed by the State Public Records Board on March 9, 2015. Mr. Corey further reported that he will bring a proposed ordinance to create a county records committee to the April 2015 meeting of the Executive Committee, for consideration and discussion. Supervisor Maly asked whether Mr. Corey will be a member on the proposed county records committee, or not. Mr. Corey reported that he will be a member on the proposed county records committee. The Committee briefly discussed the question of whether Administrator Mielke should be a member of the proposed county records committee, or not.

Mr. Corey provided an oral report to the Committee regarding a proposed Resolution to create a new county board rule, specifically Rule No. 41, to require that the Dodge County Administrator and the Dodge County Corporation Counsel review all proposed contracts for services in which Dodge County is a vendee and to negotiate the terms and conditions of those contracts. The Committee discussed this proposed Resolution and what steps should be taken in the event that no agreement can be made between Dodge County and the vendor, regarding the terms and conditions of a contract. It was the consensus of the Committee that department heads should notify Administrator Mielke and Mr. Corey of any grant contracts or state-funded contracts.

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 the building on site has been vacated, and that Physical Facilities Director Russ Freber has requested Environmental Management Consulting, Inc., to provide to Dodge County, an estimate of the cost to conduct a hazardous materials inspection of the former MetalFab building, and to provide to Dodge County an estimate of the cost to remove and lawfully dispose of hazardous materials, including, but not limited to, asbestos-containing materials. Administrator Mielke reported that Veolia Environmental Services

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has provided to Dodge County an estimate in the amount of \$16,974, to analyze substances located in the interior of the former MetalFab building, and to provide labor, supplies, and paperwork to safely and legally dispose of those substances. Administrator Mielke 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, this system will be monitored, and the exterior glass windows and exterior doors containing glass have been covered by oriented strand board for security reasons. Chairman Kottke reported that the deadline by which the former MetalFab building must be sold or demolished is October 15, 2015, and that Dodge County is responsible for the remediation of any environmental issues on site, including contaminated soil, subsoil, and groundwater.

Chairman Kottke reported that immediately after roll call will have been taken at the April 21, 2015 meeting of the Dodge County Board of Supervisors, the members of the County Board will leave the Administration Building and participate in a bus tour of Astico Park located in the Town of Elba, the Highway Department shop building located in the Village of Reeseville, and the former Metalfab property located in the City of Beaver Dam, and that funds to pay for improvements to Astico Park, and to the Highway Department shop building located in the Village of Reeseville will be budgeted in the 2016 Dodge County Budget.

Committee members discussed a request made by a Dodge County Board Supervisor for a forensic audit of Clearview, the Highway Department, and the Human Services and Health Department for fiscal years 2010-2014. Administrator Mielke reported that he has notified these departments of the request for a forensic audit and he anticipates that a resolution requesting a forensic audit will be presented to the County Board for discussion and consideration at its April 21, 2015 meeting.

Supervisor Marsik inquired about a lawsuit in which the Dodge County Drainage Board is a defendant. Administrator Mielke stated that the Dodge County Drainage Board is an entity which is independent of Dodge County, and that Dodge County is not involved in that lawsuit.

Emergency Management Director Amy Nehls provided an oral update to the Committee regarding the Dodge County Administration Building Emergency Planning Committee. Ms. Nehls reported that signs indicating emergency exit locations have been posted on the first floor of the Administration Building, will soon be posted on the second, third, and fourth floors of the Administration Building, emergency flip charts are being finalized and will be distributed to Department Heads for review, and emergency training for employees will be held in the Administration Building on April 13-14, 2015. Ms. Nehls further reported that this emergency training for employees will be video recorded and will include a demonstration by Detective Mike Reissmann of Run, Hide, Fight, situations.

Ms. Nehls reported that the Continuity of Operations Plan will be discussed with department heads at the March Management Council meeting.

Ms. Nehls provided an oral report to the Committee regarding a Resolution for the purchase by the Emergency Management Department of a new 2016 Ford Utility Police Interceptor vehicle from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin. Ms. Nehls reported that the purchase

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price for the new vehicle is \$27,479, funds for the purchase are included in the 2015 Emergency Management Department Budget, the new vehicle will replace a 2005 Chevrolet Tahoe Special Service Vehicle that is currently being operated by the Emergency Management Department, and the 2005 Chevrolet Tahoe will be sold by the Emergency Management Department to the Dodge County Land Conservation Department for \$7,500. Supervisor Berres asked whether or not, in order for the Emergency Management Department to lawfully sell the 2005 Chevrolet Tahoe to the Land Conservation Department, it will be necessary for the Emergency Management Department to obtain permission from the United States Department of Homeland Security to do so, prior to doing so, because the 2005 Chevrolet Tahoe was purchased with Homeland Security Grant funds that were awarded to Dodge County. Administrator Mielke recommended that Ms. Nehls contact Finance Director Julie Kolp and the Baker Tilly accounting firm to determine whether or not it will be necessary for the Emergency Management Department to obtain prior permission from the United States Department of Homeland Security in order for the Emergency Management Department to lawfully sell the 2005 Chevrolet Tahoe to the Land Conservation Department. Motion by Johnson, 2nd by Frohling to approve and forward to the County Board for consideration at its March 17, 2015 meeting, a Resolution to allow the Emergency Management Department to purchase a new 2016 Ford Utility Police Interceptor vehicle at a purchase price of \$27,479 from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin. Motion carried by a vote of 6 yes and 1 no (Berres).

Ms. Nehls provided an oral update to the Committee regarding the Assistance To Firefighter grant. She reported that FEMA has conducted an audit of the equipment that was purchased by the City of Fox Lake Fire Department with Simulcast grant funds, that one of the recommendations of the FEMA audit is that an audit be made of the financial records of the City of Fox Lake Fire Department, that she has received a proposal to audit the City of Fox Lake Fire Department that was submitted by Johnson Block and Company, Inc., of Madison, Wisconsin, at an estimated total cost of \$4,000 - \$5,000, and that the Dodge County Emergency Management Department will use budgeted grant funds to pay to the City of Fox Lake Fire Department, a match amount equal to 20% of the cost of the audit by Johnson Block and Company, Inc.

Supervisor Miller reported that on January 30, 2015, she attended a meeting of the Judicial and Public Safety Steering Committee of the Wisconsin Counties Association in Madison, Wisconsin.

Chairman Kottke reported that on February 3-4, 2015, he and Supervisor Frohling attended the Wisconsin Counties Association Legislative Exchange in Madison, Wisconsin. Chairman Kottke informed the Committee about an informational packet that he received from the Wisconsin Counties Association. Chairman Kottke stated that this packet is an ideal resource for use by anyone who wishes to learn more about county government and by anyone who wishes to inform others about county government.

The Committee briefly discussed Governor Walker's proposal to shift property tax assessment duties from municipalities to counties.

Supervisor Frohling reported that on March 19-20, 2015, he will attend a meeting of the Board of Directors of the Wisconsin Counties Association, at which a transportation group will make a presentation.

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Administrator Mielke provided a brief oral report to the Committee regarding the proposed 2015-2017 State Biennial Budget. He reported that he is working with the Human Services and Health Department, the Land Conservation Department, and Land Resources and Parks Department to draft a summary of pertinent parts of the 2015-2017 State Biennial Budget.

Administrator Mielke provided an oral report to the Committee regarding the Dodge County private well water testing program. Administrator Mielke reported that the water testing program will be a collaborative effort by the University of Wisconsin-Stevens Point Groundwater Center, the Dodge County Land Conservation Department, the Dodge County UW-Extension, and the Dodge County Human Services and Health Department, participation in the program by owners of private wells in Dodge County will be voluntary, and in order to help create a baseline from results of private well water testing and analyses in Dodge County, Dodge County will submit to the University of Wisconsin-Stevens Point Groundwater Center, for testing and analysis, water samples from 150 private wells located in target areas in Dodge County.

Administrator Mielke provided a brief oral report to the Committee regarding a regional collaboration between Dodge County and Jefferson County. Administrator Mielke reported that he and Chairman Kottke have met with Jefferson County officials and engaged in preliminary discussions about a transportation study grant.

Chairman Kottke reported that information about the fiscal impact of the 2015-2017 State Biennial Budget will be presented, analyzed, and discussed at a Southern Regional Legislative meeting of the Wisconsin Counties Association that will be held on March 9, 2015, in De Forest, Wisconsin. Chairman Kottke stated that this information will be of great value to Administrator Mielke, Finance Director Julie Kolp, and Human Services and Health Department Fiscal and Support Services Division Manager, Ken Kamps. Chairman Kottke recommended that Administrator Mielke, Finance Director Julie Kolp, and Human Services and Health Department Fiscal and Support Services Division Manager, Ken Kamps attend this meeting.

UW-Extension Educator Jeff Hoffman provided a brief oral update to the Committee regarding strategic planning. Mr. Hoffman reported that he reviewed the answers from the *Profile the Planning Effort Worksheet* that was emailed to members of the Executive Committee before the February 2, 2015, meeting of the Executive Committee, there was a lack of consistency in the answers that Committee members made to the questions on the worksheet, a Steering Committee should be established first, and then a Strategic Planning Committee should be established next, but the process of strategic planning should not be rushed.

Motion by Johnson, 2nd by Miller to convene in closed session.

Before voting on the motion, Chairman Kottke announced to all present that the purpose of the closed session will be to confer with legal counsel for Dodge County, who will render oral advice concerning strategy to be adopted by Dodge County with respect to litigation in which it is likely to become involved, namely, litigation which is likely to arise from allegations set forth in a *Notice of*

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Circumstances of Injury regarding David R. Pipkin and/or the Estate of David R. Pipkin, and that Section 19.85(1)(g), of the *Wisconsin Statutes*, authorizes the closed session.

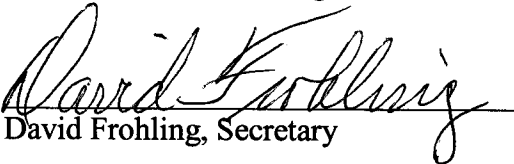
A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:34 a.m.

There was a conference with Attorney John F. Corey, Dodge County Corporation Counsel, who gave oral advice concerning strategy to be adopted by Dodge County with respect to litigation in which it is likely to become involved, namely, litigation which is likely to arise from allegations set forth in a *Notice of Circumstances of Injury* regarding David R. Pipkin and/or the Estate of David R. Pipkin. There was a discussion of such oral advice.

Motion by Johnson, 2nd by Maly, to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:47 a.m.

Meeting adjourned at 10:48 a.m. by the order of the Chairman.

The next regular meeting is scheduled for Monday, **April 6, 2015 at 8:30 a.m.**


David Frohling, Secretary

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