

## **DODGE COUNTY EXECUTIVE COMMITTEE**

April 6, 2015, 8:30 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

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, County Clerk Karen Gibson, Deputy County Clerk Christine Kjornes, Corporation Counsel John F. Corey, Emergency Management Director Amy Nehls, Emergency Management Deputy Director Joe Meagher, State Assembly District 39 Representative Mark Born, State Assembly District 42 Representative Keith Ripp, Dodge County Chief Deputy Sheriff Scott Smith, Land Resources and Parks Director Joyce Fiacco, UW-Extension Director Jeff Hoffman, Finance Director Julie Kolp, Information Technology Director Ruth Otto, Veterans Services Officer Mark Grams, Highway Commissioner Brian Field, Human Resources Director Joe Rains, Human Services and Health Director Janet Wimmer, County Board Supervisor Janice Bobholz, County Board Supervisor Phillip Gohr, County Board Supervisor Dennis Schmidt, County Board Supervisor Wayne Uttke, Baker Tilly Certified Public Accountant and Partner Heather S. Acker, Daily Citizen Reporter Terri Pederson, and WBEV Radio Station Reporter John Muir.

Motion by Maly, 2<sup>nd</sup> by Miller to approve the March 2, 2015 minutes as presented. Motion carried.

State Representative Mark Born of the 39<sup>th</sup> Assembly District and State Representative Keith Ripp of the 42<sup>nd</sup> Assembly District appeared in person before the Committee. Chairman Kottke invited Committee members and others present to address comments and concerns to the Representatives. Chairman Kottke inquired about the proposal to shift property tax assessment duties from municipalities to counties. Chairman Kottke stated that the State of Wisconsin needs to enforce licensing requirements and apply penalties for violations of licensing requirements for individuals who assess real property for tax purposes.

Supervisor Frohling inquired about the bed tax that affects Dodge County.

Supervisor Berres inquired about proposed legislation to eliminate the personal property tax and also inquired about a lawsuit in which Walgreens is seeking to reduce the assessed valuation of real property which it owns.

Supervisor Marsik inquired about the shifting of zoning responsibilities back to the towns.

County Clerk Karen Gibson provided an overview of some proposed election bills.

Supervisor Maly commented that she is opposed to proposed legislation to transfer the duties and responsibilities of county Aging and Disability Resource Centers to private, for-profit insurance companies. Supervisor Miller stated that she agrees with the comments made by Supervisor Maly.

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Veterans Services Officer Mark Grams stated that veterans services officers help veterans and their families, in order for Dodge County to receive a grant from the State of Wisconsin in the amount of \$13,000, he is required to submit documentation regarding the recruitment and hiring processes pertaining to the time at which he was hired as Veterans Services Officer by Dodge County, and those records that existed at the time that he was hired by Dodge County no longer exist, because they were destroyed after seven years as allowed by the records retention policy of Dodge County. Mr. Rains stated that the State of Wisconsin has requested a copy of the results of tests that were taken by candidates for the position of Veterans Services Officer at the time Mr. Grams was hired. Mr. Rains confirmed that those personnel records were destroyed after seven years as allowed by the records retention policy of Dodge County.

Mr. Grams stated that he is disappointed about the lack of funding for increases in salaries for state patrol officers.

Highway Commissioner Brian Field commented on the need for transportation aids.

Administrator Mielke commented on reduced funding for land conservation.

Land Resources and Parks Director Joyce Fiacco commented on the amount of funding needed for the Land Information Program. She stated that there will not be enough funding for the Land Information Program if proposed legislation to shift property tax assessment duties from municipalities to counties is enacted into law. Ms. Fiacco also commented on pending legislation to reduce funding for the UW Extension service.

Representative Born and Representative Ripp addressed questions and comments that were made by those present, thanked the Executive Committee and those present for the invitation to attend this meeting, and stated that in the event anyone has any questions or concerns, they should not hesitate to contact them.

Ms. Gibson asked Committee members whether they will attend the Wisconsin Counties Association Annual Conference to be held on September 20-22, 2015, in La Crosse, Wisconsin. All Committee members indicated that they will attend. Ms. Gibson stated that Wisconsin Counties Association Room Blocks for hotel reservations will open on May 1, 2015, and that she will reserve rooms for all members of the Committee.

Ms. Gibson reviewed agenda items for the Tuesday, April 21, 2015 County Board meeting. Ms. Gibson reported that the meeting will be called to order at 9:00 a.m. in the Auditorium located on the first floor of the Administration Building, and after roll call has been taken, County Board members will board a bus and travel to tour and inspect the Highway Department shop building located in the Village of Reeseville, Astico Park located in the Town of Elba, and the former MetalFab property located in the City of Beaver Dam, and that after the County Board members have completed the tour and inspection, and have returned to the Auditorium located in the Administration Building, they will adjourn the County Board meeting for lunch, which will be provided in the Auditorium located in the Administration Building, and the County Board members will reconvene the County Board meeting at 1:00 p.m. in the County Board Room. Ms. Gibson further reported that the agenda will include the

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confirmation of a re-appointment made by the County Administrator to the Loan Advisory Committee, the confirmation of appointments made by the County Board Chairman, including the Chairman's One Year Committee Appointments, an appointment to replace Jim Mielke on the Lake Sinissippi Improvement District Board, and appointments to the Local Emergency Planning Committee, a presentation of the Sheriff's Department Annual Report by Sheriff Schmidt, and Resolutions from the Executive Committee, the Health Facilities Committee, the Taxation Committee, and Ordinances from the Executive Committee.

Ms. Gibson provided an oral report to the Committee regarding the printing of County Board Proceedings in the forms of a book and a newspaper insert, and County Board Rule Number 36. Ms. Gibson reported that John Veling, Director of Central Services, is willing to print the County Board Proceedings in book form at a cost of approximately \$26.00 per book, it will also be necessary to publish the County Board Proceedings in the form of a newspaper insert in the Independent News, and that she sent bids for publication of County Board Proceedings to the Dodge County Pionier and the Watertown Daily Times. Supervisor Johnson inquired whether it is necessary to solicit bids for the printing of County Board Proceedings, or not. Corporation Counsel John Corey stated that solicitation of bids is not required. It is the consensus of the Committee to make no changes to County Board Rule Number 36. Motion by Frohling, 2<sup>nd</sup> by Miller to direct that the printing of County Board Proceedings in book form be completed in house by the Central Services Department. Supervisor Berres asked how the cost of printing the County Board Proceedings in book form was calculated. Ms. Gibson reported that she consulted with John Veling, Director of Central Services, who calculated the cost of printing the County Board Proceedings in book form. Motion carried.

Administrator Mielke introduced to the Committee, Heather S. Acker, a Certified Public Accountant employed by Baker Tilly Virchow Krause, LLP (Baker Tilly). Administrator Mielke reported to the Committee that a proposal from Johnson Block was received during the week of March 30, 2015, and that this proposal will be discussed at the Finance Committee meeting scheduled for April 14, 2015. Ms. Acker provided an overview of the proposal by Baker Tilly to perform an Operational Review (Review) of the Human Services and Health Department in 2015, and other county departments in the future. Ms. Acker stated that the Review will identify ways to strengthen internal controls, reduce risk to the county, and improve efficiencies, that representatives of Baker Tilly have vast knowledge in working with governmental agencies, that after the Review has been completed, Baker Tilly will issue a draft report to the County with recommendations for improvements, the county department that was reviewed will be given the opportunity to respond to the recommendations, the Review is not an audit, the Review will focus on current operations and whether or not future improvements are needed. Supervisor Marsik asked whether the Operational Review Project that was performed in Portage County, Wisconsin, was successful, or not. Ms. Acker responded by stating that Portage County has adopted the majority of recommendations that Baker Tilly provided. Administrator Mielke reiterated that Portage County was receptive to the recommendations made by Baker Tilly. Supervisor Berres inquired about the Johnson Block proposal. Administrator Mielke stated that on March 12, 2015, he attended a meeting with Johnson Block. Administrator Mielke distributed to the Committee members copies of a letter issued by Johnson Block. Administrator Mielke stated that the Johnson Block audit proposal will be reviewed and discussed at the next Finance Committee meeting, which is scheduled on April 14, 2015. Supervisor Berres asked if the Finance Committee can be involved with the Operational Review Project. Ms. Acker responded by stating that the Finance

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Committee can be added as a Committee involved with the Operational Review Project. Motion by Johnson, 2<sup>nd</sup> by Miller to approve and forward to the County Board for consideration at its April 21, 2015 meeting, a Resolution to purchase from Baker Tilly consulting services to perform an Operational Review of the Dodge County Human Services and Health Department in calendar year 2015, in a total amount not to exceed \$30,000. Supervisor Maly asked whether the Operations Review Project has a timeline, or not. Ms. Acker confirmed that there will be a timeline for the Project. Supervisor Maly also inquired about the qualifications of the members of the staff of Baker Tilly that will be assigned to this Project. Ms. Acker stated that all of the members of the staff of Baker Tilly that will be assigned to this Project are Certified Public Accountants. Supervisor Marsik asked whether an Operational Review Project will be performed in other county departments, or not. Administrator Mielke stated that other county departments will participate in an Operational Review, and that funds for payment of these Operational Reviews will be included in future budgets. Supervisor Maly asked whether Dodge County ought to make a cost/benefit analysis, also known as a Case Review, of these proposed Operational Reviews of Dodge County departments before Dodge County proceeds with these proposed Operational Reviews of Dodge County departments, or not. Supervisor Maly also asked whether other Wisconsin counties, for which Baker Tilly has conducted annual Operational Reviews of their county departments, have information about the cost/benefit analyses that these other Wisconsin counties have made, regarding the Operational Reviews that Baker Tilly has conducted of their county departments, available for review by Dodge County, or not. Administrator Mielke stated that it is his view that these planned Operational Reviews will be beneficial to the County, and it is not his intent that these Reviews be used as a means to reduce county staffing levels. Supervisor Maly commented that the Operational Reviews will be a way to improve what is already being done. Supervisor Johnson commented that by increasing efficiency, the County will be saving time, effort, and money. Motion carried.

Administrator Mielke provided an oral report to the Committee regarding the Miller Street parking lot resurfacing project. Administrator Mielke reported that the lowest bid is \$68,000, which is less than the budgeted amount, base work required for the project may increase the amount of the base bid, but the costs of the project will not exceed the amount of money that was budgeted for the project.

Administrator Mielke provided an oral report to the Committee regarding the replacement of a new air cooled glycol chiller unit in the Henry Dodge Office Building. Administrator Mielke reported that the Maintenance Department has solicited bids for the purchase of a new chiller unit and for its installation, and has received a base bid in the amount of \$109,000 for the purchase of a new chiller unit, that the new chiller unit will not be delivered to the Henry Dodge Office Building until 8-12 weeks after it has been ordered, the old chiller unit that will be replaced by the new chiller unit is water cooled, and the new chiller unit will be air cooled, the new chiller unit will be more efficient than the old chiller unit that it will replace, and that an energy efficiency rebate will be paid to Dodge County after the new air cooled glycol chiller unit has been installed.

Administrator Mielke reported that the bid opening for the County Highway E road project is scheduled for April 7, 2015, and that the Highway Committee will review the bids at its meeting scheduled for April 9, 2015.

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Administrator Mielke reported that there are no new claims or incident reports.

Corporation Counsel John Corey provided an oral update to the Committee regarding the creation of a Public Records Committee. Mr. Corey stated that creation of a Public Records Committee at the county level will be beneficial. Motion by Maly, 2<sup>nd</sup> by Frohling to approve and forward to the County Board for consideration at its April 21, 2015 meeting, an Ordinance to Create Section 1.39 – Public Records Committee, of the Code of Ordinances, Dodge County, Wisconsin. Motion carried. Supervisor Berres asked for what period of time is Dodge County required to retain personnel records, such as those for the Veterans Services Officer. Mr. Corey stated that Dodge County is required to retain personnel records for a period of seven years. Motion carried.

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 on March 9, 2015, the State Public Records Board reviewed and approved the proposed records retention/disposition schedule. Mr. Corey stated that the retention/disposition schedule is a work in progress. Motion by Maly, 2<sup>nd</sup> by Marsik to approve and forward to the County Board for consideration at its April 21, 2015 meeting, an Ordinance to Amend Chapter 1 – General Government, of the Code of Ordinances, Dodge County, Wisconsin, to Repeal and Recreate Section 1.33 Records Schedule. Motion carried.

Mr. Corey provided an oral update 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. It is the consensus of the Committee that this proposed Resolution needs to be changed. Supervisor Johnson stated that Highway contracts are very vague.

Mr. Corey provided an oral report to the Committee regarding the proposal by Intrado, for Services, Software, and Equipment for the 911 upgrade project. Mr. Corey reported that he and Information Technology Director Ruth Otto participated in several conference telephone calls with a representative from Intrado to discuss changes to be made to the payment schedule and to other terms and conditions set forth in the proposal. Mr. Corey stated that Dodge County made a counteroffer to Intrado's initial proposal regarding the payment schedule and other terms and conditions, and during a conference telephone call with Intrado's legal counsel, Intrado made a final offer regarding the payment schedule and other terms and conditions, and that Intrado's final offer regarding the payment schedule is as follows: 40% of System, Implementation and Discount Subtotal (\$78,531.56) – on shipment; 60% of System, Implementation and Discount Subtotal (\$117,797.34) - on acceptance; 100% of Year One TXT29-1-1, ITS and Maintenance and Support Services (\$34,275.00) – on acceptance; and, the remaining years of TXT29-1-1 and Maintenance and Support Services (\$157,876.00) – on anniversary two, three, four and five following acceptance. Mr. Corey stated that this is the current status of negotiations. Supervisor Maly asked Ms. Otto if Ms. Otto is comfortable with Intrado's final proposal. Ms. Otto responded that there are only two vendors of this product, and they are AT&T and Intrado, and that she has confidence in Intrado's final proposal. Supervisor Maly stated that the 40%/60% final offer is a standard proposal. Dodge County Chief Deputy Sheriff Scott Smith stated that he consulted with Sauk County, and learned that the Sauk County Sheriff's

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Department is pleased with its acceptance of this same type of payment plan. Motion by Frohling, 2<sup>nd</sup> by Miller to approve the Agreement for Services, Software, and Equipment finally proposed by Intrado, and recommend that Dodge County, Wisconsin, and Intrado enter into a written agreement as finally proposed by Intrado. Motion carried.

Mr. Corey provided an oral report to the Committee regarding the proposed Amendment to Ordinance Chapter 9 - Peace and Order, of the Code of Ordinances, Dodge County, Wisconsin, to Amend Section 9.01 – Offenses Against State Laws Subject to Forfeiture, and Amending Chapter 30 – Construction and Effect of Ordinances, of the Code of Ordinances, Dodge County, Wisconsin, to Amend Section 30.04(4)(b), Schedule of Deposits, to Set Forth a Deposit Schedule. Mr. Corey reported that this proposed Amendment to Chapter 9 provides a list of offenses against state laws subject to forfeiture, violations of which will be prosecuted by the Office of Corporation Counsel. Mr. Corey reported that this proposed Ordinance will be reviewed at a meeting of the Law Enforcement Committee scheduled for April 10, 2015, and it is likely that the Law Enforcement Committee will approve this proposed Ordinance and forward it to the County Board for its consideration at the May 19, 2015, meeting of the County Board. Supervisor Johnson asked how the forfeiture amounts were determined. Dodge County Chief Deputy Sheriff Scott Smith responded that the forfeiture amounts were determined according to the seriousness of the various offenses, and that less serious offenses have lower forfeiture amounts as compared to more serious offenses which have higher forfeiture amounts. Supervisor Marsik asked whether those listed offenses that are no longer illegal will be deleted from the proposed Ordinance, or not. Mr. Corey responded that those listed offenses that are no longer illegal will be deleted from the proposed Ordinance.

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 Veolia Environmental Services was onsite on April 3, 2015, and removed hazardous substances from the interior of the building and will lawfully dispose of them. Mr. Corey reported that this property will be placed on the Wisconsin Surplus Auction website on April 7, 2015, and will be listed on this website until 10:00 a.m. on May 7, 2015.

The Committee briefly discussed the need for an additional Assistant Corporation Counsel position in 2016 due to the heavy workload in the Office of Corporation Counsel.

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 each floor of the Administration Building, emergency flip charts have been finalized, and emergency training for employees will be held in the Administration Building on April 13-14, 2015. Ms. Nehls further reported that the emergency training for employees that will be held on April 14, 2015 will be video recorded, and she will begin discussions with the Highway Department regarding Emergency Planning.

Ms. Nehls provided an oral update to the Committee regarding the Continuity of Operations Plan (COOP). Ms. Nehls reported that COOP is ongoing and she is working with Ruth Otto, Director of Information Technology, to update the Mayville Highway Shop to make it a functional COOP site.

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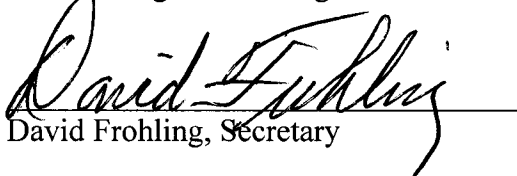
Ms. Nehls reported that she and Emergency Management Deputy Director Joe Meagher will make a presentation regarding emergency management in conjunction with the Wisconsin Counties Association Educational Seminar program, and that their presentation is scheduled for Monday, April 20, 2015, in Stevens Point, Wisconsin.

Ms. Nehls provided an oral update to the Committee regarding emergency repairs that were made to the Fox Lake radio communications tower. Ms. Nehls referred to a Memorandum, dated April 6, 2015, that she addressed to the Committee, and that it is included in the packet of materials for this meeting. Ms. Nehls reported that in December of 2014, she received notice of poor paging transmission in the Fox Lake/Randolph area, that upon investigation of the poor paging transmission in the Fox Lake/Randolph area, it was determined that water was present in transmission lines, which caused damage to transmission lines, that in order to quickly rectify the problem, Wave Communications and Communication Services were hired to climb the tower and repair the affected equipment, however, due to winter weather conditions, the repair work was delayed until the period of time commencing on January 12, 2015, and ending on January 14, 2015, the cost of the emergency repairs was \$8,169.95, and was not budgeted for 2015. Ms. Nehls requested that the Executive Committee recommend to the Finance Committee, that the Finance Committee make a contingent appropriation transfer, in the amount of \$8,169.95, to Business Unit 2801, Account No. .5356, to fund the emergency repairs to the Fox Lake radio communications tower. Motion by Maly, 2<sup>nd</sup> by Marsik to recommend to the Finance Committee, that the Finance Committee make a contingent appropriation transfer in the amount of \$8,169.95, to Business Unit 2801, Account No. .5356, to fund the emergency repairs to the Fox Lake radio communications tower. Motion carried.

Ms. Nehls reported that simulcasting for Law 1 and Law 3 will be completed by the end of April, 2015.

Meeting adjourned at 10:53 a.m. by the order of the Chairman.

The next regular meeting is scheduled for Monday, **May 4, 2015 at 8:30 a.m.**

  
David Frohling, Secretary

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