

DODGE COUNTY EXECUTIVE COMMITTEE

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

FOURTH FLOOR – 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, County Clerk Karen Gibson, Deputy County Clerk Christine Kjornes, Corporation Counsel John F. Corey, Emergency Management Director Amy Nehls, Finance Director Julie Kolp, Public Health Nurse Mary Rosecky, Public Health Officer Jody Langfeldt, Community Support Services Division Manager Sheila Drays, Daily Citizen Reporter Terri Pederson, and WBEV Radio Station Reporter John Muir.

Motion by Maly, seconded by Miller to approve the June 1, 2015, minutes as presented. Motion carried.

Motion by Maly, seconded by Miller to authorize out-of-state travel for Public Health Nurse Mary Rosecky to attend the Infant Mortality CoIIN (Collaborative Improvement and Innovation Network) Learning Collaborative Conference in Boston, Massachusetts, from July 27-28, 2015. Ms. Rosecky reported that she is a member of CoIIN which works with other agencies to reduce infant mortality. Jody Langfeldt reported that the expenses for Mary Rosecky to attend the Conference will be paid by the National Institute for Children's Health Quality. Motion carried.

County Clerk Karen Gibson reviewed agenda items for the Tuesday, July 21, 2015, County Board meeting. Ms. Gibson reported that the meeting will include Resolutions from the Building Committee, the Executive Committee, the Finance Committee, the Highway Committee, and the Planning, Development and Parks Committee, a Report from the Planning, Development and Parks Committee, and a claim for damages from the Executive Committee. Ms. Gibson further reported that the agenda will include a presentation by an associate of Johnson Block and Company, Inc., and a presentation by Finance Director Julie Kolp, Judge John Storck, and Sheriff Dale Schmitt regarding the Resolution to change the level by which the Dodge County Board of Supervisors exercises budgetary appropriation control in the Dodge County Annual Budget, from the business unit level to the department level.

Ms. Gibson provided an oral update to the Committee regarding the Wisconsin Counties Association Annual Conference to be held in La Crosse, Wisconsin, on September 20-22, 2015. Ms. Gibson reported that she will complete registration online this year, and the deadline to return completed registration forms and a check for spouse/guest registration to her is August 3, 2015.

Ms. Gibson provided an oral report to the Committee regarding the preliminary Finance Committee Resolution to change the level by which the Dodge County Board of Supervisors exercises budgetary appropriation control in the Dodge County Annual Budget, from the business unit level to the department level. Ms. Gibson reported that if the budgetary appropriation control was at the department level, it would give department heads the authority to transfer funds to different business units within their respective departments without the need to present a resolution to the County Board for its approval. Supervisor Berres recommended that any departmental transfers be included in the *County Project and Issue Update* that is provided by Administrator Jim Mielke in the monthly county board packet materials, or included in the minutes of the meetings of the respective committee of jurisdiction. The Committee had a discussion on item number 5 of the Dodge County Budget Control Policy that

DODGE COUNTY EXECUTIVE COMMITTEE

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

FOURTH FLOOR – ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

Page 2 of 4

requires capital items in the amount of \$25,000 and over be presented to the County Board for consideration and action, and whether or not this amount should be increased for certain departments. Mr. Mielke reported that the \$25,000 and over amount is not a statutory requirement, but that it is a requirement of Dodge County that pertains to capital improvement projects. The Committee also had a discussion on item number 8 of the Dodge County Budget Control Policy that requires amendments for revenue and/or expenditure adjustments that exceed adopted county funding to be presented to the County Board for consideration and action. Mr. Mielke stated that the language for items numbered 5 and 8 of the *Dodge County Budget Control Policy* will be further clarified or amended.

Mr. Mielke provided an oral update to the Committee regarding county projects. Mr. Mielke reported that the air barrier remediation project in the Administration Building is progressing very well, and the estimated completion date is the end of this month. Mr. Mielke further reported that after the air barrier remediation project is complete, Physical Facilities Director Russ Freber will perform adjustments to the air pressures in many areas within the Administration Building. Mr. Mielke further reported that the bid opening for the Vehicle and Evidence Storage Building will occur on July 23, 2015, the amount budgeted for the construction of the building is \$150,000, and the estimated completion date of the construction project is November of 2015.

Mr. Mielke provided an oral report to the Committee regarding the recruitment of a Human Resources Director. Mr. Mielke reported that the position has been advertised online and in the *Milwaukee Journal Sentinel* newspaper, the *Wisconsin State Journal* newspaper, the *Fond du Lac Reporter* newspaper, the *Watertown Daily Times* newspaper, and the *Daily Citizen* newspaper. Mr. Mielke reviewed the recruitment timeline, and reported that applications are due by July 17, 2015, in-person interviews will occur on July 22-23, 2015, and it is anticipated that an appointment will be made by the County Board at the August 18, 2015, meeting of the County Board. Mr. Mielke further reported that the interview panel will consist of him, Supervisor Marsik, Supervisor Frohling, the Waukesha County Human Resources Director, and the Jefferson County Human Resources Director, and the estimated start date for the new Human Resources Director is the end of September of 2015. Mr. Mielke reported that in 2008, he appointed Human Resources Director Joe Rains as the Deputy County Administrator, and it is his recommendation that Clearview Administrator Jane Hooper be appointed as the Deputy County Administrator upon the retirement of Mr. Rains on August 14, 2015.

Mr. Mielke provided an oral report to the Committee regarding his annual performance evaluation. The Committee had a discussion on what steps need to be taken to have the County Administrator job title included in the Labor Grade and Step Schedule of the Dodge County Compensation Plan. It was the consensus of the Committee to forward this matter to the Human Resources and Labor Negotiations Committee for consideration, discussion, and written recommendation to the Executive Committee.

Mr. Mielke provided an oral update to the Committee regarding the Dodge County City Leaders Consortium. Mr. Mielke reported that Chairman Kottke and he will attend a meeting of the Dodge County City Leaders Consortium to be held in the City of Beaver Dam today, to discuss sales tax sharing. It was the consensus of the Committee to retain the historic use of sales tax remittances to fund county projects.

Mr. Mielke provided an oral report to the Committee regarding a claim for money damages to repair a vehicle that was submitted by Deborah Schmidt. Motion by Marsik, seconded by Frohling to

DODGE COUNTY EXECUTIVE COMMITTEE

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

FOURTH FLOOR – ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

Page 3 of 4

recommend to the County Board that it disallow the claim for damages submitted by Deborah Schmidt. Motion carried.

Corporation Counsel John 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. Mr. Corey reported that on May 29, 2015, he sent an email to Janet Wimmer, Human Services and Health Department Director, Jane Hooper, Clearview Administrator, Dale Schmidt, Sheriff, and Brian Field, Dodge County Highway Commissioner, asking them to make an inventory of contracts including the vendor name, the approximate dollar amount of each contract, the dollar amount of services to be purchased annually pursuant to the terms of the respective contracts, the length of the contract, and whether or not the contract will automatically renew, without the need for further action on the part of the vendee. Mr. Corey reported that he has been notified that the Human Services and Health Department has 52 contracts, Clearview has 57 contracts, and the Sheriff's Department has 24 contracts. Mr. Corey further reported that Highway Commissioner Brian Field is in the process of compiling an inventory of the Highway contracts.

Mr. Corey provided an oral report to the Committee regarding a Resolution to create one new, full-time, benefited position of Assistant Corporation Counsel in the Office of the Dodge County Corporation Counsel, effective January 1, 2016. Mr. Corey further reported that job duties in his office have increased in number and become more complicated due to increases in and changes in statutory law and case law. Motion by Berres, seconded by Maly to approve and forward to the County Board for consideration at its August 18, 2015, meeting, a Resolution to create one new, full-time, benefited position of Assistant Corporation Counsel in the Office of the Dodge County Corporation Counsel, effective January 1, 2016. Motion carried.

Mr. Corey provided an oral update to the Committee regarding the vacant land offer to purchase that was made by the City of Beaver Dam to Dodge County. Mr. Corey reported that on June 15, 2015, he rejected the Offer to Purchase and presented a counter offer to the City of Beaver Dam, that the counteroffer includes the additions of Lots 3, 4, 5, and 8, of the Plat of Monarch Development, in the City of Beaver Dam, and that the purchase price for Lots 3, 4, 5, 7, and 8 of the Plat of Monarch Development is a total of one dollar.

Emergency Management Director Amy Nehls provided an oral update to the Committee regarding repairs that will need to be made to the Ashippun communications tower. Ms. Nehls reported that an issue has developed with one of Dodge County's dishes located on the Ashippun communications tower. It has been determined that a larger dish is required and that it will be necessary to raise the larger dish to a higher elevation on the tower. Ms. Nehls reported that she received a price quotation from Communications Service Wisconsin, LLC, located in Portage, Wisconsin, in the amount of \$9,901 to upgrade and elevate the dish, and if the upgrading and elevation of the dish on the Ashippun communications tower does not resolve the issue, then, the St. Helena communications tower will need repairs in the amount of \$5,790. Ms. Nehls requested that the Committee recommend to the Dodge County Finance Committee that the Dodge County Finance Committee transfer funds in the amount of \$15,691 from the Contingency Fund to the Emergency Management Budget to be used to fund these repairs. Motion by Miller, seconded by Frohling to recommend to the Dodge County Finance

DODGE COUNTY EXECUTIVE COMMITTEE

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

FOURTH FLOOR – ROOM 4C

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

Page 4 of 4

Committee that the Dodge County Finance Committee transfer funds in the amount of \$15,691 from the Contingency Fund to the Emergency Management Budget. Motion carried.

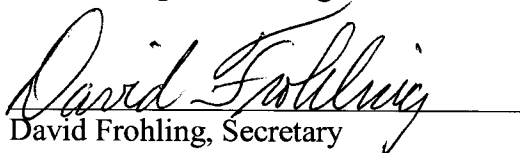
Mr. Mielke provided an oral update to the Committee regarding changes to the Mid-Wisconsin Federated Library System. Mr. Mielke reported that on June 24, 2015, he and Supervisor Bischoff attended a meeting of the Hustisford Library Board, the Hustisford Village Board, and the Hustisford Town Board. Mr. Mielke further reported that libraries are required to submit to Karen Gibson, Dodge County Clerk, by July 1, 2015, the 2014 Wisconsin Department of Public Instruction Annual Report, along with a report listing the number of non-resident circulations, and that Dodge County is responsible for reimbursing the libraries for the non-resident circulations. Mr. Mielke reviewed the chart entitled *MWFLS Library 2014 Cost Per Circulation Chart/Dodge County Library Rural Reimbursement 2016* and the chart which compares the budget statutory percentage payments, that were included in the Executive Committee packet materials. Mr. Mielke reported that the statutory percentage payment is 70%, but Dodge County can make a decision to increase that percentage payment amount. Mr. Mielke further reported that the Watertown Public Library is in the process of changing to the Waukesha County Federated Library System, but will remain as an adjacent library, and the Hutchinson Memorial Library in Randolph will go to the South Central Library System. Supervisor Maly asked why the Beaver Dam Community Library, the Iron Ridge Public Library, and the Watertown Public Library receive the \$2.32 base payment. Mr. Mielke responded that those libraries receive the \$2.32 base payment because the cost of circulation for those libraries is lower than the minimum of \$2.32. Mr. Mielke further reported that the next meeting of the Dodge County Library Planning Committee will be held on August 20, 2015.

Supervisor Marsik reported that the Wisconsin State Legislature recently passed legislation that reauthorized Towns to enforce zoning ordinances in shoreland areas.

The Committee designated the following as items for agendas of future meetings: County Administrator compensation; recruitment of Director of Human Resources; Mid-Wisconsin Federated Library System; library funding; real properties owned by Dodge County and located in the City of Beaver Dam; and, updates on county projects.

Meeting adjourned at 10:00 a.m. by the order of the Chairman.

The next regular meeting is scheduled for Monday, **August 3, 2015 at 8:30 a.m.**


David Frohling, Secretary

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