

DODGE COUNTY EXECUTIVE COMMITTEE

October 5, 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, and Miller.

Member absent and excused: Marsik.

Others present: County Administrator Jim Mielke, County Clerk Karen Gibson, Corporation Counsel John Corey, Deputy County Clerk Christine Kjornes, Emergency Management Director Amy Nehls, Emergency Management Deputy Director Joe Meagher, Finance Director Julie Kolp, Dodge County Sheriff Dale Schmidt, and WBEV Radio Station Reporter John Muir.

Motion by Miller, seconded by Frohling to approve the September 8, 2015, minutes as presented. Motion carried.

Dodge County Sheriff Dale Schmidt provided an oral report to the Committee regarding a Resolution to create a Crime Prevention Funding Board. Sheriff Schmidt reported that the authority of counties to collect a \$20 surcharge on each misdemeanor or felony count on which a conviction occurs, was granted by legislation which was included in the 2015-2017 State Biennial Budget bill, the monies collected will be used to make grants of funds to entities for the purpose of funding crime prevention programs, the Crime Prevention Funding Board will consist of 7 members, including a Dodge County Circuit Court Judge, the Dodge County District Attorney, the Dodge County Sheriff, the Dodge County Administrator, the Mayor of the City of Beaver Dam, an individual chosen by a majority vote of the Dodge County Sheriff and all of the chiefs of police department that are located wholly or partly within Dodge County, and a person chosen by Dodge County's Public Defender's Office, the Dodge County Clerk of Courts will collect the monies due, and will forward all amounts collected to the Dodge County Treasurer for distribution as directed by the Crime Prevention Funding Board, the 7 members will receive no compensation, other than reimbursement for actual and reasonable expenses incurred in the performance of their duties, and guidelines will be established which the Crime Prevention Funding Board will be required to follow. Administrator Jim Mielke reported that the Crime Prevention Funding Board will be required annually to submit a report on its activities to the Dodge County Clerk of Courts, the Dodge County Board of Supervisors, and the legislative bodies of each municipality that is located wholly or partly within Dodge County.

County Clerk Karen Gibson reviewed agenda items for the Thursday, October 22, 2015 County Board meeting. Ms. Gibson reported that the meeting will include a presentation by Baker Tilly, Resolutions from the Executive Committee, the Finance Committee, the Law Enforcement Committee, the Planning, Development, and Parks Committee. Ms. Gibson further reported that the agenda will include a Resolution from the Finance Committee to abolish a vacant, unfunded, Account Technician II position, and create a new Senior Accountant position in the Finance Department. Finance Director Julie Kolp reported that an Administrative Assistant position in the Finance Department will remain vacant due to an employee transfer to a job in the Dodge County Highway Department, a job description has been created for the Senior Accountant position, and a Job Description Questionnaire (JDQ) for the Senior Accountant position has been submitted to Carlson Dettman Consulting, LLC. Ms. Kolp further reported that she has been given permission by Administrator Mielke to hire a limited-term employee, if needed, for the remainder of 2015. The Committee discussed County Board Rule 37. It was the consensus of the Committee that County Board Rule 37 does not apply to this Resolution to abolish a vacant, unfunded, Account Technician II position, and create a new Senior Accountant position in the Finance Department.

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Ms. Gibson provided an oral report to the Committee regarding a Resolution to amend the Dodge County – Final Supervisory District Plan affected by the annexation by the City of Watertown of a parcel of land located in the Town of Emmet. Ms. Gibson reported that the boundaries of Dodge County Supervisory District No. 19 and Dodge County Supervisory District No. 23 need to be altered due to this annexation by the City of Watertown of a parcel of land located in the Town of Emmet. Motion by Maly, seconded by Miller to approve and forward to the County Board for consideration at its October 22, 2015 meeting, a Resolution to amend the *Dodge County – Final Supervisory District Plan As Amended The Second Time Pursuant To 2011 Wisconsin Act 39*, by moving the annexed parcel of land from Dodge County Supervisory District No. 19 to Dodge County Supervisory District No. 23. Motion carried.

Mr. Mielke provided an oral update to the Committee regarding county projects. Mr. Mielke reported that the Miller Street parking lot repaving project has been completed, the air barrier remediation project in the Administration Building has been completed, but Maas Brothers Construction Company has not yet completed all work that will be required to correct the window moisture issues on the east side of the Administration Building.

Mr. Mielke provided an oral report to the Committee regarding the proposed 2016 Dodge County Budget. Mr. Mielke reported that the Finance Committee held four meetings during the week beginning with September 27, 2015, in order to allow department heads to present an overview of their respective 2016 budgets. Mr. Mielke stated that these meetings went very well, and he received positive feedback regarding these meetings. Mr. Mielke further reported that the 2016 Budget books are being compiled and will be distributed at the October 22, 2015 County Board meeting, and the Finance Committee will meet on October 27, 2015 for the purpose of reviewing the proposed 2016 Budget, prior to the November 10, 2015 County Board meeting.

Mr. Mielke provided an oral report to the Committee regarding a Resolution to create an External Audit Review Oversight Committee. Administrator Mielke reported that Baker Tilly will present, at the October 22, 2015 County Board meeting, the findings it made in connection with its Operational Review of the Human Services and Health Department. Mr. Mielke further reported that this is an opportune time for Dodge County to create an External Audit Review Oversight Committee for the purpose of addressing operational review report recommendations. The Committee briefly discussed whether or not changes should be made to the name of the Oversight Committee. It was the consensus of the Committee that no changes should be made to the name of the Oversight Committee. Motion by Frohling, seconded by Maly to approve and forward to the County Board for consideration at its October 22, 2015 meeting, a Resolution to create an External Audit Review Oversight Committee. 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 the Human Services and Health Department has 52 contracts, Clearview has 57 contracts, the Sheriff's Department has 24 contracts, the Highway Department has 15 contracts, and the Human Resources Department has 1 contract, for a total of 149 contracts. Mr. Corey further reported that he will meet, later today, with Information Technology Director Ruth Otto to review two software contracts for the Sheriff's Office.

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Mr. Corey provided an oral report to the Committee regarding the preliminary 2016 Corporation Counsel Budget. Mr. Corey reviewed a document entitled *Proposed 2016 Corporation Counsel Department Budget Explanation of Levy Changes from 2015 Budget*. Mr. Corey reported that there are three business units in his Department, as follows: Business Unit 1701 – Corporation Counsel; Business Unit 1711 – Special Legal Counsel; and, Business Unit 1719 – County Ordinance Codification. Mr. Corey further reported that the overall change to levy in 2016 will be an increase of \$101,322, and provided details to the Committee regarding the reasons for this increase in the amount of \$101,322.

Mr. Corey provided an oral report to the Committee regarding a vacant land offer to purchase that was made by Apache Leasing, LLC and/or assigns to Dodge County. Mr. Corey reported that the offer to purchase is dated September 18, 2015, is for the purchase of Lots 3, 4, 5, 7, and 8, of the Plat of Monarch Development, the purchase price is \$1.00, the binding acceptance date is October 20, 2015, and certain additional provisions are set forth in the vacant land offer to purchase. Mr. Corey further reported that on September 28, 2015, the Dodge County Taxation Committee took formal action to allow this vacant land offer to purchase to lapse. Supervisor Maly asked when Dodge County purchased the lots of the Plat of Monarch Development. Mr. Corey responded that Dodge County acquired the land, that later became the Lots of the Plat of Monarch Development, in the late 1980's, and provided other information about the Plat of Monarch Development, including a description of sales and purchases of some of the lots, the sale and purchase agreements for which included environmental warranties.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding the Town of Leroy water tower. Ms. Nehls stated that the radio communications equipment that was located on the Leroy water tower has been removed from the Leroy water tower and reinstalled on the Knowles radio communications tower, and that the Leroy water tower is no longer a functional part of the Dodge County Central Communications system. Ms. Nehls further reported that in September of 2015, she received an email from Dale Klueger, Chairman of Leroy Sanitary District #1, wherein Chairman Klueger inquired whether or not Dodge County is willing to sell to Leroy Sanitary District #1 a small radio communications equipment building owned by Dodge County and located at the Leroy water tower site. Ms. Nehls asked the Committee for its recommendation on how she should proceed with this inquiry from Chairman Klueger. Motion by Johnson, seconded by Berres to authorize and direct Emergency Management Director Amy Nehls, to sell, transfer, or otherwise dispose of the small radio communications equipment building owned by Dodge County and located at the Leroy water tower site, on behalf of Dodge County, and in the exercise of her sole discretion, on terms and conditions that Ms. Nehls will deem appropriate. Motion carried.

Ms. Nehls provided an oral report to the Committee about a functional exercise that was held in the City of Watertown on September 24, 2015. Ms. Nehls reported that the functional exercise dealt with a scenario of a railway incident that occurred in the City of Watertown. Ms. Nehls further reported that the purpose of this functional exercise was to make preparations to effectively deal with emergency situations that are likely to arise in the event that a railway incident occurs, and this exercise involved 50 participants from many different agencies, including city officials, state officials, officials from not-for-profit agencies, and representatives from Dodge County and Jefferson County.

Ms. Nehls reported to the Committee that the Dodge County Emergency Management Department is in favor of the County Board resolution that the Dodge County Law Enforcement Committee has approved,

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signed, and forwarded to the County Board for consideration at the County Board meeting to be held on October 22, 2015, to authorize the purchase by the Dodge County Sheriff's Office of a two-position, radio dispatch console to be used at a secondary facility, in the event that the Dodge County Sheriff's Office building becomes inoperative or inoperable due to an evacuation and/or a disaster.

Mr. Mielke provided an oral update to the Committee regarding the changes to the Mid-Wisconsin Federated Library System. Mr. Mielke reported that on September 22, 2015, he attended a meeting of the Merger Study Committee, in which the Committee reviewed the merger activities timeline and discussed which library systems to approach in exploring a possible merger. Mr. Mielke further reported the Mid-Wisconsin Federated Library System has been working with a consultant, Bruce Smith, from WILS, to help determine the feasibility and viability of a merger with another library system.

Chairman Kottke reported that he has not received any further correspondence from the Dodge County City Leaders Consortium regarding the Dodge County Municipal Shared Tax Concept.

The Committee briefly discussed the Wisconsin Counties Association Annual Conference that was held on September 20-22, 2015, in La Crosse, Wisconsin.

Supervisor Miller provided a report to the Committee regarding meeting pay per diem payments for Committee citizen members. Supervisor Miller presented a spreadsheet to the Committee which included information about Dodge County Committees, the number of Supervisors and citizen members on each Committee, and whether or not per diem meeting payments and reimbursement for mileage are paid to citizen members. It was the consensus of the Committee not to proceed, at this time, with further discussions or any other action regarding payment of per diem meeting payments and reimbursement for mileage to citizen members of Dodge County Committees.

Supervisor Maly commented that in other Wisconsin counties, the expense of performing an external audit is paid from the county board budget because it is the county board that authorizes external audits. Mr. Mielke commented that some of the expenses of audits could be recaptured through allocation of funds between the budget of the department that is being audited and the county board budget.

The Committee designated the following as items for agendas of future meetings: County Administrator Performance Evaluation, County Board Rule No. 37, and the Municipal Sales Tax Concept.

Meeting adjourned at 10:15 a.m. by the order of the Chairman.

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



David Frohling, Secretary

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