

DODGE COUNTY EXECUTIVE COMMITTEE

December 7, 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; Information Technology Director Ruth Otto; Dodge County Sheriff Dale Schmidt; Human Resource Director Sarah Eske; Finance Director Julie Kolp; Clearview Administrator Jane Hooper; Town of Beaver Dam Supervisor Jeffrey C. Schmitt; Town of Beaver Dam Chairman Neal Stippich; representative of the Beaver Dam Fire & Rescue Department Thomas H. Stebbins; Beaver Dam Fire & Rescue Department Fire Chief Alan Mannel; City of Beaver Dam Alderperson Jon E. Litscher; City of Beaver Dam Mayor Tom A. Kennedy; Daily Citizen Reporter Terri Pederson; WBEV Radio Station Reporter John Muir; and Watertown Daily Times Reporter Becky Vosters.

Motion by Maly, seconded by Miller to approve the November 2, 2015, minutes as presented. Motion carried.

Beaver Dam Fire Chief Alan Mannel provided an oral report to the Committee regarding the requested financial participation by Dodge County in the water and ice rescue program. Chief Mannel reported that the water and ice rescue program is included in the City of Beaver Dam 2016 Capital Improvement Program to upgrade equipment, but the members of the Beaver Dam Community Fire & Rescue Association are asking whether or not Dodge County could contribute financially to this program. A November 12, 2015, letter and attachment authored by Chief Mannel itemized the \$223,000 equipment request. City of Beaver Dam Mayor Tom A. Kennedy stated that the water and ice rescue program is included in the City of Beaver Dam 2016 Capital Improvement Program, but has not yet been approved by the City of Beaver Dam, and that funding will always be needed to purchase new equipment and for future training of personnel, and this funding is a financial responsibility that should not fall solely on the City of Beaver Dam. Chief Mannel reported that the water and ice rescue program has the ability to cover the western third of Dodge County, but is unable to cover all of Dodge County at the present time, and that time is our enemy when a response is needed. Supervisor Berres commented that Dane County implemented and administers an All Terrain Vehicle (ATV) rescue services program that is funded by user-based fees on ATVs, and Supervisor Berres asked if Dodge County could charge a user-based fee for ATV rescue services, similar to Dane County. Sheriff Dale Schmidt answered that ATV usage on Dodge County waterways is low, and, therefore, charging a fee on ATV rescue incidents would not be a big revenue source. Chief Mannel reported that the rescue life-saving equipment is aging, is not reliable, and replacement parts for the equipment are becoming obsolete and are often unavailable. Town of Beaver Dam Supervisor Jeffrey C. Schmitt suggested that Dodge County establish a committee to investigate the feasibility of providing for water and ice rescue needs in Dodge County. City of Beaver Dam Alderperson Jon E. Litscher commented that financing the water and ice rescue program is a

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large financial responsibility for the City of Beaver Dam, and that water and ice rescue needs in all of Dodge County is a broader issue. Chief Mannel reported that the City of Beaver Dam Attorney is in the process of contacting the Wisconsin Department of Natural Resources to determine whether or not the Wisconsin Department of Natural Resources can be billed on a user basis for water and ice rescue incidents. Chairman Kottke stated that county financial participation in the water and ice rescue program will be a future agenda item for the Executive Committee. Town of Beaver Dam Chairman Stippich provided a letter to Administrator Mielke for distribution to the Executive Committee.

Clearview Administrator Jane Hooper provided an oral report to the Committee regarding her attendance at the Leading Age National Conference in Boston, Massachusetts, from November 1-4, 2015. Ms. Hooper reported that the following topics were considered and discussed at some of the educational seminars that she attended: Demographics of the United States of America, who will navigate old age; benefits of technology to assist in the care of residents; and, hospice directives. Ms. Hooper further reported that because individuals are living longer and because the average size of families has decreased, there is concern about who will take care of the elderly. Ms. Hooper thanked the Committee for allowing her the opportunity to attend this Conference.

Information Technology Director Ruth Otto provided an oral report to the Committee regarding her attendance and the attendance of Technical Support Specialist Kevin Nakielski and Network Technician Erin Roberts, at the Kronos Works Annual Conference in Las Vegas, Nevada, from November 15-18, 2015. Ms. Otto reported that discussions were held regarding about what to anticipate with the Kronos system, Mr. Nakielski and Ms. Roberts were members of a question and answer panel for the Kronos System, Ms. Otto conducted a presentation as a public sector customer of Kronos, and attendance at the Conference provided an excellent networking opportunity for all attendees from Dodge County.

Human Resources Director Sarah Eske provided an oral report to the Committee regarding her attendance at the Kronos Works Annual Conference in Las Vegas, Nevada, from November 15-18, 2015. Ms. Eske reported that the following topics were considered and discussed at some of the educational seminars that she attended: Talent acquisition; the use of technology for recruitment purposes; and, performance management. Ms. Eske thanked the Committee for allowing her the opportunity to attend this Conference.

Mr. Mielke reported that an item for the agenda of the January 2016 meeting of the Executive Committee will be a claim for damages.

County Clerk Karen Gibson reviewed agenda items for the Tuesday, December 15, 2015, County Board meeting. Ms. Gibson reported that the agenda will include a Resolution from the Finance Committee regarding the purchase of consulting services, described as Business Process Improvement and Enterprise Resource Planning Advisory Services, from the Government Finance Officers Association (GFOA).

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Finance Director Julie Kolp provided an oral report to the Committee regarding the purchase of consulting services, described as Business Process Improvement and Enterprise Resource Planning Advisory Services, from the GFOA. Ms. Kolp reported that Dodge County will implement a new financial software package that will replace the current JD Edwards system, and that it will be beneficial for Dodge County to purchase these consulting services from the GFOA to assist Dodge County in choosing and implementing the Best Practices. Supervisor Miller asked why the hiring of a consultant was not addressed when the County Board approved the purchase of the new financial package software. Ms. Otto stated that recent vendor demonstrations provided a lot of information regarding the system's capabilities which resulted in many questions by department heads and staff. Supervisor Frohling reported that the Resolution to purchase consulting services from the GFOA and the proposal from the GFOA to provide these consulting services, will be discussed at the meeting of the Finance Committee tomorrow, December 7, 2015. It was the consensus of the Committee to postpone action on this Resolution to a later date.

Ms. Gibson further reported to the Committee that the County Board agenda will also include Resolutions from the Building Committee, the Executive Committee, the Finance Committee, the Highway Committee, the Information Technology Committee, the Law Enforcement Committee, and the Planning, Development, and Parks Committee. Ms. Gibson further reported that the agenda will also include confirmation of re-appointments made by the County Administrator to the Mid-Wisconsin Federated Library System Board, and confirmation of appointments made by the County Board Chairman to the Board of Directors of the Friends of Clearview Committee.

Ms. Gibson provided an oral report on a Resolution regarding the purchase of wireless voting and microphone systems for the Dodge County Board Room. Ms. Gibson reported that a proposal has been received by Current Works, Inc., for the purchase of a new wireless voting and microphone systems for the Dodge County Board Room, at the purchase price of \$66,200, including installation and training. Motion by Johnson, seconded by Frohling to approve and forward to the County Board for consideration at its December 15, 2015 meeting, a Resolution to purchase wireless voting and microphone systems for the Dodge County Board Room, from Current Works, Inc., in the amount of \$66,200. Motion carried.

Ms. Gibson provided an oral report to the Committee regarding the dates for the January 2016 and February 2016 County Board meetings. Ms. Gibson reported Chairman Kottke usually cancels the January or February County Board meeting, and the Finance Department may have issues that require County Board action in February, and, therefore, the January 19, 2016 County Board meeting will be cancelled. Ms. Gibson further reported that the February 2016 County Board meeting will be held on Wednesday, February 17, 2016, because the Spring Primary Election will take place on February 16, 2016, it is a county-wide election, and she will be unavailable on February 16, 2016, to attend a meeting of the County Board.

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

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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 he is in the process of reviewing the Code Red contract, a contract regarding the Child Support call center, a contract for inmate telephone services, a contract for preventative maintenance and on-call repair services for secured electronics, and a contract from Tyler Technologies, Inc., for the purchase of a new enterprise resource planning systems, consisting of computer software, maintenance services, and support services.

Mr. Corey provided an oral update to the Committee regarding a potential agreement by and between the City of Beaver Dam and Dodge County, wherein the City of Beaver Dam will make an offer to purchase Lots 3, 4, 5, 7, and 8 of the Plat of Monarch Development, in the City of Beaver Dam, for \$1.00. Mr. Corey further reported that Dodge County and the City of Beaver Dam continue to discuss this potential agreement.

Emergency Management Director Amy Nehls provided an oral report to the Committee as follows: On October 30, 2015, she received notice that Dodge County did not receive the 2014 Assistance to Firefighters Grant, for which the Emergency Management Department had previously applied. The adopted 2016 Dodge County Budget appropriated funds in the amount of \$250,000 to be used to pay for the addition of Simulcasting capabilities (a Simulcast upgrade) for Dodge County Highway Channel 1 (DOHWY1). The adopted 2016 Dodge County Budget also appropriated funds in the amount of \$59,000 to be used to provide the required 20% Assistance to Firefighters Grant local match. The Emergency Management Department intended to use, in 2016, the \$250,000 to pay for a Simulcast upgrade for DOHWY1, and to use, in 2016, the Assistance to Firefighters Grant funds, plus the required 20% Assistance to Firefighters Grant local match, in the amount of \$59,000, to pay for a Simulcast upgrade for Dodge County Fire Channel 1 (DOFIRE1), and to pay for a Simulcast upgrade for Dodge County Emergency Management Channel 5 (DOEM5). The Emergency Management Department will not apply for Assistance to Firefighters Grants in the future because Assistance to Firefighters Grants funds can no longer be used to purchase radio communications equipment to add Simulcasting capabilities to radio communications systems. Due to the denial of the Assistance to Firefighters Grant, there is now a lack of funding to pay for a Simulcast upgrade for DOFIRE1 and a Simulcast upgrade for DOEM5. She has discussed with Administrator Mielke the potential to delay, until 2017, the Simulcast upgrades for DOHWY1, DOFIRE1, and DOEM5. It is of critical importance that a Simulcast upgrade for DOFIRE1 be undertaken and completed in 2016, in order to provide better radio communications during emergencies. She has received a written proposal from Communications Services Wisconsin LLC, to undertake and complete a Simulcast upgrade for DOFIRE1, at a total cost of \$187,000. Ms. Nehls distributed to the Committee an undated letter addressed to the Dodge County Board of Supervisors by the Dodge County Fire Chiefs Association (Fire Chiefs Association), by its President, Matt Pieper, wherein there is set forth background information regarding funding of a Simulcast upgrade for DOFIRE1, and, wherein the Fire Chiefs Association recommends that Dodge County fund, undertake, and complete a Simulcast upgrade for DOFIRE1 in 2016. Administrator Mielke reported that Dodge County does not have sufficient funding to undertake and complete Simulcast upgrades for Highway Department Channel 1, DOFIRE1, and DOEM5, in 2016, and to purchase consulting

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services from the GFOA, in 2016. Mr. Mielke further reported that an option would be to delay Simulcast upgrades for DOHWY1, DOFIRE1, and DOEM5, until 2017. Mr. Mielke distributed to the Committee a document, dated December 7, 2015, entitled *Dodge County, Wisconsin Fund Balance Analysis, County Sales Tax Use Projection*. Administrator Mielke reviewed the highlighted items on this document and stated that the estimated 2015 county sales and use tax remittance is \$5,654,457, and an estimated end of 2015 county sales use and tax fund balance is \$950,415. Administrator Mielke pointed out that this document also illustrates various funding scenarios based on annual sales and use tax remittances of \$5,000,000 in fiscal years 2016 and 2017. Finance Director Kolp stated that in the event that sales and use tax remittances are less than projected in fiscal years 2015, 2016, and 2017, it will be necessary for Dodge County to appropriate funds from the General Fund in order to pay for the various projects to which Dodge County has committed sales and use tax funds. Mr. Mielke further reported that on December 8, 2015, the Finance Committee will discuss the proposal to purchase consulting services from the GFOA, which may alter the options discussed at this Executive Committee meeting.

Ms. Nehls provided an oral report to the Committee regarding the Dodge County Hazmat Team, as follows: She met with Ms. Eske and Ms. Kolp to discuss the requirements for Hazmat Team membership, the requirement that all members of the Hazmat Team undergo an annual physical examination, and the proposed annual per diem payment to members of the Hazmat Team. It was determined, based on this discussion, that it will be necessary to classify members of the Hazmat Team as Dodge County employees, rather than as independent contractors. A job description is being created for the 30 part-time, non-classified management, non-benefited positions of Hazmat Team Members. Members of the Hazmat Team are required to attend eight hours of refresher training annually, and to attend at least two meetings/trainings annually. It will be necessary to amend the 2016 Dodge County Emergency Management Department budget, in an estimated amount of approximately \$5,000, in order to include funding for the 30 Hazmat Team Member employees. Ms. Eske stated that Dodge County cannot lawfully pay the Hazmat Team members less than the minimum hourly wage of \$7.25 per hour. Ms. Nehls further reported that the Hazmat Team members receive a payment of \$35 per emergency call, and, in addition, reimbursement for mileage. Ms. Kolp stated that it will be necessary to review the IRS mileage policy, prior to the payment of any mileage reimbursement to Hazmat Team members. Ms. Eske further reported that it will be necessary to draft a resolution to create the 30 Hazmat Team Member positions.

Mr. Mielke provided an oral update to the Committee regarding proposed changes to the Mid-Wisconsin Federated Library System. Mr. Mielke reported that the Dodge County Library Planning Committee will meet tomorrow, and the Mid-Wisconsin Federated Library System Board will meet on January 26, 2016, to discuss the interest of Arrowhead Library System and Eastern Shores Library System in pursuing merger negotiations.

Supervisor Maly provided an oral report to the Committee regarding her attendance at a seminar entitled "Fraud Risk, Awareness, Prevention, Management, and Response" sponsored by the Wisconsin Counties Association, that was held on November 16, 2015, in Stevens Point, Wisconsin. Ms. Maly reported that the topic of the seminar was fraud, and the agenda items

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included discussions about the risks and statistics of fraud, bidding fraud and kickbacks, and the lack of the reporting of fraud.

Mr. Kottke reported that an item for the agenda of the January 2016 meeting of the Executive Committee will be the preliminary review of County Board Rules.

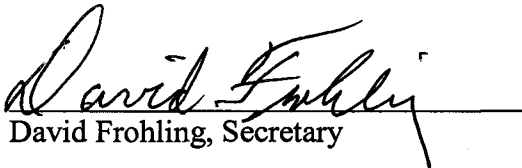
The closed session agenda item was postponed to the January 2016 Executive Committee meeting.

Meeting adjourned at 10:35 a.m. by the order of the Chairman.

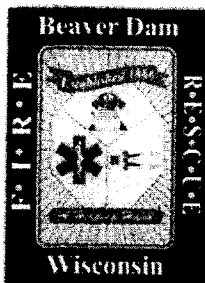
The next regular meeting is scheduled for **Monday, January 4, 2016 at 8:30 a.m.**

The following documents have been attached to these minutes:

1. Photocopy of a letter, dated 11/12/2015, addressed to Members of the Beaver Dam Community Fire & Rescue Association, by the Beaver Dam Fire & Rescue Department, by Alan D. Mannel, Fire Chief;
2. Photocopy of an undated document, entitled *CIP-Water/Ice Rescue Program 1/1/2016, 11/01/2016 worksheet*; and,
3. Photocopy of a letter, dated November 24, 2015, addressed to Mr. James Mielke, County Administrator, by the Beaver Dam Fire & Rescue Department, by Alan D. Mannel, Fire Chief.


David Frohling, Secretary

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



BEAVER DAM FIRE & RESCUE DEPARTMENT

205 S. LINCOLN AVENUE
BEAVER DAM, WISCONSIN 53916
(920) 887-4609
(920- 887-4671 FAX

11/12/2015

Beaver Dam Community Fire & Rescue Association

Dear Members:

The discussion of up-dating our water and ice rescue capabilities has been on-going for quite some time with no agreement being reached. It has also been in the City of Beaver Dam Capitol Improvement Program at \$223,000.00 for several years. As I have discussed with the Association many times in the past, the City expects the Association to bear some of the cost of said up-grades as the risk and responsibilities is shared by the City and the Association.

The risk to our fire/rescue personnel and citizens who utilize our waterways is obvious and our abilities to address these risks are marginal at best. Our boat and hovercraft are mechanically unreliable and our dive equipment posses a health risk to the users. We have gone as far as I am prepared to go with indecision - the risk is too great.

I expect the City to approve the water/ice rescue portion of the CIP for 2016. In the event the City passes the 2016 CIP, the Beaver Dam Community Fire & Rescue Association will be responsible for 25% of the \$223,000.00 in the amount of \$55,750.00. To ease the burden, the City will incorporate this in the annual bill to Association and spread it over 5 years starting in 2017.

I believe this is a fair and equitable plan for both the City and the Association.

Sincerely,

A handwritten signature in cursive script that reads "Alan D. Mannel".

Alan D. Mannel
Fire Chief

CIP-Water/Ice Rescue Program

1/1/2016

11/01/2016 worksheet

Scuba Gear	\$29,160
Surface Ice Rescue Equipment	\$14,768
Ropes and Rigging	\$2,909
Training	\$4,925
Rescue Personal Water Craft	\$34,600
Rescue Boat	\$61,500
Hovercraft	\$75,000
Total	\$222,862



BEAVER DAM FIRE & RESCUE DEPARTMENT

205 S. LINCOLN AVENUE
BEAVER DAM, WISCONSIN 53916
(920) 887-4609
(920- 887-4671 FAX)

November 24, 2015

Mr. James Mielke, County Administrator
127 East Oak Street
Juneau, WI 53039-1329

Dear Mr. Mielke:

For some time now, the Beaver Dam Fire and Rescue Department has been trying to improve our ability to provide water and ice rescue. We have a capitol improvement program project with the City of Beaver Dam scheduled for 2016 that will provide for most of the equipment we need if approved.

The Beaver Dam Common Council expects the Beaver Dam Community Fire (rural) Association to bear some of the financial responsibility. The City has asked the Association to contribute 25% which is \$55,750.00. There are members of the Community Fire Association who strongly believe Dodge County should pay the 25% and there is now a stalemate. There are also a few members of the Common Council who believe the county should contribute, but my feeling at this point is that they won't make the lack of county participation an issue.

A few years ago several local fire chiefs including myself addressed the public safety committee of the county board. At that time there was no interest in the county participating in a joint water/ice rescue program. As I recall they felt it was a local matter, not a county matter. This message was reported to the Community Fire Association, but a few of the members can't get passed it.

I would ask that this matter be clarified on the county level. Is there a possibility of Dodge County participating financially? If so how do we move forward? If not, please let me know.

Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Alan D. Mannel".

Alan D. Mannel
Fire Chief