

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Adelmeyer, Benter, Frohling, and Schaefer.

Member absent and unexcused: Uttke.

Others present: County Board Chairman Russell Kottke; County Administrator Jim Mielke; Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; County Clerk Karen Gibson; Emergency Management Deputy Director Joe Meagher; Dodge County Deputy Sheriff Scott Smith; Physical Facilities Director Russ Freber; Clearview Director of Finance Bill Wiley; County Treasurer Patti Hilker; and Daily Citizen Reporter Terri Pederson.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Benter, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Supervisor Frohling reported that the May 10, 2016 minutes need to be amended. Supervisor Frohling further reported that on Page 4 of 5 of the May 10, 2016 minutes, 1st paragraph, the 5th line down, that begins with "Director can differ", the word differ should be amended to read defer instead of differ. Motion by Adelmeyer, seconded by Schaefer to approve amended minutes as presented. Motion carried.

County Clerk Karen Gibson provided an oral report to the Committee regarding the purchase of county-wide voting equipment. Ms. Gibson reported that the current optical scan voting machines are failing and parts are becoming obsolete, therefore, an update of all voting equipment in Dodge County is necessary. Ms. Gibson further reported that the equipment is from 1999 and at that time, the county contributed to half the cost of the tabulating units to encourage municipalities to use a system consistent throughout the county. Ms. Gibson reported that the overall cost of the new election system will be approximately \$502,000, and this cost includes 51 tabulating units. Ms. Gibson further reported that each municipality would have an agreement with the county for payment of the purchase of the new election system, which would also include the municipalities responsibility to maintain the warranty and ownership of the equipment once implemented. Supervisor Schaefer asked Ms. Gibson what would be done with the old machines. Ms. Gibson responded that she does not know at the present time. Motion by Benter, seconded by Schaefer to cost share the purchase of the tabulating units with the municipalities. The County will pay \$6,200 per polling place for the cost of the tabulating unit using Sales Tax Dollars and the municipalities would be responsible for the balance of the cost of the tabulating unit to be paid back to Dodge County in 2017. Motion carried.

Ms. Gibson provided an oral report to the Committee regarding an Intra-Department Fund Transfer request in the total amount of \$725.58 to pay for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Ms. Gibson reported that former Chief Deputy

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

County Clerk Bonnie Budde began to compile the 2015-2016 County Board Proceedings book before she resigned and Ms. Gibson stated that Ms. Budde had very good notes so current Chief Deputy County Clerk was able to finish the compiling, and Central Services Director John Veling printed and spiral bounded 40 books in house. Ms. Gibson further reported that funds were budgeted, but Mr. Veling was unable to use BU 1201.5321, so she is requesting the transfer of funds from BU 1201.5321 to BU 1201.5473 and BU 1201.5312 for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Motion by Schaefer, seconded by Adelmeyer to allow the transfer of funds from BU 1201.5321 to BU 1201.5473 and BU 1201.5312 for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Motion carried.

Clearview Director of Finance Bill Wiley provided an oral report to the Committee regarding Clearview Write Offs as of May 31, 2016. Mr. Wiley reported that he presents Clearview Administrator Jane Hooper with the accounts that are determined to be uncollectable, and Ms. Hooper will make the determination to approve or disapprove those accounts to be written off. Mr. Wiley further reported that 1st quarter had write offs in the amount of \$82,554.05, and that the county does make the attempt to recover the money from individuals if possible. Motion by Schaefer, seconded by Benter to approve Clearview Write Offs in the amount of \$82,554.05. Motion carried.

Mr. Wiley provided an oral report to the Committee regarding the request for an Intra-Department Fund Transfer for Clearview. Mr. Wiley reported that legal fees were higher than budgeted due to state survey findings that incurred legal costs, but a decrease in prepaid insurance estimates offset this cost in this business unit. The other request for an Intra-Department Fund Transfer was to shift dollars to more accurately describe what monies are used for with in the business unit. Motion by Adelmeyer, seconded by Schaefer to approve the Intra-Department Fund Transfer for Clearview. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding Resolution 16-17 to authorize the appropriation of funds to the 2016 Dodge County Physical Facilities Maintenance Department Budget. Mr. Freber reported that the County received an energy savings rebate from the replacement of an air conditioning unit at the Henry Dodge Office Building, and the transfer of excess revenues in the amount of \$28,276 from Focus On Energy, to Business Unit 1901, is requested for the payment of an air conditioning unit in the Administration that needed to be replaced. Ms. Kolp reported that the Fiscal Note Impact is zero (0). It was the consensus of the Finance Committee to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk.

Mr. Freber provided an oral report to the Committee regarding a contingency fund transfer in the amount of \$9,450.00 for the purchase of a transformer and to re-feed two (2) UPS's in the Administration Building. Mr. Freber reported that in May, the Administration Building had a power outage caused by a ground fault with the air conditioner that affected the phones and network, and this project has been completed. Motion by Schaefer, seconded by Adelmeyer to

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

approve the contingency fund transfer in the amount of \$9,450.00 for the purchase of a transformer and to re-feed two (2) UPS's. Motion carried.

Dodge County Deputy Sheriff Scott Smith provided a brief oral report to the Committee regarding the purchase of four (4) duress alarms from Senstar to be installed in the Corrections Facility. Mr. Smith reported that the funds in the amount of \$836.00 are budgeted in the Jail Assessment Business Unit. Motion by Benter, seconded by Adelmeyer to approve the purchase and pay voucher of four (4) duress alarms from Senstar to be installed in the Corrections Facility, in the amount of \$836.00. Motion carried.

County Administrator Jim Mielke provided an oral report to the Committee regarding the Preliminary 2017 Capital Projects. Mr. Mielke provided the Committee with a handout entitled *Preliminary 2017 Sales Tax Analysis: June 13, 2016*. Mr. Mielke reported that there is a large number of county projects for 2017. Mr. Mielke reviewed the handout with the Committee, which included the projects that the County has agreements with at the present time:

- Spillman CAD – Sheriff Office
- Meridian: Electronic Storage
- Tyler Technologies
- GFOA Consulting
- Secured Electronics

Mr. Mielke reported that the handout also included a preliminary list of county projects, which included:

- Municipal Election Equipment
- COOP – Juneau – Trenton – Mayville
- Simulcast (2 Channels, Highway/EM5)
- Sheriff – Squad Video System Replacement Storage
- Glacial Heritage Development Partnership

Emergency Management Deputy Director Joe Meagher provided a brief oral report to the Committee regarding the need for high speed internet at the COOP locations. Mr. Meagher reported that the Trenton Highway Shop will be the location that the Juneau Highway Department will re-locate to in the event of an emergency, and high speed internet will be needed for operations to continue. Mr. Meagher further reported that a larger generator and a tower is also needed at the Mayville Highway Shop, and in the event of any emergency, some county operations will re-locate to Trenton and also to Mayville. Mr. Mielke stated that the County needs to have a plan in place in the event of an emergency, so services to the community can still be provided.

Mr. Smith reported to the Committee that squad video system storage is significant, and record storage has been lost with the current records storage system, therefore, the Sheriff's Department is researching other companies that offer video system storage for the replacement of the current system.

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

Mr. Mielke reported to the Committee that an email was sent out to all Department Heads regarding the Five (5) year Capital Improvement Plan, to respond by June 24, 2016, with a list of preliminary projects that may be needed in 2017.

Mr. Smith reported to the Committee that the EM5 channel is crucial in the event of an emergency. Mr. Smith further reported that the EM5 channel is not a viable channel to use at this time, and it should be the channel used in the event of an emergency.

County Treasurer Patti Hilker provided a brief oral report to the Committee regarding the request to write off checks in the amount of \$4,081.08. Ms. Hilker reported that departments are asked to contact the individuals with outstanding checks, and the county can re-issue checks up to ten (10) years. Motion by Schaefer, seconded by Adelmeyer to approve the request to write off checks in the amount of \$4,081.08. Motion carried.

Ms. Hilker provided an oral report to the Committee regarding the recommendation to utilize TD Waterhouse instead of Schwab for custodian of Dana Accounts. Ms. Hilker reported that at the May 2016 Finance Committee meeting, the Finance Committee approved Schwab as the custodian for the Dana Accounts, but it was discovered that Dodge County has other investments with TD Waterhouse. Ms. Hilker further reported that Dana Investment Advisors were able to contact TD Waterhouse, and TD Waterhouse will give Dodge County the same rates as Schwab had given Dodge County. Motion by Schaefer, seconded by Benter to utilize TD Waterhouse for custodian of Dana Accounts instead of Schwab. Motion carried.

Ms. Hilker provided a brief oral report to the Committee regarding the April 2016 Bank Statement. Ms. Hilker provided the Committee with a document entitled *April 2016 Bank Statement*. Ms. Hilker reported that the County is only allowed five (5) transfers per month in the General Checking, but Landmark Credit Union automatically resets to zero (0) once the County reaches five (5), so the County can continue to have two (2) account. Dodge County will not be combining the General Checking and the Sweep Account.

Ms. Hilker provided a brief oral report to the Committee regarding County Investments. Ms. Hilker provided the Committee with a document entitled *Dodge County, Wisconsin County Investments, May 2016*. Ms. Hilker reported that on June 9, 2016, she met with Ehlers to figure out a cash forecast, and it was decided that she will try short term investing, such as six (6) month CD's.

The Committee reviewed the document entitled *Dodge County, Wisconsin, County Sales Tax Remittances*. Ms. Kolp reported that sales tax is down.

Ms. Kolp provided an oral report to the Committee regarding a Resolution to allow the Finance Director the authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures. Ms. Kolp reported that a memo will accompany the Resolution to the County Board, and that the Executive Committee requested that a written report of such action be provided to the Finance Committee and to the County Board. Motion by Benter, seconded by Schaefer to approve and forward to the County Board for consideration at it June 21, 2016

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

meeting a Resolution to allow the Finance Director the authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures. Motion carried. Mr. Smith thanked the Finance Committee for their support on this Resolution.

The Committee had a brief discussion on the transfer of funds in the amount of \$988.27 from the Dodge County District Attorney Account 275079714 at Landmark Credit Union to the County General Checking Account. Ms. Hilker requests a copy of the amounts to be transferred. Motion by Schaefer, seconded by Benter to approve the transfer of \$988.27 from the Dodge County District Attorney Account 275079714 at Landmark Credit Union to the County General Checking Account. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding the 2017 budget timeline. Mr. Mielke reported that department budget presentations before the Finance Committee will begin the week of September 26, 2016, with a suggested meeting start time of 4:00 p.m. Mr. Mielke further reported that on October 25, 2016, the Finance Committee will conduct a budget review and encourage County Board Supervisors to attend, and the Finance Committee can amend the budget at this time, before the November 15, 2016 budget meeting. Mr. Mielke reported that he will also request the Finance department to prepare and Mr. Veling to print a mini budget book as was done in the past.

Ms. Kolp provided an oral report to the Committee regarding Dodge County Vouchers that are \$10,000 or more. Ms. Kolp reported that Human Services contract with Lutheran Social Services for provision of services related to the Comprehensive Community Services (CCS) Program was instituted after the 2016 budget was adopted. CCS will reimburse 100% of eligible expenses for this program. There will be a proposed Resolution to County Board in July, meanwhile, the Business Unit as a whole has enough funds for payments at this time.

Ms. Kolp provided a brief update to the Committee on Kronos. Ms. Kolp reported that the talent acquisition portion is live, which will allow for applying for jobs electronically, and will also assist with the electronic movement and workflow for the Department Heads.

Ms. Kolp reported to the Committee that payment and interest have been received from the Internal Revenue Service (IRS)

Ms. Kolp provided an oral update to the Committee regarding the Enterprise Resource Planning (ERP) Project. Ms. Kolp reported that the official kick-off meeting with Government Finance Officers Association (GFOA) was held on June 7, 2016, GFOA provided Department Heads with a power point presentation of the process, and mapping will begin the week of June 20, 2016. Ms. Kolp further reported that Team Leads were chosen: Finance – Eileen Lifke; Purchasing – Mackenzie Drays; Work Order – Lori Fett; and Information Technology – Erin Roberts. Ms. Kolp reported that Department Heads were emailed a list of what category that they will be involved with and interviews were conducted for the hiring of a Project Assistant, with an estimated start date of July 5, 2016.

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

Supervisor Frohling stated that there is a meeting with the fire chiefs at 10:30 a.m. today in the Administration Building regarding the county sales tax municipal sharing proposal for water rescue.

Ms. Kolp reported to the Committee that the Kronos core team has had their last meeting, and will no longer have regular meetings. Ms. Kolp will include as an agenda item as needed.

Mr. Mielke reported to the Committee that Ethical Advocate became live on June 13, 2016, and this is a year-to-year contract.

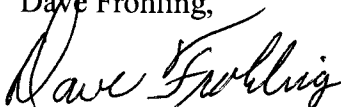
Ms. Kolp reported to the Committee that Johnson & Block will provide a financial report presentation at the July 2016 joint meeting of the Finance Committee and Health Facilities Committee, with a full presentation to be given to the County Board at its July 19, 2016 meeting.

Chairman Russell Kottke stated that he was concerned that back in December 2015, the Sheriff's Department budget needed to be adjusted, but now they have excess funds. Ms. Kolp reported that the excess funds is due to the unexpected increase in revenues from increased bed occupancy in the jail. Ms. Kolp further reported that reporting in Kronos has improved, and Senior Accountant Mackenzie Drays has been an asset in getting information from Kronos and providing that information to Scott Smith. Ms. Kolp reported that the Sheriff's Department has non-lapsing budgets which is hard to analyze mid-year.

The next regular meeting is scheduled on Tuesday, July 12, 2016, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:47 a.m.

Dave Frohling,



Secretary

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