

**Finance Committee Special Meeting**  
Minutes of the September 29, 2016

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 4:00 p.m. on Thursday, September 29, 2016 in the County Board Room of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Benter, and Fink.

Also present: County Board Chairman Russ Kottke, Supervisors: MaryAnn Miller, Jeff Caine, Donna Maly, Lisa Derr, Bill Muche, Jeff Berres, Allen Behl, Ed Nelson, and Dennis Schmidt, Mielke, Kolp, Joyce Fiacco, Lori Fett, Brian Field, Judge Steve Bauer, Kurt Klomberg, Bob Barrington, Judge Joe Sciascia, Martin DeVries, Shelby Brandsma, Marie Witzel, Jeff Hoffman, Lynn Hron, Lifke and Watertown Daily Times reporter Ed Zagorski.

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

Kurt Klomberg, District Attorney appeared to present the District Attorney's (DA) budget. The DA's office consists of county employees and a DA and 3 Assistant DAs who are state employees. The State provides computers, Information Technology (IT) support and software. It also reimburses the county for some costs incurred by the victim witness program including wages and benefits. The District Attorney's office has four primary revenue streams. They are service fees, fee and costs reimbursements, record copying and State Inmate Reimbursement. The county gets reimbursed for clerical cost on prosecution cases that originate in State prisons. According to Klomberg, Dodge County is currently handling 75% of all State prosecution cases.

Bob Barrington continued with noted changes in Business Unit (BU) 1601 – District Attorney. According to Barrington, revenues are expected to increase from \$68,000 to \$72,000 for 2017. Barrington attributes the increase revenue to monitoring and ensuring fees are collected. Spending on discretionary items outside of wages and benefits will decrease from \$37,360 to \$33,534 for 2017. Barrington attributes the savings to costs associated with e-filing as well as printing and paper supply reduction with incorporation of a paperless system. Barrington commented budgeting numbers are flattening off but they are still able to reduce. The only increase to the DA's budget for 2017 is in Office Supplies and Small Equipment. Increase is due to sit to stand desk for employees.

Barrington stated BU 1612 – Victim Witness is required statutorily. The State originally agreed to pay 2/3 of victim witness costs but has never paid that much. The reimbursement amount has been around 50%. The discretionary amount for 2017's budget is \$6,455.

Brian Field Highway Commissioner and Lori Fett, Office Manager appeared to present Highway's 2017 budget. Field provided committee members with background on the Highway Department. Dodge County consists of 540 miles of county trunk highways and is the 2<sup>nd</sup> largest in the state for county roads. The Highway Department also maintains state highways and several town roads within the county. The Highway Department is responsible for highway safety and pavement conditions. Field continued with information on past year tax levies and equipment purchase for 2017.

Field's highlighted business units included:

- BU 3312 – Snow and Ice. Budgeting for this business unit is static at \$2 million. Budget remaining for 2016 is \$170,000.

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- BU 3313 – CTHS Road Construction. Budget includes reconstructing portions of CTHs C, S and N. Part of S is a cooperative agreement with Washington County. Addressing Drainage District# 1 by the Airport will also be covered in this BU. No rehabilitation or repaving will be done to county highways in 2017.
- BU 3314 – County Bridges. Activity for 2 bridges in this BU are on a pilot/experimental basis with federal grants.
- BU 3321 – STH Maintenance. State highway maintenance agreement has increased for 2017.

Field concluded with information on PASER Road Rating for 2003 and 2015. According to Field, the bar graphs show county road conditions have diminished in past 12 years.

Clerk of Courts, Lynn Hron appeared to present Clerk of Courts' budget. Hron stated that similar to DA and Courts, Clerk of Courts uses State equipment for their operations. Difference is all Clerk of Courts employees are Dodge County employees. A portion of Clerk of Courts revenues comes from Child Support reimbursement. Beginning in 2016, Child Support was required to e-file so additional reimbursable time was spent converting existing cases to electronic format. The process will be completed in 2016 so revenues for 2017 will be similar to prior year budget. Clerk of Courts also receives reimbursement revenue for state inmate cases.

Hron concluded with information regarding a new collection process recently developed within her office. Clerk of Courts initiated a process to begin collection on restitution and fines immediately after sentencing for defendants receiving probation. In the past, the Department of Corrections handled this but the county wasn't satisfied with their performance. In addition for debts not collected, Clerk of Courts has contracted with a new collection agency through the Wisconsin Department of Revenue – State Debt Collections. This agency has a wider variety of tools to use than other debt collection services. Hron noted the only increase to the Clerk of Courts' budget is in Office Supplies for new chairs.

Judge Steve Bauer appeared to present information on the Courts budget. Similar to DA, Courts uses State equipment and the judges and court reporters are funded by the State. The remaining employees are county employees. Dodge County receives grant money to help fund BU 301 – Circuit Courts and BU 308 – Guardian Ad Litem. According to Judge Bauer, the increase for BU 301 is from reassigning 20% judicial assistant wages and benefits in BU 601 – Family Court Commissioner and 40% judicial assistant in BU 5201 – Family Court Counseling to BU 301. Judge Bauer anticipates the reassignment of positions will increase efficiency for the Courts. BU 307 – Indigent Counselors will be increasing due to numbers and costs for psychiatric evaluations. Judge Bauer continued with what he considers a chronic problem with Family Court Counseling. Staffing for Family Court Counseling has been reorganized to a full-time judicial assistant opposed to 70% and adding a 40% receptionist position. They have been trying to get by with part-time staffing but not succeeding at getting cases to trial soon enough. Placement agreement cases are currently pushed back 6 months. In past years, the time frame was 100 days. Judge Bauer anticipates the position changes will help expedite placement cases to trial.

Overall, Judge Bauer feels more fees are being collected. Historically, the Courts budgeted \$15,000 to BU 309 – Restorative Justice. That will be decreasing to \$5,000 in 2017. Currently, the Restorative Justice group lacks a director and has \$30,000 - \$35,000 fund balance to work with. Participants in this program are required to pay a \$35 fee and the court system promotes participation in this organization.

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Jeff Hoffman, Department Head appeared to present the UW – Extension budget. Hoffman, informed committee members UW – Extension’s is going through an organization restructuring and was asked by the UW system to hold the budget flat. BU 6801 – University Extension is the operations business unit. Hoffman reported the only increase in 2017 is for wages and benefits. There is one 4-H assistant, support staff and state staff. The Extension is in partnership with other counties for some of their positions. Salaries and benefits are split 60/40 with the county contributing 40%. According to Hoffman, many of the UW Extension programs are self-funded. BU 6812 – University Educational Activities is for general UW programs except youth programs. Registration fees are charged for the programs to cover costs including copying and mailings. BU 6814 – Youth Educational Activities functions similar to BU 6812. Both business units are non-lapsing and don’t have a levy request. Some of the programs in these business units to have fund balances that are sometimes used for upcoming years. Programs in these two business units are the largest part of UW Extension activities.

Other business units noted by Hoffman include:

- BU 6843 - Hazardous Waste. Hoffman has submitted a request for 2017 Clean Sweep grant funds. Advance Disposal also provides annual contribution funds for the Clean Sweep program.
- BU 6864 – Dodge County Fair Association has no change from prior year.
- BU 6862 – Tractor Safety Course provides a federally developed curriculum and is required for children ages 12-16 to operate farm equipment.
- BU 6864 – Organizational Education has a fund balance from grant money and some of it will be used in 2017.
- BU 6871 – County Conservation Aid Program is a matching grant from the Department of Natural Resources (DNR) for fish and game management projects. Beaver Dam Lake Association will be using funds in 2017 to place trees in Beaver Dam Lake for improving fish habitat.
- BU 6872 – Soil and Forage Testing is for soil sampling. According to Hoffman, the new crop agent has ideas to ramp up this program in the future.
- BU 6874 – Pesticide Training is federally regulated testing for pesticide application on farm land.

Hoffman closed by commenting that UW Extension’s office is fully staffed for the first time in a number of years and it was accomplished prior to the beginning of the restructuring process. According to Hoffman, that will be a good thing for Dodge County.

John Corey, Corporation Counsel appeared to present Corporation Counsel’s budget. BU 1701 – Corporation Counsel is the main operations business unit. BU 1711 – Special Legal Counsel has a levy request for \$20,000 which is \$5,000 less than 2016. BU 1719 – County Ordinance Codification will be using fund balance and no levy is required. According to Corey, Corporation Counsel’s budget is small with the majority of change in BU 1701 as a result of reduction of revenue and increase of wages and benefits. Corey stated the loss in revenue is attributed to costs of hearing fees not being reimbursed. Some clients pay their court fees following notice from Corporation Counsel and are never ordered to pay cost of hearing fees. Corporation Counsel isn’t able to pursue collection of these fees because the case never goes to court and it’s not court ordered.

Joyce Fiacco, Director and Land Information Officer appeared to present the Land Resources and Parks (LRP) budget. Fiacco stated, the majority of change in LRP’s budget is from increased revenues or reduced personnel expenditures. LRP consists of four divisions: Code Administration, Land Information,

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Parks and Trails, and Planning and Economic Development. According to Fiacco, the revenue for this department is economy dependent.

Highlights for Code Administration and Land Information's business units include:

- BU 811 – Land Information Office is a non-lapsing business unit and increase in expenditures is for the orthophotography and LiDAR project in 2017. This project will be funded by fees retained under the land information program in Register of Deeds' Office. The GIS mapping and services of this department are used by County Offices and Departments, local municipalities and state and federal agencies whose activities rely on use of land records. The \$244,000 increase is mostly due to aerial photography followed by map upgrades in 2018. BU 7802 – Nonmetallic Mining will also provide funding for the ortho project.
- BU 814 – Copier/Scanner is used to capture costs for copying or scanning large maps for filing.
- BU 1004 – Real Estate Description and BU 1101 – Survey have personnel reductions due to decreased or no health insurance coverage for staff.
- BU 1104 – Mapping has increased personnel costs.
- BU 7801 – Planning & Development contains all full-time employees. Revenues are increased for 2017 and has offset wage and benefit increases.
- BU 7812 – Board of Adjustments increased slightly due to personnel costs.
- BU 7841 – WI Fund Septic System Improvement is funded by the State and is dependent on citizen request to repair or remove septic systems.

The Parks and Trails system is BU 7851 – 7869. Highlights of Parks and Trails include:

- BU 7851 – Glacial River Trail is 3.5 miles of trail along Hwy 26. Lawn maintenance of this trail is the only thing required for 2017.
- BU 7852 – Gold Star trail doesn't have a levy. Expenditures will be covered by the DNR and Federal grant. Phase 1 is from Mayville to the Horicon Marsh Education Center on Hwy 28. The county applied for a grant for phase 2 which would go from the Horicon Marsh Education Center to the Wild Goose Trail but it wasn't approved. Currently phase 1 is \$70,000 short of its goal. Most of the funding has been from private foundations or fund raising.
- BU 7860 – Parks Administration increase is for a new part-time seasonal park manager. The increase will balance out with reduced personnel expenditures for individual park business units.
- BU 7861 – Snowmobile consists of 320 miles and is fully funded by DNR grants.
- BU 7863 – 7867 are the individual park business units. The bottom line for all of the parks is down due to increase revenues. Park attendance is increasing and a slight increase to fees is anticipated in 2017.
- BU 7868 – Wild Goose Trail has increased from the prior year due to the proposed purchase of a brushing attachment. The Wild Goose Trail is 30 miles long with 20 miles in Dodge County.

The remainder of LRP's budget is for Economic Development and Tourism. BU 7871 – Economic Development Loan Program is a zero levy business unit. Interest earned from the Economic Development program is used to support BU 7877 – Economic Development Asst. Increase to BU 7877 is for wages and benefits. The Glacial Heritage partnership will be supported through BU 7877. BU 7879 – Tourism Development is increasing slightly because of wages and benefits.

Overall, Fiacco stated the proposed expenditures for LRP is \$3 million and proposed revenue is \$1.6 million. Fiacco's LRP levy request for 2017 is \$1.4 million.

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Jim Mielke, County Administrator presented the Child Support budget. According to Mielke, there are no major staff changes for 2017. Increases are the result of following the compensation plan. Expenditures are projected at \$959,999 with wages and benefits at \$810,000. The \$78,000 cost for the call center is the major portion of costs after wages and benefits. According to Mielke, being part of call center allows case workers more time to spend with clients. Mielke concluded that there isn't much discretionary spending in this department.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 5:45 p.m.



Ed Benter  
Secretary