

DODGE COUNTY EXECUTIVE COMMITTEE

May 1, 2017, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Member(s) absent: None.

Others present: County Administrator Jim Mielke; Emergency Management Director Amy Nehls; Emergency Management Deputy Director Joe Meagher; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Chief Deputy Sheriff Scott Smith; Human Services and Health Department Director Becky Bell; Child and Adolescent Services Supervisor Amy Booher; CPS Ongoing Supervisor Lisa Grykowski; Finance Director Julie Kolp; ERP Project Assistant Ross Winklbauer; Information Technology Director Ruth Otto; County Board Supervisor William Muche; County Board Supervisor Jeffrey Caine; and WBEV Radio Station Reporter Kevin Haugen.

Motion by Marsik, seconded by Miller, to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Schmidt, seconded by Frohling, to approve the April 3, 2017 minutes as presented. Motion carried.

Dodge County Chief Deputy Sheriff Scott Smith provided a brief oral report to the Committee regarding an out-of-state travel request. Mr. Smith reported that he is requesting that Corrections Sergeant Chad Riter be able to attend the 2017 Spillman Summit that is to be held on September 18-22, 2017, in Park City, Utah. Mr. Smith further reported that the travel expenses are included in the Sheriff's 2017 budget. Motion by Miller, seconded by Maly to authorize the out-of-state travel request for Corrections Sergeant Chad Riter to attend the Spillman Summit to be held on September 18-22, 2017, in Park City, Utah. Motion carried.

Human Services and Health Department Director Becky Bell provided an oral report to the Committee regarding an out-of-state travel request. Ms. Bell reported that she is requesting that Child and Adolescent Services Supervisor Amy Booher and CPS Ongoing Supervisor Lisa Grykowski be allowed to travel to a Residential Care Facility in Bartlett, Tennessee, between the weeks of July 10-24, 2017, for the purpose of visiting one (1) Dodge County youth. Ms. Bell further reported that it is a requirement of Chapter 48, Wisconsin Children's Code standards, that if a child is placed in care, Human Services should be visiting those children on a quarterly basis. She noted that Rock and Jefferson counties also have children placed at the same location and the three counties have been rotating visits. The proposal is to have Dodge County also visit the placements of Rock and Jefferson in July. Motion by Maly, seconded by Miller to authorize the out-of-state travel request for Child and Adolescent Services Supervisor Amy Booher and CPS Ongoing Supervisor Lisa Grykowski to travel to a Residential Care Facility in Bartlett, Tennessee, between the weeks of July 10-24, 2017, for the purpose of visiting one (1) Dodge County youth. Motion carried.

County Board Chairman Russell Kottke reported that Dodge County Clerk Karen Gibson is on vacation, but she has included in the packet materials, a memo regarding the items for the May 16,

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2017 Dodge County Board Meeting. County Administrator Jim Mielke reported that the Resolution from the Health Facilities Committee regarding the purchase of Matrix Clinical Billing Software, will be presented to the County Board at their June 20, 2017 meeting, not the May 16, 2017 meeting.

Chairman Kottke reported that the Wisconsin Counties Association Annual Conference will be held on September 24-26, 2017 at the Kalahari Resort in Wisconsin Dells, Wisconsin, and new County Board Supervisors are allowed to attend the conference. Motion by Maly, seconded by Frohling to allow the three (3) new County Board Supervisors to attend the 2017 Wisconsin Counties Association Annual Conference at the Kalahari Resort in Wisconsin Dells, on September 24-26, 2017. Motion carried.

Chairman Kottke reported that he made the reservations for the Wisconsin Counties Association Annual Conference. Chairman Kottke further reported that the Executive Committee members have reservations for the two (2) nights, and the (3) new County Board Supervisors have reservations for only one (1) night. Supervisor Berres requested to only stay overnight on September 25, 2017.

Emergency Management Director Amy Nehls provided a brief oral report to the Committee regarding an Unbudgeted/Excess Revenue Appropriation request. Ms. Nehls reported that AT&T requested to co-locate on the Juneau Communication Tower, and the Emergency Management Department received a check in the amount of \$20,000 from AT&T for the cost of co-locating on the Juneau Communication Tower. Ms. Nehls further reported that according to the contract, \$15,000 must be remitted to US Cellular because they constructed the tower, and the remaining \$5,000 is Dodge County's portion. Motion by Marsik, seconded by Miller to approve the Unbudgeted/Excess Revenue Appropriation request. Motion carried. Ms. Nehls asked Chairman Kottke to sign the Unbudgeted/Excess Revenue Appropriation form.

Ms. Nehls reported that on May 11, 2017 there will be an active shooter tabletop exercise that will be held in the Administration Building from 8:00 am.-12:00 p.m. Ms. Nehls further reported that interested participants should submit a registration form to her.

Mr. Mielke reported that the sanitary pipe replacement project at the Dodge County Detention Facility is progressing well, and the project is ahead of schedule.

The Committee considered and discussed the Claim for Damages submitted by Tabitha Lepak. Motion by Miller, seconded by Frohling to recommend to the County Board that it disallow the Claim for Damages submitted by Tabitha Lepak. Motion carried.

Corporation Counsel Kimberly Nass provided an oral update to the Committee regarding the status of contracts being reviewed and/or completed by the office.

Finance Director Julie Kolp, ERP Project Assistant Ross Winklbauer, and Information Technology Director Ruth Otto provided a power point presentation regarding the Enterprise Resource Planning (ERP) Project. Mr. Winklbauer provided handout on the power point to the Committee members. Ms. Kolp reviewed the goals of the ERP Project which are: Best Practices, Process Improvements,

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Flexibility, Scalability, Stability, and Ms. Kolp reported that Dodge County needs financial policies and procedures to achieve these goals. Mr. Winklbauer reported that Dodge County is working with Government Finance Officers Association (GFOA) and they are providing Dodge County with recommendations. Ms. Otto reviewed the Financial Policy objectives. Ms. Kolp recommends that the Dodge County Finance Committee be the authority to adopt and maintain the countywide financial policies and procedures. Motion by Maly, seconded by Miller to approve and forward to the County Board for consideration at its May 16, 2017 meeting, a Resolution to Delegate Policy Oversight and Approval for the ERP Project to the Finance Committee. Corporation Counsel Kimberly Nass stated that the ERP Project will generate policies, and these policies may need to be updated in the future, and she has amended the language on Item 1, beginning on Line 16 of the draft Resolution to read: "Undertake policy development for financial and business policies relating to the ERP Project and other future financial and business policies needed to guide Dodge County operations." Motion carried as amended by Ms. Nass.

The Committee had a brief discussion on the Resolution to authorize the Dodge County Board Chairman to Appoint Additional Members to the External Audit Review Oversight Committee to ensure that the Committee always has five (5) member. Motion by Frohling, seconded by Schmidt to approve and forward to the County Board for consideration at its May 16, 2017 meeting, a Resolution authorizing the Dodge County Board Chairman to Appoint Additional Members to the External Audit Review Oversight Committee. Motion carried.

The Committee had a brief discussion on the proposed Dodge County Sales and Use Tax Policy. Mr. Mielke reported that a draft policy was included in the packet materials, and the Finance Committee will be discussing the proposed policy at its May 9, 2017 meeting. Mr. Mielke further reported that he is looking for feedback on this proposed policy.

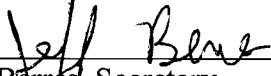
Supervisor Miller was excused at 8:42 a.m.

Supervisor Caine commented that he and Supervisor Muche are in favor of the proposed Dodge County Sales and Use Tax Policy.

Mr. Mielke provided a brief oral update to the Committee regarding the Library Planning Committee. Mr. Mielke reported that the Library Planning Committee has scheduled a public hearing to be held in the Administration Building, on May 31, 2017 at 2:00 p.m., to review the updated Library Plan for Service.

Meeting adjourned at 8:50 a.m. by order of the Chairman.

The next regular meeting is scheduled for **Monday, June 5, 2017, at 8:00 a.m.**



Jeff Berres, Secretary

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