

DODGE COUNTY EXECUTIVE COMMITTEE

February 7, 2019, 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, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; ERP Project Director Ross Winklbauer; Information Technology Network Administrator Josh Kohlhoff; Human Services and Health Director Becky Bell; Land Resources and Parks Director Bill Ehlenbeck; Planning and Economic Development Administrator Nate Olson; Matrix Consulting Group President and Project Manager Richard Brady; Wisconsin Counties Association Outreach Manager Jon Hochkammer; Watertown Daily Times Reporter Ed Zagorski; Beaver Dam Daily Citizen Reporter Ken Thomas; and WBEV Radio Station Reporter Kevin Haugen.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Motion by Maly, seconded by Marsik to approve the January 8, 2019 minutes as presented. Motion carried.

Information Technology Network Administrator Josh Kohlhoff provided an oral report to the Committee regarding an out-of-state travel request. Mr. Kohlhoff reported that there was a memo included in the Executive Committee packet materials, and the out-of-state travel request is for himself and Shane Van Loenen to attend Dell/EMC Technologies World, held in Las Vegas, Nevada, on April 28-May 2, 2019. Mr. Kohlhoff further reported that the county will be responsible to cover costs associated with room and board, but the conference registration fee of \$2,295, is covered through the data center refresh project. Motion by Maly, seconded by Sheahan-Malloy to approve the out-of-state travel request. Motion carried.

Dodge County Human Services and Health Director Becky Bell provided an oral report to the Committee regarding an out-of-state travel request. Ms. Bell reported that the out-of-state travel request is for Public Health Nurse Abby Sauer to attend the Healthcare Leadership for Mass Casualty Incidents – Center for Domestic Preparedness, to be held in Anniston, Alabama, on April 28-May 4, 2019. Ms. Bell further reported that the conference is being sponsored by the federal government, and the federal government is covering the costs to attend this conference. Motion by Sheahan-Malloy, seconded by Schmidt to approve the out-of-state travel request. Motion carried.

ERP Project Director Ross Winklbauer provided an oral report to the Committee regarding the ERP Project. Mr. Winklbauer reported the following:

- The ERP Project Team met with Department Heads on February 6, 2019, and the Department Heads were provided spreadsheets to identify end users.

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- The information provided on the spreadsheet will be used to plan end user training, which is scheduled to occur in May and June of 2019.
- There are two (2) Processing Sessions beginning the month of February 2019. The first session will be for core ERP Project team members, and this session will include the creation of user guides. The second session will be for core ERP Project Team members, as well as Power Users.
- The Power Users will have prerequisites to complete prior to attending the Power User Sessions.
- The sessions will be used for processing scenarios, and after attending the session, Power Users will reference the user guides to complete homework.
- The Go Live date is scheduled for July 1, 2019.
- The Chart of Accounts (COA) and tables are built, and have been put into Tyler Munis.
- Currently are working on workflows and permissions.

Matrix Consulting Group President and Project Manager Richard Brady appeared before the Committee to provide an update on the Sheriff's Office Operational and Financial Review. A document entitled *Introduction to the Sheriff's Office Operational and Financial Review, Dodge County, Wisconsin*, was provided to the Committee prior to the start of the meeting. Mr. Brady highlighted the following:

- The Matrix Consulting Group has provided consulting services to local government since the 1980's.
- The Project Team consists of six individuals, each with specific project roles.
- The Project Study Objectives will include evaluation of some of the following: workload, staffing needs, contracts for service, technology, and fees for services.
- The Project will be a collaborative effort between the County and the Sheriff's Office.
- The Project Team has interviewed over seventy (70) Sheriff's Office employees, and have developed a good foundation of the roles of staff.
- Future tasks: An employee survey will be developed, interview follow-ups will occur, collection and analyzation of data, and issue assessment.
- The true cost of services will be determined.
- Best practices will be followed.
- Draft reports will be provided, and the project completion date is tentatively scheduled for June to early July of 2019.

Corporation Counsel Kimberly Nass commented that Mr. Brady will be in Room 4A, located on the fourth floor of the Administration Building, after the meeting for Executive Committee member input or questions regarding the operational and financial review.

Wisconsin Counties Association Outreach Manager Jon Hochkammer appeared before the Committee to provide a presentation on the Property Assessed Clean Energy Program (PACE). Planning and Economic Development Administrator Nate Olson provided a document entitled *Property Assessed Clean Energy (PACE), PACE Wisconsin Overview*, prior to the start of the meeting. Mr. Hochkammer highlighted the following:

- The Wisconsin State Legislature (Section 66.0627) approved PACE in the year 2009.
- Thirty-four (34) Wisconsin Counties have adopted PACE.
- Financing is secured by a special charge.

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- PACE is only for commercial properties, not residential.
- Future energy savings are used to pay for the loan.
- The longevity of equipment is a factor in determining the length of the loan.
- Loan payment is annual, not a monthly payment.
- The loan is transferred to a new owner upon sale.
- Some benefits of PACE: Stimulate the economy; revitalize properties; a voluntary program.
- Some PACE Commission Features: No cost to member counties; Uniform program; Open to any contractor; mortgage lenders required to provide consent to PACE loan.

Ms. Nass asked what steps need to be taken if the decision is made to move forward with PACE. Mr. Hochkammer commented the steps to take are as follows: A Resolution and an Ordinance need to be approved by the County Board; and the County Administrator would make an appointment to the Wisconsin PACE Board. Chairman Kottke stated PACE will be an item on the March 2019 Executive Committee agenda.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding the Hazard Mitigation Plan. Ms. Nehls reported that Dodge County received the Hazard Mitigation Grant, and she will be meeting with municipalities on February 13, 2019, to determine hazard concerns. Ms. Nehls further reported that a consultant will gather information and a report will be submitted to the State of Wisconsin, and then the report will be submitted to FEMA. Ms. Nehls commented that communities need to participate in the Hazard Mitigation Plan in order to be eligible for funds.

Ms. Nehls reported that an article included in the packet materials was to bring attention to the discussions that many towns are having regarding struggles with EMS Services. Ms. Nehls further reported this is a nationwide issue, Dodge County Emergency Management is aware of this issue, and are currently collecting data to determine struggles with Dodge County EMS Services.

Dodge County Clerk Karen Gibson reported that the packet materials included a document entitled *Proposed agenda items for February 19, 2019 CB Meeting as of February 1, 2019*, and the agenda will also include Reports from the Land Resources and Parks Department.

Ms. Gibson reported that the April 16, 2019 County Board meeting will be held at Clearview, and there will be a tour of the facility.

Ms. Gibson provided an oral report to the Committee regarding the Wisconsin Counties Association Southern Regional Legislative meeting. Ms. Gibson reported that the meeting will be held in Wisconsin Dells, Wisconsin, on March 18, 2019, and the meeting is to educate legislators on issues affecting counties. Ms. Gibson further reported this meeting is free to the public, and no registration is needed.

Ms. Gibson reported that she will be asking for a contingency fund transfer, in the amount of \$14,000.00, to cover the following: additional unbudgeted election costs from special elections for State Assembly District 42 that occurred in May and June of 2018; costs associated with the

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wireless modems in the election equipment; and additional costs for absentee envelopes. Ms. Gibson further reported her 2018 budget had a decrease in marriage license revenue.

County Administrator Jim Mielke reported that there are no new claim for damages.

There was no discussion on the Report on County Official's Bonds. Motion by Maly, seconded by Frohling to approve and forward to the County Board for consideration at its February 19, 2019 meeting, a Report regarding County Official's Bonds. Motion carried.

Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass reported on activities of the Taxation Committee. Ms. Nass reported the following:

- Dodge County has contracted with the Wisconsin Department of Natural Resources (DNR) to close the case with the Monarch Parcel Lots 9 and 10, located in the City of Beaver Dam.
- Dodge County is no longer the owner of the former Metalfab property, and the DNR has accepted Dodge County's withdrawal from participation in the Voluntary Party Liability Exemption (VPLE).
- There are thirteen (13) unredeemed parcels in the 2019 *In Rem* action.
- The City of Waupun Administrator attended the January 24, 2019 Taxation Committee meeting, and discussion on an unredeemed parcel located in the City of Waupun will be included on the agenda of the next Taxation Committee meeting.
- The next meeting has not been scheduled.

Ms. Nass provided an oral report regarding the City of Mayville v. Waste Facility Siting Board (WFSB) Case No 18 CV 400. Ms. Nass reported that the case involves the number of representatives the City of Mayville is allowed to appoint to the local committee for the expansion of the landfill, and the judge has ordered that the City of Mayville can appoint one (1) representative. Ms. Nass further reported that it is a statutory requirement for the county to have two (2) representatives, and Supervisor Marsik and Supervisor Greshay are the County's members of the Local Siting Committee.

Supervisor Frohling reported that documents were included in the packet regarding the Wisconsin Counties Association County Ambassador Program (CAP) Team meeting held on January 16, 2019. Supervisor Frohling and Supervisor Maly commented that Human Services and Health Director Becky Bell did a great job working with state legislators. Supervisor Maly commented that a lot of work was done ahead of time, and the state legislators are aware of county issues.

Chairman Kottke and Supervisor Frohling provided an oral report to the Committee regarding their attendance at the Wisconsin Counties Association Legislative Exchange, held on February 5-6, 2019, in Madison, Wisconsin. Chairman Kottke reported that Governor Evers had a short presentation, and many of the New State Agency Leaders spoke. Supervisor Frohling commented that Governor Evers wants to be a partner, not an obstacle for counties.

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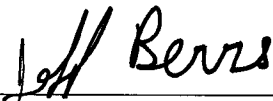
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Mr. Mielke commented that Representative to the Assembly Mark Born is scheduled to be in attendance at the March 5, 2019 Executive Committee meeting.

Supervisor Frohling commented that Wisconsin Department of Transportation Secretary Craig Thompson may be in attendance on March 28, 2019 at a meeting to be held in Watertown, Wisconsin.

Meeting adjourned at 9:50 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, March 5, 2019, at 8:00 a.m.**



Jeff Berres, Secretary

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