

DODGE COUNTY EXECUTIVE COMMITTEE

April 3, 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, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: Frohling (Excused).

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; ERP Project Director Ross Winklbauer; Emergency Management Director Amy Nehls; Land Resources and Parks Director Bill Ehlenbeck; Planning and Economic Development Administrator Nate Olson; Purchasing Agent Jamie Beckwith; Dodge County Finance Director Julie Kolp; Information Technology Director Justin Reynolds; Matrix Consulting Group President and Project Manager Richard Brady; Thrive-ED President Vicki Pratt; Jefferson County Administrator Ben Wehmeier; City of Beaver Dam Mayor Becky Glewen; Netwurx Representative David Roller; County Board Supervisor Richard Greshay; County Board Supervisor Dan Hilbert; County Board Supervisor David Guckenberger; County Board Supervisor Lisa Derr; Watertown Daily Times Reporter Ed Zagorski; Daily Citizen Reporter Ken Thomas; and WBEV Radio Station Reporter Kevin Haugen.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Richard Greshay, and Dan Hilbert.

There was no public comment.

Motion by Maly, seconded by Sheahan-Malloy to approve the March 5, 2019 minutes as presented. Motion carried.

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

- The Go Live date for Financials is in twelve (12) weeks, July 1, 2019.
- Sidney Wood from Tyler Munis is onsite this week to work one-on-one with Highway Office Manager Lori Fett on Highway specific work orders.
- The week of April 8, 2019, is a black-out week for Dodge County, to allow ERP Project Team members to complete their county office work.
- ERP Power User Sessions will begin the week of April 15, 2019.
- The Highway Specific Work Orders Go Live date has been extended to January 1, 2020, due to personnel changes at the Highway Department. Mr. Winklbauer commented that Highway Specific Work Orders will be re-evaluated in September of 2019 with the new Highway personnel.
- There will be some double entry work that will occur during the six (6) month Highway schedule extension.
- Phase 3 Work Order Implementation Go Live date for Physical Facilities, Sheriff's Office, the Land Resources and Parks Department, Clearview, and Human Services and Health Department is scheduled for September 4, 2019.
- Dodge County is the first county in Wisconsin to implement a highway work order function by Tyler Munis.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the April 16, 2019 County Board meeting. Ms. Gibson reported that the April 16, 2019 County Board meeting will

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be held at Clearview at 9:00 a.m., and will begin with a Clearview presentation, followed by a tour of Clearview. Ms. Gibson further reported that the packet materials included a document entitled *Proposed agenda items for April 16, 2019 CB Meeting*, and the agenda will also include a Resolution from the Judicial and Public Protection Committee, and appointments to the Human Services and Health Board, and the Local Emergency Planning Committee.

Ms. Gibson provided an oral report to the Committee regarding the Wisconsin Counties Association (WCA) Annual Conference to be held in Wisconsin Dells, Wisconsin, on September 22-24, 2019. Ms. Gibson reported that County Board Rule 1 states that Supervisors shall notify the County Clerk no later than the third Tuesday of April if wanting to attend this conference, and to notify her by April 16, 2019 if interested in attending.

There was no discussion on the out-of-state travel request for Dodge County Communications Officer Pamela Uecke-Tinsley to attend the Leadership for Mass Casualty Incidents-Center for Domestic Preparedness, held in Anniston, Alabama, on April 28-May 4, 2019. Motion by Marsik, seconded by Maly to approve the out-of-state travel request. Motion carried.

There was no discussion on the out-of-state travel request for Purchasing Agent Jamie Beckwith to attend the NIGP (Institute for Public Procurement) Annual Forum and Products Exposition, held in Austin, Texas, on August 25-28, 2019. Supervisor Maly asked if Purchasing Agent Jamie Beckwith would be providing a report to the Executive Committee on her attendance at the NIGP (Institute for Public Procurement) Annual Forum and Products Exposition. Ms. Beckwith responded that she will provide a report. Motion by Maly, seconded by Marsik to approve the out-of-state travel request. Motion carried.

Matrix Consulting Group President Richard Brady appeared before the Committee to provide an update on the Operational Review of the Dodge County Sheriff's Office. Mr. Brady reported the following:

- An anonymous survey was sent out on February 25, 2019, to all employees of the Sheriff's Office, and one hundred eight (108) responses were received.
- The findings obtained through the anonymous surveys, employee interviews, collection and analyzation of data was presented to the Sheriff's Office, and edit requests have been received from the Sheriff's Office.
- The anonymous survey provided positive comments, such as quality staff, teamwork, and community involvement. Some issues were patrol staffing concerns, effectiveness of the drug task force, and challenges with recruitment.
- Some tasks scheduled for April of 2019 are analyze issues, staffing levels, and costs of services.
- A draft version of the analysis will be provided in May of 2019.

Thrive-ED President Vicki Pratt appeared before the Committee to provide an update on the proposed modification to the Thrive-ED contract. Ms. Pratt provided a summary of some of the items that need to be accomplished in Dodge County:

- Build relationships with businesses.
- Promote future investments.
- Provide more coverage to meet with businesses.
- Meet with leaders to determine their needs.

Ms. Pratt commented that she is the only employee contracted under Thrive-ED, and Dodge County is proposing to increase the funding for an additional employee to work with her to meet the economic

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development needs of Dodge County. Ms. Pratt provided a handout to the Committee entitled *Draft Annual Report Narrative, 2018 Permit Data*.

County Administrator Jim Mielke provided an oral report to the Committee regarding a Resolution to Approve an Amendment to the *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership*. Mr. Mielke reported that the Resolution proposes an increase to the funding formula from the existing \$85,000 to \$1.50 per capita as of July 1, 2019. Motion by Maly, seconded by Schmidt to approve and forward to the County Board for consideration at its April 16, 2019 meeting, a Resolution approving an Amendment to the *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership*. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding Broadband Initiatives. Mr. Mielke reported that broadband coverage is an ongoing discussion, and the broadband initiative is being presented to the Executive Committee for their feedback on how to proceed. The Committee continued with a discussion on some of the following topics: Issues with broadband coverage, funding, and creation of a Broadband Standing Committee or Work Group. Jefferson County Administrator Ben Wehmeier commented that Jefferson County created a standing committee for broadband. Planning and Economic Development Administrator Nate Olson commented that Dodge County does not have adequate broadband coverage, and a document entitled *Madison Region Economic Partnership, Internet in the Madison Region*, which included maps showing the number of broadband providers, and maximum advertised download and upload speeds, was provided to the Executive Committee members. Motion by Sheahan-Malloy, seconded by Marsik to create a Broadband Work Group, consisting of eleven (11) members appointed by the County Board Chairman, and these members will be paid a per diem. Motion carried. Corporation Counsel Kimberly Nass will draft a Resolution for the creation of a Dodge County Broadband Work Group, and a memo will be included with the Resolution in the county board packet materials for the April 16, 2019 meeting.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding Emergency Management activities. Ms. Nehls reported that the majority of the Dodge County municipalities that applied for public assistance through the State of Wisconsin Disaster Fund, for the storms in the fall of 2018, have been paid. Ms. Nehls further reported that Dodge County has applied for Wisconsin Disaster Funds from damages that occurred during the flooding in March of 2019.

Ms. Nehls provided an oral report to the Committee regarding the EMS Work Group. Ms. Nehls reported that a smaller work group consisting of approximately twenty (20) individuals continues to meet to discuss EMS issues, and this group will report to the full EMS Work Group on April 24, 2019. Ms. Nehls commented that she has encouraged the work group to reach out to Dodge County to discuss a third-party, independent study.

Mr. Mielke reported that there are no new claim for damages to present.

Mr. Mielke reported that a document entitled *PEPIP, Dodge County, Alliant Loss Run Summary*, was included in the packet materials, and Dodge County is in the process of working on the July 1, 2019 property coverage renewals.

Mr. Mielke provided an oral report to the Committee regarding the Dodge County Courthouse AV Installation Project. Mr. Mielke reported that information was included in the packet materials. Mr.

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Mielke further reported that the bid included a 15% project contingency, the total project cost is \$669,075, and \$650,000 is budgeted for the project. Mr. Mielke commented that the Information Technology Committee approved the Resolution Authorizing the Project Award to Conference Technologies, Inc., at their April 2, 2019 meeting, and the Resolution will be presented to the Judicial and Public Protection Committee at their April 5, 2019 meeting, and the Finance Committee at their April 9, 2019 meeting. Mr. Mielke further commented that if approved by the County Board at their April 16, 2019 meeting, the project will begin immediately because there is lead-time with the equipment.

Mr. Mielke provided an oral report to the Committee regarding the 2020 Dodge County Budget Timeline. Mr. Mielke reported that the Finance Committee approved the 2020 Dodge County Budget Timeline at their March 12, 2019 meeting. Mr. Mielke further reported that the budget review meeting will be held on October 29, 2019, to allow the County Board Supervisors adequate time to review the budget. Per the Finance Committee, mini budget books will not be printed, but will be published online. Mr. Mielke commented that a memo will be distributed to the County Board Supervisors at the April 16, 2019 County Board meeting regarding the 2020 Dodge County Budget Timeline.

Mr. Mielke reported that a letter dated March 18, 2019, from Dodge County Circuit Court Judge Brian A. Pfitzinger, was included in the packet materials, and this letter was regarding Judge Pfitzinger's appreciation to the jail and court staff for the job well done during the Ware trial.

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

Ms. Nass provided an oral report to the Committee regarding the activities from Taxation Committee. Ms. Nass reported the following:

- On March 27, 2019, the Taxation Committee toured the 2019 In Rem parcels, and directed the taking of nine (9) parcels. The Corporation Counsel Office is in the process of drafting the judgments on the nine (9) parcels.
- Dodge County has received a copy of the Application for Case Closure submitted to the Wisconsin Department of Natural Resources (DNR) for closure of Monarch Parcel Lots 9 and 10, located in the City of Beaver Dam.
- On April 1, 2019, the Village of Randolph approved the transfer of five (5) parcels from Dodge County to the Village. Ms. Nass commented that Dodge County will be getting the principal amounts back on the five (5) parcels, along with some fees. There will be no interest or penalty. The resolution approving the agreement with the Village will be on the County Board Agenda for April.

Mr. Olson provided an oral report to the Committee regarding proposed changes to the Community Development Block Grant – Revolving Loan Program. Mr. Olson reported that Ms. Nass provided a memo in the packet materials regarding the Dodge County Revolving Loan Advisory Committee. Mr. Olson further reported that the Revolving Loan Advisory Committee is based off of the U.S. Department of Housing and Urban Development (HUD) guidelines, and since there are no more applications, there is no need for the Revolving Loan Committee. Mr. Olson commented that Ms. Nass' recommendation is to disband the Dodge County Revolving Loan Advisory Committee.

There was no discussion on County Governing Policies.

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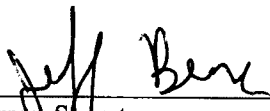
Supervisor Sheahan-Malloy reported that she attended the Wisconsin Counties Association County Ambassador Program (CAP) meeting on April 2, 2019, in Madison, Wisconsin, and some topics discussed were youth justice service, children and family allocation aid, and mental health services. Supervisor Sheahan-Malloy commented that Human Services and Health Director Becky Bell and Human Services Clinical and Family Services Division Manager Alyssa Schultz were also in attendance.

Supervisor Maly reported that she attended the Wisconsin Counties Association Personnel, Finance, and County Organization Steering Committee on March 28, 2019, in Stevens Point, Wisconsin. Supervisor Maly further reported some topics discussed were the competitive bidding process, criminal justice coalition, the five (5) day grace period for tax bills, and the governor's budget.

Meeting adjourned at 10:53 a.m. by the order of the Chairman.

There will be a special meeting on **Tuesday, April 16, 2019, at 8:30 a.m.**, at Clearview, 198 County Road DF, Juneau.

The next regular meeting is scheduled for **Tuesday, May 7, 2019, at 8:00 a.m.**, Rooms H & I, located on the first floor of the Administration Building.



Jeff Berres, Secretary

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