

DODGE COUNTY EXECUTIVE COMMITTEE

May 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; Emergency Management Deputy Director Joe Meagher; Human Resources Director Sarah Hinze; Veteran Service Officer Andrew Miller; Purchasing Agent Jamie Beckwith; Information Technology Director Justin Reynolds; Dodge County Sheriff's Communications Director Christine Churchill; Beaver Dam Fire Chief Alan Mannel; Waupun Fire Department Representative BJ DeMaa; Watertown Fire Department Representative Jim Acker; Randolph Fire Department Representative Edwin Hoksbergen; Juneau EMS Representative Dan Zank; Beaver Dam Fire Department Representative Paul Wm. Hartl; Allenton Fire Chief John P. Breuer; Town of Clyman Chair/Clyman Fire Department Representative Dave Blank; Lifestar EMS Representative Mike Krueger; Beaver Dam Fire Department Representative Matthew Christian; Matrix Consulting Group President and Project Manager Richard Brady (by phone); Watertown Daily Times Reporter Ed Zagorski; 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 Sheahan-Malloy to approve the April 3, 2019 minutes, and the April 16, 2019 minutes as presented. Motion carried.

Matrix Consulting Group President and Project Manager Richard Brady appeared by phone to provide an update on the Sheriff's Office Operational Review. Mr. Brady reported the following:

- Findings obtained through the anonymous surveys, employee interviews, collection and analyzation of data has been summarized, and reviewed with the Sheriff. An adequate amount of data has been collected.
- Currently working on an initial analysis of staffing and operations, and cost structure.
- The initial findings will be discussed in the beginning of June of 2019, and a draft report provided in July of 2019.
- The Operational Review is on track, with a completion date of August of 2019.

Information Technology Director Justin Reynolds provided an oral report to the Committee regarding an out-of-state travel request. The out-of-state travel request is for Information Technology Database Administrator Erin Roberts and Human Resources Director Sarah Hinze to attend the Kronos User Group Seminar, held in Schaumburg, Illinois, on May 22, 2019. Mr. Reynolds reported that the only expense to attend this seminar is travel expenses, and attendance at the seminar will provide the opportunity for county input, and knowledge on product developments. Mr. Reynolds further reported that a webinar is not offered. Human Resources Director Sarah Hinze commented that attendance at the seminar will allow for a great opportunity to network with other Kronos users. Motion by Frohling, seconded by Marsik to approve the out-of-state travel request. Motion carried 5-2 (Sheahan-Malloy and Berres opposed).

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Allenton Fire Chief John P. Breuer appeared before the Committee seeking the support from Dodge County for Emergency Medical Services. Mr. Breuer reported that the Dodge County Steering Committee on Emergency Medical Services wants to be proactive, and have been discussing concerns with EMS. Mr. Breuer further reported that short term fixes such as cross credentialing and resource sharing are in place, but may not be sustainable, and the Dodge County Steering Committee on Emergency Medical Services is asking Dodge County for support to conduct a third-party, independent study to assist in identifying such things as strengths, weaknesses, and possible solutions. Juneau EMS Representative Dan Zank commented that staffing issues, and a lack of new individuals joining the service is a concern. Town of Clyman Chair/Clyman Fire Department Representative Dave Blank commented that daytime coverage is an issue, and a cost sharing partnership has been considered. Purchasing Agent Jamie Beckwith commented that she has been researching some options, and has been in contact with the Wisconsin Office of Rural Health, who have offered \$5,000.00, which Ms. Beckwith commented could possibly be used towards the study. The cost of the study would depend on the scope of the project. Mr. Breuer commented that Dodge County EMS works cooperatively with other border counties. Emergency Management Director Amy Nehls commented that the Spillman software can be used to collect data regarding the number of dispatch calls to Dodge County municipalities bordering other counties. Dodge County Sheriff's Office Communications Director Christine Churchill commented that daily communications are made with EMS providers regarding who is covering for who, and there may be a time when something is missed. After further discussion, a motion was made by Frohling, seconded by Maly authorizing Dodge County to be the lead organizer in seeking Requests for Proposals (RFP's) for the third party study, apply for grants to assist in funding the study, and provide the Dodge County Steering Committee on Emergency Medical Services with a recommendation on the company to perform the study. Motion carried.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding a Beaver Dam Daycare Full Scale Evacuation Exercise. Ms. Nehls reported that the packet materials included an article on the evacuation exercise, and during the exercise, parents were brought in, as well as parent actors, and seven (7) different scenarios were demonstrated. Ms. Nehls further reported that good feedback was received, and an after action report will be created. Ms. Nehls commented that an evacuation exercise is not a licensing requirement for daycares, but Emergency Management will continue to provide training.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the May 21, 2019 County Board meeting. Ms. Gibson reported that the packet materials included a document entitled *Proposed agenda items for May 21, 2019 CB Meeting*, and Special Orders of Business will include a presentation on the TAD Program, and an update on the ERP Project.

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 reservations have been made at the Kalahari Resort and Convention Center for eleven (11) attendees. Ms. Gibson further reported the deadline to submit resolutions to the WCA is June 24, 2019, and she will provide registration information in July of 2019.

County Administrator Jim Mielke provided an oral report to the Committee regarding the ERP Project. Mr. Mielke reported that a memo regarding an update on the ERP project was emailed to County Board Supervisors on May 1, 2019. Mr. Mielke further reported the following:

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- The Go Live date for all three (3) phases, including Financials, EAM-Highway, and EAM – Non Highway, was been changed to January 1, 2020.
- An ERP Project update will be presented to the County Board at the May 21, 2019 meeting.
- The Project Team remains committed to the project, and the project is expected to be completed within the authorized budget.

Information Technology Director Justin Reynolds reported the following on the ERP Project:

- The End Users need to be comfortable with the system, therefore, sufficient training will be provided.
- Some reasons for the delay were data security, functionality, and training.
- Ten (10) systems need to be integrated.

Mr. Mielke provided an oral report to the Committee regarding the recruitment of the Finance Director. Mr. Mielke reported that the deadline to submit applications is May 15, 2019, initial interviews are scheduled on May 22, 2019, and second interviews on May 29, 2019. The interview team will consists of himself, Ms. Hinze, Supervisor Frohling, Supervisor Ed Benter, and Assistant Finance Director Eileen Lifke, and Supervisor David Guckenberger and Clearview Director of Financial Services Bill Wiley will be additions to the interview team during the second interviews. Mr. Mielke further reported that a recommendation to the County Board will be presented at the June 18, 2019 meeting.

Mr. Mielke provided an oral report to the Committee regarding claims for damages. Mr. Mielke reported that there were two (2) claim for damages. Michael D. Teletzke Sr. vs Dodge County, and Marvin Paul vs. Dodge County. Mr. Mielke further reported that WMMIC has recommended the disallowance of both claims. Motion by Schmidt, seconded by Marsik to approve the disallowance of the claims for damages. Motion carried.

Mr. Mielke stated that he will be on vacation the week of May 13, 2019, but he will have access to email.

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 has drafted and recorded the judgments on the nine (9) parcels.
- The next Taxation Committee meeting is on May 15, 2019 at 5:00 p.m., in Rooms H & I, in the Administration Building.
- A Resolution approving the agreement with the Village was approved by the County Board at the April 16, 2019 meeting, and there is a tentative closing on those parcels on May 7, 2019 at 1:00 p.m. A final version of the Deeds needs to be provided.

Ms. Nass provided an oral report to the Committee regarding the Amendment to the *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership*. Ms. Nass reported that the amendment has been finalized with Jefferson County, and this amendment includes the following: An increase to the funding formula from \$85,000 to \$1.50 per capita as of July 1, 2019; an additional Jefferson County employee or

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consultant to assist with the economic development needs of Dodge County to be on-site in Dodge County; and a Dodge County appointment to the Jefferson County Economic Development Consortium (JCEDC) Board. Ms. Nass further reported that a six (6) month notice will be required to terminate this agreement. Ms. Nass commented that she will circulate the amendment for signatures, and there is no action required by the Executive Committee.

The Committee continued with a discussion on County Governing Policies. Supervisor Berres voiced his concerns that current policies are not be followed, and this issue needs to be addressed. Mr. Mielke suggested a future closed session be scheduled to discuss specific issues with policies.

Supervisor Marsik provided an oral report to the Committee regarding the Broadband Workgroup. Supervisor Marsik reported the following:

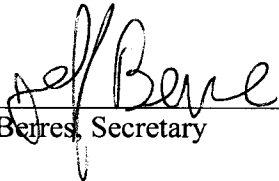
- The first meeting of the Broadband Workgroup was held on May 1, 2019.
- Eleven (11) attended, and the workgroup will continue discussions on a tentative proposal to work with internet providers Netwurx and Bertram.
- It is anticipated that there will be some financial involvement by Dodge County.

Supervisor Frohling provided an oral report to the Committee regarding his attendance at the Transportation Development Authority (TDA) – Legislative Fly-In on April 4-5, 2019, in Washington, D.C. Supervisor Frohling reported that Dodge County Highway Commissioner Brian Field also attended the Fly-In. Supervisor Frohling highlighted the following:

- 51% of federal funds are going towards construction, and 49% going towards administration.
- President Trump's budget will address the \$18 million transportation shortfall.
- Federal highway grants are available but not being used because of all the red tape issues.
- State Representative's recommended speaking to the House Committee on Appropriations and the House Committee on Ways and Means to address transportation shortfalls.

Meeting adjourned at 10:03 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, June 4, 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.