

**Finance Committee Special Meeting**  
Minutes of the September 29, 2015

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 3:00 p.m. on Tuesday, September 29, 2015 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, and Uttke. Gohr was excused.

Also present: County Board Chairman Russ Kottke, Supervisors: Donna Maly, and MaryAnn Miller, Mielke, Lynn Hron, Andy Miller, John Corey, Sheriff Schmidt, Scott Smith, Amy Nehls, Bernie Mueller, P.J. Schoebel, Lifke and Watertown Daily Times reporter Becky Vosters.

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

Lynn Hron, Clerk of Courts appeared before committee members to present Clerk of Courts' 2016 proposed budget. Hron provided information on fee and reimbursement assessment and changes that will affect revenues for 2016 and upcoming years. According to Hron, Business Unit (BU) 701 – Clerk of Courts revenues from Child Support reimbursement, Circuit and Municipal Court fees and Municipal Filing fees are projected to remain constant or slightly increase. Revenues from County Ordinance Forfeiture, County Share of State Fines and Forfeitures and interest are projected to be less. Revenue from State Inmate reimbursement is anticipated to be slightly higher. Hron explained that wages and benefits are the major portion of expenditures for Clerk of Courts. Wages and benefits have decreased for 2016 due to a retirement position that wasn't filled in 2015 and has been eliminated for 2016. BU 702 – Jury revenues from State Inmate reimbursement is projected higher and wages for bailiffs is anticipated to be slightly decreased. These projections will result in an overall levy requirement decrease.

Bernie Mueller, Director appeared to present Child Support's 2016 proposed budget. Mueller provided information on revenue sources for this BU. The main funding source is from the Federal government at 66% of operation expenditures. Additional revenues come from state performance measures, state allocation funds and client reimbursements. Expenditures overall are anticipated to decrease in most areas except wages and benefits, computer maintenance and repair and telephone.

John Corey, Corporation Counsel appeared to present Corporation Counsel's 2016 proposed budget. In BU 1701 – Corporation Counsel, Corey projects revenues from cost of motion cases and East Wisconsin Counties Railroad Consortium (EWCRC) reimbursement to decrease \$2,428. Expenditures increased \$86,547 to fund a new attorney position. Normal wage and benefit increased \$9,432 and operational expenditures increased \$2,915. BU 1711 – Special Legal Counsel levy requirement decreased \$10,000 to reflect historical annual expenditures. BU 1719 – County Ordinance Codification is non-lapsing and a \$0 levy BU. Minor codification is anticipated.

P.J. Schoebel, Medical Examiner appeared to present Medical Examiner's 2016 proposed budget. Schoebel updated committee members on changes in State statute regarding fees. Earlier in the year, County Board approved an increase for both Cremation and Death Certificate fees. The State allowed the increase for Cremation fees but Death Certificate fees were reverted back to the fee rate charged beginning of 2015. Schoebel anticipates a \$34,375 increase in revenue as a result of increased cremation fees. County Board approved the addition of another full-time Chief Medical Examiner which will result in a \$56,216 increase of wages and benefits. With scheduling changes, Schoebel anticipates the new position will decrease officer fees by \$18,035. Autopsy and forensic

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testing costs are anticipated to increase a total of \$32,500. Furniture and Furnishings hasn't been used in the past and anticipated replacement and/or addition of office furniture will increase this line time \$1,000. Operating supplies and computer equipment will have a combined decrease of \$4,087.

Andy Miller, Veteran Service Officer appeared to present Veterans Service's 2016 proposed budget. According to Miller, BU 5301 – Veteran's Service Commission increased \$2,000 for the purpose of better assisting veteran in the county. BU 5302 – Veterans Service Officer has an overall \$28,285 levy decrease primarily as a result of the administrative secretary position changing from a 0.75 to 0.5 status. The only revenue received by BU 5301 is a \$13,000 state grant and receipt for that has changed. It used to be an annual award that didn't require any reporting. Beginning 2016, it will be a bi-annual reimbursement for operation expenditures which will need to be submitted.

Amy Nehls, Emergency Management Director appeared to present Emergency Management's 2016 proposed budget. According to Nehls, BU 2801 – Central Communication is communication equipment consisting of nine towers with 6 channels. Nehls anticipates a \$23,600 revenue decrease for this BU as a result of a tower space rental contract that was budgeted but not initiated. Sales Tax and Simulcast Grant constitute the revenue increase. Increased expenditures are mainly Electric Services, Machinery and Equipment Maintenance, Radio Repair Parts, Insurance and the Simulcast project. BU 2811 – Emergency Management will have a \$19,277 levy decrease primarily due to a new vehicle purchase in 2015 and not in 2016. BU 2813 – Hazard Mitigation, BU 2819 – Emergency Disaster, BU 2823 – Homeland Security and BU 2824 – Exercise and Training are \$0 levy BUs. BU 2821 – Local Emergency Planning Committee is anticipated to have a \$2,720 levy increase due to increased wages and benefits and decreased EPCRA grant funding. BU 2825 – Hazmat levy is projected to increase from proposed \$100 stipends for team members.

Ruth Otto, Information Technology Director appeared to present Information Technology's (IT) 2016 proposed budget. According to Otto, BU 1801 – Information Technology levy is projected to increase \$70,757 due to decreased revenue, and increased cost for a new staff member and increased costs training, travel and mileage costs. BU 1811 – Desktop and Network Infrastructure is anticipated to increase \$80,983 mostly from software and hardware maintenance costs and increased Netmotion seats. BU 1814 – Enterprise Systems is projected to decrease with completion of various capital projects. BU 1816 – Internet and BU 1821 – Telecommunication Services are \$0 levy BUs. BU 1821 is \$0 levy because all expenditures are charged out to departments based on usage. Overall expenditures for this BU decreased \$17,242 which will be passed on to departments. BU 1819 – Departmental Systems expects a levy increase of \$31,400, mostly for Unitrend cloud backup.


Sheriff Dale Schmidt and Scott Smith, Chief Deputy Sheriff appeared to present Sheriff's 2016 proposed budget. According to Smith, 82% of the Sheriff's budget is personnel related and reducing the remaining operational expenditures is difficult. Overall, the Sheriff's budget anticipates a decrease in revenue and increase in wages and benefits. In BU 2001 – Administration, wages and benefits and professional services increased \$115,124. For BU 2021 – Patrol, wages and benefits increased \$26,608 but was offset by an increase in wage reimbursement of \$10,000. A decrease in number of vehicles purchased and fuel costs will offset increased both computer and capital equipment costs. BU 2031 – Criminal Investigation increased \$142,955 primarily due to replacement of three unmarked squads and software costs. BU 2506 – Radio Communications is

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anticipated to increase \$132,687 to cover a new position and system software replacement. BU 2061 – Jail levy is projected to increase as a result of decreased contract bed revenue and increased Jail Health Care Costs and Food Service costs. Vehicle purchase will decrease because only one van was budgeted for 2016. Capital Equipment purchase is pending ICE reimbursement and Security Electronic project is funded by Sales and Use Tax. Smith continued by highlighting capital purchases for 2016. Capital purchases for BU 2041 – SWAT will be funded from the non-lapsing BU 2032 – Law Enforcement. Some BU 2061 capital will be funded by BU 1326 – Jail Improvement. The patrol boat purchase for BU 2024 – Water Patrol will be reimbursed 20% for five years by the Department of Natural Resources.

Next special meeting is scheduled for Wednesday, September 30, 2015 at 3:00 p.m. in Room H & I - Auditorium on the 1<sup>st</sup> floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 4:47 p.m.

  
Gerald Adelmeyer,  
Secretary

*Ch.*