

**Joint Special Meeting of the Dodge County Finance Committee  
and the Dodge County Board of Supervisors**  
Minutes of the October 27, 2015

Dodge County Finance Committee Chairman Frohling called the Joint Special meeting of the Dodge County Finance Committee and the Dodge County Board of Supervisors to order at 6:00 p.m. on Tuesday, October 27, 2015 in the auditorium of the Administration Building. Chairman Frohling took roll and the following Finance Committee members were present: Supervisors Frohling, Adelmeyer, Schaefer, and Gohr. Supervisor Uttke excused.

Also present: County Board Chairman Russ Kottke, Supervisors: Jeff Berres, Larry Bischoff, Mary Bobholz, Lisa Derr, Jeff Duchac, Dan Hilbert, Donna Maly, Rodger Mattson, MaryAnn Miller, Bill Muche, Ed Nelson, Darrell Pollesch, Dennis Schmidt, Administrator Jim Mielke, Department Heads: John Corey, Bernie Mueller, Julie Kolp, Jeff Hoffman, Marc Bethke, John Veling, Ruth Otto, Sarah Eske, Sheriff Dale Schmidt, Jane Hooper, Janet Wimmer, Joyce Fiacco, Amy Nehls, Judge John Storck, Brian Field, Karen Gibson, Russ Freber, PJ Schoebel, Andrew Miller, Patti Hilker, Chris Planasch, and Lynn Hron. Also present were Scott Smith, Lori Fett, Bob Barrington, Bill Wiley, Tony Marchese, Joe Meagher, Becky Glewen, Andrew Johnson, John Muir, Becky Vosters, and Terri Pederson.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirement of Wisconsin's open meetings law.

Jim Mielke, County Administrator thanked everyone for attending the meeting and started the meeting with showing the *What Are Counties* video produced by and available on the Wisconsin Counties Association website.

Administrator Mielke proceeded by presenting some highlights in the 2016 Proposed County Budget.

- 2016 Proposed Expenditures are \$110,957,259 of which less than \$107,009,843 million are operational. Expenditures are proposed to be \$4.1 million higher than the 2015 Adopted Budget.
- General Fund's \$2.1 million increase is attributed to the Secured Electronics Project.
- Capital Outlay Projects for 2016 total \$8.6 Million.
- 2016's Proposed Levy is \$32,984,798; up \$258,477 from 2015. Proposed Mill Rate of 5.68/\$1,000 Assessed Valuation dropped \$0.01.
- The Highway, Human Services and Health Department, and Sheriff's Office account for 77% of the levy.

At this time, Administrator Mielke invited each department head to provide a brief overview of their budget revenues, expenditures and the major differences between the 2015 and 2016 budget.

- Administrator Mielke provided an oral report on the County Board budget. Slight increase due to increase in registration and tuition, meals and lodging.
- Joyce Fiacco, Director of the Land Resources and Parks Department provided an oral report on the changes to the Land Resources and Parks Department budget from 2015 to 2016. Question about park attendance by Supervisor Muche. Ms. Fiacco reported park attendance was up in 2015 despite the closing of Astico Park due to storm damage. Ms. Fiacco also reported the Gold Star Memorial Trail received a grant and donations are expected for the Gold Star Trail. Ms. Fiacco further reported most expenditures for parks are for maintenance.
- Judge John Storck provided an oral report on the changes to the Courts budget. Courts are funded by the state, user fees and county levy. The Courts budget does not include the clerk of courts, judges or

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court reporters. State budget was changed and the director of state courts is now allocating money to the counties. The Courts budget was prepared according to what was received in 2015. Indigent Counselors are hard to budget for as the need for indigent counselors is unknown from year to year. There is a \$45,000 increase in the indigent counselor line item as the need for indigent counselors has gone up. Question by Supervisor Adelmeyer regarding levy impact on alcohol court answered by Judge Storck.

- Clerk of Court, Lynn Hron provided an oral report on the Clerk of Courts budget. A new debt collector will be obtained in 2016. A new jury program to summon jurors has recently been started and is going well.
- Administrator Mielke provided an oral report on the County Administrator's budget. There is little change in the Administrator's 2016 budget.
- Sarah Eske, Human Resources Director provided an oral report on the Human Resources budget. There were two retirements in 2015 and with the new employees there is a decrease in the 2016 budget. There is an increase in costs for advertising and legal services for 2016.
- Chris Planasch, Registrar provided an oral report on the Register of Deeds budget. The Register of Deeds is a net revenue department. Ms. Planasch explained the adjustments between the 2015 and 2016 budget.
- Karen J. Gibson, County Clerk provided an oral report on the County Clerk budget. There is an increase in the election budget as there will be four elections in 2016 versus two in 2015. A new 2016 plat book will be produced mid to late 2016 with the assistance of the Land Resources and Parks Department. Cost will remain the same at \$30. Historical societies in Dodge County will continue to receive \$600 from the County per WI State Statutes for a total of \$8,400.
- Julie Kolp, Finance Director provided an oral report on the Finance Department budget. There is a slight increase in the overall Finance Department budget due to the inability to recover financial service charges to the Nutrition program and an increase in wages and fringe benefits. Slight increase in Independent Auditing due to contract fees. Jail Improvements, Donations – Clearview Amenities, and PECFA-Highway and Airport Sites are all zero levy. County Patients has a slight increase, and Contingency Appropriation remains the same as 2015 (\$150,000).
- Patti Hilker, County Treasurer provided an oral report on the increase in operations due to high speed printer, wages and fringe benefits. In Rem decrease, tax deed property rental decrease as we no longer own MetalFab. Prior Year Property Taxes decreased. Monarch Site Cleanup levy down. Question by Supervisor Maly regarding printing property tax bills for municipalities. Answered by Ms. Hilker. Question by Becky Glewen regarding percentage of increase in wages and health insurance. Administrator Mielke reported an increase of approximately 2% for health insurance and wages is a variable depending on where the employee is in the wage compensation schedule. Question by Supervisor Schaefer regarding number of properties Dodge County has taken title to that are not sold? Answer by Ms. Hilker of one. County has been using Wisconsin On-line Auction for some of the In Rem property sales.
- John Veling, Central Services Director, provided an oral report on the Central Services Department. This department is a levy neutral department. The copying and printing is charged to departments to cover the costs of the Central Services Department. Question by Supervisor Gohr regarding ballot printing. Answered by Mr. Veling and Ms. Gibson that Central Services cannot print ballots.
- Bob Barrington, District Attorney Office Manager provided an oral report on the DA budget. Mr. Barrington reported discretionary items in the DA's budget have been decreasing since 2008 and he

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feels these discretionary items and efficiencies are reaching a peak and continued cost reductions will be more difficult to achieve.

- John Corey, Corporation Counsel provided an oral report on the Corporation Counsel's budget. County Ordinance Codification is funded by fund balance and no levy dollars are used for this account. Special Legal Counsel – Allows corporation counsel to engage attorneys for specialized legal matters. There is a decrease of \$10,000 in the 2016 budget for Special Legal Counsel. The Corporation Counsel business unit has an increase of \$101,322 as a result of a new Assistant Corporation Counsel position being approved, an increases in wages and fringe benefits, an increase in operational expenses and a reduction in revenues.
- Ruth Otto, Information Technology Directory provided an oral report on the Information Technology Department. There is an increase to the IT budget as a result of a new position of electronics technician being approved for 2016, security systems, card readers, and more storage on the server.
- Russ Freber, Director of Building Maintenance provided an oral report on the County Buildings budget. There is a budget decrease of \$214,000 as a result of heating, cooling, and utility changes at some of the County buildings. Supervisor Berres's question regarding having one maintenance department instead of two was answered by Mr. Freber and Administrator Mielke. The issue has been reviewed in the past.
- Sheriff Schmidt and Chief Deputy Sheriff, Scott Smith, provided an oral report on the Sheriff's Office budget. There is a \$600,000 increase from 2015 to 2016. Sheriff Schmidt highlighted some of the reasons for the increase:
  - Budget is 82% wages.
  - Increase in wages in sworn unit.
  - Contract bed numbers are down to 235 for 2016. 240 were budgeted in 2015. \$200,000 reduction in revenues from 2015 to 2016.
  - Change in K9 unit.
  - Added 1 position in patrol and 1 position in communications.
  - Increase for jail health care contract to continue to provide adequate health care which includes mental health component and RN hours.
  - Technology costs.
  - Maintenance costs on technology.

Question by Supervisor Gohr regarding what is the % of lost revenue from the decrease in the number of contract beds answered by Sheriff Schmidt and Chief Deputy Smith. Question by Becky Glewen about staffing with inmate reduction. Sheriff Schmidt and Chief Deputy Smith replied that inmates are boarded by classification and it is hard to reduce staff and still comply with federal regulations. Federal inmate boarding comparisons were reviewed. Question by Supervisor Schmidt regarding number of beds budgeted for in 2016. Answered by Sheriff Schmidt. Question by Supervisor Berres regarding classification of prisoners answered by Sheriff Schmidt and Chief Deputy Smith that federal inmates are already classified when they are received at the jail and the classification is reviewed by Dodge County. Question by Supervisor Adelmeyer regarding how inmates are housed. Chief Deputy Smith replied according to classification. Question by Supervisor Pollesch regarding reimbursement answered by Chief Deputy Smith. Question by Supervisor Adelmeyer about costs per day to house County inmates. Chief Deputy Smith answered that the cost varies depending on how many inmates are being housed, the wages and fringe benefit expenses, costs for jail health care and other factors. It is a number that is hard to determine. An estimate of

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\$64-\$65 per day was provided. Question by Becky Glewen regarding health care costs for inmates answered by Sheriff Schmidt and Chief Deputy Smith. Question by Supervisor Gohr regarding the average local population in the jail answered by Sheriff Schmidt and Chief Deputy Smith 100-120 if counting the huber population and probation holds. Question by Supervisor Berres regarding how often the federal contract changes answered by Sheriff Schmidt. If contract bed cost were to increase improvements to the facility would need to take place.

- PJ Schoebel, Medical Examiner provided an oral report on the Medical Examiner's budget. Increase of \$24,000 due to a position being created and an increase in autopsy expenses.
- Amy Nehls, Director of Emergency Management provided an oral report on the EM budget. Central Communication – Towers-Simulcast Paging increasing. Emergency Management increased because of wages and benefits. Hazard mitigation zero levy. Emergency Disaster used only if needed. Local Emergency Planning increase due to wages and fringe benefits. Hazmat increase to give members a stipend. Question by Supervisor Adelmeyer regarding tower usage answered by Ms. Nehls.
- Bernie Mueller, Child Support Director, provided an oral report on the Child Support budget. Ms. Mueller reported the main source of revenue is from the federal government which provides for 66% of operation expenditures. Other sources of revenue come from state performance measures, state allocation funds and client reimbursements.
- Andy Miller, Veterans Service Officer, provided an oral report on the Veterans Service budget. Levy has decreased because of staffing changes. VSO Miller reported a state grant that used to be awarded annually with no reporting will now require reports to be filed with the state. Questions by Supervisors Frohling and Adelmeyer regarding the grant answered by VSO Miller. Question by Supervisor Gohr regarding demographics of the veterans in Dodge County answered by VSO Miller.
- Administrator Mielke provided an oral report on the County Library System reimbursement. There is a decrease in the amount of reimbursement to the libraries even though there is an increase in the rate of reimbursement from 70% to 75%. The decrease is attributed to the circulation numbers provided by the libraries being lower than 2015.
- Jeff Hoffman, UW Extension Department Head provided an oral report on the UW Extension Department budget. Mr. Hoffman reported on the revenue sources for UW Extension Department and stated the State of Wisconsin has cut funding for the UW system. The UW system is reviewing the UW Extension Departments throughout the state and counties are waiting to see what the future will bring. Administrator Mielke stated the Dodge County Fair Association gets \$25,500 through the UW Extension budget and those are the only county funds used for the Fair.
- Marc Bethke, Director of Land Conservation provided an oral report on the Land Conservation Department. Levy has decreased due to staff changes. State aid will decrease in 2016. Wages and fringe benefits will increase.
- Janet Wimmer, Director of Human Services and Health Department provided an oral report on the Human Services and Health Departments budget. Demand for services continues to increase throughout different areas of the Human Services and Health Department. Public Health/Wic Clinic has a decrease of \$46,513 in the 2016 budget. Clinical Services has an increase of \$536,192 in the 2016 budget. Question by Supervisor Maly regarding an adolescent in a northern Wisconsin placement answered by Ms. Wimmer. Social Services has a decrease of \$196,757 in the 2016 budget. ADRC has a decrease of \$7,029 in the 2016 budget. Senior Dining/Nutrition program has an increase of \$5,802 in the 2016 budget. The overall increase for 2016 is \$291,695. Question by Supervisor Derr regarding funding for programs that have been cut and if that means the programs are no longer available. Ms. Wimmer stated that is correct, the programs are no longer available.

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- County Administrator Mielke provided an oral report on the debt service and provided an oral report on the County Sales Tax Remittances. The October Sales Tax Remittances total \$580,603. The year to date total is \$4,765,966. Reviewed how the sales and use tax dollars are utilized in calendar year 2016. Question by Supervisor Berres regarding debt service, principal and interest and refinancing debt answered by Supervisor Frohling and Administrator Mielke.
- Jane Hooper, Clearview Administrator, provided an oral report on Clearview's budget. Revenues are projected to increase due to increased Medicaid Supplemental payments, increase in census and increase in private pay. Expenditures are projected to increase because of higher health insurance premiums because of the Affordable Care Act, bad debt expenses and the siding replacement project. Question by Berres regarding the failing CertainTeed siding answered by Ms. Hooper, Administrator Mielke and Supervisor Schaefer. A class action law suit is being pursued but the siding on Clearview needs to be replaced.
- Brian Field, Highway Commissioner provided an oral report on the Highway Department budget. Levy decrease of \$100,000. Revenue increase for state highway maintenance revenues. There are no sales tax funds being used in 2016 in the Highway Department. Mr. Field reviewed the 2016 Capital Purchases. Mr. Field reviewed the 2016 Highway Construction Projects and County Highway Bridge Construction and Repair projects. Mr. Field reported there are funds remaining in the 2015 snow and ice business unit. Mr. Field stated there are enough funds remaining to cover the remainder of 2015 and any funds remaining after 2015 will be used in 2016 as fund balance for highway improvement projects. Question by Supervisor Gohr regarding the number of miles of roads that should be repaired/resurfaced and the actual number that are being repaired/resurfaced. Mr. Field reported ideally 22 miles of new pavement should be realized each year to have the County highway system on a 25 year life cycle. The 2016 budget request will fund approximately 8 miles of new pavement.


Administrator Mielke reported that the County Board approved up to \$1,443,000 of the General Fund Balance to be applied to the 2016 budget and \$1,268,573 was used.

Question by Supervisor Pollesch regarding where the rebate goes when a County credit card is used to purchase items answered by Administrator Mielke. The departments that use a credit card get a portion of the rebate.

Administrator Mielke thanked the department heads for their cooperation in preparing the 2016 budget.

Supervisor Frohling asked for any motions to amend the budget. Hearing none Supervisor Frohling read the report to Resolution 15-58. Motion by Supervisor Schaefer and 2<sup>nd</sup> by Supervisor Gohr to recommend Report to Resolution #15- 58 to favor the 2016 Proposed County Budget as prepared and presented with a net county tax levy amount of \$32,984,798 and a resulting county tax rate of **\$5.673/\$1,000** of assessed valuation be forwarded to the County Board. Motion carried.

With no other business on the agenda, Finance Committee Chairman Frohling declared the meeting adjourned at 8:58 p.m.

  
Gerald Adelmeyer, Secretary

Karen J. Gibson, County Clerk, Recording Secretary