

**ADMINISTRATION DEPARTMENT**

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**JAMES MIELKE, COUNTY ADMINISTRATOR**

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**127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251**

**County Project and Issue Update  
Volume 20 August 2016**

**Library Merger Update:** On Wednesday August 3<sup>rd</sup>, the Ozaukee Board of Supervisors approved their merger Resolution by a vote of 23-1. The Washington County Board is scheduled to take action regarding their Resolution at 7:30 a.m. Tuesday August 9<sup>th</sup>. It is my understanding the Sheboygan County Board will vote on the merger in September.

**Water Rescue Update:** The Executive and Law Enforcement Committees received an update from Eric Howlett, President of the Dodge County Fire Chiefs Association at their respective August meetings. The association is not requesting funding in 2017. The Fire Chief's Association understands the County is attempting to complete the Simulcast communication upgrade in 2017 and they view the completion of the project as a priority. A formal funding request is anticipated to be received in conjunction with the 2018 budget. On the reverse side of this memo is an outline of rescue equipment that is being discussed by the Chief's Association.

**Sanitary / Vent Pipe Replacement – Detention Facility:** A meeting with Engberg Anderson representatives, maintenance and jail administration was held Friday August 5<sup>th</sup>. The project will include a mandatory contractor walk through on Friday August 26<sup>th</sup>, followed by a bid due date of Thursday September 8<sup>th</sup>. At this time a tentative joint meeting of the Building and Finance Committee is scheduled for Tuesday September 13<sup>th</sup>. A very preliminary project budget is forecast to be between \$2.0 and \$3.0 million. The September 8<sup>th</sup> bid opening will provide an indication whether the forecasted budget needs to be increased or decreased.

8/5/16

Update for Consideration:

\$100,000.00 for 3 years (\$300,000.00 total) starting in 2018.

The county also requested:

- Some matching funds to show buy-in from departments. 10% and 20% were discussed. They don't want to get involved with small items like ropes and rigging, or training cost. They wanted to stay with motorized equipment needs such as:

- Boats
- Hovercrafts, amphibious vehicles, etc
- Rapid Deployment Crafts (RDCs)
- Gumby suits

Equipment would be owned and maintained by the host department.

- Strategic placement of equipment was discussed such as:
  - Hovercraft/amphibious vehicle or boats in:
    - Beaver Dam (needs hovercraft/amphibious vehicle and boat)
    - Fox Lake (needs hovercraft/amphibious vehicle)
    - Hustisford (needs hovercraft/amphibious vehicle)
  - RCSs in locations to be announced, consider who needs them.
  - Suits in locations to be announced, consider who needs them.
  - We also discussed repowering the boat the Chief's Association owns and posting it in Watertown with a mud motor.
- Departments receiving equipment participate in auto-aid task-force throughout the county. They want this equipment responding immediately.

❖ Rescue Boat, 22-24 foot (1) \$56,000.00  
Boat, motor, and trailer  
BD only, Fox Lake, and Hustisford have one already.

❖ Hovercraft (2) \$150,000.00  
Hovercraft, trailer  
BD and Hustisford

❖ Marsh Airboat (1) \$70,000.00  
Boat and trailer  
American Airboat Co.

❖ Rescue Suits \$24,000.00

**Total: \$300,000.00**

## Report to the Dodge County Board of Supervisors

August 2016 Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

Department	Amount	Type of Amendment	Summary of request submitted from Department to the Finance Department
UW Extension	\$2,000	Unbudgeted Revenue	The Child Care program had an unanticipated increase in participation, which required purchasing additional copies of curriculum. Funds are available in the UW Extension fund balance.
UW Extension	\$5,000	Unbudgeted Revenue	In May, Jeff Hoffman was elected to represent the Department of Community Resource Development as the Academic Department Chair. The term is July 1, 2016 - June 30, 2017. Funds are provided to reimburse a portion of office type costs.

Submitted by:  
Julie Kolp  
Dodge County Finance Director

DODGE COUNTY, WISCONSIN  
DC Paid Vouchers \$10,050 Or More  
Vouchers paid in July

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Dr Ty	Document Number	Doc PG	Amount
100.1661.131	22982	US Postal Service (Postage by Phone)	07/22/16	Postage for Mail Machine	PV	432935	00100	20,300.00
100.1661.99	14162	MI Insurance Solutions, Inc.	06/30/16	Property Insr. 7/16-7/17	PV	431910	00100	120,629.50
1326.5818	18147	Communications Service Wisconsin LLC	06/30/16	2 Motorola Radio & Installation	PV	432456	00100	10,255.00
1811.5818	21374	Swil Marketing L.P.	05/20/16	Laptops/replacements	PV	432458	00100	12,479.00
1901.5222	15974	Juneau Utilities	06/28/16	Electric	PV	432086	00100	11,104.00
1905.5222	15974	Juneau Utilities	06/28/16	Electric	PV	432079	00100	24,059.78
2061.5275	22827	Aramark Chicago Lockbox	05/28/16	Inmate Meals 6/16-6/22	PV	432082	00100	11,142.25
2061.5275	22827	Aramark Chicago Lockbox	05/30/16	Inmate Meals 6/23-6/29	PV	432084	00100	11,268.92
2061.5275	22827	Aramark Chicago Lockbox	07/11/16	Inmate Meals 6/30-7/6	PV	433043	00100	11,746.94
2061.5275	22827	Aramark Chicago Lockbox	07/11/16	Inmate Meals 7/7-7/13	PV	433044	00100	15,825.94
2061.5275	43244	Correctional Healthcare Companies, Inc.	08/31/16	Jail Medical Services-Aug	PV	432266	00100	59,781.92
2061.5811	49867	Ewald Chevrolet Buick GMC	06/30/16	IGCZGHFL7G1286663	PV	432105	00100	107,842.00
2061.5822	49735	Elmstar Electric Corporation	05/30/16	Draw 3 Security Electronic Pro	PV	432639	00100	107,842.00
2501.5211.01	34229	Fond du Lac County Treasurer	07/31/16	Alloplexis & Forensic Testing	PV	432485	00100	20,775.00
3801.5819	14366	Motorola Solutions, Inc.	07/29/16	Equip for DO-IRF Simulcast	PV	432552	00100	09,520.00
2801.5819	14366	Motorola Solutions, Inc.	07/29/16	Equip for DO-IRF Simulcast	PV	432553	00100	16,839.00
2901.5222	15074	Juneau Utilities	06/28/16	Electric	PV	432078	00100	19,615.41
2902.5222	15074	Juneau Utilities	06/28/16	Electric	PV	432078	00100	27,523.12
Fund . . . . . 00100 GENERAL FUND								612,845.79
4005.5299	23518	Dodge Jefferson Healthier Comm Partnash	05/30/16	Community Health Assessment	PV	433263	00100	10,000.00
4807.5219	12426	Lutheran Social Services-WI & Upper MI	06/30/16	CCS	PV	433356	00100	4,425.00
4807.5219	42967	Foundations Counseling Center Inc.	06/30/16	CCS	PV	433264	00100	26,417.00
4809.5279.468	13459	Daybreak Inc-Wausau	06/30/16	MH	PV	432477	00100	21,409.20
4809.5279.468	31565	Evergreen Manor III	06/30/16	MH-CRRF	PV	432088	00100	19,315.93
4825.5299	13771	Green Valley Enterprises Inc.	06/30/16	Sirth to 3	PV	432239	00100	31,541.67
4855.5818	48716	NetSmart Technologies	05/31/16		PV	431984	00100	26,943.75
4881.5811	24707	Wisconsin Dept. of Transportation	06/22/16	20% Share of new vehicles	PV	431933	00100	11,030.20
5010.5273.02	12436	Northwest Passage, LTD	05/30/16	Prairieview (Girls)	PV	432395	00242	10,493.40
5010.5273.02	12436	Northwest Passage, LTD	05/30/16	Prairieview (Girls)	PV	432396	00242	10,193.40
5010.5273.02	12445	Norris Adolescent Center	06/30/16	Residential	PV	432398	00242	10,224.00
5010.5273.02	12445	Norris Adolescent Center	06/30/16	Residential	PV	432398	00242	10,224.00
5010.5273.02	12445	Norris Adolescent Center	06/30/16	Residential	PV	432398	00242	10,224.00
5010.5273.02	24382	Economowoc Developmental Training Center	06/30/16	Main Program	PV	432406	00242	11,191.20
5010.5273.02	24382	Economowoc Developmental Training Center	06/30/16	Main Program	PV	432406	00242	11,191.20
5010.5273.02	24382	Economowoc Developmental Training Center	06/30/16	Cheryl House Intensive	PV	432405	00242	13,474.20
5010.5273.02	12426	Lutheran Social Services-WI & Upper MI	06/30/16	Intergrated Safety Services	PV	433660	00100	41,453.08
4899.5279.613	15665	Prempeleau County Health Care Center	07/27/16		PV		00242	15,751.62
Fund . . . . . 00242 HEALTH & HUMAN SERVICES FUND								273,351.73
645.1664	45614	MMIC	06/23/16	Healthcare Liability Ins	PV	432678	00100	24,875.00
645.2141.02	42255	Bond Trust Services Corporation	07/31/16	\$16,090,300 GO BOND PMT	PV	433299	00100	148,292.50
645.2914.02	42255	Bond Trust Services Corporation	07/31/16	\$16,090,300 GO BOND PMT	PV	433299	00100	220,000.00
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/16	MA BSB LICENSSES JULY 2016	PV	432324	00100	23,950.00
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/16	MA BSB LICENSSES JULY 2016	PV	432324	00100	41,560.00
4528.5211.11	39490	Achieve Solutions	06/30/16	CBIC THERAPY CHGS JUNE 2016	PV	432326	00100	28,263.25
4528.5211.13	39490	Achieve Solutions	06/30/16	CBIC THERAPY CHGS JUNE 2016	PV	432326	00100	28,306.70
4528.5211.15	39490	Achieve Solutions	06/30/16	CBIC THERAPY CHGS JUNE 2016	PV	432326	00100	27,061.43
4528.5222	15074	Juneau Utilities	06/30/16	CLV ELECTRIC 6/15-6/15/16	PV	432323	00100	28,716.91
Fund . . . . . 00645 CLEARVIEW LTC & REHAB								871,917.79
Grand Total . . . . .								1,758,115.11
730.2121	14367	MSA Professional Services Inc.	07/07/16	Materials, Jnls & Vchrs	PV	433097	00730	23,981.24
730.2121	15270	Wisconsin Dept. of Transportation	05/05/16	Materials, Jnls & Vchrs	PV	432536	00730	26,009.00
730.2121	20015	Sherwin Williams Company	07/15/16	MP011	PV	432847	00730	22,143.00
730.2121	40879	Potters Industries Inc	05/24/16	MP031	PV	431923	00730	12,452.00
730.2121	40879	Potters Industries Inc	07/15/16	MP031	PV	433189	00730	12,452.00
730.2121	42205	Bond Trust Services Corporation	07/28/16	Nw Bond 08/04/11	PV	433250	00730	265,000.00
730.2121	42205	Bond Trust Services Corporation	07/28/16	Nw Bond 08/04/11	PV	433250	00730	81,917.50
730.2121	49610	Midstates Equipment & Supply	07/25/16	MNASTIC2102	PV	433096	00730	28,221.00
Fund . . . . . 00730 HIGHWAY AND AIRPORT FUND								492,995.74
Grand Total . . . . .								492,995.74

**Dodge County Board of Supervisors**  
**July 19, 2016 – 7:00 p.m.**  
**Administration Building - Juneau, Wisconsin**

The July Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Houchin, Muche and Nickel who had previously asked to be excused.

A motion was made by Supervisor Behl and seconded by Supervisor Schmidt to approve the minutes of the June 21, 2016, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

Karen J. Gibson, County Clerk, read a letter dated July 8, 2016 from the Theresa Public Library, in support of Resolution 16-24, the Merger of the Mid-Wisconsin Federated Library System with Eastern Shores Library System. The Clerk also read a thank you card from the Gerald Adelmeyer family. The Chairman ordered these be placed on file.

Chairman Kottke asked if there were any objections to deviating from the agenda in order to take up Resolution 16-30, the Gerald Adelmeyer Condolence Resolution. Hearing none, the Chairman asked Karen J. Gibson, County Clerk to read the Resolution.

**Resolution No. 16-30** Condolence Resolution – Gerald Adelmeyer – County Board, was passed by a rising vote of acceptance.

Members of the Adelmeyer family came forward and Mary Lynn Christian, daughter of Gerald Adelmeyer, thanked everyone for their support of Gerald's 26 years on the County Board.

The Meeting continued with the Special Orders of Business.

**Special Orders of Business**

The Chairman called the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Appoint Randy Grebel to fill a vacancy on the Board of Adjustment for a term commencing on July 19, 2016 to July 1, 2019, both inclusive. A motion to accept the appointment was made by Supervisor Maly and seconded by Supervisor Duchac. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then called upon Supervisor Frohling, Chairman, Finance Committee, who introduced Tara Bast, Brett Hofmeister and Kevin Krysinski with Johnson Block and Company, Inc. to present on the Financial Statements with Independent Auditor's Report. Mr. Krysinski discussed the Dodge County Financial Statements with Independent Auditor's Report. Mr. Hofmeister presented the financial statements and findings of the audit. Ms. Bast reported on the budget overruns, controls, and findings within the Human Services Department. Questions by Supervisors Derr, Greshay, Berres and J. Bobholz answered by Ms. Bast, Mr. Hofmeister, Mr. Krysinski and James Mielke, County Administrator.

The following Resolutions, Bill, Ordinance and Claims were read by the Clerk and acted upon by the Board:

**Resolution No. 16-24** Approve the Merger of the Mid-Wisconsin Federated Library System with Eastern Shores Library System – Executive Committee and Library Planning Board. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-25** Create One New, Full-Time, Benefited Position of *Paralegal* and One New, Full-Time, Benefited Position of *Legal Assistant* in the District Attorney’s Office – Law Enforcement Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Bischoff. Comments by Supervisors Frohling and J. Bobholz. The vote was cast with 28 ayes, and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Uttke, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 28.

**No:** Berres. Total 1.

**Absent:** Houchin, Muche, Nickel. Total 3

**Resolution No. 16-26** Abolish One Vacant, Funded, Full-Time, Benefited position of *Human Resources Assistant II* and Create One New, Full-Time, Benefited Position of *Insurance and Benefits Coordinator* – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Marsik. Question by Supervisor J. Bobholz answered by Sarah Eske, Human Resources Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-27** Create One New, Full-Time, Benefited Position of *Economic Support Specialist – Overpayment/Fraud Specialist* – Human Services and Health Board. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Justmann. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-28** Authorize Finance Director to Change the Amounts of those Appropriations that were Stated in the 2016 Dodge County Budget in the Human Services and Health Fund – Human Services and Health Board. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-29** Abolish One Vacant, Funded, Full-Time, Benefited Position of *Human Services Supervisor – Administrative Support Services*, Abolish One Filled, Funded, Full-Time, Benefited Position of *Account Clerk II*, Create One New, Full-Time, Benefited Position of *Aging and Disability Resource Specialist I, II or III*, Create One New, Full-Time, Benefited Position of *Customer Services/Support Specialist*, Create One New, Full-Time, Benefited Position of *Billing Specialist*, Create One New, Full-Time, Benefited Position of *Administrative Secretary* and Increase One Filled, Funded, 0.5 Full-Time Equivalent, Benefited Position of *Customer Service/Support Specialist* to Full-Time – Human Services and Health Board. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Bartsch. Question by Supervisor J. Bobholz answered by Sarah Eske, Human Resources Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-31** Speed Zone Declaration – CTH B – Town of Burnett – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Miller. Question by Supervisor Stousland answered by Brian Field, Highway Commissioner. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-32** Confirm Appointment of Rebecca Bell to the Full-Time, Benefited Position of *Director of Human Services and Health* – Human Services and Health Board. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Bartsch. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Chairman Kottke introduced Rebecca Bell to the Board and welcomed her to Dodge County.

**Resolution No. 16-33** Abolish One Full-Time, Filled, Funded, Benefited Position of *Property Listing Specialist* and Create One New Full-Time, Benefited Position of *LIS Specialist* – Land Information Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Behl. The vote was cast with 28 ayes, and 1 no, thereby adopting the Resolution.

**Ayes:** Benter, Kottke, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Uttke, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 28.

**No:** M. Bobholz. Total 1.

**Absent:** Houchin, Muche, Nickel. Total 3

**Resolution No. 16-34** Amend Town of Williamstown Zoning Ordinance – Jerome Stuetgen Property – Supervisor Bennett. A motion for adoption was made by Supervisor Marsik and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Bill 1** A motion to postpone the Bill until the next regularly scheduled County Board Meeting was made by Supervisor Frohling and seconded by Supervisor Berres. Question by Supervisor Stousland answered by Supervisors Frohling and Berres. Comments by Supervisors Maly and Berres. The vote was cast with 25 ayes, and 4 noes, thereby postponing the Bill to the next regularly scheduled County Board Meeting.

**Ayes:** Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Greshay, Justmann, Schaefer, Uttke, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Miller, Derr and Glewen. Total 25.

**Noes:** Benter, Bennett, Hilbert, Stousland. Total 4.

**Absent:** Houchin, Muche, Nickel. Total 3

**Ordinance No. 1** Ordinance No. 955 – All-Terrain Vehicle and Utility Terrain Vehicle Route Ordinance – Highway Committee. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Caine. Questions by Supervisors Bischoff, Kottke, Glewen, Uttke, Malloy, J. Bobholz and Derr answered by Brian Field, Sheriff Dale Schmidt and John Corey, Corporation Counsel. Comments by Supervisors Berres, Caine, Derr, Malloy, Benter, Stousland, Glewen and Bennett. The vote was cast with 25 ayes, and 4 noes, thereby adopting the Ordinance.

**Ayes:** Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Greshay, Justmann, Schaefer, Uttke, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Maly, Hilbert, Miller, Derr and Glewen. Total 25.

**Noes:** Benter, Bennett, Malloy, Stousland. Total 4.

**Absent:** Houchin, Muche, Nickel. Total 3

**Claim No. 1** Three claims by Don Selje for money damages in a total amount of \$780.00, for costs to repair or replace the windshields of three vehicles, were received in the Office of the Dodge County Clerk on June 14, 2016. The claims arise from incidents that were alleged to have occurred on May 27, 2016, May 30, 2016, and June 1, 2016, when Mr. Selje was operating three vehicles on CTH G south of the Village of Reeseville, Dodge County, Wisconsin. The Clerk read a report from the Executive Committee recommending the claims be disallowed. A motion to approve the disallowance was made by Supervisor Frohling and seconded by Supervisor Marsik. The vote was cast with 27 ayes, and 2 abstentions, thereby disallowing the claims.

**Ayes:** Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 27.

**Abstentions:** Uttke, Berres. Total 2.

**Absent:** Houchin, Muche, Nickel. Total 3

**Claim No. 2** A claim by Vicki Kemmerling for money damages in the amount of \$354.95 for costs to repair or replace the windshield of a 2010 Ford Escape automobile was received in the Office of the Dodge County Clerk on June 6, 2016. The claim arises from incidents that are alleged to have occurred on May 28, 2016 at 8:00 a.m. and 3:00 p.m., when Mrs. Kemmerling was operating her vehicle on CTH G in the Village of Reeseville, Dodge County, Wisconsin. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Maly and seconded by Supervisor Schmidt. The vote was cast with 28 ayes, and 1 abstention, thereby disallowing the claim.

**Ayes:** Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 28.

**Abstention:** Uttke. Total 1.

**Absent:** Houchin, Muche, Nickel. Total 3

**Claim No. 3** A claim by Dan Kemmerling for money damages in the amount of \$298.95, for costs to repair or replace the windshield of a 2006 Chevy Silverado automobile, was received in the Office of the Dodge County Clerk on June 6, 2016. The claim arises from an incident that is alleged to have occurred on May 27, 2016 at 5:00 p.m., when Mr. Kemmerling was operating his vehicle on CTH G at STH 19 in the Village of Reeseville, Dodge County, Wisconsin. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Miller and seconded by Supervisor Schmidt. The vote was cast with 28 ayes, and 1 abstention, thereby disallowing the claim.

**Ayes:** Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 28.



**Abstention:** Uttke. Total 1.

**Absent:** Houchin, Muche, Nickel. Total 3

The Clerk noted the following had been placed on the Supervisor's desks: Information from the Wisconsin Counties Association, Dodge County Capital Improvement Plan 2017-2021, Aging & Disability Resource Center pamphlet, Dodge County Sheriff's Office Sheriff's Citizen Academy pamphlet and a Dodge County Claims explanation Memo from John F. Corey, Corporation Counsel. The Chairman ordered these be placed on file.

At 8:57 p.m. Supervisor Frohling made a motion to recess until August 16, 2016 at 7:00 p.m. Supervisor Hilbert seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

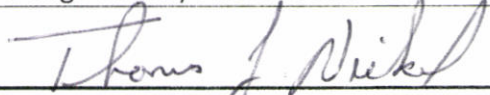
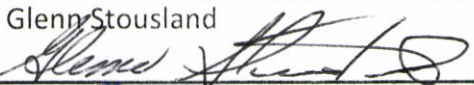

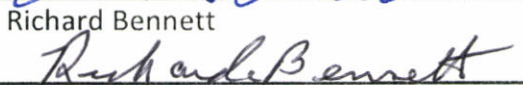
Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

BILL NO. 1  
OF COMMITTEE ON AUDIT ACCOUNTS

To the Honorable County Board of Supervisors of Dodge County:

Your Committee on Audit Accounts, to whom was referred the following accounts, have examined the same, and would respectfully recommend the adoption of the following resolution:

Resolved, that the County Clerk be and hereby is directed to draw orders on the County Treasurer in favor of the following named person for the amount set opposite their name, as allowed, to-wit:

Name(s)	Nature of Claim	Amount Claimed	Amount Allowed
Rick Abendroth N363 Hubbleton Rd. Waterloo, WI 53594	2,904 Goldstar & Leghorn 4 week old chicks	\$11,325.60	<del>\$</del> 0
<b>TOTAL</b>		\$11,325.60	
Respectfully submitted this <u>30<sup>TH</sup></u> day of <u>JUNE</u> , 2016 Dodge County Audit Committee			
			
Thomas Nickel, Chair			
Glenn Stousland 			
Dan Hilbert 			
Richard Bennett 			

*Postponed to next CB meeting*  
**ADOPTED**  
BY DODGE COUNTY BOARD

JUL 19 2016

AYES 25 NOES 4  
ABSENT 3  
ABSTAIN 0

*Karen J. Wilson*  
County Clerk

DODGE COUNTY, WISCONSIN - CLAIM FOR DAMAGE TO ANIMALS

Report of Investigation - Under provisions of Chapter 174, Wisconsin Statutes

RECEIVED IN THE OFFICE OF COUNTY CLERK

AFFIDAVIT OF OWNER

JUN 20 2016

STATE OF WISCONSIN COUNTY OF DODGE

DODGE COUNTY, WIS.

I, Rick Abendroth being first duly sworn on oath depose and say that I am the legal owner of certain animals located in the City, Village or Township of Portland, Dodge County, and that on the 23rd day of May, 2016 (describe animal(s) - give size, weight, breed, etc.)

2904 6dd Star + heghorn chick 4 wks of Age. All Billed

met with death (or injuries) resulting from and directly caused by a dog or dogs (known) or (unknown) give name and address of owner if known:

That upon or before the discovery of the death (or injury) of said animal(s) I observed the following:

Saw A Black Dog Jump out of the Gate that was in Front of the Door

That by reason of these facts, I claim that the death (or injury) of said animal(s) is due to the work of some dog or dogs. I therefore assess the fair and reasonable market value of said animal(s) as follows: Total Value\$

Day Old Chick 2.90 28 Days x .05 Per Day = 1.4 Total of 3.90 per chick

I (do not) have insurance to cover this loss. Amount recoverable \$

I further declare that I have not failed or neglected to pay a dog tax on any dog in my possession.

This claim was filed with the (clerk) or (town chairperson) of the (Town) Village, City of Portland this 18 day of June, 2016.

(Owner) Rick Abendroth (Address) 14363 Hubbleton Rd Waukesha, WI 53594

Subscribed and sworn to before me this 18 day of June, 2016.

Walter Schaeffer (Clerk) or (Town Chairperson)

NOTE: OWNER MUST SUBMIT CLAIM TO THE ABOVE LOCAL OFFICIAL WITHIN 3 DAYS OF OCCURRENCE.

AFFIDAVIT OF INVESTIGATING COMMITTEE

STATE OF WISCONSIN COUNTY OF DODGE

We hereby certify that we investigated the claim of Rick Abendroth for damages on the 23 day of May, 2016, to ascertain and determine whether, in fact, said damage was caused by some dog or dogs. That we have diligently investigated said claim and now find the facts to be as follows:

Dog jumped a fence and killed the chicks (smothered themselves)

We further declare our determination of the Fair and Reasonable Market Value of said animal(s) to be \$11,325.60 This value is based on (state source)

Subscribed and sworn to before me this 20 day of June, 2016

Tim A. Haldeman Clerk or Notary Public

Investigating Committee

RECEIVED  
IN THE OFFICE OF  
COUNTY CLERK

JUN 29 2016

DODGE COUNTY, WIS.

## MEMORANDUM

TO: Dodge County Audit Committee

FROM: Kathilyne A. Grotelueschen, Assistant Corporation Counsel

DATE: June 29, 2016

RE: Abendroth Claim for Damage to Animals

---

On June 20, 2016, Dodge County received a Claim for Damage to Animals. This claim was filed with the Town of Portland clerk by Rick Abendroth on June 18, 2016. The claim was then investigated and certified by the Town of Portland Investigating Committee before it was filed with Dodge County. Rick Abendroth's claim requests \$11,325.60. Specifically, he asserts that on May 23, 2016, he saw a black dog jump out of the gate that was in front of the door where he kept chicks. He alleges that 2,904 Goldstar and Heghorn chicks, four weeks of age, were killed. Mr. Abendroth and the Town Investigating Committee valued these chicks at \$3.90 per chick, for a total of \$11,325.60.

Wisconsin law governing claims for damage to domestic animals by dogs is found in Sections 174.11 and 174.12, of the Wisconsin Statutes. Specifically, in relevant part, Wis. Stat. § 174.11(1) provides that "[t]he owner of any domestic animal,... which is attacked, chased, injured, or killed by a dog may, within 3 days after the owner has knowledge or notice thereof, file a written claim for damages." Other relevant portions of the statutes include:

**§ 174.11(2)(b)** Except as provided in par. (c), the county clerk shall submit to the county board at its first meeting, following receipt of any such claim, all claims filed and reported, and the claims shall be acted upon and determined by the county board as other claims are determined and acted upon. Except as provided in par. (c), the amount of damages filed and reported to the county clerk shall be prima facie proof of the actual damages sustained, but evidence may be taken before the county board relative to the claims as in other cases, and appeals from the action of the county board shall lie as in other cases.

**§ 174.12**

(1) ... Before any claim shall be allowed by a county or an intergovernmental commission on account of damages that the damage was not done in whole or in part by any dog owned, kept, or harbored by the claimant.

(2) No claim shall be allowed by a county board or an intergovernmental commission at less than the amount so certified and reported, unless the claimant shall first be notified that such action is contemplated and shall have been given a reasonable opportunity to be heard and to offer further evidence in support of the claimant's claim.

According to these provisions, a claim for damages to domestic animals caused by a dog must be filed within three days of the date that the owner has knowledge or notice of the damages. Once the claim is filed, investigated, and certified by the local municipality, it is filed with the county and placed on the county board meeting to be decided in the same manner as other claims made against the county. However, before any claim for such damages may be allowed, the claimant must provide satisfactory proof that the damage was not done by any dog he owned, kept, or harbored. Further, if the county intends to allow the claim for an amount less than the amount certified and reported by the claimant, the county must give notice to the claimant and provide him with an opportunity to be heard and present additional evidence.

There is no case law interpreting Wis. Stat. § 174.11(1), however, there is an Attorney General's opinion which is directly on point. In his opinion dated January 21, 1955, the Attorney General found that "[a] person making a claim under sec. 174.11, Stats., for damage done by dogs must comply strictly with the provisions thereof. The county board has no authority to waive defects in a claim which does not comply with the provisions of this section" 44 Op. Atty. Gen. 14 (1955). In that opinion, the Attorney General was asked whether the county board had the power to approve a claim that was filed several months after a farmer became aware that dogs killed his chickens. The Attorney General noted that it was clear under the statute in effect at that time that claims must be filed with the town clerk in writing within 2 days after the owner of the damaged animals had notice of the damage. The question then was whether the county board had the power to waive the defect. He found that Wisconsin followed the majority view that "a substantial defect in the notice of claim required by statute or ordinance may not be waived by any county or municipal officials." The Attorney General cited a few cases, although not related to claims under § 174.11, in which a Wisconsin court held that a county or municipality cannot waive statutory requirements for the filing of a valid claim against it.

Applying this law to Mr. Abendroth's claim, it is apparent that the first requirement was not met. On his claim, Mr. Abendroth reports that his chicks died on May 23, 2016 and that he saw a black dog jump out of the gate that day. He did not file his claim with the Town of Portland until June 18, 2016, nearly a month after he had knowledge of the damages. This failure to strictly comply with the statutory requirements is fatal to Mr. Abendroth's claim and deprives the County of any authority to pay his claim.

AUG 05 2016

DODGE COUNTY, WIS.

I Tom Crave received a call from Rick Abendroth on May 24, 2016 at 6:50 AM. Rick told me that a dog got into a chicken barn at 4:00 AM and killed "a bunch" of chickens. I went to the Abendroth farm within 2 hrs. of the call, and saw the dead chickens. Rick stated he saw a dog jump out of the chicken barn as he approached the barn. He did not recognize the dog. Rick said there were 2904 dead birds.

I went back to my office and  
called the Dodge Co Clerk to  
start the claim process.

Tom Crave  
Tom Crave

Signed before me on  
August 1, 2016

Tim A. Halverson Notary

My commission expires 11-23-18

# County of Dodge

## Office of Corporation Counsel

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### Rachel E. Davison

Legal Secretary I

(920) 386-3591

## MEMO

TO: Russell Kottke, Chairman  
Dodge County Board of Supervisors

FROM: John Corey, Corporation Counsel 

DATE: August 2, 2016

RE: Abendroth Claim for Damage to Animals

---

On June 20, 2016, Dodge County received a Claim for Damage to Animals. Rick Abendroth filed this claim with the Town of Portland clerk on June 18, 2016. The claim was then investigated and certified by the Town of Portland Investigating Committee before it was filed with Dodge County. Mr. Abendroth's claim requests \$11,325.60. Specifically, he asserts that on May 23, 2016, he saw a black dog jump out of the gate that was in front of the door where he kept chickens. He alleges that 2,904 Goldstar and Leghorn chickens, four weeks of age, were killed. Mr. Abendroth and the Town Investigating Committee valued these chickens at \$3.90 per chicken, for a total of \$11,325.60.

The Audit Committee initially recommended that the Dodge County Board of Supervisors (County Board) disallow this claim, as it was filed more than three days after Mr. Abendroth became aware of the death of his animals, contrary to the requirements in Wis. Stat. § 174.11(1). The County Board, however, has not taken action on the claim. The Chairman of the County Board has requested additional information from me. Specifically, the Chairman wants to know if the County Board can approve Mr. Abendroth's claim in an amount other than that which he is requesting. As discussed below, the County Board has little discretion in the amount it allows on claims under Wis. Stat. § 174.11, and must take specific procedural steps if approving a claim in an amount lower than that which was requested and certified to it.

Section 174.11(4), Wisconsin Statutes, in relevant part, states as follows:

Subject to sub. (5), the county board or, in a county in which an agreement under s. 174.10(2) is in effect, the intergovernmental commission *shall allow, as the amount of a claim for a domestic animal, including a ranch mink, killed by a dog, the amount determined to be the fair market value of the domestic animal, including a ranch mink, on the date the death occurred.*

WIS. STAT. § 174.11(4) (emphasis added). Thus, provided all other requirements are met, the County Board must allow a claim in the amount determined to be the fair market value of the



animals on the day that they were killed. This is subject to limitation only by Wis. Stat. § 174.11(5), which allows the County Board to establish a maximum amount that may be allowed for such claims. As Dodge County's ordinance provides a maximum amount of \$1,000 per domestic animal, that section would not serve to limit the amount claimed by Mr. Abendroth. The County Board, if it allows Mr. Abendroth's claim, must allow it in an amount that it determines was the fair market value of the chickens on May 23, 2016, the date they were killed.

If the County Board determines that the fair market value is less than the amount claimed by Mr. Abendroth and certified by the Town of Portland, it must notify Mr. Abendroth that it is considering allowing the claim in a lower amount. Section 174.12(2), Wisconsin Statutes, specifies that no claim may be allowed by a county board at less than the amount certified and reported unless the claimant is first notified that such action is contemplated and is given a reasonable opportunity to be heard and offer further evidence in support of his claim. Specifically, it states:

No claim shall be allowed by a county board or an intergovernmental commission at less than the amount so certified and reported, unless the claimant shall first be notified that such action is contemplated and shall have been given a reasonable opportunity to be heard and to offer further evidence in support of the claimant's claim.

WIS. STAT. § 174.12(2).

Both § 174.11(4) and § 174.12(2) use the word "shall" when describing the action that a county board must take in allowing a claim for damages to domestic animals by a dog. The general rule is that the word "shall" is presumed mandatory when it appears in a statute. *Scanlon v. Menasha*, 16 Wis. 2d 437, 443, 114 N.W.2d 791 (1962); *Karow v. Milwaukee Cnty. Civil Serv. Comm'n*, 82 Wis. 2d 565, 570-71, 263 N.W.2d 214 (1978). Additionally, when the words "shall" and "may" are used in the same section of a statute, one can infer that the legislature was aware of the different denotations and intended the words to have their precise meanings. *Scanlon*, 16 Wis. 2d at 443. In *Karow*, the Wisconsin Supreme Court set forth several factors for use in evaluating whether a statute's use of the term "shall" is mandatory or directory. *Karow*, 82 Wis. 2d 565 at 570-71. Those factors include: the inclusion or omission of a "prohibition or a penalty" in the statute; the consequences resulting from one construction or the other; the nature of the statute; the evil to be remedied; and the general object sought to be accomplished by the legislature. *Id.* At 572. Wisconsin courts, however, have not applied these factors to non-time limit cases. *In Interest of F.T.*, 150 Wis. 2d 216, 223, 441 N.W.2d 322, 325 (Ct. App. 1989) Instead, they choose to decide the mandatory/directory issue simply by looking at the terms of the statute itself. *Id.*

The provision stating that the county board "shall allow, as the amount of a claim for a domestic animal . . . , the amount determined to be the fair market value of the domestic animal" is not a time limit provision and, therefore, application of the *Karow* factors is not necessary. The same is true of the provisions in § 174.12(2) stating that no claim "shall be allowed by a county board . . . at less than the amount so certified and reported, unless the claimant shall first be notified. . ." The word "shall" in these statutory subsections is presumed to be mandatory. This presumption is strengthened by the legislature's use of the word "may" in other subsections of § 174.11 and § 174.12. The mandatory, rather than directory, nature of these subsections is also evident from a plain reading of the statutes, the object sought to be accomplished by the legislature, and the

consequences if the term “shall” were construed as directory. The legislative goal of §§ 174.11 and 174.12 is to compensate the owners of domestic animals from the county fund for loss suffered due to the actions of a dog, and to impose liability on the owner of said dog, if known. A requirement that a county board allow a claim in the amount of the fair market value of the domestic animals at the time of their death, furthers these goals. Additionally, interpreting these sections as directory, rather than mandatory, could result in inconsistent and arbitrary allowance of claim amounts. It could also result in a windfall to the claimant if an amount is allowed that is greater than the fair market value of the animals that were killed. This would be inconsistent with the legislative purpose of the statutes.

### **Conclusion**

If the County Board decides to allow Mr. Abendroth’s claim, it is required to allow the claim in an amount that represents the fair market value of Mr. Abendroth’s chickens on May 23, 2016. The County Board does not have the discretion to allow the claim in a different amount. Additionally, if the County Board determines that the fair market value of the chickens is less than the amount which Mr. Abendroth has claimed, the County Board must provide Mr. Abendroth with notice that it is contemplating allowing the claim in a lower amount. Mr. Abendroth must then be given a reasonable opportunity to appear before the County Board and present additional argument and evidence to support his claim before the County Board makes its decision.

8/5/2016

Rick Abendroth,

Jeff Berres and I are considering a motion to modify your claim for dog damages. Wisconsin statute requires that you be given notice and a chance to respond. We are considering adjusting the total claim to a figure between \$2,500.00 and \$5,000.00

Sincerely,

Dave Frohling

A handwritten signature in cursive script that reads "Dave Frohling". The signature is written in black ink and is positioned below the typed name.

8/5/2016

Dodge County Supervisors:

I have been notified of the possibility of an attempt to modify my claim for loss of chicks.

I will abide by the decision of the board and do not plan on contesting any level of compensation.

A handwritten signature in black ink, appearing to read "Rick Abendroth". The signature is cursive and somewhat stylized.

Rick Abendroth











Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
11	Director Child Support	Child Support	\$30.64	\$31.31	\$32.18	\$33.05	\$33.91	\$34.78	\$35.72	\$36.65	\$37.58	\$38.52	\$39.45	\$40.38	\$41.32	\$42.25	\$43.19	\$44.12	\$45.06	\$46.00	\$46.94	\$47.87	\$48.81	\$49.75
	Director of Dietary Service	Clearview																						
	Asst. Director of Nursing	Clearview																						
	Assistant Corporation Counsel	Corporation Counsel																						
	Emergency Management Director	Emergency Management																						
	Office Manager	Highway																						
	Operations Superintendent	Highway																						
	Patrol Superintendent	Highway																						
	Shop Superintendent	Highway																						
	HS Supervisor Clinical Services	Human Services and Health																						
	Systems Analyst	Information Technology																						
	Network Administrator	Information Technology																						
	Database Administrator	Information Technology																						
	County Conservationist	Land Conservation																						
	Manager Parks and Trails	Land Resources and Parks																						
	Manager Code Administration	Land Resources and Parks																						
	Manager Planning/Economic Dev	Land Resources and Parks																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
12	Coordinator CRIC	Clearview	\$32.38	\$33.31	\$34.23	\$35.16	\$36.08	\$37.01	\$37.93	\$38.85	\$39.78	\$40.70	\$41.62	\$42.54	\$43.46	\$44.38	\$45.30	\$46.22	\$47.14	\$48.06	\$48.98	\$49.90	\$50.82	\$51.74
	Director of Financial Services	Clearview																						
	Director of Environmental Serv	Clearview																						
	HS Supervisor Public Health	Human Services and Health																						
	IT Manager/Printer Admin	Information Technology																						
	Captain-Patrol(Sheriff)	Sheriff																						
	Jail Administrator	Sheriff																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
13	Court Commissioner	Circuit Court	\$34.32	\$35.31	\$36.29	\$37.27	\$38.25	\$39.23	\$39.72	\$40.71	\$41.70	\$42.69	\$43.68	\$44.67	\$45.66	\$46.65	\$47.64	\$48.63	\$49.62	\$50.61	\$51.60	\$52.59	\$53.58	\$54.57
	Director of Support Services	Clearview																						
	Asst. Highway Commissioner	Highway																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
14	Director-Physical Facilities	Building Maintenance	\$37.24	\$38.31	\$39.37	\$40.43	\$41.50	\$42.56	\$43.63	\$44.70	\$45.76	\$46.83	\$47.90	\$48.96	\$50.03	\$51.10	\$52.17	\$53.24	\$54.31	\$55.38	\$56.45	\$57.52	\$58.59	\$59.66
	Director of Nursing Services	Clearview																						
	Assistant Administrator	District Attorney																						
	Managing Attorney	District Attorney																						
	Div. Mgr. Comm Support Service	Human Services and Health																						
	Division Manager (Clinic Fam)	Human Services and Health																						
	Division Manager (Fiscal Supp)	Human Services and Health																						
	Director-Land Resources/Parks	Land Resources and Parks																						
	Chief Deputy	Sheriff																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
15	Corporation Counsel	Corporation Counsel	\$41.13	\$42.30	\$43.48	\$44.66	\$45.83	\$47.01	\$47.59	\$48.18	\$48.77	\$49.36	\$49.94	\$50.53	\$51.12	\$51.71	\$52.30	\$52.89	\$53.48	\$54.07	\$54.66	\$55.25	\$55.84	\$56.43
	Finance Director	Finance																						
	Commissioner	Highway																						
	HR Director	Human Resources																						
	Director of Information Tech.	Information Technology																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
16	Administrator	Clearview	\$45.02	\$46.30	\$47.59	\$48.88	\$50.16	\$51.45	\$52.09	\$52.73	\$53.38	\$54.02	\$54.66	\$55.31	\$55.95	\$56.60	\$57.24	\$57.88	\$58.53	\$59.17	\$59.81	\$60.46	\$61.10	\$61.74
	Director Human Services/Health	Human Services and Health																						

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
17			\$48.93	\$50.30	\$51.70	\$53.10	\$54.50	\$55.89	\$56.59	\$57.29	\$57.99	\$58.69	\$59.39	\$60.09	\$60.79	\$61.49	\$62.19	\$62.89	\$63.59	\$64.29	\$64.99	\$65.69	\$66.39	\$67.09

Labor Grade	Job Title	Department	Control Point														Merit Pay						Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
18	County Administrator	County Administrator	\$52.80	\$54.30	\$55.83	\$57.32	\$58.83	\$60.34	\$61.09	\$61.83	\$62.58	\$63.33	\$64.08	\$64.83	\$65.58	\$66.33	\$67.08	\$67.83	\$68.58	\$69.33	\$70.08	\$70.83	\$71.58	\$72.33









Labor		Control										Merit Pay										Max			
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B	
11	Director Child Support	Child Support	\$30.74	\$31.62	\$32.49	\$33.37	\$34.25	\$35.13	\$36.57	\$37.01	\$38.45	\$38.89	\$39.32	\$40.76	\$41.20	\$42.64	\$43.08	\$44.52	\$44.96	\$46.40	\$46.84	\$48.28	\$48.72	\$50.16	\$50.60
	Director of Dietary Service	Clearview																							
	Asst. Director of Nursing	Clearview																							
	Assistant Corporation Counsel	Corporation Counsel																							
	Emergency Management Director	Emergency Management																							
	Office Manager	Highway																							
	Operations Superintendent	Highway																							
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	Manager Parks and Trails	Land Resources and Parks																							
	Manager Code Administration	Land Resources and Parks																							
	Manager Planning/Economic Dev	Land Resources and Parks																							

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
12	Coordinator CBIC	Clearview	\$32.71	\$33.64	\$34.58	\$35.51	\$36.45	\$37.38	\$37.95	\$38.11	\$39.58	\$39.74	\$41.21	\$41.37	\$42.84	\$43.00	\$44.47	\$44.63	\$46.10	\$46.26	\$47.73	\$47.89	\$49.36	\$49.52	\$51.00	\$51.16
	Director of Financial Services	Clearview																								
	Director of Environmental Serv	Clearview																								
	HS Supervisor Public Health	Human Services and Health																								
	IT Manager/Project Admin.	Information Technology																								
	Captain-Patrol(Sheriff)	Sheriff																								
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Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
13	Court Commissioner	Circuit Court	\$34.67	\$35.66	\$36.65	\$37.64	\$38.63	\$39.62	\$40.12	\$40.61	\$41.11	\$41.60	\$42.10	\$42.59	\$43.09	\$43.58	\$44.08	\$44.57	\$45.07	\$45.57	\$46.06	\$46.56	\$47.05	\$47.55	\$48.04	\$48.54
	Director of Support Services	Clearview																								
	Asst. Highway Commissioner	Highway																								

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
14	Director-Physical Facilities	Building Maintenance	\$37.61	\$38.69	\$39.76	\$40.84	\$41.91	\$42.99	\$43.51	\$44.06	\$44.60	\$45.15	\$45.67	\$46.21	\$46.75	\$47.28	\$47.83	\$48.36	\$48.90	\$49.43	\$49.97	\$50.50	\$51.03	\$51.56	\$52.09	\$52.62
	Director of Nursing Services	Clearview																								
	Accident Administrator	Clearview																								
	Managing Attorney	District Attorney																								
	Dir. Mgr. Comm. Support Service	Human Services and Health																								
	Division Manager (Clinic Farm)	Human Services and Health																								
	Division Manager (Fiscal Suppl)	Human Services and Health																								
	Director-Land Resources/Parks	Land Resources and Parks																								
	Chief Deputy	Sheriff																								

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
15	Corporation Counsel	Corporation Counsel	\$41.55	\$42.73	\$43.92	\$45.11	\$46.29	\$47.48	\$48.07	\$48.67	\$49.28	\$49.85	\$50.45	\$51.04	\$51.63	\$52.23	\$52.83	\$53.43	\$54.03	\$54.63	\$55.23	\$55.83	\$56.43	\$57.03	\$57.63	\$58.23
	Finance Director	Finance																								
	Commissioner	Highway																								
	HR Director	Human Resources																								
	Director of Information Tech	Information Technology																								

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
16	Administrator	Clearview	\$45.47	\$46.77	\$48.07	\$49.37	\$50.67	\$51.96	\$52.61	\$53.26	\$53.91	\$54.56	\$55.21	\$55.86	\$56.51	\$57.16	\$57.81	\$58.46	\$59.11	\$59.76	\$60.41	\$61.06	\$61.71	\$62.36	\$63.01	\$63.66
	Director Human Services/Health	Human Services and Health																								

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
17			\$49.39	\$50.80	\$52.22	\$53.63	\$55.04	\$56.45	\$57.16	\$57.86	\$58.57	\$59.27	\$59.98	\$60.68	\$61.39	\$62.09	\$62.80	\$63.51	\$64.21	\$64.92	\$65.62	\$66.33	\$67.03	\$67.74	\$68.44	\$69.15

Labor		Control										Merit Pay										Max				
Grade	Job Title	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B	Step 14A	Step 14B		
18	County Administrator	County Administrator	\$53.33	\$54.85	\$56.37	\$57.90	\$59.42	\$60.94	\$61.71	\$62.47	\$63.23	\$63.99	\$64.75	\$65.51	\$66.28	\$67.04	\$67.80	\$68.56	\$69.32	\$70.08	\$70.85	\$71.61	\$72.37	\$73.13	\$73.89	\$74.65

RESOLUTION NO. 16-35

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, on August 28, 2012, the Dodge County Board of Supervisors (County Board) adopted Resolution No. 12-41, and thereby:

1. Adopted the written report, including recommendations made by Carlson Dettmann Consulting LLC (Carlson Dettmann) to replace the existing Dodge County employee compensation structures, except the employee compensation structure for the Sheriff's Sworn Union and except for the compensation structure for Dodge County Elected Officials, with a new employee compensation structure consisting of 16 pay grades, 6 steps, control points, and a pay-for-performance component for employees between the control points and the individual grade maximums; and,
2. Authorized and directed the implementation of the new employee compensation structure submitted by Carlson Dettmann for Dodge County employees, as described above, effective January 1, 2013 (Compensation Plan); and,
3. Authorized and directed the Dodge County Human Resources and Labor Negotiations Committee (Committee) to conduct a formal Position Classification Review Process during the month of October, 2012, for employees, including department heads, to request a review of position grading, and that the determinations regarding position grading that will be made by the Committee, after review, shall be final, but shall be subject to future modification by the Committee for good and substantial reasons; and,

**WHEREAS**, the Committee took formal action on December 15, 2015, to adjust the labor grade structure of the Compensation Plan by adding Labor Grade 17 and Labor Grade 18 to it, so, that, at the present time, there are a total of 18 Labor Grades in the Compensation Plan; and,

**WHEREAS**, a copy of the Compensation Plan, currently in effect, entitled *Dodge County Compensation Plan Effective: January 1, 2016* (current Compensation Plan), has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, on February 17, 2016, the County Board adopted Resolution No. 15-70, and thereby authorized and approved the purchase of compensation consulting services from Carlson Dettmann to conduct a market study, analyze the current Compensation Plan, and make recommendations to the Committee; and,

**WHEREAS**, Carlson Dettmann has conducted a market study, analyzed the current Compensation Plan, and presented its recommendations to the Committee; and,

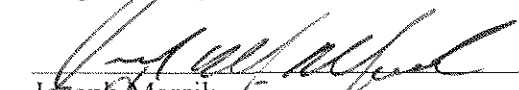
**WHEREAS**, the Committee has reviewed, considered, and discussed the current Compensation Plan, and the recommendations submitted to it by Carlson Dettmann, and has formed the considered conclusion that it is necessary to make a market rate adjustment of one percent to the Control Point in each Labor Grade of the current Compensation Plan, which will adjust all other steps in each Labor Grade of the current Compensation Plan, accordingly, effective January 1, 2017, followed by a one percent adjustment effective July 1, 2017; and,

**WHEREAS**, annually, the Committee will review the current Compensation Plan, and make findings and recommendations regarding the need for any market rate adjustments. The Committee will present its findings and recommendations to the County Board on or before the regularly-scheduled August meeting of the County Board;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby makes a market adjustment of one percent to the Control Point in each Labor Grade of the *Dodge County Compensation Plan Effective: January 1, 2016* (current Compensation Plan), a photocopy of which has been marked for identification as Exhibit "A", and has been attached hereto, which will adjust all other steps in each Labor Grade of the current Compensation Plan, accordingly, effective January 1, 2017, followed by a one percent adjustment effective July 1, 2017.


All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Human Resources and Labor Negotiations Committee:**

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
David Frohling

  
\_\_\_\_\_  
Richard Greshay

  
\_\_\_\_\_  
Jeffrey Duchac

  
\_\_\_\_\_  
Dennis Schmidt



DODGE COUNTY COMPENSATION PLAN  
EFFECTIVE: JANUARY 1, 2016

Labor Grade	Control Point						Merit Pay (effective 01/01/16)														Max Step14B	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7A	Step 7B	Step 8A	Step 8B	Step 9A	Step 9B	Step 10A	Step 10B	Step 11A	Step 11B	Step 12A	Step 12B	Step 13A	Step 13B		Step 14A
	87.50%	90.00%	92.50%	95.00%	97.50%	100%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%	113.75%	115.00%	116.25%	117.50%	118.75%	120.00%
1	\$10.89	\$11.20	\$11.51	\$11.82	\$12.13	\$12.44	\$12.60	\$12.75	\$12.91	\$13.06	\$13.22	\$13.37	\$13.53	\$13.68	\$13.84	\$14.00	\$14.15	\$14.31	\$14.46	\$14.62	\$14.77	\$14.93
2	\$12.81	\$13.18	\$13.54	\$13.91	\$14.27	\$14.64	\$14.82	\$15.01	\$15.19	\$15.37	\$15.56	\$15.74	\$15.92	\$16.10	\$16.29	\$16.47	\$16.65	\$16.84	\$17.02	\$17.20	\$17.39	\$17.57
3	\$14.74	\$15.16	\$15.58	\$16.00	\$16.42	\$16.84	\$17.05	\$17.26	\$17.47	\$17.68	\$17.89	\$18.10	\$18.31	\$18.52	\$18.73	\$18.95	\$19.16	\$19.37	\$19.58	\$19.79	\$20.00	\$20.21
4	\$16.66	\$17.14	\$17.61	\$18.09	\$18.56	\$19.04	\$19.28	\$19.52	\$19.75	\$19.99	\$20.23	\$20.47	\$20.71	\$20.94	\$21.18	\$21.42	\$21.66	\$21.90	\$22.13	\$22.37	\$22.61	\$22.85
5	\$18.59	\$19.12	\$19.65	\$20.18	\$20.71	\$21.24	\$21.51	\$21.77	\$22.04	\$22.30	\$22.57	\$22.83	\$23.10	\$23.36	\$23.63	\$23.90	\$24.16	\$24.43	\$24.69	\$24.96	\$25.22	\$25.49
6	\$20.51	\$21.10	\$21.68	\$22.27	\$22.85	\$23.44	\$23.73	\$24.03	\$24.32	\$24.61	\$24.91	\$25.20	\$25.49	\$25.78	\$26.08	\$26.37	\$26.66	\$26.96	\$27.25	\$27.54	\$27.84	\$28.13
7	\$22.44	\$23.08	\$23.72	\$24.36	\$25.00	\$25.64	\$25.96	\$26.28	\$26.60	\$26.92	\$27.24	\$27.56	\$27.88	\$28.20	\$28.52	\$28.85	\$29.17	\$29.49	\$29.81	\$30.13	\$30.45	\$30.77
8	\$24.36	\$25.06	\$25.75	\$26.45	\$27.14	\$27.84	\$28.19	\$28.54	\$28.88	\$29.23	\$29.58	\$29.93	\$30.28	\$30.62	\$30.97	\$31.32	\$31.67	\$32.02	\$32.36	\$32.71	\$33.06	\$33.41
9	\$26.29	\$27.04	\$27.79	\$28.54	\$29.29	\$30.04	\$30.42	\$30.79	\$31.17	\$31.54	\$31.92	\$32.29	\$32.67	\$33.04	\$33.42	\$33.80	\$34.17	\$34.55	\$34.92	\$35.30	\$35.67	\$36.05
10	\$28.21	\$29.02	\$29.82	\$30.63	\$31.43	\$32.24	\$32.64	\$33.05	\$33.45	\$33.85	\$34.26	\$34.66	\$35.06	\$35.46	\$35.87	\$36.27	\$36.67	\$37.08	\$37.48	\$37.88	\$38.29	\$38.69
11	\$30.14	\$31.00	\$31.86	\$32.72	\$33.58	\$34.44	\$34.87	\$35.30	\$35.73	\$36.16	\$36.59	\$37.02	\$37.45	\$37.88	\$38.31	\$38.75	\$39.18	\$39.61	\$40.04	\$40.47	\$40.90	\$41.33
12	\$32.06	\$32.98	\$33.89	\$34.81	\$35.72	\$36.64	\$37.10	\$37.56	\$38.01	\$38.47	\$38.93	\$39.39	\$39.85	\$40.30	\$40.76	\$41.22	\$41.68	\$42.14	\$42.59	\$43.05	\$43.51	\$43.97
13	\$33.99	\$34.96	\$35.93	\$36.90	\$37.87	\$38.84	\$39.33	\$39.81	\$40.30	\$40.78	\$41.27	\$41.75	\$42.24	\$42.72	\$43.21	\$43.70	\$44.18	\$44.67	\$45.15	\$45.64	\$46.12	\$46.61
14	\$36.87	\$37.93	\$38.98	\$40.03	\$41.09	\$42.14	\$42.67	\$43.19	\$43.72	\$44.25	\$44.77	\$45.30	\$45.83	\$46.35	\$46.88	\$47.41	\$47.93	\$48.46	\$48.99	\$49.51	\$50.04	\$50.57
15	\$40.72	\$41.89	\$43.05	\$44.21	\$45.38	\$46.54	\$47.12	\$47.70	\$48.29	\$48.87	\$49.45	\$50.03	\$50.61	\$51.19	\$51.78	\$52.36	\$52.94	\$53.52	\$54.10	\$54.68	\$55.27	\$55.85
16	\$44.57	\$45.85	\$47.12	\$48.39	\$49.67	\$50.94	\$51.58	\$52.21	\$52.85	\$53.49	\$54.12	\$54.76	\$55.40	\$56.03	\$56.67	\$57.31	\$57.94	\$58.58	\$59.22	\$59.85	\$60.49	\$61.13
17	\$48.42	\$49.81	\$51.19	\$52.57	\$53.96	\$55.34	\$56.03	\$56.72	\$57.42	\$58.11	\$58.80	\$59.49	\$60.18	\$60.87	\$61.57	\$62.26	\$62.95	\$63.64	\$64.33	\$65.02	\$65.72	\$66.41
18	\$52.27	\$53.77	\$55.26	\$56.75	\$58.25	\$59.74	\$60.49	\$61.23	\$61.98	\$62.73	\$63.47	\$64.22	\$64.97	\$65.71	\$66.46	\$67.21	\$67.95	\$68.70	\$69.45	\$70.19	\$70.94	\$71.69

Exhibit "A"

RESOLUTION 16-36

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the request of Beaver Dam Cold Storage, LLC for a \$400,000 loan through the Dodge County Revolving Loan Fund has been recommended by the Dodge County Revolving Loan Advisory Committee, and

WHEREAS, the proceeds of said loan would be used to help Beaver Dam Cold Storage, LLC purchase refrigeration equipment needed for a new cold storage facility within the City of Beaver Dam, and

WHEREAS, the proposed project is substantially in conformance with criteria established for the review of loan applications, and

WHEREAS, the City of Beaver Dam and Dodge County would benefit from the addition of at least 13 new full-time jobs, and

WHEREAS, the Land Resources and Parks Department and the Revolving Loan Advisory Committee have reviewed the proposal with the applicant and their financial representative;

SO, NOW, THEREFORE BE IT RESOLVED that the Planning, Development and Parks Committee and its representatives are hereby directed to negotiate the terms and conditions of a \$400,000 loan to Beaver Dam Cold Storage, LLC.

All of which is respectfully submitted this 16th day of August, 2016.

Thomas Schaefer  
Allen Kehl  
William T. Muehe  
Janice K. Bohrer  
DODGE COUNTY PLANNING  
DEVELOPMENT AND PARKS COMMITTEE

**DODGE COUNTY REVOLVING LOAN ADVISORY COMMITTEE  
MINUTES  
July 19, 2016**

The Dodge County Revolving Loan Advisory Committee met on July 19, 2016 at 3:00 p.m. in Room 302 on the 3rd Floor of the Administration Building, Juneau, Wisconsin.

John Zanghi called the meeting to order at 3:03 p.m. Roll Call was taken. Members present were John Zanghi, Karen Coley, Robert Ballweg, Chris Connaughty and Matthew Gibbs.

Dean Perlick noted that a quorum was present.

Absent: Chuck Schranz.

Others Present: Greg and Jean Barnett, Beaver Dam Cold Storage, LLC; Ryan Slinger, Beaver Dam Cold Storage, LLC.

Staff present at the request of the Chairman: Dean Perlick.

**Approval of Minutes from June 22, 2016 Meeting**

The minutes of the June 22, 2016 meeting were reviewed by the Committee.

Motion by Coley to approve the minutes from the June 22, 2016 meeting as submitted;

Seconded by Gibbs.

Vote 5-0

Motion carried

**Beaver Dam Cold Storage, LLC – Request for \$400,000 Loan**

Ryan Slinger and Greg and Jean Barnett from Beaver Dam Cold Storage, LLC explained the business operation and the reason for the loan request. The loan proceeds would be used to help purchase the refrigeration equipment needed for the new facility. At least 13 new full-time jobs would be created. Up to 37 new jobs would be created if we calculate the number of new jobs based on the current employment at their existing facility in Beaver Dam. The new Beaver Dam Cold Storage Facility would be constructed in the 151 Business Park in Beaver Dam. The facility would be the only Safe Quality Foods warehouse in Wisconsin.

Motion by Connaughty to submit a favorable recommendation to the Planning, Development and Parks Committee on the request to make a loan from the Revolving Loan Fund to Beaver Dam Cold Storage LLC for \$400,000 subject to the following conditions:

1. Length of the loan to be 10 years, amortized on a 20 year basis.
2. Interest rate to be fixed at 3.50%.
3. Creation of at least 13 new full-time equivalent jobs over a 4 year period.
4. Collateral would be 2nd position on all real estate owned by Greg and Jean Barnett.
5. Interest only payments will begin 30 days after the closing date. Full loan payment will begin 12 months after the loan closing date.

It was noted by the Committee that the reason for allowing real estate type length of loan terms on an equipment loan is that the collateral offered is real estate.

Seconded by Ballweg

Vote 4-0 (Zanghi abstained)

Motion carried

# Dodge County Land Resources and Parks Department

Administration Building  
127 East Oak Street Juneau, WI 53039

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DATE: August 8, 2016  
TO: Supervisors, Dodge County Board of Supervisors  
FROM: Bill Ehlenbeck, Parks & Trails Manager  
Joyce Fiacco, Director  
  
SUBJECT: County Board Resolution 16-37  
Create seasonal Parks Crew Leader position

## New seasonal park position request:

The Land Resources and Parks Department has studied and analyzed the Parks and Trails Division operational, developmental, maintenance, customer service, safety and staffing needs. It has been determined that these needs would be better met by creating a focused and skilled part-time seasonal Parks Crew Leader position to help coordinate needed maintenance, repair, construction and operational projects within the Parks system. Many important on-going and one-time projects and tasks are not very sustainable and are being deferred due to staff limitations. These deferred projects are increasing eventual costs, are leading to more unsightly facilities and adding to potential safety and liability concerns which could result in reduced park visitation and park revenues, which are currently at all-time highs.

Comparing 2015 and 1996 illustrates the success of the parks operation and highlights the current need. *1996 was the 1<sup>st</sup> year the parks were under Land Resources & Parks Dept. (Planning & Development)*

<b>Dodge County Parks</b>	<b>1996</b>	<b>2015</b>	<b>% Change</b>
# of Park Acres Managed	157	382	+ 143%
# of Campsite Rentals	3,492	6,346	+ 82%
Camping Revenues	\$31,635	\$133,079	+ 321%
Firewood Revenues	\$2,752	\$21,106	+ 667%
Watercraft Rentals	\$0	\$6061	NA
Shelter Revenues	\$1,795	\$11,130	+ 520%
<b># of Park Staff</b>	<b>10</b>	<b>10</b>	<b>0%</b>

The Parks Crew Leader position would improve:

- **Safety and efficiency** by allowing for a 2 person crew for chain-sawing and other hazardous work
- **Responsiveness** to hazard/downed tree issues and mechanical or facility breakdowns
- **Volunteer** recruitment, training and oversight (camp hosts, inmate crews, scouts, etc.)
- **Revenues** by keeping up with firewood and watercraft rental demands
- **Support for seasonal staff** for time off needs

The annual cost of this seasonal position is estimated at about \$23,000 plus benefits. We believe the needs of the Parks system, and ultimately our customers can best be met with the creation of this position working from about mid-February to mid- December for up to 1500 hours.

If you have any questions prior to the meeting, please feel free to contact us at (920) 386-3700.

RESOLUTION NO. 16-37

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Planning, Development and Parks Committee has studied and analyzed staffing needs at the Dodge County Land Resources and Parks Department; and,

**WHEREAS**, as a result of these studies and analyses, the Planning, Development and Parks Committee recommends that the Dodge County Board of Supervisors create the following position in the Land Resources and Parks Department to better meet Department needs, effective February 15, 2017:

1. Create one new, part-time, seasonal, benefited position of *Parks Crew Leader*; and,

**WHEREAS**, a job description for the proposed position of *Parks Crew Leader* has been marked for identification as Exhibit "A", has been attached hereto; and,

**WHEREAS**, it is the responsibility of the Dodge County Human Resources and Labor Negotiations Committee to establish the wage rate for the proposed new, part-time, seasonal, benefited position of *Parks Crew Leader* in the Land Resources and Parks Department; and,

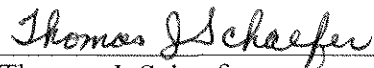
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Parks Crew Leader* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Land Resources and Parks Department, effective February 15, 2017:


1. Creates one new, part-time, seasonal, benefited position of *Parks Crew Leader*.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Planning, Development and Parks Committee:**



Thomas J. Schaefer

  
Joseph Marsik

  
William Mucche

  
Janice Bobholz

  
Allen Behl

<b>JOB TITLE:</b>	Parks Crew Leader	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Land Resources and Parks	<b>REPORTS TO:</b>	Manager Parks & Trails
<b>LOCATION:</b>	Dodge County Parks	<b>DATE:</b>	<b>DRAFT</b>
<b>LABOR GRADE:</b>	<b>TBD</b>	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under general direction of Manager, Parks & Trails, and in coordination with Parks Foreman, serves as lead worker and coordinator for park and trail maintenance, repair, construction and operational projects and other assigned tasks throughout park system. Also serves as assistant to Parks Foreman and fills in for park attendants or caretakers when needed.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Plans, coordinates, directs and assists park staff, volunteers and other work crews to carry out park maintenance, repair, construction and operational projects.
2. Assists Parks Foreman with purchase and delivery of parts, supplies and equipment as needed.
3. Assists in weekly collection of park receipts, fees and reports from Park Attendants and turns into central office.
4. Assists Parks Foreman with equipment and facility troubleshooting and repairs.
5. Coordinates volunteer programs, including recruitment, training, tracking and/or supervision of camp hosts, inmate crews, Adopt-A-Trail groups, scouts, school groups, and others.
6. Monitors firewood supply and leads cutting, splitting, hauling and stacking to ensure sufficient supply for camping season.
7. Keeps Parks Manager and Parks Foreman informed of problems, incidents, needs and status of assigned projects.
8. Coordinates work and vacation schedules of attendants and caretakers and covers in their absence when needed.
9. Assists Parks Foreman and park caretakers and attendants with their duties as necessary.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of and proficiency in the use and maintenance of power equipment, chain saws, machinery and tools. Considerable knowledge of electrical, plumbing and heating system and equipment. Considerable knowledge of safety related to electricity, cleaning chemicals, herbicide/pesticide application, power equipment and general maintenance work. Considerable carpentry and construction knowledge and skills. Ability to follow drawings, plans or prints to carry out a project and ability to lead work crews according to the plans. Ability to maintain a friendly disposition to the public and a good working relationship with staff, work crews and contractors. Considerable knowledge and understanding of park administration policies, procedures, rules, laws and regulations and ability to relate same to the public and other park staff. Thorough knowledge of and familiarity with all County Park facilities and resources. Ability to understand and effectively carry out instructions, follow policies and procedures and work with little supervision. Ability to maintain efficient and organized records. Working knowledge of Microsoft Office (Word/Excel/Outlook) and Internet and email software. Welding, steel fabrication and familiarity with metal work desirable. Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent and minimum of two (2) years experience in general grounds, building and equipment maintenance and custodial work and/or public service and camping. Some related post high school course work in recreation, natural resources, conservation or land management, preferred, as well as Foreman and/or lead position experience. Equivalent combination of education and experience which provides necessary knowledge, skills and abilities will be considered. Satisfactory completion of Chain Saw safety certification course preferred.

**WORKING CONDITIONS**

Works primarily outdoors; may be subject to hot and cold temperature extremes, windy and wet weather. Works in varied terrain and vegetation, including wooded areas, fields, steep topography, wet areas. Inclement weather work may be done under shelters or in shop with slight protection from the weather. May be exposed to periodic intense noise and hazards such as mechanical, electrical, chemical and heights. May have necessity to deal with upset or hostile individuals. Flexible work hours but needs to be available for occasional weekend and night work as necessary or assigned.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>FOREMAN SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION # 16-38

TO THE HONORABLE BOARD OF SUPERVISORS  
OF DODGE COUNTY, WISCONSIN

**WHEREAS**, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

**WHEREAS**, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

**WHEREAS**, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

**WHEREAS**, a public hearing of a proposed amendment to the Town of Lowell Zoning Code official Zoning District Map was held before the Lowell Town Board on June 14, 2016; and

**WHEREAS**, the proposed Zoning district map amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on June 14, 2016, as set forth and attached hereto as "Exhibit A";

**THEREFORE, BE IT RESOLVED**, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 16th day of August, 2016.

  
\_\_\_\_\_  
Joseph Marsik, County Supervisor

**REPORT** to Res. 16-38

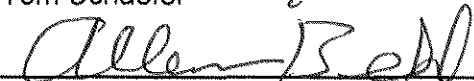
TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

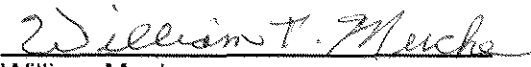
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Kenneth and Joanne Schultz requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 3-acres of land from an AG General Agricultural Zoning District to an RC1 Rural Cluster Residential Overlay Zoning District in part of the NW ¼, SW ¼, Section 1, T10N, R14E, Town of Lowell to allow for the creation of a non-farm residential lot at this location and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

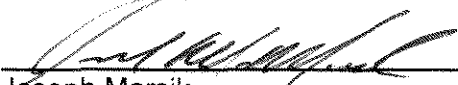
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

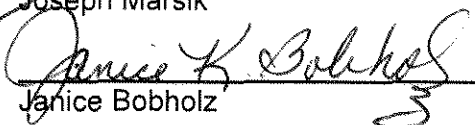
Respectfully submitted this 16th day of August, 2016

  
\_\_\_\_\_  
Tom Schaefer

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
William Muche

  
\_\_\_\_\_  
Joseph Marsik

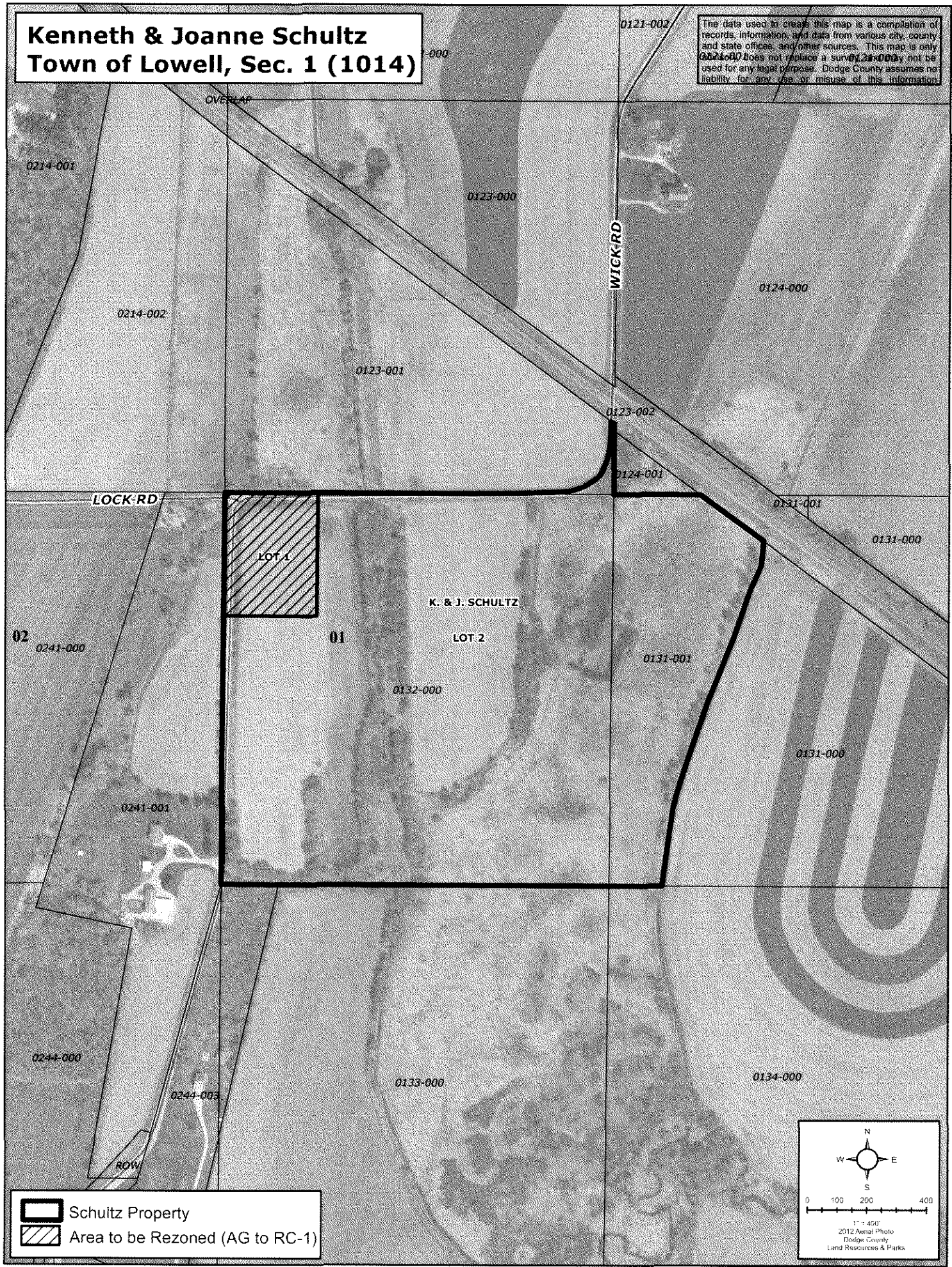
  
\_\_\_\_\_  
Janice Bobholz

Planning, Development and Parks  
Committee



# Kenneth & Joanne Schultz Town of Lowell, Sec. 1 (1014)

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only for informational purposes and does not replace a survey. Dodge County assumes no liability for any use or misuse of this information.



Schultz Property  
 Area to be Rezoned (AG to RC-1)

N  
 W      E  
 S  
 0    100    200    400  
 1" = 400'  
 2012 Aerial Photo  
 Dodge County  
 Land Resources & Parks

Exhibit "A"



PROFESSIONAL SERVICES

TRANSPORTATION • MUNICIPAL  
DEVELOPMENT • ENVIRONMENTAL

201 Corporate Drive Beaver Dam, WI 53916  
920-887-4242 1-800-552-6330 Fax: 920-887-4250

© MSA PROFESSIONAL SERVICES

PROJECT NO.

DRAWN BY D. L. LEISTEKOW

CHECKED BY

FILE:

SHEET NO.

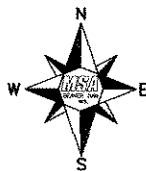
FIELD BOOK NO.

LETTER-OF-INTENT MAP

LANDS BEING PART OF THE NW.1/4 OF THE SW.1/4 OF SECTION 1, T.10N., R.14E., TOWN OF LOWELL, DODGE COUNTY, WISCONSIN.

OWNERS: Kenneth E. & Joanne A. Schultz  
W8124 Cole Road  
Lowell, WI 53557

BUYER: Garrett Soldner - grandson



10/11/2011 11:00:00 AM C:\Users\DLLeistekow\Documents\2011\10\11\101111000000.dwg

RESOLUTION # 16-39

TO THE HONORABLE BOARD OF SUPERVISORS  
OF DODGE COUNTY, WISCONSIN

**WHEREAS**, Dodge County, a corporate body under the laws of the State of Wisconsin, has adopted a Comprehensive Zoning Code which is full force and effect; and

**WHEREAS**, the Town Board of the Town of Lowell has amended the Town of Lowell Zoning Code, the power to adopt and amend the Zoning Code having been granted pursuant to Section 60.62, Wisconsin Statutes, which grants Towns authorized to exercise village powers the ability to adopt and amend a Zoning Code under Section 61.35 and Section 62.23, Wisconsin Statutes; and

**WHEREAS**, pursuant to Section 60.62(3), Wisconsin Statutes, the amendment of a Town Zoning Code by a Town Board is subject to approval of the County Board in counties having a Comprehensive Zoning Code in full force and effect; and

**WHEREAS**, a public hearing of a proposed amendment to the Town of Lowell Zoning Code official Zoning District Map was held before the Lowell Town Board on July 5, 2016; and

**WHEREAS**, the proposed Zoning district map amendment to the Town of Lowell Zoning Code was adopted by Ordinance by the Lowell Town Board on July 12, 2016, as set forth and attached hereto as "Exhibit A";

**THEREFORE, BE IT RESOLVED**, that the amendment to the Town of Lowell Zoning Code as represented by "Exhibit A" attached hereto and made a part of this Resolution be and hereby are APPROVED, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 16th day of August, 2016.

  
\_\_\_\_\_  
Joseph Marsik, County Supervisor

**REPORT** to Res. 16-39

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

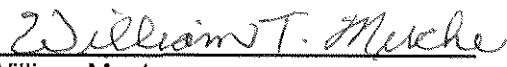
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Craig and Sally Shoemaker requesting amendment of the Zoning Ordinance, Town of Lowell, Dodge County, Wisconsin, to rezone approximately 25-acres of land from an AG General Agricultural Zoning District to an RC1 Rural Cluster Residential Zoning District in part of the SE ¼, SE ¼, Section 27, T11N, R14E, Town of Lowell, to allow for the creation of a non-farm residential lot at this location and recommend approval of the resolution submitted by the Town of Lowell for this rezoning petition.

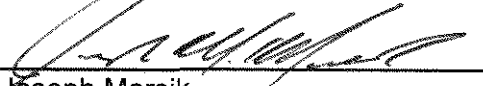
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

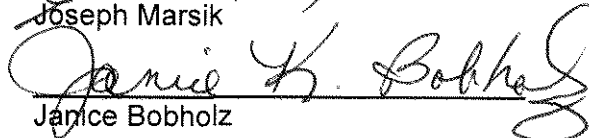
Respectfully submitted this 16th day of August, 2016

  
\_\_\_\_\_  
Tom Schaefer

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
William Muche

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
Janice Bobholz

Planning, Development and Parks  
Committee

## EXHIBIT "A"

### Legal Description Craig & Sally Shoemaker

Craig A. Shoemaker and Sally A. Shoemaker parent parcel owned in Sections 26 and 27, T11N-R14E, Town of Lowell, Dodge County, Wisconsin:  
NW1/4-SW1/4 Section 26 (PIN 032-1114-2632-000);  
SW1/4-SW1/4 Section 26 (PIN 032-1114-2633-000);  
SE1/4-SE1/4 Section 27 (PIN 032-1114-2744-000) ; and the  
East 26-2/3 Acres of the NE1/4-SE1/4 Section 27 (PIN 032-1114-2741-000).

#### Description of the 25.02 Acres of the RC-1 Rural Cluster Overlay District

The south 862.32 feet of the SE1/4-SE1/4 of Section 27, T11N-R14E, Town of Lowell, Dodge County, Wisconsin, more particularly described as the following:

Commencing at the SE Corner of Section 27,

thence N88°50'14"W, 1319.02 feet to the SW Corner of this SE1/4-SE1/4;

thence N0°00'41"W, 826.32 feet along the west line of the East 1/2 of the SE1/4 of Section 27;

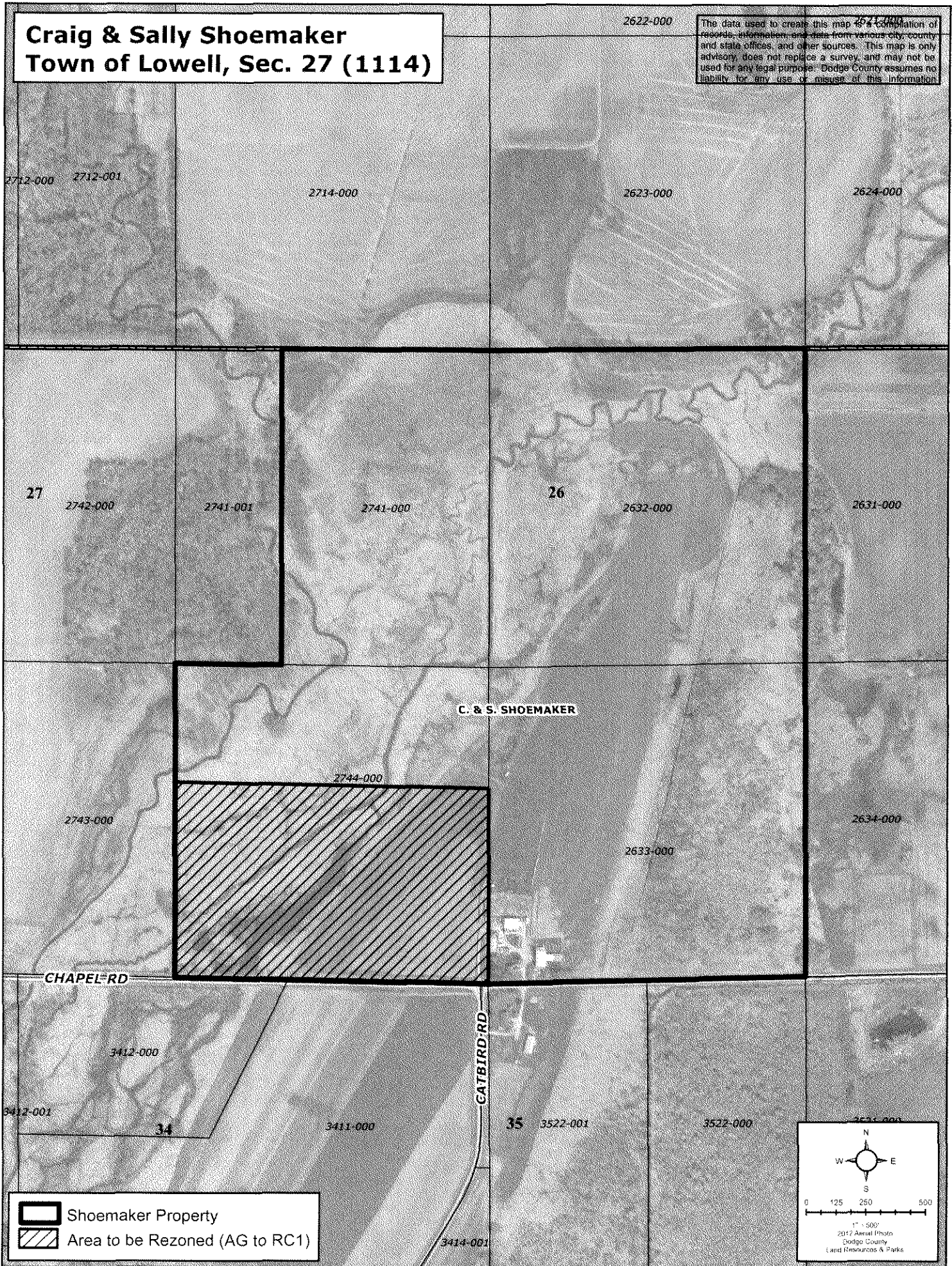
thence S88°50'14"E, 1319.43 feet to the east line of this SE1/4;



thence S0°01'02"W, 826.32 feet along the east line of this SE1/4 to the point of beginning, containing 25.02 acres.

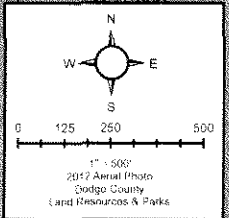
¼ of the SW ¼ of Section 1, T.10N, R.14E. Town of Lowell, Dodge County, Wisconsin.

# Craig & Sally Shoemaker Town of Lowell, Sec. 27 (1114)

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-  Shoemaker Property
-  Area to be Rezoned (AG to RC1)



**RESOLUTION # 16-40**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Theresa has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Theresa held at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Theresa was held by the Town Plan Commission of the Town of Theresa on June 15<sup>th</sup>, 2016, the proposed amendment to the zoning ordinance of the Town of Theresa having been adopted by the Town Board of the Town of Theresa on July 5<sup>th</sup>, 2016.

THEREFORE BE IT RESOLVED, that the amendment to the Town Zoning Ordinance of the Town of Theresa as represented by "the site map" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 16th day of August, 2016.



\_\_\_\_\_  
Dodge County Board Supervisor

**REPORT** to Res. 16-40


TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of JM Schmidt and Sons Inc. requesting amendment of the Zoning Ordinance, Town of Theresa, Dodge County, Wisconsin, to rezone approximately 1.67-acres of land from an A-2 General Agricultural Zoning District to an A-1 Farmland Preservation Zoning District in part of the SE ¼, SW ¼, Section 34, T12N, R17E, Town of Theresa for the purpose of agricultural use and recommend approval of the resolution submitted by the Town of Theresa for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which allows for agricultural use.

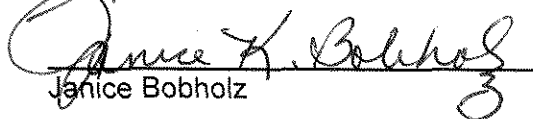
Respectfully submitted this 16th day of August, 2016

  
\_\_\_\_\_  
Tom Schaefer

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
William Muehe

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
Janice Bobholz



Planning, Development and Parks  
Committee

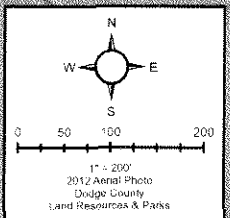


# JM Schmidt & Sons Town of Theresa, Sec. 34

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 JM Schmidt & Sons Property  
 Area to be Rezoned (A2 - A1)



**RESOLUTION # 16-41**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Theresa has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Theresa held at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Theresa was held by the Town Plan Commission of the Town of Theresa on June 15<sup>th</sup>, 2016, the proposed amendment to the zoning ordinance of the Town of Theresa having been adopted by the Town Board of the Town of Theresa on July 5<sup>th</sup>, 2016.

THEREFORE BE IT RESOLVED, that the amendment to the Town Zoning Ordinance of the Town of Theresa as represented by "the site map" attached to and made a part of this resolution be and hereby is approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 16th day of August, 2016.

Russell Katthe  
Dodge County Board Supervisor

**REPORT** to Res. 16-41


TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Frank Verhunce Jr. requesting amendment of the Zoning Ordinance, Town of Theresa, Dodge County, Wisconsin, to rezone approximately 5-acres of land from an A-1 Farmland Preservation Zoning District to an A-2 General Agricultural Zoning District in part of the SE ¼, SW ¼, Section 34, T12N, R17E, Town of Theresa to allow for the creation of a non-farm residential lot and recommend approval of the resolution submitted by the Town of Theresa for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

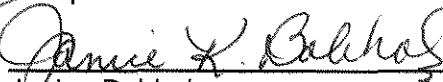
Respectfully submitted this 16th day of August, 2016

  
\_\_\_\_\_  
Tom Schaefer

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
William Muehe

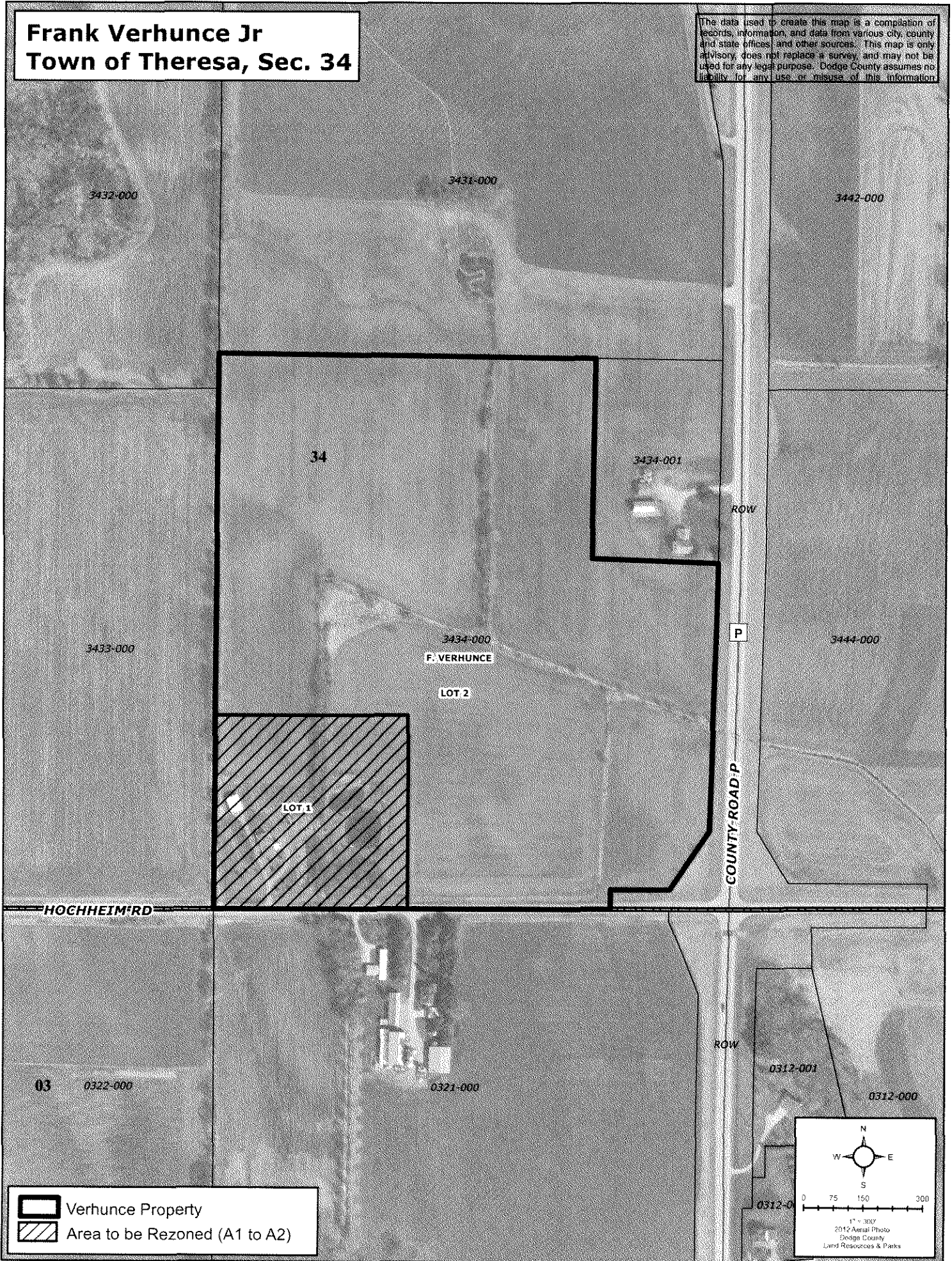
  
\_\_\_\_\_  
Joseph Marsik



  
\_\_\_\_\_  
Janice Bobholz

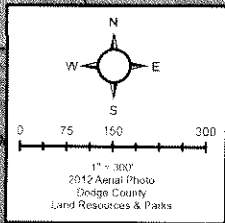
Planning, Development and Parks  
Committee

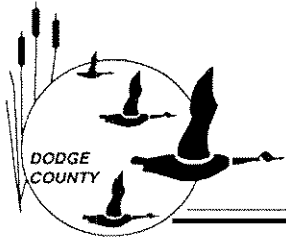
# Frank Verhunce Jr Town of Theresa, Sec. 34

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



-  Verhunce Property
-  Area to be Rezoned (A1 to A2)





# Clearview

Jane E. Hooper  
Administrator

198 County Road DF  
Juneau, Wisconsin 53039  
Telephone: (920) 386-3400  
Fax: (920) 386-3405

## MEMORANDUM

TO: Dodge County Board Supervisors  
FROM: Jane E. Hooper, Administrator  
RE: Dietary Department Restructure - Resolution  
DATE: August 16, 2016

We are recommending a new structure for the Dietary Department to enhance the quality of dining services we offer residents at Clearview. We are looking for staff that are educated and trained in the culinary arts program or have culinary experience and skills. We want to assure residents enjoy the meals and feel they are receiving top-notch, high-quality meals. Nutrition is such a critical part of everyone's health and wellness, and we want to assure that just like their nursing care and therapy programs at Clearview that they are being offered nourishing meals. With the health care staffing shortages and generational changes (both with many upcoming retirements and the mindset of the millennial employee looking for a career), it is critical to provide more of a career opportunity in dietary. We want to draw employees that are passionate about food preparation by offering a career option outside of the restaurant industry.

There is a lot of expertise required in the Dietary Department, including specific diet and consistency requirements, food safety, consumer demands, and generational differences through the age span that Clearview provides care for.

Our recommendations for these changes to occur, with no person losing their job in the transition, are:

**Abolish four filled, funded, full-time, benefited positions of *Cook/Food Service Worker*; and, abolish one filled, funded, full-time, benefited position of *Cook*.**

**Create four new, full-time, benefited positions of *Head Cook (AM, PM, Baker positions)*; and create one new, full-time, benefited position of *Cook/Production and Ordering Assistant*.**

If you have any questions regarding this recommendation, please feel free to contact me, Jane Hooper, at (920) 386-3409 or feel free to come to Clearview and discuss with me.

RESOLUTION NO. 16-42

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee (Committee) has studied and analyzed staffing needs at Clearview; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors abolish the following positions at Clearview, effective January 1, 2017:

1. Abolish four filled, funded, full-time, benefited positions of *Cook/Food Service Worker*; and,
2. Abolish one filled, funded, full-time, benefited position of *Cook*; and,

**WHEREAS**, as a result of these studies and analyses, the Committee also recommends that the Dodge County Board of Supervisors create the following positions at Clearview, effective January 1, 2017:

1. Create four new, full-time, benefited positions of *Head Cook (AM, PM, Baker positions)*; and,
2. Create one new, full-time, benefited position of *Cook/Production and Ordering Assistant*; and,

**WHEREAS**, a job description for the position of *Cook/Food Service Worker* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the position of *Cook* has been marked for identification as Exhibit "B", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Head Cook (AM, PM, Baker positions)* has been marked for identification as Exhibit "C", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Cook/Production and Ordering Assistant* has been marked for identification as Exhibit "D", and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Head Cook (AM, PM, Baker positions)*, and *Cook/Production and Ordering Assistant* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following positions at Clearview, effective January 1, 2017:

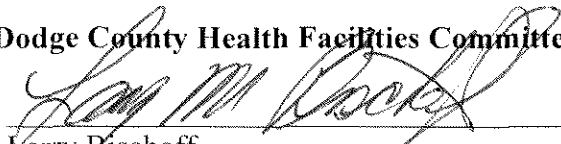
1. Abolishes four filled, funded, full-time, benefited positions of *Cook/Food Service Worker*; and,
2. Abolishes one filled, funded, full-time, benefited position of *Cook*; and,

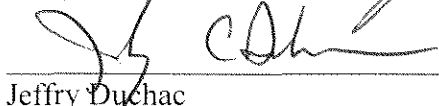
**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions at Clearview, effective January 1, 2017:


1. Creates four new, full-time, benefited positions of *Head Cook (AM, PM, Baker positions)*; and,
2. Creates one new, full-time, benefited position of *Cook/Production and Ordering Assistant*.


All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Health Facilities Committee:**

  
\_\_\_\_\_  
Larry Bischoff

  
\_\_\_\_\_  
Jeffrey Duchac

  
\_\_\_\_\_  
Thomas J. Schaefer

  
\_\_\_\_\_  
Dan Hilbert

  
\_\_\_\_\_  
Lisa Derr

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$12.81 - \$17.57**

<b>JOB TITLE:</b>	Cook/Food Service Worker	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	November 18, 1998
<b>LABOR GRADE:</b>	Dodge County Two (2)	<b>REVISED:</b>	1/31/11; 6/3/11, 1/1/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed, performs routine work incidental to food preparation and serving on resident households, including assisting in resident feeding. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Maintains high standards of food production and sanitation.
3. Keeps work areas and equipment clean, and in compliance with regulatory codes.
4. Communicates concerns regarding equipment, menus, recipes, etc.
5. Moves food product in and out of storerooms, coolers and freezers, and to resident households.
6. Directly responsible for dishwashing operation and sanitation in Household support spaces
7. Portioning of food and serving in accordance with diet and preferences
8. Participate in meal service in dining rooms, including set –up of meals and feeding residents, as needed
9. Daily cleaning of food service equipment and the dietary environment in Households and the main kitchen
10. Bakes food items on the Household as necessary
11. Functions as a member of the team and participates in routine Household meetings
12. Participates in resident and facility emergencies
13. Reports change of resident condition and tracks/updates resident diet changes.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for residents rights
- Knowledge of and ability to comply with policies and procedures
- Knowledge of state and applicable federal codes
- Ability to demonstrate techniques of prevention and management of physical crisis
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.)
- Ability to perform simple math and comprehend military time
- Knowledge of quantity food preparation.
- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Ability to recognize change in residents condition
- Must have flexibility to adjust work schedule to meet resident, staffing of facility need.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be certified as a feeding assistant or become certified within orientation period.

**WORKING CONDITIONS**

Kitchen and Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$12.81 - \$17.57**

<b>JOB TITLE:</b>	Cook	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	November 18, 1998
<b>LABOR GRADE:</b>	Dodge County Two (2)	<b>REVISED:</b>	1/31/11; 1/1/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed preparing appropriate quantity of food within established time frames. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Maintains high standards of food production and sanitation.
3. Keeps work areas and equipment clean and in compliance with regulatory codes.
4. Communicates concerns regarding equipment, menus, recipes, etc.
5. Moves food product in and out of storerooms, coolers and freezers and to resident households when necessary
6. Functions as a member of the team and participates in routine Household meetings; may assist in feeding residents as needed.
7. Reports change of resident condition and tracks/updates resident diet changes for accuracy of food production
8. Participates in resident and facility emergencies
9. Attends all mandatory in-service.
10. Represents Clearview in a positive and professional manner at all times at work
11. Regular attendance and punctuality required.
12. Performs other related duties as required or assigned

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and respect for residents rights  
 Knowledge of and ability to comply with policies and procedures  
 Knowledge of state and applicable federal codes  
 Ability to demonstrate techniques of prevention and management of physical crisis  
 Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.) and understands and follows written and verbal instructions  
 Ability to perform simple math and comprehend military time  
 Knowledge of quantity food preparation.  
 Ability to communicate effectively with co-workers and work as cooperative team member.  
 Knowledge of modified diets preferred.  
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**

Preferred: Culinary Arts Degree, 3 years Restaurant or Institutional cooking experience, Serve Safe Certified.  
 Required: High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be a certified as a Feeding Assistant or become certified within orientation Period.

**WORKING CONDITIONS**

Kitchen and Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$14.74 - \$20.21**

<b>JOB TITLE:</b>	Head Cook (AM, PM, Baker positions)	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed preparing appropriate quantity of food within established time frames. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Follows USDA and State Food Codes.
3. Utilizes HACCP principles in food preparation.
4. Collaborates with other cooks to assure food preparation and cooking duties are communicated and completed.
5. Works with Supervisors to assure utilization of food and supplies including leftovers to minimize waste.
6. Prepares Main entrée or Scratch Bakery item for Lunch or Supper meal including desserts.
7. Maintains high standards of food production and sanitation.
8. Keeps work areas and equipment clean and sanitized and in compliance with regulatory codes.
9. Communicates concerns regarding equipment, menus, recipes, etc.
10. Moves food product in and out of storerooms, coolers and freezers and to resident households when necessary.
11. Functions as a member of the team and participates in routine Household meetings; may assist in feeding residents as needed.
12. Reports change of resident condition and tracks/updates resident diet changes for accuracy of food production.
13. Participates in resident and facility emergencies.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work.
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for resident's rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.) and understands and follows written and verbal instructions.
- Ability to perform simple math and comprehend military time.
- Knowledge of quantity food preparation.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

**EDUCATION AND EXPERIENCE**

Preferred: Culinary Arts Degree, 3 years Restaurant or Institutional cooking experience, Serve Safe Certified.  
 Required: High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be a certified as a Feeding Assistant or become certified within orientation Period.

**WORKING CONDITIONS**

Kitchen long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

**PHYSICAL DEMANDS**

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<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$14.74 – \$20.21**

<b>JOB TITLE:</b>	Cook/Production and Ordering Assistant	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Dietary	<b>REPORTS TO:</b>	Director of Dietary Services
<b>LOCATION:</b>	Clearview	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Three (3)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed preparing appropriate quantity of food within established time frames. Provides training to new staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Works with Cooks to order necessary food and supplies to meet all functions of Dietary Department.
2. Collaborates directly with Director to assure Dietary Budget is met for food and supplies and adjusts ordering as needed.
3. Responsible for creating ordering guides for seasonal menus: Spring, Summer, Fall, and Winter.
4. Follows USDA and State Food Code.
5. Follows HACCP principles with preparation.
6. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
7. Works with Cooks and Director to assure special function meals and supplies are on hand as needed.
8. Maintains high standards of food production and sanitation.
9. Keeps work areas and equipment clean and in compliance with regulatory codes.
10. Communicates concerns regarding equipment, menus, recipes, etc.
11. Moves food product in and out of storerooms, coolers and freezers and to resident households when necessary.
12. Functions as a member of the team and participates in routine Household meetings; may assist in feeding residents as needed.
13. Reports change of resident condition and tracks/updates resident diet changes for accuracy of food production.
14. Participates in resident and facility emergencies.
15. Attends all mandatory in-service.
16. Represents Clearview in a positive and professional manner at all times at work.
17. Regular attendance and punctuality required.
18. Performs other related duties as required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and respect for residents rights
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- Knowledge of state and applicable federal codes
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<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

STATE TRANSPORTATION FUNDING REQUEST

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, according to the research report known as "Filling Potholes: A New Look at Funding Local Transportation in Wisconsin," commissioned by the Local Government Institute of Wisconsin (LGI) the condition of Wisconsin's highways is now in the bottom third of the country; and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to "Filling Potholes," municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

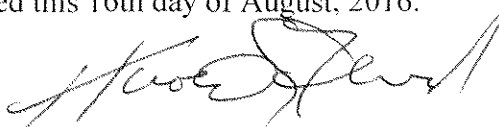
WHEREAS, the Dodge County Highway Commission recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local *and* state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both our state and local roads will deteriorate significantly over the next decade.

THEREFORE BE IT RESOLVED, that the Dodge County Board of Supervisors urge the Governor and Legislature to Just Fix It and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system. Furthermore, the County Board of Supervisors/ City Council/Village Board/ Town Board directs the Clerk to send a copy of this resolution to our State Legislators and to Governor Scott Walker.

All of which is respectfully submitted this 16th day of August, 2016.



Harold J. Johnson- Chairman

Vote on Foregoing Resolution

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_




William T. Mueche - Vice Chairman



Jeffrey Caine - Secretary

RESOLUTION



Jeff Berres

COUNTY CLERK



Ed Nelson

DODGE COUNTY HIGHWAY  
COMMITTEE

RESOLUTION NO. 16-44

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Southeastern Wisconsin Regional Planning Commission (Commission) is the officially designated regional planning agency for infrastructure and land use for the seven-county Southeastern Wisconsin Region of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties and is also the designated Metropolitan Planning Organization for transportation planning for the urbanized areas within Southeastern Wisconsin, including West Bend; and,

**WHEREAS** the Commission, in cooperation with the Wisconsin Department of Transportation (WisDOT), is required by the U.S. Department of Transportation (USDOT) to define adjusted urbanized area boundaries; and,

**WHEREAS**, the Commission, in cooperation with WisDOT, has defined an adjusted West Bend urbanized area; and,

**WHEREAS**, the adjusted West Bend urbanized area extends into Dodge County with almost all of the adjusted urbanized area being located within the City of Hartford; and,

**WHEREAS**, being designated as an urbanized area brings with it Federal requirements for metropolitan, or areawide, transportation planning and programming for the urbanized area; and,

**WHEREAS**, those Federal requirements are currently being met by work of the Commission in the urbanized areas within Southeastern Wisconsin, and have been met by the work of the Commission for over 50 years; and,

**WHEREAS**, USDOT has recommended to the Commission, that the Commission seek a cooperative agreement with Dodge County, with respect to the conduct of necessary transportation planning activities, thereby insuring that the Federal requirements are met and Federal transportation funding for highways, transit, or other transportation improvements are available for use in the Dodge County portion of the West Bend urbanized area; and,

**WHEREAS**, the Commission has concluded that the most efficient way to ensure that the Federal transportation related planning requirements attendant to the West Bend urbanized area located within Dodge County are met, is through a cooperative agreement between the Commission and Dodge County; and,

**WHEREAS**, the Dodge County Highway Committee and the Dodge County Planning, Development and Parks Committee (Committees) have studied and analyzed this conclusion of the Commission, agree with it, and, therefore, recommend that Dodge County enter into an agreement with the Commission to provide the necessary transportation planning services for that portion of the West Bend urbanized area that is located within Dodge County; and,

**WHEREAS**, a copy of a proposed *Cooperative Agreement Relative To Transportation Planning Services In That Portion Of Dodge County Included In The West Bend Urbanized Area* has been marked for identification as Exhibit “A”, and has been attached hereto; and,

**WHEREAS**, the Committees recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors:

1. Approve the proposed *Cooperative Agreement Relative To Transportation Planning Services In That Portion Of Dodge County Included In The West Bend Urbanized Area*;
2. Authorize and direct the Chairman of the Dodge County Board of Supervisors and the Dodge County Clerk to sign, on behalf of Dodge County, the proposed *Cooperative Agreement Relative To Transportation Planning Services In That Portion Of Dodge County Included In The West Bend Urbanized Area*; and,
3. Designate the Dodge County Highway Commissioner, or his or her designee, as the individual to serve as liaison with the Commission with respect to the work of the following committees of the Commission:
  - A. The Advisory Committee on Regional Transportation System Planning; and,
  - B. The Advisory Committee on Transportation System Planning and Programming for the West Bend Urbanized Area (Commission committees);

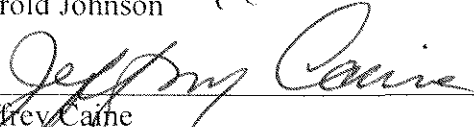
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Approves the *Cooperative Agreement Relative To Transportation Planning Services In That Portion Of Dodge County Included In The West Bend Urbanized Area*, a copy of which has been marked for identification as Exhibit “A”, and has been attached hereto;
2. Authorizes and directs the Chairman of the Dodge County Board of Supervisors and the Dodge County Clerk to sign, on behalf of Dodge County, the *Cooperative Agreement Relative To Transportation Planning Services In That Portion Of Dodge County Included In The West Bend Urbanized Area*; and,
3. Designates the Dodge County Highway Commissioner, or his or her designee, as the individual to serve as liaison with the Commission with respect to the work of the following committees of the Commission:
  - A. The Advisory Committee on Regional Transportation System Planning; and,
  - B. The Advisory Committee on Transportation System Planning and Programming for the West Bend Urbanized Area.


All of which is respectfully submitted this 16<sup>th</sup> day of August, 2016.

**Dodge County Highway Committee:**

  
\_\_\_\_\_  
Harold Johnson


  
\_\_\_\_\_  
Jeffrey Caine

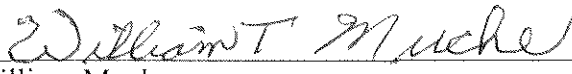
  
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Ed Nelson

  
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William Muehe

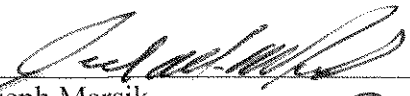
  
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Jeff Berres

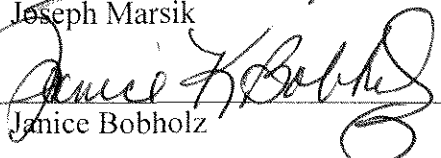
**Dodge County Planning, Development and Parks Committee**

  
\_\_\_\_\_  
Thomas J. Schaefer

  
\_\_\_\_\_  
William Muehe

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
Joseph Marsik

  
\_\_\_\_\_  
Janice Bobholz



**COOPERATIVE AGREEMENT RELATIVE TO TRANSPORTATION PLANNING  
SERVICES IN THAT PORTION OF DODGE COUNTY INCLUDED IN THE WEST BEND  
URBANIZED AREA**

**THIS AGREEMENT**, entered into this 17th day of August, 2016, by and between the Southeastern Wisconsin Regional Planning Commission (hereinafter referred to as the “Commission”); and Dodge County (hereinafter referred to as the “County”).

**WITNESSETH:**

**WHEREAS**, the Commission has been established under Section 66.0309, of the *Wisconsin Statutes*, with authority to carry on comprehensive, areawide development planning to promote the physical, social, and economic well-being of the seven-county Southeastern Wisconsin Region; and,

**WHEREAS**, the Governor of the State of Wisconsin, on October 1, 2013, designated the Commission as the metropolitan planning organization (MPO) to carry out urban transportation planning activities for the West Bend urbanized area and such additional area as may be required under 23 U.S.C. 134 and 49 U.S.C. 5303, as amended; and,

**WHEREAS**, the West Bend urbanized area boundary, as established in 2010 by the U.S. Bureau of the Census and as adjusted in cooperation with the Wisconsin Department of Transportation, extends beyond the Southeastern Wisconsin Region across the boundary line between Washington and Dodge Counties, comprising a 0.6 square mile area in the manner shown on the map attached hereto as Exhibit A; and,

**WHEREAS**, the most efficient way to ensure that the Federal transportation related planning requirements, attendant to this small portion of the West Bend urbanized area, are met is through a cooperative agreement between the Commission and the County; and,

**WHEREAS**, Section 66.0301 of the *Wisconsin Statutes* authorizes the Commission and the County to enter into an agreement to provide the necessary transportation planning services for the County’s portion of the West Bend urbanized area;

**NOW THEREFORE**, in consideration of these premises, the parties hereto agree as follows:

1. Planning Work Program

The Commission will recognize the Dodge County portion of the West Bend urbanized area throughout its transportation planning work program, undertaking all of the activities outlined in Section 134 of Title 23 of the U.S. Code, that Section describing the Federally prescribed

metropolitan transportation planning process. Among other needs, this includes major work regarding the preparation and periodic confirmation and/or amendment of a long-range regional transportation plan (RTP), as well as the preparation of a short-range regional transportation improvement program (TIP). All of the requirements set forth in Section 134 must be met in order for Federal highway and transit funds to be made available for State, county, and local transportation improvement projects throughout the entire West Bend urbanized area. In carrying out these duties, the Commission is subject to a review of its efforts every four years by the U.S. Department of Transportation.

2. Engagement of County

The Commission's regional transportation planning work program follows a disciplined, cyclical planning process that is overseen by a series of advisory committees. Of particular interest to the County, in this respect, are:

- a. The Advisory Committee on Regional Transportation System Planning; and
- b. The Advisory Committee on Transportation System Planning and Programming for the West Bend Urbanized Area.

The County agrees to designate an individual to serve as liaison with the Commission with respect to the work of these committees. The Commission agrees to provide to that individual notice of all meetings of those committees that are scheduled, together with agendas and materials for those meetings. As interest may appear, the designated liaison individual may attend and participate in those meetings in order to monitor and report on any interests of the County in the work being undertaken.

3. Documentation

All of the Commission's planning work is fully documented in a series of reports. The Commission will appropriately document within those reports any particular planning recommendations or transportation project programming activities that are of interest to the County. The Commission will provide to the County hard copies of all reports in this respect. Such reports also will be made available in electronic format on the Commission's website, [www.sewrpc.org](http://www.sewrpc.org).

4. Remuneration

Given the relatively small work activity with respect to any transportation matters that may directly affect the County, the Commission agrees to not seek any remuneration from the County to support that work activity.

5. Timing

The work to be performed by the Commission in this agreement shall begin upon its execution and shall continue indefinitely in recognition of the ongoing nature of the federally required regional transportation planning work program.

**IN WITNESS WHEREOF**, the Commission and the County have executed this agreement as of the date first above written.

**ATTESTING WITNESS:**

**SOUTHEASTERN WISCONSIN REGIONAL  
PLANNING COMMISSION**

By \_\_\_\_\_  
Kenneth R. Yunker, Deputy Secretary

By \_\_\_\_\_  
David L. Stroik, Chairman

**ATTESTING WITNESS:**

**DODGE COUNTY, WISCONSIN**

By \_\_\_\_\_  
Kelly L. Lepple, Secretary to  
Corporation Counsel

By \_\_\_\_\_  
Russell Kottke  
Chairman, Dodge County  
Board of Supervisors

**ATTESTING WITNESS:**

**DODGE COUNTY, WISCONSIN**

By \_\_\_\_\_  
Kelly L. Lepple, Secretary to  
Corporation Counsel

By \_\_\_\_\_  
Karen J. Gibson  
Dodge County Clerk

**STEVEN G. BAUER, CIRCUIT JUDGE**  
**DODGE COUNTY CIRCUIT COURT, BRANCH FOUR**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
920) 386-4050 FAX (920) 386-3587

Doreen Streblov, RPR  
(920) 386-4049  
Court Reporter

Barbara N. Brandt  
(920) 386-4050  
Judicial Assistant

MEMORANDUM

To: Dodge County Law Enforcement Committee  
Dodge County Board of Supervisors

From: Steven G. Bauer, Circuit Judge



Date: July 29, 2016

Re: Request to increase Family Court Counselor from 70% to 100%

Family Court Counselors help protect Dodge County children from the negative consequence of divorce and child custody and placement disputes by: 1.) providing parental education, 2.) providing custody and placement mediations, and 3.) writing expert custody studies for the Court for custody and placement trials. Family Court Counselors also ensure the welfare of children being adopted by providing adoption studies to the Court.

The current 70% position needs to be returned to its historical 100% for the following reasons.

- 1.) Children are being harmed by continued parental acrimony because staff lacks the time to provide the needed mediation time to resolve cases without a trial. (Mediation success has declined from 69% to 55%.)
- 2.) Children are being harmed by continued parental acrimony because custody disputes are not able to go to trial in a timely matter due to an excessive staff workload. (In 2015 the average length of case time was 141 days—about twice as long as recommended.)
- 3.) Children will be harmed because the current director is vulnerable to burn-out due to continuous weekend work (currently 34 weekends per year) in an attempt to meet Court trial deadlines for custody studies.

Protection of Dodge County children at a particularly vulnerable time in their life requires that this position be increased to 100%.

LAW OFFICES  
**SCHACHT & SCHACHT**  
222 SOUTH SPRING STREET  
BEAVER DAM, WISCONSIN 53916

HERMAN D. SCHACHT  
COURT COMMISSIONER

MARYANN S. SCHACHT  
COURT COMMISSIONER

June 29, 2016

TELEPHONE  
920-887-3781

FAX  
920-887-2330

Honorable Steven G. Bauer  
Circuit Court Judge  
Dodge County Justice Facility  
210 W. Center Street  
Juneau, WI 53039

Re: Request for another full time Family Court Counselor and funding for  
the same

Dear Judge Bauer:

As a guardian ad litem for Dodge County who has been serving for a very long time, I represent to you the importance and success of the collaboration and working relationship with the services of Dodge County Family Court Counseling with the guardian ad litem and the court.

Unfortunately, we (Dodge County and beyond) have witnessed a greater number of contentious, antagonistic, combative, and very disagreeable litigants and, with only one and a half family court counselors, the number of trials, reports required, home visits, etc. have delayed and rendered my representation for the minor children being more stressful and anxiety ridden for them.

Please request, through the proper committees, the need for another full time family court counselor. Deb Wolfgram has already proven to be an asset to the court and the guardian ad litem and has done a remarkable job.

Please also know that the services of the family court counselors are exemplary. The Director, Shelby Brandsma, is outstanding and our program is recognized as one of the best throughout the state.

Honorable Steven G. Bauer  
June 27, 2016  
Page 2

Dodge County is fortunate to have such qualified individuals, and I hope you will be successful in your endeavors to have another family court counselor in place in the near future.

Very truly yours,



Maryann S. Schacht

MAS:cs

Branch One  
**DODGE COUNTY CIRCUIT COURT**  
**BRIAN A. PFITZINGER, JUDGE**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
FAX (920) 386-3587

Maria Mountin, RPR, RMR  
Court Reporter  
(920) 386-3233

Sandy Bird  
Judicial Assistant  
(920) 386-4014

August 2, 2016

Dodge County Law Enforcement Committee

RE: Proposed Additions to the Dodge County Court Staff

To Whom it May Concern:

I write today in support of a proposal that will be brought forth by Judge Bauer as Chief Judge to make some relatively small modifications to the Court staff.

The first request is that a full-time Judicial Assistant be assigned to Branch 2. As I am sure you are aware, the Governor has appointed Martin De Vries as the new Circuit Court Judge to fill Judge John Storck's position. Judge Storck historically did not have one full-time Judicial Assistant. Now, more than ever, we need to have a full-time Judicial Assistant assigned to Branch 2. In speaking with Martin De Vries, it was very obvious that while he's an extremely accomplished lawyer, the breadth of his experience does not cover many of the areas that the Dodge County Circuit Court Judges are required to make decision. This lack of experience and the normal pains of taking on the responsibilities of a Circuit Court Judge very nearly demand that Attorney De Vries have a full-time assistant. The working relationship between a Judicial Assistant and a Judge is critical and while Judge Storck was able to accomplish the necessities of the job without a full-time dedicated Judicial Assistant, I am very much of the opinion that Attorney De Vries will need this full-time person to work hand-in-hand with him through the learning process. Processes and procedures that are very difficult to comprehend and apply effectively.

The second change that is requested is the appointment of a full-time Assistant Register in Probate. In the interest of full disclosure, I advise that the person who is presently in the Assistant Register in Probate position is a person with whom I am engaged in a relationship. My support for this position frankly has nothing to do with this relationship, but has to do with the needs of the Dodge County Court to meet change in an evolving world. As I am sure everyone is aware, heroin has affected at nearly epidemic proportion, the very fabric of our community. This has necessitated the Courts to become involved in the lives of the heroin addicts' children's families. We are experiencing a substantial increase in juvenile guardianships, an area that is handled by the Register in Probate's office. We have many grandparents who are petitioning the

Court in an effort to try and assume the parental responsibilities, once held by their children, who are now engaged in heroin abuse. This significant increase has necessitated a substantial amount of time and effort by our probate staff, in addition to the already taxed resources of that department.

The final addition that the Court needs is to increase the staffing in the Family Court Counseling Office. The Family Court Counseling office provides an invaluable service to the Courts and to the children of this County. By mediating agreements between parents, on the future parenting of their children, the stress on the children is greatly and measurably reduced.

As to both the Register in Probate position and the Family Court Counseling position, what has to be painfully obvious is that these are portions of our county government that deal directly with the needs of our citizens. It is also painfully obvious that in fact, many of the citizens of Dodge County simply cannot afford an attorney. As a result of a lack of attorneys being involved with many family court and probate matters, we are left with providing much needed assistance that historically was provided by attorneys. We simply cannot, however, say that a grandchild goes unprotected merely because the grandparent can't afford an attorney.

I encourage this Board to support the changes that the Circuit Court has brought forward.

Sincerely,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Brian A. Pfitzinger  
Circuit Court Judge

BAP/sdb



BRANCH THREE  
DODGE COUNTY CIRCUIT COURT  
JOSEPH G. SCIASCIA, CIRCUIT JUDGE

Dodge County Justice Facility  
210 W. Center St., Juneau, Wisconsin 53039-1091  
Fax: (920) 386-3587

Kimberly Keel, RPR  
Phone: (920) 386-3540  
Circuit Court Reporter

Jodie Miller  
Judicial Assistant  
Phone: (920) 386-3805

To: The Dodge County Board of Supervisors

Re: Budget request for Dodge County Courts

Ladies and Gentlemen,

I am writing to request your support for the funding to partially re-instate one clerical position and to increase another position from .7 to full time in the Dodge County Courts.

I have had the pleasure and honor to serve as your Family Court Commissioner and Judge since 1984. When the Dodge County Child Support Agency was created the family court staff was divided up to fill the positions needed in the new department, leaving two full time office staff in the Family Court Commissioner's department, which also provided support for the Family Court Counsellors. The Family Court Counselling department provides our Parent Education program, mediation for custody and placement disputes, custody studies for court trials and some adoption studies.

In 2011, we attempted to move from two full time counsellors to one and a half counsellors. The half time position was increased to a .7 position in 2014. Our experiment with a part time counsellor in that department has not worked out. The reason is this: We have found that when a counsellor's workload gets to a certain point the extra workload reduces that person's effectiveness. A counsellor's ability to achieve success is related to that person's ability to provide the extra effort that is the difference between providing the services and achieving success. Its difficult to quantify, but one example is when you have to terminate a counselling session to start another appointment you simply do not have the time to fully develop that session to a successful conclusion. We have found this to be true when Mrs. Brandsma, the current full time department head, had to cover for employees who were on leave . Her success level dropped from 69% in 2013 to about 57% in 2014. For the year 2015, the success rate was even lower, at 55%.

When a family court mediation fails, it has a substantial impact on the court system and the parties. A scheduling conference must be set with the judge. At that time, a Guardian ad Litem (GAL) is appointed, who is paid by the county. The parties are ordered to make a deposit to reimburse the county for the GAL fees, and if the fees are not paid, Corporation Counsel has to bring the people into court to get them to pay.

After the GAL is appointed, a status conference is set with the court. If the case remains unresolved, a Custody Study is ordered, and the parties are required to pay \$1,500 cover the costs of the study. A trial is then scheduled on the judge's calendar, usually for one or two days. A final pre-trial is also scheduled on the judge's calendar. For a one day trial, that equals about nine hours of court time (one day plus 15 min per scheduling or status conference and a half hour pre-trial). The mediator will be required to do a custody study, which requires an average of 30 hours, attend a status

conference, a scheduling conference, and a one day court trial for a total of 39 hours of mediator time, all of which further inhibits her ability to be successful in mediation. The result is a downward spiral. In order to do this, our Family Court Counsellor has had to spend many evenings and weekends getting child custody studies and other work done which cannot be sustained indefinitely. Furthermore, the lack of success in mediation has a serious adverse effect on the parties and the children, by perpetuating the conflict and forcing the parties to litigate their differences in court.

Failure to achieve a settlement results in considerable expense to the parties and the taxpayers. It also consumes a considerable amount of valuable court time. From 2011 through 2015, the average number of referrals to family court counselling per year has been 283 /year. A drop in success rate from 69% to 55% results in approximately 40 cases per year that require additional services because the mediation was not successful. Fortunately, the Guardian ad Litem and mediator are often able to get the parties to a settlement without a trial if the original mediation is not successful. However, if the case does not settle after the GAL is appointed, a custody study will be required, and the parties and the Family Court Counselling staff must invest considerable additional resources to the case. In 2011 through 2013, the average rate of cases actually going to trial was 9% of the number of custody evaluations ordered. In the years 2014 and 2015, with the staff being shorthanded, the rate of cases going to trial was 17% of the number of custody evaluations ordered.

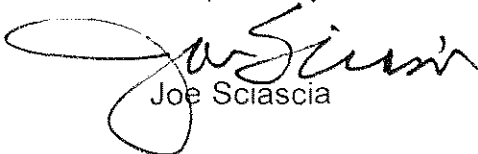
With regard to the Register in Probate staff, when the judicial assistants were created for the judges, one of the judges' elected to proceed without one. That has resulted in the probate court staff assuming some of those duties. The creation of Alcohol and Drug courts has also required staff support which has been assigned to the receptionist in the probate office. The receptionist in the probate office has also been asked to cover the staff duties for Family Court Counselling due to the elimination of both staff positions in Family Court. That person is providing receptionist duties in Judicial Reception, staff support for Family Court Counselling, staff support for the Family Court Commissioner, staff support for the treatment courts, and judicial assistant work for the judge who does not have a judicial assistant. No one should have that many different bosses! The persistent drain of time from that position to serve other departments has resulted in the probate office being understaffed.

The new judge needs a judicial assistant. The chain of command in the probate office needs to be straightened out.

I realize that other departments have requests pending for funding for new positions, all of which can be justified. However, in the court system, we are merely asking to have positions partially restored which we voluntarily gave up in order to save some money for the taxpayers. It has now become apparent that staff shortages are counter-productive and the current level of staffing is not sustainable. If you compare the staffing to where we were in 2007 (two full time mediators and two full time office staff in Family Court), if the above requests are fully funded this year we will still have at least one less than what we had in 2007. We desperately need to have these positions funded so that we can effectively serve the people of Dodge County.

Please do not hesitate to contact me if you have any questions or wish to discuss any aspect of this issue.

Respectfully Submitted,

  
Joe Sciascia

RESOLUTION NO. 16-45

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County Courts Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Courts Department, effective January 1, 2017:

1. Create one new, 0.5 full-time equivalent (FTE), benefited position of *Receptionist II*; and,

**WHEREAS**, a job description for the proposed 0.5 FTE position of *Receptionist II* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed 0.5 FTE position of *Receptionist II* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Courts Department, effective January 1, 2017:

1. Creates one new, 0.5 full-time equivalent (FTE), benefited position of *Receptionist II*.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Law Enforcement Committee:**

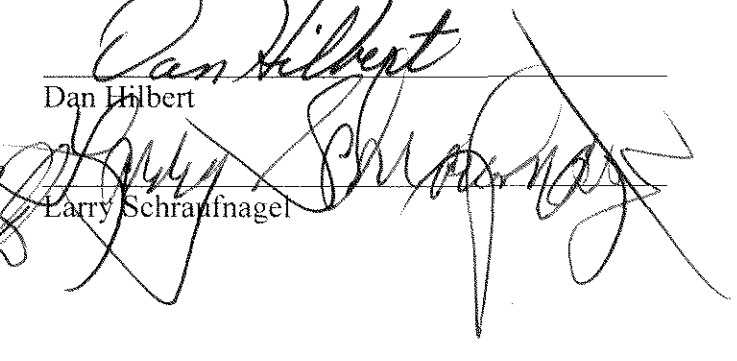
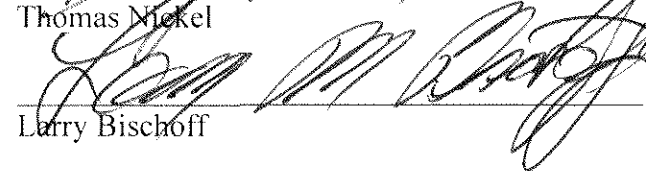
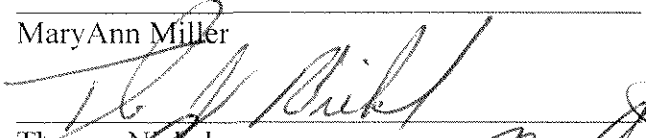
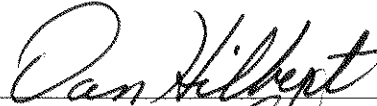
\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Schraufnagel

\_\_\_\_\_  
Larry Bischoff



## DODGE COUNTY JOB DESCRIPTION

Wage Range: \$12.81 - \$17.57

<b>JOB TITLE:</b>	Receptionist II	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Circuit Court	<b>REPORTS TO:</b>	Presiding Judge
<b>LOCATION:</b>	Justice Facility	<b>DATE:</b>	Draft
<b>LABOR GRADE:</b>	Dodge County Two (2)	<b>REVISED:</b>	

### OVERALL PURPOSE/SUMMARY

Under the general direction of the presiding judge, answers telephones and greets visitors, providing information and assistance at judicial reception for the circuit court, family court, and family court counseling. Performs basic clerical duties of a routine nature.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Greets visitors, gives information, directs inquiries and/or assists other inquiries for circuit court, register of probate, family court, and family court counseling.
2. Responsible for scheduling parent education, mediation and assembling information for family court counseling.
3. Schedules and takes call for family court commissioner.
4. Schedules and assembles case files for judicial review for treatment court judge.
5. Files information in Family Court Counseling
6. Performs variety of general clerical tasks.
7. Regular attendance and punctuality required.
8. Performs other related duties as required or assigned.

### JOB SPECIFICATION

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office methods and procedures.

Knowledge of business English and spelling.

Ability to accurately enter information into computer/word processor.

Ability to communicate effectively with a variety of people, answering inquiries with tact and courtesy.

Ability to understand and effectively carry out instructions.

Ability to maintain confidentiality.

#### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, including/supplemented by course work in computer processing and general business with one (1) year of some office experience. Equivalent combination of education and experience which provides the required knowledge, skills and abilities may be considered.

#### WORKING CONDITIONS

Normal office working environment.

#### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

#### FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**BRANCH THREE  
DODGE COUNTY CIRCUIT COURT  
JOSEPH G. SCIASCIA, CIRCUIT JUDGE**

Dodge County Justice Facility  
210 W. Center St., Juneau, Wisconsin 53039-1091  
Fax: (920) 386-3587

Kimberly Keel, RPR  
Phone: (920) 386-3540  
Circuit Court Reporter

Jodie Miller  
Judicial Assistant  
Phone: (920) 386-3805

To: The Dodge County Board of Supervisors

Re: Budget request for Dodge County Courts

Ladies and Gentlemen,

I am writing to request your support for the funding to partially re-instate one clerical position and to increase another position from .7 to full time in the Dodge County Courts.

I have had the pleasure and honor to serve as your Family Court Commissioner and Judge since 1984. When the Dodge County Child Support Agency was created the family court staff was divided up to fill the positions needed in the new department, leaving two full time office staff in the Family Court Commissioner's department, which also provided support for the Family Court Counsellors. The Family Court Counselling department provides our Parent Education program, mediation for custody and placement disputes, custody studies for court trials and some adoption studies.

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When a family court mediation fails, it has a substantial impact on the court system and the parties. A scheduling conference must be set with the judge. At that time, a Guardian ad Litem (GAL) is appointed, who is paid by the county. The parties are ordered to make a deposit to reimburse the county for the GAL fees, and if the fees are not paid, Corporation Counsel has to bring the people into court to get them to pay.

After the GAL is appointed, a status conference is set with the court. If the case remains unresolved, a Custody Study is ordered, and the parties are required to pay \$1,500 cover the costs of the study. A trial is then scheduled on the judge's calendar, usually for one or two days. A final pre-trial is also scheduled on the judge's calendar. For a one day trial, that equals about nine hours of court time (one day plus 15 min per scheduling or status conference and a half hour pre-trial). The mediator will be required to do a custody study, which requires an average of 30 hours, attend a status

conference, a scheduling conference, and a one day court trial for a total of 39 hours of mediator time, all of which further inhibits her ability to be successful in mediation. The result is a downward spiral. In order to do this, our Family Court Counsellor has had to spend many evenings and weekends getting child custody studies and other work done which cannot be sustained indefinitely. Furthermore, the lack of success in mediation has a serious adverse effect on the parties and the children, by perpetuating the conflict and forcing the parties to litigate their differences in court.

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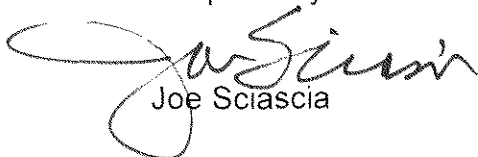
With regard to the Register in Probate staff, when the judicial assistants were created for the judges, one of the judges' elected to proceed without one. That has resulted in the probate court staff assuming some of those duties. The creation of Alcohol and Drug courts has also required staff support which has been assigned to the receptionist in the probate office. The receptionist in the probate office has also been asked to cover the staff duties for Family Court Counselling due to the elimination of both staff positions in Family Court. That person is providing receptionist duties in Judicial Reception, staff support for Family Court Counselling, staff support for the Family Court Commissioner, staff support for the treatment courts, and judicial assistant work for the judge who does not have a judicial assistant. No one should have that many different bosses! The persistent drain of time from that position to serve other departments has resulted in the probate office being understaffed.

The new judge needs a judicial assistant. The chain of command in the probate office needs to be straightened out.

I realize that other departments have requests pending for funding for new positions, all of which can be justified. However, in the court system, we are merely asking to have positions partially restored which we voluntarily gave up in order to save some money for the taxpayers. It has now become apparent that staff shortages are counter-productive and the current level of staffing is not sustainable. If you compare the staffing to where we were in 2007 (two full time mediators and two full time office staff in Family Court), if the above requests are fully funded this year we will still have at least one less than what we had in 2007. We desperately need to have these positions funded so that we can effectively serve the people of Dodge County.

Please do not hesitate to contact me if you have any questions or wish to discuss any aspect of this issue.

Respectfully Submitted,

  
Joe Sciascia

Branch One  
**DODGE COUNTY CIRCUIT COURT**  
**BRIAN A. PFITZINGER, JUDGE**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
FAX (920) 386-3587

Maria Mountin, RPR, RMR  
Court Reporter  
(920) 386-3233

Sandy Bird  
Judicial Assistant  
(920) 386-4014

August 2, 2016

Dodge County Law Enforcement Committee

RE: Proposed Additions to the Dodge County Court Staff

To Whom it May Concern:

I write today in support of a proposal that will be brought forth by Judge Bauer as Chief Judge to make some relatively small modifications to the Court staff.

The first request is that a full-time Judicial Assistant be assigned to Branch 2. As I am sure you are aware, the Governor has appointed Martin De Vries as the new Circuit Court Judge to fill Judge John Storck's position. Judge Storck historically did not have one full-time Judicial Assistant. Now, more than ever, we need to have a full-time Judicial Assistant assigned to Branch 2. In speaking with Martin De Vries, it was very obvious that while he's an extremely accomplished lawyer, the breadth of his experience does not cover many of the areas that the Dodge County Circuit Court Judges are required to make decision. This lack of experience and the normal pains of taking on the responsibilities of a Circuit Court Judge very nearly demand that Attorney De Vries have a full-time assistant. The working relationship between a Judicial Assistant and a Judge is critical and while Judge Storck was able to accomplish the necessities of the job without a full-time dedicated Judicial Assistant, I am very much of the opinion that Attorney De Vries will need this full-time person to work hand-in-hand with him through the learning process. Processes and procedures that are very difficult to comprehend and apply effectively.

The second change that is requested is the appointment of a full-time Assistant Register in Probate. In the interest of full disclosure, I advise that the person who is presently in the Assistant Register in Probate position is a person with whom I am engaged in a relationship. My support for this position frankly has nothing to do with this relationship, but has to do with the needs of the Dodge County Court to meet change in an evolving world. As I am sure everyone is aware, heroin has affected at nearly epidemic proportion, the very fabric of our community. This has necessitated the Courts to become involved in the lives of the heroin addicts' children's families. We are experiencing a substantial increase in juvenile guardianships, an area that is handled by the Register in Probate's office. We have many grandparents who are petitioning the

Court in an effort to try and assume the parental responsibilities, once held by their children, who are now engaged in heroin abuse. This significant increase has necessitated a substantial amount of time and effort by our probate staff, in addition to the already taxed resources of that department.

The final addition that the Court needs is to increase the staffing in the Family Court Counseling Office. The Family Court Counseling office provides an invaluable service to the Courts and to the children of this County. By mediating agreements between parents, on the future parenting of their children, the stress on the children is greatly and measurably reduced.

As to both the Register in Probate position and the Family Court Counseling position, what has to be painfully obvious is that these are portions of our county government that deal directly with the needs of our citizens. It is also painfully obvious that in fact, many of the citizens of Dodge County simply cannot afford an attorney. As a result of a lack of attorneys being involved with many family court and probate matters, we are left with providing much needed assistance that historically was provided by attorneys. We simply cannot, however, say that a grandchild goes unprotected merely because the grandparent can't afford an attorney.

I encourage this Board to support the changes that the Circuit Court has brought forward.

Sincerely,

A handwritten signature in blue ink, appearing to read 'BAP', with a long horizontal flourish extending to the right.

Brian A. Pfitzinger  
Circuit Court Judge

BAP/sdb



**STEVEN G. BAUER, CIRCUIT JUDGE**  
**DODGE COUNTY CIRCUIT COURT, BRANCH FOUR**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
920) 386-4050 FAX (920) 386-3587

Doreen Streblov, RPR  
(920) 386-4049  
Court Reporter

Barbara N. Brandt  
(920) 386-4050  
Judicial Assistant

MEMORANDUM

To: Dodge County Law Enforcement Committee  
Dodge County Board of Supervisors

From: Steven G. Bauer, Circuit Judge



Date: July 28, 2016

Re: Request for 50% Receptionist Position

A judicial assistant for Branch II has been providing 1.) receptionist service for the Register in Probate, 2.) clerical and scheduling support for the Family Court Counseling Office, 3.) clerical support for the Family Court Commissioner, and 4.) clerical and scheduling support for the alcohol treatment court judge.

Branch II has been receiving much of its judicial assistant support by using the services of the assistant Register in Probate. The use of the assistant Register in Probate as a judicial assistant has resulted in a significant back-log of probate work despite significant weekend work by the Register in Probate.

With the arrival of a new judge in Branch II, the judicial assistant will be moved nearer to the judge to increase the efficiency of both positions, as well as the efficiency of the Register in Probate office. No one will be available to complete the receptionist/clerical tasks that the judicial assistant currently performs.

A 50% receptionist position needs to be created for the following reasons.

- 1.) Family Court Counselors need to be doing parental education, mediations, and custody and adoption studies; not spending their high value time scheduling and preparing files.
- 2.) With the recent expansion of the treatment courts, if the treatment court judge is expected to fulfill his additional judicial responsibilities to community safety and rehabilitation, then he needs the clerical and scheduling support to accomplish it.
- 3.) The Family Court Commissioner and the Register in Probate need receptionist and clerical support to fulfill their mandatory statutory duties.

The Dodge County Circuit Court needs the 50% receptionist position to meet the mandatory constitutional and statutory duties of the Judicial Branch of government.

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County Courts Department; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors increase the full-time equivalency of the following position in the Courts Department, effective January 1, 2017:

1. Increase one filled, funded, 0.7 full-time equivalent (FTE), benefited position of *Family Court Counselor* to full-time (1.0 FTE); and,

**WHEREAS**, a job description for the proposed 1.0 FTE position of *Family Court Counselor* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed 1.0 FTE position of *Family Court Counselor* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby increases the full-time equivalency of the following position in the Courts Department, effective January 1, 2017:

1. Increases one filled, funded, 0.7 full-time equivalent (FTE), benefited position of *Family Court Counselor* to full-time (1.0 FTE).

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Law Enforcement Committee:**

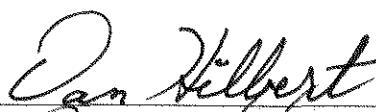
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MaryAnn Miller

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Thomas Nickel

\_\_\_\_\_  
Larry Bischoff

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Dan Hilbert

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Larry Schaufnagel



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Dan Hilbert

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Larry Schaufnagel



**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$20.51 - \$28.13**

<b>JOB TITLE:</b>	Family Court Counselor	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Family Court Counseling Services	<b>REPORTS TO:</b>	Director of Family Court Counseling
<b>LOCATION:</b>	Legal Services Building	<b>DATE:</b>	May 22, 2015
<b>LABOR GRADE:</b>	Dodge County - Six (6)	<b>REVISED:</b>	10/21/11; 1/1/13; 5/22/15

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the Director of Family Court Counseling, provides County Family Court Counseling services for assigned clients.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs mediation services to clients in divorce and/or paternity cases; prepares and certifies mediation agreements.
2. Performs child custody investigations. Includes interviews, home visits, preparation of reports, recommendations to court, and testifying in court as necessary.
3. Conducts Parent Education program for divorcing and never married parents.
4. Makes referral as needed to other agencies for counseling, psychological evaluations, and for chemical dependency assessments.
5. Keeps up to date with current research related to impact on children when parents do not reside in the same household.
6. Performs stepparent adoption screenings.
7. Provides community resource information.
8. Attends appropriate training in the field to meet required 30 hours of in-service every two years.
9. Regular attendance and punctuality required.
10. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of dispute resolution, family systems and assessment, child development, and the effects of divorce on the family.  
 Knowledge of modern administrative principles and practices.  
 Working knowledge of Wisconsin statutes as they relate to divorce and paternity and Children's Code.  
 Knowledge of related community resources.  
 Ability to work closely with professionals involved in the court process.  
 Ability to work independently and exercise judgment.  
 Ability to prepare clear/concise reports and maintain accurate/complete records.  
 Ability to establish and maintain effective working relationships with others.  
 Ability to deal with high conflicting/stressful situations.  
 Ability to communicate effectively.  
 Ability to proficiently use word processing software.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Minimum four (4) year degree in Social Work, Psychology, Sociology, or closely related field and current certification under Wis. Stat. 457.08: Three (3) or more years experience providing dispute resolution service or not less than twenty-five (25) hours of mediation training and training on domestic violence issues as per Wis. Statute 767.405(4); office experience preferred. Must have a valid Wisconsin Driver's License or access to reliable transportation for field visits.

**WORKING CONDITIONS**

Constant work in adverse interpersonal situations. Nearly constant time pressure. Variety of home environments encountered in field visits. May have difficulty accessing field locations (i.e. cannot guarantee handicap facilities).

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-47

**A RESOLUTION TO CREATE THE DODGE COUNTY  
CRIMINAL JUSTICE COLLABORATING COUNCIL**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,  
MEMBERS,

**WHEREAS**, Dodge County has established the Dodge County Impaired Driving (IDC) and Treatment, Alternatives, and Diversion (TAD) programs;

**WHEREAS**, the mission of the IDC and TAD programs is to enhance public safety, improve lives, and reduce recidivism by addressing addictions of persons charged with or convicted of drug or alcohol related crimes through evidence-based treatment and case management;

**WHEREAS**, in the past, Dodge County has received State grant funding for the IDC and TAD programs pursuant to Section 165.95, *Wisconsin Statutes*;

**WHEREAS**, Section 165.95(5)(a), *Wisconsin Statutes*, requires that a county which receives a grant under the statute create an oversight committee to advise the county in administering and evaluating its program;

**WHEREAS**, Section 165.95(5)(a), *Wisconsin Statutes*, requires that said oversight committee consist of a circuit court judge, the district attorney or his or her designee, the state public defender or his or her designee, a local law enforcement official, a representative of the county, a representative of each other county agency responsible for providing social services, representatives of the departments of corrections and health and family services, a representative from private social services agencies, a representative of substance abuse treatment providers, and other members to be determined by the county;

**WHEREAS**, creation of an oversight committee will improve the administration of justice and promote public safety by providing assistance and guidance to the IDC and TAD programs; and

**WHEREAS**, creation of an oversight committee in the form of a Criminal Justice Collaborating Council will allow agencies participating in the criminal justice system to review, research, and recommend criminal justice initiatives through collaboration efforts.

**SO, NOW, THEREFORE, BE IT RESOLVED**, that:

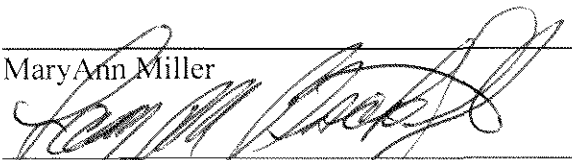
1. The Dodge County Board of Supervisors hereby creates a treatment court oversight committee named the Dodge County Criminal Justice Collaborating Council (Council);

2. The Council shall advise the County in administrating and evaluating the Dodge County Impaired Driving (IDC) and Treatment, Alternatives, and Diversion (TAD) programs.
3. The Council shall review the policies, programs, budget, expenditures, and grant applications of the IDC and TAD programs. It may also make recommendations to the justice partners, the Law Enforcement Committee, the Human Services and Health Board, and County Board on criminal justice issues;
4. The members of the Council shall be:
  - a. A Circuit Court Judge;
  - b. The County Administrator, or his or her designee;
  - c. The Sheriff, or his or her designee;
  - d. The District Attorney, or his or her designee;
  - e. The State Public Defender, or his or her designee;
  - f. The Director of Human Services and Health, or his or her designee;
  - g. The Department of Probation and Parole Supervisor for Dodge County, or his or her designee;
  - h. A member of the Law Enforcement Committee or Human Services and Health Board as selected by the Chairperson of the Dodge County Board of Supervisors;
  - i. A representative of substance abuse treatment providers selected by a majority of the voting members of the Council, and
  - j. A representative from a private social services agency selected by a majority of the voting members of the Council.
5. Officers of the Council shall be Chair, Vice Chair, and Secretary;
6. Meetings of the Council shall be set by the Council, the Chair, or upon petition by three members of the Council;
7. The Secretary of the Council shall cause minutes of its meetings to be recorded and timely filed with the County Clerk;
8. Members shall serve without compensation and without reimbursement of expenses; except, Dodge County shall pay per diem meeting payments and reimbursement for mileage and meals to the selected member of the Law Enforcement Committee or Human Services and Health Board who will attend meetings of the Council; and
9. The Council shall continue in existence until abolished by a Resolution of the County Board.

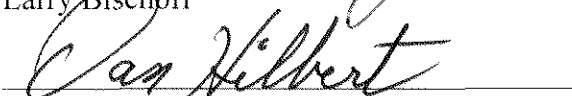
All of which is respectfully submitted this 6th day of August, 2016.

**Dodge County Law Enforcement Committee:**

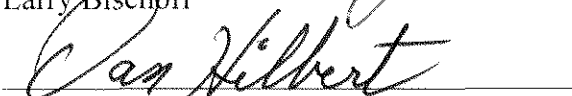
MaryAnn Miller



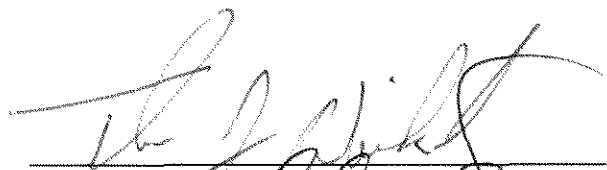
Larry Bischoff



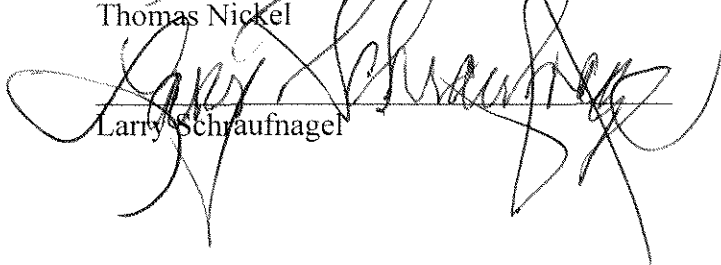
Dan Hilbert



Thomas Nickel



Larry Schraufnager



TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget on November 10, 2015; and,

**WHEREAS**, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted; and,

**WHEREAS**, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Courts Department, as set forth in Exhibit "A", which has been attached hereto, and which includes a General Fund Transfer in the amount of \$60,000 from Business Unit 100.3429, Unassigned General Fund;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Courts Department, as set forth in Exhibit "A", which has been attached hereto, and which includes a General Fund Transfer in the amount of \$60,000 from Business Unit 100.3429, Unassigned General Fund;

All of which is respectfully submitted this 16<sup>th</sup> day of August, 2016.

**Dodge County Law Enforcement Committee:**

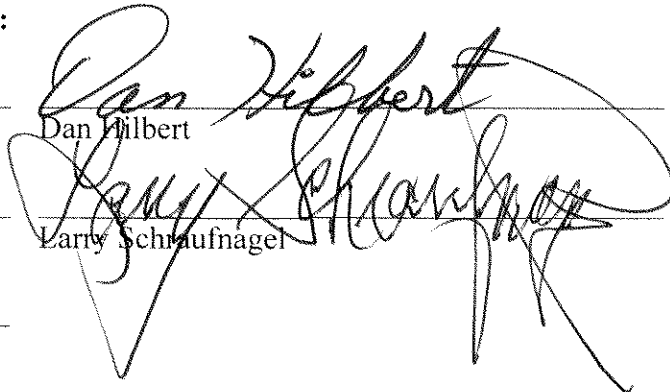
\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Bischoff

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Larry Schaufnager


Handwritten signatures of Dan Hilbert and Larry Schaufnager. Dan Hilbert's signature is written in cursive above the printed name. Larry Schaufnager's signature is written in cursive below the printed name.

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_\_ Yes or  X  No

Fiscal Impact on the adopted 2016 Budget: \$60,000.

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/9, 2016.

  
\_\_\_\_\_  
David Frohling, Chairman  
Dodge County Finance Committee





**Dodge County, Wisconsin  
Finance Department  
General Fund Transfer Form**

Date: August 16th, 2016

Department: Courts

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

**Description of Adjustment:**

Please see attached memo from Judge Steven G. Bauer

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Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
307	5211	03	Psychiatric Evaluations	\$60,000.00
100	3429		Unassigned General Fund	(\$60,000.00)

**STEVEN G. BAUER, CIRCUIT JUDGE  
DODGE COUNTY CIRCUIT COURT, BRANCH FOUR**

Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091  
920) 386-4050 FAX (920) 386-3587

Doreen Streblov, RPR  
(920) 386-4049  
Court Reporter

Barbara N. Brandt  
(920) 386-4050  
Judicial Assistant

MEMORANDUM

To: Dodge County Board  
Julie Kolp, Finance Director  
James Mielke, County Administrator

From: Steven G. Bauer, Circuit Judge *SGB*

Date: July 27, 2016

Re: Budget Amendment – Courts- 03-307-5211.01 Psychiatric Evaluations

I have reviewed the six month expenditures for the psychiatric evaluations line item and believe that it is about \$60,000 too low. The amount budgeted was \$80,000. In 2015, the actual expenditures on this line item were \$129,152.50. In 2015, the budget was amended mid-year to cover this shortfall. I project that we will again be short. Total invoices through May were \$43,843. Accrued expenditures through June are \$69,165. The 12 month projected expenditures are \$138,330. Therefore, the projected shortfall at year-end is \$58,330. The shortfall is a result, over the last several years, of an increase in cases requiring psychiatric evaluations and an increase in the cost of the evaluations.

Court expenditures on psychiatric evaluations are the result of three different hearings. The most common and most expensive hearings are mental commitment hearings under Chapter 51 of the Wisconsin Statutes. Under Wisconsin Statute Sec. 51.20(9), after a probable cause hearing, the Court shall appoint two psychiatrists to evaluate the subject. Last year we had 174 cases, this year we are on track to do 188 cases. Another variable is the percentage of these cases going to a final hearing. I have no data for this variable. I project expenditures for these evaluations to be \$79,578 this year.

The second type of hearing that has increased this year is guardianships cases. If a guardianship is contested, under Wis. Stat. § 54.42(3) the Court shall appoint someone to do either a psychological exam or medical exam. It is projected that the number of people over the age of 65 in Wisconsin will increase by 40% over the next ten years, thereby increasing guardianships. In 2015, we did 50 adult guardianships. We are on track to do 58 this year. The Courts handled 28 juvenile guardianships in 2015 (many relating to addiction issues). This year we are estimating doing double this, or 56. I project that the expenditures for these evaluations to be \$32,700.

The last type of hearing that we pay psychiatrists for are not-guilty because of mental disease cases, and Chapter 980 sexually violent person cases. These expenditures are difficult for me to predict because we do not yet have good historical data on them. I project that the expenditures for these evaluations to be \$26,052.



# DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff   Scott Smith Chief Deputy

August 9, 2016

## MEMORANDUM

To:     Honorable Members of the Law Enforcement Committee and Dodge County Board of Supervisors

From:   Sheriff Dale J. Schmidt

In a review of current job assignments and workload of our leadership staff (specifically the lieutenants of the sheriff's office) we conclude a new position is necessary. The submitted JDQ and Job Description for Administrative Support Coordinator describes our current resolution to this need; an entry level supervisor (non-exempt) position.

Our goal is to have this position approved, via Resolution at the August 16, 2016 session of the Dodge County Board of Supervisors. We will not seek budget funding for this position within the 2017 budget submittal. We will leave open the ability to potentially fund this position, via budget adjustment and/or application of unbudgeted revenue, during the course of the 2017 fiscal year if fiscally viable to do so.

Recently, Lieutenant Chad Enright completed a project as part of his curriculum at the Wisconsin Law Enforcement Command College. His project provided a thoughtful and thorough review of the impact our agency's proactive approach at law enforcement has had upon mid-level supervisors at the sheriff's office. He writes, in part:

*"One of the most important responsibilities that ... Lieutenants have is supporting the development of employees, which directly affects the culture of our organization. ...Lieutenants need to be able to focus efforts on reaching that goal first, and work on administrative paperwork and meeting deadlines second. The administrative staff continually tries to find ways to improve agency morale, agency culture, and agency performance."*

As we continue our work toward becoming a more community oriented law enforcement agency and as we work to be more proactive members of the community rather than reactive responders to emergency, it becomes difficult to implement those procedures without first addressing workload issues within the organization. I find that the addition of an administrative support coordinator will make our organization much more efficient and productive as we serve the citizens of Dodge County

Therefore, we seek your support in adding this position to alleviate some of these support level responsibilities from our leadership and reassign them where they belong. This will better allow our leaders to focus more heavily on our most important asset, the development and supervision of our employees. Further, it will allow these supervisors to narrow their span of control to a more reasonable level creating a more effective work environment. Finally it will increase the attractiveness of this position for those in the ranks aspiring to promote within our agency.

RESOLUTION NO. 16-49

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County Sheriff's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following position in the Sheriff's Office, effective January 1, 2017:

1. Create one new, full-time, benefited position of *Administrative Support Staff Coordinator*; and,

**WHEREAS**, a job description for the proposed position of *Administrative Support Staff Coordinator* has been marked for identification as Exhibit "A", has been attached hereto; and,

**WHEREAS**, the proposed position of *Administrative Support Staff Coordinator* will remain vacant and unfunded indefinitely, until such time as the Dodge County Sheriff determines that funds have become available to fill and fund this proposed position; and,

**WHEREAS**, the Dodge County Sheriff will not include funding for this proposed position in the 2017 Budget for the Sheriff's Office;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Sheriff's Office, effective January 1, 2017:

1. Creates one new, full-time, benefited position of *Administrative Support Staff Coordinator*.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Law Enforcement Committee:**

\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Bischoff

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Larry Schraufstager

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$20.51 - \$28.13**

<b>JOB TITLE:</b>	Administrative Support Staff Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REPORTS TO:</b>	Communications Lieutenant
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the Director of Communications / Support Staff, acts as the first line manager to provide daily management of the Deputy Secretaries. Performs administrative, clerical work, personal computer/word processing functions and other duties as warranted, including issuing daily assignments; training management, quality control, and quality assurance. May also perform variety of clerical functions

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Directs and assigns the activities and duties of Deputy Secretaries and Support Staff, maintaining employee discipline and enforcing rules and regulations.
2. Provides input to the Director of Communications/Support Staff regarding hiring, promotion, transfer, discipline or discharge and yearly performance evaluations of Deputy Secretaries and Support Staff.
3. Takes all necessary measures to ensure safety, security, and physical and mental well-being and safety of staff, visiting professionals, and members of the public.
4. Supervises and monitors fairness and standardization where applicable.
5. Ensures that reports, records, and administrative functions are completed and maintained in proper and timely manner.
6. Supervises and participates in evacuations and other contingencies that may occur.
7. Responds to employee complaints as required according to established policies and practices.
8. Prepares regular and special reports and statements.
9. Responsible for the management of training requests as directed by Admin Staff.
10. Maintain Department Training Records as assigned
11. Researches laws, policy, rules, and regulations to ensure correctness of application when necessary.
12. Sets personal example for and motivates subordinates.
13. Supervises and/or participates in all aspects of training as it relates to the division.
14. Facilitate effective communication between county law enforcement agencies, District Attorney, the courts, and all others involved in law enforcement and public records.
15. Performs daily and long range records planning, including planning and supervision of special functions.
16. Ensures conformance to all department policies and maintains appropriate level of discipline with staff.
17. Ensures division goals, objectives, and directions are followed.
18. Answers questions, provides information to the public, both in person and by telephone.
19. Handles citizen complaints as directed.
20. Assists in the development and monitoring of the Civil Process and Support Staff budget.
21. Select data from various sources to compile reports and statements as assigned
22. Acts as liaison to other county agencies as directed by Admin Staff.
23. Directs and assigns daily responsibilities and activities of the Office's Deputy Secretaries, Evidence Clerk, and other support staff.
24. May act as Notary Public.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.
27. Facilitation of non-specialized programs.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.  
 General knowledge of personnel matters, employee evaluations, and development of policies and procedures.  
 Ability to supervise others in a fair and consistent manner.  
 Ability to communicate effectively.  
 Ability to function effectively and prioritize functions under stressful conditions  
 Ability to evaluate reports and recommend necessary action.  
 Ability to establish and maintain effective working relationships with general public, county officials and other law enforcement agencies.  
 Ability to establish and implement efficient record keeping systems.  
 Working knowledge of clerical principles, practices and techniques.  
 Working knowledge of Microsoft Office programs.  
 Ability to learn health hazards and sanitation standards.  
 Ability to think and act quickly and calmly in emergencies.  
 Flexible work schedule to accommodate special assignments.

**EDUCATION AND EXPERIENCE**

Five (5) years law enforcement and/or corrections and/or dispatch and/or accounting/finance and/or related administrative support experience, preferred. Equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities, for this entry level supervisory position may be considered.

**WORKING CONDITIONS**

Office working environment with frequent work under distractions and pressure. Frequent time pressures.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-50

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County Sheriff's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors abolish the following position in the Sheriff's Office, effective upon the promotion of one of the five employees who are now employed in positions of *Jail Programs Specialist*, to the proposed position of *Programs Corporal – Jail*, but, in any event, by not later than December 31, 2016:

1. Abolish one filled, funded, full-time, benefited position of *Jail Programs Specialist*; and,

**WHEREAS**, as a result of these studies and analyses, the Committee also recommends that the Dodge County Board of Supervisors create the following position in the Sheriff's Office, effective August 17, 2016:

1. Create one new, full-time, benefited position of *Programs Corporal – Jail*; and,

**WHEREAS**, a job description for the position of *Jail Programs Specialist* has been marked for identification as Exhibit "A", has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Programs Corporal – Jail* has been marked for identification as Exhibit "B", has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that in the near-term future, one of the five employees who are now employed in positions of *Jail Programs Specialist* will be promoted to the proposed position of *Programs Corporal – Jail*; and,

**WHEREAS**, there are funds in the 2016 Budget of the Sheriff's Office sufficient to pay wages and fringe benefits for the proposed position of *Programs Corporal – Jail*, during calendar year 2016; these funds include funds that were included in the 2016 Budget of the Sheriff's Office to pay wages and fringe benefits for the position of *Jail Programs Specialist*, during the calendar year 2016;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following position in the Sheriff's Office, effective upon the promotion of one of the five employees who are now employed in positions of *Jail Programs Specialist*, to the proposed position of *Programs Corporal – Jail*, but, in any event, by not later than December 31, 2016:

1. Abolishes one filled, funded, full-time, benefited position of *Jail Programs Specialist*; and,

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Sheriff's Office, effective August 17, 2016:

1. Creates one new, full-time, benefited position of *Programs Corporal – Jail*; and,

**BE IT FINALLY RESOLVED**, that funds in the 2016 Budget of the Sheriff's Office shall be used to fund the position of *Programs Corporal – Jail*, during calendar year 2016.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Law Enforcement Committee:**

\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Bischoff

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Larry Schraumagel



**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$18.59 - \$25.49**

<b>JOB TITLE:</b>	Jail Programs Specialist	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REPORTS TO:</b>	Jail Supervisor
<b>LOCATION:</b>	Justice Facility	<b>DATE:</b>	June 22, 1999
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	4/20/12, 1/1/13

**OVERALL PURPOSE/SUMMARY**

Under the general direction of the Jail Supervisor, responsible for daily and long term program needs. Ensures program operations are accomplished according to all applicable laws, codes, policies and regulations.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for performance and security of all inmates and staff involved in jail programs.
2. Determines acceptability for participation in inmate labor programs.
3. Takes all necessary measures to ensure safety, security and physical and mental wellbeing of inmates, visiting professionals and members of public.
4. Maintains proper level of discipline and professional conduct to set personal example.
5. Performs daily on the job training of inmate workers and those who work with them.
6. Ensures reports, records and administrative functions are completed in proper and timely manner.
7. Responsible for maintaining cleanliness in assigned work area.
8. Participates in evacuations and other contingencies that may occur on the shift.
9. Evaluates inmates programs.
10. Manages complaints, grievances and infractions that occur in assigned areas of responsibility.
11. Advises shift supervisor of personnel or other problems connected with shift.
12. Motivates program participants.
13. Assists in developing and implementing inmate programs.
14. Researches laws, policies, rules and regulations to ensure correctness of new and existing inmate programs when necessary.
15. Ensures fairness and standardization is maintained where applicable.
16. Inspects inmate work.
17. Responsible for inmate labor and alternative to incarceration programs.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of state statutes; county ordinances; department policies, rules and procedures; classification objectives; program objectives.

Working knowledge of computer, utilizing word processing and spreadsheet applications.

Ability to meet minimal certification requirements set by the Wisconsin Law Enforcement Standards Board.

Ability to meet all requirements of the Civil Service Commission including passing written, oral and physical exams.

Ability to establish and maintain effective working relationships with staff and general public.

Ability to communicate effectively, utilizing good interpersonal skills.

Ability to effectively conduct interviews.

Must meet requirements of Dodge County Driver Qualification Policy, which includes an unrestricted Wisconsin motor vehicle operator's license.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent.

**OTHER REQUIREMENTS:**

Must be a U. S. citizen and a Wisconsin resident at the time of application. Must be 21 years of age. Must not have been convicted of a criminal offense equivalent to a felony under Wisconsin law.

**WORKING CONDITIONS**

Nearly constant work under distractions. Nearly constant work in adverse interpersonal situations. Occasional time pressure. Minimal hazardous conditions (fights, possible contact with bodily fluids, etc.).

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$20.51 – \$28.13**

<b>JOB TITLE:</b>	Programs Corporal – Jail	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REPORTS TO:</b>	Jail Supervisor
<b>LOCATION:</b>	Law Enforcement Center	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the general direction of jail supervisors, responsible for daily operations of the programs department within facilities when on duty. Ensures operation of facilities is accomplished according to all applicable laws, codes, policies, and regulations.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Responsible for supervision of programs officers.
2. Security and welfare of all inmates housed in facility.
3. Takes all necessary measures to ensure safety, security, physical/mental well-being of inmates, and the safety of staff, visiting professionals, and members of public.
4. Responsible for maintaining proper level of discipline and professional relationships between staff and inmates.
5. Ensures jail staff complies with federal and state statutes, administrative code, and department policies.
6. Sets personal example for subordinates.
7. Performs daily on the job training and education of subordinates.
8. Ensures reports, records, and administrative functions are completed in proper and timely manner.
9. Responsible for maintaining facility cleanliness.
10. Supervises and participates in evacuations and other contingencies that may occur on the shift.
11. In the absence of a shift supervisor, may assume role of shift commander.
12. Manages complaints, grievances and infractions that occur while on duty.
13. Advises jail supervisor of personnel or other problems connected with shift.
14. Motivates subordinates.
15. Researches laws, case law, policies, rules, and regulations to ensure correctness of shift and programs operations when necessary.
16. Ensures fairness and standardization is maintained where applicable.
17. Inspects personnel to ensure appearance conforms to office policy.
18. Regular attendance and punctuality required.
19. Communicates with programs officers on all shifts to ensure that programs tasks are completed.
20. Maintains the schedule, monitors use of sick leave, and schedules training for programs officers.
21. Review and rule on rule violation appeals.
22. Work with programs officers and administration to resolve civilian service provider issues.
23. Review and approve/disapprove applications for electronic monitoring.
24. Oversees inmate labor and alternative to incarceration programs.
25. Evaluates inmate programs.
26. Assists with the day-to-day duties of the programs officers.
27. Oversee the coordination of inmate/detainee housing and classification.
28. Communicates regularly with administration to ensure that administration is informed of program department issues.
29. Completes personnel evaluations of programs officers.
30. Assist in the coordination of department training.
31. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of state statutes, county ordinances, and office policies, rules, and procedures.  
 Ability to establish and maintain effective working relations with staff and general public.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Three (3) years correctional, law enforcement or equivalent experience and/or training in a Jail Division with at least one (1) year experience in the programs department. Must be U.S. citizen, be 21 years of age and possess an unrestricted Wisconsin motor vehicle operator's license. Must meet minimal certification requirements established by Law Enforcement Standards Board.

**WORKING CONDITIONS**

Nearly constant work under distractions. Nearly constant work in adverse interpersonal situations. Occasional time pressure. Minimal hazardous situations (Fights, possible contact with bodily fluids, etc.)

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
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<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-51

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, on November 10, 2015, the Dodge County Board of Supervisors adopted Resolution No. 15-59, wherein the Dodge County Board of Supervisors authorized and approved the purchase by the Dodge County Information Technology Committee and the Dodge County Law Enforcement Committee, from Spillman Technologies, Inc., 2465 Lake Park Blvd., Salt Lake City, Utah (Spillman Technologies, Inc.), of computer hardware, computer software, maintenance services, and support services, as set forth in a proposal from Spillman Technologies, Inc., dated September 14, 2015, at a total cost of \$1,059,287; and,

**WHEREAS**, Payment Terms of this purchase from Spillman Technologies, Inc., are zero percent financing, and a payment in the amount of \$150,000, due on October 1, 2016, and a payment in the amount of \$454,643, due on January 15, 2017, and a payment in the amount of \$454,644, due on January 15, 2018, and that after Dodge County has timely made these three installment payments, Dodge County will own the computer hardware and the computer software; and,

**WHEREAS**, on November 10, 2015, the Dodge County Board of Supervisors also adopted Resolution No. 15-58, the 2016 Dodge County Budget; and,

**WHEREAS**, when the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget, on November 10, 2015, no funds were included in the 2016 Dodge County Budget for the Dodge County Sheriff's Office to timely pay, when due, the three installment payments to Spillman Technologies, Inc.; and,

**WHEREAS**, there are sales and use tax receipts accounted for in Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), in the amount of \$1,059,287, available for transfer to Business Unit 2001, Sheriff Administration, Account No. .5818, Computer Equipment, and sufficient to timely, when due, pay the three installment payments to Spillman Technologies, Inc.; and,

**WHEREAS**, the Dodge County Law Enforcement Committee recommends to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors:

1. Authorize and direct the Dodge County Finance Director to transfer the sum of \$1,059,287 from Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), to Business Unit 2001, Sheriff Administration, Account No. .5818, Computer Equipment, to be used to timely pay, when due, the first installment payment to Spillman Technologies, Inc., in the amount of \$150,000, due on October 1, 2016, the second installment payment to Spillman Technologies, Inc., in the amount of \$454,643, due on January 15, 2017, and the third payment to Spillman Technologies, Inc., in the amount of \$454,644, due after go-live implementation of the system and not prior to January 15, 2018;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$1,059,287 from Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), to Business Unit 2001, Sheriff Administration, Account No. .5818, Computer Equipment, to be used to timely pay, when due, the first installment payment to Spillman Technologies, Inc., in the amount of \$150,000, due on October 1, 2016, the second installment payment to Spillman Technologies, Inc., in the amount of \$454,643, due on January 15, 2017, and the third payment to Spillman Technologies, Inc., in the amount of \$454,644, due after go-live implementation of the system and not prior to January 15, 2018.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Law Enforcement Committee:**

MaryAnn Miller

Dan Hilbert

Thomas Nickel

Larry Schraufnager

Larry Bischoff

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_\_ Yes or  X  No

Fiscal Impact on the adopted 2016 Budget:  
\$1,059,287

Fiscal Impact reviewed by the Dodge County Finance Committee on August 9, 2016.

David Frohling  
David Frohling, Chairman  
Dodge County Finance Committee

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Health Facilities Committee (Committee) has considered the repair needs of the Clearview Building and has determined that it is necessary to remove and replace approximately 18,000 square feet of defective Certaineed brand fiber cement lap siding that was installed on the Clearview Building in January of 2011, as part of the construction of the Clearview Building (Clearview Building siding removal and replacement project); and,

**WHEREAS**, the Committee has solicited and received bids for the Clearview Building siding removal and replacement project; and,

**WHEREAS**, the Committee received the following bids:

<u>BIDDER</u>	<u>BID AMOUNT</u>
C & C Services, LLC H17820 Hwy 52 Aniwa, WI 54408	\$443, 225.32
The Boldt Company 2525 N. Roemer Road PO Box 419 Appleton, WI 54912-0419	\$399,871.00; and,

**WHEREAS**, the lowest bid for the Clearview Building siding removal and replacement project was submitted by The Boldt Company, in the amount of \$399,871; and,

**WHEREAS**, the budget for the Clearview Building siding removal and replacement project is set forth below:

• Base Contract	\$399,871
• Plan Design/Bid Specifications	\$ 11,526
• Costs to Publish Advertisement For Bids	\$ 879
• Project Contingency (5.8 percent (rounded) of the sum of the above-listed items)	<u>\$ 23,724</u>
• <b>TOTAL PROJECT BUDGET</b>	<b>\$436,000</b>

**WHEREAS**, funds in the amount of \$436,000 for the Clearview Building siding removal and replacement project were included in the 2016 Clearview Budget in Business Unit 4591, Capital/Debt Appropriations, Account No. .5822, Buildings; and,

**WHEREAS**, Clearview submitted a *Certainteed Fiber Cement Siding Class Action Settlement Claim Form* in conjunction with a class action lawsuit regarding the Certainteed brand of fiber cement lap siding, and, at this time, it is unknown when a determination will be made regarding Dodge County's standing in the class action lawsuit and the payment, if any, of Dodge County's claim for money damages; and,

**WHEREAS**, the Committee recommends that the Dodge County Board of Supervisors:

1. Authorize and direct the Committee to proceed forthwith to take all actions necessary to undertake and complete the Clearview Building siding removal and replacement project;
2. Approve and accept the bid from The Boldt Company, as set forth above;

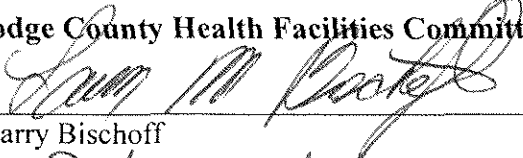
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby:


1. Authorizes and directs the Health Facilities Committee to proceed forthwith to take all actions necessary to undertake and complete the removal and replacement of approximately 18,000 square feet of defective Certainteed brand fiber cement lap siding that was installed on the Clearview Building in January of 2011, as part of the construction of the Clearview Building (Clearview Building siding removal and replacement project); and,
2. Approves and accepts the bid for the completion of the Clearview Building siding removal and replacement project, which was submitted by The Boldt Company, in the amount of \$399,871; and,


**BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of invoices properly approved by the Clearview Administrator in a total amount not to exceed \$436,000, representing the costs of completion of the Clearview Building siding removal and replacement project by The Boldt Company, the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 4591, Capital/Debt Appropriations, Account No. .5822, Buildings.

All of which is respectfully submitted this 16th day of August, 2016.

**Dodge County Health Facilities Committee:**

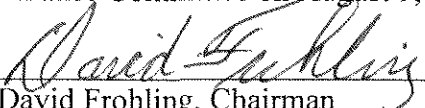
  
\_\_\_\_\_  
Larry Bischoff

  
\_\_\_\_\_  
Jeffry Duchac

  
\_\_\_\_\_  
Thomas J. Schaefer

  
\_\_\_\_\_  
Dan Hilbert

  
\_\_\_\_\_  
Lisa Derr

<p><b>FISCAL NOTE:</b> Is the referenced expenditure included in the adopted 2016 Budget? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Fiscal Impact on the adopted 2016 Budget: \$0.00</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on August 9, 2016.</p> <p> _____ David Frohling, Chairman Dodge County Finance Committee</p>
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ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE  
ROUTE SPECIFICATION ORDINANCE

AN ORDINANCE TO AMEND CHAPTER 7 OF THE DODGE COUNTY CODE OF ORDINANCES, SPECIFYING CERTAIN SEGMENTS OF DODGE COUNTY TRUNK HIGHWAYS AS ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE ROUTES.

**WHEREAS**, the Dodge County Board of Supervisors has adopted on July 19, 2016, as Ordinance No. 955, a procedure for specifying designated segments of Dodge County Trunk Highways as All-Terrain Vehicle (ATVs) and Utility Terrain Vehicle(UTVs) routes (ATV routes); and,

**WHEREAS**, in compliance with that Ordinance, the Dodge County Highway Committee has received one or more requests for designation of certain segments of Dodge County Highways as ATV routes; and,

**WHEREAS**, the Dodge County Highway Committee has reviewed the designation request(s), the report(s), and recommendation(s) of the Highway Department regarding such request(s), which included information regarding the topography, traffic patterns, uses, and other information which may bear on the safety and appropriateness of the proposed designation and any recommendations, including, but not limited to, reduced speed limits for ATVs and UTV within the segment, and time of day limitations; and,

**WHEREAS**, the sponsor of the designation has complied with the provision of Dodge County Ordinance No. 955, regarding contributing towards the cost of procurement, installation, and maintenance of signage on the ATV route segment; and,

**WHEREAS**, the Dodge County Highway Committee recommends that the following segment(s) of Dodge County Trunk Highways be designated as ATV routes pursuant to Dodge County Ordinance No. 955, and the provisions of Section 23.33, Wis. Stats., as follows:

Dodge County Trunk Highway I from Clarkson Road to Dahlman Road; and,  
Dodge County Trunk Highway I from Torpy Road to CTH T; and,  
Dodge County Trunk Highway T from Stark Road to Burr Oak Road; and,  
Dodge County Trunk Highway BB from Hubbleton Road to Port Road; and,  
Dodge County Trunk Highway BB from Yerges Road to Austin Road; and,  
Dodge County Trunk Highway I from Yerges Road to CTH BB.  
Dodge County Trunk Highway II from Burr Oak Road to CTH TT.  
Dodge County Trunk Highway TT from CTH II to Breyer Road.

**SO, NOW, THEREFORE,**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

1. The following segment(s) of the Dodge County Trunk Highway system are designated as ATV routes:



- A. Dodge County Trunk Highway I from Clarkson Road to Dahlman Road; and,
- B. Dodge County Trunk Highway I from Torpy Road to CTH T; and,
- C. Dodge County Trunk Highway T from Stark Road to Burr Oak Road; and,
- D. Dodge County Trunk Highway BB from Hubbleton Road to Port Road; and,
- E. Dodge County Trunk Highway BB from Yerges Road to Austin Road; and,
- F. Dodge County Trunk Highway I from Yerges Road to CTH BB.
- G. Dodge County Trunk Highway II from Burr Oak Road to CTH TT.
- H. Dodge County Trunk Highway TT from CTH II to Breyer Road.

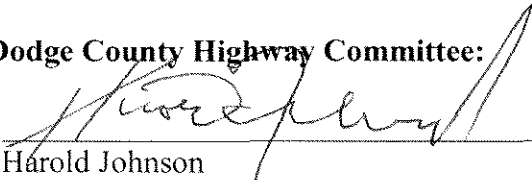
These ATV routes shall have a 35 MPH speed limit unless posted speed limits are lower, then the lower speed limit shall apply and time of day limitations where no ATV/UTV operation shall be allowed between the hours of 11:59 p.m. and 5:00 a.m.

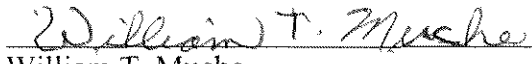
3. Effective Date

This ordinance becomes effective upon passage by the County Board of Supervisors and publication and erection of required signs.

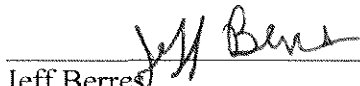
Respectfully submitted this 16th day of August, 2016.


**Dodge County Highway Committee:**

  
 \_\_\_\_\_  
 Harold Johnson

  
 \_\_\_\_\_  
 William T. Muche

  
 \_\_\_\_\_  
 Jeffrey Caine

  
 \_\_\_\_\_  
 Jeff Berres

  
 \_\_\_\_\_  
 Ed Nelson

Enacted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
 Russell Kottke, Chairman  
 Dodge County Board of Supervisors

\_\_\_\_\_  
 Karen J. Gibson, County Clerk