

Dodge County Board of Supervisors
April 18, 2017 – 9:00 a.m.
Administration Building - Juneau, Wisconsin

The April Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 9:00 a.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 Supervisor Houchin who had previously asked to be excused and Supervisor Johnson. Supervisor Glewen arrived at 9:19 a.m.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Maly and seconded by Supervisor Schraufnagel to approve the minutes of the March 21, 2017, 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 resignation letter effective April 1, 2017 from Thaddeus Pyrek who resigned from the Monarch Library System Board. Ms. Gibson also read a thank-you letter from the Dodge Centre Historical Society. The Chairman ordered these be placed on file.

Special Orders of Business

The Chairman called the First Special Order of Business: Confirm appointments made by County Administrator, James Mielke. Reappoint Jeremy Bartsch, Stephanie Justmann, Mary Bobholz, Mark Roesch and Lois Augustson to the Human Services and Health Board for three year terms, commencing April 20, 2017 to April 20, 2020, both inclusive. A motion to accept the appointments was made by Supervisor Schmidt and seconded by Supervisor Nelson. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Chairman Kottke then called the Second Special Order of Business: Confirm appointments made by County Board Chairman. Appoint Dave Magnussen, Anthony Brugger, Christopher Bach, Brian Field, Scott Fitzgerald, Kraig Biefeld, Jody Langfeldt, Nick Bruckner, Paul Nell, Jeff Hoffman, Craig Warmbold, Patrick Schoebel, Nikki Salas, Don Wellnitz, Alan Mannel, Heather Cramer, and Sarah Neu to the Local Emergency Planning Committee for one year terms, commencing on April 21, 2017 to April 21, 2018, both inclusive. A motion to accept the appointments was made by Supervisor Miller and seconded by Supervisor Nickel. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Chairman Kottke called upon Supervisor Schaefer, Chairman, Planning, Development and Parks Committee who called on Nate Olson, Senior Planner, who gave a presentation on the Farmland Preservation Program and Land Use. Comment by Supervisor Derr. Questions by Supervisor Berres answered by Mr. Olson.

Chairman Kottke then called upon Supervisor Miller, Chairman, Law Enforcement Committee who introduced Sheriff Dale Schmidt. Sheriff Schmidt recognized Corporal Mark Ketter, Sergeant Aaron Potratz, Nurse Dawn Csiacsek and Corrections Officers Jamie Beckwith, Jerome Doornek and Jennifer Welch for the lifesaving efforts that they provided to an individual on February 27, 2017 in the Dodge County Jail. Sheriff Schmidt presented life-saving awards and letters of commendation to five of the individuals and will also provide medals to each of them when the medals are received. Corporal Ketter was unable to attend this presentation. Sheriff Schmidt also recognized various employees for their years of service with the Sheriff's Office. Sheriff Schmidt announced that he is the Chairman of the Crime

Prevention Funding Board and provided an oral report regarding the activity of the Crime Prevention Fund and the Crime Prevention Funding Board. Sheriff Schmidt then presented his 2016 Sheriff's Office Annual Report. Question by Supervisor Maly answered by Sheriff Schmidt. Comment by Supervisor Bobholz.

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

Resolution No. 17-01 Support Efforts to Close Commercial Property Assessment Loopholes – Executive and Taxation Committees. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Schmidt. The vote was cast with 30 ayes and 1 abstention, thereby adopting the Resolution.

Ayes: Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Bartsch, Schraufnagel, Bischoff, Caine, Behl, Roesch, Frohling, Schmidt, Duchac, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Stousland, Derr, Glewen. Total 30.

Abstain: Berres. Total 1.

Absent: Johnson, Houchin. Total 2.

Resolution No. 17-02 Change Name of Law Enforcement Committee – Law Enforcement Committee. A motion for adoption was made by Supervisor Nickel and seconded by Supervisor Schraufnagel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 17-03 Authority to Purchase One Tractor with Side and Rear Flail Mowers – Highway Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Caine. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Ordinance No. 973 – Amend Land Use Code – Michael and Dawn Faber Property, Town of Leroy – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Behl. Question by Supervisor Berres answered by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Claim No. 1 A claim by Dustin H. Steger for money damages in the amount of approximately \$1,058.28, was received in the Office of the Dodge County Clerk on February 3, 2017. This claim arises from an incident that is alleged to have occurred on January 17, 2017, at or about 4:25 a.m., between a vehicle operated by Dustin H. Steger, and a plow truck owned and operated by Dodge County, on STH 26, near its intersection with CTH I, in the Town of Chester, 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 Marsik. Question by Supervisor Greshay answered by Chairman Kottke and Brian Field, Highway Commissioner. The vote was cast with 30 ayes and 1 no, thereby disallowing the claim.

Ayes: Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Guckenberger, Fink, Muche, Bartsch, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, Schmidt, Duchac, Nickel, Maly, Hilbert, Miller, Stousland, Derr, Glewen. Total 30.

No: Sheahan-Malloy. Total 1.

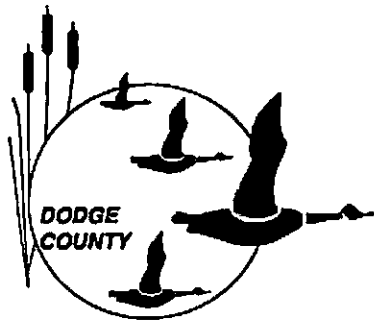
Absent: Johnson, Houchin. Total 2.

Claim No. 2 A claim by Crete Carrier Corporation, c/o Transportation Claims, for money damages in the amount of \$653.94, for costs to repair a 2017 Freightliner Cascadia tractor/trailer was received in the Office of the Dodge County Clerk on or about March 15, 2017. This claim arises from an incident that is alleged to have occurred on January 30, 2017, between a vehicle driven by an employee of Crete Carrier Corporation and a plow truck owned and operated by Dodge County, on STH 26, near the City of Juneau, 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 Duchac and seconded by Supervisor Maly. The vote was cast with all voting in the affirmative, thereby disallowing the claim.

The Clerk noted the following had been placed on the Supervisor's desks: Summary of Dodge County Farmland Preservation Program handout, 2016 Sheriff's Office Annual Report, 2016 Land Resources and Parks Annual Report, 2016 Register of Deeds Annual Report, 2016 Highway Operations Annual Financial Report, Clearview's 3rd Annual Spring Home and Garden Sale flyer, April, 2017 Aging and Disability Resource Center Newsletter, Dodge County Law Enforcement News pamphlet, Dodge County Sales and Use Tax Policy Recommended by the Dodge County Finance Committee Draft – April 17, 2017 and 2016-2017 Official Proceedings of the Board of Supervisors. The Chairman ordered these be placed on file.

At 10:30 a.m. Supervisor Frohling made a motion to recess until May 16, 2017 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.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

**County Project and Issue Update
Volume 28 May 2017**

Health & Wellness Update: The Human Resource Department is coordinating health screenings through the Well Wisconsin Initiative. Health Screenings are open to all employees, spouses/domestic partners who are enrolled in the State of Wisconsin Group Health Insurance Program. There is no cost associated with the screenings. Six screening dates are offered between May 16 and June 5th. The locations and times vary to accommodate the 24 hour work schedules.

Screenings include measurements for blood pressure; body mass index, cholesterol, triglycerides and glucose. The screenings are confidential – no information is shared with Dodge County. This is the second time that health screenings have been offered.

Dodge County Employee Health and Wellness Committee: The employee led Health & Wellness Committee volunteers their time and efforts in seeking opportunities to promote health and wellness for county employees. The Committee raises their own funds – tax levy dollars are not utilized or requested.

The Committee sponsored the 4th annual 5K Walk – Run on Saturday May 6th. Sunny / dry and cool temps welcomed the 80 plus runners and walkers. The Committee has put forth a great effort in making the annual event a success. Many local businesses donated healthy snack items, beverages, and door prizes. A big thank you to the committee for their efforts! A fun morning was had by all.

The Health & Wellness Committee has also been approached by Pudgies of Hartford regarding interest in having their food truck provide a lunch opportunity in Juneau. Based on Committee research and discussion, Tuesday June 6th is the scheduled date for the lunch truck to be on site. Employees will be able to purchase a lunch directly from the truck – menus will be available in advance. Tentative planning is to have the truck park at two locations, the courthouse parking lot followed by a stop at the Henry Dodge Office Building. A Tuesday date was selected, as the Rolling Stone is closed, and the Barrel House is not open for lunch. The Committee will evaluate the lunch truck effort after June 6th. Additional information regarding the lunch truck can be found at pudgiesfoodtruck.com

Glacial Heritage Economic Development Breakfast – May 31st: A flyer for the May 31 event including registration information is on the reverse side of the memo.

Library Planning Committee Update – Public Hearing May 31st: The Library Planning Committee is holding a public hearing at 2:00 p.m. Wednesday May 31st regarding the updated Library Plan for Service. The updated Plan is scheduled to be presented to the County Board for review and action on June 20th. The updated Plan clarifies and defines reimbursement for border communities of: Columbus; Hartford; Randolph, Watertown and Waupun.

Save The Date – 2018 Mini-Budget Presentations: The Finance Committee has set the dates and times for the mini budget presentations. The 2018 sessions are scheduled for Tuesday September 26th, Wednesday September 27th and Thursday September 28th. This marks the third year of the presentations. The presentations provide an opportunity to obtain additional information regarding departmental operations and funding requirements in an informal setting. The meetings are scheduled to start at 4:00 p.m. and will be held in the Administration Building Auditorium.

JOIN US
05.31.17.
WINDWOOD OF WATERTOWN

THRIVE2021
Growing prosperity in Jefferson & Dodge Counties

Invited Speaker:
Lt. Governor Rebecca Kleefisch

You belong to a select group of Jefferson and Dodge County business and civic leaders who are engaged in the well-being of our region.

Join us on **Wednesday, May 31** for an informative breakfast focused on a joint economic and community development program for Jefferson and Dodge Counties. The event will be at the Windwood of Watertown.

Event Details:

Wednesday, May 31 2017

7:30 a.m. - Breakfast served

8:00 a.m. - 8:45 a.m. - Program (Lt Governor Rebecca Kleefisch has been invited to speak)

Windwood of Watertown, located at W5710 County Road CW, Watertown, WI 53098.

We hope to see you May 31!

Please RSVP by emailing tammie@ghdpartnership.org

Report to the Dodge County Board of Supervisors

Monthly 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 |
|----------------------|----------|-----------------------|--|
| Emergency Management | \$20,000 | Unbudgeted Revenue | AT&T payment in order to location on the Juneau Tower |
| Highway | \$406 | Intra-Dept Fund Trans | Calculation error in county aid bridge budget when submitted |
| Highway | \$43,954 | Unbudgeted Revenue | Additional General Transportation Aids (GTA) |

Submitted by:
Julie Kolp
Dodge County Finance Director

| Account Number | Address Number | Alpha Name | G/L Date | Explanation -Remark- | Do Ty | Document Number | Doc Fd | Amount | P C |
|----------------|----------------|---------------------------------------|----------|--------------------------------|-------|-----------------|--------|------------|-----|
| 100.1211.0021 | 10081 | Town of Ashippun | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446684 | 00100 | 96,791.74 | P |
| 100.1211.0021 | 10081 | Town of Ashippun | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447250 | 00100 | 12,420.36 | P |
| 100.1211.0021 | 12361 | Oconomowoc Area School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447243 | 00100 | 36,668.96 | P |
| 100.1211.0041 | 10082 | Town of Beaver Dam | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446685 | 00100 | 116,085.48 | P |
| 100.1211.0041 | 12349 | Beaver Dam Unified School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447230 | 00100 | 59,468.81 | P |
| 100.1211.0061 | 10083 | Town of Burnett | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446686 | 00100 | 37,645.01 | P |
| 100.1211.0061 | 12355 | School District of Horicon | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447236 | 00100 | 14,310.03 | P |
| 100.1211.0081 | 10084 | Town of Calamus | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446687 | 00100 | 33,400.65 | P |
| 100.1211.0101 | 10085 | Town of Chester | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446688 | 00100 | 27,198.78 | P |
| 100.1211.0101 | 12366 | Waupun School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447249 | 00100 | 14,664.27 | P |
| 100.1211.0121 | 10086 | Town of Clyman | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446689 | 00100 | 37,692.44 | P |
| 100.1211.0121 | 12356 | DodgeLand School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447238 | 00100 | 15,091.24 | P |
| 100.1211.0141 | 10087 | Town of Elba | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446690 | 00100 | 43,251.85 | P |
| 100.1211.0141 | 12350 | Columbus Public Schools | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447231 | 00100 | 21,581.03 | P |
| 100.1211.0161 | 10088 | Town of Emmet | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446691 | 00100 | 49,748.23 | P |
| 100.1211.0161 | 12365 | Watertown School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447247 | 00100 | 24,420.28 | P |
| 100.1211.0181 | 10089 | Town of Fox Lake | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446692 | 00100 | 55,227.16 | P |
| 100.1211.0181 | 12366 | Waupun School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447249 | 00100 | 24,272.35 | P |
| 100.1211.0201 | 10090 | Town of Herman | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446693 | 00100 | 43,327.04 | P |
| 100.1211.0201 | 50953 | Herman Neosho Rubicon School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447235 | 00100 | 14,410.68 | P |
| 100.1211.0221 | 10091 | Town of Hubbard | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446694 | 00100 | 72,708.97 | P |
| 100.1211.0221 | 12355 | School District of Horicon | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447236 | 00100 | 10,430.87 | P |
| 100.1211.0221 | 13908 | Hustisford School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447237 | 00100 | 15,621.72 | P |
| 100.1211.0221 | 14251 | Mayville School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447241 | 00100 | 11,078.41 | P |
| 100.1211.0241 | 10092 | Town of Hustisford | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446695 | 00100 | 59,815.47 | P |
| 100.1211.0241 | 13908 | Hustisford School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447237 | 00100 | 29,707.00 | P |
| 100.1211.0261 | 10093 | Town of Lebanon | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446696 | 00100 | 64,223.59 | P |
| 100.1211.0261 | 10093 | Town of Lebanon | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447262 | 00100 | 12,457.76 | P |
| 100.1211.0261 | 12365 | Watertown School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447247 | 00100 | 22,170.64 | P |
| 100.1211.0281 | 10094 | Town of Leroy | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446697 | 00100 | 36,588.56 | P |
| 100.1211.0281 | 14251 | Mayville School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447241 | 00100 | 15,533.74 | P |
| 100.1211.0301 | 10095 | Town of Lomira | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446698 | 00100 | 49,499.21 | P |
| 100.1211.0301 | 12357 | Lomira Public School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447239 | 00100 | 24,844.19 | P |
| 100.1211.0321 | 10096 | Town of Lowell | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446699 | 00100 | 52,723.30 | P |
| 100.1211.0321 | 12356 | DodgeLand School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447238 | 00100 | 20,132.72 | P |
| 100.1211.0341 | 10097 | Town of Oak Grove | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446700 | 00100 | 49,428.22 | P |
| 100.1211.0341 | 12356 | DodgeLand School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447238 | 00100 | 18,128.20 | P |
| 100.1211.0361 | 10098 | Town of Portland | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446701 | 00100 | 44,614.30 | P |
| 100.1211.0361 | 12364 | Waterloo School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447245 | 00100 | 21,160.20 | P |
| 100.1211.0381 | 10099 | Town of Rubicon | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446702 | 00100 | 83,601.21 | P |
| 100.1211.0381 | 12352 | Hartford Union High School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447233 | 00100 | 16,596.05 | P |
| 100.1211.0381 | 50953 | Herman Neosho Rubicon School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447235 | 00100 | 27,304.23 | P |
| 100.1211.0401 | 10100 | Town of Shields | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446703 | 00100 | 21,531.32 | P |
| 100.1211.0401 | 12365 | Watertown School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447247 | 00100 | 10,093.29 | P |
| 100.1211.0421 | 10101 | Town of Theresa | 04/11/17 | LOTTERY CREDIT - 2016 TAX ROLL | PV | 446704 | 00100 | 42,450.72 | P |
| 100.1211.0421 | 12357 | Lomira Public School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447239 | 00100 | 14,014.74 | P |
| 100.1211.0441 | 10102 | Town of Trenton | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446705 | 00100 | 44,233.93 | P |
| 100.1211.0441 | 12349 | Beaver Dam Unified School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447230 | 00100 | 11,248.48 | P |
| 100.1211.0441 | 12366 | Waupun School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447249 | 00100 | 11,510.04 | P |
| 100.1211.0461 | 10103 | Town of Westford | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446706 | 00100 | 61,580.69 | P |
| 100.1211.0461 | 12349 | Beaver Dam Unified School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447230 | 00100 | 15,721.33 | P |
| 100.1211.0461 | 12362 | Randolph School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447244 | 00100 | 17,323.03 | P |
| 100.1211.0481 | 10104 | Town of Williamstown | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446707 | 00100 | 28,970.60 | P |
| 100.1211.0481 | 14251 | Mayville School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447241 | 00100 | 14,793.11 | P |
| 100.1211.0661 | 10105 | Village of Brownsville | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446708 | 00100 | 24,355.20 | P |
| 100.1211.0661 | 12357 | Lomira Public School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447239 | 00100 | 11,744.73 | P |
| 100.1211.1111 | 10106 | Village of Clyman | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446709 | 00100 | 17,512.20 | P |
| 100.1211.1361 | 10107 | Village of Hustisford | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446710 | 00100 | 34,341.12 | P |
| 100.1211.1361 | 10107 | Village of Hustisford | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447280 | 00100 | 13,182.59 | P |
| 100.1211.1361 | 13908 | Hustisford School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447237 | 00100 | 13,139.16 | P |
| 100.1211.1411 | 10108 | Village of Iron Ridge | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446711 | 00100 | 28,231.74 | P |
| 100.1211.1411 | 12355 | School District of Horicon | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447236 | 00100 | 13,549.39 | P |
| 100.1211.1461 | 10110 | Village of Lomira | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446713 | 00100 | 61,232.00 | P |
| 100.1211.1461 | 10110 | Village of Lomira | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447283 | 00100 | 22,418.71 | P |
| 100.1211.1461 | 12357 | Lomira Public School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447239 | 00100 | 24,580.21 | P |
| 100.1211.1471 | 10111 | Village of Lowell | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446714 | 00100 | 14,917.80 | P |
| 100.1211.1611 | 10112 | Village of Neosho | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446715 | 00100 | 22,096.48 | P |

| Account Number | Address Number | Alpha Name | G/L Date | Explanation -Remark- | Do Ty | Document Number | Doc Fd | Amount | P C | |
|----------------------|----------------|--|----------|--------------------------------|-------|-----------------|--------|--------------|--------------|--|
| 100.1211.1761 | 10113 | Village of Randolp | 04/11/17 | LOTTERY CREDIT 2016 TAX ROL | PV | 446716 | 00100 | 55,838.12 | P | |
| 100.1211.1761 | 10113 | Village of Randolph | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447286 | 00100 | 29,484.97 | P | |
| 100.1211.1761 | 12362 | Randolph School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447244 | 00100 | 17,540.36 | P | |
| 100.1211.1771 | 10114 | Village of Reeseville | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446717 | 00100 | 27,079.05 | P | |
| 100.1211.1771 | 12356 | DodgeLand School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447238 | 00100 | 12,945.50 | P | |
| 100.1211.1861 | 10115 | Village of Theresa | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446718 | 00100 | 37,702.40 | P | |
| 100.1211.1861 | 12357 | Lomira Public School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447239 | 00100 | 19,538.81 | P | |
| 100.1211.2061 | 10116 | City of Beaver Dam | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446719 | 00100 | 399,821.75 | P | |
| 100.1211.2061 | 10116 | City of Beaver Dam | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447289 | 00100 | 179,563.78 | P | |
| 100.1211.2061 | 12349 | Beaver Dam Unified School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447230 | 00100 | 124,095.48 | P | |
| 100.1211.2261 | 10117 | City of Fox Lake | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446720 | 00100 | 52,266.78 | P | |
| 100.1211.2261 | 10117 | City of Fox Lake | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447290 | 00100 | 19,375.80 | P | |
| 100.1211.2261 | 12366 | Waupun School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447249 | 00100 | 20,134.27 | P | |
| 100.1211.2361 | 10118 | City of Horicon | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446721 | 00100 | 132,765.48 | P | |
| 100.1211.2361 | 10118 | City of Horicon | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447315 | 00100 | 53,497.45 | P | |
| 100.1211.2361 | 10123 | City of Hartford | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447291 | 00100 | 53,497.45 | P | |
| 100.1211.2361 | 12355 | School District of Horicon | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447236 | 00100 | 48,787.52 | P | |
| 100.1211.2411 | 10118 | City of Horicon | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447292 | 00100 | 40,344.05 | P | |
| 100.1211.2411 | 10224 | City of Juneau | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446722 | 00100 | 89,831.10 | P | |
| 100.1211.2411 | 10224 | City of Juneau | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447316 | 00100 | 40,344.05 | P | |
| 100.1211.2411 | 12356 | DodgeLand School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447238 | 00100 | 33,160.82 | P | |
| 100.1211.2511 | 10120 | City of Mayville | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446723 | 00100 | 164,775.60 | P | |
| 100.1211.2511 | 10120 | City of Mayville | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447317 | 00100 | 69,758.72 | P | |
| 100.1211.2511 | 10224 | City of Juneau | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447293 | 00100 | 69,758.72 | P | |
| 100.1211.2511 | 14251 | Mayville School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447241 | 00100 | 55,338.90 | P | |
| 100.1211.2921 | 10122 | City of Waupun | 04/11/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 446724 | 00100 | 155,546.94 | P | |
| 100.1211.2921 | 10122 | City of Waupun | 04/17/17 | LOTTERY CREDIT 2016 TAX ROLL | PV | 447294 | 00100 | 59,287.30 | P | |
| 100.1211.2921 | 12366 | Waupun School District | 04/17/17 | SCHOOL DISTRICT LOTTERY CREDIT | PV | 447249 | 00100 | 58,846.37 | P | |
| 100.1661.151 | 22982 | US Postal Service (Postage by Phone) | 04/04/17 | POSTAGE | PV | 446729 | 00100 | 20,000.00 | P | |
| 1002.5818 | 31894 | TriMin Systems, Inc | 04/24/17 | C PLANASCH PR APPROVED | PV | 447642 | 00100 | 20,000.00 | P | |
| 1101.5819 | 24112 | Leica Geosystems Inc. | 04/05/17 | Antenna | PV | 448013 | 00100 | 12,661.87 | P | |
| 1326.5819 | 50874 | Metrasens, Inc. | 03/31/17 | OTHER CAPITAL EQUIPMENT | PV | 447031 | 00100 | 12,495.00 | P | |
| 1811.5214 | 20858 | Sirius Computer Solutions Inc. | 03/29/17 | WLAN site survey | PV | 447908 | 00100 | 10,725.00 | P | |
| 1811.5818 | 20858 | Sirius Computer Solutions Inc. | 02/22/17 | Enterprise Vault Res 16-95 | PV | 448043 | 00100 | 46,386.00 | P | |
| 2021.5811 | 29737 | General Communications Inc | 03/27/17 | Inside equipment-patrol sqds | PV | 447827 | 00100 | 17,698.21 | P | |
| 2061.5275 | 22827 | Aramark Services, Inc | 03/31/17 | INMATE MEALS 3/2-8 | PV | 446526 | 00100 | 11,904.93 | P | |
| 2061.5275 | 22827 | Aramark Services, Inc | 03/31/17 | INMATE MEALS 3/9-15 | PV | 446528 | 00100 | 11,520.90 | P | |
| 2061.5275 | 22827 | Aramark Services, Inc | 03/31/17 | INMATE MEALS 3/16-22 | PV | 447637 | 00100 | 11,546.91 | P | |
| 2061.5275 | 22827 | Aramark Services, Inc | 03/31/17 | INMATE MEALS 3/23-29 | PV | 447639 | 00100 | 11,393.91 | P | |
| 2061.5275 | 22827 | Aramark Services, Inc | 04/30/17 | INMATE MEALS 3/30-4/5 | PV | 447641 | 00100 | 10,915.02 | P | |
| 2061.5818 | 31219 | MorphoTrack LLC | 03/31/17 | MORPHO TRAK FULLY INTERGRATED | PV | 446530 | 00100 | 17,012.00 | P | |
| 2061.5822 | 49735 | Elmstar Electric Corporation | 03/31/17 | BUILDINGS | PV | 446657 | 00100 | 43,886.00 | P | |
| 2061.5822 | 49735 | Elmstar Electric Corporation | 02/28/17 | BUILDINGS | PV | 446658 | 00100 | 70,916.10 | P | |
| 2501.5211.01 | 15061 | University of Wisconsin Medical Founda | 03/31/17 | AUTOPSIES | PV | 447013 | 00100 | 16,500.00 | P | |
| 2501.5211.01 | 15061 | University of Wisconsin Medical Founda | 04/24/17 | AUTOPSIES | PV | 448059 | 00100 | 16,300.00 | P | |
| 2801.5299 | 42560 | U.S. Cellular | 04/29/17 | PAYMENT TO US CELLULAR FOR | PV | 447357 | 00100 | 15,000.00 | P | |
| 2901.5222 | 15074 | Juneau Utilities | 03/30/17 | ELECTRICITY SERVICES | PV | 446728 | 00100 | 10,909.70 | P | |
| 2902.5222 | 15074 | Juneau Utilities | 03/30/17 | ELECTRICITY SERVICES | PV | 446728 | 00100 | 16,364.56 | P | |
| 2902.5822 | 32858 | Maas Brothers Construction Co., Inc | 03/24/17 | BUILDINGS | PV | 446531 | 00100 | 326,508.84 | P | |
| 2902.5822 | 32858 | Maas Brothers Construction Co., Inc | 04/25/17 | BUILDINGS | PV | 448060 | 00100 | 352,285.98 | P | |
| 6801.5181 | 49081 | University of Wisconsin-Extension | 04/03/17 | JAN 1 - JUNE 30 2017 DODGE | PV | 448062 | 00100 | 88,745.00 | P | |
| Fund 00100 | | | | | | | | GENERAL FUND | 5,423,421.03 | |

| Account Number | Address Number | Alpha Name | G/L Date | Explanation -Remark- | Do Ty | Document Number | Doc Pd | Amount | P C | |
|----------------------|----------------|--|----------|----------------------------|-------|-----------------|--------|------------------------------|------------|--|
| 4807.5219 | 12426 | Lutheran Social Services-WI & Upper MI | 03/31/17 | SRE ATTACHED - CCS | PV | 447354 | 00100 | 38,585.00 | P | |
| 4807.5219 | 50222 | UnMasked Expressive Therapies | 03/31/17 | CCS | PV | 447028 | 00100 | 10,308.50 | P | |
| 4807.5219 | 50314 | Seasons Counseling LLC | 02/28/17 | CCS | PV | 446533 | 00100 | 15,630.00 | P | |
| 4807.5219 | 50314 | Seasons Counseling LLC | 03/31/17 | CCS | PV | 447359 | 00100 | 26,677.50 | P | |
| 4809.5279.468 | 13459 | Daybreak Inc-Waupun | 03/31/17 | MH | PV | 447194 | 00100 | 13,326.40 | P | |
| 4809.5279.468 | 31565 | Evergreen Manor III | 03/31/17 | MI-CBRF | PV | 447356 | 00100 | 20,053.33 | P | |
| 4809.5279.468 | 40455 | Evergreen Manor II Inc. | 03/31/17 | | PV | 447208 | 00100 | 11,150.70 | P | |
| 4825.5299 | 13771 | Green Valley Enterprises Inc. | 03/31/17 | BIRTH TO 3 | PV | 447355 | 00100 | 31,541.67 | P | |
| 4846.5299 | 47338 | JusticePoint, Inc. | 03/31/17 | DOJ GRANT | PV | 448061 | 00100 | 13,510.00 | P | |
| 5010.5273.02 | 12435 | Lad Lake, Inc. | 03/31/17 | Main Program | PV | 447098 | 00242 | 11,041.58 | P | |
| 5010.5273.02 | 19821 | Clinicare Corporation | 03/31/17 | Residential | PV | 447103 | 00242 | 10,919.13 | P | |
| 5010.5273.02 | 19821 | Clinicare Corporation | 03/31/17 | Residential | PV | 447103 | 00242 | 10,919.13 | P | |
| 5010.5273.02 | 24982 | Oconomowoc Developmental Training Center | 03/31/17 | Main Program | PV | 447106 | 00242 | 11,287.41 | P | |
| 5010.5273.02 | 24982 | Oconomowoc Developmental Training Center | 03/31/17 | Main Program | PV | 447106 | 00242 | 11,287.41 | P | |
| 5010.5273.02 | 24982 | Oconomowoc Developmental Training Center | 03/31/17 | Main Program | PV | 447106 | 00242 | 13,619.54 | P | |
| 5010.5273.02 | 42556 | Lutheran Social Services-Waukesha | 03/31/17 | JourneyQuest | PV | 447128 | 00242 | 13,454.93 | P | |
| 5010.5273.02 | 50352 | Youth Villages Inc | 03/31/17 | RCC - Out-of-State | PV | 447157 | 00242 | 17,050.00 | P | |
| 5010.5273.02 | 50352 | Youth Villages Inc | 03/31/17 | RCC - Out-of-State | PV | 447157 | 00242 | 12,090.00 | P | |
| 5011.5279.01 | 42967 | Foundations Counseling Center Inc. | 03/31/17 | IN HOME THERAPY YOUTH AIDS | PV | 447358 | 00100 | 12,915.00 | P | |
| 5063.5793.11 | 13606 | Energ Services, Inc. | 03/31/17 | MAR-17 | PV | 447635 | 00100 | 14,788.54 | P | |
| Fund 00242 | | | | | | | | HEALTH & HUMAN SERVICES FUND | 320,155.77 | |

| Account Number | G/L Number | Explanation Alpha Name | Date | -Remark- | Do Ty | Document Number | Doc Pd | Amount | P C | |
|-----------------------|------------|--|----------|--------------------------------|-------|-----------------|--------|-----------------------|--------------|--|
| 4520.5211.30 | 39490 | Achieve Solutions | 03/31/17 | MED A/B, PVT THERAPY MAR 2017 | PV | 446997 | 00100 | 14,645.57 | P | |
| 4520.5211.32 | 39490 | Achieve Solutions | 03/31/17 | MED A/B, PVT THERAPY MAR 2017 | PV | 446997 | 00100 | 15,931.87 | P | |
| 4520.5591.20 | 15271 | Wisconsin Dept. of Health & Family Serv. | 03/30/17 | CLV MA BED LICENSE APRIL 2017 | PV | 446995 | 00100 | 23,800.00 | P | |
| 4521.5591.20 | 15271 | Wisconsin Dept. of Health & Family Serv. | 04/30/17 | IID MA BED LICENSES APRIL 2017 | PV | 446996 | 00100 | 41,860.00 | P | |
| 4528.5211.11 | 39490 | Achieve Solutions | 03/31/17 | CBIC THERAPY CHGS MARCH 2017 | PV | 446998 | 00100 | 28,353.84 | P | |
| 4528.5211.13 | 39490 | Achieve Solutions | 03/31/17 | CBIC THERAPY CHGS MARCH 2017 | PV | 446998 | 00100 | 29,270.54 | P | |
| 4528.5211.15 | 39490 | Achieve Solutions | 03/31/17 | CBIC THERAPY CHGS MARCH 2017 | PV | 446998 | 00100 | 29,246.85 | P | |
| 4528.5345 | 44091 | Omnicare Inc | 03/31/17 | PHARMACY CHGS MARCH 2017 | PV | 446999 | 00100 | 12,403.59 | P | |
| 4556.5222 | 15074 | Juneau Utilities | 03/31/17 | CLV ELECTRIC 2/15-3/15/17 | PV | 446994 | 00100 | 17,274.73 | P | |
| Fund 00645 | | | | | | | | CLEARVIEW LTC & REHAB | 212,746.99 | |
| Grand Total | | | | | | | | | 5,956,323.79 | |

| Account Number | Address Number | Alpha Name | G/L Date | Explanation -Remark- | Do Ty | Document Number | Doc Pd | Amount | P C | |
|-----------------------|----------------|-------------------------|----------|-------------------------|-------|-----------------|--------|--------------------------|------------|--|
| 730.2121 | 13208 | Burke Truck & Equipment | 04/11/17 | Materials, Jnls & Vchrs | PV | 447686 | 00730 | 11,950.00 | P | |
| 730.2121 | 13208 | Burke Truck & Equipment | 04/11/17 | Materials, Jnls & Vchrs | PV | 447686 | 00730 | 11,950.00 | P | |
| 730.2121 | 13208 | Burke Truck & Equipment | 04/11/17 | Materials, Jnls & Vchrs | PV | 447686 | 00730 | 11,950.00 | P | |
| 730.2121 | 14439 | Compass Minerals | 04/18/17 | MS001 | PV | 447546 | 00730 | 70,993.28 | P | |
| 730.2121 | 14439 | Compass Minerals | 04/19/17 | MS001 | PV | 447648 | 00730 | 39,513.35 | P | |
| 730.2121 | 14439 | Compass Minerals | 04/20/17 | MS001 | PV | 447649 | 00730 | 30,458.86 | P | |
| 730.2121 | 15356 | E.H. Wolf & Sons Inc. | 04/19/17 | F10 | PV | 447583 | 00730 | 10,187.16 | P | |
| 730.2121 | 40879 | Potters Industries Inc. | 04/11/17 | MP031 | PV | 447400 | 00730 | 11,968.00 | P | |
| 730.2121 | 40879 | Potters Industries Inc. | 04/11/17 | MP031 | PV | 447401 | 00730 | 11,968.00 | P | |
| 730.2121 | 40879 | Potters Industries Inc. | 04/11/17 | MP031 | PV | 447402 | 00730 | 11,968.00 | P | |
| 730.2121 | 50791 | Ennis Paint Inc | 04/10/17 | MP011 | PV | 447403 | 00730 | 18,210.50 | P | |
| 730.2121 | 50791 | Ennis Paint Inc | 04/11/17 | MP011 | PV | 447404 | 00730 | 18,210.50 | P | |
| 730.2121 | 50791 | Ennis Paint Inc | 04/11/17 | MP021 | PV | 447405 | 00730 | 20,479.25 | P | |
| 730.2121 | 50791 | Ennis Paint Inc | 04/12/17 | MP021 | PV | 447406 | 00730 | 20,479.25 | P | |
| Fund 00730 | | | | | | | | HIGHWAY AND AIRPORT FUND | 300,286.15 | |
| Grand Total | | | | | | | | | 300,286.15 | |

Reporting Period:
April 1st—30th,
2017

Volume: 11

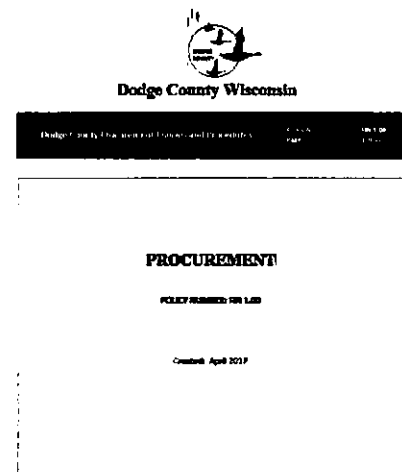


Policy and Procedures Update Meeting

Thank you to all of the Department Heads that attended the Tuesday April 18th Policy and Procedures Update Meeting. The feedback that the team leads received from the group is very beneficial to the creation of the procurement document.

The team leads have been looking over all of the comments and suggestions. They are researching your suggestions and improving the document based on your feedback.

The document will be forwarded to the Department Heads on Wednesday May 3rd. After you receive the document please forward any feedback regarding the updated document by Monday May 8th.



*Procurement Policy and
Procedure Cover Page*

Policy and Procedures Research includes:

- Researching Dodge County's Current Policies and Procedures
- Investigating Peer Counties
- Adding Best Practices
- Examining State Statutes
- Seeking information from the GFOA and other accredited sources

Policy and Procedures Next Steps

The team leads are using the lessons learned from the Procurement Policy and applying them to additional policy and procedure documents. Currently the team leads are beginning to create the Accounts Payable Policies and Procedures Document.

On Monday May 1st the Executive Committee will recommend a committee to authorize the needed Financial Policy and Procedures documents. The County Board will vote on the recommendation on Tuesday May 16th.

May 1st 2017

Accomplishments during this Reporting Period

- ⇒ Chart of Accounts
 - GFOA reviewed the account clean-up process
- ⇒ Policies and Procedures
 - Department Heads reviewed the first draft of the Procurement Policy
 - County determining review process for draft procedures
 - County assembled first draft of Accounts Payable process
 - GFOA defined this as second in order since Tyler typically uses the following order to configure the system (chart of accounts; procurement; accounts payable)
- ⇒ Contract Negotiations
 - County, Kronos, Tyler, and GFOA met via conference call to continue discussing potential interface options between Kronos and Tyler
 - A third-party integration product is being considered.
 - GFOA Director of Research (Mike Mucha) and Tyler have been working on the software contract(s)
 - GFOA began reviewing the Tyler Statement of Work (SOW)
- ⇒ Implementation Readiness
 - Dodge County and GFOA meet twice per month (First on-site; second via conference call two weeks later)
 - Dodge County and GFOA participates in a weekly conference call to discuss weekly activities and assignments.

Definition of the Month

A **statement of work (SOW)** is a formal document that captures and defines the work activities, deliverables, and timeline a vendor must execute in performance of specified work for a client.

Plans during the next Reporting Period

- ◇ Continue to work on future state Chart of Accounts
 - Focus on funds
 - Work on projects and grants
- ◇ Procurement Policy Review
 - County Board to assign policy authorization
- ◇ Work on Accounts Payable Policies and Procedures document
 - Assemble draft document for initial review
 - Plan to assemble feedback and comments from AP Process Improvement Team
- ◇ Review Updated Contract Documents
 - Software License
 - Implementation Services Agreement
 - Investment Summary (Cost)
 - Statement of Work
- ◇ Site visit between Tyler, County, and GFOA planned for May 2
- ◇ Work with process improvement teams on details supporting business process concepts

Please contact Julie Kolp, the ERP Project Director, regarding project related questions.

Julie can be reached at extension: 3287



AUTHORIZING THE DODGE COUNTY BOARD CHAIRMAN TO APPOINT ADDITIONAL MEMBERS TO THE EXTERNAL AUDIT REVIEW OVERSIGHT COMMITTEE

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

WHEREAS, the External Audit Review Oversight Committee (“Committee”) was established by Resolution No. 15-49, adopted by the Dodge County Board of Supervisors on October 22, 2015; and,

WHEREAS, the Committee’s duties include reviewing and overseeing the implementation of the operational reviews conducted of the various county departments; and,

WHEREAS, Committee membership at the time of establishment included the County Board Chairman, the County Board First Vice Chairman, the Chairman of the Finance Committee, and the Chairman and Vice Chairman of the committee of jurisdiction of the Department being reviewed with the intent of having a five (5) member committee; and,

WHEREAS, from time to time due to supervisors serving on multiple standing committees, the membership of the Committee may be fewer than the intended five (5) members; and

WHEREAS, the Dodge County Executive Committee, at its meeting of May 1, 2017, considered a request to add a member to the Committee because the current County Board First Vice Chairman is also the Chairman of the Finance Committee;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes the Chairman of the Dodge County Board of Supervisors to appoint an additional member to the External Audit Review Oversight Committee.

BE IT FURTHER RESOLVED that the Chairman of the Dodge County Board of Supervisors is authorized to make such future appointments to the External Audit Review Oversight Committee at any time its membership is fewer than five members so that a five member Committee is comprised.

All of which is respectfully submitted this 16th day of May, 2017.


Dodge County Executive Committee:



Russell Kottke



Dennis R. Schmidt



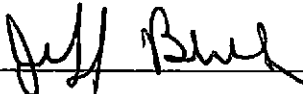
Donna Maly



Joseph M. Marsik



Mary Ann Miller



Jeff Berres



David Frohling

RESOLUTION NO. 17-05

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, has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Beaver Dam 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 Beaver Dam 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 Beaver Dam was held by the Plan Commission of the Town of Beaver Dam on February 27, 2017 and the proposed amendment to the Zoning Ordinance of the Town of Beaver Dam having been adopted by the Town Board of the Town of Beaver Dam on March 14, 2017.

THEREFORE BE IT RESOLVED:

That the amendment to the Town Zoning Ordinance of the Town of Beaver Dam 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 May, 2017.


County Board Supervisor

REPORT to Res. 17-05

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

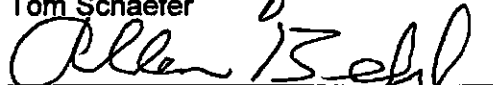
We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of the William Bohl Trust requesting amendment of the Zoning Ordinance, Town of Beaver Dam, Dodge County, Wisconsin, to rezone approximately 26-acres of land from an A-2 General Agricultural Zoning District to the I-1 Industrial Zoning District in the NW ¼ of the NW ¼, Section 7, T11N, R14E, Town of Beaver Dam to allow for the future expansion of the Beaver Dam Cooperative Business onto this parcel and recommend approval of the resolution submitted by the Town of Beaver Dam 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 Town of Beaver Dam's Comprehensive Plan as the site is designated as industrial.

Respectfully submitted this 17th day of April, 2017




Tom Schaefer



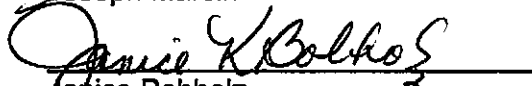
Allen Behl



William Muche



Joseph Marsik



Janice Bobholz

Planning, Development and Parks
Committee

William Bohl Trust Town of Beaver Dam, Sec. 7 (1114)

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.



W. BOHL TRUST

LOT 2

LOT 1

01

06



07

COUNTY ROAD G

COUNTY ROAD D

IRON RD

WMERMAN DR

-  Bohl Trust Property
-  Area to be Rezoned (A-2 to I-1)

North arrow and scale bar (0 to 400 feet).
Dodge County
Land Resources & Parks
2012 Aerial Photo
One Inch = 400 Feet

Office of Register of Deeds
Dodge County, Wisconsin
RECORDED FOR RECORD

January 25, 2017 3:07 PM

DATE PLANNED - Registrar
Fee Amount: \$30.00
of Pages 2



| | | | | | |
|--------------|--------------|------------|----------------|---------|--------------|
| PROJECT # | R.02678010.0 | SCALE: | 1" = 300' | FILE # | 02678010 CSM |
| FIELD BOOK # | 3046 | DRAWN BY | D.L. LEISTEKOW | SHEET # | 1 OF 2 |
| PAGES # | 155-156 | CHECKED BY | M. J. LAUE | SIDE # | |



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

SURVEYOR:
MICHAEL J. LAUE
MSA PROFESSIONAL SERVICES, INC.
201 CORPORATE DRIVE
BEAVER DAM, WI 53916
(920) 887-4242

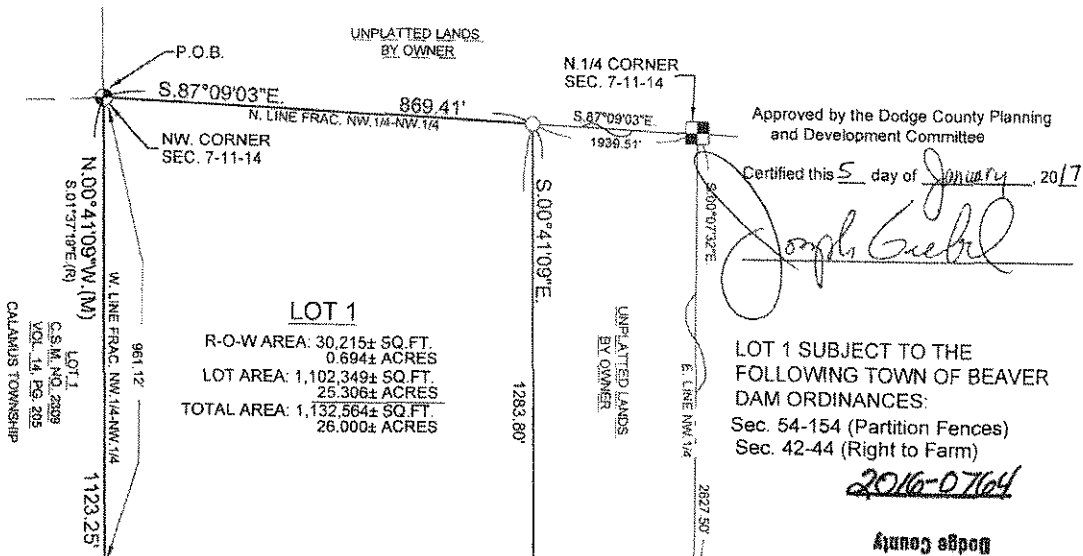
OWNER:
WILLIAM J. BOHL TRUST
N6721 C.T.H. "G"
BEAVER DAM, WI 53916

CLIENT/OWNER:
UNITED COOPERATIVE
N7180 RACEWAY ROAD
BEAVER DAM, WI 53916

REGISTRAR'S SEAL

DODGE COUNTY CERTIFIED SURVEY MAP # 7146

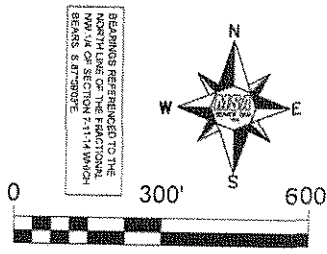
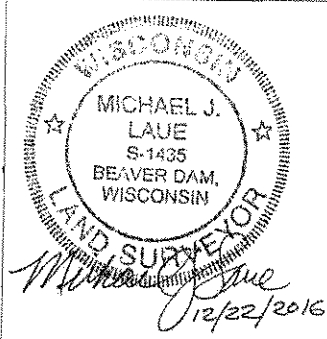
A SURVEY OF UNPLATTED LANDS BEING PART OF THE FRACTIONAL NW 1/4 OF THE NW 1/4 OF SECTION 7, T.11N., R.14E. TOWN OF BEAVER DAM, DODGE COUNTY, WISCONSIN.



LEGEND

- FD. B.C.A.M.
- LIMESTONE MON.
- FD. 1" IRON PIPE
- SET 3/4" (O.D.) BY 18" IRON ROD-1.50 LBS./FT.
- SET "MAG" NAIL
- (R-M) RECORDED-MEASURED

SURVEYOR'S SEAL



CURVE TABLE

| NO. | RADIUS | ARC DIST. | CH. DIST. | CH. BEARING | CENTRAL ANGLE |
|-----|-----------|-----------|-----------|---------------|---------------|
| C1 | 6,533.00' | 336.77' | 336.73' | N.88°15'33"W. | 02°57'13" |



Memo To: Executive Committee

From: Julie Kolp, Finance Director
Ruth Otto, Information Technology Director

RE: Enterprise Resource Planning (ERP) Policy Authorization

Date: April 24, 2017

Background:

The new ERP System will require formal financial policies and procedures to be put into practice. The Team Leads with assistance from the Project Management Office (PMO), Steering Committee, and Corporate Council have been assembling policy and procedure documentation. The assembly of policy and procedures documentation will carry on through the ERP Project and continue after the ERP Project has concluded.

The authorization of the new Financial Policies and Procedures documentation is currently unclear. The ability to have flexibility and timeliness during the adoption and updates of the financial policies and procedures is indispensable. The capability to forward policies and procedures to the ERP implementation design team will be necessary to keep the project timeline on track.

Recommendation:

Julie Kolp, the Dodge County Finance Director/ERP Project Director recommends the Dodge County Finance Committee be the authority to adopt and maintain Countywide Financial Policies and Procedures.

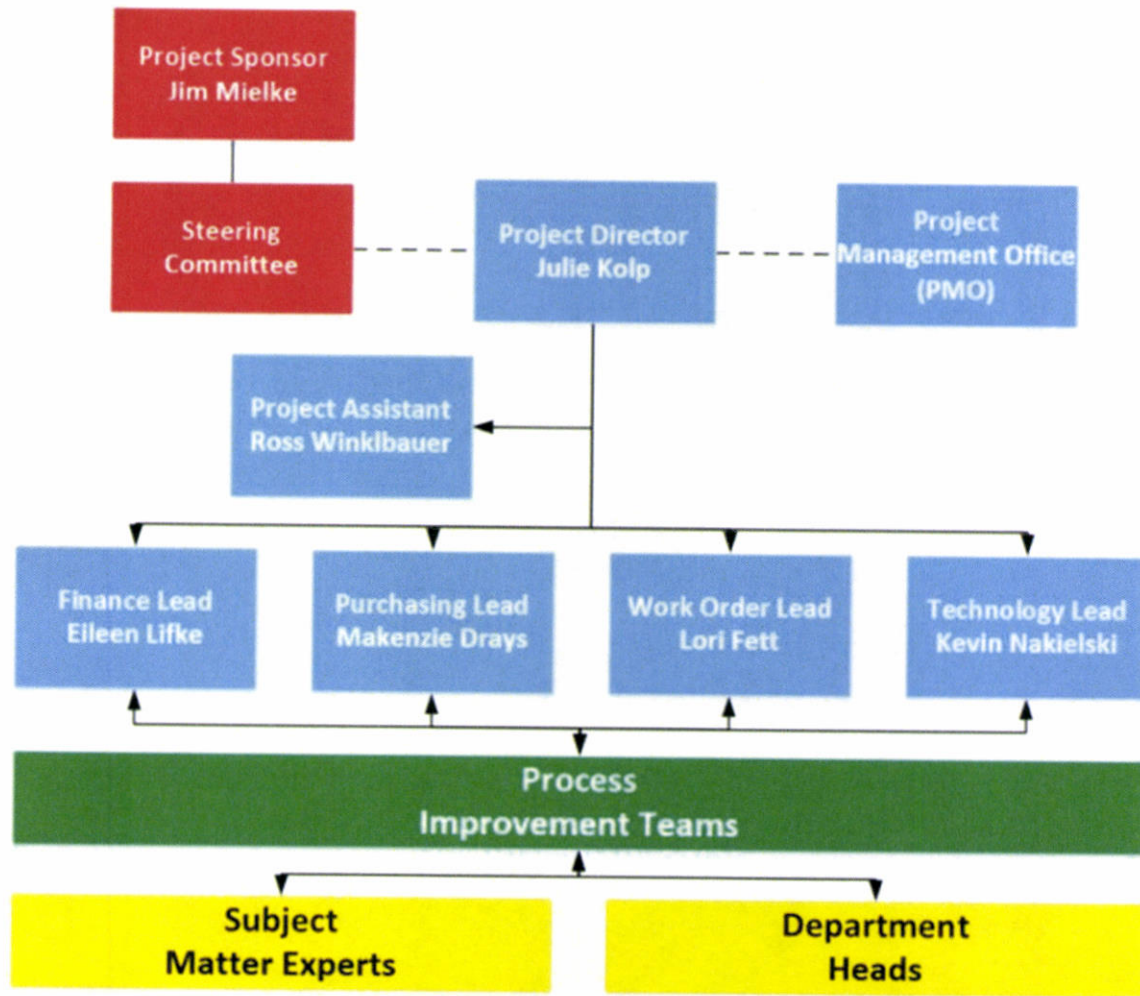
Anticipated Financial Policies (Not All Inclusive)

| | |
|---------------------------|-------------------------------------|
| Cash Receipts | Sales Tax |
| Procurement | Accounts Receivable |
| Audits | Grant Accounting and Administration |
| General Ledger | Budget |
| Capital Assets | Fund Accounting |
| Debt Services | Capital Improvement Program |
| Credit Card/Purchase Card | Contract Management |
| Accounts Payable | |

Supporting Documents:

ERP Organization Chart (Page 2 of 2)

ERP Organizational Chart



*Steering Committee Members include: Jim Mielke, Julie Kolp, Ruth Otto, Donna Maly, Ed Benter, Jane Hooper, Brian Field, and Becky Bell.

**Project Management Office (PMO) Members include: Jim Mielke, Julie Kolp, Ruth Otto, and Donna Maly

RESOLUTION DELEGATING POLICY OVERSIGHT AND APPROVAL OF FINANCIAL POLICIES TO THE FINANCE COMMITTEE

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

WHEREAS, on March 15, 2016, the Dodge County Board of Supervisors adopted Resolution No. 15-97, and a contract was executed for the engagement of GFOA for consulting services related to the acquisition software for Business Process Improvement and Enterprise Resource Planning (hereafter "ERP Project"); and,

WHEREAS, by the adoption of Resolution No. 15-97, the Dodge County Board of Supervisors recognized that the acquisition and implementation of an ERP system is a significant investment which will result in substantial change in business processes and a long-term commitment; and,

WHEREAS, since that time, GFOA and Dodge County staff have been actively evaluating and studying Dodge County operations in anticipation of acquiring and implementing certain software (Tyler Technologies Munis) for Dodge County's financial statements, capital and operational planning, and budgeting; and,

WHEREAS, with the guidance and support of the Dodge County Administrator, the Dodge County Finance Director, who is the appointed ERP Project Manager, and assisted by the Dodge County IT Director, have been diligently working to advance the ERP Project; and,

WHEREAS, to assist in the undertaking and implementation, a steering committee and a project management office (PMO) have been established to oversee and guide Dodge County; and,

WHEREAS, it is the general consensus of all individuals involved, that as a part of the business process improvement aspect of the ERP Project, there is a need to develop and implement several policies related to, and for the purpose of guiding Dodge County's financial operations, processes, and procedures; and,

WHEREAS, these policies will document Dodge County's best practices and will become a resource to County Administration and County Departments; and,

WHEREAS, the Executive Committee recognizes the importance of policy development and, at a meeting held on May 1, 2017, the Executive Committee received a presentation including a preliminary list of proposed policies and has formed the considered conclusion that it is in the best interest of Dodge County to authorize and direct the Finance Director, with the assistance of GFOA, Dodge County staff, PMO and the steering committee, to develop and maintain countywide financial policies and procedures; and,

WHEREAS, in order for policy development to be efficient, timely and expeditious, it is necessary to assign the responsibilities of oversight, review and approval of said policies to a committee of the County Board; and,

1 **WHEREAS**, because these policies relate to the ERP Project, and involve financial and
2 business processes and operations, it is the considered conclusion of the Executive Committee that
3 the Finance Committee is assigned the foregoing responsibilities; and,
4

5 **WHEREAS**, in order to keep the Executive Committee informed, the Finance Director shall
6 periodically provide a report to the Executive Committee of each policy reviewed and approved by
7 the Finance Committee;
8

9 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
10 Supervisors hereby authorizes and assigns the Finance Committee the responsibilities of oversight,
11 review and approval of the financial and business policies relating to the ERP Project; and,
12

13 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby
14 authorizes and directs the Finance Director to:
15

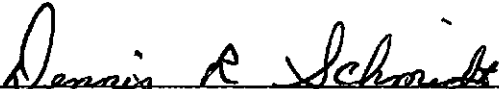
- 16 1. Undertake policy development for financial and business policies relating to the ERP
17 Project and other future financial and business policies needed to guide Dodge County
18 operations; and,
19
- 20 2. Submit said policies to the Finance Committee for review and approval; and,
21
- 22 3. Periodically report approved policies to the Executive Committee and the County Board
23 of Supervisors; and,
24
- 25 4. Assemble and maintain a policy manual with approved policies.

All of which is respectfully submitted this 16th day of May, 2017.

Dodge County Executive Committee:



Russell Kottke



Dennis R. Schmidt



Donna Maly



Joseph M. Marsik



Mary Ann Miller



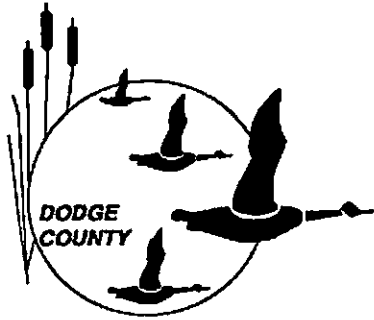
Jeff Beres



David Frohling

Vote Required: Majority of Members present.

Resolution Summary: A resolution delegating countywide financial policy oversight, review and approval to the Finance Committee.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

To: Dodge County Board of Supervisors
From: Jim Mielke
Date: May 9, 2017

Re: Appointment – Dodge County Conservationist

Interviews were conducted on April 24th and April 26th. The interview team was comprised of Land & Water Conservation Committee Chair Larry Bischoff, committee member Dale Macheel, Human Resource Director Sarah Hinze and me. A total of 18 applications were received for the position and three candidates were interviewed.

John Bohonek brings 27 years of experience in surveying and designing conservation practices, with 25 of those years here in Dodge County. John holds a Bachelors Degree in Soils and Crops Science, he is currently working towards a two-year degree in Business Management.

The Appointment Resolution was signed by the Land & Water Conservation Committee on May 8th. Committee member Dale Macheel was absent / excused from the meeting.

RESOLUTION TO CONFIRM THE APPOINTMENT OF JOHN E. BOHONEK TO THE POSITION OF DODGE COUNTY CONSERVATIONIST

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

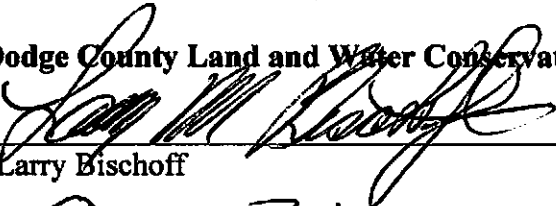
WHEREAS, on May 8, 2017, James Mielke, Dodge County Administrator, appointed John E. Bohonek to the full-time, benefited position of *County Conservationist*, effective May 17, 2017, at Step 3, of Labor Grade 11 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$32.18 per hour; and,

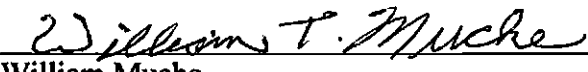
WHEREAS, James Mielke, Dodge County Administrator, and the Dodge County Land and Water Conservation Committee request that the Dodge County Board of Supervisors to confirm this appointment;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby confirms the appointment of John E. Bohonek to the full-time, benefited position of *County Conservationist*, effective May 17, 2017, at Step 3 of Labor Grade 11 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$32.18 per hour.

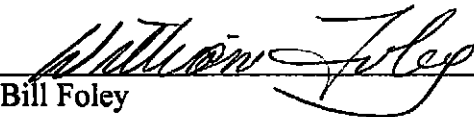
All of which is respectfully submitted this 16th day of May, 2017.

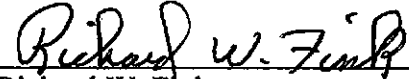
Dodge County Land and Water Conservation Committee:


Larry Bischoff



William Muche


Allen Behl


Bill Foley


Richard W. Fink

Dale Macheel


Lisa Derr

Vote Required: Majority of Members present.

Resolution Summary: A resolution to confirm the appointment of John E. Bohonek to the position of Dodge County Conservationist.

Dodge County Land Resources and Parks Department

Administration Building
127 East Oak Street Juneau, WI 53039

DATE: May 10, 2017
TO: Honorable Supervisors, Dodge County Board of Supervisors
FROM: Joyce A. Fiacco, Director Land Resources and Parks
SUBJECT: County Board Resolution 17-08 and Resolution 17-09

This purpose of this memo is to request your consideration of two County Board resolutions requesting staffing changes within the Land Resources and Parks Department. The recent resignation of Dean Perlick, Manager Planning & Economic Development, provided an opportunity to reassess and evaluate the Department's overall operational, technological and staffing needs, and make best use of limited resources to meet those identified needs.

Resolutions 17-08 and 17-09, signed by the Planning, Development and Parks Committee, would better support activities in the Planning & Economic Development and Code Administration Divisions of the Department. Cost savings realized from the first resolution would provide sufficient funds to support the request made by the second resolution. A summary of each resolution with associated cost impacts to the 2017 budget and overall cost savings are presented below.

Resolution 17-08 Creating a Planning & Economic Development Administrator Position and Abolishing the Senior Planner and Manager Planning & Economic Development Positions:

The two current planning positions would be abolished with the duties and responsibilities of those two positions merged into a single, new position effective May 27, 2017. Both positions to be abolished are fully funded in the adopted 2017 budget. It is anticipated that a savings of approximately \$47,155 would be realized with this action.

Resolution 17-09 Fund an Existing, Vacant Land Use/Sanitation Position:

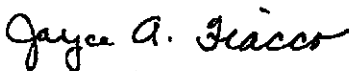
This position has been vacant since mid-2008 due to declining economic conditions and efforts to save limited resources. This is a progressive position having three levels (I, II and Senior) based on education, experience and certifications which will allow flexibility in hiring. The funding of this existing, vacant position would better support significant increases in workload resulting from:

- Increase in the number of applications due to improving economic conditions;
- Recent adoption of the County Land Use Code by three more townships;
- Mandated enforcement of Dodge County's Shoreland Protection Ordinance;
- Transfer of administration and enforcement of the Non-Metallic Mining Program.

As described, this position is not included in the 2017 budget and would result in a \$36,530 deficit if approved. However, there would be sufficient funds available from the planning-related resolution to provide funding for this position effective July 5th, 2017, and still enable an overall savings of \$10,625 in the Department's 2017 budget.

The operational needs of the Land Resources and Parks Department can best be met with approval of these two resolutions. Thank you for your consideration of these changes to the Department's organizational structure. Please contact me at (920) 386-3960 with any questions you might have regarding these resolutions.

Respectfully,



Joyce A. Fiacco
Director Land Resources and Parks

RESOLUTION CREATING A PLANNING AND ECONOMIC DEVELOPMENT ADMINISTRATOR POSITION AND ABOLISHING THE SENIOR PLANNER AND MANAGER OF PLANNING AND ECONOMIC DEVELOPMENT POSITIONS

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

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

WHEREAS, in order to augment the planning and economic development operations, it has been determined that the *Senior Planner* and the *Manager of Planning and Economic Development* positions should be merged into one position, thereby creating a full-time, benefited position entitled *Planning and Economic Development Administrator* in Labor Grade 10 of the Dodge County Wage Schedule; and,

WHEREAS, the Committee recommends that the Dodge County Board of Supervisors abolish the following positions in the Land Resources and Parks Department, effective May 27, 2017:

1. One vacant, funded, full-time, benefited position of *Manager of Planning and Economic Development*; and,
2. One filled, funded, full-time, benefited position of *Senior Planner*; and,

WHEREAS, the Committee also recommends that the Dodge County Board of Supervisors create the following position in the Land Resources and Parks Department, effective May 27, 2017:

1. One new, full-time, benefited position of *Planning and Economic Development Administrator*; and,

WHEREAS, a job description for the position of *Manager of Planning and Economic Development* has been marked for identification as Exhibit "A" and has been attached hereto; and,

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

WHEREAS, a job description for the proposed position of *Planning and Economic Development Administrator* has been marked for identification as Exhibit "C" and has been attached hereto; and,

WHEREAS, there are funds in the 2017 Budget of the Land Resources and Parks Department to fund the proposed position of *Planning and Economic Development Administrator* during the period of time commencing on May 27, 2017, and ending on December 31, 2017, both inclusive;

1 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
2 Supervisors hereby abolishes the *Senior Planner* and *Manager of Planning and Economic*
3 *Development* positions in the Land Resources and Parks Department, effective May 27, 2017;
4

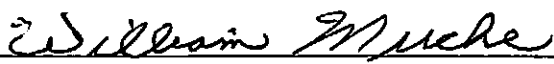
5 **BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby creates
6 one new, full-time, benefited position of *Planning and Economic Development Administrator* funded
7 by the 2017 Land Resources and Parks Department Budget during the period of time commencing on
8 May 27, 2017, and ending on December 31, 2017, both inclusive.

All of which is respectfully submitted this 16th day of May, 2017.


Dodge County Planning, Development and Parks Committee:



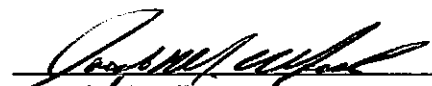
Thomas J. Schaefer



William Muche

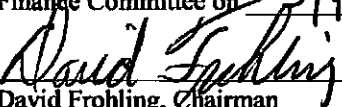


Allen Behl



Joseph Marsik

Janice Bobholz

| |
|--|
| <p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2017 Budget? NO</p> <p>Fiscal Impact on the adopted 2017 Budget: \$47,155 (Net Surplus)</p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on <u>5/9/2017</u></p> <p> _____ David Frohling, Chairman Dodge County Finance Committee</p> |
|--|

Vote Required: Majority of Members present.

Resolution Summary: A resolution abolishing the Manager of Planning and Economic Development and Senior Planner positions and creating a Planning and Economic Development Administrator position and in the Land Resources and Parks Department.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$30.44 - \$41.74

| | | | |
|---------------------|---|---------------------|-----------------------------------|
| JOB TITLE: | Manager – Planning and Economic Development | FLSA STATUS: | Exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Director-Land Resources and Parks |
| LOCATION: | Administration Building | DATE: | August 16, 2006 |
| LABOR GRADE: | Dodge County (11) | REVISED: | 3/28/13 |

OVERALL PURPOSE/SUMMARY

Under general direction of the Director of Land Resources and Parks responsible for Plan development and implementation activities, administration of community planning services and housing programs, economic development and tourism programs, administration of the Revolving Loan Fund, administration of nonmetallic mining program, administration of farmland preservation programs, and other activities related to the planning and economic development activities of the department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides technical data to communities about planning, zoning ordinances, subdivision development, etc.
2. Researches, designs, and prepares zoning/subdivision control ordinances for local communities and the County.
3. Review proposals for compatibility with existing regulations, the Dodge County Farmland Preservation Plan, and the County Comprehensive Plan.
4. Directs and monitors work of outside consultants.
5. Meets with sub dividers, contractors, and surveyors to find solutions and review development proposals.
6. Manages the preparation of grant applications as needed.
7. Directs development and implementation of the County Comprehensive Plan.
8. Works with officers and representatives of county, municipal, state, and federal governments, and the public on planning and development and economic development matters.
9. Assists communities with planning, code administration, economic development, recreation, and related activities.
10. Keeps informed of relevant government regulations, policies, and developments pertaining to Department responsibilities.
11. Serves as liaison to local industries, municipalities and other governmental units on economic development matters.
12. Prepares and submits reports, resolutions, study/survey summaries, correspondence, press releases and other materials regarding department functions.
13. Attends and participates at meetings designed to educate local officials.
14. Attends and participates in Planning, Development and Parks Committee, County Board, Economic Development, Tourism, and Finance Committee meetings as needed.
15. Assists Director with County redistricting plan at ten year intervals.
16. Directs economic development and tourism related activities.
17. Manages the revolving loan fund and prepares semi-annual reports and monthly reports.
18. Writes proposed amendments to the County Land Use Code.
19. Maintains industrial sites inventory for industrial recruitment.
20. Oversees the County's Nonmetallic Mining Reclamation Program.
21. Supervises and coordinates work of planning staff.
22. Attends public hearings relative to proposed planning and development matters.
23. Maintains, updates, and directs implementation of the Dodge County Farmland Preservation Plan.
24. Participates in professional organizations related to planning and economic development, i.e., Wisconsin County Planning Directors, American Planning Association – Wisconsin Chapter, which further the interests of the County.
25. Interviews candidates and evaluates planning staff. Makes recommendations regarding hiring, promotions, disciplines and terminations of planning staff.
26. Develops and recommends planning and economic development operational and capital budgets to Director.
27. Operates planning and economic development programs within the business units approved annual budget.
28. Reviews state grant requests for programs funded through the Federal government.
29. Oversees development of the County Capital Improvement Plan.
30. Responsible for the content of the economic development, revolving loan fund and planning website.
31. Provides data for Department Annual Report.
32. Serves as Department representative to Revolving Loan Fund Advisory Committee.
33. Manages and assists with the preparation of the Demographic and Land Use Trends newsletter.
34. Oversees Department guidelines for addressing.
35. Reviews Town land division staff reports.
36. Reviews Geographic Information system maps for County and local communities.
37. Researches, organizes, develops, and presents updates to County Comprehensive Plan.
38. Oversees the County's CDBG housing rehabilitation program.
39. Establishes employee objectives, performance standards, priorities and work plans according to Department goals.
40. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of theory and practice of land use planning, zoning and subdividing.
- Thorough knowledge of the State Comprehensive Planning Legislation.
- Thorough knowledge of the State Farmland Preservation Program legislation.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Thorough knowledge of the State Nonmetallic Mining Reclamation regulations.
 Thorough knowledge of governmental structures and procedures at local, state, and federal levels.
 Thorough knowledge of state and county laws governing land use, planning, and zoning.
 Thorough knowledge of plan implementation procedures.
 Excellent human relations skills and public speaking ability.
 Excellent writing and composition skills.
 Ability to use computer programs and Excel spreadsheets.
 Advanced knowledge of revolving loan fund procedures and practices.
 Ability to provide financial analysis of revolving loan fund applications.
 Advanced knowledge of administrative, managerial, and supervisory principles and practices.
 Ability to analyze and synthesize information, plan, compile, develop and present reports.
 Ability to communicate and deal effectively with departmental employees, officials, the general public and special interest groups.
 Ability to meet deadlines, deals with multiple priorities, and handles difficult interpersonal relations.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year degree from college or university of recognized standing in planning, public administration, business administration or related field with planning emphasis and six (6) years of increasingly responsible planning or directly related experience or Master's degree in same fields and three (3) years of experience; or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.

WORKING CONDITIONS

Office and field 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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$24.60-\$33.74

| | | | |
|---------------------|--------------------------|---------------------|--|
| JOB TITLE: | Senior Planner | FLSA STATUS: | Non-exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Manager of Planning/Economic Development |
| LOCATION: | Administration Building | DATE: | August 16, 2006, December 23, 2010 |
| LABOR GRADE: | Dodge County Eight (8) | REVISED: | 12/23/10; 3/28/13 |

OVERALL PURPOSE/SUMMARY

Under general direction of the Manager of Planning/ Economic Development responsible for and assist with Plan development and implementation activities, administration of community planning services and housing programs, administration of non-metallic mining program, administration of farmland preservation programs, and other activities related to the planning and economic development activities of the department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Completes assignments (advanced level of difficulty) concerning the implementation of the Planning Work Program and assists with the preparation of the Work Program.
2. Researches, organizes, and prepares reports, resolutions, speeches, presentations, and programs in relation to departmental activities.
3. Prepares plan documents for local communities.
4. Administers the County's farmland preservation programs including farmland preservation agreements, agricultural enterprise areas, purchase of agricultural conservation easements, exclusive agricultural zoning, and other related county, state, and federal programs.
5. Administers the County's Nonmetallic Mining Reclamation Program.
6. Prepares and presents the Dodge County Capital Improvement Program Plan.
7. Reviews development proposals for compliance with Dodge County Comprehensive Plan and Dodge County Farmland Preservation Plan.
8. Provides technical data and assists communities with planning, zoning ordinances, subdivision development and related issues.
9. Prepares Town land division staff reports.
10. Plans and performs continuing education activities for local officials.
11. Represent Manager of Planning in his/her absence and perform duties as required.
12. Assists Manager of Planning with the County Revolving Loan Program.
13. Supports and implements economic development functions for Dodge County and multi-county initiatives.
14. Performs research, analysis and presentation of census/demographic data for County and local communities.
15. Represents department in County Clean Sweep Program and perform assigned tasks.
16. Reviews and configures Geographic Information System (GIS) maps for County and local communities.
17. Researches, organizes, prepares and submits completed grant applications relating to planning, economic development, GIS and other County and local community projects and objectives.
18. Assists with administration of grants awarded to County and local communities as requested.
19. Participates in the research, organization, preparation and presentation of the County Comprehensive Plan.
20. Assists with completion of Comprehensive Plan Implementation Activities.
21. Assists with the research, composition and recommendation of zoning/subdivision control ordinances for local communities.
22. Organizes and prepares the Demographic and Land Use Trends newsletter.
23. Develops and maintains the planning related items on Department web site.
24. Researches, organizes and presents county and local community information at meetings designed to educate local officials.
25. Participates in professional organizations related to planning and economic development, which further the interests of the County.
26. Administers the County's CDBG housing rehabilitation program.
27. Assists with the preparation and implementation of the Dodge County Farmland Preservation Plan.
28. Assists with the preparation of the Dodge County Outdoor Recreation and Open Space Plan.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of theory and practice of public planning.
 Advanced ability to analyze and interpret Geographic Information System (GIS) mapping and underlying database relationships.
 Advanced knowledge of the State Comprehensive Planning legislation.
 Advanced knowledge of the State Farmland Preservation Program legislation.
 Advanced knowledge of the State Nonmetallic Mining Reclamation regulations.
 Advanced knowledge of governmental structures and procedures at local, state, and federal levels.
 Advanced knowledge of plan implementation procedures.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Advanced knowledge of Microsoft Office applications and Front Page.

Advanced knowledge of state and county laws, codes and regulations governing land use planning and zoning.

Excellent human relations skills and public speaking ability.

Excellent writing and composition skills.

Ability to manage multiple projects and meet deadlines.

Ability to analyze financial statements and procedures.

Ability to analyze and synthesize information, plan, compile, develop and present reports to support decision-making.

Ability to communicate and deal effectively with departmental employees, officials, the general public and special interest groups.

Ability to interpret, analyze, synthesize and present US Census data.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year degree from college or university of recognized standing in planning or related field with planning emphasis, four (4) years increasingly responsible planning or directly related experience and 12 Continuing Education Units related to specific job responsibilities, OR Master's Degree in directly related field, three (3) years increasingly responsible planning experience directly related to specific responsibilities and six (6) CEU's related to specific job responsibilities.

WORKING CONDITIONS

Office and field 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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$28.49-\$39.07

| | | | |
|---------------------|---|---------------------|-----------------------------------|
| JOB TITLE: | Planning/Economic Development Administrator | FLSA STATUS: | Exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Director-Land Resources and Parks |
| LOCATION: | Administration Building | DATE: | DRAFT |
| LABOR GRADE: | Dodge County Ten (10) | REVISED: | |

OVERALL PURPOSE/SUMMARY

Under general direction of the Director of Land Resources and Parks responsible for the planning, development and implementation of economic development and tourism activities and initiatives. Responsible for the administration of Farmland preservation, community planning services and housing programs, and other activities related to the planning and economic development activities of the Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages complex professional planning and economic development projects, assignments, research, analysis and presentation.
2. Responsible for researching, organizing, developing, implementing, updating and presentation of the County Comprehensive Plan; reviews GIS mapping associated with Plan.
3. Maintains, updates, and directs implementation of the Dodge County Farmland Preservation Plan and reviews compatibility with existing regulations.
4. Researches, designs, and assists with preparation of zoning/subdivision control ordinances for local communities and the County.
5. Writes and/or assists in the evaluation or review of proposed amendments to the County Land Use Code.
6. Monitors and ensures compliance with local, state and federal laws and keeps informed of relevant government regulations, policies, and developments pertaining to Department responsibilities.
7. Responsible for Dodge County's staff participation and support of Glacial Heritage Development Partnership (GHDP).
8. Advises Director on all planning/economic development-related matters; submits related information for Annual Report.
9. Participates in budget preparation and administration, monitors and controls expenditure for planning, economic development and tourism programs within those business units of the Department.
10. Provides technical data, advises and assists various local industries, municipalities and other governmental units with planning, zoning ordinances, subdivision development and related issues.
11. Researches, organizes and presents county and local community information at Towns' Association meetings, local community meetings, other government agencies, and not for profit organizations.
12. Collaborates with officers and representatives of county, multi-county, municipal, state, and federal governments, and the public on planning and development and economic development issues and initiatives.
13. Responsible for the research, development and preparation of various planning/economic development grants.
14. Attends and participates in meetings of the County Board and Committees, and other organizations as required
15. Manages the Revolving Loan Fund, reviews applications, prepares agendas for RLFC, prepares semi-annual reports and monthly reports as required; promotes and presents information to public/private entities.
16. Represents Department for the Transportation to Work initiative.
17. Maintains industrial sites inventory for industrial recruitment.
18. Researches, organizes, prepares and submits reports, resolutions, study/survey summaries, correspondence, press releases and other materials and responds to requests regarding Department functions.
19. Oversees and administers Dodge County's Community Development Block Grant (CDBG) housing rehabilitation program; represents Dodge County on the Southern Housing Region (SHR) for the CDBG program.
20. Assists in administration of the County's Nonmetallic Mining Reclamation Program including management of the Program's budget and works directly with financial institutions to secure financial assurance.
21. Responsible for notification, compilation and development of the County Capital Improvement Plan under direction of County Administrator.
22. Responsible for the content of publications as it relates to economic development, revolving loan fund, County website or other publications.
23. Monitors work of outside consultants as needed.
24. Regular attendance and punctuality required.
25. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of theory and practice of land use planning and development, zoning, and subdividing.
- Thorough knowledge of the State Comprehensive Planning and Farmland Preservation Program legislation.
- Thorough knowledge of the State Nonmetallic Mining Reclamation regulations.
- Advanced knowledge of Revolving Loan Fund procedures and practices.
- Advanced knowledge of CDGB requirements, procedures and practices.
- Thorough knowledge of local, state and federal governmental structures, policies, procedures and practices.
- Thorough knowledge of pertinent federal, state and local laws, codes and regulations governing land use, planning, and zoning.
- Thorough knowledge of plan implementation procedures.
- Knowledge principles, methodology, practices of research and data collection.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Must be innovative, detail-oriented, experienced in highly visible/controversial projects.

Strong analytical skills to interpret, analyze and synthesize research data and financial statements to design, compile, prepare and present reports to support decision-making.

Strong interpersonal skills to establish and maintain good working relationships at various levels and handle difficult situations.

Ability to communicate effectively both verbally and in writing to a wide audience having diverse experience with subject matter.

Ability to prepare and make public presentations using various visual and communications media.

Knowledge of computer software programs, including MS Office Suite, Internet applications, and database applications.

Ability to analyze and understand the concepts and underlying database relationships used in GIS programs.

Advanced knowledge of administrative and budgetary principles and practices.

Ability to interpret, analyze, synthesize and present US Census data.

Ability to manage multiple high priority assignments and meet deadlines.

Ability to work independently or in a team environment as needed.

Strong organizational and problem solving skills.

Knowledge of citizen involvement techniques and processes.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year degree from college or university of recognized standing in planning, public administration, business administration or related field with planning emphasis and six (6) years of increasingly responsible planning or directly related experience or Master's degree in same fields and three (3) years of increasingly responsible planning or directly related experience. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Office and field working environment.

Off-site meetings at Dodge County businesses.

Frequently attends night meetings at local communities.

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.

3 **RESOLUTION TO FUND AN EXISTING VACANT**
4 **LAND USE/SANITATION SPECIALIST POSITION**
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
7 MEMBERS,
8

9 **WHEREAS**, the Dodge County Planning, Development and Parks Committee (Committee) has
10 studied and analyzed staffing needs at the Dodge County Land Resources and Parks Department; and,
11

12 **WHEREAS**, the Code Administration Division is experiencing a significant increase in workload due
13 to the additional responsibilities in the area of county shoreland zoning; the addition of three townships to
14 countywide general zoning jurisdiction; and, an uptick in building and development throughout the county due
15 to improving economic conditions, all resulting in an increase in inspection and permitting activity; and,
16

17 **WHEREAS**, the Land Resources and Parks Department has an existing, vacant, full-time *Land*
18 *Use/Sanitation Specialist* position that was not funded in the 2017 Department budget; and,
19

20 **WHEREAS**, the Committee recommends that the Dodge County Board of Supervisors fund the
21 existing, vacant, full-time, benefited position of *Land Use/Sanitation Specialist*, effective July 5, 2017; and,
22

23 **WHEREAS**, job descriptions for the vacant, full-time, benefited position of *Land Use/Sanitation*
24 *Specialist I, II* and *Senior* are attached hereto as Exhibits "A", "B" and "C", respectively; and,
25

26 **WHEREAS**, it is reasonably anticipated that there will be monies in the 2017 Budget of the Land
27 Resources and Parks Department sufficient to fund an existing, vacant, full-time position of *Land*
28 *Use/Sanitation Specialist* during the period of time commencing on July 5, 2017, and ending on December 31,
29 2017, both inclusive, due to the merger of other funded positions within the Department;
30

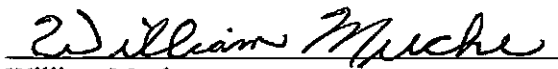
31 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
32 hereby authorizes the filling of the existing, vacant, full-time, benefited position of *Land Use/Sanitation*
33 *Specialist*, at the appropriate level, in the Land Resources and Parks Department, effective July 5, 2017 and
34 funding with funds available in the 2017 Budget of the Land Resources and Parks Department during the
35 period of time commencing on July 5, 2017, and ending on December 31, 2017, both inclusive.

All of which is respectfully submitted this 16th day of May, 2017.

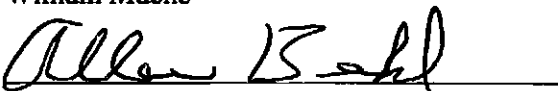
Dodge County Planning, Development and Parks Committee:


Thomas J. Schaefer


Joseph Marsik


William Muche

Janice Bobholz


Allen Behl

Dodge County Planning, Development and Parks Committee

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? NO

Fiscal Impact on the adopted 2017 Budget:

\$36,530 (Deficit)

Fiscal Impact reviewed by the Dodge County Finance Committee on 5/9/2017.



David Frohling, Chairman
Dodge County Finance Committee

Vote Required: Majority of Members present.

Resolution Summary: A resolution funding an existing position of Land Use/Sanitation Specialist position in the Land Resources and Parks Department.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.72 - \$28.41

| | | | |
|---------------------|----------------------------------|---------------------|-------------------------------|
| JOB TITLE: | Land Use/Sanitation Specialist I | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Manager – Code Administration |
| LOCATION: | Administration Building | DATE: | July 21 2006 |
| LABOR GRADE: | Dodge County Six (6) | REVISED: | 6/18/08; 3/23/15 |

OVERALL PURPOSE/SUMMARY

Under the general direction of the Manager of Code Administration, responsible for assisting in the enforcement of the Dodge County Land Use Code and related Code Administration programs of the Land Resources and Parks Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enforces all county land development codes under the direction and supervision of the Manager – Code Administration.
2. Provides public with information regarding the County codes and ordinances and assists them in preparing applications.
3. Reviews land use, shoreland, floodplain and sanitary permit applications under the direction of the Manager – Code Administration and determines if permit applications are complete and in accordance with applicable regulations.
4. Conducts field inspections for permit applications and construction projects to determine compliance with all applicable County codes and ordinances.
5. Conducts field inspections of private sewage systems and soil evaluations and reviews soil test reports for compliance with the applicable codes upon obtaining state certification in soil testing and POWTS inspector licensing.
6. Records the findings and results of on-site and field inspections made and of other official actions in files.
7. Assists with the administration of the septic and holding tank maintenance program.
8. Issues land use, sanitary and other related Land Use Code permits under the direction of the Manager of Code Administration.
9. Receives complaints and performs on-site inspections for investigative purposes for possible violations of the Dodge County codes and ordinances.
10. Issues violation and correction orders and performs other regulatory functions under the direction of the Manager of Code Administration for unauthorized activities related to the enforcement of the Dodge County codes and ordinances.
11. Researches, organizes and prepares reports and programs for the Department's code administration program.
12. Prepares and distributes staff reports for public hearings conducted by the Planning, Development and Parks Committee and the Board of Adjustment.
13. Prepares resolutions for consideration by the Planning, Development and Parks Committee and the Board of Adjustment.
14. Presents staff reports at public hearings of the Planning, Development and Parks Committee and the Board of Adjustment.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of basic mathematics.
- Proficient in the use of Microsoft Office Professional software programs including Word, Excel, Access, Power Point and Outlook.
- Basic knowledge of governmental structures and procedures at local, state and federal levels.
- Basic knowledge of State, Federal and County laws, rules, and regulations affecting land use, soils, plumbing codes/materials, private sewage systems, and sanitary/well codes relating to on-site sewage disposal.
- Basic knowledge of public planning principals and practices desirable.
- Ability to interpret and explain land use and sanitary laws, rules and regulations.
- Ability to testify in court on ordinance violations and assist Corporation Counsel in preparing litigation.
- Ability to analyze and synthesize information, plan, compile and develop reports and minutes.
- Good human relations skills and ability to communicate effectively orally and in writing with departmental employees, officials, the general public and special interest groups.
- Ability to meet deadlines.
- Ability to work independently and to manage/document multiple work assignments with minimal supervision.
- Ability to analyze and synthesize information, plan, complete and present reports.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree from college or university of recognized standing in Resource Management, Soil Science, Planning or related field.

Special Requirement:

Employee must obtain State certification in Soil Testing and POWTS Inspector by the end of one (1) year of employment.

WORKING CONDITIONS

Normal office environment plus field work (e.g., construction sites, soil pits, wet lands, farms, industrial sites). Frequent exposure to a variety of adverse interpersonal situations and tight work deadlines.

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: \$22.66 - \$31.08**

| | | | |
|---------------------|-----------------------------------|---------------------|-------------------------------|
| JOB TITLE: | Land Use/Sanitation Specialist II | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Manager – Code Administration |
| LOCATION: | Administration Building | DATE: | July 21 2006 |
| LABOR GRADE: | Dodge County Seven (7) | REVISED: | 6/19/08; 3/23/15 |

OVERALL PURPOSE/SUMMARY

Under the general direction of the Manager of Code Administration, responsible for assisting in the enforcement of the Dodge County Land Use Code and related code administration programs of the Land Resources and Parks Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enforces all county land development codes.
2. Provides public with information regarding County codes and ordinances and assists them in preparing applications.
3. Reviews land use, shoreland, floodplain and sanitary permit applications and determines if permit applications are complete and in accordance with applicable regulations.
4. Conducts field inspections for permit applications and construction projects to determine compliance with all applicable County codes and ordinances.
5. Conducts field inspections of private sewage systems and soil evaluations and reviews soil test reports for compliance with the applicable codes upon obtaining state certification in soil testing and POWTS inspector licensing.
6. Records the findings and results of on-site and field inspections made and of other official actions in files. Assists with the administration of the septic and holding tank maintenance program.
7. Issues land use, sanitary and other related Land Use Code permits under the direction of the Manager of Code Administration.
8. Receives complaints and performs on-site inspections for investigative purposes for possible violations of Dodge County codes and ordinances.
9. Issues violation and correction orders and performs other regulatory functions for unauthorized activities related to the enforcement of Dodge County codes and ordinances.
10. Researches, organizes and prepares reports and programs for the Department's code administration program.
11. Prepares and distributes staff reports for public hearings conducted by the Planning, Development and Parks Committee and the Board of Adjustment.
12. Prepares resolutions for consideration by the Planning, Development and Parks Committee and the Board of Adjustment.
13. Presents staff reports at public hearings of the Planning, Development and Parks Committee and the Board of Adjustment.
14. Prepares minutes of Planning, Development and Parks Committee and the Board of Adjustment meetings.
15. Assists with the minor land division and plat review functions of the Department.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of applicable mathematical skills.

Proficient in the use of Microsoft Office Professional software programs including Word, Excel, Access, Power Point and Outlook.

Working knowledge of State, Federal and County laws, rules, codes and regulations affecting land use, soils, plumbing, private sewage systems and wells, and minor land division and plat review regulations.

Working knowledge of county procedures for enforcement of land development and sanitary ordinances.

Basic knowledge of public planning principals and practices desirable.

Knowledge of governmental structures and procedures at local, state and federal levels.

Ability to interpret and explain land use and sanitary laws, rules and regulations.

Ability to testify in court on ordinance violations and assist Corporation Counsel in preparing litigation.

Ability to analyze and synthesize information, plan, compile and develop reports and minutes.

Ability to meet deadlines, to work independently and to manage and document multiple work assignments with minimal supervision.

Good human relations skills and ability to communicate effectively orally and in writing with departmental employees, officials, the general public and special interest groups.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree from college or university of recognized standing in Resource Management, Soil Science, Planning or related field, two (2) years experience related to position and 6.0 CEU's related to specific job responsibilities.

Special Requirement:

Employee must obtain the state CST certification and the POWTS Inspector certification by the end of one (1) year of employment.

WORKING CONDITIONS

Normal office environment plus field work (e.g., construction sites, soil pits, wet lands, farms, industrial sites).

Frequent exposure to a variety of adverse interpersonal situations and tight work deadlines.

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**FOR HUMAN RESOURCE USE****EMPLOYEE SIGNATURE:****ANALYST(S):****DATE:****DATE:****SUPERVISOR SIGNATURE:****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: \$24.60 - \$33.74

| | | | |
|---------------------|---------------------------------------|---------------------|-------------------------------|
| JOB TITLE: | Senior Land Use/Sanitation Specialist | FLSA STATUS: | Non Exempt |
| DEPARTMENT: | Land Resources and Parks | REPORTS TO: | Manager – Code Administration |
| LOCATION: | Administration Building | DATE: | July 21, 2006 |
| LABOR GRADE: | Dodge County Eight (8) | REVISED: | 9/19/08; 3/23/15 |

OVERALL PURPOSE/SUMMARY

Under the general direction of the Manager – Code Administration, responsible for assisting in the enforcement of the Dodge County Land Use Code and related code administration programs of the Land Resources and Parks Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Enforces all county land development codes.
2. Offers technical advice to County committees and boards at public hearings and onsite inspections, and to the Corporation Counsel in resolving code enforcement matters.
3. Provides the public with technical information regarding County codes and ordinances and assists them in preparing applications.
4. Meets with sub-dividers, contractors, landowners, realtors, and surveyors to develop solutions and review development proposals.
5. Reviews and takes final action on land use, shoreland, floodplain, soil test report and sanitary permit applications under the general direction of the Manager of Code Administration.
6. Performs field inspections for permit applications, construction projects, septic system installations and soil test evaluations, to determine compliance with all applicable County and State sanitary codes and ordinances.
7. Receives complaints and performs on-site inspections for investigative purposes for possible violations of Dodge County codes and ordinances.
8. Issues violation and correction orders and performs other regulatory functions for unauthorized activities related to the enforcement of Dodge County codes and ordinances.
9. Prepares and drafts legal documentation related to code and ordinance violations to aid legal counsel during court proceedings.
10. Records the findings and results of on-site and field inspections made and of other official actions in files.
11. Represents the Manager of Code Administration in code administration matters in the absence of the Manager.
12. Prepares and presents recommendations on zoning changes, conditional use permit requests, variances and appeals.
13. Assists the manager in maintaining the County drainage board records.
14. Assists the manager in preparing agendas, public hearing notices, staff reports, resolutions, decisions, minutes, variance agreements and writ of certiorari records for the Board of Adjustment and the Planning, Development and Parks Committee.
15. Assists the manager in reviewing minor land division, condominium plat and subdivision plat applications.
16. Assists the manager with the administration of the sanitary maintenance, sanitary audit and the Wisconsin Fund Grant Assistance programs.
17. Assists the manager with drafting code and ordinance amendments.
18. Attends public hearings relative to zoning changes, conditional use and variance requests, appeals and applications.
19. Creates permit forms and informational sheets.
20. Designs and conducts informational programs for the community and other groups, promoting land use controls.
21. Researches, organizes and prepares detailed reports for the Department's code administration program.
22. Prepares and presents staff reports at public hearings conducted by the Planning, Development and Parks Committee and by the Board of Adjustment.
23. Researches, organizes, prepares reports and provides informational programs on new County, State and Federal laws.
24. Testifies in court on code enforcement matters.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of State, Federal and County laws, rules, regulations affecting land use, soils, plumbing codes/materials, private sewage systems, and sanitary/well codes relating to on-site sewage disposal and minor land division and plat review codes.
- Advanced knowledge of County codes and ordinances.
- Advanced knowledge of the County procedures for the enforcement of County codes and ordinances.
- Advanced knowledge of applicable mathematical skills.
- Knowledge of governmental structures and procedures at local, state and federal levels.
- Advanced knowledge of public planning and practices desirable.
- Ability to interpret and explain land use code regulations, sanitary laws, rules and regulations and minor land division and plat review codes.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to plan, organize and present ideas/recommendations.

Ability to plan, organize and present informational programs to the public.

Ability to testify in court on ordinance violations and assist Corporation Counsel in preparing litigation.

Ability to analyze and synthesize information, plan, compile and develop reports and minutes.

Good human relations skills and ability to communicate effectively orally and in writing with departmental employees, officials, the general public and special interest groups.

Ability to meet deadlines, to work independently and to manage and document multiple work assignments with minimal supervision.

Proficient in the use of Microsoft Office Professional software programs including Word, Excel, Access, Power Point and Outlook.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree from college or university of recognized standing in Resource Management, Soil Science, Planning or related field, four (4) years experience related to position and additional 12.0 CEU's related to specific job responsibilities **OR** Masters degree from college or university of recognized standing in Resource Management or related field, three (3) years experience related to specific job responsibilities and additional 6.0 CEU's related to specific job responsibilities.

Special Requirement:

Employee must possess the Certified Soil Tester and POWTS Inspector certifications.

WORKING CONDITIONS

Normal office environment plus field work (e.g., construction sites, soil pits, wet lands, farms, industrial sites).

Frequent exposure to a variety of adverse interpersonal situations and tight work deadlines.

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:

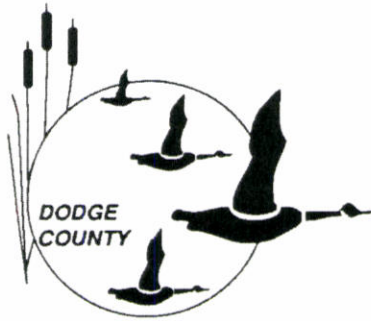
FOR HUMAN RESOURCE USE

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.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

To: Dodge County Board of Supervisors

From: Jim Mielke

Date: May 10, 2017

Re: Resolution Number 17-10 Providing for the Sale of Not to Exceed \$9,500,000 General Obligation Refunding Bonds

Background: Ehlers Incorporated is the financial advisor for Dodge County. Ehlers has assisted Dodge County with prior debt issuance. The Ehlers Brookfield Office provides financial advisory assistance to numerous Wisconsin counties, municipalities and school districts.

As a Financial advisor, part of their responsibility is to review existing debt to determine if there are opportunities for financial savings through a refunding. On April 18th, Phil Cosson, Senior Municipal Advisor reached out to Julie Kolp and me regarding the 2011 General Obligation Bonds (G.O. Bonds) which were authorized through Resolution 11-17 Adopted by the County Board on July 19, 2011. The Resolution authorized the sale of \$16,300,000 of General Obligation Bonds. The purpose of the 2011 borrowing was to complete the financing of the Clearview Building Project and to fund the construction of the Highway Department vehicle storage building (Juneau) and the expansion of the Highway Shop Maintenance facility (Juneau). The preliminary analysis provided on April 18th indicated a refunding of the debt could result in a savings to Dodge County of \$580,000. The 2011 G.O. Bonds are scheduled to be retired in 2031. Mr. Cosson was invited to provide an analysis of a refunding proposal to the Dodge County Finance Committee at their May 9th meeting.

May 9th Finance Committee Meeting / Recommendation: Mr. Cosson provided an updated refunding analysis to the Finance Committee. Based on known information as of May 9th, the updated refunding analysis projects a savings of \$697,290. The projected savings is net of all costs. Issuance costs include Bond Counsel (Quarles & Brady) Updated Rating Agency Fee (Moody's) Financial Advisor (Ehlers).

Based on the analysis, the Finance Committee is recommending proceeding with the refunding of the 2011 General Obligation Bonds. The Committee had the option of proceeding with the Bond sale in either June or July. The Committee has selected a bond sale date of June 20th. Bond sale results will be provided to the County Board on June 20th, if the sale results provide a significant financial savings to Dodge County, the Board would need to officially authorize the bond award on the 20th. If the refunding is authorized and approved, the retirement of the debt would remain as 2031. Interest on the debt would remain the responsibility of annual budgets of Clearview and Highway. Per existing policy, principal payments are funded through Sales & Use Tax remittances.

Phil Cosson has a prior commitment with another municipality on May 16th. Dawn Gunderson-Schiel will represent Ehlers at the Board meeting to address your questions. Ms. Schiel is very familiar with Dodge County and has teamed with Mr. Cosson on prior Dodge County debt issuance.

RESOLUTION NO. 17-10

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED \$9,500,000
GENERAL OBLIGATION REFUNDING BONDS

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

WHEREAS, Dodge County, Wisconsin (the "County") is presently in need of an amount not to exceed \$9,500,000 for the public purpose of refunding obligations of the County, including interest on them, specifically, the General Obligation Corporate Purpose Bonds, Series 2011, dated August 4, 2011, maturing in the years 2021 through 2031; and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Dodge County, Wisconsin that:

Section 1. The Bonds. The County shall issue its General Obligation Refunding Bonds (the "Bonds") in a principal amount not to exceed \$9,500,000 for the purpose above specified.

Section 2. Sale of Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action on the bids received.

Section 3. Notice of Bond Sale. The County Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated at such times and in such manner as the County Clerk may determine and to cause copies of a complete, official Notice of Bond Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by the County's financial advisor, Ehlers & Associates, Inc. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

All of which is respectfully submitted this 16th day of May, 2017.

The Dodge County Finance Committee:



David Frohling

Thomas J. Schaefer

Ed Benter

Richard W. Fink

David Guckenberger

Vote Required: Majority of Members present.

Resolution Summary: A resolution providing for the sale of not to exceed \$9,500,000 general obligation refunding bonds.