

**Dodge County Board of Supervisors  
February 21, 2018 – 7:00 p.m.  
Administration Building - Juneau, Wisconsin**

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

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Benter, J. Bobholz, Duchac, Glewen, Greshay, Hilbert and Schraufnagel who had previously asked to be excused.

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Maly and seconded by Supervisor Nelson to approve the minutes of the January 16, 2018, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

Karen J. Gibson, County Clerk, read a letter, dated February 19, 2018, from Beaver Dam Community Hospital President and CEO, Kim Miller regarding the Gold Star Memorial Trail Project. The Chairman ordered that this be placed on file.

**Special Orders of Business**

The Chairman called the First Special Order of Business: Confirm appointment made by County Administrator, James Mielke. Reappoint Robert Ballweg to the Loan Advisory Committee for a one-year term commencing on March 17, 2018 to March 17, 2019, both inclusive. A motion to accept the reappointment was made by Supervisor Maly and seconded by Supervisor Nickel. The motion passed by acclamation with no negative votes cast, thereby approving the reappointment.

The Chairman then called for the Second Special Order of Business: Confirm appointments made by County Board Chairman. Reappoint Paul F. Huebner as a representative and the County Board Chair as an alternate on the Glacial Heritage Development Partnership Board. This appointment is made annually. A motion to accept the reappointment was made by Supervisor Schmidt and seconded by Supervisor Schaefer. The motion passed by acclamation with no negative votes cast, thereby approving the reappointment.

The Chairman then appointed James Qualmann to replace Dale Macheel on the Land and Water Conservation Committee. A motion to accept the appointment was made by Supervisor Fink and seconded by Supervisor Behl. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

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

**Resolution No. 17-77** Establish Salaries for the 2019-2022 Term for the Elected Positions of Sheriff and Clerk of Circuit Court – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Marsik. Comments by Supervisors Sheahan-Malloy and Berres. Questions by Supervisors M. Bobholz, Sheahan-Malloy and Berres answered by Supervisor Marsik and Human Resources Director Sarah Hinze. Super Berres questioned whether a motion to table Resolution 17-77 would be in order. Chairman Kottke called upon Corporation

Counsel, Kimberly Nass who advised that a proper motion would be to refer the Resolution back to the Human Resources and Labor Negotiations Committee. Comment by County Clerk, Karen J. Gibson. Supervisor Berres made a motion to refer Resolution 17-77 back to the Human Resources and Labor Negotiations Committee for further analysis. The motion to refer was seconded by Supervisor M. Bobholz. Comment by Supervisor Maly. The vote was cast on the motion to refer with 16 ayes and 8 noes, thereby approving the motion.

**Ayes:** Kottke, M. Bobholz, Nelson, Bennett, Guckenberger, Muche, Bartsch, Bischoff, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Sheahan-Malloy, Derr. Total 16.

**Noes:** Marsik, Justmann, Schaefer, Fink, Caine, Nickel, Maly, Miller. Total 8.

**Absent:** Benter, J. Bobholz, Greshay, Schraufnagel, Duchac, Hilbert, Glewen. Total 7.

**Resolution No. 17-78** A Resolution to Alter the Boundaries of Dodge County Supervisory District No. 20, Dodge County Supervisory District No. 21, and Dodge County Supervisory District No. 22, Based on an Annexation – Executive Committee. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Frohling. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-79** Continuation of the Self-Insured Worker’s Compensation Program – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor Marsik and seconded by Supervisor Sheahan-Malloy. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-80** Authorize Creation of Enterprise Resource Planning (ERP) Project Director Position and Appointment of Project Director – Information Technology Committee. A motion for adoption was made by Supervisor Nickel and seconded by Supervisor Maly. Comments by Supervisor Guckenberger. Supervisor Guckenberger made a motion to amend Resolution 17-80 by inserting on Page 2 beginning on Line 13: “...with a review and evaluation of the Project Director position no later than August of 2019, consistent with the procedures set forth in the County Board Rules (Rule 37).” Comment by Supervisor Guckenberger. The motion to amend was seconded by Supervisor Frohling. Question by Supervisor Berres answered by Supervisor Guckenberger. The vote was cast on Supervisor Guckenberger’s motion to amend with all voting in the affirmative, thereby approving the motion to amend. Chairman Kottke stated that he wished to vote yes on this motion to amend instead of no.

Comment by Supervisor Guckenberger. The vote was then cast on Resolution No. 17-80 as amended with all voting in the affirmative, thereby adopting the Resolution as amended.

**Resolution No. 17-81** Clearview 2017 Dodge County Budget Amendment – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Schaefer. Question by Supervisor Houchin answered by Bill Wiley, Clearview Director of Financial Services. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-82** Highway Department 2017 Dodge County Budget Amendment – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-83** Highway Department 2017 Dodge County Budget Amendment – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche.

Question by Supervisor Fink answered by Brian Field, Highway Commissioner. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-84** Highway Department 2017 Dodge County Budget Amendment – Highway Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-85** Human Services and Health Department 2017 Dodge County Budget Amendment – Human Services and Health Board. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Justmann. Comment by Supervisor Guckenberger. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-86** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County District Attorney’s Office – Judicial and Public Protection Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Nickel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-87** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Human Services and Health Department – Human Services and Health Board. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Nickel. Supervisor Guckenberger asked James Mielke, County Administrator to comment on where the \$5,000.00 donation came from. Mr. Mielke stated the money was donated by Maas Brothers Construction of Watertown, WI. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-88** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land and Water Conservation Department – Land and Water Conservation Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-89** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land Resources and Parks Department – Planning, Development and Parks Committee and Land Information Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-90** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land Resources and Parks Department for the Gold Star Memorial Trail Project – Planning, Development and Parks and Finance Committees. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Maly. Questions by Supervisors Muche, Guckenberger and Miller answered by Bill Ehlenbeck, Land Resources and Parks Director. Comments by Supervisors Guckenberger, Berres, Fink, Derr, Muche, Maly, Marsik, Caine and Sheahan-Malloy. The vote was cast with 22 ayes and 2 noes, thereby adopting the Resolution.

**Ayes:** Kottke, M. Bobholz, Nelson, Marsik, Bennett, Justmann, Schaefer, Fink, Bartsch, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Nickel, Sheahan-Malloy, Maly, Miller, Derr. Total 22.

**Noes:** Guckenberger, Muche. Total 2.

**Absent:** Benter, J. Bobholz, Greshay, Schraufnagel, Duchac, Hilbert, Glewen. Total 7.

**Resolution No. 17-91** Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Physical Facilities Maintenance Department – Building Committee. A motion for

adoption was made by Supervisor Schmidt and seconded by Supervisor Caine. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-92** Resolution to Carry Over Funds from Budget Year 2017 to Budget Year 2018 for the Same Purpose – Finance Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Nickel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-93** Authorize the Purchase of Additional Professional Services for Netsmart Software and Approve Carry Over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Human Services and Health Department – Human Services and Health Board, Information Technology and Finance Committees. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Justmann. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-94** Authorizing the Engagement of River Run for Dodge County Information Technology Department and County Technology Infrastructure and Systems Evaluation and Plan – Information Technology Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Miller. Question by Supervisor Houchin answered by Supervisor Maly. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 17-95** Resolution Authorizing Purchases for Dodge County Information Technology Infrastructure – Information Technology Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Nickel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Report No. 1** Ordinance No. 992 – Amend Land Use Code – Klaus and Christine Mittig Property – Town of Ashippun – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Guckenberger. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

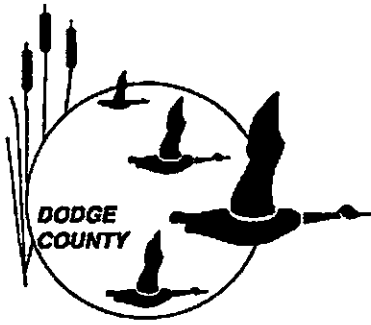
**Ordinance No. 1** Ordinance No. 993 – An Ordinance to Amend Section 7.08 – Access onto County Highways; Restrictions and Regulations, of Chapter 7 – Traffic Code – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. Question by Supervisor Schmidt answered by Chairman Kottke. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

**Ordinance No. 2** Ordinance No. 994 – An Ordinance to Amend Section 7.09 of the Dodge County Code of Ordinances to Regulate Stopping, Standing, or Parking of Vehicles – Highway Committee. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Caine. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

The Clerk noted no items had been placed on the Supervisor's desks

At 8:38 p.m. Supervisor Frohling made a motion to recess until Tuesday, March 20, 2018 at 7:00 p.m. Supervisor Schmidt 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**

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**JAMES MIELKE, COUNTY ADMINISTRATOR**

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

**County Project and Issue Update  
Volume 38 March 2018**

**Building Security: Administration and Henry Dodge Office Building:** Attached please find a memo dated February 26<sup>th</sup> which was directed to the members of the Dodge County Building and Executive Committees. The memo served as a base for discussion which took place at the March 1<sup>st</sup> Building Committee and March 5<sup>th</sup> Executive Committee meetings. Each committee has scheduled further discussion at their April meetings. Cost information related to modifications at the Treasurer and County Clerk's Office will be presented to the Building Committee on April 5<sup>th</sup>.

**Combining Payroll:** The planned November 2018 implementation to combine the four county payroll cycles has been presented to Kronos (timekeeping system) and Tyler-MUNIS representatives. Indications from both Kronos and Tyler-MUNIS has confirmed the November timeline can be met. The current goal is to present a Resolution to the Human Resource & Labor Negotiation Committee; Finance Committee and Information Committee at their April meetings, followed by the County Board on April 17<sup>th</sup>. The confirmation process has taken longer than anticipated; however obtaining the commitments from Kronos and Tyler-MUNIS was critical prior to presenting a request for approval by the committee and county board.

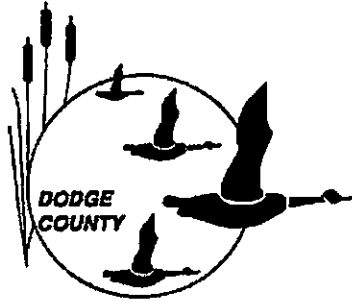
**2019 Budget Timeline:** The Finance Committee has reviewed the proposed 2019 budget timeline. Key dates and milestones are:

- August 29<sup>th</sup>: Submittal of department budget requests to the County Administrator
- September 6<sup>th</sup>: County Administrator finalizes recommendations
- September 26-27<sup>th</sup>: Mini-budget presentations by Department Heads to the Finance Committee
- October 23<sup>rd</sup>: Special Finance Committee meeting / Recommendation
- November 13<sup>th</sup>: County Board Public Hearing / 2019 Budget Review / Consideration

**Blue Zone Initiative:** Progress continues to be made regarding Clearview and Dodge County earning designation as Blue Zone employers. At this time planning for separate, public events commemorating the designations is underway. The Clearview event is tentatively scheduled for late March or early April. The Dodge County event is tentatively scheduled for the week of April 30<sup>th</sup>. Watch for the public announcements.

**Thank You:** March 20<sup>th</sup> marks the final board meeting for Supervisors: Janice Bobholz; Jeffry Duchac; Jeremy Bartsch; Ed Nelson and Tom Nickel. I would like to thank each of the listed supervisors for their time and efforts during their tenure on the County Board. Each have provided support to the successful programs and services provided across all county departments.





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**ADMINISTRATION DEPARTMENT**

**JAMES MIELKE, COUNTY ADMINISTRATOR**

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

To: Dodge County Executive Committee  
Dodge County Building Committee  
Dale Schmidt: Dodge County Sheriff  
Scott Mittelstadt: Chief Deputy, Dodge County Sheriff Office  
Amy Nehls: Emergency Management Director  
Russell Freber: Physical Facilities Director  
Rebecca Bell: Human Service & Health Director

*JM*  
From: Jim Mielke  
Date: February 26, 2018

**Re: Building Security – Administration and Henry Dodge Office Building**

During the past year there have been numerous discussions both internally and at the committee level regarding building security concerns. In 2017 and early 2018 the Emergency Management Office coordinated the following Active Shooter training events:

- May 2017 Table Top Exercise
- November 2017 Functional Exercise
- January 2018 Full Scale Active Shooter Exercise

In October 2017 the Building Committee began a series of discussions related to various concerns. The Executive Committee discussed future security issues at their December 4<sup>th</sup> meeting.

Recently the Building Committee has focused their discussion to potential security improvements or modifications to the first floor Dodge County Treasurer and County Clerk offices. Input has been received from Sheriff Dale Schmidt and Detective Michael Reissmann. Physical Facilities Director Russell Freber has enlisted Maas Brothers Construction – Watertown for a preliminary review of concepts. Based upon the information learned to date, Russell Freber and I have had discussions regarding various options to building security for the Administration and Henry Dodge Office Building.

A recent option under discussion is whether the Administration Building and Henry Dodge Office Building should transition to a staffed security station at the public building entrance. A security station would provide an opportunity for immediate security protection compared to a

department by department modifications over a multiple years. In addition to security personnel, scanning equipment similar to the Courthouse would be part of a security station.

Below are a few discussion points regarding the Administration Building and the Henry Dodge Office Buildings.

#### Administration Building

- Public Entrance: a single entrance and exit point from Miller Street. The doors at Oak Street and Highway 26 would be exit only – emergency. The exit doors would be alarmed.
- Security station staffing hours: 7:30 a.m. – 4:30 p.m. Monday – Friday
- Security station staffed for the monthly County Board meetings
- After hour public meetings / events other than County Board meetings would not be staffed
- Security staffing provided by Sheriff Office. Further analysis would determine whether the personnel would be full-time sheriff office or a combination of retired law enforcement personnel
- The public entrance to UW Extension would be changed – entrance through the main building corridor as opposed to the existing department entrance
- Minimal modifications needed to the existing building lobby area
- Modifications of individual department offices would not occur
- All County Committee meetings scheduled after 4:30 p.m. would be held on the first floor to enable proper securing of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors of the building
- Loading Dock door – outside card reader for employee access would remain. Enables entry point for 7:00 a.m. start and weekend / after hour access (add a camera )
- Based upon committee and county board direction, budgetary consideration could be included in the 2019 county budget

#### Henry Dodge Office Building:

- Public Entrance: Single entry and exit off of the main entrance (County DF next to the Wild Goose Trail)
- Security station office hours 7:30 a.m. – 4:30 p.m. Monday – Friday
- Further discussion required for programs and services conducted after 4:30 p.m.
- Security station located in the lobby/waiting area of the existing public entrance. Minimal modification to the existing lobby/waiting area
- Security station scanning equipment would be purchased
- Employee entrance south side of the building from the lower parking lot (County DF and Hwy 26) would remain. The entrance is currently accessed via a card reader and has a camera present

At this time preliminary discussion is scheduled for the March 1<sup>st</sup> Building Committee and March 5<sup>th</sup> Executive Committee meetings. All options and ideas need to be presented for discussion and analysis.



DODGE COUNTY, WISCONSIN  
 DC Paid Vouchers \$10,000 Or More  
 Vouchers paid in February

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Pd	Amount	
1811.5249	13609	SSZI	01/22/18	PV	462276	00100	12,700.00	P
1811.5818	20858	Sirius Computer Solutions Inc.	02/13/18	PV	462647	00100	313,327.00	P
1814.5818 .01	50062	Tyler Technologies, Inc	02/12/18	PV	461993	00100	142,980.00	P
1814.5818 .01	50062	Tyler Technologies, Inc	02/12/18	PV	461998	00100	59,575.00	P
1821.5249	51785	Wac Source Inc	01/26/18	PV	462321	00100	13,299.93	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461582	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461563	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461564	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461565	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461566	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461567	00100	28,589.50	P
2021.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461568	00100	28,589.50	P
2021.5819	51497	WatchGuard Video	01/31/18	PV	462041	00100	122,500.00	P
2021.5819	40049	Kiesler's Police Supply, Inc.	02/28/18	PV	462039	00100	10,902.00	P
2031.5811	21400	Ewald's Hartford LLC	01/31/18	PV	461561	00100	28,242.50	P
2061.5275	22827	Aramark Chicago Lockbox	01/31/18	PV	462030	00100	11,980.68	P
2061.5275	22827	Aramark Chicago Lockbox	01/31/18	PV	462032	00100	11,645.55	P
2061.5275	22827	Aramark Chicago Lockbox	01/31/18	PV	462034	00100	12,016.58	P
2061.5275	22827	Aramark Chicago Lockbox	01/31/18	PV	462649	00100	12,107.12	P
2061.5291.02	50252	Correct Care Solutions, LLC	02/28/18	PV	462651	00100	12,122.73	P
2061.5291.02	50252	Correct Care Solutions, LLC	11/31/17	PV	461913	00100	10,394.00	P
2811.5819	51698	Motorola Manual	03/31/18	PV	462940	00100	73,362.92	P
2901.5222	15074	Juneau Utilities	12/31/17	PV	462332	00100	12,537.74	P
2901.5829	23643	American Time & Signal Company	01/29/18	PV	461896	00100	10,744.65	P
2902.5222	15074	Juneau Utilities	12/27/17	PV	462901	00100	14,358.40	P
6001.5727	13190	Brownsville Public Library	01/29/18	PV	461896	00100	16,116.97	P
6001.5727	13687	Fox Lake Public Library	02/20/18	PV	462619	00100	26,537.00	P
6001.5727	13815	Jack Russell Memorial Library	02/20/18	PV	462621	00100	33,702.00	P
6001.5727	13898	Horicon Public Library	02/20/18	PV	462622	00100	71,874.00	P
6001.5727	13907	Rustisford Community Library	02/20/18	PV	462623	00100	35,552.00	P
6001.5727	13909	Rutchtinson Memorial Library	02/20/18	PV	462624	00100	50,711.00	P
6001.5727	13953	Iron Ridge Public Library	02/20/18	PV	462630	00100	17,796.00	P
6001.5727	14017	Juneau Public Library	02/20/18	PV	462625	00100	10,727.00	P
6001.5727	14163	Lomira Village Public Library	02/20/18	PV	462626	00100	47,593.00	P
6001.5727	14250	Mayville Public Library	02/20/18	PV	462627	00100	12,457.00	P
6001.5727	14468	Oconomowoc Public Library	02/20/18	PV	462629	00100	45,612.00	P
6001.5727	15164	Waupun Public Library	02/20/18	PV	462601	00100	36,604.00	P
6001.5727	15217	Beaver Dam Community Library	02/20/18	PV	462634	00100	43,475.00	P
6001.5727	23138	Columbus Public Library	02/20/18	PV	462618	00100	228,219.00	P
6001.5727	37477	Town Hall Library	02/20/18	PV	462620	00100	34,483.00	P
6001.5727	39070	Watertown Public Library	02/20/18	PV	462609	00100	11,330.00	P
6001.5727	39071	Karl Junginger Memorial Library	02/20/18	PV	462633	00100	55,221.00	P
6801.5219.681	49081	University of Wisconsin-Extension	02/20/18	PV	462592	00100	42,101.00	P
7877.5219	51272	Jefferson Cty Economic Develpmt Consortium	02/14/18	PV	462953	00100	84,691.00	P
					462665	00100	85,000.00	P
Fund . . . . .			00100	GENERAL FUND			2,075,329.27	

DOUGS COUNTY, WISCONSIN  
DC Paid Vouchers \$10,000 Or More  
Vouchers paid in February

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	
4807.5219	12426	Lutheran Social Services-WI & Upper MI	01/31/18	PV	462642	00100	55,726.91	P
4807.5219	12426	Lutheran Social Services-WI & Upper MI	12/31/17	PV	462935	00100	40,387.15	P
4807.5219	39482	Family Youth Interaction Zone	01/25/18	PV	462038	00100	36,891.00	P
4807.5219	40615	Amo Family Services	01/31/18	PV	462559	00100	10,582.96	P
4807.5219	50314	Seasons Counseling LLC	01/31/18	PV	462955	00100	31,862.50	P
4809.5279.468	49455	Evergreen Manor II, Inc.	01/31/18	PV	462907	00100	11,156.70	P
4809.5279.633	15685	Treopoleau County Health Care Center	01/31/18	PV	462948	00100	19,327.90	P
4812.5291.428	34580	Fond du Lac County	12/31/17	PV	462968	00100	19,113.70	P
4821.5721	47126	Department of Health Services	01/31/18	PV	462910	00100	37,522.50	P
4821.5721	47126	Department of Health Services	12/31/17	PV	462911	00100	114,271.00	P
4821.5721	47126	Department of Health Services	12/31/17	PV	462912	00100	114,271.00	P
4821.5721	47126	Department of Health Services	12/31/17	PV	462913	00100	76,180.00	P
4821.5721	47126	Department of Health Services	12/31/17	PV	462914	00100	114,271.00	P
4825.5289	13771	Green Valley Enterprises Inc.	01/31/18	PV	462028	00100	11,541.87	P
4855.5818	48736	MetSmart Technologies	12/31/17	PV	462990	00100	29,343.75	P
5010.5273.02	12435	Lad Lake, Inc.	01/31/18	PV	462033	00242	11,577.88	P
5010.5273.02	12436	Northwest Passage, LTD	01/31/18	PV	462054	00242	11,569.20	P
5010.5273.02	12438	Tomorrow's Children	01/31/18	PV	462055	00242	10,137.00	P
5010.5273.02	19821	Clinicare Corporation	01/31/18	PV	462062	00242	11,865.25	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/18	PV	462061	00242	11,816.27	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	01/31/18	PV	462061	00242	11,816.27	P
5010.5273.02	42556	Lutheran Social Services-Waukesha	01/31/18	PV	462089	00242	12,022.42	P
5046.5721	47126	Department of Health Services	01/31/18	PV	462910	00100	18,931.00	P
5046.5721	47126	Department of Health Services	12/31/17	PV	462911	00100	56,282.75	P
5046.5721	47126	Department of Health Services	12/31/17	PV	462912	00100	56,282.75	P
5046.5721	47126	Department of Health Services	12/31/17	PV	462913	00100	37,522.50	P
5046.5721	47126	Department of Health Services	12/31/17	PV	462914	00100	56,282.75	P
Fund . . . . . 00242 HEALTH & HUMAN SERVICES FUND							1,060,547.53	

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	
645.1349	52122	Mary Hershberger	02/28/18	PV	462895	00100	14,032.00	P
645.1864	21274	Deil Marketing L.P.	02/08/18	PV	462428	00100	13,499.76	P
645.2141.04	42205	Bond Trust Services Corporation	02/28/18	PV	463069	00100	306,353.13	P
645.2914.04	42205	Bond Trust Services Corporation	02/28/18	PV	463069	00100	1,500,000.00	P
4520.5211.30	39490	Achieve Solutions	01/31/18	PV	461838	00100	13,874.10	P
4520.5211.32	39490	Achieve Solutions	01/31/18	PV	461838	00100	14,003.88	P
4520.5211.38	44091	Omnicare Inc	01/31/18	PV	462643	00100	13,611.03	P
4520.5211.39	39490	Achieve Solutions	01/31/18	PV	461838	00100	22,100.00	P
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/18	PV	461853	00100	41,860.00	P
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	02/28/18	PV	461853	00100	28,634.00	P
4528.5211.11	39490	Achieve Solutions	01/31/18	PV	461847	00100	29,865.88	P
4528.5211.13	39490	Achieve Solutions	01/31/18	PV	461847	00100	29,115.01	P
4528.5211.15	39490	Achieve Solutions	01/31/18	PV	462643	00100	10,007.06	P
4528.5345	44091	Omnicare Inc	01/31/18	PV	462643	00100	19,086.89	P
4556.5222	15074	Bureau Utilities	02/11/18	PV	461851	00100		
Fund . . . . . 00645 CLEARVIEW LTC & RENAE							2,075,675.97	

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	
872.2371.01	24021	Wondra Construction, Inc.	02/20/18	PV	462653	00100	30,050.50	P
Fund . . . . . 00872 DRAINAGE DISTRICTS FUND							30,050.50	

Grand Total . . . . . 5,221,603.27

DODGE COUNTY, WISCONSIN  
 DC Paid Vouchers \$10,000 Or More  
 Voucher paid in February

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	
730.2121	13536	Guaranty Title Services, Inc.	01/28/18	pV	461532	00730	13,530.00	P
730.2121	14439	Compass Minerals	01/25/18	pV	461606	00730	28,194.44	P
730.2121	14439	Compass Minerals	01/29/18	pV	461607	00730	51,114.73	P
730.2121	14439	Compass Minerals	01/29/18	pV	461608	00730	56,584.45	P
730.2121	14439	Compass Minerals	01/31/18	pV	461609	00730	11,535.71	P
730.2121	14439	Compass Minerals	01/31/18	pV	461610	00730	80,230.25	P
730.2121	14439	Compass Minerals	02/05/18	pV	461995	00730	56,163.91	P
730.2121	14439	Compass Minerals	02/06/18	pV	461996	00730	13,812.08	P
730.2121	14439	Compass Minerals	02/08/18	pV	462501	00730	35,295.70	P
730.2121	14439	Compass Minerals	02/08/18	pV	462502	00730	16,035.11	P
730.2121	14439	Compass Minerals	02/19/18	pV	462775	00730	54,951.54	P
730.2121	14439	Compass Minerals	02/22/18	pV	463014	00730	111,687.11	P
730.2121	15356	E.H. Wolf & Sons Inc.	02/07/18	pV	462005	00730	12,864.30	P
730.2121	36251	Town of Ashippun	03/01/18	pV	462523	00730	19,017.52	P
730.2121	38320	Town of Trenton	03/01/18	pV	462526	00730	16,864.73	P
730.2121	38548	Madden Vanderloop	02/13/18	pV	462016	00730	15,000.00	P
730.2121	40345	Town of Louisa	03/01/18	pV	462533	00730	15,584.72	P
Fund . . . . . 00730 HIGHWAY AND AIRPORT FUND							602,666.40	
Grand Total . . . . .							602,666.40	



# The ERP Project Publication

Enterprise Resource Planning (ERP)



Volume #20

Reporting Period:  
February 1 - 28, 2018

## March 8 ERP Project Kickoff Invitees

Department Heads and Subject Matter Experts (SMEs) identified for the implementation phase of the project are invited. Please provide the names of other members of your department/office that you would recommend attend. I will add them to the calendar event.

Thank You,  
Ross

## March 8 ERP Project Kickoff Presentation

The ERP Project Kickoff Presentation and Discussion is March 8 from 1:30 - 3:30 pm in the Administration Building Auditorium. Tyler Munis Project Managers Lindsey Fulton and Erin Staff along with the Dodge County team will present information regarding the project deliverables, goals, schedule, as well as the roles and responsibilities of the project.

### Objective:

- Introduce the Tyler Munis Product Suite
- Communicate Project Goals
- Communicate the Project Schedule
- Introduce the Project Teams

### Session Topics:

1. Tyler Product Suite
2. Project Timeline
3. Tyler Team
4. Dodge County Team
5. Roles & Responsibilities
6. Tyler Implementation Methodology
7. Questions & Answers

If you would like to learn more about the ERP Project or have questions please stop into ERP Room #240. Otherwise you can call me at extension #3527 or email at [rwinklbauer@co.dodge.wi.us](mailto:rwinklbauer@co.dodge.wi.us).

Thank You,

Ross Winklbauer Jr - ERP Project Director

2  
3 **HAROLD JOHNSON COMMENDATION RESOLUTION**

4  
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
6 MEMBERS,

7  
8 **WHEREAS**, the Dodge County Board of Supervisors wishes to express its appreciation to  
9 Harold Johnson, who has worked on behalf of the citizens of Dodge County by serving on the County  
10 Board; and,

11  
12 **WHEREAS**, service on the Dodge County Board of Supervisors requires dedication,  
13 perseverance, and personal sacrifices on the part of its members; and,

14  
15 **WHEREAS**, Harold Johnson has represented the citizens of Supervisory District No. 27 and  
16 Dodge County, as a member of the Dodge County Board of Supervisors, from April 16, 2002 to April  
17 17, 2012; and,

18  
19 **WHEREAS**, Harold Johnson has represented the citizens of Supervisory District No. 15 and  
20 Dodge County, as a member of the Dodge County Board of Supervisors, from April 18, 2012 to January  
21 5, 2018; and,

22  
23 **WHEREAS**, the absence of Harold Johnson from the County Board will be a great loss to the  
24 citizens of Dodge County and to the members of the County Board who have looked to Harold Johnson  
25 for counsel and leadership; and,

26  
27 **WHEREAS**, it is the opinion of the undersigned Board of Supervisors that at this time the  
28 contributions of Harold Johnson to the government of Dodge County should be testified to by this Body  
29 and recognized by this Body for all the citizens of Dodge County;

30  
31 **SO, NOW, THEREFORE, BE IT RESOLVED**, that we, the Dodge County Board of  
32 Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude,  
33 and our very best wishes to our friend and colleague, Harold Johnson, upon his departure from this  
34 Board; and,

35  
36 **BE IT FURTHER RESOLVED**, that we take this opportunity to extend our hope that our much  
37 esteemed friend and colleague will continue to take an interest in County Government and as the  
38 opportunity may arise, to give this Body the benefit of his counsel and advice; and,

39  
40 **BE IT FINALLY RESOLVED**, that a copy of this Resolution be entered into the official  
41 records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Harold  
42 Johnson as a testament to the great esteem and honor we hold for our friend, Harold Johnson.

All of which is respectfully submitted this 20th day of March, 2018.

Russell Kotthe  
David Folling  
Richard K. Hooley  
James W. Huff  
Dennis R. Schmitt  
Richard Bennett  
Thom J. Nickel  
Thomas Schaefer  
Richard W. Fink  
Jeff Blume  
Cathy Hauck  
Ed Nelson  
Mary Bobko  
Stephanie Justmann  
Kira Heather Malloy  
S. W. B. B.

Al Dwyer  
Murray Miller  
Ken Sen  
Jeffrey Cairns  
Robert W. Brey  
Allen Bell  
Dof. Buhler  
William Meiche  
Mark Zorach  
Janie Bulhof  
Edwin H. Berton

1 RESOLUTION NO. 17-97

2  
3 **GLENN STOUSLAND COMMENDATION RESOLUTION**

4  
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
6 MEMBERS,

7  
8 **WHEREAS**, the Dodge County Board of Supervisors wishes to express its appreciation to  
9 Glenn Stousland, who has worked on behalf of the citizens of Dodge County by serving on the County  
10 Board; and,

11  
12 **WHEREAS**, service on the Dodge County Board of Supervisors requires dedication,  
13 perseverance, and personal sacrifices on the part of its members; and,

14  
15 **WHEREAS**, Glenn Stousland has represented the citizens of Supervisory District No. 7 and  
16 Dodge County, as a member of the Dodge County Board of Supervisors, from September 16, 1997 to  
17 April 17, 2012; and,

18  
19 **WHEREAS**, Glenn Stousland has represented the citizens of Supervisory District No. 31 and  
20 Dodge County, as a member of the Dodge County Board of Supervisors, from April 18, 2012 to January  
21 13, 2018; and,

22  
23 **WHEREAS**, the absence of Glenn Stousland from the County Board will be a great loss to the  
24 citizens of Dodge County and to the members of the County Board who have looked to Glenn Stousland  
25 for counsel and leadership; and,

26  
27 **WHEREAS**, it is the opinion of the undersigned Board of Supervisors that at this time the  
28 contributions of Glenn Stousland to the government of Dodge County should be testified to by this Body  
29 and recognized by this Body for all the citizens of Dodge County;

30  
31 **SO, NOW, THEREFORE, BE IT RESOLVED**, that we, the Dodge County Board of  
32 Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude,  
33 and our very best wishes to our friend and colleague, Glenn Stousland, upon his departure from this  
34 Board; and,

35  
36 **BE IT FURTHER RESOLVED**, that we take this opportunity to extend our hope that our much  
37 esteemed friend and colleague will continue to take an interest in County Government and as the  
38 opportunity may arise, to give this Body the benefit of his counsel and advice; and,

39  
40 **BE IT FINALLY RESOLVED**, that a copy of this Resolution be entered into the official  
41 records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Glenn  
42 Stousland as a testament to the great esteem and honor we hold for our friend, Glenn Stousland.







**HUMAN RESOURCES DEPARTMENT**  
**Sarah Hinze, Human Resources Director**  
127 East Oak Street, Juneau, WI 53039  
(920)386-3691 – FAX (920)386-3545

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**MEMO**

**DATE:** March 12, 2018  
**TO:** The Honorable County Board of Supervisors  
**FROM:** Sarah Hinze *Sarah Hinze*  
**RE:** Information to Support Resolution

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The Human Resources and Labor Negotiations Committee began a salary review of the 2019-2022 term of the Sheriff and Clerk of Courts on November 28, 2017. Subsequent meetings on December 19, 2017 and January 9, 2018 included further discussions and review of information. The information reviewed for the Sheriff were 2018 salaries for contiguous and comparable Counties, which also included similar annual budget, number of employees and number of jail beds. The information reviewed for the Clerk of Courts salary were 2018 salaried for contiguous and comparable Counties which also included number of Judges and Court Commissioners. In addition the Committee reviewed internal comparable positions. On January 23, 2018 the Committee reviewed and signed Resolution 17-77 to go before the County Board on February 21, 2018.

At the February 21, 2018 County Board meeting a motion was approved to refer Resolution 17-77 back to the Human Resources and Labor Negotiations Committee for further analysis.

At the March 6, 2018 Human Resources and Labor Negotiations Committee meeting Committee members reviewed the attached information:

1. Sheriff and Clerk of Courts Salary History
2. Dodge County Sheriff Salary Comparisons (both External and Internal)
3. Dodge County Clerk of Courts Salary Comparisons (both External and Internal)
4. Dodge County Labor Grade Structure Grade 12 and Grade 15

At this Committee meeting, Chairman Marsik allowed conversation with fellow County Board Supervisors and others in attendance during discussion of this agenda item. The result of this discussion is presented tonight as Resolution 17-77.

In discussions at the February 21, 2018 County Board meeting there were inquiries regarding the median household income in Dodge County. I contacted Marketing Manager at Thrive Economic Development who directed me to reputable resources to access this information. Attached is the information gathered regarding median household income in Dodge County (see source notes at the bottom of this sheet). Please note this information was not factored into the recommendation of the salaries presented in Resolution 17-77 and is included for informational purposes only.

Please let me know if you have any questions. Thank you.

Sheriff and Clerk of Courts Salary History

3/6/2018

<b>County Board Resolution 10-2 (April 20, 2010)</b>					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Sheriff	\$83,982.00	\$83,982.00 0.0%	\$83,982.00 0.0%	\$83,982.00 0%	\$83,982.00 0.0%
Clerk of Courts	\$61,850.00	\$61,850.00 0.0%	\$61,850.00 0.0%	\$63,087.00 2%	\$64,349.00 2.0%

<b>County Board Resolution 13-57 (March 18, 2014)</b>					
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sheriff	\$83,982.00	\$87,123.00 3.7%	\$88,430.00 1.5%	\$89,756.00 1.5%	\$91,102.00 1.5%
Clerk of Courts	\$64,349.00	\$66,685.00 3.6%	\$67,685.00 1.5%	\$68,700.00 1.5%	\$69,731.00 1.5%

**Proposed:**

<b>County Board Resolution 17-77 (March 20, 2018)</b>					
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Sheriff	\$91,102.00	\$96,568.12 6.0%	\$98,016.64 1.5%	\$99,486.89 1.5%	\$100,979.19 1.5%
Clerk of Courts	\$69,731.00	\$73,914.86 6.0%	\$75,023.58 1.5%	\$76,148.94 1.5%	\$77,291.17 1.5%

## Dodge County Sheriff Comparisons

February 26, 2018

Dodge County	2018 Salary	Adopted 2017 Budget	No. of Employees	No. of Jail Beds
Sheriff	\$91,102.00	\$19,283,237.00	196	466

County	2018 Salary	Adopted 2017 Budget	No. of Employees	No. of Jail Beds
Columbia	\$91,767.60	\$11,815,882	110	336
Fond du Lac	\$98,663.00	\$13,700,000	121	300
Jefferson	\$90,833.00	\$14,356,965	111	223
Washington	\$104,750.00	\$17,471,062	180	321

Median	\$96,503.40
Mean	\$95,215.30
Average of Mean and Median	\$95,859.35

Other Counties: Selected for Similar Budget Amounts, Employees and Jail Beds				
Walworth	\$110,242.00	\$25,865,138	204	512
Rock	\$117,146.00	\$20,968,452	195	505
Outagamie	\$105,055.00	\$20,072,400	193	556
Marathon	\$103,318.00	\$19,200,000	167	268
Sheboygan	\$99,653.00	\$19,022,149	166	395
Sauk	\$91,041.60	\$13,626,127	132	369
LaCrosse	\$108,988.00	\$10,800,460	110	323
Portage	\$84,132.00	\$10,200,000	103	79
EauClaire	\$97,771.00	\$10,808,297	127	418

Median	\$101,927.40
Mean	\$103,318.00
Average of Mean and Median	\$102,622.70

### Internal Comparison

7/1/2018: Grade 15 Step1	\$91,853.00	7/1/2018: Grade 15 Control Point	\$99,734.90
--------------------------	-------------	----------------------------------	-------------

2018 Market	\$104,984.10
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# Dodge County Clerk of Courts Comparisons

February 26, 2018

Dodge County	2018 Salary	No. of Judges	No. of Commissioners
Clerk of Courts	\$69,731.00	4	1

## Clerk of Courts Study of 2018 Wages Salary

County	2018 Salary	No. of Judges	No. of Commissioners
Columbia	\$75,481.20	3	1
Fond du Lac	\$75,883.50	5	0
Jefferson	\$73,446.00	4	0
Washington	\$80,076.00	4	1

Median	\$76,221.68
Mean	\$75,682.35
Average of Mean and Median	\$75,952.01

Other Counties: Selected for Similar Number of Judges and Commissioners			
Portage	\$68,314.00	3	1
Manitowoc	\$66,339.00	3	2
Wood	\$78,302.90	3	0
Walworth	\$80,076.00	4	2
Rock	\$76,458.00	7	4
Outgamié	\$80,074.00	7	1
Marathon	\$85,371.00	5	1
Sheboygan	\$72,281.00	5	1.5
Sauk	\$70,054.40	3	1

Median	\$75,252.26
Mean	\$76,458.00
Average of Mean and Median	\$75,855.13

## Internal Comparison

7/1/2018: Grade 12 Step1	\$72,327.94
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7/1/2018: Grade 12 Control Point	\$ 78,527.48
----------------------------------	--------------

2018 Market	\$82,660.50
-------------	-------------

Dodge County Labor Grade Structure

Effective: July 1, 2018

Carlson Dettmann recommendation on 1/9/2013: If the elected officials were legally allowed to be placed on the approved structure the Clerk of Courts would be placed in grade 12 and the Sheriff in grade 15.

Labor Grade	Title	Department	Control Point				Open Merit Range	Max	
			Step 1	Step 2	Step 3	Step 4			
12	Coordinator CBIC	Clearview	92.50%	95.00%	97.50%	100.00%		\$45.42	
	Director of Financial Services	Clearview	\$34.77	\$35.77	\$36.76	\$37.75			
	Director of Environmental Serv	Clearview	\$72,327.94	\$74,394.45	\$76,460.96	\$78,527.48			\$94,475.16
	Director of Support Services	Clearview							
	HS Supervisor Public Health	Human Services and Health							
	IT Manager/Project Admin.	Information Technology							
	Operations Captain	Sheriff							
	Jail Administrator	Sheriff							
	Shop Superintendent	Highway							
	HS Supervisor Clinical Services	Human Services and Health							
	Systems Analyst	Information Technology							
	Network Administrator	Information Technology							
	Database Administrator	Information Technology							
	County Conservationist	Land Conservation							
	Manager Parks and Trails	Land Resources and Parks							
	Manager Code Administration	Land Resources and Parks							
	Manager Planning/Economic Dev	Land Resources and Parks							

Labor Grade	Title	Department	Control Point				Open Merit Range	Max
			Step 1	Step 2	Step 3	Step 4		
15	Corporation Counsel	Corporation Counsel	\$44.16	\$45.43	\$46.69	\$47.95		\$57.69
	Finance Director	Finance	\$91,861.09	\$94,485.69	\$97,110.29	\$99,734.90		\$119,999.88
	Commissioner	Highway						
	HR Director	Human Resources						
	Director of Information Tech.	Information Technology						

<b>Year</b>	<b>Median Household Income</b>	<b>Mean Household Income</b>
<b>**2022 (projected)</b>	<b>\$61,211.00</b>	<b>\$77,340.00</b>
2021		
2020		
2019		
2018		
<b>**2017</b>	<b>\$57,674.00</b>	<b>\$69,238.00</b>
2016	\$54,111.00	\$63,986.00
2015	\$53,783.00	\$63,974.00
2014	\$53,189.00	\$63,248.00
2013	\$53,075.00	\$62,604.00
2012	\$53,782.00	\$63,364.00
2011	\$53,589.00	\$63,065.00
2010	\$52,571.00	\$60,902.00
2009	\$52,658.00	\$60,998.00

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

**\*\*Data Note:** Income reported for July 1, 2022 represents annual income for the preceding year, expressed in current (2020) dollars, including an adjustment for inflation. Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri Forecasts for 2017 and 2022.

RESOLUTION NO. 17-77

**Establish Salaries for the 2019-2022 Term for the  
Elected Positions of Sheriff and Clerk of Circuit Court**

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

**WHEREAS**, Section 59.22 (1) (a)1., Wisconsin Statutes, requires that before the earliest time for filing nomination papers for any county elective office, which officer is paid in whole or part from the County Treasury, the County Board of Supervisors shall establish the total annual compensation for services to be paid to such officer, exclusive of reimbursement for expenses out of pocket; and,

**WHEREAS**, such compensation for Dodge County elected officials must be established by the Dodge County Board of Supervisors by April 15, 2018, for the 2019-2022 term for the positions of Sheriff and Clerk of Circuit Court; and,

**WHEREAS**, total annual compensation for the 2015-2018 term for the positions of Sheriff and Clerk of Circuit Court was established by the Dodge County Board of Supervisors by Resolution No. 13-57; and,

**WHEREAS**, the Human Resources and Labor Negotiations Committee (Committee) is responsible for recommending to the Dodge County Board of Supervisors the annual compensation to be established for such Dodge County elected officials and has taken into consideration external comparables by comparing the current compensation and duties and responsibilities of each of these positions in relation to the salaries paid to elected officials in other counties in comparison to their duties, and to internal comparables by reviewing the labor grade salary structure for Dodge County department heads and non-represented employees; and,

**WHEREAS**, the compensation for such elected officials shall be established on a basis of straight salary, with no fees that are collected by the official's office being retained as part of the compensation to the elected official; and,

**WHEREAS**, the Committee, after considering the comparisons to external and internal comparables, has determined that the salaries for the positions of Sheriff and Clerk of Circuit Court should be increased annually for each year of the 2019-2022 terms of office and recommends the salaries for the positions as set forth herein;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors does hereby establish the following salaries for elected officials for the elective term beginning the first Monday in January, 2019, and continuing until the first Monday in January, 2022:

\*On February 21, 2018, the County Board referred Resolution No. 17-77 to the Human Resources and Labor Negotiations Committee. The Human Resources and Labor Negotiations Committee amended the table below on March 6, 2018.\*

	<u>Current</u>		<u>New Term</u>						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>				
<b>Sheriff</b>	\$91,102.00	\$96,568.12 6.00%	\$98,016.64 1.5%	\$99,486.89 1.5%	\$100,979.19 1.5%				
<b>Clerk of Court</b>	\$69,731.00	\$73,914.86 6.00%	\$75,023.58 1.5%	\$76,148.93 1.5%	\$77,291.16 1.5%				



1 **BE IT FURTHER RESOLVED**, that the elected officials will be paid on each pay date an amount  
2 that is equal to their annual salary divided by the number of pay dates occurring within the respective term  
3 year (beginning on the first Monday of a calendar year and continuing until the first Monday of the next  
4 calendar year) except for the final pay date of the term year when the amount paid will be the balance of the  
5 total annual salary; and,  
6

7 **BE IT FURTHER RESOLVED**, that the above-stated salaries shall be the entire compensation for  
8 services paid from the Dodge County Treasury to such elected officials, exclusive of reimbursement for  
9 expenses out of pocket, and any fees collected by or through the office of said elected officials shall be turned  
10 over to the Dodge County Treasurer and placed in the General Fund Account of Dodge County; and,  
11


12 **BE IT FURTHER RESOLVED**, that in accordance with County Board Resolution No. 11-18, the  
13 person holding the elective office of Sheriff will be classified in the employment category of Protective with  
14 Social Security for participation in Wisconsin Retirement System (WRS) benefits and will be responsible for  
15 paying the employee required contribution towards WRS benefits based on that classification, which shall be  
16 done through payroll deduction; and,  
17


18 **BE IT FURTHER RESOLVED**, that the persons holding the elective office of Clerk of Circuit  
19 Court will be classified in the employment category of Elected Official for participation in Wisconsin  
20 Retirement System (WRS) benefits and will be responsible for paying the employee required contribution  
21 towards WRS benefits based on that classification, which shall be done through payroll deduction; and,  
22

23 **BE IT FINALLY RESOLVED**, that persons holding the elective offices of Sheriff and Clerk of  
24 Circuit Court will be eligible to participate in the health insurance benefit, dental benefit and life insurance  
25 benefit offered to Dodge County department heads at the rates and terms and in a manner consistent with the  
26 County's policies and procedures, and any contributions or premiums paid therefor by the elected official  
27 shall not be considered a reduction of the elected official's total annual compensation.  
28

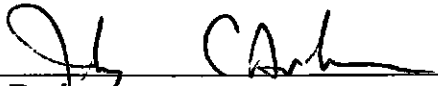
All of which is respectfully submitted this 20th day of March, 2018.

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

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

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

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

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

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

Vote Required: Majority of Members present.

Resolution Summary: A resolution to establish salaries for the 2019-2022 term for the elected positions of Sheriff and Clerk of Circuit Court.

RESOLUTION NO. 17-98

**Designating the Week of April 9, 2018 through April 13, 2018 as  
"Work Zone Safety Awareness Week" in Dodge County**

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

**WHEREAS**, in 1999 the Federal Highway Administration partnered with the American Association of State Highway Officials and more recently the American Traffic Safety Services Association to create the National Work Zone Safety Awareness campaign which is held annually in April prior to construction season in much of the nation; and,

**WHEREAS**, the Wisconsin County Highway Association is asking all seventy-two counties in the state to unite and kick off "Work Zone Safety Awareness Week" with a resolution and campaign to raise awareness for its workers, the traveling public, public safety workers, and those of various highway contractors performing work for the counties; and,

**WHEREAS**, construction and maintenance activities on streets and highways periodically require that work zones be established; and,

**WHEREAS**, there have been over 2,000 work zone crashes in Wisconsin in each of the last three years; and,

**WHEREAS**, in 2017 Wisconsin suffered from nearly 2,700 crashes in road construction and maintenance zones, resulting in over 1,000 injuries and 6 fatalities; and,

**WHEREAS**, between 2012 and 2017 there were 55 fatalities recorded as a result of crashes in Wisconsin work zones, including three Wisconsin County Highway workers who were killed in work zones in 2015; and,

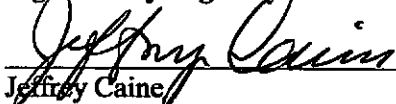
**WHEREAS**, through enforcement activities and other participation, the Dodge County Sheriff's Office, the Wisconsin State Patrol, and the Dodge County Highway Department are committed to working together in 2018 to make Work Zone Safety Awareness Week a success; and,

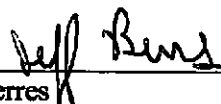
**WHEREAS**, the Federal Highway Administration has designated April 9, 2018 through April 13, 2018, as National Work Zone Safety Awareness Week;

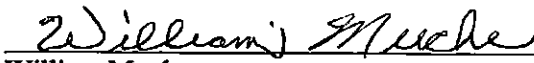
**SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors that the week of April 9, 2018, through April 13, 2018, be designated as Work Zone Safety Awareness Week in Dodge County.

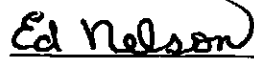
All of which is respectfully submitted this 20<sup>th</sup> day of March, 2018.

Dodge County Highway Committee:

  
Jeffrey Caine

  
Jeff Berres

  
William Muche

  
Ed Nelson

**Vote Required:** Majority of members present

**Resolution Summary:** Resolution designating the week of April 9, 2018 through April 13, 2018 as "Work Zone Safety Awareness Week" in Dodge County

RESOLUTION NO. 17-99

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

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

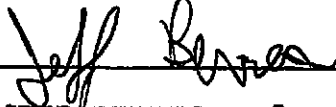
WHEREAS, the Town Board of Portland has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by referendum vote of the electors of the Town of Portland held at the time of a regular annual Town meeting, and

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

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Portland was held by the Town Planning Commission of the Town of Portland on ~~October 11, 2017~~ and the proposed amendment to the Zoning Ordinance of the Town of Portland having been adopted by the Town Board of the Town of Portland on ~~January 25, 2018~~

THEREFORE BE IT RESOLVED: That the amendment to the Town Zoning Ordinance of the Town of Portland as represented by "Exhibit A" 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 \_\_\_ day  
of Feb. 5, 2018.

  
\_\_\_\_\_  
JEFF BERRES , Supervisor

NOTE: Applicant requested and Town of Portland Board approved rezoning both Lot 1 and Lot 2 of original parcel 036-0913-3011-000 (a total of 38.120 ACRES) at N855 County Road T from A-1 to A-2.

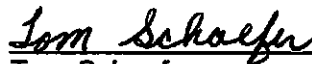
**REPORT to Res. 17-99**

**TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS**

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Gary Loeffler requesting amendment of the Zoning Ordinance, Town of Portland, Dodge County, Wisconsin, to rezone approximately 38.12-acres of land from an A-1 Farmland Preservation Zoning District to an A-2 General Agricultural Zoning District in part of the NW ¼ of the NW ¼, Section 29 and part of the NE ¼ of the NE ¼, Section 30, Town of Portland for the purpose of creating 2 non-farm residential lots at this location and recommend approval of the resolution submitted by the Town of Portland for this rezoning petition.

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

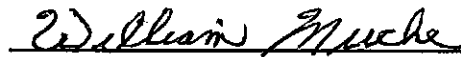
Respectfully submitted this 20th day of March, 2018



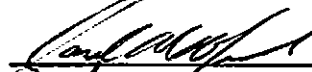
Tom Schaefer



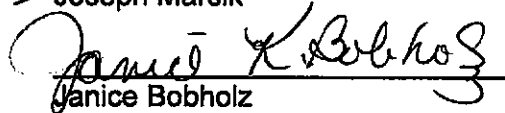
Allen Behl



William Muche



Joseph Marsik

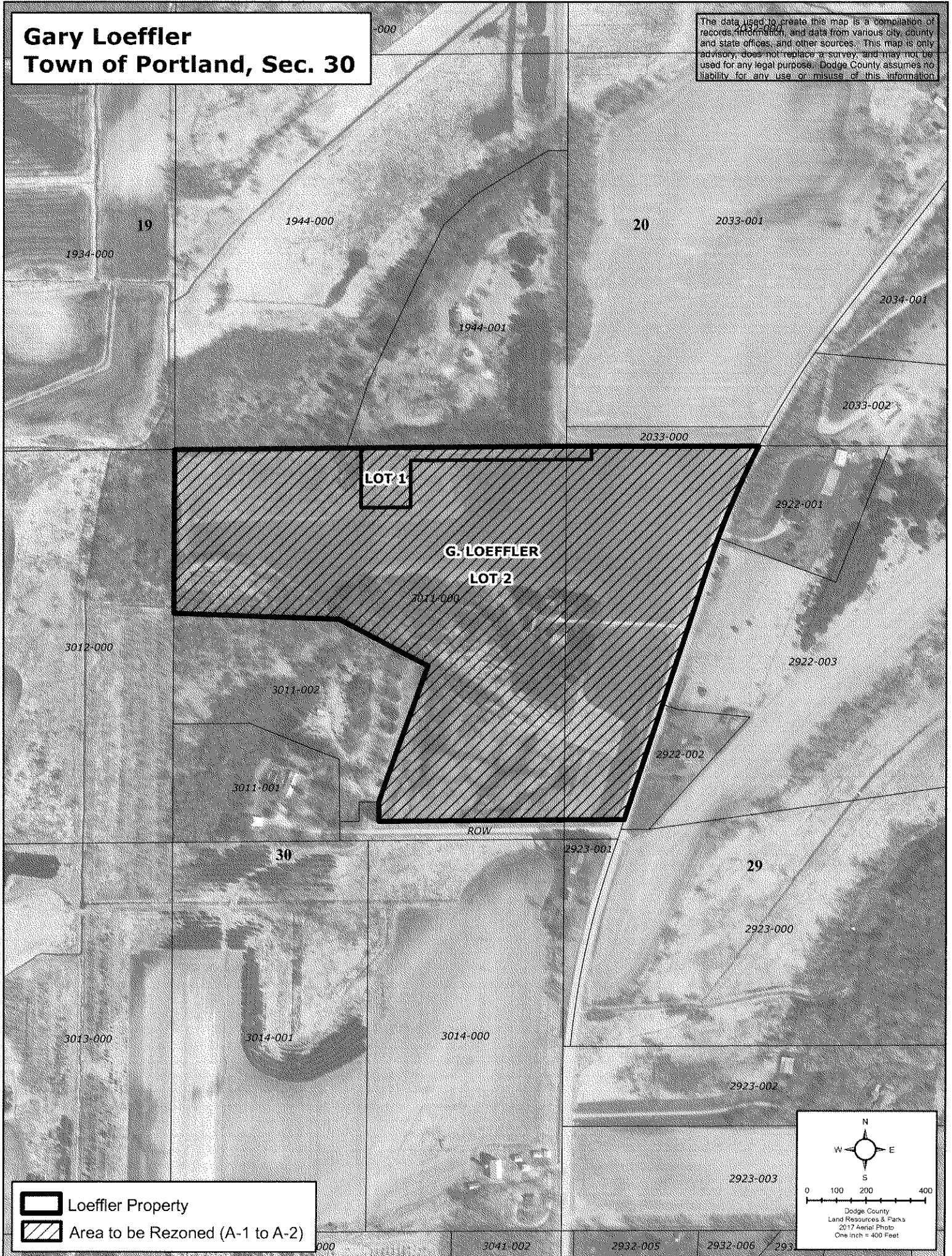




Janice Bobholz

Planning, Development and Parks  
Committee

# Gary Loeffler Town of Portland, Sec. 30

The data used to create this map is a compilation of records 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.



 Loeffler Property  
 Area to be Rezoned (A-1 to A-2)

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W E  
S  
0 100 200 400  
Dodge County  
Land Resources & Parks  
2017 Aerial Photo  
One inch = 400 Feet

Exhibit "A"

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RESOLUTION NO. 17-100

**Resolution to Change the Dodge County UW-Extension Education Committee  
From an Elected Committee to an Appointed Committee**

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

**WHEREAS**, Section 59.56(3), Wis. Stats., requires the creation of a committee on agriculture and extension education if the Board establishes a university extension program; and,

**WHEREAS**, the Dodge County Board of Supervisors has established a university extension program operated by the Dodge County UW-Extension Office, and also has an elected UW-Extension Education Committee, which by rule is comprised of five (5) members, four of which are elected by the Dodge County Board of Supervisors at its organizational meeting occurring in even numbered years; and,

**WHEREAS**, on March 5, 2018, the Dodge County Executive Committee, during an evaluation of the County Board Rules, considered the advantages and disadvantages of having the County Board Chairperson appoint the Dodge County UW-Extension Education Committee, subject to confirmation of the County Board; and,

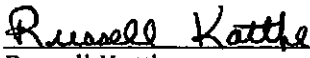
**WHEREAS**, the Executive Committee determined that changing from an elected UW-Extension Education Committee to an appointed Committee would allow the County Board Chairperson to consider the strengths, interests and experiences of county board supervisors in making committee assignments so that county committees are comprised of supervisors knowledgeable in the subject matters to be considered by the various committees;

**SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors, that the Dodge County UW-Extension Education Committee shall be appointed by the Dodge County Board Chairperson and confirmed by the Dodge County Board of Supervisors, beginning with the 2018-2020 term of the Board; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors authorizes and directs the Dodge County Corporation Counsel to modify the *Rules of Order Governing the County Board of Supervisors of Dodge County, WI*, and county ordinances to reflect same.

All of which is respectfully submitted this 20th day of March, 2018.

**Dodge County Executive Committee:**

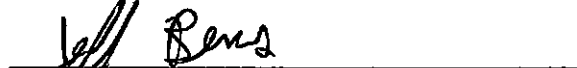
  
\_\_\_\_\_  
Russell Kottke

  
\_\_\_\_\_  
Donna Mahy

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

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

  
\_\_\_\_\_  
Dennis R. Schmidt

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

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

**Vote Required:** Majority of members present

**Resolution Summary:** A resolution to change the Dodge County UW-Extension Committee from an elected Committee to an appointed Committee.

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RESOLUTION NO. 17-101

**Resolution to Change the Dodge County Highway Committee  
From an Elected Committee to an Appointed Committee**

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

**WHEREAS**, Section 83.015, Wis. Stats., describes the composition, duties, powers and other requirements of a county highway committee; and,

**WHEREAS**, the Dodge County Board of Supervisors has established by rule that the Dodge County Highway Committee is comprised of five (5) members elected by the Dodge County Board of Supervisors at its organizational meeting occurring in even numbered years; and,

**WHEREAS**, on March 5, 2018, the Dodge County Executive Committee, during an evaluation of the County Board Rules, considered the advantages and disadvantages of having the County Board Chairperson appoint the Dodge County Highway Committee, subject to confirmation of the County Board; and,

**WHEREAS**, the Executive Committee determined that changing from an elected county highway committee to an appointed county highway committee would allow the County Board Chairperson to consider the strengths, interests and experiences of county board supervisors in making committee assignments so that county committees are comprised of supervisors knowledgeable in the subject matters to be considered by the various committees;

**SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors, that the Dodge County Highway Committee shall be appointed by the Dodge County Board Chairperson and confirmed by the Dodge County Board of Supervisors, beginning with the 2018-2020 term of the Board; and,

**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors authorizes and directs the Dodge County Corporation Counsel to modify the *Rules of Order Governing the County Board of Supervisors of Dodge County, WI*, and county ordinances to reflect same.

All of which is respectfully submitted this 20th day of March, 2018.

**Dodge County Executive Committee:**



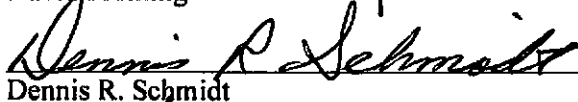
Russell Kottke



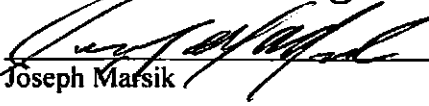
David Frohling



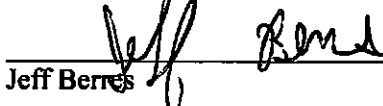
Donna Maly



Dennis R. Schmidt



Joseph Marsik



Jeff Berres

MaryAnn Miller

**Vote Required:** Majority of members present

**Resolution Summary:** A resolution to change the Dodge County Highway Committee from an elected Committee to an appointed Committee.

**Zev D. Kianovsky**  
Asst. Corporation Counsel  
(920) 386-3881

**Julie K. Wilhelm**  
Asst. Corporation Counsel  
(920) 386-3593

**Sean P. Donohue**  
Asst. Corporation Counsel  
(920) 386-4337

## **County of Dodge**

### **Office of Corporation Counsel**

127 E. Oak Street  
Fourth Floor, Administration Bldg.  
Juneau, WI 53039-1329  
Fax (920) 386-3596

**Kimberly A. Nass**  
Corporation Counsel  
(920) 386-3592


**Kelly L. Lepple**  
Secretary to Corporation Counsel  
(920) 386-3590

**Karen S. Schultz**  
Administrative Assistant  
(920) 386-3964

**Victoria L. Rahn**  
Legal Secretary I  
(920) 386-3591

### **MEMORANDUM**

**TO:** The Dodge County Board of Supervisors

**FROM:** Kimberly A. Nass, Dodge County Corporation Counsel 

**DATE:** March 20, 2018

**RE:** Exhibit to Resolution 17-102 County Board Rules

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Please note that the exhibit to Resolution No. 17-102 may need to change depending on the outcome of the vote on Resolution No. 17-100 (UW-Extension Education Committee) and Resolution No. 17-101 (Highway Committee). The Exhibit to Resolution No. 17-102 reflects the election of the UW-Extension Education Committee and the Highway Committee. I will provide the County Clerk the appropriate pages to insert as Exhibit "A" after the County Board's action on the two prior Resolutions, so that when the Board acts on Resolution No. 17-102 it will be in final form.

Please feel free to contact me with any questions regarding this Memorandum.

Thank you.

KAN

cc: Jim Mielke, Dodge County Administrator



1 RESOLUTION NO. 17-102

2  
3 **Resolution to Amend the Rules of Order Governing the County Board of Supervisors**  
4 **and to Modify the Dodge County Code of Ordinances**

5  
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,

8  
9 **WHEREAS**, the Executive Committee has reviewed and evaluated the *Rules of Order*  
10 *Governing The County Board of Supervisor of Dodge County*, soliciting feedback and modifications to  
11 the Rules and Committee descriptions; and,

12  
13 **WHEREAS**, the Executive Committee has identified a number of changes and proposes  
14 amendments to the *Rules of Order Governing The County Board of Supervisor of Dodge County*, as  
15 reflected on the attached Exhibit "A", with additions highlighted by bold underline and deletions  
16 indicated by single strikethroughs; and,

17  
18 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors  
19 that, effective immediately, the *Rules of Order Governing The County Board of Supervisors of Dodge*  
20 *County*, shall be amended as reflected on Exhibit "A", attached hereto and incorporated herein by  
21 reference; and,

22  
23 **BE IT FINALLY RESOLVED**, by the Dodge County Board of Supervisors, that the Dodge  
24 County Corporation Counsel is directed to modify the *Dodge County Code of Ordinances* to be  
25 consistent with the rule changes reflected in Exhibit "A", and to make such modifications in the 2018  
26 codification process.

All of which is respectfully submitted this 20th day of March, 2018.

**Dodge County Executive Committee:**




Russell Kottke



David Frohling



Donna Maly



Dennis R. Schmidt



Joseph Marsik



Jeff Berres



Mary Ann Miller

**Vote Required:** Majority of members present

**Resolution Summary:** A resolution to amend the Rules of Order Governing the County Board of Supervisors and modify the Dodge County Code of Ordinances.

**RULES OF ORDER GOVERNING THE  
COUNTY BOARD OF SUPERVISORS OF  
DODGE COUNTY, WI**

1. The Chairman of the Dodge County Board of Supervisors shall preside over all meetings of the Board, and is authorized to resolve disputes between standing committees. In the absence of the Chairman, the First Vice Chairman shall preside, and in the absence of the Chairman and the First Vice Chairman, the Second Vice Chairman shall preside. In the absence of the Chairman, the First Vice Chairman and the Second Vice Chairman, the County Clerk shall call the meeting to order and the Board shall elect a member of the body to occupy the chair and preside over the meeting. The Chairman shall serve as an ex-officio member of all committees, commissions, and boards. The Chairman's role as an ex-officio member shall be limited to attending only those meetings necessary to form a quorum. When serving in this capacity, the Chairman shall have all rights as any regular member of the committee, commission, or board. Members of the Executive Committee of the Board are authorized to attend the Annual Convention of the Wisconsin Counties Association at County expense. Attendance at such convention by other County Supervisors shall be at County expense only if the Executive Committee determines that such attendance shall be to the benefit of Dodge County. Attendance at any seminar sponsored by the WCA shall be at county expense only if the Executive Committee or the County Board Chairman determines that such attendance shall be to the benefit of Dodge County. Dodge County will not pay any amount for out of state travel expenses for anyone unless approved by the Executive Committee.

22

2. A majority of the supervisors entitled to a seat on the Board shall constitute a quorum. All questions shall be determined by a majority of the supervisors present unless otherwise provided by a statute or a rule of parliamentary procedure as laid down in Robert's Rules of Order or a Rule of Order Governing The County Board of Supervisors Of Dodge County, WI.

3. A Board member may, with prior permission of the Board Chairman, take part in a County Board meeting by telephone or other electronic means. However, a Board member who takes part in a County Board meeting by telephone or other electronic means will not be considered to be present at the County Board meeting, will not be allowed to vote, will not be paid a per diem, and will not be paid reimbursement for mileage. However, the Board member will be allowed to participate in discussion that will take place at the meeting.

4. Whenever a meeting of the Dodge County Board of Supervisors is to be held in a certain month, it shall be held on the third Tuesday of said month at 7:00 P.M., unless the County Board shall designate another date for the meeting, and, except if necessary to avoid a conflict with the primary election, the February Meeting shall be held on a date to be determined by the County Board Chairman at 7:00 P.M., and the Organizational Session shall be held on the third Tuesday in April, at 9:00 A.M., and the Annual Budget Meeting shall be held on the Tuesday after the second Monday of November at 9:00 A.M. When the day of the Annual Budget meeting falls on November 11<sup>th</sup>, the Annual Budget Meeting shall be held on the next succeeding day. The order of business to be followed at the meetings of the Dodge County Board of Supervisors shall be as follows: (1) Call to Order by the Chair. (2) Roll Call by the County Clerk. (3) Approval of the Minutes of the last meeting. (4) Communications on file with the Board. (5) ~~Old Business~~ Unfinished business. (6) Resolutions. (7) Bills on file to be acted upon. (8) Reports on file. (9) Ordinances. (10) Petitions. (11) Claims. ~~(12) Recess or Adjournment.~~

23

5. Except in emergency situations, at least seven (7) days prior to each County Board Meeting, the Chairman or Vice Chairman of each committee of the County Board shall file with the County Clerk all Resolutions and Ordinances to be brought before the County Board by the respective committee. This rule shall also apply to any other business the committee, or any individual supervisor, wishes to bring before the Board at any meeting.

6. The County Clerk shall compile an agenda for each meeting of the County Board of Supervisors. Whenever possible the County Clerk shall mail or ~~cause to be delivered~~ deliver to each Board Member, a copy of such agenda. This agenda, and a copy of each Resolution, Ordinance, and any other pertinent material, shall be mailed or delivered whenever possible by the Clerk to each Board Member by the Friday prior to the Board Meeting. The County Clerk may, by not later than 24 hours prior to a scheduled meeting of the Dodge County Board of Supervisors, add items to an original meeting agenda or to an amended meeting agenda, and shall comply with all notice provisions of the Open Meeting Law of the State of Wisconsin. If the County Clerk, on the day that the agenda for a particular County Board Session is to be mailed, determines that there is insufficient business to warrant holding such session, he/she will immediately confer with the County Board Chairman. If it is agreed that the session should not be held, the Clerk will immediately notify each Board Member of such decision.

7. Only such business as appears on the agenda or on an amended agenda shall be considered by the Board at that meeting and all other business shall be out of order.

8. All meetings of the Dodge County Board of Supervisors, and all meetings of any committee of the Board, shall be held in accordance with the Open Meeting Law of the State of Wisconsin.

24

**Exhibit "A"**

\*\*\*Additions are indicated in Bold Underline, deletions are indicated by ~~Single Strike through~~\*\*\*

9. All memorials, resolutions and ordinances that are to be considered and acted upon by the Board at any meeting shall be presented and signed by a member of the Dodge County Board of Supervisors.

10. When the Voting System machine is operational, any member who wishes to address the Board shall first push the Request to Speak button located on the member's voting device, and obtain the recognition of the Chairman. When the Voting System machine is not operational, any member who wishes to address the Board shall first rise from the member's seat and obtain the recognition of the Chairman. When two or more members rise at the same time, the member that the Chairman recognizes shall have the floor. No member shall be interrupted while speaking except by a call for the orders of the day.

11. Persons other than members of the Board wishing to address the body may do so with the unanimous consent of the Board. If any member objects, such non-member may be granted the privilege of addressing the body upon the passage of a motion, properly made and seconded and passed by a two-thirds (2/3) majority of those members present.

12. All votes by the Board on any matter calling for appropriation of money from the county treasury shall be recorded in such a manner that the vote of each member of the Board can be ascertained. On all other questions that come before the Board, any member of the Board can require that the individual vote of each member be recorded. Action by a member to correct the member's vote cast in error, may only be taken prior to the next vote being taken.

13. A motion or resolution for the reconsideration of an action by the Board shall be out of order unless such motion or resolution is made or presented by a member who voted with the prevailing side of the question in the first determination, and such motion or resolution of reconsideration must be made or presented at the same or the next properly noticed succeeding session meeting of the Board.

14. Any matter on the agenda of a meeting may be laid over for examination or referred to a particular committee by the Chair without a motion from the floor.

15. If a motion before the body (or an amendment to it) contains two or more parts capable of standing as separate questions, any member may move for a division of the question in order that the body can consider each question separately.

16. No standing rule, order or resolution of the Board shall be rescinded or changed without giving one day's notice thereof to all members of the Board, however, any standing rule may be temporarily suspended by a two-thirds (2/3) vote of the members present at any legally called meeting of the Board.

17. The rules of parliamentary procedure as laid down in Robert's Rules of Order shall govern the proceedings of the Board.

18. In any case where the vote of the Board is equally divided, the question shall be lost.

19. Annual Reports of county officers, elected or appointed, shall be presented to the County Board at the February or March meeting of the Board following the calendar year for which the report is made.

20. The County Clerk, or the Chairman of a Committee of the County Board, that meets to transact business of the County, shall present a bill, certified as correct, to the County Clerk for the payment of the authorized compensation and mileage of the members attending such meetings, and the County Clerk shall draw orders on the County Treasurer for the payment of such authorized compensation and mileage, and such orders shall be paid by the Treasurer upon approval of such orders by the Audit Committee.

21. Upon the completion of the County canvass of the results of an election, the County Clerk shall draw orders on the County Treasurer for the payments of the authorized compensation and the mileage of those persons participating in the canvass.

22. The Chairman of any meeting of the Board of Supervisors may require that any motion offered by any member for consideration by the body be reduced to writing and, thus, presented to the Chair.

23. When a main motion is before the Board, no other motions shall be in order except a motion to adjourn, a motion to lay on the table, a motion for the previous question, a motion to postpone to a certain time, a motion for division of a question, a motion to correct the main motion, a motion to refer to a standing committee, a motion to refer to a special committee, or a motion to amend the main motion. These motions shall have precedence in the order arranged and the first three of the above-listed motions are not debatable. A motion to postpone to a certain time must be made to a specific date or to the next regular meeting of the County Board of Supervisors.

24. Except as otherwise permitted by the Chairman, ~~No~~ member shall be permitted to speak more than twice or for more than five minutes at any one time on the same question, ~~unless permission of the Board is obtained by means of a motion duly made, seconded and passed by two-thirds (2/3) majority of those members present.~~

25. All memorials, resolutions, reports, petitions or ordinances, other than those presented by the Finance Committee, which provide for appropriation of money from the county treasury, shall be referred to the Finance Committee for its examination and assessment of fiscal impact.

26. When committees are organized, a member should be elected as Secretary to be responsible for the minutes of the proceedings of each committee. Such minutes shall show the names of the members present or absent, according to the Wisconsin Open Meeting Law. Minutes may be kept by a designated individual, but must be signed by the Secretary or other committee member. Minutes shall also include the place of the committee meeting and the starting and ending times of the meeting.

27. A member of a committee of the County Board may, with prior permission of the Chairman of the committee of the County Board, take part in a committee meeting by telephone or other electronic means. However, a committee member ~~who takes part~~ who participates in a committee meeting by telephone or other electronic means will not be considered to be present at the committee meeting, ~~will not be allowed to speak,~~ will not be allowed to vote, will not be paid a per diem, and will not be paid reimbursement for mileage.

28. All members of a committee shall be notified personally, by telephone or ~~in writing~~ electronically, as to the date, time and location for all meetings of a committee of which they are a member. A majority of the members of a committee shall constitute a quorum and a quorum of committee members is required to be present before County Business can be transacted.

29. All members present at a properly called committee meeting shall be entitled to their authorized compensation and actual mileage regardless of whether or not a quorum is present at the meeting. No member shall be eligible for compensation (per diem) in excess of two committee meetings per day.

30. All Department purchases of equipment and supplies shall be made according to the following:

A. All budgeted requests for a single purchase or lease of equipment or supplies, \$10,000 and up to \$50,000 shall first be presented to the Committee advising the department.

B. Any planned purchase or lease of equipment greater than \$50,000 must be identified on the adopted Five Year Capital Improvement Plan.

C. If a Department Head deems that an emergency purchase, rental, or contract for service is necessary, they are authorized to do so and report such to County Administrator, Finance Director and Committee Chair as soon as possible.

D. All requests for a single purchase or lease of equipment or supplies greater than \$50,000 shall be presented to the Committee advising the department for recommendation to the County Board of Supervisors.

E. The Dodge County Clerk shall include in the meeting packet for each regular meeting of the ~~Executive~~ Finance Committee and for each regular meeting of the County Board, the monthly report entitled *Dodge County Paid Vouchers \$10,000 Or More.*

31. Any monies received by an officer or department of the County shall be paid into the county treasury and credited to the account of the department or office giving rise to the transaction. Any balance remaining in the account of any department at the end of the year shall be transferred to the General Fund unless such account is designated a continuing appropriation account by resolution of the County Board, the Finance Committee or the Wisconsin Statutes.

32. The ~~standing~~ committees, commissions and boards, and the number of members of each are as follows:

- (1) Finance Committee – 5
- (2) Audit Committee – 5
- (3) Highway Committee – 5
- (4) ~~County~~ Building Committee – 5
- (5) Judicial and Public Protection Committee – 5
- (6) Taxation Committee – 5
- (7) Executive Committee – 7
- (8) UW-Extension Education Committee - 5
- (9) Land and Water Conservation Committee – 7
- (10) Human Resources and Labor Negotiations Committee – 5
- (11) ~~Planning, Development~~ Land Resources and Parks Committee – 5
- (12) Board of Adjustment – 5 + 2 Alternates
- (13) Health Facilities Committee – 5
- (14) Housing Authority – 5
- (15) Human Services and Health Board – 9
- (16) Veterans Service Commission – 3
- ~~(17) Mid-Wisconsin Federated Library System Board – 4~~
- (17) Monarch Library System Board – 3
- (18) East Wisconsin Counties Railroad Consortium – 2
- (19) Civil Service Commission – 5 + 1 Alternate
- (20) ~~Sheriff's~~ Grievance Committee of the Civil Service Commission – 5
- (21) Information Technology Committee – 5
- ~~(22) Dodge County Aging Advisory – 9~~
- (22) Commission on Aging and Disability Services - 9
- ~~(23) Land Information Committee – 5~~
- ~~(24) Dodge County Library Planning Committee – 5~~
- ~~(25) Land Information Council – 11~~
- (26) Glacial Heritage Development Partnership
- (25) Nutrition Advisory Council – 10
- (26) External Audit Review Oversight Committee – 5
- (27) Friends of Clearview Board – 11
- (28) Local Emergency Planning Commission – not less than 17
- (29) Inter-County Coordinating Committee – 2
- (30) Waste Facilities Siting Committee – 2
- (31) Crime Prevention Funding Board – 7
- (32) Criminal Justice Collaborating Council – 10
- (33) Courtroom Security and Facilities Committee – 19 – not less than 11

(34) Revolving Loan Advisory Committee – not less than 3

(35) Workforce Development – 2

(36) Traffic Safety Commission – not less than 9

(37) Child Death Review Team – 19

(38) Central Wisconsin Community Action Council – 1

(39) Transportation Advisory Committee – not more than 15

(40) Marsh Country Health Alliance Commission – 1

(41) Glacial Heritage Development Partnership  
1+1 alternate

33. The term of membership on all committees, commissions or boards where the appointment is made by the Board Chairman and confirmed by the County Board shall be for a two (2) year term, except as otherwise provided by resolution, ordinance or Wisconsin Statute. In all cases where the appointment or election to the committee, board or commission is by the County Board, the term of membership shall be for two (2) years, unless provided otherwise by resolution, ordinance, or Wisconsin Statute. ~~Where An individual was appointed to a committee of the County Board by the Board Chairman and confirmed by the County Board, that member may be removed from that committee at a meeting of the County Board, upon the recommendation of the Board Chairman and after a motion for removal has been made and seconded, upon an affirmative vote of not less than two - thirds of the fixed membership of the County Board (notwithstanding whether all members are present at a meeting to vote on such removal) of members elect.~~

34. ~~As soon as the~~ Upon the filing with the County Clerk, the official bonds of the county officers ~~are filed with the County Clerk, they~~ shall be referred to the Executive Committee for its examination of the same and, the Executive Committee shall report its findings as to the sufficiency and form of the sureties to the County Board pursuant to Section 59.21(4-2), of the Wisconsin Statutes.

35. A session of the Dodge County Board of Supervisors is hereby defined as the period of time beginning on the third Tuesday in April of each year and ending on the third Tuesday of April of the next succeeding year, both inclusive.

36. Soon after the County Board adjourns a session each year, the ~~Executive Committee Board~~ Board shall have the ~~its~~ its proceedings ~~of the Board~~ published in a newspaper of general circulation in the County and shall also have a reasonable number of copies, as determined by the County Clerk, of the proceedings printed in pamphlet form ~~in the English language and have them~~ available by not later than 60 days following said adjournment, pursuant to §59.14(2) and (3), Wis. Stats. ~~The Committee is authorized to contract for such printing on the basis of bids obtained; however, the Committee is authorized to reject any and all bids as it may deem to be in the best interests of the County and to have the publication and printing done without further bids.~~

37. Any requests for newly created positions, or changes to positions as described as follows, which will first become effective in the next succeeding year, will require approval of the County Board in the form of a resolution and will not be considered for inclusion in the Dodge County Budget for the next succeeding year, unless approved at or prior to the August County Board meeting: newly created regular full-time positions; newly created regular part-time benefited positions; part-time positions that are increased to full-time; and, part-time non-benefited positions that are increased to part-time benefited positions.

38. Committees of the County Board shall limit attendance at closed sessions of their meetings to members of the Committee and other individuals necessary to conduct the business of the Committee as determined by the Chairperson of the Committee.

39. Each County Board Supervisor who shall become aware that he or she is unable to attend a scheduled meeting of the Dodge County Board of Supervisors shall notify the County Clerk of his or her inability to attend such a meeting. The Supervisor shall make such notification by either telephone or email, and as soon as possible after the Supervisor has learned of such inability.

40. Each County Board Supervisor, who is a member of a Committee of the County Board or other board or body of the County, and who shall become aware of an inability to attend a scheduled meeting of such Committee, board, or body, shall notify the Chair of such Committee, board, or body. The Supervisor shall make such notification by either telephone or email and as soon as possible after the Supervisor has learned of such inability.

## COMMITTEES

### Audit Committee

The Audit Committee shall be comprised of five (5) Board members, and the Chairman of the County Board *ex-officio*. The five (5) members shall be appointed by the Chairman and confirmed by the Board. ~~It~~ **The Committee** is authorized, empowered and directed to exercise the power of the County Board in examining, auditing, settling, allowing or disallowing current accounts or claims against the County when the amount involved does not exceed \$10,000.00 and when so settled and approved and allowed, to authorize the issuance of County orders. **The Committee shall examine purchase card use and documentation related thereto.**

### Board of Adjustment

The Board of Adjustment shall consist of five (5) members and two (2) alternate members appointed by the Chairman of the Board of Supervisors and confirmed by the County Board for terms of three (3) years, beginning July 1<sup>st</sup>. The members shall reside in Dodge County, outside of the incorporated limits of cities or villages, provided, however, that no two members shall reside in the same township. The powers and duties of the Board of Adjustment are as enumerated in Wis. Stat. §59.694, and the Land Use Code of Dodge County, as amended. The two alternate members shall be appointed for staggered three-year terms and the Chairman of the County Board of Supervisors shall annually designate one of the alternate members as the first alternate and the other as second alternate. The first alternate shall act, with full power, only when a member of the Board of Adjustment refuses to vote because of a conflict of interest or when a member is absent. The second alternate shall act only when the first alternate refuses to vote because of a conflict of interest or is absent, or if more than one member of the Board of Adjustment refuses to vote because of a conflict of interest or is absent.

### Building Committee

The Building Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. The Building Committee shall have charge of the repairs, building construction and maintenance of, and the assignment, allocation, and designation of space in, the Dodge County Administration Building, ~~the Dodge County Office Building~~, the Henry Dodge Office Building, the Dodge County Law Enforcement Center, the Dodge County Legal Services Building, the Dodge County Justice Facility, and the Dodge County Building at the Dodge County Fairgrounds, and such other county buildings and grounds, not specifically in charge of other officials. The Building Committee shall act as an advisory and policy-making body for the Physical Facilities Maintenance Department.

### Executive Committee

The Executive Committee shall consist of the Chairman, the two (2) Vice Chairmen, the immediate Past Chairman of the Board (if approved by the incoming County Board Chairman), and three (3) Board members to be elected at large for a term of two (2) years. If the immediate Past Chairman of the Board is not a member of the Board at the time of the Organizational Meeting of the Board or has been re-elected as the Chair at the Organizational Meeting of the Board, the Board shall elect four (4) members at large.

The Committee shall:

1. Act as an advisory and policy-making body for the Office of Corporation Counsel, and the Office of Emergency Management;
2. Exercise oversight and supervision of the Dodge County Administrator, subject to review and oversight and supervision by the County Board;
3. Examine and approve the County Officer's bonds as per Wis. Stat. §59.21(2);
4. Study State Legislation pertaining to Dodge County and report its effects to the County Board periodically;

- ~~5. Appoint a county purchasing agent who shall purchase all necessary supplies and equipment involving purchases of \$3,000.00 or less;~~
5. Compile an inventory of all properties belonging to Dodge County and file such inventories with the County Clerk;
6. Investigate and analyze the insurance needs of the County and to obtain insurance to cover those needs, and to provide for the payment of the premiums of such policies;
7. Except for Worker's Compensation, determine what risk the County is exposed to that can best be managed by self-insurance and in cooperation with the County Finance Director establish and manage a self-insurance fund to cover such risks;
- ~~9. Obtain bids and award the contracts on all County printing, except for elections; and,~~
8. Review claims for damages against the County and make recommendations to the County Board regarding them.

### Finance Committee

The Finance Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. It shall draft or have submitted to it all resolutions for expenditures of money and make recommendations thereon to the Board, and ~~authorize~~ review the transfer of funds within departments. The County Board delegates to the Finance Committee the authority to approve or deny tax-exempt leases of equipment proposed by all committees of the County Board. The County Board delegates to the Finance Committee pursuant to Wis. Stat. §66.0603, the authority to temporarily invest such unused County funds and to arrange for the safekeeping of securities, their sale, reinvestment or redemption as it may deem proper. This Committee shall not have the power to appropriate any money from the General Fund. It shall recommend to the County Board methods of financing county projects and indebtedness.

The Finance Committee shall act as an advisory and policy-making body for the offices of the County Finance Director, the Finance Department, the Central Services Department and the Veterans Service Office. The Committee shall act as an advisory and policy-making body, to the extent permitted by law, for the Offices of the County Clerk and the County Treasurer.

#### Health Facilities Committee

The Health Facilities Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. The Committee shall act as an advisory and policy-making body for Clearview.

#### Highway Committee

The Highway Committee shall consist of five (5) County Board members elected at an Organizational Meeting to serve for two years beginning as soon as elected and until their successors are elected. Any vacancy in the Highway Committee shall be filled by election by the County Board.

The powers and duties of the Highway Committee are as follows:

(1) The Highway Committee shall be only a policy-making body determining the broad outlines and principles governing administration of the Dodge County Highway Department.

(2) Powers and duties which are not specifically given by statute to either the Highway Commissioner or the County Administrator are retained by the Highway Committee.

#### ~~DODGE COUNTY HIGHWAY COMMISSIONER~~

The Dodge County Highway Commissioner shall have the administrative powers and duties prescribed for the county highway committee as provided by Section 83.015(2)(b), Wis. Stats. of the Wisconsin Statutes (2007-08).

#### Human Resources and Labor Negotiations

The Human Resources and Labor Negotiations Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board.

The Human Resources and Labor Negotiations Committee shall conduct all labor negotiations with all organized groups and shall propose to the County Board the salaries and personnel policies for all other employees of Dodge County. The Human Resources and Labor Negotiations Committee shall also administer the terms of the union contracts and personnel policies for all employees of Dodge County. All changes in personnel and salaries shall be duly recorded in the minutes of the committee for auditing purposes and all union contracts and personnel policies proposed by this committee shall be approved by the County Board before becoming effective.

The Human Resources and Labor Negotiations Committee shall be responsible for analyzing the health, dental and life insurance needs of employees and officers of Dodge County, and for providing such necessary coverage as may be agreed upon.

The Human Resources and Labor Negotiations Committee shall be responsible for administration and oversight of Worker's Compensation for Dodge County.

All starting salaries for new full-time or part-time non-union and union employees, probationary increases, promotional increases, and other salary adjustments, other than general increases approved yearly by the County Board shall be referred to the Human Resources and Labor Negotiations Committee for final approval and processing before the Finance Department shall allow any new salaries or adjustments to be paid, the only exception being Section 9.1(a) of the Personnel Policies for Dodge County Employees dealing with part-time Sheriff's Deputies.

The Human Resources and Labor Negotiations Committee shall be an advisory and policy-making body for the Human Resources Department.

#### Human Services and Health Board

The Dodge County Human Services and Health Board shall consist of nine (9) members appointed by the Dodge County Board of Supervisors. Of the nine, six (6) shall be County Board Supervisors and three (3) shall be citizens-at-large. At least one member appointed to the Human Services and Health Board shall be an individual who receives or has received human services or shall be a family member of such an individual. Terms of service on the Board shall be for three (3) years with appointments to be staggered to allow for continuity on the committee. Citizen representatives shall be individuals interested in the various service disciplines within the Department of Human Services (Aging Programming, Social Services, Mental Health Services and Public Health) and every effort shall be made to include at least one Registered Nurse and one Medical Doctor.

The Human Services and Health Board shall act as an advisory and a policy-making body for the Human Services and Health Department. The Human Services and Health Board shall have the powers and duties enumerated in Wis. Stat. §46.23(5) as amended. Pursuant to Wis. Stat. §251.03(1), the Human Services and Health Board shall also act as the county board of health and shall have the powers and duties enumerated in Wis. Stat. §251.04, as amended. Committees representing the client/patient groups served within the Department shall act in an advisory capacity to the Human Services and Health Board and keep the Board informed about the special needs of Dodge County residents.

#### Information Technology Committee

The Information Technology Committee shall be comprised of five (5) Board members, ~~of which, not less than three (3) shall be members of the Board.~~ The five (5) members shall be appointed by the Chairman and confirmed by the Board.

The committee shall act as an advisory and policy-making body to the Information Technology Department, and oversee and coordinate all information technology functions of Dodge County, including equipment purchases for all departments of County government, ~~and manage Dodge County's participation in the Intercounty Coordinating Committee Data Processing Commission.~~

### Judicial and Public Protection Committee

The Judicial and Public Protection Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. The Judicial and Public Protection Committee shall confer with, and assist the Sheriff, the District Attorney, and the Medical Examiner so as to enable them to more effectively and efficiently perform their duties.

The Judicial and Public Protection Committee shall be the liaison between the Dodge County Board of Supervisors and the following offices: the District Attorney; the Sheriff's Office; the Judicial Branches; the Clerk of Courts; the Register in Probate; the Family Court Office; and the Family Court Counseling Services Office. The Committee shall bring before the Board of Supervisors those matters which are necessary for the efficient administration of the aforementioned offices. The Judicial and Public Protection Committee shall act as an advisory and policy-making body for the Child Support Office and the Medical Examiner's Office, and shall serve as the Grievance Committee for the Dodge County Sheriff's Office.

### Land and Water Conservation Committee

The Land and Water Conservation Committee shall be comprised of seven (7) members. The seven (7) members shall be appointed by the Chairman and confirmed by the Board, and shall serve for a two-year term. Not more than two (2) individuals who are not members of the Dodge County Board of Supervisors may be members of the Land and Water Conservation Committee. Two (2) members of the Land and Water Conservation Committee shall be individuals who are members of the UW-Extension Education Committee. The Chairman of the Dodge County Farm Service Agency Committee shall also be a member of the Land and Water Conservation Committee. The Land and Water Conservation Committee shall have those powers and duties as are specified for that committee under Wis. Stat. Chapter 92. The Land and Water Conservation Committee shall act as an advisory and policy-making body to the Land and Water Conservation Department.

### Land Information Committee

~~—The Land Information Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. In appointing members to this Committee, the County Board Chairman shall seek to represent the interests of the five departments using land records, namely the County Treasurer, Land Resources and Parks, Land and Water Conservation, Highway, and Sheriff. The Committee shall be responsible for land records modernization to promote and facilitate timely access to information, decisions based upon accurate information, and efficiency in government with the goal of establishment of an integrated, technologically sound, countywide land information system. The Committee shall act as an advisory and policy-making body for the Land Information Division of the Land Resources and Parks Department. The Committee shall also act as an advisory and policy-making body, to the extent permitted by law, for the Office of the Register of Deeds.~~

### Planning, Development Land Resources and Parks Committee

The Planning, Development Land Resources and Parks Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. The Committee shall be designated as the County Zoning Agency authorized to act in all matters pertaining to County planning and zoning under Wis. Stat. §59.69(2)(a). In addition, the Committee shall be responsible for subdividing, sanitation and economic development. The Committee shall be an advisory and policy-making body for the following Land Resources and Parks Department divisions: Code Administration, Parks and Trails, Land Information, and Planning and Economic Development. The Committee shall act as an advisory and policy-making body, to the extent permitted by law, to the Office of the County Register of Deeds. The Committee shall oversee, receive reports from and take action on any matters advanced by the Land Information Council.

### Taxation Committee

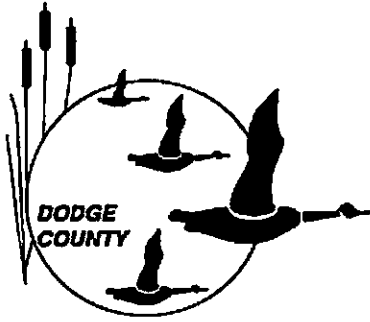
The Taxation Committee shall be comprised of five (5) Board members. The five (5) members shall be appointed by the Chairman and confirmed by the Board. The committee shall: review the Treasurer's records and authorize the prosecution of in personam actions for delinquent real estate taxes and other charges; review foreclosure of tax liens by action in rem; appraise all parcels of real estate acquired by Judgment of Foreclosure Of Tax Lien in in rem actions pursuant to Wis. Stats. §75.521; authorize the publication of a list of appraised values for the purpose of soliciting bids on parcels of real estate to be sold; open all bids and accept or reject them; and, authorize the Dodge County Clerk to issue Quit Claim Deeds to successful bidders. Pursuant to the provisions of Wis. Stats. §75.69, the Board designates the Taxation Committee as the committee that is authorized to: review and approve the sales of parcels of real estate for amounts that are less than the appraised values of the parcels of real estate; accept bids for the sale of parcels of real estate that are less than the highest bids; and, prepare written statements, available for public inspection, that explain the reasons for accepting bids for the sale of parcels of real estate that are less than the highest bids.

### UW-Extension Education

The UW-Extension Education Committee shall be comprised of five (5) members. Of the five (5) members, at least four (4) shall be Board members elected by the Board. The County Board may select as a fifth member of the Committee a public school administrator resident in the county. If the Board does not select a public school administrator resident in the county, the Board shall elect a fifth Board member to serve on the Committee. The Committee shall meet at such intervals as is deemed necessary to properly carry out its functions and responsibilities according to Wis. Stat. §59.56. The UW-Extension Education Committee shall direct and supervise the UW-Extension Department, including the preparation of the annual budget request.

All previous rules of order and legislation governing the Dodge County Board of Supervisors in conflict with the provisions of these rules of order are to the extent of such conflict superseded by these rules of order.





**ADMINISTRATION DEPARTMENT**

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**JAMES MIELKE, COUNTY ADMINISTRATOR**

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

To: Dodge County Board of Supervisors  
From: Jim Mielke  
Date: March 13, 2018

**Re: Resolution Number 17-103 - Authorizing Options for Youth (Juvenile) Supervision**

The Resolution has been reviewed and signed by the Judicial & Public Protection Committee on March 2<sup>nd</sup> and the Human Services & Health Board on March 7<sup>th</sup>. The Human Service & Health Board is recommending an amendment to Line 23 of the Resolution.

Line 23 reads, "*Whereas, given the complex needs of juveniles in Dodge County and the scarcity of ....*"  
The Human Service & Health Board has recommended the Line read, "*Whereas, given the complex needs of select juveniles in Dodge County and the scarcity of .....*"

For additional background information, attached to this memo is a portion of the Juvenile Justice Code 938 which is referenced in the Resolution.



vice by the director, except that existing court service personnel having permanent civil service status may be reassigned to any of the sections within the center specified in this subdivision.

(am) 1. All intake workers providing services under this chapter who begin employment after May 15, 1980, shall have the qualifications required to perform entry level case work in a county department and shall have successfully completed 30 hours of intake training, approved or provided by the department, prior to the completion of the first 6 months of employment in the position. The department shall monitor compliance with this subdivision according to rules promulgated by the department.

2. The department shall make training programs available annually that permit intake workers providing services under this chapter to satisfy the requirements under subd. 1.

(b) Notwithstanding par. (a), the county board of supervisors may make changes in the administration of services to the children's court center in order to qualify for the maximum amount of federal and state aid as provided in sub. (4) and ss. 46.495 and 48.569.

(2) COUNTIES WITH A POPULATION UNDER 750,000. (a) In counties having less than 750,000 population, the county board of supervisors shall authorize the county department or the court, or both, to provide intake services under s. 938.067 and the staff needed to provide dispositional services under s. 938.069. Intake services shall be provided by employees of the court or the county department and may not be subcontracted to other individuals or agencies, except as provided in par. (am). Intake workers shall be governed in their intake work, including their responsibilities for requesting the filing of a petition and entering into a deferred prosecution agreement, by general written policies established by the circuit judges for the county, subject to the approval of the chief judge of the judicial administrative district.

(am) 1. A county that had intake services under this chapter subcontracted from the county sheriff's department on April 1, 1980, may continue to subcontract those intake services from the county sheriff's department.

2. A county in which the county sheriff's department operates a juvenile detention facility may subcontract intake services under this chapter from the county sheriff's department as provided in this subdivision. If a county subcontracts intake services under this subdivision, employees of the county sheriff's department who staff the juvenile detention facility may make secure custody determinations under s. 938.208 between the hours of 6 p.m. and 6 a.m. Such a determination shall be reviewed by an intake worker employed by the court or county department within 24 hours after it is made.

(b) 1. All intake workers providing services under this chapter who begin employment after May 15, 1980, excluding county sheriff's department employees who provide intake services under par. (am) 2., shall have the qualifications required to perform entry level case work in a county department. All intake workers providing services under this chapter who begin employment after May 15, 1980, including county sheriff's department employees who provide intake services under par. (am) 2., shall have successfully completed 30 hours of intake training approved or provided by the department prior to the completion of the first 6 months of employment in the position. The department shall monitor compliance with this subdivision according to rules promulgated by the department.

2. The department shall make training programs available annually that permit intake workers providing services under this chapter to satisfy the requirements under subd. 1.

(3) INTAKE SERVICES. The court or county department responsible for providing intake services under s. 938.067 shall specify one or more persons to provide intake services. If there is more than one person, one of the persons shall be designated as chief and shall supervise the other persons.

(4) STATE AID. State aid to any county for juvenile delinquency-related court services under this section shall be at the

same net effective rate that each county is reimbursed for county administration under s. 48.569, except as provided in s. 48.526. Counties having a population of less than 750,000 may use funds received under ss. 48.569 (1) (d) and 48.526, including county or federal revenue sharing funds allocated to match funds received under s. 48.569 (1) (d), for the cost of providing court attached intake services in amounts not to exceed 50 percent of the cost of providing court attached intake services or \$30,000 per county per calendar year, whichever is less.

(5) SHORT-TERM DETENTION AS A DISPOSITION OR SANCTION OR FOR VIOLATION OF ORDER. (a) The county board of supervisors of any county may, by resolution, authorize the court to do any of the following:

1. Use placement in a juvenile detention facility or juvenile portion of the county jail as a disposition under s. 938.34 (3) (f), as a sanction under s. 938.355 (6m) (a) 1g., or as a place of short-term detention under s. 938.355 (6d) (a) 1. or 2. or (b) 1. or 2. or 938.534 (1) (b) 1. or 2.

2. Use commitment to a county department under s. 51.42 or 51.437 for special treatment or care in an inpatient facility, as defined in s. 51.01 (10), as a disposition under s. 938.34 (6) (am).

(b) The use by the court of a disposition under s. 938.34 (3) (f) or (6) (am), a sanction under s. 938.355 (6m) (a) 1g., or short-term detention under s. 938.355 (6d) (a) 1. or 2. or (b) 1. or 2. or 938.534 (1) (b) 1. or 2. is subject to any resolution adopted under par. (a).

History: 1995 a. 77; 1997 a. 27, 205, 239; 2001 a. 61; 2003 a. 344; 2007 a. 20; 2013 a. 20; 2015 a. 55.

Cross-reference: See also ch. DCF 82, Wis. adm. code.

**938.067 Powers and duties of intake workers.** To carry out the objectives of this chapter, intake workers shall do all of the following:

(1) SCREENING. Provide intake services 24 hours a day, 7 days a week, for the purpose of screening juveniles taken into custody and not released under s. 938.20 (2).

(2) INTERVIEWING. Interview, if possible, any juvenile who is taken into physical custody and not released, and, if appropriate, other available concerned parties. If the juvenile cannot be interviewed, the intake worker shall consult with the juvenile's parent or a responsible adult. No juvenile may be placed in a juvenile detention facility unless the juvenile has been interviewed in person by an intake worker, except that if the intake worker is in a place which is distant from the place where the juvenile is or the hour is unreasonable, as defined by written court intake rules, and if the juvenile meets the criteria under s. 938.208, the intake worker, after consulting by telephone with the law enforcement officer who took the juvenile into custody, may authorize the secure holding of the juvenile while the intake worker is en route to the in-person interview or until 8 a.m. of the morning after the night on which the juvenile was taken into custody.

(3) WHETHER JUVENILE SHOULD BE HELD. Determine whether the juvenile shall be held under s. 938.205 and policies promulgated under s. 938.06 (1) or (2).

(4) WHERE JUVENILE SHOULD BE HELD. If the juvenile is not released, determine where the juvenile shall be held.

(5) CRISIS COUNSELING. Provide any necessary crisis counseling during the intake process.

(6) REQUEST FOR PETITION; DEFERRED PROSECUTION. Receive referral information, conduct intake inquiries, request that a petition be filed, and enter into deferred prosecution agreements under policies promulgated under s. 938.06 (1) or (2).

(6g) VICTIMS' RIGHTS. Provide information and notices to and confer with victims as required under s. 938.346 (1m).

(6m) MULTIDISCIPLINARY SCREEN. Conduct the multidisciplinary screen in counties that have a pilot program under s. 938.547.

(7) REFERRALS. Make referrals of cases to other agencies if their assistance is needed or desirable.

or (3) (f). If the parent does not provide that information at the hearing, the county department or the agency primarily responsible for providing services to the juvenile under the dispositional order shall permit the parent to provide the information at a later date.

**History:** 1995 a. 77; 1997 a. 181, 252; 2001 a. 109; 2005 a. 344; 2009 a. 28, 79, 94, 185; 2011 a. 181, 258; 2013 a. 165, 334.

**938.34 Disposition of juvenile adjudged delinquent.** If the court adjudges a juvenile delinquent, the court shall enter an order deciding one or more of the dispositions of the case as provided in this section under a care and treatment plan. A disposition under sub. (4m) must be combined with a disposition under sub. (4n). In deciding the dispositions for a juvenile who is adjudicated delinquent, the court shall consider the seriousness of the act for which the juvenile is adjudicated delinquent and may consider any other delinquent act that is read into the record and dismissed at the time of the adjudication. The dispositions under this section are:

(1) **COUNSELING.** Counsel the juvenile or the parent, guardian or legal custodian.

(2) **SUPERVISION.** (a) Place the juvenile under the supervision of an agency, the department of corrections, if that department approves, or a suitable adult, including a friend of the juvenile, under conditions prescribed by the court, including reasonable rules for the juvenile's conduct, designed for the physical, mental, and moral well-being and behavior of the juvenile.

(b) If the juvenile is placed in the juvenile's home under the supervision of an agency or the department of corrections, order that agency or department to provide specified services to the juvenile and the juvenile's family, including individual, family, or group counseling, homemaker or parent aide services, respite care, housing assistance, child care, or parent skills training.

(c) Order the juvenile to remain at his or her home or other placement for a period of not more than 30 days under rules of supervision specified in the order.

(2g) **VOLUNTEERS IN PROBATION PROGRAM.** If the juvenile is adjudicated delinquent for the commission of an act that would constitute a misdemeanor if committed by an adult, if the chief judge of the judicial administrative district has approved under s. 973.11 (2) a volunteers in probation program established in the juvenile's county of residence, and if the court determines that volunteer supervision under that program will likely benefit the juvenile and the community, place the juvenile with the volunteers in probation program under conditions the court determines are reasonable and appropriate. These conditions may include any of the following:

(a) A directive to a volunteer to be a role model for the juvenile, informal counseling, general monitoring monitoring of the conditions established by the court, or any combination of these functions.

(b) Any other disposition that the court may impose under this section.

(2m) **TEEN COURT PROGRAM.** Order the juvenile to be placed in a teen court program if all of the following conditions apply:

(a) The chief judge of the judicial administrative district has approved a teen court program established in the juvenile's county of residence and the court determines that participation in the teen court program will likely benefit the juvenile and the community.

(b) The juvenile is alleged to have committed a delinquent act that would be a misdemeanor if committed by an adult.

(c) The juvenile admits or pleads no contest in open court, in the presence of the juvenile's parent, guardian, or legal custodian, to the allegations that the juvenile committed the delinquent act.

(d) The juvenile has not successfully completed participation in a teen court program during the 2 years before the date of the alleged delinquent act.

(2r) **INTENSIVE SUPERVISION.** Order the juvenile to participate in an intensive supervision program under s. 938.534.

(3) **PLACEMENT.** Designate one of the following as the placement for the juvenile:

(a) The home of a parent or other relative of the juvenile, except that the court may not designate the home of a parent or other relative of the juvenile as the juvenile's placement if the parent or other relative has been convicted of the homicide of a parent of the juvenile under s. 940.01 or 940.05, and the conviction has not been reversed, set aside, or vacated, unless the court determines by clear and convincing evidence that the placement would be in the best interests of the juvenile. The court shall consider the wishes of the juvenile in making that determination.

(b) The home of a person who is not required to be licensed if placement is for less than 30 days, except that the court may not designate the home of a person who is not required to be licensed as the juvenile's placement if the person has been convicted of the homicide of a parent of the juvenile under s. 940.01 or 940.05, and the conviction has not been reversed, set aside, or vacated, unless the court determines by clear and convincing evidence that the placement would be in the best interests of the juvenile. The court shall consider the wishes of the juvenile in making that determination.

(c) A foster home licensed under s. 48.62 or a group home licensed under s. 48.625.

(cm) A group home described in s. 48.625 (1m) if the juvenile is at least 12 years of age, is a custodial parent, as defined in s. 49.141 (1) (b), or an expectant mother, is receiving inadequate care, and is in need of a safe and structured living arrangement.

(d) A residential treatment center operated by a child welfare agency licensed under s. 48.60.

(e) An independent living situation effective on or after the juvenile's 17th birthday, either alone or with friends, under supervision the court considers appropriate, but only if the juvenile is of sufficient maturity and judgment to live independently and only upon proof of a reasonable plan for supervision by an appropriate person or agency.

(f) A juvenile detention facility or juvenile portion of a county jail that meets the standards promulgated by the department of corrections by rule, or in a place of nonsecure custody designated by the court, subject to all of the following:

1. The placement may be for any combination of single or consecutive days totalling not more than 365, including any placement under pars. (a) to (e). The juvenile shall be given credit against the period of detention or nonsecure custody imposed under this paragraph for all time spent in secure detention in connection with the course of conduct for which the detention or nonsecure custody was imposed.

2. The order may provide that the juvenile may be released from the juvenile detention facility, juvenile portion of the jail, or place of nonsecure custody during specified hours to attend school, to work at the juvenile's place of employment or to attend or participate in any activity which the court considers beneficial to the juvenile.

3. The use of placement in a juvenile detention facility or in a juvenile portion of a county jail as a disposition under this paragraph is subject to the adoption of a resolution by the county board of supervisors under s. 938.06 (5) authorizing the use of those placements as a disposition.

4. If a juvenile's placement under this paragraph exceeds 30 days, whether or not consecutive, the county department shall offer the juvenile alcohol or other drug abuse treatment, counseling, and education services under sub. (6r). The payment for those services shall be in accordance with s. 938.361.

(3g) **ELECTRONIC MONITORING.** Monitoring by an electronic monitoring system for a juvenile subject to an order under sub. (2), (2r), (3) (a) to (e), (4h) or (4n) who is placed in the community.

(4) **TRANSFER OF LEGAL CUSTODY.** If it is shown that the rehabilitation or the treatment and care of the juvenile cannot be accom-

service work program, in ordering the juvenile to perform community service work.

(b) The supervised work program or other community service work shall be constructive and designed to promote the rehabilitation of the juvenile, appropriate to the age level and physical ability of the juvenile, and combined with counseling from a member of the staff of the county department, community agency, public agency, or nonprofit charitable organization or other qualified person. The supervised work program or other community service work may not conflict with the juvenile's regular attendance at school. Subject to par. (d), the amount of work required shall be reasonably related to the seriousness of the juvenile's offense.

(c) In addition to any other employment or duties permitted under ch. 103 or any rule or order under ch. 103, a juvenile under 14 years of age who is participating in a supervised work program or other community service work may, for purposes of performing the supervised work or other community service work, be employed or perform any duties under any circumstances in which a juvenile 14 or 15 years of age is permitted to be employed or perform duties under ch. 103 or any rule or order under ch. 103. A juvenile who is participating in a supervised work program or other community service work is exempt from the permit requirement under s. 103.70 (1).

(d) Under this subsection, a juvenile who is under 14 years of age may not be required to perform more than 40 total hours of supervised work or other community service work, except as provided in subs. (13r) and (14t).

**(5m) COMMUNITY SERVICE WORK PROGRAM.** Order the juvenile to participate in a youth corps program, as defined in s. 16.22 (1) (dm) or another community service work program, if the sponsor of the program approves the juvenile's participation in the program.

**(5r) VICTIM-OFFENDER MEDIATION PROGRAM.** Order the juvenile to participate in a victim-offender mediation program if the victim of the juvenile's delinquent act agrees.

**(6) SPECIAL TREATMENT OR CARE.** (a) If the juvenile is in need of special treatment or care, as identified in an evaluation under s. 938.295 and the report under s. 938.33 (1), order the juvenile's parent to provide the special treatment or care.

(am) An order of special treatment or care under this subsection may include an order committing the juvenile to a county department under s. 51.42 or 51.437 for special treatment or care in an inpatient facility, as defined in s. 51.01 (10), if the evaluation under s. 938.295 and the report under s. 938.33 (1) indicate all of the following:

1. That the juvenile has an alcohol or other drug abuse impairment.
2. That the juvenile is a proper subject for treatment and is in need of inpatient treatment because appropriate treatment is not available on an outpatient basis.

(ap) An order under par. (am) is subject to all of the following:

1. The commitment may total not more than 30 days.
2. The use of commitment to a county department under s. 51.42 or 51.437 as a disposition under par. (am) is subject to the adoption of a resolution by the county board of supervisors under s. 938.06 (5) authorizing the use of that disposition.

(ar) If the parent fails or is financially unable to provide the special treatment or care ordered under par. (a) or (am), the court may order an appropriate agency to provide the special treatment or care whether or not legal custody has been taken from the parents. If the court orders a county department under s. 51.42 or 51.437 to provide special treatment or care under par. (a) or (am), the provision of that special treatment or care shall be subject to conditions specified in ch. 51, except that an order under par. (am) may not be extended. An order of special treatment or care under this subsection may not include an order for the administration of psychotropic medication.

(b) Payment for alcohol and other drug abuse services ordered under par. (a) shall be in accordance with s. 938.361.

(c) Payment for services provided under ch. 51 that are ordered under par. (a), other than alcohol and other drug abuse services, shall be in accordance with s. 938.362.

**(8m) COORDINATED SERVICES PLAN OF CARE.** If the report prepared under s. 938.33 (1) recommends that the juvenile is in need of a coordinated services plan of care and if an initiative under s. 46.56 has been established for the county or, if applicable, for a tribe, order that an assessment of the juvenile and the juvenile's family for eligibility for and appropriateness of the initiative, and if eligible for enrollment in the initiative, that a coordinated services plan of care be developed and implemented.

**(8r) ALCOHOL OR DRUG TREATMENT OR EDUCATION.** (a) If the report prepared under s. 938.33 (1) recommends that the juvenile is in need of treatment for the use or abuse of alcohol beverages, controlled substances, or controlled substance analogs and its medical, personal, family, or social effects, order the juvenile to enter an outpatient alcohol and other drug abuse treatment program at an approved treatment facility. The approved treatment facility shall, under the terms of a service agreement between the county and the approved treatment facility, or with the written informed consent of the juvenile or the juvenile's parent if the juvenile has not attained the age of 12, report to the agency primarily responsible for providing services to the juvenile as to whether the juvenile is cooperating with the treatment and whether the treatment appears to be effective.

(b) If the report prepared under s. 938.33 (1) recommends that the juvenile is in need of education relating to the use of alcohol beverages, controlled substances, or controlled substance analogs, order the juvenile to participate in an alcohol or other drug abuse education program approved by the court. The person or agency that provides the education program shall, under the terms of a service agreement between the county and the education program, or with the written informed consent of the juvenile or the juvenile's parent if the juvenile has not attained the age of 12, report to the agency primarily responsible for providing services to the juvenile about the juvenile's attendance at the program.

(c) Payment for the court-ordered treatment or education under this subsection in counties that have a pilot program under s. 938.547 shall be in accordance with s. 938.361.

**(8s) DRUG TESTING.** If the report under s. 938.33 (1) indicates that the juvenile is in need of treatment for the use or abuse of controlled substances or controlled substance analogs, order the juvenile to submit to drug testing under a drug testing program that the department of corrections shall promulgate by rule.

**(7d) EDUCATION PROGRAM.** (a) Except as provided in par. (d), order the juvenile to attend any of the following:

1. A nonresidential educational program, including a program for children at risk under s. 118.153, provided by the school district in which the juvenile resides.
2. Under a contractual agreement with the school district in which the juvenile resides, a nonresidential educational program provided by a licensed child welfare agency.
3. Under a contractual agreement with the school district in which the juvenile resides, an educational program provided by a private, nonprofit, nonsectarian agency that is located in the school district in which the juvenile resides and that complies with 42 USC 2000d.
4. Under a contractual agreement with the school district in which the juvenile resides, an educational program provided by a technical college district located in the school district in which the juvenile resides.
5. Under a contractual agreement with the school district in which the child resides, an educational program provided by a tribal school.

ditions specified in sub. (2) (b) 7. to the juvenile and informed the juvenile of that possible placement or if before the violation the juvenile has acknowledged in writing that he or she has read, or has had read to him or her, those conditions and that possible placement and that he or she understands those conditions and that possible placement.

2r. A juvenile who is subject to an order under this section or s. 938.357 or 938.365 that terminates as provided in sub. (4) (am) 4. or s. 938.357 (6) (a) 4. or 938.365 (5) (b) 4. may not be taken into custody under subd. 1. or 2.

3. A juvenile may be taken into and held in custody under both subds. 1. and 2. in connection with the same course of conduct, except that no juvenile may be held in custody for more than a total of 72 hours under subds. 1. and 2. in connection with the same course of conduct unless the juvenile receives a hearing under par. (d).

4. Subject to par. (d), subds. 1. and 2. do not preclude a juvenile who has been found to be in need of protection or services and who has violated a condition specified in sub. (2) (b) 7. from being taken into and held in custody under ss. 938.19 to 938.21.

(d) *Hearing; when required.* If a juvenile is held under par. (a), (b), or (c) in a juvenile detention facility, juvenile portion of a county jail, or place of nonsecure custody for longer than 72 hours, the juvenile is entitled to a hearing under sub. (6) (c) or s. 938.21. The hearing shall be conducted in the manner provided in sub. (6) or s. 938.21, except that, notwithstanding s. 938.21 (1) (a), the hearing shall be conducted within 72 hours, rather than 24 hours, after the time that the decision to hold the juvenile was made and a written statement of the reasons for continuing to hold the juvenile in custody may be filed instead of a petition under s. 938.25.

(e) *County board authorization required.* The use of placement in a juvenile detention facility or in a juvenile portion of a county jail as a place of short-term detention under par. (a) 1. or 2. or (b) 1. or 2. is subject to the adoption of a resolution by the county board of supervisors under s. 938.06 (5) authorizing the use of those placements as places of short-term detention under par. (a) 1. or 2. or (b) 1. or 2.

(6g) **CONTEMPT FOR CONTINUED VIOLATION OF ORDER.** (a) If a juvenile upon whom the court has imposed a sanction under sub. (6) (a) or (6m) commits a 2nd or subsequent violation of a condition specified in sub. (2) (b) 7., the district attorney may file a petition under s. 938.12 charging the juvenile with contempt of court, as defined in s. 785.01 (1), and reciting the recommended disposition under s. 938.34. The district attorney may file the petition on his or her own initiative or on the request of the court that imposed the condition specified in sub. (2) (b) 7. or that imposed the sanction under sub. (6) (a) or (6m). If the district attorney files the petition on the request of the court that imposed the condition specified in sub. (2) (b) 7. or that imposed the sanction under sub. (6) (a) or (6m), that court is disqualified from holding a hearing on the contempt petition.

(b) The court may find a juvenile in contempt of court, as defined in s. 785.01 (1), and order a disposition under s. 938.34 if the court makes all of the following findings:

1. That the juvenile has previously been sanctioned under sub. (6) (a) or (6m) for violating a condition specified in sub. (2) (b) 7. and, subsequent to that sanction, has committed another violation of a condition specified in sub. (2) (b) 7.

2. That at the sanction hearing the court explained the conditions to the juvenile and informed the juvenile of a possible finding of contempt for a violation and the possible consequences of that contempt.

3. That the violation is egregious.

4. That the court has considered less restrictive alternatives and found them to be ineffective.

(c) This subsection does not preclude a person who is aggrieved by a juvenile's violation of a condition specified in sub.

(2) (b) 7. from proceeding against the juvenile for contempt of court under ch. 785.

(6m) **SANCTIONS FOR VIOLATION OF ORDER: TRUANCY OR HABITUAL TRUANCY.** (a) *Violation of habitual truancy order.* If the court finds by a preponderance of the evidence that a juvenile who has been found to have violated a municipal ordinance enacted under s. 118.163 (2) or who has been found to be in need of protection or services under s. 938.13 (6) has violated a condition specified under sub. (2) (b) 7., the court may order as a sanction any combination of the sanctions under subds. 1g. to 4. and the dispositions under s. 938.342 (1g) (d) to (j) and (1m), regardless of whether the disposition was imposed in the order violated by the juvenile. A sanction may be imposed under this paragraph only if at the dispositional hearing under s. 938.335 the court explained those conditions to the juvenile and informed the juvenile of the possible sanctions under this paragraph for a violation or if before the violation the juvenile has acknowledged in writing that he or she has read, or has had read to him or her, those conditions and possible sanctions. The court may not impose a sanction under this paragraph on a juvenile who is subject to an order under this section or s. 938.357 or 938.365 that terminates as provided in sub. (4) (am) 4. or s. 938.357 (6) (a) 4. or 938.365 (5) (b) 4. The court may order as a sanction under this paragraph any of the following:

1g. Placement of the juvenile in a juvenile detention facility or juvenile portion of a county jail that meets the standards promulgated by the department of corrections by rule or in a place of nonsecure custody, for not more than 10 days and the provision of educational services consistent with his or her current course of study during the period of placement. The juvenile shall be given credit against the period of detention or nonsecure custody imposed under this subdivision for all time spent in secure detention in connection with the course of conduct for which the detention or nonsecure custody was imposed. The use of placement in a juvenile detention facility or in a juvenile portion of a county jail as a sanction under this subdivision is subject to the adoption of a resolution by the county board of supervisors under s. 938.06 (5) authorizing the use of those placements as a sanction. If the court orders placement of the juvenile in a place of nonsecure custody under the supervision of the county department, the court shall order the juvenile into the placement and care responsibility of the county department as required under 42 USC 672 (a) (2) and shall assign the county department primary responsibility for providing services to the juvenile.

1m. Suspension or limitation on the use of the juvenile's operating privilege, as defined under s. 340.01 (40), or of any approval issued under ch. 29 for not more than one year. If the juvenile does not hold a valid operator's license under ch. 343, other than an instruction permit under s. 343.07 or a restricted license under s. 343.08, on the date of the order issued under this subdivision, the court may order the suspension or limitation to begin on the date on which the juvenile is first eligible for issuance or reinstatement of an operator's license under ch. 343. If the court suspends a juvenile's operating privilege or an approval issued under ch. 29, the court shall immediately take possession of the suspended approval and may take possession of, and if possession is taken, shall destroy, the suspended license. The court shall forward to the department that issued the license or approval a notice stating the reason for and the duration of the suspension, together with any approval of which the court takes possession.

2. Counseling or participation for not more than 25 hours in a supervised work program or other community service work under s. 938.34 (5g).

3. Detention in the juvenile's home or current residence for a period of not more than 30 days except during hours in which the juvenile is attending religious worship or a school program, including travel time required to get to and from the place of worship or school program. The order may permit a juvenile to leave

school, in the evening, on weekends, on other nonschool days, and at other times when the juvenile is not under immediate adult supervision.

(c) Contacts with the juvenile and the juvenile's family of a type, frequency, and duration that are commensurate with the juvenile's level of risk and individualized treatment needs.

(d) Case management services provided by a community supervision agent.

(e) Any other treatment or services that are needed to meet the needs of the juvenile as determined by the department.

(3) **INSTITUTIONAL STATUS.** (a) The office of juvenile offender review in the division of juvenile corrections in the department of corrections shall evaluate each juvenile who is placed under community supervision and may place such a juvenile in Type 2 status. A juvenile who is placed in Type 2 status is under the supervision of the department of corrections, is subject to the rules and discipline of that department, and is considered to be in custody, as defined in s. 946.42 (1) (a). Notwithstanding ss. 938.19 to 938.21, if a juvenile who is placed in Type 2 status violates a condition of his or her participation in community supervision, the department of corrections may, without a hearing, take the juvenile into custody and place the juvenile in a juvenile detention facility or return the juvenile to placement in a Type 1 juvenile correctional facility or a secured residential care center for children and youth. This paragraph does not preclude a juvenile who has violated a condition of his or her participation in community supervision from being taken into and held in custody under ss. 938.19 to 938.21.

(b) The department of corrections shall operate community supervision for a juvenile who is placed in Type 2 status as a Type 2 juvenile correctional facility. The secretary may allocate and reallocate existing and future facilities as part of the Type 2 juvenile correctional facility. The Type 2 juvenile correctional facility is subject to s. 301.02. Construction or establishment of a Type 2 juvenile correctional facility shall be in compliance with all state laws except s. 32.035 and ch. 91. In addition to the exemptions under s. 13.48 (13), construction or establishment of a Type 2 juvenile correctional facility is not subject to the ordinances or regulations relating to zoning, including zoning under ch. 91, of the county and city, village, or town in which the construction or establishment takes place and is exempt from the investigations permitted under s. 46.22 (1) (c) 1. b.

(3m) **ESCAPE.** If a juvenile who is placed in Type 2 status runs away from his or her placement in the community while participating in community supervision, the juvenile is considered to have escaped in violation of s. 946.42 (3) (c).

(4) **RULES.** The department of corrections shall promulgate rules to implement this section.

*History:* 1995 a. 77; 1997 a. 27, 35, 252; 1999 a. 9; 2001 a. 16; 2005 a. 344; 2015 a. 55; 2015 a. 197 s. 51.

*Cross-reference:* See also ch. DOC 396, Wis. adm. code.

**938.534 Intensive supervision program.** (1) **PROGRAM REQUIREMENTS; VIOLATION OF CONDITION OF PARTICIPATION.** (a) A county department may provide an intensive supervision program for juveniles who have been adjudicated delinquent and ordered to participate in an intensive supervision program under s. 938.34 (2r). A county department that provides a program shall purchase or provide intensive surveillance and community-based treatment services for participants in the program and may purchase or provide electronic monitoring for the intensive surveillance of program participants. A caseworker providing services under a program may have a case load of no more than 10 juveniles and shall have not less than one face-to-face contact per day with each juvenile who is assigned to that caseworker, except that the face-to-face contact requirement does not apply to a juvenile placed under par. (b) or (c).

(b) 1. Notwithstanding ss. 938.19 to 938.21, but subject to any general written policies adopted by the court under s. 938.06 (1) or (2) and to any policies adopted by the county board relating to the taking into custody and placement of a juvenile under this sub-

division, if a juvenile violates a condition of his or her participation in the program, the juvenile's caseworker or any other person authorized to provide or providing intake or dispositional services for the court under s. 938.067 or 938.069 may, without a hearing, take the juvenile into custody and place the juvenile in a juvenile detention facility or juvenile portion of a county jail that meets the standards promulgated by the department of corrections by rule or in a place of nonsecure custody designated by that person for not more than 72 hours while the alleged violation and the appropriateness of a sanction under s. 938.355 (6) or a change in the conditions of the juvenile's participation in the program are being investigated. Short-term detention under this subdivision may be imposed only if at the dispositional hearing the court explained those conditions to the juvenile and informed the juvenile of that possible placement or if before the violation the juvenile has acknowledged in writing that he or she has read, or has had read to him or her, those conditions and that possible placement and that he or she understands those conditions and that possible placement.

2. Notwithstanding ss. 938.19 to 938.21, but subject to any general written policies adopted by the court under s. 938.06 (1) or (2) and to any policies adopted by the county board relating to the taking into custody and placement of a juvenile under this subdivision, if a juvenile violates a condition of the juvenile's participation in the program, the juvenile's caseworker or any other person authorized to provide or providing intake or dispositional services for the court under s. 938.067 or 938.069 may, without a hearing, take the juvenile into custody and place the juvenile in a juvenile detention facility or juvenile portion of a county jail that meets the standards promulgated by the department of corrections by rule or in a place of nonsecure custody designated by that person for not more than 72 hours as a consequence of that violation. Short-term detention under this subdivision may be imposed only if at the dispositional hearing the court explained those conditions to the juvenile and informed the juvenile of that possible placement or if before the violation the juvenile has acknowledged in writing that he or she has read, or has had read to him or her, those conditions and that possible placement and that he or she understands those conditions and that possible placement. A person who takes a juvenile into custody under this subdivision shall permit the juvenile to make a written or oral statement concerning the possible placement of the juvenile and the course of conduct for which the juvenile was taken into custody. A person designated by the court or the county department who is employed in a supervisory position by a person authorized to provide or providing intake or dispositional services under s. 938.067 or 938.069 shall review that statement and either approve the placement, modify the terms of the placement, or order the juvenile to be released from custody.

3. A juvenile may be taken into and held in custody under both subds. 1. and 2. in connection with the same course of conduct, except that no juvenile may be held in custody for more than a total of 72 hours under subds. 1. and 2. in connection with the same course of conduct unless the juvenile receives a hearing under par. (d).

3m. Subject to par. (d), subds. 1. and 2. do not preclude a juvenile who has violated a condition of the juvenile's participation in the program from being taken into and held in custody under ss. 938.19 to 938.21.

4. The use of placement in a juvenile detention facility or in a juvenile portion of a county jail as a place of short-term detention under subd. 1. or 2. is subject to the adoption of a resolution by the county board of supervisors under s. 938.06 (5) authorizing the use of those placements as places of short-term detention under subd. 1. or 2.

(c) Notwithstanding ss. 938.19 to 938.21, but subject to any general written policies adopted by the court under s. 938.06 (1) or (2) and to any policies adopted by the county board relating to the taking into custody and placement of a juvenile under this paragraph, if the juvenile is in need of crisis intervention the juve-

1 RESOLUTION NO. 17-103

2  
3 **Resolution Authorizing Options for Youth (Juvenile) Supervision**

4  
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
6 MEMBERS,

7  
8 **WHEREAS**, the declared legislative intent of Wisconsin's Juvenile Justice Code, Chapter 938 of the  
9 Wisconsin Statutes, is to promote a juvenile justice system capable of dealing with the problems of  
10 juvenile delinquency which protects the community, imposes accountability for violations of the law,  
11 and equips juvenile offenders with competencies to live responsibly and productively (§ 938.01(2), Wis.  
12 Stats.); and,

13  
14 **WHEREAS**, the Wisconsin Legislature provided various disposition, sanction, and placement  
15 options to counties in order to achieve the stated legislative intent, subject to the County Board's  
16 adoption of a resolution authorizing same pursuant to § 938.06(5), Wis. Stats.; and,

17  
18 **WHEREAS**, specifically, § 938.06(5)(a)1., Wis. Stats., allows the use of a juvenile detention facility  
19 or juvenile portion of the county jail as a disposition under § 938.34(3)(f), Wis. Stats., as a sanction  
20 under § 938.355(6m)(a), Wis. Stats., or as a place of short-term detention under  
21 § 938.355(6d)(a)1. or 2. or § 938.355(6d)(b)1. or 2., or § 938.534(1)(b)1. or 2.; and,

22  
23 **WHEREAS**, given the complex needs of juveniles in Dodge County and the scarcity of financial  
24 resources, the Dodge County Judicial and Public Protection Committee and the Dodge County Human  
25 Services and Health Board have determined that it is appropriate to authorize a broad array of options to  
26 achieve the declared policy of the Legislature;


27  
28 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors that,  
29 pursuant to § 938.06(5), Wis. Stats., the court is authorized to use placement in a juvenile detention  
30 facility or juvenile portion of the county jail as a disposition, sanction or place of short-term detention.

All of which is respectfully submitted this 20th day of March, 2018.

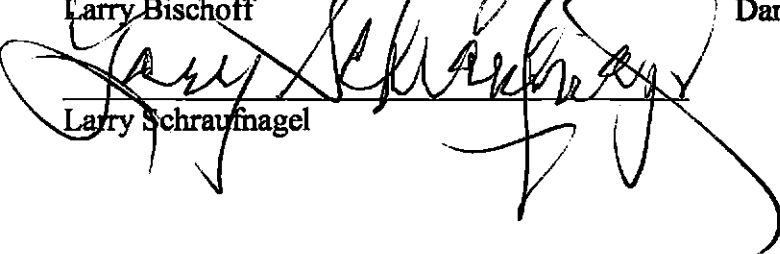
**Dodge County Judicial and Public Protection Committee**

  
Mary Ann Miller

  
Thomas Nickel

  
Larry Bischoff

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

  
Larry Schraufnagel




**Dodge County Human Services and Health Board:**

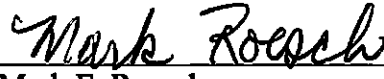
  
Mary J. Bobholz

  
Lois Augustson

Becky Glewen

  
Stephanie Justmann

  
Kira Sheahan-Malloy

  
Mark E. Roesch

  
David Godshall

  
Jennifer Keyes

  
Jeremy Bartsch

**Vote Required:** Majority of members present

**Resolution Summary:** Resolution authorizing options for youth (juvenile) supervision.

**Authority to Purchase One 2018 John Deere 6120M 4x4 Tractor with Mower**

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

**WHEREAS**, the Dodge County Highway Department is in need of a 2018 John Deere 6120M 4x4 tractor with a 15 foot rear flex-wing mower to adequately serve the needs of the Highway Department; and,

**WHEREAS**, the Highway Department requested quotations for a 2018 John Deere 6120M 4x4 tractor with a 15 foot rear flex-wing mower and received the following quotations:

Vendor	Quotation
Mid-State Equipment	\$96,988.00
Riesterer & Schnell	\$98,500.00
Serwe Implement LLC	\$19,791.00 (for mower only)
Ballweg Implement	\$103,619.59
Ballweg Implement	\$103,674.54

; and,

**WHEREAS**, copies of the quotations are on file in the Office of the Dodge County Highway Commissioner and may be viewed during normal business hours; and,

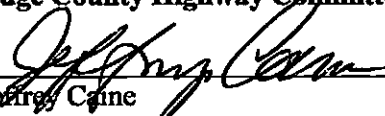
**WHEREAS**, the Highway Committee recommends that the Dodge County Board of Supervisors approve and accept the quotation from Mid-State Equipment, in the amount of \$96,988, and authorize and direct the Highway Committee to purchase one 2018 John Deere 6120M 4x4 tractor with a 15 foot rear flex-wing mower from Mid-State Equipment, at a total purchase price of \$96,988;

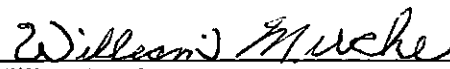
**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby approves and accepts the quotation from Mid-State Equipment, in the amount of \$96,988, and authorizes and directs the Dodge County Highway Commissioner to purchase one 2018 John Deere 6120M 4x4 tractor with a 15 foot rear flex-wing mower from Mid-State Equipment; and,


**BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Highway Commissioner, in a total amount not to exceed \$96,988, the County Clerk shall issue an order on the Dodge County Treasurer for payment of such invoice from Business Unit 3281, Capital Asset Acquisition.

All of which is respectfully submitted this 20th day of March, 2018.

**Dodge County Highway Committee:**

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

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

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

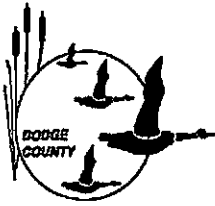
  
\_\_\_\_\_  
Jeff Berres

**FISCAL NOTE:**

The revenue/expenditure is contained in the 2018 budget: X Yes \_\_\_ No \_\_\_ N/A.  
Budget Impact: \$0.00. Finance Committee review date: March 13, 2018. Chair initials: JK

**Vote Required:** Majority of Members present.

**Resolution Summary:** Resolution authorizing the purchase of one 2018 John Deere 6120M 4x4 tractor with mower.



**HUMAN RESOURCES DEPARTMENT**  
**Sarah Hinze, Human Resources Director**  
127 East Oak Street, Juneau, WI 53039  
(920)386-3691 – FAX (920)386-3545

---

**MEMO**

**DATE:** March 12, 2018  
**TO:** The Honorable County Board of Supervisors  
**FROM:** Sarah Hinze *Sarah Hinze*  
**RE:** Information to Support Resolution 17-105

---

Thank you for allowing me the opportunity to provide information regarding the request to eliminate one full time benefited Insurance and Benefits Coordinator position and create one full time benefited Recruitment and Benefits Assistant.

You may recall in July of 2016 I came to you requesting to eliminate the Human Resources Assistant II position and create an additional Insurance and Benefits Coordinator position. From September, 2016 through March of 2018 both positions have been filled until recently a vacancy occurred in one of these positions. As is customary when vacancies occur I conducted a review with my staff to evaluate current duties of each position within my Department. The review included an analysis of how the duties and responsibilities were divided and handled by both Insurance and Benefits Coordinators. The results of the analysis indicated that there is not a need to have two employees to handle the higher level benefits management duties, but a need for assistance with orientations and data entry. Further discussions with my staff indicated a greater need for an employee to focus on and devote more time to the recruitment duties required for the County. These duties are currently being handled by the Assistant Human Resources Director. The removal of the recruitment duties is a logical move to alleviate the Assistant Director's time to focus on the higher level duties required of this position.

Therefore, we are requesting a Recruitment and Benefits Assistant. This position will be responsible for all orientations, data entry for new employee's benefits, changes to current employee's benefits and termination of employee's benefits. Further this position will be responsible for all recruitment activities, including but not limited to job postings, placing ads and managing/maintaining the talent acquisition module. Please refer to the job description for the full list of principle duties and responsibilities of this proposed position.

The remaining Insurance and Benefits Coordinator position will be responsible for the higher level benefits management duties, including but not limited to the Affordable Care Act (ACA) reporting; updates and changes to benefit set-up in Kronos; Health, Dental, and Life Insurance billing and reconciliation on the Human Resources side and WRS reporting throughout the year. Please refer to the job description for the full list of principle duties and responsibilities of this position.

I ask for your support of this resolution which will benefit the employees of Dodge County. Thank you.

1 RESOLUTION NO. 17-105

2  
3 **Abolish Insurance and Benefits Coordinator Position and**  
4 **Create Recruitment and Benefits Assistant Position**

5  
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,

8  
9 **WHEREAS**, the Dodge County Human Resources and Labor Negotiations Committee has studied  
10 and analyzed staffing needs at the Dodge County Human Resources Department; and,

11  
12 **WHEREAS**, as a result of these studies and analyses, the Human Resources and Labor Negotiations  
13 Committee recommends that the Dodge County Board of Supervisors abolish one vacant, funded, full-time,  
14 benefited position of *Insurance and Benefits Coordinator*, and create one new, full-time, benefited position  
15 of *Recruitment and Benefits Assistant*; and,

16  
17 **WHEREAS**, a job description for each of the above-listed positions have been marked for  
18 identification as Exhibits "A" and "B", respectively, and have been attached hereto; and,

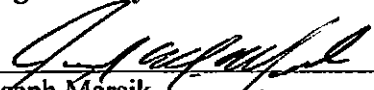
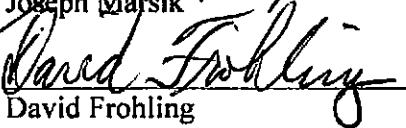

19  
20 **WHEREAS**, the 2018 Budget of the Human Resources Department has funds sufficient for the  
21 proposed position of *Recruitment and Benefits Assistant*, during the period of time commencing on March  
22 21, 2018, and ending on December 31, 2018, both inclusive;

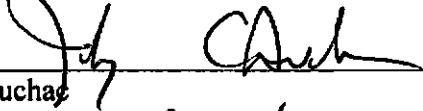
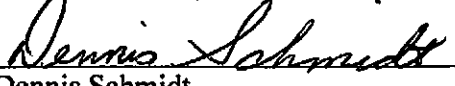
23  
24 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors  
25 hereby abolishes one vacant, funded, full-time, benefited position of *Insurance and Benefits Coordinator*,  
26 and creates one new, full-time, benefited position of *Recruitment and Benefits Assistant*; and;

27  
28 **BE IT FINALLY RESOLVED**, that funds in the 2018 Budget of the Human Resources Department  
29 shall be used to fund the position of *Recruitment and Benefits Assistant*, during the period of time  
30 commencing on March 21, 2018, and ending on December 31, 2018, both inclusive.

All of which is respectfully submitted this 20th day of March, 2018.

**Dodge County Human Resources & Labor Negotiations Committee**

  
\_\_\_\_\_  
Joseph Marsik  
  
\_\_\_\_\_  
David Frohling  
  
\_\_\_\_\_  
Richard Greshay

  
\_\_\_\_\_  
Jeffrey Duchas  
  
\_\_\_\_\_  
Dennis Schmidt

**FISCAL NOTE:**

*The revenue/expenditure is contained in the current year budget: X Yes \_\_\_ No \_\_\_ N/A.*

*Budget Impact: \$ 11,663 . Finance Committee review date: March 13, 2018. Chair initials: AS*  
(savings)

**Vote Required:** Majority of members present

**Resolution Summary:** Resolution abolishing *Insurance and Benefits Coordinator* position and create *Recruitment and Benefits Assistant* position

**DODGE COUNTY JOB DESCRIPTION****1/1/2018 Wage Range: 20.97 - \$29.05**

<b>JOB TITLE:</b>	Insurance and Benefits Coordinator	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Human Resources	<b>REPORTS TO:</b>	Human Resources Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	April 19, 1996
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	1/8/03; 9/19/06; 4/18/07; 6/14/16; 3/1/18

**OVERALL PURPOSE/SUMMARY:**

Under the general direction of the Human Resources Director, processes and coordinates employee fringe benefit programs offered by County and prepares/maintains reports and manuals relative to these programs. Administers federal mandated COBRA requirements.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Informs new, existing, terminating, and former County employees of fringe benefit eligibility, including payment/reporting requirements
2. Prepares, verifies, and files application forms for employee participation in and termination of County employee fringe benefit programs.
3. Administers and monitor flex spending, deferred compensation, Post Employment Health Plans, and Long Term Disability programs.
4. Assists as needed with employee fringe benefit claims.
5. Enter benefit data into payroll/Human Resources Information System (HRIS) on all employees, create reports and maintain databases.
6. Create and ensures accurate Deduction, Benefit and Accruals are entered into HRIS system to ensure proper deductions are taken from employee payrolls.
7. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. wage worksheets, employee benefit pro-rations, termination payouts, etc.).
8. Maintains schedule of orientation reports and performance reviews. Assures timely processing by department heads.
9. Provides general assistance to county employees and the public on routine personnel procedures and policies.
10. Enters direct deposit information into HRIS and verifies information is accurate.
11. Create and distribute annual enrollment forms.
12. Supplies County employees with group health, dental and life insurance, and Wisconsin Retirement booklets, applications, and claim forms etc.
13. Prepares necessary communications advising Human Resources Director, Department Heads, and employees of changes in rates, rules, regulations, adopted legislation, and procedures regarding employee benefits.
14. Maintains employee fringe benefit rules, regulations, and procedural manuals.
15. Compiles necessary periodic Wisconsin Retirement Fund and other fringe benefit reports.
16. Ensures Dodge County's compliance with all Affordable Care Act requirements and reporting.
17. Ensures timely submission of all insurance and benefit documents.
18. Complies, reconciles and ensures timely submission of all monthly insurance billings.
19. Responds to inquiries from Wisconsin Retirement Fund, Social Security, insurance representatives, unemployment office, health insurance, dental insurance, and life insurance agencies.
20. Administers mandated COBRA requirements.
21. Answers questions regarding all insurance and benefits coverage and prepares related correspondence.
22. Coordinate benefit administrator presentations, meetings, and health fairs.
23. Regular attendance and punctuality required.
24. Assists Assistant Human Resources Director with Harassment Prevention and other needs.
25. Performs related duties as may be required or assigned.

**JOB SPECIFICATIONS:****KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of laws, rules, regulations, and policies/procedures concerning employee benefit programs, Worker's Compensation, Wisconsin retirement, Unemployment Insurance, ACA and COBRA.

Knowledge of modern office practices and procedures.

Knowledge of computer hardware, software, and peripherals.

Ability to set up and maintain benefit modules in HRIS software.

Ability to establish and maintain effective relationships with government officials, union officials, employees and with the

general public.

Ability to effectively communicate provisions of fringe benefit programs to County employees.

Ability to interpret legislation and regulations applying to Dodge County benefit programs.

Ability to analyze and exercise sound judgement in arriving at conclusions.

Tact and courtesy.

Thoroughness and dependability.

**EDUCATION AND EXPERIENCE**

Associate Degree in Human Resource, with an emphasis in benefits and compensation or related field. Minimum of two (2) years of experience in employee benefit reporting experience. Advanced knowledge of Public Employee benefit and HRIS experience is preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS:**

Normal office 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:**

**FOR HUMAN RESOURCES 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.

EXHIBIT "A"

**DODGE COUNTY JOB DESCRIPTION**

1/1/2018 Wage Range: \$19.00 - \$26.33

<b>JOB TITLE:</b>	Recruitment and Benefits Assistant	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Human Resources	<b>REPORTS TO:</b>	Human Resources Director
<b>LOCATION:</b>	Administration Building	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY:**

Under the general direction of the Human Resources Director, assists the Insurance and benefits Coordinator in administering and maintaining the employee fringe benefits programs, coordinates employee fringe benefit orientation, assists in Human Resources functions in the areas of recruitment and wellness.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Assists in recruitment activities including job posting, researching new and cost effective ways to recruit talent.
2. Performs reference checking and Caregiver Background checks of candidates and updates after hire as necessary.
3. Responds to employment reference inquiries.
4. Conducts initial review and annual review for employees on the Driver Qualification list.
5. Conduct benefit orientations and County onboarding.
6. Assists new, existing, terminating, and former County employees of fringe benefit eligibility, including payment/reporting requirements.
7. Prepares, verifies, and files application forms for employee participation in and termination of County employee fringe benefit programs.
8. Assists as needed with employee fringe benefit claims.
9. Assists in entering and updating benefit data into payroll/Human Resources Information System (HRIS) on all employees, ensures accurate deductions are taken from employee payrolls.
10. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. employee benefit pro-rations, termination payouts, etc.).
11. Assists the Insurance and Benefits Coordinator with annual insurance and benefit open enrollment.
12. Assists in the preparation and maintenance benefit procedural manuals.
13. May assist in the preparation of periodic Wisconsin Retirement Fund and other fringe benefit reports.
14. Ensures timely submission of all insurance and benefit documents.
15. Assists in the preparation, reconciling and ensures timely submission of all monthly insurance billings.
16. Assists in the administration of mandated COBRA requirements.
17. Answers questions regarding all insurance and benefits coverage and prepares related correspondence.
18. Coordinate benefit presentations, meetings, biometric screenings and health fairs, etc.
19. Serves as Human Resources representative on the Dodge County Employee Wellness Committee. Participates and promotes employee wellness initiatives.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

**JOB SPECIFICATIONS:****KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of laws, rules, regulations, and policies/procedures concerning employee benefit programs, Wisconsin Retirement, Unemployment Insurance, ACA and COBRA.
- Knowledge of Microsoft Office products with advanced knowledge of Microsoft Excel
- Ability to accurately enter data into benefit modules in HRIS software and websites.
- Ability to establish and maintain effective relationships with government officials, union officials, employees and with the general public.
- Ability to effectively communicate provisions of fringe benefit programs to County employees.
- Ability to interpret legislation and regulations applying to Dodge County benefit programs.
- Ability to analyze and exercise sound judgement in arriving at conclusions.
- Ability to maintain confidentiality.

**EDUCATION AND EXPERIENCE**

Associate Degree in Human Resource, with an emphasis in benefits and recruitment or related field. Preferably a minimum of two (2) years of experience in human resources in employee benefit administration, recruitment or knowledge of Public Employee benefit. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

<b>WORKING CONDITIONS:</b>	
Normal office environment.	
<b>PHYSICAL DEMANDS:</b>	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
<b>ACKNOWLEDGEMENTS:</b>	<b>FOR HUMAN RESOURCES USE:</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).  
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



1 RESOLUTION NO. 17-106

2  
3 **Establish Salary and Compensation for the Dodge County Board Chairman**  
4 **For the Period of Time Commencing on March 20, 2018 and Ending on March 20, 2020**

5  
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
7 MEMBERS,

8  
9 **WHEREAS**, Resolution No. 15-95, adopted by the Dodge County Board of Supervisors  
10 on March 16, 2015, established the salary and compensation for the Dodge County Board  
11 Chairman; and,

12  
13 **WHEREAS**, Resolution No. 15-95 established the salary and compensation for the  
14 Dodge County Board Chairman for a period of two years, commencing on March 18, 2016, and  
15 ending on March 18, 2018, as \$12,000 per year, plus meeting payments and mileage for  
16 meetings attended, as set forth in Resolution No. 97-53, which was adopted by the Dodge  
17 County Board of Supervisors on August 19, 1997, and as set forth in Resolution No. 13-33,  
18 which was adopted by the Dodge County Board of Supervisors on October 15, 2013; and,

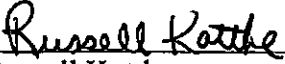
19  
20 **WHEREAS**, on March 5, 2018, the Executive Committee reviewed the salary and  
21 compensation of the County Board Chairman as established by Resolution No. 15-95, and  
22 formed the following considered conclusions:


- 23  
24 1. During the past two years the County Board Chairman has conducted meetings of  
25 the County Board and attended meetings of County Board Committees, and, in  
26 addition, has worked closely, frequently, and effectively with numerous individuals,  
27 including the County Administrator, in many important areas of administration of  
28 county government, to the benefit of Dodge County, and that such activities are  
29 expected to continue in the future; and,  
30  
31 2. During the period of time commencing on March 20, 2018, and ending on March  
32 20, 2020, the County Board Chairman's salary and compensation should be \$12,000  
33 per year, plus meeting payments and mileage for meetings attended, as set forth in  
34 Resolution No. 97-53, which was adopted by the Dodge County Board of  
35 Supervisors on August 19, 1997, and as set forth in Resolution No. 13-33, which  
36 was adopted by the Dodge County Board of Supervisors on October 15, 2013; and,  
37

38 **SO, NOW, THEREFORE, BE IT RESOLVED**, that during the period of time  
39 commencing on March 20, 2018, and ending on March 20, 2020, the Dodge County Board  
40 Chairman shall be paid \$12,000 per year, plus meeting payments and mileage for meetings  
41 attended, as set forth in Resolution No. 97-53, which was adopted by the Dodge County Board of  
42 Supervisors on August 19, 1997, and as set forth in Resolution No. 13-33, which was adopted by  
43 the Dodge County Board of Supervisors on October 15, 2013.

All of which is respectfully submitted this 20th day of March, 2018.


**Dodge County Executive Committee:**

  
\_\_\_\_\_  
Russell Kottke

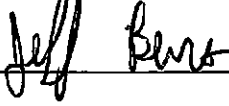
  
\_\_\_\_\_  
Donna Maly

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

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

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

  
\_\_\_\_\_  
Dennis R. Schmidt

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

**FISCAL NOTE:**

The revenue/expenditure is contained in the 2018 budget:  X  Yes   No   N/A.

Budget Impact: \$0.00. Finance Committee review date: March 13, 2018. Chair initials: 

**Vote Required:** Majority of members present

**Resolution Summary:** A resolution to establish the salary and compensation for the Dodge County Board Chairman for the period of time commencing on March 20, 2018 and ending on March 20, 2020.

REPORT NO. 1

County Board/ Appointed Officials Compensation and Mileage Expenditures  
Meetings Attended January 1 - December 31, 2017

County Board Per Diem, Mileage, and Expenditures

	No. of Committee Meetings	Board Sessions and Committee Meetings	Mileage & Expenditures	Total
Bartsch, Jeremiah D	32	1600	431.22	2,031.22
Behl, Allen J	65	3305	1,380.76	4,685.76
Bennett, Richard C	42	2100	134.82	2,234.82
Benter, Edwin W	45	2250	1,107.45	3,357.45
Berres, Jeff A	48	2450	1,157.74	3,607.74
Bischoff, Larry M	65	3380	893.74	4,273.74
Bobholz, Janice K	22	-	-	-
Bobholz, Mary J	36	1845	434.42	2,279.42
Caine, Chester	1	55	9.10	64.10
Caine, Jeffrey G	48	2400	508.26	2,908.26
Derr, Lisa L	37	1850	864.81	2,714.81
Duchac, Jeffry C	61	3070	930.90	4,000.90
Fink, Richard W	41	2050	794.67	2,844.67
Frohling, David W	85	4365	1,376.47	5,741.47
Glewen, Rebecca E	23	1150	230.10	1,380.10
Greshay, Richard L	53	2650	389.49	3,039.49
Guckenberger, David	32	1600	909.50	2,509.50
Hilbert, Daniel F	48	2420	492.20	2,912.20
Houchin, Cathy A	29	1450	512.14	1,962.14
Johnson, Harold J	48	2525	1,320.79	3,845.79
Justmann, Stephanie L	26	1310	376.64	1,686.64
Kottke, Russell H	106	5420	1,707.74	7,127.74
Kottke, Russell H		12000		12,000.00
Malloy, Michael R	3	150	51.36	201.36
Maly, Donna L	108	5455	2,379.87	7,834.87
Marsik, Joseph M	65	3370	1,297.91	4,667.91
Miller, MaryAnn	59	2975	533.97	3,508.97
Muche, William T	76	3805	1,018.67	4,823.67
Nelson, Edward R	52	2600	955.65	3,555.65
Nickel, Thomas J	45	2350	818.55	3,168.55
Roesch, Mark E	35	1750	641.48	2,391.48
Schaefer, Thomas J	63	3255	979.07	4,234.07
Schmidt, Dennis R	72	3660	70.09	3,730.09
Schraufnagel, Larry G	30	1500	825.75	2,325.75
Sheahan-Malloy, Kira M	29	1450	529.12	1,979.12
Stousland, Glen W	43	2215	299.60	2,514.60
<b>Subtotal</b>	<b>1,673</b>	<b>\$95,760.00</b>	<b>\$28,364.05</b>	<b>\$122,144.05</b>

**Appointed Officials Per Diem, Mileage, and Expenditures**

	<b>No. of Committee Meetings</b>	<b>Committee Meetings</b>	<b>Mileage &amp; Expenditures</b>	<b>Total</b>
Adelmeyer, Marlene M	2	100	42.80	142.80
Augustson, Lois B	10	500	107.00	607.00
Birkholz, Dianne K	3	150	0.00	150.00
Braun, Judith A	2	100	13.92	113.92
Dogs, Larry C	14	700	149.80	849.80
Elm, Ivan C	2	100	32.10	132.10
Foley, William	14	700	208.65	908.65
Godshall, David M	10	500	171.20	671.20
Grebel, Randy D	4	200	27.84	227.84
Gruke, Harvey W	2	100	32.10	132.10
Hicks, Harold J	14	700	330.72	1,030.72
Hoekstra, William J	3	150	51.36	201.36
Johnson, Dennis D	1	50	18.19	68.19
Kahlow, Patricia A	2	100	40.66	140.66
Keyes, Jennifer	10	500	224.70	724.70
Kitchen, Shirley A	15	750	23.54	773.54
Knox, Patricia L	2	100	21.40	121.40
Koch, Thomas J	2	110	0.00	110.00
Laufenberg, Leonard J	35	1400	548.32	1,948.32
Macheel, Dale R	31	1550	452.61	2,002.61
Nass, William	14	770	197.49	967.49
Negen, Lorna K	3	150	35.31	185.31
Neumann, Kenneth L	7	350	0.00	350.00
Patenaude, Judith M	2	100	10.70	110.70
Patrouille, Robert L	1	50	17.12	67.12
Premo, Edward G	1	50	17.12	67.12
Reak, Mary J	14	700	0.00	700.00
Rich, Anna B	1	50	17.12	67.12
Roche, Joseph E	34	1320	751.68	2,071.68
Scheffler, Tracy A	5	250	40.15	290.15
Schmidt, Gary L	3	150	22.47	172.47
Schmitt, Jeffery C	32	1280	450.48	1,730.48
Schoenike, Jon	12	600	181.90	781.90
Schulz, Carol R	2	100	11.78	111.78
Schumann, Sharon	8	400	188.32	588.32
Thompson, Annette	8	-	-	-
Wurtz, Eugene D	12	600	0.00	600.00
<b>Subtotal</b>	<b>337</b>	<b>15,480.00</b>	<b>4,438.55</b>	<b>19,918.55</b>
<b>GRAND TOTAL</b>	<b>2010</b>	<b>\$ 111,280.00</b>	<b>\$ 30,802.60</b>	<b>\$ 142,082.60</b>

## COMPARISON

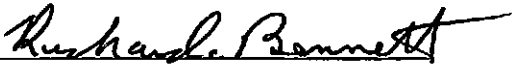
Year	No. of Committee Meetings	Board Sessions and Committee Meetings	Mileage & Expenditures	Total
2017	2010	\$ 111,260.00	\$ 30,802.60	\$ 142,062.60
2016*	1876	\$ 105,930.00	\$ 30,915.21	\$ 136,845.21
2015	1839	\$ 103,281.00	\$ 31,674.82	\$ 134,955.82
2014	1764	\$ 95,380.00	\$ 31,303.02	\$ 126,683.02
2013	1675	\$ 80,270.00	\$ 29,768.48	\$ 110,038.48
2012	1958	\$ 91,660.00	\$ 32,002.37	\$ 123,662.37
2011	2098	\$ 97,385.00	\$ 32,191.41	\$ 129,576.41
2010	2095	\$ 97,220.00	\$ 31,343.15	\$ 128,563.15
2009	2171	\$ 100,415.00	\$ 38,489.22	\$ 138,904.22
2008	2430	\$ 110,965.00	\$ 39,022.05	\$ 149,987.05
	<b>Percent Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>	<b>Percent Increase (Decrease)</b>
2017 to 2016	7.143%	5.032%	-0.364%	3.813%
2016 to 2015*	2.012%	2.565%	-2.398%	1.400%
2015 to 2014	4.252%	8.284%	1.188%	6.530%
2014 to 2013	5.313%	18.824%	5.155%	15.126%
2013 to 2012	-14.366%	-12.426%	-6.980%	-11.017%
2012 to 2011	-6.768%	-5.879%	-0.587%	-4.564%
2011 to 2010	0.143%	0.170%	2.706%	0.788%
2010 to 2009	-3.501%	-3.182%	-18.566%	-7.445%
2009 to 2008	-10.658%	-9.508%	-1.365%	-7.389%

\* 2016 now includes Farm Drainage, Housing Authority and Civil Service

All of which is respectfully submitted this 20<sup>th</sup> day of March, 2018 at Juneau, Wisconsin.

  
\_\_\_\_\_  
Thomas Nickel, Chairman

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

  
\_\_\_\_\_  
Richard Bennett

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

  
\_\_\_\_\_  
Russell Kottke (Ex-Officio)

( STATE OF WISCONSIN )

COUNTY OF DODGE

CERTIFICATION OF COUNTY CLERK OF DODGE COUNTY, WISCONSIN

I, Karen J. Gibson, County Clerk of Dodge County, Wisconsin do hereby certify that the foregoing is a true and correct copy of the per diems and expenses paid to County Board Members and Special Committees as recorded in the office of the County Clerk, Juneau, Wisconsin.

(SEAL)

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