

DODGE COUNTY EXECUTIVE COMMITTEE

July 10, 2018, 10:15 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 10:15 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; County Clerk Karen Gibson; Emergency Management Director Amy Nehls; ERP Project Director Ross Winklbauer; Network Administrator Josh Kohlhoff; Clearview Administrator Jane Hooper; Human Resources Director Sarah Hinze; Dodge County Planning and Economic Development Administrator Nathan Olson; Wisconsin Municipal Mutual Insurance Company Executive Director Dean Boes; Wisconsin Counties Association Outreach Manager Jon Hochkammer; M3 Insurance Account Executive Pam Queoff; Human Services and Health Director Becky Bell; County Board Supervisor Jeffrey Schmitt; County Board Supervisor Larry Bischoff; County Board Supervisor Thomas Schaefer; County Board Supervisor Jeffrey Caine; County Board Supervisor Eugene Wurtz; Daily Citizen Reporter Ken Thomas; and WBEV Radio Station Reporter Kevin Haugen.

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: Jeffrey Schmitt, and Eugene Wurtz.

There was no public comment.

Motion by Schmidt, seconded by Marsik to approve the June 5, 2018 minutes as presented. Motion carried.

Dodge County Human Services and Health Director Becky Bell provided an oral report to the Committee regarding an out-of-state travel request. Ms. Bell reported that the out-of-state travel request is for Public Health Nurse Amanda Mersch, and Public Health Nurse Abby Sauer to attend the National Prevention Network Conference to be held in Boston, Massachusetts, on August 28-30, 2018. Ms. Bell further reported that all expenses are being paid through the Prevention Grant that Dodge County received for the prevention of opioid use. Motion by Maly, seconded by Sheahan-Malloy, to approve the out-of-state travel request. Motion carried.

Administrator Jim Mielke provided an oral report to the Committee regarding an out-of-state travel request. Mr. Mielke reported that the out-of-state travel request is for Network Administrators' Josh Kohlhoff and Shane Van Loenen, and Technical Services Lead Dawn Lokken to attend a Dell Technologies Executive Briefing to be held in Austin, Texas on August 20-22, 2018. Mr. Mielke further reported that a memo was included in the Executive Committee packet materials. Motion by Frohling, seconded by Maly to approve the out-of-state travel request. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding an out-of-state travel request. Mr. Mielke reported that this is a tentative out-of-state travel request for Database Administrator Erin Roberts to attend a Kronos Conference to be held in Schaumburg, Illinois, on August 8, 2018. Mr. Mielke further reported that this is a customer conference, and is at no cost to the county. Motion by Schmidt, seconded by Marsik to approve the out-of-state travel request. Motion carried.

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Wisconsin Municipal Mutual Insurance Company (WMMIC) Executive Director Dean Boes appeared before the Committee to present on the trends in liability coverage. Corporation Counsel Kimberly Nass distributed to the Committee a document entitled *Wisconsin Municipal Mutual Insurance Company, Dodge County, July 10, 2018*. Mr. Boes highlighted the following:

- Dodge County has been a member of WMMIC for 30 years;
- WMMIC was formed for counties and cities by counties and cities;
- WMMIC is fiscally responsible for counties;
- WMMIC focuses on writing liability coverage;
- Excess dividends are returned back to counties;
- Types of Liability Insurance provided by WMMIC – General, Law Enforcement and Jail, Auto, and Cyber.

Mr. Boes continued with a review of liability exposures to Municipalities. Mr. Boes reported that some of the exposures are: Excessive Force (Law Enforcement); Jail related issues (civil rights); Sexual Misconduct; First Amendment Retaliation; Tax Assessment Litigation; Employment Practices Issues, such as sexual harassment; and Auto Liability. Supervisor Maly asked if insurance premiums are pooled. Mr. Boes responded that yes, premiums are pooled with losses, gains, and dividends being shared.

Mr. Boes concluded with a financial overview as of December 31, 2017. Mr. Boes reported that Dodge County's 2018 dividend was \$52,936, and total dividends since joining WMMIC are over \$2,500,000.

ERP Project Director Ross Winklbauer provided an oral update on the ERP Project. Mr. Winklbauer reported the following:

- Limited payroll is the topic of discussion the week of July 9, 2018;
- Friday's are open lab days for working on homework;
- The Chart of Accounts Error Report has been received, and will be reviewed with Tyler Munis;
- The Chart of Accounts Segments will be reviewed each month in the ERP Project Publication;
- The Project Publication will also include potential policy changes, and these potential policy changes will be documented, and then presented to the Finance Committee for approval.

Wisconsin Counties Association Outreach Manager Jon Hochkammer appeared before the Committee to review the three (3) forms of County Government. Ms. Nass distributed to the Committee the following four (4) documents: 1. *County Government Authority, Administrative Structure Options, and The Roles And Responsibilities Of County Board Members, Dodge County Executive Committee Meeting, July 10, 2018*; 2. *County Form of Government; Chapter 2 – Rules of the Board, APPENDIX A, County Board Supervisor*; 3. *A County Form of Government Map*; and 4. A chart describing the three (3) forms of County Government – Executive, Administrator, and Administrator Coordinator. Mr. Hochkammer explained that county government can only do what the legislature allows them to do – no home rule authority. Mr. Hochkammer highlighted the following:

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- There are two (2) forms of Governance – Traditional and Policy, with County having a Policy Governance;
- The three (3) forms of the Executive Branch in County Government: County Executive, County Administrator, and County Administrative Coordinator;
- The County Board should make the decision on which form of County Government to choose.

Mr. Hochkammer continued with reviewing each form of County Government. Ms. Nass asked Mr. Hochkammer to explain the difference between an advisory referendum and a petition. Mr. Hochkammer explained that a Binding Referendum or Advisory Referendum is placed on the ballot for the electorate to vote on, and a petition would be circulated for signatures and then submitted to the County Clerk. Mr. Hochkammer commented that is difficult to educate the public on County Government.

Supervisor Jeffrey Schmitt appeared before the Committee to discuss the Resolution Proposing an Advisory Referendum to Establish a County Executive Form of Government. Supervisor Schmitt explained that the electorate should be given the opportunity to offer their opinion on the form of County Government. Supervisors Maly and Sheahan-Malloy voiced their concerns with an Executive Form of County Government. The Committee did not take any action on this topic.

The Committee had a discussion regarding a Resolution Proposing an Advisory Referendum on the Dark Store Tax Loophole. Chairman Kottke reported that the County Board approved Resolution 17-01 on April 18, 2017, supporting the efforts to close commercial property assessment loopholes. Supervisor Frohling commented that this is an issue with the Wisconsin Counties Association Finance and Taxation Committee, and a uniform policy needs to be created on how to handle the Dark Store Tax Loophole. There was no more discussion on this topic.

Emergency Management Director Amy Nehls provided an oral update to the Committee regarding the Role of Emergency Management. Ms. Nehls reported that she sent out a survey to the seventy-two (72) Wisconsin Counties asking for the population of their county, what offices does their Emergency Management fall under, and the number of employees in their department, as well as the job titles. Ms. Nehls reported that the survey showed no consistency across the state, and the duties were the same, but the difference was in who Emergency Management reported to. Ms. Nehls further reported that Emergency Management is required to biannually send a letter to the State of Wisconsin to inform them of the progress made by Dodge County Emergency Management.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the July 17, 2018 County Board meeting. Ms. Gibson reviewed the document entitled *Proposed Resolutions/Reports/Ordinances for July 17, 2018 County Board Meeting as of June 29, 2018* that was included in the Executive Committee packet materials. Ms. Gibson reported that there will be no Resolution regarding the Land Purchase from the Highway Committee. Ms. Gibson further reported that the agenda also includes a presentation on the Health of Soil and Water in Dodge County, and a presentation by Johnson Block and Company, Inc. on the Financial Statements with Independent Auditor's Report. Supervisor Sheahan-Malloy asked if a hard copy of the Financial Statements with Independent Auditor's Report could be distributed prior to the County Board

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meeting. Mr. Mielke commented that the report could be sent by email prior to the County Board meeting, but a hard copy would be distributed at the July 17, 2018 County Board meeting.

Ms. Gibson provided an oral report to the Committee regarding the Wisconsin Counties Association (WCA) Conference to be held in La Crosse, Wisconsin, on September 23-25, 2018. Ms. Gibson reported that the Executive Committee packet included a letter from County Board Supervisor Richard Fink requesting the approval by the Executive Committee for his attendance at the WCA Conference. Supervisor Schmidt commented that Supervisor Fink did not include a reason for attending the conference in his letter. The Committee continued with a discussion on the request by Supervisor Fink. Chairman Kottke read a portion of County Board Rule 1 as follows:

“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 Board Supervisors shall be at County expense only if the Executive Committee determines that such attendance shall be to the benefit of Dodge County.”

Motion by Berres, seconded by Frohling to allow County Board Supervisor Richard Fink to attend the Wisconsin Counties Association (WCA) Conference to be held in La Crosse, Wisconsin, on September 23-25, 2018. Motion carried Ayes – 4 (Berres, Frohling, Sheahan-Malloy, and Kottke) and Noes – 3 (Maly, Marsik, Schmidt).

Mr. Mielke reported that there are no new claim for damages, and no updates on existing claims.

Mr. Mielke provided an oral report to the Committee regarding the renewal of property and automobile coverage. Mr. Mielke introduced M3 Insurance Account Executive Pam Queoff. Mr. Mielke reported that Dodge County did renew with Alliant Property Insurance for the dates July 1, 2018 – July 1, 2019, the insurance premium has decreased approximately \$4,000.00, and the Finance Department will allocate the cost of the premium to departments.

Mr. Mielke provided an oral report to the Committee regarding the 2019 Dodge County Budget. Mr. Mielke reported that the five (5) year Capital Improvement Plan (CIP) was distributed to the members of the Finance Committee at their meeting today, the Finance Committee will review and discuss the CIP at their August 14, 2018 meeting and at their September 2018 meeting, and the CIP will be presented to the County Board at their September 18, 2018 meeting. Mr. Mielke further reported that Department Heads are in the process of working on their 2019 budgets. Mr. Mielke reported there will be a joint Finance Committee and Human Resources and Labor Negotiations Committee meeting on July 23, 2018, at 9:00 a.m., to set perimeters for the 2019 compensation plan adjustments, and to discuss the Quartz and Dean health insurance proposals.

Mr. Mielke provided an oral report to the Committee regarding the proposed Health Insurance Consortium. Mr. Mielke reported that two (2) plan designs have been offered by Quartz and Dean Health. Supervisor Marsik commented that both Dodge County and Jefferson County would have to join the Health Insurance Consortium together in order to proceed. Mr. Mielke reported that a Health Savings Account (HSA) is an option, which offers a greater benefit than the flex spending plan that Dodge County currently offers, and the HSA is only offered with the high deductible plan. Human Resources Director Sarah Hinze reviewed results that she received from a county survey regarding health insurance deductible ratios.

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Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass reported on activities from the Taxation Committee. Ms. Nass provided an update on the Three (3) In Rem petitions:

- In Rem No. 1 – Three (3) In Rem properties for sale, and one (1) of the three (3) has been listed on the Wisconsin Surplus Online Auction. The City of Beaver Dam is interested in a corner parcel, which will be discussed at their July 16, 2018 meeting;
- In Rem No. 2 – Foreclosed five (5) parcels in the City of Beaver Dam. Closing with the City of Beaver Dam was held on June 19, 2018, and the five (5) parcels have been transferred to the City of Beaver Dam;
- In Rem No. 3 – Foreclosing on three (3) parcels, – one (1) vacant land in the Town of Rubicon, and two (2) parcels located in the Village of Randolph. Last day for redemption is July 17, 2018.

Ms. Nass provided an oral update to the Committee regarding the Wisconsin Counties Association Opioid Action. Ms. Nass reported that there is a litigation track and a settlement track. Ms. Nass further reported that the consolidated cases are tentatively scheduled to be heard in the Northern District of Ohio Eastern Division Court in March of 2019.

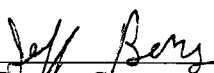
Mr. Mielke reported that he has no new information regarding the security measures being taken in the Administration Building and the Henry Dodge Office Building.

Dodge County Planning and Economic Development Administrator Nathan Olson reported that there has been preliminary discussions on a Thrive ED housing survey. Mr. Olson explained that a housing survey would be done to obtain primary research data, similar to the labor study. Mr. Olson commented that a project scope and request for proposals would be put together. Mr. Mielke commented that this topic will be placed on the agenda for on the August 2018 meeting of the Executive Committee.

There were no Committee Reports.

Meeting adjourned at 12:34 p.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, August 7, 2018, at 8:00 a.m.**



Jeff Berfes, Secretary

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